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**STRATA PLAN BCS 3395
DONOVAN**

First Annual General Meeting

**PLEASE BE ADVISED THAT THE FIRST
ANNUAL GENERAL MEETING HAS BEEN
SCHEDULED AS FOLLOWS:**

DATE: Tuesday, July 14, 2009

TIME: 7:00 p.m. (Registration commences at 6:30 p.m.)

**PLACE: Executive Hotel Vintage Park
1379 Howe Street, Vancouver, B.C.**

YOUR ATTENDANCE IS GREATLY APPRECIATED.



June 24, 2009

TO ALL OWNERS
STRATA PLAN BCS 3395
DONOVAN
VANCOUVER, B.C.

Dear Owner:

RE: FIRST 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.

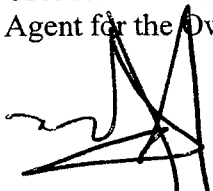
If you are unable to attend this meeting, please complete the attached Proxy Form and forward it to a representative of your choice who will be attending the meeting, thereby enabling your representative to vote on your behalf. We encourage all owners to be represented at this meeting.

Cheryllynn Warner will be assigned as your Property Manager and introduced to you at the First Annual General Meeting. Cheryllynn can be reached at 604-648-4458.

If you require further information or assistance regarding the foregoing or attached, please do not hesitate to contact me.

Yours truly,

CROSBY PROPERTY MANAGEMENT LTD.
Agent for the Owners


Jason Black
Assistant Vice President
General Manager, Strata
Direct Line: (604) 689-6921

TO ALL OWNERS
STRATA PLAN BCS 3395
1055 RICHARDS STREET
VANCOUVER, B.C.

NOTICE OF THE FIRST ANNUAL GENERAL MEETING

DATE: Tuesday, July 14, 2009
TIME: 7:00 pm - Registration commences at 6:30 pm
PLACE: Executive Hotel Vintage Park
1379 Howe Street, Vancouver, B.C. V6Z 1R7

S/A – See Attached

AGENDA:

1. The Chairperson calls the meeting to order at 7:00 pm.
2. Calling of the roll and certification of proxies.
3. Proof of Notice of Meeting or waiver of notice.
4. Proof of Certificate of Insurance S/A
5. Proof of Interim Financial Statement
6. Property Manager's Report.
7. Owner developer responsibilities.
8. Approval of the First Annual Budget. S/A
9. General Discussion.
10. Election of Council.
11. Adjournment.

May 13, 09

**STRATA PLAN BCS 3395
DONOVAN
INTERIM BUDGET
EFFECTIVE JUNE 1, 2009**

Alarm Monitoring	\$2,100
Audit	318
Bank Charges	120
Building Envelope Inspection	10,000
Cleaning & Janitorial	35,000
Electricity	30,000
Elevator Maintenance	16,500
Fire Equipment Maintenance	4,000
Garbage/ Recycling	22,500
Gas	55,000
Insurance/ Appraisal	65,000
Landscape Maintenance	20,000
Legal Fees	250
Management Fees	34,500
Mechanical Equipment Maintenance	22,000
Miscellaneous	3,500
Recreation Facilities/ Amenities	2,500
Repairs & Maintenance	20,000
Snow Removal	1,500
Water & Sewer	27,000
Window Cleaning	5,000
Sub-total	<hr/> \$376,788
Contingency Reserve - 5%	<hr/> 18,839
Total Budget	<hr/> <hr/> \$395,627

Note: Each Strata Lot's monthly contribution to the contingency reserve fund is calculated as follows:
$$\frac{\text{unit entitlement of strata lot}}{\text{total unit entitlement of all strata lots}} \times \text{Contingency Reserve Fund Contributions}$$

Bes 2103

Strata Property Act

Form J

RENTAL DISCLOSURE STATEMENT

(Section 139)

**Re: Parcel Identifier No.: 023-312-050
Lot 1 Block 76 District Lot 541 Group 1 New Westminster District Plan LMP26470**

**Parcel Identifier No.: 023-312-068
Lot 2 Block 76 District Lot 541 Group 1 New Westminster District Plan LMP26470**

**Parcel Identifier No.: 004-807-839
Lot 57 Except Part in Reference Plan 2936, of Lots 39 to 58 Block 76 District Lot
541 Plan 4544**

1. The development described above includes 608 strata lots.
2. The strata lots described below are rented out by the owner developer as of the date of this statement and the owner developer intends to rent out each strata lot until the date set out opposite its description.

Description of Strata Lot

Date Rental Period Expires

No strata lots have been rented out by the owner developer as of the date of this statement.

3. In addition to the number of strata lots rented out by the owner developer as of the date of this statement, the owner developer reserves the right to rent out all strata lots for indefinite periods.
4. There is no bylaw of the strata corporation that restricts the rental of strata lots.

Date: February 20, 2004.

**YALETOWN PARK CONDOMINIUM
PROPERTIES LTD.**

Per:

Authorized Signatory

**MINUTES
OF THE FIRST ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN BCS 3395
DONOVAN**

Held on Tuesday, July 14, 2009
Within Executive Hotel Vintage Park
1379 Howe Street, Vancouver, B.C. V6Z 1R7

The meeting was called to order at 7:15 p.m. by Jason Black, Assistant Vice-President of Crosby Property Management Ltd. who acted as Chairperson. Crosby Property Management was also represented by property manager Dave Olafsson, who was in attendance representing Cherylynn Warner, who will be the property manager for the building, but who was unable to attend the meeting.

CALLING THE ROLL AND CERTIFICATION OF PROXIES

The attendance register confirmed at the time of commencement of the meeting there were 9 eligible voters in attendance and 42 represented by proxy for a total of 51. The quorum requirements having been achieved, the meeting was deemed competent to proceed with the business at hand.

PROOF OF NOTICE

It was moved/seconded that the notice dated June 24, 2009 complied with the notice requirements of the Strata Property Act. CARRIED.

ACKNOWLEDGEMENT OF INSURANCE COVERAGE

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

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

Strata Corporation Insurance

Section 149 of the Strata Property Act requires the strata corporation to have adequate full replacement value insurance for the common property, common assets, buildings shown on the strata plan and fixtures built or installed on a strata lot. The insurance must cover major perils and have liability coverage for property damage and bodily injury of at least \$2,000,000. Your Strata Corporation's insurance policy is currently held with **BFL** and is insured for a replacement value of \$40,000,000.00. This value is based on information received from the Developer. An insurance appraisal has been ordered and the value and cost of insurance will likely increase.

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.

The Chairperson recommended that all owners obtain their own insurance coverage for personal property as well as third party liability coverage. Also, all owners should obtain additional coverage if they make any

**Minutes of the First Annual General Meeting
The Owners Strata Plan BCS 3395
Held on July 14, 2009**

major improvements within the strata lot such as upgrading appliances, fixtures, floor coverings, etc. Commercial owners should review their requirements with their insurance agent.

PROPERTY MANAGER'S REPORT

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

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

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

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

Owner Responsibilities

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

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

If any owner wishes to lease their residential unit, they must provide a completed Form K (Notice of Tenant's Responsibilities) to the offices of Crosby Property Management Ltd. within two weeks of renting the unit. This will ensure that the tenant has been made aware of the bylaws, the rules of the Strata

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The Owners Strata Plan BCS 3395
Held on July 14, 2009

Corporation and agrees to abide by them as well as complying with any other conditions contained within the Strata Property Act.

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

Strata Council

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

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

Warranty Information

Warranty Information

Under the terms of the Homeowner Protection Act and Regulations, the common property, common facilities and other assets of the strata corporation are covered under warranty with **Willis** commencing the date the first strata lot was conveyed. The responsibility of identifying deficiencies is that of the strata corporation.

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

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- ☐ In the first 10 years, for any defect in materials and labour that results in the failure of a load bearing part of the new home, and any defect which causes structural damage that materially and adversely affects the use of the new home for residential occupancy.

WARRANTY EXCLUSIONS

The warranty does not cover the following:

1. Weathering, normal wear and tear, deterioration consistent with normal industry standards;
2. Normal shrinkage of materials caused by drying after construction;
3. Any loss or damage which arises while the New Home is being used primarily or substantially for non-residential purposes;
4. Materials, labour, or design supplied by an Owner;
5. Any damage to the extent it is caused or made worse by an Owner or Third Party;
6. Failure of an Owner to take timely action to prevent or minimize loss or damage, including the failure to give prompt notice to St. Paul Guarantee of a Defect or discovered loss or potential Defect or loss;
7. Any damage caused by insects or rodents and other animals, agents, or sub-contractors;
8. Accidental loss or damage from acts of nature including, but not limited to, fire explosion, smoke, water escape, glass breakage, windstorm, hail, lighting, falling trees, aircraft, vehicles, flood, earthquake, avalanche, landslide, and changes in the level in the underground water table which are not reasonably foreseeable by the Builder;
9. Bodily injury or damage to personal property or real property which is not part of the New Home;
10. Any defect in, or caused by, materials or work supplied by anyone other than the Builder or it's employees, agents, or sub-contractors;
11. Changes, alternations, or additions made to the New Home by anyone after initial occupancy, except those performed by the Builder or it's employees, agents, or sub-contractors under the construction contract or sales agreement, or as required by St. Paul Guarantee;
12. Contaminated soil;
13. Subsidence of the land around the New Home or along utility lines, other than subsidence beneath footings of the New Home or under Driveways or Walkways;
14. Reduction in value of the New Home;
15. Landscaping, both hard and soft, including plants, fencing, detached patios, gazebos and similar structures;
16. Non-residential structures including sheds, garages, carports or outbuildings, or any structure or construction;
17. Any commercial use area and any construction associated with a commercial use area;
18. Roads, curbs, and lanes;
19. Site grading and surface drainage, except as required by the Building Code;
20. The operation of municipal services, including sanitary and storm sewer;
21. The quality or quantity of water, either piped municipal water supply or from a well
22. Damage caused or made worse by the failure of an Owner to take reasonable steps to mitigate any damage.

**Minutes of the First Annual General Meeting
The Owners Strata Plan BCS 3395
Held on July 14, 2009**

Crosby Property Management Ltd.

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

- Providing the Council with the necessary expertise and information, quotations and support documents in order to make informed decisions, which are in the best interests of the Strata Corporation.
- Providing administration and record keeping services as required under the Strata Property Act.
- Providing financial management services including the preparing of monthly financial statements and accompanying reports and budget projections.
- Ensuring the building exterior and the common areas and common assets of the Strata Corporation are maintained in accordance with the Council's instructions with consideration to the financial resources available.
- Assisting the Council with the formation and enforcement of bylaws, rules and other policies of the Council and the Strata Corporation.
- Providing 24 hour coverage for emergencies.

OWNER DEVELOPER RESPONSIBILITIES

Section 20 of the Strata Property Act requires the owner developer to provide certain information, documents and records of the strata corporation. The Chairperson advised that most of the required information has been received and is filed in the Strata Corporation Records. The balance of the information will be forthcoming.

INTERIM FINANCIAL STATEMENTS

The Chairperson discussed the Interim Financial Statements. In accordance with Section 21 of the Strata Property Act an updated financial statement will be provided to the Council.

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

FIRST ANNUAL BUDGET

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

It was moved/seconded to bring the first annual budget to the floor for discussion. After some discussion a vote was called. CARRIED UNANIMOUSLY.

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The Owners Strata Plan BCS 3395
Held on July 14, 2009**

PLEASE SEND (12) TWELVE POST-DATED CHEQUES PAYABLE TO STRATA PLAN BCS 3395. ANY CHANGE IN STRATA FEES IS EFFECTIVE FROM AUGUST 1, 2009.

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

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

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

ELECTION OF COUNCIL

The Chairperson advised that under the bylaws of the Strata Corporation the Council must consist of a minimum of 3 to a maximum of 7 members. The Chairperson explained that the persons elected to Council at this meeting will hold office until the next Annual General Meeting. The floor was then opened for nominations and/or volunteers to form the Council. The following persons agreed to stand for election:

Arash Barati	Cindy Fors
Brett Keyes	Garth Lam
Jennifer Lau	Alireza Rahbar

The above were declared elected by acclamation.

GENERAL DISCUSSION

The meeting concluded with a brief general discussion.

There being no further business, the meeting was adjourned at 8:40 pm. The first meeting of the Strata Council has not yet been determined.



Dave Olafsson
Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 hours)
www.crosbypm.com

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

**MINUTES
OF THE FIRST COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3395
DONOVAN**

Held on Wednesday, August 13, 2009 at 6:00 p.m.
Within the Meeting Room

COUNCIL IN ATTENDANCE:	Brett Keyes	President
	Jennifer Lau	Vice-President
	Cindy Fors	Treasurer
	Arash Barati	
	Garth Lam	
REGRETS:	Alireza Rahbar	
PROPERTY MANAGER:	Dave H. Olafsson	Crosby Property Management Ltd.

The meeting was called to order at 6:01 p.m. by the Property Manager, Dave H. Olafsson.

WELCOME NEW COUNCIL

As this was the first meeting of the new Strata Council, Council discussed the working relationship between management and Council. The *Strata Property Act* defines how strata corporations are to be run; however, the relationship between management and strata is less well defined. Council discussed these issues.

APPOINTMENT OF POSITIONS

The first official business was to determine the positions of President, Vice President and Treasurer. After some discussion, the following positions were agreed upon:

President	Brett Keyes
Vice President	Jennifer Lau
Treasurer	Cindy Fors

GUEST/CARETAKER BUSINESS

None.

APPROVAL OF COUNCIL MEETING MINUTES

None, as this was the first Council meeting of the Strata Council.

**Minutes of the First Council Meeting
The Owners Strata Plan BCS 3395
Held on August 13, 2009**

APPROVAL OF FINANCIAL STATEMENTS

None, as this was the first meeting of the Strata Council.

- **Receivables:**

Council discussed the receivables list and what policies, if any, should be in place to ensure that the receivables are collected adequately and on time. Council is aware that the Donovan is a new building and that it may take some time for all owners to get up to speed.

Owners are politely advised that if your account is in arrears, you will receive a statement from Crosby Management, which is mailed approximately 5 days after the first of the month. If you do not receive a statement, your account is not in arrears.

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

- **October 1st**

Owners are politely advised that they have until October 1st, 2009 to ensure their maintenance fees are up to date. Council advises that any accounts not paid in full after October 1st, 2009 will be subject to late fines. No reversals will be allowed. 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.

DEVELOPER ISSUES / COMMON AREA DEFICIENCIES

A walkabout with a representative from the developer is scheduled for Tuesday, August 18th, 2009 in order to compile the first common area deficiency list. Two members of Council will attend.

BUSINESS ARISING FROM PREVIOUS MINUTES - None.

CORRESPONDENCE - Council reviewed one item of correspondence.

NEW BUSINESS

Building Policies / Rules

Council discussed the following building policies and the following Rules were agreed upon:

**Minutes of the First Council Meeting
The Owners Strata Plan BCS 3395
Held on August 13, 2009**

Rule #1: The Gym

- The gym must be vacated by 11:00 p.m. on Sunday to Thursday nights.
- The gym must be vacated by Midnight on Friday and Saturday nights.
- Minors under the age of 13 must be accompanied by an adult.

Rule #2: The Lounge

- Anyone wishing to book the lounge for their exclusive use can call the property manager at Crosby Property Management at 604-683-8900. The lounge must be booked at least one week prior to the date requested in order to reserve exclusive use.
- Residents must pay a \$50 fee, payable to BCS 3395 at least one week in advance of the date requested.
- The room must be vacated by 11:00 p.m. on Sunday to Thursday nights.
- The room must be vacated by Midnight on Friday and Saturday nights.
- The room must be left in the condition it was found in. Any clean-up required the next day will result in fines according to the bylaws, and clean-up charges against the unit having booked the room the night previous.


Rule #3: Visitor Parking

- 48 hour maximum stay
- Visitors must leave a note on the dash, stating the unit they are visiting, and the time the car was first parked.

Parkade Mirrors / Signage

It was moved/seconded to have some parkade mirrors installed to aid the movement of cars in the parkade. Management will attend to this issue. It was also moved/seconded to have some signage installed regarding waiting for the gate to close. CARRIED. Management will also attend to this issue.

There being no further business, the meeting was adjourned at 7:58 p.m. The next meeting of the Donovan Strata Council is scheduled for Thursday, September 24, 2009 at 6:15 p.m. in the Meeting Room.



Dave H. Olafsson
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.
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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3395
DONOVAN**

Held on Wednesday, October 14, 2009 at 6:30 p.m.
Within the Meeting Room

COUNCIL IN ATTENDANCE:	Brett Keyes	President
	Jennifer Lau	Vice-President
	Cindy Fors	Treasurer
	Arash Barati	
	Garth Lam	
	Salome Sallehy	

LICENSED STRATA AGENT:	Dave H. Olafsson	Crosby Property Management Ltd.
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The meeting was called to order at 6:31 p.m. by the Council President.

COUNCIL MEMBER RESIGNATION

Shortly after the last meeting, Council Member, Alireza Rahbar, resigned from the Council. Council would like to thank Alireza for his past service to the building and wishes him the best in his future endeavours.

NEW COUNCIL MEMBER

The *Strata Property Act* and the Bylaws of the Strata Corporation state that if a council member resigns, Council may appoint a replacement. Given this fact, it was moved/seconded to appoint Salome Sallehy to the Council. A vote was taken. CARRIED UNANIMOUSLY. Council welcomed Salome.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held August 13, 2009 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

Given that this was the second Council meeting and that only one set of financials was available, it was moved/seconded to defer discussion and approval of the financial statements for August 2009 until the next Council meeting when August and September 2009 can be discussed and approved together. This will give Council and Treasurer a better view of the financial statements for the first two months. CARRIED.

- Receivables
Council reviewed the receivables list.

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The Owners Strata Plan BCS 3395
Held on October 14, 2009**

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.

MANAGEMENT DIRECTIVES

Council reviewed the directives as having been undertaken by management since the last meeting and concluded that all was in order.

DEVELOPER ISSUES

- Deficiency List: Council is pleased with the progress being made on the common area deficiency list so far. Most items should be completed shortly.
- Common Property and Limited Common Property / Balconies/ Deficiencies: Owners are politely requested to look at their unit doors, and their balconies to see if any “deficiencies” may be evident. Any noted deficiencies should be brought forward to management so that Council can review and take the necessary corrective steps as required.

BUSINESS ARISING FROM PREVIOUS MINUTES

Visitor Parking

Owners / residents are reminded of the Rule #3 regarding visitor parking, which reads as follows:

Rule #3: Visitor Parking

- 48 hour maximum stay
- Visitors must leave a note on the dash, stating the unit they are visiting, and the time the car was first parked.

Please be advised that the visitor parking is for visitors only. Owners who repeatedly abuse the visitors parking are subject to having their cars towed. It is hoped this action will not be necessary.

CORRESPONDENCE

Council reviewed three items of correspondence.

Minutes of the Council Meeting
The Owners Strata Plan BCS 3395
Held on October 14, 2009

NEW BUSINESS

Parkade Mirrors

Council discussed the mirrors that were recently installed in the parkade. It was discussed whether or not to add an additional mirror on P4. After some discussion, a vote was taken. The results were: ONE IN FAVOUR, FIVE AGAINST. That being the case, no further mirrors will be installed in the parkade at this point. However, it was subsequently decided by Council to install two mirrors at the top of the parkade ramp in order to make entry into the back lane easier and safer. CARRIED.

Parking Stalls / Cleanliness

Owners are politely reminded to ensure that no items are stored in their parking stalls. Management will be sending letters to some of the owners who have allowed this to happen. It is important that the parkade remains free and uncluttered. This is for the benefit of everyone. Thank you from your Strata Council.

Parkade / Cleanliness

Council reviewed correspondence from an owner, requesting to have garbage bins placed in the parkade by the entrance doors in order to reduce the amount of miscellaneous "litter" (coffee cups, etc.) being left in and around some parking stalls. Council discussed this issue and ultimately decided against it. Owners are politely requested not to leave any miscellaneous litter around their parking stalls, but to kindly dispose of such items properly.

Building Uniformity

It has been noted that some units at the back have installed wooden trellises that are non-conforming with the look of the building. Management will be sending letters to the units in question to address this issue. Owners are politely advised / reminded that it is important that the building maintain a look of uniformity. This is for the benefit of everyone. Thank you from your Strata Council.

Window Alteration Request

Council reviewed correspondence from an Owner, requesting permission to alter the windows in their unit slightly. After some discussion, it was the unanimous decision of Council to deny this request. The reason being, as noted above, that it is important for a strata corporation to maintain building uniformity. This is for the benefit of everyone.

Back Lane / Terrace Access

Council reviewed correspondence from an Owner, worried that it is possible for a thief to easily scale up areas in the back alley and gain access to the terrace level. Council discussed this issue at length and ultimately decided to take no action at this time. The reason being, that, no matter what action is taken, any thief could theoretically simply place a ladder against the wall and climb up. Council is sympathetic with

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The Owners Strata Plan BCS 3395
Held on October 14, 2009**

the issue, but realizes that no building can be 100% secure from someone who wishes to gain access, no matter what defensive steps are taken.

Heat Pumps

Owners are advised that, as part of the mechanical maintenance for Donovan, the heat pump filters in each unit must be replaced twice a year. This work is done by Trotter and Morton as part of their maintenance contract with the building (please see the attached notice).

Please be advised that Trotter and Morton will be in the building on Tuesday, November 17th, Wednesday November 18th, and Thursday, November 19th in order to have this work done. A representative from Trotter and Morton will be in the building for these three days and will work his way through each unit. Please ensure this work is complete so that the warranty remains in effect for all heat pumps. Thank you.

There being no further business, the meeting was adjourned at 8:29 p.m. The next meeting of the Strata Council is scheduled for Wednesday, November 25, 2009 at 6:30 p.m. in the Meeting Room.



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

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**STRATA PLAN BCS 3395
DONOVAN**

ALL OWNERS / RESIDENTS

HEAT PUMP FILTERS

AS PART OF THE REGULAR MECHANICAL MAINTENANCE FOR DONOVAN,
IT IS NECESSARY TO HAVE THE HEAT PUMP FILTERS IN EACH UNIT CHANGED TWICE
PER YEAR. THIS IS NECESSARY TO MAINTAIN THE WARRANTY AND TO ENSURE THE
PROPER FUNCTIONING OF THE HEAT PUMPS.

**TROTTER AND MORTON WILL DO THIS AS PART OF THEIR
MAINTENANCE CONTRACT FOR THE BUILDING.**

THE FIRST SCHEDULED HEAT PUMP FILTER REPLACEMENT WILL TAKE PLACE ON:

**TUESDAY, NOVEMBER 17TH
WEDNESDAY, NOVEMBER 18TH
THURSDAY, NOVEMBER 19TH**

ON THE ABOVE-NOTED DATES, A REPRESENTATIVE FROM TROTTER AND MORTON
WILL BE IN THE BUILDING EACH DAY FROM APPROXIAMTELY 8:30 A.M. TO 4:00 P.M.

MUCH LIKE AN ANNUAL FIRE INSPECTION, THE WORKER(S) FROM TROTTER AND
MORTON WILL BEGIN AT THE TOP OF THE BUILDING AND WORK THEIR WAY DOWN.

THERE WILL ALSO BE A SIGN-UP SHEET POSTED IN THE LOBBY,
ALLOWING YOU TO REQUEST A SPECIFIC TIME IN ORDER TO ACCOMMADATE
EVERYONE AS EFFICIENTLY AS POSSIBLE.

THANK YOU!

Dave Olafsson
Licensed Strata Agent / BCS 3395 Donovan
Crosby Property Management Ltd.

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3395
DONOVAN**

Held on Wednesday, November 25, 2009 at 6:30 p.m.
Within the Meeting Room

COUNCIL IN ATTENDANCE:	Brett Keyes	President
	Cindy Fors	Treasurer
	Arash Barati	
	Garth Lam	
	Salome Sallehy	
REGRETS:	Jennifer Lau	Vice-President
LICENSED STRATA AGENT:	Dave H. Olafsson	Crosby Property Management Ltd.

The meeting was called to order at 6:32 p.m. by the Council President, Brett Keyes.

NEW "ASSOCIATE" COUNCIL MEMBER

Council reviewed a request from a new owner, Jerry Constant to join the Strata Council. The Bylaws restrict Council allowing someone to come on Council unless a member of Council resigns or is unwilling to act. As neither of these two events have taken place, Council discussed the issue and came to a compromise. Mr. Constant will be given the title "Associate Council Member with no voting rights". Council would like to welcome Jerry to the Council and look forward to his positive input.

GUEST/CARETAKER BUSINESS

Council reviewed the caretaker report as presented by Said.

APPROVAL OF COUNCIL MEETING MINUTES

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

APPROVAL OF FINANCIAL STATEMENTS

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

- Receivables
Council reviewed the receivables list.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 3395
Held on November 25, 2009**

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.

MANAGEMENT DIRECTIVES

Council reviewed the directives as having been undertaken by management since the last meeting and concluded that all was in order.

DEVELOPER ISSUES

- Deficiency List: Council is pleased with the progress being made on the common area deficiency list so far. Most items should be completed shortly. Management advised that three Owners had called, asking for items outside their units to be attended to. Management noted that these requests had been forwarded to the developer.
- Drip Tray: After the previous meeting a letter was sent to the developer, requesting a drip-tray be installed over some areas of pipes in the parkade which had leaked. As of the date of the meeting, no response had been received. Management will follow-up with the developer on this request.
- No Car Wash: Owners may note there is a sign in the parkade which states "car wash". Unfortunately, the stall where the car wash is has been assigned and thus, there is no car wash. The "car wash" sign will be removed.

BUSINESS ARISING FROM PREVIOUS MINUTES

Parkade Mirrors

The mirrors which were recently installed at the top of the parkade ramp will be moved forward a bit to ensure a better view of the lane.

In-suite Heat Pump Filters

The recent in-suite heat pump filter changes resulted in approximately 50% of the units having their heat pumps successfully changed. Trotter and Morton will be in the building again on Monday, January 18th and Tuesday, January 19th to attempt to access the remaining units. Reminder notices, and a sign-up sheet will be posted in the lobby as the date approaches.

Minutes of the Council Meeting
The Owners Strata Plan BCS 3395
Held on November 25, 2009

CORRESPONDENCE

Council reviewed 14 items of correspondence.

NEW BUSINESS

Novus Cable Installation

Owners are advised that early in the new year, Novus will be available in the building. When the installation is complete, Novus will hold a wine and cheese function in the lobby to explain the Novus options available to residents.

Fobs

Council discussed the fob issue and the fact that some residents have been having problems with their fobs. Management advised that D & L Security, the company providing the fobs is also unhappy with the fobs that were provided and has offered to switch them out, to a different more reliable type of fob, at no cost to the Strata. Notices will be posted when this will take place.

Parkade Gate / Roving Security

Council discussed the security for the building and what can be done. Shortly after the last Council meeting, a car was noted on the building's video cameras leaving the building in the early morning hours, and driving away, without waiting for the gate to close. The video cameras then recorded an individual entering through the closing gate and proceed to vandalize 5 cars.

After some discussion, it was moved/seconded to add roving security to the building, three nights a week. CARRIED. Owners will notice the roving security on Friday and Saturday nights, and one alternating night during the week. The security guard will be instructed to remain primarily near the parkade gate and to also help clear the lounge and gym if residents are not abiding by the posted closing times. Council will monitor this service and the roving security will continue until further notice. Please wait for the gate to close when entering or exiting the building. Thank You from your Strata Council!

Security / Additional Cameras

Management was requested to obtain a quotation to add to the additional security camera system. The new cameras, if implemented, would go in the elevators and the back lobby.

Janitorial Services / Increase

Council discussed the cleaning of the building and whether the current cleaning is adequate. Council is generally pleased with the condition of the building, but after some discussion it was moved/seconded to add two cleaning shifts (16 hours total) to aid the current cleaner(s) in order to keep the building looking in as good condition as possible. CARRIED.

Minutes of the Council Meeting
The Owners Strata Plan BCS 3395
Held on November 25, 2009

Residents are also politely requested to do their part to help keep the building clean. Please do your best not to track dirt or leaves into the building and if you have a dog, kindly ensure that the dog's paws are clean before bringing him/her into the building.

Residents are also politely requested not to bring their bicycles into the building or into the elevator. Kindly leave your bikes in your storage lockers.

Thank You from your Strata Council!

Rule #2 Modification

Council discussed Rule #2, which reads as follows:

- Anyone wishing to book the lounge for their exclusive use can call the property manager at Crosby Property Management at 604-683-8900. The lounge must be booked at least one week prior to the date requested in order to reserve exclusive use.
- Residents must pay a \$50 fee, payable to BCS 3395 at least one week in advance of the date requested.
- The room must be vacated by 11:00 p.m. on Sunday to Thursday nights.
- The room must be vacated by Midnight on Friday and Saturday nights.
- The room must be left in the condition it was found in. Any clean-up required the next day will result in fines according to the bylaws, and clean-up charges against the unit having booked the room the night previous.

It was noted by Council that some residents are bypassing this rule and simply having a party. Please note that if you have a party in the room and you have not booked it for your exclusive use in advance, your unit will be retroactively charged the \$50 booking fee.

After some discussion, in order to clarify the rule, it was moved/seconded to add the following:

- Groups of 15 or more are required to book the room.

CARRIED.

Rule #4 and Rule #5:

Council discussed the upcoming Christmas season and agreed on the following new Rules:

Rule #4: Cut Christmas Trees

After some discussion, it was moved/seconded to create the following rule, concerning cut (live, or previously alive) Christmas Trees, which will be known as Rule #4:

- Cut Christmas Trees are not permitted. Artificial Christmas Trees only are permitted.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 3395
Held on November 25, 2009**

Rule #5: Holiday Lights

After some discussion, it was moved/seconded to create the following rule, concerning holiday lights, which will be known as Rule #5:

- Holiday lights may be displayed from December 1st until January 15th.

Pigeons at the Front

Council reviewed a quotation from Care Pest Control to help deal with some Townhouse Units at the front of the building who have pigeons roosting up the side of the building. The cost to deal with this issue was surprisingly high. Management was instructed to obtain a second quotation regarding this issue. In the meantime, the janitorial company has been asked to assist in the cleaning off the bird droppings until an appropriate solution has been found.

There being no further business, the meeting was adjourned at 7:45 p.m. The next meeting of the Strata Council is scheduled for Wednesday, January 13, 2010 at 6:30 p.m. in the Meeting Room.



Dave H. Olafsson
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**STRATA PLAN BCS 3395
DONOVAN**

ALL RESIDENTS

BUILDING SECURITY

Please do not let anyone into the building you do not know

Please report any suspicious activity to the police

And please:

When entering or leaving the building with your car,

Kindly wait for the gate to fully close behind you.

Security is everyone's responsibility

Thank You from your Strata Council!

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3395
DONOVAN**

Held on Wednesday, January 13, 2010 at 6:30 p.m.
Within the Meeting Room

COUNCIL IN ATTENDANCE:	Brett Keyes	President
	Cindy Fors	Treasurer
	Garth Lam	
REGRETS:	Arash Barati	
	Salome Sallehy	
LICENSED STRATA AGENT:	Dave H. Olafsson	Crosby Property Management Ltd.

The meeting was called to order at 6:31 p.m. by Council President, Brett Keyes.

COUNCIL RESIGNATION / NEW COUNCIL MEMBER

Shortly after the last Council meeting, citing personal reasons, Jennifer Lau resigned her position on the Strata Council. Council would like to thank Jennifer for her service to the building and wishes her all the best in her future endeavours.

As noted in the past minutes, Council had assigned the title of associate Council member to Jerry Constant. Given the fact that Jennifer has resigned from Council, this has opened up a spot and Council would like to formally welcome Jerry Constant to full Council membership.

NEW ASSOCIATE COUNCIL MEMBER

Council reviewed a request from Tyler McDougall to join the Strata Council. The bylaws of the corporation restrict Council from allowing someone to come on Council unless a member of Council resigns or is unwilling to act. As neither of these two events have taken place, Council discussed the issue and came to a compromise. Mr. McDougall will be given the title "Associate Council Member with no voting rights". Council would like to welcome Tyler to Council and look forward to his positive input.

