

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

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

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

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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 Grahamn 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**

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**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**

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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

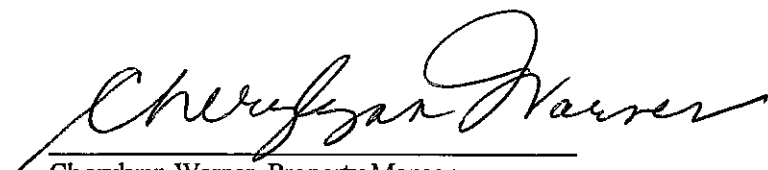
This has been deferred until the next meeting.

3. Best Practices

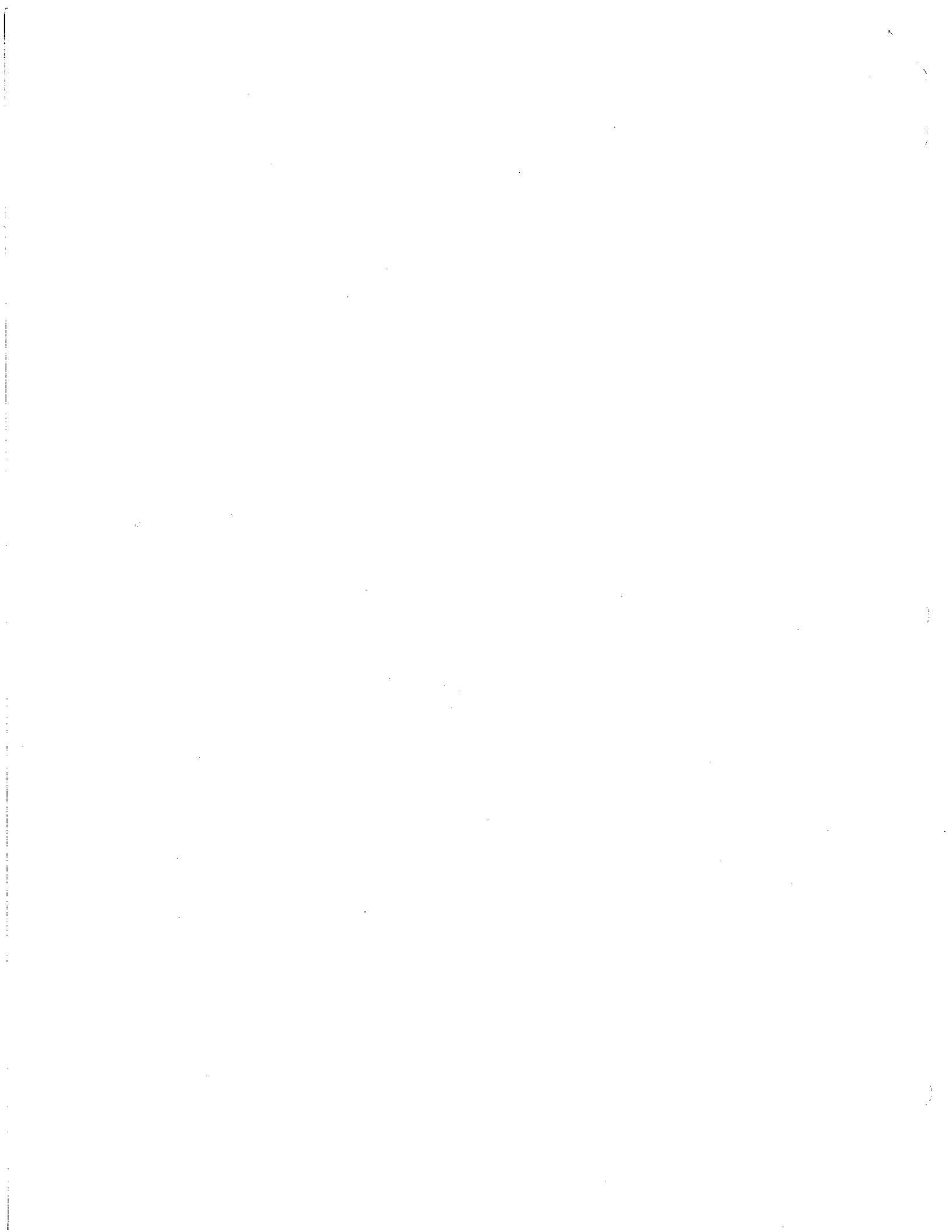
Council is currently incorporating Best Practices. Best Practices would include Council's proactive approach in repair and maintenance of the building, as well as the impact of rental suites in the building. This will be further discussed as Council takes the initiative to implement the Best Practices 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](http://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**

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

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

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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**

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**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 3<sup>rd</sup> 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.

**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.**

**Minutes of the Council Meeting  
The Owners Strata Plan BCS 207  
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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.

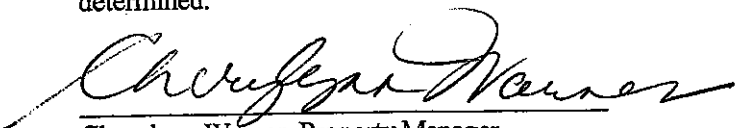
2. Best Practices – Rental Resolution

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](http://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**

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

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

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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**

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**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.

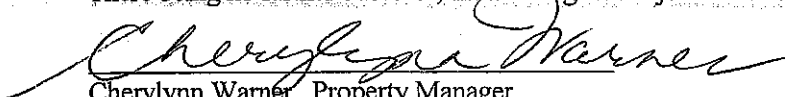
**CORRESPONDENCE**

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

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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 4<sup>th</sup>, 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

  
Cherylynn 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 31<sup>st</sup>, 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. 6<sup>th</sup> 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.

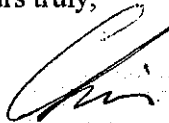
At the present time, Siena BCS 207 has no requirements for any moving fee, only the need for a security guard to be present at the time of a move.

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

**CONTACT INFORMATION**

Siena website for e-mail links:

[sienavancouver.com](http://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.

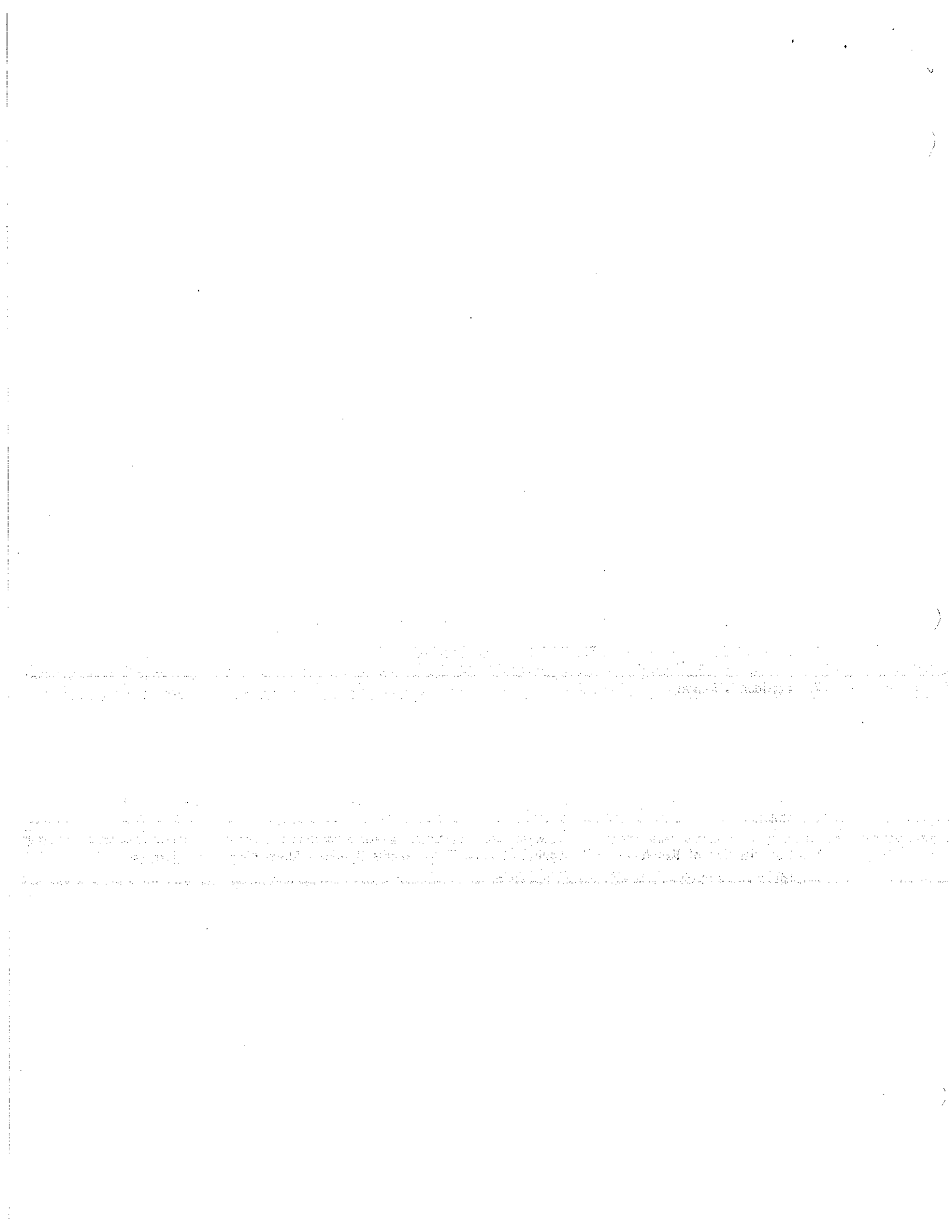
**NOTICE OF THE ANNUAL GENERAL MEETING**

