

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 207
SIENA**

Held on Tuesday, February 5, 2008 at 7:00 p.m.
Within the Amenity Room
1428 West 6th Avenue, Vancouver, B.C.

COUNCIL IN ATTENDANCE:	Christopher Lee	President/Treasurer
	Valerie York	Vice-President
	Don Kennett	
	Rosemary Moritz	
	Joyce Davison	
	Myron Donner	
	Stephen Treadwell	
PROPERTY MANAGER:	Cherylynn Warner	Crosby Property Management Ltd.

The meeting was called to order at 7:00 p.m. by the Council President, Christopher Lee.

CARETAKER BUSINESS

The Property Manager reported that the Caretaker's vacuum has broken and will need to be repaired or replaced. Power Pros was called in to replace some ballasts and to fix the outside light.

WARRANTY UPDATES

- John Perchall from the Building Maintenance Committee reported to the Strata Council that Bosa Developments has started this week to work on the previously reported repairs identified during the previous walk around. This work will take approximately one week to complete.

GUEST BUSINESS

Council would like to welcome a new member to Council, Don Kennett. Don is replacing Ed Grahmn for the remainder of this Council's term.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to defer the Minutes of the Council Meeting held November 26, 2007, as there are differences on forms in regards to the warranty dates. Once this is verified, warranty expiration dates will be updated in the next Council Minutes. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the November and December 2007 financial statements. CARRIED. Two invoices were in question, Britcom and Provident, which the Property Manager will investigate and advise Council at the upcoming Council meeting.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 207
Held on February 4, 2008**

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Review of Directives
The Strata Council reviewed the directives given to the Property Manager and concluded that all items completed were satisfactory. Those items that are pending will be reviewed at the next Council meeting.
2. Dryer Vent Cleaning
Strata Council has decided to proceed with BC Dryer Ducts to clean the dryer vents in the spring. The dates for the dryer vent cleaning are being finalized, please watch for future notices and sign up sheets.
3. Parkade Leak
The parkade leak is being addressed by Bosa Developments this week.
4. Bemco Proposal
Council does have to follow up with Bemco regarding a few items to clarify the proposal prior to proceeding.
5. Garbage Removal
Council has decided to proceed with another company at this time, for waste removal as they are currently dissatisfied with the service from the current company. Council has elected Waste Management. This change should take place in approximately one month.
6. Fireplace Maintenance
Council is currently working on putting together a proposal for fireplace maintenance and natural gas conservation. This is a project that will be offered to the residents in the spring. Please watch for future notices.
7. Generator Service Maintenance Agreement
Council has deferred this item as they are still waiting for another quote. This will be discussed at the next Council meeting.
8. Resident Manager
A meeting to further discuss the roles and responsibilities of the Caretaker will be scheduled with Yeomen Property maintenance.
9. Parking Pass
This has been deferred until the next meeting.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 207
Held on February 4, 2008**

10. Agency Agreement

Council still has some questions and concerns in regards to the signing of the agency agreement with Crosby Property Management. Council will address their concern in writing with Crosby Property Management Ltd.

CORRESPONDENCE

- There were various items of correspondence received and the appropriate responses have been sent.

NEW BUSINESS

1. HVAC Repairs

The Strata Council has advised the Property Manager to follow-up with the quotes that were received prior to proceeding.

2. ParaSpace Landscaping Contract

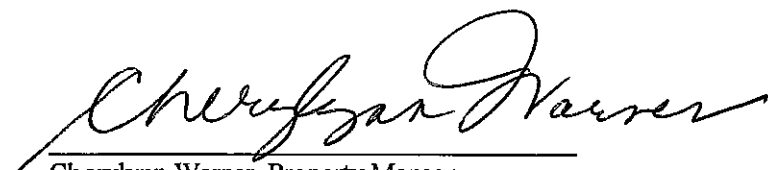
This has been deferred until the next meeting.

3. Best Practices

Council is currently incorporating Best Practices. Best Practices would include Council's proactive approach in repair and maintenance of the building, as well as the impact of rental suites in the building. This will be further discussed as Council takes the initiative to implement the Best Practices throughout the needs and concerns of the property.

COUNCIL WOULD LIKE TO REMIND ALL OWNERS TO CHANGE THE FILTERS ON THEIR OVENS AS PER THE INSTRUCTION MANUALS. THESE NEED TO BE CHANGED YEARLY DUE TO GREASE BUILD-UP ON THEM.

There being no further business, the meeting was adjourned at 9:22 p.m. The next meeting is to be announced.


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

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

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 207
SIENA**

Held on Tuesday, March 25, 2008 at 7:00 p.m.
Within the Amenity Room, 1428 West 6th Avenue,
Vancouver, B.C.

COUNCIL IN ATTENDANCE:	Christopher Lee Don Kennett Rosemary Moritz Joyce Davison Myron Donner	President/Treasurer
REGRETS:	Valerie York Stephen Treadwell	Vice-President
PROPERTY MANAGER:	Cherylynn Warner	Crosby Property Management Ltd.

The meeting was called to order at 7:00 p.m. by the Council President, Christopher Lee.

CARETAKER BUSINESS

Council and the Property Manager announce that the Siena has a new Caretaker Lily. We kindly request that the residents to please take the opportunity to introduce themselves to her. The various Council members and Property Manager thanked Luida for a great job during her time at the Siena and to wish her all the best in her new adventures.

WARRANTY UPDATE

It was confirmed that the five year building warranty update date was January 31, 2008.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the minutes of February 8, 2008. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

The approval of the January and February 2008 financial statements were deferred as the Council President just received the February financials that day and would like to take more of an opportunity to review. The Council President will forward any questions or concerns to the Property Manager to follow-up with and provide the outcome at the next Council meeting.

REPORT ON UNAPPROVED EXPENDITURES

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

**Minutes of the Council Meeting
The Owners Strata Plan BCS 207
Held on Tuesday, March 25, 2008**

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Review of Directives
The Strata Council reviewed the directives given to the Property Manager and concluded that all items completed were satisfactory. Those items that are pending will be reviewed at the next Council meeting.
2. Dryer Vent Cleaning Update
Currently there has been a notice posted and sign-up sheets were delivered to all suites and townhomes for the dryer vent cleaning. It is highly recommended that all residents' sign up for this dryer vent cleaning in order to remove any build-up of lint, which improve dryer efficiency and reduces the possibility of a potential fire hazard. Any questions, please do not hesitate to contact the Property Manager. For those residents that have signed up, BC Dryer Duct will be in touch to arrange the time and date. The dryer vent cleaning will begin the 3rd week of April 2008.
3. Bemco Proposal
Currently Council is working on a proposal with Bemco for building maintenance that would include cleaning of certain drains. The Building Maintenance Committee is scheduling a walk around with Bill Shand from Bemco to identify all concerns. This will be further reported at the next Council meeting.
4. Fireplace Maintenance
This will be an ongoing committee project. One proposal was brought forward, however Council would like to obtain an additional two quotations prior to presenting to the owners. This will be further discussed at the next meeting.
5. Generator Service Maintenance Agreement
Two quotes were provided to Council for review. Council has asked the Property Manager to follow-up with one of the quotes to ascertain that they both are quoting on the same specifics.
6. Resident Caretaker
A meeting will be set up with Council, the Property Manager and Yeoman's Building Maintenance to do a walk around the Siena complex with the new Caretaker Lily. This is to ensure that the roles and responsibilities, of both Council and the janitorial service objectives are being met.
7. Parking Pass
There was discussion amongst Council that there would not be a need for a parking pass however, Council has requested the Property Manager to update the parking notices.

<p>All Residents of BCS 207 please take note that the visitors parking is for visitors only, not residents. The security company has been requested to note the vehicles and license plate numbers parked in the visitor parking. The security company has been authorized to tow vehicles if necessary.</p>

**Minutes of the Council Meeting
The Owners Strata Plan BCS 207
Held on Tuesday, March 25, 2008**

8. HVAC Repairs

The Property Manager updated Council that there were additional HVAC repairs required at the building and that Latham's has been given the go ahead to precede. The Property Manager did advise that Latham's has informed that there will be an increase in the yearly service maintenance contract.

9. Para Space Landscaping Contract

Council did agree to the new annual maintenance of the landscaping contract, however Council deferred a discussion of additional work until the next meeting.

CORRESPONDENCE

There were various items of correspondence received regarding parking, washing of balconies and a request to leave emergency keys. Council has directed the Property Manager to follow-up with the appropriate correspondence.

NEW BUSINESS

1. Budget

Council did discuss the upcoming budget. There are some increased costs to the regular maintenance services that will need to be incorporated as well as any future upgrades and maintenance items. There will be a special budget meeting set up with the Council and the Property Manager of Crosby Property Management to finalize the budget brought forth to the owners.

2. Best Practices – Rental Resolution

As a follow up to council implementation of best practises discussion at the last council meeting, sample bylaw resolutions for rental restrictions were distributed by the property manager to all Council members for review.

3. AGM

The Annual General Meeting will be coming up in May. Council is working on finalizing the date and the itinerary for the upcoming Annual General Meeting. Please watch for future notices.

There being no further business, the meeting was adjourned at 8:47 p.m. The next meeting date is to be determined.


Cheryl Lynn Warner, Property Manager
CROSBY PROPERTY MANAGEMENT LTD.,
General Office # (604) 683-8900 (24 Hours), www.crosbypm.com

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

**IMPORTANT. Please have
someone translate.**

此乃重要事項, 請找人翻譯

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 207
SIENA**

Held on Wednesday, April 28, 2008 at 7:00 p.m.
Within the Amenity Room, 1428 West 6th Avenue,
Vancouver, B.C.

COUNCIL IN ATTENDANCE:	Christopher Lee	President/Treasurer
	Valerie York	Vice-President
	Stephen Treadwell	
	Rosemary Moritz	
	Joyce Davison	
REGRETS:	Don Kennett	
	Myron Donner	
PROPERTY MANAGER:	Cherylynn Warner	Crosby Property Management Ltd.

The meeting was called to order at 7:02 p.m. by the Council President, Christopher Lee.

GUEST BUSINESS

An Owner attended the meeting to address the concern of seeing two dogs on his property. Council has accepted this owner's explanation, and will confirm back to the owner in writing on the basis of the discussion.

CARETAKER BUSINESS

It was discussed that the new Caretaker is doing a good job just like the previous Caretaker, however there is still some concern with respect to communication skills. Council does anticipate that this will improve as more and more owners' converse with the new Caretaker. It was also asked to follow with Yeoman's property maintenance to see if they can use eco friendly cleaning products along with ensuring that changing the garage lights are happening regularly as required. Council asked the Property Manager to request the caretaker to adjust the timers on lights for both the apartments and the townhouses, with respect to the additional daylight hours.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held March 25, 2008 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the January and February 2008 financial statements. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES

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

**Minutes of the Council Meeting
The Owners Strata Plan BCS 207
Held on April 28, 2008**

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Dryer Vent Cleaning
This has been delayed but will be commencing shortly. Residents will be contacted and please watch for follow up notices.
2. Budget
The Budget for 2008/09 was discussed at length. Discussion took place both at the council meeting and at a meeting with the Property Manager and Controller at Crosby Property Management Ltd earlier in the day. Consideration of the maintenance work required to be performed regularly throughout the year, raising costs, and the minor deficit from this years' budget were the focus of the budget discussion. The 2008/2009 Budget will be finalized by the Strata Council to be presented to the owners at the upcoming Annual General Meeting.
3. Best Practices – Rental Resolution
Council discussed the percentage of rental units at Siena in the context of the tower and the town homes reflecting an image of an "owner occupant" development. It was agreed that a percentage of rental units within the development could still reflect this image but that a better definition of this percentage would be desirable. This topic will be placed on the annual meeting agenda.

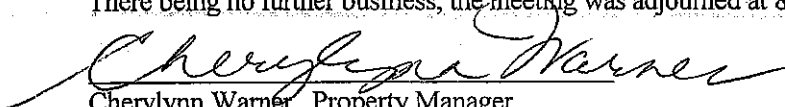
CORRESPONDENCE

The following correspondence was received:

- Guest/ Visitor parking concerns
- Landscaping concerns
- Novus to request access to install at BCS 2007

Council reviewed and discussed the matters and advised the Property Manager to respond accordingly.

There being no further business, the meeting was adjourned at 8:59 p.m. The next meeting is to be determined.


Cheryl Lynn Warner, Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours) www.crosbypm.com

<p>Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.</p>
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May 16, 2008

**IMPORTANT. Please have
someone translate.**

此乃重要事項, 請找人翻譯

TO ALL OWNERS
STRATA PLAN BCS 207
SIENA
VANCOUVER, B.C.

Dear Owner:

RE: ANNUAL GENERAL MEETING

Please find enclosed the Notice of Meeting together with an Agenda, a Proxy Form and other information which you should bring with you to the meeting for reference.

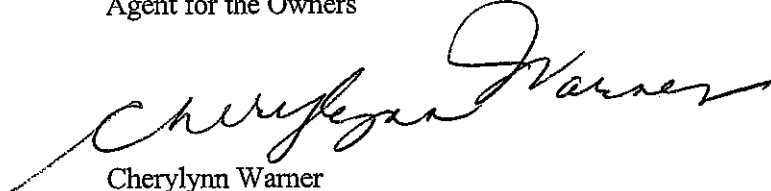
We wish to take this opportunity to remind you that your strata bylaws may state that **no owner is entitled to vote at a General Meeting unless all strata fees have been paid in full**. You would then need to ensure that your account is up-to-date, as no payment can be made at the actual time of the meeting, unless in the form of a cheque.

If you are unable to attend this meeting, please complete the attached Proxy Form and forward it to a representative of your choice who will be attending the meeting, thereby enabling your representative to vote on your behalf. Another option is to designate the President of the Strata Council as your choice for proxy representative. Completed proxy forms can be faxed to the Property Manager at 604-689-4829, no later than 3:00 pm June 4th, 2008. Please be advised that all proxy representatives will be asked for picture identification. We encourage all owners to be represented at this meeting.

If you require further information or assistance regarding the foregoing or attached, please do not hesitate to contact me.

Yours truly,

CROSBY PROPERTY MANAGEMENT LTD.
Agent for the Owners


Cheryl Lynn Warner
Property Manager

CW/nb

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**SIENA of PORTICO
BCS 207**

15. May, 2008

Dear Owners,

Re: Notice of Annual General Meeting ("AGM"), Proposed Resolutions.

Please find attached, your Notice of Annual General Meeting package containing the Financial Statements, a proposed Budget, and Resolutions regarding a Rentals Bylaw and Resolutions for a possible alteration to common property.

We recommend that you carefully read the contents of this package as early as possible and ask that you submit completed proxies and return this form to Crosby Property Management via mail, the Strata Mail Box, fax etc. The completion of proxies in advance will assist in an efficient Annual General Meeting as a formal vote and vote count will be required at this meeting.

The Strata Council is planning to hold at least two pre-AGM briefing sessions in a smaller setting, to answer any questions that you may have regarding the contents of the Notice of Annual General Meeting, including the proposed Resolutions. Notices of the dates for the briefing sessions will be posted around Siena shortly.

Rentals Resolutions

The proposed changes and additions are being tabled as a result of a number of concerns regularly expressed by owners during the year at Council meetings: (1) the need to distinguish Siena as an "Owner Occupant Building" that welcomes a limited number of renters rather than what is now being viewed in the local real estate market as a building that is "Open to Renters" and; (2) there is also concern over the number of rentals and the potentially negative impact this may have on Siena's property values.

As an owner, the following facts about the Rentals Resolution should be noted:

- 1) **If you are an owner of record at May 31st, 2008 the proposed Bylaw Resolution will not affect you.**
- 2) **If you are an original owner e.g. purchased from Bosa Developments, you are automatically exempt from this Resolution for the next 94 year (99 years at the time of your purchase).**
- 3) **Owners of suites and town homes currently rented continue to be able to rent for as long as you own your strata lot.**

Resolutions Regarding the Alteration of Common Property - Front Door of the Tower.

The Strata Council has been approached by an owner with a medical condition requiring assistance to open the front tower doors to W. 6th Avenue. A Resolution is required based on our existing bylaws regarding any alteration to common property.

Because certain specific details for these Resolutions have not yet been submitted or reviewed by the Strata Council prior to the deadline for the mail out of the Notice of Annual General Meeting, we have suggested language that allows for any prospective approval to be granted, **with conditions** e.g. having the next Strata Council review necessary details regarding design, expenses, maintenance, security and other applicable areas.

Council has provided Emergency Services and the Vancouver Police Department with special access to the Siena Tower in the event that assistance is required.

Financial Statement and Budget

A more detailed discussion will be provided at all of the pre-AGM briefing sessions, dates for which will be announced shortly and at the Annual General Meeting, in the meantime we provide the following overview.

We closed the fiscal year ended March 31st, 2008 with a small deficit which can be fully accounted for and were due to several factors:

Higher costs than estimated in the areas of garbage removal, parts and equipment maintenance, natural gas rates and consumption, unexpected complications in the removal of carpeting in the Amenities Room and additional tile work, and a common property pipe leak. The deficit was also the result of an insufficient operating margin built in to last year's budget.

Looking ahead the 2009 fiscal year, we have scrutinized in greater detail our projected expenses and have attempted to more accurately forecast the operating costs at Siena. For instance, we know that natural gas prices are expected to rise, our insurance premium have increased etc. The Strata Council have attempted to save costs for this year's insurance premium by paying in full rather than in installments which has been the case historically, saving an estimated \$1,100. The payment for this premium was made by borrowing from the Strata's Contingency Reserve Fund which will be repaid monthly during the year. We will make recommendations to the next council to examine other areas for potential savings without diminishing the high standards of Siena.

Other

We wish to advise the Owners that at the next Strata Council Meeting, the Council plans to consider the adoption and an amendment under Siena BCS 207's Rules, of a non-refundable Move-in fee to be charged to the owners of strata lots and applicable to all moves-in to the Siena.

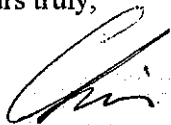
At the present time, Siena BCS 207 has no requirements for any moving fee, only the need for a security guard to be present at the time of a move.

Siena's Council looks forward to seeing you at one of the pre-AGM information briefings and at the Annual General Meeting. In the meantime, should you have any questions please contact us via Siena's website e-mail link, the Property Manager or via mail through the Strata Mailbox.

On Behalf of the Strata Council

Siena – BCS 207

Yours truly,



Christopher R. Lee
Council President

CONACT INFORMATION

Siena website for e-mail links:

sienavancouver.com.

(Username: siena, password: portico)

Property Manager: Cherylynn Warner – Crosby Property Management: (604) 648-4458

TO ALL OWNERS
STRATA PLAN BCS 207
SIENA
VANCOUVER, B.C.

NOTICE OF THE ANNUAL GENERAL MEETING

DATE: Wednesday June 4, 2008

TIME: 7:00 pm. - Registration commences at 6:30 pm.

PLACE: Masonic Hall
4th Floor
1495 West 8th Avenue, Vancouver, BC

AGENDA:

1. The Chairperson calls the meeting to order at 7:00 pm.
2. Calling of the roll and certification of proxies.
3. Proof of Notice of Meeting or Waiver of Notice.
4. Approval of the Minutes of the Annual General Meeting held on May 29, 2007 (as previously circulated).
5. Acknowledgement of receipt of report on insurance coverage (attached).
6. Acknowledgement of receipt of Financial Statements (attached).
7. President's Report .
8. Approval of the proposed Operating Budget (attached).
9. Consideration of Resolution "A"- Rental Restriction (attached) (3/4 Vote).
10. Consideration of Resolution "B"- Additional Main Entry Access System - Resident Expense (attached) (3/4 Vote).
11. Consideration of Resolution "C"- Additional Main Entry Access System - Strata Corporation Expense, Contingency Reserve Fund (attached) (3/4 Vote).
12. General Discussion.
13. Election of Council. The following Strata Council Members are or may be standing for re-election: Valerie York, Christopher Lee, Stephen Treadwell and Donald Kennett. Residents planning to seek election: Sandy Tasker and Jennifer Torrance.
14. Adjournment.

SUMMARY OF COVERAGES

Insured:		The Owners, Strata Plan BCS207, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners.		Payee:		To all Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property.	
Property Manager:		Crosby Property Management Ltd.		Policy Period:		April 1, 2008 to April 1, 2009	
Coverage:		STRATA		From:		April 1, 2008	
				To:		April 1, 2009	
Policy No.	Coverages			Underwriters			
BFL04BCS0207	Property			Aviva Insurance Company AXA Pacific Insurance Company Zurich Insurance Company			
	Pollution Liability			XL Insurance Company, Ltd.			
	Commercial General Liability			Aviva Insurance Company			
	Condominium Directors and Officers Liability			Great American Insurance Group			
	Boiler and Machinery			Boiler Inspection & Insurance			
	Glass			Aviva Insurance Company			
Property Insured:		1418,1428 West 6th Avenue, Vancouver, BC V6H 4H4 2285, 2295 Hemlock Street, Vancouver, BC V6H 4H1 1405-1451 West 7th Avenue, Vancouver, BC V6H 4H2 SIENA OF PORTICO					
Perils Insured:		All Risks as defined, subject to \$1,000 Deductible except \$5,000 Deductible for Water Damage/Sewer Back-up Damage, \$10,000 Deductible for Flood Damage, 10% Deductible for Earthquake Damage, \$ 250 Deductible for Lock & Key, Stated Amount Co-insurance Clause; Guaranteed Replacement Cost; By-Laws Increased Amount; Data Exclusion; Terrorism Exclusion; Mould Exclusion.					
Property Coverage:		\$ 34,839,700	Buildings, including Earthquake Damage Coverage				
		\$ 10,000	Lock & Key				
Boiler & Machinery:		\$ 34,839,700	Property Damage				
		\$ 100,000	Extra Expense				
			Subject to: \$1,000 deductible				
Liability Coverage:		\$ 10,000,000	Commercial General Liability, Subject to \$500 Bodily Injury/Property Damage Deductible				
Crime Insurance:		\$ 10,000	Employee Dishonesty				
		\$ 5,000	Broad Form Money and Securities				
Condominium Directors & Officers Liability: (Including Property Managers)		\$ 1,000,000	each claim/annual omissions aggregate				
Exterior Glass:			Residential Blanket – Subject to \$ 100 Deductible				
Pollution Remediation Liability:		\$ 1,000,000	Subject to \$25,000 Deductible \$2,000,000 Aggregate				
Conditions:		This record sheet is intended for reference only. Please refer to your policy(ies) for complete details.					
BFL Canada Insurance Services Inc.							

Balance Sheet (Accrual)
BCS 207 - SIENA - (bcs0207)
Months: Mar 2008

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Assets

Current Assets

Cash

Petty Cash	500.00
Bank - Operating Account	24,263.92
Bank - Contingency Reserve	169,595.40

Total Cash

194,359.32

Accounts Receivable

2,848.83

Total Current Assets

197,208.15

Total Assets

197,208.15

Liabilities & Equity

Liabilities

Accounts Payable	6,996.28
Accrued Payable	10,760.74
Key Deposit	6,060.00
Prepayment - Revenue	7,775.94

Total Liabilities

31,592.96

Equity

Operating Surplus(Deficit)	-3,980.21
Contingency Fund Balance	169,595.40

Total Equity

165,615.19

Total Liabilities & Equity

197,208.15

SCHEDULE OF RESERVES

BCS 207 - SIENA

Reporting Period Mar 2008

Period Ending 12

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YTD Actual

CONTINGENCY RESERVE SCHEDULE

Balance Forward-Prior Year	142,237.72
Current Yr Contribution-Contingency	21,212.04
Interest	6,145.64
Total Income	<u>169,595.40</u>
Contingency Fund Balance	<u><u>169,595.40</u></u>

MTCE RESERVE SCHEDULE / SP. LEVY FUND

Mtce Reserve / Special Levy Balance	<u><u>0.00</u></u>
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Statement of Income & Expenses - Apartment

BCS 207 - SIENA
Reporting Period Mar 2008
Period Ending 12

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Description	MTD Actual	YTD Actual	YTD Budget	Variance	Annual Budget
INCOME					
STRATA FEES					
Apt-Operating Fund Contribution	10,483	125,791	125,791	0	125,791
TOTAL STRATA FEES	10,483	125,791	125,791	0	125,791
Apt-Bylaw/Late Pymt Fine	0	10	0	10	0
Apt-Move In/Out Fee Revenue	0	905	0	905	0
TOTAL INCOME	10,483	126,706	125,791	915	125,791
EXPENSES					
OPERATING EXPENSES					
Apt-Carpet Cleaning	860	860	1,400	540	1,400
Apt-Cleaning & Janitorial Supplies	3,972	37,344	33,000	-4,344	33,000
Apt-Electricity	3,572	20,124	20,000	-124	20,000
Apt-Elevator Maintenance	664	8,497	8,700	203	8,700
Apt-Gas	9,107	41,841	35,000	-6,841	35,000
Apt-Locks & Keys	0	196	500	304	500
Apt-Mechanical Maintenance	2,613	5,460	4,000	-1,460	4,000
Apt-Miscellaneous	0	0	500	500	500
Apt-Repair & Maintenance	-4,276	9,027	4,500	-4,527	4,500
Apt-Special Projects	0	0	15,000	15,000	15,000
Apt-Window Cleaning	1,537	7,621	8,000	379	8,000
TOTAL OPERATING EXPENSES	18,049	130,972	130,600	-372	130,600
TOTAL EXPENSES	18,049	130,972	130,600	-372	130,600
CURRENT YR NET SURPLUS/(DEFICIT)	-7,567	-4,266	-4,809	543	-4,809
Apt-Operating Surplus (Deficit) B/F	0	4,014	4,809	-795	4,809
ENDING OP SURPLUS/(DEFICIT)	-7,567	-252	0	-252	0

Statement of Income & Expenses - Townhome

BCS 207 - SIENA

Reporting Period Mar 2008

Period Ending 12

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Description	MTD Actual	YTD Actual	YTD Budget	Variance	Annual Budget
INCOME					
STRATA FEES					
T/H-Operating Fund Contribution	755	9,058	9,058	0	9,058
TOTAL STRATA FEES	<u>755</u>	<u>9,058</u>	<u>9,058</u>	<u>0</u>	<u>9,058</u>
TOTAL INCOME	<u>755</u>	<u>9,058</u>	<u>9,058</u>	<u>0</u>	<u>9,058</u>
EXPENSES					
OPERATING EXPENSES					
T/H-Elevator Maintenance	14	173	165	-8	165
T/H-Gas	901	4,138	4,100	-38	4,100
T/H-Repair & Maintenance	0	1,174	500	-674	500
T/H-Special Projects	0	0	3,000	3,000	3,000
T/H-Window Cleaning	0	1,018	900	-118	900
TOTAL OPERATING EXPENSES	<u>914</u>	<u>6,503</u>	<u>8,665</u>	<u>2,162</u>	<u>8,665</u>
TOTAL EXPENSES	<u>914</u>	<u>6,503</u>	<u>8,665</u>	<u>2,162</u>	<u>8,665</u>
CURRENT YR NET SURPLUS/(DEFICI	<u>-159</u>	<u>2,555</u>	<u>393</u>	<u>2,162</u>	<u>393</u>
T/H-Operating Surplus(Deficit) B/F	0	-393	-393	0	-393
ENDING OP SURPLUS/(DEFICIT)	<u>-159</u>	<u>2,162</u>	<u>0</u>	<u>2,162</u>	<u>0</u>