GUEST/CARETAKER BUSINESS

Trotter & Morton / Donovan Mechanical Systems

Luke Magdy and Rob Cripps, representing the building's mechanical service provider, Trotter & Morton, addressed Council and answered questions regarding the building's mechanical system. As owners will no doubt remember, the building experienced a mechanical problem in December that resulted in a lack of heat and a lack of hot water to the majority of the units over a period of a few days. The problem was not readily

Minutes of the Council Meeting
The Owners Strata Plan BCS 3395
Held on January 13, 2010

evident and it took the best efforts of Trotter & Morton and Connelly Mechanical (the building's original mechanical builder) to isolate and fix the problem. In summary, the problem was caused by a glycol feed pump, which had a factory flaw, which caused a very small leak. This small leak led to the pressure switch in the mechanical room not working which subsequently led to a safety pressure shutdown sensor in the upper mechanical room, which shut off all the pumps if there is a lack of pressure. When the pressure did drop below 3psi, the sensor turned off all the pumps including the two main circuits that are in the P3 mechanical room. The incident created invoices from Trotter & Morton, as it was originally unclear whether the source of the problem was heat-pump related (i.e., maintenance) or something fundamentally wrong with the system (warranty). The payment of these invoices is currently under discussion with Connelly, Trotter & Morton, and the Developer. Mr. Magdy and Mr. Cripps left the meeting at 7:41.

Please note important information regarding the Donovan Mechanical Systems and the Heat Pumps in each unit, in New Business.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held November 25, 2009 as previously circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

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

- Receivables
Council reviewed the receivables list.

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.

MANAGEMENT DIRECTIVES

Council reviewed the directives as having been undertaken by management since the last meeting and concluded that all was in order.

DEVELOPER ISSUES

- Deficiency List: Ongoing

Minutes of the Council Meeting
The Owners Strata Plan BCS 3395
Held on January 13, 2010

BUSINESS ARISING FROM PREVIOUS MINUTES

Novus

The target date for the escalation of Novus in the building is still the end of January. Management will follow up.

Fob Problems

D&L Security has done fob exchanges in the building on December 29th & 30th, 2009 and January 12th & 13th, 2010. Anyone who still has not had their fob switched out is politely requested to call D&L Security at 604-808-7857.

Richards Street / Pigeons

Council reviewed two quotations to deal with the pigeon problem at the front of the building on the townhouses facing Richards. After some discussion, it was moved/seconded to accept the quote from Orkin Pest Control. CARRIED. This work will be done within the next few weeks.

Security Camera Quotation

Council reviewed a quotation from D&L Security to add another security camera at the back to monitor the back door, as well as cameras for the elevators. The quote, in the range of \$11,000.00, is prohibitive for the current Strata Council to approve on their own without the permission of the owners. This issue will most likely be discussed at the next General Meeting.

CORRESPONDENCE

Council reviewed 10 items of correspondence.

NEW BUSINESS

Donovan Mechanical Systems / Heat Pump Filters

The Donovan Mechanical System is what is called a “Geothermal System”, or a “Ground-Source Heat Pump System”. Basically, this means that under the building are numerous pipe-loops that go deep into the ground. The natural heat under the ground heats the water for the building. Over the long run, this system saves the building on natural gas and electricity. This type of system is still relatively rare, as less than 10% of new buildings in Vancouver have such a system.

However, such a system requires detailed maintenance, particularly in regard to the heat pump filters in each unit. It is imperative that all Donovan Owners understand the following requirements of being a Donovan Owner.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 3395
Held on January 13, 2010**

In most strata corporations, it is customary for the strata corporation to request access to each unit once a year – for the Annual Fire Inspection. However, at the Donovan, access is required for the Annual Fire Inspection and for the bi-annual replacement of the heat pump filters which are in each unit.

It is very important that all Donovan Owners understand the following:

BEING AN OWNER AT DONOVAN MEANS ALLOWING ACCESS TO YOUR UNIT TWICE A YEAR SO THAT YOUR HEAT PUMP FILTER CAN BE CHANGED.

THE STRATA CORPORATION HAS A CONTRACT WITH TROTTER & MORTON TO DO THIS WORK. EACH TIME THEY ARE ON SITE, THEY WILL BE WORKING FOR THREE DAYS, EXCHANGING FILTERS.

WELL IN ADVANCE OF EACH VISIT, THERE WILL BE SIGN-UP SHEETS POSTED IN THE BUILDING. TROTTER & MORTON WILL WORK FROM FLOOR TO FLOOR.

NON-RESIDENT OWNERS, OR OWNERS WITH DIFFICULT SCHEDULES, MAY CONTACT THE STRATA AGENT TO REQUEST SPECIFIC TIMES. EVERY EFFORT WILL BE MADE TO ACCOMMODATE, HOWEVER, CO-OPERATION IS ALSO REQUIRED FROM OWNERS.

IF YOU DO NOT GET YOUR HEAT PUMP FILTER CHANGED, THERE IS A POTENTIAL THAT THE FILTER WILL “CLOG” AND NOT WORK. IF THIS HAPPENS, YOU WILL HAVE TO CONTACT TROTTER & MORTON AND ARRANGE AN APPOINTMENT. THE COST WILL BE APPROXIMATELY \$300 AND YOU WILL HAVE TO PAY TROTTER & MORTON DIRECTLY.

IF YOUR HEAT PUMP FILTER IS NOT PROPERLY MAINTAINED, AND IT FREEZES UP, IT MAY LEAK. IF THIS HAPPENS, AND YOU HAVE NOT PROVIDED ACCESS TO HAVE THE FILTER CHANGED THE STRATA CORPORATION WILL NOT PAY FOR THE RESULTANT DAMAGE.

IF THE WARRANTY IS VOIDED DUE TO THE HEAT PUMPS NOT BEING REPLACED, AND THE HEAT PUMP SYSTEM IN YOUR UNIT IS DAMAGED, IT MAY COST YOU BETWEEN \$7,000 AND \$10,000 TO HAVE THE SYSTEM IN YOUR UNIT FIXED OR REPLACED.

Next Heat Pump Filter Change / March 22-24

Owners are advised that Trotter & Morton will be on site Monday, March 22nd, Tuesday, March 23rd, and Wednesday, March 24th to do the next heat pump filter changes.

Sign-up sheets will be made available in the lobby a few weeks prior to this visit. Letters will also be sent to all units who have yet to be inspected, emphasizing the importance of allowing access.

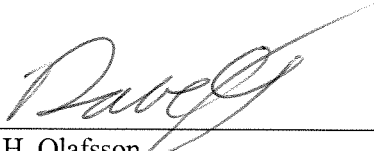
Thank you in advance for your co-operation.

Minutes of the Council Meeting
The Owners Strata Plan BCS 3395
Held on January 13, 2010

Visitor Parking

Owners are politely requested to not abuse the visitor parking. Kindly park in your designated parking stalls. Thank You from your Strata Council.

There being no further business, the meeting was adjourned at 8:23 p.m. The next meeting of the Strata Council is scheduled for Wednesday, March 10th, 2010 at 6:30 p.m.



Dave H. Olafsson
Licensed Strata Agent
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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3395
DONOVAN**

Held on Wednesday, March 10, 2010 at 6:30 p.m.
Within the Meeting Room

COUNCIL IN ATTENDANCE:	Brett Keyes	President
	Garth Lam	
	Arash Barati	
	Jerry Constant	
	Salome Sallehy	
	Tyler McDougall	Associate Council Member
REGRETS:	Cindy Fors	Treasurer
LICENSED STRATA AGENT:	Dave H. Olafsson	Crosby Property Management Ltd.

The meeting was called to order at 6:32 p.m. by Council President, Brett Keyes.

GUEST/CARETAKER BUSINESS

None.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held January 13, 2010 as previously circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

Although the Treasurer had sent her regrets, Cindy had previously contacted the Strata Agent to say that the December 2009, and January 2010 financial statements were in order. This being the case, it was moved/seconded to approve the financial statements for December 2009 and January 2010. CARRIED.

- Receivables
Council reviewed the receivables list.
- Receivables / SL #110 / Forced Sale
Regrettably, Strata Lot #110 has neglected to pay any strata fees since it was purchased. Statements and letters to the unit have produced no results, and recently a lien was placed on the unit. Council discussed the issue at length and it was ultimately moved/seconded to instruct management to begin foreclosure / forced sale proceedings against this unit. CARRIED.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 3395
Held on March 10, 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.

MANAGEMENT DIRECTIVES

Council reviewed the directives as having been undertaken by management since the last meeting and concluded that all was in order.

DEVELOPER ISSUES

- Deficiency List: Substantially complete.

BUSINESS ARISING FROM PREVIOUS MINUTES

Novus

The target date for the installation of Novus in the building has been moved back to the summer months. The reason for the delay is that Novus is in a dispute with Telus and B.C. Hydro, over costs relating to the installation.

Donovan Mechanical Systems – Heat Pump Filters

Owners are advised that letters have gone out to each and every owner regarding the heat pump filter change on March 22nd, March 23rd, & March 24th. Notices will also be posted in the building, and slid under each door as the date approaches.

As noted in the previous minutes, it is very important that all Donovan owners understand that access is required to the unit three times per year. Once for the annual fire inspection and twice more for the bi-annual replacement of the in-suite heat pump filters, which is done by Trotter and Morton, the building's mechanical service provider. Thank you in advance for your co-operation.

Visitor Parking

In the past minutes, Owners were politely requested not to abuse the visitor parking and that all residents were to park in their designated stalls. Unfortunately, the situation has not improved. Some cars have been towed, but there still continue to be cars who, rather than park in their designated stalls, park, for whatever reason, in the visitor parking.

Minutes of the Council Meeting
The Owners Strata Plan BCS 3395
Held on March 10, 2010

There also have been occasions where some units have guests where all five or six guests visiting the same unit park in the visitor parking, thus leaving no spaces for other units.

Council discussed the visitor parking issue at length and how best to proceed fairly, for all Owners. After some discussion, the following was agreed upon:

It was moved/seconded to add the following rules to Rule #3 regarding the visitor parking:

- *Visitor Parking Only. Resident vehicles are subject to immediate towing.*
- *All cars parked in Donovan visitor parking must display a valid parking permit.*

CARRIED.

Owners are now advised of the Rule #3: Visitor Parking, which reads in its entirety as follows:

Rule #3: Visitor Parking

- Visitor Parking Only. Resident vehicles are subject to immediate towing.
- All cars parked in Donovan visitor parking must display a valid parking permit.
- 48 hour maximum stay.
- Visitors must leave a note on the dash, stating the unit they are visiting, and the time the car was first parked.

Professional signage will be made up and mounted in the visitor parking area. Each unit will be issued one visitor parking pass. Busters Towing will then be engaged to provide regular surveillance and automatic towing when there is a violation.

This change will go into effect as soon as it can be arranged. In summary, please do not abuse the visitor parking, as you will be towed. Thank You from your Strata Council.

CORRESPONDENCE

Council reviewed six items of correspondence.

NEW BUSINESS

Major Maintenance

Council reviewed quotations for the following major work:

- The Annual Fire Inspection
- Dryer Vent Cleaning
- Parkade Powerwashing
- Window Cleaning

Minutes of the Council Meeting
The Owners Strata Plan BCS 3395
Held on March 10, 2010

No major work has been ordered at this point. Council will review these quotations at the next meeting and make a decision on how to proceed at that time.

Rule #2: The Lounge / Addition

Rule #2 governs the use of the Lounge. Rule #2 is noted below:

- Anyone wishing to book the lounge for their exclusive use can call the property manager at Crosby Property Management at 604-683-8900. The lounge must be booked at least one week prior to the date requested in order to reserve exclusive use.
- Residents must pay a \$50 fee, payable to BCS 3395 at least one week in advance of the date requested.
- The room must be vacated by 11:00 p.m. on Sunday to Thursday nights.
- The room must be vacated by Midnight on Friday and Saturday nights.
- The room must be left in the condition it was found in. Any clean-up required the next day will result in fines according to the bylaws, and clean-up charges against the unit having booked the room the night previous.
- Groups of 15 or more are required to book the room.

After some discussion, it was moved/seconded to add the following to Rule #2:

- Residents must provide a \$200 damage deposit, in the form of a cheque payable to BCS 3395, when booking the room. If the room is left in good condition, the damage deposit will be returned.

CARRIED.

There being no further business, the meeting was adjourned at 8:20 p.m. The next meeting of the Strata Council is scheduled for Wednesday, April 28, 2010 at 6:30 p.m. in the Meeting Room.



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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3395
DONOVAN**

Held on Wednesday, April 28, 2010 at 6:30 p.m.
Within the Meeting Room

COUNCIL IN ATTENDANCE:	Garth Lam Arash Barati Jerry Constant Tyler McDougall	Vice-President
REGRETS:	Brett Keyes Salome Sallehy	President
LICENSED STRATA AGENT:	Dave H. Olafsson	Crosby Property Management Ltd.

The meeting was called to order at 6:31 p.m. by the Strata Agent, Dave H. Olafsson.

COUNCIL MEMBER RESIGNATION

After the last Council meeting, Cindy Fors contacted the Strata Agent to advise she would be resigning from Council.

Council would like to thank Cindy for her past service to the building and wishes her all the best in her future endeavours. A spot being then open for Council membership, Tyler McDougall was raised from Associate Council Member to full Council member.

Council then discussed the position of Treasurer, which had previously been filled by Cindy. After some discussion, it was decided that Tyler McDougall would assume the duties of Treasurer.

GUEST/CARETAKER BUSINESS

None.

APPROVAL OF COUNCIL MEETING MINUTES

It was MOVED/SECONDED to approve the Minutes of the Council Meeting held March 10, 2010 as previously circulated. CARRIED.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 3395
Held on April 28, 2010**

APPROVAL OF FINANCIAL STATEMENTS

It was MOVED/SECONDED to approve the financial statements for February and March 2010. CARRIED.

- Receivables
Council reviewed the receivables list.
- Receivables – Strata Lots #107, #115 & #125
Regrettably, the above noted strata lots have neglected to pay any strata fees for a significant period of time. Statements and letters to the units have produced no results. Liens on the units have also been placed, but without any response. Council discussed this issue at length and it was ultimately MOVED/SECONDED to instruct management to begin foreclosure/forced sale proceedings against the above noted units. 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.

MANAGEMENT DIRECTIVES

Council reviewed the directives as having been undertaken by management since the last meeting and concluded that all was in order.

DEVELOPER ISSUES

Recently, a notice was mailed out from the developer to all owners requesting that any common area deficiencies be reported prior to the expiration of the first warranty period, which is July 31st, 2010. Thank You for all owners who have returned this form.

BUSINESS ARISING FROM PREVIOUS MINUTES

Donovan Mechanical Systems / Heat Pump Filters

The heat pump filter replacements, which took place on March 22nd, 23rd, & 24th, were done successfully and almost all units were accessed. A number of units could not be accessed due to difficulty in reaching the heat pump filter. Cressey is working on this deficiency.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 3395
Held on April 28, 2010**

Visitor Parking

Owners are advised / reminded of Rule #3 regarding Visitor Parking, which reads as follows:

Rule #3: Visitor Parking

- Visitor Parking Only. Resident vehicles are subject to immediate towing.
- All cars parked in Donovan visitor parking must display a valid parking permit.
- 48 hour maximum stay.
- Visitors must leave a note on the dash, stating the unit they are visiting, and the time the car was first parked.
- Visitor Parking Only. Resident vehicles are subject to immediate towing.
- All cars parked in Donovan visitor parking must display a valid parking permit

Owners are advised that, beginning June 1st, Rule #3 will be strictly enforced. An independent company will be employed to monitor the Visitor Parking. Vehicles in violation will be towed.

Owners are advised that Visitor Parking Passes have been made up for each unit. As per Rule #3, any car parked in the visitor parking must display the pass, or it will be towed. If you are a non-resident Owner, kindly ensure your tenant receives the Visitor Parking Pass. Thank you from your Strata Council.

CORRESPONDENCE

Council reviewed six items of correspondence.

NEW BUSINESS

Trail Appliances and Miele Canada / Special Evening

Owners and residents are advised that Trail Appliances and Miele Canada would like to invite you to an open house to help you use and understand your appliances better. The event will take place at Mielehaus, at 69 Smithe Street in Vancouver on June 30th, between 6:30 and 8:30 p.m. Anyone wishing to attend must RSVP by May 28th, 2010 to Serena or Leanne, at 604-461-1598. A notice of this event has been attached to the minutes.

Window Cleaning

Owners are advised that all inaccessible exterior windows are scheduled to be cleaned beginning Monday, May 17th through to Thursday, May 20th. Notices have been posted.

Parking Stall #231

Owners are advised / cautioned that Parking Stall #231 contains a yellow bollard, which is there as per the fire code. Unfortunately, the placement of the bollard has shortened the stall, thus causing the car to jut out slightly. Kindly drive with caution in this area of the parkade. Thank You.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 3395
Held on April 28, 2010**

There being no further business, the meeting was adjourned at 8:12 p.m. The next meeting of the Strata Council is scheduled for Thursday, June 10, 2010 in the Meeting Room.



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

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

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3395
DONOVAN**

Held on Tuesday, June 15, 2010 at 6:30 p.m.
Within the Meeting Room
1055 Richards Street, Vancouver, B.C.

COUNCIL IN ATTENDANCE:	Garth Lam	Vice-President
	Arash Barati	
	Jerry Constant	
	Tyler McDougall	
	Salome Sallehy	

LICENSED STRATA AGENT:	Dave H. Olafsson	Crosby Property Management Ltd.
	Julie Landicho	Crosby Property Management Ltd.

The meeting was called to order at 6:45 p.m. by the Chairperson.

NEW STRATA AGENT

Dave Olafsson introduced Julie Landicho as the new Strata Agent for the Donovan. After a few words, Dave Olafsson left the meeting and Julie Landicho proceeded to conduct the meeting on the business at hand.

GUEST/CARETAKER BUSINESS

Said Dehbi presented to Council the proposed contract for the caretaking for BCS 3395. Council discussed this contract and reviewed the proposed administration and review of duties for the full time caretaker position at the Donovan. After a detailed discussion and careful consideration of all the details of the contract the Council directed the Strata Agent to revise the contract to a Contractor's contract as opposed to the Employee contract. The contract will be revised and will be submitted to Council for review and approval. This item will be further discussed after the contract is fully prepared.

COUNCIL BUSINESS

Council reported that Brett Keys, the President of the Strata Council, has stepped down and the Council held a meeting to elect the new Council President. This meeting was held on May 27, 2010 at 6:30 p.m. within the Meeting room. The Council in attendance was as follows:

Salome Sallehy
Arash Barati
Jerry Constant
Tyler McDougall

In regrets was Garth Lam.

This special Council meeting was called in regards to accepting Brett Keys' resignation and to elect a new Council President. The meeting was called to order at 6:30 p.m.

Brett Keys, Council President, decided to resign effective May 24, 2010. Council would like to thank Brett for his past service to the building and wishes him all the best in the future.

The Council unanimously agreed on electing Arash Barati as the new Council President.

APPROVAL OF COUNCIL MEETING MINUTES

It was MOVED/SECONDED to approve the Minutes of the Council Meeting held April 28, 2010 as previously circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

It was MOVED/SECONDED to approve the financial statements for April and May, 2010. CARRIED. However, Council has requested a copy of the General Ledger for some accounts that have been over run on the 10th month of the fiscal year. This information will be provided to Council for review and will be discussed further at the next Council Meeting.

The Strata Agent reported to Council that the year end date is July 31, 2010 and the 2nd Annual General Meeting will be held on Wednesday, September 15, 2010.

REVIEW OF ACCOUNTS RECEIVABLE

The current accounts receivables were presented to Council for review and reference. It was reported that a unit that has been presented with an invoice from Strata Corporation lawyers has not responded to the payment that has been charged back to their strata account. However, there is one unit that has paid the invoice from the law firm.

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.

MANAGEMENT DIRECTIVES

The Strata Agent provided a copy of the directives from the last Council meeting. These were all discussed in detail and after review and reference to the directives; Council is satisfied with the completion of all the directive with the exception that further information is needed in regards to D&L Security. This information will be obtained and submitted to Council for further review.

DEVELOPER ISSUES

The list of deficiencies has been submitted to Council and the Strata Agent has also been submitted to the Developer, Cressey Development. The Strata Agent has informed Council that the 15 month warranty will expire on July 31, 2010 and if there are any additional deficiencies that Council wishes to add they should be given to the Strata Agent who will then forward them to the Developer as well as the warranty provider for BCS 3395. The deficiency list will be further discussed at the next Council meeting to finalize and ensure that all the deficiencies have been addressed by the Developer and the insurance provider.

BUSINESS ARISING FROM PREVIOUS MINUTES

There is no business arising from the previous Minutes at the time of the meeting.

CORRESPONDENCE

Several units have received various letters from the Strata Corporation regarding noise fines and invoice charge backs. As well, all correspondence sent out has been discussed in detail by the Council and the proper procedures have been undertaken before the owners were notified of the issues.

NEW BUSINESS

1. **Vending Machine Request**

After careful consideration of all the details presented to Council the request for the installation of a vending machine has been declined. The Council determined that this is not in the best interest of the building and the residents at Donovan.

2. **Mechanical Quote**

Two quotes were presented to Council for review. One is from All Star Mechanical and the other is from Latham's. Council reviewed, in detail, the two quotes and more information is needed for the Council to come to a decision as to the mechanical company that will service the needs for BCS 3395. Council has reported that currently Trotter & Morton is the company servicing the building and after all details have been considered, the Council will review the quotes at the next Council meeting.

3. **Request for Enclosure for Parking Stall**

An owner has requested to enclose their assigned parking stall to turn it into a storage locker. After consideration of the detailed information presented, Council has declined the request due to the legal procedures. The owner will be informed, in writing, of this decision.

4. Additional Security Camera for the P2 Level

Council has discussed the installation of the additional security cameras for the underground parking. After a lengthy discussion of the security system for BCS 3395, Council has requested that two more quotes should be obtained in order to come to a decision on the needs for the additional security for the underground parking. The Strata Agent will obtain two more quotes to be presented to Council at the next meeting for discussion.

5. Roaming Security

Two quotes were presented to Council for security for the building. One quote came from Paladin Security and the other is from Major Investigation. After a review and lengthy discussion of the roaming security issues for the building Council will secure more information from Paladin to be able to meet the budget as well as to decide on the needs for a security guard for the building. This matter will be further discussed at the next Council meeting.

It was MOVED/SECONDED to terminate the services rendered by Eureka Security immediately.

6. Major Maintenance

- i) Fire Inspection: The Strata Agent reported to Council that the annual fire inspection should be done soon after the fiscal year end of July 31, 2010. A quote from a fire inspection company will be presented to Council for discussion at the next meeting.
- ii) Dryer Vent Cleaning: This maintenance for 150 units on 18 floors will be due soon after the fiscal year end as well. Quotes will be presented to Council for review and approval.
- iii) Parkade Power Washing: A quote was presented to Council for the power washing of the parkade. However, the current janitorial services for the building have hosed down the parkade and it is good enough for a little while. The professional power washing will be scheduled soon and the owners will be informed.

7. Gutter/Roof Drain Cleaning

The window cleaning was completed by Horizon Pacific in May 2010. However, the deficiency will be presented to Horizon Pacific and corrected as the Council has reported that some windows have been missed and this must be completed as soon as possible. The Strata Agent will contact Horizon Pacific to complete the window washing deficiencies.

8. Carpet Cleaning

The Strata Agent reported to Council that Service Master is scheduled four times a year to clean the carpets.

9. Sub-Pumps Catch Basin

The Strata Agent has reported that the maintenance of the sump-pumps and the catch basins has been included in the quotes from the mechanical quotes presented to Council, which is currently under review before approval.

10. Warranty Dates

The Strata Agent has reported to Council that the 15 month warranty date for common property will expire on July 31, 2010 and the Council will be reviewing the deficiencies that will be presented to the Developer and to the insurance company. The 24 month warranty date for common property will expire April 30, 2011. The ten year warranty date for common property which will include the building envelope and the structural of the building will expire April 30, 2019. It was further reported that the warranty insurer for BCS 3395 is Willis Canada with a policy number of WI1139-001-CP.

11. Emergency Generator

The Strata Agent reported to Council that the emergency generator has to be serviced once a year. The emergency generator was recently serviced by Cullen Diesel Power on June 10, 2010. The contact is Kathy Fitzgerald at 604-882-0900 ext 1287.

12. Recreational Facilities

The Council reported that some of the T.V. remotes are missing from the Gym Room. Council discussed that some residents are misusing the gym equipment and Council has proposed that the camera system installed in the gym should be reviewed to ensure that the recreational facilities are being used appropriately by all residents.

Council received a verbal request that more weights be added to the gym. This will be further discussed at the next Council meeting.

The Strata Agent mentioned to Council that a notice waiver should be posted in the gym stating that the residents will use the recreational facilities and the use of the equipment at their own risk and that the Strata Corporation is not party to any accidents or incidents that may occur in the gym.

13. City of Vancouver – Removal of Post

Council reported that at the emergency exit door next to parking stall 231 the post has been removed by Cressey to turn it into a parking stall. However, the post was put there for the purpose of an emergency exit from the building. The Council has directed

**Minutes of the Council Meeting
The Owners Strata Plan BCS 3395
Held on June 15, 2010**

the Strata Agent to contact the City of Vancouver to ensure that the removal of the post has been approved.

14. Car Wash Area

Council directed the Strata Agent to enquire from the City of Vancouver if, in fact, the car wash area that was promised by the Developer has not been installed in the underground parking as is noted on the building code.

There being no further business, the meeting was adjourned at 9:30 p.m.



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

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

These Minutes of the meeting have been reviewed and approved by Council to submit to the Owners of LMS 2332.

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3395
DONOVAN**

Held on Tuesday, July 27, 2010 at 6:30 p.m.
Within the Meeting Room
1055 Richards Street, Vancouver, B.C.

COUNCIL IN ATTENDANCE:	Arash Barati	President
	Garth Lam	Vice-President
	Jerry Constant	
	Tyler McDougall	
	Salome Sallehy	
STRATA MANAGER:	Julie Landicho	Crosby Property Management Ltd.

The meeting was called to order by the Chairperson at 6:35 p.m.

GUEST/CARETAKER BUSINESS

Council has approved the payment of the previous Caretaker of the building, Said Dehbi, for the 45 hours he worked in six days. As well, Council approved the reimbursement of the cork board that the Caretaker bought for the building.

Five Star Building Maintenance Ltd. is the new caretaker/janitorial company servicing BCS 3395 and after a discussion Council conveyed their satisfaction regarding the service Five Star provides to Donovan building and had mentioned that the building is in "tip-top shape" with regards to the cleaning standards of the building. Council requested another quote for the caretaking/janitorial for discussion purposes for the upcoming Annual General Meeting for BCS 3395.

APPROVAL OF COUNCIL MEETING MINUTES

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

APPROVAL OF FINANCIAL STATEMENTS

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

REVIEW OF ACCOUNTS RECEIVABLE

The Strata Manager presented to Council the current accounts receivable and after a brief discussion, the Council noted that they are satisfied with the current status of the accounts receivable.

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.

DEVELOPER ISSUES

The Strata Manager provided Council with the list of deficiencies compiled together that is to be submitted to Cressey Development and Willis Canada Insurance for the 15 month warranty review. After a discussion the Council directed the Strata Manager to add more items that were not on the deficiency list before sending it off to the Developer and Insurance provider.

CORRESPONDENCE

Council is in receipt of a report from an owner that there is a pipe dripping above their parking stall that is damaging their vehicle. After discussion, the Council concluded that the cause of this drip is a deficiency and will be brought to Cressey's attention to rectify.

A request was received by an owner to install an electrical outlet in their three parking stalls to accommodate the charging of their vehicle battery. After a brief discussion, Council directed the Strata Manager to obtain specifications from the owner as well as the drawings and plans for this electrical outlet. Once this information is received, the Strata Manager will forward it to Council and they will then make their decision.

An owner sent a letter to Council requesting reimbursement for towing charges resulting from parking in the Visitor Parking. After discussion, Council decided that the towing charge is to remain and the Strata Manager will advise the owner of this decision.

An owner requested reimbursement of a late fine and after discussion, Council declined this request.

Another owner requested reimbursement of late fines, claiming that post-dated cheques were submitted to Crosby. Further investigation will be conducted in this regard.

The Strata Manager provided Council with copies of various correspondences that were sent out to owners since the last Council meeting.

NEW BUSINESS

1. Paladin Security Contract

The Council reviewed the Paladin Security contract and after discussion the Strata Manager was directed to advise Paladin the Council's change of time for the patrols.

Minutes of the Strata Council Meeting
The Owners Strata Plan BCS 3395
Held on July 27, 2010

2. Eureka Security Invoice

The Strata Manager submitted the final invoice from Eureka Security to Council. After a lengthy discussion, Council directed the Strata Manager to obtain supporting documents for the hours billed by Eureka Security before payment is approved.

3. Lounge Deposit

It was approved at the June 15, 2010 Council meeting that a deposit of \$150.00 for the rental of the Lounge as well as at \$50.00 fee for the use of the room.

4. Sunwest

The Council directed the Strata Manager to contact Sunwest to obtain more information about the system for monitoring the Visitor Parking area.

5. Revision of Bylaws

The Council discussed some revisions of the Bylaws that govern BCS 3395 to be presented to the ownership at the upcoming Annual General Meeting.

There being no further business, the meeting was adjourned at 8:30 p.m.

Julie Landicho
Strata Manager
Email: jlandicho@crosbypm.com
Direct Line: (604) 689-6926
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.

These Minutes of the meeting have been reviewed and approved by Strata Council to submit to the owners of BCS 3395.



August 25, 2010

TO ALL OWNERS
STRATA PLAN BCS 3395
DONOVAN
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 unless all strata fees have been paid in full.** You would then need to ensure that your account is up-to-date, as no payment can be made at the actual time of the meeting, unless in the form of a cheque.

If you are unable to attend this meeting, please complete the attached Proxy Form and forward it to a representative of your choice who will be attending the meeting, thereby enabling your representative to vote on your behalf. We encourage all Owners to be represented at this meeting.

If you require further information or assistance regarding the foregoing or attached, please do not hesitate to contact me.

Yours truly,

CROSBY PROPERTY MANAGEMENT LTD.
Agent for the Owners


Julie Dandicho
Strata Manager

JL/kms

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TO ALL OWNERS
STRATA PLAN BCS 3395
DONOVAN
VANCOUVER, B.C.

NOTICE OF THE ANNUAL GENERAL MEETING

DATE: Tuesday, September 14, 2010
TIME: 6:30 p.m. - Registration commences at 6:00 p.m.
PLACE: Within the Lounge Room
1055 Richards Street, Vancouver, B.C.

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 Minutes of the First Annual General Meeting held on July 14, 2009 (as previously circulated).
5. President's Report.
6. Ratification of rules (attached).
7. Acknowledgement of receipt of report on insurance coverage (attached).
8. Approval of the proposed Operating Budget (attached).
9. Consideration of Resolution "A" 3/4 VOTE - Bylaw #1 Amendment (attached)
10. Consideration of Resolution "B" 3/4 VOTE - Bylaw #23 (a) and (b) Amendment (attached).
11. Consideration of Resolution "C" 3/4 VOTE - Bylaw #25 (4) Addition (attached).
12. General Discussion.
13. Election of Council.
14. Adjournment.

