

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 222, THE HIGHLANDS, HELD ON THURSDAY, JANUARY 8, 2009, 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 Rentals #2
Lynette Farrell, Clubhouse Rentals #1/Enterphone
Barb Mulski, 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 7:07 pm.

DELEGATION:

Strata Lot 177

The Strata Manager introduced the owner of strata lot 177, who had been requested to appear before the Strata Council to show cause as to why a fine should not be assessed against the strata lot for several reported breaches of the Strata Corporation's noise bylaws. The owner of the strata lot presented a letter in response to the reported noise bylaw contraventions, and noted that every effort had been made to reduce noise transmission and adjust the times when household tasks (such as using the dishwasher or vacuuming) take place. The owner noted that such activities would no longer be done after 9:00 pm, and also advised that they were no longer using the garburator after 9:00 pm in an effort to minimize any sound transmission. After several questions of clarification the Strata Council thanked the owner for appearing as a delegation to review the reported bylaw contraventions.

Upon review of the owner's delegation it was

MOVED AND SECONDED:

To postpone assessing a fine against the strata lot at this time given the owner's efforts to reduce noise and limit the times when various household chores are completed within the suite.

MOTION CARRIED UNANIMOUSLY

Council wishes to advise the ownership that volunteers are required on each floor to serve as Wardens and Assistant Wardens, to comply with the City of Surrey fire bylaw requirements. Owners are strongly urged to consider volunteering for these positions, which are not only required, but also assist in ensuring the safety of the community.

MINUTES OF THE MEETING OF DECEMBER 10, 2008:

The minutes of the meeting of December 10, 2008 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

Email Signup Sheet

Attached to these minutes is a sign up sheet for completion by any owners wishing to receive the Strata Council minutes via email. Please complete the form and send it to the management office as necessary.

Annual General Meeting Agenda

The Strata Manager presented for Council's review the draft Annual General Meeting agenda. After review it was

MOVED AND SECONDED:

To approve the agenda for the Annual General Meeting to be held on Thursday, February 5, 2009, at 7:00 pm in the 1st floor meeting room, 7161 building.

MOTION CARRIED UNANIMOUSLY

Landscape Specifications

Council reviewed a memorandum from the Strata Manager to Mr. John Robyn which accompanied a copy of the landscape maintenance specifications for The Highlands, as requested.

STRATA MANAGER'S REPORT:

1) Finance Report

Receivables Report

The Strata Manager reported that one strata lot was 30 days in arrears of strata fees; two strata lots were 60 days in arrears of strata fees; and six strata lots had been liened. No collections action was required apart from correspondence being sent to a financial institution holding the mortgage on one strata lot.

2009/2010 Draft Operating Budget

The Strata Manager presented for Council's review revisions made to the previous budget draft, incorporating adjustments based upon the most recent financial statement. The budget was again reviewed in detail line by line, with several adjustments being made to increase funding for various maintenance and improvement projects intended to be completed by owners, in the event that outside third party contractors are required to complete this work. It was then

MOVED AND SECONDED:

To present a 2009/2010 operating budget to the ownership calling for an approximate increase of 8.2% in the strata fees, at the Annual General Meeting scheduled for February 5, 2009.

MOTION CARRIED UNANIMOUSLY

Toronto Dominion Bank

Council reviewed correspondence sent to the financial institution requesting that they remedy the outstanding balance owed to the Strata Corporation by strata lot 7, which had been liened as a result of unpaid strata fees. The Strata Manager advised that if no action was taken by the financial institution by the date of the next regular Strata Council meeting, correspondence would be directed to the strata lot owner advising that arrangements will be made to have the Corporation's legal counsel take whatever legal

action is necessary to collect the outstanding balance, with all legal fees incurred to be assessed against the account of the strata lot (in addition to the lien fees and outstanding strata fees).

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.

Fraser Valley Hydrant Services

The Strata Manager confirmed that the Strata Council President, Mr. John Robyn, had received a copy of the certificate for the annual fire hydrant servicing, which the Fire Department routinely requests when on site conducting their building reviews.

Ashland Canada

Council reviewed the water treatment service report dated December 2, 2008.

PCO Services Corporation

Council reviewed the monthly service report from the Strata Corporation's pest contractor, confirming the locations of service and the scope of work completed.

Siemens Building Technologies

The Strata Manager tabled a mechanical maintenance report denoting work completed to the #1 boiler in the mechanical room.

Fire Pro

Council reviewed various quotations prepared by the contractor for safety plans, wall plaques, safety boxes etc. The Strata Council Vice President, Mr. Ed Gibbons, advised that he had spoken with the Surrey Fire Department to confirm the items required, and that during a recent Fire Department inspection of all three buildings the Fire Department had noted they would complete a review of the existing fire safety plans, which would require updated information including the identity of individuals filling the positions of Fire Warden and Assistant Warden for each floor of all three buildings, and the name of the person assigned as the Fire Director. Upon review it was

MOVED AND SECONDED:

To approve the quotation in the amount of \$675.00 for the supply of three fire safety boxes required by the Surrey Fire Department.

MOTION CARRIED UNANIMOUSLY

Kodiak Signs

Council reviewed a quotation received from Kodiak Signs providing pricing for numbering and lettering stencils for repainting parking stall numbers in the underground parkade. Council agreed to table approval of this matter until the proposed 2009/2010 operating budget is reviewed and ultimately voted on at the Annual General Meeting.

3) Correspondence

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: 7151: confirmation of parking stall allocation; owner's vehicle storage insurance policy received; owner requested to

confirm supplemental parking stall rental; owner advised of bylaw contravention fine (sent to 2 owners); owner's request for pest control services; permission to install laminate flooring approved; 7161: owner requested to submit vehicle storage insurance; owner requested to confirm supplemental parking rental (sent to 2 owners); owner requested to submit valid vehicle insurance; owner's report of annual fire inspection and pest control matters; permission to install laminate flooring approved; 7171: owner requested to remove oil from surface of parking stall; conditional approval of temporary parking stall reallocation; owner requested to remove lattice fencing material stored on balcony of strata lot; owner requested to confirm supplemental parking stall rental (sent to 2 owners); owner reports concerns regarding owner's activities within building; conditional approval for temporary reassignment of parking stall.



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

Claimspro SCM Adjusters

The Strata Council reviewed correspondence received from the insurance adjuster for the Strata Corporation, containing a cheque in the amount of \$2,500.00 received from ICBC, representing reimbursement to the Corporation for the all property deductible incurred for repairs to the 7151 gate damaged in a vehicle accident.

2009 Insurance Policy

The Strata Manager referred to the insurance quotations received from CMW Insurance Services and Coastal Insurance Services Ltd. for the Strata Corporation, and advised that on the basis of these quotations the insurance policy had been renewed with Coastal Insurance Services Ltd. The Strata Manager briefly reviewed the differences between the CMW Insurance and Coastal Insurance Services proposals, and noted that the Coastal Insurance Services premium was slightly lower than CMW's, and that they also provided some additional benefits, in particular with respect to self-adjusting rights for the Strata Corporation and guaranteed replacement costs. It was then

MOVED AND SECONDED:

That Council concur with staff's recommendations and renew its insurance policy with Coastal Insurance Services Ltd. at a cost of \$38,895.00.

MOTION CARRIED UNANIMOUSLY

Please refer to the insurance certificate attached hereto as well as a highlight of the insurance coverages for your Strata Corporation and retain these documents for future reference. Please note in particular the water loss deductible.

Owners are 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.

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

If owners have any questions regarding their insurance requirements or their current homeowner policy, they are urged to 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.

The Strata Manager also indicated that the policy allowed management to adjudicate claims up to a certain level, which would help to expedite the work when a claim needed to be processed. Adjusters often take considerable time in making decisions as to proceeding with repair work, frequently leaving the owners with an uncomfortable situation of unresolved repairs. With the cooperation of the insurance company, Strataco is able to expedite the initiation of repairs and thus shorten considerably the time needed for repairs to be undertaken. Claims of a larger nature still require the insurance company's adjusters to attend.

5) **Legal**

The Strata Manager tabled correspondence from the Strata Corporation's legal representatives, Kahn Zack Ehrlich Lithwick, confirming receipt of a notice of claim on December 16, 2008 from Sherry Addison of strata lot 129, claiming damages and costs for undue and ongoing disruption of the strata lot owner's living environment as a result of the operation of the 7151 underground garage door, totalling \$13,125.41. Upon review Council agreed to have the Strata Corporation's solicitors attach a reply and file a notice of defence against the claim.

6) **Landscaping**

Council reviewed correspondence to Hedge Masters advising the landscaper that their landscape maintenance proposal for 2009 had been reviewed and approved, with work to begin on site effective January 1, 2009 and continue for a 12 month period at a cost totalling \$31,248.00 inclusive of GST. The Strata Council President presented the Strata Manager with signed copies of the landscape maintenance contract, which will be kept on file (with one copy being sent to the contractor).

7) **Completed Items**

The Strata Manager advised that the following had been completed since the last meeting of the Strata Council: painted visitor parking areas white; installed Power Smart ballasts in 13 visitor parking stall light fixtures; repaired deck boards at strata lot 180; repaired various sections of boardwalk at 7151 and 7161 buildings; interior hallway drywall repairs in 7151 building; painted visitor parking stencils in 7151 and 7171 parkade; replaced hallway door knob in 7151 building; replaced missing fire extinguishers in 7151 building; repaired makeup air unit in 7151 building; repaired main multi lock at 7151 and 7171 buildings; repaired blister on roof membrane at 7151 building; repaired main bath drain connection at 7161 and 7171 buildings; cleared snow from roadways and sidewalks.

OTHER BUSINESS:

Draft Owner Work Reimbursement Procedures

The Strata Manager tabled a proposed guideline for owner reimbursement which was reviewed. The owner work reimbursement procedures guideline is attached to and forms part of these minutes. Any owners interested in offering their services for projects and simple general maintenance repairs are encouraged to forward their names to the management office as this matter will be discussed to determine the level of ownership support for remunerating owners for works to be completed around the complex, as opposed to hiring independent third party contractors.

Coastal Insurance

The Strata Manager presented for Council's review correspondence received from the Commercial Accounts Manager for Coastal Insurance regarding the matter of the Strata Corporation's insurance policy with respect to owner reimbursement. Correspondence included information regarding liability insurance for the Strata Corporation.

Strata Lot 110

Council reviewed correspondence received from a strata lot owner seeking reimbursement for towing charges and other expenses incurred by a friend as a result of the towing of the friend's vehicle, which was parked correctly in the visitor parking area with a parking pass displayed. Upon review it was

MOVED AND SECONDED:

To reimburse the guest of The Highlands the towing charges incurred in the amount of \$106.65.

MOTION CARRIED UNANIMOUSLY

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:55 pm, until the Annual General Meeting, scheduled for Thursday, February 5, 2009, at 7:00 pm (registration to begin at 6:30 pm) in the 1st floor meeting room, 7161 121st Street, Surrey, BC.

STRATACO MANAGEMENT LTD.

#101 – 4126 Norland Avenue

Burnaby, BC

V5G 3S8

Tei: 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



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

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, V5C 3S8
Policy Period:	12/31/08 to 12/31/09 (unladdyy) 1201 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, Guaranteed Replacement Cost, Bylaws		2,500	30,950,000
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 CLASS 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
	Per Occurrence		25,000
Coverage D - Tenants Legal Liability		500	500,000
Non-Owned Automobile - SPF #6 - Form 335002	Per Occurrence		10,000,000
Contractual Liability - SEF #96	Per Occurrence		50,000
Excluding Long Term Leased Vehicle - S.E.F. No. 99	Per Occurrence	500	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)		7 Day Waiting Period	100,000
Accident Expenses - various up to \$5,000 (see policy wording) Dental Expense - \$2,500			
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	30,950,000
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.

John Valjatto

President

Coastal Insurance Services Ltd.

December 29, 2008 - E&D&K



COASTAL INSURANCE SERVICES LTD.

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SCHEDULE OF PARTICIPATING INSURERS

For The Owners of Strata Plan LMS 222 The Highlands
Policy # CLMS 222

Term: 12/31/08 to 12/31/09 (mm/dd/yy) 12:01 a.m. Standard Time

Insurer	Coverage	%	Limit (\$)
Aviva Insurance Company of Canada	Property	35	10,832,500
Axa Pacific Insurance Company	Property	35	10,832,500
Royal & SunAlliance Insurance Company	Property	30	9,285,000
Aviva Insurance Company of Canada	Commercial General Liability	100	10,000,000
Aviva Insurance Company of Canada	Directors & Officers Liability	100	2,000,000
Aviva Insurance Company of Canada	Employee Dishonesty - Form A	100	10,000
Aviva Insurance Company of Canada	Comprehensive Dishonesty, 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	30,950,000
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. Sandra Kruuk is 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 (together) 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 transfer additional or other business with the insurer or any other person or Corporation as a condition of this transaction.

Total Premium:

\$38,895.

E&OE/SK

Insured's Copy

INSURANCE GUIDELINES FOR OWNERS OF A STRATA CORPORATION

THE FOLLOWING OUTLINES COVERAGES PROVIDED BY THE INSURERS PRESENTLY INSURING YOUR STRATA CORPORATION. WHILE IT IS NOT POSSIBLE TO PROVIDE AN IN-DEPTH ANALYSIS, WE HOPE THAT THE FOLLOWING INFORMATION IS OF VALUE.

• WHO IS AN INSURED?

The Strata Property Act directs (Section 155) that, regardless of the terms of the policy,

- (a) The Strata Corporation
- (b) The Owners and Tenants from time to time of the Strata Lots shown on the Strata Plan
- (c) The persons who normally occupy the strata lots shall be deemed to be included as the Named Insured relative to insurance for the buildings, common property and common assets owned by the Strata Corporation.

Take special note here that the Insurer of the Corporation does not insure any personal property of the individual Strata Lot owner nor of any tenant.

• WHAT DOES YOUR CORPORATION'S POLICY INSURE?

This Insurer provides coverage generally for the buildings, including Strata Lots, and all common property as defined by the Strata Property Act together with common facilities.

Common Property is defined as so much of the land and buildings comprised in a Strata Plan that is NOT comprised in a Strata Lot, and includes pipes, wires, cables, chutes, ducts and other facilities for the passage or provision of water, sewage, drainage, gas, oil, electricity, telephone, radio, TV services, garbage, heating and cooling systems, and other services if they are located:

Within a floor, wall or ceiling that forms a boundary

- a) between a strata lot and another strata lot,
- b) between a strata lot and the common property, or
- c) between a strata lot or common property and another parcel of land, or

Wholly or partially within a strata lot, if they are capable of being and intended to be used in conjunction with the enjoyment of another strata lot or the common property.

Common Asset is defined as:

- a) personal property held by or on behalf of a Strata Corporation, and
- b) land held in the name of or on behalf of a Strata Corporation, that is
 - i) not shown on the Strata Plan, or
 - ii) shown as a Strata Lot on the Strata Plan

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

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INSURANCE GUIDELINES FOR OWNERS OF A STRATA CORPORATION

Definition of Fixtures

It should be noted that "fixtures" built or installed on a Strata Lot, where they were built or installed as part of the ORIGINAL construction on the Strata Lot, are insured under the Strata Corporation policy. Once they are changed, the Corporation insurance no longer applies. The regulations define "Fixtures" as items attached to the building, including wall and floor coverings and electrical and plumbing fixtures, but does not include, if they can be removed without damage to the building, refrigerators, stoves, dishwashers, microwaves, washers, dryers or other items.

Section 152 of the Strata Property Act states:

"The Strata Corporation may obtain and maintain insurance in respect of the following:

- (b) fixtures built or installed on a strata lot that were not built or installed by the Owner, Developer as part of the original construction on the Strata Lot.

It is recommended that Strata Corporations pass resolutions to this effect to cover replacement items of similar value, such as carpets, cupboards etc. The Strata Corporation policy will then automatically extend to cover these items without picking up major upgrades and improvements that are the Unit Owner's responsibility. Be sure to notify your Insurer if you do this. It will affect how they settle claims.

The agreement of guiding principles regarding property insurance for condominiums is more explicit. Your policy on the Corporation also insures within the Strata Unit:

- i) Storm doors, sashes and shades, blinds, screens, screen doors and awnings - but not curtains or drapes
- ii) Permanently installed heating, ventilating and air conditioning units
- iii) Permanently installed lighting fixtures, plumbing, kitchen and bathrooms fixtures plus cooking appliances. Note that residential refrigerators are not included.
- iv) Floor coverings that are glued, nailed, tacked or secured by moldings or otherwise fixed to floor, including wall to wall carpeting

All of the foregoing refers to the replacement, being the amount required to restore the fixtures and fittings originally installed in the individual units but **NOT FOR IMPROVEMENTS OR BETTERMENTS.**

• WHAT ARE IMPROVEMENTS & BETTERMENTS?

Improvements and betterments are deemed to be upgrading of items or fixtures in excess of those originally installed at the time of first occupancy; alterations, carpet upgrade, alternate wall coverings, more expensive bathroom fixtures, replaced or upgraded appliances, are a few of such items.

Improvements and betterments are not just those items that you have done personally but those upgrades or alterations that have been done by prior owners and acquired by you. Your Unit Owner's policy should respond to any excess cost for substituted items with others of improved quality or enhanced value. Floor and wall coverings are prime examples.

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INSURANCE GUIDELINES FOR OWNERS OF A STRATA CORPORATION

• WHAT YOUR CORPORATION'S POLICY DOES NOT INSURE?

- It does not insure any personal property owned by a Strata Lot Owner. The Strata Corporation has no insurable interest in that property;
- It does not insure the buildings as a warranty of fitness against such perils as settling, expansion, contraction, moving, shifting, or cracking;
- It does not insure against defective construction or faulty materials or workmanship nor against gradual deterioration or wear and tear;
- It does not insure against wet or dry rot - this is a building deficiency. Nor does it insure against fading colours or finish;
- It does not insure against damage caused by water derived from natural sources that passes through basement walls, basement floors or foundations. Once again this is classed as a building deficiency;
- It does not insure automobiles or other licensed vehicles, even if damage occurs on private property - this is an ICBC matter.

• WHAT DOES THE CORPORATION'S POLICY INSURE AGAINST?

Because the policy is an "All Risk" policy, the Insurer agrees to insure against All Risks of Direct Physical Loss or damage except for the exclusions. Just to name a few of the more common perils, it insures the Corporation against damage caused by fire, lightning, windstorm, smoke damage, hail, falling objects, malicious damage, water escape, sewer back-up, freezing, explosion, theft, landslide, flood, earthquake, riot, vandalism, and a multitude of other common events.

• WHAT IS THE BASIS OF SETTLEMENT IN THE EVENT OF A LOSS?

The vast majority of Stratas' insured by Coastal Insurance Services Ltd., are insured under the Coastal Manuscript wording, STR09/06R. The following comments refer to that wording only:

In case of loss, destruction or damage caused by an insured peril, it is understood and agreed to by the Corporation Insurer that settlement shall be based on the cost of repairing, reconstructing or replacing the insured property with like kind and quality without deductions for depreciation. If there are additional costs to repair where like kind and quality is no longer an acceptable standard or electrical, fire codes or zoning call for excess expenditure, the Insurer will also honour those additional costs if they are caused by the insured occurrence.

If, for some reason, civic code requires that an undamaged portion of a building (following a loss) is required to be torn down, the Insurer also agrees to pay for the value of the undamaged portion and the accompanying costs to tear down that portion and clearing of the site ready for rebuilding.

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INSURANCE GUIDELINES FOR OWNERS OF A STRATA CORPORATION

• WHAT IS THE BASIS OF SETTLEMENT IN THE EVENT OF A LOSS? contd..

All, of course, to the full policy limits. It's important therefore to have adequate insurance limits. While the Insurer agrees to replace your property on a "new for old" basis, the repairs must be carried out with all reasonable dispatch and if, for some reason, it is decided not to rebuild by you, then the Insurer has the option to reimburse on the basis as if the replacement endorsement had not been added to your policy. The basis is then depreciated value.

The Insurer also agrees that because of a current Appraisal on file with us as your representatives, that they will remove the Co-insurance Clause and pre-agree that the amount insured is correct and no co-insurance penalty will be a consideration in the event of loss.

If the property has a current professional rebuilding appraisal on file and the appraisal is accepted, and is less than 14 months old at the date of loss, the Insurer gives **GUARANTEED REPLACEMENT COST COVERAGE**. The Insurer guarantees to replace the property insured if damaged by an insured peril regardless of the cost even if it exceed the limit shown on the policy declarations. The only proviso being that you continue to insure to the appraised value.

