

Norfolk Manor – Strata Plan N.W. 2178
Strata Meeting Minutes
7:00pm – April 6, 2009

Present:	Dennis Marchant	Jason Watkins
	Johanne Taschereau	Douglas Mazariego
	Jordan Storey	Lindsay MacPherson
	Denise Saunders	
Guests:	Christine Wiesendahl	Ranjit Ahluwalia

The meeting was called to order at 7:00 pm.

1. **Minutes:** The minutes from the March meeting were adopted.
2. **Immediate Business (Completed):** Dennis will wait until the fall to purchase snow shovels, as none were available in Rona or Home Depot; The SGM notice was written, approved, and distributed.
3. **Immediate Business (Outstanding for May):** Dennis will obtain a quote to replace the rubber floor in the elevator and to install a window in the laundry room door; Dennis to locate a moisture meter to install in the first floor south hallway; Dennis and Victor will follow up with the carpet people to repair the carpeting in the south stairwell.
4. **Financial Statements:** Denise did not note any discrepancies in the February financial statements, but had some questions regarding the insurance policy charge and the appraisal charge. Dennis will follow up with Lynda on these. She also questioned the approval of some of the lawyer's invoices from the ongoing foreclosure process. A 6% increase for the landscaping service was received effective April 1. Council has accepted this for now as it is a month-to-month contract. Jason and Lindsay will investigate to see if they can find a comparable service that is less expensive.
5. **Outstanding Accounts Receivable:** A quote to file a new lien through the Strata's lawyer was received, and would be a minimum of \$950. However, Lynda advised that Profile can perform the same task for \$420. Some questions were raised regarding the necessity of placing a new lien to collect the outstanding fees, and Dennis will follow up with Pat to obtain the answers. Council wrote off a minor charge assessed to one unit in 2008.
6. **Special General Meeting:** The SGM notices were distributed and the meeting is set for Wednesday, April 8. Council discussed the format of the meeting, as well as the insurance information session to be hosted by Pia.
7. **First-Floor Fire:** Dennis updated the Council on the restoration work being conducted in one unit after a small fire started. The fire was caused by a bathroom ventilation fan that was not functioning properly but had been left on. As the smoke alarm was not connected in the unit, Council has decided to fine the tenant as well as charge them the insurance deductible and the charge assessed to the Strata to reset the smoke alarms. Council would like to remind all tenants that it is required to have all smoke alarms and heat detectors connected.
8. **Smoke Alarm Replacement:** Council discussed the option of upgrading all smoke alarms to less sensitive models. Comments have been received that some alarms are triggered by steam from showers or boiling water. Council has received one quote from Voltech and is looking into obtaining other quotes.
9. **Parkade Issues:** Council will wait until after the insurance information session to see if this encourages some owners to get storage insurance on their unlicensed vehicles. Council will distribute warning letters in May to owners parking unlicensed vehicles or storing items in the parkade.

10. **Outside Maintenance:** Council believes that the landscaping company has been cleaning up the leaves and needles from the driveway and front grass area, and has decided not to hire someone to maintain the outside of the building. Dennis will contact the landscaping company and ask them to prune the bushes on the north side of the driveway that are blocking visibility onto Whiting Way.
11. **Ceiling Leaks:** Charlie has advised that the membrane replacement project is complete and is testing the area to see if any leaks appear. Dennis will find out the warranty terms before approving payment.
12. **Tree Removal and Pruning:** The tree service company returned and completed the project by grinding out the stumps of the trees that were removed. Dennis approved the invoice for payment.
13. **Voltech Issues:** A quote was received by Voltech for the deficiencies found after the annual inspection. Council feels that the prices quoted are unreasonable and has decided to obtain other quotes from competing companies to perform this service. Dennis will contact other companies in time for the May meeting.
14. **Elevator Issues:** Dennis spoke with Richmond Elevator and found out that the button for the alarm is tested every month during the regular maintenance schedule. It was also noted that elevator will likely need to be replaced or refurbished in five to ten years.
15. **Landscaping:** Marc is expected to return in mid-April, and Council approved the replacement of the south walkway as soon as possible.
16. **Hallway Touch-ups:** Jesse has almost finished his work on the hallways, and Dennis will approve the invoice for payment once the work has been completed.
17. **Garbage Disposal:** Jason obtained several quotes from other garbage disposal companies and advised Council that the present contract with Waste Management is the lowest price available. Dennis will sign the proposed contract to extend the service with Waste Management.
18. **Pest Control Contract:** The contract for annual pest control services is up for renewal in June. Council has decided not to renew the contract, as there have been no requests for any services for almost one year.
19. **Financial Statement Accounts:** It was suggested to Council that the financial statements be reformatted to show specific amounts within the Contingency Reserve Fund that are being saved for future projects. Dennis will discuss the feasibility of this proposal with Lynda.
20. **Lock on Whiting Way Fence:** It was proposed that a lock be added to the gate in the fence at the northeast corner of the property. Council discussed the idea and will ask for other opinions before making a decision.

