

MINUTES OF FIRST ANNUAL GENERAL MEETING
The Owners, Strata Plan BCS 3492 – Coast
6063/6093 Iona Dr, Vancouver, BC

Held: Monday, August 31st, 2009 @ 6:00 p.m.

Location: Koerner House, Thea's Lounge, 6371 Crescent Road, Vancouver, BC.

INTRODUCTION OF THE MANAGER

Paul Kral, Senior Property Manager of AWM-Alliance Real Estate Group Ltd., welcomed all of the Owners to the meeting and thanked them for their attendance.

Paul Kral will be the Property Manager for The Corus. Please contact Paul at #604-639-2189, Fax #604-893-1721 and Email: paul@awmalliance.com

CALL TO ORDER

The Annual General Meeting of Strata Corporation BCS 3492 was called to order @ 6:10 p.m. by Paul Kral.

Paul Kral, from AWM-Alliance Real Estate Group Ltd., advised he had been asked to Chair the meeting, as this was the first Annual General Meeting. As there were no objections, the meeting proceeded.

AWM-Alliance Real Estate Group Ltd., to be minuted as AWM.

ATTENDANCE

A total of 26 Owners were represented, with 13 in person and 13 by proxy. A quorum was therefore established.

It was **MOVED, SECONDED** and **CARRIED** to accept the certification of quorum.

PROOF OF NOTICE

As it was stated by Owners that some did not receive the package; AWM noted that the Act requires the package to be sent to the address that is on record for the Strata Corporation at the same time when new buildings are starting up many owners do not update their mailing address and/or check the mail until they have officially moved into the unit thus causing the delay in receiving the package. There were no returns of the advanced meeting notice, as previously sent to Owners by mail.

It was **MOVED, SECONDED** and **CARRIED** to accept the proof of notice as circulated on August 9th, 2009.

APPROVAL OF THE AGENDA

AWM reviewed the agenda for the Owners present.

It was **MOVED, SECONDED** and **CARRIED** to approve agenda as circulated.

CERTIFICATE OF INSURANCE

AWM provided a brief review of the current insurance policy in place for the Owners present. It was noted any alterations to a strata lot including, but not limited to: flooring, window coverings, walls (excluding paint), etc. is considered an alteration or betterment. As a result, these items would require Strata Council approval. Each individual Owner is also responsible to ensure these alterations or betterments are insured under their home owner's insurance policy.

A question was raised in regard to hardwood flooring installed as part of the purchase of sale. As these items are installed by the Developer as part of the sale agreement, these items are considered as original installations.

There was a further question and answer period regarding the coverage of the policy and how the insurance was put to tender and the coverage limits offered.

As there were no further discussions, the Ownership **APPROVED** the insurance certificate.

Content Insurance – The Owners discussed the Coastal's exclusive "*One Roof*"TM insurance program for Condominium Homeowners. As the insurance brokers for our Strata Corporation, they believe there are some very significant advantages to the individual unit Owner when they place their own insurance with the same broker that represents the Strata Corporation.

Advantages:

- Coastal's primary business is Strata and Condominium Homeowner's insurance.
- They are highly qualified insurance brokers specializing in this unique type of insurance.
- Best coverage available, minimizing the risk of 'out of pocket' expense to Unit Owners.
- Price Guarantee – they will meet or beat your current premium based on equivalent coverage when they are the Broker for the Strata Corporation.

- Claims co-ordination between Unit Owner's policy and Strata Corporation's policy.
- In house Claims Manager representing both the Unit Owner & Strata Corporation to insurance companies at the time of a claim – no confusion over whose policy responds.
- Unit Owner's coverage provided by ING Insurance Company of Canada, known as the 'industry leaders'.

Coverage Benefits:

- Comprehensive "All Risks" form of coverage.
- Additional Living Expenses protection limit is an additional 50% of the limit of coverage for your personal property.
- Improvements & Betterments protection limit is an additional 100% of the limit for personal property. Coverage is for improvements that you've made or those acquired from a previous Owner of the unit.
- Unit Additional Protection limit is an additional 250% of the limit for personal property. Provides coverage if your unit is damaged and the Strata's insurance is inadequate, *even if it is inadequate because of the deductible on the Strata's policy*
- Property Loss Assessment coverage is also an additional 250% of the limit for personal property. If the common property *or another owners unit* is damaged and the Strata's insurance is inadequate, you will receive an assessment to cover your share of the uninsured loss. This benefit protects you against these assessments. With all new "One Roof" policies, *this benefit will also protect you for up to \$25,000.00 if you are found to be responsible for the cause of the damage and you are assessed the deductible on the Strata's policy.*
- Liability Loss Assessment protection is up to the full limit of the policy, which in the case of ING's policy is a minimum of \$1,000,000.00 of coverage. Assessments related to the deductible on the Strata's policy are also covered for up to \$25,000.00. **For more information or to receive a quotation, please contact Coastal Insurance Specialists at 604-944-1700.**

APPROVAL OF THE ANNUAL BUDGET- 2009/10

AWM reviewed with the Owners present the operating expense budget that was previously The Ownership was presented with an updated budget. AWM noted that the entry phone lease cost of \$14,000.00 was removed from the budget as Bastion Development Ltd. paid for the entry phone equipment. The amount of \$14,000.00 was then transferred to the building insurance annual cost which has increase by approximately \$15,000.00 due to the fact that the building value has increase over the last 2 years.

It was **MOVED and SECONDED** to approve the budget for the fiscal year September 1, 2009 to August 30, 2010 for Strata Plan BCS 3492 with noted amendments. It was also further noted, that the gym equipment lease may be paid by Bastion Development Ltd. subject to future discussing between the Council and Bastion Development Ltd.

The floor was open for discussion.

There was a further questions period regarding the increase expenses in then operating account.

There being no further questions, a vote was called.

MOTION CARRIED with 26 votes in favour, 0 opposed and none abstention.

*****STRATA FEES *****

Please see the attached official fee schedule for the 2009 – 2010 fiscal year.

Those Owners who take advantage of the Pre-Authorized debit program will see their payment automatically adjusted on September 1, 2009. Owners who pay by monthly cheque should adjust their payment amount with effect from the same date.

A Pre-Authorized Debit form for automatic payments is attached for the convenience of Owners who wish to make use of this facility; please mail the completed form to AWM-Alliance Real Estate Group at the address below. It is not necessary to complete the form again if already submitted.

NEW BUSINESS

AWM advised this was the point in the meeting for the Owners to bring forward any concern of which the Owners wished the Strata Council to address during the upcoming fiscal year.

Miscellaneous – the Owners present raised the following items to be reviewed by the Council over the next year:

- *Deficiencies* – List of deficiencies for common areas and limited common areas will be submitted to the Developer.
- *Main Entrance Door* – According to the Residents, the main entrance door is not closing properly. The Property Manager is going to follow up.
- *Recycling* – Additional recycling will be placed in the garbage room (west)
- *Entry Phone Form* – The Property Manager is going to distribute the forms.

- *The Gym Equipment* – The Property Manager is going to follow up with Bastion regarding purchase of the gym equipment.
- *Parking Re-Allocation* – The Property Manager is going to discuss with the lawyer what options Strata Corporation has regarding re-assigning of some of the parking stalls.
- *The Courtyard Fan* – The exhaust vent for the boiler in the courtyard is very noisy. The Developer is going to follow up

Paul Kral, the Property Manager, will follow up on these items and report to the Strata Council.

*****ATTENTION ALL RESIDENTS*****

Cigarettes/debris from windows/balconies – Please be advised there will be zero tolerance regarding cigarettes or debris found being thrown from windows or balconies. Residents found throwing these items, risk the chance of the Strata lot being fined. If anyone witnesses cigarettes or items being thrown from a window or balcony, please note the unit and contact the Property Manager so it may be addressed appropriately.

Balcony cleaning – Residents should also note, when cleaning their balcony to use very little water to prevent water from dripping onto the patio below.

CONCERNS/COMPLAINTS:

Owners are requested to put their *non-emergency concerns* in writing to AWM-Alliance Real Estate Group Ltd. This will ensure that proper documentation is maintained and that concerns will be addressed at the next Council meeting. Please email, mail or fax correspondence to AWM-Alliance. Please note that all letters must be identified by suite address and must be signed and dated; otherwise, Council will not consider them. All correspondence is confidential.

Review of meeting procedures – an Owner raised a question regard how the meetings are addressed and procedures regarding any items of concern with the building. AWM advised a general meeting will typically be held once per year and Council meetings are 4 to 6 times a year. Owners are able attend Council meetings, however, they are to attend as observers only and are not able to partake in the general discussion at the meeting. As some information is private, in nature, Owners may be asked to leave the meetings during some discussions.

RENTALS: In accordance with the legislation and the bylaws, all owners renting their strata lots are reminded that it is mandatory to have an updated "*Form K*", *Notice of Tenants Responsibilities*, given to the strata corporation each time a new tenant moves into the strata lot. It is requested at this time that all tenanted strata lots provide an updated "*Form K*".

