

**MINUTES  
OF THE COUNCIL MEETING  
THE OWNERS STRATA PLAN BCS 2667  
THE VINE**

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Held on Wednesday, March 18 2009 at 6:30 p.m.  
Within the Small Amenity Room  
3<sup>rd</sup> Floor-2268 West Broadway Street, Vancouver, BC

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<b>COUNCIL IN ATTENDANCE:</b>	Cecil Lau	President
	Charles Lingren	Vice-President
	Jennifer Watkiss	Treasurer
	Kim McLean	Secretary
	Trevor Gibbons	Deficiencies
	Yasmin Mawani	Member At Large
<b>REGRETS:</b>	Trevor Gibbons	Deficiencies
<b>SENIOR PROPERTY MANAGER:</b>	Marianna Pandy	Crosby Property Management Ltd.

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The meeting was called to order at 6:35pm by the Strata Council President, Cecil Lau.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Council Meeting held February 17, 2009 as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

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**

1. Review of Directives  
The Property Manager advised that an updated list of directives will be forwarded to the Strata Council via email.

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2. Common Area Deficiency List

Spratt Emmanuel Engineering report of the exterior building envelope warranty has been sent to the developer and Scott Construction. The Property Manager followed up with the developer and was advised that the report has been received and identified warranty items will be completed as required. A meeting will be set up with Scott Construction and the developer and selected Strata Council members to review the progress. This will be further discussed at the next Council meeting.

3. Mechanical Deficiencies

Mechanical deficiencies are pending and this will be reviewed at a later time by the Strata Council.

4. Landscaping Deficiencies

The Strata Council received a payment from the developer for the cost to replace the dead cherry tree as this was deemed as a deficiency item. The Strata Council was pleased with the outcome of this matter.

5. Replacement of Cherry Tree

As the Strata Council has the funds to replace the cherry tree, Paraspace Landscaping will provide a proposal for a replacement with other than a cherry tree as it is not suitable for the area in question. An installation of a smaller tree or a hedge like bush will be decided upon in later spring of 2009. This will be reviewed at the next Council meeting after the Annual General Meeting.

6. Enterphone System

Action Lock and Security was obtained and will replace Smartech Communications. Action Lock and Security will be responsible for repairs to all security and enterphone systems, updating of enterphone system and buzzers and activation and deleting of fobs. The Strata Council discussed that Action Lock and Security will be consulted by 5 Star Janitorial should assistance be needed in the above. 5 Star Janitorial may now be contacted for activation/deletion of fobs and updates of the buzzer system, please call (604)435-0515 if you have a request of this nature. Any issues with programming such as elevators not accessing a given floor, enterphone system not working, will be looked after Action Lock and Security. The Strata Council requested that the Property Manager negotiate further in terms of the hourly rate with 5 Star Janitorial. The Property Manager will report prior to the Annual General Meeting after discussion has taken place with 5 Star Janitorial.

7. Electrical Warranties

Burt's Electric advised that they have completed the majority of the electrical deficiencies; however they are awaiting parts for some areas from the manufacturer. The areas in question are the pot lights on the 3<sup>rd</sup> level courtyard ground. Council will ensure that they will keep on top of these items as priority. This will be discussed at the next council meeting.

8. Carpet Cleaning

Common area hallway carpet cleaning has been scheduled for the month of April and will be conducted by Service Master Cleaning. Notices will be posted prior; owners will also be offered a discount for insuite carpet cleaning.

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9. Annual Fire Inspection

The Annual Fire Inspection was performed within the month of March and the report from Fire Pro will follow into the next Council Meeting.

10. Milner's Window Cleaning Quotation

The Milners quotation for window washing, dryer vent cleaning, and power washing of the parkade. After a thorough review it was moved/seconded to exclude from the quotation from Milners, the following:

- Dryer vent cleaning
- Power washing of the parkade

Further clarification will be noted on the one line item of the proposal. Milners window cleaning will be scheduled to perform the exterior inaccessible window cleaning as well as the third level courtyard window cleaning accept the sliding doors. CARRIED.

11. Dryer Vent Cleaning

The Strata Council received several quotations. After review, it was moved/seconded to approve that Airvac Services will perform the work within the month of April, 2009. The cleaning strata council opted for was from interior and exterior. In suite access will be required and notice will be circulated prior to work commencing. Update on work will be reviewed at the next council meeting.

12. Power Washing of the Parkade

It was moved/seconded to approve that Five Star Janitorial will perform the power washing of the parkade. Cars must be removed during the time that the power washing takes place. Notices will be posted prior to the date.

**CORRESPONDENCE**

The Strata Council reviewed correspondence with respect to the following:

- Courtyard lighting
- Noise complaint
- Enterphone and fob issues

The Strata Council will respond to all parties in writing in accordance with the Bylaws and the *Strata Property Act*.

**NEW BUSINESS**

1. Interglobe Security

A meeting took place with the Property Manager, Interglobe Security and the Commercial owner representative. Negotiations are in place with respect to the hourly rate. The Strata Council noted that a 7 days a week, 3 times per day patrol is needed to ensure security of the building. Verification on the prices will be forwarded to the Strata Council prior to approval.

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2.     Security Upgrades  
The Strata Council was in receipt of a quotation from Rite Handyman, it was moved/seconded to approve supply and installation of full length astragals as well as kickplates on selected doors in the parkade. CARRIED.
3.     Annual General Meeting  
The Strata Council briefly discussed the upcoming Annual General Meeting and further discussions will take place in regards to what will be included in the agenda. Some of the items that may be coming up are Bylaw and rule changes; this will be discussed at the next Council meeting prior to the Annual General Meeting.
4.     Draft Budget  
A draft budget was provided by the Property Manager to the Strata Council, further review will be done at the next meeting and the approved draft budget will be included in the Annual General Meeting for owner's approval. This will be discussed at the next meeting.
5.     Upcoming Bylaw Changes for the Annual General Meeting  
The Council will discuss the upcoming Bylaw changes for the Annual General Meeting in further detail at the next meeting. Some of the items that they may include are:
  - Insurance deductible
  - Move-in/move-out Bylaws
  - Storing of items in parkade
6.     Viewing of the Security System  
It was noted that, as previously informed, that channel 116 will be the channel for viewing the security cameras. However, this does not function and the Property Manager was requested to follow up with Action Lock and Security. This will be discussed at the next Council meeting.
7.     Small Amenity Room  
It was moved/seconded to include \$2,000.00 in the proposed budget for the set up of this small amenity room. CARRIED.
8.     Parking Stalls and Storing of Items  
The storing of any items is against code as per the Vancouver Fire Inspector. The Property Manager was requested to follow up on Appendix A of the fire code and this will be included as a Bylaw or rule addition at the upcoming Annual General Meeting.
9.     Main Gate – time changes  
As previously cited, the main gate is to close at 11:00pm and re-open at 7:15am. The Property Manager will follow up with Action Lock and Security whether this has been completed. Clarification with respect to duration of the opening and the closing of the gate has been provided to the Strata Council and they deemed it satisfactory.

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10. Community Herb Garden

The Council is looking into planting an herb garden on the 3rd floor terrace for residents to use. A small committee will oversee the planning and planting. If you are interested in volunteering, please contact Marianna Pandy.

There being no further business, the meeting was adjourned at 7:49pm. The next meeting will be held on April 7, 2009 at 6:30pm within the 2<sup>nd</sup> floor small amenity room, 2268 West Broadway Street, Vancouver, B.C.



Marianna Pandy  
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.**

TO ALL OWNERS  
STRATA PLAN BCS 2667  
THE VINE  
VANCOUVER, B.C.

**NOTICE OF THE ANNUAL GENERAL MEETING**

**DATE:** May 4, 2009-Monday

**TIME:** 7:00pm - Registration commences at 6:30pm

**NOTE:** If you are unable to attend, please submit your proxy prior to the meeting by faxing to the Property Manager 604-689-4829 or provide to a neighbouring unit to present at the meeting.

**PLACE:** Royal Vancouver Yacht Club – Main Floor  
3811 Point Grey Road, Vancouver, B.C., V6R 1B3

**Note:** The use of cell phones is not permitted inside the building. Please turn off your cell phones (or put them on vibrate) prior to entering the building. Cell phone use is permitted on the outdoor patio beside the meeting room. In addition, a regular telephone is available just outside the restrooms. In addition, hats are not permitted to be worn inside the building.

**Parking:** Please park on Point Grey Road or surrounding streets. The RVYC parking lot is reserved for members only

**Smoking: IS PROHIBITED ON THE ENTIRE PROPERTY (BOTH INTERIOR AND EXTERIOR)**

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**AGENDA:**

1. The Chairperson calls the meeting to order at 7:00 p.m.
2. Calling of the roll and certification of proxies.
3. Proof of Notice of Meeting or waiver of notice and acknowledgement of receipt of financial statements (attached).
4. Approval of the Minutes of the Annual General Meeting held on February 12, 2008 (as previously circulated).
5. Ratification of Agency Agreement-Majority Vote.
6. President's Report.

7. Ratification of rules (attached).
8. Acknowledgement of receipt of report on insurance coverage (attached).
9. Approval of the proposed Operating Budget (attached).
10. Consideration of Resolution "A"  $\frac{3}{4}$  VOTE (attached). Bylaw addition section – 1.2.  
Payment of Strata Fees.
11. Consideration of Resolution "B"  $\frac{3}{4}$  VOTE (attached). Bylaw addition section – 3.5.  
Use of Property – Pets.
12. Consideration of Resolution "C"  $\frac{3}{4}$  VOTE (attached). Bylaw addition section – 33.  
Insurance.
13. Consideration of Resolution "D"  $\frac{3}{4}$  VOTE (attached). Bylaw addition section – 34.  
Renovations.
14. Consideration of Resolution "E"  $\frac{3}{4}$  VOTE (attached). Bylaw addition section – 35.  
Move In / Move Out.
15. Consideration of Resolution "F"  $\frac{3}{4}$  VOTE (attached). Bylaw addition section – 36.  
Parking.
16. General Discussion.
17. Election of Council.
18. Adjournment.

# Statement of Income & Expenses

BCS 2667 - The Vine  
Reporting Period Feb 2009  
Period Ending 12

Page 1  
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Description	MTD Actual	YTD Actual	YTD Budget	Variance	Annual Budget
<b>INCOME</b>					
<b>STRATA FEES</b>					
Operating Fund Contribution	25,711	308,533	308,533	0	308,533
Contingency Fund Contribution	2,571	30,853	30,853	0	30,853
<b>TOTAL STRATA FEES</b>	<b>28,282</b>	<b>339,386</b>	<b>339,386</b>	<b>0</b>	<b>339,386</b>
Bylaw/Late Pymt Fine	50	1,300	0	1,300	0
Interest Income	32	946	0	946	0
Move In/Out Fee Revenue	300	6,135	0	6,135	0
Remote Transmitters	0	2,495	0	2,495	0
<b>TOTAL INCOME</b>	<b>28,664</b>	<b>350,262</b>	<b>339,386</b>	<b>10,876</b>	<b>339,386</b>
<b>EXPENSES</b>					
<b>OPERATING EXPENSES</b>					
Administration	434	2,237	2,000	-237	2,000
Alarm Monitoring	150	1,654	1,200	-454	1,200
Audit	0	315	350	35	350
Bank Charges/Interest	10	120	120	0	120
Building Envelope Inspection	0	9,813	10,000	187	10,000
Cleaning & Janitorial Supplies	9,903	54,017	40,000	-14,017	40,000
Electricity	4,158	11,575	26,000	14,425	26,000
Elevator Maintenance	1,511	13,255	13,500	245	13,500
Enterphone	118	1,438	500	-938	500
Fire Equip Mtce/Monitoring	111	4,909	10,000	5,091	10,000
Garbage Removal	1,634	11,024	15,000	3,976	15,000
Gas	9,819	45,870	44,000	-1,870	44,000
Insurance	3,165	35,567	37,000	1,433	37,000
Legal Fees	364	537	250	-287	250
Landscape-Maintenance	1,796	19,543	14,000	-5,543	14,000
Management Fees	2,356	28,554	28,813	259	28,813
Mechanical Maintenance	2,310	11,194	5,000	-6,194	5,000
Miscellaneous	149	765	800	35	800
Recreation Facilities	919	4,094	10,500	6,406	10,500
Repair & Maintenance	4,859	49,313	12,000	-37,313	12,000
Security Services	882	8,431	10,000	1,569	10,000
Water/Sewer	6,500	5,859	18,500	12,641	18,500
Window Cleaning	0	7,476	9,000	1,524	9,000
<b>TOTAL OPERATING EXPENSES</b>	<b>51,148</b>	<b>327,561</b>	<b>308,533</b>	<b>-19,028</b>	<b>308,533</b>
Reserve-Contingency Fund	2,571	30,853	30,853	0	30,853
<b>TOTAL EXPENSES</b>	<b>53,719</b>	<b>358,413</b>	<b>339,386</b>	<b>-19,027</b>	<b>339,386</b>
<b>CURRENT YR NET SURPLUS/(DEFICIT)</b>	<b>-25,055</b>	<b>-8,151</b>	<b>0</b>	<b>-8,151</b>	<b>0</b>
<b>ENDING OP SURPLUS/(DEFICIT)</b>	<b>-25,055</b>	<b>-8,151</b>	<b>0</b>	<b>-8,151</b>	<b>0</b>

CAUTION:  
Keep bags away  
from children



**STRATA PLAN BCS 2667, The Vine  
OPERATING BUDGET NOTES  
PROPOSED MARCH 1, 2009- FEBRUARY 28, 2010**

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Strata BCS 2667, The Vine consists of 133 residential apartments in three towers at 2228, 2268 and 2288 West Broadway, Vancouver, BC, as well as one parking level on P3. Each tower has an elevator and there is also an elevator from P3 to P1 to be used by dog owners and bike users. The commercial stores and the P1 and P2 levels are not part of the Strata Corporation. The Operating statements are maintained on a day to day basis and finances are recorded by the Agent.

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**INCOME**

**Strata Fees**

The Strata fees are derived from the Operating Budget and allocated proportionately to each strata lot in accordance with their unit entitlement. For owners' information, units that have more square footage and larger share of limited common property, in turn will have a greater unit entitlement respectively and pay more monthly maintenance payments pursuant to the Strata Property Act of British Columbia. The initial operating budget was set by the developer and only provided for the most basic levels of maintenance and no repairs or upgrades. The strata council is proposing a realistic budget which reflects the upcoming repair and maintenance to ensure proper and safe operation of the strata corporations. In addition there are shared costs associated with the project, as the strata corporation forms an AIR SPACE PARCEL with the Commercial owners THE REMAINDER. The strata council has been provided with the cost sharing schedule as per the disclosure statements SCHEDULE A. The proposed fee increase in the amount of 15.54% reflects the current cost to run the strata corporation. SEE ATTACHED STRATA FEE SCHEDULE FOR DETAILS.

**Contingency Reserve  
Contribution**

The Strata Property Act requires that the Strata Corporation contribute 10% of the total operating budget to the Contingency Reserve Fund annually.

The sum of the Strata Fees and Contingency Reserve Fund forms the total requirement for the maintenance and/or strata fees.

**Interest Income**

Interest income is generated from operating or cash surplus. Depending on the fluctuations of the dollar amount and interest rates, this may or may not form part of the income for the new budget year. Interest earned on Reserve funds is credited to the respective funds.

The Management Company offers a term deposit-pooling program whereby the Strata Corporation can enjoy higher interest rates, which equate to what the bank normally offers to the public only for term deposits equaling \$100,000.

## **EXPENSES**

<b>Administration</b>	This covers miscellaneous office supplies, rentals of facilities or equipment for general meetings, courier costs and other administrative expenses as directed by the Strata Council. It also covers copying and postage costs for Notices and Minutes of Meetings, etc.
<b>Alarm Monitoring</b>	This account records expenses related to the monitoring of all the fire safety equipment that call the response emergency services as signalled.
<b>Audit</b>	This account is for fees due for the yearly audit of the financial statements of the Strata Corporation.
<b>Bank Charges</b>	Crosby Property Management Ltd has been able to work out a special arrangement with our Bank due to our large volume of business. The Strata Corporation is charged a flat fee of \$10 per month for all bank service charges. The Management Company also absorbs the service charges for providing Pre-authorized withdrawal as well as the printing costs of cheques.
<b>Building Envelope</b>	This account services all building envelope maintenance work that is required to be done quarterly, semi annually and/or annually. This work will be specified by the Developer and the warranty providers.
<b>Cleaning &amp; Janitorial</b>	This account records expenses related to the daily cleaning of the building common areas for the three towers and the P3 level of the parkade.
<b>Electricity</b>	This is electrical consumption for the common areas the building, such as the mechanical rooms and all outer lighting. All lighting within the building is energy efficient. All of the lighting is on at all times for security purposes. Other items are the operation of the garage doors and the mechanical system. The budget is an estimate.
<b>Elevator</b>	<p>The Strata Corporation has an annual contract with Richmond Elevator for full service maintenance for the elevators. This contract covers all parts, labor and any amendments and/or adjustments that are required to the elevators on an annual basis, which will ensure proper maintenance and repairs for any unforeseen damage or general maintenance as required. The account also includes the cost of the dedicated telephone line in the elevators for emergency use.</p> <p>For safety and health reasons this contract ensures the stability and general maintenance of the elevator itself. Permits and such non-contract items such as load testing are recorded to this account. A note to all owners this account does not cover vandalism or damage to the elevator, or items, which are not listed in the full service maintenance contract respectively.</p>

<b>Enterphone</b>	The enterphone was purchased outright by the Developer, so there are no lease costs. This account reflects costs for maintaining the enterphone and programming the fobs.
<b>Fire Equipment Maintenance and Monitoring</b>	Pursuant to the British Columbia Fire Code, it is the responsibility of the Strata Corporation to have all fire safety equipment inspected annually. In this account funding has been provided to adequately cover all requirements as noted above, and any repairs and/or additions which are required on an annual basis or any repairs which may come up from time to time including the in suite devices. This account also includes the phone lines to the fire safety panels in the lobbies of the three towers.
<b>Garbage/Recycling</b>	This amount covers the contract for bins plus the annual recycling fees. This includes the cost of moving the bins from the P3 level to the lane and back.
<b>Gas</b>	This account is for the building consumption with reference to the common area gas usage and the supply of gas for the mechanical equipment and systems within the building. This amount is an estimate only.
<b>Insurance and Appraisal</b>	<p>In accordance with the Strata Property Act, the Strata Corporation is required to maintain full replacement value coverage for the building and may require added additional coverage for liability, Council errors and/or omissions, etc.</p> <p>Individual insurance coverage is strongly recommended. Owners are reminded that content/liability insurance is the responsibility of individual owners. It is essential that owners carry "betterment's and improvements" insurance to cover any upgrades that they have made to their units.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Owners should be aware if in the course of a fire, flood or some other incident, and a resident's possessions are damaged. That person must make a claim for compensation to his/her own insurance. This is <b>NOT</b> covered by the building insurance policy. Non-residents should be sure that their tenants clearly understand this.</p> </div>
<b>Legal Fees</b>	The Strata is included in a legal retainer program with Clark Wilson that allows initial consultations at no cost. Within the Strata Corporation there are certain costs from time to time for legal clarification, interpretation of the Strata Property Act, along with other matters that need to be dealt with and this program enables the Corporation to obtain this basic advise without incurring hourly fees. The cost for this service remains relatively the same for the year.
<b>Landscape &amp; Maintenance</b>	The landscape maintenance will consist of a general clean up of the patio levels mid winter and a weekly maintenance program from April to November. The maintenance of the irrigation system is also included in

this account. The green roofs are designed to require very little maintenance.

**Management Fees**

Crosby Property Management Ltd. has an Agency Agreement with the Strata Corporation.

The Management Company relieves the Strata Council of the day-to-day operations of the Strata Corporation. This includes full accounting services, provisions of management staff, supervision of on-site staff, attendance at Strata Council meetings and General meetings, preparation of minutes, providing 24 hour emergency support etc. The services also include assisting the Strata Council in establishing and enforcing bylaws, rules and regulations and preparing the operating budget on behalf of the owners, collecting arrears and making recommendations regarding operations and administration such as improvements, reserve requirements, liability protection etc.

**Mechanical Maintenance**

The mechanical system is maintained on a contract basis. The mechanical maintenance includes HVAC systems in the parkade and water flow maintenance, CO2 monitors & generator maintenance. Logs are maintained by the contractor to ensure all aspects of the mechanical system are checked in the appropriate order of frequency.

**Miscellaneous**

This account is used for miscellaneous purchases and costs that are not accounted for in other accounts. Examples would be purchases for the meeting room, Xmas gifts, garbage pails.

**Repair and Maintenance**

This account covers exterior/interior repairs and maintenance that do not have specific account allocations. Major expenses such as plumbing/mechanical, electrical repairs, cleaning, supplies, painting, glass breakage, upgrades of security locks, break and enter repairs, graffiti removal and many other general maintenance items. Each year this account budget should be increased.

**Recreational Facility**

This account is an allowance for the Strata Corporation to lease and maintain equipment for the gym.

**Security**

This account covers the cost of twice-nightly security patrols of the perimeter, stairwells and P3 areas (\$8,500/year) and other security issues in the building, including locks, astragals, signage, and vandalism repairs.

**Water & Sewer**

Water & Sewer for the building is charged to the Strata by the City of Vancouver. This is an estimate only.

**Window Cleaning**

This allowance is made for two cleanings per year. Only inaccessible windows that cannot be safely reached by a resident are cleaned.

## **BCS 2667 – RULES**

### **KEYS/FOBS RULE**

- 2.1 All 1 bedroom strata lots are permitted to own up to and not exceeding 3 Fobs and 3 keys. Any amount exceeding the approved amount, must be requested in writing to the strata council and must be approved by the strata council prior to purchase.**
- 2.2 All 2 bedroom strata lots are permitted to own up to and not exceeding 5 Fobs and 5 keys. Any amount exceeding the approved amount, must be requested in writing to the strata council and must be approved by the strata council prior to purchase.**

**Fobs can be ordered from Five Star Janitorial at \$60.00 each and Keys at \$25.00 each. The phone number to contact is (604) 435 – 0515. All cheques and received funds are payable to the Strata Corporation Strata Plan BCS 2667.**

### **GYM RULES**

- 3.1 Use at own risk**
- 3.2 Children under 16 years of age are not permitted to use the equipment.**
- 3.3 Closed toe shoes must be worn at all times when near the machines or free weights.**
- 3.4 No pets allowed.**
- 3.5 Please bring a towel to wipe down equipment immediately after use.**
- 3.6 Limit your time on each piece of equipment to 20 minutes when others are using the gym.**
- 3.7 Appropriate clothing must be worn at all times.**
- 3.8 Put your weights away after use.**
- 3.9 Limit music to a reasonable volume.**
- 3.10 A maximum of 2 guests per suite are allowed, and must be accompanied by a resident.**
- 3.11 Smoking is prohibited.**
- 3.12 If you notice a problem with any piece of equipment, please leave a note on the equipment and contact us via the information posted in the lobbies of each tower.**
- 3.13 If you are the last to leave the gym please turn off the lights, air conditioning, and treadmills. Light switches are inside the fitness centre on the left side of the door. Air conditioning is controlled via the panel on the East side of the room (to your right). It will make a bunch of noise for a few minutes and then turn off.**



WILLIS LOUIE LTD. INSURANCE BROKERS

Cover Note Number

11430

#304-1033 DAVIE ST., VANCOUVER, B.C. V6E 1M7  
PHONE (604) 688 1491 FAX (604) 688 1819

RENEWAL SUBSCRIPTION  
POLICY NO. CMP81372333

DATED: DECEMBER 07, 2008

INSURED WITH:

AVIVA INSURANCE  
COMPANY OF CANADA  
46% of Item 1  
100% of Item 2 & 3

SOVEREIGN GENERAL  
INSURANCE COMPANY  
33% of Item 1

AXA PACIFIC INSURANCE CO.  
21% of Item 1

AXA PACIFIC INSURANCE CO.  
100% of item 4

Attention: Marianna

Attached please find Statement  
of Values for 2007-2008 and for  
2008-2009. Please sign and  
return as your earliest in self-  
stamped envelope provided.

Thank you.

TO: OWNERS OF STRATA PLAN BCS 2667  
C/O CROSBY PROPERTY MANAGEMENT LTD.  
SUITE 600 - 777 HORNBY STREET  
VANCOUVER, B.C. V6Z 1S4

ATTENTION: Marianna Pandy

We wish to advise that we have arranged the following Insurance for:

NAMED INSURED: OWNERS OF STRATA PLAN BCS 2667

1. \$ 34,545,600.00 on "ALL PROPERTY" - Stated Amount Clause
2. \$ 10,000,000.00 per Occurrence / General Aggregate  
on COMMERCIAL GENERAL LIABILITY including  
Medical Payments, Personal Injury, Non Owned Auto  
Subject to \$1,000.00 Bodily Injury/Property Damage Deductible.  
Exclusions: Data, Terrorism, Fungi & Asbestos
- Additional Insured: Crosby Property Management Ltd.  
Address: Suite 600 - 777 Hornby Street, Vancouver, B.C. V6Z
3. \$ 2,000,000.00 on DIRECTOR'S & OFFICERS' LIABILITY subject  
to \$1,000.00 deductible per loss.
4. \$ 34,545,600.00 any one "Accident" COMPREHENSIVE BOILER &  
MACHINERY BREAKDOWN, including Air  
Conditioning, subject to \$1,000.00 deductible

LOCATION: 2228, 2268 AND 2288 WEST BROADWAY  
VANCOUVER, B.C.

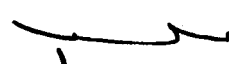
POLICY TERM: DECEMBER 07, 2008 - DECEMBER 07, 2009

LOSS PAYABLE: Strata Lot Owners &/or any Mortgagee as their  
interest may appear and as shown in the Land Title  
Office applicable to the said Property

REMARKS: Item 1 insured against "All Risk" Perils subject to \$1,000.00 deductible.  
Replacement Cost, Blanket ByLaws, Earthquake Damage - 10%/\$25,000.00  
minimum deductible, Flood Damage - \$10,000.00 deductible, Sewer Backup/  
Water Damage - \$2,500.00 deductible, Comprehensive Extension Endorsement  
subject to \$1,000.00 deductible. Exclusions: Data, Terrorism, Fungi, and Asbestos

Cover is on Underwriters standard terms for the class of cover.  
Immediate notice must be given if any changes are required.

WILLIS LOUIE LTD.

Per:   
BRIAN LOUIE

"This policy contains a clause that may  
limit the amount payable"

E.&O.E.  
'ct

**BCS 2667 - THE VINE**  
**Proposed Budget**  
**Mar 01, 2009 to Feb 28, 2010**

4/08/09  
3:51 PM

	<u>Actual to</u> <u>28-Feb-09</u> <u>( 12 Months )</u>	<u>2008/2009</u> <u>Budget</u>	<u>Proposed</u> <u>2009/2010</u> <u>Budget</u>
<b><u>INCOME</u></b>			
<b><u>FEES</u></b>			
Operating Fund Contribution	308,533	308,533	356,465
Contingency Fund Contribution	30,853	30,853	35,647
<b>TOTAL FEES</b>	<b>339,386</b>	<b>339,386</b>	<b>392,112</b>
Bylaw/Late Pymt Fine	1,300	0	0
Interest Income	946	0	0
Move In/Out Fee Revenue	6,135	0	0
Prior Yr Surplus/(Deficit)	0	0	(8,151)
Remote Transmitters	2,495	0	0
<b>TOTAL INCOME</b>	<b>350,262</b>	<b>339,386</b>	<b>383,960</b>
<b><u>EXPENSES</u></b>			
<b><u>OPERATING EXPENSES</u></b>			
Administration	2,237	2,000	2,500
Alarm Monitoring	1,654	1,200	1,805
Audit	315	350	315
Bank Charges/Interest	120	120	120
Building Envelope Inspection	9,813	10,000	10,000
Cleaning & Janitorial Supplies	54,017	40,000	45,000
Electricity	11,575	26,000	30,000
Elevator Maintenance	13,255	13,500	14,320
Enterphone	1,438	500	1,410
Fire Equip Mtce/Monitoring	4,909	10,000	4,000
Garbage Removal	11,024	15,000	12,965
Gas	45,870	44,000	40,000
Insurance	35,567	37,000	39,000
Legal Fees	537	250	500
Landscape-Maintenance	19,543	14,000	20,610
Management Fees	28,554	28,813	28,274
Mechanical Maintenance	11,194	5,000	12,000
Miscellaneous	765	800	750
Recreation Facilities	4,094	10,500	8,810
Repair & Maintenance	49,313	12,000	35,000
Security Services	8,431	10,000	8,500
Water/Sewer	5,859	18,500	23,435
Window Cleaning	7,476	9,000	9,000
<b>TOTAL OPERATING EXPENSES</b>	<b>327,561</b>	<b>308,533</b>	<b>348,314</b>
Reserve-Contingency Fund	30,853	30,853	35,647
<b>TOTAL EXPENSES</b>	<b>358,413</b>	<b>339,386</b>	<b>383,961</b>
<b>CURRENT YEAR SURPLUS/(DEFICIT)</b>	<b>(8,151)</b>	<b>0</b>	<b>(0)</b>
<b>ENDING OP SURPLUS/(DEFICIT)</b>	<b>(8,151)</b>	<b>0</b>	<b>(0)</b>

**BCS 2667 - THE VINE**  
**Proposed Fee Schedule**  
**Mar 01, 2009 to Feb 28, 2010**

<u>Strata</u> <u>Lot #</u>	<u>Unit Address</u>	<u>Unit</u> <u>Entitlements</u>	<u>Monthly</u> <u>Fees</u>
1	#201 - 2288 West Broadway	38	134.09
2	#202 - 2288 West Broadway	39	137.62
3	#203 - 2288 West Broadway	49	172.91
4	#204 - 2288 West Broadway	49	172.91
5	#205 - 2288 West Broadway	59	208.19
6	#206 - 2288 West Broadway	51	179.97
7	#207 - 2288 West Broadway	45	158.79
8	#208 - 2288 West Broadway	49	172.91
9	#209 - 2288 West Broadway	49	172.91
10	#210 - 2288 West Broadway	43	151.74
11	#301 - 2228 West Broadway	57	201.14
12	#302 - 2228 West Broadway	66	232.90
13	#303 - 2228 West Broadway	67	236.42
14	#304 - 2228 West Broadway	66	232.90
15	#305 - 2228 West Broadway	85	299.94
16	#306 - 2228 West Broadway	64	225.84
17	#307 - 2228 West Broadway	67	236.42
18	#308 - 2228 West Broadway	65	229.37
19	#309 - 2228 West Broadway	61	215.25
20	#310 - 2228 West Broadway	53	187.02
21	#311 - 2228 West Broadway	76	268.18
22	#312 - 2268 West Broadway	76	268.18
23	#313 - 2268 West Broadway	61	215.25
24	#314 - 2268 West Broadway	64	225.84
25	#315 - 2268 West Broadway	67	236.42
26	#316 - 2268 West Broadway	64	225.84
27	#317 - 2268 West Broadway	84	296.41
28	#318 - 2268 West Broadway	67	236.42
29	#319 - 2268 West Broadway	67	236.42
30	#320 - 2268 West Broadway	61	215.25
31	#321 - 2268 West Broadway	40	141.15
32	#322 - 2268 West Broadway	38	134.09
33	#323 - 2268 West Broadway	78	275.24
34	#324 - 2288 West Broadway	80	282.30
35	#325 - 2288 West Broadway	52	183.49
36	#326 - 2288 West Broadway	60	211.72
37	#327 - 2288 West Broadway	75	264.65
38	#328 - 2288 West Broadway	55	194.08
39	#329 - 2288 West Broadway	84	296.41
40	#330 - 2288 West Broadway	85	299.94
41	#331 - 2288 West Broadway	81	285.83
42	#332 - 2288 West Broadway	80	282.30
43	#401 - 2228 West Broadway	56	197.61
44	#402 - 2228 West Broadway	62	218.78
45	#403 - 2228 West Broadway	62	218.78
46	#404 - 2228 West Broadway	62	218.78
47	#405 - 2228 West Broadway	85	299.94
48	#406 - 2228 West Broadway	84	296.41
49	#407 - 2228 West Broadway	63	222.31
50	#408 - 2228 West Broadway	60	211.72
51	#409 - 2228 West Broadway	61	215.25
52	#410 - 2228 West Broadway	57	201.14



**BCS 2667 - THE VINE**  
**Proposed Fee Schedule**  
**Mar 01, 2009 to Feb 28, 2010**

<u>Strata Lot #</u>	<u>Unit Address</u>	<u>Unit Entitlements</u>	<u>Monthly Fees</u>
53	#411 - 2268 West Broadway	88	310.53
54	#412 - 2268 West Broadway	60	211.72
55	#413 - 2268 West Broadway	63	222.31
56	#414 - 2268 West Broadway	84	296.41
57	#415 - 2268 West Broadway	84	296.41
58	#416 - 2268 West Broadway	62	218.78
59	#417 - 2268 West Broadway	62	218.78
60	#418 - 2268 West Broadway	62	218.78
61	#419 - 2268 West Broadway	78	275.24
62	#420 - 2288 West Broadway	91	321.11
63	#421 - 2288 West Broadway	75	264.65
64	#422 - 2288 West Broadway	62	218.78
65	#423 - 2288 West Broadway	85	299.94
66	#424 - 2288 West Broadway	85	299.94
67	#425 - 2288 West Broadway	75	264.65
68	#426 - 2288 West Broadway	75	264.65
69	#501 - 2228 West Broadway	52	183.49
70	#502 - 2228 West Broadway	61	215.25
71	#503 - 2228 West Broadway	62	218.78
72	#504 - 2228 West Broadway	62	218.78
73	#505 - 2228 West Broadway	85	299.94
74	#506 - 2228 West Broadway	84	296.41
75	#507 - 2228 West Broadway	63	222.31
76	#508 - 2228 West Broadway	60	211.72
77	#509 - 2228 West Broadway	61	215.25
78	#510 - 2228 West Broadway	52	183.49
79	#511 - 2268 West Broadway	85	299.94
80	#512 - 2268 West Broadway	60	211.72
81	#513 - 2268 West Broadway	63	222.31
82	#514 - 2268 West Broadway	84	296.41
83	#515 - 2268 West Broadway	84	296.41
84	#516 - 2268 West Broadway	62	218.78
85	#517 - 2268 West Broadway	62	218.78
86	#518 - 2268 West Broadway	62	218.78
87	#519 - 2268 West Broadway	73	257.60
88	#520 - 2288 West Broadway	109	384.63
89	#521 - 2288 West Broadway	94	331.70
90	#522 - 2288 West Broadway	91	321.11
91	#523 - 2288 West Broadway	93	328.17
92	#524 - 2288 West Broadway	107	377.57
93	#601 - 2228 West Broadway	51	179.97
94	#602 - 2228 West Broadway	61	215.25
95	#603 - 2228 West Broadway	62	218.78
96	#604 - 2228 West Broadway	62	218.78
97	#605 - 2228 West Broadway	85	299.94
98	#606 - 2228 West Broadway	84	296.41
99	#607 - 2228 West Broadway	63	222.31
100	#608 - 2228 West Broadway	60	211.72
101	#609 - 2228 West Broadway	61	215.25
102	#610 - 2228 West Broadway	52	183.49
103	#611 - 2268 West Broadway	85	299.94
104	#612 - 2268 West Broadway	60	211.72
105	#613 - 2268 West Broadway	63	222.31

**BCS 2667 - THE VINE**  
**Proposed Fee Schedule**  
**Mar 01, 2009 to Feb 28, 2010**

<u>Strata Lot #</u>	<u>Unit Address</u>	<u>Unit Entitlements</u>	<u>Monthly Fees</u>
106	#614 - 2268 West Broadway	84	296.41
107	#615 - 2268 West Broadway	84	296.41
108	#616 - 2268 West Broadway	62	218.78
109	#617 - 2268 West Broadway	62	218.78
110	#618 - 2268 West Broadway	62	218.78
111	#619 - 2268 West Broadway	74	261.13
112	#701 - 2228 West Broadway	52	183.49
113	#702 - 2228 West Broadway	61	215.25
114	#703 - 2228 West Broadway	62	218.78
115	#704 - 2228 West Broadway	62	218.78
116	#705 - 2228 West Broadway	85	299.94
117	#706 - 2228 West Broadway	84	296.41
118	#707 - 2228 West Broadway	63	222.31
119	#708 - 2228 West Broadway	60	211.72
120	#709 - 2228 West Broadway	61	215.25
121	#710 - 2228 West Broadway	52	183.49
122	#711 - 2268 West Broadway	72	254.07
123	#712 - 2268 West Broadway	91	321.11
124	#713 - 2268 West Broadway	92	324.64
125	#714 - 2268 West Broadway	92	324.64
126	#715 - 2268 West Broadway	98	345.82
127	#716 - 2268 West Broadway	95	335.23
128	#801 - 2228 West Broadway	99	349.34
129	#802 - 2228 West Broadway	98	345.82
130	#803 - 2228 West Broadway	93	328.17
131	#804 - 2228 West Broadway	92	324.64
132	#805 - 2228 West Broadway	91	321.11
133	#806 - 2228 West Broadway	97	342.29
<b>Total =</b>		<b>9,260</b>	<b>32,675.84</b>

**Total Yearly Fee ( X 12 months) =**

**392,110.08**

08-Apr-09

**BCS 2667 - THE VINE**  
**CONTINGENCY RESERVE BUDGET (s103)**  
**March 1, 2009 to February 28, 2010**

Opening Balance of Contingency Reserve Fund (CRF)	\$ 55,961
Contingency Reserve Fund Contributions (per calculation below)	<u>35,647</u>
Estimated Balance of Contingency Reserve Fund at the end of the fiscal year	<u>\$ 91,608</u>

**Note: Each Strata Lot's monthly contribution to the contingency reserve fund is calculated as follows:**

$$\frac{\text{unit entitlement of strata lot}}{\text{total unit entitlement of all strata lots}} \times \text{Contingency Reserve Fund Contributions}$$

**Required Contingency Reserve Contributions under S.93 & R6.1 of the Strata Property Act is calculated as follows:**

Previous year's annual operating fund contribution =	308,533 (A)
Current year's annual operating fund contribution =	356,465 (B)
Contingency Reserve Fund Opening Balance =	55,961 (C)
25% of (A)	77,133 (D)
100% of (A)	308,533 (E)
10% of (B)	35,647 (F)

- If (C) < (D), then CRF contribution at a minimum of (F) is required.
- If (C) = or > (D) and < (E), then the CRF contribution can be any amount
- If (C) = or > (E), then CRF contribution requires 3/4 vote.

