

**MINUTES
OF THE ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN BCS 2667
THE VINE**

Held on May 11, 2009
Within the gym 2nd floor- 2288 West Broadway
Vancouver, B.C.

This meeting was a recall of the originally scheduled Annual General Meeting on May 4, 2009. Due to lack of quorum as per the *Strata Property Act* section 48, the meeting was therefore adjourned to the same time, 1 week later.

As the quorum requirement was not achieved at 7:00pm on May 11, 2009, the meeting was called to order at 7:30pm by Cecil Lau, Council President.

Crosby Property Management Ltd. was represented by Marianna Pandy, Senior Property Manager.

CALLING THE ROLL AND CERTIFICATION OF PROXIES

The attendance register confirmed at the time of commencement of the meeting there were 32 eligible voters in attendance and 9 represented by proxy for a total of 41. The quorum requirements had been achieved, and the meeting proceeded.

PROOF OF NOTICE & RECEIPT OF FINANCIAL STATEMENTS

It was moved/seconded that the notice dated March 24, 2009 complied with the notice requirements and that the financial statements had been received. CARRIED.

APPROVAL OF GENERAL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Annual General Meeting held February 12, 2009 as circulated. CARRIED.

PRESIDENT'S REPORT

The Vine Strata Council President's Report

"Dear Owners and Residents,

It's been an exciting first year at the Vine. We've moved into a beautiful building located in a desirable Kitsilano neighbourhood that offers a convenient, lively, and fun lifestyle.

I'd like to acknowledge the parties involved with setting up and running the building with well deserved thank you's.

Thank you to the members of the Strata Council for volunteering their personal time. Thank you to Five Star for running the day-to-day duties. Thank you to our commercial neighbour, London Drugs, who has been very cooperative with our strata. And thank you to Crosby Property Management, notably Marianna Pandy, for taking care of the management of our building.

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This first year has presented several challenges associated with a brand new mixed residential and commercial building. I would like to extend a big thank you to everyone for their patience and understanding as we ironed out the wrinkles.

Here's a quick summary of the key topics we've been working on in the past year:

- **Remedied the majority of the warranty-related building issues, including mechanical and common area deficiencies.** This was by far the most time consuming topic as we audited the fit and finish of the interior and exterior of the building, reviewed the mechanical/electrical systems installed in the building, and resolved numerous problems that were found and problems that popped up while breaking in the systems.
- **Implemented security upgrades and nightly parkade patrols.** Security has been a big concern for the Council. The residential parkade was a frequent target of thieves in the first few months, but after our upgrades, the incident rate dropped significantly. I'd like to remind everyone to be very security conscious, especially with preventing strangers from entering through the doors and garage gates. Recent Police reports show a rise in property theft in Kitsilano.
- **Switched to a more responsive company for administering the enter-phone system.** Many residents were inconvenienced by spontaneous quirks in the enter-phone system. Nowadays, we seem to have significantly fewer issues with our new service provider.
- **Organized the annual fire system test, exterior window washing, dryer vent cleaning, and parkade washing.**
- **Setup a fitness center in the large amenity room.** It took longer than expected due to numerous other priorities and a plethora of decisions to make; but once complete, the Council was proud to present the Fitness Centre – open 24hrs/day, 7 days a week to fit into anyone's schedule.
- **Hosted a Strata-run barbeque event last fall.** The social event was a wonderful time to mingle with Strata Council members and fellow neighbours while discussing the latest news about life at the Vine and in the neighbourhood.

The Vine is a community that involves many people with various needs. A big challenge we face is how to make life at the Vine the best for everyone. Please keep the comments and feedback coming, as we rely on your input to understand your needs and desires.

We have room on the Strata Council and I'd like to encourage anyone who's interested in contributing to the Vine to volunteer. We have numerous items on our To-Do list as we look forward to nailing down issues, implementing new and exciting improvements, and organizing fun-filled events.

Sincerely,
Cecil Lau"

REPORT ON INSURANCE COVERAGE

It was moved/seconded that the report on insurance coverage had been received. CARRIED.

Section 149 of the Strata Property Act requires the strata corporation to have adequate full replacement value insurance for the common property, common assets, buildings shown on the strata plan and fixtures built or installed on a strata lot. The insurance must cover major perils and have liability coverage for

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property damage and bodily injury of at least \$2,000,000. Your Strata Corporation's insurance policy is currently held with Willis Louie Ltd. and is insured for a full replacement value of \$34,545,000.

Please refer to the attached Certificate of Insurance included with your Notice of Meeting, which outlines the insured perils, the limits of coverage and the applicable deductibles.

It was recommended that all owners obtain their own insurance coverage for personal property as well as third party liability coverage. Also, all owners should obtain additional coverage if they make any major improvements within the strata lot such as upgrading appliances, fixtures, floor coverings, etc. Commercial owners should review their requirements with their insurance agent.

APPROVAL OF PROPOSED OPERATING BUDGET

It was moved/seconded to approve the proposed operating budget(s) as circulated for the fiscal year March 1, 2009 to February 28, 2010.

The Strata Council Treasurer, Jennifer Watkiss, has provided a brief over view of the proposed budget and opened the floor for a question and answer period.

The following questions were raised:

1. What is the reason that the expenses are so high for first year?
There were several items which the Strata Corporation had to look after and had no choice such as; security upgrades, mechanical repairs, maintenance, etc. The Strata Council noted that the Council exercises due diligence by obtaining several quotations for each repair at hand. They assured the owners present that, in most cases, the most economical quotes have been chosen.
2. Why is janitorial service budget line item so high? And some concerns were raised with respect to vacuuming floors not done every day.
The Strata Council noted that there is a contract with Five Star Janitorial and they have a regular daily/weekly/monthly cleaning schedule which they follow. So far the Strata Council is satisfied and have not heard from owners with respect to any concerns. It was requested by the owners that the Strata Council looks into getting comparison quotations from other janitorial companies. The Strata Council noted that they will discuss this in their first Council meeting after the Annual General Meeting.

Following the discussion the Chairperson called for the vote, the result being 39 IN FAVOUR, 2 OPPOSED, 0 ABSTAINED. CARRIED.

Regarding the updated Strata Fees:

PLEASE SEND (12) TWELVE POST-DATED CHEQUES PAYABLE TO STRATA PLAN BCS 2667. ANY CHANGE IN STRATA FEES IS EFFECTIVE FROM MARCH 1, 2009.

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IF THERE IS ANY CHANGE IN STRATA FEES, ANY OWNER ON P.A.P. WILL AUTOMATICALLY HAVE THEIR WITHDRAWAL FOR STRATA FEES ADJUSTED. PLEASE NOTE, THIS MAY BE RETROACTIVE BASED ON THE FISCAL YEAR END.

OWNERS THAT PAY THEIR STRATA FEES THROUGH AUTOMATIC E-BANKING MUST RE-SUBMIT THE NEW STRATA FEE AMOUNT FOR FUTURE MONTHS AS WELL AS ANY RETROACTIVE PAYMENT IF NECESSARY.

If you have any questions regarding your account, please contact Poonam Benning in our accounting department at 604-689-6988.

RESOLUTION "A" 3/4 VOTE-Bylaw Addition-Section 1. Payment of Strata Fees

The Strata Council President, Cecil Lau, has given an overview on all of the Bylaw Amendments and/or additions. The reason for adding and/or amending the current Bylaws of the Strata Corporation is to better reflect the type of complex that the Vine – BCS 2667 has become. Also, the Strata Council's goal is to bring in Bylaws which can be exercised to ensure proper operation of the building.

It was moved/seconded to approve Resolution "A" as follows:

Be it resolved by a 3/4 vote of The Owners, Strata Plan BCS2667 (the "Strata Corporation" The Vine) that the existing bylaws of the Strata Corporation be amended by the addition to the bylaws **Section 1. Payment of strata fees.**

Section 1.2

Strata fees outstanding for 30 days will receive a fine in the amount of \$50.00 for each month that the strata fees are unpaid.

Discussion

The Strata Council President called for a discussion period, there were no questions asked with respect to this Bylaw.

Following the discussion, the Chairperson called for the vote, the result being 39 IN FAVOUR, 2 OPPOSED, 0 ABSTAINED. CARRIED.

RESOLUTION "B" 3/4 VOTE-Bylaw addition-Section 3. Use of Property-Pets

It was moved/seconded to approve Resolution "B" as follows:

Be it resolved by a 3/4 vote of The Owners, Strata Plan BCS2667 (the "Strata Corporation" The Vine) that the existing bylaws of the Strata Corporation be amended by the addition to the bylaws **Section 3. Use of Property**

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Section 3.5

A pet owner must ensure that a pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet owner.

Discussion

The Strata Council President called for a discussion period, there were no questions asked with respect to this Bylaw.

Following the discussion, the Chairperson called for the vote, the result being 40 IN FAVOUR, 1 OPPOSED, 0 ABSTAINED. CARRIED.

RESOLUTION "C" 3/4 VOTE-Bylaw addition-Section 33. Insurance

It was moved/seconded to approve Resolution "C" as follows:

Be it resolved by a 3/4 vote of The Owners, Strata Plan BCS2667 (the "Strata Corporation" The Vine) that the existing bylaws of the Strata Corporation be amended by the addition to the bylaws **Section 33. Insurance.**

Section 33 – Insurance

- 33.1 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, 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.
- 33.2 Where an owner or occupant has upgraded an original fixture and the upgraded fixture suffers damage, the cost to repair or replace the upgraded fixture must be paid by the owner or occupant responsible for the damage and not the Strata Corporation.
- 33.3 Where the Strata Corporation responds to an emergency and pays the cost to repair, but it is later determined that the owner is responsible to pay such costs, the owner immediately must reimburse the Strata Corporation for the full cost to repair.

Discussion

There was discussion with respect to the goal and wording of the Bylaw and the Property Manager clarified.

Following the discussion, the Chairperson called for the vote, the result being 39 IN FAVOUR, 1 OPPOSED, 1 ABSTAINED. CARRIED.

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RESOLUTION "D" 3/4 VOTE-Bylaw addition-Section 34. Renovations

It was moved/seconded to approve Resolution "D" as follows:

Be it resolved by a 3/4 vote of The Owners, Strata Plan BCS2667 (the "Strata Corporation" The Vine) that the existing bylaws of the Strata Corporation be amended by the addition to the bylaws **Section 34. Renovations.**

Section 34 – Renovations

- 34.1 An owner must ensure that the hours of work are restricted to 8:00 a.m. to 6:00 p.m., Monday through Saturday, and 10:00 a.m. to 5:00 p.m., Sundays and statutory holidays (with special permission). To perform renovations/alterations on statutory holidays, an owner must apply for permission in writing to the council at least 10 business days before the holiday date. An owner must inform adjacent units prior to work.
- 34.2 An owner performing or contracting with others to perform renovations or alterations will be responsible, financially and otherwise, for ensuring that any and all required permits and licenses are obtained.
- 34.3 An owner in contravention of bylaws 34.1 & 34.2 (inclusive) shall be subject to a fine of \$200.00 for each contravention, as well as be responsible for any clean up or repair costs and any municipal or governmental fines, fees or charges.

Discussion

The Strata Council President called for a discussion period, there were no questions asked with respect to this Bylaw.

Following the discussion, the Chairperson called for the vote, the result being 39 IN FAVOUR, 2 OPPOSED, 0 ABSTAINED. CARRIED.

RESOLUTION "E" 3/4 VOTE-Bylaw addition-Section 35. Move In / Move Out

Be it resolved by a 3/4 vote of The Owners, Strata Plan BCS2667 (the "Strata Corporation" The Vine) that the existing bylaws of the Strata Corporation be amended by the addition to the bylaws **Section 35. Move In / Move out.**

Section 35 – Move in / Move out

- 35.1 A resident must provide at least 48 hours/ notice to the resident manager or caretaker of all moving arrangements. The hours for the move in/out activities are: Monday-Friday 9:00 a.m. - 7:00 p.m. and Saturday & Sunday 9:00 a.m. - 5:00 p.m.
- 35.2 An owner/resident must pay a non-refundable assessment of \$100.00 to the Strata Corporation prior to any move-in or move-out.

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- 35.3 This assessment is intended to defray the costs to repair and maintain common property generally, not merely repair and maintenance that results directly from any particular move in or out.
- 35.4 Owners and tenants are not allowed to use the elevators for move ins or move outs, unless the elevators have protective pads installed before commencing a move. Elevators must be properly locked off by the attending resident manager or their representative.
- 35.5 Owners or tenants are not to leave the building entrance doors propped open or unattended.
- 35.6 Owners and Tenants are to pay due care and attention to the elevators, surrounding walls, carpets and doors when moving furniture. Any damage and related expenses will be the responsibility of the resident.

Discussion

Several owners raised questions with respect to having the fees applied only to those owners who are renting out their units. The Property Manager advised that this is not possible under the *Strata Property Act* and would be viewed as discrimination. Therefore, the move in / move out fees either apply to all or none.

The Council President noted that the owners have a choice of either voting for or against the Bylaws.

Following the discussion, the Chairperson called for the vote, the result being 36 IN FAVOUR, 4 OPPOSED, 0 ABSTAINED. CARRIED.

RESOLUTION "F" 3/4 VOTE-Bylaw addition-Section 36. Parking

Be it resolved by a 3/4 vote of The Owners, Strata Plan BCS2667 (the "Strata Corporation" The Vine) that the existing bylaws of the Strata Corporation be amended by the addition to the bylaws **Section 36. Parking.**

Section 36 – Parking

- 36.1 Parking stalls shall only be used for parking passenger vehicles owned or leased by persons who are occupants of the building or temporary visitors of such residents. The right to use the parking stalls shall cease upon a person ceasing to reside in the building.
- 36.2 An owner must not lease or license a parking stall assigned to the owner's strata lot to any person who is not a resident.
- 36.3 A resident must park only in a parking stall which has been assigned to the resident's strata lot or leased by the resident from another owner.
- 36.4 A resident must not permit any oversized or recreational vehicle, including but not limited to boat, trailer, camper or other such property, to be parked or stored in the underground parking area or on common property, limited common property or land that is a common asset.

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- 36.5 A resident storing a vehicle must provide proof of insurance to the strata corporation on the commencement date of the storage.
- 36.6 A resident or visitor must not drive any vehicle in excess of 15 km/h in the underground parking area.
- 36.7 A resident or visitor must not smoke in the underground parking area, including inside a vehicle.
- 36.8 A resident must not permit any vehicle that drips oil or gasoline to be parked or stored in the underground parking area, or on common property, limited common property, or land that is a common asset, and must remove any dripped oil, gasoline or other automotive residue by a vehicle parked or stored in contravention of this bylaw.
- 36.9 A resident or visitor must not use any part of the underground parking area as a work area for carpentry, renovations or repairs of any kind.

Discussion

The Strata Council President noted an **error in paragraph 36.1**. It was moved/seconded to remove the last sentence of the first paragraph of section 36.1 as this was an administrative error and does not apply to BCS 2667.

The Chairperson called for a vote on the amendment, the result being ALL IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. CARRIED. It was then moved/seconded to approve the resolution as amended.

Following the discussion, the Chairperson called for the vote on the amended bylaws, the result being 38 IN FAVOUR, 2 OPPOSED, 1 ABSTAINED. CARRIED.

GENERAL DISCUSSION

The following was discussed:

1. Use of the 3rd level courtyard vs. pets
Some owners consider it important that the Strata Council look into this matter further with respect to the installed doggy bags and the signs that are posted as there are concerns about the number of pets urinating/defecating in the courtyard areas. The Strata Council noted that they will discuss and decide at the Council Meeting following the Annual General Meeting and will announce and inform owners via Council meeting minutes.
2. Thank you to Council
Owners present also thanked the Strata Council for their hard work over the past fiscal year and a round of applause followed.

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ELECTION OF COUNCIL

Those persons elected to the Council at this meeting will hold office until the next Annual General Meeting.

The following persons agreed to stand for Council:

Cecil Lau	President
Charles Lingren	Vice-President
Jennifer Watkiss	Treasurer
Kim McLean	Secretary
Trevor Gibbons	Deficiencies

The above were declared elected by acclamation.

There being no further business, the meeting was adjourned at 8:37pm.



Marianna Pandy
Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office #(604) 683-8900
www.crosbypm.com

Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.

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Approved Budget
Mar 01, 2009 to Feb 28, 2010

INCOME

FEES

Operating Fund Contribution	356,465
Contingency Fund Contribution	35,647
TOTAL FEES	392,112

Prior Yr Surplus/(Deficit)	(8,151)
TOTAL INCOME	383,961

EXPENSES

OPERATING EXPENSES

Administration	2,500
Alarm Monitoring	1,805
Audit	315
Bank Charges/Interest	120
Building Envelope Inspection	10,000
Cleaning & Janitorial Supplies	45,000
Electricity	30,000
Elevator Maintenance	14,320
Enterphone	1,410
Fire Equip Mtce/Monitoring	4,000
Garbage Removal	12,965
Gas	40,000
Insurance	39,000
Legal Fees	500
Landscape-Maintenance	20,610
Management Fees	28,274
Mechanical Maintenance	12,000
Miscellaneous	750
Recreation Facilities	8,810
Repair & Maintenance	35,000
Security Services	8,500
Water/Sewer	23,435
Window Cleaning	9,000
TOTAL OPERATING EXPENSES	348,314

Reserve-Contingency Fund	35,647
TOTAL EXPENSES	383,961

CURRENT YEAR SURPLUS/(DEFICIT)	0
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ENDING OP SURPLUS/(DEFICIT)	0
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BCS 2667 - THE VINE
Approved Fee Schedule
Mar 01, 2009 to Feb 28, 2010

<u>Strata</u> <u>Lot #</u>	<u>Unit Address</u>	<u>Unit</u> <u>Entitlements</u>	<u>Monthly</u> <u>Fees</u>
1	#201 - 2288 West Broadway	38	134.09
2	#202 - 2288 West Broadway	39	137.62
3	#203 - 2288 West Broadway	49	172.91
4	#204 - 2288 West Broadway	49	172.91
5	#205 - 2288 West Broadway	59	208.19
6	#206 - 2288 West Broadway	51	179.97
7	#207 - 2288 West Broadway	45	158.79
8	#208 - 2288 West Broadway	49	172.91
9	#209 - 2288 West Broadway	49	172.91
10	#210 - 2288 West Broadway	43	151.74
11	#301 - 2228 West Broadway	57	201.14
12	#302 - 2228 West Broadway	66	232.90
13	#303 - 2228 West Broadway	67	236.42
14	#304 - 2228 West Broadway	66	232.90
15	#305 - 2228 West Broadway	85	299.94
16	#306 - 2228 West Broadway	64	225.84
17	#307 - 2228 West Broadway	67	236.42
18	#308 - 2228 West Broadway	65	229.37
19	#309 - 2228 West Broadway	61	215.25
20	#310 - 2228 West Broadway	53	187.02
21	#311 - 2228 West Broadway	76	268.18
22	#312 - 2268 West Broadway	76	268.18
23	#313 - 2268 West Broadway	61	215.25
24	#314 - 2268 West Broadway	64	225.84
25	#315 - 2268 West Broadway	67	236.42
26	#316 - 2268 West Broadway	64	225.84
27	#317 - 2268 West Broadway	84	296.41
28	#318 - 2268 West Broadway	67	236.42
29	#319 - 2268 West Broadway	67	236.42
30	#320 - 2268 West Broadway	61	215.25
31	#321 - 2268 West Broadway	40	141.15
32	#322 - 2268 West Broadway	38	134.09
33	#323 - 2268 West Broadway	78	275.24
34	#324 - 2288 West Broadway	80	282.30
35	#325 - 2288 West Broadway	52	183.49
36	#326 - 2288 West Broadway	60	211.72
37	#327 - 2288 West Broadway	75	264.65
38	#328 - 2288 West Broadway	55	194.08
39	#329 - 2288 West Broadway	84	296.41
40	#330 - 2288 West Broadway	85	299.94
41	#331 - 2288 West Broadway	81	285.83
42	#332 - 2288 West Broadway	80	282.30
43	#401 - 2228 West Broadway	56	197.61
44	#402 - 2228 West Broadway	62	218.78
45	#403 - 2228 West Broadway	62	218.78
46	#404 - 2228 West Broadway	62	218.78
47	#405 - 2228 West Broadway	85	299.94
48	#406 - 2228 West Broadway	84	296.41
49	#407 - 2228 West Broadway	63	222.31
50	#408 - 2228 West Broadway	60	211.72
51	#409 - 2228 West Broadway	61	215.25
52	#410 - 2228 West Broadway	57	201.14