After having addressed all the items brought forward, Council adjourned the meeting at 8:30.

Submitted by,
Norfolk Manor – Plan N.W. 2178 Strata Council

Note: Council meets on the first Monday of each month at 7:00pm in the Strata Office on the second floor, across from unit 201. Owners are encouraged to attend in order to bring their thoughts and concerns to the Council's attention.

Norfolk Manor – Strata Plan N.W. 2178
Strata Meeting Minutes
April 8th, 2009

Special General Meeting

1. **Call to Order:** The SGM was called to order at 7:00pm and Dennis Marchant, President, Norfolk Manor Strata Council was appointed chairperson.
2. **Attendance:** Attendance was taken and there were 15 unit owners in attendance and 11 proxies represented, for a total of 26 units.
3. **Filing of proof of notice of meeting:** A notice for the SGM was sent out three weeks prior to the meeting.
4. **Minutes:** The minutes from the 2008 Annual General meeting were adopted.
5. **Resolution #1:** Be it resolved by a three-quarter vote that Strata Plan NW 2178 will withdraw \$28,000 from the Contingency Reserve Fund to complete several building and landscaping improvement projects. Any excess funds not used by February 28, 2010 will be returned to the fund.

This resolution was motioned by Dennis Marchant (303) and seconded by Lindsay MacPherson (214). It passed with 23 in favor and 3 opposed.

6. **New Items and Open Discussion:** The Council received one question regarding some minor cracks in the ceiling of the parkade. Council responded by stating that the ceiling was reviewed by several companies, and all commented that the cracks were minor and not a cause for concern. It was also suggested to Council that the door for each unit be replaced as part of the hallway renovation project from 2008. Council will consider this idea at their following monthly meeting.
7. **Motion to adjourn:** The meeting was adjourned at 7:11pm.

Special General Meeting and Information Session Wednesday, April 8, 2009 at 7:00pm

To all owners and residents:

The Strata Council of Norfolk Manor has called a Special General Meeting (SGM) for Wednesday, April 8, 2009 at 7:00pm in the Council office on the second floor. This will be to discuss and vote on a resolution to withdraw money from the Contingency Reserve Fund. The SGM is expected to last approximately 20 minutes. Further information is provided in the attached notice.

As well, the Council would like to invite all owners to attend a free information session regarding homeowner's and Strata insurance. This session will be hosted by Pia Funston, a unit owner in Norfolk Manor and the branch manager for the Johnston Meier insurance agency in Loughheed Town Centre. The information session will begin immediately after the SGM adjourns.

The Council encourages all owners to attend the SGM and the information session. If you are unable to attend the SGM, please ensure your vote is registered by providing a signed copy of the attached proxy form to your nominated individual.

Sincerely,

Norfolk Manor Strata Council

Insurance Information Session

The Council regularly receives queries relating to coverage types, policy amounts, and the differences between the Strata insurance policy and each individual's homeowner policy. As it is in the best interests of everyone at Norfolk Manor that all residents have adequate and appropriate insurance coverage, Pia Funston will host a brief information session that will discuss many of the most common topics relating to insurance. In addition to being an owner in our building, she is the branch manager of the Johnston Meier insurance agency at Loughheed Town Centre and has been involved in the insurance industry for over 14 years.

Some of the topics to be discussed are:

- The difference between homeowner's and Strata insurance, and what each one covers
- Important types of coverage and clauses necessary, such as water damage coverage, loss assessment coverage, and earthquake coverage
- How to determine how much coverage you should have for your unit, your contents, and various types of risks
- Why storage insurance is necessary for unlicensed vehicles in the underground parkade
- How much each type of insurance should cost

This is a free session with absolutely no requirement to commit to purchase or increase your policy or coverage. The session will last for approximately 30 minutes and will not deal with life, health, or licensed vehicle insurance coverage.