Therefore the CRF contribution = \$ 35,647

**RESOLUTION "A" 3/4 VOTE-Bylaw Addition-Section 1. Payment of Strata Fees**

**Resolution:**

*Be it resolved* by a 3/4 vote of The Owners, Strata Plan BCS2667 (the "Strata Corporation" The Vine) that the existing bylaws of the Strata Corporation be amended by the addition to the bylaws **Section 1. Payment of strata fees.**

**Section 1.2**

Strata fees outstanding for 30 days will receive a fine in the amount of \$50.00 for each month that the strata fees are unpaid.

**RESOLUTION "B" 3/4 VOTE-Bylaw addition-Section 3. Use of Property-Pets**

**Resolution:**

*Be it resolved* by a 3/4 vote of The Owners, Strata Plan BCS2667 (the "Strata Corporation" The Vine) that the existing bylaws of the Strata Corporation be amended by the addition to the bylaws **Section 3. Use of Property**

**Section 3.5**

A pet owner must ensure that a pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet owner.

**RESOLUTION "C" 3/4 VOTE-Bylaw addition-Section 33. Insurance**

**Resolution:**

*Be it resolved* by a 3/4 vote of The Owners, Strata Plan BCS2667 (the "Strata Corporation" The Vine) that the existing bylaws of the Strata Corporation be amended by the addition to the bylaws **Section 33. Insurance.**

**Section 33 – Insurance**

- 33.1 An owner shall indemnify and save harmless the Strata Corporation from the expense of any maintenance, repair or replacement rendered necessary to the common property, limited common property, common assets or to any strata lot by the owner's act, omission, negligence or carelessness or by that of an owner's visitors, occupants, guests, employees, agents, tenants or a member of the owner's family, but only to the extent that such expense is not reimbursed from the proceeds received by operation of any insurance policy. In such circumstances, any insurance deductible paid or payable by the Strata Corporation shall be considered an expense not covered by the proceeds received by the Strata Corporation as insurance coverage and will be charged to the owner.
- 33.2 Where an owner or occupant has upgraded an original fixture and the upgraded fixture suffers damage, the cost to repair or replace the upgraded fixture must be paid by the owner or occupant

responsible for the damage and not the Strata Corporation.

- 33.3 Where the Strata Corporation responds to an emergency and pays the cost to repair, but it is later determined that the owner is responsible to pay such costs, the owner immediately must reimburse the Strata Corporation for the full cost to repair.

**RESOLUTION "D" 3/4 VOTE-Bylaw addition-Section 34. Renovations**

**Resolution:**

*Be it resolved* by a 3/4 vote of The Owners, Strata Plan BCS2667 (the "Strata Corporation" The Vine) that the existing bylaws of the Strata Corporation be amended by the addition to the bylaws **Section 34. Renovations.**

**Section 34 – Renovations**

- 34.1 An owner must ensure that the hours of work are restricted to 8:00 a.m. to 6:00 p.m., Monday through Saturday, and 10:00 a.m. to 5:00 p.m., Sundays and statutory holidays (with special permission). To perform renovations/alterations on statutory holidays, an owner must apply for permission in writing to the council at least 10 business days before the holiday date. An owner must inform adjacent units prior to work.
- 34.2 An owner performing or contracting with others to perform renovations or alterations will be responsible, financially and otherwise, for ensuring that any and all required permits and licenses are obtained.
- 34.3 An owner in contravention of bylaws 34.1 & 34.2 (inclusive) shall be subject to a fine of \$200.00 for each contravention, as well as be responsible for any clean up or repair costs and any municipal or governmental fines, fees or charges.

**RESOLUTION "E" 3/4 VOTE-Bylaw addition-Section 35. Move In / Move Out**

**Resolution:**

*Be it resolved* by a 3/4 vote of The Owners, Strata Plan BCS2667 (the "Strata Corporation" The Vine) that the existing bylaws of the Strata Corporation be amended by the addition to the bylaws **Section 35. Move In / Move out.**

**Section 35 – Move in / Move out**

- 35.1 A resident must provide at least 48 hours/ notice to the resident manager or caretaker of all moving arrangements. The hours for the move in/out activities are: Monday-Friday 9:00 a.m. - 7:00 p.m. and Saturday & Sunday 9:00 a.m. - 5:00 p.m.
- 35.2 An owner/resident must pay a non-refundable assessment of \$100.00 to the Strata Corporation prior to any move-in or move-out.
- 35.3 This assessment is intended to defray the costs to repair and maintain common property generally, not merely repair and maintenance that results directly from any particular move in or out.

- 35.4 Owners and tenants are not allowed to use the elevators for move ins or move outs, unless the elevators have protective pads installed before commencing a move. Elevators must be properly locked off by the attending resident manager or their representative.
- 35.5 Owners or tenants are not to leave the building entrance doors propped open or unattended.
- 35.6 Owners and Tenants are to pay due care and attention to the elevators, surrounding walls, carpets and doors when moving furniture. Any damage and related expenses will be the responsibility of the resident.

**RESOLUTION "F" 3/4 VOTE-Bylaw addition-Section 36. Parking**

**Resolution:**

*Be it resolved* by a 3/4 vote of The Owners, Strata Plan BCS2667 (the "Strata Corporation" The Vine) that the existing bylaws of the Strata Corporation be amended by the addition to the bylaws **Section 36. Parking.**

**Section 36 – Parking**

- 36.1 Parking stalls shall only be used for parking passenger vehicles owned or leased by persons who are occupants of the building or temporary visitors of such residents. The right to use the parking stalls shall cease upon a person ceasing to reside in the building. Notwithstanding the foregoing, ten parking stalls are to be reserved for the owners of 1450 West Georgia (the "Nicola Building"), residents of the Nicola Building, or the invitees of the owners of the Nicola Building.
- 36.2 An owner must not lease or license a parking stall assigned to the owner's strata lot to any person who is not a resident.
- 36.3 A resident must park only in a parking stall which has been assigned to the resident's strata lot or leased by the resident from another owner.
- 36.4 A resident must not permit any oversized or recreational vehicle, including but not limited to boat, trailer, camper or other such property, to be parked or stored in the underground parking area or on common property, limited common property or land that is a common asset.
- 36.5 A resident storing a vehicle must provide proof of insurance to the strata corporation on the commencement date of the storage.
- 36.6 A resident or visitor must not drive any vehicle in excess of 15 km/h in the underground parking area.
- 36.7 A resident or visitor must not smoke in the underground parking area, including inside a vehicle.
- 36.8 A resident must not permit any vehicle that drips oil or gasoline to be parked or stored in the underground parking area, or on common property, limited common property, or land that is a common asset, and must remove any dripped oil, gasoline or other automotive residue by a vehicle parked or stored in contravention of this bylaw.

- 36.9 A resident or visitor must not use any part of the underground parking area as a work area for carpentry, renovations or repairs of any kind.

**MINUTES  
OF THE ANNUAL GENERAL MEETING  
THE OWNERS STRATA PLAN BCS 2667  
THE VINE**

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Held on May 11, 2009  
Within the gym 2<sup>nd</sup> floor- 2288 West Broadway  
Vancouver, B.C.

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This meeting was a recall of the originally scheduled Annual General Meeting on May 4, 2009. Due to lack of quorum as per the *Strata Property Act* section 48, the meeting was therefore adjourned to the same time, 1 week later.

As the quorum requirement was not achieved at 7:00pm on May 11, 2009, the meeting was called to order at 7:30pm by Cecil Lau, Council President.

Crosby Property Management Ltd. was represented by Marianna Pandey, Senior Property Manager.

**CALLING THE ROLL AND CERTIFICATION OF PROXIES**

The attendance register confirmed at the time of commencement of the meeting there were 32 eligible voters in attendance and 9 represented by proxy for a total of 41. 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 March 24, 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 Annual General Meeting held February 12, 2009 as circulated. CARRIED.

**PRESIDENT'S REPORT**

**The Vine Strata Council President's Report**

"Dear Owners and Residents,

It's been an exciting first year at the Vine. We've moved into a beautiful building located in a desirable Kitsilano neighbourhood that offers a convenient, lively, and fun lifestyle.

I'd like to acknowledge the parties involved with setting up and running the building with well deserved thank you's.

Thank you to the members of the Strata Council for volunteering their personal time. Thank you to Five Star for running the day-to-day duties. Thank you to our commercial neighbour, London Drugs, who has been very cooperative with our strata. And thank you to Crosby Property Management, notably Marianna Pandey, for taking care of the management of our building.



**Minutes of the Annual General Meeting  
The Owners Strata Plan BCS 2667  
Held on May 11, 2009**

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This first year has presented several challenges associated with a brand new mixed residential and commercial building. I would like to extend a big thank you to everyone for their patience and understanding as we ironed out the wrinkles.

Here's a quick summary of the key topics we've been working on in the past year:

- **Remedied the majority of the warranty-related building issues, including mechanical and common area deficiencies.** This was by far the most time consuming topic as we audited the fit and finish of the interior and exterior of the building, reviewed the mechanical/electrical systems installed in the building, and resolved numerous problems that were found and problems that popped up while breaking in the systems.
- **Implemented security upgrades and nightly parkade patrols.** Security has been a big concern for the Council. The residential parkade was a frequent target of thieves in the first few months, but after our upgrades, the incident rate dropped significantly. I'd like to remind everyone to be very security conscious, especially with preventing strangers from entering through the doors and garage gates. Recent Police reports show a rise in property theft in Kitsilano.
- **Switched to a more responsive company for administering the enter-phone system.** Many residents were inconvenienced by spontaneous quirks in the enter-phone system. Nowadays, we seem to have significantly fewer issues with our new service provider.
- **Organized the annual fire system test, exterior window washing, dryer vent cleaning, and parkade washing.**
- **Setup a fitness center in the large amenity room.** It took longer than expected due to numerous other priorities and a plethora of decisions to make; but once complete, the Council was proud to present the Fitness Centre – open 24hrs/day, 7 days a week to fit into anyone's schedule.
- **Hosted a Strata-run barbeque event last fall.** The social event was a wonderful time to mingle with Strata Council members and fellow neighbours while discussing the latest news about life at the Vine and in the neighbourhood.

The Vine is a community that involves many people with various needs. A big challenge we face is how to make life at the Vine the best for everyone. Please keep the comments and feedback coming, as we rely on your input to understand your needs and desires.

We have room on the Strata Council and I'd like to encourage anyone who's interested in contributing to the Vine to volunteer. We have numerous items on our To-Do list as we look forward to nailing down issues, implementing new and exciting improvements, and organizing fun-filled events.

Sincerely,  
Cecil Lau"

**REPORT ON INSURANCE COVERAGE**

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

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

**Minutes of the Annual General Meeting  
The Owners Strata Plan BCS 2667  
Held on May 11, 2009**

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property damage and bodily injury of at least \$2,000,000. Your Strata Corporation's insurance policy is currently held with Willis Louie Ltd. and is insured for a full replacement value of \$34,545,000.

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.

It was 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. Commercial owners should review their requirements with their insurance agent.

**APPROVAL OF PROPOSED OPERATING BUDGET**

It was moved/seconded to approve the proposed operating budget(s) as circulated for the fiscal year March 1, 2009 to February 28, 2010.

The Strata Council Treasurer, Jennifer Watkiss, has provided a brief over view of the proposed budget and opened the floor for a question and answer period.

The following questions were raised:

1. What is the reason that the expenses are so high for first year?  
*There were several items which the Strata Corporation had to look after and had no choice such as; security upgrades, mechanical repairs, maintenance, etc. The Strata Council noted that the Council exercises due diligence by obtaining several quotations for each repair at hand. They assured the owners present that, in most cases, the most economical quotes have been chosen.*
2. Why is janitorial service budget line item so high? And some concerns were raised with respect to vacuuming floors not done every day.  
*The Strata Council noted that there is a contract with Five Star Janitorial and they have a regular daily/weekly/monthly cleaning schedule which they follow. So far the Strata Council is satisfied and have not heard from owners with respect to any concerns. It was requested by the owners that the Strata Council looks into getting comparison quotations from other janitorial companies. The Strata Council noted that they will discuss this in their first Council meeting after the Annual General Meeting.*

Following the discussion the Chairperson called for the vote, the result being 39 IN FAVOUR, 2 OPPOSED, 0 ABSTAINED. CARRIED.

**Regarding the updated Strata Fees:**

**PLEASE SEND (12) TWELVE POST-DATED CHEQUES PAYABLE TO STRATA PLAN BCS 2667. ANY CHANGE IN STRATA FEES IS EFFECTIVE FROM MARCH 1, 2009.**

**Minutes of the Annual General Meeting  
The Owners Strata Plan BCS 2667  
Held on May 11, 2009**

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**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 Poonam Benning in our accounting department at 604-689-6988.**

**RESOLUTION "A" 3/4 VOTE-Bylaw Addition-Section 1. Payment of Strata Fees**

The Strata Council President, Cecil Lau, has given an overview on all of the Bylaw Amendments and/or additions. The reason for adding and/or amending the current Bylaws of the Strata Corporation is to better reflect the type of complex that the Vine – BCS 2667 has become. Also, the Strata Council's goal is to bring in Bylaws which can be exercised to ensure proper operation of the building.

It was moved/seconded to approve Resolution "A" as follows:

**Be it resolved** by a 3/4 vote of The Owners, Strata Plan BCS2667 (the "Strata Corporation" The Vine) that the existing bylaws of the Strata Corporation be amended by the addition to the bylaws **Section 1. Payment of strata fees.**

**Section 1.2**

Strata fees outstanding for 30 days will receive a fine in the amount of \$50.00 for each month that the strata fees are unpaid.

**Discussion**

The Strata Council President called for a discussion period, there were no questions asked with respect to this Bylaw.

Following the discussion, the Chairperson called for the vote, the result being 39 IN FAVOUR, 2 OPPOSED, 0 ABSTAINED. CARRIED.

**RESOLUTION "B" 3/4 VOTE-Bylaw addition-Section 3. Use of Property-Pets**

It was moved/seconded to approve Resolution "B" as follows:

**Be it resolved** by a 3/4 vote of The Owners, Strata Plan BCS2667 (the "Strata Corporation" The Vine) that the existing bylaws of the Strata Corporation be amended by the addition to the bylaws **Section 3. Use of Property**

**Minutes of the Annual General Meeting  
The Owners Strata Plan BCS 2667  
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**Section 3.5**

A pet owner must ensure that a pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet owner.

**Discussion**

The Strata Council President called for a discussion period, there were no questions asked with respect to this Bylaw.

Following the discussion, the Chairperson called for the vote, the result being 40 IN FAVOUR, 1 OPPOSED, 0 ABSTAINED. CARRIED.

**RESOLUTION "C" 3/4 VOTE-Bylaw addition-Section 33. Insurance**

It was moved/seconded to approve Resolution "C" as follows:

**Be it resolved** by a 3/4 vote of The Owners, Strata Plan BCS2667 (the "Strata Corporation" The Vine) that the existing bylaws of the Strata Corporation be amended by the addition to the bylaws **Section 33. Insurance.**

**Section 33 – Insurance**

- 33.1 An owner shall indemnify and save harmless the Strata Corporation from the expense of any maintenance, repair or replacement rendered necessary to the common property, limited common property, common assets or to any strata lot by the owner's act, omission, negligence or carelessness or by that of an owner's visitors, occupants, guests, employees, agents, tenants or a member of the owner's family, but only to the extent that such expense is not reimbursed from the proceeds received by operation of any insurance policy. In such circumstances, any insurance deductible paid or payable by the Strata Corporation shall be considered an expense not covered by the proceeds received by the Strata Corporation as insurance coverage and will be charged to the owner.
- 33.2 Where an owner or occupant has upgraded an original fixture and the upgraded fixture suffers damage, the cost to repair or replace the upgraded fixture must be paid by the owner or occupant responsible for the damage and not the Strata Corporation.
- 33.3 Where the Strata Corporation responds to an emergency and pays the cost to repair, but it is later determined that the owner is responsible to pay such costs, the owner immediately must reimburse the Strata Corporation for the full cost to repair.

**Discussion**

There was discussion with respect to the goal and wording of the Bylaw and the Property Manager clarified.

Following the discussion, the Chairperson called for the vote, the result being 39 IN FAVOUR, 1 OPPOSED, 1 ABSTAINED. CARRIED.

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**RESOLUTION "D" 3/4 VOTE-Bylaw addition-Section 34. Renovations**

It was moved/seconded to approve Resolution "D" as follows:

**Be it resolved** by a 3/4 vote of The Owners, Strata Plan BCS2667 (the "Strata Corporation" The Vine) that the existing bylaws of the Strata Corporation be amended by the addition to the bylaws **Section 34. Renovations.**

**Section 34 – Renovations**

- 34.1 An owner must ensure that the hours of work are restricted to 8:00 a.m. to 6:00 p.m., Monday through Saturday, and 10:00 a.m. to 5:00 p.m., Sundays and statutory holidays (with special permission). To perform renovations/alterations on statutory holidays, an owner must apply for permission in writing to the council at least 10 business days before the holiday date. An owner must inform adjacent units prior to work.
- 34.2 An owner performing or contracting with others to perform renovations or alterations will be responsible, financially and otherwise, for ensuring that any and all required permits and licenses are obtained.
- 34.3 An owner in contravention of bylaws 34.1 & 34.2 (inclusive) shall be subject to a fine of \$200.00 for each contravention, as well as be responsible for any clean up or repair costs and any municipal or governmental fines, fees or charges.

**Discussion**

The Strata Council President called for a discussion period, there were no questions asked with respect to this Bylaw.

Following the discussion, the Chairperson called for the vote, the result being 39 IN FAVOUR, 2 OPPOSED, 0 ABSTAINED. CARRIED.

**RESOLUTION "E" 3/4 VOTE-Bylaw addition-Section 35. Move In / Move Out**

**Be it resolved** by a 3/4 vote of The Owners, Strata Plan BCS2667 (the "Strata Corporation" The Vine) that the existing bylaws of the Strata Corporation be amended by the addition to the bylaws **Section 35. Move In / Move out.**

**Section 35 – Move in / Move out**

- 35.1 A resident must provide at least 48 hours/ notice to the resident manager or caretaker of all moving arrangements. The hours for the move in/out activities are: Monday-Friday 9:00 a.m. - 7:00 p.m. and Saturday & Sunday 9:00 a.m. - 5:00 p.m.
- 35.2 An owner/resident must pay a non-refundable assessment of \$100.00 to the Strata Corporation prior to any move-in or move-out.

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- 35.3 This assessment is intended to defray the costs to repair and maintain common property generally, not merely repair and maintenance that results directly from any particular move in or out.
- 35.4 Owners and tenants are not allowed to use the elevators for move ins or move outs, unless the elevators have protective pads installed before commencing a move. Elevators must be properly locked off by the attending resident manager or their representative.
- 35.5 Owners or tenants are not to leave the building entrance doors propped open or unattended.
- 35.6 Owners and Tenants are to pay due care and attention to the elevators, surrounding walls, carpets and doors when moving furniture. Any damage and related expenses will be the responsibility of the resident.

Discussion

Several owners raised questions with respect to having the fees applied only to those owners who are renting out their units. The Property Manager advised that this is not possible under the *Strata Property Act* and would be viewed as discrimination. Therefore, the move in / move out fees either apply to all or none.

The Council President noted that the owners have a choice of either voting for or against the Bylaws.

Following the discussion, the Chairperson called for the vote, the result being 36 IN FAVOUR, 4 OPPOSED, 0 ABSTAINED. CARRIED.

**RESOLUTION "F" 3/4 VOTE-Bylaw addition-Section 36. Parking**

**Be it resolved** by a 3/4 vote of The Owners, Strata Plan BCS2667 (the "Strata Corporation" The Vine) that the existing bylaws of the Strata Corporation be amended by the addition to the bylaws **Section 36. Parking.**

**Section 36 – Parking**

- 36.1 Parking stalls shall only be used for parking passenger vehicles owned or leased by persons who are occupants of the building or temporary visitors of such residents. The right to use the parking stalls shall cease upon a person ceasing to reside in the building.
- 36.2 An owner must not lease or license a parking stall assigned to the owner's strata lot to any person who is not a resident.
- 36.3 A resident must park only in a parking stall which has been assigned to the resident's strata lot or leased by the resident from another owner.
- 36.4 A resident must not permit any oversized or recreational vehicle, including but not limited to boat, trailer, camper or other such property, to be parked or stored in the underground parking area or on common property, limited common property or land that is a common asset.

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- 36.5 A resident storing a vehicle must provide proof of insurance to the strata corporation on the commencement date of the storage.
- 36.6 A resident or visitor must not drive any vehicle in excess of 15 km/h in the underground parking area.
- 36.7 A resident or visitor must not smoke in the underground parking area, including inside a vehicle.
- 36.8 A resident must not permit any vehicle that drips oil or gasoline to be parked or stored in the underground parking area, or on common property, limited common property, or land that is a common asset, and must remove any dripped oil, gasoline or other automotive residue by a vehicle parked or stored in contravention of this bylaw.
- 36.9 A resident or visitor must not use any part of the underground parking area as a work area for carpentry, renovations or repairs of any kind.

**Discussion**

The Strata Council President noted an **error in paragraph 36.1**. It was moved/seconded to remove the last sentence of the first paragraph of section 36.1 as this was an administrative error and does not apply to BCS 2667.

The Chairperson called for a vote on the amendment, the result being ALL IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. CARRIED. It was then moved/seconded to approve the resolution as amended.

Following the discussion, the Chairperson called for the vote on the amended bylaws, the result being 38 IN FAVOUR, 2 OPPOSED, 1 ABSTAINED. CARRIED.

**GENERAL DISCUSSION**

The following was discussed:

1. Use of the 3<sup>rd</sup> level courtyard vs. pets  
Some owners consider it important that the Strata Council look into this matter further with respect to the installed doggy bags and the signs that are posted as there are concerns about the number of pets urinating/defecating in the courtyard areas. The Strata Council noted that they will discuss and decide at the Council Meeting following the Annual General Meeting and will announce and inform owners via Council meeting minutes.
2. Thank you to Council  
Owners present also thanked the Strata Council for their hard work over the past fiscal year and a round of applause followed.

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**ELECTION OF COUNCIL**

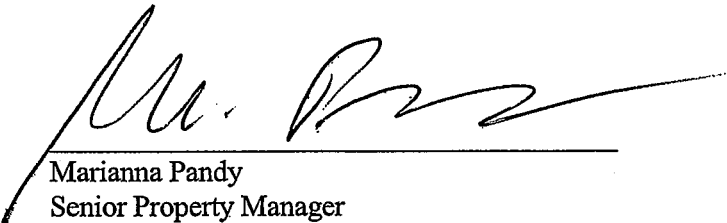
Those persons elected to the Council at this meeting will hold office until the next Annual General Meeting.

The following persons agreed to stand for Council:

Cecil Lau	President
Charles Lingren	Vice-President
Jennifer Watkiss	Treasurer
Kim McLean	Secretary
Trevor Gibbons	Deficiencies

The above were declared elected by acclamation.

There being no further business, the meeting was adjourned at 8:37pm.



Marianna Pandy  
Senior Property Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office #(604) 683-8900  
www.crosbypm.com

<b>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.</b>
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**BCS 2667 - THE VINE**  
**Approved Budget**  
**Mar 01, 2009 to Feb 28, 2010**

**INCOME**

**FEES**

Operating Fund Contribution	356,465
Contingency Fund Contribution	35,647
<b>TOTAL FEES</b>	<b>392,112</b>
Prior Yr Surplus/(Deficit)	(8,151)
<b>TOTAL INCOME</b>	<b>383,961</b>

**EXPENSES**

**OPERATING EXPENSES**

Administration	2,500
Alarm Monitoring	1,805
Audit	315
Bank Charges/Interest	120
Building Envelope Inspection	10,000
Cleaning & Janitorial Supplies	45,000
Electricity	30,000
Elevator Maintenance	14,320
Enterphone	1,410
Fire Equip Mtce/Monitoring	4,000
Garbage Removal	12,965
Gas	40,000
Insurance	39,000
Legal Fees	500
Landscape-Maintenance	20,610
Management Fees	28,274
Mechanical Maintenance	12,000
Miscellaneous	750
Recreation Facilities	8,810
Repair & Maintenance	35,000
Security Services	8,500
Water/Sewer	23,435
Window Cleaning	9,000
<b>TOTAL OPERATING EXPENSES</b>	<b>348,314</b>
Reserve-Contingency Fund	35,647
<b>TOTAL EXPENSES</b>	<b>383,961</b>

**CURRENT YEAR SURPLUS/(DEFICIT)**

**0**

**ENDING OP SURPLUS/(DEFICIT)**

**0**

**BCS 2667 - THE VINE**  
**Approved Fee Schedule**  
**Mar 01, 2009 to Feb 28, 2010**

<u>Strata</u> <u>Lot #</u>	<u>Unit Address</u>	<u>Unit</u> <u>Entitlements</u>	<u>Monthly</u> <u>Fees</u>
1	#201 - 2288 West Broadway	38	134.09
2	#202 - 2288 West Broadway	39	137.62
3	#203 - 2288 West Broadway	49	172.91
4	#204 - 2288 West Broadway	49	172.91
5	#205 - 2288 West Broadway	59	208.19
6	#206 - 2288 West Broadway	51	179.97
7	#207 - 2288 West Broadway	45	158.79
8	#208 - 2288 West Broadway	49	172.91
9	#209 - 2288 West Broadway	49	172.91
10	#210 - 2288 West Broadway	43	151.74
11	#301 - 2228 West Broadway	57	201.14
12	#302 - 2228 West Broadway	66	232.90
13	#303 - 2228 West Broadway	67	236.42
14	#304 - 2228 West Broadway	66	232.90
15	#305 - 2228 West Broadway	85	299.94
16	#306 - 2228 West Broadway	64	225.84
17	#307 - 2228 West Broadway	67	236.42
18	#308 - 2228 West Broadway	65	229.37
19	#309 - 2228 West Broadway	61	215.25
20	#310 - 2228 West Broadway	53	187.02
21	#311 - 2228 West Broadway	76	268.18
22	#312 - 2268 West Broadway	76	268.18
23	#313 - 2268 West Broadway	61	215.25
24	#314 - 2268 West Broadway	64	225.84
25	#315 - 2268 West Broadway	67	236.42
26	#316 - 2268 West Broadway	64	225.84
27	#317 - 2268 West Broadway	84	296.41
28	#318 - 2268 West Broadway	67	236.42
29	#319 - 2268 West Broadway	67	236.42
30	#320 - 2268 West Broadway	61	215.25
31	#321 - 2268 West Broadway	40	141.15
32	#322 - 2268 West Broadway	38	134.09
33	#323 - 2268 West Broadway	78	275.24
34	#324 - 2288 West Broadway	80	282.30
35	#325 - 2288 West Broadway	52	183.49
36	#326 - 2288 West Broadway	60	211.72
37	#327 - 2288 West Broadway	75	264.65
38	#328 - 2288 West Broadway	55	194.08
39	#329 - 2288 West Broadway	84	296.41
40	#330 - 2288 West Broadway	85	299.94
41	#331 - 2288 West Broadway	81	285.83
42	#332 - 2288 West Broadway	80	282.30
43	#401 - 2228 West Broadway	56	197.61
44	#402 - 2228 West Broadway	62	218.78
45	#403 - 2228 West Broadway	62	218.78
46	#404 - 2228 West Broadway	62	218.78
47	#405 - 2228 West Broadway	85	299.94
48	#406 - 2228 West Broadway	84	296.41
49	#407 - 2228 West Broadway	63	222.31
50	#408 - 2228 West Broadway	60	211.72
51	#409 - 2228 West Broadway	61	215.25
52	#410 - 2228 West Broadway	57	201.14

**BCS 2667 - THE VINE**  
**Approved Fee Schedule**  
**Mar 01, 2009 to Feb 28, 2010**

<u>Strata Lot #</u>	<u>Unit Address</u>	<u>Unit Entitlements</u>	<u>Monthly Fees</u>
53	#411 - 2268 West Broadway	88	310.53
54	#412 - 2268 West Broadway	60	211.72
55	#413 - 2268 West Broadway	63	222.31
56	#414 - 2268 West Broadway	84	296.41
57	#415 - 2268 West Broadway	84	296.41
58	#416 - 2268 West Broadway	62	218.78
59	#417 - 2268 West Broadway	62	218.78
60	#418 - 2268 West Broadway	62	218.78
61	#419 - 2268 West Broadway	78	275.24
62	#420 - 2288 West Broadway	91	321.11
63	#421 - 2288 West Broadway	75	264.65
64	#422 - 2288 West Broadway	62	218.78
65	#423 - 2288 West Broadway	85	299.94
66	#424 - 2288 West Broadway	85	299.94
67	#425 - 2288 West Broadway	75	264.65
68	#426 - 2288 West Broadway	75	264.65
69	#501 - 2228 West Broadway	52	183.49
70	#502 - 2228 West Broadway	61	215.25
71	#503 - 2228 West Broadway	62	218.78
72	#504 - 2228 West Broadway	62	218.78
73	#505 - 2228 West Broadway	85	299.94
74	#506 - 2228 West Broadway	84	296.41
75	#507 - 2228 West Broadway	63	222.31
76	#508 - 2228 West Broadway	60	211.72
77	#509 - 2228 West Broadway	61	215.25
78	#510 - 2228 West Broadway	52	183.49
79	#511 - 2268 West Broadway	85	299.94
80	#512 - 2268 West Broadway	60	211.72
81	#513 - 2268 West Broadway	63	222.31
82	#514 - 2268 West Broadway	84	296.41
83	#515 - 2268 West Broadway	84	296.41
84	#516 - 2268 West Broadway	62	218.78
85	#517 - 2268 West Broadway	62	218.78
86	#518 - 2268 West Broadway	62	218.78
87	#519 - 2268 West Broadway	73	257.60
88	#520 - 2288 West Broadway	109	384.63
89	#521 - 2288 West Broadway	94	331.70
90	#522 - 2288 West Broadway	91	321.11
91	#523 - 2288 West Broadway	93	328.17
92	#524 - 2288 West Broadway	107	377.57
93	#601 - 2228 West Broadway	51	179.97
94	#602 - 2228 West Broadway	61	215.25
95	#603 - 2228 West Broadway	62	218.78
96	#604 - 2228 West Broadway	62	218.78
97	#605 - 2228 West Broadway	85	299.94
98	#606 - 2228 West Broadway	84	296.41
99	#607 - 2228 West Broadway	63	222.31
100	#608 - 2228 West Broadway	60	211.72
101	#609 - 2228 West Broadway	61	215.25
102	#610 - 2228 West Broadway	52	183.49
103	#611 - 2268 West Broadway	85	299.94
104	#612 - 2268 West Broadway	60	211.72
105	#613 - 2268 West Broadway	63	222.31

**BCS 2667 - THE VINE**  
**Approved Fee Schedule**  
**Mar 01, 2009 to Feb 28, 2010**

<u>Strata Lot #</u>	<u>Unit Address</u>	<u>Unit Entitlements</u>	<u>Monthly Fees</u>
106	#614 - 2268 West Broadway	84	296.41
107	#615 - 2268 West Broadway	84	296.41
108	#616 - 2268 West Broadway	62	218.78
109	#617 - 2268 West Broadway	62	218.78
110	#618 - 2268 West Broadway	62	218.78
111	#619 - 2268 West Broadway	74	261.13
112	#701 - 2228 West Broadway	52	183.49
113	#702 - 2228 West Broadway	61	215.25
114	#703 - 2228 West Broadway	62	218.78
115	#704 - 2228 West Broadway	62	218.78
116	#705 - 2228 West Broadway	85	299.94
117	#706 - 2228 West Broadway	84	296.41
118	#707 - 2228 West Broadway	63	222.31
119	#708 - 2228 West Broadway	60	211.72
120	#709 - 2228 West Broadway	61	215.25
121	#710 - 2228 West Broadway	52	183.49
122	#711 - 2268 West Broadway	72	254.07
123	#712 - 2268 West Broadway	91	321.11
124	#713 - 2268 West Broadway	92	324.64
125	#714 - 2268 West Broadway	92	324.64
126	#715 - 2268 West Broadway	98	345.82
127	#716 - 2268 West Broadway	95	335.23
128	#801 - 2228 West Broadway	99	349.34
129	#802 - 2228 West Broadway	98	345.82
130	#803 - 2228 West Broadway	93	328.17
131	#804 - 2228 West Broadway	92	324.64
132	#805 - 2228 West Broadway	91	321.11
133	#806 - 2228 West Broadway	97	342.29
<b>Total =</b>		<b>9,260</b>	<b>32,675.84</b>

**Total Yearly Fee ( X 12 months) = 392,110.08**

**Note:**

This fee schedule includes 10% CRF contribution from operating fund for each strata lot.

