

**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN LMS1066 – "LAKEVIEW COURT"  
1928 EAST 11<sup>TH</sup> AVENUE  
VANCOUVER, BC**

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Held Wednesday, September 20, 2006, in Suite 204  
Thanks to Susan Butow

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**PRESENT:**

Ardeth Guttman	S/L #3	<i>President</i>
Michael Kyle	S/L #5	<i>Vice President</i>
Susan Butow	S/L #11	<i>Secretary</i>
Jim Brown	S/L #2	<i>Treasurer</i>
Morris Chapdelaine	S/L #7	

**PRESENT:** Bietta Harritz S/L #12

**MANAGING AGENT:** Thomas Young, *Strata Agent, Ascent Real Estate Management Corporation*

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(NOTE: The council meeting originally scheduled for June 28, 2006 was cancelled.)

**CALL TO ORDER**

The meeting was called to order at 7:05 p.m.

**APPROVAL OF MINUTES**

There being no errors or omissions, it was MOVED and SECONDED to approve the minutes of the Strata Council Meeting held Tuesday, April 11, 2006 as circulated. MOTION CARRIED.

**BUSINESS ARISING**

1. **Roof Zincs/Gutters:** Cleaning and caulking of the gutters have been completed. Weststar will be asked to re-caulk the gutter where it is still leaking.

This project is funded by the Contingency Reserve Fund under s. 98 (3) of the Strata Property Act.

2. **Safety:** Due to budget constraints, securing the three building exits is tabled until the new fiscal year.
3. **Storage Lockers:** It was noted that units #202 and #203 do not have storage lockers.
4. **Cedar Hedges:** Council noticed that some of the newly planted cedars did not survive. As such, soil may have to be replaced.

Council will arrange for pruning of the cedar hedges if required.

5. **Bike Storage:** Mr. Brown reported that vacant parking stalls will be utilized to improve bicycle storage. Affected owners will be assigned new parking stalls. Council will review the situation in October.

### CORRESPONDENCE

1. An owner e-mailed to comment on the lack of communication around the work that has been performed at the building. The strata agent was directed to send a general notice to the Council Secretary for future distribution or posting.
2. An owner e-mailed to suggest that dryer vents should be cleaned. The strata agent was directed to obtain quotes.

(POST-MEETING NOTE: Dryer vent cleaning has been arranged for October 18, 2006.)

3. A letter was received from Ascent Management advising of a fee increase as a result of a number of significant factors, including the introduction of the Real Estate Services Act (RESA). Council took the letter under advisement.
4. The strata agent reported that Waste Management, the garbage pick-up contractor, has increased the bin size from three yards to four yards. As a result, their fee has also increased from \$68.20 to \$103.92. Council was not pleased with this arrangement, especially without proper notification. The strata agent was directed to raise this concern to Waste Management. He was also directed to check if the City of Vancouver can offer similar service.

### FINANCIAL

1. **Financial Statement:** Mr. Brown, the Treasurer, commented that he does not like the appearance of the financial statements generated by the new accounting system of Ascent. Hence, he is unable to approve the financial statements.
2. **Accounts Receivable:** The strata agent provide Council with the latest accounts receivable listing. Instead of sending out demand letters, Council decided to approach delinquent owners to find out the causes for the delinquency.
2. **Invoice Approval:** Council reviewed and approved the invoice from Overhead Door for the service rendered when the garage gate was stuck open.

### NEW BUSINESS

1. **Building Insurance:** The strata agent presented Council with the recently renewed insurance certificate, and a subsequent appraisal report. The insurance company has been asked to adjust the coverage according to the appraisal report.

The strata agent was directed to find out what is covered under "appliances"; and whether the elevator is covered under the appraisal report.

2. **Dry Sprinkler System:** The strata agent reported that winterization of the dry sprinkler system has been arranged.

3. **Monitoring Service:** The strata agent reported that the monitoring system was down on June 7, but this was immediately rectified.
4. **Elevator:** Due to a faulty controller, the elevator was out of commission for a few days starting August 18. Council reviewed Eltec Elevator's invoice for the initial service, and directed the strata agent to effect payment, with funding provided by the Contingency Reserve Fund. The strata agent was also directed to obtain Council's approval prior to payment of the invoice related to the replacement/repair of the controller, which is expected to be around \$2,500.00 plus GST.

(POST-MEETING NOTE: Council approved payment of the controller invoice.)

5. **Annual Fire Test:** Council reviewed the annual fire test report, the deficiency report and quotation. Arrangements will be made to rectify the deficiencies.

The strata agent apologized for the lack of notice, and offered to pay for the extra charge to be incurred for the second visit.

6. **Power Washing:** Ardeth volunteered to power wash a number of areas around the building.
7. **Building Upkeep:** Arrangements will be made for carpet cleaning and stairwell wall cleaning.

#### **ADJOURNMENT**

There being no further business to transact, the meeting was terminated at 9:03 p.m.

The next meeting of Council is scheduled for Wednesday, November 22, 2006 at 7:00 p.m. in suite 204.

Ascent Real Estate Management Corporation  
Managing Agents  
On Behalf of The Owners, Strata Plan LMS 1066

Thomas Young  
Strata Agent  
Direct Line: 604-293-2403

TY/cc

PLEASE BE ADVISED THAT EFFECTIVE MAY 1, 2006 THE ASCENT STRATA EMERGENCY NUMBER HAS CHANGED. **THE NEW NUMBER IS 604-293-2459.**



**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN LMS1066 – "LAKEVIEW COURT"  
1928 EAST 11<sup>TH</sup> AVENUE  
VANCOUVER, BC**

---

Held Wednesday, November 22, 2006, in Suite 204  
Thanks to Susan Butow

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<b>PRESENT:</b>	Ardeth Guttman	S/L # 3	<i>President</i>
	Michael Kyle	S/L # 5	<i>Vice President</i>
	Susan Butow	S/L #11	<i>Secretary</i>
	Jim Brown	S/L # 2	<i>Treasurer</i>

<b>REGRETS:</b>	Bietta Harritz	S/L #12
	Morris Chapdelaine	S/L # 7

**MANAGING AGENT:** Thomas Young, *Strata Agent, Ascent Real Estate Management Corporation*

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**CALL TO ORDER**

The meeting was called to order at 7:04 p.m.

**APPROVAL OF MINUTES**

There being no errors or omissions, it was MOVED and SECONDED to approve the minutes of the Strata Council Meeting held Wednesday, September 20, 2006 as circulated. **MOTION CARRIED**

**BUSINESS ARISING**

1. **Roof Zincs/Gutters:** Re-caulking of the gutter by Weststar has been successfully completed at no cost (under warranty).
2. **Bike Storage:** To be tabled until new fiscal year.
3. **Dryer Vent Cleaning:** 21 dryer vents have been cleaned at \$17.00 each.
4. **Strata Management:** Council attempted in vain to negotiate a more reasonable adjustment in strata agent fees with Ascent Management. As a result, the management contract will end December 31, 2006.

After further negotiation, Ascent agrees to maintain the agent fees at the same level throughout the entire 2006 fiscal year.

Council is in the process of search for a new management company.

5. **Garbage Removal:** After examining the City of Vancouver's garbage removal fee structure provided by the strata agent, Council decided to stay with Waste Management. However, Council will monitor the garbage bin situation to see if it is really necessary to have the extra pickup.
6. **Building Insurance:** The strata agent provided Council with the insurance endorsement indicating that the coverage has been adjusted to match the appraisal report. The strata agent also provided Council with the insurance broker's reply suggesting that "appliance are covered under the strata corporation's policy as long as they are accounted for in the appraisal. The appraisal report for LMS1066 includes built in dishwashers, garburators, and hood fans. The appraisal does not breakdown the value for other items such as the elevator. This is included in the report under in the Cost of Reproduction New portion of the appraisal and insured under 'Property of Every Description' in the strata's policy". Council is satisfied with this reply.
7. **Annual Fire Test:** The strata agent is arranging for a second visit to rectify the deficiencies. As the strata agent failed to issue proper notice for the initial visit, the strata agent promises to bear the extra cost for the second visit, which will be deducted from the final bill.
8. **Building Upkeep:** Ardeth reported that power-washing has been completed. Degreaser was used to remove some of the grease. She then advised that carpet cleaning will be carried out shortly.

Owners/residents returning from a bicycle trip are encourage to transport their bikes via the elevator instead of the staircases.

## **CORRESPONDENCE**

1. An owner wrote to advised of a "scratching" sound in the wall. C.A.R.E Pest Control was dispatched to set up traps which they will monitor for eight months. Ardeth will follow up with C.A.R.E. to ensure that the monitoring are being carried out.

## **FINANCIAL**

1. **Financial Statement:** Mr. Brown, the Treasurer, did not approve the financial statements generated by Ascent's new accounting software.
2. **Accounts Receivable:** Council reviewed the accounts receivable listing and is glad that the situation has improved. Council would like to thank the owners who have been keeping their accounts current.
2. **Invoice Approval:** Council reviewed and approved the invoices from Overhead Door (2<sup>nd</sup> invoice), Active Fire (compressor), and Weststar (repair in #103).