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<u>Strata</u> <u>Lot #</u>	<u>Unit Address</u>	<u>Unit</u> <u>Entitlements</u>	<u>Monthly</u> <u>Fees</u>
53	#411 - 2268 West Broadway	88	310.53
54	#412 - 2268 West Broadway	60	211.72
55	#413 - 2268 West Broadway	63	222.31
56	#414 - 2268 West Broadway	84	296.41
57	#415 - 2268 West Broadway	84	296.41
58	#416 - 2268 West Broadway	62	218.78
59	#417 - 2268 West Broadway	62	218.78
60	#418 - 2268 West Broadway	62	218.78
61	#419 - 2268 West Broadway	78	275.24
62	#420 - 2288 West Broadway	91	321.11
63	#421 - 2288 West Broadway	75	264.65
64	#422 - 2288 West Broadway	62	218.78
65	#423 - 2288 West Broadway	85	299.94
66	#424 - 2288 West Broadway	85	299.94
67	#425 - 2288 West Broadway	75	264.65
68	#426 - 2288 West Broadway	75	264.65
69	#501 - 2228 West Broadway	52	183.49
70	#502 - 2228 West Broadway	61	215.25
71	#503 - 2228 West Broadway	62	218.78
72	#504 - 2228 West Broadway	62	218.78
73	#505 - 2228 West Broadway	85	299.94
74	#506 - 2228 West Broadway	84	296.41
75	#507 - 2228 West Broadway	63	222.31
76	#508 - 2228 West Broadway	60	211.72
77	#509 - 2228 West Broadway	61	215.25
78	#510 - 2228 West Broadway	52	183.49
79	#511 - 2268 West Broadway	85	299.94
80	#512 - 2268 West Broadway	60	211.72
81	#513 - 2268 West Broadway	63	222.31
82	#514 - 2268 West Broadway	84	296.41
83	#515 - 2268 West Broadway	84	296.41
84	#516 - 2268 West Broadway	62	218.78
85	#517 - 2268 West Broadway	62	218.78
86	#518 - 2268 West Broadway	62	218.78
87	#519 - 2268 West Broadway	73	257.60
88	#520 - 2288 West Broadway	109	384.63
89	#521 - 2288 West Broadway	94	331.70
90	#522 - 2288 West Broadway	91	321.11
91	#523 - 2288 West Broadway	93	328.17
92	#524 - 2288 West Broadway	107	377.57
93	#601 - 2228 West Broadway	51	179.97
94	#602 - 2228 West Broadway	61	215.25
95	#603 - 2228 West Broadway	62	218.78
96	#604 - 2228 West Broadway	62	218.78
97	#605 - 2228 West Broadway	85	299.94
98	#606 - 2228 West Broadway	84	296.41
99	#607 - 2228 West Broadway	63	222.31
100	#608 - 2228 West Broadway	60	211.72
101	#609 - 2228 West Broadway	61	215.25
102	#610 - 2228 West Broadway	52	183.49
103	#611 - 2268 West Broadway	85	299.94
104	#612 - 2268 West Broadway	60	211.72
105	#613 - 2268 West Broadway	63	222.31

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<u>Strata Lot #</u>	<u>Unit Address</u>	<u>Unit Entitlements</u>	<u>Monthly Fees</u>
106	#614 - 2268 West Broadway	84	296.41
107	#615 - 2268 West Broadway	84	296.41
108	#616 - 2268 West Broadway	62	218.78
109	#617 - 2268 West Broadway	62	218.78
110	#618 - 2268 West Broadway	62	218.78
111	#619 - 2268 West Broadway	74	261.13
112	#701 - 2228 West Broadway	52	183.49
113	#702 - 2228 West Broadway	61	215.25
114	#703 - 2228 West Broadway	62	218.78
115	#704 - 2228 West Broadway	62	218.78
116	#705 - 2228 West Broadway	85	299.94
117	#706 - 2228 West Broadway	84	296.41
118	#707 - 2228 West Broadway	63	222.31
119	#708 - 2228 West Broadway	60	211.72
120	#709 - 2228 West Broadway	61	215.25
121	#710 - 2228 West Broadway	52	183.49
122	#711 - 2268 West Broadway	72	254.07
123	#712 - 2268 West Broadway	91	321.11
124	#713 - 2268 West Broadway	92	324.64
125	#714 - 2268 West Broadway	92	324.64
126	#715 - 2268 West Broadway	98	345.82
127	#716 - 2268 West Broadway	95	335.23
128	#801 - 2228 West Broadway	99	349.34
129	#802 - 2228 West Broadway	98	345.82
130	#803 - 2228 West Broadway	93	328.17
131	#804 - 2228 West Broadway	92	324.64
132	#805 - 2228 West Broadway	91	321.11
133	#806 - 2228 West Broadway	97	342.29
Total =		9,260	32,675.84

Total Yearly Fee (X 12 months) = 392,110.08

Note:

This fee schedule includes 10% CRF contribution from operating fund for each strata lot.

ONLINE/TELEPHONE BANKING

Crosby offers you convenience!

Crosby Property Management Ltd. has established electronic banking relationships with the major chartered banks and all participating credit unions in BC (i.e. Vancity, Coast Capital Savings, etc.) to make it easier for you to remit your strata fees, special levies, etc.

I'M INTERESTED, HOW DO I DO THIS?

1. Go to bill payment option and set up "**Crosby Property Management Ltd. (Strata)**" as a vendor.
2. You will be required to provide your **Crosby personally assigned unique reference number** (without dashes or spaces). This number can be found in your Crosby correspondence.
3. Enter your payment amount and payment date. You should also be able to set this up as a recurring payment every month.

WHEN SHOULD I MAKE MY PAYMENTS?

It takes 1 to 3 business days for us to receive your payment depending on your financial institution. Please note it is the customer's responsibility to ensure that payments are received by Crosby Property Management Ltd. by the due date to avoid any late payment fines.

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2667
THE VINE**

Held on July 14, 2009 at 6:30 p.m.
Within the Small Amenity Room
3rd Floor-2268 West Broadway Street, Vancouver, BC

COUNCIL IN ATTENDANCE:	Cecil Lau	President
	Charles Lingren	Vice-President
	Jennifer Watkiss	Treasurer
	Trevor Gibbons	Deficiencies
REGRETS:	Kim McLean	Secretary
SENIOR PROPERTY MANAGER:	Marianna Pandy	Crosby Property Management Ltd.

The meeting was called to order at 6:35pm by Strata Council President, Cecil Lau.

GUEST/CARETAKER BUSINESS

The Strata Council noted that, as per the directives of the owners at the Annual General Meeting, the Strata Council is seeking 3 quotations from various cleaning companies which will provide potential cost saving for the upcoming year. This item is pending as the Strata Council is mainly satisfied with the services of Five Star. The issue is the cost overruns for their services. The Senior Property Manager has made some recommendations as to what should be revised in the current Five Star maintenance contract, which is to include several items which (at this point) are being charged as extras. This will be further reviewed at the next Council meeting.

Furthermore, the Strata Council was advised that Five Star Janitorial, as part of their scope, should be providing a monthly cleaning and caretaker report. The Senior Property Manager will be further discussing this with the CEO of Five Star.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held June 9, 2009 as circulated.
CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the May/June 2009 financial statements. The Strata Council noted a minor deficit and some budget line items being over the budget. It has been clarified by the financial statement and accounting department of Crosby that the garbage budget is over due to the City of Vancouver recycling invoice which arrived late. It was confirmed that the City of Vancouver is now caught up and the charges will arrive regularly.

Repair and Maintenance budget line item is also over and a detailed review of this item within the budget will be reviewed by the Strata Council and Crosby accounting. This will be further reported at the next Council Meeting.

The Senior Property Manager noted that the following potential cost savings could be implemented;

Minutes of the Council Meeting
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Garbage: Waste Management has been contacted and there is the possibility to decrease the cardboard service from once a week to once every two weeks *with the cooperation of residents breaking down and flattening all their cardboard*. Another item is the garbage bin pullout service, which is an added cost under this line item by – Garbage Removal. Waste Management was requested to enter into a discussion with Dash for possible for a possible rate decrease. The Senior Property Manager will advise at the next Council Meeting.

Caretaker Costs & Janitorial Supplies: After their review of proposals from other cleaning companies, the Senior Property Manager on behalf of the Strata Council will enter into discussions with Five Star whether it would be a possibility to lower their costs by including some of the services within the contract. The Senior Property Manager made a notation that, if the Strata Corporation and the Strata Council as well as the Agents are satisfied with the services of a company, change is not necessarily warranted.

The Strata Council will continue to review the performance of these service contracts and contracts are reviewed closer to the budgeting for the next fiscal budget. The items will be discussed further at the next Council Meeting.
CARRIED.

Reminder to all Residents

Annual General Meeting notices and minutes, (after the Annual General Meeting held in May 2009) were mailed out to all owners and everyone was informed that there was a Strata Fee increase. Fee Schedules for the new Strata Fees were also attached in these packages and the Strata Council encourages everyone to bring their payments up to date by no later than the end of July, 2009. Effective August 1, 2009, outstanding Strata Fees and also Strata Fees that have not been paid as noted after the Strata Fee change will be assessed a \$50.00 late fee. CARRIED.

Bylaw 1. Payment of strata fees

1. (1) An owner must pay strata fees on or before the first day of the month to which the strata fees relate.
- (2) Strata fees outstanding for 30 days will receive a fine in the amount of \$50.00 for each month that the strata fees are unpaid.

CROSBY PROPERTY MANAGEMENT SENDS STATEMENTS TO ONLY THOSE STRATA LOTS, THAT HAVE OUTSTANDING STRATA FEES, SPECIAL LEVY, BYLAW FINES OR OTHER CHARGES. IT IS THE OWNER'S INDIVIDUAL RESPONSIBILITY TO ENSURE THAT CROSBY ACCOUNTING DEPARTMENT HAS CORRECT MAILING ADDRESS. YOU MAY CONTACT ACCOUNTS RECEIVABLE SHOULD YOU HAVE UPDATES 604-689-6988. Thank you

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. 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.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on July 14, 2009**

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Review of Directives

Strata Council reviewed directives given to the Property Manager, Caretaker or other parties and concluded that completed items were satisfactory. Pending items will continue to be reviewed and new items will be added after this meeting.

2. Common Area Deficiency List

The Strata Council noted that the common area deficiency repairs are underway by Scott Construction. Trevor Gibbons, the deficiency representative of the Strata Council, informed that they should be provided until the end of summer (end of August 2009) to perform all the repairs. It was further noted that Willis Canada (the warranty provider for the Strata Corporation) has been advised and they will also be following up on the completion of the deficiency repairs. A walk around with Willis Canada representative engineers and Trevor Gibbons will commence later in August or early September 2009. This will be further discussed at the next Council Meeting.

3. Mechanical Deficiencies

It is the Strata Council's understanding that all mechanical deficiencies (as previously reported) have been completed.

4. Landscaping Deficiencies

It is the Strata Council's understanding that all landscaping deficiencies (as previously reported) have been completed.

5. Cherry Tree on Courtyard Level

The cherry tree on the courtyard level has been removed by Paraspace Landscaping. Council noted that the replacement of the tree will be delayed until further notice. Paraspace will be informed by the Senior Property Manager. CARRIED.

6. Electrical Warranties

It is regrettable to be noted that some of the electrical deficiencies in the common area are still pending. Burt's Electric has been contacted numerous times by the Strata Council representative as well as Crosby to follow up and the repairs are no further. The information provided is that the installing electrical trade is still waiting for parts.

Willis Canada, the warranty provider, has been advised and they have given Burt's Electric a deadline of July 31, 2009 to complete the deficiencies. Willis Canada noted that, should the deficiencies not be completed, they will order the work and the cost will be charged back to the original installer. There will be no cost incurred by the Strata Corporation. CARRIED. This will be further reviewed at the next Council Meeting.

7. Carpet Cleaning

The next carpet cleaning by Service Master, as per the ongoing maintenance agreement, will be the week of July 20, 2009. Notices will be posted in elevators.

8. Pet Rule

The Strata Council reported that the revised pet rule is effective and it appears that residents are more

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The Owners Strata Plan BCS 2667
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respectful and there are less problems reported. The Strata Council requested that Five Star purchases replacement pet waste bags for accidents. The Senior Property Manager will advise Five Star.

9. Pigeon Repair on P1 Commercial Level Parkade
As this is a shared cost (as per the schedule A of disclosure statements vehicular access route) Care Pest Control has been contracted to attend to repairs of the damaged netting. They have extended their apologies for the defective work and have noted that this will be looked after right away. They will further review other areas of concern and report to the commercial owner's representative. This will be further discussed by the Strata Council at the next Council Meeting.
10. Hallway Temperature
The Senior Property Manager noted that several follow-ups have been done by Latham's and they were unable to find the source of the hallway temperature problem in tower 3 (West tower) as tower 1 and tower 2 hallway and elevator temperatures are fine. The Property Manager noted that Latham's Mechanical (Brian) informed that he will be attending the site on July 17, 2009 to review and report further. This will be reviewed at the next Council Meeting.
11. Strata Council Suggestion Box
It was noted that the work by Rite Handyman was not satisfactory and, therefore, the Senior Property Manager was requested to contact Rite Handyman and have them attend and finish the work. It has been noted that the slot is neither wide nor long enough. Rite Handyman will attend to this at no charge.
CARRIED.
12. Small Amenity Room Library – Update
This task is pending and will be reported at the next Council Meeting.
13. Enterphone System Caller ID Feature
The Senior Property Manager advised that the Strata Corporation pays to Shaw Communications for these lines. Messages have been left with the representative of Shaw to allow the caller ID feature. The Senior Property Manager will be sure to follow up to ensure that this is completed within the next week or so. This will be reviewed at the next Council Meeting.
14. Commercial Parking Gate Timer
Adjusting the times the gate opens and closes, and the length of time the gate stays open has been completed.
15. Visitor Parking – London Drugs
The Strata Council forwarded a proposal to London Drugs and are awaiting a response. The Senior Property Manager was requested to follow-up with the commercial Property Manager. This will be reviewed at the next Council Meeting.
16. Janitorial Services
As noted under Caretaker business, the proposals are pending. The Strata Council received two proposals and a third was being requested. This will be reviewed at the next Council Meeting.
17. Gas Expenditures
This item is pending as it will require a review of all of the gas meters to be sure what they serve.

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The Senior Property Manager noted that, at the conclusion of the project by the developer, the meters have been audited and separated. Some of them service the commercial and residential only pays for their portion. The Treasurer requested detailed information and Crosby accounting will forward. This will be reviewed at the next Council Meeting.

18. Summer Barbeque

This has been postponed; please stay tuned for further notices.

CORRESPONDENCE

The Strata Council reviewed correspondence with respect to the following;

- **Request to reverse late fines.** The Property Manager provided clarification and advised that the Bylaws read the following:

Payment of strata fees

1. (1) *An owner must pay strata fees on or before the first day of the month to which the strata fees relate.*
- (2) *Strata fees outstanding for 30 days will receive a fine in the amount of \$50.00 for each month that the strata fees are unpaid.*

Therefore, owners with outstanding Strata fees will be fined at the end of the month for which they have not paid their Strata fees. The request to reverse the late fines for the previous fees will be approved. Going forward, every owner must be responsible to ensure that Crosby accounting has proper mailing information/contact information to ensure that all correspondence is received on time.

- **Excessive barbeque smoke.**

Reminder to Residents

Now, as summer has arrived and everyone is enjoying their patios and decks, please be mindful of other residents and keep the smoke to a minimum and ensure that you clean your barbeque regularly. Also, please keep the courtyard noise, and noise within your strata lot decks or balconies in compliance with Strata Noise Bylaws at all times.

Use Of Property

3. (1) An owner, tenant, occupant 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 right of other persons to use and enjoy the common property, common assets or another strata lot,

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- **Power sweeping and cleaning of parkade.** Information from remainder and commercial Property Manager was received with respect to the shared cost of P1 and P2 for power sweeping and cleaning. The shared cost is 66% commercial and 34% residential, annual costs have been noted and the Strata Council ensured that this will be included in upcoming budgets.
- **Warranty Expiration.** Correspondence from Crosby Property Management Ltd. was received with respect to a 24 month component of the building envelope warranty. The 24 month warranty coverage is for defect in materials and labour supplied for the electrical plumbing, heating, ventilation, and air conditioning delivery and distribution system and for any defects in materials and labour supplied for the exterior cladding, caulking windows and doors that may lead to the detachment or material damage to the new home and for any defect in materials and labour, which renders the new home unfit to live in and for violation of the building code if the non-compliance constitutes an unreasonable health and safety risk or has resulted in or has likely resulted in material damage to the new home. The expiration date for this warranty is December 12, 2009. A month prior to this date, the Strata Council must submit a deficiency list.

It was moved/seconded that the following trades will be contacted in September to provide a deficiency list;

- Houle Electric for electrical
- Latham's Mechanical for mechanical, heating, plumbing and ventilation (air conditioning)
- Bemco Pacific for exterior cladding, caulking windows and doors

This will be reviewed at the next Council Meeting.

NEW BUSINESS

1. **Cleaning Concern**

The Strata Council raised some cleaning concerns with respect to stains on carpets in some areas which are not being attended to regularly by Five Star Janitorial as well as smudges and marks on walls that could be washed, dirty door handles and door plates, elevator button plates etc. The Senior Property Manager will be forwarding these concerns to Five Star and this will be further discussed.

2. **Treasurer and Accounting**

The Strata Council requested Treasurer and Crosby accounting will be reviewing further and into more detail, the general ledgers for repair/maintenance, garbage and gas. The security invoices costs needs to be compared versus the contract, the Senior Property Manager will provide further clarification for the next Council Meeting.

3. **News Flash**

The Strata Council would like to advise all residents that the City of Vancouver has launched a new call centre line for any residents in Vancouver to report City related problems such as; roads, traffic, lights, engineering, parks, noise disturbances and others that relate to the City of Vancouver. This will replace the thousands of telephone numbers that the City of Vancouver had. The number to dial is: 311.

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It was noted that, as of September, this number will be launched as a 27 hour 7 days a week number.

4. Enterphone Video Camera

Upon recent investigation, it was discovered that the enterphone cameras have not been installed properly or installation was not completed by the original installer. The strata council is looking into this matter and discussions are in progress with the developer and installing trade. The Property Manager has issued correspondence to both the installing trade and developer. This will be further reviewed at the next strata council meeting.

Reminder

The Strata Council would like to remind all residents that you cannot attach, erect or drill through exterior wall, limited common property, or common property such as your patio, balcony walls, ceiling, post, concrete floor etc., as this may void the warranty for the building envelope. This is not only a warranty concern, but also a Bylaw infraction.

There being no further business, the meeting was adjourned at 8:04. The next meeting will be held on September 15, 2009 at 6:30pm.


Marianna Pandey
Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours)
www.crosbypm.com

Please keep a copy of these minutes for future reference. They 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 COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2667
THE VINE**

Held on Wednesday, June 9 2009 at 6:30 p.m.
Within the Small Amenity Room
3rd Floor-2268 West Broadway Street, Vancouver, BC

COUNCIL IN ATTENDANCE:	Cecil Lau	President
	Charles Lingren	Vice-President
	Jennifer Watkiss	Treasurer
	Kim McLean	Secretary
REGRETS:	Trevor Gibbons	Deficiencies
SENIOR PROPERTY MANAGER:	Marianna Pandy	Crosby Property Management Ltd.

The meeting was called to order at 6:35pm by the Strata Council President, Cecil Lau.

