



**MARINA PLACE
STRATA PLAN VR 447**

**ANNUAL GENERAL MEETING
TUESDAY, FEBRUARY 5, 2013, 7:00PM
False Creek Community Centre**

COUNCIL PRESENT:

Jane Evans
Mary Collins
Dave Miller
Martin O'Keane
Pamela Allen
Bernice Crick

ABSENT:

Melinda Coghill

GUEST:

James Matheson from Overhead Door

MANAGEMENT PRESENT:

Christine Turner, Property Manager
Pacific Quorum Properties Inc.
christine@pacificquorum.com / direct line (604) 638-1965

The Property Manager introduced Mr. James Matheson from Overhead door to those in attendance. The strata President explained in a few words the parkade door situation. One of the gates stopped functioning the week before and the repairs would amount to approximately \$1500.00. The gates are due for replacement and the representative from the company was invited to brief everyone on the product. The different options were explained and owners had a chance to get all their questions answered during the thirty minute presentation.

1) CALL TO ORDER

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

2) QUORUM

The Property Manager certified that the 20 eligible strata lots were represented by 15 owners, 12 in person and 3 by proxy; therefore, the quorum was present and the meeting was legal to proceed.

3) OPENING REMARKS

The Council President, Jane Evans, briefly reviewed all the projects from last year and she updated all owners on the replacement of the windows that was to everyone's satisfaction. The painting of the new wood window frames is scheduled to take place once the weather has improved.

4) **ADOPTION OF PREVIOUS MINUTES**

It was:

MOVED/SECONDED (#2266/#1197)

To approve the minutes of the July 26, 2012 Annual General Meeting.

CARRIED

5) **INSURANCE OVERVIEW**

At this time the Property Manager provided an overview of the Strata Corporation's insurance coverage, explaining areas covered, limits of coverage, and deductibles. All owners were provided a copy of the insurance cover note in their notice package for this Annual General Meeting.

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 \$5,000.00.

(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.

6) **CONSIDERATION OF THE 2013 OPERATING BUDGET**

Council Treasurer, Martin O'Keane, distributed a summary of the Operating Account and Contingency Reserve Fund to all attendees so that owners could get a quick snapshot of the Strata Corporation's finances. The budget was then reviewed on a line by line basis. It was also noted that the proposed budget has no increase in strata fees for the upcoming year.

It was:

MOVED/SECONDED (#2252/#2258)

To approve the budget, as presented.

CARRIED

The year-end Budget Comparison and the Balance Sheet are attached at the end of the meeting minutes.

7) **3/4 VOTE RESOLUTION #1 – Garage Doors Replacement from the CRF**

BE IT RESOLVED:

That the Owners of Strata Corporation VR 447 approve the expenditure of a maximum of **Twenty-Two Thousand Dollars** (\$22,000.00) for the purpose of replacing the 2 parkade gates. The funds required for this expenditure will be a transfer from the CRF for a maximum of **Twenty-Two Thousand Dollars** (\$22,000.00) including taxes and \$2,000.00 for unforeseen expenses.

It was then:

MOVED/SECONDED (#1181/#1197)

To approve the resolution as presented.

FOR 14

OPPOSED 1

CARRIED

8) 3/4 VOTE RESOLUTION #2 – (Light Fixtures Replacement)

BE IT RESOLVED:

That the Owners of Strata Corporation VR 447 approve the expenditure of approximately **Six Thousand Dollars** (\$ 6,000.00) for the purpose of replacing the light fixtures. The funds required for this expenditure will be a transfer from the Building Improvement Budget. The amount includes taxes, 28 fixtures and labor.

It was then:

MOVED/SECONDED (#1197/#1185)

To approve the resolution as presented.

FOR 15

CARRIED

9) 3/4 VOTE RESOLUTION #3 – (Expenditure from the CRF to Replace Skylights)

BE IT RESOLVED:

That the Owners of Strata Corporation VR 447 approve the expenditure of a maximum of **Twenty-One Thousand Dollars** (\$21,000.00) for the purpose of replacing the skylights of units 1181, 1183, 1193, 1195 and 1197. The funds required for this expenditure will be a transfer from the CRF for a maximum of **Twenty-One Thousand Dollars** (\$ 21,000.00) including taxes.