## **NEW BUSINESS**

1. **Contracts:** The strata agent provided Council with a copy of all contracts related to Lakeview Court.
2. **Elevator Service Contract:** Council is not completely satisfied with Eltec Elevator's performance and therefore terminated their contract effective February 1, 2007. The letter will be sent one more time, but this time via registered mail, to re-confirm. Eltec Elevator will be requested to provide a response.
3. **Landlords/Tenants:** Landlords are urged to ensure that their tenants are aware of the bylaws and rules passed by the strata corporation from time to time. Tenants should also be made aware of the happenings around the building (e.g. annual fire test, dryer vent cleaning, etc.)

## **ADJOURNMENT**

There being no further business to transact, the meeting was terminated at 8:48 p.m.

Ascent Real Estate Management Corporation  
Managing Agents  
On Behalf of The Owners, Strata Plan LMS 1066

Thomas Young  
Strata Agent  
Direct Line: 604-293-2403

TY/mf





**MINUTES OF COUNCIL MEETING  
STRATA PLAN LMS 1066**

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**HELD:** On Thursday, February 1, 2007 at 6:00 p.m. in Unit 105, 1928 East 11<sup>th</sup> Avenue, Vancouver, B.C.

**PRESENT:**

Michael Kyle	(President)	S/L 5
Jim Brown	(Treasurer)	S/L 2
Morris Chapdelaine	(Member)	S/L 7
Nancy Green	(Member)	S/L 3

**REGRETS:**

Ardeth Guttman	(Ex-President)	S/L 3
Bietta Harritz	(Member)	S/L 12
Susan Butow	(Member)	S/L 11

**STRATA AGENT:** Bernie Leong, Pacifica First Management Ltd.

**CALL TO ORDER:** Council President, Michael Kyle called the meeting to order at 6:00 p.m.

**MINUTES:**

It was Moved and Seconded to adopt the minutes of the November 22, 2006, Council meeting, as previously circulated. **CARRIED**

**FINANCIAL REPORT:**

Council decided to defer consideration and approval of the November and December, 2006, financial statements, pending the Treasurer's review of these statements. Council noted that the Treasurer received the financial statements at this meeting.

Council reviewed and approved a number of invoices.

***Council hereby notifies all Owners to continue to pay their current strata fees based on last year's budget on the first of each month. The Strata Corporation's fiscal year-end is December, 31, 2006. However, due to the change in property management companies, the Strata Corporation's Annual General Meeting and consideration and approval of the 2007 Operating Budget have been delayed until February 26, 2007.***

**BUSINESS ARISING**

1. **Contracts:** Council discussed the existing contracts and noted the following:
  - The previous management company, Ascent Real Estate was given instructions to terminate the elevator maintenance contract with Eltec Elevator Ltd.
  - Active Fire & Safety - 2006 annual fire inspection deficiencies still outstanding.
  - Protection One provides monthly fire alarm monitoring service
  - Waste Management provides garbage pick-up service
  
2. **Bike Storage:** Council noted that the issue of bike storage will be addressed during the next fiscal year.

## CORRESPONDENCE

No correspondence was presented at this meeting.

## NEW BUSINESS

1. Annual General Meeting (AGM): Council has set the date for the next *Annual General Meeting for Monday, February 26, 2007 at 7:00 p.m.; Registration 6:45 p.m.; in the Meeting Room, 1950 East 11<sup>th</sup> Avenue, Vancouver, B.C.* A separate notice will be issued to owners.
2. Proposed 2007 Budget – Effective January 1, 2007: Council reviewed the Proposed 2007 Budget, *effective January 1, to December 31, 2007*, which reflects *no increase in strata fees*. After discussion, it was Moved and Seconded to that the Proposed 2007 Budget as presented is forwarded to the owners at the next AGM for their consideration and approval. **CARRIED UNANIMOUSLY**
3. Resignation of Council Members & Appointment of New Council President & Member: Former Council President, Ardeth Guttman, has resigned because her unit has been sold and Council Member, Bietta Harritz has resigned due to personal circumstances. Council expressed appreciation to these Council members for their time and efforts in serving on the Strata Council.

It was Moved and Seconded that Council Vice- President, Michael Kyle, be appointed President and Nancy Green be appointed as a new Council member.

**CARRIED UNANIMOUSLY**

## ADJOURNMENT

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

## ANNUAL GENERAL MEETING (AGM) – Strata Plan LMS 1066

*The Annual General Meeting for Strata Plan LMS 1066 has been scheduled for Monday, February 26, 2007, at 7:00 p.m. and Registration at 6:45 p.m., in the Meeting Room, 1950 East 11<sup>th</sup> Avenue, Vancouver, B.C. A separate notice will be issued to owners.*

### ATTENTION

Please keep these minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either minutes or bylaws will be at the expense of the owner, not the Strata Corporation.

### RETURNED CHEQUES CAN BE COSTLY

Cheques payable to your Strata Plan or to Pacifica First Management Ltd. which are returned by your bank as NSF or stop payment or for any other reason will be charged \$31.75. We regret the need to do this; however, the cost to reprocess the cheque and adjust an owner's account is based on a substantial amount of work. These charges apply not only to conventional cheques, but also to PAC automated deposits.

**MINUTES OF ANNUAL GENERAL MEETING  
STRATA PLAN LMS 1066 - LAKEVIEW COURT  
1928 East 11th Avenue, Vancouver, B.C.**

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**HELD:** On Monday, February 26, 2007 at 7:00 p.m. in the Recreation Room at 1950 East 11<sup>th</sup> Avenue, Vancouver, BC

**PRESENT:** 7 Owners in person or proxy, as per the Registration Sheet

**STRATA AGENT:** Bernie Leong, Pacifica First Management Ltd.

**CALL TO ORDER:** Council President, Michael Kyle, called the meeting to order at 7:12 p.m.

**CALLING OF THE ROLL, CERTIFICATION OF PROXIES, CORPORATE REPRESENTATIVES AND ISSUANCE OF VOTING CARDS:** The Strata Agent confirmed that the registration of owners, issuance of voting cards and election ballots was completed in accordance with the requirements of the Strata Property Act.

**QUORUM REPORT:**

Under the Strata Property Act the quorum is 33% of the eligible voters. Strata Plan LMS 1066 twenty – one (21) Strata Lot Owners; therefore, the quorum requirement is seven (7) Owners present, in person or by proxy. There were seven (7) Owners present; four (4) in person; three (3) proxies at this meeting. There being a quorum present, the meeting was competent to proceed with the business on the agenda. Council President, Michael Kyle chaired the meeting. Introductions were made and the meeting commenced.

**PROOF OF NOTICE:**

The Strata Agent confirmed that Pacifica First Management Ltd. mailed the Notice of Meeting dated February 5<sup>th</sup>, 2007, and that the statutory notice requirements have therefore been met. In addition, an Amended Notice was mailed out, dated February 8<sup>th</sup>, 2007 to delete the paragraph on page 1 regarding Owners eligibility to vote on the February 5<sup>th</sup> AGM notice. It was Moved and Seconded that the Notice of Meeting was mailed in accordance with the requirements of the Strata Property Act.

**CARRIED**

**APPROVAL OF AGENDA:**

It was Moved and Seconded to approve the Annual General Meeting Agenda as presented.

**CARRIED**

**MINUTES:**

It was Moved and Seconded that the minutes of the Annual General Meeting held on February 15<sup>th</sup>, 2006, be adopted, as presented and previously circulated.

**CARRIED**

**OLD BUSINESS:**

There was no Old Business

## REPORT FROM COUNCIL:

Council President, Michael Kyle, and Council Treasurer, Jim Brown, reported on the activities of the Strata Council during the past year. The Strata Corporation completed a number of repairs and maintenance items including: West Star Restoration in two units, gutter cleaning and caulking, and elevator CPU panel replaced.

## REPORT ON INSURANCE COVERAGE:

The insurance policy for Strata Corporation LMS 1066, as attached to the Notice of Meeting, was reviewed by the owners and approved.

All owners and residents are reminded that the strata corporation's insurance policy does not provide coverage for individual contents, betterments or improvements (ie – storage locker contents, clothing, furniture, decorating, upgrading of carpets, flooring, etc.). Owners and residents must carry their own "Owner Package" insurance for this coverage, including any improvements. You should contact your home insurance company to determine if you have this coverage or not.

## 2007 Budget:

The 2007 budget included with the Notice of Meeting (the "Proposed Budget") was presented to the owners for a detailed review and analysis. After discussion, it was Moved and Seconded that the Proposed Budget, *effective* January 1 to December 31, 2007 be adopted as presented. The approved 2007 Budget reflects **no increase in strata fee payments**. Accordingly, Strata Lot Owners on automatic debit from their financial institutions for payment of strata fees will have their accounts debited as usual. Strata Lot Owners not on automatic debit are requested to send post dated cheques **payable to Strata Plan LMS 1066** and forward to Pacifica First Management Ltd. Unit 218, 2006 Main Street, Vancouver, B.C. V5T 3C2. The Strata Fees payable are shown on the attached schedule.

## NEW BUSINESS

There was no New Business to be dealt with by the Meeting.

## ELECTION OF COUNCILLORS

The Bylaws of the Strata Corporation provide that the Strata Council shall have at least 3 but not more than 7 members.

The members of Council for 2006 automatically retired from their positions, pursuant to the *Strata Property Act*.

The following owners were nominated for Council for 2007:

Michael Kyle	Unit 105
Jim Brown	Unit 102
Nancy Green	Unit 103
Morris Chapdelaine	Unit 107
Joseph Satorello	Unit 306

There being no further nominations, it was moved, seconded and **CARRIED** to close nominations.