AS PER THE BYLAWS, IF AN UPDATED "FORM K" IS NOT FILED WITH AWM A FINE WILL BE ISSUED TO THE STRATA LOT EACH MONTH OF \$50.00. TO OBTAIN A "FORM K" PLEASE SEE WEB SITE: WWW.FIC.GOV.BC.CA

ELECTION OF THE STRATA COUNCIL

AWM advised the Owners present, under the regulations of the Strata Property Act a minimum of 3 and maximum of 7 members could be elected to the Strata Council. AWM noted Council was typically nominated, however, as this was the first Annual General Meeting, the Owners could volunteer. The following Owners were elected for the Strata Council for the coming year by acclamation.

Lilia Zilberman #TH 10

Joan Grimsrud #305 – 6063

Margie Sheppard #TH 30

SECURITY REMINDER: All owners/residents are asked to take these necessary precautions:

- Do not allowing strangers into the building (behind you or through the entry phone)
- Watch the garage gate close after driving in/away from the parking area

You the residents are the best form of security. It is hoped that compliance with the above will make the building safe and secure.

Move In/Out: Please note that **seven days** written notice must be provided **in writing** for all move in/out stating the date, time, and duration of the move, along with a contact phone number to confirm the appointment.

There being no further business, the meeting was adjourned @ 7:45 p.m. the next meeting is the Council meeting, to be announced.

The minutes were taken and respectfully submitted by:

Paul Kral, AWM– Alliance Real Estate Group Ltd.

Emergency/General Inquiries: 604-639-2189

Email: paul@awmalliance.com

Owners are reminded to keep these documents for their future reference in the event that they wish to sell their suite. Please note that any replacement copies must be purchased from AWM-Alliance.

Coast

Unit No.	Strata Lot	Unit Entitlement	Operating Costs	CRF	Maintenance Fee
E TH-01	1	136	\$287.12	\$28.71	\$315.25
E TH-02	2	137	\$289.23	\$28.92	\$317.57
E TH-05	3	149	\$314.56	\$31.46	\$345.39
E TH-06	4	174	\$367.34	\$36.73	\$403.34
E TH-07	5	173	\$365.23	\$36.52	\$401.02
E TH-08	6	128	\$270.23	\$27.02	\$296.71
E TH-09	7	235	\$496.12	\$49.61	\$544.74
E TH-10	8	144	\$304.01	\$30.40	\$333.80
E TH-15	9	140	\$295.56	\$29.56	\$324.53
E TH-16	10	124	\$261.78	\$26.18	\$287.44
E TH-20	11	174	\$367.34	\$36.73	\$403.34
E CS-107	12	108	\$228.00	\$22.80	\$250.35
E TH-11	13	133	\$280.78	\$28.08	\$308.30
E TH-12	14	106	\$223.78	\$22.38	\$245.71
E TH-17	15	146	\$308.23	\$30.82	\$338.43
E TH-18	16	132	\$278.67	\$27.87	\$305.98
E TH-19	17	60	\$126.67	\$12.67	\$139.08
E TH-03/ CS-08	18	177	\$373.67	\$37.37	\$410.29
E 201	19	83	\$175.23	\$17.52	\$192.40
E 202	20	66	\$139.34	\$13.93	\$152.99
E 203	21	119	\$251.23	\$25.12	\$275.85
E 205	22	166	\$350.45	\$35.05	\$384.79
E 206	23	101	\$213.23	\$21.32	\$234.12
E 207	24	155	\$327.23	\$32.72	\$359.30
E 208	25	105	\$221.67	\$22.17	\$243.39
E 209	26	148	\$312.45	\$31.24	\$343.07
E 301 / 302	27	148	\$312.45	\$31.24	\$343.07
W CS-110	28	62	\$130.89	\$13.09	\$143.72
E 303	29	186	\$392.67	\$39.27	\$431.16
E 305	30	197	\$415.90	\$41.59	\$456.65
E 306	31	101	\$213.23	\$21.32	\$234.12
E 307	32	167	\$352.56	\$35.26	\$387.11
E 308	33	104	\$219.56	\$21.96	\$241.08
E 309	34	148	\$312.45	\$31.24	\$343.07
E 501	35	262	\$553.12	\$55.31	\$607.33
W CS-109	36	53	\$111.89	\$11.19	\$122.86
E 503	37	213	\$449.67	\$44.97	\$493.74
E 505	38	123	\$259.67	\$25.97	\$285.12
E 506	39	68	\$143.56	\$14.36	\$157.63
E 507	40	141	\$297.67	\$29.77	\$326.84
E 601	41	376	\$793.79	\$79.38	\$871.58
E 602	42	198	\$418.01	\$41.80	\$458.97
W TH-21	43	160	\$337.78	\$33.78	\$370.89
W TH-22	44	140	\$295.56	\$29.56	\$324.53
W TH-26	45	246	\$519.34	\$51.93	\$570.24
W TH-27	46	197	\$415.90	\$41.59	\$456.65
W TH-28	47	115	\$242.78	\$24.28	\$266.57
W TH-29	48	134	\$282.89	\$28.29	\$310.62
W TH-30	49	220	\$464.45	\$46.45	\$509.97
W TH-33	50	107	\$225.89	\$22.59	\$248.03

Coast

Unit No.	Strata Lot	Unit Entitlement	Operating Costs	CRF	Maintenance Fee
W TH-23	51	109	\$230.12	\$23.01	\$252.67
W TH-25	52	132	\$278.67	\$27.87	\$305.98
W TH-31	53	127	\$268.12	\$26.81	\$294.39
W TH-32	54	91	\$192.11	\$19.21	\$210.94
W TH-35	55	95	\$200.56	\$20.06	\$220.21
W 201	56	151	\$318.78	\$31.88	\$350.02
W 202	57	105	\$221.67	\$22.17	\$243.39
W 203	58	158	\$333.56	\$33.36	\$366.25
W 205	59	167	\$352.56	\$35.26	\$387.11
W 206	60	138	\$291.34	\$29.13	\$319.89
W 301	61	151	\$318.78	\$31.88	\$350.02
W 302	62	105	\$221.67	\$22.17	\$243.39
W 303	63	162	\$342.01	\$34.20	\$375.52
W 305	64	198	\$418.01	\$41.80	\$458.97
W 306	65	217	\$458.12	\$45.81	\$503.02
W 501	66	163	\$344.12	\$34.41	\$377.84
W 502	67	190	\$401.12	\$40.11	\$440.43
W 503	68	165	\$348.34	\$34.83	\$382.48
W 601	69	198	\$418.01	\$41.80	\$458.97
W 602	70	236	\$498.23	\$49.82	\$547.06
W TH-36	71	140	\$295.56	\$29.56	\$324.53
W TH-37	72	138	\$291.34	\$29.13	\$319.89
W TH-38	73	140	\$295.56	\$29.56	\$324.53
Monthly Totals		10,861	\$22,929.17	\$2,292.92	\$25,176.25
Annual Totals		10,861	\$275,150.00	\$27,515.00	\$302,115.00

CUSTOMER PRE-AUTHORIZED DEBIT PLAN AUTHORIZATION

PAYEE	
Company Name: AWM - Alliance Real Estate Group Ltd.	
IN TRUST	
Address: 540-220 Cambie Street	
City: Vancouver	
Province: B.C.	Postal Code: V6B 2M9
Telephone Number:	604-685-3227
Fax Number:	604-893-1721

ACCOUNT HOLDER	
Surname:	
First Name:	
Address:	
City:	
Province:	Postal Code:
* Address (Strata fees paying for)	
Telephone Number:	
Fax Number:	
Account #:	
Inst #: (3 digit #)	Transit #: (5 digit#)

FINANCIAL INSTITUTION	
Name:	
Address:	
City:	
Province:	Postal code:
Telephone Number:	

*****INFORMATION*****

PLEASE FULLY COMPLETE ALL SECTIONS OF THE FORM AND ATTACH A VOID CHEQUE AND RETURN TO OUR OFFICE 10 DAYS BEFORE THE FIRST OF THE MONTH WHEN YOUR FIRST PAYMENT SHALL START. FORMS RECEIVED AFTER THIS DATE MAY NOT BE PROCESSED UNTIL THE FOLLOWING MONTH

I/We as the account holder(s), authorize the Payee and the above noted financial institution to debit my/our account, at the above indicated branch of the financial institution, under terms and conditions agreed to by me/us with the Payee until such time as written notice to the contrary is given by me/us the Payee.

The branch of the financial institution at which I/We maintain the account is not required to verify that the payment(s) are drawn in accordance with this authorization.

A debit, in paper, electronic or other form in the amount of \$ _____, with a reasonable latitude for adjustments may be drawn on my/our account _____ beginning _____ (Note Information box above)

I/We will notify the Payee in writing of any changes in the account information or termination of this authorization prior to the next due date of the pre-authorized debit.

Items charged will be reimbursed subject to notification by me/us to the branch of account within 90 days under any of the following conditions.

- (a) I/We never provide the authorization to the Payee
- (b) The pre-authorized debit was not drawn in accordance with this authorization
- (c) My/Our authorization was revoked
- (d) The debit was posted to the wrong account due to invalid/incorrect account information supplied by the Payee

I/We understand that a written declaration to this effect must be given to my/ our financial institution.

I/We acknowledge that delivery of this authorization to the Payee constitutes delivery by me/us to the above noted financial institution.

Signature of Account Holder

Date

Signature of Account Holder

Date

Office Use Only	Date Received:	Date Entered:
Building Code:		

MINUTES OF STRATA COUNCIL MEETING THE COAST – BCS 3492

Held: Wednesday, October 7th, 2009 @ 7:00 p.m.
Meeting Room – 6063 / 6093 Iona Dr., Vancouver, B.C.