## **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.

**MINUTES  
OF THE COUNCIL MEETING  
THE OWNERS STRATA PLAN BCS 2667  
THE VINE**

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Held on Wednesday, June 9 2009 at 6:30 p.m.  
Within the Small Amenity Room  
3<sup>rd</sup> Floor-2268 West Broadway Street, Vancouver, BC

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<b>COUNCIL IN ATTENDANCE:</b>	Cecil Lau	President
	Charles Lingren	Vice-President
	Jennifer Watkiss	Treasurer
	Kim McLean	Secretary
<b>REGRETS:</b>	Trevor Gibbons	Deficiencies
<b>SENIOR PROPERTY MANAGER:</b>	Marianna Pandey	Crosby Property Management Ltd.

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The meeting was called to order at 6:35pm by the Strata Council President, Cecil Lau.

**ASSIGNMENT OF COUNCIL POSITIONS**

The following assignments were agreed to by the Strata Council members until the next Annual General Meeting:

Cecil Lau – President  
Charles Lingren – Vice President  
Jennifer Watkiss – Treasurer  
Kim McLean – Secretary  
Trevor Gibbons - Deficiencies

**APPROVAL OF COUNCIL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Council Meeting held March 18, 2009 as circulated.  
**CARRIED.**

**APPROVAL OF FINANCIAL STATEMENTS**

It was moved/seconded to approve the February, March and April, 2009 financial statements. **CARRIED.**  
The Strata Council enquired as to the large outstanding amount on one of the Strata Lots and the Property Manager will advise the Strata Council after reviewing the accounts. Council will be advised via email prior to next Council meeting.

**REPORT ON UNAPPROVED EXPENDITURES**

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

### REPORT ON LITIGATION

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

### BUSINESS ARISING FROM PREVIOUS MINUTES

1. Review of Directives  
Strata Council reviewed directives given to the Property Manager, Caretaker or other parties and concluded that completed items were satisfactory. Pending items will continue to be reviewed and new items will be added after this meeting.
2. Common Area Deficiency List  
Ms. Pandy and the Strata Council will request an update from Scott Construction. This will be announced at the next Council meeting.
3. Mechanical Deficiencies  
Mechanical deficiencies list is pending and further review upon return of Trevor Gibbons. This will be reviewed at the next Council meeting.
4. Landscaping Deficiencies  
The Property Manager noted that a number of issues were addressed with Para Space Landscaping such as; ensuring that they clean up the walkways on the courtyard level after gardening, as well as taking off any trimmings and garbage off of the property after the work is done. Para Space acknowledged and ensured that this will be followed.
5. Cherry Tree – Removal and replacement  
After review of the options, it was moved and seconded to approve a planting of a Magnolia Galaxy tree and removal of the dead cherry tree (previously discussed last year, the cherry tree was part of the original landscaping and unfortunately did not survive). It was further noted that the Strata Corporation received funds from the developer for the removal and replacement of the tree. Para Space Landscaping will remove the tree and the new tree will be planted in the fall of 2009, as summer is no appropriate for planting. Carried
6. Electrical Warranties  
Strata Council noted that some of the courtyard lights on the third floor level are still not functioning. The Property Manager said that this was not brought to her attention as outstanding and further updates will be requested from Baker Electric.
7. Carpet Cleaning  
There is an ongoing program with Service Master Janitorial for carpet cleaning. The Strata Council noted that some of the floors require attention and this will be reviewed with Five Star Janitorial.
8. Annual Fire Inspection  
Strata Council was in receipt of the annual fire inspection report from Fire-Pro and it was moved and seconded to approve some of the common area deficiencies as reported. The Strata Council

**Minutes of the Council Meeting**  
**The Owners Strata Plan BCS 2667**  
**Held on June 9, 2009**

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further requested that a follow up be done whether the deficiency items should still fall under the installation 15 month warranty period. The Property Manager advised that Council will be informed prior to the next Council meeting.

9. Dryer Vent Cleaning

The dryer vent cleaning has been performed by Air Vac Services. The Strata Council requested clarification whether Air Vac Services had any difficulty in getting access to the units facing West Broadway. Property Manager confirmed with Air Vac that all units were cleaned from the exterior with a slight change of method for West Broadway facing units. Strata council is satisfied with the response.

10. Window Cleaning

The window cleaning was performed by Milner's Window Washing. Strata Council is satisfied with the work performed. It was noted that the next window cleaning will include window frames as well. CARRIED.

11. Power Washing – Underground Parkade – P3

Power washing was performed by Five Star Janitorial on P3 residential parkade level. Council is satisfied with work performed. It was noted that the next job will be co-ordinated with the commercial owner and communicated to the IGA and London Drugs representative. CARRIED.

12. Security

Upgrades have been done and Council is pleased to report no further security break-ins have occurred. It was noted that several doors need to be adjusted or repaired as they do not close. Rite Handyman will be requested to repair. CARRIED.

**CORRESPONDENCE**

The Strata Council reviewed correspondence with respect to the following:

- **Clarification annual fire inspection.** Strata Council noted that further to the Annual General Meeting notice and budget notes regarding fire inspection the Strata Corporation is not responsible to replace faulty smoke detectors, only devices tied to the main fire panel are covered as part of the Strata Corporation, such as heat detectors. The Strata Council further noted that due diligence by the Strata Corporation is done by performing the annual fire inspection. This was also confirmed by the Strata Corporation's insurance adjusters and insurance brokers. The notes for the next Annual General Meeting will be corrected.
- **Leak from bathroom affecting strata lot below.** Both owners units have been sent information from the warranty provider and advised that this is not a Strata Corporation Common Property matter. Furthermore as the damage did not exceed the Strata Corporation's insurance deductible, a claim under the strata corporation's insurance coverage was not filed.
- **Commercial unit noise.** The Strata Council was in receipt of a letter from IGA and London Drugs commercial owner representative advising that several steps have been taken to minimize the noise emanating from hydraulic lifts, elevator or loading bay door. Affected residents informed the strata



**Minutes of the Council Meeting**  
**The Owners Strata Plan BCS 2667**  
**Held on June 9, 2009**

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council that the level of noise is no longer disturbing their sleep. Council requested that a response be forwarded to ensure that the commercial elevators are maintained properly and noise is minimized, as well as proper maintenance on loading bay doors be kept up again to minimize the noise. Council was satisfied with the outcome.

- **Noise concerns.** Any noise concerns received in writing by the Strata Council are being addressed in accordance with bylaws. Warning letters were sent out under Section 135, owner has the right to respond to Council in writing for second offence, for repeat offence automatic bylaw fines apply. Resident wishing to discuss or if they have any concerns with bylaw infraction letters, they are to put their responses in writing and faxed, mailed, or emailed to Crosby Property Management.

**REMINDER**

**NOISE ON DECKS/BALCONIES AND COURTYARD**

NOW THAT SUMMER HAS ARRIVED AND RESIDENTS ARE ENJOYING THE OUTDOORS, IT'S IMPORTANT TO REMIND EVERYONE TO KEEP THE NOISE LEVEL DOWN, AS NOISE ECHOES AND TRAVELS INTO OTHER UNITS. PARTICULARLY, PLEASE BE MINDFUL OF LOUD TALKING, AVOID ANY LOUD MUSIC OR YELLING AND WATCH THE TIME-NO NOISE AFTER 10:00 P.M.-WE THANK YOU ALL IN ADVANCE FOR YOUR COOPERATION IN MAKING SURE THE VINE REMAINS A QUIET BUILDING.

The Strata Council will respond to all parties in writing in accordance with the Bylaws and the *Strata Property Act*.

**NEW BUSINESS**

1. **Pet Use of Courtyard – Dog Rule**

It was moved and seconded to adopt the following new PET rules:

**PET RULES:**

- 4.1. Pets must be leashed and under the control by the pet owner or other responsible adult while on common property.
- 4.2. For hygienic reasons and because animal urine is causing damage to the grass, please walk pets off property instead of the common area courtyards on the 3rd floor.
- 4.3. If any pet does urinate or defecate on the common property, inside or outside, the owner shall immediately and completely remove all of the pet's waste from the common property and properly dispose of it.  
Refuse bags have been provided in case an owner's pet has an "accident" while accompanying its owner in the courtyard. . The owner shall contact Five Star Building Maintenance to arrange any special cleaning if necessary.  
(a) If any special cleaning is required as a result of the pet urinating or defecating, the owner or occupant shall pay all costs of such special cleaning; or  
(b) If replacement of the floor covering is necessary as a result of the pet urinating or defecating, the owner or occupant shall pay all costs of such replacement.
- 4.4. An owner, tenant or occupant whose guest brings a pet onto the common property shall

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ensure that the guest complies with these rules.

The owner, tenant or occupant of a strata lot is responsible for the actions of a guest's pet.

2. Website  
Due to the administrative complexity of developing and maintaining of a strata website by the strata council, it was decided this will not proceed. The Senior Property Manager advised that Crosby Property Management is looking into launching a website which will be accessible to all clients early next year.
3. Pigeon Net Repairs – Commercial Level P1  
The Strata Council noted that the previously installed pigeon nets by Care Pest Control are in need of repair. These have been installed on P1 commercial parkade and cost was shared among the 2 entities. The remainder/commercial owner will be contacted to ensure this is looked after. This will be further reviewed at the next council meeting.
4. Hallway Temperature in Tower 3- 2288 West Broadway  
The Strata Council is aware of the high temperatures in Tower 3. Latham's Mechanical has been contacted to investigate and to advise further as to the cause of the problem and when the repairs will be done. The Property Manager is in communication with Latham's and will forward an update to Council prior to the next meeting. The Strata Council is positive that this will be addressed quickly. This will be reviewed at the next strata council meeting.
5. Suggestion Box  
It was moved and seconded that all three towers will have a Council suggestion box. Rite Handyman will be contacted to set up the boxes and the Strata Council will label. This will be further discussed at the next Council meeting.
6. Small Amenity Room  
It has been decided that the small amenity room will be turned into a Strata Library. Further information will be posted by the Strata Council.
7. Enterphone Camera and Caller ID feature  
The Property Manager noted that Action Lock Security has been contacted and a follow-up will be placed to ensure that this is looked after. This will be further discussed at the next Council meeting.
8. Commercial Parking Gate Timer  
The commercial parking gate timer is done and the Strata Council is satisfied.
9. Visitor Parking on P2  
Strata Council is awaiting answer from the remainder/commercial owner. This will be discussed at the next Council meeting.
10. Quotations for Janitorial Services  
The Property Manager suggested that two or three quotes be obtained for a comparison in order to meet the budget figures. The Property Manager will be contacting companies and the proposals will be reviewed at the next Council meeting.

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11. Gas Expenditures

Strata Council enquired as to the high gas expenditures. It was noted that every building is unique and bear in mind that this complex is made of three towers, and the gas serves all common property. The Property Manager will look into the matter and it will be further discussed at the next Council meeting.

12. Upcoming Summer BBQ

The Strata Council noted that there will be an upcoming summer barbeque on the evening of Wednesday July 8<sup>th</sup>. Notices and invitations will be posted by the Strata Council prior to the event.

There being no further business, the meeting was adjourned at 7:52pm. The next meeting will be held on Tuesday July 14, 2009 at 6:30pm within the 3<sup>rd</sup> floor small amenity room, 2268 West Broadway Street, Vancouver, B.C.



Marianna Pandy  
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 2667  
THE VINE**

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Held on July 14, 2009 at 6:30 p.m.  
Within the Small Amenity Room  
3<sup>rd</sup> Floor-2268 West Broadway Street, Vancouver, BC

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<b>COUNCIL IN ATTENDANCE:</b>	Cecil Lau	President
	Charles Lingren	Vice-President
	Jennifer Watkiss	Treasurer
	Trevor Gibbons	Deficiencies
<b>REGRETS:</b>	Kim McLean	Secretary
<b>SENIOR PROPERTY MANAGER:</b>	Marianna Pandy	Crosby Property Management Ltd.

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The meeting was called to order at 6:35pm by Strata Council President, Cecil Lau.

**GUEST/CARETAKER BUSINESS**

The Strata Council noted that, as per the directives of the owners at the Annual General Meeting, the Strata Council is seeking 3 quotations from various cleaning companies which will provide potential cost saving for the upcoming year. This item is pending as the Strata Council is mainly satisfied with the services of Five Star. The issue is the cost overruns for their services. The Senior Property Manager has made some recommendations as to what should be revised in the current Five Star maintenance contract, which is to include several items which (at this point) are being charged as extras. This will be further reviewed at the next Council meeting.

Furthermore, the Strata Council was advised that Five Star Janitorial, as part of their scope, should be providing a monthly cleaning and caretaker report. The Senior Property Manager will be further discussing this with the CEO of Five Star.

**APPROVAL OF COUNCIL MEETING MINUTES**

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

**APPROVAL OF FINANCIAL STATEMENTS**

It was moved/seconded to approve the May/June 2009 financial statements. The Strata Council noted a minor deficit and some budget line items being over the budget. It has been clarified by the financial statement and accounting department of Crosby that the garbage budget is over due to the City of Vancouver recycling invoice which arrived late. It was confirmed that the City of Vancouver is now caught up and the charges will arrive regularly.

Repair and Maintenance budget line item is also over and a detailed review of this item within the budget will be reviewed by the Strata Council and Crosby accounting. This will be further reported at the next Council Meeting.

The Senior Property Manager noted that the following potential cost savings could be implemented;

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**Garbage:** Waste Management has been contacted and there is the possibility to decrease the cardboard service from once a week to once every two weeks *with the cooperation of residents breaking down and flattening all their cardboard*. Another item is the garbage bin pullout service, which is an added cost under this line item by – Garbage Removal. Waste Management was requested to enter into a discussion with Dash for possible for a possible rate decrease. The Senior Property Manager will advise at the next Council Meeting.

**Caretaker Costs & Janitorial Supplies:** After their review of proposals from other cleaning companies, the Senior Property Manager on behalf of the Strata Council will enter into discussions with Five Star whether it would be a possibility to lower their costs by including some of the services within the contract. The Senior Property Manager made a notation that, if the Strata Corporation and the Strata Council as well as the Agents are satisfied with the services of a company, change is not necessarily warranted.

The Strata Council will continue to review the performance of these service contracts and contracts are reviewed closer to the budgeting for the next fiscal budget. The items will be discussed further at the next Council Meeting.  
**CARRIED.**

**Reminder to all Residents**

*Annual General Meeting notices and minutes, (after the Annual General Meeting held in May 2009) were mailed out to all owners and everyone was informed that there was a Strata Fee increase. Fee Schedules for the new Strata Fees were also attached in these packages and the Strata Council encourages everyone to bring their payments up to date by no later than the end of July, 2009. Effective August 1, 2009, outstanding Strata Fees and also Strata Fees that have not been paid as noted after the Strata Fee change will be assessed a \$50.00 late fee. CARRIED.*

## **Bylaw 1. 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.
- (2) Strata fees outstanding for 30 days will receive a fine in the amount of \$50.00 for each month that the strata fees are unpaid.

**CROSBY PROPERTY MANAGEMENT SENDS STATEMENTS TO ONLY THOSE STRATA LOTS, THAT HAVE OUTSTANDING STRATA FEES, SPECIAL LEVY, BYLAW FINES OR OTHER CHARGES. IT IS THE OWNER'S INDIVIDUAL RESPONSIBILITY TO ENSURE THAT CROSBY ACCOUNTING DEPARTMENT HAS CORRECT MAILING ADDRESS. YOU MAY CONTACT ACCOUNTS RECEIVABLE SHOULD YOU HAVE UPDATES 604-689-6988. Thank you**

### **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.

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**The Owners Strata Plan BCS 2667**  
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**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Review of Directives

Strata Council reviewed directives given to the Property Manager, Caretaker or other parties and concluded that completed items were satisfactory. Pending items will continue to be reviewed and new items will be added after this meeting.

2. Common Area Deficiency List

The Strata Council noted that the common area deficiency repairs are underway by Scott Construction. Trevor Gibbons, the deficiency representative of the Strata Council, informed that they should be provided until the end of summer (end of August 2009) to perform all the repairs. It was further noted that Willis Canada (the warranty provider for the Strata Corporation) has been advised and they will also be following up on the completion of the deficiency repairs. A walk around with Willis Canada representative engineers and Trevor Gibbons will commence later in August or early September 2009. This will be further discussed at the next Council Meeting.

3. Mechanical Deficiencies

It is the Strata Council's understanding that all mechanical deficiencies (as previously reported) have been completed.

4. Landscaping Deficiencies

It is the Strata Council's understanding that all landscaping deficiencies (as previously reported) have been completed.

5. Cherry Tree on Courtyard Level

The cherry tree on the courtyard level has been removed by Paraspace Landscaping. Council noted that the replacement of the tree will be delayed until further notice. Paraspace will be informed by the Senior Property Manager. CARRIED.

6. Electrical Warranties

It is regrettable to be noted that some of the electrical deficiencies in the common area are still pending. Burt's Electric has been contacted numerous times by the Strata Council representative as well as Crosby to follow up and the repairs are no further. The information provided is that the installing electrical trade is still waiting for parts.

Willis Canada, the warranty provider, has been advised and they have given Burt's Electric a deadline of July 31, 2009 to complete the deficiencies. Willis Canada noted that, should the deficiencies not be completed, they will order the work and the cost will be charged back to the original installer. There will be no cost incurred by the Strata Corporation. CARRIED. This will be further reviewed at the next Council Meeting.

7. Carpet Cleaning

The next carpet cleaning by Service Master, as per the ongoing maintenance agreement, will be the week of July 20, 2009. Notices will be posted in elevators.

8. Pet Rule

The Strata Council reported that the revised pet rule is effective and it appears that residents are more

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respectful and there are less problems reported. The Strata Council requested that Five Star purchases replacement pet waste bags for accidents. The Senior Property Manager will advise Five Star.

9. Pigeon Repair on P1 Commercial Level Parkade

As this is a shared cost (as per the schedule A of disclosure statements vehicular access route) Care Pest Control has been contracted to attend to repairs of the damaged netting. They have extended their apologies for the defective work and have noted that this will be looked after right away. They will further review other areas of concern and report to the commercial owner's representative. This will be further discussed by the Strata Council at the next Council Meeting.

10. Hallway Temperature

The Senior Property Manager noted that several follow-ups have been done by Latham's and they were unable to find the source of the hallway temperature problem in tower 3 (West tower) as tower 1 and tower 2 hallway and elevator temperatures are fine. The Property Manager noted that Latham's Mechanical (Brian) informed that he will be attending the site on July 17, 2009 to review and report further. This will be reviewed at the next Council Meeting.

11. Strata Council Suggestion Box

It was noted that the work by Rite Handyman was not satisfactory and, therefore, the Senior Property Manager was requested to contact Rite Handyman and have them attend and finish the work. It has been noted that the slot is neither wide nor long enough. Rite Handyman will attend to this at no charge. CARRIED.

12. Small Amenity Room Library -- Update

This task is pending and will be reported at the next Council Meeting.

13. Enterphone System Caller ID Feature

The Senior Property Manager advised that the Strata Corporation pays to Shaw Communications for these lines. Messages have been left with the representative of Shaw to allow the caller ID feature. The Senior Property Manager will be sure to follow up to ensure that this is completed within the next week or so. This will be reviewed at the next Council Meeting.

14. Commercial Parking Gate Timer

Adjusting the times the gate opens and closes, and the length of time the gate stays open has been completed.

15. Visitor Parking -- London Drugs

The Strata Council forwarded a proposal to London Drugs and are awaiting a response. The Senior Property Manager was requested to follow-up with the commercial Property Manager. This will be reviewed at the next Council Meeting.

16. Janitorial Services

As noted under Caretaker business, the proposals are pending. The Strata Council received two proposals and a third was being requested. This will be reviewed at the next Council Meeting.

17. Gas Expenditures

This item is pending as it will require a review of all of the gas meters to be sure what they serve.

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The Senior Property Manager noted that, at the conclusion of the project by the developer, the meters have been audited and separated. Some of them service the commercial and residential only pays for their portion. The Treasurer requested detailed information and Crosby accounting will forward. This will be reviewed at the next Council Meeting.

18. Summer Barbeque  
This has been postponed; please stay tuned for further notices.

**CORRESPONDENCE**

The Strata Council reviewed correspondence with respect to the following;

- **Request to reverse late fines.** The Property Manager provided clarification and advised that the Bylaws read the following:

**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.*
- (2) *Strata fees outstanding for 30 days will receive a fine in the amount of \$50.00 for each month that the strata fees are unpaid.*

Therefore, owners with outstanding Strata fees will be fined at the end of the month for which they have not paid their Strata fees. The request to reverse the late fines for the previous fees will be approved. Going forward, every owner must be responsible to ensure that Crosby accounting has proper mailing information/contact information to ensure that all correspondence is received on time.

- **Excessive barbeque smoke.**

**Reminder to Residents**

*Now, as summer has arrived and everyone is enjoying their patios and decks, please be mindful of other residents and keep the smoke to a minimum and ensure that you clean your barbeque regularly. Also, please keep the courtyard noise, and noise within your strata lot decks or balconies in compliance with Strata Noise Bylaws at all times.*

***Use Of Property***

3. (1) An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that
  - (a) causes a nuisance or hazard to another person,
  - (b) causes unreasonable noise,
  - (c) unreasonably interferes with the right of other persons to use and enjoy the common property, common assets or another strata lot,



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- **Power sweeping and cleaning of parkade.** Information from remainder and commercial Property Manager was received with respect to the shared cost of P1 and P2 for power sweeping and cleaning. The shared cost is 66% commercial and 34% residential, annual costs have been noted and the Strata Council ensured that this will be included in upcoming budgets.
- **Warranty Expiration.** Correspondence from Crosby Property Management Ltd. was received with respect to a 24 month component of the building envelope warranty. The 24 month warranty coverage is for defect in materials and labour supplied for the electrical plumbing, heating, ventilation, and air conditioning delivery and distribution system and for any defects 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 and safety risk or has resulted in or has likely resulted in material damage to the new home. The expiration date for this warranty is December 12, 2009. A month prior to this date, the Strata Council must submit a deficiency list.

It was moved/seconded that the following trades will be contacted in September to provide a deficiency list;

- Houle Electric for electrical
- Latham's Mechanical for mechanical, heating, plumbing and ventilation (air conditioning)
- Bemco Pacific for exterior cladding, caulking windows and doors

This will be reviewed at the next Council Meeting.

## **NEW BUSINESS**

1. **Cleaning Concern**

The Strata Council raised some cleaning concerns with respect to stains on carpets in some areas which are not being attended to regularly by Five Star Janitorial as well as smudges and marks on walls that could be washed, dirty door handles and door plates, elevator button plates etc. The Senior Property Manager will be forwarding these concerns to Five Star and this will be further discussed.

2. **Treasurer and Accounting**

The Strata Council requested Treasurer and Crosby accounting will be reviewing further and into more detail, the general ledgers for repair/maintenance, garbage and gas. The security invoices costs needs to be compared versus the contract, the Senior Property Manager will provide further clarification for the next Council Meeting.

3. **News Flash**

The Strata Council would like to advise all residents that the City of Vancouver has launched a new call centre line for any residents in Vancouver to report City related problems such as; roads, traffic, lights, engineering, parks, noise disturbances and others that relate to the City of Vancouver. This will replace the thousands of telephone numbers that the City of Vancouver had. The number to dial is: **311**.

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It was noted that, as of September, this number will be launched as a 27 hour 7 days a week number.

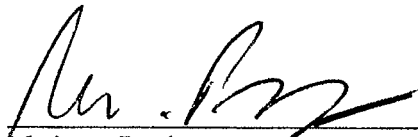
4. Enterphone Video Camera

Upon recent investigation, it was discovered that the enterphone cameras have not been installed properly or installation was not completed by the original installer. The strata council is looking into this matter and discussions are in progress with the developer and installing trade. The Property Manager has issued correspondence to both the installing trade and developer. This will be further reviewed at the next strata council meeting.

**Reminder**

*The Strata Council would like to remind all residents that you cannot attach, erect or drill through exterior wall, limited common property, or common property such as your patio, balcony walls, ceiling, post, concrete floor etc., as this may void the warranty for the building envelope. This is not only a warranty concern, but also a Bylaw infraction.*

There being no further business, the meeting was adjourned at 8:04. The next meeting will be held on September 15, 2009 at 6:30pm.



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

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**MINUTES  
OF THE COUNCIL MEETING  
THE OWNERS STRATA PLAN BCS 2667  
THE VINE**

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Held on September 15, 2009 at 6:30 p.m.  
Within the Small Amenity Room  
3<sup>rd</sup> Floor-2268 West Broadway Street, Vancouver, BC

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<b>COUNCIL IN ATTENDANCE:</b>	Cecil Lau	President
	Charles Lingren	Vice-President
	Jennifer Watkiss	Treasurer
	Trevor Gibbons	Deficiencies
	Kim McLean	Secretary

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<b>LICENSED SENIOR STRATA AGENT:</b>	Marianna Pandy	Crosby Property Management Ltd.
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The meeting was called to order at 6:35pm by Strata Council President, Cecil Lau.

**GUEST/CARETAKER BUSINESS**

The Strata Council was in receipt of a Caretaker's report from Five Star Janitorial which they have reviewed:

**FIVE STAR BUILDING MAINTENANCE -Vine Operation Report from July 31 -August 31/09**

1. Wednesday, August 12/09, Five Star serviced activating fobs and programming enterphone
2. Wednesday, August 26/09, Five Star serviced activating fobs and programming enterphone

2228 Tower Elevator update: These are the number of time that the elevator broke down. And the caretaker Janet from Five Star had called for services.

1. July 30/09 =Replaced encoder
2. Aug 5/09 = Adjust normal brakes
3. Aug 6/09 =No report provided
4. Aug 12/09 = Cables and censor
5. Aug 25/09 = No report provided

For tower of 2288 the elevator broke down on Friday August 14/09. Richmond Elevator was called for service. Report from district manager of Thyssen Krupp Elevator has been forwarded to the strata council.

**Other Concerns:**

The door to the garbage room needs to be fixed-it's not locking/closing properly, Lock Smith was called for service.

1. Wednesday Tower I at 2228 W. Broadway, the front lobby door was stuck. Janet fixed it herself.
2. A broken barbell was found in the fitness room, we reported to be fix.

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3. Thursday Aug 13th, Janet called Latham's for the air conditioning in the gym. They checked but able to fix it (please read report from Latham's)

This issue was reported to the Strata Council on November 14th, 2008 (item #4). There is no condensate drain installed at the evaporator drain pan and thus is causing a leak when the pan fills. We advised that this should have been installed during original installation and should be referred back as warranty.

**The strata council noted this item and Georgia Mechanical, original installer has been requested to repair.**

5. Flash Point Fuels was called on Monday, August 10, 2009, and service the filling the generator fuel on Tuesday August 19, 2009.
6. Tower 3 at 2288 W. Broadway St-the large glass panels overhead the entrance have 3 that have cracked glass. The glass is being replaced as per approval of the strata council. Insurance claim has been filed. Deductible of \$250.00 will be paid by the strata.
7. Power Shutdown  
We had a full power shutdown on Monday August 24, from midnight to Tuesday 25, 6:00 am. We have assisted by putting the notices up, assisting on site at these hours dusting the shutdown and putting the alarm on off and back on till the end of the shutdown.
8. Moves  
Dates and times available upon your request, no outstanding moves fees as per today.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Council Meeting held July 14, 2009 as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

It was moved/seconded to approve the July and August 2009 financial statements. The Treasurer had noted that the deficit has decreased from the last financial statements of July, however the Strata will have to continue to be cautious with the spending and with the review of all maintenance contracts. Some recoding within the budget will also be performed and this will be further reviewed at the next Council meeting. On a positive note, Strata Council is happy to report that all residents appear to be up to date with their Strata fees and everyone pays their Strata fees online or with preauthorized payment. 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.

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**REPORT ON LITIGATION**

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

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Review of Directives

Strata Council reviewed directives given to the Strata Agent, Caretaker or other parties and concluded that completed items were satisfactory. Pending items will continue to be reviewed and new items will be added after this meeting.

2. Common Area Deficiency List

Trevor Gibbons noted that a follow up with Scott Construction with respect to outstanding items and response yet to be forwarded. The Strata Council hopes that all exterior as well as interior common property related deficiencies will be addressed within the month of September 2009. This will be further discussed at the next Council meeting.

3. Mechanical Deficiencies

Trevor Gibbons noted that there are two items to be added to this list which will be forwarded to Georgia Mechanical by Crosby Property Management Ltd. as requested by Council. This will be further discussed at the next Council meeting.

4. Electrical Warranties

Electrical warranties have been outstanding and reported to Willis Canada, (the warranty provider). The Strata Council has requested that a follow up be done as the work was to be completed by the end of July 2009. The Strata Agent was requested to follow up with Victor Marchada of Willis Canada. This will be further discussed at the next Council meeting.

5. Carpet Cleaning

Carpet cleaning was performed in July 2009. Council noted that they are concerned that some spot cleaning needs to be carried out on a more regular basis by Five Star Janitorial. Five Star will be advised.

6. Building Maintenance

Regular common property/building maintenance plan which is ongoing including exterior accessible window washing which will be delayed for later this fall. The Strata Council requested that the Strata Agent obtain two quotations for the sum of \$2,000.00. It was noted that this amount may not be sufficient or the building but requests for quotations will be forwarded to contractors. This will be further discussed at the next Council meeting.

7. Pigeon Netting

Pigeon netting has not been approved by the Strata Council as a shared expense and therefore, the remainder/commercial owners will look after at their cost. This will not be a shared cost.

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8. Hallway Temperature

Council was advised that the summer warm months had resulted in warm hallway temperatures which are a result of no cooling systems in the towers.

9. Small Amenity Room

The Strata Council has decided that this room will be an amenity room that can be used by all residents. It was moved/seconded for Five Star to allow access to this 3<sup>rd</sup> floor amenity room at 2268 to all units. Programming of the fobs will take a while and the Strata Council will post notices once this is done. No additional furniture is being purchased at this time.

10. Enterphone Caller I.D feature.

This is confirmed to have been activated by Shaw in July, all is functioning properly.

11. Visitor Parking – London Drug

The Strata Council negotiated improved visitor parking arrangements with the commercial owners. The commercial owners are only prepared to offer the following, which has now been implemented:

- Residents may park for a period of up to 24 hours for the cost of \$8.00 expiring 8:00am the following day. In after hours situations, the residents guests will purchase a ticket from the P1 level meter located in front of the IGA.

12. Janitorial Services-Review of Contract

The Strata Council received 4 quotations for janitorial services. These quotations are under review and will be further discussed at the next Council meeting.

**CORRESPONDENCE**

The Strata Council reviewed correspondence with respect to the following:

- Request to reverse late fine : The Strata fees will not be waived in this case
- Car break-in in underground parkade. damages incurred to the car during the break in will not be reimbursed as the Strata Corporation is not an insuring body. Owners that experience any damage to cars while on common property as a result of a security breach are to report it to ICBC or their private car insurance company.

**NEW BUSINESS**

1. Cost Saving Initiatives

In response to the directive from the ownership at the Annual General Meeting, the Strata Council is undertaking the follow cost saving initiatives:

1. Implement cost savings to the cardboard pick up as a new bin has been implemented which will decrease the frequency of the pick up as well as the pull out of the bins.

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2. Janitorial caretaking contracts are under review and the Strata Council is hoping for significant savings there. The Strata Council will continue reviewing further contracts as needed and report to the ownership.
2. Window Washing  
As previously noted, the Strata Council requested quotations which will be reviewed at the next Council meeting.
3. Insurance Claim  
Floor drain overflow on 2<sup>nd</sup> floor Strata lot at 2228 West Broadway. Agents reported that there was damage caused by floor drain piping deficiencies. This was inspected by Latham's and a second opinion was obtained by PML Mechanical. The cost for these inspections will be covered by the Strata Corporation's insurance. The Strata Corporation, however, will pay for the deductible in the amount of \$2,500.00. Secondary report from engineer showed that there are no construction issues with the pipe angle and it is an insurance claim.
4. Insurance Claim – Glass  
It was moved/seconded to proceed with the glass insurance claim as two glass canopies on the ground floor, above the front entrances, have been noted to be broken. It has also been noted that no objects were found and it is believed that it may have been rocks dropped by birds flying overhead. CARRIED. The Strata Corporation will pay the \$500.00 insurance deductible.
5. Landscaping Contract  
The Strata Council requested that two quotations be obtained for the next Council meeting for landscaping services, including the green roof.
6. Reporting Emergencies/Urgent Common Property Related matters  
For items such as security breaches on common property-please report to 911 immediately and contact Crosby Emergency Line 604-683-8900. Problems such as common property damage, leaks, and emergency matters such as flood, fire or elevator malfunctioning or entrapment, please contact Crosby Emergency after hours 683-8900. Mon-Friday 8:30-4:30 p.m. you may contact 689-6946 and press 0 for the Licensed Senior Strata Agent, Marianna Pandy. **Please do not email the Strata Agent if you require urgent help or in emergency matters. You may wish to report an incident after the fact to summarize the events and this will be forwarded to the strata council for their attention and review.**  
  
Items such as bylaw infractions must be reported to the strata council in writing via Crosby Property Management Ltd.
7. Enterphone User Advice  
Important note to those owners who believe their enterphone system is not functioning or their visitors cannot access their units. Please note, you must press the # key and then the buzzer code.

**Minutes of the Council Meeting  
The Owners Strata Plan BCS 2667  
Held on September 15, 2009**

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8. Important Note to Owners Regarding Water Shutoff Valve

The main water shutoff valves within your Strata lot are located behind a small access panel in a closed off area, such as a closet or your utility rooms. This shut-off valve controls your unit as well as the outside hose bib if applicable.

**GARBAGE ROOM – CARDBOARD RECYCLING**


***Please help to minimize our recycling costs. The garbage room is a constant concern to the Strata Council as owners are still not flattening their cardboard boxes prior to inserting into the cardboard bin. Please ensure that you flatten your boxes and do not leave them on the floor. This is your responsibility and you must take ownership of living in the Strata condominium complex. Thanking you in advance.***

Further to the above, no items such as furniture or electronics may be left in the garbage room. It is individual owners and residents responsibility to arrange for removal at their own cost.

9. Security

The Strata Council would like to remind everyone once again for the security of the complex. **Please stop and wait for the gate to close and do not follow cars in.** Several owners have reported that an owner or resident within the complex continuously follows other cars in, honks and speeds through the parkade. The Strata Council will issue a Bylaw warning letter to this resident followed with a Bylaw infraction fine if continued.

There being no further business, the meeting was adjourned at 8:08pm. The next meeting will be held on October 20, 2009 at 6:30 p.m. in the small amenity room.