**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

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**AGENDA:**

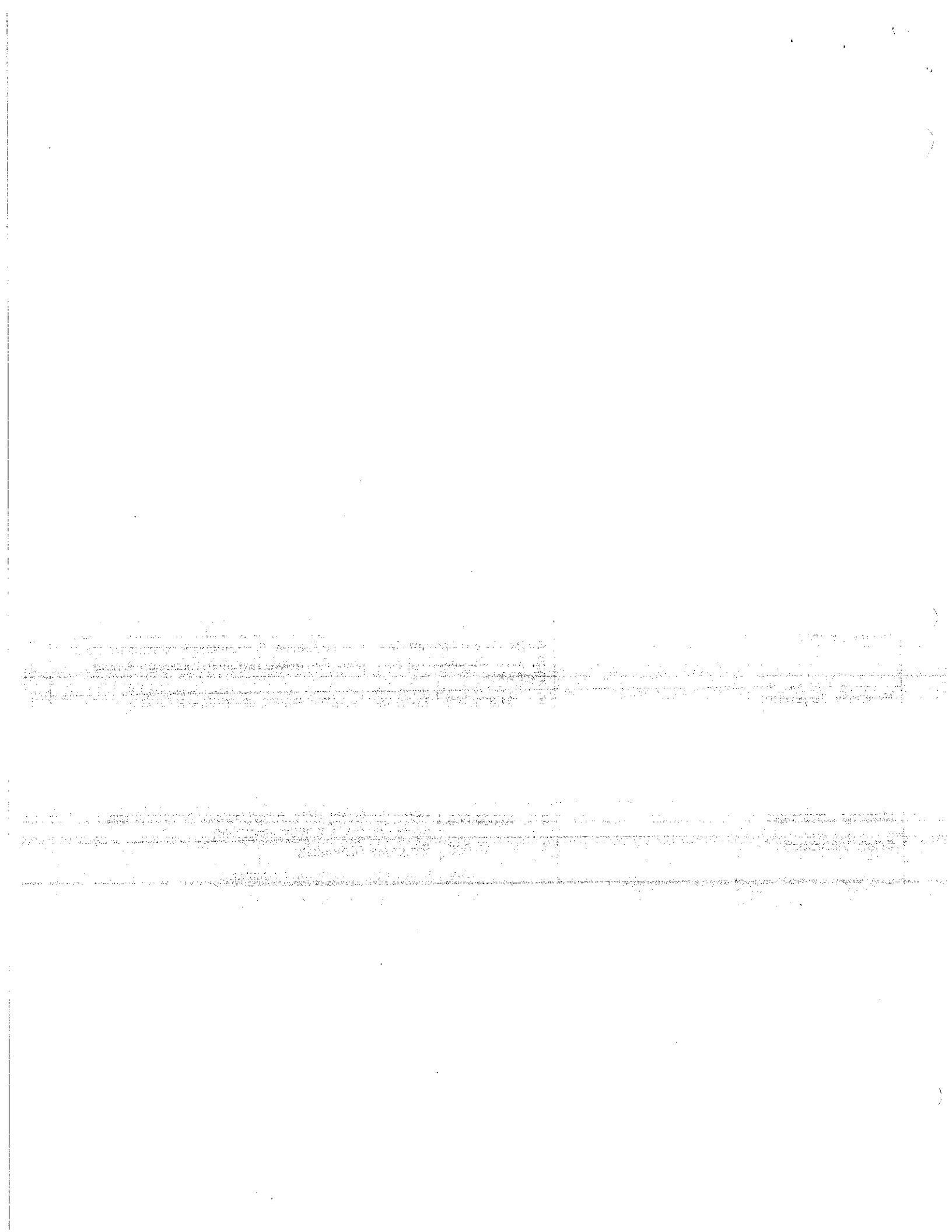
1. The Chairperson calls the meeting to order at 7:00 pm.
2. Calling of the roll and certification of proxies.
3. Proof of Notice of Meeting or Waiver of Notice.
4. Approval of the Minutes of the Annual General Meeting held on May 29, 2007 (as previously circulated).
5. Acknowledgement of receipt of 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

<b>Insured:</b>	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.	<b>Payee:</b>	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.
<b>Property Manager:</b>	Crosby Property Management Ltd.	<b>Policy Period:</b>	April 1, 2008 to April 1, 2009
<b>Coverage:</b>	STRATA	<b>From:</b>	April 1, 2008
		<b>To:</b>	April 1, 2009
<b>Policy No.</b>	<b>Coverages</b>	<b>Underwriters</b>	
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	
<b>Property Insured:</b>	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		
<b>Perils Insured:</b>	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.		
<b>Property Coverage:</b>	\$ 34,839,700	Buildings, including Earthquake Damage Coverage	
	\$ 10,000	Lock & Key	
<b>Boiler &amp; Machinery:</b>	\$ 34,839,700	Property Damage	
	\$ 100,000	Extra Expense	
		Subject to: \$1,000 deductible	
<b>Liability Coverage:</b>	\$ 10,000,000	Commercial General Liability, Subject to \$500 Bodily Injury/Property Damage Deductible	
<b>Crime Insurance:</b>	\$ 10,000	Employee Dishonesty	
	\$ 5,000	Broad Form Money and Securities	
<b>Condominium Directors &amp; Officers Liability: (Including Property Managers)</b>	\$ 1,000,000	each claim/annual omissions aggregate	
<b>Exterior Glass:</b>		Residential Blanket – Subject to \$ 100 Deductible	
<b>Pollution Remediation Liability:</b>	\$ 1,000,000	Subject to \$25,000 Deductible \$2,000,000 Aggregate	
<b>Conditions:</b>	This record sheet is intended for reference only. Please refer to your policy(ies) for complete details.		
<b>BFL Canada Insurance Services Inc.</b>			



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

**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

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

<b>MTCE RESERVE SCHEDULE / SP. LEVY FUND</b>	
<b>Mtce Reserve / Special Levy Balance</b>	<u>0.00</u>

**Statement of Income & Expenses - Apartment**  
 BCS 207 - SIENA  
 Reporting Period Mar 2008  
 Period Ending 12

Description	MTD Actual	YTD Actual	YTD Budget	Variance	Annual Budget
<b>INCOME</b>					
<b>STRATA FEES</b>					
Apt-Operating Fund Contribution	10,483	125,791	125,791	0	125,791
<b>TOTAL STRATA FEES</b>	<b>10,483</b>	<b>125,791</b>	<b>125,791</b>	<b>0</b>	<b>125,791</b>
Apt-Bylaw/Late Pymt Fine	0	10	0	10	0
Apt-Move In/Out Fee Revenue	0	905	0	905	0
<b>TOTAL INCOME</b>	<b>10,483</b>	<b>126,706</b>	<b>125,791</b>	<b>915</b>	<b>125,791</b>
<b>EXPENSES</b>					
<b>OPERATING EXPENSES</b>					
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
<b>TOTAL OPERATING EXPENSES</b>	<b>18,049</b>	<b>130,972</b>	<b>130,600</b>	<b>-372</b>	<b>130,600</b>
<b>TOTAL EXPENSES</b>	<b>18,049</b>	<b>130,972</b>	<b>130,600</b>	<b>-372</b>	<b>130,600</b>
<b>CURRENT YR NET SURPLUS/(DEFICIT)</b>	<b>-7,567</b>	<b>-4,266</b>	<b>-4,809</b>	<b>543</b>	<b>-4,809</b>
Apt-Operating Surplus (Deficit) B/F	0	4,014	4,809	-795	4,809
<b>ENDING OP SURPLUS/(DEFICIT)</b>	<b>-7,567</b>	<b>-252</b>	<b>0</b>	<b>-252</b>	<b>0</b>