In addition to the foregoing, you also insure Blanket Glass in all common property areas against any accidental breakage. There is no limit to the amount payable per pane other than the actual costs of the item and the labour to install it. The policy also insures any lettering, ornamentation, tape or foil that is lost in the event of breakage. The policy deductible is applicable to this portion. Separate coverage is available. If you have a glass company contract, you must deal only with that company and different terms may apply.

• COMMERCIAL GENERAL LIABILITY

Your Corporation also insures broad Commercial General Liability. The Insured's are the Owners of the Strata Plan, its Officers and Directors and any Employees of the Strata Corporation. You are insured against all sums that you may become legally obligated to pay by reason of the liability imposed by law for damages because of bodily injury (to a third party) occurring during the policy period. In addition, the Insurer will respond to sums which you are legally obliged to pay by reason of the liability imposed by law due to property damage caused by an accident to a third party occurring during the policy period, arising out of the premises or business operations of the Strata Corporation.

The Insurer also agrees to defend you in a civil action, which may be brought against you on account of such bodily injury or property damage. The Insurer requires prompt notification of any incident that you feel may lead to suit and if a writ is issued, you must promptly notify your Broker or the Insurer. You may prejudice your position if you appoint your own lawyer prior to the approval by the Insurer. The policy covers "compensatory" damages but not "punitive or exemplary" damages. Coverage is "triggered" by an occurrence happening during the policy term.

Note the policy covers the Strata Corporation, but does not cover the personal interests of the Owners. The Owner still requires a Unit Owner's Policy to cover their personal liability exposure.

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

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INSURANCE GUIDELINES FOR OWNERS OF A STRATA CORPORATION

• DIRECTORS & OFFICERS LIABILITY

A Strata Council is charged with extremely onerous responsibilities on behalf of all of the Owner's of a Strata Corporation. In part, the Strata Property Act (Part 2, Section 3) directs that the Corporation shall manage and maintain the common property and common assets of the Strata Corporation for the benefit of the Owners.

The Council is empowered to conduct and carry out the wishes of the Corporation. The Council and the Strata Corporation may sue and (10 (163) be sued on any matter relating to the common property, common facilities or assets of the Corporation.

The Strata Property Act, Section 22 (1) of the Standard Bylaws, states that "a Council Member who acts honestly and in good faith is not personally liable because of anything done or omitted in the exercise or intended exercise of any power or the performance or intended performance of any duty of the council". It should be noted that to arrive at a judgement as to whether or not an act is in "good faith" substantial court time and costs are involved, even if the case is won.

The exposure of Councils to suits for wrongful acts, Errors or Omissions is very real indeed and include the possibility of suit for acts of discrimination regarding age, race and whether or not you can have animals and so on.

A Commercial General Liability policy provides protection for acts of negligence involving bodily injury and property damage and the defense of those suits.

Council's Directors & Officers Liability provides protection for Council Members and Committee Members for "loss which the insured shall be legally obligated to pay for any civil claim or claims first made against them because of a wrongful act or omission". There are of course qualifications and extensions in the policy that cannot be addressed in a brief summary such as this. In all cases, the full policy conditions do apply.

• MACHINERY BREAKDOWN

The Strata Corporation also insures Comprehensive Boiler and Machinery Breakdown on all boilers, fired and unfired pressure vessels and refrigerating systems. The policy extends to include mechanical and electrical breakdown and among other extensions includes damage to transformers and electrical panels. This is not a maintenance contract against items that wear out and need replacing. The purpose of the coverage is to provide

protection for resulting damage from an incident of a sudden and accidental nature which includes "pressure" explosions of steam heating, hot water heating or hot water supply boilers, hot water tanks, air conditioning or other pressure vessels.

The policy pays the costs as of the date of the mishap, either (a) to repair the damaged property, or (b) to replace it with property of similar kind, quality, capacity and size except in the case of obsolete cast iron boilers. The policy also contains an extension to cover \$25,000 on Extra Expense which pays for the added cost of continuing "business as usual" by the use of alternate premises or facilities.

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

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The Highlands

"THE OWNERS STRATA PLAN LMS 222"

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

January 23, 2009

The Owners
Strata Plan LMS 222
The Highlands

Re: Receiving minutes via e-mail

Dear Owners:

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

In order to save on photocopying costs, the Strata Council has suggested that any owner who wishes to receive the Strata Council meeting minutes via email, submit their email address to management. In the event you choose this option, please be reminded that you will need to notify us should your email address change.

You may advise us of your desire to receive the minutes via email, by emailing us at managers@stratacomgmt.com.

Sincerely yours,

STRATACO MANAGEMENT LTD.



Al McKay,
Strata Manager

/cc

The Highlands

"THE OWNERS STRATA PLAN LMS 222"

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

January 19, 2009

The Owners/Residents
Strata Plan LMS 222
The Highlands

Re: Snow Removal



Dear Owners/Residents:

During the recent record snow falls, we received complaints regarding the timelines of snow removal. We need not remind you that many thousands of dollars are spent on snow removal, and this year the costs will far exceed that which the Strata Corporation's budget allowed for.

We are obligated to maintain the roadways and walkways to the best of our abilities within reasonable costs, and this is the level of service that has been provided.

The Strata Corporation is not responsible for clearing individual strata lot walkways and driveways as this would cost the Strata Corporation excessive amounts of money. Likewise, where the snow is piled is out of our control and is the function of availability of space and limitations of the equipment used by our contractors.

Both your Strata Council and management work very hard in clearing the snow as quickly as possible in order to alleviate any inconvenience in accessing the roadways and walkways, and trust that you can appreciate their efforts in this regard. The unusual conditions over the past month have caused problems for all those responsible for snow clearing - the Provincial Highway Department, Municipalities and private contractors.

The patience and cooperation shown by the vast majority of owners has been greatly appreciated. We will endeavour to minimize the impact of any future snowfalls as best we can, and we thank you in advance for your understanding.

Sincerely yours,

STRATACO MANAGEMENT LTD.

A handwritten signature in black ink, appearing to read 'J.P. Daem', with a stylized flourish at the end.

J.P. Daem,
President

/cc



"THE OWNERS STRATA PLAN LMS 222"

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

January 23, 2009

WORK REIMBURSEMENT PROCEDURE

GENERAL PARAMETERS

1. The Highlands Strata Council will identify projects or general maintenance items that could be completed by an individual owner or owner work crew, and that the compensation paid to the workers will be less than the labour cost for a third party outside contractor.
2. The payment to the owner workers will be \$15.00 per hour as approved by the owners at the December 11, 2008, Special General Meeting.
3. The following procedures will be used to collect the labour cost and ensure the owners are paid.

LABOUR DOCUMENTATION AND PAYMENT PROCEDURES

1. The Strata Council will publish the project and a request for owner workers on the bulletin board.
2. The Strata Council will receive the owner's invoice for the project, summarize the hours by worker and calculate the total amount payable to each worker.
3. The Strata Council will forward any invoices to the Strata Manager.
4. Strataco Management Ltd. will issue cheques for each of the owners, and submit the appropriate information to Worksafe BC to ensure that the Strata Corporation is properly protected for Workers Compensation Insurance.

Sincerely yours,

HIGHLANDS STRATA COUNCIL

/ss

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

DATE: THURSDAY, FEBRUARY 5, 2009

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 receive the Strata Council reports; to consider bylaw amendments pertaining to minimum fines; to adopt the 2009/2010 operating budget, to ratify the insurance policy; to discuss owner work projects and the use of caretakers in the future; and to elect the 2009/2010 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 $\frac{3}{4}$ vote resolution must be approved by at least $\frac{3}{4}$ 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

**ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN LMS
222, THE HIGHLANDS, TO BE HELD ON THURSDAY, FEBRUARY 5,
2009 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 DECEMBER 11, 2008 SEE ATTACHED
5. BUSINESS ARISING FROM THE MINUTES
6. STRATA COUNCIL REPORT – JOHN ROBYN, PRESIDENT
7. GOVERNANCE:
 - A) BYLAW AMENDMENTS - $\frac{3}{4}$ RESOLUTION
➤ MINIMUM BYLAW FINES SEE ATTACHED
8. FINANCE REPORT:
 - A) BALANCE SHEET TO DECEMBER 31, 2008 SEE ATTACHED
 - B) 2009/2010 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) OWNER AND COUNCIL WORK PROJECT REMEDIATION
 - B) CARETAKER OPTIONS
11. ELECTION OF 2009/2010 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 Thursday, the 5th day of February, 2009, and at any

adjournment thereof.

SIGNED this _____ day of _____, 2009

As most of you know by now, we have been plagued with vandalism and intimidation for a number of years. We have experienced groups of young men congregating in the visitor parking areas at all hours, drinking and doing drugs. We have had, (inside secure areas), vandalism in the form of damaged walls, stealing of fire extinguishers, discharging these fire extinguishers over owner's cars and in parking stalls, traffic mirrors, (designed to help us see traffic approaching), have been deliberately broken for no apparent reason. Cars in the visiting parking areas broken in to and damaged.

Council have been trying to come up with solutions to this major problem, and recently submitted a questionnaire to find out the

owners response to having a security company patrol the affected areas at certain times. The overall response was that we did not want to have a cost added to our annual budget that would go on for perpetuity, and increase as time went by. I was one that said no.

Since that questionnaire was circulated, I have looked into alternatives to patrolling the parking areas. I have spoken to Security companies and picked their brains as to some solutions to our problem.

I have asked SOS Security to quote on installing security cameras to monitor the visitor parking area. In his description of his system, he

DRAFT

says that all cameras we have now or add to our complex later, can be hooked up to a DVD recorder that can be used as evidence in the case of a breach. Price installed \$7750 plus taxes.

The front door cameras and the proposed two cameras in the visitor parking areas would all be tied in through the telephone system we now have. Wiring is already in place so installation would be simplified. The cost of this installation is what we are asking for this evening.

If we agree, we could also go for the additional cameras. For example:

We can also get covert cameras that can be mounted to monitor areas of concern throughout our buildings. These covert cameras have the ability to store pictures that can be downloaded to a computer similar to pictures taken with a digital camera. They can be moved to areas where there is some concerns such as hallways, elevators etcetera This too would give us evidence of any wrongdoings.

My last item with regards to security issues, is the tampering with fire extinguishers. Not only are they expensive to replenish but they interfere with the integrity of our fire safety. In the case of a fire, I would like to know I can depend on there being a fire extinguisher readily available. SOS Security has a product that can be attached to the fire extinguisher so as not to interfere with its availability, but to

DRAFT

warn us of it being tampered with by issuing a loud audible noise if it is removed.

The security solutions I have suggested to you this evening are not cut in stone, but something has to be done to help secure our investment.

Tonight we can modify our commitment, but we need your support to allow council to do something now and not wait for next year.

I will try to answer possible queries from the floor and I can show some of the security devices we are suggesting.

DRAFT

STRATA PLAN LMS 222 – THE HIGHLANDS
BYLAW AMENDMENTS – $\frac{3}{4}$ VOTE RESOLUTION
MINIMUM FINES

WHEREAS The Strata Council has reviewed the current bylaws and is recommending amendments to the bylaws governing the minimum fines that can be assessed against the owner or tenant for breaches of the Strata Corporation bylaws and rules; and

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

BE IT THEREFORE RESOLVED THAT The Owners, Strata Plan LMS 222, amend bylaw 25, Maximum Fine, as follows:

- **Rename Section “Maximum Fine” to “Maximum and Minimum Fines”**
- **Renumber bylaw 25 (2) to 25 (3)**
- **Add bylaw 25 (2) as follows:**

“The Strata Corporation may fine an Owner or tenant a minimum of \$100.00 for each contravention of a Bylaw.”

and

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

LMS222 THE HIGHLANDS

BALANCE SHEET (CASH)

DECEMBER 31, 2008

(Unaudited)

DEC 08

ASSETS

CURRENT

Cash

1050 Petty Cash	\$	500.00
1100 Royal Bank-Chequing		36,459.90
1110 Royal Bank-Plan 24		305,207.19
1140 Royal Bank GIC (RBMC)		127,975.85
1141 Royal Bank GIC (Royal Trust Company)		42,476.00
1165 RBC Dominion Securities		41,674.45
1300 Accounts Receivable		7,853.19
		<u>562,146.58</u>

FIXED ASSETS

Less: Accumulated Depreciation

TOTAL ASSETS

\$ 562,146.58

LIABILITIES

2200 Refundable Security Deposits	\$	16,386.41
	\$	<u>16,386.41</u>

MEMBER'S EQUITY

OPERATING SURPLUS (DEFICIT)	26,741.11
RESERVES	517,333.49
Garage Sales	1,685.57
	<u>545,760.17</u>

TOTAL LIABILITIES AND EQUITY

\$ 562,146.58

January 15, 2009

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 December 31, 2008. It is anticipated that the Strata Corporation will end the fiscal year with an approximate operating surplus of \$3,600.00. The Strata Corporation began the current fiscal year with a \$3,575.25 surplus.

In the past fiscal year, the Strata Council and Strata Manager oversaw a number of maintenance projects to the buildings and grounds, such as the cleaning of all common area carpets (hallways, lobbies, landings, stairs and exit hallways), the installation of an additional air compressor in the boiler room, repaired cracks in the underground parkade by epoxy pressure injection, cleared snow from roadways and walkways, cleaned all interior rain gutters, cleaned the main sanitary pump station, installed metal corner protectors on the walls adjacent to the elevators, the cleaning of all suspended sanitary lines, repairs to the rooftop boardwalks and balconies, the cleaning of all inaccessible windows, painting of 3rd floor wood trim boards on the rooftop of the 7161 building. The Strata Council also oversaw improvements which included the supply and distribution of composted bark mulch to the garden areas throughout the complex, the painting of the underground parkade visitor parking areas, the installation of K-funnels and leaf catchers, the installation of PowerSmart ballast in 13 visitor parking stall light fixtures.

To comply with Section 105 (1) of the Strata Property Act, we report that the estimated operating surplus of \$3,600.00 for the fiscal year just concluding will be carried forward as part of the operating fund, as a surplus.

2009/2010 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 \$495,125.00. 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 3800 – Surplus from (KPMG) reserves – During the 2008/2009 fiscal year, the Strata Corporation received the final dividend payment from KPMG Incorporated, the trustee for the former New Home Warranty Program, in the amount of \$7,619.05, which will be transferred to the contingency reserve fund.

GL 4300 – Insurance – This allocation has been increased from \$37,000.00 to \$39,000.00 as a result of increased appraised values of the Strata Corporation's buildings and assets, as well as increased costs for construction.

GL 4400 – Management fees – A sum of \$41,500.00 has been set aside to fund property management services, which has seen modest increases.

GL 5130 – Electrical maintenance – Council is recommending that \$11,000.00 be set aside to provide funding for the installation of new T8 energy efficient underground parkade fluorescent lighting. This cost will include labour and materials after the energy rebate has been received (see attached).

GL 5120 – Electricity – This allocation has been decreased from \$27,500.00 to \$25,000.00 in anticipation of the energy savings resulting from the new lighting to be installed in the building.

GL 5320 – General maintenance – Council is recommending that funding for this category be increased from \$3,000.00 to \$6,000.00 in the event that outside contractors are needed to completed minor general repairs.

GL 5450 – Improvements (downpipes) – The sum of \$4,000.00 has been set aside for the installation of K-funnel outlets and the catchers on all downpipeis for 7151 building.

GL 5480 – Security improvements – The sum of \$2,000.00 has been set aside for continued upgrades to the security camera system.

GL 5860 – Parkade concrete repairs – Council is recommending that \$3,000.00 be set aside to attend to minor water leaks at several locations in the underground parkade.

GL 5661 – Envelope maintenance – The sum of \$5,500.00 has been set aside for preventative maintenance on the exterior stucco cladding.

GL 5860 – Parkade concrete repairs – This allocation has been increased from \$5,000.00 to \$7,000.00 to fund completed repairs to various concrete cracks in the parkade.

GL 5980 – Insurance claims – This allocation has been decreased from \$8,000.00 to \$5,000.00 as a result of the Strata Corporation's water loss deductible being decreased from \$10,000.00 to \$5,000.00 as a result of fewer insurance claims during the past several years.

GL 6300 – Improvements (bark mulch) – This allocation has been increased from \$5,000.00 to \$10,000.00 to meet the costs utilizing third party contractors for various improvement projects around the common property.

GL 6500 – Landscaping – The sum of \$33,000.00 has been set aside to fund landscape maintenance services for the 2009 landscape season.

GL 6571 – Tree maintenance – This allocation has been increased from \$1,000.00 to \$4,000.00 to meet the anticipated maintenance costs.

Funding in other categories is considered necessary to carry out routine maintenance, both to the buildings and grounds, as providing adequate funds for annual upkeep will extend the serviceable life of individual components.

Based on the anticipated expenditures for the ensuing fiscal year, the Strata Corporation is recommending that the strata fees be increased by 8.4% over the previous fiscal year.

Proposed Reserve Contributions

The Strata Council is recommending that \$144,119.05 (or 23% 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 and to establish adequate funding for any unexpected non-annual costs such as emergency repairs to the common property. As you will note, approximately \$13,500.00 of accrued interest on the contingency reserve fund and \$7,619.05 received from KPMG forms a portion of the reserves.

The importance of adequate contributions to the reserves cannot be stressed enough, and they are just as important as contributions for annual operating expenses. They are so important that one of the primary questions asked by realtors and prospective purchasers of a strata lot relates to the adequacy of the reserves. Proper planning and contributions satisfy the fiduciary requirements of the owners to prepare the Strata Corporation for future non-annual expenses. The courts have reaffirmed this obligation in past decisions, and the Strata Council agrees that a reasonable and prudent part of fiscal planning is to make certain that the reserves are adequate to ensure the success of the Strata Corporation.

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,

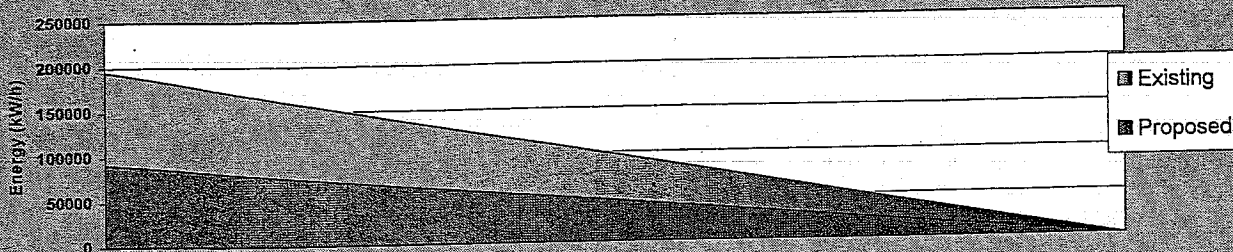
LMS 222 Strata Council,
The Highlands

/mk

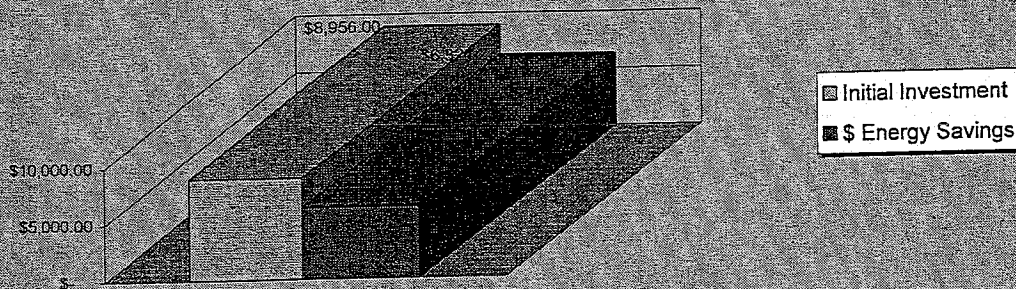
attachments

Customer Name: Strataco- Highlands
 Installation Address: Same
 Prepared For: Ed Gibbons/ Al McKay
 Prepared by: _____
 Date: _____

Energy Consumption



Initial Investment vs. \$ Energy Savings



Your proposed project energy savings per year will provide approximately:
 The annual energy used by these systems is equal to (kWh):
 Your possible utility rebate* is:
 Your product only payback period will be approximately:
 Your initial investment will be approximately:
 Giving you a return on investment (R.O.I.) of:

\$6,324.27
 102,834
 \$6,080.00
 0.5
 \$8,956.00
 219.9%

Note:

All quantities are subject to verification
 *Rebate is subject to approval and is issued after installation
 Taxes & Delivery Extra
 Labour by Others

Disclaimer:

This spreadsheet is a tool intended for Commercial Lighting Products Ltd. customers to assist in estimating the benefits and costs of retrofit options. While Commercial Lighting Products Ltd. has made an effort to use accurate assumptions, these can vary widely and customers are responsible for verifying their actual counts, savings rates, and costs. This spreadsheet is the exclusive property of Commercial Lighting Products Ltd. and any information contained here within is strictly confidential and intended solely for the following recipients: Ed Gibbons/ Al McKay

Please call if you require pricing on any other products we carry. Prices are subject to change without notification. PST & GST not included.

