

**MINUTES OF THE COUNCIL MEETING
STRATA PLAN VR 2116
RADCLIFFE POINTE**

Held on Tuesday, January 27, 2009
Within Suite #402
2216 West 3rd Avenue, Vancouver, BC

COUNCIL IN ATTENDANCE: Michael Geary
Carole Shaw
Fiona Barratt

REGRETS: Jason Carruthers
Jarrett Silverthorne-Resigned

PROPERTY MANAGERS: Michael Bertrand, Prudential United Realty
Mark Epstein, Prudential United Realty
Debra Blow, Recording Secretary

Michael Geary called the meeting to order at 6:45 p.m.

It was decided by Council that the open council positions would be filled as follows:

President: Michael Geary
Vice President: Carole Shaw
Treasurer: Fiona Barratt

Management explained to the new Council the member's standard of care, as per the Strata Property Act;

31 In exercising the powers and performing the duties of the strata corporation, each council member must

- (a) Act honestly and in good faith with a view to the best interests of the strata corporation, and
- (b) Exercise the care, diligence and skill of a reasonably prudent person in comparable circumstances.

APPROVAL OF COUNCIL MINUTES:

It was moved (Carole Shaw), seconded (Fiona Barratt) to approve the minutes of the Strata Council Meeting held September 25, 2008; save and except page 4, the Electrical Room should have been referred to as the Mechanical Room. Management apologizes for any misunderstanding this may have caused.

CARRIED.

THE HISTORY OF THE CITY OF BOSTON

FROM THE FIRST SETTLEMENT IN 1630 TO THE PRESENT TIME

BY
NATHANIEL BENTLEY

NEW-YORK: PUBLISHED BY
J. B. BROWN, 15 NASSAU ST. 1857

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APPROVAL OF FINANCIAL STATEMENTS:

It was moved (Michael Geary), seconded (Fiona Barratt) to approve the November 2008 Financial Statements as presented. **CARRIED.**

REPORT ON UNAPPROVED EXPENDITURES:

The Strata Property Act requires all owners be notified as soon as possible of unanticipated expenditures. There are no unapproved expenditures to report at this time.

REPORT ON LITIGATION:

The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of. To the best of our knowledge there is no litigation to report.

OLD BUSINESS:

Door Frames/Weather Stripping

Any patio door or door frame/weather stripping problems need to be reported in writing or E-mail to Management as soon as possible.

Sump Pump

Management informed Council that cleaning of the catch basin and sump pump located by the NW corner of the property has been completed.

Window Seals & Trim

It was reported that a couple of the window seals and trim have failed; anyone noticing condensation in their windows is asked to contact Management as soon as possible.

Parking Reminder

Please be advised that you will be towed if your vehicle is parked in any other owners parking stall, and any items stored in another owners parking stall or the garage area will be thrown away.

Exterior Lighting-Lamp Covers

Management to have Y Tech Electrical contact Michael Geary to arrange for a walk about the property to evaluate exactly what needs to be done.

Drainage of Hot Water Tanks

Please be advised that owners are asked to refrain from draining their hot water tanks into the stairwells or walkways; also once again owners are advised that it is their responsibility to check the age and condition of their hot water tanks, water closets, and all water supply hoses and connections. Any damages caused by leaks from these items are the sole responsibility of the owner.

Enter Phone System

This item is on-going.

Lighting for Garage

It was noted that the Strata received a \$995.24 refund from BC Hydro.

Exterior Painting

The painting of the building will commence in the spring or summer of 2009. Council to organize a committee to come up with the new color scheme for the building; anyone interested in volunteering for the committee is asked to contact Carol Shaw or Fiona Barratt on or before February 28, 2009.

Skylight Replacement Quotes

Management informed Council that a quote is forth-coming from Superglass.

Richmond Elevator

This item is on-going.

Garage Gate

Management to have the emergency manual switch re-connected.

South Wall Inspection

Management informed Council that the inspection of the South Wall has been completed; it was recommended by Kevin Adair, Adair Property Maintenance, to continue to monitor yearly.

Garage Cracks

Management informed Council that cracks in the garage have been sealed; Management will continue to monitor.

Mechanical Room

This item is on-going.

Window Cleaning

The next window cleaning will be scheduled for the Spring of 2009.

Garbage By-law

Owners and Tenants are reminded that personal items and garbage are not to be left outside any entry doors.

By-law 44.2

“A resident or visitor must not hinder or restrict sidewalks, entrances, exits, halls, passageways, stairways and other parts of the common property. Hindrance and restriction includes the keeping of personal items and garbage.”

By-law Reminders

4. Use of property

4.1 A resident or visitor must not use a strata lot, the common property or common assets in a way that

- (a) Causes a nuisance or hazard to another person,
- (b) Causes unreasonable noise,
- (c) Unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,
- (d) Is illegal, or
- (e) Is contrary to a purpose for which the strata lot or common property is intended as shown expressly or by necessary implication on or by the strata plan.

4.2 A resident or visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets or those parts of a strata lot which the strata corporation must repair and maintain under these bylaws or insure under section 149 of the Act.

4.3 An owner is responsible for any damage caused by occupants, tenants or visitors to the owner's strata lot.

4.4 An owner shall indemnify and save harmless the strata corporation from the expense of any maintenance, repair or replacement rendered necessary to the common property, limited common property, common assets or to any strata lot by the owner's act, omission, negligence or carelessness or by that of an owner's visitors, occupants, guests, employees, agents, tenants or a member of the owner's family, but only to the extent that such expense is not reimbursed from the proceeds received by operation of any insurance policy. In such circumstances, and for the purpose of bylaws 4.1, 4.2 and 4.3 any insurance deductible paid or payable by the strata corporation shall be considered an expense not covered by the proceeds received by the strata corporation as insurance coverage and will be charged to the owner.



Minutes of the Council Meeting
The Owners Strata Plan VR 2116
Held on Tuesday, January 27, 2009

Water & Gas Shut Off Valves

Management to have Paul Lemon show Council members where all gas and water shut off valves in the building are located and to identify with tags; this item is on-going.

NEW BUSINESS

Parties-Reminder to Owner/Tenants

Owners/tenants are asked to please be vigilant in cleaning up after your guests, please mind all bylaws with regards to noise and damages, gates and doors are not to be left open and under no circumstances are people to be on the roof. Any owner/tenant found in contravention of the Bylaws will be fined.

Fire & Life Safety

Management informed Council that repairs for all deficiencies noted from the annual inspection have been completed.

Lock on Garbage Receptacle

This item is on-going. Owners/Tenants are reminder that no refuse other than household garbage is to be thrown into the garbage receptacle; please make sure to bag your trash.

Fire & Life Safety Equipment Repairs and/or Replacement

This item is on-going.

Chain Link Fence

The Owners were asked at the Annual General Meeting for their opinion with regards to having a chain link fence installed around the perimeter of the building; it was unanimous, the owners did not want a chain link fence.

Pruning of Trees in Courtyard

It was noted that the fall clean up in the Courtyard area has been completed; save and except the pruning of the trees.

NEW BUSINESS:

Rental Waiting List

Management and Council to work on an updated rental waiting list.

Waste Management

Management informed Council that the Waste Management rates have been increased.

Bike Racks

Owners/Tenants are reminded that the bicycle racks located at the front of the building are for temporary use only; bicycles are not to be left at the bike rack as a source of storage.

Special Levy

Owners are reminded that the Special Levy is due and payable on the first of each month commencing February 1, 2009 with the last payment being July 1, 2009; please note that these payments are NOT taken from your account automatically. Owners are responsible for providing these payments separately from the monthly maintenance fees.

Gutters

Management will have Kevin Adair, Adair Property Maintenance, repair the gutters located at the west side of the courtyard as soon as the weather permits.

Exhaust Vents

Management to have Kevin Adair check all roof top exhaust vents for blockage.

Council, Management and the Owners wish to express their thanks to Paul Lemon for all his hard work and time spent at the building.

There being no further business, the meeting was adjourned at 8:07 p.m.

The next Council meeting to be held Tuesday, April 14, 2009 at 6:30 p.m.

Michael Bertrand
Property Manager/ Broker Owner
General Office # 604-263-8800 (24 hours)
E-mail: prudential@prudentialunitedrealty.com

Mark Epstein
Property Manager

Minutes of the Council Meeting
The Owners Strata Plan VR 2116
Held on Tuesday, January 27, 2009

PLEASE NOTE: OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS OF THE APPLICABLE ITEMS OF THESE MINUTES!!

Please keep these minutes for further references. These will be required at the time of sale, and a charge, as per the Strata Property Act, will be assessed for replacement copies.

**MINUTES
OF THE ANNUAL GENERAL MEETING
STRATA PLAN VR 2116
RADCLIFFE POINTE**

**Held on Thursday, November 6, 2008
At 7:00 p.m. in Suite #402
2216 West 3rd Avenue
Vancouver, BC**

PRESENT: 17 owners in person or by proxy

AGENT: Michael Bertrand, Prudential United Realty
Mark Epstein, Prudential United Realty
Debra Blow, Recording Secretary

CALL TO ORDER: Michael Geary called the meeting to order at 7:05 p.m.

QUORUM REPORT: Management presented the roll, which was a sign-in sheet that all owners present in person or by proxy had signed and reported that a sufficient number of owners were present or by proxy to form a quorum and the meeting proceeded.

PROOF OF NOTICE: It was moved, seconded and carried to accept the Notice of Meeting dated October 17, 2008 as proper notice of the meeting.

AGENDA APPROVAL: It was moved, seconded and carried to approve the agenda as presented.

APPROVAL OF MINUTES: It was moved, seconded and carried to adopt the minutes of the November 1, 2007 AGM.

BUSINESS ARISING: There was no business arising.

PRESIDENT'S REPORT: The council president, Michael Geary, gave the owners a brief review of highlights of the past year.

¾ VOTE-SURPLUS ALLOCATION #1:

A special resolution was presented to the owners as to the allocation of the surplus as required by the Strata Property Act. It was moved, seconded to approve the special resolution as presented. After a brief discussion a vote was taken. **The resolution carried unanimously.**

Minutes of the Annual General Meeting
The Owners Strata Plan VR 2116
Held on Thursday, November 6, 2008

¾ VOTE SPECIAL RESOLUTION #2:

WHEREAS, the owners of Strata Plan VR 2116 wish to paint the exterior of the building,

BE IT RESOLVED THAT the Strata Corporation VR 2116 expend a sum of money not exceeding \$65,000.00 for the purpose of painting the exterior of the building. The said sum is to be charged as a special levy upon the owners in proportion to their share entitlement of their strata lots, In the event that not all of the above funds are needed to complete the work, the excess funds shall be returned to owners entitled to a refund of \$100.00 or more. Should the amount of the refund be less than \$100.00 per owner, the excess funds shall be deposited into the CRF.

The special levy shall be assessed on November 6, 2008 and shall become due and payable upon passing of the special resolution and any owner, who sells, conveys or transfers his/her title, including a re-mortgage, shall pay the full amount outstanding. The special levy is not considered as an: installment" levy as contemplated by section 108(3)(e) of the Strata Property Act.

As a matter of financial convenience only, the owners may pay his/her special levy in 6 payments on February 1, 2009, March 1, 2009, April 1, 2009, May 1, 2009, June 1, 2009 and July 1, 2009. Any special levy not paid by the 15th day of the month in which it is due shall be assessed a fine of \$50.00. The Strata Corporation may further add interest charges at the rate of 10% per annum compounded annually.

This special levy shall be considered as part of the common expenses of the Strata Corporation and Sections 116, 117 and 118 of the Strata Property Act shall be applicable where an owner fails to make the required payment authorized by the passing of this ¾ vote.

After a brief discussion a vote was taken. **The resolution carried unanimously.**

¾ VOTE-CONTINGENCY FUND-#3:

A special resolution (attached) was presented to the owners as to further contributions to the Contingency Reserve Fund be allowed to have the said Contingency Reserve Fund exceed the 100% level of the Annual Operating Budget. It was moved, seconded, to approve the special resolution as presented. **The resolution carried unanimously.**

INSURANCE REPORT: The insurance is issued through Coastal Insurance Services. The policy was attached to the AGM notice, was reviewed by owners and approved. The current policy expires on December 31, 2008.

Minutes of the Annual General Meeting
The Owners Strata Plan VR 2116
Held on Thursday, November 6, 2008

BUDGET 2008/2009:

Michael Bertrand presented the 2008/2009 proposed budget to the owners for review. The budget is in effect from October 1, 2008. There will be no increase in strata fees for the 2008/2009 budget. Following a brief discussion, it was moved, seconded to accept the budget as presented. A vote was taken, **carried unanimously.**

NEW BUSINESS:

- Owners discussed the fencing around the building; Management will have Kevin Adair look at all the wood fences to determine what can be repaired and what needs to be replaced before the painting of the building commences. One owner has requested a chain-link fence be erected on the inside of the cedar hedging; owners were asked if anyone else would like to see this item followed through, it was determined that the owners present did not want a chain link fence.
- Owners discussed the pruning and removal of some trees in the courtyard; the new council will be discussing this item further.
- One owner advised Management that the seal/bead has failed in one of their windows; any owners noticing any condensation in their windows are asked to contact Management as soon as possible.
- Management was advised that part of the roof balcony could be in need of repair; Michael Geary will look into this item.
- **It was reported that owners/guests have been up on the roof; please be advised that owners/guests are only allowed on the roof top balcony, that under no circumstances is anyone to be on the roof at any time.**

4. Use of Property

4.1 A resident or visitor must not use a strata lot, the common property or common assets in a way that

- (a) causes a nuisance or hazard to another person,**
- (b) causes unreasonable noise,**
- (c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,**
- (d) is illegal, or**
- (e) is contrary to a purpose for which the strata lot or common property is intended as shown expressly or by necessary implication on or by the strata plan.**

4.2 A resident or visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets or those parts of a strata lot which the strata corporation must repair and maintain under these bylaws or insure under section 149 of the Act.

4.3 An owner is responsible for any damage caused by occupants, tenants or visitors to the owner's strata lot.

CONTINUED:

4.4 An owner shall indemnify and save harmless the strata corporation from the expense of any maintenance, repair or replacement rendered necessary to the common property, limited common property, common assets or to any strata lot by the owner's act, omission, negligence or carelessness or by that of an owner's visitors, occupants, guests, employees, agents, tenants or a member of the owner's family, but only to the extent that such expense is not reimbursed from the proceeds received by operation of any insurance policy. In such circumstances, and for the purposes of bylaws 4.1, 4.2 and 4.3, any insurance deductible paid or payable by the strata corporation shall be considered an expense not covered by the proceeds received by the strata corporation as insurance coverage and will be charged to the owner.

43. Children and supervision

43.1 Residents are responsible for the conduct of visitors including ensuring that noise is kept at a level, in the sole determination of a majority of the council, that will not disturb the rights of quiet enjoyment of others.

43.2 Residents are responsible for the conduct of children residing in their strata lot, including ensuring that noise is kept at a level, in the sole determination of a majority of the council, that will not disturb the quiet enjoyment of others.

43.3 Residents are responsible to assume liability for and properly supervise activities of children including, but not exhaustively, bicycling, skateboarding and hockey.

ELECTION OF STRATA COUNCIL:

The members of the council for 2007/2008 automatically retired from their positions, pursuant to the Strata Property Act. The owners expressed their appreciation at the job well done by their outgoing council.

The following owners were nominated for council for 2008/2009:

- Michael Geary Unit #402
- Jason Carruthers Unit #104
- Carol Shaw Unit #304
- Jarrett Silverthorne Unit #204
- Fiona Barratt Unit #406

There being no further nominations, it was moved, seconded and carried to cease nominations. The owners nominated were declared elected by acclamation.

TERMINATION: There being no further business, the meeting ended at 8:08 p.m. The next council meeting will be held on January 27, 2009 at 6:30 p.m.

Minutes of the Annual General Meeting
The Owners Strata Plan VR 2116
Held on Thursday, November 6, 2008

Council and Management would like to take this time to wish everyone a Safe and Happy Holiday Season.

Michael Bertrand
Property Manager/Broker Owner
General Office #604-263-8800 (24 hours)
E-mail: prudential@prudentialunitedrealty.com

Mark Epstein
Property Manager

PLEASE NOTE: OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS OF THE APPLICABLE ITEMS OF THESE MINUTES!!!

