

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 555, BALMORAL ON THE PARK, HELD ON MONDAY, APRIL 30, 2007, AT 6:30 PM IN THE TARTAN ROOM, 6759 WILLINGDON AVENUE, BURNABY, BC

Council in attendance: Steve Tomlin, Co-President
Jason Morley, Co-President
Dejan Maksimovic, Co-Vice President
Brian Yakura, Co-Vice President
Jake Fiddick, Treasurer
Patti Adams
Louise Larochele

Keith Loughlin,
Strataco Management Ltd.

CALL TO ORDER:

The meeting was called to order by the Strata Council Co-President, Mr. Steve Tomlin, at 6:55 pm.

MINUTES OF THE MEETING OF FEBRUARY 26, 2007:

It was

MOVED AND SECONDED:

That the minutes of the meeting of February 26, 2007 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

There was no President's report.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Manager tabled the financial statements for the months of February and March 2007. The Treasurer advised that he had reviewed the financial statements along with the supporting documentation and recommended their approval. It was

MOVED & SECONDED:

That the financial statements for the months of February and March 2007 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Manager reviewed the receivables report, noting that a lien was in the process of being registered in the Land Title Office against strata lot 39, which was now six months in arrears of strata fees. The Manager also noted that strata lot 21 was now three

months in arrears of strata fees and that it was being recommended that a lien be registered against this strata lot. It was then

MOVED AND SECONDED:

That a lien be registered against strata lot 21 and all costs incurred in the collection of the outstanding balance be assessed against the account of said strata lot.

MOTION CARRIED UNANIMOUSLY

Webnet Converged Wireless Contract

The Manager confirmed that the first cheque had now been received from Webnet, in the amount of \$485.48.

Corporate Suite

The Manager tabled the following for Council's information:

- notice of hearing – property assessment
- decision notice – assessment upheld

The Council Co-President thanked Mr. Fiddick for all of his efforts in appealing the property assessment on behalf of the Strata Corporation.

Collections

The Manager advised that the owner of strata lot 39 had been in contact with management and had been advised that if all outstanding amounts were not brought up to date by May 4, 2007, a lien would be registered against the strata lot.

2) Staff Report

Site Inspection Reports

The Manager informed Council that the site inspection reports were on file, and that any items noted during the reports which required attention would be addressed by staff or presented to the Council for decision.

Restoration Services

The Manager tabled correspondence regarding repair of the front fence and the installation of a dishwasher in the corporate suite. The Manager noted that the fence had been repaired and that it was anticipated the dishwasher would be installed in the corporate suite within the next week.

Carl La Bossiere – Repair of Various Areas in Underground Parkade

The Manager tabled a quotation from Carl La Bossiere in the amount of \$5,297.88 for various concrete repairs in the underground parkade. Council reviewed the quotation and it was

MOVED AND SECONDED:

That staff retain the contractor to carry out this work in late spring or early summer when the weather is better.

MOTION CARRIED UNANIMOUSLY

Coast-Pro Contracting – Quotation for Caulking Maintenance of “05” and “06” Drops

The Manager tabled the quotation from Coast Pro Contracting for the caulking and maintenance of the “05” and “06” drops, as well as some minor maintenance to the “03” and “04” drops. Council reviewed the quotation and after discussion it was

MOVED AND SECONDED:

That staff be authorized to retain the contractor to carry out this work in the mid-summer months when the weather is dry.

MOTION CARRIED UNANIMOUSLY

3) Correspondence

The Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: welcome to new tenant; concerns about detergent in sink (being monitored); request for built-in dishwasher in corporate suite (in progress); concerns about bubbling water in sink; concerns about clothes washer hooked up to basin drain and confirmation of disconnection; receipt of vehicle insurance certificate; request for access to unit to repair flashing on sub-roof (done); cancellation of supplemental parking stall; concerns about destruction of Strata Corporation files and confirmation that Strata Corporation has purchased a shredder.

Council reviewed the correspondence as follows:

Bubbling detergent water in sink: Council noted that a number of owners have submitted complaints about bubbling detergent water in sinks, and on two occasions this has been found to have been caused by owners installing clothes washers in their suites and connecting them to the Strata Corporation’s plumbing system. ***Council requests that owners not hook up clothes washing machines into the Strata Corporation’s plumbing. Please use the common area laundry facilities.***

Investment units: Owners who rent their units are encouraged to check the units on a regular basis to ensure that no illegal activities are being carried out, such as grow-ops. ***Owners are urged to include a clause in their rental agreement that gives them permission to check the unit on a monthly basis.***



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

4) Landscaping

The Manager tabled the landscape maintenance reports for the months of February and March 2007 received from Silva Landscaping.

