

HEATHERSTONE – LMS 3462

LOCATION:

6:30 p.m. # 207
3278 Heather St.
Vancouver BC V5Z 4R9

STRATA COUNCIL
2007/2008

PRESIDENT/ TREASURER
Peter Winstanley - #306

VICE PRESIDENT
Debbie Li # 418

SECRETARY/ MOVES
Joni Martinson # 310

BUILDING MAINTENANCE
Chris Bedyk # 106

LANDSCAPE
Jovanka Baros # 207

STRATA MANAGER
Esthel Issa
Direct Phone: (604) 714-1544
E-Mail: eissa@baywest.ca
Fax: (604) 592-3698

ACCOUNTANT
Cecilia Hu – (604) 714-1533
E-Mail: chu@baywest.ca

BAYWEST MANAGEMENT
300-1770 BURRARD ST
VANCOUVER
24 Hour Line: (604) 257-0325

ATTENDANCE

Debbie Li
Peter Winstanley
Joni Martinson
Jovanka Baros

REGRETS

Chris Bedyk

Esthel Issa, Baywest Management Corporation

Please note that the meeting scheduled for April 23, 2008 was rescheduled for May 6, 2008.

(1) CALL TO ORDER

The Strata Manager called the meeting to order at 6:40 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

Following review of the minutes of the Council meeting held March 19, 2008 and there being no errors or omissions noted, it was moved and seconded to adopt the minutes as distributed. **CARRIED**

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 CRF STUDY

Council advised that this project is included in the 2008/09 fiscal year budget to be approved by the Owners at the upcoming annual general meeting. It was noted that this study will be funded by using the 2006/07 fiscal year surplus.

3.2 WINDOWS REPAIR

In follow up to Section 3.1 of the previous minutes, subsequent to the meeting, Council electronically approved the estimate provided by Columbus Construction to replace the faulty windows. Furthermore, it was decided that the windows will be replaced with casement push-out windows as recommended by the contractors.

The Strata Manager reported that the windows are currently being manufactured and should be installed shortly.

3.3 SECURITY

In follow up to Section 3.4 of the previous minutes, due to the absence of the Council member in charge of bringing forward options to increase the security at the complex and this meeting being the last for the current council member, Council decided not to pursue this agenda item.

3.4 ANNUAL FIRE SAFETY INSPECTION

In follow up to Section 6.4 of the previous minutes, the Strata Manager informed Council that two units were not accessed during the second attempt by Royal City Fire to undertake the annual inspection of in-suite fire safety devices.

Council directed the Strata Manager to forward a letter to the owners of the un-inspected units to request they make arrangement with the contractor to have their in-suite devices inspected and to forward proof of inspection within 15 days. Those Owners will be advised that failure to comply with the Heatherstone Bylaws this request will result in fine of \$200.00 being levied against their strata lot. Moreover, the inspection cost will be at the owner's expense.

3.5 MECHANICAL REPAIR

In follow up to Section 6.1 of the previous minutes, Council reviewed and approved the estimate provided by Milani's Plumbing for the amount of \$942 plus tax for the servicing of the air make up unit.

CARRIED

3.6 MILANI 'S CONTRACT

In follow up to Section 6.2 of the previous minutes, Council discussed the revised preventative mechanical/plumbing maintenance contract received from Milani's Plumbing. It was noted that the quarterly rate is unchanged but more serviced items are now included.

It was then moved and seconded to approve the new contract rate of \$228/quarterly. The contract is effective as of June 1, 2008.

CARRIED

3.7 BALCONY MEMBRANE REPAIR

In follow up to Section 6.4 of the previous minutes, Council reviewed an estimate from Columbus Construction for the amount of \$3,477.60 to undertake the membrane repair of balconies on the list of Balcony Requiring Repairs.

Council advised that this item will be further discussed at the next council meeting.

Residents are reminded to regularly clean their decks using a mild detergent, water, and a non-abrasive brush.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

It was moved and seconded to approve the financial statements ending February 29 to March 31, 2008.

CARRIED

4.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that as of the date of the meeting, Owners were in arrears for assessments totalling \$5,852.88. It was noted that this amount includes one insurance claim deductible charged back. Letters and fines have been forwarded accordingly.

4.3 2008/09 OPERATIONAL BUDGET

In preparation to the upcoming Annual General Meeting, Council reviewed the Proposed Budget, as prepared and presented by the Strata Manager and the Treasurer.

After discussion, it was moved and seconded to present the 2008/09 Operational Budget to Owners at the upcoming Annual General Meeting. **CARRIED**

Owners will receive a copy of the proposed budget with their Notice of Annual General Meeting. The budget and any amendments will be voted on by Owners attending the AGM in June. It was noted that the proposed budget includes a 5% increase in strata fee.

Now that the good weather is upon us, Council reminds owners/residents to turn off their gas fireplace pilot light in order to reduce gas consumption. The instructions on “how-to” are situated in a booklet underneath the bottom grid of each fireplace.

(5) CORRESPONDENCE

There was no correspondence brought forward for Council’s review.

(6) NEW BUSINESS

6.1 AGM

The 2008/09 annual general meeting is scheduled for Wednesday June 18, 2008 and will be held at the Blessed Sacrament Parish again. Notices will be sent to the Owners at the end of May, 2008.

6.2 RULES

Upon discussing the current move-in charge, it was decided that the following new rule will be presented for ratification by the Owners at the upcoming annual general meeting:

Move-in & Move-out “ A fee of \$75.00 to cover normal wear and tear shall be charged to a strata lot for each move-in and move-out of that strata lot. “

6.3 BYLAW AMENDMENT

Upon discussing the on-going concern with Residents not providing access for the annual fire safety inspection, Council elected to propose the following bylaw amendment at the upcoming annual general meeting.

Section 7.4: If the Owner/Resident of a strata lot fails to provide access to the fire inspection company to perform the annual in-suite device testing, the Strata Council can arrange for a locksmith to open the door of the strata lot to perform the testing and all the costs incurred will be charged back to the account of this strata lot.

Owners will receive a copy of the proposed rule and bylaw amendment with their Notice of Annual General Meeting. These items will be voted on by the Owners attending the AGM in June

(7) TERMINATION & NEXT COUNCIL MEETING

The meeting was terminated at 8:20 p.m. The next Council Meeting will be scheduled at the annual general meeting with the new Council members.

Submitted By:
Esthel Issa
Strata Manager
Baywest Management

Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two years.

HEATHERSTONE- STRATA PLAN LMS 3462

LOCATION:

*Saint Sacrement Parish
3040 Heather Street
Vancouver, BC
7:00 p.m.*

STRATA COUNCIL
2007/2008

PRESIDENT/ TREASURER

Peter Winstanley - #306

VICE PRESIDENT/SECURITY

Debbie Li #418

SECRETARY/MOVES

Joni Martinson # 310

BUILDING MAINTENANCE

Christopher Bedyk - # 106

AT LARGE

Jovanka Baros # 207

STRATA MANAGER

Esthel Issa
Direct Phone: (604) 714-1544
E-Mail: eissa@baywest.ca
Fax: (604) 592-3698

ACCOUNTANT

Cecilia Hui (604) 714-1533
E-Mail: chui@baywest.ca

BAYWEST MANAGEMENT
300 – 1770 BURRARD STREET
VANCOUVER, BC V6J 3G7
Phone: 257-0325

PRESENT:

23 Strata Lots Represented
18 In Person
5 By Proxy

Esthel Issa, Baywest Management Corporation

(1) CALL TO ORDER

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

(2) CALLING THE ROLL AND CERTIFICATION OF PROXIES

All received proxies were verified and certified by the Strata Manager.

65 of 65 strata lots at the Heatherstone were paid up and therefore eligible to vote at the Annual General Meeting. As a quorum required representation by 1/3 of eligible strata lots, a quorum in this instance required representation by 22 strata lots. As twenty-three (23) strata lots were represented, eighteen (18) in person and five (5) by proxy, a quorum was established and the meeting was declared competent to proceed with the business at hand.

(3) PROOF OF NOTICE OF MEETING

It was MOVED and SECONDED that proper notice of meeting had been provided according to the requirements of the *Strata Property Act*. **CARRIED**

(4) ADOPTION OF ANNUAL GENERAL MEETING MINUTES

It was MOVED and SECONDED to adopt the Annual General Meeting Minutes of June 20, 2007 as distributed. **CARRIED**

(5) PRESIDENT'S REPORT

Council President, Peter Winstanley, began by thanking the Owners for attending the meeting.

Mr. Winstanley then highlighted the major issues that Council attended to over the past year:

- Civil Servant strike affected the garbage pickups last summer: therefore recycling bins were overflowing. Residents are reminded to place recycling items in the proper bin.

- Two dishwasher incidents resulted in the strata submitting insurance claims. The insurance deductible for both incidents (same unit) were charged back to the owner of the unit. Owners/Residents having repair/installation of laundry equipment and dishwasher should ensure that they know where to shut the water in their unit off before undertaking the project. Also, the contractor hired should carry sufficient liability insurance.
- New landscape contractor started in June. Previous contractor was let go for not fulfilling his duties as contracted.
- Included in the proposed budget is funding to undertake a Contingency Reserve Fund Study. The purposes for the study are to evaluate CRF funds, to estimate current building condition and to estimate future repair costs and timing.
- The window replacement project is almost completed. There is one more window to be installed.
- Owners should undertake the following regular maintenance: decks cleaning, window drain cleaning and should check their toilet seals for leaks.

In closing, the President thanked outgoing Council members for their hard work over the past year.

(6) RATIFICATION OF RULE

It was MOVED and SECONDED to adopt the following rule as presented:

Move-in/Move-out: A fee of \$75.00 to cover normal wear and tear shall be charged to a strata lot for each move-in and move-out of that strata lot. “

As there was no further discussion on the item, a vote was called to adopt the new rule.

17 In Favour, 6 Opposed, 0 Abstained

CARRIED

Owners will find attached a copy of the new rule for their record.

(7) ANNUAL INSURANCE REPORT

Each owner was provided with a copy of the insurance Cover Note (for the period of October 1 2007 to September 30, 2008) for the building as part of the Notice of Annual General Meeting package. The cover note sets out the coverage and deductibles the Strata Corporation currently holds on the property. The Strata Manager highlighted features of the insurance policy which included:

- All property coverage for \$7,553,000
- Liability coverage at \$10 million
- Directors and officers liability at \$2 million
- Deductibles: Water/Sewer - \$5,000 each , All Risks - \$1,000

The Strata Manager opened the floor for insurance related questions and responded to the same.

Owners are reminded that all owners must purchase contents and/or homeowner’s insurance for any in-suite upgrades they make and for their personal effects. The Strata Corporation’s insurance does not cover these. Owners are also encouraged to ensure that their tenant’s place contents insurance on their personal effects. Owners are also encouraged to place insurance for coverage of Strata Corporation insurance deductibles.

(8) CONSIDERATION OF 2008/09 OPERATING BUDGET

It was MOVED and SECONDED to adopt the 2008/09 budget as presented.

As there were no further questions or comments on the proposed budget, a vote was called to adopt the budget as presented.

23 In Favour, 0 Opposed, 0 Abstained

CARRIED

The new budget takes effect July 1, 2008. Please find attached a copy of the approved budget and listing of strata fees for each strata lot. Owners previously making payment by way of an automatic withdrawal from their bank accounts need not take any action, as the management company will adjust their strata fees to the new schedule. Owners making payment by way of post-dated cheques are encouraged to send a new series of 12 cheques to the management company. Cheques should be dated for the 1st of each month and made payable to LMS 3462

(9) CONSIDERATION OF ¾ VOTE “A” – BYLAW AMENDMENT

“Be It Resolved by a ¾ vote of the Owners, that the Bylaws of Strata Plan LMS 3462 be amended by adding the following to Section 7.4:

(4) If the Owner/Resident of a strata lot fails to provide access to the fire inspection company to perform the annual in-suite device testing, the Strata Council can arrange for a locksmith to open the door of the strata lot to perform the testing and all the costs incurred will be charged back to the account of this strata lot.

It was MOVED and SECONDED to adopt ¾ Vote “A” as presented.

Following discussion, it was MOVED and SECONDED to amend the bylaw to read:

(4) If the Owner/Resident of a strata lot fails to provide access to the fire inspection company for two consecutive inspections to perform the annual in-suite device testing, the Strata Council may follow or embark on a protocol up to and including arranging for a locksmith to open the door of the strata lot to perform the testing and all the costs incurred will be charged back to the account of this strata lot.

As there was no further discussion on the item, a vote was called to adopt ¾ Vote “A” as amended –
19 In Favour, 4 Opposed, 0 Abstained

CARRIED

Owners will find attached a copy of the bylaw amendment for their record.

(10) ELECTION OF 2008/09 STRATA COUNCIL

As per the *Bylaws*, a maximum of seven Strata Council members could be elected; the Strata Manager opened the floor for nominations or volunteers for the Council positions. The following owners volunteered or were nominated and agreed to stand for office:

Debbie Li - # 418

Peter Winstanley - # 306

Susanne Sulzberger # 103

Chris Large # 3238

Joni Martinson - # 310

Christina Silver- # 106

Doreen Copeland # 111

The Strata Manager called for additional volunteers or nominations from the floor on a number of occasions and as none were received, the above noted owners were elected 2008/09 Strata Council by acclamation.

Following the Annual General Meeting, the new Strata Council met briefly and agreed to hold their first Council Meeting on Tuesday July 29, 2008 at 6:30 p.m.

(11) GENERAL DISCUSSION AND QUESTIONS

The following issues were raised as general discussion items at the Annual General Meeting:

- The Ownership expressed their thanks and appreciation to outgoing Council Members for all their hard work during the past year.
- An Owner inquired if the patios are the owner's responsibility to power wash and if so, could the Strata purchase a pressure washer. Council advised that yes, it is the owner's responsibility; but that purchasing such equipment would incur concerns such as storage, maintenance, liability insurance etc.
- It was suggested that Owners clean their decks/balconies using mild detergent and water yearly to ensure a longer life to the deck membranes.
- An Owner reported that the front entrance door still requires painting. The President advised that the project was deferred last year along with some other small repairs throughout the building as Council wanted to wait for the CRF study to be undertaken to determine priorities of upcoming projects. Furthermore, it was noted that if the CRF study is delayed, Council will follow up with some of the small painting projects and the replacement of the light/ballast in the parkade.
- A Council member reminded the residents to turn off their gas fireplace for the summer months.
- An Owner volunteered to work with the council member in charge of Moves to orient new residents to the Heatherstone.
- Dryer Vents Cleaning- An Owner suggested that the dryer vents cleaning from inside the units be undertaken by the Strata Corporation. The President advised that this maintenance item as well as fireplace maintenance are the owner's responsibility
- Recycling- Please recycle wisely and ensure that items are deposited in the appropriate bin.
- An Owner volunteered to investigate the cost to set up a Heatherstone Web page.
- A new Council member noted that Social Gatherings should be reinstated and volunteered to organize social events in the upcoming fiscal year.
- New Bus Route on 16th Avenue is scheduled to start in September 2008. An opponent meeting is scheduled for June 25th at 1825 West 16th Avenue Vancouver. A Notice of the meeting will be posted in the lobby.

(12) TERMINATION

There being no further business, the meeting was terminated at 9:00 p.m.

Submitted By:
Esthel Issa
Strata Manager
Baywest Management

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HEATHERSTONE – LMS 3462

LOCATION:

6:30 p.m. # 103
3278 Heather St.
Vancouver BC V5Z 4R9

STRATA COUNCIL
2008/2009

PRESIDENT

Peter Winstanley - #306

VICE PRESIDENT

Chris Large # 3238

TREASURER

Chris Silver # 106

SECRETARY/ MOVES

Joni Martinson # 310

SECURITY

Debbie Li # 418

BUILDING MAINTENANCE

Suzanne Sulzberger # 103

LANDSCAPE

Doreen Copeland # 111

STRATA MANAGER

Esthel Issa
Direct Phone: (604) 714-1544
E-Mail: eissa@baywest.ca
Fax: (604) 592-3698

ACCOUNTANT

Cecilia Hu – (604) 714-1533
E-Mail: chu@baywest.ca

BAYWEST MANAGEMENT
300-1770 BURRARD ST
VANCOUVER

24 Hour Line: (604) 257-0325

ATTENDANCE

Debbie Li
Peter Winstanley
Joni Martinson
Chris Silver
Suzanne Sulzberger
Doreen Copeland

REGRETS

Chris Large

Esthel Issa, Baywest Management Corporation

(1) CALL TO ORDER

The Strata Manager called the meeting to order at 6:35 p.m. A quorum was established.

1.1 DETERMINATION OF COUNCIL POSITIONS

Elected Council Officers elected to hold the following positions for the 2008/09 fiscal year:

President – Peter Winstanley
Vice President - Chris Large
Treasurer – Chris Silver
Secretary/Moves – Joni Martinson
Building Maintenance- Suzanne Sulzberger
Security - Debbie Li
Landscaping - Doreen Copeland

The Strata Manager reviewed the operating procedures with Council. The procedures set the policies and procedures to ensure smooth operation of the Strata Corporation on an ongoing basis.

It was decided that Council will perform a tour of the building as a group, before the next council meeting, in order to view building systems and locations

(2) ADOPTION OF PREVIOUS MINUTES

Following review of the minutes of the Council meeting held May 6, 2008 and there being no errors or omissions noted, it was moved and seconded to adopt the minutes as distributed. **CARRIED**

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 CRF STUDY

The Strata Manager reported that the documents requested by Halsall Engineering to commence the Contingency Reserve Funds Study has been forwarded to the firm and that the project is underway. An update will be provided at the next meeting.

3.2 WINDOWS REPAIR

In follow up to Section 3.2 of the previous minutes, the Strata Manager reported that the window replacement project is almost completed; the contractor is still waiting for one curved window to be manufactured.

Once the window is delivered to the contractor and a date obtained for the installation, notices will be posted and the Residents affected by the window replacement will be notified. Residents are advised that scaffolding will have to be re-installed to complete this project. An update will be provided at the next meeting.

