

# NOTICE OF ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN BCS 3187

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February 8, 2012

Owners, Strata Plan BCS 3187  
Viridian Green  
3515, 3525, 3533 West 4<sup>th</sup> Avenue and  
1955, 1957, 1959 & 1961 Collingwood Street  
Vancouver, BC

Dear Owners;

**Notice of the Annual General Meeting**  
**Viridian Green - West 4<sup>th</sup> Avenue and Collingwood Street, Vancouver, BC**

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We are pleased to enclose the notice of the Annual General Meeting of the owners, Strata Plan BCS 3187 to be held on February 29, 2012 at 7:00 p.m. in the Fireplace Room of the Royal Vancouver Yacht Club, 3811 Point Grey Road, Vancouver, BC.

Registration will take place at 6:30 p.m. and the meeting will commence at 7:00 p.m. sharp.

Owners are asked to arrive well before 7:00 p.m. to allow ample time for registration so the meeting can commence on time.

The purpose of the meeting is to fulfill the statutory requirements as set out in the *Strata Property Act* to conduct the strata corporation business as outlined in the attached agenda.

Following this notice of meeting letter, you will find detailed narratives on the budget being presented to the owners for approval.

In the event that it is inconvenient for you to attend the meeting, you may wish to have an alternate representative attend the meeting on your behalf. A proxy form is attached to the notice of meeting for this purpose.

We look forward to seeing you at the meeting. Should you have any questions, please do not hesitate to contact the undersigned.

Yours truly,  
**COLLIERS MACAULAY NICOLLS INC.**  
Managing Agent

**Edward Jang CPRPM**  
**Property Manager**  
**Real Estate Management Services**  
**On behalf of Strata Corporation BCS 3187**

## AGENDA

### Annual General Meeting Viridian Green, Strata Plan BCS 3187

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**Date:** February 29, 2012

**Time:** 7:00 p.m.

**Location:** The Royal Vancouver Yacht Club  
Fireplace Lounge  
3811 Point Grey Road  
Vancouver, BC

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7:00 p.m. Call Meeting to Order

1. Certification of Proxies and Issuance of Voting Cards
2. Determination of Quorum
3. Notice of Meeting Dated February 8, 2012
4. Approval of Agenda
5. Approval of Minutes of the Annual General Meeting dated December 7, 2010
6. President's Report
7. Treasurer's Report
8. Insurance Report
9. Approval of Annual Operating Budget – January 1, 2012 to December 31, 2012
10. New Business
11. Election of Strata Council for 2011/2012 term
12. Terminate Meeting

## **EXPLANATORY NOTES**

### **Viridian Green – Strata Plan BCS 3187**

### **Annual General Meeting**

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#### **Overview of Agenda**

The first portion of the agenda covers necessary housekeeping items that need to be addressed. Following these items, the council will provide its reports to the owners.

Further, there is the annual operating budget which will be presented for discussion and approval.

Any other items that owners wish to bring up for discussion, beyond the agenda items, can be discussed under new business.

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#### **President's Report**

The Council President outlines what has happened and been achieved in the building, over the past year. The President's report will include achievements by the Viridian Green council, on behalf of the Viridian Green owners, over the past year.

#### **Treasurer's Report**

The Treasurer will provide information on the performance of the strata corporation, over the past year, together with the presentation of the proposed budget for the forthcoming year. We have included financial spreadsheets and an operating budget narrative in this package, for your review prior to this meeting.

#### **Insurance Report**

Edward Jang will provide an overview of the insurance policy carried by the strata corporation. The new certificate of insurance for 2011/2012 will be provided to the owners at the meeting.

#### **New Business**

Council and the owners will have a further opportunity to address community issues. At this point of the meeting owners may raise any other items they may wish to discuss.

#### **Election of Strata Council**

This election is carried out at every annual general meeting. This is an opportunity for you to nominate your neighbours to sit on council.

Your strata council must have a minimum of three and a maximum of seven strata lot owners or representatives and typically the council will meet every six to eight weeks, depending upon the needs of the building. The property manager coordinates these meetings and also produces the agendas, minutes and all back up documentation for the council members.

We hope to see you become involved in your community.

Should you have any questions about any of the above-mentioned information, please feel free to contact Edward Jang at 604-694-7224, and he will be more than happy to answer your questions.

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN BCS 3187, VIRIDIAN GREEN, HELD ON TUESDAY, DECEMBER 7, 2010 AT 7:00 PM IN THE KITSILANO COMMUNITY CENTRE, 2690 LARCH STREET, VANCOUVER, BC**

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**CALL TO ORDER:**

The meeting was called to order by Mr. Mark Harrison, Strata Council President, at 7:03 pm.

**CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:**

Mr. Harrison advised that subsequent to the calling of the roll and certification of proxies it had been determined that there were 22 owners present in person and 3 represented by proxy, for a total of 25 voting members. A quorum for the meeting consisted of 9 owners and the meeting was therefore competent to proceed with the business at hand.

**FILING OF PROOF OF NOTICE OF MEETING:**

The President entered into the record the notice of meeting sent to all registered strata lot owners in accordance with the requirements of the Strata Property Act, stating the date, time, place and purpose of the Annual General Meeting.

**MINUTES OF THE MEETING OF NOVEMBER 24, 2009:**

It was

**MOVED AND SECONDED:**

That the minutes of the meeting of November 24, 2009 be adopted as distributed.

*MOTION CARRIED UNANIMOUSLY*

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**STRATA COUNCIL REPORT:**

The Strata Council President, Mr. Mark Harrison, thanked all the owners for taking the time to attend the Annual General Meeting, and introduced the Strata Council and their roles. Mr. Harrison advised that during the past year the building had been transitioning from a development phase to an occupied phase, and that the Strata Council had been attempting to bring up programs to allow for the routine maintenance and completion of scheduled tasks required now that the building was occupied.

The President indicated that during the past year a priority of the Strata Council had been the completion of the common area deficiencies. To that end, the Strata Council had approved and retained a warranty review report completed by an engineering firm. The Strata Council is currently reviewing the deficiencies and attempting to have those attended to by the appropriate parties.

Finally, the President noted that one of the main challenges facing the Strata Council in the past fiscal year had been the budget. The previous budget was not based on the occupancy of the building and the Strata Council had spent an extended period of time attempting to draft a budget that would be reflective of the anticipated maintenance and operating costs for Viridian Green.

**GOVERNANCE:**

**Bylaw Amendment – General Meeting Quorum – ¾ Vote Resolution**

The ownership reviewed a proposed bylaw amendment, and it was read into the record as follows:

**WHEREAS** The Strata Council has reviewed the Strata Corporation bylaws; and

**WHEREAS** The Strata Council is recommending Strata Corporation bylaw 28 be amended to add 28 (2) as follows:

***"If at the appointed time for a General Meeting, a quorum is not present, the meeting shall stand adjourned for a period of thirty (30) minutes, whereupon the adjourned meeting shall be reconvened at the same time and place and the persons present, entitled to vote, shall constitute a quorum."***

and

**WHEREAS** The Strata Property Act provides for the manner in which bylaws may be amended;

**BE IT THEREFORE RESOLVED THAT** Bylaw 28 of The Owners, Strata Plan BCS 3187, registered in the Land Title Office, be hereby amended to add section 28 (2); and

**BE IT FURTHER RESOLVED THAT** The Strata Council be instructed to register the amended bylaws in the Land Title Office.

The ownership reviewed the amendment and discussed the intention of the bylaw, noting that under the current bylaws should a quorum fail to be achieved, the meeting would be adjourned and reconvened one week later. The Strata Council was recommending that the ownership approve this bylaw, so that in the future the meeting would adjourn for 30 minutes, and at that point the owners present would constitute a quorum.

Some owners expressed some concerns that this bylaw would prevent those who were unable to make the meeting from expressing themselves, and also requested that the Strata Council investigate amending the proxy form to allow for absentee ballots.

It was then

**MOVED AND SECONDED:**

To approve the bylaw amendment.

***MOTION DEFEATED (12 in favour, 12 opposed, 0 abstentions)***

**Bylaw Amendment – Move In/Out Fee – ¾ Vote Resolution**

The ownership reviewed the proposed bylaw amendment instituting a move in/out fee, and it was read into the record as follows:

**WHEREAS** The Strata Council has reviewed the Strata Corporation bylaws; and

**WHEREAS** The Strata Council is recommending Strata Corporation bylaw 43 be amended to add 43 (3) as follows:

***"A move in/out fee of \$200.00 will be assessed for each move."***

and

**WHEREAS** The Strata Property Act provides for the manner in which bylaws may be amended;

**BE IT THEREFORE RESOLVED THAT** Bylaw 43 of The Owners, Strata Plan BCS 3187, registered in the Land Title Office, be hereby amended to add section 43 (3); and

**BE IT FURTHER RESOLVED THAT** The Strata Council be instructed to register the amended bylaws in the Land Title Office.

The ownership reviewed the bylaw amendment and expressed their desire to clarify that the bylaw was intended to apply to the residential section.

It was then

**MOVED AND SECONDED:**

That the motion be amended to ensure that the move in/out fee apply to the residential section only, as follows:

***"A move in/out fee of \$200.00 will be assessed for each move into or out of the residential section."***

***MOTION CARRIED UNANIMOUSLY***

Council explained that the intention of this bylaw was to collect revenue to offset the cost the Strata Corporation incurred for preparing documents, as well the wear and tear on the elevator, elevator pads and building that resulted during moves. The ownership discussed the pros and cons of implementing the move in/out fee.

