

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2884
LOTUS**

Held on Thursday, July 29, 2010
Within the Lounge Amenity Room – Tower A
5900 Alderbridge Way, Richmond, B.C.

COUNCIL IN ATTENDANCE:	Stephen Yu Jensen Ho Michele Joller Marianne Lim	Vice President Treasurer Council at Large Council at Large
REGRETS:	Nick Watts	President
GUESTS:	Chris Black Jun Liu	Owner Resident Manager
SENIOR STRATA MANAGER:	Eric Chua	Crosby Property Management Ltd.

The meeting was called to order at 7:10 pm by the Vice President.

GUESTS BUSINESS

Mr. Chris Black, an owner, was invited by Council to attend the meeting tonight.

RESIDENT MANAGER'S REPORT

The Resident Manager attended the meeting and since there were no questions or concerns raised, the Resident Manager then left the meeting.

APPROVAL OF COUNCIL MEETING MINUTES

It was MOVED/SECONDED to approve the Minutes of the Council Meeting held June 24, 2010 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

The Strata Manager briefly reviewed the June financial statements with the Council. It was noted that June is the 10th month of operation and the majority of the expenditures are within the amount budgeted for and categories with negative variance would be adjusted in the proposed budget for the next fiscal year accordingly.

It was MOVED/SECONDED to approve the June 2010 financial statements. CARRIED.

REVIEW OF ACCOUNTS RECEIVABLE

The Strata Manager briefly reviewed the accounts receivable with the Council. It was noted that several owners' account are in arrears and warning letters had been issued and two strata lots had been Lien. Owners are reminded of Bylaw 1 (1), (3), & (4) – Payment of Strata fees of Lotus, and Lien procedures as noted below:

PAYMENT OF STRATA FEES

- 1(1) AN OWNER MUST PAY STRATA FEES ON OR BEFORE THE FIRST DAY OF THE MONTH TO WHICH THE STRATA FEES RELATE.**
- 1(3) IF AN OWNER IS LATE IN PAYING HIS OR HER STRATA FEES, THE OWNER MUST PAY TO THE STRATA CORPORATION INTEREST ON THE LATE PAYMENT IN THE AMOUNT OF 10% PER ANNUM, COMPOUNDED ANNUALLY, AND CALCULATED ON A MONTHLY BASIS COMMENCING FROM THE DATE THE PAYMENT WAS DUE AND CONTINUING UNTIL THE LAST DAY OF THE MONTH IN WHICH IT IS PAID.**
- 1(4) IN ADDITION TO INTEREST, FAILURE TO PAY STRATA FEES ON THE DUE DATE WILL RESULT IN A FINE OF \$50.00 FOR EACH CONTRAVENTION OF BYLAW 1 (1).**

ATTENTION

OWNERS ARE REMINDED OF THE PROCESS THAT TOOK PLACE IF YOUR STRATA FEES ARE IN ARREARS FOR MORE THAN 90 DAYS:

- 1. LETTER SENT OUT WITH 2 WEEKS DEMAND WITH A LIEN WARNING.**
- 2. CERTIFICATE OF LIEN IS ISSUED AND REGISTERED AT LAND TITLE OFFICE AGAINST THE PROPERTY.**
- 3. IF NO ACTION FROM THE OWNERS TO RECTIFY THE ARREARS, LITIGATION PROCESS IS COMMENCED TO COLLECT THE OUTSTANDING STRATA FEES.**
- 4. FORCE SALE INITIATED BY THE COURT AND OUTSTANDING STRATA FEES ARE COLLECTED BEFORE THE MORTGAGE IS REPAYED AS LIEN HAS A HIGHER PRIORITY OVER THE MORTGAGE.**

IT IS ABSOLUTELY PARAMOUNT THAT THE OWNERS PAY THEIR STRATA FEES ON TIME (1ST OF THE MONTH). IT IS POSSIBLE TO PREPAY YOUR STRATA FEES IN ADVANCE, PLEASE CONTACT CROSBY PROPERTY MANAGEMENT FOR ARRANGEMENT AND DETAIL.

STRATA COUNCIL THANKS YOU FOR YOUR KIND ATTENTION

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

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

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Inaccessible Window Cleaning
This item had since been completed.
2. Landscaping Issues
The Strata Manager presented the reply from the landscaping company to the Council for reference. It was noted that the concerns raised were in the schedule and would be attended to soon. In addition, Council would schedule a date for the walkabout with the landscaping company to detail out the necessary work and would continue to monitor the quality of their performance.
3. Exercise Room – Solar Shades
The Strata Manager presented another quote for Council to review. Council discussed and the quote would be firmed up for further consideration.
4. Accessing Entryphone Camera
It was noted that only residents subscribing to Shaw Service basic TV plan would be able to access the front entrance entryphone camera through Channel 116 on their TV. But, for those residents using digital converters and with other service providers, their TV will not be able to access the front entrance camera.
5. Drawings & Plans of Lotus
The Strata Manager mentioned to the Council that the developer had provided the as-built for plumbing and mechanical, and sprinkler in a CD format. A copy will be provided to the Resident Manager for reference.
6. Common Area Cleaning
The Strata Manager presented a reply from the janitorial company with regards to the cleaning of the common area P2 and P3's lobby for the Council to review. The janitorial company will advise their cleaners to have those area attended to accordingly.

CORRESPONDENCE

Council received a request from an owner to waive a fine for parking at the Visitor Parking stalls. Council discussed and agreed that the fine would stay as per the bylaws of the Strata Corporation.

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The Owners Strata Plan BCS 2884
Held on Thursday, July 29, 2010

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There being no further business, the meeting was adjourned at 9:00 p.m. The next meeting will be the Annual General Meeting.

Eric Chua
Senior Strata Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours), www.crosbypm.com

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

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2884
LOTUS**

Held on Thursday, June 24, 2010
Within the Lounge Amenity Room – Tower A
5900 Alderbridge Way, Richmond, B.C.

COUNCIL IN ATTENDANCE:	Stephen Yu Michele Joller Marianne Lim	Vice President Council at Large Council at Large
REGRETS:	Nick Watts Jensen Ho	President Treasurer
GUESTS:	Chris Black Jun Liu	Owner Resident Manager
LICENSED STRATA MANAGER:	Eric Chua	Crosby Property Management Ltd.

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

GUESTS BUSINESS

Mr. Chris Black, an owner, who has background in Engineering, was invited by Council to attend the meeting.

RESIDENT MANAGER'S REPORT

The Resident Manager attended the meeting and since there were no questions or concerns raised, the Resident Manager then left the meeting.

APPROVAL OF COUNCIL MEETING MINUTES

It was Moved/Seconded to approve the Minutes of the Council Meeting held May 27, 2010 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

The Strata Agent briefly reviewed the May financial statements with the Council. It was noted that May is the 9th month of operation and majority of the expenditures are within the amount budgeted for and categories with negative variance would be adjusted accordingly at the next fiscal year.

It was MOVED/SECONDED to approve the May 2010 financial statements. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

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

BUSINESS ARISING FROM PREVIOUS MINUTES

1. 2 Year Warranty Review
The Strata Agent mentioned to the Council that Morrison Hershfield Engineering has completed the 2 Year Warranty Review. The Strata Agent further mentioned that the final report had been forwarded to the developer and the warranty company prior to the due date. A copy of the reply from Willis, the warranty company, was presented to the Council for reference.
2. Parkade Power Washing
This item had since been completed.
3. Inaccessible Window Cleaning
The inaccessible window cleaning is being scheduled for June 28th to July 8th. Notices had been posted to remind the residents regarding this event.
4. Corner Guard Protector
The Senior Strata Manager is soliciting for more quotes for cost comparison. This item is still in progress.
5. Landscaping
The landscaping company had been notified with regards to the unfinished landscape area and the two leaning trees. The landscaper is waiting for the final approval from the developer. A copy of the reply from the landscaping company was presented to the Council for reference. Concerns regarding the quality of service provided by the landscaping company were discussed and their service would continue to be monitored.
6. Bike Area
This item is still in progress.

CORRESPONDENCE

Council received a request from an owner to waive a fine for parking at the Visitor Parking stalls. Council discussed and agreed that the fine would stay as per the Bylaws of the Strata Corporation.

Several warning letters and letters with fines were issued to residents with regard to bylaw contraventions, specifically for storage and Christmas lights on balcony, vehicle without valid insurance, and illegally parking at the visitor parking stalls.

1. **AS PER BYLAW 3 (20) (3) – “A RESIDENT SHALL NOT PLACE ON THE BALCONY OF THE STRATA LOT BICYCLES, MOTORCYCLES, BOXES, MACHINERY, EQUIPMENT, ANY PERSONAL ITEMS, OR IN ANY WAY USE SUCH BALCONY AS A STORAGE AREA.”**

根據 LOTUS 附例 3 (20) (3)，業主，租戶，住客或訪客絕對不可將私人物件儲藏在陽台。煙蒂，水，及其他廢物全不能拋出陽台。違反者將被罰款。

2. **AS PER BYLAW 3 (16) – “A RESIDENT MUST ENSURE THAT CHRISTMAS LIGHTS ARE INSTALLED AFTER DECEMBER 1ST OF THE YEAR APPROACHING CHRISTMAS AND REMOVED BEFORE JANUARY 15TH OF THE YEAR FOLLOWING CHRISTMAS.”**

3. **AS PER BYLAW 32 (4) – “VEHICLES MUST BE INSURED AND HAVE PROOF OF STORAGE INSURANCE VISIBLE ON DASHBOARD OR RISK BEING TOWED.”**

4. **AS PER BYLAW 32 (9) – “RESIDENTS ARE NOT ALLOWED TO PARK AT THE VISITOR PARKING STALLS, WHICH ARE RESERVED SOLELY FOR THE VISITORS/GUESTS OF LOTUS OR RISK BEING TOWED AT YOUR OWN EXPENSE OR BEING FINED.”**

根據 LOTUS 附例 32 (9)，訪客泊車位只供 lotus 訪客使用，嚴格執行。住戶不許使用訪客泊車位，否則車輛會拖走。業主必須將有關大廈守則通知其住客及訪客。

5. **OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS ACCORDINGLY.**

各業主有責任通知他們的租客。

STRATA COUNCIL THANKS YOU FOR YOUR CO-OPERATION AND UNDERSTANDING.

業委會多謝閣下的合作及體諒。

NEW BUSINESS

1. **Exercise Room – Solar Shades**
A quote was presented to the Council for consideration. Council reviewed and agreed that a second quote be obtained for cost comparison.
2. **Resident Manager’s Suite – Shaw Internet**
Shaw advised that the complimentary High Speed Internet and the basic Cable for the Resident Manager’s suite will be expiring soon. Council discussed and agreed that Telus be contacted to determine if their service and cost is compatible.

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3. Entryphone Camera
A few Council members noted that the front entrance entryphone camera is not functioning and could not be viewed from their suites. This item will be further investigated.
4. Bylaw Addition
Council would be proposing a bylaw allowing a spouse to be on Council. This bylaw addition will be presented to the ownership at the Annual General Meeting for endorsement.
5. Common Hallway Carpet
It was brought to the attention of the Council that there is a trail of oily stains on the common hallway carpet of the 15th floor at Tower B. This will be further investigated.
6. Drawings and Plans of Lotus
The Senior Strata Manager will confirm with the Resident Manager the drawings and plans that are on-site and Council will be advised accordingly.
7. Common Area Cleaning
Council noted that the common areas of P2 and P3 lobbies are not being cleaned. The janitorial company will be advised to have these areas attended to and include them in their cleaning duties regularly.
8. Reminder

AMENITY ROOM RENTAL

PLEASE NOTE THAT THE AMENITY ROOM IS AVAILABLE FOR RENT AT A FEE OF \$25.00 FOR A FOUR (4) HOUR PERIOD. RESIDENTS INTERESTED IN RENTING THE AMENITY ROOM, PLEASE CONTACT THE RESIDENT MANAGER DIRECTLY TO COMPLETE THE APPLICATION FORM FOR BOOKING.

STRATA COUNCIL THANKS YOU FOR YOUR KIND ATTENTION.

大廈會議室出租

大廈會議室現可出租，每四小時收費\$25.00元。有意者請向大廈管理員聯絡，填好表格。
多謝合作。

There being no further business, the meeting was adjourned at 8:30 p.m. The next meeting will be on Thursday, July 29, 2010.

Eric Chua, Licensed Senior Strata Agent
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours), www.crosbypm.com

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on Thursday, June 24, 2010**

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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2884
LOTUS**

Held on Thursday, May 27, 2010
Within the Lounge Amenity Room – Tower A
5900 Alderbridge Way, Richmond, B.C.

COUNCIL IN ATTENDANCE:	Jensen Ho Michele Joller Marianne Lim	Treasurer Council at Large Council at Large
REGRETS:	Nick Watts Stephen Yu	President Vice President
GUESTS:	Renee Hong Chris Black Jun Liu	Owner Owner Resident Manager
LICENSED STRATA AGENT:	Eric Chua	Crosby Property Management Ltd.

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

GUESTS BUSINESS

Ms. Renee Hong, an owner, attended tonight's meeting to discuss with Council regarding her vehicle being scratched by the neighboring vehicle. (Please see NEW BUSINESS – Vehicle Damaged for more detailed information).

Mr. Chris Black, an owner, who has background in Engineering, was invited by Council to attend the meeting.

RESIDENT MANAGER'S REPORT

The Resident Manager attended the meeting and since there were no questions or concerns raised, the Resident Manager then left the meeting.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held April 29, 2010 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

The Strata Agent briefly reviewed the April financial statements with the Council. It was noted that April is the 8th month of operation and majority of the expenditures are within the amount budgeted for and categories with negative variance would be adjusted accordingly at the next fiscal year.

It was moved/seconded to approve the March and April 2010 financial statements. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

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

BUSINESS ARISING FROM PREVIOUS MINUTES

1. 2 Year Warranty Review
The Strata Agent mentioned to the Council that Morrison Hershfield Engineering has completed the 2 Year Warranty Review and await their final report. Once received, it would be forwarded to the Council for review.
2. Common Area Touch Up Painting
This item had since been completed. Council noted that the building is now looking much more refreshed and expressed their satisfaction with the work completed.
3. Elevator Bulletin Board
This item had since been completed.
4. Block Watch Program
The Strata Agent had contacted the Block Watch Program for the Richmond detachment and was advised that a group of volunteers, as well as a captain, is needed prior to the program being initiated. Council deliberated and agreed that this item be brought up at the Annual General Meeting to be discussed with the ownership to solicit for volunteers.
5. Parkade Power Washing
Residents are advised that the underground parkade will be power washed on June 22nd (P3 level), June 23rd (P2 level) and June 24th (P1 level). The work will be conducted from 8:00 am – 4:00 pm. Residents are requested to vacate the parkade on the dates shown for your level before 8:00 am in order to achieve a satisfactory cleaning of the parkade. Strata will not be responsible for any damage to the cars left in the parkade during the cleaning. Please refer to the notices posted for more detail information. Council thanks you for your co-operation and understanding.

業主，租戶，住客，請注意，停車場將在六月二十二日（第三層），六月二十三日（第二層），六月二十四日（第一層）清洗。早晨八點至下午四點。以取得滿意的清洗，車輛在八點之前在頂定的期間須離開停車場。清洗期間，如有車輛停留在停車場，業委會將不負任何責任。詳情請參閱貼的告示。業委會多謝閣下的合作及體諒。

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6. Inaccessible Window Cleaning
The inaccessible window cleaning is being scheduled for June 28th to July 8th. Notices will be posted to remind the residents regarding this event.
7. Corner Guard Protector
Council discussed the quote from the painting company. As it is cost prohibitive to have all of the corners protected, Council agreed that corners for the lobbies and the parking level are to be done at this time and the others be assessed further.

CORRESPONDENCE

Council received a request from an owner to waive a late fine. Council discussed and agreed that the fine would stay as per the bylaws of the Strata Corporation.

Several warning letters and letters with fines were issued to residents with regard to bylaw contraventions, specifically for Insurance Deductible Charge Back, Satellite Dish on Balcony, and Pets on 5th Floor Courtyard area.

1. **AS PER BYLAW 1 (1) & (4) – “AN OWNER MUST PAY STRATA FEES ON OR BEFORE THE FIRST DAY OF THE MONTH TO WHICH THE STRATA FEES RELATE. IN ADDITION TO INTEREST, FAILURE TO PAY STRATA FEES ON THE DUE DATE WILL RESULT IN A FINE OF \$50.00 FOR EACH CONTRAVENTION OF BYLAW 1 (1).**

根據 LOTUS 附例 1 (1) 及 (4), 業主須在每月第一天之前把管理費交齊。不遵守者會導致罰款 \$50.00 元及利息。

2. **AS PER BYLAW 3 (14) – “AN OWNER SHALL INDEMNIFY AND SAVE HARMLESS THE STRATA CORPORATION FROM THE EXPENSE, INCLUDING INSURANCE DEDUCTIBLE, OF ANY MAINTENANCE, REPAIR OR REPLACEMENT RENDERED NECESSARY TO THE COMMON PROPERTY OR TO ANY STRATA OR RESULTING FROM AN OWNER’S WILLFUL ACT OR NEGLIGENCE OR THAT OF ANY TENANT OR OCCUPANT OF A STRATA LOT OR ANY VISITORS, CUSTOMERS, CLIENTS, EMPLOYEES OR CONTRACTORS OF AN OWNER, TENANT OR OCCUPANT, BUT ONLY TO THE EXTENT THAT SUCH EXPENSE IS NOT RECOVERED FROM PROCEEDS OF INSSURANCE CARRIED BY THE STRATA.**

3. **AS PER BYLAW 3 (20) (8) – “A RESIDENT SHALL NOT ERECT, PLACE, INSTALL OR CAUSE TO BE ERECTED, PLACED OR INSTALLED, WHETHER PERMANENTLY OR TEMPORARILY, FIXTURES, AIR CONDITIONING UNITS, SATELLITE DISHES, ANTENNNAS, POLES, CLOTHESLINES, LAUNDRY, BEDDING, RACKS, STORAGE SHEDS OR SIMILAR STRUCTURES ON COMMON PROPERTY AND LIMITED COMMON PROPERTY...”**

4. **AS PER BYLAW 3 (20) (8) – “PETS ARE NOT ALLOWED IN THE 5TH FLOOR COURTYARD AREA.”**

寵物不允許帶入五樓庭院，違法者將被罰款。

5. **OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS ACCORDINGLY.**

各業主有責任通知他們的租客。

STRATA COUNCIL THANKS YOU FOR YOUR CO-OPERATION AND UNDERSTANDING.

業委會多謝閣下的合作及體諒。

NEW BUSINESS

1. Vehicle Damaged

Residents are reminded to be mindful when parking, so you do not hinder on your neighbour's car and to be extremely careful when opening your vehicle's door, so as not to cause any damage to your neighbour's car.

2. Towing Permit – City of Richmond

The Strata Agent mentioned to the Council that City of Richmond had forwarded the official confirmation and certificate with regards to the Towing Permit for Lotus. The Strata Agent further mentioned that the Towing Permit had been posted in the lobbies for residents' reference.

3. Roof Anchors Testing

This item had since been completed.

4. Insurance Renewal

A copy of the insurance renewal was presented to the Council for reference and record keeping. **Owners' are reminded that the water damage deductible for the strata has increased to \$10,000 at the renewal date of June 09, 2010.**

5. Closure of Swimming Pool – Cleaning

Council noted that the swimming pool was recently closed due to unsanitary practices by children without proper adult supervision. Residents are advised that the water for the pool had to be drained and the pool thoroughly cleaned by the pool company, water re-filled, chemicals added, PH balance checked and inspected by proper authority before the pool could be re-opened for use. The process is tedious and unnecessary costs are incurred. Residents are reminded that proper adult supervision is mandatory when children are involved in using the pool and please follow the Rules posted. Any further occurrence will result in Council reconsidering the rules of use for the swimming pool.

6. Use of Fitness Equipment

It was brought to the attention of the Council that some residents were noted using the exercise equipment barefoot. Residents are reminded of the Rules for the Fitness Room as follows:

- Proper footwear must be worn at all times.
- 使用健身房設備時，須穿上適當的鞋，不能赤腳。

7. Swimming Pool – Shower Handles

It was brought to the attention of Council that the showers' handles in the swimming pool are broken and needed replacement. The Resident Manager mentioned that these had been replaced previously and recommended that a commercial model with the push button type, which would be more lasting, be installed. Council discussed and authorization was given to proceed forward.

8. Landscaping

It was noted that the landscape area at the front entrance of Tower A and by the water feature had not been addressed by the landscaper. It was further noted that a tree by the side wall of Tower A is leaning forward and needed some support. These will be forwarded to the landscaper to be attended to.

9. Bike Area

Council is investigating the various options of securing a place for bikes. One of the options is to purchase a tandem parking stall from the developer (if available and at a suitable location) to be converted as a bike area. This will be further investigated.

10. Meeting Schedule

The Strata Agent presented a copy of the meeting schedule for the whole year to the Council for reference.

11. Reminder

AMENITY ROOM RENTAL

PLEASE NOTE THAT THE AMENITY ROOM IS AVAILABLE FOR RENT AT A FEE OF \$25.00 FOR A FOUR (4) HOUR PERIOD. RESIDENTS INTERESTED IN RENTING THE AMENITY ROOM, PLEASE CONTACT THE RESIDENT MANAGER DIRECTLY TO COMPLETE THE APPLICATION FORM FOR BOOKING.

STRATA COUNCIL THANKS YOU FOR YOUR KIND ATTENTION.

大廈會議室出租

**大廈會議室現可出租，每四小時收費\$25.00元。有意者請向大廈管理員聯絡，填好表格。
多謝合作。**

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There being no further business, the meeting was adjourned at 8:30 p.m. The next meeting will be on Thursday, June 24, 2010.

Eric Chua, Licensed Senior Strata Agent
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours), www.crosbypm.com

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Held on Thursday, April 29, 2010
Within the Lounge Amenity Room – Tower A
5900 Alderbridge Way, Richmond, B.C.

COUNCIL IN ATTENDANCE:	Stephen Yu Jensen Ho Michele Joller Marianne Lim	Vice President Treasurer Council at Large Council at Large
REGRETS:	Nick Watts Donna Lau	President Council at Large
GUESTS:	Chris Black Jun Liu	Owner Resident Manager
LICENSED STRATA AGENT:	Eric Chua	Crosby Property Management Ltd.

The meeting was called to order at 7:20 p.m. by the Licensed Senior Strata Agent.

It was noted that Council Member Donna Lau had sold her place and is no longer available to be on Council. Council thanked Ms. Lau for her valuable contributions while serving on the Council.

GUESTS BUSINESS

Council noted that three owners who contacted the Strata Agent requesting for hearing regarding the late fine and Lien charges assessed to their accounts were not present.

Mr. Chris Black, an owner, who has background in Engineering, was invited by Council to attend the meeting regarding the 2 Year Warranty Review. (Please see BUSINESS ARISING FROM PREVIOUS MINUTES – 2 Year Warranty Review for more detail information).

RESIDENT MANAGER'S REPORT

The Resident Manager attended the meeting and since there were no questions or concerns raised, the Resident Manager then left the meeting.

APPROVAL OF COUNCIL MEETING MINUTES

It was MOVED/SECONDED to approve the Minutes of the Council Meeting held March 25, 2010 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

The Strata Agent briefly reviewed the March financial statements with the Council. It was noted that March is the 7th month of operation and majority of the expenditures are all within the amount budgeted for and categories with negative variance would continue to be monitored.

It was MOVED/SECONDED to approve the January and February financial statements. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

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

BUSINESS ARISING FROM PREVIOUS MINUTES

1. 2 Year Warranty Review
The Strata Agent mentioned to the Council that Morrison Hershfield Engineering has started their site review and bosun chair drops would commence next week. In addition, engineering survey form had been mailed to all owners for their inputs. The Engineer mentioned that if several suites could be arranged for review, it would be in the best interests of the Strata. Council Members agreed to provide access to their suites for review next week to coincide with the bosun chair drops.

