

VR – 464 Cypress West

MINUTES OF A COUNCIL MEETING

HELD: On Wednesday, May 28, 2008 at 6:30 p.m. at #206 - 1425 Cypress Street, Vancouver, BC.

PRESENT:	John Shields	206	President
	Peggy Speidel	306	Vice President
	Patrick Dodge	108	
	Katherine Warrendorf	112	Treasurer
	Stephen Cork	305	

REGRETS: James Richmond 109

PROPERTY MANAGER: Ivy Hou, Assertive Property Management & Real Estate Services Inc.

CALL TO ORDER:

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

APPROVAL OF THE AGENDA:

The agenda as presented was approved for use at this meeting.

FINANCIAL REPORT:

1. **Monthly Statement:** Council was provided with copies of the March and April 2008 financial statements for their review. It was moved, seconded and **carried** to approve the March and April 2008 financial statements.

Any owner wishing to receive a copy of the financial statements should contact the accounting department of Assertive Property Management at (604) 253-5223.

MINUTES:

It was moved, seconded and **carried** to approve the minutes of the March 25, 2008 Council meeting.

BUSINESS ARISING:

1. **1st Floor Carpet:** Assertive sent a contractor to put the baseboard back on in the first floor hallway, free of charge.

2. **Balconies and Decks:** The strata received feed back from RDH Engineering for the Request for Proposal sent out in April. RDH Engineering quoted \$7,500 plus GST for the engineer's report for the balconies and decks. Stephen Cork reported that JRS Engineering will be submitting a quote for \$5,000 plus GST. The council agreed to hire JRS Engineering to do the engineer's report.

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3. **Entrance Completion Plan:** Patrick Dodge and Peggy Speidel met with Gyula Oszvald, Certified Arborist with B.C. Plant Health Care Inc. to discuss replacement of the existing stone and concrete walls that surround the Deodora Cedar trees at the north and south entrance to the building. He advised that the roots of these trees will continue to grow so he did not recommend replacing the existing walls. Council decided to hire a stone mason to do some minor repairs to the existing wall. Stephen Cork will source a stone mason to do the work and obtain a quote.
4. **Tree Cutting:** Peggy Speidel reported that BC Plant Health Care Inc. has been on site a number of times cutting down the 2 large Lombardi Poplar trees in front of the building. The work should be completed by early June.
5. **Common Area Carpet Cleaning:** Easy Care Restoration had arranged to have the common area carpet cleaned. Council expressed satisfaction with the work that was done.
6. **Heating System Chemical Flushing:** Latham's has completed the chemical flushing for the heating system. They discovered the gas regulator in the mechanical room was leaking. Council approved replacement.
7. **#103 Reimbursement Request:** A letter was received from the owner of #103 requesting reimbursement for materials purchased to repair her deck. After a short discussion, council agreed that they couldn't approve the reimbursement because the owner repaired the deck herself without council permission and the lumber she purchased wasn't properly treated.
8. **#306/302 Skylight Leaks:** The council agreed to have Hunter Roofing repair the skylight of #306. The property manager will contact Hunter Roofing to provide a revised quote based on the change of the scope of work. Hunter Roofing will also be requested to have a look at #302 while they are on site as there is a skylight leak.
9. **Decks of #104 & #210:** The deck problem in #104 will be addressed after the poplar tree is removed from that area. A temporary patch will be made to the deck in #210 to eliminate risk and final repair will be completed upon receipt of the engineer's report.
10. **Fire Inspection:** The annual fire inspection was completed on April 30, 2008. There were four units with no access. These units are #101, #106, #110 and #310. The property manager will arrange with Fire-Pro to come back and inspect these four units, the cost will be charged back to each individual owner.

CORRESPONDENCE:

Owners are encouraged to write to the Strata Council on any strata matters. Letters should be sent to the management company so that they can be included on the agenda for the next council meeting. Please note that while the names and addresses of those writing are not disclosed in the minutes the correspondence may not be confidential, except as set out in the Strata Property Act.

A letter was received from an owner expressing her concern about the following items:

1. **#312 Tenants moving in at night:** The property manager received a number of telephone calls and complaints from owners about the tenants of #312 who moved into the building late at night and into the early morning causing a disturbance to a number of owners. The property manager

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contacted the owner right away and advised him never to let this happen again. All owners who rent out their suites should remind their tenants to move in or out during the day time only.

2. **Giveaway Shelf:** Residents are reminded that the basement area shelf by the elevator is not intended for the disposal of their personal junk or garbage. **Please remove all items if they are not picked up by others within five days. Thank you.**

NEW BUSINESS:

1. **#105 Rental Request:** Council discussed the rental request of the owner of #105 for her suite. The council agreed as there is still one unit allowed to be rented based on the strata bylaw. According to the bylaw, the owner who rents out the suite must sign a lease with the tenant for at least a year. The property manager will contact the owner and request that she send a copy of the lease agreement to the management company.

2. **#211 Outstanding:** Council requested the property manager send a letter to the owner of #211 in regards to the outstanding amount on his account. The property manager advised that a statement is sent to the owner every month.

3. **Janitorial Service:** Council requested the property manager contact the janitor and remind him to clean the laundry room filter on a regular basis. Council also wanted to review the Janitor's job description. Peggy Speidel will provide council members with a previous janitorial job description.

4. **Pest Control:** Council requested the property manager contact the pest control company to find out when their next service day is. A notice will be posted and anyone requesting service will have to ensure their suite will be available to the company.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:00 pm.

Respectfully submitted,



Ivy Hou, Property Manager
Direct Line: (604) 253-5223
Email: ivy@assertivepm.com

VR – 464 Cypress West

MINUTES OF A COUNCIL MEETING

HELD: On Tuesday, August 26, 2008 at 6:30 p.m. at #112 - 1425 Cypress Street, Vancouver, BC.

PRESENT:	John Shields	206	President
	Patrick Dodge	108	
	Katherine Warrendorf	112	Treasurer
	Stephen Cork	305	
REGRETS:	James Richmond	109	
	Peggy Speidel	306	Vice President

PROPERTY MANAGER: Ivy Hou, Assertive Property Management & Real Estate Services Inc.

CALL TO ORDER:

The meeting was called to order at 6:35 p.m.

APPROVAL OF THE AGENDA:

The agenda as presented was approved for use at this meeting.

FINANCIAL REPORT:

1. **Monthly Statement:** Council was provided with copies of the May, June and July 2008 financial statements for their review. It was moved, seconded and **carried** to approve the May, June and July 2008 financial statements.

Any owner wishing to receive a copy of the financial statements should contact the accounting department of Assertive Property Management at (604) 253-5223.

MINUTES:

It was moved, seconded and **carried** to approve the minutes of the May 28, 2008 Council meeting.

BUSINESS ARISING:

1. **#105 Rental:** Council approved rental application from #105 at the last council meeting held on May 28, 2008. To date, the owner has not submitted any rental information to the management company. The property manager has tried to contact the owner by email and phone, but had not been able to reach her. According to Bylaw, if an owner doesn't enter into a lease within 3 months from acceptance by the council then the acceptance will be revoked and the council will be entitled to advise the owner next following on the list that their application to rent their strata lot has been approved.

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2. **Engineer's Report:** This item was deferred to the next council meeting.
3. **Entrance Completion Plan:** John Shields presented a quote in the amount of \$15,000 to deal with the retaining wall and complete the entrance. Council agreed that the quote is too much and in excess of the budget and this item should be deferred to the annual general meeting to seek owners' approval.
4. **#302, #305 and #306 Skylight Leak:** Council has received quotes from Hunter Roofing and TNC Restoration. After a lengthy discussion, council decided to hire TNC Restoration to repair the skylight problems of the three units.
5. **#211 Outstanding:** The property manager advised the council that the owner of #211 had paid the outstanding balance in full.

CORRESPONDENCE:

Owners are encouraged to write to the Strata Council on any strata matters. Letters should be sent to the management company so that they can be included on the agenda for the next council meeting. Please note that while the names and addresses of those writing are not disclosed in the minutes the correspondence may not be confidential, except as set out in the Strata Property Act.

1. **Bugs on Maple Trees:** The property manager received a phone call from one of the owners in regards to the bugs on the maple trees.
2. **Common Area & Noise:** An email was received from an owner complaining about personal belongings left in the corridors and the noise problem. Owners are reminded not to store any personal stuff in common areas and not to turn the volume of your TV or Stereos too high because other owners have the right to the peaceful enjoyment of their home. Please remind your tenants if your unit is rented out.
3. **#102 Deck:** An email was received from the owner of #102 concerning the problems of his deck. John Shield will contact the owner and arrange a contractor to get in and check what needs to be done to keep the deck safe.
4. **#104 Deck:** This issue has been solved.
5. **Complaint:** The discussion of an email from an owner received on June 30 was deferred to the next council meeting.

NEW BUSINESS:

1. **Raccoon Problem:** The property manager got a call from the owner of #110 about the raccoon problem. The property manager requested a quote from PCO Services to get rid of the raccoons. The quoted amount is \$750.00 plus GST. John Shields will talk to the owner and find out what damage the raccoons caused before any action is taken.
2. **Rental Request:** The property manager advised the council that she has received three rental requests.

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3. **Circulation Pump:** The property manager received a quote in the amount of \$2,080.00 plus GST from Latham's to replace the isolation valves serving the heating pump P1. John Shield will contact Latham's for more information.

4. **Tree Trimming Schedule:** This item was deferred to the next council meeting.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:35 pm. The next meeting will be held on Tuesday, September 30, 2008 at 6:30 p.m.

Respectfully submitted,



Ivy Hou, Property Manager
Direct Line: (604) 253-5223
Email: ivy@assertivepm.com

VR – 464 Cypress West

MINUTES OF A COUNCIL MEETING

HELD: On Tuesday, November 4, 2008 at 6:40 p.m. at #206 - 1425 Cypress Street, Vancouver, BC.

PRESENT:	John Shields	206	President
	Peggy Speidel	306	Vice President
	Katherine Warrendorf	112	Treasurer
	Stephen Cork	305	
	James Richmond	109	

REGRETS: Patrick Dodge 108

GUEST: Brett Leard 302 7:30 – 7:45
The strata council approved 15 minutes for Brett Leard to present the idea about proposing $\frac{3}{4}$ vote resolutions at the Annual General Meeting for the bike rack.

