MINUTES OF THE SPECIAL GENERAL MEETING OF THE OWNERS, STRATA PLAN LMS 222, THE HIGHLANDS, HELD ON TUESDAY, MARCH 13, 2007 AT 7:00 PM IN THE 1ST FLOOR MEETING, 7161 121ST STREET, SURREY, BC

CALL TO ORDER:

The meeting was called to order by Mr. John Robyn, Strata Council President, at 7:17 pm.

CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:

Mr. Al McKay, Strata Manager, advised that subsequent to the calling of the roll and certification of proxies 186 owners were eligible to vote. A quorum for the meeting consisted of 62 voting owners. At the scheduled start time for the meeting at 7:00 pm, it had been determined that there were 32 owners present in person, 22 represented by proxy, for a total of 54 voting members. The Manager advised that this figure did not represent a quorum.

Strata Corporation bylaw 30 (2) states: "If at the appointed time for a General Meeting, a quorum is not present, the meeting shall stand adjourned for a period of thirty (30) minutes, whereupon the adjourned meeting shall be reconvened at the same time and place and the persons present, entitled to vote, shall constitute a quorum."

Mr. McKay then reported to the ownership that after the budget had been defeated at the Annual General Meeting, the Strata Council met as a group to rework the original budget, and doing so made numerous adjustments reducing the overall expenditure in the revised budget which was being presented to the owners at the Special General Meeting. The Manager then reviewed the finance report that he had prepared which was contained in the Special general Meeting package. He reported that it was anticipated that the Strata Corporation would end the fiscal year with an estimated operating deficit of approximately $7,000.00, and that improvements to the cash position of the Strata Corporation were the result of lower than expected service charges for heating fuel for the months of December 2006 and January 2007.

The Manager then reviewed with the owners the various line items that had been reduced by the Strata Council. In summarizing the finance report, the Manager advised Council that the revised budget being presented to the owners still contained a $100,000.00 contribution to the Strata Corporation's contingency reserve fund which was identical to that presented in the operating budget which was defeated at the Annual General Meeting.

The Manager then opened the floor for discussion.

Several questions arose pertaining to future cost estimates, particularly for the re-roofing project, and whether the Strata Corporation would ever see a reduction in the strata fees. The Strata Manager advised that it was possible to have strata fees reduced, but this would not occur until all the major roofing systems had been replaced, and then depending on the warranty of the roofing projects it could be possible to amortize over a longer period of time the replacement of the roofing systems, which could allow the Strata Council at that time to reduce the contribution to the roofing portion of the contingency reserve fund for example, and that this could result in the reduction of the strata fees. The Manager advised the owners that it is impossible to predict what repair, replacement or capital expenses may arise in the future, and he emphasized the importance of ensuring that there is adequate funding in the contingency reserve fund for unexpected and emergency repairs that do arise from time to time and require funding.

At the completion of discussion on the budget, the Manager advised that it was approximately 7:35 pm, and that in accordance with the Strata Corporation bylaws, the meeting was deemed quorated, with again 32 owners present in person, 22 represented by proxy, for a total of 54 voting members.

FILING OF PROOF OF NOTICE OF MEETING:
The Manager read into the record the notice of meeting sent to all registered strata lot owners in accordance with the requirements of the Strata Property Act, stating the date, time, place and purpose of the Special General Meeting.

MINUTES OF THE MEETING OF FEBRUARY 7, 2007:
It was

MOVED AND SECONDED:
That the minutes of the meeting of February 7, 2007 be adopted as presented.

MOTION CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES:
There was no business arising from the minutes.

STRATA COUNCIL REPORT:
Mr. John Robyn welcomed all the owners who attended the Special General Meeting.

FINANCE REPORT:
Ms. Roberta McKinnon then referred the owners to the resolution contained in the meeting notice pertaining to the 2007/2008 operating budget, and read it into the record, as follows:

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

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

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

BE IT THEREFORE RESOLVED THAT:

⇒ The Owners, Strata Plan LMS 222, hereby authorize a 2007/2008 reserve contribution in the amount of $87,000.00. (refer to Section 93 of the Strata Property Act)

⇒ The Owners, Strata Plan LMS 222, hereby authorize a transfer from reserves in the 2007/2008 fiscal year in the amount of $11,500.00, to fund interior hallway painting at 7161 121st Street. (refer to Section 96 of the Strata Property Act)

⇒ The Owners, Strata Plan LMS 222, hereby authorize the transfer of funds from the reserves in the 2007/2008 fiscal year in the amount of $35,000.00, to fund the replacement of the 7161 121st street loft roof system. (refer to Section 96 of the Strata Property Act)

⇒ The Owners, Strata Plan LMS 222, hereby authorize operating expenses in the amount of $500,782.00, including a 2006/2007 estimated deficit recovery of $7,000.00 (exclusive of the reserves and capital expenses). (refer to Section 103 (1) of the Strata Property Act)

It was noted that the address for the interior hallway painting and the authorization to transfer funds from the contingency reserve fund to complete this was incorrect, and that the resolution should read:

⇒ The Owners, Strata Plan LMS 222, hereby authorize a transfer from reserves in the 2007/2008 fiscal year in the amount of $11,500.00, to fund interior hallway painting at 7151 121st Street. (refer to Section 96 of the Strata Property Act)

It was then

MOVED AND SECONDED:
To adopt the budget resolution as amended.

MOTION CARRIED UNANIMOUSLY

Reserve Transfer – Elevator Lobby Flooring
The Strata Manager then referred the owners to a ¾ resolution contained in the meeting notice regarding the authorization of a transfer of $12,000.00 from the Strata Corporation's contingency reserve fund to fund the installation of new flooring on the second and third elevator lobby areas of the 7151 and 7171 buildings with a commercial grade linoleum.

Some owners inquired about the type of material in use, and Council and the Strata Manager reported that the commercial quality vinyl flooring material which was installed at the second and third elevator lobby entrances of the 7161 building had met with significant approval of the owners who reside in that building. Council was recommending the new flooring in an effort to prevent the overuse and eventual possibility of having to replace the flooring in these areas prior to the entire re-carpeting project.

Ms. Tara Mackie, Strata Council member, read the resolution into the record, as follows:

WHEREAS The Strata Council recognizes that the second and third floor lobby entrance flooring in the 7151 and 7171 buildings is subject to significant wear; and

WHEREAS The Strata Council is recommending that the existing flooring at these locations be replaced with a commercial grade vinyl flooring material that is more resistant to wear; and

WHEREAS The Strata Property Act permits a transfer of funds from the contingency reserve fund;

BE IT THEREFORE RESOLVED THAT The Owners, Strata Plan LMS 222, The Highlands, hereby authorize a transfer from reserves in the 2007/2008 fiscal year in the amount of $12,000.00 to fund the re-flooring of the second and third elevator lobby floor areas of the 7151 and 7171 buildings.

It was

MOVED AND SECONDED:
That the resolution be adopted as presented.

MOTION CARRIED (49 in favour, 5 abstentions)

OTHER BUSINESS:
There was no other business.

ADJOURNMENT:
There being no further business, the meeting adjourned at 8:05 pm.

The Strata Council President and Strata Manager then extended their appreciation to all the owners for their patience and for their attendance at the Special General Meeting to approve the budget.

STRATACO MANAGEMENT LTD.
8553 Commerce Court
Burnaby, BC
V5A 4N4

Tel: 604-294-4141
Fax: 604-294-8956

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 222, THE HIGHLANDS, HELD ON TUESDAY, MARCH 13, 2007, AT 8:00 PM IN THE 1ST FLOOR MEETING ROOM, 7161 121ST STREET, SURREY, BC

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Council in attendance:

John Robyn, President
Edd Gibbons, Vice President
Roberta McKinnon, Treasurer
Tara Mackie
Rick Halliday
Ed Stark
Houssam Komati

Al McKay,
Strataco Management Ltd.

CALL TO ORDER:
The meeting was called to order by Mr. John Robyn, Strata Council President, at 8:09 pm.

MINUTES OF THE MEETING OF JANUARY 16, 2007 and FEBRUARY 7, 2007:
The minutes of the meeting of January 16, 2007 and February 7, 2007 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:
There was no business arising from the minutes.

DELEGATION:
Excessive Noise
The Property Manager introduced an owner from the 7151 building who had requested to speak to the Council about several letters she had submitted reporting excessive noise emanating from the use of a treadmill at an adjoining strata lot. The owner reported to the Strata Council that the treadmill, when in use, is causing a significant vibration and excessive noise within the suite. After several questions of clarification by the Strata Manager and Council, the Council agreed to arrange a time to inspect both units with the Strata Manager and members of Council to determine what, if any, action can be taken to reduce the vibration and sound transmission coming from the treadmill.

PRESIDENT'S REPORT:

Management Contract Addendum
The Manager tabled a signed copy of the Contract Addendum reflecting adjustments to the management service fees, effective January 1, 2007, and January 1, 2008.

Management Contract Amendments
The Council reviewed a memorandum that had been sent to former Council President, Mr. Mark Alexander, from the President of Strataco Management Ltd., advising that due to requirements from the Real Estate Act of January 1, 2006, amendments were required to the wording of the Management Contract.

2007 Meeting Schedule
The Manager tabled revisions made to the 2007 meeting schedule for Council review.

DRAFT
FOR DISCUSSION

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statement
The Strata Council Treasurer, Ms. Roberta McKinnon, reported that she had reviewed the financial statement for the month of January 2007. Ms. McKinnon advised that the financial statements appeared to be in good order and that she only required clarification on one minor entry for bank charges, which would be reviewed and provided to her by the accounting department of Strataco Management. It was

MOVED AND SECONDED:
To approve the financial statements from the month of January 2007 subject to the Treasurer receiving the requested information regarding bank charges.

MOTION CARRIED UNANIMOUSLY

Council reminds all owners that in the event of an emergency of any kind including failures of any plumbing components within a suite, building or common property, they are to contact the office of Strataco Management Ltd. where the on call Strata Manager is available to address emergencies on a 24 hours, 7 day a week basis. In the event that the Fire Department is called and Strata Council members are not available, the emergency on call Strata Manager will have information to contact any Council member serving, if required, to assist the Fire Department.

Council again reminds all owners that condominium living requires each individual to be both sensitive and considerate to their neighbours with respect to sound transmission levels, as some noises can be transferred very easily from strata lot to strata lot, resulting in a lack of peace and quiet within the suites, preventing other strata lot owners from using and enjoying their strata lots.

Receivables Report
The Strata Manager reviewed the status of accounts receivable, noting that one strata lot was 30 days in arrears of strata fees, and two strata lots were 60 days in arrears of strata fees. However, no collections action by the Council was required at this time.

Reserve Fund Investments
The Council reviewed copies of investment account statements that had been received from RBC Dominion Securities, Prospera Credit Union, and the Ubiquity Bank of Canada representing a portion of the Strata Corporation's contingency reserve fund investments.

Direct Energy
The Council reviewed a copy of an invoice recently received from Direct Energy which contained the natural gas consumption history for the Strata Corporation, commencing December 2000 through January 2007.

Terasen Gas
Correspondence received from Terasen Gas was tabled denoting adjustments to the charges for natural gas transportation effective January 1, 2007.

2) Staff Report

Site Inspection Reports
The Manager reported that the site inspection reports were on file and that all matters requiring attention were being dealt with by the Manager or referred to Council for further direction.

Telus Communications
The Council reviewed correspondence sent to Telus advising that the Strata Corporation was in receipt of reports from several owners who had recently signed up for Telus television, regarding the formerly designated channel, which was connected to the enterphone camera. The Strata Manager requested, in the correspondence, that Telus contact the Strata Manager immediately upon receipt of this letter in order to resolve the matter of enterphone camera access. The Manager reported to Council that the letter was dated February 1, 2007 and that he had not yet received a response from Telus.

Brenda's Cleaning
Correspondence was reviewed requesting that the janitorial contractor schedule the parkade cleaning after A & A Anderson Tank Service completes the cleaning of the underground parkade storm catch basins and pumping stations, which is scheduled for October 2007.

Precision Gutters
Correspondence directed to the contractor requested the cleaning or repair of an overflowing gutter located above unit 305-7151.

Ideal Door
The Manager tabled correspondence requesting that the garage door service company provide a quotation for the replacement of all the roller pins on both vehicle gates with nylon rollers in an effort to reduce sound transmission levels emanating from the overhead door.

A & A Anderson Tank Service
The Council reviewed correspondence confirming Council's approval of a quotation in the amount of $830.00 + GST for cleaning the storm catch basins, interceptors, and pumping stations in the month of October 2007.

Guildford Towing
The Manager tabled correspondence to Guildford Towing confirming towing authorization and protocol for the Strata Corporation.

Quotations
Removal and Replacement of Interlocking Paving Bricks at the 7151 and 7171 parkade ramp entrances: The Strata Manager advised Council that he had requested quotations for the removal of the existing interlocking paving stones that comprised the entrance ramps to the 7151 and 7171 parkade. He further noted that he had requested

quotations for the supply and installation of broom finish, exposed aggregate, and colour stamped concrete sealer, and that the two quotations contained pricing that ranged from $24,000.00 + GST to $42,000.00 + GST. The floor was then open for discussion and several Council members expressed their concern as to how the installation of any concrete matter would change the appearance of this area. The Strata Manager advised that this matter had previously been discussed, approximately two years ago, by the Strata Council at that time, and that they too had made a decision to retain the interlocking paving stones and assume the repair and maintenance costs that go along with them in order to maintain the integrity of the appearance of the driveway entrance to the complex. It was

MOVED AND SECONDED:
To table any decision on the replacement of the interlocking paving stone ramps at this time.

MOTION CARRIED UNANIMOUSLY

7161 Roof Replacement
The Manager tabled, for Council's review, a quotation which had been received from Hazelmere Roofing in the amount of $27,500.00 + GST for the replacement of the loft roof systems on the 7161 building. The Manager advised Strata Council that he had requested quotations from five roofing companies in the fall in of 2006 and only received one quote. It was

MOVED AND SECONDED:
To table the decision, awarding the contract to Hazelmere Roofing until additional quotations had been received.

MOTION CARRIED UNANIMOUSLY

Cable and Hydro Flushing of all Storm Lines
One quotation was received from Roto Rooter, and in discussion it was noted that Strata Council members Mr. John Robyn and Mr. Edd Gibbons, as well as Landscape Committee Chairperson Mr. Morgan Kelly, had been completing a number of repairs to lawn catch basins, and perimeter drain tile. This was hoped to positively impact the source of water ingress into the underground parkade at several locations. As such it was then

MOVED AND SECONDED:
To table the matter of hydro flushing and camera inspection of the perimeter drain tile until the Council had an opportunity to review the recent repairs.

MOTION CARRIED UNANIMOUSLY

7161 Sprinkler Head Replacement
The Strata Manager presented four quotations to Council, ranging from $29,925.00 + GST to $60,000.00 + GST to replace approximately 1,500 Omega sprinkler heads in the 7161 building. After review it was

MOVED AND SECONDED:
To approve the quotation received from Fraser Valley Fire Protection, in the amount of $29,925.00 + GST.

MOTION CARRIED UNANIMOUSLY

In making its decision, the Council noted that additional costs would be a likely outcome, and as such, by selecting the lowest bid, the additional funding, which had been authorized at the Annual General Meeting, should be enough to cover additional expenditures.

3) Boiler/Mechanical

Ashland Drew Industrial
The Manager tabled the most recent water treatment service report in January 2007, which showed that the boiler system treatment levels were found to be in a satisfactory condition.

4) Correspondence
The Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: letters of election, re-election, and appreciation; Building 7151: report of plumbing drain deficiencies; report of vehicle vandalism; report of excessive noise concerns; report of fine drywall crack within suite; owner reports concerns over sound transmission levels from a treadmill; request to winterize hose bib; appreciation for snow removal; report of water overflow from gutters adjacent to strata lot; plumbing and drain concerns; request to comply with bylaws (noise); request to report recent in-suite modifications; permission to use treadmill on a limited basis approved; permission to install laminate flooring approved; removal of items stored in parking stall; removal of items stored in parking stall; owner reports on suite plumbing noises; various matter reviewed by Council; owner requested to inspect plumbing components within the suite; request to obtain vehicle storage insurance; appreciation for snow clearing; owner reports plumbing noises; Building 7161: storage locker damage reported; storage locker damage reported; appreciation for snow removal and reports of building and general maintenance matters and bylaw contraventions; request to remove flower baskets; cardboard boxes stored in parking stall; balcony storage items; report of minor roof damage; report of overflowing gutters; request for permission to replace wood decking material; Building 7171: welcome letter sent; owner reports bylaw contraventions (excessive noise) and damage to adjacent shrubs; owner requested to comply with noise bylaws; owner reports landscape maintenance items; damage to lawn area adjacent to strata lot; appreciation for snow removal; report of plumbing noise received; permission to install laminate flooring approved; report of excessive street noise and request to review brightness of exterior courtyard lighting; owner reports willingness to serve as a Council alternate; owner requested to comply with bylaws (excessive noise).

In reviewing the correspondence, the following was duly resolved: regarding strata lot 110, request for permission to replace decayed wooden deck materials; the Manager tabled the request that had been received from the owner of strata lot 110, seeking Council's permission to use a supply of 1" X 4" and 2" X 4" boards to replace the wood deck flooring of the patio adjoining the strata lot. After review it was

MOVED AND SECONDED:
That the owner be granted permission to replace the wood decking material.

MOTION CARRIED UNANIMOUSLY

5) Insurance

Ocean Province Appraisal
The Council reviewed a copy of the appraisal report completed by Ocean Province Appraisals, which included the certificate of appraisal service, confirming the total cost of reproduction new to be $29,750,000.00.

Coastal Insurance Services
The Council reviewed correspondence received from Coastal Insurance containing a policy endorsement increasing the old property limit by $1,950,000.00 to cover the amount of $29,750,000.00, and that this endorsement had resulted in an additional insurance premium of $1,956.00.

6) Landscaping

Proper Landscaping
The Council reviewed two letters that had been sent to Proper Landscaping requesting the completion of various landscape maintenance items.

7) Completed Items

The Manager reported that the following items had been completed since the last meeting of the Strata Council: removed debris from four submersible pumps in underground parkade; annual fire inspection; replaced weather stripping around doors at strata lots 94 and 111; repaired wooden stair railing adjacent to western perimeter pedestrian gate; repaired number two bare mount heating pump; repaired paving bricks at the 7151 parkade ramp; repaired second floor hallway light fixture at 7151; cleaned all thirteen parkade catch basins; cleaned all perimeter interior eavestroughs and flat roof drains; repaired minor roof leak at strata lot 111; repaired in-suite shower stall at strata lot 36; replaced building three loop pump for boiler system; cleared snow from sidewalks and courtyard.

OTHER BUSINESS:

2007/08 Operating Budget
The Manager tabled a memorandum which had been issued to all Council members requesting that the Council meet independently as a group to review the budget that had recently been rejected at the Annual General Meeting held February 7, 2007.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:55 pm, until the next meeting scheduled for Wednesday, May 8, 2007 at 7:00 pm in the first floor meeting room 7161 121st Street, Surrey, BC.

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/mr

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The Highlands

"THE OWNERS STRATA PLAN LMS 222"

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Fax: 604-294-8956

March 16, 2007

The Owners
Strata Plan LMS 222
The Highlands

Re: 2007/2008 operating budget and strata fees

Dear Owners:

Attached please find a copy of the 2007/2008 operating budget approved by the ownership at the recent Special General Meeting.

Your monthly strata fee, retroactive to March 1, 2007, is shown on the attached schedule. If you have made payment for March 2007 in the old amount, you will have to add the difference to your April 2007 payment.

Owners on the pre-authorized payment plan are asked to note that the April 2007 withdrawal will include the difference for March 2007, and commencing May 1st, 2007 the monthly withdrawal will be reduced to the amount shown on the attached schedule for the remainder of the fiscal year.

To ensure your account is current at all times, please consider one of the following payment options:

1. **Pre-Authorized Payment:**
   The pre-authorized payment plan provides for an automatic transfer from your account to that of the Strata Corporation. If you wish to enroll on this plan, please contact our Accounting Department and an application form will be sent to you.

LMS 222 Owners
March 16, 2007

2. **Post-Dated Cheques:**
We would be pleased to accept a series of post-dated cheques for the upcoming fiscal year.

Should you choose to pay by cheque, your cheque should be made payable to your strata plan (the strata plan number appears at the top of this notice) and your strata lot and unit number written on the cheque. This will ensure proper credit to your account.

Please remember that all strata fees are due and payable on the 1st day of the month, in advance, and if not paid in a timely manner your account will be subject to late payment charges pursuant to the Strata Corporation's bylaws.

Thank you for keeping your account current, and should you have any questions or require further information please do not hesitate to contact our office.

Sincerely yours,

STRATACO MANAGEMENT LTD.

Al McKay,
Strata Manager

/mk

attachments

STRATA PLAN LMS 222 - THE HIGHLANDS

2007/2008 OPERATING BUDGET

INCOME

Move in/out fees	$	1,500.00
Interest - current account		900.00
CRF – Savings interest		4,000.00
Investment income		9,000.00
Strata fees		523,557.00
Parking		3,000.00
Rental locker		200.00
Bike room keys		25.00
Recreation centre fees		100.00
From reserves – interior painting		11,500.00
From reserves – roofing 7161		35,000.00
TOTAL INCOME	**$**	**588,782.00**

EXPENDITURES

General		
Insurance	$	35,000.00
Management fees		39,500.00
Janitorial contract		21,000.00
Legal		250.00
Council administration		125.00
Records storage		107.00
Duplicating/postage		4,100.00
Moving charges		900.00
Bank charges		750.00
Sub-total General	$	101,732.00
Building		
Fire protection	$	18,500.00
Plumbing repairs/flushing		1,000.00
Boiler & mechanical		20,500.00
Electrical maintenance		600.00
Elevators/licenses		7,200.00
Electricity		27,000.00
Extermination		1,500.00
Garage door		1,500.00
General maintenance		1,000.00
Gutters & drains		3,500.00
Gutter cleaning		3,500.00
Carpet cleaning/repairs		3,500.00
Duct cleaning		2,500.00
Painting (exterior attic doors)		500.00

Painting (interior)		11,500.00
Heating fuel		150,000.00
Improvements (security)		1,000.00
Deck & balcony repairs		2,000.00
Telephone		500.00
Locks & keys		5,000.00
Repairs – exterior		2,500.00
Envelope maintenance		3,000.00
Roof repair/replacement		2,000.00
Roofing project 7161		35,000.00
Repairs – interior		3,000.00
Refuse removal		18,000.00
Enterphone		1,100.00
Supplies		2,500.00
Parkade concrete repairs		4,000.00
Window repairs		500.00
Insurance claims		7,500.00
Sub-total Building	$	341,400.00
Grounds		
Pond cleaning & maintenance	$	2,000.00
Improvements		250.00
Fences		1,000.00
Irrigation		1,500.00
Fire hydrants		150.00
Landscaping		20,500.00
Grounds keeping		250.00
Repairs/drainage		6,000.00
Tree maintenance		1,000.00
Supplies		500.00
Road/sewer maintenance		5,000.00
Snow removal		500.00
Sub-total Grounds	$	38,650.00
Deficit recovery	$	7,000.00
Reserves		
Interest reserve	$	13,000.00
Fences		1,000.00
Carpets		2,000.00
Mechanical equipment		1,000.00
Painting		2,000.00
Roof		81,000.00
Sub-total Reserves	$	100,000.00
TOTAL EXPENSES	**$**	**588,782.00**

THE HIGHLANDS

STRATA PLAN LMS 222

$ 523,557.00

2007/2008 SCHEDULE OF STRATA FEES

2007/2008 ANNUAL STRATA FEES $ 436,557.00 $ 87,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
1	105-7171	1074	$ 2,870.06	$ 199.43	$ 39.74	$ 239.17
2	106	951	$ 2,541.37	$ 176.59	$ 35.19	$ 211.78
3	107	953	$ 2,546.71	$ 176.96	$ 35.27	$ 212.23
4	108	936	$ 2,501.29	$ 173.80	$ 34.64	$ 208.44
5	109	947	$ 2,530.68	$ 175.85	$ 35.04	$ 210.89
6	110	925	$ 2,471.89	$ 171.76	$ 34.23	$ 205.99
7	111	920	$ 2,458.53	$ 170.83	$ 34.04	$ 204.88
8	112	958	$ 2,560.08	$ 177.89	$ 35.45	$ 213.34
9	113	952	$ 2,544.04	$ 176.77	$ 35.23	$ 212.00
10	114	964	$ 2,576.11	$ 179.00	$ 35.67	$ 214.68
11	115	956	$ 2,554.73	$ 177.52	$ 35.38	$ 212.89
12	116	1085	$ 2,899.46	$ 201.47	$ 40.15	$ 241.62
13	117	1081	$ 2,888.77	$ 200.73	$ 40.00	$ 240.73
14	118	950	$ 2,538.70	$ 176.40	$ 35.15	$ 211.56
15	119	946	$ 2,528.01	$ 175.66	$ 35.01	$ 210.67
16	120	1031	$ 2,755.16	$ 191.44	$ 38.15	$ 229.60
17	101-7171	1098	$ 2,934.20	$ 203.89	$ 40.63	$ 244.52
18	102	944	$ 2,522.66	$ 175.29	$ 34.93	$ 210.22
19	103	960	$ 2,565.42	$ 178.26	$ 35.52	$ 213.79
20	104	1088	$ 2,907.48	$ 202.03	$ 40.26	$ 242.29
21	205-7171	1116	$ 2,982.30	$ 207.23	$ 41.30	$ 248.53
22	206	950	$ 2,538.70	$ 176.40	$ 35.15	$ 211.56
23	207	952	$ 2,544.04	$ 176.77	$ 35.23	$ 212.00
24	208	938	$ 2,506.63	$ 174.18	$ 34.71	$ 208.89
25	209	947	$ 2,530.68	$ 175.85	$ 35.04	$ 210.89
26	210	925	$ 2,471.89	$ 171.76	$ 34.23	$ 205.99
27	211	1111	$ 2,968.94	$ 206.30	$ 41.11	$ 247.41
28	212	959	$ 2,562.75	$ 178.07	$ 35.49	$ 213.56
29	213	954	$ 2,549.39	$ 177.15	$ 35.30	$ 212.45
30	214	964	$ 2,576.11	$ 179.00	$ 35.67	$ 214.68
31	215	956	$ 2,554.73	$ 177.52	$ 35.38	$ 212.89
32	216	1126	$ 3,009.03	$ 209.08	$ 41.67	$ 250.75
33	217	1127	$ 3,011.70	$ 209.27	$ 41.70	$ 250.97
34	218	952	$ 2,544.04	$ 176.77	$ 35.23	$ 212.00
35	219	943	$ 2,519.99	$ 175.10	$ 34.90	$ 210.00
36	220	968	$ 2,586.80	$ 179.75	$ 35.82	$ 215.57
37	201-7171	942	$ 2,517.32	$ 174.92	$ 34.86	$ 209.78
38	202	943	$ 2,519.99	$ 175.10	$ 34.90	$ 210.00
39	203	959	$ 2,562.75	$ 178.07	$ 35.49	$ 213.56
40	204	1129	$ 3,017.04	$ 209.64	$ 41.78	$ 251.42
41	305-7171	1256	$ 3,356.43	$ 233.22	$ 46.48	$ 279.70
42	306	1092	$ 2,918.17	$ 202.77	$ 40.41	$ 243.18

THE HIGHLANDS

STRATA PLAN LMS 222

$ 523,557.00

2007/2008 SCHEDULE OF STRATA FEES

2007/2008 ANNUAL STRATA FEES $ 436,557.00 $ 87,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
43	307	1093	$ 2,920.84	$ 202.96	$ 40.45	$ 243.40
44	308	1075	$ 2,872.74	$ 199.61	$ 39.78	$ 239.39
45	309	1086	$ 2,902.13	$ 201.66	$ 40.19	$ 241.84
46	310	915	$ 2,445.17	$ 169.90	$ 33.86	$ 203.76
47	311	1107	$ 2,958.25	$ 205.56	$ 40.96	$ 246.52
48	312	1089	$ 2,910.15	$ 202.21	$ 40.30	$ 242.51
49	313	1084	$ 2,896.79	$ 201.29	$ 40.11	$ 241.40
50	314	1090	$ 2,912.82	$ 202.40	$ 40.34	$ 242.74
51	315	1087	$ 2,904.80	$ 201.84	$ 40.22	$ 242.07
52	316	1264	$ 3,377.80	$ 234.71	$ 46.77	$ 281.48
53	317	1239	$ 3,311.00	$ 230.07	$ 45.85	$ 275.92
54	318	1080	$ 2,886.10	$ 200.54	$ 39.97	$ 240.51
55	319	1078	$ 2,880.75	$ 200.17	$ 39.89	$ 240.06
56	320	1357	$ 3,626.33	$ 251.98	$ 50.22	$ 302.19
57	301-7171	1222	$ 3,265.57	$ 226.91	$ 45.22	$ 272.13
58	302	1077	$ 2,878.08	$ 199.99	$ 39.85	$ 239.84
59	303	1090	$ 2,912.82	$ 202.40	$ 40.34	$ 242.74
60	304	1268	$ 3,388.49	$ 235.45	$ 46.92	$ 282.37
61	114-7161	1068	$ 2,854.03	$ 198.31	$ 39.52	$ 237.84
62	115	1079	$ 2,883.43	$ 200.36	$ 39.93	$ 240.29
63	116	962	$ 2,570.77	$ 178.63	$ 35.60	$ 214.23
64	117	942	$ 2,517.32	$ 174.92	$ 34.86	$ 209.78
65	118	974	$ 2,602.83	$ 180.86	$ 36.04	$ 216.90
66	119	970	$ 2,592.14	$ 180.12	$ 35.89	$ 216.01
67	120	1080	$ 2,886.10	$ 200.54	$ 39.97	$ 240.51
68	121	1078	$ 2,880.75	$ 200.17	$ 39.89	$ 240.06
69	122	1110	$ 2,966.27	$ 206.11	$ 41.08	$ 247.19
70	101-7161	1022	$ 2,731.10	$ 189.77	$ 37.82	$ 227.59
71	102	943	$ 2,519.99	$ 175.10	$ 34.90	$ 210.00
72	103	965	$ 2,578.78	$ 179.19	$ 35.71	$ 214.90
73	104	1083	$ 2,894.12	$ 201.10	$ 40.08	$ 241.18
74	105	1073	$ 2,867.39	$ 199.24	$ 39.71	$ 238.95
75	106	933	$ 2,493.27	$ 173.25	$ 34.53	$ 207.77
76	107	961	$ 2,568.09	$ 178.45	$ 35.56	$ 214.01
77	108	955	$ 2,552.06	$ 177.33	$ 35.34	$ 212.67
78	109	947	$ 2,530.68	$ 175.85	$ 35.04	$ 210.89
79	110	947	$ 2,530.68	$ 175.85	$ 35.04	$ 210.89
80	111	955	$ 2,552.06	$ 177.33	$ 35.34	$ 212.67
81	112	957	$ 2,557.40	$ 177.70	$ 35.41	$ 213.12
82	113	929	$ 2,482.58	$ 172.50	$ 34.38	$ 206.88
83	214-7161	1115	$ 2,979.63	$ 207.04	$ 41.26	$ 248.30
84	215	1124	$ 3,003.68	$ 208.71	$ 41.59	$ 250.31

THE HIGHLANDS

STRATA PLAN LMS 222

$ 523,557.00

2007/2008 SCHEDULE OF STRATA FEES

2007/2008 ANNUAL STRATA FEES $ 436,557.00 $ 87,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
85	216	962	$ 2,570.77	$ 178.63	$ 35.60	$ 214.23
86	217	943	$ 2,519.99	$ 175.10	$ 34.90	$ 210.00
87	218	1203	$ 3,214.79	$ 223.38	$ 44.52	$ 267.90
88	219	1300	$ 3,474.01	$ 241.39	$ 48.11	$ 289.50
89	220	1120	$ 2,992.99	$ 207.97	$ 41.45	$ 249.42
90	221	1124	$ 3,003.68	$ 208.71	$ 41.59	$ 250.31
91	222	1192	$ 3,185.40	$ 221.34	$ 44.11	$ 265.45
92	201-7161	1128	$ 3,014.37	$ 209.46	$ 41.74	$ 251.20
93	202	943	$ 2,519.99	$ 175.10	$ 34.90	$ 210.00
94	203	967	$ 2,584.13	$ 179.56	$ 35.78	$ 215.34
95	204	1127	$ 3,011.70	$ 209.27	$ 41.70	$ 250.97
96	205	1114	$ 2,976.96	$ 206.86	$ 41.22	$ 248.08
97	206	934	$ 2,495.94	$ 173.43	$ 34.56	$ 208.00
98	207	964	$ 2,576.11	$ 179.00	$ 35.67	$ 214.68
99	208	958	$ 2,560.08	$ 177.89	$ 35.45	$ 213.34
100	209	948	$ 2,533.35	$ 176.03	$ 35.08	$ 211.11
101	210	946	$ 2,528.01	$ 175.66	$ 35.01	$ 210.67
102	211	955	$ 2,552.06	$ 177.33	$ 35.34	$ 212.67
103	212	960	$ 2,565.42	$ 178.26	$ 35.52	$ 213.79
104	213	931	$ 2,487.92	$ 172.88	$ 34.45	$ 207.33
105	314-7161	1364	$ 3,645.04	$ 253.28	$ 50.47	$ 303.75
106	315	1379	$ 3,685.12	$ 256.06	$ 51.03	$ 307.09
107	316	1081	$ 2,888.77	$ 200.73	$ 40.00	$ 240.73
108	317	1066	$ 2,848.69	$ 197.94	$ 39.45	$ 237.39
109	318	1326	$ 3,543.49	$ 246.22	$ 49.07	$ 295.29
110	319	1423	$ 3,802.70	$ 264.23	$ 52.66	$ 316.89
111	320	1371	$ 3,663.74	$ 254.58	$ 50.73	$ 305.31
112	321	1373	$ 3,669.09	$ 254.95	$ 50.81	$ 305.76
113	322	1331	$ 3,556.85	$ 247.15	$ 49.25	$ 296.40
114	301-7161	1249	$ 3,337.72	$ 231.92	$ 46.22	$ 278.14
115	302	1065	$ 2,846.01	$ 197.76	$ 39.41	$ 237.17
116	303	1085	$ 2,899.46	$ 201.47	$ 40.15	$ 241.62
117	304	1383	$ 3,695.81	$ 256.81	$ 51.18	$ 307.98
118	305	1366	$ 3,650.38	$ 253.65	$ 50.55	$ 304.20
119	306	1055	$ 2,819.29	$ 195.90	$ 39.04	$ 234.94
120	307	1084	$ 2,896.79	$ 201.29	$ 40.11	$ 241.40
121	308	1074	$ 2,870.06	$ 199.43	$ 39.74	$ 239.17
122	309	1070	$ 2,859.38	$ 198.69	$ 39.60	$ 238.28
123	310	1066	$ 2,848.69	$ 197.94	$ 39.45	$ 237.39
124	311	1070	$ 2,859.38	$ 198.69	$ 39.60	$ 238.28
125	312	1081	$ 2,888.77	$ 200.73	$ 40.00	$ 240.73
126	313	1051	$ 2,808.60	$ 195.16	$ 38.89	$ 234.05

THE HIGHLANDS

STRATA PLAN LMS 222

$ 523,557.00

2007/2008 SCHEDULE OF STRATA FEES

2007/2008 ANNUAL STRATA FEES $ 436,557.00 $ 87,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
127	104-7151	1087	$ 2,904.80	$ 201.84	$ 40.22	$ 242.07
128	105	1085	$ 2,899.46	$ 201.47	$ 40.15	$ 241.62
129	106	974	$ 2,602.83	$ 180.86	$ 36.04	$ 216.90
130	107	971	$ 2,594.82	$ 180.30	$ 35.93	$ 216.23
131	108	961	$ 2,568.09	$ 178.45	$ 35.56	$ 214.01
132	109	975	$ 2,605.51	$ 181.05	$ 36.08	$ 217.13
133	110	929	$ 2,482.58	$ 172.50	$ 34.38	$ 206.88
134	111	908	$ 2,426.46	$ 168.60	$ 33.60	$ 202.21
135	112	966	$ 2,581.45	$ 179.37	$ 35.75	$ 215.12
136	113	947	$ 2,530.68	$ 175.85	$ 35.04	$ 210.89
137	114	968	$ 2,586.80	$ 179.75	$ 35.82	$ 215.57
138	115	966	$ 2,581.45	$ 179.37	$ 35.75	$ 215.12
139	116	1087	$ 2,904.80	$ 201.84	$ 40.22	$ 242.07
140	117	1086	$ 2,902.13	$ 201.66	$ 40.19	$ 241.84
141	118	973	$ 2,600.16	$ 180.67	$ 36.01	$ 216.68
142	119	957	$ 2,557.40	$ 177.70	$ 35.41	$ 213.12
143	120	1096	$ 2,928.86	$ 203.51	$ 40.56	$ 244.07
144	101-7151	1048	$ 2,800.58	$ 194.60	$ 38.78	$ 233.38
145	102	948	$ 2,533.35	$ 176.03	$ 35.08	$ 211.11
146	103	963	$ 2,573.44	$ 178.82	$ 35.64	$ 214.45
147	204-7151	1123	$ 3,001.01	$ 208.53	$ 41.56	$ 250.08
148	205	1123	$ 3,001.01	$ 208.53	$ 41.56	$ 250.08
149	206	954	$ 2,549.39	$ 177.15	$ 35.30	$ 212.45
150	207	957	$ 2,557.40	$ 177.70	$ 35.41	$ 213.12
151	208	942	$ 2,517.32	$ 174.92	$ 34.86	$ 209.78
152	209	954	$ 2,549.39	$ 177.15	$ 35.30	$ 212.45
153	210	1104	$ 2,950.23	$ 205.00	$ 40.85	$ 245.85
154	211	913	$ 2,439.82	$ 169.53	$ 33.79	$ 203.32
155	212	945	$ 2,525.34	$ 175.47	$ 34.97	$ 210.44
156	213	928	$ 2,479.91	$ 172.32	$ 34.34	$ 206.66
157	214	946	$ 2,528.01	$ 175.66	$ 35.01	$ 210.67
158	215	943	$ 2,519.99	$ 175.10	$ 34.90	$ 210.00
159	216	1120	$ 2,992.99	$ 207.97	$ 41.45	$ 249.42
160	217	1120	$ 2,992.99	$ 207.97	$ 41.45	$ 249.42
161	218	954	$ 2,549.39	$ 177.15	$ 35.30	$ 212.45
162	219	939	$ 2,509.30	$ 174.36	$ 34.75	$ 209.11
163	220	934	$ 2,495.94	$ 173.43	$ 34.56	$ 208.00
164	201-7151	968	$ 2,586.80	$ 179.75	$ 35.82	$ 215.57
165	202	928	$ 2,479.91	$ 172.32	$ 34.34	$ 206.66
166	203	944	$ 2,522.66	$ 175.29	$ 34.93	$ 210.22
167	304-7151	1366	$ 3,650.38	$ 253.65	$ 50.55	$ 304.20
168	305	1366	$ 3,650.38	$ 253.65	$ 50.55	$ 304.20

THE HIGHLANDS

STRATA PLAN LMS 222

2007/2008 SCHEDULE OF STRATA FEES $ 523,557.00

2007/2008 ANNUAL STRATA FEES $ 436,557.00 $ 87,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
169	306	1071	$ 2,862.05	$ 198.87	$ 39.63	$ 238.50
170	307	1073	$ 2,867.39	$ 199.24	$ 39.71	$ 238.95
171	308	1054	$ 2,816.62	$ 195.71	$ 39.00	$ 234.72
172	309	1074	$ 2,870.06	$ 199.43	$ 39.74	$ 239.17
173	310	1104	$ 2,950.23	$ 205.00	$ 40.85	$ 245.85
174	311	913	$ 2,439.82	$ 169.53	$ 33.79	$ 203.32
175	312	1060	$ 2,832.65	$ 196.83	$ 39.23	$ 236.05
176	313	1046	$ 2,795.24	$ 194.23	$ 38.71	$ 232.94
177	314	1063	$ 2,840.67	$ 197.39	$ 39.34	$ 236.72
178	315	1062	$ 2,838.00	$ 197.20	$ 39.30	$ 236.50
179	316	1361	$ 3,637.02	$ 252.72	$ 50.36	$ 303.08
180	317	1360	$ 3,634.35	$ 252.54	$ 50.33	$ 302.86
181	318	1073	$ 2,867.39	$ 199.24	$ 39.71	$ 238.95
182	319	1058	$ 2,827.31	$ 196.46	$ 39.15	$ 235.61
183	320	1205	$ 3,220.14	$ 223.75	$ 44.59	$ 268.34
184	301-7151	1337	$ 3,572.88	$ 248.26	$ 49.48	$ 297.74
185	302	1045	$ 2,792.57	$ 194.04	$ 38.67	$ 232.71
186	303	1061	$ 2,835.32	$ 197.01	$ 39.26	$ 236.28
		195919	$ 523,557.00	$ 36,379.75	$ 7,250.00	$ 43,629.75

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 222, THE HIGHLANDS, HELD ON TUESDAY, JUNE 12, 2007, AT 7:00 PM IN THE 1ST FLOOR MEETING ROOM, 7161 121ST STREET, SURREY, BC

316

Council in attendance:

John Robyn, President
Ed Gibbons, Vice President
Roberta McKinnon, Treasurer
Richard Halliday, Buildings
Houssam Komati, Building Keys/Rec Room Rental

Al McKay,
Strataco Management Ltd.

