

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN LMS-572  
BIRCH GARDENS HELD ON WEDNESDAY, NOVEMBER 26, 2008 AT 6:30 PM WITHIN THE  
COMMON ROOM AT 1318 WEST 6<sup>TH</sup> AVENUE, VANCOUVER, BC**

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**1. CALL TO ORDER**

The meeting was called to order by the Strata Council President Mr. Julio Guzman at 6:35 pm.

Mr. Guzman then welcomed everyone present to the Annual General Meeting including Mr. Rick Woolley, Managing Broker, and Mr. Don Cook, Property Manager, representing Croft Agencies Ltd.

Mr. Don Cook representing Croft Agencies Ltd then briefly thanked the outgoing Strata Council for a job well done over the past fiscal year and further provided some detailed information regarding meeting protocol, agenda procedures and the ballots which had been handed out during registration.

After a brief review, and no additional discussion, the Chair of the Meeting then proceeded with the regular business at hand.

**2. CALLING OF THE ROLL AND CERTIFICATION OF PROXIES**

The attendance register confirmed at the time of commencement of the meeting there were nine (9) eligible voters in attendance and two (2) represented by proxy for a total of eleven (11). The quorum requirements had been achieved and the meeting proceeded.

**3. PROOF OF NOTICE OF MEETING OR WAIVER OF NOTICE AND ACKNOWLEDGEMENT OF RECEIPT OF FINANCIAL STATEMENTS**

After a brief review, regarding agenda procedures, it was then moved and seconded that the Notice dated November 3, 2008 complied with all appropriate notice requirements pursuant to the Strata Property Act and that the Financial Statements had been received.

It was then moved and seconded that the Notice dated November 3, 2008 complied with all Notice requirements in accordance with the Strata Property Act and the financial statements had been received.

There being no discussion, question was called and the Chair then declared the MOTION CARRIED with the result being 11 IN FAVOR, 0 OPPOSED, 0 ABSTAINED.

**4. APPROVAL OF THE ANNUAL GENERAL MEETING MINUTES HELD ON DECEMBER 3, 2007**

After a brief review regarding Agenda procedures it was then moved and seconded to approve the Minutes of the Annual General Meeting held on December 3, 2007 as previously circulated.

There being no discussion, question was called and the Chair then declared the MOTION CARRIED with the result being 11 IN FAVOR, 0 OPPOSED, 0 ABSTAINED.

**5. ACKNOWLEDGEMENT OF RECEIPT OF CERTIFICATE OF INSURANCE COVERAGE**

After a brief review, it was then moved and seconded that the Notice with respect to insurance coverage had been duly received in accordance with the Strata Property Act.

There being no discussion, question was called and the Chair then declared the motion CARRIED with the result being 11 IN FAVOR, 0 OPPOSED, 0 ABSTAINED.

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6. **ADOPTION OF THE PROPOSED OPERATING BUDGET**

After a brief review regarding Agenda procedures, it was then moved and seconded to adopt the Proposed Operating Budget as presented.

The Strata Council, along with the Property Manager, then provided the ownership with some detailed information regarding the Operating Budget, how the Budget itself was prepared, composition of the budget, year-to-date totals, projections and the Proposed Budget for the upcoming fiscal year.

Discussion

There was no discussion from the general ownership.

There being no further review required, question was called and the Chair then declared the motion CARRIED with the result being 11 IN FAVOR, 0 OPPOSED, 0 ABSTAINED.

**IF YOU ARE NOT CURRENTLY USING THE PRE-AUTHORIZED PAYMENT PLAN, PLEASE SEND TWELVE (12) POST-DATED CHEQUES PAYABLE TO "STRATA PLAN LMS-572". Please find attached a Fee Schedule for your reference.**

**Owners can confirm their PAP payments by checking their bank statements.**

**If you have any questions regarding your account, please contact our Accounting Department at Croft Agencies Ltd. at 604-535-8080.**

7. **GENERAL DISCUSSION**

It was noted that in the Minutes it stated that all owners present voted for all resolutions. In fact, the correct sequence was that 2 or 3 owners were late and missed out on 1 or 2 early votes. It was further confirmed that if the missing owners had voted in opposition to the majority, it would not have changed the outcome of any of the votes.

It was raised that the issue of repairs to the north stairwell was unresolved in the prior Annual General Meeting, but confirmed that the situation has been resolved with the Contractor and that the resolution is complete.

A general discussion ensued regarding some of the details referred to in the insurance policy certificate, as distributed. It was agreed that the coverage was complete, as required, by the owners.

When pointed out that there is a small discrepancy in the financial statement when stating the Contingency Fund Accounts, it was confirmed by the treasurer that the statements from the self managed investment amounts are different each month and do not match up with the financial statement resulting in a small correction each month.

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It was also raised and confirmed that the Strata Corporation does experience legal fees from time to time if there is an outstanding unresolved collection issue where legal services are required in order to address these issues. The treasurer further confirmed that these costs were billed back to the strata lots in question. The Treasurer confirmed that the costs off set the expense account and were not included in revenue.

After discussion it was agreed that the replacement of any out dated smoke detectors in the common areas will be considered with this year's fire and safety inspection and dealt with by Council at that time. Council is currently looking at options for company that did this service.

It was confirmed that the water ingress into the crawl space in the garage has dried and inspected for a time prior to that area being closing and sealed.

There are still outstanding repairs that need to be addressed in this area with water markings from the leaking unit above and a requirement to determine that there is no moisture damage inside the space. Julio advised that he felt it was dry in the area and that if additional costs incurred, they would be charged to the unit in question.

The Strata Manager was asked to research contractors who could advise and quote on the work required to secure the garbage area. Although the quotes so far have been in the two thousand dollar range to rebuild the existing wood structure, council has directed the property manger to obtain further quotes to include the possible installation of a metal enclosure around the garbage area. Members of Council have made temporary repairs to this area.

Council advised that the damaged siding on the exterior of the building has been repaired by Council Members with the help of another owner and that their repair is complete.

8. **ELECTION OF COUNCIL**

Prior to proceeding, a loud round of applause was then offered for the outgoing Strata Council for a job well done. The Property Manager then noted that at this time, he wished to thank the outgoing Strata Council for his work with them and service in assisting the general ownership over the past fiscal year.

It was further noted that at this time all current Strata Council Members must resign and it was the obligation of the ownership present to elect a new Strata Council which must consist of a minimum of three (3) maximum of seven (7) members.