2. Common Area Touch Up Painting
The Strata Agent mentioned to the Council that three companies were sourced and the company which provided the best quote, was selected to perform the work. Council noted that the painting company has started the touch up painting at Tower A. Once Tower A is completed, B and C would follow.

3. Elevator Bulletin Board
The Strata Agent mentioned that six (6) elevator bulletin boards had been delivered to the Resident Manager and they would be installed shortly.

4. Block Watch Program
It was noted that in order to have the block watch program initiated, volunteers are needed. Residents are advised that Council is in the process of organizing a Block Watch program for Lotus. Owners/residents who are interested in volunteering can kindly contact the Strata Agent Eric Chua at 604-689-6970 or e-mail to echua@croscopym.com.

5. Parkade Power Washing
This item is in the process of being scheduled and would commence soon. To achieve ideal results, Residents are requested to remove their cars from the parkade while the power washing is being conducted. Strata will not be responsible for any damage to the cars if left in the parkade during the power wash. Notices would be posted to remind the residents regarding this event accordingly.

CORRESPONDENCE

A request was received from an owner to install a closet in the master bedroom. Council reviewed and discussed the drawing presented and the request was approved with the understanding that if there is any sprinkler system at that location, it would not be enclosed or tampered with and the owner would indemnify the strata of any renovation done to the suite.

Several warning letters and letters with fine were issued to residents with regards to bylaw contraventions,

specifically for no Form K, and noise disturbance.

1. AS PER **BYLAW 37 (B) & (C)** – “AN OWNER MUST CAUSE THE TENANT TO EXECUTE A FORM K – NOTICE OF TENANT’S RESPONSIBILITIES AS PROVIDED IN THE STRATA PROPERTY **ACT** (BRITISH COLUMBIA), AS AMENDED OR REPLACED, PRIOR TO HIS OR HER OCCUPATION OF THE STRATA LOT, AND PROVIDE THE STRATA CORPORATION WITH A COPY THEREOF. FAILURE TO COMPLY WOULD RESULT IN A FINE BEING ASSESSED TO THE STRATA LOT.

根據 LOTUS 附例 37 (B) 及 (C), 在住客或訪客沒搬入之前, 業主須根據卑西省之 FORM K 把表格填好, 供應給大廈。不違守者會導致罰款。

2. AS PER **BYLAW 3 (1)** – “A RESIDENT 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,
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根據 LOTUS 附例 3 (1), 業主, 租戶, 住客或訪客絕對不可分契單位, 公共物業或公共財產作以下的用途:

- (A) 對其他人造成滋擾或危險,
(B) 造成不合理的吵聲,
(C) 不合理地干擾其他人使用及享用公共物業, 公共財產或另一分契單位的權利
3. OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS ACCORDINGLY.

各業主有責任通知他們的租客。

STRATA COUNCIL THANKS YOU FOR YOUR CO-OPERATION AND UNDERSTANDING.
業委會多謝閣下的合作及體諒。

NEW BUSINESS

1. Exterior Window Washing
The Strata Agent mentioned to the Council that this item is in the process of being scheduled. Once confirmed, notices would be posted to remind the residents accordingly.
2. Fitness Room Hours

Council discussed the opening hour of the exercise room and agreed that it would start at 6:00 am instead of the usual 7:00 am.

FITNESS ROOM RULES

- Hours of operation: 6:00 a.m. to 10:00 p.m.

3. Swimming Pool Humidity

It was noted that recently the humidity inside the swimming pool is quite high and it was suspected that the mechanical unit might not be functioning properly. The mechanical company would be contacted to have this attended to.

4. Corner Guard Protector

Council agreed that after the touch up painting work, corner guards for the common area should be installed to protect those areas.

5. Parkade Membrane

It was brought to the attention of the Council that a few areas of the parkade membranes are in need of repairs. Once the parkade is power washed, this would be attended to.

6. Front Entrance Glass

It was noted that a piece of the front entrance glass at Tower A had shattered and needed replacement. The Strata Agent was directed to attend to this.

7. Blinds for the Gym

The Strata Agent mentioned that a few owners inquired if blinds could be installed in the exercise room as the morning sun is too strong for some users. Quotes would be sourced to have this further investigated.

8. Balcony Storage

Residents are reminded that as per **Bylaws 3 (20) (3)** of Strata Plan, BCS 2884, Lotus, – “**A resident shall not place on the balcony of the strata lot bicycles, motorcycles, boxes, machinery, equipment, any personal items, or in any way use such balcony as a storage area.**”

Owners are responsible to advise/inform their tenants accordingly. Council thanks you for your co-operation.

根據 LOTUS 附例，業主，租戶，住客或訪客絕對不可將私人物件儲藏在陽台。業主必須將有關大廈守則通知其住客及訪客。業委會多謝閣下的合作。

9. Pets on 5th Floor Courtyard

Residents are reminded that as per **Bylaw 3 (11)** of Strata Plan, BCS 2884, Lotus – “**Pets are not allowed in the 5th floor courtyard area.**” Owners are responsible to advise/inform their tenants accordingly. Council thanks you for your co-operation.

寵物不允許帶入五樓庭院，違法者將被罰款。業主必須將有關大廈守則通知其住客及訪客。業委會多謝閣下的合作。

10. Reminder

AMENITY ROOM RENTAL

PLEASE NOTE THAT THE AMENITY ROOM IS AVAILABLE FOR RENT AT A FEE OF \$25.00 FOR A FOUR (4) HOURS PERIOD. RESIDENTS INTERESTED IN RENTING THE AMENITY ROOM, PLEASE CONTACT THE RESIDENT MANAGER DIRECTLY TO COMPLETE THE APPLICATION FORM FOR BOOKING.

STRATA COUNCIL THANKS YOU FOR YOUR KIND ATTENTION.

大廈會議室出租

**大廈會議室現可出租，每四小時收費\$25.00元。有意者請向大廈管理員聯絡，填好表格。
多謝合作。**

There being no further business, the meeting was adjourned at 8:30 p.m. The next meeting will be on Thursday, May 27, 2010.

Eric Chua
Licensed Senior Strata Agent
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours)
www.crosbypm.com

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

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2884
LOTUS**

Held on Thursday, March 25, 2010
Within the Lounge Amenity Room – Tower A
5900 Alderbridge Way, Richmond, B.C.

COUNCIL IN ATTENDANCE:	Jensen Ho Michele Joller Donna Lau Marianne Lim	Treasurer Council at Large Council at Large Council at Large
REGRETS:	Nick Watts Stephen Yu	President Vice President
GUESTS:	Chris Black Jun Liu Andy Liu	Owner Resident Manager Weekend Relief Manager
LICENSED STRATA AGENT:	Eric Chua	Crosby Property Management Ltd.

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

GUESTS BUSINESS

Mr. Chris Black, an owner who has background in engineering was invited by Council to attend the meeting to contribute his expertise on the warranty review issue (please see BUSINESS ARISING FROM PREVIOUS MINUTES – 2 Year Warranty Review for more detail information).

Mr. Andy Liu attended the meeting to detail the duties of the weekend relief manger and to answer the questions raised by the Council (Please see BUSINESS ARISING FROM PREVIOUS MINUTES – Weekend Relief Manager for more detail information).

RESIDENT MANAGER'S REPORT

The Resident Manager attended the meeting and since there were no questions or concerns raised, the Resident Manager then left the meeting.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held January 28, 2010 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

The Strata Agent briefly reviewed the February financial statements with the Council. It was noted that February is the 6th month of operation and majority of the expenditures are all within the amount budgeted for and categories with negative variance would continue to be monitored.

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

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

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

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Common Area Deficiencies Update
It was noted that the developer is continuing to work on the deficiencies list. Once the update is received, it would be forwarded to the Strata Council for their reference.
2. Visitor Parking Stalls – Towing Permit
The Strata Agent mentioned that Rusty Auto Towing had been installed and the towing of vehicles illegally parked at the Visitor Parking Stalls is now in force.

IMPORTANT!

AS PER BYLAW 32 (9) – “RESIDENTS ARE NOT ALLOWED TO PARK AT THE VISITOR PARKING STALLS, WHICH ARE RESERVED SOLELY FOR THE VISITORS/GUESTS OF LOTUS OR RISK BEING TOWED AT YOUR OWN EXPENSE OR BEING FINED.” OWNERS ARE RESPONSIBLE TO ADVISE/INFORM THEIR TENANTS ACCORDINGLY.

STRATA COUNCIL THANKS YOU FOR YOUR FULL COOPERATION AND UNDERSTANDING.

重要！

根據 LOTUS 附例 32 (9)，訪客泊車位只供 lotus 訪客使用，嚴格執行。住戶不許使用訪客泊車位，否則車輛會拖走。業主必須將有關大廈守則通知其住客及訪客。多謝合作。

3. Distribution of Visitor/Resident Decals
The Strata Agent mentioned to the Council that the distribution of the Visitor Parking and Resident decals had since been completed. Council discussed the overnight parking of vehicles at the Visitor Parking Stalls and agreed that **“OVERNIGHT” is to be the hours of 2:00 a.m. – 5:00 a.m.** Any vehicles noted parking after 2:00 a.m. at the Visitor Parking Stalls would be towed!

請注意，住客及訪客泊車證已在二月六日(星期六)分發，業主如沒在定日期間臨取泊車證，請向大廈管理員直接聯絡。業委會討論過夜泊車的情況，同意過夜的時間定為凌晨 2:00 am – 5:00 am. 所有車輛在二點凌晨後還停留在訪客的泊車位將會被拖走！

IMPORTANT!

TOWING OF VEHICLES ILLEGALLY PARKED OR OVERNIGHT PARKING AT THE VISITOR PARKING STALLS IS NOW IN PLACE!

PLEASE NOTE THAT ANY VEHICLE PARKED AT THE VISITOR PARKING STALLS WITHOUT DISPLAYING THE PROPER VISITOR PARKING DECAL OR ANY OVERNIGHT PARKING VEHICLE WILL BE TOWED!!! (NO EXCEPTION).

OWNERS ARE RESPONSIBLE TO INFORM THEIR TENANTS ACCORDINGLY REGARDING THIS ENFORCEMENT.

STRATA COUNCIL THANKS YOU FOR YOUR COOPERATION AND UNDERSTANDING.

重要！

車輛沒有泊車證而停留在訪客泊車位，或過夜的車輛將會被拖走！（沒有例外）。業主必須將有關大廈守則通知其住客及訪客。多謝合作。

4. Parkade Access Door to Swimming Pool

The Strata Agent mentioned that the owner whose parking stall is located near by the gate where the access door is to be created has sold her unit and the new owner would be contacted regarding this issue. Council noted that since majority of the residents already figure out a way to access the swimming pool, this item would be tabled for future consideration if warranted.

5. 2 Year Warranty Review

Council reviewed the quote from Morrison Hershfield regarding the 2 Year Warranty Review. Council agreed to include the bosun chairs drops and a survey form for the owners into the warranty review. As the warranty date is fast approaching, Council agreed to proceed forward with the 2 Year Warranty Review without further delay.

6. Weekend Relief Manager

Mr. Andy Liu, the weekend relief manager attended tonight's meeting to discuss with Council the duties and activities performed during the weekend. Discussion ensued with regards to the cleaning, moving activities, patrolling of the building, checking of the mechanical equipment and chemical testing of the swimming pool, etc.

7. Common Area Touch Up Painting

The Strata Agent presented a quote for the common area touch up painting for the Council to review. The Strata Agent mentioned that a second quote was solicited but did not arrive in time for the meeting. Council discussed and agreed that once the second quote is obtained, the company which provided the better price would be engaged to have the common area wall/hallway touch up painting carried out.

8. Elevator Bulletin Board

The Strata Agent mentioned that two quotes were obtained and the six (6) elevator bulletin boards are in order. Once received, they would be forwarded to the Resident Manager to be installed.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on March 25, 2010

9. Block Watch Program

This item is still in progress.

10. Common Area Barbeque

The Strata Agent presented a copy of the cheque received from the developer in the amount of \$1,500.00 for the common area barbeque to the Council for reference. This item had since been completed.

CORRESPONDENCE

A request was received from an owner about having an additional visitor parking pass. Council discussed and the request was denied.

Several warning letters and letters with fine were issued to residents with regards to bylaw contraventions, specifically for Damage to Common Area Carpet, No Form K, Personal Garbage on Common Area, Uninsured Vehicles, and Dogs Barking/Noise Disturbance.

1. **AS PER BYLAW 3 (2) – “ A RESIDENT 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.**

根據 LOTUS 附例 3 (2), 業主, 租戶, 住客或訪客絕對不可對公共物業或公共財產造出任何毀損。

2. **AS PER BYLAW 37 (B) & (C) – “AN OWNER MUST CAUSE THE TENANT TO EXECUTE A FORM K – NOTICE OF TENANT’S RESPONSIBILITIES AS PROVIDED IN THE STRATA PROPERTY ACT (BRITISH COLUMBIA), AS AMENDED OR REPLACED, PRIOR TO HIS OR HER OCCUPATION OF THE STRATA LOT, AND PROVIDE THE STRATA CORPORATION WITH A COPY THEREOF. FAILURE TO COMPLY WOULD RESULT IN A FINE BEING ASSESSED TO THE STRATA LOT.**

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3. **AS PER BYLAW 3 (20) (6) – “A RESIDENT SHALL NOT DEPOSIT HOUSEHOLD REFUSE OR GARBAGE ON OR ABOUT THE COMMON PROPERTY OR LIMITED COMMON PROPERTY EXCEPT IN PLACES DESIGNATED BY THE STRATA COUNCIL FROM TIME TO TIME; ANY MATERIALS OTHER THAN ORDINARY HOUSEHOLD REFUSE AND GARBAGE, SHALL BE DISPOSED OF EITHER BY OR AT THE EXPENSE OF THE OWNER.**

根據 LOTUS 附例 3 (20) (6), 業主, 租戶, 住客或訪客絕對不可把家庭垃圾扔在公共場所或有限的公共地方。必須把家庭垃圾扔在大廈指定的垃圾箱內。私人家具物品, 業主必須自費清理。

4. AS PER BYLAW 32 (4) – “VEHICLES MUST BE INSURED AND HAVE PROOF OF STORAGE INSURANCE VISIBLE ON DASHBOARD OR RISK BEING TOWED.”

根據 LOTUS 附例 32 (4)，車輛必須要有保險或儲藏保險明確的展示在車內或將會被拖走。

5. AS PER BYLAW 3 (1) – “A RESIDENT OR VISITOR MUST NOT USE A STRATA LOT, THE COMMON PROPERTY OR COMMON ASSETS IN A WAY THAT:

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- (B) 造成不合理的吵聲，
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NEW BUSINESS

1. Water Feature Maintenance Quote

A quote from the pool company regarding the maintenance service of the water feature was presented to the Council for review. The preventive maintenance of the water feature would be set up properly and serviced accordingly.

2. Parkade Power Washing

This item is in the process of being scheduled.

3. Bylaws for the AGM

Bylaw allowing the spouse to be on Council and bylaw regarding realtor's lockbox were discussed. These two bylaws would be proposed at the Annual General Meeting for owners' consideration.

4. Moving In/Out Procedures

Owners/Residents are reminded that ALL moving activities MUST be coordinated with the Resident Manager. Any unscheduled move noted would be a fine \$200.00 as per bylaws of the

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on March 25, 2010**

Strata Corporation.

業主/住客請注意，所有搬運必須和大廈管理員聯絡。沒定好時間或沒安排好的搬運會導致罰款 \$200 元。

5. Reminder

AMENITY ROOM RENTAL

PLEASE NOTE THAT THE AMENITY ROOM IS AVAILABLE FOR RENT AT A FEE OF \$25.00 FOR A FOUR (4) HOURS PERIOD. RESIDENTS INTERESTED IN RENTING THE AMENITY ROOM, PLEASE CONTACT THE RESIDENT MANAGER DIRECTLY TO COMPLETE THE APPLICATION FORM FOR BOOKING.

STRATA COUNCIL THANKS YOU FOR YOUR KIND ATTENTION.

大廈會議室出租

大廈會議室現可出租，每四小時收費\$25.00元。有意者請向大廈管理員聯絡，填好表格。
多謝合作。

There being no further business, the meeting was adjourned at 9:00 p.m. The next meeting will be on Thursday, April 29, 2010.

Eric Chua
Licensed Senior Strata Agent
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours)
www.crosbypm.com

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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2884
LOTUS**

Held on Thursday, January 28, 2010
Within the Lounge Amenity Room – Tower A
5900 Alderbridge Way, Richmond, B.C.

COUNCIL IN ATTENDANCE:	Nick Watts	President
	Stephen Yu	Vice President
	Michele Joller	Council at Large
	Donna Lau	Council at Large
REGRETS:	Jensen Ho	Treasurer
	Marianne Lim	Council at Large
GUESTS:	Jun Liu	Resident Manager
LICENSED STRATA AGENT:	Eric Chua	Crosby Property Management Ltd.

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

It was noted that Council Member, Gerald Johns had sold his place and no longer available to be on Council. Council thanked Mr. Johns for his contributions while on Council.

RESIDENT MANAGER'S REPORT

The Resident Manager attended the meeting briefly to answer any questions or concerns raised and then left the meeting.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held December 3, 2009 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

The Strata Agent briefly reviewed the December financial statements with the Council. It was noted that December is the 4th month of operation under the new budget and the expenditures are within the amount budgeted for.

It was moved/seconded to approve the November and December 2009 financial statements. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

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

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Common Area Deficiencies Update
Deficiency Committee members, Michele Joller and past Council Member, Gerald Johns had a site meeting with the representative of the developer and noted that a number of issues had been resolved and some are on-going. Council thanks Ms. Joller for continuing to work with the developer regarding the outstanding common area deficiencies items.
2. Visitor Parking Stalls – Towing Permit
The Strata Agent mentioned to the Council once the towing signage of Rusty Auto Towing is installed, the Towing of cars parked at the Visitor Parking Stalls would commence.

IMPORTANT!

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重要！

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3. Parkade Access Door to Swimming Pool
This item is still in progress.
4. Security – Underground Parkade Gate Operators
The Strata Agent mentioned to the Council that the new Elite Hercules operators for the underground parkade gates had been installed and working perfectly. This item had since been completed.
5. Amenity Room Fees
Council reviewed the fees charged for renting out the amenity room and agreed that the rental fees would now be set at **\$25.00 for Four (4) hours**.

Residents interested in renting the Amenity room please kindly contact the Resident Manager to have the proper application form filled out and the \$250.00 damage deposit paid in advance.

CORRESPONDENCE

Several warning letters and letters with fine were issued to residents with regards to bylaw contraventions, specifically for Dogs Barking/Noise Disturbance, No Form K and Damage to Common Area Carpet.

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- (A) 對其他人造成滋擾或危險，
(B) 造成不合理的吵聲，
(C) 不合理地干擾其他人使用及享用公共物業，公共財產或另一分契單位的權利

2. **AS PER BYLAW 37 (B) & (C) – “AN OWNER MUST CAUSE THE TENANT TO EXECUTE A FORM K – NOTICE OF TENANT’S RESPONSIBILITIES AS PROVIDED IN THE STRATA PROPERTY ACT (BRITISH COLUMBIA), AS AMENDED OR REPLACED, PRIOR TO HIS OR HER OCCUPATION OF THE STRATA LOT, AND PROVIDE THE STRATA CORPORATION WITH A COPY THEREOF. FAILURE TO COMPLY WOULD RESULT IN A FINE BEING ASSESSED TO THE STRATA LOT.**

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3. **AS PER BYLAW 3 (2) – “ A RESIDENT 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.**

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各業主有責任通知他們的租客。

STRATA COUNCIL THANKS YOU FOR YOUR CO-OPERATION AND UNDERSTANDING.

業委會多謝閣下的合作及體諒

Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on January 28, 2010

NEW BUSINESS

1. 2-Year Warranty Review
A letter dated January 4, 2010 with regards to the 24 month component of the Building Envelope Warranty for Lotus was sent to the Council. Council further received an e-mail from an owner who is an engineer offering assistance regarding the 2-Year Warranty review. Council would like to thank the owner who offered the assistance and agreed that quotes be obtained to have this item looked after. In addition, Council agreed to invite this owner to be on Council to offer his expertise.

2. Parkade Gate – Floor Sensor
Council reviewed a request from a resident regarding the turning off of the automatic parkade gate floor sensor. Council appreciates the comments and noted that since the floor sensor had been turned off, the security had improved and auto theft/unauthorized vehicles entering the parkade had decreased.

3. Additional Cleaning
Council received the various additional cleaning items brought forth by the Resident Manager. The items would be reviewed and appropriate actions taken

4. Swimming Pool – Leap Frog Aquatic Program
Council received a request from an outsider with a proposal to rent the Lotus swimming pool with the intention of implementing an aquatic program for young kids. Council discussed and due to security, liability, cost, and safety code requirements, the request was denied.

5. Parkade Gate Timer
For Security concerns, the number of seconds for the parkade gate to close would be shorten.

6. Front Entrance Door Automatic Sensor
For Security concerns, the automatic door sensor for opening the front entrance of each tower would be de-activated.

7. Weekend Relief Manager Position
Council discussed the performance and duties of the weekend relief manager. Council would like to detail the duties and have the position tendered.

8. Touch Up Painting
Council agreed that a suitable painting company would be engaged to have several of the common areas touched up.

9. Christmas Lights
Council noted that as per bylaw 3 (16), Christmas lights should be removed before January 15 of the year following Christmas. In lieu of the Winter Olympic celebration this year, Council agreed that the Christmas lights would be allowed to extend until February 28, 2010.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on January 28, 2010

10. Tower 2 & 3 lobbies Temperature
Council noted that the heating for Tower 2 & 3 lobbies is quite high and agreed that the temperature should be lowered to 18 degrees.
11. Elevator Bulletin Board
Council discussed and agreed that 6 letter size bulletin boards for the elevators should be purchased.
12. Balcony – Storage/Washing/Cigarette Butt
Residents are reminded that as per bylaws of the strata corporation, no personal items are allowed to be stored on the balcony/patio. No cigarette butts, no water and no other materials are allowed to be thrown off the balcony. Violators caught would be fine.

根據 LOTUS 附例，業主，租戶，住客或訪客絕對不可將私人物件儲藏在陽台。煙蒂，水，及其他廢物全不能拋出陽台。違反者將被罰款。
13. After Hours Emergency Contact
Residents are reminded that for after hours emergency (E.g. Fire, Flood), please contact Crosby Property Management emergency line at 604-683-8900 for assistance.
14. Block Watch Program
Council is in the process of organizing a block watch program for Lotus. Owners/residents who are interested in volunteering for the Block Watch program can kindly contact the Strata Agent Eric Chua at 604-689-6970 or e-mail to echua@croscopym.com.
15. Common Area BBQ
Council discussed the option of installing the common area Barbeque on the 5th floor or taking a refund from the developer. Council noted that since the bylaws of Lotus already permit barbeque for the residents on their balconies/patios, taking the refund from the developer for the common area barbeque would be a better alternative. The Strata Agent would contact the developer accordingly.
16. Visitor/Resident Parking Decals
The Strata Agent mentioned to the Council that the Visitor/Resident Parking Decals are ready to be distributed. Notices would be posted in the lobbies and in the elevators to remind the residents.

IMPORTANT!

PLEASE BE ADVISED THAT THE VISITOR/RESIDENT PARKING DECALS WILL BE DISTRIBUTED ON:

DATE: FEBRUARY 6, 2010 (SATURDAY)

TIME: 10:30 AM – 11:30 AM

PLACE: LOBBY MEETING ROOM (TOWER OF YOUR RESIDENCE)

EACH OWNER IS REQUIRED TO PICK UP THEIR DECALS AND SIGN FOR THEM. IF A TENANT IS PICKING UP ON BEHALF OF THE OWNER, AUTHORIZATION LETTER FROM THE OWNER MUST BE GIVEN TO THE TENANT. PHOTO ID IS REQUIRED.

THERE IS NO COST INVOLVED FOR PICKING UP THE DECALS, BUT THERE WILL BE A COST FOR REPLACEMENT (TO BE DETERMINED) IF LOST. OWNER WHO COULD NOT PICK UP THEIR DECALS ON THE DATE SPECIFIED, KINDLY CONTACT THE RESIDENT MANAGER DIRECTLY TO DO SO.