ATTENDANCE

Joan Grimsrud #305 – 6063 - Council President; Privacy Officer
Margie Sheppard #TH 30 - Vice President
Lilia Zilberman #TH 10 – Treasurer; Secretary

Paul Kral from AWM-Alliance Real Estate Group Ltd. (“AWM”)

The meeting was called to order @ 7:10 p.m. by the Property Manager

ELECTION OF COUNCIL EXECUTIVES

The Council discussed the election of Council positions for the forthcoming year. After discussion, the following were elected to positions for the Strata Council for 2009 / 2010:

Joan Grimsrud #305 – 6063 - Council President; Privacy Officer
Margie Sheppard #TH 30 - Vice President
Lilia Zilberman #TH 10 – Treasurer; Secretary

MINUTES OF THE LAST COUNCIL MEETING

Not applicable as it was the first Strata Council meeting.

FINANCIAL REPORT

Financial statements – The Council reviewed the Financial Statements for the period ended August 30, 2009. The Property Manager explained that financial statements are usually completed and mailed to Council by the 25th of the following month.

Accounts Receivable – Council reviewed the receivables. AWM conducts collection each month on all outstanding accounts in accordance with the Bylaws. All Owners, please be advised that your monthly maintenance fees payments are due and payable on the first day of each month. Non-compliance may result in Council imposing late payment fines and interest on any outstanding balances, and/or having a legal lien placed on the unit. **Owners are encouraged to correspond with the Council if they foresee delays or experience financial difficulties.**

Owners are reminded that fines will be levied for late payment of maintenance fees. Should the account be more than \$500.00 in arrears, privileges to access common area may be removed from that suite. Owner of the suite is required to make full payment or provide a letter outlining a payment plan to the Council c/o AWM before access can be reactivated. Should you have any questions regarding your account, please contact the accounting department of AWM.

BUSINESS ARAISING FROM THE MINUTES

- Not applicable as it was the first Council meeting.

NEW BUSINESS

- **In-Suite Deficiencies** – Council would like to inform all Owners to contact the Developer if you have any deficiencies in your suite or on your balcony deck. If your deficiencies are not

repaired prior to the expiry of the applicable portion of the warranty, please notify Travelers Guarantee Insurance Company in writing. There is no special form, a letter will suffice. The letter needs to include reasonable detail that provides particulars of the claim item. Detail should include location and descriptions of the alleged defect, repair recommendations are not necessary. The letter must be received by Travelers Guarantee Company prior to the expiry of the applicable portion of the warranty for your suite. Letter can be delivered in person, by mail, courier, email or facsimile at: Travelers Guarantee Insurance Company, 650 W. Georgia Street, Suite 2500 P.O. Box 11542 Vancouver, BC V6B 4N7, PH: 604-682-3095; FAX: 604-682-3096. In accordance with the warranty certificate, Owners must file the claim with respect to any in-suite deficiency directly with Travelers, as Travelers will not accept any claims from the management.

- **Change Over Ownership From The Developer to the Strata Corporation (“Strata”)** - The Property Manager also informed Council that Strata received all the monies that were supposed to be transferred to Strata from Bastion and that Strata paid only for the bills accruing after the possession date. The Property Manager also reported that Strata received “seed fund” from the Developer.
- **Screen Windows** – It was noted that some of the owners would like to add screens to their windows. You need to note that if anything is screwed into the window frames, the warranty will be voided. The Council would like to inform the Owners that Starline Architectural Windows (the window installed at The Coast) has a screen department, so they can provide pricing for the home owners who would like to have screens added to their homes. Please contact Starline Architectural Windows at 604-882-6855 if you would like to have screens added.
- **UNA Membership** – Please contact UBC UNA link <http://www.myuna.ca/Home.html>
Application form: <http://02.cms.ubc.ca/Page6732.aspx?PageMode=Hybrid> if you would like to sign in for the membership.
- **Parking Stalls Re-Assignment** - Three Owners submitted a letter, wishing to re-assign their parking stall and obtain one of the visitors parking stalls due to the disability. The Property Manager advised the Council, that under section 76 of the Act, the Strata Council can give an Owner permission to exclusively use a parking stall for a period of up to 1 year, which can be extended for further period(s) of 1 year. The Council then unanimously approved re-assignment of the three visitors parking stalls (#6/7/12) to the three owners, giving permission to exclusively use a visitor parking stall for a period of up to 1 year, which can be extended for further period(s) of 1 year. CARRIED.
- **Garbage Room** – Household refuse and garbage shall be suitably wrapped and placed into the compactor. All cardboard boxes shall be flattened before being placed in the container. The transport of garbage shall be contained in a leak-proof container or garbage bags. Plastic grocery bags shall NOT be used for wet garbage. Any material other than ordinary household refuse and garbage shall be removed by the individual Owner or Resident of the Strata Lot at his or her own expense. (e.g. crated furniture). Residents using the garbage facility shall adhere to all authorized notices posted at or in the facility.
- **Underground Parking** – Council requests that all Residents remove any items stored in their parking stalls. In accordance with the Fire Code, only vehicles with current automobile insurance or valid storage insurance may be stored in the parking stalls. All other items such as tires, papers, cardboards etc. must be removed. Items left in parking stalls will be removed at Owner’s expense.

- **Balconies** – The Property Manager reported that several Owners complained regarding over-watered plants and flushing or hosing down of the balconies. It was noted that several Residents were throwing material substances such as cigarettes or matches from window, door or balconies. There is a Bylaw that addresses this situation and Council, on behalf of all residents, is prepared to take action against those responsible.
- **Common Area Deficiencies** – The Property Manager provided report with respect of common area deficiencies. Some additional common area deficiencies were noted by the Council. The list of all common area deficiencies were submitted to the Developer.
- **Committees** – Council wishes to express to all Owners that volunteers are welcome to contact the Property Manager if they are interested in participating in a given committee (maintenance, gardening, security, deficiencies and social). These committees are operated informally and are solely for the enhancement of quality of living; therefore, volunteers will not be required to make much of a time commitment. Everyone is encouraged to get involved. Please contact the Property Manager at paul@awmalliance.com
- **Cigarette Butts** - It has been noted that some residents and their guests are throwing cigarette butts from their balcony to the ground below. We have also observed that cigarette butts are being discarded at the front entrance, the stairways, and in the parking areas. Resident's are reminded that **all common areas – including hallways, entranceways, stairways, common courtyard and parking areas - are all designated NO SMOKING.** There is a Strata bylaw that addresses this situation and the Strata Council, on behalf of all residents, is prepared to take action against those responsible. Any resident, or their guest, that throws cigarettes or other materials from their balcony or window, that smokes in common areas, or litters the common property will be fined for violating the bylaws. In accordance with the bylaws, the fine may be up to \$200.00 per occurrence. Persistent violations may cause Council to levy higher fines and sanctions. Those who litter City Property (by throwing their cigarette butt on to the street as they approach the building) will be pursued through the Civic bylaws against litter.
- **Entering / Leaving the Parkade** – When entering or leaving the parkade, drivers shall stop and wait for the gate to fully close before proceeding. Owners should realize that apathetic behaviour encourages crime.
- **Security Upgrades** - A comprehensive walkthrough of the site was completed by the Property Manager and the Developer in August 2009. The Property Manager is also going to arrange for competitive quotes for further security upgrades if required.
- **Building Envelope Manual/Warranty Coverage** – Travelers Guarantee Insurance is providing the following coverage:
 - 1) In the first 12 months of the warranty – for detached dwelling units or dwelling units, coverage for any defect in materials and labour.
 - 2) In the first 15 months of the warranty – for the common property, common facilities and other assets of a Strata Corporation, coverage for any defect in materials and labour.
 - 3) In the first 24 months – coverage for any defect in material and labour supplied for gas, electrical, plumbing, heating, ventilation and air conditioning delivery and distribution systems, coverage for any defect in material and labour supplied for the exterior cladding, caulking, windows and doors.
 - 4) Building envelope warranty – 5 years
 - 5) Structural defect warranty – 10 years

Council discussed at length the importance of and need for the implementation of a building envelope maintenance program as prescribed by the original consultant.

