

**MINUTES OF ANNUAL GENERAL MEETING  
VIRIDIAN GREEN, STRATA PLAN BCS 3187  
DATE: Wednesday, February 29, 2012  
LOCATION: Fire Place Room, The Royal Vancouver Yacht Club  
3811 Point Grey Road, Vancouver BC**

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The meeting was called to order at 7:00 p.m.

**1. Roll call**

The necessary quorum was achieved as per the strata corporation's bylaws. CMN advised that as at 7:00 p.m., 17 strata lots were represented in person and 3 by a proxy. As the necessary quorum had been achieved, the meeting was duly constituted and authorized to proceed with the transaction of business as outlined in the notice of meeting.

It was **MOVED/SECONDED** that the roll call be accepted.

**MOTION CARRIED UNANIMOUSLY**

**2. Certification of Proxies and Issuance of Voting Cards**

Colliers certified that the proxies received were correctly completed by strata lot owners not in attendance and that the proxies provided appropriate authority for the proxy holders to vote on the owner's behalf.

**3. Issuance of Voting Cards**

Colliers issued appropriate vote cards to those owners in attendance on their own behalf and on behalf of their proxies. There were no owners indicating they did not have appropriate vote cards.

**4. Filing Proof of Notice of Meeting**

It was noted that the AGM notice had been mailed to all owners dated February 8, 2012 and is in compliance with the notice requirement under the Strata Property Act for the holding of a general meeting.

**5. Approval of Agenda**

The agenda was presented. It was **MOVED/SECONDED** that the agenda for the meeting be approved as presented.

**MOTION CARRIED UNANIMOUSLY**

**6. Approval of Annual General Meeting Minutes – December 7, 2010**

It was **MOVED/SECONDED** (#1955/#209) to approve the Annual General Meeting minutes dated December 7, 2010 as presented.

**MOTION CARRIED UNANIMOUSLY**

**7. President's Report**

Rhondi Kablak, Strata Council President presented a verbal presentation of previous year's activities at Viridian Green to the owners in attendance.

The biggest concern from last year was the communication break-down with the previous management company, Strataco. With Colliers coming on board, Strata Council is very impressed with the services and efficient work that they are able to provide. We are looking forward to work with Colliers down the road ahead.

Rhondi Kablak then thanked the Council for all their hard work in the past year and passed the floor back to the Property Manager, Edward Jang.

### 8. Treasurer's Report

There was no Treasurer's report presented at this meeting. However, there was a brief discussion on the unpaid water bill left behind by the previous management company which has led Viridian Green into a deficit of \$5,700. The Property Manager answered questions with this concern raised by owners in attendance and proposed to discuss further on this item under New Business.

### 9. Insurance Report

Edward Jang, Property Manager reviewed the Strata Corporation's insurance coverage. The information attached with the AGM package indicated coverage with Hub International Coastal Insurance from December 31, 2011 to December 31, 2012. The cover note indicated that the building was insured for a replacement cost in the amount of 13,772,500.00. Edward also explained thoroughly to the owners in attendance the contents that the Strata Corporation insurance covers.

#### INSURANCE NOTICE TO OWNERS

Please note that owners are responsible for obtaining contents insurance for the items within their units and are encouraged to check with their own insurance broker to ensure they have appropriate improvements and betterments coverage that may be required for any upgrades to the suite, specific coverage for any costs that the Strata Corporation may assess for owners responsibility in causing damage to the property; and coverage for additional living expenses in the event damage is extensive enough to require that the owner seek other accommodation.

### 10. Presentation and Approval of the 2012 Operating Budget

The new budget has an increase in the strata fees. A copy of the new assessment fee schedule is attached for owner's information.

Edward Jang, Property Manager explained the items of the proposed operating budget line by line. He further explains that the necessary expenses required from the unpaid water bill and insurance premium results in a significant increase in strata fees. Owners in attendance raised their concerns with the unpaid water bill from the previous management company causing a deficit to the operating budget. It was requested by a Council member that the owners of Strata Plan BCS 3187 hereby approve the withdrawal of funding in the amount of \$9,000.00 from the Contingency Reserve Fund (CRF) to pay for the outstanding water bill from City of Vancouver.

