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**ANNUAL GENERAL MEETING MINUTES
STRATA PLAN LMS 2946 – “SEASTAR”
1003 PACIFIC STREET, VANCOUVER, BC**

HELD: Wednesday, May 4, 2011
PLACE: Amenity Room, Seastar, 1003 Pacific Street, Vancouver, BC

REGISTRATION

Upon arrival, owners signed next to their unit number on the registration list provided.

CALL TO ORDER

The meeting was called to order at 7:05 p.m.

QUORUM REPORT

Prior to the start of the meeting, the roll was called and all proxies certified in accordance with the requirements of the Strata Property Act. Also required by the Act is that a quorum, which consists of one-third of the owners in good standing, be present in order for the meeting to proceed. The Property Manager advised that out of 105 Owners, there were 40 Owners registered: 26 in person and 14 via proxy. As the quorum requirement had been met, the meeting was declared competent to proceed.

PERSON TO CHAIR MEETING

It was moved, seconded and CARRIED that the Strata Council President, Sally Warren, chair the meeting.

PROOF OF NOTICE

The Chair reported that notices were mailed to all owners on April 14, 2011. Section 45.1 of the Strata Property Act states that the Strata Corporation must give at least 14 days' written notice of an Annual General Meeting (AGM), specifying the date, place and time. Section 61(3) states that a notice shall be deemed to have been given 4 days after it has been posted.

It was moved and seconded that proper notice had been given for this evening's meeting. The motion was

CARRIED.

As all legal requirements had been met, the meeting was declared competent to proceed.

APPROVAL OF AGENDA

It was moved, seconded by and CARRIED to approve the agenda for the meeting.

APPROVAL OF PREVIOUS ANNUAL GENERAL MEETING MINUTES

It was moved, seconded and CARRIED to adopt the minutes of the Annual General Meeting held on March 15, 2010.

COUNCIL PRESIDENT'S REPORT

The Strata Council president, Sally Warren, presented the Strata Council's annual report. Copies of the report were distributed at the meeting. *(see attached report)*

RATIFY STRATA RULES – GUEST ROOM RULES

According to the Strata Property Act, section 125, the Rules can be created to govern the use, safety and condition of the common property and common assets. The rule must be ratified by a majority vote at a general meeting, otherwise it ceases to have effect at the first AGM held after the rule was made. Once a rule has been ratified, it is effective until it is repealed, replaced or altered, without the need for further ratification.

The Strata Council presented the new Guest Room Rules *(see attached Guest Room Rules)*.

After the discussion a vote was called, forty (40) in favor. CARRIED

RATIFY STRATA RULES – LOCKER RENTAL RULES

The Strata Council presented the new Locker Rental Rules *(see attached Locker Rental Rules)*.

After the discussion a vote was called, thirty eight (38) in favor, one (1) opposed and one(1) abstained. CARRIED

REPORT ON INSURANCE

The Property Manager confirmed that a copy of the strata corporation's insurance coverage was circulated with the Notice of Call. All owners were encouraged to contact an insurance broker to ensure that they have proper personal property and liability insurance in the event of a loss requiring the resident to reside elsewhere, which is not covered by the corporation's insurance. As well, the corporation's insurance will not cover repairs or replacement of upgrades in a unit, such as laminate or hardwood flooring.

¾ VOTE RESOLUTION A – ADDITION TO BYLAWS – PAYMENT OF STRATA FEES

According to the Strata Property Act, section 107(1), the strata corporation can set a "Bylaw that

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V4C 1Y2	Administrative Assistant	(604) 635-5047	
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establishes a schedule for the payment of strata fees” and which “ may set out a rate of interest, not to exceed the rate set out in the regulations, to be paid if an owner is late in paying his or her strata fees under that schedule.” The Strata Property Regulations, section 6(8), specify that “the maximum rate of interest that a strata corporation may set out in its bylaws for the late payment of strata fees is 10% per annum compounded annually.”