CALL TO ORDER:
The meeting was called to order by the Strata Councli President, Mr. John Robyn, at 7:00 pm.

DELEGATION:

Rooftop Storage
The Strata Manager advised the Council that he had received phone calls from a number of strata lot owners who had received a letter from the Council advising that the matter of rooftop and patio storage was going to be reviewed by the Strata Council at the June meeting, as Council had some concerns with the excessive weight of certain stored items and reports received from roofing contractors. The Manager advised all the owners in attendance that there were two issues involved: the first was the placement of stored items, such as plastic storage totes, directly on the roof membrane, while the other involved the storage of items, including potted plants, directly on the wooden rooftop patios of a number of the 3rd floor units. The Manager explained to the owners that the Strata Council may adopt a rule, which would become effective the night of the Council meeting, prohibiting the storage of any items directly on the roof membrane surface. He further advised that if the Strata Council chose to make any changes to the patio and balcony storage bylaws, approval by a ¾ vote resolution would be required by the owners present at a General Meeting. Apart from any issues with respect to the weight bearing capacity of the rooftop surfaces or engineering concerns, the Council, if it so wished, could choose to propose bylaw amendments based on the general appearance of the area.

Council received a petition signed by 33 owners, expressing their concerns over any changes to the rooftop balconies, each owner was given an opportunity to address the Council to provide their opinions on these matters, after which the Strata Manager expressed his appreciation to all the owners who had appeared before the Strata Council.

Common Property Bylaw Contraventions
The Strata Manager introduced an owner who had submitted a written complaint to the Council which was being considered in conjunction with the possible assessment of a fine against a strata lot for breaches of the Strata Corporation's use of property bylaws. The Manager referred the Council to correspondence which had been directed to the owner, advising that written reports had been received identifying the strata lot owner as having cut down rhododendron shrubs located in the common garden area adjacent to the owner's strata lot. The Manager also advised that he had spoken directly to the owner, who had advised that he had planned to attend the Strata Council meeting; unfortunately, the owner did not appear.

After review of the damage which had been done it was

DRAFT
FOR DISCUSSION

MOVED AND SECONDED:
To assess a fine in the amount of $50.00 against strata lot 19 for a breach of Strata Corporation bylaws 3 (7) and 6 (1), which state as follows:

3 (7) An Owner, tenant, occupant or visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets or those parts of a Strata Lot which the Strata Corporation must repair and maintain under these Bylaws or insure under section 149 of the Act.

6 (1) An Owner must obtain the prior written approval of the Strata Corporation before making an alteration to common property, limited common property, or common assets, including, but not limited to, the painting of the exterior, attachment of sunscreens or greenhouses.

MOTION CARRIED UNANIMOUSLY

MINUTES OF THE MEETING OF MAY 8, 2007:
The minutes of the meeting of May 8, 2007 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:
There was no business arising from the minutes.

PRESIDENT'S REPORT:
There was no President's report.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements
The Strata Council Treasurer, Roberta McKinnon, advised that he had reviewed the financial statements for the months of February, March and April 2007 and found all income and expense items had been properly recorded. It was then

MOVED AND SECONDED:
That the financial statements for the months of February, March and April 2007 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

Receivables Report
The Strata Manager reviewed the status of accounts receivable, noting that one strata lot was 30 days in arrears of strata fees, and two strata lots were in excess of 90 days in arrears of strata fees. It was then

MOVED AND SECONDED:
That a lien be registered against strata lot 20, and all costs associated in the collection of the outstanding monies be assessed against the account of said strata lot.

MOTION CARRIED UNANIMOUSLY

It was further

MOVED AND SECONDED:
That a lien be registered against strata lot 72, and all costs associated in the collection of the outstanding monies be assessed against the account of said strata lot.

MOTION CARRIED UNANIMOUSLY

2) Staff Report

Site Inspection Reports
The Manager reported that the site inspection reports were on file and that all matters requiring attention were being dealt with by the Manager or referred to Council for further direction.

Terasen Gas
The Manager tabled correspondence received from Terasen Gas providing information to the Council regarding flood preparedness.

Contec Fire & Safety
Council reviewed a report compiled by Contec Fire & Safety identifying a number of fire protection maintenance items recently completed.

Ideal Door
The Manager tabled a scheduled maintenance report prepared by Ideal Door denoting the condition of and maintenance undertaken to the overhead doors at the 7151 and 7171 buildings.

Surrey Fire Department
Council reviewed correspondence sent to the Surrey Fire Department requesting fire code clarification with respect to strata lot owners locking the rooftop access gates to their units. The Manager advised that he had spoken directly with Captain Peter Choi of the Surrey Fire Department, who had reported that the fire code does not require rooftop patio access, and in fact the Fire Department encourages owners to exit through the main hallway doors and down the emergency stairwells to avoid being trapped on the rooftop.

City of Surrey Planning and Development Department
Council reviewed correspondence advising the City that the Council was considering relocating the underground fencing material in the parkades which would restrict access to the visitor parking stalls, and requesting advice as to the information the Corporation would have to provide to the City should they choose to proceed in this matter.

Harvard Industries
The Manager tabled correspondence received from the roofing contractor confirming their staff's attendance on May 28, 2007 to carry out repairs to several large blisters on the 7161 and 7171 rooftop membrane surfaces.

G. Trasolini Contractors
Correspondence confirming Council's approval of a quotation in the amount of $850.00 + GST, to saw cut a 1' x 6' concrete strip and replace the membrane against the patio wall at strata lot 5 (7171) was reviewed.

Quotations
Rooftop dryer vent cleaning: Council reviewed a quotation for rooftop dryer vent cleaning from City Air Duct Cleaners at a cost of $12.00 per vent for all 186 vents, and a further quotation from the contractor to clean all the hallway ventilation vents from the makeup air units at all three buildings at a cost of $1,000.00 + GST. As this cleaning has not been done for the last three or four years, it was

MOVED AND SECONDED:
To approve the quotations totalling $3,232.00 + GST for dryer vent and makeup air unit vent cleaning.

MOTION CARRIED UNANIMOUSLY

Pond maintenance: Council reviewed two quotations for pond maintenance, after which it was unanimously agreed that the work would be given to Pond Works at an hourly rate of $45.00 per hour, for an average time of two hours per visit.

3) Boiler/Mechanical

Ashland Drew Industries
The Manager tabled a water treatment service report received from Ashland Drew Industrial dated May 2, 2007, confirming the installation of new cartridges for the boiler system's water treatment program.

Siemens Building Technology
Correspondence requesting the installation of a collar to raise the height of the B-vent on the centre makeup air unit adjacent unit 309 of the 7151 building was reviewed. Further correspondence to Siemens requesting an inspection of the boiler system water line in the 1st floor hallway of 7171 was also reviewed.

4) Correspondence
The Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: 7151: receipt of report on excessive noise emanating from group of youths; Council's review of treadmill use; appreciation for repair work; reported concerns of youth loitering on common property; treadmill use time restrictions; inspection of balcony; rooftop patio storage concerns (sent to 9 owners); owner requested to repair or replace hose bib splitter; access requirements to investigate insuite plumbing; 7161: confirmation of Strata Corporation responsibility to replace insuite sprinkler heads and repair resultant damage; permission to install laminate flooring approved; permission to replace flooring approved; clarification of insuite flooring replacement; request to comply with pet bylaws; owner's report of water ingress from neighbouring strata lot's power washer; notice of water ingress through skylight; rooftop patio; request to remove items stored in attic cavity; rooftop patio storage concerns (sent to 4 owners); 7171: owner reports damage to shrubs on common property; owner confirms occupancy status at strata lot; owner reports various

bylaw and building maintenance concerns; request for permission to install laminate flooring; owner requested to confirm occupancy of strata lot; availability of rental suites in 7171 building; owner's response to reports of bylaw contraventions; permission to rent strata lot denied; owner reports various breaches of Strata Corporation's use of property bylaws.

No action was required by Council on any of the correspondence.

Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the Strata Council can deal with the correspondence officially at a duly convened meeting. Thank you for your assistance.

5) **Landscaping**

The Council reviewed correspondence sent to Proper Landscaping requesting the completion of a number of landscape maintenance items, including weeding, repairs to several damaged pirus shrubs, the removal of two dead flowering cherry trees at the west side/south end of the 7161 building, and a quotation for the delivery of 45 yards of composted bark mulch.

6) **Completed Items**

The Manager reported that the following items had been completed since the last meeting of the Strata Council: repaired damaged fence panels on perimeter fence; removed algae from two balconies on 7171 building; repaired north fire door in 7161 building; replaced deck boards at strata lot 172; replaced ballast in parking garage and elevator light fixture; received plastic "visitors parking" stencil; replaced four heat detectors and six battery packs in fire alarm system; cleaned underground parkade pump station; received light supply; re-keyed several rooftop access door locks.

OTHER BUSINESS:

Rooftop Storage Rule

It was

MOVED AND SECONDED:

To adopt the following rule:

"No items of any kind shall be stored in any manner on the flat roof membrane system or on the wooden walkways."

MOTION CARRIED UNANIMOUSLY

Satellite Dish Installation

Council reviewed a request from the owner of strata lot 19, seeking Council's permission to install a satellite dish. After review, and considering the Strata Corporation's bylaws which prohibit such installations, it was

MOVED AND SECONDED:
That the owner's request to install a satellite dish be approved.

*MOTION **DENIED** UNANIMOUSLY*

Council Vacancies
The Strata Council has recently received resignation letters from two members, and as a result the Council wishes to extend an invitation to any owners who may wish to join the Strata Council. If you are interested or would like any further information on the responsibilities of a Strata Council member, please contact the Strata Manager, Mr. Al McKay, at Strataco Management Ltd.

ADJOURNMENT:
There being no further business, the meeting adjourned at 9:25 pm, until Tuesday, July 17, 2007 at 7:00 pm in the first floor meeting room 7161 121st Street, Surrey, BC.

STRATACO MANAGEMENT LTD.
8553 Commerce Court
Burnaby, BC
V5A 4N4

Tel: 604-294-4141
Fax: 604-294-8956

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

/dc

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 222, THE HIGHLANDS, HELD ON WEDNESDAY, SEPTEMBER 12, 2007, AT 7:00 PM IN THE 1ST FLOOR MEETING ROOM, 7161 121ST STREET, SURREY, BC

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Council in attendance:

John Robyn, President
Ed Gibbons, Vice President
Roberta McKinnon, Treasurer
Houssam Komati, Building Keys/Rec Room Rental
Rick Halliday, Buildings

Al McKay,
Strataco Management Ltd.

Absent with leave: Brian Jenkins, Member-at-Large

CALL TO ORDER:
The meeting was called to order by the Strata Council President, Mr. John Robyn, at 7:05 pm.

DELEGATION:
The Strata Manager introduced the owner of strata lot 72, who had requested to appear before the Council to speak to his application for permission to lease his strata lot. The original request had indicated that the owner was seeking permission to rent the strata lot for a period of one year, which would allow him to seek employment outside of the country. The owner advised Council that recently he had been offered a position in Canada, which he was considering accepting. After review of the request in light of the most recent information, it was

MOVED AND SECONDED:
To approve the request from the owner of strata lot 72 to lease the strata lot.

MOTION DENIED UNANIMOUSLY

MINUTES OF THE MEETING OF JULY 17, 2007:
The minutes of the meeting of July 17, 2007 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:
There was no business arising from the minutes.

PRESIDENT'S REPORT:

Visitor Parking Passes
The President advised that he is in possession of the assigned visitor parking passes for those owners who have not yet obtained such.

Council reminds all owners that they are not to store discarded clothing items for pickup by Big Brothers or the Developmental Disability Association at the front door/common property areas. Owners should confirm the pickup date and leave the items outside the main lobby door the morning of the scheduled pickup.

DRAFT
FOR DISCUSSION

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements
The Strata Council Treasurer, Roberta McKinnon, advised that she had reviewed the financial statement for the month of July 2007 and found that all income and expenses had been properly recorded. It was

MOVED AND SECONDED:
To approve the financial statement for the month of July 2007, and to defer adoption of the financial statement for the month of June pending the Treasurer receiving supporting invoices for several line items.

MOTION CARRIED UNANIMOUSLY

Receivables Report
In reviewing the accounts receivable it was noted that one strata lot was 30 days in arrears of strata fees and one strata lot was 60 days in arrears of strata fees. No collections action was required at this time.

Reserve Fund Investments
Council reviewed the most recent investment account statement from RBC Dominion Securities dated June 29, 2007, representing a portion of the Strata Corporation's contingency reserve fund investments.

Direct Energy
Council reviewed a chart denoting the consumption of natural gas for the Strata Corporation for the period November 2001 through June 2007.

2) Staff Report

Site Inspection Reports
The Strata Manager reported that the site inspection reports were on file and that all matters requiring attention were being dealt with by the Strata Manager or referred to Council for further direction.

Dana Mandi Grocery Store
The Strata Manager advised that he had directed correspondence to the grocery store located adjacent to the western perimeter fence between 7161 and 7151, asking if they would cooperate with the Strata Council and the RCMP to address the matter of loitering in this area. The Strata Manager advised that he had yet to receive a reply.

Brenda's Cleaning
Council reviewed several letters requesting improvements to the service levels and the method in which some floor areas are being mopped.

A & A Anderson
Council reviewed correspondence directed to the septic tank service company requesting that during their next scheduled visit to the site organic material be removed

from the inner walls of the main sanitary catch basin located at the southeast corner of the property.

Edenvale Restoration
The Strata Manager tabled correspondence sent to the Project Manager responsible for repairs to the 3rd floor of 7171 where a minor rooftop fire had occurred in the summer of 2006. The Strata Council President reported that he had been contacted by the contractor, who was making arrangements to complete the outstanding painting work in the hallway and on the exterior stucco surface adjacent to a rear patio.

3) Boiler/Mechanical

Ashland Drew Industrial
Council reviewed a water treatment service report received from Ashland Drew Industrial, and a letter concerning renewal of the existing water treatment service program for the Strata Corporation's boiler systems. After review it was

MOVED AND SECONDED:
To approve the new annual amount of $1,740.00 + GST for a 12 month period, to continue water treatment and testing of the Strata Corporation's boiler systems.

MOTION CARRIED UNANIMOUSLY

4) Correspondence
The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: 7151: welcome to two new owners; permission to install laminate flooring approved (sent to three owners); request to comply with bylaws (noise); owner reports maintenance matter and bylaw contravention; owner reports contraventions of the bylaws (excessive noise); owner reports concerns pertaining to dryer support brackets; owner reports concerns regarding the playing activities of children on common property, and propane odour in suite; emergency contact information reported; owner reports gas odour emanating from makeup air vent on rooftop; request to remove storage containers from roof membrane; owner requested to comply with use of property bylaws; 7161: welcome to four new owners; owner requested to remove satellite dish from patio of strata lot; owner requested to refrain from storing shopping carts in hallway outside entrance door; owner requests shrub trimming at garden bed adjacent to front window of strata lot; request for drywall repairs after sprinkler head replacement; permission to install laminate flooring approved; owner reports individual who has damaged common property lighting; request for permission to cut garden hedge to construct a pathway; owner requested to remove food and other items stored on patio of strata lot; update on request for home based business; owner requested to remove items stored in parking stall; reports of water overflowing from ensuite bathroom area of strata lot; owner requested to remove discarded items from rooftop patio; request to remove storage items; acknowledgement of letter submitted to Council; request for repairs to wooden deck boards; 7171: welcome to five new owners; permission to install laminate flooring approved; balcony membrane replacement query; owner reports breach of parking entry security procedures; notice of reported water overflow from strata lot.

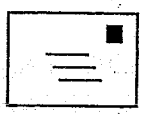
In reviewing the correspondence the following was duly resolved:

Strata lot 161 – owner's concerns pertaining to dryer support bracket: Council reviewed correspondence along with a photograph **(which is attached to these minutes)** submitted by a concerned owner related to the dryer installation method within the owner's strata lot. The owner noted that the dryer was mounted to the laundry room wall with hooks at the top of the dryer and support brackets at the bottom. The hooks, which are wall-mounted and slide into slots at the top of the dryer, are not that well constructed. The owner reported that when the dryer was vibrating recently it appeared to come off of one of the hooks on the wall, and that upon further review he had discovered that the support flange on the dryer itself had failed, which resulted in the dryer vent coming off the hooks. All owners are encouraged to have the dryer hooks and flanges checked, to prevent the dryer dislodging from the support brackets.

Strata lot 66 – request to cut garden hedge to construct pathway: Council reviewed a request from a strata lot owner seeking permission to cut a small section of the existing garden hedge material to allow access to the rear patio area of the strata lot. After consideration of the landscape plan and theme throughout the common property, it was

MOVED AND SECONDED:
To approve the owner's request .

*MOTION **DENIED** UNANIMOUSLY*



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the Strata Council can deal with the correspondence officially at a duly convened meeting. Thank you for your assistance.

5) Landscaping

Proper Landscaping
Council reviewed correspondence requesting that the Strata Corporation's landscaper remove several dead junipers from the western perimeter berm located on the west side of the 7161 building.

Davey Tree Service
The Strata Manager tabled correspondence directed to Davey Tree Service confirming Council's approval of a quotation for clearance pruning all the deciduous trees away from the building. The Strata Manager advised that this work was tentatively scheduled for Thursday, October 11, 2007.

Delivery and Distribution of Bark Mulch
Council reviewed quotations for the delivery and distribution of both bark mulch and organic topsoil, after which they requested that a quotation be obtained for a composted bark mulch. The Strata Manager agreed to attend to this request.

6) **Completed Items**

The Strata Manager reported that the following items had been completed since the last meeting of the Strata Council: treated two wasp nests; rooftop dryer vent cleaning; loft roof replacement at 7161 building; replaced drive belts on garage exhaust fan; serviced makeup air units, adjusted tension and aligned belts; removed and replaced valve stem on actuator (building 3 mixing valve); repaired drywall damage from sprinkler head replacement at three strata lots in 7161 building; replaced three stolen fire extinguishers; repaired broken pipe and riser in irrigation system; repaired damaged photo eye for 7151 vehicle gate; drywall repairs at strata lots 122 (7161) and 37 (7171); replaced photocell for courtyard lights.

OTHER BUSINESS:

Council reminds all owners of their requirement to comply with Strata Corporation bylaw 3.14 (d), which states: "All drivers must stop their vehicles and wait for the overhead gate to close each time they enter or exit the parkade."

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:10 pm, until Tuesday, October 23, 2007, at 7:00 pm in the first floor meeting room, 7161 121st Street, Surrey, BC.

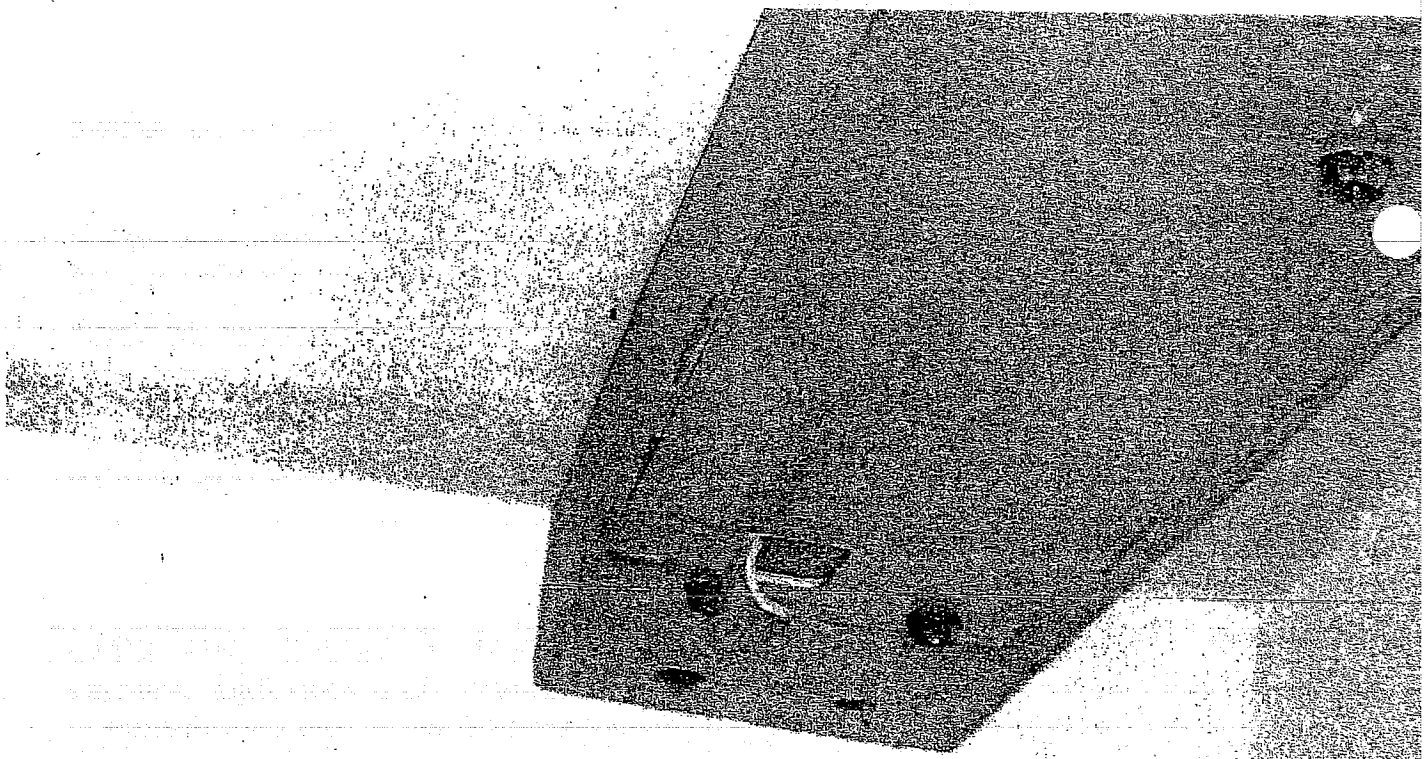
STRATACO MANAGEMENT LTD.
#101 – 4126 Norland Avenue
Burnaby, BC
V5G 3S8

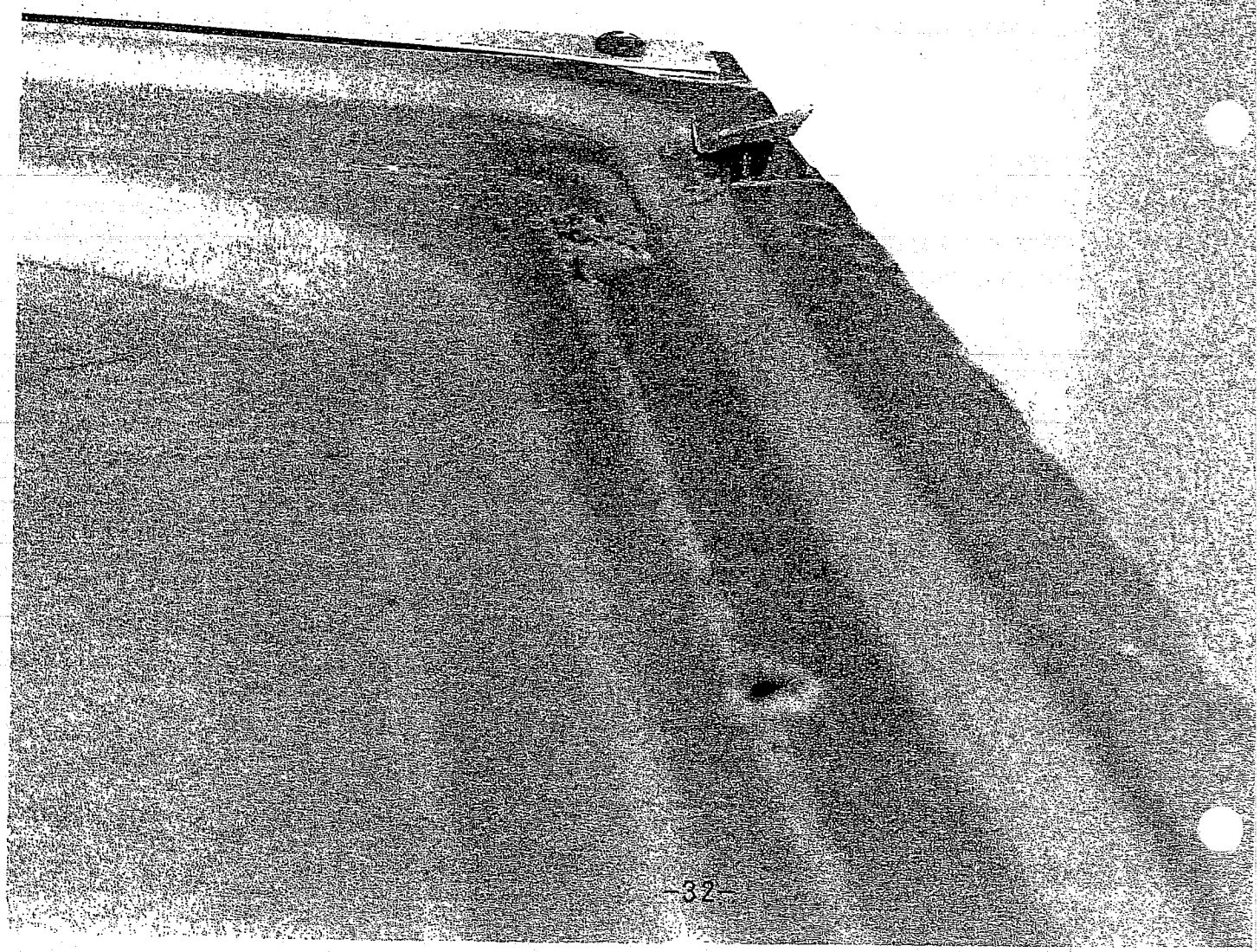
Tel: 604-294-4141
Fax: 604-294-8956

All vendors are responsible for ensuring that purchasers of the strata lot obtain the plastic parking pass that has been assigned to the strata lot.

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

/dc





MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 222, THE HIGHLANDS, HELD ON WEDNESDAY, DECEMBER 12, 2007, AT 7:00 PM IN THE 1ST FLOOR MEETING ROOM, 7161 121ST STREET, SURREY, BC

Council in attendance:

John Robyn, President
Ed Gibbons, Vice President
Roberta McKinnon, Treasurer
Houssam Komati, Building Keys/Rec Room Rental
Rick Halliday, Buildings
Brian Jenkins, Member-at-Large

Al McKay,
Strataco Management Ltd.

CALL TO ORDER:
The meeting was called to order by the Strata Council President, Mr. John Robyn, at 7:10 pm.

MINUTES OF THE MEETING OF OCTOBER 30, 2007:
The minutes of the meeting of October 30, 2007 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:
There was no business arising from the minutes.

PRESIDENT'S REPORT:

Corner Beading Installation
Mr. Gibbons, the Strata Council Vice-President, presented to Council a proposal to install a brass finish corner bead around the elevator wall areas which have seen significant damage in some locations as a result of objects being moved into and out of the elevators. Mr. Gibbons showed all members of Council the exact material proposed to be installed, and advised that the material costs were estimated at approximately $140.00 + taxes. The Council was unanimous in their agreement that this would be a wise measure to prevent further damage to the wall corners and improve the appearance of these areas. It was then

MOVED AND SECONDED:
That Ed Gibbons and Morgan Kelly proceed with the installation of the brass coloured corner beading.

MOTION CARRIED UNANIMOUSLY

2008 Meeting Schedule
The Strata Manager tabled the meeting schedule for 2008, calling for regular Council meetings to be held on January 2, February 28, May 8, June 12, July 10, September 3, October 23 and December 10, and the Annual General Meeting to be held on January 30, 2008.

STRATA MANAGER'S REPORT:

1) **Finance Report**

Financial Statements
The Strata Council Treasurer, Roberta McKinnon, reported that the financial statement for the month of October 2007 had been reviewed by herself and was found to be in good order. It was

MOVED AND SECONDED:
That the financial statement for the month of October 2007 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

Receivables Report
In reviewing the status of outstanding receivables the Strata Manager reported that one strata lot which remained in excess of 90 days in arrears of strata fees had been liened, and that there were no other strata lots in arrears of monthly fees at this time.

2008/2009 Draft Operating Budget
The Strata Manager presented for Council's review the initial draft of the budget for the 2008/2009 fiscal year. The budget was reviewed in great detail by Council and the Strata Manager, during which several adjustments were made. The Strata Manager urged the Council to review the budget draft as well as changes to be incorporated into the updated draft, which would again be reviewed at the January 2, 2008 Strata Council meeting.

All owners are strongly urged to report anyone they observe leaving the 1st floor building access doors open. This compromises the security of all residents and the Strata Council has received reports that individuals residing within the complex are placing small stones or similar objects on the door sills to prevent the doors from closing.

Owners are reminded that work being done on the common property grounds or buildings has been commissioned by the Strata Council and is overseen by the Strata Manager. Under no circumstances should any owners or residents of The Highlands be giving direction or requesting work to be performed by the contracting staff authorized to work on the property by the Strata Council. Any concerns regarding staff working on the property should be directed to the Strata Manager at the management office, who will in turn report to the Strata Council.

2) Staff Report

Site Inspection Reports
The Strata Manager reported that the site inspection reports were on file and that all matters requiring attention were being dealt with by the Strata Manager or referred to Council for further direction.

Scottsdale Square Business Centre
The Strata Manager reported to Council that he had been in contact with the commercial property manager for Scottsdale Square, and had expressed his concerns on behalf of the Council regarding reports received from owners of The Highlands about the manner in which vehicles are speeding down the laneway that runs adjacent to the western perimeter fence separating The Highlands from the Scottsdale Square Business Centre. The commercial property manager advised staff that the mall had no jurisdiction over the road and that it belonged to the City of Surrey. As a result, the Strata Manager directed correspondence to the City of Surrey Planning and Development Department expressing the concern shared by both The Highlands and Scottsdale Square, and requesting that the City undertake a survey to determine the suitability of installing traffic calming measures. In the meantime, the Strata Manager asked the City to consider painting a crosswalk symbol on the roadway connecting the pedestrian gate located on

the north end of the western perimeter fence that opens onto the laneway. The Strata Manager reported that he had not yet received a response from the City but that the correspondence sent to them was dated November 23, 2007, and that it was not uncommon for a response to take up to two months. He did, however, note that generally the City responds to requests of this nature.

Neall's Painting
The Strata Manager had directed correspondence to the painting contractor requesting a quotation for painting the 3rd floor rooftop area fascia boards on all the loft roofs and parapet walls which were exhibiting significant signs of de-lamination during a site inspection which was attended by the Strata Manager and a Council member.

Hazelmere Roofing
The Strata Manager tabled correspondence requesting a quotation for the installation of metal diverters on the gables of the loft roofs to direct water into the eavestroughs rather than to allow it to drip over the exposed gable ends adjacent to the interior rain gutters. The Strata Manager reported that he had also requested a quotation from Carlson Roofing for this work.

Pro Carpet Care
Correspondence requesting a quotation for interior hallway carpet cleaning in all three buildings was reviewed, and the Strata Manager indicated that he expected to have prices for the January 2008 Council meeting.

ThyssenKrupp Elevator
Council reviewed correspondence received from ThyssenKrupp Elevator confirming an increase in their monthly service fee effective November 1, 2007, in the amount of $189.00 + GST per building.

ATC Consulting
The Strata Manager tabled a roof inspection report completed by the roofing consultant, which reviewed the loft roof replacement work that had been done in the summer on the 7161 building. The report confirmed that the work was well done, and included one recommendation, namely that the Strata Council consider installing diversionary flashing on the gable ends. The Strata Manager had already made arrangements to obtain quotations for this work.

PCO Services
Council reviewed a service report received from the pest control contractor.

All Time Heating
The Council reviewed unsolicited correspondence which had been received in the management office from All Time Heating. Members of Council confirmed that the contractor had performed work at several suites, and while at the site posted advertising materials for the company. The Strata Manager noted that at no time had the Strata Manager or Strata Council authorized All Time Heating to place advertising in the lobbies of all three buildings.