It was **MOVED/SECONDED (#209/#214) to put this request to a vote.**  
A vote was taken with the following results:

**For: 20, Against: 0, Abstention: 0**  
**MOTION CARRIED UNANIMOUSLY**

Furthermore, it was requested by the owner that the owners of Strata Plan BCS 3187 hereby approve transferring the remaining deficit after the withdrawal of funds from the CRF to the 2012 Operating Budget.

It was **MOVED/SECONDED (#207/#218) to put this request to a vote.**  
A vote was taken with the following results:

**For: 20; Against: 0; Abstention: 0**  
**MOTION CARRIED UNANIMOUSLY**

Ken Gonzales, Accounting Manager was then asked to amend the 2012 operating budget accordingly.

It was then, **MOVED/SECONDED** to approve the amended operating budget for the period of January 1, 2012 to December 31, 2012 with a 23% increase in strata fees. A vote was taken with the following results:

**For: 19; Against: 0; Abstention: 1**  
**MOTION CARRIED UNANIMOUSLY**

**NOTICE TO OWNERS**

WITH THE ADOPTION OF THE NEW OPERATING BUDGET, THE NEW ASSESSMENT FEES HAS INCREASED  
**EFFETIVE JANUARY 1, 2012.**

OWNERS WHO ARE ON THE PRE-AUTHORIZED PAYMENT PLAN (PAP) WILL HAVE THE NEW FEES ADJUSTED AUTOMATICALLY AS PER THE ATTACHED SCHEDULE AND THE NEW FEE AMOUNTS WILL BE TAKEN FROM THE ACCOUNTS ON **APRIL 1, 2012** AS REGULAR TRANSACTIONS.

THE SHORTFALL (FOR THE MONTH OF JANUARY, FEBRUARY & MARCH, 2012) WILL BE TAKEN OUT FROM THE ACCOUNTS ON **APRIL 1, 2012.**

**OWNERS WHO MAKE PAYMENTS BY CHEQUES MUST ISSUE A SEPARATE CHEQUE IN THE AMOUNT OF THE SHORTFALL. PLEASE INCLUDE YOUR UNIT NUMBER ON YOUR CHEQUE**

PLEASE CONTACT KEN GONZALES, ACCOUNTING MANAGER AT [ken.gonzales@colliers.com](mailto:ken.gonzales@colliers.com) or 604-662-2628 IN THE ACCOUNTING DEPARTMENT IF YOU WOULD LIKE TO SETUP A PREAUTHORIZED PAYMENT PLAN OR HAVE ANY QUESTIONS REGARDING THE CORRECT AMOUNTS OF THE SHORTFALL.

**\*\*\* New budget & fee schedule are attached to this set of minutes \*\*\***

**11. Election of the 2012 Strata Council**

The Property Manager thanked the 2011 Strata Council for all their hard work in the past year and asked the owners in attendance to give them a round of applause. The owners were advised that a Strata Council must be elected at this meeting to represent the Strata Corporation for the forthcoming year. The bylaws and *Strata Property Act* requires that a minimum of three (3) and a maximum of seven (7) persons be elected.

The following owners were nominated/volunteered for the 2012 Council term:

- Mark Harrison #218
- David Copeland #214
- Donna Chan #210
- Hilary Jensen #209
- Rachel Wong Commercial Unit(s)

It was then **MOVED** and **SECONDED** to close the floor for further nomination and declare the owners nominated/volunteered as the elected 2012 Strata Council.

**MOTION CARRIED UNANIMOUSLY**

**12. New Business**

**a. Building Deficiencies/Mirror Installation**

There was a discussion with regards to building deficiencies and mirror installation. It was decided that these items will be discussed at the next Council meeting by the new Strata Council and the Property Manager.

13. **Adjournment**

There was no further business to discuss, it was **MOVED** and **SECONDED** to adjourn the meeting at 9:00 p.m.