The roles, responsibilities and duties of a Strata Council Member were then briefly explained by the Property Manager along with the nomination procedure.

Minutes of the Annual General Meeting  
LMS-572 Birch Gardens  
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After further review the following owners were then nominated to the Strata Council.

Julio Guzman  
Scott Murdoch  
Debbie Nielsen  
Lisan Kwindt  
Veena Mallal  
Fred Shaw  
Volunteer Contributor : Wayne Asaoka

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

There being no discussion question was called and the Chair then declared the MOTION CARRIED with the result being 11 IN FAVOR, 0 OPPOSED, 0 ABSTAINED.

The Property Manager then noted that the above advised Strata Council nominations were then declared ELECTED to the Strata Council BY ACCLAMATION. An appropriate thank you was then extended to the newly-appointed Strata Council Members.

9. **ADJOURNMENT**

There being no further business it was then moved and seconded to adjourn the meeting at 7:30 pm.

The Chair then declared the MOTION CARRIED AND THE MEETING WAS ADJOURNED.

A brief meeting was then held with the newly-elected Strata Council Members to discuss a few issues, review the next meeting of the Strata Council and further to appoint Strata Council Officers.

After further review, the following Strata Council Members were then declared ELECTED BY ACCLAMATION to the enclosed officer positions:

Julio Guzman	Unit # 101	President
Scott Murdoch	Unit # 301	Treasurer
Debbie Nielsen	Unit # 205	Vice President
Lisan Kwindt	Unit # 303	Secretary
Veena Mallal	Unit # 207	Council Member
Fred Shaw	Unit # 302	Council Member
Wayne Asaoka	Unit # 203	Designated Volunteer

Appropriate congratulations were then offered to the newly-appointed Strata Council Officers.

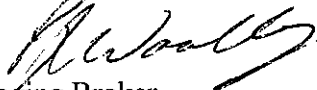
Minutes of the Annual General Meeting  
LMS-572 Birch Gardens  
Held on November 26, 2008

10. **ADJOURNMENT**

There being no further business it was then moved and seconded to adjourn the meeting at 7:40 pm.  
MOTION CARRIED.

Respectfully submitted,

Rick Woolley



Managing Broker  
Property Management Division  
Croft Agencies Ltd.

December 9, 2008

**LMS-572 BIRCH GARDENS  
APPROVED OPERATING BUDGET  
FEE SCHEDULE JANUARY 1, 2009 - DECEMBER 31, 2009**

<b><u>Strata Lot Number</u></b>	<b><u>Unit Number</u></b>	<b><u>Unit Entitlement</u></b>	<b><u>Total Annual Payments Due</u></b>	<b><u>Monthly Payments Due</u></b>
1	101	1,194	\$3,703.25	\$308.60
2	102	865	\$2,682.84	\$223.57
3	103	1,268	\$3,932.77	\$327.73
4	104	1,196	\$3,709.46	\$309.12
5	105	1,274	\$3,951.38	\$329.28
6	106	1,013	\$3,141.87	\$261.82
7	201	882	\$2,735.57	\$227.96
8	202	1,030	\$3,194.60	\$266.22
9	203	1,139	\$3,532.67	\$294.39
10	204	1,266	\$3,926.57	\$327.21
11	205	1,240	\$3,845.93	\$320.49
12	206	1,146	\$3,554.38	\$296.20
13	207	1,089	\$3,377.59	\$281.47
14	301	882	\$2,735.57	\$227.96
15	302	1,030	\$3,194.60	\$266.22
16	303	1,139	\$3,532.67	\$294.39
17	304	1,310	\$4,063.04	\$338.59
18	305	1,254	\$3,889.35	\$324.11
19	306	1,268	\$3,932.77	\$327.73
20	307	1,173	\$3,638.12	\$303.18
<b>Total =</b>		<b>22,658</b>	<b>70,275.00</b>	<b>5,856.25</b>

**LMS-572 Birch Gardens  
Approved Operating Budget  
January 1, 2009 - December 31, 2009**

**INCOME**

Strata Fees	70,275
<b>TOTAL FEES</b>	<hr/> <b>70,275</b>
<b>TOTAL INCOME</b>	<hr/> <b>70,275</b>

**EXPENSES**

**OPERATING EXPENSES**

Contingency Reserve Fund	9,000
Electricity	5,000
Elevator	2,500
Garbage	2,000
Gas	10,000
Insurance	11,500
Management Fees	5,725
Miscellaneous	1,750
Repairs and Maintenance	18,000
Water Sewer	4,000
Window Cleaning	800
<b>TOTAL OPERATING EXPENSES</b>	<hr/> <b>70,275</b>

# LMS-572 BIRCH GARDENS

November 3, 2008

TO ALL OWNERS  
STRATA PLAN LMS-572 BIRCH GARDENS  
1318 WEST 6<sup>TH</sup> AVENUE  
VANCOUVER BC V6H 1A7

Dear Owner(s):

**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.

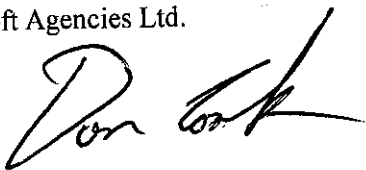
We wish to take this opportunity to remind you that your strata bylaws may state that **no owner is entitled to vote at a General Meeting unless all strata fees have been paid in full**. You would then need to ensure that your account is up-to-date, as no payment can be made at the actual time of the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

Croft Agencies Ltd.



Don Cook  
Property Manager  
Strata Properties Division



TO ALL OWNERS  
STRATA PLAN LMS-572  
BIRCH GARDENS

**NOTICE OF THE ANNUAL GENERAL MEETING**

**DATE:** Wednesday, November 26, 2008

**TIME:** 6:30 pm - Registration commences at 6:00 pm

**PLACE:** Within the Common Room  
At 1318 West 6<sup>th</sup> Avenue  
Vancouver, BC

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**AGENDA:**

1. The Chairperson calls the meeting to order at 6:30 pm.
2. Calling of the roll and certification of proxies.
3. Proof of Notice of Meeting or waiver of notice and acknowledgement of receipt of financial statements (attached).
4. Approval of the Minutes of the Annual General Meeting held on December 3, 2007 (as previously circulated).
5. Acknowledgement of receipt of report on insurance coverage (attached).
6. Approval of the proposed Operating Budget (attached).
7. General Discussion.
8. Election of Council.
9. Adjournment.