# Statement of Income & Expenses - Townhome

BCS 207 - SIENA

Reporting Period Mar 2008

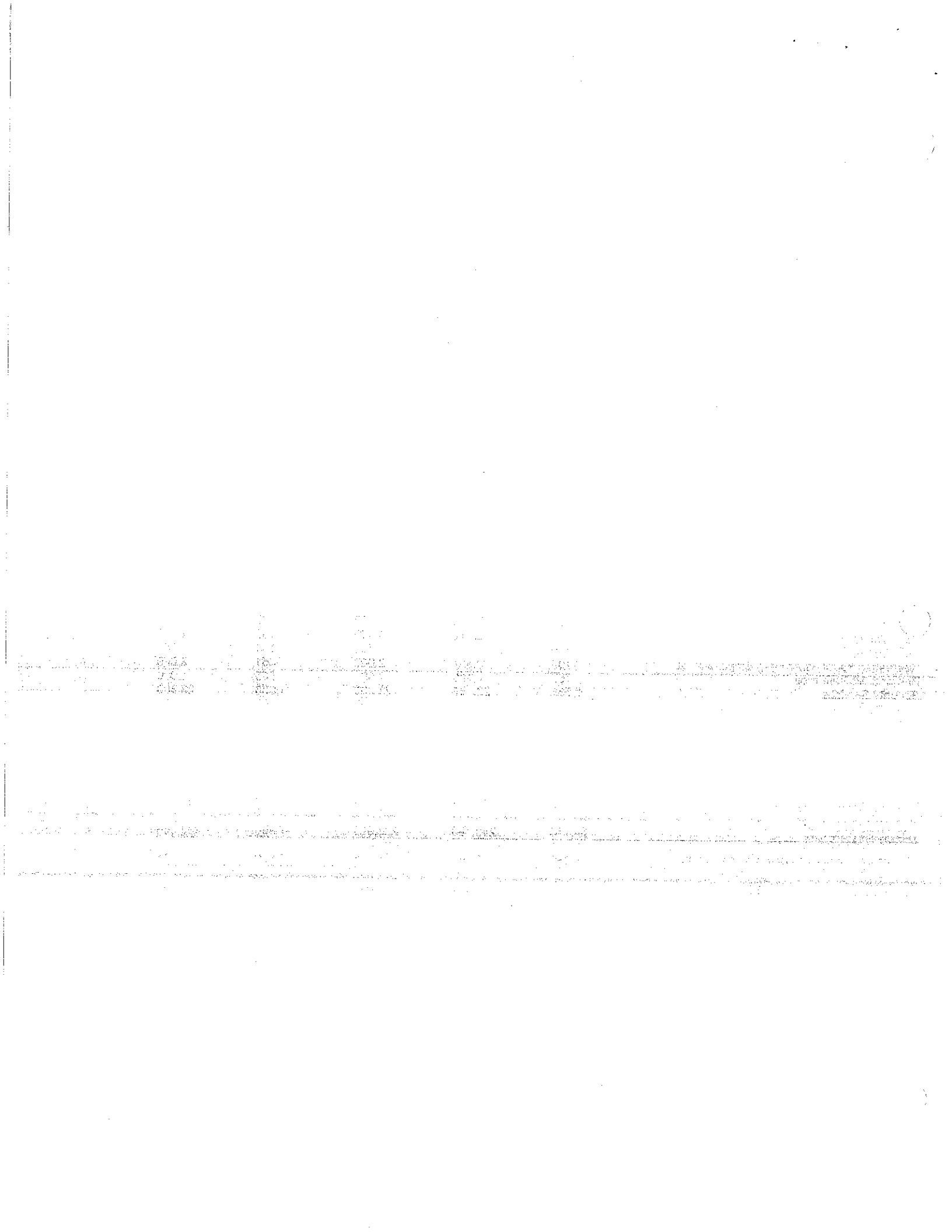
Period Ending 12

Description	MTD Actual	YTD Actual	YTD Budget	Variance	Annual Budget
<b>INCOME</b>					
<b>STRATA FEES</b>					
T/H-Operating Fund Contribution	755	9,058	9,058	0	9,058
<b>TOTAL STRATA FEES</b>	<b>755</b>	<b>9,058</b>	<b>9,058</b>	<b>0</b>	<b>9,058</b>
<b>TOTAL INCOME</b>	<b>755</b>	<b>9,058</b>	<b>9,058</b>	<b>0</b>	<b>9,058</b>
<b>EXPENSES</b>					
<b>OPERATING EXPENSES</b>					
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
<b>TOTAL OPERATING EXPENSES</b>	<b>914</b>	<b>6,503</b>	<b>8,665</b>	<b>2,162</b>	<b>8,665</b>
<b>TOTAL EXPENSES</b>	<b>914</b>	<b>6,503</b>	<b>8,665</b>	<b>2,162</b>	<b>8,665</b>
<b>CURRENT YR NET SURPLUS/(DEFICI</b>	<b>-159</b>	<b>2,555</b>	<b>393</b>	<b>2,162</b>	<b>393</b>
T/H-Operating Surplus(Deficit) B/F	0	-393	-393	0	-393
<b>ENDING OF SURPLUS/(DEFICIT)</b>	<b>-159</b>	<b>2,162</b>	<b>0</b>	<b>2,162</b>	<b>0</b>

# Statement of Income & Expenses - Joint Use

BCS 207 - SIENA  
Reporting Period Mar 2008  
Period Ending 12

Description	MTD Actual	YTD Actual	YTD Budget	Variance	Annual Budget
<b>INCOME</b>					
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
<b>TOTAL STRATA FEES</b>	<b>19,606</b>	<b>235,266</b>	<b>235,267</b>	<b>-1</b>	<b>235,267</b>
Bylaw/Late Pymt Fine	60	618	0	618	0
Interest Income	88	953	0	953	0
<b>TOTAL INCOME</b>	<b>19,754</b>	<b>236,838</b>	<b>235,267</b>	<b>1,571</b>	<b>235,267</b>
<b>EXPENSES</b>					
<b>OPERATING EXPENSES</b>					
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
<b>TOTAL OPERATING EXPENSES</b>	<b>22,346</b>	<b>219,584</b>	<b>212,124</b>	<b>-7,460</b>	<b>212,124</b>
Reserve-Contingency Fund	1,768	21,212	21,212	0	21,212
<b>TOTAL EXPENSES</b>	<b>24,114</b>	<b>240,796</b>	<b>233,336</b>	<b>-7,460</b>	<b>233,336</b>
<b>CURRENT YR NET SURPLUS/(DEFICIT)</b>	<b>-4,360</b>	<b>-3,959</b>	<b>1,931</b>	<b>-5,890</b>	<b>1,931</b>
Operating Surplus (Deficit) B/F	0	-1,931	-1,931	0	-1,931
<b>ENDING OP SURPLUS/(DEFICIT)</b>	<b>-4,360</b>	<b>-5,890</b>	<b>0</b>	<b>-5,890</b>	<b>0</b>





**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>
<b><u>INCOME</u></b>			
<b><u>FEES</u></b>			
Operating Fund Contribution	214,054	214,055	219,960
Contingency Fund Contribution	21,212	21,212	20,000
<b>TOTAL FEES</b>	<b>235,266</b>	<b>235,267</b>	<b>239,960</b>
Bylaw/Late Pymt Fine	618	0	0
Interest Income	953	0	0
<b>TOTAL INCOME</b>	<b>236,838</b>	<b>235,267</b>	<b>239,960</b>
<b><u>EXPENSES</u></b>			
<b><u>OPERATING EXPENSES</u></b>			
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
<b>TOTAL OPERATING EXPENSES</b>	<b>219,584</b>	<b>212,124</b>	<b>234,070</b>
Reserve-Contingency Fund	21,212	21,212	20,000
<b>TOTAL EXPENSES</b>	<b>240,796</b>	<b>233,336</b>	<b>254,070</b>
<b>CURRENT YEAR SURPLUS/(DEFICIT)</b>	<b>(3,959)</b>	<b>1,931</b>	<b>5,890</b>
Operating Surplus (Deficit) B/F	(1,931)	(1,931)	(5,890)
<b>ENDING OP SURPLUS/(DEFICIT)</b>	<b>(5,890)</b>	<b>0</b>	<b>0</b>

**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>
<b><u>INCOME</u></b>			
<b><u>FEES</u></b>			
Apt-Operating Fund Contribution	125,791	125,791	147,852
<b>TOTAL FEES</b>	<b>125,791</b>	<b>125,791</b>	<b>147,852</b>
Apt-Bylaw/Late Pymt Fine	10	0	0
Apt-Move In/Out Fee Revenue	905	0	0
<b>TOTAL INCOME</b>	<b>126,706</b>	<b>125,791</b>	<b>147,852</b>
<b><u>EXPENSES</u></b>			
<b><u>OPERATING EXPENSES</u></b>			
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
<b>TOTAL OPERATING EXPENSES</b>	<b>130,972</b>	<b>130,600</b>	<b>147,600</b>
<b>TOTAL EXPENSES</b>	<b>130,972</b>	<b>130,600</b>	<b>147,600</b>
<b>CURRENT YEAR SURPLUS/(DEFICIT)</b>	<b>(4,266)</b>	<b>(4,809)</b>	<b>252</b>
Apt-Operating Surplus (Deficit) B/F	4,014	4,809	(252)
<b>ENDING OP SURPLUS/(DEFICIT)</b>	<b>(252)</b>	<b>0</b>	<b>0</b>

**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>
<b><u>INCOME</u></b>			
<b><u>FEES</u></b>			
T/H-Operating Fund Contribution	9,058	9,058	9,058
<b>TOTAL FEES</b>	<b>9,058</b>	<b>9,058</b>	<b>9,058</b>
<b>TOTAL INCOME</b>	<b>9,058</b>	<b>9,058</b>	<b>9,058</b>
<b><u>EXPENSES</u></b>			
<b><u>OPERATING EXPENSES</u></b>			
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
<b>TOTAL OPERATING EXPENSES</b>	<b>6,503</b>	<b>8,665</b>	<b>11,220</b>
<b>TOTAL EXPENSES</b>	<b>6,503</b>	<b>8,665</b>	<b>11,220</b>
<b>CURRENT YEAR SURPLUS/(DEFICIT)</b>	<b>2,555</b>	<b>393</b>	<b>(2,162)</b>
T/H-Operating Surplus(Deficit) B/F	(393)	(393)	2,162
<b>ENDING OP SURPLUS/(DEFICIT)</b>	<b>2,162</b>	<b>0</b>	<b>0</b>

**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)		20,000
Estimated Balance of Contingency Reserve Fund at the end of the fiscal year	\$	189,595

**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**

<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>
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**