Balance Sheet (Accrual)
BCS 3395 - Donovan - (bcs3395)
Months: Jul 2010

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Assets

Current Assets

Cash

Bank - Operating Account	98,312.17
Bank - Contingency Reserve	59,725.05

Total Cash 158,037.22

Accounts Receivable 8,026.85

Due From/(To) Developer 1,753.88

Prepaid Expenses 2,220.72

Total Current Assets 170,038.67

Total Assets 170,038.67

Liabilities & Equity

Liabilities

Accounts Payable 21,560.22

Accrued Payable 10,676.80

Prepayment - Revenue 3,538.58

Total Liabilities 35,775.60

Equity

Preliminary Interim Budget Surplus(Deficit) 28,131.70

Operating Surplus(Deficit) 46,406.32

Contingency Fund Balance 59,725.05

Total Equity 134,263.07

Total Liabilities & Equity 170,038.67

SCHEDULE OF RESERVES

BCS 3395 - Donovan
Reporting Period Jul 2010
Period Ending 12

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YTD Actual

CONTINGENCY RESERVE SCHEDULE

Balance Forward-Prior Year	21,980.61
Current Yr Contribution-Contingency	37,679.04
Interest	65.40
Total Income	<u>59,725.05</u>
Contingency Fund Balance	<u>59,725.05</u>

MTCE RESERVE SCHEDULE / SP. LEVY FUND

Mtce Reserve / Special Levy Balance	<u>0.00</u>
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Statement of Income & Expenses

BCS 3395 - Donovan
Reporting Period Jul 2010
Period Ending 12

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Description	MTD Actual	YTD Actual	YTD Budget	Variance	Annual Budget
INCOME					
STRATA FEES					
Operating Fund Contribution	31,399	376,788	376,788	0	376,788
Contingency Fund Contribution	3,140	37,679	37,679	0	37,679
TOTAL STRATA FEES	34,539	414,468	414,467	1	414,467
Bylaw/Late Pymt Fine	1,000	3,170	0	3,170	0
Interest Income	31	123	0	123	0
Rental Income/Amenity Room	200	2,050	0	2,050	0
Security Card/Key Income	75	871	0	871	0
TOTAL INCOME	35,845	420,682	414,467	6,215	414,467
EXPENSES					
OPERATING EXPENSES					
Alarm Monitoring	99	2,551	2,100	-451	2,100
Audit	0	540	318	-222	318
Bank Charges/Interest	13	141	120	-21	120
Building Envelope Inspection	0	0	10,000	10,000	10,000
Electricity	2,733	26,272	30,000	3,728	30,000
Elevator Maintenance	858	10,324	16,500	6,176	16,500
Fire Equipment	348	738	4,000	3,262	4,000
Garbage Removal	2,756	12,918	22,500	9,582	22,500
Gas	1,509	23,602	55,000	31,398	55,000
Insurance	3,750	47,280	65,000	17,720	65,000
itorial Services & Supplies	12,469	51,634	35,000	-16,634	35,000
al Fees	17	190	250	60	250
Landscape-Maintenance	890	10,597	20,000	9,403	20,000
Management Fees	3,038	34,364	34,500	136	34,500
Mechanical Maintenance	6,534	50,017	22,000	-28,017	22,000
Miscellaneous	238	4,551	3,500	-1,051	3,500
Recreation Facilities	-70	1,853	2,500	647	2,500
Repair & Maintenance	5,298	38,250	20,000	-18,250	20,000
Snow Removal	0	0	1,500	1,500	1,500
Water/Sewer	2,387	17,485	27,000	9,515	27,000
Window Cleaning	0	3,287	5,000	1,714	5,000
TOTAL OPERATING EXPENSES	42,866	336,596	376,788	40,192	376,788
Reserve-Contingency Fund	3,140	37,679	37,679	0	37,679
TOTAL EXPENSES	46,006	374,275	414,467	40,192	414,467
CURRENT YR NET SURPLUS/(DEFICIT)	-10,161	46,406	0	46,406	0
ENDING OP SURPLUS/(DEFICIT)	-10,161	46,406	0	46,406	0

BCS 3395 – Donovan

Rules (adopted at Council meeting of August 13, 2009)

Rule #1: The Gym

- The gym must be vacated by 11:00 p.m. on Sunday to Thursday nights.
- The gym must be vacated by Midnight on Friday and Saturday nights.
- Minors under the age of 13 must be accompanied by an adult.

Rule #2: The Lounge

- Anyone wishing to book the lounge for their exclusive use can call the property manager at Crosby Property Management at 604-683-8900. The lounge must be booked at least one week prior to the date requested in order to reserve exclusive use.
- Residents must pay a \$50 fee, payable to BCS 3395 at least one week in advance of the date requested.
- The room must be vacated by 11:00 p.m. on Sunday to Thursday nights.
- The room must be vacated by Midnight on Friday and Saturday nights.
- The room must be left in the condition it was found in. Any clean-up required the next day will result in fines according to the bylaws, and clean-up charges against the unit having booked the room the night previous.
- Groups of 15 or more are required to book the room. *(adopted at the November 25, 2009 CM)*
- Residents must provide a \$200 damage deposit, in the form of a cheque payable to BCS 3395, when booking the room. If the room is left in good condition, the damage deposit will be returned. *(adopted at March 10, 2010 CM)*

Rule #3: Visitor Parking

- Visitor Parking Only. Resident vehicles are subject to immediate towing. *(adopted at March 10, 2010 C.M)*
- All cars parked in Donovan visitor parking must display a valid parking permit. *(adopted at March 10, 2010 C.M)*
- 48 hour maximum stay
- Visitors must leave a note on the dash, stating the unit they are visiting, and the time the car was first parked.

Rule #4: Cut Christmas Trees *(adopted at November 25, 2009 C.M.)*

- Cut Christmas Trees are not permitted. Artificial Christmas Trees only are permitted.

Rule #5: Holiday Lights *(adopted at November 25, 2009 C.M.)*

- Holiday lights may be displayed from December 1st until January 15th.



International Risk and Insurance Services

SUMMARY OF COVERAGES

Named Insured:	The Owners, Strata Plan BCS3395, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners.	
Project Name:	DONOVAN	
Property Manager:	Crosby Property Management Ltd.	Policy Period May 01, 2010 to May 01, 2011
Policy Number:	Coverages	Subscribers
BFL04BCS3395	PROPERTY EXTERIOR GLASS CRIME COMMERCIAL GENERAL LIABILITY CONDOMINIUM DIRECTORS & OFFICERS LIABILITY EQUIPMENT BREAKDOWN POLLUTION LIABILITY VOLUNTEER ACCIDENT	AXA Pacific Insurance Company Chartis Insurance Company of Canada Zurich Insurance Company Ltd Aviva Insurance Company of Canada Aviva Insurance Company of Canada Aviva Insurance Company of Canada Great American Insurance Group Zurich Insurance Company Ltd XL Insurance Company, Ltd. (Minimum and Retained) AXA Assurances Inc.
Insured Locations:	1045 - 1065 Richards Street, Vancouver, BC V6B 0C2	
Perils Insured:	All risks as defined subject to \$2,500.00 Deductible Except; \$5,000.00 Deductible Sewer Backup Damage; \$5,000.00 Deductible Water Damage; 10.00% Deductible Earthquake Damage; \$10,000.00 Deductible Flood Damage; \$250.00 Deductible Lock & Key; Stated Amount Co-Insurance, Replacement Cost, 110% Margin Clause; Blanket By-Laws; Data Exclusion; Terrorism Exclusion; Mould Exclusion.	
PROPERTY	\$ 34,373,300 \$ 10,000	All Property Lock & Key. Subject to \$250 deductible.
CRIME	\$ 10,000 \$ 5,000	Comprehensive Dishonesty, Disappearance and Destruction Broad Form Money and Securities
COMMERCIAL GENERAL LIABILITY	\$ 10,000,000 \$ 10,000,000 \$ 10,000,000 \$ 1,000,000	Bodily Injury & Property Damage. Subject to \$500 deductible. General Aggregate Limit. Subject to \$500 deductible. Non-Owned Automobile Limited Pollution Liability. Subject to \$500 deductible.
CONDOMINIUM DIRECTORS & OFFICERS LIABILITY	\$ 5,000,000	Claims Made Form (Including Property Manager)
EXTERIOR GLASS	Blanket	Residential. Subject to \$100 deductible. Commercial. Subject to \$250 deductible.
EQUIPMENT BREAKDOWN	\$ 34,373,300 \$ 250,000	Per Occurrence Maximum Limit of Loss. Subject to \$1,000 deductible. Extra Expenses - Rents, Indemnity Period (Months): 0
POLLUTION LIABILITY	\$ 1,000,000 \$ 2,000,000	Limit of Liability - Each Loss, Remediation Expense or Legal Defense Expense. Subject to \$25,000 deductible. Aggregate
VOLUNTEER ACCIDENT	\$ 200,000	See Policy Wordings
Loss Payable:	To all Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property.	
This record sheet is intended for reference only. Please refer to your policy(ies) for complete details.		

BCS 3395 - DONOVAN
Proposed Budget
Aug 01, 2010 to Jul 31, 2011

	<u>Actual to</u> <u>31-Jul-10</u> <u>(12 Months)</u>	<u>2009/2010</u> <u>Budget</u>	<u>Proposed</u> <u>2010/2011</u> <u>Budget</u>
<u>INCOME</u>			
<u>FEES</u>			
Operating Fund Contribution	376,788	376,788	404,759
Contingency Fund Contribution	37,679	37,679	40,476
TOTAL FEES	414,468	414,467	445,235
Bylaw / Late Pymt Fine	3,170	0	0
Interest Income	123	0	0
Rental Income / Amenity Room	2,050	0	0
Security Card / Key Income	871	0	0
TOTAL INCOME	420,682	414,467	445,235
<u>EXPENSES</u>			
<u>OPERATING EXPENSES</u>			
Alarm Monitoring	2,551	2,100	2,600
Audit	540	318	336
Bank Charges / Interest	141	120	156
Building Envelope Inspection	0	10,000	10,000
Caretaker Contracts	0	0	53,600
Carpet Cleaning	0	0	6,720
Electricity	26,272	30,000	28,900
Elevator Maintenance	10,324	16,500	12,000
Fire Equipment	738	4,000	4,000
Garbage Removal	12,918	22,500	15,000
Gas	23,602	55,000	25,290
Insurance	47,280	65,000	55,000
Janitorial Services and Supplies	51,634	35,000	0
Janitorial Supplies	0	0	2,000
Janitorial Services	0	0	40,160
Legal Fees	190	250	202
Landscape-Maintenance	10,597	20,000	15,000
Management Fees	34,364	34,500	36,453
Mechanical Maintenance	50,017	22,000	55,000
Miscellaneous	4,551	3,500	4,600
Power Washing and Gutters	0	0	6,720
Recreation Facilities	1,853	2,500	2,500
Repair and Maintenance	38,250	20,000	24,878
Security Services	0	0	15,000
Snow Removal	0	1,500	1,500
Water / Sewer	17,485	27,000	23,050
Window Cleaning	3,287	5,000	10,500
TOTAL OPERATING EXPENSES	336,596	376,788	451,165
Reserve-Contingency Fund	37,679	37,679	40,476
TOTAL EXPENSES	374,275	414,467	491,641
CURRENT YEAR SURPLUS / (DEFICIT)	46,406	0	(46,406)
Operating Surplus (Deficit) Balance Forward	0	0	46,406
ENDING OPERATING SURPLUS / (DEFICIT)	46,406	0	0

BCS 3395 - DONOVAN
Proposed Strata Fee Schedule
Aug 01, 2010 to Jul 31, 2011

<u>Strata</u> <u>Lot #</u>	<u>Unit Address</u>	<u>Unit</u> <u>Entitlements</u>	<u>Monthly</u> <u>Strata Fees</u>
1	#1045 - 1055 Richards Street	107	\$ 393.30
2	#1047 - 1055 Richards Street	112	411.68
3	#1049 - 1055 Richards Street	112	411.68
4	#1051 - 1055 Richards Street	113	415.36
5	#1053 - 1055 Richards Street	93	341.84
6	#1057 - 1055 Richards Street	93	341.84
7	#1059 - 1055 Richards Street	113	415.36
8	#1061 - 1055 Richards Street	112	411.68
9	#1063 - 1055 Richards Street	112	411.68
10	#1065 - 1055 Richards Street	107	393.30
11	#201 - 1055 Richards Street	53	194.81
12	#202 - 1055 Richards Street	56	205.84
13	#203 - 1055 Richards Street	56	205.84
14	#205 - 1055 Richards Street	55	202.17
15	#206 - 1055 Richards Street	52	191.14
16	#207 - 1055 Richards Street	52	191.14
17	#208 - 1055 Richards Street	55	202.17
18	#209 - 1055 Richards Street	56	205.84
19	#210 - 1055 Richards Street	56	205.84
20	#211 - 1055 Richards Street	53	194.81
21	#301 - 1055 Richards Street	53	194.81
22	#302 - 1055 Richards Street	56	205.84
23	#303 - 1055 Richards Street	56	205.84
24	#305 - 1055 Richards Street	55	202.17
25	#306 - 1055 Richards Street	52	191.14
26	#307 - 1055 Richards Street	52	191.14
27	#308 - 1055 Richards Street	55	202.17
28	#309 - 1055 Richards Street	56	205.84
29	#310 - 1055 Richards Street	56	205.84
30	#311 - 1055 Richards Street	53	194.81
31	#312 - 1055 Richards Street	53	194.81
32	#315 - 1055 Richards Street	56	205.84
33	#316 - 1055 Richards Street	56	205.84
34	#317 - 1055 Richards Street	59	216.87
35	#318 - 1055 Richards Street	52	191.14
36	#319 - 1055 Richards Street	52	191.14
37	#320 - 1055 Richards Street	59	216.87
38	#321 - 1055 Richards Street	56	205.84
39	#322 - 1055 Richards Street	56	205.84
40	#323 - 1055 Richards Street	53	194.81
41	#501 - 1055 Richards Street	91	334.49
42	#502 - 1055 Richards Street	56	205.84
43	#503 - 1055 Richards Street	55	202.17
44	#505 - 1055 Richards Street	52	191.14
45	#506 - 1055 Richards Street	52	191.14
46	#507 - 1055 Richards Street	55	202.17

BCS 3395 - DONOVAN
Proposed Strata Fee Schedule
Aug 01, 2010 to Jul 31, 2011

<u>Strata Lot #</u>	<u>Unit Address</u>	<u>Unit Entitlements</u>	<u>Monthly Strata Fees</u>
47	#508 - 1055 Richards Street	56	\$ 205.84
48	#509 - 1055 Richards Street	66	242.60
49	#510 - 1055 Richards Street	66	242.60
50	#511 - 1055 Richards Street	56	205.84
51	#512 - 1055 Richards Street	59	216.87
52	#515 - 1055 Richards Street	52	191.14
53	#516 - 1055 Richards Street	52	191.14
54	#517 - 1055 Richards Street	59	216.87
55	#518 - 1055 Richards Street	56	205.84
56	#519 - 1055 Richards Street	91	334.49
57	#601 - 1055 Richards Street	61	224.22
58	#602 - 1055 Richards Street	52	191.14
59	#603 - 1055 Richards Street	52	191.14
60	#605 - 1055 Richards Street	61	224.22
61	#606 - 1055 Richards Street	71	260.98
62	#607 - 1055 Richards Street	52	191.14
63	#608 - 1055 Richards Street	52	191.14
64	#609 - 1055 Richards Street	71	260.98
65	#701 - 1055 Richards Street	65	238.92
66	#702 - 1055 Richards Street	52	191.14
67	#703 - 1055 Richards Street	52	191.14
68	#705 - 1055 Richards Street	65	238.92
69	#706 - 1055 Richards Street	80	294.06
70	#707 - 1055 Richards Street	52	191.14
71	#708 - 1055 Richards Street	52	191.14
72	#709 - 1055 Richards Street	80	294.06
73	#801 - 1055 Richards Street	65	238.92
74	#802 - 1055 Richards Street	52	191.14
75	#803 - 1055 Richards Street	52	191.14
76	#805 - 1055 Richards Street	65	238.92
77	#806 - 1055 Richards Street	80	294.06
78	#807 - 1055 Richards Street	52	191.14
79	#808 - 1055 Richards Street	52	191.14
80	#809 - 1055 Richards Street	80	294.06
81	#901 - 1055 Richards Street	65	238.92
82	#902 - 1055 Richards Street	52	191.14
83	#903 - 1055 Richards Street	52	191.14
84	#905 - 1055 Richards Street	65	238.92
85	#906 - 1055 Richards Street	80	294.06
86	#907 - 1055 Richards Street	52	191.14
87	#908 - 1055 Richards Street	52	191.14
88	#909 - 1055 Richards Street	80	294.06
89	#1001 - 1055 Richards Street	65	238.92
90	#1002 - 1055 Richards Street	52	191.14
91	#1003 - 1055 Richards Street	52	191.14
92	#1005 - 1055 Richards Street	65	238.92
93	#1006 - 1055 Richards Street	80	294.06

BCS 3395 - DONOVAN
Proposed Strata Fee Schedule
Aug 01, 2010 to Jul 31, 2011

<u>Strata Lot #</u>	<u>Unit Address</u>	<u>Unit Entitlements</u>	<u>Monthly Strata Fees</u>
94	#1007 - 1055 Richards Street	52	\$ 191.14
95	#1008 - 1055 Richards Street	52	191.14
96	#1009 - 1055 Richards Street	80	294.06
97	#1101 - 1055 Richards Street	65	238.92
98	#1102 - 1055 Richards Street	52	191.14
99	#1103 - 1055 Richards Street	52	191.14
100	#1105 - 1055 Richards Street	65	238.92
101	#1106 - 1055 Richards Street	80	294.06
102	#1107 - 1055 Richards Street	52	191.14
103	#1108 - 1055 Richards Street	52	191.14
104	#1109 - 1055 Richards Street	80	294.06
105	#1201 - 1055 Richards Street	65	238.92
106	#1202 - 1055 Richards Street	52	191.14
107	#1203 - 1055 Richards Street	52	191.14
108	#1205 - 1055 Richards Street	65	238.92
109	#1206 - 1055 Richards Street	80	294.06
110	#1207 - 1055 Richards Street	52	191.14
111	#1208 - 1055 Richards Street	52	191.14
112	#1209 - 1055 Richards Street	80	294.06
113	#1501 - 1055 Richards Street	65	238.92
114	#1502 - 1055 Richards Street	52	191.14
115	#1503 - 1055 Richards Street	52	191.14
116	#1505 - 1055 Richards Street	65	238.92
117	#1506 - 1055 Richards Street	80	294.06
118	#1507 - 1055 Richards Street	52	191.14
119	#1508 - 1055 Richards Street	52	191.14
120	#1509 - 1055 Richards Street	80	294.06
121	#1601 - 1055 Richards Street	65	238.92
122	#1602 - 1055 Richards Street	52	191.14
123	#1603 - 1055 Richards Street	52	191.14
124	#1605 - 1055 Richards Street	65	238.92
125	#1606 - 1055 Richards Street	80	294.06
126	#1607 - 1055 Richards Street	52	191.14
127	#1608 - 1055 Richards Street	52	191.14
128	#1609 - 1055 Richards Street	80	294.06
129	#1701 - 1055 Richards Street	65	238.92
130	#1702 - 1055 Richards Street	52	191.14
131	#1703 - 1055 Richards Street	52	191.14
132	#1705 - 1055 Richards Street	65	238.92
133	#1706 - 1055 Richards Street	80	294.06
134	#1707 - 1055 Richards Street	52	191.14
135	#1708 - 1055 Richards Street	52	191.14
136	#1709 - 1055 Richards Street	80	294.06
137	#1801 - 1055 Richards Street	65	238.92
138	#1802 - 1055 Richards Street	52	191.14
139	#1803 - 1055 Richards Street	52	191.14
140	#1805 - 1055 Richards Street	65	238.92

BCS 3395 - DONOVAN
Proposed Strata Fee Schedule
Aug 01, 2010 to Jul 31, 2011

<u>Strata Lot #</u>	<u>Unit Address</u>	<u>Unit Entitlements</u>	<u>Monthly Strata Fees</u>
141	#1806 - 1055 Richards Street	80	\$ 294.06
142	#1807 - 1055 Richards Street	52	191.14
143	#1808 - 1055 Richards Street	52	191.14
144	#1809 - 1055 Richards Street	80	294.06
145	#1901 - 1055 Richards Street	110	404.33
146	#1902 - 1055 Richards Street	100	367.57
147	#1903 - 1055 Richards Street	99	363.90
148	#1905 - 1055 Richards Street	109	400.66
149	#2001 - 1055 Richards Street	129	474.17
150	#2002 - 1055 Richards Street	129	474.17
151	#2003 - 1055 Richards Street	139	510.93
152	#2005 - 1055 Richards Street	139	510.93
Total =		<u>10,094</u>	<u>\$ 37,102.92</u>
Total Annual Strata Fees (X 12 months) =			<u>\$ 445,235.04</u>

Note:

The monthly strata fee includes a 10% contribution to the Contingency Reserve Fund.

BCS 3395 - DONOVAN
CONTINGENCY RESERVE BUDGET (s103)
August 1, 2010 - July 31, 2011

Opening Balance of Contingency Reserve Fund (CRF)	\$ 59,725
Contingency Reserve Fund Contributions (per calculation below)	<u>40,476</u>
Estimated Balance of Contingency Reserve Fund at the end of the fiscal year	<u>\$ 100,201</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 = (A)	376,788
Current year's annual operating fund contribution = (B)	404,759
Contingency Reserve Fund Opening Balance= (C)	59,725
25% of (A)= (D)	94,197
100% of (A)= (E)	376,788
10% of (B)= (F)	40,476

- 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 = \$ 40,476

**STRATA PLAN BCS 3395, DONOVAN
PROPOSED BUDGET NOTES
AUGUST 1, 2010**

BCS 3395 consists of a total of 152 residential strata lots in a concrete tower at 1055 Richards Street in Vancouver.

Alarm Monitoring	This account records expenses related to the monitoring of all the fire safety equipment that calls the response emergency services as signalled.
Audit	The Real Estate Services Act requires a statutory review reporting to be performed by an external Accounting firm on a yearly basis to fulfil the licensing requirement of RESA. The intent is to safeguard the financial assets of the Strata Corporation and ensure that the trust funds are being administered in compliance with RESA.
Bank Charges	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 bank service charges. The Management Company also absorbs the service charges for providing Pre-authorized withdrawal as well as the printing costs of cheques.
Building Envelope Inspection Report	This account has funding set aside for the Annual Building Envelope Maintenance investigation by Building Envelope Maintenance contractor.
Caretaker Contract	This account records expenses for caretaker/handyman for the building common areas for thirty five (35) hours per week.
Carpet Cleaning	This account records expense for the scheduled steam carpet cleaning three (3) times per year.
Electricity	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. Note the parkade lighting must be maintained at all times for security purposes. Other items are the operation of the garage doors and the mechanical system. The budget is an estimate.
Elevator Maintenance	<p>The Strata Corporation has an annual contract 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</p>

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.

Fire Equipment Maintenance and Monitoring

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.

Garbage/Recycling

This amount covers the contract for bins for garbage, cardboard and recycling.

Gas/ Geo Thermal

A geotechnical system is in place for helping to heat the building. Gas cost estimates are in respect to the Domestic Hot Water, Make Up Air and Gas Stoves.

Insurance and Appraisal

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.

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.

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 **NOT** covered by the building insurance policy. None-residents should be sure that their tenants clearly understand this.

Please note the Strata Corporation water deductible is \$5,000.00.

Janitorial Supplies

This account records expenses for building cleaning supplies consumption.

Janitorial Services

This account records expenses for the common area cleaning services seven (7) days a week.

Legal Fees

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.

Landscape & Maintenance	A monthly contract is in place to maintain the landscaped areas. The maintenance of the irrigation system is included in this account.
Management Fees	<p>Crosby Property Management Ltd. has an Agency Agreement with the Strata Corporation.</p> <p>The Management Company relieves the Strata Council of all 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.</p>
Mechanical Maintenance	The mechanical system is maintained on a contract basis. The mechanical maintenance includes HVAC systems in the parkade, water flow maintenance. Logs are maintained by the contractor to ensure all aspects of the mechanical system are checked in the appropriate order of frequency.
Miscellaneous	Funds for printing, postage and other items that are not accounted for in the other categories
Power washing	This account records expenses for power washing the underground parking, common walkways and entrances for two (2) per year.
Recreation Facilities/Amenity	Funds for the maintenance of the fitness equipment and the amenity rooms.
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.
Security Services	This account records the security patrol services for the building.
Snow Removal	This account services the expense for snow removal. It is the Strata Corporations responsibility to clear all snow from the common area sidewalks and the city sidewalks surrounding the property.
Water & Sewer	This account is for the water and sewer bills from the City of Vancouver. This is an estimate only.
Window Cleaning	This allowance is made for one cleaning per year. Only Inaccessible windows that cannot be safely reached by a resident are cleaned.

RESOLUTION "A" 3/4 VOTE - BYLAW AMENDMENT #1
PAYMENT OF STRATA FEES

BE IT RESOLVED by a 3/4 vote of the Owners, Strata Plan BCS 3395 - Donovan, in person or by proxy, to replace the previously registered Bylaw #1 with the new Bylaw #1 as follows:

Old Bylaw:

Payment of strata fees

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

And replace with Bylaw #1 as follows:

New Bylaw:

Payment of strata fees

1. An owner must pay strata fees on or before the first day of the month to which the strata fees relate. Payments will be applied in the following order: charge backs, fines, and strata fees.

RESOLUTION "B" 3/4 VOTE - BYLAW AMENDMENT #23 (a) and (b)
Maximum Fine

BE IT RESOLVED by a 3/4 vote of the Owners, Strata Plan BCS 3395 - Donovan, in person or by proxy, to replace the previously registered Bylaw #23 (a) and (b) with the New Bylaw # 23 (a) and (b) as follows:

Old Bylaw

Maximum fines

23. The strata corporation may fine an owner or tenant a maximum of

- (a) \$50.00 for each contravention of a bylaw, and
- (b) \$10.00 for each contravention of a rule.

And replace with Bylaw #23 (a) and (b) as follows:

New Bylaw

Maximum fines

23. The strata corporation may fine an owner or tenant a maximum of

- (a) \$200.00 for each contravention of a bylaw, and
- (b) \$50.00 for each contravention of a rule.

RESOLUTION "C" 3/4 VOTE - BYLAW ADDITION #25 (4)

Quorum of meeting

BE IT RESOLVED by a 3/4 vote of the Owners, Strata Plan BCS - Donovan, in person or by proxy, adopt Bylaw #25 (4) as follows:

Quorum of meeting

- 25 (4) If within one 1/2 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.

PROXY

I/We _____ [name(s)], the owner(s)/ tenant(s)/ mortgagee of
strata lot _____ of Owners Strata Plan BCS 3395

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 BCS 3395 to be held on Tuesday, September 14, 2010 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

IN FAVOUR

OPPOSED

ABSTAINED

A: Bylaw #1 – Amendment 3/4 Vote

☐☐☐

B: Bylaw #23 (a) and (b) – Amendment 3/4 Vote

☐☐☐

C: Bylaw #25 (4) – Quorum 3/4 Vote

☐☐☐

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3395
DONOVAN**

Held on Tuesday, August 10, 2010 at 6:30 p.m.
Within the Meeting Room
1055 Richards Street, Vancouver, B.C.

COUNCIL IN ATTENDANCE:	Arash Barati	President
	Garth Lam	Vice-President
	Tyler McDougall	
REGRETS:	Jerry Constant	
	Salome Sallehy	
STRATA MANAGER:	Julie Landicho	Crosby Property Management Ltd.

The meeting was called to order by the Chairperson at 6:30 p.m.

GUEST/CARETAKER BUSINESS

The Five Star Building Maintenance Caretaker for the Donovan had presented the report for the month of July which was presented to Council regarding the activities within the building. Council is pleased with the report and have provided further instruction to Five Star regarding the caretaking for the building. The Strata Manager will forward these instructions to Five Star.

APPROVAL OF COUNCIL MEETING MINUTES

It was MOVED/SECONDED to approve the Minutes of the Council Meeting held July 27, 2010 as previously circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

The approval of the July 2010 financial statements were tabled until the next meeting.

REVIEW OF ACCOUNTS RECEIVABLE

The Strata Manager presented to Council the current accounts receivable and after a brief discussion, the Council noted the particular units that were in arrears and the Strata Manager will send letters accordingly.

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.

DEVELOPER ISSUES

The Strata Manager reported to Council that the deficiency list for the 15 month warranty had been forwarded to Cressey and Willis on time. The Strata Manager further informed Council for the first Council meeting in the new fiscal year, she will try to obtain a report from Cressey, the developer for the Donovan building, regarding the updates of the deficiencies that were submitted for the 15 month warranty.

CORRESPONDENCE

An invoice was received for the repair of the air conditioning for a unit. After discussion, Council concurred that the cost of the repair should be the responsibility of the owner. The Strata Manager will forward the invoice to the owner in order to collect payment.

An owner presented concerns regarding Sunwest Parking not understanding the rules for the Visitor's Parking. However, after discussion it was determined that the Strata Manager will clarify with Sunwest Parking the rules that they have in place for the Visitor Parking for BCS 3395. This matter will be further discussed at the next Council meeting.

The Strata Manager forwarded to Council copies of several letters sent to owners since the previous meeting. The Council is pleased that the correspondences sent out are in order and up to date.

NEW BUSINESS

1. Proposed Budget

The Strata Manager presented to Council the proposed budget for the upcoming fiscal year. After a lengthy discussion, there were a few line items that the Council has requested be added to the budget. The Strata Manager will update the budget and forward it to Council for their review and approval for it to be presented to the ownership at the upcoming Annual General Meeting.

2. Council Letter to Crosby

A Council Member wrote a letter to Crosby Property Management Ltd in regards to several invoices that should have been paid under warranty. The letter and its concerns are currently being reviewed by the management staff of Crosby and they will report back to the Strata Council as to how these items will be resolved.

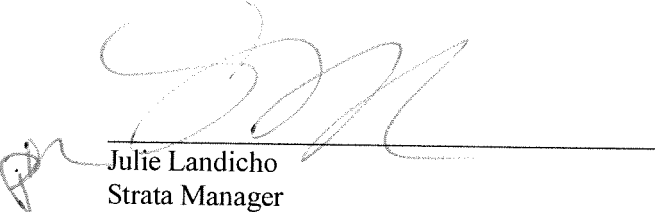
3. Proposed Bylaws

The Council had written and revised a few Bylaws that will be presented to the ownership at the upcoming Annual General Meeting. After a long discussion, the Strata Manager informed Council that the best way to approach this, the Bylaws should be reviewed by a qualified strata lawyer to ensure that the wording used are in accordance with the Strata

**Minutes of the Strata Council Meeting
The Owners Strata Plan BCS 3395
Held on August 10, 2010**

Property Act, as well that they are enforceable once the Bylaws are passed.

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



Julie Landicho

Strata Manager

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Direct Line: (604) 689-6926

CROSBY PROPERTY MANAGEMENT LTD.

General Office # (604) 683-8900 (24 Hours)

www.crosbypm.com

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

**MINUTES
OF THE ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN BCS 3395
DONOVAN**

Held on Tuesday, September 21, 2010
Within the Lounge
1055 Richards Street, Vancouver, B.C.

Registration commenced at 6:00 p.m. However, at 6:30 p.m. quorum was not present and as per the *Strata Property Act* the meeting was adjourned for half an hour.

The meeting was called to order at 7:02 p.m. by the Council President, Arash Barati.

Crosby Property Management Ltd. was represented by Julie Landicho.

CALLING THE ROLL AND CERTIFICATION OF PROXIES

The attendance register confirmed at the time of commencement of the meeting there were 13 eligible voters in attendance and 14 represented by proxy for a total of 27. The quorum requirements were met and the meeting proceeded.

PROOF OF NOTICE & RECEIPT OF FINANCIAL STATEMENTS

It was MOVED/SECONDED that the notice dated August 25, 2010 complied with the notice requirements and that the financial statements had been received. CARRIED.

APPROVAL OF FIRST ANNUAL GENERAL MEETING MINUTES

It was MOVED/SECONDED to approve the Minutes of the First Annual General Meeting held July 14, 2010 as circulated. CARRIED.

PRESIDENT'S REPORT

The Council President, Arash Barati, gave his report to the ownership regarding the significant events of the building operations that occurred during the first fiscal year.

RATIFICATION OF RULES

The Strata Manager read the current Rules implemented for BCS 3395 and after a long discussion, the owners proposed changes to the Rules.

It was MOVED/SECONDED to adopt the Rules as amended. CARRIED.

The new Rules are attached to the back of these Minutes.

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 2010 to 2011.

Discussion:

The owners discussed in detail the contents of the proposed operating budget and the accounts that were added to the operating expenses.

Following the discussion the Chairperson called for the vote, the result being 24 IN FAVOUR, 2 OPPOSED, 1 ABSTAINED. CARRIED.