Your One-Stop Supplier of Name Brand, Quality Lighting Products.

Delta / Victoria / Calgary / Edmonton / Winnipeg



Date: January 13, 2009
 Approved by Strata Council on :
 For LMS222 The Highlands

STRATA PLAN LMS 222.
 #101- 4126 Norland Avenue Burnaby, V5G 3S8

Page 1

INCOME	10 Months Year To Date	2008/09 Year End Estimated	2009/10 BUDGET			% of 2009/10 Budget	Projected Annual % Increase	2009/10
			2008/09 Annual Budget	Est 2007/08 Year End vs Budget	2009/10 Annual Budget			
#3200 Fines/Penalties	470.50	471.00	0.00	0.0%	0.00	0.0%		0.00
#3210 Interest Charges	447.08	448.00	0.00	0.0%	0.00	0.0%		0.00
#3250 Move In/Out Fees	1000.00	1000.00	1200.00	83.3%	1,200.00	0.2%		1200.00
#3350 Interest Current Account	1122.49	1123.00	1500.00	74.9%	1,200.00	0.2%		1200.00
#3360 CRF Interest Plan 24	4779.49	5500.00	6500.00	84.6%	5,500.00	0.9%		5500.00
#3370 Investment Income	7071.31	8000.00	2500.00	320.0%	8,000.00	1.3%		8000.00
#3400 Stata Fees	470538.71	564840.00	564840.00	100.0%	612,300.00	95.8%	8.4%	612300.00
#3600 Parking	2660.00	3000.00	3000.00	100.0%	3,100.00	0.5%		3100.00
#3700 Locker Rental	200.00	180.00	200.00	90.0%	200.00	0.0%		200.00
#3701 Bike Room Key	45.00	45.00	25.00	180.0%	25.00	0.0%		25.00
#3750 Rec Centre Fees	150.00	150.00	100.00	150.0%	100.00	0.0%		100.00
#3900 Surplus Carry Forward	0.00	0.00	1500.00	0.0%	0.00	0.0%		0.00
#3900 Surplus from KPMG	0.00	0.00	1500.00	0.0%	7,619.05	1.2%		7619.05
#3916 From Reserves - Painting	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
#3920 From Reserves - Roof	28980.00	28980.00	37000.00	78.3%	0.00	0.0%		0.00
TOTAL INCOME:	517,464.58	613,737.00	619,865.00	99.0%	639,244.05	100%	0.08	639,244.05
EXPENDITURES								
GENERAL								
#4100 Audit	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
#4300 Insurance	29456.30	36000.00	37000.00	97.3%	39,000.00	6.1%		39000.00
#4310 Appraisals	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
#4400 Management Fees	33600.00	40,500.00	40,500.00	100.0%	41,500.00	6.5%		41500.00
#4550 Wages - Caretaker	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
#4560 Janitorial Contract	15120.00	21000.00	21500.00	97.7%	22,000.00	3.4%		22000.00
#4650 Legal	-1343.73	500.00	500.00	100.0%	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	28.90	50.00	125.00	40.0%	125.00	0.0%		125.00
#4730 Records Storage	0.00	150.00	150.00	100.0%	150.00	0.0%		150.00
#4750 Duplicating/Postage	5638.85	6500.00	4100.00	158.5%	4,200.00	0.7%		4200.00
#4820 Moving Charges	897.75	898.00	900.00	99.8%	900.00	0.1%		900.00
#4850 Bank Charges	672.20	756.00	800.00	94.5%	800.00	0.1%		800.00
#4940 Real Estate Council Review	393.75	394.00	350.00	112.6%	400.00	0.1%		400.00
SUBTOTAL GENERAL:	84,464.02	106,748.00	105,925.00	100.8%	109,575.00	17%		109575.00

Date: January 13, 2009

Approved by Strata Council on :
For LMS222 The Highlands

STRATA PLAN LMS 222.

#101- 4126 Norland Avenue Burnaby, V5G 3S8

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2009/10 BUDGET

EXPENDITURES		10 Months Year To Date	2008/09 Year End Estimated	2008/09 Annual Budget	Est 2007/08 Year End vs Budget	2009/10 Annual Budget	% of 2009/10 Budget	Projected Annual % Increase	2009/10
BUILDING									
#5080	Fire Protection	11194.95	12500.00	9000.00	138.9%	10,000.00	1.6%		10000.00
#5100	Plumbing Repairs/Flushing	484.77	600.00	800.00	75.0%	500.00	0.1%		500.00
#5120	Boiler and Mechanical	8700.32	16000.00	21500.00	74.4%	22,000.00	3.4%		22000.00
#5130	Electrical Maintenance	1417.55	2000.00	1500.00	133.3%	11,000.00	1.7%		11000.00
#5160	Elevators/licenses	7499.03	8689.00	7900.00	110.0%	8,700.00	1.4%		8700.00
#5200	Electricity	12674.72	25000.00	27500.00	90.9%	25,000.00	3.9%		25000.00
#5240	Extermination	1775.99	2000.00	1600.00	125.0%	1,800.00	0.3%		1800.00
#5280	Garage Door	5037.49	5500.00	2100.00	261.9%	2,500.00	0.4%		2500.00
#5320	General Maintenance	2301.46	3000.00	3000.00	100.0%	6,000.00	0.9%		6000.00
#5321	Drain (Sanitary) Cleaning	12366.11	12367.00	10500.00	117.8%	500.00	0.1%		500.00
#5322	Gutter Cleaning	94.50	3500.00	4000.00	87.5%	4,000.00	0.6%		4000.00
#5330	Carpet Cleaning	4147.50	4300.00	4000.00	107.5%	4,500.00	0.7%		4500.00
#5331	Duct Cleaning	2343.60	2344.00	3500.00	67.0%	3,500.00	0.5%		3500.00
#5332	Powerwashing	930.78	924.00	2000.00	46.2%	3,000.00	0.5%		3000.00
#5360	Painting (Exterior)	4009.03	4010.00	1000.00	401.0%	5,000.00	0.8%		5000.00
#5362	Painting (Interior)	0.00	500.00	500.00	100.0%	500.00	0.1%		500.00
#5400	Heating Fuel	115104.58	145000.00	150000.00	96.7%	150,000.00	23.5%		150000.00
#5440	Improvements	1669.10	1700.00	500.00	340.0%	1,000.00	0.2%		1000.00
#5450	Improvements (Downpipes)	6491.10	7500.00	0.00	0.0%	4,000.00	0.6%		4000.00
#5480	Security Improvements	840.00	1000.00	0.00	0.0%	2,000.00	0.3%		2000.00
#5481	Deck & Balcony Repairs	460.86	500.00	1000.00	50.0%	500.00	0.1%		500.00
#5520	Telephone	330.00	450.00	500.00	90.0%	500.00	0.1%		500.00
#5600	Locks & Keys	5844.54	6500.00	3000.00	216.7%	4,000.00	0.6%		4000.00
#5640	Repairs - Exterior	862.50	1000.00	2000.00	50.0%	1,500.00	0.2%		1500.00
#5661	Envelope Maintenance	5145.00	5145.00	0.00	0.0%	5,500.00	0.9%		5500.00
#5680	Roof Repair/Replacement	1984.50	2500.00	2500.00	100.0%	2,500.00	0.4%		2500.00
#5682	Roofing Project - 7171	28980.00	28980.00	37000.00	78.3%	0.00	0.0%		0.00
#5720	Repairs - Interior	1670.25	2500.00	3000.00	83.3%	4,000.00	0.6%		4000.00
#5760	Refuse Removal	17188.27	20900.00	20000.00	104.5%	21,000.00	3.3%		21000.00
#5800	Enterphone	890.25	1100.00	1100.00	100.0%	1,100.00	0.2%		1100.00
#5840	Supplies	1990.72	2500.00	3000.00	83.3%	3,000.00	0.5%		3000.00
#5860	Parkade Concrete Repairs	0.00	5000.00	5000.00	100.0%	7,000.00	1.1%		7000.00
#5920	Window Repairs	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
#5920	Window Cleaning	3150.00	3150.00	3000.00	105.0%	3,500.00	0.5%		3500.00
#5980	Insurance Claims	120.00	120.00	8000.00	1.5%	5,000.00	0.8%		5000.00
SUBTOTAL BUILDING		267,699.47	338,779.00	340,000.00	99.6%	324,600.00	51%		324,600.00

Date: January 13, 2009

Approved by Strata Council on :
For LMS222 The Highlands

STRATA PLAN LMS 222.

#101-4126 Norland Avenue Burnaby, V5G 3S8

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2009/10 BUDGET

EXPENDITURES	10 Months Year To Date	2008/09 Year End Estimated	2008/09 Annual Budget	Est 2007/08 Year End vs Budget	2009/10 Annual Budget	% of 2009/10 Budget	Projected Annual % Increase	2009/10
GROUND								
#6051 Pond Cleaning & Maintenance	1,502.09	2,500.00	2,500.00	100.0%	2,000.00	0.3%		2000.00
#6110 Signage	15.00	200.00	200.00	100.0%	100.00	0.0%		100.00
#6300 Improvements (Bark Mulch)	4115.10	4400.00	5000.00	88.0%	10,000.00	1.6%		10000.00
#6351 Fences	83.66	300.00	1500.00	20.0%	1,500.00	0.2%		1500.00
#6352 Irrigation	1429.58	2000.00	2200.00	90.9%	2,000.00	0.3%		2000.00
#6450 Fire Hydrants	155.15	156.00	150.00	104.0%	200.00	0.0%		200.00
#6500 Landscaping	17346.00	20000.00	30240.00	66.1%	33,000.00	5.2%		33000.00
#6502 Grounds Keeping	0.00	0.00	500.00	0.0%	0.00	0.0%		0.00
#6550 Repairs/Drainage	1023.00	4000.00	4000.00	100.0%	3,000.00	0.5%		3000.00
#6571 Tree Maintenance	9557.10	9558.00	1000.00	955.8%	4,000.00	0.6%		4000.00
#6600 Supplies	1020.73	1500.00	500.00	300.0%	1,000.00	0.2%		1000.00
#6700 Road/Sewer Mtce.	409.68	1000.00	3000.00	33.3%	2,000.00	0.3%		2000.00
#6800 Snow Removal	294.00	1500.00	500.00	300.0%	2,000.00	0.3%		2000.00
#6900 Other	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
SUBTOTAL GROUND	36,951.09	47,114.00	51,290.00	91.9%	60,800.00	10%		60,800.00

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
#7531 Improvements	0.00	0.00	100.00	0.0%	100.00	0.0%		100.00
#7700 Supplies	0.00	25.00	50.00	50.0%	50.00	0.0%		50.00
#7990 Other	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
SUBTOTAL RECREATION	0.00	25.00	150.00	16.7%	150.00	0%		150.00

Date: January 13, 2009
 Approved by Strata Council on:
 For LMS222 The Highlands

STRATA PLAN LMS 222.
 #101- 4126 Norland Avenue Burnaby, V5G 3S8

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EXPENDITURES	10 Months Year To Date	2008/09 Year End Estimated	2009/10 BUDGET				Projected Annual % Increase	2009/10
			2008/09 Annual Budget	Est 2007/08 Year End vs Budget	2009/10 Annual Budget	% of 2009/10 Budget		
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								
	389,114.58	492,666.00	504,365.00	97.7%	495,125.00	77%	495,125.00	
TOTAL OPERATING								
SURPLUS OR DEFICIT								
	128,350.00	121,071.00	115,500.00		144,119.05		144119.05	
#025 Beginning Oper. Cash								
	3575.25	3,575.25			0.00		0.00	
Oper. Surplus/Deficit								
	128,350.00	121,071.00			144,119.05		144119.05	
Total Cash Available								
	131,925.25	124,646.25			144,119.05		144119.05	
From Reserves								
	0.00	0.00			0.00			

Date: January 13, 2009
 Approved by Strata Council on :
 For LMS222 The Highlands

STRATA PLAN LMS 222.
 #101- 4126 Norland Avenue Burnaby, V5G 3S8

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RESERVES	2009/10 BUDGET							Projected Annual % Increase	2009/10
	10 Months Year To Date	2008/09 Year End Estimated	2008/09 Annual Budget	Est 2007/08 Year End vs Budget	2009/10 Annual Budget	% of 2009/10 Budget			
LESS CASH RESERVES FOR:									
#0310 Interest reserve	11,850.80	9,000.00	9,000.00	100.0%	13,500.00	2.1%		13,500.00	
#0320 Contingency	0.00	0.00	0.00	0.0%	5,000.00	0.8%	#DIV/0!	5000.00	
#0340 Asphalt-Roadways	0.00	0.00	0.00	0.0%	0.00	0.0%	0.0%	0.00	
#0360 Fences	1666.66	2000.00	2000.00	100.0%	2,000.00	0.3%	0.0%	2000.00	
#0390 Carpets	4166.66	5000.00	5000.00	100.0%	5,000.00	0.8%	0.0%	5000.00	
#0420 Mechanical equipment	4166.66	5000.00	5000.00	100.0%	5,000.00	0.8%	0.0%	5000.00	
#0440 Painting	4166.66	5000.00	5000.00	100.0%	5,000.00	0.8%	0.0%	5000.00	
#0460 Roof	79166.70	95000.00	95000.00	100.0%	101,000.00	15.8%	6.3%	101000.00	
#0480 Light Fixtures	0.00	0.00	0.00	0.0%	0.00	0.0%	0.0%	0.00	
#0500 Surplus from KPMG	0.00	0.00	0.00	0.0%	7,619.05	1.2%	#DIV/0!	7619.05	
#0830 Recreation Centre	0.00	0.00	0.00	0.0%	0.00	0.0%	0.0%	0.00	
TOTAL RESERVES									
	105,184.14	121,000.00	121,000.00	100.0%	144,119.05	23%		144,119.05	
#025 Ending Operating Cash	26,741.11	3,646.25			0.00	100.0%		0.00	

January 15, 2009

The Owners
Strata Plan LMS 222
The Highlands

Re: Strata fee calculations

Dear Owners:

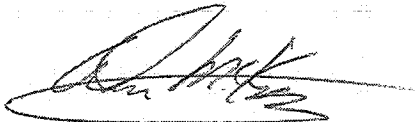
From time to time, owners question the manner in which their monthly strata fees are calculated, and we take this opportunity to provide you with information which will enable you to verify the documentation being sent to you through the Strata Council.

- ♦ 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

/mk

attachment

THE HIGHLANDS

STRATA PLAN LMS 222

\$ 612,300.00

2009/2010 SCHEDULE OF STRATA FEES

2009/2010 ANNUAL STRATA FEES \$ 489,300.00 \$ 123,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
1	105-7171	1074	\$ 3,356.54	\$ 223.52	\$ 56.19	\$ 279.71
2	106	951	\$ 2,972.13	\$ 197.92	\$ 49.75	\$ 247.68
3	107	953	\$ 2,978.38	\$ 198.34	\$ 49.86	\$ 248.20
4	108	936	\$ 2,925.25	\$ 194.80	\$ 48.97	\$ 243.77
5	109	947	\$ 2,959.63	\$ 197.09	\$ 49.54	\$ 246.64
6	110	925	\$ 2,890.88	\$ 192.51	\$ 48.39	\$ 240.91
7	111	920	\$ 2,875.25	\$ 191.47	\$ 48.13	\$ 239.60
8	112	958	\$ 2,994.01	\$ 199.38	\$ 50.12	\$ 249.50
9	113	952	\$ 2,975.26	\$ 198.13	\$ 49.81	\$ 247.94
10	114	964	\$ 3,012.76	\$ 200.63	\$ 50.43	\$ 251.06
11	115	956	\$ 2,987.76	\$ 198.96	\$ 50.02	\$ 248.98
12	116	1085	\$ 3,390.92	\$ 225.81	\$ 56.76	\$ 282.58
13	117	1081	\$ 3,378.42	\$ 224.98	\$ 56.56	\$ 281.53
14	118	950	\$ 2,969.01	\$ 197.72	\$ 49.70	\$ 247.42
15	119	946	\$ 2,956.51	\$ 196.88	\$ 49.49	\$ 246.38
16	120	1031	\$ 3,222.15	\$ 214.57	\$ 53.94	\$ 268.51
17	101-7171	1098	\$ 3,431.55	\$ 228.52	\$ 57.44	\$ 285.96
18	102	944	\$ 2,950.26	\$ 196.47	\$ 49.39	\$ 245.85
19	103	960	\$ 3,000.26	\$ 199.80	\$ 50.22	\$ 250.02
20	104	1088	\$ 3,400.30	\$ 226.44	\$ 56.92	\$ 283.36
21	205-7171	1116	\$ 3,487.80	\$ 232.26	\$ 58.39	\$ 290.65
22	206	950	\$ 2,969.01	\$ 197.72	\$ 49.70	\$ 247.42
23	207	952	\$ 2,975.26	\$ 198.13	\$ 49.81	\$ 247.94
24	208	938	\$ 2,931.50	\$ 195.22	\$ 49.07	\$ 244.29
25	209	947	\$ 2,959.63	\$ 197.09	\$ 49.54	\$ 246.64
26	210	925	\$ 2,890.88	\$ 192.51	\$ 48.39	\$ 240.91
27	211	1111	\$ 3,472.18	\$ 231.22	\$ 58.12	\$ 289.35
28	212	959	\$ 2,997.14	\$ 199.59	\$ 50.17	\$ 249.76
29	213	954	\$ 2,981.51	\$ 198.55	\$ 49.91	\$ 248.46
30	214	964	\$ 3,012.76	\$ 200.63	\$ 50.43	\$ 251.06
31	215	956	\$ 2,987.76	\$ 198.96	\$ 50.02	\$ 248.98
32	216	1126	\$ 3,519.06	\$ 234.35	\$ 58.91	\$ 293.25
33	217	1127	\$ 3,522.18	\$ 234.55	\$ 58.96	\$ 293.52
34	218	952	\$ 2,975.26	\$ 198.13	\$ 49.81	\$ 247.94
35	219	943	\$ 2,947.13	\$ 196.26	\$ 49.34	\$ 245.59
36	220	968	\$ 3,025.26	\$ 201.46	\$ 50.64	\$ 252.11
37	201-7171	942	\$ 2,944.01	\$ 196.05	\$ 49.28	\$ 245.33
38	202	943	\$ 2,947.13	\$ 196.26	\$ 49.34	\$ 245.59
39	203	959	\$ 2,997.14	\$ 199.59	\$ 50.17	\$ 249.76
40	204	1129	\$ 3,528.43	\$ 234.97	\$ 59.07	\$ 294.04
41	305-7171	1256	\$ 3,925.34	\$ 261.40	\$ 65.71	\$ 327.11
42	306	1092	\$ 3,412.80	\$ 227.27	\$ 57.13	\$ 284.40