3.3 BALCONY MEMBRANE REPAIR

This item was deferred to the next meeting.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

It was moved and seconded to approve the financial statements ending April 30 to May 31, 2008.

CARRIED

The Strata Manager advised that the year-end statements for June 2008 have not yet been closed off due to some year-end invoices having not been received as yet. Therefore, a year-end financial picture is not complete, but will be possible for the next meeting.

4.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that as of the date of the meeting, Owners were in arrears for assessments totalling \$5,322.26. It was noted that this amount includes one insurance claim deductible (\$5,000) charged back. Letters have been forwarded accordingly.

(5) CORRESPONDENCE

There was no correspondence brought forward for Council's review.

(6) NEW BUSINESS

6.1 DRYER VENTS AND FIREPLACE CLEANING

As discussed at the previous annual general meeting, in order to assist the Residents with the undertaking of their dryer vent cleaning (from inside the suites) , a Council member volunteered to arrange for a group rate for in-suites dryer vents cleaning .Once a rate and schedule are obtained, a notice will be posted for Residents to sign up .

Residents are advised that payment must be submitted to the Council member in charge of the project, at the time of signing up.

Furthermore, it was noted that the same procedure will be follow for assisting Residents with the undertaking of the cleaning of their fireplace.

The undertaking for the dryer vent cleaning from the exterior of the building will be undertaken by the Strata at a later date.

6.2 WELCOME LETTER

Two Council members volunteered to prepare a Welcome Letter for Council's review, editing and approval at the next meeting. The Welcome Letter would be provided to new Residents upon their move-in, and will provide valuable information on recycling, location of bike rooms, lockers room and contact information. An update will be provided at the next meeting.

6.3 CARPET CLEANING

The Strata Manager provided Council with an estimate for the common area carpet cleaning. Upon discussion, Council directed the Strata Manager to obtain confirmation that the stairwells are included in the estimate.

It was then moved and seconded to approve the estimate for the amount of \$600.00 plus gst for the cleaning of all common area including stairwells and the application of a carpet protector. **CARRIED**

Moreover, it was decided that if the above mentioned estimate did not include the stairwells, then a second estimate that would include the stairwells should be obtained and forwarded electronically to Council for their decision/approval.

6.4 MECHANICAL/PLUMBING MAINTENANCE

Council reviewed the preventative mechanical/plumbing maintenance report from Milani Plumbing. The report was positive and all equipment inspected was reported to be in good working order

6.5 REPAIRS

As discussed at the annual general meeting, the Strata Manager presented Council a list of items requiring small repairs through out the building. Upon discussion, it was decided that the following will be undertaken:

- Estimate for painting of the building front door will be obtained.
- Estimate for painting of an area on the 4th floor hallway (near 404) will be obtained.
- Estimate for painting/repairing a small area of the wall on the 4th floor (near the elevator) will be obtained.
- The burned out ballast in the parkade will be replaced.
- The missing light fixture in the lobby will be replaced.

An update on the progress of these repairs will be provided at the next meeting.

(7) TERMINATION & NEXT COUNCIL MEETING

There being no further business, meeting was terminated at 8:10 p.m. The next Council Meeting is scheduled for Tuesday October 7th, 2008.

Submitted By:
Esthel Issa
Strata Manager
Baywest Management

Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two years.

HEATHERSTONE – LMS 3462

LOCATION:

6:30 p.m. # 111
3278 Heather St.
Vancouver BC V5Z 4R9

STRATA COUNCIL
2008/2009

PRESIDENT

Peter Winstanley - #306

VICE PRESIDENT

Chris Large # 3238

TREASURER

Chris Silva # 106

SECRETARY/ MOVES

Joni Martinson # 310

SECURITY

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Suzanne Sulzberger # 103

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STRATA MANAGER

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24 Hour Line: (604) 257-0325

ATTENDANCE

Peter Winstanley
Chris Large
Joni Martinson
Chris Silva
Debbie Li
Suzanne Sulzberger
Doreen Copeland

Esthel Issa, Baywest Management Corporation

(1) CALL TO ORDER

The Strata Manager called the meeting to order at 6:30 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

Following review of the minutes of the Council meeting held July 29, 2008 and there being no errors or omissions noted, it was moved and seconded to adopt the minutes as distributed. **CARRIED**

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 CRF STUDY

In follow up to Section 3.1 of the previous minutes, the Strata Manager reported that the project is well underway and that Halsall Engineering was recently on-site to undertake a building inspection. The firm advised that a draft of the Contingency Reserve Study should be ready by the end of the month.

Once received, Strata Manager will forward the study to all Council members for their review before the next meeting.

3.2 WINDOWS REPAIR

In follow up to Section 3.2 of the previous minutes, the Strata Manager reported that the window replacement project is completed.

3.3 BALCONY MEMBRANE REPAIR

This item was deferred to the next meeting.

3.4 WELCOME LETTER

In follow up to Section 6.2 of the previous minutes, Council reviewed the draft Welcome Letter prepared by a Council member. After minor editing, it was decided to approve the Welcome Letter and to attach a copy to these minutes for all residents' information.

The Welcome Letter will also be included in the information package forwarded by Baywest Management to new Owners at the Heatherstone.

3.5 MAINTENANCE ITEMS

In follow up to Section 6.5 of the previous minutes, the Strata Manager reported that the following small repairs through out the building have been undertaken:

- The building front door has been painted
- The burned out ballast in the parkade has been replaced.
- The damaged area on the 4th floor hallway as well as an area of the wall on the 4th floor (near the elevator) was painted.
- The carpet in the common area has been cleaned.
- The cedar siding on the roof has been stained and painted.

Upon discussion regarding maintenance and repairs around the building, a Council member volunteered to compile a list of items requiring maintenance/repairs. It was decided that small/easy maintenance items on the compiled list will be undertaken by Council members and that a handyman will be hired to undertake the more complex maintenance items.

An update will be provided at the next meeting.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

The Treasurer advised that the June 2008 (year-end) financial statements are not ready for approval yet, but will be at the next meeting. Council advised the Strata Manager that the financial statements for the period ending July 31 to August 30, 2008 have not been received. The Strata Manager will follow up with Baywest Management Administration Department to ensure that the monthly financial statements are forwarded electronically to council members.

The Strata Manager noted that the strata corporation ended the 2007-08 fiscal year with a slight deficit. This deficit is partly attributed to the windows replacement project and various plumbing repairs. The Strata Manager advised that the deficit may be eliminated by financial restraint through this fiscal year.

Owners will find attached, the June year end statements for their information.

4.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that, as of the date of the meeting, Owners were in arrears for assessments totalling \$652.26. Letters have been forwarded accordingly.

(5) CORRESPONDENCE

5.1 ALTERATION REQUEST

A letter was received from an owner requesting permission to install laminate flooring within her unit. The owner will be provided with permission to install the new flooring as long as the installation meets all guidelines and bylaws of the Strata Corporation.

5.2 SIDING

Council reviewed an email from an Owner reporting that roofing tiles on the side of her patio door are becoming unglued.

Upon discussion, it was decided that a Council member will further investigate the concern and will follow up with the Strata Manager.

(6) NEW BUSINESS

6.1 PATIO DOOR

The Strata Manager advised that one owner has reported water ingress into her unit from her patio door. It was noted that previous application of caulking did not resolved the concern.

Upon investigation by Halsall Engineering, it was discovered that the door should be replaced and that a sub sill flashing should be installed.

Council directed the Strata Manager to obtain estimates for the above-mentioned project. In order to reduce possible water damage caused to the inside of the unit with the upcoming rainy season, it was decided that once obtained, the estimates will be forwarded electronically to council for their decision.

An update on the patio door replacement will be provided at the next meeting.

6.2 APPRAISAL AND INSURANCE RENEWAL

Council received the annual insurance appraisal that was received from Valuations West Appraisers. The appraisal places the current value of the building and assets at \$9,441,000 which is an increase of \$1,888,000. It is noted that the new policy amount is \$17,541.

It was moved and seconded to increase the Directors and Officers liability coverage from the current \$2 million to \$5 million for an additional premium of \$175. **CARRIED**

The policy has been renewed, and again this year in order to eliminate financing charges, the Strata Corporation self-financed the premium through the CRF. This means that full payment of the annual premium was made from the CRF, and the general account will repay the amount over the remaining nine months of the fiscal year in accordance with the *Strata Property Act*.

It was noted that the water damage deductible has increased to \$10,000. Owners are reminded that all owners must purchase contents and/or homeowner's insurance for any in-suite upgrades they make and for their personal effects. The Strata Corporation's insurance does not cover these. Owners are also encouraged to ensure that their tenant's place contents insurance on their personal effects. Owners are also encouraged to place insurance for coverage of Strata Corporation insurance deductibles.

Owners will find attached, the insurance summary effective October 1 2008 to October 1, 2009.

6.3 WINTERIZATION

In preparation for the winter season, the Strata Manager reported that the irrigation system is scheduled to be winterized in late October , two Council members volunteered to clean the roof drains before the end of the month.

In addition, it was noted that the janitorial contractor will be undertaking the snow removal again this year. The Strata Manager was directed to order three bags of ice melt which will be stored in the caged bike room on P1.

With the cold weather now here, ground level residents with exterior hose bibs (taps) are reminded to take the following steps to ensure damage does not occur to their units during a freeze up:

- Where applicable turn off the water to the tap from the inside shut-off valve
- Remove your hose from the tap
- Open the tap to allow all water to drain out if the tap is turned off from the inside shut-off valve.

Following these steps will minimize the chance that a pipe will burst and cause damage.

6.4 PLUMBING REPAIR

It was noted that an emergency call out was placed to Milani 's Plumbing on September 27, 2008 to attend to a small leak in a pipe on the second floor hallway. The Strata Manager reported that the pipe has now been permanently repaired.

Furthermore, Council directed the Strata Manager to obtain estimates for the repair to the damaged drywall where an area of the ceiling had to be opened to access the pipe. An update on the repairs will be provided at the next meeting.

(7) TERMINATION & NEXT COUNCIL MEETING

There being no further business, meeting was terminated at 8:10 p.m. The next Council Meeting is scheduled for Wednesday, January 07 , 2008.

Submitted By:
Esthel Issa
Strata Manager
Baywest Management

<i>Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two years.</i>

HEATHERSTONE – LMS 3462

LOCATION:

6:30 p.m. # 310
3278 Heather St.
Vancouver BC V5Z 4R9

STRATA COUNCIL

2008/2009

PRESIDENT

Peter Winstanley - #306

VICE PRESIDENT

Chris Large # 3238

TREASURER

Chris Silva # 106

SECRETARY/ MOVES

Joni Martinson # 310

SECURITY

Debbie Li # 418

BUILDING MAINTENANCE

Suzanne Sulzberger # 103

LANDSCAPE

Doreen Copeland # 111

STRATA MANAGER

Esthel Issa

Direct Phone: (604) 714-1544

E-Mail: eissa@baywest.ca

Fax: (604) 592-3698

ACCOUNTANT

Cecilia Hu – (604) 714-1533

E-Mail: chu@baywest.ca

BAYWEST MANAGEMENT

300-1770 BURRARD ST

VANCOUVER

24 Hour Line: (604) 257-0325

ATTENDANCE

Joni Martinson
Doreen Copeland
Suzanne Sulzberger
Chris Silva

REGRETS

Peter Winstanley
Chris Large
Debbie Li

Esthel Issa, Baywest Management Corporation

The meeting scheduled for January 7th was re-scheduled for January 14th, 2009.

(1) CALL TO ORDER

The Strata Manager called the meeting to order at 6:32 p.m. A quorum was established.

1.1 OPERATING PROCEDURES

Operating procedures have been reviewed and agreed to with council and are an important guide to the smooth operation of the Strata Corporation.

(2) ADOPTION OF PREVIOUS MINUTES

Following review of the minutes of the Council meeting held October 7, 2008 and there being no errors or omissions noted, it was moved and seconded to adopt the minutes as distributed. **CARRIED**

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 CRF STUDY

In follow up to Section 3.1 of the previous minutes, the Strata Manager reported that a draft of the contingency reserve fund study has been received and that a few council members will meet with a representative of Halsall Engineering to further discuss the report before finalizing it.

An update will be provided at the next meeting.

3.2 BALCONY MEMBRANE REPAIR

As balcony membranes repair is included in the CRF study prepared by Halsall Engineering, discussion on this item was deferred to the next meeting.

3.3 MAINTENANCE ITEMS

In follow up to Section 3.5 of the previous minutes, it was noted that there was no new item requiring repair at the time of the meeting.

3.4 PATIO DOOR

In follow up to Section 6.1 of the previous minutes, the replacement of the faulty patio door of a unit and minor repairs to the interior of the door frame are completed.

3.5 PLUMBING REPAIR

In follow up to Section 6.5 of the previous minutes, the Strata Manager advised that the permanent repair to the leaky pipe on the second floor hallway is completed.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

It was moved and seconded to approve the financial statements for the period of June 30, 2008 to November 30, 2008. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that, as of the date of the meeting, Owners were in arrears for assessments totalling \$683.05. Letters have been forwarded accordingly.

(5) CORRESPONDENCE

5.1 RENTAL REQUESTS

It was reported that in-between council meetings, four rental requests have been submitted and subsequently approved.

(6) NEW BUSINESS

6.1 JANITORIAL CONTRACT

Council reviewed a letter from Bar E Building Maintenance requesting an increase of 4% per month for their services from \$766.50 to \$797.16 plus tax as of February 1, 2009. Following discussion, it was moved and seconded to approve the increase. **CARRIED**

6.2 ANNUAL FIRE SAFETY INSPECTION

The Strata Manager advised that Royal City Fire Supplies has scheduled the Annual Fire Safety inspection for Monday, January 26th, 2009. Notices have been forwarded to every unit.

Residents are reminded that inspection of all in-suite devices is a requirement of the Provincial Fire Code, City of Vancouver Bylaws and the Strata Corporation Bylaws. Therefore, all residents are requested to comply with the request for access when received.

If access is not provided on the above mentioned date, the contractor will be called back and the cost to undertake the annual fire safety inspection will be charged back to the units where access had not been provided.

6.3 GARAGE GATE

Council reviewed and approved an estimate prepared by Precision Door to install a piece of plexiglass over the bottom half portion of the upper garage gate. **CARRIED**

The Strata Manager advised that the Heatherview will contribute their share for this expense.

6.4 AIR VENTS IN HALLWAY

Investigation is currently underway as to the cause of the water ingress into the hallway air vents that occurred recently after a heavy snowfall. An update will be provided at the next meeting.

6.5 GARBAGE ROOM

It was noted that recently, due to poor road condition, the garbage and recycling had not been picked up regularly at Heatherstone. It was reported that a large amount of garbage bags were piled up all over the garbage area and that a resident and a council member had to help the garbage contractor to load the garbage bags onto the bins, so the room could be emptied out.

Residents are reminded that if the garbage and recycling bins are full, they should hold on to their garbage/recycling items until the bins have been emptied.

(7) TERMINATION & NEXT COUNCIL MEETING

There being no further business, meeting was terminated at 7:45 p.m. The next council meeting is scheduled for Tuesday March 17, 2009.

Submitted By:
Esthel Issa
Strata Manager
Baywest Management

Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two years.

HEATHERSTONE – LMS 3462

LOCATION:

6:30 p.m. # 111
3278 Heather St.
Vancouver BC V5Z 4R9

STRATA COUNCIL
2008/2009

PRESIDENT

Peter Winstanley - #306

VICE PRESIDENT

Chris Large # 3238

TREASURER

Chris Silva # 106

SECRETARY/ MOVES

Joni Martinson # 310

SECURITY

Debbie Li # 418

BUILDING MAINTENANCE

Suzanne Sulzberger # 103

LANDSCAPE

Doreen Copeland # 111

STRATA MANAGER

Liane Brown
Direct Phone: (604) 714-1538
E-Mail: lbrown@baywest.ca
Fax: (604) 592-3689

ACCOUNTANT

Cecilia Hu – (604) 714-1533
E-Mail: chu@baywest.ca

BAYWEST MANAGEMENT
300-1770 BURRARD ST
VANCOUVER

24 Hour Line: (604) 257-0325

ATTENDANCE

Peter Winstanley
Joni Martinson
Debbie Li
Doreen Copeland
Suzanne Sulzberger
Chris Silva

REGRETS

Chris Large

Liane Brown, Strata Manager
Esthel Issa, Strata Manager

(1) CALL TO ORDER

The Strata Manager called the meeting to order at 6:30 p.m. A quorum was established.

1.1 NEW STRATA MANAGER

Liane Brown is announced as the new Strata Manager for the Heatherstone effective February 16, 2009. Council thanked Esthel Issa for her service.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the Strata Council meeting minutes of January 14, 2009 as distributed.
CARRIED

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 CONTINGENCY RRESERVE FUND (CRF) STUDY

Council will use this study to plan how much money may be needed in the Contingency Reserve Fund for upcoming years. It was discussed at the meeting that increased funding will be necessary to undertake any identified projects.

3.2 BALCONY MEMBRANE REPAIR

Balcony membrane repair was discussed as part of the CRF study and will be included in the budget discussions for the next fiscal year.

3.3 ANNUAL FIRE SAFETY INSPECTION

Council approved the quote of \$1,565.71 received from Royal City Fire Supplies to correct the deficiencies found during the inspection on January 26, 2009. As noted in the previous minutes, if suite access is not provided, the cost to undertake the re-inspection will be charged back to those suites.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

It was moved and seconded to adopt the financial statements for the periods ending December 31, 2008 and January 31, 2009. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

The outstanding receivables at the date of this meeting are \$725.76. Owners in arrears have been sent reminder notices.

(5) CORRESPONDENCE

5.1 EXTRA KEY REQUEST

A tenant, that the Strata Corporation did not have on file, requested an extra entrance key. Owners with tenants must submit a signed Form K for each tenancy within 14 days of each tenant's occupancy. The Strata Council may impose a fine for a contravention of this Strata Property Act requirement.