Special General Meeting

Take notice that a Special General Meeting for the owners of Norfolk Manor (Strata Plan NW 2178, 615 North Road, Coquitlam, BC) has been called. It will be held at:

DATE: Wednesday, April 8, 2009
TIME: 7:00 P.M.
PLACE: Strata Council Office (opposite unit 201)
605 North Road
Coquitlam, BC

An agenda for this meeting and supporting documents are enclosed herewith. Please read this material prior to the meeting and bring it to the meeting for reference.

PURPOSE

The purpose of the meeting is to vote on a resolution put forward by the Council which will require the use of funds from the Strata Plan's Contingency Reserve Fund.

QUORUM

In order to conduct business at this Special General Meeting, eligible voters holding one-third of the Strata Corporation's votes must be present in person or by proxy. Of the 42 units in the building, there must be a minimum of 14 units represented.

VOTING

No owner is entitled to vote unless all contributions in respect to his or her Strata unit have been duly paid.

THREE-QUARTER VOTE

A three-quarter vote is one where a resolution must be approved by a majority of not less than three-quarters (3/4) of all persons entitled to vote thereon, either present at the meeting or represented by proxy.

PROXIES

An instrument appointing a proxy shall be in writing under the hand of his or her appointer. A person holding a proxy need not be an owner of a Strata unit. A proxy form is enclosed.

Agenda

1. Call to order and appointment of chairperson of Special General Meeting (Dennis Marchant, President, Norfolk Manor Strata Council)
2. Attendance taken and certification of proxies present in order to establish quorum
3. Filing of proof of notice of meeting
4. Approval of agenda
5. Adoption of the minutes of the December 1, 2008 Annual General Meeting
6. Resolution #1:
Be it resolved by a three-quarter vote that Strata Plan NW 2178 will withdraw \$28,000 from the Contingency Reserve Fund to complete several building and landscaping improvement projects. Any excess funds not used by February 28, 2010 will be returned to the fund.
7. Open discussion and questions from unit owners and residents
8. Motion to adjourn

Building and Landscaping Improvement Projects

The Strata Council has proposed to withdraw \$28,000 from the Contingency Reserve Fund to complete several building and landscaping projects. These projects had been originally planned for completion in future years, but due to advantageous circumstances the Council would like to bring forward the projects so that they may be completed during this year.

There is no special assessment proposed in this resolution and owners will not be required to pay any extra money to complete these projects.

Proposed Projects

As previously stated, each of the projects listed in Appendix A had been scheduled for future years, but the Council recognizes that there are strong financial, safety, and ease of maintenance advantages to undertaking them this year. The recent economic slowdown has led to lower material costs and a greater availability of skilled labour, which means that competitive quotes can more easily be obtained. For the proposed electrical projects, the projected savings in electricity usage can be attained immediately, with an earlier payback date for the projects.

Home Renovation Tax Credit

The 2009 Federal Budget includes a one-time Home Renovation Tax Credit (HRTC) incentive that allows homeowners to receive a 15% tax credit for most expenses relating to repairs and upgrades. The minimum amount spent must exceed \$1000 to a maximum of \$10,000, and applies to work conducted between January 27, 2009 and February 1, 2010. As each unit owner in Norfolk Manor owns an individually proportionate amount of the common area of the building and property, expenses for projects done on common property would be credited to each owner and would be eligible to be claimed on each owner's 2009 tax return.

Moving as many eligible projects forward to 2009 will maximize the amount of expenses that can be credited to each owner, so that the \$1000 threshold will be attainable. However, it must be noted that the attributed expenses for some owners will not reach the \$1000 threshold as their ownership proportion of the common property is lower relative to the owners of larger units.

An overview of the HRTC can be found in Appendix B, and information from the Canada Revenue Agency relating to the HRTC is included in Appendix C.

Impact on Contingency Reserve Fund

The Contingency Reserve Fund (CRF) for Norfolk Manor contains approximately \$90,000 as of April 1, 2009 with commitments to deposit a further \$13,000 for the balance of the year, for an estimated total of \$103,000 at the end of 2009. The recommended amount for a Strata CRF is one year of operating expenses, which is approximately \$80,000 for Norfolk Manor. Withdrawing \$28,000 will leave the CRF with \$75,000, and commitments in the 2010 budget will ensure that the \$80,000 target is reached and exceeded. As well, any unused funds from the \$28,000 will be returned to the CRF at the end of February, 2010.