It was Moved, and Seconded that the Owners nominated for the Strata Council LMS 1066 be elected by a Majority Vote as the 2007 Strata Council. **CARRIED**

### **ADJOURNMENT**

There being no further business, the Annual General Meeting was adjourned at 7:30 p.m. on a Motion by Jim Brown.

### **ELECTION OF STRATA COUNCIL OFFICERS**

After the Annual General Meeting concluded, the newly elected Strata Council met briefly to elect officers of the Strata Corporation LMS 1066:

**MICHAEL KYLE – PRESIDENT**

**NANCY GREEN – VICE PRESIDENT**

**JIM BROWN – TREASURER**

The brief meeting concluded at 7:35 p.m.

**NEXT MEETING:** The next Strata Council meeting for LMS 1066 is at the call of the Council President, Michael Kyle.

### **ATTENTION**

Please keep these minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either minutes or bylaws will be at the expense of the owner, not the Strata Corporation.

### **CORRESPONDENCES**

Owners are invited to write Council via the Management Company regarding any strata matters. Owners are advised that pursuant to the new *Strata Property Act*, correspondence which is addressed to the Strata Corporation must be made available to any other owner interested in such correspondence, and to certain other persons in specified circumstances. What this means is that any correspondence which is sent to the Strata Council in confidence might not be protected or privileged, and is subject to any other overriding and applicable law.

### **RETURNED CHEQUES CAN BE COSTLY**

Cheques payable to your Strata Plan or to Pacifica First Management Ltd. which are returned by your bank as NSF or stop payment or for any other reason will be charged \$31.75. We regret the need to do this; however, the cost to reprocess the cheque and adjust an owner's account is based on a substantial amount of work. These charges apply not only to conventional cheques, but also to PAC automatic deposits.

# The Owners Strata Plan LMS 1066 - Lakeview Court

1928 East 11<sup>th</sup> Avenue, Vancouver, BC

## 2007 Adopted Operating Budget

	ADOPTED BUDGET Jan 1 to Dec 31, 2006	ACTUAL 12 MTHS EXPENSES	VARIANCE OVER/(UNDER)	ADOPTED BUDGET Jan 1 to Dec 31, 2007
<b>INCOME</b>				
Maintenance Fees	\$ 50,846.96	\$ 50,847.24	\$ 0.28	\$ 50,846.96
Interest Income	\$ -	\$ 229.20	\$ 229.20	\$ -
Interest Income - CRF	\$ -		\$ -	\$ -
<b>Total Income:</b>	<b>\$ 50,846.96</b>	<b>\$ 51,076.44</b>	<b>\$ 229.48</b>	<b>\$ 50,846.96</b>
<b>EXPENSES</b>				
Management	\$ 7,062.00	\$ 7,029.00	\$ 33.00	\$ 6,996.00
Supplies & Postage	\$ 500.00	\$ 529.02	\$ (29.02)	\$ 560.00
Bank Service Charges	\$ 72.00	\$ 72.00	\$ -	\$ 120.00
Miscellaneous	\$ 299.51	\$ 13.31	\$ 286.20	\$ 287.51
Insurance	\$ 3,750.00	\$ 3,826.38	\$ (76.38)	\$ 4,050.00
Insurance Appraisal	\$ -	\$ -	\$ -	\$ -
Hydro - Electricity	\$ 4,000.00	\$ 3,872.60	\$ 127.40	\$ 4,100.00
Water/Sewer	\$ 3,500.00	\$ 2,741.84	\$ 758.16	\$ 3,200.00
Garbage/Recycling	\$ 1,200.00	\$ 1,740.89	\$ (540.89)	\$ 1,800.00
Gas	\$ 6,300.00	\$ 7,543.87	\$ (1,243.87)	\$ 7,800.00
Special Project (Storage Locker)	\$ 1,200.00	\$ 566.20	\$ 633.80	\$ 500.00
Alarm Monitoring	\$ 321.00	\$ 320.13	\$ 0.87	\$ 321.00
Enterphone & Telephone	\$ 1,200.00	\$ 1,183.47	\$ 16.53	\$ 1,200.00
Elevator Maintenance	\$ 1,900.00	\$ 2,067.87	\$ (167.87)	\$ 2,100.00
Elevator Certificate	\$ 170.00	\$ -	\$ 170.00	\$ 190.00
Fire Inspection & System Service	\$ 1,500.00	\$ 798.65	\$ 701.35	\$ 1,500.00
Maintenance / Repairs Expense	\$ 8,800.00	\$ 4,910.18	\$ 3,889.82	\$ 7,000.00
Cleaning Service	\$ 3,700.00	\$ 3,254.64	\$ 445.36	\$ 3,700.00
Landscaping	\$ 750.00	\$ 861.75	\$ (111.75)	\$ 800.00
<b>Sub-Total of Expenses</b>	<b>\$ 46,224.51</b>	<b>\$ 41,331.80</b>	<b>\$ 4,892.71</b>	<b>\$ 46,224.51</b>
<b>Contingency Reserve Fund</b>	<b>\$ 4,622.45</b>	<b>\$ 4,622.40</b>	<b>\$ 0.05</b>	<b>\$ 4,622.45</b>
<b>Interest portion - Contingency</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Expenses</b>	<b>\$ 50,846.96</b>	<b>\$ 45,954.20</b>	<b>\$ 4,892.76</b>	<b>\$ 50,846.96</b>
<b>Surplus / (Deficit)</b>		<b>\$ 5,122.24</b>	<b>\$ 5,122.24</b>	
<b>Operating Bank Funds</b>	Opening Balance as at January 1, 2006			\$ 2,472.97
(Information transfer from Ascent)	Closing Balance as at December 31, 2006			\$ 8,607.04
<b>Contingency Reserve Funds</b>	Opening Balance as at January 1, 2006			\$ 14,563.83
(Information transfer from Ascent)	Contingency Contributions			\$ 4,622.45
	Interest on Contingency			\$ -
	Less:			
	<b>Closing Balance as at December 31, 2006</b>			<b>\$ 19,186.28</b>

## STRATA PLAN LMS 1066 - Lakeview Court

1928 East 11<sup>th</sup> Avenue, Vancouver, BC V5N 1Z2

### Adopted 2007 Monthly Strata Fees

STRATA LOT NO.	UNIT NO.	UNIT ENTITLEMENT	PROPOSED MONTHLY FEES LESS CONTINGENCY	PROPOSED MONTHLY CONTINGENCY	PROPOSED TOTAL MONTHLY FEES
1	101	561	\$ 145.65	\$ 14.56	\$ 160.21
2	102	754	\$ 195.76	\$ 19.58	\$ 215.34
3	103	830	\$ 215.49	\$ 21.55	\$ 237.04
4	104	753	\$ 195.50	\$ 19.55	\$ 215.05
5	105	645	\$ 167.46	\$ 16.75	\$ 184.21
6	106	752	\$ 195.24	\$ 19.52	\$ 214.76
7	107	563	\$ 146.17	\$ 14.62	\$ 160.79
8	201	557	\$ 144.61	\$ 14.46	\$ 159.07
9	202	748	\$ 194.20	\$ 19.42	\$ 213.62
10	203	852	\$ 221.20	\$ 22.12	\$ 243.32
11	204	748	\$ 194.20	\$ 19.42	\$ 213.62
12	205	642	\$ 166.68	\$ 16.67	\$ 183.35
13	206	748	\$ 194.20	\$ 19.42	\$ 213.62
14	207	744	\$ 193.16	\$ 19.32	\$ 212.48
15	301	557	\$ 144.61	\$ 14.46	\$ 159.07
16	302	686	\$ 178.10	\$ 17.81	\$ 195.91
17	303	869	\$ 225.61	\$ 22.56	\$ 248.17
18	304	747	\$ 193.94	\$ 19.39	\$ 213.33
19	305	639	\$ 165.90	\$ 16.59	\$ 182.49
20	306	686	\$ 178.10	\$ 17.81	\$ 195.91
21	307	756	\$ 196.28	\$ 19.63	\$ 215.91
<b>TOTAL:</b>	<b>21</b>	<b>14,837</b>	<b>\$ 3,852.06</b>	<b>\$ 385.21</b>	<b>4,237.27</b>

**ANNUAL TOTAL:**

**\$ 50,847.24**





**MINUTES OF COUNCIL MEETING  
STRATA PLAN LMS 1066**

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**HELD:** On Thursday, July 12, 2007 at 6:00 p.m. in Unit 105, 1928 East 11<sup>th</sup> Avenue, Vancouver, B.C.

**PRESENT:**

Michael Kyle	(President/Treasurer)	S/L 5
Claire Davis	(Secretary)	S/L 11
Nancy Green	(Vice – President)	S/L 3
Malcom Levy	(Member)	S/L 2
Jeff Spohr	(Member)	S/L 7

**REGRETS:** Joseph Sartorello (Member) S/L 20

**STRATA AGENT:** Bernie Leong, Pacifica First Management Ltd.

**CALL TO ORDER:** Council President, Michael Kyle called the meeting to order at 6:00 p.m.

**MINUTES:**

It was Moved and Seconded to adopt the minutes of the February 1, 2007, Council meeting, as previously circulated. **CARRIED**

**FINANCIAL REPORT:**

1. **Financial Statements:** After discussion, it was Moved and Seconded to adopt the Financial Statements for November, December, 2006 and January, February, March April and May, 2007, as previously circulated.
2. **Arrears Report:** The Strata Agent reported there were no owners in arrears in their strata fee payments. Council expressed appreciation to all owners for keeping their strata fee payments current.