THE HIGHLANDS

STRATA PLAN LMS 222

\$ 612,300.00

2009/2010 SCHEDULE OF STRATA FEES

2009/2010 ANNUAL STRATA FEES \$ 489,300.00 \$ 123,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
43	307	1093	\$ 3,415.92	\$ 227.48	\$ 57.18	\$ 284.66
44	308	1075	\$ 3,359.67	\$ 223.73	\$ 56.24	\$ 279.97
45	309	1086	\$ 3,394.04	\$ 226.02	\$ 56.82	\$ 282.84
46	310	915	\$ 2,859.62	\$ 190.43	\$ 47.87	\$ 238.30
47	311	1107	\$ 3,459.68	\$ 230.39	\$ 57.92	\$ 288.31
48	312	1089	\$ 3,403.42	\$ 226.64	\$ 56.97	\$ 283.62
49	313	1084	\$ 3,387.79	\$ 225.60	\$ 56.71	\$ 282.32
50	314	1090	\$ 3,406.55	\$ 226.85	\$ 57.03	\$ 283.88
51	315	1087	\$ 3,397.17	\$ 226.23	\$ 56.87	\$ 283.10
52	316	1264	\$ 3,950.34	\$ 263.07	\$ 66.13	\$ 329.20
53	317	1239	\$ 3,872.21	\$ 257.86	\$ 64.82	\$ 322.68
54	318	1080	\$ 3,375.29	\$ 224.77	\$ 56.50	\$ 281.27
55	319	1078	\$ 3,369.04	\$ 224.36	\$ 56.40	\$ 280.75
56	320	1357	\$ 4,240.99	\$ 282.42	\$ 70.99	\$ 353.42
57	301-7171	1222	\$ 3,819.08	\$ 254.32	\$ 63.93	\$ 318.26
58	302	1077	\$ 3,365.92	\$ 224.15	\$ 56.35	\$ 280.49
59	303	1090	\$ 3,406.55	\$ 226.85	\$ 57.03	\$ 283.88
60	304	1268	\$ 3,962.84	\$ 263.90	\$ 66.34	\$ 330.24
61	114-7161	1068	\$ 3,337.79	\$ 222.27	\$ 55.88	\$ 278.15
62	115	1079	\$ 3,372.17	\$ 224.56	\$ 56.45	\$ 281.01
63	116	962	\$ 3,006.51	\$ 200.21	\$ 50.33	\$ 250.54
64	117	942	\$ 2,944.01	\$ 196.05	\$ 49.28	\$ 245.33
65	118	974	\$ 3,044.01	\$ 202.71	\$ 50.96	\$ 253.67
66	119	970	\$ 3,031.51	\$ 201.88	\$ 50.75	\$ 252.63
67	120	1080	\$ 3,375.29	\$ 224.77	\$ 56.50	\$ 281.27
68	121	1078	\$ 3,369.04	\$ 224.36	\$ 56.40	\$ 280.75
69	122	1110	\$ 3,469.05	\$ 231.02	\$ 58.07	\$ 289.09
70	101-7161	1022	\$ 3,194.03	\$ 212.70	\$ 53.47	\$ 266.17
71	102	943	\$ 2,947.13	\$ 196.26	\$ 49.34	\$ 245.59
72	103	965	\$ 3,015.89	\$ 200.84	\$ 50.49	\$ 251.32
73	104	1083	\$ 3,384.67	\$ 225.40	\$ 56.66	\$ 282.06
74	105	1073	\$ 3,353.42	\$ 223.31	\$ 56.14	\$ 279.45
75	106	933	\$ 2,915.88	\$ 194.18	\$ 48.81	\$ 242.99
76	107	961	\$ 3,003.39	\$ 200.00	\$ 50.28	\$ 250.28
77	108	955	\$ 2,984.63	\$ 198.76	\$ 49.96	\$ 248.72
78	109	947	\$ 2,959.63	\$ 197.09	\$ 49.54	\$ 246.64
79	110	947	\$ 2,959.63	\$ 197.09	\$ 49.54	\$ 246.64
80	111	955	\$ 2,984.63	\$ 198.76	\$ 49.96	\$ 248.72
81	112	957	\$ 2,990.88	\$ 199.17	\$ 50.07	\$ 249.24
82	113	929	\$ 2,903.38	\$ 193.35	\$ 48.60	\$ 241.95
83	214-7161	1115	\$ 3,484.68	\$ 232.06	\$ 58.33	\$ 290.39
84	215	1124	\$ 3,512.80	\$ 233.93	\$ 58.80	\$ 292.73

THE HIGHLANDS

STRATA PLAN LMS 222

\$ 612,300.00

2009/2010 SCHEDULE OF STRATA FEES

2009/2010 ANNUAL STRATA FEES \$ 489,300.00 \$ 123,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
85	216	962	\$ 3,006.51	\$ 200.21	\$ 50.33	\$ 250.54
86	217	943	\$ 2,947.13	\$ 196.26	\$ 49.34	\$ 245.59
87	218	1203	\$ 3,759.70	\$ 250.37	\$ 62.94	\$ 313.31
88	219	1300	\$ 4,062.85	\$ 270.56	\$ 68.01	\$ 338.57
89	220	1120	\$ 3,500.30	\$ 233.10	\$ 58.60	\$ 291.69
90	221	1124	\$ 3,512.80	\$ 233.93	\$ 58.80	\$ 292.73
91	222	1192	\$ 3,725.32	\$ 248.08	\$ 62.36	\$ 310.44
92	201-7161	1128	\$ 3,525.31	\$ 234.76	\$ 59.01	\$ 293.78
93	202	943	\$ 2,947.13	\$ 196.26	\$ 49.34	\$ 245.59
94	203	967	\$ 3,022.14	\$ 201.25	\$ 50.59	\$ 251.84
95	204	1127	\$ 3,522.18	\$ 234.55	\$ 58.96	\$ 293.52
96	205	1114	\$ 3,481.55	\$ 231.85	\$ 58.28	\$ 290.13
97	206	934	\$ 2,919.00	\$ 194.39	\$ 48.86	\$ 243.25
98	207	964	\$ 3,012.76	\$ 200.63	\$ 50.43	\$ 251.06
99	208	958	\$ 2,994.01	\$ 199.38	\$ 50.12	\$ 249.50
100	209	948	\$ 2,962.76	\$ 197.30	\$ 49.60	\$ 246.90
101	210	946	\$ 2,956.51	\$ 196.88	\$ 49.49	\$ 246.38
102	211	955	\$ 2,984.63	\$ 198.76	\$ 49.96	\$ 248.72
103	212	960	\$ 3,000.26	\$ 199.80	\$ 50.22	\$ 250.02
104	213	931	\$ 2,909.63	\$ 193.76	\$ 48.71	\$ 242.47
105	314-7161	1364	\$ 4,262.87	\$ 283.88	\$ 71.36	\$ 355.24
106	315	1379	\$ 4,309.75	\$ 287.00	\$ 72.15	\$ 359.15
107	316	1081	\$ 3,378.42	\$ 224.98	\$ 56.56	\$ 281.53
108	317	1066	\$ 3,331.54	\$ 221.86	\$ 55.77	\$ 277.63
109	318	1326	\$ 4,144.11	\$ 275.97	\$ 69.37	\$ 345.34
110	319	1423	\$ 4,447.26	\$ 296.16	\$ 74.45	\$ 370.61
111	320	1371	\$ 4,284.75	\$ 285.33	\$ 71.73	\$ 357.06
112	321	1373	\$ 4,291.00	\$ 285.75	\$ 71.83	\$ 357.58
113	322	1331	\$ 4,159.74	\$ 277.01	\$ 69.63	\$ 346.64
114	301-7161	1249	\$ 3,903.46	\$ 259.94	\$ 65.34	\$ 325.29
115	302	1065	\$ 3,328.41	\$ 221.65	\$ 55.72	\$ 277.37
116	303	1085	\$ 3,390.92	\$ 225.81	\$ 56.76	\$ 282.58
117	304	1383	\$ 4,322.25	\$ 287.83	\$ 72.36	\$ 360.19
118	305	1366	\$ 4,269.12	\$ 284.29	\$ 71.47	\$ 355.76
119	306	1055	\$ 3,297.16	\$ 219.57	\$ 55.20	\$ 274.76
120	307	1084	\$ 3,387.79	\$ 225.60	\$ 56.71	\$ 282.32
121	308	1074	\$ 3,356.54	\$ 223.52	\$ 56.19	\$ 279.71
122	309	1070	\$ 3,344.04	\$ 222.69	\$ 55.98	\$ 278.67
123	310	1066	\$ 3,331.54	\$ 221.86	\$ 55.77	\$ 277.63
124	311	1070	\$ 3,344.04	\$ 222.69	\$ 55.98	\$ 278.67
125	312	1081	\$ 3,378.42	\$ 224.98	\$ 56.56	\$ 281.53
126	313	1051	\$ 3,284.66	\$ 218.74	\$ 54.99	\$ 273.72

THE HIGHLANDS

STRATA PLAN LMS 222

\$ 612,300.00

2009/2010 SCHEDULE OF STRATA FEES

2009/2010 ANNUAL STRATA FEES \$ 489,300.00 \$ 123,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
127	104-7151	1087	\$ 3,397.17	\$ 226.23	\$ 56.87	\$ 283.10
128	105	1085	\$ 3,390.92	\$ 225.81	\$ 56.76	\$ 282.58
129	106	974	\$ 3,044.01	\$ 202.71	\$ 50.96	\$ 253.67
130	107	971	\$ 3,034.64	\$ 202.09	\$ 50.80	\$ 252.89
131	108	961	\$ 3,003.39	\$ 200.00	\$ 50.28	\$ 250.28
132	109	975	\$ 3,047.14	\$ 202.92	\$ 51.01	\$ 253.93
133	110	929	\$ 2,903.38	\$ 193.35	\$ 48.60	\$ 241.95
134	111	908	\$ 2,837.75	\$ 188.97	\$ 47.50	\$ 236.48
135	112	966	\$ 3,019.01	\$ 201.05	\$ 50.54	\$ 251.58
136	113	947	\$ 2,959.63	\$ 197.09	\$ 49.54	\$ 246.64
137	114	968	\$ 3,025.26	\$ 201.46	\$ 50.64	\$ 252.11
138	115	966	\$ 3,019.01	\$ 201.05	\$ 50.54	\$ 251.58
139	116	1087	\$ 3,397.17	\$ 226.23	\$ 56.87	\$ 283.10
140	117	1086	\$ 3,394.04	\$ 226.02	\$ 56.82	\$ 282.84
141	118	973	\$ 3,040.89	\$ 202.50	\$ 50.90	\$ 253.41
142	119	957	\$ 2,990.88	\$ 199.17	\$ 50.07	\$ 249.24
143	120	1096	\$ 3,425.30	\$ 228.10	\$ 57.34	\$ 285.44
144	101-7151	1048	\$ 3,275.28	\$ 218.11	\$ 54.83	\$ 272.94
145	102	948	\$ 2,962.76	\$ 197.30	\$ 49.60	\$ 246.90
146	103	963	\$ 3,009.64	\$ 200.42	\$ 50.38	\$ 250.80
147	204-7151	1123	\$ 3,509.68	\$ 233.72	\$ 58.75	\$ 292.47
148	205	1123	\$ 3,509.68	\$ 233.72	\$ 58.75	\$ 292.47
149	206	954	\$ 2,981.51	\$ 198.55	\$ 49.91	\$ 248.46
150	207	957	\$ 2,990.88	\$ 199.17	\$ 50.07	\$ 249.24
151	208	942	\$ 2,944.01	\$ 196.05	\$ 49.28	\$ 245.33
152	209	954	\$ 2,981.51	\$ 198.55	\$ 49.91	\$ 248.46
153	210	1104	\$ 3,450.30	\$ 229.77	\$ 57.76	\$ 287.52
154	211	913	\$ 2,853.37	\$ 190.02	\$ 47.77	\$ 237.78
155	212	945	\$ 2,953.38	\$ 196.68	\$ 49.44	\$ 246.12
156	213	928	\$ 2,900.25	\$ 193.14	\$ 48.55	\$ 241.69
157	214	946	\$ 2,956.51	\$ 196.88	\$ 49.49	\$ 246.38
158	215	943	\$ 2,947.13	\$ 196.26	\$ 49.34	\$ 245.59
159	216	1120	\$ 3,500.30	\$ 233.10	\$ 58.60	\$ 291.69
160	217	1120	\$ 3,500.30	\$ 233.10	\$ 58.60	\$ 291.69
161	218	954	\$ 2,981.51	\$ 198.55	\$ 49.91	\$ 248.46
162	219	939	\$ 2,934.63	\$ 195.43	\$ 49.13	\$ 244.55
163	220	934	\$ 2,919.00	\$ 194.39	\$ 48.86	\$ 243.25
164	201-7151	968	\$ 3,025.26	\$ 201.46	\$ 50.64	\$ 252.11
165	202	928	\$ 2,900.25	\$ 193.14	\$ 48.55	\$ 241.69
166	203	944	\$ 2,950.26	\$ 196.47	\$ 49.39	\$ 245.85
167	304-7151	1366	\$ 4,269.12	\$ 284.29	\$ 71.47	\$ 355.76
168	305	1366	\$ 4,269.12	\$ 284.29	\$ 71.47	\$ 355.76

THE HIGHLANDS

STRATA PLAN LMS 222

\$ 612,300.00

2009/2010 SCHEDULE OF STRATA FEES

2009/2010 ANNUAL STRATA FEES \$ 489,300.00 \$ 123,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
169	306	1071	\$ 3,347.17	\$ 222.90	\$ 56.03	\$ 278.93
170	307	1073	\$ 3,353.42	\$ 223.31	\$ 56.14	\$ 279.45
171	308	1054	\$ 3,294.04	\$ 219.36	\$ 55.14	\$ 274.50
172	309	1074	\$ 3,356.54	\$ 223.52	\$ 56.19	\$ 279.71
173	310	1104	\$ 3,450.30	\$ 229.77	\$ 57.76	\$ 287.52
174	311	913	\$ 2,853.37	\$ 190.02	\$ 47.77	\$ 237.78
175	312	1060	\$ 3,312.79	\$ 220.61	\$ 55.46	\$ 276.07
176	313	1046	\$ 3,269.03	\$ 217.70	\$ 54.72	\$ 272.42
177	314	1063	\$ 3,322.16	\$ 221.23	\$ 55.61	\$ 276.85
178	315	1062	\$ 3,319.04	\$ 221.03	\$ 55.56	\$ 276.59
179	316	1361	\$ 4,253.49	\$ 283.25	\$ 71.20	\$ 354.46
180	317	1360	\$ 4,250.37	\$ 283.05	\$ 71.15	\$ 354.20
181	318	1073	\$ 3,353.42	\$ 223.31	\$ 56.14	\$ 279.45
182	319	1058	\$ 3,306.54	\$ 220.19	\$ 55.35	\$ 275.54
183	320	1205	\$ 3,765.95	\$ 250.79	\$ 63.04	\$ 313.83
184	301-7151	1337	\$ 4,178.49	\$ 278.26	\$ 69.95	\$ 348.21
185	302	1045	\$ 3,265.91	\$ 217.49	\$ 54.67	\$ 272.16
186	303	1061	\$ 3,315.91	\$ 220.82	\$ 55.51	\$ 276.33
195919			\$ 612,300.00	\$ 40,775.00	\$ 10,250.00	\$ 51,025.00

Date: January 13, 2009
Approved by Strata Council on :
For LMS222 The Highlands

2009/10 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	62000.00	0.0%	0.00	0.00
#0320 Contingency Fund	0.00	0.00	2.10%	0.00	239000.00	0.0%	0.00	0.00
#0330 Surplus from KPMG	0.00	0.00	2.10%	0.00	65072.00	0.0%	0.00	0.00
#0340 Asphalt-Roadways	0.00	0.0	2.10%	0.00	0.00	0.0%	0.00	0.00
#0360 Fences	0.00	0.0	2.10%	0.00	6000.00	0.0%	0.00	0.00
#0370 Landscaping	0.00	0.0	2.10%	0.00	0.00	0.0%	0.00	0.00
#0390 Carpets	0.00	0.0	2.10%	0.00	13000.00	0.0%	0.00	0.00
#0400 Site Services	0.00	0.0	2.10%	0.00	0.00	0.0%	0.00	0.00
#0410 Rec.Centre Furnishings	0.00	0.0	2.10%	0.00	0.00	0.0%	0.00	0.00
#0420 Elevator Equipment	0.00	0.0	2.10%	0.00	0.00	0.0%	0.00	0.00
#0430 Mechanical equipment	0.00	0.0	2.10%	0.00	10000.00	0.0%	0.00	0.00
#0440 Interior Painting	0.00	0.0	2.10%	0.00	0.00	0.0%	0.00	0.00
#0450 Enterphone	0.00	0.0	2.10%	0.00	0.00	0.0%	0.00	0.00
#0460 Roof	0.00	0.0	2.10%	0.00	1500.00	0.0%	0.00	0.00
#0470 Painting Exterior	0.00	0.0	2.10%	0.00	140000.00	0.0%	0.00	0.00
#0480 Light Fixtures	0.00	0.0	2.10%	0.00	-8000.00	0.0%	0.00	0.00
#0490 Fire Protection Equipment	0.00	0.0	2.10%	0.00	0.00	0.0%	0.00	0.00
TOTAL	0.00			0.00	528572.00	#DIV/0!	0.00	0.00

Date: January 14, 2009

STRATA PLAN LMS 222
c/o #101-4126 Norland Avenue Burnaby, V5G 3S8

2008/2009 2009/2010 2010/2011 2011/2012 2012/2013 2013/2014 2014/2015

Reserve carry forward	435510.37	512530.37	628149.42	725853.16	560999.48	397024.47	233950.08
Reserve Contribution	112000.00	123000.00	132000.00	142000.00	152000.00	162000.00	172000.00
Surplus to Reserve	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Reserve	9000.00	10000.00	15703.74	18146.33	14024.99	9925.61	5848.75
KPMG Dividend		7619.05					
Special Levy							
Other(Security)	-15000.00						
Asphalt-Roadways							
Fences							
Flooring		-25000.00					
Painting			-50000.00				
Roof	-28980.00			-325000.00	-330000.00	-335000.00	-250000.00
Site Services: Water/ Sewer							

TOTAL	512530.37	628149.42	725853.16	560999.48	397024.47	233950.08	161798.84
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Date: January 13, 2009
Approved by Strata Council on :
For LMS222 The Highlands

2009/10 BUDGET
CONTRACT SUMMARY

CONTRACTOR	CONTRACT	EXPIRY DATE	CURRENT COST	2009/10 BUDGET
COASTAL INSURANCE	Insurance	Dec 31 2009	36000.00	39000.00
STRATACO MGT. LTD.	Management	Dec 31 2009	40500.00	41500.00
SUNCORP VALUATIONS	Ins Appraisal	March, 2011**	0.00	0.00
HEDGEMASTERS LANDSCAPING	Landscaping	Dec 15 2009	20000.00	33000.00
PCO PEST CONTROL	Extermination	Ongoing	2000.00	1800.00

** prepaid for a three year term

STRATA PLAN LMS 222 – THE HIGHLANDS

BUDGET RESOLUTION – $\frac{3}{4}$ 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 2009/2010 reserve contribution in the amount of \$123,000.00. (refer to Section 93 of the Strata Property Act)
- ⇒ The Owners, Strata Plan LMS 222, hereby authorize a transfer from reserves in the 2009/2010 fiscal year in the amount of \$25,000.00 to fund the installation of new flooring on the second and third floor elevator lobby areas in the 7151 and 7171 buildings. (refer to Section 96 of the Strata Property Act)
- ⇒ The Owners, Strata Plan LMS 222, hereby authorize operating expenses in the amount of \$495,125.00 (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 a transfer of funds in the amount of \$7,619.05 received from KPMG Inc. (the trustee appointed by the Court on October 8, 1999, as the interim receiver of assets of the New Home Warranty of British Columbia) to the contingency reserve fund.

STRATA PLAN LMS 222 – THE HIGHLANDS PROPERTY INSURANCE – $\frac{3}{4}$ 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, 2008, 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

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:	12/31/08 to 12/31/09 (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, Guaranteed Replacement Cost, Bylaws		2,500	30,950,000
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
	Per Occurrence		25,000
Coverage D - Tenants Legal Liability		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)		7 Day Waiting Period	100,000
Accident Expenses - various up to \$5,000 (see policy wording) Dental Expense - \$2,500			
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	30,950,000
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.

Ch. Valjette

President
Coastal Insurance Services Ltd.

amber 29, 2008 - 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



1983-2008

SCHEDULE OF PARTICIPATING INSURERS

For The Owners of Strata Plan LMS 222 The Highlands
Policy # CLMS 222

Term: 12/31/08 to 12/31/09 (mm/dd/yy) 12:01 a.m. Standard Time

Insurer	Coverage	%	Limit (\$)
Aviva Insurance Company of Canada	Property	35	10,832,500
Axa Pacific Insurance Company	Property	35	10,832,500
Royal & SunAlliance Insurance Company	Property	30	9,285,000
Aviva Insurance Company of Canada	Commercial General Liability	100	10,000,000
Aviva Insurance Company of Canada	Directors & Officers Liability	100	2,000,000
Aviva Insurance Company of Canada	Employee Dishonesty - Form A	100	10,000
Aviva Insurance Company of Canada	Comprehensive Dishonesty, 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	30,950,000
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.