- **Operating Procedures Handbook** –Council adopted the Operating Procedures Handbook developed by AWM. The Property Manager reported this Handbook is very important and will ensure the smooth operation of the Strata particularly, during emergency situations.
- **Visitor Parking** – Council would like to remind all Residents that the visitor parking stalls are for visitors only. Residents please use your own parking stall.
- **Alteration** – It was noted that several Owners have changed the original door knobs on their apartment's entrance doors. Please be advised that different design/colour door knob and doormat placed in front of your door is in contravention of the Rules/ Bylaws of the building. Furthermore, the doormat placed in front of your door is in contravention of the Fire Code. No items should be placed on common property, including hallways. Owners must obtain written approval of Council before making any alteration to a Strata Lot (including installation of hardwood/laminate floor) or common property. We look forward to your cooperation and prompt attention to this matter.
- **Preventive Maintenance** - Council discussed the importance of being proactive and the need to have appropriate short and long-term maintenance plans in order to help maintain warranty rights, maximize the service life of the various building systems, and allocate appropriate funds to the operating budget and contingency reserve fund. Regular maintenance and budgeting for the future replacement of items with limited life expectancies will also help to minimize unexpected, large special assessments. Council plans to consider all current maintenance programs and their adequacy at future Council meetings.
- **Maintenance Items:**
 - **Garbage Room** – Cardboard boxes must be flattened
 - **Parkade** – No smoking is permitted in the parkade. The sensor gate was adjusted. The Council also directed the Property Manager to contact Bastion and arrange for the parkade mirrors installation.
 - **Filters** – The Property Manager reported that Latham's (HVAC/mechanical contractor) delivered filters for MUA unit to the building so now the site manager will be able to replace them regularly every month. This way the air distribution system will be delivering clear air to all common areas at The Coast.
 - **Delivery Of The Gym Equipment** – The Developer promised that they will forward a \$10,000.00 cheque to AWM for the purpose of purchasing the gym equipment. The Property manager is going to follow up.
 - **P2 – The Door Not Closing Properly** – The door was adjusted.
 - **Additional Recycling Cans In Garbage Room #2 – West** - delivered
 - **Noisy Exhaust Fan In The Courtyard** – The Property Manager contacted Bastion Development if anything is going to be done to address the venting noise in the courtyard. There is a loud bang that the system makes when it comes on. The Developer is going to follow up and report back.
 - **Hose Installation For The Car Wash (Bastion)** – The hose was installed by Bastion Development.
 - **Exterior Lights** – The Property Manager noted that some of the exterior light fixtures are out of order beside the building main entrance door. Also was reported that the light post along the east side of the building are glaring too much so Council directed the Property Manager to spray a black paint over the light fixtures.
 - **Hallway's Heat** – The Council directed the Property Manager to follow up with the Developer on the excessive heat in the hallways.

24 HOUR ANSWERING SERVICE – 604-685-3227

The regular office hours of AWM are from 9:00 a.m. to 5:00 p.m. Monday to Friday. After these regular hours, the same telephone number is answered by a Telephone Answering Service, which is paid for by AWM. This service is intended to provide relief in the event of an emergency.

The operator will take brief details of your emergency and our manager will be paged. The Property Manager will call you back as soon as possible.

If you have placed such an emergency call, please wait by your phone and leave the line clear for us to return your call. Please note that we will take no action on any emergency unless we have first talked to the person placing the call.

Please also note that emergencies include: fires, broken water pipes, stuck elevators, stuck garage door and other such general community situations that require urgent attention. Owners will call 911 prior to contacting AWM for incidents of fire, severe flooding (water escape), earthquake, human injury or theft. Local authorities including, but not limited to, fire and rescue services are responsible for appropriate action. Owners will not contact AWM's emergency service for non-emergencies or accounting inquiries. The 24-hour answering service is not available for general inquiries concerning accounts, Council policies and other matters, which would normally constitute regular administration.

Break-ins and/or vandalism to your automobiles or premises should first be reported to the Police department.

SECURITY

All owners/residents are asked to:

- * **never leave keys or key fobs in their vehicle**
- * **report any lost or stolen keys to AWM immediately**
- * **not to allow strangers into the building**
- * **meet delivery personnel at the front door**
- * **watch the garage gate close after driving in/away from the parking area**

CONCERNS/COMPLAINTS:

Owners are requested to put their non-emergency concerns in writing to Council or AWM. This will ensure that your concern is addressed at the next council meeting and proper documentation is maintained. The Strata Property Act also requires all complaints to be in writing for Council to take action. Please note that all correspondence is confidential.

Suite Modification & Insurance. Owners are reminded that they should have appropriate levels of condominium insurance coverage for their belongings, "contents", and any improvements that they have done to the suite since it was originally built.

*****Owners are reminded that they are responsible for making sure washing machines and other appliances are maintained in good order. Washing machines should be checked by a qualified appliance technician annually ensuring all hoses and parts are operating properly, and any repairs be completed immediately. If damage arise as a result of an Owner's negligence, all expenses incurred may be charged back to the Owner.*****

*****ALL OWNERS*****

The Strata Council would like to remind Owners who rent out their suites to be diligent in ensuring the tenants who are occupying the suite have read the Bylaws, and appropriate behavior for the building. Should incidents occur as a result of a tenant actions, Owners may be held responsible for any costs relating to damage caused to the common property.

*****OWNERS ARE REMINDED WHEN ENTERING AND LEAVING THE BUILDING (NO MATTER VIA THE PARKADE OR THE FRONT DOOR, PLEASE DO NOT ALLOW VEHICLES OR STRANGERS FOLLOWING YOU THROUGH THE GATES OR DOORS OF THE BUILDING. THIS WILL HELP TO REDUCE PROBLEMS WITH THE BUILDING SECURITY.*****

24-Hour Emergency: Residents are requested to contact **AWM** by calling the emergency line **604-685-3227**

RENTALS:

In accordance with the Bylaws, all owners renting their strata lots are reminded that it is mandatory to have an updated "**Form K**", **Notice of Tenants Responsibilities**, given to AWM within 30 days of each new tenant moving into the strata lot. It is requested at this time that all tenanted strata lots provide an updated "Form K". AS PER THE BYLAWS, IF AN UPDATED "FORM K" IS NOT FILED WITH AWM, A FINE OF **\$50.00** WILL BE ISSUED TO THE STRATA LOT EACH MONTH UNTIL THE FORM IS FILED. TO OBTAIN A "FORM K" PLEASE SEE WEB SITE: WWW.FIC.GOV.BC.CA .

Move/Delivery procedures:

- Residents must arrange with the Property Manager, in writing, for the elevator booking at least 72 hours in advance of the move.
- Residents are also required to contact the Property Manager prior to any delivery to ensure that the elevator pads are erected.

CORRESPONDENCE

Several items of correspondence were reviewed and the Council has directed the Property Manager to respond to the letters, giving specific direction on the content of the replies.

- An Owner complained regarding the exterior lights. The Property Manager is going to follow up with the developer.

ADJOURNMENT – being no further business, the meeting was adjourned at 9:15 p.m. Next meeting was scheduled - T.B.A.

The minutes were taken and respectfully submitted by:

Paul Kral, AWM– Alliance Real Estate Group Ltd.

General Inquiries: 604-639-2189

Emergency: 604-685-3227

Email: paul@awmalliance.com

Owners are reminded to keep these documents for their future reference in the event that they wish to sell their suite. Please note that any replacement copies must be purchased from AWM-Alliance.

SCHEDULE OF STANDARD BYLAWS

Division 1 – Duties of Owners, Tenants, Occupants and Visitors

Payment of strata fees

- 1 An owner must pay strata fees on or before the first day of the month to which the strata fees relate.

Repair and maintenance of property by owner

- 2 (1) An owner must repair and maintain the owner's strata lot, except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.

(2) An owner who has the use of limited common property must repair and maintain it, except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.

Use of property

- 3 (1) An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that
 - (a) causes a nuisance or hazard to another person,
 - (b) causes unreasonable noise,
 - (c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,
 - (d) is illegal, or
 - (e) is contrary to a purpose for which the strata lot or common property is intended as shown expressly or by necessary implication on or by the strata plan.
- (2) An owner, tenant, occupant or visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets or those parts of a strata lot which the strata corporation must repair and maintain under these bylaws or insure under section 149 of the Act.
- (3) An owner, tenant, occupant or visitor must ensure that all animals are leashed or otherwise secured when on the common property or on land that is a common asset.
- (4) An owner, tenant or occupant must not keep any pets on a strata lot other than one or more of the following:
 - (a) a reasonable number of fish or other small aquarium animals;
 - (b) a reasonable number of small caged mammals;
 - (c) up to 2 caged birds;
 - (d) one dogs or one cat.

Inform strata corporation

- 4 (1) Within 2 weeks of becoming an owner, an owner must inform the strata corporation of the owner's name, strata lot number and mailing address outside the strata plan, if any.

(2) On request by the strata corporation, a tenant must inform the strata corporation of his or her name.

Obtain approval before altering a strata lot

- 5** (1) An owner must obtain the written approval of the strata corporation before making an alteration to a strata lot that involves any of the following:
- (a) the structure of a building;
 - (b) the exterior of a building;
 - (c) chimneys, stairs, balconies or other things attached to the exterior of a building.
 - (d) doors, windows or skylights on the exterior of a building, or that front on the common property;
 - (e) fences, railings or similar structures that enclose a patio, balcony or yard;
 - (f) common property located within the boundaries of a strata lot;
 - (g) those parts of the strata lot which the strata corporation must insure under section 149 of the Act.
- (2) The strata corporation must not unreasonably withhold its approval under subsection (1), but may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.
- (3) This section does not apply to a strata lot in a bare land strata plan.

Obtain approval before altering common property

- 6** (1) An owner must obtain the written approval of the strata corporation before making an alteration to common property, including limited common property, or common assets.
- (2) The strata corporation may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.

Permit entry to strata lot

- 7** (1) An owner, tenant, occupant or visitor must allow a person authorized by the strata corporation to enter the strata lot
- (a) in an emergency, without notice, to ensure safety or prevent significant loss or damage, and
 - (b) at a reasonable time, on 48 hours' written notice, to inspect, repair or maintain common property, common assets and any portions of a strata lot that are the responsibility of the strata corporation to repair and maintain under these bylaws or insure under section 149 of the Act.
- (2) The notice referred to in subsection (1) (b) must include the date and approximate time of entry, and the reason for entry.