Hydro-flushing Suspended Sanitary Lines
The Strata Manager advised that he had requested a quotation from A & A Anderson Tank Service to clean the suspended (lateral) parkade sanitary lines throughout the complex. In discussion it was noted that this work was last done over four years ago and that it is generally recommended that the lines be flushed every five years to avoid

the possibility of a common drain backup, which could result in an overflow and insuite water loss. Council requested that the Strata Manager insert the quoted price into the operating budget draft for review at the next Council meeting.

3) Boiler/Mechanical

Ashland Drew Industrial
Council reviewed a water treatment service report dated November 6, 2007, denoting the results of an inspection of the boiler water systems.

Siemens Building Technologies
Council reviewed correspondence confirming approval of the new TSP price in the amount of $3,268.00 + GST.

4) Correspondence

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: 7151: welcome to one new owner; owner requests repair to windows damaged during previous remediation work; owner advised of Council's review of correspondence; results of Council's discussion pertaining to photocopy and garage door opener charges; owner requests repair of leaking area in underground parkade; review of request for speed bump installation at main entrance to complex; owner advised of Council's review of response to complaints directed against the strata lot regarding excessive noise; request for repair to leaking area in underground parkade; 7161: welcome to two new owners; owner requested to remove items stored in parking stall; owner requests notice be placed in minutes regarding owner propping main entrance door to building open; owner's new address (information updated); owner requested to relocate two pots stored on rooftop walkway; owner requested to remove items stored in parking stall assigned to strata lot; owner requested to remove oil accumulation from parking stall; 7171: owner requested to direct guests to enter through main lobby entrance to building; owner reports bylaw contravention; request to report on plumbing noises; owner requested to comply with bylaws (excessive noise); owner requested to remove items stored in parking stall; owner reports bylaw contravention (excessive noise).

In reviewing the correspondence the following was duly resolved:

Strata lot 131 – owner's request for window repairs: Council reviewed correspondence received from the strata lot owner indicating that when remediation occurred at the building in the past three of the living room windows were damaged. Several members of Council and the Strata Manager inspected the windows prior to the Strata Council meeting, and observed a black tar-like sealant material coming out of the window frames. There did not appear to be a break in the sealed window unit, nor was there any evidence of water ingress into the suite. The Strata Council discussed their response to the owner's request at great length, during which they concluded that while the black tar-like sealant material detracts from the general appearance of the area and does require removal and cleaning, the window unit itself is sound. In addition, the Council noted that there was nothing in writing presented to the Council to confirm the owner's statements that the former Council had agreed to replace or repair this window. The Strata Manager referred the Council to Strata Corporation bylaw 8 (1) (d), which states: "The Strata Corporation shall maintain and repair the exterior of the buildings including the decorating of the whole of the exterior of the buildings but excluding windows, doors, balconies and patios included in the strata lot." It was then

MOVED AND SECONDED:
To grant the owner's request for the Strata Corporation to repair or replace the window.

*MOTION **DENIED** UNANIMOUSLY*

Strata lot 58 – oil accumulation in parking stall: Council reviewed correspondence sent to the strata lot owner dated November 22, 2007, requesting the cleanup of a significant amount of fresh oil in the parking stall. The correspondence requested that the oil be removed from the parking stall and the area cleaned within seven days of receipt of the letter. As the work had not yet been completed it was

MOVED AND SECONDED:
That the Strata Corporation make arrangements to have the parking stall cleaned and assess the costs against the strata lot owner, in keeping with the advice given to the owner in correspondence dated November 22, 2007.

MOTION CARRIED UNANIMOUSLY

Council reminds all owners that regular patrols are being made of the visitor parking areas in the underground parkade. Visitor vehicles must display a valid plastic visitor parking pass. Any owners who have yet to pick up the pass should contact the management office.

Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the Strata Council can deal with the correspondence officially at a duly convened meeting. Thank you for your assistance.

5) Insurance
The Strata Manager reported that three additional insurance companies had been requested to bid on the insurance renewal for 2008 for all Strata Corporations within the Strataco Management Ltd. portfolio.

6) Landscaping
Council reviewed a proposal received from Proper Landscaping to provide landscape maintenance services for a period of 12 months, and to include additional items which currently do not form part of the landscape maintenance specifications (such as power raking and reseeding areas where significant moss exists, as well as remedial pruning in other areas where such had never been done in the history of The Highlands). The Strata Manager advised Council that he had requested quotations from three additional landscape maintenance contractors and that Council would hopefully be able to make a decision on the awarding on the 2008 landscape maintenance contract at the January 2, 2008 meeting.

7) Completed Items
The Strata Manager reported that the following items had been completed since the last meeting of the Strata Council: posted notices regarding sanitary line replacement and storage of discarded items; repaired wood decking on patio at strata lot 113; repaired rooftop patio gate and re-secured dryer vents on 7161 rooftop; installed small section of chain link fence adjacent to southern perimeter fence; distributed ice melt on roadway and walkways; repaired section of western perimeter fence; winterized irrigation system;

repaired drywall damage from sprinkler head replacement at three strata lots; replaced membrane against wall at one strata lot; cleaned twelve catch basins and two interceptors in underground parkade; removed four dead plum trees from grounds; installed new door strike on main lobby door at 7171 building; distributed two yards of topsoil to garden and lawn areas; roofing inspection of new loft roofs at 7161 building; installed new boiler loop bypass in ceiling of hallway adjacent to 104-7171; replaced control check valve in building 1 loop pump.

OTHER BUSINESS:

Snow Blower

Mr. Gibbons presented to Council a proposal that the Strata Corporation purchase a snow blower which would be used by members of Council or qualified owners to remove snow from the Strata Corporation's sidewalks at 121st Street and 72nd Avenue, as well as from the courtyard walking paths and vehicle entrances. The Strata Manager advised that in the past third party contractors had been assigned this task, which resulted in significant costs to the Strata Corporation, but that snow clearing on the City sidewalks was considered to be a responsibility of the Strata Corporation and needed to be done to ensure that the Strata Corporation does not leave itself vulnerable to liability in the event of a slip and fall. Council reviewed the information on the snow blower, and the Strata Manager reviewed the financial statement to determine if there were sufficient funds in the current budget allocation for road and sewer maintenance. The Strata Manager reported to Council that as of November 30, 2007, $1,364.04 had been spent in the road sewer maintenance category, and that $5,000.00 had been allocated, leaving remaining funds of $3,635.96. Realizing that there would be a cost savings to the Strata Corporation over the life of the equipment, which would reduce the need to have third party contractors manually clear snow from the sidewalks and walkways throughout the complex, it was

MOVED AND SECONDED:

To approve the purchase of a snow blower for the Strata Corporation at a cost of $2,037.38 inclusive of all taxes.

MOTION CARRIED UNANIMOUSLY

Disposal of Electronic Equipment

Owners are requested to not leave any electronic equipment outside of the domestic waste garbage containers. Please contact the BC Recycling Hotline (604-732-9253). Owners can dispose of desktop computers, monitors, printers, fax machines, tv's and notebooks at the Sur-Del Bottle Depot, 8962 – 120A Street (Holt Rd.) Hours: Mon to Sat, 8:30 am to 6:00 pm. Sundays and Holidays, 10:00 am to 5:00 pm. Their phone number is 604-599-0497. Please note they do not take cell phones, stereos, vcr's or dvd players.

ADJOURNMENT:
There being no further business, the meeting adjourned at 9:40 pm, until Wednesday, January 2, 2008, at 7:00 pm in the first floor meeting room, 7161 121st Street, Surrey, BC.

STRATACO MANAGEMENT LTD.
#101 – 4126 Norland Avenue
Burnaby, BC
V5G 3S8

Tel: 604-294-4141
Fax: 604-294-8956

All vendors are responsible for ensuring that purchasers of the strata lot obtain the plastic parking pass that has been assigned to the strata lot.

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

/dc

ADJOURNMENT:
There being no further business, the meeting adjourned at 9:40 pm, until Wednesday, January 2, 2008, at 7:00 pm in the first floor meeting room, 7161 121st Street, Surrey, BC.

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/dc

The Highlands

"THE OWNERS STRATA PLAN LMS 222"

101-4126 Norland Avenue
Burnaby, BC
V5G 3S8
Phone: 604-294-4141
Fax: 604-294-8956

December 18, 2007

The Residents
Strata Plan LMS 222
The Highlands

Dear Residents:

Winter precautions: With the advent of cold weather, it is time to shut off the water supply to all outside taps. It is equally important to remove any garden hoses still attached to outside taps, to prevent freezing inside the walls. After turning the **inside** valve off, open the exterior tap to release any water remaining in the pipes.

If you are planning on being away for an extended period of time, do not turn off your heat; leave your kitchen/bathroom cupboard door open so that pipes under the sinks will be heated.

Never use a propane or open flame to thaw frozen pipes. Thaw pipes immediately using a household hair dryer. If there is no pressure in your hot water taps, shut off your hot water tank immediately to prevent damage to the tank.

All owners should test their in-suite smoke detectors and replace the battery back-up.

Live Christmas trees: Please be reminded that fresh cut Christmas trees are not permitted within the building, including the common areas.

Should you have any questions concerning the above please contact the undersigned, and we wish you a safe and pleasant winter.

Sincerely yours,

STRATACO MANAGEMENT LTD.

Al McKay,
Strata Manager

/cc

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 222, THE HIGHLANDS, HELD ON WEDNESDAY, JANUARY 2, 2008, AT 7:00 PM IN THE 1ST FLOOR MEETING ROOM, 7161 121ST STREET, SURREY, BC

316

Council in attendance:

John Robyn, President
Ed Gibbons, Vice President
Roberta McKinnon, Treasurer
Houssam Komati, Building Keys/Rec Room Rental
Brian Jenkins, Member-at-Large

Al McKay,
Strataco Management Ltd.

Absent with leave: Rick Halliday, Buildings

CALL TO ORDER:
The meeting was called to order by the Strata Council President, Mr. John Robyn, at 7:05 pm.

MINUTES OF THE MEETING OF DECEMBER 12, 2007:
The approval for the minutes of the meeting of December 12, 2007, was tabled as the minutes had not yet been distributed to all registered strata lot owners.

PRESIDENT'S REPORT:

Annual General Meeting Agenda
The Strata Manager presented a draft copy of the agenda for the Annual General Meeting to be held on Wednesday, January 30, 2008. After review and amendments, it was

MOVED AND SECONDED:
To approve the agenda for the Annual General Meeting to be held on Wednesday, January 30, 2008, in the first floor meeting room, 7161 121st Street, Surrey, BC.

MOTION CARRIED UNANIMOUSLY

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements
The Strata Council Treasurer, Roberta McKinnon, reported that she had reviewed the financial statements for the month of November 2007 and found that all income and expenses had been properly recorded. It was

MOVED AND SECONDED:
To approve the financial statements for the month of November 2007.

MOTION CARRIED UNANIMOUSLY

DRAFT
FOR DISCUSSION

Reminder to Owners
Metro Vancouver, formerly the Greater Vancouver Regional District (GVRD), has advised that the following items will be banned from the domestic waste containers, effective January 1, 2008: • **Cardboard** • **Newsprint** • **Office paper** • **Gypsum drywall** • **Yard and garden waste** • **Beverage containers (all except milk)** • **Blue box recyclables** • **Lead-acid (car) batteries** • **Medications/ pharmaceuticals** • **Paint, solvents, flammable liquids, gasoline, and pesticides** • **Vehicle tires** • **Oil, oil filters, and empty oil containers** • **Electronic waste, including personal computers, printers, and TVs**

Receivables Report
In reviewing the accounts receivable it was noted that three strata lots were 30 days in arrears of strata fees and one strata lot had been liened.

Van City Savings Mortgage
Council reviewed correspondence sent to the financial institution responsible for holding the mortgage of one strata lot that had been previously liened by the Strata Corporation. The correspondence requested that the financial institution undertake any remedy available to it under the terms of the mortgage agreement to remedy the outstanding balance, which is seriously in arrears.

2008/2009 Draft Operating Budget
The Strata Manager presented amendments made to the previous operating budget draft, which was again reviewed in detail by Council. After review it was

MOVED AND SECONDED:
To present the 2008/2009 operating budget to the owners at the Annual General Meeting to be held on Wednesday, January 30, 2008, calling for an approximate strata fee increase of 7.9%

MOTION CARRIED UNANIMOUSLY

2) Staff Report

Site Inspection Reports
The Strata Manager reported that the site inspection reports were on file and that all matters requiring attention were being dealt with by the Strata Manager or referred to Council for further direction.

Direct Energy
Council reviewed a consumption history chart for the Strata Corporation beginning December 2001, through October 2007.

Guildford Towing
Correspondence requesting that the towing contractor continue regular patrols of the underground visitor parkade areas was reviewed.

Coastal Lock
Council reviewed correspondence requesting a quotation for re-keying the pedestrian door lock located adjacent to the 7171 overhead door.

Precision Gutters
The Strata Manager tabled correspondence requesting that arrangements be made to have several K funnel outlets and leaf catchers installed on the Strata Corporation's rain gutter system and downpipe at problematic areas where the eavestrough system is prone to blocking and overflowing.

City of Surrey
Council reviewed correspondence sent to and received from the City of Surrey regarding the request that the City's bylaw staff review the matter of bird-feeding that is occurring on the south side of the southern perimeter fence. This activity is unfortunately resulted in attracting vermin the area.

Council also reviewed correspondence received from the City Engineering Department confirming that the City had evaluated a request sent from the Strata Manager for the installation of speed bumps in the lane located adjacent to the western perimeter fence of The Highlands. The correspondence noted that the Strata Council's request had been approved, and that the work will be completed when funds become available. The Strata Manager also requested the possibility of having a crosswalk painted adjacent to the pedestrian gate on the western perimeter fence. The City's response was that they do not provide marked pedestrian crosswalks in rear lanes due to the narrow crossing distance as well as the fact that these areas typically have lower vehicle and volumes.

BFI Waste Systems
Council reviewed correspondence sent to the Strata Corporation's waste contractor requesting a quotation for increasing the frequency of cardboard pickup for the buildings. The Strata Manager reported that this request had been issued on December 19, 2007, and he was awaiting a response from BFI.

PCO Services
Council reviewed a service report completed by the pest control contractor recommending the installation of gaskets underneath the common rooms, which are located in the underground parkade. Council then agreed to make arrangements to have Mr. Morgan Kelly complete this task if he was able to do so.

Quotation – Interior Hallway
Council reviewed a quotation received from Pro Carpet Care in the amount of $3,600.00 + GST to clean the hallway carpets in all three buildings. It was

MOVED AND SECONDED:
To approve the quotation and request that the contractor initiate this work in the month of March 2008, when the possibility of snow and slush is reduced.

MOTION CARRIED UNANIMOUSLY

3) **Correspondence**

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: 7151: appreciation for work performed by Council and owners; owner's report of parkade security concerns; 7161: welcome letters sent to new tenants; owner's report of storage locker and common property maintenance reviewed; owner requested to report any information regarding dog feces being left on common property adjacent to strata lot; vehicle storage insurance received; owner requested to comply with bylaws (use of common property); owner advised that holdback previously assessed against account of strata lot was discharged; 7171: welcome letter sent to new tenant; owner advised of Council's decision pertaining to window repairs; owner notified that arrangements were being made to remove oil accumulation from parking stall with costs for the work being assessed against the account of the strata lot.

In reviewing the correspondence the following was duly resolved:

Strata Lot 58 - Owner requested to remove oil accumulations from parking stall
Council reviewed correspondence sent to the strata lot owner dated December 19, 2007, requesting that significant oil accumulation be removed from the parking stall within seven days of receipt of the letter. It was noted that as of the date of the Council meeting, January 2, 2008, the oil had not yet been removed. It was then

MOVED AND SECONDED:
To assign an independent third-party contractor to complete this work and assess the costs for cleaning against the account of the strata lot.

MOTION CARRIED UNANIMOUSLY

Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the Strata Council can deal with the correspondence officially at a duly convened meeting. Thank you for your assistance.

4) **Landscaping**

2008 Landscape Maintenance Proposals
The Strata Manager presented several landscape maintenance quotations for Council's review. After a lengthy discussion, Council agreed that they would incorporate funding into the 2008/2009 operating budget that would permit the Strata Corporation to have the option of undertaking landscape services on a 12-month basis. It was agreed that a final decision in regards to the landscape contract would be made after the Annual General Meeting of July 30, 2008.

Fraser Stratacare
Council reviewed a quotation from Fraser Stratacare in the amount of $50.00 to stump grind an old tree stump located in the common garden area adjacent to the 7171 building. It was then

MOVED AND SECONDED:
To approve the quotation received from Fraser Stratacare for stump grinding of an old tree stump.

MOTION CARRIED UNANIMOUSLY

5) Completed Items
The Strata Manager advised that the following had been completed since the last meeting of the Strata Council: posted notices regarding live Christmas trees, storage of items in lobbies, and unauthorized use of storage lockers; repaired damaged drywall from sprinkler replacement at several strata lots in 7161 building; repaired minor roof leak; removed dead juniper from western perimeter landscape berm; repaired parkade door lock at 7151 building; installed new cable supports for vent extension on make-up air unit at 7151 building; replaced drive belt on garage exhaust fan in 7171 building.

OTHER BUSINESS:

Storage Lockers
All owners are reminded that under no circumstances should they be storing items on top of or on the floor adjacent to their storage lockers. This type of storage constitutes a violation of the fire code, and these items may be removed without further notice.

ADJOURNMENT:
There being no further business, the meeting adjourned at 9:10 pm, until the Annual General Meeting, scheduled for Wednesday, January 30, 2008, with the next regular Strata Council meeting scheduled for Thursday, February 28, 2008, at 7:00 pm in the first floor meeting room, 7161 121st Street, Surrey, BC.

STRATACO MANAGEMENT LTD.
#101 – 4126 Norland Avenue
Burnaby, BC
V5G 3S8

Tel: 604-294-4141
Fax: 604-294-8956

All vendors are responsible for ensuring that purchasers of the strata lot obtain the plastic parking pass that has been assigned to the strata lot.

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

/mr

LMS222 THE HIGHLANDS

BALANCE SHEET (CASH)

NOVEMBER 30, 2007

(Unaudited)

	NOV 07
ASSETS	
CURRENT	
Cash	
1050 Petty Cash	$ 500.00
1100 Royal Bank-Chequing	53,351.25
1110 Royal Bank-Plan 24	147,443.29
1140 Royal Bank GIC (RBMC)	101,850.00
1141 Royal Bank GIC (Royal Trust Company)	41,000.00
1165 RBC Dominion Securities	115,000.00
1300 Accounts Receivable	1,949.00
1400 Prepaid Insurance	2,858.33
	463,951.87
FIXED ASSETS	
Less: Accumulated Depreciation	
'AL ASSETS	$ 463,951.87
LIABILITIES	
2200 Refundable Security Deposits	$ 15,261.41
	$ 15,261.41
MEMBER'S EQUITY	
OPERATING SURPLUS (DEFICIT)	41,711.60
RESERVES	405,293.29
Garage Sales	1,685.57
	448,690.46
TOTAL LIABILITIES AND EQUITY	$ 463,951.87

January 8, 2008

The Owners
Strata Plan LMS 222
The Highlands

Re: ***Finance Report***

Dear Owners:

On behalf of the Strata Council, we are pleased to present the Finance Report for the Strata Corporation, which includes:

⇒ a summary of the Strata Corporation's performance over the past fiscal year
⇒ an explanation of the operating expenses proposed for the ensuing fiscal year
⇒ an explanation of the proposed reserve contributions for the ensuing fiscal year

Past Fiscal Year

As required by Section 103 (2) of the Strata Property Act, we attach for your information a copy of the unaudited balance sheet for the Strata Corporation to the period ending November 30, 2007. It is anticipated that the Strata Corporation will end the fiscal year with an approximate operating surplus of approximately $9,000.00. This is the result of the Strata Corporation beginning the fiscal year with an operating deficit of $10,993.21, most of which was anticipated and budgeted for under G.L. 8100 Deficit Recovery as well as unspent funds in several categories.

During the past fiscal year the Strata Council, working with the Strata Manager, oversaw a number of maintenance projects to the buildings and grounds including the powerwashing of the entire underground parkade, the cleaning of twelve underground parkade catch basins and two interceptors, repairs and upgrades to the perimeter fencing including the installation of a small section of chainlink fencing adjacent to the southern perimeter fence, repairs of wood decking material at several units, repairs to damaged drywall as a result of the sprinkler head installation at the 7161 building, replacement of a portion of the membrane against the wall at unit 109 – 7171, the replacement of all loft roofs on the 7161 building, several minor roof repairs, general repairs and upgrades to the boiler system and make up units at various locations including the installation of a vent extension for the make up air unit at the 7151 building, landscaping repairs including the removal of the dead junipers along the western perimeter berm, the removal of four dead plum trees and removal of two dead flowering cherry trees from the common grounds, the repainting of all roof top vents with a rust inhibiting paint, various repairs to the lawn irrigation system, the replacement of all omega sprinkler heads in the 7161 building, the painting of "visitor parking" at various locations in the underground parkade, various door lock repairs, including repairs to several storage lockers, various repairs to the paving stone bricks, repairs to the drain tiles on the north side of the 7161 building, repairs and upgrades to the rain water leader system, the replacement of two submersible pumps for the two ponds, and the completion of interior hallway painting at the 7151 building.

To comply with Section 105 (1) of the Strata Property Act, we report that $1,500.00 will be used to reduce the total contribution to the operating budget and the balance of approximately $7,500.00 will be carried forward as part of the operating fund as a surplus.

2008/2009 Proposed Operating Expenses

A budget is a guideline and a fiscal representation of the management programs of the Strata Corporation.

The budget attached reflects the anticipated operating expenses for the ensuing fiscal year, estimated at $497,365.00. The allocations in certain accounts have increased where we are aware of increases in contract prices or the costs of service. The individual line items contained within the budget will identify the purpose of the expenditure; however, we wish to mention specifically the following:

- ***GL 3920 - From Reserves Roofing:*** The sum of up to $37,000.00 will be transferred from the contingency fund to meet the anticipated costs for reroofing the loft roofs on the 7171 building.

- ***GL 4300 – Insurance:*** This allocation has been increased from $35,000.00 to $37,000.00 to fund the Strata Corporation's insurance policy which continues to see increases as a result of the cost of reproduction, which is increased appraised values, which have been impacted primarily due to inflammationary pressures in the building industry which has resulted in increased costs for both labour and materials.

- ***GL 5080 – Fire Protection:*** This allocation has been decreased from $18,500.00 to $9,000.00 as additional work had been completed in the 2007/2008 fiscal year. It should be noted that this allocation included having the Strata Corporation's buildings winterized a minimum of two times per year. An increase from the previous once per year rate.

- ***GL 5320 - General Maintenance:*** The sum of $3,000.00 has been allocated to meet anticipated costs for general maintenance to the Strata Corporation's building.

- ***GL 5321 - Drain (Sanitary) Cleaning:*** This allocation has been increased from $3,500.00 to $10,500.00 to provide funding for having all suspended sanitary lines cleaned and flushed which are located in the under ground parkade. This work is being done in an effort to prevent blockages and back-up's of the sanitary drain system.

- ***GL 5332 – Powerwashing:*** The sum of $2,000.00 has been allocated to have the underground parkade cleaned by non-janitorial staff. It should be noted that although this work was included in the janitorial contract as a bonus item, members of Council have not been overly satisfied with the work, and as a result arrangements have been made to have Brenda's Cleaning perform additional duties with respect to floor cleaning and polishing in the absence of their staff performing the underground parkade powerwashing.

- ***GL 5920 – Window Cleaning:*** The sum of $3,000.00 has been included in the proposed operating budget to fund the cleaning of all exterior windows throughout the complex.

- ***GL 6300 – Improvements:*** The sum of $5,000.00 has been allocated for the supply of bark mulch which will be distributed to all garden bed areas throughout the complex to enhance their overall appearance.

- ***GL 6500 – Landscaping:*** A sum of $30,240.00 has been allocated, which will allow the Strata Corporation to have landscape maintenance services performed on a twelve month basis, which will ensure continuity of the Strata Corporation's grounds as well as allow time for restorative pruning and other additional items which have not routinely been completed

during the regular ten month landscape contract. It should be noted that these additional items in a ten month contract are considered extras, and the Strata Corporation would be billed accordingly.

Funding in other categories is considered necessary to carry out routine maintenance, both to the buildings and grounds, as well as providing adequate funds for annual upkeep to extend the serviceable life of individual components. The proposed operating budget includes a significant increase to the Strata Corporation's contingency fund, which will be noted under proposed reserve contributions.

Based on the anticipated expenditures for the ensuing fiscal year, the strata fees have been increased by 7.9% over the previous fiscal year.

Proposed Reserve Contributions

The Strata Council is recommending that $121,000.00 (or 20% of the operating costs) be set aside in the upcoming fiscal year as a contribution to the reserve fund, to help offset future capital costs such as roof replacement, and to establish adequate funding for any unexpected non-annual costs such as emergency repairs to the common property. It should be noted that approximately that approximately $9,000.00 of interest accrued on the Strata Corporation's contingency reserve fund investment forms a part of this sum. The Strata Council is recommending that the annual reserve contribution be increased by approximately $20,000.00 to meet future capital costs.

Capital Plan Cash Flow - Depreciation Report

Please find attached a capital plan cash flow and a depreciation report. These documents have been compiled based on current costs and anticipated future costs for replacement of various components of the common property and assets of the Strata Corporation. While the time frame for this work may be specific or an approximation, there is little doubt that the work will be required in the future as the components described have a fixed life span. While the owners today may not be obligated to provide funding for 100% of the replacement cost of these components, there is an obligation to plan for their replacement in the future, and to contribute accordingly so as not to leave the Strata Corporation in a deficit situation when the work comes due. Proper fiscal planning will ensure that the work will be performed in a timely manner so as to prevent further deterioration and additional unnecessary costs.

Conclusion

Recent court decisions and the requirements of the Strata Property Act, have reinforced the Strata Council's fiduciary obligation to recommend to the owners a budget which not only provides funding for annual operating expenses, but also funding for preventative maintenance which will increase the serviceable life of various common assets. In addition, it is imperative that contributions to the reserve fund continue at a level which will preempt special levies for capital works projects (roof replacement, painting, etc.)

The Strata Council recommends adoption of the budget by the owners, as it believes the budget will enable repair and maintenance of the Corporation's assets, and satisfy the Corporation's fiscal responsibility to continue to contribute an adequate sum to the reserves to reduce the necessity to levy special levies for future capital works projects.

In developing the budget, the Strata Council attempts to respond to the needs and expectations of the ownership, and wishes to ensure that sufficient funds are set aside to enable the

incoming Strata Council to continue to meet these demands. While it is the Strata Council's obligation to ensure that owners obtain good value for dollar, there is a corresponding obligation by the owners to ensure that the Strata Council is provided with sufficient funds to enable it to perform its duties and to respond to the needs of the owners.

We hope the owners will support the budget proposed by the Strata Council, which has been developed after careful analysis of the expenses in previous years, upcoming work to be done, and the requirements of the Strata Property Act. If you have questions concerning any of the proposed allocations please do not hesitate to contact a member of Council or Strataco Management Ltd., and we look forward to your attendance at the upcoming Annual General Meeting.

Respectfully,

LMS 222 Strata Council,
The Highlands

/eb

attachments

Date: January 07, 2008

For LMS222 The Highlands

STRATACO MANAGEMENT LTD.
#101- 4126 Norland Avenue Burnaby, V5G 3S8

2008/09 BUDGET

INCOME	9 Months Year To Date	2007/08 Year End Estimated	2007/08 Annual Budget	Est 2007/08 Year End vs Budget	2008/09 Annual Budget	% of 2008/09 Budget	Projected Annual % Increase	2008/09
#3200 Fines/Penalties	368.00	368.00	0.00	0.0%	0.00	0.0%		0.00
#3210 Interest Charges	222.92	223.00	0.00	0.0%	0.00	0.0%		0.00
#3250 Move In/Out Fees	1050.00	1200.00	1500.00	80.0%	1,200.00	0.2%		1200.00
#3350 Interest Current Account	1175.63	1500.00	900.00	166.7%	1,500.00	0.2%		1500.00
#3360 CRF Interest Plan 24	4918.71	6500.00	4000.00	162.5%	6,500.00	1.1%		6500.00
#3370 Investment Income	1850.00	2500.00	9000.00	27.8%	2,500.00	0.4%		2500.00
#3400 Stata Fees	392668.13	523557.00	523557.00	100.0%	564,840.00	91.3%	7.9%	564840.00
#3600 Parking	2210.00	3000.00	3000.00	100.0%	3,000.00	0.5%		3000.00
#3700 Rental	265.00	265.00	200.00	132.5%	200.00	0.0%		200.00
#3701 Bike Room Key	0.00	0.00	25.00	0.0%	25.00	0.0%		25.00
#3750 Rec Centre Fees	125.00	125.00	100.00	125.0%	100.00	0.0%		100.00
#3900 Surplus Carry Forward	0.00	0.00	0.00	0.0%	1,500.00	0.2%		1500.00
#3916 From Reserves - Painting	11660.00	11660.00	11500.00	101.4%	0.00	0.0%		0.00
#3917 From Reserves - Fire Protecti	35792.88	40000.00	0.00	0.0%	0.00	0.0%		0.00
#3920 From Reserves - Roof	31546.00	34000.00	35000.00	97.1%	37,000.00	6.0%		37000.00
TOTAL INCOME:	483,852.27	624,898.00	588,782.00	106.1%	618,365.00	100%	0.08	618,365.00
EXPENDITURES								
GENERAL								
#4100 Audit	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
#4300 Insurance	25724.00	35000.00	35000.00	100.0%	37,000.00	6.0%		37000.00
#4310 Appraisals	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
#4400 Management Fees	29574.00	39,432.00	39,500.00	99.8%	40,500.00	6.5%		40500.00
#4550 Wages - Caretaker	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
#4560 Janitorial Contract	13568.00	21000.00	21000.00	100.0%	21,500.00	3.5%		21500.00
#4650 Legal	-29.00	50.00	250.00	20.0%	500.00	0.1%		500.00
#4660 Consulting Fees	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
#4700 Council Administration	0.00	125.00	125.00	100.0%	125.00	0.0%		125.00
#4730 Records Storage	0.00	150.00	107.00	140.2%	150.00	0.0%		150.00
#4750 Duplicating/Postage	1856.28	4100.00	4100.00	100.0%	4,100.00	0.7%		4100.00
#4820 Moving Charges	922.20	950.00	900.00	105.6%	900.00	0.1%		900.00
#4850 Bank Charges	567.82	756.00	750.00	100.8%	800.00	0.1%		800.00
#4940 Real Estate Council Review	344.50	345.00	0.00	0.0%	350.00	0.1%		350.00
SUBTOTAL GENERAL:	72,527.80	101,908.00	101,732.00	100.2%	105,925.00	17%		105925.00

Date: January 07, 2008

STRATACO MANAGEMENT LTD.
#101- 4126 Norland Avenue Burnaby, V5G 3S8

For LMS222 The Highlands

2008/09 BUDGET

EXPENDITURES	9 Months Year To Date	2007/08 Year End Estimated	2007/08 Annual Budget	Est 2007/08 Year End vs Budget	2008/09 Annual Budget	% of 2008/09 Budget	Projected Annual % Increase	2008/09
BUILDING								
#5080 Fire Protection	16240.31	18500.00	18500.00	100.0%	9,000.00	1.5%		9000.00
#5081 Sprinkler Replacement	35792.88	40000.00	0.00	0.0%	0.00	0.0%		0.00
#5100 Plumbing Repairs/Flushing	345.62	800.00	1000.00	80.0%	800.00	0.1%		800.00
#5120 Boiler and Mechanical	15208.27	20500.00	20500.00	100.0%	21,500.00	3.5%		21500.00
#5130 Electrical Maintenance	1227.49	1500.00	600.00	250.0%	1,500.00	0.2%		1500.00
#5160 Elevators/licenses	5837.50	7300.00	7200.00	101.4%	7,900.00	1.3%		7900.00
#5200 Electricity	16377.36	27000.00	27000.00	100.0%	27,500.00	4.4%		27500.00
#5240 Extermination	948.17	1500.00	1500.00	100.0%	1,600.00	0.3%		1600.00
#5280 Garage Door	1797.39	2100.00	1500.00	140.0%	2,100.00	0.3%		2100.00
#5320 General Maintenance	3124.41	3500.00	1000.00	350.0%	3,000.00	0.5%		3000.00
#5321 Drain (Sanitary) Cleaning	230.50	500.00	3500.00	14.3%	10,500.00	1.7%		10500.00
#5322 Gutter Cleaining	0.00	4000.00	3500.00	114.3%	4,000.00	0.6%		4000.00
#5330 Carpet Cleaning	0.00	0.00	3500.00	0.0%	4,000.00	0.6%		4000.00
#5331 Duct Cleaning	3425.92	3426.00	2500.00	137.0%	3,500.00	0.6%		3500.00
#5332 Powerwashing	1000.00	1000.00	0.00	0.0%	2,000.00	0.3%		2000.00
#5360 Painting (Exterior)	1640.63	1800.00	500.00	360.0%	1,000.00	0.2%		1000.00
#5361 Painting (Interior)	11660.00	11660.00	11500.00	101.4%	500.00	0.1%		500.00
#5400 Heating Fuel	83212.95	140000.00	150000.00	93.3%	150,000.00	24.3%		150000.00
#5440 Improvements	60.00	200.00	1000.00	20.0%	500.00	0.1%		500.00
#5481 Deck& Balcony Repairs	809.34	1500.00	2000.00	75.0%	1,000.00	0.2%		1000.00
#5520 Telephone	138.80	300.00	500.00	60.0%	500.00	0.1%		500.00
#5600 Locks & Keys	2190.18	3500.00	5000.00	70.0%	3,000.00	0.5%		3000.00
#5640 Repairs - Exterior	1543.00	1800.00	2500.00	72.0%	2,000.00	0.3%		2000.00
#5661 Envelope Maintenance	0.00	0.00	3000.00	0.0%	0.00	0.0%		0.00
#5680 Roof Repair/Replacement	2526.11	2800.00	2000.00	140.0%	2,500.00	0.4%		2500.00
#5682 Roofing Project - 7161/7171	31546.00	34000.00	35000.00	97.1%	37,000.00	6.0%		37000.00
#5720 Repairs - Interior	2464.18	3,000.00	3000.00	100.0%	3,000.00	0.5%		3000.00
#5760 Refuse Removal	14393.91	19500.00	18000.00	108.3%	20,000.00	3.2%		20000.00
#5800 Enterphone	680.13	1000.00	1100.00	90.9%	1,100.00	0.2%		1100.00
#5840 Supplies	1822.20	3000.00	2500.00	120.0%	3,000.00	0.5%		3000.00
#5860 Parkade Concrete Repairs	0.00	5000.00	4000.00	125.0%	5,000.00	0.8%		5000.00
#5880 Water/Sewer	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
#5920 Window Repairs	0.00	0.00	500.00	0.0%	0.00	0.0%		0.00
#5920 Wiindow Cleaning	0.00	0.00	0.00	0.0%	3,000.00	0.5%		3000.00
#5980 Insurance Claims	2723.87	2724.00	7500.00	36.3%	8,000.00	1.3%		8000.00
SUBTOTAL BUILDING	258,967.12	363,410.00	341,400.00	106.4%	340,000.00	55%		340,000.00

Date: January 07, 2008

For LMS222 The Highlands

STRATACO MANAGEMENT LTD.
#101- 4126 Norland Avenue Burnaby, V5G 3S8

2008/09 BUDGET

EXPENDITURES	9 Months Year To Date	2007/08 Year End Estimated	2007/08 Annual Budget	Est 2007/08 Year End vs Budget	2008/09 Annual Budget	% of 2008/09 Budget	Projected Annual % Increase	2008/09
GROUNDS								
#6051 Pond Cleaning & Maintenanc	4,655.18	4,800.00	2,000.00	240.0%	2,500.00	0.4%		2500.00
#6110 Signage	543.92	544.00	0.00	0.0%	200.00	0.0%		200.00
#6300 Improvements (Bark Mulch)	577.50	800.00	250.00	320.0%	5,000.00	0.8%		5000.00
#6351 Fences	639.82	1200.00	1000.00	120.0%	1,500.00	0.2%		1500.00
#6352 Irrigation	1806.24	2000.00	1500.00	133.3%	2,200.00	0.4%		2200.00
#6450 Fire Hydrants	104.94	106.00	150.00	70.7%	150.00	0.0%		150.00
#6500 Landscaping	15763.00	21000.00	20500.00	102.4%	30,240.00	4.9%		30240.00
#6502 Grounds Keeping	0.00	300.00	250.00	120.0%	500.00	0.1%		500.00
#6550 Repairs/Drainage	1641.12	5000.00	6000.00	83.3%	4,000.00	0.6%		4000.00
#6571 Tree Maintenance	159.00	2500.00	1000.00	250.0%	1,000.00	0.2%		1000.00
#6600 Supplies	378.10	500.00	500.00	100.0%	500.00	0.1%		500.00
#6700 Road/Sewer Mtce.	1364.04	3500.00	5000.00	70.0%	3,000.00	0.5%		3000.00
#6800 Snow Removal	0.00	700.00	500.00	140.0%	500.00	0.1%		500.00
#6900 Other	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
SUBTOTAL GROUNDS	27,632.86	42,950.00	38,650.00	111.1%	51,290.00	8%		51,290.00
EXPENDITURES								
RECREATION FACILITIES								
#7200 Equipment	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
#7450 Maintenance/building	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
#7550 Building repairs	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
#7700 Supplies	0.00	0.00	0.00	0.0%	50.00	0.0%		50.00
#7950 Improvements	0.00	0.00	0.00	0.0%	100.00	0.0%		100.00
#7990 Other	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
SUBTOTAL RECREATION	0.00	0.00	0.00	0.0%	150.00	0%		150.00

Date: January 07, 2008

STRATACO MANAGEMENT LTD.
#101- 4126 Norland Avenue Burnaby, V5G 3S8

For LMS222 The Highlands

2008/09 BUDGET

EXPENDITURES	9 Months Year To Date	2007/08 Year End Estimated	2007/08 Annual Budget	Est 2007/08 Year End vs Budget	2008/09 Annual Budget	% of 2008/09 Budget	Projected Annual % Increase	2008/09
DEBT SERVICES								
#8100 Deficit recovery	0.00	0.00	7,000.00	0.0%	0.00	0.0%		0.00
#8200 Second	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
#8350 Interest	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
#8400 Other	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
#8550 Other/G.S.T.	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
SUBTOTAL DEBT SERVICES	0.00	0.00	7,000.00	0.0%	0.00	0%		0.00
TOTAL EXPENDITURES	359,127.78	508,268.00	488,782.00	104.0%	497,365.00	80%		497,365.00
TOTAL OPERATING SURPLUS OR DEFICIT	124,724.49	116,630.00	100,000.00		121,000.00			121000.00
#025 Beginning Oper. Cash	-10993.21	(10,993.21)			0.00			0.00
Oper. Surplus/Deficit	124,724.49	116,630.00			121,000.00			121000.00
Total Cash Available	113,731.28	105,636.79			121,000.00			121000.00
From Reserves	0.00	0.00			0.00			

Date: January 07, 2008

For LMS222 The Highlands

STRATACO MANAGEMENT LTD.
#101- 4126 Norland Avenue Burnaby, V5G 3S8

2008/09 BUDGET

RESERVES	9 Months Year To Date	2007/08 Year End Estimated	2007/08 Annual Budget	Est 2007/08 Year End vs Budget	2008/09 Annual Budget	% of 2008/09 Budget	Projected Annual % increase	2008/09
LESS CASH RESERVES FOR:								
#0310 Interest reserve	6,768.71	9,000.00	13,000.00	69.2%	9,000.00	1.5%		9,000.00
#0340 Asphalt-Roadways	0.00	0.00	0.00	0.0%	0.00	0.0%	0.0%	0.00
#0360 Fences	750.01	1000.00	1000.00	100.0%	2,000.00	0.3%	100.0%	2000.00
#0390 Carpets	1499.99	2000.00	2000.00	100.0%	5,000.00	0.8%	150.0%	5000.00
#0411 Enterphone	0.00	0.00	0.00	0.0%	0.00	0.0%	0.0%	0.00
#0420 Mechanical equipment	750.01	1000.00	1000.00	100.0%	5,000.00	0.8%	400.0%	5000.00
#0440 Painting	1499.99	2000.00	2000.00	100.0%	5,000.00	0.8%	150.0%	5000.00
#0460 Roof	60750.00	81000.00	81000.00	100.0%	95,000.00	15.4%	17.3%	95000.00
#0480 Light Fixtures	0.00	0.00	0.00	0.0%	0.00	0.0%	0.0%	0.00
#0500 Surplus to reserves	0.00	0.00	0.00	0.0%	0.00	0.0%	0.0%	0.00
#0830 Recreation Centre	0.00	0.00	0.00	0.0%	0.00	0.0%	0.0%	0.00
TOTAL RESERVES	72,018.71	96,000.00	100,000.00	96.0%	121,000.00	20%		121,000.00
#025 Ending Operating Cash	41,712.57	9,636.79			0.00	100.0%		0.00

January 8, 2008

The Owners
Strata Plan LMS 222
The Highlands

Re: ***Strata fee calculations***

Dear Owners:

From time to time, owners question the manner in which their monthly strata fees are calculated, and we take this opportunity to provide you with information which will enable you to verify the documentation being sent to you through the Strata Council.