PLEASE NOTE THAT TOWING IS NOW IN PLACE, ANY VEHICLE PARKED AT THE VISITOR PARKING STALLS WITHOUT DISPLAYING THE PROPER VISITOR PARKING DECAL OR ANY OVERNIGHT PARKING VEHICLE WILL BE TOWED!!! (NO EXCEPTION).

OWNERS ARE RESPONSIBLE TO INFORM THEIR TENANTS ACCORDINGLY REGARDING THIS ENFORCEMENT. STRATA COUNCIL THANKS YOU FOR YOUR CO-OPERATION AND UNDERSTANDING.

重要！

請注意，住客及訪客泊車證將在 二月六日(星期六)，早上十點半至十一點半在您住宅大堂之會議室分發。當業主臨取時，須要簽證。如果租客代表業主臨取，業主須給租客授權信。須要相片確認。不須任何費用。如泊車證遺失，業主須自付費用更新。業主如不能在指定日期間臨取泊車證，請向大廈管理員直接聯絡。

車輛沒有泊車證而停留在訪客泊車位，或過夜的車輛將會被拖走！(沒有例外)。業主必須將有關大廈守則通知其住客及訪客。多謝合作。

There being no further business, the meeting was adjourned at 9:00 p.m. The next meeting will be on Thursday, March 25, 2010.

Licensed Senior Strata Agent
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours)
www.crosbypm.com

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

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2884
LOTUS**

Held on Thursday, December 3, 2009
Within the Lounge Amenity Room – Tower A
5900 Alderbridge Way, Richmond, B.C.

COUNCIL IN ATTENDANCE:	Nick Watts	President
	Stephen Yu	Vice President
	Jensen Ho	Treasurer
	Donna Lau	Council at Large
	Marianne Lim	Council at Large
	Gerald Johns	Council at Large
REGRETS:	Michele Joller	Council at Large
GUESTS:	Paul Pantazopoulos	Five Star Building Maintenance
	Dominic Corsetti	Five Star Building Maintenance
	Simon Kim	IHN Media
	Peter Fung	Owner
	William Yu	Owner
	Jun Liu	Resident Manager
LICENSED STRATA AGENT:	Eric Chua	Crosby Property Management Ltd.

The meeting was called to order at 7:005p.m. by the President.

GUESTS BUSINESS

Mr. Paul Pantazopoulos of Five Start Building Maintenance attended the meeting with his crew to discuss with Council regarding the cleaning of the common area (Please see NEW BUSIINESS – Common Area Cleaning – for more detail information).

Mr. Simon Kim of IHN Media attended the meeting to present to the Council with regards to the security cameras for the elevator (Please see NEW BUSINESS – Security Camera for Elevators – for more detail information).

Mr. William Yu, an owner attended the meeting to volunteer his expertise with regards to the on-going maintenance of the Website. Mr. Yu and the Treasurer would work together on the updating of the Website. Council thanks Mr. Yu for his generous contribution to the strata.

RESIDENT MANAGER'S REPORT

The Resident Manager attended the portion of the meeting, but due to the presentation by a number of special guests and time constraints, no Resident Manager report was presented tonight.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held October 22, 2009 as circulated.
CARRIED.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on December 3, 2009**

APPROVAL OF FINANCIAL STATEMENTS

The Strata Agent briefly reviewed the October financial statements with the Council. It was noted that October is the 2nd month of operation under the new budget and the expenditures are all within the amount budgeted for.

It was moved/seconded to approve the October 2009 financial statements. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

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

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Common Area Deficiencies Update
The Strata Agent mentioned that the deficiency committee is in the process of setting up a date with the developer to review the details of the deficiency list. This item is still in progress.
2. BC Hydro – Application for PST Refund
The Strata Agent mentioned to the Council that a cheque in the amount of \$2,532.97 for the PST refund had been received from the Consumer Taxation Branch. A copy of the cheque was presented to the Council for reference. This item had since been completed.
3. Common Hallway Carpet Cleaning
Council expressed satisfactions with regards to the common hallway carpet cleaning project. This item had since been completed.
4. Visitor Parking Stalls – Towing Permit & Decals
The Strata Agent is in the process of duplicating the visitor/resident parking decals and the implementation of the Towing Permit for the visitor parking stalls would be completed shortly.

IMPORTANT!

AS PER BYLAW 32 (9) – “RESIDENTS ARE NOT ALLOWED TO PARK AT THE VISITOR PARKING STALLS, WHICH ARE RESERVED SOLELY FOR THE VISITORS/GUESTS OF LOTUS OR RISK BEING TOWED AT YOUR OWN EXPENSE OR BEING FINED.” OWNERS ARE RESPONSIBLE TO ADVISE/INFORM THEIR TENANTS ACCORDINGLY.

STRATA COUNCIL THANKS YOU FOR YOUR FULL CO-OPERATION AND UNDERSTANDING

重要！

根據 LOTUS 附例 32 (9)，訪客泊車位只供 lotus 訪客使用，嚴格執行。住戶不許使用訪客泊車位，否則車輛會拖走。業主必須將有關大廈守則通知其住客及訪客。多謝合作。

5. Parkade Access Door to Swimming Pool

This item is still in progress.

6. Pet Registry Form

With the passage of Bylaw 4 (e) at the Annual General Meeting, all pets are required to be registered with the Strata Corporation or risk being fined. The Strata Agent mentioned that the Pet Registry Form had been attached to the previous minutes to all the owners for registration.

IMPORTANT!

OWNERS ARE REMINDED THAT THE FORM FOR THE REGISTRATION OF YOUR PETS HAD BEEN ATTACHED WITH THE PREVIOUS MINUTES. KINDLY FILLED OUT THE FORM AND FORWARD IT TO THE MANAGEMENT COMPANY (BY FAX OR BY MAIL). ALTERNATIVELY YOU COULD DROP IT OFF TO THE RESIDENT MANAGER ON-SITE, NO LATER THAN:

DECEMBER 15, 2009.

重要！

根據 LOTUS 附例 4 (E) 已在大會通過，現提醒各業主及訪客，寵物登記表格已附上。請各業主將填妥表格，交回管理公司（以傳真或郵寄），閣下亦可把填妥表格交給 LOTUS 大廈管理員。請在 2009 年十二月十五日前交回，以免罰款。嚴格執行。業主必須將寵物登記表格轉交給租客及訪客。多謝合作。

COUNCIL THANKS YOU FOR YOUR KIND ATTENTION
業委會多謝閣下的垂注

CORRESPONDENCE

Several warning letters and letters with fine were issued to residents with regards to bylaw contraventions, specifically for Damage to Common Property, Unscheduled Moving, Storage of Personal Items on Patio/Parking Stall, Dogs Barking/Noise Disturbance and Oil Leak at Parking Stall.

1. **AS PER BYLAW 3 (2) – “ A RESIDENT 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.**

根據 LOTUS 附例 3 (2)，業主，租戶，住客或訪客絕對不可對公共物業或公共財產造出任何毀損。

2. **ALL MOVING IN/OUT MUST BE COORDINATED WITH THE RESIDENT MANAGER AND THE MOVE IN FEES OF \$150.00 MUST BE PAID. IN ADDITION, A \$200 REFUNDABLE DAMAGE DEPOSIT MUST BE FORWARDED TO THE RESIDENT MANAGER PRIOR TO THE MOVE (PLEASE REFER TO BYLAWS 31 – MOVING IN/OUT PROCEDURES FOR MORE DETAIL INFORMATION)**

提醒各業主，所有搬進/出，一定要和大廈管理員配合。沒搬進之前須交給大廈管理員 \$150 搬進費及 \$200 押金。如公共地方有任何損毀，所有修理費，將從押金扣除。(請參于 LOTUS 大廈附例 31 之詳情)

3. **AS PER BYLAW 32 (8) – “NO STORAGE OF PERSONAL ITEMS IS ALLOWED AT THE ASSIGNED PARKING STALLS.”**

根據 LOTUS 附例 32 (8)，私人物品不允許儲存在指定之停車位。

4. **AS PER BYLAW 3 (1) – “A RESIDENT 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 ANOTHER PERSONS TO USE AND ENJOY THE COMMON PROPERTY, COMMON ASSETS OR ANOTHER STRATA LOT.”**

根據 LOTUS 附例 3 (1)，業主，租戶，住客或訪客絕對不可分契單位，公共物業或公共財產作以下的用途：

- (A) 對其他人造成滋擾或危險，
- (B) 造成不合理的吵聲，
- (C) 不合理地干擾其他人使用及享用公共物業，公共財產或另一分契單位的權利

5. **OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS ACCORDINGLY.**

各業主有責任通知他們的租客。

STRATA COUNCIL THANKS YOU FOR YOUR CO-OPERATION AND UNDERSTANDING.

業委會多謝閣下的合作及體諒

NEW BUSINESS

1. Common Area Cleaning

The President and Director of Operations of Five Star Building Maintenance and their crews attended tonight's meeting to review the cleaning services/duties of Lotus with the Council. The hours of operation, number of cleaning crew on-site, days of cleaning, supervision, etc., were all touched upon. Five Star Building Maintenance agreed to forward to Council the work schedule tailored to Lotus for their reference. In addition, the cleaning company agreed to perform a one time full cleaning of the lobbies and the tile & grout of the pool deck at no cost to the strata corporation as a gesture of goodwill. Council was satisfied with the discussion and thanked Five Star Building Maintenance and their crew, who then left the meeting.

2. Security Camera for Elevators

Mr. Kim of IHN Media Inc., discussed with the Council the requirements and specifications for the installation of security camera in the elevators. The cost of the installation, the location of the equipment, the warranty and the involvement of the elevator company, BC Safety & Authority were all touched upon. Mr. Kim agreed that he would conduct a site visit to review the equipment and location of the cameras and would present a report to the Council for their consideration.

3. Security – Underground Parkade Gate

The Strata Agent presented a quote from a gate company with regards to the replacement of the current two electric operators for the parkade gate. Due to the extremely high cycle of usage, the operators had been repaired on several occasions and the cost is adding up. The newly proposed Elite Hercules operator is recognized as the absolute best operator available and often used in very high cycle situations. Council discussed and authorized the work to be completed. In addition, Council requested that the automatic opening gate sensor to be de-activated while the gate operators are being replaced to cut down the number of unauthorized persons from tailgating the residents and entering into the parkade to abuse the Visitor Parking stalls.

4. Parkade Level 3 CO2 Sensor

It was noted that one of the CO2 sensors at P3 is malfunctioned and needed to be replaced. This would be attended to.

5. Floor Mats

Council agreed that since the wet season is upon us, floor mats would be purchased and placed in front of the elevators. Council further agreed that a mat should be installed on the pool deck area due to some residents wearing their street shoes directly into the premises.

6. Common Area Wall Touch-Up

A professional painter would be engaged to have the common area wall properly touched up.

7. Parkade Pressure Washing

Quotes would be obtained to have the parkade pressure washed in the early Spring.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on December 3, 2009

8. Inaccessible Windows Washing
Quotes would be obtained to have the inaccessible windows cleaned in the Spring.
9. Speed Bump
It was noted that the speed bump by the entrance parkade gate is coming loose and the bolts needed to be tightened. This would be attended to.
10. Amenity Room Fees
Council briefly touched upon the fees charged for renting out the amenity room. This would be further reviewed.

Season's Greetings (節日祝賀)

COUNCIL EXTENDS THEIR BEST WISHES TO ALL THE RESIDENTS
“HAPPY HOLIDAYS AND THE BEST OF NEW YEAR!”

業委會向所有住戶致以最親切的致意
“有個快樂的假期及新年萬事如意”

There being no further business, the meeting was adjourned at 9:00 p.m. The next meeting will be on Thursday, January 28, 2010.

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

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Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on October 22, 2009

The Strata Agent briefly reviewed the September financial statements with the Council. It was noted that September is the 1st month of operation under the new budget and the expenditures are all in line.

It was moved/seconded to approve the August and September 2009 financial statements. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

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

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Common Area Deficiencies

The Strata Agent presented a copy of the 15 month common area deficiency report to Council for reference. A copy of the report had been forwarded to the developer as well as the warranty company. It was noted that the developer is still working on some of the deficiencies presented. Council discussed and Council Members, Michelle Joller and Gerald Johns graciously agreed to be the deficiency coordinators. A date would be scheduled with the developer to finalize the details. This item is still in progress.

2. BC Hydro – Application for PST Refund

The Strata Agent mentioned to the Council that the application for the PST refund had been submitted to the Consumer Taxation Branch and it had been approved and awaits the payment.

CORRESPONDENCE

Several warning letters and letters with fine were issued to residents with regards to bylaw contraventions, specifically for Dogs on 5th floor courtyard, Damage to Common Area, Noise Disturbance, and Water Damage from one suite to another.

OWNERS/RESIDENTS ARE REMINDED THAT:

1. AS PER BYLAW 3 (11) – “PETS ARE NOT ALLOWED IN THE 5TH FLOOR COURTYARD AREA.”

根據 LOTUS 附例 3 (11) – “ 五樓庭院不允許有任何寵物。 ”

違法者將被罰款。業主必須將有關大廈守則通知其住客及訪客

2. **AS PER BYLAW 3 (1) – “A RESIDENT 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 ANOTHER PERSONS TO USE AND ENJOY THE COMMON PROPERTY, COMMON ASSETS OR ANOTHER STRATA LOT.”

根據 LOTUS 附例 3 (1), 業主, 租戶, 住客或訪客絕對不可分契單位, 公共物業或公共財產作以下的用途:

- (A) 對其他人造成滋擾或危險,
(B) 造成不合理的吵聲,
(C) 不合理地干擾其他人使用及享用公共物業, 公共財產或另一分契單位的權利
3. **PLEASE TAKE PRIDE IN YOUR BUILDING AND TO KEEP THE COMMON AREA CLEAN AND TO HAVE RESPECT FOR YOUR NEIGHBOURS BY PICKING UP AFTER YOURSELF.**

請對閣下的大廈感到自豪, 保持公共地方整潔, 並尊重閣下的鄰居, 檢起您身後的廢物。

4. **OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS ACCORDINGLY.**

各業主有責任通知他們的租客。

STRATA COUNCIL THANKS YOU FOR YOUR CO-OPERATION AND UNDERSTANDING.

業委會多謝閣下的合作及體諒

A request was received from an owner seeking permission from Council to install laminated floor. The approval was granted subject to the proper underlayment materials being used and the bylaws of Strata Plan, BCS 2884 – Lotus are strictly adhered to.

NEW BUSINESS

1. **Reversal of Lien Charges**

The owner presented his details to the Council with regards to the Lien charges assessed to his account. Council thanks the owner who then left the meeting. Council deliberated on the issue and at the end agreed unanimously that the Lien charges would not be waived. Council would like to inform the owners that the Strata Corporation also incurred expenses while filing the Lien, as it involves the administration work in preparing the Lien document as well as the actual registration of Form G at the Land Title Office by courier. It is the owner's responsibility to ensure that the strata fees are paid on the 1st of the month as per Bylaw 1 (1) of Lotus.

ATTENTION

OWNERS ARE REMINDED OF THE PROCESS THAT TOOK PLACE IF YOUR STRATA FEES ARE IN ARREARS FOR MORE THAN 90 DAYS:

- 1. LETTER SENT OUT WITH 2 WEEKS DEMAND WITH A LIEN WARNING.**
- 2. CERTIFICATE OF LIEN IS ISSUED AND REGISTERED AT LAND TITLE OFFICE AGAINST THE PROPERTY.**
- 3. IF NO ACTION FROM THE OWNERS TO RECTIFY THE ARREARS, LITIGATION PROCESS IS COMMENCED TO COLLECT THE OUTSTANDING STRATA FEES.**
- 4. FORECLOSURE INITIATED BY THE COURT AND OUTSTANDING STRATA FEES ARE COLLECTED BEFORE THE MORTGAGE IS REPAYED AS LIEN HAS A HIGHER PRIORITY OVER THE MORTGAGE.**

IT IS ABSOLUTELY PARAMOUNT THAT THE OWNERS PAY THEIR STRATA FEES ON TIME (1ST OF THE MONTH). IT IS POSSIBLE TO PREPAY YOUR STRATA FEES IN ADVANCE, PLEASE CONTACT CROSBY PROPERTY MANAGEMENT FOR ARRANGEMENT AND DETAIL.

STRATA COUNCIL THANKS YOU FOR YOUR KIND ATTENTION

2. Common Hallway Carpet Cleaning
The Strata Agent is in the process of obtaining quotes for the cleaning of the common hallway carpet. Once the details are finalized, the work would be carried out.
3. Visitor Parking Stalls – Towing Permit & Decals
The Strata Agent is in the process of duplicating the visitor/resident parking decals and the implementation of the Towing Permit for the visitor parking stalls.

IMPORTANT!

AS PER BYLAW 32 (9) – “RESIDENTS ARE NOT ALLOWED TO PARK AT THE VISITOR PARKING STALLS, WHICH ARE RESERVED SOLELY FOR THE VISITORS/GUESTS OF LOTUS OR RISK BEING TOWED AT YOUR OWN EXPENSE OR BEING FINED.” OWNERS ARE RESPONSIBLE TO ADVISE/INFORM THEIR TENANTS ACCORDINGLY.

STRATA COUNCIL THANKS YOU FOR YOUR FULL CO-OPERATION AND UNDERSTANDING

重要！

根據 LOTUS 附例 32 (9), 訪客泊車位只供 lotus 訪客使用, 嚴格執行。住戶不許使用訪客泊車位, 否則車輛會拖走。業主必須將有關大廈守則通知其住客及訪客。多謝合作。

4. Parkade Access Door to Swimming Pool
This issue was brought up at the Annual General Meeting. The Strata Agent presented a quote from a fence company to the Council with regards to the opening of an access door/man-door in the parkade to resolve the access issue of Tower A residents to the swimming pool rather than from outdoor. It was noted that the opening of this access door might infringe on an owner's parking stall at that location. This issue would be further investigated.
5. Swimming Pool Changing Rooms – No Heating
This issue was brought up at the Annual General Meeting. The Strata Agent mentioned that this issue had been brought to the attention of the developer and is currently working on a solution to rectify this problem.
6. Pet Registry Form
With the passage of Bylaw 4 (e) at the Annual General Meeting, all pets are required to be registered with the Strata Corporation or risk being fined.

IMPORTANT!

OWNERS ARE REMINDED THAT THE FORM FOR THE REGISTRATION OF YOUR PETS IS ATTACHED WITH THE MINUTES. KINDLY FILLED OUT THE FORM AND FORWARD IT TO THE MANAGEMENT COMPANY (BY FAX OR BY MAIL). ALTERNATIVELY YOU COULD DROP IT OFF TO THE RESIDENT MANAGER ON-SITE, NO LATER THAN:

DECEMBER 15, 2009.

重要！

根據 LOTUS 附例 4 (E) 已在大會通過, 現提醒各業主及訪客, 宠物登記表格附上。請將各業主填妥表格後, 交回管理公司 (以傳真或郵寄), 閣下亦可把填妥表格交給 LOTUS 大廈管理員。請在 2009 年十二月十五日前交回, 以免罰款。嚴格執行。業主必須將宠物登記表格轉交給租客及訪客。多謝合作。

COUNCIL THANKS YOU FOR YOUR KIND ATTENTION

業委會多謝閣下的垂注

7. Registered Bylaw

A copy of the registered bylaws passed at the Annual General Meeting on October 7, 2009 was presented to the Council for reference. The Strata Agent mentioned that the current bylaws would be uploaded to the Website by the Treasurer and owners are encouraged to visit the web to obtain the registered bylaws. Please note the website for Lotus is: <http://www.richmondlotus.ca>

業主請注意，LOTUS 大廈之附例已在大會通過，業委會鼓勵各業主到大廈網站檢索及搜取大廈網站是: <http://www.richmondlotus.ca>

8. Moving In/Out Procedures

Owners are reminded that all moving in/out must be coordinated with the Resident Manager. A \$200 refundable damage deposit MUST be forwarded to the Resident Manager prior to the move. Any noted and reported damage on the common area and the cost of repair would be deducted from the security deposit. (Please refer to Bylaws 31 – Moving In/Out Procedures for more details information)

提醒各業主，所有搬進/出，一定要和大廈管理員配合。沒搬進之前須交給大廈管理員 \$200 押金。如公共地方有任何損毀，所有修理費，將從押金扣除。(請參于 LOTUS 大廈附例之詳情)

9. Tower A Front Entrance Canopy Glass

Council discussed the broken front entrance canopy glass of Tower A with the Strata Agent. It was noted that since this is not a deficiency item, an insurance claim would be filed to have the broken glass replaced.

10. Elevators' Bulletin Board

Council agreed to order six (6) better quality bulletin boards for the elevators.

11. Common Area Lighting

Council President, Nick Watts brought to the attention of the Council with regards to the new LED lighting for the common area. To save cost and to conserve energy the common area lighting and the 5th floor courtyard lighting that is constantly on would be further investigated.

12. Tower B Elevator – Cab#3

It was noted that the Tower B elevator cab#3 had been down for a few weeks. The Strata Agent mentioned that the branch manager and the service manager of Richmond Elevator had been informed and advised that due to the malfunction of the drive, which needs to be shipped out of town for repairs, hence this issue is taking longer than expected. The Strata Agent would continue to follow up with Richmond Elevator regarding this issue.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on October 22, 2009

13. Newsletter
To improve the communications between Council and the owners, Council agreed that newsletter would be a wonderful idea to bridge the gap. Council Members, Donna Lau and Marianne Lim graciously agreed to take on the creation of the newsletter.
14. Security Patrol Service
The Strata Agent presented a security patrol service quotation for the Council to review. This issue would be tabled for future discussion.
15. Council Members' Listing
As this was the first scheduled Council Meeting, a list of the newly elected Council Members contact number was presented to the Council for their reference.

There being no further business, the meeting was adjourned at 9:00 p.m. The next meeting will be on Thursday, December 3, 2009.

Eric Chua
Licensed Senior Strata Agent
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours)
www.crosbypm.com

<p>Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.</p>
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MINUTES
OF THE ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN BCS 2884
LOTUS

Held on Wednesday, October 7, 2009
Within the Executive Airport Plaza Hotel (Westminster South Room)
7311 Westminster Highway, Richmond, B.C.

The meeting was called to order at 7:40 p.m. by Eric Chua, Licensed Senior Strata Agent from Crosby Property Management Ltd. who obtained the approval from the ownership to act as Chairperson.

The Strata Agent welcomed all the owners present and mentioned that the originally-scheduled meeting of Tuesday, September 29, 2009 could not proceed as quorum requirements had not been achieved. The meeting was re-scheduled (as per Section 48 of the *Strata Property Act*) to October 7, 2009.

The Strata Agent presented some brief information regarding the agenda procedures and proceeded with the business at hand.

CALLING THE ROLL AND CERTIFICATION OF PROXIES

The attendance register confirmed at the time of commencement of the meeting there were 33 eligible voters in attendance and 35 represented by proxy for a total of 68. The quorum requirements had been achieved, and the meeting proceeded.

PROOF OF NOTICE & RECEIPT OF FINANCIAL STATEMENTS

It was moved/seconded that the notice dated September 9, 2009 complied with the notice requirements and that the financial statements had been received. CARRIED.

APPROVAL OF GENERAL MEETING MINUTES

It was moved/seconded to approve the Minutes of the First Annual General Meeting held on Thursday, August 28, 2008 as circulated. CARRIED.

PRESIDENT'S REPORT

The President presented a brief report to the ownership. Highlight included:

- With the start of the Canada Line, security will be an issue and residents are encouraged to be security conscious;
- Please make sure that you wait for the parkade gate to close completely before proceeding;
- The operation of the swimming pool is a huge expense, to save cost, we have lower the temperature of the swimming pool appropriately;

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- With the coming of the HST, this will also add another layer of expenses to our budget that we have to consider.
- Thank you.