Therefore the Strata Council is proposing the following Bylaw:

WHEREAS the owners of the Strata Corporation – LMS 2946, would like to add a new bylaw under 1(3), Payment of Strata Fees;

BE IT RESOLVED by way of a ¾ vote of The Owners, Strata Corporation LMS 2946 that a new bylaw is approved as follows:

- 1(3) *If an owner is late in paying his or her strata fees, the owner must pay to the strata corporation interest on the late payment in the amount of 10% per annum, compounded annually, and calculated on a monthly basis commencing from the date the payment was due and continuing until the last day of the month in which it is paid.*

After the discussion a vote was called, forty (40) in favor. CARRIED

¾ VOTE RESOLUTION B – ADDITION TO BYLAWS: IN-SUITE FIRE ALARM TESTING

The Strata Council is proposing the following Bylaw:

WHEREAS the owners of the Strata Corporation – LMS 2946, would like to add new bylaws under 47, (1), (2) and (3), In-Suite Fire Alarm Testing;

BE IT RESOLVED by way of a ¾ vote of The Owners, Strata Corporation LMS 2946 that new bylaws are approved as follows:

47. IN-SUITE FIRE ALARM TESTING

- (1) *The Strata Corporation will on an annual basis arrange to have all in-suite fire alarm devices inspected by a qualified technician, the cost of which will be included in the maintenance fees, provided that owners make their suites available for such inspection during the time(s) arranged by council.*
- (2) *For those owners that fail to provide access to have their in-suite fire alarm devices inspected, the Strata Corporation will arrange time for another inspection. The cost for this second inspection will be charged back to individual owners.*
- (3) *Owners that again fail to provide access to have their in-suite fire alarm devices inspected must arrange for such inspection themselves, at their own expense. The inspection must be done by a qualified fire alarm service technician. The proof of such inspection must be provided to the Strata Corporation.*

After the discussion a vote was called, forty (40) in favor. CARRIED

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SPECIAL RESOLUTION: ¾ Vote Special Levy – Maintenance Reserve

Preamble to Special Levy Resolution

The Seastar building is 14 years old and, few years the Strata Council contracted the Morrison Hershfield engineering company to do the building envelope condition assessment. They provided the strata corporation with the short term and long term recommendations with respect to any required remedial work or further investigations.

Some of the required repairs in near future are:

- | | |
|---|----------|
| 1. Replace some failed windows – (as per survey) | \$12,000 |
| 2. R&M External Staircase | \$10,000 |
| 3. R&M 3 sets emergency exit stairs | \$15,000 |
| 4. Paint exposed concrete roof parapet, 6 th floor band and ground floor | \$16,000 |
| 5. Gym and Guest Suite upgrades | \$10,000 |
| 6. Miscellaneous repairs | \$20,000 |

In 5 years- as per Morrison Hershfield Report)

- | | |
|---------------------------------|-------------------|
| 1. Sealant replacement | approx. \$250,000 |
| 2. Balcony membrane replacement | approx. \$50,000 |

In 5-10 years

- | | |
|-------------|-------------------|
| 1. New Roof | approx. \$250,000 |
|-------------|-------------------|

For the purpose of repairing and maintaining the building components and protecting every owner’s investment at Seastar, the Strata Council thinks that it is imperative that additional funds, sufficient to finance required future repairs and maintenance, are allocated to a special Maintenance Reserve Fund.

A few present owners asked if the money allocated to the Maintenance Reserve Funds could be included in the budget. That way owners would not have to pay it in one lump sum but in 12 monthly installments, as part of the monthly strata fees. Other owners expressed that they would prefer it to be paid by means of a special levy. The opinion on this issue seemed to be divided so the next year the Strata Council will propose two versions of the budget, one similar to this year’s budget with a separate special levy for the Maintenance Reserve Fund and the second where the amount of the Maintenance Reserve Fund would be included as a line item in the budget.

After the discussion, it was moved and seconded to adopt the proposed resolution as follows:

WHEREAS the Owners of Strata Plan LMS 2946 wish to raise funds for the Maintenance Reserve Fund,

BE IT RESOLVED that the owners of Strata Plan LMS 2946 by way of a ¾ vote hereby raise up to \$50,000.00 which will be allocated to the Maintenance Reserve Fund for the purpose of funding the preventative maintenance items noted in the preamble of this resolution. The funds are to be raised by way of special levy, as per the attached schedule. The Special Levy shall become due and payable in full immediately upon the passing of this resolution.

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In accordance with Sections 108, 109 & 110 of the Strata Property Act the Special Levy amount is due and payable immediately upon passing of this 3/4 Vote Resolution and any Owner who sells, conveys or transfers his/her title including a re-mortgage shall be obligated to pay the full amount outstanding prior to the issuance of a form F by the Strata Corporation LMS2946. The Special Levy shall be considered as part of the common expenses of the Strata Corporation and Sections 116, 117 and 118 of the Strata Property Act shall be applicable where an owner’s fails to make the required payment, as authorized by the passing of this 3/4 Vote Resolution.