PROPERTY MANAGER: Ivy Hou, Assertive Property Management & Real Estate Services Inc.

CALL TO ORDER:

The meeting was called to order at 6:40 p.m.

APPROVAL OF THE AGENDA:

The agenda as presented was approved for use at this meeting.

MINUTES:

It was moved, seconded and **carried** to approve the minutes of the August 26, 2008 Council meeting.

FINANCIAL REPORT:

1. **Monthly Statements:** Council was provided with copies of the August and September 2008 financial statements for their review. It was moved, seconded and **carried** to approve the August and September 2008 financial statements.

Any owner wishing to receive a copy of the financial statements should contact the accounting department of Assertive Property Management at (604) 253-5223.

BUSINESS ARISING:

1. **Deck Repairs:** The repairs of the decks for #104 and #109 are almost completed. The repairs of the decks for the rest of units on the ground level will be postponed to next fiscal year due to the budget. A special levy for this purpose will be proposed at the upcoming Annual General Meeting.

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2. **Engineer's Report:** A special levy for this purpose will be proposed at the upcoming Annual General Meeting.

3. **Skylight Leak:** The skylights in #306 and #310 leaked due to the recent heavy rain. The council agreed that the skylights in these two units have to be replaced as soon as possible. A special levy to raise the funds for replacing the skylights with problems will be proposed at the Annual General Meeting.

CORRESPONDENCE:

Owners are encouraged to write to the Strata Council on any strata matters. Letters should be sent to the management company so that they can be included on the agenda for the next council meeting. Please note that while the names and addresses of those writing are not disclosed in the minutes the correspondence may not be confidential, except as set out in the Strata Property Act.

1. The council has approved the reimbursement to Sheila Graham for landscaping expenses and a new hose reel via email correspondence.

2. The council reviewed and discussed an email from an owner and it was noted and filed.

NEW BUSINESS:

1. **Quotes from Lathams:** The property manager presented the two quotes received from Latham's for repairing the circulation pump #1 and the drain valve for hot water tank. The council agreed that a special project item should be set up in the budget for 2009.

2. **Tree Trimming:** The council agreed not to trim the trees this year due to the tight budget of this year. This work will be postponed to the next fiscal year.


3. **AGM Items:** The council discussed what resolutions the strata needs to propose for the upcoming Annual General Meeting. And they agreed that the Annual General Meeting should be held in early December.

4. **Leaves Clean-up:** The residents who live at the ground level please remember to clean up the leaves.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:40 pm.

Respectfully submitted,


Ivy Hou, Property Manager
Direct Line: (604) 253-5223
Email: ivy@assertivepm.com

VR-464 Cypress West

Notice of an Annual General Meeting

NOTICE TO: The Eligible Voters, Strata Plan VR-464

DATE OF NOTICE: Tuesday, November 18, 2008

LOCATION OF MEETING: The Lobby, 1425 Cypress Street, Vancouver, BC
(Please bring a chair)

DATE OF MEETING: Tuesday, December 9, 2008

An agenda for the meeting follows. Please read the material prior to the meeting and bring it with you to the meeting for reference.

AGENDA

6:30 p.m. Registration

7:00 p.m.

1. Call to Order, Quorum Report; Proof of Notice of Meeting
2. Agenda Approval
3. Approval of the minutes of the Annual General Meeting Minutes held on December 13, 2007.
4. Insurance Coverage Report
5. Budget Approval (See attached for details)
6. Resolutions requiring a 3/4 Vote - attached
7. New Business
8. Election of Strata Council
9. Adjournment

In order to vote an owner must be paid up in all arrears of strata fees or other charges owing to the strata corporation. If you are uncertain of your account status, please call the accounting department at 253-5223 Monday to Friday between 9:00 a.m. and 4:30 p.m.

Owners may be represented by proxy- a blank proxy is provided for your convenience. Anyone not registered on the title MUST have a proxy authorization to vote.



COASTAL INSURANCE SERVICES LTD.

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

SUMMARY OF COVERAGES

JUL 11 2008

NAMED INSURED: Owners of Strata Plan VR 464 Cypress West
LOCATION: 1425 Cypress Street, Vancouver, BC V6J 3L1
SUMMARY FOR: Assertive Property Management & Real Estate Services Inc.

\$5,244,000	All Property - "All Risks" \$1,000 Deductible, Earthquake - 10% Deductible, Water Damage - \$2,500 Deductible, Sewer Backup - \$2,500 Deductible, Flood - \$10,000 Deductible, including Guaranteed Replacement Cost and Blanket Bylaws, Subject to Stated Amount Co-Insurance.
REPLACEMENT	Blanket Glass -subject to a Residential \$100 Deductible, Commercial \$250 Deductible
\$10,000,000	Commercial General Liability - including Broad Form "occurrence" Property Damage, Medical Payments \$2,500/\$25,000, Cross Liability Clause, Personal Injury (nil participation), Non-Owned Automobile Liability, Contingent Employer's Liability, Contractual Liability, Employees as additional named insureds including any Property Management firms while acting on behalf of the Corporation, subject to a \$500 Deductible per occurrence.
\$5,000,000	Directors & Officers Liability - (Errors & Omissions), TO INCLUDE PROPERTY MANAGERS AS ADDITIONAL NAMED INSURED. Condominium Discrimination Defense Costs - Covers legal defense costs for non compensatory damages from an unsuccessful action or complaint. \$10,000 per action, \$25,000 aggregate.
\$1,000,000	Pollution and Remediation Legal Liability - subject to a \$10,000 Retention.
\$100,000	Volunteer Accident Insurance Plan - Accidental Death and Disability for owners who perform work on a volunteer basis.
	Comprehensive Dishonesty, Disappearance and Destruction
\$10,000	Employee Dishonesty - Form A
\$5,000	Loss Inside/Outside the Premises, Money Orders and Counterfeit Paper Currency and Depositors Forgery
FULL VALUE	Equipment Breakdown - insuring all Fired & Unfired Pressure Vessels & Refrigeration Systems, Electrical & Mechanical Equipment, Repair or Replacement. Subject to \$1,000 Deductible and a 24 hour waiting period for Business Interruption (if applicable). INCLUDES: Hot Water Supply & Storage Tanks, Pool Boiler and Filter Tanks, all Electrical Motors, Fans, Tanks, Pumps, Compressors, Switchgear, Switchboard, Air-Conditioning Units, Intercom, Phone and Security Systems.

POLICY TERM: 07/31/08 TO 07/31/09 mm/dd/yy 12:01 a.m. Standard Time

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

Date: July 7, 2008

E/OE/BG



COASTAL INSURANCE SERVICES LTD.

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



JUL 11 2008

Policy No. CVR 464

DECLARATIONS

Name of Insured:	The Owners of Strata Plan VR 464 Cypress West
Location Address:	1425 Cypress Street, Vancouver, BC, V6J 3L1
Additional Named Insured:	Assertive Property Management & Real Estate Services Inc., 19 Renfrew Street, Vancouver, BC V5K 3N6
Policy Period:	07/31/08 to 07/31/09 (mm/dd/yy) 12:01 a.m. Standard Time
Loss Payable to:	The Insured or Order in Accordance with the Strata Property Act of British Columbia.
Insurers:	As Per List of Participating Insurers Attached.

Insurance is provided subject to the Declarations, Terms, Conditions, Limitations and Endorsements of this policy and only for those coverages for which specific limits or amounts of Insurance are shown on this Declaration Page.

INSURING AGREEMENTS

	Deductibles (\$)	Limits (\$)
PROPERTY COVERAGES - STR09/06R		
All Property, All Risks, Guaranteed Replacement Cost, Bylaws	1,000	5,244,000
Water Damage	2,500	Included
Backup of Sewers, Sumps, Septic Tanks or Drains	2,500	Included
Earthquake Damage	10%	Included
Flood Damage	10,000	Included
Key & Lock	250	10,000
BLANKET EXTERIOR GLASS INSURANCE Aviva Insurance Company of Canada - Residential	100	Blanket
Form 820000 (11/98)	250	
COMMERCIAL GENERAL LIABILITY - Form 000102 (Rev.11/98)		
Coverage A - Bodily Injury & Property Damage Liability	Per Occurrence 500	10,000,000
Products & Completed Operations	Aggregate 500	10,000,000
Coverage B - Personal Injury Liability	Per Occurrence 500	10,000,000
Coverage C - Medical Payments	Any One Person 2,500	
	Per Occurrence 25,000	
Coverage D - Tenants Legal Liability	500	500,000
Non-Owned Automobile - SPF #6 - Form 335002	Per Occurrence 500	10,000,000
Contractual Liability - SEF #96	Per Occurrence 500	50,000
Excluding Long Term Leased Vehicle - S.E.F. No. 99	Per Occurrence 500	10,000,000
Limited Pollution Liability Coverage	Aggregate 1,000	1,000,000
Employee Benefit Liability - Form 000200	Aggregate 1,000	1,000,000
Advertising Liability - Form 000117	Per Occurrence 500	500,000
DIRECTORS & OFFICERS LIABILITY - Form G/A2(04/01) Claims Made Form		5,000,000
Condominium Discrimination Defense Costs	Per Occurrence 500 Retention	10,000
	Aggregate 500 Retention	25,000
POLLUTION & REMEDIATION LEGAL LIABILITY - Form XLICL-PARL5CP(05/04)		
Claims Made Form - Limit of Liability - Each Loss, Remediation Expense or Legal Defense Expense	10,000 Retention	1,000,000
VOLUNTEER ACCIDENT INSURANCE PLAN Form 9224344- Plan II		
Principal Sum - \$100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks)	7 Day Waiting Period	100,000
Accident Expenses - various up to \$5,000 (see policy wording) Dental Expense - \$2,500		
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION		
Form 500000 (Rev.01/2000)		10,000
I Employee Dishonesty - Form A		5,000
II Loss Inside the Premises		5,000
III Loss Outside the Premises		5,000
IV Money Orders and Counterfeit Paper Currency		5,000
V Depositors Forgery		5,000
EQUIPMENT BREAKDOWN		
I Physical Damage, Direct Damage, Standard Comprehensive Plus, Replacement Cost - Form C780016(02/06)	1,000	5,244,000
II Consequential Damage, 90% Co-Insurance - Form C780032 (02/06)	1,000	10,000
III Extra Expense - Form C780033 (02/06)	24 Hour Waiting Period	100,000
IV Ordinary Payroll - 90 Days - Form C780034 (02/06)	24 Hour Waiting Period	100,000

****ALL COVERAGES SUBJECT TO POLICY DEFINITIONS****

This Policy contains a clause(s), which may limit the amount payable.
This policy shall not be valid or binding unless countersigned by a duly
Authorized Representative of the Insurer.

