

MINUTES
OF THE STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1570
AQUA

Held on Wednesday, December 7, 2011
Within the Meeting Room
550 Pacific, Vancouver, BC

COUNCIL IN ATTENDANCE:	Louise Labuda Jonathan Ma Lisa Koltun	President Vice President
REGRETS:	Bo Zhang David Hung Nasim Dadmanesh	Treasurer
GUEST:	ThyssenKrupp Elevator	Daniel Craig
STRATA MANAGER:	Alex Harrison	Crosby Property Management Ltd.

The Chairperson, Louise Labuda called the meeting to order at 7:00 pm.

GUEST BUSINESS

Daniel Craig from ThyssenKrupp Elevator attended the meeting. Daniel presented a review of equipment, as well as a proposed service contract. Council thanked Daniel for his presentation and he left the meeting. Subsequent discussion noted that there are items in the ThyssenKrupp proposed contract that are not included. There are exceptions that would and could potentially be a contractual issue. Council will further review the elevators but at this time, will not be switching elevator companies.

CARETAKER REPORT

CMI, the concierge service report that all building systems are in good order and have continued to do move-ins/move-outs and other service oriented activities at Aqua at the Park.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was MOVED/SECONDED to approve the Minutes of the Strata Council Meeting held October 24, 2011 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

The approval of the September through to November 2011 financial statements were tabled until the Council Treasurer, Bo Zhang is able to attend and endorse the approval in person.

**Minutes of the Strata Council Meeting
The Owners Strata Plan BCS 1570
Held on Wednesday, December 8, 2011**

REVIEW OF ACCOUNTS RECEIVABLE

It is noted that strata lot 140 is in arrears and has not paid their strata fees in excess of six months. Council reviewed the situation in regards to strata lot 140 and approved that a lien be placed on the unit to prevent the non-recovery of funds.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

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

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Directives to Strata Manager**

The directives were reviewed and updated with the following projects noted as complete:

- Upgrades to the landscaping system have been completed to the front of the building and the side driveway ramp;
- Information necessary to Council lawyer, John Mendes was provided so that a letter could be sent to Travelers Guarantee;
- Baseboard painting was completed on select floors requiring paint;

Directives still in progress were reviewed and new directives were added for completion and attention by the Strata Manager.

2. **Mechanical & Plumbing Maintenance**

Latham's have completed a repair to the flow control module and replaced gaskets as part of the hot water system. Latham's will be presenting a comprehensive mechanical review to the Council for their review at the next meeting.

3. **John Mendes, Attorney at Law**

John Mendes, Attorney at Law has presented a claim letter to Travelers Guarantee. The request includes items from the building warranty and requests a sum of \$50,000.00. Council and Mr. Mendes await a reply from Concorde Pacific Developments.

Minutes of the Strata Council Meeting
The Owners Strata Plan BCS 1570
Held on Wednesday, December 8, 2011

CORRESPONDENCE

- An owner who has damaged a fob sensor entering the parkade has written to Council informing them of the accident. Council thanks this owner for their letter and will review the costs associated with the repair for consideration.
- The owner of strata lot #143 has requested an alteration to the exterior entrance. This owner has suffered a debilitating injury from a car accident and requests that automatic door opening mechanisms be placed on the front entrance, as well as the parkade entrance to ease access. Council has reviewed this request and will respond in writing to said owner.
- A warning letter for water dripping from a deck onto furniture below has been issued to one owner reminding them that allowing water to splash off while cleaning the deck is not acceptable.
- A request to reverse fines was received from strata lot #94. The fines for improper disposal were considered and a response will be issued to said owner in writing.
- Richmond Elevator has written to Council and informed that the two main bearings of the elevators have been replaced. Council are pleased that these major components are being replaced, as needed, to ensure the continued operation of the elevator.

NEW BUSINESS

1. **Balcony Doors**

A quote received from Rudy Fehr Repairs in regards to repairing balcony doors was once again reviewed. It is believed that some balcony doors may have issues opening and closing and Council will further review and monitor this situation for necessary repairs.

2. **Landscaping**

Para Space Landscaping has sent a contract renewal and they have requested a 1% increase. Council have also elected to have spring and summer flowers planted in addition to the new landscaping.

3. **Railing Repair**

A quote from Neptune Metal Works to repair a railing in the upper courtyard was reviewed. This repair will be carried out at cost to the trade which has damaged this railing.

4. **Emergency Generator Testing**

Simson-Maxwell have presented their quote for bi-annual service of the emergency generator system. This includes service maintenance and testing of the system at a cost of \$1,100.00 plus HST annually.

Minutes of the Strata Council Meeting
The Owners Strata Plan BCS 1570
Held on Wednesday, December 8, 2011

5. **As per Council**

A fob review will be undertaken at Aqua to ensure that fobs are not too widely distributed and to ensure former tenants do not still have a fob and access to the Super Club Fitness facility. Signs will be posted in the building and letters issues in regards to this important review. Please watch for these notices and prepare for a fob audit review.

TERMINATION OF MEETING

There being no further business, the meeting was adjourned at 10:00 pm. Next meeting date and time will be February 21, 2012 at 6:00 pm. (will be a Budget Meeting).

CROSBY PROPERTY MANAGEMENT LTD.

Agent for the Owners, Strata Manager Alex Harrison

Email: aharrison@crosbypm.com

Direct Line: (604) 648-4441, 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 STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1570
AQUA**

Held on Monday, October 24, 2011
Within the Meeting Room
550 Pacific, Vancouver, BC

COUNCIL IN ATTENDANCE:	Louise Labuda	President
	Jonathan Ma	Vice President
	David Hung	Treasurer
	Lisa Koltun	
	Bo Zhang	
	Nasim Dadmanesh	
	Royden Trainor	
GUEST:	John Mendes	Legal Counsel for BCS 1570
STRATA MANAGER:	Alex Harrison	Crosby Property Management Ltd.

The Chairperson, Louise Labuda called the meeting to order at 6:30 pm.

GUEST BUSINESS

John Mendes, LLP, legal counsel to BCS 1570 attended the meeting to discuss the building's warranty claim and the various aspects therein. Mr. Mendes advised Council in regards to the claim and suggested an approach to the reply to the developer. Council reviewed Mr. Mendes' recommendations and requested the Strata Manager research to discover further information and documents before the claim is filed. The Strata Manager will provide said documents to Mr. Mendes in advance of a letter being written to Concorde Pacific.

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was MOVED/SECONDED to approve the Minutes of the Strata Council Meeting held August 29, 2011 as circulated. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

It was MOVED/SECONDED to table the July through to September 2011 financial statements and will be presented at the next meeting after review by the Treasurer.

REVIEW OF ACCOUNTS RECEIVABLE

Those owners with outstanding amounts will be receiving letters. A reminder to all owners that strata fees are due on the first of the month and the pre-authorized debit account must be provided to the strata's management, Crosby Property Management for monthly strata fee withdrawals.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

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

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Directives to Strata Manager

The following directives were noted as completed:

- The exterior lights have been investigated and a quote to repair several broken fixtures will be completed by Max Electric.
- The request for insurance subrogation in light of a water leak in April 2010 was followed up at BFL. It was determined that insufficient evidence was available for a subrogation claim to the responsible party.
- A request for an invoice was sent to an owner in support of a legal case.
- Several items were added to the directive list for tracking from one meeting to the next.

2. Super Club Cost Allocations

The Super Club cost allocations were further reviewed and the Super Club's proposed budget will be reviewed by the Aqua Council in the coming weeks and months in preparation for the 2012 fiscal year.

3. John Mendes, Attorney at Law – Warranty Claim

A warranty claim letter will be presented to Concorde Pacific after some final details have been resolved. Mr. Mendes has presented a draft letter to Council. Further review and information is needed on some details before this letter is released.

CORRESPONDENCE

- Royden Trainor, Council member has resigned. Mr. Trainor regrets that his busy schedule does not allow regular attendance at Strata meetings and has therefore resigned from Council.

Minutes of the Strata Council Meeting
The Owners Strata Plan BCS 1570
Held on Monday, October 24, 2011

- Clark Wilson – A legal firm retained by Aqua has presented their legal retainer program letter at the cost of \$18.95 a month which allows for short telephone questions relating to the law, as well as retaining legal services should the need arise. Council agreed and this document was returned to Clark Wilson.
- Requests to Reverse Chargebacks and Fines – Several owners have written to Council and their cases have been reviewed. Individual letters will be issued to each owner who has contacted the Strata Manager and asked that this be brought up at the meeting. Individual responses to follow.
- A request to install an automatic door opener at the front entrance and the parkade levels was presented to Council from the occupational therapist, the owner of strata lot 145. Council has considered their request for automatic door openers at the front entrance and parkade levels. A few questions will be asked of the owner before a final decision is made. Correspondence will continue in such regard and the owner is thanked for their correspondence.
- A company by the name “Stay Fit Anywhere” has a proposal for the owners at the three buildings surrounding the Super Club state that Anywhere requests that they would conduct physical fitness classes in the Super Club at cost to the owner and a revenue sharing program would be put in place. Council of Aqua will respond to the Super Club Committee with their recommendations in regards to this program.
- Super Club Pool Maintenance – A letter has been received from Coastal Health noting some requirements for safety procedures and this has been forwarded to the Super Club Committee and Manager for further review.
- Elevator Cameras – Simon Kim has presented a request for payment in regards to high definition elevator cameras installed in 2010. Some clarification is required before a final decision can be reached and Mr. Kim will be referred to the previous Manager for comment.
- A leak was reported onto strata lot #115. Investigations involving the suite upstairs were carried out to determine the source of the leak. The investigation did not produce definitive results confirming the source of the leak. The owner and rental property manager of strata lot #115 will be contacted and asked to open an insurance claim under their home owners policy.

NEW BUSINESS

1. **Pacific West Plumbing & Heating**

Pacific West Plumbing & Heating have presented a quote for a flow switch repair, as well as a maintenance report. Council have reviewed these and also considered a different mechanical and plumbing contractor. The quote was tabled for further review and future considerations.

2. **Snow Removal**

Two quotes for snow removal were received. Champion and Five Star quoted on the service. It was noted that the price from Champion Building Services was lower and the contract will be awarded to Champion for the 2011/2012 winter season.

Minutes of the Strata Council Meeting
The Owners Strata Plan BCS 1570
Held on Monday, October 24, 2011

3. **Mechanical & Plumbing Maintenance**

A quote for mechanical and plumbing maintenance was presented from Latham's Plumbing & Mechanical. Their quote was considered by Council and accepted. The Strata Manager will engage Latham's Plumbing & Mechanical for the ongoing service and maintenance at Aqua at the Park.

4. **Pacific West Plumbing & Heating**

Pacific West Plumbing & Heating will be thanked for their past services although the services will be terminated at Aqua in favour of Latham's Plumbing & Heating. A notice will be issued to Pacific West informing them of the change and thanking them for past service. Some concerns from past projects have led to this change.

5. **Neptune Metal Works**

Neptune Metal Works have presented a quote for repair of a handrail damaged during painting on the building adjacent. This quote will be presented to the painting contractors working next door and they will be asked to pay for the repair to the handrail directly.

6. **Para Space Landscaping**

Para Space Landscaping has presented their quote for replacing two trees in the upper courtyard area and has been accepted and the remainder of this quote will be presented at subsequent Council meetings.

7. **Painting**

Quotes will be sought for painting of the hallways and baseboard areas. It is noted that the possibility of an incomplete job exists in regards to the restoration of public areas and the Strata Manager will follow-up to see if this can be completed.

TERMINATION OF MEETING

There being no further business, the meeting was adjourned at 9:01 pm

Next meeting date and time will be December 7, 2011

CROSBY PROPERTY MANAGEMENT LTD.