**MINUTES OF THE ANNUAL GENERAL MEETING OF "VIRIDIAN GREEN" HELD WEDNESDAY, FEBRUARY 29, 2012 IN THE FIREPLACE ROOM, THE ROYAL VANCOUVER YACHT CLUB, VANCOUVER, BC. SUBJECT TO APPROVAL BY THE OWNERSHIP AT THE NEXT GENERAL MEETING.**

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Submitted by  
Colliers Macaulay Nicolls Inc.  
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Vancouver, BC V6C 2R6  
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**VIRIDIAN GREEN - Strata Plan BCS 3187**  
**Jan 1, 2012 - Dec 31, 2012 BUDGET**

Pct increase  
22.78%

bs1930 Viridian Green

UNITS: 26

UNITS: 22

UNITS: 4

ACCOUNT DESCRIPTION	2011 BUDGET	2012 BUDGET	2012 BUDGET	2012 BUDGET	Pct increase
	Prorated 12 Months	Combined	Residential	Commercial	
<b>OPERATING EXPENSES</b>					
<b>Repairs &amp; Maintenance</b>					
40400000 Janitorial Supplies	\$ 7,000	\$ 8,000	\$ 5,444	\$ 2,556	14.29%
40300000 Window Cleaning	2,500	2,500	\$ 1,701	\$ 799	0.00%
40500000 Waste Removal	3,800	4,350	\$ 2,960	\$ 1,390	14.47%
41102000 Mechanical	3,550	4,172	\$ 2,839	\$ 1,333	17.52%
41200100 Elevator Contract	7,800	9,600	\$ 4,800	\$ 4,800	23.08%
41402000 Electrical Repairs	1,000	1,000	\$ 681	\$ 319	0.00%
41500500 Roof Repair	750	1,000	\$ 681	\$ 319	33.33%
41600000 Plumbing R&M	1,500	1,500	\$ 1,021	\$ 479	0.00%
41801000 Pest Control Contracts	300	-	\$ -	\$ -	-100.00%
41810200 Locks & Keys	500	500	\$ 340	\$ 160	0.00%
41820000 General Common Area R&M	6,500	6,500	\$ 4,423	\$ 2,077	0.00%
41820000 General Common Area R&M-Water Meters	-	-	\$ -	\$ -	0.00%
41820000 General Common Area R&M-Commercial	-	3,500	\$ -	\$ 3,500	0.00%
41826000 Garage Door	1,500	1,000	\$ 681	\$ 319	-33.33%
41852000 Building Envelope - R&M	3,000	3,000	\$ 2,042	\$ 958	0.00%
41865500 General Exterior R&M	500	2,000	\$ 1,361	\$ 639	300.00%
43110000 Landscaping Contract	7,000	3,600	\$ 2,450	\$ 1,150	-48.57%
43113000 Landscaping - Other	2,500	2,500	\$ 1,701	\$ 799	0.00%
43130000 Irrigation System	750	750	\$ 510	\$ 240	0.00%
43300000 Snow Removal	750	750	\$ 510	\$ 240	0.00%
44200000 Security Guard - Contract	2,500	3,500	\$ 1,750	\$ 1,750	40.00%
44321000 Fire & Alarm Systems	3,650	4,650	\$ 3,164	\$ 1,486	27.40%
44461500 Enterphone System	300	500	\$ 500	\$ -	66.67%
<b>Total Repairs &amp; Maintenance</b>	<b>\$ 57,650</b>	<b>\$ 64,872</b>	<b>\$ 39,560</b>	<b>\$ 25,312</b>	
<b>Utilities</b>					
42101000 Electricity - Common Area	\$ 11,000	\$ 12,000	\$ 8,166	\$ 3,834	9.09%
42200000 Gas or Oil - House Meter	6,200	10,300	\$ 7,009	\$ 3,291	0.00%
42600000 Water	3,000	12,000	\$ 8,166	\$ 3,834	300.00%
<b>Total Utilities</b>	<b>\$ 20,200</b>	<b>\$ 34,300</b>	<b>\$ 23,342</b>	<b>\$ 10,958</b>	