It was then

**MOVED AND SECONDED:**

That the resolution be adopted as amended.

***MOTION CARRIED (13 in favour, 0 opposed, 12 abstentions)***

As the move in/out fee applied only to the residential section, the commercial voters abstained from the vote.

**Rules Ratification – Move In/Out Procedures – Majority Resolution**

The ownership reviewed the proposed rules to be ratified setting the procedures for move in and out of the residential section. The ownership reviewed the rules, but expressed some concerns with the prohibition on moving large furniture in the elevator. The owners also expressed some concern with the restrictions, noting that they had just approved a \$200.00 move in/out fee.

It was then

**MOVED AND SECONDED:**

That:

**WHEREAS** The Strata Council has from time to time adopted a number of rules in addition to the registered bylaws of the Strata Corporation; and

**WHEREAS** Section 125 of the Strata Property Act enables the establishment of such rules; and

**WHEREAS** Section 125 (7) sets out the manner by which such rules are to be adopted by the owners at a General Meeting;

**BE IT THEREFORE RESOLVED BY MAJORITY RESOLUTION THAT** The rules attached to the notice of meeting entitled "Move In/Out Procedures" be hereby approved and remain in effect until repealed, altered or replaced as the case may be.

*MOTION DEFEATED (0 in favour, 14 opposed, 11 abstentions)*

As this will pertain to the residential sections rules, the commercial section abstained.

The Strata Council noted that the vote has been defeated, and requested that the ownership provide some feedback as to what they would like to see for the move in and out procedures. The Strata Council requested that the revised procedures clearly identify items that are not to be moved in the elevator, suggested that the use of an elevator for a move be restricted from 9:00 am to 5:00 pm, but that the owners be allowed to move items later in the evening as long as the elevator is not locked off, and providing a signage regarding move in and out procedures and expression of potential fines to be incurred for a violation of this bylaw.

### **FINANCE REPORT:**

#### **Operating Budget**

The Strata Manager, Mr. Carey Grandy, introduced the proposed budget for the 2010/2011 fiscal year, noting that there were two options with different amounts of reserve contributions. The Strata Council had formulated a based budget to cover the anticipated operating expenses of the Strata Corporation during the upcoming fiscal year, and had then discussed reserve contributions and provided Option A with a significantly higher reserve contribution allocation, and Option B with a more modest reserve contribution.

The ownership reviewed the two budgets and discussed the intentions of the Strata Council with preparing these two budgets. Council noted that they intended to inform the ownership of the renewable items that make up the Strata Corporation and urged the owners to consider increased reserve contributions to date, so that future capital costs could be entirely or significantly paid for by monies from the contingency reserve fund. It was also noted that the amount of money in the contingency reserve fund can become an asset for all owners to share, and has considerable value when units are bought or sold.

There were some concerns expressed that the larger reserve allocation would increase the strata fees beyond a reasonable amount. Council noted that there would be a significant increase in fees; however, they indicated that there were relatively few strata lots in Viridian Green, and therefore the costs are spread between a few individuals.

An owner suggested that the Strata Council investigate obtaining an appreciation report and reserve study analysis from a competent consulting firm to determine what costs the Strata Corporation could expect to face in the future.

There being no further discussion, the resolution for Option A was read into the record as follows:

**WHEREAS** The Strata Property Act sets out the required information to be submitted with the proposed budget; and

**WHEREAS** The Strata Property Act requires the Strata Corporation to report on the contingency reserve funds, operating expenses and unapproved expenses; and



**WHEREAS** The Strata Property Act establishes the approval process for the various components of the budget for the coming fiscal year;

**BE IT THEREFORE RESOLVED THAT:**

- ⇒ The Owners, Strata Plan BCS 3187, hereby authorize the carry over of anticipated operating surplus funds in the amount of \$3,000.00, to reduce the total contributions to the 2010/2011 operating fund. (refer to Section 105 (1) of the Strata Property Act)
- ⇒ The Owners, Strata Plan BCS 3187, hereby authorize a 2010/2011 reserve contribution in the amount of \$79,744.10, including the capital levy of \$70,114.10. (refer to Section 93 of the Strata Property Act)
- ⇒ The Owners, Strata Plan BCS 3187, hereby authorize operating expenses in the amount of \$119,395.00 (exclusive of the reserves and capital expenses). (refer to Section 103 (1) of the Strata Property Act)
- ⇒ The Owners, Strata Plan BCS 3187, acknowledge receipt of the report from the Strata Council setting out the amount, purpose and source of funds for expenses totalling \$92,371.89. (refer to Section 98 (6) of the Strata Property Act)

It was

**MOVED AND SECONDED:**

That the budget resolution, Option A, be approved as presented.