RATIFICATION OF RULES

The Rules instituted for the smooth operation of the Fitness Room, Swimming Pool/Jacuzzi/Steam Room,, and the Amenity Room were brought up for discussion and ratification.

It was moved/seconded to ratify the Rules as circulated. CARRIED.

REPORT ON INSURANCE COVERAGE

The Strata Agent reviewed the building's insurance policy with the owners. The Strata Agent stressed the important of owners having their homeowners' insurance. **The owners were reminded that the Strata Corporation's water loss insurance deductible was currently \$5,000 and that it was the owners' responsibility to cover any water losses below the deductible that they (or their tenants) were responsible for in regards to their strata lot, other owners' strata lots which were damaged, and including the common area property.**

INSURANCE COVERAGE

Obtaining individual insurance coverage is strongly recommended.

It is the responsibility of individual owners to obtain their own content/liability insurance for their Strata Lots. Owners are also responsible for improvements made to their units and should also obtain "betterment" insurance in this regard.

Residents, owners and tenants are also strongly urged to ensure that they maintain a "secondary living expense fund" in the event that an incident within the building keeps them from living in their residences for an extended period of time. The Strata Corporation's insurance is not responsible for these costs.

Owners should also be aware that if, in the course of a fire, flood or some other unforeseen occurrence, a resident's possessions are damaged, that person must make a claim for compensation through their own insurance company as this is NOT covered under the building's insurance policy. Non-residents should also ensure that their tenants clearly understand this.

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

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APPROVAL OF PROPOSED OPERATING BUDGET

It was moved/seconded to approve the proposed operating budget(s) as circulated for the fiscal year September 1, 2009 to August 31, 2010.

Discussion

The proposed operating budget for fiscal year 2010 was presented to the general ownership for discussion. The Strata Agent then reviewed the proposed budget and provided a detailed description on many account line items with specific attention paid to Alarm Monitoring, Electricity, Insurance, Mechanical Maintenance, Miscellaneous, Recreation Facility, and Repair & Maintenance. It was noted that since Lotus is a new building, the elevator maintenance contract, the leases for the enterphone systems are now transferred to the hands of the Strata Corporation.

Questions were raised with regards to the details breakdown of the expenses for the Caretaker Wages and Benefits, Strata's Suite in terms of Mortgage Payment, Strata Fees and Property Taxes under the proposed budget and they were answered.

More questions were raised with regards to the window cleaning budget and it was noted that the developer has never clean the windows since the inception of the building. This would be brought to the attention of the developer.

Please note that Section 93 of the Strata Property Act regulates the minimum and maximum contribution to the Contingency Reserve Fund in the budget. The Strata Property Act requires that the Strata Corporation contribute 10% of the total operating budget to the Contingency Reserve Fund annually until it reaches a certain threshold. The sum of the Strata Fees and Contingency Reserve Fund forms the total requirement for the maintenance and/or strata fees.

Following the discussion the Chairperson called for the vote, the result being 57 IN FAVOUR, 11 OPPOSED, 0 ABSTAINED. CARRIED.

PAYMENT OPTIONS (Monthly Strata Fees ONLY):

- 1. OWNERS CURRENTLY ON PRE-AUTHORIZED PAYMENT (PAD):** There is no action required from these owners as any new strata fees and/ or retroactive fees adjustments (if any) will be automatically adjusted.
- 2. OWNERS WHO PAY BY POST-DATED CHEQUES:** Please send in 12 post-dated cheques payable to Strata Plan BCS 2884 for the new amount. Any change in strata fees is effective from September 1, 2009; therefore, owners may also be required to send in a cheque for the retroactive fees increase (if any).
- 3. OWNERS WHO PAY BY AUTOMATIC E-BANKING:** Owners will have to re-submit the new strata fees amount for future months as well as any retroactive payment if necessary.

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If you have any questions regarding your account, please contact Philip Lau in our accounting department at 604-689-6936.

CONSIDERATION OF RESOLUTION "A" – DEFICIT RECOVERY – 3/4 VOTE

Be it resolved that Strata Corporation BCS2884, LOTUS be authorized to expend a sum of money not exceeding \$86,373 for the purpose of deficit recovery. This expenditure will be expended from the Contingency Reserve Fund.

Discussion

Resolution “A” was brought to the floor for discussion

The Strata Agent mentioned to the ownership that under Strata Property Act, Section 105 (2) “If operating expenses exceed the total contribution to the operating fund, the deficit must be eliminated during the next fiscal year.”

Following the discussion, the Chairperson called for the vote, the result being 61 IN FAVOUR, 4 OPPOSED, 3 ABSTAINED. CARRIED.

CONSIDERATION OF RESOLUTION "B" – BYLAW AMENDMENTS – 3/4 VOTE

Be it resolved the owners of Strata Corporation BCS 2884, LOTUS repeal and revoke all previously reported bylaws, and the Schedule of Standard Bylaws of the Act, to be replaced with Bylaws 1 through 37 (as attached).

Discussion

Resolution “B” was brought to the floor for discussion

Motion#1

An owner noted that it would be more inclusive to have bylaw 20 (9) amended to exclude the word “balcony”. It was moved/seconded to amend bylaw 20 (9) to read as - A resident shall not **“smoke in any of the indoor common areas and limited common area, including the elevator, hallway, storage lockers, recreation areas, lobby and stairwells, and parkade”**

Following the discussion, the Chairperson called for the vote on motion#1, the result being 64 IN FAVOUR, 4 OPPOSED, 0 ABSTAINED. CARRIED.

Motion#2

An owner noted that the current proposed bylaw of no barbeque on the balcony is very restrictive. A brief discussion then ensued with regards to the storing of propane and gas powered barbeques on the balcony. It was noted that the usage of gas powered barbeques appears to be safe and acceptable. Others considered the smells and smoke to be a nuisance and concerned about the disturbance. The Strata Agent mentioned that if

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smells or smoke is the issue, there is also other section of the bylaws that could be used to rectify the problem in terms of nuisance.

It was moved/seconded to amend bylaw 3 (18) to read as - "**Barbeques fuelled by propane or natural gas or electricity may be used. No owner shall operate his barbeque in a manner which, in the opinion of the council, interferes with another owner's enjoyment of his strata lot. All barbeques must be kept at a minimum distance of 24 inches away from the building exterior walls.**"

Following the discussion, the Chairperson called for the vote on motion#2, the result being 57 IN FAVOUR, 11 OPPOSED, 0 ABSTAINED. CARRIED.

Motion#3

An owner mentioned that pets (dog specifically) is creating a lot of mess on the common area and would like to see a no pets bylaw for Lotus. There was a motion made with that regards, but after further discussion the motion was withdrawn. Owners deliberated on the pets' bylaw and agreed that a Pet Registry bylaw should be added.

It was moved/seconded to add bylaw 3 (4) (e) to read as - "**A resident that keeps a pet (dogs and cats) in a strata lot, either permanently or temporarily, shall register that pet with the strata council by providing to the strata council a written notice, signed by the owner, tenant or occupant setting out the name, breed, color and photo of the pet, the strata lot number of the strata lot in which the pet is kept, the name and telephone number of the owner of the pet and the licence number of the pet (when the pet is required to be licensed).**"

Following the discussion, the Chairperson called for the vote on motion#3, the result being 68 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. CARRIED.

More questions were raised with regards to the proposed bylaws and they were answered.

Following the discussion, the Chairperson called for the vote on the amended bylaws, the result being 63 IN FAVOUR, 4 OPPOSED, 1 ABSTAINED. CARRIED.

GENERAL DISCUSSION

Swimming Pool Access

An owner mentioned about the access to the swimming pool for the residents of Tower A. As the building is currently constructed access is through the exterior of the building or through the 5th floor common area. Access through parkade or re-programming of the fobs for residents of Tower A was discussed. This issue would be further investigated.

Swimming Pool Changing Room

An owner mentioned that there is no heating inside the changing rooms and it is very cold during the winter

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time. The Strata Agent mentioned that this issue had been brought to the attention of the developer under the 15th month common area deficiencies and would continue to follow up.

E-mail Addresses

The Strata Agent brought to the attention of the owners two useful websites for their consideration:

1. Crosby Website – www.crosbypm.com
2. Strata Website – <http://www.richmondlotus.ca/>

ELECTION OF COUNCIL

The Strata Agent took the opportunity to thank the outgoing Council for their relentless support and assistance during the last fiscal year, the ownership acknowledged and a round of applause was extended.

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

The following owners were then nominated to the Strata Council:

Nicholas Watts
Donna Lau
Marianne Lim
Stephen Yu
Michele Joller
Gerald Johns
Jensen Ho
Stephen Cheung

The nominees then took the floor to introduce themselves and briefly present their background to the owners. The Strata Agent advised that since there were more than seven (7) nominations, the ballots, which had been handed out during the registration would now be used.

Along with the help from three scrutineers from the audience, the ballots were collected and counted. The results were read to the owners present and the following seven (7) owners were then declared ELECTED to the Strata Council:

Nicholas Watts
Donna Lau
Marianne Lim
Stephen Yu
Michele Joller
Gerald Johns
Jensen Ho

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A round of applause was then offered, along with congratulations to the newly-elected Strata Council Members.

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

Eric Chua
Senior Licensed Strata Agent
CROSBY PROPERTY MANAGEMENT LTD.
General Office #(604) 683-8900
www.crosbypm.com

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

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2884
LOTUS**

Held on Tuesday, August 25, 2009
Within the Lounge Amenity Room – Tower A
5900 Alderbridge Way, Richmond, B.C.

COUNCIL IN ATTENDANCE:	Stephen Yu Jensen Ho Donna Lau Stephen Cheung	Vice President Treasurer Council at Large Council at Large
REGRETS:	Todd Gray Marianne Lim Sharon Xu	President Council at Large Council at Large
GUESTS:	Jun Liu	Resident Manager
PROPERTY MANAGER:	Eric Chua	Crosby Property Management Ltd.

The meeting was called to order at 7:25 p.m. by the Vice President.

RESIDENT MANAGER'S REPORT

The Resident Manager attended the portion of the meeting to present a brief report to the Council with regards to the daily activity in the building.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held July 9, 2009 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

The Property Manager reviewed the July financial statements with the Council. It was noted that with the on-going operations of the amenity, the deficit situation continues. It was further noted that Lotus is in the 1st year of operation and the actual full scope of expenditures would be realized at the year end. Council agreed that the deficit in the budget would be adjusted to reflect the true expenditures experienced at Lotus in the new fiscal year and increase in the strata fees to accommodate the expenses and maintenance of the facilities is inevitable.

It was moved/seconded to approve the July 2009 financial statements. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on August 25, 2009

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

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Common Area Deficiencies
Council is in the process of scheduling another date to finalize the details with the developer. This item is still in progress.

2. BC Hydro – Application for PST Refund
The Property Manager mentioned to the Council that the application for the PST refund had been submitted to the Consumer Taxation Branch and a reply was received advising that the application and supporting documentation has been reviewed and forwarded to the Victoria office with recommendation for payment in the amount requested.

CORRESPONDENCE

A request was received from an owner to reverse the Lien charges. Council reviewed and discussed the details and agreed unanimously that the Lien charges would not be waived. Council would like to inform the owners that the strata corporation also incurred expenses while filing the Lien, as it involves the administration work in preparing the Lien document as well as the actual registration of Form G at the Land Title Office by courier.

Several letters were issued to residents with regards to bylaw contraventions, specifically for Noise Disturbance, Washing of Balcony and In-Suite Deficiencies.

OWNERS/RESIDENTS ARE REMINDED THAT:

AS PER LOTUS BYLAW 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 ANOTHER PERSONS TO USE AND ENJOY THE COMMON PROPERTY, COMMON ASSETS OR ANOTHER STRATA LOT.

提醒各業主/住戶:

根據 LOTUS 附例 3 (1), 業主, 租戶, 住客或訪客絕對不可分契單位, 公共物業或公共財產作以下的用途:

- (A) 對其他人造成滋擾或危險,
- (B) 造成不合理的吵聲,
- (C) 不合理地干擾其他人使用及享用公共物業, 公共財產或另一分契單位的權利.

PLEASE TAKE PRIDE IN YOUR BUILDING AND TO KEEP THE COMMON AREA CLEAN AND TO HAVE RESPECT FOR YOUR NEIGHBOURS BY PICKING UP AFTER YOURSELF. OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS ACCORDINGLY.

請對閣下的大廈感到自豪，保持公共地方整潔，並尊重閣下的鄰居，檢起您身後的廢物。

**STRATA COUNCIL THANKS YOU FOR YOUR CO-OPERATION AND UNDERSTANDING.
業委會多謝閣下的合作及體諒**

NEW BUSINESS

1. Proposed Budget
The Property Manager is in the process of preparing the proposed budget, once completed, the draft would be forwarded to Council for review and the finalized copy would be presented to the ownership for endorsement at the coming Annual General Meeting.
2. Insurance Renewal
The insurance policy for Lotus was recently renewed and a copy was presented to the Council for reference and record keeping.
3. Tower A Front Entrance Canopy Glass
Council noted that a piece of the front entrance canopy glass located at Tower A had cracked and fallen due to high wind. It was noted that this could be due to poor installation. The Property Manager was requested to report this issue to the attention of the developer.
4. Parking Stalls Available – Cressey Development Group
Owners are advised that should you need additional parking stalls, kindly contact the developer, Cressey Development Group for details:

Cressey Development Group – Ms. Alexa Paukkunen – 604-683-1256 Ext 224

提醒各業主，建築商還擁有車位出售，請直接向建築商聯絡 - Alexa 小姐 - 電話分機 604-683-1256 Ext 224.

5. Annual General Meeting
Owners are advised that the Annual General Meeting is tentatively scheduled for **Tuesday, September 29, 2009 at 7:00 p.m.** The Property Manager noted that formal notice would be mailed to the owners to inform them about the date, time and place of the Annual General Meeting once everything is confirmed. (Please see the coming notice in the mail.)

業主請注意，年度大會將定于九月二十九日（星期二）。地點確定後，將會寄給各業主，感謝您的出席！

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There being no further business, the meeting was adjourned at 9:00 p.m. The next meeting will be the Annual General Meeting.

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

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

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2884
LOTUS**

Held on Thursday, July 9, 2009
Within the Lounge Amenity Room – Tower A
5900 Alderbridge Way, Richmond, B.C.

COUNCIL IN ATTENDANCE:	Stephen Yu	Vice President
	Jensen Ho	Treasurer
	Donna Lau	Council at Large
	Stephen Cheung	Council at Large
REGRETS:	Todd Gray	President
	Marianne Lim	Council at Large
	Sharon Xu	Council at Large
GUESTS:	Jun Liu	Resident Manager
PROPERTY MANAGER:	Eric Chua	Crosby Property Management Ltd.

The meeting was called to order at 7:15 p.m. by the Vice President, Stephen Yu.

RESIDENT MANAGER'S REPORT

The Resident Manager attended the portion of the meeting to present a brief report to the Council with regards to the daily activity in the building.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held June 11, 2009 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

The Property Manager reviewed the June financial statements with the Council. It was noted that Lotus is in the 1st year of operation and the actual full scope of expenditures would be realized at the year end. Council agreed that the deficit in the budget would be adjusted to reflect the true expenditures experienced at Lotus in the new fiscal year and increase in the strata fees to accommodate the expenses and maintenance of the facilities is inevitable. Council further agreed that any non emergency expenses would be carefully monitored and tabled.

It was moved/seconded to approve the June 2009 financial statements. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on July 9, 2009

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

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Common Area Deficiencies
Council noted that some of the common area deficiency items are still outstanding and the Property Manager was requested to contact the developer's representative to set up another meeting for a walk through to finalize the items.
2. Signage for Parkade
Due to budget constraint, Council agreed that the signage that provide direction in assisting the visitors to exit from the underground parkade to individual tower as well as the visitor parking pass would be temporarily tabled.
3. 15 Month – Common Area Deficiencies
Owners are reminded that the 15 month common area deficiencies form that was sent out is solely for issues related to the common area and not for in-suite deficiencies. Any in-suite deficiencies items noted should be forwarded to the attention of the developer directly.

公共地方十五個月保養的表格已寄出。業主請注意，這表格只是關於公共的地方，而不是登記室內之乏缺所用。所有室內乏缺的事件，請業主直接向發展商聯絡或報告。
4. BC Hydro – Application for PST Refund
The Property Manager mentioned to the Council that the application for the PST refund had been submitted to the Consumer Taxation Branch and awaits the reply and the refund.

CORRESPONDENCE

A request was received from an owner to reverse the Lien charges. Council for review and discussed the details and agreed unanimously that the Lien charges would not be waived. Council would like to inform the owners that the strata corporation also incurred expenses while filing the Lien, as it involves the administration work in preparing the Lien document as well as the actual registration of Form G at the Land Title Office.

A letter was addressed to an owner with regards to the insurance deductible reimbursement due to the water damage from the owner's suite to the others (Please see NEW BUSINESS – In-Suite Water Leak for more detail information).

Several letters were issued to residents with regards to bylaw contraventions, specifically for Aggressive Dog, Damage to Common Area, Oil Leak at Parking Stall and In-Suite Deficiencies.

OWNERS/RESIDENTS ARE REMINDED THAT:

AS PER LOTUS BYLAW 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 ANOTHER PERSONS TO USE AND ENJOY THE COMMON PROPERTY, COMMON ASSETS OR ANOTHER STRATA LOT.**

提醒各業主/住戶:

根據 LOTUS 附例 3 (1), 業主, 租戶, 住客或訪客絕對不可分契單位, 公共物業或公共財產作以下的用途:

- (A) 對其他人造成滋擾或危險,
- (B) 造成不合理的吵聲,
- (C) 不合理地干擾其他人使用及享用公共物業, 公共財產或另一分契單位的權利.

PLEASE TAKE PRIDE IN YOUR BUILDING AND TO KEEP THE COMMON AREA CLEAN AND TO HAVE RESPECT FOR YOUR NEIGHBOURS BY PICKING UP AFTER YOURSELF. OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS ACCORDINGLY.

請對閣下的大廈感到自豪, 保持公共地方整潔, 並尊重閣下的鄰居, 檢起您身後的廢物.

STRATA COUNCIL THANKS YOU FOR YOUR CO-OPERATION AND UNDERSTANDING.
業委會多謝閣下的合作及體諒

NEW BUSINESS

1. In-Suite Water Leak

The Property Manager stressed the important of owners having their homeowners' insurance. **Owners are reminded that it is the owners' responsibility to cover any water losses below the deductible that they (or their tenants) were responsible for in regards to their strata lot, other owners' strata lots which were damaged, and including the common area property.**

IMPORTANT!

INSURANCE COVERAGE

Obtaining individual homeowners' insurance coverage is strongly recommended.

It is the responsibility of individual owners to obtain their own content/liability insurance for their Strata Lots.

Owners are also responsible for improvements made to their units (e.g. Hardwood Floor, etc)

and should also obtain “betterment” insurance in this regard.

Residents, owners and tenants are also strongly urged to ensure that they maintain a “secondary living expense fund” in the event that an incident within the building keeps them from living in their residences for an extended period of time. The Strata Corporation’s insurance is not responsible for these costs.

Owners should also be aware that if, in the course of a fire, flood or some other unforeseen occurrence, a resident’s possessions are damaged, that person must make a claim for compensation through their own insurance company as this is NOT covered under the building’s insurance policy. Non-residents should also ensure that their tenants clearly understand this.

Strata Council thanks you for your Co-operation

提醒各業主/住戶：

業委會鼓勵各業主購買單位/住戶保險。這是非常重要的。業主單位內之所有改修，或單位內有任何漏水，而損毀其他單位或公共地方，或單位內有特殊情況而不能居住，所有生活費用，或私人物件有所損毀，這一切將不包括在大廈的保險內。

業主必須通知其住客及訪客購買單位/住戶保險。多謝合作。

2. Flyers Posted on the Bulletin Board

Council noted that some of the flyers posted on the bulletin board by residents are not appropriate and does not relate to matters with regards to the common area. Residents are reminded that the bulletin boards located in the lobby are NOT for advertising of commercial activities/transactions. Council reserves the right to remove any flyers posted that is deemed inappropriate.

業委會覺得大堂一些張貼/廣告對大廈無關，業委會有權力刪除所有不適合的張貼/廣告。

3. Proper Attire In the Elevators

Council received numerous complaints that the elevators are constantly wet by residents after using the swimming pool. Some residents had been noted getting into the elevator with bathing suite and wet body. For safety and liability concerns, residents are reminded that no wet body or bathing suit is allowed inside the elevator and proper attire must be worn at all time. Please use the changing rooms located inside the swimming pool to dry your body and for changing before getting into the elevators. Council thanks you for your understanding and full co-operation.

住客請注意，為了安全起見，用完泳池後，請更換好衣服，才能進入電梯內。濕身或穿著泳衣不能進入電梯內。業主必須通知其住客及訪客。

4. Swimming Pool/Gym & Waterfall Feature

Due to the high expenses of maintaining the swimming pool/Gym and the waterfall feature, Council discussed the options of closing the facilities or converting the facilities into membership arrangement or user fees basis, as noted in other strata.

5. Garbage Room of Tower C

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Held on July 9, 2009

It was noted that the developer is still occupying the garbage room of Tower C with some of their materials. The Property Manager was requested to contact the developer to have the Tower C garbage room made available.

6. Fobs activating the Parkade Gates

A Council Member brought to the attention of the Council that whenever a button of the remote is pressed, it activates two of the garage gates simultaneously. To conserve the wear and tear on the garage gates the company programming the fobs would be contacted to have this investigated.

7. Strata Website

Owners are advised that the strata website is now accessible and in operation. Council thanked the Treasurer for contributing his time and effort in setting up the website. Please note the website for Lotus is: <http://www.richmondlotus.ca>

業主請注意，大廈網站是：<http://www.richmondlotus.ca>

8. Moving In/Out Procedures

Owners are reminded that all moving in/out must be coordinated with the Resident Manager. A \$250 refundable damage deposit MUST be forwarded to the Resident Manager prior to the move. Council agreed that the Resident Manager must supervise the move and any noted damage on the common area would be reported to the Property Manager immediately and the cost of repair would be deducted from the security deposit.

提醒各業主，所有搬進/出，一定要和大廈管理員配合。沒搬進之前須交給大廈管理員 \$250 押金。如公共地方有任何損毀，所有修理費，將從押金扣除。

There being no further business, the meeting was adjourned at 9:00 p.m. The next meeting will be on Tuesday, August 25, 2009.

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

<p>Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.</p>
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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2884
LOTUS**

Held on Thursday, June 11, 2009
Within the Lounge Amenity Room – Tower A
5900 Alderbridge Way, Richmond, B.C.

COUNCIL IN ATTENDANCE:	Todd Gray	President
	Donna Lau	Council at Large
	Marianne Lim	Council at Large
	Stephen Cheung	Council at Large
REGRETS:	Stephen Yu	Vice President
	Sharon Xu	Council at Large
	Jensen Ho	Treasurer
GUESTS:	Sandy Hsu	Owner
	Jun Liu	Resident Manager
PROPERTY MANAGER:	Eric Chua	Crosby Property Management Ltd.

The meeting was called to order at 7:20 p.m. by the Council President.

GUESTS BUSINESS

An owner attended tonight's meeting to discuss with Council with regards to pets on the 5th floor, leaky garbage stain on the carpet and vandalism noted on the common area.

RESIDENT MANAGER'S REPORT

The new Resident Manager attended the portion of the meeting to present a brief report to the Council with regards to the daily activity in the building.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held May 7, 2009 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

The Property Manager briefly reviewed the May financial statements to the Council. Council noted that with the operation of the pool, cleaning, maintenance, and the weekend relief, the current deficit situation continues and non emergency expenses would be carefully monitored. The Property Manager mentioned that the budget would be appropriately adjusted for the new fiscal year to accommodate for the additional expenses experienced at Lotus during the first year of operation.

It was moved/seconded to approve the May 2009 financial statements. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES

Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on June 11, 2009

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

REPORT ON LITIGATION

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

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Common Area Deficiencies
The Property Manager presented the checklist received from the developer with regards to the items discussed during the walk through for the common area deficiencies. Council would review the deficiency list and follow up further with the developer.
2. Visitor Parking Stalls – Towing Permit
The Property Manager presented to the Council with the sample of visitor/resident parking decal from the signage company. The appropriate decals would be duplicated and distributed to the residents once the Towing signage has been in placed and approved by the City's inspector. The Property Manager would continue to update the Council accordingly.