- I, Sandra Krenz, am licensed as a general insurance agent by the Insurance Council of British Columbia
- 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.
- In soliciting the transaction described above, I am representing Coastal Insurance Services Ltd. who does business with the Insurer
- The nature and extent of the Insurer's interest in the agency is none.
- Upon completion of this transaction, the agent will be remunerated by way of commission or fee by the Insurer
- 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: \$38,895.

E&OE/SK

Insured's Copy

November 18, 2008

The Owners
Strata Plan LMS 222
The Highlands

Re: Security Measure Upgrades

Dear Owners:

As you are aware, the Strata Council has recently commissioned a survey to engage the support of the ownership of The Highlands with reference to the full or partial funding of security personnel on the grounds. As you will recall from the minutes of the Strata Council meeting held on October 23, 2008, the results of the security services questionnaire were as follows:

- 14 owners were in favour of Option 1 which would support an increase in the strata fees of up to 4.8% to fund full time security personnel on Friday, Saturday and Sunday evenings. This represented 15.9% of those owners who responded to the survey.
- 11 owners indicated they were in favour of Option 2 which was an increase of approximately 2% in the strata fees to fund random foot patrols or vehicle patrols on Friday, Saturday and Sunday evenings. This represented 12.5% of those owners who responded.
- 63 owners marked Option 3 as their vote on the survey, indicating that they did not support any increase in the strata fees to fund security service personnel. This represented 71.6% of those owners who responded.

As you may be aware, recently there have been significant security concerns that resulted in damage to the interior hallways, as well as the theft of a number of fire extinguishers on several occasions, and discharging of several of these fire extinguishers on vehicles in the underground parkade.

At the Strata Council meeting held on October 23, 2008, Mr. Ed Gibbons, Strata Council Vice-President, presented a quotation that he had received from SOS Security Solutions for the supply and installation of two vandal-resistant day/night mini dome cameras to be installed in the underground parkade entrances to the 7151 and 7171 buildings. Attached you will find a copy of the proposal, which includes the estimated cost for all parts and labour for the security cameras installation noted at \$7,750.00 plus applicable taxes.

In addition, you will also find a quotation with supporting documentation for a covert surveillance camera. The Strata Council is seeking to have two cameras installed in each of the three buildings at a cost of approximately \$5,500.00.

In summary, the Strata Council will be seeking the owners' approval to provide funding by way of a transfer from the Strata Corporation's reserves in the amount of up to \$15,000.00 to provide funding for the supply and installation of the security camera options that are attached in this package.

Respectfully,

LMS 222 Strata Council,
The Highlands

/mk

attachments



23 October 2008

To: Strata Council, *The Highlands*
Attn. E. Gibbons
From: James Rae

Please note to follow our quotation for improvements to the security camera system at your site.

- Supply and install 2 x vandal-resistant day/night mini dome camera at building entrances;
- Supply and install interconnect cabling to bring all new and existing video signals to central building electrical room for connection to new digital video recorder;
- Supply and install digital video recorder and LCD monitor in above electrical room [see PDF attached];
- Supply and install 2 x Panasonic SuperDynamic vandal-resistant dome cameras to observe visitor parking areas; supply and install conduit and interconnect cabling from camera locations to electrical rooms in these buildings.

Our estimate, including all parts and labour for the above, is \$7750 plus applicable taxes.

SOS honors the manufacturer's guarantees on all supplied electronics, and both parts and labour are warranted for a minimum of 12 months from completion.

Your new system can be remotely administered if a high-speed internet [Telus or Shaw] connection is provided at the DVR location, but this is not required for local use. A CDRW is included in the DVR for permanent storage of video incidents as needed.

Please see the page following, and attached product PDF sheets, for detailed specifications.

We look forward to working with you on your project.

Best regards,

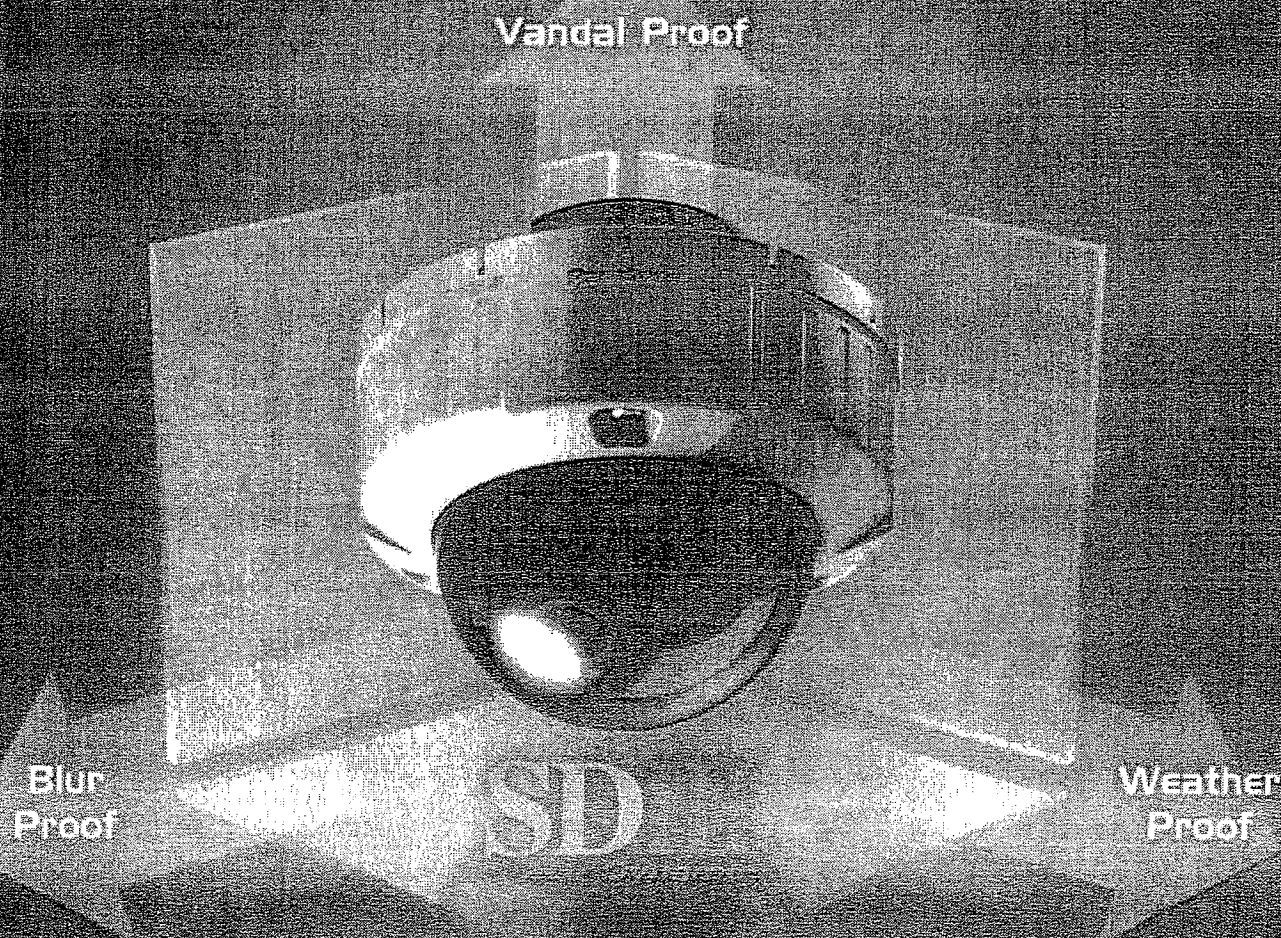
James Rae, *integrator*
SOS Security Solutions Ltd.
jr@sossolutions.ca
604.575.7444 voice
604.575.2005 fax

Equipment Specifications

- 2 High-resolution [420 TVL] vandal-resistant mini dome color camera, day/night with infrared illumination. Suitable for your visitor entrance locations.
Same as type installed at building entrance of 7161
- 2 Panasonic WVCW484 camera for visitor parking areas: vandal-resistant dome camera, digital signal processing, wide dynamic range [can process very dark and very light areas in the same shot]. See attached PDF for technical details. These are required at the visitor parking area because a lower-cost camera will not be able to resolve the brightly lit background and the dimly lit interior. The low-light performance of these cameras is also outstanding.
- 1 Digimerge DHU516 series, 16-channel DVR, with 750GB installed hard disk storage. See attached PDF for technical details. This unit will accommodate the existing and new cameras at your site, with room for future expansion. With its large internal storage capacity this unit should provide months of video storage.
- 1 17" LCD monitor and USB mouse for local operation of DVR.

Panasonic
ideas for life

Vandal Proof Super Dynamic III
Color Dome Cameras
WV-CW484 Series



Advanced Vandal Proof Dome Camera

Preliminary



Heavy Duty Highly reliable advanced design

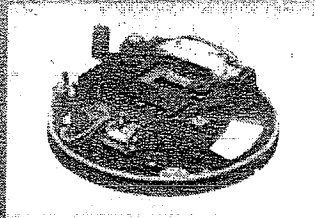
Features Anti-shock Auto Back Focus (ABF) and IP66 rating for heavy duty use

Easy Installation

Waterproof Section

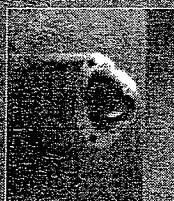
Anti-shock Auto Back Focus (ABF)

New miniaturized backfocus provides greater accuracy and better resolution.



IP66 Standard Withstands Rain and Wind

Reliable dustproof and waterproof properties exceed international standards. Suitable for both indoor and outdoor (under eave) installations.



Dehumidification Device Withstands Humidity

New dehumidification device reduces condensation caused by sudden temperature changes. In addition, the optional Heater Unit (VW-OW1H) senses temperature and automatically adjusts to optimal levels. The operating temperature becomes -30 °C to +50 °C (-22 °F to +122 °F).



Die cast aluminum body Withstands Severe Shocks

The die cast aluminum body is complemented by a 3.5 mm thick polycarbonate dome.



A spring mounted lens unit protects the camera and lens by absorbing external shock.



Removable Attachment

Provides labor costs and provides a simple to install waterproofing solution.

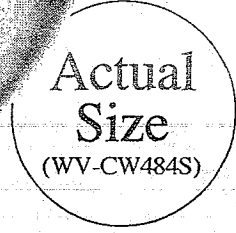
Electrolysis Dehumidification Device

Functions as an electric dryer, it reduces condensation by electrolyzing internal moisture and carbon dioxide, returning it to the camera.



Waterproof Seal

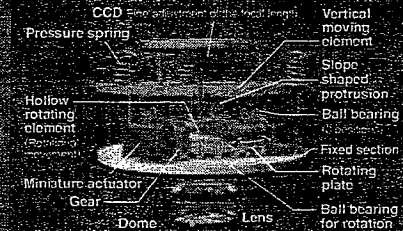
New housing effectively prevents water from entering the housing, even under the harshest conditions.



Panasonic offers industry leading features to handle installation in severe environments

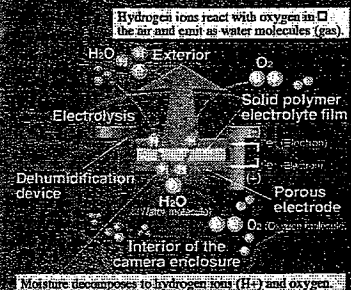
Anti-shock Auto Back Focus (ABF)

For the first time, the WV-CW484 Vandal Proof cameras are equipped with an Auto Back Focus function. This will ensure perfect focus when switching from color to black and white, while simplifying installation. Miniaturization of the mechanism, smooth and highly precise CCD migration and greater shock resistance are benefits realized by driving the cam and ball bearing structure with a miniature actuator.



Electrolysis Dehumidification Device

A special electrolyte film dissolves humidity inside the camera into hydrogen ions and oxygen molecules. The hydrogen ions are discharged as a vapor outside of the camera. This Electrolysis Dehumidification Device keeps the humidity inside the camera low and reduces condensation during sudden temperature changes.



Feature Loaded Higher resolution & greater intelligence

Super Dynamic III equipped, 24-hour highly reliable surveillance

SDIII
Super Dynamic

Adaptable to contrast

Pixel Based 128x Dynamic Range

Objects on every area of the screen are reproduced faithfully by Area Free Natural Contrast Image Correction that performs pixel-based correction. Furthermore, 128x Dynamic Range is realized by shutter images of 1/60 seconds and 1/8,000 seconds. Even under changing contrast situations like time of day, weather or season, superb natural images are realized.



Conventional
Depending on subject position, the image may be marred by black spots or halo effects.



Super Dynamic III
Pixel Based 128x Dynamic Range reproduces every subject.

Clear details

Horizontal resolution of 540 TV lines (color mode)

Horizontal resolution is 540 TV lines in color mode (typical), 570 TV lines in black and white mode.

Real color reproduction

Color Processing Enhancements

By improving the reproduction of low intensity areas and subtle colors, individuals and objects are produced in natural, clear colors.

24 hour surveillance

Day/Night Switching

When the surrounding area becomes dark, the operating mode automatically switches from color to black and white increasing sensitivity. In the morning, the operating mode automatically switches to color, allowing for complete surveillance both day and night. Mode switching can also be performed manually.



Day and night Focus

Auto Back Focus (ABF)

When switching from color imaging to black and white imaging, the back focus automatically adjusts the position of the CCD, thus eliminating the focus shift caused by the deviation of the IR cut filter on conventional cameras. In addition, when switching back from black and white to color mode, the CCD returns to its original position, offering true 24-hour day/night surveillance.



Works effectively in dim light

Full color images at 1.5 lux (0.15 fc)

Black and white images at 0.16 lux (0.016 fc)

Minimum illumination needed is 1.5 lux (0.15 fc) in color and 0.16 lux (0.016 fc) in B/W mode, with the standard smoke-colored dome.



Conventional

Super Dynamic III

Tampering Alarm

Scene Change Detection

The camera sends an alarm when various acts of tampering are detected. These acts include spray painting the lens and covering the lens with a cloth.

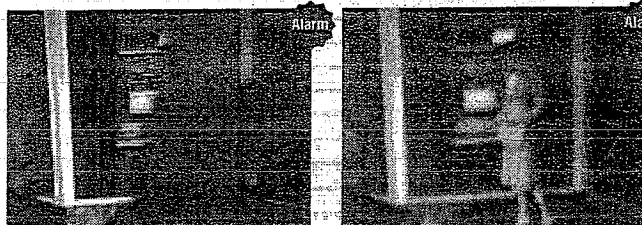
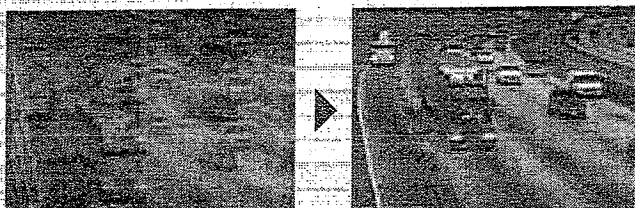


Image vibration reduction

Auto Image Stabilizer

When trains or passing vehicles cause the camera to vibrate, images are automatically stabilized.



Conventional

Super Dynamic III

After Image reduction

Adaptive Digital Noise Reduction

Double processing of 2D DNR and 3D DNR reduces unwanted images such as car headlights seen in conventional 3D DNR.



Conventional

Super Dynamic III

Sensing object movement

Digital Motion Detector

When object movement is detected on screen, an alarm is transmitted. An automatic recording system can be implemented using an optional digital disk recorder.

Displaying camera titles

16 Alphanumeric Characters

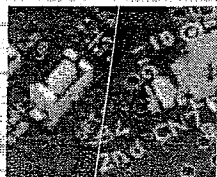
A maximum of 16 characters, including alphanumeric and symbols can be displayed on screen.

Simple to Install Easy, secure installation

Labor saving Auto Back Focus (ABF) and attachment of removable structures

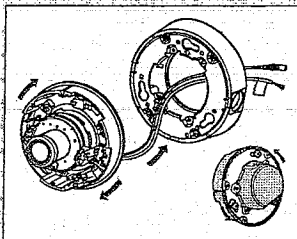
Easy to adjust focus Auto Back Focus (ABF)

After adjusting the viewing angle, simply push the Auto Back Focus (ABF) button on the camera; or adjust via the optional system controller. The dome cover should be attached during the three minute LED timer flashing to ensure proper focus. Perfect focus and reduced installation time is achieved.



No special waterproofing measures necessary Removable Attachments

By using removable attachments, no special measures are required to protect the waterproof section, thus reducing installation labor.



Easy viewing angle adjustment 2x Variable Focal Lens

The standard 3.8-8.0mm 2x variable focal lens enables easy angle adjustment for optimal viewing.

Easy angle and focus adjustments Monitor output terminal

When connecting a portable LCD to the monitor output terminal, you can adjust the viewing angle while confirming the image on the spot.

In addition, when connecting the monitor the camera automatically switches to ELC mode so you can accurately set the spot you want to monitor.



Trouble-free installation anywhere Three-way hinge

The camera platform inside the dome has a three-way hinge that allows horizontal, vertical and swivel rotation.

In addition, an upside-down function allows images to be digitally flipped both vertically and horizontally. These flexible camera angle adjustments provide trouble-free installation.

Easy adjustment of various settings Menus in Eight Languages

Menus can be selected in English, German, French, Italian, Spanish, Russian, Chinese or Japanese.

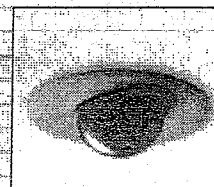
Can be installed in a junction box Flush Mount Type: WV-CW484F

The flush mount WV-CW484F can be neatly installed within existing junction boxes.

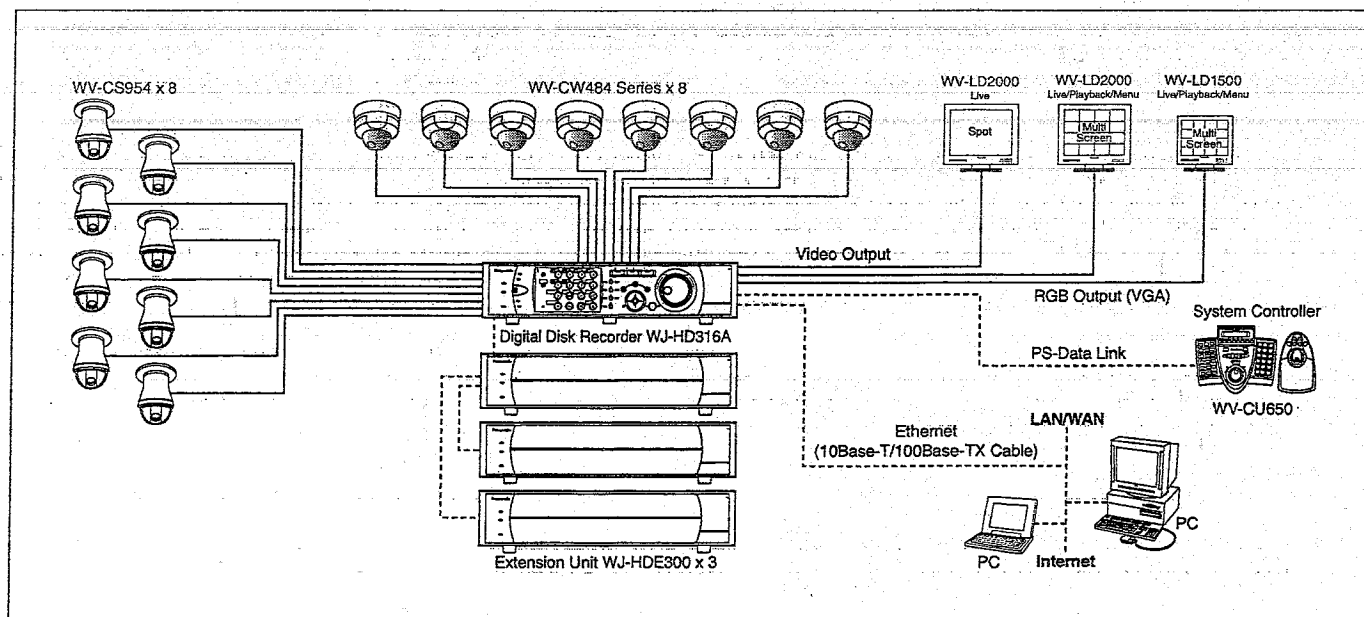


Can be embedded in the ceiling Embedded Ceiling Installation: WV-Q166

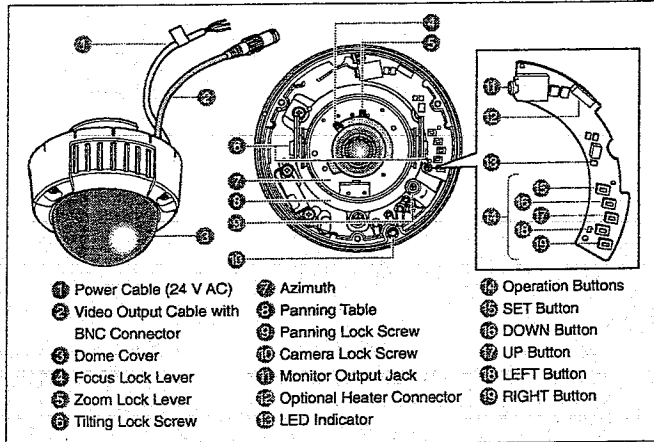
For indoor installations where the entire camera body requires concealment, use the optional WV-Q166 bracket.