PAYMENT OPTIONS (Monthly Strata Fees ONLY):

1. **OWNERS CURRENTLY ON PRE-AUTHORIZED PAYMENT (PAD):** There is no action required from these owners as any new strata fees and/ or retroactive fees adjustments (if any) will be automatically adjusted.
2. **OWNERS WHO PAY BY POST-DATED CHEQUES:** Please send in 12 post-dated cheques payable to Strata Plan BCS 3395 for the new amount. Any change in strata fees is effective from **August 1, 2010**; therefore, owners may also be required to send in a cheque for the retroactive fees increase (if any).
3. **OWNERS WHO PAY BY AUTOMATIC E-BANKING:** Owners will have to re-submit the new strata fee amount for future months as well as any retroactive payment if necessary.

If you have any questions regarding your account, please contact Joan Ladera in our Accounting department at 604-648-6995.

RESOLUTION "A" 3/4 VOTE - BYLAW AMENDMENT #1 PAYMENT OF STRATA FEES

The Council presented to the ownership Resolution A for the amendment of Bylaw #1 regarding the payment of the strata fees.

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

BE IT RESOLVED by a 3/4 vote of the Owners, Strata Plan BCS 3395 - Donovan, in person or by proxy, to replace the previously registered Bylaw #1 with the new Bylaw #1 as follows:

Old Bylaw:

Payment of strata fees

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

And replace with Bylaw #1 as follows:

New Bylaw:

Payment of strata fees

1. An owner must pay strata fees on or before the first day of the month to which the strata fees relate.
Payments will be applied in the following order: charge backs, fines, and strata fees.

Discussion

A detailed discussion took place.

Following the discussion, the Chairperson called for the vote, the result being 24 IN FAVOUR, 1 OPPOSED, 0 ABSTAINED. 2 eligible voters had left the meeting; therefore the total eligible votes was reduced to 25. CARRIED.

RESOLUTION "B" 3/4 VOTE - BYLAW AMENDMENT #23 (a) and (b)
Maximum Fine

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

BE IT RESOLVED by a 3/4 vote of the Owners, Strata Plan BCS 3395 - Donovan, in person or by proxy, to replace the previously registered Bylaw #23 (a) and (b) with the New Bylaw # 23 (a) and (b) as follows:

Old Bylaw

Maximum fines

- 23. The strata corporation may fine an owner or tenant a maximum of**
- (a) \$50.00 for each contravention of a bylaw, and
 - (b) \$10.00 for each contravention of a rule.

And replace with Bylaw #23 (a) and (b) as follows:

New Bylaw

Maximum fines

23. The strata corporation may fine an owner or tenant a maximum of

- (a) \$200.00 for each contravention of a bylaw, and
- (b) \$50.00 for each contravention of a rule.

Discussion

A detailed discussion of the proposed Resolution B took place.

It was MOVED/SECONDED to amend the proposed Resolution B of Bylaws #23 (b) from \$50.00 to \$100.00 for each contravention of a Rule. A vote was called; the result being 23 IN FAVOUR, 1 OPPOSED, 2 ABSTAINED. CARRIED.

The Chairperson called for the vote on the amended Resolution B, the result being 23 IN FAVOUR, 1 OPPOSED, 2 ABSTAINED. CARRIED.

RESOLUTION "C" 3/4 VOTE - BYLAW ADDITION #25 (4)

Quorum of meeting

The Council read to the ownership the proposed Resolution C.

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

BE IT RESOLVED by a 3/4 vote of the Owners, Strata Plan BCS - Donovan, in person or by proxy, adopt Bylaw #25 (4) as follows:

Quorum of meeting

- 25** (4) If within one 1/2 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.

There being no discussion, the Chairperson called for the vote, the result being 23 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. 4 eligible owners had left the meeting. CARRIED.

GENERAL DISCUSSION

An owner proposed a maintenance schedule for the year. Council discussed and agreed that this is a good idea so that both owners and residents may prepare for the mandatory scheduled inspections for the building in advance. This will be discussed at the first Council meeting and will be reported back to owners in those Minutes.

An owner proposed to Council that it would be in the best interest of every owner within the Strata Corporation that BCS 3395 have their own website to allow owners to refer to Minutes, Rules and any other

**Minutes of the Annual General Meeting
The Owners Strata Plan BCS 3395
Held on September 14, 2010**

information that may be useful to owners via a website. This matter will be discussed further at the first Council meeting.

ELECTION OF COUNCIL

As per the *Strata Property Act* before a new Council may be elected the current Council must stand down. The Strata Manager announced that all current Council Members have stepped down. She further thanked the Council for all their efforts and contributions to the building. The Strata Manager asked the previous Council if any were willing to run for another fiscal year. Those willing to stand again are as follows:

Jerry Constant
Garth Lam
Arash Barati
Tyler McDougall

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:

Jerry Constant	SL 9
Garth Lam	SL 100
Arash Barati	SL 109
Tyler McDougall	SL 105
Philip Pincus	SL 145
Michael Chubb	SL 11
Toni Scott	SL 113

The above were declared elected by acclamation.

There being no further business, the meeting was adjourned at 9:25 p.m.



Julie Landicho
Strata Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office: (604) 683-8900
www.crosbypm.com

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

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3395
DONOVAN**

Held on Tuesday, October 12, 2010 at 6:30 p.m.
Within the Meeting Room
1055 Richards Street, Vancouver, B.C.

COUNCIL IN ATTENDANCE:	Arash Barati	President
	Jerry Constant	Vice-President
	Michael Chubb	Treasurer
	Philip Pincus	Secretary
	Tyler McDougall	
	Garth Lam	
	Toni Scott	
STRATA MANAGER:	Julie Landicho	Crosby Property Management Ltd.

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

GUEST/CARETAKER BUSINESS

The Strata Manager presented to Council the written report from the Caretaker, Five Star Building Maintenance and the report was discussed item by item. After discussion, the Council advised the Strata Manager to follow up with the Caretaker on several items within the report, with special attention to the elevator maintenance issues the building has been experiencing, and to further report at the next Council meeting on all follow ups.

APPROVAL OF COUNCIL MEETING MINUTES

It was MOVED/SECONDED to approve the Minutes of the Council Meeting held July 27, and August 10, 2010 as previously circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

It was MOVED/SECONDED to approve the financial statements for July and August 2010. CARRIED.

REVIEW OF ACCOUNTS RECEIVABLE

The Strata Manager presented to Council the current accounts receivable and noted the particular units that were in arrears. After a brief discussion, it was determined that the Strata Manager will send letters accordingly.

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 involving the Strata Corporation.

DEVELOPER ISSUES

The Strata Manager advised the Strata Council that the 2 year warranty will expire on May 1, 2011 and the requirements for the engineering building envelope report must be presented as a requirement of the warranty. The Council advised the Strata Manager to obtain an engineering quote to assist with determining all deficiencies for the 2-year warranty expiry as well as to prepare the required 20-year reserve fund study concurrently to potentially realize a cost savings for both required services. Additionally, Arash Barati, Jerry Constant and Tyler McDougall, have volunteered to participate on a Deficiencies & Developer Committee.

CORRESPONDENCE

The Strata Manager reported to the Council that one owner's arrears had been forwarded to legal counsel and as a result the collection of the monies was successful and paid back to the Strata Corporation.

An owner requested if the owners could have a TV and DVD player in the gym yoga room. After discussion, the Council declined this request.

Another owner requested 60, 70, 80 and 90 pound free weights for the gym room. The Council requested the Strata Manager to obtain a quote for purchasing these.

The Council discussed the responsibility of the roof top landscaping. It was concluded that this area is common property; therefore, the Strata Corporation will be responsible for the maintenance of the roof top landscaping. A member of the Strata alerted the landscaping company to ensure the maintenance of this area was included in their regular servicing.

An owner reported to Council that water is leaking from their kitchen/dining room light fixture. However; the Strata Manager reported that after investigation, the water leak may not be coming from the common property, instead caused by the residents in the above unit. There is no conclusion at this point as to what has caused this leak. The Council requested the Strata Manager to follow up and ensure that this water leak has been corrected and will not be a potential cause of damage to the building. This item will be discussed further at the next Council meeting.

An owner requested to have late fines reversed. After some discussion, the Council declined this request.

A request to install a key fob to the garbage room to monitor the residents that have been leaving large garbage items in the garbage room was submitted to Council. Council discussed this in detail and decided that installation of a FOB will require further review. This situation will be considered at future meetings, in the interim, a key fob will not be installed. Please note that large garbage items left by residents in the garbage room costs the Strata Corporation extra expense. Council hopes to be able to charge these extra expenses directly to the people responsible.

Minutes of the Strata Council Meeting
The Owners Strata Plan BCS 3395
Held on October 12, 2010

An owner requested to have a late fine reversed. After a detailed discussion of the situation, the Council approved the reversal of the penalty charged to this owner.

The Strata Manager informed Council that a rental agent, who deals with several units within Donovan, requested a master key fob to access all floors. The Council declined this request due to security concerns.

Another request to reverse late fines due to bank errors was received. Council discussed and declined this request.

The Strata Manager advised Council that during the period between this meeting and the last meeting of Council, correspondence was sent to various owners and copies of such have been provided to the Council President.

The Strata Manager presented an invoice to Council for approval from Servicemaster for carpet maintenance. After discussion, council determined that there was no contract in place for Servicemaster, and that the work performed was not satisfactory; therefore, approval of payment was declined.

NEW BUSINESS

1. **Month to Month Janitorial Contract**

Three quotes were received by Council for the caretaking and janitorial duties at Donovan from: (a) Five Star Building Maintenance, (b) West Coast Building Maintenance and (c) Everyday Allstar Cleaning Services. After discussion, the Council decided to drop the quote from Everyday Allstar; therefore, the Strata Manager was requested to obtain one more quote before a decision will be made.

The Council is also reevaluating the current tasks and obligations of the Caretaker and will discuss this further at the next Council meeting.

2. **Landscaping Contract Proposal**

The Council further discussed the landscaping contract proposal from T. Mascone dated October 1, 2010. The Council reported that they had added some stipulations to the contract which were discussed with T. Mascone and the contract was approved by council. The strata agent will sign the contract on behalf of Owners of Strata Plan BCS 3395.

3. **Carpet Cleaning**

The carpet cleaning quotes were presented to Council from Aero Carpet and Five Star Building Maintenance. After a long and detailed discussion the Council approved and signed the carpet cleaning contract with Five Star Building Maintenance and the Strata Manager will inform Five Star to submit a schedule for the carpet cleaning to occur three times annually.

4. Requests from Council

The Council has requested the following:

- a) Richmond Elevator – the Council discussed that the elevator keeps breaking down over the past few months and requested the Strata Manager to advise Richmond Elevator to submit a report of the cause of the continuous break down and if there are costs for the services rendered during the past few months that the elevator has been breaking down.
- b) The Sauna glass door requires repair.
- c) The Council requested the Strata Manager to obtain the signed deficiency list from Cressey Development to be submitted to the Council and the Strata Manager.
- d) The Council discussed and requested that 3 quotes from an Engineering firm be obtained for a Contingency Reserve Fund study, and separate quotes for a two (2) year envelope warranty as required by the warranty insurer for BCS 3395 and for the review of the deficiencies completed by Cressey Development. The quotes obtained will be further discussed at the next council meeting.
- e) The Council discussed that the sign in the garbage room regarding leaving big is necessary to remind residents that the garbage room is for household garbage and recycle only. Council is asking residents' cooperation to not leave large items in the garbage room (especially mattresses) as the Strata Corporation has to pay extra for their disposal.
- f) Council discussed that owners should be reminded of the strata fee increase for the fiscal year. This letter will be sent to owners shortly.
- g) Council discussed the creation of a yearly maintenance calendar, to allow owners' to plan ahead for the mandatory maintenance for the building. The maintenance calendar will be prepared by Council and the strata agent and owners and residents will be provided a copy once completed.
- h) Council discussed that the in suite heat pump filter is now due for replacement maintenance. The strata agent will contact Trotter & Morton to have the maintenance scheduled and will inform the residents to allow for access to each individual unit. It was agreed by Strata that each owner would be responsible for the additional costs if they don't provide access to their unit once given reasonable notice.
- i) An owner wrote to Council in regards to the painting of the eight lower panels at the entrance on Richards Street as well as the painting of the two meeting room tables. Council was advised that this work was performed by an employee of Everyday Allstar. After a detailed discussion of the facts, Council directed the Strata Manager to send a letter to Everyday Allstar to review the situation and request that the wood panels are returned to their original state. This will be discussed further at the next Council meeting.

5. Council Communication

The Council discussed more effective means of communicating amongst themselves and the Strata Manager.

6. Deficiency Review Committee

The Strata Council has agreed that Arash Barati, Jerry Constant and Tyler McDougall will be members of the Deficiency Review Committee. They will be responsible to determine all deficiencies and to review all deficiencies with Cressey. Cressey will be informed of the committee to ensure proper channel of communications in completing the deficiencies for BCS 3395 Donovan.

The Council will initiate a review of Crosby Property Management's agency agreement and the matter will be brought forward by Council to Crosby Management.

7. Meeting Room Rules

The new Rules for the Meeting Room will be further discussed at the next Council meeting.

8. Bylaw Committee

The Council proposed that a Bylaw Committee be formed within the Council to ensure proper review of the current Bylaws and propose any new Bylaws for the next general meeting. Council members Garth Lam and Philip Pincus agreed to become members of this Committee.

9. Review of Security Camera

The Council discussed in detail the security cameras within the building and an estimate will be obtained to upgrade the system and add additional cameras.

10. Strata Document Filing Cabinet

It was discussed that Council will require a filing cabinet for the use of keeping strata documents within the building.

11. Requirements of Number of Estimates to be Presented to Council

The Council has established guidelines for obtaining quotes for work required by the strata. After discussions, it was agreed Council would adhere to the following guidelines:

- A projects costing \$6,000 and up will require three quotes
- B projects costing between \$2,000 and \$5,999 will require two quotes
- C and projects costing less than \$2,000.00 will require one quote.

13. Cleaning of Missed Parking Stall Cleaning

The Strata Manager reported that the cleaning of the parking stalls missed during the recent power washing is ongoing by residents.

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The Owners Strata Plan BCS 3395
Held on October 12, 2010

There being no further business, the meeting was adjourned at 11:00 p.m. The next Council meeting is scheduled for November 4, 2010 at 7:00 P.M.

Julie Landicho
Strata Manager
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www.crosbypm.com

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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3395
DONOVAN**

Held on Thursday, November 4, 2010 at 7:00 p.m.
Within the Meeting Room
1055 Richards Street, Vancouver, B.C.

COUNCIL IN ATTENDANCE:	Arash Barati	President
	Jerry Constant	Vice-President
	Michael Chubb	Treasurer
	Philip Pincus	Secretary
	Tyler McDougall	
	Garth Lam	
	Toni Scott	
GUEST:	Alex Harrison	Crosby Property Management Ltd.
STRATA MANAGER:	Julie Landicho	Crosby Property Management Ltd.

The meeting was called to order by the Chairperson at 7:08 p.m.

CARETAKER BUSINESS

The Strata Manager presented to Council the Caretaker's Report and it was discussed in detail by Council and the Strata Manager. Council directed the Strata Manager to follow up on some of the items on the report and the Strata Manager will report back to Council at the next meeting.

APPROVAL OF COUNCIL MEETING MINUTES

The Strata Manager advised Council that the Minutes of the Oct 12 Council meeting are late and further advised Council that the Minutes from the meeting must be presented to owners 14 days after the meeting date. It was requested by the Strata Manager that the Minutes be finalized and submitted to the Strata Manager by November 8, 2010. Should the Strata Manager not receive the final revisions they will be mailed to the owners on November 9, 2010 as is.

The Council further reported that the Bylaw Committee, as discussed at the October 12, 2010 meeting, will consist of Garth Lam and Philip Pincus. This will be noted in the October 12th Minutes.

APPROVAL OF FINANCIAL STATEMENTS

After a brief report from the Treasurer it was MOVED/SECONDED to approve the financial statements for September 2010 with a request that the copies of the invoices must be attached to the financial statements every month when mailed to the Treasurer. CARRIED.

The Council Treasurer has requested a copy of the September 2010 invoices to be mailed to him. The directive will be adhered to as per Council.

REVIEW OF ACCOUNTS RECEIVABLE

The Strata Manager presented to Council the current accounts receivable and Council clarified some of the items in the report. Council advised the Strata Manager to follow up with the owners who are currently in arrears.

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 involving the Strata Corporation.

DEVELOPER ISSUES

1. **Review of Status of 15 Month Warranty Deficiencies Report and Signed Release**

The Strata Manager presented to Council a signed copy of the 15 Month Warranty Report with some of the items that had been approved by Council. However, Council has directed the Strata Manager to advise Cressey that they want to do another review with the engineer present to ensure that all the deficiencies have been repaired properly before officially signing off. The directives will be adhered to and will be reported back to Council at the next meeting.

Council further advised the Strata Manager to obtain a list from Cressey of all units they need to access in order to do necessary repairs to the limited common property in these strata lots. The Strata Manager was directed to send letters to these owners in order to provide access for Cressey to carry out the deficiency repairs.

2. **24 Month Common Area Warranty Review**

The Council and the Strata Manager obtained three quotes from engineers for the 2 year building envelope and common area warranty review so as to ensure all deficiencies are addressed before the 2 year warranty expiration date. After a brief analysis of these quotes the Council advised the Strata Manager to go back to Omicron to obtain clarification of the scope of work for the 2 year warranty review as well as the 20 year Contingency Reserve Fund Study. This directive will be adhered to and the Strata Manager will report back to Council once the information has been received.

It was MOVED/SECONDED that the Omicron quote be accepted subject to confirmation that the scope of work is equivalent to the other 2 quotes. CARRIED.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Strata Manager Directives**

A list of directives was presented to Council by Alex Harrison, Strata Manager at Crosby Property Management. Council and the Strata Manager went through the list of directives one by one and after a discussion the directives that are still in progress will be carried on and reported on again at the next Council meeting. As well, additional directives will be added to

Minutes of the Strata Council Meeting
The Owners Strata Plan BCS 3395
Held on November 4, 2010

the list to be discussed further at the next meeting.

2. Everyday Allstar Damage Response

The Strata Council reviewed a response from Everyday Allstar to the letter sent to them in regards to the claim for the damage of the architectural millwork in the front lobby, whereby they indicated they take no responsibility for said damage. After a long discussion, Council advised that no response should be sent to Everyday Allstar and Council directed the Strata Manager to take no further action.

Council further discussed the repair of the architectural millwork in the lobby. See New Business.

3. T. Mascone Contract

The Strata Manager presented a signed contract as per previous approval by Council at the Council meeting held October 12, 2010, from T. Mascone effective October 1, 2010.

4. Servicemaster Invoice

The Strata Manager advised Council that Servicemaster had performed work without a PO or a contract in place in the amount of approximately \$300.00. After discussion Council approved the payment of this invoice. Further, the Council advised the Strata Manager that Servicemaster will no longer service BCS 3395.

5. Trotter & Morton Invoice

The Strata Manager reported to Council that the claim for reimbursement of the invoices that were paid by the Strata Corporation have been recovered in the amount of \$4,863.00 to the strata operating account. This matter is now considered closed.

CORRESPONDENCE

1. An owner reported that there are pigeons roosting on the 19th floor balcony ledges. After a brief discussion, Council has directed the Strata Manager to obtain a quote to install spikes onto the 19th floor ledges to deter the pigeons from roosting.
2. Council has received several complaints regarding the parking stalls that were missed during the yearly power washing. After a long discussion, Council advised the Strata Manager to send letters to these owners to advise them that they are responsible for cleaning their parking stalls in order to maintain the cleanliness in the underground parking because they did not remove their vehicles from the parkade for the original visit.
3. An owner reported that unreasonable noise is emanating from a unit. The noise was most likely from renovations and continues on past 10:00 p.m. After a discussion, Council reported that the unit doing these renovations had just moved in and the renovations were nearly complete. The owner will be advised of this situation.

The Strata Manager reported to Council that several correspondences were sent to owners accordingly.

NEW BUSINESS

1. Richmond Elevator 6 Month Report

The Strata Manager submitted to Council Richmond Elevator's 6 month report as previously requested by Council. After reviewing this report it was determined that the cause of the frequent break downs of the elevators is due to the cement settling in the elevator shafts. We will continue to monitor the elevators.

2. Revised Paladin Contract

It was MOVED/SECONDED that Council review the clauses on the revised Paladin contract and after a brief discussion the contract has been approved by Council for renewal as of November 15, 2010. CARRIED.

3. Paladin Invoice

The September invoice from Paladin was submitted to Council and after a brief discussion it was approved for payment. However, Council reiterated that the October 15th and 16th charges will be reversed as the guard was caught sleeping while on duty.

4. Architectural Millwork Quotes

Quotes were presented to Council for repair of the front lobby millwork. After a brief discussion the Council decided to put this item on hold and discuss such further when the council has time to consider all possible improvements to the common areas of the Donovan.

5. Fire Inspection Quotes

Two fire inspection quotes were presented to Council. After a discussion the Council approved the Voltech quote and the company will be advised in order to schedule the upcoming fire equipment maintenance inspection for Donovan.

6. Fitness Preventative Maintenance – Life Fitness

The Council reviewed the Life Fitness quote for preventative maintenance of the health club equipment. After discussion, Council approved the quote. The Strata Manager further advised that the quote for 60 to 90 lbs weights is still awaiting the supplier to investigate the regulations applicable to such weights.

7. Heat Pump Filter Change Schedule

The Council and Strata Manager discussed the schedule of the upcoming mandatory heat pump filter change. After discussion, Council advised the Strata Manager to advise Trotter & Morton that the time frame should be narrowed down so that owners do not have to wait all day for the change of their filter. The directive will be adhered to and will be reported to Council once the information is obtained.

Minutes of the Strata Council Meeting
The Owners Strata Plan BCS 3395
Held on November 4, 2010

8. City of Vancouver Utility Room Conversion

The Strata Manager reported to Council that in order to proceed with the possible change of use of the utility room Council needs to check with the City to ensure that the conversion is within code requirements. This item will be further discussed at the next Council meeting.

9. Building Keys

The Council advised the Strata Manager to provide four sets of keys for the building to the Council.

10. Paint Codes from Developer

The Strata Manager provided the Council with the paint codes for Donovan that were obtained from the developer.

11. Power Washing

It was discussed that Five Star provided unsatisfactory work when cleaning the parkade. After further discussion it was MOVED/SECONDED to inform Five Star that they will no longer be performing this service; the work will be tended to another contractor next year. CARRIED. The Strata Manager will advise Five Star.

12. Blue Print – Digital Copy

The Strata Manager advised Council that it is beneficial for the Strata Corporation to convert the blue prints for the building into a digital copy. After a short discussion, Council agreed and this will be done.

There being no further business, the meeting was adjourned at 10:15 p.m. The next Council meeting is scheduled for December 7, 2010 at 7:00 P.M.

Julie Landicho,
Strata Manager
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CROSBY PROPERTY MANAGEMENT LTD.
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www.crosbypm.com

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Emailed

November 23, 2010

TO ALL OWNERS
STRATA PLAN BCS 3395
DONOVAN
VANCOUVER, BC

Dear Owner:

RE: SPECIAL GENERAL MEETING

The Strata Council met on November 17, 2010 and unanimously voted to terminate Crosby Property Management, subject to approval of the appropriate resolution to be voted upon at a special general meeting.

Please find enclosed the Notice of the Special General Meeting together with an Agenda and a Proxy Form which you should bring with you to the meeting for reference.

We wish to take this opportunity to remind you that your bylaws may state **no owner is entitled to vote at a General Meeting unless all strata fees have been paid in full**. You would need to ensure that your account is up-to-date, as no payment can be made at the actual time of the meeting, unless in the form of a cheque.

If you are unable to attend this meeting, please complete the attached Proxy Form and forward it to a representative of your choice who will be attending the meeting, thereby enabling you to vote or 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 council by e-mail at 1055richards@gmail.com.

Yours truly,

/s/ Arash Barati
Council President,
on Behalf of the Owners,
Strata Plan BCS 3395

Bruce - "away"

Resolution "A"
Strata Plan BCS3395, "The Donovan"
1055 Richards Street
Vancouver, BC V6B 0C2

Special General Meeting
December 13, 2010
(3/4 Vote Resolution)
Termination of Crosby Property Management

WHEREAS:

1. Crosby's performance has been less than expected.
2. Crosby has changed our property manager several times and now that The Donovan Council is dealing with matters that affect building operations and the 24 month building warranty, Crosby had proposed another change of property manager. Council cannot work diligently while Crosby is changing Donovan's property manager every several months.
3. Council was only continuing with Crosby to maintain consistency with the same Property Manager, namely Julie, Landicho.

BE IT THEREFORE RESOLVED, BY ¾ VOTE RESOLUTION;

1. THAT the owners, Strata Plan BCS3395, terminate the current agency agreement dated July 15, 2009 with Crosby Property Management Ltd. and allow the Strata Corporation to obtain proposals and to enter into a new agency agreement with a BC licensed property management company to provide property management services to the Donovan.

End of Resolution "A"

PROXY

SPECIAL GENERAL MEETING

Monday, December 13, 2010

I/We _____ [name(s)], the owner(s)/ tenant(s)/ mortgagee

of strata lot _____ of The Owners, Strata Plan BCS 3395

Address _____

hereby appoint _____

and failing him/her appoint _____

to be my/our proxy to vote at their discretion, unless indicated below, for me/us on my/our behalf at the Special General Meeting of the Owners, Strata Plan BCS 3395, to be held on December 13, 2010 at 6:30 pm, or at any adjournment thereof. Should any amendment(s) to a Resolution indicated below be put forth at the meeting noted above, the appointed proxy holder may vote at their discretion.

OWNER'S SIGNATURE

Vote:

Resolution A – In Favour

☐

Resolution A - Against

☐

Resolution A – Abstain

☐

**Strata Plan BCS 3395 - Donovan
#906 - 1055 Richards Street
Strata Lot 85**

STATEMENT OF ACCOUNT

To: Shawn Khunkhun & Susy Khunkhun
#906 - 1055 Richards Street
Vancouver, BC V6B 0C2

Statement Date: Nov 22, 2010
Reference No.: 000085kh
Page 1 of 1

DATE	DESCRIPTION	CHARGES	PAYMENTS	BALANCE
2010-08-01	Balance Forward			0.00
2010-08-01	Strata Fees (08/2010)	273.74		273.74
2010-08-01	spap		273.74	0.00
2010-09-01	Strata Fees (09/2010)	273.74		273.74
2010-09-01	spap		273.74	0.00
2010-09-21	Fee Adjustment - Aug - Sept/10	40.64		40.64
2010-10-01	Strata Fees (10/2010)	273.74		314.38
2010-10-01	Fee Adjustment - Oct/10	20.32		334.70
2010-10-01	spap		273.74	60.96
2010-11-01	Strata Fees (11/2010)	294.06		355.02
2010-11-01	spap		294.06	60.96
2010-11-01	spapadj		60.96	0.00
2010-11-19	Move in fee - 11/01/10	250.00		250.00
			TOTAL	\$ 250.00

Please Note:

Strata fees are due and payable on or before the first of each month. Special levies, if any, are also due and payable on or before the due date as passed in the AGM/SGM. Late payment fines may be levied by the Strata Corporation if payments are not duly received in our office.

If pay by cheque, please return this portion with your cheque payable to Strata Plan BCS 3395 - Donovan (SL85) and send it to:

CROSBY PROPERTY MANAGEMENT LTD.
#600, 777 Hornby Street
Vancouver, BC V6Z 1S4
Canada
Tel # (604) 683-8900 Fax# (604) 689-4829

Statement Date: Nov 22, 2010
Reference No.: 000085kh
Amount Due: \$ 250.00
Amount Enclosed: _____

Are you aware that you can make your payment by telephone/online banking? Please contact our office for details or visit the All About Payment topic in the FAQ section of our website at www.crosbypm.com

(Please disregard this notice if payment has been submitted recently)

Thank you for your payment.

Your bylaw may prohibit voting unless arrears are fully paid. Payments made less than 2 business days prior to the meeting will require verification.

250.00
Shawn in ceiling
SHAWN

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3395
DONOVAN**

Held on Tuesday, December 7, 2010 at 7:00 p.m.
Within the Meeting Room
1055 Richards Street, Vancouver, B.C.

COUNCIL IN ATTENDANCE:	Arash Barati	President
	Jerry Constant	Vice-President
	Michael Chubb	Treasurer
	Philip Pincus	Secretary
	Garth Lam	
	Toni Scott	
REGRETS:	Tyler McDougall	
STRATA MANAGER:	Julie Landicho	Crosby Property Management Ltd.

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

CARETAKER BUSINESS

The Caretaker's report was presented to Council and the items were discussed in detail. Council instructed that some of the items be followed up on and letters be sent to owners in order to obtain further information. These directives will be adhered to and the Strata Manager will report back to Council at the next meeting.

APPROVAL OF COUNCIL MEETING MINUTES

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

APPROVAL OF FINANCIAL STATEMENTS

It was MOVED/SECONDED to approve the financial statements for October, 2010. CARRIED.

The November, 2010 financial statements were deferred to the next meeting as the Council Treasurer has not yet received a copy of these statements.

REVIEW OF ACCOUNTS RECEIVABLE

The Strata Manager presented to Council the current accounts receivable and the items were discussed. The Strata Manager explained to the Council that the owners who are in arrears have been informed of their outstanding accounts with the Strata Corporation.

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 involving the Strata Corporation.

DEVELOPER ISSUES

1. Review of the Deficiency Status

The Council met with Cressey to discuss the remaining deficiencies from the 15 month deficiency review that need to be completed. Council reported that Cressey will advise when all the deficiency items are completed and will commission with an engineer appointed by Council to ensure that the repairs of the deficiencies are completed satisfactorily.

2. Building Envelope Warranty Questionnaires from Omicron

Philip Pincus, the assigned Council Member for the review of the two year building envelope warranty with the engineer, reported that the questionnaires are being collected by Crosby Property Management and that the engineers have already commenced their onsite reviews and are scheduled to have a draft report prepared for the January Council meeting

CORRESPONDENCE

1. An owner sent a report to Strata Council in regards to their visitor's car being towed from the visitor parking. After discussion Council directed the Strata Manager to inform the owner that this item should be followed up with Sunwest and Buster's Towing who are assigned to monitor the visitor parking. The Strata Manager reported to Council that Sunwest and Buster's Towing have been provided with a copy of the BCS 3395 Rules for the building. The Strata Council is planning to review the Parking Rules in 2011.
2. The Council has reported that the drawings for the building have been digitally copied.
3. The Strata Manager reported to Council that a written complaint was received from an owner on the 5th floor. A warning letter was sent to the offending unit; however, the offending owner replied that they are not aware of this complaint as they do not own a stereo and the noise must be originating from another unit.
4. An owner reported to Council that their visitor's car was towed from the visitor parking area. Council discussed the details of this letter and determined that the visitor had violated the 24 hour rule; therefore, the vehicle was correctly towed. The owner will be informed of Council's decision.

NEW BUSINESS

1. Carpet Steam Cleaning

The Strata Manager reported to Council that the steam cleaning of the carpets has been

Minutes of the Strata Council Meeting
The Owners Strata Plan BCS 3395
Held on December 7, 2010

completed satisfactorily by Five Star Building Maintenance.

2. 20th Floor Weeds

Council reviewed the quotes obtained from the current landscaping company, T. Moscone, regarding the landscaping issues persisting on the 20th floor. After some discussion Council directed the Strata Manager to send a letter to the four units on this floor notifying them that the Strata Corporation has approved the \$600.00 cost of replacing the weeds on the limited common property with bark mulch. However, should these owners prefer landscaping instead of the bark mulch the Strata Corporation would contribute up to \$600.00 towards their costs. The owners will be informed and the Strata Manager will report back to Council.

3. 15th Floor Sign

The Council reported that the missing "1" on the sign facing the elevator has been replaced.

4. Camera Upgrade

This will be further discussed at the next Council meeting.

5. Caretaker/Janitorial Quotes

The Strata Manager submitted two quotes to Council for the Caretaker/Janitorial duties, one quote from Five Star Building Maintenance and the other from Fairview Building Maintenance, on top of the quotes received from other companies at previous meetings. After a long and detailed discussion the Council approved the quote from Five Star with a few caveats to be added to the contract. It was MOVED/SECONDED to accept the quote from Five Star Building Maintenance with the aforementioned caveats for the building Caretaker/Janitorial position for a period of one year. CARRIED.