IMPORTANT!

VISITOR PARKING STALLS ARE STRICTLY RESERVED FOR THE VISITORS/GUESTS OF LOTUS. RESIDENTS ARE PROHIBITED FROM PARKING AT THE VISITOR PARKING STALLS OR RISK BEING TOWED. OWNERS ARE RESPONSIBLE TO ADVISE/INFORM THEIR TENANTS ACCORDINGLY.

STRATA COUNCIL THANKS YOU FOR YOUR CO-OPERATION AND UNDERSTANDING.

訪客泊車位只供 lotus 訪客使用，嚴格執行。住戶不許使用訪客泊車位，否則車輛會拖走。業主必須將有關大廈守則通知其住客及訪客。多謝合作。

3. Visitors Exiting the Underground Parkade Signage
This item is still in progress.
4. Draft Bylaws
The Property Manager presented the finalized copy of the draft bylaws for the Council to review. Council deliberated on the draft bylaws, issues regarding barbeque, moving in/out time, fees and rentals were brought up for discussion. The Property Manager was requested to make the appropriate changes as discussed and the finalized copy of the proposed bylaws would be presented to the ownership at the coming Annual General Meeting for endorsement.
5. Protective Covers for the Thermostats
To prevent the residents from tampering with the thermostats located at the lobbies, the protective

covers had been installed. This item is now completed.

6. Timer for the Hot Tub

To conserve the energy and to save cost, the 15 minutes timer for the hot tub had been installed. This item is now completed.

CORRESPONDENCE

Several letters were issued to residents with regards to bylaw contraventions, specifically for Noise Disturbance and Dogs' Unleashed/Barking.

OWNERS/RESIDENTS ARE REMINDED THAT:

AS PER LOTUS BYLAW 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 ANOTHER PERSONS TO USE AND ENJOY THE COMMON PROPERTY, COMMON ASSETS OR ANOTHER STRATA LOT.**

提醒各業主/住戶:

根據 LOTUS 附例 3 (1), 業主, 租戶, 住客或訪客絕對不可分契單位, 公共物業或公共財產作以下的用途:

- (A) 對其他人造成滋擾或危險,
- (B) 造成不合理的吵聲,
- (C) 不合理地干擾其他人使用及享用公共物業, 公共財產或另一分契單位的權利.

PLEASE TAKE PRIDE IN YOUR BUILDING AND TO KEEP THE COMMON AREA CLEAN AND TO HAVE RESPECT FOR YOUR NEIGHBOURS BY PICKING UP AFTER YOURSELF. OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS ACCORDINGLY.

請對閣下的大廈感到自豪, 保持公共地方整潔, 並尊重閣下的鄰居, 檢起您身後的廢物.

STRATA COUNCIL THANKS YOU FOR YOUR CO-OPERATION AND UNDERSTANDING.
業委會多謝閣下的合作及體諒

NEW BUSINESS

1. 15 Month Common Area Deficiencies

Council noted that the 15 month building review and common area deficiencies form had been issued to all owners to remind the expiry date of September 6, 2009.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
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2. Insurance Renewal
The Property Manager mentioned to the Council that the insurance policy has recently been renewed and a copy of the renewal was presented to the Council for reference.
3. Proposed Budget
The Property Manager is in the process of preparing the proposed budget for the new fiscal year. Once the draft budget is completed this would be presented to the Council for review at the next Council Meeting.
4. BC Hydro – Application for PST Refund
The Property Manager mentioned to the Council that when the building was constructed, the BC Hydro account that was originally set up by the developer included the PST charges. Since Lotus is purely residential, an application could be filed with the Consumer Taxation Program Branch for the PST refund. Council agreed and authorization was given to proceed forward.
5. Parkade Car/BBQ Washing
It was brought to the attention of the Council that some residents had been noted washing their cars and BBQ equipment in the underground parkade. Please be advised that the water outlets on the common area are designed for use when power washing the parkade and not for residents to wash their cars or personal items. Please refrain from doing so.

RESIDENTS ARE REMINDED

LOTUS DOES NOT HAVE A DESIGNATED CAR WASHING AREA ON THE STRATA PLAN AS PERMITTED BY THE CITY. FURTHER, TO PROTECT THE MEMBRANE, WASHING OF CARS/PERSONAL ITEMS IS PROHIBITED IN THE UNDERGROUND PARKADE. OWNERS ARE RESPONSIBLE TO ADVISE/INFORM THEIR TENANTS ACCORDINGLY.

STRATA COUNCIL THANKS YOU FOR YOUR CO-OPERATION AND UNDERSTANDING

根據 LOTUS 圖案，市政府沒批准大廈任何洗車位。為確保停車場地面不受損壞，請禁止在停車場洗車或洗私人用品。業主必須將有關大廈守則通知其住客及訪客。多謝合作。

6. Rule – 5th Floor Courtyard – No Pet's allowed

RULES

NO PET IS ALLOWED ON THE 5TH FLOOR COURTYARD. VIOLATOR CAUGHT WOULD BE FINE!

STRATA COUNCIL THANKS YOU FOR YOUR CO-OPERATION.

寵物不允許帶入五樓庭院，違法者將被罰款。業主必須將有關大廈守則通知其住客及訪客
多謝合作。

Reminder

- 1. PLEASE TAKE PRIDE IN YOUR BUILDING AND TO KEEP THE COMMON AREA (GARBAGE ROOM, LOBBY, ELEVATORS, STAIRWELL, HALLWAYS, UNDERGROUND PARKADE, ETC) CLEAN AND TO HAVE RESPECT FOR YOUR NEIGHBOURS BY PICKING UP AFTER YOURSELF.**

請愛護家園，並尊重你的鄰居，令 Lotus 成為住戶自豪的家園。請保持公眾地方清潔，例如廢物房、大堂、升降機、梯間、走廊、地下停車場等

- 2. FOR SECURITY AND SAFETY CONCERNS, PLEASE ENSURE THAT YOUR PERSONAL ITEMS ARE STORED INSIDE YOUR ASSIGNED LOCKERS. ITEMS LEFT ON THE COMMON GROUND WOULD BE DISPOSED OFF WITHOUT WARNING.**

為保全理由，請勿放置或棄置閣下物品於任何公眾地方，屋苑管理處將不會另行通知及作為垃圾處理，並會追討有關費用及罰款。

- 3. PLEASE DO NOT DUMP YOUR GARBAGE ON THE FLOOR IN THE GARBAGE ROOM, OR OUTSIDE OF THE GARBAGE ROOM, ENSURE THAT YOUR GARBAGE IS PROPERLY SECURED AND DEPOSIT IT INTO THE GARBAGE BIN DIRECTLY.**

請勿棄置垃圾掉在垃圾房以外之公眾地方。請確保你的垃圾已完全包好，並直接放進垃圾收集箱內。

- 4. PLEASE FLATTEN YOUR CARDBOARD OR CUT THEM INTO PIECES BEFORE DUMPING THEM INTO THE CARDBOARD RECYCLING BIN. PLEASE DO NOT THROW THEM ON THE FLOOR OR ON TOP OF THE BIN.**

請將你的紙板壓平或將它切成小塊，才可棄置在再循環廢物回收箱內。請勿將其棄置在地上或在回收箱的頂部。

- 5. PLEASE DO NOT STORE PERSONAL ITEMS ON THE BALCONY AND PLEASE DO NOT THROW CIGARETTE BUTTS OVER YOUR BALCONY.**

請勿把私人用品放在陽台上。請勿把煙蒂從陽台上拋出。

- 6. FOR SECURITY AND SAFETY CONCERNS, PLEASE WAIT FOR THE OVERHEAD GATE TO CLOSE COMPLETELY BEFORE PROCEEDING.**

為保安及自身安全，請等待電動降閘完全關閉才可繼續前行。

- 7. FOR SECURITY AND SAFETY CONCERNS, PLEASE ENSURE THAT THE FRONT LOBBY ENTRANCE DOOR IS TIGHTLY CLOSED.**

為保安及自身安全，請確保大堂入口處前門已經關上。

- 8. NO SPEEDING IS ALLOWED IN THE UNDERGROUND PARKADE.**

在地下停車場內不准超速。

9. NO PET IS ALLOWED IN THE 5TH FLOOR COURTYARD AND THE PLAYGROUND AREA.

不准帶寵物進入五樓庭院，遊樂區內。

10. PLEASE DO NOT ALLOW YOUR DOG TO URINATE OR DEFECATE ON THE COMMON ARE, WHICH IS IN CONTRAVENTION OF THE STRATA CORPORATION AND THE CITY OF RICHMOND BYLAWS THAT IS SUBJECT TO A FINE.

請勿讓你的狗隻在公眾地方排泄，這是違反大廈及列治文市的附例，並將被罰款

11. APPROVAL OF THE STRATA CORPORATION MUST BE OBTAINED BEFORE MAKING ANY ALTERATION TO A STRATA LOT.

在裝修更改單位前，業主必須首先獲得業主立案法團的批准。

12. OWNERS ARE RESPONSIBLE TO ADVISE/INFORM THEIR TENANTS ACCORDINGLY.

業主必須將有關大廈守則通知其住客及訪客。

STRATA COUNCIL THANKS YOU FOR YOUR UNDERSTANDING AND CO-OPERATION

業委會多謝閣下的合作及體諒

There being no further business, the meeting was adjourned at 9:00 p.m. The next meeting will be on Thursday, July 9, 2009.

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

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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2884
LOTUS**

Held on Thursday, May 7, 2009
Within the Lounge Amenity Room – Tower A
5900 Alderbridge Way, Richmond, B.C.

COUNCIL IN ATTENDANCE:	Todd Gray	President
	Stephen Yu	Vice President
	Donna Lau	Council at Large
	Sharon Xu	Council at Large
	Stephen Cheung	Council at Large
REGRETS:	Marianne Lim	Council at Large
	Jensen Ho	Treasurer
GUESTS:	Jun Liu	Resident Manager
PROPERTY MANAGER:	Eric Chua	Crosby Property Management Ltd.

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

RESIDENT MANAGER'S REPORT

The new Resident Manager attended the earlier portion of the meeting and presented a brief report to the Council with regards to the daily activity in the building.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held April 9, 2009 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

The Property Manager briefly reviewed the April financial statements to the Council. Council noted that the current deficit situation continues and expenses would be carefully monitored and the budget appropriately adjusted for the new fiscal year as it gets close to the yearend.

It was moved/seconded to approve the April 2009 financial statements. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

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

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Common Area Deficiencies

Council noted that the Property Manager had contacted the developer's representative and is in the process of following up with regards to the checklist for the items discussed during the walk through.

2. Visitor Parking Stalls – Towing Permit

The Property Manager mentioned to the Council that a site visit had been conducted with the City's inspector regarding the appropriate locations for the placing of the towing signage. Once the appropriate wording and signage is duplicated, installation will be carried out. The City's inspector will visit the site again to confirm the signage and conclude the process. The Property Manager would continue to update the Council accordingly.

IMPORTANT!

VISITOR PARKING STALLS ARE STRICTLY RESERVED FOR THE VISITORS/GUESTS OF LOTUS. RESIDENTS ARE PROHIBITED FROM PARKING AT THE VISITOR PARKING STALLS OR RISK BEING TOWED. OWNERS ARE RESPONSIBLE TO ADVISE/INFORM THEIR TENANTS ACCORDINGLY.

STRATA COUNCIL THANKS YOU FOR YOUR CO-OPERATION AND UNDERSTANDING.

訪客泊車位只供 lotus 訪客使用，嚴格執行。住戶不許使用訪客泊車位，否則車輛會拖走。業主必須將有關大廈守則通知其住客及訪客。多謝合作。

3. Visitors Exiting the Underground Parkade Signage

This item is still in progress.

4. Speed Sign

The Property Manager mentioned that the speed limit signs (10 km/hr) had been installed at the appropriate locations in the underground parkade. This item is now completed.

IMPORTANT!

FOR SAFETY AND LIABILITY CONCERNS, RESIDENTS ARE REQUESTED TO PLEASE SLOW DOWN!

STRATA COUNCIL THANKS YOU FOR YOUR KIND UNDERSTANDING.

為了安全起見，住戶請在停車場駕駛緩慢。業主必須將有關大廈守則通知其住客及訪客。多謝合作。

5. Heating – Tower A Amenity Room

The Property Manager mentioned to the Council that the heating in the Tower A amenity room had since been repaired by the developer under warranty. This item is now completed.

NEW BUSINESS

Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on May 7, 2009

1. New Resident Manager

Council noted that the new Resident Manager, Mr. Jun Liu, had started his duties in the building on May 4, 2009 (Monday). Council and the residents welcome Mr. Jun Liu, the new Resident Manager to Lotus.

2. Security

It was reported that there were two cases of break and enter in the building for the past months and they were reported to the police immediately for further investigation. Residents are encouraged to be security conscious and report any suspicious activity to the police or the Resident Manager immediately. Notices had also been posted to remind the residents to be on alert.

3. Overhead Gate Timer Clock Quote

The Property Manager presented a quote from the overhead gate company recommending the installation of a timer clock on the parkade gate to control the operation by holding the gate open for high traffic times to reduce the excessive wear and tear on the operator. Council discussed and, for security concerns, this option will not be furthered.

4. Insurance Appraisal

The Property Manager informed the Council that the Strata Corporation's insurance policy would be up for renewal soon. The Property Manager mentioned that Suncorp Valuations, the appraisal company, had completed their appraisal in April of this year and a copy of the appraisal report conducted recently was presented to the Council for reference. The Property Manager further mentioned that a copy of the appraisal report had been forwarded to the insurance company and awaiting the renewal.

5. Rental - Form K

Council noted that some of the owners had been renting out their suites without providing a Form K (Notice of tenant's responsibilities), which is against the bylaws of the Strata Corporation and the Strata Property Act and will result in a fine being assessed to your strata lot. Section 146 of the Strata Property Act is being reproduced below for your reference.

Council requested that owners who have rented out their units to please submit their FORM K (a copy attached to this minutes for your convenience) immediately and promptly to the management company or risk being fined.

(業主如有出租，請將填好出租附表準時寄回或傳真給屋業管理公司，以免罰款，多謝合作。)

**LANDLORD TO GIVE BYLAWS, RULES AND
NOTICE OF TENANT'S RESPONSIBILITIES TO TENANT -- S. 146**

- (1) Before a landlord rents all or part of a residential strata lot, the landlord must give the prospective tenant**
 - (a) the current bylaws and rules, and**
 - (b) a Notice of Tenant's Responsibilities in the prescribed form {Form K}.**
- (2) Within 2 weeks of renting all or part of a residential strata lot, the landlord must give the strata corporation a copy of the notice signed by the tenant.**
- (3) If a landlord fails to comply with subsection (1) or (2), the tenant**

Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on May 7, 2009

- (a) is still bound by the bylaws and rules, but
(b) may, within 90 days of learning of the landlord's failure to comply, end the tenancy agreement without penalty by giving notice to the landlord.
- (4) **If a tenant ends a tenancy agreement under subsection (3), the landlord must pay the tenant's reasonable moving expenses to a maximum of one month's rent.**

6. Protective Cover for Thermostat

Council noted that the temperature control for the heating of each lobby should have a protective cover on them. The Property Manager would attend to this.

7. Proper Attire for Gym

It was brought to the attention of the Council that several residents have been noted using the exercise equipment without wearing the proper attire. ***Residents are reminded that proper attire is required while in the gym, offenders risk their privilege being suspended. Owners are responsible to advise/inform their tenants accordingly.***

There being no further business, the meeting was adjourned at 9:00 p.m. The next meeting will be on Thursday, June 11, 2009.

Eric Chua
Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours)
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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2884
LOTUS**

Held on Thursday, April 9, 2009
Within the Lounge Amenity Room
7371 Westminster Hwy, Richmond, B.C.

COUNCIL IN ATTENDANCE:	Todd Gray	President
	Stephen Yu	Vice President
	Jensen Ho	Treasurer
	Donna Lau	Council at Large
	Marianne Lim	Council at Large
	Stephen Cheung	Council at Large
REGRETS:	Sharon Xu	Council at Large
GUESTS:	Andy Liu	Resident Manager
PROPERTY MANAGER:	Eric Chua	Crosby Property Management Ltd.

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

RESIDENT MANAGER'S REPORT

The Resident Manager presented a brief report to the Council with regards to the daily activity in the building with the highlights being:

- A break and enter was reported to the RCMP where the intruder had stolen two computers from the occupant, no sign of force entry was noted by the police and this is under investigation;
- There was an incident where it appears someone had injured his hand and a blood stain was noted in the lobby of Tower B, the RCMP attended the site immediately;
- There seems to be more moving in for the past few weeks;
- We have a few lights that are burned out and it appears the fixtures have problem, this was brought to the attention of the developer;
- A few residents were noted jumping into the swimming pool without first taking a shower and this created a tougher cleaning in maintaining the pool;
- Pets' wastes continue to be noted on the common area and cleanliness of the building is being compromised;

This concludes the Resident Manager's report.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held February 19, 2009 as circulated.
CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

The Property Manager mentioned to the Council that the strata has recently received a notice from Terasen Gas demanding payment by a specific date. Council discussed with the Property Manager and written authorization was given to borrow from the Contingency Reserve Fund to temporarily alleviate the situation

Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on April 9, 2009

with the intention of paying back at the year end. The Property Manager further mentioned that with the current deficit situation, the expenses should be carefully monitored and budget would be appropriately adjusted at the year end to accommodate for the ongoing operation of the recreation facilities.

It was moved/seconded to approve the February and March 2009 financial statements. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

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

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Common Area Deficiencies

Council Members Marianne Lim and Treasurer, Jensen Ho, briefly presented an update of the common area deficiencies walk through conducted on Saturday, February 21, 2009 to the Council. The Property Manager was requested to follow up with the deficiency representative of the developer regarding the checklist for the items discussed during the walk through.

2. Visitor Parking Stalls – Towing Permit

The Property Manager mentioned that after further discussion with the City of Richmond, the proper documents including the appropriate wording for the Visitor Parking Rules had been submitted to the Towing Permit department and awaits confirmation from the inspector for a site visit.

IMPORTANT!

VISITOR PARKING STALLS ARE STRICTLY RESERVED FOR THE VISITORS/GUESTS OF LOTUS. RESIDENTS ARE PROHIBITED FROM PARKING AT THE VISITOR PARKING STALLS OR RISK BEING TOWED. OWNERS ARE RESPONSIBLE TO ADVISE/INFORM THEIR TENANTS ACCORDINGLY.

STRATA COUNCIL THANKS YOU FOR YOUR CO-OPERATION AND UNDERSTANDING.

訪客泊車位只供 lotus 訪客使用，嚴格執行。住戶不許使用訪客泊車位，否則車輛會拖走。業主必須將有關大廈守則通知其住客及訪客。多謝合作。

3. Security – Wait for the Overhead Gate to Close Signage

The Property Manager mentioned that the signage is now installed on the underground parkade gate.

IMPORTANT !

FOR THE SAFETY AND SECURITY OF EVERYONE, RESIDENTS ARE REMINDED TO PLEASE STOP AND WAIT FOR THE PARKADE GATE TO CLOSE COMPLETELY BEFORE PROCEEDING. PLEASE DO NOT TAILGATE ANYONE INFRONT OF YOU. OWNERS ARE RESPONSIBLE TO ADVISE/INFORM THEIR TENANTS ACCORDINGLY.

STRATA COUNCIL THANKS YOU FOR YOUR CO-OPERATION AND UNDERSTANDING.

為保安及自身安全，請等待電動降閘完全關閉才可繼續前行。請勿緊跟前面的車輛。業主必須將有關大廈守則通知其住客及訪客。多謝合作。

4. Visitors Exiting the Underground Parkade Signage
This item is still in progress.
5. Swimming Pool – Changing Room Hand Blower
Council discussed the Dyson Airblade hand blower quote for the changing rooms by the swimming pool area and in view of the current budget deficit situation. The Strata Council agreed to table this item to the Annual General Meeting for owners' consideration.
6. Resident Manager Replacement
The Property Manager mentioned to the Council that several qualified candidates had been interviewed and the search for a suitable Resident Manager is near completion. Once the details are confirmed, Council would be advised accordingly.

CORRESPONDENCE

A request was received by Council with regards to the hanging of religious item(s) on the front of the suite's door, which is a common area. Council discussed and agreed unanimously that in order to maintain the uniform appearance for all as well as not to favour one religion over another, the request was denied.

Several letters were issued to residents with regards to bylaw contraventions, specifically for placing of floor mats at the front entrance of the suites and for noise disturbances.

NEW BUSINESS

1. Building Security
Council discussed the security issues in the building and agreed that security companies be contacted to provide some suggestions and quotes for review.

RESIDENTS ARE REMINDED

FOR SECURITY AND SAFETY CONCERNS, PLEASE ENSURE THAT THE FRONT LOBBY ENTRANCE DOOR CLOSES PROPERLY AND TIGHTLY BEHIND YOU AT ALL TIME. DO NOT, IN ANY CIRCUMSTANCES, ALLOW STRANGERS TO FOLLOW YOU INTO THE FRONT ENTRANCE AS WELL AS THE UNDERGROUND PARKADE. PLEASE REPORT ANY SUSPICIOUS ACTIVITIES TO THE POLICE. LET US CONTINUE TO DO OUR PART TO BE SECURITY CONSCIOUS. OWNERS ARE RESPONSIBLE TO ADVISE/INFORM THEIR TENANTS ACCORDINGLY.

THE STRATA COUNCIL THANKS YOU FOR YOUR COOPERATION AND UNDERSTANDING.

為保安及自身安全，請確保大堂入口處前門已經關上。無論任何情況，不許陌生人跟隨進入大堂及電動降閘。任何可疑行動請向警方呈報。業主必須將有關大廈守則通知其住客及訪客。多謝合作。

2. Parkade Car Washing

It was brought to the attention of the Council that some residents have been noted washing their cars and bikes in the underground parkade. Please be advised that the water outlets on the common area are designed for use when power washing the parkade and not for residents to wash their cars.

RESIDENTS ARE REMINDED

LOTUS DOES NOT HAVE A DESIGNATED CAR WASHING AREA ON THE STRATA PLAN AS PERMITTED BY THE CITY. FURTHER TO PROTECT THE MEMBRANE, WASHING OF CARS/BIKES IS PROHIBITED IN THE UNDERGROUND PARKADE. OWNERS ARE RESPONSIBLE TO ADVISE/INFORM THEIR TENANTS ACCORDINGLY.

STRATA COUNCIL THANKS YOU FOR YOUR CO-OPERATION AND UNDERSTANDING

根據 LOTUS 圖案，市政府沒批准大廈任何洗車位。為確保停車場地面不受損壞，請禁止在停車場洗車或單車。業主必須將有關大廈守則通知其住客及訪客。多謝合作。

3. Speed Signs

For safety and liability concerns, the Property Manager was requested to have the speed limit signs duplicated and installed at the underground parkade since the speed bumps are now in place.

4. Heating – Tower A Amenity Room

The Property Manger mentioned to the Council that the heating in the Tower A amenity room has not been functioning and this item had been reported to the developer and awaits the sub-trades to attend. The Property Manger would continue to follow up on this.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on April 9, 2009

There being no further business, the meeting was adjourned at 9:00 p.m. The next meeting will be on Thursday, May 7, 2009.

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

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

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2884
LOTUS**

Held on Thursday, February 19, 2009
Within the Lounge Amenity Room
5900 Alderbridge Way, Richmond, B.C.

COUNCIL IN ATTENDANCE:	Todd Gray	President
	Stephen Yu	Vice President
	Jensen Ho	Treasurer
	Marianne Lim	Council at Large
	Stephen Cheung	Council at Large
REGRETS:	Donna Lau	Council at Large
	Sharon Xu	Council at Large
GUESTS:	Andy Liu	Resident Manager
PROPERTY MANAGER:	Eric Chua	Crosby Property Management Ltd.