Please keep these minutes for further references. These will be required at the time of sale, and a charge, as per the Strata Property Act, will be assessed for replacement copies

RADCLIFFE POINTE (VR 2116)
 2216 WEST 3RD AVENUE
 APPROVED BUDGET OF OPERATING EXPENSES -0.00%
 OCT 1, 2008 TO SEPT 30, 2009

	2007/08	2008/09	MONTHLY
	BUDGET	BUDGET	
REVENUE			
Assessment(increase= -0.00%)	71585.84	71585.76	5965.48
Fine/Lien Income			0.00
Interest Income	1200.00	1000.00	83.33
* Transfer from Contingency			0.00
* Operating Surplus Rollover	13688.00	9173.69	764.47
* Miscellaneous Income			0.00
	-----	-----	-----
	86473.84	81759.45	6813.29
	-----	-----	-----
EXPENSES			
Management Fee	9540.00	10080.00	840.00
Insurance	8000.00	9184.00	765.33
Janitorial	7350.00	7350.00	612.50
Legal/Audit	1000.00	1000.00	83.33
Office/Miscellaneous	2000.00	1750.00	145.83
Bank Charges & Interest	350.00	500.00	41.67
Gas/Electricity	13000.00		0.00
Electricity		3500.00	
Gas		6000.00	
Water	2000.00	2250.00	187.50
Sewer	800.00	1250.00	104.17
Waste Removal	2000.00	2000.00	166.67
Recycling	300.00	300.00	25.00
Elevator	1300.00	1500.00	125.00
Landscaping	1438.84	1200.00	100.00
Fire Safety	1500.00	1000.00	83.33
Repairs / Maintenance	29895.00	24895.45	2074.62
Landscaping Project	3000.00	3000.00	250.00
	-----	-----	-----
TOTAL OPERATING EXPENSES	83473.84	76759.45	6396.62
			0.00
Contingency Fund Allocation	3000.00	5000.00	416.67
	-----	-----	-----
TOTAL EXPENSES	86473.84	81759.45	6813.29
	-----	-----	-----
Surplus/Deficit	0.00	0.00	-0.00
	=====	=====	=====

RADCLIFFE POINTE (VR 2116)
 2216 WEST 3RD AVENUE
 APPROVED SCHEDULE OF ASSESSMENTS
 OCTOBER 1, 2008 TO SEPTEMBER 30, 2009

*Increase
 -0.00%

SUITE NO.	STRATA LOT	UNIT ENTITLEMENT	-----ANNUAL----- ---ASSESSMENT---		-----MONTHLY----- ---ASSESSMENT---	
			2007/08	2008/09	2007/08	2008/09
102	1	76	3698.52	3698.52	308.21	308.21
103	2	58	2822.56	2822.55	235.21	235.21
104	3	55	2676.56	2676.56	223.05	223.05
105	4	50	2433.24	2433.23	202.77	202.77
106	5	69	3357.87	3357.86	279.82	279.82
201	6	74	3601.19	3601.19	300.10	300.10
202	7	79	3844.51	3844.51	320.38	320.38
203	8	60	2919.88	2919.88	243.32	243.32
204	9	56	2725.23	2725.22	227.10	227.10
205	10	51	2481.90	2481.90	206.83	206.82
206	11	71	3455.20	3455.19	287.93	287.93
301	12	74	3601.19	3601.19	300.10	300.10
302	13	79	3844.51	3844.51	320.38	320.38
303	14	60	2919.88	2919.88	243.32	243.32
304	15	56	2725.23	2725.22	227.10	227.10
305	16	51	2481.90	2481.90	206.83	206.82
306	17	71	3455.20	3455.19	287.93	287.93
401	18	74	3601.19	3601.19	300.10	300.10
402	19	69	3357.87	3357.86	279.82	279.82
403	20	60	2919.88	2919.88	243.32	243.32
404	21	56	2725.23	2725.22	227.10	227.10
405	22	51	2481.90	2481.90	206.83	206.82
406	23	71	3455.20	3455.19	287.93	287.93
		1471	71585.84	71585.76	5965.49	5965.48

65000.00

RADCLIFFE POINT (VR 2116)
2216 WEST 3RD AVENUE
APPROVED SCHEDULE OF SPECIAL ASSESSMENT
DUE: FEBRUARY 1, 2009 - JULY 1, 2009

-----MONTHLY-----
-----ASSESSMENT-----

SUITE NO.	STRATA LOT	UNIT ENTITLEMENT	TOTAL SPECIAL ASSESSMENT	MONTHLY PMT
102	1	76	3358.26	559.71
103	2	58	2562.88	427.15
104	3	55	2430.32	405.05
105	4	50	2209.38	368.23
106	5	69	3048.95	508.16
201	6	74	3269.88	544.98
202	7	79	3490.82	581.80
203	8	60	2651.26	441.88
204	9	56	2474.51	412.42
205	10	51	2253.57	375.59
206	11	71	3137.32	522.89
301	12	74	3269.88	544.98
302	13	79	3490.82	581.80
303	14	60	2651.26	441.88
304	15	56	2474.51	412.42
305	16	51	2253.57	375.59
306	17	71	3137.32	522.89
401	18	74	3269.88	544.98
402	19	69	3048.95	508.16
403	20	60	2651.26	441.88
404	21	56	2474.51	412.42
405	22	51	2253.57	375.59
406	23	71	3137.32	522.89
		1471	65000.00	10833.33

PLEASE BRING THIS NOTICE TO THE MEETING

October 17, 2008

MEMO TO: The Owners, Strata Plan VR 2116

FROM: Prudential United Realty
Michael Bertrand, Property Manager
201- 2107 West 40th Avenue
Vancouver, B.C. V6M 1W4
Telephone: (604) 263-8800

Facsimile: (604) 263-0864

TAKE NOTICE THAT the Annual General Meeting of the Owners, Strata Plan VR 2116 will be held:

DATE : Thursday, November 6, 2008
TIME : 7:00 P.M.
LOCATION : In #102 - 2216 West 3rd Avenue, Vancouver, B.C.

In order to vote, an owner must be paid up in all arrears of maintenance, and other charges owing to the Strata Corporation. Cheques will not be accepted at the meeting unless certified. If you are uncertain of your account status, please call 263-8800 between 9:00 a.m. and 4:00 p.m., Monday to Friday. Owners may be represented by proxies - a blank proxy is attached for your convenience. A spouse who is not registered on title MUST have a proxy authorization to vote.

AGENDA

- | | |
|-----------|--|
| 6:45 p.m. | Registration |
| 7:00 p.m. | 1. Call to order |
| | 2. Quorum Report |
| | 3. Election of Chair |
| | 4. Proof of Notice of Meeting |
| | 5. Approval of Agenda |
| | 6. Approval of last AGM Minutes |
| | 7. Business Arising |
| | 8. President's Report |
| | 9. $\frac{3}{4}$ Votes |
| | 10. Insurance Report (see attached) |
| | 11. Budget Approval (Proposed Operating Budget attached) |
| | 12. New Business |
| | 13. Election of Strata Council |
| | 14. Termination |

PROXY AUTHORIZATION

The undersigned owner of Strata Corporation VR 2116 hereby appoints _____ or failing him/her _____ as the proxy of the undersigned to attend and vote at the meeting to be held on Thursday, November 6, 2008, and at any adjournment thereof, in the same manner, to the extent and with the same powers as if the undersigned were present at the said meeting or any adjournment thereof. Discretionary authority is conferred on the proxy with respect to such proposal or matters which may properly come before the meetings and at any adjournment thereof.

THE UNDERSIGNED acknowledges receipt of the information circular for the meeting and hereby revokes any proxy previously given.

Date	Unit #	Signature
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**MINUTES
OF THE ANNUAL GENERAL MEETING
STRATA PLAN VR 2116
(Radcliffe Pointe)**

Held on Thursday, November 1, 2007
At 7:00 p.m. in suite #201 in the
Building located at 2216 West 3rd Avenue
Vancouver, BC V6K 1L4

PRESENT: 15 owners in person and by proxy.

AGENT: Michael Bertrand, Prudential United Realty
Mark Epstein, Prudential United Realty
Debra Blow, Recording Secretary

CALL TO ORDER: It was moved, seconded and carried to have Michael Bertrand act as the Chairperson. Michael Bertrand called the meeting to order at 7:03 p.m.

QUORUM REPORT: Management presented the roll, which was a sign-in sheet that all owners present in person or by proxy had signed and reported that a sufficient number of owners were present or by proxy to form a quorum, and the meeting proceeded.

PROOF OF NOTICE: It was moved, seconded and carried to accept the Notice of Meeting dated October 3, 2007 as proper notice of the meeting.

AGENDA APPROVAL: It was moved, seconded and carried to approve the agenda as presented.

APPROVAL OF MINUTES: It was moved, seconded and carried to adopt the minutes of the November 29, 2006 AGM.

BUSINESS ARISING: There was no business arising.

PRESIDENT'S REPORT: The council president, Michael Geary, gave the owners a brief review of highlights of the past year. (See attached report)

¾ VOTE-SURPLUS ALLOCATION-#1:

A special resolution (attached) was presented to the owners as to the allocation of the surplus as required by the Strata Property Act. It was moved by Judy Kirk, seconded by Carol Shaw to approve the special resolution as presented. After a brief discussion a vote was taken. The resolution carried unanimously.

Minutes of the Annual General Meeting
The Owners Strata Plan VR 2116
Held on Thursday, November 1, 2007

¾ VOTE-CONTINGENCY FUND-#2:

A special resolution (attached) was presented to the owners as to further contributions to the Contingency Reserve Fund be allowed to have the said Contingency Reserve Fund exceed the 100% level of the Annual Operating Budget. It was moved by Carol Shaw, seconded by Carol Cole to approve the special resolution as presented. **The resolution carried unanimously.**

¾ VOTE-LOAN FROM CONTINGENCY-#3:

A special resolution (attached) was presented to the owners. If there is a short fall in the Operating Fund at the time that the payment of the insurance premium is due for the fiscal year ending September 30, 2008, and it must be paid in one lump sum, the owners hereby authorize their Property Management Company to:

- Withdraw from the Contingency Reserve Fund (CRF) the sum needed to pay the insurance premium when due and
- To repay those funds to the CRF on a monthly basis (12 payments)

After a brief discussion, it was moved by Carol Shaw, seconded by Sarah Curtis to approve the special resolution as presented. A vote was taken. **The resolution carried unanimously.**

INSURANCE REPORT: The insurance is issued through Coastal Insurance Services. The policy was attached to the AGM notice, was reviewed by owners and approved. The current policy expires on December 31, 2007.

BUDGET 2007/2008:

Michael Bertrand presented the 2007/2008 proposed budget to the owners for review. The budget is in effect from October 1, 2007. There will be no increase in strata fees for the 2007/2008 budget. Following a brief discussion, it was moved by Judy Kirk, seconded by Carol Shaw to accept the budget as presented. Motion Carried.

NEW BUSINESS:

- Owners discussed the issue of patio doors not closing and/or opening properly; Management to have Kevin Adair, Adair Property Maintenance, assess this item.
- Management to obtain quotes for replacement of skylights, painting of the exterior of the building and membrane (over the parkade) repairs.
- Judy Kirk suggested that the Strata seek legal advice with regards to the fallout from the flood and the amount of time taken for the repairs; one owner has threatened a lawsuit against the Strata Corporation and Coastal Insurance due to loss of income on their rental units. The owner did not have loss of income insurance on their units. Michael Bertrand has received letters from both, Clark Wilson Law Firm and Coastal Insurance stating that loss of income insurance is the responsibility of the owner. It was noted that Council acted in the best interest of the Strata Corporation.

Minutes of the Annual General Meeting
The Owners Strata Plan VR 2116
Held on Thursday, November 1, 2007

ELECTION OF STRATA COUNCIL:

The members of the council for 2006/2007 automatically retired from their positions, pursuant to the Strata Property Act. The owners expressed their appreciation at the job well done by their outgoing council. Special thanks was given to Beatrice Winsborrow for her diligent work overseeing the repairs due to the flood.

The following owners were nominated for council for 2007/2008:

- Michael Geary Unit #402
- Jason Carruthers Unit #104
- Carol Shaw Unit #304
- Gillian Burgess Unit #102
- Annick Tremblay Unit #401
- Jarrett Silverthorne Unit #204

There being no further nominations, it was moved, seconded and carried to cease nominations. The owners nominated were declared elected by acclamation.

TERMINATION: There being no further business, the meeting ended at 8:43 p.m. The next council meeting will be held on January 31, 2008 at 6:30 p.m.

Michael Bertrand
Property Manager/Broker Owner
General Office #604-263-8800 (24 hours)
E-mail: prudential@prudentialunitedrealty.com

Mark Epstein
Property Manager

PLEASE NOTE: OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS OF THE APPLICABLE ITEMS OF THESE MINUTES!!!

Please keep these minutes for further references. These will be required at the time of sale, and a charge, as per the Strata Property Act, will be assessed for replacement copies.

President's Report

Michael Geary

Sprinkler Leak—The leak occurred on Dec. 11, 2006. It is estimated that the long-overdue repairs will be completed in December 2007. Beatrice has been the primary Strata Council liaison on this issue and deserves our sincere thanks for her work. Legal advice has been sought regarding specific issues connected to the restoration work including loss of rental income and issues of responsibility between the Strata's insurance company, the company responsible for the original sprinkler repairs, the restoration company and unit owners.

Mailbox Replacement – Consistent with the decision last year and included in the operating budget of 06-07, the mailbox replacement has been completed.

Rental Units – Council reviewed the rental bylaw this year. Four units are allowed for rental at any one time, in addition to the grandfathered units. A list has been created for future rentals. Requests to Council to be included as one of the rental units must be in writing and will be taken in the order in which they are received. More specific information on this is available in the bylaws and through the property management company.

Landscaping – Consistent with the 05 – 06 Council review of landscaping and with normal maintenance, pruning of the large courtyard tree was completed in the spring and planting of hedge material was done near the building entry. The building entry planting was done primarily to screen the bedroom window of 102. The cedar hedge on the east side of the building will be tied to protect it from heavy snow and to create a barrier to people walking through the hedge.

Garage Door Repair – There was another garage door repair completed this year to deal with vandals cutting two vertical bars.

Contingency Fund – The Strata Council has discussed the current contingency fund and recommends that it be increased to \$100,000 to ensure a large expenditures such as repairing the garage roof membrane could be done when needed.

Michael Geary
President
Strata Council
VR 2116

Repair and Maintenance Plan Update

Radcliffe Pointe – VR 2116

BASIC BUILDING

1. **Monitor of Rainscreen** – The west wall and south wall of the building need to be tested for moisture in 2008. Subject to results, owners will need to consider completing the rainscreen on those walls. The monitoring work would be done under the operating budget, while the repair, if necessary would require a special assessment.
2. **Building Painting** – Portions of the building have not been painted for approximately 16 years. Steel is beginning to rust and other areas need painting. The recommended schedule for this work is 2008 – 09. This work would require a special assessment.
3. **Skylights** – Consistent with discussions in previous years, skylights are due for replacement. The recommended schedule for this work is 2008. This work would require a special assessment.
4. **Window Glazing** – Consistent with discussion in previous years, glass stops are due for replacement. The recommended schedule for this work is 2008. This work would possibly require a special assessment.
5. **Sprinkler Room** – The rust in this room requires attention. The recommended schedule for this work is 2009 – 2010. This work would possibly require a special assessment.

SUPPLEMENTARY

1. **Intercom Replacement** – The intercom is breaking down more often and has been vandalized. Special assessment required.
2. **Perimeter Fence** – Consider replacing or expanding the fencing around the property. Special assessment required.
3. **Garage Door** – A security screen on the garage door. Could be handled within the current operating budget
4. **Parking Garage** – Painting walls white would improve the amount of light and security of the garage. Could be handled within the current operating budget.
5. **Signage for water & gas shut-off** – This signage would ensure that all residents and emergency personnel could identify where the shut-off valves are located. Could be handled within the current operating budget.

3/4 VOTE – SURPLUS ALLOCATION- #1:

WHEREAS, the owners of Strata Plan VR2116 will have a surplus at the end of their fiscal year ending September 30, 2007 and

WHEREAS they wish to allocate this surplus in a specific way, now therefore

BE IT RESOLVED, by a ¾ vote of the owners, Strata Plan VR2116, that the surplus be allocated in the following way:

- to be carried forward as part of the operating fund as a surplus for the purpose of using those funds in the Maintenance and Repairs and Landscaping Project budget lines.

¾ VOTE RESOLUTION -#2:

WHEREAS the funds in the Contingency Reserve Fund exceed the Annual Operating Budget,

BE IT RESOLVED THAT the Strata Corporation VR2116 is allowed to have the said Contingency Reserve Fund exceed the 100% level of the Annual Operating Budget.