7:35 AM

10/22/08

Accrual Basis

**LMS-572 Birch Gardens**  
**Balance Sheet**  
**As of September 30, 2008**

Sep 30, 08

**ASSETS**

**Current Assets**

**Chequing/Savings**

1000 · Bank Account - Operating

13,832.40

1010 · Bank Account - Trust

8,101.07

1030 · TD Acct 269-5002002

12,058.05

1040 · Investment Certificate #1

11,113.64

1050 · Investment Certificate #2

10,654.58

55,759.74

**Total Chequing/Savings**

**Accounts Receivable**

0.02

1200 · Accounts Receivable

0.02

**Total Accounts Receivable**

**Other Current Assets**

9,199.83

1300 · Prepaid Insurance

9,199.83

**Total Other Current Assets**

64,959.59

**Total Current Assets**

64,959.59

**TOTAL ASSETS**

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

Accounts Payable

9,730.70

2000 · Accounts Payable

9,730.70

**Total Accounts Payable**

9,730.70

**Total Current Liabilities**

9,730.70

**Total Liabilities**

**Equity**

6,610.96

3000 · Opening Bal Equity

41,571.78

3500 · Contingency Reserve Fund Equity

9,106.15

3900 · Retained Earnings

-2,060.00

Net Income

55,228.89

**Total Equity**

64,959.59

**TOTAL LIABILITIES & EQUITY**

7:35 AM

10/22/08

Accrual Basis

**LMS-572 Birch Gardens**  
**Profit & Loss Budget Performance**  
**September 2008**

	Sep 08	Budget	\$ Over Budget	Jan - Sep 08	YTD Budget	\$ Over Budget	Annual Budget
Ordinary Income/Expense							
Income	5,518.72	5,518.75	-0.03	49,668.45	49,668.75	-0.30	66,225.00
4000 - Strata Fees	100.00			300.00			
4100 - Misc Income	0.00			144.16			
4200 - Investment Interest							
	5,618.72	5,518.75	99.97	50,112.61	49,668.75	443.86	66,225.00
Total Income				41.06		0.00	7,000.00
Expense	41.06		0.00	5,249.97	5,249.97	-924.88	5,000.00
5280 - Enterphone	583.33	583.33	229.72	2,825.15	3,750.03	-22.98	2,300.00
5230 - Contingency Reserve Fund	646.39	416.67	200.25	1,702.05	1,725.03	304.06	1,800.00
5260 - Electricity	391.92	191.67	-35.92	1,654.06	1,350.00	903.82	9,000.00
5270 - Elevator Maintenance	114.08	150.00	-458.10	7,653.82	6,750.00	595.27	10,000.00
5350 - Garbage/Recycling	291.90	750.00	1,895.27	8,095.24	7,499.97	-0.16	5,725.00
5360 - Gas	2,728.60	833.33		233.39	4,293.72	-46.95	1,900.00
5410 - Insurance	233.39		-4.58	4,293.56	1,424.97	2,895.03	18,000.00
5450 - Legal Fees	472.50	477.08	-34.50	1,378.02	13,500.00	-873.77	4,700.00
5500 - Management Fees	123.83	158.33	-185.47	16,395.03	3,525.03	-600.03	800.00
5520 - Miscellaneous	1,314.53	1,500.00	287.06	2,651.26	800.03		
5600 - Repairs & Maintenance	678.73	391.67	-66.67	0.00			
5770 - Water & Sewer	0.00	66.67					
5780 - Window Cleaning							
	7,620.26	5,518.75	2,101.51	52,172.61	49,668.75	2,503.86	66,225.00
Total Expense					0.00	-2,050.00	0.00
	-2,001.54	0.00	-2,001.54	-2,050.00			
Net Ordinary Income							
Other Income/Expense				0.00			
Other Expense	0.00			0.00			
9999 - Suspense	0.00				0.00	0.00	0.00
Total Other Expense				0.00			
	0.00	0.00	0.00	0.00	0.00	-2,060.00	0.00
Net Other Income							
	-2,001.54	0.00	-2,001.54	-2,050.00			
Net Income							

7:34 AM

10/22/08

**LMS-572 Birch Gardens**  
**Reconciliation Summary**  
**1000 - Bank Account - Operating, Period Ending 09/30/2008**

	<u>Sep 30, 08</u>
	14,225.18
Beginning Balance	
Cleared Transactions	-4,392.69
Cheques and Payments - 14 items	5,946.57
Deposits and Credits - 5 items	<u>1,553.88</u>
Total Cleared Transactions	<u>15,779.06</u>
Cleared Balance	
Uncleared Transactions	-1,946.66
Cheques and Payments - 2 items	<u>-1,946.66</u>
Total Uncleared Transactions	<u>13,832.40</u>
Register Balance as of 09/30/2008	
New Transactions	-3,931.15
Cheques and Payments - 12 items	5,576.69
Deposits and Credits - 2 items	<u>1,645.54</u>
Total New Transactions	<u>15,477.94</u>
Ending Balance	



JOHNSTON PLACE BRANCH  
2429 152ND STREET, UNIT 100  
SURREY, BC V4P 1N4 Tel: 1-

Tel: 1-866-222-3456

9279/ 2-2/ 30-09/ / 11/ 9/ 5705

CROFT AGENCIES LTD  
ITF: LMS 572 BIRCH GARDENS  
1736 152ND ST UNIT 203  
SURREY BC V4A 4N4

HERE'S TO THE BIG DREAMS THAT MAKE A SMALL BUSINESS SOAR.  
TD CANADA TRUST IS PROUD TO CELEBRATE SMALL BUSINESS WEEK,  
OCTOBER 19 TO 25. [WWW.TDCANADATRUST.COM/CELEBRATE](http://WWW.TDCANADATRUST.COM/CELEBRATE)

7:34 AM

10/22/08

**LMS-572 Birch Gardens**  
**Reconciliation Summary**  
**1010 - Bank Account - Trust, Period Ending 09/30/2008**

	Sep 30, 08
Beginning Balance	7,518.74
Cleared Transactions	-1.00
Cheques and Payments - 1 item	583.33
Deposits and Credits - 1 item	582.33
Total Cleared Transactions	8,101.07
Cleared Balance	8,101.07
Register Balance as of 09/30/2008	
New Transactions	583.33
Deposits and Credits - 1 item	583.33
Total New Transactions	8,684.40
Ending Balance	