**BUSINESS ARISING**

1. **Eltec Elevator Contract:** As per Council's directive, the elevator maintenance contract with Eltec Elevator has been terminated. After discussion, Council requested that West Coast Elevator be contacted and requested to provide a quarterly maintenance contract proposal.
2. **Bike Storage:** Council noted investigation of bike storage is in progress. Nancy Green volunteered to assist in the investigation.
3. **Landscaping:** Council expressed appreciation to Council President, Michael Kyle for donation of the lawn mower, weed eater and garden tools and to Council Vice-President, Nancy Green, and owners for mowing the lawn at Lakeview Court. Nancy Green informed Council that she has a friend who is a landscaper, willing to assist the strata corporation in identifying appropriate measures for landscaping maintenance and tree pruning. Council members agreed to assist in a general clean up of the landscaping.

**The Strata Council has set Saturday, October 6<sup>th</sup>, 2007, as the date for a general clean up of the landscaping - lawns, gardens, shrubs and trees. Council requests owners and residents to assist in this project. Please notify Council if you wish to volunteer.**

## CORRESPONDENCE

No correspondence was presented at this meeting.

## NEW BUSINESS

1. Appointment of New Council Members: Council expressed appreciation to former Council members, Jim Brown, Treasurer, and Morris Chapdelaine, for their service to the strata corporation. These former Council members have sold their units and moved away.

It was Moved and Seconded that Council President, Michael Kyle be appointed Treasurer; Nancy Green be appointed Council Vice-President; Claire Davis be appointed as a new Council Member and Secretary; Jeff Spohr and Malcolm Levy be appointed as new Council Members.

**CARRIED UNANIMOUSLY**

2. Canadian Pest Control Ltd.: Council reviewed, ratified and approved the maintenance contract with Canadian Pest Control Ltd. The contractor has been on site for pest control maintenance and set traps for rodents.
3. Fences & Gates: Council noted that fences and gates are either common property or limited common property. The Strata Agent noted that in any event fences and gates are under the control of the Strata Council. Council requested the Strata Plan be checked pertaining to this issue.
4. Water Damage Repairs: Council reviewed an invoice dated May 23, 2007 from Home Central Restoration Services Ltd. in the amount of \$4,929.00, including GST, for repairs from a roof water leak down a pony wall causing damage to two suites. The strata corporation's water damage insurance deductible is \$2,500.00. After discussion, Council requested the Strata Agent contact CMW Insurance regarding the effect on the strata corporation's insurance premium if a claim is filed for this water damage.
5. Renewal of the Strata Corporation's Insurance: Council reviewed a quotation from CMW Insurance Services Ltd. to renew the strata corporation's insurance policy for the period from August 1, 2007 to August 1, 2008, for insurance coverage in the amount of \$2,660,400.00, *excluding land*, at an annual insurance premium of \$4,521.00. The Strata Agent reported that quotes have been requested from Coastal Insurance Services Ltd. and BFL Canada Insurance Services Inc. Upon receipt of the quotations they will be forwarded to Council for review.
6. One Way Gates: Council requested quotes be obtained for the installation on one way gates on the exterior stairs leading to the underground parking garage.
7. Repairs & Maintenance Council noted that the intercom directory needs to be changed for new owners' names. Also, Council requested that the janitorial contractor be requested to clean the elevator ceiling and that an electrician be requested to repair or replace the front hallway plug.

8. Fire Panel Trouble Signal: Council reported a trouble signal of the fire panel and Active Fire attended on site to replace a battery that caused the trouble signal. Council requested quotations from other fire service providers.

### ADJOURNMENT

There being no further business, the meeting was adjourned at 7:55 p.m. on a Motion from Michael Kyle

### NEXT MEETING

The next Council meeting has been scheduled for *Tuesday, September 18<sup>th</sup>, 2007 at 6:30 p.m. in Suite 105 – 1928 East 11<sup>th</sup> Avenue, Vancouver, B.C.*

### ATTENTION

Please keep these minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either minutes or bylaws will be at the expense of the owner, not the Strata Corporation.

Under the *Strata Property Act*, Strata Agents work for the owners of the Strata Corporation. Under *the Strata Property Act* and *the Privacy Act*, when selling your unit the Strata Agent may only communicate with the owner or the seller's agent upon presentation of the written verification of such a relationship.

The Strata Agent can not communicate information about the Strata Corporation or your strata lot with purchasers or the agent for the purchaser without written authorization from the owner. All questions or concerns should be directed to the owner of the unit or the owner's agent.

### RETURNED CHEQUES CAN BE COSTLY

Cheques payable to your Strata Plan or to Pacifica First Management Ltd. which are returned by your bank as NSF or stop payment or for any other reason will be charged \$31.80. We regret the need to do this; however, the cost to reprocess the cheque and adjust an owner's account is based on a substantial amount of work. These charges apply not only to conventional cheques, but also to PAC automated deposits.

### CORRESPONDENCES

Owners are invited to write Council via the Management Company regarding any Strata Corporation matters. Owners are advised that pursuant to the new *Strata Property Act*, correspondence which is addressed to the Strata Corporation must be made available to any other owner interested in such correspondence, and to certain other persons in specified circumstances. What this mean is that any correspondence which is sent to the Strata Council in confidence might not be protected or privileged, and is subject to any other overriding and applicable law.



**MINUTES OF COUNCIL MEETING  
STRATA PLAN LMS 1066**

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**HELD:** On Wednesday September 19<sup>th</sup>, 2007 at 6:30 p.m. in unit 102, 1928 East 11<sup>th</sup> Avenue, Vancouver, B.C.

**PRESENT:**

Claire Davis	(Secretary)	S/L 11
Nancy Green	(Vice – President)	S/L 3
Malcom Levy	(Member)	S/L 2
Jeff Spohr	(Member)	S/L 7
Joseph Sartorello	(Member)	S/L 20

**REGRETS:**

Michael Kyle	(President)	S/L 5
Bernie Leong	Pacifica First Management Ltd. Strata Agent	

**CALL TO ORDER:** Member, Malcolm Levy called the meeting to order at 6:37pm.

**MINUTES:**

Minutes of July 12, 2007 were corrected and adopted as follows:

- A) Under business arising #2: Claire Davis, Secretary, undertook the bike locker survey and not Nancy Green as mentioned,
- B) Michael Kyle, President, has loaned the Strata his gardening tools, with the exception of the lawnmower which is owned by the Strata.

These amendments to the minutes were moved and seconded.

**CARRIED**

**FINANCIAL REPORT:**

1. **Financial Statements:** After review, it was moved and seconded to adopt the Financial Statements for June and July, 2007, as previously circulated.

After review, the August, 2007 Financial Statement was not approved due to a question regarding the insurance claim made for the water damage to Suites 205 and 305. It has been noted that the payment for this claim has been made out of the Strata's account. The Council would like to seek re imbursement from the claim before approving and accepting the August Financial Statement. The Council requests that the strata agent proceed with obtaining reimbursement from this claim.

2. **Arrears Report:** There is one Owner who has been in arrears for the past two months. Strata Council requests that the strata agent write a formal notice, attaching an invoice to include charges for late fines, to the Owner requesting immediate payment.
3. **Petty Cash Float:** Joe Sortorello is submitting receipts to the strata agent for the amount of \$182.41 and is requesting a cheque for \$82.41 which will bring the float back to the original amount of \$100.00.

There was an original float of \$100.00 – Joe submitted receipts \$90.39 and received \$100.00 (not at Joe's request) - one month later he received another cheque for \$90.39 -

thus the petty cash float was \$200.00 – he is now submitting receipts in the amount of \$182.41 – with petty cash left of \$17.59 - he will request a cheque for \$82.41.

4. Equipment Rental: Michael Kyle is submitting a receipt for the rental of a chain saw in the amount of \$33.90. Upon receipt, the Strata Council is requesting a cheque payable to Michael Kyle in the amount of \$33.90. Council expressed gratitude for the effort and labour required to down the dead tree on his property as well as other landscape pruning.

## **BUSINESS ARISING**

1. West Coast Elevator proposal: The strata agent contacted West Coast Elevator to request a quarterly maintenance contract proposal (July 2007 meeting). The Council received a contract proposal outlining a monthly rate of \$160.00. Strata Council requests that the strata agent contact W.C.E. again to ask for their quarterly rate and ask the following questions: Is there any information that we need up front about our elevator? Based on our current equipment is a quarterly contract suitable for our building and would the building be legally compliant? Based on the contract inspection are there any upcoming repairs foreseen in the near future? How many regular visits does the company make in a year?

Based on the current information available, the Strata Council will await a response to these questions however, it has tentatively outlined a plan to accept the quarterly rate if it is a better rate than the monthly rate and is suitable for our building. Otherwise, we will discuss the possibility of accepting the monthly rate of \$160.00 based on the response to the above questions.