- The Strata Corporation's budget is divided into 2 components: an operating fund for common expenses which usually occur once a year or more often than once a year, and a contingency reserve fund for common expenses which usually occur less often than once a year or do not normally occur.

- Each owner must contribute to the Strata Corporation his or her strata lot's share of the total contributions budgeted for the operating fund and contingency reserve fund, by means of "strata fees", which are calculated in accordance with the requirements of the Strata Property Act. The strata fees for a strata lot's share of the contribution to the operating fund and contingency reserve fund are calculated as follows: unit entitlement of the strata lot, divided by total unit entitlements of all strata lots, multiplied by the total contributions and then divided by 12.

- The unit entitlement for a strata lot is the number indicated in the schedule of unit entitlements on the registered Strata Plan, and is the only number which can be used to determine the strata lot's share of the common property and common expenses of the Strata Corporation. The unit entitlement is usually based on the habitable area of the strata lot as determined by the surveyor at the time of registration of the Strata Plan, rounded to the nearest whole number. The unit entitlement does not necessarily have to be based on this figure, however, and may be altered by the developer subject to approval by the Superintendent of Real Estate. We have attached for your information the schedule of unit entitlements for the strata lots in your building, which determine the manner in which your yearly and monthly fees have been calculated.

We hope that this information will assist you in verifying the figures shown on the schedule of strata fees.

Sincerely yours,

STRATACO MANAGEMENT LTD.

Al Mckay,
Strata Manager

/eb

attachment

THE HIGHLANDS

STRATA PLAN LMS 222

$ 564,840.00

2008 SCHEDULE OF STRATA FEES

2008 ANNUAL STRATA FEES $ 452,840.00 $ 112,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
1	105-7171	1074	$ 3,096.37	$ 206.87	$ 51.16	$ 258.03
2	106	951	$ 2,741.76	$ 183.18	$ 45.30	$ 228.48
3	107	953	$ 2,747.53	$ 183.56	$ 45.40	$ 228.96
4	108	936	$ 2,698.51	$ 180.29	$ 44.59	$ 224.88
5	109	947	$ 2,730.23	$ 182.41	$ 45.11	$ 227.52
6	110	925	$ 2,666.80	$ 178.17	$ 44.07	$ 222.23
7	111	920	$ 2,652.39	$ 177.20	$ 43.83	$ 221.03
8	112	958	$ 2,761.94	$ 184.52	$ 45.64	$ 230.16
9	113	952	$ 2,744.64	$ 183.37	$ 45.35	$ 228.72
10	114	964	$ 2,779.24	$ 185.68	$ 45.92	$ 231.60
11	115	956	$ 2,756.17	$ 184.14	$ 45.54	$ 229.68
12	116	1085	$ 3,128.09	$ 208.99	$ 51.69	$ 260.67
13	117	1081	$ 3,116.55	$ 208.22	$ 51.50	$ 259.71
14	118	950	$ 2,738.88	$ 182.98	$ 45.26	$ 228.24
15	119	946	$ 2,727.34	$ 182.21	$ 45.07	$ 227.28
16	120	1031	$ 2,972.40	$ 198.58	$ 49.12	$ 247.70
17	101-7171	1098	$ 3,165.56	$ 211.49	$ 52.31	$ 263.80
18	102	944	$ 2,721.58	$ 181.83	$ 44.97	$ 226.80
19	103	960	$ 2,767.71	$ 184.91	$ 45.73	$ 230.64
20	104	1088	$ 3,136.73	$ 209.56	$ 51.83	$ 261.39
21	205-7171	1116	$ 3,217.46	$ 214.96	$ 53.16	$ 268.12
22	206	950	$ 2,738.88	$ 182.98	$ 45.26	$ 228.24
23	207	952	$ 2,744.64	$ 183.37	$ 45.35	$ 228.72
24	208	938	$ 2,704.28	$ 180.67	$ 44.69	$ 225.36
25	209	947	$ 2,730.23	$ 182.41	$ 45.11	$ 227.52
26	210	925	$ 2,666.80	$ 178.17	$ 44.07	$ 222.23
27	211	1111	$ 3,203.04	$ 213.99	$ 52.93	$ 266.92
28	212	959	$ 2,764.82	$ 184.72	$ 45.69	$ 230.40
29	213	954	$ 2,750.41	$ 183.75	$ 45.45	$ 229.20
30	214	964	$ 2,779.24	$ 185.68	$ 45.92	$ 231.60
31	215	956	$ 2,756.17	$ 184.14	$ 45.54	$ 229.68
32	216	1126	$ 3,246.29	$ 216.88	$ 53.64	$ 270.52
33	217	1127	$ 3,249.17	$ 217.08	$ 53.69	$ 270.76
34	218	952	$ 2,744.64	$ 183.37	$ 45.35	$ 228.72
35	219	943	$ 2,718.70	$ 181.63	$ 44.92	$ 226.56
36	220	968	$ 2,790.77	$ 186.45	$ 46.11	$ 232.56
37	201-7171	942	$ 2,715.81	$ 181.44	$ 44.88	$ 226.32
38	202	943	$ 2,718.70	$ 181.63	$ 44.92	$ 226.56
39	203	959	$ 2,764.82	$ 184.72	$ 45.69	$ 230.40
40	204	1129	$ 3,254.94	$ 217.46	$ 53.78	$ 271.24
41	305-7171	1256	$ 3,621.08	$ 241.92	$ 59.83	$ 301.76
42	306	1092	$ 3,148.27	$ 210.33	$ 52.02	$ 262.36

THE HIGHLANDS

STRATA PLAN LMS 222

$ 564,840.00

2008 SCHEDULE OF STRATA FEES

2008 ANNUAL STRATA FEES $ 452,840.00 $ 112,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
43	307	1093	$ 3,151.15	$ 210.53	$ 52.07	$ 262.60
44	308	1075	$ 3,099.26	$ 207.06	$ 51.21	$ 258.27
45	309	1086	$ 3,130.97	$ 209.18	$ 51.74	$ 260.91
46	310	915	$ 2,637.97	$ 176.24	$ 43.59	$ 219.83
47	311	1107	$ 3,191.51	$ 213.22	$ 52.74	$ 265.96
48	312	1089	$ 3,139.62	$ 209.76	$ 51.88	$ 261.63
49	313	1084	$ 3,125.20	$ 208.79	$ 51.64	$ 260.43
50	314	1090	$ 3,142.50	$ 209.95	$ 51.93	$ 261.88
51	315	1087	$ 3,133.85	$ 209.37	$ 51.78	$ 261.15
52	316	1264	$ 3,644.15	$ 243.46	$ 60.22	$ 303.68
53	317	1239	$ 3,572.07	$ 238.65	$ 59.02	$ 297.67
54	318	1080	$ 3,113.67	$ 208.02	$ 51.45	$ 259.47
55	319	1078	$ 3,107.90	$ 207.64	$ 51.35	$ 258.99
56	320	1357	$ 3,912.27	$ 261.38	$ 64.65	$ 326.02
57	301-7171	1222	$ 3,523.06	$ 235.37	$ 58.21	$ 293.59
58	302	1077	$ 3,105.02	$ 207.44	$ 51.31	$ 258.75
59	303	1090	$ 3,142.50	$ 209.95	$ 51.93	$ 261.88
60	304	1268	$ 3,655.68	$ 244.23	$ 60.41	$ 304.64
61	114-7161	1068	$ 3,079.07	$ 205.71	$ 50.88	$ 256.59
62	115	1079	$ 3,110.79	$ 207.83	$ 51.40	$ 259.23
63	116	962	$ 2,773.47	$ 185.29	$ 45.83	$ 231.12
64	117	942	$ 2,715.81	$ 181.44	$ 44.88	$ 226.32
65	118	974	$ 2,808.07	$ 187.61	$ 46.40	$ 234.01
66	119	970	$ 2,796.54	$ 186.84	$ 46.21	$ 233.04
67	120	1080	$ 3,113.67	$ 208.02	$ 51.45	$ 259.47
68	121	1078	$ 3,107.90	$ 207.64	$ 51.35	$ 258.99
69	122	1110	$ 3,200.16	$ 213.80	$ 52.88	$ 266.68
70	101-7161	1022	$ 2,946.45	$ 196.85	$ 48.69	$ 245.54
71	102	943	$ 2,718.70	$ 181.63	$ 44.92	$ 226.56
72	103	965	$ 2,782.12	$ 185.87	$ 45.97	$ 231.84
73	104	1083	$ 3,122.32	$ 208.60	$ 51.59	$ 260.19
74	105	1073	$ 3,093.49	$ 206.67	$ 51.12	$ 257.79
75	106	933	$ 2,689.87	$ 179.71	$ 44.45	$ 224.16
76	107	961	$ 2,770.59	$ 185.10	$ 45.78	$ 230.88
77	108	955	$ 2,753.29	$ 183.95	$ 45.49	$ 229.44
78	109	947	$ 2,730.23	$ 182.41	$ 45.11	$ 227.52
79	110	947	$ 2,730.23	$ 182.41	$ 45.11	$ 227.52
80	111	955	$ 2,753.29	$ 183.95	$ 45.49	$ 229.44
81	112	957	$ 2,759.06	$ 184.33	$ 45.59	$ 229.92
82	113	929	$ 2,678.33	$ 178.94	$ 44.26	$ 223.19
83	214-7161	1115	$ 3,214.58	$ 214.76	$ 53.12	$ 267.88
84	215	1124	$ 3,240.52	$ 216.50	$ 53.55	$ 270.04

THE HIGHLANDS

STRATA PLAN LMS 222

$ 564,840.00

2008 SCHEDULE OF STRATA FEES

2008 ANNUAL STRATA FEES $ 452,840.00 $ 112,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
85	216	962	$ 2,773.47	$ 185.29	$ 45.83	$ 231.12
86	217	943	$ 2,718.70	$ 181.63	$ 44.92	$ 226.56
87	218	1203	$ 3,468.28	$ 231.71	$ 57.31	$ 289.02
88	219	1300	$ 3,747.94	$ 250.40	$ 61.93	$ 312.33
89	220	1120	$ 3,228.99	$ 215.73	$ 53.36	$ 269.08
90	221	1124	$ 3,240.52	$ 216.50	$ 53.55	$ 270.04
91	222	1192	$ 3,436.57	$ 229.60	$ 56.79	$ 286.38
92	201-7161	1128	$ 3,252.06	$ 217.27	$ 53.74	$ 271.00
93	202	943	$ 2,718.70	$ 181.63	$ 44.92	$ 226.56
94	203	967	$ 2,787.89	$ 186.26	$ 46.07	$ 232.32
95	204	1127	$ 3,249.17	$ 217.08	$ 53.69	$ 270.76
96	205	1114	$ 3,211.69	$ 214.57	$ 53.07	$ 267.64
97	206	934	$ 2,692.75	$ 179.90	$ 44.49	$ 224.40
98	207	964	$ 2,779.24	$ 185.68	$ 45.92	$ 231.60
99	208	958	$ 2,761.94	$ 184.52	$ 45.64	$ 230.16
100	209	948	$ 2,733.11	$ 182.60	$ 45.16	$ 227.76
101	210	946	$ 2,727.34	$ 182.21	$ 45.07	$ 227.28
102	211	955	$ 2,753.29	$ 183.95	$ 45.49	$ 229.44
103	212	960	$ 2,767.71	$ 184.91	$ 45.73	$ 230.64
104	213	931	$ 2,684.10	$ 179.32	$ 44.35	$ 223.67
105	314-7161	1364	$ 3,932.45	$ 262.72	$ 64.98	$ 327.70
106	315	1379	$ 3,975.70	$ 265.61	$ 65.69	$ 331.31
107	316	1081	$ 3,116.55	$ 208.22	$ 51.50	$ 259.71
108	317	1066	$ 3,073.31	$ 205.33	$ 50.78	$ 256.11
109	318	1326	$ 3,822.90	$ 255.41	$ 63.17	$ 318.57
110	319	1423	$ 4,102.55	$ 274.09	$ 67.79	$ 341.88
111	320	1371	$ 3,952.63	$ 264.07	$ 65.31	$ 329.39
112	321	1373	$ 3,958.40	$ 264.46	$ 65.41	$ 329.87
113	322	1331	$ 3,837.31	$ 256.37	$ 63.41	$ 319.78
114	301-7161	1249	$ 3,600.90	$ 240.57	$ 59.50	$ 300.08
115	302	1065	$ 3,070.43	$ 205.13	$ 50.74	$ 255.87
116	303	1085	$ 3,128.09	$ 208.99	$ 51.69	$ 260.67
117	304	1383	$ 3,987.23	$ 266.38	$ 65.88	$ 332.27
118	305	1366	$ 3,938.22	$ 263.11	$ 65.07	$ 328.18
119	306	1055	$ 3,041.59	$ 203.21	$ 50.26	$ 253.47
120	307	1084	$ 3,125.20	$ 208.79	$ 51.64	$ 260.43
121	308	1074	$ 3,096.37	$ 206.87	$ 51.16	$ 258.03
122	309	1070	$ 3,084.84	$ 206.10	$ 50.97	$ 257.07
123	310	1066	$ 3,073.31	$ 205.33	$ 50.78	$ 256.11
124	311	1070	$ 3,084.84	$ 206.10	$ 50.97	$ 257.07
125	312	1081	$ 3,116.55	$ 208.22	$ 51.50	$ 259.71
126	313	1051	$ 3,030.06	$ 202.44	$ 50.07	$ 252.51

THE HIGHLANDS

STRATA PLAN LMS 222

2008 SCHEDULE OF STRATA FEES $ 564,840.00

2008 ANNUAL STRATA FEES $ 452,840.00 $ 112,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
127	104-7151	1087	$ 3,133.85	$ 209.37	$ 51.78	$ 261.15
128	105	1085	$ 3,128.09	$ 208.99	$ 51.69	$ 260.67
129	106	974	$ 2,808.07	$ 187.61	$ 46.40	$ 234.01
130	107	971	$ 2,799.42	$ 187.03	$ 46.26	$ 233.29
131	108	961	$ 2,770.59	$ 185.10	$ 45.78	$ 230.88
132	109	975	$ 2,810.95	$ 187.80	$ 46.45	$ 234.25
133	110	929	$ 2,678.33	$ 178.94	$ 44.26	$ 223.19
134	111	908	$ 2,617.79	$ 174.89	$ 43.26	$ 218.15
135	112	966	$ 2,785.01	$ 186.06	$ 46.02	$ 232.08
136	113	947	$ 2,730.23	$ 182.41	$ 45.11	$ 227.52
137	114	968	$ 2,790.77	$ 186.45	$ 46.11	$ 232.56
138	115	966	$ 2,785.01	$ 186.06	$ 46.02	$ 232.08
139	116	1087	$ 3,133.85	$ 209.37	$ 51.78	$ 261.15
140	117	1086	$ 3,130.97	$ 209.18	$ 51.74	$ 260.91
141	118	973	$ 2,805.19	$ 187.41	$ 46.35	$ 233.77
142	119	957	$ 2,759.06	$ 184.33	$ 45.59	$ 229.92
143	120	1096	$ 3,159.80	$ 211.10	$ 52.21	$ 263.32
144	101-7151	1048	$ 3,021.41	$ 201.86	$ 49.93	$ 251.78
145	102	948	$ 2,733.11	$ 182.60	$ 45.16	$ 227.76
146	103	963	$ 2,776.36	$ 185.49	$ 45.88	$ 231.36
147	204-7151	1123	$ 3,237.64	$ 216.31	$ 53.50	$ 269.80
148	205	1123	$ 3,237.64	$ 216.31	$ 53.50	$ 269.80
149	206	954	$ 2,750.41	$ 183.75	$ 45.45	$ 229.20
150	207	957	$ 2,759.06	$ 184.33	$ 45.59	$ 229.92
151	208	942	$ 2,715.81	$ 181.44	$ 44.88	$ 226.32
152	209	954	$ 2,750.41	$ 183.75	$ 45.45	$ 229.20
153	210	1104	$ 3,182.86	$ 212.65	$ 52.59	$ 265.24
154	211	913	$ 2,632.20	$ 175.86	$ 43.49	$ 219.35
155	212	945	$ 2,724.46	$ 182.02	$ 45.02	$ 227.04
156	213	928	$ 2,675.45	$ 178.75	$ 44.21	$ 222.95
157	214	946	$ 2,727.34	$ 182.21	$ 45.07	$ 227.28
158	215	943	$ 2,718.70	$ 181.63	$ 44.92	$ 226.56
159	216	1120	$ 3,228.99	$ 215.73	$ 53.36	$ 269.08
160	217	1120	$ 3,228.99	$ 215.73	$ 53.36	$ 269.08
161	218	954	$ 2,750.41	$ 183.75	$ 45.45	$ 229.20
162	219	939	$ 2,707.16	$ 180.86	$ 44.73	$ 225.60
163	220	934	$ 2,692.75	$ 179.90	$ 44.49	$ 224.40
164	201-7151	968	$ 2,790.77	$ 186.45	$ 46.11	$ 232.56
165	202	928	$ 2,675.45	$ 178.75	$ 44.21	$ 222.95
166	203	944	$ 2,721.58	$ 181.83	$ 44.97	$ 226.80
167	304-7151	1366	$ 3,938.22	$ 263.11	$ 65.07	$ 328.18
168	305	1366	$ 3,938.22	$ 263.11	$ 65.07	$ 328.18

THE HIGHLANDS

STRATA PLAN LMS 222

$ 564,840.00

2008 SCHEDULE OF STRATA FEES

2008 ANNUAL STRATA FEES $ 452,840.00 $ 112,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
169	306	1071	$ 3,087.72	$ 206.29	$ 51.02	$ 257.31
170	307	1073	$ 3,093.49	$ 206.67	$ 51.12	$ 257.79
171	308	1054	$ 3,038.71	$ 203.01	$ 50.21	$ 253.23
172	309	1074	$ 3,096.37	$ 206.87	$ 51.16	$ 258.03
173	310	1104	$ 3,182.86	$ 212.65	$ 52.59	$ 265.24
174	311	913	$ 2,632.20	$ 175.86	$ 43.49	$ 219.35
175	312	1060	$ 3,056.01	$ 204.17	$ 50.50	$ 254.67
176	313	1046	$ 3,015.65	$ 201.47	$ 49.83	$ 251.30
177	314	1063	$ 3,064.66	$ 204.75	$ 50.64	$ 255.39
178	315	1062	$ 3,061.78	$ 204.56	$ 50.59	$ 255.15
179	316	1361	$ 3,923.80	$ 262.15	$ 64.84	$ 326.98
180	317	1360	$ 3,920.92	$ 261.95	$ 64.79	$ 326.74
181	318	1073	$ 3,093.49	$ 206.67	$ 51.12	$ 257.79
182	319	1058	$ 3,050.24	$ 203.79	$ 50.40	$ 254.19
183	320	1205	$ 3,474.05	$ 232.10	$ 57.40	$ 289.50
184	301-7151	1337	$ 3,854.61	$ 257.52	$ 63.69	$ 321.22
185	302	1045	$ 3,012.76	$ 201.28	$ 49.78	$ 251.06
186	303	1061	$ 3,058.89	$ 204.36	$ 50.54	$ 254.91
		195919	$ 564,840.00	$ 37,736.67	$ 9,333.33	$ 47,070.00

Date: January 07, 2008

For LMS222 The Highlands

2008/09 BUDGET
RESERVE STUDY ANALYSIS

	Current Cost	Remaining Life	Projected Annual Increase	Estimated Future Cost	Reserve Allocated	% in Reserve	Unreserved Cost	Required Annual Payment
#0310 Interest reserve	0.00	0.00	2.10%	0.00	43000.00	0.0%	-43000.00	0.00
#0320 Contingency Fund	0.00	0.00	2.10%	0.00	230000.00	0.0%	-230000.00	#DIV/0!
#0330 Surplus from KPMG	0.00	0.00	2.10%	0.00	57453.00	0.0%	-57453.00	#DIV/0!
#0340 Asphalt-Roadways	64000.00	6.0	2.10%	72499.40	0.00	0.0%	72499.40	12083.23
#0360 Fences	55000.00	7.0	2.10%	63612.56	4000.00	6.3%	59612.56	8516.08
#0370 Landscaping	50000.00	9.0	2.10%	60283.95	0.00	0.0%	60283.95	6698.22
#0390 Carpets	280000.00	5.0	2.10%	310661.00	9000.00	2.9%	301661.00	60332.20
#0400 Site Services	0.00	9.0	2.10%	0.00	0.00	0.0%	0.00	0.00
#0410 Rec.Centre Furnishings	5000.00	8.0	2.10%	5904.40	0.00	0.0%	5904.40	738.05
#0420 Elevator Equipment	60000.00	10.0	2.10%	73859.89	0.00	0.0%	73859.89	7385.99
#0430 Mechanical equipment	80000.00	8.0	2.10%	94470.44	1600.00	1.7%	92870.44	11608.80
#0440 Interior Painting	23000.00	2.0	2.10%	23976.14	0.00	0.0%	23976.14	11988.07
#0450 Enterphone	30000.00	9.0	2.10%	36170.37	1500.00	4.1%	34670.37	3852.26
#0460 Roof	270000.00	8.0	2.10%	318837.72	86000.00	27.0%	232837.72	29104.72
#0470 Painting Exterior	120000.00	5.0	2.10%	133140.43	-16485.55	-12.4%	149625.98	29925.20
#0480 Light Fixtures	5000.00	9.0	2.10%	6028.39	0.00	0.0%	6028.39	669.82
#0490 Fire Protection Equipment	30000.00	10.0	2.10%	36929.95	0.00	0.0%	36929.95	3692.99
TOTAL	1072000.00			1236374.65	416067.45	33.65%	820307.20	#DIV/0!

Date: January 7 2008

LMS-222 THE HIGHLANDS
CAPITAL PLAN CASH FLOW

	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015
Reserve carry forward	412273.46	416113.46	500113.46	596616.30	438531.70	286495.00	140657.37	106173.81
Reserve Contribution	87000.00	112000.00	132000.00	152000.00	172000.00	192000.00	212000.00	232000.00
Surplus to Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Reserve	8500.00	9000.00	12502.84	14915.41	10963.29	7162.37	3516.43	2654.35
Special Levy								
Other(Sprinkler replacement)	-40000.00							
Asphalt-Roadways								
Fences								
Landscaping - Trees								
Painting	-11660.00		-48000.00					
Roof	-40000.00	-37000.00		-325000.00	-335000.00	-345000.00	-250000.00	-255000.00
Site Services: Water/ Sewer								
TOTAL	416113.46	500113.46	596616.30	438531.70	286495.00	140657.37	106173.81	85828.15

STRATACO MANAGEMENT LTD.
#101- 4126 Norland Avenue Burnaby, V5G 3S8

Date: January 07, 2008

For LMS222 The Highlands

2008 BUDGET
CONTRACT SUMMARY

CONTRACTOR	CONTRACT	EXPIRY DATE	CURRENT COST	2008/09 BUDGET
COASTAL INSURANCE	Insurance	Dec 31 2008	35000.00	37000.00
STRATACO MGT. LTD.	Management	Dec 31 2008	39432.00	40500.00
SUNCORP VALUATIONS	Ins Appraisal	March, 2008**	0.00	0.00
PROPER LANDSCAPING	Landscaping	Dec 15 2007	21000.00	30240.00
PCO PEST CONTROL	Extermination	Ongoing	1500.00	1600.00

** prepaid for a three year term

STRATA PLAN LMS 222 – THE HIGHLANDS
BUDGET RESOLUTION - ¾ VOTE

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

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

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

BE IT THEREFORE RESOLVED THAT:

⇒ The Owners, Strata Plan LMS 222, hereby authorize a 2008/2009 reserve contribution in the amount of $112,000.00. (refer to Section 93 of the Strata Property Act)

⇒ The Owners, Strata Plan LMS 222, hereby authorize the transfer of funds from the reserves in the 2008/2009 fiscal year in the amount of $37,000.00 to fund the replacement of the 7171 121st Street loft roof system. (refer to Section 96 of the Strata Property Act)

⇒ The Owners, Strata Plan LMS 222, hereby authorize operating expenses in the amount of $497,365.00 (exclusive of the reserves and capital expenses). (refer to Section 103 (1) of the Strata Property Act)

⇒ The Owners, Strata Plan LMS 222, hereby authorize the carry over of anticipated operating surplus funds in the amount of $1,500.00, to reduce the total contribution to the 2008/009 operating fund, and authorize the remaining funds to be carried forward as an operating surplus. (refer to Section 105 (1) of the Strata Property Act)

STRATA PLAN LMS 222 – THE HIGHLANDS
PROPERTY INSURANCE - ¾ VOTE RESOLUTION

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

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

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

BE IT THEREFORE RESOLVED THAT The Owners, Strata Plan LMS 222, hereby approve the insurance policy and the terms as set out in the Insurance Certificate dated December 31, 2007, setting out the coverages for the benefit of The Owners, Strata Plan LMS 222, in accordance with Section 149 of the Strata Property Act and related regulations.

COASTAL INSURANCE SERVICES LTD.

104 - 2331 Marpole Avenue, Port Coquitlam, BC V3C 2A1 Tel: 604-944-1700 Fax: 604-944-1734
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

Policy No. CLMS 222 — **DECLARATIONS** — Renewal

Name of Insured:	The Owners of Strata Plan LMS 222 The Highlands
Location Address:	7151,7161,7171 121st Street, Surrey, BC, V3W 0E7
Additional Named Insured & Mailing Address:	Strataco Management Ltd., 101-4126 Norland Avenue, Burnaby, BC , V5G 3S8
Policy Period:	12/31/07 to 12/31/2008 (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 ($)	Limits ($)
PROPERTY COVERAGES – STR09/06R			
All Property, All Risks, Stated Amount Co-Insurance, Bylaws, Replacement Cost		2,500	29,750,000
Water Damage		5,000	Included
Backup of Sewers, Sumps, Septic Tanks or Drains		5,000	Included
Earthquake Damage		10%	Included
Flood Damage		10,000	Included
Key & Lock		250	10,000
BLANKET EXTERIOR GLASS INSURANCE Aviva Insurance Company of Canada - Form 820000 (11/98)		100	Blanket
COMMERCIAL GENERAL LIABILITY - Form 000102(Rev.11/98)			
Coverage A - Bodily Injury & Property Damage Liability	Per Occurrence	500	10,000,000
Products & Completed Operations	Aggregate	500	10,000,000
Coverage B - Personal Injury Liability	Per Occurrence	500	10,000,000
Coverage C - Medical Payments	Any One Person		2,500
Coverage D - Tenants Legal Liability	Per Occurrence		25,000
		500	500,000
Non-Owned Automobile - SPF #6 - Form 335002	Per Occurrence		10,000,000
Contractual Liability - SEF #96	Per Occurrence	500	50,000
Excluding Long Term Leased Vehicle - S.E.F. No. 99	Per Occurrence		10,000,000
Limited Pollution Liability Coverage	Aggregate		1,000,000
Employee Benefit Liability - Form 000200	Aggregate	1,000	1,000,000
Advertising Liability - Form 000117	Per Occurrence		500,000
DIRECTORS & OFFICERS LIABILITY - Form G/A2(04/01) Claims Made Form			2,000,000
Condominium Discrimination Defense Costs	Per Occurrence	500 Retention	10,000
	Aggregate	500 Retention	25,000
POLLUTION & REMEDIATION LEGAL LIABILITY - Form XLICL-PARL5CP(05/04) Claims Made Form - Limit of Liability - Each Loss, Remediation Expense or Legal Defense Expense		10,000 Retention	1,000,000
VOLUNTEER ACCIDENT INSURANCE PLAN Form 9224344- Plan II Principal Sum - $100,000 Weekly Accident Indemnity - $500 (maximum 52 weeks) Accident Expenses - various up to $5,000 (see policy wording) Dental Expense - $2,500		7 Day Waiting Period	100,000
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION Form 500000 (Rev.01/2000)			
I Employee Dishonesty – Form A			10,000
II Loss Inside the Premises			5,000
III Loss Outside the Premises			5,000
IV Money Orders and Counterfeit Paper Currency			5,000
V Depositors Forgery			5,000
EQUIPMENT BREAKDOWN			
I Physical Damage, Direct Damage, Standard Comprehensive Plus, Replacement Cost – Form C780016(02/06)		1,000	29,750,000
II Consequential Damage, 90% Co-Insurance – Form C780032 (02/06)		1,000	10,000
III Extra Expense – Form C780033 (02/06)		24 Hour Waiting Period	100,000
IV Ordinary Payroll – 90 Days – Form C780034 (02/06)		24 Hour Waiting Period	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.

Authorized Representative
Coastal Insurance Services Ltd.

December 31, 2007 - E&OE/SK

COASTAL INSURANCE SERVICES LTD.

104 - 2331 Marpole Avenue, Port Coquitlam, BC V3C 2A1 Tel: 604-944-1700 Fax: 604-944-1734
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 LMS 222 The Highlands
Policy # CLMS 222
Term: 12/31/2007 to 12/31/2008 (mm/dd/yy) 12:01 a.m. Standard Time

Insurer	Coverage	%	Limit ($)
Aviva Insurance Company of Canada	Property	35	10,412,500
Axa Pacific Insurance Company	Property	35	10,412,500
Royal & SunAlliance Insurance Company	Property	30	8,925,000
Aviva Insurance Company of Canada	Commercial General Liability	100	10,000,000
Aviva Insurance Company of Canada	Directors & Officers Liability Condominium Discrimination Defense Costs	100	2,000,000 10,000
Aviva Insurance Company of Canada	Employee Dishonesty – Form A	100	10,000
Aviva Insurance Company of Canada	Comprehensive Dishonesty, 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	29,750,000
Axa Assurances Inc.	Volunteer Accident Insurance 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, Sandra Krenz, 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 & SunAlliance Insurance Company (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:	$34,480

E&OE/SK

Insured's Copy

TAKE NOTICE THAT THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN LMS 222, THE HIGHLANDS WILL BE HELD ON:

DATE: WEDNESDAY, JANUARY 30, 2008

TIME: 7:00 PM (REGISTRATION AT 6:30 PM)

PLACE: 1ST FLOOR MEETING ROOM
7161 121ST STREET
SURREY, BC

An Agenda for the meeting and supporting documents are attached hereto. Please read this material prior to the meeting and bring it with you to the meeting for reference.

1. **PURPOSE:** The purpose of the meeting is to consider amendments pertaining to the parking bylaws; to consider amendments to the Strata Corporation rules pertaining to rooftop storage and balconies; to adopt the 2008/2009 operating budget, to ratify the insurance policy, and to elect the 2008/2009 Strata Council.

2. **QUORUM:** In order to conduct business at this Annual General Meeting, at least thirty-three percent (33%) of the persons entitled to vote must be present in person or by proxy. Failure to reach a quorum will result in the adjournment of the meeting and another meeting being held in accordance with the bylaws of the Strata Corporation.

3. **VOTING:** No owner is entitled to vote on a Resolution if the Strata Corporation is entitled to register a lien against that strata lot under Section 116 (1) of the Strata Property Act.

4. **3/4 VOTE RESOLUTION:** A ¾ vote resolution must be approved by at least ¾ of the votes cast by eligible voters who are present in person or by proxy at the time the vote is taken and who have not abstained from voting.

5. **PROXIES:** An instrument appointing a proxy shall be in writing under the hand of his appointer or attorney. A proxy need not be an owner.