**MOTION DEFEATED UNANIMOUSLY**

The Option B resolution was then read into the record as follows:

**WHEREAS** The Strata Property Act sets out the required information to be submitted with the proposed budget; and

**WHEREAS** The Strata Property Act requires the Strata Corporation to report on the contingency reserve funds, operating expenses and unapproved expenses; and

**WHEREAS** The Strata Property Act establishes the approval process for the various components of the budget for the coming fiscal year;

**BE IT THEREFORE RESOLVED THAT:**

- ⇒ The Owners, Strata Plan BCS 3187, hereby authorize the carry over of anticipated operating surplus funds in the amount of \$3,000.00, to reduce the total contributions to the 2010/2011 operating fund. (refer to Section 105 (1) of the Strata Property Act)
- ⇒ The Owners, Strata Plan BCS 3187, hereby authorize a 2010/2011 reserve contribution in the amount of \$20,000.00, including the capital levy of \$10,370.00. (refer to Section 93 of the Strata Property Act)
- ⇒ The Owners, Strata Plan BCS 3187, hereby authorize operating expenses in the amount of \$119,395.00 (exclusive of the reserves and capital expenses). (refer to Section 103 (1) of the Strata Property Act)

⇒ The Owners, Strata Plan BCS 3187, acknowledge receipt of the report from the Strata Council setting out the amount, purpose and source of funds for expenses totalling \$92,371.89. (refer to Section 98 (6) of the Strata Property Act)

It was

**MOVED AND SECONDED:**

That the budget resolution, Option B, be approved as presented.

***MOTION CARRIED UNANIMOUSLY***

**Change of Fiscal Year End**

The Strata Manager tabled a resolution amending the Strata Corporation's fiscal year end to December 31 to align with various contracts and accounting practices. The resolution was read into the record as follows:

**WHEREAS** The current fiscal year for the Strata Corporation concludes on July 31; and

**WHEREAS** The Strata Council is recommending that the fiscal year coincide with the Annual General Meeting; and

**WHEREAS** The Strata Property Act provides for the manner in which the fiscal year end may be amended (refer to section 102 (1) of the Strata Property Act);

**BE IT THEREFORE RESOLVED THAT** The fiscal year end of The Owners, Strata Plan BCS 3187, be amended to December 31, effective 2011; and

**BE IT FURTHER RESOLVED THAT** The Strata Council be instructed to file any documentation to change the fiscal year end with Canada Revenue Agency as may be required.

There being no further discussion, it was

**MOVED AND SECONDED:**

That the resolution be adopted as presented.

***MOTION CARRIED UNANIMOUSLY***

**INSURANCE POLICY RATIFICATION:**

The Strata Manager reminded the owners that the Strata Corporation's insurance policy does not cover personal belongings or improvements which may have been made to the strata lots since originally built. Owners who have made improvements to their strata lots, such as flooring upgrades, appliance upgrades, cabinet upgrades, or the installation of other fixtures or chattels, must ensure that all of these are reported to their homeowner insurers, and that they have coverage to allow for these improvements to be restored in case of a major loss. Owners are also responsible to ensure that they obtain insurance for their personal belongings as well as for personal liability in case of a civil lawsuit against them.

The Strata Manager also reminded the owners to ensure that they query their broker about obtaining loss assessment coverage to "buy down" the Strata Corporation's insurance deductibles (which can be a significant amount) to the level of their homeowner's insurance deductible. A number of homeowner insurance policies do not provide this coverage as a matter of course, and this should be specifically requested.

The Strata Manager strongly recommended that if owners have any questions regarding their insurance requirements or their current homeowner policy, they take the Strata Corporation's insurance certificate to their personal brokers so that they can discuss coverages to avoid any financial hardship in case of an insurable claim.

It was

MOVED AND SECONDED:

That:

**WHEREAS** the Strata Corporation currently insures considerable assets over which it has an insurable interest but no beneficial ownership; and

**WHEREAS** the Strata Corporation is required in its mandate to deal with matters affecting not only the common property, common facilities and common assets, but also those fixtures built or installed by the owner/developer as part of the original construction; and

**WHEREAS** the Strata Council is recommending that the Strata Corporation approve the property insurance policy and related risks in accordance with the Certificate of Insurance attached to the notice of meeting, which sets out the current level of insurance coverage;

**BE IT THEREFORE RESOLVED THAT** The Owners, Strata Plan BCS 3187, hereby approve the insurance policy and the terms as set out in the Insurance Certificate dated December 23, 2009, setting out the coverages for the benefit of The Owners, Strata Plan BCS 3187, in accordance with Section 149 of the Strata Property Act and related regulations.

*MOTION CARRIED UNANIMOUSLY*

ELECTION OF 2011 STRATA COUNCIL:

The Strata Manager indicated that the Strata Council retired at the Annual General Meeting, and while existing members were eligible for re-election if they were nominated and chose to stand, any interested owners were urged to place their name forward in nomination.