It was then:

MOVED/SECONDED (#1181/#1185)

To approve the resolution as presented.

FOR 14

OPPOSED 1

CARRIED

10) 3/4 VOTE RESOLUTION #4 – Expenditure from the Staining Reserve Fund

BE IT RESOLVED:

That the Owners of Strata Corporation VR 447 approve the expenditure of a maximum of **Twenty-Two Thousand Dollars** (\$22,000.00) for the purpose of re-staining all wood as per quote. The funds required for this expenditure will be a transfer from the CRF for a maximum of **Twenty-Two Thousand Dollars** (\$ 22,000.00) including taxes.

It was then:

MOVED/SECONDED (#1187/#1181)

To approve the resolution as presented.

FOR 15

CARRIED

11) NEW BUSINESS

a) Windows Replacement Rebate

The owners present at the meeting are of the opinion that the rebate received or to be received by each owner should be redistributed the same way as it was paid; by unit entitlement. To achieve this, all owners are asked to send the amount they have received to Pacific Quorum, once all cheques have been received, the entire amount will be calculated using the same formula. Most owners present acknowledge that they have received their rebate already. When sending the cheques please make it payable to VR 447, ensure your name or unit number is written on it. Thanks for your cooperation.

b) Needed Carpentry

With the passing of the painting resolution some owners have reported small wood areas on their balcony requiring some repairs before the painting can take place in May, 2013. All owners are asked to inspect their surroundings and report any wood that is in need of attention to the Property Manager and send a picture if possible.

c) Plastic Downspouts

A few of the downspouts were replaced in the courtyard last year and an owner asked if the remaining downspouts would be replaced as well, the metal ones are old and noisy.

d) Water Fountain Pump

The pump was reported to be very noisy once again. It has been repaired in the past and a specialist might need to be called to evaluate if it needs replacement.

e) Building Signs

The two signs have deteriorated and will be replaced this year.

f) Grass on Boulevard

Strata Council explained to the owners that the City of Vancouver had been called to report the slippery and dangerous muddy area at the front of the building.

g) Earthquake Plan

An owner would like to see the Strata Council form a committee to prepare an earthquake emergency plan. There are already models available that could be used as a guide, more information will be provided at the next Council meeting.

h) Owners List

Strata Council would like to have the list of all residents of the complex and their phone numbers to be distributed to all owners. If someone objects for privacy reasons please contact the Property Manager before the list is published.

i) New Cleaning Company

Owners would like to receive a list of duties of Spectrum Building Maintenance. The Property Manager will send the list of duties with the AGM minutes.

12) ELECTION OF 2013 STRATA COUNCIL

The floor was opened up to nominees and/or volunteers for the 2013 Strata Council, with the following outcome:

- | | | | | | |
|----|----------------|-------|----|--------------------|-------|
| 1. | Jane Evans | #1197 | 5. | Ole Hansen | #2250 |
| 2. | Martin O’Keane | #2252 | 6. | Jim McLean | #1195 |
| 3. | Dave Miller | #1191 | 7. | Christopher Harvie | #1187 |
| 4. | Bernice Crick | #1193 | | | |

It was then:

MOVED/SECONDED (#1187/#1181)

To close the floor to further nominations.

It was then:

CARRIED BY ACCLAMATION the Approval of the 2013 Strata Council.

13) ADJOURNMENT

There being no further business the meeting was adjourned at 8:45 p.m.

THE NEXT COUNCIL MEETING IS SCHEDULED FOR THURSDAY, MARCH 7, 2013 AT 7:00 P.M. IN UNIT #1197.

Submitted by:

Christine Turner

PACIFIC QUORUM PROPERTIES INC.