/eb

ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN LMS 222, THE HIGHLANDS, TO BE HELD ON WEDNESDAY, JANUARY 30, 2008 AT 7:00 PM IN THE 1ST FLOOR MEETING ROOM, 7161 121ST STREET, SURREY, BC

AGENDA

1. CALL TO ORDER

2. CALLING OF THE ROLL AND CERTIFICATION OF PROXIES

3. FILING OF PROOF OF NOTICE OF MEETING

4. MINUTES OF THE MEETING OF MARCH 13, 2007 — SEE ATTACHED

5. BUSINESS ARISING FROM THE MINUTES

6. STRATA COUNCIL REPORT – JOHN ROBYN, PRESIDENT

7. GOVERNANCE:

   A) BYLAW AMENDMENTS - ¾ RESOLUTION — SEE ATTACHED
      - VISITOR PARKING

   B) RULES RATIFICATION - MAJORITY RESOLUTION — SEE ATTACHED
      - BALCONY EXTERIOR APPEARANCE
      - ROOFTOP STORAGE

8. FINANCE REPORT:

   A) BALANCE SHEET TO NOVEMBER 30, 2007 — SEE ATTACHED
   B) 2008/2009 OPERATING BUDGET — SEE ATTACHED
   C) SCHEDULE OF STRATA FEES — SEE ATTACHED
   D) RESERVE STUDY ANALYSIS — SEE ATTACHED
   E) CAPITAL CASH FLOW ANALYSIS — SEE ATTACHED
   F) CONTRACT SUMMARY — SEE ATTACHED
   G) BUDGET RESOLUTION — SEE ATTACHED

9. INSURANCE - POLICY REVIEW AND APPROVAL — SEE ATTACHED

10. NEW BUSINESS:

    A) INSTALLATION OF TRAFFIC CALMING MEASURES

11. ELECTION OF 2008/2009 STRATA COUNCIL

12. OTHER BUSINESS

13. ADJOURNMENT

PROXY FORM

Date _____

I/WE_____

of _____

in the City of Surrey, in the Province of British Columbia, being the registered owner(s) of Strata Lot _____ of Strata Plan LMS 222, hereby appoint:

_____

or failing him/her_____

or failing him/her_____

as my/our proxy for me/us and on my/our behalf at the Annual General Meeting of The Owners, Strata Plan LMS 222, to be held on Wednesday, the 30th day of January, 2008, and at any adjournment thereof.

SIGNED this _____ day of _____, 2008

_____

_____

STRATA PLAN LMS 222 – THE HIGHLANDS

BYLAW AMENDMENTS – ¾ VOTE RESOLUTION

USE OF COMMON PROPERTY (PARKING)

WHEREAS The Strata Council has previously distributed new plastic visitor parking passes, and has reviewed the current bylaws and is recommending amendments to the parking bylaws to provide greater clarity; and

WHEREAS Section 126 of the Strata Property Act provides for the manner in which bylaws may be amended;

BE IT THEREFORE RESOLVED THAT Strata Corporation bylaw 3 be amended to add the following as bylaw 3 (14) (m):

"Residents shall not park in spaces reserved for visitor parking. Residents are defined as persons who reside within a strata lot at Strata Plan LMS 222 (3 nights out of any 7 consecutive day period)."

and

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

STRATA PLAN LMS 222 – THE HIGHLANDS

STRATA CORPORATION RULES RATIFICATION

MAJORITY RESOLUTION

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

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

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

BE IT THEREFORE RESOLVED BY MAJORITY RESOLUTION THAT The rule noted below listed under the title of *"Balcony Exterior Appearance and Alteration"* and *"Rooftop Storage"* be hereby approved and remain in effect until repealed, altered or replaces as the case may be.

"BALCONY EXTERIOR APPEARANCE AND ALTERATION RULE
No flower boxes or other containers of any type may be suspended or attached to balconies in such a way that will extend beyond the exterior of the outside ledge of the balcony. All such items must be securely fastened to the railing to ensure the safety of others, and must be rectangular in shape and white in colour. (Adopted by the Strata Council on September 20, 2006)"

"ROOFTOP STORAGE
No items of any kind shall be stored in any manner on the flat roof membrane system or on the wooden walkways. (Adopted by the Strata Council on June 11, 2007)"

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN LMS 222, THE HIGHLANDS, HELD ON WEDNESDAY, JANUARY 30, 2008, AT 7:00 PM IN THE 1st FLOOR MEETING ROOM, 7161 121ST STREET, SURREY, BC

CALL TO ORDER:
The meeting was called to order the Strata Council President, Mr. John Robyn, at 7:18 pm.

CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:
Mr. Al McKay, Strata Manager, advised that 185 owners were eligible to vote and that a quorum consisted of 62 voting members. At the scheduled start time for the meeting of 7:00 pm there were 42 owners present, 33 represented by proxy, for a total of 75 voting members. The meeting was therefore quorated and competent to proceed with the business at hand.

FILING OF PROOF OF NOTICE OF MEETING:
Council member Brian Jenkins read into the record the notice of meeting sent to all registered strata lot owners in accordance with the provisions of the Strata Property Act, stating the date, time, place and purpose of the Annual General Meeting.

MINUTES OF THE SPECIAL GENERAL MEETING OF MARCH 13, 2007:
The minutes of the Special General Meeting of March 13, 2007 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:
There was no business arising from the minutes.

STRATA COUNCIL REPORT:
The Strata Council President, Mr. John Robyn, welcomed all the owners in attendance at the Annual General Meeting and expressed his appreciation to all standing Council members for their efforts on behalf of all owners during the past year.

GOVERNANCE:

Bylaw Amendment – Use of Common Property (Visitor Parking)
The Strata Manager introduced the proposed bylaw amendment pertaining to visitor parking. He advised the owners that over the past year the Strata Council had received a number of complaints that some residents were routinely using visitor parking stalls. As a result, the Strata Council was recommending a bylaw that would clearly define that a resident is a person who resides within the strata lot three nights out of any seven day consecutive period.

Council member Jenkins then read the proposed bylaw amendment into the record, as follows:

WHEREAS The Strata Council has previously distributed new plastic visitor parking passes, and has reviewed the current bylaws and is recommending amendments to the parking bylaws to provide greater clarity; and

WHEREAS Section 126 of the Strata Property Act provides for the manner in which bylaws may be amended;

BE IT THEREFORE RESOLVED THAT Strata Corporation bylaw 3 be amended to add the following as bylaw 3 (14) (m):

"Residents shall not park in spaces reserved for visitor parking. Residents are defined as persons who reside within a strata lot at Strata Plan LMS 222 (3 nights out of any 7 consecutive day period)."

DRAFT

and

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

It was

MOVED AND SECONDED:
That the resolution be adopted as presented.

MOTION CARRIED UNANIMOUSLY

Rules Ratification – Rooftop Storage and Balcony Exterior Appearance
The Strata Manager introduced the rule pertaining to common property which had been adopted by Council. Considerable discussion was held with respect to minor amendments to the wording. Several owners expressed concern that the rooftop storage rule did not contain provisions excluding wooden patios, and recommended that such wording be added. Several other owners expressed concern that one clause of the balcony exterior appearance rule was too specific with respect to limiting shape and colour.

After considerable discussion Council member Jenkins read the amended resolution into the record, as follows:

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

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

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

BE IT THEREFORE RESOLVED BY MAJORITY RESOLUTION THAT The rule noted below listed under the title of *"Balcony Exterior Appearance and Alteration"* and *"Rooftop Membrane Storage"* be hereby approved and remain in effect until repealed, altered or replaced as the case may be.

"BALCONY EXTERIOR APPEARANCE AND ALTERATION RULE
No flower boxes or other containers of any type may be suspended or attached to balconies in such a way that will extend beyond the exterior of the outside ledge of the balcony. All such items must be securely fastened to the railing to ensure the safety of others. (Adopted by the Strata Council on September 20, 2006)"

"ROOFTOP MEMBRANE STORAGE
No items of any kind, excluding wooden patios, shall be stored in any manner directly on the flat roof membrane system or on the wooden walkways. (Adopted by the Strata Council on June 11, 2007)"

It was

DRAFT

MOVED AND SECONDED:
That the rules be adopted as amended.

MOTION CARRIED UNANIMOUSLY

FINANCE REPORT:
The Strata Manager then introduced the proposed 2008/2009 operating budget. Mr. McKay referred the owners to the balance sheet for the period ending November 30, 2007, and reported that the Strata Corporation had accumulated reserves of $405,293.29. He further reported that it was anticipated that the Strata Corporation would end the fiscal year with an approximate operating surplus of $9,000.00, noting that the Strata Corporation began the fiscal year just concluding with an operating deficit of $10,993.20, most of which was anticipated and budgeted for under the deficit recovery portion of the 2007/2008 operating budget.

The Strata Manager then reviewed key areas of the proposed operating budget, which included additional funding for items such as insurance, power washing, window cleaning, grounds improvements and landscaping. He further noted that $10,500.00 had been set aside in the operating budget (which was an increase from the current $3,500.00) to provide funding to have all suspended (lateral) sanitary lines cleaned in the underground parkade. The purpose of this cleaning is to prevent blockages and backups in the sanitary drain system that could impact the first floor units.

The Strata Manager advised that the proposed operating budget included an additional $25,000.00 contribution to the Strata Corporation's contingency reserve fund to go towards future capital projects such as the replacement of the flat roof membrane system, which will be required on all three buildings, as well as exterior wood trim painting and the replacement of the interior hallway carpeting, which will be required in future years.

Mr. Brian Jenkins, Strata Council Treasurer, then referred the owners to the resolution contained in the meeting notice pertaining to the 2008/2009 operating budget, and read it into the record, as follows:

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

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

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

BE IT THEREFORE RESOLVED THAT:

⇒ The Owners, Strata Plan LMS 222, hereby authorize a 2008/2009 reserve contribution in the amount of $112,000.00. (refer to Section 93 of the Strata Property Act)

⇒ The Owners, Strata Plan LMS 222, hereby authorize the transfer of funds from the reserves in the 2008/2009 fiscal year in the amount of $37,000.00 to fund the replacement of the 7171 121st Street loft roof system. (refer to Section 96 of the Strata Property Act)

DRAFT

⇒ The Owners, Strata Plan LMS 222, hereby authorize operating expenses in the amount of $497,365.00 (exclusive of the reserves and capital expenses). (refer to Section 103 (1) of the Strata Property Act)

⇒ The Owners, Strata Plan LMS 222, hereby authorize the carry over of anticipated operating surplus funds in the amount of $1,500.00, to reduce the total contribution to the 2008/009 operating fund, and authorize the remaining funds to be carried forward as an operating surplus. (refer to Section 105 (1) of the Strata Property Act)

It was

MOVED AND SECONDED:
That the resolution be adopted as presented.

MOTION CARRIED (61 in favour, 14 opposed)

INSURANCE POLICY REVIEW AND RATIFICATION:
The Strata Manager advised the owners that the Strata Corporation's water loss deductible remained at $10,000.00 as a result of significant waster loss claims in the past. He then took the opportunity to strongly urge all owners to obtain loss assessment coverage to buy down the Strata Corporation's water loss deductible in the event that an insurable incident occurred within the boundary walls of the strata lot. Mr. McKay reported that such insurance coverage is now widely available through a number of insurance providers, and that a copy of the Strata Corporation's insurance certificate should be taken by each owner to their insurance broker to make certain their personal homeowner policy contains adequate coverage.

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

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

Mr. McKay then referred the owners to the resolution contained in the notice of meeting pertaining to property insurance, and read it into the record, as follows:

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

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

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

BE IT THEREFORE RESOLVED THAT The Owners, Strata Plan LMS 222, hereby approve the insurance policy and the terms as set out in the Insurance Certificate dated December 31, 2007, setting out the coverages for the benefit of The Owners, Strata Plan LMS 222, in accordance with Section 149 of the Strata Property Act and related regulations.

It was

MOVED AND SECONDED:
That the resolution be adopted as presented.

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS:

Installation of Traffic Calming Measures
The Strata Council advised the owners that in the past year they had received a number of complaints from owners regarding the manner in which vehicle traffic was entering and exiting the complex. The Council considered installing some form of a traffic calming measure that would reduce the speed and ensure that vehicles are entering and exiting both underground parkades in a proper manner. Council advised that they would be reviewing this matter and liaise with the insurance company to determine whether installing such a measure would pose any potential liability for the Strata Corporation.

ELECTION OF 2008/2009 STRATA COUNCIL:
The Strata Manager indicated that the Strata Council retired at the Annual General Meeting, and while existing members were eligible for re-election if they were nominated and chose to stand, any interested owners were urged to place their name forward in nomination. The following were duly nominated:

⇒ Roberta McKinnon	Unit 217 – 7151
⇒ John Robyn	Unit 209 – 7171
⇒ Ed Gibbons	Unit 203 – 7161
⇒ Rick Halliday	Unit 119 – 7151
⇒ Matt Neil	Unit 317 – 7161
⇒ Lynette Farrell	Unit 117 – 7161

There being no further nominations, it was

MOVED AND SECONDED:
That nominations be closed.

MOTION CARRIED UNANIMOUSLY

The above-noted owners were declared elected to the 2008/2009 Strata Council by acclamation.

DRAFT

OTHER BUSINESS:
There was no other business.

ADJOURNMENT:
There being no further business, the meeting adjourned at 9:10 pm.

STRATACO MANAGEMENT LTD.
#101 – 4126 Norland Avenue
Burnaby, BC
V5G 3S8
Tel: 604-294-4141
Fax: 604-294-8956

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/dc

DRAFT

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN LMS 222, THE HIGHLANDS, HELD ON WEDNESDAY, JANUARY 30, 2008, AT 7:00 PM IN THE 1st FLOOR MEETING ROOM, 7161 121ST STREET, SURREY, BC

3/6

CALL TO ORDER:
The meeting was called to order the Strata Council President, Mr. John Robyn, at 7:18 pm.

CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:
Mr. Al McKay, Strata Manager, advised that 185 owners were eligible to vote and that a quorum consisted of 62 voting members. At the scheduled start time for the meeting of 7:00 pm there were 42 owners present, 33 represented by proxy, for a total of 75 voting members. The meeting was therefore quorated and competent to proceed with the business at hand.

FILING OF PROOF OF NOTICE OF MEETING:
Council member Brian Jenkins read into the record the notice of meeting sent to all registered strata lot owners in accordance with the provisions of the Strata Property Act, stating the date, time, place and purpose of the Annual General Meeting.

MINUTES OF THE SPECIAL GENERAL MEETING OF MARCH 13, 2007:
The minutes of the Special General Meeting of March 13, 2007 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:
There was no business arising from the minutes.

STRATA COUNCIL REPORT:
The Strata Council President, Mr. John Robyn, welcomed all the owners in attendance at the Annual General Meeting and expressed his appreciation to all standing Council members for their efforts on behalf of all owners during the past year.

GOVERNANCE:

Bylaw Amendment – Use of Common Property (Visitor Parking)
The Strata Manager introduced the proposed bylaw amendment pertaining to visitor parking. He advised the owners that over the past year the Strata Council had received a number of complaints that some residents were routinely using visitor parking stalls. As a result, the Strata Council was recommending a bylaw that would clearly define that a resident is a person who resides within the strata lot three nights out of any seven day consecutive period.

Council member Jenkins then read the proposed bylaw amendment into the record, as follows:

WHEREAS The Strata Council has previously distributed new plastic visitor parking passes, and has reviewed the current bylaws and is recommending amendments to the parking bylaws to provide greater clarity; and

WHEREAS Section 126 of the Strata Property Act provides for the manner in which bylaws may be amended;

BE IT THEREFORE RESOLVED THAT Strata Corporation bylaw 3 be amended to add the following as bylaw 3 (14) (m):

"Residents shall not park in spaces reserved for visitor parking. Residents are defined as persons who reside within a strata lot at Strata Plan LMS 222 (3 nights out of any 7 consecutive day period)."

DRAFT
FOR DISCUSSION

and

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

It was

MOVED AND SECONDED:
That the resolution be adopted as presented.

MOTION CARRIED UNANIMOUSLY

Rules Ratification – Rooftop Storage and Balcony Exterior Appearance
The Strata Manager introduced the rule pertaining to common property which had been adopted by Council. Considerable discussion was held with respect to minor amendments to the wording. Several owners expressed concern that the rooftop storage rule did not contain provisions excluding wooden patios, and recommended that such wording be added. Several other owners expressed concern that one clause of the balcony exterior appearance rule was too specific with respect to limiting shape and colour.

After considerable discussion Council member Jenkins read the amended resolution into the record, as follows:

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

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

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

BE IT THEREFORE RESOLVED BY MAJORITY RESOLUTION THAT The rule noted below listed under the title of *"Balcony Exterior Appearance and Alteration"* and *"Rooftop Membrane Storage"* be hereby approved and remain in effect until repealed, altered or replaced as the case may be.

"BALCONY EXTERIOR APPEARANCE AND ALTERATION RULE
No flower boxes or other containers of any type may be suspended or attached to balconies in such a way that will extend beyond the exterior of the outside ledge of the balcony. All such items must be securely fastened to the railing to ensure the safety of others. (Adopted by the Strata Council on September 20, 2006)"

"ROOFTOP MEMBRANE STORAGE
No items of any kind, excluding wooden patios, shall be stored in any manner directly on the flat roof membrane system or on the wooden walkways. (Adopted by the Strata Council on June 11, 2007)"

It was

MOVED AND SECONDED:
That the rules be adopted as amended.

MOTION CARRIED UNANIMOUSLY

FINANCE REPORT:
The Strata Manager then introduced the proposed 2008/2009 operating budget. Mr. McKay referred the owners to the balance sheet for the period ending November 30, 2007, and reported that the Strata Corporation had accumulated reserves of $405,293.29. He further reported that it was anticipated that the Strata Corporation would end the fiscal year with an approximate operating surplus of $9,000.00, noting that the Strata Corporation began the fiscal year just concluding with an operating deficit of $10,993.20, most of which was anticipated and budgeted for under the deficit recovery portion of the 2007/2008 operating budget.

The Strata Manager then reviewed key areas of the proposed operating budget, which included additional funding for items such as insurance, power washing, window cleaning, grounds improvements and landscaping. He further noted that $10,500.00 had been set aside in the operating budget (which was an increase from the current $3,500.00) to provide funding to have all suspended (lateral) sanitary lines cleaned in the underground parkade. The purpose of this cleaning is to prevent blockages and backups in the sanitary drain system that could impact the first floor units.

The Strata Manager advised that the proposed operating budget included an additional $25,000.00 contribution to the Strata Corporation's contingency reserve fund to go towards future capital projects such as the replacement of the flat roof membrane system, which will be required on all three buildings, as well as exterior wood trim painting and the replacement of the interior hallway carpeting, which will be required in future years.

Mr. Brian Jenkins, Strata Council Treasurer, then referred the owners to the resolution contained in the meeting notice pertaining to the 2008/2009 operating budget, and read it into the record, as follows:

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

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

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

BE IT THEREFORE RESOLVED THAT:

⇒ The Owners, Strata Plan LMS 222, hereby authorize a 2008/2009 reserve contribution in the amount of $112,000.00. (refer to Section 93 of the Strata Property Act)

⇒ The Owners, Strata Plan LMS 222, hereby authorize the transfer of funds from the reserves in the 2008/2009 fiscal year in the amount of $37,000.00 to fund the replacement of the 7171 121st Street loft roof system. (refer to Section 96 of the Strata Property Act)

⇒ The Owners, Strata Plan LMS 222, hereby authorize operating expenses in the amount of $497,365.00 (exclusive of the reserves and capital expenses). (refer to Section 103 (1) of the Strata Property Act)

⇒ The Owners, Strata Plan LMS 222, hereby authorize the carry over of anticipated operating surplus funds in the amount of $1,500.00, to reduce the total contribution to the 2008/009 operating fund, and authorize the remaining funds to be carried forward as an operating surplus. (refer to Section 105 (1) of the Strata Property Act)

It was

MOVED AND SECONDED:
That the resolution be adopted as presented.

MOTION CARRIED (61 in favour, 14 opposed)

INSURANCE POLICY REVIEW AND RATIFICATION:
The Strata Manager advised the owners that the Strata Corporation's water loss deductible remained at $10,000.00 as a result of significant waster loss claims in the past. He then took the opportunity to strongly urge all owners to obtain loss assessment coverage to buy down the Strata Corporation's water loss deductible in the event that an insurable incident occurred within the boundary walls of the strata lot. Mr. McKay reported that such insurance coverage is now widely available through a number of insurance providers, and that a copy of the Strata Corporation's insurance certificate should be taken by each owner to their insurance broker to make certain their personal homeowner policy contains adequate coverage.

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

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

Mr. McKay then referred the owners to the resolution contained in the notice of meeting pertaining to property insurance, and read it into the record, as follows:

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

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

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

BE IT THEREFORE RESOLVED THAT The Owners, Strata Plan LMS 222, hereby approve the insurance policy and the terms as set out in the Insurance Certificate dated December 31, 2007, setting out the coverages for the benefit of The Owners, Strata Plan LMS 222, in accordance with Section 149 of the Strata Property Act and related regulations.

It was

MOVED AND SECONDED:
That the resolution be adopted as presented.

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS:

Installation of Traffic Calming Measures
The Strata Council advised the owners that in the past year they had received a number of complaints from owners regarding the manner in which vehicle traffic was entering and exiting the complex. The Council considered installing some form of a traffic calming measure that would reduce the speed and ensure that vehicles are entering and exiting both underground parkades in a proper manner. Council advised that they would be reviewing this matter and liaise with the insurance company to determine whether installing such a measure would pose any potential liability for the Strata Corporation.

ELECTION OF 2008/2009 STRATA COUNCIL:
The Strata Manager indicated that the Strata Council retired at the Annual General Meeting, and while existing members were eligible for re-election if they were nominated and chose to stand, any interested owners were urged to place their name forward in nomination. The following were duly nominated:

⇒ Roberta McKinnon	Unit 217 – 7151
⇒ John Robyn	Unit 209 – 7171
⇒ Ed Gibbons	Unit 203 – 7161
⇒ Rick Halliday	Unit 119 – 7151
⇒ Matt Neil	Unit 317 – 7161
⇒ Lynette Farrell	Unit 117 – 7161

There being no further nominations, it was

MOVED AND SECONDED:
That nominations be closed.

MOTION CARRIED UNANIMOUSLY

The above-noted owners were declared elected to the 2008/2009 Strata Council by acclamation.

OTHER BUSINESS:
There was no other business.

ADJOURNMENT:
There being no further business, the meeting adjourned at 9:10 pm.

STRATACO MANAGEMENT LTD.
#101 – 4126 Norland Avenue
Burnaby, BC
V5G 3S8
Tel: 604-294-4141
Fax: 604-294-8956

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/dc

MINUTES OF THE SPECIAL MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 222, THE HIGHLANDS, HELD ON WEDNESDAY, JANUARY 30, 2008, AT 9:15 PM IN THE 1st FLOOR MEETING ROOM, 7161 121ST STREET, SURREY, BC

In attendance

Roberta McKinnon
John Robyn
Matt Neil
Lynette Farrell
Ed Gibbons
Rick Halliday

Al McKay,
Strataco Management Ltd.

CALL TO ORDER:
The meeting was called to order by the Strata Manager, Mr. Al McKay, at 9:15 pm.

WAIVER OF NOTICE:
It was

MOVED AND SECONDED:
To waive notice of meeting.

MOTION CARRIED UNANIMOUSLY

BUSINESS OF THE MEETING:
It was

MOVED AND SECONDED:
To dispense with all business except for the election of the officers for the Strata Corporation.

MOTION CARRIED UNANIMOUSLY

ELECTION OF OFFICERS:
The following Council members were nominated to the following positions:

President	John Robyn
Vice President	Ed Gibbons
Treasurer	Roberta McKinnon
Landscape Committee	Matt Neil
Elevator Blankets/Move-ins	Lynette Farrell
At Large	Richard Halliday

It was

MOVED AND SECONDED:
That nominations be closed.

MOTION CARRIED UNANIMOUSLY

The above-noted were declared elected to the respective positions by acclamation.

On behalf of the owners, the Strata Manager offered congratulations to all members of Council and wished them well in the upcoming year.

ADJOURNMENT:
There being no further business, the meeting adjourned at 9:25 pm.

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/dc

The Highlands

"THE OWNERS STRATA PLAN LMS 222"

101 - 4126 Norland Avenue
Burnaby, BC
V5G 3S8
Phone: 604-294-4141
Fax: 604-294-8956

February 15, 2008

The Owners
Strata Plan LMS 222
The Highlands

Re: 2008/2009 operating budget and strata fees

Dear Owners:

Attached please find a copy of the 2008/2009 operating budget approved by the ownership at the recent General Meeting.

Your monthly strata fee, effective March 1, 2008, is shown on the attached schedule. If you are on the pre-authorized payment plan, your withdrawal will be adjusted automatically.

To ensure your account is current at all times, please consider one of the following payment options:

1. **Pre-Authorized Payment:**
   The pre-authorized payment plan provides for an automatic transfer from your account to that of the Strata Corporation. If you wish to enroll on this plan, please contact our Accounting Department and an application form will be sent to you.

2. **Post-Dated Cheques:**
   We would be pleased to accept a series of post-dated cheques for the upcoming fiscal year.

Should you choose to pay by cheque, your cheque should be made payable to your strata plan (the strata plan number appears at the top of this notice) and your strata lot and unit number written on the cheque. This will ensure proper credit to your account.

LMS 222 Owners
February 15, 2008

Please remember that all strata fees are due and payable on the 1st day of the month, in advance, and if not paid in a timely manner your account will be subject to late payment charges pursuant to the Strata Corporation's bylaws.

Thank you for keeping your account current, and should you have any questions or require further information please do not hesitate to contact our office.

Sincerely yours,

STRATACO MANAGEMENT LTD.

Al McKay,
Strata Manager

/mk

attachments

STRATA PLAN LMS 222 - THE HIGHLANDS

2008/2009 OPERATING BUDGET

INCOME

Move in/out fees	$	1,200.00
Interest - current account		1,500.00
CRF – Interest Plan 24		6,500.00
Investment income		2,500.00
Strata fees		564,840.00
Parking		3,000.00
Rental locker		200.00
Bike room keys		25.00
Recreation centre fees		100.00
Surplus carry forward		1,500.00
From reserves – roof		37,000.00
TOTAL INCOME	**$**	**618,365.00**

EXPENDITURES

General		
Insurance	$	37,000.00
Management fees		40,500.00
Janitorial contract		21,500.00
Legal		500.00
Council administration		125.00
Records storage		150.00
Duplicating/postage		4,100.00
Moving charges		900.00
Bank charges		800.00
Real estate Council review		350.00
Sub-total General	$	105,925.00
Building		
Fire protection	$	9,000.00
Plumbing repairs/flushing		800.00
Boiler & mechanical		21,500.00
Electrical maintenance		1,500.00
Elevators/licenses		7,900.00
Electricity		27,500.00
Extermination		1,600.00
Garage door		2,100.00
General maintenance		3,000.00
Drain (sanitary) cleaning		10,500.00
Gutter cleaning		4,000.00
Carpet cleaning		4,000.00
Duct cleaning		3,500.00
Powerwashing		2,000.00
Painting (exterior)		1,000.00
Painting (interior)		500.00

Heating fuel		150,000.00
Improvements		500.00
Deck & balcony repairs		1,000.00
Telephone		500.00
Locks & keys		3,000.00
Repairs – exterior		2,000.00
Roof repair/replacement		2,500.00
Roofing project 7161/7171		37,000.00
Repairs – interior		3,000.00
Refuse removal		20,000.00
Enterphone		1,100.00
Supplies		3,000.00
Parkade concrete repairs		5,000.00
Window cleaning		3,000.00
Insurance claims		8,000.00
Sub-total Building	$	340,000.00
Grounds		
Pond cleaning & maintenance	$	2,500.00
Signage		200.00
Improvements (bark mulch)		5,000.00
Fences		1,500.00
Irrigation		2,200.00
Fire hydrants		150.00
Landscaping		30,240.00
Grounds keeping		500.00
Repairs/drainage		4,000.00
Tree maintenance		1,000.00
Supplies		500.00
Road/sewer maintenance		3,000.00
Snow removal		500.00
Sub-total Grounds	$	51,290.00
Recreation Facilities		
Supplies	$	50.00
Improvements		100.00
Sub-total Recreation Facilities	$	150.00
Reserves		
Interest reserve	$	9,000.00
Fences		2,000.00
Carpets		5,000.00
Mechanical equipment		5,000.00
Painting		5,000.00
Roof		95,000.00
Sub-total Reserves	$	121,000.00
TOTAL EXPENSES	**$**	**618,365.00**

THE HIGHLANDS

STRATA PLAN LMS 222

$ 564,840.00

2008 SCHEDULE OF STRATA FEES

2008 ANNUAL STRATA FEES $ 452,840.00 $ 112,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
1	105-7171	1074	$ 3,096.37	$ 206.87	$ 51.16	$ 258.03
2	106	951	$ 2,741.76	$ 183.18	$ 45.30	$ 228.48
3	107	953	$ 2,747.53	$ 183.56	$ 45.40	$ 228.96
4	108	936	$ 2,698.51	$ 180.29	$ 44.59	$ 224.88
5	109	947	$ 2,730.23	$ 182.41	$ 45.11	$ 227.52
6	110	925	$ 2,666.80	$ 178.17	$ 44.07	$ 222.23
7	111	920	$ 2,652.39	$ 177.20	$ 43.83	$ 221.03
8	112	958	$ 2,761.94	$ 184.52	$ 45.64	$ 230.16
9	113	952	$ 2,744.64	$ 183.37	$ 45.35	$ 228.72
10	114	964	$ 2,779.24	$ 185.68	$ 45.92	$ 231.60
11	115	956	$ 2,756.17	$ 184.14	$ 45.54	$ 229.68
12	116	1085	$ 3,128.09	$ 208.99	$ 51.69	$ 260.67
13	117	1081	$ 3,116.55	$ 208.22	$ 51.50	$ 259.71
14	118	950	$ 2,738.88	$ 182.98	$ 45.26	$ 228.24
15	119	946	$ 2,727.34	$ 182.21	$ 45.07	$ 227.28
16	120	1031	$ 2,972.40	$ 198.58	$ 49.12	$ 247.70
17	101-7171	1098	$ 3,165.56	$ 211.49	$ 52.31	$ 263.80
18	102	944	$ 2,721.58	$ 181.83	$ 44.97	$ 226.80
19	103	960	$ 2,767.71	$ 184.91	$ 45.73	$ 230.64
20	104	1088	$ 3,136.73	$ 209.56	$ 51.83	$ 261.39
21	205-7171	1116	$ 3,217.46	$ 214.96	$ 53.16	$ 268.12
22	206	950	$ 2,738.88	$ 182.98	$ 45.26	$ 228.24
23	207	952	$ 2,744.64	$ 183.37	$ 45.35	$ 228.72
24	208	938	$ 2,704.28	$ 180.67	$ 44.69	$ 225.36
25	209	947	$ 2,730.23	$ 182.41	$ 45.11	$ 227.52
26	210	925	$ 2,666.80	$ 178.17	$ 44.07	$ 222.23
27	211	1111	$ 3,203.04	$ 213.99	$ 52.93	$ 266.92
28	212	959	$ 2,764.82	$ 184.72	$ 45.69	$ 230.40
29	213	954	$ 2,750.41	$ 183.75	$ 45.45	$ 229.20
30	214	964	$ 2,779.24	$ 185.68	$ 45.92	$ 231.60
31	215	956	$ 2,756.17	$ 184.14	$ 45.54	$ 229.68
32	216	1126	$ 3,246.29	$ 216.88	$ 53.64	$ 270.52
33	217	1127	$ 3,249.17	$ 217.08	$ 53.69	$ 270.76
34	218	952	$ 2,744.64	$ 183.37	$ 45.35	$ 228.72
35	219	943	$ 2,718.70	$ 181.63	$ 44.92	$ 226.56
36	220	968	$ 2,790.77	$ 186.45	$ 46.11	$ 232.56
37	201-7171	942	$ 2,715.81	$ 181.44	$ 44.88	$ 226.32
38	202	943	$ 2,718.70	$ 181.63	$ 44.92	$ 226.56
39	203	959	$ 2,764.82	$ 184.72	$ 45.69	$ 230.40
40	204	1129	$ 3,254.94	$ 217.46	$ 53.78	$ 271.24
41	305-7171	1256	$ 3,621.08	$ 241.92	$ 59.83	$ 301.76
42	306	1092	$ 3,148.27	$ 210.33	$ 52.02	$ 262.36

THE HIGHLANDS

STRATA PLAN LMS 222

$ 564,840.00

2008 SCHEDULE OF STRATA FEES

2008 ANNUAL STRATA FEES $ 452,840.00 $ 112,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
43	307	1093	$ 3,151.15	$ 210.53	$ 52.07	$ 262.60
44	308	1075	$ 3,099.26	$ 207.06	$ 51.21	$ 258.27
45	309	1086	$ 3,130.97	$ 209.18	$ 51.74	$ 260.91
46	310	915	$ 2,637.97	$ 176.24	$ 43.59	$ 219.83
47	311	1107	$ 3,191.51	$ 213.22	$ 52.74	$ 265.96
48	312	1089	$ 3,139.62	$ 209.76	$ 51.88	$ 261.63
49	313	1084	$ 3,125.20	$ 208.79	$ 51.64	$ 260.43
50	314	1090	$ 3,142.50	$ 209.95	$ 51.93	$ 261.88
51	315	1087	$ 3,133.85	$ 209.37	$ 51.78	$ 261.15
52	316	1264	$ 3,644.15	$ 243.46	$ 60.22	$ 303.68
53	317	1239	$ 3,572.07	$ 238.65	$ 59.02	$ 297.67
54	318	1080	$ 3,113.67	$ 208.02	$ 51.45	$ 259.47
55	319	1078	$ 3,107.90	$ 207.64	$ 51.35	$ 258.99
56	320	1357	$ 3,912.27	$ 261.38	$ 64.65	$ 326.02
57	301-7171	1222	$ 3,523.06	$ 235.37	$ 58.21	$ 293.59
58	302	1077	$ 3,105.02	$ 207.44	$ 51.31	$ 258.75
59	303	1090	$ 3,142.50	$ 209.95	$ 51.93	$ 261.88
60	304	1268	$ 3,655.68	$ 244.23	$ 60.41	$ 304.64
61	114-7161	1068	$ 3,079.07	$ 205.71	$ 50.88	$ 256.59
62	115	1079	$ 3,110.79	$ 207.83	$ 51.40	$ 259.23
63	116	962	$ 2,773.47	$ 185.29	$ 45.83	$ 231.12
64	117	942	$ 2,715.81	$ 181.44	$ 44.88	$ 226.32
65	118	974	$ 2,808.07	$ 187.61	$ 46.40	$ 234.01
66	119	970	$ 2,796.54	$ 186.84	$ 46.21	$ 233.04
67	120	1080	$ 3,113.67	$ 208.02	$ 51.45	$ 259.47
68	121	1078	$ 3,107.90	$ 207.64	$ 51.35	$ 258.99
69	122	1110	$ 3,200.16	$ 213.80	$ 52.88	$ 266.68
70	101-7161	1022	$ 2,946.45	$ 196.85	$ 48.69	$ 245.54
71	102	943	$ 2,718.70	$ 181.63	$ 44.92	$ 226.56
72	103	965	$ 2,782.12	$ 185.87	$ 45.97	$ 231.84
73	104	1083	$ 3,122.32	$ 208.60	$ 51.59	$ 260.19
74	105	1073	$ 3,093.49	$ 206.67	$ 51.12	$ 257.79
75	106	933	$ 2,689.87	$ 179.71	$ 44.45	$ 224.16
76	107	961	$ 2,770.59	$ 185.10	$ 45.78	$ 230.88
77	108	955	$ 2,753.29	$ 183.95	$ 45.49	$ 229.44
78	109	947	$ 2,730.23	$ 182.41	$ 45.11	$ 227.52
79	110	947	$ 2,730.23	$ 182.41	$ 45.11	$ 227.52
80	111	955	$ 2,753.29	$ 183.95	$ 45.49	$ 229.44
81	112	957	$ 2,759.06	$ 184.33	$ 45.59	$ 229.92
82	113	929	$ 2,678.33	$ 178.94	$ 44.26	$ 223.19
83	214-7161	1115	$ 3,214.58	$ 214.76	$ 53.12	$ 267.88
84	215	1124	$ 3,240.52	$ 216.50	$ 53.55	$ 270.04