Statement of Income & Expenses - Joint Use

BCS 207 - SIENA
Reporting Period Mar 2008
Period Ending 12

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Description	MTD Actual	YTD Actual	YTD Budget	Variance	Annual Budget
INCOME					
STRATA FEES					
Operating Fund Contribution	17,838	214,054	214,055	-1	214,055
Contingency Fund Contribution	1,768	21,212	21,212	0	21,212
TOTAL STRATA FEES	19,606	235,266	235,267	-1	235,267
Bylaw/Late Pymt Fine	60	618	0	618	0
Interest Income	88	953	0	953	0
TOTAL INCOME	19,754	236,838	235,267	1,571	235,267
EXPENSES					
OPERATING EXPENSES					
Alarm Monitoring	0	1,840	1,886	46	1,886
Audit	0	210	212	2	212
Bank Charges/Interest	10	120	120	0	120
Bldg Envelope Investigation/Mtce	0	17,707	17,000	-707	17,000
Cleaning & Janitorial Supplies	1,056	11,916	13,500	1,584	13,500
Electricity	1,321	7,443	7,300	-143	7,300
Fire Equip Mtce/Monitoring	1,562	5,480	4,800	-680	4,800
Garbage Removal	1,357	16,755	12,000	-4,755	12,000
Grounds-Improvements	-3,805	5,496	5,000	-496	5,000
Grounds-Maintenance	4,596	20,513	18,000	-2,513	18,000
Garage Security Door	0	1,432	3,000	1,568	3,000
Insurance	2,670	34,770	34,652	-118	34,652
Legal Fees	16	182	500	318	500
Locks & Keys	0	57	500	444	500
Management Fees	1,716	20,744	20,794	50	20,794
Mechanical Maintenance	908	10,428	10,000	-428	10,000
Miscellaneous	60	2,812	4,000	1,188	4,000
Pest Control	130	934	780	-154	780
Recreation Facilities/Amenity-Repairs/Mtce	105	2,351	2,000	-351	2,000
Repair & Maintenance	797	7,495	8,000	505	8,000
Security Services	3,386	22,767	23,800	1,033	23,800
Snow Removal	0	95	500	406	500
Special Projects	0	9,806	7,000	-2,806	7,000
Telephone	68	708	780	72	780
Water/Sewer	6,392	17,525	16,000	-1,525	16,000
TOTAL OPERATING EXPENSES	22,346	219,584	212,124	-7,460	212,124
Reserve-Contingency Fund	1,768	21,212	21,212	0	21,212
TOTAL EXPENSES	24,114	240,796	233,336	-7,460	233,336
CURRENT YR NET SURPLUS/(DEFICIT)	-4,360	-3,959	1,931	-5,890	1,931
Operating Surplus (Deficit) B/F	0	-1,931	-1,931	0	-1,931
ENDING OP SURPLUS/(DEFICIT)	-4,360	-5,890	0	-5,890	0

**BCS 207 - SIENA
JOINT USE
Proposed Budget
Apr 01, 2008 to Mar 31, 2009**

	<u>Actual to 31-Mar-08 (12 Months)</u>	<u>2007/2008 Budget</u>	<u>Proposed 2008/2009 Budget</u>
<u>INCOME</u>			
<u>FEES</u>			
Operating Fund Contribution	214,054	214,055	219,960
Contingency Fund Contribution	21,212	21,212	20,000
TOTAL FEES	235,266	235,267	239,960
Bylaw/Late Pymt Fine	618	0	0
Interest Income	953	0	0
TOTAL INCOME	236,838	235,267	239,960
<u>EXPENSES</u>			
<u>OPERATING EXPENSES</u>			
Alarm Monitoring	1,840	1,886	1,900
Audit	210	212	210
Bank Charges/Interest	120	120	120
Bldg Envelope Investigation/Mtce	17,707	17,000	5,000
Cleaning & Janitorial Supplies	11,916	13,500	13,500
Electricity	7,443	7,300	8,000
Fire Equip Mtce/Monitoring	5,480	4,800	5,500
Garbage Removal	16,755	12,000	18,500
Grounds-Improvements	5,496	5,000	5,000
Grounds-Maintenance	20,513	18,000	20,000
Garage Security Door	1,432	3,000	3,000
Insurance	34,770	34,652	42,000
Legal Fees	182	500	200
Locks & Keys	57	500	500
Management Fees	20,744	20,794	20,990
Mechanical Maintenance	10,428	10,000	15,000
Miscellaneous	2,812	4,000	4,000
Pest Control	934	780	1,200
Recreation Facilities/Amenity-Repairs/Mtce	2,351	2,000	2,600
Repair & Maintenance	7,495	8,000	15,000
Security Services	22,767	23,800	25,000
Snow Removal	95	500	500
Special Projects	9,806	7,000	7,000
Telephone	708	780	850
Water/Sewer	17,525	16,000	18,500
TOTAL OPERATING EXPENSES	219,584	212,124	234,070
Reserve-Contingency Fund	21,212	21,212	20,000
TOTAL EXPENSES	240,796	233,336	254,070
CURRENT YEAR SURPLUS/(DEFICIT)	(3,959)	1,931	5,890
Operating Surplus (Deficit) B/F	(1,931)	(1,931)	(5,890)
ENDING OP SURPLUS/(DEFICIT)	(5,890)	0	0

**BCS 207 - SIENA
APARTMENT
Proposed Budget
Apr 01, 2008 to Mar 31, 2009**

	<u>Actual to 31-Mar-08 (12 Months)</u>	<u>2007/2008 Budget</u>	<u>Proposed 2008/2009 Budget</u>
<u>INCOME</u>			
<u>FEES</u>			
Apt-Operating Fund Contribution	125,791	125,791	147,852
TOTAL FEES	125,791	125,791	147,852
Apt-Bylaw/Late Pymt Fine	10	0	0
Apt-Move In/Out Fee Revenue	905	0	0
TOTAL INCOME	126,706	125,791	147,852
<u>EXPENSES</u>			
<u>OPERATING EXPENSES</u>			
Apt-Carpet Cleaning	860	1,400	1,800
Apt-Cleaning & Janitorial Supplies	37,344	33,000	39,000
Apt-Electricity	20,124	20,000	23,000
Apt-Elevator Maintenance	8,497	8,700	8,800
Apt-Gas	41,841	35,000	47,000
Apt-Locks & Keys	196	500	500
Apt-Mechanical Maintenance	5,460	4,000	6,000
Apt-Miscellaneous	0	500	500
Apt-Repair & Maintenance	9,027	4,500	8,000
Apt-Special Projects	0	15,000	5,000
Apt-Window Cleaning	7,621	8,000	8,000
TOTAL OPERATING EXPENSES	130,972	130,600	147,600
TOTAL EXPENSES	130,972	130,600	147,600
CURRENT YEAR SURPLUS/(DEFICIT)	(4,266)	(4,809)	252
Apt-Operating Surplus (Deficit) B/F	4,014	4,809	(252)
ENDING OP SURPLUS/(DEFICIT)	(252)	0	0

**BCS 207 - SIENA
TOWNHOUSE
Proposed Budget
Apr 01, 2008 to Mar 31, 2009**

	<u>Actual to 31-Mar-08 (12 Months)</u>	<u>2007/2008 Budget</u>	<u>Proposed 2008/2009 Budget</u>
<u>INCOME</u>			
<u>FEES</u>			
T/H-Operating Fund Contribution	9,058	9,058	9,058
TOTAL FEES	9,058	9,058	9,058
TOTAL INCOME	9,058	9,058	9,058
<u>EXPENSES</u>			
<u>OPERATING EXPENSES</u>			
T/H-Elevator Maintenance	173	165	195
T/H-Gas	4,138	4,100	4,400
T/H-Repair & Maintenance	1,174	500	2,125
T/H-Special Projects	0	3,000	3,000
T/H-Window Cleaning	1,018	900	1,500
TOTAL OPERATING EXPENSES	6,503	8,665	11,220
TOTAL EXPENSES	6,503	8,665	11,220
CURRENT YEAR SURPLUS/(DEFICIT)	2,555	393	(2,162)
T/H-Operating Surplus(Deficit) B/F	(393)	(393)	2,162
ENDING OP SURPLUS/(DEFICIT)	2,162	0	0

BCS207 - SIENA
CONTINGENCY RESERVE BUDGET (s103)
April 1, 2008 to March 31, 2009

Opening Balance of Contingency Reserve Fund (CRF)	\$	169,595
Contingency Reserve Fund Contributions (per calculation below)		<u>20,000</u>
Estimated Balance of Contingency Reserve Fund at the end of the fiscal year	\$	<u>189,595</u>

Note: Each Strata Lot's monthly contribution to the contingency reserve fund is calculated as follows:

$$\frac{\text{unit entitlement of strata lot}}{\text{total unit entitlement of all strata lots}} \times \text{Contingency Reserve Fund Contributions}$$

Required Contingency Reserve Contributions under S.93 & R6.1 of the Strata Property Act is calculated as follows:

Previous year's annual operating fund contribution =	214,055 (A)
Current year's annual operating fund contribution =	(B)
Contingency Reserve Fund Opening Balance=	169,595 (C)
25% of (A)	53,514 (D)
100% of (A)	214,055 (E)
10% of (B)	- (F)

-If (C) < (D), then CRF contribution at a minimum of (F) is required.

-If (C) = or > (D) and < (E), then the CRF contribution can be any amount

-If (C) = or > (E), then CRF contribution requires 3/4 vote.

Therefore the CRF contribution = can be any amount

STRATA PLAN BCS 207
SIENA OF PORTICO
PROPOSED STRATA FEES SCHEDULE
APRIL 1, 2008 - MARCH 31, 2009

Strata Lot Number	Unit Address	Unit Ent.	Joint Use Strata Fees	Tower Strata Fees	Townhome Strata Fees	Total Monthly Strata Fees
1	1429 W. 7th Avenue	142	263.92		48.92	312.84
2	1433 W. 7th Avenue	137	254.63		47.20	301.83
3	1437 W. 7th Avenue	137	254.63		47.20	301.83
4	1441 W. 7th Avenue	137	254.63		47.20	301.83
5	1447 W. 7th Avenue	137	254.63		47.20	301.83
6	1451 W. 7th Avenue	137	254.63		47.20	301.83
7	2285 Hemlock Street	142	263.92		48.92	312.84
8	2295 Hemlock Street	169	314.10		58.22	372.32
9	1405 W. 7th Avenue	156	289.94		53.74	343.68
10	1409 W. 7th Avenue	156	289.94		53.74	343.68
11	1413 W. 7th Avenue	156	289.94		53.74	343.68
12	1417 W. 7th Avenue	156	289.94		53.74	343.68
13	1421 W. 7th Avenue	156	289.94		53.74	343.68
14	1425 W. 7th Avenue	161	299.23		55.47	354.70
15	#101 - 1428 W. 6th Avenue	110	204.45	158.18		362.63
16	#102 - 1428 W. 6th Avenue	108	200.73	155.31		356.04
17	1418 W. 6th Avenue	112	208.16		38.59	246.75
18	#203 - 1428 W. 6th Avenue	102	189.58	146.68		336.26
19	#204 - 1428 W. 6th Avenue	108	200.73	155.31		356.04
20	#205 - 1428 W. 6th Avenue	109	202.59	156.74		359.33
21	#206 - 1428 W. 6th Avenue	88	163.56	126.55		290.11
22	#207 - 1428 W. 6th Avenue	87	161.70	125.11		286.81
23	#208 - 1428 W. 6th Avenue	110	204.45	158.18		362.63
24	#209 - 1428 W. 6th Avenue	96	178.43	138.05		316.48
25	#201 - 1428 W. 6th Avenue	101	187.72	145.24		332.96
26	#202 - 1428 W. 6th Avenue	96	178.43	138.05		316.48
27	#303 - 1428 W. 6th Avenue	102	189.58	146.68		336.26
28	#304 - 1428 W. 6th Avenue	107	198.87	153.87		352.74
29	#305 - 1428 W. 6th Avenue	110	204.45	158.18		362.63
30	#306 - 1428 W. 6th Avenue	87	161.70	125.11		286.81
31	#307 - 1428 W. 6th Avenue	87	161.70	125.11		286.81
32	#308 - 1428 W. 6th Avenue	101	187.72	145.24		332.96
33	#309 - 1428 W. 6th Avenue	88	163.56	126.55		290.11
34	#310 - 1428 W. 6th Avenue	101	187.72	145.24		332.96
35	#301 - 1428 W. 6th Avenue	101	187.72	145.24		332.96
36	#302 - 1428 W. 6th Avenue	88	163.56	126.55		290.11

STRATA PLAN BCS 207
SIENA OF PORTICO
PROPOSED STRATA FEES SCHEDULE
APRIL 1, 2008 - MARCH 31, 2009

<u>Strata Lot</u> <u>Number</u>	<u>Unit</u> <u>Address</u>	<u>Unit</u> <u>Ent.</u>	<u>Joint Use</u> <u>Strata Fees</u>	<u>Tower</u> <u>Strata Fees</u>	<u>Townhome</u> <u>Strata Fees</u>	<u>Total Monthly</u> <u>Strata Fees</u>
37	#403 - 1428 W. 6th Avenue	102	189.58	146.68		336.26
38	#404 - 1428 W. 6th Avenue	107	198.87	153.87		352.74
39	#405 - 1428 W. 6th Avenue	110	204.45	158.18		362.63
40	#406 - 1428 W. 6th Avenue	87	161.70	125.11		286.81
41	#407 - 1428 W. 6th Avenue	87	161.70	125.11		286.81
42	#408 - 1428 W. 6th Avenue	126	234.18	181.19		415.37
43	#409 - 1428 W. 6th Avenue	88	163.56	126.55		290.11
44	#410 - 1428 W. 6th Avenue	101	187.72	145.24		332.96
45	#401 - 1428 W. 6th Avenue	101	187.72	145.24		332.96
46	#402 - 1428 W. 6th Avenue	88	163.56	126.55		290.11
47	#502 - 1428 W. 6th Avenue	112	208.16	161.06		369.22
48	#503 - 1428 W. 6th Avenue	108	200.73	155.31		356.04
49	#504 - 1428 W. 6th Avenue	108	200.73	155.31		356.04
50	#505 - 1428 W. 6th Avenue	112	208.16	161.06		369.22
51	#506 - 1428 W. 6th Avenue	101	187.72	145.24		332.96
52	#501 - 1428 W. 6th Avenue	101	187.72	145.24		332.96
53	#602 - 1428 W. 6th Avenue	112	208.16	161.06		369.22
54	#603 - 1428 W. 6th Avenue	108	200.73	155.31		356.04
55	#604 - 1428 W. 6th Avenue	108	200.73	155.31		356.04
56	#605 - 1428 W. 6th Avenue	112	208.16	161.06		369.22
57	#606 - 1428 W. 6th Avenue	101	187.72	145.24		332.96
58	#601 - 1428 W. 6th Avenue	101	187.72	145.24		332.96
59	#702 - 1428 W. 6th Avenue	134	249.05	192.70		441.75
60	#703 - 1428 W. 6th Avenue	134	249.05	192.70		441.75
61	#704 - 1428 W. 6th Avenue	104	193.29	149.55		342.84
62	#701 - 1428 W. 6th Avenue	104	193.29	149.55		342.84
63	#802 - 1428 W. 6th Avenue	134	249.05	192.70		441.75
64	#803 - 1428 W. 6th Avenue	134	249.05	192.70		441.75
65	#804 - 1428 W. 6th Avenue	104	193.29	149.55		342.84
66	#801 - 1428 W. 6th Avenue	104	193.29	149.55		342.84
67	#902 - 1428 W. 6th Avenue	134	249.05	192.70		441.75
68	#903 - 1428 W. 6th Avenue	134	249.05	192.70		441.75
69	#904 - 1428 W. 6th Avenue	104	193.29	149.55		342.84
70	#901 - 1428 W. 6th Avenue	104	193.29	149.55		342.84
71	#1002- 1428 W. 6th Avenue	134	249.05	192.70		441.75
72	#1003- 1428 W. 6th Avenue	134	249.05	192.70		441.75

STRATA PLAN BCS 207
SIENA OF PORTICO
PROPOSED STRATA FEES SCHEDULE
APRIL 1, 2008 - MARCH 31, 2009

<u>Strata Lot Number</u>	<u>Unit Address</u>	<u>Unit Ent.</u>	<u>Joint Use Strata Fees</u>	<u>Tower Strata Fees</u>	<u>Townhome Strata Fees</u>	<u>Total Monthly Strata Fees</u>
73	#1004- 1428 W. 6th Avenue	104	193.29	149.55		342.84
74	#1001- 1428 W. 6th Avenue	104	193.29	149.55		342.84
75	#1102- 1428 W. 6th Avenue	134	249.05	192.70		441.75
76	#1103- 1428 W. 6th Avenue	134	249.05	192.70		441.75
77	#1104- 1428 W. 6th Avenue	104	193.29	149.55		342.84
78	#1101- 1428 W. 6th Avenue	104	193.29	149.55		342.84
79	#1202- 1428 W. 6th Avenue	134	249.05	192.70		441.75
80	#1203- 1428 W. 6th Avenue	134	249.05	192.70		441.75
81	#1204- 1428 W. 6th Avenue	104	193.29	149.55		342.84
82	#1201- 1428 W. 6th Avenue	104	193.29	149.55		342.84
83	#1302- 1428 W. 6th Avenue	134	249.05	192.70		441.75
84	#1303- 1428 W. 6th Avenue	134	249.05	192.70		441.75
85	#1304- 1428 W. 6th Avenue	104	193.29	149.55		342.84
86	#1301- 1428 W. 6th Avenue	104	193.29	149.55		342.84
87	#1402- 1428 W. 6th Avenue	158	293.66	227.21		520.87
88	#1403- 1428 W. 6th Avenue	158	293.66	227.21		520.87
89	#1401- 1428 W. 6th Avenue	118	219.31	169.69		389.00
90	#1502- 1428 W. 6th Avenue	158	293.66	227.21		520.87
91	#1503- 1428 W. 6th Avenue	158	293.66	227.21		520.87
92	#1501- 1428 W. 6th Avenue	118	219.31	169.69		389.00
Tower U/E		8,568				
Townhome U/E		2,191				
Total U/E		<u>10,759</u>	19,996.63	12,321.05	754.82	33,072.50
Yearly Strata Fees			<u>239,959.56</u>	<u>147,852.60</u>	<u>9,057.84</u>	<u>396,870.00</u>

Note:

This fees schedule includes 9.09% CRF contribution from operating fund of all three divisions for each strata lot.

STRATA PLAN BCS 207 – SIENA BUDGET NOTES – 2008/2009

Your Operating Budget is split into three types:

- Joint Budget – based on the unit entitlement of all units;
- Apartment (Tower) Budget – based on the unit entitlement of the apartments; and
- Town home Budget – based only on the unit entitlement of the town homes.

The Joint Budget includes expenses shared by all owners and is not a combination of the Apartment and Town home budgets. Any expenses that can be attributed specifically to a “type” are budgeted to that type, i.e. Joint or Town home or Apartment.

Fees are based on the Total Operating Expenses for the applicable budget.

The amount allocated to the Contingency Reserve Fund is 10% of the total operating expense of all three types. In accordance with the Strata Properties Act, 10% must be allocated to the Contingency Reserve Fund, until 25% of the previous years operating budget is reached.

We do not budget for fines, interest or miscellaneous income.

JOINT BUDGET

INCOME

Fees

The fees for the Joint Budget have been increased slightly this year, as a result of a minor deficit and to accommodate the increase in Garbage Removal, Insurance and Mechanical Maintenance and other general operating expense increases.

OPERATING EXPENSES

Alarm Monitoring

This is the cost to have the fire alarm system monitored; This is billed quarterly. There is an operating cost increase of 1%.

Building Envelope Investigation

The 5th year report was conducted last year. Bemco's will be continuing with the yearly building envelope maintenance of the pavers. This line item on the budget has been reduced from \$17000 to \$5000 to accommodate this maintenance.

Cleaning & Janitorial Supplies

This category applies to costs associated with cleaning the common courtyard, around the town homes and other common areas of the Strata Corporation. The costs are allocated at 17% to the joint budget and 83% for apartment budget. We have not increased this line item.

Electricity

There is only one hydro (1) meter for Siena. The costs have been split by 29% for the common areas and 71% to the Apartment Budget. There has been a 10% increase applied to the actual.

Fire Equipment

This category covers the cost of the annual preventative maintenance program, including any required testing. This item also allows for any repairs required to the fire panel system. An increase of 14% has been incorporated.

STRATA PLAN BCS 207 – SIENA BUDGET NOTES – 2008/2009

Garbage Removal	Garbage removal costs for both the town home and apartment sections. This item was under budgeted for in the 2007/2008 budget due not being notified of the increase in service. The line item has been increased by 54% to accommodate for both the shortage and the upcoming increase of approximately 11%
Grounds	This category covers landscaping costs. Currently, the Strata Corporation is contracted with Para Space Landscaping. Top soil, annual plantings and moving of shrubs will be included this year. This line item also includes the cost to set up and maintain the irrigation systems.
Garage Security Door	We have established an account to cover the cost of maintenance of the three (3) entrance gates.
Insurance	Insurance covers the common areas of the Strata Corporation. The insurance value has risen for the property to approximately \$39,000. This also includes the yearly appraisal and a cushion for any adjustments in the value of the property.
Legal Fees	This item covers any calls to Clark Wilson for quick answers to questions with regard to legal matters.
Locks & Keys	All locks and keys to common areas.
Management Fees	These are the fees paid to Crosby Property Management Ltd. for the management of the Strata Corporation's day-to-day business issues, assisting the Strata Council with various matters and providing financial services. There is a 1% increase.
Mechanical Maintenance	Invoices for the water system, electrical vault, HVAC equipment are coded to this account when the work applies specifically to mechanical equipment, which services the common areas. Any costs associated with maintenance of the Tower are coded to the Tower Budget. Due to the age of the equipment and the repairs from the previous year, additional amount were added along with the preparation that the electrical vault cleaning is due in 2009. There is a 50% increase.
Miscellaneous	All costs associated with the Strata Corporation's postage, mailing, photocopying, additional meetings, Annual General Meetings, Special General Meetings, etc., are coded to this account. Any mail outs to the town homes for notices, etc., are coded to the "Miscellaneous" line item in the Town home Budget. Due to strata council's implantation of the website and picking up the agendas and minutes this line item has been able to remain the same even thou there is an expected increase this year by 33% related to the costs associated such as postage, paper etc

STRATA PLAN BCS 207 – SIENA BUDGET NOTES – 2008/2009

Pest Control	A contract is in place with Care Pest Control to monitor the Garbage Rooms and any common property areas that are prone to pests. An increase of 53% has been applied.
Recreational Repairs	This line item covers an agreement with Pumphouse Fitness for maintaining the equipment every two (2) months. It also covers the cost of any necessary repairs to the gym equipment, painting and Shaw service. This has increased by 30%
Repairs & Maintenance	This line item applies to all repairs that are considered to be shared by all sections, such as the Visitor Parking signs and repairs to the common courtyard and Recreation Room area. This has increased by 87% to accommodate the pressure washing, and as a cushion for the budget should any item arise that is unanticipated for.
Security Services	This line covers the cost for security patrols, which are provided by Bee's Sentinel Services. Increase of 5% has been applied.
Snow Removal	Snow is to be removed from all common walkways as well as deicer.
Special Projects	Included in this year's budget for maintenance such as parkade painting or a special maintenance item deemed necessary by the strata council.
Telephone	This covers the costs of the on site office phone and fax.
Water & Sewer	It is assumed that residents generally use the same amount of water/sewage whether they occupy a town home or an apartment and therefore is part of the joint budget. This item has been increased by 16%
Operating Deficit	An operating deficit in the amount of \$5,890.00 for 2007/2008 has, in accordance with the <i>Strata Property Act</i> , been applied against your Maintenance Fees on the Joint Budget.

APARTMENT BUDGET

INCOME

Fees	The fee for the Apartment Section has been increased to accommodate the rising cost associated with Gas, Mechanical Maintenance and Repair and Maintenance.
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OPERATING EXPENSES

Carpet Cleaning	We have budgeted for two (2) carpet cleanings per year.
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Cleaning & Janitorial Supplies

	This category applies to costs associated with the cleaning of the Apartment Section. The breakdown is 17% applied to the common areas and 83% to the Apartment Section. This has increased to 18%
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STRATA PLAN BCS 207 – SIENA

BUDGET NOTES – 2008/2009

Electricity	As there is only one (1) meter for Siena, costs have been split by 29% to the common areas for costs shared by both Apartment and Town homes, and 71% to the Apartment Budget. This has increased 15% of the actual.
Elevator Maintenance	This is the elevator maintenance.
Gas	Apartment and Town home Budgets are based on 90.5% and 9.5%, respectively. The rising cost in gas assisted in the gas coming in over budget for the apartments/townhomes. This has been accounted for by a 34% increase to the actual.
Locks & Keys	Locks and keys in the Apartment Section.
Mechanical Maintenance	Invoices for are coded to this account when the work applies specifically to mechanical equipment for the Tower. A breakdown of equipment services specifically for the tower has been done, with that amount allocated directly to the Apartment section. Due to the age of the equipment a 50% increase has been applied.
Miscellaneous	Costs associated with postage, mailing, photocopying, etc., specific to the apartment owners, are coded to this line item.
Repairs & Maintenance	This line item applies to repairs that are exclusive to the Tower, including painting (which is specially, scratched doors), power-washing and cleaning of the front entrance, etc. There was an unanticipated expense which assisted in the budget going over. This amount has been increased for necessary painting touch-ups and miscellaneous repairs by 78%.
Special Projects	This account for the upcoming year is open to be allocated to anything the strata would like to see done, however to offset the increase in strata fees has been reduced to \$5000.
Window Cleaning	Separate costs for the Apartment and Town home Budgets are obtained. One side of the tower will be soft washed per year.
Operating Deficit	There was an operating deficit in the amount of \$252.00 for 2007/2008, which, in accordance with the <i>Strata Property Act</i> has been applied against your maintenance fees on the Apartment budget.

TOWN HOME BUDGET

INCOME

Fees	There is an increase in strata fees proposed this year, this is minimal to accommodate the rising costs in Trades and Services, mainly related to Repair and Maintenance.
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STRATA PLAN BCS 207 – SIENA
BUDGET NOTES – 2008/2009

OPERATING EXPENSES

Elevator Maintenance:	The townhomes pay \$195.00 for the year in their contribution for elevator repairs.
Gas	The Apartment and Town home Budgets are based on 90.5% and 9.5% respectively. There is a 7% increase.
Repairs & Maintenance	We have increased the budget by 325% for repairs as we see little costs associated with repairs specifically relating to the Town homes for this year.
Special Projects	Cleaning& painting of all white overhangs were not performed last year and the item is being carried over to have the work performed this year.
Window Cleaning	The Apartment and Town home Budgets have separate costs for each type. This has been increased by 66%
Operating Surplus	There was an operating surplus of \$2,162.00 for 2007/2008 from the special projects cleaning& painting of all white overhangs, which, in accordance with the <i>Strata Property Act</i> , has been applied against your maintenance fees on the Town home Budget.

RESOLUTION 'A' 3/4 VOTE – RENTAL RESTRICTION BYLAW 32

Preamble:

The percentage of rental units at Siena in the context of the tower and the town homes reflecting an image of an "owner occupant" development, which would be achieved through a rental percentage and implementing additional criteria adapted to the bylaw.

Be it resolved that the Owners Strata Corporation Strata Plan BCS 207, Siena of Portico, repeal bylaw 32.

**STRATA PLAN BCS 207
SIENA OF PORTICO**

**STRATA CORPORATION BYLAWS
BCS 207
Registered: July 18, 2005 #BX161667**

Strata Lot Rental or Lease

32. (1) No owner shall rent or lease their strata lot for a period of less than one year.
- (2) The Strata Council may over ride this limitation should it deem the exemption necessary, based on a hardship case or extenuating circumstances pursuant to Section 144 (Exemption from rental restriction bylaw) of the Strata Properties Act.
- (3) The Strata Council in review of granting or refusing permission shall, in all cases, act in the best interest of the Strata Corporation as a whole and of the owners thereof, and shall fairly and reasonably consider all objections or other relevant material presented to it.
- (4) Should the owner of a strata lot rent or lease the strata lot in contravention of the Bylaws and Rules of the Strata Corporation, the Strata Council shall be entitled to levy a fine not to exceed \$50.00 per day for each day in contravention. Such fines so levied shall be immediately added to the strata fees for the strata lot in the next month following such contravention.
- (5) Notwithstanding the terms of this Bylaw shall be governed by Section 142 (Limits to Restriction bylaws), 143 Rental Restriction does not immediately apply to some strata lots) of the Strata Properties Act.