JOHNSTON PLACE BRANCH  
2429 152ND STREET, UNIT 100  
SURREY, BC V4P 1N4 Tel: 1-

Tel: 1-866-222-3456

9279/ 1-2/ 30-09/ / 0/ 9/ 4905

CROFT AGENCIES LTD  
ITF: LMS 572 BIRCH GARDENS  
1736 152ND ST UNIT 203  
SURREY BC V4A 4N4

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Accounts issued by: THE TORONTO-DOMINION BANK  
5299



JOHNSTON PLACE BRANCH  
2429 152ND STREET, UNIT 100  
SURREY, BC V4P 1N4  
Tel: 1-

Tel: 1-866-222-3456

9279/ 1-2/ 30-09/ / 0/ 2/ 4972

CROFT AGENCIES LTD  
ITF: LMS 572 BIRCH GARDENS  
TRUST ACCT  
1736 152ND ST UNIT 203  
SURREY BC V4A 4N4

Statement of Account	
Branch No.	Account No.
9279	9279 - 5207619

Account Type
BUSINESS
INVESTOR
ACCOUNT

Statement From - To  
AUG 29/08 - SEP 30/08  
Page 1 of 1

Branch No.	Account No.
9279	9279 - 5207619

		INVESTMENT ACCOUNT	
DESCRIPTION	CHEQUE/DEBIT	DEPOSIT/CREDIT	DATE

BALANCE
0.00
583.33
8,102.07
8,101.07

BALANCE FORWARD		583.33	AUG29
PTS FRM: 92795205101		7,518.74	SEP02
CREDIT MEMO			SEP08
SERVICE CHARGE	1.00		SEP30

No.	Amount
Credits 2	8,102.07
Debits 1	1.00

0 CHQS ENCLOSED NEXT STATEMENT DATE IS OCT 31/08  
 MONTHLY AVER. CR. BAL. \$6,328.21  
 MONTHLY MIN. BAL. \$583.33  
 DEP CONTENT- CASH 0 ITEMS 0 UNC BATCH

HERE'S TO THE BIG DREAMS THAT MAKE A SMALL BUSINESS SOAR.  
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Accounts issued by: THE TORONTO-DOMINION BANK





International Risk and Insurance Services

BFL CANADA Insurance Services Inc.  
1177 West Hastings Street, Suite 200  
Vancouver, British Columbia V6E 2K3  
Tel.: (604) 669-9600  
Fax: (604) 683-9316  
Toll Free: 1-866-669-9602

### CERTIFICATE OF INSURANCE

Previous Policy No. BFL04LMS0572

Renewal Policy No. BFL04LMS0572

**NAMED INSURED** The Owners, Strata Plan LMS572, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners.  
**PROPERTY MANAGER** Croft Agencies Ltd.  
**MAILING ADDRESS** 203 - 1736 152nd Street, Surrey, BC V4A 4N4  
**POLICY PERIOD** From: October 1, 2008 To: October 1, 2009  
12:01 a.m. standard time at the location of the premises as to each of the said dates  
**INSURED LOCATION** 1318 West 6th Avenue, Vancouver, BC V6H 1A7  
BIRCH GARDENS  
**CONSTRUCTION** Frame 3 Storeys 2 Buildings  
**OCCUPIED BY INSURED AS** 20 Residential Units 0 Commercial Units

Insurance is provided, subject to the Declarations, Terms, Conditions of the Policy and its Riders, only for which specific Riders are attached and for which a specific limit or annotation is shown hereunder.

INSURING AGREEMENT		DEDUCTIBLE	LIMIT
<b>SECTION I - PROPERTY</b> (Revision date Aug 24, 2006 / RB)			\$ 5,390,000
<b>A. All Property - All Risks, Stated Amount Co-Insurance, Guaranteed Replacement Cost, By-Laws .</b>			
All Risks		\$ 1,000	
Sewer Backup Damage		\$ 2,500	
Water Damage		\$ 2,500	
Earthquake Damage		% 10	
Flood Damage		\$ 10,000	
Lock & Key		\$ 250	\$ 10,000
<b>B. Business Interruption (Gross Rents), Indemnity Period - N/A Months</b>			\$ Not Covered
<b>SECTION II - CRIME</b> (Form 500000-05, Rev. Jan 2000.)			\$ 10,000
<b>I. Comprehensive Dishonesty, Disappearance and Destruction - Form A</b>			\$ 5,000
<b>II. Loss Inside the Premises</b>			\$ 5,000
<b>III. Loss Outside the Premises</b>			\$ 5,000
<b>IV. Money Orders and Counterfeit Paper Currency</b>			\$ 5,000
<b>V. Depositors Forgery</b>			
<b>SECTION III - COMMERCIAL GENERAL LIABILITY</b> (Form 000102, Rev. Nov 2005)			
<b>A. Bodily Injury &amp; Property Damage Liability</b>	Per Occurrence	\$ 500	\$ 10,000,000
	Aggregate	\$ 500	\$ 10,000,000
	General Aggregate Limit	\$ 500	\$ 10,000,000
<b>Products and Completed Operations</b>			\$ 10,000,000
<b>B. Personal and Advertising Injury Liability</b>	Per Occurrence		\$ 5,000
	Any One Person		\$ 25,000
<b>C. Medical Payments</b>		\$ 500	\$ 500,000
<b>D. Tenants Legal Liability</b>			\$ 10,000,000
	Non-Owned Automobile Endorsement SPF #6 - Form 335002-02	Per Occurrence	\$ 500
	Contractual Liability Endorsement SEF #94 - Form 335100-01	Per Occurrence	\$ 10,000,000
	Excluding Long Term Leased Vehicle Endorsement SEF #99 - Form 335300-02	Per Occurrence	\$ 10,000,000
	Limited Pollution Liability Coverage Endorsement - Form 000114-02	Aggregate	\$ 1,000,000
	Employee Benefit Liability - Form 000200	Aggregate	\$ 1,000,000
<b>SECTION IV - CONDOMINIUM DIRECTORS &amp; OFFICERS LIABILITY</b>			
Claims Made Form (Including Property Manager)		\$ NR	\$ 3,000,000
<b>SECTION V - GLASS</b> (Form 820000-02, Rev. Nov 1998)			
Blanket Exterior Glass	Residential	\$ 100	Blanket
	Commercial	\$ N/A	Not Covered

This Policy contains a clause(s) which may limit the amount payable.

This Certificate is not valid unless countersigned by an Authorized Representative of the Insurer(s).  
E. & O.E.  
DATE: September 23, 2008

BFL CANADA Insurance Services Inc.