Agent for the Owners, Strata Manager Alex Harrison

Email: aharrison@crosbypm.com

Direct Line: (604) 648-4441, 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 STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1570
AQUA**

Held on Monday, August 29, 2011
Within the Meeting Room
550 Pacific, Vancouver, BC

COUNCIL IN ATTENDANCE:	Jonathan Ma	Vice President
	David Hung	Treasurer
	Lisa Koltun	
	Louise Labuda	President
	Bo Zhang	
	Nasim Dadmanesh	
REGRETS:	Royden Trainor	
GUEST:	Mr. Virk	An Owner's Representative
STRATA MANAGER:	Alex Harrison	Crosby Property Management Ltd.

The meeting was called to order at 6:30 pm.

GUEST BUSINESS

Strata lot 68, an owner's representative attended the meeting to request that a fine amount levied against his strata lot be reversed which was placed in regards to a late payment. Council discussed his case, along with several other requests received for reversal of fines for late payment. Letters will be issued to all owners and all are thanked for their correspondence.

CARETAKER REPORT

The Caretaker and Concierge provided reports in regards to bylaw infractions, problems, security concerns and alike. A number of cases were reviewed including improper disposal, noise complaints and improper use of recreation facilities. Fine amounts will be issued to several strata lots for improper disposal and noise violations.

List of Fines Approved by Council

Strata Lot 112 - \$200.00 – Noise Violation
Strata Lot 44 - \$200.00 – Improper Disposal
Strata Lot 87 - \$200.00 – Improper Disposal
Strata Lot 144 - \$200.00 – Improper Disposal
Strata Lot 28 - \$200.00 – Improper Disposal
Strata Lot 76 - \$200.00 – Improper Disposal
Strata Lot 93 - \$200.00 – Improper Disposal

**Minutes of the Strata Council Meeting
The Owners Strata Plan BCS 1570
Held on Monday, August 29, 2011**

APPROVAL OF STRATA COUNCIL MEETING MINUTES

It was MOVED/SECONDED to approve the Minutes of the Strata Council Meeting held July 14, 2011 as circulated. CARRIED.

List of Fines Approved by Council

APPROVAL OF FINANCIAL STATEMENTS

It was MOVED/SECONDED to approve the June and July 2011 financial statements as per the recommendation of Council Treasurer, David Hung. CARRIED.

REVIEW OF ACCOUNTS RECEIVABLE

The accounts receivable were reviewed and is noted that fees outstanding have been reduced. There remains outstanding arrears in strata fees and fine amounts for \$20,837.00. This amount has been reduced from \$50,586.00 at the previous meeting. All owners are reminded that fine amounts will be levied for late payments after the first of the month, and are encouraged to set up their debit and automatic withdrawals, so as to avoid any delayed payments and subsequent fines.

REPORT ON UNAPPROVED EXPENDITURES

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

REPORT ON LITIGATION

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

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Directives to Strata Manager**

The following directives were added to the list of items:

- Set up a tracking sheet for fine and warning letters to be brought to the meeting. This will help Council decide which units are a recurring issue, and help to separate them from one time rule violators.
- Obtain quotes to install at camera at the entrance of the driveway. It is requested that a panoramic 360-degree dome camera be installed, and for the Concierge to have access, so as to be able to view the driveway and entrance of Aqua.
- Follow up the subrogated claim of April, 2011 for water leaks. This insurance claim is believed to have originated while work was being carried out, and Council wishes to ensure that the proper subrogation process takes place to avoid increased insurance costs being borne by Aqua.

**Minutes of the Strata Council Meeting
The Owners Strata Plan BCS 1570
Held on Monday, August 29, 2011**

- To obtain a nozzle for the hose in the carwash and secure it in place.

2. **Super Club Cost Allocation**

The Super Club Committee met prior to the Aqua Council Meeting, and discussed several items of maintenance as well as the budgeting. Aqua has requested of the Super Club that the finances for maintaining the fitness and recreation facility be kept separate from the maintenance of the three surrounding apartment towers. The meeting went well and the Super Club Committee will look at the cost allocation in regards to the Super Club.

3. **John Mendes, Attorney at Law**

Mr. Mendes has delivered a proposal to the owners and Council at Aqua for a settlement in regards to developer deficiencies. Council feels that the offer is perhaps too low, and would like to meet with Mr. Mendes. A request will be made that Mr. Mendes attend the next Council Meeting, so as to discuss directly and in person with Council how best to proceed with the developer's claim.

CORRESPONDENCE

- The owner of strata lot 23 has objected to a fine for allowing his or her pet to urinate on common property. A letter will be issued.
- The owner of strata lot 83 has requested that a fine in the amount of \$200.00 be reversed for improper disposal. A letter will be issued to said owner.
- The owner of strata lot 145 has issued a letter to Council requesting that evidence be provided for the improper disposal of an item. A letter will be issued to said owner.
- The owner of strata lot 81 has requested that a cost of having his car towed from the parkade be reversed, as it was unintentional that the car was in the garage. A letter will be issued to said owner.
- The owner of strata lot 50 has requested that fines for late payment be reversed due to being out of the country. A letter will be issued to said owner.
- The owner of strata lot 53 has requested that late payment fines be reversed. A letter will be issued to said owner.

QUOTES

- CMI Security has submitted a quote for a bike patrol. The quote was reviewed by Council, and it was determined that it would be a strain on the budget to have a full-time security guard patrolling only the Aqua building. The Manager will look into having a security service, do the periodic check throughout the evening, and quotes will be obtained for such service.
- Nikls Property Services have presented a quote for preventative maintenance of the garage door on an annual basis. This will help to maintain the door's proper operating condition, and reduce the likelihood of a malfunction of the garage door.

**Minutes of the Strata Council Meeting
The Owners Strata Plan BCS 1570
Held on Monday, August 29, 2011**

- Para Space Landscaping has submitted a quote and a plan for rejuvenation of the landscaping areas. A number of items surrounding Aqua were suggested, including large boulders where dog urine has killed the plants, additional plants where those have not survived, and removal of several dying trees and plants. The Council has proved the plan for the landscaping at the front and driveway sides of the building. Large boulders will be placed where the ground has become unfertile due to dog urine, and plants will be replaced in the large planters beside the driveway. The approved work would be carried out at a cost of \$3,062.00 plus HST.
- Latham's Plumbing and Mechanical has submitted a proposal for preventative maintenance at Aqua. Council has reviewed Latham's proposal including the list of items included under the program, as well as the annual cost of \$9,680.00. Latham's are a mechanical and plumbing company that services plumbing, heating, ventilation, air conditioning and city scale sewer and storm water systems. Council discussed the quote from Latham's including the company's reputation, the cost of the service, the location of the company and other considerations. It was decided that the services Latham's offers will be well suited to Aqua, and the Council has approved the preventative maintenance program. The current provider and contractor, Pacific Plumbing will be informed that their services are no longer required at Aqua. Pacific Plumbing and Heating will be informed of the change, and Latham's will be beginning their preventative maintenance program.
- The quote from Five Star for cleaning of the garbage room and replacing light bulbs below nine feet has been reviewed by Council. Council has viewed that there is no large savings to fund the annual contract, and Council would like to further review the service and performance of Five Star in regards to light bulb replacement.

NEW BUSINESS

1. **Painting Interior**

Quotes will be sought for interior touch-up painting of the hallways and lobbies.

As per Council there is no new business at this time.

TERMINATION OF MEETING

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

Next meeting date and time will be announced subsequent to the request of attendance for Mr. Mendes, Attorney at law.

CROSBY PROPERTY MANAGEMENT LTD.

Agent for the Owners, Strata Manager Alex Harrison

Email: aharrison@crosbypm.com

Direct Line: (604) 648-4441, 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.



CROSBYConnect™ Announcement – Exciting News!!!

What is CROSBYConnect™?

CROSBYConnect™ is a proprietary software system that integrates the functions of the strata manager, site staff and council and also acts as a communication tool to the residents and the different parties. It's a proprietary tool provided by FirstService to its partners.

What Does it Mean to the Residents?

A website portal, extended from CROSBYConnect™, is now provided to your strata corporation, **FREE OF CHARGE**. Residents now have online access to documents such as meeting minutes, bylaws, etc. and are able to stay up to date with community news, events, their accounts, amenity booking, etc. The email distribution capabilities and housing of strata documents also save postage and copying costs for the building. The Resident Alert function enables the strata manager to send important messages to all residents to the phone numbers as designated by each resident according to their preference.

The website portal for your building is **NOW available**.

How do I Sign Up for the Website Portal?

Please complete and submit the "**CROSBYConnect Information Collection**" online form by visiting our website at www.crosbypm.com. Upon receipt of the form, our Connect Coordinator will email the registration details to your email address.

(Note: your information will only be used for strata communication purposes.)

To summarize, CROSBYConnect™:

- Enables the strata manager and site staff (if any) to utilize the software to operate the building more effectively and efficiently;
- Provides better and faster service to the residents;
- Helps everybody stays connected with their property and have a better life experience in a condo
- Allows ease of access of information
- Allows access to corporate programs

Thank you.

**MINUTES
OF THE STRATA COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1570
AQUA**

Held on Thursday, July 14, 2011
Within the Meeting Room
550 Pacific, Vancouver, BC

COUNCIL IN ATTENDANCE:	Jonathan Ma David Hung Lisa Koltun	Treasurer
REGRETS:	Louise Labuda Bo Zhang Nasim Dadmanesh Royden Trainor	President
STRATA MANAGER:	Alex Harrison	Crosby Property Management Ltd.

The meeting was called to order at 6:30 pm.

At the time of the meeting, three members of Council were in attendance, four were absent. The requirements for quorum had not been reached, the meeting continued as planned with this understanding.

INTRODUCTION OF NEW STRATA MANAGER

Alex Harrison of Crosby Property Management officially introduced himself to Council. Alex looks forward to serving the owners at Aqua. Any owner is welcome to contact Alex and Crosby at any time. Specific requests or correspondence should be directed to Council in writing to be presented at the next meeting.

GUEST BUSINESS

No guests were present at the meeting.

CARETAKER BUSINESS

The reports from Five Star Building Services and CMI Concierge service were reviewed. Letters for improper disposal will be issued to a number of residents. Reminder to all owners and their tenants: Aqua has a video surveillance system and fob tracking capabilities. It is the strong desire of Council and many owners that the premises are kept orderly at all times. Letters will be issued to those owners observed to be leaving items behind, littering, allowing animals to behave inappropriately or other bylaw violations.

**Minutes of the Strata Council Meeting
The Owners Strata Plan BCS 1570
Held on Thursday, July 14, 2011**

APPROVAL OF STRATA COUNCIL MEETING MINUTES

Tabled.

APPROVAL OF FINANCIAL STATEMENTS

Tabled.

REVIEW OF ACCOUNTS RECEIVABLE

It is noted that many owners have outstanding amounts for strata fees. Letters will be issued to all owners in arrears. Interest and fines will be applied as specified in the strata bylaws. Fines and interest had been approved prior to the meeting by email conference.

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 initiatives was collected to be tracked from one meeting to the next. Specific items below:
 - Complete access hatch on 16th floor hallway
 - Follow up subrogation for leak in April with BFL. (Insurance Brokers)
 - Re-clean the glass above west lobby exit after extinguisher incident
 - Fix burnt out lights in courtyard
- 2) Super Club Budget – It is a goal of Aqua Council to separate the finances of the maintenance programs for the three buildings surrounding the Super Club Facility. A letter to the Councils of Azura and Two Park West will state this desired objective.
- 3) A number of outstanding invoices were presented to Council for review. These included invoices from Pacific West Plumbing and Heating.

CORRESPONDENCE

- 1) John Mendes, Attorney at Law – Mr. Mendes has sent an email pertaining to the new construction building deficiencies at Aqua. Mr. Mendes has suggested an offer be made to the developer, Council will review his recommendations and determine how best to proceed.