And replace as follows:

32. (1) **Grandfathering:** Notwithstanding anything to the contrary in Section 32(2) and (3), there is no restriction on residential rentals for any of the following owners:
- (a) any owner who purchased his/her/its strata lot from the owner-developer, Bosa Development Corporation; or
- (b) any owner who rents a strata lot to a "*family member*", which is defined in the Regulations to the BC Strata Property Act to mean:
- (i) a spouse of the owner,
- (ii) a parent or child of the owner, or
- (iii) a parent or child of the spouse of the owner;
- provided that "*spouse of the owner*" includes an individual who has lived and cohabited with the owner, for a period of at least 2 years at the relevant time, in a marriage-like relationship, including a marriage-like relationship between persons of the same gender; or

- (c) any person who, as at May 31, 2008:
 - (i) is registered owner of the strata lot in the land title office; and
 - (ii) has rented to a residential tenant or has made available the strata lot for rental to a residential tenant;
 The "right to rent" under this **Section 32 (1) (c)** may not be sold or assigned to a subsequent owner; or
 - (d) any other owner until June 15, 2009, being not less than one year after this bylaw **Section 32** was passed.
- (2) **Maximum Number of Rentals:** The number of strata lots which may be rented or leased by owners shall be not more than the greater of:
- (a) 10 units, being less than 11% of all strata lots; or
 - (b) the number of units rented pursuant to **Section 32 (1)**.
- (3) **Applying for Permission to Rent:**
- (i) An owner wishing to lease a strata lot must apply in writing to council for permission to rent before entering into a tenancy agreement.
 - (ii) If the number of strata lots leased at the time an owner applies for permission to lease has reached the limit stated pursuant to **Section 32 (2)**, then council must refuse permission and notify the owner of the same in writing as soon as possible, stating that the number has been reached or exceeded, as the case may be, and placing the owner of the strata lot on the waiting list to be administered by the council, based on the date of the request for permission to rent.
 - (iii) If the number of strata lots leased at the time an owner applies for permission to lease has not reached the limit stated pursuant to **Section 32 (2)**, then council must grant permission and notify the owner of the same in writing as soon as possible.
 - (iv) An owner receiving permission to lease a strata lot must lease the strata lot within 90 days from the date of council's approval or the permission expires.
 - (v) If an owner, who has previously obtained permission to rent from council pursuant to **Section 32(3)**, has notified the strata corporation of any move-out by a tenant, the owner will have 90 days from the date of move-out to procure another tenant. Failure to do so will result in the termination of the strata council's permission to lease the strata lot.
 - (vii) Where an owner leases a strata lot in contravention of these bylaws, the owner shall be liable for a fine of \$200 per calendar month and the strata corporation shall take all necessary steps to terminate the lease, which may include an application for an injunction to enforce the bylaws. Any legal costs incurred by the strata corporation in respect of the contravening owner shall be paid by the contravening owner on a solicitor and own client basis.
- (4) **Exemption from Rental Restriction Bylaw due to Hardship:**
- (i) An owner may apply to the strata corporation for an exemption from the restrictions on rentals under **Sections 32 (2) and (3)** on the grounds that the bylaw causes hardship to the owner.

- (ii) The application must be in writing and must state
 - (a) the reason the owner thinks an exemption should be made, and
 - (b) whether the owner wishes a hearing.
- (iii) If the owner wishes a hearing, the strata corporation must hear the owner or the owner's agent within 3 weeks after the date the application is given to the strata corporation.
- (iv) An exemption is allowed if the strata corporation does not give its decision in writing to the owner
 - (a) within one week of the hearing, or
 - (b) if no hearing is requested, within 2 weeks after the application is given to the strata corporation.
- (v) An exemption granted by the strata corporation may be for a limited time and shall be subject to review.
- (vi) The strata corporation must not unreasonably refuse to grant an exemption.

(5) Provisions Applicable to All Residential Leases:

- (i) No owner shall rent or lease their strata lot for a period of less than one year.
- (ii) No subleasing is permitted.
- (iii) All owners are responsible for their tenant's actions and any fines levied due to the tenant's non-compliance with the strata corporation's bylaws will be charged to the owner's account.
- (iv) Prior to possession of a strata lot by any tenant, an owner must deliver to the tenant the current bylaws and rules of the strata corporation and a notice of the tenant's responsibilities in **Form K** under the Strata Property Act.
- (v) Prior to possession of a strata lot by any tenant, the owner must deliver to the management company **Form K**, signed by the tenant, together with a copy of the signed lease.
- (vi) An owner must notify the strata corporation of any move-in and move-out by a tenant.
- (vii) Any failure of an owner to comply with the provisions of this **Section 32(5)** will result in a fine of \$200 per month being assessed against the owner.

**CONSIDERATION OF RESOLUTION 'B & C' 3/4 VOTE
ADDITIONAL MAIN ENTRY ACCESS SYSTEM**

Preamble:

The strata corporation is in receipt of a request by an owner to install an automatic door opener to the main entry access systems due medical reasons. Installation of the automatic door opener would enable this owner to enter the building unassisted. Attached is the letter from the Occupational Therapist, ALS Clinic – GF Strong Rehabilitation Centre outlining the reason for the request of the automatic door opener. BCITS, Executive Director has pledged \$1000 towards the installation which will cost approximately \$3500.

RESOLUTION 'B' - 3/4 VOTE – RESIDENT EXPENSE

Be it resolved that the Owners of Strata Corporation, Strata Plan BCS 207, Siena of Portico, will not pay for costs associated with the installation of an automatic door opener and maintenance but grant permission to the owner to proceed, subject to Strata Council's approval. **Owner to fund total cost of installation.**

Should Resolution B pass, the Owners will then not vote on Resolution C.

RESOLUTION 'C' - 3/4 VOTE – STRATA CORPORATION EXPENSE

Be it resolved that the Owners Strata Corporation Strata Plan BCS 207, Siena of Portico pay up to and not exceeding \$2500 (twenty-five hundred dollars) towards the cost associated with the installation of an automatic door opener, subject to Strata Council's approval. The ongoing maintenance shall become the Strata Council's responsibility to repair and maintain. This expense will be funded from the Contingency Reserve Fund.

May 9, 2008

Attention: Cherylyn Warner
Crosby Management

Re: Karyn Ruddick's Automatic Door Opener request

Dear Cherylyn:

I am writing this letter to you and Crosby Management in support of an automatic door opener request for Karyn Ruddick. Karyn is diagnosed with ALS – Amyotrophic Lateral Sclerosis. It is a progressive neuromuscular disease that attacks the motor neurons carrying messages to the muscles, resulting in muscle weakness and paralysis. Karyn presents with muscle weakness in one arm and both legs. She requires the use of a power mobility device and a walker to get around her building and apartment. Due to her progressive muscle weakness, Karen has difficulty pulling open the building front door while negotiating her power scooter, and this is not expected to improve. She requires the use of an automatic door opener for her to stay living independently at home, and to give her access to outside of the building. We hope that you will consider the benefits of having an automatic door opener not only for Karyn, but also for other suite owners and tenants alike.

The use of an automatic door opener has many other applications, and is not just for people who have disabilities. Other populations groups who stand to benefit from using an automatic door opener can include: mothers and families with small children carrying packages and strollers, an aging older population requiring assistance with pulling and pushing open the door, a general population carrying multiple parcels, and people with disabilities in locomotion and balance.

Simon Cox is the Executive Director for BCITS, the BC Association for Individualized Technology and Supports for People with Disabilities. He has a project whereby some funding assistance is provided to clients who require automatic door openers to improve their quality of life and maintain their independence at home. Simon has an arrangement with a local automatic door opener company to provide automatic door openers to their clients, and he has agreed to help subsidize a portion of the cost for Karyn. Simon has agreed to help Karyn fund up to 1000\$ towards the cost of an automatic door opener for the front entrance of the building. Typically the program operates on a loan and recycle basis, but so long as the strata council agrees to assist with funding, and agrees to have the door opener installed, Simon agreed to leave the door opener permanently installed in the building and will not recycle it. In a telephone conversation with Simon today, the cost for a typical automatic door opener is 3000\$ including installation and set up. There will likely be a small cost increase to set up an automatic door opener for the front entrance of the building to accommodate for the FOB security entry system. The automatic door openers can operate on a transmitter system – and each transmitter is coded so security is not an issue. A certified door installer fits the device, and the installation is to the same standard as all other public and commercial buildings. It is generally not noticeable as an added door feature. The length of time a door remains open after it has been activated can be programmed to be either shorter or longer. The total cost for the door opener is pending an inspection of the property and security system to confirm the parts required to make the door opener operational within the building requirements.

I would like to encourage your company and the strata council to consider this particular proposal with the BCITS partnership for a variety of reasons:

- Simon and BCITS are willing to assist with arranging the installation and set up with the door opener company (RE Phillips).
- BCITS has the ability to adapt and modify the "garage door opener" style switch used to open the door. I am recommending this option be set up for Karyn to maximize her use of the door opener while her symptoms progress and change over time. To my knowledge, this feature cannot be done with any other automatic door opener company.
- There is partial subsidy for this piece of equipment from BCITS.

- Even with the BCITS subsidy, there will be many other users in the building who can benefit from the automatic door opener. This feature would provide added value to the building.

I hope that Karyn finds support with this proposal from her local community. This is a great opportunity to not only provide access for Karyn, but to provide a universal accessibility feature for other building users as well. I am enclosing Simon's contact information if you have further questions regarding the logistics and security concerns of the automatic door opener. Please feel free to contact me for further information. Thank you for your time and attention to this matter.

Regards,

Eva Cham
Occupational Therapist
ALS Clinic – GF Strong Rehabilitation Centre
Tel: 604-734-1313 local 2324

Simon Cox
Executive Director, BCITS
Tel: 604-301-4201

ONLINE/TELEPHONE BANKING
Crosby offers you convenience!

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

I'M INTERESTED, HOW DO I DO THIS?

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

WHEN SHOULD I MAKE MY PAYMENTS?

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

PROXY

I/We _____ [name(s)], the owner(s)/ tenant(s)/ mortgagee of

strata lot _____ of Owners Strata Plan BCS 207

Address _____

hereby appoint _____

and failing him/her _____ President of the Strata Council

to be my/our proxy to vote at their discretion, unless indicated below, for me/us on my/our behalf at the Annual General Meeting of the Owners Strata Plan BCS 207 to be held on Wednesday June 4th, 2008 at 7:00 pm., or at any adjournment thereof. Should any amendment(s) to a Resolution indicated below be put forth at the meeting noted above, the appointed proxy holder may vote at their discretion.

OWNER'S SIGNATURE

	<u>IN FAVOUR</u>	<u>OPPOSED</u>
A: Resolution "A" 3/4 Vote – Rental Restriction Bylaw 32	<input type="checkbox"/>	<input type="checkbox"/>
B: Additional Main Entry Access System – Resident Expense	<input type="checkbox"/>	<input type="checkbox"/>
C: Additional Main Entry Access System – Strata Corporation Expense (CRF)	<input type="checkbox"/>	<input type="checkbox"/>

ELECTION OF COUNCIL

Christopher Lee	<input type="checkbox"/>	Donald Kennett	<input type="checkbox"/>
Valerie York	<input type="checkbox"/>	Sandy Tasker	<input type="checkbox"/>
Stephen Treadwell	<input type="checkbox"/>	Jennifer Torrance	<input type="checkbox"/>



May 22, 2008

To all Owners
Strata Plan BCS 207
Siena of Portico

Dear Owners:

Re: Notice of Annual General Meeting Strata Plan BCS 207, Siena of Portico

Please be advised that the budget and fee schedule in the May 16, 2008 Notice of Annual General Meeting was incorrect. Please replace both with the revised and attached budget and fee schedule.

The original budget sent to you had a mistake in the calculation for strata fees and has been revised to reflect the correct total.

There is amendment as well, on the Notice of the Annual General Meeting, which referred to Sandy Tasker, running for Strata Council which should read Sandy Crawford.

We sincerely apologize for the errors and any confusion this may cause. Do not hesitate to contact the undersigned if you have any questions.

Yours truly,

CROSBY PROPERTY MANAGEMENT LTD.
Agent for the Owners

Cherylynn Warner
Property Manager
Direct Line: (604)648-4458

Enclosure

**BCS 207 - SIENA
JOINT USE
Proposed Budget
Apr 01, 2008 to Mar 31, 2009**

	<u>Actual to 31-Mar-08 (12 Months)</u>	<u>2007/2008 Budget</u>	<u>Proposed 2008/2009 Budget</u>
<u>INCOME</u>			
<u>FEES</u>			
Operating Fund Contribution	214,054	214,055	239,960
Contingency Fund Contribution	21,212	21,212	21,212
TOTAL FEES	235,266	235,267	261,172
Bylaw/Late Pymt Fine	618	0	0
Interest Income	954	0	0
TOTAL INCOME	236,838	235,267	261,172
<u>EXPENSES</u>			
<u>OPERATING EXPENSES</u>			
Alarm Monitoring	1,840	1,886	1,900
Audit	210	212	210
Bank Charges/Interest	120	120	120
Bldg Envelope Investigation/Mtce	17,707	17,000	5,000
Cleaning & Janitorial Supplies	11,916	13,500	13,500
Electricity	7,442	7,300	8,000
Fire Equip Mtce/Monitoring	5,480	4,800	5,500
Garbage Removal	16,755	12,000	18,500
Grounds-Improvements	5,496	5,000	5,000
Grounds-Maintenance	20,513	18,000	20,000
Garage Security Door	1,432	3,000	3,000
Insurance	34,770	34,652	42,000
Legal Fees	182	500	200
Locks & Keys	57	500	500
Management Fees	20,744	20,794	20,990
Mechanical Maintenance	10,428	10,000	15,000
Miscellaneous	2,812	4,000	4,000
Pest Control	934	780	1,200
Recreation Facilities/Amenity-Repairs/Mtce	2,351	2,000	2,600
Repair & Maintenance	7,495	8,000	15,000
Security Services	22,767	23,800	25,000
Snow Removal	95	500	500
Special Projects	9,806	7,000	7,000
Telephone	708	780	850
Water/Sewer	17,525	16,000	18,500
TOTAL OPERATING EXPENSES	219,585	212,124	234,070
Reserve-Contingency Fund	21,212	21,212	21,212
TOTAL EXPENSES	240,797	233,336	255,282
CURRENT YEAR SURPLUS/(DEFICIT)	(3,959)	1,931	5,890
Operating Surplus (Deficit) B/F	(1,931)	(1,931)	(5,890)
ENDING OP SURPLUS/(DEFICIT)	(5,890)	0	0

**BCS 207 - SIENA
APARTMENT
Proposed Budget
Apr 01, 2008 to Mar 31, 2009**

	<u>Actual to 31-Mar-08 (12 Months)</u>	<u>2007/2008 Budget</u>	<u>Proposed 2008/2009 Budget</u>
<u>INCOME</u>			
<u>FEES</u>			
Apt-Operating Fund Contribution	125,791	125,791	147,852
TOTAL FEES	125,791	125,791	147,852
Apt-Bylaw/Late Pymt Fine	10	0	0
Apt-Move In/Out Fee Revenue	904	0	0
TOTAL INCOME	126,705	125,791	147,852
<u>EXPENSES</u>			
<u>OPERATING EXPENSES</u>			
Apt-Carpet Cleaning	860	1,400	1,800
Apt-Cleaning & Janitorial Supplies	37,344	33,000	39,000
Apt-Electricity	20,125	20,000	23,000
Apt-Elevator Maintenance	8,497	8,700	8,800
Apt-Gas	41,841	35,000	47,000
Apt-Locks & Keys	196	500	500
Apt-Mechanical Maintenance	5,460	4,000	6,000
Apt-Miscellaneous	0	500	500
Apt-Repair & Maintenance	9,027	4,500	8,000
Apt-Special Projects	0	15,000	5,000
Apt-Window Cleaning	7,621	8,000	8,000
TOTAL OPERATING EXPENSES	130,971	130,600	147,600
TOTAL EXPENSES	130,971	130,600	147,600
CURRENT YEAR SURPLUS/(DEFICIT)	(4,266)	(4,809)	252
Apt-Operating Surplus (Deficit) B/F	4,014	4,809	(252)
ENDING OP SURPLUS/(DEFICIT)	(252)	0	0

**BCS 207 - SIENA
TOWNHOUSE
Proposed Budget
Apr 01, 2008 to Mar 31, 2009**

	<u>Actual to</u> <u>31-Mar-08</u> <u>(12 Months)</u>	<u>2007/2008</u> <u>Budget</u>	<u>Proposed</u> <u>2008/2009</u> <u>Budget</u>
<u>INCOME</u>			
<u>FEES</u>			
T/H-Operating Fund Contribution	9,058	9,058	9,058
TOTAL FEES	9,058	9,058	9,058
TOTAL INCOME	9,058	9,058	9,058
<u>EXPENSES</u>			
<u>OPERATING EXPENSES</u>			
T/H-Elevator Maintenance	173	165	195
T/H-Gas	4,138	4,100	4,400
T/H-Repair & Maintenance	1,174	500	2,125
T/H-Special Projects	0	3,000	3,000
T/H-Window Cleaning	1,018	900	1,500
TOTAL OPERATING EXPENSES	6,503	8,665	11,220
TOTAL EXPENSES	6,503	8,665	11,220
CURRENT YEAR SURPLUS/(DEFICIT)	2,555	393	(2,162)
T/H-Operating Surplus(Deficit) B/F	(393)	(393)	2,162
ENDING OP SURPLUS/(DEFICIT)	2,162	0	0

STRATA PLAN BCS 207
SIENA OF PORTICO
PROPOSED STRATA FEES SCHEDULE
APRIL 1, 2008 - MARCH 31, 2009

<u>Strata Lot</u> <u>Number</u>	<u>Unit</u> <u>Address</u>	<u>Unit</u> <u>Ent.</u>	<u>Joint Use</u> <u>Strata Fees</u>	<u>Tower</u> <u>Strata Fees</u>	<u>Townhome</u> <u>Strata Fees</u>	<u>Total Monthly</u> <u>Strata Fees</u>
1	1429 W. 7th Avenue	142	287.25		48.92	336.17
2	1433 W. 7th Avenue	137	277.14		47.20	324.34
3	1437 W. 7th Avenue	137	277.14		47.20	324.34
4	1441 W. 7th Avenue	137	277.14		47.20	324.34
5	1447 W. 7th Avenue	137	277.14		47.20	324.34
6	1451 W. 7th Avenue	137	277.14		47.20	324.34
7	2285 Hemlock Street	142	287.25		48.92	336.17
8	2295 Hemlock Street	169	341.87		58.22	400.09
9	1405 W. 7th Avenue	156	315.57		53.74	369.31
10	1409 W. 7th Avenue	156	315.57		53.74	369.31
11	1413 W. 7th Avenue	156	315.57		53.74	369.31
12	1417 W. 7th Avenue	156	315.57		53.74	369.31
13	1421 W. 7th Avenue	156	315.57		53.74	369.31
14	1425 W. 7th Avenue	161	325.69		55.47	381.16
15	#101 - 1428 W. 6th Avenue	110	222.52	158.18		380.70
16	#102 - 1428 W. 6th Avenue	108	218.47	155.31		373.78
17	1418 W. 6th Avenue	112	226.56		38.59	265.15
18	#203 - 1428 W. 6th Avenue	102	206.34	146.68		353.02
19	#204 - 1428 W. 6th Avenue	108	218.47	155.31		373.78
20	#205 - 1428 W. 6th Avenue	109	220.50	156.74		377.24
21	#206 - 1428 W. 6th Avenue	88	178.01	126.55		304.56
22	#207 - 1428 W. 6th Avenue	87	175.99	125.11		301.10
23	#208 - 1428 W. 6th Avenue	110	222.52	158.18		380.70
24	#209 - 1428 W. 6th Avenue	96	194.20	138.05		332.25
25	#201 - 1428 W. 6th Avenue	101	204.31	145.24		349.55
26	#202 - 1428 W. 6th Avenue	96	194.20	138.05		332.25
27	#303 - 1428 W. 6th Avenue	102	206.34	146.68		353.02
28	#304 - 1428 W. 6th Avenue	107	216.45	153.87		370.32
29	#305 - 1428 W. 6th Avenue	110	222.52	158.18		380.70
30	#306 - 1428 W. 6th Avenue	87	175.99	125.11		301.10
31	#307 - 1428 W. 6th Avenue	87	175.99	125.11		301.10
32	#308 - 1428 W. 6th Avenue	101	204.31	145.24		349.55
33	#309 - 1428 W. 6th Avenue	88	178.01	126.55		304.56
34	#310 - 1428 W. 6th Avenue	101	204.31	145.24		349.55
35	#301 - 1428 W. 6th Avenue	101	204.31	145.24		349.55
36	#302 - 1428 W. 6th Avenue	88	178.01	126.55		304.56

STRATA PLAN BCS 207
SIENA OF PORTICO
PROPOSED STRATA FEES SCHEDULE
APRIL 1, 2008 - MARCH 31, 2009

Strata Lot Number	Unit Address	Unit Ent.	Joint Use Strata Fees	Tower Strata Fees	Townhome Strata Fees	Total Monthly Strata Fees
37	#403 - 1428 W. 6th Avenue	102	206.34	146.68		353.02
38	#404 - 1428 W. 6th Avenue	107	216.45	153.87		370.32
39	#405 - 1428 W. 6th Avenue	110	222.52	158.18		380.70
40	#406 - 1428 W. 6th Avenue	87	175.99	125.11		301.10
41	#407 - 1428 W. 6th Avenue	87	175.99	125.11		301.10
42	#408 - 1428 W. 6th Avenue	126	254.88	181.19		436.07
43	#409 - 1428 W. 6th Avenue	88	178.01	126.55		304.56
44	#410 - 1428 W. 6th Avenue	101	204.31	145.24		349.55
45	#401 - 1428 W. 6th Avenue	101	204.31	145.24		349.55
46	#402 - 1428 W. 6th Avenue	88	178.01	126.55		304.56
47	#502 - 1428 W. 6th Avenue	112	226.56	161.06		387.62
48	#503 - 1428 W. 6th Avenue	108	218.47	155.31		373.78
49	#504 - 1428 W. 6th Avenue	108	218.47	155.31		373.78
50	#505 - 1428 W. 6th Avenue	112	226.56	161.06		387.62
51	#506 - 1428 W. 6th Avenue	101	204.31	145.24		349.55
52	#501 - 1428 W. 6th Avenue	101	204.31	145.24		349.55
53	#602 - 1428 W. 6th Avenue	112	226.56	161.06		387.62
54	#603 - 1428 W. 6th Avenue	108	218.47	155.31		373.78
55	#604 - 1428 W. 6th Avenue	108	218.47	155.31		373.78
56	#605 - 1428 W. 6th Avenue	112	226.56	161.06		387.62
57	#606 - 1428 W. 6th Avenue	101	204.31	145.24		349.55
58	#601 - 1428 W. 6th Avenue	101	204.31	145.24		349.55
59	#702 - 1428 W. 6th Avenue	134	271.07	192.70		463.77
60	#703 - 1428 W. 6th Avenue	134	271.07	192.70		463.77
61	#704 - 1428 W. 6th Avenue	104	210.38	149.55		359.93
62	#701 - 1428 W. 6th Avenue	104	210.38	149.55		359.93
63	#802 - 1428 W. 6th Avenue	134	271.07	192.70		463.77
64	#803 - 1428 W. 6th Avenue	134	271.07	192.70		463.77
65	#804 - 1428 W. 6th Avenue	104	210.38	149.55		359.93
66	#801 - 1428 W. 6th Avenue	104	210.38	149.55		359.93
67	#902 - 1428 W. 6th Avenue	134	271.07	192.70		463.77
68	#903 - 1428 W. 6th Avenue	134	271.07	192.70		463.77
69	#904 - 1428 W. 6th Avenue	104	210.38	149.55		359.93
70	#901 - 1428 W. 6th Avenue	104	210.38	149.55		359.93
71	#1002- 1428 W. 6th Avenue	134	271.07	192.70		463.77
72	#1003- 1428 W. 6th Avenue	134	271.07	192.70		463.77

STRATA PLAN BCS 207
SIENA OF PORTICO
PROPOSED STRATA FEES SCHEDULE
APRIL 1, 2008 - MARCH 31, 2009

Strata Lot Number	Unit Address	Unit Ent.	Joint Use Strata Fees	Tower Strata Fees	Townhome Strata Fees	Total Monthly Strata Fees
73	#1004- 1428 W. 6th Avenue	104	210.38	149.55		359.93
74	#1001- 1428 W. 6th Avenue	104	210.38	149.55		359.93
75	#1102- 1428 W. 6th Avenue	134	271.07	192.70		463.77
76	#1103- 1428 W. 6th Avenue	134	271.07	192.70		463.77
77	#1104- 1428 W. 6th Avenue	104	210.38	149.55		359.93
78	#1101- 1428 W. 6th Avenue	104	210.38	149.55		359.93
79	#1202- 1428 W. 6th Avenue	134	271.07	192.70		463.77
80	#1203- 1428 W. 6th Avenue	134	271.07	192.70		463.77
81	#1204- 1428 W. 6th Avenue	104	210.38	149.55		359.93
82	#1201- 1428 W. 6th Avenue	104	210.38	149.55		359.93
83	#1302- 1428 W. 6th Avenue	134	271.07	192.70		463.77
84	#1303- 1428 W. 6th Avenue	134	271.07	192.70		463.77
85	#1304- 1428 W. 6th Avenue	104	210.38	149.55		359.93
86	#1301- 1428 W. 6th Avenue	104	210.38	149.55		359.93
87	#1402- 1428 W. 6th Avenue	158	319.62	227.21		546.83
88	#1403- 1428 W. 6th Avenue	158	319.62	227.21		546.83
89	#1401- 1428 W. 6th Avenue	118	238.70	169.69		408.39
90	#1502- 1428 W. 6th Avenue	158	319.62	227.21		546.83
91	#1503- 1428 W. 6th Avenue	158	319.62	227.21		546.83
92	#1501- 1428 W. 6th Avenue	118	238.70	169.69		408.39
Tower U/E		8,568				
Townhome U/E		2,191				
Total U/E		<u>10,759</u>	21,764.29	12,321.05	754.82	34,840.16
Yearly Strata Fees			<u>261,171.48</u>	<u>147,852.60</u>	<u>9,057.84</u>	<u>418,081.92</u>

Note:

This fees schedule includes 8.84% CRF contribution from operating fund of all three divisions for each strata lot.

**IMPORTANT. Please have
someone translate.**

此乃重要事項, 請找人翻譯

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 207
SIENA**

Held on Monday, May 26, 2008 at 7:00 p.m.
Within the Amenity Room, 1428 West 6th Avenue,
Vancouver, B.C.

COUNCIL IN ATTENDANCE:	Christopher Lee Stephen Treadwell Rosemary Moritz Joyce Davison	President/Treasurer
REGRETS:	Valerie York Don Kennett Myron Donner	Vice-President
PROPERTY MANAGER:	Cherylynn Warner	Crosby Property Management Ltd.

The meeting was called to order at 7:00 p.m. by the Council President.

CARETAKER BUSSINESS

Council has decided at this time to extend the probation period of the new Caretaker to a six months. The Council review of the Caretaker has found that the skills required in performing the cleaning, maintenance and administration are exceptional, however the Council would like to see an improvement in oral communication skills. Council, Yeomen Property Maintenance & Renovation and the Property Manager will be assisting the Caretaker in improving her communication skills which are necessary for the position.

- Council has asked Yeomen Property Maintenance & Renovation to look at the option of purchasing eco-friendly cleaning products, taking into account cost and effectiveness.
- Yeomen Property Maintenance & Renovation did advise that there are quite a few ballasts out in the parkade. Council has asked that the Property Manager to contact Power Pros to come in and replace the ballasts.
- Blue Mountain performed a service call to the enterphone.
- The Property Manager has asked Council and they have approved the implementation of tracking forms for the Caretaker and the Council to utilize. These forms represent move in/move out, bylaws infractions and receipts for fobs and keys.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 207
Held on May 26, 2008**

- There was a false fire alarm on Saturday, May 24. Council has asked the Property Manager to follow up with Fire Pro to see what caused the false fire alarm.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held April 28, 2008 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

Council has asked to defer the review of the financial statements for March and April 2008 until the next meeting. Any questions will be addressed with the Property Manager via email prior to the meeting.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Building Maintenance**

The following items of building maintenance will be coming up in the month of June 2008:

- 1) Dryer vent cleaning: this will be taking place June 9 – June 13 by BC Dryer Ducts Only. The schedule will be posted in the lobby.
- 2) Pressure washing: will begin starting the week of June 2 by Style Pro Painting & Renovations. The areas that will be pressure washed are the common areas and the Townhome canopies.
- 3) Window cleaning: is scheduled to begin June 16 by Old English Window Cleaning & Pressure Washing.
- 4) Fireplace maintenance: Council would like to have a proposal in place to present to the owners for the cleaning and service for September 2008. This will be an ongoing project prior to being presented to the owners.
- 5) Generator service: this item will be decided via email by Council as to which quotation to accept.