  
Marianna Pandey  
Licensed Senior Strata Agent  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office # (604) 683-8900 (24 Hours)  
[www.crosbypm.com](http://www.crosbypm.com)

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



**MINUTES  
OF THE COUNCIL MEETING  
THE OWNERS STRATA PLAN BCS 2667  
THE VINE**

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Held on October 20, 2009  
Within the Small Amenity Room  
3<sup>rd</sup> Floor-2268 West Broadway Street, Vancouver, BC

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<b>COUNCIL IN ATTENDANCE:</b>	Cecil Lau	President
	Jennifer Watkiss	Treasurer
	Trevor Gibbons	Deficiencies
	Kim McLean	Secretary
<b>REGRETS:</b>	Charles Lingren	Vice-President
<b>LICENSED SENIOR STRATA AGENT:</b>	Marianna Pandey	Crosby Property Management Ltd.

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The meeting was called to order at 6:33pm by Council President Cecil Lau.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Council Meeting held September 15, 2009 as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

It was moved/seconded to approve the September 2009 financial statements. The Treasurer, Jennifer Watkiss, provided a brief outline of the current financial standings of the Strata Corporation. It was noted that the Strata is running a surplus at this time, however the Strata will remain conservative with spending to ensure that the budget is in line with the figures as planned.

**REPORT ON UNAPPROVED EXPENDITURES**

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

**REPORT ON LITIGATION**

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

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Review of Directives  
Strata Council reviewed directives given to the Strata Agent, Caretaker or other parties and concluded that completed items were satisfactory. Pending items will continue to be reviewed and new items will be added after this meeting.

**Minutes of the Council Meeting**  
**The Owners Strata Plan BCS 2667**  
**Held on October 20, 2009**

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2. Common Area Deficiency List  
Trevor Gibbons provided a status update on this list and noted that a review with Willis Canada, (the warranty provider) will be done within the month of October and this will be further discussed at the next Council Meeting.
3. Mechanical Deficiencies  
Trevor Gibbons reported that some items are still outstanding and the Strata Council has received a second opinion from PML Mechanical which confirmed that items as reported by Latham's Mechanical are in fact deficiencies. This too will be reported to Willis Canada and will be further reviewed. An inspection on property will take place within the month of October or early November. This will be discussed at the next Council Meeting.
4. Electrical Deficiencies  
As per Scott Construction and written confirmation from Burt's Electric, the electrical deficiencies are now complete. The Strata Council accepted this report.
5. Courtyard Light Issues  
It appears that the issues were timer related and have been resolved by Five Star Janitorial.
6. Building Maintenance  
The Strata Council has, upon review of the financials, decided that the carpet maintenance by Service Master Janitorial will continue, notices will be posted for the month of October.
7. Window Washing  
This will be deferred.
8. Touch-up Painting  
As it is important to maintain the aesthetic look of the property, it was moved/seconded to approve the previous quotation from Steve Fox Painting to do hallway touch up painting as well as a crack repair on the second floor at 2268 West Broadway. CARRIED/
9. Janitorial Services  
Review of proposals is pending and the Strata Council will defer their decision until the next meeting.
10. Five Star Janitorial  
Five Star Janitorial is attending to cleaning the walls and the Council has noticed that the look and the cleanliness is improving. This will be continued to be reviewed.
11. Insurance Claim  
There was a second insurance claim for the Strata Corporation this year which was a drain back up from the 3<sup>rd</sup> level courtyard only effecting one unit. The insurance deductible will be paid by the Strata, damages will be repaired by the insurers restoration. Phoenix Restoration was contacted to perform the emergency repairs an insurance adjuster was assigned and owners were contacted. This will be further discussed at the next Council meeting.

### CORRESPONDENCE

The Strata Council reviewed correspondence with respect to the following:

- **Request from an owner to reverse late Strata fee fines.** The Strata Council noted, as previously noted to the owners, the Annual General Meeting minutes have gone out to all of the owners as well as the Annual General Meeting notice as per the *Strata Property Act* therefore, the Strata Corporation has fulfilled their obligation to notify the owners of the upcoming meetings as well as passage of the budget. It is each individual owner's responsibility therefore to follow up with the accounting of Crosby Property Management Ltd. and to follow and monitor their Strata accounts to ensure for a timely payment. It was further confirmed that this particular owner was not on pre-authorized payment, therefore the Strata Council has decided that the late fine for the outstanding Strata fee will not be reversed and is due and payable.
- **Question from owner with respect to a warranty matter.** The Strata Council will defer this to the warranty provider which will be reviewed in the month of October.
- **Smell from drain.** An owner on the 3<sup>rd</sup> level is concerned about the smell from the floor drain in their bathroom. The Strata Council noted that this will be followed up with Willis Canada and Latham's.
- **Courtyard lighting.** Courtyard lighting has been sporadically on/off recently. The Strata Council noted that this has been looked after and timers were adjusted. The company performing construction next to the building will be looked into further. The Strata Council requested that the Strata Agent look into this.
- **Fire exit lights.** Some fire exit lights were noted to be burned out. This was addressed by Five Star Janitorial as well.

### NEW BUSINESS

1. Financial Standing  
The Strata Council continues to pursue cost saving initiatives and this will be an ongoing process.
2. Mechanical Maintenance Proposal  
The Strata Council received a proposal from PML Mechanical which was significantly lower than the current rates with Latham's. The Strata Council will review and make a decision at the next Council meeting. They requested that PML provide references, and the Strata Agent will forward this information to the Strata Council.
3. Garbage Rules  
The Strata Council will review and make a decision prior to the next Council meeting. The Strata Agent will forward garbage rule working sample to Council via email

Minutes of the Council Meeting  
The Owners Strata Plan BCS 2667  
Held on October 20, 2009

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4. Carpet Cleaning

Service Master Carpet Cleaning will be performing the common area carpet cleaning. Notices will be posted.

**NEW RULE**

**Parking**

*Please wait for the parkade gate to close when entering or exiting the building, offenders will be fined.*

**Reminder to Owners**

*Should you note any offenders of this parking rule, or irate and fast driving through the parkade, please make a note of the parking stall and license plate number and forward it to the Strata Council in writing via the Strata Agent at Crosby Property Management Ltd. [mpandy@crosbypm.com](mailto:mpandy@crosbypm.com)*

**Reminder to Owners**

*Should anyone notice intruders or security breaches on common property, please contact 911.*

5. Garbage Room and Bin

The Strata Council discussed at great length, the possibility of having a charity bin in the garbage room. Jennifer Watkiss has volunteered for this and will report to Council at the next meeting.

**Reminder to Owners**

*The garbage room is not for the disposal of items such as furniture, renovation material, or anything other than household garbage. Please remove the property at your own cost.*

*Companies to call: 1-800-I-GOT JUNK  
OR OTHER AS PER 411*

**Reminder to Owners**

*Should you notice any doors propped open, please take due care to close them. Should you notice any tape over locks or anything that does not belong on hardware or locks, please remove them as winter is approaching and the building will most likely be more vulnerable to homeless people squatting in the warm stair wells. Should you notice vagrants, please report to the police right away.*

6. Sign for Gate

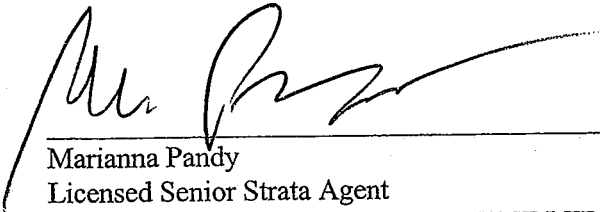
The Strata Council requested that the commercial owner purchase a sign for the main gate indication "wait for gate to close when entering and exiting the building" which would be visible after the gate closing time of 10:00pm and opening time of 7:00am. The Strata Agent will forward

**Minutes of the Council Meeting  
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this to the commercial Property Manager. Further, the Strata Council noticed that the gate has two bars that are bent. The Strata Agent will forward this to the commercial Property Manager.

There being no further business, the meeting was adjourned at 8:00pm. The next meeting will be held on December 2, 2009 at 6:30pm.



Marianna Pandey  
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 2667  
THE VINE**

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Held on December 2, 2009 at 7:00 pm  
Within the Small Amenity Room  
3<sup>rd</sup> Floor-2268 West Broadway Street, Vancouver, BC

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<b>COUNCIL IN ATTENDANCE:</b>	Cecil Lau	President
	Charles Lingren	Vice-President
	Jennifer Watkiss	Treasurer
	Kim McLean	Secretary
<b>REGRETS:</b>	Trevor Gibbons	Deficiencies
<b>LICENSED SENIOR STRATA AGENT:</b>	Marianna Pandy	Crosby Property Management Ltd.

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The meeting was called to order at 6:37 pm by Council President, Cecil Lau.

**CARETAKER BUSINESS**

The Strata Council received a monthly report for October 2009 from Five Star Janitorial as follows:

1. **Generator:** On Friday, October 9/09, we had Flash Point coming in for annual maintenance work.
2. **Lights:** From October 5 to October 12/09, we had the exterior lights not working correctly. Due to not having the right instructions on how to operate the program, it took me a week to figure out. It finally worked okay by the Monday, October 12/09
3. **Winterization:** On Thursday, October 15/09, we had University Sprinkles to do the shut down the water for the exterior irrigation.
4. **Deficiencies:** Trevor Gibbons, has done an inspection of the building on October 23/09
5. **Postal Lock Timer:** We had completed this issue by October 23/09 with the assistance of Action Lock as this was a problem with the system and it was not something simple for us to fix.
6. **Enterphones and Fobs:** up to date as per October 31/09 nothing outstanding.
7. **Carpet Cleaning:** Tuesday, October 27/09 Service Master had cleaned the carpet for all 3 towers.
8. **Fees Collected:** Was delivered to Crosby on Friday, October 30/09.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Council Meeting held October 20, 2009 as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

It was moved/seconded to approve the October 2009 financial statements. Some expensed require recoding into Repairs and Maintenance or Mechanical Maintenance category and this will be done by Crosby.

**Minutes of the Council Meeting**  
**The Owners Strata Plan BCS 2667**  
**Held on December 2, 2009**

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**REPORT ON UNAPPROVED EXPENDITURES**

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

**REPORT ON LITIGATION**

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

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Review of Directives

The Strata Council reviewed directives given to the Strata Agent or Five Star Janitorial and concluded that the items completed have been completed satisfactorily. Pending items will be reviewed at the next Council Meeting.

2. Common Area Deficiency List

A meeting with RDH Engineering on behalf of the warranty provider, Willis Canada, took place within the month of November, 2009 to review outstanding building envelope warranty and deficiency items. A report from RDH will be forwarded to the Strata Council for their review as well as Willis Canada and further steps will be taken to ensure that they are completed by the supplying trades or Scott Construction. This will be reviewed at the next Council Meeting.

3. Mechanical Deficiency List

Outstanding items need to be addressed and the site visit will commence within the month of December by the warranty provider, Willis Canada and mechanical engineers. The Strata Council will be updated following the visit. This will be further discussed at the next Council Meeting.

4. Touch Up Painting in Hallways

Steve Fox completed the work and the Strata is satisfied. CARRIED.

5. Janitorial Contracts

As previously noted, the Strata Council would like to ensure that consistency with contractors is provided, in such they would like to stay with Five Star Janitorial. However, due to budgetary constraints they have outlined several areas which they had requested that Five Star Janitorial revise or include in their contract. The Strata is awaiting answers and confirmation from Five Star Janitorial. Pending the confirmation, if the Strata Council is not satisfied with the budget numbers, they will be making a change. Three quotations have been obtained and this item will be discussed further at the next Council Meeting.

**Minutes of the Council Meeting  
The Owners Strata Plan BCS 2667  
Held on December 2, 2009**

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6. Financial Standing of the Strata Corporation

The Strata Council continues to be diligent and monitor all strata related expenses.

7. Mechanical Maintenance Proposal

As previously provided, PML Mechanical provided a proposal for mechanical preventative maintenance on common area mechanical equipment. After the review it was moved/seconded to approve that PML Mechanical take over the mechanical maintenance contract effective March 1, 2010. It was therefore moved/seconded to cancel the contract with Latham's Mechanical with 60 days notice effective March 1, 2010. The Strata Agent noted that keys will be requested to be dropped off by Latham's prior to the end of their contract and keys and access fobs will be provided to PML Mechanical. CARRIED.

8. Garbage Rules

It was moved/seconded to implement the following rules:

**GARBAGE/RECYCLING RULES:**

- 6.1 No refuse, garbage or empty beverage containers may be kept or stored in corridors or common areas or on strata lot patios, balconies or parking stalls.
- 6.2 Recycling bins should be properly used whenever possible. All residents should take the time to familiarize themselves with the materials acceptable for recycling in each designated bin. i.e. cardboard, mixed paper, newsprint, and mixed containers.
- 6.3 Cardboard boxes are to be flattened and put in the container marked "Cardboard".
- 6.4 No furniture is to be disposed of in the garbage room (including mattresses, sofas, tables, chairs, electronics, etc.) Residents are personally responsible for disposing of these articles at the appropriate facility.
- 6.5 Please ensure that household garbage is tied securely and does not spill into corridors or elevators on the way to the garbage room. Owners must clean up any spills immediately.

**CORRESPONDENCE**

The Strata Council received correspondence with respect to the following.

- Parkade cleanliness.
- Use of parking stalls.
- Pink sediment in bathroom.
- Overhang concern.
- Floor drains in courtyard areas.
- Car break-in.

The Strata Council noted that all of these issues will be addressed in writing to the residents who wrote to the Strata Council.



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**Held on December 2, 2009**

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**NEW BUSINESS**

1. Insurance Claims

The Strata Council reported that the insurance claims are pending. One with respect to drain back up at courtyard level and another with respect to floor drain within the Strata lot deemed as common property. The Strata Council will keep track of these.

2. Class Claim for Front Awning

It was noted that the awning at 2228 has been shattered. The Strata Agent has advised that they are aware and Five Star has already informed the Council and the glass has been ordered by Accurate Glass. This will be filed as a glass claim and the Strata will pay the insurance deductible.

3. Strata Insurance Renewal

It was moved/seconded to continue the Strata insurance with Willis Louie and it was further noted that the insurance premium will be lower than last year which will be a positive for the Strata fiscal budget. CARRIED.

4. Tower 1 – 2228 Elevator Control Security Feature

As previously noted via notices posted in elevators, the control feature has failed. Parts have been ordered by Action Lock and Security and the installation will be complete the week of December 7, 2009.

5. Move in / Move out Activities

The Strata Council would like to remind all residents that the Bylaws and Rules with respect to move in / move outs apply to all residents. It was noted that an elevator break down reported recently, (the last week of November, 2009) was due to a resident incurring an unauthorized move out of the building. Any costs for an emergency call out of this nature will be charged back to the owner of the unit and the Strata requested that the owner be advised and remind that all owners renting out their units must provide a Form K and tenants must be advised of the current Rules and Bylaws of BCS 2667.

**Christmas Reminders**

The Strata would like to remind, as the Holiday season is approaching, to make sure that you dispose of Christmas trees in the tree lot where you have purchased the tree. Please do not dispose of the trees into the garbage areas of the Strata Corporation as they will not be taken away. They are your responsibility to remove.

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6. New Rule #2

It was moved/seconded to add the following RULE/Moving in/out

**MOVE IN / MOVE OUT RULES:**

7.1 All move in / move outs to take place between 10:00 am to 4:00 pm and again from 7:00 pm to 9:00 pm.

**WISHING YOU ALL A HAPPY HOLIDAY SEASON FILLED WITH PEACE, LOVE AND JOY!**

There being no further business, the meeting was adjourned at 7:55 pm. The next meeting will be held on January 13, 2010 at 7:00 pm.



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Marianna Pandey  
Licensed 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 2667  
THE VINE**

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Held on January 20, 2010 at 6:30 pm  
Within the Small Amenity Room  
3<sup>rd</sup> Floor-2268 West Broadway Street, Vancouver, BC

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**COUNCIL IN ATTENDANCE:**

Cecil Lau	President
Charles Lingren	Vice-President
Jennifer Watkiss	Treasurer
Kim McLean	Secretary
Trevor Gibbons	Deficiencies

**LICENSED SENIOR STRATA AGENT:**

Marianna Pandey	Crosby Property Management Ltd.
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The meeting was called to order at 6:35 pm by Council Vice President, Charles Lingren.

**GUEST/CARETAKER BUSINESS**

The Strata Council received a monthly report from Five Star Janitorial for the month of November and December, 2009 as follows:

- November 2, 09: Residential gate broke down - Ideal Door was called to repair.
- November 7, 09: Elevator broke down, Richmond elevator was called for repairs and also spoke to Ron (DM) to follow up on of this matter. Elevator was fixed on the 9<sup>th</sup>.
- November 9, 09: Light timer was changed to turn on from 4 PM to 7 AM; as per council request.
- November 16, 09: Enterphone buzzer not working properly, visitors allowed to come in but the elevator was not taking them to their floor. Richmond elevator was called.
- November 18, 09: Canopy glass from 2228 (Tower 1) broken. Reported to Accurate Glass for fixing. Insurance claim.
- Elevator notices posted for the Enterphone system.
- Break in of parkade level P1 and P3. Doors glass was broken and Accurate Glass was called to fix.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was moved/seconded to change page 4 item #2 which should say "Glass Claim". CARRIED. There being no further changes the minutes were approved as amended.

**Minutes of the Council Meeting  
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**APPROVAL OF FINANCIAL STATEMENTS**

Jennifer Watkiss, Council Treasurer provided a brief summary and over view of the financial standing. It was noted that a minor overall budget surplus is in place, however some budget line items are over budget. This will continue to be reviewed, the fiscal year is coming up to the 10<sup>th</sup> month and the end of the fiscal year is February 28, 2010 and Crosby Property Management Ltd will be providing a budget draft for Council's review. 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. **Review of Directives**

The directives given to the Strata Agent were completed satisfactorily and some of the items are pending and will be discussed at the next meeting.

2. **Third Level Courtyard**

Some drainage issues and overhand design are being currently reviewed. The Strata Council is awaiting the mechanical warranty review in regards to the exterior drains and whether the drains have been built by the contractors with the proper sloping. A report will be forwarded to the Strata for their review from Willis Canada. It was noted that the courtyard drains have no debris in them and also that the mats which the Strata Council purchased last year have been performing properly. This was reviewed by the engineers and all was found in order.

With respect to the overhang design, the Strata Council previously noted that this is a design issue and, therefore, not a deficiency or issue where it has not been built to code. Deficiencies are items that have not been built to building code. This item is excluded from that category. However, the Strata Council felt that it is important to approach the developer and express concerns. This will be further reviewed at the next Council meeting. The Strata Agent will forward correspondence to the developer, London Drugs.

Furthermore, the drainage of the exterior courtyards and mats are being checked daily with the Five Star Janitorial Caretaker.

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3. Mechanical Warranty Review

The warranty review was conducted in December, 2009 with Willis Canada and the mechanical engineer for the warranty provider and the report is pending. This will be reviewed at the next Council Meeting. A building envelope warranty review has been performed as part of the warranty review with Willis Canada.

RDH Engineering provided a report and it has been forwarded by Willis Canada to Scott Construction and it is reported that they are awaiting a response from Scott Construction with respect to timelines on repairs. The Strata Council also requested that this be forwarded to the developer so that they are aware and may step in to ensure quick results. This will be further reviewed at the next Council Meeting.

4. Caretaker Business / Janitorial

The Five Star Janitorial contract has not been signed for a term of 1 year as the Strata Council is still reviewing it. The Strata Council received correspondence in response from 5 Star Janitorial to their previous request and they found it satisfactory. The Strata Council had further questions which the Strata Agent will get response to. The decision on signing or renewing the contract with Five Star will be made within the month of January, 2010. This will be discussed at the next Council Meeting.

**CORRESPONDENCE**

The Strata Council received correspondence with respect to the following:

- Exterior drains
- Overhang design
- Water on doors
- Strata lot owner doing business on common property (i.e. training clients)
- Common gym
- Noise complaints
- Request to reverse charges from account.

Council will respond to all owners in accordance with Bylaws and the Strata Property Act in writing.

**NEW BUSINESS**

1. Spring common area maintenance

The window washing quotations are pending. Dryer vent cleaning will be performed in the spring. Parkade power washing will also be done in the spring.

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2. Crosby newsletters

Council received the Crosby newsletter with respect to the following.

- Increase in premiums for the insurance, earthquake coverage. The premiums may be increasing by as much as 30-40%.
- Garbage removal. Increase in metro Vancouver landfill will result in Waste Management rate increases for up to 9.3% effective March 1, 2010. This will affect the next year's budget and the Strata Council will be budgeting for these increases.
- Street level parkade gate has been noted not closing at 10 pm. The Licensed Senior Strata Agent will advise the commercial owners to reset the timing after the holiday hours.

**Important note to all owners**

**If you are reporting deficiencies which are common and property related please do not contact Scott Construction as they are not responsible to take the directive from the original owners.**

**Please report any common related deficiencies in writing to the Licensed Senior Strata Agent, Marianna Pandy, of Crosby Property Management, and in turn will be forwarded to the Strata Council for review and action. Please send to [mpandy@crosbypm.com](mailto:mpandy@crosbypm.com) or fax to 604-689-4829.**

3. Insuite deficiencies

Please refer to your home owners manuals as per previous reminders. Any insuite related deficiencies or problems please refer to the home owner manual and contact the trades directly.

4. New Rule - Gym.

It was moved/seconded to bring in a new Rule. ***Owners/residents may not conduct business on common property including the gym.*** CARRIED.

5. Spring Clean up

The Council has discussed that it would be a good idea to bring in a container in the spring (March/April 2010) in order for everyone to conduct spring cleaning of items they would like to dispose. This will be the Strata Corporation's cost and pending the financial standing of the Strata Corporation it will be decided at the next Council Meeting. The Licensed Senior Strata Agent will obtain a price for having a container on site.

6. Delivery of Minutes

It was moved/seconded that the Council wishes Five Star Janitorial to distribute minutes for strata lot units, as the council has been busy. The November 2009 minutes have not been delivered and will be delivered the last week of January. Going forward, this will be included in the scope of services by Five Star. CARRIED.

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7. Broken glass awnings 2228 and 2288 West Broadway

Council noted that the glass has not been replaced yet. The Licensed Senior Strata Agent will follow up with Five Star. The Licensed Senior Strata Agent further recommended to Council that they should consider installing Plexiglas or Lexan instead of glass at the next installation, as there are a lot of glass claims and the insurance companies are enquiring as to whether the Strata Corporation is taking steps to upgrade. A price will be obtained and emailed to Council. This will be reviewed at the next Council Meeting.

**PARKING STALL CLEAN-UP**

***EVERY RESIDENT IS REQUESTED TO NOW CLEAN UP AND REMOVE ALL ITEMS STORED IN PARKING STALLS AS PER THE BUILDING BYLAWS AND FIRE CODE. PLEASE REMOVE BY FEBRUARY 28, 2010***

There being no further business, the meeting was adjourned at 8:11 pm. The next meeting will be held on March 16, 2010 at 6:30 pm.



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Marianna Pandy  
Licensed 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 2667  
THE VINE**

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Held on March 31, 2010 at 6:30 pm  
Within the Small Amenity Room  
3<sup>rd</sup> Floor-2268 West Broadway Street, Vancouver, BC

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<b>COUNCIL IN ATTENDANCE:</b>	Cecil Lau	President
	Jennifer Watkiss	Treasurer
	Trevor Gibbons	Deficiencies
<b>REGRETS:</b>	Charles Lingren	Vice-President
<b>LICENSED SENIOR STRATA AGENT:</b>	Marianna Pandey	Crosby Property Management Ltd.

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The meeting was called to order at 6:40 p.m. by Council President Cecil Lau.

**RESIGNATION OF COUNCIL MEMBER**

The Strata Council accepted the resignation of Kim McLean as she has sold her property. Strata Council thanked Kim for all her efforts and time spent on the Strata Council for the past several years.

**GUEST/CARETAKER BUSINESS**

The Strata Council received a monthly report from Five Star Janitorial.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Council Meeting held January 20, 2010 as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

It was moved/seconded to approve the January 2010 financial statements. CARRIED. The Strata Council noted that some items require re-coding and this will be looked after by the accounting department at Crosby.

**REPORT ON UNAPPROVED EXPENDITURES**

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

**REPORT ON LITIGATION**

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



**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Review of Directives

The Strata Council reviewed the list of directives given to the Senior Strata Agent or Five Star and concluded that all was satisfactory. New items arising from the current meeting will be reviewed at the next Council meeting.

2. Mechanical Warranty Review

The Strata Council noted that there had been some delays in terms of receiving a response from Willis Canada, the warranty provider's insurance. The Strata Council will continue to pursue these matters as it is important that the repairs that are deficient are undertaken by the installing trade. This will be further discussed at the next Council meeting.

3. Building Envelope Warranty Review

The Strata Council is seeking an itemized follow up from Willis Canada. As to date, they have not been informed of what repairs have been looked after as per the engineering review, whether the installing trades had agreed to all of the items as being deficient. Willis Canada advised that some of the areas in question are code and whether the building codes apply and that they are looking into this further. The Strata Council noted that there has been a delay in response for several big ticket items and that they will be filing an official complaint with Willis Canada to follow up on the outstanding matters. This will be discussed further at the next Council meeting.

4. Janitorial Contract

The Strata Council reviewed the janitorial proposal from several companies. It was moved/seconded that RM Building Maintenance be approved to start pending if the monthly contracted price can include supplies. The Senior Strata Agent followed up and the supplies will be included in the contract. There will be significant savings for this category. The Strata Council will provide Five Star Janitorial with 30 days notice; the contract with Five Star Janitorial will be terminated effective May 15, 2010. The Senior Strata Agent will look after that during the transition period, the new company will be familiar with all of the operations of the building. Furthermore; the Senior Strata Agent suggested that to save on costs for emergency call outs that they instructions will be revised to the Crosby emergency dispatch line and it will be requested that Five Star Janitorial will only be contacted in case access to common areas is needed after hours. All other call with the servicing trades and Crosby after hours dispatch centre will place these calls.

5. Window Washing

The Strata Council reviewed several quotations as a measure to save costs. It was moved/seconded to approve Milner's Window Cleaning for the inaccessible exterior windows including railing glass and the front entrance awning. Included in the price will also be washing down the window sills. CARRIED. The work will proceed at the beginning to mid May, 2010.

6. Dryer Vent Cleaning

The Strata Council agreed that they were satisfied with the services of Air Vac Services last year and that the price was also reasonable. It was moved/seconded to approve to dryer vent cleaning. CARRIED. Notices will be posted and the dryer vent cleaning will take place at the end of April and beginning of May 2010. Owners will be offered an option to have their dryer vents cleaned from the inside as it is the owners' responsibility. A group rate of \$3.75 has been offered by Air Vac Services. It is important to note that owners are to contact Air Vac Services to arrange for the interior dryer vent cleaning directly. It is not being arranged through the Strata Council, or Crosby.

7. Parkade Power Washing

The Strata Council requested that Milner's Window Cleaning also proceed with parkade power washing as well as the washing of the garbage room. They will be requested that debris be swept up and not washed down drains after the power washing is completed. The Senior Strata Agent will contact Milner's and offer a budget price within which the work can be carried out. This washing will be performed within the month of April 2010. The Senior Strata Council is noting; however, that owners will be responsibility to ensure that they remove all items from the parkade and their parking stalls; as well vehicles will also need to be removed prior to the date which will be posted in the notice. The Strata Council would like to advise that tires from parking stalls may be stored in the back bike room. The Strata Council will have no liability for any damages to cars or other items stored in parking stalls as they are not allowed as per Bylaws and Fire Code. The Senior Strata Agent advised that the catch basins and storm drains need to be cleaned out and clarification will be provided by PML Mechanical. This will be reviewed prior to the next Council meeting by the Strata Council.

8. Landscaping Contract

It was moved/seconded to approve the landscaping contract renewal with Para Space Landscaping. A 1.5% minor increase was noted as well as most of the contracts for the Strata Corporation will include the HST which is why budget line items will be increasing.

**CORRESPONDENCE**

The Strata Council received correspondence with respect to the following:

- Water dripping on car from membrane. The Strata Council advised that this is being looked after by the commercial owner as part of the membrane repairs in the parkade.
- An owner wishing to bring up some suggestions. Council advised that they may attend or write to the Strata Council prior to the Annual General Meeting and it will be included under General Discussion.
- Unpleasant smell from interior plumbing drains. The Strata Council noted that finally they heard back from Willis Canada and PML Mechanical has been requested to investigate further. Willis Canada then requested that a report be forwarded back to them. If it is found to be a deficiency, the cost for the inspection will be reimbursed by the installing trade or the warranty provider. This will be further reviewed at the next Council meeting.

**NEW BUSINESS**

1. Budget

The Strata Council reviewed the second draft of the budget and made some revisions to several budget line items. The final review by the Strata Council will take place prior to sending it out with the Annual General Meeting package.

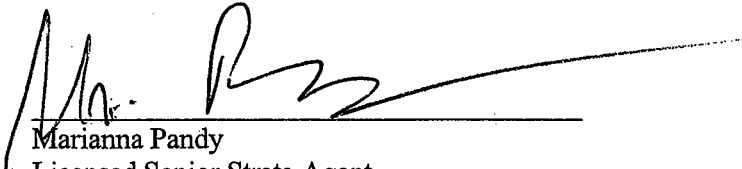
2. Annual General Meeting Resolutions

The Strata Council agreed on 2 Bylaw Resolutions and 1 Special Levy which is to deal with the 3<sup>rd</sup> level courtyard water penetration issue, as Willis Canada, the warranty provider's insurer informed the Strata Corporation that this is not a deficiency but rather a design flaw and neither the warranty provider or the installing trades will be responsibility in improving the design.

3. Annual General Meeting Date

The date for the Annual General Meeting has been set for May 6, 2010 to be held within the gym. A notice will be sent out in accordance with the Strata Property Act.

There being no further business, the meeting was adjourned at 8:45 p.m. The next meeting will be the Annual General Meeting.



Marianna Pandey  
Licensed Senior Strata Agent  
CROSBY PROPERTY MANAGEMENT LTD.  
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**MINUTES  
OF THE ANNUAL GENERAL MEETING  
THE OWNERS STRATA PLAN BCS 2667  
THE VINE**

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Held on Tuesday May 11, 2010, 2010  
Within the gym 2nd floor - 2288 West Broadway

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**IMPORTANT HIGHLIGHT:**

**Increased Strata Fees  
Due Immediately  
Retroactive to fiscal year: Start March 1, 2010**

**& Special Levy  
Due July 1, 2010**

**Please see corresponding sections  
within this document for details**

**If you have any questions about your account, please contact Poonam Benning in our accounting  
department at 604 – 689 – 6988**

This meeting was a recall of the originally scheduled Annual General Meeting on May 6, 2010. Due to the lack of quorum, as per the *Strata Property Act* section 48, the meeting was therefore adjourned until the following week. As the quorum requirements were not achieved at 6:00 pm on May 11, 2010, the meeting was called to order at 6:30 pm by Cecil Lau, Council President.

Crosby Property Management Ltd. was represented by Marianna Pandey, Licensed Senior Strata Agent.

**CALLING THE ROLL AND CERTIFICATION OF PROXIES**

The attendance register confirmed at the time of commencement of the meeting there were 4 eligible voters in attendance and 21 represented by proxy for a total of 25. 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 April 15, 2010 complied with the notice requirements and that the financial statements had been received. CARRIED.

**APPROVAL OF GENERAL MEETING MINUTES**

It was MOVED/SECONDED to approve the Minutes of the Annual General Meeting held May 11, 2009 as circulated. CARRIED.

**Minutes of the Annual General Meeting  
The Owners Strata Plan BCS 2667  
Held on May 11, 2010**

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**PRESIDENT'S REPORT**

The Strata Council President, Cecil Lau, provided the following report:

"Dear Owners and Residents,

On behalf of the Strata Council members, we hope you enjoyed life at the Vine this past year, including the Olympic experience. The council is currently composed of four members: Trevor who oversees the deficiencies and warranty, Jennifer our Treasurer, CT our Vice President, and myself as President. Kim sold her suite earlier this year, and we thank her for her two years of service as the Secretary.

The Strata Council would like to thank everyone involved in the maintenance, management, and liveability at the Vine this past year. This includes Five Star Building Maintenance, Crosby Property Management, London Drugs, and all the residents. No building, especially one involving a mix of residential and commercial tenants, is without issues and growing pains; we thank all of you for your patience and cooperation throughout the year.

Back in our first year, we were presented with several challenges as we settled into our new building, making many adjustments to tailor what was provided by the developer into a place we call home. And the recent second year continued with challenges as we focused on budget and warranty issues.

The initial budget set out by the developer was attractive to buyers, but at the same time was very restrictive to the proper operation and maintenance of the building. A deficit budget for last year was anticipated. None-the-less, we put on the gloves and scrubbed each line item in our budget. We compared our budget with that of similar buildings to ensure we were in-line with industry averages. We initiated reviews of all the contracts that were initiated by the developer and made adjustments accordingly to maximize our value, financial performance, and quality of service.

Two key changes that we made were to switch from Latham's to PML for mechanical systems maintenance, and to switch from Five Star to RM Building Maintenance (effective May 13, 2010). I'd like to extend a thank you to Marianna of Crosby Property Management for soliciting numerous quotations and coordinating contract revisions. As well, I'd like to particularly thank our treasurer, Jennifer, for her strategic and financial analyses that supported many of the decisions we made.

In the end, we managed to minimize the deficit to \$11.7K and are recommending a 14% adjustment in our Strata fees to better position us for this year. The AGM package that was mailed out to all owners contains the proposed budget and several pages of information describing the various line items involved.

The completion of our second year also marks the completion of the first stage of warranty from the builder. We arranged an exterior inspection with an engineer and our warranty provider, Willis. This inspection revealed several issues, including the rain effects on a number of courtyard units. We also worked with a mechanical engineer to review the mechanical systems in our building, who identified a handful of issues. We continue to work with our warranty provider to resolve all outstanding items on the list. A well-deserved thank you goes to Trevor of the Strata Council for his warranty-related tenacity.

Liveability at the Vine has been very positive in the past year – I attribute that to the high-caliber residents. Our facilities and common areas are treated with respect; it's wonderful that we don't have vandalism issues within the building. Proper security habits pertaining to strangers at the front doors and at the parkade gates have kept crime to a minimum. Recognizing we had an issue with pets on the courtyard grass in the spring of last year, we worked together and noted an improvement in the cleanliness and quality of the grass as the summer progressed. Let's all continue to make that extra effort to keep our building a wonderful place to live.

**Minutes of the Annual General Meeting  
The Owners Strata Plan BCS 2667  
Held on May 11, 2010**

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We have several items on our To-Do list as we head into our third year at the Vine. There is room on the Strata Council for three more members. I'd like to encourage anyone who's interested in contributing to volunteer. For the others, please continue to act as the eyes and ears of the building via your comments and feedback, as the Strata Council and Property Management rely on your input to be aware of new issues and to better understand everyone's needs.

Have a wonderful year!

Sincerely,  
Cecil Lau  
President, Strata Plan BCS 2667 (the Vine)"

**RATIFICATION OF RULES**

It was MOVED/SECONDED to ratify the Rules or changes to the Rules as circulated (attached).  
CARRIED.

**REPORT ON INSURANCE COVERAGE**

It was MOVED/SECONDED that the report on insurance coverage had been received. CARRIED.