5) Mechanical

Johnson Controls

The Manager confirmed that the service reports from Johnson Controls were on file.

Imperial Paddock Pools

The Manager tabled correspondence authorizing the contractor to repack the swimming pool filter.

6) Completed Items

The Manager reported that the following had been completed since the last Council meeting: repair of fence on Willingdon Avenue (storm damage); repair of locks, front entrance door and rooftop storage room; spring startup of landscape sprinkler system; repair of fire system deficiencies; installation of backflow prevention valve in corporate suite; replacement of ballasts in various light fixtures in the underground parkade and in the 3rd and 6th floor hallways; quotations for caulking of "05" and "06" drops; quotations for repair of cracks in underground parkade; weekly cleaning of building; signing of agreement with Webnet; repair of parapet wall flashing on sub-roof by strata lot 61.

7) In Progress

The Manager advised that the following items remained in progress: installation of dishwasher in corporate suite; quotation for second underground parkade gate; finalization of contract with Phelps Laundry for laundry machines.

OTHER BUSINESS:

Bylaws

Council briefly discussed whether or not the Strata Corporation could require owners of investment units to have their units managed by a rental agent.

ADJOURNMENT:

There being no further business, the meeting adjourned at 7:45 pm, until Monday, May 28, 2007, at 6:30 pm in the Tartan Room, 6759 Willingdon Avenue, Burnaby, BC.

STRATACO MANAGEMENT LTD.

8553 Commerce Court

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 555, BALMORAL ON THE PARK, HELD ON MONDAY, MAY 28, 2007, AT 6:30 PM IN THE TARTAN ROOM, 6759 WILLINGDON AVENUE, BURNABY, BC

Council in attendance: Steve Tomlin, Co-President
Jason Morley, Co-President
Dejan Maksimovic, Co-Vice President
Jake Fiddick, Treasurer

Keith Loughlin,
Strataco Management Ltd.

Absent with leave: Brian Yakura, Co-Vice President
Patti Adams
Louise Laroche

CALL TO ORDER:

The meeting was called to order by the Strata Council Co-President, Mr. Steve Tomlin, at 6:45 pm.

MINUTES OF THE MEETING OF APRIL 30, 2007:

It was

MOVED AND SECONDED:

That the minutes of the meeting of April 30, 2007 be adopted as distributed.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

Indemnity Agreement Summary

The President tabled the Indemnity Agreement summary which had been updated as of May 1, 2007.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Manager tabled the financial statement for the month of April 2007. The Treasurer advised that he had reviewed the financial statement along with the supporting documentation and recommended its approval. It was

MOVED & SECONDED:

That the financial statement for the month of April 2007 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Manager reviewed the receivables report, noting that liens had been registered against two strata lots, and two strata lots were in arrears of the May strata fees.

Collections

The Manager tabled correspondence sent to the financial institutions for strata lots 21 and 39, advising that liens had been registered against the strata lots.

2) Staff Report

Site Inspection Reports

The Manager informed Council that the site inspection reports were on file, and that any items noted during the reports which required attention would be addressed by staff or presented to the Council for decision.

Coast Pro Contracting

The Manager tabled correspondence authorizing the contractor to proceed with the caulking/maintenance of the "03", "04", "05" and "06" drops in mid-July or early August 2007.

Carl La Bossiere Waterproofing

The Manager tabled correspondence authorizing the contractor to proceed with concrete repairs in the underground parkade in late June or early July.

Overhead Door

The Manager tabled correspondence requesting a quotation for a second parkade entry door, and noted that the quotation had been received and the approximate cost would be \$10,256.00 including labour, materials, taxes and permits. Council reviewed the quotation and after discussion decided to present this information to the owners at a Special General Meeting to be scheduled in conjunction with the next Council meeting to be held on July 30, 2007. It was noted that funding for the installation of the second parkade entry door would be through a special levy, and this will be presented to the owners at the Special General Meeting.

3) Correspondence

The Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: confirmation that Strata Corporation had retained contractor to clean unit as a result of grow-op; obtaining permit from City of Burnaby for clean up of grow-op, at owner's expense; confirmation that owner has contributed to self-insurance fund; opening of possible insurance claim; concerns about air bubbles in sink and monitoring of situation; Council authorization to install laminate flooring; receipt of vehicle insurance.