3/4 VOTE – LOAN FROM CONTINGENCY -#3

WHEREAS, the owners of Strata Plan VR2116 may have a shortfall in their Operating Fund at the time that the payment of their insurance premium is due for the fiscal year ending September 30, 2008 and

WHEREAS they must pay said premium in one lump sum, now therefore

BE IT RESOLVED, by a ¾ vote of the owners, Strata Plan VR2116, that the owners hereby authorize their Property Management Company to:

- Withdraw from the Contingency Reserve Fund (CRF) the sum needed to pay the insurance premium when due and
- To repay those funds to the CRF on a monthly basis (12 payments)

This authorization shall continue in effect for further periods of one year each until such time as the owners rescind it by a ¾ vote at a Special General Meeting or an Annual General Meeting.

RADCLIFFE POINTE (VR 2116)
 2216 WEST 3RD AVENUE
 APPROVED BUDGET OF OPERATING EXPENSES
 OCT 1, 2007 TO SEPT 30, 2008

0.00%

	2006/07 BUDGET	2007/08 BUDGET	MONTHLY
REVENUE			
Assessment(increase= 0.00%)	71585.84	71585.84	5965.49
Fine/Lien Income			0.00
Interest Income	1000.00	1200.00	100.00
* Transfer from Contingency			0.00
* Operating Surplus Rollover		13688.00	1140.67
* Miscellaneous Income			0.00
	-----	-----	
	72585.84	86473.84	
EXPENSES			
Management Fee	8268.00	9540.00	795.00
Insurance	7000.00	8000.00	666.67
Appraisal	0.00	0.00	0.00
Janitorial	7000.00	7350.00	612.50
Legal/Audit	800.00	1000.00	83.33
Office/Miscellaneous	1500.00	2000.00	166.67
Bank Charges & Interest	332.00	350.00	29.17
Gas/Electricity	13000.00	13000.00	1083.33
Water	2200.00	2000.00	166.67
Sewer	800.00	800.00	66.67
Waste Removal	1500.00	2000.00	166.67
Recycling	250.00	300.00	25.00
Elevator	1000.00	1300.00	108.33
Landscaping	278.04	1438.84	119.90
Fire Safety	1000.00	1500.00	125.00
Repairs / Maintenance	19507.80	29895.00	2491.25
Mailboxes	2150.00	0.00	0.00
Building Fund Allocation			0.00
Landscaping Project	3000.00	3000.00	250.00
	-----	-----	
TOTAL OPERATING EXPENSES	69585.84	83473.84	6956.15
			0.00
Contingency Fund Allocation	3000.00	3000.00	250.00
	-----	-----	
TOTAL EXPENSES	72585.84	86473.84	
	-----	-----	
Surplus/Deficit	0.00	0.00	
	=====	=====	=====

RADCLIFFE POINTE (VR 2116)
 2216 WEST 3RD AVENUE
 APPROVED SCHEDULE OF ASSESSMENTS
 OCTOBER 1, 2007 TO SEPTEMBER 30, 2008

*Increase
0.00%

SUITE NO.	STRATA LOT	UNIT ENTITLEMENT	-----ANNUAL-----		-----MONTHLY-----	
			---ASSESSMENT---	2006/07	2007/08	---ASSESSMENT---
102	1	76	3698.52	3698.52	308.21	308.21
103	2	58	2822.56	2822.56	235.21	235.21
104	3	55	2676.56	2676.56	223.05	223.05
105	4	50	2433.24	2433.24	202.77	202.77
106	5	69	3357.87	3357.87	279.82	279.82
201	6	74	3601.19	3601.19	300.10	300.10
202	7	79	3844.51	3844.51	320.38	320.38
203	8	60	2919.88	2919.88	243.32	243.32
204	9	56	2725.23	2725.23	227.10	227.10
205	10	51	2481.90	2481.90	206.83	206.83
206	11	71	3455.20	3455.20	287.93	287.93
301	12	74	3601.19	3601.19	300.10	300.10
302	13	79	3844.51	3844.51	320.38	320.38
303	14	60	2919.88	2919.88	243.32	243.32
304	15	56	2725.23	2725.23	227.10	227.10
305	16	51	2481.90	2481.90	206.83	206.83
306	17	71	3455.20	3455.20	287.93	287.93
401	18	74	3601.19	3601.19	300.10	300.10
402	19	69	3357.87	3357.87	279.82	279.82
403	20	60	2919.88	2919.88	243.32	243.32
404	21	56	2725.23	2725.23	227.10	227.10
405	22	51	2481.90	2481.90	206.83	206.83
406	23	71	3455.20	3455.20	287.93	287.93
		1471	71585.84	71585.84	5965.49	5965.49
		=====	=====	=====	=====	=====

68585.00

RADCLIFFE POINT (VR 2116)
2216 WEST 3RD AVENUE
MONTHLY OPERATING FUND CONTRIBUTIONS
OCTOBER 1 2007 TO SEPTEMBER 30 2008

SUITE NO.	STRATA LOT	UNIT ENTITLEMENT	TOTAL CONTRIBUTION	MONTHLY CONTRIBUTION
102	1	76	3543.48	295.29
103	2	58	2704.24	225.35
104	3	55	2564.36	213.70
105	4	50	2331.24	194.27
106	5	69	3217.11	268.09
201	6	74	3450.23	287.52
202	7	79	3683.35	306.95
203	8	60	2797.48	233.12
204	9	56	2610.99	217.58
205	10	51	2377.86	198.16
206	11	71	3310.36	275.86
301	12	74	3450.23	287.52
302	13	79	3683.35	306.95
303	14	60	2797.48	233.12
304	15	56	2610.99	217.58
305	16	51	2377.86	198.16
306	17	71	3310.36	275.86
401	18	74	3450.23	287.52
402	19	69	3217.11	268.09
403	20	60	2797.48	233.12
404	21	56	2610.99	217.58
405	22	51	2377.86	198.16
406	23	71	3310.36	275.86
		1471	68585	5715.42

3000.00

RADCLIFFE POINT (VR 2116)
2216 WEST 3RD AVENUE
MONTHLY CONTINGENCY FUND CONTRIBUTIONS
OCTOBER 1 2007 TO SEPTEMBER 30 2008

SUITE NO.	STRATA LOT	UNIT ENTITLEMENT	TOTAL CONTRIBUTION	MONTHLY CONTRIBUTION
102	1	76	155.00	12.92
103	2	58	118.29	9.86
104	3	55	112.17	9.35
105	4	50	101.97	8.50
106	5	69	140.72	11.73
201	6	74	150.92	12.58
202	7	79	161.11	13.43
203	8	60	122.37	10.20
204	9	56	114.21	9.52
205	10	51	104.01	8.67
206	11	71	144.80	12.07
301	12	74	150.92	12.58
302	13	79	161.11	13.43
303	14	60	122.37	10.20
304	15	56	114.21	9.52
305	16	51	104.01	8.67
306	17	71	144.80	12.07
401	18	74	150.92	12.58
402	19	69	140.72	11.73
403	20	60	122.37	10.20
404	21	56	114.21	9.52
405	22	51	104.01	8.67
406	23	71	144.80	12.07
		1471	3000	250.00
		=====	=====	=====



Prudential - United Realty
#201 - 2107 West 40th Avenue, Vancouver, BC V6M 1W4
Bus (604) 263-8800 Fax (604) 263-0864

UNAUDITED
FINANCIAL STATEMENTS

For the period ended

September 30, 2008

Prepared By:

PRUDENTIAL UNITED REALTY
FOR THE MANAGEMENT PURPOSES OF

Radcliffe Point
2216 West 3rd Ave.
(VR 2116)

(BEFORE YEAR END ADJUSTMENTS)

BALANCE SHEET

For the 12 Months Ending September 30, 2008

Radcliffe Pointe

Budget Comparison to Original Budget

	C U R R E N T M O N T H			Y E A R T O D A T E		
	Actual	Budget	Variance \$	Actual	Budget	Variance \$
ASSETS:						
Bank - Operating	(3,258.86)	0.00	3,258.86	19,441.90	0.00	(19,441.90)
Bank - Contingency	452.31	0.00	(452.31)	80,106.36	0.00	(80,106.36)
Accounts Receivable	52.50	0.00	(52.50)	639.71	0.00	(639.71)
Prepaid Insurance	(654.67)	0.00	654.67	1,963.97	0.00	(1,963.97)
Total Current Assets	(3,408.72)	0.00	3,408.72	102,151.94	0.00	(102,151.94)
TOTAL ASSETS	(3,408.72)	0.00	3,408.72	102,151.94	0.00	(102,151.94)
LIABILITIES:						
EQUITY						
Contingency Reserve	452.31	0.00	452.31	80,106.36	0.00	80,106.36
Retained Earnings	0.00	0.00	0.00	10,498.39	0.00	10,498.39
Current Year Income	(3,861.03)	0.00	(3,861.03)	11,547.19	0.00	11,547.19
TOTAL EQUITY	(3,408.72)	0.00	(3,408.72)	102,151.94	0.00	102,151.94
TOTAL LIABILITIES & EQUITY	(3,408.72)	0.00	(3,408.72)	102,151.94	0.00	102,151.94

Prudential United Realty
INCOME STATEMENT

October 5, 2008 12:57 PM

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For the 12 Months Ending September 30, 2008

Radcliffe Pointe

Budget Comparison to Original Budget

	CURRENT MONTH			YEAR TO DATE		
	Actual	Budget	Variance \$	Actual	Budget	Variance \$
REVENUE						
Regular Assessments	5,965.48	0.00	5,965.48	71,585.76	0.00	71,585.76
Late Fee Revenue	0.00	0.00	0.00	200.00	0.00	200.00
Miscellaneous Revenue	52.50	0.00	52.50	105.50	0.00	105.50
Previous Year Surplus	0.00	0.00	0.00	13,688.00	0.00	13,688.00
Bank Interest	71.90	0.00	71.90	1,107.17	0.00	1,107.17
TOTAL REVENUE	6,089.88	0.00	6,089.88	86,686.43	0.00	86,686.43
EXPENSES						
Cleaning - Janitorial	583.00	0.00	(583.00)	7,563.69	0.00	(7,563.69)
Cleaning - Waste Removal	168.30	0.00	(168.30)	1,901.05	0.00	(1,901.05)
Cleaning - Recycling	42.00	0.00	(42.00)	280.00	0.00	(280.00)
R&M - General Maintenance	6,144.11	0.00	(6,144.11)	29,423.59	0.00	(29,423.59)
R&M - Elevator	91.24	0.00	(91.24)	1,030.40	0.00	(1,030.40)
R&M - Fire & Life Safety	0.00	0.00	0.00	525.60	0.00	(525.60)
Utilities - Electricity/Gas	1,176.00	0.00	(1,176.00)	8,210.64	0.00	(8,210.64)
Utilities - Water	0.00	0.00	0.00	1,741.84	0.00	(1,741.84)
Utilities - Sewer	0.00	0.00	0.00	832.15	0.00	(832.15)
Outside Mtce - Landscaping	0.00	0.00	0.00	794.50	0.00	(794.50)
Contingency Fund Allocation	250.00	0.00	(250.00)	3,000.00	0.00	(3,000.00)
Admin - Legal Fees	0.00	0.00	0.00	710.38	0.00	(710.38)
Admin - Management Fees	787.50	0.00	(787.50)	9,472.50	0.00	(9,472.50)
Office - Administration	16.71	0.00	(16.71)	1,543.06	0.00	(1,543.06)
Insurance	654.67	0.00	(654.67)	7,661.28	0.00	(7,661.28)
Bank Charges & Interest	37.38	0.00	(37.38)	448.56	0.00	(448.56)
TOTAL EXPENSES	9,950.91	0.00	(9,950.91)	75,139.24	0.00	(75,139.24)
NET INCOME <LOSS>	(3,861.03)	0.00	(3,861.03)	11,547.19	0.00	11,547.19

3/4 VOTE – SURPLUS ALLOCATION- #1:

WHEREAS, the owners of Strata Plan VR2116 may have a surplus at the end of their fiscal year ending September 30, 2008 and

WHEREAS they wish to allocate this surplus in a specific way, now therefore

BE IT RESOLVED, by a $\frac{3}{4}$ vote of the owners, Strata Plan VR2116, that the surplus be allocated in the following way:

- to be carried forward as part of the operating fund as a surplus for the purpose of using those funds in the Maintenance and Repairs budget line.

3/4 VOTE SPECIAL RESOLUTION #2:

WHEREAS, the owners of Strata Plan VR2116 wish to paint the exterior of the building,

BE IT RESOLVED THAT the Strata Corporation VR2116 expend a sum of money not exceeding \$65,000.00 for the purpose of painting the exterior of the building. The said sum is to be charged as a special levy upon the owners in proportion to their share entitlement of their strata lots (see proposed assessment schedule attached). In the event that not all of the above funds are needed to complete the work, the excess funds shall be returned to owners entitled to a refund of \$100.00 or more. Should the amount of the refund be less than \$100.00 per owner, the excess funds shall be deposited into the CRF.

The special levy shall be assessed on November 6, 2008 and shall become due and payable upon passing of the special resolution and any owner who sells, conveys or transfers his/her title, including a re-mortgage, shall pay the full amount outstanding. The special levy is not considered as an "instalment" levy as contemplated by section 108(3)(e) of the Strata Property Act.

As a matter of financial convenience only, the owner may pay his/her special levy in 6 payments on February 1, 2009, March 1, 2009, April 1, 2009, May 1, 2009, June 1, 2009 and July 1, 2009. Any special levy not paid by the 15th day of the month in which it is due shall be assessed a fine of \$50.00. The Strata Corporation may further add interest charges at the rate of 10% per annum compounded annually.

This special levy shall be considered as part of the common expenses of the Strata Corporation and Sections 116, 117 and 118 of the Strata Property Act shall be applicable where an owner fails to make the required payment as authorized by the passing of this $\frac{3}{4}$ vote.

$\frac{3}{4}$ VOTE RESOLUTION -#3:

WHEREAS the funds in the Contingency Reserve Fund exceed the Annual Operating Budget,

BE IT RESOLVED THAT the Strata Corporation VR2116 is allowed to have the said Contingency Reserve Fund exceed the 100% level of the Annual Operating Budget.

65000.00

RADCLIFFE POINT (VR 2116)
2216 WEST 3RD AVENUE
PROPOSED SCHEDULE OF SPECIAL ASSESSMENT
DUE: FEBRUARY 1, 2009 - JULY 1, 2009

-----MONTHLY-----
-----ASSESSMENT-----

SUITE NO.	STRATA LOT	UNIT ENTITLEMENT	TOTAL SPECIAL ASSESSMENT	MTHLY PMT
102	1	76	3358.26	559.71
103	2	58	2562.88	427.15
104	3	55	2430.32	405.05
105	4	50	2209.38	368.23
106	5	69	3048.95	508.16
201	6	74	3269.88	544.98
202	7	79	3490.82	581.80
203	8	60	2651.26	441.88
204	9	56	2474.51	412.42
205	10	51	2253.57	375.59
206	11	71	3137.32	522.89
301	12	74	3269.88	544.98
302	13	79	3490.82	581.80
303	14	60	2651.26	441.88
304	15	56	2474.51	412.42
305	16	51	2253.57	375.59
306	17	71	3137.32	522.89
401	18	74	3269.88	544.98
402	19	69	3048.95	508.16
403	20	60	2651.26	441.88
404	21	56	2474.51	412.42
405	22	51	2253.57	375.59
406	23	71	3137.32	522.89
		1471	65000.00	10833.33



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

SUMMARY OF COVERAGES

NAMED INSURED: Owners of Strata Plan VR 2116 Radcliffe Point
LOCATION: 2216 West 3rd Avenue, Vancouver, BC V6K 1L4
SUMMARY FOR: Prudential-United Realty

-
- \$3,964,700 **All Property** - "All Risks" \$1,000 Deductible, Earthquake - 10% Deductible, Water Damage - \$2,500 Deductible, Sewer Backup - \$2,500 Deductible, Flood - \$10,000 Deductible, including **Guaranteed** Replacement Cost and Blanket Bylaws, Subject to Stated Amount Co-Insurance.
- REPLACEMENT **Blanket Glass** -subject to a Residential \$100 Deductible, Commercial \$250 Deductible
- \$10,000,000 **Commercial General Liability** - including Broad Form "occurrence" Property Damage, Medical Payments \$2,500/\$25,000, Cross Liability Clause, Personal Injury (nil participation), Non-Owned Automobile Liability, Contingent Employer's Liability, Contractual Liability, Employees as additional named insureds including any Property Management firms while acting on behalf of the Corporation, subject to a \$500 Deductible per occurrence.
- \$2,000,000 **Directors & Officers Liability** - (Errors & Omissions), TO INCLUDE PROPERTY MANAGERS AS ADDITIONAL NAMED INSURED.
Condominium Discrimination Defense Costs - Covers legal defense costs for non compensatory damages from an unsuccessful action or complaint. \$10,000 per action, \$25,000 aggregate.
- \$1,000,000 **Pollution and Remediation Legal Liability** - subject to a \$10,000 Retention.
- \$100,000 **Volunteer Accident Insurance Plan** - Accidental Death and Disability for owners who perform work on a volunteer basis.
- Comprehensive Dishonesty, Disappearance and Destruction**
- \$10,000 Employee Dishonesty - Form A
- \$5,000 Loss Inside/Outside the Premises, Money Orders and Counterfeit Paper Currency and Depositors Forgery
- FULL VALUE **Equipment Breakdown** - insuring all Fired & Unfired Pressure Vessels & Refrigeration Systems, Electrical & Mechanical Equipment, Repair or Replacement. Subject to \$1,000 Deductible and a 24 hour waiting period for Business Interruption (if applicable). INCLUDES: Hot Water Supply & Storage Tanks, Pool Boiler and Filter Tanks, all Electrical Motors, Fans, Tanks, Pumps, Compressors, Switchgear, Switchboard, Air-Conditioning Units, Intercom, Phone and Security Systems.
- POLICY TERM: 12/31/07 TO 12/31/08 mm/dd/yy 12:01 a.m. Standard Time

This is a generalized resume of coverages for quick reference. In all cases the terms and conditions of the policy in effect are the determining documents.