SYSTEM EXAMPLE







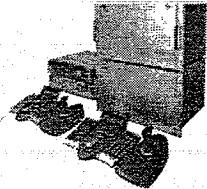


MAJOR OPERATING CONTROLS & TERMINALS



SPECIFICATIONS

Model No.	WV-CW484S	WV-CW484F
Type	Surface mount type	Flush Mount type
General Specifications		
Power Source and Power Consumption:	24 V AC 60 Hz, 11 W (With heater), 12 V DC 470 mA*	
Ambient Temperature:	-10 °C ~ +50 °C (14 °F ~ 122 °F), -30 °C ~ +50 °C (-22 °F ~ 122 °F)**	
Ambient Humidity	90 % or less	
Water Resistance	IEC60529 (IP66, Against ingress of water with harmful effects powerful jetting)*** (Camera unit)	
Dimensions (W x H)	ø158.3 x 146.2 mm (ø6-1/4" x 5-3/4")	ø154 x 141.2 mm (ø6-1/16" x 5-9/16")
Weight (approx.)	1.9 kg (4.18 lbs.)	1.4 kg (3.08 lbs.)
* Optional Heater Unit WV-CW4H cannot be used under 12 V DC operation ** With optional Heater Unit WV-CW4H *** Applicable only when the installation and waterproof process are done properly		
Camera		
Image Sensor	1/3-type interline transfer CCD	
Effective Pixels	768 (H) x 484 (V)	
Scanning Area	4.8 mm (H) x 3.5 mm (V)	
Scanning Method	2:1 interlace scan	
Scanning Frequency	Horizontal: 15.734 kHz Vertical: 59.94 Hz	
Resolution	Horizontal 540 lines typical at color high mode, 480 lines at color normal mode, 570 lines at B/W mode	
Signal-to-Noise Ratio	50 dB (Equivalent to AGC Off, weight On)	
Dynamic Range	52 dB typical	
Minimum Illumination (at F1.4)	1.5 lux (0.15 fc) in color, 0.16 lux (0.016 fc) in B/W (SENS UP: OFF)	
with optional Clear Dome Cover: WV-CW4C	0.6 lux (0.06 fc) in color, 0.08 lux (0.008 fc) in B/W (SENS UP: OFF)	
	0.06 lux (0.006 fc) in color, 0.008 lux (0.0008 fc) in B/W (SENS UP: 10x)	
Video Output	VBS 1.0 V [P-P] NTSC composite 75 Ω/BNC connector	
Lens Mount	CS-mount	
Major Items on Menu Setup		
Language	English, French, German, Spanish, Italian, Russian, Chinese or Japanese	
Camera ID	Up to 16 characters	
Light Control	ALC	
Super Dynamic III	ON or OFF	
Electronic Shutter Speed	OFF (1/60), 1/100, 1/250, 1/500, 1/1,000, 1/2,000, 1/4,000, 1/10,000 s	
AGC	ON (HIGH/MID/LOW), or OFF	
Sensitivity Enhancement	OFF, x2 AUTO, x4 AUTO, x8 AUTO, x10 AUTO, x2 FIX, x4 FIX, x8 FIX, x10 FIX, x16 FIX, x32 FIX	
Synchronization	Multiplexed vertical drive (VD2), Line-locked, or Internal	
White Balance	ATW1, ATW2, or AWC	
Motion Detection	MODE1, MODE2, or OFF	
Digital Noise Reduction	High or Low	
Resolution	Normal or High	
Black-and-White Mode	AUTO1, AUTO2, ON, or OFF	
Privacy Zone	ON (1/2), or OFF	
Auto Image Stabilizer	ON or OFF	
Back Focus Adjustment	ABF, MANUAL, AUTO/PRESET/FIX	
Special	Chroma, Aperture, Pedestal, HUE adjustable	
Lens		
Type	2x varifocal	
Focal Length	3.8 mm ~ 8.0 mm	
Maximum Aperture Ratio	1:1.4 (Wide), 1:1.8 (Tele)	
Focusing Range	1.2 m ~ ∞ (3.9 ft. ~ ∞)	
Angular Field of View	Horizontal: 35.6° (Tele) ~ 73.6° (Wide) Vertical: 26.6° (Tele) ~ 53.4° (Wide)	

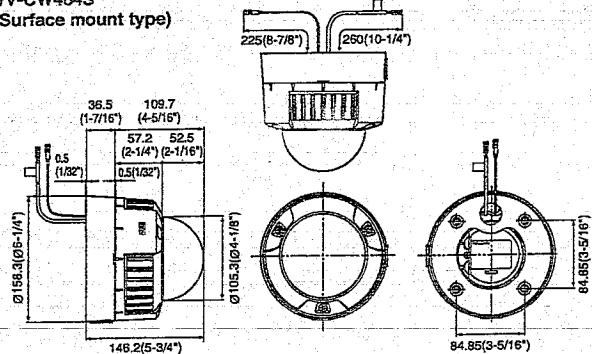
OPTIONAL COMPONENTS & ACCESSORIES

Mounting Base for WV-CW484F WV-Q114	Heater Unit WV-CW4H	Clear Dome Cover WV-CW4C	Embedded Ceiling Mount Bracket WV-Q166
			
Digital Disk Recorders WJ-HD316A (16ch) WJ-HD309A (9ch) WJ-HD220 (8ch)	Matrix Systems SYSTEM 650 SYSTEM 150		
			
PS-Data			
System Controller WV-CU650	LCD AV Monitors		
	WV-LC1710 43.2cm (17") WV-LD2000 50.8cm (20") WV-LD1500 38.1cm (15") WV-CM1420 34cm (13") WV-CM1020 22cm (9")		
PS-Data			

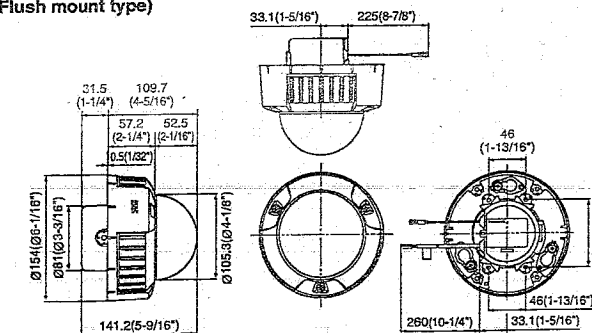
APPEARANCE

Unit: mm (inches)

WV-CW484S
(Surface mount type)



WV-CW484F
(Flush mount type)



Important - Safety Precaution: carefully read the operating instructions and installation manual before using this product.

• All TV pictures are simulated. • Weights and dimensions are approximate. • Specifications are subject to change without notice. • These products may be subject to export control regulations.

Panasonic

Panasonic System Solutions Company
Unit Company of Panasonic Corporation of North America

Security Systems

Website: www.panasonic.com/security

For Customer Support: call 1.877.733.3689

Executive Office: Three Panasonic Way 2H-2, Secaucus, New Jersey 07094

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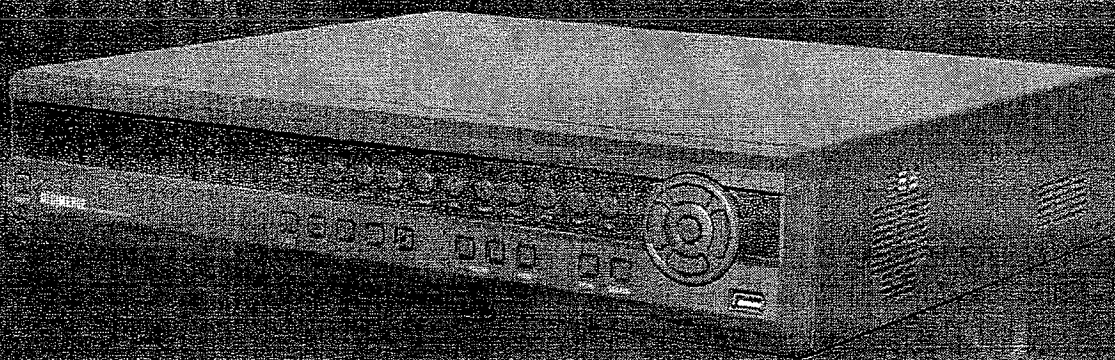
PANASONIC CANADA INC.
5770 Ambler Drive, Mississauga, Ontario, L4W 2T3 Canada (905) 624-5010
PANASONIC PUERTO RICO INC.
DIVISION OF PANASONIC CORPORATION OF NORTH AMERICA
San Gabriel Industrial Park, 65th Infantry Ave. KM. 9.5 Carolina, P.R. 00985 (809) 750-4300
Printed in Japan
WV-JHCW484C(2P-542)

DIGIMERGE™

The Benchmark for Value in CCTV



4/8/16 Channel Pentaplex Network DVR with MPEG4 & Browser Application



Industry leading performance &
price (480/120)

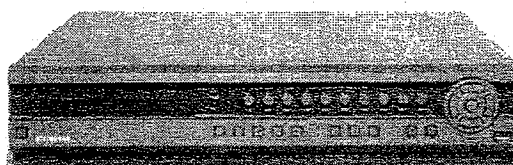
DHU500 SERIES

The DHU500 Series offers a new benchmark performance and economy with a full range of 'high end' features including MPEG4 video compression, CD-RW and standard 300GB HDD with 3 yr. warranty.



Features:

- 4/8/16 Channel Pentaplex Network DVR with up to 480 FPS live view and 120 FPS record capability
- MPEG4 video compression for efficient file transfer
- CD-RW optical drive, VGA output (8/16 Channel)
- Network view and control via browser based Digi-Client application
- Supports up to 1 TB internal data storage
- USB supports external flash drive for firmware upgrades and image transfers
- Rack mountable



www.digimerge.com

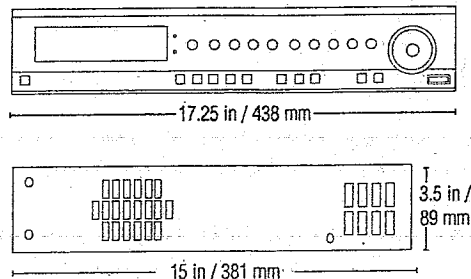
Specifications:

Model:	DH0504		DH0508		DH0516		
Video	Camera Input(Ntsc,Pal)	4		8		16	
	Output	1 BNC, 1 S-Video		1 BNC, 1 S-Video		1 VGA	
Audio	Audio Input	1 RCA		1 RCA		4 RCA	
	Output						
Sensor in (No,Nc)/ Alarm Out				4/1			
Operating System				Embedded Linux OS			
Display	Speed	120fps		240fps		480fps	
	Resolution(Pixel)	720*480, 360*240(NTSC) / 720*288, 360*288(PAL)					
	Split Screen	1,4		1,4,8,SEQ		1,4,8,16,SEQ	
	Compression			MPEG-4			
	Resolution(Pixel)	720*240, 360*240(NTSC) / 720*288, 360*288(PAL)					
	Picture Quality			3 Steps (High, Middle, Low)			
	Mode			Normal, Motion, Alarm, Schedule			
	Priority			Alarm -> Motion -> Schedule -> Normal			
Recording	Total	NTSC/ PAL	60fps(720*240), 120fps(360*240) / 50fps(720*288), 100fps(360*288)				
	Speed	Each Channel	NTSC	30fps(360*240), 15fps(360*240), 7.5fps(720*240)		7.5fps(360*240), 3.75fps(720*240)	
				PAL	25fps(360*288), 12.5fps(360*288), 6.25fps(720*288)		6.25fps(360*288), 3.125fps(720*288)
	Water Marking	Proprietary Algorithm					
	Display	1,4		1,4,8		1,4,8,16	
	Search Mode	Date & Time, Calendar					
	Speed	Normal, REW & FF(Recorded Speed *2, *4, *16), Frame to Frame, Pause					
	Device	Internal HDD					
	Still Image Capture & Save	JPEG Compression or AVI Fromat & USB I/F Device (Memory Stick)					
Network Interface	Ethernet						
Protocol	TCP/IP, SMTR, HTTP, DHCP, PPPoE(ADSL)						
Serial Communication	No		RS-232 1EA, RS-485 1EA				
Application	Windows 2000 / XP(PC Client System)						
Web Browser	Internet Explorer 5.0 Higher(DVRs Control or Viewing)						
Event Transport	When Event Occur, Set send to e-mail.						
Interface	USB 2.0						
Back Up	Backup Device	External HDD, CD/DVD-RW, Network, Memory Stick, Internal CD/DVD-RW					
		Each Control / Channel					
Control	Motion Detection	Sensitivity : 3 Steps for each channel Area : Programmable motion detection area for each camera individually					
	Alarm Hold Time	5-240 SEC					
	Event Log	Up to the 256 events(Alarm, Motion, Video&Power Loss, Power&Record On/Off)					
	Remote Controller	IR Remote Control					
	Pan/Tilt Camera	No		Control From RS485 Interface			
HDD	Supports Max. * 2HDD						
Power Source	100-240V AC, 50-60HZ						
Power Consumption	60W		250W				
Operating Temperature	5-40 (41-104F)						
Others	Relative Humidity	Maximum 80% Non-Considering					
	Weight	Net	6.0Kg				
		Gross(Box)	7.0Kg				
	Dimension	Net	450(W)*370(D)*90(H)mm				
		Gross(Box)	500(W)*460(D)*190(H)mm				

Back Jack Panel:



Dimensions:



Standard Configurations:

- DH0504301 - 4 Channel Network DVR with 300 GB HDD
- DH0508301 - 8 Channel Network DVR with 300 GB HDD
- DH0516301 - 16 Channel Network DVR with 300 GB HDD

DIGIMERGE®

Digimerge Technologies Inc.
300 Alden Road, Markham, ON Canada L3R 4C1
Tel: 905.946.8477 Fax: 905.947.0138

Because our products are subject to continuous improvement, Digimerge reserves the right to modify product design and specifications without notice and without incurring any obligation. E&O.E.

0-12122006

LMS 222
Am**Managers**

From: Ed Gibbons
Sent: Thursday, November 13, 2008 1:53 PM
To: Strataco
Cc: Al McKay
Subject: LMS 222

Another option.
ED.

----- Original Message -----

From: JR
To: J
Sent: Thursday, November 13, 2008 1:11 PM
Subject: covert, self-contained camera

Here's a link to a PDF [large file] describing the product below:

<http://www.vdomain.com/products/memocam/images/zorro-letter.pdf>

This unit requires a wired constant power connection only.

MC-ZC color camera \$875 installed plus GST

- Includes 2 hrs installer labour for power connection and setup
- Unit can be relocated
- 24 hrs recording time adequate for fire-extinguisher theft situation
- Requires wiring to local constant power connection

MemoCam® Family

MemoCam® Zorro COVERT Camera + DVR + PIR + VMD

MC-Z series Trusted by Law Enforcement Agencies



Get
the Whole
Picture

Now in Megapixel Resolution!

- Hand-sized all-in-one video recording system
- Records on removable mini SD card
- Smart dual technology recording triggers (VMD + PIR)
- Solid state device not requiring daily maintenance
- Weekly recording schedule
- Examine images on any PC/pocket PC
- RS-485 communications port



Award Winning Technology



www.vdomain.com

Ideal for Covert Surveillance

Video Domain Technologies' MemoCam Zorro takes the best-selling MemoCam into the next generation: we now bring you mini SD card recording technology, enabling continued upgrade of storage capacity for your benefit.

MemoCam® Zorro is a covert stand-alone Camera + Digital Video Recorder (DVR) with integrated Video Motion Detection (VMD) and Passive InfraRed detector (PIR). It is packaged in a slim standard sensor casing - perfect for covert surveillance.

Advanced VMD combined with PIR significantly reduces false alarms. It also significantly reduces storage space required, enabling a large amount of video data to be stored on a mini SD card.

MemoCam® Zorro is a solid state device that doesn't require daily maintenance, and is easy to install and use without special training.

MemoCam® Zorro is a reliable, secure system that will never let you down. Images are dated, timed and watermarked for integrity.

No wonder that MemoCam® Zorro is most trusted and used by important law enforcement agencies worldwide.

MemoCam® Zorro

MC-Z series

Available in Color or B/W. Models for
Megapixel Resolution and Low Light

EXCELLENT RECORDING QUALITY

- Color or B/W recording
- CMOS or CCD image sensor
- Records up to 10 FPS

QUICK & EASY OPERATION

- Easy to install
- IR remote control with panic button included
- Automatic scheduled activation
- Export to PC/pocket PC image editor, in JPEG or AVI format
- Playback of recorded images at multiple speeds, frame-by-frame or as continuous slide show
- Search for images using a detailed list or thumbnails
- Fast search by time or event

SET YOUR OWN PARAMETERS

- Define relevant areas for Video Motion Detection
- Choose recording quality - up to 5 levels
- Define trigger: VMD and/or PIR or external trigger
- Set Arm/Disarm schedule
- Define post-alarm recording...and more

RELIABLE AND SECURE

- Password protected
- Automatic recovery after power failure
- Images dated and timed
- Solid-state device with no moving parts
- Does not require day-to-day user intervention or maintenance
- Images watermarked for integrity

COMMUNICATION & CONNECTIVITY

- Communication port (RS-485)
- Connect monitor to video out

SUPPLIED WITH

- Power adaptor with 15ft (4.5m) cable
- IR remote control with panic button functionality
- Mini SD card
- Swivel mounting bracket

Ordering Information

NTSC-110V	PAL-240V
Color Megapixel Resolution: MC-Z/Mega	
P/N 11800177	P/N 11800274
Color: MC-Z/C	
P/N 11800147	P/N 11800244
B/W: MC-Z/B	
P/N 11800148	P/N 11800245
B/W Low Light MC-Z/BX	
P/N 11800168	P/N 11800265



Headquarters Video Domain Technologies Ltd.

Tel: 972-3-904-4111 • Fax: 972-3-904-3003 • sales@vdomain.com

USA Sales Video Domain Technologies

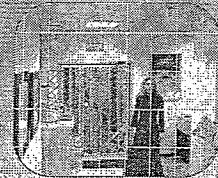
Tel: 201-735-0429 • Fax: 866-422-1105 • sales-us@vdomain.com

UK Sales VDT (UK) Ltd.

Tel: 0870-330-0166 • Fax: 0870-330-0167 • sales-uk@vdomain.com

COVERT Camera + DVR + PIR + VMD

VMD lets you define the areas for movement detection



Recording Capacity: maximum no. of images / recording time in hours

Based on recording rate of 1 FPS and VMD activation 20% of recording time.