AUTHORIZED REPRESENTATIVE

**BFL** makes a difference

**LMS-572**  
**BIRCH GARDENS**  
**OPERATING BUDGET NOTES**  
**JANUARY 1, 2009 TO DECEMBER 31, 2009**

**Income**

**Strata Fees**

The strata fees are derived from the Operating Budget and allocated proportionately to each strata lot in accordance with their unit entitlement. For owners' information, units that have more square footage and a larger share of limited common property, in turn will have more unit entitlement respectively and pay more monthly strata fees pursuant to the Strata Property Act of British Columbia.

**Expenses**

**Bank Charges**

Croft Agencies Ltd. has been able to work out a special arrangement with our Bank due to our large volume of business. The Strata Corporation is not charged excessive bank service charges. This account covers the service charges for providing pre-authorized strata fee withdrawals as well as the printing costs of cheques and any and all related minor Trust Account bank charges.

**Contingency Reserve**

The Strata Property Act requires that the Strata Corporation set aside 10% of the total expenditures in the contingency reserve fund until the amount reaches 25% of the total expenditures, at which time the Strata Corporation may cease or reduce contributions.

**Electricity**

This is the electrical consumption for the common areas of the project and is based on historical costs.

**Elevator Maintenance**

The Strata Corporation has an annual contract for full service maintenance of the elevator. This contract covers all parts, labour and any amendments and/or adjustments that are required to the elevator on an annual basis, which will ensure the proper maintenance and the repairs of any unforeseen damage or general maintenance. For safety and health reasons, this contract ensures the stability and general maintenance of the elevator itself.

**Garbage**

This covers the contract for garbage removal and recycling services. The budget allows for extra pick-ups at Christmas and increases in cost of the contracts.

**Gas**

This account expenses the costs for the building consumption with reference to common-area gas and the supply of gas for the mechanical equipment and systems within the building as required. The budget is based on historical accumulated costs.

**LMS-572**  
**BIRCH GARDENS**  
**OPERATING BUDGET NOTES**  
**JANUARY 1, 2009 TO DECEMBER 31, 2009**

**Insurance**

In accordance with the Strata Property Act, the Strata Corporation is required to maintain full replacement value coverage for the building and may require added additional coverage for liability, Council errors or omissions, etc. The budget is based on historical costs and allows for an estimated increase in premiums.

This category includes the cost of the insurance appraisal to determine the full replacement value of the project, which is conducted annually.

**Management Fees**

The Management Company relieves the Strata Council of all the day-to-day operations of the Strata Corporation. This includes full accounting services, provision of management staff, supervision of on-site staff, attendance at Strata Council Meetings and General Meetings, preparation of minutes, providing 24 hour emergency support, etc.

The services also include assisting the Strata Council in establishing and enforcing bylaws, rules and regulations and preparing the operating budget on behalf of the owners, collecting arrears and making recommendations regarding operations and administration such as improvements, reserve requirements, liability protection, etc.

**Miscellaneous**

This account expenses any administration costs as required.

**Repair & Maintenance**

This account expenses exterior and interior repairs and maintenance that are not separately allocated in this budget. Some of the major expenses are plumbing/mechanical, electrical repairs, painting, fire alarm testing and related repairs, etc.

**Water & Sewer**

Water and sewer charges or any and all other utilities as charged by the City of Surrey are expended from this account. The figure is based on historical costs and the size of the Strata Corporation.

**Window Cleaning**

Seasonal window cleaning as required and as needed.

**LMS-572 Birch Gardens  
Proposed Operating Budget  
January 1, 2009 - December 31, 2009**

**INCOME**

Strata Fees	70,275
<b>TOTAL FEES</b>	<hr/> <b>70,275</b>
<b>TOTAL INCOME</b>	<hr/> <b>70,275</b>

**EXPENSES**

**OPERATING EXPENSES**

Contingency Reserve Fund	9,000
Electricity	5,000
Elevator	2,500
Garbage	2,000
Gas	10,000
Insurance	11,500
Management Fees	5,725
Miscellaneous	1,750
Repairs and Maintenance	18,000
Water Sewer	4,000
Window Cleaning	800
<b>TOTAL OPERATING EXPENSES</b>	<hr/> <b>70,275</b>

October 16, 2008

**LMS-572 BIRCH GARDENS**  
**PROPOSED OPERATING BUDGET**  
**FEE SCHEDULE JANUARY 1, 2009 - DECEMBER 31, 2009**

<u>Strata Lot Number</u>	<u>Unit Number</u>	<u>Unit Entitlement</u>	<u>Total Annual Payments Due</u>	<u>Monthly Payments Due</u>
1	101	1,194	\$3,703.25	\$308.60
2	102	865	\$2,682.84	\$223.57
3	103	1,268	\$3,932.77	\$327.73
4	104	1,196	\$3,709.46	\$309.12
5	105	1,274	\$3,951.38	\$329.28
6	106	1,013	\$3,141.87	\$261.82
7	201	882	\$2,735.57	\$227.96
8	202	1,030	\$3,194.60	\$266.22
9	203	1,139	\$3,532.67	\$294.39
10	204	1,266	\$3,926.57	\$327.21
11	205	1,240	\$3,845.93	\$320.49
12	206	1,146	\$3,554.38	\$296.20
13	207	1,089	\$3,377.59	\$281.47
14	301	882	\$2,735.57	\$227.96
15	302	1,030	\$3,194.60	\$266.22
16	303	1,139	\$3,532.67	\$294.39
17	304	1,310	\$4,063.04	\$338.59
18	305	1,254	\$3,889.35	\$324.11
19	306	1,268	\$3,932.77	\$327.73
20	307	1,173	\$3,638.12	\$303.18
<b>Total =</b>		<b>22,658</b>	<b>70,275.00</b>	<b>5,856.25</b>

PROXY

I/We \_\_\_\_\_ [name(s)], the owner(s)/ tenant(s)/ mortgagee of  
strata lot \_\_\_\_\_ of Owners Strata Plan LMS-572

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 LMS-572 to be held on Wednesday, November 26, 2008 at 6:30 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

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS-572 BIRCH GARDENS  
HELD ON WEDNESDAY, OCTOBER 1, 2008 AT 7:30 PM WITHIN THE COMMON ROOM AT 1318 WEST  
6<sup>TH</sup> AVENUE, VANCOUVER, BC**

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<b>COUNCIL IN ATTENDANCE:</b>	JULIO GUZMAN DEBBIE NIELSEN SCOTT MURDOCH LISAN KWINDT	PRESIDENT VICE-PRESIDENT TREASURER SECRETARY
<b>REGRETS:</b>	VEENA MALLAL	
<b>PROPERTY MANAGER:</b>	DON COOK	PROPERTY MANAGER CROFT AGENCIES LTD.

