



**SUNRISE WEST  
STRATA PLAN VR 483**

**ANNUAL GENERAL MEETING MINUTES  
MONDAY, FEBRUARY 18, 2013, 7:00 PM**

**OWNERS PRESENT:**

As Per Registration Sheet

**MANAGEMENT PRESENT:**

Shawn Punton, Property Manager  
Pacific Quorum Properties Inc.

spunton@pacificquorum.com / direct line: 604-638-1967

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**1. CALL TO ORDER**

The meeting was called to order at 7:05 p.m. by the council president, Paul Morris. The Property Manager certified that the 56 eligible condominium strata lots were represented by 33 owners in person and 12 by proxy, for a total of 44 strata lots. The proxy was certified by the Property Manager. A quorum is a minimum of 19 lots represented or one-third. A quorum was declared and the meeting legal to proceed.

**2. ELECTION OF PERSON TO CHAIR THE MEETING**

With no objection it was approved that Paul Morris Chair the meeting.

**3. FILING PROOF OF NOTICE DATED JANUARY 28, 2013**

The Property Manager confirmed that the notice of the Annual General Meeting was mailed to all owners on January 28, 2013. This met the necessary notice timelines as described in the *Strata Property Act*.

**4. APPROVAL OF THE AGENDA**

There were no objections or alterations to the proposed agenda and it was approved unanimously.

**5. APPROVAL OF PREVIOUS GENERAL MEETING MINUTES, FEBRUARY 13, 2012**

It was:

**MOVED/SECONDED (311/P08)**

To approve the previous meetings minutes.

**CARRIED UNANIMOUSLY**

**6. INSURANCE OVERVIEW**

The Property Manager provided an overview of the insurance presently in place for the Corporation. Limits, deductibles, and areas of coverage were all explained and questions fielded.

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**✓ VANCOUVER OFFICE:**

Suite 430 - 1200 West 73<sup>rd</sup> Avenue

Vancouver, BC V6P 6G5

Tel: 604-685-3828 Fax: 604-685-3845

[www.pacificquorum.com](http://www.pacificquorum.com)

**SURREY OFFICE:**

Suite 408 - 7337 137<sup>th</sup> Street

Surrey, BC V3W 1A4

Tel: 604-635-0260 Fax: 604-635-0263

**INSURANCE NOTICE**

**DEDUCTIBLE CHARGE-BACK:**

Please note that subject to your bylaws owners may be responsible for the Strata Corporation's insurance deductible in the event of a claim which emanates from within an owner's unit. Owners should ensure that coverage for such deductible charge backs are added to their individual homeowner's insurance.

**The current water escape deductible is \$10,000.00.**

*(Please refer to the insurance cover note to review additional important deductible information).*

**OWNER IMPROVEMENTS / BETTERMENTS:**

Please note that any in-unit upgrades and/or betterments completed by the current or any prior owner will not be covered under the Strata Corporation's insurance policy. Owners must ensure that any upgrades and/or betterments are covered under their personal homeowner insurance policy.

**7. MAJORITY VOTE: CONSIDERATION OF 2012/2013 OPERATING BUDGET**

The council president discussed the proposed budget. Questions concerning the depreciation report expense line and contingency reserve fund were fielded. The proposed budget was presented to the owners. No increase in strata fees is proposed.

It was:

**MOVED/ SECONDED (307/111)**

To approve that the proposed budget.

**CARRIED UNANIMOUSLY**

**8. ¾ VOTE RESOLUTION #1 – TO APPROVE A SPECIAL LEVY OF \$320,000 FOR BUILDING UPGRADES**

The council president provided details regarding the proposed project. The roof decks and membranes of units P02 through P06 are in need of replacement. The decks and membranes of units 217, 203 and 204 are also beginning to rot. The membrane on unit 201 needs to be replaced. The estimated costs for this work including a 15% contingency for unforeseen costs is \$320,000.

After discussion, questions and answers:

It was:

**MOVED/ SECONDED (311/P01)**

To amend the resolution to include the work on P02 – P06 at a cost of \$210,000 and exclude the other work.

**DEFEATED 27 FOR / 11 OPPOSED**

After a further discussion concerning the time frame for payment of the special levy, another amendment was proposed. There was further discussion regarding the short time frame for payment of the levy, but it was decided to keep the March 1, 2013.

After discussion, questions and answers:

It was:

**MOVED/ SECONDED (P01/204)**

To amend the resolution to include the work on P02 – P06 at a cost of \$210,000 and exclude the other work and *also* change the allowed payment time from 8 monthly installments to 10 monthly installments.

**CARRIED 39 FOR / 4 OPPOSED**

A further suggestion to not charge back owners of P02 – P06 for moving material on their deck if they removed it all prior to the work starting was discussed. There was further discussion regarding the short time frame for payment of the levy, but it was decided to keep the March 1<sup>st</sup>

It was:

**MOVED/ SECONDED (P01/ 204)**

To amend the resolution to eliminate charge back to owners of P02-P06 if they remove 100% of that material from their deck prior to the work starting.

**CARRIED 40 FOR/ 0 OPPOSED**

Note: None of this material shall be placed on the sloping roof

It was:

**MOVED/ SECONDED (311 / P01)**

To approve resolution #1 as amended.

**CARRIED 36 FOR/ 5 OPPOSED**

**NOTE: REGARDING SPECIAL ASSESSMENT PAYMENTS**

Please note with the passing of the above special assessment (see attached assessment payment schedule), payment are due March 1, 2013 until December 1, 2013.

**Owners wanting to pay by automatic bank withdrawal:** Please note that special assessment payments will not be automatically debited from your bank account. Please submit the attached Pre-Authorized Debit Adjustment Form (located at [www.pacificquorum.com/forms](http://www.pacificquorum.com/forms)) if you would like to make your assessment payment(s) by automatic bank withdrawal.

**Owners wanting to pay by cheque:** Please submit a cheque in the special assessment amount. The cheque must be made out to your strata plan number with "Special Assessment" in the notes section and submitted via mail or in person to the Pacific Quorum office.

If you require any information regarding your account please contact your property accountant, Maria at 604-685-3828.

**9. ELECTION OF 2013 STRATA COUNCIL**

At this time the floor was opened to nominees and/or volunteers. After a series of volunteers, the following seven (7) owners were nominated to the Strata Council.

**Strata Council**

Laura Henderson - unit 219

David Ledlin - unit P01

Shea Dahl – unit 319

Lonnie Ouellette – unit 106

Marnie Maher – unit 109

Paul Morris – unit 112

Jane Welsh – unit 311

The above noted individuals were elected by acclamation to the Strata Council.

**10. NEW BUSINESS**

Several items of new business were brought up.

**a. Key FOBs**

Key FOB's break easily and the garage remotes do not work very well at all. Council will look into this.

**b. Tree Pruning**

Tree pruning on 15<sup>th</sup> Avenue was discussed. This is planned for December 2013.

**c. Recent Robbery**

A recent robbery in the building was discussed.

**d. Bump on 15<sup>th</sup> Avenue**

Constant shaking of the building has been noted due to traffic on 15<sup>th</sup>. This has been identified as being caused by sewer work and a case has already been opened with the city of Vancouver.

**11. ADJOURNMENT**

As there was no further business this meeting was adjourned at 9:05 p.m.

**THE NEXT STRATA COUNCIL MEETING will be at the call of the Chair.**

Submitted by:

**PACIFIC QUORUM PROPERTIES INC.**

Shawn Punton, Property Manager

430 – 1200 West 73<sup>rd</sup> Avenue

Vancouver, BC V6P 6G5

Tel: (604) 685-3828 / Fax: (604) 685-3845

Direct: 604-638-1967

Email: [spunton@pacificquorum.com](mailto:spunton@pacificquorum.com)

Website: [www.pacificquorum.com](http://www.pacificquorum.com)

**24 Hour Maintenance Emergency #: 604-685-3828**

Please Note: The Real Estate Regulations may require a vendor provide purchasers with copies of the strata corporation minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon advance order from Pacific Quorum Properties Inc.



**SUNRISE WEST**  
**STRATA CORPORATION - VR 483**  
**APPROVED OPERATING BUDGET**  
**FOR THE PERIOD: JANUARY 1, 2013 TO DECEMBER 31, 2013**

|  |                          | PREVIOUS<br>BUDGET<br>2012 | ACTUAL AS OF<br>DECEMBER<br>2012 | APPROVED<br>BUDGET<br>2013 |
|--|--------------------------|----------------------------|----------------------------------|----------------------------|
| <b>REVENUE</b>                         |                          |                            |                                  |                            |
| 101                                    | STRATA FEES              | \$180,000.00               | \$180,001.36                     | \$180,000.00               |
| 102                                    | BANK INTEREST            | \$0.00                     | \$416.04                         | \$400.00                   |
| 103                                    | SUNDRY INCOME            | \$0.00                     | \$7,998.60                       | \$0.00                     |
| 104                                    | MOVE OUT/ PARKING INCOME | \$1,900.00                 | \$1,900.00                       | \$2,000.00                 |
| 109                                    | LATE PAYMENT FEE         | \$0.00                     | \$96.01                          | \$0.00                     |
| 110                                    | YEAR END SURPLUS         | \$14,199.11                | \$14,199.11                      | \$15,296.10                |
| <b>TOTAL REVENUE</b>                   |                          | <b>\$196,099.11</b>        | <b>\$204,611.12</b>              | <b>\$197,696.10</b>        |
| <b>OPERATING EXPENSES</b>              |                          |                            |                                  |                            |
| 800                                    | CRF CONTRIBUTION         | 18,000.00                  | 18,000.00                        | 18,000.00                  |
| 410                                    | MANAGEMENT FEE           | 18,200.00                  | 18,199.92                        | 19,110.00                  |
| 420                                    | INSURANCE/APPRaisal      | 21,000.00                  | 19,968.65                        | 21,000.00                  |
| 430                                    | JANITORIAL               | 17,472.00                  | 17,584.00                        | 17,472.00                  |
| 440                                    | AUDIT/LEGAL              | 500.00                     | 0.00                             | 500.00                     |
| 460                                    | SUNDRY                   | 3,500.00                   | 3,568.60                         | 3,500.00                   |
| 490                                    | EQUIPMENT AND SUPPLIES   | 1,500.00                   | 802.61                           | 1,500.00                   |
| 530                                    | ENTERPHONE               | 1,000.00                   | 0.00                             | 1,000.00                   |
| 580                                    | MONITORING/ FIRE SAFETY  | 4,000.00                   | 2,592.08                         | 4,000.00                   |
| 911                                    | INSURANCE DEDUCTIBLES    | 10,000.00                  | 0.00                             | 0.00                       |
| <b>TOTAL OPERATING EXPENSES</b>        |                          | <b>\$95,172.00</b>         | <b>\$80,715.86</b>               | <b>\$86,082.00</b>         |
| <b>UTILITIES</b>                       |                          |                            |                                  |                            |
| 400                                    | GAS                      | \$32,000.00                | \$28,087.03                      | \$30,000.00                |
| 405                                    | ELECTRICAL               | 8,500.00                   | 8,733.81                         | 9,000.00                   |
| 470                                    | WATER/SEWER              | 10,000.00                  | 13,362.20                        | 10,000.00                  |
| 480                                    | WASTE REMOVAL            | \$6,000.00                 | 5,922.98                         | \$6,000.00                 |
| <b>TOTAL UTILITIES</b>                 |                          | <b>\$56,500.00</b>         | <b>\$56,106.02</b>               | <b>\$55,000.00</b>         |
| <b>REPAIRS &amp; MAINTENANCE</b>       |                          |                            |                                  |                            |
| 500                                    | R&M GENERAL              | \$31,000.00                | \$43,301.11                      | \$35,296.10                |
| 501                                    | DEPRECIATION REPORT      |                            |                                  | \$8,500.00                 |
| 503                                    | WINDOW CLEANING          | \$3,000.00                 | \$0.00                           | \$3,000.00                 |
| 504                                    | PEST CONTROL             | \$1,200.00                 | \$1,220.80                       | \$1,200.00                 |
| 508                                    | LAUNDRY                  | \$500.00                   | \$947.15                         | \$800.00                   |
| 510                                    | LANDSCAPING              | \$4,000.00                 | \$3,500.00                       | \$3,000.00                 |
| 540                                    | ELEVATOR MAINT.          | \$4,500.00                 | \$3,524.08                       | \$4,500.00                 |
| 570                                    | SNOW REMOVAL             | \$227.11                   | \$0.00                           | \$318.00                   |
| <b>TOTAL REPAIRS &amp; MAINTENANCE</b> |                          | <b>\$44,427.11</b>         | <b>\$52,493.14</b>               | <b>\$56,614.10</b>         |
| <b>TOTAL EXPENSES</b>                  |                          | <b>\$196,099.11</b>        | <b>\$189,315.02</b>              | <b>\$197,696.10</b>        |
| <b>SURPLUS (DEFICIT)</b>               |                          | <b>\$0.00</b>              | <b>\$15,296.10</b>               | <b>\$0.00</b>              |

THIS BUDGET CONTAINS A 0% INCREASE IN STRATA FEE RATES.



**SUNRISE WEST - VR 483**  
**MONTHLY STRATA FEE SCHEDULE**  
**PERIOD COVERING JANUARY 1, 2013 THROUGH DECEMBER 31, 2013.**  
**NO INCREASE OVER PRIOR YEAR**

| UNIT #                | STRATA LOT # | UNIT ENTITLEMENT | MONTHLY OPERATING CONTRIBUTION | MONTHLY CONTINGENCY CONTRIBUTION | TOTAL MONTHLY STRATA FEES | TOTAL ANNUAL STRATA FEES |
|-----------------------|--------------|------------------|--------------------------------|----------------------------------|---------------------------|--------------------------|
| <b>ANNUAL TOTALS:</b> |              |                  | <b>\$162,000.00</b>            | <b>\$18,000.00</b>               | <b>\$180,000.00</b>       |                          |
| 106                   | 1            | 17844            | \$240.89                       | \$26.77                          | \$267.66                  | \$3,211.92               |
| 107                   | 2            | 16185            | \$218.50                       | \$24.28                          | \$242.78                  | \$2,913.30               |
| 108                   | 3            | 16110            | \$217.49                       | \$24.17                          | \$241.65                  | \$2,899.80               |
| 109                   | 4            | 12717            | \$171.68                       | \$19.08                          | \$190.76                  | \$2,289.06               |
| 110                   | 5            | 21965            | \$296.53                       | \$32.95                          | \$329.48                  | \$3,953.70               |
| 111                   | 6            | 13219            | \$178.46                       | \$19.83                          | \$198.29                  | \$2,379.42               |
| 112                   | 7            | 16461            | \$222.22                       | \$24.69                          | \$246.92                  | \$2,962.98               |
| 114                   | 8            | 16135            | \$217.82                       | \$24.20                          | \$242.03                  | \$2,904.30               |
| 115                   | 9            | 24554            | \$331.48                       | \$36.83                          | \$368.31                  | \$4,419.72               |
| 201                   | 10           | 26816            | \$362.02                       | \$40.22                          | \$402.24                  | \$4,826.88               |
| 203                   | 11           | 18070            | \$243.95                       | \$27.11                          | \$271.05                  | \$3,252.60               |
| 204                   | 12           | 17768            | \$239.87                       | \$26.65                          | \$266.52                  | \$3,198.24               |
| 205                   | 13           | 15708            | \$212.06                       | \$23.56                          | \$235.62                  | \$2,827.44               |
| 206                   | 14           | 18975            | \$256.16                       | \$28.46                          | \$284.63                  | \$3,415.50               |
| 207                   | 15           | 16034            | \$216.46                       | \$24.05                          | \$240.51                  | \$2,886.12               |
| 208                   | 16           | 16059            | \$216.80                       | \$24.09                          | \$240.89                  | \$2,890.62               |
| 209                   | 17           | 12717            | \$171.68                       | \$19.08                          | \$190.76                  | \$2,289.06               |
| 210                   | 18           | 21940            | \$296.19                       | \$32.91                          | \$329.10                  | \$3,949.20               |
| 211                   | 19           | 13245            | \$178.81                       | \$19.87                          | \$198.68                  | \$2,384.10               |
| 212                   | 20           | 16386            | \$221.21                       | \$24.58                          | \$245.79                  | \$2,949.48               |
| 214                   | 21           | 16135            | \$217.82                       | \$24.20                          | \$242.03                  | \$2,904.30               |
| 215                   | 22           | 24830            | \$335.21                       | \$37.25                          | \$372.45                  | \$4,469.40               |
| 216                   | 23           | 15808            | \$213.41                       | \$23.71                          | \$237.12                  | \$2,845.44               |
| 217                   | 24           | 18422            | \$248.70                       | \$27.63                          | \$276.33                  | \$3,315.96               |
| 218                   | 25           | 19452            | \$262.60                       | \$29.18                          | \$291.78                  | \$3,501.36               |
| 219                   | 26           | 16989            | \$229.35                       | \$25.48                          | \$254.84                  | \$3,058.02               |
| 220                   | 27           | 17793            | \$240.21                       | \$26.69                          | \$266.90                  | \$3,202.74               |
| 301                   | 28           | 18547            | \$250.38                       | \$27.82                          | \$278.21                  | \$3,338.46               |
| 302                   | 29           | 18196            | \$245.65                       | \$27.29                          | \$272.94                  | \$3,275.28               |
| 303                   | 30           | 19905            | \$268.72                       | \$29.86                          | \$298.58                  | \$3,582.90               |
| 304                   | 31           | 17768            | \$239.87                       | \$26.65                          | \$266.52                  | \$3,198.24               |
| 305                   | 32           | 15707            | \$212.04                       | \$23.56                          | \$235.61                  | \$2,827.26               |
| 306                   | 33           | 18975            | \$256.16                       | \$28.46                          | \$284.63                  | \$3,415.50               |
| 307                   | 34           | 16034            | \$216.46                       | \$24.05                          | \$240.51                  | \$2,886.12               |

| UNIT #        | STRATA LOT # | UNIT ENTITLEMENT | MONTHLY OPERATING CONTRIBUTION | MONTHLY CONTINGENCY CONTRIBUTION | TOTAL MONTHLY STRATA FEES | TOTAL ANNUAL STRATA FEES |
|---------------|--------------|------------------|--------------------------------|----------------------------------|---------------------------|--------------------------|
| 308           | 35           | 16059            | \$216.80                       | \$24.09                          | \$240.89                  | \$2,890.62               |
| 309           | 36           | 12717            | \$171.68                       | \$19.08                          | \$190.76                  | \$2,289.06               |
| 310           | 37           | 21965            | \$296.53                       | \$32.95                          | \$329.48                  | \$3,953.70               |
| 311           | 38           | 13245            | \$178.81                       | \$19.87                          | \$198.68                  | \$2,384.10               |
| 312           | 39           | 16386            | \$221.21                       | \$24.58                          | \$245.79                  | \$2,949.48               |
| 314           | 40           | 16135            | \$217.82                       | \$24.20                          | \$242.03                  | \$2,904.30               |
| 315           | 41           | 24830            | \$335.21                       | \$37.25                          | \$372.45                  | \$4,469.40               |
| 316           | 42           | 15808            | \$213.41                       | \$23.71                          | \$237.12                  | \$2,845.44               |
| 317           | 43           | 18723            | \$252.76                       | \$28.08                          | \$280.85                  | \$3,370.14               |
| 318           | 44           | 20332            | \$274.48                       | \$30.50                          | \$304.98                  | \$3,659.76               |
| 319           | 45           | 17743            | \$239.53                       | \$26.61                          | \$266.15                  | \$3,193.74               |
| 320           | 46           | 17215            | \$232.40                       | \$25.82                          | \$258.23                  | \$3,098.70               |
| P1            | 47           | 17341            | \$234.10                       | \$26.01                          | \$260.12                  | \$3,121.38               |
| P2            | 48           | 18472            | \$249.37                       | \$27.71                          | \$277.08                  | \$3,324.96               |
| P3            | 49           | 20030            | \$270.41                       | \$30.05                          | \$300.45                  | \$3,605.40               |
| P4            | 50           | 20106            | \$271.43                       | \$30.16                          | \$301.59                  | \$3,619.08               |
| P5            | 51           | 17341            | \$234.10                       | \$26.01                          | \$260.12                  | \$3,121.38               |
| P6            | 52           | 15180            | \$204.93                       | \$22.77                          | \$227.70                  | \$2,732.40               |
| P7            | 53           | 20256            | \$273.46                       | \$30.38                          | \$303.84                  | \$3,646.08               |
| P8            | 54           | 20156            | \$272.11                       | \$30.23                          | \$302.34                  | \$3,628.08               |
| P9            | 55           | 17768            | \$239.87                       | \$26.65                          | \$266.52                  | \$3,198.24               |
| P10           | 56           | 18723            | \$252.76                       | \$28.08                          | \$280.85                  | \$3,370.14               |
| <b>TOTAL:</b> |              | <b>1000000</b>   | <b>\$13,500.00</b>             | <b>\$1,500.00</b>                | <b>\$15,000.00</b>        | <b>\$180,000.00</b>      |
|               |              |                  | <b>\$162,000.00</b>            | <b>\$18,000.00</b>               | <b>\$180,000.00</b>       |                          |



**SUNRISE WEST - VR 483**  
**SPECIAL LEVY FEE SCHEDULE**  
**PAYMENTS DUE MARCH 1 2013 THROUGH DECEMBER 1 2013.**  
 Payments to be made in 10 segments

| UNIT # | STRATA LOT #               | UNIT ENTITLEMENT | MARCH 1 THROUGH DECEMBER 1 MONTHLY PAYMENT DUE | TOTAL SPECIAL LEVY |
|--------|----------------------------|------------------|--|--------------------|
|        |                            |                  |  |                    |
|        | <b>SPECIAL LEVY TOTAL:</b> |                  | <b>\$210,000.00</b>                            |                    |
|        |                            |                  |  |                    |
| 106    | 1                          | 17844            | \$374.72                                       | \$3,747.24         |
| 107    | 2                          | 16185            | \$339.89                                       | \$3,398.85         |
| 108    | 3                          | 16110            | \$338.31                                       | \$3,383.10         |
| 109    | 4                          | 12717            | \$267.06                                       | \$2,670.57         |
| 110    | 5                          | 21965            | \$461.27                                       | \$4,612.65         |
| 111    | 6                          | 13219            | \$277.60                                       | \$2,775.99         |
| 112    | 7                          | 16461            | \$345.68                                       | \$3,456.81         |
| 114    | 8                          | 16135            | \$338.84                                       | \$3,388.35         |
| 115    | 9                          | 24554            | \$515.63                                       | \$5,156.34         |
| 201    | 10                         | 26816            | \$563.14                                       | \$5,631.36         |
| 203    | 11                         | 18070            | \$379.47                                       | \$3,794.70         |
| 204    | 12                         | 17768            | \$373.13                                       | \$3,731.28         |
| 205    | 13                         | 15708            | \$329.87                                       | \$3,298.68         |
| 206    | 14                         | 18975            | \$398.48                                       | \$3,984.75         |
| 207    | 15                         | 16034            | \$336.71                                       | \$3,367.14         |
| 208    | 16                         | 16059            | \$337.24                                       | \$3,372.39         |
| 209    | 17                         | 12717            | \$267.06                                       | \$2,670.57         |
| 210    | 18                         | 21940            | \$460.74                                       | \$4,607.40         |
| 211    | 19                         | 13245            | \$278.15                                       | \$2,781.45         |
| 212    | 20                         | 16386            | \$344.11                                       | \$3,441.06         |
| 214    | 21                         | 16135            | \$338.84                                       | \$3,388.35         |
| 215    | 22                         | 24830            | \$521.43                                       | \$5,214.30         |
| 216    | 23                         | 15808            | \$331.97                                       | \$3,319.68         |
| 217    | 24                         | 18422            | \$386.86                                       | \$3,868.62         |
| 218    | 25                         | 19452            | \$408.49                                       | \$4,084.92         |
| 219    | 26                         | 16989            | \$356.77                                       | \$3,567.69         |
| 220    | 27                         | 17793            | \$373.65                                       | \$3,736.53         |
| 301    | 28                         | 18547            | \$389.49                                       | \$3,894.87         |
| 302    | 29                         | 18196            | \$382.12                                       | \$3,821.16         |
| 303    | 30                         | 19905            | \$418.01                                       | \$4,180.05         |
| 304    | 31                         | 17768            | \$373.13                                       | \$3,731.28         |
| 305    | 32                         | 15707            | \$329.85                                       | \$3,298.47         |



| UNIT #        | STRATA<br>LOT # | UNIT<br>ENTITLEMENT | MARCH 1<br>THROUGH<br>DECEMBER 1<br>MONTHLY<br>PAYMENT DUE | TOTAL SPECIAL<br>LEVY |
|---------------|-----------------|---------------------|--|-----------------------|
| 306           | 33              | 18975               | \$398.48   | \$3,984.75            |
| 307           | 34              | 16034               | \$336.71   | \$3,367.14            |
| 308           | 35              | 16059               | \$337.24   | \$3,372.39            |
| 309           | 36              | 12717               | \$267.06   | \$2,670.57            |
| 310           | 37              | 21965               | \$461.27   | \$4,612.65            |
| 311           | 38              | 13245               | \$278.15   | \$2,781.45            |
| 312           | 39              | 16386               | \$344.11   | \$3,441.06            |
| 314           | 40              | 16135               | \$338.84   | \$3,388.35            |
| 315           | 41              | 24830               | \$521.43   | \$5,214.30            |
| 316           | 42              | 15808               | \$331.97   | \$3,319.68            |
| 317           | 43              | 18723               | \$393.18   | \$3,931.83            |
| 318           | 44              | 20332               | \$426.97   | \$4,269.72            |
| 319           | 45              | 17743               | \$372.60   | \$3,726.03            |
| 320           | 46              | 17215               | \$361.52   | \$3,615.15            |
| P1            | 47              | 17341               | \$364.16   | \$3,641.61            |
| P2            | 48              | 18472               | \$387.91   | \$3,879.12            |
| P3            | 49              | 20030               | \$420.63   | \$4,206.30            |
| P4            | 50              | 20106               | \$422.23   | \$4,222.26            |
| P5            | 51              | 17341               | \$364.16   | \$3,641.61            |
| P6            | 52              | 15180               | \$318.78   | \$3,187.80            |
| P7            | 53              | 20256               | \$425.38   | \$4,253.76            |
| P8            | 54              | 20156               | \$423.28   | \$4,232.76            |
| P9            | 55              | 17768               | \$373.13   | \$3,731.28            |
| P10           | 56              | 18723               | \$393.18   | \$3,931.83            |
| <b>TOTAL:</b> |                 | <b>1000000</b>      | <b>\$21,000.00</b>   | <b>\$210,000.00</b>   |
|               |                 |                     | <b>\$210,000.00</b>  |                       |



VANCOUVER OFFICE:  
Suite 430 - 1200 West 73<sup>rd</sup> Avenue  
Vancouver, BC V6P 6G5  
Tel: 604-685-3828 Fax: 604-685-3845  
[info@pacificquorum.com](mailto:info@pacificquorum.com)



SURREY OFFICE:  
408 - 7337 137<sup>th</sup> Street  
Surrey, BC V3W 1A4  
Tel: 604-635-0260 Fax: 604-635-0263  
[surrey@pacificquorum.com](mailto:surrey@pacificquorum.com)

## PRE-AUTHORIZED BUSINESS DEBIT ADJUSTMENT (STRATA)

1. This form is for use by owners who are already paying strata fees by pre-authorized bank debit.
2. The authorized adjustment(s) is/are valid only for the dates and amounts stipulated below.

NAME OF OWNER(S) \_\_\_\_\_

BUILDING NAME \_\_\_\_\_ STRATA PLAN # \_\_\_\_\_

UNIT # \_\_\_\_\_ STRATA LOT # \_\_\_\_\_ TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

I/We authorize the strata corporation agent **Pacific Quorum Properties Inc.** and the financial institution designated (account information currently used for payment of strata fees) to add the following amounts to the recurring monthly debit.

I/We understand that this request must be received by the 25<sup>th</sup> of the preceding month (or the last working day before the 25<sup>th</sup>, if that day falls on a weekend or holiday), and that requests received after the 25<sup>th</sup> will be adjusted on the next processing date together with any additional amounts authorized for the next processing date.

SIGNATURE(S) OF ACCOUNT HOLDER(S) \_\_\_\_\_

NAME OF ACCOUNT HOLDER (IF DIFFERENT FROM NAME OF OWNER(S)) \_\_\_\_\_

DATE SUBMITTED \_\_\_\_\_ [DATE RECEIVED \_\_\_\_\_]

### SCHEDULE OF PRE-AUTHORIZED DEBIT (P.A.D.) ADJUSTMENT(S)

PAYMENT FOR (check one) → OUTSTANDING ACCOUNT BALANCE [ ] SPECIAL ASSESSMENT [ ]

THE AMOUNT OF \$ \_\_\_\_\_ ON THE FIRST DAY OF \_\_\_\_\_ (MONTH/YEAR)

THE AMOUNT OF \$ \_\_\_\_\_ ON THE FIRST DAY OF \_\_\_\_\_ (MONTH/YEAR)

THE AMOUNT OF \$ \_\_\_\_\_ ON THE FIRST DAY OF \_\_\_\_\_ (MONTH/YEAR)

THE AMOUNT OF \$ \_\_\_\_\_ ON THE FIRST DAY OF \_\_\_\_\_ (MONTH/YEAR)

THE AMOUNT OF \$ \_\_\_\_\_ ON THE FIRST DAY OF \_\_\_\_\_ (MONTH/YEAR)

OTHER: ADD MONTHLY \$ \_\_\_\_\_ FOR \_\_\_\_\_ (LOCKER/PARKING/OTHER) STARTING FROM THE FIRST DAY OF \_\_\_\_\_ (MONTH/YEAR)





January 28, 2013

To the Owners of *VR 483*  
**Sunrise West**  
1345 West 15<sup>th</sup> Avenue, Vancouver, BC

Dear Owner(s):

**RE: ANNUAL GENERAL MEETING**

As the Managing Agent, we are pleased to attach formal notice of the **Annual General Meeting** of the Owners of Strata Plan VR 483 to be held on **Monday, February 18, 2013 at 7:00 pm in the west end of Upper Parkade, 1345 W. 15<sup>th</sup> Avenue, Vancouver, BC.** Registration will begin at 6:45p.m and we respectfully request your early attendance in order that the meeting may commence on time.

At this Annual General Meeting, the Ownership will be presented with the 2013 Operating Budget with no strata fee increase, a  $\frac{3}{4}$  vote resolution and the election of the 2013 Strata Council.

Included in this package are the details of the above, an agenda and a proxy form.