Council reviewed the correspondence as follows:

Air bubbles in sink: A Council member living in the unit where this situation was occurring noted that since the note in the April 30, 2007 minutes requesting that owners not connect clothes washing machines into the Strata Corporation's plumbing, there had been no further incidents of air bubbles in the sink.



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

4) **Mechanical**

Johnson Controls

The Manager confirmed that the service reports from Johnson Controls were on file, and tabled correspondence requesting the contractor to check the backflow prevention valve for the swimming pool.

BC Safety Authority

The Manager tabled for Council's information the elevating device operating permits for 2007.

Fire System

The Manager advised that Voltech Electric had been requested to provide a quotation for the installation of a fire alarm bell at the back door of strata lot 80, and tabled a quotation in the amount of \$1,185.00 + GST. Council reviewed the correspondence expressing the owner's concerns and requesting the installation of the fire alarm bell, and in the interest of the owner's safety it was

MOVED AND SECONDED:

That staff be authorized to retain Voltech Electric to install the fire alarm bell.

MOTION CARRIED UNANIMOUSLY

5) **Legal**

The Manager tabled correspondence to Kahn Zack Ehrlich Lithwick regarding the laundry machine agreement, and noted that in his discussions with legal counsel he had been advised that although the agreement was not constructed in a proper legal format, legal counsel could not see any real downside to the Strata Council signing the agreement on behalf of the Strata Corporation. It was then

MOVED AND SECONDED:

That the laundry machine agreement with Phelps Laundry be signed.

MOTION CARRIED UNANIMOUSLY

6) **Landscaping**

The Manager tabled the landscape maintenance report for the month of April 2007 received from Silva Landscaping.

7) **Completed Items**

The Manager reported that the following had been completed since the last Council meeting: installation of dishwasher in corporate suite; repacking of swimming pool filter;

obtaining of quotation for fire bell for back door of suite 1506; obtaining of additional front entrance door keys; repairs to strata lot 22 (grow-op).

8) In Progress

The Manager advised that the following items remained in progress: authorization to repair concrete in underground parkade (in late June); authorization to proceed with caulking maintenance of "03", "04", "05" and "06" drops by Coast Pro Contracting (mid-July or early August).

OTHER BUSINESS:

Bylaws

The Manager tabled a memorandum to Council member Larochelle regarding a proposed bylaw change concerning investor owned units. As Council member Larochelle was not available, it was decided to defer this matter to the next Council meeting.

ADJOURNMENT:

There being no further business, the meeting adjourned at 7:15 pm, until:

Next Council meeting: Monday, July 30, 2007, at 6:00 pm in the Tartan Room, 6759 Willingdon Avenue, Burnaby, BC.

Special General Meeting: Monday, July 30, 2007, at 7:30 pm in the Tartan Room, 6759 Willingdon Avenue, Burnaby, BC.

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 555, BALMORAL ON THE PARK, HELD ON MONDAY, JULY 30, 2007, AT 6:00 PM IN THE TARTAN ROOM, 6759 WILLINGDON AVENUE, BURNABY, BC

Council in attendance: Steve Tomlin, Co-President
Jason Morley, Co-President
Dejan Maksimovic, Co-Vice President
Brian Yakura, Co-Vice President
Jake Fiddick, Treasurer
Louise Larochelle

Keith Loughlin,
Strataco Management Ltd.

Absent with leave: Patti Adams

CALL TO ORDER:

The meeting was called to order by the Strata Council Co-President, Mr. Jason Morley, at 6:20 pm.

MINUTES OF THE MEETING OF MAY 28, 2007:

It was

MOVED AND SECONDED:

That the minutes of the meeting of May 28, 2007 be adopted as distributed.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

Indemnity Agreement Summary

The Co-President tabled the Indemnity Agreement summary which had been updated as of June 27, 2007.

Change of Address for Management Company

The Strata Manager noted that Strataco Management was relocating its offices effective July 31, 2007. It was

MOVED AND SECONDED:

That the registered address of the Strata Corporation be amended to reflect the change of Strata Management offices as follows: #101 – 4126 Norland Avenue, Burnaby, BC. V5G 3S8.

MOTION CARRIED UNANIMOUSLY

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled the financial statements for the months of May and June 2007. The Treasurer advised that he had reviewed the financial statements along with the supporting documentation and recommended their approval. It was

MOVED & SECONDED:

That the financial statements for the months of May and June 2007 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager reviewed the receivables report, noting that liens had been registered against two strata lots, and one strata lot was in arrears of the July strata fees.