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. CVR 2116

POLICY ENDORSEMENT

**Reason For Endorsement - Increasing the All Property Limit -
 All other Policy Terms and Conditions remain unchanged**

Name of Insured:	The Owners of Strata Plan VR 2116 Radcliffe Point		
Location Address:	2216 West 3rd Avenue, Vancouver, BC V6K 1L4		
Additional Named Insured:	Prudential-United Realty, 201 - 2107 West 40th Avenue, Vancouver, BC V6M 1W4		
Policy Period:	12/31/07 to 12/31/08 (mm/dd/yy) 12:01 a.m. Standard Time	Effective Date of Change:	10/08/08 mm/dd/yy
Loss Payable to:	The Insured or Order in Accordance with the Strata Property Act of British Columbia		
Insurers:	As Per List of Participating Insurers on file.		

ENDORSEMENT- Previous declaration, is amended as shown below.

INSURING AGREEMENTS

	Deductibles (\$)	Limits (\$)
PROPERTY COVERAGES STR09/06R All Property, All Risks, Guaranteed Replacement Cost, Bylaws Water Damage Backup of Sewers, Sumps, Septic Tanks or Drains Earthquake Damage Flood Damage Key & Lock	1,000 2,500 2,500 10% 10,000 250	3,964,700 Included Included Included Included 10,000
BLANKET EXTERIOR GLASS INSURANCE Aviva Insurance Company of Canada - Form 820000 (11/98) Residential Commercial	100 250	Blanket
COMMERCIAL GENERAL LIABILITY - Form 000102(Rev.11/98) Coverage A - Bodily Injury & Property Damage Liability Products & Completed Operations Coverage B - Personal Injury Liability Coverage C - Medical Payments Coverage D - Tenants Legal Liability Non-Owned Automobile Endorsement SPF #6 - Form 335002 Contractual Liability Endorsement SEF #96 Excluding Long Term Leased Vehicle Endorsement - S.E.F. No. 99 Limited Pollution Liability Coverage Endorsement Employee Benefit Liability - Form 000200 Advertising Liability - Form 000117	Per Occurrence Aggregate Per Occurrence Any One Person Per Occurrence Per Occurrence Per Occurrence Per Occurrence Aggregate Aggregate Per Occurrence	10,000,000 10,000,000 10,000,000 2,500 25,000 500,000 10,000,000 50,000 10,000,000 1,000,000 1,000,000 500,000
DIRECTORS & OFFICERS LIABILITY - Form G/A2(04/01) Claims Made Form Condominium Discrimination Defense Costs	500 Retention 500 Retention	2,000,000 10,000 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 1,000,000	Aggregate 10,000 Retention	1,000,000
VOLUNTEER ACCIDENT INSURANCE PLAN - Form 9224344 - Plan II Principal Sum - \$100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks) Accident Expenses - various up to \$5,000 (see policy wording) Dental Expense - \$2,500	7 Day Waiting Period	100,000
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION Form 500000 (Rev.01/2000) I Employee Dishonesty - Form A II Loss Inside the Premises III Loss Outside the Premises IV Money Orders and Counterfeit Paper Currency V Depositors Forgery		10,000 5,000 5,000 5,000 5,000
EQUIPMENT BREAKDOWN I Physical Damage, Direct Damage, Standard Comprehensive Plus, Replacement Cost - Form C780016(02/06) II Consequential Damage, 90% Co-Insurance - Form C780032 (02/06) III Extra Expense - Form C780033 (02/06) IV Ordinary Payroll - 90 Days - Form C780034 (02/06)	1,000 1,000 24 Hour Waiting Period 24 Hour Waiting Period	3,964,700 10,000 100,000 100,000

Additional Premium: \$ 115

****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.

President
Coastal Insurance Services Ltd.



COASTAL INSURANCE SERVICES LTD.

104 - 2331 Marpole Avenue, Port Coquitlam, BC V3C 2A1 Tel: 604-944-1700 Fax: 604-944-1734
1322 Johnston Road, White Rock, BC V4B 3Z2 Tel: 604-531-1020 Fax: 604-531-2031
Toll Free: 1-800-665-3310 Website -www.coastalinsurance.com - e-mail: info@coastalinsurance.com

SCHEDULE OF PARTICIPATING INSURERS

For The Owners of Strata Plan VR 2116 Radcliffe Point
Policy # CVR 2116

Term: 12/31/07 to 12/31/08 (mm/dd/yy) 12:01 a.m. Standard Time

Insurer	Coverage	%	Limit (\$)
Aviva Insurance Company of Canada	Property Rents	35	1,283,695 0
Axa Pacific Insurance Company	Property Rents	35	1,283,695 0
Royal and Sun Alliance Insurance Company of Canada	Property Rents	30	1,100,310 0
Aviva Insurance Company of Canada	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	3,667,700
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, Vickie Kirk, 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 and Sun Alliance Insurance Company of Canada (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

\$7,856.00

E&OE/BG

Insured's Copy

5000.00

RADCLIFFE POINT (VR 2116)
2216 WEST 3RD AVENUE
MONTHLY CONTINGENCY FUND CONTRIBUTIONS
OCTOBER 1 2008 TO SEPTEMBER 30 2009

SUITE NO.	STRATA LOT	UNIT ENTITLEMENT	TOTAL CONTRIBUTION	MONTHLY CONTRIBUTION
102	1	76	258.33	21.53
103	2	58	197.14	16.43
104	3	55	186.95	15.58
105	4	50	169.95	14.16
106	5	69	234.53	19.54
201	6	74	251.53	20.96
202	7	79	268.52	22.38
203	8	60	203.94	17.00
204	9	56	190.35	15.86
205	10	51	173.35	14.45
206	11	71	241.33	20.11
301	12	74	251.53	20.96
302	13	79	268.52	22.38
303	14	60	203.94	17.00
304	15	56	190.35	15.86
305	16	51	173.35	14.45
306	17	71	241.33	20.11
401	18	74	251.53	20.96
402	19	69	234.53	19.54
403	20	60	203.94	17.00
404	21	56	190.35	15.86
405	22	51	173.35	14.45
406	23	71	241.33	20.11
		1471	5000	416.67
		=====	=====	=====

66585.76

RADCLIFFE POINT (VR 2116)
2216 WEST 3RD AVENUE
MONTHLY OPERATING FUND CONTRIBUTIONS
OCTOBER 1 2008 TO SEPTEMBER 30 2009

SUITE NO.	STRATA LOT	UNIT ENTITLEMENT	TOTAL CONTRIBUTION	MONTHLY CONTRIBUTION
102	1	76	3440.19	286.68
103	2	58	2625.41	218.78
104	3	55	2489.61	207.47
105	4	50	2263.28	188.61
106	5	69	3123.33	260.28
201	6	74	3349.66	279.14
202	7	79	3575.99	298.00
203	8	60	2715.94	226.33
204	9	56	2534.88	211.24
205	10	51	2308.55	192.38
206	11	71	3213.86	267.82
301	12	74	3349.66	279.14
302	13	79	3575.99	298.00
303	14	60	2715.94	226.33
304	15	56	2534.88	211.24
305	16	51	2308.55	192.38
306	17	71	3213.86	267.82
401	18	74	3349.66	279.14
402	19	69	3123.33	260.28
403	20	60	2715.94	226.33
404	21	56	2534.88	211.24
405	22	51	2308.55	192.38
406	23	71	3213.86	267.82
		1471	66585.76	5548.81

RADCLIFFE POINTE (VR 2116)
 2216 WEST 3RD AVENUE
 PROPOSED SCHEDULE OF ASSESSMENTS
 OCTOBER 1, 2008 TO SEPTEMBER 30, 2009

*Increase
 -0.00%

SUITE NO.	STRATA LOT	UNIT ENTITLEMENT	-----ANNUAL-----		-----MONTHLY-----	
			---ASSESSMENT---	2007/08	2008/09	---ASSESSMENT---
102	1	76	3698.52	3698.52	308.21	308.21
103	2	58	2822.56	2822.55	235.21	235.21
104	3	55	2676.56	2676.56	223.05	223.05
105	4	50	2433.24	2433.23	202.77	202.77
106	5	69	3357.87	3357.86	279.82	279.82
201	6	74	3601.19	3601.19	300.10	300.10
202	7	79	3844.51	3844.51	320.38	320.38
203	8	60	2919.88	2919.88	243.32	243.32
204	9	56	2725.23	2725.22	227.10	227.10
205	10	51	2481.90	2481.90	206.83	206.82
206	11	71	3455.20	3455.19	287.93	287.93
301	12	74	3601.19	3601.19	300.10	300.10
302	13	79	3844.51	3844.51	320.38	320.38
303	14	60	2919.88	2919.88	243.32	243.32
304	15	56	2725.23	2725.22	227.10	227.10
305	16	51	2481.90	2481.90	206.83	206.82
306	17	71	3455.20	3455.19	287.93	287.93
401	18	74	3601.19	3601.19	300.10	300.10
402	19	69	3357.87	3357.86	279.82	279.82
403	20	60	2919.88	2919.88	243.32	243.32
404	21	56	2725.23	2725.22	227.10	227.10
405	22	51	2481.90	2481.90	206.83	206.82
406	23	71	3455.20	3455.19	287.93	287.93
		1471	71585.84	71585.76	5965.49	5965.48
		=====	=====	=====	=====	=====

RADCLIFFE POINTE (VR 2116)
 2216 WEST 3RD AVENUE
 PROPOSED BUDGET OF OPERATING EXPENSES -0.00%
 OCT 1, 2008 TO SEPT 30, 2009

	2007/08	2008/09	
	BUDGET	BUDGET	MONTHLY
REVENUE			
Assessment (increase= -0.00%)	71585.84	71585.76	5965.48
Fine/Lien Income			0.00
Interest Income	1200.00	1000.00	83.33
* Transfer from Contingency			0.00
* Operating Surplus Rollover	13688.00	9173.69	764.47
* Miscellaneous Income			0.00
	-----	-----	-----
	86473.84	81759.45	6813.29
	-----	-----	-----
EXPENSES			
Management Fee	9540.00	10080.00	840.00
Insurance	8000.00	9184.00	765.33
Janitorial	7350.00	7350.00	612.50
Legal/Audit	1000.00	1000.00	83.33
Office/Miscellaneous	2000.00	1750.00	145.83
Bank Charges & Interest	350.00	500.00	41.67
Gas/Electricity	13000.00		0.00
Electricity		3500.00	
Gas		6000.00	
Water	2000.00	2250.00	187.50
Sewer	800.00	1250.00	104.17
Waste Removal	2000.00	2000.00	166.67
Recycling	300.00	300.00	25.00
Elevator	1300.00	1500.00	125.00
Landscaping	1438.84	1200.00	100.00
Fire Safety	1500.00	1000.00	83.33
Repairs / Maintenance	29895.00	24895.45	2074.62
Landscaping Project	3000.00	3000.00	250.00
	-----	-----	-----
TOTAL OPERATING EXPENSES	83473.84	76759.45	6396.62
			0.00
Contingency Fund Allocation	3000.00	5000.00	416.67
	-----	-----	-----
TOTAL EXPENSES	86473.84	81759.45	6813.29
	-----	-----	-----
Surplus/Deficit	0.00	0.00	-0.00
	=====	=====	=====

**MINUTES OF THE STRATA COUNCIL MEETING
STRATA PLAN VR 2116
RADCLIFFE POINTE**

**Held on Thursday, September 25, 2008
Within Suite #402
2216 West 3rd Avenue, Vancouver, BC**

COUNCIL IN ATTENDANCE: Michael Geary
Carol Shaw
Jarrett Silverthorne

REGRETS: Gillian Burgis
Jason Carruthers
Annick Tremblay-Resigned

PROPERTY MANAGERS: Michael Bertrand, Prudential United Realty
Mark Epstein, Prudential United Realty
Debra Blow, Recording Secretary

Michael Geary called the meeting to order at 6:45 p.m.

APPROVAL OF COUNCIL MINUTES

It was moved (Carol Shaw), seconded (Michael Geary) to approve the minutes of the Strata Council Meeting held June 17, 2008. **CARRIED.**

APPROVAL OF THE FINANCIAL STATEMENTS

After a brief discussion it was decided to table the financial statements until the next meeting; allowing all Council member's a chance to peruse the documents.

REPORT ON UNAPPROVED EXPENDITURES

The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures. There are no unapproved expenditures to report.

REPORT ON LITIGATION

The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of. To the best of our knowledge there is no litigation to report.

Minutes of the Council Meeting
The Owners Strata Plan VR 2116
Held on Thursday, September 25, 2008

OLD BUSINESS

Door Frames/Weather Stripping

Any patio door or door frame/weather stripping problems need to be reported in writing or E-mail to Management on or before the Annual General Meeting, this is the final due date.

Sump Pump

Management informed Council that all repairs to the sump pump system have been completed; save and except the cleaning of the catch basin and sump pump located by the N/W corner of the property.

Window Seals and Trim

Management informed Council that all repairs to the window seals and trim have been completed.

Keys

Michael Geary provided all Council members in attendance with keys to all restricted areas in the building.

Parking Reminder

Please be advised that you will be towed if your vehicle is parked in any other owners parking stall, and any items stored in another owners parking stall or the garage area will be thrown away.

Exterior Lighting-Lamp Covers

Management informed Council that Management is still waiting for the report from Young Electric; Management to supply Council with a copy of such when received. It was noted that the duplex receptacle located outside suite #102 has been repaired.

Drainage of Hot Water Tanks

Please be advised that owners are asked to refrain from draining their hot water tanks into the stairwells or walkways; also once again owners are advised that it is their responsibility to check the age and condition of their hot water tanks, water closets, and all water supply hoses and connections. Any damages caused by leaks from these items are the sole responsibility of the owner.

Minutes of the Council Meeting
The Owners Strata Plan VR 2116
Held on Thursday, September 25, 2008

Enter Phone System

The new enter phone system has been installed; Management to contact Vandelta to see what personal information (i.e.; last names and suite numbers) is best recommended to program into system for security purposes.

Painting of the Garage

It was noted that the painting of the garage has been completed.

Lighting for the Garage

It was noted that the lighting upgrades to the garage have been completed; Management informed the Council members that a refund in the amount of \$975.00 is forthcoming from BC Hydro.

Exterior Painting

Management informed Council that the painting quote from Alumni Painting has been locked in; the painting of the building will commence in the spring or summer of 2009. Council to organize a committee to come up with the new color scheme for the building.

Skylight Replacement Quotes

This item is on-going.

Richmond Elevator

It was noted that the door sensors and phone system have not been installed as of yet; Management is following up with Richmond Elevator.

Garage Gate

It was noted that the lexon security panels have been installed on the garage gate; Council asked Management to have the emergency manual switch re-connected now that the garage gate has been secured.

South Wall Inspection

Management advised Council that the south wall inspection will be commencing very soon.

Garage Cracks

Management advised Council that the garage cracks will be investigated within the next few months.

Minutes of the Council Meeting
The Owners Strata Plan VR 2116
Held on Thursday, September 25, 2008

Electrical Room

Council and Management have determined that the repairs to the electrical room will be done in 2009.

Window Cleaning

The next window cleaning will be scheduled for the fall of 2008.

Garbage By-law

Owners and Tenants are reminded that personal items and garbage are not to be left outside any entry doors.

By-law 44.2

“A resident or visitor must not hinder or restrict sidewalks, entrances, exits, halls, passageways, stairways and other parts of the common property. Hindrance and restriction includes the keeping of personal items and garbage.”