The following were then duly nominated from the residential section:

Graeme Moore	Unit 207
Jorgen Walle-Jensen	Unit 209
Mark Harrison	Unit 218
Rhondi Kablak	Unit 213
Maureen Mooney	Unit 212

There being no further nominations, it was

MOVED AND SECONDED:

That nominations be closed.

*MOTION CARRIED*

The above-noted owners were declared elected to the 2011 Strata Council by acclamation.

Ms. Rachel Wong indicated that she would be the representative of the commercial section.

**OTHER BUSINESS:**

**Bicycle Storage**

The ownership discussed the current state of bicycle storage at Viridian Green, noting that Council had investigated installing additional bike storage areas, but had not located adequate space. The representative of the commercial section indicated that the commercial section may be willing to discuss the use of some limited common property on the first parking level, and Council indicated that these discussions would be renewed.

**Vagrant Activity**

The Strata Council noted that vagrant activity continued to be a problem associated with the fire exit stairwells. Council noted that they were currently investigating sonic displacement devices and hopes that this would deter individuals from residing in the stairwells. Council requested that any owners who notice individuals that should not be there please contact the Vancouver Police Department non-emergency line as soon as possible.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 9:01 pm.

**STRATACO MANAGEMENT LTD.**

#101 – 4126 Norland Avenue

Burnaby, BC

V5G 3S8

Tel: 604-294-4141

Fax: 604-294-8956

Email: [managers@stratacomgmt.com](mailto:managers@stratacomgmt.com)



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

/mk



# HUB International Coastal Insurance Brokers

401 – 130 Brew Street, Port Moody, BC V3H 0E3 T: 604-937-1700 F: 604-937-1734  
 TF: 1-800-665-3310 www.hubtos.com E: coastalinfo@hubinternational.com

## POLICY ENDORSEMENT

**Reason For Endorsement – Amending Location Address**  
 All other Policy Terms and Conditions remain unchanged.

**For The Owners of Strata Plan BCS 3187 Viridian Green**  
**Policy #: CBCS 3187**

**Policy Term: 12/31/11 to 12/31/12 (mm/dd/yy) 12:01 a.m. Standard Time**

New All Property Limit: 13,772,500		Effective Date of Change: 01/18/12 mm/dd/yy		
Insurer	Coverage	%	Limit (\$)	Pro Rata Premium (\$)
Intact Insurance Company	Property	50	6,886,250	NIL
Royal & Sun Alliance Insurance Company of Canada	Property	50	6,886,250	NIL
Aviva Insurance Company of Canada	Glass	100	Blanket Exterior Coverage	No Change
Aviva Insurance Company of Canada	Commercial General Liability	100	10,000,000	No Change
Aviva Insurance Company of Canada	Directors & Officers Liability	100	2,000,000	No Change
XL Insurance Company Ltd.	Pollution & Remediation Legal Liability	100	1,000,000	No Change
Axa Assurances Inc.	Volunteer Accident Insurance Plan II	100	100,000	No Change
Aviva Insurance Company of Canada	Employee Dishonesty – Form A	100	10,000	No Change
Aviva Insurance Company of Canada	Comprehensive Dishonesty, Disappearance and Destruction	100	5,000	No Change
Aviva Insurance Company of Canada	Equipment Breakdown	100	13,772,500	No Change
<b>Total Additional Premium:</b>				<b>\$ Nil</b>

Issued: January 18, 2012 / ME

Insurer's Copy



# HUB International Coastal Insurance Brokers

401 - 130 Brew Street, Port Moody, BC V3H 0E3 T: 604-937-1700 F: 604-937-1734  
 TF: 1-800-665-3310 www.hubtos.com E: coastalinfo@hubinternational.com

Policy No. CBCS 3187

## POLICY ENDORSEMENT

**Reason For Endorsement – Amending Location Address - All other Policy Terms and Conditions remain unchanged**

Name of Insured:	The Owners of Strata Plan BCS 3187 Viridian Green		
Location Address:	1955 - 1959, 1961 Collingwood, Vancouver, BC V6R 3K6; 3525, 3515, 3519, 3533 West 4th Avenue, BC, V6R 3K6		
Additional Named Insured:	Colliers International, 15th Flr, 200 Granville Street, Vancouver, BC V6C 2R6		
Policy Period:	12/31/11 to 12/31/12 (mm/dd/yy) 12:01 a.m. Standard Time	Effective Date of Change:	01/18/12 mm/dd/yy
Loss Payable to:	The Insured or Order in Accordance with the Strata Property Act of British Columbia		
Insurers:	As Per List of Participating Insurers on file.		