5.2 BATHROOM TILES

An owner has noticed a few bathroom tiles bulging slightly. At this time, it appears to be an in-suite issue. If, after further investigation by the owner, it is found to be caused by common property problem, the Strata Council will address this matter.

(6) NEW BUSINESS

6.1 MAKE-UP AIR UNIT LEAK

Between meetings, Council electronically approved Edenvale to complete the hallway air vent repairs caused by a leak from the roof top Make-up Air Unit that occurred after a heavy snowfall.

6.2 BATHROOM CEILING FAN LEAK

An owner reported water coming from the bathroom ceiling fan. After investigation from Milani, it was determined that the cause of the leak was from a toilet overflow from the suite above. The service call will be charged back to the owner of the upper suite.

6.3 LANDSCAPING CONTRACT

Subsequent to this meeting, Council has approved the Cutting Hedge Landscaping contract beginning April 1, 2009.

6.4 ANNUAL GENERAL MEETING (AGM) PLANNING

Council will meet in April and May to prepare for the upcoming Annual General Meeting June 16th. Owners will be notified of the time and location of the AGM.

6.5 DEPOSITS FOR KEYS

Council decided that a deposit of \$50.00 will now be required for building entrance keys borrowed by trades people for repairs. This deposit will be refunded when keys are returned.

6.6 2010 OLYMPIC RENTALS

After some discussion, Council agreed they will not be amending the bylaws to allow short term rentals. As per the Heatherstone Bylaws, Division 7 – Rentals: 30 (e) The Strata Corporation is entitled to impose a fine of up to \$500 for a contravention of this bylaw, and may impose such fine for a continuing contravention every seven days.

6.7 BATHROOM VENT NOISE

A few Council members have noticed noise coming from the bathroom vents. A company will be contacted to investigate this matter.

6.8 PATIO DOOR

A patio door was replaced due to a break-in. The Council saved money on the purchase of a new door by having the installers use a door that was left over from when the building was originally built.

6.9 FILTER STORAGE

After some concern about code violations regarding the air filters being stored in the Mechanical Room, it was decided the filters would be stored in a bike locker room until a better solution becomes available. This is located between the main entrance gate and the north stair well and this room can be access via the vestibule from P1.

(7) TERMINATION

There being no further business, the meeting was terminated at 8:20 p.m. The next council meeting is scheduled for Tuesday April 21, 2009 in Suite # 418.

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

HEATHERSTONE – LMS 3462

LOCATION:

6:30 p.m. # 418
3278 Heather St.
Vancouver BC V5Z 4R9

STRATA COUNCIL

2008/2009

PRESIDENT

Peter Winstanley - #306

TREASURER

Chris Silva # 106

SECRETARY/ MOVES

Joni Martinson # 310

SECURITY

Debbie Li # 418

BUILDING MAINTENANCE

Suzanne Sulzberger # 103

LANDSCAPE

Doreen Copeland # 111

STRATA MANAGER

Liane Brown
Direct Phone: (604) 714-1538
E-Mail: lbrown@baywest.ca
Fax: (604) 592-3689

ACCOUNTING INQUIRES

Toll Free: 1-877-585-4411
E-Mail: AR@baywest.ca

BAYWEST MANAGEMENT
300-1770 BURRARD ST
VANCOUVER

24 Hour Line: (604) 257-0325

ATTENDANCE

Peter Winstanley
Joni Martinson
Debbie Li
Doreen Copeland
Suzanne Sulzberger

REGRETS

Chris Large
Chris Silva

Liane Brown, Strata Manager

(1) CALL TO ORDER

The Strata Manager called the meeting to order at 6:35 p.m. A quorum was established. Chris Large has advised that he will be selling his unit and therefore will no longer continue on Council. The Council thanks Chris for his participation.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the Strata Council meeting minutes of March 17, 2009 as distributed. **CARRIED**

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 HALLWAY REPAIRS

It was noted by a number of owners that the vents had not been put back in to place for a number of weeks after repairs seemed to be finished. This was because Edenvale was waiting for a replacement baseboard piece which needed to be special ordered. Edenvale has now completed all of the repairs to the hallways.

3.2 BALCONY MEMBRANE REPAIRS

Columbus Construction has agreed to hold the quoted price from last year to re-coat four balconies. Council has approved this quote of \$3312.00.

3.3 ANNUAL FIRE SAFETY INSPECTION

Subsequent to this meeting, on May 1st, Royal City Fire Supplies returned to the building to access a number of suites to repair or replace any deficient items noted from their previous inspection in January.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

It was moved and seconded to adopt the financial statements for the periods ending February 28, 2009 and March 31, 2009. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

The outstanding receivables at the date of this meeting are \$568.83. Owners in arrears have been sent reminder notices.

(5) CORRESPONDENCE

5.1 REPLY TO PARKING STALL LETTER

Council directed the Strata Manager to send out a letter to any owners in regards to items being stored within their parking stall. An owner sent a reply to council to advise that the items mentioned in the letter did not belong to the owner and was not located in the owners parking stall. After discussion among Council, it was determined that updated information needed to be obtained from all of the owners. Please complete the attached Owners Information Sheet and return to Baywest.

5.2 PARKADE PRESSURE WASHING

Council received two emails in regards to the need to pressure wash the parkade. One email was sent from an owner and another email was sent from the Treasurer of Heatherview. Council agreed that they should wait until they have more information about Heatherview's proposal and the possible need for trench drain cleaning before making a decision. Also the end of the Strata Corporation's fiscal year end is June, and the Council would like to keep spending to a minimum unless it's necessary.

5.3 WATER ON BALCONIES

Council received an email about an owner of a unit above that was washing their balcony. The dirty water splashed onto the balcony of the unit below. Council would like to remind all owners to follow the Bylaws, Division 1, and Section 3 (5) ..."that nothing shall be thrown, swept, or poured from any window or balcony."

(6) NEW BUSINESS

6.1 ENTRANCE GLASS REPAIR

March 21, 2009 the Front Entrance glass was broken due to vandalism. Accurate Glass has replaced the glass. This is an insurance claim and the glass deductible is \$100.

6.2 ENTERPHONE NOT WORKING

There was a delay in the repair of the Enterphone due to miscommunication and also staffing issues with the repair technician. The Enterphone should now be repaired and working properly.

6.3 BUDGET DISCUSSIONS

Council and the Strata Manager discussed the upcoming budget for the next fiscal year and will continue discussions at the next council meeting.

(7) TERMINATION

There being no further business, the meeting was terminated at 8:31 p.m. The next council meeting is scheduled for Thursday, May 14, 2009 in Suite # 106.

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

HEATHERSTONE – LMS 3462

LOCATION:

6:30 p.m. # 106
3278 Heather St.
Vancouver BC V5Z 4R9

STRATA COUNCIL
2008/2009

PRESIDENT

Peter Winstanley - #306

TREASURER

Chris Silva # 106

SECRETARY/ MOVES

Joni Martinson # 310

SECURITY

Debbie Li # 418

BUILDING MAINTENANCE

Suzanne Sulzberger # 103

LANDSCAPE

Doreen Copeland # 111

STRATA MANAGER

Liane Brown
Direct Phone: (604) 714-1538
E-Mail: lbrown@baywest.ca
Fax: (604) 592-3689

ACCOUNTING INQUIRES

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E-Mail: AR@baywest.ca

BAYWEST MANAGEMENT
300-1770 BURRARD ST
VANCOUVER

24 Hour Line: (604) 257-0325

ATTENDANCE

Peter Winstanley
Joni Martinson
Debbie Li
Doreen Copeland
Chris Silva

REGRETS

Suzanne Sulzberger

Liane Brown, Strata Manager

(1) CALL TO ORDER

The Strata Manager called the meeting to order at 6:30 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the Strata Council meeting minutes of April 21, 2009 as distributed. **CARRIED**

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 BALCONY MEMBRANE REPAIRS

Columbus Construction has advised that they will wait for some consistently dry and warm weather before starting the balcony membrane repairs. This is to ensure that the balcony coating will dry quickly and eliminate the need for tarps. Council has directed the Strata Manager to send a letter to the four affected unit owners to advise them of the upcoming repairs.

3.2 ANNUAL FIRE SAFETY INSPECTION

Council discussed the matter of one unit that has repeatedly failed to provide access to the unit for the Fire Safety Inspection. Council would like to remind all owners of the following Bylaw: **Division 1 – 7 Permit Entry to Strata Lot**

“(4) If the Owner/Resident of a strata lot fails to provide access to the fire inspection company for two consecutive inspections to perform the annual in-suite device testing, the Strata Council may follow or embark on a protocol up to and including arranging for a locksmith to open the door of the strata lot to perform the testing and all the costs incurred will be charged back to the account of this strata lot.”

3.3 PARKADE PRESSURE WASHING

Council will consider the pressure washing of the parkade to be addressed in the beginning of the new fiscal year.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

The approval of the Financial Statements for the period ending April 30, 2009 was tabled to the next Council Meeting because they were not yet available. These Financial Statements will be available next week.

4.2 ACCOUNTS RECEIVABLE

The outstanding receivables at the date of this meeting are \$1,127.57. Owners in arrears have been sent reminder notices.

(5) CORRESPONDENCE

5.1 HALLWAY AIR CIRCULATION

Council has received correspondence from an owner regarding the air circulation in the hallways. Milani will be contacted to investigate this concern.

5.2 WASP NEST

Council has reported a wasp nest in the exterior siding of the building. Council will look into addressing the matter.

5.3 WINDOW CRACK

An owner advises that there is a large crack in the bedroom window where it meets the window seal. Council will contact this owner to investigate further.

5.4 NOISE FROM A NEIGHBOUR

Council received correspondence from an owner regarding noisy neighbours. Council would like to remind all owners to obey the bylaws at all times and that the two owners are to solve the matter between them.

“Use of Property:

An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that

(b)causes unreasonable noise in the opinion of Strata Council.

(i) City Bylaws concerning noise, disturbance, or public nuisance shall apply to all residents and visitors. All music must be kept to a reasonable level.”

(6) NEW BUSINESS

6.1 REKEYING THE BUILDING

The locks were changed for all entrance and common access doors due to a security risk. Council determined that it was necessary to change the locks to ensure the safety of all owners and the protection of the building. This is an insurance claim and the deductible is \$250. Coastal Insurance has advised that the cost for a maximum of two keys per unit will be covered under this claim. Any owners requiring additional keys may contact the Strata Manager to purchase them.

6.2 AGM PREPARATION

After discussion and consideration, Council adopted the draft budget for the upcoming fiscal year, which will be proposed for owners' consideration at the upcoming Annual General Meeting.

(7) TERMINATION

There being no further business, the meeting was terminated at 7:30 p.m. The next meeting will be the Annual General Meeting and is scheduled for Tuesday, June 16, 2009.

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

HEATHERSTONE- STRATA PLAN LMS 3462**TIME & LOCATION:**

7:00 p.m.

Blessed Sacrament Parish
3040 Heather Street
Vancouver, BC

STRATA MANAGER

Liane Brown

BAYWEST MANAGEMENT
300 – 1770 Burrard Street
VANCOUVER, BC V6J 3G7

Phone: (604) 257-0325

Direct: (604) 714-1538

Fax: (604) 592-3689

E-mail: lbrown@baywest.ca

PRESENT:

27 (Twenty-Seven) Strata Lots Represented
19 (Nineteen) In Person
8 (Eight) By Proxy

Liane Brown, Strata Manager, Baywest Management Corp

(1) CALL TO ORDER

The meeting was called to order at 7:05 p.m. by the Strata Manager.

(2) CALLING THE ROLL AND CERTIFICATION OF PROXIES

All received proxies were verified and certified by the Strata Manager.

All sixty-five (65) strata lots at the Heatherstone were eligible to vote at the Annual General Meeting. As a quorum required representation by 1/3 of eligible strata lots, a quorum in this instance required representation by 22 strata lots. As twenty-seven (27) strata lots were represented, nineteen (19) in person and eight (8) by proxy, a quorum

was established and the meeting was declared competent to proceed with the business at hand.

(3) PROOF OF NOTICE OF MEETING

It was moved and seconded that proper notice of meeting had been provided according to the requirements of the *Strata Property Act*. **CARRIED**

(4) ADOPTION OF ANNUAL GENERAL MEETING MINUTES

It was moved and seconded to adopt the Annual General Meeting Minutes of June 18, 2008 as distributed. **CARRIED**

(5) PRESIDENT'S REPORT

Peter Winstanley, Council President, provided was a summary of events which have occurred over the past year:

- Summer 2008 – Select window replacements
- October 2008 – CRF Study
- December 2008 – Break-in
- January 2009 – Hallway Vent leak
- February 2009 – New Strata Manager
- March 2009 – Broken Front Door Glass
- May 2009 – Re-keying of the building
- June 2009 – Select Balcony re-surfacing

Later during the meeting, Peter also announced some of the future repair and maintenance items that are being planned for the upcoming year:

- Summer 2009 – Drain Cleaning, Parkade Washing & Mechanical Repairs
- Fall 2009 – Hallway & Stairwell Renovations
- Winter 2009 – General Repairs
- Spring 2010 – Window Washing

(6) ANNUAL INSURANCE REPORT

Each owner was provided with a copy of the insurance Cover Note (for the period of October 1 2008 to October 1, 2009) for the building as part of the Notice of Annual General Meeting package. The cover note sets out the coverage and deductibles the Strata Corporation currently holds on the property. The Strata Manager highlighted features of the insurance policy which included:

All property coverage for \$9,441,000
 Liability coverage at \$10 million
 Directors and officers liability at \$5 million
 Deductibles: Water/Sewer/Flood - \$10,000 each, All Risks - \$1,000

Owners are reminded that all owners should purchase contents and/or homeowner’s insurance for any in-suite upgrades they make and for their personal effects. The Strata Corporation’s insurance does not cover these. Owners are also encouraged to ensure that their tenant’s place contents insurance on their personal effects. Owners are also encouraged to place insurance for coverage of Strata Corporation insurance deductibles.

(7) CONSIDERATION OF ¾ VOTE “A” – HALLWAY & STAIRWELL RENOVATIONS

Be it resolved, as a three-quarter (3/4) vote of the Owners of Strata Plan LMS 3462, Heatherstone, that the amount of \$40,000 (forty thousand dollars) be raised as a one-time Special Levy to the Owners for the purpose of renovating the common property hallways and stairwells. This Special Levy is to be charged upon the Owners in proportion to their unit entitlement of their respective strata lots. (See attached Special Levy Fee Schedule.) This Special Levy is due and payable in two equal payments on August 1, 2009 and October 1, 2009. Costs include labour, materials, taxes, and Baywest administration charges.

It was moved and seconded to adopt ¾ Vote “A” as presented.

After discussion, the vote was called on ¾ Vote Resolution “A” as so presented.

27 In favour, 0 Opposed, 0 Abstained **CARRIED**

(8) CONSIDERATION OF 2009/10 OPERATING BUDGET

It was moved and seconded to adopt the 2009/10 budget as presented.

After discussion, it was moved and seconded to amend the budget as follows:

To eliminate the budgeted amount of \$40,000.00 that was included under Account 8475 Building Improvement because this amount will be collected via Special Levy.

27 In Favour, 0 Opposed, 0 Abstained **CARRIED**

As there were no further questions or comments on the proposed budget, a vote was called to adopt the budget as so amended.

27 In Favour, 0 Opposed, 0 Abstained **CARRIED**

The new budget takes effect July 1, 2009. Please find attached a copy of the approved budget and schedule of strata fees for each strata lot. Owners previously making payment by way of an automatic withdrawal from their bank accounts need not take any action, as the management company will adjust their strata fees to the new schedule. Owners making payment by way of post-dated cheques are encouraged to send a new series of 12 cheques to the management company. Cheques should be dated for the 1st of each month and made payable to Strata Plan LMS 3462

(9) ELECTION OF 2009/2010 STRATA COUNCIL

As per the Bylaws, a maximum of seven Strata Council members could be elected.

The Strata Manager opened the floor for nominations or volunteers for the Council positions. The following owners volunteered or were nominated and agreed to stand for office:

Peter Winstanley - # 306
Debbie Li - # 418
Susanne Sulzberger # 103

Joni Martinson - # 310
Doreen Copeland # 111
Tricia Marcotte - #104

As no further nominations were received, the above owners were duly elected as the 2009/2010 Strata Council by majority vote.

Following the Annual General Meeting, the new Strata Council met briefly and agreed to hold their first Council Meeting on Tuesday September 15, 2009 at 6:30 p.m.

(10) GENERAL DISCUSSION AND QUESTIONS

The following issues were raised as general discussion items at the Annual General Meeting:

- The Ownership expressed their thanks and appreciation to outgoing Council Members for all their hard work during the past year.
- A Council member reminded the residents to turn off their gas fireplace for the summer months.
- An owner volunteered to create a list of owners who may want their fireplaces cleaned
- Another owner volunteered to create a list of owners who want their dryer vents cleaned

(11) TERMINATION

There being no further business, the meeting was terminated at 8:10 p.m.

Submitted By:
Liane Brown
Strata Manager
Baywest Management

Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two years.

HEATHERSTONE – LMS 3462

LOCATION:

6:30 p.m. # 104
3278 Heather St.
Vancouver BC V5Z 4R9

STRATA COUNCIL
2009/2010

PRESIDENT

Peter Winstanley - #306

**VICE PRESIDENT, SECRETARY
& MOVES**

Joni Martinson # 310

TREASURER

Tricia Marcotte # 104

SECURITY

Debbie Li # 418

BUILDING MAINTENANCE

Suzanne Sulzberger # 103

LANDSCAPE

Doreen Copeland # 111

STRATA MANAGER

Liane Brown
Direct Phone: (604) 714-1538
E-Mail: lbrown@baywest.ca
Fax: (604) 592-3689

ACCOUNTING INQUIRES

Toll Free: 1-877-585-4411
E-Mail: AR@baywest.ca

BAYWEST MANAGEMENT
300-1770 BURRARD ST
VANCOUVER

24 Hour Line: (604) 257-0325

ATTENDANCE

Peter Winstanley
Joni Martinson
Debbie Li
Doreen Copeland
Suzanne Sulzberger
Tricia Marcotte

REGRETS

None

Liane Brown, Strata Manager

(1) CALL TO ORDER

The Strata Manager called the meeting to order at 6:00 p.m. A quorum was established.