Webnet Converged Wireless Lease

The Strata Manager confirmed that the Strata Corporation had received the monthly lease payment in the amount of \$485.48.

Collections

The Strata Manager confirmed that financial institutions holding second mortgages on strata lots are notified if a lien is registered against the strata lot.

2) Staff Report

Site Inspection Reports

The Strata Manager informed Council that the site inspection reports were on file, and that any items noted during the reports which required attention would be addressed by staff or presented to the Council for decision.

Terasen Gas

The Strata Manager tabled for Council's information a history of the 2006 natural gas consumption by the Strata Corporation.

Power Smart

The Strata Manager tabled for Council's information a brochure on energy efficient lighting.

Canadian Pest Control

The Strata Manager tabled for Council's information the service report for June 2007.

Corporate Suite

The Strata Manager tabled for Council's information a letter from the tenants requesting some repairs, and noted that the requests were being reviewed.

3) **Correspondence**

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: welcome to one new owner and one new tenant; concerns about dirt in sink and confirmation that backflow preventer valve had been installed; receipt of vehicle insurance certificate; request to install laminate flooring; notification of lost entrance key and confirmation that there were no identifying markers on key; concerns about unit and confirmation that wall of so-called second bedroom had been removed; notification to owner regarding overflowing bathtub and possible damage to other unit; concerns about silverfish (pest control contractor notified).

Council reviewed the correspondence as follows:

Strata lot 38 – request to install laminate flooring: Council reviewed the owner's request and after discussion it was

MOVED AND SECONDED:

That the owner's request to install laminate flooring be approved subject to the usual Strata Corporation specifications.

MOTION CARRIED UNANIMOUSLY



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

4) **Mechanical**

Johnson Controls

The Strata Manager confirmed that the service reports from Johnson Controls were on file, and tabled the following:

- request to test backflow prevention valve (done)
- test report (no deficiencies)
- renewal of three year service contract and confirmation there would be no increase in costs in the first year
- certificate of insurance for Johnson Controls

Council reviewed the correspondence from Johnson Controls, and it was

MOVED AND SECONDED:

That Council ratify management's actions in renewing the three year service contract with Johnson Controls.

MOTION CARRIED UNANIMOUSLY

Emergency Generator

The Strata Manager tabled the signed maintenance contract with Simpower, and the emergency generator report, indicating that no deficiencies had been identified. Staff were requested to have the contractor provide an orientation to the caretaker on emergency generator shutdown procedures.

Fire System

The Strata Manager tabled the authorization to Voltech Electric to install a fire bell by unit 1506 (in progress) and the fire inspection report received from the Burnaby Fire Department which indicated no deficiencies were found, although they did request that the emergency generator be tested. The Strata Manager confirmed that this testing had been done.

5) Legal

The Strata Manager tabled for Council's information correspondence regarding the review of the Phelps Laundry contract, and comments regarding the contract. It was noted that the contract had now been signed.

6) Landscaping

The Strata Manager tabled the landscape maintenance reports for the months of May, June and July 2007 received from Silva Landscaping, and correspondence regarding landscape concerns. The Strata Manager noted that the landscape concerns were being addressed.

7) Insurance

The Strata Manager tabled for Council's information a request for reimbursement for electrical repairs within a strata lot as a result of a grow-op, and confirmed that the Strata Corporation had been reimbursed by the strata lot owner. The Strata Manager also presented the invoice from PacWest Restoration for cleaning the unit, and a request from the owner that Council consider providing reimbursement from the self-insurance fund.

Council reviewed the owner's request and after a lengthy discussion it was felt that the owner should not be reimbursed for any expenses for this incident, as it is an investor owner's responsibility to check their investment unit on a regular basis to ensure that the occupants are complying with all the Strata Corporation's bylaws and that the unit is being properly maintained. It was then

MOVED AND SECONDED:

That the owner not be reimbursed any funds from the self-insurance fund.

MOTION CARRIED UNANIMOUSLY

8) Completed Items

The Strata Manager reported that the following had been completed since the last Council meeting: renewal of contract with Johnson Controls for mechanical maintenance; renewal of contract for emergency generator servicing with Simpower; renewal of contract with Phelps Laundry; testing of backflow preventer valve; repair of laundry room door; installation of new laundry machines and increase of fee to \$1.25; repair of lock on Tartan Room door; elevator servicing (monthly reports on file).