ASSIGNMENT OF COUNCIL POSITIONS

The following assignments were agreed to by the Strata Council members until the next Annual General Meeting:

Cecil Lau – President
Charles Lingren – Vice President
Jennifer Watkiss – Treasurer
Kim McLean – Secretary
Trevor Gibbons - Deficiencies

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held March 18, 2009 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the February, March and April, 2009 financial statements. CARRIED. The Strata Council enquired as to the large outstanding amount on one of the Strata Lots and the Property Manager will advise the Strata Council after reviewing the accounts. Council will be advised via email prior to next Council meeting.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. 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.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Review of Directives
Strata Council reviewed directives given to the Property Manager, Caretaker or other parties and concluded that completed items were satisfactory. Pending items will continue to be reviewed and new items will be added after this meeting.
2. Common Area Deficiency List
Ms. Pandy and the Strata Council will request an update from Scott Construction. This will be announced at the next Council meeting.
3. Mechanical Deficiencies
Mechanical deficiencies list is pending and further review upon return of Trevor Gibbons. This will be reviewed at the next Council meeting.
4. Landscaping Deficiencies
The Property Manager noted that a number of issues were addressed with Para Space Landscaping such as; ensuring that they clean up the walkways on the courtyard level after gardening, as well as taking off any trimmings and garbage off of the property after the work is done. Para Space acknowledged and ensured that this will be followed.
5. Cherry Tree – Removal and replacement
After review of the options, it was moved and seconded to approve a planting of a Magnolia Galaxy tree and removal of the dead cherry tree (previously discussed last year, the cherry tree was part of the original landscaping and unfortunately did not survive). It was further noted that the Strata Corporation received funds from the developer for the removal and replacement of the tree. Para Space Landscaping will remove the tree and the new tree will be planted in the fall of 2009, as summer is no appropriate for planting. Carried
6. Electrical Warranties
Strata Council noted that some of the courtyard lights on the third floor level are still not functioning. The Property Manager said that this was not brought to her attention as outstanding and further updates will be requested from Baker Electric.
7. Carpet Cleaning
There is an ongoing program with Service Master Janitorial for carpet cleaning. The Strata Council noted that some of the floors require attention and this will be reviewed with Five Star Janitorial.
8. Annual Fire Inspection
Strata Council was in receipt of the annual fire inspection report from Fire-Pro and it was moved and seconded to approve some of the common area deficiencies as reported. The Strata Council

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further requested that a follow up be done whether the deficiency items should still fall under the installation 15 month warranty period. The Property Manager advised that Council will be informed prior to the next Council meeting.

9. Dryer Vent Cleaning

The dryer vent cleaning has been performed by Air Vac Services. The Strata Council requested clarification whether Air Vac Services had any difficulty in getting access to the units facing West Broadway. Property Manager confirmed with Air Vac that all units were cleaned from the exterior with a slight change of method for West Broadway facing units. Strata council is satisfied with the response.

10. Window Cleaning

The window cleaning was performed by Milner's Window Washing. Strata Council is satisfied with the work performed. It was noted that the next window cleaning will include window frames as well. CARRIED.

11. Power Washing – Underground Parkade – P3

Power washing was performed by Five Star Janitorial on P3 residential parkade level. Council is satisfied with work performed. It was noted that the next job will be co-ordinated with the commercial owner and communicated to the IGA and London Drugs representative. CARRIED.

12. Security

Upgrades have been done and Council is pleased to report no further security break-ins have occurred. It was noted that several doors need to be adjusted or repaired as they do not close. Rite Handyman will be requested to repair. CARRIED.

CORRESPONDENCE

The Strata Council reviewed correspondence with respect to the following:

- **Clarification annual fire inspection.** Strata Council noted that further to the Annual General Meeting notice and budget notes regarding fire inspection the Strata Corporation is not responsible to replace faulty smoke detectors, only devices tied to the main fire panel are covered as part of the Strata Corporation, such as heat detectors. The Strata Council further noted that due diligence by the Strata Corporation is done by performing the annual fire inspection. This was also confirmed by the Strata Corporation's insurance adjusters and insurance brokers. The notes for the next Annual General Meeting will be corrected.
- **Leak from bathroom affecting strata lot below.** Both owners units have been sent information from the warranty provider and advised that this is not a Strata Corporation Common Property matter. Furthermore as the damage did not exceed the Strata Corporation's insurance deductible, a claim under the strata corporation's insurance coverage was not filed.
- **Commercial unit noise.** The Strata Council was in receipt of a letter from IGA and London Drugs commercial owner representative advising that several steps have been taken to minimize the noise emanating from hydraulic lifts, elevator or loading bay door. Affected residents informed the strata

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council that the level of noise is no longer disturbing their sleep. Council requested that a response be forwarded to ensure that the commercial elevators are maintained properly and noise is minimized, as well as proper maintenance on loading bay doors be kept up again to minimize the noise. Council was satisfied with the outcome.

- **Noise concerns.** Any noise concerns received in writing by the Strata Council are being addressed in accordance with bylaws. Warning letters were sent out under Section 135, owner has the right to respond to Council in writing for second offence, for repeat offence automatic bylaw fines apply. Resident wishing to discuss or if they have any concerns with bylaw infraction letters, they are to put their responses in writing and faxed, mailed, or emailed to Crosby Property Management.

REMINDER

NOISE ON DECKS/BALCONIES AND COURTYARD

NOW THAT SUMMER HAS ARRIVED AND RESIDENTS ARE ENJOYING THE OUTDOORS, IT'S IMPORTANT TO REMIND EVERYONE TO KEEP THE NOISE LEVEL DOWN, AS NOISE ECHOES AND TRAVELS INTO OTHER UNITS. PARTICULARLY, PLEASE BE MINDFUL OF LOUD TALKING, AVOID ANY LOUD MUSIC OR YELLING AND WATCH THE TIME-NO NOISE AFTER 10:00 P.M.-WE THANK YOU ALL IN ADVANCE FOR YOUR COOPERATION IN MAKING SURE THE VINE REMAINS A QUIET BUILDING.

The Strata Council will respond to all parties in writing in accordance with the Bylaws and the *Strata Property Act*.

NEW BUSINESS

1. **Pet Use of Courtyard – Dog Rule**

It was moved and seconded to adopt the following new PET rules:

PET RULES:

- 4.1. Pets must be leashed and under the control by the pet owner or other responsible adult while on common property.
- 4.2. For hygienic reasons and because animal urine is causing damage to the grass, please walk pets off property instead of the common area courtyards on the 3rd floor.
- 4.3. If any pet does urinate or defecate on the common property, inside or outside, the owner shall immediately and completely remove all of the pet's waste from the common property and properly dispose of it.
Refuse bags have been provided in case an owner's pet has an "accident" while accompanying its owner in the courtyard. . The owner shall contact Five Star Building Maintenance to arrange any special cleaning if necessary.
(a) If any special cleaning is required as a result of the pet urinating or defecating, the owner or occupant shall pay all costs of such special cleaning; or
(b) If replacement of the floor covering is necessary as a result of the pet urinating or defecating, the owner or occupant shall pay all costs of such replacement.
- 4.4. An owner, tenant or occupant whose guest brings a pet onto the common property shall

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The Owners Strata Plan BCS 2667
Held on June 9, 2009

ensure that the guest complies with these rules.

The owner, tenant or occupant of a strata lot is responsible for the actions of a guest's pet.

2. Website
Due to the administrative complexity of developing and maintaining of a strata website by the strata council, it was decided this will not proceed. The Senior Property Manager advised that Crosby Property Management is looking into launching a website which will be accessible to all clients early next year.
3. Pigeon Net Repairs – Commercial Level P1
The Strata Council noted that the previously installed pigeon nets by Care Pest Control are in need of repair. These have been installed on P1 commercial parkade and cost was shared among the 2 entities. The remainder/commercial owner will be contacted to ensure this is looked after. This will be further reviewed at the next council meeting.
4. Hallway Temperature in Tower 3- 2288 West Broadway
The Strata Council is aware of the high temperatures in Tower 3. Latham's Mechanical has been contacted to investigate and to advise further as to the cause of the problem and when the repairs will be done. The Property Manager is in communication with Latham's and will forward an update to Council prior to the next meeting. The Strata Council is positive that this will be addressed quickly. This will be reviewed at the next strata council meeting.
5. Suggestion Box
It was moved and seconded that all three towers will have a Council suggestion box. Rite Handyman will be contacted to set up the boxes and the Strata Council will label. This will be further discussed at the next Council meeting.
6. Small Amenity Room
It has been decided that the small amenity room will be turned into a Strata Library. Further information will be posted by the Strata Council.
7. Enterphone Camera and Caller ID feature
The Property Manager noted that Action Lock Security has been contacted and a follow-up will be placed to ensure that this is looked after. This will be further discussed at the next Council meeting.
8. Commercial Parking Gate Timer
The commercial parking gate timer is done and the Strata Council is satisfied.
9. Visitor Parking on P2
Strata Council is awaiting answer from the remainder/commercial owner. This will be discussed at the next Council meeting.
10. Quotations for Janitorial Services
The Property Manager suggested that two or three quotes be obtained for a comparison in order to meet the budget figures. The Property Manager will be contacting companies and the proposals will be reviewed at the next Council meeting.

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The Owners Strata Plan BCS 2667
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11. Gas Expenditures

Strata Council enquired as to the high gas expenditures. It was noted that every building is unique and bear in mind that this complex is made of three towers, and the gas serves all common property. The Property Manager will look into the matter and it will be further discussed at the next Council meeting.

12. Upcoming Summer BBQ

The Strata Council noted that there will be an upcoming summer barbeque on the evening of Wednesday July 8th. Notices and invitations will be posted by the Strata Council prior to the event.

There being no further business, the meeting was adjourned at 7:52pm. The next meeting will be held on Tuesday July 14, 2009 at 6:30pm within the 3rd floor small amenity room, 2268 West Broadway Street, Vancouver, B.C.



Marianna Pandey
Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours)
www.crosbypm.com

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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2667
THE VINE**

Held on Wednesday, March 18 2009 at 6:30 p.m.
Within the Small Amenity Room
3rd Floor-2268 West Broadway Street, Vancouver, BC

COUNCIL IN ATTENDANCE:	Cecil Lau	President
	Charles Lingren	Vice-President
	Jennifer Watkiss	Treasurer
	Kim McLean	Secretary
	Trevor Gibbons	Deficiencies
	Yasmin Mawani	Member At Large
REGRETS:	Trevor Gibbons	Deficiencies
SENIOR PROPERTY MANAGER:	Marianna Pandey	Crosby Property Management Ltd.

The meeting was called to order at 6:35pm by the Strata Council President, Cecil Lau.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held February 17, 2009 as circulated.
CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the January 2009 financial statements. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. 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.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Review of Directives
The Property Manager advised that an updated list of directives will be forwarded to the Strata Council via email.

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2. Common Area Deficiency List

Spratt Emmanuel Engineering report of the exterior building envelope warranty has been sent to the developer and Scott Construction. The Property Manager followed up with the developer and was advised that the report has been received and identified warranty items will be completed as required. A meeting will be set up with Scott Construction and the developer and selected Strata Council members to review the progress. This will be further discussed at the next Council meeting.

3. Mechanical Deficiencies

Mechanical deficiencies are pending and this will be reviewed at a later time by the Strata Council.

4. Landscaping Deficiencies

The Strata Council received a payment from the developer for the cost to replace the dead cherry tree as this was deemed as a deficiency item. The Strata Council was pleased with the outcome of this matter.

5. Replacement of Cherry Tree

As the Strata Council has the funds to replace the cherry tree, Paraspace Landscaping will provide a proposal for a replacement with other than a cherry tree as it is not suitable for the area in question. An installation of a smaller tree or a hedge-like bush will be decided upon in later spring of 2009. This will be reviewed at the next Council meeting after the Annual General Meeting.

6. Enterphone System

Action Lock and Security was obtained and will replace Smartech Communications. Action Lock and Security will be responsible for repairs to all security and enterphone systems, updating of enterphone system and buzzers and activation and deleting of fobs. The Strata Council discussed that Action Lock and Security will be consulted by 5 Star Janitorial should assistance be needed in the above. 5 Star Janitorial may now be contacted for activation/deletion of fobs and updates of the buzzer system, please call (604)435-0515 if you have a request of this nature. Any issues with programming such as elevators not accessing a given floor, enterphone system not working, will be looked after Action Lock and Security. The Strata Council requested that the Property Manager negotiate further in terms of the hourly rate with 5 Star Janitorial. The Property Manager will report prior to the Annual General Meeting after discussion has taken place with 5 Star Janitorial.

7. Electrical Warranties

Burt's Electric advised that they have completed the majority of the electrical deficiencies; however they are awaiting parts for some areas from the manufacturer. The areas in question are the pot lights on the 3rd level courtyard ground. Council will ensure that they will keep on top of these items as priority. This will be discussed at the next council meeting.

8. Carpet Cleaning

Common area hallway carpet cleaning has been scheduled for the month of April and will be conducted by Service Master Cleaning. Notices will be posted prior; owners will also be offered a discount for in-suite carpet cleaning.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on March 18, 2009

9. Annual Fire Inspection

The Annual Fire Inspection was performed within the month of March and the report from Fire Pro will follow into the next Council Meeting.

10. Milner's Window Cleaning Quotation

The Milners quotation for window washing, dryer vent cleaning, and power washing of the parkade. After a thorough review it was moved/seconded to exclude from the quotation from Milners, the following:

- Dryer vent cleaning
- Power washing of the parkade

Further clarification will be noted on the one line item of the proposal. Milners window cleaning will be scheduled to perform the exterior inaccessible window cleaning as well as the third level courtyard window cleaning accept the sliding doors. CARRIED.

11. Dryer Vent Cleaning

The Strata Council received several quotations. After review, it was moved/seconded to approve that Airvac Services will perform the work within the month of April, 2009. The cleaning strata council opted for was from interior and exterior. In suite access will be required and notice will be circulated prior to work commencing. Update on work will be reviewed at the next council meeting.

12. Power Washing of the Parkade

It was moved/seconded to approve that Five Star Janitorial will perform the power washing of the parkade. Cars must be removed during the time that the power washing takes place. Notices will be posted prior to the date.

CORRESPONDENCE

The Strata Council reviewed correspondence with respect to the following:

- Courtyard lighting
- Noise complaint
- Enterphone and fob issues

The Strata Council will respond to all parties in writing in accordance with the Bylaws and the *Strata Property Act*.

NEW BUSINESS

1. Interglobe Security

A meeting took place with the Property Manager, Interglobe Security and the Commercial owner representative. Negotiations are in place with respect to the hourly rate. The Strata Council noted that a 7 days a week, 3 times per day patrol is needed to ensure security of the building. Verification on the prices will be forwarded to the Strata Council prior to approval.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on March 18, 2009

2. Security Upgrades

The Strata Council was in receipt of a quotation from Rite Handyman, it was moved/seconded to approve supply and installation of full length astragals as well as kickplates on selected doors in the parkade. CARRIED.

3. Annual General Meeting

The Strata Council briefly discussed the upcoming Annual General Meeting and further discussions will take place in regards to what will be included in the agenda. Some of the items that may be coming up are Bylaw and rule changes; this will be discussed at the next Council meeting prior to the Annual General Meeting.

4. Draft Budget

A draft budget was provided by the Property Manager to the Strata Council, further review will be done at the next meeting and the approved draft budget will be included in the Annual General Meeting for owner's approval. This will be discussed at the next meeting.

5. Upcoming Bylaw Changes for the Annual General Meeting

The Council will discuss the upcoming Bylaw changes for the Annual General Meeting in further detail at the next meeting. Some of the items that they may include are:

- Insurance deductible
- Move-in/move-out Bylaws
- Storing of items in parkade

6. Viewing of the Security System

It was noted that, as previously informed, that channel 116 will be the channel for viewing the security cameras. However, this does not function and the Property Manager was requested to follow up with Action Lock and Security. This will be discussed at the next Council meeting.

7. Small Amenity Room

It was moved/seconded to include \$2,000.00 in the proposed budget for the set up of this small amenity room. CARRIED.

8. Parking Stalls and Storing of Items

The storing of any items is against code as per the Vancouver Fire Inspector. The Property Manager was requested to follow up on Appendix A of the fire code and this will be included as a Bylaw or rule addition at the upcoming Annual General Meeting.

9. Main Gate – time changes

As previously cited, the main gate is to close at 11:00pm and re-open at 7:15am. The Property Manager will follow up with Action Lock and Security whether this has been completed. Clarification with respect to duration of the opening and the closing of the gate has been provided to the Strata Council and they deemed it satisfactory.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on March 18, 2009

10. Community Herb Garden

The Council is looking into planting an herb garden on the 3rd floor terrace for residents to use. A small committee will oversee the planning and planting. If you are interested in volunteering, please contact Marianna Pandy.

There being no further business, the meeting was adjourned at 7:49pm. The next meeting will be held on April 7, 2009 at 6:30pm within the 2nd floor small amenity room, 2268 West Broadway Street, Vancouver, B.C.

Marianna Pandy
Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours)
www.crosbypm.com

Please keep a copy of these minutes for future reference. They 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 COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2667
THE VINE**

Held on Tuesday, February 17, 2009
Within the Small Amenity Room, 3rd Floor
2268 West Broadway Street, Vancouver, BC

COUNCIL IN ATTENDANCE:	Cecil Lau	President
	Charles Lingren	Vice-President
	Kim McLean	Secretary
	Trevor Gibbons	Deficiencies
	Jennifer Watkiss	Treasurer
REGRETS:	Yasmin Mawani	Member At Large

SENIOR PROPERTY MANAGER:	Marianna Pandey	Crosby Property Management Ltd.
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The meeting was called to order at 6:38 p.m. by the Council President, Cecil Lau.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held January 6, 2009 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the December 2008 financial statements. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. 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.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Review of Directives
Strata Council reviewed the list of directives given to either the Property Manager or to members of the Strata Council. Any outstanding items that need further follow up will be reviewed again at the next Council meeting.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on February 17, 2009

2. Common Area Deficiencies
The Strata Council continues to monitor the common area deficiencies including the parkade leaks as well as the second floor hallway drywall cracks. They have been addressed to the developer and Scott Construction.
3. Spratt Emanuel Engineering
The building envelope warranty review has been received and reviewed by the Strata Council. It was noted that the report will be forwarded to the developer, Scott Construction and Willis Canada, the warranty provider. This will be further discussed at the next Council meeting.
4. Mechanical Deficiencies
The mechanical deficiencies are under review by the Strata Council and will be discussed at the next Council meeting. A meeting with the developer as well as Scott Construction will be arranged in the spring of 2009 to go over all of the pending warranties for both common and mechanical deficiencies.
5. Overhang Solutions – 3rd Level
After receiving quotations from engineering firms, the Strata Council has decided that this matter will be included in the Annual General Meeting Agenda.
6. Landscaping Deficiencies
It was requested that a follow up be done with the developer in terms of their response for the dead cherry trees or any other landscaping deficiencies. The Property Manager advised that no response has been received yet. It will be further discussed at the next Council meeting.
7. Enterphone System
The Strata Council discussed further problems such as programming issues, fobs not working properly, visitors not being able to access elevators and floors, and also residents not being able to access floors to their units. Furthermore, there have been a number of outstanding issues which were brought to Smart Tek Communications' attention with respect to updating enterphones. It was moved/seconded that a change will be made and effective March 1, 2009, the service provider for the enterphone system and security system fobs and buzzer updates will be done by Action Lock & Security. It was also moved/seconded that a purchase of a computer on site be approved to be carried out by Action Lock & Security. CARRIED. This will be further discussed at the next meeting and notices will be posted with respect to change of contact information for buzzer and fob request. Owners experiencing any problems are requested to write to the Strata Council via Crosby Property Management Ltd. indicating the exact nature of the problem, the date and unit number.
8. Electrical Warranties
The Strata Council posted notices and are aware of the intermittent ongoing problems with the courtyard lights. Bert's Electric has been contacted and the latest follow up was that they are awaiting parts. The Strata Council continues to ensure that this is looked after promptly. It is the Strata Council's understanding that Bert's Electric have attended the week of February 16, 2009 and advised that they are awaiting for ballasts in order to carry out the warranty repairs. Some repairs have already been completed. The Strata Council will continue to review this at the next Council meeting.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on February 17, 2009**

9. Carpet Cleaning Quotes

The Strata Council was in receipt of two cleaning quotes for the common area carpets. After review, it was moved/seconded to approve Service Master Janitorial yearly carpet maintenance contract. The contract will include 2 complete carpet cleanings of hallway carpet and quarterly spot cleaning. Notices will be posted for the upcoming carpet maintenance in the spring of 2009.