By-law Reminders

4. Use of property

4.1 A resident or visitor must not use a strata lot, the common property or common assets in a way that

- (a) Causes a nuisance or hazard to another person,**
- (b) Causes unreasonable noise,**
- (c) Unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,**
- (d) Is illegal, or**
- (e) Is contrary to a purpose for which the strata lot or common property is intended as shown expressly or by necessary implication on or by the strata plan.**

4.2 A resident or visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets or those parts of a strata lot which the strata corporation must repair and maintain under these bylaws or insure under section 149 of the Act.

4.3 An owner is responsible for any damage caused by occupants, tenants or visitors to the owner's strata lot.

Continued

4.4 An owner shall indemnify and save harmless the strata corporation from the expense of any maintenance, repair or replacement rendered necessary to the common property, limited common property, common assets or to any strata lot by the owner's act, omission, negligence or carelessness or by that of an owner's visitors, occupants, guests, employees, agents, tenants or a member of the owner's family, but only to the extent that such expense is not reimbursed from the proceeds received by operation of any insurance policy. In such circumstances, and for the purpose of bylaws 4.1, 4.2 and 4.3 any insurance deductible paid or payable by the strata corporation shall be considered an expense not covered by the proceeds received by the strata corporation as insurance coverage and will be charged to the owner.

Water & Gas Shut Off Valves

Management to have Paul Lemon show Council members where all gas and water shut off valves in the building are located and to identify with tags; this item is on-going.

NEW BUSINESS

Parties

Owners/tenants are asked to please be vigilant in cleaning up after your guests, please mind all bylaws with regards to noise and damages, gates and doors are not to be left open and under no circumstances are people to be on the roof. Any owner/tenant found in contravention of the Bylaws will be fined.

Soil & Planting

It was noted that in the months of June and July new soil and new plants were put into the planters.

Broken Shower Arm Cartridge

Management informed Council that National Plumbing attended the building to replace a broken shower arm cartridge in suite #202.

Repairs

Management informed Council that in August 2008 Kevin Adair attended the building and the following items were dealt with:

- Repair of 2 patio doors in suite #305
- Adjusted some glass hand rails
- Checked all wall mounted dryer vents

Minutes of the Council Minutes
The Owners Strata Plan VR 2116
Held on Thursday, September 25, 2008

Continued

- Checked and cleaned all roof surfaces and drains
- Repaired fence by the alley
- Re-sprayed a flashing located by the alley
- Identified debris in the sump at the front of building

Fricks Glass

Management informed Council that Fricks Glass repaired and replaced the patio doors in suite #403.

Leak from Suite #404 into Suite #304

Management informed Council that there had been a leak from suite #404 into suite #304; the leak had been caused by a faulty shower diverter. The repairs have been completed.

Ceiling Stain

Management advised Council of a report of an old ceiling stain in suite #403 in the skylight area; it has been determined that the skylight no longer leaks; Council has instructed Management to obtain a quote for the cost of the repair and to have the affected area repainted.

Fire & Life Safety

Management to schedule the Annual Fire and Life Safety inspection, Management will attempt to have the inspection date set for a Saturday; please watch for posted notices and make arrangements to allow access to your suite that day. Owners that miss the inspection will be charged for rescheduling.

Sprinkler System

Management informed Council that the annual winterization of the interior fire suppression system will be done on October 23, 2008. Owners are not required to give access to their suites at this time.

Lock on Garbage Receptacle

Council informed Management that the lock on the garbage receptacle is missing; Management to contact Waste Management to have the lock replaced.

Minutes of the Council Meeting
The Owners Strata Plan VR 2116
Held on Thursday, September 25, 2008

Alarm Replacement

Management received an e-mail from Jason Carruthers regarding the original alarm system; Management to speak with Jason for further information and clarification.

Appraisal

Management informed Council that the yearly appraisal has been received; last year the appraisal came in at \$3,667,000.00 for total building replacement cost, this year the appraisal came in at \$3,964,700.00.

Flood Repair Deficiencies

Council informed Management that it has been reported that there is still repair deficiencies in suite #103; Council will pass the information on to the insurance adjuster.

Chain Link Fence

Council advised Management of one owner requesting the Council to look at having a chain link fence and gates around installed on the inside of the hedges around the building; this item will be addressed at the Annual General Meeting.

Pruning of Trees in Courtyard

Management to contact Racks and Ladders to schedule a fall clean up and pruning of the trees in the Courtyard area.

There being no further business, the meeting was adjourned at 7:25 p.m.

The next meeting will be the budget meeting to be held Wednesday, October 15, 2008 at 6:30 p.m.

Owners will receive under separate cover notice of the Annual General Meeting to be held Thursday, November 6, 2008.

Minutes of the Council Meeting
The Owners Strata Plan VR 2116
Held on Thursday, September 25, 2008

Michael Bertrand
Property Manager/Broker Owner
General Office #604-263-8800 (24 hours)
E-mail: prudential@prudentialunitedrealty.com

Mark Epstein
Property Manager

PLEASE NOTE: OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS OF THE APPLICABLE ITEMS OF THESE MINUTES!!!

Please keep these minutes for further references. These will be required at the time of sale, and a charge, as per the Strata Property Act, will be assessed for replacement copies.

**MINUTES
OF THE STRATA COUNCIL MEETING
STRATA PLAN VR 2116
RADCLIFFE POINTE**

**Held on Tuesday, June 17, 2008
At 6:30 p.m. in Suite #402
2216 West 3rd Avenue,
Vancouver, BC**

COUNCIL IN ATTENDANCE: Michael Geary
Carol Shaw
Jarrett Silverthorne
Gillian Burgis-Arrived Late

REGRETS: Jason Carruthers
Annick Tremblay

PROPERTY MANAGERS: Michael Bertrand, Prudential United Realty
Mark Epstein, Prudential United Realty
Debra Blow, Recording Secretary

Michael Geary called the meeting to order at 6:35 p.m.

APPROVAL OF COUNCIL MINUTES

It was moved (Michael Geary), seconded (Carol Shaw) to approve the minutes of the Strata Council Meeting held April 15, 2008.

APPROVAL OF FINANCIAL STATEMENTS

After a brief discussion it was moved (Jarrett Silverthorne), seconded (Carol Shaw) to approve the April 2008 financial statement as presented.

REPORT ON UNAPPROVED EXPENDITURES

The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures. There are no unapproved expenditures to report.

REPORT ON LITIGATION

The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of. To the best of our knowledge there is no litigation to report.

Minutes of the Council Meeting
The Owners Strata Plan VR 2116
Held on Tuesday, June 17, 2008

OLD BUSINESS

Door Frames/Weather-Stripping

Management informed Council that there has been no response thus far; **any patio door or door frame/weather stripping problems need to be reported in writing or E-mail to Management by September 24, 2008, this is the final due date.**

Water Damage Restoration

Any deficiencies that owners notice should be reported to Beatrice Winsborrow (Suite #106) by September 24, 2008 if not sooner; she will be providing Council with an update shortly.

Sump Pump

Management informed Council that the repairs to the sump pump system are in progress and will be completed very soon; there were other items that were identified that also required attention; Council approved the extra repairs. The final total for this repair came in at \$4,775.00 plus taxes.

Window Seals and Trim

Management informed Council that the repairs to the window seals and trim are in progress; it was noted that suite #106 and suite #402 have been completed, suite #204 is currently being worked on; Management advised Council that access is still needed for suite's #301, #303 and #404. Carol Shaw and Management to coordinate the remaining repairs.

Keys

This item is on-going.

Parking Reminder

Once again it has been noted that people are using other owners parking stalls for parking and/or storage; please be advised that you will be towed if your vehicle is parked in any other owners parking stall, and any items stored in another owners parking stall or the garage area will be thrown away.

Exterior Lighting-Lamp Covers

Management informed Council that some of the lamps that were out near the walkways have been repaired; Young Electric is currently looking at all the exterior lighting in the garden area and will provide Management with a complete evaluation. Management to forward to Council once received. It was also noted that there is a problem with the duplex receptacle located outside suite #102; Management to have this item investigated and repaired.

Minutes of the Council Meeting
The Owners Strata Plan VR 2116
Held on Tuesday June 17, 2008

Drainage of Hot Water Tanks

Please be advised that owners are asked to refrain from draining their hot water tanks into the stairwells or walkways; also once again owners are advised that it is their responsibility to check the age and condition of their hot water tanks, water closets, and all water supply hoses and connections. Any damages caused by leaks from these items are the sole responsibility of the owner.

Enter Phone System

Management read the report from Vandelta to the Council; it was recommended replacing the existing hard wired system with telephone based door guard NSL intercom system; the cost for the new system \$4,550.00; Council instructed Management to have Vandelta install the new Door Guard 250 ESL enter phone system.

Painting of the Garage

Management advised Council that the painting of the garage would commence once the weather improves and the lighting and sump pump work has been completed.

Lighting for the Garage

Management informed Council that the upgrading of the lighting in the garage is almost completed.

Exterior Painting

Council had asked Management to see if Alumni Painting would honor their quote for one year; Management spoke with Alumni Painting and explained to Council that if the Strata locks in the contract now for next year that there would only be a 5% increase. Council has instructed Management to see what if any deposit is required. Council to organize a committee to come up with the color scheme for the building.

Skylight Replacement Quotes

Management informed Council that they may have finally located a Company that will give a quote for the replacement of the skylights; Management will forward to Council once they receive a quote.

Richmond Elevator

As per Council instruction Management contacted Richmond Elevator to have a complete report on the elevator system; Richmond Elevator has offered to install the safety door sensors, a emergency phone and also finance the enter phone system for 60 months with no interest. Council instructed Management to have the work done.

Minutes of the Council Meeting
The Owners Strata Plan VR 2116
Held on Tuesday, June 17, 2008

Garage Gate

Management supplied Council with a quote for the installation of lexon panels for the garage gate; the cost for this item \$830.00 plus tax. Council instructed Management to have the work done.

South Wall Inspection

Management informed Council that the inspection of the south wall will take place in July or August.

Garage Cracks

This item is on-going.

Electrical Room

Council and Management have determined that the repairs to the electrical room will be done in 2009.

Window Cleaning

The next window cleaning will be scheduled for the fall of 2008.

Garbage By-law

Owners and Tenants are reminded that personal items and garbage are not to be left outside any entry doors.

By-law 44.2

"A resident or visitor must not hinder or restrict sidewalks, entrances, exits, halls, passageways, stairways and other parts of the common property. Hindrance and restriction includes the keeping of personal items and garbage."

NEW BUSINESS

Cigarette Butts

Owners, tenants and visitors are asked to refrain from throwing cigarette butts from balconies or window's as this is a serious fire hazard; complaints of patio furniture being burnt have been received.

By-law Reminders

4. Use of property

4.1 A resident or visitor must not use a strata lot, the common property or common assets in a way that

- (a) Causes a nuisance or hazard to another person,**
- (b) Causes unreasonable noise,**
- (c) Unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,**
- (d) Is illegal, or**
- (e) Is contrary to a purpose for which the strata lot or common property is intended as shown expressly or by necessary implication on or by the strata plan.**

4.2 A resident or visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets or those parts of a strata lot which the strata corporation must repair and maintain under these bylaws or insure under section 149 of the Act.

4.3 An owner is responsible for any damage caused by occupants, tenants or visitors to the owner's strata lot.

4.4 An owner shall indemnify and save harmless the strata corporation from the expense of any maintenance, repair or replacement rendered necessary to the common property, limited common property, common assets or to any strata lot by the owner's act, omission, negligence or carelessness or by that of an owner's visitors, occupants, guests, employees, agents, tenants or a member of the owner's family, but only to the extent that such expense is not reimbursed from the proceeds received by operation of any insurance policy. In such circumstances, and for the purpose of bylaws 4.1, 4.2 and 4.3 any insurance deductible paid or payable by the strata corporation shall be considered an expense not covered by the proceeds received by the strata corporation as insurance coverage and will be charged to the owner.

Blocked Dryer Vent

Management informed Council that one suite had a blocked dryer vent, the blockage has been cleaned.

Jammed Lock Set

Management informed Council that the jammed lock set located on stairwell door has been repaired.

Valley All-Door

Management informed Council that Valley All-Door service and inspection of the garage gate was completed in June 2008.

Minutes of the Council Meeting
The Owners Strata Plan VR 2116
Held on Tuesday, June 17, 2008

Drain Noises

Council informed Management of some complaints of noise coming from in suite drains; owners are asked to refrain from using excessive amounts of dishwasher and/or laundry detergent in the respective appliances. Anyone noticing strange noises coming from their drains is asked to contact Management as soon as possible.

Water & Gas Shut Off Valves

Management to have Paul Lemon show Council members where all gas and water shut off valves in the building are located and to identify with tags.

There being no further business, the meeting was adjourned at 7:20 p.m.

The next Council meeting will be held September 25, 2008 at 6:30 p.m.

Council and Management would like to wish everyone a safe and happy summer.

Michael Bertrand
Property Manager/Broker Owner
General Office #604-263-8800 (24 hours)
E-mail: prudential@prudentialunitedrealty.com

Mark Epstein
Property Manager

PLEASE NOTE: OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS OF THE APPLICABLE ITEMS OF THESE MINUTES!!!

Please keep these minutes for further references. These will be required at the time of sale, and a charge, as per the Strata Property Act, will be assessed for replacement copies.

**MINUTES
OF THE STRATA COUNCIL MEETING
STRATA PLAN VR 2116
RADCLIFFE POINTE**

**Held on Thursday, January 31, 2008
At 6:30 p.m. in Suite #402
2216 West 3rd Avenue,
Vancouver, BC**

COUNCIL IN ATTENDANCE: Michael Geary-Chairperson
Jason Carruthers-Treasurer
Annick Tremblay
Carol Shaw-Vice Chairperson (Left Early)
Jarrett Silverthorne

REGRETS: Gillian Burgess

PROPERTY MANAGERS: Michael Bertrand, Prudential United Realty
Mark Epstein, Prudential United Realty
Debra Blow, Recording Secretary

Michael Geary called the meeting to order at 6:44 p.m.

APPROVAL OF COUNCIL MINUTES

It was moved (Michael Geary), seconded (Annick Tremblay) to approve the minutes of the Strata Council Meeting held September 4, 2007. **CARRIED.**

APPROVAL OF FINANCIAL STATEMENTS

It was moved (Carol Shaw), seconded (Michael Geary) to approve the December 2007 Financial Statement as presented. **CARRIED.**

REPORT ON ALL UNAPPROVED EXPENDITURES

The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures. There are no unapproved expenditures to report.

REPORT ON LITIGATION

The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of. To the best of our knowledge there is no litigation to report.

Minutes of the Council Meeting
The Owners Strata Plan VR 2116
Held on Thursday, January 31, 2008

OLD BUSINESS

Door Frames/Weather-Stripping

Once all the renovations have been completed, Management will have Kevin Adair, Adair Property Maintenance; check all suite door frames and weather stripping.

Water Damage Restoration

It was reported that a majority of the restoration repairs have been completed with just a few issues still needing attention. Any ongoing deficiencies that owners notice should be reported to Beatrice Winsborrow (Suite #106) as soon as possible.

Annual Fire Inspection

Management informed Council that all deficiencies that were noted during the annual fire inspection have been repaired.

Sump Pump

Management informed Council that there were some items discovered with the cleaning and servicing of the sump pumps; it was recommended that the catchment basins be cleaned out; the catch basin lid retaining ring by parking stall 1 needs to be repaired; one sump pump requires a new power supply plug installed; Council instructed Management to have the necessary repairs done.

Key Transfer

It has been recommended by Council and Management that all owners consider re-keying their own suites once all restoration repairs have been completed; this is the sole responsibility of each owner.

Window Seals

Management will have Fricks Glass quote on window seals and beads that have failed and/or need replacement. Once again, any owner noticing any problems with their windows (seals in particular) are asked to contact Management as soon as possible.

Minutes of the Council Meeting
The Owners Strata Plan VR 2116
Held on Thursday, January 31, 2008

Rentals

Owners are advised: The Strata's allowed rental number has been reached; anyone wishing to place their suite for rent must be placed on a waiting list, please contact the Strata Council to have your name put on the list.

Keys

Council and Management are in agreement that all Council members should have a complete set of keys for the building (this does not include suites); Michael Geary to make copies for each Council member.

Correspondence

Management will reply to all correspondence as per Council instruction.

Parking

Once again it has been noted that people are using other owners parking stalls for parking and/or storage; please be advised that you will be towed if your vehicle is parked in any other owners parking stall, and any items stored in another owners parking stall will be thrown away.

NEW BUSINESS

Exterior Lighting-Lamp Covers

Management will have Young Electrical quote on new lamp covers for all exterior lights.