Minutes of the Council Meeting
The Owners Strata Plan BCS 207
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- 6) Pest control: Council has asked the Property Manager to follow up with Care Pest & Wildlife Control ensuring that the monthly preventative maintenance is occurring for the townhouses and the townhouse garbage room, as well, request additional traps around the townhomes and in the bushes.
2. AGM Resolution
Council would like to advise that the rental resolution at the upcoming Annual General Meeting was prepared by the Lawyer, Christine Elliot.
3. AGM Briefing Sessions
The briefing sessions will be held by Council members prior to the Annual General Meeting. These sessions provide an opportunity for owners to address any questions they might have pertaining to the proposed resolutions and any other questions.
4. Budget Notes
These were presented to Council for the upcoming Annual General Meeting.
5. Parking Notices
The Property Manager drafted various options of parking notices for Council to select. Council has elected to go with a parking notice that addresses multiple items.
6. Form K Update
The Form K letters were sent out to all owners that did not have updated Form K rentals. It is also important for all owners that do not rent out their suites to advise the Property Manager as this does affect the insurance of the building, as it is assumed by the insurance policy provider that they are in fact rental units. Your cooperation with this matter is greatly appreciated, as well it is a requirement of the Strata Property Act and the Bylaws of BCS 207.

CORRESPONDENCE

The following items of correspondence have been received:

- 1) Noise complaint response
- 2) Parking
- 3) Request for additional fobs
- 4) Request for fine reversal

The Strata Council did discuss the received correspondences and advised the Property Manager to respond accordingly.

NEW BUSINESS

1. **Building Maintenance**
There was a Latham's repair quote which Council has asked the Property Manager to follow up on with a few questions.
2. **Fire Testing**
The annual fire testing is coming up. The Council has asked the Property Manager to schedule accordingly.
3. **Sump Pumps**
Council did receive one quote for sump pump cleaning and an additional quote was yet to be received. Council did advise the Property Manager which quote to proceed with.
4. **Insurance Claim**
The Property Manager did advise the Strata Council that an issue regarding an outstanding claim has been opened and is working on clarification.
5. **New Rule**
Council would like to impose the new move in/move out rules as follows:


MOVING RULES

- (1) An owner, tenant or occupant must provide not less than 5 business days' written notice to the management company prior to any move-in or move-out. A "business day" is a day on which the management company is open for business.
 - (a) A "move-in" or "move-out" occurs when there is a change in occupancy of a strata lot.
 - (b) Failure to give notice or adequate notice will subject the owner to a fine of \$50.00.
- (2) An owner shall pay a non-refundable move-in fee of \$500.00 to the management company in advance before each move-in to all apartment and townhome residential strata lots of BCS 207 Siena.
- (3) In addition to the foregoing, an owner shall pay the management company in advance for:
 - (i) A deposit of \$200.00 for the security guard coverage should it go over the allocated four hours,

**Minutes of the Council Meeting
The Owners Strata Plan BCS 207
Held on May 26, 2008**

- (ii) a security guard, as required for a minimum 4 hour period for, and any additional period taken by, a move-out; and
- (ii) a security guard as required for a minimum 4 hour period for, and any additional period taken by, a move-in.
- (4) All moves must occur between the hours of 9:00 a.m. and 7:00 p.m. ONLY.
- (5) All cardboard boxes must be flattened and properly disposed of in the appropriate receptacle in the Garbage Room.
- (6) Owners must advise the Property Management Company of any changes in tenants and to complete a "Form K" as per the *Strata Property Act*
- (7) The Strata owner of the unit where in and out moves take place shall be held responsible for all moving fees. For any violation of the above rules the Strata owner will be fined accordingly at the rate of \$50.00 for each contravention of a Rule in accordance with the Siena BCS 207 BY LAWS

There being no further business, the meeting was adjourned at 9:05 p.m. The next meeting will be determined with the newly elected Strata Council after the Annual General Meeting.


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

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

IMPORTANT. Please have
someone translate.
此乃重要事項, 請找人翻譯

**MINUTES
OF THE ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN BCS 207
SIENA**

Held on Wednesday, June 4, 2008
Within Masonic Hall
4th Floor
1495 West 8th Avenue, Vancouver, BC

The meeting was called to order at 7:00 p.m. by Christopher Lee, Council President.

Crosby Property Management Ltd. was represented by Cherylynn Warner, Property Manager.

CALLING THE ROLL AND CERTIFICATION OF PROXIES

The attendance register confirmed at the time of commencement of the meeting there were 32 eligible voters in attendance and 26 represented by proxy for a total of 58. The quorum requirements had been achieved, and the meeting proceeded.

PROOF OF NOTICE & RECEIPT OF FINANCIAL STATEMENTS

It was moved/seconded that the notice dated May 16, 2008 complied with the notice requirements and that the financial statements had been received. CARRIED.

APPROVAL OF GENERAL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Annual General Meeting held May 29, 2007 as circulated. CARRIED.

PRESIDENT'S REPORT

See attached.

REPORT ON INSURANCE COVERAGE

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

**Minutes of the Annual General Meeting
The Owners Strata Plan BCS 207
Held on June 4, 2008**

CONSIDERATION OF RESOLUTION "A" 3/4 VOTE – RENTAL RESTRICTION BYLAW 32

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

Preamble:

The percentage of rental units at Siena in the context of the tower and the town homes reflecting an image of an "owner occupant" development, which would be achieved through a rental percentage and implementing additional criteria adapted to the bylaw.

Be it resolved that the Owners Strata Corporation Strata Plan BCS 207, Siena of Portico, repeal bylaw 32.

**STRATA PLAN BCS 207
SIENA OF PORTICO**

**STRATA CORPORATION BYLAWS
BCS 207
Registered: July 18, 2005 #BX161667**

Strata Lot Rental or Lease

32. (1) No owner shall rent or lease their strata lot for a period of less than one year.
- (2) The Strata Council may over ride this limitation should it deem the exemption necessary, based on a hardship case or extenuating circumstances pursuant to Section 144 (Exemption from rental restriction bylaw) of the Strata Properties Act.
- (3) The Strata Council in review of granting or refusing permission shall, in all cases, act in the best interest of the Strata Corporation as a whole and of the owners thereof, and shall fairly and reasonably consider all objections or other relevant material presented to it.
- (4) Should the owner of a strata lot rent or lease the strata lot in contravention of the Bylaws and Rules of the Strata Corporation, the Strata Council shall be entitled to levy a fine not to exceed \$50.00 per day for each day in contravention. Such fines so levied shall be immediately added to the strata fees for the strata lot in the next month following such contravention.
- (5) Notwithstanding the terms of this Bylaw shall be governed by Section 142 (Limits to Restriction bylaws), 143 Rental Restriction does not immediately apply to some strata lots) of the Strata Properties Act.

And replace as follows:

32. (1) **Grandfathering:** Notwithstanding anything to the contrary in Section 32(2) and (3), there is no restriction on residential rentals for any of the following owners:
- (a) any owner who purchased his/her/its strata lot from the owner-developer, Bosa Development Corporation; or
- (b) any owner who rents a strata lot to a "family member", which is defined in the Regulations to the BC Strata Property Act to mean:

**Minutes of the Annual General Meeting
The Owners Strata Plan BCS 207
Held on June 4, 2008**

- (i) a spouse of the owner,
 - (ii) a parent or child of the owner, or
 - (iii) a parent or child of the spouse of the owner;provided that "*spouse of the owner*" includes an individual who has lived and cohabited with the owner, for a period of at least 2 years at the relevant time, in a marriage-like relationship, including a marriage-like relationship between persons of the same gender; or
 - (c) any person who, as at May 31, 2008:
 - (i) is registered owner of the strata lot in the land title office; and
 - (ii) has rented to a residential tenant or has made available the strata lot for rental to a residential tenant;The "right to rent" under this **Section 32 (1) (c)** may not be sold or assigned to a subsequent owner; or
 - (d) any other owner until June 15, 2009, being not less than one year after this bylaw **Section 32** was passed.
- (2) **Maximum Number of Rentals:** The number of strata lots which may be rented or leased by owners shall be not more than the greater of:
- (a) 10 units, being less than 11% of all strata lots; or
 - (b) the number of units rented pursuant to **Section 32 (1)**.
- (3) **Applying for Permission to Rent:**
- (i) An owner wishing to lease a strata lot must apply in writing to council for permission to rent before entering into a tenancy agreement.
 - (ii) If the number of strata lots leased at the time an owner applies for permission to lease has reached the limit stated pursuant to **Section 32 (2)**, then council must refuse permission and notify the owner of the same in writing as soon as possible, stating that the number has been reached or exceeded, as the case may be, and placing the owner of the strata lot on the waiting list to be administered by the council, based on the date of the request for permission to rent.
 - (iii) If the number of strata lots leased at the time an owner applies for permission to lease has not reached the limit stated pursuant to **Section 32 (2)**, then council must grant permission and notify the owner of the same in writing as soon as possible.
 - (iv) An owner receiving permission to lease a strata lot must lease the strata lot within 90 days from the date of council's approval or the permission expires.
 - (v) If an owner, who has previously obtained permission to rent from council pursuant to **Section 32(3)**, has notified the strata corporation of any move-out by a tenant, the owner will have 90 days from the date of move-out to procure another tenant. Failure to do so will result in the

**Minutes of the Annual General Meeting
The Owners Strata Plan BCS 207
Held on June 4, 2008**

termination of the strata council's permission to lease the strata lot.

- (vii) Where an owner leases a strata lot in contravention of these bylaws, the owner shall be liable for a fine of \$200 per calendar month and the strata corporation shall take all necessary steps to terminate the lease, which may include an application for an injunction to enforce the bylaws. Any legal costs incurred by the strata corporation in respect of the contravening owner shall be paid by the contravening owner on a solicitor and own client basis.

(4) Exemption from Rental Restriction Bylaw due to Hardship:

- (i) An owner may apply to the strata corporation for an exemption from the restrictions on rentals under Sections 32 (2) and (3) on the grounds that the bylaw causes hardship to the owner.
- (ii) The application must be in writing and must state
 - (a) the reason the owner thinks an exemption should be made, and
 - (b) whether the owner wishes a hearing.
- (iii) If the owner wishes a hearing, the strata corporation must hear the owner or the owner's agent within 3 weeks after the date the application is given to the strata corporation.
- (iv) An exemption is allowed if the strata corporation does not give its decision in writing to the owner
 - (a) within one week of the hearing, or
 - (b) if no hearing is requested, within 2 weeks after the application is given to the strata corporation.
- (v) An exemption granted by the strata corporation may be for a limited time and shall be subject to review.
- (vi) The strata corporation must not unreasonably refuse to grant an exemption.

(5) Provisions Applicable to All Residential Leases:

- (i) No owner shall rent or lease their strata lot for a period of less than one year.
- (ii) No subleasing is permitted.
- (iii) All owners are responsible for their tenant's actions and any fines levied due to the tenant's non-compliance with the strata corporation's bylaws will be charged to the owner's account.

**Minutes of the Annual General Meeting
The Owners Strata Plan BCS 207
Held on June 4, 2008**

- (iv) Prior to possession of a strata lot by any tenant, an owner must deliver to the tenant the current bylaws and rules of the strata corporation and a notice of the tenant's responsibilities in **Form K** under the Strata Property Act.
- (v) Prior to possession of a strata lot by any tenant, the owner must deliver to the management company Form K, signed by the tenant, together with a copy of the signed lease.
- (vi) An owner must notify the strata corporation of any move-in and move-out by a tenant.
- (vii) Any failure of an owner to comply with the provisions of this **Section 32(5)** will result in a fine of \$200 per month being assessed against the owner.

Discussion

Following the discussion, the Chairperson called for the vote, the result being 49 IN FAVOUR, 8 OPPOSED, 0 ABSTAINED. CARRIED.

**CONSIDERATION OF RESOLUTION 'B & C' 3/4 VOTE
ADDITIONAL MAIN ENTRY ACCESS SYSTEM**

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

Preamble:

The strata corporation is in receipt of a request by an owner to install an automatic door opener to the main entry access systems due medical reasons. Installation of the automatic door opener would enable this owner to enter the building unassisted. Attached is the letter from the Occupational Therapist, ALS Clinic – GF Strong Rehabilitation Centre outlining the reason for the request of the automatic door opener. BCITS, Executive Director has pledged \$1000 towards the installation which will cost approximately \$3500.

RESOLUTION 'B' - 3/4 VOTE – RESIDENT EXPENSE

Be it resolved that the Owners of Strata Corporation, Strata Plan BCS 207, Siena of Portico, will not pay for costs associated with the installation of an automatic door opener and maintenance but grant permission to the owner to proceed, subject to Strata Council's approval. **Owner to fund total cost of installation.**

Discussion

Prior to the discussion and the vote on Resolution B and C, the owner in the building that has requested the installation of the automatic door opener addressed the owners. Advising that the reason for this request is due to the front door being too heavy for them to open and that by installing the automatic door opener it would provide freedom for this resident to come in and out of the building without requiring any additional assistance. The owner thanked the Council and the Property Manager for all their help in adding the two resolutions put on the agenda.

**Minutes of the Annual General Meeting
The Owners Strata Plan BCS 207
Held on June 4, 2008**

Following the discussion, the Chairperson called for the vote, the result being 46 IN FAVOUR, 10 OPPOSED, 2 ABSTAINED. CARRIED.

Resolution "B" passed, therefore there is no need to vote on Resolution "C".

APPROVAL OF PROPOSED OPERATING BUDGET

There was concern amongst owners about the high percentage in strata fees increase and the residents have asked the Council to review the current contracts to see if there can be a cost savings so that next year's strata fees will not be as high. It was discussed the factors that are causing an increase in the strata fees such as gas, insurance and garbage.

It was moved/seconded to approve the proposed operating budget(s) as circulated for the fiscal year 2008 to 2009.

Following the discussion the Chairperson called for the vote, the result being 55 IN FAVOUR, 2 OPPOSED, 1 ABSTAINED. CARRIED.

PLEASE SEND (12) TWELVE POST-DATED CHEQUES PAYABLE TO STRATA PLAN BCS 207. ANY CHANGE IN STRATA FEES IS EFFECTIVE FROM APRIL 1, 2008.

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

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

If you have any questions regarding your account, please contact Merilyn On in our accounting department at 604-689-6982.

GENERAL DISCUSSION

- There was a concern about the false fire alarms that had recently gone off – Council advised that Fire-Pro Fire Protection was called in to address the problem with the fire panel.
- The new proposed development at Hemlock and West 6th called Hemlock Station. Sandy Crawford did volunteer that he has photos of the proposed development, should any resident be interested in viewing.
- Another owner volunteered to work with the Council and the City of Vancouver in an attempt to permanently have no left turn onto West 6th from Granville Street.

**Minutes of the Annual General Meeting
The Owners Strata Plan BCS 207
Held on June 4, 2008**

ELECTION OF COUNCIL

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

The Property Manager thanked the outgoing Council for all their hard work and dedication adding that this was a great council to work with during the year. There was a round of applause from the audience before stepping down. The Property Manager asked if any of the stepping down Council would like to run for office this upcoming year, and the following volunteered:

Christopher Lee
Donald Kennett
Valerie York
Stephen Treadwell

The following persons agreed to stand for Council:

Jennifer Torrance
Sandy Crawford

The above were declared elected by acclamation.

There being no further business, the meeting was adjourned at 8:53 p.m.


Cherylynn Warner
Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office #(604) 683-8900
www.crosbypm.com

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

Crosby offers you convenience!

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

I'M INTERESTED, HOW DO I DO THIS?

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

WHEN SHOULD I MAKE MY PAYMENTS?

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

PRESIDENT'S LETTER

June 4th, 2008May

Dear Siena Owners and Guests:

Welcome to the 5th Annual General Meeting of BCS 207, Siena of Portico.

I've had the privilege of serving as your Council President for the last year.

Our Strata and Council is governed by The Strata Council Act, The Homeowners Act, and Siena BCS 207's Rules and By-laws.

As a Council, we do our best to operate in a transparent manner and manage in as reasonable a way as possible, based on the tools and mechanisms currently at our disposal. It does not give us any joy to issue fines or warnings. We are also owners and neighbours and like you, want to enjoy our homes and this complex.

During the past year, Council focused on the areas of Envelope, General Maintenance and Communications. We completed a major biannual Building Envelope Inspection early last summer and have substantially completed the minor repair work which was carried out by BEMCO and in coordination with BOSA Developments.

All inspection reports gave Siena's Tower and Tow homes high marks for being in good shape with BOSA writing a letter thanking us for our maintainence efforts. Some touch up painting work related to Envelope maintenance will be finished once the weather permits. Our Building and Maintenance Committee Chaired by John Perchall along with Council Members Valerie York, Rosemary Moritz, Don Kennett and Myron Donner were responsible for overseeing Envelope and General Maintenance and we thank them for their many hours of work.

Siena undertook the launching of a website (sienavancouver.com User name: siena, Password.:portico) in 2007 with a lot of hard work and many hours on the part of our now former Council Member Ed Graham who served as the Volunteer Webmaster. Unfortunately for us, Ed and Nancy Graham moved away and we lost some momentum in maintaining our site update, however, thanks to Ed, once he unpacked his computer and set up his office he has been helping us to get back on track.

Despite some delays in posting information, the ability of residents to use the e-mail links has always been functional and we strongly encourage the use of this method of communicating with the Property Manager and Council.

Moving to the outdoors, if you had an opportunity over the last several weeks to admire the various blossoms in the courtyard and around the Siena Town homes and Tower these are the results of the dedication of our Landscaping Committee Chaired by Valerie York and her Committee including Rosemary Mortiz and other interested residents.

Siena's Council greatly appreciates the detailed work of the various committees comprised of Council Members and residents.

We encourage residents who are interested or have experience in areas such as landscaping, plumbing, mechanical-technical- construction experience to join one of our committees or to act as a resource to the Council. Please contact the next Council for further information. I encourage the owners and residents to take an interest in Siena – BCS 207, it's not only your apartment or town home, but this is also your building.

During the year we had a change in Caretakers, our Caretaker of 3 years, Liuda left Vancouver to be closer to her family in Europe and we appreciate her work and dedication to the residents of Siena. I did thank Liuda on behalf of all the residents before she left and I know it was a difficult decision for her to make.

We have had a new Caretaker Lilly for two months. Lilly was trained by Liuda for a few weeks and has been working hard and successfully maintaining Siena in good day-to-day shape, even establishing her own imprint with her technical skills.

Please give Lilly some time to become accustomed to Siena, to familiarize herself to the 150-200 Siena residents and to a new country, she is taking classes to improve her English, keep in mind that Liuda lived in Canada for 8 years; the last 3 working at Siena, Lilly arrived from Vietnam 2 months and a few days ago and has worked at Siena for 2 months. Don't become frustrated if you feel you are unable to communicate with Lilly, call or e-mail the Property Manager or Council via the website.

Last year when I addressed the Owners I introduced our then new Property Manager, Cindy Johnson; Cindy left Crosby Property Management three weeks later. Cindy was replaced by an interim manager and subsequently, Cherylynn was brought on as Siena's Property Manager. I think Cherylynn has done an admirable job in stepping in to this role and we appreciate her work and her positive attitude. Our former Property Manager Fern Barker whom I mentioned last year as having taken on new assignments has been helpful to Cherylynn in providing some background information and supported her in the management of Siena.

I'd like to take this opportunity to thank my fellow Councilors, Stephen Tredwell, Rosemary Moritz, Valerie York, Myron Donner, Joyce Davison, Ed Graham and Don Kennett for their many hours of hard work which isn't just attending monthly meetings but preparation and additional side work.

A special note of thanks to several Council Members who are stepping down for their work and contributions:

Joyce Davison, Rosemary Moritz and Myron Donner.

Our recommendations to the next Council for areas to look in to are the establishment of a Finance and Budget Committee to more closely look at Siena's finances, from our monthly budget to the Contingency Reserve Fund and at future planning to help plan what will need to be done to maintain Siena in good shape and how and when we use the Contingency Reserve Fund.

The other areas we recommend to be reviewed are our hydro and natural gas consumption by asking BC Hydro's Power Smart Group to look at how we might be able to save electricity and money. Fireplace pilot gas consumption and maintenance should also be reviewed, with one new owner recently suggesting we explore electronic on-off pilot lights for our fireplaces. It is expected that we could save several thousand dollars annually by switching off the pilot lights from late spring to early fall.



Christopher R. Lee
Council President
Siena - BCS 207

BCS 207 - SIENA
JOINT USE
Approved Budget
Apr 01, 2008 to Mar 31, 2009

INCOME

FEES

Operating Fund Contribution	239,960
Contingency Fund Contribution	21,212
TOTAL FEES	261,172
TOTAL INCOME	261,172

EXPENSES

OPERATING EXPENSES

Alarm Monitoring	1,900
Audit	210
Bank Charges/Interest	120
Bldg Envelope Investigation/Mtce	5,000
Cleaning & Janitorial Supplies	13,500
Electricity	8,000
Fire Equip Mtce/Monitoring	5,500
Garbage Removal	18,500
Grounds-Improvements	5,000
Grounds-Maintenance	20,000
Garage Security Door	3,000
Insurance	42,000
Legal Fees	200
Locks & Keys	500
Management Fees	20,990
Mechanical Maintenance	15,000
Miscellaneous	4,000
Pest Control	1,200
Recreation Facilities/Amenity-Repairs/Mtce	2,600
Repair & Maintenance	15,000
Security Services	25,000
Snow Removal	500
Special Projects	7,000
Telephone	850
Water/Sewer	18,500
TOTAL OPERATING EXPENSES	234,070
Reserve-Contingency Fund	21,212
TOTAL EXPENSES	255,282
CURRENT YEAR SURPLUS/(DEFICIT)	5,890
Operating Surplus (Deficit) B/F	(5,890)
ENDING OP SURPLUS/(DEFICIT)	0

**BCS 207 - SIENA
APARTMENT
Approved Budget
Apr 01, 2008 to Mar 31, 2009**

INCOME

FEES

Apt-Operating Fund Contribution	147,852
TOTAL FEES	147,852
TOTAL INCOME	147,852

EXPENSES

OPERATING EXPENSES

Apt-Carpet Cleaning	1,800
Apt-Cleaning & Janitorial Supplies	39,000
Apt-Electricity	23,000
Apt-Elevator Maintenance	8,800
Apt-Gas	47,000
Apt-Locks & Keys	500
Apt-Mechanical Maintenance	6,000
Apt-Miscellaneous	500
Apt-Repair & Maintenance	8,000
Apt-Special Projects	5,000
Apt-Window Cleaning	8,000
TOTAL OPERATING EXPENSES	147,600
TOTAL EXPENSES	147,600
CURRENT YEAR SURPLUS/(DEFICIT)	252
Apt-Operating Surplus (Deficit) B/F	(252)
ENDING OP SURPLUS/(DEFICIT)	0

**BCS 207 - SIENA
TOWNHOUSE
Approved Budget
Apr 01, 2008 to Mar 31, 2009**

INCOME

FEES

T/H-Operating Fund Contribution	9,058
TOTAL FEES	9,058
TOTAL INCOME	9,058

EXPENSES

OPERATING EXPENSES

T/H-Elevator Maintenance	195
T/H-Gas	4,400
T/H-Repair & Maintenance	2,125
T/H-Special Projects	3,000
T/H-Window Cleaning	1,500
TOTAL OPERATING EXPENSES	11,220
TOTAL EXPENSES	11,220
CURRENT YEAR SURPLUS/(DEFICIT)	(2,162)
T/H-Operating Surplus(Deficit) B/F	2,162
ENDING OP SURPLUS/(DEFICIT)	0

STRATA PLAN BCS 207
SIENA OF PORTICO
APPROVED STRATA FEES SCHEDULE
APRIL 1, 2008 - MARCH 31, 2009

Strata Lot Number	Unit Address	Unit Ent.	Joint Use Strata Fees	Tower Strata Fees	Townhome Strata Fees	Total Monthly Strata Fees
1	1429 W. 7th Avenue	142	287.25		48.92	336.17
2	1433 W. 7th Avenue	137	277.14		47.20	324.34
3	1437 W. 7th Avenue	137	277.14		47.20	324.34
4	1441 W. 7th Avenue	137	277.14		47.20	324.34
5	1447 W. 7th Avenue	137	277.14		47.20	324.34
6	1451 W. 7th Avenue	137	277.14		47.20	324.34
7	2285 Hemlock Street	142	287.25		48.92	336.17
8	2295 Hemlock Street	169	341.87		58.22	400.09
9	1405 W. 7th Avenue	156	315.57		53.74	369.31
10	1409 W. 7th Avenue	156	315.57		53.74	369.31
11	1413 W. 7th Avenue	156	315.57		53.74	369.31
12	1417 W. 7th Avenue	156	315.57		53.74	369.31
13	1421 W. 7th Avenue	156	315.57		53.74	369.31
14	1425 W. 7th Avenue	161	325.69		55.47	381.16
15	#101 - 1428 W. 6th Avenue	110	222.52	158.18		380.70
16	#102 - 1428 W. 6th Avenue	108	218.47	155.31		373.78
17	1418 W. 6th Avenue	112	226.56		38.59	265.15
18	#203 - 1428 W. 6th Avenue	102	206.34	146.68		353.02
19	#204 - 1428 W. 6th Avenue	108	218.47	155.31		373.78
20	#205 - 1428 W. 6th Avenue	109	220.50	156.74		377.24
21	#206 - 1428 W. 6th Avenue	88	178.01	126.55		304.56
22	#207 - 1428 W. 6th Avenue	87	175.99	125.11		301.10
23	#208 - 1428 W. 6th Avenue	110	222.52	158.18		380.70
24	#209 - 1428 W. 6th Avenue	96	194.20	138.05		332.25
25	#201 - 1428 W. 6th Avenue	101	204.31	145.24		349.55
26	#202 - 1428 W. 6th Avenue	96	194.20	138.05		332.25
27	#303 - 1428 W. 6th Avenue	102	206.34	146.68		353.02
28	#304 - 1428 W. 6th Avenue	107	216.45	153.87		370.32
29	#305 - 1428 W. 6th Avenue	110	222.52	158.18		380.70
30	#306 - 1428 W. 6th Avenue	87	175.99	125.11		301.10
31	#307 - 1428 W. 6th Avenue	87	175.99	125.11		301.10
32	#308 - 1428 W. 6th Avenue	101	204.31	145.24		349.55
33	#309 - 1428 W. 6th Avenue	88	178.01	126.55		304.56
34	#310 - 1428 W. 6th Avenue	101	204.31	145.24		349.55
35	#301 - 1428 W. 6th Avenue	101	204.31	145.24		349.55
36	#302 - 1428 W. 6th Avenue	88	178.01	126.55		304.56