6. Electrical Vault Cleaning

The Strata Manager submitted to Council a notice from BC Hydro that the electrical vault cleaning is due in March 2011. The Strata Council will be obtaining quotes for this cleaning and servicing

7. Building Keys for Council

Council has requested four sets of keys which were provided.

8. Incorrectly Charged Move In Fee

An owner submitted a report to Council stating that their account has been incorrectly charged for a move in fee. After discussion the Council agreed to reverse the fee that was incorrectly charged.

9. Late Payment Fine

The Strata Corporation received a letter from an owner regarding a late fine on their account. After some discussion Council directed the Strata Manager to investigate further before they make a decision regarding this request. This will be further discussed at the next Council meeting.

Minutes of the Strata Council Meeting
The Owners Strata Plan BCS 3395
Held on December 7, 2010

10. Spring Maintenance 2011

Council discussed that the following maintenance items that will be undertaken in the Spring of 2011.

- a) Window cleaning;
- b) Dryer vent cleaning (to be further discussed);
- c) Fire inspection;
- d) HVAC filter change;
- e) Parkade and outside perimeter of building power washing;
- f) Carpet steam cleaning;
- g) Roof anchor inspection (required yearly).

Council requested again that Crosby supply a spreadsheet indicating the names and contact information for all the contractors related to the Donovan, including copies of contracts and contract details.

11. Move In/Out & Deliveries

The Strata Council for BCS 3395, Donovan, has passed a new Rule as follows, effective immediately:

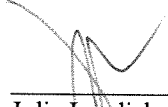
#8 *Move In/Out & Deliveries*

All move ins, move outs and deliveries of large items must use the double back door beside the loading bay. A fine of \$100.00 will be applied for non-compliance.

12. Novus Request

Council has received a request from Novus Communication to improve their cable service to the Donovan by installing new wiring that will require some drilling into the concrete foundation of the building. After discussion Council decided to revisit this issue at the January Council meeting.

There being no further business, the meeting was adjourned at 9:00 p.m. The next Council meeting is scheduled for December 13 following the Special General meeting to be held at on that date.



Julie Landicho,
Strata Manager
Email: jlandicho@crosbypm.com
Direct Line: (604) 689-6926
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours)
www.crosbypm.com

<p>Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.</p>
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**MINUTES
OF THE SPECIAL GENERAL MEETING
THE OWNERS STRATA PLAN BCS 3395
DONOVAN**

Held on Monday, December 13, 2010
Within Lounge Room
1055 Richards Street, Vancouver, B.C.

The registration commenced at 6:30 p.m. and the meeting was to commence at 7:00 p.m. At 7:00 p.m. the quorum was not met; therefore, as per Bylaw #25.4 of BCS 3395, the meeting must reconvene after 30 minutes and those owners present at that time will form the quorum.

The meeting was called to order at 7:30 p.m. by Arash Barati, Council President.

Crosby Property Management Ltd. was represented by Julie Landicho, Strata Manager and Bruce Adanac, Assistant General Manager, Strata.

CALLING THE ROLL AND CERTIFICATION OF PROXIES

The attendance register confirmed at the time of commencement of the meeting there were 10 eligible voters in attendance and 17 represented by proxy for a total of 27. The quorum requirements had been achieved, and the meeting proceeded.

PROOF OF NOTICE

It was MOVED/SECONDED that the notice dated November 23, 2010 complied with the notice requirements. CARRIED.

APPROVAL OF GENERAL MEETING MINUTES

It was MOVED/SECONDED to approve the Minutes of the Annual General Meeting held September 21, 2010 as circulated. CARRIED.

**Resolution "A"
Strata Plan BCS3395, "The Donovan"
1055 Richards Street
Vancouver, BC V6B 0C2**

Special General Meeting
December 13, 2010
(3/4 Vote Resolution)
Termination of Crosby Property Management

WHEREAS:

1. Crosby's performance has been less than expected.
2. Crosby has changed our property manager several times and now that The Donovan Council is dealing with matters that affect building operations and the 24 month building warranty, Crosby had proposed another change of property manager. Council cannot work diligently while Crosby is changing Donovan's property manager every several months.
3. Council was only continuing with Crosby to maintain consistency with the same Property Manager, namely Julie Landicho.

BE IT THEREFORE RESOLVED, BY ¾ VOTE RESOLUTION;

1. THAT the owners, Strata Plan BCS3395, terminate the current agency agreement dated July 15, 2009 with Crosby Property Management Ltd. and allow the Strata Corporation to obtain proposals and to enter into a new agency agreement with a BC licensed property management company to provide property management services to the Donovan.

Discussion

The Council President reported to the owners present at the meeting regarding the reasons for the Resolution to terminate the Agency Agreement with Crosby Property Management Ltd.

After the discussion the Chairperson called for the vote, the result being 26 IN FAVOUR, 1 OPPOSED and 0 ABSTAINED. CARRIED.

There being no further business, the meeting was adjourned at 7:55 p.m.



Julie Landicho
Strata Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office: (604) 683-8900
www.crosbypm.com

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**MINUTES
OF THE STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 3395
THE DONOVAN**

Held on Monday, January 10, 2011
Within Meeting Room
1055 Richards, Vancouver, BC

COUNCIL IN ATTENDANCE:	Arash Barati	President
	Michael Chubb	Treasurer
	Philip Pincus	Secretary
	Garth Lam	
	Toni Scott	
	Tyler McDougall	
REGRETS:	Jerry Constant	Vice-President
STRATA MANAGER:	Alex Harrison	Crosby Property Management Ltd.

The meeting was called to order at 7:05 p.m.

CARETAKER BUSINESS

Five Star Building Services provided reports to Council that were reviewed and discussed.

Fire Security

The Fire security system is currently generating a trouble signal linked to a ventilation sensor and a sub panel. These matters will be addressed by Voltech Electrical as they conduct their annual service inspection of the fire safety system.

It is believed that some owners or residents may have disconnected their public address ("PA") systems inside their suite. Please be advised these PA speakers are an integral part of the building's fire system and must be reconnected immediately. Thanks for your attention to this matter.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was MOVED/SECONDED to approve the Minutes of the Strata Council Meeting held December 7, 2010 as circulated. CARRIED.

It was MOVED/SECONDED to approve the Minutes of the Strata Council Meeting held December 13, 2010. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

It was MOVED/SECONDED to approve the November 2010 financial statements. The approval of the December 2010 statements were tabled until the next meeting as the Council Treasurer has not yet received a copy of the statements. CARRIED.

REVIEW OF ACCOUNTS RECEIVABLE

The accounts receivable were reviewed.

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 - A list of actionable items was created by the Strata Manager at the meeting.
- 2) Dryer Ducts – It was agreed that the Strata Manager would obtain quotes for the cleaning of the dryer exhaust ducts.
- 3) Voltech Fire Inspection – The in-suite testing has been scheduled for February 14, 2011.

CORRESPONDENCE

- 1) The resident of suite 518 submitted a request to have cleaning fees reversed for use of the common room. Council discussed this particular case and agreed to have these charges reversed; further examination showed the mess was created after suite 518 had already cleaned the common room.
- 2) The warranty expiration notice from Crosby Property Management Ltd. was presented as correspondence. The two year warranty for mechanical and electrical systems from Willis Canada Inc. is due before May 1, 2011. Omicron engineering is in the process of completing their report and will submit it to Council in due course.
- 3) An owner submitted correspondence to the meeting regarding the lounge hours of operation. After discussion the Council agreed to consult with Five Star and Palladin Security to monitor the activities in the lounge and that the Strata Manager will follow up. The system for use of the lounge will remain the same for the time being. Contact Five Star at 778-938-2234 to book the common room.
- 4) Five Star Building Maintenance reports were discussed.

Be aware that if 48 hour notices are placed on items in the parkade, those items still remaining after 48 hours will be removed.

- 5) The filter replacement for the heat pumps has been conducted by Trotter and Morton and is almost complete. Those suites that have not provided access will be sent letters.

- 6) The owner of suite 309 wrote to Council questioning the move in fee rule. His case was considered and Council will respond by letter. He is thanked for his correspondence.
- 7) The owner of 306 is thanked for his note regarding doors that stick and a broken glass fire extinguisher plate. All owners are encouraged to submit written correspondence if something needs attention.
- 8) A quote from Five Star for window washing was declined by Council. Council President confirms having cancelled this service for the time being, preferring to have them washed in the spring. This service will be put to competitive bid.
- 9) The Treasurer requested (prior to the meeting) that the Management Company send copies of all invoices payable for review before the funds are disbursed. This procedure will be followed in the future.
- 10) The owner of Suite (???) 1059 is thanked for his correspondence regarding litter and cigarette butts. The owner wrote that he does not smoke and rather he is the victim of debris from above landing at his doorstep. Council agree this is a likely scenario.
- 11) Power Pros Electrical have submitted a past due invoice. Power Pros were called out to investigate a loss of power by the Strata Manager of the time. Power Pros invoice states:

"Supplied and installed new 100A meter stack breaker and main electrical room 800A fuse to replace existing."
"Work completed May 18, 2010."
The amount alleged outstanding is \$1,281.84.
Council maintains that this is a warranty issue and should be addressed by the developer. Further investigation will be required.
- 12) Council Secretary introduced a list of agenda items for discussion.
 - a. It was suggested to restrict the use of the telephone entry system during the very early hours of the morning. This would increase security and prevent illegitimate entry. This will be further discussed at a later date.
 - b. A clock will be obtained for the gym.
 - c. Timers on lights in the storage and recycling areas was suggested, this would be in keeping with the building's green operation. This will be further discussed in the future.
 - d. Car wash area. This item was tabled until the next Council Meeting.
 - e. Caretaker's duty list. This item was tabled until the next Council Meeting.
 - f. Security cameras and elevator cameras. This item was tabled until the next Council Meeting as council needs to obtain additional information.
 - g. Systems for filing building's documents. This item was tabled until the next Council Meeting.
 - h. Garbage bins in common areas. After discussion it was decided not to provide garbage bins in the common areas at this time.

- i. Grease marks in parkade. This item was tabled until the next Council Meeting.
 - j. Parking Rules. This item was tabled until the next Council Meeting.
- 13) Correspondence was received from units 503 and 321 and reviewed by Council. Crosby will respond accordingly.

QUOTES

- 1) Several quotes were received by Council and reviewed accordingly.

A number of parties submitted quotes to conduct the annual fire systems test at the Donovan and Voltech was the party selected. Watch for a notice for required entry for individual suite testing coming shortly. This is part of a required service to maintain fire code compliance.

- 2) Omicron continues their work in regards to the building deficiency 2 year warranty.

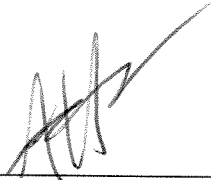
NEW BUSINESS

There was no new business outside of correspondence at this meeting.

TERMINATION OF MEETING

There being no further business, the meeting was adjourned at 10:59 p.m. Next meeting: February 2, 2011 / 7:00 p.m.

CROSBY PROPERTY MANAGEMENT LTD.
Agent for the Owners



Alex Harrison
Strata Manager
Email: aharrison@crosbypm.com
Direct Line: (604) 648-4441
General Office: (604) 683-8900 (24 Hours)
www.crosbypm.com

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**MINUTES
OF THE STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN BCS3395
THE DONOVAN**

Held on Wednesday, February 2, 2011 at 7:00 pm.
Within Meeting Room
1055 Richards, Vancouver, BC

COUNCIL IN ATTENDANCE:	Philip Pincus	President
	Jerry Constant	Vice-President
	Michael Chubb	Treasurer
	Arash Barati	
	Toni Scott	
	Tyler McDougall	

REGRETS: Garth Lam

STRATA MANAGER: Alex Harrison Crosby Property Management Ltd.

It was MOVED/SECONDED to have Alex Harrison, Strata Manager chair the meeting. The meeting was called to order at 7:10 p.m.

GUEST BUSINESS

There was no guest business.

CARETAKER REPORT

The Caretaker report was reviewed and discussion surrounding an incident where the front door was broken was discussed. Chargebacks for the costs incurred of the broken window and security expenses were approved by council. The unit owner will be responsible for these charges as per video evidence.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was MOVED/SECONDED to approve the Minutes of the Strata Council Meeting held January 10, 2011 with some minor corrections before mailout. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

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

REVIEW OF ACCOUNTS RECEIVABLE

Those accounts with outstanding amounts were reviewed. No major issues were noted at this time.

REPORT ON UNAPPROVED EXPENDITURES

Two invoices were generated by a fire trouble signal. The duplicate bill will be presented to Five Star for their input and the policy regarding Caretaker expenses will be reviewed in future meetings. 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 directives were reviewed and a payment to Power Pros dating back to May was approved after further consideration.
- 2) Security - Concerns and review of certain incidents by video were undertaken; the aforementioned incident of the broken glass and the tire marks left in the parkade. Both incidents were captured on our video surveillance and costs will be charged back to the parties responsible.
- 3) Omicron 2 Year Review – The 2 year review is underway. The draft report was presented to Council noting certain deficiencies. Omicron continues their work at the Donovan as they continue to prepare their final draft.

CORRESPONDENCE

- 1) Common Room Deposit Refunds – Those owners who have deposited their \$200.00 at Crosby Property Management are encouraged to contact the Strata Manager for a refund of these amounts. The future policy will be for the Caretakers to hold a cheque, not to be deposited unless charges are incurred.
- 2) Geothermal Insuite Pump Filters Change Notice – All owners who have not had the filters in their heat pumps changed are encouraged to contact the Strata Manager to avoid possible fines for lack of access.

NEW BUSINESS

1. Emergency Call Outs Procedure – This procedure was reviewed and council will endeavour to find a suitable protocol. This item will be tabled until a future meeting.
2. As per Council – Garth Lam, council member has tendered his resignation. Garth is thanked for his participation and contributions to the Donovan's council and we wish him well in all future endeavours.
3. As per Council - Arash Barati has resigned as President. Philip Pincus was unanimously chosen as his replacement as the new Council President. This motion was MOVED/SECONDED and CARRIED. Thank you to Philip for his ongoing contributions to The Donovan, and Arash for all that he has done as President.

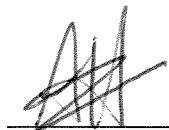
**Minutes of the Strata Council Meeting
The Owners Strata Plan BCS 3395
Held on Wednesday, February 2, 2011**

4. As per Manager – The Strata Manager thanked the council of The Donovan for their good working relationship and wishes them all the best going forward with the new management company. The Council thanked Alex Harrison for taking good care of the Donovan during Crosby's last month as our Property Management Company.

TERMINATION OF MEETING

There being no further business, the meeting was adjourned at 9:21 p.m. The next meeting date is March 1, 2011, with Rancho Management Services, our new property management company.

CROSBY PROPERTY MANAGEMENT LTD.
Agent for the Owners



Alex Harrison
Strata Manager
Email: aharrison@crosbypm.com
Direct Line: (604) 648-4441
General Office: (604) 683-8900 (24 Hours)
www.crosbypm.com

<p>Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.</p>
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RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Property Management Specialists

600-1190 Hornby Street,
Vancouver, B.C. V6Z 2K5

Phone: (604) 684-4508

Fax: (604) 684-1956

www.ranchovan.com

February 15, 2011

The Owner(s) of Strata Plan BCS3395

"Donovan"

1055 Richards Street

Vancouver, BC

Dear Owner(s):

RE: Strata Plan BCS3395, "Donovan"
New Property Management Company – Pre-Authorized Debit Form

Please be advised that Rancho Management will be your new property management company effective March 1st, 2011.

For those Owners who were on the automatic debit program with Crosby Property Management Ltd., you will have to fill out a new pre-authorized debit (PAD) form (copy attached) to allow Rancho Management Services (B.C.) Ltd. to deduct the monthly strata fee from your bank account. Since this method of payment takes time to set up initially, we request that you forward a cheque for your strata fees for the month of March along with your completed PAD form (by no later than March 20th, 2011) which will commence with the April 2011 automatic withdrawal to Rancho Management. If you have any questions or require any assistance, please contact our accounts receivable department directly at (604) 331-4268.

Please be advised that you will be receiving a separate memo shortly from Rancho Management with more information.

We look forward to working with your Strata Council in the management of your Strata Corporation and thank you for your patience during this transition period. Should you have any questions, please do not hesitate to contact the undersigned.

Yours truly,

RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Agents for the Owners

Per:

Terry Li

Senior Strata Agent

Direct Line: 604-331-4267

Email: tli@ranchogroup.com

TL/tk
Encls.

Pre-Authorized Debit (PAD) Plan – Strata

FAX: (604) 684-1956

ATTACH VOID
CHEQUE HERE

STRATA PLAN: _____

STRATA LOT NO.: _____

UNIT NO.: _____

1. I/We hereby authorize Rancho Management Services (B.C.) Ltd. on behalf of our Strata Corporation to begin deductions effective _____ as per my/our instructions for the following:
 - a) Recurring monthly operating fee(s)/authorized charges (parking, etc) and/or one-time fee(s)/charges adjustments as voted upon and passed by the general membership of the Strata Corporation from time to time.
 - b) Authorized one-time or sporadic debits.
 - c) Any fines, penalties, and special levy fee(s) up to \$1,000.00 as assessed according to the Strata Corporation Bylaws and Rules and Regulations.These above mentioned fee(s)/charges will be debited to my/our specified account on the 1st day of every month.
2. I/We undertake to inform Rancho Management Services (B.C.) Ltd. of any change in the account or address information provided in this authorization before the fifteenth day of the month.
3. I/We acknowledge that delivery of the authorization to Rancho Management Services (B.C.) Ltd. constitutes delivery by me/us to the financial institution below.
4. This authority is to remain in effect until Rancho Management Services (B.C.) Ltd. has received written notification from me/us of its change or termination. This notification must be received within 15 days before the next debit is scheduled at the address provided below. I/We may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting www.cdnpay.ca.
5. Rancho Management Services (B.C.) Ltd. may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least 10 days prior written notice to me/us.
6. I/We have certain recourse rights if any debt does not comply with this agreement. For example, I/We have the right to receive reimbursement for any PAD that is not authorized or is not consistent with the terms of this PAD Agreement. To obtain more information on my/our recourse rights, I/We may contact my/our financial institution or visit www.cdnpay.ca.

Type of Service: Personal _____ Business _____

Name _____

Address _____

Mailing address (if different than property address) _____

Phone # _____

Name of Financial Institution _____

Address of Financial Institution _____

Financial Institution Number _____

Branch Transit Number _____

Account Number _____

A Specimen cheque has been marked "VOID" and attached to this authorization. If your account does not provide cheques, please have your bank fill out the information above to ensure the account is coded correctly and will allow pre-authorized debit.

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



Rancho Management Services (B.C.) Ltd. – 600 – 1190 Hornby Street, Vancouver, British Columbia, V6Z 2K5
Phone – 604 – 684 – 4508 Fax – 604 – 684 – 1956 Email: ar@ranchogroup.com
Attention: Accounts Receivable

Date: _____ Signature: _____ Signature: _____

PLEASE NOTE THAT THIS FORM MUST BE RECEIVED BY RANCHO NO LATER THAN THE 20TH OF THE MONTH PRIOR TO THE MONTH THE PAD IS TO COMMENCE. (I.e. To be on the Pre-Authorized Debit Plan for the month of June, the form must be in our office prior to the 20th of May. Forms received after the 20th of the current month (i.e. May) will be processed but your first payment will not come out of your account until July 1st), as this system is set up in conjunction with the bank, and processing time is required, PAD enrolment cannot be applied retroactively. Please also enclose a cheque for payment of any balance owing prior to PAD commencement.



RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Property Management Specialists
600-1190 Homby Street,
Vancouver, B.C. V6Z 2K5
Phone: (604) 684-4508
Fax: (604) 684-1956
www.ranchovan.com

February 22, 2011

The Owner(s) of Strata Plan BCS3395

"Donovan"

1055 Richards Street
Vancouver, BC

Dear Owner(s):

**RE: Strata Plan BCS3395, "Donovan"
New Property Management Company**

We are delighted to have been selected as your new Property Management Company, effective March 1st, 2011. Attached is some information for your consideration.

We are in the process of getting the information required by us to complete the transition from Crosby Property Management Ltd. Please note that your monthly strata fee is due on the first day of every month. If you have provided post-dated cheques to Crosby, we anticipate receiving them and should have no problem depositing the cheques into our trust account (if written, in the name of the Strata Corporation "BCS3395").

For those Owners who were on the automatic debit program with Crosby Property Management Ltd., you will have to fill out a new pre-authorized debit (PAD) form (copy attached) to allow Rancho Management Services (B.C.) Ltd. to deduct the monthly strata fee from your bank account. Since this method of payment takes time to set up initially, we request that you forward a cheque for your strata fees for the month of March along with your completed PAD form (by no later than March 20th, 2011) which will commence with the April 2011 automatic withdrawal to Rancho Management. If you have any questions or require any assistance, please contact our accounts receivable department directly at (604) 331-4268.

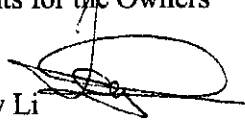
Please also fill out the attached Resident Information Form with a local friend or family member whom we may contact in the event of a building emergency.

We look forward to working with your Strata Council in the management of your Strata Corporation and thank you for your patience during this transition period. Should you have any questions, please do not hesitate to contact the undersigned.

Yours truly,
RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Agents for the Owners

Per:


Terry Li
Senior Strata Agent
Direct Line: 604-331-4267
Email: tli@ranchogroup.com

BS/tk
Encls.

GENERAL INFORMATION

24 Hour Emergency Service:

Rancho's regular office hours are from 8:30 a.m. to 5:00 p.m., Monday to Friday. After hours, please call 604-684-4508 in the event of a building or common area emergency. This number is forwarded to our on call centre, whereby an operator will take brief details of your emergency call and contact our on call Property Manager who carries a "pager". The Property Manager will call you back as soon as possible, usually within fifteen (15) minutes. If you have placed an emergency call, please wait by your phone and keep the line clear for us to return your call.

Please note that we will take no action on any emergency calls unless we have spoken with you and confirmed the details. For your information, emergencies include the elevator not working, the garage gate being broken, broken water pipes, etc. Break and enter and/or vandalism to your "automobiles" and "suites" should be reported to the Police Department.

Correspondence:

All correspondence received will be acknowledged and placed on the agenda for the next scheduled Strata Council meeting. Please forward your correspondence by mail to Rancho's office at 600 - 1190 Hornby Street, Vancouver, B.C., V6Z 2K5, by fax to 604-684-1956 or by email to tli@ranchogroup.com. Please also be reminded that under the *Strata Property Act*, correspondence can no longer be considered confidential.

Rancho's Website:

Rancho will set up a website for the building where minutes of Strata Council meetings will be posted. There will also be copies of all memos, the bylaws, rules and regulations and the current strata insurance coverage certificate. These documents will be downloadable by the Owners for viewing and printing on their computers. Owners will be notified when the service is online.

Log in to www.ranchovan.com and under *Individual Strata Login* enter:

Username: bcs3395
Password: donovan1055

ENROLLED FEB 24/2011

After logging in, scroll towards the bottom to add your email address to be automatically notified of new postings (It says *If you would like to be notified by e-mail when new minutes/notices/news are available for viewing, [click here](#).*). ✓

Those Owners who do not have internet access should contact Rancho Management to request that the minutes are mailed out to them. Since the Strata pays for all postage and photocopying having the minutes online saves the Strata Corporation money.

**STRATA CORPORATION BCS3395
"DONOVAN"
1055 RICHARDS STREET**

MINUTES OF THE STRATA COUNCIL MEETING OF THE DONOVAN, STRATA PLAN BCS3395, HELD IN THE MEETING ROOM, 1055 RICHARDS STREET, VANCOUVER B.C., ON TUESDAY, MARCH 1ST, 2011 AT 7:00 P.M.

IN ATTENDANCE:

Philip Pincus – President
Michael Chubb – Treasurer
Tyler McDougall – Secretary

Jerry Constant – Vice President
Toni Scott

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.:

Terry Li, Senior Strata Agent

REGRETS:

Arash Barati

GUESTS:

Doug Vincent, Principal of Omicron

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order by the Strata Council President, Mr. Philip Pincus, at 7:05 p.m.

2. **GUEST PRESENTATION:**

Mr. Doug Vincent from Omicron attended tonight's meeting to answer questions that Council had pertaining to their Contingency Reserve Fund Study, Property Condition Assessment and Deficiency List compiled during their detailed inspection of the building on behalf of the Strata Corporation. Major building components such as the elevators, mechanical systems and exterior building envelope were all inspected. Council is waiting for a final report from Omicron which will be forwarded to Cressey prior to the expiration of the two (2) year warranty period so that Cressey will be responsible to correct all deficiencies. Mr. Doug Vincent then left the meeting at 7:35 p.m.

3. **FINANCIAL REPORT**

The Strata Council Treasurer, Mr. Michael Chubb, reviewed and approved various invoices. A question arose pertain to a Trotter & Morton invoice which the Strata Agent will clarify at the next meeting. Council reviewed the January 2011 financial statements. It was **MOVED, SECONDED, and CARRIED** to approve the January 2011 statements. In the future, the Treasurer will work closer with Rancho prior to the meeting to resolve any financial questions and discrepancies.

4: **COMMITTEES**

The following issues throughout the building were divided into three (3) separate committees. Although, no committees were officially formed, these will provide Council with a focused approach to managing the Strata Corporation.

a) **Deficiency Committee:**

i) **A meeting was held with Trotter & Morton the HVAC providers for the building on March 1st, 2011:**

A Council Member and the Strata Agent attended an onsite meeting with Trotter & Morton, who stated that their service currently provides for four (4) filter changes and inspection of the common areas and two (2) in-suite filter changes annually. Trotter & Morton was asked to provide an updated mechanical deficiency list to the Strata Agent for forwarding to Cressey prior to the expiration date of the two (2) year warranty on May 1st, 2011.

ii) **A meeting with Trotter & Morton and Connelly:**

A meeting has been scheduled for March 16th, 2011 between the Strata Agent, Trotter & Morton, and Connelly, the original installer of the mechanical system. The meeting is to familiarize Trotter & Morton with how the building should be maintained. This orientation is being paid for by Cressey. Council is in the process of getting a maintenance schedule from Connelly that will be used to formalize the service agreement with Trotter & Morton and further detail the work they perform.

iii) **Alternative Quotes for Mechanical Maintenance:**

Council reviewed a backup quotation provided by Werner Smith Mechanical for the maintenance of the mechanical system. Should Trotter & Morton not fulfill their duties in the future, Council will consider a switch.

iv) **Elevators:**

Council is not satisfied with the performance of the elevators. Subsequently, a manager from Richmond Elevator responded with various reasons as to why the elevators are not performing. Council will submit the Omicron report to Cressey. The report contains a review on the elevators.

v) **Omicron Report:**

Please refer to Guest Presentation section (2). Council is satisfied with services provided by Omicron and approved the payment of their interim billing.

vi) **General Deficiency List:**

Council Members briefly reviewed the general deficiency list for the fifteen (15) month period. It was noted that most of these items are completed. Rancho Management will follow up to ensure all items are addressed.

4. **COMMITTEES - CONT'D**

b) **Bylaw Committee:**

The following new rules will be considered:

- Parking rules
- Stopping at the gate rule
- Conference Room and Common Room hours rules

Council also discussed the issue of limiting the hours to the front door buzzer. This will be discussed further.

c) **Landscaping Committee:**

Council Members discussed the various issues pertaining to landscaping at the building. After discussion, it was **MOVED**, **SECONDED**, and **CARRIED** to approve the installation of extra soil in the common areas as well as the removal of weeds and the installation of bark mulch on the 20th floor roof area.

5. **BUSINESS ARISING FROM PREVIOUS MINUTES**

a) **Management Report:**

i) **Transition of Property Management:**

The Strata Agent informed Strata Council that it would take approximately one (1) month for documents and data to be set up after it is received from Crosby Management. During this time, Council agreed to give Owners a one (1) month grace period in terms of late payment penalties for payment of strata fees. Owners are reminded that in order to setup pre-authorized debit, they must submit a void cheque along with a pre-authorized debit plan form which was mailed to each Owner in February 2011 (and which is attached hereto for your further convenience). The deadline for submission of the pre-authorized debit is on the 20th of the month.

This will be the last set of minutes mailed out. Owners who wish to receive hard copies please contact the undersigned. Otherwise, all minutes will be posted online with internet access. Owners are reminded that there is a feature on Rancho's website which allows them to signup for email notification when memos, minutes, etc. are posted.

ii) **Building Operation:**

The Strata Agent reviewed the current operation of the building with the Council Members present. The Strata Agent discussed the benefits of a building supervisor, which include conducting the day to day inspections, minor repairs, and painting throughout the building. The building supervisor will also respond to after hour emergencies. Council will consider this option at future meetings. Rancho also informed Council that the regular maintenance such as window cleaning, dryer vent cleaning, and parkade power

5. **BUSINESS ARISING FROM PREVIOUS MINUTES - CONT'D**

a) **Management Report - Cont'd:**

ii) **Building Operation – Cont'd:**

washing should be on a schedule which is done routinely. Therefore, no items will be missed in terms of maintenance of the building and residents will be well informed of the timing. Council Members were in agreement.

iii) **Difficult Tenants:**

Council Members discussed two (2) units which are currently providing difficulties for residents in the building. The Strata Agent will attempt to reach the Owners of these suites to inform them of the activities of their tenants.

iv) **Gift Certificate for Metrotown:**

The Strata Agent was asked to follow up with Council Member, Mr. Arash Barati, to see if a gift certificate has been purchased for the cleaning staff.

v) **Bigger Gym Clock:**

Council Members are in agreement that a bigger gym clock should be purchased. Council Member, Mr. Philip Pincus has agreed to purchase it.

vi) **Elevator Cameras:**

Council Members discussed the need for elevator cameras and the fact that it will help provide extra security for the residents of the building. The Strata Agent was asked to follow up with the progress of these cameras.

vii) **P2 File Cabinet:**

A file cabinet was donated by Council Members. It will be placed in a secure room in the parkade for storing Strata documents.

viii) **Parkade Cleaning:**

Rancho was instructed to obtain two (2) additional quotes for cleaning of the parkade as the previous service provider's work was deemed unsatisfactory.

ix) **Front Grass Areas:**

Council Members discussed the poor appearance of the front of the building. After discussion, it was noted that a letter should be drafted to the City of Vancouver for better maintenance of the grass strip. A quote from Moscone & Bros to replace grass areas in front of the townhouses with concrete pavers amounted to approximately \$5,000 plus HST. No decisions were made and Strata Council will continue to look at this issue at future meetings.

6. **CORRESPONDENCE**

Council Members reviewed various correspondence which included the waiving of late payment fines and towing fees.

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (i.e. suggestions, concerns, etc.). Correspondence can be sent to Rancho's office at #600-1190 Hornby Street, Vancouver, B.C., V6Z 2K5, or by Fax to 684-1956 or by email to tli@ranchogroup.com.

7. **NEW BUSINESS**

a) **Gate Maintenance:**

Council Members noted that the parkade gates should be maintained on an annual basis. Quotes will be obtained for this work. It was also noted that the closing time for the gate should be reduced.

b) **General Building Maintenance Plan:**

A general maintenance plan will be drafted by the Strata Agent.

c) **Floor Mats:**

Council Members discussed the purchase of a logo mat for the front lobby entrance and the general condition of the mats. Rancho will arrange for a quote.

d) **Cleaning Duties:**

A Council Member would like to receive a list of cleaning duties for the regular cleaner. This will be reviewed at the next meeting.

e) **Storage Locker:**

A recent survey of the storage rooms noted that various residents are storing items in the corridors and on top of lockers. A memo will be posted in common areas to remind residents to keep these areas clean.

f) **Pool Table Cover:**

Council Members noted that a cover should be purchased for the pool table.

g) **Signs:**

Council arranged for the production of very professional signs done for the gym and the back alley entrance door. The Strata Agent will contact the building supervisor to have these signs installed.

h) **Security Guard:**

A sign will be posted in the mailroom when the security guard is on duty. A Council Member will also discuss emergency procedures with the security company.