Ch Valjette
President
Coastal Insurance Services Ltd.

Balance Sheet (Accrual)
1425 Cypress Street - (vr0464)
October 2008

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11/18/2008
11:57 AM
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ASSETS

Current Assets

1109-0000 Levy Bank Account	23,173.45
1110-0000 Operating Bank Account	3,320.50
1115-0000 Contingency Fund Bank Account	25,534.80
1130-0000 Petty Cash	200.00
Total Cash	52,228.75

1300-0000 Fees Receivable	595.35
1355-0000 Prepaid Insurance	7,266.74
Total Current Assets	60,090.84

Fixed Assets

TOTAL ASSETS	60,090.84
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LIABILITIES & EQUITY

2233-0000 Interfund Loan re: Insurance	7,266.74
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Total Liabilities	7,266.74
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Equity

3200-0000 Contingency Reserve Fund	33,723.78
3210-0000 CRF - Current Approp.	7,785.80
3211-0000 CRF Interest income	787.58
3220-0000 CRF -Expenditures Current Yr.	-4,982.25
3223-0010 CRF Loan re: Insurance	-7,266.74
3226-0000 CRF - Prior Year op. deficit	-4,513.37
Total Contingency Fund	25,534.80

3313-0010 Lobby Reno. Levy, Op. Bal.	12,436.83
3313-0030 Lobby Reno. Levy, Int.	654.22
Total Lobby Reno. Levy	13,091.05

3431-0000 Boiler Levy, Opening Bal.	5,016.64
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3432-0000 Boiler Levy, Current Approp.	5,000.52
Total Boiler Levy	10,017.16

3622-0010 Fire Panel Fund, Op. Bal.	5,065.76
Total Fire Panel Fund	5,065.76

4810-0000 Current Years Earnings	-884.67
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Total Equity	52,824.10
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TOTAL LIABILITIES & EQUITY	60,090.84
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**STRATA PLAN VR-464
BUDGET COMPARATIVE
For the 10 months ended October 31, 2008**

MTD Actual	MTD Budget		YTD Actual	YTD Budget	YTD Variance	Total Budget
REVENUE						
8,472.97	8,472.92	5500 Strata Fees Income	84,729.70	84,729.17	(0.53)	101,675
0.00	0.00	5550 Fines Income	20.64	0.00	(20.64)	0
0.00	0.00	5555 Moving Fee	400.00	0.00	(400.00)	0
66.33	41.67	5565 Laundry Income	407.42	416.67	9.25	500
0.00	41.67	5570 Miscellaneous Income	0.00	416.67	416.67	500
23.70	8.33	5575 Interest	302.74	83.33	(219.41)	100
8,563.00	8,564.58	TOTAL REVENUE	85,860.50	85,645.83	(214.67)	102,775
EXPENSES						
777.00	784.42	6300 Management Fee	6,993.00	7,844.17	851.17	9,413
807.42	666.67	6320 Insurance	7,401.36	6,666.67	(734.69)	8,000
640.50	600.00	6350 Janitorial Wages	5,748.60	6,000.00	251.40	7,200
52.05	50.00	6380 Miscellaneous	752.26	500.00	(252.26)	600
1,414.80	2,083.33	6420 Gas	19,840.75	20,833.33	992.58	25,000
697.30	300.00	6425 Electricity	2,220.23	3,000.00	779.77	3,600
0.00	416.67	6430 Water	4,754.93	4,166.67	(588.26)	5,000
0.00	41.67	6435 Recycling	432.00	416.67	(15.33)	500
153.90	125.00	6450 Garbage	1,547.12	1,250.00	(297.12)	1,500
179.35	183.33	6470 Elevator	1,884.74	1,833.33	(51.41)	2,200
549.73	125.00	6485 Boiler/Mech./Generator Mtce.	2,678.77	1,250.00	(1,428.77)	1,500
0.00	250.00	6490 Landscaping	268.80	2,500.00	2,231.20	3,000
0.00	41.67	6800 Supplies	152.16	416.67	264.51	500
97.13	93.25	6824 Pest Control	1,023.77	932.50	(91.27)	1,119
0.00	583.33	6825 Repairs & Maintenance	8,269.36	5,833.33	(2,436.03)	7,000
0.00	500.00	6835 HVAC/Plumbing Repairs	5,089.04	5,000.00	(89.04)	6,000
0.00	125.00	6836 Fire Safety	2,751.98	1,250.00	(1,501.98)	1,500
241.50	41.67	6839 Garage Door Mtce	241.50	416.67	175.17	500
0.00	66.67	6845 Window Cleaning	456.75	666.67	209.92	800
SPECIAL PROJECTS						
0.00	83.33	6892-0200 Fireplace Repairs	0.00	833.33	833.33	1,000
0.00	225.00	6892-0500 Heating System Flushing	2,782.50	2,700.00 *	2,700.00	2,700
0.00	233.33	6892-0600 Filter for Boiler	2,625.00	2,800.00 *	175.00	2,800
0.00	166.67	6892-0700 Gutter Screens	1,044.75	2,000.00 *	955.25	2,000
5,610.68	7,786.00	SUB-TOTAL EXPENSES	78,959.37	79,110.00	2,933.13	93,432
778.58	778.58	6995 Transfers to Contingency	7,785.80	7,785.83	0.03	9,343
6,389.26	8,564.58	TOTAL EXPENSES	86,745.17	86,895.83	2,933.16	102,775
2,173.74	(0.00)	NET INCOME	(884.67)	(1,250.00)	3,147.83	0

y/e Dec.31

VR-464 Cypress West
2009 Proposed Budget (January 1, 2009 - December 31, 2009)

Line	Code	Description	2008 Budget	2008 Probable	2009 Proposed
1	<u>Revenue</u>				
2	5500	Strata Fees	101,675	101,675	117,819
3	5550	Fines	0	20	0
4	5555	Moving Fee	0	400	200
5	5565	Laundry Income	500	500	500
6	5570	Miscellaneous Income	500	0	0
7	5575	Interest Income	100	100	100
8	Total Revenue		102,775	102,695	118,619
9	<u>Expenses</u>				
10	6300	Management Fees	9,413	8,547	9,324
11	6320	Insurance	8,000	8,208	11,000
12	6350	Janitorial Wages/ Contract	7,200	7,670	7,800
13	6380	Miscellaneous	600	1,000	1,000
14					
15	6420	Gas	25,000	24,200	25,000
16	6425	Electricity	3,600	4,000	4,500
17	6430	Water	5,000	6,240	6,500
18	6435	Recycling	500	432	500
19	6450	Garbage	1,500	1,855	2,000
20					
21	6470	Elevator	2,200	2,300	3,200
22	6485	Boiler/Mechanical/Generator	1,500	3,500	3,500
23	6490	Landscaping (Gardening)	3,000	400	250
24	6492	Tree Management	0	0	3,000
25	6800	Supplies	500	200	200
26	6824	Pest Control	1,119	1,315	1,500
27	6825	Repairs & Maintenance	7,000	12,000	10,000
28	6835	HVAC/Plumbing Repairs	6,000	6,000	8,000
29	6836	Fire System	1,500	2,800	1,500
30	6839	Garage Door Mtce	500	250	500
31	6845	Window Cleaning	800	500	600
32					
33		Special Projects			
34					
35	6892-0200	Fireplace Repair	1,000	0	1,000
36	6892-0500	Water Treatment	2,700	3,000	0
37	6892-0600	Filter for Boiler	2,800	2,625	0
38	6892-0700	Gutter Screens	2,000	1,055	0
39	6892-0800	Lathams - Circulation Pump & Drain Valve	0	0	3,000
40	Total Expenses		93,432	98,097	103,874
41	6989	Deficit Recovery			4,745
42	6995	Transfer to Contingency	9,343	9,343	10,000
43	Total Budget		102,775	107,440	118,619
44	Surplus/(Deficit)			-4,745	

VR-464 Cypress West
Proposed Strata Fees (January 1, 2009 to December 31, 2009)

Suite #	Strata Lot #	Unit Entitlement	Contribution to Operating Fund	Contribution to Reserve Funds	Total Fees
101	4	476	184.70	17.13	201.83
102	5	671	260.37	24.15	284.52
103	6	712	276.28	25.62	301.90
104	7	720	279.38	25.91	305.29
105	8	661	256.49	23.79	280.28
106	9	476	184.70	17.13	201.83
107	10	720	279.38	25.91	305.29
108	11	474	183.93	17.06	200.99
109	12	727	282.10	26.16	308.26
110	1	699	271.24	25.16	296.40
111	2	458	177.72	16.48	194.20
112	3	730	283.26	26.27	309.53
201	16	501	194.40	18.03	212.43
202	17	699	271.24	25.16	296.40
203	18	712	276.28	25.62	301.90
204	19	720	279.38	25.91	305.29
205	20	661	256.49	23.79	280.28
206	21	714	277.06	25.70	302.76
207	22	720	279.38	25.91	305.29
208	23	474	183.93	17.06	200.99
209	24	727	282.10	26.16	308.26
210	13	699	271.24	25.16	296.40
211	14	458	177.72	16.48	194.20
212	15	730	283.26	26.27	309.53
301	28	501	194.40	18.03	212.43
302	29	699	271.24	25.16	296.40
303	30	712	276.28	25.62	301.90
304	31	720	279.38	25.91	305.29
305	32	450	174.62	16.20	190.82
306	33	466	180.82	16.77	197.59
307	34	460	178.50	16.56	195.06
308	35	720	279.38	25.91	305.29
309	36	474	183.93	17.06	200.99
310	37	727	282.10	26.16	308.26
311	25	699	271.24	25.16	296.40
312	26	458	177.72	16.48	194.20
314	27	730	283.26	26.27	309.53
Monthly Totals		23,155	8,984.90	833.31	9,818.21
			X 12	X12	X12
Totals		23,155	107,818.80	9,999.72	117,818.52
Total Strata Fees					117,819
Subtract Contributions to Contingency Reserve Fund					10,000
Contribution to Operating Fund					107,819

VR-464 Cypress West

Resolutions requiring approval by a 3/4 Vote

Resolution Number 1:

Whereas, the owners previously allocated funds from the Contingency Reserve Fund for the emergency replacement of the fire panel, the following resolution is a confirmation of that allocation. This resolution should be passed each year to give the Council authority to act without a meeting of the owners for approval when the situation warrants. Therefore,

BE IT RESOLVED, by a resolution approved by a $\frac{3}{4}$ vote of The Owners, Strata Plan, VR -464, that The Owners Strata Plan VR-464 approve an expenditure not exceeding \$5,000 for the purpose of replacing the fire panel in the event that it fails beyond repair, such expenditure to be charged to the Fire Panel Fund.