STRATA PLAN BCS 207
SIENA OF PORTICO
APPROVED STRATA FEES SCHEDULE
APRIL 1, 2008 - MARCH 31, 2009

<u>Strata Lot</u> <u>Number</u>	<u>Unit</u> <u>Address</u>	<u>Unit</u> <u>Ent.</u>	<u>Joint Use</u> <u>Strata Fees</u>	<u>Tower</u> <u>Strata Fees</u>	<u>Townhome</u> <u>Strata Fees</u>	<u>Total Monthly</u> <u>Strata Fees</u>
37	#403 - 1428 W. 6th Avenue	102	206.34	146.68		353.02
38	#404 - 1428 W. 6th Avenue	107	216.45	153.87		370.32
39	#405 - 1428 W. 6th Avenue	110	222.52	158.18		380.70
40	#406 - 1428 W. 6th Avenue	87	175.99	125.11		301.10
41	#407 - 1428 W. 6th Avenue	87	175.99	125.11		301.10
42	#408 - 1428 W. 6th Avenue	126	254.88	181.19		436.07
43	#409 - 1428 W. 6th Avenue	88	178.01	126.55		304.56
44	#410 - 1428 W. 6th Avenue	101	204.31	145.24		349.55
45	#401 - 1428 W. 6th Avenue	101	204.31	145.24		349.55
46	#402 - 1428 W. 6th Avenue	88	178.01	126.55		304.56
47	#502 - 1428 W. 6th Avenue	112	226.56	161.06		387.62
48	#503 - 1428 W. 6th Avenue	108	218.47	155.31		373.78
49	#504 - 1428 W. 6th Avenue	108	218.47	155.31		373.78
50	#505 - 1428 W. 6th Avenue	112	226.56	161.06		387.62
51	#506 - 1428 W. 6th Avenue	101	204.31	145.24		349.55
52	#501 - 1428 W. 6th Avenue	101	204.31	145.24		349.55
53	#602 - 1428 W. 6th Avenue	112	226.56	161.06		387.62
54	#603 - 1428 W. 6th Avenue	108	218.47	155.31		373.78
55	#604 - 1428 W. 6th Avenue	108	218.47	155.31		373.78
56	#605 - 1428 W. 6th Avenue	112	226.56	161.06		387.62
57	#606 - 1428 W. 6th Avenue	101	204.31	145.24		349.55
58	#601 - 1428 W. 6th Avenue	101	204.31	145.24		349.55
59	#702 - 1428 W. 6th Avenue	134	271.07	192.70		463.77
60	#703 - 1428 W. 6th Avenue	134	271.07	192.70		463.77
61	#704 - 1428 W. 6th Avenue	104	210.38	149.55		359.93
62	#701 - 1428 W. 6th Avenue	104	210.38	149.55		359.93
63	#802 - 1428 W. 6th Avenue	134	271.07	192.70		463.77
64	#803 - 1428 W. 6th Avenue	134	271.07	192.70		463.77
65	#804 - 1428 W. 6th Avenue	104	210.38	149.55		359.93
66	#801 - 1428 W. 6th Avenue	104	210.38	149.55		359.93
67	#902 - 1428 W. 6th Avenue	134	271.07	192.70		463.77
68	#903 - 1428 W. 6th Avenue	134	271.07	192.70		463.77
69	#904 - 1428 W. 6th Avenue	104	210.38	149.55		359.93
70	#901 - 1428 W. 6th Avenue	104	210.38	149.55		359.93
71	#1002- 1428 W. 6th Avenue	134	271.07	192.70		463.77
72	#1003- 1428 W. 6th Avenue	134	271.07	192.70		463.77

STRATA PLAN BCS 207
SIENA OF PORTICO
APPROVED STRATA FEES SCHEDULE
APRIL 1, 2008 - MARCH 31, 2009

Strata Lot Number	Unit Address	Unit Ent.	Joint Use Strata Fees	Tower Strata Fees	Townhome Strata Fees	Total Monthly Strata Fees
73	#1004- 1428 W. 6th Avenue	104	210.38	149.55		359.93
74	#1001- 1428 W. 6th Avenue	104	210.38	149.55		359.93
75	#1102- 1428 W. 6th Avenue	134	271.07	192.70		463.77
76	#1103- 1428 W. 6th Avenue	134	271.07	192.70		463.77
77	#1104- 1428 W. 6th Avenue	104	210.38	149.55		359.93
78	#1101- 1428 W. 6th Avenue	104	210.38	149.55		359.93
79	#1202- 1428 W. 6th Avenue	134	271.07	192.70		463.77
80	#1203- 1428 W. 6th Avenue	134	271.07	192.70		463.77
81	#1204- 1428 W. 6th Avenue	104	210.38	149.55		359.93
82	#1201- 1428 W. 6th Avenue	104	210.38	149.55		359.93
83	#1302- 1428 W. 6th Avenue	134	271.07	192.70		463.77
84	#1303- 1428 W. 6th Avenue	134	271.07	192.70		463.77
85	#1304- 1428 W. 6th Avenue	104	210.38	149.55		359.93
86	#1301- 1428 W. 6th Avenue	104	210.38	149.55		359.93
87	#1402- 1428 W. 6th Avenue	158	319.62	227.21		546.83
88	#1403- 1428 W. 6th Avenue	158	319.62	227.21		546.83
89	#1401- 1428 W. 6th Avenue	118	238.70	169.69		408.39
90	#1502- 1428 W. 6th Avenue	158	319.62	227.21		546.83
91	#1503- 1428 W. 6th Avenue	158	319.62	227.21		546.83
92	#1501- 1428 W. 6th Avenue	118	238.70	169.69		408.39
Tower U/E		8,568				
Townhome U/E		2,191				
Total U/E		<u>10,759</u>	21,764.29	12,321.05	754.82	34,840.16
Yearly Strata Fees			<u>261,171.48</u>	<u>147,852.60</u>	<u>9,057.84</u>	<u>418,081.92</u>

Note:

This fees schedule includes 8.84% CRF contribution from operating fund of all three divisions for each strata lot.

**IMPORTANT. Please have
someone translate.**

此乃重要事項, 請找人翻譯

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 207
SIENA**

Held on Monday, July 21, 2008
Within the Amenity Room, 1428 West 6th Avenue,
Vancouver, B.C.

COUNCIL IN ATTENDANCE: Christopher Lee President
Valerie York Vice-President
Jennifer Torrace
Stephen Treadwell

REGRETS: Sandy Crawford
Donald Kennett

PROPERTY MANAGER: Cherylynn Warner Crosby Property Management Ltd.

The meeting was called to order at 7:10 p.m. by the Council President, Christopher Lee.

CARETAKER BUSINESS

Currently Council is very satisfied with the work that the Caretaker is doing, however, they have asked the Property Manager to discuss with Yeomen Building Maintenance some changes and improvement that may be made.

It was also noted that the Strata Council has asked the Property Manager to follow up with the Caretaker regarding the picking up of the debris along West 7th, and when it is a windy day to take a twice a day tour around the perimeter of the building.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held May 26, 2008 as circulated.
CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the March, April and May 2008 financial statements. **CARRIED.**

REPORT ON UNAPPROVED EXPENDITURES

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

**Minutes of the Council Meeting
The Owners Strata Plan BCS 207
Held on July 21, 2008**

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Review of Directives**

The Strata Council reviewed the directives given to the Property Manager and concluded that all items completed were satisfactory. Those items that are pending will be reviewed at the next Council meeting.

2. **Building Maintenance – Dryer Vent**

It was reported that the dryer vent cleaning has taken place at the property. There were a few suites that had signed up for the cleaning and did not provide access. Council and Property Manager will be compiling a list of units that have and have not had the dryer vents cleaning in the last few years and will be arranging another return of BC Dryer Ducts. It is critical that all units have their vents cleaned annually.

3. **Pressure Washing**

It was updated that the pressure washing of the common areas has taken place and everything was found to be in order. The pressure washing was completed by Style Pro.

4. **Window Cleaning**

The window cleaning has been completed by Old English and it was noted that there has been an improvement over last year's performance.

5. **Fireplace Maintenance**

This is a work in progress objective of the Council to provide fireplace maintenance for the fall. At this time, Council would like to remind all owners the potential cost savings for the entire Strata Corporation if the pilot light is turned off especially during the summer months.

6. **Generator Service**

Council discussed two quotations that were provided regarding the generator service and have elected to proceed with Cummins.

7. **HVAC**

Council was in receipt of quote from Latham's regarding replacing an existing motor in the make up air unit. Council has elected to replace the existing unit and has asked the Property Manager to proceed with having this arranged to be done.

8. **Annual Fire Testing**

Please note that the annual fire testing for BCS 207, Siena, will be held on September 17 to September 20, 2008. It is mandatory that all suites are accessed during this time to check the fire system. Please watch for future notices regarding this matter.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 207
Held on July 21, 2008**

9. Building Maintenance/Sump Pumps
Council is currently in the process of obtaining quotations regarding the cleaning of the sump pumps. This is being coordinated by John Perchall and the Building Maintenance Committee.
10. Parking Violation Notice
Council reviewed the parking violation notice presented by the Property Manager and made one revision. Otherwise, they will be proceeding with the newly designed parking notice.

CORRESPONDENCE

The following correspondence was received:

- Patio access
- Additional fob
- Request to install Novus
- Request to waive interest
- Concern about the recent incident with a party that was taking place
- Security guard complaint
- Response to security guard complaint
- Request for a reduction in move-in fee
- Resignation from a Council member

Council reviewed the correspondence and advised the Property Manager to respond accordingly.

NEW BUSINESS

1. Building Maintenance
Touch up painting by Style Pro will be beginning shortly.
2. Landscaping
The Strata Council was in receipt of a quotation from Para Space Landscaping, however, this has been deferred until the next Council meeting as this will be work that will be performed in the fall.
3. Building Envelope Review
Council was in receipt of a quote from Bemco regarding partial building envelope review. Council has approved this quotation.
4. BC Hydro Incentive Program
It was noted by the Property Manager that the incentives have been increased from BC Hydro about being power smart. Council has elected to proceed with this as a cost saving measure for the Strata Corporation.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 207
Held on July 21, 2008**

5. HVAC

The Strata Council was in receipt of another quotation from Latham's for replacing some insulation, however, they have asked the Property Manager to clarify how much insulation will be installed.

6. Security

Council would like to remind all owners when not home to please keep their doors and windows locked.

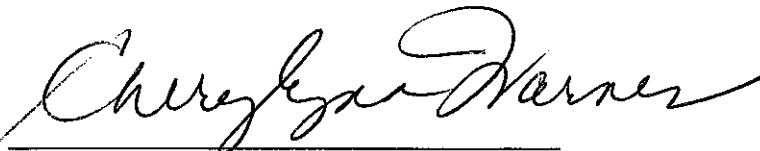
7. Election of Council

The following were elected to the position of Council:

Christopher Lee	Council President
Valerie York	Vice-President
Sandy Crawford	Treasurer
Donald Kennett	
Jennifer Torrace	
Stephen Treadwell	

However Sandy Crawford was not in attendance at this meeting. His position on Council will be confirmed at the next Council meeting.

There being no further business, the meeting was adjourned at 8:58 p.m. The next meeting is to be determined.



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

<p>Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.</p>
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**IMPORTANT. Please have
someone translate.**

此乃重要事項, 請找人翻譯

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 207
SIENA**

Held on Tuesday, September 16, 2008 at 5:30 p.m.
Within the Amenity Room, 1428 West 6th Avenue,
Vancouver, B.C.

COUNCIL IN ATTENDANCE:	Christopher Lee	President
	Jennifer Torrace	
	Stephen Treadwell	
	Sandy Crawford	
	Donald Kennett	
REGRETS:	Valerie York	Vice-President
PROPERTY MANAGER:	Cherylynn Warner	Crosby Property Management Ltd.

The meeting was called to order at 5:30 p.m. by the Council President, Christopher Lee.

GUEST BUSINESS

Ruben Moses of Novus attended the meeting as a guest speaker to discuss the offer to the Strata Corporation for allowing access to Novus as alternate provider of cable, internet and telephone services to the residents of BCS 207, The Siena. The offer consists of a one time payment to the Strata Corporation in the amount of \$1,000.00 in addition to supply the Strata Corporation free cable for the gym and internet for the Caretaker. The services would be free during the non exclusive five year contract term. At this time, Council has agreed to proceed with having Novus access the building, subject to reviewing the contract terms.

CARETAKER REVIEW

Council did discuss the Caretaker review. At this time, Council has requested a meeting with Yeomen Property Maintenance and the Property Manager to explore possible improvements in communication. Owners have advised Council that they are very satisfied with the Caretaker's work.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held July 21, 2008 as circulated. **CARRIED.**

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the June and July 2008 financial statements. **CARRIED.** Council has asked that one of the invoices be charged back to owner, as the invoice was generated due to this owner.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Review of Directives

The Strata Council reviewed the directives given to the Property Manager and concluded that all items completed were satisfactory. Those items that are pending will be reviewed at the next Council meeting.

2. Landscaping

Council decided to approve and proceed with the upgrades to the landscaping based on the proposal by Para Space Landscaping on the following items;

- Replace two hedging taxus in the courtyard at the Southwest Tower Location
- Supply and Install 3 taxus media "Hicksii" at the Townhomes
- East and west upper tower concrete planters located on the roofs 4th & 5th floors for 2 growing season weeding and cleaning services annually.

3. BC Hydro Incentive Program

Council member Stephen Treadwell will be heading the committee looking at the possibilities of The Siena taking advantage of the BC Hydro incentive program currently being offered. The Property Manager is to arrange a site visit of the property with BC Hydro.

4. Building Envelope Review

The Strata Council was in receipt of the building envelope review provided by Bemco Services. Council reviewed the report and have asked Bemco Services for a quotation to address the maintenance suggestions that were outlined in the review. This will be further discussed at the next Council meeting.

5. Dryer Vent Update

It was noted that another opportunity for residents to have their dryer vents cleaned by BC Dryer Duct will be scheduled for some time in October 2008. Please watch for notices and sign up sheets to be posted. The Strata Council strongly recommends all owners that missed the vent cleaning earlier to sign up for this cleaning. Council would like to remind all owners the benefit of having your dryer vent cleaned will reduce the possibility of a potential fire hazard, along with reducing the build up of lint that traps the moisture which can lead to staining on the ceilings.

Minutes of the Council Meeting
The Owners Strata Plan BCS 207
Held on September 16, 2008

6. Fireplace Maintenance

The Strata Council has agreed on Arrow Kirk Heating to perform the annual fireplace maintenance at cost of \$65.00 per fireplace. Council would like to see if Arrow Kirk Heating, during the fireplace maintenance, would be able to install the automatic pilot lights to the fireplaces, which would then encourage owners to turn their pilot lights off when not in use, as a cost saving measure for the Strata Corporation.

CORRESPONDENCE

The following items of correspondence were reviewed by Council:

- Request to not wash parking stalls
- Request to reverse a chargeback of the irrigation lines
- Request for access to all floors and Council information
- Request for additional fob

Council reviewed the correspondence and advised the Property Manager to respond accordingly.

NEW BUSINESS

1. Building Winterization

Council did give the approval to the Property Manager to proceed with the following winterization items:

- Parkade Winterization by Fire-Pro Fire Protection
- Irrigation system by Hudson Irrigation
- At this time, the Property Manager would like to remind all owners that have hose bibs to please winterize them in the month of October to prevent any cracking of the hose bibs that would lead to water ingress.

2. Snow Removal

Council has agreed to proceed with Yeoman Building Maintenance for snow removal but at the same time have asked the Property Manager to follow up with cost sharing measures with the neighbouring strata, The Verona of Portico, for all shared common area walkways.

3. Bylaws & Rules

The move in and move out rules were discussed. The recent rule change that the Council implemented has reverted back to the original rule in place. Please note that cost of the security provided by Provident Security and any incidental charges that arise during move in and outs will be charged back to the strata lot owner. The Council is currently working on drafting a revision to the rules for the owners to be voted on at the next Annual General Meeting.

4. Pests

It was noted that some of the townhomes have addressed concerns about possible pests that are on the balcony and have asked the Property Manager to follow up with Care Pest & Wildlife to assist in determining what type of animal. This will be discussed further at the next Council meeting.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 207
Held on September 16, 2008**

5. Fob Audit

Council discussed to maintain the safety and security of the building as it was time to perform a fob audit. This will be further discussed at the next Council meeting.

There being no further business, the meeting was adjourned at 7:42 p.m. The next meeting date is to be determined.



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

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

**IMPORTANT. Please have
someone translate.**

此乃重要事項, 請找人翻譯

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 207
SIENA**

Held on Monday, November 10, 2008 at 6:00 p.m.
Within the Amenity Room, 1428 West 6th Avenue,
Vancouver, B.C.

COUNCIL IN ATTENDANCE:	Christopher Lee	President
	Valerie York	Vice-President
	Stephen Treadwell	
	Sandy Crawford	Treasurer
	Donald Kennett	
REGRETS:	Jennifer Torrace	
PROPERTY MANAGER:	Cherylynn Warner	Crosby Property Management Ltd.

The meeting was called to order by the Council President, Christopher Lee at 6:05 pm.

CARETAKER REVIEW

A discussion has taken place with the Council President and Yeomen Property Maintenance regarding possibly encouraging the Caretaker to enrol in a conversational English class to enhance the oral communication skills. The Strata Council is quite impressed with the work ethic and the work that Caretaker does at the property. At this time, the Council will be assigning the Caretaker the garbage pickup reconciliation project, to be reported on at the next Council meeting.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held September 16, 2008 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to defer the August & September 2008 financial statements. This was deferred as the Treasurer had not had an opportunity to fully review prior to the meeting, however, it was noted that the budget is on track for the year. The Council will follow-up with Colliers International regarding authorization as the pre-authorized debit payments with Colliers International for the owners monthly strata fees will be begin December 1st, 2008 to ensure that the banks do not back date to November 1, 2008. This was due to insufficient time to cancel the pre-authorized payments. Crosby Property Management has advised Colliers International that Crosby Property Management will be collecting the November 1, 2008 strata fess and issuing a cheque to Colliers International. It was also noted that there are a few accounts with arrears. It is important that all owners ensure that their strata fees are paid on time as this does impact the efficient running of the building and the funds available to do the building maintenance.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 207
Held on Monday, November 10, 2008**

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

SECURITY REPORT

It was noted that the security company that the property does employ had noticed unusual activity in the neighbourhood and notified the police.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Review of Directives
Council reviewed and discussed the September 16, 2008 meeting directives to the Property Manager. The items that are in progress or pending will continue to be worked on prior to the next meeting by the new management company.
2. BC Hydro Incentive Program
This was determined to be an ongoing project and best to be started with the new property management company.
3. Dryer Vent Update
Dryer vent cleaning has been deferred to be discussed with the new property management company.
4. Fireplace Maintenance
This has been deferred to the new property management company, however, the company that the Property Manager, Cherylynn Warner, did find will be forwarded to the Council President.
5. Leak in Parking Stall #30
It was noted that the leak in parking stall #30 has been repaired by Bosa Developments.

CORRESPONDENCE

The following items of correspondence were reviewed by Council:

- Request to waive a fine
- Condensation on light fixture

Minutes of the Council Meeting
The Owners Strata Plan BCS 207
Held on Monday, November 10, 2008

The Strata Council did review the received correspondence and advised the Property Manager to respond accordingly.

NEW BUSINESS

1. **Fire Equipment**

It is noted by the Strata Council that the new property management firm will possibly be pursuing a new company to perform the annual fire equipment service, as the Strata Council are dissatisfied with the current level of service and costs of Fire-Pro Fire Protection at this time.

2. **Back Flow Preventor**

The Strata Council were in receipt of a quotation from Latham's Mechanical for the backflow preventor. Further follow-up and clarification will be required prior to proceeding with the quotation.

3. **Annual Fire Deficiency Report**

The annual fire report was received and reviewed by the Strata Council. The Strata Council has advised the Property Manager to proceed with certain items. It was noted there were quite a few suites that provided no access for the in suite testing. Please note that this is mandatory and it could possibly save a life. Also noted were the gates to the townhomes were locked and the technicians were prevented from knocking on the doors. Townhomes please ensure your gates are unlocked during the inspection period. Please watch for notices.

4. **Landscaping**

The Strata Council were in receipt of a ParaSpace Landscaping quotation for service to the 4th and 5th floors. This quotation will be circulated via email for Council to decide. As well, it has been brought to the Council's attention that there is a hole at West 7th. The Strata Council will be asking Bosa Developments and Bemco Pacific Services to investigate. This will be further discussed at the next Council meeting.

5. **Building Envelope Maintenance**

The Strata Council were in receipt of a quotation from Bemco Pacific Services for the building envelope maintenance work for the property. At this time the Strata Council has elected to arrange for a tour of the site, specifically identifying the items outlined in the quotation prior to proceeding.

6. **Management Transition**

The Property Manager did advise that she would be available to help with any additional questions or concerns that may arise during the transition between management companies. At this time, the Property Manager would like to say a sincere thank you to the Strata Council and the residents of BCS 207, the Siena of Portico; she significantly enjoyed working with them for the past year and wished them all the best.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 207
Held on Monday, November 10, 2008**

There being no further business, the meeting was adjourned at 7:30 p.m.



Cheryl Lynn Warner
Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours)
www.crosbypm.com

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MINUTES OF A STRATA COUNCIL MEETING, SIENA OF PORTICO, STRATA PLAN BCS207

DATE: WEDNESDAY, JANUARY 27, 2009

LOCATION: MEETING ROOM, BUILDING ADDRESS, VANCOUVER, B.C.

PRESENT: Christopher Lee President
Sandy Crawford Treasurer
Valerie York Vice President
Stephen Tredwell
Don Kennett

REGRETS: Jennifer Torrance

Also attending: Mikhail Ratchkovski, Property Manager, from Colliers Macaulay Nicolls Inc. Colliers Macaulay, Nicolls Inc. is noted in the minutes as CMN.

The meeting was called to order at 7:15 p.m.

ADMINISTRATIVE AND FINANCIAL ITEMS

Review of Receivables: Arrears were discussed and the amounts were noted. CMN was directed to register liens against the strata lots in arrears of over three months.

Financial Statements: November and December 2008 financial statements were tabled and will be further discussed at the next Council meeting.

INVOICES APPROVAL

Council reviewed an invoice in the amount of \$2,310.00 from D&L Plumbing for the gas fitting emergency repair related to Strata's equipment on the Hemlock street. It was noted that all repairs have been completed and the invoice will be expensed from the repairs and maintenance account. CMN will confirm with D&L if a bypass system was installed at the time of repair.

It was also noted that due to the emergency repair all units had to be accessed in order to reignite the fireplaces and two units had to be opened by a locksmith due to this emergency. The Owners are suggested to provide their emergency contact information to CMN and make necessary arrangements if they are leaving the building for a prolonged period of time such as vacation or a holiday.

An invoice from Fire-Pro for the yearly fire inspection services was tabled, pending completion of services. It was noted that the townhomes were not inspected at the time of the scheduled service due to an elevator system reset occurring at the time of the townhouse fire control equipment testing. Fire Pro has been requested to obtain proper keys for elevator resetting and the new inspection will be scheduled in the next few weeks at no additional cost to the Strata.

An invoice from Latham's in the amount of \$1,551.00 for the repairs of the failed motor in the air makeup unit in the lobby has been reviewed and approved noting that all future expenditures of such matters must be prior approved by the Strata Council and issued an appropriate Purchase Order by CMN.

An invoice from WSI for the waste removal services in the amount of \$1,575.55 was reviewed and approved.

CORRESPONDENCE

Form K: Council reviewed a form K received from a unit noting that a lease agreement outlined in the form is shorter than prescribed by the Strata Bylaws (**minimum one year leases**). CMN was directed to issue a \$50 fine and contact the owner in this regard.

Security Guard: Council reviewed a letter from an owner in follow up of an issue with the security guard. It was noted that the Strata has met with the Security provider and discussed this matter with the contractor. It was also noted that the owner was invited to meet with the Strata Council and bring forward any outstanding issues in regards of this matter, however the owner declined. At this time, the Strata Council is under the opinion that all available options to resolve any outstanding issues have been exhausted and this matter is now concluded. CMN was directed to send a letter to the Owner advising in this regard.

NEW BUSINESS

General Security Issues Audit: As part of Siena's efforts to implement a Best Practices model for security, the Strata Council plans to conduct an audit of resident's fobs and access cards, several dates and times will be announced shortly. Siena has not conducted an audit before and this procedure is common for many Stratas.

Garage Security: Please ensure that the garage gates substantially close behind you before proceeding to the next gate or your stall. When entering or exiting, kindly confirm that the vehicle behind you or facing you, trying to enter, has a valid fob or access card (confirm with a "beep"). It is not considered rude to request this conformation; we would prefer to protect each other's security.

Gym Security: When exiting or entering from the courtyard, please confirm the door to the gym is firmly closed.

Landscaping Contract: A newly proposed landscaping contract from Para Space has been tabled and will be discussed at the next Council meeting.

Open House: The date for the open house has been discussed and finalized noting that it will commence on the February 25, 2009 from 4:30 p.m. – 7:00 p.m.

Insurance and Property Appraisal: Council was informed that as a part of the yearly appraisal program the newly appraised value of the Strata's property is standing at \$39,996,000 and it was noted that the last year's appraised value was \$34,839,700. The new appraised value has now been reflected in the Strata's insurance policy and the increase caused an additional \$1,765 endorsement.

Cleaning of Fireplaces: Council discussed cleaning and services of fireplaces, and directed CMN to research a quotation from a contractor in this regard. The quotation must indicate a minimum amount of participating units that would be required for a group rate discount. CMN will also research a quote for installation of fans in the fireplaces.

Fire Inspection: Discussion centered regarding a yearly fire inspection. CMN will research with the contractor if the inspection of the Town Houses can be done on a Saturday. Notices regarding the date of services will be posted on site at least one week in advance of the inspection taking place.

Enterphone System and Elevator Access: It was noted that one of the units is experienced difficulties related to the enterphone/elevators cooperation where the time of buzzing guests into the building the elevator would not allow the guests to access to the appropriate floor of the calling unit. Enterphone maintenance contractor was requested to inspect the system and repair the problem.

NEXT MEETING DATE

The next meeting is scheduled for Wednesday, March 4, 2009 at 7:00 p.m. in the Strata's meeting room.

ADJOURNMENT

There being no further business to discuss the meeting was adjourned at 9:00 p.m.

MINUTES OF A STRATA COUNCIL MEETING
SIENA OF PORTICO, STRATA PLAN BCS207
DATE: WEDNESDAY, MARCH 4, 2009
LOCATION: MEETING ROOM, 1428 WEST 6TH AVENUE, VANCOUVER, B.C.

Important, please translate
S'il vous plaît Traduire
請翻譯
翻訳してください
번역하십시오
အဘယျခေါ်
Xin vui lòng phiên dịch
رجاء الترجمة
अनुवाद कृपया
Proszę Przetłumacz
Просьба перевести

PRESENT: Christopher Lee President
Sandy Crawford Treasurer
Valerie York Vice President
Stephen Tredwell
Jennifer Torrance

REGRETS: Don Kennett

GUESTS: Strata Lot Owner

PROPERTY MANAGEMENT: Mikhail Ratchkovski, Property Manager, from Colliers Macaulay Nicolls Inc.
Colliers Macaulay, Nicolls Inc. is noted in the minutes as CMN.

1. CALL TO ORDER

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

2. GUEST BUSINESS

An owner spoke in front of the Council inquiring on the enforcement of the Strata Bylaws in regards of the Rentals, Move-Ins and Form K. The owner noted that there have been a few different tenants moving to the same units in the short period of time noting that current Strata Bylaws require a 12 months lease as a condition of unit rental approvals.

3. ADMINISTRATIVE AND FINANCIAL ITEMS

Approval of Minutes: Following a review, it was **MOVED** and **SECONDED** to adopt the January 27, 2009 Council meeting with the following amendments.

- **Present:** (at Council Meeting on the January 27, 2009) Stephen Tredwell was absent from the meeting
- **Invoices Approval:** Invoice from Latham's in the amount of \$1,551 for the repairs of the failed motor in the air makeup unit in the common area hallway has been reviewed and approved noting that such expenditures are usually approved in advance and an appropriate Purchase Order provided by CMN.

MOTION CARRIED

Review of Receivables: Arrears were discussed and the amounts were noted CMN was directed to register liens against the strata lots in arrears of over three months.

The owners are reminded that a Pre Authorized Payment option is available to all owners as a method of electronic payment of monthly Strata fees. This form is attached to this set of minutes for easy use and reference.

Financial Statements: The Strata's Treasurer advised that he has reviewed the November 2008, December 2008 and January 2009 financial statements found them to be in order and recommended acceptance. Following further discussion it was decided that a workshop meeting with the Accounting department of CMN, Strata's President and Treasurer will be set up in order to institute advanced understanding and fine tune the accounting system for the Strata. It was then **MOVED** and **SECONDED** to accept the above noted financial statements as presented.

MOTION CARRIED

Invoice Approval: Council reviewed and approved for payment an invoice from Blue Mountain in the amount of \$341 for the replacement of the security cameras.

Council reviewed and approved for payment an invoice from Style Pro painting in the amount of \$1,050 for the services related to leaf collection.