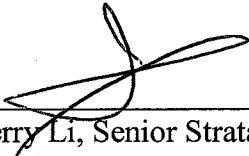
8. **NEXT MEETING**

The next Strata Council Meeting has been scheduled for **Tuesday, April 12th, 2011** at 7:00 p.m. in the meeting room.

9. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 9:30 p.m.

Respectfully Submitted,



Terry Li, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
600-1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: 684-4508 (**24 HOUR EMERGENCY SERVICES**)
Direct Line: (604) 331-4267
E-mail: tli@ranchogroup.com

MAIN ENTRANCE GATE

When entering or leaving the parkade, please wait the extra 10 seconds it takes for the gate to close. We have had issues with break-in's (not recently) and homeless people. By waiting just 10 seconds you can help in reducing and possibly eliminating this problem. Thank you for your cooperation.

COMMUNICATION WITH STRATA COUNCIL

Strata Council welcomes the opportunity to serve you by keeping the lines of communication open at all times. Owners are therefore invited to write the Strata Council, via Rancho Management Services at 600-1190 Hornby Street, Vancouver, BC, V6Z 2K5 or by e-mail at tli@ranchogroup.com, on any Strata Corporation matter. Correspondence received will be presented and reviewed by Strata Council. In the event Rancho can answer your questions about standard Strata Corporation-related matters, please call us at 604 684-4508.

STRATA CORPORATION BCS3395
"DONOVAN"
1055 RICHARDS STREET

MINUTES OF THE STRATA COUNCIL MEETING OF THE DONOVAN, STRATA PLAN BCS3395, HELD IN THE MEETING ROOM, 1055 RICHARDS STREET, VANCOUVER B.C., ON TUESDAY, APRIL 12TH, 2011 AT 7:00 P.M.

IN ATTENDANCE:

Philip Pincus – President
Michael Chubb – Treasurer
Arash Barati

Jerry Constant – Vice President
Toni Scott

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.:

Terry Li, Senior Strata Agent

REGRETS:

Tyler McDougall – Secretary

GUESTS:

None

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order by the Strata Council President, Mr. Philip Pincus, at 7:05 p.m.

2. **APPROVAL OF PREVIOUS MEETING MINUTES:**

It was **MOVED, SECONDED** and **CARRIED** to approve the March 1st, 2011 Strata Council Meeting minutes as presented.

3. **FINANCIAL REPORT**

The Strata Agent informed Strata Council that the new Rancho financial statements will be ready mid-month, which will then be forwarded to the Strata Council Treasurer, Mr. Michael Chubb, for further review. Rancho received the February 2011 financial statements from the previous management company on March 30th, 2011. Therefore, approval of the February 2011 financial statements will be deferred until the next meeting. Mr. Chubb has now been set up on the computerized Accounts Payable INQFlow system where invoices can be previewed and approved online before payment is issued to various vendors.

a) **Arrears:**

The Strata Agent reviewed the arrears list with Council Members present. Numerous Owners are still in arrears as a result of the Strata changing management companies. Another letter will be issued to Owners to remind them of their arrears due. Fines will be levied if arrears are not paid in full by May 1st, 2011.

4. **COMMITTEES**

a) **Deficiency Committee:**

i) **Meeting with Trotter & Morton, Connelly and Cressey:**

Two (2) Council Members and the Strata Agent attended an onsite meeting with Trotter & Morton, Connelly and Cressey on March 16th, 2011 to discuss various mechanical deficiencies. Trotter & Morton also provided an updated mechanical Deficiency List to the Strata Agent. The representatives from Connelly agreed to the repair of some of the leaks, but did not agree to repair seals, which they believe are part of the maintenance responsibilities of the Strata Council.

Another meeting will be held between Trotter & Morton, and the DDC controls company. The meeting will be set up as soon as possible.

ii) **A Meeting with RDH and Cressey:**

The Strata Agent met with RDH who attended the building on behalf of Willis Canada Inc. and the Developer, Cressey on March 16th, 2011. RDH has subsequently submitted a list of various deficiencies, which Cressey forwarded to their sub-trades. This has been added to the two (2) year Deficiency List and will be followed up with by the Strata Agent and the Strata Council.

iii) **Alternative Quotes for Mechanical Maintenance:**

The Strata Agent reviewed another quotation for the maintenance of the mechanical system provided by Control Temp Ltd. Council will follow up with this quote in detail, should Trotter & Morton not fulfill their duties to the satisfaction of Council in the future.

iv) **Elevators:**

The elevators had a major breakdown on the week of March 25th, 2011. The breakdown was caused by a failure of a component in the fire system, as well as various components in the elevator. An onsite meeting was held with Richmond Elevator between the Strata Agent and a Council Member. Subsequently, Richmond Elevator spent two (2) full days with a senior technician to have these issues addressed. Council will continue to monitor the performance of Richmond Elevator to ensure that they are performing as per their maintenance agreement.

v) **OMICRON:**

A revised and final Two Year Deficiency Review Report was submitted to Cressey on March 31st, 2011.

b) **Bylaw Committee:**

The Bylaw Committee has submitted the draft bylaws, which will be reviewed by the Strata Agent. In the meantime, Strata Council decided to adopt the rule pertaining to stopping and waiting for the main gate to close:

“Residents entering/exiting the parking garage must stop and wait for the gate to close

4. **COMMITTEES – CONT'D**

b) **Bylaw Committee – Cont'd:**

entirely before proceeding into/out of the parking garage. Should there be a Resident waiting behind the first vehicle, they must show their key fob to the Resident in the vehicle in front.”

After discussion, it was **MOVED, SECONDED, and CARRIED** to adopt the rule effective immediately. Please note that those in violation of the new Strata rule will be subject to a \$50 fine.

c) **Landscaping Committee:**

i) **Rooftop Bark Mulch:**

The Strata Agent informed Strata Council that rooftop bark mulch has been installed, and various extra top soil has been added to the common areas. Council noted that there should also be top soil added to the 2nd floor planters. A Council Member will follow up with Moscone & Brothers.

ii) **Pavers:**

Council Members received two (2) quotations for artificial grass for the front area facing Richards Street, as well as three (3) quotations for the installation of brick pavers. After discussion, it was decided to go with the installation of the pavers; however, Council would like to see a sample of the bricks prior to making the final decision to proceed. The Strata Agent will arrange for a sample for the next Strata Council meeting.

5. **BUSINESS ARISING FROM PREVIOUS MINUTES/MANAGEMENT REPORT**

a) **Building Supervisor:**

Rancho presented a quotation from Five Star Cleaning pertaining to increased building supervisor hours. The building supervisor will essentially be a “handy man,” who conducts painting and various minor repairs throughout the complex. After discussion, Strata Council decided to TABLE the issue.

b) **Annual Routine Maintenance Plan:**

The Strata Agent presented Strata Council with a draft annual routine maintenance plan. The plan covers every component of maintenance for the building, from pest control to gutter cleaning, to dryer vent cleaning, etc. This finalized plan will ensure that no maintenance item is missed and that certain maintenances can be conducted at the same time to minimize the inconvenience to Residents.

c) **Cleaning Schedule:**

The Strata Agent presented Council with the Five Star Cleaning schedule. The schedule outlines the various duties of the cleaning service on a daily, weekly and monthly basis. The Strata Council will review and report back at the next meeting.

d) **Difficult Tenants:**

The Strata Agent updated Council on action taken thus far in an attempt to remove

5. **BUSINESS ARISING FROM PREVIOUS MINUTES/MANAGEMENT REPORT – CONT'D**

d) **Difficult Tenants – Cont'd:**

two (2) difficult tenants from the building. The Strata Agent also consulted a lawyer for a quotation to work on behalf of the Council. Letters of bylaw infractions have been sent pertaining to these tenants as well. The Strata Agent will continue to update Council.

e) **Elevator Cameras:**

The Strata Agent informed Strata Council that the recent elevator problems resulted in the delayed installation of the elevator cameras. The Strata Agent will follow up with the camera installer to have them installed as soon as possible.

f) **Pace Chemicals:**

The Strata Agent informed Strata Council that a meeting was held between another Council Member and Pace Chemicals to discuss the chemical supply for the building. After discussion, it was ratified that Pace Chemicals will continue to supply chemicals for the HVAC system.

g) **Novus Agreement:**

The Strata Agent updated Council on the current status of the Novus agreement. It was noted that this agreement was signed by the previous Strata Agent without consent of Strata Council; therefore, the current Strata Agent negotiated with Novus to free the Strata Corporation from the agreement without any penalties.

After discussion, it was **MOVED, SECONDED**, and **CARRIED** to not have Novus in the building. Strata Council is satisfied with the two (2) current providers, Telus and Shaw. It was also noted that Novus would have required drilling through the foundation for the installation of conduits.

h) **Pest Control:**

The Strata Agent informed Strata Council that there is currently no pest control contract in the building, and presented a quotation from Orkin PCO Services. After discussion, it was **MOVED, SECONDED**, and **CARRIED** to proceed with monthly pest control services.

i) **Parkade Power Washing:**

The Strata Agent provided Strata Council with three (3) quotations for the power washing of the parkade. After discussion, it was **MOVED, SECONDED**, and **CARRIED** to contact New City Contracting Ltd. to have the parkade power washed, if they are willing to lower their price by a few hundred dollars.

j) **Window/Building Cleaning:**

The Strata Agent presented Council with three (3) quotations for window cleaning and one (1) quotation for building cleaning, which includes the exterior concrete and cladding. The Strata Council instructed the Strata Agent to get two (2) more quotations for building cleaning. The issue will be **TABLED** until next meeting.

5. **BUSINESS ARISING FROM PREVIOUS MINUTES/MANAGEMENT REPORT –
CONT'D**

k) **Painting:**

Painting of the main and back lobby entrances has been completed. Five Star Cleaning will pay for partial costs as per their building maintenance agreement. Five Star Cleaning will also do touch-up painting in the common areas, starting with the parkade lobby levels for four (4) hours every month as per their contract.

l) **Dryer Vent Cleaning:**

The Strata Agent presented Council with three (3) quotations for cleaning of the dryer vents. After discussion, it was **MOVED, SECONDED, and CARRIED** to proceed with AirVac Services, and to have two (2) units specifically cleaned from the inside. The dryer vent cleaning company will also be asked to record any blockage in the dryer vents caused by construction debris so Strata Council can turn to Cressey for any reimbursement.

m) **Gate Maintenance Quotations:**

The Strata Agent reviewed the quotations for maintenance of the parkade gates. After discussion, it was **MOVED, SECONDED, and CARRIED** to maintain the gates two (2) times per year.

n) **Logo Floor Mats:**

The Strata Agent presented the Strata Council with quotations for the purchase of custom floor mats with "Donovan" sewn therein. These floor mats are will be measured to fit the main entrance lobby and the back entrance. After discussion, it was **MOVED, SECONDED, and CARRIED** to proceed with having this done. Samples and drawings will be provided to Council prior to final production.

o) **Insurance Quotes:**

The Strata Agent contacted three (3) strata insurance providers and only one (1) company would like to quote on the building. Council Members will contact their own contacts to see if more quotes can be obtained. If no more quotes can be obtained, it was **MOVED, SECONDED, and CARRIED** to proceed with the current insurance provider for the building, BFL Insurance Services.

p) **In-Suite Filter Changes:**

Trotter & Morton has provided dates for in-suite filter changes to occur in the near future. Rancho will provide advanced notice once exact dates have been determined.

q) **Fire Inspection:**

Council Members reviewed the various noted deficiencies from Voltech, the company who conducted the last first inspection. It was noted that some items should be completed by Trotter & Morton, while one (1) other item, such as the LED panel in the main lobby, should be forwarded back to Cressey for warrantee repair. It was also noted that the missed suites will not be done, as Voltech was able to enter more than 50% of the units, which is the minimum requirement set by the City of Vancouver.

5. **BUSINESS ARISING FROM PREVIOUS MINUTES/MANAGEMENT REPORT –
CONT'D**

- r) **Car Wash & Utility Room Facing the Alley:**
Council Members briefly discussed the need to construct a car wash stall again. After discussion, Council decided to TABLE the issue.
- s) **Heavier Mats for the Gym:**
The Strata Agent was asked to obtain three (3) quotations for heavier mats for the gym to block some of the sound transfer from users dropping weights.
- t) **Move P1 Camera to Face Lockers:**
Council Members decided to TABLE this issue.
- u) **Locking of the Yellow Gate on P1 by Locker #6:**
The Strata Agent noted that this has been completed.
- v) **Security Management Company:**
A new security company will replace D&L Security, as Council Members are not satisfied with the services of D&L Security. After discussion, it was **MOVED, SECONDED, and CARRIED** to find a new company to replace them.
- w) **Form Ks:**
This issue will be ongoing as the transfer of building management takes place.
- x) **Fake Cameras:**
Council Members discussed the need for fake cameras. After discussion, it was decided not to proceed with fake cameras at this time.
- y) **Lockers:**
Strata Council Members noted that various residents are using lockers not assigned to their suites. Residents who are not using the correct locker will be warned and then have their items removed.
- z) **Items Completed Since the Last Meeting:**
The Strata Agent noted that the following items have been completed since the last meeting:
- Gift certificates for staff
 - Gym clock
 - P2 filing cabinet
 - Sign installation for the gym and back alley
 - Pool table cover (on order)
 - Cell phone bill amended to reduce costs
 - TV service for the gym will be switched to Telus if more viable

6. **CORRESPONDENCE**

Council Members reviewed various correspondence which included a complaint against the Strata Agent, fines, dryer vents, approval for installation of furniture on patios, etc. The Strata Agent will respond to all correspondence in writing.

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (i.e. suggestions, concerns, etc.). Correspondence can be sent to Rancho's office at #600-1190 Hornby Street, Vancouver, B.C., V6Z 2K5, or by Fax to 684-1956 or by email to tli@ranchogroup.com.

7. **NEW BUSINESS**

a) **Various Items from the Strata Agent:**

i) **Letter to City of Vancouver:**

A letter will be sent to the City of Vancouver addressing the condition of the grass on City property in front of 1055 Richards St. and requesting that either artificial turf or pavers be installed directly in front of the main entrance.

ii) **Moving the Mailbox:**

Council has requested that the Canada Post mailbox be moved away from the front of the building.

iii) **Email to Five Star Staff:**

The Strata Agent will issue an email to the Five Star Cleaning staff reminding them of the parking rules.

iv) **Parkade Vents:**

The Strata Agent will send a letter to Cressey asking them to clean up any construction debris from the parkade vents.

v) **Parking Stall & Locker List:**

The Strata Agent will contact Cressey requesting a copy of the updated parking stall and locker list.

Update: After the Strata Council Meeting, a Council Member contacted Cressey and received the locker assignment list for the building. The information has been forwarded to Rancho.

vi) **Interior & Exterior Front Lobby Re-Design:**

Council would like to improve the appearance of the building and will approach design companies for quotations for a re-design.

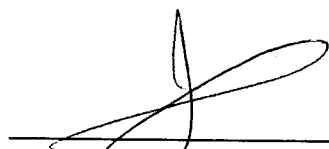
8. **NEXT MEETING**

The next Strata Council Meeting has been scheduled for **Tuesday, May 3rd, 2011** at 7:00 p.m. in the meeting room.

9. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 10:15 p.m.

Respectfully Submitted,



Terry Li, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
600-1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: 684-4508 (**24 HOUR EMERGENCY SERVICES**)
Direct Line: (604) 331-4267
E-mail: tli@ranchogroup.com

INSURANCE

Please be reminded that the Strata's policy only covers the original fixtures installed in the Strata lot by the Developer (ie. hardwood floors installed by the Developers are covered by the Strata's insurance policy, but hardwood floors installed by an Owner after the time of purchase are not covered by the Strata's insurance policy). As per the Act, Owners are required to have insurance for their contents, improvements and betterments, liability, and insurance deductible. Owners should consult an insurance agent to ensure that they have proper coverage.

STRATA CORPORATION BCS3395
"DONOVAN"
1055 RICHARDS STREET

MINUTES OF THE STRATA COUNCIL MEETING OF THE DONOVAN, STRATA PLAN BCS3395, HELD IN THE MEETING ROOM, 1055 RICHARDS STREET, VANCOUVER B.C., ON TUESDAY, MAY 3RD, 2011 AT 7:00 P.M.

IN ATTENDANCE:

Philip Pincus – President
Michael Chubb – Treasurer
Toni Scott

Jerry Constant – Vice President
Tyler McDougall – Secretary
Arash Barati

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.:

Terry Li, Senior Strata Agent
Nicole Huang, Strata Agent

REGRETS:

None

GUESTS:

None

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order by the Strata Council President, Mr. Philip Pincus, at 7:05 p.m.

2. **APPROVAL OF PREVIOUS MEETING MINUTES:**

It was **MOVED, SECONDED** and **CARRIED** to approve the April 12th, 2011 Strata Council Meeting minutes as presented.

3. **FINANCIAL REPORT**

The Strata Agent informed the Strata Council that the new Rancho financial statements were forwarded this week to the Strata Council Treasurer, Mr. Michael Chubb, for further review.

a) **Arrears:**

The Strata Agent reviewed the arrears list with Council Members present. The Strata Agent will follow up with the Owners who are still in arrears and will continue to update Council on a monthly basis.

4. **COMMITTEES**

a) **Deficiency Committee:**

i) **Omnicon 2 Year Warranty Item:**

The Strata Agent requested an update from Cressey pertaining to the

4. **COMMITTEES – CONT'D**

a) **Deficiency Committee – Cont'd:**

i) **Omnicon 2 Year Warranty Item – Cont'd:**

Omnicon report. Cressey has since notified their trades to return to address certain items on the Omnicron report.

ii) **Elevator Service:**

The elevators have been performing well since Richmond Elevators made adjustments.

b) **Bylaw Committee:**

The Strata Agent distributed draft bylaws to the Council Members during the meeting. Council will review the draft bylaws and report back at the next Strata Council Meeting.

c) **Landscaping Committee:**

i) **Second Floor Planters:**

The Strata Council approved of a quote to add more soil to the second floor planters.

ii) **Pavers:**

Council Members requested that the Strata Agent provide an additional quote for the river rocks and supply samples to Council for further consideration.

5. **BUSINESS ARISING FROM PREVIOUS MINUTES/MANAGEMENT REPORT**

a) **Annual Routine Maintenance Plan:**

The annual routine maintenance plan is still in progress and a draft will be presented to Council at the next Strata Council Meeting.

b) **Cleaning Schedule:**

The Strata Agent presented Council with the Five Star Cleaning schedule. Council asked for the frequency chart from the cleaning services, which will be presented to Council at the next meeting. It was also discussed to have Five Star monitor all moves (by hiring an extra person, when necessary) to ensure all moves are through the service entrance and no damage occurs to the building.

c) **Difficult Tenants:**

The Strata Agent updated Council on the process of dealing with two (2) difficult Tenants in the building. One of the Tenants will move out of the building shortly.

d) **Pest Control:**

The Strata Agent informed Strata Council that a pest control contract with Orkin PCO has been signed. Council requested that Orkin perform their services in the least obtrusive manner possible. Council also wishes to note that that no immediate problem exists; this is a preventive maintenance procedure.

5. **BUSINESS ARISING FROM PREVIOUS MINUTES/MANAGEMENT REPORT – CONT'D**

- e) **Parkade Power Washing:**
The parkade power washing will be scheduled for June 2011.
- f) **Elevator Cameras:**
The elevator cameras have been installed in the elevator cabs.
- g) **Window/Building Cleaning:**
The Strata Agent is waiting for one more quotation to present to Council.
- h) **Painting:**
Council approved to repaint the inside of the elevator doors with Hammerite paint in a colour to match.
- i) **Dryer Vent Cleaning:**
The cleaning of the dryer vents is scheduled from May 10th to May 12th, 2011. The two (2) units that require cleaning from the inside were done in April of 2011. The dryer vent cleaning company will record any blockage in the dryer vents caused by construction debris, so Strata Council can request reimbursement from Cressey.
- j) **Gate Maintenance:**
Gate maintenance has been completed.
- k) **Logo Floor Mats:**
The Strata Agent presented Council with two (2) quotations for the purchase of the custom floor mats with the “Donovan” name imprinted therein. After discussion, Council Members decided to contact Henderson Specialty & Custom Matting to provide the product sample before ordering.
- l) **Insurance:**
Council decided to proceed with JT Insurance for this year’s insurance coverage, which is \$4,500 less than the best quotation. Council thanked Mr. Pincus for his excellent work.
- m) **In-Suite Filter Changes:**
The in-suite filter changes have been scheduled from May 25th to May 27th, 2011 and will be completed floor by floor. Notices will be issued to all Owners in advance.
- n) **Fire Inspections:**
All noted repairs as listed in the two (2) year deficiency report are currently in progress by VolTech Fire Protection.
- o) **Heavier Mats for the Gym:**
The Strata Agent presented three (3) quotations to Council Members. Council requested that the Strata Agent present samples to be tested before a final decision is made.

5. **BUSINESS ARISING FROM PREVIOUS MINUTES/MANAGEMENT REPORT – CONT'D**

p) **New Security Company:**

A new security company was recommended by the Strata Agent. After a short discussion Council decided to use the new security company. This change will be phased in over the next few months.

q) **Interior & Exterior Front Lobby Re-Design:**

Council discussed the redesign of the front and back lobbies and the front exterior of the building. Council Members will contact designers and obtain quotations. Council will present design plans and budgets for approval at the next AGM.

r) **Letters to City of Vancouver:**

A letter has been mailed to the City of Vancouver requesting the City repair the muddy landscaping by the front entrance. Rancho is waiting to hear back. A letter has also been mailed to the City of Vancouver regarding damage to the wall at the parkade entrance.

s) **Moving the Mailbox:**

A letter requesting to move the mailbox directly in front of the building has been sent to Canada Post.

6. **CORRESPONDENCE**

Council Members reviewed various correspondences which included bylaw infractions and difficult tenants. The Strata Agent will respond to each correspondence in writing.

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (i.e. suggestions, concerns, etc.). Correspondence can be sent to Rancho's office at #600-1190 Hornby Street, Vancouver, B.C., V6Z 2K5, or by Fax to 684-1956 or by email to tli@ranchogroup.com.

7. **NEW BUSINESS**

a) **Increase Security:**

Council Members considered increasing the current scope of the security service. Council would like to ask the security company to provide an extra day of service for every long weekend.

b) **Parking Sign:**

A Strata Council Member re-drafted a sign outlining the visitor parking regulations, which will be posted in the visitor area of the parkade.

c) **Locks:**

Council Members would like to add security locks on the gym and amenity room sliding doors to enhance security. Residents are reminded to ensure that the sliding doors are locked when leaving these rooms.

7. **NEW BUSINESS – CONT'D**

d) **Fob Costs:**

The cost of additional or replacement fobs is \$75 for a four (4) button garage clicker and \$50 for the small (no parkade access) fob. A maximum of four (4) fobs are allowed per unit. Please contact the cleaner on site at 778-938-2234 to purchase fobs.

8. **NEXT MEETING**

The next Strata Council Meeting has been scheduled for **Thursday, June 16th, 2011** at 7:00 p.m. in the meeting room.

9. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 10:00 p.m.

Respectfully Submitted,



Terry Li, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
600-1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: 684-4508 (**24 HOUR EMERGENCY SERVICES**)
Direct Line: (604) 331-4267
E-mail: tli@ranchogroup.com

COMMUNICATION

Under the Strata Property Act, Strata Agents work for the Owners of the Strata Corporation. When selling your unit, the Strata Agent may only communicate with the Owner or the Seller's Agent upon presentation of the written verification of such a relationship.

Due to privacy reasons, the Strata Agent cannot communicate information about the Strata Corporation or your strata lot with potential purchasers or the agents for the purchasers without written authorization from the Strata Lot Owner. All questions or concerns should be directed to the Strata Lot Owner or the Strata Lot Owner's agent.

STRATA CORPORATION BCS3395
"DONOVAN"
1055 RICHARDS STREET

MINUTES OF THE STRATA COUNCIL MEETING OF THE DONOVAN, STRATA PLAN BCS3395, HELD IN THE MEETING ROOM, 1055 RICHARDS STREET, VANCOUVER B.C., ON THURSDAY, JUNE 16TH, 2011 AT 7:00 P.M.

IN ATTENDANCE:

Philip Pincus – President
Michael Chubb – Treasurer
Toni Scott

Jerry Constant – Vice President
Tyler McDougall – Secretary
Arash Barati

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.:

Terry Li, Senior Strata Agent
Nicole Huang, Strata Agent

REGRETS:

None

GUESTS:

None

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order by the Strata Council President, Mr. Philip Pincus, at 7:10 p.m.

2. **APPROVAL OF PREVIOUS MEETING MINUTES:**

It was **MOVED, SECONDED** and **CARRIED** to approve the May 3rd, 2011 Strata Council Meeting minutes as presented.

3. **FINANCIAL REPORT**

The Strata Agent informed the Strata Council that the April 2011 financial statements were forwarded this week to the Strata Council Treasurer, Mr. Michael Chubb, for further review.

a) **Arrears:**

The Strata Agent reviewed the arrears list with Council members present. There are two (2) Owners on the arrears list who have already arranged payment with the Strata Agent this month. The Strata Agent will contact all Owners on the arrears list by phone to remind them of their outstanding strata fees. In summary, receivables are being collected and the total balance has been significantly reduced.

4. **COMMITTEES**

a) **Deficiency Committee:**

i) **Building Geo-Thermal System:**

There was an on-site meeting with Stantec Consulting on June 16th 2011. Stantec will provide a quotation for the review of the geo-thermal system in the building. The Strata Agent and Council feels this review is necessary as a result of the ongoing repairs that the system has been requiring. The Strata Agent will present the quote to Council once it is ready.

ii) **HVAC & Plumbing System:**

The Strata Council has not been entirely satisfied with the current maintenance contract. The Strata Agent presented Council with two (2) maintenance quotations for the building HVAC system.

iii) **Two-Year Deficiency Items:**

Cressey is on-site addressing all building deficiencies for the two-year deficiency items.

b) **Landscaping Committee:**

i) **Pavers:**

It was **MOVED**, **SECONDED**, and **CARRIED** to approve planting new grass in front of the building facing Richards St. The Strata Council instructed the Strata Agent to obtain one more quotation for installing the new grass before awarding the contract.

c) **Bylaw Committee:**

Several Council members have commenced reviewing the draft bylaws. Comments will be forwarded to other Council members for review and feedback prior to the next Strata Council Meeting.

5. **BUSINESS ARISING FROM PREVIOUS MINUTES/MANAGEMENT REPORT**

a) **Annual Routine Maintenance Plan:**

The annual routine maintenance plan is still in progress and a draft will be presented to Council at the next Strata Council Meeting.

b) **Parkade Power Washing:**

The Strata Agent scheduled a second parkade power washing with New City Contracting for June 27th, 2011, at no cost to the Strata; pursuant to the contract the quality of work did not meet Council's expectations.

c) **Exterior Building and Window Cleaning:**

The exterior building and window cleaning is currently in progress by A-Space Building Maintenance.

5. **BUSINESS ARISING FROM PREVIOUS MINUTES/MANAGEMENT REPORT – CONT'D**

d) **Elevator Door:**

A quote was presented for the removal of the elevator door paint. After discussion, Council instructed the Strata Agent to get another quote before having this work done.

e) **Dryer Vent Cleaning:**

The dryer vent cleaning has been completed by Air-Vac.

f) **Logo Floor Mats:**

A sample of lobby logo floor mats has been presented to Council for further consideration. Council decided on a sample and will be finalizing the order soon.

g) **In-Suite Filter Change:**

Trotter & Morton completed the in-suite filter change.

h) **Fire Inspection Repairs:**

All common area fire system repairs have been completed.

i) **Heavier Mats for the Gym:**

After discussion, it was **MOVED**, **SECONDED**, and **CARRIED** to approve the installation of the sound proof, heavier gym mats.

j) **Gym and Lounge Lock:**

The security locks for the gym and lounge sliding doors have been installed.

k) **Parkade Signage:**

New signage has been installed in the parkade. Residents are asked to please make sure to note the rules to prevent visitor's cars from being towed.

l) **Lobby Re-Design:**

Ms. Toni Scott presented Council with three (3) proposals from interior designers for the re-decorating of the front and back lobbies. After discussion, it was **MOVED**, **SECONDED**, and **CARRIED** to retain BYU Design. Council thanked Ms. Scott for her excellent work. Council will work towards selecting two (2) designs for approval by the Owners at the next Annual General Meeting.

m) **Letters to City of Vancouver:**

Letters have been sent out to the City of Vancouver regarding the front grass (or lack thereof) area and the damage to the back wall. A response has yet to be received from the City. A letter was also sent to Canada Post regarding moving the mailbox in front of the building; however, because of the Canada Post strike they have not responded at this time.

6. **CORRESPONDENCE**

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (i.e. suggestions, concerns, etc.). Correspondence can be sent to Rancho's office at #600-1190 Hornby Street, Vancouver, B.C., V6Z 2K5, or by Fax to 684-1956 or by email to tli@ranchogroup.com.

7. **NEW BUSINESS**

a) **Replacement of Current Landscaping Company:**

After discussion, it was **MOVED, SECONDED**, and **CARRIED** to approve to terminate the contract with T. Moscone & Bros. and replace them with ParaSpace Landscaping.

b) **Increase Security:**

After discussion, it was **MOVED, SECONDED**, and **CARRIED** to approve a security guard to supervise move ins and move outs for the building. There was also a proposal and a quotation presented to Council for consideration to share a bike patrol security with several buildings around the neighbourhood. After discussion, it was **MOVED, SECONDED**, and **CARRIED** to terminate Paladin Security and replace them with CMI Bike Patrol, which is intended to provide increased security seven days a week at a lower cost than the existing weekend service contract.

c) **Seagull Problem:**

After discussion, it was **MOVED, SECONDED**, and **CARRIED** to use A-Space to install spikes to help solve the seagull problem.

d) **New Garage Gate Operator:**

The Strata Council discussed the need to upgrade the garage door operator to a quieter model. After discussion, the Strata Agent was instructed to obtain a quote for the installation of the "Hercules" operators.

8. **NEXT MEETING**

The next Strata Council Meeting has been scheduled for **Thursday, August 4th, 2011** at 7:00 p.m. in the meeting room.

9. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED**, and **CARRIED** to terminate the meeting at 9:20p.m.

Respectfully Submitted,



Terry Li, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
600-1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: 684-4508 (**24 HOUR EMERGENCY SERVICES**)
Direct Line: (604) 331-4267
E-mail: tli@ranchogroup.com

RANCHO'S INTERNET SITE

Rancho's website contains lots of features such as accessing minutes and bylaws online. We invite you to check us out at <http://www.ranchovan.com>. The log in for Donovan is BCS3395, and the password is donovan1055. Any questions and comments can be forwarded to us by email at: pmgr@ranchogroup.com or by calling us at: (604) 684-4508.

STRATA CORPORATION BCS3395
"DONOVAN"
1055 RICHARDS STREET

**MINUTES OF THE STRATA COUNCIL MEETING OF THE DONOVAN, STRATA PLAN
BCS3395, HELD IN THE MEETING ROOM, 1055 RICHARDS STREET, VANCOUVER
B.C., ON THURSDAY, AUGUST 4TH, 2011 AT 6:30 P.M.**

IN ATTENDANCE:

Philip Pincus – President
Michael Chubb – Treasurer
Toni Scott

Jerry Constant – Vice President
Arash Barati

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.:

Terry Li, Senior Strata Agent
Nicole Huang, Strata Agent

REGRETS:

Tyler McDougall – Secretary

GUESTS:

Ada Bonini – BYU Design
Chris Turcotte – VP of Construction, Cressey Developments
Chris Connelly – Connelly Mechanical
Garth McLean – Trotter and Morton
Dave Osmond – Trotter and Morton
John Makepeace – Jade West Engineering Co.

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order by the Strata Council President, Mr. Philip Pincus, at 6:30 p.m.

2. **GUEST PRESENTERS:**

i) **BYU Design:**

Ms. Ada Bonini attended tonight's meeting at the request of Strata Council to present to Council various proposals for updating the décor of the lobby.

Council will review, revise and edit these proposals to allow the Owners to vote on 2 (two) options at the Annual General Meeting (AGM).