Resolution Number 2:

WHEREAS, a fund was set up at the 2006 AGM to prepare for the eventual replacement of the boiler, Council recommends that an amount of \$5,000 to be added to this fund in 2009. Therefore,

BE IT RESOLVED, by a resolution approved by a $\frac{3}{4}$ vote of The Owners, Strata Plan, VR-464, that The Owners, Strata Plan VR-464 approve a further allocation in the amount of \$5,000 to the boiler fund by means of a special levy against the owners in proportion to the unit entitlements.

The special levy shall be assessed on Thursday, December 9, 2008 and any owner who sells, or transfers his/her title, including a re-mortgage, shall pay the full amount outstanding. As a matter of financial convenience only, the owners may pay their special levy over a period of twelve (12) months with the first payment being due on January 1, 2009 and any payment not made on the first day of each month shall be assessed a fine of \$50.00 for each month said levy or portion thereof remains outstanding.

Resolution Number 3:

BE IT RESOLVED, by a resolution approved by a $\frac{3}{4}$ vote of The Owners, Strata Plan, VR-464, that The Owners, Strata Plan VR-464 approve an expenditure not exceeding \$15,000 for the purpose of repairing those patios on the ground level which are determined to have the greatest amount of deterioration and preparing an Engineer's Report for the decks on the 2nd and 3rd floors, such expenditure to be funded by means of a special levy in the amount of \$15,000 against the owners in proportion to the unit entitlements.

The special levy shall be assessed on Thursday, December 9, 2008 and any owner who sells, or transfers his/her title, including a re-mortgage, shall pay the full amount outstanding. As a matter of financial convenience only, the owners may pay their special levy over a period of twelve (12) months with the first payment being due on January 1, 2009 and any

VR-464 Cypress West

payment not made on the first day of each month shall be assessed a fine of \$50.00 for each month said levy or portion thereof remains outstanding.

Resolution Number 4:

BE IT RESOLVED, by a resolution approved by a $\frac{3}{4}$ vote of The Owners, Strata Plan VR-464, that The Owners, Strata Plan VR-464 approve an expenditure not exceeding \$24,000 for the purpose of replacing some skylights on the 3rd floor with leaking problems, such expenditure to be funded by means of a special levy in the amount of \$24,000 against the owners in proportion to the unit entitlements.

The special levy shall be assessed on Thursday, December 9, 2008 and any owner who sells, or transfers his/her title, including a re-mortgage, shall pay the full amount outstanding. As a matter of financial convenience only, the owners may pay their special levy over a period of twelve (12) months with the first payment being due on January 1, 2009 and any payment not made on the first day of each month shall be assessed a fine of \$50.00 for each month said levy or portion thereof remains outstanding.

BE IT FURTHER RESOLVED that the Owners, Strata Plan VR-464 authorize the Strata Council to borrow the funds necessary for the replacement of the skylights from the Contingency Reserve Fund with the direction that the funds borrowed be repaid from the Special Levy approved in this resolution.

Resolution Number 5:

BE IT RESOLVED, by a resolution approved by a $\frac{3}{4}$ vote of The Owners, Strata Plan VR-464, that The Owners, Strata Plan VR-464 approve an expenditure not exceeding \$5,000 for the removal of the Deodora Cedar located on the south side of the entrance to the building, including the removal of the wood and the stump, such expenditure to be charged to the Contingency Reserve Fund.

Resolution Number 6 will only be considered if Resolution Number 5 is NOT approved.

Resolution Number 6:

BE IT RESOLVED, by a resolution approved by a $\frac{3}{4}$ vote of The Owners, Strata Plan VR-464, that The Owners, Strata Plan VR-464 approve an expenditure not exceeding \$5,000 for increasing the Lobby Renovation Fund to complete the entrance renovation, such expenditure to be charged to the Contingency Reserve Fund.

Resolution Number 7:

WHEREAS, the existing bike rack in the parking lot at Cypress West is causing damage to bike wheels because the frames are not supported, cannot accommodate the thicker wheels of some mountain bikes and is not conducive to locking the frames of the bikes to the rack thereby making them more susceptible to theft.

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BE IT RESOLVED, by a resolution approved by a $\frac{3}{4}$ vote of The Owners, Strata Plan VR-464, that The Owners, Strata Plan VR-464 approve to purchase and install two new Pi-10 bike racks from Dobra Design at an expenditure not exceeding \$1,000, such expenditure to be charged to the Contingency Reserve Fund.

Resolution Number 8:

WHEREAS, the current bike rack storage area in the parking lot at Cypress West only provides storage for a maximum of 20 bikes.

BE IT RESOLVED, by a resolution approved by a $\frac{3}{4}$ vote of The Owners, Strata Plan VR-464, that The Owners, Strata Plan VR-464 amend the current wording of By-law "19 (d) A parking stall shall not be used for storage of any material" so that it will read "(d) A parking stall shall not be used for storage of any material except bicycles secured with a strata approved bicycle storage system."

Resolution Number 9 will only be considered if Resolution Number 8 is approved.

Resolution Number 9:

WHEREAS, the current bike rack in the parking lot at Cypress West only provides storage for a maximum of 20 bikes and strata has approved parking stall bicycle storage.

BE IT RESOLVED, by a resolution approved by a $\frac{3}{4}$ vote of The Owners, Strata Plan VR-464, that The Owners, Strata Plan VR-464 approve installation of up to two Dobra Design Vertex bicycle storage systems per parking stall if desired by the owner and at owner's expense (approx. \$100 each).

VR-464 Cypress West
Proposed Boiler Replacement Levy (January 1, 2009 - December 31, 2009)

Suite #	Strata Lot #	Unit Entitlement	Total Levy	Twelve (12) Monthly Payment
101	4	476	102.84	8.57
102	5	671	144.84	12.07
103	6	712	153.72	12.81
104	7	720	155.52	12.96
105	8	661	142.68	11.89
106	9	476	102.84	8.57
107	10	720	155.52	12.96
108	11	474	102.36	8.53
109	12	727	156.96	13.08
110	1	699	150.96	12.58
111	2	458	98.88	8.24
112	3	730	157.68	13.14
201	16	501	108.24	9.02
202	17	699	150.96	12.58
203	18	712	153.72	12.81
204	19	720	155.52	12.96
205	20	661	142.68	11.89
206	21	714	154.20	12.85
207	22	720	155.52	12.96
208	23	474	102.36	8.53
209	24	727	156.96	13.08
210	13	699	150.96	12.58
211	14	458	98.88	8.24
212	15	730	157.68	13.14
301	28	501	108.24	9.02
302	29	699	150.96	12.58
303	30	712	153.72	12.81
304	31	720	155.52	12.96
305	32	450	97.20	8.10
306	33	466	100.68	8.39
307	34	460	99.36	8.28
308	35	720	155.52	12.96
309	36	474	102.36	8.53
310	37	727	156.96	13.08
311	25	699	150.96	12.58
312	26	458	98.88	8.24
314	27	730	157.68	13.14
Monthly Totals		23,155		416.71 x12
Totals		23,155	5,000.52	5,000.52
Monthly Levy (Payable over 12 months)				5,000

VR-464 Cypress West
Proposed Levy for Patio Repairs & Deck Report
January 1, 2009 - December 31, 2009

Suite #	Strata Lot #	Unit Entitlement	Total Levy	Twelve (12) Monthly Payment
101	4	476	308.40	25.70
102	5	671	434.64	36.22
103	6	712	461.28	38.44
104	7	720	466.44	38.87
105	8	661	428.16	35.68
106	9	476	308.40	25.70
107	10	720	466.44	38.87
108	11	474	307.08	25.59
109	12	727	471.00	39.25
110	1	699	452.76	37.73
111	2	458	296.64	24.72
112	3	730	472.92	39.41
201	16	501	324.60	27.05
202	17	699	452.76	37.73
203	18	712	461.28	38.44
204	19	720	466.44	38.87
205	20	661	428.16	35.68
206	21	714	462.48	38.54
207	22	720	466.44	38.87
208	23	474	307.08	25.59
209	24	727	471.00	39.25
210	13	699	452.76	37.73
211	14	458	296.64	24.72
212	15	730	472.92	39.41
301	28	501	324.60	27.05
302	29	699	452.76	37.73
303	30	712	461.28	38.44
304	31	720	466.44	38.87
305	32	450	291.48	24.29
306	33	466	301.92	25.16
307	34	460	297.96	24.83
308	35	720	466.44	38.87
309	36	474	307.08	25.59
310	37	727	471.00	39.25
311	25	699	452.76	37.73
312	26	458	296.64	24.72
314	27	730	472.92	39.41
Monthly Totals		23,155		1,250.00
				x12
Totals		23,155	15,000.00	15,000.00
Total amount payable over 12 months				15,000