10. Landscaping Contract Renewal

It was moved/seconded to renew the contract with Para Space Landscaping for a term of 1 year.
CARRIED.

11. Para Space Landscaping Quotation for 3rd Level Courtyard/ Zones

The Strata Council received a quotation from Para Space Landscaping Inc. for two options: 1) installing a plant and 2) installation of rocks to avoid the dirt from splashing onto common property exterior. After further review, the Strata Council requested that a follow up be made with Para Space and request that the quotation be further revised. This will be reviewed at the next Council meeting.

CORRESPONDENCE

The Strata Council reviewed correspondence with respect to the following:

- Enterphone problems and fob programming issues;
- Noise complaint;
- Security issues, break ins and stairwell concerns;
- Dryer vent duct issues;

The Strata Council will respond to all parties in writing in accordance with the Bylaws and the Strata Property Act.

NEW BUSINESS

1. Interglobe Security

The Strata Council was informed by the Senior Property Manager that a discussion took place with the commercial owner's representative with respect to security patrols. It was noted that the Strata Council is happy with the performance of Interglobe Security and not interested in changing providers at this time. The Strata Council, however, has noted that Interglobe Security should be informed to ensure that they patrol all stairwells in order to address the ongoing problems with vagrants sleeping in the P1 & P2 (commercial area) stairwells. The Property Manager advised that this will be discussed with the commercial owner's representative and further information will be available at the next Council meeting.

2. Security Upgrades

Damaged astragals were noted on some P3 residential parkade stairwell doors. A-Pro Locksmith will look after all lock repairs and Rite Handyman was approved to carry out welding and repairs.

The Council is seeking quotations for a number of security upgrades including installation of bars on windows on the residential parkade level (P3), adding of full length astragals and the installation of more

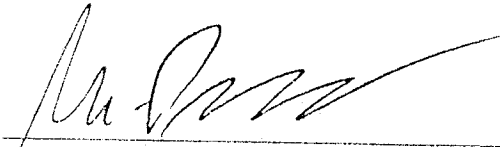
Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on February 17, 2009

secure locks and locking plates. The Strata Council will continue to review security matters within the building.

3. Window Washing
The Strata Council was in receipt of a quotation from Milner's Window Cleaning and some further clarification was needed with respect to the proposed. The Property Manager was requested to obtain the revised quotation prior to the next meeting and forward the revised to the Strata Council via email for decision making. This will be further discussed at the next Council meeting.
4. Power Washing
The Strata Council received a quotation from Milner's Cleaning as well as Five Star Janitorial and a decision will be made at the next Council meeting.
5. Dryer Vent Cleaning
A quotation was obtained and further quotes are pending. This will be further discussed at the next Council meeting.
6. Latham's Repair Quote
It was moved/seconded to approve repairs as suggested by Latham's Mechanical. CARRIED.
7. University Sprinkler
It was moved/seconded to approve the quotation from University Sprinkler for repairs on the sprinkler lines that serve the green rooftop. CARRIED. It was further noted that 50% of the cost will be reimbursed to the Strata Corporation by Five Star Janitorial.
8. Annual General Meeting Planning
This will be further discussed at the next Council meeting.
9. Budget
The first draft budget was prepared and forwarded for review of the Strata Council by the Senior Property Manager. This will be further discussed and revised at the next Council meeting.
10. Strata Storage
The Strata Council requested that a sign be taken off from the P3 Level northwest corner Recycling Room as this room is not being used for this purpose. The sign will be removed and currently stored items will be discarded by Five Star Janitorial. The lock will be re-keyed and fob access removed. Walden Disposal will remove the miscellaneous items.
11. Suggestion to Commercial Owner
The following suggestions have been made to the commercial owners: it was moved/seconded to suggest that the first gate to the parkade closes at 11:00 a.m. The commercial owner advised this will be carried out effective immediately. Ideal Door will be contacted by the Property Manager.
12. Signs for Bike Storage
It was moved/seconded to obtain two signs for the bike storage on P3 Level. For security purposes, the signs will be changed to read "Elevator Lobby" instead of "Elevator Lobby & Bicycle Storage". CARRIED. The Property Manager will obtain signs from Hewitt Signs Company.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on February 17, 2009

There being no further business, the meeting was adjourned at 8:16 p.m. The next meeting will be held on March 18, 2009 at 6:30 p.m. within the 3rd Floor Amenity Room.



Marianna Pandey
Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours)
www.crosbypm.com

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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2667
THE VINE**

Held on Tuesday, January 6, 2009
Within Unit the Small Amenity Room, 3rd Floor
2268 West Broadway Street, Vancouver, BC

COUNCIL IN ATTENDANCE:	Cecil Lau	President
	Charles Lingren	Vice-President
	Kim McLean	Secretary
	Trevor Gibbons	Deficiencies
	Jennifer Watkiss	Treasurer
REGRETS:	Yasmin Mawani	Member At Large

SENIOR PROPERTY MANAGER:	Marianna Pandy	Crosby Property Management Ltd.
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The meeting was called to order at 6:35 p.m. by the Council President, Cecil Lau.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held November 3, 2008 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the September – November 2008 financial statements. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. 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.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Review of Directives**

Strata Council reviewed the list of directives given to either the Property Manager or to members of the Strata Council. Any outstanding items that need further follow up will be reviewed again at the next Council meeting.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on January 6, 2009

2. Bike Lockers

A new rule has been put in place which is to state:

“Bike lockers must contain a bike. If a locker is locked and does not contain a bike for more than 30 days, the Strata Council will issue a 30 days notice to remove the lock.”

CARRIED.

3. Common Area Deficiencies

The Strata Council will continue reviewing the deficiency list. Most recently it was reported that parkade leaks occurred originating from the commercial parking space. Scott Construction has been contacted and the original installing trade was requested to attend to the parkade leaks as part of the deficiency for the commercial owners.

4. Mechanical Deficiencies

Trevor Gibbons provided a brief overview of the mechanical deficiencies and he will further review the list provided by Scott Construction and report at the next Council meeting. It was also requested that Latham's review and confirm that the HVAC system and the gym has been attended to by the warranty as the original installing trade. This will be reviewed at the next meeting.

5. Small Common Room

The utilization of this room will be deferred until the Annual General Meeting.

6. 3rd Level Mats

The installation of the new mats has been completed by Rite Handyman. The Strata Council noted that they are satisfied.

7. Overhand Solutions – 3rd Level

The Strata Council received a quotation from McQuaig & Associates Engineering Ltd. for the review and preparation. The quotation is only for the engineering firm to review and provide a proposal and further reports. The Strata Council requested that Spratt Emanuel Engineering also provide a quotation for the same. This will be reviewed at the next Council meeting.

8. Building Envelope Warranty Review

The warranty review has been completed by Spratt Emanuel Engineering. The report will be forwarded within the month of January 2009 for Strata Council's review. All deficiency matters will be forwarded to the developer and original installing trades. This will be further discussed at the next Council meeting.

9. Landscaping Deficiencies

The discussion with respect to the dead cherry trees on the courtyard level continue, as the strata believes that this is a warranty matter. The developer has been contacted in writing. This will be further discussed at the next Council meeting.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on January 6, 2009**

10. Enterphone Updates

The Strata Council is looking into an alternative company to look after maintaining the security system, including activation of fobs and programming of the enterphone system. This will be further discussed at the next Council meeting as Council is awaiting quotation from Action Lock & Security.

11. HVAC in Fitness Room

Repairs have been completed under warranty by Georgia Mechanical. It was requested that Latham's Mechanical provides confirmation of warranty related repairs at their next preventative maintenance service. The report will be reviewed by the Strata Council and discussed further at the next Council meeting.

12. Electrical Warranties

A list of electrical warranties was forwarded to Bert's Electric to rectify under warranty. Bert's Electric advised that they are waiting for parts and the installation should be complete during the month of January. This will be reviewed further at the next Council meeting.

13. Snow Removal

The Strata Council has been satisfied with the snow removal performed by Five Star Janitorial.

CORRESPONDENCE

The Strata Council received correspondence with respect to the following:

- Damage to car resulting from commercial parkade level leaks-deficiency repairs
- Landscaping and design on courtyard levels

The Strata Council will respond to all parties in writing in accordance with the Bylaws and the Strata Property Act.

NEW BUSINESS

1. Floor Mats in Lobbies

The Strata Council requires three non slip mats for the parking lobbies and in front of the elevators. Trevor Gibbons will provide exact count to the Property Manager via email. The Property Manager will then order and confirm price prior to ordering.

2. Common Area Carpet Cleaning

Five Star Janitorial will provide a quotation for common area carpet cleaning. The Property Manager advised their service providers also who provide this service and an additional comparison quotation will be obtained prior to spring 2009 for Council's review. This will be discussed at the next Council meeting.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on January 6, 2009**

3. Hallway Painting
It was moved/seconded to approve that Rite Handyman attends to touch-up hallway painting and cleaning or minor repairs of hallway walls as needed. CARRIED. The Property Manager recommends that this be part of a regular quarterly maintenance. This will be reviewed at the next Strata Council meeting.
4. Power Washing of Parkade P2 & P3
The power washing will commence in the spring of 2009. Three quotations will be obtained for Council's review and approval. This will further discussed at the next Council meeting.
5. Paraspace Landscaping – Contract Renewal
The Strata Council was in receipt of the maintenance renewal for the landscaping of courtyards as well as the green roof. Some clarification was needed for additional services. Once obtained, this will be reviewed and approved prior to the next meeting. The contract renews on March 1, 2009.
6. Towing Signs
It was moved/seconded that the Property Manager obtains towing signs noting "Residential Loading Zone Only - 30 Minutes Maximum". Violators will be towed by Buster's Towing. CARRIED.
7. Noise Emanating from IGA Garbage Compactor
An owner noted that there is still an unidentified noise. They noted that they will investigate and report further to the Strata Council.
8. Dryer Vent Cleaning
The dryer vent cleaning will be performed by the strata for exterior cleaning in the spring of 2009. Quotations will be gathered.
9. Plants
Paraspace Landscaping was requested to assess the plants after the snow and note any further deficiencies.
10. In-suite maintenance
The in – suite maintenance is the responsibility of the individual owners.

REMINDER TO OWNERS
PLEASE DO NOT DISPOSE OF ANYTHING ELSE OTHER THAN TOILET PAPER
DOWN THE TOILETS. ITEMS SUCH AS FLOSS, COTTON BALLS AND ANY OTHER
OBJECTS WILL CAUSE THE TOILETS TO FLOOD AND MAY RESULT IN MAJOR DAMAGE
TO STRATA LOTS AS WELL AS COMMON PROPERTY.

WE THANK YOU IN ADVANCE.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on January 6, 2009**

IMPORTANT INFORMATION FOR INVESTOR OWNERS WHO RENT OUT THEIR UNITS:

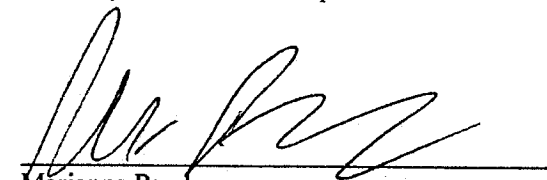
AS SOME OF YOU MAY BE AWARE OF THE PUBLIC RELEASE OF THE SCAMMER/TENANT, COUNCIL WOULD LIKE TO RECOMMEND THAT ALL OWNERS RENTING OUT THEIR UNITS DO THE FOLLOWING:

- *HIRE A PROFESSIONAL AND REPUTABLE RENTAL AGENT TO LOOK AFTER RENTING OUT YOUR UNIT**
- *ENSURE PROPER REFERENCE/BACKGROUND AND EVEN CRIMINAL CHECKS ARE DONE ON FUTURE TENANTS**
- *ENSURE THAT YOUR TENANT IS IN FREQUENT CONTACT WITH THE TENANT**
- *ENSURE THAT YOUR AGENT OR YOURSELF INSPECT THE UNIT MONTHLY TO**
- *ENSURE IT IS OCCUPIED BY THE PERSONS TO WHOM YOU RENTED TO**

PLEASE SEE THE FOLLOWING LINK:

<http://www.cbc.ca/canada/british-columbia/story/2009/01/05/bc-fakelandlord.html>

There being no further business, the meeting was adjourned at 8:24 p.m. The next meeting will be held on February 17, 2009 at 6:30 p.m.



Marianna Pandey

Senior Property Manager

CROSBY PROPERTY MANAGEMENT LTD.

General Office # (604) 683-8900 (24 Hours)

www.crosbypm.com

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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2667
THE VINE**

Held on Monday, November 3, 2008
Within Unit #303-2228 West Broadway Street, Vancouver, BC

COUNCIL IN ATTENDANCE:	Charles Lingren	Vice-President
	Trevor Gibbons	Deficiencies
	Yasmin Mawani	At Large
	Jennifer Watkiss	Treasurer
REGRETS:	Cecil Lau	President
	Kim McLean	Secretary
SENIOR PROPERTY MANAGER:	Marianna Pandy	Crosby Property Management Ltd.

The meeting was called to order at 6:40 p.m. by the Council Vice President, Charles Lingren.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to amend the Minutes of the Council Meeting held September 15, 2008 as follows:

Page 5, item #8 under "New Business":

8. Winterization of *Sprinkler* System

The winterization of the *Sprinkler* systems will be performed in October 2008.

There being no further changes, it was moved/seconded to approve the minutes of the Council meeting held September 15, 2008 as amended. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the August 2008 financial statements. CARRIED. The approval of the September financial statements will be deferred until the next Council meeting.

<p>Note to Owners regarding strata fees: as per the Strata Property Act and bylaws of BCS 2667, the Strata Fees are due and payable on the first of each month. Please ensure that you sign up for pre-authorized payment to avoid any late penalties for missed strata fee payments. The Strata Council would also like to note that account statements are only sent to those accounts that have outstanding balances. Should you have any further questions with respect to your fees or to ensure that your fees have been paid in time, please follow up by contacting the accounts receivable department at Crosby Property Management Ltd. at (604) 689-6988. To download a Preauthorized Payment Plan Form, visit www.crosbypm.com</p>

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. 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.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Review of Directives
Strata Council reviewed the list of directives given to either the Property Manager, Five Star Cleaning or to members of the Strata Council. Any outstanding items that need further follow up will be reviewed again at the next Council meeting.
2. Bike Lockers
The discussions will be deferred until the next Council meeting and further discussed at the upcoming Annual General Meeting.
3. Common Area Deficiencies
Trevor Gibbons provided the latest update on the common area deficiencies and it appears that approximately 90% of exterior building deficiencies have been completed by Scott Construction. A follow up will continue on the outstanding items as these may be completed weather permitting or in the spring of 2009. This will be further reviewed at the next meeting.
4. Mechanical Deficiencies
Trevor Gibbons reported that a response from Latham's is pending with respect to what deficiencies have been completed or if there are any outstanding. The Property Manager was asked to follow up with Latham's Mechanical. This will be further reviewed at the next Council meeting.
5. Small Common Room
As previously noted, the utilization of this room will be deferred until the Annual General Meeting.
6. Amenities – Fitness Center
Equipment as ordered has been delivered and installed by Pumphouse Fitness. They will also be attending to regular service for the equipment. The Strata Council was in receipt of a request from a resident for additional equipment. As the annual budget does not allow for additional funding, this item will be reviewed at the upcoming Annual General Meeting or as part of the next fiscal budget. This will be further discussed at the next Council meeting.
7. Security Repairs
Next to the 2268 tower's front door, the street-level exit stairway door from the parkade to West Broadway has been broken into numerous times. Parts are on order by A-Pro Locksmith for a push-bar upgrade and should be installed within the month of November or early December 2008. The delay is due to wrong parts being delivered by the suppliers.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on November 3, 2008

The 2268 entry door handle was stolen during the summer. A replacement door handle bar has been installed by Ray's Welding. The Strata Council is satisfied with the repairs.

8. Third Level Mat

The mats outside the hallway doors leading to the courtyards are too noisy and will be replaced. The Strata Council was in receipt of a quotation from Rite Handyman for third level mats which will replace the current inappropriate mats. It was moved/seconded to approve the supply and installation of the mats. CARRIED. The work will be done within the month of November, 2008.

9. Overhang Solution on 3rd Level

The overhangs outside the hallway doors leading to the courtyards lack any sort of gutter. A quotation from McQuaig Engineering was received. A quotation from Spratt Emanuel Engineering is pending and will be reviewed at the next Council meeting. This item will be included at the next Annual General Meeting.

10. Building Envelope Warranty Review

The Strata Council received two quotations from engineering companies. After review, it was moved/seconded to approve Spratt Emanuel Engineering Ltd. to proceed with the review. CARRIED. As the common area 1 year warranties expire in December 2008, the review and report will be submitted to the developer prior to this date. This will be further reviewed at the next Council meeting.

11. Landscaping Deficiencies

There are several trees on the third level courtyard which are dead. The Strata Council received response from the original landscaper who has provided particulars with respect to the dying plants on the Courtyard level. The Strata Council firmly believes this is a deficiency and they will be writing a letter to the developer and Scott Construction. They will note that all plants did not survive the replaced under warranty and at no cost to the Strata Corporation. This will be further reviewed at the next Council meeting.

12. Enterphone Updates

The current process of contacting Smart-Tek for each update has proved to be inefficient and costly. After a quotation was received from Smart-Tek Communications, the Strata Council requested that a secondary quotation be obtained from Action Lock & Security for the supply and installation of a system for the Strata Council and/or Five Star to perform the enterphone updates on site. This will be further discussed at the next Council meeting.

13. Speed Bumps

The speed bumps have been installed in the residential parkade.

CORRESPONDENCE

The Strata Council reviewed correspondence with respect to the following:

- Beetles and treatment by landscapers.
- Request to reverse late fine on strata fees.
- Stair building envelope maintenance concerns.
- Privacy screens.

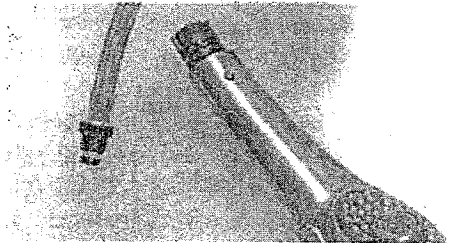
The Strata Council will respond to all parties in writing in accordance with bylaws and the Strata Property Act.

NEW BUSINESS

1. Strata Lots Reporting In Suite Related Problems/Deficiencies

The Strata Council would like to remind all owners that all **in suite appliances/fixtures are the responsibility to repair/maintain by the strata lot owner. Warranties apply and please refer to your homeowner's manuals for the following items:**

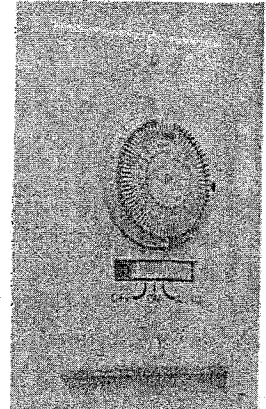
- **Leaks under the Kitchen Sink** – The hand sprayer/faucet can come loose after a lot of use. All the homeowner has to do is tighten the plastic connection piece at the base of the sprayer where it connects to the hose. The picture shows the hose disconnected from the hand sprayer to show where the connection is made. This is the connection that should be checked and tightened periodically. This is not a service call item but a result of use and is very easy for the homeowner to do.



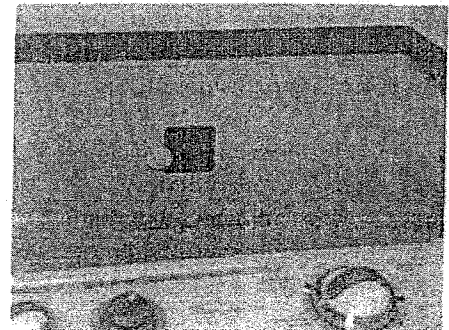
- **Preventing Humidity Buildup – Enabling the Bathroom Fan Timer** – During the winter months, window condensation may occur due to the cold/ warm air transfer at the glass location between inside and outside. Each suite is equipped with a timer that controls the main bathroom fan. The timer should be set to turn on the fan for approximately four hours a day to control the relative humidity in the suite. The instructions are in the homeowner manual.