Council Members thanked Ms. Bonini for attending the meeting and for her time spent on the project. Ms. Bonini then left the meeting.

ii) **Cressey Developments, Connelly Mechanical, Trotter & Morton and Jade West Engineering Co.:**

The Strata Council invited the Developer along with the mechanical maintenance

2. **GUEST PRESENTERS – CONT'D:**

ii) **Cressey Developments, Connelly Mechanical, Trotter & Morton and Jade West Engineering Co. – Cont'd:**

contractors so that Council could discuss and receive advice on how to properly maintain the geo thermal system at the building.

Mr. Dave Osmond and Mr. Garth McLean of Trotter & Morton, the Strata's HVAC maintenance providers, noted that Council should consider an all-inclusive maintenance contract, which will include non-capitalized repair costs and allow Council to better budget annual maintenance costs. Council requested that Trotter and Morton provide a written proposal to Council for consideration.

Council thanked the guests who attended the meeting for explaining the geo thermal HVAC system and the maintenance thereof.

3. **APPROVAL OF PREVIOUS MEETING MINUTES:**

After discussion, it was **MOVED, SECONDED** and **CARRIED** to approve the June 16th, 2011 Strata Council Meeting minutes as presented.

4. **FINANCIAL REPORT**

Mr. Michael Chubb, the Strata Council Treasurer, projected that there will be a surplus at year-end based on the current financial statements. Mr. Chubb discussed various invoices and expenditures over the past month and a half. After discussion, it was **MOVED, SECONDED**, and **CARRIED** to approve the financial statements for the period ending June 30th, 2011.

a) **Arrears:**

The Strata Agent informed Council that the arrears list has dropped from \$24,000 to \$15,000. Owners in arrears were individually called. Owners who are in arrears of over \$1,000 have been issued lien warning letters for payment.

5. **COMMITTEES**

a) **Deficiency Committee:**

i) **Building Geo-Thermal System:**

Strata Council members discussed various maintenance issues pertaining to the geo thermal system, including obtaining quotes for a professional engineer to review the entire system; however after discussion (see Guest Presenters section ii.), Council decided that this action would not be required at this time. Council has requested that the Strata Agent obtain measurable data from other buildings so that Council can better measure the performance of our maintenance Company.

5. **COMMITTEES – CONT'D**

ii) **Deficiency Committee Members:**

It was noted that Mr. Tyler McDougall and Mr. Arash Barati will now be involved with common area deficiencies, and that Mr. Jerry Constant is no longer a member of the Deficiency Committee.

b) **Bylaw Committee:**

The Bylaw Committee had various input into the draft bylaws and submitted them to Council for further review. After discussion, it was decided that amendments to the bylaws will not be submitted at this year's AGM, but rather at a Special General Meeting (SGM) later on in the year once they have been finalized and reviewed by a lawyer.

c) **Landscaping Committee:**

The Strata Agent informed Council that ParaSpace Landscaping has started as of August 1st, 2011. New grass in front of the townhouses will be installed on October 1st, 2011; the summer months are not ideal for the installation of grass.

The Strata Council thanked all of the Committees for their various reports.

6. **BUSINESS ARISING FROM PREVIOUS MINUTES/MANAGEMENT REPORT**

a) **Annual Routine Maintenance Plan:**

The annual routine maintenance plan will be reviewed in greater detail as Council prepares the 2012 draft budget.

b) **Exterior Building and Window Cleaning:**

The exterior building and window cleaning has been completed.

c) **Logo Floor Mat:**

Logo floor mats have been ordered. The Strata Agent will follow-up with the delivery and installation date.

d) **Heavier Mats for the Gym:**

The heavier mats for the weight area of the gym have been delivered and installed. The matching edging will be installed at a later date.

e) **Lobby Re-Design:**

See Guest Presenters (section i) - BYU Design.

f) **Bike Patrol Contracts:**

The Strata Agent informed Strata Council that the bike patrol has started effective August 1st, 2011. Council will monitor their performance.

g) **Restructuring of 5-Star Building Staff:**

Council was informed by the Strata Agent that the current contract with 5-Star Cleaning will be revised to include a Building Supervisor for 4 (four) hours per day

6. **BUSINESS ARISING FROM PREVIOUS MINUTES/MANAGEMENT REPORT – CONT'D**

- g) **Restructuring of 5-Star Building Staff – Cont'd:**
from Monday to Friday, in addition to the daily weekday cleaning, for a nominal increase of only \$200 per month; however, the weekend cleaning will be cut shorter in order to facilitate this change. After discussion, it was **MOVED, SECONDED,** and **CARRIED** to approve this amendment to the 5-Star Cleaning contract. Subsequent to the meeting, the Strata Agent informed Strata Council that this change will be effective as of September 1st, 2011 as 5-Star must re-assign staff to the building.
- h) **New Gate Operator Quotes:**
Council reviewed new commercial grade operators for the gate. It was decided that if the motor for the current gates fail, a Hercules operated motor will be installed in its place.
- i) **Elevator Doors:**
The removal of the paint from the elevator doors has been added to the lobby re-design. Discussion was held pertaining to why the doors were painting and the condition of the pre-existing material after the paint is removed from the doors.
- j) **Letter to City of Vancouver:**
The City has not responded to Council's letter regarding the front area grass; however, the Strata Agent informed Council that other buildings have had approval from the City to modify their grass areas with shrubs and plantings. After discussion, Council member Mr. Jerry Constant will attempt to contact the City of Vancouver, to see what can be done to improve this situation.
- k) **Damage to Back Wall:**
The Strata Agent informed Strata Council that the contractor who damaged the back wall by the driveway has agreed to pay for the repairs.

7. **CORRESPONDENCE**

The Strata Council reviewed correspondence pertaining to towing, security, noise complaints, etc.

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (i.e. suggestions, concerns, etc.). Correspondence can be sent to Rancho's office at #600-1190 Hornby Street, Vancouver, B.C., V6Z 2K5 or by Fax to 684-1956 or by email to tli@ranchogroup.com.

8. **NEW BUSINESS**

- a) **Electrical Vault Testing:**
The Strata Agent informed Strata Council that BC Hydro has notified the building that the electrical vault needs to be tested once every 3 (three) years. The Strata Agent has already obtained 2 (two) quotes. Upon obtaining a third quote, the work will be

8. **NEW BUSINESS – CONT'D**

- a) **Electrical Vault Testing – Cont'd:**
scheduled. The power shut down will take place on 2 (two) days over a couple of months. The first day will last 6 (six) hours while the second day will last 3 (three) hours. During this time, Residents will not have electrical power to their suites and only emergency lighting and the elevators will be working in the building.
- b) **Loading Bay Light:**
Council considered adding a switch in the loading bay. After discussion, it was **MOVED, SECONDED, and CARRIED** to approve of the loading bay light switch installation.
- c) **Voicemail:**
The Strata was asked to change the voicemail for Janet, the building cleaning for 5-Star Cleaning.
- d) **New Rules:**
Council members approved of a new rule pertaining to the installation of an oil stain mat (for underneath cars that leak oil). Also, Owners that receive a notice and do not clean up an oil stain will be charged.
- e) **Amenity Room Rule:**
Council discussed the fact that certain Residents have been monopolizing the usage of the Amenity Room. After discussion, it was **MOVED, SECONDED, and CARRIED** to allow only 1 (one) booking per month of the Amenity Room (per Resident), effective immediately. All existing bookings will be honoured.
- f) **Bike Patrol:**
Council would like to remind all Residents that the bike patrol is now in effect 7 (seven) days a week between the hours of 11:00 p.m. and 7:00 a.m. The bike patrol can be reached phone during these hours at **604-812-9208**. Residents are asked to report all noise complaints, rowdy behaviour, security issues, etc. to the CMI Bike Patrol at this number.

9. **NEXT MEETING**

The next Strata Council/Budget Meeting has been scheduled for **Tuesday, September 6th, 2011** at 7:00 p.m. in the meeting room.

The Annual General Meeting has been scheduled for Tuesday, September 27th, 2011. Notices will be sent to all Owners in advance.

10. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 10:00 p.m.

Respectfully Submitted,



Terry Li, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
600-1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: 684-4508 (**24 HOUR EMERGENCY SERVICES**)
Direct Line: (604) 331-4267
E-mail: tli@ranchogroup.com

EMERGENCY PROCEDURES

(After regular hours)

If you have a building emergency after regular hours, please call Rancho's number at 604 684-4508, which is a 24 hour emergency number, and you will receive instructions on how to contact the answering service operator. Upon doing so, give brief details to the answering service operator. Please note that emergencies include: fires, broken water pipes, stuck elevators, no hot water, stuck garage door and other emergency situations. Please note that we will take no action on any emergency unless we have first talked to the person placing the call. Break and enter and/or vandalism to your automobile or suite should be reported to the Police Department.

STRATA CORPORATION BCS3395
"DONOVAN"
1055 RICHARDS STREET

**MINUTES OF THE STRATA COUNCIL MEETING OF THE DONOVAN, STRATA PLAN
BCS3395, HELD IN THE MEETING ROOM, 1055 RICHARDS STREET, VANCOUVER
B.C., ON TUESDAY, SEPTEMBER 6TH, 2011 AT 7:00 P.M.**

IN ATTENDANCE:

Philip Pincus – President
Michael Chubb – Treasurer
Toni Scott

Jerry Constant – Vice President
Arash Barati
Tyler McDougall - Secretary

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.:

Terry Li, Senior Strata Agent
Nicole Huang, Strata Agent

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order by the Strata Council President, Mr. Philip Pincus, at 7:07 p.m.

2. **APPROVAL OF PREVIOUS MEETING MINUTES:**

After discussion, it was **MOVED, SECONDED** and **CARRIED** to approve the August 4th, 2011 Strata Council Meeting minutes as presented.

3. **FINANCIAL REPORT**

a) **Arrears List:**

The Strata Agent informed the Strata Council that the Owners who were in arrears over \$1,000 have been issued lien warning letters for payment. The Strata Agent will follow up with all Owners in arrears and update the Strata Council at the next meeting.

b) **Draft Budget:**

The Strata Agent presented a revised draft budget to the Strata Council. The Treasurer met with the Strata Agent after the last meeting and reviewed the proposed budget and financial statements. After discussion of the draft budget, Council informed the Strata Agent of their comments and discussed changes to the draft budget. The Strata Agent will revise the draft budget based on the comments and send to the Strata Council via email for final approval.

4. **COMMITTEES**

a) **Deficiency Committee:**

The Strata Agent will report a full update at the next meeting.

4. **COMMITTEES CONT'D**

b) **Bylaw Committee:**

The Strata Agent informed the Strata Council the Strata Rules will be included in the Annual General Meeting (AGM) notice to be ratified by Owners.

c) **Landscaping Committee:**

The Strata Agent informed the Strata Council that the new grass in front of the townhouses will be installed by the new landscaping company, ParaSpace Landscaping, in the first week of October.

5. **BUSINESS ARISING FROM PREVIOUS MINUTES/MANAGEMENT REPORT**

a) **Building Geo-Thermal System:**

The Strata Council members discussed the various maintenance issues regarding the building's geo-thermal system and also the performance of the current HVAC maintenance company Trotter & Morton. After discussion, Council informed the Strata Agent to look into a way to terminate the contract with Trotter & Morton.

b) **Annual Routine Maintenance Plan:**

The Strata Agent informed the Strata Council that the Annual Routine Maintenance Plan has been incorporated into the 2011/2012 draft budget. .

c) **Logo Floor Mat:**

The Strata Council President, Mr. Philip Pincus, informed the Strata Council that the new lobby floor mats have been installed. The Strata Council thanked Mr. Pincus.

d) **Heavier Mats for the Gym:**

The matching edging for the heavier mats will be installed shortly.

e) **Lobby Re-Design:**

Ms. Toni Scott presented the design concept drawings and draft budget from BYU Design. Mr. Jerry Constant also presented an alternate design for consideration. After discussion, Council decided to **TABLE** the lobby re-design until after the AGM; however, BYU noted a code issue that needs to be addressed in the near future.

f) **Restructuring of 5-Star Building Staff:**

The Strata Agent informed the Strata Council that the Five Star part-time Building Supervisor started working for Donovan on September 1st, 2011. The new Building Supervisor will help to enforce the Strata Bylaws and conduct certain minor repairs and maintenance of the building.

g) **Towing:**

The Strata Council agreed that the Strata Agent should approach the towing company to request revenue for the Strata Corporation for each tow.

h) **Bike Rack For Car Wash Area:**

After discussion, Council decided to **TABLE** the issue at this time.

5. **BUSINESS ARISING FROM PREVIOUS MINUTES/MANAGEMENT REPORT CONT'D**

i) **Tire Marks in the Parkade:**

The Strata Agent informed the Strata Council that the new Building Supervisor will paint over the tire marks in the parkade.

j) **Bylaw Enforcement:**

The new Building Supervisor will help collect evidence and review recordings for bylaw enforcement in the future.

k) **Electrical Vault Maintenance:**

The electrical vault maintenance has been scheduled on September 29th, 2011. The power will be shut down for six (6) hours to complete work during this time, Residents will not have electrical power in their suites. Notices will be posted at the building in advance.

l) **Damage of Back Alley Wall:**

The Strata Agent informed the Strata Council that the back alley wall damage has been repaired by Key Restoration. The expense has been charged back to Fred Thompson Contractors (1991) Ltd., the company who damaged the wall.

m) **Car Wash Area:**

The new car wash area is now up and running. Residents MUST wash their cars in this area rather than in the parkade or they may face a fine.

6. **CORRESPONDENCE**

There was no correspondence discussed at this meeting.

Owners are encouraged to write Strata Council, via Rancho Management Services, on any Strata related matter (i.e. suggestions, concerns, etc.). Correspondence can be sent to Rancho's office at #600-1190 Hornby Street, Vancouver, B.C., V6Z 2K5 or by Fax to 684-1956 or by email to tli@ranchogroup.com.

7. **NEW BUSINESS**

a) **AGM Notice:**

Strata Council reviewed the AGM notice. The Strata Council instructed the Strata Agent of any changes/amendments to be incorporated into the notice of meeting. The Strata Agent will revise and finalize all the comments.

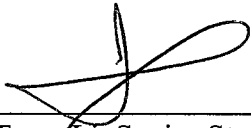
8. **NEXT MEETING**

The next meeting will be the Annual General Meeting scheduled for **Tuesday, September 27nd, 2011** in the meeting room. Notices will be sent to all Owners in advance.

9. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 9:00 p.m.

Respectfully Submitted,



Terry Li, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
600-1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: 684-4508 (**24 HOUR EMERGENCY SERVICES**)
Direct Line: (604) 331-4267
E-mail: tli@ranchogroup.com

STRATA FEES/PRE-AUTHORIZED DEBIT

Should you ever have any questions regarding your strata account, please feel free to contact our Strata Accounts Receivables Department at: 604 331-4268. Owners who are not yet on Pre-Authorized Debit (P.A.D.) Program, our preferred payment option, should contact the same number to obtain a form. The P.A.D. Program is a convenient payment method whereby we can debit your account with your monthly strata fees on the first of every month.

**RANCHO MANAGEMENT SERVICES
(B.C.) LTD.**



Property Management Services
600 - 1190 Hornby Street
Vancouver, British Columbia
V6Z 2K5
Tel: 604-684-4508
Fax: 604-684-1956
Website: www.ranchovan.com

September 7th, 2011

Owner(s) of Donovan
Strata Plan BCS 3395
1055 Richards Street
Vancouver, BC V6B 0C2

Dear Owner(s):

Re: Annual General Meeting for Strata Corporation BCS3395, "Donovan"
Date: Tuesday, September 27th, 2011
Time: 7:00 p.m.
Place: Amenity Room located on the 1st Floor, 1055 Richards Street, Vancouver, BC

On behalf of the Owners at "Donovan" and as your managing agent, we are pleased to enclose the formal notice of the **Annual General Meeting** of Owners of Strata Plan BCS3395, Meeting Agenda, 2010 Annual General Meeting Minutes, 2010/2011 Year-end Financial Statements, Proposed 2011/2012 Operating Budget and Proxy form. As per the enclosed, the Annual General Meeting has been called for, **Tuesday, September 27th 2011 at 7:00 p.m.** in the **Amenity Room, located on the 1st, Floor, 1055 Richards Street, Vancouver, BC.**

Please note that registration starts at 6:30 p.m. and we respectfully request your early attendance so that the meeting may commence on time. If you are unable to attend the meeting, the enclosed proxy form can be filled out and submitted for an alternate representative to attend and vote on your behalf.

Please be reminded that only those Owners whose monthly assessment and strata fees are current may vote at the meeting. If you wish to check your account status, please contact Matt in the Accounts Receivable department by phone at (604) 331-4268 or by email at mgreenwood@ranchogroup.com for more details. Only exact cash (change will not be available) or certified cheque will be accepted at the meeting.

Please review the enclosed information prior to attending the meeting and remember to bring this package of information with you to the meeting. Please contact the undersigned if you have any questions regarding anything in this package. We look forward to meeting those of you who will be able to attend the meeting.

Yours truly,
RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Agent for the Owners

Per:

Terry Li
Senior Strata Agent
Direct Line (604) 331-4267
Email: tli@ranchogroup.com

TL/km
Encl.

AGMPACKAGE\1\BCS3395.AGM

**THE OWNERS OF STRATA PLAN BCS3395
1055 RICHARDS ST.
VANCOUVER, BC**

NOTICE OF ANNUAL GENERAL MEETING

TAKE NOTICE THAT THE ANNUAL GENERAL MEETING OF STRATA PLAN BCS3395 WILL BE HELD ON, TUESDAY SEPTEMBER 27th 2011 AT 7:00 P.M. IN THE AMENITY ROOM LOCATED ON THE 1ST FLOOR 1055 RICHARDS STREET, VANCOUVER, B.C. AND THAT THE AGENDA WILL BE AS FOLLOWS:

1. Call to order.
2. Certify Proxies and issue a Voting Card for each Strata Lot represented at the meeting.
3. Determine quorum.
4. Filing Proof of Notice of Meeting.
5. Approval of Agenda.
6. A motion to approve the December 13th, 2010 Special General Meeting minutes (pages 1-2).
7. Unfinished business.
8. Report on Council activities
9. Ratification of Rules and Regulations – changes highlighted in *bold italics* (pages 3-4).
10. Report on insurance (pages 5-6)
11. Treasurer's report (pages 7-9)
 - a) A motion to approve the 2010/2011 Year-end Financial Statements, as presented (pages 10-14).
 - b) A motion to approve the Proposed Operating Budget for 2011/2012 (pages 15-24)
12. $\frac{3}{4}$ Vote Resolutions:
 - Resolution A: $\frac{3}{4}$ Vote to approve not to have an audit of the 2011/2012 financial statements (page 25).
13. New business.
14. Election of 2011/2012 Strata Council.
15. Termination.

DATED AT VANCOUVER, B.C. this 7th day of September, 2011.

STRATA PLAN BCS3836

ENCLOSED HEREIN IS A REPLY LETTER INDICATING WHETHER OR NOT YOU WILL BE IN ATTENDANCE. IF YOU CANNOT ATTEND, THE ENCLOSED LETTER CONTAINS A PROXY FORM PERMITTING YOU TO APPOINT THE AGENT OF YOUR CHOICE. ANY PERSON IS ELIGIBLE TO BE APPOINTED AS YOUR AGENT INCLUDING ANOTHER OWNER. PLEASE DELIVER THE PROXY TO RANCHO'S OFFICE AT 600-1190 HORNBY STREET, VANCOUVER, B.C., V6Z 2K5 OR FAX TO (604) 684-1956.

**MINUTES
OF THE SPECIAL GENERAL MEETING
THE OWNERS STRATA PLAN BCS 3395
DONOVAN**

Held on Monday, December 13, 2010
Within Lounge Room
1055 Richards Street, Vancouver, B.C.

The registration commenced at 6:30 p.m. and the meeting was to commence at 7:00 p.m. At 7:00 p.m. the quorum was not met; therefore, as per Bylaw #25.4 of BCS 3395, the meeting must reconvene after 30 minutes and those owners present at that time will form the quorum.

The meeting was called to order at 7:30 p.m. by Arash Barati, Council President.

Crosby Property Management Ltd. was represented by Julie Landicho, Strata Manager and Bruce Adanac, Assistant General Manager, Strata.

CALLING THE ROLL AND CERTIFICATION OF PROXIES

The attendance register confirmed at the time of commencement of the meeting there were 10 eligible voters in attendance and 17 represented by proxy for a total of 27. The quorum requirements had been achieved, and the meeting proceeded.

PROOF OF NOTICE

It was MOVED/SECONDED that the notice dated November 23, 2010 complied with the notice requirements. CARRIED.

APPROVAL OF GENERAL MEETING MINUTES

It was MOVED/SECONDED to approve the Minutes of the Annual General Meeting held September 21, 2010 as circulated. CARRIED.

Resolution "A"
Strata Plan BCS3395, "The Donovan"
1055 Richards Street
Vancouver, BC V6B 0C2

Special General Meeting
December 13, 2010
(3/4 Vote Resolution)
Termination of Crosby Property Management

WHEREAS:

1. Crosby's performance has been less than expected.
2. Crosby has changed our property manager several times and now that The Donovan Council is dealing with matters that affect building operations and the 24 month building warranty, Crosby had proposed another change of property manager. Council cannot work diligently while Crosby is changing Donovan's property manager every several months.
3. Council was only continuing with Crosby to maintain consistency with the same Property Manager, namely Julie Landicho.

BE IT THEREFORE RESOLVED, BY $\frac{3}{4}$ VOTE RESOLUTION;

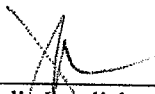
1. THAT the owners, Strata Plan BCS3395, terminate the current agency agreement dated July 15, 2009 with Crosby Property Management Ltd. and allow the Strata Corporation to obtain proposals and to enter into a new agency agreement with a BC licensed property management company to provide property management services to the Donovan.

Discussion

The Council President reported to the owners present at the meeting regarding the reasons for the Resolution to terminate the Agency Agreement with Crosby Property Management Ltd.

After the discussion the Chairperson called for the vote, the result being 26 IN FAVOUR, 1 OPPOSED and 0 ABSTAINED. CARRIED.

There being no further business, the meeting was adjourned at 7:55 p.m.



Julie Landicho
Strata Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office: (604) 683-8900
www.crosbypm.com

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

BCS 3395 – Donovan

Ratification of Rules

Proposed to be ratified at the September 27th, 2011 Annual General Meeting

Changes/Additions to Rules highlighted in ***bold italics***.

Rule #1: The Gym

- Minors under the age of 13 must be accompanied by an adult.
- Owners, residents and guests are fully responsible when using the recreational facilities in the building.

Rule #2: The Lounge

- Anyone wishing to book the lounge for their exclusive use can call the Strata Manager at Rancho Management at 604-684-4508. The lounge must be booked at least one week prior to the date requested in order to reserve exclusive use.

CURRENT:

- Residents must pay a \$50 fee, payable to BCS 3395 at least one week in advance of the date requested.

NEW:

- Residents must pay a ***\$100*** fee, payable to BCS 3395 at least one week in advance of the date requested.

- The room must be vacated by 11:00 p.m. on Sunday to Thursday nights.
- The room must be vacated by Midnight on Friday and Saturday nights.
- The room must be left in the condition it was found in. Any clean-up required the next day will result in fines according to the bylaws, and clean-up charges against the unit having booked the room the night previous.
- Groups of 15 or more are required to book the room.
- Residents must provide a \$200 damage deposit, in the form of a cheque payable to BCS 3395, when booking the room. If the room is left in good condition, the damage deposit will be returned.

NEW:

- ***Each strata lot is limited to booking the Amenity Room once per calendar month.***

Rule #3: Visitor Parking

- Visitor Parking Only. Resident vehicles are subject to immediate towing.
- All cars parked in Donovan visitor parking must display a valid parking permit.
- 24 hour maximum stay (there is no in/out privileges). Once vacated, the visitor vehicle may not use Visitor Parking again within the next 24 hours.
- Replacement Visitor Parking Passes cost \$25.00. Each owner is allowed one Visitor Parking Pass only.

Rule #4: Cut Christmas Trees

- Cut Christmas Trees are not permitted. Artificial Christmas Trees only are permitted.

Rule #5: Holiday Lights

- Holiday lights may be displayed from December 1st until January 15th.

CURRENT

Rule #6: Move In Fee

- A move in fee of \$250.00 is applied to all owners and is payable upon booking the elevator. There is no move out fee.

NEW

Rule #6: Move In Fee

- A move in fee of **\$300.00** is applied to all owners and is payable upon booking the elevator. There is no move out fee.

Rule #7 Dangerous Items Removal

- Dangerous items left/stored in the common property and/or limited common property will be removed immediately and the cost associated will be charged back to the owner responsible.

Rule #8 Move In/Out & Delivery Drop Off

- All move ins, move outs and deliveries of large items must use the double back door beside the loading bay. A fine of \$100.00 will be applied for non-compliance.

NEW:

Rule #9 Oil Stains in the Parkade

- *Residents may temporarily use oil stain mats (for underneath cars that leak oil). Owners that receive a notice and do not clean up an oil stain within fourteen (14) days will be fined.*

NEW:

Rule #10 Parkade Gate

- *Residents entering/exiting the parking garage must stop and wait for the gate to close entirely before proceeding into/out of the parking garage. Should there be a Resident waiting behind the first vehicle, they must show their key fob to the Resident in the vehicle in front.*



J.T. Insurance Services

Certificate of Insurance

Main Floor, London Place, 1177 Hornby Street, Vancouver, B.C. Canada V6Z 2E9 Telephone: (604) 684-7291 Facsimile: (604) 684-6300

Certificate Number: JT 1008638

Certificate issued to: Owners of Strata Plan BCS 3395
c/o Rancho Management Services (B.C.) Ltd.
600-1190 Hornby Street
Vancouver, BC V6Z 2K5

Named Insured: Owners of Strata Plan BCS 3395

Insured Operations: Building Ownership **Premium/Fee:** As agreed

Effective Date: May 1, 2011 (Both dates as at 12:01 A.M. at the
Expiry Date: May 1, 2012 address of the Named Insured.)

Covering: 1045 – 1065 Richards Street, Vancouver, BC V6B 0C2

\$ 34,923,000	Building
Included	Blanket Glass
\$ 10,000	Master Key Coverage
Full Value	Equipment Breakdown (Boiler & Machinery)
\$ 50,000	Newly Acquired Buildings
\$ 50,000	Contents at Newly Acquired Locations
\$ 2,500	Fire Department Service Charges
\$ 5,000	Master Key Coverage
\$ 2,500	Outdoor Signs
\$ 2,500	Professional Fees
\$ 25,000	Accounts Receivable
\$ 25,000	Valuable Papers and Records
\$ 15,000	Fine Arts
\$ 2,500	Brands and Labels
Included	Peak Season – 25% of Property of Every Description
\$ 10,000	Stock Spoilage
\$ 1,000	Personal Property of Officers and Employees
\$ 2,500	Customer Goods
\$ 2,500	Automatic Fire Suppression System Recharge Expense
\$ 2,500	Courier and Parcel Post
\$ 10,000	Contents at Unnamed Locations
\$ 10,000	Exhibition Floater
\$ 5,000	Installation Floater
\$ 1,000	Sales Samples
\$ 5,000	Tool Floater
\$ 5,000	Property in Transit
Included	Computer Equipment Breakdown
\$ 100,000	Transfer Between Locations
\$ 10,000	Fire Protection Devices
\$ 100,000	Additionally Acquired Computer Equipment
\$ 10,000	Temporary Locations and Transit
\$ 50,000	Roadway, Walkways, Parking Lots
\$ 15,000	Limited Contingent Loss of Income – Neighboring Premises
\$ 15,000	Limited Contingent Loss of Income – Contributing/Recipient Property
\$ 25,000	Legal Liability for Damage to Hired Automobiles
\$ 2,000,000	Employers Liability Extension
\$ 2,000,000	Employee Benefits Liability
\$ 10,000	Employee Dishonesty
\$ 5,000	Loss Inside the Premises
\$ 5,000	Loss Outside the Premises
\$ 2,500	Money Orders and Counterfeit Paper Currency
\$ 5,000	Depositors Forgery



J.T. Insurance Services

\$ 10,000,000	Commercial General Liability – Occurrence
\$ 10,000,000	Commercial General Liability – Aggregate
\$ 10,000,000	Bodily Injury and Property Damage
\$ 10,000,000	Products and Completed Operations
\$ 10,000,000	Personal and Advertising Injury Liability
\$ 10,000	Medical Payments
\$ 500,000	Tenants Legal Liability
\$ 10,000,000	Non Owned Automobile
\$ 5,000,000	Condominium Directors & Officers Liability
\$ 1,000,000	Limited Pollution Liability
\$ 100,000	Volunteers Accident Coverage

Conditions:

Property:	All Risks, Replacement Cost, Stated Amount Coinsurance, including Sewer Back-up and Water Damage, Earthquake, Flood, Blanket Bylaws, Blanket Glass
Liability:	Occurrence Basis
All Coverages:	Terrorism Exclusion, E-Commerce (Data) Exclusion, Asbestos Exclusion and Mould/Fungi Exclusions

Deductibles:

All Losses	\$ 1,000
Sewer Back-Up	\$ 5,000
Water Damage	\$ 5,000
Liability	\$ 1,000
Flood	\$ 10,000
Earthquake	10% (minimum \$ 100,000)
Tenant's Legal Liability	\$ 1,000
Blanket Glass	\$ 250
Master Key	\$ 250

Insurer(s):

As per list of insurers on file with J.T. Insurance Services (Canada), Inc.

Subject otherwise to the usual printed clauses and conditions on the Policies of the Underwriters and/or Companies with whom Insurance is effected. This document is evidence the insurance described above has been effected, against which Underwriters Certificates or Policies will be duly issued. Immediate advice must be given of any discrepancies, inaccuracies or necessary changes. This summary is issued for convenient reference only. Please consult policies for details of coverage as all of the terms and conditions contained in the policy are not modified or amended by this certificate. These statements have been made in good faith and are a summary of the insurance coverage in force (which is subject to the full terms and conditions of the policy). We accept no responsibility for any inadvertent or negligent act, error or omission on our part in preparing these statements or for any loss, damage or expense thereby occasioned to any recipient of this certificate.

Issue Date: April 27, 2011

e&oe
JB

J.T. Insurance Services (Canada), Inc

Per: _____

Authorized Representative

The purpose of this report is to summarize the fiscal year-ended July 31, 2011 and outline the proposed 2011/12 budget and strata fee increase.

For the year-ended July 31, 2010, there was a significant surplus of \$46,406 in the operating fund due to significant vacancies in the building and the developer being onsite completing construction. This surplus from the 2009/2010 operating year was used to partially fund the higher 2010/2011 operating expenses resulting from required increase in building services and the impact of the HST¹. In addition, the remaining increase in operating expenses was funded through an increase in strata fees of 7.4%.

In 2010/11 the additional costs over 2009/10 were the result of the following:

- Omnicron 20-year reserve fund report and comprehensive review of common areas and mechanical systems to assist with reporting deficiencies in advance of the developer's warranty expiration.
- Increased repairs and maintenance on the HVAC system
- Window washing and exterior building cleaning
- Exterior dryer vent cleaning
- Increased weekend security patrols
- Additional mail-out materials and special general meeting (SGM) costs
- New spring for the parkade gate
- Increased parkade powerwashing
- New elevator cameras
- New sound-proof gym mats
- New financial statement audit requirements under B.C. Strata Act

In planning the 2011/12 budget, the strata council identified the key priorities for the upcoming fiscal year, re-examined cost estimates for ongoing services, and renegotiated contracts for better rates as part of our maintenance review. Additional items that have been budgeted for in 2011/12 are:

- Addition of a building supervisor 5 days a week, 4 hours per day²
- In-suite and outside dryer vent cleaning
- Replacement of existing dryer vent grills
- Twice yearly window washing instead of once
- Potential utility rate increases due to anticipated higher rates
- Potential additional HVAC repairs and maintenance with the aging of the equipment

¹ Although the HST referendum did not pass, the earliest the government has indicated the HST would be repealed is March 2013. As such, the 2011/12 budget does not reflect any proposed tax changes.