Should you be unable to attend, a proxy form has been included for an alternative representative to attend and vote on your behalf. Please be advised that a proxy holder need not be a registered owner, but must be appointed by the registered owner.

Please note that pursuant to Section 112 of the Strata Property Act, where the strata corporation is eligible to register a lien on the title of a strata lot for delinquency in their financial obligations to the strata corporation, the owner of the strata lot may be restricted from voting.

We therefore request that you review the attached information and should you have any questions, please do not hesitate to contact this office. We look forward to meeting with you on **February 18, 2013.**

Yours truly,  
**PACIFIC QUORUM PROPERTIES INC.**  
As Agents for VR 483 – Sunrise West

Shawn Punton  
Property Manager

Attachments

**PLEASE BRING THIS PACKAGE TO THE MEETING**

January 28, 2013

To: The Owners, Strata Plan VR 483 – Sunrise West

From: Pacific Quorum Properties Inc.  
430 – 1200 West 73<sup>rd</sup> Avenue  
Vancouver, BC V6P 6G5

\*\*\*\*\*  
PLEASE TAKE NOTICE THAT an Annual General Meeting of Strata Plan VR 483 will be held:

Date: Monday, February 18, 2012  
Time: 7:00 p.m. - Registration 6:45 p.m.  
Location: The west end of Upper Parkade  
1345 W. 15<sup>TH</sup> Avenue, Vancouver, BC

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

1. PURPOSE: The purpose of this Annual General Meeting is to present the Ownership with the 2013 Operating Budget with no strata fee increase, a  $\frac{3}{4}$  vote resolution and the election of the 2013 Strata Council.
2. QUORUM: In order to conduct business at the General Meeting, representation of at least one-third of all strata lots must be present in person or by proxy. Subject to the corporation's bylaws, failure to reach a quorum may result in the adjournment of the meeting and another meeting being held.
3. VOTING: Except in cases where, by or under the Strata Property Act, a unanimous resolution is required, an owner may not be entitled to vote at any General Meeting if the strata corporation is entitled to register a lien on the owner's strata lot. A voting card will be issued to eligible strata lots. To pass a  $\frac{3}{4}$  vote resolution, 75 percent of those who vote, must vote in favour.
4. PROXY: An instrument appointing a proxy shall be in writing under the hand of the appointee or his attorney, and may be either general or for a particular meeting. A proxy holder need not be an owner.

## **A G E N D A**

### **STRATA PLAN – VR 483** *Sunrise West*

### **ANNUAL GENERAL MEETING** February 18, 2013

---

1. Call to Order.
  - a. Notice of Quorum
  - b. Certify Proxies
2. Election of person to chair the meeting
3. Filing proof of notice dated January 28, 2013
4. Approval of agenda
5. Adoption of previous General Meeting minutes, February 13, 2012
6. Property Insurance Overview
7. Majority Vote – Approval of 2013 Operating Budget with no strata fee increase
8.  $\frac{3}{4}$  Vote Resolution #1 – Approval of \$320,000.00 Special Levy – Building Upgrades
9. Election of the 2013 Strata Council
10. New Business
11. Adjournment

**FILE 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.hubcoastal.ca E: coastallinfo@hubinternational.com

Policy No. CVR 483

**DECLARATIONS**

|                           |  |
|---------------------------|--|
| Name of Insured:          | The Owners of Strata Plan VR 483 Sunrise West  |
| Location Address:         | 1345 West 15th Avenue, Vancouver, BC, V6H 3R3  |
| Additional Named Insured: | Pacific Quorum Properties Inc, 430 - 1200 West 73rd Avenue, Vancouver, BC V6P 6G5    |
| Policy Period:            | 08/01/12 to 12/31/13 (mm/dd/yy) 12:01 a.m. Standard Time                             |
| Loss Payable to:          | The Insured or Order in Accordance with the Strata Property Act of British Columbia. |
| Insurers:                 | As Per List of Participating Insurers Attached.                                      |

Insurance is provided subject to the Declarations, Terms, Conditions, Limitations and Endorsements of this policy and only for those coverages for which specific limits or amounts of Insurance are shown on this Declaration Page.

| INSURING AGREEMENTS  | Deductibles (\$)   | Limits (\$)  |
|--|--|--|
| <b>PROPERTY COVERAGES - STR (08/08)</b><br>All Property, All Risks, Guaranteed Replacement Cost Bylaws<br>Water Damage<br>Backup of Sewers, Sumps, Septic Tanks or Drains<br>Earthquake Damage<br>Flood Damage<br>Key & Lock   | 1,000<br>10,000<br>10,000<br>10%<br>10,000<br>250                  | 8,189,000<br>Included<br>Included<br>Included<br>Included<br>10,000          |
| <b>BLANKET EXTERIOR GLASS INSURANCE</b> - Form 820000 (02/06)<br>Residential<br>Commercial   | 100<br>250   | Blanket  |
| <b>COMMERCIAL GENERAL LIABILITY</b> - Form 000102-10 (06/12)<br>Each Occurrence Limit<br>General Aggregate Limit<br>Coverage A - Bodily Injury & Property Damage Liability - <i>Per Occurrence</i><br>Products & Completed Operations - <i>Aggregate</i><br>Coverage B - Personal Injury Liability - <i>Per Occurrence</i><br>Non-Owned Automobile - SPF #6 - Form 335002-02 - <i>Per Occurrence</i> | 500<br><br>500<br><br>500  | 5,000,000<br>10,000,000<br>5,000,000<br>10,000,000<br>5,000,000<br>5,000,000 |
| <b>STRATA DIRECTORS &amp; OFFICERS LIABILITY</b> - Form NP-397749 (03/12)  | NIL  | 2,000,000  |
| <b>POLLUTION &amp; REMEDIATION LEGAL LIABILITY</b> - Form XLICL-PARL6CP-CN0510 (01/11)<br>Limit of Liability - Each Loss, Remediation Expense or Legal Defense Expense   | 10,000 Retention   | 1,000,000  |
| <b>VOLUNTEER ACCIDENT INSURANCE PLAN</b> - Policy # 9224344 (06/12)- Plan I<br>Principal Sum - \$100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks)<br>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)<br>Coverage I Employee Dishonesty - Form A - <i>Aggregate</i><br>Coverages II, III, IV and V - Broad Form Money & Securities - <i>Aggregate Limit each coverage</i>   | NIL<br>NIL   | 25,000<br>10,000   |
| <b>EQUIPMENT BREAKDOWN</b><br>I Standard Comprehensive Plus, Replacement Cost - Form C780016 (01/11)<br>II Consequential Damage, 90% Co-Insurance - Form C780032 (01/11)<br>III Extra Expense - Form C780033 (01/11)<br>IV Ordinary Payroll - 90 Days - Form C780034 (01/11)   | 1,000<br>1,000<br>24 Hour Waiting Period<br>24 Hour Waiting Period | 8,189,000<br>10,000<br>100,000<br>100,000                                    |
| <b>PLATINUM LEGAL EXPENSE PROTECTION</b> - CLARK WILSON LLP<br>Legal advice and exclusive benefits for Strata Corporation. See Contract for details.   | Per Contract   | Included   |

**\*\*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  
 HUB International Coastal Insurance Brokers

July 25, 2012 - B&amp;OE/SA





# 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.hubcoastal.ca E: coastalinfo@hubinternational.com

## SCHEDULE OF PARTICIPATING INSURERS

For The Owners of Strata Plan VR 483 Sunrise West  
Policy # CVR 483

Term: 08/01/12 to 12/31/13 (mm/dd/yy) 12:01 a.m. Standard Time

| Insurer  | Coverage  | %   | Limit (\$)                |
|--|---|-----|---------------------------|
| Aviva Insurance Company of Canada                  | Property  | 35  | 2,866,150                 |
| Intact Insurance Company                           | Property  | 35  | 2,866,150                 |
| Royal and Sun Alliance Insurance Company of Canada | Property  | 30  | 2,456,700                 |
| Aviva Insurance Company of Canada                  | Commercial General Liability                            | 100 | 5,000,000                 |
| Encon Group Inc.                                   | Directors & Officers Liability                          | 100 | 2,000,000                 |
| Aviva Insurance Company of Canada                  | Employee Dishonesty - Form A                            | 100 | 25,000                    |
| Aviva Insurance Company of Canada                  | Comprehensive Dishonesty, Disappearance and Destruction | 100 | 10,000                    |
| Aviva Insurance Company of Canada                  | Glass   | 100 | Blanket Exterior Coverage |
| XL Insurance Company Ltd.                          | Pollution & Remediation Legal Liability                 | 100 | 1,000,000                 |
| Aviva Insurance Company of Canada                  | Equipment Breakdown                                     | 100 | 8,189,000                 |
| SSQ Insurance Company (formerly known as AXA Life) | Volunteer Accident Insurance Plan I                     | 100 | 100,000                   |

### DISCLOSURE NOTICE - UNDER THE FINANCIAL INSTITUTIONS ACT

The Financial Institutions act requires that the information contained in this Disclosure Notice be provided to a customer in writing at the time of entering into an insurance transaction.

1. I, Dava Terry, am licensed as a general insurance agent by the Insurance Council of British Columbia.
2. This transaction is between you and Aviva Insurance Company of Canada Intact Insurance Company Royal and Sun Alliance Insurance Company of Canada (Insurer) and as indicated on the policies.
3. In soliciting the transaction described above, I am representing HUB International Coastal Insurance Brokers who does business with the Insurer.
4. The nature and extent of the Insurer's interest in the agency is none.
5. Upon completion of this transaction, the agent will be remunerated by way of commission or fee by the Insurer.
6. The Financial Institutions act prohibits the Insurer from requiring you to transact additional or other business with the Insurer or any other person or Corporation as a condition of this transaction.

| Other Providers  | Services                          |                      |                 |
|------------------|-----------------------------------|----------------------|-----------------|
| Clark Wilson LLP | Platinum Legal Expense Protection | 100                  | Included        |
|                  |                                   | <b>Total Premium</b> | <b>\$30,583</b> |

E&OE/SA

Insured's Copy



**SUNRISE WEST**  
**STRATA CORPORATION - VR 483**  
**PROPOSED OPERATING BUDGET**  
**FOR THE PERIOD: JANUARY 1, 2013 TO DECEMBER 31, 2013**

|  |                          | PREVIOUS<br>BUDGET<br>2012 | ACTUAL AS OF<br>DECEMBER<br>2012 | PROPOSED<br>BUDGET<br>2013 |
|--|--------------------------|----------------------------|----------------------------------|----------------------------|
| <b>REVENUE</b>                         |                          |                            |                                  |                            |
| 101                                    | STRATA FEES              | \$180,000.00               | \$180,001.36                     | \$180,000.00               |
| 102                                    | BANK INTEREST            | \$0.00                     | \$416.04                         | \$400.00                   |
| 103                                    | SUNDRY INCOME            | \$0.00                     | \$7,998.60                       | \$0.00                     |
| 104                                    | MOVE OUT/ PARKING INCOME | \$1,900.00                 | \$1,900.00                       | \$2,000.00                 |
| 109                                    | LATE PAYMENT FEE         | \$0.00                     | \$96.01                          | \$0.00                     |
| 110                                    | YEAR END SURPLUS         | \$14,199.11                | \$14,199.11                      | \$15,296.10                |
| <b>TOTAL REVENUE</b>                   |                          | <b>\$196,099.11</b>        | <b>\$204,611.12</b>              | <b>\$197,696.10</b>        |
| <b>OPERATING EXPENSES</b>              |                          |                            |                                  |                            |
| 800                                    | CRF CONTRIBUTION         | 18,000.00                  | 18,000.00                        | 18,000.00                  |
| 410                                    | MANAGEMENT FEE           | 18,200.00                  | 18,199.92                        | 19,110.00                  |
| 420                                    | INSURANCE/APPRaisal      | 21,000.00                  | 19,968.65                        | 21,000.00                  |
| 430                                    | JANITORIAL               | 17,472.00                  | 17,584.00                        | 17,472.00                  |
| 440                                    | AUDIT/LEGAL              | 500.00                     | 0.00                             | 500.00                     |
| 460                                    | SUNDRY                   | 3,500.00                   | 3,568.60                         | 3,500.00                   |
| 490                                    | EQUIPMENT AND SUPPLIES   | 1,500.00                   | 802.61                           | 1,500.00                   |
| 530                                    | ENTERPHONE               | 1,000.00                   | 0.00                             | 1,000.00                   |
| 580                                    | MONITORING/ FIRE SAFETY  | 4,000.00                   | 2,592.08                         | 4,000.00                   |
| 911                                    | INSURANCE DEDUCTIBLES    | 10,000.00                  | 0.00                             | 0.00                       |
| <b>TOTAL OPERATING EXPENSES</b>        |                          | <b>\$95,172.00</b>         | <b>\$80,715.86</b>               | <b>\$86,082.00</b>         |
| <b>UTILITIES</b>                       |                          |                            |                                  |                            |
| 400                                    | GAS                      | \$32,000.00                | \$28,087.03                      | \$30,000.00                |
| 405                                    | ELECTRICAL               | 8,500.00                   | 8,733.81                         | 9,000.00                   |
| 470                                    | WATER/SEWER              | 10,000.00                  | 13,362.20                        | 10,000.00                  |
| 480                                    | WASTE REMOVAL            | \$6,000.00                 | 5,922.98                         | \$6,000.00                 |
| <b>TOTAL UTILITIES</b>                 |                          | <b>\$56,500.00</b>         | <b>\$56,106.02</b>               | <b>\$55,000.00</b>         |
| <b>REPAIRS &amp; MAINTENANCE</b>       |                          |                            |                                  |                            |
| 500                                    | R&M GENERAL              | \$31,000.00                | \$43,301.11                      | \$35,296.10                |
| 501                                    | DEPRECIATION REPORT      |                            |                                  | \$8,500.00                 |
| 503                                    | WINDOW CLEANING          | \$3,000.00                 | \$0.00                           | \$3,000.00                 |
| 504                                    | PEST CONTROL             | \$1,200.00                 | \$1,220.80                       | \$1,200.00                 |
| 508                                    | LAUNDRY                  | \$500.00                   | \$947.15                         | \$800.00                   |
| 510                                    | LANDSCAPING              | \$4,000.00                 | \$3,500.00                       | \$3,000.00                 |
| 540                                    | ELEVATOR MAINT.          | \$4,500.00                 | \$3,524.08                       | \$4,500.00                 |
| 570                                    | SNOW REMOVAL             | \$227.11                   | \$0.00                           | \$318.00                   |
| <b>TOTAL REPAIRS &amp; MAINTENANCE</b> |                          | <b>\$44,427.11</b>         | <b>\$52,493.14</b>               | <b>\$56,614.10</b>         |
| <b>TOTAL EXPENSES</b>                  |                          | <b>\$196,099.11</b>        | <b>\$189,315.02</b>              | <b>\$197,696.10</b>        |
| <b>SURPLUS (DEFICIT)</b>               |                          | <b>\$0.00</b>              | <b>\$15,296.10</b>               | <b>\$0.00</b>              |

THIS BUDGET CONTAINS A 0% INCREASE IN STRATA FEE RATES.



**SUNRISE WEST - VR 483**

**MONTHLY STRATA FEE SCHEDULE**

**PERIOD COVERING JANUARY 1, 2013 THROUGH DECEMBER 31, 2013.**

**NO INCREASE OVER PRIOR YEAR**

| UNIT # | STRATA LOT #          | UNIT ENTITLEMENT | MONTHLY OPERATING CONTRIBUTION | MONTHLY CONTINGENCY CONTRIBUTION | TOTAL MONTHLY STRATA FEES | TOTAL ANNUAL STRATA FEES |
|--------|-----------------------|------------------|--------------------------------|----------------------------------|---------------------------|--------------------------|
|        |                       |                  |                                |                                  |                           |                          |
|        | <b>ANNUAL TOTALS:</b> |                  | <b>\$162,000.00</b>            | <b>\$18,000.00</b>               | <b>\$180,000.00</b>       |                          |
|        |                       |                  |                                |                                  |                           |                          |
| 106    | 1                     | 17844            | \$240.89                       | \$26.77                          | \$267.66                  | \$3,211.92               |
| 107    | 2                     | 16185            | \$218.50                       | \$24.28                          | \$242.78                  | \$2,913.30               |
| 108    | 3                     | 16110            | \$217.49                       | \$24.17                          | \$241.65                  | \$2,899.80               |
| 109    | 4                     | 12717            | \$171.68                       | \$19.08                          | \$190.76                  | \$2,289.06               |
| 110    | 5                     | 21965            | \$296.53                       | \$32.95                          | \$329.48                  | \$3,953.70               |
| 111    | 6                     | 13219            | \$178.46                       | \$19.83                          | \$198.29                  | \$2,379.42               |
| 112    | 7                     | 16461            | \$222.22                       | \$24.69                          | \$246.92                  | \$2,962.98               |
| 114    | 8                     | 16135            | \$217.82                       | \$24.20                          | \$242.03                  | \$2,904.30               |
| 115    | 9                     | 24554            | \$331.48                       | \$36.83                          | \$368.31                  | \$4,419.72               |
| 201    | 10                    | 26816            | \$362.02                       | \$40.22                          | \$402.24                  | \$4,826.88               |
| 203    | 11                    | 18070            | \$243.95                       | \$27.11                          | \$271.05                  | \$3,252.60               |
| 204    | 12                    | 17768            | \$239.87                       | \$26.65                          | \$266.52                  | \$3,198.24               |
| 205    | 13                    | 15708            | \$212.06                       | \$23.56                          | \$235.62                  | \$2,827.44               |
| 206    | 14                    | 18975            | \$256.16                       | \$28.46                          | \$284.63                  | \$3,415.50               |
| 207    | 15                    | 16034            | \$216.46                       | \$24.05                          | \$240.51                  | \$2,886.12               |
| 208    | 16                    | 16059            | \$216.80                       | \$24.09                          | \$240.89                  | \$2,890.62               |
| 209    | 17                    | 12717            | \$171.68                       | \$19.08                          | \$190.76                  | \$2,289.06               |
| 210    | 18                    | 21940            | \$296.19                       | \$32.91                          | \$329.10                  | \$3,949.20               |
| 211    | 19                    | 13245            | \$178.81                       | \$19.87                          | \$198.68                  | \$2,384.10               |
| 212    | 20                    | 16386            | \$221.21                       | \$24.58                          | \$245.79                  | \$2,949.48               |
| 214    | 21                    | 16135            | \$217.82                       | \$24.20                          | \$242.03                  | \$2,904.30               |
| 215    | 22                    | 24830            | \$335.21                       | \$37.25                          | \$372.45                  | \$4,469.40               |
| 216    | 23                    | 15808            | \$213.41                       | \$23.71                          | \$237.12                  | \$2,845.44               |
| 217    | 24                    | 18422            | \$248.70                       | \$27.63                          | \$276.33                  | \$3,315.96               |
| 218    | 25                    | 19452            | \$262.60                       | \$29.18                          | \$291.78                  | \$3,501.36               |
| 219    | 26                    | 16989            | \$229.35                       | \$25.48                          | \$254.84                  | \$3,058.02               |
| 220    | 27                    | 17793            | \$240.21                       | \$26.69                          | \$266.90                  | \$3,202.74               |
| 301    | 28                    | 18547            | \$250.38                       | \$27.82                          | \$278.21                  | \$3,338.46               |
| 302    | 29                    | 18196            | \$245.65                       | \$27.29                          | \$272.94                  | \$3,275.28               |
| 303    | 30                    | 19905            | \$268.72                       | \$29.86                          | \$298.58                  | \$3,582.90               |
| 304    | 31                    | 17768            | \$239.87                       | \$26.65                          | \$266.52                  | \$3,198.24               |
| 305    | 32                    | 15707            | \$212.04                       | \$23.56                          | \$235.61                  | \$2,827.26               |
| 306    | 33                    | 18975            | \$256.16                       | \$28.46                          | \$284.63                  | \$3,415.50               |
| 307    | 34                    | 16034            | \$216.46                       | \$24.05                          | \$240.51                  | \$2,886.12               |

| UNIT #        | STRATA LOT # | UNIT ENTITLEMENT | MONTHLY OPERATING CONTRIBUTION | MONTHLY CONTINGENCY CONTRIBUTION | TOTAL MONTHLY STRATA FEES | TOTAL ANNUAL STRATA FEES |
|---------------|--------------|------------------|--------------------------------|----------------------------------|---------------------------|--------------------------|
| 308           | 35           | 16059            | \$216.80                       | \$24.09                          | \$240.89                  | \$2,890.62               |
| 309           | 36           | 12717            | \$171.68                       | \$19.08                          | \$190.76                  | \$2,289.06               |
| 310           | 37           | 21965            | \$296.53                       | \$32.95                          | \$329.48                  | \$3,953.70               |
| 311           | 38           | 13245            | \$178.81                       | \$19.87                          | \$198.68                  | \$2,384.10               |
| 312           | 39           | 16386            | \$221.21                       | \$24.58                          | \$245.79                  | \$2,949.48               |
| 314           | 40           | 16135            | \$217.82                       | \$24.20                          | \$242.03                  | \$2,904.30               |
| 315           | 41           | 24830            | \$335.21                       | \$37.25                          | \$372.45                  | \$4,469.40               |
| 316           | 42           | 15808            | \$213.41                       | \$23.71                          | \$237.12                  | \$2,845.44               |
| 317           | 43           | 18723            | \$252.76                       | \$28.08                          | \$280.85                  | \$3,370.14               |
| 318           | 44           | 20332            | \$274.48                       | \$30.50                          | \$304.98                  | \$3,659.76               |
| 319           | 45           | 17743            | \$239.53                       | \$26.61                          | \$266.15                  | \$3,193.74               |
| 320           | 46           | 17215            | \$232.40                       | \$25.82                          | \$258.23                  | \$3,098.70               |
| P1            | 47           | 17341            | \$234.10                       | \$26.01                          | \$260.12                  | \$3,121.38               |
| P2            | 48           | 18472            | \$249.37                       | \$27.71                          | \$277.08                  | \$3,324.96               |
| P3            | 49           | 20030            | \$270.41                       | \$30.05                          | \$300.45                  | \$3,605.40               |
| P4            | 50           | 20106            | \$271.43                       | \$30.16                          | \$301.59                  | \$3,619.08               |
| P5            | 51           | 17341            | \$234.10                       | \$26.01                          | \$260.12                  | \$3,121.38               |
| P6            | 52           | 15180            | \$204.93                       | \$22.77                          | \$227.70                  | \$2,732.40               |
| P7            | 53           | 20256            | \$273.46                       | \$30.38                          | \$303.84                  | \$3,646.08               |
| P8            | 54           | 20156            | \$272.11                       | \$30.23                          | \$302.34                  | \$3,628.08               |
| P9            | 55           | 17768            | \$239.87                       | \$26.65                          | \$266.52                  | \$3,198.24               |
| P10           | 56           | 18723            | \$252.76                       | \$28.08                          | \$280.85                  | \$3,370.14               |
| <b>TOTAL:</b> |              | <b>1000000</b>   | <b>\$13,500.00</b>             | <b>\$1,500.00</b>                | <b>\$15,000.00</b>        | <b>\$180,000.00</b>      |
|               |              |                  | <b>\$162,000.00</b>            | <b>\$18,000.00</b>               | <b>\$180,000.00</b>       |                          |

**Majority Vote Resolution – Consideration of the 2013 Operating Budget**

**Be it resolved:**

**That the Owners, Strata Plan VR 483,** approve the proposed operating budget for the 2013 fiscal year with no increase in strata fees. See attached.

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**¾ VOTE RESOLUTION #1 – Approval of \$320,000.00 Special Levy - Building Upgrades**

**Be it resolved:**

**That the Owners, Strata Plan VR 483,** to approve a special levy for replacement of the East section of the roof and parkade-covering decks and membranes totaling **\$320,000.00 (Three Hundred and Twenty Thousand Dollars)** to be apportioned according to the strata lot unit entitlement and paid in 8 monthly installments commencing March 1, 2013, ending October 1, 2013. The cost of moving planters and furniture on the decks to and fro is to be charged back to the owners of suites P2, P3, P4, P5 and P6 at \$530.00 per suite. Replacement of any wood planters that fall apart during this process will be the responsibility of the suite owners. Any funds remaining from the special levy will be transferred to the operating budget for future projects. These projects may include, but are not limited to: Insulating the parkade ceiling, new door to front lobby to reduce drafts, updating front entry light fixture, and replacing suite-controlled exterior lights (rebates for those already replaced by owners).

The Special Levy is due upon passing of this resolution but for financial convenience only, may be paid in eight segments (8) starting on **March 1, 2013 to October 1, 2013** per the attached Schedule.

This special assessment shall be considered part of the common expenses of the Strata Corporation, and Section 116 of the *Strata Property Act* of British Columbia shall be applicable where an owner fails to make the required payment as authorized by the passing of this resolution. The Strata Corporation agrees that interest calculated at 10% per annum and late fines shall be charged on all special assessment amounts in arrears in excess of thirty (30) days.

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**SUNRISE WEST - VR 483**  
**SPECIAL LEVY FEE SCHEDULE**  
**PAYMENTS DUE MARCH 1 2013 THROUGH OCTOBER 1 2013.**

Payments to be made in 8 segments

| UNIT # | STRATA LOT #               | UNIT ENTITLEMENT | MARCH 1 THROUGH OCTOBER 1 MONTHLY PARMENT DUE | TOTAL ANNUAL STRATA FEES |
|--------|----------------------------|------------------|---|--------------------------|
|        |                            |                  |   |                          |
|        | <b>SPECIAL LEVY TOTAL:</b> |                  | <b>\$320,000.00</b>                           |                          |
|        |                            |                  |   |                          |
| 106    | 1                          | 17844            | \$713.76                                      | \$5,710.08               |
| 107    | 2                          | 16185            | \$647.40                                      | \$5,179.20               |
| 108    | 3                          | 16110            | \$644.40                                      | \$5,155.20               |
| 109    | 4                          | 12717            | \$508.68                                      | \$4,069.44               |
| 110    | 5                          | 21965            | \$878.60                                      | \$7,028.80               |
| 111    | 6                          | 13219            | \$528.76                                      | \$4,230.08               |
| 112    | 7                          | 16461            | \$658.44                                      | \$5,267.52               |
| 114    | 8                          | 16135            | \$645.40                                      | \$5,163.20               |
| 115    | 9                          | 24554            | \$982.16                                      | \$7,857.28               |
| 201    | 10                         | 26816            | \$1,072.64                                    | \$8,581.12               |
| 203    | 11                         | 18070            | \$722.80                                      | \$5,782.40               |
| 204    | 12                         | 17768            | \$710.72                                      | \$5,685.76               |
| 205    | 13                         | 15708            | \$628.32                                      | \$5,026.56               |
| 206    | 14                         | 18975            | \$759.00                                      | \$6,072.00               |
| 207    | 15                         | 16034            | \$641.36                                      | \$5,130.88               |
| 208    | 16                         | 16059            | \$642.36                                      | \$5,138.88               |
| 209    | 17                         | 12717            | \$508.68                                      | \$4,069.44               |
| 210    | 18                         | 21940            | \$877.60                                      | \$7,020.80               |
| 211    | 19                         | 13245            | \$529.80                                      | \$4,238.40               |
| 212    | 20                         | 16386            | \$655.44                                      | \$5,243.52               |
| 214    | 21                         | 16135            | \$645.40                                      | \$5,163.20               |
| 215    | 22                         | 24830            | \$993.20                                      | \$7,945.60               |
| 216    | 23                         | 15808            | \$632.32                                      | \$5,058.56               |
| 217    | 24                         | 18422            | \$736.88                                      | \$5,895.04               |
| 218    | 25                         | 19452            | \$778.08                                      | \$6,224.64               |
| 219    | 26                         | 16989            | \$679.56                                      | \$5,436.48               |
| 220    | 27                         | 17793            | \$711.72                                      | \$5,693.76               |
| 301    | 28                         | 18547            | \$741.88                                      | \$5,935.04               |
| 302    | 29                         | 18196            | \$727.84                                      | \$5,822.72               |
| 303    | 30                         | 19905            | \$796.20                                      | \$6,369.60               |
| 304    | 31                         | 17768            | \$710.72                                      | \$5,685.76               |
| 305    | 32                         | 15707            | \$628.28                                      | \$5,026.24               |

| UNIT #        | STRATA LOT # | UNIT ENTITLEMENT | MARCH 1 THORUCH OCTOBER 1 MONTHLY PARMENT DUE | TOTAL ANNUAL STRATA FEES |
|---------------|--------------|------------------|---|--------------------------|
| 306           | 33           | 18975            | \$759.00                                      | \$6,072.00               |
| 307           | 34           | 16034            | \$641.36                                      | \$5,130.88               |
| 308           | 35           | 16059            | \$642.36                                      | \$5,138.88               |
| 309           | 36           | 12717            | \$508.68                                      | \$4,069.44               |
| 310           | 37           | 21965            | \$878.60                                      | \$7,028.80               |
| 311           | 38           | 13245            | \$529.80                                      | \$4,238.40               |
| 312           | 39           | 16386            | \$655.44                                      | \$5,243.52               |
| 314           | 40           | 16135            | \$645.40                                      | \$5,163.20               |
| 315           | 41           | 24830            | \$993.20                                      | \$7,945.60               |
| 316           | 42           | 15808            | \$632.32                                      | \$5,058.56               |
| 317           | 43           | 18723            | \$748.92                                      | \$5,991.36               |
| 318           | 44           | 20332            | \$813.28                                      | \$6,506.24               |
| 319           | 45           | 17743            | \$709.72                                      | \$5,677.76               |
| 320           | 46           | 17215            | \$688.60                                      | \$5,508.80               |
| P1            | 47           | 17341            | \$693.64                                      | \$5,549.12               |
| P2            | 48           | 18472            | \$738.88                                      | \$5,911.04               |
| P3            | 49           | 20030            | \$801.20                                      | \$6,409.60               |
| P4            | 50           | 20106            | \$804.24                                      | \$6,433.92               |
| P5            | 51           | 17341            | \$693.64                                      | \$5,549.12               |
| P6            | 52           | 15180            | \$607.20                                      | \$4,857.60               |
| P7            | 53           | 20256            | \$810.24                                      | \$6,481.92               |
| P8            | 54           | 20156            | \$806.24                                      | \$6,449.92               |
| P9            | 55           | 17768            | \$710.72                                      | \$5,685.76               |
| P10           | 56           | 18723            | \$748.92                                      | \$5,991.36               |
| <b>TOTAL:</b> |              | <b>1000000</b>   | <b>\$40,000.00</b>                            | <b>\$320,000.00</b>      |
|               |              |                  | <b>\$320,000.00</b>                           |                          |