Leak

It was noted that there had been a small leak from suite #404 into suite's #304 and #204; the repairs are being dealt with. The cause of the leak was due to a rusted out drain stack.

Insurance Policy

Management informed Council that a full copy of the Insurance Policy has been given to the Flexman's as per their request.

Minutes of the Council Meeting
The Owners Strata Plan VR 2116
Held on Thursday, January 31, 2008

Drainage of Hot Water Tanks

Please be advised that owners are asked to refrain from draining their hot water tanks into the stairwells or walkways.

Patio Doors

Anyone experiencing problems with their patio door is asked to contact Management.

Maintenance and Repairs Items

Management and Council discussed the priority list of maintenance and repairs items. Management has supplied Council with quotes for most of these items; more quotes to follow. Please see attached list.

Adjourned

There being no further business, the meeting was adjourned at 7:35 p.m.

The next council meeting will be held April 15, 2008 at 6:30 p.m.

Michael Bertrand
Property Manager/Broker Owner
General Office # 604-263-8800 (24 hours)
E-mail: prudential@prudentialunitedrealty.com

Mark Epstein
Property Manager

PLEASE NOTE: OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS OF THE APPLICABLE ITEMS OF THESE MINUTES!!!

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Maintenance and Repair Items - Radcliffe Pointe

- Testing of South & West walls (Spring/Summer 2008)
- Painting of the building exterior (2008/2009)
- Estimates for skylight replacement (2008)
- Replacement of missing window stops (trimbead) (2008)
- Replacement of failed window seals (2008)
- Sprinkler room Re & Re (2009)
- Replacement of building intercom (estimates) (2008)
- Repair and/or replacement of exterior fencing & gates (2009)
- Patio door Re & Re (parts missing et at) (2008)
- Repairs to the sump system in the garage (2008)
- Painting and lighting in the garage (2008)
- Installation of lexan panels on garage gate (2008)
- Identification for emergencies of all water & gas shutoffs (2008)
- Installation of elevator phone and door edge protector (2008)
- Relandscaping of the interior courtyard (2009)
- Repair and/or replacement of exterior lighting (2007/2008)
- Repair of membrane leaks into the garage – Elscro Injection method (2008)
- Front suite door spring hinges (2008)

**MINUTES
OF THE ANNUAL GENERAL MEETING
STRATA PLAN VR 2116
(Radcliffe Pointe)**

Held on Thursday, November 1, 2007
At 7:00 p.m. in suite #201 in the
Building located at 2216 West 3rd Avenue
Vancouver, BC V6K 1L4

PRESENT: 15 owners in person and by proxy.

AGENT: Michael Bertrand, Prudential United Realty
Mark Epstein, Prudential United Realty
Debra Blow, Recording Secretary

CALL TO ORDER: It was moved, seconded and carried to have Michael Bertrand act as the Chairperson. Michael Bertrand called the meeting to order at 7:03 p.m.

QUORUM REPORT: Management presented the roll, which was a sign-in sheet that all owners present in person or by proxy had signed and reported that a sufficient number of owners were present or by proxy to form a quorum, and the meeting proceeded.

PROOF OF NOTICE: It was moved, seconded and carried to accept the Notice of Meeting dated October 3, 2007 as proper notice of the meeting.

AGENDA APPROVAL: It was moved, seconded and carried to approve the agenda as presented.

APPROVAL OF MINUTES: It was moved, seconded and carried to adopt the minutes of the November 29, 2006 AGM.

BUSINESS ARISING: There was no business arising.

PRESIDENT'S REPORT: The council president, Michael Geary, gave the owners a brief review of highlights of the past year. (See attached report)

¾ VOTE-SURPLUS ALLOCATION-#1:

A special resolution (attached) was presented to the owners as to the allocation of the surplus as required by the Strata Property Act. It was moved by Judy Kirk, seconded by Carol Shaw to approve the special resolution as presented. After a brief discussion a vote was taken. **The resolution carried unanimously.**

Minutes of the Annual General Meeting
The Owners Strata Plan VR 2116
Held on Thursday, November 1, 2007

¾ VOTE-CONTINGENCY FUND-#2:

A special resolution (attached) was presented to the owners as to further contributions to the Contingency Reserve Fund be allowed to have the said Contingency Reserve Fund exceed the 100% level of the Annual Operating Budget. It was moved by Carol Shaw, seconded by Carol Cole to approve the special resolution as presented. **The resolution carried unanimously.**

¾ VOTE-LOAN FROM CONTINGENCY-#3:

A special resolution (attached) was presented to the owners. If there is a short fall in the Operating Fund at the time that the payment of the insurance premium is due for the fiscal year ending September 30, 2008, and it must be paid in one lump sum, the owners hereby authorize their Property Management Company to:

- Withdraw from the Contingency Reserve Fund (CRF) the sum needed to pay the insurance premium when due and
- To repay those funds to the CRF on a monthly basis (12 payments)

After a brief discussion, it was moved by Carol Shaw, seconded by Sarah Curtis to approve the special resolution as presented. A vote was taken. **The resolution carried unanimously.**

INSURANCE REPORT: The insurance is issued through Coastal Insurance Services. The policy was attached to the AGM notice, was reviewed by owners and approved. The current policy expires on December 31, 2007.

BUDGET 2007/2008:

Michael Bertrand presented the 2007/2008 proposed budget to the owners for review. The budget is in effect from October 1, 2007. There will be no increase in strata fees for the 2007/2008 budget. Following a brief discussion, it was moved by Judy Kirk, seconded by Carol Shaw to accept the budget as presented. Motion Carried.

NEW BUSINESS:

- Owners discussed the issue of patio doors not closing and/or opening properly; Management to have Kevin Adair, Adair Property Maintenance, assess this item.
- Management to obtain quotes for replacement of skylights, painting of the exterior of the building and membrane (over the parkade) repairs.
- Judy Kirk suggested that the Strata seek legal advice with regards to the fallout from the flood and the amount of time taken for the repairs; one owner has threatened a lawsuit against the Strata Corporation and Coastal Insurance due to loss of income on their rental units. The owner did not have loss of income insurance on their units. Michael Bertrand has received letters from both, Clark Wilson Law Firm and Coastal Insurance stating that loss of income insurance is the responsibility of the owner. It was noted that Council acted in the best interest of the Strata Corporation.

Minutes of the Annual General Meeting
The Owners Strata Plan VR 2116
Held on Thursday, November 1, 2007

ELECTION OF STRATA COUNCIL:

The members of the council for 2006/2007 automatically retired from their positions, pursuant to the Strata Property Act. The owners expressed their appreciation at the job well done by their outgoing council. Special thanks was given to Beatrice Winsborrow for her diligent work overseeing the repairs due to the flood.

The following owners were nominated for council for 2007/2008:

- Michael Geary Unit #402
- Jason Carruthers Unit #104
- Carol Shaw Unit #304
- Gillian Burgess Unit #102
- Annick Tremblay Unit #401
- Jarrett Silverthorne Unit #204

There being no further nominations, it was moved, seconded and carried to cease nominations. The owners nominated were declared elected by acclamation.

TERMINATION: There being no further business, the meeting ended at 8:43 p.m. The next council meeting will be held on January 31, 2008 at 6:30 p.m.

Michael Bertrand
Property Manager/Broker Owner
General Office #604-263-8800 (24 hours)
E-mail: prudential@prudentialunitedrealty.com

Mark Epstein
Property Manager

PLEASE NOTE: OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS OF THE APPLICABLE ITEMS OF THESE MINUTES!!!

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President's Report

Michael Geary

Sprinkler Leak—The leak occurred on Dec. 11, 2006. It is estimated that the long-overdue repairs will be completed in December 2007. Beatrice has been the primary Strata Council liaison on this issue and deserves our sincere thanks for her work. Legal advice has been sought regarding specific issues connected to the restoration work including loss of rental income and issues of responsibility between the Strata's insurance company, the company responsible for the original sprinkler repairs, the restoration company and unit owners.

Mailbox Replacement – Consistent with the decision last year and included in the operating budget of 06-07, the mailbox replacement has been completed.

Rental Units – Council reviewed the rental bylaw this year. Four units are allowed for rental at any one time, in addition to the grandfathered units. A list has been created for future rentals. Requests to Council to be included as one of the rental units must be in writing and will be taken in the order in which they are received. More specific information on this is available in the bylaws and through the property management company.

Landscaping – Consistent with the 05 – 06 Council review of landscaping and with normal maintenance, pruning of the large courtyard tree was completed in the spring and planting of hedge material was done near the building entry. The building entry planting was done primarily to screen the bedroom window of 102. The cedar hedge on the east side of the building will be tied to protect it from heavy snow and to create a barrier to people walking through the hedge.

Garage Door Repair – There was another garage door repair completed this year to deal with vandals cutting two vertical bars.

Contingency Fund – The Strata Council has discussed the current contingency fund and recommends that it be increased to \$100,000 to ensure a large expenditures such as repairing the garage roof membrane could be done when needed.

Michael Geary
President
Strata Council
VR 2116

Repair and Maintenance Plan Update

Radcliffe Pointe – VR 2116

BASIC BUILDING

1. **Monitor of Rainscreen** – The west wall and south wall of the building need to be tested for moisture in 2008. Subject to results, owners will need to consider completing the rainscreen on those walls. The monitoring work would be done under the operating budget, while the repair, if necessary would require a special assessment.
2. **Building Painting** – Portions of the building have not been painted for approximately 16 years. Steel is beginning to rust and other areas need painting. The recommended schedule for this work is 2008 – 09. This work would require a special assessment.
3. **Skylights** – Consistent with discussions in previous years, skylights are due for replacement. The recommended schedule for this work is 2008. This work would require a special assessment.
4. **Window Glazing** – Consistent with discussion in previous years, glass stops are due for replacement. The recommended schedule for this work is 2008. This work would possibly require a special assessment.
5. **Sprinkler Room** – The rust in this room requires attention. The recommended schedule for this work is 2009 – 2010. This work would possibly require a special assessment.

SUPPLEMENTARY

1. **Intercom Replacement** – The intercom is breaking down more often and has been vandalized. Special assessment required.
2. **Perimeter Fence** – Consider replacing or expanding the fencing around the property. Special assessment required.
3. **Garage Door** – A security screen on the garage door. Could be handled within the current operating budget
4. **Parking Garage** – Painting walls white would improve the amount of light and security of the garage. Could be handled within the current operating budget.
5. **Signage for water & gas shut-off** – This signage would ensure that all residents and emergency personnel could identify where the shut-off valves are located. Could be handled within the current operating budget.

3/4 VOTE – SURPLUS ALLOCATION- #1:

WHEREAS, the owners of Strata Plan VR2116 will have a surplus at the end of their fiscal year ending September 30, 2007 and

WHEREAS they wish to allocate this surplus in a specific way, now therefore

BE IT RESOLVED, by a $\frac{3}{4}$ vote of the owners, Strata Plan VR2116, that the surplus be allocated in the following way:

- to be carried forward as part of the operating fund as a surplus for the purpose of using those funds in the Maintenance and Repairs and Landscaping Project budget lines.

$\frac{3}{4}$ VOTE RESOLUTION -#2:

WHEREAS the funds in the Contingency Reserve Fund exceed the Annual Operating Budget,

BE IT RESOLVED THAT the Strata Corporation VR2116 is allowed to have the said Contingency Reserve Fund exceed the 100% level of the Annual Operating Budget.

3/4 VOTE – LOAN FROM CONTINGENCY -#3

WHEREAS, the owners of Strata Plan VR2116 may have a shortfall in their Operating Fund at the time that the payment of their insurance premium is due for the fiscal year ending September 30, 2008 and

WHEREAS they must pay said premium in one lump sum, now therefore

BE IT RESOLVED, by a $\frac{3}{4}$ vote of the owners, Strata Plan VR2116, that the owners hereby authorize their Property Management Company to:

- Withdraw from the Contingency Reserve Fund (CRF) the sum needed to pay the insurance premium when due and
- To repay those funds to the CRF on a monthly basis (12 payments)

This authorization shall continue in effect for further periods of one year each until such time as the owners rescind it by a $\frac{3}{4}$ vote at a Special General Meeting or an Annual General Meeting.

RADCLIFFE POINTE (VR 2116)
2216 WEST 3RD AVENUE
APPROVED BUDGET OF OPERATING EXPENSES 0.00%
OCT 1, 2007 TO SEPT 30, 2008

	2006/07	2007/08	
REVENUE	BUDGET	BUDGET	MONTHLY
Assessment (increase= 0.00%)	71585.84	71585.84	5965.49
Fine/Lien Income			0.00
Interest Income	1000.00	1200.00	100.00
* Transfer from Contingency			0.00
* Operating Surplus Rollover		13688.00	1140.67
* Miscellaneous Income			0.00
	-----	-----	
	72585.84	86473.84	
	-----	-----	
EXPENSES			
Management Fee	8268.00	9540.00	795.00
Insurance	7000.00	8000.00	666.67
Appraisal	0.00	0.00	0.00
Janitorial	7000.00	7350.00	612.50
Legal/Audit	800.00	1000.00	83.33
Office/Miscellaneous	1500.00	2000.00	166.67
Bank Charges & Interest	332.00	350.00	29.17
Gas/Electricity	13000.00	13000.00	1083.33
Water	2200.00	2000.00	166.67
Sewer	800.00	800.00	66.67
Waste Removal	1500.00	2000.00	166.67
Recycling	250.00	300.00	25.00
Elevator	1000.00	1300.00	108.33
Landscaping	278.04	1438.84	119.90
Fire Safety	1000.00	1500.00	125.00
Repairs / Maintenance	19507.80	29895.00	2491.25
Mailboxes	2150.00	0.00	0.00
Building Fund Allocation			0.00
Landscaping Project	3000.00	3000.00	250.00
	-----	-----	
TOTAL OPERATING EXPENSES	69585.84	83473.84	6956.15
			0.00
Contingency Fund Allocation	3000.00	3000.00	250.00
	-----	-----	
TOTAL EXPENSES	72585.84	86473.84	
	-----	-----	
Surplus/Deficit	0.00	0.00	
	=====	=====	=====

RADCLIFFE POINTE (VR 2116)
 2216 WEST 3RD AVENUE
 APPROVED SCHEDULE OF ASSESSMENTS
 OCTOBER 1, 2007 TO SEPTEMBER 30, 2008

*Increase
 0.00%

SUITE NO.	STRATA LOT	UNIT ENTITLEMENT	-----ANNUAL-----		-----MONTHLY-----	
			2006/07	2007/08	2006/07	2007/08
			-----ASSESSMENT-----	-----ASSESSMENT-----	-----ASSESSMENT-----	-----ASSESSMENT-----
102	1	76	3698.52	3698.52	308.21	308.21
103	2	58	2822.56	2822.56	235.21	235.21
104	3	55	2676.56	2676.56	223.05	223.05
105	4	50	2433.24	2433.24	202.77	202.77
106	5	69	3357.87	3357.87	279.82	279.82
201	6	74	3601.19	3601.19	300.10	300.10
202	7	79	3844.51	3844.51	320.38	320.38
203	8	60	2919.88	2919.88	243.32	243.32
204	9	56	2725.23	2725.23	227.10	227.10
205	10	51	2481.90	2481.90	206.83	206.83
206	11	71	3455.20	3455.20	287.93	287.93
301	12	74	3601.19	3601.19	300.10	300.10
302	13	79	3844.51	3844.51	320.38	320.38
303	14	60	2919.88	2919.88	243.32	243.32
304	15	56	2725.23	2725.23	227.10	227.10
305	16	51	2481.90	2481.90	206.83	206.83
306	17	71	3455.20	3455.20	287.93	287.93
401	18	74	3601.19	3601.19	300.10	300.10
402	19	69	3357.87	3357.87	279.82	279.82
403	20	60	2919.88	2919.88	243.32	243.32
404	21	56	2725.23	2725.23	227.10	227.10
405	22	51	2481.90	2481.90	206.83	206.83
406	23	71	3455.20	3455.20	287.93	287.93
-----			-----	-----	-----	-----
1471			71585.84	71585.84	5965.49	5965.49
=====			=====	=====	=====	=====

68585.00

RADCLIFFE POINT (VR 2116)
2216 WEST 3RD AVENUE
MONTHLY OPERATING FUND CONTRIBUTIONS
OCTOBER 1 2007 TO SEPTEMBER 30 2008

SUITE NO.	STRATA LOT	UNIT ENTITLEMENT	TOTAL CONTRIBUTION	MONTHLY CONTRIBUTION
102	1	76	3543.48	295.29
103	2	58	2704.24	225.35
104	3	55	2564.36	213.70
105	4	50	2331.24	194.27
106	5	69	3217.11	268.09
201	6	74	3450.23	287.52
202	7	79	3683.35	306.95
203	8	60	2797.48	233.12
204	9	56	2610.99	217.58
205	10	51	2377.86	198.16
206	11	71	3310.36	275.86
301	12	74	3450.23	287.52
302	13	79	3683.35	306.95
303	14	60	2797.48	233.12
304	15	56	2610.99	217.58
305	16	51	2377.86	198.16
306	17	71	3310.36	275.86
401	18	74	3450.23	287.52
402	19	69	3217.11	268.09
403	20	60	2797.48	233.12
404	21	56	2610.99	217.58
405	22	51	2377.86	198.16
406	23	71	3310.36	275.86
		1471	68585	5715.42

3000.00

RADCLIFFE POINT (VR 2116)
2216 WEST 3RD AVENUE
MONTHLY CONTINGENCY FUND CONTRIBUTIONS
OCTOBER 1 2007 TO SEPTEMBER 30 2008

SUITE NO.	STRATA LOT	UNIT ENTITLEMENT	TOTAL CONTRIBUTION	MONTHLY CONTRIBUTION
102	1	76	155.00	12.92
103	2	58	118.29	9.86
104	3	55	112.17	9.35
105	4	50	101.97	8.50
106	5	69	140.72	11.73
201	6	74	150.92	12.58
202	7	79	161.11	13.43
203	8	60	122.37	10.20
204	9	56	114.21	9.52
205	10	51	104.01	8.67
206	11	71	144.80	12.07
301	12	74	150.92	12.58
302	13	79	161.11	13.43
303	14	60	122.37	10.20
304	15	56	114.21	9.52
305	16	51	104.01	8.67
306	17	71	144.80	12.07
401	18	74	150.92	12.58
402	19	69	140.72	11.73
403	20	60	122.37	10.20
404	21	56	114.21	9.52
405	22	51	104.01	8.67
406	23	71	144.80	12.07
		1471	3000	250.00

PLEASE BRING THIS NOTICE TO THE MEETING

October 3, 2007

MEMO TO: The Owners, Strata Plan VR 2116

FROM: Prudential United Realty
Michael Bertrand, Property Manager
201- 2107 West 40th Avenue
Vancouver, B.C. V6M 1W4
Telephone: (604) 263-8800

Facsimile: (604) 263-0864

TAKE NOTICE THAT the Annual General Meeting of the Owners, Strata Plan VR 2116 will be held:

DATE : Thursday, November 1, 2007

TIME : 7:00 P.M.