**STRATA CORPORATION INSURANCE COVERAGE**

The Strata Corporation's policy typically "insures against all risks of direct physical loss or damage to the property insured", subject to exclusions and applicable deductible.

Insured property is the building as it was delivered by the developer at the time of completion of construction. Insured property includes the fixed structure, permanently installed original fittings and fixtures, mechanical equipment and machinery, fire suppression systems and common assets.

The Strata Corporation's policy notable does **NOT** provide coverage for loss or damage to:

- \* Strata Lot owner's and/or tenant's personal property,
- \* Strata Lot owner's betterments and/or improvements to strata lot,
- \* Strata Lot owner's and/or tenant's additional living expenses,
- \* Strata Lot owner's rental income loss.

**STRATA LOT OWNER AND/OR TENANT INSURANCE COVERAGE RECOMMENDATION**

It is recommended that all Strata Lot owners and/or tenants acquire the applicable coverage:

- \* **Personal property**, such as furniture, clothing and similar personal property in the Strata Lot or designated storage space in the building, subject to a deductible.
- \* Strata Lot **betterments and/or improvements** completed at a Strata Lot owner's expense, such as upgraded flooring, millwork, fixtures, etc.
- \* **Additional Living Expenses** incurred by a resident as a result of the insured premises being uninhabitable as a direct result of an insured loss or damage.
- \* **Loss of rental income** incurred by a Strata Lot owner as a result of the insured premises being uninhabitable by the tenant as a result of an insured loss or damage.
- \* **Strata Corporation's Deductible Chargeback (e.g. Water, Fire)** incurred in the event of a claim that originated from within an owner's Strata Lot.

**\*\*Example\*\***

In a rental situation there are three separate parties therefore **there** should be three separate insurance policies (Strata Corporation Policy, Owner's Policy and Tenant's Policy).

Claim Example: "Property Damage" (i.e. Water damage or fire in a Strata Lot)

- \* The Strata Corporation's insurance policy handles the damage to the building's common areas subject to the applicable deductible;
- \* The Strata Lot owner's policy in a rental situation handles the damage to betterments / improvements and loss of rental income. The Strata Lot owner's policy in an owner occupied Strata Lot handles damage to the Betterments and Improvements, Damage to Personal Contents And Additional Living Expenses for the owner.
- \* The tenant's insurance policy handles damage to Personal Contents and Additional Living Expenses if the tenant has to move out as a result of the damage.

**APPROVAL OF PROPOSED OPERATING BUDGET**

It was MOVED/SECONDED to approve the proposed operating budget(s) as circulated for the fiscal year March 1, 2010 to February 28, 2011.

Following the discussion the Chairperson called for the vote, the result being 22 IN FAVOUR, 0 OPPOSED, 3 ABSTAINED. CARRIED.

**INCREASED STRATA FEES  
DUE IMMEDIATELY  
Retroactive to fiscal year: Start March 1, 2010**

**Consult the schedule attached to the AGM Notice package to  
determine the new monthly fee for you strata lot.**

**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 2667 for the new amount. Any change in strata fees is effective from March 1, 2010; therefore, owners may also be required to send in a cheque for the retroactive fees increase.
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.

**Minutes of the Annual General Meeting  
The Owners Strata Plan BCS 2667  
Held on May 11, 2010**

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**If you have any questions regarding your account, please contact Poonam Benning in our accounting department at 604-689-6988.**

**CONSIDERATION OF RESOLUTION "A" 3/4 VOTE  
BYLAW ADDITION #37**

**Annual General Meeting Quorum**

It was MOVED/SECONDED to approve Resolution "A" as follows:

**BE IT RESOLVED** by a 3/4 vote of the Owners, Strata Plan BCS 2667 – The Vine, in person or by proxy, adopt Bylaw #37 as follows:

**Annual General Meeting Quorum**

37. (1) If within a half hour from the time appointed for an annual or special general meeting, a quorum is not present, the eligible voters, present in person or by proxy, constitute a quorum.

Following the discussion, the Chairperson called for the vote, the result being 19 IN FAVOUR, 6 OPPOSED, 1 ABSTAINED. CARRIED.

**CONSIDERATION OF RESOLUTION "B" 3/4 VOTE  
3rd LEVEL COURTYARD WATER INGRESS PROTECTION –  
SPECIAL LEVY - \$5,280.00**

It was MOVED/SECONDED to approve Resolution "B" as follows:

**BE IT RESOLVED** by a 3/4 vote of the owners of the Strata Corporation BCS 2667 – The Vine, in attendance at this meeting or via proxy, that the Strata Corporation be authorized to expend a sum of money not exceeding \$5,280.00, inclusive of applicable taxes, for the purpose of initiating of a building envelope engineering review and proposal of the design flaw and lack of awning over 3<sup>rd</sup> level courtyard doors. This expenditure will be funded by a special levy assessed to the owners in proportion to the unit entitlement of their respective strata lots. (schedule attached).

**This special levy is due and payable in full immediately upon passage of this Resolution by the owners on record on the date of passage. Pursuant to Section 109(1) of the Strata Property Act, in the event of a sale of a strata lot, the entire special levy is to be paid in full by the seller.**

Any owner who fails to make any payments on or before July 1, 2010 shall be assessed a fine of \$25.00 and a subsequent fine on the first of each month following until paid in full.

The Strata Corporation may, under Section 116(1) of the *Strata Property Act*, register a Certificate of Lien against the owner's strata lot for any unpaid special levy.

Pursuant to Sections 108(5) and 108(6) of the Strata Property Act, if any owner is entitled to receive a refund of over \$100.00 from any unused portion of this special levy, a refund will be issued to the current owner(s) at the time of the refund. In the event of a sale, strata lot owners are responsible to make their own private arrangements with the purchaser with regards to the disposition of any refund.



**NOTE: Owners currently on Pre-authorized Payment Plan (PAD) – please fill out and return the attached Special Levy PAD form if you wish to pay your special levy by PAD.**

Following the discussion, the Chairperson called for the vote, the result being 20 IN FAVOUR, 1 OPPOSED, 3 ABSTAINED.

## **SPECIAL LEVY**

### **DUE JULY 1, 2010**

Please be advised that the Resolution “B” for 3<sup>rd</sup> Level Courtyard Ingress Protection - \$5,280.00 has been approved. Special Levy payment **MUST** arrive in our office no later than **July 1, 2010** in order to avoid a fine of \$25.00 being assessed.

If you are currently on our Pre-Authorized Debit (PAD) plan for strata fee payment, you **MUST STILL** complete the attached Special Levy Payment PAD form and submit to our office **BEFORE JUNE 20<sup>TH</sup>** for payment to be withdrawn on 1<sup>st</sup> of the following month.

Alternatively, you could issue a cheque to our office or go on-line to pay for your portion of the special levy to avoid the risk of being fined.

If you have any questions on your account, please contact Poonam Benning at 604-689-6988.

**Thank you for your immediate attention.**

## **GENERAL DISCUSSION**

The following items were discussed:

An owner brought up an issue to the Strata Council that it would be great if the Strata Council or the Caretaker's could provide a more advanced notice for insuite inspections. The Strata Council noted that, as per the *Strata Property Act* in case of an emergency, there is no notice needed. These are, for instance; fire, flood or other emergencies. However, logistically speaking, for any other insuite inspections such as; annual fire inspection or roof anchor inspection where there is insuite access needed, the Strata Council will provide one weeks notice. The Strata Council does not feel that a longer period of notice is deemed necessary at this point.

Another owner brought up dogs on the 3<sup>rd</sup> level courtyard. The Strata Council would like to note that the rule applies to everyone and if found, the offenders will be fined \$50.00. Note that Bylaw or Rule warning letters, as well as fines, can only be sent out upon receipt of written complaints.

**Minutes of the Annual General Meeting  
The Owners Strata Plan BCS 2667  
Held on May 11, 2010**

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**ELECTION OF COUNCIL**

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

The following persons agreed to stand for Council and the below were declared elected by acclamation:

Cecil Lau	President
Jennifer Watkiss	Treasurer
Trevor Gibbons	Deficiencies
Charles Lingren	Vice-President
Kristin Randall Beauregard	Member at Large
Allan Smith	Member at Large

There being no further business, the meeting was adjourned at 6:56 pm.



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Marianna Pandey  
Licensed Senior Strata Agent  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office #(604) 683-8900  
[www.crosbypm.com](http://www.crosbypm.com)

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**BCS 2667 - THE VINE**  
**Resolution "B" - 3/4 vote**  
**Fee Schedule - \$5,280.00**  
**3rd Level Courtyard Water Ingress Protection**

<u>Strata</u> <u>Lot #</u>	<u>Unit Address</u>	<u>Unit</u> <u>Entitlements</u>	<u>Total</u> <u>Levy Amount</u>
1	#201 - 2288 West Broadway	38	21.67
2	#202 - 2288 West Broadway	39	22.24
3	#203 - 2288 West Broadway	49	27.94
4	#204 - 2288 West Broadway	49	27.94
5	#205 - 2288 West Broadway	59	33.64
6	#206 - 2288 West Broadway	51	29.08
7	#207 - 2288 West Broadway	45	25.66
8	#208 - 2288 West Broadway	49	27.94
9	#209 - 2288 West Broadway	49	27.94
10	#210 - 2288 West Broadway	43	24.52
11	#301 - 2228 West Broadway	57	32.50
12	#302 - 2228 West Broadway	66	37.63
13	#303 - 2228 West Broadway	67	38.20
14	#304 - 2228 West Broadway	66	37.63
15	#305 - 2228 West Broadway	85	48.47
16	#306 - 2228 West Broadway	64	36.49
17	#307 - 2228 West Broadway	67	38.20
18	#308 - 2228 West Broadway	65	37.06
19	#309 - 2228 West Broadway	61	34.78
20	#310 - 2228 West Broadway	53	30.22
21	#311 - 2228 West Broadway	76	43.33
22	#312 - 2268 West Broadway	76	43.33
23	#313 - 2268 West Broadway	61	34.78
24	#314 - 2268 West Broadway	64	36.49
25	#315 - 2268 West Broadway	67	38.20
26	#316 - 2268 West Broadway	64	36.49
27	#317 - 2268 West Broadway	84	47.90
28	#318 - 2268 West Broadway	67	38.20
29	#319 - 2268 West Broadway	67	38.20
30	#320 - 2268 West Broadway	61	34.78
31	#321 - 2268 West Broadway	40	22.81
32	#322 - 2268 West Broadway	38	21.67
33	#323 - 2268 West Broadway	78	44.48
34	#324 - 2288 West Broadway	80	45.62
35	#325 - 2288 West Broadway	52	29.65
36	#326 - 2288 West Broadway	60	34.21
37	#327 - 2288 West Broadway	75	42.76
38	#328 - 2288 West Broadway	55	31.36
39	#329 - 2288 West Broadway	84	47.90
40	#330 - 2288 West Broadway	85	48.47
41	#331 - 2288 West Broadway	81	46.19
42	#332 - 2288 West Broadway	80	45.62
43	#401 - 2228 West Broadway	56	31.93
44	#402 - 2228 West Broadway	62	35.35
45	#403 - 2228 West Broadway	62	35.35
46	#404 - 2228 West Broadway	62	35.35
47	#405 - 2228 West Broadway	85	48.47
48	#406 - 2228 West Broadway	84	47.90
49	#407 - 2228 West Broadway	63	35.92
50	#408 - 2228 West Broadway	60	34.21
51	#409 - 2228 West Broadway	61	34.78

**BCS 2667 - THE VINE**  
**Resolution "B" - 3/4 vote**  
**Fee Schedule - \$5,280.00**  
**3rd Level Courtyard Water Ingress Protection**

<u>Strata</u> <u>Lot #</u>	<u>Unit Address</u>	<u>Unit</u> <u>Entitlements</u>	<u>Total</u> <u>Levy Amount</u>
52	#410 - 2228 West Broadway	57	32.50
53	#411 - 2268 West Broadway	88	50.18
54	#412 - 2268 West Broadway	60	34.21
55	#413 - 2268 West Broadway	63	35.92
56	#414 - 2268 West Broadway	84	47.90
57	#415 - 2268 West Broadway	84	47.90
58	#416 - 2268 West Broadway	62	35.35
59	#417 - 2268 West Broadway	62	35.35
60	#418 - 2268 West Broadway	62	35.35
61	#419 - 2268 West Broadway	78	44.48
62	#420 - 2288 West Broadway	91	51.89
63	#421 - 2288 West Broadway	75	42.76
64	#422 - 2288 West Broadway	62	35.35
65	#423 - 2288 West Broadway	85	48.47
66	#424 - 2288 West Broadway	85	48.47
67	#425 - 2288 West Broadway	75	42.76
68	#426 - 2288 West Broadway	75	42.76
69	#501 - 2228 West Broadway	52	29.65
70	#502 - 2228 West Broadway	61	34.78
71	#503 - 2228 West Broadway	62	35.35
72	#504 - 2228 West Broadway	62	35.35
73	#505 - 2228 West Broadway	85	48.47
74	#506 - 2228 West Broadway	84	47.90
75	#507 - 2228 West Broadway	63	35.92
76	#508 - 2228 West Broadway	60	34.21
77	#509 - 2228 West Broadway	61	34.78
78	#510 - 2228 West Broadway	52	29.65
79	#511 - 2268 West Broadway	85	48.47
80	#512 - 2268 West Broadway	60	34.21
81	#513 - 2268 West Broadway	63	35.92
82	#514 - 2268 West Broadway	84	47.90
83	#515 - 2268 West Broadway	84	47.90
84	#516 - 2268 West Broadway	62	35.35
85	#517 - 2268 West Broadway	62	35.35
86	#518 - 2268 West Broadway	62	35.35
87	#519 - 2268 West Broadway	73	41.62
88	#520 - 2288 West Broadway	109	62.15
89	#521 - 2288 West Broadway	94	53.60
90	#522 - 2288 West Broadway	91	51.89
91	#523 - 2288 West Broadway	93	53.03
92	#524 - 2288 West Broadway	107	61.01
93	#601 - 2228 West Broadway	51	29.08
94	#602 - 2228 West Broadway	61	34.78
95	#603 - 2228 West Broadway	62	35.35
96	#604 - 2228 West Broadway	62	35.35
97	#605 - 2228 West Broadway	85	48.47
98	#606 - 2228 West Broadway	84	47.90
99	#607 - 2228 West Broadway	63	35.92
100	#608 - 2228 West Broadway	60	34.21
101	#609 - 2228 West Broadway	61	34.78
102	#610 - 2228 West Broadway	52	29.65
103	#611 - 2268 West Broadway	85	48.47

**BCS 2667 - THE VINE**  
**Resolution "B" - 3/4 vote**  
**Fee Schedule - \$5,280.00**  
**3rd Level Courtyard Water Ingress Protection**

<u>Strata</u> <u>Lot #</u>	<u>Unit Address</u>	<u>Unit</u> <u>Entitlements</u>	<u>Total</u> <u>Levy Amount</u>
104	#612 - 2268 West Broadway	60	34.21
105	#613 - 2268 West Broadway	63	35.92
106	#614 - 2268 West Broadway	84	47.90
107	#615 - 2268 West Broadway	84	47.90
108	#616 - 2268 West Broadway	62	35.35
109	#617 - 2268 West Broadway	62	35.35
110	#618 - 2268 West Broadway	62	35.35
111	#619 - 2268 West Broadway	74	42.19
112	#701 - 2228 West Broadway	52	29.65
113	#702 - 2228 West Broadway	61	34.78
114	#703 - 2228 West Broadway	62	35.35
115	#704 - 2228 West Broadway	62	35.35
116	#705 - 2228 West Broadway	85	48.47
117	#706 - 2228 West Broadway	84	47.90
118	#707 - 2228 West Broadway	63	35.92
119	#708 - 2228 West Broadway	60	34.21
120	#709 - 2228 West Broadway	61	34.78
121	#710 - 2228 West Broadway	52	29.65
122	#711 - 2268 West Broadway	72	41.05
123	#712 - 2268 West Broadway	91	51.89
124	#713 - 2268 West Broadway	92	52.46
125	#714 - 2268 West Broadway	92	52.46
126	#715 - 2268 West Broadway	98	55.88
127	#716 - 2268 West Broadway	95	54.17
128	#801 - 2228 West Broadway	99	56.45
129	#802 - 2228 West Broadway	98	55.88
130	#803 - 2228 West Broadway	93	53.03
131	#804 - 2228 West Broadway	92	52.46
132	#805 - 2228 West Broadway	91	51.89
133	#806 - 2228 West Broadway	97	55.31
<b>Total =</b>		<b>9,260</b>	<b>5,279.98</b>

**STRATA PLAN BCS 2667**  
**Pre-authorized Debit (PAD) Form for Special Levy Payment(s)**  
**For Owners Currently on PAD Plan ONLY**

1. Use this form only if you wish to pay your special levy by PAD.
2. This form must be received in our office no later than the 20th of the month in order for us to be able to withdraw payment from your bank account on the 1st of the following month.

This service is for:      Individual PAD \_\_\_\_ Business PAD \_\_\_\_ (Please check)

**PERSONAL INFORMATION**

Name of Owner(s)	Strata Plan	Strata Lot
Address of Strata Lot	City	Province
Mailing Address (If different from above)	City	Province
Phone Number (Res.)	(Bus.)	(Cell)
Email Address		

As an added security feature, please choose a personal password that you will provide when accessing account information by telephone -up to 10 letters (suggest mother's maiden name) \_\_\_\_\_

**AUTHORIZATION**

I/We are currently on the Pre-authorized Debit Plan and authorize Crosby Property Management Ltd. to debit the amount of the following special levy\* payment(s) from my/our bank account where my/our existing monthly strata fee is debited from. \* The special levy amount(s) is/are the amount(s) in accordance to the fee schedule(s) as approved at the AGM/SGM held on May 11, 2010.

Resolution(s)	Title of Special Levy	Special Instructions
"B" 3/4 VOTE	<b><u>3rd LEVEL COURTYARD WATER INGRESS PROTECTION – SPECIAL LEVY-\$5,280.00</u></b>	

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

When the form is complete, mail, fax, or email to:

**Crosby Property Management Ltd. – Accounting Department**

600 – 777 Hornby Street, Vancouver, B.C., V6Z 1S4

Tel: 604-683-8900

Fax: 604-689-4829

Email: [crosby@crosbypm.com](mailto:crosby@crosbypm.com)

**Note:** For Owners who wish to enrol in our pre-authorized debit (PAD) plan for the 1<sup>st</sup> time, please fill out our PAD Agreement which can be downloaded from our website at [www.crosbypm.com](http://www.crosbypm.com) or contact our office for a copy. Do not use this form.



**BCS 2667 - THE VINE**  
**Approved Budget**  
**Mar 01, 2010 to Feb 28, 2011**

**INCOME**

**FEES**

Operating Fund Contribution	413,683
Contingency Fund Contribution	35,647
<b>TOTAL FEES</b>	<b>449,330</b>
<b>TOTAL INCOME</b>	<b>449,330</b>

**EXPENSES**

**OPERATING EXPENSES**

Administration	3,500
Alarm Monitoring	1,800
Audit	315
Bank Charges/Interest	156
Building Envelope Maintenance	5,000
Cleaning & Janitorial Supplies	50,000
Electricity	30,000
Elevator Maintenance	17,500
Enterphone	1,420
Fire Equip Mtce/Monitoring	12,000
Garbage Removal	18,500
Gas	44,000
Insurance	45,000
Legal Fees	500
Landscape-Maintenance	22,000
Management Fees	29,826
Mechanical Maintenance	13,000
Miscellaneous	1,000
Recreation Facilities	10,000
Repair & Maintenance	55,000
Security Services	8,500
Water/Sewer	21,000
Window Cleaning	12,000
<b>TOTAL OPERATING EXPENSES</b>	<b>402,017</b>
Reserve-Contingency Fund	35,647
<b>TOTAL EXPENSES</b>	<b>437,664</b>
<b>CURRENT YEAR SURPLUS/(DEFICIT)</b>	<b>11,666</b>
Operating Surplus (Deficit) B/F	(11,666)
<b>ENDING OP SURPLUS/(DEFICIT)</b>	<b>0</b>



**BCS 2667 - THE VINE**  
**Approved Fee Schedule**  
**Mar 01, 2010 to Feb 28, 2011**

<u>Strata</u> <u>Lot #</u>	<u>Unit Address</u>	<u>Unit</u> <u>Entitlements</u>	<u>Monthly</u> <u>Fees</u>
1	#201 - 2288 West Broadway	38	153.66
2	#202 - 2288 West Broadway	39	157.70
3	#203 - 2288 West Broadway	49	198.14
4	#204 - 2288 West Broadway	49	198.14
5	#205 - 2288 West Broadway	59	238.58
6	#206 - 2288 West Broadway	51	206.23
7	#207 - 2288 West Broadway	45	181.96
8	#208 - 2288 West Broadway	49	198.14
9	#209 - 2288 West Broadway	49	198.14
10	#210 - 2288 West Broadway	43	173.88
11	#301 - 2228 West Broadway	57	230.49
12	#302 - 2228 West Broadway	66	266.88
13	#303 - 2228 West Broadway	67	270.92
14	#304 - 2228 West Broadway	66	266.88
15	#305 - 2228 West Broadway	85	343.71
16	#306 - 2228 West Broadway	64	258.79
17	#307 - 2228 West Broadway	67	270.92
18	#308 - 2228 West Broadway	65	262.84
19	#309 - 2228 West Broadway	61	246.66
20	#310 - 2228 West Broadway	53	214.31
21	#311 - 2228 West Broadway	76	307.32
22	#312 - 2268 West Broadway	76	307.32
23	#313 - 2268 West Broadway	61	246.66
24	#314 - 2268 West Broadway	64	258.79
25	#315 - 2268 West Broadway	67	270.92
26	#316 - 2268 West Broadway	64	258.79
27	#317 - 2268 West Broadway	84	339.67
28	#318 - 2268 West Broadway	67	270.92
29	#319 - 2268 West Broadway	67	270.92
30	#320 - 2268 West Broadway	61	246.66
31	#321 - 2268 West Broadway	40	161.75
32	#322 - 2268 West Broadway	38	153.66
33	#323 - 2268 West Broadway	78	315.40
34	#324 - 2288 West Broadway	80	323.49
35	#325 - 2288 West Broadway	52	210.27
36	#326 - 2288 West Broadway	60	242.62
37	#327 - 2288 West Broadway	75	303.27
38	#328 - 2288 West Broadway	55	222.40
39	#329 - 2288 West Broadway	84	339.67
40	#330 - 2288 West Broadway	85	343.71
41	#331 - 2288 West Broadway	81	327.54
42	#332 - 2288 West Broadway	80	323.49
43	#401 - 2228 West Broadway	56	226.44
44	#402 - 2228 West Broadway	62	250.71
45	#403 - 2228 West Broadway	62	250.71
46	#404 - 2228 West Broadway	62	250.71
47	#405 - 2228 West Broadway	85	343.71
48	#406 - 2228 West Broadway	84	339.67
49	#407 - 2228 West Broadway	63	254.75
50	#408 - 2228 West Broadway	60	242.62
51	#409 - 2228 West Broadway	61	246.66

**BCS 2667 - THE VINE**  
**Approved Fee Schedule**  
**Mar 01, 2010 to Feb 28, 2011**

<u>Strata</u> <u>Lot #</u>	<u>Unit Address</u>	<u>Unit</u> <u>Entitlements</u>	<u>Monthly</u> <u>Fees</u>
52	#410 - 2228 West Broadway	57	230.49
53	#411 - 2268 West Broadway	88	355.84
54	#412 - 2268 West Broadway	60	242.62
55	#413 - 2268 West Broadway	63	254.75
56	#414 - 2268 West Broadway	84	339.67
57	#415 - 2268 West Broadway	84	339.67
58	#416 - 2268 West Broadway	62	250.71
59	#417 - 2268 West Broadway	62	250.71
60	#418 - 2268 West Broadway	62	250.71
61	#419 - 2268 West Broadway	78	315.40
62	#420 - 2288 West Broadway	91	367.97
63	#421 - 2288 West Broadway	75	303.27
64	#422 - 2288 West Broadway	62	250.71
65	#423 - 2288 West Broadway	85	343.71
66	#424 - 2288 West Broadway	85	343.71
67	#425 - 2288 West Broadway	75	303.27
68	#426 - 2288 West Broadway	75	303.27
69	#501 - 2228 West Broadway	52	210.27
70	#502 - 2228 West Broadway	61	246.66
71	#503 - 2228 West Broadway	62	250.71
72	#504 - 2228 West Broadway	62	250.71
73	#505 - 2228 West Broadway	85	343.71
74	#506 - 2228 West Broadway	84	339.67
75	#507 - 2228 West Broadway	63	254.75
76	#508 - 2228 West Broadway	60	242.62
77	#509 - 2228 West Broadway	61	246.66
78	#510 - 2228 West Broadway	52	210.27
79	#511 - 2268 West Broadway	85	343.71
80	#512 - 2268 West Broadway	60	242.62
81	#513 - 2268 West Broadway	63	254.75
82	#514 - 2268 West Broadway	84	339.67
83	#515 - 2268 West Broadway	84	339.67
84	#516 - 2268 West Broadway	62	250.71
85	#517 - 2268 West Broadway	62	250.71
86	#518 - 2268 West Broadway	62	250.71
87	#519 - 2268 West Broadway	73	295.19
88	#520 - 2288 West Broadway	109	440.76
89	#521 - 2288 West Broadway	94	380.10
90	#522 - 2288 West Broadway	91	367.97
91	#523 - 2288 West Broadway	93	376.06
92	#524 - 2288 West Broadway	107	432.67
93	#601 - 2228 West Broadway	51	206.23
94	#602 - 2228 West Broadway	61	246.66
95	#603 - 2228 West Broadway	62	250.71
96	#604 - 2228 West Broadway	62	250.71
97	#605 - 2228 West Broadway	85	343.71
98	#606 - 2228 West Broadway	84	339.67
99	#607 - 2228 West Broadway	63	254.75
100	#608 - 2228 West Broadway	60	242.62
101	#609 - 2228 West Broadway	61	246.66
102	#610 - 2228 West Broadway	52	210.27
103	#611 - 2268 West Broadway	85	343.71

**BCS 2667 - THE VINE**  
**Approved Fee Schedule**  
**Mar 01, 2010 to Feb 28, 2011**

<u>Strata</u> <u>Lot #</u>	<u>Unit Address</u>	<u>Unit</u> <u>Entitlements</u>	<u>Monthly</u> <u>Fees</u>
104	#612 - 2268 West Broadway	60	242.62
105	#613 - 2268 West Broadway	63	254.75
106	#614 - 2268 West Broadway	84	339.67
107	#615 - 2268 West Broadway	84	339.67
108	#616 - 2268 West Broadway	62	250.71
109	#617 - 2268 West Broadway	62	250.71
110	#618 - 2268 West Broadway	62	250.71
111	#619 - 2268 West Broadway	74	299.23
112	#701 - 2228 West Broadway	52	210.27
113	#702 - 2228 West Broadway	61	246.66
114	#703 - 2228 West Broadway	62	250.71
115	#704 - 2228 West Broadway	62	250.71
116	#705 - 2228 West Broadway	85	343.71
117	#706 - 2228 West Broadway	84	339.67
118	#707 - 2228 West Broadway	63	254.75
119	#708 - 2228 West Broadway	60	242.62
120	#709 - 2228 West Broadway	61	246.66
121	#710 - 2228 West Broadway	52	210.27
122	#711 - 2268 West Broadway	72	291.14
123	#712 - 2268 West Broadway	91	367.97
124	#713 - 2268 West Broadway	92	372.02
125	#714 - 2268 West Broadway	92	372.02
126	#715 - 2268 West Broadway	98	396.28
127	#716 - 2268 West Broadway	95	384.15
128	#801 - 2228 West Broadway	99	400.32
129	#802 - 2228 West Broadway	98	396.28
130	#803 - 2228 West Broadway	93	376.06
131	#804 - 2228 West Broadway	92	372.02
132	#805 - 2228 West Broadway	91	367.97
133	#806 - 2228 West Broadway	97	392.23
<b>Total =</b>		<b>9,260</b>	<b>37,444.26</b>

**Total Yearly Fee ( X 12 months) = 449,331.12**

**Note:**

This fees schedule includes 8.62% CRF contribution from operating fund for each strata lot.

## **Crosby offers convenience!**

### **1) Pre-Authorized Debit Payment (PAD)**

For owners who wish to enroll in our PAD for the 1<sup>st</sup> time, a copy of our PAD Agreement can be downloaded from our website at [www.crosbypm.com](http://www.crosbypm.com) under the "Forms" section.

### **2) OnLine/Telephone Banking**

**Crosby offers convenience!** Our office 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.

**MINUTES  
OF THE COUNCIL MEETING  
THE OWNERS STRATA PLAN BCS 2667  
THE VINE**

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Held on June 9, 2010 at 6:30 pm  
Within the Small Amenity Room  
3rd Floor-2268 West Broadway Street, Vancouver, BC

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<b>COUNCIL IN ATTENDANCE:</b>	Cecil Lau	President
	Jennifer Watkiss	Treasurer
	Charles Lingren	Vice-President
	Trevor Gibbons	Deficiencies
	Kristin Randall Beauregard	Member at Large
	Allan Smith	Member at Large

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<b>LICENSED SENIOR STRATA AGENT:</b>	Marianna Pandy	Crosby Property Management Ltd.
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The meeting was called to order at 6:30 p.m. by Council President Cecil Lau.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was MOVED/SECONDED to approve the Minutes of the Council Meeting held March 31, 2010 as circulated.  
CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

It was MOVED/SECONDED to approve the March and April, 2010 financial statements pending the update of the statement of income and expenses with the approved budget figures. The Strata Agent confirmed that due to the timing of the Annual General Meeting, reporting of the financial statements overlapped with the dates and therefore the May financial statements will reflect the current figures. The Strata Council was satisfied with the answer. 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. **Review of Directives**

The Strata Council is satisfied with the directives given from the last meeting. Any new items will be recorded after this Council meeting.

**Minutes of the Council Meeting  
The Owners Strata Plan BCS 2667  
Held on June 9, 2010**

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2. Mechanical Warranty Review

The Strata Council discussed and requested that Willis Canada (the warranty provider), Georgia Mechanical and Scott Construction provide an update on the list of issues. Feedback has been received from AI of Scott Construction and this is pending and confirmed with Willis Canada as well. This will be reviewed at the next Council meeting.

3. Building Envelope Warranty Review

This item is currently pending as the Strata Council was informed that a review and confirmation of deficiency items is currently being done by Willis Canada and Scott Construction. Upon completion, a sign-off meeting will be held with the members of Strata Council committee as well as Scott Construction and Willis. This will be further reviewed at the next Council meeting.

Strata Council would like to note that the parkade floors on P1 and P2 are sealed as per building code. The P3 parkade does not require sealing as the finish of the parkade floor is different from the above floors.

4. Window Washing/Power Washing

Window washing and power washing will commence the week of June 14<sup>th</sup> by Milner's Window Cleaning.

5. Window Film-Tower 3 Common Hallways

The Strata Council discussed the option of researching a window film to keep the hallways cooler. This will be discussed at the next Strata Council meeting.

6. Thermostat in 3<sup>rd</sup> Level Amenity Room

The Strata Council requested that a locking cover for the thermostat in the 3<sup>rd</sup> floor amenity room at 2268 be installed. The Strata Agent will arrange for this with Professional Mechanical.

7. Tower 2 Hot Water Tank Replacement-PML Mechanical

The Strata Council will receive reimbursement for the inconvenience to residents and the after-hours emergency service, which resulted from a lack of notice by PML prior to replacement of the hot water tank on May 20, 2010. The Strata Council received apologies from Professional Mechanical for the lack of notice prior to installation of the hot water tank. This is generally arranged with proper prior notice.

**CORRESPONDENCE**

The Strata Council received correspondence with respect to the following:

- Parkade water leak from P2 – The Strata Council notified the owner that parkade ceiling repairs are currently being done by the commercial owner. Car was relocated to another location until repairs are complete.

**Minutes of the Council Meeting**  
**The Owners Strata Plan BCS 2667**  
**Held on June 9, 2010**

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- Landscaping concerns - rooftop garden - Paraspace Landscaping reviewed and provided suggestions
- Handling of after-hours calls by RM maintenance. The Strata Council discussed the concerns and the Strata Agent has addressed these with RM Building Maintenance.

**NEW BUSINESS**

1. Next Step for the 3<sup>rd</sup> Level Courtyard Water Issue

The Strata Council discussed at great length the next step for addressing the rain water ingress issues of four courtyard units. They advise that as a next step they will assemble a list of doors which were damaged as the result of lack of awning and they will pursue this further with the warranty provider. This will be reported and reviewed again at the next Council meeting.

2. PML Mechanical Quotes for Various Repairs

The Strata Council authorized repairs to various mechanical components which are no longer under warranty. Some of these items will be shared at cost with the commercial owners. It was requested that PML provides clarification on priority of the remainder of the list and this will be discussed again at the next Council meeting.

3. Fire Panel

It was MOVED/SECONDED to approve the replacement of the main fire panel by Fire Pro. This will be a shared cost with the strata and commercial owner. The Strata Council has done their due diligence in finding out the reason the panel failed. The panel is no longer under warranty as it had been installed prior to occupancy of the building. CARRIED.

4. Paraspace Landscaping

The Strata Council reviewed the suggestion to increase the green roof top maintenance and other items. They have requested clarification and this will be discussed again at the next Council meeting.

5. Parkade Gate - Level 3

It was MOVED/SECONDED to approve the quotation from Creative Door to replace springs to ensure proper balance of the gate for safety reasons. CARRIED. This is a sole residential cost.

6. Damaged Doors

The Strata received information regarding damage to doors as a result of water originating from rain. The Strata Council will be approaching owners for further survey.

8. Reinstating of Visitor Parking - P1 & P2

The Strata Council has received a response from the commercial owner that there is currently no plan to re-enable the meters and/or provide space for residential visitor parking. The council discussed and will

**Minutes of the Council Meeting  
The Owners Strata Plan BCS 2667  
Held on June 9, 2010**

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forward a second proposal to the commercial owner anyhow with respect to utilizing some of the space on P1/P2 for potential visitor parking for the residential Strata. This will be further discussed at the next Council meeting.

9. Recycling

The Strata Council further noted that the "Bottle Guys" advise that there was not enough incoming recycling for them to continue with this program. Therefore, the bin has now been removed. **Strata Council would like to encourage everyone to please recycle, double bag garbage, and ensure that you dispose of garbage properly.** It is also important to note that non garbage items such as furniture, mattresses and miscellaneous junk is to be removed at your own expense. If found, Strata will either return the items to you or you will be charged back for the cost of removal as this is not covered in the Strata Corporation's budget.

**NOTICE TO ALL RESIDENTS**

**Reminder: Cleaning out the Booster Fan Filter for the Clothes Dryer**

The laundry system has a booster fan to help push the clothes dryer air to the outdoors. This fan has a filter that should be cleaned out residents on a regular basis. In the ceiling above the dryer is an access panel with a small window on it. The Resident should undo the wing nut and slide down the access door assembly (approx. 2 lbs). Inside the assembly is a filter that must be cleaned.

Failure to do so can result in blockage of the duct, long drying times, inefficient electricity use, and condensation build-up in the duct that leads to the building exterior. Some residents have seen water stains on their bedroom ceiling due to condensation in the air duct that leaks into the concrete ceiling. This can easily be prevented by regularly cleaning the booster fan filter.