**SUNRISE WEST - VR 483**  
**SPECIAL LEVY FEE SCHEDULE**  
**PAYMENTS DUE MARCH 1 2013 THROUGH OCTOBER 1 2013.**  
 Payments to be made in 8 segments

| UNIT # | STRATA LOT #               | UNIT ENTITLEMENT | MARCH 1 THORUCH OCTOBER 1 MONTHLY PARMENT DUE | TOTAL ANNUAL STRATA FEES |
|--------|----------------------------|------------------|---|--------------------------|
|        |                            |                  |   |                          |
|        | <b>SPECIAL LEVY TOTAL:</b> |                  | <b>\$320,000.00</b>                           |                          |
|        |                            |                  |   |                          |
| 106    | 1                          | 17844            | \$713.76                                      | \$5,710.08               |
| 107    | 2                          | 16185            | \$647.40                                      | \$5,179.20               |
| 108    | 3                          | 16110            | \$644.40                                      | \$5,155.20               |
| 109    | 4                          | 12717            | \$508.68                                      | \$4,069.44               |
| 110    | 5                          | 21965            | \$878.60                                      | \$7,028.80               |
| 111    | 6                          | 13219            | \$528.76                                      | \$4,230.08               |
| 112    | 7                          | 16461            | \$658.44                                      | \$5,267.52               |
| 114    | 8                          | 16135            | \$645.40                                      | \$5,163.20               |
| 115    | 9                          | 24554            | \$982.16                                      | \$7,857.28               |
| 201    | 10                         | 26816            | \$1,072.64                                    | \$8,581.12               |
| 203    | 11                         | 18070            | \$722.80                                      | \$5,782.40               |
| 204    | 12                         | 17768            | \$710.72                                      | \$5,685.76               |
| 205    | 13                         | 15708            | \$628.32                                      | \$5,026.56               |
| 206    | 14                         | 18975            | \$759.00                                      | \$6,072.00               |
| 207    | 15                         | 16034            | \$641.36                                      | \$5,130.88               |
| 208    | 16                         | 16059            | \$642.36                                      | \$5,138.88               |
| 209    | 17                         | 12717            | \$508.68                                      | \$4,069.44               |
| 210    | 18                         | 21940            | \$877.60                                      | \$7,020.80               |
| 211    | 19                         | 13245            | \$529.80                                      | \$4,238.40               |
| 212    | 20                         | 16386            | \$655.44                                      | \$5,243.52               |
| 214    | 21                         | 16135            | \$645.40                                      | \$5,163.20               |
| 215    | 22                         | 24830            | \$993.20                                      | \$7,945.60               |
| 216    | 23                         | 15808            | \$632.32                                      | \$5,058.56               |
| 217    | 24                         | 18422            | \$736.88                                      | \$5,895.04               |
| 218    | 25                         | 19452            | \$778.08                                      | \$6,224.64               |
| 219    | 26                         | 16989            | \$679.56                                      | \$5,436.48               |
| 220    | 27                         | 17793            | \$711.72                                      | \$5,693.76               |
| 301    | 28                         | 18547            | \$741.88                                      | \$5,935.04               |
| 302    | 29                         | 18196            | \$727.84                                      | \$5,822.72               |
| 303    | 30                         | 19905            | \$796.20                                      | \$6,369.60               |
| 304    | 31                         | 17768            | \$710.72                                      | \$5,685.76               |
| 305    | 32                         | 15707            | \$628.28                                      | \$5,026.24               |



| UNIT #        | STRATA LOT # | UNIT ENTITLEMENT | MARCH 1 THORUCH OCTOBER 1 MONTHLY PARMENT DUE | TOTAL ANNUAL STRATA FEES |
|---------------|--------------|------------------|---|--------------------------|
| 306           | 33           | 18975            | \$759.00                                      | \$6,072.00               |
| 307           | 34           | 16034            | \$641.36                                      | \$5,130.88               |
| 308           | 35           | 16059            | \$642.36                                      | \$5,138.88               |
| 309           | 36           | 12717            | \$508.68                                      | \$4,069.44               |
| 310           | 37           | 21965            | \$878.60                                      | \$7,028.80               |
| 311           | 38           | 13245            | \$529.80                                      | \$4,238.40               |
| 312           | 39           | 16386            | \$655.44                                      | \$5,243.52               |
| 314           | 40           | 16135            | \$645.40                                      | \$5,163.20               |
| 315           | 41           | 24830            | \$993.20                                      | \$7,945.60               |
| 316           | 42           | 15808            | \$632.32                                      | \$5,058.56               |
| 317           | 43           | 18723            | \$748.92                                      | \$5,991.36               |
| 318           | 44           | 20332            | \$813.28                                      | \$6,506.24               |
| 319           | 45           | 17743            | \$709.72                                      | \$5,677.76               |
| 320           | 46           | 17215            | \$688.60                                      | \$5,508.80               |
| P1            | 47           | 17341            | \$693.64                                      | \$5,549.12               |
| P2            | 48           | 18472            | \$738.88                                      | \$5,911.04               |
| P3            | 49           | 20030            | \$801.20                                      | \$6,409.60               |
| P4            | 50           | 20106            | \$804.24                                      | \$6,433.92               |
| P5            | 51           | 17341            | \$693.64                                      | \$5,549.12               |
| P6            | 52           | 15180            | \$607.20                                      | \$4,857.60               |
| P7            | 53           | 20256            | \$810.24                                      | \$6,481.92               |
| P8            | 54           | 20156            | \$806.24                                      | \$6,449.92               |
| P9            | 55           | 17768            | \$710.72                                      | \$5,685.76               |
| P10           | 56           | 18723            | \$748.92                                      | \$5,991.36               |
| <b>TOTAL:</b> |              | <b>1000000</b>   | <b>\$40,000.00</b>                            | <b>\$320,000.00</b>      |
|               |              |                  | <b>\$320,000.00</b>                           |                          |

**Balance Sheet (Accrual)**  
**VR483 Sunrise West - (vr483)**  
**December 2012**

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**ASSETS**

|                                    |            |
|------------------------------------|------------|
| Bank - Operating Funds Account     | 15,360.70  |
| Bank - Special Levy Funds Account  | 24,274.37  |
| Bank - Contingency Reserve Account | 101,211.24 |
| Accounts Receivable                | 633.37     |
| Prepaid Insurance                  | 21,588.00  |

|                     |                          |
|---------------------|--------------------------|
| <b>TOTAL ASSETS</b> | <u><u>163,067.68</u></u> |
|---------------------|--------------------------|

**LIABILITIES & EQUITY**

**Liabilities**

|                          |                  |
|--------------------------|------------------|
| Accounts Payable         | 7,398.77         |
| Prepaid Strata Fees      | 381.21           |
| Accrued Liabilities      | <u>6,907.28</u>  |
| <b>Total Liabilities</b> | <b>14,687.26</b> |

**Equity**

|                               |                   |
|-------------------------------|-------------------|
| Contingency Reserve Fund      | 101,211.24        |
| Special Levy Surplus          | 24,274.37         |
| Current Surplus/(Deficit)     | 15,296.10         |
| Prior Years Surplus/(Deficit) | <u>7,598.71</u>   |
| <b>Total Equity</b>           | <b>148,380.42</b> |

|                                       |                          |
|---------------------------------------|--------------------------|
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <u><u>163,067.68</u></u> |
|---------------------------------------|--------------------------|

**Budget Comparison Cash Flow (Accrual)**  
**VR483 Sunrise West - (vr483)**  
**December 2012**

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|  | MTD Actual       | MTD Budget       | \$ Var.          | % Var.        | YTD Actual        | YTD Budget        | \$ Var.          | % Var.       | Annual            |
|--|------------------|------------------|------------------|---------------|-------------------|-------------------|------------------|--------------|-------------------|
| <b>INCOME</b>                          |                  |                  |                  |               |                   |                   |                  |              |                   |
| 4110 Strata Fees                       | 15,000.17        | 15,000.00        | 0.17             | 0.00          | 180,001.36        | 180,000.00        | 1.36             | 0.00         | 180,000.00        |
| 4116 Parking/Move out                  | 175.00           | 158.37           | 16.63            | 10.50         | 1,900.00          | 1,900.00          | 0.00             | 0.00         | 1,900.00          |
| 4117 Move-In/Out Fees                  | 0.00             | 0.00             | 0.00             | 0             | 1,500.00          | 0.00              | 1,500.00         | 0            | 0.00              |
| 4118 Fines/Penalties                   | 0.00             | 0.00             | 0.00             | 0             | 96.01             | 0.00              | 96.01            | 0            | 0.00              |
| 4120 Bank Interest                     | -106.68          | 0.00             | -106.68          | 0             | 416.04            | 0.00              | 416.04           | 0            | 0.00              |
| 4125 Miscellaneous                     | 0.00             | 0.00             | 0.00             | 0             | 6,498.60          | 0.00              | 6,498.60         | 0            | 0.00              |
| 4140 PrYr Allocation                   | 0.00             | 0.00             | 0.00             | 0             | 14,199.11         | 14,199.11         | 0.00             | 0.00         | 14,199.11         |
| <b>TOTAL INCOME</b>                    | <b>15,068.49</b> | <b>15,158.37</b> | <b>-89.88</b>    | <b>-0.59</b>  | <b>204,611.12</b> | <b>196,099.11</b> | <b>8,512.01</b>  | <b>4.34</b>  | <b>196,099.11</b> |
| <b>EXPENSES</b>                        |                  |                  |                  |               |                   |                   |                  |              |                   |
| <b>Operating Expenses</b>              |                  |                  |                  |               |                   |                   |                  |              |                   |
| 6105 Audit/Accounting                  | 0.00             | 41.63            | 41.63            | 100.0         | 0.00              | 500.00            | 500.00           | 100.0        | 500.00            |
| 6112 Contingency Reserve Transfer      | 1,500.00         | 1,500.00         | 0.00             | 0.00          | 18,000.00         | 18,000.00         | 0.00             | 0.00         | 18,000.00         |
| 6114 Insurance                         | 1,799.00         | 1,750.00         | -49.00           | -2.80         | 19,968.65         | 21,000.00         | 1,031.35         | 4.91         | 21,000.00         |
| 6115 Insurance Deductible              | 0.00             | 833.37           | 833.37           | 100.0         | 0.00              | 10,000.00         | 10,000.00        | 100.0        | 10,000.00         |
| 6118 Administration & Bank Charges     | 48.98            | 291.63           | 242.65           | 83.20         | 3,568.60          | 3,500.00          | -68.60           | -1.96        | 3,500.00          |
| 6120 Management Fees                   | 1,516.66         | 1,516.63         | -0.03            | 0.00          | 18,199.92         | 18,200.00         | 0.08             | 0.00         | 18,200.00         |
| 6130 Enterphone/Telephones             | 0.00             | 83.37            | 83.37            | 100.0         | 0.00              | 1,000.00          | 1,000.00         | 100.0        | 1,000.00          |
| <b>Total Operating Expenses</b>        | <b>4,864.64</b>  | <b>6,016.63</b>  | <b>1,151.99</b>  | <b>19.15</b>  | <b>59,737.17</b>  | <b>72,200.00</b>  | <b>12,462.83</b> | <b>17.26</b> | <b>72,200.00</b>  |
| <b>Utilities</b>                       |                  |                  |                  |               |                   |                   |                  |              |                   |
| 6212 Electricity                       | 741.00           | 708.37           | -32.63           | -4.61         | 8,733.81          | 8,500.00          | -233.81          | -2.75        | 8,500.00          |
| 6214 Gas                               | 2,164.00         | 2,666.63         | 502.63           | 18.85         | 28,087.03         | 32,000.00         | 3,912.97         | 12.23        | 32,000.00         |
| 6215 Water & Sewer                     | 3,000.00         | 833.37           | -2,166.63        | -259.9        | 13,362.20         | 10,000.00         | -3,362.20        | -33.62       | 10,000.00         |
| 6216 Waste Removal & Recycling         | 394.89           | 500.00           | 105.11           | 21.02         | 5,922.98          | 6,000.00          | 77.02            | 1.28         | 6,000.00          |
| <b>Total Utilities</b>                 | <b>6,299.89</b>  | <b>4,708.37</b>  | <b>-1,591.52</b> | <b>-33.80</b> | <b>56,106.02</b>  | <b>56,500.00</b>  | <b>393.98</b>    | <b>0.70</b>  | <b>56,500.00</b>  |
| <b>Repairs &amp; Maintenance</b>       |                  |                  |                  |               |                   |                   |                  |              |                   |
| 6305 Caretaking/Janitorial             | 1,456.00         | 1,456.00         | 0.00             | 0.00          | 17,584.00         | 17,472.00         | -112.00          | -0.64        | 17,472.00         |
| 6312 Fire Protection/Alarm Monitorin   | 0.00             | 333.37           | 333.37           | 100.0         | 2,592.08          | 4,000.00          | 1,407.92         | 35.20        | 4,000.00          |
| 6314 Elevator                          | 276.64           | 375.00           | 98.36            | 26.23         | 3,524.08          | 4,500.00          | 975.92           | 21.69        | 4,500.00          |
| 6315 Landscaping                       | 3,500.00         | 333.37           | -3,166.63        | -949.8        | 3,500.00          | 4,000.00          | 500.00           | 12.50        | 4,000.00          |
| 6318 R & M - General                   | 4,561.69         | 2,583.37         | -1,978.32        | -76.58        | 43,301.11         | 31,000.00         | -12,301.11       | -39.68       | 31,000.00         |
| 6322 Snow Removal                      | 0.00             | 18.88            | 18.88            | 100.0         | 0.00              | 227.11            | 227.11           | 100.0        | 227.11            |
| 6324 Supplies                          | 0.00             | 125.00           | 125.00           | 100.0         | 802.61            | 1,500.00          | 697.39           | 46.49        | 1,500.00          |
| 6326 Window Cleaning                   | 0.00             | 250.00           | 250.00           | 100.0         | 0.00              | 3,000.00          | 3,000.00         | 100.0        | 3,000.00          |
| 6328 Pest Control                      | 0.00             | 100.00           | 100.00           | 100.0         | 1,220.80          | 1,200.00          | -20.80           | -1.73        | 1,200.00          |
| 6330 Laundry                           | 0.00             | 41.63            | 41.63            | 100.0         | 947.15            | 500.00            | -447.15          | -89.43       | 500.00            |
| <b>Total Repairs &amp; Maintenance</b> | <b>9,794.33</b>  | <b>5,616.62</b>  | <b>-4,177.71</b> | <b>-74.38</b> | <b>73,471.83</b>  | <b>67,399.11</b>  | <b>-6,072.72</b> | <b>-9.01</b> | <b>67,399.11</b>  |
| <b>TOTAL EXPENSES</b>                  | <b>20,958.86</b> | <b>16,341.62</b> | <b>-4,617.24</b> | <b>-28.25</b> | <b>189,315.02</b> | <b>196,099.11</b> | <b>6,784.09</b>  | <b>3.46</b>  | <b>196,099.11</b> |
| <b>NET INCOME</b>                      | <b>-5,890.37</b> | <b>-1,183.25</b> | <b>-4,707.12</b> | <b>-397.8</b> | <b>15,296.10</b>  | <b>0.00</b>       | <b>15,296.10</b> | <b>0</b>     | <b>0.00</b>       |
| <b>CASH FLOW</b>                       | <b>-5,890.37</b> | <b>-1,183.25</b> | <b>-4,707.12</b> | <b>-397.8</b> | <b>15,296.10</b>  | <b>0.00</b>       | <b>15,296.10</b> | <b>0</b>     | <b>0.00</b>       |
| Beginning Cash                         | 7,495.67         |                  |                  |               |                   |                   |                  |              |                   |
| Ending Balance                         | 15,360.70        |                  |                  |               |                   |                   |                  |              |                   |



**Strata Property Act  
Form A  
PROXY APPOINTMENT**

RE: STRATA LOT # \_\_\_\_\_, UNIT # \_\_\_\_\_ OF STRATA PLAN VR 483

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 VR 483 to be held on **Monday, February 18, 2013**.

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

|  | In Favour | Against | At Proxy's Discretion | Abstain |
|--|-----------|---------|-----------------------|---------|
| 1. Approve by Majority Vote the proposed 2013 Budget with no increase to strata fees |           |         |                       |         |
| 2. ¾ VOTE RESOLUTION #1 – Approval of \$320,000.00 Special Levy - Building Upgrades  |           |         |                       |         |

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Co-Owner's Signature (if applicable)

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

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

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013





January 11, 2013

Sunrise West - Strata Plan VR 483  
1345 West 15<sup>th</sup> Avenue  
Vancouver, BC

Dear Owners:

**Strata Property Manager**

We are writing to advise of a change in your strata property manager effective immediately.

The new strata property manager assigned to Sunrise West is **Mr. Shawn Punton**. Shawn may be reached at 604-685-3828 (office) or **604-638-1967 (direct line)** or by email at [spunton@pacificquorum.com](mailto:spunton@pacificquorum.com). Shawn's administrative assistant is Launi Laycock. Launi may be reached by email at [launi@pacificquorum.com](mailto:launi@pacificquorum.com).

Shawn will be working closely with Peter Bradley to effect a smooth transition for all owners.

If you have any questions regarding this information, please feel free to contact our Vice President Operations, **Michael Henson**, at [mhenson@pacificquorum.com](mailto:mhenson@pacificquorum.com) or 604-638-1968.

Thank you for your continued co-operation.

Yours truly,

**PACIFIC QUORUM PROPERTIES INC.**



John Peccia

President and Managing Broker





COUNCIL PRESENT: Paul Morris  
Marnie Maher  
Alan Sundquist  
Lonnie Ouellette  
David Ledlin  
REGRETS: Bridget Lane

? Date of his mtyg → no  
date on this  
mt is mtyg after  
Oct 15/12  
+ before  
ABM  
Feb 13

MANAGEMENT PRESENT: N/A

1. CALL TO ORDER

The meeting was called to order at 7.05

2. ADOPTION OF PREVIOUS MINUTES (OCTOBER 15TH, 2012)

It was MOVED/SECONDED (Ledlin/Maher)

To adopt the minutes of the October 15<sup>th</sup> 2012 Council meeting as presented

MOTION CARRIED UNANIMOUSLY

3. BUSINESS ARISING

- a) #301 toilet bubbling. Hydro flushing completed by Milani but problem persists. \$5,500 has been spent to address this problem already. South Coast is now looking at cleaning the sink stack from below.
- b) Installation of valves on hallway radiators is completed. Problems have been reported with cold corridors in the central section on the 4<sup>th</sup> floor and the 1<sup>st</sup> floor. Paul found the 4<sup>th</sup> floor valve had been shut off (*Note: this has happened a second time since the council meeting*). South Coast will address the 1<sup>st</sup> floor on Monday 17<sup>th</sup>. South Coast will also be asked to check the temperature of the boilers. In addition the time will be reduced on the roof fans pressurizing the hallways.
- c) Draft proofing two of the parkade doors should be underway shortly. Paul has found a cheaper way to eliminate drafts on the third door already. Ventilation of the laundry room was also discussed. Phelps will be asked if the gap under the door is sufficient air supply for the dryers and whether they clean out the dryer vents.

d) Tree Pruning – postponed due to absence of qualified personnel This will be done in a few weeks.

e) Carpet Repairs – completed

f) Wood deck repairs. #204, 217. We are still awaiting quotes for this work. Marnie will follow up with Milano. Peter will provide recommendations for an alternative company.

g) Adjustment of fire door closers – completed

h) Planning of annual maintenance contracts – Marnie has taken Alan's input and added to the spreadsheet. Paul to review.

i) #303 Window Lock – repaired

j) Draught excluders have been purchased for the E and W stairwell doors and will be installed by Lonnie shortly. It was MOVED/SECONDED (Sundquist/Ledlin) to reimburse Lonnie for the cost based on original receipts. MOTION CARRIED UNANIMOUSLY

k) Parkade ceiling insulation. The prospect of moving ahead with insulating the parkade ceiling with spray-on fibreglass using the remaining \$27,000 left from the repiping special levy was discussed. This is a code requirement in new buildings. It is estimated this could save us between \$3,000 and \$5,000 per year on our heating bills, reduce cold floor problems for the 18 suites on the lower floors (1<sup>st</sup> floor North and 2nd floor south) and eliminate the need for those suites to crank up their heat, thereby over-heating the floor above. Several suites have rooms that can barely maintain 17 °C in this cold weather. The insulation would also reduce parkade noise. However, it was suggested this money should be saved for deck repairs.

It was MOVED/SECONDED (Maher/Ouellette) to defer a decision on this until the cost of the deck and flat roof repairs are known. MOTION CARRIED 3 for, 2 Against

#### 4. FINANCE

##### A. FINANCIAL STATEMENTS (OCTOBER 2012)

Tabled pending review by Bridget

#### 5. CORRESPONDENCE

A. NOTE FROM TWO OWNERS WITH CONCERNS OF MARIJUANA SMOKE FROM OTHER DECKS AND/OR OTHER UNITS (*PERSONS HAVE SINCE BEEN SEEN SMOKING IN THE LOWER EAST PARKADE DOORWAY – THIS STANK OUT THE ENTIRE PARKADE THE LOWER LOBBY AND EVEN INTO THE ELEVATOR*) OWNERS NOTING SUCH BEHAVIOUR ARE REQUESTED TO TAKE PHOTOGRAPHS TO ENSURE POSITIVE IDENTIFICATION OF THE SOURCE.

**NOTE TO OWNERS: THIS IS A NUISANCE TO OTHER OWNERS AND AS SUCH IS FINEABLE UNDER THE BYLAWS OF VR 483. FINES OF UP TO \$200 MAY BE APPLIED TO A STRATA LOT FOR EACH INCIDENT.**

## 6. NEW BUSINESS

### A. BUDGET 2013

A draft budget prepared by Paul was presented and discussed. Since we need a special levy, the plan is not to raise Strata fees. We are anticipating some carry over from the 2012 budget due to not needing the \$10,000 for the insurance deductible. We are also planning to get a depreciation report done. This will be funded by eliminating the \$10,000 for the insurance deductible. If we need to pay a deductible, this can be taken from the contingency reserve fund with subsequent approval of the AGM or a special levy to replace it. There is a 5% increase in management fee from Pacific Quorum. This will be funded by cuts in other budget items where costs have typically come in under budget. The proposed budget will not be finalized until we have the full year financials for 2012.

### B. SPECIAL LEVY FOR FLAT ROOF

The East 2/3 of the flat roof membrane and decks were replaced in 1992. The membranes are coming to the end of their 25-year life. Several of the decks are already badly rotted because they were built of cedar deck boards with inadequate ventilation. They require replacement as soon as possible with spaced treated decking. It is prudent to replace the flat roof membrane at the same time since much of the cost is in project set up and logistics of moving planters etc on the decks. Council has requested quotes for this work and a second option to replace the entire roof. Note, this entirely separate from the replacement of the pitched roof which was done a few years ago. A special levy will be proposed at the AGM.

### C. MANAGEMENT

After a brief discussion it was MOVED/SECONDED (Ledlin/Maher) to ask Pacific Quorum for a new property manager. MOTION CARRIED UNANIMOUSLY

## 7. ADJOURNMENT

There being no further business to discuss at this time, the meeting was adjourned at 9.25.

## 8. NEXT COUNCIL MEETING DATE

The Date for the AGM is not yet confirmed. Most likely either 4<sup>th</sup> or 18<sup>th</sup> February.





**SUNRISE WEST  
STRATA PLAN VR 483**

**STRATA COUNCIL MINUTES  
MONDAY, OCTOBER 15, 2012, 7:00 PM**

**COUNCIL PRESENT:**

**Paul Morris  
Marnie Maher  
Alan Sundquist  
Lonnie Ouellette  
David Ledlin**

**REGRETS:**

**Bridget Lane**

**MANAGEMENT PRESENT:**

**Peter C. Bradley, Property Manager  
Pacific Quorum Properties Inc.  
pbradley@pacificquorum.com / direct line: 604-638-1929**

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**1. CALL TO ORDER**

The meeting was called to order at 7:05 PM.

**2. ADOPTION OF PREVIOUS MINUTES**

It was:

**MOVED/SECONDED** (Maher/Sundquist)

To adopt the minutes of the August 13, 2012 Council meeting as presented.

**CARRIED**

**3. BUSINESS ARISING**

- a) **Fire inspection deficiencies** – completed.
- b) **Dryer Vent Cleaning** – completed (7 Suites were cleaned from the outside only).
- c) **Drain Cleaning** – vertical stacks were cleaned. Bradley to contact Milani to do hydro flushing of toilet pipe in #301 and snake sink in #112. Bradley to arrange.
- d) **Utilization of re-piping surplus**
  - i. Upgrading of security lighting in previously dark exterior locations – completed.
  - ii. Provision of air supply to upper parkade blocked during original construction – completed (should improve extraction of exhaust by parkade fans).
  - iii. Draft proofing of parkade doors to prevent loss of heat from building, and permit effective pressurization of corridors – to be initiated shortly.
  - iv. Installation of thermostats on hallway radiators to prevent overheating in summer – to be initiated shortly.
  - v. Insulation of parkade ceiling not provided in original construction – tabled.

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**✓ VANCOUVER OFFICE:**

Suite 430 – 1200 West 73<sup>rd</sup> Avenue  
Vancouver, BC V6P 6G5  
Tel: 604-685-3828 Fax: 604-685-3845

[www.pacificquorum.com](http://www.pacificquorum.com)

**SURREY OFFICE:**

Suite 408 – 7337 137<sup>th</sup> Street  
Surrey, BC V3W 1A4  
Tel: 604-635-0260 Fax: 604-635-0263

- e) **Fireplace Servicing** – completed.
- f) **Fence Repair-** Milano to assess.
- g) **Wood deck repairs P2, P3, P5, and #204-** Milano to assess. Milano will also clear the drains on the P.H. decks when assessing the repairs. Bradley to contact RDH Engineering to determine the maximum weight that the decks can support and also the condition of the deck membranes.
- h) **Garage Door Replacement (ICBC Claim)** - completed.
- i) **West Parkade Mangate** - Increased security with installation of a new astragal – completed.
- j) **Repaint Central Stairwell and Unpainted Common Area Doors** – completed.
- k) **Long Range Planning/Depreciation Report**  
It was decided to go ahead with the Depreciation Report next year. It will be in the budget for 2013. Morris will contact RDH Engineering to discuss the report.
- l) **Pruning trees on North side of Building** – Paul Morris to co-ordinate obtaining a quote.
- m) The Condition of sick Atlas Cedars on the South side of building, to be addressed with the above.
- n) **Planning of annual maintenance contracts** – Sundquist has prepared a spread sheet showing the maintenance schedule required yearly and every 3 years. Maher to use this information to expand on the Excel file Morris created.
- o) **Cleaning of glass canopies at front** – will be cleaned on Monday December 17, 2012.
- p) **Fire Door Closers** – Bradley to contact Action Lock to adjust the fire door closers that are not working.

#### 4. **FINANCE**

The financial report for August was tabled until the next Council meeting.

The Accounts Receivable report was reviewed. Thank you to all the Owners for keeping their accounts up to date.

#### 5. **CORRESPONDENCE**

- a) A note from #303 requesting the front door frame be repaired along with replacing the weather stripping. Bradley to contact Milano to arrange to fix the door frame. Owners are responsible for replacing the weather stripping.
- b) A note from #303 requesting that a window lock be repaired. Owners are responsible for repairing or replacing locks that were not part of the original construction. Original locks are the responsibility of Strata.

6. **NEW BUSINESS**

a) **Howling Dog Complaints**

Several Owners complained about a howling dog in one of the units. The dog is now quiet but further action will be taken if this recurs.

b) **Access Cards and Fobs**

Owners are reminded of how the gate remotes work. Owners with tenants in their units are asked to inform their tenants of how the gate remotes work. To operate the gate remotes, hold down the button while holding the remote in a location with no metal (such as the roof or hood of your car) between it and the gate sensor. The gate sensor is the upside down T shaped object above the door on the inside. It is directly behind the central light on the outside. Most important is to continue to hold the button down until the red light on the remote goes on.

c) **Recycling Bins** – Bradley to ask caretaker to clean them.

d) **Cardboard Recycling** – Owners are reminded to flatten the cardboard and cut up large pieces before placing in the bin.

e) **Carpet Outside #305** – Bradley to arrange for the carpet to be repaired.

f) **Bylaws** – A review of the bylaws is in progress and will be voted on at the AGM in the new year.

g) **Homeowner's Insurance** – All Owners should carry homeowner's insurance. If a flood originates from your unit, the homeowner would be responsible to pay the first \$10,000.00 which is the strata insurance deductible. Please check with your homeowner's insurance to make sure that you are covered for the strata deductible of \$10,000.00.

h) **#306 Skylight Leak** – Bradley to determine if covered by Milano's warranty.

7. **ADJOURNMENT**

There being no further business to discuss at this time, the meeting was adjourned at 9:00 PM.

**NEXT COUNCIL MEETING TO BE HELD ON MONDAY, DECEMBER 10<sup>TH</sup> IN #114  
AT 7:00 PM.**

Submitted by:

**PACIFIC QUORUM PROPERTIES INC.**

#430 – 1200 West 73<sup>rd</sup> Avenue

Vancouver, BC V6P 6G5

Telephone: (604) 638-1929/ Fax: (604) 685-3845

Email: [pbradley@pacificquorum.com](mailto:pbradley@pacificquorum.com)

Website: [www.pacificquorum.com](http://www.pacificquorum.com)

**RENOVATIONS – OWNERS PLEASE NOTE**

**ALL RENOVATIONS MUST BE REQUESTED IN WRITING TO THE MANAGEMENT COMPANY WITH THE SPECIFIC DETAILS OF THE RENOVATIONS. RENOVATIONS CANNOT PROCEED UNTIL WRITTEN COUNCIL APPROVAL IS PROVIDED. ANY UNAUTHORIZED RENOVATIONS MAY RESULT IN FINES AND MAY RESULT IN AN OWNER HAVING TO RESTORE THE UNIT TO ORIGINAL CONDITION PRIOR TO THE RENOVATIONS.**

Please Note: The Real Estate Regulations require a vendor to provide purchasers with copies of Strata Council and Corporation Meeting minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon a seven (7) day advance order from *Pacific Quorum Properties Inc.*





**SUNRISE WEST  
STRATA PLAN VR 483**

**STRATA COUNCIL MINUTES  
MONDAY, AUGUST 13, 2012, 7:00 PM**

**COUNCIL PRESENT:**

Paul Morris  
Marnie Maher  
Bridget Lane  
Neil Hagen  
Alan Sundquist  
Lonnie Ouellette

**REGRETS:**

David Ledlin

**MANAGEMENT PRESENT:**

Peter C. Bradley, Property Manager  
Pacific Quorum Properties Inc.  
pbradley@pacificquorum.com / direct line: 604-638-1929

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**1. CALL TO ORDER**

The meeting was called to order at 7:08 PM.