THE HIGHLANDS

STRATA PLAN LMS 222

$ 564,840.00

2008 SCHEDULE OF STRATA FEES

2008 ANNUAL STRATA FEES $ 452,840.00 $ 112,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
85	216	962	$ 2,773.47	$ 185.29	$ 45.83	$ 231.12
86	217	943	$ 2,718.70	$ 181.63	$ 44.92	$ 226.56
87	218	1203	$ 3,468.28	$ 231.71	$ 57.31	$ 289.02
88	219	1300	$ 3,747.94	$ 250.40	$ 61.93	$ 312.33
89	220	1120	$ 3,228.99	$ 215.73	$ 53.36	$ 269.08
90	221	1124	$ 3,240.52	$ 216.50	$ 53.55	$ 270.04
91	222	1192	$ 3,436.57	$ 229.60	$ 56.79	$ 286.38
92	201-7161	1128	$ 3,252.06	$ 217.27	$ 53.74	$ 271.00
93	202	943	$ 2,718.70	$ 181.63	$ 44.92	$ 226.56
94	203	967	$ 2,787.89	$ 186.26	$ 46.07	$ 232.32
95	204	1127	$ 3,249.17	$ 217.08	$ 53.69	$ 270.76
96	205	1114	$ 3,211.69	$ 214.57	$ 53.07	$ 267.64
97	206	934	$ 2,692.75	$ 179.90	$ 44.49	$ 224.40
98	207	964	$ 2,779.24	$ 185.68	$ 45.92	$ 231.60
99	208	958	$ 2,761.94	$ 184.52	$ 45.64	$ 230.16
100	209	948	$ 2,733.11	$ 182.60	$ 45.16	$ 227.76
101	210	946	$ 2,727.34	$ 182.21	$ 45.07	$ 227.28
102	211	955	$ 2,753.29	$ 183.95	$ 45.49	$ 229.44
103	212	960	$ 2,767.71	$ 184.91	$ 45.73	$ 230.64
104	213	931	$ 2,684.10	$ 179.32	$ 44.35	$ 223.67
105	314-7161	1364	$ 3,932.45	$ 262.72	$ 64.98	$ 327.70
106	315	1379	$ 3,975.70	$ 265.61	$ 65.69	$ 331.31
107	316	1081	$ 3,116.55	$ 208.22	$ 51.50	$ 259.71
108	317	1066	$ 3,073.31	$ 205.33	$ 50.78	$ 256.11
109	318	1326	$ 3,822.90	$ 255.41	$ 63.17	$ 318.57
110	319	1423	$ 4,102.55	$ 274.09	$ 67.79	$ 341.88
111	320	1371	$ 3,952.63	$ 264.07	$ 65.31	$ 329.39
112	321	1373	$ 3,958.40	$ 264.46	$ 65.41	$ 329.87
113	322	1331	$ 3,837.31	$ 256.37	$ 63.41	$ 319.78
114	301-7161	1249	$ 3,600.90	$ 240.57	$ 59.50	$ 300.08
115	302	1065	$ 3,070.43	$ 205.13	$ 50.74	$ 255.87
116	303	1085	$ 3,128.09	$ 208.99	$ 51.69	$ 260.67
117	304	1383	$ 3,987.23	$ 266.38	$ 65.88	$ 332.27
118	305	1366	$ 3,938.22	$ 263.11	$ 65.07	$ 328.18
119	306	1055	$ 3,041.59	$ 203.21	$ 50.26	$ 253.47
120	307	1084	$ 3,125.20	$ 208.79	$ 51.64	$ 260.43
121	308	1074	$ 3,096.37	$ 206.87	$ 51.16	$ 258.03
122	309	1070	$ 3,084.84	$ 206.10	$ 50.97	$ 257.07
123	310	1066	$ 3,073.31	$ 205.33	$ 50.78	$ 256.11
124	311	1070	$ 3,084.84	$ 206.10	$ 50.97	$ 257.07
125	312	1081	$ 3,116.55	$ 208.22	$ 51.50	$ 259.71
126	313	1051	$ 3,030.06	$ 202.44	$ 50.07	$ 252.51

THE HIGHLANDS

STRATA PLAN LMS 222

$ 564,840.00

2008 SCHEDULE OF STRATA FEES

2008 ANNUAL STRATA FEES $ 452,840.00 $ 112,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
127	104-7151	1087	$ 3,133.85	$ 209.37	$ 51.78	$ 261.15
128	105	1085	$ 3,128.09	$ 208.99	$ 51.69	$ 260.67
129	106	974	$ 2,808.07	$ 187.61	$ 46.40	$ 234.01
130	107	971	$ 2,799.42	$ 187.03	$ 46.26	$ 233.29
131	108	961	$ 2,770.59	$ 185.10	$ 45.78	$ 230.88
132	109	975	$ 2,810.95	$ 187.80	$ 46.45	$ 234.25
133	110	929	$ 2,678.33	$ 178.94	$ 44.26	$ 223.19
134	111	908	$ 2,617.79	$ 174.89	$ 43.26	$ 218.15
135	112	966	$ 2,785.01	$ 186.06	$ 46.02	$ 232.08
136	113	947	$ 2,730.23	$ 182.41	$ 45.11	$ 227.52
137	114	968	$ 2,790.77	$ 186.45	$ 46.11	$ 232.56
138	115	966	$ 2,785.01	$ 186.06	$ 46.02	$ 232.08
139	116	1087	$ 3,133.85	$ 209.37	$ 51.78	$ 261.15
140	117	1086	$ 3,130.97	$ 209.18	$ 51.74	$ 260.91
141	118	973	$ 2,805.19	$ 187.41	$ 46.35	$ 233.77
142	119	957	$ 2,759.06	$ 184.33	$ 45.59	$ 229.92
143	120	1096	$ 3,159.80	$ 211.10	$ 52.21	$ 263.32
144	101-7151	1048	$ 3,021.41	$ 201.86	$ 49.93	$ 251.78
145	102	948	$ 2,733.11	$ 182.60	$ 45.16	$ 227.76
146	103	963	$ 2,776.36	$ 185.49	$ 45.88	$ 231.36
147	204-7151	1123	$ 3,237.64	$ 216.31	$ 53.50	$ 269.80
148	205	1123	$ 3,237.64	$ 216.31	$ 53.50	$ 269.80
149	206	954	$ 2,750.41	$ 183.75	$ 45.45	$ 229.20
150	207	957	$ 2,759.06	$ 184.33	$ 45.59	$ 229.92
151	208	942	$ 2,715.81	$ 181.44	$ 44.88	$ 226.32
152	209	954	$ 2,750.41	$ 183.75	$ 45.45	$ 229.20
153	210	1104	$ 3,182.86	$ 212.65	$ 52.59	$ 265.24
154	211	913	$ 2,632.20	$ 175.86	$ 43.49	$ 219.35
155	212	945	$ 2,724.46	$ 182.02	$ 45.02	$ 227.04
156	213	928	$ 2,675.45	$ 178.75	$ 44.21	$ 222.95
157	214	946	$ 2,727.34	$ 182.21	$ 45.07	$ 227.28
158	215	943	$ 2,718.70	$ 181.63	$ 44.92	$ 226.56
159	216	1120	$ 3,228.99	$ 215.73	$ 53.36	$ 269.08
160	217	1120	$ 3,228.99	$ 215.73	$ 53.36	$ 269.08
161	218	954	$ 2,750.41	$ 183.75	$ 45.45	$ 229.20
162	219	939	$ 2,707.16	$ 180.86	$ 44.73	$ 225.60
163	220	934	$ 2,692.75	$ 179.90	$ 44.49	$ 224.40
164	201-7151	968	$ 2,790.77	$ 186.45	$ 46.11	$ 232.56
165	202	928	$ 2,675.45	$ 178.75	$ 44.21	$ 222.95
166	203	944	$ 2,721.58	$ 181.83	$ 44.97	$ 226.80
167	304-7151	1366	$ 3,938.22	$ 263.11	$ 65.07	$ 328.18
168	305	1366	$ 3,938.22	$ 263.11	$ 65.07	$ 328.18

THE HIGHLANDS

STRATA PLAN LMS 222

$ 564,840.00

2008 SCHEDULE OF STRATA FEES

2008 ANNUAL STRATA FEES $ 452,840.00 $ 112,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
169	306	1071	$ 3,087.72	$ 206.29	$ 51.02	$ 257.31
170	307	1073	$ 3,093.49	$ 206.67	$ 51.12	$ 257.79
171	308	1054	$ 3,038.71	$ 203.01	$ 50.21	$ 253.23
172	309	1074	$ 3,096.37	$ 206.87	$ 51.16	$ 258.03
173	310	1104	$ 3,182.86	$ 212.65	$ 52.59	$ 265.24
174	311	913	$ 2,632.20	$ 175.86	$ 43.49	$ 219.35
175	312	1060	$ 3,056.01	$ 204.17	$ 50.50	$ 254.67
176	313	1046	$ 3,015.65	$ 201.47	$ 49.83	$ 251.30
177	314	1063	$ 3,064.66	$ 204.75	$ 50.64	$ 255.39
178	315	1062	$ 3,061.78	$ 204.56	$ 50.59	$ 255.15
179	316	1361	$ 3,923.80	$ 262.15	$ 64.84	$ 326.98
180	317	1360	$ 3,920.92	$ 261.95	$ 64.79	$ 326.74
181	318	1073	$ 3,093.49	$ 206.67	$ 51.12	$ 257.79
182	319	1058	$ 3,050.24	$ 203.79	$ 50.40	$ 254.19
183	320	1205	$ 3,474.05	$ 232.10	$ 57.40	$ 289.50
184	301-7151	1337	$ 3,854.61	$ 257.52	$ 63.69	$ 321.22
185	302	1045	$ 3,012.76	$ 201.28	$ 49.78	$ 251.06
186	303	1061	$ 3,058.89	$ 204.36	$ 50.54	$ 254.91
		195919	$ 564,840.00	$ 37,736.67	$ 9,333.33	$ 47,070.00

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 222, THE HIGHLANDS, HELD ON THURSDAY, APRIL 24, 2008, AT 7:00 PM IN THE 1ST FLOOR MEETING ROOM, 7161 121ST STREET, SURREY, BC

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Council in attendance:

John Robyn, President/Moves
Ed Gibbons, Vice President/Remotes
Roberta McKinnon, Treasurer
Lynette Farrell, Clubhouse Rental #1/Enterphone
Rick Halliday, Clubhouse Rental #2

Al McKay,
Strataco Management Ltd.

Absent:

Matt Neale, Landscaping

CALL TO ORDER:
The meeting was called to order by the Strata Council President, Mr. John Robyn, at 7:25 pm.

MINUTES OF THE MEETING OF FEBRUARY 28, 2008:
The minutes of the meeting of February 28, 2008 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:
There was no business arising from the minutes.

PRESIDENT'S REPORT:
Strata Council President, Mr. John Robyn, reminded Council of the importance of ensuring that all owners refrain from using their rear patio doors as entrances and exits, as the patio doors are not designed for this. The Strata Manager advised that Strata Corporation bylaw 3(e) states:

> *"An owner, tenant, occupant, or visitor must not use a strata lot or the common property or the common assets in a way that is contrary to a purpose for which the strata lot or common property is intended, as shown expressly, or by necessary implication on or by the Strata Plan."*

STRATA MANAGER'S REPORT:

1) **Finance Report**

Financial Statements
The Strata Council Treasurer, Ms. Roberta McKinnon, reported that she had reviewed the financial statements for the months of January and February 2008, and found that all income and expenses had been properly recorded. It was

MOVED AND SECONDED:
To approve the financial statements for the months of January and February 2008 as distributed.

MOTION CARRIED UNANIMOUSLY

DRAFT
FOR DISCUSSION

Receivables Report
The Strata Manager highlighted the receivables report for the Strata Corporation, and advised that three strata lots were 30 days in arrears of strata fees, one strata lot remained 60 days in arrears of strata fees, one strata lot had previously been liened, and one strata lot was in excess of 90 days in arrears of strata fees, and was thus eligible for a lien. It was

MOVED AND SECONDED:
To register a lien against the account of strata lot 97, and that the collection of all outstanding balances owed to the Strata Corporation, including additional lien charges in excess of $400.00 be assessed against the account of the respective strata lot.

MOTION CARRIED UNANIMOUSLY

Owner Requests Reimbursement for Jacket
Council reviewed correspondence received from a strata lot owner requesting that the Strata Corporation reimburse the owner in the amount of $129.00 + tax as a result of the individual tearing his/her jacket on some recently installed protective metal piece on the underground vehicle gate and aluminium fencing material at the 7151 building. After review, it was

MOVED AND SECONDED:
To reimburse the strata lot owner up to $60.00 to repair the coat.

MOTION CARRIED UNANIMOUSLY

Owner Requests Reimbursement for Purchase of Tarp
Council reviewed a request submitted by a strata lot owner seeking reimbursement for the purchase of a tarp. Council reviewed correspondence received from a strata lot owner requesting reimbursement for the purchase of a tarp, and that the owner advised was necessary due to soggy soil on the common property adjacent to the rear patio door of his/her strata lot. In reviewing the owner's requests, the Strata Council discussed the matter of using a rear patio door for ingress and egress to the strata lot, which contravenes Strata Corporation bylaw 3(1)(e), which states:

"An Owner, tenant, occupant or visitor must not use a Strata Lot, the common property or common assets in a way that is contrary to a purpose for which the Strata Lot or common property is intended as shown expressly or by necessary implication on or by the Strata Plan."

It was also noted in discussion that the Strata Council has recently had to issue several letters to various owners who are routinely using their rear patio doors as regular entrances and exists for their strata lots. It was then

MOVED AND SECONDED:
To reimburse the strata lot owner in the amount of $22.37 for the purchase of a tarp.

*MOTION **DENIED** UNANIMOUSLY*

2) Staff Report

Site Inspection Reports
The Strata Manager reported that the site inspection reports were on file, and that all matters requiring attention were being dealt with by the Strata Manager or referred to Council for further direction.

Guildford Towing
Council reviewed correspondence sent to the towing contractor requesting that they undertake regular patrols of the visitor parking area in the underground parkades of both the 7151 and 7171 buildings between the hours of 2:00 am and 6:00 am.

Quotations
Vertical stack cleaning: Council reviewed two quotations submitted by Roto Rooter for the cleaning of all rooftop drain stacks. As the pricing ranged between $2,925.00 + GST up to $10,600.00 GST, Council requested that the Strata Manager obtain a price to complete one building only. Once a quotation has been received it will be reviewed at the next regular Strata Council meeting to determine if this expenditure can be undertaken in the current fiscal year, or will be placed on the 2009/2010 operating budget.

Suspended sanitary line cleaning: The Strata Manager advised that he had requested three quotations for suspended sanitary (lateral) line cleaning in the underground parkade. ABC Pipe Cleaning had contacted the Strata Manager to advise that the scope of the project was too large for their equipment. Council then reviewed quotations ranging from $10,550.00 up to $15,000.00 + GST received from two other independent contractors. The Strata Manager advised that the current operating budget contain funding for this maintenance. It was then

MOVED AND SECONDED:
To approve the quotation submitted by A&A Anderson Tank Services in the amount of $10,550.00 + GST.

MOTION CARRIED UNANIMOUSLY

Hydro-flushing small drain: Council reviewed a quotation in the amount of $315.00 + GST to clean and hydro-flush a small drain which has been blocked at the vehicle entrance to the underground parkade at the 7151 building. After review, it was

MOVED AND SECONDED:
To approve the quotation for the hydro-flushing of a small drain at the vehicle entrance gate of the 7151 building.

MOTION CARRIED UNANIMOUSLY

3) Correspondence

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: 7151: welcome letter sent to one strata lot; owner's landscaping and building maintenance requests reviewed; owner reports concerns pertaining to previous landscape contractor; owner reports bylaw

contraventions (use of strata lot); owner's report of various building maintenance and bylaw contraventions reviewed; owner reports concerns regarding Scottsdale Square and excess noise emanating from adjacent strata lot where laminate flooring has recently been installed; owner requests update on plumbing repairs causing undue noise at an adjacent strata lot; resident requested to comply with vehicle gate bylaw; permission granted to install laminate flooring; owner advised of Council's decision regarding garage door openers; owner reports minor roof maintenance matter; owner responds to report of noise bylaw contraventions; permission granted to install laminate flooring; owner reports bylaw contravention pertaining to vehicle entrance to underground parkade. 7161: welcome letter sent to new owner; letter to owners regarding damage to hallways adjacent to strata lots; owner requested to report any information regarding litter in hallway adjacent to strata lot; owner requested to remove dog feces from rear patio and lawn area adjacent to strata lot; permission granted to install laminate flooring; owner requested to remove oil accumulations from parking stall assigned to strata lot; owner requested to have guests of strata lot refrain from entering suite through sliding glass door owner's submission of vehicle storage insurance containing one million dollars of third-party liability coverage received; owner requested to remove blinds that do not comply with Strata Corporation bylaws; owner requested to remove battery stored in parking stall assigned to strata lot; owner requested to remove items stored in parking stall; owner requested to remove unauthorized multi-coloured window coverings; owner requested to remove items from rooftop balcony; owner confirms compliance with pet bylaws; owner requested to submit outstanding strata fees 7171: welcome letters sent to new owners; owner reports bylaw contravention (excessive noise); owner requested to submit written request for installation of security camera on exterior of building; owner reports noise bylaw contraventions (excessive noise); owner requested to comply with noise bylaws (excessive noise); owner's written explanation for history of laminate flooring approved; owner reports minor roof repair; owner requested to return building keys; owner's various concerns reviewed.

Strata Lot 119 – Outstanding Strata Fees
Council reviewed correspondence sent to the owner of strata lot 119 to advise that no payment had been received for the monthly strata fees, which as of Thursday, April 24, 2008, stood at $3,089.25. The letter also advised the owner that if payment is not received, the Strata Corporation will consider initiating foreclosure proceedings against the strata lot. The Strata Manager advised that no payment in any form had been received for the outstanding balance. It was then

MOVED AND SECONDED:
To assign the Strata Corporation's solicitors to undertake the collection of the outstanding balance, and to assess all legal fees required in obtaining an order to sell the strata lot against the account of strata lot 119.

MOTION CARRIED UNANIMOUSLY

Strata Lot 16 – Unauthorized Security Camera Installation
Council reviewed correspondence sent to the owner of strata lot 16 to advise that during recent site inspections by staff and Council, a video camera with a flashing red light installed on the exterior stucco cladding of the strata lot had been observed. The owner was advised that a review of the Strata Corporation's records did not indicate a formal

written request for the modification to the common property in accordance with Strata Corporation bylaw 5(1)(a)(b)(c), which states:

"An Owner must obtain the prior written approval of the Strata Corporation before making an alteration to a Strata Lot that involves any of the following:

(a) the structure of a building;
(b) the exterior of a building;
(c) chimneys, stairs, balconies or other things attached to the exterior of a building;"

As a result of there being no response from the strata lot owner, it was

MOVED AND SECONDED:
That correspondence be directed to the strata lot owner to advise that he/she must respond to the Strata Council within seven (7) days of receipt of the letter regarding their intentions to retain or remove the camera from the common property.

MOTION CARRIED UNANIMOUSLY

Strata Lot 55 – Installation of Gate on Rooftop Balcony
Council reviewed a request from the owner of strata lot 55 seeking permission to install a gate on the rooftop patio of the strata lot. It was

MOVED AND SECONDED:
To approve the owner's request, subject to their compliance with the gate installation rule.

MOTION CARRIED UNANIMOUSLY

Gate Installation Rule
It was

MOVED AND SECONDED:
To adopt the following as the Rooftop Balcony Enclosure Gate Rule:

"Owners wishing to install a wooden gate to enclose their rooftop balcony may do so, subject to a written request of the Strata Council, and their full compliance with the Strata Corporations' stipulations and conditions for the gate installation. The wooden gates must not exceed 4' 3" in height and 3' 9" in width, and be made of cedar lattice."

MOTION CARRIED UNANIMOUSLY

Strata Lot 50 – Unauthorized Satellite Dish Installation
The Strata Manager tabled correspondence regarding an owner's recent installation of a satellite dish on the balcony of his/her strata lot, in contravention of Strata Corporation bylaw 5(4), which states:

"No awning, shade screen, smoke stack, radio or television antenna and/or satellite dish shall be hung from, protrude out of, be placed on or attached to the exterior of the Strata Lot, without prior written consent of the Strata Council."

The Strata Manager advised Council that he had contacted the owner directly, who advised him that he was unfortunately not aware that the bylaws do not permit the installation of satellite dishes on balconies. The Strata Manager advised Council that the owner indicated that he would remove the satellite dish from the balcony.

Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the Strata Council can deal with the correspondence officially at a duly convened meeting. Thank you for your assistance.

4) Landscaping

Hedge Masters
Council reviewed several letters sent to Hedge Masters, the Strata Corporation's newly-appointed landscapers, confirming Council's approval of their quotation in the amount of $1,680.00 + GST per month to perform landscape maintenance services for the period commencing February 15, 2008, and ending November 30, 2008. Council also approved Hedge Master's quotation for the transplanting of three rhododendron shrubs to the garden bed area located on the left (west side) of the main lobby entrance to the 7171 building. Council also reviewed a singed contract between the Strata Corporation and Hedge Masters that had been forwarded to the contractor.

Quotation
Over-Seeding Lawn Areas
Council reviewed a quotation submitted by Hedge Masters Arboricultural Services in the amount of $760.00 + GST to heavily over-seed the lawn areas throughout the entire complex to help fill in bare areas, and thicken the root base of the existing lawn turf. After review it was

MOVED AND SECONDED:
To approve the quotation as submitted.

MOTION CARRIED UNANIMOUSLY

5) Completed Items
The Strata Manager advised that the following had been completed since the last meeting of the Strata Council: re-inspection of missed units for annual fire inspection; removed and ground stumps of two hemlock trees adjacent to pond at 7151 building; repaired damaged discharge pipe adjacent to sump pump; repaired main entrance door lock at 7151 building; repaired damaged electrical outlet at 7151 building; removed stump in garden area adjacent to main entrance at 7171 building; replaced blower bearings in make-up air units at buildings 1 & 2; re-coded multi-lock on pedestrian door at 7151 parkade; removed leaves from ponds and cleaned out pump and liner; repaired minor roof leaks at units 309-7161, 205-7171, & 301-7171; removed debris from built-in gutter on 7161 entrance canopy and snaked the pipe to release the blockage; replaced door set at 7171 building.

OTHER BUSINESS:

Rooftop Fascia Board Painting
Council reviewed a memorandum that had been sent to Strata Council Vice-President, Mr. Ed Gibbons, from the Strata Manager, requesting that Mr. Gibbons prepare a cost estimate for re-painting the wooden fascia boards on the third floor rooftop areas of all three buildings, given the delamination of the paint. The Strata Manager advised that he had been in touch with Mr. Gibbons, who had requested that, due to the scope of the work, quotations be received from independent painting contractors. Mr. Gibbons reported to Council that he had met with a representative from Remdal Painting who reviewed the buildings for the purposes of preparing a quotation to be placed on the June 12, 2008 Strata Council meeting agenda.

ADJOURNMENT:
There being no further business, the meeting adjourned at 9:15 pm, until Thursday, June 12, 2008, at 7:00 pm in the 1st floor meeting room, 7161 121st Street, Surrey, BC.

STRATACO MANAGEMENT LTD.
#101 – 4126 Norland Avenue
Burnaby, BC
V5G 3S8

Tel: 604-294-4141
Fax: 604-294-8956

All vendors are responsible for ensuring that purchasers of the strata lot obtain the plastic parking pass that has been assigned to the strata lot.

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

/mr

The Highlands

"THE OWNERS STRATA PLAN LMS 222"

101 – 4126 Norland Avenue
Burnaby, BC
V5G 3S8
Phone: 604-294-4141
Fax: 604-294-8956

May 2, 2008

The Residents, 7171 Building
Strata Plan LMS 222
The Highlands

Re: ***Dog feces on roof***

Dear Residents:

I am writing on behalf of the Council, Strata Plan LMS 222, The Highlands, to advise that an accumulation of dog feces has been observed on the roof membrane of the 7171 building.

Unfortunately we are unable to determine which strata lot owner is responsible for this, and as such, we kindly request that you report in writing any knowledge you may have regarding this matter. We remind all residents/owners that Strata Corporation bylaw 3(13)(d) & (f) state:

> *"The Owners of pets shall be fully responsible for the behaviour of the pets within the Strata Lots and common property and if any pet is deemed, after Notice and the provision of any Hearing as set out in the Strata Property Act, to be a nuisance by the Strata Council, it shall be removed from the development within thirty (30) days from the receipt of Notice from the Strata Council indicating that the pet is to be removed. If the Owner fails to comply within seven (7) days of receiving Notice, the Owner will be fined $50.00 per month, or portion thereof, during which the offending pet continues to occupy the premises.*
>
> *(e) No Strata Lot Owner or visitor will permit a dog to travel or walk on the common areas of the Strata Plan unless controlled on a leash of six feet or less.*
>
> *(f) The Owner of a Strata Lot will be responsible for clean-up, damage or repair caused by their pets or any pets that their guests may bring into the development. Failure to remove all excrement from the common property will result in a $25.00 fine for each occurrence, in addition to any removal/repair costs."*

As you can appreciate, this is both an eyesore and a health concern, and any cooperation you may be able to provide would be greatly appreciated. Should you have any questions please do not hesitate to contact our office.

Sincerely yours,

STRATACO MANAGEMENT LTD.

Al McKay,
Strata Manager

/mr

Al McKay

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 222, THE HIGHLANDS, HELD ON THURSDAY, JUNE 12, 2008, AT 7:00 PM IN THE 1ST FLOOR MEETING ROOM, 7161 121ST STREET, SURREY, BC

316

Council in attendance:

John Robyn, President/Moves
Ed Gibbons, Vice President/Remotes
Lynette Farrell, Clubhouse Rental #1/Enterphone
Rick Halliday, Clubhouse Rental #2

Al McKay,
Strataco Management Ltd.

Absent:

Roberta McKinnon, Treasurer

CALL TO ORDER:
The meeting was called to order by the Strata Council President, Mr. John Robyn, at 7:20 pm.

COUNCIL MEMBER APPOINTMENT:
It was

MOVED AND SECONDED:
To appoint Mr. Scott Bowie of strata lot 126 to the Strata Council.

MOTION CARRIED UNANIMOUSLY

Strata Council President, John Robyn, advised that he has spoken with Mr. Bowie earlier in the day, and that Mr. Bowie had advised the President that he would be unable to attend the Council meeting due to a work commitment.

DELEGATION:

Strata Lot 34
Council reviewed correspondence sent to the strata lot owner requesting that they appear as a delegation before the Strata Council to show cause as to why a fine should not be assessed against the account of the strata lot as a result of the continued breaches of the Strata Corporation's noise bylaws. In the absence of the owner, Council then reviewed the history of excessive noise complaints reported against the tenant of the suite. After review, it was

MOVED AND SECONDED:
To assess a $50.00 fine against the account of the strata lot owner for continued breaches of Strata Corporation bylaw 3 (1) (a) (b) and (c).

MOTION CARRIED UNANIMOUSLY

MINUTES OF THE MEETING OF APRIL 24, 2008:
The minutes of the meeting of April 24, 2008 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:
There was no business arising from the minutes.

DRAFT
FOR DISCUSSION

PRESIDENT'S REPORT:
Strata Council President, Mr. John Robyn, expressed his concern about an accumulation of clothing that is being stored outside of the main entrance doors to the three buildings.

STRATA MANAGER'S REPORT:

1) **Finance Report**

Financial Statements
The Strata Manager reported to Council that he had received correspondence from the Strata Council Treasurer, Ms. Roberta McKinnon, confirming that she had reviewed the financial statements for the months of March and April 2008, and recommended their adoption. It was then

MOVED AND SECONDED:
To adopt the financial statements for the months of March and April 2008.

MOTION CARRIED UNANIMOUSLY

Receivables Report
The Strata Manager advised Council that three strata lots were 30 days in arrears, one strata lot was 60 days in arrears, and two strata lots had been liened for outstanding monthly strata fees.

2008/2009 Operating Budget
Council confirmed that they had received the approved 2008/2009 operating budget and strata fees notice which had been distributed to all registered strata lot owners.

RBC Dominion Securities
Council reviewed an investment account statement prepared for the period ending March 31, 2008, representing a portion of the Strata Corporation's contingency reserve fund investments.

Hong Kong Bank of Canada
Council reviewed correspondence sent to a financial institution on behalf of a strata lot owner requesting that the mortgagee remedy the outstanding accumulated debt owed to the Strata Corporation under the terms of the mortgage agreement.

Strata Lot 53
Council reviewed collections correspondence sent to the owner of strata lot 53 requesting reimbursement for repainting and repairing the textured ceiling in the laundry room immediately below the strata lot where the strata lot owner's hot water tank had failed.

Strata lot 119
The Strata Manager tabled correspondence directed to the strata lot owner advising them that a decision had been made at the April 24, 2008, Strata Council meeting, by way of a motion, to engage the Strata Corporation's solicitor to initiate foreclosure proceedings against the account of the strata lot as a result of significant underpaid strata fees that had accrued. The Strata Manager reported to Council that the owner

had been in contact with the management office confirming that payment would be forthcoming.

PCO Orkin
Council reviewed a proposal from PCO Orkin, the Strata Corporation's pest control contractor, providing a prepaid discount in the amount of $71.10 should the Strata Corporation choose to prepay the monthly maintenance contract for a period of a year. It was then

MOVED AND SECONDED:
To prepay for a one year term the monthly pest control contract.

MOTION CARRIED UNANIMOUSLY

2) Staff Report

Site Inspection Reports
The Strata Manager reported that the site inspection reports were on file, and that all matters requiring attention were being dealt with by the Strata Manager or referred to Council for further direction.

Quotations
Underground parkade chain link fencing: It was

MOVED AND SECONDED:
To approve a quotation submitted by Nikl's Property Services in the amount of $2,232.00 plus GST for the supply and installation of a seven foot high chain link fence enclosure featuring a 36" gate, lock box, and dead bolt to be installed in the northeast corner of the 7171 underground parkade.

MOTION CARRIED UNANIMOUSLY

Rooftop wood trim painting: Council reviewed several quotations submitted by painting contractors for repainting delaminated wood trim fascia boards on the roof top surfaces of the 7151, 7161, and 7171 buildings. After review, it was

MOVED AND SECONDED:
To approve the quotation submitted by John Boy's Painting and Pressure Washing in the amount of $3,800.00 plus GST for the repainting of the 7151 building.

MOTION CARRIED UNANIMOUSLY

The Strata Council requested that the Strata Manager include funding for the repainting of the 7161 and 7171 buildings in the 2009/2010 draft operating budget.

Supply and installation of door closers: Council reviewed a revised quotation prepared by Maximum Lock and Security for the supply of 40 high quality door closers at a cost of $2,600.00 plus GST. The quotation also included a labour fee in the amount of $2,600.00 plus GST for the labour to install the door closers. After review, it was

MOVED AND SECONDED:
To approve the quotation in the amount of $2,600.00 plus GST for the purchase of 40 Gold Member 30 door closers and to approve the labour to install 20 of the door closers at a cost of $1,300.00 plus GST.

MOTION CARRIED UNANIMOUSLY

Installation of K-Funnel Leaf Catchers to the Rain Gutter and Down Pipes
Council reviewed a quotation submitted by Precision Gutters to complete the installation of K-funnel outlets and leaf catchers on the 7161 and 7171 buildings. Council requested the Strata Manager to include funding for these improvements in the draft 2009/2010 operating budget which will be reviewed by Council in the fall of 2008.

7171 Loft Roof Replacement
It was

MOVED AND SECONDED:
To approve the quotation submitted by Hazelmere Roofing in the amount of $27,600.00 plus GST for the supply and installation of a 40 year Elk Timer-line Prestique High Definition shingle to all loft roofs on the 7171 building.

MOTION CARRIED UNANIMOUSLY

3) **Correspondence**
The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: 7151: welcome letter sent to a new owner; owner requested to refrain from using rear patio door for ingress and egress; owner's various queries attended to; owner requested to comply with bylaws (use of strata lot); owner requests permission to remove ground cover and retain drain rock; owner response to bylaw infraction report; owner reports several instances of excessive noise emanating from an adjoining strata lot; owner requested to remove oil from parking stall; clubhouse rule amendment proposal; owner cancels the rental of a supplemented parking stall; owner requested to comply with bylaws (use of property/noise); Council's review of request for reimbursement for damaged jacket; owner requests repair to rooftop patio; 7161: welcome letter sent to new owner; owner reports excessive noise from balcony of neighbouring strata lot; owner requested to remove storage items from patio of the strata lot; owner requested to refrain from using rear patio door for ingress and egress to the strata lot and to keep the main entrance door closed; owner reports strong odour emanating from a strata lot that is not closing their main hallway entrance door; owner reports installation of a satellite dish and excessive noise as well as the use of a rear patio door for ingress and egress to the strata lot; owner requested to comply with noise bylaws; owner reports resident leaving their garbage in the hallway outside their entrance door; owner requested to comply with bylaws (garbage storage); Council member absence confirmed; permission to install laminate flooring approved; 7171: welcome letters sent to new owners; owner requested to comply with bylaws (access to strata lot); owner requested to comply with bylaws (access to strata lot); permission to install laminate flooring approved; owner requested to remove items stored on patio of strata lot; owner reports excessive noise emanating from an adjoining strata lot; owner requests permission to retain wireless security camera; owner reports of excessive noise confirmed; request to confirm occupancy status of strata lot; owner reports damage to loft roof shingles on the 7171 building;

owner requested to comply with noise bylaws; owner requests permission to place satellite dish on rooftop patio; owner's parking stall assignments confirmed; request for permission to install rooftop patio gate.

In reviewing the correspondence, the following was duly resolved:

Strata lot 142 – owner requests permission to remove ground cover and retain drain rock: Council reviewed correspondence from the strata lot owner seeking permission to remove a ground cover material that was detracting from the general appearance of the garden bed area as well as installing a small quantity of drainage rock along the outer edge of the garden bed area to facilitate the removal of ponding water, and to obtain several shrubs to place in the area. The Strata Manager advised Council that since the request was coming from a member of Council, that the Council member would be unable to vote on this matter as that represented a conflict of interest. The request was then reviewed with the remaining Council members, after which it was

MOVED AND SECONDED:
To approve the request.

MOTION CARRIED (3 in favour, 1 abstention)

Strata lot 160 – owner's submits clubhouse rule amendment: Council reviewed correspondence received from an owner and Council member suggesting amendments to the existing clubhouse rules which would prevent the use of candles in the clubhouse area for safety reasons. It was then

MOVED AND SECONDED:
To amend the existing clubhouse rules to add the following as subsection "d":

"The only candles permitted for use in the recreation room are birthday candles, regular candles or tea light candles are not permitted under any circumstances."

MOTION CARRIED UNANIMOUSLY

Strata lot 16 – owner requests permission to retain wireless security camera: Council reviewed correspondence sent to and received from the strata lot owner seeking the Council's permission to retain a wireless security camera attached to the exterior of the building with a non-permanent adhesive. In reviewing the owner's request, the Council considered that there were no passage holes through the exterior stucco, that the camera could be removed without damage to the building, and that the location of the camera was in an unobtrusive location that did not represent a significant eyesore. It was then

MOVED AND SECONDED:
To approve the owner's request to retain the security camera subject to a $500.00 holdback being assessed against the account of the strata lot to ensure that in the event of any damage the Strata Corporation has funds to undertake the repair.

MOTION CARRIED UNANIMOUSLY

Strata lot 50 – owner requests permission to place satellite dish on rooftop patio: The owner presented her letter to the Strata Council with the reasons for her request to place a satellite dish on the rooftop patio of the strata lot. After several questions of clarification, Council reviewed the owner's request and considered the existing Strata Corporation bylaws, which clearly prohibit the satellite dish installations anywhere on the common property. The Strata Council had to consider previous decisions with respect to this matter where satellite dishes were not permitted on the balcony of any strata lot. It was

MOVED AND SECONDED:
To approve the owner's request to install a rooftop patio satellite dish.

*MOTION **DENIED** UNANIMOUSLY*

Strata lot 55 – owner requests permission to install rooftop patio gate: It was

MOVED AND SECONDED:
To approve the owner's request subject to the gate not being anchored in any way through the exterior wall of the unit, and that the gate size matches and conforms to the other gates on the roof top patio area.

MOTION CARRIED UNANIMOUSLY

Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the Strata Council can deal with the correspondence officially at a duly convened meeting. Thank you for your assistance.

4) Landscaping

Hedge Masters
Council reviewed correspondence sent to the Strata Corporation's landscaper by the Strata Manager expressing concerns with respect to lawn mowing practices and the lack of lawn edging, as well as the slow rate of progress with respect to shrub trimming and pruning.

Quotation
Removal of pine tree and maple trees: It was

MOVED AND SECONDED:
To approve a quotation submitted by Fraser Stratacare in the amount of $12.00 plus GST to remove two pine trees and one maple tree.

MOTION CARRIED UNANIMOUSLY

It was further

MOVED AND SECONDED:
To approve a quotation in the amount of $485.00 plus GST for the removal of three dying flowering cherry trees located along the western perimeter berm.

MOTION CARRIED UNANIMOUSLY

5) **Completed Items**
The Strata Manager advised that the following had been completed since the last meeting of the Strata Council: repainted water stains in strata lot 115; installed new lever handle for main entrance door – 7161; replaced 5 heat detectors, 10 batteries. 2 emergency light packs and 5 fire buzzers; installed water hanger arrester on cold water supply line in strata lot 183; removed moss from lower roof canopy at 7161 building; supplied and distributed composed bark mulch to garden beds throughout the complex; repaired water stains on laundry room ceiling at strata lots 21 and 33; cleaned roof drains on all three buildings; replaced blowers bearings on make up air unit at building 3; repaired damaged down pipe at 7171; installed decorative brickwork around carwash area; annual fire hydrant inspection and tear down; installed K funnel outlets on all down pipes at 43 locations on the 7151 building and installed leaf catchers on the bottom of 39; repaired roof membrane at strata lot 105; repaired hot water overflow downspouts in the visitor parking area; repaired garage door – 7161; cleaned drains over front entrances at 7151 and 7171; repaired fire door at 7151; repaired damaged drywall on the 7161 canopy over the main entrance door; repaired exterior stucco surfaces above the underground parkade entrances to the 7151 and 7171 building.