2. Insurance: Thanks to strata agent, Bernie Leong for renewing the insurance with SCI and claiming for damage to Units 205 and 305.
3. Fire Pro Quote: After discussion, the Strata Council concluded that there was not enough information submitted from Fire Pro Fire Protection to make a decision. Strata Council has questions regarding the mentioned “deficiencies” as well as the actual numerical quote for services provided. Strata Council requests that the strata agent inquire further on these items. Nancy Green has offered to check the dates of our fire extinguishers to see if they are likely to need replacing soon (annual date).
4. Reliance Protection Security Services: Strata Council would like clarification on the advantages and disadvantages of plan A vs. B for bringing our fire monitoring systems up to recent code changes. The Strata Council asks that the strata agent seeks clarification about these two plans and asks the Reliance Protection which would be better suited to our building. Strata Council will await information via email and will move forward when more information is secured.
5. Riverside Ironworks: Michael Kyle supplied the Council with a quote from Riverside Ironworks regarding security gating for the parking garage entrances. After much discussion, the Council decided that the expense was too great and the need too small at this point to go ahead with the gating. Nancy Green stated that in three months she has had only two experiences with people being in the stairwells and when addressed, the people left without incident. Council decided that if this is an issue of drug use, they

need to discuss the idea of installing lack lighting which is effective in making it quite difficult for drug users to see what they are doing.

6. Safety and Security: Council requests a separate note be sent to occupants about not leaving their garage door remote in their vehicles parked either in the underground parking lot or parked on the street outside the building. A secondary reminder is also requested to remind occupants to wait until the gate is closed before driving away to ensure that no one gains entry before the gate is closed.
7. Landscaping: Strata Council deemed that it is necessary to reschedule the landscaping day due to the original date coinciding with Thanksgiving. The new date is October 13<sup>th</sup>, 2007 at 11:00 a.m. Claire Davis will post a notice to the occupants inviting them to participate. The Strata has agreed to pay for the gardener's expenses in addition to an honorarium for her time, to be determined at a later date.
8. Secretary Items: The Council reviewed all jobs that were taken on since our last meeting. These notes are listed below.
  - a) Elevator costs: Michael Kyle will inquire about the cost of past elevator service as per notes of our last meeting.
  - b) Parking Spots: A survey of parking stall allotments was done by Nancy Green. It was noted that the parking space database needs to be updated. Suite 102 has agreed to move to space 18 in order to make room for the possibility of a bike locker. Council noted that not everyone is parking in their allotted spaces. Council is requesting that the strata agent write a note to all occupants detailing the following:
    - i) The direction that everyone should be parking in their allotted spaces (attach map with the above change) effective November 1<sup>st</sup>, 2007.
    - ii) People who would like an extra parking spot will need to apply to Strata Council in writing and pay the \$15.00 a month payable to the Strata effective November 1<sup>st</sup>, 2007.
    - iii) Nothing should be stored in the parking stalls (uninsured vehicles, boxes, cleaning supplies etc.) These must be moved by November 1<sup>st</sup>, 2007.
    - iv) Occupants requiring an accessible parking space will need to apply to Strata Council in order to make the change.
  - c) Bike Locker: Council reviewed the survey posted to occupants. The current need for a bike locker is for 16 bikes, one hand-cycle and several strollers. Claire Davis is going to look into the costs for a gate and bike racks. She will create a schematic of the area to determine a way to organize the area. She will be seeking occupants who are interested in forming a committee to take on the research of this project.
  - d) Roofing: Nancy presented an assessment of the roof and outlined three peaks that need to be looked at. The quote was for \$1,895.00 plus GST. The Council compared information from new occupant inspections and determined that there was not consensus on the state of the roof. The Strata Council asks that the strata agent find out how much a roofing consultant charges for an inspection and monitoring repairs.

- e) Pest Control: Michael Kyle to submit pest control invoice.
- f) Repairs to suite 303: The Strata Council requests that the strata agent hire people to complete the required painting.
- g) Limited vs. Common Property: Suite 102 would like to build a fence and a gate. This occupant has been asked to write a proposal to the Council outlining the proposed changes (including a diagram). The proposal must be approved by the Strata Council and all other parties affected.
- h) Lighting: it is requested that Michael Kyle assist Joe Sartorello in changing the lights in the parking garage.

### CORRESPONDENCE

Suite 302 is requesting that a survey be done to determine the number of occupants that would like to receive the Courier and the accompanying flyers. Claire will post this survey in the front foyer and the change will be made by November 1<sup>st</sup>, 2007. Strata Council will alert the Courier office as to the number of papers required for the building. The Council would like to thank the occupants of Suite 302 for taking action on their observations.

### NEW BUSINESS

There was no new business presented.

### ADJOURNMENT

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

### NEXT MEETING

The next Council meeting has been scheduled for *Tuesday, November 13<sup>th</sup>, 2007 at 6:30 p.m. in Suite 204, 1928 East 11<sup>th</sup> Avenue, Vancouver, B.C.*

## **Minutes prepared by LMS 1066 Strata Council**

### ATTENTION

Please keep these minutes on file as a *permanent legal record* of your Strata Corporation's business. Replacement of either minutes or bylaws will be at the expense of the owner, not the Strata Corporation.

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The Strata Agent can not communicate information about the Strata Corporation or your strata lot with purchasers or the agent for the purchaser without written authorization from the owner. All questions or concerns should be directed to the owner of the unit or the owner's agent.

### RETURNED CHEQUES CAN BE COSTLY

Cheques payable to your Strata Plan or to Pacifica First Management Ltd. which are returned by your bank as NSF or stop payment or for any other reason will be charged \$31.80. We regret the need to do this; however, the cost to reprocess the cheque and adjust an owner's account is based on a substantial amount of work. These charges apply not only to conventional cheques, but also to PAC automated deposits.



**MINUTES OF COUNCIL MEETING  
STRATA PLAN LMS 1066**

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**HELD:** On Tuesday November 20<sup>th</sup>, 2007 at 6:30 p.m. in unit 204, 1928 East 11<sup>th</sup> Avenue, Vancouver, B.C.

**PRESENT:**

Michael Kyle	(President)	S/L 5
Claire Davis	(Secretary)	S/L 11
Nancy Green	(Vice – President)	S/L 3
Jeff Spohr	(Member)	S/L 7

**REGRETS:**

Malcom Levy	(Member)	S/L 2
Joseph Sartorello	(Member)	S/L 20

**STRATA AGENT:** Bernie Leong and Strata Assistant Li Ng, Pacifica First Management Ltd.

**CALL TO ORDER:** Council President, Michael Kyle called the meeting to order at 6:30pm.

**MINUTES:**

It was Moved and Seconded to adopt the minutes of the September 19, 2007, Council meeting, as previously circulated. **CARRIED**

**FINANCIAL REPORT:**

1. Financial Statements: After discussion, it was Moved and Seconded to adopt the Financial Statements for August, September, and October, 2007, as previously circulated.
2. Arrears Report: The Strata Agent reported there were no owners in arrears in their strata fee payments. Council expressed appreciation to all owners for keeping their strata fee payments current.
3. Invoices: Council reviewed a number of invoices and approved payment of a number of invoices, including in part:
  - Arnie's Lock & Key - \$68.90
  - Viscount Systems - \$602.63
  - Canadian Pest Control - \$282.01

**BUSINESS ARISING**

1. West Coast Elevator Proposal: The Strata Agent reported that West Coast Elevator refused to provide a quarterly service contract for Lakeview Court. After discussion, Council decided to proceed with the current proposed monthly service contract of \$160.00 plus applicable taxes per month.
2. Fire Pro Contract: The Strata Agent reported that the annual fire inspection is due and that five fire extinguishers require replacement. Council indicated that they were not satisfied with Active Fire & Safety. After discussion, Council decided to proceed with the contract proposed by Fire Pro Fire Protection Ltd. Council also requested the agent to arrange the

annual fire inspection, the fire extinguisher replacement, and the sprinkler system winterization with Fire Pro.

3. Reliance Protectron Security: The Strata Agent reported that the difference between the two fire alarm monitoring plans offered by Reliance Protectron Security is that the cheaper plan required an existing telephone land-line to function, while the more expensive plan does not require the land-line. Council requested the Strata Agent inquire into whether the land-line currently used by the enterphone system could be used for the fire alarm monitoring system.
4. Inter-Provincial Roofing Consultant (IPRC) Quote: Council reviewed a quote from Inter-Provincial Roofing Consultant, to conduct a roof survey as part of long-term planning for Lakeview Court. After discussion, Council noted a full roof inspection survey is not necessary at this time and decided to defer this item. After further discussion, as part of routine maintenance, Council approved the roof maintenance quote in the amount of \$1,895.00 from Arnie Roofing, presented by Council Vice-President, Nancy Green. Council agreed that Nancy Green will contact Arnie Roofing to arrange for the maintenance work.
5. Suite Repair – Prostar Painting: The Strata Agent requested a quote from Prostar Painting to repair the water damage on one of the third floor suite. To date, the quote has not been received.
6. Insurance Appraisal and Coverage: The Strata Agent reported that the updated appraisal for 2007 was received from Suncorp Valuations. The 2007 appraisal was forwarded to the insurance company to reflect the updated replacement value of Lakeview Court and the Strata Corporation has paid the adjusted insurance premium.