**2. ADOPTION OF PREVIOUS MINUTES**

It was:

**MOVED/SECONDED** (Lane/Maher) to adopt the minutes of the June 18 Council meeting (as revised) and (Ouellette/Maher) for the July 11, 2012 Council meeting as presented.  
**CARRIED**

**3. BUSINESS ARISING**

- a. Wolfgang painting quote for doors and stairwells – going ahead shortly.
- b. Fire inspection deficiencies – Fire deficiencies, Dryer vent cleaning and fireplace cleaning will take place on the same day to avoid multiple visits to access units. Preference is Monday September 10<sup>th</sup>. Bradley to arrange.
- c. Vent Stack Cleaning (Milani, South Coast, Ashton to quote). Bradley to follow up with Milani on quotes.
- d. Ventilation in parkade, hallway air, radiator thermostats ( Milani, Milano and Ashton)
- e. Lightworks quote – going ahead with Lightworks revised quote.
- f. Fence Repair – Lonnie to contact Milano to arrange for the fence repair.
- g. New strata ladder – the dangerous old ladder has been disposed of and a new ladder has been purchased.

It was:

**MOVED/ SECONDED** (Sundquist/Ouellette) to reimburse Paul Morris for the cost of the ladder and plants that were purchased.

**CARRIED**

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Suite 408- 7337 137<sup>th</sup> Street  
Surrey, BC V3W 1A4  
Tel: 604-635-0260 Fax: 604-635-0263

- h. P2, P3 and #204 wood deck repairs – Lonnie to arrange repair with Milano.
- i. Maintenance Contracts (including glass canopies) Ledlin has not followed up since April despite several reminders. Sundquist volunteered to take over. Morris to provide Sundquist with the Excel spreadsheet he gave to Ledlin in April. Bradley to contact Corporate Colour to clean the canopies. Duck boards will be used to protect the shrubs.
- j. Depreciation report/reserve fund study. Lane is compiling building information on a spreadsheet with a view to Strata Council obtaining a quote on a reserve fund study. The study is mandatory as of December 13, 2013 but the Strata has the right to waive the study. As more Strata's have a study done, Strata's without a reserve fund study may be less appealing to potential buyers.
- k. Action Items from July 11<sup>th</sup> Council meeting:
  - a. South Coast invoice was charged back to #309
  - b. Remaining funds from special levy have been separated out.
  - c. Park Place prepared financial reports into April as required by the Real Estate Council.
  - d. Line 460 in the Park Place statements is now 6118 Administration/Bank Charges.
  - e. The recycling invoice from the City for \$1890 will be recoded to 6216 Waste Removal. The description of the code 6216 will be changed to Waste Removal/Recycling.
  - f. The CRF transfer activities are in the process of being reviewed by accounting.
  - g. Re-Aligning the financial structure – We realize the structure is different now with Pacific Quorum. The information is the same with different codes. The structure is divided up into categories which help to make the financials more easily read. Pacific Quorum can make any changes to the format as the Council wishes.

Comments were noted under New Business in the minutes of July 11<sup>th</sup>. It was decided to include a separate sheet for the AGM showing what the financial codes were under the previous management company and the equivalent codes under Pacific Quorum.

Regarding suppliers, part of the property manager's responsibility is to bring forward suggestions that the manager perceives as better value for the owners. The Council then decides whether or not to change suppliers. Draft Minutes are sent to Council for review before being circulated to the Owners. The property manager attempts to record the minutes as accurately as possible. The property manager also tries to provide good service to Sunrise West and is as prompt and thorough as possible with Council decisions.

#### 4. FINANCE

- a. It was:  
**MOVED/SECONDED** (Lane/Maher)  
to approve the financial reports for April and May.  
**CARRIED**
- b. Treasurer Lane is to receive the full financial package by mail and email. Bradley to follow up with an Owner in arrears.

**5. CORRESPONDENCE**

- a. A letter was received from P2 requesting repairs to the wood walking surface of their deck. See item h above.
- b. A letter was received from an Owner with concerns about a gurgling sound from their toilet. See item c above.

**6. NEW BUSINESS****a. Elevator Key Bylaw**

It was:

**MOVED/SECONDED** (Maher/Lane)

To propose to remove the elevator key bylaw #40.3 at the Annual General Meeting.

**FAILED**

It was:

**MOVED/SECONDED** (Lane/Sundquist)

To approve that Owners using the elevator key, only lock off the elevator during loading and unloading the elevator so that other Owners may still use it in between.

**CARRIED (4 in Favour, 1 abstention)**

Bradley to order 6 elevator keys to distribute to the Council members.

**b. Pest Control**

Bradley to ask CarePest to install silverfish traps in the hallways. Care Pest Control will also deal with the nests of wasps causing problems on north decks.

**c. New Garage Gate Installation Update**

Council wishes to apologize to Owners for the time it has taken to replace the gate. The delay was partly because it was an ICBC claim and also that manufacturing a custom made gate takes 4 weeks. The new gate should be ready in early September.

Owners have reported problems with remotes. To operate the gate remotes, hold down the button while holding the remote in a location with no metal (such as the roof or hood of your car) between it and the gate sensor. The gate sensor is the upside down T shaped object above the door on the inside. It is directly behind the central light on the outside. Most important is to continue to hold the button down until the red light on the remote goes on.

**d. Items Stored on Decks**

Owners/tenants are asked not to store any recycling or food stuffs on the decks as they attract wasps.

**e. Rain Water Ingress into Boiler Room**

Bradley to contact South Coast Plumbing to investigate and repair a problem with a flue cap that is allowing rain water to run down into the boiler room.

**f. Loose Tiles on Mini Roof**

Lonnie to contact Milano Construction regarding some loose tiles. Milano had subcontracted to DC Roofing for the roof and it should still be under warranty.

**g. Special Assessments**

Accounting to have a separate line for special assessments in the financials including the financial summary. There is a balance of \$38,190.00 left in the Contingency Fund from the re-piping project. These funds will be used for other building improvements as approved at the 2011 AGM.

- h. **Borrowing from the Contingency Reserve Fund to Pay for Strata Insurance**  
Funds were borrowed from the CRF to pay for an extension to the strata's insurance at a low rate prior to rate increases. The CRF will be paid back monthly for the funds borrowed. There will be a resolution for the AGM to ratify the money borrowed. There will also be a proposal at the AGM to approve a bylaw allowing the Strata Council to borrow funds from the CRF to pay for insurance in advance.
- i. **Neil Hagen Resigns From the Strata Council**  
Neil Hagen, the Secretary for the Strata Corporation has resigned from the Strata Council as he is moving to Alberta. The Strata Council wishes to thank Neil for volunteering to serve on Council and wish him well.  
Since a position on Council is open, if any Owner is interested in serving on Council, please contact Peter Bradley at Pacific Quorum.

6. **ADJOURNMENT**

It was:

**MOVED/SECONDED** (Hagen/Sundquist) to adjourn the meeting at 9:24 PM.

**CARRIED**

**NEXT COUNCIL MEETING TO BE HELD ON MONDAY, OCT. 15 - UNIT #106.**

Submitted by:

**PACIFIC QUORUM PROPERTIES INC.**

#430 – 1200 West 73<sup>rd</sup> Avenue

Vancouver, BC V6P 6G5

Telephone: (604) 638-1929/ Fax: (604) 685-3845

Email: [pbradley@pacificquorum.com](mailto:pbradley@pacificquorum.com)

Website: [www.pacificquorum.com](http://www.pacificquorum.com)

**RENOVATIONS – OWNERS PLEASE NOTE**

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MANAGEMENT COMPANY WITH THE SPECIFIC DETAILS OF THE  
RENOVATIONS. RENOVATIONS CANNOT PROCEED UNTIL WRITTEN  
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MAY RESULT IN FINES AND MAY RESULT IN AN OWNER HAVING TO  
RESTORE THE UNIT TO ORIGINAL CONDITION PRIOR TO THE  
RENOVATIONS.**

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Sunrise West  
1345 W15th Ave  
VR 483

## Strata Council Meeting Minutes

Date: 11-July-12  
Location: Unit 115

**Council Present:**

Paul Morris  
Marnie Maher  
Bridget Lane

Neil Hagen  
Lonnie Ouelette  
David Ledlin

**Management Present:**

None

**1. Call to Order**

Meeting called to order at 7:10pm

**2. Adoption of previous Minutes**

- a. **It was Motioned** (Marnie) and Seconded (David) to adopt the minutes from June 18<sup>th</sup> as circulated by Pacific Quorum.

- **Action Item** – Paul to provide revised copy of minutes to Peter at Pacific Quorum.

***Motion Defeated Unanimously***

**3. Business Arising**

- a. **It was Motioned** (David) and Seconded (Marnie) to proceed with restoring proper ventilation to the upper parkade and by installing a new air supply and air sealing the three parkade doors.

- **Action Item** – Paul and Marnie to finalize vendor selection from the existing quotes to do the ventilation work outlined above.

***Motion Carried Unanimously***

- b. **Action Item** – Paul and Marnie to finalize vendor selection from the existing quotes to do the previously approved stairwell and door painting.

**4. Finance**

- a. **It was Motioned** (Marnie) and Seconded (David) to approve the March 2012 financials as presented.

***Motion Carried Unanimously***

- b. **It was Motioned** (Marnie) and Seconded (David) to approve the April 2012 financials as presented.

- **Action Item** – Pacific Quorum to charge back the full value of invoice 6318 from South Coast to suite 309
- **Action Item** – Pacific Quorum to separate out the remaining funds for the special levy into a separate line item within the Contingency funds.
- **Action Item** – Pacific Quorum to explain why line 460 Sundry is significantly higher in March including why there are two separate charges.
- **Action Item** – Pacific Quorum to explain where the expenses previously tracked under line item 460 Sundry are in the new financial format.
- **Action Item** – Pacific Quorum to explain why there are more frequent charges within line 6215 Water & Sewer than in previous months.
- **Action Item** – Pacific Quorum to rename line item 6312 to better reflect the actual costs, e.g. Vancouver City Utilities.
- **Action Item** – Pacific Quorum to provide insight to the transfer activities within the Contingency Reserve as they are confusing.
- **Action Item** – Pacific Quorum to re-align the VR483 financial structure to better reflect what was previously presented and approved by the owners at the last AGM.

***Motion Defeated Unanimously***

- c. **Decision** - It was discussed and agreed by council to table the adoption of the May financials to the next strata council meeting in August 2012.

**5. New Business**

- a. **Comment** – It was observed by council that the transition from Park Place to Pacific Quorum and the transfer of property managers has raised concerns in a number of areas including the transition and structure of the new financial statements, accurate recording of meeting minutes, prompt resolution of strata decisions, attempts made to change from established vendors, etc. Strata council is hoping for prompt resolution of the actions items assigned to Pacific Quorum captured during this meeting.

**6. Adjournment**

- a. The meeting was adjourned at 8:45pm



**SUNRISE WEST  
STRATA PLAN VR 483**

**STRATA COUNCIL MINUTES  
MONDAY, JUNE 18, 2012, 7:00 PM**

**COUNCIL PRESENT:**

Paul Morris  
Marnie Maher  
Bridget Lane  
Neil Hagen  
Alan Sundquist  
Lonnie Ouellette  
David Ledlin

**MANAGEMENT PRESENT:**

Peter C. Bradley, Property Manager  
Pacific Quorum Properties Inc.  
pbradley@pacificquorum.com / direct line: 604-638-1929

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1. **CALL TO ORDER**

The meeting was called to order at 7:00 pm.

2. **ADOPTION OF PREVIOUS MINUTES**

It was:

**MOVED/SECONDED** (Sundquist/Lane)

To adopt the minutes of the April 17<sup>th</sup>, 2012 Council meeting as presented.

**CARRIED**

3. **BUSINESS ARISING**

a. **Potholes** – completed.

b. **Patio Doors**

It was:

**MOVED/SECONDED** (Maher/Ledlin)

To schedule the repairs of nine more patio doors will be scheduled to be repaired. Units 110, 111, 303, 305, 318, 306, P5, P6 and 311.

**CARRIED**

c. **Doors to the East and West Stairwells & Fire Doors**

Partially completed. Bradley to contact Action Lock for exact locations of doors that were repaired.

d. **Hallway Light Replacement** – in progress.

e. **Painting Quote**

It was:

**MOVED/SECONDED** (Maher/Ledlin)

To approve to paint the middle stairwell and do the door touch ups as quoted.

**CARRIED**

---

**✓ VANCOUVER OFFICE:**

Suite 430 - 1200 West 73<sup>rd</sup> Avenue

Vancouver, BC V6P 6G5

Tel: 604-685-3828 Fax: 604-685-3845

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Suite 408 - 7337 137<sup>th</sup> Street

Surrey, BC V3W 1A4

Tel: 604-635-0260 Fax: 604-635-0263

f. **Cleaning Wood Burning Fireplaces**

It was:

**MOVED/SECONDED** (Ledlin/Ouellette)

To clean all wood burning fireplaces. The cleaning will be scheduled shortly.

**CARRIED**

g. **Fire Inspection Deficiencies**

It was:

**MOVED/SECONDED** (Maher/Hagen)

To proceed with deficiencies #1 to #6 plus #8 as listed.

**CARRIED**

It was:

**MOVED/SECONDED** (Lane/Sundquist)

That the cost of replacing smoke detectors in units is a strata expense.

**CARRIED**

Bradley to obtain a second quote on smoke detectors.

h. **New Strata Ladder** – Morris and Ouellette to purchase a new ladder.

i. **4 New Security Lights** – Maher and Morris to arrange with Lightworks to install.

j. **Bylaw Update** – in progress.

k. **Cleaning Drain Lines** - Milani Plumbing and Arbutus Drains to quote.

l. **Quotes for Dryer Vent Cleaning**

It was:

**MOVED/SECONDED** (Hagen/Ledlin)

To clean the dryer vents from inside and out as quoted by National Air Technologies.

**CARRIED**

m. **Fence Repair** – in progress.

n. **Parkade Gate Spring Quote** – Bradley to confirm if work was completed.

o. **Regular Maintenance Quotes** – Ledlin to review window/gutter cleaning quotes. Ledlin to review the list of items that South Coast Plumbing will be inspecting in their quarterly inspections.

p. **Long Range Planning** – in progress.

q. **Priority List of Major Projects**

Patio doors, security lights, paint touchups, thermostats on corridor radiators, air vents in upper parkade, draft proofing parkade doors.

4. **FINANCE**

It was:

**MOVED/SECONDED**

To approve the financial reports for April and May.

**CARRIED**

a. Bradley to let Maher know the balance of the re-piping fund.

b. Bradley to ensure that Lane is on the email list for financial report distribution. Lane to receive electronic copy of April financials.



5. **CORRESPONDENCE**

- a. Bradley to respond to an Owner complaining of possible marijuana smoke emanating from a unit.
- b. Letter from an Owner requesting re-imbursement of the cost of repairing a patio door.  
It was:  
**MOVED/SECONDED** (Ledlin/Ouellette)  
To reimburse the Owner since the Owner was misinformed about the repairs to the door.  
**CARRIED**
- c. Letter from an Owner requesting a different parking stall – not approved.
- d. Letter from an Owner concerned with bare branches on a tree. Council is aware of the tree and the tree will be pruned.
- e. P3 reported that repairs are needed for the wood walking surface of their deck. Milano to contact Ouellette to look at it at the same time they see the fence.

6. **NEW BUSINESS**

- a. **Patching Holes on 4<sup>th</sup> Floor**  
Holes in a wall caused by an Owner hanging items on the wall will be repaired and charged back to the Owner. The painters will repair them.
- b. **PQ Online**  
To be reviewed.
- c. **Depreciation Report/Reserve Fund Study**  
More information has been obtained and will be reviewed for reconsideration. This report considers long range repair/replacement planning for the strata and how it relates to the Contingency Reserve Fund.
- d. **Ventilation in the Parkade**  
Milani Plumbing to contact Morris to discuss possible problems in the parkade relating to the intake of fresh air and the depressurization of the hallway air. Thermostats for hallway radiators will also be discussed. Milani will quote on possible solutions.

7. **ADJOURNMENT**

There being no further business to discuss at this time, the meeting was adjourned at 9:00 PM

|  |
|--|
| NEXT COUNCIL MEETING TO BE HELD ON MONDAY, AUGUST 13, 2012 IN UNIT 109 |
|--|

Submitted by:

**PACIFIC QUORUM PROPERTIES INC.**

#430 – 1200 West 73<sup>rd</sup> Avenue

Vancouver, BC V6P 6G5

Telephone: (604) 638-1929/ Fax: (604) 685-3845

Email: [pbradley@pacificquorum.com](mailto:pbradley@pacificquorum.com)

Website: [www.pacificquorum.com](http://www.pacificquorum.com)

**RENOVATIONS – OWNERS PLEASE NOTE**

**ALL RENOVATIONS MUST BE REQUESTED IN WRITING TO THE MANAGEMENT COMPANY WITH THE SPECIFIC DETAILS OF THE RENOVATIONS. RENOVATIONS CANNOT PROCEED UNTIL WRITTEN COUNCIL APPROVAL IS PROVIDED. ANY UNAUTHORIZED RENOVATIONS MAY RESULT IN FINES AND MAY RESULT IN AN OWNER HAVING TO RESTORE THE UNIT TO ORIGINAL CONDITION PRIOR TO THE RENOVATIONS.**

Please Note: The Real Estate Regulations require a vendor to provide purchasers with copies of Strata Council and Corporation Meeting minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon a seven (7) day advance order from *Pacific Quorum Properties Inc.*



**SUNRISE WEST  
STRATA PLAN VR 483**

**STRATA COUNCIL MINUTES  
MONDAY, JUNE 18, 2012, 7:00 PM**

**COUNCIL PRESENT:**

Paul Morris  
Marnie Maher  
Bridget Lane  
Neil Hagen  
Alan Sundquist  
Lonnie Ouellette  
David Ledlin

**MANAGEMENT PRESENT:**

Peter C. Bradley, Property Manager  
Pacific Quorum Properties Inc.  
pbradley@pacificquorum.com / direct line: 604-638-1929

---

1. **CALL TO ORDER**

The meeting was called to order at 7:00 PM.

2. **ADOPTION OF PREVIOUS MINUTES**

It was:

**MOVED/SECONDED** (Sundquist/Lane)

To adopt the minutes of the April 17<sup>th</sup>, 2012 Council meeting as presented.

**CARRIED**

3. **BUSINESS ARISING**

a. **Potholes** - completed by Trasolini.

b. **Patio Doors**

It was:

**MOVED/SECONDED** (Maher/Ledlin)

To schedule the repairs of nine more patio doors. Units 110, 111, 303, 305, 306, 311, 318, , P5, and P6.

**CARRIED**

c. **Doors to the East and West Stairwells & Fire Doors** - Door closers partially completed. Bradley to contact Action Lock for details of proposed approach to draftproofing parkade doors.

d. **Hallway Light Replacement** – in progress.

e. **Painting Quote**

It was:

**MOVED/SECONDED** (Maher/Ledlin)

To approve to paint the middle stairwell and do the door touch ups as quoted.

**CARRIED**

---

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Surrey, BC V3W 1A4

Tel: 604-635-0260 Fax: 604-635-0263

Mahe, Morris and Sundquist to review quotes and decide on which company to use

f. **Cleaning Wood Burning Fireplaces**

It was:

**MOVED/SECONDED** (Ledlin/Ouellette)

To clean all wood burning fireplaces.

**CARRIED**

The cleaning will be scheduled shortly. Ledlin to co-ordinate.

g. **Fire Inspection Deficiencies**

It was:

**MOVED/SECONDED** (Mahe/Hagen)

to proceed with deficiencies #1 to #6 plus #8 as listed.

**CARRIED**

It was:

**MOVED/SECONDED** (Lane/Sundquist)

That the cost of replacing smoke detectors in units is a strata expense.

**CARRIED**

Bradley to obtain a second quote on smoke detectors.

h. **New Strata Ladder** – Morris to dispose of old, unsafe ladder. Morris and Ouellette to purchase a new ladder.

i. **4 New Security Lights** – Mahe and Morris to arrange with Lightworks to install.

j. **Bylaw Update** – in progress. Bradley to provide Mahe and Sundquist with bylaw amendments required due to changes in Strata Act.

k. **Cleaning Drain Lines** - Milani Plumbing and Arbutus Drains to quote.

l. **Quotes for Dryer Vent Cleaning**

It was:

**MOVED/SECONDED** (Hagen/Ledlin)

To clean the dryer vents from inside and outside as quoted by National Air Technologies.

**CARRIED**

m. **Fence Repair** – in progress. Ouellette to co-ordinate with Milano.

n. **Parkade Gate Spring Quote** – Bradley to confirm if work was completed.

o. **Regular Maintenance Quotes** – Ledlin to review window/gutter cleaning quotes. Ledlin to review the list of items that South Coast Plumbing will be inspecting in their quarterly inspections.

p. **Long Range Planning** – in progress. Lane and Morris attended a seminar on depreciation reports.

q. **Priority List of Major Projects** - Thermostats on corridor radiators, air vents in upper parkade, draft proofing parkade doors etc. will be discussed at a meeting in July to be coordinated by Lane.

4. **FINANCE**

It was:

**MOVED/SECONDED**

to approve the financial reports for April.

**CARRIED**

a. Bradley to confirm with Council the balance of the re-piping fund.

- b. Bradley to ensure that Lane is on the email list for financial report distribution. Lane to receive electronic copy of May financials.

## 5. CORRESPONDENCE

- a. Bradley to respond to an Owner complaining of possible marijuana smoke emanating from a unit.
- b. Letter from an Owner requesting re-imbursement of the cost of repairing a patio door.  
It was:  
**MOVED/SECONDED** (Ledlin/Ouellette)  
to reimburse the Owner since the Owner was misinformed about the responsibility for repairs to the door.  
**CARRIED**
- c. Letter from an Owner concerned with bare branches on a tree. Council is aware of the disease on this type of tree and unfortunately it is not curable. The tree will be pruned when the front area is scheduled for major pruning in the winter of 2013/14.
- d. P3 reported that repairs are needed for the wood walking surface of their deck. Milano to contact Ouellette to look at it at the same time they see the fence.

## 6. NEW BUSINESS

- a. Patching Holes on 4<sup>th</sup> Floor  
Holes in a wall caused by an Owner hanging items on the wall will be repaired and charged back to the Owner. The painters will repair them.
- b. PQ ONLINE  
To be reviewed by Hagen.
- c. Depreciation Report/Reserve Fund Study  
See item 3 p above.
- d. Ventilation in the Parkade  
Milani Plumbing to quote on Thermostats for hallway radiators.

## 7. ADJOURNMENT

There being no further business to discuss at this time, the meeting was adjourned at 9:00 PM.

|   |
|---|
| <b>NEXT COUNCIL MEETING TO BE HELD ON MONDAY, AUGUST 13TH IN #109</b> |
|---|

Submitted by:  
**PACIFIC QUORUM PROPERTIES INC.**  
#430 – 1200 West 73<sup>rd</sup> Avenue  
Vancouver, BC V6P 6G5  
Telephone: (604) 638-1929/ Fax: (604) 685-3845  
Email: [pbradley@pacificquorum.com](mailto:pbradley@pacificquorum.com)  
Website: [www.pacificquorum.com](http://www.pacificquorum.com)

**RENOVATIONS – OWNERS PLEASE NOTE**

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March 22, 2012

Sunrise West - Strata VR 483  
1345 West 15<sup>th</sup> Avenue  
Vancouver, BC

Dear Owners:

### **STRATA MANAGEMENT SERVICES**

We are writing in follow-up to our recent communication with your Strata Council, and to inform you that effective April 1, 2012 **Pacific Quorum Properties Inc.** has purchased the assets of Park Place Property Services Ltd.

### **ABOUT PACIFIC QUORUM**

Pacific Quorum is a locally owned and operated company with in excess of 20 years experience managing strata corporations throughout the Metro Vancouver area. Pacific Quorum received the **Top Choice Award as the Preferred Residential Management Company in Vancouver** for 2008, 2009 and 2010. Additionally, we have received the **Consumers' Choice Award for Business Excellence**. Pacific Quorum is fully licensed and an accredited member of the **Better Business Bureau** with an **A+** rating and also maintains memberships with the **Condominium Homeowners Association, Strata Property Agents of BC, Professional Association of Managing Agents, Surrey Board of Trade** and the **Greater Vancouver Real Estate Board**. We are proud of our accomplishments at Pacific Quorum and are continually striving to upgrade and improve the property management services that we provide to our many clients. Please visit our website at [www.pacificquorum.com](http://www.pacificquorum.com).

### **EMERGENCY ON-CALL**

**Pacific Quorum Properties Inc.** maintains a 24 hour maintenance emergency telephone number. Please do not hesitate to utilize this number, **604-685-3828**, outside of regular business hours in the event of a flood or similar maintenance emergency.







### **STRATA FEE PAYMENTS**

We will endeavor to ensure that there is minimal disruption to the operation of your strata during this transition. We will be adapting the monthly Pre-Authorized Payments (PAP) for your monthly strata fee payments into our system; therefore you will not have to complete new PAP documentation for the ongoing payment of monthly strata fees. If you pay your monthly strata fees by cheque, Park Place will forward your post-dated cheques to us. **Park Place will process PAP strata fee payments for April 1, 2012 and Pacific Quorum will commence processing your monthly strata fee payments effective May 1, 2012.** If you are on the PAP program and do not wish Pacific Quorum to process your pre-authorized bank withdrawal effective May 1, 2012 please contact our accounting department, by no later than April 20, 2012, at [accounting@pacificquorum.com](mailto:accounting@pacificquorum.com) to make alternate arrangements.

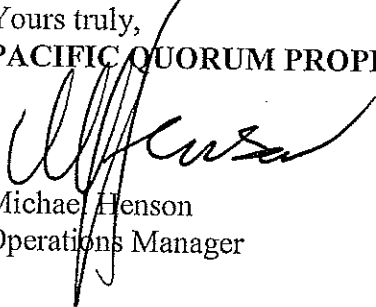
### **STRATA MANAGER**

There will be a change in your assigned strata manager. Joanne Goodyear will be relocating to our Surrey Office and managing a localized Surrey portfolio. Your new strata manager will be Peter Bradley. Peter is a long-term strata manager with Park Place and we are pleased to welcome him to the Pacific Quorum team. We are confident that you will find Peter to be both thorough and responsive. **Prior to April 1, 2012 Peter may be reached at the Park Place offices as usual and after April 1, 2012 Peter may be reached at 604-685-3828 or [pbradley@pacificquorum.com](mailto:pbradley@pacificquorum.com).**

Should you have any questions in this regard please feel free to contact our Operations Manager, Michael Henson at [mhenson@pacificquorum.com](mailto:mhenson@pacificquorum.com).

We look forward to being of service to you and your strata corporation.

Yours truly,  
**PACIFIC QUORUM PROPERTIES INC.**



Michael Henson  
Operations Manager



VANCOUVER OFFICE:  
Suite 430 - 1200 West 73<sup>rd</sup> Avenue  
Vancouver, BC V6P 6G5  
Tel: 604-685-3828 Fax: 604-685-3845  
[info@pacificquorum.com](mailto:info@pacificquorum.com)



SURREY OFFICE:  
408 - 7337 137<sup>th</sup> Street  
Surrey, BC V3W 1A4  
Tel: 604-635-0260 Fax: 604-635-0263  
[surrey@pacificquorum.com](mailto:surrey@pacificquorum.com)

## OWNER INFORMATION SHEET

STRATA PLAN #: VR 483

### OWNER INFORMATION: (ON TITLE)

BUILDING NAME: Sunrise West

SUITE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ARE YOU RESIDING IN THE ABOVE SUITE? YES / NO

NAME(S): \_\_\_\_\_

HOME #: \_\_\_\_\_

WORK #: \_\_\_\_\_

MOBILE #: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PARKING STALL(S): \_\_\_\_\_

LOCKER NUMBER: \_\_\_\_\_

### EMERGENCY CONTACT(S):

NAME(S): \_\_\_\_\_

TELEPHONE NUMBERS:

HOME #: \_\_\_\_\_

WORK #: \_\_\_\_\_

MOBILE #: \_\_\_\_\_

DO THEY HAVE A KEY TO:

THE COMPLEX? YES / NO

YOUR UNIT? YES / NO

MAILING ADDRESS: (if NOT residing in the above suite)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PET REGISTRATION: (if applicable)

DO YOU OR YOUR TENANTS HAVE A PET(S)?  
IF YES, PLEASE FILL OUT THE FOLLOWING:

TYPE OF PET: \_\_\_\_\_

NAME: \_\_\_\_\_ COLOR: \_\_\_\_\_

BREED: \_\_\_\_\_

TYPE OF PET: \_\_\_\_\_

NAME: \_\_\_\_\_ COLOR: \_\_\_\_\_

BREED: \_\_\_\_\_

NOTE: \_\_\_\_\_

### TENANT(S): (if applicable)

TENANT NAME(S): \_\_\_\_\_

HOME #: \_\_\_\_\_

WORK #: \_\_\_\_\_ MOBILE #: \_\_\_\_\_

NOTE: If someone occupies your unit other than yourself, you are required to complete a **FORM K: NOTICE OF TENANT'S RESPONSIBILITY**. This form must be completed within (14) fourteen days of occupancy taking place. If you do not have a **FORM K**, please download one at: [www.pacificquorum.com](http://www.pacificquorum.com)

PLEASE FILL OUT THIS FORM AND FAX / EMAIL TO THE APPLICABLE OFFICE.

PLEASE NOTE THAT THIS INFORMATION IS KEPT CONFIDENTIAL AND USED ONLY IN THE EVENT OF AN EMERGENCY.





## SUNRISE WEST STRATA PLAN VR 483

STRATA COUNCIL MINUTES  
TUESDAY, APRIL 17<sup>TH</sup>, 2012, 7:00 PM

### COUNCIL PRESENT:

Paul Morris  
Marnie Maher  
Bridget Lane  
Neil Hagen  
Alan Sundquist  
Lonnie Ouellette  
David Ledlin

### MANAGEMENT PRESENT:

Peter C. Bradley, Property Manager  
Pacific Quorum Properties Inc.  
pbradley@pacificquorum.com / direct line: 604-638-1929

---

#### 1. CALL TO ORDER

The meeting was called to order at 7:00 PM

#### 2. ADOPTION OF PREVIOUS MINUTES

It was:

**MOVED/SECONDED** To adopt the minutes of the January 17<sup>th</sup>, 2012 Council meeting as presented.  
**CARRIED**

#### 3. BUSINESS ARISING

##### a. Potholes and Patio Doors

Patio door repairs are in progress. Peter Bradley will give the go ahead to Trassolini for the pothole repairs.