**ENDORSEMENT-** Previous declaration, is amended as shown above.

INSURING AGREEMENTS	Deductibles (\$)	Limits (\$)
<b>PROPERTY COVERAGES STR (06/08)</b> All Property, All Risks, Guaranteed Replacement Cost, Bylaws Water Damage Backup of Sewers, Sumps, Septic Tanks or Drains Earthquake Damage Flood Damage Key & Lock	2,500 10,000 10,000 10% 10,000 250	13,772,500 Included Included Included Included 10,000
<b>BLANKET EXTERIOR GLASS - Form 820000 (02/06)</b>	Residential Commercial 100 250	Blanket
<b>COMMERCIAL GENERAL LIABILITY - Form 000102 - 10 (04/10)</b> Coverage A - Bodily Injury & Property Damage Liability - <i>Per Occurrence</i> General Aggregate Limit Products & Completed Operations - <i>Per Occurrence</i> General Aggregate Limit Coverage B - Personal & Advertising Injury Liability - <i>Per Occurrence</i> General Aggregate Limit - <i>Aggregate</i> Coverage C - Medical Payments - <i>Any one Person</i> Medical Payments - <i>Per Occurrence</i> Coverage D - Tenants Legal Liability Non-Owned Automobile - SPF #6 Form 335002 - 02 - <i>Per Occurrence</i> Contractual Liability - SEF #96 Form 335150 - 05 - <i>Per Occurrence</i> Excluding Long Term Leased Vehicle - S.E.F. No. 99 Form 335300 - 02 - <i>Per Occurrence</i> Amendment - Automobile Exclusion - Form 223654 - 01 - <i>Aggregate</i> Limited Pollution Liability Coverage - Form 000114 - 02 - <i>Aggregate</i> Employee Benefit Liability - Form 000200 - 05 - <i>Aggregate</i>	500 500 500 500 500 1,000	10,000,000 15,000,000 10,000,000 15,000,000 10,000,000 15,000,000 10,000 25,000 500,000 10,000,000 10,000,000 10,000,000 Included 1,000,000 1,000,000
<b>DIRECTORS &amp; OFFICERS LIABILITY - Form G/A2 (05/09)</b> Condominium Discrimination Defense Costs - <i>Per Occurrence</i> - <i>Aggregate</i>		2,000,000 10,000 25,000
<b>POLLUTION &amp; REMEDIATION LEGAL LIABILITY - Form XLICL-PARL6CP-CN0510 (01/11)</b> Claims Made Form - Limit of Liability - Each Loss, Remediation Expense or Legal Defense Expense	10,000 Retention	1,000,000
<b>VOLUNTEER ACCIDENT INSURANCE PLAN - Form 9224344 (05/09) - Plan II</b> Principal Sum - \$100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks) Accident Expenses - various up to \$10,000 (see policy wording) Dental Expense - \$2,500	7 Day Waiting Period	100,000
<b>COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION</b> Form 500000 (01/00) I Employee Dishonesty - Form A II Loss Inside the Premises III Loss Outside the Premises IV Money Orders and Counterfeit Paper Currency V Depositors Forgery		10,000 5,000 5,000 5,000 5,000
<b>EQUIPMENT BREAKDOWN</b> I Physical Damage, Direct Damage, Standard Comprehensive Plus, Replacement Cost - Form C780016 (01/11) II Consequential Damage, 90% Co-Insurance - Form C780032 (01/11) III Extra Expense - Form C780033 (01/11) IV Ordinary Payroll - 90 Days - Form C780034 (01/11)	1,000 1,000 24 Hour Waiting Period 24 Hour Waiting Period	13,772,500 25,000 100,000 100,000

**Additional Premium: \$ Nil**

**\*\*ALL COVERAGES SUBJECT TO POLICY DEFINITIONS\*\***  
 This Policy contains a clause(s), which may limit the amount payable.  
 This policy shall not be valid or binding unless countersigned by a duly Authorized Representative of the Insurer.

**Vice President**  
**Coastal Insurance Services Ltd.**

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

Pct Increase  
26.18%

bs1930 Viridian Green

UNITS: 26

UNITS: 22

UNITS: 4

**ACCOUNT DESCRIPTION**

**REVENUE**

**Assessments**

37100000 Strata Maintenance Fees

**Total Assessments**

**Other Revenue**

35500000 Interest Income

35900000 Miscellaneous Income

**Total Other Revenue**

**TOTAL REVENUE**

2011 BUDGET Prorated 12 Months	2012 BUDGET Combined	2012 BUDGET Residential	2012 BUDGET Commercial	
\$ 138,420	\$ 174,660	\$ 112,808	\$ 61,852	26.18%
\$ 138,420	\$ 174,660	\$ 112,808	\$ 61,852	
175	248	\$ 168	\$ 79	41.44%
800	-	\$ -	\$ -	-100.00%
\$ 975	\$ 248	\$ 168	\$ 79	
\$ 139,395	\$ 174,908	\$ 112,977	\$ 61,931	