VR-464 Cypress West
Proposed Levy for Skylight Replacement
January 1, 2009 - December 31, 2009

Suite #	Strata Lot #	Unit Entitlement	Total Levy	Twelve (12) Monthly Payment
101	4	476	493.32	41.11
102	5	671	695.52	57.96
103	6	712	738.00	61.50
104	7	720	746.28	62.19
105	8	661	685.08	57.09
106	9	476	493.32	41.11
107	10	720	746.28	62.19
108	11	474	491.28	40.94
109	12	727	753.48	62.79
110	1	699	724.56	60.38
111	2	458	474.72	39.56
112	3	730	756.60	63.05
201	16	501	519.24	43.27
202	17	699	724.56	60.38
203	18	712	738.00	61.50
204	19	720	746.28	62.19
205	20	661	685.08	57.09
206	21	714	740.04	61.67
207	22	720	746.28	62.19
208	23	474	491.28	40.94
209	24	727	753.48	62.79
210	13	699	724.56	60.38
211	14	458	474.72	39.56
212	15	730	756.60	63.05
301	28	501	519.24	43.27
302	29	699	724.56	60.38
303	30	712	738.00	61.50
304	31	720	746.28	62.19
305	32	450	466.44	38.87
306	33	466	483.00	40.25
307	34	460	476.76	39.73
308	35	720	746.28	62.19
309	36	474	491.28	40.94
310	37	727	753.48	62.79
311	25	699	724.56	60.38
312	26	458	474.72	39.56
314	27	730	756.60	63.05
Monthly Totals		23,155		1,999.98 x12
Totals		23,155	23,999.76	23,999.76
Monthly Levy, Payable over 12 months)				24,000

VR-464 Cypress West

Minutes of an Annual General Meeting

HELD: On Thursday, December 9, 2008 at 7:00 p.m. in the lobby at 1425 Cypress Street, Vancouver, BC.

PRESENT: 27 owners in person or by proxy, as per the registration sheet.

Ivy Hou, Property Manager, Assertive Property Management & Real Estate Services Inc.

CALL TO ORDER:

The meeting was called to order at 7:00 p.m. by John Shields, Council President. Introductions were made and the meeting commenced. The Council President chaired the meeting.

PROOF OF NOTICE OF MEETING:

The Property Manager advised that the Notice of Meeting was issued in compliance with the Strata Property Act.

APPROVAL OF THE AGENDA:

The owners present agreed the agenda contained in the Notice would serve as the agenda for this meeting.

MINUTES APPROVAL:

There being no objections the owners agreed that the minutes of the December 13, 2007 Annual General Meeting be approved, as distributed.

REPORT ON INSURANCE:

The property manager provided an overview of the strata insurance coverage noting that there was documentation attached to the Notice of Meeting detailing the coverage provided. If any owners have questions on the coverage offered, they should contact the property manager.

APPROVAL OF BUDGET FOR THE YEAR 2009:

The property manager reviewed the proposed budget in detail with the owners present. It was noted that there is an increase in strata fees proposed for the next year. It was moved, seconded and carried to approve the budget in the amount of \$118,619.

NOTE: THERE IS AN INCREASE IN STRATA FEES FOR THIS COMING YEAR.

If you are on the PAC automatic payment program you do not need to do anything as we will adjust the withdrawal to the new rate from January 1, 2009. If you pay by cheque, please issue post dated cheques up to and including December 1, 2009 for your monthly strata fees.

RESOLUTIONS REQUIRING APPROVAL BY A ¾ VOTE

Resolution Number 1:

Resolution Number 1 as follows was brought forward for approval at this time.

Ivy Hou
604-253-5223

VR-464 Cypress West

"Whereas, the owners previously allocated funds from the Contingency Reserve Fund for the emergency replacement of the fire panel, the following resolution is a confirmation of that allocation. This resolution should be passed each year to give the Council authority to act without a meeting of the owners for approval when the situation warrants. Therefore,

BE IT RESOLVED, by a resolution approved by a $\frac{3}{4}$ vote of The Owners, Strata Plan, VR-464, that The Owners Strata Plan VR-464 approve an expenditure not exceeding \$5,000 for the purpose of replacing the fire panel in the event that it fails beyond repair, such expenditure to be charged to the Fire Panel Fund."

It was moved and seconded to approve Resolution Number 1 as presented.

Following discussion the vote on the resolution was called and with 25 in favour, 1 opposed, 1 abstention, the resolution was declared **carried**, as it received more than $\frac{3}{4}$ of the votes cast, in favour.

Resolution Number 2:

Resolution Number 2 as follows was brought forward for approval at this time.

"WHEREAS, a fund was set up at the 2006 AGM to prepare for the eventual replacement of the boiler, Council recommends that an amount of \$5,000 to be added to this fund in 2009. Therefore,

BE IT RESOLVED, by a resolution approved by a $\frac{3}{4}$ vote of The Owners, Strata Plan, VR-464, that The Owners, Strata Plan VR-464 approve a further allocation in the amount of \$5,000 to the boiler fund by means of a special levy against the owners in proportion to the unit entitlements.

The special levy shall be assessed on Thursday, December 9, 2008 and any owner who sells, or transfers his/her title, including a re-mortgage, shall pay the full amount outstanding. As a matter of financial convenience only, the owners may pay their special levy over a period of twelve (12) months with the first payment being due on January 1, 2009 and any payment not made on the first day of each month shall be assessed a fine of \$50.00 for each month said levy or portion thereof remains outstanding."

It was moved and seconded to approve Resolution Number 2 as presented.

Following discussion the vote on the resolution was called and with 27 in favour, 0 opposed, the resolution was declared **carried**, as it received more than $\frac{3}{4}$ of the votes cast, in favour.

Resolution Number 3:

Resolution Number 3 as follows was brought forward for approval at this time.

BE IT RESOLVED, by a resolution approved by a $\frac{3}{4}$ vote of The Owners, Strata Plan, VR-464, that The Owners, Strata Plan VR-464 approve an expenditure not exceeding \$15,000 for the purpose of repairing those patios on the ground level which are determined to have the greatest amount of deterioration and preparing an Engineer's Report for the decks on the 2nd and 3rd floors, such expenditure to be funded by means of a special levy in the amount of \$15,000 against the owners in proportion to the unit entitlements.

The special levy shall be assessed on Thursday, December 9, 2008 and any owner who sells, or transfers his/her title, including a re-mortgage, shall pay the full amount outstanding. As a matter of financial convenience only, the owners may pay their special levy over a period of twelve (12) months with the first payment being due on January 1, 2009 and any payment not made on the first day of each month shall be assessed a fine of \$50.00 for each month said levy or portion thereof remains outstanding."

It was moved and seconded to approve Resolution Number 3 as presented.

VR-464 Cypress West

Following discussion the vote on the resolution was called and with 21 in favour, 6 opposed, the resolution was declared **carried**, as it received more than ¾ of the votes cast, in favour.

Please see the levy schedules attached. If you are on the PAC program the levy payments will be taken off along with your strata fees. If you do not want them taken off automatically, please contact the property manager.

If you are not on the PAC program please forward post dated cheques for the levies to the management company.

Resolution Number 4:

Resolution Number 4 as follows was brought forward for approval at this time.

***"BE IT RESOLVED**, by a resolution approved by a ¾ vote of The Owners, Strata Plan VR-464, that The Owners, Strata Plan VR-464 approve an expenditure not exceeding \$24,000 for the purpose of replacing some skylights on the 3rd floor with leaking problems, such expenditure to be funded by means of a special levy in the amount of \$24,000 against the owners in proportion to the unit entitlements.*

The special levy shall be assessed on Thursday, December 9, 2008 and any owner who sells, or transfers his/her title, including a re-mortgage, shall pay the full amount outstanding. As a matter of financial convenience only, the owners may pay their special levy over a period of twelve (12) months with the first payment being due on January 1, 2009 and any payment not made on the first day of each month shall be assessed a fine of \$50.00 for each month said levy or portion thereof remains outstanding.

***BE IT FURTHER RESOLVED**, that the Owners, Strata Plan VR-464 authorize the Strata Council to borrow the funds necessary for the replacement of the skylights from the Contingency Reserve Fund with the direction that the funds borrowed be repaid from the Special Levy approved in this resolution."*

It was moved and seconded to approve Resolution Number 4 as presented.

Following discussion the vote on the resolution was called and with 14 in favour, 13 opposed, the resolution was declared **defeated**, as it did not receive more than ¾ of the votes cast, in favour.

Resolution Number 5:

Resolution Number 5 as follows was brought forward for approval at this time.

***"BE IT RESOLVED**, by a resolution approved by a ¾ vote of The Owners, Strata Plan VR-464, that The Owners, Strata Plan VR-464 approve an expenditure not exceeding \$5,000 for the removal of the Deodora Cedar located on the south side of the entrance to the building, including the removal of the wood and the stump, such expenditure to be charged to the Contingency Reserve Fund."*

It was moved and seconded to approve Resolution Number 5 as presented.

Following discussion the vote on the resolution was called and with 8 in favour, 19 opposed, the resolution was declared **defeated**, as it didn't receive more than ¾ of the votes cast, in favour.

Resolution Number 6:

Resolution Number 6 as follows was brought forward for approval at this time.

***"BE IT RESOLVED**, by a resolution approved by a ¾ vote of The Owners, Strata Plan VR-464, that The Owners, Strata Plan VR-464 approve an expenditure not exceeding \$5,000 for increasing the Lobby*

VR-464 Cypress West

Renovation Fund to complete the entrance renovation, such expenditure to be charged to the Contingency Reserve Fund."

It was moved and seconded to approve Resolution Number 6 as presented.

Following discussion the vote on the resolution was called and with 15 in favour, 11 opposed, 1 abstention, the resolution was declared **defeated**, as it didn't receive more than $\frac{3}{4}$ of the votes cast, in favour.

Resolution Number 7:

Resolution Number 7 as follows was brought forward for approval at this time.