##### b. Doors to the East and West Stairwells & Fire Doors

Peter Bradley will give Action Lock the go ahead to proceed with the work as quoted, replacing closure units.

##### c. Hallway Light Replacement

Neil Hagen will check the lights

##### d. Intake Fan Service and Inspection

Peter Bradley will arrange a quarterly inspection with South Coast Plumbing.

#### 4. FINANCE

Approval of the March Financial Statements was tabled until the next Council Meeting.  
The Accounts Receivable were reviewed.

---

#### ☒ VANCOUVER OFFICE:

Suite 430 - 1200 West 73<sup>rd</sup> Avenue  
Vancouver, BC V6P 6G5  
Tel: 604-685-3828 Fax: 604-685-3845

[www.pacificquorum.com](http://www.pacificquorum.com)

#### SURREY OFFICE:

Suite 408 - 7337 137<sup>th</sup> Street  
Surrey, BC V3W 1A4  
Tel: 604-635-0260 Fax: 604-635-0263

5. **CORRESPONDENCE**

- a) Letter from an Owner requesting key passes and a garage remote.
- b) Letter from an Owner regarding someone in their parking stall – resolved.
- c) Letter from an Owner requesting a different parking stall – not approved.
- d) Owner's request to leave cart in parking stall – not approved.

6. **NEW BUSINESS**

a. **Pest Control**

Alan Sundquist will meet the tech from Carepest on the first Monday of each month, providing access to service the building. The tech to call Alan Sundquist prior to arrival.

b. **Strata Ladder Replacement**

The old ladder will be disposed of. Council will look into obtaining a new ladder.

c. **Landscaping: Activation of Sprinklers and Plant Purchases**

The irrigation system has been turned on. South Coast will repair the leaking shut off valve.  
It was:

**MOVED/SECONDED** (Sundquist/Ledlin) to approve payment of plant and soil receipts to Morris.  
**CARRIED**

d. **Priorities for Repairs and Maintenance**

- a. Patio Doors
- b. Corridor Radiators/Thermostats – tabled until the fall.
- c. Repaint white walls in parkade – have quotes.
- d. Replace Door Closers – Action Lock to proceed.
- e. Install 4 new security lights – Marnie Maher will ask Lightworks to proceed.

e. **Repair Responsibilities**

- a. Zone Valves – Strata's cost
- b. Entry Door Locks – Owner's cost
- c. Exterior Entry Door Painting – Strata's cost, tabled to a later date.
- d. Thermostats – Owner's cost
- e. Damage to Common Property, Limited Common Property or another strata lot as a result of Owner renovations – Owner's cost.

f. **Updating Bylaws**

It was:

**MOVED/SECONDED** (Morris/Sundquist) To approve that a strata lawyer from Clark Wilson review and update the bylaws of Sunrise West at an approximate cost of \$1,500. Sundquist and Maher to work with the lawyer revising the bylaws.  
**CARRIED**

g. **24 Hour Advance Notice from an Owner to Council for Access:**

- a. Home inspectors
- b. Cable providers
- c. Phone service providers
- d. Internet providers

h. **Items Left or Installed on Common Property**

All items left on Common Property or installed on Common Property must first be approved by Council. Items left or installed without approval may be removed and fines may be applied.

i. **Locker Room Clear Out**

**OWNERS PLEASE NOTE:**

Any items left in the locker room hallways or on top of the lockers will be removed and disposed of after May 15<sup>th</sup>, 2012.

j. **Absentee Owner's Responsibility for Tenants**

- a. Provide a Form K to the tenants to fill out. Owner to send Form K to property management company within 2 weeks of the start of a tenancy.
- b. Provide a set of bylaws to the tenant.
- c. Keep the tenant's contact information up to date with the management company.
- d. Tenant is to contact the Owner of the unit with any issues about the unit.
- e. Owner is to contact tenant with any tenant issues.

k. **Wood Burning Fireplaces**

It was:

**MOVED/SECONDED** (Ouellette/Ledlin) to have the 13 original fireplace chimneys cleaned. Peter Bradley will contact the company and arrange the cleaning.  
**CARRIED**

l. **Gurgling Drains**

Peter Bradley will obtain quotes for servicing the drain lines.

m. **Dryer Vent Cleaning**

It was:

**MOVED/SECONDED** (Ouellette/Ledlin) to have the dryer vents cleaned.  
**CARRIED**

Quotes will be obtained to clean the vents in and out. Access to suites will be required for cleaning the ductwork from the inside of the unit. Cleaning from the inside takes approximately 5 minutes per unit.

n. **Fence**

A section of fence needs to be repaired. Lonnie Ouellette and David Ledlin will deal with Milano on this repair.

7. **ADJOURNMENT**

There being no further business to discuss at this time, the meeting was adjourned at 9:20 PM

**NEXT COUNCIL MEETING TO BE HELD ON MONDAY, JUNE 18<sup>TH</sup> IN UNIT 310**

Submitted by:

**PACIFIC QUORUM PROPERTIES INC.**

#430 – 1200 West 73<sup>rd</sup> Avenue

Vancouver, BC V6P 6G5

Telephone: (604) 638-1929/ Fax: (604) 685-3845

Email: [pbradley@pacificquorum.com](mailto:pbradley@pacificquorum.com)

Website: [www.pacificquorum.com](http://www.pacificquorum.com)

**RENOVATIONS – OWNERS PLEASE NOTE**

**ALL RENOVATIONS MUST BE REQUESTED IN WRITING TO THE MANAGEMENT COMPANY WITH THE SPECIFIC DETAILS OF THE RENOVATIONS. RENOVATIONS CANNOT PROCEED UNTIL WRITTEN COUNCIL APPROVAL IS PROVIDED. ANY UNAUTHORIZED RENOVATIONS MAY RESULT IN FINES AND MAY RESULT IN AN OWNER HAVING TO RESTORE THE UNIT TO ORIGINAL CONDITION PRIOR TO THE RENOVATIONS.**

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**ANNUAL GENERAL MEETING  
STRATA CORPORATION VR 483  
SUNRISE WEST**

---

**HELD:**

Tuesday February 13<sup>th</sup> 2012  
1345 West 15<sup>th</sup> Avenue Vancouver, BC  
Upper Parkade @ Building

**PRESENT:**

The Owners, Strata Plan VR 483 as per Registration Sheet  
Joanne Goodyear, Park Place Property Services Ltd.

**1. CALL TO ORDER**

A vote was called and it was approved 25 in favour that Ms Goodyear chairs the meeting. The meeting was called to order @ 7:02 PM.

**2. CALLING THE ROLL/CERTIFICATION OF PROXIES**

It was advised that the Act states a quorum, consisting of one-third of the Owners eligible to vote, must be present in person or by proxy for a General Meeting to proceed. (25 Owners with 7 being proxies). Voting ballots were issued at the time of registration.

**3. NOTICE OF MEETING**

The Notice of Meeting dated January 25<sup>th</sup> 2012, was duly filed.

**4. AGENDA**

The Chair confirmed the Agenda as presented.

**5. MINUTES OF PREVIOUS GENERAL MEETING**

It was Moved/Seconded (112/210) 25 in favour to approve the minutes of the previous Annual General Meeting dated February 7<sup>th</sup> 2012.

**6. COUNCIL REPORTS**

No report.

**7. INSURANCE REPORT**

Ms Goodyear advised the ownership that a cover note detailing the insurance coverage on the property was included with their Notice of Meeting. This provided everyone with complete details on coverage's and deductibles for the Strata. Since the building insurance has a \$10,000 deductible on water damage, owners are advised to ensure that they have coverage for this \$10,000 on their property insurance in case any water leak or spill within their suite should cause damage to common property or another suite.

**ANNUAL GENERAL MEETING  
STRATA CORPORATION VR 483  
SUNRISE WEST**

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Be reminded that owners must ensure that all improvements and upgrades they have carried out to their strata lot or common area as approved by the bylaws must be covered under their own insurance coverage.

We would also like to remind all owners that any alterations to be done to the exterior or the interior of your strata lot must be submitted to Council in writing as per the Strata Property Act. As the strata ages some owners may wish to do renovations in their units. You must inform the strata of all renovations being carried out.

To approve the 2012 operating budget in accordance with Section 103 of the Strata Property Act.

**8. Operating Budget**

Be it resolved: by a majority vote of the Owners, Strata Plan VR 483 to approve the proposed Operating Budget for 2012 which is in accordance with The Strata Property Act, noting there are no fee increases for this fiscal year and the transfer of \$10,000 from the retained earnings prior to 2011 to the Contingency Reserve Fund.

It was moved/seconded (306/P1) 25 in favour, 0 against, 0 abstain. After considerable discussion and clarification, motion carried to approve the proposed budget for 2012.

**Notes to the Budget**

- Strata fees remain the same; however some expenses have increased as described below. .
- The line item for gas has been kept the same based on expenses from 2010.
- Electricity expenditure increased by \$1,000 in 2011.
- Water/sewer expenses have been increased in response to an announced increase in rates by the City of Vancouver.
- Equipment and supplies expenses have been kept constant because there were one-off expenses in 2011 resulting from the change of cleaning contractors.
- The R&M Plumbing line has been rolled into general Repairs and Maintenance since there should not be a need to continue tracking the cost of pipe leaks.
- The grounds maintenance expense has been increased to cover tree pruning planned for the end of 2012.
- The insurance deductible expense has been kept in place, but these funds can be carried over to the following year if unspent at the end of 2011.

**Identified work required for 2012**

- Repair tracks and rollers on patio doors reported to council as being problematic.
- Repair potholes outside exit from Parkade when weather permits.

**ANNUAL GENERAL MEETING  
STRATA CORPORATION VR 483  
SUNRISE WEST**

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- Complete exterior lighting upgrade by adding lights in four identified dark areas.
- Continue efforts to bring down gas and electricity bills through implementation of energy conservation measures, where feasible within budget.
- Consider installation of bolt rings in all parking spaces for securing bikes or tires.

It was noted that a full accounting of expenditure of the 2011 special levy and special reserve from sale of the suite would be provided to owners within the minutes of a future Strata Council meeting.

**9. Special Resolution:**

Be it resolved by a  $\frac{3}{4}$  vote of the Owners, Strata Plan VR 483, to approve the following SPA amendment for **waiving** the requirement of an annual audit;

The Owners, Strata Plan VR 483, approve **waiving** the requirement for an annual audit.

It was moved/seconded (310/P1) 25 in favour, 0 against, 0 abstain. After some discussion, motion carried to approve waiving the annual audit.

**10. Special Resolution:**

Be it resolved by a  $\frac{3}{4}$  vote of the Owners, Strata Plan VR 483 to approve the following SPA amendment for **waiving** the requirement for an annual depreciation report;

The Owners, Strata Plan VR 483 approve **waiving** the requirement for an annual depreciation report.

It was moved/seconded (106/310) 25 in favour, 0 against, 0 abstain. After some discussion, motion carried to approve waiving the annual depreciation report.

**10a Other business:**

A question regarding responsibility for repair/replacement of zone valves in suites was answered to the effect that Strata Council had set a precedent of paying for these since they are integral to supply of heat to suites, which is covered by maintenance fees.

**11. ELECTION OF COUNCIL**

The existing Council that must resign in accordance with the Strata Property Act, however they are eligible for re-election.

**ANNUAL GENERAL MEETING  
STRATA CORPORATION VR 483  
SUNRISE WEST**

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Nominations were then requested and those accepted are as follows;

|                  |                             |
|------------------|-----------------------------|
| Marnie Maher     | Unit #109 – Vice President  |
| Paul Morris      | Unit #112/114 - President   |
| Lonnie Ouellette | Unit #106 – Member at Large |
| Neil Hagen       | Unit #214 - Secretary       |
| Alan Sundquist   | Unit #310 – Member at Large |
| David Ledlin     | Unit #P1 – Member at Large  |
| Bridget Lane     | Unit #115 - Treasurer       |

A vote was taken resulting in 25 in favour to not hold an election noting the nominations are now the 2012 elected council members.

There being no further business to transact the meeting terminated @ 8:13 PM.

THE NEXT COUNCIL MEETING WILL BE HELD APRIL 16<sup>th</sup> 2012 AT 7:00 PM

Joanne Goodyear  
Strata Property Manager



PARK PLACE PROPERTY SERVICES LTD

#240 11590 Cambie Road

Richmond BC, V6X 3Z5

TELEPHONE: (604) 271-7788 (24 hours after hours, emergencies only please.)

FAX: (604)271-7733

EMAIL: [jgoodyear@parkplaceproperty.ca](mailto:jgoodyear@parkplaceproperty.ca)

**STRATA PLAN VR 483  
SUNRISE WEST  
APPROVED ANNUAL BUDGET  
FROM JANUARY 1, 2012 TO DECEMBER 31, 2012**

|                                 | <b>Approved<br/>Budget<br/>2011</b> | <b>Current YTD<br/>Dec 31st 2011<br/>Accrued</b> | <b>Approved<br/>Budget<br/>2012</b> |
|---------------------------------|-------------------------------------|--|-------------------------------------|
| <b>Revenue</b>                  |                                     |  |                                     |
| 101 Operating Income            | 180,000.00                          | 179,967.61                                       | 180,000.00                          |
| 102 Interest Income             |                                     | 426.57   |                                     |
| 103 Sundry Income               |                                     | 260.00   |                                     |
| 104 Move Out and Parking Income | 1,900.00                            | 3,062.50   | 1,900.00                            |
| 109 Late Payments/Fines         | 0.00                                | 1,106.36   |                                     |
| PrYr Balance Fwd                | 7,785.23                            | 11,804.74  | 14,199.11                           |
| <b>Total Revenue</b>            | <b>189,685.23</b>                   | <b>196,627.78</b>                                | <b>196,099.11</b>                   |
| <b>Expenses</b>                 |                                     |  |                                     |
| 400 Gas                         | 32,000.00                           | 25,141.22  | 32,000.00                           |
| 405 Electricity                 | 7,500.00                            | 8,534.45   | 8,500.00                            |
| 410 Management Fees             | 18,200.00                           | 17,840.61  | 18,200.00                           |
| 420 Insurance/Appraisal         | 21,000.00                           | 18,146.45  | 21,000.00                           |
| 430 Contracted Services         | 16,000.00                           | 17,106.60  | 17,472.00                           |
| 440 Audit/Legal                 | 500.00                              | 0.00   | 500.00                              |
| 460 Sundry                      | 3,500.00                            | 3,459.61   | 3,500.00                            |
| 470 Water/Sewer                 | 9,000.00                            | 8,511.02   | 10,000.00                           |
| 480 Garbage Removal             | 5,000.00                            | 5,504.64   | 6,000.00                            |
| 490 Equipment/Supplies          | 1,500.00                            | 1,842.06   | 1,500.00                            |
| 500 Repairs & Maintenance       | 29,000.00                           | 33,528.22  | 31,000.00                           |
| 503 Window Cleaning             | 1,200.00                            | 3,276.00   | 3,000.00                            |
| 504 Pest Control                | 1,200.00                            | 722.43   | 1,200.00                            |
| 506 R & M - Plumbing/Heating    | 3,000.00                            | 3,336.20   | 0.00                                |
| 508 Laundry                     | 500.00                              | 52.12  | 500.00                              |
| 510 Grounds Maintenance         | 3,500.00                            | 678.39   | 4,000.00                            |
| 530 Enterphone                  | 1,000.00                            | 0.00   | 1,000.00                            |
| 540 Elevator Maintenance        | 4,000.00                            | 3,729.15   | 4,500.00                            |
| 580 Monitoring/Fire Safety      | 4,000.00                            | 3,019.50   | 4,000.00                            |
| 570 Snow Removal                | 85.23                               | 0.00   | 227.11                              |
| 800 Contingency Transfers       | 18,000.00                           | 18,000.00  | 18,000.00                           |
| 911 Insurance deductibles       | 10,000.00                           | 0.00   | 10,000.00                           |
| <b>Total Operating Expenses</b> | <b>189,685.23</b>                   | <b>172,428.67</b>                                | <b>196,099.11</b>                   |

**STRATA PLAN VR 483  
SUNRISE WEST  
APPROVED STRATA FEE SCHEDULE  
EFFECTIVE JAN 1, 2012 TO DEC 31, 2012**

|                           |                     |
|---------------------------|---------------------|
| TOTAL OPERATING FEE       | \$162,000.00        |
| TOTAL CRF FEE             | \$18,000.00         |
| TOTAL COMBINED STRATA FEE | <u>\$180,000.00</u> |

| UNIT NO. | STRATA LOT | UNIT ENTITLEMENT | 2012 STRATA FEES    |               |                         |  |
|----------|------------|------------------|---------------------|---------------|-------------------------|--|
|          |            |                  | TOTAL OPERATING FEE | TOTAL CRF FEE | MONTHLY STRATA FEE 2012 |  |
| 106      | 1          | 17844            | \$ 240.89           | \$ 26.77      | \$ 267.66               |  |
| 107      | 2          | 16185            | \$ 218.50           | \$ 24.28      | \$ 242.78               |  |
| 108      | 3          | 16110            | \$ 217.49           | \$ 24.17      | \$ 241.65               |  |
| 109      | 4          | 12717            | \$ 171.68           | \$ 19.08      | \$ 190.76               |  |
| 110      | 5          | 21965            | \$ 296.53           | \$ 32.95      | \$ 329.48               |  |
| 111      | 6          | 13219            | \$ 178.46           | \$ 19.83      | \$ 198.29               |  |
| 112      | 7          | 16461            | \$ 222.22           | \$ 24.69      | \$ 246.92               |  |
| 114      | 8          | 16135            | \$ 217.82           | \$ 24.20      | \$ 242.03               |  |
| 115      | 9          | 24554            | \$ 331.48           | \$ 36.83      | \$ 368.31               |  |
| 201      | 10         | 26816            | \$ 362.02           | \$ 40.22      | \$ 402.24               |  |
| 203      | 11         | 18070            | \$ 243.95           | \$ 27.11      | \$ 271.05               |  |
| 204      | 12         | 17768            | \$ 239.87           | \$ 26.65      | \$ 266.52               |  |
| 205      | 13         | 15708            | \$ 212.06           | \$ 23.56      | \$ 235.62               |  |
| 206      | 14         | 18975            | \$ 256.16           | \$ 28.46      | \$ 284.63               |  |
| 207      | 15         | 16034            | \$ 216.46           | \$ 24.05      | \$ 240.51               |  |
| 208      | 16         | 16059            | \$ 216.80           | \$ 24.09      | \$ 240.89               |  |
| 209      | 17         | 12717            | \$ 171.68           | \$ 19.08      | \$ 190.76               |  |
| 210      | 18         | 21940            | \$ 296.19           | \$ 32.91      | \$ 329.10               |  |
| 211      | 19         | 13245            | \$ 178.81           | \$ 19.87      | \$ 198.68               |  |
| 212      | 20         | 16386            | \$ 221.21           | \$ 24.58      | \$ 245.79               |  |
| 214      | 21         | 16135            | \$ 217.82           | \$ 24.20      | \$ 242.03               |  |
| 215      | 22         | 24830            | \$ 335.21           | \$ 37.25      | \$ 372.45               |  |
| 216      | 23         | 15808            | \$ 213.41           | \$ 23.71      | \$ 237.12               |  |
| 217      | 24         | 18422            | \$ 248.70           | \$ 27.63      | \$ 276.33               |  |
| 218      | 25         | 19452            | \$ 262.60           | \$ 29.18      | \$ 291.78               |  |
| 219      | 26         | 16989            | \$ 229.35           | \$ 25.48      | \$ 254.84               |  |
| 220      | 27         | 17793            | \$ 240.21           | \$ 26.69      | \$ 266.90               |  |
|          |            |                  |                     |               |                         |  |

**STRATA PLAN VR 483  
SUNRISE WEST  
APPROVED STRATA FEE SCHEDULE  
EFFECTIVE JAN 1, 2012 TO DEC 31, 2012**

|                           |                     |
|---------------------------|---------------------|
| TOTAL OPERATING FEE       | \$162,000.00        |
| TOTAL CRF FEE             | \$18,000.00         |
| TOTAL COMBINED STRATA FEE | <u>\$180,000.00</u> |

| UNIT NO. | STRATA LOT | UNIT ENTITLEMENT | 2012 STRATA FEES    |               |                         |  |
|----------|------------|------------------|---------------------|---------------|-------------------------|--|
|          |            |                  | TOTAL OPERATING FEE | TOTAL CRF FEE | MONTHLY STRATA FEE 2012 |  |
| 301      | 28         | 18547            | \$ 250.38           | \$ 27.82      | \$ 278.21               |  |
| 302      | 29         | 18196            | \$ 245.65           | \$ 27.29      | \$ 272.94               |  |
| 303      | 30         | 19905            | \$ 268.72           | \$ 29.86      | \$ 298.58               |  |
| 304      | 31         | 17768            | \$ 239.87           | \$ 26.65      | \$ 266.52               |  |
| 305      | 32         | 15707            | \$ 212.04           | \$ 23.56      | \$ 235.61               |  |
| 306      | 33         | 18975            | \$ 256.16           | \$ 28.46      | \$ 284.63               |  |
| 307      | 34         | 16034            | \$ 216.46           | \$ 24.05      | \$ 240.51               |  |
| 308      | 35         | 16059            | \$ 216.80           | \$ 24.09      | \$ 240.89               |  |
| 309      | 36         | 12717            | \$ 171.68           | \$ 19.08      | \$ 190.76               |  |
| 310      | 37         | 21965            | \$ 296.53           | \$ 32.95      | \$ 329.48               |  |
| 311      | 38         | 13245            | \$ 178.81           | \$ 19.87      | \$ 198.68               |  |
| 312      | 39         | 16386            | \$ 221.21           | \$ 24.58      | \$ 245.79               |  |
| 314      | 40         | 16135            | \$ 217.82           | \$ 24.20      | \$ 242.03               |  |
| 315      | 41         | 24830            | \$ 335.21           | \$ 37.25      | \$ 372.45               |  |
| 316      | 42         | 15808            | \$ 213.41           | \$ 23.71      | \$ 237.12               |  |
| 317      | 43         | 18723            | \$ 252.76           | \$ 28.08      | \$ 280.85               |  |
| 318      | 44         | 20332            | \$ 274.48           | \$ 30.50      | \$ 304.98               |  |
| 319      | 45         | 17743            | \$ 239.53           | \$ 26.61      | \$ 266.15               |  |
| 320      | 46         | 17215            | \$ 232.40           | \$ 25.82      | \$ 258.23               |  |
| P1       | 47         | 17341            | \$ 234.10           | \$ 26.01      | \$ 260.12               |  |
| P2       | 48         | 18472            | \$ 249.37           | \$ 27.71      | \$ 277.08               |  |
| P3       | 49         | 20030            | \$ 270.41           | \$ 30.05      | \$ 300.45               |  |
| P4       | 50         | 20106            | \$ 271.43           | \$ 30.16      | \$ 301.59               |  |
| P5       | 51         | 17341            | \$ 234.10           | \$ 26.01      | \$ 260.12               |  |
| P6       | 52         | 15180            | \$ 204.93           | \$ 22.77      | \$ 227.70               |  |
| P7       | 53         | 20256            | \$ 273.46           | \$ 30.38      | \$ 303.84               |  |
| P8       | 54         | 20156            | \$ 272.11           | \$ 30.23      | \$ 302.34               |  |
| P9       | 55         | 17768            | \$ 239.87           | \$ 26.65      | \$ 266.52               |  |
| P10      | 56         | 18723            | \$ 252.76           | \$ 28.08      | \$ 280.85               |  |
| 1000000  |            |                  | \$ 13,500.00        | \$ 1,500.00   | \$ 15,000.00            |  |
| X        |            |                  | 12                  | X 12          | X 12                    |  |
|          |            |                  | \$ 162,000.00       | \$ 18,000.00  | \$ 180,000.00           |  |

**REMARKS:**

All owners are required to pay the total monthly strata fees in full amount in order to avoid any late penalty.





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# Notice to Owners & Occupants

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## Brighter Mechanical Completion

### Owners & Occupants,

Brighter Mechanical is nearing completion on the re-piping work on the building. As such, they have delivered a notice to all suites prior to Christmas requesting owners to inspect their suites, write down any deficiencies, and deposit the forms into the Brighter Mechanical 'Blue Box'.

If you did not receive this notification or feel that the deficiencies you have outlined have not been addressed, please contact Park Place Property Management and outline the remaining issues that you have.

**Please note that the deadline for communicating any remaining deficiencies is Friday January 20<sup>th</sup>, 2012.**

If you have no outstanding issues with your suite, please contact Brighter Mechanical to get your key back.

**Thank You,  
Strata Council**

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### Questions or Concerns?

Please contact: Park Place Property Services  
Phone: 604-271-7788  
Email: [admin@parkplaceproperty.ca](mailto:admin@parkplaceproperty.ca)  
Reference Strata Corporation: VR483

**Sunrise West**  
1345 W 15<sup>th</sup> Ave  
Vancouver, BC  
V6H-3R3

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January 25<sup>th</sup> 2012

**NOTICE OF ANNUAL GENERAL MEETING**

TO: ALL OWNERS  
STRATA PLAN VR 483

DATE: MONDAY FEBRUARY 13<sup>th</sup> 2012

TIME: CALL TO ORDER – 7:00 PM  
SIGN IN – 6:30 PM

PLACE: "WEST END OF UPPER PARKADE"  
1345 WEST 15<sup>TH</sup> AVENUE, VANCOUVER BC

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**PROXY: Section 56 Strata Property Act**

An authorized proxy vote shall be in writing under the hand of the person appointing the proxy of his/her Attorney, and may be used for any general or special meeting of the Strata Corporation. A proxy need not be an owner.

**VOTING PROCEDURES:**

At an Annual or Special General Meeting, voting cards must be issued to eligible voters. At an Annual or Special General Meeting, a vote is decided on a show of voting cards, unless an eligible voter requests a precise count. If a precise count is requested, the Chair must decide whether it will be by show of voting cards or by roll call, secret ballot or some other method. The outcome of each vote, including the number of votes for and against the resolution, if a precise count is requested, must be announced by the Chair and recorded in the minutes of the meeting. If there is a tie vote at an Annual or Special General Meeting, the President, or, if the President is absent or unable or unwilling to vote, the Vice-President may break the tie by casting a second deciding vote. Despite anything in this section, an election of Council or any other vote must be held by secret ballot, if the secret ballot is requested by an eligible voter. An owner who is otherwise an eligible voter may not exercise his or her vote for a Strata Lot, except on matters requiring a unanimous vote, if the Strata Corporation is entitled to register a lien against that Strata Lot. All strata fees/assessments must be paid up to date as required by the Strata Property Act of British Columbia.

## AGENDA

### **Order of Business**

1. Registration, certifying of proxies and issuing voting cards.
2. Determine that there is a quorum
3. Elect a person to Chair the meeting, if necessary.
4. Filing proof of Notice of Meeting, dated January 25<sup>th</sup> 2012
5. Confirm the Agenda
6. Approval of previous General Meeting Minutes, February 7<sup>th</sup> 2011
7. Receive Council President report
8. Acknowledge receipt on insurance coverage in accordance with section 154 of the Act (attached)

### **9. Operating Budget**

Be it resolved: by a majority vote of the Owners, Strata Plan VR 483 to approve the proposed Operating Budget for 2012 which is in accordance with The Strata Property Act, noting there are no fee increases for this fiscal year and the transfer of \$10,000 from the retained earnings prior to 2011 to the Contingency Reserve Fund.

### **Notes to the Budget**

- Strata fees remain the same; however some expenses have increased as described below. .
- The line item for gas has been kept the same based on expenses from 2010.
- Electricity expenditure increased by \$1,000 in 2011.
- Water/sewer expenses have been increased in response to an announced increase in rates by the City of Vancouver.
- Equipment and supplies expenses have been kept constant because there were one-off expenses in 2011 resulting from the change of cleaning contractors.
- The R&M Plumbing line has been rolled into general Repairs and Maintenance since there should not be a need to continue tracking the cost of pipe leaks.
- The grounds maintenance expense has been increased to cover tree pruning planned for the end of 2012.
- The insurance deductible expense has been kept in place, but these funds can be carried over to the following year if unspent at the end of 2011.

**Identified work required for 2012**

- Repair tracks and rollers on patio doors reported to council as being problematic.
- Repair potholes outside exit from Parkade when weather permits.
- Complete exterior lighting upgrade by adding lights in four identified dark areas.
- Continue efforts to bring down gas and electricity bills through implementation of energy conservation measures, where feasible within budget.
- Consider installation of bolt rings in all parking spaces for securing bikes or tires.

10. **Special Resolution:**

Be it resolved by a  $\frac{3}{4}$  vote of the Owners, Strata Plan VR 483, to approve the following SPA amendment for **waiving** the requirement of an annual audit;  
The Owners, Strata Plan VR 483, approve **waiving** the requirement for an annual audit.

11. **Special Resolution:**

Be it resolved by a  $\frac{3}{4}$  vote of the Owners, Strata Plan VR 483 to approve the following SPA amendment for **waiving** the requirement for an annual depreciation report;  
The Owners, Strata Plan VR 483 approve **waiving** the requirement for an annual depreciation report.