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

RESIDENT MANAGER'S REPORT

The Resident Manager presented a brief report to the Council with regards to the daily activity in the building.

Highlights being:

- While patrolling the stairwell, we occasionally found residents dumping their garbage rather than disposing of it in the garbage room;
- The RCMP was contacted with regards to an older car that was taken from the parkade, which is very suspicious;
- Some residents are not storing their personal items inside their assigned lockers, instead they are placing them on the common area floor;
- I would like to personally thank Council for your support and understanding as I have secured a position together with my spouse for another new complex, it is a very tough decision for me as I am quite comfortable working at Lotus.

This concludes the Resident Manager's report.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held January 22, 2009 as circulated.
CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

The Property Manager mentioned to the Council that, (with the full operation of the swimming pool and the exercise room as well as the extreme cold weather that was encountered this winter) the heating and the electrical costs are adding up and budget is currently overrun.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on February 19, 2009

It was moved/seconded to approve the January 2009 financial statements. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

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

BUSINESS ARISING FROM PREVIOUS MINUTES

Common Area Deficiencies

The Property Manager presented a copy of the water feature orientation conducted on February 6, 2009 for the Council to review. Council Member, Marianne Lim, (who is on the Common Area Deficiencies committee) mentioned to the Council that another walkthrough for Tower C has been scheduled with the developer on Saturday February 21, 2009. Treasurer, Jensen Ho agreed to participate and Council requested that the Resident Manager be present for additional input.

Draft Bylaws

The Property Manager mentioned to Council that the draft bylaws are near completion. The finalized copy will be presented to Council for review and presented to the ownership for endorsement at the next Annual General Meeting.

Security Camera Upgrades

The Property Manager mentioned that the security company had been contacted but the quote did not arrive in time for tonight's meeting. The Property Manager will follow up on this.

Bike Storage Area

The Property Manager presented a quote with regards to the installation of bike racks for Council to review. As this item involves the changes of the use of the common area, Council agreed to table it to the next Annual General Meeting for discussion with the ownership.

Visitor Parking Stalls – Towing Permit

This item is still in progress.

Lobbies Bulletin Boards

The Resident Manager mentioned that the lobbies' bulletin boards had been received and they would be installed shortly. This item is now completed.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on February 19, 2009**

Visitors Exiting the Underground Parkade Signage

This item is still in progress.

Security – Wait for the Overhead Gate to Close Signage

The item is still in progress.

CORRESPONDENCE

Several letters were issued to residents with regards to bylaw contraventions, specifically for oil leak in parking stalls, placing of floor mats at the front entrance of the suites and for noise disturbances.

NEW BUSINESS

Swimming Pool – Changing Room Hand Blower

The Property Manager presented a Dyson Airblade hand blower quote for Council's consideration. Council noted the cost is quite exorbitant and the Property Manager was requested to source for another quote for cost comparison.

Resident Manager Resignation

Council is in receipt of the resignation from the Resident Manager. It was noted that he and his spouse have been both offered the opportunity to service another new complex. Council is very content with the performance of the Resident Manager and discussed the possibility of engaging him for weekend services.

Swimming Pool Changing Rooms – Heating

It was brought to Council's attention that there is no heating inside of the swimming pools change rooms. This issue will be brought to the attention of the developer.

Swimming Pool Area – Lockers

It was brought to Council's attention that a resident has been using one of the lockers (locker #7) in the swimming pool area for personal use by installing a padlock on it overnight.

ATTENTION !

RESIDENTS ARE REMINDED TO PLEASE REMOVE YOUR PERSONAL ITEMS WHEN LEAVING THE SWIMMING POOL AREA. NO OVERNIGHT USE OF THE LOCKERS IS PERMITTED.

STRATA COUNCIL THANKS YOU FOR YOUR UNDERSTANDING.

Reminder

1. **PLEASE TAKE PRIDE IN YOUR BUILDING AND TO KEEP THE COMMON AREA (GARBAGE ROOM, LOBBY, ELEVATORS, STAIRWELL, HALLWAYS, UNDERGROUND PARKADE, ETC) CLEAN AND TO HAVE RESPECT FOR YOUR NEIGHBOURS BY PICKING UP AFTER YOURSELF.**

請愛護家園，並尊重你的鄰居，令 Lotus 成為住戶自豪的家園。請保持公眾地方清潔，例如廢物房、大堂、升降機、梯間、走廊、地下停車場等

2. **FOR SECURITY AND SAFETY CONCERNS, PLEASE ENSURE THAT YOUR PERSONAL ITEMS ARE STORED INSIDE YOUR ASSIGNED LOCKERS. ITEMS LEFT ON THE COMMON GROUND WOULD BE DISPOSED OFF WITHOUT WARNING.**

為保全理由，請勿放置或棄置閣下物品於任何公眾地方，屋苑管理處將不會另行通知及作為垃圾處理，並會追討有關費用及罰款。

3. **PLEASE DO NOT DUMP YOUR GARBAGE ON THE FLOOR IN THE GARBAGE ROOM, OR OUTSIDE OF THE GARBAGE ROOM, ENSURE THAT YOUR GARBAGE IS PROPERLY SECURED AND DEPOSIT IT INTO THE GARBAGE BIN DIRECTLY.**

請勿棄置垃圾掉在垃圾房以外之公眾地方。請確保你的垃圾已完全包好，並直接放進垃圾收集箱內。

4. **PLEASE FLATTEN YOUR CARDBOARD OR CUT THEM INTO PIECES BEFORE DUMPING THEM INTO THE CARDBOARD RECYCLING BIN. PLEASE DO NOT THROW THEM ON THE FLOOR OR ON TOP OF THE BIN.**

請將你的紙板壓平或將它切成小塊，才可棄置在再循環廢物回收箱內。請勿將其棄置在地上或在回收箱的頂部。

5. **OWNERS ARE RESPONSIBLE TO ADVISE/INFORM THEIR TENANTS ACCORDINGLY.**

業主必須將有關大廈守則通知其住客及訪客。

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on February 19, 2009**

STRATA COUNCIL THANKS YOU FOR YOUR UNDERSTANDING AND CO-OPERATION

多謝合作.

There being no further business, the meeting was adjourned at 9:00 p.m. The next meeting will be on Thursday, April 9, 2009.

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

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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2884
LOTUS**

Held on Thursday, January 22, 2009
Within the Lounge Amenity Room
5900 Alderbridge Way, Richmond, B.C.

COUNCIL IN ATTENDANCE:	Todd Gray	President
	Stephen Yu	Vice President
	Jensen Ho	Treasurer
	Donna Lau	Council at Large
	Marianne Lim	Council at Large
	Sharon Xu	Council at Large
	Stephen Cheung	Council at Large
GUESTS:	Andy Liu	Resident Manager
PROPERTY MANAGER:	Eric Chua	Crosby Property Management Ltd.

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

RESIDENT MANAGER'S REPORT

The Resident Manager presented a brief report to the Council with regards to the daily activity in the building.

Highlights being:

- There was a major water leak caused by the sprinkler being triggered by a candle set off in an owner's bedroom around Christmas time. The fire prevention and the emergency restoration companies were dispatched and the situation contained;
- About 4-5 lockers were noted being broken into, which appears suspicious, it was reported to the police;
- Tower B appears to have a share amount of fire alarms being triggered by pull station on the 5th and 11th floor;
- Swimming pool and Exercise room are now in full operation;
- Preventive maintenance for the exercise equipment should be considered;
- There is no switch control for the swimming pool light, only breaker control;
- The mechanical company had attended the site and a report would be forwarded;
- The developer had cleaned all three towers of the common hallway carpet at no cost to the development;
- We continue to find dog's waste on the common hallway and in the elevators;

This concludes the Resident Manager's report.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held December 4, 2008 as circulated.
CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on January 22, 2009

It was moved/seconded to approve the November and December 2008 financial statements. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

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

BUSINESS ARISING FROM PREVIOUS MINUTES

Common Area Deficiencies

Council Member, Donna Lau, who is on the deficiency committee, mentioned that another deficiency walk through had been conducted on January 21, 2009 and presented the details to the Council. It was noted that during the walkthrough, there is no way to ascertain as to whether the pump for the waterfall is working or not as it has not been tested and not in operation since commencement of the building. It was further noted that another walkthrough would be scheduled for inspection of Tower C and the waterfall shortly.

Draft Bylaws

The Property Manger presented the final draft copy of the proposed bylaws for Council to review. Council briefly reviewed the proposed bylaws and recommended a few amendments. The Property Manager mentioned that once finalized, the proposed bylaws would be presented to the ownership for endorsement at the Annual General Meeting.

Security Camera Upgrades

The Property Manager mentioned that the quote for installing the two additional cameras in the swimming pool area that could be accommodated by the current system is forthcoming, once received it would be presented to the Council for review.

Bike Storage Area

This item is still in progress.

Visitor Parking Stalls – Towing Permit

This item is still in progress.

Visitors Exiting the Underground Parkade Signage

This item is still in progress.

Security – Wait for the Overhead Gate to Close Signage

This item is still in progress.

CORRESPONDENCE

A request from an owner to reverse the Lien charges was presented to the Council for review. Council discussed the details and agreed unanimously that the Lien charges would not be waived. Council would like to inform the owners that the strata corporation incurred expenses while filing the Lien, as it involves the administration work in preparing the Lien document as well as actual registration at the Land Title Office. (Please see NEW BUSINESS – Strata Fees Arrears - Lien Procedures for more detail information)

NEW BUSINESS

Strata Fees Arrears – Lien Procedures

ATTENTION

OWNERS ARE REMINDED OF THE PROCESS THAT TOOK PLACE IF YOUR STRATA FEES ARE IN ARREARS FOR MORE THAN 90 DAYS:

- 1. LETTER SENT OUT WITH 2 WEEKS DEMAND WITH A LIEN WARNING.**
- 2. CERTIFICATE OF LIEN IS ISSUED AND REGISTERED AT LAND TITLE OFFICE AGAINST THE PROPERTY.**
- 3. IF NO ACTION FROM THE OWNERS TO RECTIFY THE ARREARS, LITIGATION PROCESS IS COMMENCED TO COLLECT THE OUTSTANDING STRATA FEES.**
- 4. FORECLOSURE INITIATED BY THE COURT AND OUTSTANDING STRATA FEES ARE COLLECTED BEFORE THE MORTGAGE IS REPAYED AS LIEN HAS A HIGHER PRIORITY OVER THE MORTGAGE.**

IT IS ABSOLUTELY PARAMOUNT THAT THE OWNERS PAY THEIR STRATA FEES ON TIME (1ST OF THE MONTH). IT IS POSSIBLE TO PREPAY YOUR STRATA FEES IN ADVANCE, PLEASE CONTACT CROSBY PROPERTY MANAGEMENT FOR ARRANGEMENT AND DETAIL.

STRATA COUNCIL THANKS YOU FOR YOUR KIND ATTENTION

Overhead Gate Operator

It was noted that Overhead gate is currently operating under a single phase motor and due to wear and tear, Council agreed to obtain a quote from the gate company for a 3-phase motor upgrade for consideration.

Swimming Pool Light Switch

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on January 22, 2009**

It was noted that the swimming pool does not have the light switch control and it is currently operating under a breaker. To save cost and for the ease of monitoring the usage of energy for the swimming pool, the property manager was requested to contact an electrician to have a light switch installed.

Dog's Waste on Common Area

It was brought to the attention of the Council that dogs' wastes have been noted on the common hallway, in the elevators, and on the 5th floor courtyard area. **Residents are reminded to pick up after their pets, any violator caught would be fine!**

Rule – 5th Floor Courtyard – No Pet's allowed

Council discussed the pets' waste on the 5th floor courtyard area and it was agreed that a Rule be instituted to contain the situation.

RULES

NO PETS ARE ALLOWED ON THE 5TH FLOOR COURTYARD. VIOLATOR CAUGHT WOULD BE FINED!

STRATA COUNCIL THANKS YOU FOR YOUR KIND ATTENTION

Access Fobs for Parkade

It was brought to the attention of the Council that apparently when one of the buttons on the parkade remote is pressed it opened up two of the gates at the same time. The Property Manager was requested to inquire from Smartek as to the possibility of programming each gate to correspond to each button on the remote.

Time duration for the Gate

For security and safety concerns, the time duration for the main entrance gate would be shortened.

Amenity Rules

Council discussed the amenity room fees in terms of booking it for a private function. Council agreed that a fee of \$50 is applicable and damage deposit of \$250 is required for booking the amenity room. In addition, the booking of the amenity room would be confined within specific block of time. E.g. Block 1 – 8:00 am – 12:00 noon, Block 2 – 1:00 pm – 5:00 pm, Block 3 – 6:00 pm – 10:00 pm.

Parking Stalls – Oil Leak

It was noted that during the recent walkthrough, couple of parking stalls were noted to have serious oil leak from their vehicles. The Property Manager was requested to address letters to the owners concerned to have the oil leak cleaned up immediately.

Door Mats

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on January 22, 2009**

It was noted that during the recent walkthrough, some units were noted to have door mats placed at their front doors. For fire and safety concerns, the Property Manager was requested to issue letters to those owners to have their door mats removed.

Insurance Claim – Water Damage

The Property Manager mentioned to the Council that on December 29, 2008 at around 1:30 am, the building fire alarm was set off by a fire in the master bedroom of a suite on the top floor that triggered the sprinkler, which subsequently damaged numerous suites below. Fire Department, Emergency Restoration Company, and Fire Prevention Company all attended to the situation immediately. The Property Manager further mentioned that an insurance claim had been filed and an adjuster had since been assigned and visited all the damage suites for a report. The final scopes of repairs from the restoration company have been forwarded to the insurance adjuster and the works are in progress. Council discussed the seriousness of this case and agreed that the owner who started the fire should be responsible for the damage and the cost incurred.

The Property Manager stressed the important of owners having their homeowners' insurance. **Owners are reminded that it was the owners' responsibility to cover any water losses below the deductible that they (or their tenants) were responsible for in regards to their strata lot, other owners' strata lots which were damaged, and including the common area property.**

IMPORTANT!

INSURANCE COVERAGE

Obtaining individual insurance coverage is strongly recommended.

It is the responsibility of individual owners to obtain their own content/liability insurance for their Strata Lots. Owners are also responsible for improvements made to their units (e.g. Hardwood Floor, etc) and should also obtain "betterment" insurance in this regard.

Residents, owners and tenants are also strongly urged to ensure that they maintain a "secondary living expense fund" in the event that an incident within the building keeps them from living in their residences for an extended period of time. The Strata Corporation's insurance is not responsible for these costs.

Owners should also be aware that if, in the course of a fire, flood or some other unforeseen occurrence, a resident's possessions are damaged, that person must make a claim for compensation through their own insurance company as this is NOT covered under the building's insurance policy. Non-residents should also ensure that their tenants clearly understand this.

Strata Council thanks you for your Co-operation

There being no further business, the meeting was adjourned at 9:00 p.m. The next meeting will be on Wednesday, February 19, 2009.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on January 22, 2009**

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

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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2884
LOTUS**

Held on Thursday, December 4, 2008
Within the Lounge Amenity Room
5900 Alderbridge Way, Richmond, B.C.

COUNCIL IN ATTENDANCE:	Todd Gray	President
	Stephen Yu	Vice President
	Donna Lau	Council at Large
	Stephen Cheung	Council at Large
REGRETS:	Jensen Ho	Treasurer
	Marianne Lim	Council at Large
	Sharon Xu	Council at Large
GUESTS:	Paul Pantazopoulos	Five Star Building Maintenance
	Dominic Corsetti	Five Star Building Maintenance
	Andy Liu	Resident Manager
PROPERTY MANAGER:	Eric Chua	Crosby Property Management Ltd.

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

GUESTS BUSINESS

The President and Director of Operations from Five Star Building Maintenance attended tonight's meeting to review the cleaning services of Lotus with the Council. Mr. Pantazopoulos detailed the contracted duties and services of Five Star Building Maintenance to the Council. The hours of operation, days of cleaning, cost, supervision, etc., were all touched upon and overall Council is pleased with the performance of Five Star Building Maintenance at Lotus.

RESIDENT MANAGER'S REPORT

The Resident Manager presented a brief report to the Council with regards to the daily activity in the building.

Highlights being:

- Some owners moving into the building complaint about no loading area for the moving truck;
- The space in front of Tower B would be ideal for the loading zone, but this would have to be investigated with the City of Richmond;
- Last Wednesday, the City and the developer conducted the pool inspection and this issue is still on-going;
- The City also requested the developer to install a cabinet for the storing of chemicals for the pool and Jacuzzi;
- Floor mats would be purchased and install on the 5th floor area going to the courtyard;
- The mechanical company had attended the site and the service report would be forwarded to the Property Manager;
- Pets' waste on the 5th floor courtyard area is still an issue;

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on December 4, 2008**

- Speed bump and safety mirrors had been installed at the underground parkade;

This concludes the Resident Manager's report.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held October 30, 2008 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the October 2008 financial statements. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

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

BUSINESS ARISING FROM PREVIOUS MINUTES

Common Area Deficiencies

The Property Manager presented to the Council with a list of the Common Area Deficiencies conducted on October 31, 2008 for reference. This deficiency list included the site meeting conducted for Tower C.

Draft Bylaws

The Property Manager presented a copy of the draft bylaws for Council to review. The Property Manager mentioned that the draft bylaws are near completion and suggested the Council reviewed and forward their comments. Once finalized, it would be presented to the ownership for endorsement at the Annual General Meeting.

Parkade Speed Bumps and Mirrors

This item had since been completed.

Security Camera Upgrades

The Property Manager mentioned that the quote for the security camera is forthcoming, once received it would be presented to the Council for review. Council noted that the current security system can still accommodate up to two additional cameras and they would be best located at each end of the amenity area.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on December 4, 2008

Privacy/Security – Glass Etching

The Property Manager presented a quote with regards to the application of film on the glass for the swimming pool and exercise room for Council to review. Council noted that the cost is quite excessive and was advised that applying the film on the glass or etching of the glass would void the warranty provided by the developer. Council discussed and agreed to table this item at the Annual General Meeting to be discussed with the ownership.

CORRESPONDENCE

The Property Manager presented the correspondence from the owner where Lien charges had been assessed. The Property Manager mentioned that the owner acknowledged and payments had been forwarded, this issue is now resolved.

Another request from an owner to reverse the Lien charges was presented to the Council for review. Council discussed the details and agreed unanimously that the Lien charges would not be waived. The Property Manager was requested to reply to the owner accordingly.

Two letters were issued to residents with regards to bylaw contraventions, specifically noise disturbance.

NEW BUSINESS

Weekend Moving

Council discussed the weekend moving and agreed that owners who required *weekend moving* would have to coordinate the process with the Resident Manager and the cost (weekend moving in fees and damage deposit) must be paid directly to him in advance. Currently, moving during the business working hours of the Resident Manager from Monday to Friday, there is no cost involved. Council further agreed that a refundable damage deposit of \$300 should be received from the owners prior to each move and all moves must be coordinated with the Resident Manager at least 7 days in advance. Unscheduled moves would be fined.

Weekend Relief Manager

Council discussed the weekend relief manager for the complex. The Property Manager brought to the attention of the Council with regards to liability, WCB, insurance, conflict of interest (if an owner or Council is involved) versus the hiring of an independent contractor. The President expressed his interest and Council requested that a quote be forwarded for their consideration and review.

Resident Manager's Bonus

Council would like to express their thanks and appreciation to the Resident Manager for his hard work and excellent performance and noted that in many instances he has gone above and beyond what normally would be required under his contracted duties. In celebrating the spirit of the seasons, Council agreed to reward him with a bonus of \$400 as a token of appreciation.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on December 4, 2008**

Bike Storage Area

After the conclusion of the Council Meeting, the Council, the Property Manager and the Resident Manager had a walkabout in the underground parkade and scouted a location suitable to be used as a bike storage area. Quotes would be obtained to have that area fenced and bike racks installed.

Visitor Parking Stalls

Council noted that quite a number of residents are using the visitor parking stalls as additional stalls for their own use. Residents are reminded that the Visitor Parking Stalls are strictly for the use of visitors and guests to Lotus, residents are prohibited from parking at the visitor parking stalls. Once the towing procedures are put in place, violators would be towed, without exception.

Visitors Exiting the Underground Parkade

Council noted that visitors and guests to Lotus, who parked at the underground parkade might have problem accessing the lobby of each tower, especially Tower A. Signage with proper instruction to direct the visitors and guests out of the underground parkade and to the proper tower would be duplicated and installed.

Security – Wait for the Overhead Gate to Close

For safety and security concerns, Council agreed that the signage reminding residents to wait for the parkade gate to close completely before proceeding would be fabricated and installed.

Noise Disturbance

It was brought to the attention of the Council that the Pub across the street is operating past the wee hours and the noise disturbance generated by their patrons is a concern. A letter would be issued to the City to have this issue investigated.

Season's Greetings

HAVE A SAFE AND HAPPY HOLIDAY!

There being no further business, the meeting was adjourned at 9:00 p.m. The next meeting will be on Thursday, January 22, 2009.

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

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Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on December 4, 2008

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2884
LOTUS**

Held on Thursday, October 30, 2008
Within the Lounge Amenity Room
5900 Alderbridge Way, Richmond, B.C.

COUNCIL IN ATTENDANCE:	Todd Gray	President
	Stephen Yu	Vice President
	Jensen Ho	Treasurer
	Donna Lau	Council at Large
	Marianne Lim	Council at Large
	Sharon Xu	Council at Large
	Stephen Cheung	Council at Large
GUESTS:	Kimberly Shield	
	Mena Wong	
	Andy Liu	Resident Manager
PROPERTY MANAGER:	Eric Chua	Crosby Property Management Ltd.

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

RESIDENT MANAGER'S REPORT

The Resident Manager presented a brief report to the Council regarding the daily activity in the building.

Highlights being:

- For the month of October, there was some overtime done where I have to coordinate with the new owners/tenants regarding their moving in to the building including the weekend;
- For the month of October, we have 4 incidents of fire alarms;
- Two of the incidents were due to people pulling the fire station and triggering the alarm;
- One incident was due to some smoke on the stairwell;
- Another incident was due to an accident resulting from cooking and the Fire Department was dispatched by the monitoring company and had to knock down the door to resolve the issue;
- Some residents were noted having dripping garbage bags and that had created a mess inside the garbage room; the garbage must be double bagged;
- Pets' waste were still noted on the 5th floor courtyard area;
- Speed bump is needed as some residents were still noted speeding in the underground parkade;
- A few residents have been asking about the opening of the pool;
- There is no on/off switch or time clock to control the lights above the swimming pool;
- Some residents have been spitting inside the elevator and this created additional chores for the cleaning.

This concludes the Resident Manager's report.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held September 30, 2008 as circulated. CARRIED.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on October 30, 2008

APPROVAL OF FINANCIAL STATEMENTS

The Property Manager briefly reviewed the September financial statements with the Council. The Property Manager mentioned that September is the 1st month of operation under the new fiscal budget and July statement as indicated in the September 30th meeting was the interim budget for the developer. Council noted the expenditures for September statements are in line with the amount budgeted for.

It was moved/seconded to approve the August and September 2008 financial statements. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

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

BUSINESS ARISING FROM PREVIOUS MINUTES

Common Area Deficiencies

The Property Manager presented to the Council with a list of the Common Area Deficiencies conducted on October 24, 2008. This deficiency list included the site meeting conducted for Tower A and B. Another walkthrough is being scheduled for October 31, 2008 and that will include Tower C and the parkade. Once the deficiency list for October 31 is received, it will be presented to the Council for review.

Draft Bylaws

The Property Manager presented a set of the draft bylaws for Lotus for the Council to review. Council reviewed and discussed the draft bylaws and appropriate changes were made and suggestions added. Council noted that this is not the complete set of bylaws proposed for the Lotus as the President and the Property Manager would continue with this process. Once the Council had finalized the draft bylaws, they would be presented to the ownership for endorsement.