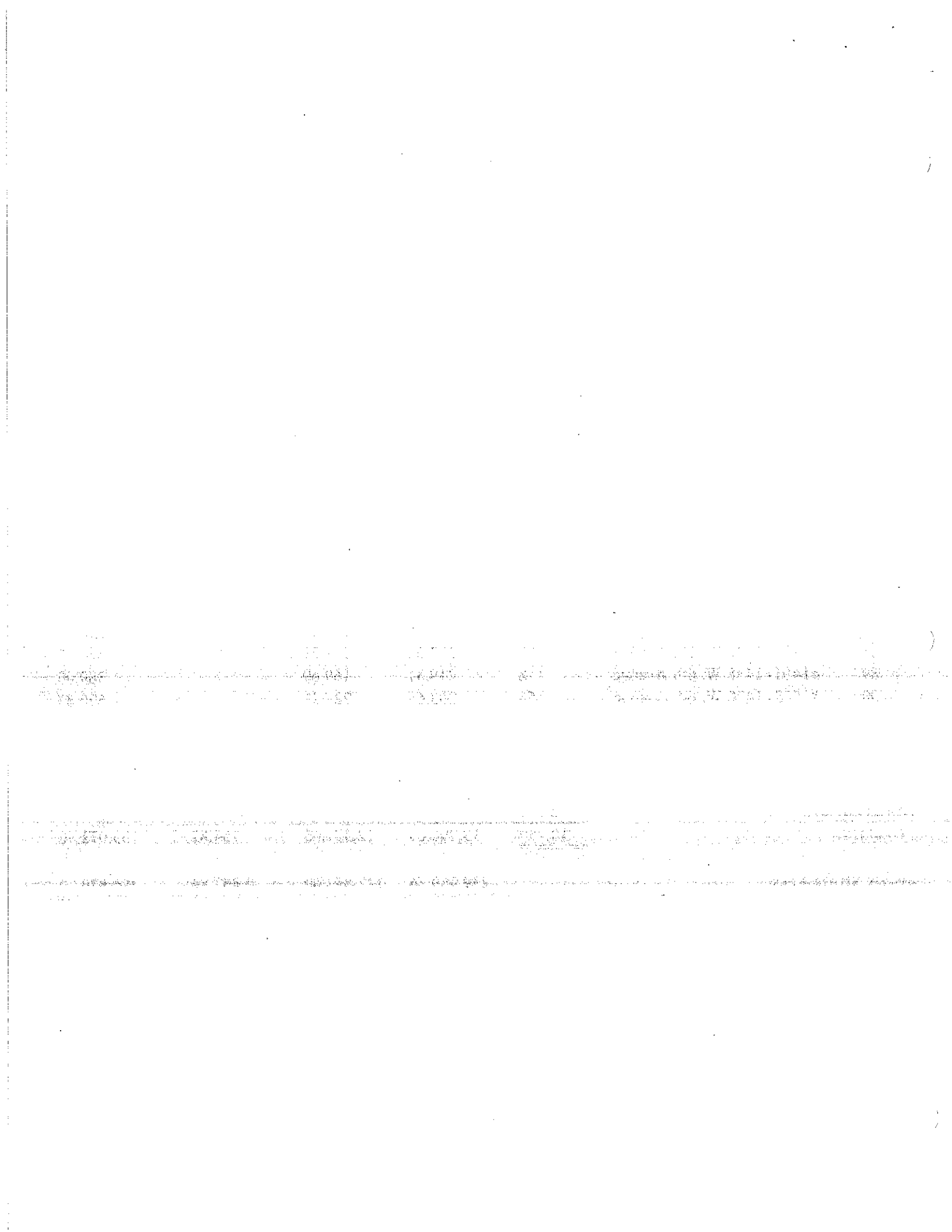
<u>Strata Lot Number</u>	<u>Unit Address</u>	<u>Unit Ent.</u>	<u>Joint Use Strata Fees</u>	<u>Tower Strata Fees</u>	<u>Townhome Strata Fees</u>	<u>Total Monthly Strata Fees</u>
37	#403 - 1428 W. 6th Avenue	102	189.58	146.68		336.26
38	#404 - 1428 W. 6th Avenue	107	198.87	153.87		352.74
39	#405 - 1428 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
<b>Yearly Strata Fees</b>			<u><b>239,959.56</b></u>	<u><b>147,852.60</b></u>	<u><b>9,057.84</b></u>	<u><b>396,870.00</b></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**

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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 5<sup>th</sup> 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**

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- 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**

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<b>Pest Control</b>	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.
<b>Recreational Repairs</b>	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%
<b>Repairs &amp; Maintenance</b>	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.
<b>Security Services</b>	This line covers the cost for security patrols, which are provided by Bee's Sentinel Services. Increase of 5% has been applied.
<b>Snow Removal</b>	Snow is to be removed from all common walkways as well as deicer.
<b>Special Projects</b>	Included in this year's budget for maintenance such as parkade painting or a special maintenance item deemed necessary by the strata council.
<b>Telephone</b>	This covers the costs of the on site office phone and fax.
<b>Water &amp; Sewer</b>	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%
<b>Operating Deficit</b>	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.

**OPERATING EXPENSES**

**Carpet Cleaning**

We have budgeted for two (2) carpet cleanings per year.

**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%

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

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- 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 *Strata Property Act* has been applied against your maintenance fees on the Apartment budget.

**TOWN HOME BUDGET**  
**INCOME**

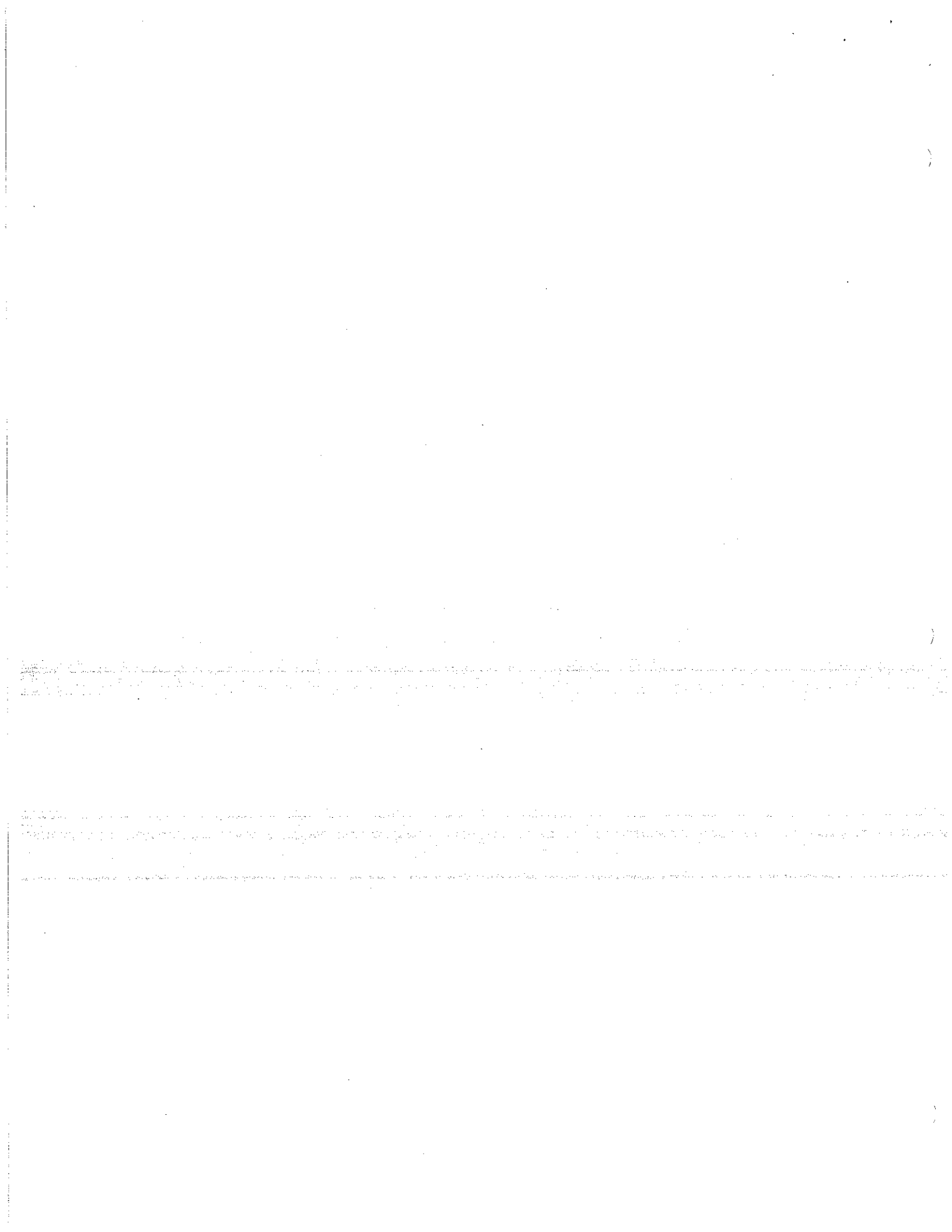
- Fees** There is an increase in strata fees proposed this year, this is minimal to accommodate the rising costs in Trades and Services, mainly related to Repair and Maintenance.

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

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***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 *Strata Property Act*, 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

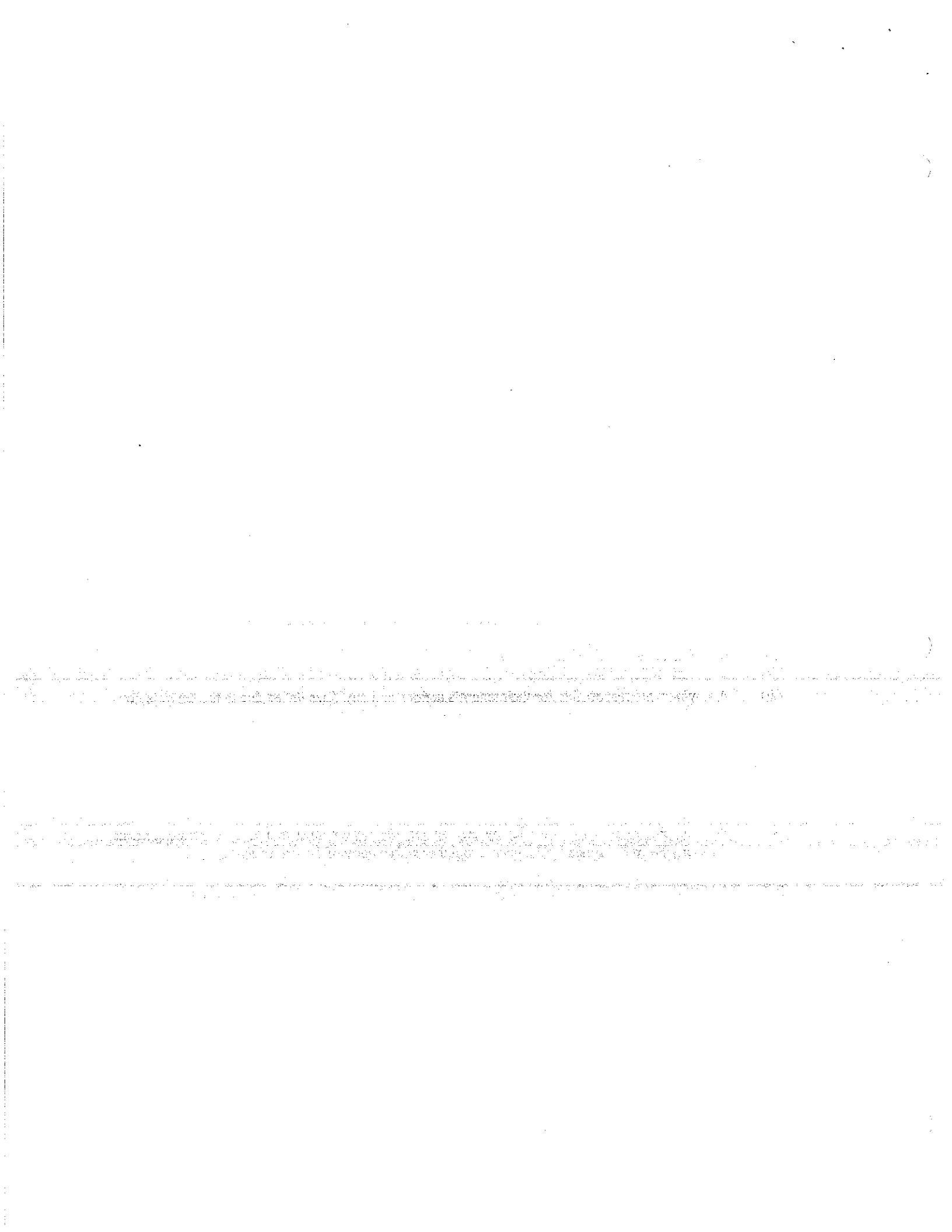
- (c) any person who, as at May 31, 2008:
    - (i) is registered owner of the strata lot in the land title office; and
    - (ii) has rented to a residential tenant or has made available the strata lot for rental to a residential tenant;The "right to rent" under this **Section 32 (1) (c)** may not be 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.