1.1 NEW STRATA COUNCIL 2009/2010

Tricia Marcotte is a new member of the Strata Council. She will take on the role of Treasurer. Joni Martinson will accept the role of Vice President, along with Secretary and Moves. Other Council members will remain in the same positions as the previous year.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the Strata Council meeting minutes of May 14, 2009 as distributed. **CARRIED**

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 BALCONY MEMBRANE REPAIRS

Columbus Construction has completed the repairs on the four balcony surfaces previously discussed. Two quotes to re-surface an additional balcony have been reviewed by Council after a request for repair was received from an owner. The Council would like to view this balcony before repairs begin.

3.2 IN-SUITE FIRE INSPECTION

A unit on the second floor had not been available for the annual in-suite fire inspection for two consecutive years. A letter was sent to this owner to have the fire safety equipment tested or Council may obtain a court order to enter the suite. The testing was completed and this matter has concluded successfully.

(4) **FINANCIAL REPORT**

4.1 **FINANCIAL STATEMENTS**

It was moved and seconded to adopt the financial statements for the periods ending April 30, May 31, June 30, and July 31, 2009. **CARRIED**

4.2 **ACCOUNTS RECEIVABLE**

The outstanding receivables at the date of this meeting are \$4,053.96. Owners in arrears have been sent reminder notices.

(5) **CORRESPONDENCE**

5.1 No outstanding correspondence.

(6) **NEW BUSINESS**

6.1 **LIGHT FIXTURE COVERS**

It has been noted that a number of the light fixture covers in the hallways and stairwells are cracked, broken or missing. This is due to the age of the fixtures, which were manufactured in 1997 and also due to these lights being on 24 hours per day. Bar-El is working with a lighting company to locate replacement covers.

6.2 **STORAGE ROOM**

Subsequent to this meeting, the Council walked around the building and noted many items in the Storage room which were not properly stored within a storage locker. Many items were left in hallways, on top of storage lockers or in bike storage areas. Council directed the Strata Manager to advise all owners to remove improperly stored items or they will be disposed of.

6.3 **LANDSCAPING**

One of the Council members will meet with the landscaper to do an assessment of the current plants, trees and bushes to gain suggestions for improvements.

6.4 **DRAIN CLEANING / PARKADE WASHING**

DMS Mechanical has completed the Drain cleaning. Bar-El and Rite Handyman will be providing quotes for the parkade washing. Once a date is scheduled owners will be notified so they may have their cars removed from the parkade for the cleaning day.

6.5 **INSURANCE RENEWAL**

The insurance renewal from Coastal has been approved. Owners should review their unit owner's policy for adequate coverage.

All property coverage for \$9,724,000
Liability coverage at \$10 million
Directors and officers liability at \$5 million
Deductibles: Water/Sewer/Flood - \$10,000 each, All Risks - \$2,500

Owners are reminded that all owners should purchase contents and/or homeowner's insurance for any in-suite upgrades they make and for their personal effects. The Strata Corporation's insurance
Council Meeting Minutes-LMS3462 – Heatherstone

does not cover these. Owners are also encouraged to ensure that their tenant's place contents insurance on their personal effects. Owners are also encouraged to place insurance for coverage of Strata Corporation insurance deductibles.

6.6 HALLWAY AND STAIRWELL RENOVATIONS

Council reviewed four quotes for painting also discussed carpet samples. The Council President, with his background in architecture, has put forward a proposal to be the Project Manager for these renovations. The remaining Council members will discuss and vote on this suggestion via email.

(7) TERMINATION

There being no further business, the meeting was terminated at 7:30 p.m. The next meeting will be scheduled for Thursday, November 12, 2009.

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

HEATHERSTONE – LMS 3462

LOCATION:

6:30 p.m. # 111
3278 Heather St.
Vancouver BC V5Z 4R9

STRATA COUNCIL
2009/2010

PRESIDENT

Peter Winstanley - #306

**VICE PRESIDENT,
SECRETARY & MOVES**
Joni Martinson # 310

TREASURER

Tricia Marcotte # 104

SECURITY

Debbie Li # 418

BUILDING MAINTENANCE

Suzanne Sulzberger # 103

LANDSCAPE

Doreen Copeland # 111

STRATA MANAGER

Liane Brown
Direct Phone: (604) 714-1538
E-Mail: lbrown@baywest.ca
Fax: (604) 592-3689

ACCOUNTING INQUIRES

Toll Free: 1-877-585-4411
E-Mail: AR@baywest.ca

BAYWEST MANAGEMENT
300-1770 BURRARD ST
VANCOUVER

24 Hour Line: (604) 257-0325

ATTENDANCE

Peter Winstanley
Joni Martinson
Debbie Li
Doreen Copeland
Tricia Marcotte

REGRETS

Suzanne Sulzberger

Liane Brown, Strata Manager

(1) CALL TO ORDER

The Strata Manager called the meeting to order at 6:35 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the Strata Council meeting minutes of September 16, 2009 as distributed.

CARRIED

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 BALCONY MEMBRANE REPAIR

Council discussed two quotes for balcony membrane repair for a 2nd floor unit. Council has viewed the balcony and is awaiting a revised quote to patch the damaged area.

3.2 LANDSCAPING UPDATE

Council has met with the landscaper to do an assessment of the current plants, trees and bushes to gain suggestions for improvements.

Subsequent to this meeting, a quote for tree pruning was received and will be discussed by Council.

3.3 LIGHT FIXTURE COVERS

A number of the light fixture covers in the hallways and stairwells were replaced. There are a few remaining broken covers but it has been a challenge for the janitorial staff to replace these due to troubles reaching these covers.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

It was moved and seconded to adopt the financial statements for the periods ending August 31, September 30, and October 31, 2009.

CARRIED

4.2 ACCOUNTS RECEIVABLE

The outstanding receivables at the date of this meeting are \$3,693.58. Owners in arrears have been sent reminder notices.

(5) CORRESPONDENCE

5.1 ALTERATION REQUEST

Council received and approved of an owner's request to install hardwood flooring. A signed Assumption of Liability Form must be sent in before the owner begins any work.

(6) NEW BUSINESS

6.1 DRYER VENT CLEANING

Council approved the quote from Air-Vac for external dryer vent cleaning. This has been scheduled for December 11th and suite access is not required.

6.2 LOCATION OF WATER SHUT-OFF VALVES

Council was advised of an owner who had a contractor installing a new dishwasher and did not shut off the water before the installation.

Council would like to remind all owners to find out where the water shut-off valves are, especially when installing fixtures or machines that connect to water. Some valves are located in the front hallway closet within the unit, over your washer and dryer or some valves could be in the common area hallways on the 2nd floor.

6.3 IMPROPER STORAGE

Council has not noticed much improvement with the condition of the Storage room and with other improperly stored items around the building. Council has directed the Strata Manger to send out a notice to all owners to advise that as of January 1st, 2010, all improperly stored items will be disposed of, without further notice. If you have items that belong to you and are not stored properly within your storage locker or a bike not locked properly in the bike locker rooms, please remove them.

6.4 PARKADE WASHING

Bar-El will be on site to pressure wash the parkade on December 8th. All residents must have their cars removed from the parkade for the day.

6.5 GLASS BLOCK WINDOWS

Orka Property Services has put up a tarp on the south end of the building to protect the glass block windows from minor water coming in, which occurred during the heavy rains and wind. Orka will be sending a quote and recommendations to solve this matter.

6.6 ROOF FLASHING

Villa Roofing has re-attached some flashing that had come loose during strong winds.

6.7 HALLWAY AND STAIRWELL RENOVATIONS

Council approved of the proposal from Peter Winstanley for Project Management of the Renovation project. Owners will be advised when work is scheduled to begin.

(7) **TERMINATION**

There being no further business, the meeting was terminated at 8:10 p.m. The next meeting will be scheduled for Monday, January 18, 2010.

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

HEATHERSTONE – LMS 3462

LOCATION:

6:30 p.m. # 306
3278 Heather St.
Vancouver BC V5Z 4R9

STRATA COUNCIL
2009/2010

PRESIDENT

Peter Winstanley - #306

**VICE PRESIDENT,
SECRETARY & MOVES**
Joni Martinson # 310

TREASURER

Tricia Marcotte # 104

SECURITY

Debbie Li # 418

BUILDING MAINTENANCE

Suzanne Sulzberger # 103

LANDSCAPE

Doreen Copeland # 111

STRATA MANAGER

Liane Brown
Direct Phone: (604) 714-1538
E-Mail: lbrown@baywest.ca
Fax: (604) 592-3689

ACCOUNTING INQUIRES

Toll Free: 1-877-585-4411
E-Mail: AR@baywest.ca

BAYWEST MANAGEMENT
300-1770 BURRARD ST
VANCOUVER

24 Hour Line: (604) 257-0325

ATTENDANCE

Peter Winstanley
Joni Martinson
Debbie Li
Doreen Copeland
Suzanne Sulzberger
Tricia Marcotte

REGRETS

None

Liane Brown, Strata Manager

(1) CALL TO ORDER

The Strata Manager called the meeting to order at 6:45 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the Strata Council meeting minutes of November 24, 2009 as distributed.

CARRIED

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 BALCONY MEMBRANE REPAIR

Council has received two quotes to do a patch repair for a balcony on the 2nd floor. Council has asked the Strata Manager to obtain further information for one of these quotes before proceeding.

3.2 LANDSCAPING UPDATE

Council has approved a quote from The Cutting Hedge Landscaping to prune all trees on the property.

3.3 GLASS BLOCK WINDOWS

During heavy rainfall, some water was noticed in the window sills of a few of the eight glass block windows in the building. There was a tarp put in place to protect the windows from more water coming in, while waiting for the area to be dry enough to replace the caulking around these windows. Council approved the Orka Property Services quote to replace the caulking in all eight windows as a proactive measure.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

It was moved and seconded to adopt the financial statements for the periods ending November 30, and December 31, 2009.

CARRIED

4.2 ACCOUNTS RECEIVABLE

The outstanding receivables at the date of this meeting are \$1,953.99. Owners in arrears have been sent reminder notices.

(5) CORRESPONDENCE

5.1 RENTAL & ALTERATION REQUEST

Council received a request to rent the strata lot and also to install laminate flooring. Council has denied the request to rent the strata lot at this time due to the maximum number of rentals within the Strata being reached. Council has approved the owner's request to install laminate flooring. A signed Assumption of Liability Form must be submitted before the owner begins any work.

5.2 NEWSPAPER DISTRIBUTION

Council received a request for access to the building from a distribution company which delivers newspapers to four units in the building. As of the date of this meeting, the Council has not received any complaints from these owners in regards to delivery service. Council has denied this request for now, but will reconsider if any requests come from owners.

(6) NEW BUSINESS

6.1 BOILER SERVICING & SUMP PUMP QUOTE

Council has received a quote from Milani for servicing and cleaning the Boilers and to replace the Sump Pump. Council has requested the Strata Manager obtain a second quote for this work before proceeding.

6.2 GARBAGE & RECYCLING

Council would like to request all owners wait to put out their garbage and recycling if the containers are full. This creates a problem when items are overflowing the container or left on the floor in a mess. Also Council has suggested owners can obtain more information about all recyclable items from the Recycling Council of BC <http://rcbc.bc.ca/recyclepedia> .

6.3 HALLWAY RENOVATION UPDATE

The painting of the hallways and entrance is complete except for minor touch-ups which may be needed after the installation of the new carpet. The new carpet is scheduled to be installed in February. Council is discussing putting up new artwork on the walls of the entrance way.

6.4 ANNUAL FIRE INSPECTION

The Annual Fire Inspection has been scheduled for February 22nd and in-suite inspections will occur between 9:00 a.m. and 2:00 p.m. A separate notice will be provided to all owners.

(7) TERMINATION

There being no further business, the meeting was terminated at 8:15 p.m. The next meeting will be scheduled for Wednesday, March 3rd, 2010.

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

HEATHERSTONE – LMS 3462

LOCATION:

6:30 p.m. # 103
3278 Heather St.
Vancouver BC V5Z 4R9

STRATA COUNCIL
2009/2010

PRESIDENT

Peter Winstanley - #306

**VICE PRESIDENT,
SECRETARY & MOVES**
Joni Martinson # 310

TREASURER

Tricia Marcotte # 104

SECURITY

Debbie Li # 418

BUILDING MAINTENANCE

Suzanne Sulzberger # 103

LANDSCAPE

Doreen Copeland # 111

STRATA MANAGER

Liane Brown
Direct Phone: (604) 714-1538
E-Mail: lbrown@baywest.ca
Fax: (604) 592-3689

ACCOUNTING INQUIRES

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E-Mail: AR@baywest.ca

BAYWEST MANAGEMENT
300-1770 BURRARD ST
VANCOUVER

24 Hour Line: (604) 257-0325

ATTENDANCE

Peter Winstanley
Joni Martinson
Debbie Li
Doreen Copeland
Suzanne Sulzberger
Tricia Marcotte

REGRETS

None

Liane Brown, Strata Manager

(1) CALL TO ORDER

The Strata Manager called the meeting to order at 6:35 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the Strata Council meeting minutes of January 18, 2010 as distributed.

CARRIED

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 BALCONY MEMBRANE REPAIR

Council has approved the BEMCO quote for a patch repair on the balcony of a unit on the second floor.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

It was moved and seconded to adopt the financial statements for the periods ending January 31, 2009.

CARRIED

4.2 ACCOUNTS RECEIVABLE

The outstanding receivables at the date of this meeting are \$522.96. Owners in arrears have been sent reminder notices.

(5) CORRESPONDENCE

5.1 DONATION BAGS

Council would like to remind all owners to only leave bags out for charity (i.e.: Big Brothers, Salvation Army, etc) on the day you have arranged pick up of the items. An owner has sent in a suggestion to use the donation boxes on the south west corner of 16th and Oak if a pick up is not available right away.

5.2 WINDOW SILL

Council received an email from an owner on the fourth floor in regards to water collecting on the window sill. Council has additional questions for the owner before proceeding with quotes for repairs.

5.3 ALTERATION REQUEST

Council received a request from an owner to repaint the balcony surface and also touch up the paint on the door to the owner's suite. Council has denied this request, as the balconies and doors are the Strata's responsibility to maintain. Balcony surfaces should not be painted and should only be resurfaced by professional contractors. Council suggests this owner clean the balcony for a better appearance or contact a professional, which should be approved by Council, to resurface the balcony. Council will consider painting the hallway side of the suite doors over the next couple of years.

*** All owners and Tenants are reminded that cleaning of their balconies should be done at least once a year.**

(6) NEW BUSINESS

6.1 BOILER SERVICING, SUMP PUMP & AQUASTAT CONTROLLER QUOTE

The Strata Manager obtained the second quote from D.M.S. Mechanical that Council requested for the boiler servicing and sump pump quote to compare to the one originally received from Milani. D.M.S. has also quoted for installation of an aquastat controller which would save gas and electrical energy by automatically turning off the hot water circulation pump once the set temperature is reached. This would save on the excessive wear and tear of the hot water recirculation piping, the hot water boiler and the pump. Due to budget constraints, the Council has decided not to proceed with this work at this time, but will re-evaluate the need for this work at the next council meeting.

6.2 IN-SUITE FIRE INSPECTIONS

Council would like to report that the in-suite fire inspections went very well. For any suites which did not provide access, the fire prevention contractors will need to come back for a second visit to inspect these suites and these owners will be charged individually for this extra visit. Some suites will require further access to complete minor repairs and will be contacted directly to make arrangements for entry to their suite.

6.3 FRONT BOULEVARD GRASS

Council discussed alternative options to improve the appearance of the grass in front of the building, which appears muddy in wet weather. Council will meet with the landscaper for further suggestions.

6.4 PLUMBING BACK UP

Subsequent to the meeting, Council was advised that an owner has had some problems with their sink not draining properly and the possible cause was that owners in suites above had been pouring grease down the drains which then solidifies and causes blockages and drainage problems.

Council would like to remind all owners not to put any cooking grease or any other substance down the drains which could potentially cause problems for the building's drainage system.

6.5 HALLWAY RENOVATIONS

Council would like to thank all owners for their patience during the renovations and advise that they are still looking into replacing the photographs in the front lobby area and hope to have new artwork up in the next few months.

6.6 NEW STRATA RULE: NO PERSONAL DOORMATS

Council has voted and agreed on a new Strata rule that no personal doormats will be allowed in the hallways from this point forward. The new carpet has built in high performance doormats, which are black, and incorporates fibers entwined into the carpet for this use, thus there is no need for additional door mats to be placed in the corridor. This will ensure that every suite has matching doormats and also for the janitorial staff to vacuum the hallways without having personal doormats restricting the path. Owners and tenants may still have door mats inside individual suites.

(7) TERMINATION

There being no further business, the meeting was terminated at 7:55 p.m. The next meeting will be scheduled for Tuesday, April 20th, 2010.

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

HEATHERSTONE – LMS 3462

LOCATION:

6:30 p.m. # 310
3278 Heather St.
Vancouver BC V5Z 4R9

STRATA COUNCIL
2009/2010

PRESIDENT

Peter Winstanley - #306

**VICE PRESIDENT,
SECRETARY & MOVES**
Joni Martinson # 310

TREASURER

Tricia Marcotte # 104

SECURITY

Debbie Li # 418

BUILDING MAINTENANCE

Suzanne Sulzberger # 103

LANDSCAPE

Doreen Copeland # 111

STRATA MANAGER

Liane Brown
Direct Phone: (604) 714-1538
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Fax: (604) 592-3689

ACCOUNTING INQUIRES

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E-Mail: AR@baywest.ca

BAYWEST MANAGEMENT
300-1770 BURRARD ST
VANCOUVER

24 Hour Line: (604) 257-0325

ATTENDANCE

Peter Winstanley
Joni Martinson
Debbie Li
Suzanne Sulzberger
Tricia Marcotte

REGRETS

Doreen Copeland

Liane Brown, Strata Manager

(1) CALL TO ORDER

The Strata Manager called the meeting to order at 6:35 p.m. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the Strata Council meeting minutes of March 3, 2010 as distributed. **CARRIED**

(3) BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 BALCONY MEMBRANE REPAIR

Council has directed the Strata Manager to advise the owner that because this repair is small, Council would prefer to wait until a larger balcony resurfacing project is undertaken.