Division 2 – Powers and Duties of Strata Corporation

Repair and maintenance of property by strata corporation

- 8** The strata corporation must repair and maintain all of the following:
- (a) common assets of the strata corporation;
 - (b) common property that has not been designated as limited common property;
 - (c) limited common property, but the duty to repair and maintain it is restricted to
 - (i) repair and maintenance that in the ordinary course of events occurs less often than once a year, and
 - (ii) the following, no matter how often the repair or maintenance ordinarily occurs:
 - (A) the structure of a building;

- (B) the exterior of a building;
 - (C) chimneys, stairs, balconies and other things attached to the exterior of a building;
 - (D) doors, windows and skylights on the exterior of a building or that front on the common property;
 - (E) fences, railings and similar structures that enclose patios, balconies and yards;
- (d) a strata lot in a strata plan that is not a bare land strata plan, but the duty to repair and maintain it is restricted to
- (i) the structure of a building,
 - (ii) the exterior of a building,
 - (iii) chimneys, stairs, balconies and other things attached to the exterior of a building,
 - (iv) doors, windows and skylights on the exterior of a building or that front on the common property, and
 - (v) fences, railings and similar structures that enclose patios, balconies and yards.

Division 3 – Council

Council size

- 9** (1) Subject to subsection (2), the council must have at least 3 and not more than 7 members.
- (2) If the strata plan has fewer than 4 strata lots or the strata corporation has fewer than 4 owners, all the owners are on the council.

Council members' terms

- 10** (1) The term of office of a council member ends at the end of the annual general meeting at which the new council is elected.
- (2) A person whose term as council member is ending is eligible for reelection.

Removing council member

- 11** (1) Unless all the owners are on the council, the strata corporation may, by a resolution passed by a majority vote at an annual or special general meeting, remove one or more council members.
- (2) After removing a council member, the strata corporation must hold an election at the same annual or special general meeting to replace the council member for the remainder of the term.

Replacing council member

- 12** (1) If a council member resigns or is unwilling or unable to act for a period of 2 or more months, the remaining members of the council may appoint a replacement council member for the remainder of the term.
- (2) A replacement council member may be appointed from any person eligible to sit on the council.
- (3) The council may appoint a council member under this section even if the absence of the member being replaced leaves the council without a quorum.

- (4) If all the members of the council resign or are unwilling or unable to act for a period of 2 or more months, persons holding at least 25% of the strata corporation's votes may hold a special general meeting to elect a new council by complying with the provisions of the Act, the regulations and the bylaws respecting the calling and holding of meetings.

Officers

- 13**
- (1) At the first meeting of the council held after each annual general meeting of the strata corporation, the council must elect, from among its members, a president, a vice president, a secretary and a treasurer.
 - (2) A person may hold more than one office at a time, other than the offices of president and vice president.
 - (3) The vice president has the powers and duties of the president
 - (a) while the president is absent or is unwilling or unable to act, or
 - (b) for the remainder of the president's term if the president ceases to hold office.
 - (4) If an officer other than the president is unwilling or unable to act for a period of 2 or more months, the council members may appoint a replacement officer from among themselves for the remainder of the term.

Calling council meetings

- 14**
- (1) Any council member may call a council meeting by giving the other council members at least one week's notice of the meeting, specifying the reason for calling the meeting.
 - (2) The notice does not have to be in writing.
 - (3) A council meeting may be held on less than one week's notice if
 - (a) all council members consent in advance of the meeting, or
 - (b) the meeting is required to deal with an emergency situation, and all council members either
 - (i) consent in advance of the meeting, or
 - (ii) are unavailable to provide consent after reasonable attempts to contact them.
 - (4) The council must inform owners about a council meeting as soon as feasible after the meeting has been called.

Requisition of council hearing

- 15**
- (1) By application in writing, stating the reason for the request, an owner or tenant may request a hearing at a council meeting.
 - (2) If a hearing is requested under subsection (1), the council must hold a meeting to hear the applicant within one month of the request.
 - (3) If the purpose of the hearing is to seek a decision of the council, the council must give the applicant a written decision within one week of the hearing.

Quorum of council

- 16** (1) A quorum of the council is
- (a) 1, if the council consists of one member,
 - (b) 2, if the council consists of 2, 3 or 4 members,
 - (c) 3, if the council consists of 5 or 6 members, and
 - (d) 4, if the council consists of 7 members.
- (2) Council members must be present in person at the council meeting to be counted in establishing quorum.

Council meetings

- 17** (1) At the option of the council, council meetings may be held by electronic means, so long as all council members and other participants can communicate with each other.
- (2) If a council meeting is held by electronic means, council members are deemed to be present in person.
- (3) Owners may attend council meetings as observers.
- (4) Despite subsection (3), no observers may attend those portions of council meetings that deal with any of the following:
- (a) bylaw contravention hearings under section 135 of the Act;
 - (b) rental restriction bylaw exemption hearings under section 144 of the Act;
 - (c) any other matters if the presence of observers would, in the council's opinion, unreasonably interfere with an individual's privacy.

Voting at council meetings

- 18** (1) At council meetings, decisions must be made by a majority of council members present in person at the meeting.
- (2) Unless there are only 2 strata lots in the strata plan, if there is a tie vote at a council meeting, the president may break the tie by casting a second, deciding vote.
- (3) The results of all votes at a council meeting must be recorded in the council meeting minutes.

Council to inform owners of minutes

- 19** The council must inform owners of the minutes of all council meetings within 2 weeks of the meeting, whether or not the minutes have been approved.

Delegation of council's powers and duties

- 20** (1) Subject to subsections (2) to (4), the council may delegate some or all of its powers and duties to one or more council members or persons who are not members of the council, and may revoke the delegation.
- (2) The council may delegate its spending powers or duties, but only by a resolution that
- (a) delegates the authority to make an expenditure of a specific amount for a specific purpose, or
 - (b) delegates the general authority to make expenditures in accordance with subsection (3).

- (3) A delegation of a general authority to make expenditures must
 - (a) set a maximum amount that may be spent, and
 - (b) indicate the purposes for which, or the conditions under which, the money may be spent.
- (4) The council may not delegate its powers to determine, based on the facts of a particular case,
 - (a) whether a person has contravened a bylaw or rule,
 - (b) whether a person should be fined, and the amount of the fine, or
 - (c) whether a person should be denied access to a recreational facility.

Spending restrictions

- 21** (1) A person may not spend the strata corporation's money unless the person has been delegated the power to do so in accordance with these bylaws.
- (2) Despite subsection (1), a council member may spend the strata corporation's money to repair or replace common property or common assets if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.

Limitation on liability of council member

- 22** (1) A council member who acts honestly and in good faith is not personally liable because of anything done or omitted in the exercise or intended exercise of any power or the performance or intended performance of any duty of the council.
- (2) Subsection (1) does not affect a council member's liability, as an owner, for a judgment against the strata corporation.

Division 4 – Enforcement of Bylaws and Rules

Maximum fine

- 23** The strata corporation may fine an owner or tenant a maximum of
- (a) \$50 for each contravention of a bylaw, and
 - (b) \$10 for each contravention of a rule.

Continuing contravention

- 24** If an activity or lack of activity that constitutes a contravention of a bylaw or rule continues, without interruption, for longer than 7 days, a fine may be imposed every 7 days.

Division 5 – Annual and Special General Meetings

Person to chair meeting

- 25** (1) Annual and special general meetings must be chaired by the president of the council.
- (2) If the president of the council is unwilling or unable to act, the meeting must be chaired by the vice president of the council.
- (3) If neither the president nor the vice president of the council chairs the meeting, a chair must be elected by the eligible voters present in person or by proxy from among those persons who are present at the meeting.

Participation by other than eligible voters

- 26**
- (1) Tenants and occupants may attend annual and special general meetings, whether or not they are eligible to vote.
 - (2) Persons who are not eligible to vote, including tenants and occupants, may participate in the discussion at the meeting, but only if permitted to do so by the chair of the meeting.
 - (3) Persons who are not eligible to vote, including tenants and occupants, must leave the meeting if requested to do so by a resolution passed by a majority vote at the meeting.

Voting

- 27**
- (1) At an annual or special general meeting, voting cards must be issued to eligible voters.
 - (2) At an annual or special general meeting a vote is decided on a show of voting cards, unless an eligible voter requests a precise count.
 - (3) If a precise count is requested, the chair must decide whether it will be by show of voting cards or by roll call, secret ballot or some other method.
 - (4) The outcome of each vote, including the number of votes for and against the resolution if a precise count is requested, must be announced by the chair and recorded in the minutes of the meeting.
 - (5) If there is a tie vote at an annual or special general meeting, the president, or, if the president is absent or unable or unwilling to vote, the vice president, may break the tie by casting a second, deciding vote.
 - (6) If there are only 2 strata lots in the strata plan, subsection (5) does not apply.
 - (7) Despite anything in this section, an election of council or any other vote must be held by secret ballot, if the secret ballot is requested by an eligible voter.