At 1280 x 960 Resolution (SXGA) - only MemoCam Z-Mega model		
Recording Quality	Memory Card Size	
	1G	2G
Excellent (150K)	3,300 / 5h	6,600 / 10h
Very Good (90K)	5,600 / 8h	11,200 / 15h
Good (60K)	8,400 / 12h	16,800 / 24h
Standard (40K)	12,800 / 16h	25,600 / 32h
At 640 x 480 Resolution (VGA)		
Recording Quality	Memory Card Size	
	1G	2G
Excellent (150K)	6,400 / 8h	12,800 / 16h
Very Good (90K)	11,200 / 15h	22,400 / 32h
Good (60K)	16,000 / 24h	32,000 / 48h
Standard (40K)	25,600 / 32h	51,200 / 64h
At 320 x 240 Resolution (CIF)		
Recording Quality	Memory Card Size	
	1G	2G
Excellent (150K)	25,600 / 32h	51,200 / 64h
Very Good (90K)	46,400 / 64h	92,800 / 128h
Good (60K)	67,200 / 96h	134,400 / 192h
Standard (40K)	102,400 / 128h	204,800 / 384h

Technical Specifications

	MC-Z/C	MC-Z/B and MC-Z/BX	MC-Z/MEGA
Camera Type	CCD Color Pinhole lens, 4.3mm	CCD B/W Pinhole lens, 4.3mm BX: 0.1 Lux	1.2 Megapixel CMOS Color Mini lens, 6mm
Video Format	NTSC or PAL	EIA or CCIR	Progressive
Video Input	Internal camera		
Video Output	Composite video 1 vpp NTSC / PAL		
Video Resolution	640 x 480 (VGA) or 320 x 240 (CIF)	640 x 480 (VGA) or 320 x 240 (CIF)	1280 x 960 (SXGA) or 640 x 480 (VGA)
Recording Quality	5 levels		
Video Compression	JPEG		
Video Motion Detection (VMD)	Yes		
Recording Rate	From 10 images/sec to 1 image / 5 min.		
Image Size	From 10K to 120K		From 30K to 300K
Storage type	Removable mini SD storage card		
Recording Modes	Fixed - records events until the mini SD card is full Cyclic - When the mini SD card is full - the oldest images are overwritten with the latest images		
Recording Mode Triggers	External alarm Video Motion Detection and/or PIR Detection Panic button using the IR remote control		
Pre-Alarm Recording	Yes		
Image Protection (Integrity)	Each image is differentially signed and can be authenticated		
Titles	Time / Date / Unit Name		
Scheduler	Daily and weekly		
Alarm Inputs / Arm/Disarm Input	3 inputs Accepts N.O or N.C alarm sensors or OV as Low Level; +5 to +15Vdc as High Level N/C 28Vdc, 0.1A protected with 20 Ohm resistor N/O 28Vdc, 0.1A protected with 20 Ohm resistor		
Alarm Output	Used for: Arming / Disarming the unit Emergencies via panic button		
Programmable Output			
IR Remote Control			
Security	Password protected		
Internal PIR	Dual element, hard spherical lens, Angle 90°		
Power Source	12 VDC 300mA	12 VDC 270mA	12 VDC 180mA
Power Consumption	<3.3 W	<3.2 W	<2.2 W
Recovery	Automatic recovery after source power failure		
Audio Indicator	Buzzer		
Operation Status LEDs	Two status color LEDs and a one PIR LED indicators		
RS-485 port	Yes		
Software Upgradable	Yes		
External Dimensions	137 x 65 x 49 mm / 5.4 x 2.5 x 1.9 in		
Weight	340 gm / 12 oz		
Operating Temperature	0° to 50° C / 32° to 122° F		

In accordance with its policy of continuing product and system improvement, Video Domain Technologies Ltd. reserves the right to alter designs or specifications without obligation or further notice.

STRATA PLAN LMS 222 – THE HIGHLANDS
TRANSFER FROM RESERVES – SECURITY MEASURES
 $\frac{3}{4}$ VOTE RESOLUTION

WHEREAS The Strata Council has received numerous reports from various owners regarding general and specific building security concerns;

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.

1. The first part of the report is a general introduction to the subject of the study. It discusses the importance of the study and the objectives of the research.

2. The second part of the report is a detailed description of the methodology used in the study. It includes information about the sample size, the data collection methods, and the statistical analysis techniques.

3. The third part of the report is a discussion of the results of the study. It presents the findings of the research and compares them with the previous studies in the field.

4. The fourth part of the report is a conclusion and a list of recommendations. It summarizes the main findings of the study and provides suggestions for future research.

5. The fifth part of the report is a bibliography of the sources used in the study. It lists the books, articles, and other references that were consulted during the research process.

6. The sixth part of the report is an appendix containing additional information related to the study. This may include raw data, detailed calculations, or other supporting materials.

7. The seventh part of the report is a list of abbreviations and a glossary of terms. This helps to clarify the meaning of the symbols and words used throughout the report.

8. The eighth part of the report is a final summary of the study. It reiterates the main findings and the conclusions drawn from the research.

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN LMS 222, THE HIGHLANDS, HELD ON THURSDAY, FEBRUARY 5, 2009, AT 7:00 PM IN THE 1ST FLOOR MEETING ROOM, 7161 121ST STREET, SURREY, BC

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. John Robyn, at 7:14 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 consisted of 60 voting members. At the scheduled start time for the meeting of 7:00 pm there were 46 owners present, 28 represented by proxy, for a total of 74 voting members. The meeting was therefore quorated and competent to proceed with the business at hand.

FILING OF PROOF OF NOTICE OF MEETING:

Strata Council Vice-President, Mr. Ed Gibbons, 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 DECEMBER 11, 2008:

The minutes of the Special General Meeting of December 11, 2008 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

One owner had several questions of the Strata Council with respect to the location of additional security cameras that were planned for installation in the future. The Strata Council Vice-President, Mr. Ed Gibbons, then responded to a number of general questions regarding the recently installed security monitoring system.

STRATA COUNCIL REPORT:

The Strata Council President, Mr. John Robyn, expressed his appreciation to all owners present at the Annual General Meeting, and also thanked the current Council members for their service, as well as the Strata Manager who had worked closely with the Strata Council over the past year. Mr. Robyn then highlighted some key preventative maintenance that had been completed during the past year.

GOVERNANCE:

Bylaw Amendments – ¾ Vote Resolution – Minimum Bylaw Fines

The Strata Manager referred the owners to a ¾ vote resolution contained within the Annual General Meeting package and explained to the owners that the Strata Council was recommending that minimum fines for a contravention of a bylaw be raised from the current \$50.00 to \$100.00. An owner then questioned the Strata Manager, suggesting that the maximum fines be increased to several hundred dollars. The Strata Manager responded that the Strata Property Act and Related Regulations limits the maximum level of fines that a Strata Corporation can assess. The Strata Manager advised that the main reason for the proposed bylaw amendment was to have more of a deterrent effect for owners repeatedly breaching the Strata Corporation bylaws.

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.

Mr. Ed Gibbons then read the proposed bylaw amendment into the record, as follows:

WHEREAS The Strata Council has reviewed the current bylaws and is recommending amendments to the bylaws governing the minimum fines that can be assessed against the owner or tenant for breaches of the Strata Corporation bylaws and rules; and

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

BE IT THEREFORE RESOLVED THAT The Owners, Strata Plan LMS 222, amend bylaw 25, Maximum Fine, as follows:

- **Rename Section "Maximum Fine" to "Maximum and Minimum Fines"**
- **Re-number bylaw 25 (2) to 25 (3)**
- **Add bylaw 25 (2) as follows:**

"The Strata Corporation may fine an Owner or tenant a minimum of \$100.00 for each contravention of a Bylaw."

and

BE IT FURTHER 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 (73 in favor; 1 opposed)

FINANCE REPORT:

The Strata Manager then introduced the proposed 2009/2010 operating budget. Mr. McKay referred the owners to the balance sheet for the period ending December 31, 2008, and reported that the Strata Corporation had accumulated reserves of \$517,333.49. He further reported that it was estimated that the Strata Corporation would end the fiscal year with a modest operating surplus of approximately \$3,000.00.

Vice President, Mr. Ed Gibbons, then presented a brief report to the Council regarding budget line item #5130, electrical maintenance. Mr. Gibbons report is attached to and forms part of these minutes.

The Strata Manager then reported to Council that the final dividend payment received from KPMG Incorporated, the trustee for the former New Home Warranty program, had been received in the amount of \$7,619.05, which will be transferred into the reserve fund.

The Strata Manager also reported to Council that some categories had contained additional funding due to the uncertainty as to whether or not the work projects would be done by independent third party contractors or by various strata lot owners at a significantly reduced

cost. Mr. Gibbons provided an example to Council and reported that in the past, quotations for bark mulch delivery and distribution ranging from \$20,000.00 to \$30,000.00 had been received, and the work had been done in the summer of 2008 at a cost of \$6,000.00 by various owners being paid \$15.00 per hour.

The Strata Manager also reported that funding for general maintenance had been increased from \$3,000.00 to \$6,000.00 in the event that outside third party contractors were required to complete minor general repairs.

Discussion then arose regarding the matter of owners completing work around the complex. The Strata Manager conducted a straw poll to gauge the support for compensation to interested owners for completing work projects, which received significant support. It was then

MOVED AND SECONDED:

That the Strata Council continue with the program of compensating owners and Council members a sum of \$15.00 per hour for work projects and general maintenance repairs to the Strata Corporations buildings and common property.

MOTION CARRIED UNANIMOUSLY

The Strata Manager then reported to the ownership that the proposed budget contained an 8.4% increase. However, he noted that the original budget presented to the Strata Council at the meeting held on January 8, 2009, contained an increase of only 4.7% in the strata fees. It was then

MOVED AND SECONDED:

To amend the operating budget to conform with the previous operating budget submitted to the Strata Council on January 8, 2009, calling for a 4.7% increase in the strata fees.

MOTION CARRIED UNANIMOUSLY

The Strata Manager then read the amended budget resolution into the records 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 2009/2010 reserve contribution in the amount of \$123,000.00. (refer to Section 93 of the Strata Property Act)
- ⇒ The Owners, Strata Plan LMS 222, hereby authorize a transfer from reserves in the 2009/2010 fiscal year in the amount of up to \$25,000.00 to fund the installation of new flooring on the second and third floor elevator lobby areas in the 7151 and 7171 buildings. (refer to Section 96 of the Strata Property Act)

- ⇒ The Owners, Strata Plan LMS 222, hereby authorize operating expenses in the amount of \$474,475.00 (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 a transfer of funds in the amount of \$7,619.05 received from KPMG Inc. (the trustee appointed by the Court on October 8, 1999, as the interim receiver of assets of the New Home Warranty of British Columbia) to the contingency reserve fund.

It was then

MOVED AND SECONDED:

That the amended budget resolution be adopted as presented.

MOTION CARRIED (72 in favour, 2 opposed)

INSURANCE POLICY REVIEW AND RATIFICATION:

The Strata Manager advised the owners that the Strata Corporation's water loss deductible had been reduced to \$5,000.00. 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, 2008, 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:

Caretaker Options

The Strata Manager advised the owners that the matter of caretaker options had been placed in the agenda to discuss that possibility in the event that the ownership did not support owner and Council member remediation, which had been unanimously approved.

The ownership then agreed that they would first review the success of owner remediation for various jobs around the complex. The Strata Manager then requested that any interested owners submit their names and telephone numbers to the Council to be included in the work. After which, the Strata Manager received five names and telephone numbers of owners interested in contributing to work projects around the complex.

ELECTION OF 2009/2010 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:

⇒ Agness Philipps	Unit 320 – 7161
⇒ Ed Gibbons	Unit 203 – 7161
⇒ John Robyn	Unit 209 – 7171
⇒ Lynette Farrell	Unit 117 – 7161
⇒ Roberta McKinnon	Unit 217 – 7151
⇒ Cory Steckler	Unit 114 – 7161
⇒ Sean Vine	Unit 208 – 7171
⇒ Barb Mulski	Unit 103 – 7161
⇒ Kenneth Pearse	Unit 305 – 7151

There being no further nominations, it was

MOVED AND SECONDED:

That nominations be closed.

MOTION CARRIED UNANIMOUSLY

As there were more than seven owners nominated for Strata Council positions, and the maximum amount of Strata Council members is seven, a secret ballot was called and two owners assisted in counting the ballots. Those owners pulling the highest numbers were then declared elected to the Strata Council, these individuals, not necessarily in order of votes, were as follows

⇒ Kenneth Pearse	Unit 305 – 7151
⇒ Ed Gibbons	Unit 203 – 7161
⇒ John Robyn	Unit 209 – 7171
⇒ Roberta McKinnon	Unit 217 – 7151
⇒ Cory Steckler	Unit 114 – 7161
⇒ Sean Vine	Unit 208 – 7171
⇒ Barb Mulski	Unit 103 – 7161

The above noted owners were then declared elected to the 2009/2010 Strata Council.

OTHER BUSINESS:

Mr. Ed Gibbons advised the owners that the Surrey Fire Department now required wardens and assistant wardens to be assigned to each building and to each floor, and requested volunteers for this effort. Several owners then placed their name forward to Mr. Ed Gibbons who was coordinating this effort.

Council reminds all owners that fire doors exiting to the outside of the buildings are to be kept shut at all times, and under no circumstances should any items be placed in the door frame to prop the door frame open, which compromises the fire safety of the building, as well as security.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:20 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.

/ss

This year the budget has shown an increase in the line #5130 to \$11,000.

This increase is to allow council to proceed with changing the lighting in the underground parking area, and the Fire exit signs throughout the property.

You might say that this is not a necessary expense, but let me explain.

Back in November of 2008, council had an independent lighting company do an audit of our lighting to see where we can save money on our annual Hydro bill. It was during this audit that council found out that BC Hydro will pay a rebate for the conversion of ballasts in the fluorescent lights that are known as T12's to lights that are known as T8's. and to change the lights in the Fire Exit lights throughout to 1 watt LED bulbs from the 7.5 watt bulbs we presently use.

Since these ballasts are no longer being made it will be necessary to purchase the new ballasts as they burn out. T12 bulbs are already being phased out.

Council did a test in the Visitor parking area and had the ballasts and bulbs changed to the new format. You will notice that the bulbs appear brighter and that is because the bulbs give out a few more lumens at a lower operating cost.

Now what is it going to cost to replace all those ballasts you ask?

In the December 10, 2008 council minutes under the heading of Staff report, there is an article explaining the review done by Commercial Lighting Products. It explains that the initial cost to convert to the T8 bulbs and fixtures would be \$8956.00. It will cost approximately \$8000 to have an electrician change these ballasts and bulbs. Once completed we will receive from BC Hydro a rebate of approximately \$6080. The audit goes on to explain that our annual BC Hydro energy savings would be approximately \$6325 annually. That means that we would recover our cost in less than two years.

The BC Hydro rebate program will end in seven weeks, thus a decision must be made now. To qualify the work must be completed and submitted.

I ask that you allow the Line #5130 to remain at \$11,000 for this year, even though you may not accept the budget as presented as a whole.

Thank you.

The Highlands

"THE OWNERS STRATA PLAN LMS 222"

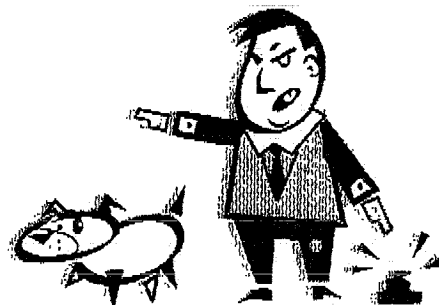
101 - 4126 Norland Avenue
Burnaby, BC
V5G 3S8
Phone: 604-294-4141
Fax: 604-294-8956

February 13, 2009

The Residents, 7171 Building
Strata Plan LMS 222
The Highlands

Re: Dog feces

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 building and on the common lawn areas.

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) states:

"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.

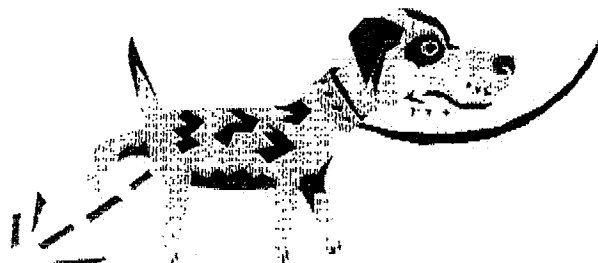
Sincerely yours,

STRATACO MANAGEMENT LTD.

A handwritten signature in black ink, appearing to read "Al McKay".

Al McKay,
Strata Manager

/ss



The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud. The document also notes that records should be kept for a sufficient period of time to allow for a thorough review if necessary.

The second part of the document outlines the procedures for the collection and distribution of funds. It describes the steps that must be followed to ensure that funds are collected accurately and distributed to the appropriate parties. The document also discusses the importance of maintaining accurate records of all collections and distributions, and the need to reconcile these records regularly.

The third part of the document discusses the procedures for the collection and distribution of funds. It describes the steps that must be followed to ensure that funds are collected accurately and distributed to the appropriate parties. The document also discusses the importance of maintaining accurate records of all collections and distributions, and the need to reconcile these records regularly.

The fourth part of the document discusses the procedures for the collection and distribution of funds. It describes the steps that must be followed to ensure that funds are collected accurately and distributed to the appropriate parties. The document also discusses the importance of maintaining accurate records of all collections and distributions, and the need to reconcile these records regularly.

The fifth part of the document discusses the procedures for the collection and distribution of funds. It describes the steps that must be followed to ensure that funds are collected accurately and distributed to the appropriate parties. The document also discusses the importance of maintaining accurate records of all collections and distributions, and the need to reconcile these records regularly.

The sixth part of the document discusses the procedures for the collection and distribution of funds. It describes the steps that must be followed to ensure that funds are collected accurately and distributed to the appropriate parties. The document also discusses the importance of maintaining accurate records of all collections and distributions, and the need to reconcile these records regularly.

The seventh part of the document discusses the procedures for the collection and distribution of funds. It describes the steps that must be followed to ensure that funds are collected accurately and distributed to the appropriate parties. The document also discusses the importance of maintaining accurate records of all collections and distributions, and the need to reconcile these records regularly.

The eighth part of the document discusses the procedures for the collection and distribution of funds. It describes the steps that must be followed to ensure that funds are collected accurately and distributed to the appropriate parties. The document also discusses the importance of maintaining accurate records of all collections and distributions, and the need to reconcile these records regularly.

The ninth part of the document discusses the procedures for the collection and distribution of funds. It describes the steps that must be followed to ensure that funds are collected accurately and distributed to the appropriate parties. The document also discusses the importance of maintaining accurate records of all collections and distributions, and the need to reconcile these records regularly.

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 13, 2009

The Owners
Strata Plan LMS 222
The Highlands



Re: 2009/2010 operating budget and strata fees

Dear Owners:

Attached please find a copy of the 2009/2010 operating budget approved by the ownership at the recent General Meeting.