3.2 FIRE INSPECTION DEFICIENCY REPORT

Council has requested the Strata Manager obtain a price breakdown of the Royal City Fire Deficiency quote before proceeding.

3.3 BOILER SERVICING, SUMP PUMP & AQUASTAT CONTROLLER QUOTE

The Council has two quotes for the boiler servicing and sump pump replacement to compare. D.M.S. Mechanical has also quoted for installation of an aquastat controller which would save gas and electrical energy by automatically turning off the hot water circulation pump once the set temperature is reached. This would save on the excessive wear and tear of the hot water recirculation piping, the hot water boiler and the pump.

Council would like to first evaluate the maintenance proposal received previously from D.M.S. Mechanical to determine whether or not the Strata should switch their regular plumbing and mechanical company and then move forward with this work.

3.4 LANDSCAPING UPDATE

A quote was received from Cutting Hedge for improvements to the front grass boulevard area. Council will meet with the landscaper again for further suggestions which are less expensive. Council is considering some of these suggestions for next year's budget.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENTS

It was moved and seconded to adopt the financial statements for the periods ending February 28 and March 31, 2010. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

The outstanding receivables at the date of this meeting are \$741.65. Owners in arrears have been sent reminder notices.

(5) CORRESPONDENCE

5.1 TREE PRUNING REQUEST

An owner has sent in a request to trim some hedges and trees and a request to install lattice to increase the privacy in their outdoor space. Council will be in contact with the landscapers in regards to the trimming. Council directed the Strata Manager to write a letter to the owner to advise the owner not to trim the hedges or trees and that the request to install the lattice has been declined. The Council suggests the owner could use some hanging planters on the fence.

5.2 ALTERATION REQUEST

An owner has requested to replace the existing kitchen countertops with granite countertops. Council has approved the request, provided the owner sign and submit the Assumption of Liability form.

5.3 FLOORING NOISE

Council received an email from an owner regarding ongoing noise from a unit above and a question as to whether or not appropriate underlay was used. Council will investigate this matter further.

5.4 REQUEST FOR REIMBURSEMENT

Council received a request from an owner to reimburse the cost of a plumbing invoice. Council has granted this request and directed the Strata Manager to process the reimbursement of the invoice because the cause of the plumbing problem was not in the owner's suite but located in the main building drain pipes.

(6) NEW BUSINESS

6.1 JANITORIAL QUOTES

The Strata Manager presented two quotes for new janitorial companies, as requested by Council. Council will discuss further at a later date and decide if a new company should be hired.

6.3 WINDOW CONCERNS

Council has received a few letters in regards to concerns with water noticed on or near the window sills. Council would like to remind all owners to clean out the weep holes in their windows to ensure water can escape instead of building up in the track. If water is still noticed around the windows, please provide details of the concern in writing to Council, so this can be addressed. Council has

directed the Strata Manager to write a letter to each of the owners concerned with their windows to formally update them as to the status of their request.

6.4 BALCONY DOOR

Council is planning to meet with Columbus and an owner in regards to a balcony door previously installed incorrectly. Council will discuss if this matter needs further attention after final repairs are completed.

6.5 BUILDING ENVELOPE STUDY

Council is considering another Building Envelope Study to address some issues such as window recaulking and balcony resurfacing, and as part of regular maintenance.

6.6 WINDOW & EXTERIOR SIDING WASH

Council has directed the Strata Manager to obtain quotes for window washing and exterior siding cleaning.

6.7 BUDGET & AGM PREPARATION

Council and the Strata Manager discussed the new budget to be presented to owners at the upcoming Annual General Meeting. Council will submit their final decisions to the Strata Manager so the notice package can be prepared and sent out.

(7) TERMINATION

There being no further business, the meeting was terminated at 8:35 p.m. The next meeting will be the Annual General Meeting scheduled for Thursday, June 24th, 2010. All owners will receive an AGM notice package in advance to advise of the time, location and agenda.

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

NOTICE
of the
ANNUAL GENERAL
MEETING
of
HEATHERSTONE
STRATA PLAN LMS 3462

To be held on Thursday, June 24, 2010
@ 7:00pm

June 2, 2010

NOTICE OF THE ANNUAL GENERAL MEETING

TO: OWNERS OF HEATHERSTONE, LMS 3462
DATE: THURSDAY, JUNE 24, 2010
TIME: 6:40 PM REGISTRATION
7:00 PM CALL TO ORDER
PLACE: BLESSED SACRAMENT PARISH- 3040 HEATHER ST. VANCOUVER

Dear Owners:

On **Thursday, June 24, 2010**, the Annual General Meeting of the Owners of **Heatherstone, Strata Plan LMS 3462**, will be held. The purpose of this meeting is to approve the proposed budget for the upcoming fiscal year, consider six $\frac{3}{4}$ vote resolutions and to elect a new Strata Council. Enclosed are the Agenda, all supporting documentation, and a proxy form.

For this meeting to proceed, a quorum of one third of all Owners, entitled to vote, must be present in person or by proxy. Should you be unable to attend this meeting, please give your proxy to a representative to vote on your behalf.

Please bring this package of information with you to the meeting.

We look forward to seeing you on **Thursday, June 24, 2010 at 7:00 p.m.**, In the meantime, if you have any questions about the meeting, please do not hesitate to contact the Strata Manager at 604-714-1538

Sincerely,
BAYWEST MANAGEMENT CORPORATION
Agent for the Owners of Strata Plan **LMS 3462**



Liane Brown
Strata Manager
Encl.

ANNUAL GENERAL MEETING AGENDA

HEATHERSTONE STRATA PLAN LMS 3462 -

THURSDAY JUNE 24, 2010

HELD AT :BLESSED SACRAMENT PARISH- 3040 HEATHER ST. VANCOUVER

1. REGISTRATION 6:40 P.M.
2. CALL TO ORDER 7:00 P.M.
3. CALLING THE ROLL & CERTIFICATION OF PROXIES
4. PROOF OF NOTICE OF MEETING
5. ADOPTION OF PREVIOUS ANNUAL GENERAL MEETING MINUTES JUNE 16, 2009
6. PRESIDENT'S REPORT – PETER WINSTANLEY
7. RULES FOR RATIFICATION
8. REPORT OF STRATA CORPORATION INSURANCE COVERAGE (attached)
9. CONSIDERATION OF SIX ¾ VOTE RESOLUTIONS (attached)
10. CONSIDERATION OF PROPOSED 2010/11 BUDGET (attached)
11. ELECTION OF 2010/11 STRATA COUNCIL MEMBERS
12. GENERAL DISCUSSION AND QUESTIONS
13. TERMINATION

**STRATA PLAN LMS 3462
HEATHERSTONE
3218/28/38/48/58/68/3278 Heather Street
Vancouver, BC**

RULES AND REGULATIONS

Window Screens

- 1 Screens for exterior windows must have white frames in order to conform to the building exterior.

(adopted July 19, 1999)

Common Area Keys

- 1 Additional garbage room and bike room keys will be at a cost to the strata lot owner of \$15.00 per key.

(adopted May 16, 2002)

- 2 each unit has been provided with two exterior entrance door keys. Additional keys may be purchased for a \$50.00 refundable deposit per key.

(adopted May 16, 2002)

Move-in & Move-out

- 1 A fee of \$75.00 to cover normal wear and tear shall be charged to a strata lot for each move-in and move-out of that strata lot. Any repairs required due to damage caused during a move-in to a strata lot shall be charged to that strata lot.

(Ratified by owners June 18,2008)

- 2 All move-in and move-out residents must abide by the moving procedure supplied by the Strata Council and must contact the Management Company prior to move-in or move-out.

(adopted December 22, 1999)

- 3 Each resident shall provide the Strata Council at least one-week notice of moving in/out. An alternative move-in fee will be charged as follows:

-\$50.00 when notice is provided one week prior to the move-in date,
-\$75.00 when notice is provided less than one week prior to the move-in date,
-\$100.00 when notice is provided less than two days prior to the move-in date.

(adopted July 10, 2001)

RATIFIED BY OWNERS ON JUNE 18, 2002

Personal Doormats

1. No personal doormats will be allowed in the hallways. As the new hallway carpet has built in high performance doormats, and incorporates fibers entwined into the carpet there is no need for additional door mats to be placed in the corridor.

(adopted March 3, 2010)



COASTAL INSURANCE SERVICES LTD.

104 - 2331 Marpole Avenue, Port Coquitlam, BC V3C 2A1 Tel: 604-944-1700 Fax: 604-944-1734
1322 Johnston Road, White Rock, BC V4B 3Z2 Tel: 604-531-1020 Fax: 604-531-2031
Toll Free: 1-800-665-3310 Website - www.coastalinsurance.com - e-mail: info@coastalinsurance.com



1983-2008

Policy No. CLMS 3462

DECLARATIONS

Name of Insured:	The Owners of Strata Plan LMS 3462 Heatherstone
Location Address:	3218 - 3278 Heather Street, Vancouver, BC, V5Z 3K5
Additional Named Insured:	Baywest Management Corporation, 300 - 1770 Burrard Street, Vancouver, BC V6J 3G7
Policy Period:	10/01/09 to 10/01/10 (mm/dd/yy) 12:01 a.m. Standard Time
Loss Payable to:	The Insured or Order in Accordance with the Strata Property Act of British Columbia.
Insurers:	As Per List of Participating Insurers Attached.

Insurance is provided subject to the Declarations, Terms, Conditions, Limitations and Endorsements of this policy and only for those coverages for which specific limits or amounts of Insurance are shown on this Declaration Page.

INSURING AGREEMENTS

Deductibles (\$) Limits (\$)

INSURING AGREEMENTS		Deductibles (\$)	Limits (\$)
PROPERTY COVERAGES - STR (06/08)			
All Property, All Risks, Guaranteed Replacement Cost, Bylaws			
Water Damage		2,500	9,724,000
Backup of Sewers, Sumps, Septic Tanks or Drains		10,000	Included
Earthquake Damage		10,000	Included
Flood Damage		10%	Included
Key & Lock		10,000	Included
		250	10,000
BLANKET EXTERIOR GLASS INSURANCE Aviva Insurance Company of Canada - Form 820000 (02/06)			
	Residential	100	Blanket
	Commercial	250	
COMMERCIAL GENERAL LIABILITY - Form 000102 (06/06)			
Coverage A - Bodily Injury & Property Damage Liability	Per Occurrence	500	10,000,000
Products & Completed Operations	Aggregate	500	10,000,000
Coverage B - Personal Injury Liability	Per Occurrence	500	10,000,000
Coverage C - Medical Payments	Any One Person		2,500
	Per Occurrence		25,000
Coverage D - Tenants Legal Liability		500	500,000
Non-Owned Automobile - SPF #6 - Form 335002	Per Occurrence		10,000,000
Contractual Liability - SEF #96	Per Occurrence	500	50,000
Excluding Long Term Leased Vehicle - S.E.F. No. 99	Per Occurrence		10,000,000
Limited Pollution Liability Coverage	Aggregate		1,000,000
Employee Benefit Liability - Form 000200	Aggregate	1,000	1,000,000
Advertising Liability - Form 000117	Per Occurrence		500,000
DIRECTORS & OFFICERS LIABILITY - Form G/A2 (05/08) Claims Made Form			
Condominium Discrimination Defense Costs	Per Occurrence	500 Retention	5,000,000
	Aggregate	500 Retention	10,000
			25,000
POLLUTION & REMEDIATION LEGAL LIABILITY - Form XLICL-PARL5CP (05/04)			
Claims Made Form - Limit of Liability - Each Loss, Remediation Expense or Legal Defense Expense		10,000 Retention	1,000,000
VOLUNTEER ACCIDENT INSURANCE PLAN Form 9224344- Plan II			
Principal Sum - \$100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks)		7 Day Waiting Period	100,000
Accident Expenses - various up to \$5,000 (see policy wording) Dental Expense - \$2,500			
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION Form 500000 (01/00)			
I Employee Dishonesty - Form A			10,000
II Loss Inside the Premises			5,000
III Loss Outside the Premises			5,000
IV Money Orders and Counterfeit Paper Currency			5,000
V Depositors Forgery			5,000
EQUIPMENT BREAKDOWN			
I Physical Damage, Direct Damage, Standard Comprehensive Plus, Replacement Cost - Form C780016 (02/06)		1,000	9,724,000
II Consequential Damage, 90% Co-Insurance - Form C780032 (02/06)		1,000	10,000
III Extra Expense - Form C780033 (02/06)		24 Hour Waiting Period	100,000
IV Ordinary Payroll - 90 Days - Form C780034 (02/06)		24 Hour Waiting Period	100,000

****ALL COVERAGES SUBJECT TO POLICY DEFINITIONS****
This Policy contains a clause(s), which may limit the amount payable.
This policy shall not be valid or binding unless countersigned by a duly Authorized Representative of the Insurer.

President
Coastal Insurance Services Ltd.



COASTAL INSURANCE SERVICES LTD.

104 - 2331 Marpole Avenue, Port Coquitlam, BC V3C 2A1 Tel: 604-944-1700 Fax: 604-944-1734
1322 Johnston Road, White Rock, BC V4B 3Z2 Tel: 604-531-1020 Fax: 604-531-2031
Toll Free: 1-800-665-3310 Website - www.coastalinsurance.com - e-mail: info@coastalinsurance.com



SCHEDULE OF PARTICIPATING INSURERS

For The Owners of Strata Plan LMS 3462 Heatherstone Policy # CLMS 3462

Term: 10/01/09 to 10/01/10 (mm/dd/yy) 12:01 a.m. Standard Time

Insurer	Coverage	%	Limit (\$)
Aviva Insurance Company of Canada	Property	35	3,403,400
Axa Pacific Insurance Company	Property	35	3,403,400
Royal & Sun Alliance Insurance Company of Canada	Property	30	2,917,200
Aviva Insurance Company of Canada	Commercial General Liability	100	10,000,000
Aviva Insurance Company of Canada	Directors & Officers Liability	100	5,000,000
Aviva Insurance Company of Canada	Employee Dishonesty – Form A	100	10,000
Aviva Insurance Company of Canada	Comprehensive Dishonesty, Disappearance and Destruction	100	5,000
Aviva Insurance Company of Canada	Glass	100	Blanket Exterior Coverage
XL Insurance Company Ltd.	Pollution & Remediation Legal Liability	100	1,000,000
Aviva Insurance Company of Canada	Equipment Breakdown	100	9,724,000
Axa Assurances Inc.	Volunteer Accident Insurance Plan II	100	100,000

DISCLOSURE NOTICE - UNDER THE FINANCIAL INSTITUTIONS ACT

The Financial Institutions act requires that the information contained in this Disclosure Notice be provided to a customer in writing at the time of entering into an insurance transaction.

- I, Mike Valiquette, am licensed as a general insurance agent by the Insurance Council of British Columbia
- This transaction is between you and Aviva Insurance Company of Canada Axa Pacific Insurance Company Royal & Sun Alliance Insurance Company of Canada (Insurer) and as indicated on the policies.
- In soliciting the transaction described above, I am representing Coastal Insurance Services Ltd. who does business with the Insurer
- The nature and extent of the Insurer's interest in the agency is none.
- Upon completion of this transaction, the agent will be remunerated by way of commission or fee by the Insurer
- The Financial Institutions act prohibits the Insurer from requiring you to transact additional or other business with the Insurer or any other person or Corporation as a condition of this transaction.

Total Premium

\$20,170

E&OE/TB

Insured's Copy

ANNUAL GENERAL MEETING

THURSDAY, JUNE 24, 2010

STRATA PLAN LMS 3462 - HEATHERSTONE

¾ VOTE "A" – BYLAW AMENDMENT – PERMIT ENTRY TO STRATA LOT

Be It Resolved by a ¾ vote of the Owners, that the Bylaws of Strata Plan LMS3462 be amended by adding the following:

Division 1, Section 7, Permit Entry to Strata Lot, Subsection (5)

(5) Owners, tenants, occupants or visitors who refuse or fail to grant access to enter the strata lot in accordance with this bylaw shall be fined the sum of \$200.00 every 7 days until access is granted. The strata corporation reserves the right to proceed to court pursuant to section 173 of the Strata Property Act to obtain an order for access and entry into a strata lot and an order requiring the owner to pay all costs including, without limitation, all legal costs, of the application.

Rationale:

This would apply to an owner who repeatedly fails to grant access into the strata lot after receiving sufficient notice and is a further refinement of the previous bylaw passed last year.

((4) If the Owner/Resident of a strata lot fails to provide access to the fire inspection company for two consecutive inspections to perform the annual in-suite device testing, the Strata Council may follow or embark on a protocol up to and including arranging for a locksmith to open the door of the strata lot to perform the testing and all the costs incurred will be charged back to the account of this strata lot.)

¾ VOTE "B" – BYLAW AMENDMENT – REPAIR & MAINTENANCE OF PROPERTY BY OWNER

Be It Resolved by a ¾ vote of the Owners, that the Bylaws of Strata Plan LMS3462 be amended by adding the following:

Division 1, Section 2, Repair and Maintenance of property by owner, Subsections (4), (5), (6) & (7)

(4) An owner, tenant, occupant or visitor must immediately report any damage to the owner's strata lot or to common property which is the responsibility of the strata corporation to repair and maintain under these bylaws or insure under section 149 of the Act.

(5) Notwithstanding subsection (4), an owner must, if their strata lot is rented, ensure that it is inspected by the owner or the owner's agent at regular intervals and in any event, not less than once every 6 months, subject to the notice requirements set out in the Residential Tenancy Act and thereafter provide a written report to the strata corporation on the condition of the strata lot and the common property, including any damage to the owner's strata lot or common property that are the responsibility of the strata corporation to repair and maintain under these bylaws or insure under section 149 of the Act.