12. Election of Council

13. Terminate Meeting





# COASTAL INSURANCE SERVICES LTD.

401 - 130 Brew Street, Port Moody, BC V3H 0E3 Tel: 604-937-1700 Fax: 604-937-1734  
1322 Johnston Road, White Rock, BC V4B 3Z2 Tel: 604-531-1020 Fax: 604-531-2031  
Toll Free: 1-800-665-3310 Website - www.coastalinsurance.com - e-mail: info@coastalinsurance.com



1983-2008

Policy No. CVR 483

## DECLARATIONS

|                           |  |
|---------------------------|--|
| Name of Insured:          | The Owners of Strata Plan VR 483 Sunrise West  |
| Location Address:         | 1345 West 15th Avenue, Vancouver, BC V6H 3R3   |
| Additional Named Insured: | Park Place Property Services Ltd., 240 - 11590 Cambie Road, Richmond, BC V6X 3Z5     |
| Policy Period:            | 08/01/11 to 08/01/12 (mm/dd/yy) 12:01 a.m. Standard Time                             |
| Loss Payable to:          | The Insured or Order in Accordance with the Strata Property Act of British Columbia. |
| Insurers:                 | As Per List of Participating Insurers Attached.                                      |

Insurance is provided subject to the Declarations, Terms, Conditions, Limitations and Endorsements of this policy and only for those coverages for which specific limits or amounts of Insurance are shown on this Declaration Page.

| INSURING AGREEMENTS   | Deductibles (\$)   | Limits (\$)   |
|---|--|---|
| <b>PROPERTY - STR (06/08)</b><br>All Property, All Risks, Guaranteed Replacement Cost, Bylaws<br>Water Damage<br>Backup of Sewers, Sumps, Septic Tanks or Drains<br>Earthquake Damage<br>Flood Damage<br>Key & Lock Replacement   | 1,000<br>10,000<br>10,000<br>10%<br>10,000<br>250                  | 7,690,000<br>Included<br>Included<br>Included<br>Included<br>10,000   |
| <b>BLANKET EXTERIOR GLASS</b> - Form 820000 (02/06)   | Residential<br>Commercial  | 100<br>250  |
| <b>COMMERCIAL GENERAL LIABILITY</b> - Form 000102 - 10 (04/10)<br>Coverage A - Bodily Injury & Property Damage Liability - <i>Per Occurrence</i><br>General Aggregate Limit<br>Products & Completed Operations - <i>Per Occurrence</i><br>General Aggregate Limit<br>Coverage B - Personal & Advertising Injury Liability - <i>Per Occurrence</i><br>General Aggregate Limit - <i>Aggregate</i><br>Coverage C - Medical Payments - <i>Any one Person</i><br>Medical Payments - <i>Per Occurrence</i><br>Coverage D - Tenants Legal Liability<br>Non-Owned Automobile - SPF #6 Form 335002 - 02 - <i>Per Occurrence</i><br>Contractual Liability - SEF #96 Form 335150 - 05 - <i>Per Occurrence</i><br>Excluding Long Term Leased Vehicle - S.E.F. No. 99 Form 335300 - 02 - <i>Per Occurrence</i><br>Amendment - Automobile Exclusion - Form 223654 - 01 - <i>Aggregate</i><br>Limited Pollution Liability Coverage - Form 000114 - 02 - <i>Aggregate</i><br>Employee Benefit Liability - Form 000200 - 05 - <i>Aggregate</i> | 500<br><br>500<br><br>500<br><br>500<br><br>1,000                  | 5,000,000<br>10,000,000<br>5,000,000<br>10,000,000<br>5,000,000<br>10,000,000<br>10,000<br>25,000<br>500,000<br>5,000,000<br>5,000,000<br>5,000,000<br>Included<br>1,000,000<br>1,000,000 |
| <b>DIRECTORS &amp; OFFICERS LIABILITY</b> - Form G/A2 (05/08)<br>Condominium Discrimination Defense Costs - <i>Per Occurrence</i><br>- <i>Aggregate</i>   |  | 2,000,000<br>10,000<br>25,000   |
| <b>POLLUTION &amp; REMEDIATION LEGAL LIABILITY</b> - Form XLICL-PARL6CP-CN0510 (01/11)<br>Limit of Liability - Each Loss, Remediation Expense or Legal Defense Expense  | 10,000 Retention   | 1,000,000   |
| <b>VOLUNTEER ACCIDENT</b> - Policy # 9224344 (05/09)- Plan II<br>Principal Sum - \$100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks)<br>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><br>Form 500000 (01/00)<br>I Employee Dishonesty - Form A<br>II Loss Inside the Premises<br>III Loss Outside the Premises<br>IV Money Orders and Counterfeit Paper Currency<br>V Depositors Forgery   |  | 10,000<br>5,000<br>5,000<br>5,000<br>5,000  |
| <b>EQUIPMENT BREAKDOWN</b><br>I Physical Damage, Direct Damage, Standard Comprehensive Plus, Replacement Cost - Form C780016 (01/11)<br>II Consequential Damage, 90% Co-Insurance - Form C780032 (01/11)<br>III Extra Expense - Form C780033 (01/11)<br>IV Ordinary Payroll - 90 Days - Form C780034 (01/11)  | 1,000<br>1,000<br>24 Hour Waiting Period<br>24 Hour Waiting Period | 7,690,000<br>25,000<br>100,000<br>100,000   |

**\*\*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.

*Ch Valjette*

**President**

**Coastal Insurance Services Ltd.**



# COASTAL INSURANCE SERVICES LTD.

401 - 130 Brew Street, Port Moody, BC V3H 0E3 Tel: 604-937-1700 Fax: 604-937-1734  
1322 Johnston Road, White Rock, BC V4B 3Z2 Tel: 604-531-1020 Fax: 604-531-2031  
Toll Free: 1-800-665-3310 Website - www.coastalinsurance.com - e-mail: info@coastalinsurance.com



## SCHEDULE OF PARTICIPATING INSURERS

For The Owners of Strata Plan VR 483 Sunrise West  
Policy # CVR 483

Term: 08/01/11 to 08/01/12 (mm/dd/yy) 12:01 a.m. Standard Time

| Insurer  | Coverage  | %   | Limit (\$)                |
|--|---|-----|---------------------------|
| Aviva Insurance Company of Canada                  | Property  | 35  | 2,691,500                 |
| Axa Pacific Insurance Company                      | Property  | 35  | 2,691,500                 |
| Royal and Sun Alliance Insurance Company of Canada | Property  | 30  | 2,307,000                 |
| Aviva Insurance Company of Canada                  | Commercial General Liability<br>Per Occurrence Limit<br>General Aggregate Limit | 100 | 5,000,000<br>10,000,000   |
| Aviva Insurance Company of Canada                  | Directors & Officers Liability  | 100 | 2,000,000                 |
| Aviva Insurance Company of Canada                  | Employee Dishonesty - Form A  | 100 | 10,000                    |
| Aviva Insurance Company of Canada                  | Comprehensive Dishonesty,<br>Disappearance and Destruction                      | 100 | 5,000                     |
| Aviva Insurance Company of Canada                  | Glass   | 100 | Blanket Exterior Coverage |
| XL Insurance Company Ltd.                          | Pollution & Remediation Legal Liability   | 100 | 1,000,000                 |
| Aviva Insurance Company of Canada                  | Equipment Breakdown   | 100 | 7,690,000                 |
| Axa Assurances Inc.                                | Volunteer Accident Plan II  | 100 | 100,000                   |

### DISCLOSURE NOTICE - UNDER THE FINANCIAL INSTITUTIONS ACT

The Financial Institutions act requires that the information contained in this Disclosure Notice be provided to a customer in writing at the time of entering into an insurance transaction.

1. I, Dave Terry, am licensed as a general insurance agent by the Insurance Council of British Columbia
2. This transaction is between you and Aviva Insurance Company of Canada Axa Pacific Insurance Company Royal and Sun Alliance Insurance Company of Canada (Insurer) and as indicated on the policies.
3. In soliciting the transaction described above, I am representing Coastal Insurance Services Ltd. who does business with the Insurer
4. The nature and extent of the Insurer's interest in the agency is none.
5. Upon completion of this transaction, the agent will be remunerated by way of commission or fee by the Insurer
6. The Financial Institutions act prohibits the Insurer from requiring you to transact additional or other business with the Insurer or any other person or Corporation as a condition of this transaction.

**Total Premium**

**\$18,812**

E&OE/SP

Insured's Copy



**STRATA PLAN VR 483  
SUNRISE WEST  
PROPOSED ANNUAL BUDGET  
FROM JANUARY 1, 2012 TO DECEMBER 31, 2012**

|                                 | Approved<br>Budget<br>2011 | Current YTD<br>Dec 31st 2011<br>Accrued | Proposed<br>Budget<br>2012 |
|---------------------------------|----------------------------|---|----------------------------|
| <b>Revenue</b>                  |                            |   |                            |
| 101 Operating Income            | 180,000.00                 | 179,967.61                              | 180,000.00                 |
| 102 Interest Income             |                            | 426.57                                  |                            |
| 103 Sundry Income               |                            | 260.00                                  |                            |
| 104 Move Out and Parking Income | 1,900.00                   | 3,062.50                                | 1,900.00                   |
| 109 Late Payments/Fines         | 0.00                       | 1,106.36                                |                            |
| PrYr Balance Fwd                | 7,785.23                   | 11,804.74                               | 14,199.11                  |
| <b>Total Revenue</b>            | 189,685.23                 | 196,627.78                              | 196,099.11                 |
| <b>Expenses</b>                 |                            |   |                            |
| 400 Gas                         | 32,000.00                  | 25,141.22                               | 32,000.00                  |
| 405 Electricity                 | 7,500.00                   | 8,534.45                                | 8,500.00                   |
| 410 Management Fees             | 18,200.00                  | 17,840.61                               | 18,200.00                  |
| 420 Insurance/Appraisal         | 21,000.00                  | 18,146.45                               | 21,000.00                  |
| 430 Contracted Services         | 16,000.00                  | 17,106.60                               | 17,472.00                  |
| 440 Audit/Legal                 | 500.00                     | 0.00                                    | 500.00                     |
| 460 Sundry                      | 3,500.00                   | 3,459.61                                | 3,500.00                   |
| 470 Water/Sewer                 | 9,000.00                   | 8,511.02                                | 10,000.00                  |
| 480 Garbage Removal             | 5,000.00                   | 5,504.64                                | 6,000.00                   |
| 490 Equipment/Supplies          | 1,500.00                   | 1,842.06                                | 1,500.00                   |
| 500 Repairs & Maintenance       | 29,000.00                  | 33,528.22                               | 31,000.00                  |
| 503 Window Cleaning             | 1,200.00                   | 3,276.00                                | 3,000.00                   |
| 504 Pest Control                | 1,200.00                   | 722.43                                  | 1,200.00                   |
| 506 R & M - Plumbing/Heating    | 3,000.00                   | 3,336.20                                | 0.00                       |
| 508 Laundry                     | 500.00                     | 52.12                                   | 500.00                     |
| 510 Grounds Maintenance         | 3,500.00                   | 678.39                                  | 4,000.00                   |
| 530 Enterphone                  | 1,000.00                   | 0.00                                    | 1,000.00                   |
| 540 Elevator Maintenance        | 4,000.00                   | 3,729.15                                | 4,500.00                   |
| 580 Monitoring/Fire Safety      | 4,000.00                   | 3,019.50                                | 4,000.00                   |
| 570 Snow Removal                | 85.23                      | 0.00                                    | 227.11                     |
| 800 Contingency Transfers       | 18,000.00                  | 18,000.00                               | 18,000.00                  |
| 911 Insurance deductibles       | 10,000.00                  | 0.00                                    | 10,000.00                  |
| <b>Total Operating Expenses</b> | 189,685.23                 | 172,428.67                              | 196,099.11                 |

**STRATA PLAN VR 483  
SUNRISE WEST  
PROPOSED STRATA FEE SCHEDULE  
EFFECTIVE JAN 1, 2012 TO DEC 31, 2012**

TOTAL OPERATING FEE  
TOTAL CRF FEE  
TOTAL COMBINED STRATA FEE

\$162,000.00

\$18,000.00

\$180,000.00

| UNIT NO. | STRATA LOT | UNIT ENTITLEMENT | 2012 STRATA FEES    |               |                         |
|----------|------------|------------------|---------------------|---------------|-------------------------|
|          |            |                  | TOTAL OPERATING FEE | TOTAL CRF FEE | MONTHLY STRATA FEE 2012 |
| 106      | 1          | 17844            | \$ 240.89           | \$ 26.77      | \$ 267.66               |
| 107      | 2          | 16185            | \$ 218.50           | \$ 24.28      | \$ 242.78               |
| 108      | 3          | 16110            | \$ 217.49           | \$ 24.17      | \$ 241.65               |
| 109      | 4          | 12717            | \$ 171.68           | \$ 19.08      | \$ 190.76               |
| 110      | 5          | 21965            | \$ 296.53           | \$ 32.95      | \$ 329.48               |
| 111      | 6          | 13219            | \$ 178.46           | \$ 19.83      | \$ 198.29               |
| 112      | 7          | 16461            | \$ 222.22           | \$ 24.69      | \$ 246.92               |
| 114      | 8          | 16135            | \$ 217.82           | \$ 24.20      | \$ 242.03               |
| 115      | 9          | 24554            | \$ 331.48           | \$ 36.83      | \$ 368.31               |
| 201      | 10         | 26816            | \$ 362.02           | \$ 40.22      | \$ 402.24               |
| 203      | 11         | 18070            | \$ 243.95           | \$ 27.11      | \$ 271.05               |
| 204      | 12         | 17768            | \$ 239.87           | \$ 26.65      | \$ 266.52               |
| 205      | 13         | 15708            | \$ 212.06           | \$ 23.56      | \$ 235.62               |
| 206      | 14         | 18975            | \$ 256.16           | \$ 28.46      | \$ 284.63               |
| 207      | 15         | 16034            | \$ 216.46           | \$ 24.05      | \$ 240.51               |
| 208      | 16         | 16059            | \$ 216.80           | \$ 24.09      | \$ 240.89               |
| 209      | 17         | 12717            | \$ 171.68           | \$ 19.08      | \$ 190.76               |
| 210      | 18         | 21940            | \$ 296.19           | \$ 32.91      | \$ 329.10               |
| 211      | 19         | 13245            | \$ 178.81           | \$ 19.87      | \$ 198.68               |
| 212      | 20         | 16386            | \$ 221.21           | \$ 24.58      | \$ 245.79               |
| 214      | 21         | 16135            | \$ 217.82           | \$ 24.20      | \$ 242.03               |
| 215      | 22         | 24830            | \$ 335.21           | \$ 37.25      | \$ 372.45               |
| 216      | 23         | 15808            | \$ 213.41           | \$ 23.71      | \$ 237.12               |
| 217      | 24         | 18422            | \$ 248.70           | \$ 27.63      | \$ 276.33               |
| 218      | 25         | 19452            | \$ 262.60           | \$ 29.18      | \$ 291.78               |
| 219      | 26         | 16989            | \$ 229.35           | \$ 25.48      | \$ 254.84               |
| 220      | 27         | 17793            | \$ 240.21           | \$ 26.69      | \$ 266.90               |

**STRATA PLAN VR 483  
SUNRISE WEST  
PROPOSED STRATA FEE SCHEDULE  
EFFECTIVE JAN 1, 2012 TO DEC 31, 2012**

|                                  |                            |
|----------------------------------|----------------------------|
| TOTAL OPERATING FEE              | \$162,000.00               |
| TOTAL CRF FEE                    | \$18,000.00                |
| <b>TOTAL COMBINED STRATA FEE</b> | <b><u>\$180,000.00</u></b> |

| UNIT NO. | STRATA LOT | UNIT ENTITLEMENT | 2012 STRATA FEES    |               |                         |  |
|----------|------------|------------------|---------------------|---------------|-------------------------|--|
|          |            |                  | TOTAL OPERATING FEE | TOTAL CRF FEE | MONTHLY STRATA FEE 2012 |  |
| 301      | 28         | 18547            | \$ 250.38           | \$ 27.82      | \$ 278.21               |  |
| 302      | 29         | 18196            | \$ 245.65           | \$ 27.29      | \$ 272.94               |  |
| 303      | 30         | 19905            | \$ 268.72           | \$ 29.86      | \$ 298.58               |  |
| 304      | 31         | 17768            | \$ 239.87           | \$ 26.65      | \$ 266.52               |  |
| 305      | 32         | 15707            | \$ 212.04           | \$ 23.56      | \$ 235.61               |  |
| 306      | 33         | 18975            | \$ 256.16           | \$ 28.46      | \$ 284.63               |  |
| 307      | 34         | 16034            | \$ 216.46           | \$ 24.05      | \$ 240.51               |  |
| 308      | 35         | 16059            | \$ 216.80           | \$ 24.09      | \$ 240.89               |  |
| 309      | 36         | 12717            | \$ 171.68           | \$ 19.08      | \$ 190.76               |  |
| 310      | 37         | 21965            | \$ 296.53           | \$ 32.95      | \$ 329.48               |  |
| 311      | 38         | 13245            | \$ 178.81           | \$ 19.87      | \$ 198.68               |  |
| 312      | 39         | 16386            | \$ 221.21           | \$ 24.58      | \$ 245.79               |  |
| 314      | 40         | 16135            | \$ 217.82           | \$ 24.20      | \$ 242.03               |  |
| 315      | 41         | 24830            | \$ 335.21           | \$ 37.25      | \$ 372.45               |  |
| 316      | 42         | 15808            | \$ 213.41           | \$ 23.71      | \$ 237.12               |  |
| 317      | 43         | 18723            | \$ 252.76           | \$ 28.08      | \$ 280.85               |  |
| 318      | 44         | 20332            | \$ 274.48           | \$ 30.50      | \$ 304.98               |  |
| 319      | 45         | 17743            | \$ 239.53           | \$ 26.61      | \$ 266.15               |  |
| 320      | 46         | 17215            | \$ 232.40           | \$ 25.82      | \$ 258.23               |  |
| P1       | 47         | 17341            | \$ 234.10           | \$ 26.01      | \$ 260.12               |  |
| P2       | 48         | 18472            | \$ 249.37           | \$ 27.71      | \$ 277.08               |  |
| P3       | 49         | 20030            | \$ 270.41           | \$ 30.05      | \$ 300.45               |  |
| P4       | 50         | 20106            | \$ 271.43           | \$ 30.16      | \$ 301.59               |  |
| P5       | 51         | 17341            | \$ 234.10           | \$ 26.01      | \$ 260.12               |  |
| P6       | 52         | 15180            | \$ 204.93           | \$ 22.77      | \$ 227.70               |  |
| P7       | 53         | 20256            | \$ 273.46           | \$ 30.38      | \$ 303.84               |  |
| P8       | 54         | 20156            | \$ 272.11           | \$ 30.23      | \$ 302.34               |  |
| P9       | 55         | 17768            | \$ 239.87           | \$ 26.65      | \$ 266.52               |  |
| P10      | 56         | 18723            | \$ 252.76           | \$ 28.08      | \$ 280.85               |  |
| 1000000  |            |                  | \$ 13,500.00        | \$ 1,500.00   | \$ 15,000.00            |  |
| X 12 X   |            |                  |                     | 12            | 12                      |  |
|          |            |                  | \$ 162,000.00       | \$ 18,000.00  | \$ 180,000.00           |  |

**REMARKS:**

All owners are required to pay the total monthly strata fees in full amount in order to avoid any late penalty.

12:33 PM  
01/17/12  
Accrual Basis

**VR 483-Sunrise West**  
**Operating Account Cash Flow YE December 31**  
December 2011

|                                     | Dec 11            | Budget           | Jan - Dec 11      | YTD Budget        | Annual Budget     |
|-------------------------------------|-------------------|------------------|-------------------|-------------------|-------------------|
| <b>Ordinary Income/Expense</b>      |                   |                  |                   |                   |                   |
| <b>Income</b>                       |                   |                  |                   |                   |                   |
| 101 · Owners Contribution           | 14,997.33         | 15,000.00        | 179,967.61        | 180,000.00        | 180,000.00        |
| 102 · Interest Income               | 37.12             |                  | 426.57            |                   |                   |
| 103 · Sundry Income                 | 0.00              |                  | 260.00            |                   |                   |
| 104 · Move In & Parking Income      | 275.00            | 158.33           | 3,062.50          | 1,900.00          | 1,900.00          |
| 109 · Late Payment/Fines            | 0.00              |                  | 1,106.36          |                   |                   |
| PrYr Balance Fwd                    | 0.00              |                  | 0.00              | 7,785.23          | 7,785.23          |
| <b>Total Income</b>                 | <b>15,309.45</b>  | <b>15,158.33</b> | <b>184,823.04</b> | <b>189,685.23</b> | <b>189,685.23</b> |
| <b>Expense</b>                      |                   |                  |                   |                   |                   |
| 400 · Gas                           | 4,953.00          | 2,666.67         | 25,458.22         | 32,000.00         | 32,000.00         |
| 405 · Electrical                    | 1,436.00          | 625.00           | 8,534.45          | 7,500.00          | 7,500.00          |
| 410 · Management Fee                | 1,444.80          | 1,516.67         | 17,840.61         | 18,200.00         | 18,200.00         |
| 420 · Insurance                     | 1,567.67          | 1,750.00         | 18,146.45         | 21,000.00         | 21,000.00         |
| 430 · Contracted Services           | 1,456.00          | 1,333.33         | 17,106.60         | 16,000.00         | 16,000.00         |
| 440 · Audit & Legal                 | 0.00              | 41.67            | 0.00              | 500.00            | 500.00            |
| 460 · Sundry                        | 364.59            | 291.67           | 3,459.61          | 3,500.00          | 3,500.00          |
| 470 · Water/Sewer                   | 2,435.80          | 750.00           | 8,511.02          | 9,000.00          | 9,000.00          |
| 480 · Garbage Removal               | 317.86            | 416.67           | 5,504.64          | 5,000.00          | 5,000.00          |
| 490 · Equipment/Supplies            | 0.00              | 125.00           | 1,842.06          | 1,500.00          | 1,500.00          |
| 500 · Repairs/Maintenance           | 17,389.44         | 2,416.67         | 33,528.22         | 29,000.00         | 29,000.00         |
| 503 · Window Cleaning               | 0.00              | 100.00           | 3,276.00          | 1,200.00          | 1,200.00          |
| 504 · Pest Control                  | 215.04            | 100.00           | 722.43            | 1,200.00          | 1,200.00          |
| 506 · R & M Plumbing/Heating        | 2,781.80          | 250.00           | 3,336.20          | 3,000.00          | 3,000.00          |
| 508 · Laundry                       | 0.00              | 41.67            | 52.12             | 500.00            | 500.00            |
| 510 · Grounds Maintenance           | 0.00              | 291.67           | 678.39            | 3,500.00          | 3,500.00          |
| 530 · Enterphone                    | 0.00              | 83.33            | 0.00              | 1,000.00          | 1,000.00          |
| 540 · Elevator                      | 276.64            | 333.33           | 3,729.15          | 4,000.00          | 4,000.00          |
| 580 · Monitoring/Fire Safety        | 0.00              | 333.33           | 3,019.50          | 4,000.00          | 4,000.00          |
| 570 · Snow removal                  | 0.00              |                  | 0.00              | 85.23             | 85.23             |
| 911 · Insurance Claim               | 0.00              | 833.33           | 0.00              | 10,000.00         | 10,000.00         |
| 800 · Transfer-Operating To Reserve | 1,500.00          | 1,500.00         | 18,000.00         | 18,000.00         | 18,000.00         |
| <b>Total Expense</b>                | <b>36,138.64</b>  | <b>15,800.01</b> | <b>172,745.67</b> | <b>189,685.23</b> | <b>189,685.23</b> |
| <b>Net Ordinary Income</b>          | <b>-20,829.19</b> | <b>-641.68</b>   | <b>12,077.37</b>  | <b>0.00</b>       | <b>0.00</b>       |
| <b>Net Income</b>                   | <b>-20,829.19</b> | <b>-641.68</b>   | <b>12,077.37</b>  | <b>0.00</b>       | <b>0.00</b>       |

12:33 PM  
01/17/12  
Accrual Basis

**VR 483-Sunrise West**  
**Reserve Detail**  
As of December 31, 2011

| Date                              | Name               | Memo                         | Amount      | Balance     |
|-----------------------------------|--------------------|------------------------------|-------------|-------------|
| <b>Reserves - High Interest</b>   |                    |                              |             | 236,544.61  |
| <b>Term Deposit #305</b>          |                    |                              |             | 158,410.86  |
| <b>Plumbing for retrofit #305</b> |                    |                              |             | 8,720.95    |
| Total Plumbing for retrofit #305  |                    |                              |             | 8,720.95    |
| <b>Term Deposit #305 - Other</b>  |                    |                              |             | 149,689.91  |
| 12/7/2011                         | strata plan VR 483 | As per SGM for piping pr...  | -149,689.91 | 0.00        |
| Total Term Deposit #305 - Other   |                    |                              |             | -149,689.91 |
| Total Term Deposit #305           |                    |                              |             | -149,689.91 |
| <b>Contingency</b>                |                    |                              |             | 78,133.75   |
| 12/1/2011                         | strata plan VR 483 | CRF transfer                 | 1,500.00    | 79,633.75   |
| 12/14/2011                        |                    | Interest                     | 220.57      | 79,854.32   |
| 12/22/2011                        | strata plan VR 483 | as per council email         | 2,121.23    | 81,975.55   |
| Total Contingency                 |                    |                              |             | 3,841.80    |
| Total Reserves - High Interest    |                    |                              |             | -145,848.11 |
| <b>Plan 24- Special Levy</b>      |                    |                              |             | 3,040.32    |
| <b>Re Pipe Levy/2011</b>          |                    |                              |             | 919.09      |
| 12/7/2011                         | strata plan VR 483 | As per SGM for piping pr...  | 149,689.91  | 150,609.00  |
| 12/7/2011                         |                    | refund levy in#2315-9210 ... | -6,652.80   | 143,956.20  |
| 12/14/2011                        |                    | Interest                     | 46.13       | 144,002.33  |
| 12/16/2011                        |                    | HB #2315                     | -7,190.40   | 136,811.93  |
| Total Re Pipe Levy/2011           |                    |                              |             | 135,892.84  |
| <b>002-levy/2010</b>              |                    |                              |             | 2,125.83    |
| 12/6/2011                         |                    | Funds Transfer               | -4.60       | 2,121.23    |
| 12/22/2011                        | strata plan VR 483 | as per council email         | -2,121.23   | 0.00        |
| Total 002-levy/2010               |                    |                              |             | -2,125.83   |
| <b>003-Roof Replacement levy</b>  |                    |                              |             | -4.60       |
| 12/6/2011                         |                    | Funds Transfer               | 4.60        | 0.00        |
| Total 003-Roof Replacement levy   |                    |                              |             | 4.60        |
| Total Plan 24- Special Levy       |                    |                              |             | 133,771.61  |
| <b>TOTAL</b>                      |                    |                              |             | -12,076.50  |
|                                   |                    |                              |             | 227,508.43  |

12:33 PM  
01/17/12  
Accrual Basis

**VR 483-Sunrise West**  
**Balance Sheet**  
As of December 31, 2011

|                                       | Dec 31, 11        | Nov 30, 11        | \$ Change         |
|---------------------------------------|-------------------|-------------------|-------------------|
| <b>ASSETS</b>                         |                   |                   |                   |
| Current Assets                        |                   |                   |                   |
| Chequing/Savings                      | 25,176.22         | 23,906.17         | 1,270.05          |
| Operating VR 483                      | 90,696.50         | 236,544.61        | -145,848.11       |
| Reserves - High Interest              | 136,811.93        | 3,040.32          | 133,771.61        |
| Plan 24- Special Levy                 |                   |                   |                   |
| Total Chequing/Savings                | 252,684.65        | 263,491.10        | -10,806.45        |
| Accounts Receivable                   |                   |                   |                   |
| Receivable                            | 1,253.85          | 7,262.99          | -6,009.14         |
| Total Accounts Receivable             | 1,253.85          | 7,262.99          | -6,009.14         |
| Total Current Assets                  | 253,938.50        | 270,754.09        | -16,815.59        |
| Other Assets                          |                   |                   |                   |
| Prepaid Expenses-Insurance            | 10,973.65         | 12,541.32         | -1,567.67         |
| Total Other Assets                    | 10,973.65         | 12,541.32         | -1,567.67         |
| <b>TOTAL ASSETS</b>                   | <b>264,912.15</b> | <b>283,295.41</b> | <b>-18,383.26</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                   |                   |                   |
| Liabilities                           |                   |                   |                   |
| Current Liabilities                   |                   |                   |                   |
| Accounts Payable                      | 35,385.89         | 28,053.86         | 7,332.03          |
| Payables                              | 35,385.89         | 28,053.86         | 7,332.03          |
| Total Accounts Payable                | 35,385.89         | 28,053.86         | 7,332.03          |
| Other Current Liabilities             |                   |                   |                   |
| Security Deposit payable              | 397.50            | 397.50            | 0.00              |
| Total Other Current Liabilities       | 397.50            | 397.50            | 0.00              |
| Total Current Liabilities             | 35,783.39         | 28,451.36         | 7,332.03          |
| Total Liabilities                     | 35,783.39         | 28,451.36         | 7,332.03          |
| Equity                                |                   |                   |                   |
| Total CRF-Equity                      | 90,696.50         | 236,544.61        | -145,848.11       |
| PrYr Surplus(Deficit)                 | 11,804.74         | 11,804.74         | 0.00              |
| Net Income                            | 126,627.52        | 6,494.70          | 120,132.82        |
| Total Equity                          | 229,128.76        | 254,844.05        | -25,715.29        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>264,912.15</b> | <b>283,295.41</b> | <b>-18,383.26</b> |

**Strata Property Act**  
**FORM A**  
**PROXY APPOINTMENT**

Re: Strata Lot \_\_\_\_\_ (write in your Unit #) of Strata Plan VR 483  
1345 West 15<sup>th</sup> Avenue Vancouver, BC

**Proxy for a specific meeting**

I/We, \_\_\_\_\_ (names), the owners / mortgagee  
of the strata lot described above, appoint \_\_\_\_\_ (name  
of appointee) to act as my/our proxy at the Annual General Meeting of Strata Corporation VR 483, to be  
held on Monday February 13<sup>th</sup> 2012.

**Limitations on Proxy, if any**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ (month, day, year)

\_\_\_\_\_ (Signature & Name of Owner/Mortgagee)

\_\_\_\_\_ (Signature & Name of Owner/Mortgagee)

Please indicate by checking below how you wish to record your vote.

\_\_\_\_\_  
# 9 - In favor \_\_\_\_\_ Against \_\_\_\_\_ At the discretion of my proxy holder \_\_\_\_\_

\_\_\_\_\_  
# 10 - In favor \_\_\_\_\_ Against \_\_\_\_\_ At the discretion of my proxy holder \_\_\_\_\_

\_\_\_\_\_  
# 11 - In favor \_\_\_\_\_ Against \_\_\_\_\_ At the discretion of my proxy holder \_\_\_\_\_





**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 483  
SUNRISE WEST**

**HELD:** Tuesday 13<sup>th</sup> December 2011  
1345 West 15<sup>th</sup> Avenue, Vancouver, BC  
Unit 310

|                 |                 |                  |
|-----------------|-----------------|------------------|
| <b>PRESENT:</b> | Lonnie Oellette | President        |
|                 | Marnie Maher    | Vice President   |
|                 | Neil Hagen      | Treasurer        |
|                 | Paul Morris     | Repiping Liaison |
|                 | Alan Sundquist  | Member           |
|                 | Jane Welsh      | Member           |

**MANAGING AGENT:** Not in attendance at this extra meeting

**CALL TO ORDER**

The meeting was called to order by the chair at 7.05 pm.

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

Four issues were noted with the minutes of the meeting on Monday November 7<sup>th</sup> 2011:

First, Neil Hagen was noted as present and as providing regrets. The latter was correct. Neil was not able to be at that meeting.