***"WHEREAS**, the existing bike rack in the parking lot at Cypress West is causing damage to bike wheels because the frames are not supported, cannot accommodate the thicker wheels of some mountain bikes and is not conducive to locking the frames of the bikes to the rack thereby making them more susceptible to theft.*

***BE IT RESOLVED**, by a resolution approved by a $\frac{3}{4}$ vote of The Owners, Strata Plan VR-464, that The Owners, Strata Plan VR-464 approve to purchase and install two new Pi-10 bike racks from Dobra Design at an expenditure not exceeding \$1,000, such expenditure to be charged to the Contingency Reserve Fund."*

It was moved and seconded to approve Resolution Number 7 as presented.

Following discussion the vote on the resolution was called and with 16 in favour, 11 opposed, the resolution was declared **defeated**, as it did not receive more than $\frac{3}{4}$ of the votes cast, in favour.

Resolution Number 8:

Resolution Number 8 as follows was brought forward for approval at this time.

***"WHEREAS**, the current bike rack storage area in the parking lot at Cypress West only provides storage for a maximum of 20 bikes.*

***BE IT RESOLVED**, by a resolution approved by a $\frac{3}{4}$ vote of The Owners, Strata Plan VR-464, that The Owners, Strata Plan VR-464 amend the current wording of By-law "19 (d) A parking stall shall not be used for storage of any material" so that it will read "(d) A parking stall shall not be used for storage of any material except bicycles secured with a strata approved bicycle storage system."*

It was moved and seconded to approve Resolution Number 8 as presented.

Following discussion the vote on the resolution was called and with 25 in favour, 2 opposed, the resolution was declared **carried**, as it received more than $\frac{3}{4}$ of the votes cast, in favour.

Resolution Number 9:

Resolution Number 9 as follows was brought forward for approval at this time.

***"WHEREAS**, the current bike rack in the parking lot at Cypress West only provides storage for a maximum of 20 bikes and strata has approved parking stall bicycle storage.*

***BE IT RESOLVED**, by a resolution approved by a $\frac{3}{4}$ vote of The Owners, Strata Plan VR-464, that The Owners, Strata Plan VR-464 approve installation of up to two Dobra Design Vertex bicycle storage systems per parking stall if desired by the owner and at owner's expense (approx. \$100 each)."*

VR-464 Cypress West

It was moved and seconded to approve Resolution Number 9 as presented.

Following discussion the vote on the resolution was called and with 25 in favour, 2 opposed, the resolution was declared **carried**, as it received more than $\frac{3}{4}$ of the votes cast, in favour.

NEW BUSINESS:

1. **Noise:** An owner expressed her concern about the noise problem coming from the first floor. She was advised that a letter had been sent to the owner of that unit and he had replied and promised it will not happen again.

2. **Satellite Dish:** An owner questioned about putting a satellite dish on the roof. He was advised that this is not allowed under the current bylaws.

ELECTION OF STRATA COUNCIL

Pursuant to the by-laws, the term of office of the current members of council ends at the conclusion of this meeting. Those who have served in the past year are eligible for re-election.

The following owners were nominated and allowed their names to stand for election to the strata council.

James Richmond	109	Katherine Warrendorf	112
Maya Kinghorn	209	Peggy Speidel	306
Stephen Cork	305	Jason Boynton	211
Matthew Richards	301		

There being no further nominations, it was moved, seconded and **carried** to cease nominations.

It was moved, seconded and **carried** to declare those nominated elected by acclamation.

TERMINATION OF MEETING

There being no further business, this meeting was terminated at 9:00 p.m.

Respectfully submitted,



Ivy Hou,

Property Manager

Direct Line: (604) 253-5223

Email:ivy@assertivepm.com

VR-464 Cypress West
Approved Strata Fees (January 1, 2009 to December 31, 2009)

Suite #	Strata Lot #	Unit Entitlement	Contribution to Operating Fund	Contribution to Reserve Funds	Total Fees
101	4	476	184.70	17.13	201.83
102	5	671	260.37	24.15	284.52
103	6	712	276.28	25.62	301.90
104	7	720	279.38	25.91	305.29
105	8	661	256.49	23.79	280.28
106	9	476	184.70	17.13	201.83
107	10	720	279.38	25.91	305.29
108	11	474	183.93	17.06	200.99
109	12	727	282.10	26.16	308.26
110	1	699	271.24	25.16	296.40
111	2	458	177.72	16.48	194.20
112	3	730	283.26	26.27	309.53
201	16	501	194.40	18.03	212.43
202	17	699	271.24	25.16	296.40
203	18	712	276.28	25.62	301.90
204	19	720	279.38	25.91	305.29
205	20	661	256.49	23.79	280.28
206	21	714	277.06	25.70	302.76
207	22	720	279.38	25.91	305.29
208	23	474	183.93	17.06	200.99
209	24	727	282.10	26.16	308.26
210	13	699	271.24	25.16	296.40
211	14	458	177.72	16.48	194.20
212	15	730	283.26	26.27	309.53
301	28	501	194.40	18.03	212.43
302	29	699	271.24	25.16	296.40
303	30	712	276.28	25.62	301.90
304	31	720	279.38	25.91	305.29
305	32	450	174.62	16.20	190.82
306	33	466	180.82	16.77	197.59
307	34	460	178.50	16.56	195.06
308	35	720	279.38	25.91	305.29
309	36	474	183.93	17.06	200.99
310	37	727	282.10	26.16	308.26
311	25	699	271.24	25.16	296.40
312	26	458	177.72	16.48	194.20
314	27	730	283.26	26.27	309.53
Monthly Totals		23,155	8,984.90	833.31	9,818.21
			X 12	X12	X12
Totals		23,155	107,818.80	9,999.72	117,818.52
Total Strata Fees					117,819
Subtract Contributions to Contingency Reserve Fund					10,000
Contribution to Operating Fund					107,819

VR-464 Cypress West

Approved Boiler Replacement Levy (January 1, 2009 - December 31, 2009)

Suite #	Strata Lot #	Unit Entitlement	Total Levy	Twelve (12) Monthly Payment
101	4	476	102.84	8.57
102	5	671	144.84	12.07
103	6	712	153.72	12.81
104	7	720	155.52	12.96
105	8	661	142.68	11.89
106	9	476	102.84	8.57
107	10	720	155.52	12.96
108	11	474	102.36	8.53
109	12	727	156.96	13.08
110	1	699	150.96	12.58
111	2	458	98.88	8.24
112	3	730	157.68	13.14
201	16	501	108.24	9.02
202	17	699	150.96	12.58
203	18	712	153.72	12.81
204	19	720	155.52	12.96
205	20	661	142.68	11.89
206	21	714	154.20	12.85
207	22	720	155.52	12.96
208	23	474	102.36	8.53
209	24	727	156.96	13.08
210	13	699	150.96	12.58
211	14	458	98.88	8.24
212	15	730	157.68	13.14
301	28	501	108.24	9.02
302	29	699	150.96	12.58
303	30	712	153.72	12.81
304	31	720	155.52	12.96
305	32	450	97.20	8.10
306	33	466	100.68	8.39
307	34	460	99.36	8.28
308	35	720	155.52	12.96
309	36	474	102.36	8.53
310	37	727	156.96	13.08
311	25	699	150.96	12.58
312	26	458	98.88	8.24
314	27	730	157.68	13.14
Monthly Totals		23,155		416.71 x12
Totals		23,155	5,000.52	5,000.52
Total Levy Payable over 12 months				5,000

VR-464 Cypress West
Approved Levy for Patio Repairs & Deck Report
January 1, 2009 - December 31, 2009

Suite #	Strata Lot #	Unit Entitlement	Total Levy	Twelve (12) Monthly Payment
101	4	476	308.40	25.70
102	5	671	434.64	36.22
103	6	712	461.28	38.44
104	7	720	466.44	38.87
105	8	661	428.16	35.68
106	9	476	308.40	25.70
107	10	720	466.44	38.87
108	11	474	307.08	25.59
109	12	727	471.00	39.25
110	1	699	452.76	37.73
111	2	458	296.64	24.72
112	3	730	472.92	39.41
201	16	501	324.60	27.05
202	17	699	452.76	37.73
203	18	712	461.28	38.44
204	19	720	466.44	38.87
205	20	661	428.16	35.68
206	21	714	462.48	38.54
207	22	720	466.44	38.87
208	23	474	307.08	25.59
209	24	727	471.00	39.25
210	13	699	452.76	37.73
211	14	458	296.64	24.72
212	15	730	472.92	39.41
301	28	501	324.60	27.05
302	29	699	452.76	37.73
303	30	712	461.28	38.44
304	31	720	466.44	38.87
305	32	450	291.48	24.29
306	33	466	301.92	25.16
307	34	460	297.96	24.83
308	35	720	466.44	38.87
309	36	474	307.08	25.59
310	37	727	471.00	39.25
311	25	699	452.76	37.73
312	26	458	296.64	24.72
314	27	730	472.92	39.41
Monthly Totals		23,155		1,250.00
				x12
Totals		23,155	15,000.00	15,000.00
Total Levy Payable over 12 months				15,000

VR – 464 Cypress West

MINUTES OF A COUNCIL MEETING

HELD: On Tuesday, January 27, 2009 at 6:40 p.m. at #306 - 1425 Cypress Street, Vancouver, BC.

PRESENT:	Peggy Speidel	306
	Maya Kinghorn	209
	Stephen Cork	305
	Jason Boynton	211

REGRETS:	James Richmond	109
	Katherine Warrendorf	112
	Matthew Richards	301

PROPERTY MANAGER: Ivy Hou, Assertive Property Management & Real Estate Services Inc.

CALL TO ORDER:

The meeting was called to order at 6:40 p.m.

APPROVAL OF THE AGENDA:

The agenda as presented was approved for use at this meeting.

ELECTION OF THE EXECUTIVE:

This being the first council meeting following the Annual General Meeting the Strata Council is required to elect their executive, as set out in the strata bylaws and the Strata Property Act. The election of the executive was deferred to the next council meeting because 3 council members were not able to attend this meeting.

MINUTES:

It was moved, seconded and **carried** to approve the minutes of the November 4, 2008 Council meeting.

FINANCIAL REPORT:

1. **Monthly Statements:** Council was provided with copies of the October and November 2008 financial statements for their review. It was moved, seconded and **carried** to approve the October and November 2008 financial statements.