**VIRIDIAN GREEN - Strata Plan BCS 3187**  
**Jan 1, 2012 - Dec 31, 2012 BUDGET**

ACCOUNT DESCRIPTION	2011 BUDGET Prorated 12 Months	2012 BUDGET Combined	2012 BUDGET Residential	2012 BUDGET Commercial	Pct increase
bs1930 Viridian Green		UNITS: 26	UNITS: 22	UNITS: 4	22.78%
<b>Administrative</b>					
45410000 Legal Fees	500	500	\$ 340	\$ 160	0.00%
45420000 Audit Fees	250	4,000	\$ 2,722	\$ 1,278	1499.98%
45520000 Telephone	1,200	1,200	\$ 817	\$ 383	0.00%
45701200 Office Supplies	850	1,900	\$ 1,293	\$ 607	123.53%
45704300 Admin Other Fees	350	350	\$ 238	\$ 112	0.00%
45705500 Bank Charges	200	300	\$ 204	\$ 96	50.00%
46900000 Management Fees	15,120	15,000	\$ 10,208	\$ 4,792	-0.79%
47400000 Insurance Premiums	18,000	22,500	\$ 15,312	\$ 7,188	25.00%
47402000 Insurance Claims	500	2,500	\$ 2,500	\$ -	400.00%
51108700 Appraisal Fees	-	840	\$ 572	\$ 268	0.00%
54007500 Council Expense	200	200	\$ 136	\$ 64	0.00%
<b>Total General Expenses</b>	<b>\$ 37,170</b>	<b>\$ 49,290</b>	<b>\$ 34,342</b>	<b>\$ 14,948</b>	
<b>TOTAL OPERATING EXPENSES</b>	<b>\$ 115,020</b>	<b>\$ 148,462</b>	<b>\$ 97,245</b>	<b>\$ 51,217</b>	
<b>Non Operating Expenses</b>					<b>% CRF contribution</b>
54010000 Contingency Reserve Expense	\$ 20,000	\$ 14,846	\$ 10,103	\$ 4,743	10.00%
<b>TOTAL NON OPERATING EXPENSES</b>	<b>\$ 20,000</b>	<b>\$ 14,846</b>	<b>\$ 10,103</b>	<b>\$ 4,743</b>	
<b>Other Expense</b>					
80117300 Annual General Meeting	\$ 255	\$ 150	\$ 102	\$ 48	-41.18%
81136000 Consulting Expense	4,000	1,000	\$ 681	\$ 319	-75.00%
95663101 Off Site Storage	120	-	\$ -	\$ -	-100.00%
<b>PROMO FUND/MERCHANT ASSN EXPENSE</b>	<b>\$ 4,375</b>	<b>\$ 1,150</b>	<b>\$ 783</b>	<b>\$ 367</b>	
<b>TOTAL EXPENSES</b>	<b>\$ 139,395</b>	<b>\$ 164,458.20</b>	<b>\$ 108,130.65</b>	<b>\$ 56,327.55</b>	
<b>(SURPLUS)/DEFICIT</b>	<b>-</b>	<b>-</b>	<b>\$ (0)</b>	<b>\$ (0)</b>	

**VIRIDIAN GREEN - Strata Plan BCS 3187**  
**Jan 1, 2012 - Dec 31, 2012 BUDGET**

		UNITS: 26		UNITS: 22	UNITS: 4	Pct increase
bs1930	Viridian Green					22.78%
ACCOUNT DESCRIPTION	2011 BUDGET Prorated 12 Months	2012 BUDGET Combined	2012 BUDGET Residential	2012 BUDGET Commercial		
<b>REVENUE</b>						
<b>Assessments</b>						
37100000 Strata Maintenance Fees	\$ 138,420	\$ 169,952	\$ 111,870	\$ 58,083		22.78%
<b>Total Assessments</b>	<b>\$ 138,420</b>	<b>\$ 169,952</b>	<b>\$ 111,870</b>	<b>\$ 58,083</b>		
<b>Other Revenue</b>						
35500000 Interest Income	175	248	\$ 168	\$ 79		41.44%
35900000 Miscellaneous Income	800	-	\$ -	\$ -		-100.00%
374400-00 Prior Year Surplus Transfer	-	(5,741)	\$ (3,907)	\$ (1,834)		0.00%
<b>Total Other Revenue</b>	<b>\$ 975</b>	<b>\$ (5,494)</b>	<b>\$ (3,739)</b>	<b>\$ (1,755)</b>		
<b>TOTAL REVENUE</b>	<b>\$ 139,395</b>	<b>\$ 164,458</b>	<b>\$ 108,131</b>	<b>\$ 56,327</b>		