Council reviewed and approved for payment an invoice from Circle Repairs in the amount of \$999.60 for the repairs related to the drywall repairs in a unit.

4. BUILDING SECURITY

Key Codes Termination: Council discussed building security noting that continue maintenance of the panel codes for building access is undermining the policy created by the Strata with the fob's distribution procedure and is creating a potential security problem for the Strata allowing the codes to be verbally passed to the third parties. Council decided that all existing individual key codes for the access to the Strata be terminated immediately. Future access to the property will only be possible through use of the assigned fob keys. It was noted that this decision does not affect the individual fobs issued to the units and systems will continue operating without interruption. Council also noted that a fob inventory project would further benefit security of the Strata and this issue will be discussed at future meetings.

Emergency Keys Lockbox: Council discussed the need of a lockbox for storage of access keys to the strata by the fire department emergency personnel. CMN will arrange with a contractor for the installation of an approved lockbox for the Strata.

5. BUSINESS ARISING

Landscaping Contract Renewal: Council further reviewed and finalized the landscaping proposal from Para Space Landscaping, after discussion it was **MOVED** and **SECONDED** to award the contract at a yearly cost of \$19,963 to Para Space Landscaping

MOTION CARRIED

Insurance Renewal: Council discussed Strata Insurance noting that under CMN's Master Policy a potential for substantial savings may be available to the Strata if the insurance carrier is changed from BFL to AON, after discussion it was **MOVED** and **SECONDED** for CMN to instruct BFL to lapse the insurance policy at the end of March. A firm quote from AON will be forwarded to the Strata Council for immediate review upon availability and decision on the insurance carrier will be made before the month's end.

MOTION CARRIED

Fireplaces Cleaning: Discussion centered regarding cleaning of individual fireplaces, Council reviewed quotes from two different contractors and instructed CMN to obtain additional information regarding possible installation (as an option) of a fan blower in the fireplaces and inquire on the costs associated with the service done on a Saturday in order to have the best Owner participation in this project. A signup sheet with the date of service will be posted on site requesting input from interested owners once completed the unit roster will be forwarded to the contractor and scheduled for service. (Condition to meeting a minimum number of participating units required for a group rate of \$55 per unit)

Fire Inspection: It was noted that fire re-inspection of missed has been scheduled for March 6, 2009 notices in this regard posted on site advising affected units.

6. NEW BUSINESS

Exterior Water Tap Leak: Council discussed a water tap leak at a unit noting that it was damaged by freezing water and caused drywall damages inside a unit. It was also noted that all plumbing and

interior repairs have been completed and the issue is related to a single unit only. Understanding that this problem could have been averted by disconnection of a hose from the water tap the Residents are reminded to detach the hoses after use as it is still possible for the freezing temperatures to set in and cause damages. Council will consider establishing a policy related to loss due to water escape in order to make a uniform decision related to similar cases in the future.

7. NEXT MEETING DATE

The next meeting is scheduled for Wednesday, April 8, 2009 at 7:00 p.m. in the Strata's meeting room.

8. ADJOURNMENT

There being no further business to discuss the meeting was adjourned at 9:00 p.m.

MINUTES OF A STRATA COUNCIL MEETING. SIENA OF PORTICO, STRATA PLAN BCS207

DATE: WEDNESDAY, APRIL 8, 2009

LOCATION: MEETING ROOM, 1428 WEST 6TH AVENUE, VANCOUVER, B.C.

Important, please translate
S'il vous plaît Traduire
請翻譯
翻訳してください
번역하십시오
ရှာဖွေပါ
Xin vui lòng phiên dịch
رجاء الترجمة
अनुवाद कृपया
Proszę Przetłumaczyć
Просьба перевести

Present: Christopher Lee President
Don Kennett
Valerie York Vice President
Stephen Tredwell
Jennifer Torrance

Regrets: Sandy Crawford Treasurer

Guests: John Perchall Maintenance Committee

Property Management: Mikhail Ratchkovski Property Manager from Colliers Macaulay Nicolls Inc
Colliers Macaulay, Nicolls Inc. is noted in the minutes as CMN.

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

1. Committee Reports

Maintenance Committee Report: John Perchall reported to the Strata Council on completion of the building envelope maintenance project. Further details of the report and additional discussion noted in the minutes under the corresponding maintenance items.

2. ADMINISTRATIVE AND FINANCIAL ITEMS

Approval of Minutes: Following review, it was **MOVED** and **SECONDED** to adopt the March 4, 2009 Council meeting as circulated

MOTION CARRIED

*The owners are reminded that a Pre Authorized Payment option is available to all owners as a method of electronic payment of monthly Strata fees.
This form is attached to this set of minutes for easy use and reference.*

Financial Statements: The February 2009 financial statements were tabled in the absence of the Treasurer.

2009-2010 Draft Budget: Council tabled a draft budget prepared by CMN for the Strata's next fiscal year. Updated versions will be email to Council for further review and finalization.

3. BUSINESS ARISING

Insurance Renewal: Council discussed the Strata insurance noting that the insurance coverage contract has been awarded to AON at a yearly cost of \$31,430.00 plus GST, based on the currently appraised valuation of the property reported at \$39,996,000.00. The insurance covers period from April 1, 2009 to April 30, 2010.

Emergency Keys Lockbox: Council discussed installation of a lockbox for storage of access keys to the strata by the fire department emergency personnel. It was noted that CMN is expecting an answer from the contractor in regards of the City's exact requirements related to the key distribution. Don Kennett has contacts for the core drilling contractor that would be able to provide the service once the key distribution commitment with the City has been outlined. It was noted that the City may not take any of the Strata's keys for building access therefore making installation of the lockbox unnecessary.

Fireplaces Cleaning: Discussion centered regarding cleaning of individual fireplaces, Council instructed CMN to secure a date of the fireplace cleaning for a Saturday available three weeks or later from the date of the Council meeting. A Notice will be posted at the property advising all residents on the date, the notice will require interested parties to sign in and this roster sheet will be forwarded to the fireplace cleaning contractor requesting services (condition to meeting a minimum number of participating units (ten units required) for a group rate of \$55.00 plus GST per unit).

Fire Inspection: It was noted that fire re-inspection of the missed units has been completed, noting that two of the units were not inspected due to no access. CMN will write letters to both units requesting completion of the yearly fire inspection on their own accord and expense.

Exterior Water Tap Leak: Council further discussed the issue related to the damages caused by a leak from a frost damaged hose bib. It was noted that a hose was attached to the water tap which in turn caused this problem to occur when lower temperatures were reached causing rupture of the pipe. It was noted that notices were posted at the property reminding owners to disconnect hoses for the winter months. Council reviewed records from the Strata Council minutes of January and October of 2004 and November of 2008 noting similar occurrences taking place and expenses associated with the repairs charged to the units. Council decided that based on the existing precedence all invoices associated with the latest exterior water tap leak will also to be charged to the owner.

Building Security: Council discussed a security report noting that the gym door leading to the courtyard was left open during the night hours. Owners are reminded to make sure the door stays closed behind them after workouts. CMN will contact a door repair contractor and inquire on the installation of a heavier spring mechanism for improved security. The owners and residents are also reminded to ensure that the garage gates are closed behind them prior leaving the property. Leaving garage gates open compromises the security of the property and may lead to unnecessary expenses due to theft and property damage. Council noted that performance of the security contractor was satisfactory.

4. CORRESPONDENCE

Security Guard: Council tabled a letter from an owner regarding the security guard.

5. NEW BUSINESS

Building Envelope Maintenance (BEMCO): Discussion centered regarding completion of the building envelope maintenance reported by John Perchall. It was noted that all maintenance repairs went as expected and no problems were found or reported by the contractor (BEMCO).

Garage Doors Spring Replacements: Council discussed garage gates repairs noting that the existing springs responsible for the operations of the two out of three garage gates of the Strata have been temporarily clamped by the contractor and requires replacement. Council reviewed and approved a proposal from Ideal Door for the spring replacement on the exterior gate and the interior West gate. It was noted that the new replacement springs are of a heavy duty capacity and largest size possible that the current gates setup would be able to accommodate. It was noted that the exterior gate spring cost including installation is \$1,370.00 and the interior West gate cost is \$1,025.00 plus GST. Council also decided to install fasteners at a cost of \$330.00 plus GST for all three gates that would improve maintenance of the gates in the future. Council also decided to implement a semi annual maintenance contract with Ideal Door based on two visits per year where all three gates will be inspected and serviced at a cost of \$350.00 plus GST per visit.

Landscaping Improvements: Council noted decision to go ahead with the landscaping improvements proposal from Para Space at a total cost of \$4,502.00 plus GST. It was noted that this amount is as per previously approved yearly budget and is necessary for proper grounds maintenance.

Emergency Generator Maintenance: Discussion centered regarding recent power failure noting that the emergency generator had to be started manually. It was also noted that Simson Maxwell attended to the problem and completed temporary repairs required to the equipment. Simson Maxwell also identified that a block heater and the battery must be replaced in order for the equipment to continue working without further interruptions. CMN was directed to arrange for this repair. Council also reviewed two proposals for the yearly maintenance of the emergency generator and decided to award the quotation to Simson Maxwell at a cost of \$795.00 plus GST per year based on a two year contract.

Powerwashing: Council noted completion of the powerwashing project at a cost of \$1,450.00 plus GST. Noting no deficiencies CMN was directed to pay the invoice from the contractor upon receipt.

Dryer Vent Leak: Discussion centered regarding a leak from a dryer vent in one of the units. It was noted that Don Kennett will supply a name of the preferred epoxy injection contractor to CMN and costs associated with the repairs in this unit will be charged to the owner as Council is under the opinion (base on precedence of similar cases) that leaks from dryer vents is the responsibility of the unit's respective owners.

Electrical Vault Inspection: Council reviewed a quote in the amount of \$3,600.00 plus GST from Houle Electric for the inspection and maintenance of the Strata's Electrical Vault. It was noted that this inspection is mandatory and is currently due as be BC Hydro requires to complete such inspection every third year. CMN was directed to research an available date for the second week of May. The inspection will be done during day time starting 10:00 a.m. and will require the electrical power to be turned off for the duration. Notices on the exact dates and time will be posted in advance advising all owners in this regard.

Carpet Cleaning: Council noted completion of the carpet cleaning project at a cost of \$819.50 plus GST noting no deficiencies. CMN was directed to pay the invoice from the contractor upon receipt.

AGM Agenda: AGM agenda was discussed and will be finalized via e-mail for inclusion on the notice.

6. NEXT MEETING DATE

The next meeting is the Annual General Meeting scheduled for Tuesday, May 26, 2009 at 7:00 p.m. at the Masonic Hall. Notices to all owners will follow.

7. ADJOURNMENT

There being no further business to discuss the meeting was adjourned at 10:00 p.m.

MINUTES OF A STRATA COUNCIL MEETING. SIENA OF PORTICO, STRATA PLAN BCS207

DATE: TUESDAY, MAY 19, 2009

LOCATION: MEETING ROOM, 1428 WEST 6TH AVENUE, VANCOUVER, B.C.

Present: Christopher Lee President
Valerie York Vice President
Jennifer Torrance

Regrets: Stephen Tredwell
Don Kennett

Property Management: Mikhail Ratchkovski Property Manager from Colliers Macaulay Nicolls Inc
Colliers Macaulay, Nicolls Inc. is noted in the minutes as CMN.

Important, please translate
S'il vous plaît Traduire
清翻译
翻訳してください
번역하십시오
အသံပြော
Xin vui lòng phiên dịch
অনুবাদ করুন
Proszę Przetłumaczyć
Перевести пожалуйста

The meeting was called to order at 5:05 p.m.

It was noted that this meeting was called to discuss the Draft Budget and Rules Amendments workshop, no other items were included on the agenda for discussion.

1. DRAFT BUDGET

Council reviewed the draft budget prepared by CMN after discussion it was decided that final adjustments will be made to the budget within the next few days and minor adjustments will be finalized via email and presented to the owners for approval at the upcoming Annual General Meeting. It was noted that the proposed budget is not going to have an increase in Strata fees.

2. RULES AMENDMENTS

Council discussed Strata rules and reviewed amendments presented by Valerie York. After discussion it was **MOVED** and **SECONDED** to adopt the amended rules for the Strata.

MOTION CARRIED

Copies of the amended rules are attached to this set of Strata Council Minutes

2. AGM AGENDA

AGM agenda was briefly discussed and will be finalized via e-mail for inclusion on the notice.

6. NEXT MEETING DATE

The next meeting is the Annual General Meeting scheduled for Wednesday, June 24, 2009 at 7:00 p.m. at the Masonic Hall. Notices to all owners will follow.

7. ADJOURNMENT

There being no further business to discuss the meeting was adjourned at 6:15 p.m.

Submitted by:

COLLIERS MACAULAY NICOLLS INC.

15th Floor, 200 Granville Square

Vancouver, B.C. V6C 2R6

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RULES FOR BOOKING THE MEETING ROOM

1. The Meeting Room (excluding the spa and exercise room) may be booked and used for private functions by the Owner of the Strata Lot only. A Tenant may use the Meeting Room if it is booked in person by the Registered Owner.
2. The room is available for use from the hours of 6:00 a.m. and must be vacated by 11:00 p.m.
3. All bookings are to be made through the Caretaker with a minimum of 48 hours notice.
4. No smoking or alcohol is permitted in the Meeting Room, Exercise room and outdoor patio area.
5. Guests of the owner who has booked the Meeting Room shall not interrupt the residents who are using the exercise and spa area. Children are not to play in the exercise area and must be under supervision at all times while in this room.
6. A damage deposit of **\$250.00** will be required at the time the room is booked which will be refunded if the room and contents are left in a clean and undamaged condition. The payment is to be made by cheque or cash and paid to the Strata Corporation (BCS 0690) in care of the Caretaker. A letter acknowledging the booking (lease), cleaning and damage responsibility must also be signed.
7. The Meeting Room is to be left in the same condition as was given.
 - Facility is to be vacuumed and kitchen area is free and clear of debris.
 - Residents will be required to provide their own supplies, dishes, and cutlery.
 - Garbage is to be emptied and deposited in the Strata Corporation garbage bins.
 - Furniture is to be dusted clean, moved, and placed in their original location.
8. Owner of the Strata Lot signing this lease is personally liable for the guests during the leased period.
9. Persons using this facility do so at their own risk and release and indemnify the Strata Corporation and the Management Company from any and all claims from the use of this facility. The owner of the Strata Lot accepts all responsibility for any and all damage that is done to the premises. An assessment will be made and a deduction for any such damages will be deducted from the refundable security deposit.
10. Meeting room key is to be returned to the Caretaker the following day of the lease. A final walkthrough will be conducted to check for any damages.
11. Any contravention of the above rules will result in a \$50 fine.

PLEASE REMEMBER THE AMENITY AND MEETING ROOM FACILITIES BELONG TO ALL OWNERS. YOUR COOPERATION IN ADHERING TO THE ABOVE RULES AND REGULATIONS IS REQUESTED AND APPRECIATED.

RULES FOR MOVING IN AND OUT

1. Moving in or out will be permitted during the following hours only:

- (i) Monday to Friday 9:00 am to 6:00 pm
- (ii) Saturday, Sunday, and Statutory Holidays 8:00 am to 6:00 pm

These hours are strictly enforced and a \$200 fine will be charged for any contraventions. Elevator #1 is designated for moving. Elevator mats and pads will be installed to protect the common walls and floors. Elevator #2 cannot be used for moving under any circumstances as it is for passenger use only.

2. A minimum of 48 hours notice must be made with the Caretaker for setting up an appointment for moving in or out. One cheque in the amount of **\$100.00** (non-refundable) is payable for a Security Agent and a second refundable cheque of **\$250.00** is for a damage deposit. These cheques must be paid to the Caretaker 48 hours prior to the move. Any contraventions of this policy will result in the charge being levied against the Owner of the Strata Lot.
3. The Caretaker/Security Agent, on behalf of the Strata Council, and the moving party will make a before and after inspection of the areas through which the move is taking place. If damage has occurred as a result of that move, the cost of repairs related shall be assessed and charged to the Strata Lot if the damage deposit is not sufficient enough to cover the costs of the repair.
4. An elevator service key is to be used for all moving activities. Elevator doors are not to be held by any devices or persons.
5. Any contravention of the above rules will result in a charge of \$200.00 to the Owner of the Strata Lot. Congruently, if any damage occurs during an unauthorized move, the Owner of the Strata Lot will be charged for the cost of the repairs in addition to the charge for the contravention of the rules.
6. In the event that the appointment cannot be kept by the mover, the appointment can be rescheduled provided that the Caretaker receives sufficient notice.

DELIVERIES

One-time deliveries such as a couch, mattress, or appliance deliveries require only a damage deposit of \$250.00 and no security fee. We ask that you contact the Caretaker with 48 hours notice to ensure our elevators are protected with mats and pads. Once the delivery is complete and no damages are incurred, your deposit will be refunded to you.

Thank you for your cooperation.
- Your Strata Council

MINUTES OF AN ANNUAL GENERAL MEETING

SEINA OF PORTICO, STRATA PLAN BCS207

DATE: WEDNESDAY, JUNE 24, 2009

LOCATION: 4TH FLOOR, MASONIC HALL, 1495 WEST 8TH AVENUE, VANCOUVER, BC

The council president called the meeting to order at 7:10 p.m.

It was noted by the council president that CMN would assist in facilitating the meeting.

MEETING PROCEDURES

In accordance with requirements of the *Strata Property Act*, CMN reported on the following procedures:

ROLL CALL

At the conclusion of registering attendance, CMN reported that there were 26 strata lots represented in person and 30 strata lots represented by proxy, for a total representation of 56 strata lots.

As the necessary quorum had been achieved, the meeting was duly constituted and authorized to proceed with the transaction of business as outlined in the notice of meeting.

CERTIFICATION OF PROXIES

CMN certified that the proxies received were correctly completed by strata lot owners not in attendance and that the proxies provided appropriate authority for the proxy holders to vote on the owner's behalf.

ISSUANCE OF VOTE CARDS AND BALLOTS

CMN issued appropriate vote cards and ballots to those owners in attendance on their own behalf and on behalf of their proxies. There were no owners indicating they did not have appropriate vote cards or ballots.

FILING PROOF OF NOTICE OF MEETING

It was noted that the notice of meeting dated June 4, 2009 was circulated to all owners and is in compliance as prescribed by the *Strata Property Act*.

APPROVAL OF THE AGENDA

There were no amendments requested to the meeting's agenda and it was Moved by #306, Seconded by #704 to approve it as presented

MOTION CARRIED UNANIMOUSLY

APPROVAL OF GENERAL MEETING MINUTES

It was **MOVED** by #407, **SECONDED** by #1104 that the annual general meeting minutes of June 4, 2008 be approved as circulated to the owners.

MOTION CARRIED UNANIMOUSLY

PRESIDENT'S REPORT

Christopher R. Lee, Council President thanked everyone for attending the Siena's Annual General Meeting. He thanked all members of council for their hard work and effort during the year and outlined many completed tasks that the Strata Corporation had attended to in the past year, specifically noting completion of the Building Envelope Maintenance by BEMCO who reported that the building envelope remains in good condition; transition to the new Property Management – Colliers International; and completion of a gas leak repair that required access to all units - special thanks goes to all owners for timely completion of this project as everyone's cooperation was the key to have this done as quickly as possible. A more detailed report from the President is attached to the minutes.

REPORT ON INSURANCE

CMN reviewed the strata corporation's insurance coverage. The information attached with the AGM package indicated coverage with AON Reed Stenhouse Inc. from April 30, 2009 to April 30, 2010. The cover note indicated the building was insured for a replacement cost amount of \$39,996,000.00. It was noted the insurance broker has been changed from BFL Canada Insurance Services Inc. to AON Reed Stenhouse Inc. to realize the benefits where CMN has a master insurance program through AON Reed Stenhouse Inc. In placing insurance coverage on the master program, the Strata Corporation realized a premium saving of approximately \$8,000.00.

The strata corporation insurance reflects the replacement value of the building in accordance with an appraisal provided by Normac Appraisals Ltd. Replacement value does not include the land and does not reflect market value.

Owners are requested to check with their own insurance broker to ensure they have appropriate coverage for improvements and betterments required for any upgrades to the suite, coverage for any costs that the strata corporation may assess for an owner's responsibility in causing damage to the property and coverage for additional living expenses in the event damage is extensive enough to require that the owner seek other accommodation.

It is important for Owners to realize that the Strata insurance covers Strata property, but it also covers items that are not owned by the Strata, but are part of the Strata Lot and/or property of an Owner, such as cabinetry, carpets, flooring, etc. These items, while the property of the Owner, are an insurable interest of the Strata Corporation. With this in mind, it is very important for Owners to have appropriate home owner insurance. Typically this type of insurance would cover all additional contents, such as couches, televisions, computers and other items that are the property of the Owner and/or tenant and are not covered under the Strata's insurance policy. Owners were encouraged to have their home policies reviewed and if necessary, they are welcome to contact AON, who is the broker for the Strata's insurance; they would be more than happy to review their program and advise on the sort of coverage a home owner would need to adequately protect their belongings.

APPROVAL OF THE APRIL 1, 2009 – MARCH 31, 2010 OPERATING BUDGET

It was **MOVED** by #1502, **SECONDED** by #703 that the Owners of Siena of Portico, Strata Plan BCS207 approve the Operating Budget for April 1, 2009 to March 31, 2010 as circulated in the notice of meeting package.

Strata's President presented the budget, and provided an explanation of the adjustments in the next fiscal year's budget and why they are necessary. It was noted that the presented budget has no increase in strata fees.

It was noted that the budget has been designed to encompass all costs necessary to operate the business of the Strata Corporation and the adjustments are necessary to ensure the complex is properly maintained and repaired as necessary.

After questions and answers period a vote was taken.

MOTION CARRIED (UNANIMOUSLY)

APPROVAL OF ¾ VOTE RESOLUTION #1

WHEREAS the Strata Council proposes to prepare a depreciation report study (contingency reserve fund study).

THEREFORE BE IT RESOLVED by a ¾ vote resolution of the owners of Strata Corporation BCS207 – The Siena of Portico (the strata corporation) at this Annual General Meeting held on June 24, 2009 to authorize expenditure of up to \$10,000.00 from the contingency reserve fund for the preparation of a depreciation study report related to the contingency reserve fund.

This resolution is for the sole purpose of funding the expenses associated with the preparation of the depreciation report study, of Strata Corporation BCS207 the Siena of Portico as outlined above.

After questions and answers period it was **MOVED** by #902, **SECONDED** by #602 to adopt the resolution as presented

MOTION CARRIED (UNANIMOUSLY)

APPROVAL OF ¾ VOTE RESOLUTION #2

WHEREAS the operating budget of strata corporation BCS207 has an anticipated surplus at the end of the 2008/2009 fiscal year.

THEREFORE BE IT RESOLVED by a ¾ vote resolution of the owners of Strata Corporation BCS207 – The Siena of Portico (the strata corporation) at this annual general meeting held on June 24, 2009 to approve the transfer of funds between accounts for the end of the 2008-2009 financial year of the strata corporation,

- The year end balance in excess of 14,457.00 in the operating account will be transferred to the contingency reserve fund

At the discussion period it was proposed to amend the resolution where a dollar sign (\$) is added in front of the 14,457.00.

It was then **MOVED** by #306, **SECONDED** by #703 to amend the resolution as proposed

MOTION CARRIED

The amended resolution was then read again to the owners

THEREFORE BE IT RESOLVED by a ¾ vote resolution of the owners of Strata Corporation BCS207 – The Siena of Portico (the strata corporation) at this annual general meeting held on June 24, 2009 to approve the transfer of funds between accounts for the end of the 2008-2009 financial year of the strata corporation,

- The year end balance in excess of \$14,457.00 in the operating account will be transferred to the contingency reserve fund

It was then **MOVED** by #1502, **SECONDED** by #306 to adopt the resolution as amended

MOTION CARRIED

APPROVAL OF ¾ VOTE RESOLUTION #3

WHEREAS the strata corporation has reviewed both the standard bylaws and the existing bylaws of the strata corporation, and wishes to add the following additions and amendments.

THEREFORE BE IT RESOLVED by ¾ vote resolution of the Owners, Strata Plan BCS207 that the following bylaw be added and amended to the existing bylaws of the Owners, Strata Plan BCS207.

2. Repair and Maintenance of Property by Owner

Add.....

- (2) Water Damage - The owner of a strata lot will be responsible for the cost of repairing all water and other damage that results, both inside and outside the owner's strata lot, from any of the following: (a) the perforation or piercing by the owner, or the owner's tenants, contractors, licensees or invitees, of the building envelope or any water line, sprinkler line, sewer line or other conduit of water or other liquid;
- (b) the overflow of sinks, bath tubs, toilets or other similar fixtures caused by the owner, tenants, licensees or invitees;
- (c) the flooding, due to malfunctioning refrigerators, freezers, dishwashers, clothes washers or other similar appliances;
- (d) or the failure of the owner, or the owner's tenants, licensees or invitees, to properly use or maintain plumbing and exhaust facilities, including, without limitation, failing to comply with sprinkler system guidelines, failing to clean dryer vents or failing to detach hoses from external hose bibs during the winter months..

3. Use of Property

- (5) Parking Stalls
- (a) A resident must not store unlicensed, uninsured or inoperative vehicles on the common property, limited common property or land that is a common asset
- (b) An owner must not sell, lease or license parking stalls to any other person than another owner..
- (c) An owner and or resident must not rent or lease a parking stall to any other person than a current resident.
- (d) A resident or visitor must not use any parking area (including guest parking stalls) as a work area for carpentry, renovations, repairs (including, but not exhaustively, sawing, drilling and the use of any adhesive or hardening compounds) or work on vehicles involving any automotive fluids or paints, motor tune ups or mechanical repairs.
- (e) An owner and or resident must not park or store any vehicle that drips oil or gasoline: and, in the event of an inadvertent spillage, an owner and or resident must immediately clean up any oil, gasoline or other automotive residue and, on failure to do so following seven day's notice from councilor management, all costs associated with any clean up undertaken will be charged to the owner to whom the parking stall is assigned.

Change (5) Parking Stalls to

- (5) Strata Lot Assigned Parking Stalls
- (a) An owner, tenant or occupant shall not use any space to park in the common/limited common property except the parking space which has been specifically assigned to his/her Strata Lot
- (b) An owner, tenant or occupant shall not park any vehicle in a manner which reduces the width of the garage vehicle aisle or ramp of the common/limited common property

- (c) A Strata Lot owner shall be the only person eligible to rent or lease a parking stall assigned to him/her and only to another Strata Lot owner.
- (d) A Strata Lot owner shall not lease the parking space assigned to his/her Strata Lot to, or otherwise permit that parking space to be regularly used by, anyone who is not a resident of the building
- (e) An owner, tenant or occupant shall not carry out any oil changes or major repairs to motor vehicles or other mechanical equipment in the assigned parking stalls or on common/limited common property
- (f) An owner, tenant or occupant shall be responsible for the immediate clean up of oil, gasoline or other vehicle fluid, which leaks from his/her vehicle. Failure to do so within seven (7) days of receipt of notice from the Property Manager, all costs associated therewith will be charged to the owner of the parking stall
- (g) An, owner, tenant or occupant shall not use any parking stall or common/limited common property as a work area for carpentry, renovations, repairs or construction projects
- (h) An owner, tenant or occupant shall not store unlicensed, uninsured or inoperative vehicles or trailers in his/her assigned parking stall or on the common/limited common property
- (i) An owner, tenant or occupant, when not in residence and wishing to leave his/her unlicensed vehicle in the assigned parking stall, must provide notice to the Property Manager along with proof of third party liability insurance. The insurance documents must be clearly displayed inside the front or back window of the vehicle
- (j) An owner, tenant or occupant whose vehicle requires periodic or regular charging by a battery charger must limit the connection time to forty eight (48) hours per seven (7) day period. When the vehicle is not being charged, the charger shall be removed from the parking stall and stored

Add

(33) Move in/ Move out

- (a) An owner or tenant must notify the Property Manager of his/her intention or the intention of an occupant to move into or out of the Strata Lot at least seven (7) days prior to the move in order that moves can be scheduled in a coordinated manner and with respect for the residents' use of the elevator and common property
- (b) All moves shall occur between the hours of 9:00 a.m. and 7:00 p.m. only
- (c) Upon receipt of: 1) FORM K if a tenant is moving in, 2) copy of the lease agreement if a tenant is moving in, and 3) the moving fee, the Property Manager will confirm the date and time, make arrangements for hiring the security guard, and prepare and lock off of the elevator
- (d) Moving fees for non-owner move: A non-refundable moving fee of five hundred (\$500.00) dollars shall be charged to the owner in advance to cover both the move into and out of the building by their tenants to defray the costs to the Strata Corporation, which include, but are not limited to, inspection of the common areas before and after the move, administration, security access coding, the installation of elevator pads, issuance of the elevator control key, four (4) hours of security guard coverage
 - (di) Moving fees for resident owner move: A non-refundable moving fee of two hundred and fifty (\$250.00) dollars shall be charged to the owner in advance to cover the move into the building and a moving fee of two hundred and fifty (\$250.00) upon moving out to defray the costs to the Strata Corporation, which include, but are not limited to, inspection of the common areas before and after the move, administration, security access coding, the installation of elevator pads, issuance of the elevator control key, four (4) hours of security guard coverage
 - (dii) If the moves take longer than four (4) hours, the owner shall be charged for the additional cost of the security guard

- (e) Clause b. above applies to the moving of large furniture or major appliances to or from the Strata Lot. Notice of two (2) days of the date and time of the delivery must be given to the Property Manager
- (f) Clauses a., b., c., and di., dii., apply to moves from one Strata Lot to another Strata Lot within the building. The moving fee will be reduced by the cost of the security guard
- (g) In order for none of the above points to apply to moves from the Town Houses, the owner or tenant must remove possessions from their unit garages and lockers through their units or make arrangements with the Property Manager to move through the tower exits for which moving fees will apply
- (h) Violation of this Bylaw will result in a fine of two hundred (\$200.00) dollars to the owner of the Strata Lot, in addition to the moving fee

Renumbering of clauses required

Strata Lot Types

33. For the purposes of allocating common expenses among the strata lots, strata lots 1 to 14 and 17 shall be considered to be a different unit type than strata lots 15, 16, 18 to 92.