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**1. CALL TO ORDER**

The meeting was called to order by the Property Manager Mr. Cook at 7:40 pm.

**2. GUESTS BUSINESS**

There was no guest business.

**3. APPROVAL OF THE MINUTES OF PREVIOUS COUNCIL MEETINGS**

The Property Manager was informed that the minutes from previous Council only meeting of August 23, 2008 was approved by Council via correspondence as of August 28, 2008.

**4. FINANCIAL REPORT**

**A) Financial Statements**

After a detailed review presented to council by the Treasurer Mr. Scott Murdoch, it was then moved and seconded to adopt the financial statements for the months of May, June and July 2008, as previously distributed. *MOTION CARRIED*. Approval of the August financial statements were deferred until council had sufficient time to further review these statements and have any questions answered by the Property Manager.

**B) Strata Fee Arrears Summary**

The Council wishes to acknowledge and thank all the owners that do pay their Strata Fees promptly.

**Residents are once again reminded that monthly strata fees are due and payable by the 1<sup>st</sup> of the month in advance of which the month they are due. To ensure such basic services as insurance, utilities, repairs, trash pick-up and other items of this type are attended to on a timely and productive basis owners must ensure their strata fees are paid, as noted above, at all times. Appropriate fines, foreclosure proceedings and other matters will be attended to by the Property Management Company, as instructed by the Strata Council, for any units who are behind in their monthly strata fees.**

**C) Foreclosure Action Update**

There is no current action pending in this matter as the unit in question has paid all outstanding amounts owing to date.

**5. REPORT ON UNAPPROVED EXPENDITURES**

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

6. **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.

7. **BUSINESS ARISING FROM PREVIOUS MINUTES**

A) Tile Work

The council has requested that the Property Manager contact an Engineer to find out what the cost would be to have them provide a detailed report on the condition of the underlying cement beneath the tiled areas and suggestions for a replacement surface.

B) Fire Inspection Follow-up

Although the Strata did receive a credit from Vancouver Fire, council believes that it was not the correct amount and has directed the Property Manager to reconcile the amount with them. The Council expressed some dissatisfaction with the overall service and costs associated with Vancouver Fire and have requested that the Property Manager investigate some alternative Fire / Safety service providers.

C) Insurance on all Vehicles Parked Underground

The Property Manager was tasked with ensuring that all vehicles, in the underground parking, have current insurance tags and or a storage insurance policy in place.

D) Garbage Area Enclosure

Council was presented a quote for rebuilding the existing garbage enclosure. The Property Manager was directed to obtain a quote for a metal gated enclosure similar to the one being utilized at neighboring complexes.

8. **CORRESPONDENCE**

The Strata Council then reviewed items of correspondence sent to or received during the day of the meeting.

The Property Manager was then directed to respond to each item of correspondence and further initiate additional action, as directed by the Strata Council regarding any bylaw infractions.

**\*\*REMINDER\*\***

**As a reminder to all owners, please ensure that the parking stalls are kept free of clutter and personal storage items. This presents a fire & safety issue as well as being in contravention of the Strata By laws.**

**Council also wants to remind all owners that with the colder weather coming on fireplace usage is expected to increase. Gas prices have risen sharply and excessive usage will considerably increase Strata expenses for all owners.**

9. **NEW BUSINESS**

A) Sprinkler Winterization

The Property Manager was directed by council to find out how much Vancouver Fire will charge to perform the sprinkler system winterization. The Property Manager was asked to compare their prices with competitive providers.



Minutes of the Strata Council Meeting  
LMS-572 Birch Gardens  
Held on October 1, 2008

B) Budget Discussion

Council together with the Property Manager entered into a lengthy and detailed discussion regarding the next year proposed budget. Council directed the Property Manager to prepare a couple of alternative projections for council to consider.

C) Insurance Renewal

The Property Manager presented council with copies of the Strata Corporation insurance renewal with BFI Canada. All owners will be provided a copy of the current building insurance in their AGM notice to go out in about 3 weeks.

D) Property Management Expectations

Council discussed areas of the property management services contract that the Property Manager was to monitor and improve upon.

- Provide monthly electronic copies of Financial Statements by the 20<sup>th</sup> of each month
- Manage the administrations costs of photo copies and mailing to reduce expenses
- Action items tasked the Property Manager should be responded to timely, 14 days maximum to allow for contractor quotation to be received
- 3 quotations are to be obtained for any major expenses and or project work

10. **ADJOURNMENT**

There being no further business, it was then moved and seconded to adjourn the meeting at 10:05 pm.

The next meeting of the Strata Corporation will be the AGM and has been scheduled for Wednesday, November 26, 2008

Respectfully submitted,

Don Cook

Property Manager  
Strata Properties Division  
Croft Agencies Ltd.

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS-572  
BIRCH GARDENS HELD ON Saturday August 23, 2008 AT 11:00 A.M. WITHIN THE  
COMMON ROOM AT 1318 WEST 6<sup>th</sup> AVENUE, VANCOUVER BC**

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<b>COUNCIL IN ATTENDANCE:</b>	Julio Guzman	President
	Debbie Nielsen	Vice- President
	Veena Mallal	
	Lisan Kwindt	Secretary ( <i>minutes</i> )
<b>REGRETS:</b>	Scott Murdoch	Treasurer

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**1. CALL TO ORDER**

The meeting was called to order by the President at 11:05 a.m.

**2. GUEST BUSINESS**

There was no guest business.

**3. FINANCIAL REPORT**

**A) Financial Statements**

The President reported that the Treasurer, Scott, had received financial statements for June and July 2008 two days prior to meeting and had not had a chance to review.

- B)** The President reported that contractor Klondike's invoice had not been paid in a timely manner by the Property Manager, due to mishandling of paperwork by the latter's office. He has received assurances from the Property Manager's office that payment is now "in the mail". It was noted that any penalties or interest charged by suppliers of goods and services to the Strata due to late payment(s) are to be borne by the Property Manager, and not to be charged back to the Strata.

- C)** The President and VP reported that Sundawn has not updated its billing information. Sundawn is still sending invoices to Birch Gardens rather than the Property Manager, despite repeated instructions from Strata Council members.

**\*\* ACTION ITEM:** VP to follow up with Sundawn to confirm that Sundawn updates its records and corresponds with the office of the Property Manager for all transactions.