The Strata Council encourages landlords to leave a note above the dryer to remind their tenants.

Strata Council would like to emphasize that for any after-hour emergency such as fire or flood, please call the Crosby After-Hours emergency line: (604) 683-8900.

There being no further business, the meeting was adjourned at 8:32 p.m. The next meeting will be held on August 4, 2010 at 6:30 pm.



Marianna Pandy  
Licensed Senior Strata Agent  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office # (604) 683-8900 (24 Hours)  
[www.crosbypm.com](http://www.crosbypm.com)

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



**MINUTES  
OF THE STRATA COUNCIL MEETING  
THE OWNERS STRATA PLAN BCS 2667  
THE VINE**

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Held on Wednesday, August 4, 2010 at 6:30 pm  
Within the Small Amenity Room  
3rd Floor-2268 West Broadway Street, Vancouver, BC

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<b>COUNCIL IN ATTENDANCE:</b>	Cecil Lau	President
	Charles Lingren	Vice-President
	Trevor Gibbons	Deficiencies
	Kristin Randall Beauregard	Member at Large
	Allan Smith	Member at Large
<b>REGRETS:</b>	Jennifer Watkiss	Treasurer
<b>GUESTS:</b>	Karoly Barna	
<b>SENIOR STRATA MANAGER:</b>	Marianna Pandey	Crosby Property Management Ltd.

The meeting was called to order at 6:30 pm by Cecil Lau, Council President.

**GUEST BUSINESS**

The Strata Council welcomed Karoly Barna, owner of a strata lot, who has volunteered to serve on Council. The Strata Council accepted this offer and welcomed Karoly as a new Council Member.

**CARETAKER BUSINESS**

The Strata Council reviewed the report from RM Building Maintenance.

**APPROVAL OF STRATA COUNCIL MEETING MINUTES**

It was MOVED/SECONDED to approve the Minutes of the Strata Council Meeting held June 9, 2010 as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

It was MOVED/SECONDED to approve the May & June, 2010 financial statements. CARRIED. Some budget line items were discussed and clarification will be provided from the Accounting department at Crosby Property Management Ltd.

**REVIEW OF ACCOUNTS RECEIVABLE**

The Strata Manager reported that the accounts receivable standing of the Strata Corporation is excellent and there are no accounts outstanding over 30 days.

**Minutes of the Strata Council Meeting**  
**The Owners Strata Plan BCS 2667**  
**Held on August 4, 2010**

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**REPORT ON UNAPPROVED EXPENDITURES**

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

**REPORT ON LITIGATION**

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

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. **Review of Directives**

The Strata Council reviewed directives given to the Strata Manager and were satisfied with the completed items, they also discussed some of the items that require follow up with trades. This will be reviewed at the next Council Meeting.

2. **Mechanical Warranty Review**

This item is pending and will be discussed at a future date as Willis, the warranty provider, has not provided an update. The strata has requested a follow up. This will be reviewed at the next Council Meeting.

3. **Building Envelope Warranty Review**

The list on this item is pending as well as further follow up with Willis and Scott Construction is needed. This will be discussed at the next Council Meeting.

4. **Window Film – Tower 3**

It was MOVED/SECONDED to approve the installation of window film for the hallway windows as they were emitting too much heat from the exterior. CARRIED. Accurate Glass will carry out the installation of the film (Vista 48).

5. **3<sup>rd</sup> Level Courtyard Water Issues**

The irrigation issue in the courtyards has been addressed and University Sprinklers has attended the site numerous times to ensure that the sprinkler system is functioning properly. Paraspace Landscaping reported that, although some of the plants died, they will be replaced in the next planting period. The trees may look dry but Paraspace has confirmed that they will come back next year.

6. **PML Mechanical – Revised Quotation**

The Strata Council requested clarification from PML Mechanical on the previously proposed items. The Strata Council approved items 3, 4 & 5 and further items are pending clarification from PML. This will be discussed again at the next Council Meeting.

**Minutes of the Strata Council Meeting**  
**The Owners Strata Plan BCS 2667**  
**Held on August 4, 2010**

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7. Fire Panel

The fire panel had been malfunctioning within the month of July, 2010. It had been noted that the amplifier required replacement. The amplifier has now been replaced and all is in order.

8. Landscaping

A landscaping report for June and July, 2010 is pending from Paraspac. There has been some issues as the crews did not advise that they had observed dry plants (due to the irrigation issues). The Strata Manager discussed this with the management of Paraspac and believes the problems have been addressed.

9. Damaged Front Entry Strata Lot Doors – Common Property

The Strata Council is working on a survey; this item is pending and will be discussed at the next Council Meeting.

10. Visitor Parking

A discussion with a London Drugs representative has been started and will be further discussed at the next Council Meeting.

**CORRESPONDENCE**

The Strata Council received correspondence with respect to the following.

- Concerns with irrigation and dry plants.
- Request to reverse move in charges.
- Water overflowing due to washing of balcony.
- Bicycle storage.
- Smell in the parkade.

The Strata Council will address the issues presented by these owners in writing directly with the owners.

**NEW BUSINESS**

1. PML Quotation-Booster pump & Pressure reducing valves.

The Strata Council received a quotation from PML Mechanical for two additional items: to repair the booster pumps as well as clean the strainer on the pressure reducing valves. The Strata Council requires further clarification and this will be provided by the Strata Manager once received by PML. This will be discussed at the next Council Meeting.

2. West Coast Door Quotation

It was noted that a strata lot entry door has been split due to unidentified damages. It was MOVED/SECONDED to approve replacement of the door. CARRIED. This will be arranged for the

**Minutes of the Strata Council Meeting**  
**The Owners Strata Plan BCS 2667**  
**Held on August 4, 2010**

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month of August.

3. P3-Underground Parkade - Catch Basins and Parkade Drain Cleaning

It was MOVED/SECONDED to approve Ramos Truck Services to provide cleaning of the catch basins and the parkade drains as quoted. All in favour, CARRIED. It is believed that this cleaning will resolve the ongoing unpleasant smell issues in the parkade. This service is suggested to be provided once per year. The work will be done within the month of August and notices will be posted as cars from the parkade will need to be removed.

4. Recycling Issues

There were issues in June with missed recycling pick-ups by the City of Vancouver. A lot of time and effort went into follow up by RM Building Maintenance as well as the Strata Manager. The missed pick-ups were a result of improper recycling. A sign in the garbage room is pending, however, it imperative that residents place recyclable items in the correct bins and flatten cardboard before putting it in the bin. Also please ensure that you place your garbage into the designated garbage bin within the garbage room on parkade level 3.

5. Ongoing Enterphone Problems

Action Lock and Security has been looking into problems with updating the enterphone. The quotation will be sent by Action Lock and forwarded to the Strata Council prior to their next meeting as this is an important matter to resolve. The Strata Council will discuss this at their next council Meeting.

6. Rooftop Garden

The Strata Council will discuss again the maintenance of the rooftop garden at the next meeting.

7. New Rule – Furniture Deliveries

It was MOVED/SECONDED to pass a new Rule as follows:

**All residents must ensure that they contact RM Building Maintenance 72 hours prior to any furniture delivery to ensure that RM Building Maintenance has a chance to place protective pads into the elevators to protect the elevator from any potential damages. There is no fee associated with delivery of furniture.**

8. Noise from Trucks from IGA and London Drugs

An owner raised an issue with the trucks that are backing out of the loading bay not only having their backup noise on but also honking at all times of the day. The Strata Manager will forward this concern to the commercial Property Manager.

9. Visitor Parking

The Strata Council will review the logistics of maintaining the visitor parking. Discussion with London

**Minutes of the Strata Council Meeting  
The Owners Strata Plan BCS 2667  
Held on August 4, 2010**

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Drug's representative is currently pending regarding the 5 parking stalls. Council will discuss and make their decision at the next Council Meeting.

10. Request for Garbage Bin

The Strata council requested that the room across from the bike room needs to have a garbage bin. The Strata Manager will forward this request to RM Building Maintenance and ensure that they clean this room.

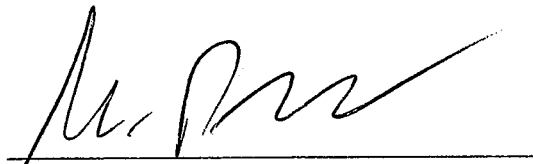
**Viewing of Enterphone Camera**

The Strata Council would like to note that the security camera channel only works for Shaw customer's channel #116 on analogue or #399 on digital. Telus TV or Satellite does not offer a security channel interface at this time.

**TERMINATION OF MEETING**

There being no further business, the meeting was adjourned at 8:35 pm. The next Council Meeting date September 15, 2010.

CROSBY PROPERTY MANAGEMENT LTD.  
Agent for the Owners



Marianna Pandey  
Senior Strata Manager  
Email: mpandy@crosbypm.com  
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www.crosbypm.com

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**MINUTES  
OF THE STRATA COUNCIL MEETING  
THE OWNERS STRATA PLAN BCS 2667  
THE VINE**

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Held on Wednesday, September 15, 2010 at 6:30 pm  
Within the Small Amenity Room  
3rd Floor-2268 West Broadway Street, Vancouver, BC

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<b>COUNCIL IN ATTENDANCE:</b>	Cecil Lau	President
	Charles Lingren	Vice-President
	Trevor Gibbons	Deficiencies
	Kristin Randall Beauregard	Member at Large
<b>REGRETS:</b>	Jennifer Watkiss	Treasurer
	Allan Smith	Member at Large
	Karoly Barna	Member at Large
<b>SENIOR STRATA MANAGER:</b>	Marianna Pandey	Crosby Property Management Ltd.

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The meeting was called to order at 6:32 pm by Cecil Lau, Council President.

**CARETAKER BUSINESS**

The Strata Council reviewed the report from RM Building Maintenance.

**APPROVAL OF STRATA COUNCIL MEETING MINUTES**

It was MOVED/SECONDED to approve the Minutes of the Strata Council Meeting held August 4, 2010 as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

The Strata Council noted that the approval of the July & August, 2010 financial statements will be deferred until the next Council Meeting.

**REVIEW OF ACCOUNTS RECEIVABLE**

The Strata Council did review the accounts receivable and noted that no liens have been placed at this time. Owners with outstanding amounts must ensure that they have paid by no later than the end of September in order to avoid late fines or placement of liens.

**REPORT ON UNAPPROVED EXPENDITURES**

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

**Minutes of the Strata Council Meeting**  
**The Owners Strata Plan BCS 2667**  
**Held on September 15, 2010**

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**REPORT ON LITIGATION**

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

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Review of Directives

The Strata Council reviewed directives given to the Strata Manager and were satisfied with the completed items. Items pending and new items will be completed by the next Council Meeting and will be reviewed then.

2. Mechanical Warranty Review

This item continues to be reviewed. The Strata Council reported that the information from Willis Canada, the warranty provider of the Strata Corporation, has been received, in which it was noted that the mechanical deficiency items are being reviewed by the warranty provider's engineers. The Strata Council is positive that these issues will be resolved in the fall of 2010. They will continue to follow up and will report any resolutions to the Strata Corporation via Council Meeting Minutes. This will be further discussed at the next Council Meeting.

3. Building Envelope Warranty Reviews

The Strata Council received email correspondence from Willis Canada (the warranty provider) informing them that RDH Engineering will be returning to site within the month of September to review the deficiency list and confirm status of outstanding repairs. Following the review a report will be provided to the strata council for their final review and sign off on the pending deficiencies which were reported last year. The repairs will then be carried out by Scott Construction. The Strata Council remains hopeful that this will be finalized soon as their main concern is the amount of time this has taken to resolve and the lack of action from the builder. This will be reviewed at the next Council Meeting.

4. 3rd Level Courtyard Water Issues

The Strata Council has requested that the Strata Manager issue memos to a number of units whose front doors open to the courtyard level. It is, at this point, the Strata Council's hope to have these issues with water emanating from the exterior into the strata lot addressed under warranty. They have, however, noted that it is a possibility that the special levy amount will have to be used to consult an engineer. The Strata Council will continue their effort on this matter and will report to the owners at the next Council Meeting.

5. Fire Panel

The fire panel amplifier has malfunctioned and the Strata Council has noted that it has been replaced by Fire Pro. All fire panels have been reported to function properly.

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**ATTENTION ALL RESIDENTS**

*Should you notice the fire panel beeping, please call RM Building Maintenance at 318-3615 Monday – Friday. You may also call Crosby Property Management Ltd.'s after hours emergency line after 4:30 Monday-Friday, weekends and statutory holidays at 604- 683-8900.*

7. Visitor Parking

The Strata Council is awaiting response from London Drugs with respect to the 5 visitor parking stalls which the Strata Council hopes will be donated. The Strata Council will be reporting any further updates through the next Council Meeting minutes.

8. P3 Parkade Drains & Catch Basins

Ramos Truck Services has cleaned the drains and noted that the odour is related to the way the drains have been designed. It was noted that a large amount of grease was coming from the grease traps which are to be cleaned by IGA. The Strata Manager confirmed with the commercial representatives that IGA has the grease traps cleaned on a monthly basis. The Strata Council reminded to have these done frequently to avoid any future problems. This message was forwarded to the commercial representative. The Strata Council noted that they will build into the future budget, the parkade cleaning of drains and catch basins, as well as a more frequent power washing of the parkade.

**CORRESPONDENCE**

The Strata Council reviewed correspondence regarding the following:

- **Request for non-smoking signs on common area and courtyard, request to install direction signs for units on hallways, and a comment regarding outdated memos.** The Strata Council will respond to the resident in writing.
- **Functioning of the elevators.** The Strata Council will respond to the owners and this will be discussed further.
- **Para Space Landscaping – Charging back an owner for inspection of drain lines.** It was MOVED/SECONDED that the Strata Council will not be charging this to the strata lot.
- **Bylaw infraction notification regarding dog barking, Bylaw infraction notification regarding mess on balcony, request to replace blinds, hooking up intercom system, elevator malfunctioning and front door frame.** The Strata Council has noted that many of the issues in the letter dated August 20, 2010 have been addressed and a detailed response will be forwarded to the owner.

**NEW BUSINESS**

1. 7th Floor Unit Water Leak from Rooftop

The Strata Council has noted that Scott Construction has been investigating the source of the leak as it is most likely coming from a drain irrigation or rooftop system. Scott Construction has been reporting regularly and investigating and they have not been able to find the source of the leak. The investigation will continue. It was moved/seconded that the green roof irrigation system be turned back on.



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Held on September 15, 2010**

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CARRIED. The strata council directed the senior strata manager to delegate this task to RM Building Maintenance.

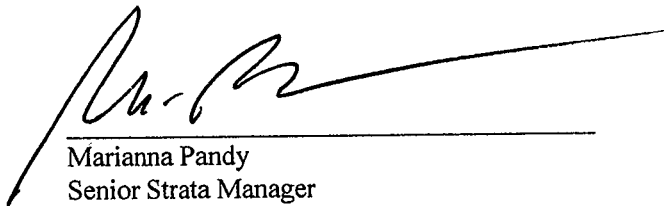
2. Elevator Issues

The Strata Council discussed the elevator issues that have arose within the month of August and are currently seeking quotations from alternative elevator maintenance companies. However, review of the proprietorship of the elevator and information pending from other elevator companies is needed in order to decide whether a change will be made. This will be further discussed at the next Council Meeting.

**TERMINATION OF MEETING**

There being no further business, the meeting was adjourned at 8:15 pm. The next meeting October 19, 2010 at 6:30 pm.

CROSBY PROPERTY MANAGEMENT LTD.  
Agent for the Owners



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Senior Strata Manager  
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**MINUTES  
OF THE STRATA COUNCIL MEETING  
THE OWNERS STRATA PLAN BCS 2667  
THE VINE**

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Held on Tuesday, October 19, 2010 at 6:30 pm

Within the Small Amenity Room

3rd Floor-2268 West Broadway Street, Vancouver, BC

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<b>COUNCIL IN ATTENDANCE:</b>	Cecil Lau	President
	Charles Lingren	Vice-President
	Trevor Gibbons	Deficiencies
	Jennifer Watkiss	Treasurer
	Kristin Randall Beauregard	Member at Large
	Karoly Barna	Member at Large
<b>REGRETS:</b>	Allan Smith	Member at Large
<b>SENIOR STRATA MANAGER:</b>	Marianna Pandy	Crosby Property Management Ltd.

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The meeting was called to order at 6:30 pm by Cecil Lau, Council President.

**CARETAKER BUSINESS**

Strata Council reviewed the report from RM Building Maintenance and noted an incident from a strata lot involving leaving garbage on common property. The Strata Council has directed the Strata Manager to issue a bylaw warning letter.

Please be advised, garbage must be disposed of in the proper designated area, which is located on level 3 of the parkade.. Do not leave garbage in hallways or elevators.
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**APPROVAL OF STRATA COUNCIL MEETING MINUTES**

It was MOVED/SECONDED to approve the Minutes of the Strata Council Meeting held September 15, 2010 as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

It was MOVED/SECONDED to approve the July and August 2010 financial statements. CARRIED. The September 2010 financial statements will be reviewed at the next meeting.

**REVIEW OF ACCOUNTS RECEIVABLE**

Strata Council reviewed the Accounts Receivable and noted one account outstanding at approximately \$800.00. A warning has been sent to this owner and the next step will be filing of a lien. The Strata will be reviewing this again at the next Council meeting.

### **REPORT ON UNAPPROVED EXPENDITURES**

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

### **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. **Directives to Strata Manager**

The Strata Council reviewed directives given to the Strata Manager and were satisfied with the completed items. Items pending and new items will be completed by the next Council Meeting and will be reviewed then.

2. **Mechanical Warranty Review**

The Strata Council will continue to follow up on this, as well as the 2 year mechanical warranty review. The Senior Strata Manager noted that Jayne Touzel, Warranty Coordinator from Crosby Property Management, will now be involved in following up and communicating with the Strata Council on warranty and deficient related items only. The focus of this Senior Strata Manager will be on strata related matters. The contact information for Jayne Touzel was provided to the Strata Council. Her role and the clarification on wording of the warranties has been provided as well. Progress on this item will be reviewed again at the next strata council meeting.

3. **Building Envelope Warranty Review**

As above noted, Jayne Touzel, Warranty Coordinator, will be working with the strata council deficiency committee on this item. This will be reviewed at the next Council Meeting.

4. **3rd Level Courtyard Water Issues**

Memos have been received from all four units and have been forwarded to various parties including the warranty provider, developer, Scott Construction and the commercial owner. The Strata Council will be awaiting answers as to what action has been put in place to resolve these water ingress issues. This will be reviewed at the next Council Meeting.

5. **3rd Level Courtyard Awning System**

The Strata Council continues to discuss this matter. It has been decided to wait for responses

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**The Owners Strata Plan BCS 2667**  
**Held on October 19, 2010.**

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from the warranty provider, developer, and Scott Construction with respect to remedies on the 3rd floor units. The Strata Council will then, if necessary, put in motion obtaining an engineer to assess building of an awning structure. This will be reviewed again at the next Council Meeting.

6. Fire Panel

Although the fire panel amplifier has been replaced, the recent fire troubles have been due to a pool station being damaged by water as it is exposed to elements on the 3rd floor courtyard level. The Strata Council noted that it was approved to have Fire-Pro install a waterproof cover for this pool station. All in favour, CARRIED. The Strata Council is hoping that this will put an end to the ongoing fire panel problem. An official report from Fire-Pro is pending, and this will be reviewed at the next Council Meeting.

7. Visitor Parking

The Strata Council received a response from London Drugs, however due to the fact that London Drugs wants to charge the Strata Corporation for the stalls, the Strata Council will put this on hold and revisit at a later time.

8. 7th Floor Water Leak from Rooftop

It has been noted that the water has not continued to leak after Scott Construction completed repairs. The Strata Council however has requested that the Senior Strata Manager follow up with Scott Construction in writing, in regards to what type of repairs were done and what was discovered. This item will be followed up by Jayne Touzel, Warranty Coordinator and the strata council will review at the next Council Meeting.

9. Hallway Lighting Upgrade

Strata Council received a quotation from Power Pros Lighting for the top floor level hallways, where the upgrade of the lighting is necessary. The Strata Council noted that a BC Hydro rebate of approximately \$1,740.00 will apply to the cost of work, which is approximately \$4,840.10. The cost to the Strata to do the upgrade will be approximately \$3,100.10. Before the Strata Council approves such expenditure that has not been budgeted for, further details will be gathered by the Senior Strata Manager and discussed again at the next council meeting.

**CORRESPONDENCE**

Strata Council did not receive any correspondence from owners at this time.

**NEW BUSINESS**

1. Update on Insurance Claim

An insurance claim was filed under the strata corporation's policy, within the month of September, for water damage resulting from exterior rain driven water. The damage affected two suites on the 3rd floor. This is being reviewed as part of the correspondence sent to the warranty provider, developer and Scott Construction. The insurance claim however is a separate matter and a deductible of \$10,000.00 will be paid by the Strata Corporation. There may be a potential for subrogation, however the Strata Council will await further information from the warranty provider confirming that the damage was a result of workmanship during original construction. This will be reviewed at the next Council Meeting.

2. 3rd Level Awning Structure

The Strata Council has proposed a structure to protect the water ingress problem areas of the 3<sup>rd</sup> level suites, however the Strata Manager advised that changing the common property exterior appearance requires a  $\frac{3}{4}$  vote of the owners (SGM or next AGM). As well, Council does not want to make any alterations until the warranty investigation is concluded. Council will discuss this further at the next Council Meeting and make further decisions.

3. Building Envelope Maintenance Plan

This has been brought forth again to the Strata Council, as some of the areas in terms of concrete crack repairs and such, need to be looked after before the rainy season starts. The Strata Manager will arrange to have these repaired. The cost will be to the Strata Corporation as the Strata Council confirmed with Willis Canada, the warranty provider, that these are not covered under warranty.

4. Building of Lockers

The cost to build lockers is being researched. Feasibility and quotations will be gathered prior to the next Annual General Meeting. Allan Smith, Strata Council member, is spearheading this project with the assistance of the Senior Strata Manager.

5. Structural Engineering Review

The Strata Manager suggested that the Strata Council should get an outside engineer to review and comment on what has or has not been completed as per the 2-year list. This will be reviewed further at the next Council Meeting.

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The Owners Strata Plan BCS 2667  
Held on October 19, 2010.**

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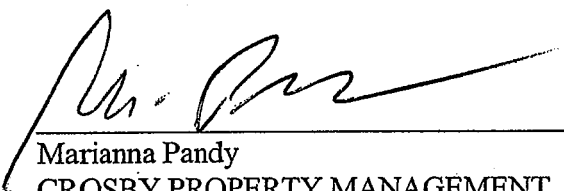
6. Snow Removal

Snow removal will be done by RM Building Maintenance during business hours. After hours, snow removal will be outsourced to a company, as RM Building Maintenance has incurred a shortage of staff and change. As this service will be required, the Strata Manager will get this done within the month of October and will report back to the Strata Council with the company name. Strata Council members will also be involved as volunteers for this work. The Strata Corporation's insurance policy will be reviewed for volunteer coverage.

**TERMINATION OF MEETING**

There being no further business, the meeting was adjourned at 8:00 pm.

The next meeting will be held on November 24, 2010 at 6:30 pm.



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Marianna Pandy  
CROSBY PROPERTY MANAGEMENT  
Senior Strata Manager  
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Direct Line: (604) 689-6946  
General Office: (604) 683-8900 (24 Hours)  
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**MINUTES  
OF THE STRATA COUNCIL MEETING  
THE OWNERS STRATA PLAN BCS 2667  
THE VINE**

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Held on November 25, 2010 at 6:30 pm  
Within the Small Amenity Room  
3rd Floor-2268 West Broadway Street, Vancouver, BC

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<b>COUNCIL IN ATTENDANCE:</b>	Cecil Lau	President
	Charles Lingren	Vice-President
	Trevor Gibbons	Deficiencies
	Karoly Barna	Member at Large
<b>REGRETS:</b>	Jennifer Watkiss	Treasurer
	Allan Smith	Member at Large
	Kristin Randall Beauregard	Member at Large
<b>SENIOR STRATA MANAGER:</b>	Marianna Pandy	Crosby Property Management Ltd.

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The meeting was called to order at 6:35 pm by the Council President, Cecil Lau.

**CARETAKER BUSINESS**

The Strata Council reviewed the report from RM Building Maintenance from the month of November, 2010 and noted a repeated incident from a particular owner or visitor who has created a mess in the elevator and other areas of common property.

The Strata Council would like to ask owners that, if you create any mess or you have any incident either pet or health related in the elevator or any other common property, please be sure to clean up after yourself. If you are unable to do so, please contact RM Building Maintenance during building hours and they will attend to the clean up (604) 318-3615.
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**APPROVAL OF STRATA COUNCIL MEETING MINUTES**

It was MOVED/SECONDED to approve the Minutes of the Strata Council Meeting held October 19, 2010 as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

The approval of the September & October, 2010 financial statements have been deferred pending the review of the Council Treasurer.

### **REVIEW OF ACCOUNTS RECEIVABLE**

The Strata Council reviewed the most up to date report from Crosby Property Management accounting department with respect to strata lots who have outstanding strata fees or special levies. It was MOVED/SECONDED that a strata lot who has unpaid strata fees as well as a special levy will receive a lien if the amount remains unpaid past November 30, 2010. A lien charge will be placed onto the owners account and it will be due and payable including the late fines.

Several strata lots have also unpaid special levys and the Strata Council has to monitor and should they remain unpaid, the strata council will authorize placing a lien within the month of December, 2010.

### **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. Directives to the Strata Manager**

The Strata Council reviewed directives given to the Strata Manager and were satisfied with the completed items. Items pending and new items will be completed by the next Council Meeting and will be reviewed then.

#### **2. Mechanical Warranty Review**

The Strata Council is waiting to hear back from the warranty coordinator and will report further.

#### **3. Building Envelope Warranty Review**

Jayne Touzel, warranty coordinator at Crosby Property Management Ltd., is working with Willis Canada and Scott Construction to finalize details of previous deficiency reports as it was noted that several items have not been responded to or completed by Scott Construction. This will be reviewed at the next Council Meeting.

#### **4. 3<sup>rd</sup> Level Courtyard Water Issues**

The memos have been received from all owners and were forwarded to Willis Canada. Action has been put in place by Willis Canada, the warranty provider, and they are scheduled to do further water testing in all areas concerned in the 3<sup>rd</sup> level courtyards on the week of November 28, 2010.



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**The Owners Strata Plan BCS 2667**  
**Held on November 25, 2010**

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Following the testing, repairs will be undertaken and the Strata Council will be informed as to the deadline for the repairs. The Strata Council is positive that this will be repaired and covered by warranty and they will report further to the owners at the next Council Meeting.

5. 3<sup>rd</sup> Level Courtyard Awning System

This matter is pending and will be reviewed at the next Council Meeting. The Strata Council waits to hear results from the water issues on the 3<sup>rd</sup> level courtyard first.

6. Fire Panel Issues

The Strata Council received a detailed report from Fire Pro with which they were satisfied; no further fire troubles were reported.

7. Insurance Claim

The Strata Council had filed an insurance claim in September, 2010 for two strata lots and the repairs to some areas of one of the strata lots are pending. As this is directly related to front door water ingress, areas which are in the other area of the strata lot, an adjacent strata lot will be repaired by Phoenix Restoration. This will be further reviewed at the next Council Meeting.

8. 7<sup>th</sup> Floor Water Leak from Rooftop

Scott Construction advised that they have injected a sealant into the ceiling which has stopped any further leaks, therefore this matter is closed.

9. Parkade Crack Repairs

The Strata Council was informed that the P2 commercial parkade crack repairs are being undertaken by Metalife Contractors. The Contractors are also attending to three concrete exterior cracks located in various locations within the residential building; this will be completed within the month of November, 2010 as part of the Strata Corporation's expense. Repairs to P2 are also a shared cost as per the disclosure statements.

10. Building of Lockers

As the Strata Council continues to discuss the building of lockers, several contractors have been contacted by the Strata Manager and the quotations are pending. The Strata Manager advised that the strata would have to also consider additional costs related to this project, such as:

- Review of fire safety plan within the location.
- Review by Fire Pro Fire Protection and possibly a City of Vancouver Fire Inspector whether additional sprinklers will need to be installed prior to building the lockers.
- Cost to build lockers. Special project fee by Crosby Property Management Ltd.
- Additional legal fees as there were legal ramifications and steps to determine whether the

**Minutes of the Strata Council Meeting**  
**The Owners Strata Plan BCS 2667**  
**Held on November 25, 2010**

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strata will be selling or renting the lockers.

This will be reviewed at the next Council Meeting.

**11. Elevator Maintenance**

After review of responses from two elevator companies, the Strata Council has decided to remain with Richmond Elevator; therefore the service contract will remain for a duration of 1 year.

**12. Common Property Preventative Maintenance Plan**

The Strata Council was presented with a revised building maintenance plan as prepared by the Strata Manager. The Strata Council reviewed and suggested minor additions. The final maintenance plan will be kept on file and it is strongly suggested that the Strata Council assign a member to ensure that this is kept on track, especially with any future changes within the Strata Council. The maintenance plan will also be kept on strata files at Crosby Property Management Ltd. and will be submitted to RM Building Maintenance, the Caretaker, for regular scheduling. This will be further reviewed at the next Council Meeting and all future council meetings.

**CORRESPONDENCE**

The Strata Council reviewed correspondence with respect to the following:

- **Garburator backing up – request for service.** The Strata Council arranged for service with PML Mechanical and determined that the back up was several feet below the strata lot's line and, therefore, this will be Strata Corporation's expense.

**Reminder to Owners – Items disposed into garburator**

- Please not pour any oil down drains or garburators.
- Please dispose of any oil into your garbage cans in appropriate bags and ensure that your garbage bags don't leak as this will cause damage to hallway carpets.
- Please avoid disposing of large amounts of food items into the garburator as it may plug.
- Please avoid putting down hard shells, seafood shells and left over fish into the garburators as they may not be appropriate to handle these items.

Failure to adhere to this reminder may be costly to the entire Strata Corporation for repeat call-outs of the mechanical trade to clear the lines.

## NEW BUSINESS

### 1. Gutter and Drain Cleaning

The Strata Council received two quotations from various companies and requested clarification for the next Council Meeting. The Strata Manager noted that RM Building Maintenance has attended to the drain and gutter cleaning as additional work and the Strata Council has agreed at the price of \$400.00 + tax. This was an important preventative measure to ensure that the drains and gutters are functioning properly. This will also be part of the regular maintenance plan.

### 2. Quotations for North Side of Building – Algae Washing

The Strata Council reviewed two quotes for algae washing of the north side of the property. Some clarification is required and it will be reviewed at the next Council Meeting. The Strata Manager noted that this work will have to take place in the spring of 2011 and the Strata Council is required to make a decision on the quotations by the end of winter 2011 so that the scheduling could be made for the spring, as well as built into the next fiscal year's budget. The Strata Council is expected to make a decision at the next Council Meeting.

### 3. Broken Awning

The Strata Council reviewed the quotation to replace a broken awning and, as per the suggestion of the Strata Manager, instead of replacing the awning as the crack is minor and is not causing additional damage, two quotations for bird spikes on the roof parapet will be obtained. Quotations from two pest control companies or another contractor will be reviewed at the next Council Meeting. Filing of an insurance claim for this glass will be held off until such time that the Council has had a chance to review these bird spike quotations. This will be discussed further at the next Council Meeting.

### 4. Renewal of the Strata Corporation's Insurance

It was MOVED/SECONDED to renew the Strata Corporation's insurance effective December 1, 2010 for a duration of 1 year. The Strata Council was advised previously that the insurance rates are increasing industry wide due to rising replacement costs and rising costs of obtaining insurance by the underwriters. The Strata Council noted that they request next year by November 2011, that Crosby Property Management Ltd. coordinates an alternative quotation from another insurance provider as a comparison. The Strata Manager noted that this will be placed on file and clarified that quotes are not automatically obtained unless otherwise requested by the Strata Council. The Strata Council was satisfied and the insurance was renewed with Willis Louie Ltd.

### 5. Hallway Lighting Upgrade – Power Pros Electrical Ltd.

The Strata Council will be reviewing the revised quotation and the calculation for the watt usage from Power Pros Electrical and the decision will be made at the next Council Meeting.

**Minutes of the Strata Council Meeting  
The Owners Strata Plan BCS 2667  
Held on November 25, 2010**

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**6. Snow Removal**

The snow removal is being done by RM Building Maintenance during business hours. After hours, snow removal is being provided by Met Home Janitorial who will cover after hours, weekends and stat holidays. The Strata Manager noted that volunteer coverage is not available through the Strata Corporation's insurance and, therefore, it is not recommended to use owners as volunteers for this task.

**7. Building Envelope Maintenance**

The Strata Manager informed the Strata Council that First Watch Building Maintenance has been contacted to provide a quotation for a building envelope maintenance review as well as work. This will include chasing crack repairs, possibly algae washing and other building envelope maintenance related items as outlined by the common property building maintenance manual. This will be further reviewed at the next Council Meetings as quotations are available.

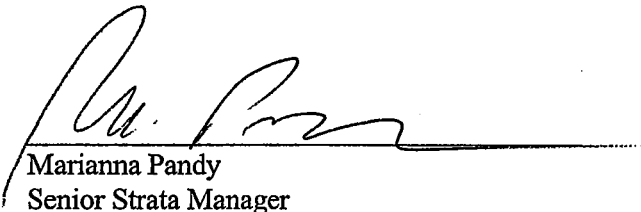
It was suggested that the Strata Council include a larger amount for the building envelope maintenance in the next year's budget.

**TERMINATION OF MEETING**

There being no further business, the meeting was adjourned at 7:55 pm. The next meeting will be held on January 19, 2011 at 6:30 pm.

**CROSBY PROPERTY MANAGEMENT LTD.**

Agent for the Owners



Marianna Pandy  
Senior Strata Manager  
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www.crosbypm.com

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**MINUTES  
OF THE STRATA COUNCIL MEETING  
THE OWNERS STRATA PLAN BCS 2667  
THE VINE**

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Held on January 19, 2011 at 6:30 pm  
Within the Small Amenity Room  
3rd Floor-2268 West Broadway Street, Vancouver, BC

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<b>COUNCIL IN ATTENDANCE:</b>	Allan Smith	President
	Jennifer Watkiss	Treasurer
	Charles Lingren	Vice-President
	Trevor Gibbons	Deficiencies
	Kristin Randall Beauregard	Member at Large
<b>REGRETS:</b>	Karoly Barna	Member at Large
<b>SENIOR STRATA MANAGER:</b>	Marianna Pandey	Crosby Property Management Ltd.

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The meeting was called to order at 6:35 by the Council President, Allan Smith.

**RESIGNATION OF COUNCIL MEMBER**

Cecil Lau has tendered his resignation upon sale of his strata lot. The Strata Council thanked Cecil for his time and efforts on the Strata Council.

Allan Smith has taken over the role of Council President effective January 8, 2011. CARRIED.

Council Treasurer, Jennifer Watkiss has handed over the role of Treasurer to Jing Wang effective February 1, 2011. Jennifer Watkiss will resume the position of Member at Large. Carried

**CARETAKER BUSINESS**

The Strata Council reviewed the report from RM Building Maintenance for the month of November, 2010 and was satisfied with the report.