Minutes of the Strata Council Meeting
The Owners Strata Plan BCS 1570
Held on Thursday, July 14, 2011

- 2) Macquarie Premium Funding – The financing payments have been continued for the strata insurance policy. Funds in the amount of \$15,000 have been borrowed from the Contingency Reserve Fund to be returned to the CRF at the AGM by Special Resolution for the purpose of paying these finance premiums on the insurance policy. The insurance policy remains valid with BFL Canada Insurance Brokers.

NEW BUSINESS

- 1) As per Council: It is noted that the overall appearance and cleanliness have improved in recent weeks.
- 2) As per Manager: Quotes for landscape improvements, additional services and future projects will be submitted at the next Council meeting for approval with quorum present.

TERMINATION OF MEETING

There being no further business, the meeting was adjourned at 8:29pm

Next meeting August 29th at 7:00 pm.

CROSBY PROPERTY MANAGEMENT LTD.

Agent for the Owners

Strata Manager Alex Harrison

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>
--

STRATA CORPORATION BCS1570
“AQUA AT THE PARK”
550 PACIFIC STREET

**MINUTES OF THE STRATA COUNCIL MEETING OF THE OWNERS OF STRATA PLAN BCS1570,
“AQUA AT THE PARK”, HELD IN THE MEETING ROOM OF 550 PACIFIC ST VANCOUVER, BC,
ON THURSDAY, APRIL 21ST, 2011 AT 5:30 P.M.**

IN ATTENDANCE:

Louise Labuda – President

Jonathan Ma –Vice-President & Super Club Representative

Nasim Dadmanesh – Member at Large

Bo Zhang – Member at Large

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

Gus Ramirez, Senior Strata Agent

REGRETS:

David Hung – Treasurer

Lisa Koltun –Secretary

Royden Trainor – Member at Large

1. **ELECTION OF STRATA COUNCIL OFFICERS**

Rancho informed the Strata Council that in accordance to the Strata Corporation’s bylaws, the first Order of Business was the election of President, Vice-President, Treasurer, Secretary and Super Club Committee Representative. After discussion, it **MOVED, SECONDED, and CARRIED** to appoint the following members for the following positions:

Louise Labuda – President

Jonathan Ma –Vice-President & Super Club Representative

David Hung – Treasurer

Lisa Koltun –Secretary

2. **CALL TO ORDER**

There being a quorum, the meeting was officially called to order at 5:40 p.m.

3. **APPROVAL OF PREVIOUS MEETING MINUTES**

The Strata Council reviewed the Strata Council Meeting Minutes of February 7th, 2011. After discussion, it was **MOVED, SECONDED, and CARRIED** to approve the minutes as presented.

4. **FINANCIAL REPORT**

Due to the fact that this being the first meeting after the Annual General Meeting, the financial report will be presented to the Strata Council at the next Strata Council Meeting.

5. **BUSINESS ARISING FROM PREVIOUS MEETING/ANNUAL GENERAL MEETING ISSUES**

a) **Deficiency Update:**

In accordance with Mr. John Mendes’ presentation at the Annual General Meeting, the Strata Council instructed Rancho to confirm with Mr. Mendes that a letter has been issued to the Developer requesting the settlement on the outstanding deficiency items, as well as all the legal fees paid by the Strata Corporation to have various items resolved.

5. **BUSINESS ARISING FROM PREVIOUS MEETING/ANNUAL GENERAL MEETING ISSUES
CONT'D**

b) **Hot Water Riser Repair:**

As discussed via email, it was confirmed that Pacific West Plumbing and Heating has recently repaired a two (2) inch domestic hot water copper pipe riser in one (1) of the units.

c) **Pressure Reducing Valve Replacement:**

As discussed via email, it was confirmed that Pacific West Plumbing and Heating has recently replaced the isolation valve as well as the pressure reducing valve for the mid-zone of the building. The cost for the work as quoted was \$4,800 plus applicable taxes. The Strata Council received two (2) price quotations before proceeding with this work.

d) **Cleaning of the Exterior of the Building:**

As per the recent exterior five (5) year review that was completed, suggestions were made to have the exterior of the building cleaned including the balcony surfaces, concrete eyebrows and ledges around the building and the townhouses. As such, Rancho presented a price quotation from Champion Window Pressure Cleaning Services for approximately \$5,650 to complete the above-noted work. It was decided that the Strata Council will review this during the preparation of next year's operating budget.

e) **Annual General Meeting Items:**

i) **Powerwashing:**

At the recent Annual General Meeting, an Owner suggested to have the entrance of the building powerwashed. Following the Annual General Meeting, the building staff has completed this work. However, it has been noted that the concrete pavers are showing signs of discolouration. As such, the Strata Council instructed Rancho to obtain an opinion from a concrete specialist as to the cause of the discolouration of the pavers.

ii) **Security Cameras Viewing in Suites:**

Several Residents expressed concerns pertaining to the fact that they cannot view the cameras inside their suite, and previously they could. It was noted that this is potentially a problem with NOVUS and Residents that have high definition signal may not be able to view the cameras on their digital cable box. As such, the Strata Council will be contacting NOVUS in order to obtain instructions on how this can be bypassed so that Residents are able to view the security cameras on their televisions.

iii) **Top Portion of Storage Lockers:**

A concern was raised that some Residents have removed the top portion of the storage lockers in order to increase the area space of the lockers. The concierge is currently preparing a list of lockers that have done this, and infraction letter will be issued to those Residents accordingly. This presents a fire hazard and the mesh that has been removed will need to be replaced, which may have to be charged back to Owners.

iv) **Spring Cleanup:**

A suggestion was made to have a spring cleanup. The Strata Council will be coordinating this sometime in mid-May 2011, and notices will be circulated to Residents accordingly.

5. **BUSINESS ARISING FROM PREVIOUS MEETING/ANNUAL GENERAL MEETING ISSUES CONT'D**

e) **Annual General Meeting Items Cont'd:**

v) **Mirror by First Garage Door:**

A suggestion was made to install a mirror by the first garage door so that Residents can view the garage door as they are waiting for it to close, once they enter the parkade. After discussion, it was deemed that this is not necessary as Residents can view the gate via their vehicle's rearview mirror. A discussion then ensued pertaining to Residents not waiting for the garage door to close. Since all vehicles entering and exiting the garage are captured on video, following tonight's meeting, as per the Strata Corporation's bylaws, **fines will be issued accordingly to Residents that do not wait for the gate to fully close before driving away.**

vi) **Recycling Bin for Batteries and Light Bulbs:**

A suggestion was made to have a bin specifically for batteries and light bulbs. Rancho informed the Strata Council that Rancho will obtain further information on the cost of having this bin. Rancho also informed the Strata Council that if a bin is placed in the garbage room for batteries and light bulbs, the Strata Corporation will have to pay a regular reoccurring cost for the removal of such items.

6. **CORRESPONDENCE**

Owners are encouraged to write Strata Council c/o Rancho Management Services on any strata related matters (i.e. suggestions, concerns, complaints, etc.). Correspondence can be mailed to Rancho's office at #600-1190 Hornby Street, Vancouver, BC, V6Z 2K5, faxed to 604-684-1956, emailed to gramirez@ranchogroup.com, or left for the Strata Manager, Gus Ramirez, at the Concierge's desk.

The Strata Council reviewed various infraction letters that have been previously issued pertaining to Bylaw infractions, and also provided the Management Company with instructions on how to respond.

7. **NEW BUSINESS**

a) **Cigarette Butts and Items Thrown from Balconies:**

A discussion ensued pertaining to the ongoing issue of Residents in the higher floors throwing items such as cigarette butts onto the lower floor units. After discussion, the Strata Council instructed Rancho to issue a memo reminding Residents to be respectful of your neighbours and not throw any items from the balconies and windows as they land on the lower units, and could be a potential liability issue.

b) **Motorcycle Parking:**

A concern was raised by a Strata Council Member with regards to motorcycles being parked in the underground parkade in unassigned parking areas. After discussion, the Strata Council instructed Rancho to have an inspection completed and to inform those motorcycle Owners accordingly.

7. **NEW BUSINESS CONT'D**

c) **Reheat Tanks (Mid-Zone):**

During the replacement of the mid-zone pressure reducing valves, a mid-zone hot water tank malfunctioned and caused damage to some hallways and a few units in the building. Restoration services have been contacted, and Onside Restoration Services is in the process of drying out the affected areas and units. Once the final restoration costs are calculated and the cause of the malfunction determined, the Strata Council will make a decision as to liability and whether or not an insurance claim should be filed with the Strata Corporation's insurance company as the Strata Corporation water damage deductible is \$10,000.

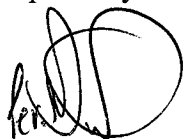
8. **NEXT MEETING**

The next Strata Council Meeting and has been scheduled for **Monday, May 30th, 2011, at 6:30 p.m.** to be held in the Meeting Room of 550 Pacific Street.

9. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 6:36 p.m.

Respectfully Submitted,



Gus Ramirez, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
Agent of Strata Plan BCS1570
600-1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: 604-684-4508 (24 HOUR EMERGENCY SERVICES)
Direct Line: 604-331-4251
Email: gramirez@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.



**RANCHO MANAGEMENT
SERVICES (B.C.) LTD.**

#600 – 1190 Hornby Street, Vancouver, BC V6Z 2K5
Phone: (604) 684-4508 Fax: (604) 684-1956

April 11, 2011

Owners of Strata Plan BCS1570
“Aqua at the Park”
550 Pacific Street
Vancouver, BC V6Z 3G2

Dear Owner(s):

Re: 2011/2012 Strata Fee Schedule for Strata Corporation BCS1570

Please find attached the minutes of the Annual General Meeting held on March 28th, 2011 and the 2011/2012 strata fee schedule.

As per the attached schedule, please note that there is a 1% increase in the overall strata fees, retroactive to February 1st, 2011.

The preferred method of paying your strata fees is the Pre-Authorized Debit Plan, whereby we can debit your account with your monthly strata fees. If you would like to take advantage of this convenient way to pay your strata fees, please complete and return the enclosed form to our office to the attention of our Accounts Receivable Department.

IMPORTANT: *For those Owners already on the Pre-Authorized Debit Plan (P.A.D.), you do not have to fill in the form again. Your strata fees will continue to be withdrawn from your account. Please note that the retro-active strata fees increase will be withdrawn from your account on May 1st, 2011. If you are paying your strata fees by way of cheques, please ensure to send a cheque for the strata fees increase difference (retro-active February 1st, 2011).*

Owners who wish to view the minutes online can do so by going into the Individual Strata Login link on our website at www.ranchovan.com. The access code for viewing BCS1570 meeting minutes is:

USERNAME: bcs1570
PASSWORD: aqua550

If you have any questions with regards to the above and/or enclosed, please do not hesitate to contact our Jonathan Chui, Accounts Receivable, at 604-331-4268 or email jchui@ranchogroup.com or the undersigned.

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

Agents for the Owners

Per:

Gus Ramirez
Senior Strata Agent
Direct: 604-331-4251
Email: gramirez@ranchogroup.com

GR/el.

Encls

STRATA-NTC2011BCS1570-5139

STRATA CORPORATION BCS1570
“AQUA AT THE PARK”
550 PACIFIC STREET
VANCOUVER, BC

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF “AQUA AT THE PARK”, STRATA PLAN BCS1570, HELD IN THE MULTIPURPOSE ROOM OF THE SUPER CLUB 1495 RICHARDS STREET, VANCOUVER, B.C. ON MONDAY, MARCH 28TH, 2010 AT 6:30 P.M.