LOCATION : In #201 - 2216 West 3rd Avenue, Vancouver, B.C.

In order to vote, an owner must be paid up in all arrears of maintenance, and other charges owing to the Strata Corporation. Cheques will not be accepted at the meeting unless certified. If you are uncertain of your account status, please call 263-8800 between 9:00 a.m. and 4:00 p.m., Monday to Friday. Owners may be represented by proxies - a blank proxy is attached for your convenience. A spouse who is not registered on title MUST have a proxy authorization to vote.

AGENDA

6:45 p.m.

7:00 p.m.

- Registration
1. Call to order
2. Quorum Report
3. Election of Chair
4. Proof of Notice of Meeting
5. Approval of Agenda
6. Approval of last AGM Minutes
7. Business Arising
8. President's Report
9. $\frac{3}{4}$ Votes
10. Insurance Report (see attached)
11. Budget Approval (Proposed Operating Budget attached)
12. New Business
13. Election of Strata Council
14. Termination

PROXY AUTHORIZATION

The undersigned owner of Strata Corporation VR-2116 hereby appoints _____ or failing him/her _____ as the proxy of the undersigned to attend and vote at the meeting to be held on Thursday, November 1, 2007, and at any adjournment thereof, in the same manner, to the extent and with the same powers as if the undersigned were present at the said meeting or any adjournment thereof. Discretionary authority is conferred on the proxy with respect to such proposal or matters which may properly come before the meetings and at any adjournment thereof.

THE UNDERSIGNED acknowledges receipt of the information circular for the meeting and hereby revokes any proxy previously given.

Date

Unit #

Signature

3/4 VOTE – SURPLUS ALLOCATION- #1:

WHEREAS, the owners of Strata Plan VR2116 will have a surplus at the end of their fiscal year ending September 30, 2007 and

WHEREAS they wish to allocate this surplus in a specific way, now therefore

BE IT RESOLVED, by a $\frac{3}{4}$ vote of the owners, Strata Plan VR2116, that the surplus be allocated in the following way:

- to be carried forward as part of the operating fund as a surplus for the purpose of using those funds in the Maintenance and Repairs and Landscaping Project budget lines.

$\frac{3}{4}$ VOTE RESOLUTION -#2:

WHEREAS the funds in the Contingency Reserve Fund exceed the Annual Operating Budget,

BE IT RESOLVED THAT the Strata Corporation VR2116 is allowed to have the said Contingency Reserve Fund exceed the 100% level of the Annual Operating Budget.

3/4 VOTE – LOAN FROM CONTINGENCY -#3

WHEREAS, the owners of Strata Plan VR2116 may have a shortfall in their Operating Fund at the time that the payment of their insurance premium is due for the fiscal year ending September 30, 2008 and

WHEREAS they must pay said premium in one lump sum, now therefore

BE IT RESOLVED, by a $\frac{3}{4}$ vote of the owners, Strata Plan VR2116, that the owners hereby authorize their Property Management Company to:

- Withdraw from the Contingency Reserve Fund (CRF) the sum needed to pay the insurance premium when due and
- To repay those funds to the CRF on a monthly basis (12 payments)

This authorization shall continue in effect for further periods of one year each until such time as the owners rescind it by a $\frac{3}{4}$ vote at a Special General Meeting or an Annual General Meeting.

Prudential United Realty
 Balance Sheet
 For: August 2007
 Printed: 09/17/2007 02:14:23 PM

 Company : [J] Radcliffe Point - VR 2116

Account	Aug 1,07 to Aug 31,07		Aug 1,07 to Aug 31,07		2006/07 YTD	Annual Budget	2006/07 YTD	
	Amount	Budget	Variance	Percentage	Amount		Variance	Percentage
Assets								

Current Assets								

102	Prime Account	450.34	-450	%	27770.67		-27770	%
105	Prime Acct-Contingency	515.11	-515	%	71220.97		-71220	%
129	A/R VR 2116 Radcliffe Pt.	320.38	-320	%	320.38		-320	%
155	Prepaid Expenses	-589.75	590	%	2359.00		-2359	%
Total Current Assets		696.08	-696	%	101671.02		-101671	%
Total Assets		696.08	696	%	101671.02		101671	%
		=====	=====		=====		=====	
Liabilities								

Current Liabilities								

Total Current Liabilities		0.00		%	0.00			%
Long Term Liabilities								

Total Long Term Liabilities		0.00		%	0.00			%
Total Liabilities		0.00		%	0.00			%
		=====	=====		=====		=====	
Equities								

281	Contingency Reserve Fund	515.11	515	%	71220.97		71221	%
285	Retained Earnings	0.00		%	14329.50		14330	%
Total Equities		515.11	515	%	85550.47		85550	%
Total Profit		180.97	180	17997 %	16120.55	-1	16122 -1612155	%
		696.08	695	69508 %	101671.02	-1	101672 -1016720	%
		=====	=====		=====		=====	

Prudential United Realty

Balance Sheet

For: August 2007

Printed: 09/17/2007 02:14:23 PM

 Company : [J] Radcliffe Point - VR 2116

Account	Aug 1,07 to Aug 31,07		Aug 1,07 to Aug 31,07		2006/07 YTD	Annual Budget	2006/07 YTD	
	Amount	Budget	Variance	Percentage	Amount	Budget	Variance	Percentage
Total Liabilities & Equity	696.08	1	695	69508 %	101671.02	-1	101672	-1016720 %
	=====		=====		=====		=====	

Prudential United Realty

Profit / Loss

For: August 2007

Printed: 09/17/2007 02:14:24 PM

Company : [J] Radcliffe Point - VR 2116

Account	Aug 1,07 to Aug 31,07		Aug 1,07 to Aug 31,07		2006/07 YTD Amount	Annual Budget	2006/07 YTD		
	Amount	Budget	Variance	Percentage			Variance	Percentage	
Incomes									
3400	Strata Fees	5965.48	5966		%	65620.28	71585	-5964	-8 %
3416	Miscellaneous Income	10.00		10	%	20.00		20	%
3417	Fines/Lien Income	0.00			%	200.00		200	%
3426	Operating Surp. Rollover	0.00	392	-392	-100 %	0.00	4702	-4702	-100 %
3430	Bank Interest	108.73	83	26	31 %	961.34	1000	-38	-3 %
3431	Transfer From Reserves	0.00			%	2500.00		2500	%
		6084.21	6441	-356	-5 %	69301.62	77287	-7985	-10 %
Total Incomes		6084.21	6441	-356	-5 %	69301.62	77287	-7985	-10 %
Expenses									
4667	Legal Fees	0.00	67	67	100 %	0.00	800	800	100 %
4668	Mailboxes	0.00	179	179	100 %	0.00	2150	2150	100 %
4715	Janitorial	543.09	583	40	7 %	6496.54	7000	503	7 %
4720	Maintenance & Repairs	1780.61	2018	237	12 %	11060.84	24210	13149	54 %
4731	Gas/Electricity	912.00	1083	171	16 %	9111.42	13000	3889	30 %
4740	Elevator	85.67	83	-2	-3 %	1297.93	1000	-297	-29 %
4755	Fire & Life Safety	687.75	83	-604	-728 %	1080.75	1000	-80	-8 %
4770	Landscaping	0.00	23	23	100 %	1161.86	278	-883	-317 %
4775	Management Fees	689.00	689		%	7579.00	8268	689	8 %
4791	Water	0.00	183	183	100 %	1376.00	2200	824	37 %
4792	Sewer	0.00	67	67	100 %	628.37	800	172	21 %
4795	Waste Removal	233.70	125	-108	-86 %	1838.47	1500	-338	-22 %
4796	Recycling	0.00	21	21	100 %	240.00	250	10	4 %
4815	Bank Charges & Interest	25.00	28	3	11 %	275.00	332	57	17 %
4835	Insurance	589.75	583	-6	-1 %	6442.50	7000	558	8 %
4838	Landscaping Project	0.00	250	250	100 %	0.00	3000	3000	100 %
4950	Transfer To Contingency	250.00	250		%	2750.00	3000	250	8 %
4957	Office/Administration	106.67	125	18	15 %	1842.39	1500	-342	-22 %
		5903.24	6440	537	8 %	53181.07	77288	24107	31 %
Total Expenses		5903.24	6440	537	8 %	53181.07	77288	24107	31 %
Total Profit		180.97	1	180	17997 %	16120.55	-1	16122	-1612155 %



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

SUMMARY OF COVERAGES

NAMED INSURED: Owners of Strata Plan VR 2116 Radcliffe Point
LOCATION: 2216 West 3rd Avenue, Vancouver, BC V6K 1L4
SUMMARY FOR: Prudential-United Realty

- \$3,209,000 **All Property** - "All Risks" \$1,000 Deductible, Earthquake - 10% Deductible, Water Damage - \$2,500 Deductible, Sewer Backup - \$2,500 Deductible, Flood - \$10,000 Deductible, including **Guaranteed** Replacement Cost and Blanket Bylaws, Subject to Stated Amount Co-Insurance.
- REPLACEMENT **Blanket Glass**-subject to a \$100 Deductible.
- \$10,000,000 **Commercial General Liability** - including Broad Form "occurrence" Property Damage, Medical Payments \$2,500/\$25,000, Cross Liability Clause, Personal Injury (nil participation), Non-Owned Automobile Liability, Contingent Employer's Liability, Contractual Liability, Employees as additional named insureds including any Property Management firms while acting on behalf of the Corporation, subject to a \$500 Deductible per occurrence.
- \$2,000,000 **Directors & Officers Liability** - (Errors & Omissions), TO INCLUDE PROPERTY MANAGERS AS ADDITIONAL NAMED INSUREDS. **Condominium Discrimination Defense Costs** - Covers legal defense costs for non compensatory damages from an unsuccessful action or complaint. \$10,000 per action, \$25,000 aggregate.
- \$1,000,000 **Pollution and Remediation Legal Liability** - subject to a \$10,000 Retention.
- \$100,000 **Volunteer Accident Insurance Plan** - Accidental Death and Disability for owners who perform work on a volunteer basis.
- Comprehensive Dishonesty, Disappearance and Destruction**
- \$10,000 Employee Dishonesty - Form A
- \$5,000 Loss Inside/Outside the Premises, Money Orders and Counterfeit Paper Currency and Depositors Forgery
- FULL VALUE **Equipment Breakdown** - insuring all Fired & Unfired Pressure Vessels & Refrigeration Systems, Electrical & Mechanical Equipment, Repair or Replacement. Subject to \$1,000 Deductible and a 24 hour waiting period for Business Interruption (if applicable). **INCLUDES:** Hot Water Supply & Storage Tanks, Pool Boiler and Filter Tanks, all Electrical Motors, Fans, Tanks, Pumps, Compressors, Switchgear, Switchboard, Air-Conditioning Units, Intercom, Phone and Security Systems.

POLICY TERM: 12/31/06 TO 12/31/07 mm/dd/yy 12:01 a.m. Standard Time

This is a generalized resume of coverages for quick reference. In all cases the terms and conditions of the policy in effect are the determining documents.

Date: December 13, 2006

E/OE/BG

RADCLIFFE POINTE (VR 2116)
 2216 WEST 3RD AVENUE
 PROPOSED SCHEDULE OF ASSESSMENTS
 OCTOBER 1, 2007 TO SEPTEMBER 30, 2008

*Increase
 0.00%

SUITE NO.	STRATA LOT	UNIT ENTITLEMENT	-----ANNUAL----- -----ASSESSMENT-----		-----MONTHLY----- -----ASSESSMENT-----	
			2006/07	2007/08	2006/07	2007/08
102	1	76	3698.52	3698.52	308.21	308.21
103	2	58	2822.56	2822.56	235.21	235.21
104	3	55	2676.56	2676.56	223.05	223.05
105	4	50	2433.24	2433.24	202.77	202.77
106	5	69	3357.87	3357.87	279.82	279.82
201	6	74	3601.19	3601.19	300.10	300.10
202	7	79	3844.51	3844.51	320.38	320.38
203	8	60	2919.88	2919.88	243.32	243.32
204	9	56	2725.23	2725.23	227.10	227.10
205	10	51	2481.90	2481.90	206.83	206.83
206	11	71	3455.20	3455.20	287.93	287.93
301	12	74	3601.19	3601.19	300.10	300.10
302	13	79	3844.51	3844.51	320.38	320.38
303	14	60	2919.88	2919.88	243.32	243.32
304	15	56	2725.23	2725.23	227.10	227.10
305	16	51	2481.90	2481.90	206.83	206.83
306	17	71	3455.20	3455.20	287.93	287.93
401	18	74	3601.19	3601.19	300.10	300.10
402	19	69	3357.87	3357.87	279.82	279.82
403	20	60	2919.88	2919.88	243.32	243.32
404	21	56	2725.23	2725.23	227.10	227.10
405	22	51	2481.90	2481.90	206.83	206.83
406	23	71	3455.20	3455.20	287.93	287.93
		1471	71585.84	71585.84	5965.49	5965.49
		=====	=====	=====	=====	=====

68585.00

RADCLIFFE POINT (VR 2116)
2216 WEST 3RD AVENUE
MONTHLY OPERATING FUND CONTRIBUTIONS
OCTOBER 1 2007 TO SEPTEMBER 30 2008

SUITE NO.	STRATA LOT	UNIT ENTITLEMENT	TOTAL CONTRIBUTION	MONTHLY CONTRIBUTION
102	1	76	3543.48	295.29
103	2	58	2704.24	225.35
104	3	55	2564.36	213.70
105	4	50	2331.24	194.27
106	5	69	3217.11	268.09
201	6	74	3450.23	287.52
202	7	79	3683.35	306.95
203	8	60	2797.48	233.12
204	9	56	2610.99	217.58
205	10	51	2377.86	198.16
206	11	71	3310.36	275.86
301	12	74	3450.23	287.52
302	13	79	3683.35	306.95
303	14	60	2797.48	233.12
304	15	56	2610.99	217.58
305	16	51	2377.86	198.16
306	17	71	3310.36	275.86
401	18	74	3450.23	287.52
402	19	69	3217.11	268.09
403	20	60	2797.48	233.12
404	21	56	2610.99	217.58
405	22	51	2377.86	198.16
406	23	71	3310.36	275.86
		1471	68585	5715.42

3000.00

RADCLIFFE POINT (VR 2116)
2216 WEST 3RD AVENUE
MONTHLY CONTINGENCY FUND CONTRIBUTIONS
OCTOBER 1 2007 TO SEPTEMBER 30 2008

SUITE NO.	STRATA LOT	UNIT ENTITLEMENT	TOTAL CONTRIBUTION	MONTHLY CONTRIBUTION
102	1	76	155.00	12.92
103	2	58	118.29	9.86
104	3	55	112.17	9.35
105	4	50	101.97	8.50
106	5	69	140.72	11.73
201	6	74	150.92	12.58
202	7	79	161.11	13.43
203	8	60	122.37	10.20
204	9	56	114.21	9.52
205	10	51	104.01	8.67
206	11	71	144.80	12.07
301	12	74	150.92	12.58
302	13	79	161.11	13.43
303	14	60	122.37	10.20
304	15	56	114.21	9.52
305	16	51	104.01	8.67
306	17	71	144.80	12.07
401	18	74	150.92	12.58
402	19	69	140.72	11.73
403	20	60	122.37	10.20
404	21	56	114.21	9.52
405	22	51	104.01	8.67
406	23	71	144.80	12.07
		1471	3000	250.00

**MINUTES
OF THE STRATA COUNCIL MEETING
STRATA PLAN VR 2116
RADCLIFFE POINTE**

Held on Tuesday, September 4, 2007
At 7:00 p.m. in Suite #203
2216 West 3rd Avenue,
Vancouver, BC

COUNCIL IN ATTENDANCE: Gerry Takeuchi
Beatrice Winsborrow
Jason Carruthers

REGRETS: Michael Geary

PROPERTY MANAGER: Michael Bertrand, Prudential United Realty

Michael Bertrand called the meeting to order at 7:10 p.m.