Amenity/Exercise/Recreation Room - Rules

The Property Manager presented a set of rules pertaining to the usage of the Amenity, Exercise and Recreation room for the Council to review. Council reviewed and discussed the rules at hand and agreed that the hours of operation for the Exercise and Recreation room should all be set the same once they are in operation, which is from 7:00 am to 10:00 pm daily. Council agreed that the usage of the Amenity, Exercise and Recreation would continue to be monitored and the adjustment made accordingly.

Parkade Mirrors and Speeding Signage

The Property Manager mentioned that this item is still in progress and will update the Council accordingly.

CORRESPONDENCE

An e-mail was received from an owner requesting the Council to reverse the Lien charges assessed to his strata lot. Council reviewed and discussed the situation and agreed unanimously that the Lien charges would not be waived. The Property Manager was requested to reply to the owner accordingly.

A request was received from the owner to use the 5th floor garden for a wedding ceremony with guests of approximately 50 to 60 people. Council reviewed the request and the concerns of parking, liability, security, noise, mess, privacy of those owners on the 5th floor were deliberated. The Property Manager was requested to reply to the owner accordingly.

A request was received from a resident regarding the installation of bike racks. Council discussed and noted that there is no bike storage space available in the complex and suggested that once the bulletin boards for the lobbies are installed, residents could post their requests to solicit from other owners who have a bigger storage locker that is big enough to accommodate a bike. In addition, quote would be obtained for the installation of bike racks for Council's consideration, should a suitable space is located.

In addition, several letters were issued to residents with regards to bylaw contraventions, specifically hanging of accessories and placing of floor mat at the front entrance of the suite's door.

NEW BUSINESS

Security Camera Upgrades

Council discussed the security camera system currently in place. It was noted that the system installed can still accommodate for two additional cameras. The Property Manager was requested to obtain a quote from the security company servicing the building for Council's consideration.

Privacy/Security – Glass Etching

Council noted that there is no privacy for the swimming pool located at Tower C, as it faces the Westminster Highway and it is enclosed with glass. The same for the Amenity room in the similar location, which is also enclosed with glass, where the developer has installed a flat screen TV and the security is a concern. The Property Manager was requested to obtain a quote from a glass company for etching the glass for Council to review.

Access to the Exercise Room

Council discussed the access to the Exercise Room through the swimming pool. Council noted that this would be problematic in the future as the residents wishing to use the exercise room would have to cross the swimming pool first. Council is of the opinion that a separate access to the Exercise Room would be more appropriate. This issue would be further investigated.

Reminder

1. **PLEASE ENSURE THAT YOU DOUBLE BAGGED YOUR GARBAGE SO IT WILL NOT CREATE A MESS INSIDE THE GARBAGE ROOM AND SOILED THE CARPET ON THE HALLWAY.**

請使用雙重垃圾膠袋運載垃圾以免污損走廊及各公眾地方。

2. **NO PETS IS ALLOWED INTO THE 5TH FLOOR PLAYGROUND AREA.**

禁止任何寵物進入五樓休憩及遊樂場。

3. **NO SPITTING IS ALLOWED ON COMMON AREA, ESPECIALLY INSIDE THE ELEVATOR.**

嚴禁在任何公眾地方吐痰, 尤其於電梯內。

4. **NO SPEEDING IS ALLOWED IN THE UNDERGROUND PARKADE**

在地下停車場內不准超速。

5. **FOR SECURITY AND SAFETY CONCERNS, PLEASE WAIT FOR THE OVERHEAD GATE TO CLOSE COMPLETELY BEFORE PROCEEDING.**

為保安及自身安全, 請等待電動降閘完全關閉才可繼續前行。

6. **FOR SECURITY AND SAFETY CONCERNS, PLEASE ENSURE THAT THE FRONT LOBBY ENTRANCE DOOR IS TIGHTLY CLOSED.**

為保安及自身安全, 請確保大堂入口處前門已經關上。

7. **PLEASE TAKE PRIDE IN YOUR BUILDING AND TO KEEP THE COMMON AREA (GARBAGE ROOM, LOBBY, ELEVATORS, STAIRWELL, HALLWAYS, UNDERGROUND PARKADE, ETC) CLEAN AND TO HAVE RESPECT FOR YOUR NEIGHBOURS BY PICKING UP AFTER YOURSELF.**

你要為大廈感到自豪, 保持公眾地方清潔 (廢物房、大堂、升降機、梯間、走廊、地下停車場等), 並尊重你的鄰居, 拾起自己的廢物。

8. **OWNERS ARE RESPONSIBLE TO ADVISE/INFORM THEIR TENANTS ACCORDINGLY.**

業主有責任將以上所提及的事告知自己的租客。

STRATA COUNCIL THANKS YOU FOR YOUR UNDERSTANDING AND CO-OPERATION

Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on October 30, 2008

There being no further business, the meeting was adjourned at 9:00 p.m. The next meeting will be on Thursday, December 4, 2008.

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

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

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2884
LOTUS**

Held on Tuesday, September 30, 2008
Within the Lounge Amenity Room
5900 Alderbridge Way, Richmond, B.C.

COUNCIL IN ATTENDANCE:	Todd Gray	President
	Stephen Yu	Vice President
	Jensen Ho	Treasurer
	Donna Lau	Council at Large
	Marianne Lim	Council at Large
REGRETS:	Sharon Xu	Council at Large
	Stephen Cheung	Council at Large
GUESTS:	Andy Liu	Resident Manager
PROPERTY MANAGER:	Eric Chua	Crosby Property Management Ltd.

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

COUNCIL POSITION

As this was the first scheduled Council Meeting for the newly elected Council Members, the following appointments were made:

Todd Gray	–	President
Stephen Yu	–	Vice-President
Jensen Ho	–	Treasurer

RESIDENT MANAGER'S REPORT

The Resident Manager presented a brief report to the Council regarding the daily activity in the building.

Highlights being:

- For the past 3 months, I have been coordinating with the new owners/tenants regarding their moving in to the building including the weekend;
- The biggest issue for the moving in is for Tower C because of lack of loading area and owners/tenants are complaining about this;
- In the future, might need to contact the City to apply for a loading zone permit at the front of Tower A for those owners moving into Tower C;
- Up until to-date, security seems to be in control and we have no reported of any break in;
- We need proper recycling signage at the garbage room to remind the residents about the appropriate ways of recycling;
- Some residents are dumping their household wastes outside of the garbage room;
- Some residents are bringing their pets to the play area and wastes are noted there;
- Some residents are parking at the wrong stalls and using others' storage lockers;

**Minutes of the Council Meeting
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Held on September 30, 2008**

- Some residents are constantly using the visitor parking stalls as additional parking space;
- We recently have a power failure at Richmond and the emergency generator kicks in and this confirmed it is working properly;
- For security, residents should wait for the main entrance gate to close completely before leaving.

This concludes the Resident Manager's report.

APPROVAL OF COUNCIL MEETING MINUTES

Since this is the first Council Meeting for Lotus, there were no Minutes of the Council Meeting to be approved.

APPROVAL OF FINANCIAL STATEMENTS

The Property Manager briefly reviewed the July financial statements with the Council. The Property Manager mentioned that July is the 1st month of operation under the new budget and the expenditures are all in line.

It was moved/seconded to approve the July 2008 financial statements. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

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

CORRESPONDENCE

A letter was received from an owner with regards to the noisy air conditioner unit located on the outside of the 5th floor as well as the upper residents throwing cigarette butts onto his patio. The Property Manager mentioned to the Council that during the initial walk through with the developer this issue had been brought to their attention.

Another letter was received from an owner with regards to a tree planted outside the suite. Council would review this and if necessary to have the tree relocated to an appropriate location.

Another request was received from an owner with regards to changing the lock on the suite's door originally installed by the developer to the numeric keypad type. Council deliberated and agreed that the lock on the door should not be changed in order to maintain a uniform appearance for all. In addition, Council agreed that no other lock mechanism is allowed to be installed.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on September 30, 2008

NEW BUSINESS

Common Area Deficiency Committee

The Property Manager detailed the Common Area Deficiencies process to the Council. It was noted that Council had conducted a walkabout with the developer on September 12 to go over the mechanical equipments servicing the building. A committee was formed to be the point team for the Common Area Deficiencies: Donna and Marianne.

Bylaws Committee

The bylaws for Lotus were discussed. Council is contemplating of establishing some additional bylaws, specifically with insurance relating to water damage, speeding, satellite dish, oil spills, storage at parking stalls, shopping carts, storage on balcony, etc. A committee was formed to be the point team for the bylaws: Todd and Eric.

Appraisal/Insurance

A copy of the appraisal report conducted recently was presented to the Council for reference. The Property Manager mentioned to the Council that a copy of the appraisal report would be forwarded to the insurance company to have the policy renewed.

Alarm Monitoring – Emergency Contact

The Property Manager reviewed the emergency contact information form with the Council. It was agreed that as of now, for any emergency at Lotus, the Resident Manager would be the first contact, followed by the Property Manager and then Council Member, Stephen Yu. This would be continued to be monitored and revised when necessary.

Amenity Room - Rules

The Property Manager is in the process of drafting the amenity room rules to be presented to the Council for review.

Parkade Mirrors and Speeding Signae

The Property Manager brought to the attention of the Council the concerns of speeding at the parkade and the installation of safety mirrors. Council agreed that the signage and the mirrors should be installed.

Elevator Contract

A copy of the elevator contract was presented to the Council for review. Council discussed and agreed to enter into a two (2) years contract with the existing elevator company servicing Lotus. The Property Manager was requested to have this completed.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
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Shaw Cable

As per agreement of Shaw Cable with Lotus, Shaw would like to host a Customer Appreciation Event in the building to provide the residents with some special offers. Food and refreshments will also be provided. The event is scheduled for **Thursday, OCTOBER 23, 2008 from 4:30pm to 7:30pm in the 5900 Alderbridge Amenity Room.** Notices would be posted to remind the residents regarding this event.

Resident Manager's Contract

The Property Manager reviewed the resident manager's contract with the Council. In view of the increase workload with the opening of the swimming pool, gym and sauna at Tower C and taking into consideration the going market rate for resident managers, his wages need to be adjusted. Council discussed and agreed to increase the wages of the Resident Manager accordingly to reflect the changes in place.

Council Members' List

The Property Manager presented a copy of the Council Members' List to the Council for their reference and record.

Strata Mail Box

To establish a channel of communication between the Council and the residents, a Strata Council box would be investigated. Council agreed that once the Strata Council box is created, it is to be used by the residents to forward their suggestions and comments only and not to be used as a mailbox for dropping off their Strata Fees cheques. **It is the responsibility of the owners to ensure that their strata fees cheques are delivered to the management company and their fees are paid on time (1st of the month).**

Reminder

- 1. FOR SECURITY AND SAFETY CONCERNS, PLEASE WAIT FOR THE OVERHEAD GATE TO CLOSE COMPLETELY BEFORE PROCEEDING.**
為保安及自身安全，請等待電動降閘完全關閉才可繼續前行。
- 2. NO SPEEDING IS ALLOWED IN THE UNDERGROUND PARKADE**
在地下停車場內不准超速。
- 3. FOR SECURITY AND SAFETY CONCERNS, PLEASE ENSURE THAT THE FRONT LOBBY ENTRANCE DOOR IS TIGHTLY CLOSED.**
為保安及自身安全，請確保大堂入口處前門已經關上。
- 4. PLEASE DO NOT DUMP YOUR GARBAGE ON THE FLOOR IN THE GARBAGE ROOM, OR OUTSIDE OF THE GARBAGE ROOM, ENSURE THAT YOUR GARBAGE IS PROPERLY SECURED AND DEPOSIT IT INTO THE GARBAGE BIN DIRECTLY.**
請不要將廢物掉在廢物房的地上或外面。請確保你的廢物已包好，並直接放進廢物箱內。
- 5. PLEASE FLATTEN YOUR CARDBOARD OR CUT THEM INTO PIECES BEFORE**

DUMPING THEM INTO THE CARDBOARD RECYCLING BIN. PLEASE DO NOT THROW THEM ON THE FLOOR OR ON TOP OF THE BIN.

請將你的紙板壓平或將它切成小塊，才可棄置在廢物回收箱內。請勿將它棄置在地上或在廢物箱的頂部。

6. NO PETS IS ALLOWED IN THE PLAYGROUND AREA.

不准帶寵物進入遊樂區內。

7. PLEASE DO NOT ALLOW YOUR DOG TO URINATE OR DEFACATE ON THE COMMON AREA, WHICH IS IN CONTRAVENTION OF THE STRATA CORPORATION AND THE CITY OF RICHMOND BYLAWS THAT IS SUBJECT TO A FINE.

請勿讓你的狗隻在公眾地方排泄，這是違反大廈及列治文市的附例，並將被罰款。

8. APPROVAL OF THE STRATA CORPORATION MUST BE OBTAINED BEFORE MAKING ANY ALTERATION TO A STRATA LOT.

在裝修更改單位前，業主必須首先獲得業主立案法團的批准。

9. VISITOR PARKING STALLS ARE STRICTLY RESERVED FOR THE VISITORS/GUESTS OF LOTUS. RESIDENTS ARE PROHIBITED FROM PARKING AT THE VISITOR PARKING STALLS OR RISK BEING TOWED.

訪客泊車位只 LOTUS 供訪客使用，嚴格執行。住戶不許使用訪客泊車位，否則車輛會被拖走。

10. PLEASE ENSURE THAT YOU PARKED AT YOUR ASSIGNED PARKING STALL AND USE THE STORAGE LOCKER ASSIGNED TO YOU. IF YOU HAVE QUESTION REGARDING YOUR ASSIGNED PARKING/STORAGE LOCKER, KINDLY CONTACT THE PROPERTY MANAGER OR THE RESIDENT MANAGER DIRECTLY.

請確保你把車輛停泊在自己的指定停車位及指定儲物櫃。如你對停車位及儲物櫃有疑問，請直接聯絡物業經理或駐廈管理員。

11. PLEASE TAKE PRIDE IN YOUR BUILDING AND TO KEEP THE COMMON AREA (GARBAGE ROOM, LOBBY, ELEVATORS, STAIRWELL, HALLWAYS, UNDERGROUND PARKADE, ETC) CLEAN AND TO HAVE RESPECT FOR YOUR NEIGHBOURS BY PICKING UP AFTER YOURSELF.

你要為大廈感到自豪，保持公眾地方清潔（廢物房、大堂、升降機、梯間、走廊、地下停車場等），並尊重你的鄰居，拾起自己的廢物。

12. OWNERS ARE RESPONSIBLE TO ADVISE/INFORM THEIR TENANTS ACCORDINGLY.

業主有責任將以上所提及的事告知自己的租客。

STRATA COUNCIL THANKS YOU FOR YOUR UNDERSTANDING AND CO-OPERATION
多謝合作

Minutes of the Council Meeting
The Owners Strata Plan BCS 2884
Held on September 30, 2008

There being no further business, the meeting was adjourned at 9:00 p.m. The next meeting will be on Wednesday, October 29, 2008.

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

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

MINUTES
OF THE FIRST ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN BCS 2884
LOTUS

Held on Thursday, August 28, 2008
Within the Executive Airport Plaza Hotel (Westminster Ball Room)
7311 Westminster Highway, Richmond, B.C.

The meeting was called to order at 7:15 p.m. by Eric Chua, Senior Property Manager from Crosby Property Management Ltd. who obtained the approval from the ownership to act as Chairperson.

For owners' information only, the originally-scheduled meeting of Thursday, August 21, 2008 could not proceed as quorum requirements had not been achieved. The meeting was re-scheduled (as per Section 48 of the *Strata Property Act*) to August 28, 2008.

CALLING THE ROLL AND CERTIFICATION OF PROXIES

The attendance register confirmed that, at the time of commencement of the meeting, there were 36 eligible voters in attendance and 2 represented by proxy, for a total of 38. As this meeting was a re-scheduled meeting, in accordance with the requirements of Section 48 of the *Strata Property Act*, those persons in attendance at this meeting were considered to form a quorum and the meeting proceeded.

PROOF OF NOTICE

It was moved/seconded that the notice dated July 24, 2008 complied with the notice requirements. CARRIED.

ACKNOWLEDGEMENT OF INSURANCE COVERAGE

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

At this point in the meeting, the Chairperson took the opportunity to advise those in attendance of the following information regarding strata lot ownership and other matters concerning the Strata Corporation.

Strata Corporation Insurance

Section 149 of the Strata Property Act requires the strata corporation to have adequate full replacement value insurance for the common property, common assets, buildings shown on the strata plan and fixtures built or installed on a strata lot. The insurance must cover major perils and have liability coverage for property damage and bodily injury of at least \$2,000,000. Your Strata Corporation's insurance policy is currently held with BFL Canada Insurance Services and is insured for a full replacement value of \$95,361,000.

Please refer to the attached Certificate of Insurance included with your Notice of Meeting, which outlines the insured perils, the limits of coverage and the applicable deductibles.

**Minutes of the First Annual General Meeting
The Owners Strata Plan BCS 2884
Held on August 28, 2008**

The Chairperson recommended that all owners obtain their own insurance coverage for personal property as well as third party liability coverage. Also, all owners should obtain additional coverage if they make any major improvements within the strata lot such as upgrading appliances, fixtures, floor coverings, etc.

INSURANCE COVERAGE

Obtaining individual insurance coverage is strongly recommended.

It is the responsibility of individual owners to obtain their own content/liability insurance for their Strata Lots. Owners are also responsible for improvements made to their units and should also obtain "betterment" insurance in this regard.

Residents, owners and tenants are also strongly urged to ensure that they maintain a "secondary living expense fund" in the event that an incident within the building keeps them from living in their residences for an extended period of time. The Strata Corporation's insurance is not responsible for these costs.

Owners should also be aware that if, in the course of a fire, flood or some other unforeseen occurrence, a resident's possessions are damaged, that person must make a claim for compensation through their own insurance company as this is NOT covered under the building's insurance policy. Non-residents should also ensure that their tenants clearly understand this.

PROPERTY MANAGER'S REPORT

Strata lot ownership is having title to real property combining fee simple interest or leasehold interest in a strata lot with an undivided interest in the common property and common assets of a strata corporation with other owners as tenants in common. The term strata lot does not refer to any particular type of structure, but is a legal arrangement in the form of ownership. Strata lot may be apartments, townhomes, retail, commercial and industrial units or parking stalls.

The boundaries of your strata lot are shown on the strata plan and consists of the area within your unit from the mid way point of the common walls inwards. In addition, the strata plan may have allocated you the exclusive use of some defined common property such as a patio, balcony, locker space or parking stall. This is referred to as limited common property. If not defined on the strata plan, parking stalls, lockers and other areas can be assigned to a specific strata lot by the Council. Common property is all areas within the strata plan which are not included within any strata lot.

The term unit entitlement indicates the proportionate share that each owner has in the common property, facilities and assets of the Strata Corporation. This is the basis for the calculation of each owners' contribution to the operating fund and the contingency reserve fund of the Strata Corporation, which are referred to as strata fees. The unit entitlement for each strata lot is shown on the registered strata plan, which may differ from the Disclosure Statement.

**Minutes of the First Annual General Meeting
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All Strata Corporation's are governed by the Strata Property Act which includes the bylaws which govern their affairs. These bylaws are contained within the Standard Bylaws of the Strata Property Act and any amendments to these will be included in your Disclosure Statement. All bylaws can be further amended at the owners' discretion. Bylaws provide for the control, management, maintenance, use and enjoyment of the strata lots, common property and common assets of the strata corporation. Rules provide for the use, safety and condition of the common property and common assets of the strata corporation and can be established by the Council.

Owner Responsibilities

The responsibilities of an owner are detailed within the Strata Corporation's bylaws. As you are living in a communal atmosphere each owner should act with due consideration for their neighbours. Should you wish to make any changes to your strata lot of a structural nature or that alter the external appearance in any way, you must receive prior written approval of the Council.

All owners must pay their strata fees on a timely basis in order to ensure the strata corporation has sufficient funds to meet their obligations.

If any owner wishes to lease their residential unit, they must provide a completed Form K (Notice of Tenant's Responsibilities) to the offices of Crosby Property Management Ltd. within two weeks of renting the unit. This will ensure that the tenant has been made aware of the bylaws, the rules of the Strata Corporation and agrees to abide by them as well as complying with any other conditions contained within the Strata Property Act.

This form also protects the landlord. Once the tenant has signed the form recognizing and agreeing to uphold the bylaws and rules of the Strata Corporation, they may be held responsible for any bylaw infraction fines they are responsible for.

Strata Council

The Council, which will be elected at this meeting, are responsible for the day to day operation of the strata corporation and must manage and maintain the common property and common assets of the strata corporation for the benefit of all owners. They will be elected by the eligible voters, and must conduct themselves in accordance with the Strata Property Act, the bylaws and rules of the strata corporation, and any direction given by the owners at a General Meeting.

The Council will investigate the feasibility of specific bylaws they feel are necessary for your strata corporation. Each project has different requirements and concerns depending on the physical characteristics, location, common property, common assets, and the type of people residing within the strata corporation. Once the Council has formulated a set of bylaws, they will be presented to the eligible voters for formal adoption at a General Meeting.

Resident Managers

The Resident Manager for the project is Andy Liu. He is responsible for the maintenance and minor cleaning of the common areas and assets of the strata corporation only and will assist in case of emergency situations.

**Minutes of the First Annual General Meeting
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Warranty Information

Warranty Information

Under the terms of the Homeowner Protection Act and Regulations, the common property, common facilities and other assets of the strata corporation are covered under warranty with Willis Canada commencing June 6, 2008 as follows. The responsibility of identifying deficiencies is that of the strata corporation.

- In the first 15 months, for any defects in materials and labour; and for violation of the building code if the non-compliance constitutes an unreasonable health or safety risk, or has resulted in, or is likely to result in, material damage to the new home.
- In the first 24 months, for any defect in materials and labour supplied for the electrical, plumbing, heating, ventilation and air conditioning delivery and distribution systems; and for any defect in materials and labour supplied for the exterior cladding, caulking, windows and doors that may lead to the detachment or material damage to the new home; and for any defect in materials and labour which renders the new home unfit to live in; and for violation of the building code, if the non-compliance constitutes an unreasonable health or safety risk, or has resulted in, or is likely to result in, material damage to the new home.
- In the first 5 years, for defects in the building envelope of a new home including a defect, which permits unintended water penetration such as it causes, or is likely to cause, material damage to the new home.
- In the first 10 years, for any defect in materials and labour that results in the failure of a load bearing part of the new home, and any defect which causes structural damage that materially and adversely affects the use of the new home for residential occupancy.

WARRANTY EXCLUSIONS

The warranty does not cover the following:

1. Weathering, normal wear and tear, deterioration consistent with normal industry standards;
2. Normal shrinkage of materials caused by drying after construction;
3. Any loss or damage which arises while the New Home is being used primarily or substantially for non-residential purposes;
4. Materials, labour, or design supplied by an Owner;
5. Any damage to the extent it is caused or made worse by an Owner or Third Party;
6. Failure of an Owner to take timely action to prevent or minimize loss or damage, including the failure to give prompt notice to St. Paul Guarantee of a Defect or discovered loss or potential Defect or loss;
7. Any damage caused by insects or rodents and other animals, agents, or sub-contractors;
8. Accidental loss or damage from acts of nature including, but not limited to, fire explosion, smoke, water escape, glass breakage, windstorm, hail, lighting, falling trees, aircraft, vehicles, flood, earthquake, avalanche, landslide, and changes in the level in the underground water table which are not reasonably foreseeable by the Builder;

**Minutes of the First Annual General Meeting
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9. Bodily injury or damage to personal property or real property which is not part of the New Home;
10. Any defect in, or caused by, materials or work supplied by anyone other than the Builder or it's employees, agents, or sub-contractors;
11. Changes, alternations, or additions made to the New Home by anyone after initial occupancy, except those performed by the Builder or it's employees, agents, or sub-contractors under the construction contract or sales agreement, or as required by St. Paul Guarantee;
12. Contaminated soil;
13. Subsidence of the land around the New Home or along utility lines, other than subsidence beneath footings of the New Home or under Driveways or Walkways;
14. Reduction in value of the Hew Home;
15. Landscaping, both hard and soft, including plants, fencing, detached patios, gazebos and similar structures;
16. Non-residential structures including sheds, garages, carports or outbuildings, or any structure or construction;
17. Any commercial use area and any construction associated with a commercial use area;
18. Roads, curbs, and lanes;
19. Site grading and surface drainage, expert as required by the Building Code;
20. The operation of municipal services, including sanitary and storm sewer;
21. The quality or quantity of water, either piped municipal water supply or from a well
22. Damage caused or made worse by the failure of an Owner to take reasonable steps to mitigate any damage.