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

Pct increase  
26.18%

bs1930	Viridian Green	UNITS: 26	UNITS: 22	UNITS: 4		
ACCOUNT DESCRIPTION	2011 BUDGET Prorated 12 Months	2012 BUDGET Combined	2012 BUDGET Residential	2012 BUDGET 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	-	9,500	\$ 4,750	\$ 4,750	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>\$ 74,372</b>	<b>\$ 44,310</b>	<b>\$ 30,062</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**

Pct increase  
26.18%

bs1930 Viridian Green

ACCOUNT DESCRIPTION	2011 BUDGET Prorated 12 Months	UNITS: 26	UNITS: 22	UNITS: 4	Pct increase
		2012 BUDGET Combined	2012 BUDGET Residential	2012 BUDGET Commercial	
<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>\$ 157,962</b>	<b>\$ 101,995</b>	<b>\$ 55,967</b>	
<b>Non Operating Expenses</b>					<b>% CRF contribution</b>
54010000 Contingency Reserve Expense	\$ 20,000	\$ 15,796	\$ 10,199	\$ 5,597	10.00%
<b>TOTAL NON OPERATING EXPENSES</b>	<b>\$ 20,000</b>	<b>\$ 15,796</b>	<b>\$ 10,199</b>	<b>\$ 5,597</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>\$ 174,908.20</b>	<b>\$ 112,976.80</b>	<b>\$ 61,931.40</b>	
<b>(SURPLUS)/DEFICIT</b>	<b>-</b>	<b>(0)</b>	<b>(0)</b>	<b>(0)</b>	

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

201	1	114	\$ 364.98	\$ 36.29	\$ 401.27
202	2	116	\$ 371.39	\$ 36.93	\$ 408.31
203	3	116	\$ 371.39	\$ 36.93	\$ 408.31
204	4	116	\$ 371.39	\$ 36.93	\$ 408.31
205	5	108	\$ 345.77	\$ 34.38	\$ 380.16
206	6	110	\$ 352.18	\$ 35.02	\$ 387.20
207	7	108	\$ 345.77	\$ 34.38	\$ 380.16
208	8	116	\$ 371.39	\$ 36.93	\$ 408.31
209	9	116	\$ 371.39	\$ 36.93	\$ 408.31
210	10	116	\$ 371.39	\$ 36.93	\$ 408.31
211	11	118	\$ 377.79	\$ 37.56	\$ 415.35
212	12	137	\$ 438.62	\$ 43.61	\$ 482.23
213	13	134	\$ 429.02	\$ 42.66	\$ 471.67
214	14	134	\$ 429.02	\$ 42.66	\$ 471.67
215	15	163	\$ 521.86	\$ 51.89	\$ 573.75
216	16	163	\$ 521.86	\$ 51.89	\$ 573.75
217	17	133	\$ 425.81	\$ 42.34	\$ 468.15
218	18	133	\$ 425.81	\$ 42.34	\$ 468.15
219	19	134	\$ 429.02	\$ 42.66	\$ 471.67
1955	20	144	\$ 461.03	\$ 45.84	\$ 506.87
1957	21	141	\$ 451.43	\$ 44.89	\$ 496.31
1959	22	144	\$ 461.03	\$ 45.84	\$ 506.87
3575	23	961	\$ 3,076.75	\$ 305.93	\$ 3,382.68
3525	24	137	\$ 438.62	\$ 43.61	\$ 482.23
3533	25	109	\$ 348.98	\$ 34.70	\$ 383.68
3533	26	114	\$ 364.98	\$ 36.29	\$ 401.27
<b>Per Month</b>			<b>\$ 13,238.67</b>	<b>\$ 1,316.35</b>	<b>\$ 14,555.02</b>
			<b>multiply by 12 months</b>	<b>multiply by 12 months</b>	<b>multiply by 12 months</b>
<b>Total Assessment Fees</b>			<b>158,864.00</b>	<b>15,796.20</b>	<b>174,660.20</b>
<b>Control Figures</b>		<b>4,135</b>	<b>158,864</b>	<b>15,796</b>	<b>174,660</b>



**PROVISIONS FOR VOTING AT A GENERAL MEETING**

In accordance with the Strata Property Act, the following provisions apply to voting at any General Meeting.

**Division 5 - Voting -- ss. 53 to 58**

**Number of votes per strata lot -- s. 53**

- (1) At an annual or special general meeting each strata lot has one vote unless different voting rights are set out in a Schedule of Voting Rights in the prescribed form in accordance with section 247, 248 or 264.
- (2) Despite subsection (1), a strata corporation may, by bylaw, provide that the vote for a strata lot may not be exercised, except on matters requiring a unanimous vote, if the strata corporation is entitled to register a lien against that strata lot under *section 116(1)* [amendment SPAA s. 13(a)].
- (3) If, in accordance with a bylaw passed under subsection (2), a vote for a strata lot may not be exercised, the strata lot's vote must not be considered for the purposes of determining a quorum in accordance with section 48 or for the purposes of sections 43(1), 46(2) [amendment SPAA s. 13(b)] and 51(3).