Any owner wishing to receive a copy of the financial statements should contact the accounting department of Assertive Property Management at (604) 253-5223.

BUSINESS ARISING:

1. **Skylight Repairs:** Council discussed how to proceed with skylight repairs because the proposed special levy for repairing the skylights was voted down at the 2008 Annual General Meeting. Council agreed that the

VR – 464 Cypress West

skylight in #310 has to be repaired/replaced as soon as possible since it has been leaking many times. All the leaking skylights have to be repaired. A special general meeting might have to be called to raise the funds for repairing the other leaking skylights.

2. Engineer's Report for Balconies: Last year council approved the hiring of JRS Engineering to prepare a report on the condition of the balconies and decks. The report was not done due to the shortage of funds. At the 2008 Annual General Meeting, owners approved raising a \$5000.00 special levy for this purpose. The property manager will authorize JRS to start the project.

CORRESPONDENCE:

Owners are encouraged to write to the Strata Council on any strata matters. Letters should be sent to the management company so that they can be included on the agenda for the next council meeting. Please note that while the names and addresses of those writing are not disclosed in the minutes the correspondence may not be confidential, except as set out in the Strata Property Act.

1. Dog: An owner requested council's permission to replace their recently deceased pet. Council approved the request.

NEW BUSINESS:

1. Gardening Issues: Council discussed and reviewed the landscaping budget; they agreed to increase the landscaping budget to \$300.

2. Tree Trimming: A quote was received from BC Plant Health Care for pruning last year. Jason Boynton will obtain another quote.


3. Mice Inspection: An email was received from an owner concerning possible mice problem in her unit. The property manager has contacted PCO Services; she was told that the technician can treat 2 or 3 units every month without additional charge when he comes in to do the monthly inspection. Residents who have seen mice inside their suite should please contact the property manager so an arrangement can be made with the pest control company to get the problem treated.

4. Update Owners Information: Council agreed that the owner's contact information needs to be updated. An owner's information form is attached to the minutes, owners please fill in all the information and return it to the property management company by mail, email (mail@assertivepm.com) or fax by February 28, 2009.

5. Satellite Dish: A satellite dish was found installed on the roof (Other than the one from Bell Express Vu which was approved by the owners). According to Bylaw 1. b) viii): "An owner, tenant, occupant, or visitor shall not erect on or fasten to the strata lot, the common property, or any limited common property any antenna or similar structure or appurtenance." ***The strata council will have this unauthorized satellite dish removed. The resident who owns this satellite dish can contact the property manager to get back the satellite dish.***

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:15 pm.


Ivy Hou, Property Manager
Direct Line: (604) 253-5223

VR-464, Cypress West

Notice to Residents

Balcony Inspection

Will be done on Saturday, May 2, 2009

between 1:00 p.m. and 7:00 p.m.

Please be advised that JRS Engineering will be on site starting at 1:00 p.m. to inspect the balconies. Access via your suite is required. If you are not going to be home please leave a note on your door advising who has a key for your suite. At this time it is not possible to book appointments. The plan is to start on the top floor and work downward. Note, ground floor units are not part of this inspection.

Please ensure you are home for this inspection.

Thank you in advance for your co-operation.

Jim Allison, Property Manager
Direct Line: 604-253-5223



VR – 464 Cypress West

MINUTES OF A COUNCIL MEETING

HELD: On Thursday, March 26 at 6:30 p.m. at #305 - 1425 Cypress Street, Vancouver, BC.

PRESENT:	Peggy Speidel	306
	Maya Kinghorn	209
	Stephen Cork	305
	Jason Boynton	211
	Katherine Warrendorf	112

REGRETS:	James Richmond	109
	Matthew Richards	301

PROPERTY MANAGER: Jim Allison, Assertive Property Management & Real Estate Services Inc.

Please note that Ivy Hou remains with Assertive and heads up their accounting department. Ivy asked to be removed from the management of VR-464, Cypress West.

CALL TO ORDER:

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

APPROVAL OF THE AGENDA:

The agenda as presented was approved for use at this meeting.

ELECTION OF THE EXECUTIVE:

Council could not agree on who would serve as President or Vice President. This was deferred to the next Council meeting.

MINUTES:

It was moved, seconded and **carried** to approve the minutes of the January 27, 2009 Council meeting.

FINANCIAL REPORT:

1. **Monthly Statements:** Council was provided with copies of the December 2008, January and February 2009 financial statements.

Any owner wishing to receive a copy of the financial statements should contact the accounting department of Assertive Property Management at (604) 253-5223.

VR – 464 Cypress West

BUSINESS ARISING:

1. **Skylight Repairs:** Stephen Cork has made arrangements to have the skylight replaced by Brian of All Around Restorations on April 20th. He will be on site during the work.
2. **Engineer's Report for Balconies:** The engineer provided several dates when he could be on site to inspect the balconies. Council agreed that the inspection should be done on Saturday, May 9th. Notices will be issued.
3. **Mice:** Residents are reminded that if they see evidence of mice in their unit they should contact the management company.
4. **Owners Information:** The property manager advised that he had received one updated owner information sheet.
5. **Satellite Dish:** The property manager is reviewing the files to determine if an owner had permission to install a satellite dish. If not it will be removed without further notice.
6. **Tree Pruning:** A second quote for tree pruning is awaited.

CORRESPONDENCE:

Owners are encouraged to write to the Strata Council on any strata matters. Letters should be sent to the management company so that they can be included on the agenda for the next council meeting. Please note that while the names and addresses of those writing are not disclosed in the minutes the correspondence may not be confidential, except as set out in the Strata Property Act.

1. **Dryer Vent:** An owner wrote regarding a problem with a dryer vent. A contractor will be engaged to clean all the vents.
2. **Motorcycle:** The owner of a motorcycle will be asked to park it in his assigned stall.

NEW BUSINESS:

1. **Gardening Issues:** Council discussed and reviewed the landscaping budget; they agreed to increase the landscaping budget to \$300.
2. **Drain Cleaning:** It was agreed that the main drain lines should be cleaned. Notices will be issued. All vehicles must be out of the parkade when the work is being done.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:15 pm.



Jim Allison, Property Manager
Direct Line: (604) 253-5224

VR-464, Cypress West

Notice to Residents

DRAIN CLEANING

Will be done on **TUESDAY, MAY 12, 2009**

between 9:00 A.m. and 4:00 p.m.

Please be advised that Hallmark will be on site starting at 9:00 a.m. to clean the drain pipes in the parkade. The end caps will be opened and raw sewage will be flushed out of the pipes onto the floor. This will then be cleaned up.

YOUR VEHICLES MUST BE OUT OF THE PARKADE DURING THIS PROJECT. IF YOU DO NOT REMOVE YOUR CAR, NEITHER THE STRATA NOR THE CONTRACTOR WILL BE RESPONSIBLE FOR ANY DAMAGE DONE OR CLEAN UP REQUIRED TO YOUR CAR.

Thank you in advance for your co-operation.

Jim Allison, Property Manager
Direct Line: 604-253-5223



VR – 464 Cypress West

MINUTES OF A COUNCIL MEETING

HELD: On Tuesday July 28 at 6:30 p.m. at #109 - 1425 Cypress Street, Vancouver, BC.

PRESENT:

Maya Kinghorn	209
Stephen Cork	305
Jason Boynton	211
Katherine Warrendorf	112
James Richmond	109

REGRETS:

Jason Boynton	211
Matthew Richards	301

PROPERTY MANAGER: Jim Allison, Assertive Property Management & Real Estate Services Inc.

COUNCIL RESIGNATION: Peggy Speidel has resigned from Council.

CALL TO ORDER:

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

APPROVAL OF THE AGENDA:

The agenda as presented was approved for use at this meeting.

ELECTION OF THE EXECUTIVE:

Council agreed that Maya Kinghorn will serve as President and James Richmond will serve as Vice President.

MINUTES:

It was moved, seconded and **carried** to approve the minutes of the March 26, 2009 Council meeting.

FINANCIAL REPORT:

1. **Monthly Statements:** Council has been provided copies of the financial statements up to June, 2009.

Any owner wishing to receive a copy of the financial statements should contact the accounting department of Assertive Property Management at (604) 253-5223.

VR – 464 Cypress West

BUSINESS ARISING:

1. **Engineer's Report for Balconies:** The engineer has provided a report for the strata and a general meeting will be convened to discuss this with the owners. A copy of the report is attached.
2. **Satellite Dish:** The satellite dish on the roof without permission will be removed.
3. **Landscaping:** Council is appreciative of the work done by Sheilagh Graham on the landscaping. The irrigation system needs attention and the property manager will arrange to have it serviced.
4. **Vent Cleaning:** The vents have been cleaned as requested.
5. **Ground Level Decks** The property manager was asked to have the ground level decks inspected and repaired as approved by the owners at the last general meeting.

CORRESPONDENCE:

Owners are encouraged to write to the Strata Council on any strata matters. Letters should be sent to the management company so that they can be included on the agenda for the next council meeting. Please note that while the names and addresses of those writing are not disclosed in the minutes the correspondence may not be confidential, except as set out in the Strata Property Act.

No correspondence was considered. .

NEW BUSINESS:

There was no new business.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:15 pm.

Jim Allison, Property Manager
Direct Line: (604) 253-5224
Email: Jim@assertivepm.com

VR-464 Cypress West

Minutes of an Annual General Meeting

HELD: On Thursday, March 11, 2010 at 7:00 p.m. in the lobby at 1425 Cypress Street, Vancouver, BC.

PRESENT: 21 owners in person or by proxy, as per the registration sheet.

Jim Allison, Property Manager, Assertive Property Management & Real Estate Services Inc.
Scott McGillivray, Property Manager, Assertive Property Management & Real Estate Services Inc.

CALL TO ORDER, QUORUM REPORT:

The meeting was called to order at 7:00 pm. The Property Manager noted that with 21 eligible votes, the quorum requirements set out in the bylaws had been met. It was moved, seconded and **carried** that the Property Manager, Jim Allison chair the meeting. Introductions were made and the meeting commenced.

PROOF OF NOTICE OF MEETING:

The Property Manager advised that the Notice of Meeting was issued in compliance with the Strata Property Act.