Order of business

- 28**
- The order of business at annual and special general meetings is as follows:
- (a) certify proxies and corporate representatives and issue voting cards;
 - (b) determine that there is a quorum;
 - (c) elect a person to chair the meeting, if necessary;
 - (d) present to the meeting proof of notice of meeting or waiver of notice;
 - (e) approve the agenda;
 - (f) approve minutes from the last annual or special general meeting;
 - (g) deal with unfinished business;
 - (h) receive reports of council activities and decisions since the previous annual general meeting, including reports of committees, if the meeting is an annual general meeting;
 - (i) ratify any new rules made by the strata corporation under section 125 of the Act;
 - (j) report on insurance coverage in accordance with section 154 of the Act, if the meeting is an annual general meeting;

- (k) approve the budget for the coming year in accordance with section 103 of the Act, if the meeting is an annual general meeting;
- (l) deal with new business, including any matters about which notice has been given under section 45 of the Act;
- (m) elect a council, if the meeting is an annual general meeting;
- (n) terminate the meeting.

Division 6 – Voluntary Dispute Resolution

Voluntary dispute resolution

- 29** (1) A dispute among owners, tenants, the strata corporation or any combination of them may be referred to a dispute resolution committee by a party to the dispute if
- (a) all the parties to the dispute consent, and
 - (b) the dispute involves the Act, the regulations, the bylaws or the rules.
- (2) A dispute resolution committee consists of
- (a) one owner or tenant of the strata corporation nominated by each of the disputing parties and one owner or tenant chosen to chair the committee by the persons nominated by the disputing parties, or
 - (b) any number of persons consented to, or chosen by a method that is consented to, by all the disputing parties.
- (3) The dispute resolution committee must attempt to help the disputing parties to voluntarily end the dispute.

Division 7 – Marketing Activities by Owner Developer

Display lot

- 30** (1) An owner developer who has an unsold strata lot may carry on sales functions that relate to its sale, including the posting of signs.
- (2) An owner developer may use a strata lot, that the owner developer owns or rents as a display lot for the sale of other strata lots in the strata plan.

MINUTES OF STRATA COUNCIL MEETING THE COAST – BCS 3492

Held: Wednesday, December 16th, 2009 @ 6:00 p.m.
Meeting Room – 6063 / 6093 Iona Dr., Vancouver, B.C.

ATTENDANCE

Joan Grimsrud #305 – 6063 - Council President; Privacy Officer
Margie Sheppard #TH 30 - Vice President
Lilia Zilberman #TH 10 – Treasurer; Secretary

Paul Kral from AWM-Alliance Real Estate Group Ltd. ("AWM")

The meeting was called to order @ 6:00 p.m. by the Council President

MINUTES OF THE LAST COUNCIL MEETING

The Council has voted to approve Minutes of Previous Meeting held on October 7th, 2009.

FINANCIAL REPORT

The Council reviewed the Financial Statements for the period ended November 30, 2009. The Council approved the November 30, 2009 financials.

Accounts Receivable – Council reviewed the receivables. AWM conducts collection each month on all outstanding accounts in accordance with the Bylaws. All Owners, please be advised that your monthly maintenance fees payments are due and payable on the first day of each month. Non-compliance may result in Council imposing late payment fines and interest on any outstanding balances, and/or having a legal lien placed on the unit. **Owners are encouraged to correspond with the Council if they foresee delays or experience financial difficulties.**

Owners are reminded that fines will be levied for late payment of maintenance fees. Should the account be more than \$500.00 in arrears, privileges to access common area may be removed from that suite. Owner of the suite is required to make full payment or provide a letter outlining a payment plan to the Council c/o AWM before access can be reactivated. Should you have any questions regarding your account, please contact the accounting department of AWM.

BUSINESS ARAISING FROM THE MINUTES

- **In-Suite Deficiencies** – Council would like to inform all Owners to contact the Developer if you have any deficiencies in your suite or on your balcony deck. If your deficiencies are not repaired prior to the expiry of the applicable portion of the warranty, please notify Travelers Guarantee Insurance Company in writing. There is no special form, a letter will suffice. The letter needs to include reasonable detail that provides particulars of the claim item. Detail should include location and descriptions of the alleged defect, repair recommendations are not necessary. The letter must be received by Travelers Guarantee Company prior to the expiry of the applicable portion of the warranty for your suite. Letter can be delivered in person, by mail, courier, email or facsimile at: Travelers Guarantee Insurance Company, 650 W. Georgia Street, Suite 2500 P.O. Box 11542 Vancouver, BC V6B 4N7, PH: 604-682-3095; FAX: 604-682-3096. In accordance with the warranty certificate, Owners must file the claim with respect to any in-suite deficiency directly with Travelers, as Travelers will not accept any claims from the management.

- **Parking Stalls Re-Assignment** – We would like to advise the Residents that there are additional 3 visitor parking (stalls #135/137 and 149) in the parkade.
- **Committees** – Council wishes to express to all Owners that volunteers are welcome to contact the Property Manager if they are interested in participating in a given committee (maintenance, gardening, security, deficiencies and social). These committees are operated informally and are solely for the enhancement of quality of living; therefore, volunteers will not be required to make much of a time commitment. Everyone is encouraged to get involved. Please contact the Property Manager at paul@awmalliance.com

NEW BUSINESS

- **Common Area Deficiencies** – Property Manager and the Council finalized the Common and Limited Common area deficiencies list which was submitted to Travellers Insurance. The Strata Council and AWM Alliance had done all what is required to do to make sure that all the deficiencies at The Coast are addressed – this all we could do. Please understand that because there is no deadline for deficiencies to be fixed (in accordance with Strata Property Act and B.C. building code); it usually takes up to 2 years for deficiencies to be fixed. The building engineer scheduled inspection regarding of all deficiencies for next year. The inspector is going to review all deficiencies and then will send report to Bastion. Traveler's insurance office will then follow up with Bastion. This is the common procedure with respect of common area deficiencies not corrected by the developer. We would like to inform Owners to contact the Developer if you have any deficiencies in your unit (not common areas) prior to the expiry of the applicable portion of the warranty for your unit.
- **The Parkade** – An Owner hit the gate on Nov 22nd, 2009. The Property Manager reported that the total cost for all repairs billed back to the Owner's account.
- **The Gym Equipment Purchase** - After a lot of researching and bargaining, the Council finalized a deal with the fitness equipment supplier. The equipment will be delivered in January 2010.
- **Noises** - Council decided to ask all residents to be more courteous of neighbours in relation to noise. This particularly relates to wearing heels on hardwood or stone floors, loud entertainment units, musical instruments and other noise sources including scraping of chairs across hardwood floors. This kind of "impact" sounds travel widely in concrete buildings like The Coast. Council recommends using headphones for residents who enjoy their entertainment loud and placing area rugs over bare floors to cover areas with heavy foot traffic or where chairs are moved about.
- **Junk Furniture In The Garbage Room/Storage Rooms** – As noted in October 2009 meeting minutes, Residents were requested to refrain from leaving junk furniture, electrical equipment, computers, etc. in the garbage room or storage rooms. The Property Manager reported that all items left outside storage rooms were removed by the Residents.
- **Illegal Parking** – The Property Manager reported that an Owner's visitor continuously parking in other residents' parking stalls. The Council unanimously approve that the offender to be towed away if parking illegally in resident's parking stalls.
- **Garbage Bags** - When bringing garbage down to the garbage room for disposal, please ensure that garbage bags are sealed and wrapped up properly so that nothing spills or drips out onto the tiled breezeways or elevator floors.

- **Security Complaint** – The Council received letter from an Owner complaining about forced entry into the building by one visitor. We would like to remind all Residents that all visitors must wait outside until the Owner/Occupant arrives to open the door for your visitors. This is The Coast's security policy. The Council directed the Property Manager to issue warning letter.
- **Suite Alteration** - Owners/Residents are reminded any alteration to a suite excluding painting must receive written approval from Strata Council **PRIOR TO ANY WORK BEING STARTED**. Such alterations include hardwood floor, **plumbing, electrical wiring, sprinkler system, gas fitting**, etc. Should you have any questions please contact the Property Manager at 604-639-2189. Prospective buyers and future owners are advised that it is their responsibility to ensure any alteration have met Strata Corporation bylaws.

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- * **watch the garage gate close after driving in/away from the parking area**

CONCERNS/COMPLAINTS:

Owners are requested to put their non-emergency concerns in writing to Council or AWM. This will ensure that your concern is addressed at the next council meeting and proper documentation is maintained. The Strata Property Act also requires all complaints to be in writing for Council to take action. Please note that all correspondence is confidential.

Suite Modification & Insurance. Owners are reminded that they should have appropriate levels of condominium insurance coverage for their belongings, "contents", and any improvements that they have done to the suite since it was originally built.

*****Owners are reminded that they are responsible for making sure washing machines and other appliances are maintained in good order. Washing machines should be checked by a qualified appliance technician annually ensuring all hoses and parts are operating properly, and any repairs be completed immediately. If damage arise as a result of an Owner's negligence, all expenses incurred may be charged back to the Owner.*****

*****ALL OWNERS*****

The Strata Council would like to remind Owners who rent out their suites to be diligent in ensuring the tenants who are occupying the suite have read the Bylaws, and appropriate behavior for the building. Should incidents occur as a result of a tenant actions, Owners may be held responsible for any costs relating to damage caused to the common property.