Note: Suites on the east and north exposures are more prone to condensation as they do not really get any sunshine even on nice days. This is not a construction deficiency and can be remedied by setting the fan timer.

Ensure that nothing is blocking the gap under your suite's main door to allow proper replacement airflow into your suite while your kitchen or bathroom fans are on.



- **Cleaning out the Booster Fan Filter for the Clothes Dryer** – The laundry system has a booster fan to help push the clothes dryer air to the outdoors. This fan has a filter that should be cleaned out by the resident on a regular basis. In the ceiling above the dryer is an access panel with a small window on it. The Resident should undo the wing nut and slide down the access door assembly (approx. 2 lbs). Inside the assembly is a filter that must be cleaned.



Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on November 3, 2008

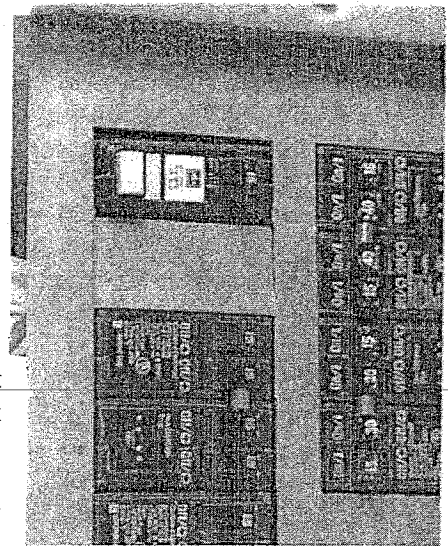
Failure to do so can result in blockage of the duct, long drying times, inefficient electricity use, and condensation build-up in the duct that leads to the building exterior. Some residents have seen water stains on their bedroom ceiling due to condensation in the air duct that leaks into the concrete ceiling. This can easily be prevented by regularly cleaning the booster fan filter.

The Strata Council encourages landlords to leave a note above the dryer to remind their tenants.

- **No Electricity from the Wall Plugs** – Residents may find that a wall plug does not seem to work. There are two common causes:

1. A circuit breaker has tripped. Please check your circuit breaker panel, typically located in the flex room of your suite. There is a chart on the panel door that should depict what each breaker is connected to. In particular, some are labelled with the word 'receptacle' to indicate it controls wall plugs. Often a tripped breaker may still be in the 'on' position, making it difficult to identify. You simply need to turn it off and then back on.

2. The outlet is a switch controlled outlet. In each bedroom and living room, there is usually one outlet that is controlled via a light-switch. This outlet will not work until the light switch is turned on. Residents will have to do a little experimenting to determine exactly which outlet is switch-controlled. Note that the switch will only operate one of the plug holes in one of the outlets in a room.



2. Additional Gym Equipment

This item will be brought to the Annual General Meeting.

3. Chargeback to Developer for Common Area Expenses

The Strata Council requested to follow up, should the response not be received by the end of November 2008.

4. HVAC in Fitness Room

The Fitness Room heating, ventilation, and air conditioning (HVAC) unit does not seem to work properly. Latham's Mechanical was contacted by the Property Manager and Five Star to look into and repair the problem. Council requested a follow up as they have not heard back from Latham's and the problem is still present. This will be further reviewed at the next Council meeting.

5. Third Level Courtyard Lights

Five Star reported that the lights burn out quite quickly. The Strata Council requested that Power Pros Electrical be contacted to confirm whether this is warranty related. Should the reports arrive that it is warranty related, Bert's Electric, the original electrical installer, will be contacted to rectify. This will be further discussed at the next Council meeting.

6. Dryer Vent Maintenance

The Strata Council urges all residents to ensure that they clean up the dryer vent trap from inside of their unit as it is their responsibility as often as possible. Also, it is important to note that all humidity control fans must be on when taking showers or cooking. Strata owners must ensure that their strata lots remain well ventilated at all times in order to avoid possible mold growth.

DRYER VENT MAINTENANCE PROCEDURES

It is important for all owners and residents to perform regular dryer vent maintenance procedures to avoid the cost of repairing condensation damage to their unit or their neighbours' unit. Repairs for such damage to private or common area property will be charged back to owners if evidence is found of lack of care and maintenance. At a minimum, residents should perform the following maintenance procedures:

- Clean dryer vent trap of all lint before each drying cycle
- Do not overload your dryer during a drying cycle
- Ensure that your vent booster fan is operational (it turns on automatically during the latter part of a dry cycle and remains on for about 5 minutes after the cycle has finished)
- Ensure the vent booster fan's lint filter (located in the ceiling panel above the dryer) is cleaned on a periodic basis
- Once per month, run a dry cycle for 30 minutes with the dryer empty to remove any condensation
- Ensure technicians have access to your unit (if required) during regularly scheduled vent cleaning services (these are scheduled twice per year)

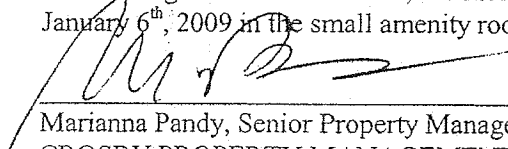
7. Snow Removal

The Strata Council requested that the third level courtyard area snow removal be put in place. The Property Manager will arrange with West Pacific Landscaping to carry out this service.

8. Landscaping on 3rd Level Courtyards

The Strata Council requested that the Property Manager contact Para Space Landscaping and inform them that trimming of foliage from pathways on the 3rd level must be done as they are overgrowing.

There being no further business, the meeting was adjourned at 7:40 p.m. The next meeting will be held on January 6th, 2009 in the small amenity room.


Marianna Pandey, Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.

General Office # (604) 683-8900 (24 Hours), www.crosbypm.com

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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2667
THE VINE**

Held on Monday, September 15, 2008
Within Unit #713-2268 West Broadway Street
Vancouver, BC

COUNCIL IN ATTENDANCE:	Cecil Lau	President
	Kim McLean	Secretary
	Trevor Gibbons	Deficiencies
	Yasmin Mwani	At Large
	Jennifer Watkiss	Treasurer
REGRETS:	Charles Lingren	Vice-President
SENIOR PROPERTY MANAGER:	Marianna Pandey	Crosby Property Management Ltd.

The meeting was called to order at 6:36 p.m. by the Council President, Cecil Lau.

GUEST BUSINESS

There was a strata lot owner in attendance to address the Strata Council and clarify some of the items of discussion as per the previous Strata Council meeting minutes. The owner stated the replies from the Strata Council were satisfactory. The Council would like to remind Strata Owners to direct any questions or concerns to Crosby Property Management via the contact information posted in the lobby of each building, so that they can be forwarded to the Strata Council to be addressed at future meetings.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held August 5, 2008 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the July 2008 financial statements. CARRIED. The Strata Council Treasurer, Jennifer Watkiss, reported that a meeting took place with the accounting department and the Senior Property Manager to review the financial statements. The meeting was very informative and the Strata Council is on track in terms of budgeting for this and the upcoming fiscal year.

REPORT ON UNAPPROVED EXPENDITURES

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

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on September 15, 2008**

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. 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.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Review of Directives

Strata Council reviewed the list of directives given to either the Property Manager, Five Star Cleaning or to members of the Strata Council. Any outstanding items that need further follow up will be reviewed again at the next Council meeting.

2. Bike Lockers

The discussions were deferred until the next Council meeting.

3. Mechanical Deficiencies & Common Area Deficiencies

Strata Council member and the head of the deficiency committee, Trevor Gibbons, provided an update on the common area deficiency list and the mechanical deficiency list. It was noted that most of the issues in the common areas have been resolved by Scott Construction. The Strata Council will continue to conduct regular a walk-around to identify any new upcoming or unfinished items.

Note that the term 'mechanical' is used to describe items involved with the operation of the residential portion of The Vine, such as hot water heating systems, electrical systems, plumbing, etc. Resolution of the mechanical deficiencies reported earlier this year by Latham's Mechanical has been noted to be complete. Latham's Mechanical had also provided a list of recommended mechanical upgrades. The Strata Council has been reviewing this list and has been working with Latham's to fully understand each item. The Strata Council will ensure that upgrades which will protect the health and longevity of the building are included in the next fiscal year's budget. This item will be further discussed at the next Council meeting.

4. Amenities

The large common room on the second floor between the center and west towers is now open as the fitness center. Most of the equipment has been delivered; one treadmill is on back order. Pumphouse Fitness has installed the equipment and appropriate rules and signage will be posted.

Directions to find the room are as follows:

- Use your common-area key to obtain access between towers and to the fitness center
- From the West tower, take the stairs by the elevator to the second floor and then walk east
- From the Center tower, take the stairs to the second floor; walk west through a few doors until you see the fitness room doors
- From the East tower, access the center tower via the third floor courtyard, then proceed as above

It was moved/seconded to bring in the following rules for the gym:

3. GYM RULES

- 3.1 Use at own risk
- 3.2 Children under 16 years of age are not permitted to use the equipment.
- 3.3 Closed toe shoes must be worn at all times when near the machines or free weights.
- 3.4 No pets allowed.
- 3.5 Please bring a towel to wipe down equipment immediately after use.
- 3.6 Limit your time on each piece of equipment to 20 minutes when others are using the gym.
- 3.7 Appropriate clothing must be worn at all times.
- 3.8 Put your weights away after use.
- 3.9 Limit music to a reasonable volume.
- 3.10 A maximum of 2 guests per suite are allowed, and must be accompanied by a resident.
- 3.11 Smoking is prohibited.
- 3.12 If you notice a problem with any piece of equipment, please leave a note on the equipment and contact us via the information posted in the lobbies of each tower.
- 3.13 If you are the last to leave the gym please turn off the lights, air conditioning, and treadmills. Light switches are inside the fitness centre on the left side of the door. Air conditioning is controlled via the panel on the East side of the room (to your right). It will make a bunch of noise for a few minutes and then turn off.

CARRIED.

5. Small Common Room

The utilization of this room will be deferred until the Annual General Meeting as there is no budget line item for expenditures for this area. The Strata Council will continue to research how to best utilize this room and the cost of doing so. Any suggestions for this space can be forwarded to the Property Manager. Further information will be included in the Annual General Meeting notice.

6. Security Upgrades

The following minor repairs or upgrades will be performed:

- Beside the 2268 tower's front door, the street-level exit stairway door from the Commercial parkade to West Broadway has been broken into numerous times. Upon review, it was determined that a push panic bar will be installed with the same design as the rest of the exit doors. This expenditure will be proportionally shared between the residential and commercial portions of the property.
- Entry door bar handle has been stolen from the front entry door of the 2268 tower. The long delay for its replacement is due to the custom nature of the handle. Ray's Welding has been contracted to manufacture and install the replacement handle.

7. Third Level Mats

The mats outside the hallway doors leading to the courtyards are too noisy and will be replaced. This item is pending and Kim McLean will forward to the Property Manager the link for alternative mats. Rite Handyman will then be requested to carry out research. This will be discussed at the next Council meeting.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on September 15, 2008

8. Overhang solution on the 3rd level

The Strata Council is still seeking quotations on this matter. Further to the previous minutes, the Strata Council would like to clarify the design flaw they are aiming to mitigate: the overhangs outside the hallway doors leading to the courtyards lack any sort of gutter. This causes large quantities of water to run off the overhang onto anyone walking underneath and onto the front doors of the adjacent courtyard suites. The Strata Council is investigating solutions to reduce water damage and improve courtyard access for all residents.

9. Additional Visitor Parking

Imperial Parking has been instructed by the commercial property management to add fee-based overnight parking. The Strata Council is negotiating terms and rates that would be fair to residents and their visitors. The Strata Council is preparing a proposal to forward to the commercial agent at Crosby Property Management Ltd. This will be discussed at the next Council meeting.

10. Parkade Sewer Smell

The Strata Council recently received information that the cause of the smell was most likely the grease traps from IGA which have never been cleaned and which flow through the west end of the residential parkade. This has caused a backlog of the debris, which created the smell. Going forward, Latham's Mechanical will check the grease traps as part of their regular maintenance. The cost of any cleaning and maintenance of the grease traps will be the responsibility of the IGA. This will hopefully be the end of the parkade odour.

CORRESPONDENCE

The Strata Council reviewed correspondence with respect to the following:

1. Speed bumps
2. Third level courtyard overhangs
3. Smell in the residential parkade
4. Dog droppings left in common areas
5. Noise complaints

The Strata Council will respond to all parties in writing.

NEW BUSINESS

1. Social Gathering

The social gathering took place on September 7, 2008 and it was a success. Thank you to all residents who came out to participate!

2. Building Warranty Review

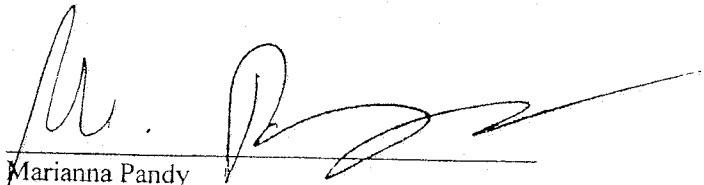
The Strata Council was in receipt of the proposal from Spratt Emanuel Engineering Ltd. and is waiting for a second quotation from McCuaig & Associates. Subsequent quotes will be discussed at future Council meetings.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on September 15, 2008

3. Enterphone Updates
A quotation was received from Smart-Tek Communication for setting up a system that could be managed locally. The current process of contacting Smart-Tek for each update has proved to be inefficient and costly. The Strata Council has deferred this item until the next Council meeting once some further details have been resolved.
4. Speed Bumps
For the safety of all residents who use the P3 parkade, it was moved/seconded to approve the installation of the following: three sets of speed bumps and two signs. The Strata Council will ensure that the speed bumps do not impede with the ceiling height, thus allowing larger trucks to drive over without damaging the car or the ceiling. The approval of the above has been authorized pending clarification of cost. CARRIED.
5. Landscaping Deficiencies
There are several trees on the third level courtyard which are dead. The Strata Council was in receipt of correspondence from the installing landscapers who have denied any warranty responsibility. After a discussion, the Strata Council will be adding this item to the deficiency list and forwarding it to the developer for a response. This will be further reviewed at the next Council meeting.
6. Roof Anchor Inspection
An inspection of the roof anchors is required by WCB Standards and building code. It was moved/seconded to approve the yearly roof anchor inspection by Pro Bell. CARRIED.
7. Lobby Floor Strip Wax
This item is recommended as a twice year maintenance. After reviewing a quotation from Five Star Janitorial, the Strata Council decided to defer this item until a later time. They will consider adding this into the budget for the next fiscal year.
8. Winterization of Anchor Systems
The winterization of the anchor systems will be performed in October 2008.
9. Window Washing
It was moved/seconded to proceed with the fall window washing by Milner's Window Cleaning. CARRIED. The Strata Council will announce the exact dates at a later time at least two weeks in advance of the scheduled service. The washing will most likely commence within the month of November 2008. The Strata Council recognizes that some residents were not satisfied with the level of service during the June 2008 washing. The Strata Council has discussed the feedback from residents with Milner's. Milner's understands our concerns and is motivated to improve their performance. The Strata Council is also exploring the possibility of cleaning the window sills and the outer side of the balcony railing glass.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on September 15, 2008**

There being no further business, the meeting was adjourned at 8:33 p.m. The next meeting will be held on November 3, 2008 within unit 518.



Marianna Pandey
Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours)
www.crosbypm.com

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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2667
THE VINE**

Held on Tuesday, August 5, 2008
Within Unit #828-2288 West Broadway Street
Vancouver, BC

COUNCIL IN ATTENDANCE:	Cecil Lau	President
	Charles Lingren	Vice-President
	Kim McLean	Secretary
	Trevor Gibbons	Deficiencies
	Yasmin Mwani	At Large
	Jennifer Wiederick	Treasurer
 SENIOR PROPERTY MANAGER:	 Marianna Pandy	 Crosby Property Management Ltd.

The meeting was called to order at 6:40 p.m. by Council President, Cecil Lau.

GUEST BUSINESS

There were no guests in attendance at this meeting.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held June 10, 2008 as circulated.
CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the May and June financial statements. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. 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.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Review of Directives
Strata Council reviewed the list of directives given to either the Property Manager, Five Star Cleaning or to members of the Strata Council. Any outstanding items that need further follow up will be reviewed again at the next Council meeting.
2. Bike Lockers
The Strata Council continues discussions with respect to the bike lockers. The Council will be establishing rules with respect to assigning of the bike lockers. The Property Manager confirmed that as per the disclosure statement, the bike lockers have not been assigned and they are on a first come, first serve basis at this property. Therefore, the Strata Council will have the overseeing authority on how they will be assigned. This will be discussed further at the next Council meeting.
3. Common Area Deficiencies & Mechanical Deficiencies
Strata Council requested that Trevor Gibbons, the Head of the Committee, reviewed the list and forwarded the most up to date list to the Property Manager, who in turn will forward it to the Developer to be further discussed at the next Council meeting.
4. Amenity Room Furnishing
After further discussion of the use for both the large and small room, the Strata Council has decided that the allocation will be as follows:
 - a. Large room: As previously noted, the large room will be utilized as a common gym. The most up to date proposals and options from Pump House Fitness were reviewed at great length and it was moved/seconded to approve option #2 for obtaining equipment on a monthly lease. It was noted that Pump House Fitness will be able to deliver the equipment to the large room and set up within the month of August 2008. Council will make further announcements with respect to the use, the hours and any upcoming rules prior to making the gym available to all residents. It was further noted that no furniture will be leased at this time. CARRIED.
 - b. Small room: This room will remain unutilized for the time being and will be discussed at a future date.
5. Security Upgrades
Strata Council reported that the postal lock timers have been installed by Broadway Locksmith. It was moved/seconded to approve the installation of fire lock boxes by Broadway Locksmith. CARRIED.
6. A Quote from Right Handyman
 1. Extending the card reader
It was moved/seconded to approve the quotation from Rite Handyman for extending the card reader at the second residential gate in order to bring it closer to reach. CARRIED. It was further noted that Smartek Communication will be present to disconnect the reader and again reconnect it after the repairs are done, at an hourly rate of \$85.00. CARRIED.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on August 5, 2008**

2. Overhang solution for the 3rd level units

This will be a more extensive matter and the Strata Council therefore is still seeing quotations on this matter. As a reminder, the lack of overhang for the 3rd level courtyard units is not an exterior deficiency but rather a design flaw which does not fall under warrantable defects. Therefore, if the Strata Corporation wishes to proceed with any upgrades, expense will be to the Strata Corporation.

3. Mats for 3rd level units

The current dull mats are too noisy and the Strata Council is still looking into alternatives for a quieter version. This will be viewed further at the next Council meeting.

7. Parkade Security

The prefabricated supplied installation of speed bumps is approximately \$350.00-\$400.00. The Property Manager will detain an exact quotation after the contractor visits the site and measures it. Trevor Gibbons will forward a drawing as to the exact location where the speed bumps are needed. Council discussed 3-4 full length speed bumps to be installed.

8. Additional Visitors' Parking

A commercial representative advised that having conditional hourly visitors' parking on the London Drugs level is possible, however pending further information from Impark. The Strata Council will review at the next Council meeting depending on what further information they receive.

9. Buster's Towing Signs

Strata Council requested that 3 Buster's Towing signs be installed on P2 at 3 stalls that are currently marked as residential loading zones only. Property Manager will obtain the signs.

10. Parkade Sewer Smell

It has been reported that the smell is still intermittently present, therefore the Strata Council requested that the Property Manager follow up with Latham's Mechanical as to whether or not they have completed the work. This work includes:

- a. Sealing off the drain holes
- b. Has there been quality control for this work?
- c. Is there another problem that needs to be looked into or is this a problem with the warranty on the work as performed by Latham?

The Property Manager will review this with Latham's and report further at the next Council meeting.

CORRESPONDENCE

Strata Council reviewed correspondence with respect to the following:

1. Reversal of late fines for non-payment of strata fees
2. Bike lockers
3. Exterior brick cleaning
4. Over hang design issues
5. Hanging clothes on balconies

The Strata Council will respond to all parties in writing.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on August 5, 2008**

NEW BUSINESS

1. Social Gathering

The Strata Council advises that the gathering will be coming up shortly, most likely within the month of September and may be a potluck so watch for notices which will be circulated prior to the event.