430 – 1200 West 73rd Avenue

Vancouver, BC V6P 6G5

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

Christine’s Direct Line: 604-638-1965

Email: christine@pacificquorum.com

Website: www.pacificquorum.com

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

Please Note: The Real Estate Regulations requires a vendor to provide purchasers with copies of Strata 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.

CLEANING BID PROPOSAL

PREPARED FOR

MARINA PLACE

1181 - 1199 W 7th VANCOUVER BC

SUBMITTED BY: SPECTRUM BUILDING MAINTENANCE

**#120 – 3 RIALTO COURT
NEW WESTMINSTER BC**

**If you have any questions or concerns regarding this quote or require any adjustments to services offered
Please do not hesitate to call*

Date: October 29th 2012

Dear Strata Owners:

Re: Condominium Cleaning Bid Proposal for Marina Place

We wish to take this opportunity to thank you for allowing Spectrum Building Maintenance to prepare and submit to you a Condominium Cleaning Bid Proposal in respect to Marina Place at 1181 W 7th Vancouver BC.

We wish to provide you with a brief history about our Company to better assist you in your decision making with respect to our proposal. Our Company was founded in 1990 and provides building maintenance services to the property management industry.

Each and every one of our professional cleaners/janitors are thoroughly trained in respect to each cleaning task and have each successfully completed all of the necessary safety training.

Our Company's goal is to professionally clean and service each of our customer's facilities and buildings to the best of our abilities and in the highest standard possible.

At Spectrum Building Maintenance, we understand the importance to our customers to eliminate as many hassles as possible and therefore Spectrum Building Maintenance shall provide strong management and direction to ensure services are delivered to you in a smooth and hassle free manner.

We look forward to the opportunity to service your needs and becoming a valued partner in maintaining and improving the appearance and cleanliness of your condominium.

SERVICE GUARANTEE

Spectrum Building Maintenance is so confident in the quality of service that we provide to each of our clients that we offer an unprecedented guarantee in the business, one that no other cleaning company is willing to offer.

Spectrum Building Maintenance guarantees that if you are not 100% satisfied with our services after the first 30 days, you may terminate our services with no obligation to pay*.

*Just cause must be given for termination. This warranty applies only to the first 30 days of the contract

Sincerely,

**Roland Etzler
Meredith Dodgson**

GENERAL PROVISIONS

Spectrum Building Maintenance (the “Company”) agrees to provide to Marina Place (the “Client”), all labour, supervision, materials and equipment necessary to assure the performance of the Company of the commercial cleaning services (the “Services”) for the Client.

The Services that the Company shall provide to the Client are as set out on Schedule “A” attached hereto.

TERM

The Company shall provide such Services to the Client for a period of ONE (1) year, with a commencement date of AT COUNCILS REQUEST, or at such other date as the Company and the Client in writing may agree.

The Client, at its sole option, has the right to renew or expand the scope of the Services to be provided.

ADDITIONAL SERVICES

The Company, in addition to the Services set out on Schedule “A” hereto, also can or may provide the additional services (the “Additional Services”) to the Client as follows:

- (i) Carpet Cleaning
- (ii) Pressure Washing
- (iii) Power Vacuuming
- (iv) Tile & Grout Cleaning
- (v) Graffiti Removal
- (vi) Rubbish Removal
- (vii) Handyman Services

Such Additional Services shall be provided to the Client upon written request to the Company, and at such time, the Company shall provide to the Client price quotes for any Additional Services requested.

SERVICE SCHEDULE

The Company’s cleaning staff shall perform the Services for the Client on the dates and times as agreed to between them and shall observe all holidays of the Client.

The Company shall adapt the service schedule to meet and serve the Client’s needs and requests.

INVOICING

The Company will invoice the Client on a monthly basis by providing an up-to-date invoice to the Client by the 1st day of each and every month.

Any and all payments due and owing to the Company by the Client shall be paid within Thirty (30) days' of the Client receiving such invoice.