- D)** Property Manager has not updated Strata Council on current status of strata units in arrears. Council believes that at this time, none are in arrears.

4. **MINUTES OF THE MEETINGS OF THE STRATA COUNCIL HELD ON April 21, 2008.**

It was noted that the previous regular meeting minutes had been circulated, revised, and finalized by all Council members electronically. Previously approved minutes were distributed in hard copy to all units.

5. **REPORT ON UNAPPROVED EXPENDITURES**

To the best of our knowledge there are no unapproved expenditures to report. Current Financial Statements were just recently received and are still pending Treasurer's review.

6. **REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report.

7. **BUSINESS ARISING FROM PREVIOUS MINUTES**

A) In Progress: Outdoor Tile Repair

The courtyard tiles most in need of replacement have been spot-repaired by Klondike's contracted trade. Some in-kind labour was provided by the President, in part because the tiler was persuaded to do more work than initially quoted on. A second quote to secure remaining loose tiles was prohibitively high, so council has decided not to proceed at this time.

Council is considering options for next year, possibly to obtain a professional assessment of the structure and surface from an engineer (Property Manager to refer – bring forward for next meeting, which he will be attending).

B) Outside Stairwell repair

Re: North outside stairwell area gutter re-alignment and repair to wall and area under stairs. Problem is still not resolved. President to confirm last email correspondence from Property Manager, as it is thought that a work-around was proposed but not followed through.

C) Vancouver Fire & Safety Inspections

VP reported that previous action item was completed, i.e. VF&S's contact person confirmed that invoice included a charge for unit 307's smoke alarm but that unit already had new ones and was not done; Colleen told VP that it would be credited to our account. VP assumed credit would be on the next invoice, following a third planned visit to complete outstanding items, but VF&S did not come back a third time. Units 304 and 105 have still not been done. Property Manager was to follow up to sort out issues, but Council did not hear back. We are due for another inspection in November, so it was decided to wait until then for remaining items to be completed

**\*\* Action item:** Property Manager to obtain a current statement from VF&S confirming we have a credit.

**\*\* Action item:** Property Manager to obtain from VF&S a complete itemized accounting of completed tasks and charges since start of transactions with Birch Gardens.

D) Garbage/Recycling bin Noise and Mess Prevention Initiative (NAMPI)

It was noted that the sliding gates in front of the garbage and recycling bins are not functioning properly. At this time it is not considered a priority to repair (which has been done already several times). If they become completely non-functional, we may just have them removed rather than repaired. Council noted that the following action item is still pending since two meetings ago, viz:

**\*\* ACTION ITEM:** Property Manager to obtain three quotes to secure the garbage/recycling bin area.

E) Smoking and Debris on Common Property

Council observed only slight improvement in this situation, despite repeated attempts to convey that cigarette ash and butts are not acceptable on the common property stairs (inside or out) or elsewhere.

F) Plumbing Problem Affecting Unit 101

President reported that repair of unit 101 ceiling damage and discolouration has been completed after quotes were circulated and the work approved by Council via email. Painting is still to be arranged, but pre-approved by Council (Tony to do).

G) Uninsured Vehicle in Parking Garage

Property Manager has followed up with vehicle owner and forwarded copy of that unit's insurance renewal to Council. Renewal was for partial year only.

**\*\* Action Item:** Property Manager to proactively attend to the vehicle storage insurance expiry date and obtain confirmation of renewal at next deadline (September 2008).

H) Common Area Seasonal Cleaning

It was noted that the following were completed since last regular meeting:

Exterior window cleaning, power washing of siding and other exterior surfaces (Ace), done reasonably well but with some shortcomings (trade has notified they will not do next year).

Common area carpet cleaning (Watts); Council is pleased with the job done.

8. **CORRESPONDENCE**

Reminder to Residents

**\*\* All owners are requested to forward any Strata-related concerns or items for Strata Council's attention directly to the Property Manager per the information in your welcome packages. If you have not received a welcome package please advise Don directly so that one can be forwarded to you.**

Your Property Manager **Don Cook** can be reached...

By email: **dcCook@croftagencies.com (Don Cook)** or  
**kgreen@croftagencies.com (Kevin Green)**

By telephone: 604-535-8080

By fax: 604-535-1767

By mail: Croft Agencies Ltd.  
203-1736 152 St  
Surrey BC V4A 4N4

9. **NEW BUSINESS**

A) Reminders for all Units

VP volunteered to create a new strata information/reminder sheet to distribute to all units. This will highlight some frequently-ignored Bylaw responsibilities, and provide some useful information such as garbage and recycling collection schedules, what can go in recycling bins, etc. She will also prompt the new unit owners for basic administrative and emergency contact details.

B) Improper Storage

It was noted that unauthorized/improper storage is again a problem. Several parking spaces in the garage are being used to store items that pose a potential hazard, and are not permitted. Unit 206's locker has also become a dumping ground for other units' and former owners' items.

**\*\* Action Item:** President and VP offered to take first crack at clearing out unauthorized items from 206's locker. Note to be sent to units storing unauthorized items in parking area.

C) Possible Plumbing Problem Affecting Garage Entrance

On or about Thursday, August 21, runoff was observed from the building overhang above the centre of the garage driveway. As of meeting time, the effect was less but still apparent. As this is directly under the bathroom of unit 202, that area is first to be investigated as the possible source.

**\*\* Action Item:** President to do preliminary investigation and assessment of the problem. To engage the services of Hillcrest plumbing as needed (after weekend).

10. **ADJOURNMENT**

There being no further business it was then moved and seconded to adjourn the meeting at 12:40 P.M.

Next meeting: (**Note Property Manager Don Cook to participate**) Monday September 8 at 7:30 P.M.

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS-572  
BIRCH GARDENS HELD ON Monday April 21, 2008 AT 7:30 PM WITHIN THE  
COMMON ROOM AT 1318 WEST 6<sup>th</sup> AVENUE, VANCOUVER BC**

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**COUNCIL IN ATTENDANCE:** Julio Guzman #604-101-143-7473 President  
205 Debbie Nielsen Vice- President  
301 Scott Murdoch 604-732- Treasurer  
Veena Mallal 4089  
Lisan Kwindt #303 Secretary (minutes)  
604-100-1681

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**1. CALL TO ORDER**

The meeting was called to order by the President at 7:35 p.m.

**2. GUEST BUSINESS**

There was no guest business.