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Second block of faint, illegible text, appearing as a paragraph or list of items.

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.

THE HISTORY OF THE UNITED STATES

The history of the United States is a story of growth and change. It begins with the first settlers who came to the continent in search of a better life. They found a land of opportunity, but also a land of challenges. The early years were marked by conflict and struggle, but the spirit of the American dream prevailed. The United States emerged as a nation of freedom and democracy, a beacon of hope for people around the world.

The American Revolution was a turning point in the nation's history. It was a time of great sacrifice and heroism, as the colonists fought for their right to self-governance. The Declaration of Independence was a bold statement of the people's will, and the Constitution was a landmark document that established the framework for the new nation. The United States was born, and its destiny was sealed.

The American West was a land of discovery and adventure. It was a place where the pioneers of the frontier sought their fortune and their freedom. The West was a land of opportunity, but also a land of hardship. The pioneers faced many challenges, but they persevered and built a new life for themselves. The West was a land of dreams, and it was a land that shaped the American character.



**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

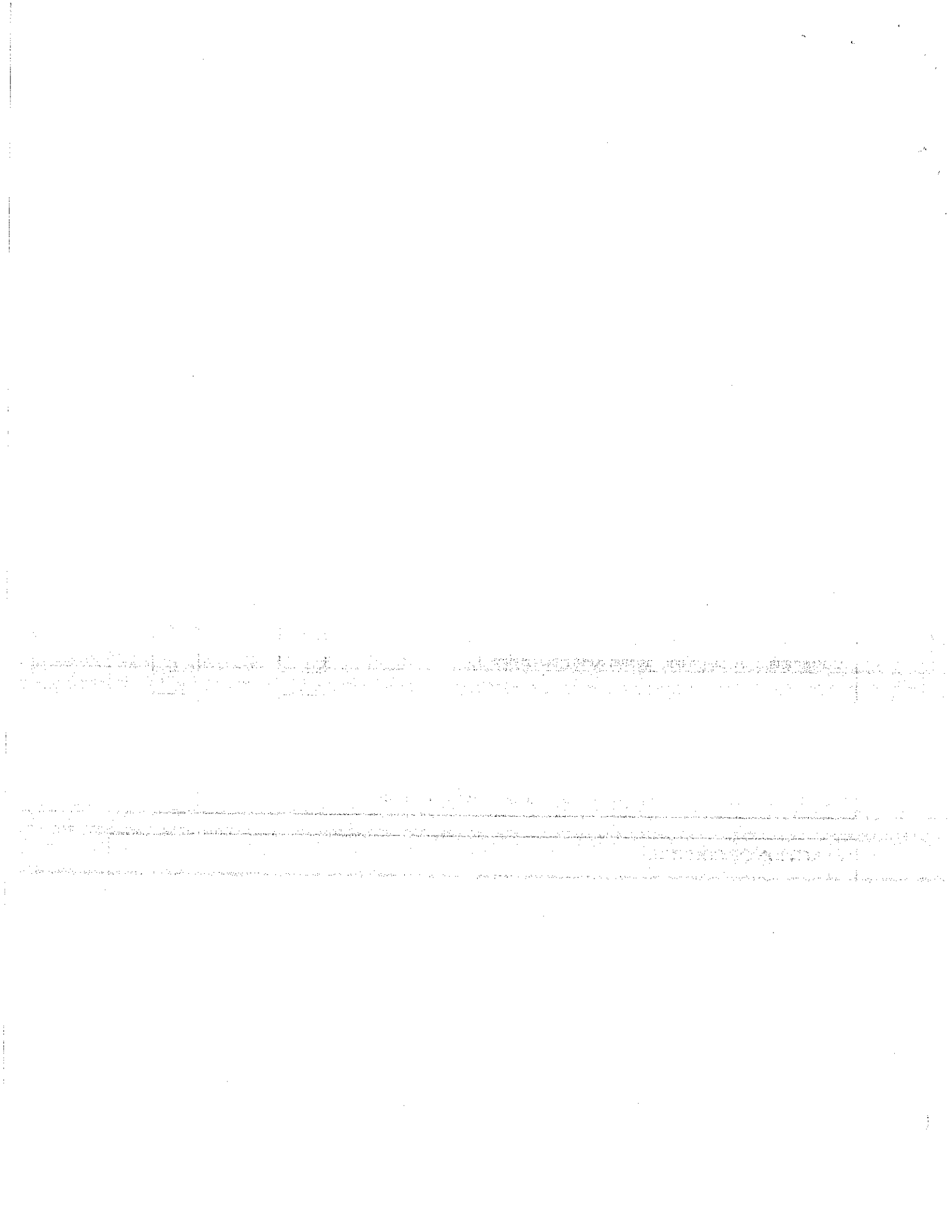
to be my/our proxy to vote at their discretion, unless indicated below, for me/us on my/our behalf at the Annual General Meeting of the Owners Strata Plan BCS 207 to be held on Wednesday June 4<sup>th</sup>, 2008 at 7:00 pm., or at any adjournment thereof. Should any amendment(s) to a Resolution indicated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

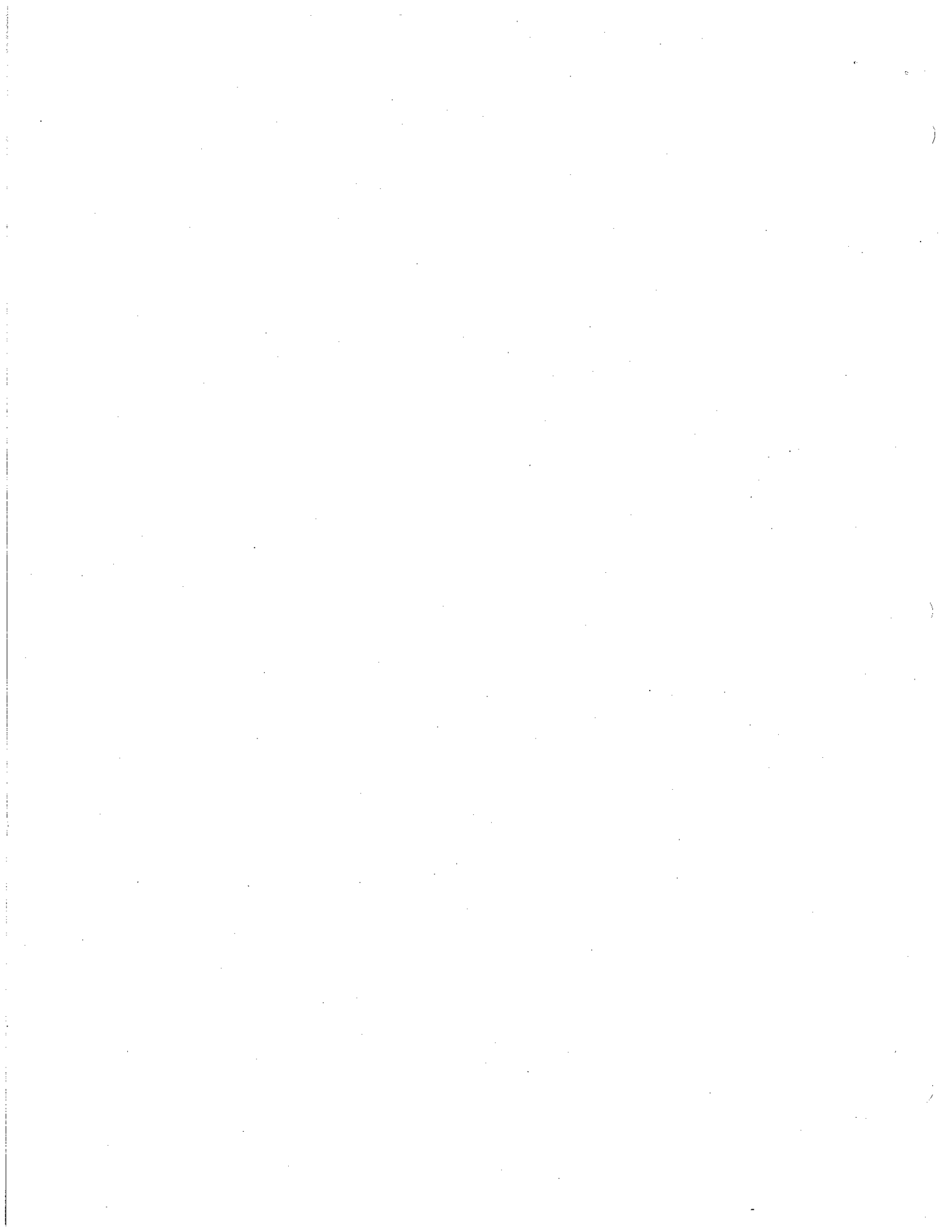
	<u>Actual to 31-Mar-08 ( 12 Months )</u>	<u>2007/2008 Budget</u>	<u>Proposed 2008/2009 Budget</u>
<b><u>INCOME</u></b>			
<b><u>FEES</u></b>			
Operating Fund Contribution	214,054	214,055	239,960
Contingency Fund Contribution	21,212	21,212	21,212
<b>TOTAL FEES</b>	<b>235,266</b>	<b>235,267</b>	<b>261,172</b>
Bylaw/Late Pymt Fine	618	0	0
Interest Income	954	0	0
<b>TOTAL INCOME</b>	<b>236,838</b>	<b>235,267</b>	<b>261,172</b>
<b><u>EXPENSES</u></b>			
<b><u>OPERATING EXPENSES</u></b>			
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
<b>TOTAL OPERATING EXPENSES</b>	<b>219,585</b>	<b>212,124</b>	<b>234,070</b>
Reserve-Contingency Fund	21,212	21,212	21,212
<b>TOTAL EXPENSES</b>	<b>240,797</b>	<b>233,336</b>	<b>255,282</b>
<b>CURRENT YEAR SURPLUS/(DEFICIT)</b>	<b>(3,959)</b>	<b>1,931</b>	<b>5,890</b>
Operating Surplus (Deficit) B/F	(1,931)	(1,931)	(5,890)
<b>ENDING OP SURPLUS/(DEFICIT)</b>	<b>(5,890)</b>	<b>0</b>	<b>0</b>