CLEANING SUPPLIES

The Company shall provide and maintain all necessary cleaning equipment to the Client, including but not limited to, cleaning solutions, floor machines, buffers, vacuums, janitor carts, buckets, mops and brooms and the Client shall keep all such cleaning supplies in a safe and secure location.

The Company shall ensure it maintains at all time or times, proper safety standards in connection with the performance of the Services at the Client's location where services are to be performed.

REQUIREMENTS:

- Completion of signed contract
- Secure room to store janitorial equipment
- 1 WCB approved 8' ladder to replace any lights at a height of no more than 10 feet
- 2 sets of keys for all doors as required

BUILDING SECURITY:

Spectrum Building Maintenance will take full responsibility for all building keys and will ensure that all locked doors will be kept locked during the cleaning operation.

COMMUNICATION CONTROL:

Communication between the Property Management Company, Strata Owners and Spectrum Building Maintenance is a critical operational function.

A detailed list of full contact names and phone numbers and hours of operation will be required.

Any signs of vandalism, plumbing or electrical problems will be reported immediately to the Property Management Company or to a Member of the Strata Council.

INSURANCE

The Company shall at all times maintain insurance applicable to the Services being performed by the Company and shall include no less than \$5,000,000 comprehensive liability coverage, property damage, Worker's Compensation and bonding.

The Company shall furnish to the Client a copy of such relevant insurance policy upon request of the Client.

INDEPENDENT CONTRACTOR

Any and all staff or personnel supplied by the Company for the performance of the Services shall be deemed employees of the Company, and at no time shall they be considered sub contract employees or agents of the Company.

PRICE INCREASES

Any prices quoted to the Client shall remain in full force and effect for a period of Two (2) years.

TERMINATION

Any agreement or agreements entered into between the Company and the Client may be terminated at any time by either party, by providing Thirty (30) day's written notice to the other party.

SCHEDULE "A"

DUTIES	TIMES REQUIRED
EXTERIOR:	TIMES REQUIRED
• Check building perimeter for garbage	1 x per week
• Sweep entrance sidewalks	1 x per week
• Sweep entrance stairs	1 x per week
• Sweep courtyard	1 x per week
• Sweep garage stairs x 2	1 x per week
• Sweep unit stairs & entrances	1 x per week
• Wash courtyard & stairs	2 x per month ✓
• Remove leaves from sidewalks & driveway	Seasonal as required
GARBAGE & RECYCLE AREA	TIMES REQUIRED
• Sweep garbage bin area	1 x per week
• Sweep recycle bin area	1 x per week
• Hose down and disinfect garbage area	4x per year ✓
PARKADE & DRIVEWAY	TIMES REQUIRED
• Spot check for garbage & remove	1x per week
• Sweep garage	1 x per month
LIGHTS & FIXTURES	TIMES REQUIRED
• Wash entrance signs	1x per week
• Check & replace all lights	1 x per week
• Wash light fixtures	2 x per month ✓
• Wash all hand railings	2 x per month ✓
• Check all common area door locks	1x per week

NOTE:

All items marked with an ✓ will be cleaned more often if necessary at no extra cost

CONSIDERATION

The Company shall provide Cleaning Services to the Client One (1) time per week at the following days and times as set out below:

- (i) Wednesday – Maximum 4.5 man hours per day

The Company proposes to the Client that Services shall be payable monthly to the Company at the rate of

FOUR HUNDRED SEVENTY FIVE DOLLARS (\$475.00) PER MONTH PLUS HST.

We would like to thank the owners of MARINE PLACE for considering SPECTRUM BUILDING MAINTENANCE as the provider of services to your home.

We look forward to hearing from you soon.