Your monthly strata fee, effective March 1, 2009, 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 13, 2009

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
2009/2010 OPERATING BUDGET

INCOME

Move in/out fees	\$ 1,200.00
Interest – current account	1,200.00
CRF – Interest Plan 24	7,000.00
Investment income	3,000.00
Strata fees	591,650.00
Parking	3,100.00
Rental locker	200.00
Bike room keys	25.00
Recreation centre fees	100.00
Surplus from KPMG	<u>7,619.05</u>
TOTAL INCOME	\$ 615,094.05

EXPENDITURES

General

Insurance	\$ 37,000.00
Management fees	41,500.00
Janitorial contract	22,000.00
Legal	500.00
Council administration	125.00
Records storage	150.00
Duplicating/postage	4,200.00
Moving charges	900.00
Bank charges	800.00
Real estate Council review	<u>400.00</u>
Sub-total General	\$ 107,575.00

Building

Fire protection	\$ 10,000.00
Plumbing repairs/flushing	500.00
Boiler & mechanical	22,000.00
Electrical maintenance	10,000.00
Elevators/licenses	8,100.00
Electricity	25,000.00
Extermination	1,800.00
Garage door	2,500.00
General maintenance	3,000.00
Drain (sanitary) cleaning	500.00
Gutter cleaning	4,000.00
Carpet cleaning	4,500.00
Duct cleaning	3,500.00
Powerwashing	1,000.00
Painting (exterior)	4,500.00
Painting (interior)	500.00
Heating fuel	150,000.00

Improvements	500.00
Improvements (downpipes)	4,000.00
Security improvements	500.00
Deck & balcony repairs	500.00
Telephone	500.00
Locks & keys	4,000.00
Repairs – exterior	1,500.00
Envelope maintenance	5,500.00
Roof repair/replacement	2,500.00
Repairs – interior	2,500.00
Refuse removal	20,500.00
Enterphone	1,100.00
Supplies	3,000.00
Parkade concrete repairs	7,000.00
Window cleaning	3,500.00
Insurance claims	5,000.00

Sub-total Building \$ 313,500.00

Grounds

Pond cleaning & maintenance	\$ 2,000.00
Signage	100.00
Improvements (bark mulch)	5,000.00
Fences	500.00
Irrigation	2,000.00
Fire hydrants	200.00
Landscaping	33,000.00
Repairs/drainage	3,000.00
Tree maintenance	4,000.00
Supplies	1,000.00
Road/sewer maintenance	2,000.00
Snow removal	500.00

Sub-total Grounds \$ 53,300.00

Recreation Facilities

Supplies	\$ 50.00
Improvements	50.00

Sub-total Recreation Facilities \$ 100.00

Reserves

Interest reserve	\$ 10,000.00
Contingency	5,000.00
Fences	2,000.00
Carpets	5,000.00
Mechanical equipment	5,000.00
Painting	5,000.00
Roof	101,000.00
Surplus from KPMG	7,619.05

Sub-total Reserves \$ 140,619.05

TOTAL EXPENSES \$ 615,094.05

THE HIGHLANDS

STRATA PLAN LMS 222

\$ 591,650.00

2009-2010 SCHEDULE OF STRATA FEES

2009-2010 ANNUAL STRATA FEES \$ 468,650.00 \$ 123,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
1	105-7171	1074	\$ 3,243.34	\$ 214.09	\$ 56.19	\$ 270.28
2	106	951	\$ 2,871.90	\$ 189.57	\$ 49.75	\$ 239.32
3	107	953	\$ 2,877.94	\$ 189.97	\$ 49.86	\$ 239.83
4	108	936	\$ 2,826.60	\$ 186.58	\$ 48.97	\$ 235.55
5	109	947	\$ 2,859.82	\$ 188.77	\$ 49.54	\$ 238.32
6	110	925	\$ 2,793.38	\$ 184.39	\$ 48.39	\$ 232.78
7	111	920	\$ 2,778.28	\$ 183.39	\$ 48.13	\$ 231.52
8	112	958	\$ 2,893.04	\$ 190.97	\$ 50.12	\$ 241.09
9	113	952	\$ 2,874.92	\$ 189.77	\$ 49.81	\$ 239.58
10	114	964	\$ 2,911.16	\$ 192.16	\$ 50.43	\$ 242.60
11	115	956	\$ 2,887.00	\$ 190.57	\$ 50.02	\$ 240.58
12	116	1085	\$ 3,276.56	\$ 216.28	\$ 56.76	\$ 273.05
13	117	1081	\$ 3,264.48	\$ 215.48	\$ 56.56	\$ 272.04
14	118	950	\$ 2,868.88	\$ 189.37	\$ 49.70	\$ 239.07
15	119	946	\$ 2,856.80	\$ 188.57	\$ 49.49	\$ 238.07
16	120	1031	\$ 3,113.49	\$ 205.52	\$ 53.94	\$ 259.46
17	101-7171	1098	\$ 3,315.82	\$ 218.87	\$ 57.44	\$ 276.32
18	102	944	\$ 2,850.76	\$ 188.18	\$ 49.39	\$ 237.56
19	103	960	\$ 2,899.08	\$ 191.36	\$ 50.22	\$ 241.59
20	104	1088	\$ 3,285.62	\$ 216.88	\$ 56.92	\$ 273.80
21	205-7171	1116	\$ 3,370.18	\$ 222.46	\$ 58.39	\$ 280.85
22	206	950	\$ 2,868.88	\$ 189.37	\$ 49.70	\$ 239.07
23	207	952	\$ 2,874.92	\$ 189.77	\$ 49.81	\$ 239.58
24	208	938	\$ 2,832.64	\$ 186.98	\$ 49.07	\$ 236.05
25	209	947	\$ 2,859.82	\$ 188.77	\$ 49.54	\$ 238.32
26	210	925	\$ 2,793.38	\$ 184.39	\$ 48.39	\$ 232.78
27	211	1111	\$ 3,355.08	\$ 221.46	\$ 58.12	\$ 279.59
28	212	959	\$ 2,896.06	\$ 191.17	\$ 50.17	\$ 241.34
29	213	954	\$ 2,880.96	\$ 190.17	\$ 49.91	\$ 240.08
30	214	964	\$ 2,911.16	\$ 192.16	\$ 50.43	\$ 242.60
31	215	956	\$ 2,887.00	\$ 190.57	\$ 50.02	\$ 240.58
32	216	1126	\$ 3,400.37	\$ 224.45	\$ 58.91	\$ 283.36
33	217	1127	\$ 3,403.39	\$ 224.65	\$ 58.96	\$ 283.62
34	218	952	\$ 2,874.92	\$ 189.77	\$ 49.81	\$ 239.58
35	219	943	\$ 2,847.74	\$ 187.98	\$ 49.34	\$ 237.31
36	220	968	\$ 2,923.23	\$ 192.96	\$ 50.64	\$ 243.60
37	201-7171	942	\$ 2,844.72	\$ 187.78	\$ 49.28	\$ 237.06
38	202	943	\$ 2,847.74	\$ 187.98	\$ 49.34	\$ 237.31
39	203	959	\$ 2,896.06	\$ 191.17	\$ 50.17	\$ 241.34
40	204	1129	\$ 3,409.43	\$ 225.05	\$ 59.07	\$ 284.12
41	305-7171	1256	\$ 3,792.96	\$ 250.37	\$ 65.71	\$ 316.08
42	306	1092	\$ 3,297.70	\$ 217.68	\$ 57.13	\$ 274.81

THE HIGHLANDS

STRATA PLAN LMS 222

\$ 591,650.00

2009-2010 SCHEDULE OF STRATA FEES

2009-2010 ANNUAL STRATA FEES \$ 468,650.00 \$ 123,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
43	307	1093	\$ 3,300.72	\$ 217.88	\$ 57.18	\$ 275.06
44	308	1075	\$ 3,246.36	\$ 214.29	\$ 56.24	\$ 270.53
45	309	1086	\$ 3,279.58	\$ 216.48	\$ 56.82	\$ 273.30
46	310	915	\$ 2,763.18	\$ 182.39	\$ 47.87	\$ 230.27
47	311	1107	\$ 3,343.00	\$ 220.67	\$ 57.92	\$ 278.58
48	312	1089	\$ 3,288.64	\$ 217.08	\$ 56.97	\$ 274.05
49	313	1084	\$ 3,273.54	\$ 216.08	\$ 56.71	\$ 272.79
50	314	1090	\$ 3,291.66	\$ 217.28	\$ 57.03	\$ 274.30
51	315	1087	\$ 3,282.60	\$ 216.68	\$ 56.87	\$ 273.55
52	316	1264	\$ 3,817.12	\$ 251.96	\$ 66.13	\$ 318.09
53	317	1239	\$ 3,741.62	\$ 246.98	\$ 64.82	\$ 311.80
54	318	1080	\$ 3,261.46	\$ 215.29	\$ 56.50	\$ 271.79
55	319	1078	\$ 3,255.42	\$ 214.89	\$ 56.40	\$ 271.29
56	320	1357	\$ 4,097.96	\$ 270.50	\$ 70.99	\$ 341.50
57	301-7171	1222	\$ 3,690.28	\$ 243.59	\$ 63.93	\$ 307.52
58	302	1077	\$ 3,252.40	\$ 214.69	\$ 56.35	\$ 271.03
59	303	1090	\$ 3,291.66	\$ 217.28	\$ 57.03	\$ 274.30
60	304	1268	\$ 3,829.20	\$ 252.76	\$ 66.34	\$ 319.10
61	114-7161	1068	\$ 3,225.22	\$ 212.89	\$ 55.88	\$ 268.77
62	115	1079	\$ 3,258.44	\$ 215.09	\$ 56.45	\$ 271.54
63	116	962	\$ 2,905.12	\$ 191.76	\$ 50.33	\$ 242.09
64	117	942	\$ 2,844.72	\$ 187.78	\$ 49.28	\$ 237.06
65	118	974	\$ 2,941.35	\$ 194.16	\$ 50.96	\$ 245.11
66	119	970	\$ 2,929.27	\$ 193.36	\$ 50.75	\$ 244.11
67	120	1080	\$ 3,261.46	\$ 215.29	\$ 56.50	\$ 271.79
68	121	1078	\$ 3,255.42	\$ 214.89	\$ 56.40	\$ 271.29
69	122	1110	\$ 3,352.06	\$ 221.27	\$ 58.07	\$ 279.34
70	101-7161	1022	\$ 3,086.31	\$ 203.72	\$ 53.47	\$ 257.19
71	102	943	\$ 2,847.74	\$ 187.98	\$ 49.34	\$ 237.31
72	103	965	\$ 2,914.17	\$ 192.36	\$ 50.49	\$ 242.85
73	104	1083	\$ 3,270.52	\$ 215.88	\$ 56.66	\$ 272.54
74	105	1073	\$ 3,240.32	\$ 213.89	\$ 56.14	\$ 270.03
75	106	933	\$ 2,817.54	\$ 185.98	\$ 48.81	\$ 234.79
76	107	961	\$ 2,902.10	\$ 191.56	\$ 50.28	\$ 241.84
77	108	955	\$ 2,883.98	\$ 190.37	\$ 49.96	\$ 240.33
78	109	947	\$ 2,859.82	\$ 188.77	\$ 49.54	\$ 238.32
79	110	947	\$ 2,859.82	\$ 188.77	\$ 49.54	\$ 238.32
80	111	955	\$ 2,883.98	\$ 190.37	\$ 49.96	\$ 240.33
81	112	957	\$ 2,890.02	\$ 190.77	\$ 50.07	\$ 240.83
82	113	929	\$ 2,805.46	\$ 185.19	\$ 48.60	\$ 233.79
83	214-7161	1115	\$ 3,367.16	\$ 222.26	\$ 58.33	\$ 280.60
84	215	1124	\$ 3,394.33	\$ 224.06	\$ 58.80	\$ 282.86

THE HIGHLANDS

STRATA PLAN LMS 222

\$ 591,650.00

2009-2010 SCHEDULE OF STRATA FEES

2009-2010 ANNUAL STRATA FEES \$ 468,650.00 \$ 123,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
85	216	962	\$ 2,905.12	\$ 191.76	\$ 50.33	\$ 242.09
86	217	943	\$ 2,847.74	\$ 187.98	\$ 49.34	\$ 237.31
87	218	1203	\$ 3,632.90	\$ 239.80	\$ 62.94	\$ 302.74
88	219	1300	\$ 3,925.83	\$ 259.14	\$ 68.01	\$ 327.15
89	220	1120	\$ 3,382.25	\$ 223.26	\$ 58.60	\$ 281.85
90	221	1124	\$ 3,394.33	\$ 224.06	\$ 58.80	\$ 282.86
91	222	1192	\$ 3,599.69	\$ 237.61	\$ 62.36	\$ 299.97
92	201-7161	1128	\$ 3,406.41	\$ 224.85	\$ 59.01	\$ 283.87
93	202	943	\$ 2,847.74	\$ 187.98	\$ 49.34	\$ 237.31
94	203	967	\$ 2,920.21	\$ 192.76	\$ 50.59	\$ 243.35
95	204	1127	\$ 3,403.39	\$ 224.65	\$ 58.96	\$ 283.62
96	205	1114	\$ 3,364.14	\$ 222.06	\$ 58.28	\$ 280.34
97	206	934	\$ 2,820.56	\$ 186.18	\$ 48.86	\$ 235.05
98	207	964	\$ 2,911.16	\$ 192.16	\$ 50.43	\$ 242.60
99	208	958	\$ 2,893.04	\$ 190.97	\$ 50.12	\$ 241.09
100	209	948	\$ 2,862.84	\$ 188.97	\$ 49.60	\$ 238.57
101	210	946	\$ 2,856.80	\$ 188.57	\$ 49.49	\$ 238.07
102	211	955	\$ 2,883.98	\$ 190.37	\$ 49.96	\$ 240.33
103	212	960	\$ 2,899.08	\$ 191.36	\$ 50.22	\$ 241.59
104	213	931	\$ 2,811.50	\$ 185.58	\$ 48.71	\$ 234.29
105	314-7161	1364	\$ 4,119.10	\$ 271.90	\$ 71.36	\$ 343.26
106	315	1379	\$ 4,164.40	\$ 274.89	\$ 72.15	\$ 347.03
107	316	1081	\$ 3,264.48	\$ 215.48	\$ 56.56	\$ 272.04
108	317	1066	\$ 3,219.18	\$ 212.49	\$ 55.77	\$ 268.27
109	318	1326	\$ 4,004.35	\$ 264.32	\$ 69.37	\$ 333.70
110	319	1423	\$ 4,297.28	\$ 283.66	\$ 74.45	\$ 358.11
111	320	1371	\$ 4,140.24	\$ 273.29	\$ 71.73	\$ 345.02
112	321	1373	\$ 4,146.28	\$ 273.69	\$ 71.83	\$ 345.52
113	322	1331	\$ 4,019.45	\$ 265.32	\$ 69.63	\$ 334.95
114	301-7161	1249	\$ 3,771.82	\$ 248.97	\$ 65.34	\$ 314.32
115	302	1065	\$ 3,216.16	\$ 212.30	\$ 55.72	\$ 268.01
116	303	1085	\$ 3,276.56	\$ 216.28	\$ 56.76	\$ 273.05
117	304	1383	\$ 4,176.48	\$ 275.68	\$ 72.36	\$ 348.04
118	305	1366	\$ 4,125.14	\$ 272.30	\$ 71.47	\$ 343.76
119	306	1055	\$ 3,185.96	\$ 210.30	\$ 55.20	\$ 265.50
120	307	1084	\$ 3,273.54	\$ 216.08	\$ 56.71	\$ 272.79
121	308	1074	\$ 3,243.34	\$ 214.09	\$ 56.19	\$ 270.28
122	309	1070	\$ 3,231.26	\$ 213.29	\$ 55.98	\$ 269.27
123	310	1066	\$ 3,219.18	\$ 212.49	\$ 55.77	\$ 268.27
124	311	1070	\$ 3,231.26	\$ 213.29	\$ 55.98	\$ 269.27
125	312	1081	\$ 3,264.48	\$ 215.48	\$ 56.56	\$ 272.04
126	313	1051	\$ 3,173.88	\$ 209.50	\$ 54.99	\$ 264.49

THE HIGHLANDS

STRATA PLAN LMS 222

\$ 591,650.00

2009-2010 SCHEDULE OF STRATA FEES

2009-2010 ANNUAL STRATA FEES \$ 468,650.00 \$ 123,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
127	104-7151	1087	\$ 3,282.60	\$ 216.68	\$ 56.87	\$ 273.55
128	105	1085	\$ 3,276.56	\$ 216.28	\$ 56.76	\$ 273.05
129	106	974	\$ 2,941.35	\$ 194.16	\$ 50.96	\$ 245.11
130	107	971	\$ 2,932.29	\$ 193.56	\$ 50.80	\$ 244.36
131	108	961	\$ 2,902.10	\$ 191.56	\$ 50.28	\$ 241.84
132	109	975	\$ 2,944.37	\$ 194.35	\$ 51.01	\$ 245.36
133	110	929	\$ 2,805.46	\$ 185.19	\$ 48.60	\$ 233.79
134	111	908	\$ 2,742.04	\$ 181.00	\$ 47.50	\$ 228.50
135	112	966	\$ 2,917.19	\$ 192.56	\$ 50.54	\$ 243.10
136	113	947	\$ 2,859.82	\$ 188.77	\$ 49.54	\$ 238.32
137	114	968	\$ 2,923.23	\$ 192.96	\$ 50.64	\$ 243.60
138	115	966	\$ 2,917.19	\$ 192.56	\$ 50.54	\$ 243.10
139	116	1087	\$ 3,282.60	\$ 216.68	\$ 56.87	\$ 273.55
140	117	1086	\$ 3,279.58	\$ 216.48	\$ 56.82	\$ 273.30
141	118	973	\$ 2,938.33	\$ 193.96	\$ 50.90	\$ 244.86
142	119	957	\$ 2,890.02	\$ 190.77	\$ 50.07	\$ 240.83
143	120	1096	\$ 3,309.78	\$ 218.47	\$ 57.34	\$ 275.81
144	101-7151	1048	\$ 3,164.82	\$ 208.91	\$ 54.83	\$ 263.74
145	102	948	\$ 2,862.84	\$ 188.97	\$ 49.60	\$ 238.57
146	103	963	\$ 2,908.14	\$ 191.96	\$ 50.38	\$ 242.34
147	204-7151	1123	\$ 3,391.31	\$ 223.86	\$ 58.75	\$ 282.61
148	205	1123	\$ 3,391.31	\$ 223.86	\$ 58.75	\$ 282.61
149	206	954	\$ 2,880.96	\$ 190.17	\$ 49.91	\$ 240.08
150	207	957	\$ 2,890.02	\$ 190.77	\$ 50.07	\$ 240.83
151	208	942	\$ 2,844.72	\$ 187.78	\$ 49.28	\$ 237.06
152	209	954	\$ 2,880.96	\$ 190.17	\$ 49.91	\$ 240.08
153	210	1104	\$ 3,333.94	\$ 220.07	\$ 57.76	\$ 277.83
154	211	913	\$ 2,757.14	\$ 182.00	\$ 47.77	\$ 229.76
155	212	945	\$ 2,853.78	\$ 188.37	\$ 49.44	\$ 237.81
156	213	928	\$ 2,802.44	\$ 184.99	\$ 48.55	\$ 233.54
157	214	946	\$ 2,856.80	\$ 188.57	\$ 49.49	\$ 238.07
158	215	943	\$ 2,847.74	\$ 187.98	\$ 49.34	\$ 237.31
159	216	1120	\$ 3,382.25	\$ 223.26	\$ 58.60	\$ 281.85
160	217	1120	\$ 3,382.25	\$ 223.26	\$ 58.60	\$ 281.85
161	218	954	\$ 2,880.96	\$ 190.17	\$ 49.91	\$ 240.08
162	219	939	\$ 2,835.66	\$ 187.18	\$ 49.13	\$ 236.30
163	220	934	\$ 2,820.56	\$ 186.18	\$ 48.86	\$ 235.05
164	201-7151	968	\$ 2,923.23	\$ 192.96	\$ 50.64	\$ 243.60
165	202	928	\$ 2,802.44	\$ 184.99	\$ 48.55	\$ 233.54
166	203	944	\$ 2,850.76	\$ 188.18	\$ 49.39	\$ 237.56
167	304-7151	1366	\$ 4,125.14	\$ 272.30	\$ 71.47	\$ 343.76
168	305	1366	\$ 4,125.14	\$ 272.30	\$ 71.47	\$ 343.76

THE HIGHLANDS

STRATA PLAN LMS 222

\$ 591,650.00

2009-2010 SCHEDULE OF STRATA FEES

2009-2010 ANNUAL STRATA FEES \$ 468,650.00 \$ 123,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
169	306	1071	\$ 3,234.28	\$ 213.49	\$ 56.03	\$ 269.52
170	307	1073	\$ 3,240.32	\$ 213.89	\$ 56.14	\$ 270.03
171	308	1054	\$ 3,182.94	\$ 210.10	\$ 55.14	\$ 265.25
172	309	1074	\$ 3,243.34	\$ 214.09	\$ 56.19	\$ 270.28
173	310	1104	\$ 3,333.94	\$ 220.07	\$ 57.76	\$ 277.83
174	311	913	\$ 2,757.14	\$ 182.00	\$ 47.77	\$ 229.76
175	312	1060	\$ 3,201.06	\$ 211.30	\$ 55.46	\$ 266.76
176	313	1046	\$ 3,158.78	\$ 208.51	\$ 54.72	\$ 263.23
177	314	1063	\$ 3,210.12	\$ 211.90	\$ 55.61	\$ 267.51
178	315	1062	\$ 3,207.10	\$ 211.70	\$ 55.56	\$ 267.26
179	316	1361	\$ 4,110.04	\$ 271.30	\$ 71.20	\$ 342.50
180	317	1360	\$ 4,107.02	\$ 271.10	\$ 71.15	\$ 342.25
181	318	1073	\$ 3,240.32	\$ 213.89	\$ 56.14	\$ 270.03
182	319	1058	\$ 3,195.02	\$ 210.90	\$ 55.35	\$ 266.25
183	320	1205	\$ 3,638.94	\$ 240.20	\$ 63.04	\$ 303.25
184	301-7151	1337	\$ 4,037.57	\$ 266.52	\$ 69.95	\$ 336.46
185	302	1045	\$ 3,155.76	\$ 208.31	\$ 54.67	\$ 262.98
186	303	1061	\$ 3,204.08	\$ 211.50	\$ 55.51	\$ 267.01
195919			\$ 591,650.00	\$ 39,054.17	\$ 10,250.00	\$ 49,304.17