Reduction in Monthly Maintenance Fees

The present level of maintenance fees is set so that the annual operating expenses are covered and an adequate amount of funds are set aside for regular repair and maintenance projects. By completing the majority of the future projects this year, an appropriate reduction in the maintenance fees can be made as a lower amount of money will be required for future projects.

In addition to requiring a lower budget for repairs and maintenance projects, the Council has been actively working to obtain competitive quotes for all maintenance and service contracts. Based on the success of these efforts and the completion of the majority of the future projects this year, the Council is highly confident that a resolution to reduce the monthly maintenance fees will be put forward at the 2009 Annual General Meeting.

Appendix A: Proposed Projects

The quotes listed in parentheses below are approximate and in some cases competitive quotes have not yet been obtained. The list is not in priority sequence, and some minor projects have not been listed.

- Replacement of 22 exit signs (\$1800): The exit signs in the building are 25 years old and several either no longer work or require regular maintenance. It is a fire code requirement that all be operational. One quote obtained estimates an electricity savings of \$374 per year, in addition to a one-time BC Hydro rebate.
- Replacement of balance of parkade lights (\$2000): The Council has replaced some of the parkade overhead lights with new high-efficiency ones and replacing the balance would provide an estimated \$517 in annual electricity savings. There is also a one-time BC Hydro rebate available.
- Replacement of doors to electrical closets (\$1000): Several of the doors have been damaged and poorly repaired, and have visible padlocks that detract from the newly renovated appearance of the hallways.
- Replacement of two roof access hatches (\$2000): The present hatches are exceptionally heavy and very difficult to open when accessing the roof to perform regular maintenance. The Council would like to replace these with new hatches that are lighter and more secure.
- Replacement of timbers in courtyard and around patios and planters: The wood timbers are original to the property and many have begun to rot or fall apart. Some may be removed and stone brickwork used in their place, while others will be replaced with new timbers.
- Addition of window to laundry room door (\$300): Some minor vandalism has occurred in the laundry room in recent years, and inserting a window in the door may decrease the possibility of this happening.
- Replacement of laundry room and elevator flooring: The flooring of these areas was not updated during the 2008 interior renovations, and should be replaced to match the overall appearance of the common property.
- Repair the retaining wall and wheelchair ramp at front of property: Some cracks have developed and the ramp has begun to separate from the wall. This will need to be repaired, and the appearance of the front of the building would be greatly improved by repairing and upgrading the retaining wall.
- Replace walkway leading from courtyard to Whiting Way (\$1000): This walkway was poorly designed and is visually unappealing. The yellow-painted bricks would be replaced and the stump from the recently removed tree would be covered, as well as adding stone pavers to match the other entranceways to the property.
- Remove playground and complete landscaping in courtyard and at southwest corner: The landscaping at the southwest corner was started in 2008 but was not completed. The playground in the courtyard is rarely used and could be a liability. The Council

would like to remove it and upgrade the planters surrounding the area.

A number of additional projects are also being considered by the Council, but have not yet been fully defined or discussed. These include ideas such as replacing some of the plumbing in the laundry room to prevent overflows and leaks, replacing the fire alarm system panel, adding additional cameras to the parkade to reduce the number of blind spots, and adding a secure bike lock area to the parkade.

Appendix B: Home Renovation Tax Credit

A tax credit is a direct reduction in taxes payable at the end of each calendar year. The HRTC is granted for all amounts above \$1000 (to a maximum of \$10,000) of eligible expenses between January 27, 2009 and February 1, 2010. The HRTC expenses may not be claimed if the unit at Norfolk Manor is not a principal residence (i.e. if the unit owner is an investor who is renting the unit to another person.)

As each unit occupies different percentages of the building's property, the proportion of the total eligible expenses will vary for each unit. The percentages are used to determine the amount of the monthly maintenance fee and special assessments, and the average for all units is 2.38%. The final calculation of the eligible HRTC expenses will be made in early February of the following year and each owner will receive a notice detailing how much may be claimed on the 2009 tax return.

Several scenarios are listed below that detail how a unit owner could benefit from this tax credit:

A) If the Council spends an eligible \$35,000 (\$28,000 from the CRF and \$7000 from the 2009 operating budget), the average individual share would be $2.38\% \times 35,000 = \$833$. This would not meet the \$1000 minimum threshold and no tax credit could be claimed.