**APPROVAL OF STRATA COUNCIL MEETING MINUTES**

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

**APPROVAL OF FINANCIAL STATEMENTS**

It was MOVED/SECONDED to approve the September, October & November, 2010 financial statements. CARRIED.

**Minutes of the Strata Council Meeting**  
**The Owners Strata Plan BCS 2667**  
**Held on January 19, 2011**

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**REVIEW OF ACCOUNTS RECEIVABLE**

The Strata Council noted that 3 strata lot owners still have not paid the special levy from the Annual General Meeting. It was, therefore, MOVED/SECONDED to place a lien on these 3 strata lots. CARRIED. It was noted that the proper warning procedure has been followed and statements and warning letters had been sent to the owners previously.

**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. **Directives to the Strata Manager**

The Strata Council reviewed the directives to the Strata Manager and were satisfied with the items completed. Pending items will continue to be reviewed at the next Council Meeting.

2. **Building Envelope Warranty Review**

An email from Jayne Touzel, Warranty Coordinator at Crosby Property Management Ltd. has been sent to Trevor Gibbons, Deficiencies Representative along with comments from Scott Construction. The Strata Council requested that a meeting be conducted within the Strata Council to go over this report and report further to the owners. The Strata Manager noted that the report conducted by Spratt Emanuel Engineering, as a result of the warranty review, also contained maintenance related items for the building envelope which are now important to be done this coming summer. This will mean that the budget will need to be increased for the building envelope maintenance or the funds could be raised by way of special levy.

The Strata Council will continue doing their due diligence to ensure that the owners are not impacted financially, however it is important that the building envelope functions properly to avoid unnecessarily large future expenditures. It will be the owner's responsibility to ensure that this is done as it is part of strata living and ensure that the building remains sound and a high quality investment for all of the owners. This will be further discussed at the next Council Meeting and budgeted for the Annual General Meeting.

3. **Mechanical Warranty Review**

Willis Canada will be contacted for an update and the Council will sign off on it if all items have

**Minutes of the Strata Council Meeting**  
**The Owners Strata Plan BCS 2667**  
**Held on January 19, 2011**

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been completed.

4. 3<sup>rd</sup> Level Courtyard Water Issues

An update has been issued from Willis Canada where the courtyard level units that have front doors facing the courtyard are under repair by the warranty providers. In terms of the timeframe, everyone is aiming for completion as soon as possible, however as the areas are opened and removed, more problems are discovered thus creating delays. The contractor hired by Willis Canada, the warranty provider RDH Engineering and Whitestone Contractors are working diligently in ensuring that the repairs are carried out.

5. 4<sup>th</sup> Floor Repair

There was a warranty related issue discovered on the 4<sup>th</sup> floor which caused a minor water stain in the 3<sup>rd</sup> amenity room. Repairs to this area are currently underway by the warranty provider's trades. This will be further reviewed at the next Council Meeting.

6. 3<sup>rd</sup> Level Courtyard Awning System

The Strata Council has deferred this item until the next Council Meeting.

7. Fire Panel Issues

The Strata Manager advised that many follow up calls have been placed to Fire Pro to ensure that this is being worked on. The latest is that the manufacturer of the fire panel has been in contact and is scheduled to come out on February 1, 2011 for a return trip in order to identify the source and repair the problem. This will be further discussed and hopefully this item will be closed at the next Council Meeting.

8. Insurance Claim for the Two 3<sup>rd</sup> Level Courtyard Units

This item is pending as some warranty repairs need to be carried out before the insurance portion can be completed. It was noted that the insurance company has been advised that the repairs may be a subrogation claim against the original trades. The Council will discuss this further at the next Council Meeting.

9. Parkade Crack Repairs

This item has been completed by Metalife as well as they completed several exterior cracks at identified locations which were the Strata Corporation's responsibility.

10. Building of Additional Lockers

After a thorough review and consultation with several contractors with respect to building of lockers, the Strata Council was advised that it could not guarantee a substantial number of lockers to

**Minutes of the Strata Council Meeting**  
**The Owners Strata Plan BCS 2667**  
**Held on January 19, 2011**

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accommodate all units in the Strata Corporation. Therefore, after the extensive research, the Strata Council has decided not to proceed with this project.

11. Common Area Preventative Maintenance Plan

The maintenance plan has been updated and cleaning of awning drains once a year has been added. This task will be performed by PML Mechanical. The Caretakers, RM Building Maintenance, have also been advised and provided with the maintenance plan. Awning drains have been augered by PML Mechanical and appear to be draining properly.

12. Algae Washing – North Side of building (West Broadway)

Quotes are pending to get the West Broadway side algae washing done in the spring/summer of 2011. This will be reviewed again at the next Council Meeting.

13. Broken Awning at Front Entrances vs. Bird Spikes

The Strata Council received quotations and opinions from several experts in the pest control industry and concluded that it will not be the best solution to install bird spikes on the rooftop levels as this may not solve the problem and will mean spending unnecessary funds. Therefore, this quotation was not approved and the Strata Council will not be proceeding with the installation of bird wire. The broken awning which has a slight crack has been put on hold until the next Council Meeting when it will be further discussed.

14. Hallway Lighting Upgrade

The Strata Council requested some clarification from Power Pros with respect to the cost vs. savings and recovery. The Strata Manager will forward any answers to the Strata Council prior to the next Council Meeting and an email consensus decision will be made.

**NEW BUSINESS**

1. Building Envelope Maintenance

First Watch Building Envelope Maintenance provided a quotation for maintenance of the building envelope. Several areas of the proposal have already been quoted on by a number of companies. Therefore, this quotation will be revised to look after repair and maintenance items which have been noted on the Spratt Emanuel Engineering report which relates to the building envelope. These will be crack repairs and any other water ingress issues or issues that could cause a possible water ingress. The Strata Council noted that this will be budgeted and this will be discussed extensively prior to the Annual General Meeting.

2. Drainage System on 3<sup>rd</sup> Level Courtyard

A quotation has been obtained for a drainage system and has been put on hold for the next Council



**Minutes of the Strata Council Meeting**  
**The Owners Strata Plan BCS 2667**  
**Held on January 19, 2011**

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Meeting.

3. PML Mechanical Quotations

Several quotations were presented to the Strata Council on a priority basis. The Strata Council approved several items, however had questions on many other items for clarification. The items for clarification will be discussed again at the next Council Meeting. The items that were approved will be forwarded to PML Mechanical to be carried out.

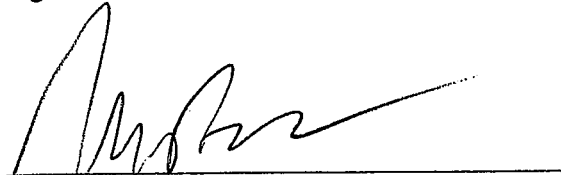
4. Approval of Quotation for RM Building Maintenance

The Strata Council received a request to add a janitorial staff in addition to the Caretaker, Roman on site. After discussion, it was MOVED/SECONDED to approve as the cost will fit well into the current fiscal year budget. CARRIED.

**TERMINATION OF MEETING**

There being no further business, the meeting was adjourned at 8:16 pm. The next Council Meeting will be held on February 15, 2011.

CROSBY PROPERTY MANAGEMENT LTD.  
Agent for the Owners



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Marianna Pandey  
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**MINUTES  
OF THE STRATA COUNCIL MEETING  
THE OWNERS STRATA PLAN BCS 2667  
THE VINE**

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Held on February 15, 2011 at 6:30 pm  
Within the Small Amenity Room  
3rd Floor-2268 West Broadway Street, Vancouver, BC

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<b>COUNCIL IN ATTENDANCE:</b>	Allan Smith	President
	Charles Lingren	Vice-President
	Jing Wang	Treasurer
	Karoly Barna	Member at Large
<b>REGRETS:</b>	Trevor Gibbons	Deficiencies
	Jennifer Watkiss	Member at Large
	Kristin Randall Beauregard	Member at Large
<b>SENIOR STRATA MANAGER:</b>	Marianna Pandy	Crosby Property Management Ltd.
<b>STRATA MANAGER:</b>	Markus Schmid	Crosby Property Management Ltd.

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The meeting was called to order at 6:40 pm by the Council President, Allan Smith.

**CARETAKER BUSINESS**

The Strata Council reviewed the report from RM Building Maintenance from the month of December 2010 and was satisfied with the items reported.

**APPROVAL OF STRATA COUNCIL MEETING MINUTES**

It was MOVED/SECONDED to approve the Minutes of the Strata Council Meeting held January 19, 2011 as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

The December 2010 financial statements have been deferred until such time that the new Treasurer has the opportunity to meet with Jennifer Watkiss, to go over the reports and report back to Council on the financial standing of the Strata Corporation. This will be discussed at the next Council Meeting.

**REVIEW OF ACCOUNTS RECEIVABLE**

As previously decided by the Strata Council, several strata lots have received liens placed on their strata lot due to non-payment of special levies. Although this special levy amount was smaller than the lien account, the Strata Council wanted to ensure that these owners are aware of the protocol as well as the ramifications for non-payment of either strata fees or special levies. The Strata Manager reported that, as of the Council Meetings date; there was approximately \$1,600.00 outstanding for strata fees and/or special levies for the Strata Corporation. **The Strata Council encourages all owners to bring their account up to date and remind all owners that strata fees are due and payable on the 1<sup>st</sup> of each month.**

**Minutes of the Strata Council Meeting**  
**The Owners Strata Plan BCS 2667**  
**Held on February 15, 2011**

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**REPORT ON UNAPPROVED EXPENDITURES**

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

**REPORT ON LITIGATION**

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

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Directives to the Strata Manager

The Strata Council reviewed the directives to the Strata Manager and are satisfied with the completed items. Pending items will continue to be reviewed at the next Council Meeting. Items that are resulting from this meeting will be completed by the next Council Meeting.

2. Building Envelope Warranty Review

An updated report was received from Jayne Touzel, Warranty Coordinator from Crosby Property Management Ltd. The Strata Council had rescheduled their warranty meeting with Trevor Gibbons to a later date at which time they will make themselves familiar with the items at hand. It has been recommended by Crosby Property Management Ltd. that completed items be taken off the list and comments from Scot Construction as well as the warranty provider be reviewed carefully in order to seek resolution to these. This item will continue to be reviewed until such time as that the deficiencies have been completed and can be signed off on. This will be reviewed at the next Council Meeting.

3. Mechanical Warranty Review

Willis Canada has been contacted for an update on the mechanical issues and a follow-up will be forwarded to the Strata Council from the warranty coordinator. This will be reviewed at the next Council Meeting.

4. 3<sup>rd</sup> Level Courtyard Water Issues

The Strata Council received an update from Jayne Touzel, Warranty Coordinator from Crosby Property Management Ltd. who summarized the responses from Willis Canada and their engineering trades. The Strata Council was advised that the developer and Scott Construction received a 30 day letter to request completion of repairs to the 3<sup>rd</sup> floor courtyard units. This will be reviewed at the next Council Meeting. The 4<sup>th</sup> floor repairs part of the review and the Strata Council will expect an update from Willis Canada prior to the next Council Meeting.

5. 3<sup>rd</sup> Level Courtyard Awning System

The Strata Council is deferring this issue until the next Council Meeting.

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**The Owners Strata Plan BCS 2667**  
**Held on February 15, 2011**

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6. Fire Panel Issues

The Strata Manager has been diligently following up with Fire Pro as well as the installing trade for the fire panel, Simpson Maxwell. Part of the issue has been resolved, however, Fire Pro is awaiting return inspection and work to be done by Simpson Maxwell. The Strata Manager was asked to contact the parties to ensure that the repairs are being done diligently and note that further delays are caused. A letter will be forwarded to both Fire Pro as well as Simpson Maxwell.

7. Insurance Claim for Two 3<sup>rd</sup> Level Courtyard Units

This item is on hold until such time that the warranty repairs to the source will be remedied by Willis Canada, the warranty provider. This will be reviewed at the next Council Meeting.

8. Algae Washing - North Side of building exterior-West Broadway

The algae washing on the north side has been included in the building envelope and the building maintenance plan and will be discussed closer to spring or summer of 2011.

9. Hallway Lighting Upgrade

Answers to the Strata Council's previous questions have been provided by Power Pros Electrical and the consensus from the Strata Council was that, at this time, they do not wish to proceed with a lighting upgrade. It has been noted that the light bulbs that RM Building Maintenance is using are not burning out frequently and thus, the Strata Council feels that funds would be better spent towards building envelope maintenance and building maintenance repairs which will be commencing spring and summer of 2011.

10. PML Quotes

PML Mechanical has answered questions and the remaining items on the quotes are not a priority. PML was requested to follow up after the next preventative maintenance.

**CORRESPONDENCE**

The Strata Council reviewed correspondence with respect to the following:

- **Complaints regarding dog hair in tower 1 elevator.** The Council has addressed this and are satisfied with the outcome. RM Building Maintenance was requested to clean the area more frequently and this will be monitored.

**NEW BUSINESS**

1. Building Envelope Maintenance Plan

The Strata Council received a revised building maintenance plan from First Watch Building Maintenance and, after discussion, it has been noted that the mandatory repairs to the building envelope will be taken up in phases. Phase one of the projects price was received and it was recommended that phase two

**Minutes of the Strata Council Meeting**  
**The Owners Strata Plan BCS 2667**  
**Held on February 15, 2011**

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pricing will be obtained by First Watch. This will be further discussed in the next Council Meeting and will be part of the budget or upcoming Annual General Meeting resolution.

The Strata Council noted that it is imperative that repairs start in the spring and summer of 2011 as many of the items noted in the original Spratt Emanuel engineering report were noted to be Strata Corporation maintenance items. Part of the operating budget is building envelope maintenance as well and the Senior Strata Manager made recommendations on options the strata corporation has, in accordance with the Strata Property Act, to raise funds for the upcoming cost. The Strata Council discussed this and was in agreement that they will put forth a clear plan and resolution for the upcoming Annual General Meeting in May, 2011. This will be further discussed at the next Council Meeting.

2. Paraspace Landscaping – Preventative Maintenance Renewal

The contract renewal (effective March 1, 2011) is pending. Karoly Barna has been assigned to the committee who will make recommendations on alternative services. Once the recommendations are made, the Strata Council will decide and the renewal will be signed. This will be further discussed at the next Council Meeting.

3. Annual Fire Inspection

The Strata Council received a second quote from Voltech Fire Protection. It was MOVED/SECONDED to approve the less expensive option and the Strata Council will try Voltech Fire Protection for the annual inspection which will be due later in March, 2011. Voltech has been notified and a date will be set and notices will be circulated. CARRIED.

4. Crosby Property Management Ltd. Fee Increase – Cost of Living

It was MOVED/SECONDED to approve the 2.4% increase. This will be included in the fiscal year budget. All in favour. CARRIED. The strata council further noted they have been very satisfied with the services of the Senior Strata Manager and Crosby Property Management Ltd. as the Agents for the owners BCS2667.

5. Annual General Meeting Agenda Resolutions – Potential Bylaws

The Strata Council preliminarily discussed and noted some of the resolutions that would be included in the Annual General Meeting. This will be further discussed and finalized at the next Council Meeting.

6. Budget

The Strata Council received the draft budget from Crosby Property Management Ltd. and will be reviewing this further to make changes to the budget. A budget meeting will take place in March, 2011 where the budget will be finalized by the Strata Council.

7. Professional Mechanical Contract Renewal

It was MOVED/SECONDED to renew the contract for PML for a term of 1 year. There is no increase in cost for the quarterly maintenance contract. All in favour. CARRIED.

**Minutes of the Strata Council Meeting**  
**The Owners Strata Plan BCS 2667**  
**Held on February 15, 2011**

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8. Dryer Vent Cleaning

The Strata Corporation arranges on a yearly basis to have the dryer vent cleaned and this year the vents will be cleaned from inside and out.

As per the Strata Council meeting minutes in 2010 as well as 2009 we would like to remind you:

Please be reminded that as per your homeowner's manuals it is required that you clean the ceiling lint trap of the dryer vent on a monthly basis, not just the in-drier lint trap. Also please ensure that you keep your booster fan on and run an empty load after finishing a regular laundry load. This will ensure that the ducting does not have lint trapped which when the moisture enters will cause the venting to plug and leak water from the condensation.

Failure to follow the above maintenance schedule may result in water stains on the ceiling which the strata is not responsible to repair.

9. Change of Strata Managers

Marianna Pandey, Senior Strata Manager will be going on maternity leave effective March 4, 2011 and Markus Schmid, Strata Manager has been assigned to look after BCS 2667 – The Vine. The Strata Council has expressed their thanks for the expertise, time and effort and the great work done by Marianna Pandey over the past 3.5 years. The Senior Strata Manager has noted that it has been a pleasure working with such an organized group of Council Members who have dedicated their time and efforts to make sure this building runs smoothly as a Strata Corporation and she looks forward to working with them again upon her return. Markus Schmid can be reached directly at 604-689-6962 or mschmid@crosbypm.com.

**TERMINATION OF MEETING**

There being no further business, the meeting was adjourned at 7:53 pm. The next meeting will be held on March 15, 2011 at 6:30 pm.

**CROSBY PROPERTY MANAGEMENT LTD.**

Agent for the Owners

Strata Manager Marianna Pandey

Email: mpandey@crosbypm.com

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**MINUTES  
OF THE STRATA COUNCIL MEETING  
THE OWNERS STRATA PLAN BCS 2667  
THE VINE**

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Held on Thursday, April 14, 2011 at 6:30 pm  
Within the Small Amenity Room  
3rd Floor-2268 West Broadway Street, Vancouver, BC

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<b>COUNCIL IN ATTENDANCE:</b>	Allan Smith	President
	Jing Wang	Treasurer
	Trevor Gibbons	Deficiencies
	Karoly Barna	Member at Large
	Kristin Randall Beauregard	Member at Large
<b>REGRETS:</b>	Charles Lingren	Vice-President
	Jennifer Watkiss	Member at Large
<b>STRATA MANAGER:</b>	Markus Schmid	Crosby Property Management Ltd.
	Jayne Touzel	Crosby Property Management Ltd.

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The meeting was called to order at 6:32 pm by the Council President, Allan Smith.

**GUEST BUSINESS**

Jayne Touzel, the Warranty Services Coordinator from Crosby Property Management Ltd., met with the Council to provide information on the following items: a) a status update on the repairs currently being performed under Willis Canada's 2-10-10 new home warranty, and b) to clarify details of a proposal submitted by First Watch Building Operations for carrying out building envelope maintenance and repairs around the complex.

Council was provided with an update that the engineer investigating on behalf of the warranty provider has submitted. This was a scope of work to Scott Construction for the repair of five 3<sup>rd</sup> floor garden level strata lots and the Amenity Room. The scope of work includes: a) rebuilding door entrances, which includes waterproofing the thresholds, and b) the supply and installation of five new fibreglass doors and one aluminium door. Although Scott Construction has been appointed to conduct the warranty-related repairs the work will be under the direction and supervision of the warranty provider's engineer with the view of making the suite and Amenity Room entrance areas impervious to future water ingress.

Scott Construction was also directed to carry out repairs/replacement inside certain strata lots where the unintended water ingress had damaged interior finishes, such as the flooring, baseboards and drywall. Residents of the five garden suites will be notified in advance of any impending repair work, and notices posted around the building to notify other residents who may be affected for a period of time by construction noise.

**Minutes of the Strata Council Meeting**  
**The Owners Strata Plan BCS 2667**  
**Held on April 14, 2011**

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Council was also updated that the engineer was currently investigating a top floor unit experiencing water ingress in two locations of their suite. As this strata lot was still under investigation and details not yet conclusive, no further information was available at the time of the Council meeting.

At this time, Council entered into a discussion concerning the proposal submitted by First Watch Building Operations to conduct building envelope maintenance and repairs. The proposal presented a two phase approach:

- a) Phase One proposes carrying out the 12 bosun chair drops performed in the Spratt Emanuel Engineering Review (dated January 2009) and conducting the repairs and maintenance identified in Spratt's report, and
- b) Phase Two proposes carrying out an additional 38 drops by bosun chair around the property to conduct maintenance and repairs on areas of the building envelope which were not included as part of Spratt Emanuel's scope of review.

Owners should be advised that regular building envelope inspections and maintenance should be regarded as important as any other planned preventative maintenance program in place for a building component. A good envelope inspection and maintenance plan will help extend the intended service life of a building component to the extent it defers or diminishes repair or replacement costs normally associated with neglect or inattention.

Additionally, the 10 year component of the building envelope warranty provided by Willis Canada for unintended water penetration is conditional on the strata corporation engaging the services of a qualified building envelope professional to conduct regular inspections of the building and to have all required maintenance performed to the building envelope in a timely manner. Failure to carry out the appropriate and required building maintenance may void a building's warranty coverage.

Council expressed a thank you for Jayne Touzel for meeting with Council, and reviewing the warranty repairs for the complex.

**CARETAKER BUSINESS**

The Strata Council reviewed the report from RM Building Maintenance from the month of February and March 2011. Council agreed the bi-annual rooftop and terrace drain cleaning, terrace gutters, and terrace fire exit stairwell algae scrubbing is to proceed.

Council further requested for cleaning of the gutter outside of all the tower entrances to be included as part of the monthly invoicing for caretaker services, and to be done as necessary. Council noted from the input of the caretaker the gutters outside of all the tower entrances plug easily, and clearing of the gutters right away is a necessity.



**APPROVAL OF STRATA COUNCIL MEETING MINUTES**

It was MOVED/SECONDED to approve the Minutes of the Strata Council Meeting held February 15, 2011 as circulated. CARRIED.

Council noted meetings had been scheduled for Tuesday March 15 and Tuesday March 22, unfortunately quorum could not be achieved for these meetings.

**APPROVAL OF FINANCIAL STATEMENTS**

It was MOVED/SECONDED to approve the December 2010, and January and February 2011 financial statements. CARRIED.

**REVIEW OF ACCOUNTS RECEIVABLE**

The accounts receivable was reviewed with Council.

**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. **Directives to the Strata Manager**

The Strata Council reviewed the directives to the Strata Manager and are satisfied with the completed items.

2. **AGM Agenda - resolutions / bylaws / AGM date**

Scheduled Date –

Council agreed the Annual General Meeting be convened for Thursday, May 26, 2011 at 6:30 pm in the second floor gym of 2228 West Broadway. Please remember to bring a chair.

Agenda Items –

Bylaw Addition to Bylaw #3(1)

Council agreed the following bylaw on smoking be presented to the ownership:

(f) Smoking is not permitted in any of the indoor or outdoor common areas, including the parking garage, elevators, lobbies, storage lockers, recreation areas, multi purpose amenity rooms, stairwells, exterior patios, exterior balconies, and garden areas;

(g) throw out material, especially bunting material such as cigarettes or matches or permit material to fall out of any window, door, balcony, patio, stairwell, passage or other part of the strata lots or common property;

**Special Levy for Routine Building Envelope Maintenance Work –**

Council agreed a  $\frac{3}{4}$  vote resolution be presented to the ownership for ensuring the routine maintenance of the building envelope is undertaken in a timely fashion. Council further agreed the  $\frac{3}{4}$  vote be done as a special assessment in one instalment. Council requested the full explanation of the  $\frac{3}{4}$  vote be provided in the annual general meeting notice.

Council requested, if available of the evening of the meeting, FirstWatch and Jayne Touzel from Crosby Property Management Ltd. to explain and discuss with the ownership what is involved in routine building envelope maintenance work, and why it is so important the complex ensures the building envelope is maintained.

**Review of Building Maintenance –**

Council noted most Stratas retain the services of an engineering firm or a building envelope consultant to routinely review the condition of a building's condition at set intervals of time. This ensures routine maintenance is being carried out, and assists to determine if any additional work must be undertaken. Council noted a special assessment was levied last year for initiating a building envelope engineering review and proposal of the design flaw and lack of awning over third level courtyard doors.

Council requested the ownership be presented with a  $\frac{3}{4}$  vote resolution to change the allocation of the special levy funds for hiring the services of an engineering firm or a building envelope consultant to undertake review of the building envelope maintenance of the building as routine building envelope maintenance work is being done this year.

Council noted from this review a set schedule of maintenance work can be planned for future years.

3. **Proposed Budget – 2011 / 2012**

Council discussed and reviewed the proposed budget for 2011 / 2012. Council agreed the proposed budget is to reflect no increase in maintenance fees.

4. **Mechanical Warranty Review**

Council agreed the mechanical warranty review be deferred to the next council.

5. **Maintenance Schedule**

Council received and reviewed the building maintenance schedule for the next year. Council was satisfied the maintenance schedule covers the basic routine maintenance of the building.

6. **Fire Panel Issues - Resolved**

Council was advised from the report received from fire protection trades the fire panel was repaired. The cause of the issues with the fire panel was noted likely coming from a corruption in the original programming of the panel. No further false trouble signals on the fire panel have been experienced since the repair was completed.

7. Dryer Vent Cleaning - Quotations

Council received two quotations for dryer vent cleaning from the inside and outside. Council noted dryer vent cleaning from the inside and outside is done every second year, and last done in 2008. One quotation was in the amount of \$4,788.00. Another quotation was in the amount of \$4,500.00. Council agreed with proceed with the quotation in the amount of \$4,788.00 as the company provided a more detailed quotation. Council requested work be scheduled in the next month. Notice will be provided as access to all suites is required.

8. Window / Exterior Cleaning - Quotations

Council received three quotations for cleaning of exterior windows. Council noted specific criteria was provided to all companies, including inaccessible exterior windows, courtyard level glass canopies, exterior railing glass, and hand scrub and rinse with soap and brush to remove dirt from painted surfaces at abase of Towers 1, 2 and 3.

Upon careful review Council agreed work should be narrowed down to only cleaning of inaccessible exterior windows and glass canopies. For quotations on only the narrowed criteria was \$6,400.00, \$9,850.00, and \$5,700.00. Council agreed to proceed with the quotation in the amount of \$6,400.00 as this window cleaning company covered all the originally requested criteria for quotation. Council requested window cleaning to proceed as soon as feasible.

**CORRESPONDENCE**

The Strata Council reviewed correspondence with respect to the following:

- Correspondence was received from an owner regarding a water stain on the ceiling of one of their bedrooms. Council requested this water staining be reviewed and followed up on.
- Correspondence was received from an owner regarding concern of the elevator for 2228 West Broadway. Council noted a follow-up has been done with Richmond Elevator, and requested further follow-up be done with Richmond Elevator to emphasize concerns of the Strata when repairs are undertaken.

**NEW BUSINESS**

1. Repair Scheduling for 2228 West Broadway

Council reviewed input from Richmond Elevator regarding the elevator for 2228 West Broadway. Council noted as only one elevator serves this tower, as well as is the case for the other two towers. The elevator only being out service for short periods of times can have an impact on families with small children and on elderly residents, and generally on all residents. Council requested particular emphasis be placed on the impact residents experience from shutdowns when the follow-up is done with Richmond Elevator.

2. Other Business – Per Strata

Council wishes to express a special thank you to Trevor Gibbons for all his work on the Council for the building, particularly for the follow-up on building maintenance items.

**Minutes of the Strata Council Meeting**  
**The Owners Strata Plan BCS 2667**  
**Held on April 14, 2011**

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**TERMINATION OF MEETING**

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

CROSBY PROPERTY MANAGEMENT LTD.

Agent for the Owners

Strata Manager Markus Schmid

Email: mschmid@crosbypm.com

Direct Line: (604) 689-6962

General Office: (604) 683-8900 (24 Hours)

www.crosbypm.com

<p><b>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.</b></p>
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May 4, 2011

TO ALL OWNERS  
STRATA PLAN BCS2667  
THE VINE  
VANCOUVER, B.C.

Dear Owner(s):

**RE: ANNUAL GENERAL MEETING**

Please find enclosed the Notice of Meeting together with an Agenda, a Proxy Form and other information which you should bring with you to the meeting for reference.

We wish to take this opportunity to remind you that your Strata Bylaws may state that **no Owner is entitled to vote at a General Meeting if the strata corporation is entitled to register a lien against that strata lot for arrears.** You would then need to ensure that your account is up-to-date, as no payment can be made at the actual time of the meeting, unless in the form of a certified cheque.

If you are unable to attend this meeting, please complete the attached Proxy Form and forward it to a representative of your choice who will be attending the meeting, thereby enabling your representative to vote on your behalf. We encourage all Owners to be represented at this meeting.

If you require further information or assistance regarding the foregoing or attached, please do not hesitate to contact me. Please remember to bring a chair, as no seating is provided.

Council wishes to make a special call to all owners – volunteers are needed for Council. Volunteers are who make the Strata function. If you can volunteer, please do.

Yours truly,

CROSBY PROPERTY MANAGEMENT LTD.  
Agent for the Owners

Markus Schmid  
Strata Manager  
tl

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TO ALL OWNERS  
STRATA PLAN BCS2667  
THE VINE  
VANCOUVER, B.C.

**NOTICE OF THE ANNUAL GENERAL MEETING**

**DATE:** Thursday, May 26, 2011

**TIME:** 6:30 p.m. - Registration commences at 6:00 p.m.

**PLACE:** Within the 2<sup>nd</sup> Floor Gym  
2288 West Broadway, Vancouver, B.C.

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**AGENDA:**

1. The Chairperson calls the meeting to order at 6:30 p.m.
2. Calling of the roll and certification of proxies
3. Proof of Notice of Meeting or waiver of notice and acknowledgement of receipt of financial statements (attached)
4. Approval of the Agenda
5. Approval of the Minutes of the Annual General Meeting held on May 11, 2010 (as previously circulated)
6. President's Report.
7. Ratification of rules (attached)
8. Report on insurance coverage (attached)
9. Approval of the proposed Operating Budget (attached)
10. Consideration of Resolution "A" 3/4 VOTE (attached) - Bylaw #3(1) (f) & (g).
11. Consideration of Resolution "B" 3/4 VOTE (attached) - Building exterior maintenance repairs.
12. Consideration of Resolution "C" 3/4 VOTE (attached) – Review services by engineering company.
13. General Discussion
14. Election of Council
15. Adjournment

**Balance Sheet (Accrual)**  
**BCS 2667 - The Vine - (bcs2667)**  
**Months: Feb 2011**

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**Assets**

**Current Assets**

**Cash**

Bank - Operating Account	36,744.89
Bank - Contingency Reserve	128,033.41
Bank - Maintenance Reserve / Special Levy	<u>5,004.48</u>

**Total Cash**

169,782.78

Accounts Receivable

2,456.99

Prepaid Expenses

240.88

Prepaid Lease

567.85

**Total Current Assets**

173,048.50

**Total Assets**

173,048.50

**Liabilities & Equity**

**Liabilities**

Accounts Payable	13,251.34
Accrued Payable	6,732.00
Prepayment - Revenue	<u>4,932.79</u>

**Total Liabilities**

24,916.13

**Equity**

Operating Surplus(Deficit)	<u>15,094.48</u>
Contingency Fund Balance	<u>128,033.41</u>
Maintenance Reserve / Special Levy Fund Balance	<u>5,004.48</u>

**Total Equity**

148,132.37

**Total Liabilities & Equity**

173,048.50

# SCHEDULE OF RESERVES

BCS 2667 - The Vine  
Reporting Period Feb 2011  
Period Ending 12

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## YTD Actual

### CONTINGENCY RESERVE SCHEDULE

Balance Forward-Prior Year	91,763.28
Current Year Contribution - Contingency	35,646.96
Interest	623.17
Total Income	<u>128,033.41</u>

Contingency Fund Balance	<u><u>128,033.41</u></u>
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### MTCE RESERVE SCHEDULE / SP. LEVY FUND

Interest	22.42
Special Levy	5,279.98
Total Income	<u>5,302.40</u>

Water Ingress Repairs	297.92
Total Expenditures	<u>297.92</u>

Mtce Reserve / Special Levy Balance	<u><u>5,004.48</u></u>
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# Statement of Income & Expenses

BCS 2667 - The Vine  
Reporting Period Feb 2011  
Period Ending 12

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Description	MTD Actual	YTD Actual	YTD Budget	Variance	Annual Budget
<b>INCOME</b>					
STRATA FEES					
Operating Fund Contribution	34,474	413,684	413,683	1	413,683
Contingency Fund Contribution	2,971	35,647	35,647	0	35,647
<b>TOTAL STRATA FEES</b>	<b>37,444</b>	<b>449,331</b>	<b>449,330</b>	<b>1</b>	<b>449,330</b>
Bylaw / Late Payment Fine	250	2,850	0	2,850	0
Interest Income	34	239	0	239	0
Insurance Claim Proceeds	0	3,677	0	3,677	0
Move In / Out Fee Revenue	200	4,850	0	4,850	0
Remote Transmitters	290	1,220	0	1,220	0
<b>TOTAL INCOME</b>	<b>38,218</b>	<b>462,168</b>	<b>449,330</b>	<b>12,838</b>	<b>449,330</b>
<b>EXPENSES</b>					
OPERATING EXPENSES					
Administration	364	4,952	3,500	-1,452	3,500
Alarm Monitoring	149	1,785	1,800	15	1,800
Audit	0	336	315	-21	315
Bank Charges / Interest	13	156	156	0	156
Building Envelope Maintenance	0	0	5,000	5,000	5,000
Cleaning and Janitorial Supplies	4,802	46,032	50,000	3,968	50,000
Electricity	2,305	29,121	30,000	879	30,000
Elevator Maintenance	2,230	17,511	17,500	-11	17,500
Enterphone	265	3,978	1,420	-2,558	1,420
Fire Equipment Maintenance / Monitoring	2,664	13,891	12,000	-1,891	12,000
Garbage Removal	1,010	17,195	18,500	1,305	18,500
Gas	3,454	38,872	44,000	5,128	44,000
Insurance	3,727	41,267	45,000	3,733	45,000
Legal Fees	17	197	500	303	500
Landscape-Maintenance	1,534	20,846	22,000	1,154	22,000
Management Fees	2,538	29,942	29,826	-116	29,826
Mechanical Maintenance	5,941	12,656	13,000	344	13,000
Miscellaneous	-264	467	1,000	533	1,000
Recreation Facilities	596	7,599	10,000	2,401	10,000
Repair and Maintenance	3,742	78,919	55,000	-23,919	55,000
Security Services	1,420	8,372	8,500	128	8,500
Water / Sewer	1,400	19,967	21,000	1,033	21,000
Window Cleaning	0	5,698	12,000	6,302	12,000
<b>TOTAL OPERATING EXPENSES</b>	<b>37,908</b>	<b>399,760</b>	<b>402,017</b>	<b>2,257</b>	<b>402,017</b>
Reserve-Contingency Fund	2,971	35,647	35,647	0	35,647
<b>TOTAL EXPENSES</b>	<b>40,879</b>	<b>435,407</b>	<b>437,664</b>	<b>2,257</b>	<b>437,664</b>
<b>CURRENT YR NET SURPLUS/(DEFICIT)</b>	<b>-2,661</b>	<b>26,760</b>	<b>11,666</b>	<b>15,094</b>	<b>11,666</b>
Operating Surplus (Deficit) Balance Forward	0	-11,666	-11,666	0	-11,666
<b>ENDING OP SURPLUS/(DEFICIT)</b>	<b>-2,661</b>	<b>15,094</b>	<b>0</b>	<b>15,094</b>	<b>0</b>

## **BCS 2667 – RULES**

**Ratified at 2011 Annual General Meeting – May 26, 2011**

- 7.1 All residents must ensure that they contact RM Building Maintenance 72 hours prior to any furniture delivery to ensure that RM Building Maintenance has a chance to place protective pads into the elevators to protect the elevator from any potential damages. There is no fee associated with delivery of furniture.