**Voters -- s. 54**

The following persons may vote at an annual or special general meeting:

- (a) an owner, unless a tenant or mortgagee has the right to vote under paragraph (b) or (c);
- (b) a tenant who has been assigned a landlord's right to vote under section 147 or 148, unless a mortgagee has the right to vote under paragraph (c);
- (c) a mortgagee of a strata lot, but only in respect of insurance, maintenance, finance or other matters affecting the security for the mortgage and only if
  - (i) the mortgage gives the mortgagee the right to vote, and
  - (ii) at least 3 days before the meeting the mortgagee has given to the strata corporation, the owner and the tenant referred to in paragraph (b), if any, written notice of the mortgagee's intention to vote.

**Special voters -- s. 55**

- (1) If a person who may vote under section 54 is under 16 years of age, the person's right to vote may be exercised only by the person's parent or guardian.
- (2) If a person who may vote under section 54 lacks the capacity to make a decision for a reason other than being under 16 years of age, the person's right to vote may be exercised only by someone who is legally authorized to act for the person with respect to the strata lot.

**Proxies -- s. 56**

- (1) A person who may vote under section 54 or 55 may vote in person by proxy {See Form A}.
- (2) A document appointing a proxy
  - (a) must be in writing and be signed by the person appointing the proxy,
  - (b) may be either general or for a specific meeting or a specific resolution, and
  - (c) may be revoked at any time.
- (3) *The following persons may be proxies:*
  - (a) *only if permitted by regulation and subject to prescribed restrictions, an employee of the strata corporation;*
  - (b) *only if permitted by regulation and subject to prescribed restrictions, a person who provides strata management services to the strata corporation;*
  - (c) *subject to the regulations, any other person* [amendment SPAA s. 14].
- (4) A proxy stands in the place of the person appointing the proxy, and can do anything that person can do, including vote, propose and second motions and participate in the discussion, unless limited in the appointment document.



**Shared vote -- s. 57**

- (1) If 2 or more persons share one vote with respect to a strata lot, only one of them may vote on any given matter.
- (2) If the chair is advised before or during a vote that the 2 or more persons who share the one vote disagree on how their vote should be cast on a matter, the chair must not count their vote in respect of that matter.

**INSTRUCTIONS FOR COMPLETING A PROXY**

- 1. Proxy forms must be signed only by the person who is the legal registered owner of the strata lot.
- 2. Other occupants of the strata lot who are not on title cannot vote unless they have been designated to do so by a proxy form.
- 3. The owner completing the proxy form must complete all blank fields on the proxy form in order for the form to be valid.
- 4. The name of the person to be appointed to be the proxy must be inserted in the space provided. The person designated must be in attendance to vote at the meeting. The person designated must be willing to be the proxy. If the proxy holder space is left blank, the proxy will be void.
- 5. Where the proxy is signed by a company, either the company's common seal must be affixed to the proxy or it should be signed by the company under the hand of an officer or any attorney duly authorized in writing, which authority must accompany this proxy.

Proxy forms may be given to a member of the strata council, brought to the meeting in person by the proxy appointee prior to 7:00 p.m. or received by Colliers no later than 1:00 p.m. on the day of the meeting.

Proxy forms can be mailed, delivered or faxed to:

**Colliers International  
15<sup>th</sup> Floor, Granville Square  
200 Granville Street  
Vancouver, B.C. V6C 2R6**

**Fax: (604) 681-2911**

**Attention: Edward Jang**

**Please note that Strata and Colliers' employees cannot be designated to act as a proxy.**



**PROXY APPOINTMENT  
VIRIDIAN GREEN - STRATA PLAN, BCS 3187**

**RE: STRATA LOT # \_\_\_\_\_, UNIT # \_\_\_\_\_ OF STRATA PLAN BCS 3187**

I/We the owner(s) of the strata lot described above, hereby appoint \_\_\_\_\_ as my/our proxy to vote on my/our behalf at the annual general meeting of the owners of Strata Plan BCS 3187 to be held on February 29, 2012.

Please note that if you mark at proxy holder's discretion, the holder of the proxy will be able to vote on any amendments, on your behalf. If you do not mark, at proxy holder's discretion, your vote will not be able to be counted for any amendments made from the floor.

**I/We wish to be recorded as voting on the items of business outlined in the agenda as follows:**

Description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2011/2012 Annual Operating Budget			

\_\_\_\_\_  
*Owners Signature*

\_\_\_\_\_  
*Owners Signature*

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2012