OTHER BUSINESS:

Harmony Restorations
The Strata Manager provided a memo from Mr. J.P. Daem, the owner of Strataco Management, disclosing pursuant to the requirements of the Real Estate Services Act that his son is an employee of Harmony Restoration Services, a company that may be retained from time to time to carry out work on behalf of the Strata Corporation.

Council Cellular Phone
Discussion arose with respect to the need for Strata Council President, Mr. John Robyn, to retain a Council cellular phone that had been previously issued to the Council President. There was some discussion regarding the need to retain the cell phone, as there were now two Council members available as site contacts. After review and discussion, the Strata Manager advised that the Strata Council President, Mr. John Robyn, could not vote on the matter as it directly affected him. It was then

MOVED AND SECONDED:
That Strata Council President, Mr. John Robyn, be permitted to retain the Strata Council cell phone.

MOTION CARRIED (3 in favour, 1 opposed, 1 abstention)

The Strata Manager advised that he had a proxy from the Strata Council Treasurer, Ms. Roberta McKinnon, which contained her vote on the matter.

Supplemental Parking
The Strata Council wishes to advise any interested owner that supplemental parking stalls will be coming available in the upcoming weeks.

Shrub Trimmer and Leaf Blower
It was

MOVED AND SECONDED:
That the Strata Council be authorized to spend up to $500.00 for the purchase of a shrub trimmer and leaf blower.

MOTION CARRIED UNANIMOUSLY

ADJOURNMENT:
There being no further business, the meeting adjourned at 9:10 pm, until Thursday, July 10, 2008, at 7:00 pm in the 1st floor meeting room, 7161 121st Street, Surrey, BC.

STRATACO MANAGEMENT LTD.
#101 – 4126 Norland Avenue
Burnaby, BC
V5G 3S8

Tel: 604-294-4141
Fax: 604-294-8956

All vendors are responsible for ensuring that purchasers of the strata lot obtain the plastic parking pass that has been assigned to the strata lot.

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

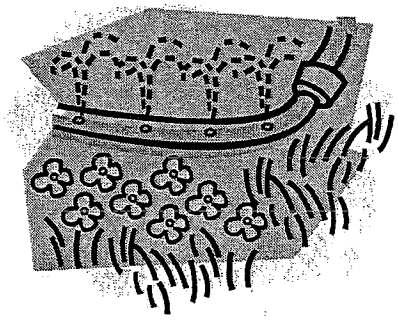
/eb

The Highlands

"THE OWNERS STRATA PLAN LMS 222"

101 – 4126 Norland Avenue
Burnaby, BC
V5G 3S8
Phone: 604-294-4141
Fax: 604-294-8956

June 23, 2008



The Residents
Strata Plan LMS 222
The Highlands

Re: Watering of lawns

Dear Residents:

I am writing on behalf of the Council, Strata Plan LMS 222, The Highlands.

Now that warmer weather has arrived, it is important that the landscaped areas receive adequate water. While attempts are made to water as much as possible, these may unfortunately not be enough to keep the landscaped areas looking their best. We are consequently requesting the assistance of all residents in watering the landscaped areas in the vicinity of their units, keeping in mind any watering restrictions which may be in effect.

Ample watering ensures the landscaped areas are kept as green as possible, enhancing their appearance and reducing the risk of fire. Any assistance which you may be able to provide in watering the landscaping around your unit will be greatly appreciated.

We thank you in anticipation of your cooperation and wish you a pleasant summer.

Sincerely yours,

STRATACO MANAGEMENT LTD.

Al McKay,
Strata Manager

/eb

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 222, THE HIGHLANDS, HELD ON THURSDAY, JULY 10, 2008, AT 7:00 PM IN THE 1ST FLOOR MEETING ROOM, 7161 121ST STREET, SURREY, BC

316

Council in attendance:

John Robyn, President/Moves
Ed Gibbons, Vice President/Remotes/Parking Stalls
Roberta McKinnon, Treasurer/Keys/Enterphone
Lynette Farrell, Clubhouse Rental #1/Enterphone
Rick Halliday, Clubhouse Rental #2

Al McKay,
Strataco Management Ltd.

CALL TO ORDER:
The meeting was called to order by the Strata Council President, Mr. John Robyn, at 7:03 pm.

DELEGATION:
The Strata Manager introduced the owner of Brenda's Cleaning Services, who had requested to speak to the Council regarding the janitorial services contract. The Council was provided with a copy of the specifications and a schedule of the cleaning staff followed each day. Council confirmed that it had previously been decided that the janitorial service contractor would no longer attend to power washing the underground parkade, and instead be responsible for waxing the linoleum and vinyl flooring in the parkade elevator lobby areas, as well as the 2nd and 3rd floor elevator lobby areas in the 7161 building, and the flooring material in each elevator at all three buildings.
Further discussion arose regarding having all of these wax surfaces stripped on an annual basis, at a cost of approximately $200.00. The Strata Manager requested that Brenda's Cleaning submit a formal quotation for this work, to be reviewed by Council.

MINUTES OF THE MEETING OF JUNE 12, 2008:
In reviewing the minutes it was noted that on page 6, under the heading "Landscaping", the motion should read: "To approve a quotation submitted by Fraser Stratacare in the amount of $412.00 + GST to remove two pine trees and one maple tree". The motion had erroneously referred to a cost of $12.00 + GST. It was then

MOVED AND SECONDED:
That the minutes of the meeting of June 12, 2008 be adopted as amended.

MOTION CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES:
There was no business arising from the minutes.

PRESIDENT'S REPORT:

Indemnity Agreement Summary
Council reviewed updates made to the Indemnity Agreement summary on June 30, 2008, denoting the status of modifications made by various strata lot owners.

DRAFT
FOR DISCUSSION

STRATA MANAGER'S REPORT:

1) **Finance Report**

Financial Statements
The Strata Council Treasurer, Ms. Roberta McKinnon, reported that she had reviewed the financial statements for the months of May and June 2008, and found that all income and expenses had been properly recorded. It was

MOVED AND SECONDED:
To approve the May and June 2008 financial statements as distributed.

MOTION CARRIED UNANIMOUSLY

Receivables Report
In reviewing the status of accounts receivable, the Strata Manager noted that two strata lots were 30 days in arrears, one strata lot was 60 days in arrears, and two strata lots had previously been liened. No further collections action was required.

2008/2009 Operating Budget
Council confirmed that they had received the approved 2008/2009 operating budget and strata fees notice which had been distributed to all registered strata lot owners.

PCO Service Corporation
Council reviewed correspondence confirming Council's approval of a discount in the amount of $71.10 for prepayment of the monthly pest control contract for a period of one year, from June 1, 2008 through June 1, 2009.

Collections
Strata lot 34: Council reviewed correspondence sent to the strata lot owner advising that correspondence had been sent to the financial institution holding the mortgage on the strata lot, requesting that they take whatever means were available to them under the terms of the mortgage agreement to remedy the accumulated debt owed to the Strata Corporation. The Strata Manager reported that he had not heard anything further from the financial institution or the owner. The correspondence further advised that should the Strata Corporation not receive payment or communication from the owner's financial institution prior to the July 10, 2008 meeting, the Strata Corporation would initiate foreclosure action. It was then

MOVED AND SECONDED:
To retain the Strata Corporation's solicitor to initiate foreclosure proceedings against the account of strata lot 34, and to assess all legal fees associated with this action against the account of said strata lot.

MOTION CARRIED UNANIMOUSLY

Strata lot 41: The Strata Manager tabled correspondence sent to the strata lot owner regarding an invoice for repairs to two water stains in the strata lot, one of which was the result of a roof leak and the other the result of a water overflow from the strata lot above. The Strata Manager advised that the former owner of the strata lot had been

charged for the repair, and that the correspondence was in error and he had contacted the owner to so advise.

Strata lot 167: Council reviewed correspondence sent to the strata lot owner containing a copy of an invoice recently paid to Pro Carpet Care in the amount of $106.31. The work encompassed by the invoice was made necessary as a result of a water overflow that had occurred in a closet area within the suite containing the zone valve controls for the in floor heating system.

2) **Staff Report**

Site Inspection Reports
The Strata Manager reported that the site inspection reports were on file, and that all matters requiring attention were being dealt with by the Strata Manager or referred to Council for further direction.

A & A Anderson Tank Service
The Strata Manager tabled a service report prepared by the contractor, summarizing the recent work completed to hydro flush the suspended sanitary system lines in the underground parkade.

Nikls Property Services
Council reviewed correspondence sent to the contractor confirming Council's approval of a quotation in the amount of $2,232.00 + GST, for the supply and installation of a 7' high chain link fence enclosure, featuring a 36" gate, lockbox and deadbolt.

Maximum Lock & Security
Council reviewed correspondence sent to the locksmith confirming Council's approval of a quotation in the amount of $2,600.00 for the supply of 40 gold #3 door closers, as well as approval of labour costs in the amount of $1,300.00 for the installation of 20 gold #3 door closers where required.

Hazelmere Roofing
Council reviewed correspondence confirming Council's approval of a quotation in the amount of $27,600.00 for the supply and installation of a 40 year high definition laminated fibreglass roof shingle on all loft roofs at the 7171 building.

3) **Correspondence**
The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: 7151: welcome to new owner; request for permission to temporarily close off 7151 parkade entrance door; vehicle storage insurance received; owner reports leaking eavestrough and expression of appreciation for work distributing composted bark mulch to garden beds; permission to install laminate flooring approved; owner requested to comply with bylaws (intended use of strata lot); appreciation for grounds work; permission granted to remove ground cover and install drain rock; owner requested to obtain vehicle storage insurance; owner reports damage to hallway carpet; owner extends appreciation to owners responsible for distributing bark mulch to garden beds; owner's concerns regarding landscaping contractor and request for review of makeup air unit, expression of appreciation for compost distribution; request for locker room cleaning; 7161: owner reports excessive noise emanating from adjoining strata lot; permission to install laminate flooring

approved; owner requested to comply with bylaws (excessive noise); appreciation for distribution of bark mulch; owner reports excessive noise emanating from adjacent strata lot; permission to lease strata lot for limited period under the hardship provisions of the Strata Property Act; owner requested to remove decayed planter boxes from rooftop balcony; confirmation of Council resignation, owner requested to comply with bylaws (excessive noise); owner advised of current rental restrictions, waste removal options provided; 7171: welcome to three new owners; owner's submission of vehicle storage insurance policy as requested; owner reports dissatisfaction with current landscaping contractor; letter of apology; permission granted to retain wireless security camera; permission to install laminate flooring approved; fine assessed against strata lot for bylaws contravention; cancellation of supplemental parking stalls confirmed; new owner's queries reviewed; owner requested to remove items stored in parking stall assigned to strata lot; owner advised that request to retain satellite dish on rear patio not approved; permission granted to install rooftop patio gate.

Council reviewed the correspondence as follows:

Strata lot 129 – request for permission to temporarily close off 7151 parkade entrance door: Council reviewed correspondence from the strata lot owner requesting that the Strata Council approve blocking off the 7151 underground parkade entrance during regular scheduled showings of the suite. After review it was

MOVED AND SECONDED:
To approve the owner's request.

*MOTION **DENIED** UNANIMOUSLY*

Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the Strata Council can deal with the correspondence officially at a duly convened meeting. Thank you for your assistance.

4) Insurance

Council reviewed correspondence confirming a policy endorsement had been prepared increasing the all property limit by $1,200,000.00, to now cover the amount of $30,950,000.00, in accordance with an updated insurance appraisal received from Ocean Province Appraisal Ltd. in January 2008.

5) Landscaping

Hedge Masters

Council reviewed correspondence sent to the Strata Corporation's landscaper expressing concern with the slow rate of progress and general lack of shrub trimming and pruning throughout the complex. Concern was also expressed regarding the lack of time the Hedge Masters staff were spending on site to complete the duties required pursuant to the regular landscape maintenance contract.

Fraser Stratacare
The Strata Manager tabled correspondence confirming Council's approval of quotations for the removal of four trees in the complex, several of which were diseased.

6) **Completed Items**
The Strata Manager advised that the following had been completed since the last meeting of the Strata Council: cleaned all suspended sanitary lines; repaired delaminating paint above 7151 and 7171 parkade entrances; repaired damaged drywall on 7161 main canopy entrance; removed dead shrubs along 121st Street; installed bricks by car wash area.

OTHER BUSINESS:

Strata Lot 116 – Permission to Install Hardwood Flooring
Council reviewed correspondence sent to the strata lot owner dated May 29, 2007, advising that reports had been received that hardwood/laminate flooring had been installed within the strata lot, although no formal written request had been submitted to Council as required by Bylaw 5 (1) (g), which states: "An owner must obtain prior written approval of the Strata Corporation before making an alteration to a strata lot that involves any of the following: (g) those parts of the strata lot which the Strata Corporation must insure under Section 149 of the Act."

The Strata Manager tabled the memorandum received from the Administration Department of Strataco Management Ltd., confirming that as of June 3, 2008 the strata lot owner had not submitted a formal written request for the modification, nor had the information requested by Council in the letter dated May 29, 2007 been submitted, which sought confirmation of the type of underpad material and the STC rating. After review it was

MOVED AND SECONDED:
To assign a $3,000.00 holdback against the account of the strata lot owner, until the owner has submitted proof that the underpad installed meets the specifications of the Strata Corporation, and that if necessary, an independent third party contractor be assigned to inspect the flooring material to confirm compliance with all costs for the inspection being assessed against the strata lot owner.

MOTION CARRIED UNANIMOUSLY

Purchase of Walkie Talkies
Council Vice-President Gibbons demonstrated to the Strata Council two walkie talkies that had significant range and could be used by owners and Council members performing maintenance on the grounds, to facilitate communication. After review of the devices it was

MOVED AND SECONDED:
To approve purchase of the Cobra Microtalk walkie talkies at a cost of $69.99 plus taxes.

MOTION CARRIED UNANIMOUSLY

Owner's Request for Cleaning of Small Rooftop Area Adjacent to Strata Lot
The Strata Manager presented correspondence just collected from the Strata Council mailbox, requesting Council's permission to have a painting and interior design contractor clean and remove mud and moss, as well as debris that had built up on the flat rooftop surface adjacent to the strata lot, while the contractor was on site performing painting services for the strata lot

owner. The strata lot owner indicated that they would take responsibility for the work and pay for any accidental damage. After review it was

MOVED AND SECONDED:
To approve the owner's request subject to the painting/interior designer contractor submitting to Strataco Management Ltd. a copy of their business insurance as well as proof that their WCB remittances are up to date, and that the strata lot owner incur all costs for the work.

MOTION CARRIED UNANIMOUSLY

ADJOURNMENT:
There being no further business, the meeting adjourned at 9:10 pm, until Thursday, September 4, 2008, at 7:00 pm in the 1st floor meeting room, 7161 121st Street, Surrey, BC.

STRATACO MANAGEMENT LTD.
#101 – 4126 Norland Avenue
Burnaby, BC
V5G 3S8

Tel: 604-294-4141
Fax: 604-294-8956

All vendors are responsible for ensuring that purchasers of the strata lot obtain the plastic parking pass that has been assigned to the strata lot.

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

/dc

The Highlands

"THE OWNERS STRATA PLAN LMS 222"

101 – 4126 Norland Avenue
Burnaby, BC
V5G 3S8
Phone: 604-294-4141
Fax: 604-294-8956

July 24, 2008

The Residents
7171 121st Street
Strata Plan LMS 222
The Highlands

Re: Loft roofing project

Dear Owners:

Please be advised that Hazelmere Roofing is scheduled to be on site beginning the week of **Monday, July 28, 2008,** to commence preparations for the reroofing of the loft roofs at 7171. They will be working from approximately 8:00 am to 6:00 pm.

The preparatory work will involve the use of a crane and removal of the old shingles and their disposal in a dumpster which will be located on 121st Street in close proximity to the work area. Parking on a portion of 121st Street may be blocked off during this week. We ask for your cooperation in being aware of this equipment and in conducting yourselves in a safe manner while the work is underway, to prevent any accidents.

Parents are requested to supervise their children at all times during the reroofing process.

Thank you for your cooperation and should you have any questions please do not hesitate to contact the undersigned.

Sincerely yours,

STRATACO MANAGEMENT LTD.

Al McKay,
Strata Manager

/eb

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 222, THE HIGHLANDS, HELD ON THURSDAY, SEPTEMBER 4, 2008, AT 7:00 PM IN THE 1ST FLOOR MEETING ROOM, 7161 121ST STREET, SURREY, BC

Council in attendance:

John Robyn, President/Moves
Ed Gibbons, Vice President/Remotes/Parking Stalls
Roberta McKinnon, Treasurer/Keys/Enterphone
Rick Halliday, Clubhouse Rental #2

Al McKay,
Strataco Management Ltd.

Absent with leave:

Lynette Farrell, Clubhouse Rental #1/Enterphone

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. John Robyn, at 7:10 pm.

DELEGATION:

Strata Lot 34

Council reviewed correspondence sent to the owner of strata lot 34 requesting they appear before the Strata Council to show cause as to why fines should not be assessed against the account of the strata lot for continued reported breaches of the Strata Corporation's use of property (noise) bylaws as described in letters previously sent dated February 1, May 21 and June 20, 2008. The Strata Manager reported that he had spoken with the owner, the tenants, and the strata lot owner who had submitted the noise complaints. The Strata Manager had been informed that since the last letter sent to the strata lot owner dated August 15, 2008, there had been no further reports of excessive noise, and that both the landlord and tenant had advised the Strata Manager that they would make every effort necessary to minimize any sound emanating from the strata lot. As a result, it was

MOVED AND SECONDED:

To table assessing a fine against the account of strata lot 34 given the tenant's compliance with the Strata Corporation's bylaws governing this matter.

MOTION CARRIED UNANIMOUSLY

Strata Lot 148

The Strata Manager introduced the owner of strata lot 148, who had requested to appear before the Strata Council to present a letter seeking the Strata Corporation's permission to lease the strata lot for personal and financial reasons. After considerable review, which included questions of clarification from the Strata Manager and several members of the Strata Council, the owner was thanked for attending. The Council deliberated on a decision, and after lengthy discussion it was

MOVED AND SECONDED:

To approve the strata lot owner's request to lease the strata lot for a period of one year.

*MOTION **DENIED** UNANIMOUSLY*

DRAFT
FOR DISCUSSION

Reminder to Owners
All owners are strongly urged to ensure that they flatten all cardboard and place it in the appropriate cardboard recycling tote. Cardboard boxes that are not flattened result in the Strata Corporation incurring an expense to hire a contractor to break them down, which adds to the maintenance costs of all owners. In addition, owners are also requested to ensure that they clean out all empty cans or any recyclable material prior to depositing them in the blue recycling totes. If the Strata Council has to make arrangements to have these bins cleaned regularly additional funds will have to be placed into the operating budget for regular cleaning, which will be added to the owners' monthly strata fees. Thank you for your cooperation in this matter.

MINUTES OF THE MEETING OF JULY 10, 2008:
The minutes of the meeting of July 10, 2008 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:
There was no business arising from the minutes.

PRESIDENT'S REPORT:
The Strata Council President reported that he had recently met with a representative from the Surrey Fire Department, who conducted a review of the 7171 building. Mr. Robyn advised that the staff member from the Fire Department will be back on site to complete an inspection of the 7151 and 7161 buildings.

STRATA MANAGER'S REPORT:

1) **Finance Report**

Financial Statements
The Strata Council Treasurer, Ms. Roberta McKinnon, reported that she had reviewed the financial statement for the month of July 2008, and that all income and expenses had been properly recorded. It was

MOVED AND SECONDED:
To approve the July 2008 financial statement as distributed.

MOTION CARRIED UNANIMOUSLY

Receivables Report
The Strata Manager reports that two strata lots were 30 days in arrears of strata fees; two strata lots were 60 days in arrears of strata fees; one strata lot was 90 days in arrears of strata fees. It was further reported that strata lots 106 and 127 were in excess of 90 days in arrears of strata fees and eligible to be liened. It was

MOVED AND SECONDED:
That liens be registered against strata lots 106 and 127, and that all costs incurred in the collection of the outstanding balances be assessed against the accounts of the respective strata lots.

MOTION CARRIED UNANIMOUSLY

RBC Dominion Securities
Council reviewed an investment account statement dated June 30, 2008, representing a portion of the Strata Corporation's contingency reserve fund investments.
Toronto Dominion Bank
Council reviewed correspondence issued to the financial institution representing strata lot 97, requesting that the bank take whatever action they deemed necessary to collect the outstanding fees owed to the Strata Corporation. The correspondence noted that a lien had been registered against the strata lot.

Collections
The Strata Manager tabled correspondence sent to the owner of strata lot 34 advising that at the Strata Council meeting held on July 10, 2008, a motion was unanimously approved by the Council stating that all legal fees associated with the Strata Corporation's solicitor's attempt to obtain monies owed to the Strata Corporation would be assessed against the account of the strata lot, in addition to the accumulated unpaid strata fees and the lien fees previously assessed. The Strata Manager reported that the owner of the strata lot had contacted him and that arrangements have been made to repay the outstanding balance. Post-dated cheques along with the first payment have been received.

KPMG
The Strata Manager tabled correspondence received from the trustee which contained a notice of final dividend and application for the discharge of the trustee. The Strata Manager advised Council that he would confirm that the final dividend figure noted in the correspondence was identical to previous figures given to the Strata Corporation.

2) **Staff Report**

Site Inspection Reports
The Strata Manager reported that the site inspection reports were on file, and that all matters requiring attention were being dealt with by the Strata Manager or referred to Council for further direction.

Brenda's Cleaning
The Strata Manager tabled correspondence requesting that the janitorial contractor make arrangements to have their staff clean the locker rooms.

Terasen Gas
Council reviewed correspondence and a report and graph denoting natural gas consumption for the Strata Corporation from November 2000 through March 2008.

Quotations
New industrial garage door motor operator: Council reviewed a quotation submitted by Ideal Door prepared after their regular quarterly visit to the site. The quotation, in the amount of $3,200.00 + GST, was for an industrial duty motor operator designed for a high cycle application with very minimal maintenance requirements. After discussing the matter Council agreed that this higher quality motor operator will be considered when the current overhead door requires replacement.

Security services: Council reviewed a detailed proposal from Apple Security for security guard services for the Strata Corporation along with various pricing. Council agreed that the most viable option for the Strata Corporation would be to have staff on site on the weekends (Friday, Saturday and Sunday nights for a period of eight hours) at a rate of $19.00 per hour. Enclosed with the minutes you will find a questionnaire which you are strongly encouraged to fill out, so the Strata Council may determine the level of support for security patrols on the grounds during the weekends.

Ashland Canada
Council reviewed correspondence received from the water treatment service company, noting that the anniversary date of the water treatment service agreement with The Highlands expires on October 1, 2008. It was

MOVED AND SECONDED:
To approve the modest increase in fees in the amount of $1,845.00 per year + GST, to be invoiced at $153.75.

MOTION CARRIED UNANIMOUSLY

Siemens Building Technologies
It was

MOVED AND SECONDED:
To approve the technical support renewal program with Siemens Building Technologies effective October 1, 2008, with the new technical support price of $3,400.00 + GST to be billed at a rate of $850.00 + GST per quarter (the old TSP price was $3,268.00 + GST per annum).

MOTION CARRIED UNANIMOUSLY

3) Correspondence

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: 7151: welcome to new owner; owner requests pond maintenance; permission to install laminate flooring approved; owner advised of Council decision regarding use of garage door; owner requests copy of garage door quarterly maintenance service report; owner advised of Strata Corporation rental restriction bylaw; owner reports strong concerns regarding current landscape maintenance service contractor; owner requests review of makeup air unit adjacent to strata lot; owner advised that arrangements have been made to clean storage locker room; 7161: permission to install laminate flooring approved; owner request to have contractor clean flat roof surface adjacent to strata lot (approved subject to several conditions); owner advised of $3,000.00 holdback assessed against strata lot for unauthorized installation of laminate flooring; owner notified that contractor has been assigned to remove dog droppings and old decayed wooden planter box; owner notified that wooden rooftop deck will be repaired when needed; permission to install wood gate approved; 7171: welcome to two new owners; owner reports parkade entrance rules contravention; owner's report of excessive noise received; owner reports excessive noise from laminate flooring of neighbouring strata lot; owner requested to comply with noise bylaws; owner reports excessive noise emanating from adjacent strata lot; bylaw infraction – excessive noise from flooring; owner requested to comply with Strata

Corporation bylaws; owner advised of Council's decision regarding parking assignment changes.

No action was required on any of the correspondence.

Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the Strata Council can deal with the correspondence officially at a duly convened meeting. Thank you for your assistance.

4) **Landscaping**

Hedge Masters
Council reviewed correspondence sent to and received from the Strata Corporation's landscape contractor indicating the Strata Council's dissatisfaction with the current level of service being provided to the complex. The Strata Manager advised that he along with the Strata Council President and Vice-President had made several attempts to resolve this issue, without success.

Vista Landscape Services
The Strata Manager tabled a proposal submitted by Vista Landscape Services for the 2009 landscape maintenance season, in the amount of $59,220.00 + GST for lawn maintenance, planting beds and garden maintenance, tree and shrub maintenance, disease and pest control, and annual planting. The Strata Manager indicated that he would be seeking additional quotations, which will be reviewed by Council at the next few meetings.

5) **Completed Items**
The Strata Manager advised that the following had been completed since the last meeting of the Strata Council: repaired roof drain above 7151 entrance canopy; repaired lock on 7171 entrance door; supplied and installed wiring to connect extra air compressor for dry sprinkler system; repaired damage to western perimeter fence; tested two backflow preventers on irrigation system; cleaned main sanitary pump station; repaired wooden deck boards at strata lot 106 and wooden boardwalk at 7161 building; removed diseased trees from common property; cleaned debris from ponds, leaves and dead lily leaves; repaired broken irrigation pipes and replaced three nozzles; replaced 7171 loft roof systems.

OTHER BUSINESS:

Financial Statement Distribution
Discussion arose regarding the matter of financial statements being mailed by management to various owners. It was noted that the arrangement for various owners to receive monthly financial statements by mail had been made many years ago. While the Council has no objection to owners reviewing the financial statements, which they are entitled to review, it was agreed that in an effort to control costs the Corporation would no longer incur the costs of having management photocopy and distribute the financial statements on a monthly basis to non-Council members. Any owners who wish to continue to receive the monthly financial

statements are entitled to do so and are welcome to make arrangements to review them or purchase them directly from management.

It was then

MOVED AND SECONDED:
To rescind the copying and distribution arrangements for monthly distribution of the financial statements by Strataco Management Ltd. to all persons other than Council members.

MOTION CARRIED UNANIMOUSLY

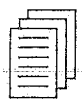
Hot Water Tanks
All owners are strongly urged to replace any original hot water tanks they may have within their strata lots, as most hot water tanks have a serviceable life of approximately 6 – 8 years. In the event of a hot water tank failure the strata lot owner will be responsible for the water loss deductible.

ADJOURNMENT:
There being no further business, the meeting adjourned at 9:05 pm, until Thursday, October 23, 2008, at 7:00 pm in the 1st floor meeting room, 7161 121st Street, Surrey, BC.

STRATACO MANAGEMENT LTD.
#101 – 4126 Norland Avenue
Burnaby, BC
V5G 3S8

Tel: 604-294-4141
Fax: 604-294-8956

All vendors are responsible for ensuring that purchasers of the strata lot obtain the plastic parking pass that has been assigned to the strata lot.

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

/dc

The Highlands

"THE OWNERS STRATA PLAN LMS 222"

316

101 – 4126 Norland Avenue
Burnaby, BC
V5G 3S8
Phone: 604-294-4141
Fax: 604-294-8956

September 16, 2008

The Owners
Strata Plan LMS 222
The Highlands

Re: ***Security Services Questionnaire***

Dear Owners:

The Strata Council has received inquiries from various owners with respect to implementing additional security measures, and as such, a quotation for various security services was reviewed at the Strata Council meeting held on Thursday, September 4, 2008.

The quotation contained various options ranging from utilizing up to three random foot patrols per evening for a duration of 60 minutes, or the use of a uniformed security staff member on site for a period of up to 8 hours at a rate of $19.00 plus GST per hour. As the Strata Council will be reviewing the 2009/2010 budget in the upcoming months, we ask that you indicate if you are willing to support an increase, which could be up to 4.8% in strata fees to utilize a uniformed security person to be on site for a 8 hour period and to be assigned on Friday, Saturday and Sunday evenings.

It should be noted that there are other security options available, which will not cost as much money; however, the Strata Council wishes to gauge the owner's support for an increase in the strata fees, which could range from 1 – 4.8% before placing funding for the security services in the 2009/2010 operating budget.

Sincerely yours,

STRATACO MANAGEMENT LTD.

Al McKay,
Strata Manager

MRI
604-272-9797

/eb

attachment

STRATA PLAN LMS 222 – THE HIGHLANDS

SECURITY SERVICES QUESTIONNAIRE

(Please print clearly)
NAME: John Croucher

ADDRESS: #316 7171 - 121st.

TELEPHONE NUMBER: 604-595-1955

Please ☑ the appropriate box:

1. ☐ We support an increase in funding of up to 4.8% to utilize full time security service personnel.

2. ☐ We support an increase of up to 2%, but no more, in the strata fees to utilize three random foot or vehicle patrols of the common property on Friday, Saturday, and Sunday evenings

3. ☐ We do not support any increase in the strata fees for the use of security services.

Please return by mail of fax to:

STRATACO MANAGEMENT LTD.
101 – 4126 Norland Avenue
Burnaby, BC
V5G 3S8

Tel: 604-294-4141
Fax: 604-294-8956
Email: managers@stratacomgmtcom

Or place in your building's drop box by no later than ***Friday, October 10, 2008***

Thank you

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 222, THE HIGHLANDS, HELD ON THURSDAY, OCTOBER 23, 2008, AT 7:00 PM IN THE 1ST FLOOR MEETING ROOM, 7161 121ST STREET, SURREY, BC

316

Council in attendance:

John Robyn, President/Moves
Ed Gibbons, Vice President/Remotes/Parking Stalls
Roberta McKinnon, Treasurer/Keys/Enterphone
Lynette Farrell, Clubhouse Rentals #1/Enterphone
Rick Halliday, Clubhouse Rentals #2

Al McKay,
Strataco Management Ltd.

CALL TO ORDER:
The meeting was called to order by the Strata Council President, Mr. John Robyn, at 7:02 pm.

DELEGATION:

Strata Lot 140
The Strata Manager introduced the owners of the strata lot, who were requested to appear before the Strata Council to show cause as to why fines should not be assessed against the strata lot's account for multiple breaches of various Strata Corporation bylaws governing noise, unauthorized rental, as well as the use of common property. The owners confirmed that arrangements were being made to evict the current tenants and that the strata lot would become owner occupied prior to it being placed on the market for sale.

The Strata Manager asked the owners several questions of clarification, and thanked them for attending the Strata Council meeting.

Council reviewed several letters recently sent to the strata lot owner citing breaches of the Strata Corporation's noise bylaws and rental bylaws, as well as the use of property bylaws. It was

MOVED AND SECONDED:
That a $50.00 fine be assessed against the account of the strata lot due to multiple breaches of the Strata Corporation's bylaws going as far back as January 18, 2005, with recent letters issued to the strata lot owner on May 2, May 30, August 30 and September 15, 2008, citing various bylaw breaches.

MOTION CARRIED UNANIMOUSLY

Strata Lot 34
Council reviewed further correspondence sent to the strata lot owner requesting their appearance to show cause as to why fines should not be assessed against the account of the strata lot for repeated breaches of the Strata Corporation's noise bylaws, as noted in correspondence recently issued to the strata lot owner on February 1, March 18, May 21, July 20, August 14 and October 7, 2008. After review, during which consideration was given to the fact that while there was a brief reprieve in the excessive noise, the strata lot owner has received multiple warnings, it was

DRAFT
FOR DISCUSSION

MOVED AND SECONDED:
That a $50.00 fine be assessed against the account of the strata lot owner for breaches of Strata Corporation bylaws 3 (1) (a) (b) and (c).

MOTION CARRIED UNANIMOUSLY

MINUTES OF THE MEETING OF SEPTEMBER 4, 2008:
The minutes of the meeting of September 4, 2008 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:
There was no business arising from the minutes.

PRESIDENT'S REPORT:

Management Agreement Renewal
Council reviewed a proposal for renewal of the management agreement effective January 1, 2008 received from Strataco Management Ltd. After review it was

MOVED AND SECONDED:
To approve the renewal of the management agreement with Strataco Management Ltd., effective January 1, 2009, for a revised management fee of $3,300.00 per month + GST, and $3,400.00 per month + GST effective January 1, 2010.

MOTION CARRIED UNANIMOUSLY

A reminder to all owners that the common property courtyards and walking paths comprised of interlocking brick which separate all three buildings are not designated as playground areas for children, due to the fact that sound has a tendency to become amplified given the close proximity of the buildings.

STRATA MANAGER'S REPORT:

1) **Finance Report**

Financial Statements
The Strata Council Treasurer, Ms. Roberta McKinnon, reported that she had reviewed the financial statement for the month of September 2008, and found that all income and expenses had been properly recorded. It was

MOVED AND SECONDED:
To adopt the September 2008 financial statement.

MOTION CARRIED UNANIMOUSLY

Receivables Report
The Strata Manager reported that five strata lots had been liened, and one strata lot was 90 days in arrears of strata fees, and that should payment not be received promptly the Strata Manager would prepare lien documents for Council's signature at the next meeting scheduled for December 10, 2008.

CIBC Mortgages
Council reviewed correspondence issued to the financial institution holding a mortgage on strata lot 127, requesting that they remedy the outstanding fees owed to the Strata Corporation under the terms of the mortgage agreement.

First National Financial
Council reviewed correspondence issued to the financial institution holding a mortgage on strata lot 106, requesting that they remedy the outstanding fees ($1,454.97 as of September 12, 2008) owed to the Strata Corporation under the terms of the mortgage agreement.

Invoice Chargebacks
Council reviewed correspondence sent to a strata lot owner along with an invoice from Brenda's Cleaning Services in the amount of $35.00 for the clean up of dog feces from the rooftop balcony, as well as the removal of an old wooden planter that had been requested by the Strata Council over a period of several months. The strata lot owner had received ample notice requesting the removal of these items. As a result of their failure to comply arrangements were made to hire a third party contractor to undertake this task, and the costs were assessed back to the owner.

Council reviewed correspondence sent to a strata lot owner along with an invoice for photocopying charges of the monthly financial statements totalling $3.40 per month, for a total of $40.80 for a 12 month period.

KPMG Financial
The Strata Manager tabled correspondence recently received from the trustee appointed as the interim receiver of assets from the New Home Warranty Program, confirming that a final payment for the balance due to the Strata Corporation had been issued, in the amount of $7,619.05. The Strata Manager advised that a resolution authorizing a transfer of this money to the Strata Corporation's contingency reserve fund would be included on the agenda for the Annual General Meeting, in keeping with the past practice of the Strata Council.

2) **Staff Report**

Site Inspection Reports
The Strata Manager reported that the site inspection reports were on file, and that all matters requiring attention were being dealt with by the Strata Manager or referred to Council for further direction.

City of Surrey
The Strata Manager advised Council that he had included on the agenda correspondence previously issued to the Strata Corporation with reference to Surrey zoning bylaw 12000 part 5 regarding visitor parking, as several members of Council have recently been asked why the Strata Council cannot approve closing the visitor parking area to both underground parkades. The Strata Manager referred Council to bylaw 6, subsection (e), which states: "Access to all visitor parking may not be blocked by security gates."

Security Services Questionnaire Survey Results

Council reviewed a detailed list of the survey results compiled by Strata Council Vice-President Gibbons since October 9, 2008. Mr. Gibbons then presented further revisions based upon late questionnaires submitted to the Strata Council. He reviewed the questionnaire results, which are attached to and form part of these minutes. In summary, Mr. Gibbons reported that out of 186 strata lots, 88 owners had responded, representing a return rate of 47.3%, which was a strong response given that generally a return rate of 20 – 30% is the norm. The breakdown is as follows:

- 14 owners were in favour of option 1, supporting an increase in the strata fees of up to 4.8% to fund fulltime security personnel (representing 15.9% of the owners responding);
- 11 owners were in favour of option 2, supporting an increase in the strata fees of up to 2% for the funding of random foot patrols or vehicle patrols on Friday, Saturday and Sunday evenings (representing 12.5% of the owners responding);
- 63 owners were in favour of option 3, indicating that they did not support any increase in the strata fees to fund security services (representing 71.6% of the owners responding).

Mr. Gibbons reviewed with Council comments added to various security questionnaires.