(6) An owner of a strata lot that is rented who fails to comply with subsections (4) or (5) shall be subject to a fine of \$200.00 for each infraction.

(7) Notwithstanding subsection (6), in the event that there is the damage to the owner's strata lot or common property that is the responsibility of the strata corporation to repair and maintain under these bylaws or insure under section 149 of the Act is caused by the owner or an owner's tenant, occupant, or a visitor and the damage is not covered by insurance, the strata lot owner shall be held responsible for such loss and promptly reimburse the strata corporation for the full costs of repair or replacement of the damage done. If the damage is subject of an insurance claim against the strata corporation's insurance policy, the amount of the strata corporation's deductible, the strata lot owner responsible for the loss or damage caused to the strata lot and/or common property shall be assessed the amount of the deductible.

Rationale:

It came to Council's attention that a unit had sustained some damage while being rented. After Council was notified, it appeared that this damage had been unreported for some time and this could possibly result in damage to the building envelope (though indications are that this may not be the case). This bylaw is to ensure regular reporting from Strata lots that are rented, to ensure any damage to common property is reported as soon as possible to reduce the damage done and costs to all owners. It is the Strata's intention to work with Baywest to create a template for the required report.

¾ VOTE "C" – BUILDING ENVELOPE STUDY

Be It Resolved by a ¾ vote of the Owners, Strata Plan LMS3462 to approve an expenditure not to exceed \$6,500 (six thousand, five hundred) for the purpose of conducting a Building Envelope Study. Funding of this study will be from the Contingency Reserve Fund."

Rationale:

Council would like to have a Building Envelope study undertaken as part of the 7-10 year annual cycle to ensure that proper maintenance is carried out along with ensuring that the correct approach to the current window items being reported by a few owner is dealt with.

¾ VOTE "D" – WINDOW & BUILDING REPAIRS

Be It Resolved by a ¾ vote of the Owners, Strata Plan LMS3462 to approve an expenditure not to exceed \$20,000 (twenty thousand) to undertake repairs to the windows and building. Funding will be from the Contingency Reserve Fund."

Rationale:

There are some windows and areas of the building which are in need of the 7-10 year annual repair and maintenance. It is expected that after the Building Envelope Study is complete, other semi-regular items will be brought to Council's attention; which will likely also require maintenance. If all of the \$20,000 is not needed, the remaining money will stay in the Contingency Reserve Fund.

¾ VOTE “E” – BALCONY SEMI-ANNUAL MAINTENANCE

Be It Resolved by a ¾ vote of the Owners, Strata Plan LMS3462 to approve an expenditure not to exceed \$50,000 (fifty thousand) to undertake repairs to the balconies. Funding will be from the Contingency Reserve Fund.”

Rationale:

The focus of this semi-annual maintenance will be on the balconies on the east side of the building where some deterioration of the balcony membranes has been noted. After inspections have been done, repairs will be based on the condition and priority, but will likely be focused on the east side of the building. Council's plan is to repair the remaining balconies (likely the west balconies) the following year as another CRF withdrawal of approximately \$40,000.00.

**¾ VOTE “F” – ADDITIONAL CONTRIBUTION TO
CONTINGENCY RESERVE FUND**

“Be It Resolved by a ¾ vote of the Owners of Strata Plan LMS3462 that a contribution of \$40,000 (Forty Thousand), i.e. 22.9% of the total budgeted operating expenses, be made to the Contingency Reserve Fund in the fiscal year of May 1, 2010 to April 30, 2011.”

Rationale:


Section 93 of the Strata Property Act and Section 6.1(3) of the Strata Property Regulations sets out the requirements for the amount of the annual contribution. For Heatherstone, the amount in the Contingency Reserve Fund estimated at June 30, 2010 is estimated to be \$170,830, which is more than 100% of the total annual budgeted contribution to the operating fund for the fiscal year that has just ended. In such a case, the eligible voters must approve any additional contribution by a ¾ vote.

This year's Contingency Reserve Fund withdrawals will far exceed the contributions for the upcoming year thereby creating an overall reduction of approximately \$37,000 from our current balance. It should be noted that our CRF planning is following along the lines of what has been recommended in our CRF report that was commissioned in 2008. And continued contributions will maintain continued health of both the building and finances at Heatherstone as well as help reduce the need for special levies in the future.

Balance Sheet
 Heatherstone (lms3462)
 April 30, 2010

Wednesday, May 5, 2010

	April 2010	March 2010	Change
ASSETS			
CURRENT ASSETS			
Bank - Operating	9,622.69	4,915.13	4,707.56
Accounts Receivable	633.81	746.34	(112.53)
TOTAL CURRENT ASSETS	\$ 10,256.50	5,661.47	4,595.03
OTHER ASSETS			
Accrued Interest	58.96	0.00	58.96
Prepaid - Insurance	8,404.15	10,084.98	(1,680.83)
TOTAL OTHER ASSETS	\$ 8,463.11	10,084.98	(1,621.87)
CRF			
CRF Bank - General	162,833.79	158,917.12	3,916.67
TOTAL CRF	\$ 162,833.79	158,917.12	3,916.67
SPECIAL LEVY BANK			
Spec Levy Bank - Hallways	1.40	1.40	0.00
TOTAL SPECIAL ASSESSMENT BANK	\$ 1.40	1.40	0.00
TOTAL ASSETS	\$ 181,554.80	174,664.97	6,889.83
LIABILITIES AND EQUITY			
CURRENT LIABILITIES			
Accrued Liabilities	23.00	23.00	0.00
TOTAL CURRENT LIABILITIES	\$ 23.00	23.00	0.00
LONG TERM AND OTHER LIABILITY			
Key Deposit	30.00	15.00	15.00
TOTAL LONG TERM AND OTHER LIABILITY	\$ 30.00	15.00	15.00
CONTINGENCY RESERVE FUND			
CRF - General	162,888.04	158,917.12	3,970.92
Loan From CRF	2,000.00	3,000.00	(1,000.00)
TOTAL CONTINGENCY RESERVE FUND	\$ 164,888.04	161,917.12	2,970.92
OPERATING FUND			
Operating Surplus/(Deficit) Current Year	18,835.12	14,931.21	3,903.91
Operating Surplus/(Deficit) Prior Years	(2,222.76)	(2,222.76)	0.00
TOTAL OPERATING SURPLUS/(DEFICIT)	\$ 16,612.36	12,708.45	3,903.91
SPECIAL LEVY			
Spec. Levy	1.40	1.40	0.00
TOTAL SPECIAL LEVY	\$ 1.40	1.40	0.00
TOTAL LIABILITIES AND EQUITY	\$ 181,554.80	174,664.97	6,889.83



Liane Brown, Strata Manager

May 7, 2010

Date

Heatherstone (lms3462)
Proposed Budget Summary

	Apr 30, 2010 Year To Date Actual	Jun 30, 2010 Estimated Year End	2009-2010 Annual Budget	2010-2011 New Budget
TOTAL OWNER CONTRIBUTION	155,113	186,135	186,135	208,800 *
Operating Fund				
Opening Balance	(2,223)	(2,223)	(2,223)	1,590
Owner's Contribution	125,946	151,135	151,135	168,800 *
Other Income	3,052	3,662	500	600
Total Operating Expenses	(110,163)	(150,984)	(157,035)	(169,400)
Ending Balance	16,612	1,590	(7,623)	1,590
Contingency Reserve Fund				
	SEE ENCLOSED RESOLUTION			
Opening Balance	135,244	135,244	135,244	170,830
Owner's Contribution	29,167	35,000	35,000	40,000 *
Interest Income	478	587	587	821
End Balance of Loan	(2,000)	-	-	-
Transfer to Building Envelope Study	-	-	-	(6,500)
Transfer to Window & Building Repairs	-	-	-	(20,000)
Transfer to Balcony Repairs/ Replacements	-	-	-	(50,000)
Ending Balance	162,888	170,830	170,830	135,151
Special Levy - Hallways				
Opening Balance	-	-	-	-
Owner's Contribution	40,000	40,000	40,000	-
Interest Income	35	35	35	-
Expenditure	(40,034)	(40,035)	(40,035)	-
Ending Balance	1	-	-	-
Building Envelope Study				
Opening Balance	-	-	-	-
Transfer from CRF	-	-	-	6,500
Interest Income	-	-	-	14
Ending Balance	-	-	-	6,514
Window & Building Repairs				
Opening Balance	-	-	-	-
Transfer from CRF	-	-	-	20,000
Interest Income	-	-	-	43
Ending Balance	-	-	-	20,043
Balcony Maintenance				
Opening Balance	-	-	-	-
Transfer from CRF	-	-	-	50,000
Interest Income	-	-	-	108
Ending Balance	-	-	-	50,108

Heatherstone (Ims3462)
Proposed Budget - July 1, 2010 to June 30, 2011

Account	Account Name	Apr 30, 2010 Year To Date Actual	Jun 30, 2010 Estimated Year End	2009-2010 Annual Budget	2010-2011 New Budget
RECEIPTS / REVENUE					
5285-0000	Interest Income	51.76	62.11	500.00	0.00
5290-0000	Fobs/Keys/Remotes	950.00	1,140.00	0.00	0.00
5310-0000	Late Payment Penalty	475.00	570.00	0.00	0.00
5385-0000	MoveIn/Out Fee	1,575.00	1,890.00	0.00	600.00
5455-0000	Prior Years Surplus	0.00	0.00	5,400.00	0.00
5500-0000	Owners' Contributions	155,113.10	186,135.00	186,135.00	208,800.00
TOTAL RECEIPTS / REVENUE		\$ 158,164.86	\$ 189,797.11	\$ 192,035.00	\$ 209,400.00
EXPENSES & RESERVES					
ADMINISTRATIVE EXPENSES					
6004-0000	Statutory Review of Books	367.50	367.50	375.00	400.00
6018-0000	Appraisal	682.50	682.50	0.00	0.00
6028-0000	Bank Charges	242.50	291.00	250.00	300.00
6068-0000	Miscellaneous	150.00	180.00	200.00	200.00
6078-0000	Insurance Deductibles / Claims	0.00	0.00	10,000.00	10,000.00
6080-0000	Insurance Premium	16,151.00	21,193.55	19,500.00	23,000.00
6098-0000	Management Fees	12,675.00	15,210.00	15,210.00	16,600.00
6128-0000	Postage/Copies/Office Exp.	1,148.65	1,378.38	1,000.00	1,200.00
TOTAL ADMINISTRATIVE EXPENSES		31,417.15	39,302.93	46,535.00	51,700.00
UTILITIES					
6308-0000	Electricity	8,872.81	11,559.37	10,000.00	12,000.00
6316-0000	Gas	20,254.81	31,432.22	32,000.00	30,000.00
6336-0000	Water & Sewer	5,683.88	14,135.76	8,000.00	12,000.00
TOTAL UTILITIES		34,811.50	57,127.35	50,000.00	54,000.00
CONTRACT / BLDG EXPENSES					
7002-0000	Alarm Monitoring	1,150.11	1,225.08	1,000.00	1,300.00
7048-0000	Elevator & License	2,671.90	3,482.52	3,400.00	3,300.00
7069-0000	Fire Protection	577.50	693.00	1,600.00	700.00
7076-0000	Garage Door	390.32	520.43	500.00	600.00
7080-0000	Garbage Collection	1,840.30	2,208.36	2,700.00	2,600.00
7096-0000	Janitorial	7,530.91	10,044.24	11,000.00	20,000.00
7100-0000	Landscaping	2,872.80	4,972.80	3,400.00	4,000.00
7126-0000	Mechanical	907.20	1,209.60	1,200.00	1,300.00
7162-0000	Recycling	641.15	769.38	700.00	900.00
7182-0000	Security	4,347.00	5,216.40	7,000.00	7,000.00
TOTAL CONTRACT / BLDG EXPENSES		22,929.19	30,341.81	32,500.00	41,700.00
REPAIRS & MAINTENANCE EXPENSES					
7550-0000	Carpet Cleaning	0.00	0.00	1,000.00	0.00
7580-0000	Drain Cleaning	2,340.45	2,808.54	4,000.00	0.00
7632-0000	Building Cleaning	0.00	0.00	0.00	2,500.00
7648-0000	Fire Protection	182.60	219.12	1,600.00	1,500.00
7656-0000	Garage Door	274.75	329.70	1,000.00	500.00
7660-0000	Repairs & Maintenance	6,869.26	8,243.11	12,000.00	4,000.00
7702-0000	Irrigation	658.09	789.71	800.00	1,000.00
7710-0000	Landscaping Improvement	0.00	0.00	0.00	3,500.00
7720-0000	Lighting	1,060.27	1,272.32	600.00	1,000.00
7738-0000	Mechanical	7,570.50	8,090.60	2,000.00	3,000.00
7770-0000	Plumbing	1,882.68	2,259.22	2,000.00	2,500.00
7832-0000	Security Repairs & Upgrades	0.00	0.00	1,000.00	500.00
7848-0000	Snow Removal	78.29	93.95	1,000.00	1,000.00
7882-0000	Supplies	88.21	105.85	200.00	200.00
7912-0000	Window Cleaning	0.00	0.00	800.00	800.00
TOTAL REPAIRS & MAINTENANCE EXPENSES		21,005.10	24,212.12	28,000.00	22,000.00

Heatherstone (lms3462)
Proposed Budget - July 1, 2010 to June 30, 2011

Account	Account Name	Apr 30, 2010 Year To Date Actual	Jun 30, 2010 Estimated Year End	2009-2010 Annual Budget	2010-2011 New Budget
	TOTAL OPERATING EXPENSES	110,162.94	150,984.20	157,035.00	169,400.00
	CRF & OTHER BUDGETED RESERVE FUNDS				
8920-0000	Contingency Reserve Fund	29,166.70	35,000.00	35,000.00	40,000.00
	TOTAL RESERVE FUNDS	29,166.70	35,000.00	35,000.00	40,000.00
	TOTAL EXPENSES & RESERVES	139,329.64	185,984.20	192,035.00	209,400.00
	SURPLUS / (DEFICIT)	18,835.22	3,812.91	-	-

BUDGET NOTES DETAILS
HEATHERSTONE – STRATA PLAN LMA 3462
FISCAL YEAR – July 1, 2010 to June 30, 2011

As per the *Strata Property Act, Section 92 (a)*, to meet all the expenses, our Strata Corporation must establish, and the Owners must contribute, by means of Strata Fees, to an operating fund for common expenses that usually occurs once a year or more often than once a year.

NOTE THAT THE HST IS BEING INTRODUCED IN JULY 2010. BUDGETED ITEMS OTHER THAN INSURANCE AND UTILITIES HAVE BEEN INCREASED BY 7% ACCORDINGLY.

RECEIPTS/REVENUE

5285. INTEREST INCOME

Interest earned from bank deposits at HSBC. This is reduced to zero this year.

5290. FOBS/KEYS/REMOTES

Money received from the owners through the sale of key fobs and garage remotes.

5310. LATE PAYMENT PENALTY

Late payment penalties in accordance with the Strata Bylaws.

5385. MOVE IN / OUT FEE

Move in / out fees collected from strata owners to cover the building maintenance due to wear and tear per the Strata Bylaws.

5500. OWNERS' CONTRIBUTIONS

Strata Fees are the major source of income for the Strata Corporation to operate the common property and facilities of the building. Total fees, combined with other forms of income, must cover all the anticipated operating expenses, capital expenditures and reserve requirements for the fiscal year in order to break even at the end. There is a 12% increase budgeted for this coming fiscal year.

ADMINISTRATIVE EXPENSES

6004. STATUTORY REVIEW OF BOOKS

A Statutory review of the Strata Corporation's trust accounts as required by the Real Estate Services Act.

6018. APPRAISAL

The appraisal contract is renewed every 3 years, paid for in year 1. The renewal is due in 2012 / 2013.

6028. BANK CHARGES

Bank charges and fees associated with the Strata Corporation's Operating Account at HSBC.

6068. MISCELLANEOUS

This category covers the miscellaneous expenses of the Strata Corporation.

6078. INSURANCE DEDUCTIBLES / CLAIMS

Insurance deductible to be covered by the Strata Corporation in the event that damages occur due to malfunction / failure of common facility and / or common property.

6080. INSURANCE PREMIUM

Insurance premiums are expected to increase as the property replacement costs and insurance rates increase. The current policy renews in October, and an industry-wide premium increase of 30% is being projected at that time. The amount budgeted is therefore at current rates plus a 30% increase for the last 9 months.

6098. MANAGEMENT FEES

This category covers the cost of the strata management contract with Baywest Management including a 3% increase.

6128. POSTAGE/COPIES/OFFICE EXP.

This category covers the postage and photocopy costs of notices, meeting notice packages, minutes, financial statements, bylaws and correspondence, as routinely distributed to or requested by Council members, resident Owners and non-resident Owners.

UTILITIES

6308. ELECTRICITY

Based on last year's actual cost plus a 10% estimated increase.

6316. GAS

Based on last year's actual cost plus a 10% estimated increase.

6336. WATER & SEWER TAX

Based on last year's actual cost plus a 10% estimated increase.

CONTRACT / BLDG EXPENSES

7002. ALARM MONITORING

Cost of the annual alarm monitoring service contract.

7048. ELEVATOR & LICENSE

Cost to inspect and maintain the elevator as contracted.

7069. FIRE PROTECTION

This category covers the annual testing of the fire safety equipment as per the service agreement.

7076. GARAGE DOOR

This category covers the cost of the contract for the inspection and maintenance of the garage gate.

7080. GARBAGE COLLECTION

This category covers the cost of the contract for the removal of garbage/recycling items from the strata.

7096. JANITORIAL

Janitorial expenses for the cleaning of all common areas.

7100. LANDSCAPING

This category covers the cost of the 10-month landscaping contract.

7126. MECHANICAL

This category covers the cost of the contract to inspect and maintain mechanical equipment in the common property.