IN ATTENDANCE:

36 Owners were represented at the Annual General Meeting, either in person or represented by proxy.

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

Gus Ramirez, Senior Strata Agent
Adam Wanono, Strata Agent

1. **CALL TO ORDER**

The meeting was officially called to order at 7:00 p.m. by the Strata Council President, Ms. Louise Labuda. Due to the fact that a quorum was not present, the meeting took place as per Bylaw 25 which states:

“If at the time appointed for a general meeting a quorum is not present, the meeting shall be adjourned for a period of thirty (30) minutes or upon the adjourned meeting shall be reconvened at the same place and the persons present in person or by proxy are entitled to vote shall constitute a quorum. A quorum is 1/3 of all the Owners entitled to vote.”

2. **CALLING THE ROLL AND CERTIFYING OF PROXIES**

Ms. Labuda confirmed that at the beginning of the Annual General Meeting that there were thirty-six (36) Owners present either in person or by proxy.

3. **FILING PROOF OF NOTICE OF MEETING**

As per the notice provisions of the *Strata Property Act*, Owners are required to be notified nineteen (19) days in advance of holding either a Special General Meeting or an Annual General Meeting.

The notice of the Annual General Meeting was mailed to all Owners on March 9th, 2011 which is 20 days prior to the meeting date. Therefore, it was **MOVED, SECONDED**, and **CARRIED** to file proof of notice of the Annual General Meeting dated March 9th, 2011 in accordance with the notice provisions of the *Strata Property Act*.

4. **MINUTES OF THE PREVIOUS MEETING**

The General Membership was advised that a copy of the minutes of the Annual General Meeting held on March 29th, 2010 was enclosed with the notice of the meeting for the Owners' review and approval.

There being no errors or omissions, it was **MOVED, SECONDED**, and **CARRIED** to approve the minutes of the Annual General Meeting held on March 29th, 2010 as presented.

5. PRESIDENT'S REPORT

The Strata Council President, Ms. Louise Labuda, presented to the Owners a list of items and accomplishments that the Strata Council completed throughout the past year. She also thanked all the Strata Council Members for their efforts throughout the year. Some of the key items that were completed throughout the year include the following:

- The five (5) year building warranty review which was completed by Morrison Hershfield.
- The spring cleanup/junk removal service were provided to all residents as it helps prevent junk built up in the garbage room of the building.
- New mats have been installed at the entrances of the building as the old ones were in need of replacement due to regular wear and tear.
- Roller dolly: The Strata Council has purchased a roller dolly for the building which is made available upon request for assisting residents with moving heavy items in and out of the building. This roller dolly is located in the Concierge's Desk.

In conclusion, Ms. Labuda thanked her fellow Council Members for all their work and effort throughout the 2010/2011 fiscal period. The Strata Council for 2010/2011 fiscal period included the following Owners:

Jonathan Ma
David Hung
Nasim Dadmanesh
Louise Labuda
Royden Trainor
Lisa Koltun

Deficiency Update:

Ms. Lisa Koltun gave a brief report pertaining to last year's special levy pertaining to the following deficiency items as follows:

- Elevator: Legal action against Richmond Elevator resulted in elevators being completely refurbished at no additional cost. The testing and auditing of the elevators were completed by independent contractors and BC Safety.
- Enterphone: The enterphone was fixed
- Suite Order: Issues with Owner suite resolved which held up legal action. Concord deficiency and legal fees added to original claim.
- Building Caulking
- The Strata's lawyer was asked to set up final settlement conference with Concord. The settlement includes all legal fees coverage pent in 2010, and sufficient funds to address caulking, driveway, and other expenses related to the above.

5. **PRESIDENT'S REPORT CONT'D**

Super Club Committee:

The Owners were informed by Mr. Jonathan Ma the following major items were completed in the Super Club throughout the past year:

- New waster container, located outside 550 Pacific Street.
- Gym area: Three (3) new aerobic bikes have been added to the gym area for all residents' usage.
- Steam Room settlement
- New lounge chairs for the pool deck.
- Upgrades to the Guest Suite (including hardwood floors, new bed mattress, and LCD T.V.). Mr. Jonathan Ma would like to encourage residents to take advantages of these new upgrades to the Super Club.

6. **FINANCIAL REPORT**

The Treasurer, Mr. David Hung, presented the year-end financial statements for Strata Plan BCS1570 for the period ending January 31st, 2011. Mr. Hung noted that the Strata Corporation ended the fiscal period with an operating deficit of approximately \$6,879.01.

After further discussion, followed by a PowerPoint presentation and several questions from the Owners, it was **MOVED, SECONDED, and CARRIED** to approve the financial statements for the period ending January 31st, 2011 as presented.

7. **PROPOSED OPERATING BUDGET FOR 2011/2012**

Mr. David Hung reviewed the proposed operating budget for the 2011/2012 fiscal period and the assumptions used for calculating the anticipated revenues and expenses. He informed the Owners that the proposed operating budget calls for a 1% increase in the overall strata fees.

After discussion and PowerPoint presentation, it was **MOVED, SECONDED, and CARRIED** to approve the proposed operating budget for the 2011/2012 fiscal period with a **1% increase** in the overall strata fees, as presented. (Thirty-six (36) in favour, zero (0) abstention, zero (0) opposed)

<p>*The 1.0% increase in Strata Fees will be retroactive to February 1st, 2011*</p>

8. **¾ VOTE RESOLUTION:**

a) **Resolution "A":**

"A ¾ Vote Resolution to approve the use of up to \$6,879 from the Contingency Fund to eliminate the fiscal period 2010/2011 operating deficit".

The Owners of Strata Plan BCS1570, Aqua at the Park, has ended the operating fiscal period with an operating deficit of \$6,879. The Owners must eliminate this deficit, pursuant to Section 105(2) of the *Strata Property Act*.

8. ¾ VOTE RESOLUTION CONT'D:

a) Resolution "A" Cont'd:

The ¾ Vote Resolution as presented was **MOVED** and **SECONDED**. The floor was then opened for discussion. After a brief question and answer period, the ¾ Vote Resolution was put to a vote and it **CARRIED**. (Thirty-six (36) in favour, zero (0) abstention, zero (0) opposed)

b) Resolution "B":

"A ¾ Vote Resolution to authorise the Strata Council to terminate its current contract with two (2) months' notice and to tender the strata management contract of the building in an open bidding process".

The Owners of Strata Plan BCS1570, Aqua at the Park, have a contract for Property Management Services and Council wants to have the authority to put the contract out to tender each year to ensure the best value for the Owners.

The Strata Council had requested Rancho not be present throughout the duration of the Strata Corporation's discussion period. At that time, Rancho left the room.

After a brief discussion period, the Strata Council President, Ms. Louise Labuda, requested that Rancho be present again in the meeting. It was **MOVED**, **SECONDED**, and **CARRIED** to approve Resolution B as presented. (Twenty (20) in favour, sixteen (16) abstentions, zero (0) opposed)

9. INSURANCE REPORT

Ms. Nasim Dadmanesh informed the Owners that the building is currently being insured for \$35,291,000 with \$10 million coverage for General Liability and \$5 million coverage for Directors and Officers (Strata Council). Deductibles are as follows: 10% for earthquake, \$100 for glass, \$10,000 for flood, \$10,000 for water related damage, \$1,000 for all property risks, \$25,000 for pollution liability, \$250 for lock and key, \$1,000 for boiler and machinery, and \$2,500 for sewer backup damage.

Owners were also reminded that the Strata Corporation's Insurance Policy does not provide for individual contents, including in-suite betterments and improvements (i.e. clothing, furniture, decorating, upgrading of carpets, flooring, etc). **Owners must carry their own insurance for such coverage including any improvements and liability.** Furthermore, the Strata Corporation's Insurance Policy only provides coverage for original fixtures within the Strata Lots (i.e. original carpets, original cabinets, etc) that were installed by the Developer. All Investor Owners are also asked to ensure that they have their own insurance coverage for their rental units in the event of loss of revenue.

After discussion, it was **MOVED**, **SECONDED**, and **CARRIED** to approve the reports on insurance as presented.

10. **ELECTION OF STRATA COUNCIL MEMBERS FOR 2011/2012**

Pursuant to provision of the *Strata Property Act*, Council Members for 2011/2012 automatically retire at the end of the fiscal period. The floor was opened up for nomination to serve on the 2011/2012 Strata Council.

The Owners thanked the Strata Council for their efforts throughout the past year and for volunteering their time in service to the Strata Corporation. Strata Council received applause as a gesture of appreciation from the Owners. It was **MOVED, SECONDED, and CARRIED** to elect the following volunteers by acclamation to serve on the Strata Council for the upcoming term:

Louise Labuda
John Cloutier
Jonathan Ma
David Hung
Lisa Koltun
Nasim Dadmanesh
Bo Zhang

There being no other volunteers, it was **MOVED, SECONDED, and CARRIED** to declare the Owners duly elected.

11. **NEW BUSINESS**

a) **Enterphone Camera/Television:**

An Owner raised a concern pertaining to the building enterphone's cameras system as he is unable to view the camera on his television due to his carrier (Shaw). He would like Rancho to follow up with the service provider Shaw and figure why it is not compatible for his viewing usage.

b) **Powerwashing:**

A resident suggested having various areas around the building powerwashed. The Owners were informed that the maintenance staff will be doing this in the spring.

12. **TERMINATION**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 7:50 p.m.

Respectfully Submitted,



Gus Ramirez, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
Agent of Strata Plan BCS1570
600-1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: (604) 684-4508 (**24 HOUR EMERGENCY SERVICES**)
Direct Line: (604) 331-4251
Email: gramirez@ranchogroup.com

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, 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 PLAN BCS1570
"AQUA AT THE PARK"
APPROVED 2011-2012 STRATA FEE SCHEDULE
(Effective - February 1st, 2011)

STRATA LOT	SUITE NO.	UNIT ENTITLE.	OPER FUND CONTRIBUTION	CRF FUND CONTRIBUTION	MONTHLY STRATA FEES
1	1418	99	\$429.64	\$27.87	\$457.52
2	1428	95	\$412.28	\$26.75	\$439.03
3	1438	97	\$420.96	\$27.31	\$448.27
4	101	100	\$433.98	\$28.16	\$462.14
5	102	78	\$338.51	\$21.96	\$360.47
6	201	100	\$433.98	\$28.16	\$462.14
7	301	99	\$429.64	\$27.87	\$457.52
8	302	98	\$425.30	\$27.59	\$452.90
9	303	70	\$303.79	\$19.71	\$323.50
10	305	84	\$364.55	\$23.65	\$388.20
11	306	71	\$308.13	\$19.99	\$328.12
12	307	51	\$221.33	\$14.36	\$235.69
13	308	71	\$308.13	\$19.99	\$328.12
14	501	99	\$429.64	\$27.87	\$457.52
15	502	98	\$425.30	\$27.59	\$452.90
16	503	70	\$303.79	\$19.71	\$323.50
17	505	84	\$364.55	\$23.65	\$388.20
18	506	71	\$308.13	\$19.99	\$328.12
19	507	51	\$221.33	\$14.36	\$235.69
20	508	71	\$308.13	\$19.99	\$328.12
21	601	99	\$429.64	\$27.87	\$457.52
22	602	98	\$425.30	\$27.59	\$452.90
23	603	70	\$303.79	\$19.71	\$323.50
24	605	84	\$364.55	\$23.65	\$388.20
25	606	71	\$308.13	\$19.99	\$328.12
26	607	51	\$221.33	\$14.36	\$235.69
27	608	71	\$308.13	\$19.99	\$328.12
28	701	99	\$429.64	\$27.87	\$457.52
29	702	98	\$425.30	\$27.59	\$452.90
30	703	70	\$303.79	\$19.71	\$323.50
31	705	84	\$364.55	\$23.65	\$388.20
32	706	71	\$308.13	\$19.99	\$328.12
33	707	51	\$221.33	\$14.36	\$235.69
34	708	71	\$308.13	\$19.99	\$328.12
35	801	99	\$429.64	\$27.87	\$457.52
36	802	98	\$425.30	\$27.59	\$452.90
37	803	70	\$303.79	\$19.71	\$323.50
38	805	84	\$364.55	\$23.65	\$388.20
39	806	71	\$308.13	\$19.99	\$328.12
40	807	51	\$221.33	\$14.36	\$235.69
41	808	71	\$308.13	\$19.99	\$328.12
42	901	99	\$429.64	\$27.87	\$457.52
43	902	98	\$425.30	\$27.59	\$452.90