Roland Etzler



Meredith Dodgson



Budget Comparison Cash Flow (Accrual)
VR 447 Marina Place - (vr447)
December 2012

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	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
INCOME									
3110 Strata Fees	8,380.66	8,380.63	0.03	0.00	100,567.92	100,568.00	-0.08	0.00	100,568.00
3120 Miscellaneous / Bank Int.	113.93	10.00	103.93	1,039.	723.61	120.00	603.61	503.0	120.00
3140 PrYr Allocation	1,269.33	1,269.37	-0.04	0.00	15,231.96	15,232.00	-0.04	0.00	15,232.00
TOTAL INCOME	9,763.92	9,660.00	103.92	1.08	116,523.49	115,920.00	603.49	0.52	115,920.00
EXPENSE									
4005 Janitorial Services	0.00	375.00	375.00	100.0	4,065.60	4,500.00	434.40	9.65	4,500.00
4030 Insurance	1,242.12	1,242.37	0.25	0.02	14,905.00	14,908.00	3.00	0.02	14,908.00
4035 Utilities	0.00	216.63	216.63	100.0	2,002.24	2,600.00	597.76	22.99	2,600.00
4053 Water & Sewer	0.00	375.00	375.00	100.0	4,588.64	4,500.00	-88.64	-1.97	4,500.00
4070 Window Cleaning	0.00	125.00	125.00	100.0	1,848.00	1,500.00	-348.00	-23.20	1,500.00
4090 R & M Building	1,211.37	1,250.00	38.63	3.09	17,703.43	15,000.00	-2,703.43	-18.02	15,000.00
4130 Landscaping Maintenance	0.00	416.63	416.63	100.0	4,167.41	5,000.00	832.59	16.65	5,000.00
4135 Landscaping Improvements	0.00	83.37	83.37	100.0	721.58	1,000.00	278.42	27.84	1,000.00
4145 Waste Removal	655.24	525.00	-130.24	-24.81	6,973.99	6,300.00	-673.99	-10.70	6,300.00
4190 Fire Protection	0.00	111.00	111.00	100.0	805.84	1,332.00	526.16	39.50	1,332.00
4220 Management Fees	1,040.00	1,040.00	0.00	0.00	12,480.00	12,480.00	0.00	0.00	12,480.00
4225 Admin/Bank Charges	189.73	150.00	-39.73	-26.49	2,184.79	1,800.00	-384.79	-21.38	1,800.00
4390 Contingency Reserve Transfe	1,833.33	1,833.37	0.04	0.00	21,999.96	22,000.00	0.04	0.00	22,000.00
4392 Staining Reserve Transfer	500.00	500.00	0.00	0.00	6,000.00	6,000.00	0.00	0.00	6,000.00
4393 Building Improvement	0.00	1,416.63	1,416.63	100.0	4,760.00	17,000.00	12,240.00	72.00	17,000.00
TOTAL EXPENSE	6,671.79	9,660.00	2,988.21	30.93	105,206.48	115,920.00	10,713.52	9.24	115,920.00
NET INCOME	3,092.13	0.00	3,092.13	0	11,317.01	0.00	11,317.01	0	0.00
CASH FLOW	3,092.13	0.00	3,092.13	0	11,317.01	0.00	11,317.01	0	0.00
Beginning Cash	5,924.12								
Ending Balance	10,873.12								

Balance Sheet (Accrual)
VR 447 Marina Place - (vr447)
December 2012

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ASSETS

Bank - Operating Funds Account	10,873.12
Bank - Contingency Reserve Account	149,253.49
CRF - Interfund Loan (Insurance)	16,701.00
Petty Cash	100.00
Accounts Receivable	4,543.77
Prepaid Insurance	16,701.00

TOTAL ASSETS	<u><u>198,172.38</u></u>
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LIABILITIES & EQUITY

Liabilities

Accounts Payable	381.92
Prepaid Maintenance Fees	2,084.11
Interfund Loan	<u>16,701.00</u>
Total Liabilities	19,167.03

Equity

Current Surplus/(Deficit)	11,317.01
Prior Years Surplus/(Deficit)	1,733.85
Contingency Reserve Fund	122,496.46
CRF - Staining Reserve Fund	<u>32,083.35</u>
	154,579.81

Special Levy Fund - Window Replacement	11,374.68
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Total Equity	<u>179,005.35</u>
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TOTAL LIABILITIES & EQUITY	<u><u>198,172.38</u></u>
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