**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>
<b><u>INCOME</u></b>			
<b><u>FEES</u></b>			
Apt-Operating Fund Contribution	125,791	125,791	147,852
<b>TOTAL FEES</b>	<b>125,791</b>	<b>125,791</b>	<b>147,852</b>
Apt-Bylaw/Late Pymt Fine	10	0	0
Apt-Move In/Out Fee Revenue	904	0	0
<b>TOTAL INCOME</b>	<b>126,705</b>	<b>125,791</b>	<b>147,852</b>
<b><u>EXPENSES</u></b>			
<b><u>OPERATING EXPENSES</u></b>			
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
<b>TOTAL OPERATING EXPENSES</b>	<b>130,971</b>	<b>130,600</b>	<b>147,600</b>
<b>TOTAL EXPENSES</b>	<b>130,971</b>	<b>130,600</b>	<b>147,600</b>
<b>CURRENT YEAR SURPLUS/(DEFICIT)</b>	<b>(4,266)</b>	<b>(4,809)</b>	<b>252</b>
Apt-Operating Surplus (Deficit) B/F	4,014	4,809	(252)
<b>ENDING OP SURPLUS/(DEFICIT)</b>	<b>(252)</b>	<b>0</b>	<b>0</b>

**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>
<b><u>INCOME</u></b>			
<b><u>FEES</u></b>			
T/H-Operating Fund Contribution	9,058	9,058	9,058
<b>TOTAL FEES</b>	<b>9,058</b>	<b>9,058</b>	<b>9,058</b>
<b>TOTAL INCOME</b>	<b>9,058</b>	<b>9,058</b>	<b>9,058</b>
<b><u>EXPENSES</u></b>			
<b><u>OPERATING EXPENSES</u></b>			
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
<b>TOTAL OPERATING EXPENSES</b>	<b>6,503</b>	<b>8,665</b>	<b>11,220</b>
<b>TOTAL EXPENSES</b>	<b>6,503</b>	<b>8,665</b>	<b>11,220</b>
<b>CURRENT YEAR SURPLUS/(DEFICIT)</b>	<b>2,555</b>	<b>393</b>	<b>(2,162)</b>
T/H-Operating Surplus(Deficit) B/F	(393)	(393)	2,162
<b>ENDING OP SURPLUS/(DEFICIT)</b>	<b>2,162</b>	<b>0</b>	<b>0</b>





**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>
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**

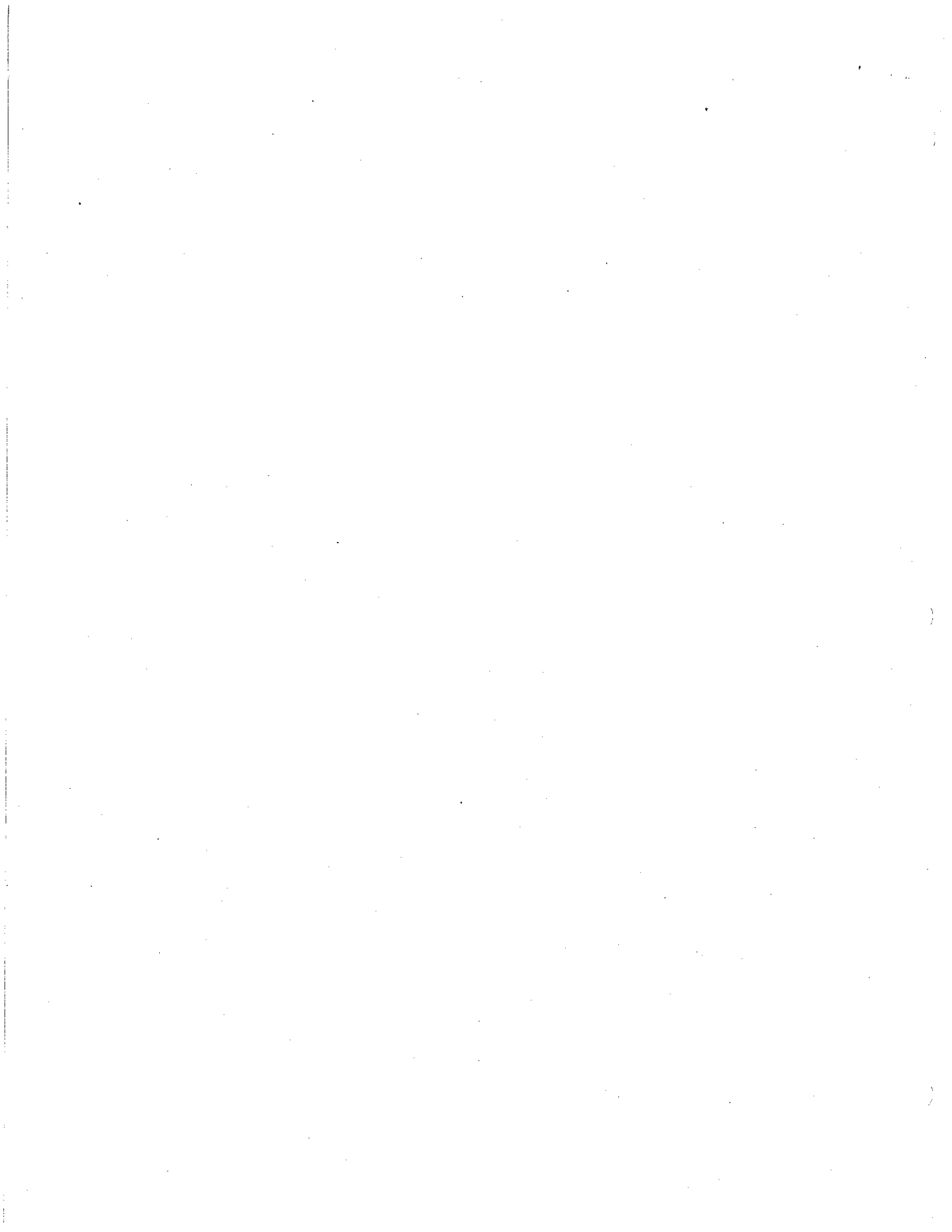
<u>Strata Lot Number</u>	<u>Unit Address</u>	<u>Unit Ent.</u>	<u>Joint Use Strata Fees</u>	<u>Tower Strata Fees</u>	<u>Townhome Strata Fees</u>	<u>Total Monthly Strata Fees</u>
37	#403 - 1428 W. 6th Avenue	102	206.34	146.68		353.02
38	#404 - 1428 W. 6th Avenue	107	216.45	153.87		370.32
39	#405 - 1428 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**

<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	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
<b>Yearly Strata Fees</b>			<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**

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

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

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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**

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- 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  
Held on May 26, 2008**

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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**

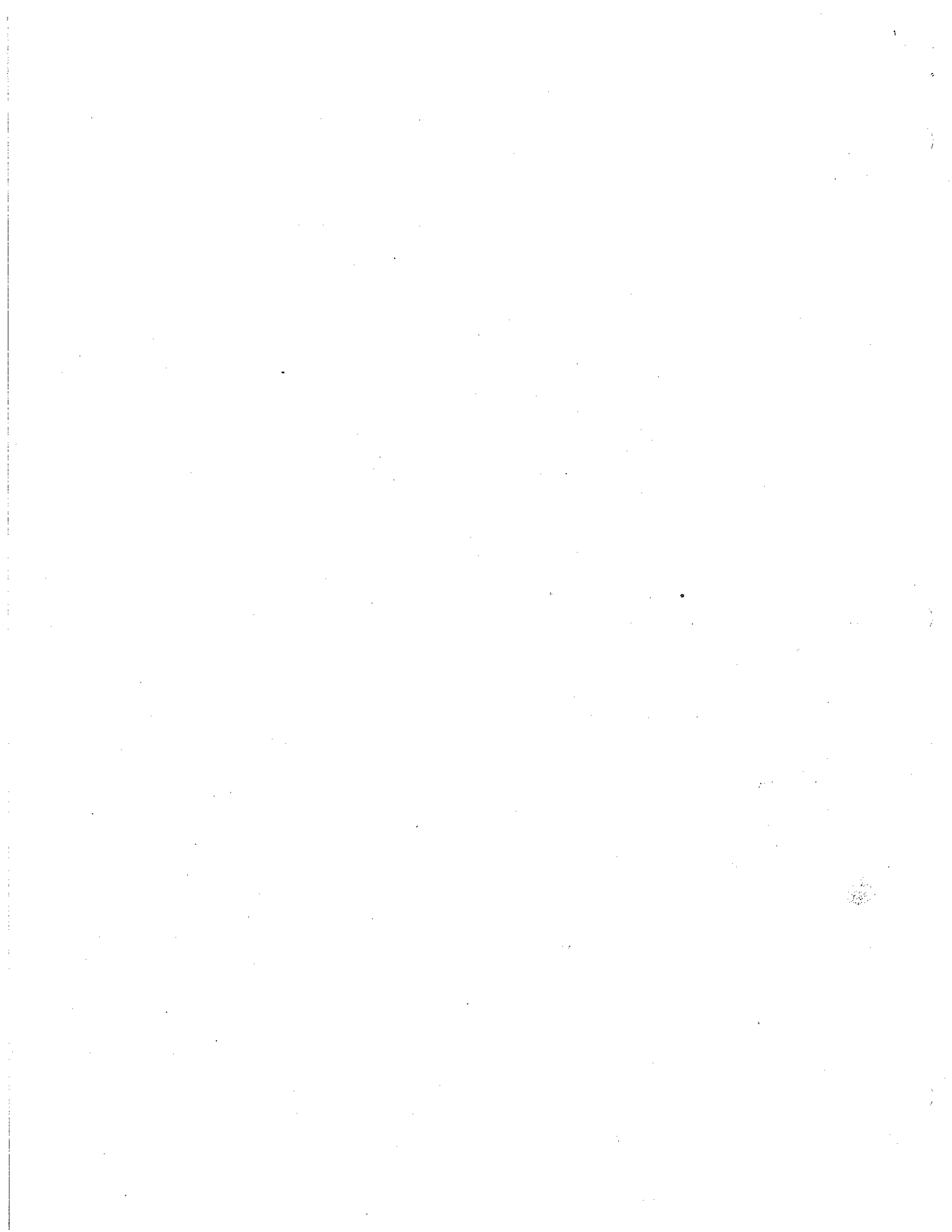
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- (ii) a security guard, as required for a minimum 4 hour period for, and any additional period taken by, a move-out; and
- (ii) a security guard as required for a minimum 4 hour period for, and any additional period taken by, a move-in.
- (4) All 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](http://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**