B) If the Council spends an eligible \$35,000 and an individual unit owner spends \$200 to perform minor repairs within their unit, then the calculation for the tax credit would be:

$$\$35,000 \times 2.38\% = \$833$$

$$\$833 + \$200 = \$1033$$

$$\$1033 - \$1000 = \$33$$

$$\$33 \times 15\% = \$4.95$$

The individual unit owner could claim \$4.95 as a tax credit.

C) If the Council spends an eligible \$35,000 and an individual unit owner spends \$1000 to repaint their apartment or replace the flooring, then the calculation for the tax credit would be:

$$\$35,000 \times 2.38\% = \$833$$

$$\$833 + \$1000 = \$1833$$

$$\$1833 - \$1000 = \$833$$

$$\$833 \times 15\% = \$124.95$$

The individual unit owner could claim \$124.95 as a tax credit.

C) If the Council spends an eligible \$35,000 and an individual unit owner spends \$4000 to renovate their kitchen or bathroom, then the calculation for the tax credit would be:

$$\$35,000 \times 2.38\% = \$833$$

$$\$833 + \$4000 = \$4833$$

$$\$4833 - \$1000 = \$3833$$

$$\$3833 \times 15\% = \$574.95$$

The individual unit owner could claim \$574.95 as a tax credit.

Appendix C: Information from the Canada Revenue Agency

The following information is provided directly from the Canada Revenue Agency's Web site, which can be accessed at <http://www.cra-arc.gc.ca/gncy/bdgt/2009/fqhmrvtn-eng.html>. Question 10 on the subsequent page specifically relates to expenses for common property in apartment buildings.

1. What is the Home Renovation Tax Credit (HRTC)?

The proposed HRTC is a non-refundable tax credit for work performed or goods acquired in respect of an eligible dwelling.

2. What is meant by eligible dwelling?

An eligible dwelling is a housing unit that is eligible to be an individual's principal residence or that of one or more of their family members, at any time between January 27, 2009 and February 1, 2010. In general, a housing unit is considered eligible to be an individual's principal residence where it is owned by the individual and ordinarily inhabited by the individual, the individual's spouse or common-law partner, or their children. This means that any dwelling that you own and use personally could qualify, including your home or your cottage.

3. What is the eligibility period?

The credit will be based on eligible expenditures for work performed or goods acquired after January 27, 2009, and before February 1, 2010. Expenditures incurred pursuant to an agreement that was entered into before January 28, 2009, will not be eligible for the credit.

4. Who will be eligible for the credit?

Eligibility for the HRTC will be family based. A family will generally be considered to consist of an individual or an individual and his or her spouse or common-law partner, including children who will be under 18 years of age, at the end of 2009. A family will be allowed a single credit that may be shared within the family.

If two or more families share the ownership of an eligible dwelling, each family will be eligible for their own separate credit (i.e. each up to \$1,350) that will be calculated on their respective eligible expenditures.

5. How will the credit be calculated?

The credit will only be available for the 2009 tax year and applies to eligible expenditures of more than \$1,000, but not more than \$10,000, resulting in a maximum credit of \$1,350 (\$9,000 x 15%).

6. What are eligible expenditures?

To be eligible, expenditures incurred in relation to a renovation or alteration to an eligible dwelling (or the land that forms part of the eligible dwelling) must be of an enduring nature and integral to the dwelling, and includes the cost of labour and professional services, building materials, fixtures, rentals, and permits.

Eligible expenditures must be supported by acceptable documentation.

7. What does the CRA consider to be acceptable documentation?

Documentation, such as agreements, invoices, and receipts, must clearly identify the type and quantity of goods purchased or services provided, including, but not limited to, the following information:

- information that clearly identifies the vendor/contractor, their business address and, if applicable, the GST/HST registration number;
- a description of the goods and the date when the goods were purchased;
- The date when the goods were delivered (keep your delivery slip as proof) and/or when the work or services were performed;
- A description of the work performed including the address where the work was performed;
- the amount of the invoice; and
- proof of payment. Receipts or invoices must indicate paid in full or be accompanied by other proof of payment, such as a credit card slip or cancelled cheque.

Please consult our Underground Economy Web page, for tips to protect yourself when hiring a contractor.

To verify whether someone is registered for GST/HST, please consult the GST/HST Registry.

8. If I own both a house and a cottage and incur eligible expenditures for both, are both sets of expenditures eligible for the HRTC?