APPROVAL OF COUNCIL MINUTES

It was moved (Beatrice), seconded (Gerry) to approve the minutes of the Strata Council Meeting held June 12, 2007. **CARRIED.**

APPROVAL OF FINANCIAL STATEMENTS

It was moved (Beatrice), seconded (Gerry) to approve the Financial Statement ending July, 2007 as presented. **CARRIED.**

REPORT ON ALL UNAPPROVED EXPENDITURES

The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures. There are no unapproved expenditures to report.

REPORT ON LITIGATION

The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of. To the best of our knowledge there is no litigation to report.

Minutes of the Council Meeting
The Owners Strata Plan VR 2116
Held on Tuesday, September 4, 2007

OLD BUSINESS

Door Frames/Weather-stripping

This item has been put on hold until all of the insurance restoration repairs have been completed.

Water Damage Restoration

This is an ongoing issue which involves some very lengthy discussions; Council is working diligently on having all repairs completed as soon as possible.

Annual Fire Inspection

The annual fire inspection has been completed; it was reported that there were a number of suites that were not accessible for the inspection, these suites will have to be re scheduled. Management informed Council of the items that needed to be addressed to bring the Fire and Life safety equipment up to code; these items are being scheduled for repairs and updates.

#102 Exterior Lighting

Management informed Council that the repair to the exterior lighting by unit #102 has been completed; it was noted that the three way switch had not been wired correctly.

Sump Pump

The sump pump has been cleaned and serviced; Management will supply Council with the report once received.

Key Transfer

Beatrice informed Council and Management that the building will be re-keyed at the expense of the insurance company once all repairs have been completed.

Window Seals

It was reported by the owner of unit #406 that a window seal has failed; any owner noticing any problem with their windows (seals in particular) are asked to contact Management. Any repair and or window seals will be done following the completion of restoration.

Minutes of the Council Meeting
The Owners Strata Plan VR 2116
Held on Tuesday, September 4, 2007

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:30 p.m.

Michael Bertrand
Property Manager/Broker Owner
General Office # 604-263-8800 (24 hours)
E-mail: prudential@prudentialunitedrealty.com

PLEASE NOTE: OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS OF THE APPLICABLE ITEMS OF THESE MINUTES!!!

Please keep these minutes for further references. These will be required at the time of sale, and a charge, as per the Strata Property Act, will be assessed for replacement copies.

**MINUTES
OF THE STRATA COUNCIL MEETING
STRATA PLAN VR 2116
RADCLIFFE POINTE**

Held on Tuesday, June 12, 2007
At 6:30 p.m. in Suite #402
2216 West 3rd Avenue,
Vancouver, BC

COUNCIL IN ATTENDANCE: Michael Geary
Gerry Takeuchi
Beatrice Winsborrow
Jason Carruthers

PROPERTY MANAGER: Michael Bertrand, Prudential United Realty

Michael Geary called the meeting to order at 6:25 p.m.

CHANGE OF PROPERTY MANAGER

Michael Bertrand, Broker/Owner of Prudential, informed Council that Debra Blow will no longer be the Strata's Property manager and until such time as a new Property Manager is located, he will be looking after the Strata's affairs with the assistance of Debra and Mark.

APPROVAL OF COUNCIL MINUTES

It was moved (Michael), seconded (Gerry) to approve the minutes of the Strata Council Meeting held April 17, 2007. **CARRIED.**

APPROVAL OF FINANCIAL STATEMENTS

It was moved (Michael), seconded (Gerry) to approve the Financial Statement ending April 30, 2007 as presented. **CARRIED.**

REPORT ON ALL UNAPPROVED EXPENDITURES

The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures. There are no unapproved expenditures to report.

Minutes of the Council Meeting
The Owners Strata Plan VR 2116
Held on Tuesday, June 12, 2007

REPORT ON LITIGATION

The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of. To the best of our knowledge there is no litigation to report.

OLD BUSINESS

Door Frames/Weather-stripping

This item has been put on hold until all of the insurance restoration repairs have been completed.

Water Damage Restoration

This is an ongoing issue which involved some very lengthy discussion; Management will attempt to get the process speeded up by talking to the Agent at Coastal Insurance.

Plumbing Repair

The plumbing repair in the ceiling of unit #306 has been repaired by National Plumbing; the resultant damages to the ceiling, tub, towel rack, soap dish and bathroom counter by National Plumbing in this unit is presently being repaired by Columbus Construction & restoration and in fact it was reported by Columbus to Management that save and except for the tub scratches all other repairs have been completed.

Hose Bib Repair

While repairing the hose bib outside of unit #105 National Plumbing firstly changed the wrong hose bib and as a result opened a hole in the kitchen wall of this unit; the correct hose bib was eventually changed. Management will have the holes in Unit #105 repaired by Columbus Construction as well as some minor repair work in unit #106 from some previous work; Management to have Columbus contact Beatrice Winsborrow who has keys for unit #105.

The cost of the repair for the work in unit #306 & #105 caused by National Plumbing's negligence will be negotiated and discussed with National and no invoices from them will be paid until both parties are satisfied.

Minutes of the Council Meeting
The Owners Strata Plan VR 2116
Held on Tuesday, June 12, 2007

Key Transfer

Beatrice Winsborrow informed Council that there has been a transfer of keys from Easy care Restoration to Onside Restoration for the water damage restoration.

#406 Window Seal

It was reported by the owner of unit #406 that a window seal has failed; any owner noticing any problem with their windows (seals in particular) are asked to contact Management.

Stucco Cracks

Various cracks in the stucco have been brought to the attention of Kevin Adair; repairs have been dealt with.

Mail Box

Council advised Management of that there had previously been a quote for the replacement of the mailboxes; council asked management to check into the quote and have the necessary work done.

Water Damage Restoration

An in depth and informative discussion took place with respect to the progress and frustration in dealing with the restoration process; a lengthy e-mail has been forwarded to Vicky Kirk at Coastal Insurance; Council has asked Management to call Vicky at Coastal to get an update, schedule of completion and progress and help in having an independent consultant advise Strata on issues concerning all owners.

Rentals

Management advised Council that the letter to unit #201 approving the rental of their unit had been sent out; Management and Council to prepare a list of rental units.

Work Safe BC

Management is instructed by Council to cancel account with Work Safe BC (Workers Compensation Board of BC) as all trades people engaged by the Strata Corporation are independent contractors, not employees.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:20 p.m. Management and Council to decide on the next Council Meeting for sometime in August (date to be arranged).

The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes the need for transparency and accountability in financial reporting.

Furthermore, it highlights the role of internal controls in preventing fraud and ensuring the integrity of the financial statements. The document also mentions the importance of regular audits and reviews.

In addition, the document discusses the impact of external factors such as market conditions and regulatory changes on the organization's financial performance. It suggests that the organization should remain flexible and adaptable to these changes.

The document concludes by stating that the organization is committed to maintaining the highest standards of financial reporting and transparency. It expresses confidence in the accuracy and reliability of the financial statements.

Finally, the document provides a summary of the key findings and recommendations. It suggests that the organization should continue to improve its internal controls and financial reporting processes.

The document is signed by the Chief Financial Officer, who is responsible for the accuracy and reliability of the financial statements. The signature is dated and includes the name of the CFO.

The document is also signed by the Chairman of the Board, who is responsible for the overall management and direction of the organization. The signature is dated and includes the name of the Chairman.

The document is signed by the President, who is responsible for the day-to-day operations of the organization. The signature is dated and includes the name of the President.

The document is signed by the Vice President, who is responsible for the management of the organization's financial affairs. The signature is dated and includes the name of the Vice President.

The document is signed by the Treasurer, who is responsible for the organization's financial reporting and compliance. The signature is dated and includes the name of the Treasurer.

The document is signed by the Controller, who is responsible for the organization's internal controls and financial reporting. The signature is dated and includes the name of the Controller.

The document is signed by the Chief Accounting Officer, who is responsible for the organization's accounting and financial reporting. The signature is dated and includes the name of the Chief Accounting Officer.

The document is signed by the Chief Financial Officer, who is responsible for the organization's financial reporting and compliance. The signature is dated and includes the name of the Chief Financial Officer.

The document is signed by the Chief Financial Officer, who is responsible for the organization's financial reporting and compliance. The signature is dated and includes the name of the Chief Financial Officer.

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Minutes of the Council Meeting
The Owners Strata Plan VR 2116
Held on Tuesday, June 12, 2007

Michael Bertrand
Property Manager/Broker Owner
General Office # 604-263-8800 (24 hours)
E-mail: prudential@prudentialunitedrealty.com

PLEASE NOTE: OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS OF THE APPLICABLE ITEMS OF THESE MINUTES!!!

Please keep these minutes for further references. These will be required at the time of sale, and a charge, as per the Strata Property Act, will be assessed for replacement copies.

**MINUTES
OF THE STRATA COUNCIL MEETING
STRATA PLAN VR 2116
RADCLIFFE POINTE**

Held on Tuesday, April 17, 2007
At 6:30 p.m. in Suite #402
2216 West 3rd Avenue,
Vancouver, BC

COUNCIL IN ATTENDANCE: Michael Geary
Gerry Takeuchi
Beatrice Winsborrow

REGRETS: Jason Carruthers

PROPERTY MANAGER: Debra Blow, Prudential United Realty

Michael Geary called the meeting to order at 6:30 pm.

APPROVAL OF COUNCIL MINUTES

It was moved (Beatrice), seconded (Gerry) to approve the minutes of the Strata Council Meeting held March 6, 2007. **CARRIED.**

APPROVAL OF FINANCIAL STATEMENTS

It was moved (Beatrice), seconded (Michael) to approve the Financial Statement ending February 28, 2007 as presented. **CARRIED.**

REPORT ON ALL UNAPPROVED EXPENDITURES

The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures. There are no unapproved expenditures to report.

REPORT ON LITIGATION

The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of. To the best of our knowledge there is no litigation to report.

Minutes of the Strata Council Meeting
The Owners Strata Plan VR 2116
Held on Tuesday, April 17, 2007

BUSINESS ARISING

- **Door Frames & Seals:** This item will be looked at once all the insurance repairs have been completed.
- **Water Damage Repair:** The insurance repairs from the water sprinkler flood are still ongoing.
- **Unit #204 Toilet Pressure:** Management informed Council that the toilet in unit #204 has been inspected and the plumber has advised the owner that a new toilet is required. The owner of #204 is responsible for the cost of the investigation and the new toilet as this is not a strata issue.

NEW BUSINESS

- **Plumbing:** Management informed Council that while the plumbing company was attending to some plumbing repairs at the building they damaged the tub, towel rack, soap dish and bathroom counter in suite #306. It was also noted that they changed the wrong hose bib on the building. Management is working with the plumbing company to have the damages repairs and the invoice reduced.
- **Quote for Ceiling Repairs in Unit #306:** Management supplied Council with a quote for the ceiling repairs in the bathroom of unit #306. Council has instructed Management to have the repairs taken care of.
- **Annual Fire Inspection:** Management will supply Council with new quotes for the Annual Fire Inspection.
- **Window Cleaning:** Council has instructed Management to schedule the annual window cleaning, notices will be posted in advance.
- **Fence Quote:** Council is obtaining quotes for fencing the perimeter of the building.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:30 pm. The next Council meeting to take place June 12, 2007 at 6:30 pm in suite #402.

Debra Blow, Property Manager
Prudential United Realty
201 2107 W.40th Avenue, Vancouver, BC V6M 1W4
604-263-8800 (24 Hours)
E-mail: debby.prudential@telus.net

**MINUTES
OF THE STRATA COUNCIL MEETING
STRATA PLAN VR 2116
RADCLIFFE POINTE**

**Held on Tuesday, March 6, 2007
At 6:30 p.m. in Suite #203
2216 West 3rd Avenue
Vancouver, BC**

COUNCIL IN ATTENDANCE: Michael Geary
Gerry Takeuchi
Jason Carruthers
Beatrice Winsborrow

PROPERTY MANAGER: Debra Blow, Prudential United Realty

Michael Geary called the meeting to order at 6:40 pm.

APPROVAL OF COUNCIL MINUTES

It was moved (Jason), seconded (Michael) to approve the Minutes of the Strata Council Meeting held February 6, 2007. **CARRIED.**

APPROVAL OF FINANCIAL STATEMENTS

It was moved (Beatrice), seconded (Michael) to approve the Financial Statements ending January 31, 2007 as presented. **CARRIED.**

REPORT ON UNAPPROVED EXPENDITURES

The Strata Property Act requires that all Owners be notified as soon as possible of any unanticipated expenditures. There are no unapproved expenditures to report.

REPORT ON LITIGATION

The Strata Property Act requires that all Owners be notified as soon as possible of any legal action that the Strata Corporation is part of. To the best of our knowledge there is no litigation to report.

Minutes of the Strata Council Meeting
The Owners Strata Plan VR 2116
Held on Tuesday, March 6, 2007

At approximately 6:45 pm Council met with a guest speaker from Radec Building Assessments Inc., which supplied Council with an assessment of the insurance repairs in suite #204.

BUSINESS ARISING

- **Energy Efficiency Profile:** Michael Geary has asked the caretaker, Paul Lemon, to switch from incandescent lights to fluorescent, as the lights need replacing to conserve energy. Management will obtain a quote for a more efficient timer for the outdoor lighting.
- **Security:** This item has been tabled until the insurance repairs have been completed.
- **Mechanical Room:** Management informed Council that the repairs have been completed, Kevin Adair to do a follow up report at a later date. It was noted that the water coming through the wall is coming in through the BC Hydro manhole in the back alley. Management is contacting BC Hydro with regards to this issue.
- **Tree Pruning:** Michael Geary provided two quotes for the spiral pruning of the cedar tree in the courtyard. Arbutus Tree Service Ltd. quoted \$765.00 plus GST; Davey Tree quoted \$640.00 plus GST. After a brief discussion Council instructed Management to schedule Davey Tree to do the necessary pruning.

NEW BUSINESS

- **Door Frames & Seals:** It was noted that some units are reporting gaps around the main entrance door and the patio door of their suites. These issues will be looked at once all the insurance repairs have been completed.
- **Unit #204 Toilet Pressure:** It has been reported that the water pressure in the toilet of unit #204 is very low. Management to contact the plumber and have them investigate this matter.
- **Change of Locks:** All owners who are currently under going insurance repairs please be advised that the Strata Corporation and/or the Insurance Company will not be changing individual unit door locks. If you feel the need to have your locks changes the cost of such will be your responsibility.
- **Garage Security:** It was brought to Council and Managements attention that on many occasions the parking garage man doors are being left propped open.

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Minutes of the Strata Council Meeting
The Owners Strata Plan VR 2116
Held on Tuesday, March 6, 2007

Cont;

This is a very serious breach in security, doors are not to be left propped open anywhere in the building. Your co-operation with regards to this matter is greatly appreciated. Please remember building security concerns all owners/tenants.

ADJOURNMENT

There being no further business, the meeting ended at 8:20 pm. The next meeting to take place April 3, 2007 at 6:30 pm in suite #402.

Debra Blow, Property Manager
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Please keep these minutes for further reference. These will be required at the time of sale, and a charge, as per the Strata Property Act, will be assessed for replacement copies.