Renumber above to 34.

Roof Deck

34. Unless otherwise approved by the council, the roof deck on the top of the tower building must not be used for any purpose other than for access by window washers, mechanical, electrical, or other maintenance staff.

Renumber above to 35

After an extensive questions and answers period, minor amendments to the bylaws were proposed and it was then **MOVED** by #703, **SECONDED** by #704 to adopt the amendments.

MOTION CARRIED (54 IN FAVOUR/1 OPOSED/1 ABSTAINED)

The amended resolution was then reviewed and discussed by the owners

WHEREAS the strata corporation has reviewed both the standard bylaws and the existing bylaws of the strata corporation, and wishes to add the following additions and amendments.

THEREFORE BE IT RESOLVED by $\frac{3}{4}$ vote resolution of the Owners, Strata Plan BCS207 that the following bylaw be added and amended to the existing bylaws of the Owners, Strata Plan BCS207.

2. Repair and Maintenance of Property by Owner

Add.....

- (2) Water Damage – In the event of any water damage to the building in excess of the deductible amount payable under the strata corporation's insurance policy which is caused by any of the following:
 - (a) the perforation or piercing by the owner, or the owner's tenants, contractors, licensees or invitees, of the building envelope or any water line, sprinkler line, sewer line or other conduit of water or other liquid;
 - (b) the overflow of sinks, bath tubs, toilets or other similar fixtures caused by the owner, tenants, licensees or invitees;

- (c) the flooding, due to malfunctioning refrigerators, freezers, dishwashers, clothes washers or other similar appliances or;
- (d) the failure of the owner, or the owner's tenants, licensees or invitees, to properly use or maintain plumbing and exhaust facilities, including, without limitation, failing to comply with sprinkler system guidelines, failing to clean dryer vents or failing to detach hoses from external hose bibs during the winter months.

The strata corporation will submit a claim under the strata corporation's insurance policy to recover the cost of repairing and restoring such damage. The owner of the strata lot from which the damage originated will be responsible for the cost of the insurance deductible payable to the strata corporation's insurers as well as any repair and restoration costs which are not covered by the strata corporation's insurers.

3. Use of Property

(5) Parking Stalls

- (a) A resident must not store unlicensed, uninsured or inoperative vehicles on the common property, limited common property or land that is a common asset.
- (b) An owner must not sell; lease or license parking stalls to any other person than another owner.
- (c) An owner and or resident must not rent or lease a parking stall to any other person than a current resident.
- (d) A resident or visitor must not use any parking area (including guest parking stalls) as a work area for carpentry, renovations, repairs (including, but not exhaustively, sawing, drilling and the use of any adhesive or hardening compounds) or work on vehicles involving any automotive fluids or paints, motor tune ups or mechanical repairs.
- (e) An owner and or resident must not park or store any vehicle that drips oil or gasoline: and, in the event of an inadvertent spillage, an owner and or resident must immediately clean up any oil, gasoline or other automotive residue and, on failure to do so following seven day's notice from councilor management, all costs associated with any clean up undertaken will be charged to the owner to whom the parking stall is assigned.

Change (5) Parking Stalls to

(5) Strata Lot Assigned Parking Stalls

- (a) An owner, tenant or occupant shall not use any space to park in the common/limited common property except the parking space which has been specifically assigned to his/her Strata Lot
- (b) An owner, tenant or occupant shall not park any vehicle in a manner which reduces the width of the garage vehicle aisle or ramp of the common/limited common property
- (c) A Strata Lot owner shall be the only person eligible to rent or lease a parking stall assigned to him/her and only to another Strata Lot owner or resident
- (d) A Strata Lot owner shall not lease the parking space assigned to his/her Strata Lot to, or otherwise permit that parking space to be regularly used by, anyone who is not a resident of the building
- (e) An owner, tenant or occupant shall not carry out any oil changes or major repairs to motor vehicles or other mechanical equipment in the assigned parking stalls or on common/limited common property
- (f) An owner, tenant or occupant shall be responsible for the immediate clean up of oil, gasoline or other vehicle fluid, which leaks from his/her vehicle. Failure to do so within seven (7) days of receipt of notice from the Property Manager, all costs associated therewith will be charged to the owner of the parking stall
- (g) An, owner, tenant or occupant shall not use any parking stall or common/limited common property as a work area for carpentry, renovations, repairs or construction projects

- (h) An owner, tenant or occupant shall not store unlicensed, uninsured or inoperative vehicles or trailers in his/her assigned parking stall or on the common/limited common property
- (i) An owner, tenant or occupant, when not in residence and wishing to leave his/her unlicensed vehicle in the assigned parking stall, must provide notice to the Property Manager along with proof of third party liability insurance. The insurance documents must be clearly displayed inside the front or back window of the vehicle
- (j) An owner, tenant or occupant whose vehicle requires periodic or regular charging by a battery charger must limit the connection time to forty eight (48) hours per seven (7) day period. When the vehicle is not being charged, the charger shall be removed from the parking stall and stored

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- (a) An owner or tenant must notify the Property Manager of his/her intention or the intention of an occupant to move into or out of the Strata Lot at least seven (7) days prior to the move in order that moves can be scheduled in a coordinated manner and with respect for the residents' use of the elevator and common property
- (b) All moves shall occur between the hours of 9:00 a.m. and 7:00 p.m. only
- (c) Upon receipt of: 1) FORM K if a tenant is moving in, 2) copy of the lease agreement if a tenant is moving in, and 3) the moving fee, the Property Manager will confirm the date and time, make arrangements for hiring the security guard, and prepare and lock off of the elevator
- (d) Moving fees for non-owner move: A non-refundable moving fee of five hundred (\$500.00) dollars shall be charged to the owner in advance to cover both the move into and out of the building by their tenants to defray the costs to the Strata Corporation, which include, but are not limited to, inspection of the common areas before and after the move, administration, security access coding, the installation of elevator pads, issuance of the elevator control key, four (4) hours of security guard coverage
 - (di) Moving fees for resident owner move: A non-refundable moving fee of two hundred and fifty (\$250.00) dollars shall be charged to the owner in advance to cover the move into the building and a moving fee of two hundred and fifty (\$250.00) upon moving out to defray the costs to the Strata Corporation, which include, but are not limited to, inspection of the common areas before and after the move, administration, security access coding, the installation of elevator pads, issuance of the elevator control key, four (4) hours of security guard coverage
 - (dii) If the moves take longer than four (4) hours, the owner shall be charged for the additional cost of the security guard
- (e) Clause b. above applies to the moving of large furniture or major appliances to or from the Strata Lot. Notice of two (2) days of the date and time of the delivery must be given to the Property Manager
- (f) Clauses a., b., c., and di., dii., apply to moves from one Strata Lot to another Strata Lot within the building. The moving fee will be reduced by the cost of the security guard
- (g) In order for none of the above points to apply to moves from the Town Houses, the owner or tenant must remove possessions from their unit garages and lockers through their units or make arrangements with the Property Manager to move through the tower exits for which moving fees will apply
- (h) Violation of this Bylaw will result in a fine of two hundred (\$200.00) dollars to the owner of the Strata Lot, in addition to the moving fee

Renumbering of clauses required

33. Strata Lot Types

For the purposes of allocating common expenses among the strata lots, strata lots 1 to 14 and 17 shall be considered to be a different unit type than strata lots 15, 16, 18 to 92.

Renumber above to 34.

35. Roof Deck

Unless otherwise approved by the council, the roof deck on the top of the tower building must not be used for any purpose other than for access by window washers, mechanical, electrical, or other maintenance staff.

Renumber above to 35

It was then **Moved** by #1104 and **Seconded** by #404 to adopt the resolution as amended
MOTION CARRIED (52 IN FAVOUR/3 OPPOSED/1 ABSTAINED)

NEW BUSINESS

Parking -

Discussion regarding excess of vehicles parking on the streets around the complex took place. It was noted that most of these vehicles are left around the complex for the entire day by motorists who take skytrain downtown therefore occupying all available parking around the complex and preventing genuine visitors from finding any available spots. A letter has been sent to the City to install appropriate signage around the property in order to prevent vehicles parking around the building. The City's response was negative to have limiting signs on the street.

Security -

Discussion centered on the general security at the Strata complex noting that several break-in attempts have been prevented and one break in was reported last year. The owners were reminded to lock their property and don't leave any valuable items in the vehicles.

Left turn from 6th Street -

Discussion regarding a petition that will put forward for signing dealing with the request to the City to install a sign prohibiting a left turn from 6th Street. This petition will be left in the mail room requesting owners' signatures who agree with this request.

Dryer Vents -

Discussion centered on maintenance of dryer vents, noting that Council will conduct further study regarding cleaning and maintenance on this matter and report to the Owners with the recommendations.

Pets -

Discussion centered on roaming cats at the property and the Owners were reminded to look after their pets as per Strata Bylaws.

Fireplaces (Pilot Lights) -

Discussion regarding turning off pilot lights of the fireplaces in order to save on the gas expenses in the summer months. The Strata Council will further research this matter and will report to the owners on the available options.

ELECTION OF STRATA COUNCIL

The ownership was advised a council must be elected for the forthcoming year. The bylaws and *Strata Property Act* require that a maximum of seven (7) persons be elected.

The following owners were nominated/volunteered:

Christopher Lee
Don Kennett
Jennifer Torrance
Sandy Crawford
Stephen Tredwell
Valerie York
Jocelyn Chang

There being no further nominations, it was;

It was **MOVED** by #206 **SECONDED** by #1102 that nominations for council be closed.

MOTION CARRIED UNANIMOUSLY

The above noted (7) seven owners were declared as the new Strata Council.

There being no further business to conduct the meeting,

It was **MOVED** by #1502 and **SECONDED** by #703 that the meeting be terminated at 9:15 p.m.

MOTION CARRIED UNANIMOUSLY

Minutes of the 2009 Annual General Meeting of "The Siena of Portico BCS207" held Wednesday, June 24, 2009 at the 4th Floor, Masonic Hall, 1495 West 8th Avenue, Vancouver, BC. Subject to Ratification by the Ownership at the Next General Meeting.

Submitted by:
COLLIERS MACAULAY NICOLLS INC.
15th Floor, 200 Granville Square
Vancouver, BC V6C 2R6
Tel: (604) 681-4111 / Fax: (604) 681-2911
mikhail.ratchkovski@colliers.com

PRESIDENT'S LETTER

June 24th, 2009

Dear Siena Owners:

Welcome to the Annual General Meeting of BCS 207, Siena of Portico.

We have in attendance Council Members, Jennifer Torrance, Sandy Crawford, Stephen Tredwell, and Don Kennett, Valerie York is recovering from knee surgeries and has just returned home, we wish her well. Also with me at this table is Mikhail Ratchkovski, our Property Manager from Colliers International, Charlene Beranek from Colliers is assisting with registration at the back of the room.

Our Strata and Council is governed by The Strata Council Act, The Homeowners Act, and Siena BCS 207's Rules and By-laws.

In reviewing the year it seems to have been busy, but marked by a few significant events for the Strata Corporation.

During the past year, we completed some touch up work to the envelope that had been recommended by BEMCO, our buildings envelope contractor, Siena remains in good condition.

We had an opportunity to test our ability to act as a community of neighbors during the gas pipe repairs, the Strata Council is grateful for the cooperation of residents and we hope this can be extended during times of routine maintenance since it will help to facilitate more convenient and efficient access for any in-house work.

The Strata Council made a significant change last year by not renewing our property management contract with Crosby Property Management and selecting Colliers International as our new managers, we think that the transition to Colliers has been substantially smooth and any glitches have been or will be worked through, if you have any concerns, please contact. Although property management fees increased as a result of our move, this was offset by savings in the strata's insurance premiums that Colliers is able to negotiate.

I'd like to take this opportunity to thank my fellow Councilors, Stephen Tredwell, Valerie York, Don Kennett, Sandy Crawford and Jennifer Torrance for all their work on Council this year.

Special notes of thanks to the various committees John Perchall on the Maintenance Committee, Valerie York's Rules and Bylaws Review Committee comprised of Glenn Leung, Rod McLean, Stephen Tredwell and Jennifer Torrance and the Social Committee with Jennifer Torrance, Sharon Cheney and Mindy Lane.

Chris

MINUTES OF A STRATA COUNCIL MEETING

SIENA OF PORTICA, STRATA PLAN BCS207

DATE: Wednesday, July 8, 2009

LOCATTION: Meeting Room, 1428 West 6th Avenue, Vancouver, B.C.

Present: Christopher Lee
Valerie York
Jennifer Torrance
Stephen Tredwell
Sandy Crawford
Don Kennett
Jocelyn Chang

Important, please translate
S'il vous plait Traduire
請翻譯
翻訳してください
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Xin vui lòng phiên dịch
অনুবাদ করুন
अनुवाद कृपया
Proszę Przetłumacz
Просьба перевести

Regrets: Mikhail Ratchkovski, Property Manager from Colliers Macaulay Nicolls Inc

Colliers Macaulay Nicolls Inc. is noted in the minutes as CMN.

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

1. COUNCIL POSITIONS

It was **MOVED** and **SECONDED** that the following nominations for council positions for the 2009/2010 term be accepted:

Christopher Lee	President
Valerie York	Vice President
Jocelyn Chang	Treasurer
Jennifer Torrance	Secretary

MOTION CARRIED

2. ADMINISTRATIVE AND FINANCIAL ITEMS

Approval of Minutes: It was **MOVED** and **SECONDED** to defer the approval of the April 8, 2009 and May 18, 2009 council meeting minutes until the next meeting.

MOTION CARRIED

Financial Statements: It was **MOVED** and **SECONDED** to defer the approval of the February, March, April, May and June 2009 financial statements until the next meeting

MOTION CARRIED

3. NEW BUSINESS

Individual Council members spent time discussing suggested goals for the coming year. These goals included:

- setting a structure for Council by developing a "Council communication protocol" to ensure that all members are kept informed at all times of council business
- re-visiting our understanding with Colliers to include clarification of the lines of communication by the establishment of a "communication protocol"

- re-launching of our website
- implementing inventory of keys, key fobs and cards
- implementing inventory of parking spaces and locker numbers
- reviewing Siena strata ownership to ensure all appropriate documentation regarding the status of the unit, and any changes undertaken in regards to the alteration of the Common Property and the Limited Common Property, are documented and the said documents are in order and filed against the unit
- initiating the Depreciation Report Study (CRF review)
- completing a unit water shut off valve inventory for each unit - a master copy be kept with the Property Manager
- implementing a plan for fireplace maintenance and pilot light shut off and on
- comparative bids, to a maximum of three, should be sought on all projects/expenditures of over an amount to be decided upon. These bids should be presented to Council in a timely fashion for review and vote

Landscaping committee - Valerie agreed to chair the Landscaping Committee again this year. She will be calling for interested people to join her Committee. The lilac hedge along West 7th has been replaced (after winter weather damage) and much trimming has been done. Bushes and trees will still need to be trimmed.

Maintenance committee - The painting of the blue section of Siena is expected to take place this year subject to receiving adequate bids for scaffolding and painting.

The installation of a lock box at the front door of Siena has stalled as the Vancouver Fire Department has not yet approved it.

Caretaker business - The caretakers' contract should be reviewed. Colliers to be asked to provide comparison rates of caretakers in other buildings. Comparative bids should be called once the existing contract expires and before any new agreements are made.

4. NEXT MEETING

The next meeting is tentatively scheduled for Wednesday, August 19, 2009 at 7:00 p.m. in the Strata's meeting room.

5. ADJOURNMENT

There being no further business to discuss the meeting was adjourned at 9:20 p.m.

MINUTES OF A STRATA COUNCIL MEETING

SIENA OF PORTICA, STRATA PLAN BCS207

DATE: Tuesday, September 1, 2009

LOCATION: Meeting Room, 1428 West 6th Avenue, Vancouver, B.C.

Present: Christopher Lee
Valerie York
Jennifer Torrance
Stephen Tredwell
Sandy Crawford
Don Kennett

Guests: John Perchall (maintenance committee)
Cliff Davis (painting consultant)

Regrets: Jocelyn Chang

Property Management: Mikhail Ratchkovski, Property Manager from Colliers Macaulay Nicolls Inc

Important, please translate
S'il vous plait Traduire
请翻译
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Xin vui lòng phiên dịch
رجاء الترجمة
अनुवाद कृपया
Proszę Przetłumaczyć
Просьба перевести

Colliers Macaulay Nicolls Inc. is noted in the minutes as CMN.

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

1. ADMINISTRATIVE AND FINANCIAL ITEMS

Approval of Minutes: It was **MOVED** and **SECONDED** to adopt the minutes of the April 8, 2009 council meeting minutes with the following amendment –

- Under the Business Arising section -
Exterior Water Tap Leak: Council further discussed the issue related to the damages caused by a leak from a frost damaged hose bib. It was noted that a hose was attached to the water tap which in turn caused this problem to occur when lower temperatures were reached causing rupture of the pipe. It was noted that notices were posted at the property reminding owners to disconnect hoses for the winter months. Council reviewed records from the Strata Council minutes of January and October of 2004 and November of 2008 noting similar ~~occurrences~~ **occurrence** taking place and expenses associated with the repairs charged to the units. Council decided that based on the existing precedence all invoices associated with the latest exterior water tap leak will also to be charged to the owner due to negligence to keep the hose disconnect from the tap in the winter months.

*** The word occurrences is changed (from plural to singular) occurrence

MOTION CARRIED

Approval of Minutes: It was **MOVED** and **SECONDED** to adopt the minutes of the May 18, 2009 council meeting minutes with the following amendments

- Regrets: Sandy Crawford
- Attached copy of the adopted rules is incorrect and the distributed attachment is retracted. (correct copy of the Strata Rules is attached to this set of minutes)

MOTION CARRIED

Approval of Minutes: It was **MOVED** and **SECONDED** to adopt the minutes of the July 8, 2009 council meeting minutes with the following amendment

- ~~Approval of Council Meeting Minutes — moved/seconded for deferral~~
is changed to
Approval of Council Meeting Minutes - minutes of May 18th 2009 not available,
moved/seconded for deferral

MOTION CARRIED

Arrears: Arrears were reviewed and the amounts were noted. After extensive discussion Council concluded that further enforcement is necessary in order to address this matter and instructed CMN to charge \$200.00 fines to all strata lots found in arrears in excess of 90 days and assess further fines of \$200.00 monthly to the strata lots remaining in arrears thereafter. In addition letters will be sent to the units in arrears of over 90 days requesting payment within 21 days and in cases of non compliance register liens against the respective Strata Lots. All costs associated with the lien registration including \$500.00 lien administration charge by CMN will be billed back to the respective Strata Lot against which the lien is registered. It was **MOVED** and **SECONDED** to adopt this procedure as noted above.

MOTION CARRIED

Financial Statements: It was **MOVED** and **SECONDED** to accept the February, March, April, May and June 2009 financial statements as presented.

MOTION CARRIED

Invoices: Council reviewed invoices from Fire Pro relating to services performed in 2007. It was noted that a potential dispute of charges may have been related to this matter and the Strata's President will follow up with Crosby directly to determine the reason why these invoices were not been paid by the previous managing agent. Council also reviewed an invoice from Service Master in the amount of \$860.48 for the carpet cleaning services performed August of 2008, noting that services were completed and the invoice was most likely lost due to transition from Crosby to CMN. It was **MOVED** and **SECONDED** to expense \$860.48 from the carpet cleaning account and pay the invoice from Service Master.

MOTION CARRIED

2. BUSINESS ARISING

Strata Rules: Council reviewed and discussed the amendments to the Strata rules and it was **MOVED** and **SECONDED** to adopt the new Strata rules effective immediately

MOTION CARRIED

NOTICE TO OWNERS

STRATA RULES ARE ATTACHED TO THIS SET OF MINUTES FOR YOUR REFERENCE

The Owners who are renting their units are reminded to always distribute any amended Bylaws and Rules of the Strata Corporation to their respective tenants.

Tenants must receive a copy of the Rules and Bylaws as this is a requirement on the Form K as per Strata Property Act. The Owners are ultimately responsible for ensuring their tenants are aware of the Rules and Bylaws which apply to ALL RESIDENTS of the Strata.

Security: Discussion centered on building security and the owners are reminded not to leave anything valuable in their vehicles and to wait before the garage gate is closed behind their vehicle when leaving the property in order to prevent strangers from gaining entry to the building.

Council Communication: Discussion regarding the need for improved distribution of minutes and CMN was directed to speed up the process and distribute the minutes as soon as possible. CMN was also directed to arrange for scheduled inspection visits with Council and Maintenance committee members as a regular part of ongoing site visits. An updated calendar of events outlining all scheduled items such as window/carpet cleaning, envelope maintenance, fire inspection etc will be forwarded for review by the Strata Council; this list will be further discussed at future meetings.

Electrical Vault Service: Council was informed that Houle Electric attended to the scheduled inspection of the Electrical Vault of the Strata. It was noted that the contractor took an extra one and a half hours above the expected power outage time to complete necessary services. It was also noted that notices regarding this scheduled power outage have been posted at the property and the owners are reminded that second scheduled power outage has been set for October 28, 2009 from 9am – 3pm. The elevators during these hours will not be working and anyone expecting large items to be delivered or are moving in/out of a unit around this date should plan accordingly in order to prevent potential problems.

**ATTENTION ALL RESIDENTS
SCHEDULED POWER OUTAGE
OCTOBER 28, 2009
9AM – 3PM**

**THERE WILL BE LIMITED AMOUNT OF ELECTRICAL POWER AT THE PROPERTY
PLEASE DO NOT SCHEDULE ANY MOVES OR DELIVERIES ON THIS DATE AS THE ELEVATOR
SERVICE WILL NOT BE AVAILABLE**

Emergency Access Keys Lockbox: Council discussed installation of a fire department approved lockbox where emergency access fobs and keys can be located for the fire department's use only to access the property in cases of emergency. It was noted that the cost of this installation is approximately \$900.00 and CMN was directed to arrange for the installation of the lock box.

Fire Places Cleaning: During the discussion regarding the cleaning of the fireplaces, it was noted that this service has been scheduled to take place on Saturday, September 26, 2009. Notices in this regard will be posted advising all residents. It was also noted that a special rate of \$55.00 per unit has been obtained from the contractor and a sign up sheet will be posted in the mail room where interested owners may sign up for this service. The owners will have to pay the contractor directly for this service and may also inquire directly with the contractor on additional services such as installation of fan blower that can significantly increase the efficiency of the fire place.

Depreciation Report Study (CRF Study): Council reviewed two proposals related to the contingency reserve fund study. It was noted that one more proposal is expected from a different engineering firm in this regard and this matter will be further discussed by the Strata Council at a later time.

Water Shut Off Valves Inventory: Issue was tabled.

Alteration of Property (filing of documents): Issue was tabled.

Strata's Website Re-Activation: Issue was tabled.

Window Cleaning: During the discussion regarding window cleaning project, it was noted that Old English has completed the service and recommended that the Strata consider cleaning (powerwashing) the North Side of the property next year. A small section of the North Side of the tower was cleaned by the contractor at no cost to the Strata in order to show the potential improvements. Council decided to consider this proposal and CMN was directed to obtain a quotation from Old English in this regard. It was noted that the quotation must encompass all north sides of the property including the town houses.

2. CORRESPONDENCE

Security Guard Matter: Council noted that the issue pertaining to the security guard matter is closed.

Dryer Vent Repairs: Council discussed a letter from an owner regarding a leak originating from the dryer vent. The Strata is researching this matter and CMN was directed to contact the owner to determine if the leak is still active, how often this problem occurs, and when the dryer vent was cleaned and the booster fan was serviced.

Lease Termination Request: Council reviewed a letter from an owner requesting to terminate the existing lease with a current tenant and re-rent the unit to a new tenant. After extensive discussion, it was **MOVED** and **SECONDED** to deny this request.

MOTION CARRIED

Request to install Mezuzah: Council reviewed a letter from an owner and approved installation of a Mezuzah with the condition that the property is returned to its original state once the Mezuzah is removed or if the owner moves out. It was noted that all costs associated with this matter will be the sole responsibility of the respective strata lot.

4. BUSINESS ARISING

Caretaker Contract: Discussion centered on the current caretaker's contract. CMN was directed to forward copies of the WCB and Liability Insurance coverage documents to Strata Council for reference. Valerie will further examine the contract and will provide an updated scope of work to CMN who in turn will research comparative quotations from different contractors.

Overflow Leak Insurance Claim: Discussion regarding a toilet water overflow that occurred on the 17th of July 2009. It was noted that an insurance claim has been started with the Strata's insurance and the amount of the insurance deductible (\$5,000.00) will be charged back to the unit upon completion of restoration services by the contractor. It was noted that all water damage is contained within one unit and there is no damage reported to any of the common property or any other units of the Strata.

Painting Project: Council discussed the painting project of the red and blue parts of the tower noting that this undertaking had commenced on very short notice due to a very good price received from one of the contractors and also due to a short window of opportunity related to the weather conditions and general contractor's availability. As a result, substantial savings have been realized by the Strata. Additional discussion took place regarding the reflective shine of the paint noting that with time the exposure to UV rate will significantly dull the reflective qualities (the gloss). It was especially noted that this choice of semi gloss paint has been selected for this project as a much more durable type of material with the expectations that a longer serviceable life can be achieved from this type of paint.

The maintenance committee and the Strata's selected painting consultant, chosen for the direct supervision of this project, reported that they were very happy with the services provided by the contractor and all work has been done according to specifications and contract established guidelines. The painting project is expected to be completed in approximately one week's time, weather permitting.

Dryer Vent Cleaning: During a discussion regarding individual dryer vent cleaning, it was noted that potential savings may be obtained from servicing all units at the same time and CMN was directed to research a quotation from a contractor for the next year budgeting purposes.

5. NEXT MEETING

The next meeting is tentatively scheduled for Tuesday, October 27, 2009 at 7:00 p.m. in the Strata's meeting room.

6. ADJOURNMENT

There being no further business to discuss the meeting was adjourned at 10:55 p.m.

Submitted by:
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mikhail.ratchkovski@colliers.com

MINUTES OF A STRATA COUNCIL MEETING

SIENA OF PORTICA, STRATA PLAN BCS207

DATE: Tuesday, October 27, 2009

LOCATION: Meeting Room, 1428 West 6th Avenue, Vancouver, B.C.