STRATA PLAN BCS1570
"AQUA AT THE PARK"
APPROVED 2011-2012 STRATA FEE SCHEDULE
(Effective - February 1st, 2011)

STRATA LOT	SUITE NO.	UNIT ENTITLE.	OPER FUND CONTRIBUTION	CRF FUND CONTRIBUTION	MONTHLY STRATA FEES
44	903	70	\$303.79	\$19.71	\$323.50
45	905	84	\$364.55	\$23.65	\$388.20
46	906	71	\$308.13	\$19.99	\$328.12
47	907	51	\$221.33	\$14.36	\$235.69
48	908	71	\$308.13	\$19.99	\$328.12
49	1001	99	\$429.64	\$27.87	\$457.52
50	1002	98	\$425.30	\$27.59	\$452.90
51	1003	70	\$303.79	\$19.71	\$323.50
52	1005	84	\$364.55	\$23.65	\$388.20
53	1006	71	\$308.13	\$19.99	\$328.12
54	1007	51	\$221.33	\$14.36	\$235.69
55	1008	71	\$308.13	\$19.99	\$328.12
56	1101	99	\$429.64	\$27.87	\$457.52
57	1102	98	\$425.30	\$27.59	\$452.90
58	1103	70	\$303.79	\$19.71	\$323.50
59	1105	84	\$364.55	\$23.65	\$388.20
60	1106	71	\$308.13	\$19.99	\$328.12
61	1107	51	\$221.33	\$14.36	\$235.69
62	1108	71	\$308.13	\$19.99	\$328.12
63	1201	99	\$429.64	\$27.87	\$457.52
64	1202	98	\$425.30	\$27.59	\$452.90
65	1203	70	\$303.79	\$19.71	\$323.50
66	1205	84	\$364.55	\$23.65	\$388.20
67	1206	71	\$308.13	\$19.99	\$328.12
68	1207	51	\$221.33	\$14.36	\$235.69
69	1208	71	\$308.13	\$19.99	\$328.12
70	1501	99	\$429.64	\$27.87	\$457.52
71	1502	98	\$425.30	\$27.59	\$452.90
72	1503	70	\$303.79	\$19.71	\$323.50
73	1505	84	\$364.55	\$23.65	\$388.20
74	1506	71	\$308.13	\$19.99	\$328.12
75	1507	51	\$221.33	\$14.36	\$235.69
76	1508	71	\$308.13	\$19.99	\$328.12
77	1601	99	\$429.64	\$27.87	\$457.52
78	1602	98	\$425.30	\$27.59	\$452.90
79	1603	70	\$303.79	\$19.71	\$323.50
80	1605	84	\$364.55	\$23.65	\$388.20
81	1606	71	\$308.13	\$19.99	\$328.12
82	1607	51	\$221.33	\$14.36	\$235.69
83	1608	71	\$308.13	\$19.99	\$328.12
84	1701	99	\$429.64	\$27.87	\$457.52
85	1702	98	\$425.30	\$27.59	\$452.90

STRATA PLAN BCS1570
"AQUA AT THE PARK"
APPROVED 2011-2012 STRATA FEE SCHEDULE
(Effective - February 1st, 2011)

STRATA LOT	SUITE NO.	UNIT ENTITLE.	OPER FUND CONTRIBUTION	CRF FUND CONTRIBUTION	MONTHLY STRATA FEES
86	1703	70	\$303.79	\$19.71	\$323.50
87	1705	84	\$364.55	\$23.65	\$388.20
88	1706	71	\$308.13	\$19.99	\$328.12
89	1707	51	\$221.33	\$14.36	\$235.69
90	1708	71	\$308.13	\$19.99	\$328.12
91	1801	99	\$429.64	\$27.87	\$457.52
92	1802	98	\$425.30	\$27.59	\$452.90
93	1803	70	\$303.79	\$19.71	\$323.50
94	1805	84	\$364.55	\$23.65	\$388.20
95	1806	71	\$308.13	\$19.99	\$328.12
96	1807	51	\$221.33	\$14.36	\$235.69
97	1808	71	\$308.13	\$19.99	\$328.12
98	1901	99	\$429.64	\$27.87	\$457.52
99	1902	98	\$425.30	\$27.59	\$452.90
100	1903	70	\$303.79	\$19.71	\$323.50
101	1905	84	\$364.55	\$23.65	\$388.20
102	1906	71	\$308.13	\$19.99	\$328.12
103	1907	51	\$221.33	\$14.36	\$235.69
104	1908	71	\$308.13	\$19.99	\$328.12
105	2001	99	\$429.64	\$27.87	\$457.52
106	2002	98	\$425.30	\$27.59	\$452.90
107	2003	70	\$303.79	\$19.71	\$323.50
108	2005	84	\$364.55	\$23.65	\$388.20
109	2006	71	\$308.13	\$19.99	\$328.12
110	2007	51	\$221.33	\$14.36	\$235.69
111	2008	71	\$308.13	\$19.99	\$328.12
112	2101	99	\$429.64	\$27.87	\$457.52
113	2102	98	\$425.30	\$27.59	\$452.90
114	2103	70	\$303.79	\$19.71	\$323.50
115	2105	84	\$364.55	\$23.65	\$388.20
116	2106	71	\$308.13	\$19.99	\$328.12
117	2107	51	\$221.33	\$14.36	\$235.69
118	2108	71	\$308.13	\$19.99	\$328.12
119	2201	99	\$429.64	\$27.87	\$457.52
120	2202	98	\$425.30	\$27.59	\$452.90
121	2203	70	\$303.79	\$19.71	\$323.50
122	2205	84	\$364.55	\$23.65	\$388.20
123	2206	71	\$308.13	\$19.99	\$328.12
124	2207	51	\$221.33	\$14.36	\$235.69

STRATA PLAN BCS1570
"AQUA AT THE PARK"
APPROVED 2011-2012 STRATA FEE SCHEDULE
(Effective - February 1st, 2011)

STRATA LOT	SUITE NO.	UNIT ENTITLE.	OPER FUND CONTRIBUTION	CRF FUND CONTRIBUTION	MONTHLY STRATA FEES
125	2208	71	\$308.13	\$19.99	\$328.12
126	2301	99	\$429.64	\$27.87	\$457.52
127	2302	98	\$425.30	\$27.59	\$452.90
128	2303	70	\$303.79	\$19.71	\$323.50
129	2305	84	\$364.55	\$23.65	\$388.20
130	2306	71	\$308.13	\$19.99	\$328.12
131	2307	51	\$221.33	\$14.36	\$235.69
132	2308	71	\$308.13	\$19.99	\$328.12
133	2501	99	\$429.64	\$27.87	\$457.52
134	2502	98	\$425.30	\$27.59	\$452.90
135	2503	70	\$303.79	\$19.71	\$323.50
136	2505	84	\$364.55	\$23.65	\$388.20
137	2506	71	\$308.13	\$19.99	\$328.12
138	2507	51	\$221.33	\$14.36	\$235.69
139	2508	71	\$308.13	\$19.99	\$328.12
140	2601	99	\$429.64	\$27.87	\$457.52
141	2602	151	\$655.31	\$42.51	\$697.83
142	2603	112	\$486.06	\$31.53	\$517.59
143	2605	105	\$455.68	\$29.56	\$485.24
144	2701	99	\$429.64	\$27.87	\$457.52
145	2702	151	\$655.31	\$42.51	\$697.83
146	2703	112	\$486.06	\$31.53	\$517.59
147	2705	105	\$455.68	\$29.56	\$485.24
		11,839	\$51,379.17	\$3,333.33	\$54,712.50

Pre-Authorized Debit (PAD) Plan – Strata

FAX: (604) 684-1956

ATTACH VOID
CHEQUE HERE

STRATA PLAN: BCS1570

STRATA LOT NO.: _____

UNIT NO.: _____

- 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:
 - 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.
 - Authorized one-time or sporadic debits.
 - 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.
- 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.
- 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.
- 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.
- 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.
- 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. – 701 – 1190 Homby 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.

STRATA CORPORATION BCS1570
“AQUA AT THE PARK”
550 PACIFIC STREET

MINUTES OF THE STRATA COUNCIL MEETING OF THE OWNERS OF STRATA PLAN BCS1570, “AQUA AT THE PARK”, HELD IN THE MEETING ROOM OF 550 PACIFIC ST VANCOUVER, BC, ON MONDAY, FEBRUARY 7th, 2011 AT 6:30 P.M.

IN ATTENDANCE:

David Hung	Louise Labuda
Nasim Dadmanesh	Lisa Koltun
Jonathan Ma	

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

Gus Ramirez, Senior Strata Agent

REGRETS:

Royden Trainor

1. **CALL TO ORDER**

There being a quorum, the meeting was officially called to order at 6:30 p.m.

2. **APPROVAL OF PREVIOUS MINUTES**

The Strata Council reviewed the Strata Council meeting minutes of Monday, January 10th, 2011. After discussion, it was **MOVED, SECONDED**, and **CARRIED** to approve the Strata Council meeting minutes of Monday, January 10th, 2011 as presented.

4. **FINANCIAL REPORT**

The Treasurer presented to the Strata Council the financial statements for the periods ending December 31st, 2010, and January 31st, 2011. It was noted that on the financial statements of January 31st, 2011 that the Strata Corporation had incurred an operating deficit of approximately \$6,880. The value of the contingency fund was \$249,204.

Accounts Receivables:

Rancho provided Strata Council an up to date accounts receivables list and it was noted that as of tonight's meeting, there is an approximate \$3,700 outstanding in terms of fees owed to the Strata Corporation.

After discussion, it was **MOVED, SECONDED** and **CARRIED** to approve the financial statements for the periods ending December 31st, 2010, and January 31st, 2011, as presented.

5. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Deficiency Update/Odour Problem:**

Rancho informed the Strata Council that, as per instructions given at the previous Strata Council Meeting, Mr. John Mendes has recently issued a letter to Concord Pacific in an effort to arrive at a settlement for the outstanding deficiency items. Once a response has been received, it will be presented to the Strata Council.

5. **BUSINESS ARISING FROM PREVIOUS MEETING CONT'D**

b) **Lobby Mats:**

As per instructions give at the previous Council Meeting, Rancho presented a second price quotation from Wood Wyantt for replacing the existing mats in the lobby and adding a runner-style mat in front of the elevator area. The total cost for the two (2) mats is \$447.70 and the runner mat is \$349.02. After discussion, it was **MOVED, SECONDED, and CARRIED** to proceed with replacing the two (2) mats for a cost of \$447.70.

c) **Landscaping Contract:**

Rancho presented a proposal from Paraspace Landscaping for the landscaping season of February 1, 2011 – January 31st, 2012, for a total cost of \$16, 295 inclusive of taxes and inclusive of the optional services offered by Paraspace Landscaping. After discussion, and before proceeding with the extras column, the Strata Council requested that Rancho forward a copy of the contract to the Strata Council via e-mail, so that they can review the optional services and what they entail.

d) **Common Area Cleaning Contract:**

Rancho presented a renewal for the common area cleaning contract with 5-Star Building Services. After reviewing the contract, it was decided to cancel the cleaning on statutory holidays as the cost for this throughout the year is approximately \$2,661, and also to have all the lobby floors scrubbed twice per year.

e) **Exterior Garbage Bin:**

The Strata Council was informed that the Super Club Committee has agreed to pay for the cost of having a garbage bin along Pacific Street.

f) **2011/2012 Proposed Operating Budget and Annual Meeting Date:**

The Strata Council agreed that the Annual General Meeting should take place on Monday, March 28th, 2011, and as such, in accordance with the notice provisions of the *Strata Property Act*, notice of the meeting will be sent to all Owners, at least 19 days prior to the meeting.