2. Building Exterior Warranty Review

The Property Manager recommended that the Strata Council gear up for a warranty review. It was noted to obtain 2-3 engineering quotes to review the building exterior prior to the warranty expiry. CARRIED. This will be further reviewed at the next Council meeting.

3. Cost Sharing with Commercial Owner

The quote for pigeon netting at the upper vehicle gate was presented to the Strata Council and it was moved/seconded to approve at a 34% cost sharing for air space and 66% for the remainder (commercial). CARRIED. The parkade ramp power washing will also be a shared cost as this is a shared vehicular route. The cost will be forthcoming from the commercial representative.

4. Updating entry phones and deleting and activating a Fob/Smartek Communications

The Strata Council discussed that updating of entry phones should occur twice a month or every other week by Smartek Communications. This will be forwarded to Smartek and Five Star Cleaning to ensure that it is being followed.

Any owners wishing to obtain additional keys or Fobs, activate or deactivate their Fobs, or update their enter phone please contact Dominic at Five Star Cleaning at (604) 435-0515.

5. Landscaping Deficiencies

The Strata Council noted several trees dying on the back alley way at the 3rd courtyard level. Airspace Landscaping will provide a list which will be forwarded to Northwest Landscaping, the installing trade. This will be further reviewed at the next Council meeting. Council also noted to ensure that all flowers are topped; Airspace advised that this is being done regularly.

6. Noise Complaints

Strata Council would like to remind residents as during the summer months with open balconies and more people enjoying the outdoor spaces, it is important that you follow the bylaws and ensure quiet enjoyment to those around you.

Use of property

3. (1) An owner, tenant, occupant 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,

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on August 5, 2008**

- (b) causes unreasonable noise,
- (c) unreasonably interferes with the right 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.

7. Resignation of Council Member

The Strata Council noted the resignation of Council member Paul Swann.

There being no further business, the meeting was adjourned at 8:21pm. The next meeting will be held on September 15th, 2008 in unit 713 at 6:30 p.m.



Marianna Pandey
Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours)
www.crosbypm.com

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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2667
THE VINE**

Held on Tuesday, June 10, 2008
Within Unit #518-2268 West Broadway Street
Vancouver, BC

COUNCIL IN ATTENDANCE:	Cecil Lau	President
	Charles Lingren	Vice-President
	Kim McLean	Secretary
	Trevor Gibbons	Deficiencies
	Yasmin Mwani	At Large
COUNCIL IN ABSENCE:	Jennifer Wiederick	Treasurer
	Paul Swann	At Large
SENIOR PROPERTY MANAGER:	Marianna Pandey	Crosby Property Management Ltd.

The meeting was called to order at 6:34 p.m. by Cecil Lau, Council President.

GUEST BUSINESS

There were no guests in attendance at this meeting.

CARETAKER CLEANING REPORT

Five Star Cleaning will be submitting a report later in the month. The Strata Council noted all has been working well with Five Star Cleaning and any issues noticed around the property will be forwarded to them for completion. Items noted were burnt-out light bulbs throughout the property and specifically on the exterior of the property. The bulbs will need to be replaced and the timer switches to be adjusted to ensure that the lights come on later in the evening. A note will be made to Five Star Cleaning to adjust this regularly according to daylight savings and change in seasons. Further requests were also made to turn off the lights in the mechanical room on the rooftop as they are shining into strata lots and causing disturbance.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held April 24, 2008 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the April 2008 financial statements. CARRIED. The Strata Council would like to remind owners that the strata fees are due and payable on the first of each month. As per section 23 of the existing bylaws of BCS 2667 and the Strata Property Act, a late fine of \$50.00 will be

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on June 10, 2008**

applied to all outstanding accounts effective June 1, 2008. Should you have any questions with respect to your account, please contact the accounts receivable department, Saba Akbari at (604) 689-6988. The Strata Council requested that follow up phone calls be made to those owners with outstanding fees.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. 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.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Review of Directives**

A list of directives will be provided to the Strata Council prior to the next Council meeting. The Property Manager noted that items which are still pending either require further clarification or currently awaiting quotations from contractors. Items completed were satisfactory.

2. **Move in/Move out**

The Strata Council did not have a chance to discuss the previously issued key deposit of \$200.00 for the elevator. Therefore, this will be deferred to the next Council meeting in August 2008. The Strata Council would like to remind all of the owners with the move in/move out rules.

MOVE IN & MOVE OUT RULES

- 1.1 A resident must provide at least 48 hours/ notice to the resident manager or caretaker of all moving arrangements. The hours for the move in/out activities are: Monday-Friday 9:00 a.m. - 7:00 p.m. and Saturday & Sunday 9:00 a.m. - 5:00 p.m.
- 1.2 An owner/resident must pay a non-refundable assessment of \$100.00 to the strata corporation prior to any move-in or move-out. Please contact Five Star Maintenance 604-435-1135 to book a move in date and time. This assessment is intended to defray the costs to repair and maintain common property generally, not merely repair and maintenance that results directly from any particular move in or out.
- 1.3 Owners and tenants are not allowed to use the elevators for move ins or move outs, unless the elevators have protective pads installed before commencing a move. Elevators must be properly locked off by the attending resident manager or their representative.
- 1.4 Owners or tenants are not to leave the building entrance doors propped open or unattended.
- 1.5 Residents are to pay due care and attention to the elevators, surrounding walls, carpets and doors when moving furniture. Any damage and related expenses will be the responsibility of the resident.

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3. Common Area Deficiency List
The Strata Council continues to review common area deficiencies. The latest update from Scott Construction was that a number of items were agreed to be deficiencies and will be completed weather dependant most likely in the summer of 2008. The Strata Council will continue to review and address this matter in each Council meeting.
4. Amenity Room Furnishing
After further discussion of the use for both the large and small room, the Strata Council has decided that the allocation will be as follows:
 - a. Large Room: Will be utilized as the common gym. Proposals from Pumphouse Fitness and Fitness Depot were received and pending further review on options to lease versus purchase. Kim McLean, Strata Council member volunteered to meet with a representative from Pumphouse fitness to establish what type and size of equipment will be best suited for the space. This will be discussed at the next Strata Council meeting.
 - b. Small Room: Will be utilized as the common lounge. Kim McLean, Strata Council member, reported that quotations for purchase versus lease of furniture for the lounge are pending. She will report further to the Strata Council at the next meeting.
7. Security Upgrades
It was moved/seconded to approve a quotation from Ray's Welding Ltd. to supply and install metal burglar bars on common areas as outlined in the security upgrade report. CARRIED.
8. Fire Lockboxes
The Strata Council did not have a chance to discuss further and therefore this will be discussed at the next Council meeting.
9. Postal Lock Timers
Postal lock timers prevent access to the main lobbies via the special postal key outside of typical Canada Post delivery hours. This has no impact on residents' individual access to their mailboxes. The Strata Council was advised that Broadway Locksmith was unable to install the above due to the fact that the system is still under warranty. Installation of any would void the warranty as per the information provided by the contractor, therefore, the Property Manager obtained a quotation from Smartek Communications. After review, it was moved/seconded to approve the supply and installation of three postal lock timers for each entrance of The Vine. CARRIED.
10. Parkade Security
The Strata Council advised that no further break-ins have been reported to the parkade after several security upgrades have been completed. They feel this is positive, however, they will continue to review vulnerable areas that could be made more secure. This will be continuously reviewed in Council meetings.

The Strata Council would like to remind residents to report to Crosby in writing if they are aware of any break-ins, so that appropriate counter-measures can be implemented.

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11. Building Maintenance

The Strata Council noted that the window washing on residential windows was recently completed. There were a number of areas where Milner's Window Cleaning & Pressure Washing experienced a larger scope of work than anticipated; some glue and other construction material were noted on the windows and this required additional hours of cleaning.

12. Mechanical Deficiencies

The Strata Council advised they are waiting further response from Scott Construction with respect to a temperature control issue for the hallway ventilation in tower 1. It was noted from Latham's Mechanical, the strata contractor, that this problem is warranty related and that relocation of a sensor is required. Currently, a temporary solution has been invoked to provide comfortable hallway temperatures in tower 1. The Strata Council will report further at the next Council meeting.

The Strata Council also reports that hallway ventilation in tower 3 has been properly enabled.

CORRESPONDENCE

The Strata Council was in receipt of correspondence with respect to the following:

1. Security concerns
2. Neighbouring complex with respect to bright exterior lights
3. Neighbouring complex with respect to joining a neighbourhood patrol
4. Bike lockers
5. Owner responding to commercial glass awning damage
6. IGA fans: the Property Manager will follow up with the commercial owners as to the status of insulating the compactor room as well as what is being done with the fan noise. This will be discussed at the next Council meeting. The Property Manager, on behalf of the Strata Council, will respond to the owner in writing.
7. Noise complaints: Council would like to remind residents to submit complaints in writing, with specific date/time, type of noise/occurrence and the unit number you are complaining about. The details will enable the Strata Council to address the matters with the right strata lot and avoid unnecessary mistakes

The Strata Council will respond to all parties in writing.

NEW BUSINESS

1. Bike Lockers

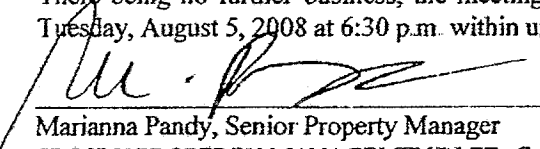
Charles Lingren provided the Strata Council with a brief summary of the current bike locker and the use.

<p>THE STRATA COUNCIL WOULD LIKE TO REMIND ALL RESIDENTS THAT BIKE LOCKERS ARE FOR BIKE STORAGE ONLY.</p>
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Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on June 10, 2008

2. Social Gathering
This item continues to be a topic of discussion and will be discussed further at the next Strata Council meeting.
3. Exterior mats for 3rd floor unit Entrances
Quotation from Rite Handyman is pending for a quiet version of the existing mats, as provided by the developer. Council noted there are 8 mats in total. This will be discussed at the next Strata Council meeting.
4. Exterior 3rd floor Courtyard Entrances to Units
Council discussed the design issue where there are no downspouts or awnings installed, thus causing the rain to pour onto the common area walls as well as the entrance to some units. Rite Handyman was requested to provide recommendations and price for budgeting purposes. This will be reviewed at the next Strata Council meeting.
5. Residential Loading Zone P2 – 3 Stalls
It was requested that the Property Manager obtain three signs from GE Hewitt Sign Company to indicate "Residential Loading Zone only-Maximum of 30 minutes parking applies".
6. Buster's Towing Signs
Will be obtained for the residential loading zones.
7. Fob Reader to P3 Residential Gate
The fob reader is located too far to reach from the car. It was requested to obtain a quotation to extend the reader to 1 foot for easier access. Rite Handyman was requested to provide quotation. This will be reviewed at the next Strata Council meeting.
8. Speed Bumps for P3 Residential Parkade
Council requested to obtain a quotation for supply and installation of pre-manufactured speed bumps 6 feet by 12 feet 1 per each tower, for a total of 3. Property Manager will obtain quotes and present them at the next Council meeting.
9. Additional Visitor's Parking
Council requested that the property manager inquire with the commercial representative for a potential paid after hours visitor parking on P1. After more information is available, this will be discussed at the next Council meeting.

There being no further business, the meeting was adjourned at 8:30. The next meeting will be held on Tuesday, August 5, 2008 at 6:30 p.m. within unit #518-2268 West Broadway.


Marianna Pandy, Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD. General Office # (604) 683-8900 (24 Hours) www.crosbypm.com

Please keep a copy of these minutes for future reference. They 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 COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2667
THE VINE**

Held on Thursday, April 24, 2008
Within unit 328-2228 West Broadway Street
Vancouver, BC

COUNCIL IN ATTENDANCE:	Cecil Lau	President
	Charles Lingren	Vice-President
	Kim McLean	Secretary
	Yasmin Mwani	At Large
	Paul Swann	At Large
COUNCIL IN ABSENCE:	Jennifer Wiederick	Treasurer
	Trevor Gibbons	Deficiencies
SENIOR PROPERTY MANAGER:	Marianna Pandy	Crosby Property Management Ltd.

The meeting was called to order at 6:30 p.m.

GUEST BUSINESS

There were no guests in attendance at this meeting.

CARETAKER/CLEANING REPORT

The Senior Property Manager advised that a request has been made by Five Star Cleaning to have either an office or a space for their staff to use as a table or where they could meet owners and job requests are made. The Strata Council noted that Five Star Cleaning can use the smaller of the two amenity rooms for the time being. This will be further discussed as needed in future Council meetings.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held March 6, 2008 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the March 2008 financial statements. CARRIED. The Strata Council noted some outstanding strata fees on several accounts and requested that Crosby Property Management's accounts receivable department follows up in a phone call. The Property Manager advised that statements are sent out to those owners with outstanding strata fees.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on April 24, 2008

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. 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.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Review of Directives
This will be discussed at the next Council meeting.
2. Move in/move out
A report from Five Star Cleaning has been received that all is in order; however, some suggestions were made with respect to an elevator key deposit. The Strata Council discussed that an elevator key deposit of \$200.00 is in order. This is to ensure the proper operation of elevator doors as the sensors are quite sensitive and could break down if held open for long periods of time. Council will discuss this rule at the next Council meeting.
3. Common Area Deficiencies
The Strata Council submitted a list of common area deficiencies to Scott Construction and the Developer and received response to date and they will continue to monitor and submit a list regularly. This will be discussed at the next Council meeting.
4. Janitorial Services
As discussed under the "caretaker/cleaning report", the Strata Council has decided that the currently setup space in the smaller of the two amenity rooms can be used by Five Star Cleaning for the time being. The Property Manager will transmit the message to Five Star Cleaning.
5. Power Washing of Parkade
The Strata Council was pleased to note that the power washing was done at no cost to the Strata Corporation; by the Developer's contractors, the final cleanup of the new project.
6. Common Area & Amenity Room Furnishing
The Strata Council discussed this matter at great length and noted that there are two rooms.
 - Large room: it was moved/seconded that this large room will be utilized as a lounge. CARRIED. Strata Council member Kim McLean has volunteered her time and resources to obtain quotations for furniture and will present at the next Strata Council meeting. The Strata Council requested that options for lease versus buying are obtained and reviewed at the next meeting.
 - Smaller room: this will be utilized as a Fitness Room and the Strata Council requested that a quotation be obtained from Pumphouse Fitness and Fitness Depot for one treadmill, one

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on April 24, 2008**

elliptical machine and once incumbent bike. The Strata Council requested the cost to lease versus buying is explored and this will be reviewed at the next Council meeting. The Strata Council will also purchase two exercise balls and two exercise mats.

7. Security Upgrades/Update from Council

The Strata Council updated that several security upgrades including installation of metal kick plates, stronger and more secure locks and hinges have been installed on some areas and noted that other areas remain somewhat vulnerable. The Strata Council has done an audit on what areas remain unsecured and the list has been forwarded to April (do you mean A-PRO?) Locksmith for repairs as soon as possible. This will be further reviewed at the next Council meeting.

CORRESPONDENCE

The Strata Council was in receipt of correspondence with respect to the following:

- Reports regarding a lighting strike and the damage to the fire alarm panel due to the lighting;
- Vehicle break-ins ideas: the Strata Council reported there have been no further reports of vehicle break-ins since the hiring of security patrols and upgrades of locks and doors. **Strata would like to remind residents to report to Crosby in writing if they are aware of any break-ins, so that appropriate counter-measures can be considered;**
- Letter from Five Star Cleaning with respect to shut off valves for sprinklers and irrigation lines;

NEW BUSINESS

1. Quotation from Broadway Locksmith

A quotation from Broadway Locksmith for the Fire Department lockbox and postal lock timer for all entry phones was reviewed by the Strata Council. The quotation from Broadway Locksmith with respect to installation of two tubes drilled into concrete for the purposes of Fire Department lockbox; the Strata Council felt that this is a requirement that should have been done by Scott Construction or the Developer at the time of handing the building over to the Strata Corporation or the owners as a Strata Corporation. The Strata Council, therefore, deems this as a warranty item and will request that this be installed at no cost to the Strata Corporation. The Property Manager will report further at the next Council meeting.

It was moved/seconded to approve the quotation from Broadway Locksmith Ltd. for installation of three postal lock timers for each of the entrances. CARRIED. The postal lock timers allow access by Canada Post between certain hours during the morning time and weekdays. This is a great security feature and the Strata Council agreed that security is the number one priority at this time.

2. Parkade Security

It has been discussed further and noted that no further break-ins were reported. Several upgrades have been made the area of the P3 parkade: new signage, door lock re-enforcements, and security patrols. Council continues to monitor security issues closely.

3. Building Maintenance

The Strata Council reviewed two quotations for window washing and it was moved/seconded to

Minutes of the Council Meeting
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approve Milner's Window Cleaning for the inaccessible exterior window cleaning of the residential windows. Quotations for the dryer vents will be obtained for the next Council meeting. Green roof is being maintained by Paraspac Landscaping. Minimal maintenance is required on green roof and the cost is included in the landscaping contract for twice a year service.

4. Mechanical Deficiencies

The Strata Council received a list of mechanical deficiencies from Latham's Mechanical and forwarded to the Developer for further response. This will be reviewed at the next Council meeting.

5. Security & Landscapers

The Strata Council noted that landscapers are leaving doors propped open. The Property Manager will advise Paraspac Landscaping to keep all access entries closed at all times.

6. Exterior Mats for 3rd Level Units

The Strata Council noted that the originally installed exterior courtyard mats are very noisy and will look into options for a different material and noise level. This will be discussed at the next Council meeting. Kim McLean and Cecil Lau agreed to look into this matter and advise at the next Council meeting.

7. Social Gathering

The Strata Council discussed a summer social gathering for all residents. Please stay tuned for dates and times. This potluck barbeque will be discussed at the next Council meeting.

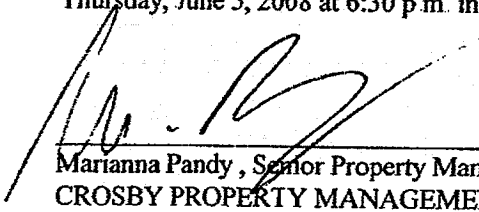
8. Bike Lockers

At this time, the bike lockers are first come, first serve. The Strata Council will discuss this further and report at the next Council meeting.

9. Exterior Brick Cleaning

It has been noticed that the exterior brick walls of the building need to be cleaned. This can only be done during warmer weather. Council will arrange to have the walls cleaned when weather permits.

There being no further business, the meeting was adjourned at 7:45 p.m. The next meeting will be held on Thursday, June 5, 2008 at 6:30 p.m. in unit #518, 2268 West Broadway.



Marianna Pandey, Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours)
www.crosbypm.com

Please keep a copy of these minutes for future reference. They 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 COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2667
THE VINE**

Held on Thursday, March 6, 2008
Within unit 302-2228 West Broadway Street
Vancouver, BC

COUNCIL IN ATTENDANCE:	Cecil Lau	President
	Charles Lingren	Vice-President
	Jennifer Wiederick	Treasurer
	Kim McLean	Secretary
	Trevor Gibbons	Deficiencies
	Yasmin Mwani	At Large
	Paul Swann	At Large
SENIOR PROPERTY MANAGER:	Marianna Pandy	Crosby Property Management Ltd.

The meeting was called to order at 7:00 pm by Senior Property Manager, Marianna Pandy. The Property Manager welcomed Council members to their first meeting of The Vine. The Property Manager then spoke to Council about the Strata Council responsibilities and Crosby Property Management's role in a progressive, supportive manner to assist the new building set up in the first year of the Strata

OPENING REMARKS, WELCOME TO COUNCIL

Marianna Pandy addressed Council about their various roles and expectations in the first year of the building. The Property Manager discussed how Crosby will work in a supportive manner towards assisting the Strata Corporation in the year ahead.

Various issues and items were reviewed, including the support that Crosby does provide. Marianna Pandy advised that Crosby Property Management does maintain a preferred trades list of reputable companies they prefer to do business with. These companies are tried, tested and offer great support to Crosby clientele. However, the Strata Corporation is free to choose from whichever trades they wish to use as they implement contracts for ongoing business maintenance.