Crosby Property Management Ltd.

Our duties and responsibilities are outlined within our Agency Agreement and in general are as follows:

Providing the Council with the necessary expertise and information, quotations and support documents in order to make informed decisions, which are in the best interests of the Strata Corporation.

Providing administration and record keeping services as required under the Strata Property Act.

Providing financial management services including the preparing of monthly financial statements and accompanying reports and budget projections.

Ensuring the building exterior and the common areas and common assets of the Strata Corporation are maintained in accordance with the Council's instructions with consideration to the financial resources available.

Assisting the Council with the formation and enforcement of bylaws, rules and other policies of the Council and the Strata Corporation.

Providing 24 hour coverage for emergencies.

**Minutes of the First Annual General Meeting
The Owners Strata Plan BCS 2884
Held on August 28, 2008**

OWNER DEVELOPER RESPONSIBILITIES

Section 20 of the Strata Property Act requires the owner developer to provide certain information, documents and records of the strata corporation. The Chairperson advised that the landscaping and irrigation maintenance manual and the elevator maintenance manual had been received and the balance of the information will be forthcoming.

Council will be responsible for reviewing the above to ensure all required information, documents and records have been received in accordance with the Strata Property Act.

PRESENTATION OF INTERIM FINANCIAL STATEMENTS

In accordance with Section 21 of the Strata Property Act an updated financial statement will be provided to the Council.

The Property Manager advised the owners that according to the Strata Property Act if the actual expenses are less than those budgeted for the interim budget the strata corporation must refund the excess to the owners in proportion to their respective contribution. If, however, none of the owners will individually receive a refund greater than \$100.00, the strata corporation must put the excess into its contingency reserve fund.

FIRST ANNUAL BUDGET

The owners were referred to the First Annual Budget, the schedule of strata fees and the accompanying notes explaining how the figures were prepared. Although sufficient historical data on this project is not yet available, contracts are now in place, which have dictated some of the funds required while other areas are based on the experience of the owner developer, and of Crosby Property Management Ltd. in operating similar projects:

Following the discussion on the budget, it was moved/seconded to approve the budget as presented for the fiscal period September 1, 2008 to August 31, 2009. CARRIED.

PLEASE SEND (12) TWELVE POST-DATED CHEQUES PAYABLE TO STRATA PLAN BCS2884. ANY CHANGE IN STRATA FEES IS EFFECTIVE FROM SEPTEMBER 1, 2008.

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

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

If you have any questions regarding your account, please contact Philip Lau in our accounting department at 604-689-6936.

**Minutes of the First Annual General Meeting
The Owners Strata Plan BCS 2884
Held on August 28, 2008**

GENERAL DISCUSSION

Payment of Strata Fees (PAP form)

The Chairperson mentioned to the owners that it is absolutely paramount the owners pay their strata fees on time (1st of the month). The Strata Corporation is solely dependent on prompt receipt of all strata fees to finance its day-to-day operation and expenses. Owners may pay their strata fees by pre-authorized payment, or by post-dated cheque(s) or on the internet.

Rental (Form K)

The Chairperson mentioned to the owners that before a landlord rents all or part of a residential strata lot, the landlord must give the prospective tenant the current bylaws and rules, and a notice of Tenant's Responsibilities in the prescribed form (Form K) as per Section 146 of the Strata Property Act.

Swimming Pool – Glass

An owner noted that the glasses for the swimming pool area facing Westminster Highway are not tinted and this might infringe on the privacy of the users. This item would be brought to the attention of the developer.

Door Lock

An owner inquired about the procedure of changing the existing door lock to the numeric keypad style. This item would be brought to the first meeting of the Council for their discussion.

ELECTION OF COUNCIL

The Chairperson advised that under the bylaws of the Strata Corporation the Council must consist of a minimum of 3 to a maximum of 7 members.

The Chairperson explained that the persons elected to Council at this meeting will hold office until the next Annual General Meeting. The floor was then opened for nominations and/or volunteers to form the Council.

The following persons agreed to stand for election:

Donna Lau
Marianne Lim
Sharon Xu
Todd Gray
Stephen Cheung
Jensen Ho
Stephen Yu

The above were declared elected by acclamation.

**Minutes of the First Annual General Meeting
The Owners Strata Plan BCS 2884
Held on August 28, 2008**

There being no further business, the meeting was adjourned at 8:30 p.m.



Eric Chua
Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office #(604) 683-8900 (24 hours)
www.crosbypm.com

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



ONLINE/TELEPHONE BANKING
Crosby offers you convenience!

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

I'M INTERESTED, HOW DO I DO THIS?

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

WHEN SHOULD I MAKE MY PAYMENTS?

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

Aug 29, 08

STRATA PLAN BCS 2884
LOTUS
APPROVED FIRST ANNUAL BUDGET
EFFECTIVE SEPTEMBER 1, 2008

Alarm Monitoring		\$2,100
Audit		212
Banking Charges		120
Building Envelope Inspection		18,000
Cleaning & Janitorial		12,000
Electricity		50,000
Elevator Maintenance		25,000
Fire Equipment Maintenance		7,500
Garbage/ Recycling		13,000
Gas		120,000
Insurance/ Appraisal		88,000
Landscape Maintenance		22,000
Legal Fees		250
Management Fees		62,500
Mechanical Equipment Maintenance		32,000
Miscellaneous		6,000
Recreation Facilities/ Amenities		7,500
Repairs & Maintenance		25,000
Security/ Enterphone		22,500
Snow Removal		3,000
Window Cleaning		16,500
Caretaker Suite Costs:		
Mortgages	\$23,000	
Strata Fees	2,400	
Property Taxes	1,500	26,900
		<hr/>
Caretaker Costs:		
Telephone & Pager	\$2,500	
Wages & Benefits	55,000	
Rent Recovery	(7,200)	50,300
		<hr/>
Sub-total		\$610,382
		<hr/>
Contingency Reserve - 10%		61,038
		<hr/>
Total Budget		<u>\$671,420</u>

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

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

STRATA PLAN BCS 2884
LOTUS
APPROVED FIRST ANNUAL BUDGET
STRATA FEES SCHEDULE
EFFECTIVE SEPTEMBER 1, 2008

<u>Strata Lot Number</u>	<u>Civic Address</u>	<u>Unit Entitlement</u>	<u>Monthly Strata Fees</u>
1	TH1-5900 Alderbridge Way	83	\$215.79
2	TH2-5900 Alderbridge Way	83	215.79
3	TH3-5900 Alderbridge Way	83	215.79
4	TH4-5900 Alderbridge Way	83	215.79
5	503-5900 Alderbridge Way	80	207.99
6	505-5900 Alderbridge Way	52	135.19
7	506-5900 Alderbridge Way	86	223.59
8	507-5900 Alderbridge Way	64	166.39
9	508-5900 Alderbridge Way	80	207.99
10	509-5900 Alderbridge Way	54	140.39
11	501-5900 Alderbridge Way	98	254.79
12	502-5900 Alderbridge Way	68	176.79
13	603-5900 Alderbridge Way	80	207.99
14	605-5900 Alderbridge Way	52	135.19
15	606-5900 Alderbridge Way	90	233.99
16	607-5900 Alderbridge Way	71	184.59
17	608-5900 Alderbridge Way	80	207.99
18	609-5900 Alderbridge Way	54	140.39
19	601-5900 Alderbridge Way	98	254.79
20	602-5900 Alderbridge Way	68	176.79
21	703-5900 Alderbridge Way	80	207.99
22	705-5900 Alderbridge Way	52	135.19
23	706-5900 Alderbridge Way	90	233.99
24	707-5900 Alderbridge Way	71	184.59
25	708-5900 Alderbridge Way	80	207.99
26	709-5900 Alderbridge Way	54	140.39
27	701-5900 Alderbridge Way	98	254.79
28	702-5900 Alderbridge Way	68	176.79
29	803-5900 Alderbridge Way	80	207.99
30	805-5900 Alderbridge Way	52	135.19
31	806-5900 Alderbridge Way	90	233.99
32	807-5900 Alderbridge Way	71	184.59
33	808-5900 Alderbridge Way	80	207.99
34	809-5900 Alderbridge Way	54	140.39
35	801-5900 Alderbridge Way	98	254.79
36	802-5900 Alderbridge Way	68	176.79
37	903-5900 Alderbridge Way	80	207.99
38	905-5900 Alderbridge Way	52	135.19
39	906-5900 Alderbridge Way	90	233.99
40	907-5900 Alderbridge Way	71	184.59
41	908-5900 Alderbridge Way	80	207.99
42	909-5900 Alderbridge Way	54	140.39

STRATA PLAN BCS 2884
LOTUS
APPROVED FIRST ANNUAL BUDGET
STRATA FEES SCHEDULE
EFFECTIVE SEPTEMBER 1, 2008

<u>Strata Lot Number</u>	<u>Civic Address</u>	<u>Unit Entitlement</u>	<u>Monthly Strata Fees</u>
43	901-5900 Alderbridge Way	98	254.79
44	902-5900 Alderbridge Way	68	176.79
45	1003-5900 Alderbridge Way	80	207.99
46	1005-5900 Alderbridge Way	52	135.19
47	1006-5900 Alderbridge Way	90	233.99
48	1007-5900 Alderbridge Way	71	184.59
49	1008-5900 Alderbridge Way	80	207.99
50	1009-5900 Alderbridge Way	54	140.39
51	1001-5900 Alderbridge Way	98	254.79
52	1002-5900 Alderbridge Way	68	176.79
53	1103-5900 Alderbridge Way	80	207.99
54	1105-5900 Alderbridge Way	52	135.19
55	1106-5900 Alderbridge Way	90	233.99
56	1107-5900 Alderbridge Way	71	184.59
57	1108-5900 Alderbridge Way	80	207.99
58	1109-5900 Alderbridge Way	54	140.39
59	1101-5900 Alderbridge Way	98	254.79
60	1102-5900 Alderbridge Way	68	176.79
61	1203-5900 Alderbridge Way	80	207.99
62	1205-5900 Alderbridge Way	52	135.19
63	1206-5900 Alderbridge Way	90	233.99
64	1207-5900 Alderbridge Way	71	184.59
65	1208-5900 Alderbridge Way	80	207.99
66	1209-5900 Alderbridge Way	54	140.39
67	1201-5900 Alderbridge Way	98	254.79
68	1202-5900 Alderbridge Way	68	176.79
69	1503-5900 Alderbridge Way	80	207.99
70	1505-5900 Alderbridge Way	52	135.19
71	1506-5900 Alderbridge Way	90	233.99
72	1507-5900 Alderbridge Way	71	184.59
73	1508-5900 Alderbridge Way	80	207.99
74	1509-5900 Alderbridge Way	54	140.39
75	1501-5900 Alderbridge Way	98	254.79
76	1502-5900 Alderbridge Way	68	176.79
77	1603-5900 Alderbridge Way	80	207.99
78	1605-5900 Alderbridge Way	52	135.19
79	1606-5900 Alderbridge Way	90	233.99
80	1607-5900 Alderbridge Way	71	184.59
81	1608-5900 Alderbridge Way	80	207.99
82	1609-5900 Alderbridge Way	54	140.39
83	1601-5900 Alderbridge Way	98	254.79
84	1602-5900 Alderbridge Way	68	176.79

STRATA PLAN BCS 2884
LOTUS
APPROVED FIRST ANNUAL BUDGET
STRATA FEES SCHEDULE
EFFECTIVE SEPTEMBER 1, 2008

<u>Strata Lot Number</u>	<u>Civic Address</u>	<u>Unit Entitlement</u>	<u>Monthly Strata Fees</u>
85	1703-5900 Alderbridge Way	80	207.99
86	1705-5900 Alderbridge Way	52	135.19
87	1706-5900 Alderbridge Way	90	233.99
88	1707-5900 Alderbridge Way	71	184.59
89	1708-5900 Alderbridge Way	80	207.99
90	1709-5900 Alderbridge Way	54	140.39
91	1701-5900 Alderbridge Way	98	254.79
92	1702-5900 Alderbridge Way	68	176.79
93	1803-5900 Alderbridge Way	90	233.99
94	1805-5900 Alderbridge Way	90	233.99
95	1806-5900 Alderbridge Way	90	233.99
96	1807-5900 Alderbridge Way	91	236.59
97	1801-5900 Alderbridge Way	98	254.79
98	1802-5900 Alderbridge Way	90	233.99
99	502-7371 Westminster Highway	59	153.39
100	501-7371 Westminster Highway	99	257.39
101	509-7371 Westminster Highway	54	140.39
102	508-7371 Westminster Highway	80	207.99
103	507-7371 Westminster Highway	71	184.59
104	506-7371 Westminster Highway	90	233.99
105	505-7371 Westminster Highway	52	135.19
106	503-7371 Westminster Highway	80	207.99
107	602-7371 Westminster Highway	68	176.79
108	601-7371 Westminster Highway	98	254.79
109	609-7371 Westminster Highway	54	140.39
110	608-7371 Westminster Highway	80	207.99
111	607-7371 Westminster Highway	71	184.59
112	606-7371 Westminster Highway	90	233.99
113	605-7371 Westminster Highway	52	135.19
114	603-7371 Westminster Highway	80	207.99
115	702-7371 Westminster Highway	68	176.79
116	701-7371 Westminster Highway	98	254.79
117	709-7371 Westminster Highway	54	140.39
118	708-7371 Westminster Highway	80	207.99
119	707-7371 Westminster Highway	71	184.59
120	706-7371 Westminster Highway	90	233.99
121	705-7371 Westminster Highway	52	135.19
122	703-7371 Westminster Highway	80	207.99
123	802-7371 Westminster Highway	68	176.79
124	801-7371 Westminster Highway	98	254.79
125	809-7371 Westminster Highway	54	140.39
126	808-7371 Westminster Highway	80	207.99

STRATA PLAN BCS 2884
LOTUS
APPROVED FIRST ANNUAL BUDGET
STRATA FEES SCHEDULE
EFFECTIVE SEPTEMBER 1, 2008

<u>Strata Lot Number</u>	<u>Civic Address</u>	<u>Unit Entitlement</u>	<u>Monthly Strata Fees</u>
127	807-7371 Westminster Highway	71	184.59
128	806-7371 Westminster Highway	90	233.99
129	805-7371 Westminster Highway	52	135.19
130	803-7371 Westminster Highway	80	207.99
131	902-7371 Westminster Highway	68	176.79
132	901-7371 Westminster Highway	98	254.79
133	909-7371 Westminster Highway	54	140.39
134	908-7371 Westminster Highway	80	207.99
135	907-7371 Westminster Highway	71	184.59
136	906-7371 Westminster Highway	90	233.99
137	905-7371 Westminster Highway	52	135.19
138	903-7371 Westminster Highway	80	207.99
139	1002-7371 Westminster Highway	68	176.79
140	1001-7371 Westminster Highway	98	254.79
141	1009-7371 Westminster Highway	54	140.39
142	1008-7371 Westminster Highway	80	207.99
143	1007-7371 Westminster Highway	71	184.59
144	1006-7371 Westminster Highway	90	233.99
145	1005-7371 Westminster Highway	52	135.19
146	1003-7371 Westminster Highway	80	207.99
147	1102-7371 Westminster Highway	68	176.79
148	1101-7371 Westminster Highway	98	254.79
149	1109-7371 Westminster Highway	54	140.39
150	1108-7371 Westminster Highway	80	207.99
151	1107-7371 Westminster Highway	71	184.59
152	1106-7371 Westminster Highway	90	233.99
153	1105-7371 Westminster Highway	52	135.19
154	1103-7371 Westminster Highway	80	207.99
155	1202-7371 Westminster Highway	68	176.79
156	1201-7371 Westminster Highway	98	254.79
157	1209-7371 Westminster Highway	54	140.39
158	1208-7371 Westminster Highway	80	207.99
159	1207-7371 Westminster Highway	71	184.59
160	1206-7371 Westminster Highway	90	233.99
161	1205-7371 Westminster Highway	52	135.19
162	1203-7371 Westminster Highway	80	207.99
163	1502-7371 Westminster Highway	68	176.79
164	1501-7371 Westminster Highway	98	254.79
165	1509-7371 Westminster Highway	54	140.39
166	1508-7371 Westminster Highway	80	207.99
167	1507-7371 Westminster Highway	71	184.59
168	1506-7371 Westminster Highway	90	233.99

STRATA PLAN BCS 2884
LOTUS
APPROVED FIRST ANNUAL BUDGET
STRATA FEES SCHEDULE
EFFECTIVE SEPTEMBER 1, 2008

<u>Strata Lot Number</u>	<u>Civic Address</u>	<u>Unit Entitlement</u>	<u>Monthly Strata Fees</u>
169	1505-7371 Westminster Highway	52	135.19
170	1503-7371 Westminster Highway	80	207.99
171	1602-7371 Westminster Highway	68	176.79
172	1601-7371 Westminster Highway	98	254.79
173	1609-7371 Westminster Highway	54	140.39
174	1608-7371 Westminster Highway	80	207.99
175	1607-7371 Westminster Highway	71	184.59
176	1606-7371 Westminster Highway	90	233.99
177	1605-7371 Westminster Highway	52	135.19
178	1603-7371 Westminster Highway	80	207.99
179	1702-7371 Westminster Highway	68	176.79
180	1701-7371 Westminster Highway	98	254.79
181	1709-7371 Westminster Highway	54	140.39
182	1708-7371 Westminster Highway	80	207.99
183	1707-7371 Westminster Highway	71	184.59
184	1706-7371 Westminster Highway	90	233.99
185	1705-7371 Westminster Highway	52	135.19
186	1703-7371 Westminster Highway	80	207.99
187	1802-7371 Westminster Highway	90	233.99
188	1801-7371 Westminster Highway	98	254.79
189	1807-7371 Westminster Highway	91	236.59
190	1806-7371 Westminster Highway	90	233.99
191	1805-7371 Westminster Highway	90	233.99
192	1803-7371 Westminster Highway	90	233.99
193	503-7373 Westminster Highway	81	210.59
194	505-7373 Westminster Highway	52	135.19
195	506-7373 Westminster Highway	86	223.59
196	507-7373 Westminster Highway	64	166.39
197	508-7373 Westminster Highway	81	210.59
198	509-7373 Westminster Highway	54	140.39
199	501-7373 Westminster Highway	98	254.79
200	502-7373 Westminster Highway	68	176.79
201	603-7373 Westminster Highway	80	207.99
202	605-7373 Westminster Highway	52	135.19
203	606-7373 Westminster Highway	90	233.99
204	607-7373 Westminster Highway	71	184.59
205	608-7373 Westminster Highway	80	207.99
206	609-7373 Westminster Highway	54	140.39
207	601-7373 Westminster Highway	98	254.79
208	602-7373 Westminster Highway	68	176.79
209	703-7373 Westminster Highway	80	207.99
210	705-7373 Westminster Highway	52	135.19

STRATA PLAN BCS 2884
LOTUS
APPROVED FIRST ANNUAL BUDGET
STRATA FEES SCHEDULE
EFFECTIVE SEPTEMBER 1, 2008

<u>Strata Lot Number</u>	<u>Civic Address</u>	<u>Unit Entitlement</u>	<u>Monthly Strata Fees</u>
211	706-7373 Westminster Highway	90	233.99
212	707-7373 Westminster Highway	71	184.59
213	708-7373 Westminster Highway	80	207.99
214	709-7373 Westminster Highway	54	140.39
215	701-7373 Westminster Highway	98	254.79
216	702-7373 Westminster Highway	68	176.79
217	803-7373 Westminster Highway	80	207.99
218	805-7373 Westminster Highway	52	135.19
219	806-7373 Westminster Highway	90	233.99
220	807-7373 Westminster Highway	71	184.59
221	808-7373 Westminster Highway	80	207.99
222	809-7373 Westminster Highway	54	140.39
223	801-7373 Westminster Highway	98	254.79
224	802-7373 Westminster Highway	68	176.79
225	903-7373 Westminster Highway	80	207.99
226	905-7373 Westminster Highway	52	135.19
227	906-7373 Westminster Highway	90	233.99
228	907-7373 Westminster Highway	71	184.59
229	908-7373 Westminster Highway	80	207.99
230	909-7373 Westminster Highway	54	140.39
231	901-7373 Westminster Highway	98	254.79
232	902-7373 Westminster Highway	68	176.79
233	1003-7373 Westminster Highway	80	207.99
234	1005-7373 Westminster Highway	52	135.19
235	1006-7373 Westminster Highway	90	233.99
236	1007-7373 Westminster Highway	71	184.59
237	1008-7373 Westminster Highway	80	207.99
238	1009-7373 Westminster Highway	54	140.39
239	1001-7373 Westminster Highway	98	254.79
240	1002-7373 Westminster Highway	68	176.79
241	1103-7373 Westminster Highway	80	207.99
242	1105-7373 Westminster Highway	52	135.19
243	1106-7373 Westminster Highway	90	233.99
244	1107-7373 Westminster Highway	71	184.59
245	1108-7373 Westminster Highway	80	207.99
246	1109-7373 Westminster Highway	54	140.39
247	1101-7373 Westminster Highway	98	254.79
248	1102-7373 Westminster Highway	68	176.79
249	1203-7373 Westminster Highway	80	207.99
250	1205-7373 Westminster Highway	52	135.19
251	1206-7373 Westminster Highway	90	233.99
252	1207-7373 Westminster Highway	71	184.59

STRATA PLAN BCS 2884
LOTUS
APPROVED FIRST ANNUAL BUDGET
STRATA FEES SCHEDULE
EFFECTIVE SEPTEMBER 1, 2008

<u>Strata Lot Number</u>	<u>Civic Address</u>	<u>Unit Entitlement</u>	<u>Monthly Strata Fees</u>
253	1208-7373 Westminster Highway	80	207.99
254	1209-7373 Westminster Highway	54	140.39
255	1201-7373 Westminster Highway	98	254.79
256	1202-7373 Westminster Highway	68	176.79
257	1503-7373 Westminster Highway	80	207.99
258	1505-7373 Westminster Highway	52	135.19
259	1506-7373 Westminster Highway	90	233.99
260	1507-7373 Westminster Highway	71	184.59
261	1508-7373 Westminster Highway	80	207.99
262	1509-7373 Westminster Highway	54	140.39
263	1501-7373 Westminster Highway	98	254.79
264	1502-7373 Westminster Highway	68	176.79
265	1603-7373 Westminster Highway	80	207.99
266	1605-7373 Westminster Highway	52	135.19
267	1606-7373 Westminster Highway	90	233.99
268	1607-7373 Westminster Highway	71	184.59
269	1608-7373 Westminster Highway	80	207.99
270	1609-7373 Westminster Highway	54	140.39
271	1601-7373 Westminster Highway	98	254.79
272	1602-7373 Westminster Highway	68	176.79
273	1703-7373 Westminster Highway	80	207.99
274	1705-7373 Westminster Highway	52	135.19
275	1706-7373 Westminster Highway	90	233.99
276	1707-7373 Westminster Highway	71	184.59
277	1708-7373 Westminster Highway	80	207.99
278	1709-7373 Westminster Highway	54	140.39
279	1701-7373 Westminster Highway	98	254.79
280	1702-7373 Westminster Highway	68	176.79
281	1803-7373 Westminster Highway	89	231.39
282	1805-7373 Westminster Highway	90	233.99
283	1806-7373 Westminster Highway	91	236.59
284	1807-7373 Westminster Highway	91	236.59
285	1801-7373 Westminster Highway	99	257.39
286	1802-7373 Westminster Highway	90	233.99
		<u>21,521</u>	<u>55,951.74</u>
Yearly Strata Fees			<u>\$671,420.88</u>