**VIRIDIAN GREEN - Strata Plan BCS 3187**  
**January 2012 to December 2012**  
**Assessment Fee Schedule**

201	1	114	\$ 356.35	\$ 34.11	\$ 390.46
202	2	116	\$ 362.60	\$ 34.71	\$ 397.31
203	3	116	\$ 362.60	\$ 34.71	\$ 397.31
204	4	116	\$ 362.60	\$ 34.71	\$ 397.31
205	5	108	\$ 337.59	\$ 32.31	\$ 369.91
206	6	110	\$ 343.85	\$ 32.91	\$ 376.76
207	7	108	\$ 337.59	\$ 32.31	\$ 369.91
208	8	116	\$ 362.60	\$ 34.71	\$ 397.31
209	9	116	\$ 362.60	\$ 34.71	\$ 397.31
210	10	116	\$ 362.60	\$ 34.71	\$ 397.31
211	11	118	\$ 368.85	\$ 35.31	\$ 404.16
212	12	137	\$ 428.24	\$ 40.99	\$ 469.23
213	13	134	\$ 418.87	\$ 40.09	\$ 458.96
214	14	134	\$ 418.87	\$ 40.09	\$ 458.96
215	15	163	\$ 509.52	\$ 48.77	\$ 558.29
216	16	163	\$ 509.52	\$ 48.77	\$ 558.29
217	17	133	\$ 415.74	\$ 39.79	\$ 455.53
218	18	133	\$ 415.74	\$ 39.79	\$ 455.53
219	19	134	\$ 418.87	\$ 40.09	\$ 458.96
1955	20	144	\$ 450.13	\$ 43.08	\$ 493.21
1957	21	141	\$ 440.75	\$ 42.19	\$ 482.94
1959	22	144	\$ 450.13	\$ 43.08	\$ 493.21
3575	23	961	\$ 3,003.97	\$ 287.53	\$ 3,291.49
3525	24	137	\$ 428.24	\$ 40.99	\$ 469.23
3533	25	109	\$ 340.72	\$ 32.61	\$ 373.33
3533	26	114	\$ 356.35	\$ 34.11	\$ 390.46
<b>Per Month</b>			<b>\$ 12,925.49</b> multiply by 12 months	<b>\$ 1,237.18</b> multiply by 12 months	<b>\$ 14,162.68</b> multiply by 12 months
<b>Total Assessment Fees</b>			<b>155,105.90</b>	<b>14,846.20</b>	<b>169,952.10</b>
<b>Control Figures</b>		<b>4,135</b>	<b>155,106</b>	<b>14,846</b>	<b>169,952</b>



**VIRIDIAN GREEN - Strata Plan BCS 3187**  
**January 2012 to December 2012**  
**Adjusted Assessment Fee Schedule**

	A	B	C = A - B	
201	\$ 390.46	\$ 322.44	\$ 68.02	\$ 68.02
202	\$ 397.31	\$ 328.10	\$ 69.21	\$ 69.21
203	\$ 397.31	\$ 328.10	\$ 69.21	\$ 69.21
204	\$ 397.31	\$ 328.10	\$ 69.21	\$ 69.21
205	\$ 397.31	\$ 328.10	\$ 69.21	\$ 69.21
206	\$ 397.31	\$ 328.10	\$ 69.21	\$ 69.21
207	\$ 397.31	\$ 328.10	\$ 69.21	\$ 69.21
208	\$ 397.31	\$ 328.10	\$ 69.21	\$ 69.21
209	\$ 397.31	\$ 328.10	\$ 69.21	\$ 69.21
210	\$ 397.31	\$ 328.10	\$ 69.21	\$ 69.21
211	\$ 404.16	\$ 333.75	\$ 70.41	\$ 70.41
212	\$ 468.23	\$ 387.49	\$ 81.74	\$ 81.74
213	\$ 458.96	\$ 379.01	\$ 79.95	\$ 79.95
214	\$ 458.96	\$ 379.01	\$ 79.95	\$ 79.95
215	\$ 558.29	\$ 461.03	\$ 97.26	\$ 97.26
216	\$ 558.29	\$ 461.03	\$ 97.26	\$ 97.26
217	\$ 455.53	\$ 376.18	\$ 79.35	\$ 79.35
218	\$ 455.53	\$ 376.18	\$ 79.35	\$ 79.35
219	\$ 458.96	\$ 379.01	\$ 79.95	\$ 79.95
1955	\$ 483.21	\$ 407.29	\$ 85.92	\$ 85.92
1957	\$ 482.94	\$ 407.29	\$ 85.92	\$ 85.92
1959	\$ 483.21	\$ 407.29	\$ 85.92	\$ 85.92
3575	\$ 3,291.49	\$ 2,604.06	\$ 687.43	\$ 687.43
3525	\$ 469.23	\$ 370.85	\$ 98.38	\$ 98.38
3533	\$ 763.79	\$ 600.93	\$ 162.86	\$ 162.86
Per Month	\$ 14,162.68	\$ 11,534.90	\$ 2,627.78	\$ 2,627.78
				\$ 7,883.33