The Strata Council was also presented with a draft of the proposed operating budget for the 2011/2012 fiscal period. After review of the budget, and making some changes to it, it was noted that the budget assumes a 2% increase in the overall strata fees. A detailed review of the budget then ensued. After discussion, it was agreed to present this budget to the Owners at the Annual General Meeting.

6. **NEW BUSINESS**

a) **Temperature in Parkade Lobby:**

A concern was raised by the Strata Council with regard to the temperature in the parkade lobby, which appears to be high. After discussion, the Strata Council instructed Rancho to have the building staff look into this.

b) **Ongoing Noise:**

The Strata Council reviewed and discussed a situation pertaining to a unit that is causing noise disturbances to another unit in the building, and has been ongoing for several months. However, the Concierge has recently been able to confirm the noise, and the Strata Council therefore discussed steps for resolving this issue.

7. **CORRESPONDENCE**

Owners are encouraged to write Strata Council c/o Rancho Management Services on any strata related matters (i.e. suggestions, concerns, complaints, etc.). Correspondence can be mailed to Rancho's office at #600-1190 Hornby Street, Vancouver, BC, V6Z 2K5, faxed to Rancho's office at 604-684-1956, emailed to gramirez@ranchogroup.com, or left for the Strata Manager, Gus Ramirez, at the Concierge's desk.

The Strata Council reviewed various infraction letters that have been previously issued pertaining to Bylaw infractions, and also provided the Management Company with instructions on how to respond.

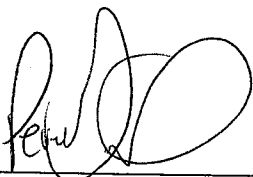
8. **NEXT MEETING**

The next meeting will be the Annual General Meeting and has been scheduled for **Monday, March 28th, 2011, at 6:30 p.m. in the Multi-Purpose Room at 1495 Richards St. Vancouver, BC.** Notice of the Annual General Meeting will be sent to all Owners in accordance with the notice provisions of the *Strata Property Act*.

9. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:31p.m.

Respectfully Submitted,



Gus Ramirez, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
Agent of Strata Plan BCS1570
600-1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: 604-684-4508 (24 HOUR EMERGENCY SERVICES)
Direct Line: 604-331-4251
Email: gramirez@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: 604 331-4279. 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.

STRATA CORPORATION BCS1570
“AQUA AT THE PARK”
550 PACIFIC STREET

MINUTES OF THE STRATA COUNCIL MEETING OF THE OWNERS OF STRATA PLAN BCS1570, “AQUA AT THE PARK”, HELD IN THE MEETING ROOM OF 550 PACIFIC ST VANCOUVER, BC, ON THURSDAY, DECEMBER 2, 2010 AT 6:30 P.M.

IN ATTENDANCE:

David Hung	Louise Labuda
Nasim Dadmanesh	Lisa Koltun
Royden Trainor	

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

Gus Ramirez, Senior Strata Agent

REGRETS:

Jonathan Ma

1. **CALL TO ORDER**

There being a quorum, the meeting was officially called to order at 6:30 p.m.

2. **APPROVAL OF PREVIOUS MINUTES**

The Strata Council reviewed the Strata Council meeting minutes of Thursday, November 4th, 2010. After discussion, it was **MOVED, SECONDED**, and **CARRIED** to approve the Strata Council meeting minutes of November 4th, 2010 as presented.

4. **FINANCIAL REPORT**

The Treasurer presented to the Strata Council the financial statements for the periods ending September 30 and October 31, 2010. It was noted that on the financial statements of October 31, 2010 that the Strata Corporation had incurred an operating surplus of approximately \$9,138. The value of the contingency fund was \$240,293.

Accounts Receivables:

Rancho provided Strata Council an up to date accounts receivables list and it was noted that as of tonight's meeting, there is an approximate \$2,212 outstanding in terms of fees owed to the Strata Corporation.

After discussion, it was **MOVED, SECONDED** and **CARRIED** to approve the financial statements for the periods ending September 30 and October 31, 2010 as presented.

5. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Deficiency Update/Odour Problem:**

Rancho informed the Strata Council that as per discussion at the previous Council Meeting, Precision Air is in the process of having the air in the building balanced. Further, all of the fire separation issues have been addressed in the common area hallway.

The Strata Council was also informed that Mr. John Mendes (Strata Lawyer) is in the process of attempting to schedule hearing with the Developer and a mediator sometime in January in order to

5. **BUSINESS ARISING FROM PREVIOUS MEETING CONT'D**

- a) **Deficiency Update/Odour Problem – Cont'd:**
resolve the outstanding items. Further updates will be provided to the Strata Council as they become available.
- b) **Exterior Review:**
Rancho informed the Strata Council that as per the approval at the previous Council Meeting, Morrison Hershfield has now completed the five (5) year exterior review. A copy of the report was presented to the Strata Council for review. It was noted that in summary, the building is not experiencing any water ingress problems and Morrison Hershfield has recommended some maintenance issues, such as cleaning of bricks and other exterior surfaces. These items will be looked at during the next window cleaning work.
- c) **Dog Clean Up Station and Receptacle Bin:**
As per the request at the previous Council Meeting, Rancho provided a price quotation for adding a new garbage receptacle on the exterior of the building for approximately \$1,540. Rancho also provided a price quotation for having a dog clean up station for \$686 plus applicable taxes. After discussion, the Strata Council instructed Rancho to have this item presented to the Super Club Committee and suggested the receptacle bin be placed in a central exterior area which could be shared which in turn becomes a Super Club issue.
- d) **Security Camera:**
Rancho provided a proposal from Panoramic Technologies for adding two (2) cameras in the entrance of the building in order to have coverage of the exterior entrance areas. The cost of the two (2) cameras is \$3,250 plus applicable taxes. After discussion, it was decided to **TABLE** this item for discussion at a further date, after the Super Club Committee has reviewed the receptacle bin request.

6. **CORRESPONDENCE**

Owners are encouraged to write Strata Council c/o Rancho Management Services on any strata related matters (i.e. suggestions, concerns, complaints, etc.). Correspondence can be mailed to Rancho's office at #600-1190 Hornby Street, Vancouver, BC, V6Z 2K5, faxed to Rancho's office at 604-684-1956, emailed to gramirez@ranchogroup.com, or left for the Strata Manager, Gus Ramirez, at the Concierge's desk.

The Strata Council reviewed various infraction letters that have been previously issued pertaining to Bylaw infractions, and also provided the Management Company with instructions on how to respond.

7. **NEW BUSINESS**

- a) **Mats:**
A suggestion was made by a Strata Council Member to look into replacing the mats on the exterior entrances of the building, and to possibly have runner mats placed throughout the lobby during the rainy season. After discussion, the Strata Council instructed Rancho to have prices obtained for these items.

7. **NEW BUSINESS – CONT'D**

b) **Side Entrance Door:**

A concern was made by a Strata Council Member in regards to the intermittent problems with the side entrance door which are causing the door not to close at all times. Part of the problem could be that there is a sensor above the door which opens the door automatically whenever someone stands in front of it. After discussion, the Strata Council instructed Rancho to have the Building Staff adjust the door closer and to deactivate the door sensor.

c) **Booking of Moves:**

The Strata Council reviewed a situation wherein a Resident booked a move and when they arrived at the building to complete the move, the Concierge had a different date noted in the booking form. As such, the Strata Council instructed Rancho to have all bookings confirmed by the Concierge via email so that there are no miscommunications in the future, such as the above.

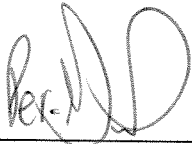
8. **NEXT MEETING**

The next meeting will be a Strata Council Meeting and has been scheduled for **Monday, January 10, 2011, at 6:30 p.m.** to be held in the lobby of 550 Pacific Street.

9. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 7:36 p.m.

Respectfully Submitted,



Gus Ramirez, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
Agent of Strata Plan BCS1570
600-1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: 604-684-4508 (**24 HOUR EMERGENCY SERVICES**)
Direct Line: 604-331-4251
Email: gramirez@ranchogroup.com

HOLIDAY GREETINGS

At this time, Rancho Management Services would like to wish everyone the best of the Holiday Season!

Please note that during the Christmas Holidays and the New Year period any emergency situations can be handled by contacting Rancho's 24 hour emergency number.

RANCHO'S CHRISTMAS HOURS

FRIDAY, DECEMBER 10	CLOSED AT 1:00 PM
FRIDAY, DECEMBER 24	CLOSED AT 3:00 PM
MONDAY, DECEMBER 27	CLOSED
TUESDAY, DECEMBER 28	CLOSED
FRIDAY, DECEMBER 31	CLOSED AT 3:00 PM
MONDAY, JANUARY 3	CLOSED

WORK AUTHORIZATION AND AGREEMENT

Name of Client: Strata Plan LMS 1716 c/o Rancho Property Management
Address of Client: #600 – 1190 Hornby Street, Vancouver, BC, V6Z 2K5
Date, Job Number: 12/10/2010, 10-10-92621

I/We hereby authorize On Side Restoration Services Ltd. to perform all necessary repairs and restoration work (the "Repairs") to the building and premises located at:

Unit 2102 - 867 Hamilton Street Vancouver, BC V6B 6B7
Address (the "Property")
due to damage caused by Water Ingress From Ext.

The Repairs are to include:

- (GL) Initial Emergency clean up or repair;
- (GL) Initial Cleaning and restoration of contents;
- (GL) Initial Structural repairs;
- (CR) Initial Other as set out on attached Schedule "A".

I/We (the undersigned) Acknowledge and Agree to the Following Terms and Conditions:

- On Side Restoration Services Ltd. is hereby authorized to commence the Repairs on the Property.
- On Side Restoration Services Ltd. may disclose personal information necessary for the completion of the Repairs to insurance adjusters and agents, insurance companies, engineers, subtrades, material suppliers, service providers, Federal, Provincial and Municipal authorities and others as deemed necessary. I/We hereby give consent to such disclosure in accordance with the provisions of the *Personal Information Protection and Electronic Documents Act* and the *Personal Information Protection Act*.
- On Side Restoration Services Ltd. is hereby instructed to direct the invoice(s) to the appropriate insurance representative and shall be paid directly the full invoiced amount within 30 days from the date of the invoice(s).
- I/We appoint On Side Restoration Services Ltd. to act with the authority of a Limited Power of Attorney to deposit any co-payable cheque(s) from my/our insurance company.
- I/We acknowledge and agree that if for any reason my/our insurance company should deny payment for the invoice(s) that I/we will be liable to On Side Restoration Services Ltd., jointly and severally, for payment of the same and I/we will pay the invoice(s) within 30 days from the date of the invoice(s).
- I/We agree that if I/we are registered with a GST or HST number we must pay the GST or HST portion of my/our claim as set out on the invoice(s) directly to On Side Restoration Services Ltd. within 30 days from the date of the invoice since we may be entitled to a GST or HST refund from the government.
- I/We agree that the payment of any insurance deductible (if applicable) is hereby payable to On Side Restoration Services Ltd. to be applied against the invoice(s).
- I/We irrevocably authorize my/our insurance company, to pay all amounts invoiced directly to On Side Restoration Services Ltd. I/we further irrevocably assign to On Side Restoration Services Ltd. all insurance proceeds in relation to the Repairs.
- I/We agree that any extra materials and/or labour requested and which are not covered by insurance will be paid by the undersigned within 30 days of the invoice and is subject to a 21% markup for contractor's overhead and profit.
- I/We agree to pay interest on overdue invoices at the rate of 18% per annum (1.5% per month).