The Property Manager spoke about the initial set up of the building by Crosby Property Management's New Project Manager, Judi Schuman. Ms. Schuman was involved in the initial hiring of the Caretakers as well as setting up some short term contracts which were required as initial occupancy took place in the building.

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There was discussion about the budget that was recently passed at the Annual General Meeting. There is a lack of available historical data to assess the accuracy of the budgeted figure; therefore, it will be prudent that Strata Council monitor expenses for energy related costs in the first year and re-evaluate at the end of this year when doing their next budget.

Security was discussed and reference was made to identifying areas that the Strata Council need to be proactive in addressing to improve security in the building.

The following item discussed was the common area deficiencies and the recording of it. It was recommended that the Strata Council form a committee to address common deficiencies. It was noted that the deficiencies are not the responsibility of the property management company to identify. This is done by the Strata Council's Warranty Deficiency Committee. Deficiencies are then forwarded to the management company who will compile extensive documentation to forward to the Developer and the warranty company.

Various common new buildings issues, which will require some tweaking throughout the year, were identified. These included elevator, fire panel and mechanical maintenance issues, which in the first year of buildings are always areas which receive a lot of adjustments and updating.

Rentals in the building were also discussed. Owners who do rent their suites must promptly complete a Form K document which is required per the *Strata Property Act*. This provides information about the tenant residing in the suite which is useful to Strata Council and the property management company should there be a need to contact the tenants to gain suite access. It also ensures that tenants are covered under Bylaws and the Act by confirming they will comply with Strata Corporation Bylaws and Rules.

It was recommended that the building set up a committee to develop new Bylaws as well as implement Rules for the building. New Bylaws are voted on by all owners at the Annual General Meeting. Rules can be made at any time and implemented immediately by the Strata Council. However, Rules must be ratified by owners at a subsequent annual meeting.

The Property Manager also made a recommendation that the Strata Council consider implementing provisions for future planning which would include budgeting for the subsequent year as well as developing long term capital plans for ongoing building maintenance.

SENIOR PROPERTY MANAGER OPENING REMARKS

The Senior Property Manager advised that she was looking forward to working with the Strata Council in the months ahead. The Senior Property Manager then spoke of how Crosby Property Management Ltd. is structured and how the company will work towards managing the Vine. The Senior Property Manager advised that, assisting her on a daily basis, is a dedicated Administrative Assistant who is responsible for preparing all correspondence which is addressed to the Strata Corporation. This correspondence is inclusive of typing Minutes as well as letters to owners and trades as required.

The Senior Property Manager also has a Financial Property Accountant assigned to the Vine who will be responsible for preparing monthly financial statements for the Strata Corporation and this individual is assisted by an Accounts Receivable clerk who is responsible for collecting strata fees as well as pursuing collections on delinquent strata lot owners. Saba Akbari, Accounts Receivable (for strata fees) 604-689-6988, Josephone Cheang, Financial Statements Clerk (604) 648-6992.

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The Senior Property Manager advised that, after the Council positions are declared, it is recommended that the Treasurer has a meeting with Crosby Property Management's Controller who will provide a comprehensive orientation as to how Crosby Property Management will be managing the finances of the Strata Corporation.

The Senior Property Manager also spoke of the structure at Crosby's Accounting Department and made reference to payment of Strata Corporation invoices and bills and the cheques and balances within the Accounting Department that are in place.

GUEST BUSINESS

There were no guests present for this meeting. The Senior Property Manager advised that, should guests wish to make presentations to the Strata Council that presentations are recommended to be limited to no more than five minutes due to the large agendas that are presented to Council for review at each meeting.

CLEANING REPORT

The Senior Property Manager advised that on an ongoing basis. This will be reviewed at the next Strata Council meeting.

APPROVAL OF COUNCIL MEETING MINUTES

As this was the first Strata Council meeting following the first Annual General Meeting, there were no Minutes of prior Council meetings to review. The Senior Property Manager advised that the Minutes of the recent Annual General Meeting will be approved by owners attending the next Annual General Meeting. These are not for adoption by Strata Council (as per the Strata Property Act).

APPROVAL OF FINANCIAL STATEMENTS

As this was the first Strata Council meeting following the first Annual General Meeting, there were no financial statements for review at this time. The Senior Property Manager advised that financial statements will be made available to Strata Council each month for review and that a more detailed and comprehensive set of financial statements, inclusive of general ledger transactions and bank statements for funds held at VanCity in the name of the Strata Corporation, will be made available each month to the Treasurer.

It will be incumbent upon the Treasurer to review the assigned general ledger coding, determined by the Senior Property Manager, for expense items each month and, should reclassification be required, it is the duty of the Treasurer to report this to Strata Council as well as ensure this is followed up with by the Senior Property Manager.

**REMINDER TO ALL OWNERS
RE: STRATA FEES**

STRATA FEES ARE DUE AND PAYABLE ON THE FIRST DAY OF EACH MONTH. OWNERS ARE REQUIRED TO FORWARD POST-DATED CHEQUES TO CROSBY PROPERTY MANAGEMENT'S OFFICE, PAYABLE TO STRATA PLAN BCS 2667. CROSBY PROPERTY MANAGEMENT LTD. WILL ALSO ACCEPT ONLINE PAYMENTS AND, FOR THE CONVENIENCE OF OWNERS IN THE BUILDING, ALSO OFFERS A PRE-AUTHORIZED PAYMENT PLAN WHEREBY STRATA FEES ARE AUTOMATICALLY DEDUCTED FROM OWNERS' BANK ACCOUNTS. OWNERS INTERESTED IN SIGNING UP FOR THE PRE-AUTHORIZED PAYMENT PLAN MAY CONTACT PO CHENG IN ACCOUNTS RECEIVABLE AT CROSBY PROPERTY MANAGEMENT LTD. AT 604-689-6988 OR VIA EMAIL AT SAKBARI@CROSBYPM.COM.

OWNERS ARE ADVISED THAT DELINQUENCY OF PAYMENTS WILL NOT BE TOLERATED AND LIENS AND, IN EXTREME CASES, FORCED SALE/FORECLOSURE AGAINST STRATA LOTS WILL TAKE PLACE FOR OWNERS WHO ARE DELINQUENT IN PAYMENT OF STRATA FEES.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. 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.

APPOINTMENT OF COUNCIL POSITIONS

The Strata Council then moved to appoint executive positions within the Council. Accordingly, the following appointments were made:

Cecil Lau	President
Charles Lingren	Vice-President
Jennifer Wiederick	Treasurer
Kim McLean	Secretary
Trevor Gibbons	Deficiencies
Yasmin Mwani	At Large
Paul Swann	At Large

The Strata Council will be working as a team in all areas of building administration and working in concert with the Senior Property Manager. Areas of particular interest in the building will be building security as well as setting up Rules and looking at Bylaw development for the building. Therefore, the Council will be focusing much of their attention (in the early months) in these areas.

BUSINESS ARISING FROM PREVIOUS MINUTES

As this was the first Strata Council meeting, there was no business arising to discuss. The Senior Property Manager advised that she will prepare, from meeting to meeting, a list of directives. This is an action items list as instructed by the Strata Council for the Senior Property Manager to follow. These directives/action items will be reviewed at each meeting with the Senior Property Manager providing a progress report to Strata Council each month.

CORRESPONDENCE

A letter from a delivery company for the Vancouver Sun and The Province was received, requesting access to all floors in all towers to deliver newspaper. The Strata Council declined this request due to security reasons as this is top priority to keep under control. Crosby Property Management Ltd. will advise in writing with the strata council's response.

NEW BUSINESS

1. **COMMON AREA RULES ESTABLISHED MARCH 6, 2008:** The need for developing Rules in the building, as well as Bylaws for consideration at the next Annual General Meeting was discussed. All members of the Council expressed an interest in developing Rules and new Bylaws and will work together continuously. The Senior Property Manager suggested that a committee be set up at the next meeting for this task. The Senior Property Manager advised that a template of some sample Rules will be made available to the Strata Council for their consideration in immediately developing Rules.

The Strata Council then discussed the need for creating a Move In/Move Out Rule. It was agreed that, effective March 6, 2008 the following Rule governing all move ins/move outs would take effect.

MOVE IN & MOVE OUT RULE

- 1.1 A resident must provide at least 48 hours/ notice to the resident manager or caretaker of all moving arrangements. The hours for the move in/out activities are: Monday-Friday 9:00 a.m. - 7:00 p.m. and Saturday & Sunday 9:00 a.m. - 5:00 p.m.

An owner/resident must pay a non-refundable assessment of \$100.00 to the strata corporation prior to any move-in or move-out. Please contact Five Star Maintenance 604-435-1135 to book a move in date and time.

This assessment is intended to defray the costs to repair and maintain common property generally, not merely repair and maintenance that results directly from any particular move in or out.

- 1.3 Owners and tenants are not allowed to use the elevators for move ins or move outs, unless the elevators have protective pads installed before commencing a move. Elevators must be properly locked off by the attending resident manager or their representative.
- 1.4 Owners or tenants are not to leave the building entrance doors propped open or unattended.

- 1.5 Residents are to pay due care and attention to the elevators, surrounding walls, carpets and doors when moving furniture. Any damage and related expenses will be the responsibility of the resident.

KEYS/FOBS RULE

- 2.1 All 1 bedroom strata lots are permitted to own up to and not exceeding 3 Fobs and 3 keys. Any amount exceeding the approved amount, must be requested in writing to the strata council and must be approved by the strata council prior to purchase.
- 2.2 All 2 bedroom strata lots are permitted to own up to and not exceeding 5 Fobs and 5 keys. Any amount exceeding the approved amount, must be requested in writing to the strata council and must be approved by the strata council prior to purchase.

Fobs can be ordered from Five Star Janitorial at \$60.00 each and Keys at \$25.00 each. All cheques and received funds are payable to the Strata Corporation Strata Plan BCS 2667.

Council agreed that March 10, 2008 would be the start up date for charging the \$100.00 fee.

2. **Appointment of Deficiency Committee:** As previously recommended, the Strata Council accepted this recommendation and moved immediately to appoint a Deficiency Committee. The Committee will be chaired by Strata Council member Trevor Gibbons. Mr. Gibbons will be assisted by all members of the Strata Council in assessing common area deficiencies in the months ahead.
3. **Janitorial Services:** A 1 year contract has been executed on behalf of the strata corporation with Five Star Cleaning Services Inc. Five Star is responsible for common area cleaning, day to day operations of the building, attending to emergencies, move in and out activity and purchase of fobs and keys for front entries. The Senior Property Manager reported exceptional service provided by the company and no problems reported thus far. The Strata Council confirmed their satisfaction with their services as well. They have played an important role in ensuring proper running of the strata's day to day affairs. The Senior Property Manager noted that all appropriate forms with respect to recording fobs/keys being sold, moving activity and monthly reporting are being provided to Five Star by Crosby Property Management Ltd. on behalf of the Strata Council. Due to the number of buildings managed by Crosby, these procedures have been put in place.
4. **Landscaping Services:** A 1 year maintenance contract has been executed on behalf of the strata corporation with Paraspace Landscaping. The contract is for the 3rd level grounds as well as the green roof. CARRIED.
5. **Building Cleanliness:** Council is concerned with the overall cleanliness of the building. The Strata Council recognizes that, as Scott Construction crews still remain on site finalizing various last minutes issues, there are instances where certain areas of the building may be experiencing untidy states. The Senior Property Manager was directed to review this with the Developer to ensure that Scott Construction staff, when on site, takes extra special care to ensure that any debris and mess left behind from their work is cleaned up.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on March 6, 2008**

6. **Elevator Maintenance:** Richmond Elevator is the service provider and a 3 year maintenance contract was signed on behalf of the strata corporation. Services or any issues related to it will be monitored closely by the strata council and brought to the attention of the service provider as needed. The contract starts on February 1, 2008, as the elevators are under warranty.
7. **Common Area Furnishings:** A discussion took place with respect to the 2 amenity rooms and the use for which they will be assigned. This item will be discussed further in the next Strata Council meeting as Council requires more time for research and alternatives as well as the cost for obtaining furnishing.
8. **Strata Corporation Insurance:** The insurance for the Strata Corporation is provided by BFL Canada Insurance Services.
9. **Agency Agreement:** The Strata Council has been provided with copies of the Agency Agreement which needed to be executed between the Strata Corporation and Crosby Property Management Ltd. The Strata Council then moved/seconded to ratify acceptance of this Agreement immediately.
PASSED.
10. **Emergency and Non-Emergency contact info:**

REPORTING EMERGENCY OR NON-EMERGENCY ISSUES

The Strata Council would like to direct owners to report as follows:

NON-emergency items: written complaints, requests, questions
or ideas relating to the upkeep and operation of the building; or to
report any break-ins or vandalism that do not need immediate attention:

**Please call Dominic at Five Star Building Maintenance: 604-435-0515,
OR contact Marianna Pandy, Senior Property Manager,
Crosby Property Management: mpandy@crosbypm.com**

Suite 600, 777 Hornby Street, Vancouver, B.C. V6Z 1S4

EMERGENCY during business hours 8:30 a.m. – 4:30 p.m.:
Matters affecting life, property damage, plumbing leaks
that require immediate attention

**Please call Dominic at Five Star Building Maintenance: 604-435-0515
or Crosby Property Management: 604-683-8900
or Marianna Pandy, Senior Property Manager: 604-689-6946.**

EMERGENCIES after hours

**Please contact Crosby Property Management
After hours Answering Service: 604-659-2931
(please quote Strata Plan BCS 2667)**

11. **Elevator notice boards:** It was moved/seconded to purchase a notice board for each elevator, for a total of 3. **CARRIED.** The Senior Property Manager will order from Hewitt Signs and Five Star Cleaning will install.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2667
Held on March 6, 2008

12. Security Alert:

PLEASE DO NOT LEAVE YOUR FOBS OR ANY VALUABLES IN YOUR CAR. THE STRATA CORPORATION DOES NOT RESUME RESPONSIBILITY FOR STOLEN ITEMS.

13. **Enterphone Programming & Buzzer Codes:** All forms received from residents have been forwarded to Smartek Communications, who is the installer of the system. As per Smartek, all information has been entered to date. **TIP: YOU MUST PRESS # BEFORE ENTERING THE BUZZER CODE AT THE DOOR, AND "9" ON YOUR TELEPHONE TO GRANT ACCESS.**

14. **Access to Common Area/Service Rooms:** Access must be arranged via Crosby Property Management Ltd. several days prior to access and access will only be granted during 8:30 – 4:30 Monday to Friday. Please contact Five Star Cleaning, Dominic, at 604-435-10515.

15. **Parkade Security:** Interglobe Security has been contracted for two patrols at night 7 days a week. This is a shared arrangement with the "remainder" commercial owner.

There being no further business, the meeting was adjourned at 9:00 pm. The next meeting will be held on Tuesday, April 22, 2008 at 6:30 p.m. within unit #328 -2288 West Broadway, Vancouver, B.C.



Marianna Pandey
Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours)
www.crosbypm.com

Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.

Emergency Information Update Strata Plan BCS 2667 – THE VINE

The Strata Council is currently updating their Strata Corporation's and owner's records and would like to receive the following information. Please be advised the information provided will be kept on the Strata Corporation's files and in accordance with the Personal Information Privacy Act (PIPA). The intention of the survey is to be able to contact you as the owner of the strata lot, in case of an emergency or other property related concerns.

NAME: _____

STRATA LOT # _____

ADDRESS: _____

IS UNIT RENTED OUT?: _____

IF RENTED OUT: Please provide an updated Form K, along with tenant name/contact information. Form K requirement is in accordance with the Bylaws, section 18 and the Strata Property Act:

TELEPHONE NUMBER: _____

NUMBER OF PETS IN UNIT: _____

EMERGENCY CONTACT:

NAME: _____

CONTACT TELEPHONE NUMBER: _____

CONTACT EMAIL: _____

RELATION TO YOU: _____
(ie son/daughter/friend etc.)

I understand the personal information provided above is for purposes of identifying and communicating with me, processing payments, responding to emergencies, ensuring the orderly management of the strata corporation and complying with legal requirements. I hereby authorize the strata corporation and the property manager to collect, use and disclose my personal information for these purposes.

Signature _____

Date _____

**MINUTES
OF THE FIRST ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN BCS 2667
THE VINE**

Held on February 12, 2008
Within St. John's School
2215 West 10th Avenue, Vancouver, B.C.

The meeting was called to order at 7:08 p.m. by Marianna Pandy, Senior Property Manager who acted as Chairperson. Linda Taphorn, General Manager from Crosby Property Management Ltd. was also in attendance.

CALLING THE ROLL AND CERTIFICATION OF PROXIES

The attendance register confirmed at the time of commencement of the meeting there were 48 eligible voters in attendance and 6 represented by proxy for a total of 54. The quorum requirements had been achieved, and the meeting proceeded.

PROOF OF NOTICE

It was moved/seconded that the notice dated January 14, 2008 complied with the notice requirements.
CARRIED.

ACKNOWLEDGEMENT OF INSURANCE COVERAGE

It was moved/seconded that the report on insurance coverage had been received. **CARRIED.**

At this point in the meeting, the Chairperson took the opportunity to advise those in attendance of the following information regarding strata lot ownership and other matters concerning the Strata Corporation.

Strata Corporation Insurance

Section 149 of the Strata Property Act requires the strata corporation to have adequate full replacement value insurance for the common property, common assets, buildings shown on the strata plan and fixtures built or installed on a strata lot. The insurance must cover major perils and have liability coverage for property damage and bodily injury of at least \$2,000,000. Your Strata Corporation's insurance policy is currently held with Willis Louie Ltd. and is insured for a full replacement value of \$33,125,000.

Please refer to the attached Certificate of Insurance included with your Notice of Meeting, which outlines the insured perils, the limits of coverage and the applicable deductibles.

The Chairperson recommended that all owners obtain their own insurance coverage for personal property as well as third party liability coverage. Also, all owners should obtain additional coverage if they make any major improvements within the strata lot such as upgrading appliances, fixtures, floor coverings, etc. Commercial owners should review their requirements with their insurance agent.

PROPERTY MANAGER'S REPORT

Strata lot ownership is having title to real property combining fee simple interest or leasehold interest in a strata lot with an undivided interest in the common property and common assets of a strata corporation with

**Minutes of the First Annual General Meeting
The Owners Strata Plan BCS 2667
Held on February 12, 2008**

other owners as tenants in common. The term strata lot does not refer to any particular type of structure, but is a legal arrangement in the form of ownership. Strata lot may be apartments, townhomes, retail, commercial and industrial units or parking stalls.

The boundaries of your strata lot are shown on the strata plan and consists of the area within your unit from the mid way point of the common walls inwards. In addition, the strata plan may have allocated you the exclusive use of some defined common property such as a patio, balcony, locker space or parking stall. This is referred to as limited common property. If not defined on the strata plan, parking stalls, lockers and other areas can be assigned to a specific strata lot by the Council. Common property is all areas within the strata plan which are not included within any strata lot.

The term unit entitlement indicates the proportionate share that each owner has in the common property, facilities and assets of the Strata Corporation. This is the basis for the calculation of each owners' contribution to the operating fund and the contingency reserve fund of the Strata Corporation, which are referred to as strata fees. The unit entitlement for each strata lot is shown on the registered strata plan, which may differ from the Disclosure Statement.

All Strata Corporation's are governed by the Strata Property Act which includes the bylaws which govern their affairs. These bylaws are contained within the Standard Bylaws of the Strata Property Act and any amendments to these will be included in your Disclosure Statement. All bylaws can be further amended at the owners' discretion. Bylaws provide for the control, management, maintenance, use and enjoyment of the strata lots, common property and common assets of the strata corporation. Rules provide for the use, safety and condition of the common property and common assets of the strata corporation and can be established by the Council.

Owner Responsibilities

The responsibilities of an owner are detailed within the Strata Corporation's bylaws. As you are living in a communal atmosphere each owner should act with due consideration for their neighbours. Should you wish to make any changes to your strata lot of a structural nature or that alter the external appearance in any way, you must receive prior written approval of the Council.

All owners must pay their strata fees on a timely basis in order to ensure the strata corporation has sufficient funds to meet their obligations.