### CORRESPONDENCE

1. Landscaping: Correspondence was received regarding the landscaping work that took place on October 27, 2007. The Strata Council expresses their thanks to Claire Davis and Nancy Green for organizing the landscaping work, and also thanks to all owners who helped with the landscaping work.
2. Parking Stall: Council reviewed two letters regarding parking stalls: one letter requested an additional parking stall and the other letter requested a change in parking stall location. The Strata Council is in the process of sorting out the assignment of parking stalls. Once parking stall assignment has been resolved, the Strata Council will respond to the requests.
3. Building Stair: Correspondence was received requesting to build a small staircase from the Owner's ground floor suite patio to the common area on the northeast side of the building. Council Vice-President, Nancy Green left the meeting during consideration of this item. After discussion, Council decided to grant conditional approval, contingent upon the staircase being uniform to the common area fencing and the Owner being responsible for any future repairs and maintenance of the staircase. Also, Council requested that the Owner provide a drawing or sketch to show how the staircase will look, as a condition precedent in its grant of conditional approval.

## NEW BUSINESS

1. GVRD Banned Materials in Garbage: A notice was received regarding a list of items that will be banned from the garbage. Please see the notice attached with these minutes for further details.
2. Alterations: Council reminds all Owners that any alterations must be approved by the Strata Council and that all requests must be submitted to Council in writing.
3. Snow Removal: The Strata Agent presented a snow removal contract to Council in order to plan for snow removal for winter. After discussion, Council decided not to hire snow removal contractor and Council agreed to manage snow removal for Lakeview Court.
4. Property Management Contract – Real Estate Services Act (“RESA”) Requirements: According to rules and regulations set out by the Real Estate Council of British Columbia, strata management service agreements must comply with rules set by the Real Estate Services Act (“RESA”). A “RESA-compliant” contract was sent to Council for their execution.
5. The Vancouver Courier Newspaper: Council Member, Claire Davis reported numerous incidents where large numbers of The Vancouver Courier Newspaper had been “dumped” in front of Lakeview Court. Council requested the Strata Agent to send letters to The Vancouver Courier Newspaper’s offices and distribution manager to demand the individual distributors cease leaving large amounts of newspaper in front of Lakeview Court.
6. Bike Locking Equipment: Council Member, Claire Davis presented a proposal / quote to install bicycle locking equipment at the price of \$770.00. After discussion, Council decided to defer this item, pending resolution of the parking stall issues.

## ADJOURNMENT

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

## NEXT MEETING

The next meeting will be the Annual General Meeting (AGM), which has not yet been scheduled, but is expected to take place in January, 2008. A separate AGM Notice will be mailed to Owners regarding the date, time and location of the AGM.

### ATTENTION

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The Strata Agent can not communicate information about the Strata Corporation or your strata lot with purchasers or the agent for the purchaser without written authorization from the owner. All questions or concerns should be directed to the owner of the unit or the owner’s agent.



**MINUTES OF ANNUAL GENERAL MEETING  
STRATA PLAN LMS 1066 - LAKEVIEW COURT  
1928 East 11th Avenue, Vancouver, B.C.**

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**HELD:** Wednesday, March 5, 2008 at 7:00 p.m. in the Recreation Room at 1950 East 11<sup>th</sup> Avenue, Vancouver, BC

**PRESENT:** 9 Owners in person or proxy, as per the Registration Sheet

**STRATA AGENT:** Bernie Leong, and Leon Yin, Pacifica First Management Ltd.

**CALL TO ORDER:** Council President, Michael Kyle, called the meeting to order at 7:02 p.m.

**CALLING OF THE ROLL, CERTIFICATION OF PROXIES, CORPORATE REPRESENTATIVES AND ISSUANCE OF VOTING CARDS:** The Strata Agent confirmed that the registration of owners, issuance of voting cards and election ballots was completed in accordance with the requirements of the Strata Property Act.

**QUORUM REPORT:**

Under the Strata Property Act the quorum is one-third of the eligible voters. Strata Plan LMS 1066 has twenty – one (21) Strata Lot Owners; therefore, the quorum requirement is seven (7) Owners present, in person or by proxy. There were nine (9) Owners present; eight (8) in person; one (1) proxy at this meeting. There being a quorum present, the meeting was competent to proceed with the business on the agenda.

**ELECTION OF MEETING CHAIR:**

Under the Strata Property Act, the Council President or Vice-President is to chair the Annual General meeting. If either Officer is unable or unwilling to chair the general meeting, then, the owners may elect a Chair. It was Moved and Seconded that Bernie Leong, Strata Agent, Pacifica First Management Ltd., be elected to chair this general meeting.

**CARRIED UNANIMOUSLY**

**PROOF OF NOTICE:**

The Strata Agent confirmed that Pacifica First Management Ltd. mailed the Notice of Meeting dated February 12th, 2008, and that the statutory notice requirements have been met. This letter will be kept with the records of the meeting. It was Moved and Seconded that the Notice of Meeting was mailed in accordance with the requirements of the Strata Property Act.

**CARRIED**

**APPROVAL OF AGENDA:**

It was Moved and Seconded to approve the Annual General Meeting Agenda as presented.

**CARRIED**

**MINUTES:**

It was Moved and Seconded that the minutes of the Annual General Meeting held on February 26<sup>th</sup>, 2007, be adopted, as presented and previously circulated.

**CARRIED**

**OLD BUSINESS:**

There was no Old Business

**REPORT FROM COUNCIL:**

Council President, Michael Kyle, reported on the activities of the Strata Council during the past year. He expressed appreciation to Council Members for their assistance on a number of projects. The Strata Corporation will continue to focus on maintenance and repair items.

**REPORT ON INSURANCE COVERAGE:**

The insurance policy for Strata Corporation LMS 1066, as attached to the Notice of Meeting, was reviewed by the owners and approved.

All owners and residents are reminded that the strata corporation's insurance policy does not provide coverage for individual contents, betterments or improvements (ie – storage locker contents, clothing, furniture, decorating, upgrading of carpets, flooring, etc.). Owners and residents must carry their own "Owner Package" insurance for this coverage, including any improvements. You should contact your home insurance company to determine if you have this coverage or not.

**2008 Budget:**

The 2008 budget included with the Notice of Meeting (the "Proposed Budget") was presented to the owners for a detailed review and analysis. After discussion, it was Moved and Seconded that the Proposed Budget, *effective January 1 to December 31, 2008* be adopted as presented. The approved 2008 Budget reflects **no increase in strata fee payments**. Accordingly, Strata Lot Owners on automatic debit from their financial institutions for payment of strata fees will have their accounts debited as usual. Strata Lot Owners not on automatic debit are requested to send post dated cheques **payable to Strata Plan LMS 1066** and forward to Pacifica First Management Ltd. Unit 218, 2006 Main Street, Vancouver, BC V5T 3C2. The Strata Fees payable are shown on the attached schedule.

**Resolutions:**

**¾ Vote Resolution # 1 – Ratify and Approve the Transfer of the 2006 Year-End Retained Earnings to Contingency Reserve Fund:** It was Moved and Seconded that the ¾ vote resolution #1 be placed on the floor for discussion:

**BE IT RESOLVED** by a ¾ Vote of the Owners Strata Plan LMS 1066 that: **transfer of the 2006 year-end retained earnings of \$5,122.00 to the Contingency Reserve Fund be ratified and approved.**

After discussion, the Chair called for the vote: The vote was recorded as:

**In Favour: 9; Opposed: 0; Abstentions: 0**

**CARRIED UNANIMOUSLY**

### **ELECTION OF STRATA COUNCIL**

On behalf of the owners, The Strata Agent expressed appreciation to the 2007 Council members for their assistance. Owners acknowledged the effort of the outgoing Council with a round of applause. The members of Council for 2007 are automatically retired from their positions, pursuant to the *Strata Property Act*, but are eligible for re-election. Under the *Strata Property Act*, the Strata Council shall have at least 3 but not more than 7 members.

It was Moved and Seconded that the following owners be nominated to serve as the new Strata Council for LMS 1066 for the next fiscal year:

The following owners were nominated for Council for 2008:

Michael Kyle	Unit 105
Claire Margaret	Unit 204
Nancy Green	Unit 103
Malcolm De Levy	Unit 102
Joseph Satorello	Unit 306
Jeff Spohr	Unit 107

There being no further nominations, it was moved, seconded and **CARRIED** to close nominations.

It was Moved, and Seconded that the Owners nominated for the Strata Council LMS 1066 be elected by a Majority Vote as the 2008 Strata Council. **CARRIED**

### **ADJOURNMENT**

The Annual General Meeting was adjourned at 7:25 p.m. on a Motion by Claire Margaret.

### **BRIEF MEETING**

### **ELECTION OF STRATA COUNCIL OFFICERS**

After the Annual General Meeting concluded, the newly elected Strata Council met briefly to elect officers of the Strata Corporation LMS 1066:

**NANCY GREEN – PRESIDENT**  
**MICHAEL KYLE – VICE PRESIDENT**  
**JEFF SPOHR – TREASURER**  
**CLAIRE MARGARET – SECRETARY**

### **NEW BUSINESS**

1. Annual Fire Inspection: The Strata Agent reported that the annual fire inspection has been completed and that some repairs are required. After discussion, Council decided to proceed with the repairs proposed by Fire Pro Fire Protection Ltd.
2. Suncorp Valuation Insurance Appraisal: The Strata Agent reported that the three year appraisal program with Suncorp Valuations for insurance purposes is due for renewal. In the

first year, a full appraisal report is provided and in the second and third years free updated valuations are provided. Accordingly, Suncorp Valuations has provided a quotation in the amount of \$675.00 plus GST to provide the valuations for 2008 for the Cost of Reproduction New (CRN) of the improvements, excluding land, for insurance purposes. After discussion, Council directed the Strata Agent to obtain the appraisal report, as per the Suncorp Valuations quotation.