WILLIS LOUIE LTD. INSURANCE BROKERS

Cover Note Number

11788

#304-1033 DAVIE ST., VANCOUVER, B.C. V6E 1M7  
PHONE (604) 688 1491 FAX (604) 688 1814

RENEWAL OF SUBSCRIPTION  
POLICY NO. CMP81372333  
AND BOILER POLICY NO. 5509102  
INSURED WITH:

AVIVA INSURANCE  
COMPANY OF CANADA  
46% of Item 1  
100% of Item 2 & 3

SOVEREIGN GENERAL  
INSURANCE COMPANY  
33% of Item 1

AXA PACIFIC INSURANCE CO.  
21% of Item 1

POLICY NO. 5509102  
AXA PACIFIC INSURANCE CO.  
100% of item 4

**Attention: Marianna**

Attached please find Statement  
of Values for 2010-2011.  
Please sign and return  
at your earliest convenience in  
self-stamped envelope provided.

For your information, the total  
premium with fee is \$44,724.00  
or 12 payments of \$3,727.00

Please refer to letter dated  
October 14, 2010 and invoice  
#9135. We are attaching our  
cheque in the amount of \$356.00  
to balance the 2009-2010 policy  
period.

Thank you.

"This policy contains a clause that may  
limit the amount payable"

E.&O.E.  
/lc

DATED: NOVEMBER 29, 2010

TO: OWNERS OF STRATA PLAN BCS 2667  
C/O CROSBY PROPERTY MANAGEMENT LTD.  
SUITE 600 - 777 HORNBY STREET  
VANCOUVER, B.C. V6Z 1S4

ATTENTION: MARIANNA PANDY

We wish to advise that we have arranged the following Insurance for:

NAMED INSURED: OWNERS OF STRATA PLAN BCS 2667

1. \$ 30,360,000.00 on "ALL PROPERTY" - Stated Amount Clause
2. \$ 10,000,000.00 per Occurrence / General Aggregate  
on COMMERCIAL GENERAL LIABILITY including  
Medical Payments, Personal Injury, Non Owned Auto  
Subject to \$1,000.00 Bodily Injury/Property Damage Deductible.  
Exclusions: Data, Terrorism, Fungi & Asbestos

Additional Insured: Crosby Property Management Ltd.  
Address: Suite 600 - 777 Hornby Street, Vancouver, B.C. V6Z

3. \$ 2,000,000.00 on DIRECTOR'S & OFFICERS' LIABILITY subject  
to \$1,000.00 deductible per loss.
4. \$ 30,360,000.00 any one "Accident" COMPREHENSIVE BOILER &  
MACHINERY BREAKDOWN, including Air  
Conditioning, subject to \$1,000.00 deductible

LOCATION: 2228, 2268 AND 2288 WEST BROADWAY  
VANCOUVER, B.C.

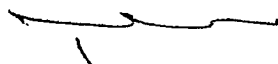
POLICY TERM: DECEMBER 7, 2010 - DECEMBER 7, 2011

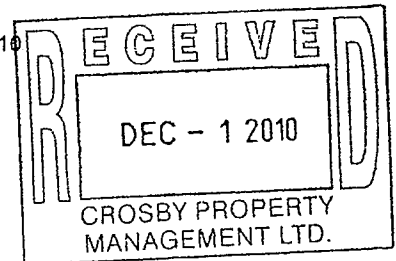
LOSS PAYABLE: Strata Lot Owners &/or any Mortgagee as their  
interest may appear and as shown in the Land Title  
Office applicable to the said Property

REMARKS: Item 1 insured against "All Risk" Perils subject to \$1,000.00 deductible.  
Replacement Cost, Blanket ByLaws, Earthquake Damage - 10%/\$25,000.00  
minimum deductible, Flood Damage - \$10,000.00 deductible, Sewer Backup/  
Water Damage - \$5,000.00 deductible, Comprehensive Extension Endorsement  
subject to \$1,000.00 deductible, except Master Key - \$500.00 deductible.  
Exclusions: Data, Terrorism, Fungi, and Asbestos

Cover is on Underwriters standard terms for the class of cover.  
Immediate notice must be given if any changes are required.

WILLIS LOUIE LTD.

Per:   
BRIAN LOUIE



**BCS 2667 - THE VINE**  
**Proposed Budget**  
**Mar 01, 2011 to Feb 29, 2012**

	<u>Actual to</u> <u>28-Feb-11</u> <u>( 12 Months )</u>	<u>2010/2011</u> <u>Budget</u>	<u>Proposed</u> <u>2011/2012</u> <u>Budget</u>
<b><u>INCOME</u></b>			
<b><u>FEES</u></b>			
Operating Fund Contribution	413,684	413,683	413,683
Contingency Fund Contribution	35,647	35,647	35,647
<b>TOTAL FEES</b>	<b>449,331</b>	<b>449,330</b>	<b>449,330</b>
Bylaw / Late Payment Fine	2,850	0	0
Interest Income	239	0	0
Insurance Claim Proceeds	3,677	0	0
Move In / Out Fee Revenue	4,850	0	0
Remote Transmitters	1,220	0	0
<b>TOTAL INCOME</b>	<b>462,168</b>	<b>449,330</b>	<b>449,330</b>
<b><u>EXPENSES</u></b>			
<b><u>OPERATING EXPENSES</u></b>			
Administration	4,952	3,500	4,000
Alarm Monitoring	1,785	1,800	1,800
Audit	336	315	336
Bank Charges / Interest	156	156	156
Building Envelope	0	5,000	5,000
Cleaning and Janitorial Supplies	46,032	50,000	48,000
Electricity	29,121	30,000	32,500
Elevator Maintenance	17,511	17,500	17,000
Enterphone	3,978	1,420	1,420
Fire Equipment Maintenance / Monitoring	13,891	12,000	12,000
Garbage Removal	17,195	18,500	18,500
Gas	38,872	44,000	42,500
Insurance	41,267	45,000	44,800
Legal Fees	197	500	500
Landscape-Maintenance	20,846	22,000	22,000
Management Fees	29,942	29,826	31,070
Mechanical Maintenance	12,656	13,000	13,000
Miscellaneous	467	1,000	1,000
Recreation Facilities	7,599	10,000	8,000
Repair and Maintenance	78,919	55,000	69,601
Security Services	8,372	8,500	8,500
Water / Sewer	19,967	21,000	23,000
Window Cleaning	5,698	12,000	9,000
<b>TOTAL OPERATING EXPENSES</b>	<b>399,760</b>	<b>402,017</b>	<b>413,683</b>
Reserve-Contingency Fund	35,647	35,647	35,647
<b>TOTAL EXPENSES</b>	<b>435,407</b>	<b>437,664</b>	<b>449,330</b>
<b>CURRENT YEAR SURPLUS / (DEFICIT)</b>	<b>26,760</b>	<b>11,666</b>	<b>0</b>
Operating Surplus (Deficit) Balance Forward	(11,666)	(11,666)	15,094
<b>ENDING OPERATING SURPLUS / (DEFICIT)</b>	<b>15,094</b>	<b>0</b>	<b>15,094</b>

**BCS 2667 - THE VINE**  
**Proposed Strata Fee Schedule**  
**Mar 01, 2011 to Feb 29, 2012**

<u>Strata Lot #</u>	<u>Unit Address</u>	<u>Unit Entitlement</u>	<u>Monthly Strata Fees</u>
1	#201 - 2288 West Broadway	38	\$153.66
2	#202 - 2288 West Broadway	39	157.70
3	#203 - 2288 West Broadway	49	198.14
4	#204 - 2288 West Broadway	49	198.14
5	#205 - 2288 West Broadway	59	238.58
6	#206 - 2288 West Broadway	51	206.23
7	#207 - 2288 West Broadway	45	181.96
8	#208 - 2288 West Broadway	49	198.14
9	#209 - 2288 West Broadway	49	198.14
10	#210 - 2288 West Broadway	43	173.88
11	#301 - 2228 West Broadway	57	230.49
12	#302 - 2228 West Broadway	66	266.88
13	#303 - 2228 West Broadway	67	270.92
14	#304 - 2228 West Broadway	66	266.88
15	#305 - 2228 West Broadway	85	343.71
16	#306 - 2228 West Broadway	64	258.79
17	#307 - 2228 West Broadway	67	270.92
18	#308 - 2228 West Broadway	65	262.84
19	#309 - 2228 West Broadway	61	246.66
20	#310 - 2228 West Broadway	53	214.31
21	#311 - 2228 West Broadway	76	307.32
22	#312 - 2268 West Broadway	76	307.32
23	#313 - 2268 West Broadway	61	246.66
24	#314 - 2268 West Broadway	64	258.79
25	#315 - 2268 West Broadway	67	270.92
26	#316 - 2268 West Broadway	64	258.79
27	#317 - 2268 West Broadway	84	339.67
28	#318 - 2268 West Broadway	67	270.92
29	#319 - 2268 West Broadway	67	270.92
30	#320 - 2268 West Broadway	61	246.66
31	#321 - 2268 West Broadway	40	161.75
32	#322 - 2268 West Broadway	38	153.66
33	#323 - 2268 West Broadway	78	315.40
34	#324 - 2288 West Broadway	80	323.49
35	#325 - 2288 West Broadway	52	210.27
36	#326 - 2288 West Broadway	60	242.62
37	#327 - 2288 West Broadway	75	303.27
38	#328 - 2288 West Broadway	55	222.40
39	#329 - 2288 West Broadway	84	339.67
40	#330 - 2288 West Broadway	85	343.71
41	#331 - 2288 West Broadway	81	327.54
42	#332 - 2288 West Broadway	80	323.49
43	#401 - 2228 West Broadway	56	226.44
44	#402 - 2228 West Broadway	62	250.71
45	#403 - 2228 West Broadway	62	250.71
46	#404 - 2228 West Broadway	62	250.71
47	#405 - 2228 West Broadway	85	343.71
48	#406 - 2228 West Broadway	84	339.67
49	#407 - 2228 West Broadway	63	254.75
50	#408 - 2228 West Broadway	60	242.62
51	#409 - 2228 West Broadway	61	246.66
52	#410 - 2228 West Broadway	57	230.49

**BCS 2667 - THE VINE**  
**Proposed Strata Fee Schedule**  
**Mar 01, 2011 to Feb 29, 2012**

<u>Strata Lot #</u>	<u>Unit Address</u>	<u>Unit Entitlement</u>	<u>Monthly Strata Fees</u>
53	#411 - 2268 West Broadway	88	\$355.84
54	#412 - 2268 West Broadway	60	242.62
55	#413 - 2268 West Broadway	63	254.75
56	#414 - 2268 West Broadway	84	339.67
57	#415 - 2268 West Broadway	84	339.67
58	#416 - 2268 West Broadway	62	250.71
59	#417 - 2268 West Broadway	62	250.71
60	#418 - 2268 West Broadway	62	250.71
61	#419 - 2268 West Broadway	78	315.40
62	#420 - 2288 West Broadway	91	367.97
63	#421 - 2288 West Broadway	75	303.27
64	#422 - 2288 West Broadway	62	250.71
65	#423 - 2288 West Broadway	85	343.71
66	#424 - 2288 West Broadway	85	343.71
67	#425 - 2288 West Broadway	75	303.27
68	#426 - 2288 West Broadway	75	303.27
69	#501 - 2228 West Broadway	52	210.27
70	#502 - 2228 West Broadway	61	246.66
71	#503 - 2228 West Broadway	62	250.71
72	#504 - 2228 West Broadway	62	250.71
73	#505 - 2228 West Broadway	85	343.71
74	#506 - 2228 West Broadway	84	339.67
75	#507 - 2228 West Broadway	63	254.75
76	#508 - 2228 West Broadway	60	242.62
77	#509 - 2228 West Broadway	61	246.66
78	#510 - 2228 West Broadway	52	210.27
79	#511 - 2268 West Broadway	85	343.71
80	#512 - 2268 West Broadway	60	242.62
81	#513 - 2268 West Broadway	63	254.75
82	#514 - 2268 West Broadway	84	339.67
83	#515 - 2268 West Broadway	84	339.67
84	#516 - 2268 West Broadway	62	250.71
85	#517 - 2268 West Broadway	62	250.71
86	#518 - 2268 West Broadway	62	250.71
87	#519 - 2268 West Broadway	73	295.19
88	#520 - 2288 West Broadway	109	440.76
89	#521 - 2288 West Broadway	94	380.10
90	#522 - 2288 West Broadway	91	367.97
91	#523 - 2288 West Broadway	93	376.06
92	#524 - 2288 West Broadway	107	432.67
93	#601 - 2228 West Broadway	51	206.23
94	#602 - 2228 West Broadway	61	246.66
95	#603 - 2228 West Broadway	62	250.71
96	#604 - 2228 West Broadway	62	250.71
97	#605 - 2228 West Broadway	85	343.71
98	#606 - 2228 West Broadway	84	339.67
99	#607 - 2228 West Broadway	63	254.75
100	#608 - 2228 West Broadway	60	242.62
101	#609 - 2228 West Broadway	61	246.66
102	#610 - 2228 West Broadway	52	210.27
103	#611 - 2268 West Broadway	85	343.71
104	#612 - 2268 West Broadway	60	242.62
105	#613 - 2268 West Broadway	63	254.75

**BCS 2667 - THE VINE**  
**Proposed Strata Fee Schedule**  
**Mar 01, 2011 to Feb 29, 2012**

<u>Strata Lot #</u>	<u>Unit Address</u>	<u>Unit Entitlement</u>	<u>Monthly Strata Fees</u>
106	#614 - 2268 West Broadway	84	\$339.67
107	#615 - 2268 West Broadway	84	339.67
108	#616 - 2268 West Broadway	62	250.71
109	#617 - 2268 West Broadway	62	250.71
110	#618 - 2268 West Broadway	62	250.71
111	#619 - 2268 West Broadway	74	299.23
112	#701 - 2228 West Broadway	52	210.27
113	#702 - 2228 West Broadway	61	246.66
114	#703 - 2228 West Broadway	62	250.71
115	#704 - 2228 West Broadway	62	250.71
116	#705 - 2228 West Broadway	85	343.71
117	#706 - 2228 West Broadway	84	339.67
118	#707 - 2228 West Broadway	63	254.75
119	#708 - 2228 West Broadway	60	242.62
120	#709 - 2228 West Broadway	61	246.66
121	#710 - 2228 West Broadway	52	210.27
122	#711 - 2268 West Broadway	72	291.14
123	#712 - 2268 West Broadway	91	367.97
124	#713 - 2268 West Broadway	92	372.02
125	#714 - 2268 West Broadway	92	372.02
126	#715 - 2268 West Broadway	98	396.28
127	#716 - 2268 West Broadway	95	384.15
128	#801 - 2228 West Broadway	99	400.32
129	#802 - 2228 West Broadway	98	396.28
130	#803 - 2228 West Broadway	93	376.06
131	#804 - 2228 West Broadway	92	372.02
132	#805 - 2228 West Broadway	91	367.97
133	#806 - 2228 West Broadway	97	392.23
<b>Total =</b>		<u><u>9,260</u></u>	<u><u>\$37,444.26</u></u>

**Total Annual Strata Fees ( X 12 months) = \$449,331.12**

**Note:**

This fees schedule includes 8.62% CRF contribution from operating fund for each strata lot.

04-May-11

**BCS 2667 - THE VINE**  
**CONTINGENCY RESERVE BUDGET (\$103)**  
**March 1, 2011 to February 28, 2012**

Opening Balance of Contingency Reserve Fund (CRF)	\$ 128,033
Contingency Reserve Fund Contributions (per calculation below)	<u>35,647</u>
Estimated Balance of Contingency Reserve Fund at the end of the fiscal year	<u>\$ 163,680</u>

**Note: Each Strata Lot's monthly contribution to the contingency reserve fund is calculated as follows:**

$$\frac{\text{unit entitlement of strata lot}}{\text{total unit entitlement of all strata lots}} \times \text{Contingency Reserve Fund Contributions}$$

**Required Contingency Reserve Contributions under S.93 & R6.1 of the Strata Property Act is calculated as follows:**

Previous year's annual operating fund contribution =	413,683 (A)
Current year's annual operating fund contribution =	413,683 (B)
Contingency Reserve Fund Opening Balance=	128,033 (C)
25% of (A)	103,421 (D)
100% of (A)	413,683 (E)
10% of (B)	41,368 (F)

- If (C) < (D), then CRF contribution at a minimum of (F) is required.
- If (C) = or > (D) and < (E), then the CRF contribution can be any amount
- If (C) = or > (E), then CRF contribution requires 3/4 vote.

Therefore the CRF contribution = can be any amount



**RESOLUTION "A" 3/4 VOTE  
BYLAW ADDITION #3(1) (f) & (g)  
SMOKING REGULATIONS**

**Preamble**

The Strata Council wishes to present a bylaw on smoking regulations as concerns and complaints continue to be received regarding smoking on the property. The current bylaws had nothing in place that spoke directly to dealing with smoking. What the proposed bylaw addition would do is provide a clear framework outlining where smoking is not permitted.

**BE IT RESOLVED** by a 3/4 vote of the Owners, Strata Plan BCS 2667 - The Vine, in person or by proxy, adopt Bylaw #3(1) (f) and (g) as follows:

- (f) Smoking is not permitted in any of the indoor or outdoor common areas, including the parking garage, elevators, lobbies, storage lockers, recreation areas, multi purpose amenity rooms, stairwells, exterior patios, exterior balconies, and garden areas;
- (g) It is not permitted to throw out material, especially cigarettes, matches or permit material to fall out of any window, door, balcony, patio, stairwell, passage or other part of the strata lots or common property;

**RESOLUTION "B" 3/4 VOTE**  
**SPECIAL LEVY – BUILDING EXTERIOR MAINTENANCE REPAIRS**

Preamble

In January of 2009, a Building Envelope Review compiled by Spratt Emanuel Engineering Ltd., was presented to members of the Strata Council at The Vine. The Review was commissioned for the purpose of obtaining information on the overall condition and performance of the building envelope. In addition to identifying areas of the envelope requiring warranty-related attention and follow-up by the Developer, Spratt Emanuel Engineering also catalogued areas that the Strata Corporation eventually would need to address. Now, after two and a half years since the time the Review was issued, the maintenance and repair work needed on the building envelope is considered to be both normal, and essential.

Earlier this year, the Strata Council obtained a proposal and quotation from *First Watch Building Operations* to perform the maintenance and repairs on the building envelope. The proposal was broken down into two phases, and also included a contingency amount for any unknown or unforeseeable expenses which could arise during the course of the work. The breakdown is as follows:

<b>Phase One:</b> .....	<b>\$22,000.00</b>
<i>Phase One involves retracing the 12 bosun chair drops conducted by Spratt Emanuel in order to perform the repairs and maintenance identified in the Building Envelope Review</i>	
<b>Phase Two:</b> .....	<b>\$48,000.00</b>
<i>Phase Two involves conducting an additional 38 bosun chair drops around the remaining property to perform repairs and maintenance on areas of the building envelope which were not included as part of Spratt Emanuel's scope of review</i>	
<b>Contingency for unknown or unforeseeable expenses</b> .....	<b>\$24,000.00</b>
<b>HST @ 12%</b> .....	<b>\$11,280.00</b>
<b>TOTAL</b> .....	<b>\$105,280.00</b>

Conducting regular maintenance and repairs not only enhances each owner's investment at The Vine, it also extends the intended life of the building products, and the early detection of potential problems and timely renewal can go a long way to mitigating costly repairs associated with prolonged neglect or inattention. With approximately 6½ years remaining on the 10 year warranty policy covering defects in the building envelope and structure, Owners are reminded that the Strata Corporation's entitlement to file future warranty claims with Willis Canada Inc. is largely dependant upon the Strata conducting routine maintenance and repairs of their own volition, and failure to do so may result in the warranty coverage of a building being denied or voided. Therefore, the Strata Council is asking all Owners at this general meeting to consider approving a special levy in the amount of \$106,000.00 in order to proceed with the building envelope maintenance and repairs at The Vine. Any unused portion of monies remaining at the conclusion of the exterior maintenance and repair work will be deposited to a separate Reserve account established for funding future projects.

**RESOLUTION "B" 3/4 VOTE**  
**SPECIAL LEVY – BUILDING EXTERIOR MAINTENANCE REPAIRS**

**BE IT RESOLVED** by a 3/4 vote of the Owners of the Strata Corporation BCS2667, The Vine, in attendance or via proxy, that the Strata Corporation be authorized to expend a sum of money up to and not exceeding \$106,000.00, inclusive of applicable taxes, for the purpose of undertaking necessary building exterior maintenance and repairs.

This expenditure will be funded by a special levy assessed to the owners in proportion to the unit entitlement of their respective strata lots. (the Special Levy schedule is attached)

**This special levy is due and payable in full immediately upon passage of this Resolution by the Owners on record on the date of passage. Pursuant to Section 109(a) of the Strata Property Act, in the event of a sale of a strata lot, the entire special levy is to be paid in full by the seller.**

**As a matter of financial convenience only, owners may pay their portion of the special levy on or before July 1, 2011.**

**The Strata Corporation may, under Section 116(1) of the Strata Property Act, register a Certificate of Lien against the owner's strata lot for any unpaid special levy.**

Notwithstanding Sections 108(5) and (6) of the Strata Property Act, any unused portion of this special levy is to remain in the Special Levy Reserve account established by way of this resolution passing, and any monies expended in future from this same Reserve account may only be applied towards building envelope maintenance and repairs which are in keeping with the intent of this resolution.

**NOTE: Owners currently on Pre-authorized Payment Plan (PAD) – please fill out and return the attached Special Levy PAD form if you wish to pay your special levy by PAD.**

**BCS 2667 - THE VINE**  
**Resolution "B" - 3/4 vote**  
**Fee Schedule - \$106,000.00**  
**Building Exterior Maintenance Repairs**

<u>Strata</u> <u>Lot #</u>	<u>Unit Address</u>	<u>Unit</u> <u>Entitlements</u>	<u>Total</u> <u>Amount</u>
1	#201 - 2288 West Broadway	38	\$ 434.99
2	#202 - 2288 West Broadway	39	446.44
3	#203 - 2288 West Broadway	49	560.91
4	#204 - 2288 West Broadway	49	560.91
5	#205 - 2288 West Broadway	59	675.38
6	#206 - 2288 West Broadway	51	583.80
7	#207 - 2288 West Broadway	45	515.12
8	#208 - 2288 West Broadway	49	560.91
9	#209 - 2288 West Broadway	49	560.91
10	#210 - 2288 West Broadway	43	492.22
11	#301 - 2228 West Broadway	57	652.48
12	#302 - 2228 West Broadway	66	755.51
13	#303 - 2228 West Broadway	67	766.95
14	#304 - 2228 West Broadway	66	755.51
15	#305 - 2228 West Broadway	85	973.00
16	#306 - 2228 West Broadway	64	732.61
17	#307 - 2228 West Broadway	67	766.95
18	#308 - 2228 West Broadway	65	744.06
19	#309 - 2228 West Broadway	61	698.27
20	#310 - 2228 West Broadway	53	606.70
21	#311 - 2228 West Broadway	76	869.98
22	#312 - 2268 West Broadway	76	869.98
23	#313 - 2268 West Broadway	61	698.27
24	#314 - 2268 West Broadway	64	732.61
25	#315 - 2268 West Broadway	67	766.95
26	#316 - 2268 West Broadway	64	732.61
27	#317 - 2268 West Broadway	84	961.56
28	#318 - 2268 West Broadway	67	766.95
29	#319 - 2268 West Broadway	67	766.95
30	#320 - 2268 West Broadway	61	698.27
31	#321 - 2268 West Broadway	40	457.88
32	#322 - 2268 West Broadway	38	434.99
33	#323 - 2268 West Broadway	78	892.87
34	#324 - 2288 West Broadway	80	915.77
35	#325 - 2288 West Broadway	52	595.25
36	#326 - 2288 West Broadway	60	686.83
37	#327 - 2288 West Broadway	75	858.53
38	#328 - 2288 West Broadway	55	629.59
39	#329 - 2288 West Broadway	84	961.56
40	#330 - 2288 West Broadway	85	973.00
41	#331 - 2288 West Broadway	81	927.21
42	#332 - 2288 West Broadway	80	915.77
43	#401 - 2228 West Broadway	56	641.04
44	#402 - 2228 West Broadway	62	709.72
45	#403 - 2228 West Broadway	62	709.72
46	#404 - 2228 West Broadway	62	709.72
47	#405 - 2228 West Broadway	85	973.00
48	#406 - 2228 West Broadway	84	961.56
49	#407 - 2228 West Broadway	63	721.17
50	#408 - 2228 West Broadway	60	686.83
51	#409 - 2228 West Broadway	61	698.27
52	#410 - 2228 West Broadway	57	652.48

**BCS 2667 - THE VINE**  
**Resolution "B" - 3/4 vote**  
**Fee Schedule - \$106,000.00**  
**Building Exterior Maintenance Repairs**

<u>Strata</u> <u>Lot #</u>	<u>Unit Address</u>	<u>Unit</u> <u>Entitlements</u>	<u>Total</u> <u>Amount</u>
53	#411 - 2268 West Broadway	88	\$ 1,007.34
54	#412 - 2268 West Broadway	60	686.83
55	#413 - 2268 West Broadway	63	721.17
56	#414 - 2268 West Broadway	84	961.56
57	#415 - 2268 West Broadway	84	961.56
58	#416 - 2268 West Broadway	62	709.72
59	#417 - 2268 West Broadway	62	709.72
60	#418 - 2268 West Broadway	62	709.72
61	#419 - 2268 West Broadway	78	892.87
62	#420 - 2288 West Broadway	91	1,041.68
63	#421 - 2288 West Broadway	75	858.53
64	#422 - 2288 West Broadway	62	709.72
65	#423 - 2288 West Broadway	85	973.00
66	#424 - 2288 West Broadway	85	973.00
67	#425 - 2288 West Broadway	75	858.53
68	#426 - 2288 West Broadway	75	858.53
69	#501 - 2228 West Broadway	52	595.25
70	#502 - 2228 West Broadway	61	698.27
71	#503 - 2228 West Broadway	62	709.72
72	#504 - 2228 West Broadway	62	709.72
73	#505 - 2228 West Broadway	85	973.00
74	#506 - 2228 West Broadway	84	961.56
75	#507 - 2228 West Broadway	63	721.17
76	#508 - 2228 West Broadway	60	686.83
77	#509 - 2228 West Broadway	61	698.27
78	#510 - 2228 West Broadway	52	595.25
79	#511 - 2268 West Broadway	85	973.00
80	#512 - 2268 West Broadway	60	686.83
81	#513 - 2268 West Broadway	63	721.17
82	#514 - 2268 West Broadway	84	961.56
83	#515 - 2268 West Broadway	84	961.56
84	#516 - 2268 West Broadway	62	709.72
85	#517 - 2268 West Broadway	62	709.72
86	#518 - 2268 West Broadway	62	709.72
87	#519 - 2268 West Broadway	73	835.64
88	#520 - 2288 West Broadway	109	1,247.73
89	#521 - 2288 West Broadway	94	1,076.03
90	#522 - 2288 West Broadway	91	1,041.68
91	#523 - 2288 West Broadway	93	1,064.58
92	#524 - 2288 West Broadway	107	1,224.84
93	#601 - 2228 West Broadway	51	583.80
94	#602 - 2228 West Broadway	61	698.27
95	#603 - 2228 West Broadway	62	709.72
96	#604 - 2228 West Broadway	62	709.72
97	#605 - 2228 West Broadway	85	973.00
98	#606 - 2228 West Broadway	84	961.56
99	#607 - 2228 West Broadway	63	721.17
100	#608 - 2228 West Broadway	60	686.83
101	#609 - 2228 West Broadway	61	698.27
102	#610 - 2228 West Broadway	52	595.25
103	#611 - 2268 West Broadway	85	973.00
104	#612 - 2268 West Broadway	60	686.83
105	#613 - 2268 West Broadway	63	721.17

**BCS 2667 - THE VINE**  
**Resolution "B" - 3/4 vote**  
**Fee Schedule - \$106,000.00**  
**Building Exterior Maintenance Repairs**

<u>Strata</u> <u>Lot #</u>	<u>Unit Address</u>	<u>Unit</u> <u>Entitlements</u>	<u>Total</u> <u>Amount</u>
106	#614 - 2268 West Broadway	84	\$ 961.56
107	#615 - 2268 West Broadway	84	961.56
108	#616 - 2268 West Broadway	62	709.72
109	#617 - 2268 West Broadway	62	709.72
110	#618 - 2268 West Broadway	62	709.72
111	#619 - 2268 West Broadway	74	847.08
112	#701 - 2228 West Broadway	52	595.25
113	#702 - 2228 West Broadway	61	698.27
114	#703 - 2228 West Broadway	62	709.72
115	#704 - 2228 West Broadway	62	709.72
116	#705 - 2228 West Broadway	85	973.00
117	#706 - 2228 West Broadway	84	961.56
118	#707 - 2228 West Broadway	63	721.17
119	#708 - 2228 West Broadway	60	686.83
120	#709 - 2228 West Broadway	61	698.27
121	#710 - 2228 West Broadway	52	595.25
122	#711 - 2268 West Broadway	72	824.19
123	#712 - 2268 West Broadway	91	1,041.68
124	#713 - 2268 West Broadway	92	1,053.13
125	#714 - 2268 West Broadway	92	1,053.13
126	#715 - 2268 West Broadway	98	1,121.81
127	#716 - 2268 West Broadway	95	1,087.47
128	#801 - 2228 West Broadway	99	1,133.26
129	#802 - 2228 West Broadway	98	1,121.81
130	#803 - 2228 West Broadway	93	1,064.58
131	#804 - 2228 West Broadway	92	1,053.13
132	#805 - 2228 West Broadway	91	1,041.68
133	#806 - 2228 West Broadway	97	1,110.30
<b>Total =</b>		<b>9,260</b>	<b>\$ 105,999.98</b>

**RESOLUTION "C" 3/4 VOTE**  
**REVIEW SERVICES BY ENGINEERING COMPANY**

Preamble

At the May 6, 2010 Annual General Meeting, Owners approved a special levy in the amount of \$5,280.00 for the purpose of obtaining an engineering review prior to installing awnings on the 3<sup>rd</sup> Level Courtyard area. The awnings were intended to provide protection from the exterior climatic conditions to the entrances of certain strata lots. In November 2010, however, it was discovered that below the door threshold of the strata lots where the awnings were planned for installation, a building envelope defect existed. By having the door thresholds rebuilt under the provisions of the 2-10-10 building warranty, the thresholds would effectively become impervious to water penetration and therefore rendering the proposed awnings unnecessary.

Section 108 of the *Strata Property Act* requires that the resolution to approve a special levy must: (a) set out the purpose of the special levy, and (b) that the strata corporation must use the money collected for the purpose set out in the resolution.

Since the original purpose for collecting the special levy at the May 6, 2010 no longer exists, and the money collected was never expended, the Strata Council is proposing that the \$5,280.00 collected at the 2010 Annual General Meeting, plus accumulated interest, now be put towards engaging the services of an engineering firm to review and assess the warranty-related envelope repairs performed by Scott Construction and their sub-contractors over the past year, and/or to review any other aspect of envelope repairs that the Strata Council deems prudent and reasonable.

**BE IT RESOLVED** by a 3/4 vote of the Owners of the Strata Corporation BCS2667, The Vine, in attendance or via proxy, that the Strata Corporation be authorized to change the purpose and allocation of the \$5,280.00, which was collected by way of a special levy approved by the Owners at the May 6, 2010 Annual General Meeting, **AND** that the total amount of \$5,280.00 plus any interest accumulated on the \$5,280.00 for the past fiscal year (inclusive of applicable taxes), now be used instead for the purpose of hiring an engineering company to review the building envelope and/or warranty-related repairs, such change to be in effect upon this resolution passing.





**STRATA PLAN BCS 2667**  
**Pre-authorized Debit (PAD) Form for Special Levy Payment(s)**  
**For Owners Currently on PAD Plan ONLY**

1. Use this form only if you wish to pay your special levy by PAD.
2. This form must be received in our office no later than the 20th of the month in order for us to be able to withdraw payment from your bank account on the 1st of the following month.

This service is for:      Individual PAD \_\_\_\_ Business PAD \_\_\_\_ (Please check)

**PERSONAL INFORMATION**

Name of Owner(s)	Strata Plan	Strata Lot
Address of Strata Lot	City	Province
Mailing Address (If different from above)	City	Province
Phone Number (Res.)	(Bus.)	(Cell)
Email Address		

**As an added security feature, please choose a personal password that you will provide when accessing account information by telephone** - up to 10 letters (suggest mother's maiden name) \_\_\_\_\_

**AUTHORIZATION**

I/We are currently on the Pre-authorized Debit Plan and authorize Crosby Property Management Ltd. to debit the amount of the following special levy\* payment(s) from my/our bank account where my/our existing monthly strata fee is debited from. \* The special levy amount(s) is/are the amount(s) in accordance to the fee schedule(s) as approved at the AGM/SGM held on May 26, 20011.

**IMPORTANT MESSAGE – Applied to Multiple Special Levies ONLY**

In situation where you do not wish to pay all special levies by PAD, e.g. Three (3) special levies were passed and you plan to pay two (2) special levies by PAD and the other one by cheque, write down **“DO NOT PROCESS”** in the “Special Instructions” box next to the resolution you wish to opt out from PAD. Our office will process all special levies by PAD if the Special Instructions boxes are left blank.

Resolution(s)	Title of Special Levy	Special Instructions
"B" 3/4 VOTE	Building exterior maintenance repairs.	

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

When the form is complete, mail, fax, or email to:

**Crosby Property Management Ltd. – Accounting Department**

600 – 777 Hornby Street, Vancouver, B.C., V6Z 1S4

Tel: 604-683-8900

Fax: 604-689-4829

Email: [crosby@crosbypm.com](mailto:crosby@crosbypm.com)

**Note:** For Owners who wish to enrol in our pre-authorized debit (PAD) plan for the 1<sup>st</sup> time, please fill out our PAD Agreement which can be downloaded from our website at [www.crosbypm.com](http://www.crosbypm.com) or contact our office for a copy. Do not use this form.



**PROXY**

I/We \_\_\_\_\_ [name(s)], the owner(s)/ tenant(s)/ mortgagee of  
strata lot \_\_\_\_\_ of Owners Strata Plan BCS2667

Address \_\_\_\_\_

hereby appoint \_\_\_\_\_

and failing him/her \_\_\_\_\_

to be my/our proxy to vote at their discretion, unless indicated below, for me/us on my/our behalf at the Annual General Meeting of the Owners Strata Plan BCS2667 to be held on May 26, 2011 at 6:30 p.m., or at any adjournment thereof. Should any amendment(s) to a Resolution indicated below be put forth at the meeting noted above, the appointed proxy holder may vote at their discretion.

\_\_\_\_\_  
OWNER'S SIGNATURE

**Budget (Majority Vote)**

**IN FAVOUR**

**OPPOSED**

**ABSTAINED**

☐☐☐

**Resolution (3/4 Vote)**

**IN FAVOUR**

**OPPOSED**

**ABSTAINED**

A: Bylaw addition #3(1) (f) & (g)

☐☐☐

B: Building exterior maintenance special levy

☐☐☐

C: Review services by engineering company

☐☐☐