A vote was called, forty (40) in favor. CARRIED

ANNUAL BUDGET APPROVAL

The Treasurer reviewed the budget highlights that she prepared in consultation with the other members of the Strata Council. There will be no increase in strata fees for this fiscal year.

It was moved and seconded to adopt the budget as distributed with the Notice of Meeting.

Following discussion a vote was called, forty (40) in favor. CARRIED

By adopting this budget as presented, the strata fees will be as per the schedule that was attached to the Notice of Meeting.

NEW BUSINESS

- An owner complained about the new bike lane on Burrard Street, set up by the city of Vancouver. The new bike lane on Burrard Street restricts access to the back lane and the parkade.
- An owner reported having water ingress from the seal around his windows. He asked if any other resident had similar issues. The strata management has been investigating the reported leak and measure to prevent future leaks have been taken.
- An owner asked if the Strata Council has information on how many residents use the gym on regular basis. It is estimated that about 20% of residents use the gym in the building on a regular basis.
- An owner noticed that some trees and bushes in the front of the building are dying. The Strata Council is aware of it and is actively working with the landscaper to resolve that problem.

ELECTION OF STRATA COUNCIL

In accordance with the Strata Property Act, the owners must elect a Strata Council. The Act allows for the election of a minimum of 3 to a maximum of 7 Owners to serve on Council. The Property Manager asked for volunteers and nominations from the floor and the following persons were nominated to stand for council:

1. Sally Warren
2. Judy Santowsky
3. Marilyn Barr
4. Bonnie Lambert
5. Stephen Ko
6. Vera Blackwell

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7. Jo Yee Yung Fung

It was moved and seconded to close the nominations. Being only 7 nominations, no vote was held and the 7 names put forward were elected by acclamation.

TERMINATION

There being no further business, the meeting was terminated at 8:55 p.m.

Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.

Strata Council Report

May 4, 2011

A major positive item is that, for another year, the third one, we are proposing no increase in strata fees.

As pledged last year, we have now completed installing new carpeting and re-painting all floors in the building. Additionally, the rug and lounge chair in the guest suite will be replaced – and the gym will receive a new carpet and paint, both planned for completion in May.

Council urges that owners approve the proposed \$50,000 levy for our Maintenance Reserve Fund. This is a very important component of our financial planning since it permits us to respond to unexpected repairs/incidents without having to raid the Contingency Reserve Fund. This fund also allows us to continue following the “rolling schedule” our consultants developed to guide us in preserving the SeaStar’s structural quality.

We plan additional exterior and garage painting as well as the replacement of some windows where a minor break in a seal has caused moisture patches between the double-panes. We were told this is to be expected in buildings older than 10 years. This situation will affect only some windows – and others will stay sealed indefinitely. If you notice a foggy patch on a window, please let Dmitri know. Replacing these windows requires exterior access and that can get expensive. We plan to do one side of the building at a time, so it is important that we know soon if a window in your suite requires attention.

You may note that the Amenity Room has a new flat-screen TV and the gym’s TV is now wall-mounted.

(2)

We continue to have some complaints about noise, especially outside our “quiet hours” of 10 p.m. to 9 a.m. Please be aware of your neighbour’s peace of mind. (While you may have to arise at 6 a.m. the person, above, below or next door to you may not!) Remember also that 60% of your suite is required to be carpeted.

There is a SURVEY included with your AGM materials. Council urges you to fill it in, so that we may have a better understanding of your priorities.

Lastly, all Council members want to thank our Resident Manager, Dmitri Kovalev, for his earnest efforts over the past year. We also extend thanks to Marko Kazanegra, of Gateway, for so promptly responding to Council’s requests.