² This resulted in a renegotiation of our cleaning contract with 5-Star and will now include a building supervisor on top of regular cleaning staff. This person's duties will include: ongoing general maintenance, assisting and supervising trades, paint touch-ups, review of security cameras, and any other day-to-day tasks as required.

Costs savings from the prior fiscal year have also been identified including:

- Reduction in insurance cost as the result of competitive procurement
- Improved security at a lower cost, with shared bike patrols 365 days a year
- No required Omnicron report
- No building wash in 2011/12 (to be completed every 2-3 years)
- No mailing out of regular strata minutes and notices through the use of Rancho's website
- No anticipated SGM and associated costs
- No audit cost in 2012 (proposal to complete audit every 2 years subject to owners' consent)

Included in a table below is the total operating expenses (excluding contingency fund) from the previous years along with an estimated budget for the 2011/12 operating expenses:

Fiscal Year	Operating Expenses	Change
2009/10 (actual)	\$336,596	N/A
2010/11 (actual)	\$466,749	38.7%
2011/12 (budget)	\$465,270	-0.3%

The Strata Corporation derives income from strata fees, bylaw fines, move-in fees, sale of access transmitters, rental fees from the amenities room, and interest income. In order to fund the 2011/12 expenses the following is being proposed:

- Increase the move in-fees to cover the additional cost of hiring security from \$250 to \$300
- Increase the lounge room booking fee from \$50 to \$100
- Increase strata fees 10.6%

The break-down of the strata fee increase is due to:

- 9.2% as a result of the smaller prior year surplus to apply against current year expenditures
- 1.7% due to an increase in the required contingency fund contribution

Offset by:

- 0.3% decrease due to cost savings largely from non-recurring expenditures from the prior year, as outlined above.

As the building enters its third full-year of occupancy, we expect to see some consistency in operating expense levels, barring any unforeseen incidents, and do not expect strata fees to increase by this magnitude the following year; however, there are other priorities which the strata will need to consider in future years including:

2011 - Treasurer's Report BCS 3395

- Lobby redesign
- Exterior entrance upgrades
- Gym equipment replacement
- Lounge furniture repairs and replacement

We will be happy to answer any questions you may have about the budget or 2011 expenditures at the annual general meeting in the amenities room on September 27, 2011 at 7:00PM

Sincerely,

Michael Chubb, Treasurer & Philip Pincus, President

STRATA PLAN BCS3395

FINANCIAL STATEMENTS

For the Twelve Month Period Ending July 31, 2011

(Unaudited)

CAUTION TO READER (Owner, Realtor, etc):

This financial statement is intended for use by the strata council to monitor details of its disbursements and its cash flow requirements. Readers other than the Strata Council are cautioned that this statement may not necessarily be appropriate for their use.

PREPARED WITHOUT AUDIT.

5234 STRATA PLAN BCS3395
Period Ending 07/31/2011
Total Company Budget Code: 1
STRATA BALANCE SHEET

08/18/2011 Page: 1
1:57PM User: omar

Description	Year to Date
ASSETS	
CURRENT ASSETS	
1400 Operating Bank Account	36,642.14
1402 Contingency Bank Account	100,814.61
1410 Accounts Receivable	17,219.54
1418 Due From Developer	1,753.88
1440 Prepaid Insurance	30,541.50
1455 Prepaid Recycling	1,890.21
TOTAL CURRENT ASSETS	188,861.88
TOTAL ASSETS	188,861.88
LIABILITIES & MEMBERSHIP FUNDS	
LIABILITIES	
CURRENT LIABILITIES	
3811 Accrued Liabilities	54,698.52
TOTAL CURRENT LIABILITIES	54,698.52
TOTAL LIABILITIES	54,698.52
MEMBERSHIP FUNDS	
Contingency Fund	100,814.61
5936 Prior Year Surplus (Deficit)	28,131.70
5999 Current Surplus (Deficit)	5,217.05
TOTAL MEMBERSHIP FUNDS	134,163.36
TOTAL LIABILITIES & MEMBERSHIP FUNDS	188,861.88

End of Financial Statement

5234 STRATA PLAN BCS3395
Period Ending 07/31/2011
Total Company Budget Code: 1
STRATA B.SHEET SCHEDULE

08/18/2011 Page: 1
1:57PM User: omar

Description	Year to Date

CONTINGENCY FUND	
5600 Contingency Fund - Opening Balance	59,725.05
5610 Contingency Fund - Current Yr Cont	40,476.00
5630 Contingency Fund - Current Yr Int.	613.56

TOTAL CONTINGENCY FUND	100,814.61

End of Financial Statement

Curr Mth Actual	Curr Mth Budget	Description	YTD Actual	YTD Budget	Total Orig. Budget
<hr/>					
		REVENUE			
37,103	37,103	6100 Strata Fees	445,235	445,235	445,235
0	0	6255 Late Payment/Bylaw Fines	6,850	0	0
250	0	6267 Move In/Out Fees	8,750	0	0
0	0	6268 Miscellaneous Income	505	0	0
0	3,867	6270 Prior Year Surplus	46,406	46,406	46,406
(168)	0	6273 Access Cards/Transmitters	857	0	0
0	0	6275 Interest Income	617	0	0
0	0	6276 Amenity Floor Income	3,220	0	0
<hr/>					
37,185	40,970	TOTAL REVENUE	512,441	491,641	491,641
<hr/>					
		OPERATING EXPENSES			
749	208	Recreation Centre	3,889	2,500	2,500
9,108	5,717	Contractor/Payroll	49,596	68,600	68,600
3,394	4,583	7500 Insurance	44,571	55,000	55,000
5	13	7560 Bank Service Charges	128	156	156
15,620	4,583	7611 Mechanical R & M	61,739	55,000	55,000
0	833	7685 Building Envelope Maintenance	0	10,000	10,000
30,998	11,756	Maintenance	173,381	141,078	141,078
3,360	3,038	7810 Management Fees	38,064	36,453	36,453
4,000	28	7825 Audit Fees	4,336	336	336
0	17	7830 Legal Fees	118	202	202
290	383	7890 Sundry Expense	12,734	4,600	4,600
5,126	6,437	Utilities	78,193	77,240	77,240
<hr/>					
72,649	37,597	TOTAL OPERATING EXPENSES	466,748	451,165	451,165
<hr/>					
3,373	3,373	7860 Contingency Fund Transfer	40,476	40,476	40,476
<hr/>					
76,022	40,970	TOTAL EXPENSES AND TRANSFERS	507,224	491,641	491,641
<hr/>					
(38,837)	0	SURPLUS (DEFICIT)	5,217	0	0
<hr/>					

Curr Mth Actual	Curr Mth Budget	Description	YTD Actual	YTD Budget	Total Orig. Budget
RECREATION CENTRE					
749	208	7340 Rec. Centre R & M	3,889	2,500	2,500
749	208	TOTAL RECREATION CENTRE	3,889	2,500	2,500
CONTRACTOR/PAYROLL					
7,391	4,467	7427 Building Supervisor	30,998	53,600	53,600
1,717	1,250	7429 Security Patrol	18,598	15,000	15,000
9,108	5,717	TOTAL CONTRACTOR/PAYROLL	49,596	68,600	68,600
MAINTENANCE					
6,567	2,073	7711 General Building R & M	43,841	24,878	24,878
3,136	560	7715 Powerwashing	6,842	6,720	6,720
9,806	875	7718 Window Cleaning	9,806	10,500	10,500
1,382	1,250	7719 Landscaping	13,772	15,000	15,000
0	125	7720 Snow Removal	392	1,500	1,500
0	560	7740 Carpet Cleaning & Repairs	3,720	6,720	6,720
841	1,000	7755 Elevator	11,973	12,000	12,000
1,687	333	7770 Fire & Safety Equipment R & M	10,569	4,000	4,000
114	217	7771 Fire Alarm Monitoring	2,065	2,600	2,600
646	167	7776.1 Supplies - Janitorial	3,303	2,000	2,000
5,578	3,347	7785 Common Area Cleaning	49,203	40,160	40,160
1,241	1,250	7788 Waste Removal	17,896	15,000	15,000
30,998	11,756	TOTAL MAINTENANCE	173,381	141,078	141,078
UTILITIES					
2,410	2,408	7915 Hydro Expense	28,532	28,900	28,900
488	2,108	7917 Gas Expense	26,970	25,290	25,290
1,736	1,921	7920 Sewer & Water	20,755	23,050	23,050
492	0	7925 Intercom & Phone Line	1,936	0	0
5,126	6,437	TOTAL UTILITIES	78,193	77,240	77,240

STRATA PLAN BCS3395 - PROPOSED BUDGET

FISCAL PERIOD AUGUST 1, 2011 TO JULY 31, 2012

	2010/2011	2010/2011	2011/2012
	BUDGET	ACTUAL	BUDGET
INCOME			
			10.62%
STRATA FEES	\$ 445,235	\$ 445,235	\$ 492,505
LATE PAYMENT / BYLAW FINE	-	6,850	3,500
MOVE IN/OUT FEES	-	8,750	7,500
MISCELLANEOUS INCOME	-	505	500
PRIOR YEAR SURPLUS	46,406	46,406	5,215
ACCESS CARDS/ TRANSMITTERS	-	857	1,000
INTEREST INCOME	-	617	50
AMENITY FLOOR INCOME	-	3,220	3,000
TOTAL INCOME	\$ 491,641	\$ 512,440	\$ 513,270
EXPENSES			
INSURANCE *	\$ 55,000	\$ 44,571	\$ 47,000
MAINTENANCE	223,578	257,608	263,600
UTILITIES	77,240	78,193	83,000
GENERAL & ADMINISTRATIVE	95,347	86,378	71,670
CONTINGENCY FUND	40,476	40,476	48,000
TOTAL EXPENSES	\$ 491,641	\$ 507,225	\$ 513,270
SURPLUS DEFICIT)	\$ -	\$ 5,214.56	\$ (0)

STRATA PLAN BCS3395 - PROPOSED BUDGET

FISCAL PERIOD AUGUST 1, 2011 TO JULY 31, 2012

	2010/2011 PROPOSED	2010/2011 ACTUAL	2011/2012 BUDGET
GENERAL MAINTENANCE			
BLDG ENVELOPE MTCE	\$ 10,000	\$ 14,378	\$ 10,000
GENERAL BUILDING R & M	24,878.0	29,463.0	20,000.0
GARAGE DOORS	-	-	3,000.0
WINDOW CLEANING	10,500.0	9,805.6	14,000.0
LANDSCAPING & GROUNDS	15,000.0	13,772.0	15,600.0
POWER WASHING	6,720.0	6,842.0	4,000.0
DRYER VENT CLEANING	-		13,000.0
CARPET CLEANING	6,720.0	3,720.0	4,500.0
MECHANICAL R&M	55,000.0	61,739.0	60,000.0
ELEVATOR	12,000.0	11,973.0	12,000.0
FIRE & SAFETY EQUIP. R & M	4,000.0	10,569.0	6,000.0
FIRE ALARM MONITORING	2,600.0	2,065.0	1,500.0
SECURITY (BIKE PATROL)	15,000.0	18,598.0	15,000.0
SECURITY EXPENSE (MOVE IN/OUT)	-	-	2,000.0
SECURITY SYSTEM COSTS	-		1,500.0
SUPPLIES	2,000.0	3,303.0	2,000.0
RECREATION CENTRE R&M	2,500.0	3,889.0	2,500.0
LIGHTS & BALLASTS	-	-	3,000.0
SNOW REMOVAL	1,500.0	392.0	1,000.0
COMMON AREA CLEANING	40,160.0	49,203.0	55,000.0
WASTE REMOVAL/RECYCLING	15,000.0	17,896.0	18,000.0
TOTAL GENERAL MAINTENANCE	\$ 223,578	\$ 257,608	\$ 263,600
UTILITIES			
HYDRO EXPENSE	\$ 28,900	\$ 28,532	\$ 30,000
GAS EXPENSE	25,290	26,970	28,000
SEWER & WATER *	23,050	20,755	21,500
INTERCOM PHONE LINES	-	1,936	3,500
TOTAL UTILITIES	\$ 77,240	\$ 78,193	\$ 83,000
GENERAL & ADMINISTRATIVE			
MANAGEMENT FEES	\$ 36,453	\$ 38,064	\$ 40,320
BUILDING SUPERVISOR	53,600	30,998	28,000
LEGAL FEES	202	118	200
AGM & SGM EXPENSE	-		1,000
SUNDRY	4,600	12,734	2,000
BANK SERVICE CHARGES	156	128	150
AUDIT	336	4,336	-
TOTAL GENERAL & ADMINISTRATIVE	\$ 95,347	\$ 86,378	\$ 71,670

Strata Plan BCS3395
“Donovan”
Operating Budget Assumptions

REVENUE

Strata Fees

Total strata fees due from all owners. The 2011 proposed budget calls for an increase of 10.62% in the overall strata fees.

Bylaw/Late Payment Fines

Charges for late payment on strata fees, special levies, fines, etc.

Move In/Out Fees

Revenue received for moves.

Miscellaneous Income

For income received by means other than what is listed.

Prior Year Surplus

Budget surplus carried over from the 2010/2011 fiscal year.

Access Cards/Transmitters

Revenue received for access card/transmitter purchases.

Amenity Floor Income

Revenue generated from bookings/usage on the amenity room floor.

EXPENSES

Insurance

The coverage includes General Liability, flood, fire, earthquake, boiler and machinery, glass, and property coverage.

General Maintenance

(see below)

Utilities

(see below)

General & Administrative Expense

(see below)

Contingency Reserve Fund Expense

Provision for a 10% Contingency Reserve. This is the minimum allowed under the Strata Property Act, if the current year end balance is less than 25% of the annual operating budget.

Building Envelope Maintenance – General Maintenance

This is to conduct a review and minor maintenance of the building envelope.

General Building Repairs & Maintenance – General Maintenance

Cost for general repair and maintenance of the building.

Strata Plan BCS3395

“Donovan”

Operating Budget Assumptions

Garage Doors – General Maintenance

Cost for garage door repair and maintenance.

Window Cleaning – General Maintenance

Cleaning of inaccessible windows twice per year.

Landscaping – General Maintenance

Landscaping maintenance done by the contracted company.

Power Washing – General Maintenance

Power washing of the parkade once per year.

Dryer Vent Cleaning – General Maintenance

The cleaning of all dryer vents from the exterior once per year. For 2011/2012, the dryer vents will be cleaned from both the inside and the outside. Larger exterior vents will also be installed to facilitate better air flow.

Carpet Cleaning – General Maintenance

The cleaning of all common area carpets twice per year.

Mechanical Repairs & Maintenance – General Maintenance

The maintenance and repair of the geo-thermal system.

Elevator – General Maintenance

Monthly elevator servicing including the annual inspection certificate.

Fire and Safety Equipment Repairs & Maintenance – General Maintenance

Annual inspection of fire alarm system which includes in-suite devices.

Fire Alarm Monitoring – General Maintenance

24 hour service of the fire alarm panel including elevator phone monitoring.

Security (Bike Patrol) – General Maintenance

Cost of the shared bike patrol 7 days per week.

Security Expense (Move In/Move Out) – General Maintenance

Cost for security during moves.

Security System Costs – General Maintenance

Expenses incurred to maintain the security system.

Supplies – General Maintenance

Cost of supplies for common area cleaning and general maintenance.

Recreation Centre Repairs & Maintenance – General Maintenance

General repairs and maintenance in the amenities, including servicing of exercise equipment.

Lights and Ballasts – General Maintenance

For common area lights and ballasts.

Strata Plan BCS3395

“Donovan”

Operating Budget Assumptions

Snow Removal – General Maintenance

For common area snow removal as needed.

Common Area Cleaning – General Maintenance

Self-explanatory.

Waste Removal/Recycling – General Maintenance

Emptying of the compactor, cardboard and recycling bins, this includes the annual charge per unit by the City of Vancouver.

Hydro Expense – Utilities

Reflects electricity expenses for the common areas.

Gas Expense - Utilities

Reflects common area gas expense.

Sewer & Water - Utilities

Reflects common area water usage as billed by the City of Vancouver.

Intercom Phone Lines - Utilities

Reflects the cost of the intercom system repairs.

Management Fees – General & Administrative

For strata management services provided by Rancho Management Services (B.C.) Ltd. This includes the day-to-day administration of the Corporation, such as postage and photocopying costs.

Building Supervisor – General & Administrative

The wages/coverage for the Building Supervisor, including the benefits.

Legal Fees – General & Administrative

Self Explanatory.

AGM & SGM Expense – General & Administrative

Booking of venue and mail out of notices.

Sundry – General & Administrative

This is for miscellaneous expenses not otherwise budgeted.

Bank Service Charges – General & Administrative

Self Explanatory.

Audit – General & Administrative

To pay for an audit to be done on the Strata Corporation's financial statements.

Strata Corporation: BCS3395

Pursuant to Regulation 6.6 of Section 103 of the Strata Property Act of British Columbia, the following information is provided in support of the annual budget for the above noted strata corporation. Pursuant to Regulation 6.7, the financial statement of the Strata Corporation is attached hereto.

Fiscal Year Start: August 1,2011

Fiscal Year End: July 31, 2012

	Operating Fund	Contingency Reserve Fund
(a) Opening Balance	<u>\$36,641.14</u>	<u>\$100,814.61</u>
(b) Estimated Income Excluding Strata Fees (details attached):	<u>\$20,765.00</u>	<u>\$1,008.15</u>
(c) Estimated Expenses (details attached):	<u>\$465,270.00</u>	<u>\$0.00</u>
(d) Contributions to Operating Fund:	<u>\$444,505.00</u>	N/A
(e) Contributions to Contingency Reserve Fund:	N/A	<u>\$48,000.00</u>
(f) Each Strata Lot's Monthly contribution to the Operating Fund:	SEE ATTACHED	N/A
(g) Each Strata Lot's Monthly contribution to the Contingency Reserve Fund:	N/A	SEE ATTACHED
(h) Estimated Balance at End of Fiscal Year:	<u>\$36,641.14</u>	N/A
(i) Estimated Balance at End of Fiscal Year: (CRF)	N/A	<u>\$149,822.76</u>

STRATA PLAN BCS3395
"DONOVAN"
PROPOSED 2011/2012 STRATA FEE SCHEDULE

(Effective - August 1st , 2011)

SUITE NO.	STRATA LOT	UNIT ENTITLE.	OPER FUND CONTRIBUTION	CRF FUND CONTRIBUTION	MONTHLY STRATA FEE
1045	1	107	\$ 392.66	\$ 42.40	\$ 435.06
1047	2	112	\$ 411.01	\$ 44.38	\$ 455.39
1049	3	112	\$ 411.01	\$ 44.38	\$ 455.39
1051	4	113	\$ 414.68	\$ 44.78	\$ 459.46
1053	5	93	\$ 341.28	\$ 36.85	\$ 378.14
1057	6	93	\$ 341.28	\$ 36.85	\$ 378.14
1059	7	113	\$ 414.68	\$ 44.78	\$ 459.46
1061	8	112	\$ 411.01	\$ 44.38	\$ 455.39
1063	9	112	\$ 411.01	\$ 44.38	\$ 455.39
1065	10	107	\$ 392.66	\$ 42.40	\$ 435.06
201	11	53	\$ 194.49	\$ 21.00	\$ 215.50
202	12	56	\$ 205.50	\$ 22.19	\$ 227.70
203	13	56	\$ 205.50	\$ 22.19	\$ 227.70
205	14	55	\$ 201.83	\$ 21.80	\$ 223.63
206	15	52	\$ 190.83	\$ 20.61	\$ 211.43
207	16	52	\$ 190.83	\$ 20.61	\$ 211.43
208	17	55	\$ 201.83	\$ 21.80	\$ 223.63
209	18	56	\$ 205.50	\$ 22.19	\$ 227.70
210	19	56	\$ 205.50	\$ 22.19	\$ 227.70
211	20	53	\$ 194.49	\$ 21.00	\$ 215.50
301	21	53	\$ 194.49	\$ 21.00	\$ 215.50
302	22	56	\$ 205.50	\$ 22.19	\$ 227.70
303	23	56	\$ 205.50	\$ 22.19	\$ 227.70
305	24	55	\$ 201.83	\$ 21.80	\$ 223.63
306	25	52	\$ 190.83	\$ 20.61	\$ 211.43
307	26	52	\$ 190.83	\$ 20.61	\$ 211.43
308	27	55	\$ 201.83	\$ 21.80	\$ 223.63
309	28	56	\$ 205.50	\$ 22.19	\$ 227.70
310	29	56	\$ 205.50	\$ 22.19	\$ 227.70
311	30	53	\$ 194.49	\$ 21.00	\$ 215.50
312	31	53	\$ 194.49	\$ 21.00	\$ 215.50
315	32	56	\$ 205.50	\$ 22.19	\$ 227.70
316	33	56	\$ 205.50	\$ 22.19	\$ 227.70
317	34	59	\$ 216.51	\$ 23.38	\$ 239.89
318	35	52	\$ 190.83	\$ 20.61	\$ 211.43
319	36	52	\$ 190.83	\$ 20.61	\$ 211.43
320	37	59	\$ 216.51	\$ 23.38	\$ 239.89
321	38	56	\$ 205.50	\$ 22.19	\$ 227.70
322	39	56	\$ 205.50	\$ 22.19	\$ 227.70

STRATA PLAN BCS3395
"DONOVAN"
PROPOSED 2011/2012 STRATA FEE SCHEDULE

(Effective - August 1st , 2011)

SUITE NO.	STRATA LOT	UNIT ENTITLE.	OPER FUND CONTRIBUTION	CRF FUND CONTRIBUTION	MONTHLY STRATA FEE
323	40	53	\$ 194.49	\$ 21.00	\$ 215.50
501	41	91	\$ 333.94	\$ 36.06	\$ 370.00
502	42	56	\$ 205.50	\$ 22.19	\$ 227.70
503	43	55	\$ 201.83	\$ 21.80	\$ 223.63
505	44	52	\$ 190.83	\$ 20.61	\$ 211.43
506	45	52	\$ 190.83	\$ 20.61	\$ 211.43
507	46	55	\$ 201.83	\$ 21.80	\$ 223.63
508	47	56	\$ 205.50	\$ 22.19	\$ 227.70
509	48	66	\$ 242.20	\$ 26.15	\$ 268.36
510	49	66	\$ 242.20	\$ 26.15	\$ 268.36
511	50	56	\$ 205.50	\$ 22.19	\$ 227.70
512	51	59	\$ 216.51	\$ 23.38	\$ 239.89
515	52	52	\$ 190.83	\$ 20.61	\$ 211.43
516	53	52	\$ 190.83	\$ 20.61	\$ 211.43
517	54	59	\$ 216.51	\$ 23.38	\$ 239.89
518	55	56	\$ 205.50	\$ 22.19	\$ 227.70
519	56	91	\$ 333.94	\$ 36.06	\$ 370.00
601	57	61	\$ 223.85	\$ 24.17	\$ 248.03
602	58	52	\$ 190.83	\$ 20.61	\$ 211.43
603	59	52	\$ 190.83	\$ 20.61	\$ 211.43
605	60	61	\$ 223.85	\$ 24.17	\$ 248.03
606	61	71	\$ 260.55	\$ 28.14	\$ 288.69
607	62	52	\$ 190.83	\$ 20.61	\$ 211.43
608	63	52	\$ 190.83	\$ 20.61	\$ 211.43
609	64	71	\$ 260.55	\$ 28.14	\$ 288.69
701	65	65	\$ 238.53	\$ 25.76	\$ 264.29
702	66	52	\$ 190.83	\$ 20.61	\$ 211.43
703	67	52	\$ 190.83	\$ 20.61	\$ 211.43
705	68	65	\$ 238.53	\$ 25.76	\$ 264.29
706	69	80	\$ 293.58	\$ 31.70	\$ 325.28
707	70	52	\$ 190.83	\$ 20.61	\$ 211.43
708	71	52	\$ 190.83	\$ 20.61	\$ 211.43
709	72	80	\$ 293.58	\$ 31.70	\$ 325.28
801	73	65	\$ 238.53	\$ 25.76	\$ 264.29
802	74	52	\$ 190.83	\$ 20.61	\$ 211.43
803	75	52	\$ 190.83	\$ 20.61	\$ 211.43
805	76	65	\$ 238.53	\$ 25.76	\$ 264.29
806	77	80	\$ 293.58	\$ 31.70	\$ 325.28
807	78	52	\$ 190.83	\$ 20.61	\$ 211.43

STRATA PLAN BCS3395
"DONOVAN"
PROPOSED 2011/2012 STRATA FEE SCHEDULE

(Effective - August 1st , 2011)

SUITE NO.	STRATA LOT	UNIT ENTITLE.	OPER FUND CONTRIBUTION	CRF FUND CONTRIBUTION	MONTHLY STRATA FEE
808	79	52	\$ 190.83	\$ 20.61	\$ 211.43
809	80	80	\$ 293.58	\$ 31.70	\$ 325.28
901	81	65	\$ 238.53	\$ 25.76	\$ 264.29
902	82	52	\$ 190.83	\$ 20.61	\$ 211.43
903	83	52	\$ 190.83	\$ 20.61	\$ 211.43
905	84	65	\$ 238.53	\$ 25.76	\$ 264.29
906	85	80	\$ 293.58	\$ 31.70	\$ 325.28
907	86	52	\$ 190.83	\$ 20.61	\$ 211.43
908	87	52	\$ 190.83	\$ 20.61	\$ 211.43
909	88	80	\$ 293.58	\$ 31.70	\$ 325.28
1001	89	65	\$ 238.53	\$ 25.76	\$ 264.29
1002	90	52	\$ 190.83	\$ 20.61	\$ 211.43
1003	91	52	\$ 190.83	\$ 20.61	\$ 211.43
1005	92	65	\$ 238.53	\$ 25.76	\$ 264.29
1006	93	80	\$ 293.58	\$ 31.70	\$ 325.28
1007	94	52	\$ 190.83	\$ 20.61	\$ 211.43
1008	95	52	\$ 190.83	\$ 20.61	\$ 211.43
1009	96	80	\$ 293.58	\$ 31.70	\$ 325.28
1101	97	65	\$ 238.53	\$ 25.76	\$ 264.29
1102	98	52	\$ 190.83	\$ 20.61	\$ 211.43
1103	99	52	\$ 190.83	\$ 20.61	\$ 211.43
1105	100	65	\$ 238.53	\$ 25.76	\$ 264.29
1106	101	80	\$ 293.58	\$ 31.70	\$ 325.28
1107	102	52	\$ 190.83	\$ 20.61	\$ 211.43
1108	103	52	\$ 190.83	\$ 20.61	\$ 211.43
1109	104	80	\$ 293.58	\$ 31.70	\$ 325.28
1201	105	65	\$ 238.53	\$ 25.76	\$ 264.29
1202	106	52	\$ 190.83	\$ 20.61	\$ 211.43
1203	107	52	\$ 190.83	\$ 20.61	\$ 211.43
1205	108	65	\$ 238.53	\$ 25.76	\$ 264.29
1206	109	80	\$ 293.58	\$ 31.70	\$ 325.28
1207	110	52	\$ 190.83	\$ 20.61	\$ 211.43
1208	111	52	\$ 190.83	\$ 20.61	\$ 211.43
1209	112	80	\$ 293.58	\$ 31.70	\$ 325.28
1501	113	65	\$ 238.53	\$ 25.76	\$ 264.29
1502	114	52	\$ 190.83	\$ 20.61	\$ 211.43
1503	115	52	\$ 190.83	\$ 20.61	\$ 211.43
1505	116	65	\$ 238.53	\$ 25.76	\$ 264.29
1506	117	80	\$ 293.58	\$ 31.70	\$ 325.28

STRATA PLAN BCS3395
"DONOVAN"
PROPOSED 2011/2012 STRATA FEE SCHEDULE

(Effective - August 1st , 2011)

SUITE NO.	STRATA LOT	UNIT ENTITLE.	OPER FUND CONTRIBUTION	CRF FUND CONTRIBUTION	MONTHLY STRATA FEE
1507	118	52	\$ 190.83	\$ 20.61	\$ 211.43
1508	119	52	\$ 190.83	\$ 20.61	\$ 211.43
1509	120	80	\$ 293.58	\$ 31.70	\$ 325.28
1601	121	65	\$ 238.53	\$ 25.76	\$ 264.29
1602	122	52	\$ 190.83	\$ 20.61	\$ 211.43
1603	123	52	\$ 190.83	\$ 20.61	\$ 211.43
1605	124	65	\$ 238.53	\$ 25.76	\$ 264.29
1606	125	80	\$ 293.58	\$ 31.70	\$ 325.28
1607	126	52	\$ 190.83	\$ 20.61	\$ 211.43
1608	127	52	\$ 190.83	\$ 20.61	\$ 211.43
1609	128	80	\$ 293.58	\$ 31.70	\$ 325.28
1701	129	65	\$ 238.53	\$ 25.76	\$ 264.29
1702	130	52	\$ 190.83	\$ 20.61	\$ 211.43
1703	131	52	\$ 190.83	\$ 20.61	\$ 211.43
1705	132	65	\$ 238.53	\$ 25.76	\$ 264.29
1706	133	80	\$ 293.58	\$ 31.70	\$ 325.28
1707	134	52	\$ 190.83	\$ 20.61	\$ 211.43
1708	135	52	\$ 190.83	\$ 20.61	\$ 211.43
1709	136	80	\$ 293.58	\$ 31.70	\$ 325.28
1801	137	65	\$ 238.53	\$ 25.76	\$ 264.29
1802	138	52	\$ 190.83	\$ 20.61	\$ 211.43
1803	139	52	\$ 190.83	\$ 20.61	\$ 211.43
1805	140	65	\$ 238.53	\$ 25.76	\$ 264.29
1806	141	80	\$ 293.58	\$ 31.70	\$ 325.28
1807	142	52	\$ 190.83	\$ 20.61	\$ 211.43
1808	143	52	\$ 190.83	\$ 20.61	\$ 211.43
1809	144	80	\$ 293.58	\$ 31.70	\$ 325.28
1901	145	110	\$ 403.67	\$ 43.59	\$ 447.26
1902	146	100	\$ 366.97	\$ 39.63	\$ 406.60
1903	147	99	\$ 363.30	\$ 39.23	\$ 402.53
1905	148	109	\$ 400.00	\$ 43.19	\$ 443.19
2001	149	129	\$ 473.39	\$ 51.12	\$ 524.51
2002	150	129	\$ 473.39	\$ 51.12	\$ 524.51
2003	151	139	\$ 510.09	\$ 55.08	\$ 565.17
2005	152	139	\$ 510.09	\$ 55.08	\$ 565.17
10094			\$ 37,042.08	\$ 4,000.00	\$ 41,042.08

Resolution "A"
(3/4 Vote Resolution)

"Donovan"
Strata Plan BCS3395
1055 Richards St.
Vancouver, BC

Annual General Meeting – *Tuesday, September 27th, 2011*
¾ Vote to approve not to have an audit of the 2011/2012 financial statements

WHEREAS:

1. Bill 8 of the Strata Property Amendment Act will require Strata Corporations to conduct an audit of the financial statements annually.
2. The Strata Corporation would like to defer the 2011/2012 audit to the next year.

BE IT THEREFORE RESOLVED, BY ¾ VOTE, THAT:

1. The Owners of BCS3395 authorize the Strata Corporation to not conduct an audit of the financial statements for the 2011/2012 fiscal year.

End of Resolution "A"

PROXY

TO: **THE OWNERS STRATA PLAN BCS3395**

c/o 600-1190 Hornby Street

Vancouver, BC V6Z 2K5

I _____ of Unit No. _____ or Strata Lot No. _____ will not be in attendance at the meeting on **Tuesday, September 27th, 2011.**

The undersigned hereby appoints:

_____ as the proxy of the undersigned, upon presentation of this proxy form at said meeting(s), to attend and vote at the meeting to be held on **Tuesday, September 27th, 2011**, and at any adjournment thereof, in the same manner, to the same extent and with the same powers as if the undersigned were present at the said meeting or any adjournment thereof. Discretionary authority is conferred on the proxy with respect to such proposals or matters which may properly come before the meetings and at any adjournment thereof.

The undersigned acknowledges receipt of the Notice for the meeting and hereby revokes any proxy previously given.

Date

Signature

VOTING INSTRUCTIONS

Ratification of Rules

Budget 2011/2012

Resolutions

- Resolution "A"