9) **In Progress**

The Strata Manager advised that the following items remained in progress: concrete repairs in underground parkade (Carl Labossiere); caulking of "03", "04", "05" and "06" drops (Coast Pro Contracting advises work will be done in late August or early September); notice to owners regarding feeding birds from balconies.

OTHER BUSINESS:

Bylaws – Investor Owned Units

Owners who are renting out their units are encouraged to proceed with reference checks of their potential tenants.

ADJOURNMENT:

There being no further business, the meeting adjourned at 7:00 pm, until Monday, September 24, 2007, at 6:30 pm in the Tartan Room, 6759 Willingdon Avenue, Burnaby, BC.

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MINUTES OF THE SPECIAL GENERAL MEETING OF THE OWNERS, STRATA PLAN NW-555, BALMORAL ON THE PARK, HELD ON MONDAY, JULY 30, 2007, AT 7:15 PM IN THE TARTAN ROOM, 6759 WILLINGDON AVENUE, BURNABY, BC

CALL TO ORDER:

The meeting was called to order by the Strata Council Co-President, Mr. Jason Morley, at 7:20 pm.

CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:

Mr. Keith Loughlin, Strata Manager, advised that subsequent to the calling of the roll and certification of proxies it had been determined that of the 82 owners, 79 were eligible to vote. Quorum consisted of 27 voting members. There were 21 owners present in person and 8 represented by proxy for a total of 29 voting members. The meeting was therefore quorated and competent to proceed with the business at hand.

FILING OF PROOF OF NOTICE OF MEETING:

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

MINUTES OF THE ANNUAL GENERAL MEETING OF NOVEMBER 27, 2006:

It was

MOVED AND SECONDED:

That the minutes of the Annual General Meeting of November 27, 2006 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES:

Tree Review

An owner inquired about the tree review. The Strata Manager responded that AI's Tree Service had prepared a report and that this has been brought forward for Council's review. An owner noted that one of the trees on the north side of the property had been removed.

STRATA COUNCIL REPORT:

The Strata Council Co-President, Mr. Jason Morley, welcomed the owners and thanked them for attending the meeting. The President noted that at last year's Annual General Meeting, the owners had instructed the 2007 Strata Council to review the installation of a second security gate and bring forward pertinent resolutions at a Special General Meeting to be held in the Spring or Summer of 2007. Mr. Morley noted that the Strata Council had obtained a revised quotation for the installation of a second parkade gate, and was proposing that the funding for this second parkade gate be by way of a special levy in the amount of \$10,447.36. The Co-President then reviewed the history of the discussions regarding the installation of a second parkade gate, and noted that although it would improve security, it would not solve all of the problems. The floor was then opened for questions.

An owner inquired as to whether Council had given consideration to expanding the enterphone system so that visitors could use the system when they approach the new gate. A Council member responded that Council had had considerable discussion regarding this and had decided to defer the matter until after the gate was installed (it was noted that the approximate cost for expanding the enterphone system was \$2,000.00). Another owner noted that if the gate was installed it would prevent cars from being stolen from the visitor parking area, and also prevent homeless people from accessing the area.

An owner expressed concern that the proposed second parkade entrance gate would create more noise pollution as drivers would be idling their vehicles while waiting to enter the underground parkade, and that there may be more vehicular traffic on the parkade ramp while people are waiting to enter and exit the underground parkade.

Another owner asked whether the convex mirror at the entrance to the underground parkade would be kept in its present location. An owner suggested that the location may need to be modified with the installation of the gate.

It was then

MOVED AND SECONDED:

That:

WHEREAS A number of owners have requested that consideration be given to the installation of a second security gate for the underground parkade; and

WHEREAS A quotation has been obtained and a capital budget prepared;

BE IT THEREFORE RESOLVED THAT: The Owners, Strata Plan NW 555, Balmoral on the Park, authorize the installation of a second parkade security gate at a cost not to exceed \$10,447.36; and

BE IT FURTHER RESOLVED THAT: The Owners of record as at July 30, 2007, Strata Plan NW 555, Balmoral on the Park, authorize the payment of a special levy in the amount of \$10,447.00 based on the unit entitlement schedule attached to the notice of meeting, due and payable in one lump sum on September 1, 2007.

The floor was then opened for discussion. There being none, the question was called and the motion was

DEFEATED (15 in favour, 14 opposed)

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

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

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