**PRE-AUTHORIZED PAYMENT PLAN  
VIRIDIAN GREEN**

Unit # \_\_\_\_\_, 1961 Collingwood Street, Vancouver, BC  
 Unit # \_\_\_\_\_, Collingwood Street, Vancouver, BC  
 Unit # \_\_\_\_\_, West 4<sup>th</sup> Avenue, Vancouver, BC

The undersigned hereby authorize(s) **COLLIERS MACAULAY NICOLLS INC., as agent** to draw monthly cheques or prepare debits, by paper or electronic entry, covering payments due by the undersigned to **Strata Plan BCS3187**  
 (Name of Client)

for monthly ASSESSMENT FEES in the amount of \$ \_\_\_\_\_  
 Other: \_\_\_\_\_ \$ \_\_\_\_\_  
 (e.g. parking \_\_\_\_\_ \$ \_\_\_\_\_  
 storage, etc.) \_\_\_\_\_ \$ \_\_\_\_\_  
**TOTAL = \$ \_\_\_\_\_**

*I agree this amount may be increased/decreased in the event of an annual increase in fees and/or special levy, but only if the increase in fees and/or special levy were approved by the ownership at an Annual General Meeting or Special General Meeting; and only if formal written notification has been sent by Colliers Macaulay Nicolls Inc. advising it will automatically deduct the increase in fees or special levy payments.*

Monthly debits to commence the 1st day of \_\_\_\_\_, \_\_\_\_\_.

<input type="checkbox"/> Mr.	<input type="checkbox"/> Miss	FIRST NAME	INITIALS	FAMILY NAME
<input type="checkbox"/> Ms.	<input type="checkbox"/> Mrs.			
		ADDRESS	CITY	PROVINCE
		POSTAL CODE		

The under-noted financial institution is hereby authorized to pay and debit the account of the undersigned.

NAME OF FINANCIAL INSTITUTION	ADDRESS	CITY	PROVINCE
BRANCH	TYPE OF ACCOUNT <input type="checkbox"/> SAVINGS <input type="checkbox"/> CURRENT <input type="checkbox"/> CHEQUING		ACCOUNT NO.

1. All amounts payable to **COLLIERS MACAULAY NICOLLS INC., as agent** drawn on or directed to you by a chartered bank on behalf of **Strata Plan BCS3187**.
2. Your treatment of each debit shall be the same as if the undersigned has personally directed you to pay as indicated and to charge the amount specified to the account of the undersigned.
3. This authorization may be cancelled at any time upon written notice.
4. Any delivery of this authorization to you constitutes delivery by the undersigned.
5. I will inform the Payee, in writing, of any change in the account information provided in the Authorization prior to the next due date of the Pre-Authorized Debit.
6. I understand and agree to the foregoing terms and conditions and I acknowledge receipt of a copy of this Authorization.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE AS YOU SIGN YOUR CHEQUE

NOTE: To ensure accuracy, please enclose a specimen cheque marked "VOID".

For a joint account, all depositors must sign if more than one signature is required on cheques issued against the account.