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

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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**

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**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 ay 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**

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- (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**

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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**

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- (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**

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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 6<sup>th</sup> 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 6<sup>th</sup> from Granville Street.



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

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**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:

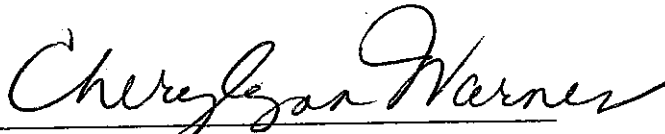
Christopher Lee  
Donald Kennett  
Valerie York  
Stephen Treadwell

The following persons agreed to stand for Council:

Jennifer Torrance  
Sandy Crawford

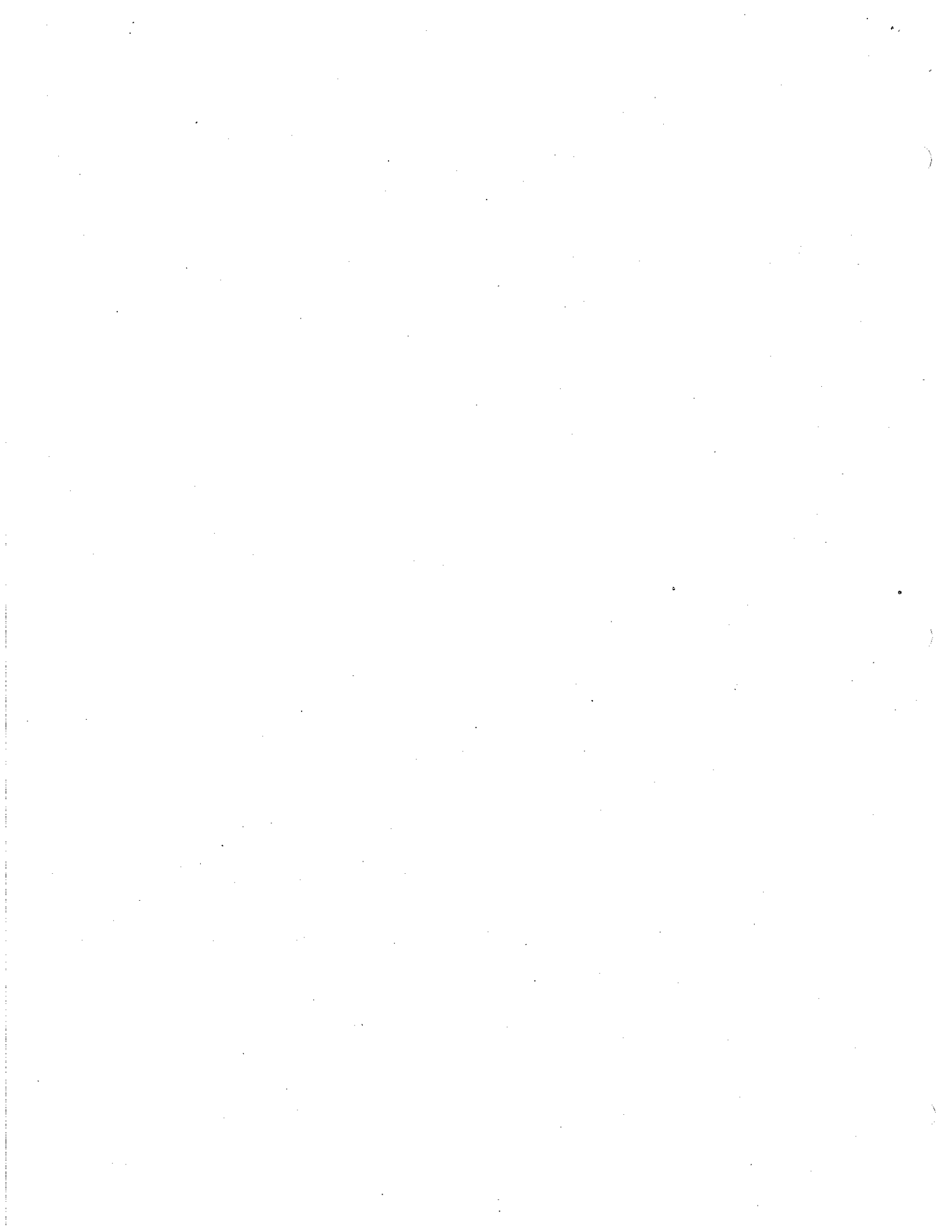
The above were declared elected by acclamation.

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

**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.**





## **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 4<sup>th</sup>, 2008May

Dear Siena Owners and Guests:

Welcome to the 5<sup>th</sup> 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](http://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 Manger 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:

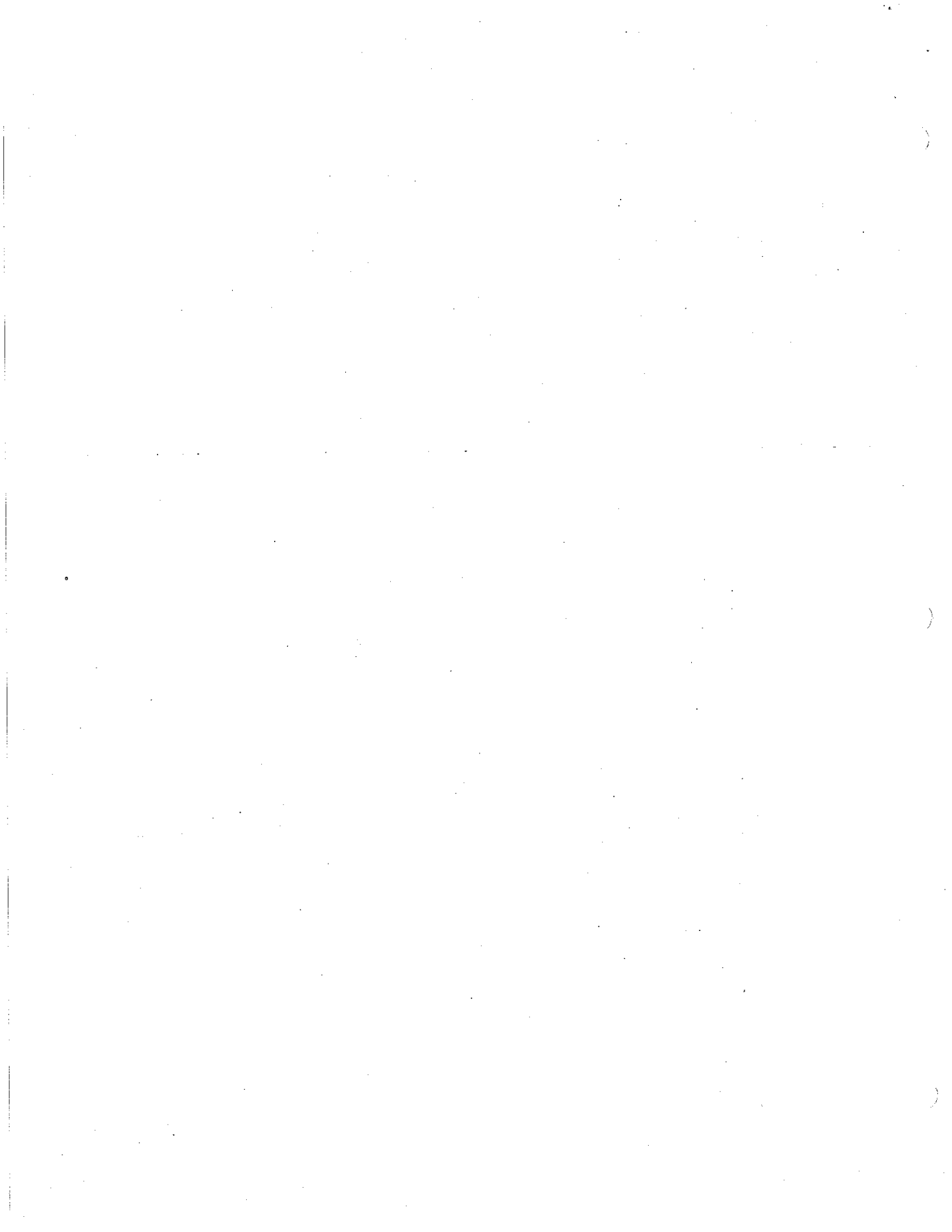
Joyce Davison, Rosemary Moritz and Myron Donner.