The second issue was that contrary to the statement in the minutes, council will not be putting forward a motion to determine what to do with the left over levy monies. The entire 2011 levy has been spent on the repiping work and the remaining payments to the contractor are coming from the special reserve fund created by the sale of the strata suite. Furthermore, additional work has been identified that will be done using the contingency put into the repiping budget. This includes:

- repairs to damage caused by pipe leaks prior to the involvement of Brighter Mechanical.
- smoothing of textured walls where the drywall has had to be removed and replaced to eliminate patchy appearance and
- the installation of a backflow preventer where the building's water system connects to the City water supply pipe.

This last item was identified by a City inspector as required for buildings over 3 storeys high. Sunrise West would not be over 3 stories high from the street frontage if the storage mezzanines in the penthouse level had not been converted into bathrooms.

The motion passed at the 2010 AGM included the following statement:  
"Any money left over from the *[repiping]* contingency will be used for specific planned projects including:

- Increases in security lighting, particularly at East and West ends of the building
- Modifications to roof fans to improve efficiency and reduce excessive cooling of corridors
- Modifications to downpipes and gutters to improve drainage away from the building"

Since the second and third of these were done within the 2011 repairs and maintenance budget, other planned projects are under consideration if there is any of the repiping contingency remaining.

The third issue was that the paragraph headed **Brighter Mechanical** was inadvertently carried over from the minutes of the September 19<sup>th</sup> 2011 meeting. That paragraph indicated that the repiping was on schedule which it was in mid September. The true status as of November 7<sup>th</sup> was stated in the paragraph headed Piping Update. That paragraph indicated that Brighter Mechanical seemed to be keeping pretty close to schedule which was the status very early in November. Clearly the job was falling considerably behind schedule but this was not apparent at that time. The status as of December 13<sup>th</sup> is that Brighter Mechanical has committed to completing all work inside suites, with minor exceptions, before the Christmas break. The work in the corridors, including the additional work requested by Strata Council outlined above, will be completed in the New Year.

The fourth issue was that discussion about items left in the locker rooms outside the lockers was not recorded. Further to previous notifications in the Strata Council Minutes, owners must remove items they have stored in the locker room corridors as they are a fire hazard and against City bylaws.

It was moved/seconded (Welsh/Sundquist) and carried to approved the minutes of November 7<sup>th</sup> as amended.

### **BUSINESS ARISING FROM THE PREVIOUS MINUTES**

**Intake Fans:** The fans have been inspected and the problem has been identified as blocked filters dislodged by the air pressure from the fan. Council will institute a program of regular inspection and filter replacement.

**Garbage Bins:** The new sign indicating what goes in each bin has been installed.

**South Coast Plumbing Quote:** All three boilers have been cleaned and boiler #2 has been made operational.

**Milano Construction:** Milano has fixed the loose drain covers in the parkade. Residents should note the lack of loud clanking when people drive over the drain covers. Owners should still avoid driving over the drain covers where possible.

**Garage Door:** It is anticipated that the broken garage door will be replaced before the end of the year.

**Trasolini:** Trasolini advises that they cannot warranty asphalt applied to the potholes outside the garage door in cold weather. Consequently, this work will be postponed to the spring.

**Patio Doors:** Twelve owners have advised that they have difficulty opening and closing their patio doors. These need to be repaired using the same method that appears to have worked well on the worst door in P2. There will be considerable savings in having several fixed at the same time however owners will need to facilitate access.

## **NEW BUSINESS**

The budget for 2012 was discussed and will be proposed at the 2012 AGM. Finalization of the proposed budget will have to wait for the year end 2011 budget wrap up. No increases are planned in Strata fees and no special levy will be proposed. There will be a moderate increase in the operating budget to accommodate planned projects that could not be completed in 2011. This will be funded by carry-over of part of the surplus funds from previous budgets.

## **Items recommended to 2012 Strata Council for Action**

**Planned work not completed by year end, noted above:** Potholes and Patio doors.

**Doors to East and West Stairwells:** It has been noted that cold air sinking down from the East and West front exit doors enters the ground floor corridor and warm air from the radiator next to the East and West front entrance doors rises to the 4<sup>th</sup> floor corridor, even during the summer. Draft excluders will be added to doors connecting the East and West stairwells to the 1<sup>st</sup> floor and 4<sup>th</sup> floor corridors. This should go further towards reducing overheating of the 4<sup>th</sup> floor in the summer and cold conditions on the 1<sup>st</sup> floor in the winter.

**Fire Doors:** Several of the fire doors are again out of alignment and should be fixed after Brighter mechanical has finished in the building.

**Hallway lights:** A large number of lights need replacing and our stock has not been replenished. This will be a substantial budget item for 2012.

### **OTHER BUSINESS**

**Bathroom and Kitchen Fans:** As a reminder to residents, please remember to run your bathroom fans after bathing or showering and run your kitchen fans when cooking. Owners are encouraged to install timers for bathroom fans. The fans vent directly to the roof and safely remove the humidity. If this is not done, the warm, moist air moves up through the structure of the building and can condense on cold surfaces higher up causing corrosion, wood decay, mould, and water stains.

There being no further business to transact, the meeting terminated at 9.10 pm.

THE NEXT MEETING WILL BE THE AGM ON 13<sup>TH</sup> FEBRUARY. NOTICE WILL BE SENT.

Paul Morris (secretary for this meeting)

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 483  
SUNRISE WEST**

---

**HELD:** Monday November 7<sup>th</sup> 2011  
1345 West 15<sup>th</sup> Avenue Vancouver, BC  
Unit 109, 1345 West 15<sup>th</sup> Sunrise West

**PRESENT:**

|                  |                 |
|------------------|-----------------|
| Lonnie Ouellette | President       |
| Marnie Maher     | Vice President  |
| Paul Morris      | Re Pipe Liaison |
| Alan Sundquist   | Member          |
| Neil Hagen       | Treasurer       |
| Jane Welsh       |                 |

**REGRETS:** Neil Hagen Treasurer

**MANAGING AGENT:** Joanne Goodyear  
Park Place Property Services Ltd.

**CALL TO ORDER**

A vote was called and it was unanimous that Ms Goodyear chairs the meeting. The meeting was called to order @ 7:05 PM.

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

It was moved/seconded (Morris/Ouellette) and carried to approve the minutes of September 19<sup>th</sup> 2011.

**BUSINESS ARISING FROM THE PREVIOUS MINUTES**

- **Piping Update:** Council is happy to report that they are pleased with the work being done by Brighter Mechanical noting that they seem to be keeping pretty close to the proposed schedule in place. The recirculation motor will be attached and we expect the recovery time for hot water will be within one minute. We would like to inform the Owners that when Brighter Mechanical plans on doing the two water shut downs near the end of the project, a Notice will be posted in the building.  
**Council will put a ¾ vote motion forward for the Owners at the AGM to determine what to do with the left over levy monies.**

**Intake Fans:** The timers will be adjusted on the common hallway intake fans to allow for more heat in the hallways.

**Canopy Down Pipes:** Council reports that the downpipes are installed and working as they should for the canopy at the front entranceway of our property.

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 483  
SUNRISE WEST**

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**Garbage Bins:** Council reports that the signage for the dumpsters out back will be installed shortly.

**Correspondence:**

Correspondence was received from P8 and will be addressed according to council's recommendations.

**New Business:**

**South Coast Plumbing Quote:** Council has discussed and reviewed the quote from South Coast Plumbing to install a new operating control and clean the heat exchangers on our boilers.

**Milano Construction:** Council has discussed and reviewed the quote from Milano and has decided that out of the six drain covers (catch basins) in the parkade we will have four of them addressed with the following application for quieting;

The Polyurea type sealant we are proposing to use would be applied between the drain and cover and the support ledge and applied into a locking key way at the full perimeter of the ledge, this would prevent it from becoming dislodged. The Polyurea also sticks extremely well to the concrete and is used to top coat parking garages so it is also extremely durable and flexible, which will silence any noise. The Polyurea would have a release agent for the final liquid fitting and this would allow the cover to be removed for catch basin cleaning.

**Brighter Mechanical:** Council has advised that our re pipe of the building is on schedule and once the project is complete we anticipate the upper floors to experience greater water pressure and volume. The vertical hot water pipes will be insulated and the 2<sup>nd</sup> floor will have additional batt insulation to further reduce the heat problems in upper floors that we have experienced in the past. In addition, the incidence of hot water in the cold water pipes should be eliminated. We anticipate very noticeable improvements to our building from this project. Council has also advised Brighter Mechanical to supply us with a separate quote to repair additional wall and ceiling damage that has resulted from previous pipe leaks over the course of time.

**ICBC:** Quotes have been forwarded to ICBC for their review of our new parkade door.

**Trasolini:** Council has approved the asphalt quote for the back area at the parkade door to be re surfaced, to eliminate the pot holes that have developed over time.

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 483  
SUNRISE WEST**

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**Patio Doors:** The patio door tracks and wheels are being assessed for any repairs.

**\*\* If you note that your patio door track or wheels are not working properly please report it to myself or a council member. \*\***

**Garage:** As a reminder to the owners/residents of Sunrise West the sand in the laundry room is for the use of spreading over a vehicle oil spill.

**PLEASE ENSURE THAT IF YOU PLANTERS ON YOUR DECK THAT THEY ARE RAISED OFF OF THE DECK SURFACE AND THEY HAVE A CONTAINER UNDER THEM TO CATCH THE WATER.**

**\*Please remember that there is no smoking in the common areas\***

**FINANCIAL REPORT:** Financial statements discussed and accepted for preceding months. Keep up the good work all, our accounts receivable is getting better all the time! Good Job Everyone!

There being no further business to transact the meeting terminated @ 9:09 PM.

THE NEXT MEETING WILL BE THE AGM IN FEBRUARY, NOTICE WILL BE SENT

Joanne Goodyear  
Strata Property Manager



PARK PLACE PROPERTY SERVICES LTD  
#240 11590 Cambie Road

Richmond BC, V6X 3Z5

TELEPHONE: (604) 271-7788 (24 hours after hours, emergencies only please.)

FAX: (604)271-7733

EMAIL: [jgoodyear@parkplaceproperty.ca](mailto:jgoodyear@parkplaceproperty.ca)





**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 483  
SUNRISE WEST**

---

**HELD:** Monday September 19<sup>th</sup> 2011  
1345 West 15<sup>th</sup> Avenue Vancouver, BC  
Unit 106, 1345 West 15<sup>th</sup> Sunrise West

**PRESENT:**

|                  |                 |
|------------------|-----------------|
| Lonnie Ouellette | President       |
| Marnie Maher     | Vice President  |
| Paul Morris      | Re Pipe Liaison |
| Alan Sundquist   | Member          |
| Neil Hagen       | Treasurer       |

**REGRETS:** Jane Welsh

**MANAGING AGENT:** Joanne Goodyear  
Park Place Property Services Ltd.

**CALL TO ORDER**

A vote was called and it was unanimous that Ms Goodyear chairs the meeting. The meeting was called to order @ 7:04 PM.

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

It was moved/seconded (Morris/Maher) and carried to approve the minutes of June 20<sup>th</sup> 2011.

**BUSINESS ARISING FROM THE PREVIOUS MINUTES**

- **Gutters:** Council is following up with Milano for a report on the progress of the gutter cleaning and necessary repairs, which includes the hard to reach Penthouse gutters.

**Old Business**

**Pest Control:** Council reported that there seems to be some activity with rodents once again so we will be calling Care Pest Control to address.

**Common Area Intake Fans:** Council reported that there is a noticeable difference in the operation of the hallway fans. We will ask that South Coast Plumbing supply us with a report as to their findings on the operation of our common intake fans. We will also follow up with our request for baseboard thermostat heater controls for the common hallways.

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 483  
SUNRISE WEST**

---

**Brighter Mechanical:** Council has advised that our re pipe of the building is on schedule and once the project is complete we anticipate the upper floors to experience greater water pressure and volume. The vertical hot water pipes will be insulated and the 2<sup>nd</sup> floor will have additional batt insulation to further reduce the heat problems in upper floors that we have experienced in the past. In addition, the incidence of hot water in the cold water pipes should be eliminated. We anticipate very noticeable improvements to our building from this project. Council has also advised Brighter Mechanical to supply us with a separate quote to repair additional wall and ceiling damage that has resulted from previous pipe leaks over the course of time.

**PLEASE ENSURE THAT IF YOU PLANTERS ON YOUR DECK THAT THEY ARE RAISED OFF OF THE DECK SURFACE AND THEY HAVE A CONTAINER UNDER THEM TO CATCH THE WATER.**

- **CORRESPONDENCE**

Correspondence was received from units P1 and P9 which will be addressed according to council's recommendation.

**Owners Responsibility to Tenants:** We ask that if you have a tenant occupying your unit that you do not have them contact Park Place or council, unless it is an emergency! Your responsibility as an owner and a landlord is to have your tenant contact you directly with any issues or problems and then you contact Park Place or the council.

- **NEW BUSINESS:**

It has come to council attention that the use of power cords has been identified in our parkade. Please be reminded that it is not permitted to run power cords in the parkade for charging of batteries etc. This must be done in your suite.

**Parking Stall Debris:** Council has noted that there seems to be some items in a few parking stalls that are not permitted according to our bylaws, and Vancouver City Fire Bylaws. Please store your items correctly according to our bylaws so they will not be discarded by our janitors.

- **Locker Room:** To follow up on a walk through in the locker room it has been noted there are items stored in the walkways and on top of the lockers, these items need to be stored inside the locker or taken out of the locker room. This action requires immediate attention so items are not removed and discarded by our janitors.

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 483  
SUNRISE WEST**

---

\*Please remember that there is no smoking in the common areas\*

**Glass Canopy Quote:** Council is requesting a quote for downpipe repairs and a additional downpipe on the canopies at the front entrance of our property to ensure that water is conducted to the ground rather than impacting the building..

**Dumpster:** Council will be having signage made to be installed at our dumpster/yard trimmings and recycling bins to advise what is and what is not permitted in these containers.

**FINANCIAL REPORT:** Financial statements discussed and accepted for preceding months. Keep up the good work all, our accounts receivable is getting better all the time! Good Job Everyone!

---

There being no further business to transact the meeting terminated @ 8:25PM.

THE NEXT COUNCIL MEETING WILL BE HELD ON November 7<sup>th</sup> @ 7:00 PM UNIT 109.

Joanne Goodyear  
Strata Property Manager



PARK PLACE PROPERTY SERVICES LTD

#240 11590 Cambie Road

Richmond BC, V6X 3Z5

TELEPHONE: (604) 271-7788 (24 hours after hours, emergencies only please.)

FAX: (604) 271-7733

EMAIL: [jgoodyear@parkplaceproperty.ca](mailto:jgoodyear@parkplaceproperty.ca)



**Sunrise West**  
**1345 W. 15th Avenue**  
**Vancouver**  
**Suite Schedule**  
**September/October 2011**

| SUNDAY                        | MONDAY  | TUESDAY                                     | WEDNESDAY                                   | THURSDAY                                    | FRIDAY                                       | SATURDAY                    |
|-------------------------------|---|---|---|---|--|-----------------------------|
| <div></div><br><b>Sept 25</b> | <div>106<br/>206<br/>306</div><br><b>26</b>             | <div>107<br/>207<br/>307</div><br><b>27</b> | <div>108<br/>208<br/>308</div><br><b>28</b> | <div>109<br/>209<br/>309</div><br><b>29</b> | <div></div><br><b>30</b>                     | <div></div><br><b>Oct 1</b> |
| <div></div><br><b>2</b>       | <div></div><br><b>3</b>                                 | <div>110<br/>210<br/>310</div><br><b>4</b>  | <div>111<br/>211<br/>311</div><br><b>5</b>  | <div>112<br/>212<br/>312</div><br><b>6</b>  | <div>114<br/>214<br/>314</div><br><b>7</b>   | <div></div><br><b>8</b>     |
| <div></div><br><b>9</b>       | <div>HOLIDAY<br/>JOB SITE<br/>CLOSED</div><br><b>10</b> | <div>115<br/>215<br/>315</div><br><b>11</b> | <div></div><br><b>12</b>                    | <div>216<br/>316<br/>PH9</div><br><b>13</b> | <div>217<br/>317<br/>PH10</div><br><b>14</b> | <div></div><br><b>15</b>    |
| <div></div><br><b>16</b>      | <div>218<br/>318<br/>PH8</div><br><b>17</b>             | <div>219<br/>319<br/>PH7</div><br><b>18</b> | <div>220<br/>320<br/>PH6</div><br><b>19</b> | <div></div><br><b>20</b>                    | <div>201<br/>301<br/>PH5</div><br><b>21</b>  | <div></div><br><b>22</b>    |
| <div></div><br><b>23</b>      | <div></div><br><b>24</b>                                | <div></div><br><b>25</b>                    | <div>302<br/>PH4</div><br><b>26</b>         | <div>203<br/>303<br/>PH3</div><br><b>27</b> | <div>205<br/>305<br/>PH2</div><br><b>28</b>  | <div></div><br><b>29</b>    |
| <div></div><br><b>30</b>      | <div>204<br/>304<br/>PH1</div><br><b>31</b>             | <div></div>                                 | <div></div>                                 | <div></div>                                 | <div></div>                                  | <div></div>                 |

Please note that the date shown where you find your suite number will be the first day of work within your suite. For the detailed summary of the 18-20 days of work in your suite, please see the attached In-Suite Daily Work Schedule.





**Sunrise West**  
**1345 W. 15<sup>th</sup> Avenue**  
**Vancouver**

**Tentative In-Suite Daily Work Schedule**

|        |                             |
|--------|-----------------------------|
| Day 1  | Abatement/Cutting           |
| Day 2  | Abatement/Cutting           |
| Day 3  | Plumbing                    |
| Day 4  | Plumbing                    |
| Day 5  | Plumbing                    |
| Day 6  | Testing                     |
| Day 7  | Plumbing Inspection         |
| Day 8  | Building Inspection         |
| Day 9  | Boarding                    |
| Day 10 | Boarding                    |
| Day 11 | Tape 1st Coat               |
| Day 12 | Tape 2 <sup>nd</sup> Coat   |
| Day 13 | Taping 3 <sup>rd</sup> Coat |
| Day 14 | Sanding                     |
| Day 15 | Painting                    |
| Day 16 | Painting                    |
| Day 17 | Final Inspection            |

**Workdays are Monday to Friday 8:00 am - 4:00 pm. (18 to 20 days)**  
**There will be no construction work on Weekends and Holidays.**

**BRIGHTER MECHANICAL LIMITED**  
**RE-PIPE SPECIALISTS SINCE 1988**





Revised: October 2010



**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 483  
SUNRISE WEST**

---

**HELD:**

Monday June 20<sup>th</sup> 2011  
1345 West 15<sup>th</sup> Avenue Vancouver, BC  
Unit 109, 1345 West 15<sup>th</sup> Sunrise West

**PRESENT:**

|                |                 |
|----------------|-----------------|
| Marnie Maher   | Vice President  |
| Paul Morris    | Re Pipe Liaison |
| Alan Sundquist | Member          |
| Neil Hagen     | Treasurer       |

**REGRETS:**

Jane Roy, Jane Welsh and Lonnie Ouellette

**MANAGING AGENT:**

Joanne Goodyear  
Park Place Property Services Ltd.

**CALL TO ORDER**

A vote was called and it was unanimous that Ms Goodyear (Jensen) chairs the meeting. The meeting was called to order @ 7:04 PM.

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

It was moved/seconded (Sundquist/Morris) and carried to approve the minutes of April 11<sup>th</sup> 2011.

**BUSINESS ARISING FROM THE PREVIOUS MINUTES**

- **Stack Flushing:** Council reviewed and discussed the 3 quotes that came in for the flushing of the drains. After discussion it was unanimous that Ms Goodyear advise South Coast Plumbing of their approved quote as proposed. Work is to take place on **Monday, July 18<sup>th</sup>**, toilets may require removal on the North side, 1<sup>st</sup> floor, and the South side second floor, access may require on the penthouse level to access the top of the stack. A further request that cars be removed from the parkade on this day to facilitate the cleaning, and to avoid damage to owners/tenants vehicles.
- **Garbage Disposal and Recycling:** As a reminder to all our residents @ Sunrise West please dispose of your waste accordingly in the proper waste containers. Signage to be posted in the area.
- **Raccoons:** Council has reported that we continue to have a family of racoons sharing our property, please remember to not encourage them and watch your pets and their food.

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 483  
SUNRISE WEST**

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- **Gutter Cleaning/Repairs:** Council has advised Ms Goodyear to requests quotes to have our gutters cleaned and any necessary repairs addressed.

**PLEASE ENSURE THAT IF YOU PLANTERS ON YOUR DECK THAT THEY ARE RAISED OFF OF THE DECK SURFACE AND THEY HAVE A CONTAINER UNDER THEM TO CATCH THE WATER.**

**CORRESPONDENCE**

Correspondence was received from units 319 and 404 which will be addressed according to council's recommendation.

**NEW BUSINESS:**

- **PEST CONTROL:** It has come to our attention that ants have been spotted at our property, if you have noticed ants within your strata lot please contact me @ 604-271-7788 or by email [jgoodyear@parkplaceproperty.ca](mailto:jgoodyear@parkplaceproperty.ca) .  
Current pest control to be instructed to monitor exterior rodent bait stations and service as required.
- **Common Hallway Fans:** Council has noted that some of the fans in the common hallways seem to be failing. Ms Goodyear will ask South Coast Plumbing to provide us with a quote for fans and baseboard heater thermostat controls.
- **Fire Doors:** Council has noted that the fire doors are being propped open which causes them to not function as intended. Please do not prop open the fire doors.
- **Kitchen Drains:** If you have a garburator in your kitchen sink, please run the water long enough to move the ground material through the drain area so as to avoid clogging the drain pipes. If the garburator is old it probably isn't grinding the material properly. You may want to look into installing a new good quality one or using the Yard Trimmings bin out by our garage bin, this would be a more environmentally friendly method of disposing of kitchen vegetable/fruit waste.

**\*Please remember that there is no smoking in the common areas\***

**Owners Responsibility to Tenants:** We ask that if you have a tenant occupying your unit that you do not have them contact Park Place or council, unless it is an emergency! Your responsibility as an owner and a landlord is to have your tenant contact you directly with any issues or problems and then you contact Park Place or the council.

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 483  
SUNRISE WEST**

---

**FINANCIAL REPORT:** Financial statements discussed and accepted for preceding months. Keep up the good work all, our accounts receivable is getting better all the time!

There being no further business to transact the meeting terminated @ 8:48PM.

THE NEXT COUNCIL MEETING WILL BE HELD ON August 16<sup>th</sup> @ 7:00 PM UNIT 106.

Joanne Goodyear  
Strata Property Manager



PARK PLACE PROPERTY SERVICES LTD

#240-11590 Cambie Road

Richmond BC, V6X 3Z5

TELEPHONE: (604) 271-7788 (24 hours after hours, emergencies only please.)

FAX: (604)271-7733

EMAIL: [jgoodyear@parkplaceproperty.ca](mailto:jgoodyear@parkplaceproperty.ca)



**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 483  
SUNRISE WEST**

---

**HELD:** Monday April 11<sup>th</sup> 2011  
1345 West 15<sup>th</sup> Avenue Vancouver, BC  
Unit 310, 1345 West 15<sup>th</sup> Sunrise West

|                 |                  |                           |
|-----------------|------------------|---------------------------|
| <b>PRESENT:</b> | Lonnie Quellette | President                 |
|                 | Marnie Maher     | Vice President            |
|                 | Neil Hagen       | Treasurer                 |
|                 | Alan Sundquist   | Member                    |
|                 | Jane Roy         | Communications            |
|                 | Paul Morris      | Gardening/Re Pipe Liaison |
|                 | Jane Welsh       | Member                    |

**MANAGING AGENT:** Joanne Jensen  
Park Place Property Services Ltd.

**CALL TO ORDER**

A vote was called and it was unanimous that Ms Jensen chairs the meeting. The meeting was called to order @ 7:20 PM.

**APPROVAL OF MINUTES OF PREVIOUS MEETING**

It was moved/seconded (Morris/Roy) and carried to approve the minutes of December 6<sup>th</sup> 2010.

**BUSINESS ARISING FROM THE PREVIOUS MINUTES**

**OLD BUSINESS:** The interior door painting will be addressed after the re pipe of our property.

**CORRESPONDENCE**

Correspondence was received from units 214 and 319 which will be addressed according to council's recommendation.

**NEW BUSINESS**

**Building Re-Pipe:** For the convenience of all the owners @ Sunrise West we have attached to these minutes any FAQ's that may come up for our approved re pipe project to commence this summer. We would also like to inform all owners that we will not be accepting any requests for building water shut downs for renovations/appliance installations, until the re piping of the property is completed. In addition, once the re pipe is done then council will address the drywall repairs needed in the common areas.

**Parkade Light Fixtures:** Mr Morris advised council that our janitorial contractor has been working on the cleaning of the parkade light fixtures which has made a notable difference in the lighting and is now almost completed.

**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 483  
SUNRISE WEST**

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**JDR Home Services:** Has provided council with a quote for cleaning of the balcony glass, front canopy inside and out, side windows and inaccessible windows at the front of our property. We will consider this notice that our contractor will be requiring access to the penthouse suites in order to reach certain windows/skylights. Residents need to be informed that once notice has been posted in the building as to when the contractor will be onsite, we ask that you are not alarmed as they will need to work off certain balconies for reachable access.

Council has also requested that JDR Home Services provide us with a gutter cleaning quote.

As we are all aware the costs of continual exterior property maintenance needs to be calculated into our yearly budgets, so council has determined that maintenance of this calibre will be done on a rotational basis and further costs will be added to our annual budgets which could incur maintenance fee increases in the future.

**Raccoons:** As Owners/Residents of Sunrise West we feel fortunate that our property is located in such a pristine area with the lush forest grounds. Along with this comes the cohabitating with our friends in nature. We feel that the Owners/Residents can live in harmony with the raccoons that have graced us with their visits to our property. Our only suggestion to the owners is to please not leave any food items such as pet food or garbage on your deck/balcony, this of course will decrease the amount of visits we will have as there is no other way to deter the raccoons or to try to relocate them.

**Garden Waste Container:** Council feels that we should not have to continually school the owners/occupants @ Sunrise West about what is and not is allowed to be dumped in our Garden Waste Container. **Please do not put anything that will not rot down rapidly into the garden waste bin. A list of materials that are and are not accepted in this bin are posted at <http://vancouver.ca/projects/foodWaste/index.htm> Please empty plastic bags of garden waste or food scraps into the bin and put the plastic bag in the garbage. Putting banned materials into the bin will result in the city refusing to pick it up. Paul does not want to have to dig through the bin every week to remove these materials.**

**Plumbing Leak:** Our recent plumbing leak was nominal and council has decided to leave the small drywall repair outside unit 112 until the re piping is complete. Unanimous.

**Elevator Corner Strip:** Mr Quellette will seek out quotes for the corner stripping that needs to be replaced at the elevator gate.

**Front Entrance Door:** Ms Roy reported to council that the front entrance door seemed to be a little more noisy than usual. This will be looked at.



**MINUTES OF COUNCIL MEETING  
STRATA CORPORATION VR 483  
SUNRISE WEST**

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**FINANCIAL REPORT:** Council has tabled the financials until the next meeting.

**FRIENDLY REMINDERS:**

**PLEASE ENSURE THAT IF YOU PLANTERS ON YOUR DECK THAT THEY ARE RAISED OFF OF THE DECK SURFACE AND THEY HAVE A CONTAINER UNDER THEM TO CATCH THE WATER.**

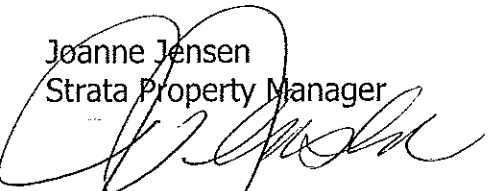
**Patio Etiquette:** Please be reminded that the time of year has come where you will want to be spending time outside on your patio. Please remember that you live in a community so remember to be courteous to your neighbours when you or your guests are outside on your deck. Please be sure to keep your BBQ away from the building and that cigarette butts are not discarded over the railings.

**\*Please remember that there is no smoking in the common areas\***

There being no further business to transact the meeting terminated @ 9:00 PM.

THE NEXT COUNCIL MEETING WILL BE HELD ON June 20<sup>th</sup> @ 7:00 PM UNIT.

Joanne Jensen  
Strata Property Manager

  
PARK PLACE PROPERTY SERVICES LTD  
#240 11590 Cambie Road  
Richmond BC, V6X 3Z5  
TELEPHONE: (604) 271-7788 (24 hours after hours, emergencies only please.)  
FAX: (604) 271-7733  
EMAIL: [jjensen@parkplaceproperty.ca](mailto:jjensen@parkplaceproperty.ca)

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## **Repiping at 1345 West 15<sup>th</sup> Avenue (VR 483)**

### **FAQs**

#### **What is the timing of the work?**

- The entire project is due to start mid August and run to mid November.
- It could run shorter but access delays or additional work required by owners may extend this. Drywall and plumbing will be scheduled to minimize the time walls are open.
- Access to apartments and water service interruptions are limited to the hours of 8.00 am to 4.30 pm Monday to Friday (excluding holidays). Water interruptions during the day due to transfer from old to new system will be brief.

#### **How long will my water be shut off?**

- Water will be shut off for each plumbing riser stack affecting the suites that are above one another, and that pipe will be replaced in one day, turned on and operational by 4pm each day. The water could be off from anywhere from 4 to 8 hours depending upon the amount of work to be done.
- Each suite will have the kitchen and one full bathroom operational by 4.30 pm each day.

#### **When can we ask the contractor questions?**

- Brighter Mechanical will have a question and answer session with wine and cheese roughly two weeks after their arrival on site.

#### **When will we be informed as to the dates of the work in our suite?**

- Information will be provided at the wine and cheese reception.
- Brighter will also post a suite entry calendar by the mailboxes showing exactly what date they will enter each suite.
- Written notification will be provided to occupants and owners 48 hrs in advance.
- The site foreman will be available from 10:30 to 11am in the work headquarters to answer any questions regarding the schedule or project.
- There will also be a communications box left in the foyer that anyone can drop a note into if you are not able to meet at that time. The Foreman will then contact you.
- If there are any delays due to the failure of owners to provide access the contractor may charge us extra. Such additional charges will be charged back to the owner by VR 483.

#### **How will access be controlled?**

- Owners will be responsible for providing keys to Brighter Mechanical. Brighter Mechanical is fully bonded and insured.
- Other than owners, only Brighter Mechanical staff will be allowed into suites. They can be identified by picture ID and company shirts.