If you own and use your home and cottage personally, eligible expenditures incurred for both properties will normally qualify for the HRTC. Please note that the maximum amount of eligible expenditures you can claim in respect of the HRTC is \$10,000 per family.

9. I am planning to replace my windows in 2009: can I hire my brother-in-law to help me out and still be eligible?

It depends. Expenditures will not be eligible if the related goods or services are provided by a person not dealing at arm's length with the individual, unless that person is registered for the Goods and Services Tax/Harmonized Sales Tax under the *Excise Tax Act*. So, in your case, if your brother-in-law is registered for GST/HST and if all other conditions are met, the expenditure will be eligible for the credit.

10. Will expenditures for the common areas of condominiums and co-operative housing corporations qualify for the credit?

In the case of condominiums and co-operative housing corporations, the individual's share of the cost of eligible expenditures for common areas will qualify.

11. I rent out my basement. If I renovate the basement for my tenant, will I be allowed to claim the credit?

No. Individuals who earn business or rental income from part of their principal residence will be allowed to claim the credit only for expenditures made for the personal-use areas of the residence.

For expenditures made for common areas or that benefit the housing unit as a whole (such as re-shingling a roof), you must divide the expense between personal use and income-earning use. For further information, please consult the Business and Professional Income Guide or the Rental Income Guide, as applicable.

12. If an eligible expenditure also qualifies for the Medical Expense Tax Credit (METC), will I be allowed to claim both the HRTC and METC?

Yes. Where an eligible expenditure qualifies for the METC the individual will be permitted to claim both the METC and the HRTC for that expenditure.

13. Will the credit be reduced by other government grants or credits that I may receive for the same expenditures?

No. Eligible expenditures will not be reduced by other government tax credits or grants that the individual may be entitled to.

14. Does work performed by electricians, plumbers, carpenters, architects, etc. qualify?

Generally, work performed by electricians, plumbers, carpenters, architects, etc. in respect of an eligible expenditure will qualify. See below for examples of eligible expenditures. If you're planning on hiring a contractor to do construction, renovation, or repair work on your home, the Get it in Writing! Web site has information that will help you.

15. Could you provide me with some examples of eligible and ineligible expenditures?

Yes, some examples are:

Eligible	Ineligible
<ul style="list-style-type: none"> • Renovating a kitchen, bathroom or basement • New carpet or hardwood floors • Building an addition, garage, deck, garden/storage shed, fence • Re-shingling a roof • A new furnace, woodstove, boiler, fireplace, water softener or water heater • A new driveway or resurfacing a driveway • Painting of interior or exterior of a house • Window coverings directly attached to the window frame and whose removal would alter the nature of the dwelling • Laying new sod • Swimming Pools (Permanent - in 	<ul style="list-style-type: none"> • Furniture, appliances, and audio and visual electronics • Purchasing of tools • Cleaning carpets • House cleaning • Maintenance contracts (e.g. furnace cleaning, snow removal, lawn care, and pool cleaning) • Financing costs

- | | |
|---|--|
| <p>ground and above ground)</p> <ul style="list-style-type: none">• Fixtures – lights, fans, etc.• Associated costs such as permits, professional services, equipment rentals and incidental expenses. | |
|---|--|

16. What types of expenditures will not qualify?

The following expenditures will not be eligible for the HRTC:

- the cost of routine repairs and maintenance normally performed on an annual or more frequent basis;
- expenditures that are not integral to the dwelling, and other indirect expenditures that retain a value independent of the renovation;
- expenditures for appliances and audio-visual electronics; and
- financing costs.

17. Do I have to submit any supporting documents with my income tax return?

No. However, you must ensure that this information is available, should it be requested by the CRA.

18. How will I claim the HRTC?

A new line will be incorporated in the 2009 personal income tax return to allow you to claim the credit.

19. Where can I get more information about this new tax credit?

Additional information will be posted on the CRA's Web site as it becomes available. In the meantime, please see the Department of Finance's Budget 2009 documents for details.

PROXY FORM

I (we), _____, residing in the City of _____, in the province of British Columbia, being the registered owner(s) of Strata Unit number _____ of Strata Plan NW 2178, hereby appoint _____ (or failing him/her _____) as my (our) proxy for me (us) and on my (our) behalf at the Special General Meeting to be held on April 8, 2009.

Signed this _____ day of _____, 2009,

SIGNATURE OF OWNER(S)

Agenda Item	Vote (Yes or No)
6: Resolution #1	