If any owner wishes to lease their residential unit, they must provide a completed Form K (Notice of Tenant's Responsibilities) to the offices of Crosby Property Management Ltd. within two weeks of renting the unit. This will ensure that the tenant has been made aware of the bylaws, the rules of the Strata Corporation and agrees to abide by them as well as complying with any other conditions contained within the Strata Property Act.

This form also protects the landlord. Once the tenant has signed the form recognizing and agreeing to uphold the bylaws and rules of the Strata Corporation, they may be held responsible for any bylaw infraction fines they are responsible for.

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The Form J registered with your disclosure statements permits original owners that purchased from the Developer to rent their strata lot for 99 years as of the registration date of May 11, 2005. Any future rental restriction bylaws that are passed by the Strata Corporation will not affect these strata lots.

Strata Council

The Council, which will be elected at this meeting, are responsible for the day to day operation of the strata corporation and must manage and maintain the common property and common assets of the strata corporation for the benefit of all owners. They will be elected by the eligible voters, and must conduct themselves in accordance with the Strata Property Act, the bylaws and rules of the strata corporation, and any direction given by the owners at a General Meeting.

The Council will investigate the feasibility of specific bylaws they feel are necessary for your strata corporation. Each project has different requirements and concerns depending on the physical characteristics, location, common property, common assets, and the type of people residing within the strata corporation. Once the Council has formulated a set of bylaws, they will be presented to the eligible voters for formal adoption at a General Meeting.

Warranty Information

Warranty Information

Under the terms of the Homeowner Protection Act and Regulations, the common property, common facilities and other assets of the strata corporation are covered under warranty with Willis Canada commencing December 12, 2007 for 2228 West Broadway, December 18, 2007 for 2268 West Broadway and December 31, 2007 for 2288 West Broadway as follows. The responsibility of identifying deficiencies is that of the strata corporation.

- ☐ In the first 15 months, for any defects in materials and labour; and for violation of the building code if the non-compliance constitutes an unreasonable health or safety risk, or has resulted in, or is likely to result in, material damage to the new home.
- ☐ In the first 24 months, for any defect in materials and labour supplied for the electrical, plumbing, heating, ventilation and air conditioning delivery and distribution systems; and for any defect in materials and labour supplied for the exterior cladding, caulking, windows and doors that may lead to the detachment or material damage to the new home; and for any defect in materials and labour which renders the new home unfit to live in; and for violation of the building code, if the non-compliance constitutes an unreasonable health or safety risk, or has resulted in, or is likely to result in, material damage to the new home.
- ☐ In the first 10 years, for defects in the building envelope of a new home including a defect, which permits unintended water penetration such as it causes, or is likely to cause, material damage to the new home.
- ☐ In the first 10 years, for any defect in materials and labour that results in the failure of a load bearing part of the new home, and any defect which causes structural damage that materially and adversely affects the use of the new home for residential occupancy.

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WARRANTY EXCLUSIONS

The warranty does not cover the following:

1. Weathering, normal wear and tear, deterioration consistent with normal industry standards;
2. Normal shrinkage of materials caused by drying after construction;
3. Any loss or damage which arises while the New Home is being used primarily or substantially for non-residential purposes;
4. Materials, labour, or design supplied by an Owner;
5. Any damage to the extent it is caused or made worse by an Owner or Third Party;
6. Failure of an Owner to take timely action to prevent or minimize loss or damage, including the failure to give prompt notice to St. Paul Guarantee of a Defect or discovered loss or potential Defect or loss;
7. Any damage caused by insects or rodents and other animals, agents, or sub-contractors;
8. Accidental loss or damage from acts of nature including, but not limited to, fire explosion, smoke, water escape, glass breakage, windstorm, hail, lighting, falling trees, aircraft, vehicles, flood, earthquake, avalanche, landslide, and changes in the level in the underground water table which are not reasonably foreseeable by the Builder;
9. Bodily injury or damage to personal property or real property which is not part of the New Home;
10. Any defect in, or caused by, materials or work supplied by anyone other than the Builder or it's employees, agents, or sub-contractors;
11. Changes, alternations, or additions made to the New Home by anyone after initial occupancy, except those performed by the Builder or it's employees, agents, or sub-contractors under the construction contract or sales agreement, or as required by St. Paul Guarantee;
12. Contaminated soil;
13. Subsidence of the land around the New Home or along utility lines, other than subsidence beneath footings of the New Home or under Driveways or Walkways;
14. Reduction in value of the Hew Home;
15. Landscaping, both hard and soft, including plants, fencing, detached patios, gazebos and similar structures;
16. Non-residential structures including sheds, garages, carports or outbuildings, or any structure or construction;
17. Any commercial use area and any construction associated with a commercial use area;
18. Roads, curbs, and lanes;
19. Site grading and surface drainage, expert as required by the Building Code;
20. The operation of municipal services, including sanitary and storm sewer;
21. The quality or quantity of water, either piped municipal water supply or from a well
22. Damage caused or made worse by the failure of an Owner to take reasonable steps to mitigate any damage.

Crosby Property Management Ltd.

Our duties and responsibilities are outlined within our Agency Agreement and in general are as follows:

Providing the Council with the necessary expertise and information, quotations and support documents in order to make informed decisions, which are in the best interests of the Strata Corporation.

**Minutes of the First Annual General Meeting
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Providing administration and record keeping services as required under the Strata Property Act.

Providing financial management services including the preparing of monthly financial statements and accompanying reports and budget projections.

Ensuring the building exterior and the common areas and common assets of the Strata Corporation are maintained in accordance with the Council's instructions with consideration to the financial resources available.

Assisting the Council with the formation and enforcement of bylaws, rules and other policies of the Council and the Strata Corporation.

Providing 24 hour coverage for emergencies.

OWNER DEVELOPER RESPONSIBILITIES

Section 20 of the Strata Property Act requires the owner developer to provide certain information, documents and records of the strata corporation. The Chairperson advised that most of the required information has been received and is filed in the Strata Corporation Records. The balance of the information will be forthcoming.

1. Building Drawings (Electrical, Mechanical, Architectural)
2. Building Envelope Maintenance Manual – Common Property
3. All keys
4. List of Original Contractors and Subcontractors

Council will be responsible for reviewing the above to ensure all required information, documents and records have been received in accordance with the Strata Property Act.

FIRST ANNUAL BUDGET

The owners were referred to the First Annual Budget, the schedule of strata fees and the accompanying notes explaining how the figures were prepared. Although sufficient historical data on this project is not yet available, contracts are now in place which have dictated some of the funds required while other areas are based on the experience of the owner developer, and of Crosby Property Management Ltd. in operating similar projects:

Marianna Pandy noted that \$10,000.00 was added to the budget for Security. It was explained that once the Strata Council is formed they will be working with the Property Manager to improve the security in the building.

The floor was then opened for questions.

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Concerns were raised regarding the following.

- upper parkade gate repairs
- reconciliation regarding security from the locksmith that did an inspection with Crosby Property Management Ltd. An owner suggested a second gate for the residential parkade
- garbage pick ups not frequent enough and may need more in the budget
- contracted costs for maintenance
- window cleaning twice per year

Following the discussion on the budget, it was moved/seconded to approve the budget as presented for the fiscal period March 1, 2008 to February 28, 2009, the result being 1 OPPOSED. CARRIED.

PLEASE SEND (12) TWELVE POST-DATED CHEQUES PAYABLE TO STRATA PLAN BCS 2667. ANY CHANGE IN STRATA FEES IS EFFECTIVE FROM MARCH 1, 2008.

IF THERE IS ANY CHANGE IN STRATA FEES, ANY OWNER ON P.A.P. WILL AUTOMATICALLY HAVE THEIR WITHDRAWAL FOR STRATA FEES ADJUSTED. PLEASE NOTE, THIS MAY BE RETROACTIVE BASED ON THE FISCAL YEAR END.

OWNERS THAT PAY THEIR STRATA FEES THROUGH AUTOMATIC E-BANKING MUST RE-SUBMIT THE NEW STRATA FEE AMOUNT FOR FUTURE MONTHS AS WELL AS ANY RETROACTIVE PAYMENT IF NECESSARY.

If you have any questions regarding your account, please contact Saba Akbari in our accounting department at 604-689-6988.

GENERAL DISCUSSION

The Chairperson opened the floor for questions.

Security issues were raised and the following suggestions were made.

- Garbage room was not being kept up. Owners are asked to volunteer.
- Janitorial service and the contract.
- Fire alarm in the commercial area (London Drugs, IGA) – alarm not sounding in residential area.
- Insurance coverage for the Strata Corporation and other entities
- Amenity Room – nothing provided by the Developer. There is \$10,500 in the budget for recreational facilities.
- P3 parkade has a lot of dust – recommendation was made by the Property Manager to have powerwashing done twice a year by Five Star Cleaning.
- Barbecues permitted on balconies
- Window coverings/ blinds

“Bylaw 31 Window coverings

31. (1) An owner will not install or use window coverings, drapes, shades or awnings of other than a white, off-white or other neutral shade, window guards, ventilators or supplementary heating

**Minutes of the First Annual General Meeting
The Owners Strata Plan BCS 2667
Held on February 12, 2008**

or air-conditioning devices in the owner's strata lot which are visible from outside the strata lot.

- (2) Bylaw 31(1) shall not be modified or rescinded except by unanimous resolution of the strata corporation."

Service contracts:

Five Star Janitorial have been contracted on your behalf in order to clean the common property.

Other contracts such as Mechanical and Elevator Maintenance were also entered into on your behalf.

ELECTION OF COUNCIL

The Chairperson advised that under the bylaws of the Strata Corporation the Council must consist of a minimum of 3 to a maximum of 7 members.

The Chairperson explained that the persons elected to Council at this meeting will hold office until the next Annual General Meeting. The floor was then opened for nominations and/or volunteers to form the Council.

The following persons agreed to stand for election:

Jennifer Wiederick – #713 - 2268 West Broadway
Charles Lingren – #303 - 2228 West Broadway
Yasmin Mawani – #302 - 2228 West Broadway
Kim Mclean – #328 - 2288 West Broadway
Trevor Gibbons – #208 - 2288 West Broadway
Joanne Hagel – #305 - 2228 West Broadway
Cecil Wong – #518 - 2268 West Broadway

The above were declared elected by acclamation.

There being no further business, the meeting was adjourned at 8:35 p.m.



Marianna Pandey
Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office #(604) 683-8900 (24 hours)
www.crosbypm.com

Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.



ONLINE/TELEPHONE BANKING

Crosby offers you convenience!

Crosby Property Management Ltd. has established electronic banking relationships with the major chartered banks and all participating credit unions in BC (i.e. Vancity, Coast Capital Savings, etc.) to make it easier for you to remit your strata fees, special levies, etc.

I'M INTERESTED, HOW DO I DO THIS?

1. Go to bill payment option and set up "**Crosby Property Management Ltd. (Strata)**" as a vendor.
2. You will be required to provide your **Crosby personally assigned unique reference number** (without dashes or spaces). This number can be found in your Crosby correspondence.
3. Enter your payment amount and payment date. You should also be able to set this up as a recurring payment every month.

WHEN SHOULD I MAKE MY PAYMENTS?

It takes 1 to 3 business days for us to receive your payment depending on your financial institution. Please note it is the customer's responsibility to ensure that payments are received by Crosby Property Management Ltd. by the due date to avoid any late payment fines.

Feb 14, 08

**STRATA PLAN BCS 2667
THE VINE
APPROVED FIRST ANNUAL BUDGET
EFFECTIVE MARCH 1, 2008**

Administration	\$2,000
Alarm Monitoring	1,200
Audit	350
Bank Charges	120
Building Envelope Inspection	10,000
Cleaning & Janitorial	40,000
Electricity	26,000
Elevator Maintenance	13,500
Enterphone	500
Fire Equipment Maintenance	10,000
Garbage/ Recycling	15,000
Gas	44,000
Insurance/ Appraisal	37,000
Landscape Maintenance	14,000
Legal Fees	250
Management Fees	28,813
Mechanical Equipment Maintenance & Generator	5,000
Miscellaneous	800
Recreational Facility	10,500
Repairs & Maintenance	12,000
Security	10,000
Water & Sewer	18,500
Window Cleaning	9,000

Sub-total	<u>\$308,533</u>
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Contingency Reserve - 10%	<u>30,853</u>
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Total Budget	<u><u>\$339,386</u></u>
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Note: Each Strata Lot's monthly contribution to the contingency reserve fund is calculated as follows:

<u>unit entitlement of strata lot</u>	x	Contingency Reserve Fund Contributions
total unit entitlement of all strata lots		

Feb 14, 08

STRATA PLAN BCS 2667
THE VINE
APPROVED FIRST ANNUAL BUDGET
STRATA FEES SCHEDULE
EFFECTIVE MARCH 1, 2008

<u>Strata Lot Number</u>	<u>Civic Address</u>	<u>Unit Entitlement</u>	<u>Monthly Strata Fees</u>
1	201-2288 W. Broadway	38	\$116.06
2	202-2288 W. Broadway	39	119.11
3	203-2288 W. Broadway	49	149.66
4	204-2288 W. Broadway	49	149.66
5	205-2288 W. Broadway	59	180.20
6	206-2288 W. Broadway	51	155.77
7	207-2288 W. Broadway	45	137.44
8	208-2288 W. Broadway	49	149.66
9	209-2288 W. Broadway	49	149.66
10	210-2288 W. Broadway	43	131.33
11	301-2228 W. Broadway	57	174.09
12	302-2228 W. Broadway	66	201.58
13	303-2228 W. Broadway	67	204.63
14	304-2228 W. Broadway	66	201.58
15	305-2228 W. Broadway	85	259.61
16	306-2228 W. Broadway	64	195.47
17	307-2228 W. Broadway	67	204.63
18	308-2228 W. Broadway	65	198.52
19	309-2228 W. Broadway	61	186.31
20	310-2228 W. Broadway	53	161.87
21	311-2228 W. Broadway	76	232.12
22	312-2268 W. Broadway	76	232.12
23	313-2268 W. Broadway	61	186.31
24	314-2268 W. Broadway	64	195.47
25	315-2268 W. Broadway	67	204.63
26	316-2268 W. Broadway	64	195.47
27	317-2268 W. Broadway	84	256.56
28	318-2268 W. Broadway	67	204.63
29	319-2268 W. Broadway	67	204.63
30	320-2268 W. Broadway	61	186.31
31	321-2268 W. Broadway	40	122.17
32	322-2268 W. Broadway	38	116.06
33	323-2268 W. Broadway	78	238.23
34	324-2288 W. Broadway	80	244.34
35	325-2288 W. Broadway	52	158.82
36	326-2288 W. Broadway	60	183.25

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STRATA PLAN BCS 2667
THE VINE
APPROVED FIRST ANNUAL BUDGET
STRATA FEES SCHEDULE
EFFECTIVE MARCH 1, 2008

<u>Strata Lot Number</u>	<u>Civic Address</u>	<u>Unit Entitlement</u>	<u>Monthly Strata Fees</u>
37	327-2288 W. Broadway	75	229.07
38	328-2288 W. Broadway	55	167.98
39	329-2288 W. Broadway	84	256.56
40	330-2288 W. Broadway	85	259.61
41	331-2288 W. Broadway	81	247.39
42	332-2288 W. Broadway	80	244.34
43	401-2228 W. Broadway	56	171.04
44	402-2228 W. Broadway	62	189.36
45	403-2228 W. Broadway	62	189.36
46	404-2228 W. Broadway	62	189.36
47	405-2228 W. Broadway	85	259.61
48	406-2228 W. Broadway	84	256.56
49	407-2228 W. Broadway	63	192.42
50	408-2228 W. Broadway	60	183.25
51	409-2228 W. Broadway	61	186.31
52	410-2228 W. Broadway	57	174.09
53	411-2268 W. Broadway	88	268.77
54	412-2268 W. Broadway	60	183.25
55	413-2268 W. Broadway	63	192.42
56	414-2268 W. Broadway	84	256.56
57	415-2268 W. Broadway	84	256.56
58	416-2268 W. Broadway	62	189.36
59	417-2268 W. Broadway	62	189.36
60	418-2268 W. Broadway	62	189.36
61	419-2268 W. Broadway	78	238.23
62	420-2288 W. Broadway	91	277.93
63	421-2288 W. Broadway	75	229.07
64	422-2288 W. Broadway	62	189.36
65	423-2288 W. Broadway	85	259.61
66	424-2288 W. Broadway	85	259.61
67	425-2288 W. Broadway	75	229.07
68	426-2288 W. Broadway	75	229.07
69	501-2228 W. Broadway	52	158.82
70	502-2228 W. Broadway	61	186.31
71	503-2228 W. Broadway	62	189.36
72	504-2228 W. Broadway	62	189.36

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THE VINE
APPROVED FIRST ANNUAL BUDGET
STRATA FEES SCHEDULE
EFFECTIVE MARCH 1, 2008

<u>Strata Lot Number</u>	<u>Civic Address</u>	<u>Unit Entitlement</u>	<u>Monthly Strata Fees</u>
73	505-2228 W. Broadway	85	259.61
74	506-2228 W. Broadway	84	256.56
75	507-2228 W. Broadway	63	192.42
76	508-2228 W. Broadway	60	183.25
77	509-2228 W. Broadway	61	186.31
78	510-2228 W. Broadway	52	158.82
79	511-2268 W. Broadway	85	259.61
80	512-2268 W. Broadway	60	183.25
81	513-2268 W. Broadway	63	192.42
82	514-2268 W. Broadway	84	256.56
83	515-2268 W. Broadway	84	256.56
84	516-2268 W. Broadway	62	189.36
85	517-2268 W. Broadway	62	189.36
86	518-2268 W. Broadway	62	189.36
87	519-2268 W. Broadway	73	222.96
88	520-2288 W. Broadway	109	332.91
89	521-2288 W. Broadway	94	287.10
90	522-2288 W. Broadway	91	277.93
91	523-2288 W. Broadway	93	284.04
92	524-2288 W. Broadway	107	326.80
93	601-2228 W. Broadway	51	155.77
94	602-2228 W. Broadway	61	186.31
95	603-2228 W. Broadway	62	189.36
96	604-2228 W. Broadway	62	189.36
97	605-2228 W. Broadway	85	259.61
98	606-2228 W. Broadway	84	256.56
99	607-2228 W. Broadway	63	192.42
100	608-2228 W. Broadway	60	183.25
101	609-2228 W. Broadway	61	186.31
102	610-2228 W. Broadway	52	158.82
103	611-2268 W. Broadway	85	259.61
104	612-2268 W. Broadway	60	183.25
105	613-2268 W. Broadway	63	192.42
106	614-2268 W. Broadway	84	256.56
107	615-2268 W. Broadway	84	256.56
108	616-2268 W. Broadway	62	189.36

Feb 14, 08

STRATA PLAN BCS 2667
THE VINE
APPROVED FIRST ANNUAL BUDGET
STRATA FEES SCHEDULE
EFFECTIVE MARCH 1, 2008

<u>Strata Lot Number</u>	<u>Civic Address</u>	<u>Unit Entitlement</u>	<u>Monthly Strata Fees</u>
109	617-2268 W. Broadway	62	189.36
110	618-2268 W. Broadway	62	189.36
111	619-2268 W. Broadway	74	226.01
112	701-2228 W. Broadway	52	158.82
113	702-2228 W. Broadway	61	186.31
114	703-2228 W. Broadway	62	189.36
115	704-2228 W. Broadway	62	189.36
116	705-2228 W. Broadway	85	259.61
117	706-2228 W. Broadway	84	256.56
118	707-2228 W. Broadway	63	192.42
119	708-2228 W. Broadway	60	183.25
120	709-2228 W. Broadway	61	186.31
121	710-2228 W. Broadway	52	158.82
122	711-2268 W. Broadway	72	219.90
123	712-2268 W. Broadway	91	277.93
124	713-2268 W. Broadway	92	280.99
125	714-2268 W. Broadway	92	280.99
126	715-2268 W. Broadway	98	299.31
127	716-2268 W. Broadway	95	290.15
128	801-2228 W. Broadway	99	302.37
129	802-2228 W. Broadway	98	299.31
130	803-2228 W. Broadway	93	284.04
131	804-2228 W. Broadway	92	280.99
132	805-2228 W. Broadway	91	277.93
133	806-2228 W. Broadway	97	296.26

9,260

28,282.15

Yearly Strata Fees

\$339,385.80