7162. RECYCLING

This category covers the removal of recyclables.

7182. SECURITY

This category covers the mobile security patrols performed by Paladin Security.

REPAIRS & MAINTENANCE EXPENSES

7632. BUILDING CLEANING

Cost for cleaning the exterior of the building.

7648. FIRE PROTECTION

This amount is an allowance for repairing deficiencies identified under **7069 FIRE PROTECTION** above.

7656. GARAGE DOOR

This amount is allocated to cover the cost of repairs to the garage gates.

7660. REPAIRS & MAINTENANCE

This amount is allocated to perform regular preventative maintenance and repairs to Limited Common Property, Common Property and Common Assets (other than that has been allocated to specific line items).

7702. IRRIGATION

This item covers the annual commissioning / decommissioning of the landscape irrigation system.

7710. LANDSCAPING IMPROVEMENT

This item covers some improvements to the landscaping.

7720. LIGHTING

This item covers lighting repairs and light bulb replacement.

7738. MECHANICAL

This item covers repairs to such items as boiler systems and hallway ventilation systems. The amount budgeted is unchanged from last year. Last year's expenses included an unusual item of \$6,010 for repairs to the make-up air unit, which is not expected to recur.

7770. PLUMBING

This item covers repairs usually related to water leaks.

7832. SECURITY REPAIRS & UPGRADES

This item provides funds to enhance aspects of building security as needed.

7848. SNOW REMOVAL

This amount is allocated to cover the cost of the annual snow removal service.

7912. WINDOW CLEANING

This category covers the cost of the annual cleaning of the exterior inaccessible windows.

CONTINGENCY RESERVE FUND

8920. CONTINGENCY RESERVE FUND

As stipulated under Section 92 of the Strata Property Act, common expenses that usually occur less often than once a year or that do not usually occur, may be financed by a withdrawal from the Contingency Reserve Fund.

Section 93 of the Strata Property Act and Section 6.1(3) of the Strata Property Regulations sets out the requirements for the amount of the annual contribution. For Heatherstone, the amount in the Contingency Reserve Fund estimated at June 30, 2010 is estimated to be \$170,830, which is more than 100% of the total annual budgeted contribution to the operating fund for the fiscal year that has just ended. In such a case, the eligible voters must approve any additional contribution by a 3/4 vote. Additional contributions to the CRF will reduce the need for special levies in the future. Council is proposing to contribute an amount of \$40,000 into the Contingency Reserve Fund in 2010 / 2011.

Heatherstone (Ims3462)							
Proposed Strata Fee Schedule							
For the Year July 1, 2010 to June 30, 2011							
Unit#	SL#	U/E	Old Strata Fee	Operating Portion	CRF/Reserves Portion	Fee Inc By	New Strata Fee
101	1	68	\$254.96	\$231.21	\$54.79	\$31.04	\$286.00
102	17	40	\$149.98	\$136.01	\$32.23	\$18.26	\$168.24
103	16	64	\$239.96	\$217.61	\$51.57	\$29.22	\$269.18
104	9	50	\$187.47	\$170.01	\$40.29	\$22.83	\$210.30
105	8	58	\$217.46	\$197.21	\$46.73	\$26.48	\$243.94
106	7	56	\$209.97	\$190.41	\$45.12	\$25.56	\$235.53
107	6	55	\$206.22	\$187.01	\$44.32	\$25.11	\$231.33
108	5	55	\$206.22	\$187.01	\$44.32	\$25.11	\$231.33
109	4	56	\$209.97	\$190.41	\$45.12	\$25.56	\$235.53
110	3	74	\$277.46	\$251.62	\$59.62	\$33.78	\$311.24
111	2	75	\$281.20	\$255.02	\$60.43	\$34.25	\$315.45
201	18	69	\$258.71	\$234.61	\$55.60	\$31.50	\$290.21
202	29	65	\$243.71	\$221.01	\$52.37	\$29.68	\$273.39
203	28	68	\$254.96	\$231.21	\$54.79	\$31.04	\$286.00
204	27	64	\$239.96	\$217.61	\$51.57	\$29.22	\$269.18
205	26	75	\$281.20	\$255.02	\$60.43	\$34.25	\$315.45
206	25	57	\$213.72	\$193.81	\$45.93	\$26.02	\$239.74
207	24	57	\$213.72	\$193.81	\$45.93	\$26.02	\$239.74
208	23	56	\$209.97	\$190.41	\$45.12	\$25.56	\$235.53
209	22	55	\$206.22	\$187.01	\$44.32	\$25.11	\$231.33
210	21	57	\$213.72	\$193.81	\$45.93	\$26.02	\$239.74
211	20	74	\$277.46	\$251.62	\$59.62	\$33.78	\$311.24
212	19	75	\$281.20	\$255.02	\$60.43	\$34.25	\$315.45
301	30	69	\$258.71	\$234.61	\$55.60	\$31.50	\$290.21
302	47	65	\$243.71	\$221.01	\$52.37	\$29.68	\$273.39
303	46	65	\$243.71	\$221.01	\$52.37	\$29.68	\$273.39
304	45	50	\$187.47	\$170.01	\$40.29	\$22.83	\$210.30
305	44	50	\$187.47	\$170.01	\$40.29	\$22.83	\$210.30
306	43	50	\$187.47	\$170.01	\$40.29	\$22.83	\$210.30
307	42	50	\$187.47	\$170.01	\$40.29	\$22.83	\$210.30
308	41	50	\$187.47	\$170.01	\$40.29	\$22.83	\$210.30
309	40	50	\$187.47	\$170.01	\$40.29	\$22.83	\$210.30
310	39	64	\$239.96	\$217.61	\$51.57	\$29.22	\$269.18
311	38	75	\$281.20	\$255.02	\$60.43	\$34.25	\$315.45
312	37	57	\$213.72	\$193.81	\$45.93	\$26.02	\$239.74
313	36	57	\$213.72	\$193.81	\$45.93	\$26.02	\$239.74
314	35	56	\$209.97	\$190.41	\$45.12	\$25.56	\$235.53
315	34	55	\$206.22	\$187.01	\$44.32	\$25.11	\$231.33
316	33	57	\$213.72	\$193.81	\$45.93	\$26.02	\$239.74
317	32	74	\$277.46	\$251.62	\$59.62	\$33.78	\$311.24
318	31	76	\$284.95	\$258.42	\$61.24	\$34.70	\$319.65

Heatherstone (Ims3462)							
Proposed Strata Fee Schedule							
For the Year July 1, 2010 to June 30, 2011							
Unit#	SL#	U/E	Old Strata Fee	Operating Portion	CRF/Reserves Portion	Fee Inc By	New Strata Fee
401	48	69	\$258.71	\$234.61	\$55.60	\$31.50	\$290.21
402	65	65	\$243.71	\$221.01	\$52.37	\$29.68	\$273.39
403	64	65	\$243.71	\$221.01	\$52.37	\$29.68	\$273.39
404	63	50	\$187.47	\$170.01	\$40.29	\$22.83	\$210.30
405	62	50	\$187.47	\$170.01	\$40.29	\$22.83	\$210.30
406	61	50	\$187.47	\$170.01	\$40.29	\$22.83	\$210.30
407	60	50	\$187.47	\$170.01	\$40.29	\$22.83	\$210.30
408	59	50	\$187.47	\$170.01	\$40.29	\$22.83	\$210.30
409	58	50	\$187.47	\$170.01	\$40.29	\$22.83	\$210.30
410	57	64	\$239.96	\$217.61	\$51.57	\$29.22	\$269.18
411	56	74	\$277.46	\$251.62	\$59.62	\$33.78	\$311.24
412	55	57	\$213.72	\$193.81	\$45.93	\$26.02	\$239.74
413	54	57	\$213.72	\$193.81	\$45.93	\$26.02	\$239.74
414	53	56	\$209.97	\$190.41	\$45.12	\$25.56	\$235.53
415	52	55	\$206.22	\$187.01	\$44.32	\$25.11	\$231.33
416	51	57	\$213.72	\$193.81	\$45.93	\$26.02	\$239.74
417	50	74	\$277.46	\$251.62	\$59.62	\$33.78	\$311.24
418	49	75	\$281.20	\$255.02	\$60.43	\$34.25	\$315.45
3218	10	96	\$359.94	\$326.42	\$77.35	\$43.83	\$403.77
3228	11	96	\$359.94	\$326.42	\$77.35	\$43.83	\$403.77
3238	12	96	\$359.94	\$326.42	\$77.35	\$43.83	\$403.77
3248	13	96	\$359.94	\$326.42	\$77.35	\$43.83	\$403.77
3258	14	96	\$359.94	\$326.42	\$77.35	\$43.83	\$403.77
3268	15	96	\$359.94	\$326.42	\$77.35	\$43.83	\$403.77
Monthly Total		4137	\$15,511.31	\$14,066.67	\$3,333.33	\$1,888.69	\$17,400.00
Annual Total				X12	X12	X12	X12
				\$168,800.00	\$40,000.00	\$22,664.28	\$208,800.00

Strata Property Act

FORM A

PROXY APPOINTMENT

Re: Strata Lot _____ of Heatherstone **AND/OR**

Civic address 3218-3278 Heather St. Vancouver BC

I/We, _____, the owner(s) of the strata
lot described above, appoint _____

to act as my/our proxy at the Annual General Meeting to be held on **Tuesday, June 24, 2010**

Date: _____

Signature of Owner

Signature of Owner

baywest.

management corp

300 – 1770 Burrard Street Vancouver
British Columbia, Canada V6J 3G7
Phone (604) 257-0325

June 28, 2010

TO THE OWNERS OF
STRATA PLAN LMS3462
HEATHERSTONE
VANCOUVER, BC

Dear Owners:

**RE: STRATA PLAN LMS3462 - HEATHERSTONE
2010/2011 STRATA FEES**

Please find enclosed the Minutes of the Annual General Meeting held on June 24, 2010.

A 2010/2011 operating budget was approved with a **6.8% increase in Strata Fees, effective July 1, 2010**. All payments must be made **payable to Strata Plan LMS3462** by either post-dated cheques or pre-authorized payment plan. If you are on a pre-authorized payment plan, the Strata Fees will be withdrawn automatically on the first of every month unless we are informed in writing of alternate arrangements.

Due to accounting cut off dates on the 20th of each month, owners on pre-authorized payments will notice that the old amount of strata fees will be withdrawn on July 1st. On August 1st, the new strata fee amount will be withdrawn in addition to the catch up amount for July. The catch up amount for each owner can be found on the attached Strata Fee schedule under the column "Fee Inc By".

Should you have any questions regarding the information, please do not hesitate to contact the writer.

Yours truly,
BAYWEST MANAGEMENT CORPORATION
On behalf of Owners of Strata Plan LMS3462

Liane Brown
Strata Manager
Direct line: 604-714-1538
Email: lbrown@baywest.ca
Encls.

HEATHERSTONE- STRATA PLAN LMS 3462**TIME & LOCATION:**

7:00 p.m.

Blessed Sacrament Parish
3040 Heather Street
Vancouver, BC

STRATA MANAGER

Liane Brown

BAYWEST MANAGEMENT
300 – 1770 Burrard Street
VANCOUVER, BC V6J 3G7

Phone: (604) 257-0325

Direct: (604) 714-1538

Fax: (604) 592-3689

E-mail: lbrown@baywest.ca

PRESENT:

22 (Twenty-Two)	Strata Lots Represented
16 (Sixteen)	In Person
6 (Six)	By Proxy

Liane Brown, Strata Manager, Baywest Management
George Nicolaou, Strata Manager, Baywest Management

(1) CALL TO ORDER

The meeting was called to order at 7:10 p.m. by the Strata Manager.

(2) CALLING THE ROLL AND CERTIFICATION OF PROXIES

All received proxies were verified and certified by the Strata Manager.

All sixty-five (65) strata lots at the Heatherstone were eligible to vote at the Annual General Meeting. As a quorum required representation by 1/3 of eligible strata lots, a quorum in this instance required representation by 22 strata lots. As twenty-two (22) strata lots were

represented, sixteen (16) in person and six (6) by proxy, a quorum was established and the meeting was declared competent to proceed with the business at hand.

(3) PROOF OF NOTICE OF MEETING

It was moved and seconded that proper notice of meeting had been provided according to the requirements of the *Strata Property Act*. **CARRIED**

(4) ADOPTION OF ANNUAL GENERAL MEETING MINUTES

It was moved and seconded to adopt the Annual General Meeting Minutes of June 16, 2009 as distributed. **CARRIED**

(5) PRESIDENT'S REPORT

Peter Winstanley, Council President, provided a summary of events which have occurred over the past year and also scheduled upcoming items:

Past year's events, 2009/ 2010:

- September - Building drain cleaning
- October - Miscellaneous mechanical repairs
- November - Glass block window repairs
- December - Parkade washing
- December - Minor 2nd floor hallway pipe repairs
- February - Fire equipment testing
- January - Hallway renovations – painting completed
- February - Hallway renovations – carpets completed
- March - Further drain cleaning due to blockage in unit on 1st floor
- April - Minor pipe connection issue on 2nd floor hallway was repaired

- May – Issue with window sill of unit on 4th floor
- June - General mechanical repairs
- June - Garage door issue

Scheduled upcoming items:

- June/July - Building & window cleaning
- July - Building envelope study
- August/September - Deck membrane replacement
- Spring - Landscaping upgrades

(6) RATIFICATION OF ADOPTED RULES

It was moved and seconded to ratify the Adopted Rules of the Strata Corporation as provided.

“Personal Doormats

1. No personal doormats will be allowed in the hallways. As the new hallway carpet has built in high performance doormats, and incorporates fibers entwined into the carpet there is no need for additional door mats to be placed in the corridor.”

As there was no further discussion or amendments on this item, a vote was called to ratify the Adopted Rules as proposed.

22 In favour, 0 opposed, 0 abstained

CARRIED

(7) ANNUAL INSURANCE REPORT

Each owner was provided with a copy of the insurance Cover Note (for the period of October 1 2009 to October 1, 2010) for the building as part of the Notice of Annual General Meeting package. The cover note sets out the coverage and deductibles the Strata Corporation currently holds on the property. The Strata Manager highlighted features of the insurance policy which included:

- All property coverage for \$9,724,000
- Liability coverage at \$10 million
- Directors and officers liability at \$5 million
- Deductibles: Water/Sewer/Flood - \$10,000 each, All Risks - \$2,500

Owners are reminded that all owners should purchase contents and/or homeowner's insurance for any in-suite upgrades they make and for their personal effects. The Strata Corporation's insurance does not cover these. Owners are also encouraged to ensure that their tenant's place contents insurance on their personal effects. Owners are also encouraged to place insurance for coverage of Strata Corporation insurance deductibles.

(8) CONSIDERATION OF ¾ VOTE “A” – BYLAW AMENDMENT – PERMIT ENTRY TO STRATA LOT

Be It Resolved by a ¾ vote of the Owners, that the Bylaws of Strata Plan LMS3462 be amended by adding the following:

Division 1, Section 7, Permit Entry to Strata Lot, Subsection (5)

(5) Owners, tenants, occupants or visitors who refuse or fail to grant access to enter the strata lot in accordance with this bylaw shall be fined the sum of \$200.00 every 7 days until access is granted. The strata corporation reserves the right to proceed to court pursuant to section 173 of the Strata Property Act to obtain an order for access and entry into a strata lot and an order requiring the owner to pay all costs including, without limitation, all legal costs, of the application.

It was moved and seconded to adopt $\frac{3}{4}$ Vote "A" as presented.

After discussion, the vote was called on $\frac{3}{4}$ Vote Resolution "A" as so presented.

22 In favour, 0 Opposed, 0 Abstained

CARRIED

(9) CONSIDERATION OF $\frac{3}{4}$ VOTE "B" – BYLAW AMENDMENT – REPAIR & MAINTENANCE OF PROPERTY BY OWNER

Be It Resolved by a $\frac{3}{4}$ vote of the Owners, that the Bylaws of Strata Plan LMS3462 be amended by adding the following:

Division 1, Section 2, Repair and Maintenance of property by owner, Subsections (4), (5), (6) & (7)

(4) An owner, tenant, occupant or visitor must immediately report any damage to the owner's strata lot or to common property which is the responsibility of the strata corporation to repair and maintain under these bylaws or insure under section 149 of the Act.

(5) Notwithstanding subsection (4), an owner must, if their strata lot is rented, ensure that it is inspected by the owner or the owner's agent at regular intervals and in any event, not less than once every 6 months, subject to the notice requirements set out in the Residential Tenancy Act and thereafter provide a written report to the strata corporation on the condition of the strata lot and the common property, including any damage to the owner's strata lot or common property that are the responsibility of the strata corporation to repair and maintain under these bylaws or insure under section 149 of the Act.

(6) An owner of a strata lot that is rented who fails to comply with subsections (4) or (5) shall be subject to a fine of \$200.00 for each infraction.

(7) Notwithstanding subsection (6), in the event that there is the damage to the owner's strata lot or common property that is the responsibility of the strata corporation to repair and maintain under these bylaws or insure under section 149 of the Act is caused by the owner or an owner's tenant, occupant, or a visitor and the damage is not covered by insurance, the strata lot owner shall be held responsible for such loss and promptly reimburse the strata corporation for the full costs of repair or replacement of the damage done. If the damage is subject of an insurance claim against the strata corporation's insurance policy, the amount of the strata corporation's deductible, the strata lot owner responsible for the loss or damage caused to the strata lot and/or common property shall be assessed the amount of the deductible.

It was moved and seconded to adopt $\frac{3}{4}$ Vote "B" as presented.

After discussion, the vote was called on $\frac{3}{4}$ Vote Resolution "B" as so presented.

22 In favour, 0 Opposed, 0 Abstained

CARRIED

(10) CONSIDERATION OF $\frac{3}{4}$ VOTE "C" – BUILDING ENVELOPE STUDY

Be It Resolved by a $\frac{3}{4}$ vote of the Owners, Strata Plan LMS3462 to approve an expenditure not to exceed \$6,500 (six thousand, five hundred) for the purpose of conducting a Building Envelope Study. Funding of this study will be from the Contingency Reserve Fund."