**3. FINANCIAL REPORT**

**A) Financial Statements**

The Treasurer, Scott, reported that financial statements for March 2008 had been received. He tabled and circulated copies of profit & loss and general ledger to council members. No outstanding items unaccounted for at this time. It was noted that fines for arrears appear to have been levied per Strata bylaws and instruction from Council to the Property Manager.

Scott reported that income for March was \$5,812.85 and total expenses were \$5,692.40. Scott reviewed which expenses had been paid from operating funds during this period. Our total contingency principal as of March 31, 2008 was \$38,486.16.

Online access card information for the bank has been received.

Julio has been actively working on owner's maintenance collection, which continues to be a concern. Glitches in the Property Manager's accounting system erroneously showing units in arrears seem to have been corrected. Only one unit remains in arrears at this time.

**\*\* ACTION ITEM:** Property Manager to proceed with next legal steps with regard to unit in arrears. Property Manager to update Strata Council at least every two weeks on the status of proceedings.

**4. MINUTES OF THE MEETINGS OF THE STRATA COUNCIL HELD ON  
February 28, 2008.**

It was noted that the previous regular meeting minutes had been circulated, revised, and finalized by all Council members electronically. Previously approved minutes were distributed in hard copy to all units.

5. **REPORT ON UNAPPROVED EXPENDITURES**

To the best of our knowledge there are no unapproved expenditures to report.

6. **REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report.

7. **BUSINESS ARISING FROM PREVIOUS MINUTES**

A) In Progress: Outdoor Tile Repair

President reported on latest walk-through of site with prospective repair trade. Bill from Just Building Services (referred by Croft Agencies) will return to site later in the week to assess together with concrete tradesperson. Bill was requested by president to submit two detailed quotes, one only on replacement/repair with (similar) tiles, one on alternative repair recommended by trade. Council discussed and expressed frustration regarding length of time to resolve this problem, difficulty retaining a trade long enough to finalize a quote, and insufficient follow-through from Property Management company. Property Manager's last communication on the subject informed Council that Harmony Restorations and Inline were no longer interested in quoting, and advised against attempting a repair as being too expensive. Council requires a solution and status quo is not acceptable. After some discussion Council agreed that if a reasonable quote (similar to previous quotes so far) is received for simple repair/replacement of the affected tiles with fresh tiles, that will be our goal.

**\*\* Action item:** Property Manager to refer trade(s) specializing in outdoor tile, to provide detailed quote on the tile replacement in common area courtyard.

B) Outside Stairwell repair

Re: North outside stairwell area gutter re-alignment and repair to wall and area under stairs. We appear to have paid two companies (Bobcon and Harmony Restorations) to do this repair despite lack of resolution to the problem. Treasurer to review previous minutes to confirm what we had authorized and whether payments were in accord with directions of Council.

**\*\* Action item:** Property Manager is to report to Council explaining rationale for payments made to contractors without completion of the job. Property Manager is to follow up with the trade(s) to ensure complete resolution to the gutter problem.

C) Vancouver Fire & Safety Inspections

VP reported that notices were distributed and most of the identified aged smoke detectors within the units were replaced. One smoke detector was replaced without payment (this payment is owing from unit owner). The VF&S report shows no record of inspection of

unit 304 and 105 (and 204?). While they were on site, they also replaced the common area fire extinguishers.

**\*\* Action item:** VP will follow up with contact person (Colleen) at VF&S to get clarification on which units were done etc.

D) Garbage/Recycling bin Noise and Mess Prevention Initiative (NAMPI)

Council was informed by Property Manager earlier that disposal and recycling service providers would not have a problem with access as long as we provide a key to the enclosure when constructed. Council noted that the following action item is still pending since last meeting, viz:

**\*\* ACTION ITEM:** Property Manager to obtain three quotes to secure the garbage/recycling bin area per above.

E) Smoking and Debris on Common Property

Council observed no change in this situation.

**\*\* Action item:** Property Manager to confirm to Council the date the second letter was sent to the unit in question and what will be the next step and penalties if any.

F) Possible Plumbing Problem Affecting Unit 101

President tabled quote received with options for repair of unit 101 ceiling damage and discolouration. A second quote is pending. After discussion, Council agreed to retain painter of record (Tony) to stabilize and repaint the areas to match surrounding surfaces for now, to revisit at a later date if the problem recurs. Council agreed that the approved repainting/repairs would be paid from the Strata budget. Strata reserves the right to recover damages from other units pending assessment of liability. Council was unclear as to cause and effect with respect to unit 202's plumbing issue.

**\*\* Action Item:** Property Manager to obtain plumber's written report for Council, explaining his professional opinion of the cause of the ceiling stains, how the clogged kitchen drain of 202 factored in, describing what action he took, and how his actions solved the problem (if they did). Property Manager to advise Council as to who has responsibility for the plumbing and related repair charges.

9. **CORRESPONDENCE**

Reminder to Residents

**\*\* Please note that, due to restructuring of the property management company, some of the contact information has changed.**

**\*\* All owners are requested to forward any Strata-related concerns or items for Strata Council's attention directly to the Property Manager per the information in your welcome packages. If you have not received a welcome package please advise Don directly so that a replacement can be forwarded.**

Your Property Manager Don Cook can be reached...

By email: [kgreen@croftagencies.com](mailto:kgreen@croftagencies.com) (Kevin Green) or  
[dcook@croftagencies.com](mailto:dcook@croftagencies.com) (Don Cook)

By telephone: 604-535-8080

By fax: 604-535-1767



By mail: Croft Agencies Ltd.  
203-1736 152 St  
Surrey BC V4A 4N4

10. **NEW BUSINESS**

A) Uninsured Vehicle in Parking Garage

Council noted that an apparently uninsured vehicle has been parked in the underground parkade for some time. Property Manager supplied a letter to the unit of the parking space owner, advising the owner of the laws and regulations requiring insurance to store in this location.

**\*\* Action Item:** Property Manager to advise Council of next steps.

B) Eco-wise Rebates

Secretary tabled some information regarding government rebates on energy-saving upgrades to residential units, effective April 1, 2008. We qualify as a MURB (Multi-Unit Residential Building) under the new rules. This info to be circulated among Council members for consideration.

C) Common Area Seasonal Cleaning

**\*\* Action Item:** VP to contact our previous trades regarding exterior window cleaning (Ace), common area carpet cleaning (Watts, contact person Dan), and power washing of siding and other exterior surfaces.

11. **ADJOURNMENT**

There being no further business it was then moved and seconded to adjourn the meeting at 9:40 pm.

Next meeting: Date TBD at 7:30PM.