Mr. Gibbons then presented a quotation received from SOS Security Solutions for the supply and installation of two vandal resistant day and night mini dome cameras at the underground entrances to the 7151 and 7171 buildings, with the work to include the supply and installation of interconnecting cable to bring all new and existing video signals to a central building location for connection to a new digital video recorder. The quotation also included the supply and installation of a digital video recorder, LCD monitor, as well as two Panasonic Super Dynamic vandal resistant dome cameras, at a cost of $7,750.00 + tax. Council agreed that they would consider funding for this option when reviewing the draft 2009/2010 operating budget, given that most owners have indicated they do not support funding to hire a security guard.

Siemens Building Technologies

Council reviewed correspondence confirming approval of the new technical support program price, of $3,400.00 + GST per annum effective October 1, 2008.

Ashland Water Technologies

The Strata Manager tabled correspondence approving a rate increase for water treatment service, to $1,845.00 effective October 1, 2008. Council also reviewed the most recent water treatment service report received on September 10, 2008, reporting the inspection of the micron filter, which was found to be dirty. The contractor installed a new cartridge in addition to the regular testing of the water system levels, which were found satisfactory.

Contec Fire & Safety

Correspondence was sent to the Strata Corporation's fire protection contractor containing Surrey Fire Service Order to Comply forms, which resulted from a recent inspection of all three buildings by a representative from the Surrey Fire Department.

Polycrete Restorations
Council reviewed two letters sent to the contractor which contained a detailed list of approximately 16 locations requiring epoxy injection repairs. The list was compiled by the Strata Manager and Council members Gibbons and Robyn.

Quotations
Removal and replacement of uneven paving stones: Council reviewed a quotation from G. Trasolini for the removal and replacement of uneven paving stones at the patios at strata lots 128, 133, 134 and 139 of the 7151 building, noting that work would include removal of the existing uneven paving stones, the substrate sand base being re-compacted and built up where required, and the reinstallation of all pavers, with sand to be swept in between the joints and anchored with a pressure treated wood border. The price breakdown was as follows: strata lot 128 – 8' x 13' section, $1,250.00 + GST; strata lot 133 – 8' x 11' section, $1,150.00 + GST; strata lot 134 – 8 ½' x 12' section, $1,250.00 + GST; strata lot 139 – 8 ½' x 12' section, $1,250.00 + GST; total cost – $4,900.00 + GST. It was

MOVED AND SECONDED:
To approve the quotation.

MOTION CARRIED UNANIMOUSLY

Interior rain gutter cleaning: It was

MOVED AND SECONDED:
To approve the quotation submitted by Right Choice Property Services in the amount of $3,275.00 + GST for the cleaning of the 3rd floor perimeter interior eavestroughs.

MOTION CARRIED UNANIMOUSLY

Council extends an open invitation to any owners who may be interested in joining the Strata Council as there are currently several openings. Any additional assistance would be greatly appreciated. Being on Council will give an owner an opportunity to provide direct input into the management of their home.

3) **Correspondence**
The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: 7151: welcome to new owner; owner reports excessive noise bylaw contravention; owner requests building maintenance assistance; report of noise bylaw contraventions; vehicle storage insurance received; owner requested to remove items from parking stall; request to confirm occupancy status of strata lot; owner requested to submit vehicle storage insurance; owner reports bylaw contraventions (use of common property); owner advised of Council's review of suite rental request; owner reports excessive noise emanating from adjacent strata lot; owner requested to remove red drapes from windows; owner requested to refrain from keeping front entrance door open to hallway; vehicle storage insurance received; owner's submission of various general questions pertaining to building maintenance; owner reports various bylaw contraventions; owner reports pet bylaw contraventions; owner requested to remove sheets of cardboard from parking stall; owner requested to remove items stored in parking stall assigned to strata lot; owner's concerns regarding

current landscape contractor reviewed; 7161: welcome to new owner; owner requests shrub trimming adjacent to rear patio window; owner recommends changes to existing policy governing the installation of laminate/hardwood flooring; owner requested to comply with use of common property bylaws; owner requested to submit vehicle storage insurance; owner requested to remove items stored in parking stall assigned to strata lot; owner requested to refrain from leaving front hallway door open; owner requested to remove item stored in parking stall and submit vehicle storage insurance; owner advised of Council's review of correspondence received from a contractor; owner requested to remove aluminium ladder stored in parking stall; owner requested to obtain vehicle storage insurance; owner requested to remove eight collapsed cardboard boxes from parking stall; owner requested to obtain vehicle storage insurance; owner reports concern regarding behaviour of residents on rooftop patio; owner reports concerns and bylaw contravention related to the playing activities of children in the courtyard; owner reports pet bylaw contravention; 7171: welcome to new owner; owner recommends various building security options; owner requested to remove items stored in parking stall; letter of apology sent; owner reports repeated excessive noise bylaw contraventions; owner requested to submit vehicle storage insurance; owner requested to provide copy of vehicle storage insurance; owner requested to remove oil accumulations and repair vehicle leaking engine fluids; owner requested to remove large empty cardboard box stored in parking stall; owner reports underground parkade vehicle accident.

Council reminds all owners to slow down when driving through the underground parkade, as there has recently been an accident as a result of an owner driving too fast in this area.

Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the Strata Council can deal with the correspondence officially at a duly convened meeting. Thank you for your assistance.

4) Insurance

Council reviewed correspondence sent to the owner of strata lot 168 containing a copy of an invoice from ServiceMaster for emergency services which were required to extract water and minimize damage from a water overflow emanating from the strata lot. The owner was advised that a $5,000.00 holdback had been assessed against the strata lot account until all invoices for the work have been received.

All owners are reminded that they are named insureds on the Strata Corporation's master insurance policy; however, in the event of a water escape or overflow from their strata lot, they will be responsible for the Strata Corporation's water loss deductible, which currently stands at $5,000.00. Owners are encouraged to obtain loss assessment coverage under their homeowner policy, which will provide them with coverage for the Strata Corporation's water loss deductible under the master insurance policy.

5) Legal

Whitelaw Twining
The Strata Manager tabled correspondence issued to the Strata Corporation's legal representatives pursuant to an Examination for Discovery held on June 17, 2008, attended by the Strata Manager. The correspondence contained answers to various questions which the lawyer representing Andrew McPherson had asked the Strata Manager. Documentation related to the fire protection system (including minutes, work orders and invoices directly related to the system) for the period prior to January 2004 were included with the package.

Gregory & Gregory
Council reviewed correspondence received from the barristers and solicitors representing a strata lot owner in The Highlands, requesting that the Strata Council take whatever steps may be necessary to eliminate the sound transmission levels of the motor operator for the garage door within one week of the letter (dated September 25, 2008), or the lawyer would commence an action in the Supreme Court to compel the Strata Council and Strata Corporation to undertake whatever steps are necessary to eliminate all noise in the apartment, and seek damages for the loss of enjoyment of the strata lot owner's property to date. The Strata Manager advised Council that the law firm representing the Strata Corporation, Kahn Zack Ehrlich Lithwick, had reviewed the correspondence from Gregory & Gregory and was recommending that the Strata Council approve a quotation previously reviewed in the amount of $3,200.00 + GST, for the installation of an industrial duty motor which utilizes a gear box as opposed to the standard belt drive found on the Liftmaster BT and other commercial operators. It was then

MOVED AND SECONDED:
To approve the quotation previously submitted by Ideal Door Ltd. in the amount of $3,200.00 + GST, as recommended by the Strata Corporation's legal representative, Kahn Zack Ehrlich Lithwick.

MOTION CARRIED UNANIMOUSLY

6) Landscaping

Council reviewed a quotation received from Fraser Stratacare in the amount of $39,500.00 inclusive of GST for landscape maintenance services for the period February 15, 2009 through November 30, 2009. The Strata Manager advised that he was awaiting quotations from Hedge Masters and Proper Landscaping, and that these quotations would be on the agenda for the next Council meeting scheduled for December 10, 2008, at which time a decision would be made on selection of the Strata Corporation's landscape maintenance contractor for 2009.

7) Completed Items

The Strata Manager advised that the following had been completed since the last meeting of the Strata Council: annual insuite heat and smoke detector testing; repaired main entrance door at 7161; repaired roof membrane at 7161; repaired "B" vent at 7151; replaced loft roofing system at 7171; repaired interior damage at strata lot 105; cleaned all inaccessible windows; repaired wooden deck boards at strata lot 121; painted exterior wooden trim on 7151 rooftop; repaired damage to interior hallway at strata lots

128 and 148; cleaned all dryer vents; supplied 100 comet goldfish in ponds; replaced faulty actuator in building 3.

OTHER BUSINESS:

Fire Safety Practices
Council member Gibbons presented a report he had compiled with respect to the fire alarm activated on September 24, 2008. The one page report is attached to and forms part of these minutes.

Visitor Parkade Wall Painting
It was

MOVED AND SECONDED:
To approve the painting of the visitor parking walls in the 7151 and 7171 visitor parking areas white, which has been recommended to deter loitering in the underground parkade areas.

MOTION CARRIED UNANIMOUSLY

Underground Parkade Power Washing
It was

MOVED AND SECONDED:
To approve a proposal submitted by Ed Gibbons and Morgan Kelly in the amount of approximately $1,000.00 to power wash the underground parkade.

MOTION CARRIED UNANIMOUSLY

ADJOURNMENT:
There being no further business, the meeting adjourned at 9:50 pm, until Wednesday, December 10, 2008, at 7:00 pm in the 1st floor meeting room, 7161 121st Street, Surrey, BC.

STRATACO MANAGEMENT LTD.
#101 – 4126 Norland Avenue
Burnaby, BC
V5G 3S8

Tel: 604-294-4141
Fax: 604-294-8956

All vendors are responsible for ensuring that purchasers of the strata lot obtain the plastic parking pass that has been assigned to the strata lot.

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

/dc

Ins222 (9)

Security Questionnaire Results:

Out of 186 strata lots, 88 responded. This represents 47.3% of all owners in the complex. Normal for this response is good if you get a 30% return rate.

The Breakdown:

14 were in favour of Option 1 – supporting an increase to the Strata fees by up to 4.8% to fund full time security personnel. This figure represents 15.9% of those that responded.

11 were in favour of Option 2- supporting an increase to the Strata fees by up to 2% to fund random foot patrols or vehicle patrols on Friday, Saturday and Sunday evenings. This figure represents 12.5% of those that responded.

63 were in favour of Option 3- we do not support any increase in the Strata fees to fund security services. This figure represents 71.6% of those that responded.

1 checked off two options and was unable to connect to find out which option was the response to the questionnaire. (Considered a spoiled ballot)

Comments that some owners added to the questionnaire are attached. As you can see there were mixed reactions. Most were constructive. One was just venting.

The questionnaire should have been worded to explain why council was sending out the questionnaire, as owners felt council had already made up their minds that security services were the option to go

Security Questionaire

S/L #	Option 1	Option 2	Option 3	S/L #	Option 1	Option 2	Option 3
1			X	49			
2				50			X
3			X	51			X
4				52			
5			X	53			
6			X	54	X		
7				55			X
8				56			X
9			X	57			
10				58			
11				59			
12				60			
13				61			X
14			X	62			X
15		X		63			
16				64			X
17				65			X
18			X	66			
19			X	67	X		
20			X	68			
21				69			X
22				70			
23				71			X
24				72		X	
25			X	73			
26				74			X
27				75			
28		X		76			X
29				77			
30			X	78			
31				79			X
32			X	80			
33				81			
34				82			
35				83			X
36			X	84			X
37			X	85			
38				86			
39				87			X
40				88			
41		X		89			
42			X	90			
43			X	91			
44		X		92			
45				93			
46	X			94			
47	X			95			
48				94			X

S/L #	Option 1	Option 2	Option 3
95			
96			X
97			
98			
99			X
100			
101			X
102			X
103			
104			
105		X	
106		X	
107			
108			X
109			
110			X
111	X		
112	X		
113			
114			X
115			
116			
117			
118			
119			
120			
121			X
122		X	
123			
124			
125			X
126			
127			
128			
129			
130			
131			
132			
133			
134	X		
135		X	
136			X
137			
138			
139			
140			
141			
142			
143			X

S/L #	Option 1	Option 2	Option 3
144			
145		X	
146			
147	X		
148			
149	X		
150			X
151			
152	X		
153			X
154			X
155			X
156			X
157			
158			X
159			X
160	X		
161			X
162			X
163			X
164			
165			
166			
167			
168			X
169			
170	X		
171			
172	X		
173	X		
174			X
175		X	
176			
177			X
178			X
179			
180			
181			X
182			
183			X
184			X
185			X
186			X

Fire Alarm of September 24th

What did we learn?

Don't rely on having a council member available if there is a fire. The fire alarm system is NOT connected directly yo the Fire Department. If we wait for someone to call the Fire Department we could sit outside and toast marshmallows while the building burns!!!!

It was noted that only a half dozen owners went to the designated collection area. If the weather is bad, it would be roomier and warmer if everyone went to the Visitors Parkade. At least the front doorway would be clear, to allow the firemen to do their job.

It was also noticed that many owners did not vacate the building as per the Fire Regulations. Some owners even complained of the noisy fire bells. It is MANDATORY that all residents leave the building when hearing the alarms ring.

This particular alarm was a false alarm, it seems soneeone leaving the building via the north stairwell thought it would be fun to pull the alarm at the exit door as they went down the stairs. False alarms are costly. Fire Departments charge for coming to a false alarm. We utilize two trucks , which could be needed if there was a real fire somewhere else. Monthly assessments will have to rise if this practice continues.

When it has been determined that there is no fire and the fire marshal has turned off the alarm, it is not all right to re-enter the building unless the fire marshal gives the OK.

TAKE NOTICE THAT A SPECIAL GENERAL MEETING OF THE OWNERS, STRATA PLAN LMS 222, THE HIGHLANDS, WILL BE HELD ON:

DATE: THURSDAY, DECEMBER 11, 2008

TIME: 7:30 PM (REGISTRATION AT 7:00 PM)

PLACE: MEETING ROOM
1ST FLOOR
7161 121ST STREET
SURREY, BC

An Agenda for the meeting and supporting documents are attached hereto. Please read this material prior to the meeting and bring it with you to the meeting for reference.

1. **PURPOSE:** The purpose of the meeting is to approve a transfer from reserves to fund security upgrades.

2. **QUORUM:** In order to conduct business at this Special General Meeting, at least thirty-three percent (33%) of the persons entitled to vote must be present in person or by proxy. Failure to reach a quorum will result in the adjournment of the meeting and another meeting being held in accordance with the bylaws of the Strata Corporation.

3. **VOTING:** No owner is entitled to vote on a Resolution if the Strata Corporation is entitled to register a lien against that strata lot under Section 116 (1) of the Strata Property Act.

4. **3/4 VOTE RESOLUTION:** A ¾ vote resolution must be approved by at least ¾ of the votes cast by eligible voters who are present in person or by proxy at the time the vote is taken and who have not abstained from voting.

5. **PROXIES:** An instrument appointing a proxy shall be in writing under the hand of his appointer or attorney. A proxy need not be an owner.

/mk

1-877-977-4601

Miles-1
Natali-2
Isaak-3
Lisa-4
Nico-5
Ally-6

SPECIAL GENERAL MEETING OF THE OWNERS, STRATA PLAN LMS 222, THE HIGHLANDS, TO BE HELD ON THURSDAY, DECEMBER 11, 2008 AT 7:30 PM IN THE MEETING ROOM, 1ST FLOOR, 7161 121ST STREET, SURREY, BC

AGENDA

1. CALL TO ORDER

2. CALLING OF THE ROLL AND CERTIFICATION OF PROXIES

3. FILING OF PROOF OF NOTICE OF MEETING

4. MINUTES OF THE MEETING OF JANUARY 30, 2008 — SEE ATTACHED

5. BUSINESS ARISING FROM THE MINUTES

6. STRATA COUNCIL REPORT – ED GIBBONS, VICE-PRESIDENT:

   A) SECURITY MEASURE UPGRADES — SEE ATTACHED

7. SECURITY MEASURES:

   A) RESERVE TRANSFER – SECURITY CAMERAS AND UPGRADES – ¾ VOTE RESOLUTION — SEE ATTACHED

8. OTHER BUSINESS

9. ADJOURNMENT

PROXY FORM

Date _____

I/WE_____

of _____

in the City of Surrey, in the Province of British Columbia, being the registered owner(s) of Strata Lot _____ of Strata Plan LMS 222, hereby appoint:

_____

or failing him/her_____

or failing him/her_____

as my/our proxy for me/us and on my/our behalf at the Special General Meeting of The Owners, Strata Plan LMS 222, to be held on Thursday, the 11th day of December, 2008, and at any adjournment thereof.

SIGNED this _____ day of _____, 2008

_____

_____

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 222, THE HIGHLANDS, HELD ON WEDNESDAY, DECEMBER 10, 2008, AT 7:00 PM IN THE 1ST FLOOR MEETING ROOM, 7161 121ST STREET, SURREY, BC

Council in attendance:

John Robyn, President/Moves
Ed Gibbons, Vice President/Remotes/Parking Stalls
Rick Halliday, Clubhouse Rentals #2
Lynette Farrell, Clubhouse Rentals #1/Enterphone
(Arrived at 9:15 pm)

Al McKay,
Strataco Management Ltd.

Absent with leave:

Roberta McKinnon, Treasurer/Keys/Enterphone

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. John Robyn, at 7:09 pm.

DELEGATION:

Strata Lot 169

Council reviewed correspondence sent to the strata lot owner requesting that they attend the Strata Council meeting to show cause as to why a fine should not be assessed against the account of their strata lot for repeated breaches of the Strata Corporation's use of property and noise bylaws. It was noted that the owner did not appear as requested. After reviewing four separate letters issues to the owner it was

MOVED AND SECONDED:

To assess a $50.00 fine for repeated breaches of the Strata Corporation's noise bylaws.

MOTION CARRIED UNANIMOUSLY

Strata Lot 167

Council reviewed multiple correspondence issued to the strata lot owner advising of various reports of repeated breaches of the Strata Corporation's excessive noise bylaws. It was also noted that the owner, although requested to appear before the Council, was not in attendance. After review, it was

MOVED AND SECONDED:

To assess $50.00 fine against the strata lot owner for breaches of Strata Corporation bylaws 3 (1) (a) (b) and (c).

MOTION CARRIED UNANIMOUSLY

Council reminds all owners of the importance of ensuring that they are traveling at slow rates of speed in the underground parkade, particularly when traveling around corners where visibility is limited. Any owners who observe other vehicles traveling at excessive speeds are encouraged to report in writing the vehicle description and parking stall in order that the Strata Council may take action against the individuals.

MINUTES OF THE MEETING OF OCTOBER 23, 2008:
The minutes of the meeting of October 23, 2008 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:
There was no business arising from the minutes.

PRESIDENT'S REPORT:

Management Contract Addendum
The Strata Manager tabled correspondence from the President of Strataco Management Ltd. containing a signed copy of the contract addendum reflecting changes in fees approved by the Strata Council for strata management services.

2009 Strata Council Meeting Schedule
The Strata Manager presented the proposed meeting schedule for 2009, calling for regular Strata Council meetings to be held on January 8, March 12, April 16, June 11, July 9, September 10, October 22, December 10, and the Annual General Meeting to be held on February 5, 2009. It was

MOVED & SECONDED:
That the 2009 meeting schedule be adopted as presented.

MOTION CARRIED UNANIMOUSLY

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements
The Strata Council Treasurer, Ms. Roberta McKinnon, reported that she had reviewed the financial statements for the months of October and November 2008, and found that all income and expenses had been properly recorded. It was

MOVED AND SECONDED:
To adopt the financial statements as distributed.

MOTION CARRIED UNANIMOUSLY

Receivables Report
The Strata Manager reported that there was one strata lot 30 days in arrears of strata fees; four strata lots that had previously been liened; and one strata lot that was in excess of 90 days of arrears of strata fees and was eligible to be liened. It was

MOVED AND SECONDED:
That a lien be registered against strata lot 7, and all costs incurred in the collection of the outstanding balance including Land Title fees be assessed against the account of said strata lot.

MOTION CARRIED UNANIMOUSLY

2009/2010 Draft Operating Budget
The Strata Manager presented a draft copy of the proposed operating budget, which was reviewed line by line and in great detail by the Strata Council. After which, the Strata Manager reported that he would make the amended changes requested by Council and update the budget draft to the most recent financial statement which would again be reviewed at the Council meeting to be held on January 8, 2009.

RBC Dominion Securities
The Strata Manager tabled an investment account statement dated September 30, 2008, representing a portion of the Strata Corporation's contingency reserve fund investments.

ThyssenKrupp Elevator
The Strata Manager tabled correspondence from the contractor confirming that ThyssenKrupp would forego the increase in the "charge rate" for the year 2008. Council requested that the Strata Manager clarify the provisions and details as to when the last service rate increase had occurred.

BFI Canada
Council reviewed correspondence from the Strata Corporation's waste removal contractor advising that due to a significant drop in commodity values, which have affected the values of paper and cardboard being recycled by the contractor, a temporary commodity fee surcharge may be required to offset their cost to provide recycling services for corrugated cardboard.

2) Staff Report

Site Inspection Reports
The Strata Manager reported that the site inspection reports were on file, and that all matters requiring attention were being dealt with by the Strata Manager or referred to Council for further direction.

Rental Information Sheet
The Strata Manager tabled the most recent rental information sheet dated November 8, 2008, denoting four strata lots currently being rented.

PCO Services Corporation
Council reviewed a service report from the Strata Corporation's pest contractor.

Ashland Canada
The Strata Manager tabled the monthly inspection report of the boiler/water system which was tested and treated. The report confirmed that all water levels were in satisfactory condition.

Right Choice Property Services
The Strata Manager tabled correspondence confirming Council's approval of a quotation in the amount of $3,275.00 plus GST to complete interior eavestrough cleaning of all three buildings by brush and bucket was reviewed.

G. Trasolini Contractors
The Strata Manager tabled correspondence confirming Council's approval of a quotation in the amount of $4,900.00 plus GST for repairs to the interlocking paving brick stone patios at strata lots 128, 133, 134 and 139.

Commercial Lighting Products Ltd.
Council reviewed an energy analysis performed by Commercial Lighting for the conversion of the existing T12 fluorescent light tubes and fixtures in the underground parkade with the more energy efficient T8 lighting units. The energy analysis noted that the total initial cost for materials would be $8,956.00 upon which the Strata Corporation would receive a BC Hydro utility rebate of approximately $6,080.00 with an annual estimated energy savings of $6,324.27. In addition, the Strata Manager tabled a quotation for Council's review for the labour to undertake replacing the various ballasts within the existing light fixtures estimated at approximately $8,500.00. Council requested that the Strata Manager incorporate funding for the energy upgrade into the 2009/2010 operating budget.

Quotation for Fire Extinguisher Alarm
The Strata Council Vice President, Mr. Ed Gibbons, demonstrated a fire extinguisher alarm supplied by S.O.S. Security Solutions that could be placed on targeted fire extinguishers that when activated would sound a powerful 105 decibel warning horn alerting all residents in the vicinity. This measure has been taken due to the recent theft of seven fire extinguishers from the 7151 building.

After review, it was

MOVED AND SECONDED:
To order two of the units at a cost of $125.00 plus tax.

MOTION CARRIED

3) Correspondence
The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: 7151: welcome letters sent to two new owners; letter sent to various owners regarding patio repairs; vehicle storage insurance policy received; owner advised of excessive noise emanating from the suite; owner advised of Council's decision regarding the temporary lease of strata lot; owner requested to comply with pet bylaws; owner requested to refrain from leaving garbage outside main entrance door; owner advised of bylaw contravention fine assessed against strata lot; owner reports of bylaw contraventions; owner reports of pet bylaw contravention received; owner requested to comply with bylaws; owner requests insuite inspection to review superficial drywall cracks; owner requests pest control services; owner requested to remove some potted plants from roof top patio to prevent further decay to the deck boards; owner reports excessive noise emanating from adjacent strata lot; 7161: letter sent to multiple owners regarding offensive cooking odours; owner requested to remove oil from parking stall and submit vehicle storage insurance; owner requested to remove child's stroller from parking stall; owner requested to ensure main entrance door is kept shut for fire and general safety reasons; parking stall storage; owner requested to remove multi-coloured window coverings; owner requested to remove 14 collapsed cardboard boxes stored in parking stall; owner reports concerns

regarding the use of common property; owner requested to remove plastic bag filled with clothing stored in parking stall; owner reports pet bylaw concerns; 7171: welcome letter sent to one new owner; owner advised of request to switch assigned parking stall stalls on a non-permanent basis; owner requested to remove three plastic bags from parking stalls; owner requests change to name noted on enterphone panel; permission to install laminate flooring approved; owner requested to place wooden blocks behind wheels of a tent trailer stored in parking stall; owner advised of bylaw contravention fine being assessed against the strata lot; owner advised of Council's decision regarding the rental of strata lot; owner reports concerns regarding the service of the Strata Corporation's landscapers; owner reports various bylaw and building maintenance concerns.

In reviewing the correspondence, the following was duly resolved:

Strata lot 115 – owner requested to remove 14 collapsed cardboard boxes: The Strata Manager advised that he had directed correspondence to the owner requesting the removal of 14 collapsed cardboard boxes from the parking stall, which were not removed in the time allotted. As a result, arrangements were made to have Brenda's Cleaning remove the material and issue a separate invoice for this work. The Strata Manager advised that he was awaiting the invoice, which would then be sent to the Strata lot owner.

Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the Strata Council can deal with the correspondence officially at a duly convened meeting. Thank you for your assistance.

4) Legal

Kahn Zack Ehrlich Lithwick
The Strata Manager tabled correspondence sent to the legal representative for Ms. Sherry Addison confirming that the Strata Council has approved a quotation from Ideal Door to install a new motor for the 7151 overhead door.

5) Insurance

CMW Insurance Services
Council reviewed a request for a quotation for the 2009 insurance policy for the Strata Corporation.

6) Landscaping

Hedge Masters
Council reviewed correspondence confirming Council's approval of a quotation for tree pruning and maintenance of the maple and flowering cherry trees as well as twenty-seven evergreens and three large cedars on the common property.

2009 Landscape Maintenance Proposals
Council reviewed four quotations for landscape maintenance services. After which it was

MOVED AND SECONDED:
To approve the quotation submitted by Hedge Masters in the amount of $29,760.00 plus GST for a twelve month service contract.

MOTION CARRIED UNANIMOUSLY

7) **Completed Items**
The Strata Manager advised that the following had been completed since the last meeting of the Strata Council: repaired ceiling texture in hallway adjacent strata lot 128, 135 and 148; installed air compressor in sprinkler room; repaired door knobs in common hallways at 7151 and 7171; repaired door on 7161 garbage enclosure

OTHER BUSINESS:

Petty Cash Float
It was

MOVED AND SECONDED:
To increase the current petty cash float from $500.00 to $700.00.

MOTION CARRIED UNANIMOUSLY

Council Member Appointment
It was

MOVED AND SECONDED:
To appoint Ms. Barb Mulski of unit 103 – 7161 to the Strata Council.

MOTION CARRIED UNANIMOUSLY

Strata lot 64 – request for reimbursement of zone valve repairs
Council reviewed correspondence submitted by the owner of strata lot 64 requesting reimbursement in the amount of $160.00 that the strata lot owner spent to have repairs completed to the zone valve control within the strata lot as a result of no heat within the unit that began on October 9, 2008. The owner advised Council in the letter that the repairs done to the zone valves did not restore the heat within the suite, and that it was not until 10 days later when it was discovered that there was a pump failure in the boiler room that the owner's heat was restored. As the owner had been advised by Council that there was no problems in the boiler room. It was then

MOVED AND SECONDED:
To reimburse the owner the costs of $160.00 that was determined to be unnecessary given that the Strata Council eventually determined that it was a boiler system problem and not an insuite issue.

MOTION CARRIED UNANIMOUSLY

Owner Work Reimbursement Policy

Council requested that the Strata Manager prepare a draft list of procedures for owner reimbursement for general maintenance work around the complex. Council requests that any interested owners submit in writing their general qualifications and availability for odd jobs.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:45 pm, until Thursday, January 8, 2009, at 7:00 pm in the 1st floor meeting room, 7161 121st Street, Surrey, BC.

STRATACO MANAGEMENT LTD.
#101 – 4126 Norland Avenue
Burnaby, BC
V5G 3S8

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

/eb

MINUTES OF THE SPECIAL GENERAL MEETING OF THE OWNERS, STRATA PLAN LMS 222, THE HIGHLANDS, HELD ON THURSDAY, DECEMBER 10, 2008, AT 7:30 PM IN THE 1ST FLOOR MEETING, 7161 121ST STREET, SURREY, BC

226

CALL TO ORDER:
The meeting was called to order by the Strata Council President, Mr. John Robyn, at 7:47 pm.

CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:
Mr. Al McKay, Strata Manager, advised that 181 owners were eligible to vote, and that a quorum for the meeting consisted of 60 voting members. He further advised that at the scheduled start time for the meeting of 7:30 pm there were 35 owners present, 35 represented by proxy, for a total of 70 voting members. The meeting was therefore deemed quorated and competent to proceed with the business at hand.

FILING OF PROOF OF NOTICE OF MEETING:
The Strata Manager read into the record the notice of meeting sent to all registered strata lot owners in accordance with the requirements of the Strata Property Act, stating the date, time, place and purpose of the Special General Meeting.

MINUTES OF THE MEETING OF JANUARY 30, 2008:
The minutes of the meeting of January 30, 2008 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:
There was no business arising from the minutes.

STRATA COUNCIL REPORT – ED GIBBONS, VICE-PRESIDENT:
The Strata Manager introduced to the owners the Strata Council Vice-President, Mr. Ed Gibbons, who had prepared a detailed report summarizing recent security concerns, which had caused the Strata Council to call a Special General Meeting to seek approval of a resolution to transfer funds from the Strata Corporation's reserves to fund various security camera options.

Mr. Gibbons read his report to the owners, which is attached to and forms part of these minutes.

The floor was then opened for discussion, at which time a number of questions were raised regarding the security cameras themselves, the manner in which they would be installed, and a general discussion on the options of the owners for viewing the cameras. After considerable deliberation and discussion it was

MOVED AND SECONDED:
To approve the ¾ vote resolution authorizing funding in the amount of up to $15,000.00 for the purchase of two (2) vandal-resistant day/night mini dome cameras, to be installed at both underground parkade entrances, at a cost of $7,750.00 + applicable taxes, as well as authorization of funding in the amount of $875.00 + GST for the purchase of three covert self-contained cameras to be placed at strategic locations determined by the Strata Council.

MOTION CARRIED

The Strata Council Vice-President then read the ¾ vote resolution into the record, as follows:

WHEREAS The Strata Council has received numerous reports from various owners regarding general and specific building security concerns;

DRAFT
FOR DISCUSSION

BE IT THEREFORE RESOLVED THAT The Owners, Strata Plan LMS 222, The Highlands, hereby authorize security measures, including the installation of various security cameras throughout the underground parkade and within all three buildings; and

BE IT FURTHER RESOLVED THAT The Owners, Strata Plan LMS 222, The Highlands, approve funding for the security measures by way of a transfer from the contingency reserve fund in the 2008/2009 fiscal year in the amount of up to $15,000.00.

It was

MOVED AND SECONDED:
That the resolution be adopted as presented.

MOTION CARRIED (58 in favour, 12 opposed)

OTHER BUSINESS:
The floor was then opened for discussion, at which time an owner expressed his concerns regarding the current practice of the Strata Council to compensate Council members for general maintenance and repair work being done to the buildings and on the common property. The Strata Manager reported to the ownership that an accounting of all funds paid out for casual labour to several owners (some being Council members and others owners at large) was sent to WCB annually to ensure there is protection. In addition, he advised that in the event of any liability arising from the casual labour being done, $10 million in liability coverage is also in place. He also advised that he was preparing a draft of general guidelines and specifications for work being completed throughout the property, and that said draft report on reimbursing owners for work being completed on the grounds would be reviewed at the next Strata Council meeting scheduled for Thursday, January 8, 2009.

After discussion on the matter the Strata Manager polled the owners in attendance to gauge the support (or lack thereof) for Council members being paid to complete work on the buildings and grounds. A show of hands indicated that only one owner was opposed to Council member remuneration.

The Strata Manager reported to the owners that if a petition was received the Strata Council would honour the wording of the petition and bring the matter forward for discussion at the Annual General Meeting scheduled for Thursday, February 5, 2009, at which time all of the owners would be given the opportunity to vote on the matter.

ADJOURNMENT:
There being no further business, the meeting adjourned at 9:05 pm.

STRATACO MANAGEMENT LTD.
#101-4126 Norland Avenue
Burnaby, BC
V5G 3S8

Tel: 604-294-4141
Fax: 604-294-8956

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/dc

MINUTES OF THE SPECIAL GENERAL MEETING OF THE OWNERS, STRATA PLAN LMS 222, THE HIGHLANDS, HELD ON THURSDAY, DECEMBER 11, 2008, AT 7:30 PM IN THE 1ST FLOOR MEETING, 7161 121ST STREET, SURREY, BC

CALL TO ORDER:
The meeting was called to order by the Strata Council President, Mr. John Robyn, at 7:47 pm.

CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:
Mr. Al McKay, Strata Manager, advised that 181 owners were eligible to vote, and that a quorum for the meeting consisted of 60 voting members. He further advised that at the scheduled start time for the meeting of 7:30 pm there were 35 owners present, 35 represented by proxy, for a total of 70 voting members. The meeting was therefore deemed quorated and competent to proceed with the business at hand.

FILING OF PROOF OF NOTICE OF MEETING:
The Strata Manager read into the record the notice of meeting sent to all registered strata lot owners in accordance with the requirements of the Strata Property Act, stating the date, time, place and purpose of the Special General Meeting.

MINUTES OF THE MEETING OF JANUARY 30, 2008:
The minutes of the meeting of January 30, 2008 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:
There was no business arising from the minutes.

STRATA COUNCIL REPORT – ED GIBBONS, VICE-PRESIDENT:
The Strata Manager introduced to the owners the Strata Council Vice-President, Mr. Ed Gibbons, who had prepared a detailed report summarizing recent security concerns, which had caused the Strata Council to call a Special General Meeting to seek approval of a resolution to transfer funds from the Strata Corporation's reserves to fund various security camera options.

Mr. Gibbons read his report to the owners, which is attached to and forms part of these minutes.

The floor was then opened for discussion, at which time a number of questions were raised regarding the security cameras themselves, the manner in which they would be installed, and a general discussion on the options of the owners for viewing the cameras. After considerable deliberation and discussion it was

MOVED AND SECONDED:
To approve the ¾ vote resolution authorizing funding in the amount of up to $15,000.00 for the purchase of two (2) vandal-resistant day/night mini dome cameras, to be installed at both underground parkade entrances, at a cost of $7,750.00 + applicable taxes, as well as authorization of funding in the amount of $875.00 + GST for the purchase of three covert self-contained cameras to be placed at strategic locations determined by the Strata Council.

MOTION CARRIED

The Strata Council Vice-President then read the ¾ vote resolution into the record, as follows:

WHEREAS The Strata Council has received numerous reports from various owners regarding general and specific building security concerns;

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BE IT THEREFORE RESOLVED THAT The Owners, Strata Plan LMS 222, The Highlands, hereby authorize security measures, including the installation of various security cameras throughout the underground parkade and within all three buildings; and

BE IT FURTHER RESOLVED THAT The Owners, Strata Plan LMS 222, The Highlands, approve funding for the security measures by way of a transfer from the contingency reserve fund in the 2008/2009 fiscal year in the amount of up to $15,000.00.

It was

MOVED AND SECONDED:
That the resolution be adopted as presented.

MOTION CARRIED (58 in favour, 12 opposed)

OTHER BUSINESS:
The floor was then opened for discussion, at which time an owner expressed his concerns regarding the current practice of the Strata Council to compensate Council members for general maintenance and repair work being done to the buildings and on the common property. The Strata Manager reported to the ownership that an accounting of all funds paid out for casual labour to several owners (some being Council members and others owners at large) was sent to WCB annually to ensure there is protection. In addition, he advised that in the event of any liability arising from the casual labour being done, $10 million in liability coverage is also in place. He also advised that he was preparing a draft of general guidelines and specifications for work being completed throughout the property, and that said draft report on reimbursing owners for work being completed on the grounds would be reviewed at the next Strata Council meeting scheduled for Thursday, January 8, 2009.

After discussion on the matter the Strata Manager polled the owners in attendance to gauge the support (or lack thereof) for Council members being paid to complete work on the buildings and grounds. A show of hands indicated that only one owner was opposed to Council member remuneration.

The Strata Manager reported to the owners that if a petition was received the Strata Council would honour the wording of the petition and bring the matter forward for discussion at the Annual General Meeting scheduled for Thursday, February 5, 2009, at which time all of the owners would be given the opportunity to vote on the matter.

ADJOURNMENT:
There being no further business, the meeting adjourned at 9:05 pm.

STRATACO MANAGEMENT LTD.
#101-4126 Norland Avenue
Burnaby, BC
V5G 3S8

Tel: 604-294-4141
Fax: 604-294-8956

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

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