**Sally R. Warren
Council President**



GUEST SUITE RENTAL AND POLICY FORM

Strata Plan LMS 2946

GUEST SUITE RULES

1. The guest suite is available to rent for overnight guests. **Reservations can be made only by residents of the Seastar – LMS2946.** Non-residents, including non-resident owners who rent their suites, cannot make a reservation.
2. Residents must make a reservation with the Building Manager during regular business hours, and no less than 2 working days in advance of the stay. The Manager's office is accessible at the top of the stairs within the lounge. The door is marked "Security Equipment Room".
3. The suite may be booked for no more than twelve (12) consecutive nights, after which the suite may be booked one (1) day at a time (subject to availability). A booking for subsequent days must be made and paid for no later than 12:00 PM on the **prior business day**. This cannot be arranged on weekends.
4. **The rental charge is \$50.00 per night, plus a onetime cleaning charge of \$30.00 per stay.** This must be paid at time of booking by cheque only.
5. **There is a \$100 refundable security deposit, payable by cheque only.** This will be returned providing that there are no damages and/or lost/missing articles. In the event of a late cancellation, this cheque will not be returned.
6. **To cancel a reservation and receive a full refund, you must do so no later than one week prior to your guest's arrival.** Otherwise, your \$100.00 security deposit will not be returned. No Exceptions.
7. Residents making reservations must supply their own bedding: pillows, sheets and towels.
8. **No smoking, cooking, candles or incense are allowed in the suite.**
9. **No pets are permitted in the suite.**
10. Any children staying in the guest suite must be supervised by an adult. Children are not allowed unsupervised in any of the other common areas of the building.
11. Resident of the strata lot signing this lease is personally liable for any damages caused by guest(s) using the guest suite. Should any damage occur, an assessment will be made and a deduction for any such damage will be deducted from the refundable security deposit.

RESERVATION INFORMATION

OWNER	SUITE	
PHONE NUMBER	GUEST NAME	
CHECKIN DATE	CHECKOUT DATE	
TOTAL NIGHTS	RENTAL CHARGE	DEPOSIT \$100

PLEASE READ CAREFULLY AND SIGN

I have read the above rules and agree to all terms and conditions of the guest suite rental

SIGNATURE	DATE
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TO CONFIRM THIS RESERVATION, PLEASE RETURN THIS COMPLETED FORM WITH TWO SEPARATE CHEQUES (Rental Charge Cheque & \$100 Deposit Cheque) TO THE MANAGER'S OFFICE BY _____ . FAILURE TO DO SO WILL RESULT IN THE CANCELLATION OF YOUR RESERVATION.



STORAGE LOCKER RENTAL AND POLICY FORM

Strata Plan LMS 2946

1. The cost of renting a locker is \$25.00 per month. Fees are paid on a monthly or annual basis.

Please either:

- Submit 12 post-dated cheques in the amount of \$25.00 (payable on the first of each month) or one cheque in the amount of \$300 to resident manager. Make all cheques payable to Strata Plan LMS 2946.
- Fill out the pre-authorization section below to have your fee deducted automatically from your bank account. Please submit a voided cheque to provide your banking information.

2. The key to your storage locker room remains at all times the property of the Strata Corporation and is provided for your use during the term of your rental. A \$25 deposit is required for the key. The deposit will be returned to you only after the key has been returned at the end of your rental.

3. Please note that the storage locker remains the common property of the Strata Corporation at all times and the rental of the locker by an owner shall not be construed as having an exclusive assignment of the storage locker.

4. Lockers are separate from strata ownership. The right to use the locker attaches to the individual and not the strata lot. Sellers cannot transfer their right to use the storage locker to a new owner.

5. In cases where locker rental fee is not kept current (no payment for 60 days), a notice will be served to the owner and posted on the locker advising the owner to vacate the locker within 30 days. If the fees are not paid up within that 30 day period, the locker will be opened, its contents removed and either discarded or donated to charity. (After removal of a locker's content, there will be no further storage on the part of the Strata Corporation, due to space limitations and the inability to secure the removed items.) The newly emptied locker will then be assigned to the next person on the waiting list.

6. An owner is responsible for all contents of their storage locker. Residents shall not store any flammable substances in the storage locker. Substances such as propane cylinders, gasoline, paint thinners, etc., are all considered to be flammable. Storage of prohibited or illegal items will result in termination of the locker rental.

7. The Strata Corporation is not responsible for lost or stolen items from storage lockers. All items must be stored within each locker. Items found outside storage lockers will be promptly removed and discarded.

LOCKER	LOCATION	RENTAL BEGINS ON
NAME	SUITE	
PHONE	EMAIL	

PLEASE READ CAREFULLY AND SIGN

I have read the above rules and agree to all terms and conditions of the locker rental

SIGNATURE	DATE
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PLEASE PRINT FULL NAME

The undersigned hereby authorize(s) Gateway Property Management Corporation (as agents) to prepare monthly debits, by paper or electronic entry, covering payments due by the undersigned to Strata Corporation -LMS2946 for monthly locker rental fee. The monthly payment will be debited from your specified account on the 1st day of every month.

SIGNATURE