DATED: Dec. 13/10

X [Signature] X
Signature(s) (Authorized Signatory if Company)

[Signature]
Name(s) (Please Print)

Address

Telephone Number

STRATA CORPORATION BCS1570
"AQUA AT THE PARK"
550 PACIFIC STREET

**MINUTES OF THE STRATA COUNCIL MEETING OF THE OWNERS OF STRATA PLAN BCS1570,
"AQUA AT THE PARK", HELD IN THE MEETING ROOM OF 550 PACIFIC ST VANCOUVER, BC,
ON THURSDAY, NOVEMBER 4th, 2010 AT 6:30 P.M.**

IN ATTENDANCE:

David Hung
Jonathan Ma

Louise Labuda

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

Gus Ramirez, Senior Strata Agent
Adam Wanono, Strata Agent

REGRETS:

Nasim Dadmanesh
Royden Trainor

Lisa Koltun

1. **CALL TO ORDER**

There being a quorum, the meeting was officially called to order at 6:30 p.m.

2. **GUEST PRESENTATION**

An Owner attended tonight's meeting to discuss several concerns that she has. The Owner stated that she would like to see the landscaping improved in front of the building's main entrance on Pacific Street. The Owner informed the Strata Council that there is a missing palm tree in the front of the building, and has requested that it be replaced. The Owner has also asked the Strata Council to send out a notice reminding all Residents to clean up after their dogs, and monitor the grass in front of the building as this has become a problem area. After discussion, the Strata Council thanked the Owner for attending tonight's meeting, and for her input. The Owner was then excused from the meeting. The Strata Council then discussed the matter, and instructed Rancho on how to respond.

3. **APPROVAL OF PREVIOUS MINUTES**

The Strata Council reviewed the Strata Council meeting minutes of Monday, October 4th, 2010. After discussion, it was **MOVED, SECONDED**, and **CARRIED** to approve the Strata Council meeting minutes of October 4th, 2010 as presented.

4. **FINANCIAL REPORT**

As financial statements were not available in time for review by the Strata Council, the review of financial statements was **TABLED** until the next Strata Council Meeting.

5. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Deficiency Update Odour Problem:**

Rancho updated the Strata Council with regard to the unit with the odour problem. It was confirmed that Precision Air will have the air in the building balanced for a cost of \$1,765 + applicable taxes.

5. **BUSINESS ARISING FROM PREVIOUS MEETING CONT'D**

a) **Exterior Review:**

The Strata Council was presented with the 5-year Building Exterior Review proposal from Morrison-Herschfield. This proposal was in the total amount of \$5,200 + applicable taxes. Rancho informed the Strata Council that this should be completed as the building's 5-year Building Envelope Warranty expires in December 2010. After discussion, it was **MOVED, SECONDED, and CARRIED** to proceed with the above-noted work.

b) **HVAC Repairs:**

Rancho presented two (2) price quotations from Pacific West Plumbing, Heating and Air Condition Ltd. with regard to general maintenance of the building's HVAC system. The first price quotation was in the total amount of \$3,715 + applicable taxes, for the supply and install of one (1) new, second stage compressor. The second price quotation was in the total amount of \$750 + applicable taxes, for the supply and install of one (1) new condex fan to the building's air conditioning system for the main hydro vault room. Council instructed Rancho to obtain further quotes for this work.

6. **CORRESPONDENCE**

Owners are encouraged to write Strata Council c/o Rancho Management Services on any strata related matters (i.e. suggestions, concerns, complaints, etc.). Correspondence can be mailed to Rancho's office at #600-1190 Hornby Street, Vancouver, BC, V6Z 2K5, faxed to Rancho's office at 604-684-1956, emailed to gramirez@ranchogroup.com, or left for the Strata Manager, Gus Ramirez, at the Concierge's desk.

The Strata Council reviewed various infraction letters that have been previously issued pertaining to Bylaw infractions, and also provided the Management Company with instructions on how to respond.

7. **NEW BUSINESS**

a) **Dog Clean-Up Station:**

The Strata Council has requested Rancho to provide pictures and an estimate for the installation of one dog clean-up station. Also, the Strata Council has requested another estimate to add one (1) self-standing garbage can to the front of the building, located at 550 Pacific St.

b) **Security Camera:**

The Strata Council instructed Rancho to obtain a price quotation for installing a security camera by the building's main entrance at 550 Pacific St.

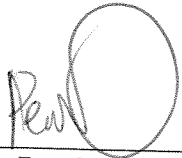
8. **NEXT MEETING**

The next meeting will be a Strata Council Meeting and has been scheduled for **Thursday, December 2nd, 2010, at 6:30 p.m.** to be held in the lobby of 550 Pacific Street.

9. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 7:42 p.m.

Respectfully Submitted,



Gus Ramirez, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
Agent of Strata Plan BCS1570
600-1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: 604-684-4508 (24 HOUR EMERGENCY SERVICES)
Direct Line: 604-331-4251
Email: gramirez@ranchogroup.com

HOLIDAY GREETINGS

At this time, Rancho Management Services would like to wish everyone the best of the Holiday Season!

Please note that during the Christmas Holidays and the New Year period any emergency situations can be handled by contacting Rancho's 24 hour emergency number.

RANCHO'S CHRISTMAS HOURS

FRIDAY, DECEMBER 10	CLOSED AT 1:00 PM
FRIDAY, DECEMBER 24	CLOSED AT 3:00 PM
MONDAY, DECEMBER 27	CLOSED
TUESDAY, DECEMBER 28	CLOSED
FRIDAY, DECEMBER 31	CLOSED AT 3:00 PM
MONDAY, JANUARY 3	CLOSED

STRATA CORPORATION BCS1570
“AQUA AT THE PARK”
550 PACIFIC STREET

MINUTES OF THE STRATA COUNCIL MEETING OF THE OWNERS OF STRATA PLAN BCS1570, “AQUA AT THE PARK”, HELD IN THE MEETING ROOM OF 550 PACIFIC ST VANCOUVER, BC, ON MONDAY, OCTOBER 4th, 2010 AT 6:30 P.M.

IN ATTENDANCE:

Louise Labuda
Nasim Dadmanesh
Lisa Koltun
Royden Trainor

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

Gus Ramirez, Senior Strata Agent
Adam Wanono, Strata Agent

REGRETS:

David Hung
Jonathan Ma

1. **CALL TO ORDER**

There being a quorum, the meeting was officially called to order at 6:30 p.m.

2. **GUEST PRESENTATION**

Two co-Owners attended the meeting to discuss an odour problem inside their unit and requested that the Strata provide a plan of action for resolving the problem. The Council provided the Owners with the breakdown of steps that will be taken to proceed with attempting to resolve the issue. Thereafter, the Owners were excused from the meeting.

3. **APPROVAL OF PREVIOUS MINUTES**

The Strata Council reviewed the Strata Council meeting minutes of September 1st, 2010. After discussion, it was **MOVED, SECONDED**, and **CARRIED** to approve the Strata Council meeting minutes of September 1st, 2010 as presented.

4. **FINANCIAL REPORT**

The Strata Council reviewed the financial statements for the period ending August 31st, 2010. It was noted that the Strata Corporation had incurred an operating surplus of approximately \$15,501.78 as of August 31st, 2010. The value of the contingency fund was \$230,551.99.

After discussion, it was **MOVED, SECONDED**, and **CARRIED** to approve the financial statements for the period ending August 31st, 2010, as presented.

5. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Landscaping:**

Rancho presented the Strata Council with a proposal from Paraspace Landscaping for the supply and install of one (1) windmill palm tree to be installed to one of the building's flower pots for the price of \$344 + HST. After review, the Strata Council agreed not to proceed with the work.

b) **Lights in Meeting Room:**

The Strata Council was presented with a price quotation in the amount of \$1,200 + HST for rewiring of the emergency lights in the lounge and meeting area so they can be turned off. After a short discussion, the Strata Council agreed not to proceed with this work.

6. **CORRESPONDENCE**

Owners are encouraged to write Strata Council c/o Rancho Management Services on any strata related matters (i.e. suggestions, concerns, complaints, etc.). Correspondence can be mailed to Rancho's office at #600-1190 Hornby Street, Vancouver, BC, V6Z 2K5, faxed to Rancho's office at 604-684-1956, emailed to gramirez@ranchogroup.com, or left for the Strata Manager, Gus Ramirez, at the Concierge's desk.

The Strata Council reviewed various infraction letters that have been previously issued pertaining to Bylaw infractions, and also provided the Management Company with instructions on how to respond.

7. **NEW BUSINESS**

a) **Side Entrance Door:**

A concern was raised by a Strata Council member with regard to the building's side entrance door in the lobby, as it is not closing properly. Rancho is presently in the process of having the door services for general maintenance.

b) **Power Washing:**

A Strata Council Member has requested that the exterior brick floor in front entrance of 550 Pacific St. be power washed, as the appearance needs some general upkeep. The Strata Council instructed Rancho to have the building maintenance staff complete this.

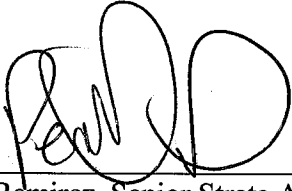
8. **NEXT MEETING**

The next meeting will be a Strata Council Meeting and has been scheduled for **Thursday, November 4th, 2010, at 6:30 p.m.** to be held in the lobby of 550 Pacific Street.

9. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED**, and **CARRIED** to terminate the meeting at 7:20 p.m.

Respectfully Submitted,



Gus Ramirez, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
Agent of Strata Plan BCS1570
600-1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: 604-684-4508 (**24 HOUR EMERGENCY SERVICES**)
Direct Line: 604-331-4251
Email: gramirez@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 BCS1570
“AQUA AT THE PARK”
550 PACIFIC STREET

MINUTES OF THE STRATA COUNCIL MEETING OF THE OWNERS OF STRATA PLAN BCS1570, “AQUA AT THE PARK”, HELD IN THE MEETING ROOM OF 550 PACIFIC ST VANCOUVER, BC, ON WEDNESDAY, SEPTEMBER 1st, 2010 AT 6:30 P.M.

IN ATTENDANCE:

Louise Labuda
Nasim Dadmanesh
Lisa Koltun
Jonathan Ma

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

Gus Ramirez, Senior Strata Agent

REGRETS:

Royden Trainor
David Hung

1. **CALL TO ORDER**

There being a quorum, the meeting was officially called to order at 7:00 p.m. It was noted that, as per the previous meeting’s minutes, the next Strata Council meeting was to take place on Thursday September 2nd, 2010 at 6:30 p.m. However, the meeting was moved to tonight’s date.

2. **APPROVAL OF PREVIOUS MINUTES**

The Strata Council reviewed the Strata Council meeting minutes of July 15th, 2010. After discussion, it was **MOVED, SECONDED**, and **CARRIED** to approve the Strata Council meeting minutes of July 15th, 2010 as presented.

4. **FINANCIAL REPORT**

The Strata Council reviewed the financial statements for the periods ending June 30th and July 31st, 2010. It was noted that the Strata Corporation had incurred an operating surplus of approximately \$15,910 as of July 31st, 2010. The value of the contingency fund was \$225,731.

After discussion, it was **MOVED, SECONDED**, and **CARRIED** to approve the financial statements for the periods ending June 30th and July 31st, 2010, as presented.

5. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Deficiency Update:**

Rancho presented an update to the odour problem inside one of the units. Further, Rancho informed the Strata Council that there have been some recommendations made to modify a section of the sanitary line in the hallway outside of the unit. Once a price quotation is received for this work, it will be presented to the Strata Council for further review and discussion.