3. Mail Box Security: Council reported that some owners have been missing their mail, and expressed concern about mail box security. After discussion, in an effort to enhance security, Council requested that The Strata Agent contact Canada Post to change mail box panel locks and the postal key by the intercom.

### ADJOURNMENT

There being no further business to discuss, the meeting concluded at 7:45 p.m. on a motion from Nancy Green.

### NEXT MEETING

The next Strata Council meeting for LMS 1066 has been scheduled for Wednesday, April 9<sup>th</sup>, 2008 7:00 p.m. Unit 102- 1928 East 11<sup>th</sup> Ave, Vancouver, BC.

### ATTENTION

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### CORRESPONDENCES

Owners are invited to write Council via the Management Company regarding any strata matters. Owners are advised that pursuant to the new *Strata Property Act*, correspondence which is addressed to the Strata Corporation must be made available to any other owner interested in such correspondence, and to certain other persons in specified circumstances. What this mean is that any correspondence which is sent to the Strata Council in confidence might not be protected or privileged, and is subject to any other overriding and applicable law.

### RETURNED CHEQUES CAN BE COSTLY

Cheques payable to your Strata Plan or to Pacifica First Management Ltd. which are returned by your bank as NSF or stop payment or for any other reason will be charged \$31.50. We regret the need to do this; however, the cost to reprocess the cheque and adjust an owner's account is based on a substantial amount of work. These charges apply not only to conventional cheques, but also to PAC automatic deposits.



The Owners Strata Plan LMS 1066 - Lakeview Court

1928 East 11<sup>th</sup> Avenue, Vancouver, BC

2008 ADOPTED OPERATING BUDGET

<b>INCOME</b>	<b>ADOPTED BUDGET</b> Jan 1, 07 to Dec 31, 07	<b>ACTUAL</b> 12 MONTHS EXPENSES	<b>VARIANCE</b> OVER/(UNDER)	<b>APPROVED BUDGET</b> Jan 1,08 to Dec 31,08
Maintenance Fees	\$ 50,846.96	\$ 50,846.94	\$ (0.02)	\$ 50,846.96
Interest Income - O/F	\$ -	\$ 382.66	\$ 382.66	\$ 250.00
Interest Income - CRF	\$ -	\$ 356.16	\$ 356.16	\$ -
Late Fee	\$ -	\$ 50.00	\$ 50.00	\$ -
Tsfer RE to Contingency	\$ -	\$ 5,122.00	\$ 5,122.00	\$ -
<b>Total Income:</b>	<b>\$ 50,846.96</b>	<b>\$ 56,757.76</b>	<b>\$ 5,910.80</b>	<b>\$ 51,096.96</b>

<b>EXPENSES</b>			<b>(OVER) UNDER</b>	
Management	\$ 6,996.00	\$ 6,996.00	\$ -	\$ 6,996.00
Supplies & Postage	\$ 560.00	\$ 1,319.68	\$ (759.68)	\$ 1,320.00
Bank Service Charges	\$ 120.00	\$ 180.00	\$ (60.00)	\$ 180.00
Miscellaneous	\$ 287.51	\$ 232.80	\$ 54.71	\$ 250.00
Insurance	\$ 4,050.00	\$ 4,052.02	\$ (2.02)	\$ 4,300.00
Insurance Appraisal	\$ -	\$ -	\$ -	\$ 680.00
Hydro - Electricity	\$ 4,100.00	\$ 3,231.91	\$ 868.09	\$ 3,400.00
Water/Sewer	\$ 3,200.00	\$ 2,911.18	\$ 288.82	\$ 3,200.00
Garbage/Recycling	\$ 1,800.00	\$ 1,707.46	\$ 92.54	\$ 1,800.00
Gas	\$ 7,800.00	\$ 6,970.48	\$ 829.52	\$ 7,400.00
Special Project (Storage Locker)	\$ 500.00	\$ -	\$ 500.00	\$ -
Alarm Monitoring	\$ 321.00	\$ 304.75	\$ 16.25	\$ 320.00
Enterphone & Telephone	\$ 1,200.00	\$ 1,174.97	\$ 25.03	\$ 1,200.00
Elevator Maintenance	\$ 2,100.00	\$ 328.02	\$ 1,771.98	\$ 2,100.00
Elevator Certificate	\$ 190.00	\$ -	\$ 190.00	\$ 200.00
Fire Inspection & System Service	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,000.00
Maintenance / Repairs Expense	\$ 7,000.00	\$ 6,697.16	\$ 302.84	\$ 6,035.78
Cleaning Service	\$ 3,700.00	\$ 4,574.96	\$ (874.96)	\$ 4,600.00
Landscaping	\$ 800.00	\$ -	\$ 800.00	\$ 720.00
Pest Control	\$ -	\$ 647.56	\$ (647.56)	\$ 750.00
<b>Sub-Total of Expenses</b>	<b>\$ 46,224.51</b>	<b>\$ 41,328.95</b>	<b>\$ 4,895.56</b>	<b>\$ 46,451.78</b>
<b>Contingency Reserve Fund</b>	<b>\$ 4,622.45</b>	<b>\$ 9,744.45</b>	<b>\$ (5,122.00)</b>	<b>\$ 4,645.18</b>
<b>Interest portion - Contingency</b>	<b>\$ -</b>	<b>\$ 356.16</b>	<b>\$ (356.16)</b>	<b>\$ -</b>
<b>Total Expenses</b>	<b>\$ 50,846.96</b>	<b>\$ 51,429.56</b>	<b>\$ (582.60)</b>	<b>\$ 51,096.96</b>
Surplus / (Deficit)		<u>\$ 5,328.20</u>	<u>\$ 5,328.20</u>	

**Operating Bank Funds**

(Bal fwd OF from Ascent)	Opening Balance as at January 1, 2007	\$ 6,307.04
	Closing Balance as at December 31, 2007	\$ 5,086.43

**Contingency Reserve Funds**

(Bal fwd CRF from Ascent)	Opening Balance as at January 1, 2007	\$ 5,088.82
	Contingency Contributions	\$ 9,744.45
	Interest on Contingency	\$ 356.16
	Closing Balance as at December 31, 2007	<u>\$ 15,189.43</u>

STRATA PLAN LMS 1066 - Lakeview Court  
1928 East 11<sup>th</sup> Avenue, Vancouver, BC V5N 1Z2

ADOPTED 2008 MONTHLY STRATA FEES

UNIT NO.	STRATA LOT NO.	UNIT ENTITLEMENT	APPROVED MONTHLY FEES LESS CONTINGENCY	APPROVED MONTHLY CONTINGENCY	APPROVED TOTAL MONTHLY FEES
1	101	561	\$ 145.58	\$ 14.63	\$ 160.21
2	102	754	\$ 195.67	\$ 19.67	\$ 215.34
3	103	830	\$ 215.39	\$ 21.65	\$ 237.04
4	104	753	\$ 195.40	\$ 19.65	\$ 215.05
5	105	645	\$ 167.38	\$ 16.83	\$ 184.21
6	106	752	\$ 195.14	\$ 19.62	\$ 214.76
7	107	563	\$ 146.10	\$ 14.69	\$ 160.79
8	201	557	\$ 144.54	\$ 14.53	\$ 159.07
9	202	748	\$ 194.10	\$ 19.52	\$ 213.62
10	203	852	\$ 221.09	\$ 22.23	\$ 243.32
11	204	748	\$ 194.10	\$ 19.52	\$ 213.62
12	205	642	\$ 166.60	\$ 16.75	\$ 183.35
13	206	748	\$ 194.10	\$ 19.52	\$ 213.62
14	207	744	\$ 193.07	\$ 19.41	\$ 212.48
15	301	557	\$ 144.54	\$ 14.53	\$ 159.07
16	302	686	\$ 178.01	\$ 17.90	\$ 195.91
17	303	869	\$ 225.50	\$ 22.67	\$ 248.17
18	304	747	\$ 193.84	\$ 19.49	\$ 213.33
19	305	639	\$ 165.82	\$ 16.67	\$ 182.49
20	306	686	\$ 178.01	\$ 17.90	\$ 195.91
21	307	756	\$ 196.19	\$ 19.72	\$ 215.91
<b>TOTAL:</b>	21	14,837	\$ 3,850.17	\$ 387.10	4,237.27

ANNUAL TOTAL:

\$ 50,847.24

**MINUTES OF COUNCIL MEETING  
STRATA PLAN LMS 1066**

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**HELD:** On Wednesday April 9<sup>th</sup>, 2008 at 7:00 p.m. in unit 102, 1928 East 11<sup>th</sup> Avenue, Vancouver, B.C.