**Which walls will be opened up to access plumbing?**

- Where possible plumbing will be accessed through walls without tiling or wallpaper, e.g. from outside the bathroom or kitchen. In some cases this may be through the corridor walls or via the next door suite.
- Where bathrooms or kitchens are back to back and there is a choice of which walls is opened up, the decision will be made by Brighter Mechanical on the basis of minimizing damage and difficulty of repair.
- Replacement of tub valves with new pressure balanced valves is included in the base contract and essential to minimize transfer of hot water into the cold-water system, a recurrent problem in this building which can cause cracking of toilet tanks.
- Detailed information on which walls in each suite are to be opened up will be provided during the wine and cheese reception. Please note that plans can change upon detailed suite inspection.

**What will my walls look like afterwards?**

- On walls with painted drywall, you will not be able to tell anything has been done. Even the smallest opening will require the entire section of wall (ending at corners) to be repainted. The paint will be tinted to match the original colour to a maximum of two colours per suite. Any extra colours must be provided by the owner or will be charged to the owner. The paint brand will not necessarily be matched. If the owners have left over paint they would like to be used, they should let the Foreman know or leave it in a highly visible location with a clear explanatory note. Brighter may or may not be able to use it depending on the age and condition of the paint and the amount left.
- Any paint splashes will be cleaned up.
- Walls with faux or other special finishes will be restored to a paint ready state.
- Textured ceilings and walls will be restored to original state.
- Walls with wallpaper will have the smallest possible section of wallpaper removed. They will be restored with drywall, ready for you to repaper.
- Tiled walls will have tiles replaced with the same tile or as close a match as possible. If the tile supplied by Brighter is deemed unsuitable by the owner, the owner will be responsible for providing an alternate tile in a timely manner so as not to disrupt the schedule. If there are any delays the contractor may charge us extra. Such additional charges will be charged back to the owner by VR 483.
- Chases or valences will be constructed to conceal any newly installed piping that cannot be concealed within ceilings or walls.

**What if I have recently had my bathroom and kitchen replumbed?**

- It is almost certain that walls will still have to be opened up to make connections to your neighbour's piping, from the new PEX piping to your new piping and to verify that your new plumbing is up to code.
- If you have already installed a pressure balanced tub valve, that will be left in place and you will be given the dollar value of the unit that would have been installed. This is already included in the special levy and that way it is fair to those that have already done upgrades.

**What if I want improvements to my bathroom or kitchen done at the same time?**

- Any additional (anything not in the contract with the Strata) will be at your cost and subject to agreement between you and Brighter Mechanical.

**Who will move my furniture etc?**

- Owners will be asked to provide free access to areas of work. Such work areas will be specified by Brighter Mechanical during the wine and cheese reception and again with a notice at least 48 hrs prior to entry.
- Brighter Mechanical staff will assist in moving furniture and shelving as required. This will be replaced when the work in that suite is completed or at the end of each work day where possible.

**How will the dust, debris, tools, and materials be dealt with?**

- Brighter Mechanical recognizes protection of interior furnishings, fixtures and fittings is of paramount importance. Plastic covers and drop sheets will be provided to the owners so they can protect interior contents.
- At the end of each day, exposed exterior and interior hard surface finishes will be cleaned to a dust-free condition. Carpets will be vacuumed. Concrete floors in the parkade will be brushed clean. Walls and counter surfaces of Kitchens and Bathrooms will be wiped. Floors will be mopped and plumbing cleaned. Light fixtures, mirrors and lamps will also be cleaned.
- Tools and extra materials will be removed from the suite at the end of each day and stored in a specially constructed locked room in the Parkade.
- In addition at the end of the project, all reflective surfaces will be restored to original condition. All garbage will be removed from the site.

- **Why is the removal of the main floor hallway ceiling so complicated?**

- This part has to be done using Worksafe BC approved procedures due to the presence of tiny amounts of asbestos in the drywall mud used when this building was constructed and because workers have to remove material above their heads.
- The work will be done in three phases, one section of hallway between firewalls at a time.
- The section of hallway will be sealed with polythene but this will have temporary doors for people to gain access to their suites while work is not underway.
- No access will be allowed into or out of the suites in this section between 8.00 am and 5.00 pm on the day that section of ceiling is removed.
- Persons on the Main floor (South side) may remain in their suites this entire time if they wish because they have access to outside via patio doors.
- Residents of all other floors will have access to their suites via the stairwells and, when the central section is not under repair, via the elevator.
- Less onerous Worksafe BC procedures will apply for walls in corridors and in suites. Some poly sealing, negative air pressures, wetting down of dust, bagging and removal of drywall.



**IMPORTANT NOTICE TO OWNERS/RESIDENTS OF STRATA PLAN VR 483**

I have attached a new fee schedule for the re pipe levy that was approved at our AGM dated February 7<sup>th</sup> 2011.....there is a typo in the start and finish date of the levy schedule.

NOTE, the levy commences March 1<sup>st</sup> 2011 and completes October 1<sup>st</sup> 2011 as stated in the AGM minutes.

Sorry for any inconvenience this may have caused.

Joanne Jensen

Strata Property Manager

Strata Corporation VR 483





**STRATA PLAN VR 483  
SUNRISE WEST  
Re Pipe**

**Special Levy  
\$27,500.00**

X 8 Months

EFFECTIVE MARCH 1ST 2011 THROUGH TO OCTOBER 1ST 2011

| UNIT NO. | STRATA LOT | UNIT ENTITLEMENT | Levy      |
|----------|------------|------------------|-----------|
| 106      | 1          | 17844            | \$ 490.71 |
| 107      | 2          | 16185            | \$ 445.09 |
| 108      | 3          | 16110            | \$ 443.03 |
| 109      | 4          | 12717            | \$ 349.72 |
| 110      | 5          | 21965            | \$ 604.04 |
| 111      | 6          | 13219            | \$ 363.52 |
| 112      | 7          | 16461            | \$ 452.68 |
| 114      | 8          | 16135            | \$ 443.71 |
| 115      | 9          | 24554            | \$ 675.24 |
| 201      | 10         | 26816            | \$ 737.44 |
| 203      | 11         | 18070            | \$ 496.93 |
| 204      | 12         | 17768            | \$ 488.62 |
| 205      | 13         | 15708            | \$ 431.97 |
| 206      | 14         | 18975            | \$ 521.81 |
| 207      | 15         | 16034            | \$ 440.94 |
| 208      | 16         | 16059            | \$ 441.62 |
| 209      | 17         | 12717            | \$ 349.72 |
| 210      | 18         | 21940            | \$ 603.35 |
| 211      | 19         | 13245            | \$ 364.24 |
| 212      | 20         | 16386            | \$ 450.62 |
| 214      | 21         | 16135            | \$ 443.71 |
| 215      | 22         | 24830            | \$ 682.83 |
| 216      | 23         | 15808            | \$ 434.72 |
| 217      | 24         | 18422            | \$ 506.61 |
| 218      | 25         | 19452            | \$ 534.93 |
| 219      | 26         | 16989            | \$ 467.20 |
| 220      | 27         | 17793            | \$ 489.31 |

**STRATA PLAN VR 483  
SUNRISE WEST  
Re Pipe**

**Special Levy  
\$27,500.00**

X 8 Months

EFFECTIVE MARCH 1ST 2011 THROUGH TO OCTOBER 1ST 2011

| UNIT NO. | STRATA LOT | UNIT ENTITLEMENT | Levy                |
|----------|------------|------------------|---------------------|
| 301      | 28         | 18547            | \$ 510.04           |
| 302      | 29         | 18196            | \$ 500.39           |
| 303      | 30         | 19905            | \$ 547.39           |
| 304      | 31         | 17768            | \$ 488.62           |
| 305      | 32         | 15707            | \$ 431.94           |
| 306      | 33         | 18975            | \$ 521.81           |
| 307      | 34         | 16034            | \$ 440.94           |
| 308      | 35         | 16059            | \$ 441.62           |
| 309      | 36         | 12717            | \$ 349.72           |
| 310      | 37         | 21965            | \$ 604.04           |
| 311      | 38         | 13245            | \$ 364.24           |
| 312      | 39         | 16386            | \$ 450.62           |
| 314      | 40         | 16135            | \$ 443.71           |
| 315      | 41         | 24830            | \$ 682.83           |
| 316      | 42         | 15808            | \$ 434.72           |
| 317      | 43         | 18723            | \$ 514.88           |
| 318      | 44         | 20332            | \$ 559.13           |
| 319      | 45         | 17743            | \$ 487.93           |
| 320      | 46         | 17215            | \$ 473.41           |
| P1       | 47         | 17341            | \$ 476.88           |
| P2       | 48         | 18472            | \$ 507.98           |
| P3       | 49         | 20030            | \$ 550.83           |
| P4       | 50         | 20106            | \$ 552.92           |
| P5       | 51         | 17341            | \$ 476.88           |
| P6       | 52         | 15180            | \$ 417.45           |
| P7       | 53         | 20256            | \$ 557.04           |
| P8       | 54         | 20156            | \$ 554.29           |
| P9       | 55         | 17768            | \$ 488.62           |
| P10      | 56         | 18723            | \$ 514.88           |
|          |            | <b>1000000</b>   | <b>\$ 27,500.00</b> |

X8 Months      \$      220,000.00

**MINUTES OF ANNUAL GENERAL MEETING  
STRATA CORPORATION VR 483  
SUNRISE WEST**

---

**HELD:**

Tuesday February 7<sup>th</sup> 2011  
1345 West 15<sup>th</sup> Avenue Vancouver, BC  
Upper Parkade @ Building

**PRESENT:**

The Owners, Strata Plan VR 483 as per Registration Sheet  
Joanne Jensen, Park Place Property Services Ltd.

**1. CALL TO ORDER**

The meeting was called to order @ 7:03 PM and chaired by Paul Morris.

**2. CALLING THE ROLL/CERTIFICATION OF PROXIES**

It was advised that the Act states a quorum, consisting of one-third of the Owners eligible to vote, must be present in person or by proxy for a General Meeting to proceed. (38 Owners with 12 being proxies). Voting ballots were issued at the time of registration.

**3. NOTICE OF MEETING**

The Notice of Meeting dated January 17<sup>th</sup> 2011, was duly filed.

**4. AGENDA**

The Chair confirmed the Agenda as presented.

**5. MINUTES OF PREVIOUS GENERAL MEETING**

It was Moved/Seconded (201/106) and **CARRIED UNANIMOUSLY** to approve the minutes of the previous Annual General Meeting dated February 2<sup>nd</sup> 2010.

**6. COUNCIL REPORTS**

Mr. Morris thanked the volunteer council members of 2010 for all their diligence and hard work that was performed throughout the year for the Owners of VR 483 Sunrise West.

**7. INSURANCE REPORT**

Ms Jensen advised the ownership that a cover note detailing the insurance coverage on the property was included with their Notice of Meeting. This provided everyone with complete details on coverage's and deductibles for the Strata.

Be reminded that owners must ensure that all improvements and upgrades they have carried out to their strata lot or common area as approved by the bylaws must be covered under their own insurance coverage.

**MINUTES OF ANNUAL GENERAL MEETING  
STRATA CORPORATION VR 483  
SUNRISE WEST**

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We would also like to remind all owners that any alterations to be done to the exterior or the interior of your strata lot must be submitted to Council in writing as per the Strata Property Act. As the strata ages some owners may wish to do renovations in their units. You must inform the strata of all renovations being carried out.

**8. Be it Resolved,** To approve the 2011 operating budget in accordance with Section 103 of the Strata Property Act, by a majority vote of the Owners to approve the proposed Operating Budget for 2011.

It was moved/seconded (310/315) 37 for/1 against, **Motion Carried** to approve the proposed Operating Budget for 2011. Discussion resulted from the presented budget asking that the inaccessible windows are cleaned during this fiscal year.

Please note that there is no fee increase in your maintenance fees, which will continue on as usual.

**9. Special Resolution**

Be it Resolved by a  $\frac{3}{4}$  vote of the Owners, Strata Plan VR 483 to approve a Special Assessment for the re pipe of the building in the amount of \$220,000.00 payable in eight equal payments starting March 1<sup>st</sup> 2011 through to and including October 1<sup>st</sup> 2011 consecutively, to cover the additional, approximate costs over the \$250,000.00 which is held "in trust" from the sale of strata lot 32 to be applied as approved at a General Meeting for the re piping of the building.

It was moved/seconded (310/204) 31 for/7 against, **Motion Carried** to approve the re pipe of Strata Plan VR 483.

**Please note that the approved re pipe levy payments must be submitted to our office as this will not be applied as your maintenance fees with pre authorized debiting.**

Discussion continued at length with the owners regarding the time line, pertinence of fulfilling the re piping at one time or doing the job as a piece meal project. The end result was satisfied when Paul explained the dynamics and reasons of moving forward immediately with this project. All questions were answered to the satisfaction of all in attendance.

**10. ELECTION OF COUNCIL**

The existing Council that must resign in accordance with the Strata Property Act, however they are eligible for re-election.

**MINUTES OF ANNUAL GENERAL MEETING  
STRATA CORPORATION VR 483  
SUNRISE WEST**

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Nominations were then requested and those accepted are as follows;

|                  |           |               |               |
|------------------|-----------|---------------|---------------|
| Marnie Maher     | Unit #109 | Paul Morris   | Unit #112/114 |
| Jane Welsh       | Unit #311 | Jane Roy      | Unit #201     |
| Lonnie Ouellette | Unit #106 | Neil Hagen    | Unit #214     |
| Alan Sundquist   | Unit #310 | David Ledlin  | Unit #P1      |
| Bridget Lane     | Unit #115 | David LeClair | Unit #315     |

An election was held and the new council for 2011 is;

|                  |               |
|------------------|---------------|
| Marnie Maher     | Unit #109     |
| Paul Morris      | Unit #112/114 |
| Jane Welsh       | Unit #311     |
| Jane Roy         | Unit #201     |
| Lonnie Ouellette | Unit #106     |
| Neil Hagen       | Unit #214     |
| Alan Sundquist   | Unit #310     |

**NEW BUSINESS:**

It was noted that someone had donated silk plants to adorn our lobby, after a brief discussion it was decided that yes they will stay. If anyone wants to add to this please contact a council member prior to dropping them off.

There being no further business to transact the meeting terminated @ 8:52 PM.

THE NEXT COUNCIL MEETING WILL BE HELD SOMETIME IN APRIL AT THE CALL OF THE COUNCIL

Joanne Jensen  
Strata Property Manager

PARK PLACE PROPERTY SERVICES LTD

#240 11590 Cambie Road

Richmond BC, V6X 3Z5

TELEPHONE: (604) 271-7788 (24 hours after hours, emergencies only please.)

FAX: (604) 271-7733

EMAIL: [jjensen@parkplaceproperty.ca](mailto:jjensen@parkplaceproperty.ca)

**STRATA PLAN VR 483  
SUNRISE WEST  
APPROVED ANNUAL BUDGET  
FROM JANUARY 1, 2011 TO DECEMBER 31, 2011**

|                                     | <b>Approved<br/>Budget<br/>2010</b> | <b>Current YTD<br/>Dec 31st 2010<br/>Accrued</b> | <b>Proposed<br/>Budget<br/>2011</b> |
|-------------------------------------|-------------------------------------|--|-------------------------------------|
| <b>Revenue</b>                      |                                     |  |                                     |
| 101 Operating Income                | 177,185.00                          | 178,808.60                                       | 194,900.28                          |
| 102 Interest Income                 |                                     | 182.93   |                                     |
| 103 Sundry Income                   |                                     | 550.00   |                                     |
| 104 Move Out and Parking Income     | 1,400.00                            | 4,224.70   | 1,900.00                            |
| 105 Suite Rental                    | 11,000.00                           | 2,705.00   |                                     |
| 109 Late Payments/Fines             | 0.00                                | 1,213.18   |                                     |
| Project Surplus                     |                                     | 3,682.48   |                                     |
| PrYr Balance Fwd                    |                                     |  | 14,062.70                           |
| <b>Total Revenue</b>                | <b>189,585.00</b>                   | <b>191,366.89</b>                                | <b>210,862.98</b>                   |
|                                     |                                     |  |                                     |
|                                     |                                     | <b>Fee Increase</b>                              | <b>10.00%</b>                       |
| <b>Expenses</b>                     |                                     |  |                                     |
| 400 Gas                             | 35,000.00                           | 31,330.05  | 36,000.00                           |
| 405 Electricity                     | 7,000.00                            | 7,296.90   | 8,400.00                            |
| 410 Management Fees                 | 16,250.00                           | 16,791.72  | 18,200.04                           |
| 420 Insurance/Appraisal             | 15,000.00                           | 15,885.40  | 21,000.00                           |
| 430 Contracted Services             | 13,000.00                           | 12,336.48  | 16,000.00                           |
| 440 Audit/Legal                     | 550.00                              | 0.00   | 500.00                              |
| 460 Sundry                          | 2,500.00                            | 3,234.15   | 3,600.00                            |
| 470 Water/Sewer                     | 7,500.00                            | 8,275.32   | 9,000.00                            |
| 480 Garbage Removal                 | 4,200.00                            | 5,207.48   | 5,400.00                            |
| 490 Equipment/Supplies              | 1,700.00                            | 1,412.66   | 1,800.00                            |
| 500 Repairs & Maintenance           | 29,000.00                           | 37,355.35  | 41,900.00                           |
| 502 Mechanical Maintenance Contract | 1,700.00                            |  |                                     |
| 503 Window Cleaning                 | 1,200.00                            | 755.16   | 1,200.00                            |
| 504 Pest Control                    | 850.00                              | 686.96   | 1,500.00                            |
| 506 R & M - Plumbing/Heating        | 5,000.00                            | 6,160.96   | 3,000.00                            |
| 508 Laundry                         | 500.00                              | 171.72   | 500.00                              |
| 510 Grounds Maintenance             | 8,000.00                            | 7,893.69   | 3,500.00                            |
| 530 Enterphone                      | 1,000.00                            | 750.46   | 2,000.00                            |
| 540 Elevator Maintenance            | 4,400.00                            | 3,902.08   | 5,000.00                            |
| 580 Monitoring/Fire Safety          | 4,000.00                            | 3,474.92   | 4,000.00                            |
| 560 Property Tax                    | 1,500.00                            | 422.00   |                                     |
| 561 Mortgage Payment                | 7,000.00                            | 3,003.20   |                                     |
| 570 Snow Removal                    | 500.00                              |  | 362.94                              |
| 800 Contingency Transfers           | 17,235.00                           | 17,235.00  | 18,000.00                           |
| 911 Insurance deductibles           | 5,000.00                            |  | 10,000.00                           |
| <b>Total Operating Expenses</b>     | <b>189,585.00</b>                   | <b>183,581.66</b>                                | <b>210,862.98</b>                   |
| Net Income                          | 0.00                                | 7,785.23   | 0.00                                |
| Retained Earnings                   |                                     | 6,277.47   |                                     |
| Surplus / (Deficit)                 |                                     | 14,062.70  |                                     |

**STRATA PLAN VR 483  
SUNRISE WEST  
APPROVED STRATA FEE SCHEDULE  
EFFECTIVE JAN 1, 2011 TO DEC 31, 2011**

|                                  |                     |
|----------------------------------|---------------------|
| TOTAL OPERATING FEE              | \$162,000.00        |
| TOTAL CRF FEE                    | \$18,000.00         |
| <b>TOTAL COMBINED STRATA FEE</b> | <b>\$180,000.00</b> |

| UNIT NO. | STRATA LOT | UNIT ENTITLEMENT | 2011 STRATA FEES    |               |                         |        |
|----------|------------|------------------|---------------------|---------------|-------------------------|--------|
|          |            |                  | TOTAL OPERATING FEE | TOTAL CRF FEE | MONTHLY STRATA FEE 2011 |        |
| 106      | 1          | 17844            | \$ 240.89           | \$ 26.77      | \$ 267.66               |        |
| 107      | 2          | 16185            | \$ 218.50           | \$ 24.28      | \$ 242.78               |        |
| 108      | 3          | 16110            | \$ 217.49           | \$ 24.17      | \$ 241.65               |        |
| 109      | 4          | 12717            | \$ 171.68           | \$ 19.08      | \$ 190.76               |        |
| 110      | 5          | 21965            | \$ 296.53           | \$ 32.95      | \$ 329.48               |        |
| 111      | 6          | 13219            | \$ 178.46           | \$ 19.83      | \$ 198.29               |        |
| 112      | 7          | 16461            | \$ 222.22           | \$ 24.69      | \$ 246.92               |        |
| 114      | 8          | 16135            | \$ 217.82           | \$ 24.20      | \$ 242.03               |        |
| 115      | 9          | 24554            | \$ 331.48           | \$ 36.83      | \$ 368.31               |        |
| 201      | 10         | 26816            | \$ 362.02           | \$ 40.22      | \$ 402.24               |        |
| 203      | 11         | 18070            | \$ 243.95           | \$ 27.11      | \$ 271.05               |        |
| 204      | 12         | 17768            | \$ 239.87           | \$ 26.65      | \$ 266.52               |        |
| 205      | 13         | 15708            | \$ 212.06           | \$ 23.56      | \$ 235.62               | 235.64 |
| 206      | 14         | 18975            | \$ 256.16           | \$ 28.46      | \$ 284.63               |        |
| 207      | 15         | 16034            | \$ 216.46           | \$ 24.05      | \$ 240.51               |        |
| 208      | 16         | 16059            | \$ 216.80           | \$ 24.09      | \$ 240.89               |        |
| 209      | 17         | 12717            | \$ 171.68           | \$ 19.08      | \$ 190.76               |        |
| 210      | 18         | 21940            | \$ 296.19           | \$ 32.91      | \$ 329.10               |        |
| 211      | 19         | 13245            | \$ 178.81           | \$ 19.87      | \$ 198.68               |        |
| 212      | 20         | 16386            | \$ 221.21           | \$ 24.58      | \$ 245.79               |        |
| 214      | 21         | 16135            | \$ 217.82           | \$ 24.20      | \$ 242.03               |        |
| 215      | 22         | 24830            | \$ 335.21           | \$ 37.25      | \$ 372.45               |        |
| 216      | 23         | 15808            | \$ 213.41           | \$ 23.71      | \$ 237.12               |        |
| 217      | 24         | 18422            | \$ 248.70           | \$ 27.63      | \$ 276.33               |        |
| 218      | 25         | 19452            | \$ 262.60           | \$ 29.18      | \$ 291.78               |        |
| 219      | 26         | 16989            | \$ 229.35           | \$ 25.48      | \$ 254.84               |        |
| 220      | 27         | 17793            | \$ 240.21           | \$ 26.69      | \$ 266.90               |        |

**STRATA PLAN VR 483  
SUNRISE WEST  
APPROVED STRATA FEE SCHEDULE  
EFFECTIVE JAN 1, 2011 TO DEC 31, 2011**

|                                  |                     |
|----------------------------------|---------------------|
| TOTAL OPERATING FEE              | \$162,000.00        |
| TOTAL CRF FEE                    | \$18,000.00         |
| <b>TOTAL COMBINED STRATA FEE</b> | <b>\$180,000.00</b> |

| UNIT NO. | STRATA LOT | UNIT ENTITLEMENT | 2011 STRATA FEES    |               |                         |  |
|----------|------------|------------------|---------------------|---------------|-------------------------|--|
|          |            |                  | TOTAL OPERATING FEE | TOTAL CRF FEE | MONTHLY STRATA FEE 2011 |  |
| 301      | 28         | 18547            | \$ 250.38           | \$ 27.82      | \$ 278.21               |  |
| 302      | 29         | 18196            | \$ 245.65           | \$ 27.29      | \$ 272.94               |  |
| 303      | 30         | 19905            | \$ 268.72           | \$ 29.86      | \$ 298.58               |  |
| 304      | 31         | 17768            | \$ 239.87           | \$ 26.65      | \$ 266.52               |  |
| 305      | 32         | 15707            | \$ 212.04           | \$ 23.56      | \$ 235.61               |  |
| 306      | 33         | 18975            | \$ 256.16           | \$ 28.46      | \$ 284.63               |  |
| 307      | 34         | 16034            | \$ 216.46           | \$ 24.05      | \$ 240.51               |  |
| 308      | 35         | 16059            | \$ 216.80           | \$ 24.09      | \$ 240.89               |  |
| 309      | 36         | 12717            | \$ 171.68           | \$ 19.08      | \$ 190.76               |  |
| 310      | 37         | 21965            | \$ 296.53           | \$ 32.95      | \$ 329.48               |  |
| 311      | 38         | 13245            | \$ 178.81           | \$ 19.87      | \$ 198.68               |  |
| 312      | 39         | 16386            | \$ 221.21           | \$ 24.58      | \$ 245.79               |  |
| 314      | 40         | 16135            | \$ 217.82           | \$ 24.20      | \$ 242.03               |  |
| 315      | 41         | 24830            | \$ 335.21           | \$ 37.25      | \$ 372.45               |  |
| 316      | 42         | 15808            | \$ 213.41           | \$ 23.71      | \$ 237.12               |  |
| 317      | 43         | 18723            | \$ 252.76           | \$ 28.08      | \$ 280.85               |  |
| 318      | 44         | 20332            | \$ 274.48           | \$ 30.50      | \$ 304.98               |  |
| 319      | 45         | 17743            | \$ 239.53           | \$ 26.61      | \$ 266.15               |  |
| 320      | 46         | 17215            | \$ 232.40           | \$ 25.82      | \$ 258.23               |  |
| P1       | 47         | 17341            | \$ 234.10           | \$ 26.01      | \$ 260.12               |  |
| P2       | 48         | 18472            | \$ 249.37           | \$ 27.71      | \$ 277.08               |  |
| P3       | 49         | 20030            | \$ 270.41           | \$ 30.05      | \$ 300.45               |  |
| P4       | 50         | 20106            | \$ 271.43           | \$ 30.16      | \$ 301.69               |  |
| P5       | 51         | 17341            | \$ 234.10           | \$ 26.01      | \$ 260.12               |  |
| P6       | 52         | 15180            | \$ 204.93           | \$ 22.77      | \$ 227.70               |  |
| P7       | 53         | 20256            | \$ 273.46           | \$ 30.38      | \$ 303.84               |  |
| P8       | 54         | 20156            | \$ 272.11           | \$ 30.23      | \$ 302.34               |  |
| P9       | 55         | 17768            | \$ 239.87           | \$ 26.65      | \$ 266.52               |  |
| P10      | 56         | 18723            | \$ 252.76           | \$ 28.08      | \$ 280.85               |  |
| 1000000  |            |                  | \$ 13,500.00        | \$ 1,500.00   | \$ 15,000.00            |  |
| X        |            |                  | 12                  | X 12          | X 12                    |  |
|          |            |                  | \$ 162,000.00       | \$ 18,000.00  | \$ 180,000.00           |  |

**REMARKS:**

All owners are required to pay the total monthly strata fees in full amount in order to avoid any late penalty.



**STRATA PLAN VR 483  
SUNRISE WEST  
Re Pipe**

**APPROVED**

**Special Levy  
\$27,500.00**

**X 8 Months**

**EFFECTIVE JANUARY 1ST 2011 THROUGH TO AUGUST 1ST 2011**

| UNIT NO. | STRATA LOT | UNIT ENTITLEMENT | Levy      |
|----------|------------|------------------|-----------|
| 106      | 1          | 17844            | \$ 490.71 |
| 107      | 2          | 16185            | \$ 445.09 |
| 108      | 3          | 16110            | \$ 443.03 |
| 109      | 4          | 12717            | \$ 349.72 |
| 110      | 5          | 21965            | \$ 604.04 |
| 111      | 6          | 13219            | \$ 363.52 |
| 112      | 7          | 16461            | \$ 452.68 |
| 114      | 8          | 16135            | \$ 443.71 |
| 115      | 9          | 24554            | \$ 675.24 |
| 201      | 10         | 26816            | \$ 737.44 |
| 203      | 11         | 18070            | \$ 496.93 |
| 204      | 12         | 17768            | \$ 488.62 |
| 205      | 13         | 15708            | \$ 431.97 |
| 206      | 14         | 18975            | \$ 521.81 |
| 207      | 15         | 16034            | \$ 440.94 |
| 208      | 16         | 16059            | \$ 441.62 |
| 209      | 17         | 12717            | \$ 349.72 |
| 210      | 18         | 21940            | \$ 603.35 |
| 211      | 19         | 13245            | \$ 364.24 |
| 212      | 20         | 16386            | \$ 450.62 |
| 214      | 21         | 16135            | \$ 443.71 |
| 215      | 22         | 24830            | \$ 682.83 |
| 216      | 23         | 15808            | \$ 434.72 |
| 217      | 24         | 18422            | \$ 506.61 |
| 218      | 25         | 19452            | \$ 534.93 |
| 219      | 26         | 16989            | \$ 467.20 |
| 220      | 27         | 17793            | \$ 489.31 |

**STRATA PLAN VR 483  
SUNRISE WEST  
Re Pipe**

**APPROVED**

**Special Levy  
\$27,500.00**

**X 8 Months**

**EFFECTIVE JANUARY 1ST 2011 THROUGH TO AUGUST 1ST 2011**

| UNIT NO. | STRATA LOT | UNIT ENTITLEMENT | Levy                |
|----------|------------|------------------|---------------------|
| 301      | 28         | 18547            | \$ 510.04           |
| 302      | 29         | 18196            | \$ 500.39           |
| 303      | 30         | 19905            | \$ 547.39           |
| 304      | 31         | 17768            | \$ 488.62           |
| 305      | 32         | 15707            | \$ 431.94           |
| 306      | 33         | 18975            | \$ 521.81           |
| 307      | 34         | 16034            | \$ 440.94           |
| 308      | 35         | 16059            | \$ 441.62           |
| 309      | 36         | 12717            | \$ 349.72           |
| 310      | 37         | 21965            | \$ 604.04           |
| 311      | 38         | 13245            | \$ 364.24           |
| 312      | 39         | 16386            | \$ 450.62           |
| 314      | 40         | 16135            | \$ 443.71           |
| 315      | 41         | 24830            | \$ 682.83           |
| 316      | 42         | 15808            | \$ 434.72           |
| 317      | 43         | 18723            | \$ 514.88           |
| 318      | 44         | 20332            | \$ 559.13           |
| 319      | 45         | 17743            | \$ 487.93           |
| 320      | 46         | 17215            | \$ 473.41           |
| P1       | 47         | 17341            | \$ 476.88           |
| P2       | 48         | 18472            | \$ 507.98           |
| P3       | 49         | 20030            | \$ 550.83           |
| P4       | 50         | 20106            | \$ 552.92           |
| P5       | 51         | 17341            | \$ 476.88           |
| P6       | 52         | 15180            | \$ 417.45           |
| P7       | 53         | 20256            | \$ 557.04           |
| P8       | 54         | 20156            | \$ 554.29           |
| P9       | 55         | 17768            | \$ 488.62           |
| P10      | 56         | 18723            | \$ 514.88           |
|          |            | <b>1000000</b>   | <b>\$ 27,500.00</b> |

**X8 Months**

**\$ 220,000.00**