*****OWNERS ARE REMINDED WHEN ENTERING AND LEAVING THE BUILDING (NO MATTER VIA THE PARKADE OR THE FRONT DOOR, PLEASE DO NOT ALLOW VEHICLES OR STRANGERS FOLLOWING YOU THROUGH THE GATES OR DOORS OF THE BUILDING. THIS WILL HELP TO REDUCE PROBLEMS WITH THE BUILDING SECURITY.*****

24-Hour Emergency: Residents are requested to contact **AWM** by calling the emergency line **604-685-3227**

RENTALS:

In accordance with the Bylaws, all owners renting their strata lots are reminded that it is mandatory to have an updated "**Form K**", **Notice of Tenants Responsibilities**, given to AWM within 30 days of each new tenant moving into the strata lot. It is requested at this time that all tenanted strata lots provide an updated "Form K". AS PER THE BYLAWS, IF AN UPDATED "FORM K" IS NOT FILED WITH AWM, A FINE OF **\$50.00** WILL BE ISSUED TO THE STRATA LOT EACH MONTH UNTIL THE FORM IS FILED. TO OBTAIN A "FORM K" PLEASE SEE WEB SITE: WWW.FIC.GOV.BC.CA .

Move/Delivery procedures:

- Residents must arrange with the Property Manager, in writing, for the elevator booking at least 72 hours in advance of the move.
- Residents are also required to contact the Property Manager prior to any delivery to ensure that the elevator pads are erected.

ADJOURNMENT – being no further business, the meeting was adjourned at 8:00 p.m. Next meeting was scheduled - T.B.A.

The minutes were taken and respectfully submitted by:

Paul Kral, AWM– Alliance Real Estate Group Ltd.

General Inquiries: 604-639-2189; Emergency: 604-685-3227; Email: paul@awmalliance.com

Owners are reminded to keep these documents for their future reference in the event that they wish to sell their suite. Please note that any replacement copies must be purchased from AWM-Alliance.

MINUTES OF STRATA COUNCIL MEETING THE COAST – BCS 3492

Held: Wednesday, April 7th, 2010 @ 6:30 p.m.
Meeting Room – 6063 / 6093 Iona Dr., Vancouver, B.C.

ATTENDANCE

Joan Grimsrud #305 – 6063 - Council President; Privacy Officer
Margie Sheppard #TH 30 - Vice President
Lilia Zilberman #TH 10 – Treasurer; Secretary
Paul Kral from AWM-Alliance Real Estate Group Ltd. ("AWM")

The meeting was called to order @ 6:40 p.m. by the Council President

MINUTES OF THE LAST COUNCIL MEETING

The Council has voted to approve Minutes of Previous Meeting held on December 16th, 2009.

FINANCIAL REPORT

The Council reviewed the Financial Statements for the period ended February 2010. The Council approved the financial statements ending the February 2010.

Accounts Receivable – Council reviewed the receivables. It was moved, seconded to place lien on 4 strata lots as these Owners failed to pay the maintenance fees for several months. CARRIED.

AWM conducts collection each month on all outstanding accounts in accordance with the Bylaws . All Owners, please be advised that your monthly maintenance fees payments are due and payable on the first day of each month. Non-compliance may result in Council imposing late payment fines and interest on any outstanding balances, and/or having a legal lien placed on the unit. **Owners are encouraged to correspond with the Council if they foresee delays or experience financial difficulties.**

Owners are reminded that fines will be levied for late payment of maintenance fees. Should the account be more than \$500.00 in arrears, privileges to access common area may be removed from that suite. Owner of the suite is required to make full payment or provide a letter outlining a payment plan to the Council c/o AWM before access can be reactivated. Should you have any questions regarding your account, please contact the accounting department of AWM.

BUSINESS ARAISING FROM THE MINUTES

- **In-Suite Deficiencies** – Council would like to inform all Owners to contact the Developer if you have any deficiencies in your suite or on your balcony deck. If your deficiencies are not repaired prior to the expiry of the applicable portion of the warranty, please notify Travelers Guarantee Insurance Company in writing. There is no special form, a letter will suffice. The letter needs to include reasonable detail that provides particulars of the claim item. Detail should include location and descriptions of the alleged defect, repair recommendations are not necessary. The letter must be received by Travelers Guarantee Company prior to the expiry of the applicable portion of the warranty for your suite. Letter can be delivered in person, by mail, courier, email or facsimile at: Travelers Guarantee Insurance Company, 650 W. Georgia Street, Suite 2500 P.O. Box 11542 Vancouver, BC V6B 4N7, PH: 604-682-3095; FAX: 604-682-3096. In accordance with the warranty certificate, Owners must file the claim with respect to any in-suite deficiency directly with Travelers, as Travelers will not accept any claims from the management.
- **Common Area Deficiencies** – The Property Manager and the Council further reviewed the common area deficiency list and noted the deficiencies which were already completed by Bastion Development. The Property Manager is going to follow up with Bastion Development regarding all outstanding deficiencies not yet completed.

- **The Gym Equipment Purchase** – The Property Manager reported that the new equipment was delivered in February 2010.
- **Committees** – Council wishes to express to all Owners that volunteers are welcome to contact the Property Manager if they are interested in participating in a given committee (maintenance, gardening, security, deficiencies and social). These committees are operated informally and are solely for the enhancement of quality of living; therefore, volunteers will not be required to make much of a time commitment. Everyone is encouraged to get involved. Please contact the Property Manager at paul@awmalliance.com

NEW BUSINESS

- **Window Washing** – The Council approved window cleaning quote from Champion Window Cleaning. This project has been scheduled for May/June 2010.
- **Common Area Locks** – Bastion Development completed distribution of the new common area door keys.
- **Suite Alteration** - Owners/Residents are reminded any alteration to a suite excluding painting must receive written approval from Strata Council PRIOR TO ANY WORK BEING STARTED. Such alterations include hardwood floor, plumbing, electrical wiring, sprinkler system, gas fitting, etc. Should you have any questions please contact the Property Manager at 604-639-2189. Prospective buyers and future owners are advised that it is their responsibility to ensure any alteration have met Strata Corporation bylaws.
- **HST** – The council discussed the proposed HST increase for the Strata Corporation and potential impact on the maintenance fees. The Property Manager reported that Radiant Home Service (janitorial/caretaking/security services) has already agreed to absorb possible HST increase. The Council endorsed their long term contract and appreciated Radiant Home Services work.
- **Security Video Surveillance/Strata Privacy Policy Guidelines** – The Property Manager reported, this year new strata guidelines have been issued for "privacy" by-laws so a new by-law will be presented at the Annual General Meeting. Similarly there is a requirement to have a by-law approved to permit the use of the security surveillance cameras now in place. The lawyer finalized the draft of the Security Video Surveillance Bylaw/Strata Privacy Policy Guidelines, which will be presented at the upcoming general meeting. The Property Manager noted, that very few strata corporations have adopted policies or bylaws so far so The Coast is further ahead than most. In dealing with complaints, the Privacy Commissioner's office tends to try to work with strata corporations to change their practices rather than focus on how slow a strata corporation has been to adopt a policy.

24 HOUR ANSWERING SERVICE – 604-685-3227

The regular office hours of AWM are from 9:00 a.m. to 5:00 p.m. Monday to Friday. After these regular hours, the same telephone number is answered by a Telephone Answering Service, which is paid for by AWM. This service is intended to provide relief in the event of an emergency.

Please also note that emergencies include: fires, broken water pipes, stuck elevators, stuck garage door and other such general community situations that require urgent attention. Owners will call 911 prior to contacting AWM for incidents of fire, severe flooding (water escape), earthquake, human injury or theft. Local authorities including, but not limited to, fire and rescue services are responsible for appropriate action. Owners will not contact AWM's emergency service for non-emergencies or accounting inquiries. The 24-hour answering service is not available for general inquiries concerning accounts, Council policies and other matters, which would normally constitute regular administration. Break-ins and/or vandalism to your automobiles or premises should first be reported to the Police department.

SECURITY

All owners/residents are asked to:

- * never leave keys or key fobs in their vehicle
- * report any lost or stolen keys to AWM immediately
- * not to allow strangers into the building

- * meet delivery personnel at the front door
- * watch the garage gate close after driving in/away from the parking area

CONCERNS/COMPLAINTS:

Owners are requested to put their non-emergency concerns in writing to Council or AWM. This will ensure that your concern is addressed at the next council meeting and proper documentation is maintained. The Strata Property Act also requires all complaints to be in writing for Council to take action. Please note that all correspondence is confidential.

Suite Modification & Insurance. Owners are reminded that they should have appropriate levels of condominium insurance coverage for their belongings, "contents", and any improvements that they have done to the suite since it was originally built.

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*****ALL OWNERS*****

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- Residents must arrange with the Property Manager, in writing, for the elevator booking at least 72 hours in advance of the move.
- Residents are also required to contact the Property Manager prior to any delivery to ensure that the elevator pads are erected.

ADJOURNMENT – being no further business, the meeting was adjourned at 8:10 p.m. Next meeting - T.B.A.

The minutes were taken and respectfully submitted by:

Paul Kral, AWM– Alliance Real Estate Group Ltd.

General Inquiries: 604-639-2189; Emergency: 604-685-3227; Email: paul@awmalliance.com

Owners are reminded to keep these documents for their future reference in the event that they wish to sell their suite. Please note that any replacement copies must be purchased from AWM-Alliance.