**PRESENT:**

Nancy Green	(President)	S/L 3
Michael Kyle	(Vice – President)	S/L 5
Jeff Spohr	(Member)	S/L 7
Malcolm Levy	(Member)	S/L 2

**REGRETS:**

Claire Davis	(Secretary)	S/L 11
Joseph Sartorello	(Member)	S/L 20

**STRATA AGENT:** Bernie Leong and Leon Yin, Pacifica First Management Ltd.

**CALL TO ORDER:** Council President, Nancy Green called the meeting to order at 7:05 p.m.

**MINUTES:**

It was Moved and Seconded to adopt the minutes of the November 20, 2007, Council meeting, as previously circulated. **CARRIED**

**FINANCIAL REPORT:**

1. **Financial Statements:** After discussion, it was Moved and Seconded to adopt the Financial Statements for November, December, 2007 and January, February 2008, as previously circulated.
2. **Arrears Report:** The Strata Agent reported there were no owners in arrears in their strata fee payments. Council expressed appreciation to all owners for keeping their strata fee payments current.

**BUSINESS ARISING**

1. **Fire Pro Inspection Repairs:** The Strata Agent reported that repairs following the annual fire inspection, provided by Fire Pro, are scheduled to commence on Friday, April 11, 2008.
2. **Suncorp Valuations 2008:** The Strata Agent reported that the three-year Suncorp Valuation Appraisal program, for insurance placement purposes, has been renewed. In the first year, a full appraisal report is provided, and in the second as well as the third years, free updated valuations are provided under the program.
3. **Mail Box Security:** The Council noted that both mail box panel locks and postal locks by the intercom have been changed to enhance mail box security. Also, Council noted that, to provide a higher level of security, residents should be aware, and report to Council any suspicious activities, or any persons wandering in the lobby or building.

**CORRESPONDENCE**

The Strata Agent reported that there was no correspondence received.

## NEW BUSINESS

1. Reliance Protection: The Strata Agent presented an on-site contact person update for the building alarm system. Council decided to keep the on-site contact person as previously provided.
2. Building Maintenance: Council discussed building maintenance and upgrade options. After discussion, Council requested the Strata Agent obtain a quote from XTR Building Services for required repairs and maintenance for the building. After a site visit and building inspection, a report would be provided to Council by XTR Building Services.
3. Building Fence and Hedges upgrade: Council discussed building fence and hedge upgrades. After discussion, Council decided to incorporate this item on the building inspection list and continue to monitor this item.
4. Waste Management Property Management Contract: Council reviewed and discussed the new service agreement from Waste Management. The Strata Agent reported there was an increase in the GVRD tipping fee. After discussion, Council requested the Strata Agent obtain additional information on the cost increase and inquire about a small garbage bin for the building.
5. Sprinkler Room: Council noted that bicycles have cluttered the sprinkler room and will require clean up.

**Please provide name and unit number on your bicycle. Any bicycle without a sign of ownership will be disposed of. A separate notice will be posted in the building.**

## ADJOURNMENT

There being no further business, the meeting was adjourned at 8:00 p.m. on a motion from Malcolm Levy.

## NEXT MEETING

The next Council meeting has been scheduled for Wednesday, June 18<sup>th</sup>, 2008 at 7:00 p.m. in Unit 107- 1928 East 11<sup>th</sup> Ave, Vancouver, BC.

## ATTENTION

Please keep these minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either minutes or bylaws will be at the expense of the owner, not the Strata Corporation.

Under the *Strata Property Act*, Strata Agents work for the owners of the Strata Corporation. Under *the Strata Property Act* and *the Privacy Act*, when selling your unit the Strata Agent may only communicate with the owner or the seller's agent upon presentation of the written verification of such a relationship.

The Strata Agent can not communicate information about the Strata Corporation or your strata lot with purchasers or the agent for the purchaser without written authorization from the owner. All questions or concerns should be directed to the owner of the unit or the owner's agent.

**MINUTES OF COUNCIL MEETING  
STRATA PLAN LMS 1066**

---

**HELD:** On June 18<sup>th</sup>, 2008 at 7:00 p.m. in unit 107, 1928 East 11<sup>th</sup> Avenue, Vancouver, B.C.

**PRESENT:**

Nancy Green	(President)	S/L 3
Michael Kyle	(Vice – President)	S/L 5
Claire Davis	(Secretary)	S/L 11
Jeff Spohr	(Member)	S/L 7
Malcolm Levy	(Member)	S/L 2
Joseph Sartorello	(Member)	S/L 20

**STRATA AGENTS:** Bernie Leong and Edwin Chung, Pacifica First Management Ltd.

**CALL TO ORDER:** Council President, Nancy Green called the meeting to order at 7:05 p.m.

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**1. MINUTES:**

It was Moved and Seconded to adopt the minutes of the April 9, 2008 Council meeting, as previously circulated. **CARRIED**

**2. FINANCIAL REPORT:**

- a. Financial Statements: The adoption of the Financial Statements for March and April 2008 was deferred to next meeting.
- b. Arrears Report: The Strata Agent reported there were no owners in arrears in their strata fee payments. Council expressed appreciation to all owners for keeping their strata fee payments current.
- c. Overhead Door Invoice: The Strata Agent reported that he just received an invoice from Overhead Door for the garage gate repair service that they performed in January 2007. He advised Council that the delay was a result of Overhead Door's Accounts Receivable department overlooking sending the invoice to Pacifica First Management. The invoice has now been paid.

**3. BUSINESS ARISING:**

- a. Fire Pro Inspection Repairs: The Strata Agent reported that Fire Pro completed the repairs following the annual fire inspection.
- b. Suncorp Valuations 2008 Valuation Report: The Strata Agent reported that Suncorp Valuations Appraisal Report for insurance purposes will be forwarded in July 2008. Under the three year insurance appraisal program, a full appraisal report is provided in the first year and free updated valuations in the second and third year.
- c. Backyard Fence and Hedge: Council was provided with a more detailed proposal from an owner for the backyard fence and hedge proposal. After discussion, it was seconded and moved to grant a conditional approval contingent upon the owner

using a contractor that carries liability and WCB insurance, and signing an assumption of liability agreement. **CARRIED**

- d. XTR Building Services – Planned Maintenance Report Quote: The Strata Agent advised Council that a Planned Maintenance Report prepared by XTR Building Services will cost \$4,200, excluding GST. After discussion, Council directed the Strata Agent to obtain further quotations for comparison.

**4. CORRESPONDENCE:**

- a. Renovations Request: Council reviewed a letter dated, June 18<sup>th</sup>, 2008, from a new owner of a strata lot unit for approval of proposed renovations. After discussion, Council granted a conditional approval contingent upon the owner providing detailed plans for the proposed renovations including the following information:
- a letter from a structural engineer to certify that removal of a portion of the bedroom wall is not a load-bearing wall and that the proposed renovations meets the City regulations and building code;
  - copies of the required City permits for the proposed renovations, including building and plumbing permits;
  - sample of the insulation of the laminate floors to be used for reducing noise transmission, including the thickness of the insulation; and
  - the strata lot owner signing an assumption of liability agreement.

**CARRIED**

**5. NEW BUSINESS:**

- a. Unit 305 – Balcony Railing Repairs – Quotations: The Strata Agent presented two quotations, one from Barclay Restoration and one from Siho Construction, for repairing the balcony railings of unit 305. After discussion, Council approved the quotation from Siho Construction and directed the Strata Agent to the contractor to commence the repairs.
- b. Reimbursement of Lawn Mower Repair Expense: Council received an invoice of \$44.80 from Council Member Claire Davis for repairing the blades of the lawn mower. After discussion, Council approved the full reimbursement of the invoice to Council Member Claire Davis.
- c. Grass Edger Repair: Council noted that the grass edger is in need of repairs and will bring it to a repair shop for repairs.
- d. Lawn Mowing Program: Council thanked everyone who had signed up and participated in the lawn mowing program, and hoped that the support would continue.
- e. West Coast Elevator: Council noted that, when the elevator stops, the floor of the elevator does not level with the floor of the hallway, and directed the Strata Agent to contact West Coast Elevator to service the deficiency.

- f. Planting of Flowers: Council discussed planting of flowers and will discuss further at the next meeting.
- g. Carpet Cleaning: Council directed the Strata Agent to obtain quotations for cleaning the carpet of the common areas.
- h. Deck Repair: Council unanimously approved reimbursement of a maximum of \$300.00 to a strata lot owner who volunteered to do deck repairs.
- i. Fluorescent Light Box Cover: Council noted that a cover of one of the fluorescent light boxes in the parkade is missing, and will be replaced.
- j. Furnace Inspection: To relieve the workload of Joseph Sartorello, other Council members agreed to share the duty of changing the filter and checking the fan belt for the furnace.
- k. Bike Storage and Locking Equipment: After discussion of the creation of a bike storage in the parkade and the installation of a locking equipment in this bike storage area, Council unanimously approved Council Member Claire Davis to the project and provided funding to a maximum of \$800.00.
- l. Garage Sale: Council wanted to remind residents that a communal garage sale will take place on June 29<sup>th</sup>, 2008.
- m. Communal Cleanup: Council decided to defer the communal cleanup to Fall 2008.

6. **ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:00 p.m.

7. **NEXT MEETING**

The next Council meeting has been scheduled for August 20, 2008 at 7:00 p.m. in Unit 105 – 1928 East 11<sup>th</sup> Ave, Vancouver, BC.

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The Strata Agent can not communicate information about the Strata Corporation or your strata lot with purchasers or the agent for the purchaser without written authorization from the owner. All questions or concerns should be directed to the owner of the unit or the owner's agent.