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	<u>21,212</u>
<b>TOTAL FEES</b>	<b>261,172</b>
<b>TOTAL INCOME</b>	<b><u>261,172</u></b>

**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	<u>18,500</u>
<b>TOTAL OPERATING EXPENSES</b>	<b>234,070</b>
Reserve-Contingency Fund	<u>21,212</u>
<b>TOTAL EXPENSES</b>	<b>255,282</b>
<b>CURRENT YEAR SURPLUS/(DEFICIT)</b>	<b><u>5,890</u></b>
Operating Surplus (Deficit) B/F	(5,890)
<b>ENDING OP SURPLUS/(DEFICIT)</b>	<b><u><u>0</u></u></b>

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

**INCOME**

**FEES**

Apt-Operating Fund Contribution	147,852
<b>TOTAL FEES</b>	<b><u>147,852</u></b>
<b>TOTAL INCOME</b>	<b><u>147,852</u></b>

**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
<b>TOTAL OPERATING EXPENSES</b>	<b><u>147,600</u></b>
<b>TOTAL EXPENSES</b>	<b><u>147,600</u></b>
<b>CURRENT YEAR SURPLUS/(DEFICIT)</b>	<b><u>252</u></b>
Apt-Operating Surplus (Deficit) B/F	(252)
<b>ENDING OP SURPLUS/(DEFICIT)</b>	<b><u><u>0</u></u></b>

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

**INCOME**

**FEES**

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

**EXPENSES**

**OPERATING EXPENSES**

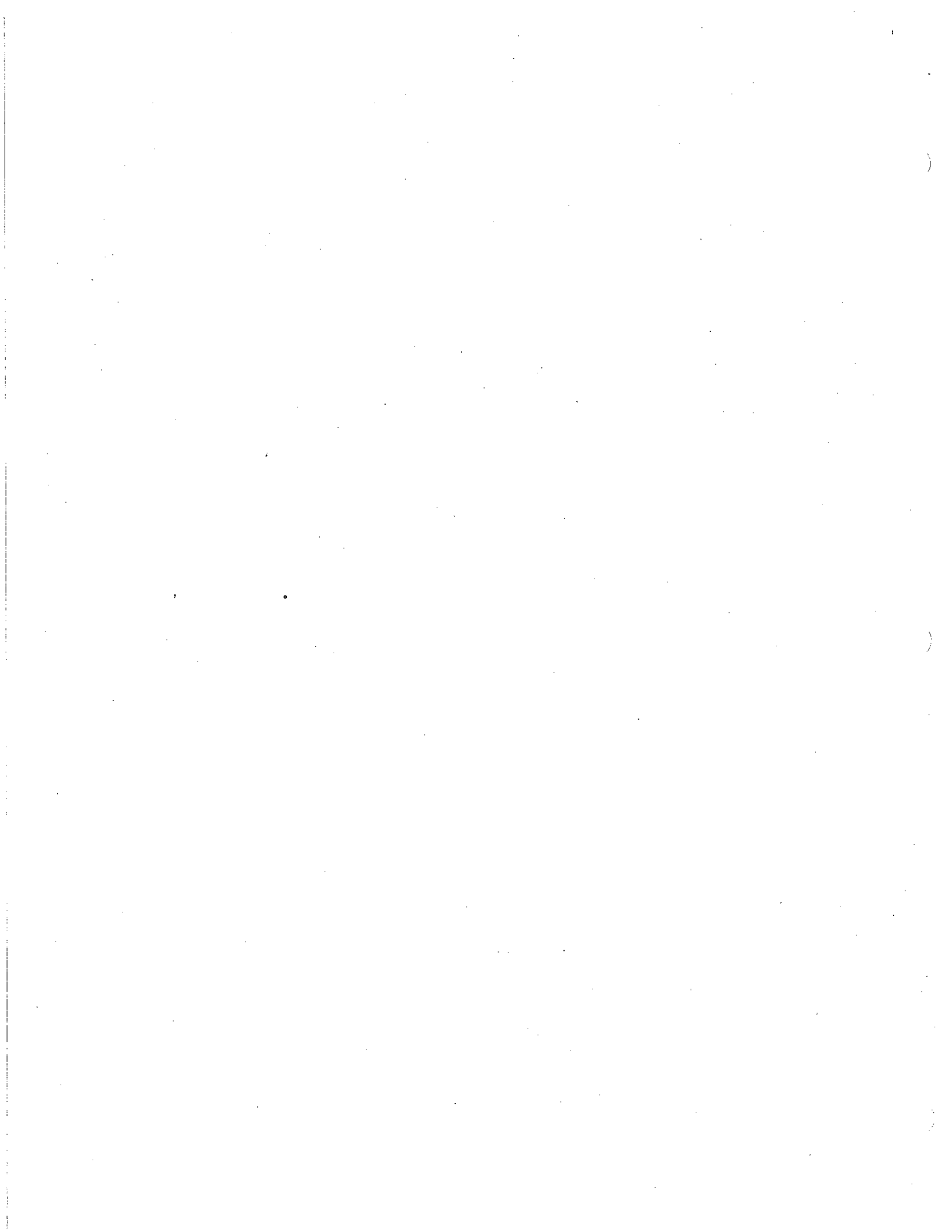
T/H-Elevator Maintenance	195
T/H-Gas	4,400
T/H-Repair & Maintenance	2,125
T/H-Special Projects	3,000
T/H-Window Cleaning	1,500
<b>TOTAL OPERATING EXPENSES</b>	<b>11,220</b>

**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**

<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>
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

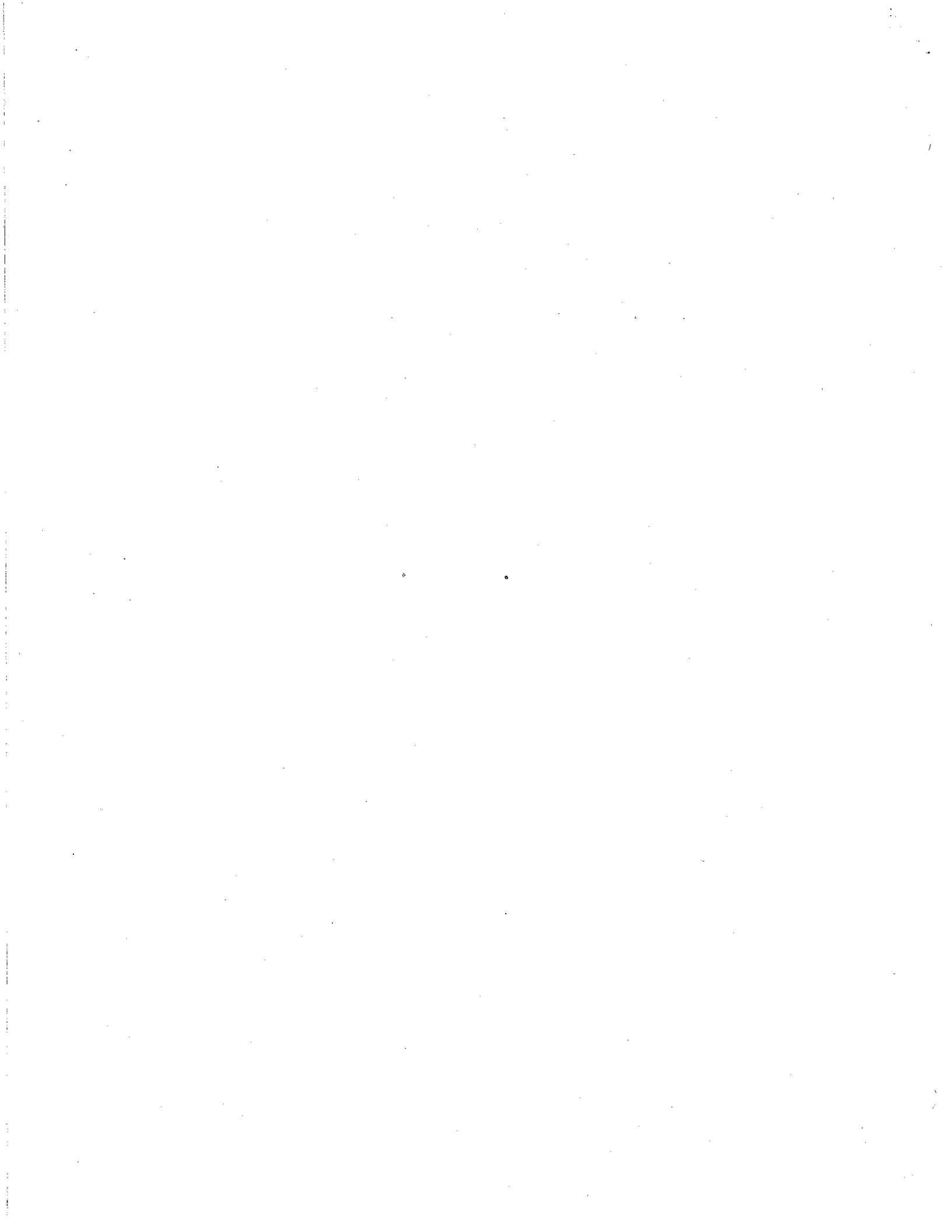
**STRATA PLAN BCS 207**  
**SIENA OF PORTICO**  
**APPROVED STRATA FEES SCHEDULE**  
**APRIL 1, 2008 - MARCH 31, 2009**

<u>Strata Lot 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>
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**

<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	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
<b>Yearly Strata Fees</b>			<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**

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

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**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.

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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 7<sup>th</sup>, 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**

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**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**

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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**

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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](http://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**

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

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

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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 4<sup>th</sup> & 5<sup>th</sup> 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**

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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**

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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 Warrier  
Property Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office # (604) 683-8900 (24 Hours)  
[www.crosbypm.com](http://www.crosbypm.com)

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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**

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

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**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.

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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 1<sup>st</sup>, 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**

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**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**

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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 4<sup>th</sup> and 5<sup>th</sup> 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 7<sup>th</sup>. 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**

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



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

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