AWM-ALLIANCE REAL ESTATE GROUP LTD.

**NOTICE TO RESIDENTS
AT COAST
6063 / 6093 IONA DRIVE**



RE: SKATEBOARDING IN PARKADE

Dear Residents:

It has been brought to Strata Council's attention that there have been some residents skateboarding in the parkade. We would like to remind all residents that such activity is dangerous and is not permitted as per the building bylaws.

We ask all residents to refrain from skateboarding in the parkade.

We look forward to everyone's cooperation. Should there be any further questions, please do not hesitate to contact the Property Manager.

Regards,

Strata Corporation BCS3492

Per:

Paul Kral
Senior Property Manager
AWM-Alliance Real Estate Group Ltd.

**MINUTES OF THE STRATA COUNCIL MEETING
THE COAST – BCS 3492**

Held: Thursday, July 8th, 2010

Location: TH 30 – 6093 Iona Drive, Vancouver

ATTENDANCE

Joan Grimsrud – President and Privacy office

Margie Sheppard – Vice President

Lilia Zilberman – Treasurer and Secretary

Kyle Kingston, Strata Manager, of AWM-Alliance Real Estate Group Ltd. AWM-Alliance Real Estate Group Ltd will be minuted as AWM.

The meeting was called to order at 6:50 pm.

PREVIOUS MINUTES

It was MOVED, SECONDED and CARRIED to approve the April 7th, 2010 Council meeting minutes.

FINANCIAL REPORT

The financial statements for March to May 2010 were reviewed. The Strata Council and AWM discussed the budget deficit and AWM provided notable expenses which lead to the deficit and in particular the gas, hydro, trash collection, water/sewer and insurance costs which are significantly over budget. The Council requested AWM to contact Bastion with concerns over the usage of common areas therefore a potential refund of some hydro costs used for these areas. A general discussion was also held about the duplexes and the delinquent trash collection costs. AWM will further investigate how these properties are legally designated and speak with Bastion on a resolution moving forward to the situation.

After review, the Strata Council MOVED, SECONDED and CARRIED to approve the financials for March to May 2010.

Accounts Receivable – AWM provided a current list of the Owners' Strata accounts. There are only a couple of owners who are in arrears with one month worth of fees. The Strata Council and AWM thank all owners for being current with their Strata Fee payment obligations.

AWM-Alliance on behalf of the Strata conducts collection in accordance with the bylaws each month on all outstanding accounts. All Owners please be advised that your monthly maintenance payments are due and payable on the first of each month. Non-compliance may result in Council taking the following action:

1 Month – Letter

2 Months – Letter, plus \$50.00 fine.

3 Months – Lien Warning Letter, plus \$100.00 fine.

4 Months – Lien registered (\$450.00 plus HST charged to the Owner), plus \$200.00 fine, plus an additional fine every 7 days for any continued infraction,

6 Months – Foreclosure Warning Letter,

6 Months or more – Foreclosure in accordance with the Strata Property Act.

All Owners please be advised that your monthly maintenance payments are due and payable on the first of each month.

Owners are encouraged to correspond with Council if they experience financial difficulties.

BUSINESS ARISING – INFORMATION ONLY

Invalid Backflow Preventers – UBC utilities as well as the Strata's irrigation company reported a lack of proper backflow preventers at the building. The Strata's mechanical company has tested the equipment and provides reports to satisfy UBC Utilities concerns. The reports from the irrigation company have been forwarded to the developer and installing mechanical company for comment.

Irrigation System Start Up – A few units required repairs to the irrigation system and the developer has been notified of the deficiencies. The Strata Council and AWM also discussed the coordination of the start up and winterization in order to formalize procedures moving forward.

Private Garage Remotes – Owners are reminded to contact Sam's Garage Doors should they require a remote for their private garage. Sam's Garage Doors can be contacted at 604-460-1141.

Warranty/Deficiency Items – The Strata Council and AWM have provide the developer with warranty items and request owners to notify the Strata Corporation should you notice any common area deficiencies. AWM will be gathering engineering proposals for the 15 month and 2 year warranty review.

BUSINESS ARISING – ACTION ITEMS

Creation of new Strata Lot Request – The Strata Council has received a request from the owner of a sixth floor suite for permission to re-designate the campus suite associated with

the unit as a separate Strata Lot. Upon review of the request, the Strata Council discussed if this would compromise the Coast development as UBC had designated a certain percentage or number of campus suites for the building. Concerns were also raised about how this would affect other owners who have campus suites as they may wish to have their subdivided as well. The Strata Council asked AWM to contact UBC administration and Bastion to gather more info on these concerns.

Duplexes Garbage Costs – The Council discussed the current set up for garbage collection for the duplexes that do not belong to the Strata Corporation. Currently the Strata Corporation pays for the service and sends the owners of the duplexes a reimbursement request. As most of the duplexes have not been reimbursing the Strata Corporation, AWM and the Council discussed different options to either restrict their access to the garbage room or have the service contract halted altogether. AWM will discuss with UBC administration on what the Strata Corporation's legal obligation is to the duplexes with respect for the garbage collection.

Private Garage Gate Maintenance – AWM provided the Strata Council with a proposal to have all the private garage gates serviced in order to ensure of their operation and chargeback each owner individually wanted the service. Upon discussion, the Strata Council MOVED, SECONDED and CARRIED to not have these performed and leave it up to the individual owner.

Inspection Rules – AWM provided the Strata Council with a new rule which would administer the request for common area inspections from purchasers, realtors or home inspectors. The Strata Council MOVED, SECONDED and CARRIED to approve of this new rule.

*** Attached please find the new inspection rule and please keep for your records. ***

CORRESPONDENCE

The correspondence received and sent was discussed by Council.

- 1) A duplex owner responded to a Strata letter requesting their oil stains be removed from their stall. The owner disputed the allegations that it was oil in their stall.
- 2) A suite on the fifth floor of the 6063 building requested the Strata Corporation send notices via email and to have the window cleaning commenced. The Strata Council requested AWM to send a survey requesting all owners to sign up their email address in order to receive Strata notices, reminder's etc. Window cleaning will be scheduled shortly.

*** All general meeting and important notices will still be mailed to the address provided for mailing. ***

3) Multiple suites complained about parties being held in the Coast Club room. The Strata Council is gathering proposals to have the room secured with doors on both sides and fobbed so access can be properly managed.

4) A third floor suite in the 6063 building requested that the janitorial staff include in their regular routine the cleaning or wiping down of all suite doors. The janitorial company has confirmed that they will implement.

5) A fifth floor owner in the 6063 building requested permission to perform renovations inside the suite. Upon review of the drawings, the Strata Council MOVED, SECONDED and CARRIED to grant permission for the renovations.

CONCERNS/COMPLAINTS: Owners are requested to put their non-emergency concerns in writing to AWM-Alliance Real Estate Group Ltd. This will ensure that your concern is addressed at the next Council meeting and proper documentation is maintained. The Strata Property Act also requires all complaints to be in writing for the Strata Council to take action. Please note that all correspondence is confidential, as per the Strata Property Act.

NEW BUSINESS

Council Members – More Council members are welcomed and the Strata Council is looking for more ownership involvement therefore if you are interested in joining Council or perhaps being members of a committee please contact AWM for further details.

Sight Line Easement – A neighbouring building contacted AWM about their concerns of the plants on the penthouse roof decks which are over the easement's approved limit and therefore are reducing the sight lines of the neighbouring building. AWM will contact the penthouse owners and advise them of the easement and also request their cooperation in ensuring that their Strata Lot is not in violation.

Designated Road parking – The Strata Council briefly discussed the parking on the perimeter roads of the complex and requested AWM to confirm the user ability of all these roads.

ADJOURNMENT

There was no further business and the meeting was adjourned at 7:58 p.m.

NEXT MEETING

The next meeting has not been schedule at this time.

These minutes submitted on behalf of the Strata Council of BCS 3492 by:

Kyle Kingston
Strata Manager
AWM-Alliance Real Estate Group Ltd.
#540-220 Cambie St., Vancouver, BC, V6B 2M9
Emergency/General Inquiries: 604-685-3227
Direct: (604) 639-2185
Fax: (604) 893-1721
Email: kyle@awmalliance.com

24-Hour Emergency: After hours, residents are requested to contact **AWM-Alliance by calling #604-685-3227** for emergencies only. If there are any non-emergencies or building related problems please call during normal working hours (Monday to Friday 9 am. to 5 pm.).

*****Condo Insurance*****

Personal Insurance: Residents are again reminded to obtain appropriate insurance coverage for both your contents and liability within your suite. If you are renting your suite, you may also wish to arrange for rental loss coverage. Should a loss occur costs incurred by the Corporation may be the responsibility of the Owner if the Owner is in breach of the By-laws or the Act.

Rules and Regulations

Inspection Services

A fee of \$50.00 shall be charged and be payable prior to the Site Manager or any other designated person by the Strata Council arranging for an appropriate time, upon a 72 hour advance request of Purchasers, Agent, Inspector or the like, to provide access to common areas of the buildings and property that may be required for the purposes of inspections. The Site Manager or designate shall have the authority to collect the fee prior to the provision of any services in this regard, and the fees collected shall be to the sole benefit of the Strata Corporation to cover lost time in daily responsibilities by the Site Manager or designate. Additional fees may apply for excessive time.