Important, please translate
S'il vous plait Traduire
重要翻譯
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अनुवाद कृपया
Proszę Przetłumacz
Просьба перевести

Present: Christopher Lee
Jocelyn Chang
Stephen Tredwell
Don Kennett

Regrets: Jennifer Torrance
Valerie York
Sandy Crawford

Property

Management: Mikhail Ratchkovski, Property Manager from Colliers Macaulay Nicolls Inc

Colliers Macaulay Nicolls Inc. is noted in the minutes as CMN.

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

1. ADMINISTRATIVE AND FINANCIAL ITEMS

Approval of Minutes: It was **MOVED** and **SECONDED** to adopt the minutes of the September 1, 2009 council meeting minutes as circulated

MOTION CARRIED

Arrears: Arrears were reviewed and the amounts were noted. Bylaw fines, in the amounts approved at the September 1, 2009 council meeting, will be charged to delinquent strata lots.

Financial Statements: It was **MOVED** and **SECONDED** to accept the July and August 2009 financial statements as presented.

MOTION CARRIED

Invoices: Council reviewed invoices from Fire Pro relating to services performed in 2007. It was noted that a potential dispute of charges may have been related to this matter and the Strata's President will follow up with Crosby directly to determine the reason why these invoices were not been paid by the previous managing agent.

2. BUSINESS ARISING

Security: Discussion centered on building security and the owners are reminded not to leave anything valuable in your vehicles and to wait for the garage gates to close behind your vehicle when exiting and entering the property in order to prevent strangers from gaining entry to the building.

It was also noted that there was an informal meeting held with the members of the neighboring property (Verona) and mutual issues were discussed which can potentially lead to further security improvements for both Stratas. Verona garage gate operating procedures will be reviewed and may be adopted by Siena.

Snow Removal Contract: CMN was directed to research a snow removal contract with Hudson Irrigation. It was noted that the contract should include the sidewalks of the 6th and 7th Avenue, Hemlock, the Courtyard and half width of the common walkway with Verona. CMN will also inquire with the contractor if there would be a discount if both properties are done by this contractor.

Electrical Vault Service: It was noted that Houle Electric is attending to the scheduled inspection of the Electrical Vault of the Strata on Wednesday, October 28th from 09:00 am – 3:00 pm as the second part of the two stage inspection. Updated notices have been posted at the property well in advance of this event taking place.

Emergency Access Keys Lockbox: Discussion took place regarding previously adopted installation of a fire department approved lockbox where emergency access fobs and keys can be located for the fire department's use only to access the property in cases of emergency. CMN was directed to follow up with the contractor in this regard.

Fire Places Cleaning: Council discussed completion of the fire place cleaning project, noting that most of the units listed in the roster sheet have been inspected and serviced. It was noted that the contractor was not able to service some units within the limited period of time in the morning as higher demand created a schedule overlapping problem. In the future additional steps will be considered to have all units scheduled without this problem. Council would like to note that owners who did not participate in this service may still contact the contractor (True North Furnace 604-916-3773) and schedule cleaning and servicing of the fireplace on their own accord. Payment for this service has to be negotiated directly with the contractor.

It was also noted that a notice will be posted at the property requesting owners interested in upgrading the fan blowers in their fireplaces to a more efficient version to contact True North Furnace directly.

Depreciation Report Study (CRF Study): Council reviewed two proposals related to the contingency reserve fund study. It was noted that an additional proposal that was expected from a different engineering firm was not available due to an engineer withdrawing from the bid. CMN will research a new proposal for discussion at the next Council meeting.

Overflow Leak Insurance Claim: Council further discussed a toilet water overflow that occurred on the 17th of July 2009. It was noted that all damages were confined within the unit itself and there were no reported leaks neither on common property nor from the unit below. CMN initiated an insurance claim for the Strata on behalf of the respective owner of the unit where the damages occurred and the owner was informed that the amount of the insurance deductible, \$5,000.00, will be charged back to the unit upon completion of all repairs by Belfor Restoration. Additionally, it was noted that the flooring in the unit has been replaced with the same type as originally installed in the unit by the developer and CMN was directed to write a letter to the owner requesting clarification on the type of underlay installed and any additional scope of work related to the repair in the unit that took place above the simple replacement.

Strata's Website Re-Activation: Issue was tabled.

NOTICE TO OWNERS – HOSE BIBBS WINTERIZATION

Please be reminded that it is time to winterize the hose bibbs. Please disconnect any hoses attached to your hose bibb and drain hoses. If your unit has a shut off valve for exterior pipes, please turn it off.

Owners are responsible for the disconnection of their hose bibbs. Should any damage occur, all costs will be charged back to the owner of the unit.

3. CORRESPONDENCE

Flooring Installation: Council reviewed a request from an owner seeking approval of installation of hardwood flooring similar to the flooring originally installed by the developer. CMN was directed to write a letter to the unit inquiring on the type of underlay material that is planned to be used by the owner for this upgrade. This matter will be further reviewed once an answer from the owner has been received.

Ceiling Leak: Council reviewed correspondence from an owner of a townhouse unit advising on the ceiling leak of the top floor. It was noted that the developer (Bosa) has been contacted and is currently conducting an investigation of this matter.

4. BUSINESS ARISING

Shaw TV Service Contract: Council discussed services provided by Shaw to the Strata for the TV located in the gym. It was noted that at the time the contract with Novus Communications was signed part of the agreement was for Novus to provide this service at no cost to the Strata. CMN was directed to follow up with Novus in this regard and terminate the contract with Shaw.

Wolverine Communications (Elevator Monitoring): Council discussed the phone line monitoring (of the Strata's elevators) contract with Wolverine Communications and inquired if CMN would be able to provide this service to the Strata through the emergency response line currently in place as part of the contract. CMN will research on available options.

Dryer Vent Cleaning: Council discussed dryer vent cleaning and directed CMN to research two quotations for discussion at the next Council meeting.

Water Softening: Discussion centered regarding water softening equipment installed and maintained by Microclear. CMN was directed to contact the contractor to obtain records of the last water testing.

Pool Table Leveling: CMN was directed to send a contractor to level the pool table in the amenity room.

Emergency Generator Refueling: Council was informed that an account with 4Refuel has been setup, the generator has been refueled and will be ready for the scheduled power outage on the 28th of October.

Power Smart: Council was informed that Power Smart representatives have inspected the property and will provide a list of recommendations to the Strata. This matter will be further discussed at future meetings.

Caretaker's Contract: Noting that the contract with the caretaker has been extended until the end of November, this matter was table and will be further discussed at the next meeting.

Christmas Party: It was noted that annual Christmas Party has been tentatively scheduled for the week of December 14th. Notices will be posted at the property advising all residents when the details are finalized

REMINDER TO OWNERS – STRATA LOT RENTALS

*Rental of Strata Lots are to be for a period of no less than one year for each tenant.
Please refer to Section 32 of the Strata Corporation Bylaws for the details.*

5. NEXT MEETING

The next meeting is tentatively scheduled for Monday, December 14, 2009 at 7:00 p.m. in the Strata's meeting room.

6. ADJOURNMENT

There being no further business to discuss the meeting was adjourned at 8:45 p.m.

**FOR EMERGENCIES ONLY, PLEASE CONTACT COLLIERS' SERVICE CENTRE AT
#604-661-0800 AFTER BUSINESS HOURS**

Submitted by:
Colliers Macaulay Nicolls Inc.
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Vancouver, B.C. V6C 2R6
Tel: (604) 681- 4111 / Fax: (604) 681- 2911
mikhail.ratchkovski@colliers.com

**MINUTES OF A STRATA COUNCIL MEETING
SIENA OF PORTICA, STRATA PLAN BCS207**

DATE: Monday, December 14, 2009

LOCATION: Unit 408, 1428 West 6th Avenue, Vancouver, B.C.

Present: Christopher Lee
Jocelyn Chang
Valerie York
Stephen Tredwell

Regrets: Don Kennett
Jennifer Torrance
Sandy Crawford

Property

Management: Mikhail Ratchkovski, Property Manager from Colliers Macaulay Nicolls Inc

Colliers Macaulay Nicolls Inc. is noted in the minutes as CMN.

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

1. ADMINISTRATIVE AND FINANCIAL ITEMS

Approval of Minutes: It was **MOVED** and **SECONDED** to adopt the minutes of the October 27, 2009 council meeting minutes as circulated

MOTION CARRIED

Arrears: Arrears were reviewed and the amounts were noted. Bylaw fines, in the amounts approved at the September 1, 2009 council meeting, will be charged to delinquent strata lots.

Noting that one of the Strata Lots has not been paying Strata fees for a period of over a few years and also noting that correspondence and phone calls by CMN requesting payment of arrears were left unanswered by the respective owner, the Strata Council decided to hire a legal representative in order to sell the unit and collect the outstanding arrears.

Council discussed a dispute from one of the owners where a statement was made that an agreement was reached with a previous management company that the arrears will be annulled. The Strata Council is under the opinion that no such agreement has been ever reached and unless there is a written correspondence in this regard the arrears are deemed as outstanding and due in full by the owners of the Strata Lot.

Council discussed a charge back dispute noting that the owner is in disagreement regarding the amount that was billed back to the unit for the work that has been done by the Strata to resolve a plumbing leak originating from upgrades installed on the limited common property by a previous owner of the unit. Noting that no approvals for this upgrade have been issued by the Strata, the Strata Council is under the opinion that this charge back is valid and the amount is due in full to the owners of the Strata. Council also noted that the owner may consider seeking a remedy from the previous owner who presented the upgrade as a feature of the unit and from the realtors who failed to disclose the information about the unauthorized alteration that led to this chargeback.

Important, please translate
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重要翻译
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Xin vui lòng phiên dịch
مهم جداً
अनुवाद कृपया
Proszę Przetłumacz
Просьба перевести

Financial Statements: It was **MOVED** and **SECONDED** to accept the September and October 2009 financial statements as presented.

MOTION CARRIED

Invoices: Council further reviewed four invoices (discussed at a past meeting) from Fire Pro relating to services performed in 2007. It was noted that in the last few weeks the Strata's President reviewed all matters related to this aspect and determined that though all work has been completed it took a very long time for the matters to be resolved and the technicians on numerous occasions did not show up on time or rescheduled the inspections for further repairs without prior approvals and without advising the Strata. It was also noted that CMN met with the owner of Fire Pro and Fire Pro admitted to the shortcomings of their previous services and in the interest of moving forward offered to withdraw one of the invoices and offered an additional 10% on the already submitted quotation for the yearly fire inspection.

Council decided to give the benefit of the doubt to Fire Pro and agreed to the terms of this proposal. CMN was directed to pay three of the invoices and arrange for the fire inspection in January 2010 on a Saturday. Notices advising all owners on the exact date will be posted at the property.

NOTICE TO OWNERS

Council would like to note that units not providing access for this inspection will be in violation of the Strata Bylaws and are subject to being charged \$50.00 fines for this infraction. It was also noted that missing this inspection may also impact these strata lots' homeowners insurance.

2. BUSINESS ARISING

Security: Discussion centered on building security and it was noted that a stranger was noticed wondering through the lobby of the property. While it has not yet been determined how this person gained entry, the Strata Council is taking necessary steps to investigate this matter and address any shortcomings to prevent this from happening in the future.

NOTICE TO ALL RESIDENTS

Owners are reminded not to leave anything valuable in their vehicles and to wait for the garage gates to close behind your vehicle when exiting and entering the property in order to prevent strangers from gaining entry to the building.

If someone is trying to follow you into the property, please ask them to use their own key fob. Simply waving the key fob near the reader is not enough, the system must acknowledge it with an audible system and release the mag locks. If the person doesn't have a key fob, they must call the unit they are visiting and request the owner of that unit to buzz them in.

Front Door Mag Lock: Council discussed repairs to the front door that occurred in the last couple of weeks noting that Stanley Door Access (Stanley), contractor was called after complaints from the residents were received and an issue with the handicap door equipment was shortlisted as one of the causes leading to the malfunction. In addition to Stanley, the enterphone contractor Blue Mountain attended to this matter and recommended that the intermittent issue is related to the Mag Locks and recommended that equipment be replaced. Action Lock attended to this inquiry and submitted their quotation and also recommended installation of an electric bolt at the bottom of the door as part of additional improvements and a preventative measure that would eliminate a problem when someone would try to pry the bottom of the door to gain entry. Council discussed this quote in detail noting that it requires over \$2,000.00 for this upgrade. It was also noted that the malfunction matter is intermittent and at this time the door is in working order. It was decided to monitor the front door in the next few weeks and further review this matter at a future meeting.

Snow Removal Contract: It was noted that a snow removal contract has been awarded to West Pacific Landscaping after Christopher and Valerie met with the contractor on site and went over the proposal. It was noted that this contractor is also servicing the neighboring property Verona and the Strata will benefit from this contractor's knowledge and with the inclusion of the second property on the contractor's list it will also increase the priority value and higher allocation of resources.

Electrical Vault Service: It was noted that Houle Electric has completed the scheduled inspection of the Electrical Vault of the Strata. Invoice and the official report on completion have not yet been received from the contractor.

Emergency Access Keys Lockbox: Discussion took place regarding installation of a fire department approved lockbox where emergency access fobs and keys can be located for the fire department's use only to access the property in cases of emergency. Council was informed that Action Lock completed their part of the installation and the insert and key cap have been delivered to the Vancouver Fire Department who is now expected to visit the property in the next few weeks to obtain the keys for inclusion and install the insert.

Depreciation Report Study (CRF Study): Following up on the discussion from the previous meeting, Council reviewed an additional proposal related to the contingency reserve fund study and it was **MOVED** and **SECONDED** to award the contract to Halsall at a cost of \$14,000.00.

MOTION CARRIED

Dryer Vents Cleaning: Council reviewed quotations for dryer vents cleaning noting that both proposals are identical in price. The contract was awarded to Michael A. Smith based on the ability of this contractor to inspect booster fans and provide comprehensive report after completion of this service. CMN was directed to arrange for this service to commence in January of 2010.

Overflow Leak Insurance Claim: Following up on the discussion from a previous meeting where CMN was directed to write a letter to the owner requesting clarification on the type of underlay installed and any additional scope of work related to the repair in the unit that took place above the simple replacement, it was noted that no correspondence has been received from the owner and CMN was directed to send second letter in this regard.

Caretaker's Contract: The Strata Council reviewed the first draft of the contract with the Caretaker. This matter was tabled and will be further discussed at the next meeting.

NOTICE TO OWNERS – HOSE BIBBS SHOULD NOT BE USED IN THE WINTER

Please be reminded that any hoses attached to your hose bibbs should be disconnected and hoses drained. If your unit has a shut off valve for exterior pipes, please turn it off.

Owners are responsible for the disconnection of their hose bibbs. Should any damage occur, all costs will be charged back to the owner of the unit. Please refrain from using exterior hose bibbs in the winter in order to avoid potential costly mishaps.

Ceiling Leak Town House: Council discussed an issue of a townhouse unit where a ceiling leak was investigated by Bosa who appointed Peter Ross for inspection of the roofing membrane. It was noted that report will be submitted upon completion of this inspection, weather permitting.

3. CORRESPONDENCE

Flooring Installation: Council reviewed a request from an owner seeking approval of installation of hardwood flooring similar to the flooring originally installed by the developer. CMN was directed to write a letter to the unit inquiring on the type of underlay material that is planned to be used by the owner for this upgrade. This matter will be further reviewed once an answer from the owner has been received.

Flooring Installation and Assumption of Liability Form: Council discussed correspondence related to an owner declining to sign the Assumption of Liability form in regards to the flooring alterations that have been approved by the Strata Council with the condition to the signing of this form. Council decided that minor items to which the owner does not agree may be crossed over and signed for further review by the Strata Council. There will be no new custom form created for this specific case.

4. BUSINESS ARISING

Window Cleaning: Council noted that the window cleaning project has been completed and all deficiencies have been resolved.

Property Appraisal: Council was informed that the Strata's property has been appraised as a part of a second year of a three year program provided by Suncorp Valuations. It was noted the new property valuation is currently standing at \$35,732,800.00. The appraisal report was sent to the Strata's Insurance carrier (AON) for reference.

Unauthorized Moving: Council discussed a matter of a Strata Lot where the tenants moved in without prior arrangement with the caretaker. It was noted that a \$200.00 Bylaw Fine will be charged to this Strata Lot in addition to a \$500.00 moving fee and other charges incurred by the caretaker who had to provide security to the property on the date of the moving. CMN was directed to mail a letter to the managing agent of this Strata Lot demanding adherence to the Strata Bylaws.

Rental Bylaw: Discussion centered regarding the Strata's Rental Bylaw noting that this bylaw carries substantial monetary penalties and the bylaw is strictly enforced. Council also discussed necessity of a fob audit noting the intent to have this project completed sometime in January of 2010.

REMINDER TO OWNERS – STRATA LOT RENTALS

Rental of Strata Lots are to be for a period of no less than one year for each tenant.
Please refer to Section 32 of the Strata Corporation Bylaws for the details.

Renovations: Discussion centered regarding renovations that take place at the property and owners are reminded that all renovations are subject to prior approval by the Strata Council.

Ceiling Leak: Council was informed that a restorations contractor was called to the property after complaint of a ceiling leak. Further investigation determined that the leak was due to condensation from a dryer vent. The contractor noted that a booster fan was not working in the unit and was contributing to the problem. Arrangements were made for a dryer vents cleaning/servicing contractor to attend to this matter and inspect the ducting system and this matter is currently pending report on the findings.

5. NEXT MEETING

The next meeting is tentatively scheduled for Thursday, February 11, 2009 at 7:00 p.m. in the Strata's meeting room.

6. ADJOURNMENT

There being no further business to discuss the meeting was adjourned at 9:20 p.m.

**FOR EMERGENCIES ONLY, PLEASE CONTACT COLLIERS' SERVICE CENTRE AT
#604-661-0800 AFTER BUSINESS HOURS**

Submitted by:
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MINUTES OF A STRATA COUNCIL MEETING

SIENA OF PORTICA, STRATA PLAN BCS207

DATE: Thursday, February 11, 2010

LOCATION: Unit 408, 1428 West 6th Avenue, Vancouver, B.C.

Important, please translate
s'il vous plaît Traduire
清翻译
翻訳してください
번역하십시오
အသံပြော
Xin vui lòng phiên dịch
இந்திய
अनुवाद कृपया
Proszę Przetłumacz
Προσχη μεταφρασει

Present: Christopher Lee
Jocelyn Chang
Valerie York
Stephen Tredwell
Don Kennett

Regrets: Jennifer Torrance
Sandy Crawford

Property Management: Mikhail Ratchkovski, Property Manager from Colliers Macaulay Nicolls Inc

Colliers Macaulay Nicolls Inc. is noted in the minutes as CMN.

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

1. ADMINISTRATIVE AND FINANCIAL ITEMS

Approval of Minutes: It was **MOVED** and **SECONDED** to adopt the minutes of the December 14, 2009 council meeting minutes with the following amendment:

In the second part of the minutes the section "Business Arising" should be called "New Business".

MOTION CARRIED

Arrears: Arrears were reviewed and the amounts were noted. It was especially noted that an owner with a large outstanding amount of arrears has paid to the strata the entire outstanding amount including all fines and legal fees after the strata hired a lawyer who was instructed to initiate sale of the unit.

Financial Statements: It was **MOVED** and **SECONDED** to accept the November and December 2009 financial statements as presented.

MOTION CARRIED

NOTICE TO OWNERS

Council would like to note that units not providing access for this inspection will be in violation of the Strata Bylaws and are subject to being charged \$50.00 fines for this infraction. It was also noted that missing this inspection may also impact these strata lots' homeowners insurance.

2. BUSINESS ARISING

Security: Discussion centered on building security and it was noted that a lock at the stairwell door leading to the courtyard was replaced and a strike plate has been installed to the courtyard exit gym door. In light of these repairs CMN was directed to arrange for the inspection of all hardware and locks of the exterior doors of the property.

NOTICE TO ALL RESIDENTS

Owners are reminded not to leave anything valuable in their vehicles and to wait for the garage gates to close behind your vehicle when exiting and entering the property in order to prevent strangers from gaining entry to the building.

If someone is trying to follow you into the property, please ask them to use their own key fob. Simply waving the key fob near the reader is not enough, the system must acknowledge it with an audible system and release the mag locks. If the person doesn't have a key fob, they must call the unit they are visiting and request the owner of that unit to buzz them in.

Cameras Installation: Council discussed installation of security cameras at the property in order to further improve security of the building. This matter was tabled.

Emergency Access Keys Lockbox: Discussion took place regarding installation of a fire department approved lockbox where emergency access fobs and keys can be located for the fire department's use only to access the property in cases of emergency. It was noted that while Action Lock completed their part of the installation and the insert and key cap have been delivered to the Vancouver Fire Department, the Fire Department is yet to visit the property to obtain the keys for inclusion and install the insert. CMN was directed to send a letter to the Fire Department (FD) requesting action on this matter and advising that if there is an emergency where damage to the entrance is done due to FD not having keys for access the costs will be billed back to the FD.

CRF Study Inspections: It was noted that as a follow up on the CRF study, Halsall has been scheduled to examine common property on the 18th of February and will also be inspecting selected individual units as a part of this project.

Additionally Council discussed the associated expenses related to this study. It was noted that as part of the annual general meeting (AGM) held in June 2009, the owners approved a $\frac{3}{4}$ vote resolution for \$10,000.00 to be expensed from the contingency reserve fund (CRF) in regard to this study. In turn the Strata Council reviewed three quotes from different engineering firms and compared available options presented by the firms. It appeared that the most comprehensive proposal that would be adequate for the property was presented by Halsall and Associates. The Strata also took into consideration that the neighbouring property, Verona, has also undertaken a similar study and have chosen to go ahead with Halsall and Associates as the engineering firm of choice. In light of this information and considering the best long term value that would be in the best interest of all owners, the decision was made to award the contract to Halsall at a cost of \$13,200.00 where \$10,000.00 will be funded from the CRF as per decision of the last AGM and the remaining amount will be expensed from the operating budget of the Strata.

Dryer Vents Cleaning: Council further discussed the dryer vents cleaning noting that it would be in the best interest of the strata to have all ducts serviced at the same time. CMN was directed to arrange for this service to commence in March of 2010. Council decided that funds for this project will be expensed from the repairs and maintenance account, noting that the dryer vents cleaning will be added as a new line item in the draft budget for the next fiscal year.

Overflow Leak Insurance Claim: Following up on the discussion from a previous meeting where CMN was directed to write a letter to the owner requesting clarification on the type of underlay installed and any additional scope of work related to the repair in the unit that took place above the simple replacement, it was noted that no correspondence has been received from the owner and CMN was directed to send another letter in this regard.

Caretaker's Contract: The Strata Council reviewed the second draft of the contract with the Caretaker. This matter was tabled and will be further discussed at the next meeting.

**NOTICE TO OWNERS
HOSE BIBBS SHOULD NOT BE USED IN THE WINTER
EVEN THOUGH THIS IS A VERY WARM WINTER THE POTENTIAL
FOR FREEZING TEMPERATURES IS STILL HERE**

Please be reminded that any hoses attached to your hose bibbs should be disconnected and hoses drained. If your unit has a shut off valve for exterior pipes, please turn it off.

Owners are responsible for the disconnection of their hose bibbs. Should any damage occur, all costs will be charged back to the owner of the unit. Please refrain from using exterior hose bibbs in the winter in order to avoid potential costly mishaps.

Front Door Mag Lock: Following up on the decision at the previous meeting to monitor the front door's magnetic lock equipment, it was noted that the caretaker attended to the minor adjustments to the lock and the repairs are holding. This matter will be monitored and necessary repairs will be done on an as needed basis.

Ceiling Leak Town House: Council discussed an issue of a townhouse unit where a ceiling leak was investigated by Bosa who appointed Peter Ross for inspection of the roofing membrane. It was noted that the owner has been in communication with Peter Ross and the inspection is pending this contractor's availability.

Yearly Fire Inspection: Council was informed that yearly fire inspection has been partially completed. The report provided by Fire Pro in this regard was only recently received and despite questions from CMN no answers yet have been provided on the reasons why the town houses have not been inspected. The report outlined necessary repairs to the common property of the strata and CMN was directed to arrange for the repairs to commence as per report. The matter of the not inspected town houses will be further discussed at the next meeting.

3. NEW BUSINESS

Dispute of Charges: Council reviewed correspondence from an owner who paid a bylaw fine in protest of the charges. Council acknowledged receipt of payment and protest of the charges and are under the opinion that the fine was levied in accordance with the Strata bylaws.

COUNCIL RULE - Owner's Guest Registration: Council discussed information presented by the owner advising that their friends will be staying in the unit for a limited duration of time. Council decided to establish the following **RULE:** all guests where the owners of the units are not residing at the property at the time of the visits of their respective guests must contact CMN and register the guests with the Strata. A form in this regard must be completed and is available from the office of Colliers or from the caretaker.

Rental Request #1 and Request from Exemption of Moving Charges: Council reviewed and approved a rental request from an owner noting that this unit is exempt from the rental restriction bylaw and the Strata is in receipt of the form K and one year lease agreement as per bylaw requirements. Council also considered the owner's request for exemption from the moving fee charges as the unit is being rented out as fully furnished. Council decided that no such exemption would be given as it would be not in the best interest of the owners of the Strata.

Rental Request #2: Council reviewed and approved a rental request from an owner noting that this unit is exempt from the rental restriction bylaw and the Strata is in receipt of the form K and one year lease agreement as per bylaw requirements.

Rental Request #3 and Approval of Flooring Installation: Council reviewed and approved a rental request from an owner noting that this unit is exempt from the rental restriction bylaw and the Strata is in receipt of the form K and one year lease agreement as per bylaw requirements. Council also reviewed and approved flooring installation noting that the owner has provide soundproofing material specifications and will be signing a waiver of liability. Council requested and received indemnification of this installation from the owner.

Landscaping Contract: Council discussed and approved landscaping contract renewal with Paraspace Landscaping for the 2010 season. CMN was directed to inform Paraspace in this regard and forward a signed copy of the approved proposal to the contractor.

Request from Bylaw Exempt Due to Hardship: Council reviewed a request from an owner who stated that they are seeking an exemption from the pet restriction bylaw due to being unable to find tenants for their units without multiple pets. The owner suggested that with the separate entrance to their townhouse there will be minimal impact on the property and requested exemption from the regulations stating hardship conditions. Council decided not to grant the exemption noting that under their opinion this matter does not constitute hardship and also noted that even with the separate entrance to the townhouse the pets would still have access to the common property of the Strata and will have a potential impact on the living conditions of other owners of the property.

Request from Novus to hold Commercial Events: Council discussed a proposal from Novus Communications to host an information session in the lobby of the property regarding their cable TV and internet services. Council decided that this type of activity may be considered by the owners as unsolicited commercial advertising in their homes and decided that no such sessions will be held in house to respect privacy of the owners.

Flooring Upgrade: Council reviewed and approved a request from an owner to upgrade flooring in the unit and install tiles and hardwood. It was noted that a written request outlining the type of sound proofing underlay and a signed waiver of liability have accompanied the application. CMN was directed to inform the owner in writing on the approval of the application.

COUNCIL RULE - Renovations Approval Process: Council discussed general renovations taking place on the property and it was decided to establish the following Rule: CMN must be informed in writing on any renovations that are expected to take place. It was noted that this procedure would be in the best interest of the owners and would help the owners to make sure that any of their undertaking would be in compliance with the Strata's regulations, will help to avoid potential noise infractions and inform the residents on this matter avoiding concerns such as why there is construction personnel going through the property. Proper planning for transportation of construction materials must be done with the caretaker and elevator padding must be installed prior any deliveries taking place.

Temporary Amendment to COUNCIL RULE – Visitors Parking: Council discussed visitors parking and it was decided to establish the following Rule: Parking in the visitors stall is permitted only for a maximum of three days only. This Rule is in effect immediately and is active until March 31st 2010, after this date the maximum parking will be permitted for a maximum of five days.

4. NEXT MEETING

The next meeting is tentatively scheduled for Wednesday, March 17, 2010 at 7:00 p.m. in the Strata's meeting room.

5. ADJOURNMENT

There being no further business to discuss the meeting was adjourned at 9:40 p.m.

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