It was moved and seconded to adopt $\frac{3}{4}$ Vote "C" as presented.

After discussion, the vote was called on $\frac{3}{4}$ Vote Resolution "C" as so presented.

22 In favour, 0 Opposed, 0 Abstained

CARRIED

(11) CONSIDERATION OF ¾ VOTE "D" – WINDOW & BUILDING REPAIRS

Be It Resolved by a ¾ vote of the Owners, Strata Plan LMS3462 to approve an expenditure not to exceed \$20,000 (twenty thousand) to undertake repairs to the windows and building. Funding will be from the Contingency Reserve Fund."

It was moved and seconded to adopt ¾ Vote "D" as presented.

After discussion, the vote was called on ¾ Vote Resolution "D" as so presented.
22 In favour, 0 Opposed, 0 Abstained

CARRIED

(12) CONSIDERATION OF ¾ VOTE "E" – BALCONY SEMI-ANNUAL MAINTENANCE

Be It Resolved by a ¾ vote of the Owners, Strata Plan LMS3462 to approve an expenditure not to exceed \$50,000 (fifty thousand) to undertake repairs to the balconies. Funding will be from the Contingency Reserve Fund."

It was moved and seconded to adopt ¾ Vote "E" as presented.

After discussion, the vote was called on ¾ Vote Resolution "E" as so presented.
22 In favour, 0 Opposed, 0 Abstained

CARRIED

(13) CONSIDERATION OF ¾ VOTE "F" – ADDITIONAL CONTRIBUTION TO CONTINGENCY RESERVE FUND

"Be It Resolved by a ¾ vote of the Owners of Strata Plan LMS3462 that a contribution of \$40,000 (Forty Thousand), i.e. 22.9% of the total budgeted operating expenses, be made to the Contingency Reserve Fund in the fiscal year of May 1, 2010 to April 30, 2011."

It was moved and seconded to adopt ¾ Vote "F" as presented and put it on the floor for discussion.

It was then moved and seconded to amend the contribution amount to \$20,000.
After discussion, the vote was called on the motion to amend the amount to \$20,000.
0 In favour, 22 Opposed, 0 Abstained

DEFEATED

It was then moved and seconded to **amend the contribution amount to \$30,000.**
After discussion, the vote was called on the motion to amend the amount to \$30,000.
21 In favour, 0 Opposed, 1 Abstained

CARRIED

After discussion, the vote was called on ¾ Vote Resolution "F" as so amended.
21 In favour, 0 Opposed, 1 Abstained

CARRIED

(14) CONSIDERATION OF 2010/ 2011 OPERATING BUDGET

It was moved and seconded to adopt the 2010/ 2011 budget as presented.

As there were no further questions or comments on the proposed budget, a vote was called to adopt the budget as so proposed.

22 In Favour, 0 Opposed, 0 Abstained

CARRIED

The new budget and strata fees are in effect July 1, 2010. Please find attached a copy of the approved budget and schedule of strata fees for each strata lot. Owners previously making payment by way of an automatic withdrawal from their bank accounts need not take any action, as the management company will adjust their strata fees to the new schedule.

Owners making payment by way of post-dated cheques are encouraged to send a new series of 12 cheques to the management company. Cheques should be dated for the 1st of each month and made payable to Strata Plan LMS 3462.

Due to accounting cut off dates on the 20th of each month, owners on pre-authorized payments will notice that the old amount of strata fees will be withdrawn on July 1st. On August 1st, the new strata fee amount will be withdrawn in addition to the catch up amount for July. The catch up amount for each owner can be found on the attached Strata Fee schedule under the column "Fee Inc By".

(15) ELECTION OF 2010/ 2011 STRATA COUNCIL

As per the Bylaws, a maximum of seven Strata Council members could be elected.

The Strata Manager opened the floor for nominations or volunteers for the Council positions. The following owners volunteered or were nominated and agreed to stand for office:

Peter Winstanley - # 306
Debbie Li - # 418
Susanne Sulzberger - # 103
Joni Martinson - # 310

Doreen Copeland - # 111
Tricia Marcotte - #104
Anthony Hahn - # 3258

As no further nominations were received, the above owners were duly elected as the 2010/ 2011 Strata Council by majority vote.

Following the Annual General Meeting, the new Strata Council met briefly and agreed to hold their first Council Meeting on Monday July 26, 2010.

(16) GENERAL DISCUSSION AND QUESTIONS

The following issues were raised as general discussion items at the Annual General Meeting:

- If owners, tenants or visitors have pets in the building that have accidents, please clean it up right away.
- Some owners are not folding down their cardboard for the recycling.
- Some owners are leaving garbage outside of the bin if it is full, and this causes a problem when the garbage is picked up and access to the bin is blocked.
- There have been extra charges for overflowing bins and owners are asked to please wait to throw out your garbage or recycling if it is full.
- Some owners have left donation items in the Lobby which is unsightly.
- If owners have free items to give away, it would be better to post a note on the notice board instead of leaving the items in the Lobby.
- Bags of garbage should not be left in hallways even when waiting to take the garbage out, please leave garbage in your suite until ready to take the garbage to the bin.

(17) TERMINATION

There being no further business, the meeting was terminated at 8:55 p.m.

Submitted By:
Liane Brown
Strata Manager

Please be advised that copies of Council & General Meeting Minutes should be retained for a period of two years.

-Heatherstone (lms3462)
Approved Budget - July 1, 2010 to June 30, 2011

Account	Account Name	Apr 30, 2010 Year To Date Actual	Jun 30, 2010 Estimated Year End	2009-2010 Annual Budget	2010-2011 New Budget
RECEIPTS / REVENUE					
5285-0000	Interest Income	51.76	62.11	500.00	0.00
5290-0000	Fobs/Keys/Remotes	950.00	1,140.00	0.00	0.00
5310-0000	Late Payment Penalty	475.00	570.00	0.00	0.00
5385-0000	MoveIn/Out Fee	1,575.00	1,890.00	0.00	600.00
5455-0000	Prior Years Surplus	0.00	0.00	5,400.00	0.00
5500-0000	Owners' Contributions	155,113.10	186,135.00	186,135.00	198,800.00
TOTAL RECEIPTS / REVENUE		\$ 158,164.86	\$ 189,797.11	\$ 192,035.00	\$ 199,400.00
EXPENSES & RESERVES					
ADMINISTRATIVE EXPENSES					
6004-0000	Statutory Review of Books	367.50	367.50	375.00	400.00
6018-0000	Appraisal	682.50	682.50	0.00	0.00
6028-0000	Bank Charges	242.50	291.00	250.00	300.00
6068-0000	Miscellaneous	150.00	180.00	200.00	200.00
6078-0000	Insurance Deductibles / Claims	0.00	0.00	10,000.00	10,000.00
6080-0000	Insurance Premium	16,151.00	21,193.55	19,500.00	23,000.00
6098-0000	Management Fees	12,675.00	15,210.00	15,210.00	16,600.00
6128-0000	Postage/Copies/Office Exp.	1,148.65	1,378.38	1,000.00	1,200.00
TOTAL ADMINISTRATIVE EXPENSES		31,417.15	39,302.93	46,535.00	51,700.00
UTILITIES					
6308-0000	Electricity	8,872.81	11,559.37	10,000.00	12,000.00
6316-0000	Gas	20,254.81	31,432.22	32,000.00	30,000.00
6336-0000	Water & Sewer	5,683.88	14,135.76	8,000.00	12,000.00
TOTAL UTILITIES		34,811.50	57,127.35	50,000.00	54,000.00
CONTRACT / BLDG EXPENSES					
7002-0000	Alarm Monitoring	1,150.11	1,225.08	1,000.00	1,300.00
7048-0000	Elevator & License	2,671.90	3,482.52	3,400.00	3,300.00
7069-0000	Fire Protection	577.50	693.00	1,600.00	700.00
7076-0000	Garage Door	390.32	520.43	500.00	600.00
7080-0000	Garbage Collection	1,840.30	2,208.36	2,700.00	2,600.00
7096-0000	Janitorial	7,530.91	10,044.24	11,000.00	20,000.00
7100-0000	Landscaping	2,872.80	4,972.80	3,400.00	4,000.00
7126-0000	Mechanical	907.20	1,209.60	1,200.00	1,300.00
7162-0000	Recycling	641.15	769.38	700.00	900.00
7182-0000	Security	4,347.00	5,216.40	7,000.00	7,000.00
TOTAL CONTRACT / BLDG EXPENSES		22,929.19	30,341.81	32,500.00	41,700.00
REPAIRS & MAINTENANCE EXPENSES					
7550-0000	Carpet Cleaning	0.00	0.00	1,000.00	0.00
7580-0000	Drain Cleaning	2,340.45	2,808.54	4,000.00	0.00
7632-0000	Building Cleaning	0.00	0.00	0.00	2,500.00
7648-0000	Fire Protection	182.60	219.12	1,600.00	1,500.00
7656-0000	Garage Door	274.75	329.70	1,000.00	500.00
7660-0000	Repairs & Maintenance	6,869.26	8,243.11	12,000.00	4,000.00
7702-0000	Irrigation	658.09	789.71	800.00	1,000.00
7710-0000	Landscaping Improvement	0.00	0.00	0.00	3,500.00
7720-0000	Lighting	1,060.27	1,272.32	600.00	1,000.00
7738-0000	Mechanical	7,570.50	8,090.60	2,000.00	3,000.00
7770-0000	Plumbing	1,882.68	2,259.22	2,000.00	2,500.00
7832-0000	Security Repairs & Upgrades	0.00	0.00	1,000.00	500.00
7848-0000	Snow Removal	78.29	93.95	1,000.00	1,000.00
7882-0000	Supplies	88.21	105.85	200.00	200.00
7912-0000	Window Cleaning	0.00	0.00	800.00	800.00
TOTAL REPAIRS & MAINTENANCE EXPENSES		21,005.10	24,212.12	28,000.00	22,000.00

Heatherstone (lms3462)
 Approved Budget - July 1, 2010 to June 30, 2011

Account	Account Name	Apr 30, 2010 Year To Date Actual	Jun 30, 2010 Estimated Year End	2009-2010 Annual Budget	2010-2011 New Budget
	TOTAL OPERATING EXPENSES	110,162.94	150,984.20	157,035.00	169,400.00
	CRF & OTHER BUDGETED RESERVE FUNDS				
8920-0000	Contingency Reserve Fund	29,166.70	35,000.00	35,000.00	30,000.00
	TOTAL RESERVE FUNDS	29,166.70	35,000.00	35,000.00	30,000.00
	TOTAL EXPENSES & RESERVES	139,329.64	185,984.20	192,035.00	199,400.00
	SURPLUS / (DEFICIT)	18,835.22	3,812.91	-	-

Heatherstone (ims3462)								
Strata Fee Schedule								
For the Year July 1, 2010 to June 30, 2011								
Unit#	SL#	U/E	Old Strata Fee	Operating Portion	CRF/Reserves Portion	Fee Inc By	New Strata Fee	
101	1	68	\$254.96	\$231.21	\$41.09	\$17.35	\$272.31	6.80%
102	17	40	\$149.98	\$136.01	\$24.17	\$10.20	\$160.18	6.80%
103	16	64	\$239.96	\$217.61	\$38.68	\$16.33	\$256.29	6.80%
104	9	50	\$187.47	\$170.01	\$30.22	\$12.76	\$200.23	6.80%
105	8	58	\$217.46	\$197.21	\$35.05	\$14.80	\$232.26	6.81%
106	7	56	\$209.97	\$190.41	\$33.84	\$14.28	\$224.25	6.80%
107	6	55	\$206.22	\$187.01	\$33.24	\$14.03	\$220.25	6.80%
108	5	55	\$206.22	\$187.01	\$33.24	\$14.03	\$220.25	6.80%
109	4	56	\$209.97	\$190.41	\$33.84	\$14.28	\$224.25	6.80%
110	3	74	\$277.46	\$251.62	\$44.72	\$18.87	\$296.33	6.80%
111	2	75	\$281.20	\$255.02	\$45.32	\$19.14	\$300.34	6.81%
201	18	69	\$258.71	\$234.61	\$41.70	\$17.60	\$276.31	6.80%
202	29	65	\$243.71	\$221.01	\$39.28	\$16.58	\$260.29	6.80%
203	28	68	\$254.96	\$231.21	\$41.09	\$17.35	\$272.31	6.80%
204	27	64	\$239.96	\$217.61	\$38.68	\$16.33	\$256.29	6.80%
205	26	75	\$281.20	\$255.02	\$45.32	\$19.14	\$300.34	6.81%
206	25	57	\$213.72	\$193.81	\$34.45	\$14.54	\$228.26	6.80%
207	24	57	\$213.72	\$193.81	\$34.45	\$14.54	\$228.26	6.80%
208	23	56	\$209.97	\$190.41	\$33.84	\$14.28	\$224.25	6.80%
209	22	55	\$206.22	\$187.01	\$33.24	\$14.03	\$220.25	6.80%
210	21	57	\$213.72	\$193.81	\$34.45	\$14.54	\$228.26	6.80%
211	20	74	\$277.46	\$251.62	\$44.72	\$18.87	\$296.33	6.80%
212	19	75	\$281.20	\$255.02	\$45.32	\$19.14	\$300.34	6.81%
301	30	69	\$258.71	\$234.61	\$41.70	\$17.60	\$276.31	6.80%
302	47	65	\$243.71	\$221.01	\$39.28	\$16.58	\$260.29	6.80%
303	46	65	\$243.71	\$221.01	\$39.28	\$16.58	\$260.29	6.80%
304	45	50	\$187.47	\$170.01	\$30.22	\$12.76	\$200.23	6.80%
305	44	50	\$187.47	\$170.01	\$30.22	\$12.76	\$200.23	6.80%
306	43	50	\$187.47	\$170.01	\$30.22	\$12.76	\$200.23	6.80%
307	42	50	\$187.47	\$170.01	\$30.22	\$12.76	\$200.23	6.80%
308	41	50	\$187.47	\$170.01	\$30.22	\$12.76	\$200.23	6.80%
309	40	50	\$187.47	\$170.01	\$30.22	\$12.76	\$200.23	6.80%
310	39	64	\$239.96	\$217.61	\$38.68	\$16.33	\$256.29	6.80%
311	38	75	\$281.20	\$255.02	\$45.32	\$19.14	\$300.34	6.81%
312	37	57	\$213.72	\$193.81	\$34.45	\$14.54	\$228.26	6.80%
313	36	57	\$213.72	\$193.81	\$34.45	\$14.54	\$228.26	6.80%
314	35	56	\$209.97	\$190.41	\$33.84	\$14.28	\$224.25	6.80%
315	34	55	\$206.22	\$187.01	\$33.24	\$14.03	\$220.25	6.80%
316	33	57	\$213.72	\$193.81	\$34.45	\$14.54	\$228.26	6.80%
317	32	74	\$277.46	\$251.62	\$44.72	\$18.87	\$296.33	6.80%
318	31	76	\$284.95	\$258.42	\$45.93	\$19.39	\$304.34	6.81%
401	48	69	\$258.71	\$234.61	\$41.70	\$17.60	\$276.31	6.80%
402	65	65	\$243.71	\$221.01	\$39.28	\$16.58	\$260.29	6.80%
403	64	65	\$243.71	\$221.01	\$39.28	\$16.58	\$260.29	6.80%
404	63	50	\$187.47	\$170.01	\$30.22	\$12.76	\$200.23	6.80%
405	62	50	\$187.47	\$170.01	\$30.22	\$12.76	\$200.23	6.80%
406	61	50	\$187.47	\$170.01	\$30.22	\$12.76	\$200.23	6.80%
407	60	50	\$187.47	\$170.01	\$30.22	\$12.76	\$200.23	6.80%
408	59	50	\$187.47	\$170.01	\$30.22	\$12.76	\$200.23	6.80%

Heatherstone (Ims3462)								
Strata Fee Schedule								
For the Year July 1, 2010 to June 30, 2011								
Unit#	SL#	U/E	Old Strata Fee	Operating Portion	CRF/Reserves Portion	Fee Inc By	New Strata Fee	
409	58	50	\$187.47	\$170.01	\$30.22	\$12.76	\$200.23	6.80%
410	57	64	\$239.96	\$217.61	\$38.68	\$16.33	\$256.29	6.80%
411	56	74	\$277.46	\$251.62	\$44.72	\$18.87	\$296.33	6.80%
412	55	57	\$213.72	\$193.81	\$34.45	\$14.54	\$228.26	6.80%
413	54	57	\$213.72	\$193.81	\$34.45	\$14.54	\$228.26	6.80%
414	53	56	\$209.97	\$190.41	\$33.84	\$14.28	\$224.25	6.80%
415	52	55	\$206.22	\$187.01	\$33.24	\$14.03	\$220.25	6.80%
416	51	57	\$213.72	\$193.81	\$34.45	\$14.54	\$228.26	6.80%
417	50	74	\$277.46	\$251.62	\$44.72	\$18.87	\$296.33	6.80%
418	49	75	\$281.20	\$255.02	\$45.32	\$19.14	\$300.34	6.81%
3218	10	96	\$359.94	\$326.42	\$58.01	\$24.49	\$384.43	6.80%
3228	11	96	\$359.94	\$326.42	\$58.01	\$24.49	\$384.43	6.80%
3238	12	96	\$359.94	\$326.42	\$58.01	\$24.49	\$384.43	6.80%
3248	13	96	\$359.94	\$326.42	\$58.01	\$24.49	\$384.43	6.80%
3258	14	96	\$359.94	\$326.42	\$58.01	\$24.49	\$384.43	6.80%
3268	15	96	\$359.94	\$326.42	\$58.01	\$24.49	\$384.43	6.80%
Monthly Total		4137	\$15,511.31	\$14,066.67	\$2,500.00	\$1,055.36	\$16,566.67	
				X12	X12	X12	X12	
Annual Total				\$168,800.00	\$30,000.00	\$12,664.28	\$198,800.00	