APPROVAL OF THE AGENDA:

The owners present agreed the agenda contained in the Notice would serve as the agenda for this meeting.

MINUTES APPROVAL:

There being no objections the owners agreed that the minutes of the December 9, 2008 Annual General Meeting be approved, as distributed.

REPORT ON INSURANCE:

The property manager provided an overview of the strata insurance coverage noting that there was documentation attached to the Notice of Meeting detailing the coverage provided. Owners are reminded that they should carry deductible insurance to protect against resultant damage to another owners unit. If any owners have questions on the coverage offered, they should contact the property manager.

Review of Proposed Bill 8:

The property manager gave a brief overview outlining the effects of the proposed Bill 8 on Strata Corporations: mandatory depreciation reports, spreadsheets to forecast capital expenses, the phasing out of special levies, improved budgeting, increased strata fees, and a workable time frame when initialized.

Overview of Engineering Report:

Stephen Cork provided a brief summary of the proposed balcony work and discussed some of the options that were being tested for deck resurfacing. Pricing is on an upward trend and the necessity of undertaking this project, is reflected in the priorities section of the report. Stephen will provide council with any new developments regarding this project as they come to light.

VR-464 Cypress West

BUDGET APPROVAL: (Year End December 31, 2010)

The property manager reviewed the proposed budget in detail with the owners present. It was noted that there is no increase in strata fees proposed for the next year. It was moved, seconded and **carried** to approve the budget in the amount of \$118,419.

NEW BUSINESS:

1. **Balcony remediation:** Council will continue to pursue a time frame for this project.
2. **Trees:** There are several trees that require pruning and or removal on the front of the property. Recent storms have brought down some large branches on the property. Council will investigate pruning of trees that are close to the building and discuss pruning those which pose a potential hazard.
3. **Regular Maintenance Schedule:** A review of future projects and a plan to fund any future capital expenditures will be discussed at the next scheduled council meeting.

ELECTION OF STRATA COUNCIL

Pursuant to the by-laws, the term of office of the current members of council ends at the conclusion of this meeting. Those who have served in the past year are eligible for re-election.

The following owners were nominated and allowed their names to stand for election to the strata council.

James Richmond	109	Vanessa Lamont	212
Maya Kinghorn	209	Cathy Nordlund	304
Carol Klassen	309	Cynthia Joan Brooke	314
Matthew Richards	301		

There being no further nominations, it was moved, seconded and **carried** to cease nominations.

It was moved, seconded and **carried** to declare those nominated elected by acclamation.

TERMINATION OF MEETING

There being no further business, this meeting was terminated at 9:00 p.m.

Respectfully submitted,

Scott McGillivray 
Property Manager
Direct Line: (604) 253-5225
Email: scott@assertivepm.com

VR – 464 Cypress West

MINUTES OF A COUNCIL MEETING

HELD: On Thursday, April 8 2010, at 7:00 p.m. at #304 - 1425 Cypress Street, Vancouver, BC.

PRESENT: Carol Klassen 309
Cathee Nordlund 304
Cynthia Brooke 314

REGRETS: James Richmond 109
Matthew Richards 301
Maya Kinghorn 209
Vanessa Lamont 212

PROPERTY MANAGER: Scott McGillivray, Assertive Property Management & Real Estate Services Inc.
John Shields attended as a guest for this meeting.

CALL TO ORDER:

The meeting was called to order at 7:00 p.m.

APPROVAL OF THE AGENDA:

The agenda as presented was approved for use at this meeting.

ELECTION OF THE EXECUTIVE:

This being the first council meeting following the Annual General Meeting the Strata Council is required to elect their executive, as set out in; the strata bylaws and the Strata Property Act. Council agreed that Carol Klassen will serve as President and Cathee Nordlund will serve as Vice President. Council deferred the appointment of a treasurer until the next council meeting.

FINANCIAL REPORT:

1. **Monthly Statements:** Council was provided with copies of the February 2010 Financial Statements.

Any owner wishing to receive a copy of the financial statements should contact the accounting department of Assertive Property Management at (604) 253-5223.

CORRESPONDENCE:

Owners are encouraged to write to the Strata Council on any strata matters. Letters should be sent to the management company so that they can be included on the agenda for the next council meeting. Please note

VR – 464 Cypress West

that while the names and addresses of those writing are not disclosed in the minutes the correspondence may not be confidential, except as set out in the Strata Property Act.

1. **Arrears:** Council discussed the outstanding balance on one unit. The property manager will contact the owner's representative.
2. **Ceiling repairs:** Council received a request to have ceiling repairs caused by a leak from another unit. The property manager will send someone to investigate and quote on this repair.

NEW BUSINESS:

1. **Window washing:** The property manager will contact Sea to Sky Window Cleaning to clean all the exterior inaccessible windows and the exterior of the skylights as well as the exterior of the balcony railing glass. Notices will be put up advising of the time and date of this work.
2. **Interior building repairs:** The property manager will hire someone to address the repairs needed to the front door and the 2nd floor fire door.. Repairs to the ceiling in several areas will be done after a leak assessment on the third floor is complete.
3. **Sink hole at Stairs to Generator:** The property manager will hire a contractor to fill this hole and install an appropriate step.
4. **Tree pruning:** Trees and shrubs both in the front and the back of the property need pruning; council will discuss this further before proceeding.
5. **Front entrance:** The property manager will obtain quotes for the completion of this project.
6. **Fire place and dryer vents:** The property manager and council will discuss what was done in the past and proceed with a maintenance schedule that includes these two items.
7. **Council access:** Council requests that previous Council members return their keys in order that the new Council has access keys to service rooms.
8. **Parkade:** Owners are reminded to keep their parking spot free of debris and ensure that all vehicles display the appropriate insurance.
9. **Drain Cleaning:** This item will also be included in a maintenance schedule to be prepared by Council.
10. **Exterior South Wall:** Council will arrange for an assessment of the damage to this wall and discuss options for repair or replacement.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:15 pm.

Scott McGillivray, Property Manager
Direct Line: (604) 253-5225

VR – 464 Cypress West

MINUTES OF A COUNCIL MEETING

HELD: On Tuesday, May 11 2010, at 7:00 p.m. at #304 - 1425 Cypress Street, Vancouver, BC.

PRESENT:

Carol Klassen	309
Cathee Nordlund	304
Vanessa Lamont	212
James Richmond	109

REGRETS:

Matthew Richards	301
Maya Kinghorn	209
Cynthia Brooke	314

PROPERTY MANAGER: Scott McGillivray, Assertive Property Management & Real Estate Services Inc.

CALL TO ORDER:

The meeting was called to order at 7:00 p.m.

APPROVAL OF THE AGENDA:

The agenda as presented was approved for use at this meeting.

ELECTION OF THE EXECUTIVE:

This being the first council meeting following the Annual General Meeting the Strata Council is required to elect their executive, as set out in; the strata bylaws and the Strata Property Act. Council agreed that Carol Klassen will serve as President; Cathee Nordlund will serve as Vice President and Vanessa Lamont will serve as Treasurer.

FINANCIAL REPORT:

1. **Monthly Statements:** Council was provided with copies of the March 2010 Financial Statements.
2. **Arrears:** Council discussed the outstanding balance on one unit. The property manager will contact the owner's representative.

Any owner wishing to receive a copy of the financial statements should contact the accounting department of Assertive Property Management at (604) 253-5223.

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CORRESPONDENCE: None was received.

Owners are encouraged to write to the Strata Council on any strata matters. Letters should be sent to the management company so that they can be included on the agenda for the next council meeting. Please note that while the names and addresses of those writing are not disclosed in the minutes the correspondence may not be confidential, except as set out in the Strata Property Act.

BUSINESS ARISING:

1. **Council access:** Council requests that previous Council members return their keys in order that the new Council has access keys to service rooms.
2. **Ceiling repairs:** Council received a request to have repairs done to a ceiling caused by a leak from another unit. The property manager has received one quote and will obtain another quote prior to any repair.
3. **Window washing:** The property manager contracted Sea to Sky Window Cleaning to clean all the exterior inaccessible windows and the exterior of the skylights as well as the exterior of the balcony railing glass. This work was completed April 9, 2010.
4. **Interior building repairs:** Repairs to the front door and the 2nd floor fire door have been completed. While investigating a leak in the laundry room ceiling, it was discovered that the ceiling fan is not venting to the outside. This will be corrected when the source of the leak is located, the ceiling will be repaired. Repairs to the ceiling in several other areas will be completed when a leak assessment on the 3rd floor is completed.
5. **Sink hole at Stairs to Generator:** The property manager hired a contractor to fill this hole and install cement steps, this work is completed.
6. **Maintenance Schedule:** The property manager and Council will finalize a maintenance schedule for items which are contracted or completed on a regular basis, including cleaning fireplaces, ducts and drains.

NEW BUSINESS:

1. **Parkade:** Owners are reminded to keep their parking spot free of debris and insure that all vehicles display the appropriate insurance.
2. **Pruning:** The property manager will contact BC Plant Health Care Inc. to prune trees at the front and the back of the building as per a quote received from them previously. The property manager will also ask them to remove a dead tree at the rear of the property.
3. **Roofing:** Hunter Roofing will be hired to complete work quoted on that involves shingle replacement and to close the gap between the roof edge and the existing fascia to address the problem of water overflowing the gutters.
4. **Lobby Entrance:** The property manager will obtain three quotes for the replacement of the tile, rebuilding the planters, and a replacement awning at the entrance to the building.
5. **Dumpster:** The property manager and council will arrange for the locking of the dumpster with a key that is common to the building. This is as a result of numerous cases of garbage strewn in the land and others using the bin for construction waste.

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6. **Baseboard heaters:** The property manager will investigate whether an inspection of the baseboard heaters can determine the condition of the valves since we have had incidents of valves failing. If this is feasible, quotes will be obtained for an inspection

7. **South wall:** The property manager will obtain a quote for the repair or replacement of the siding on the South wall.

Next meeting: Scheduled for Tuesday July 6th

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:00 pm.

Scott McGillivray, Property Manager
Direct Line: (604) 253-5225