5. **BUSINESS ARISING FROM PREVIOUS MEETING CONT'D**

a) **Deficiency Update (cont'd):**

Rancho also presented a report pertaining to the recent elevator audit report that was conducted pertaining to the condition of elevators. KJA Consultants Inc. have provided a list of items that require the elevator contractor's attention, however, the items appeared to be minor in nature. After discussion, Strata Council instructed Rancho to forward the list to the elevator contractor and to have a site meeting with the consultant and the contractor in order to review the items and a plan of action for addressing them.

b) **Spring Clean-up:**

As per discussion at the previous Council meeting, it was confirmed that the Spring Clean-Up has recently been completed. The Strata Council would like to thank all Owners that participated during the Spring Clean-Up.

c) **Moving Dolly:**

As per instruction at the previous Council meeting, Rancho informed Strata Council that a new heavy-duty dolly has been purchased for the use of Residents at the Aqua. The dolly is available by the Concierge's desk.

6. **CORRESPONDENCE**

Owners are encouraged to write Strata Council c/o Rancho Management Services on any strata related matters (i.e. suggestions, concerns, complaints, etc.). Correspondence can be mailed to Rancho's office at #600-1190 Hornby Street, Vancouver, BC, V6Z 2K5, faxed to Rancho's office at 604-684-1956, emailed to gramirez@ranchogroup.com, or left for the Strata Manager, Gus Ramirez, at the Concierge's desk.

The Strata Council reviewed various infraction letters that have been previously issued pertaining to Bylaw infractions, and also provided the Management Company with instructions on how to respond.

7. **NEW BUSINESS**

a) **Amenity Room:**

A concern was raised by a Strata Council member with regards to the cleanliness of one of the amenity rooms located in the lobby of the building. After discussion, Strata Council instructed Rancho to have the cleaners inspect and clean the room on a daily basis.

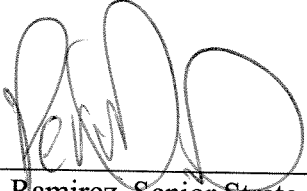
8. **NEXT MEETING**

The next meeting will be a Strata Council Meeting and has been scheduled for **Monday, October 4th, 2010, at 6:30 p.m.** to be held in the lobby of 550 Pacific Street.

9. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:10 p.m.

Respectfully Submitted,



Gus Ramirez, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
Agent of Strata Plan BCS1570
600-1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: 604-684-4508 (**24 HOUR EMERGENCY SERVICES**)
Direct Line: 604-331-4251
Email: gramirez@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 BCS1570
"AQUA AT THE PARK"
550 PACIFIC STREET

MINUTES OF THE STRATA COUNCIL MEETING OF THE OWNERS OF STRATA PLAN BCS1570, "AQUA AT THE PARK", HELD AT A COUNCIL MEMBER'S HOME ON THURSDAY, JULY 15th, 2010 AT 6:30 P.M.

IN ATTENDANCE:

Louise Labuda
David Hung
Nasim Dadmanesh
Lisa Koltun
Jonathan Ma

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

Gus Ramirez, Senior Strata Agent
Adam Wanono, Strata Agent

REGRETS:

Royden Trainor

1. **CALL TO ORDER**

There being a quorum, the meeting was officially called to order at 6:38 p.m.

2. **COUNCIL CHANGES**

Mr. John Cloutier has resigned from Council. The Strata Council would like to thank Mr. Cloutier for all his efforts and contributions while on Council. It was then **MOVED, SECONDED, and CARRIED** to appoint Mr. Jonathan Ma as the new Vice-President.

3. **APPROVAL OF PREVIOUS MINUTES**

The Strata Council reviewed the Strata Council meeting minutes of June 17th, 2010. After discussion, it was **MOVED, SECONDED, and CARRIED** to approve the Strata Council meeting minutes of June 17th, 2010 as presented.

4. **FINANCIAL REPORT**

The Strata Council reviewed the financial statements for the period ending May 31st, 2010. It was noted that the Strata Corporation had incurred an operating surplus of approximately \$12,275. The value of the contingency fund was \$216,181.55.

After discussion, it was **MOVED, SECONDED, and CARRIED** to approve the financial statements for the period ending May 31st, 2010 as presented.

5. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Deficiency Update:**

Rancho presented an update to the odour problem inside one of the units. After discussion, Council instructed Rancho to do further investigative work by cutting down a small section of the wall in the common area hallway.

Further, Rancho advised Council that all of the elevators have passed the inspections and safety tests performed. Once the audit report is submitted, it will be presented to Council for review.

b) **Spring Clean-up:**

As per discussion at the previous Council meeting, the Strata Council has approved the spring clean-up. **Spring clean-up dates are August 6th, 7th, and 8th, 2010.** It was **MOVED, SECONDED,** and **CARRIED** to approve the spring clean-up for these dates.

6. **CORRESPONDENCE**

Owners are encouraged to write Strata Council c/o Rancho Management Services on any strata related matters (i.e. suggestions, concerns, complaints, etc.). Correspondence can be mailed to Rancho's office at #600-1190 Hornby Street, Vancouver, BC, V6Z 2K5, faxed to Rancho's office at 604-684-1956, emailed to gramirez@ranchogroup.com, or left for the Strata Manager, Gus Ramirez, at the Concierge's desk.

The Strata Council reviewed various infraction letters that have been previously issued pertaining to Bylaw infractions, and also provided the Management Company with instructions on how to respond.

7. **NEW BUSINESS**

a) **Wheel Dollies:**

The Strata Council informed Rancho that their wheel dollies, used to move heavy and large items around the building, are in need of replacement due to wear and tear. Council has instructed Rancho to obtain some prices for new dollies.

b) **Meeting Room Lights:**

The Strata Council expressed concern that the lights in the meeting room are continuously being left on on a daily basis. A suggestion was made to install sensor lights to resolve this issue. After discussion, it was **MOVED, SECONDED,** and **CARRIED** to approve the sensor lights for the media room.

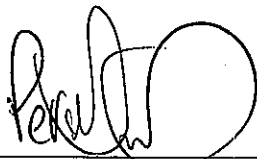
8. **NEXT MEETING**

The next meeting will be a Strata Council Meeting and has been scheduled for **Thursday, September 2nd, 2010, at 6:30 p.m.** to be held in the lobby of 550 Pacific Street.

9. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 7:38 p.m.

Respectfully Submitted,



Gus Ramirez, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
Agent of Strata Plan BCS1570
600-1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: 604-684-4508 (**24 HOUR EMERGENCY SERVICES**)
Direct Line: 604-331-4251
Email: gramirez@ranchogroup.com

EXTENDED ABSENCE

Owners/Residents who are going away for an extended period of time must make arrangements to have someone inspect their suite on a regular basis. The following are suggested steps to be taken when planning on leaving for thirty (30) days or more:

- Notify the Concierge Staff of your absence
- Leave an emergency contact phone number
- Turn off all water supply lines in your suite (Concierge staff can provide you with assistance if required)
- It is advisable that you have your suite checked at least once a week.

**STRATA CORPORATION BCS1570
"AQUA AT THE PARK"
550 PACIFIC STREET**

**MINUTES OF THE STRATA COUNCIL MEETING OF THE OWNERS OF STRATA PLAN BCS1570,
"AQUA AT THE PARK", HELD AT A COUNCIL MEMBER'S HOME ON THURSDAY, JUNE 17th,
2010 AT 6:30 P.M.**

IN ATTENDANCE:

John Cloutier
Louise Labuda
David Hung
Nasim Dadmanesh
Royden Trainor
Lisa Koltun
Jonathan Ma

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

Gus Ramirez, Senior Strata Agent
Adam Wanono, Rancho Management

1. **CALL TO ORDER**

There being a quorum, the meeting was officially called to order at 6:30 p.m.

2. **GUEST PRESENTATION**

An Owner attended tonight's meeting to discuss the recent bylaw infraction fines that had been assessed to his strata account. The Owner also expressed concern with regards to the fact that the fines were withdrawn from his account even though the amounts were being disputed, and also with regards to being treated unfairly by Rancho Management. After discussion, the Owner was thanked by the Strata Council for attending tonight's meeting and was informed that a decision regarding this matter will be sent to him in writing following the Strata Council meeting. The Owner was then excused from the meeting.

The Strata Council discussed this matter and gave Rancho instructions on how to respond to the Owner. The Strata Council also discussed the issue of the Owner being treated unfairly and it was determined that a lot of times the wrong message can be sent across especially with emails and it was noted that there was no intent on treating anyone unfairly in this situation.

3. **APPROVAL OF PREVIOUS MINUTES**

The Strata Council reviewed the Strata Council meeting minutes of April 22nd, 2010. After discussion, it was **MOVED, SECONDED, and CARRIED** to approve the Strata Council meeting minutes of April 22nd, 2010 as presented.

The May 2010 Strata Council meeting did not take place due to the fact that a quorum was not present. Therefore, the meeting was adjourned to tonight's date.

3. **FINANCIAL REPORT**

The Strata Council reviewed the financial statements for the period ending April 30th, 2010. It was noted that the Strata Corporation had incurred an operating surplus of approximately \$9,977. The value of the contingency fund was \$210,470.

3. **FINANCIAL REPORT – CONT'D**

a) **Accounts Receivables:**

The Strata Council reviewed the accounts receivables list and it was noted that most Owners are up-to-date in terms of strata fee payments. There is currently one (1) Owner that has over \$2,000 outstanding in terms of strata fees; therefore, the Strata Corporation's lawyer, Mr. Jamie Bley of Access Law Group, is currently in the process of initiating order-for-sale proceedings in order to collect the outstanding amounts.

After discussion, it was **MOVED, SECONDED, and CARRIED** to approve the financial statements for the period ending April 30th, 2010 as presented.

4. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Deficiency Update:**

As per discussions at the previous Council meeting, it was confirmed that the elevators have recently been weighed and it was determined that they are the proper weight and type for this size of building. Further, it was noted that the refurbishing and improvements of several mechanical components of the elevators have now been fully completed by Richmond Elevator, the elevator maintenance contractor. After discussion, it was suggested by the Strata Council that before proceeding further with any action on the elevators, a third-party consultant be retained at a cost of approximately \$800 to review the recent work that was completed by Richmond Elevator. As such, the Strata Council instructed Rancho to have a third-party inspect the work. Further, it was recommended that Council contact Richmond Elevator directly in order to obtain the reports for the annual safety inspection.

The Strata Council was also informed that as per discussions and approval of the Council via email, Mr. John Mendes, the Strata Corporation's lawyer, has recently attended a pre-trial conference with an Owner in the building that is pursuing the Developer for an odor problem inside his/her unit. Council is currently waiting for further clarification on this matter from Mr. Mendes.

b) **Welcome Package:**

As per discussion at the previous Council meeting, Rancho presented a welcome package for the Strata Council to review. After reviewing the welcome package, several changes were suggested and Rancho was instructed to have the welcome package available for all new Residents moving into the building.

c) **Spring Clean-up:**

A suggestion was made by a Strata Council member to have a one-day junk disposal arranged for Residents to dispose of old furniture items such as mattresses, television sets, etc. After discussion, the Strata Council instructed Rancho to coordinate the above and to give the Residents at least two (2) weeks' notice prior to the junk disposal bin being made available.

d) **Noise Issue:**

The Strata Council reviewed the matter wherein a Resident is disturbing another Resident in the unit below. After discussion, the Strata Council instructed Rancho on how to deal with this matter, i.e. to issue a letter to the above noted Owner.

5. **CORRESPONDENCE**

Owners are encouraged to write Strata Council c/o Rancho Management Services on any strata related matters (i.e. suggestions, concerns, complaints, etc.). Correspondence can be mailed to Rancho's office at #600-1190 Hornby Street, Vancouver, BC, V6Z 2K5, faxed to Rancho's office at 604-684-1956, emailed to gramirez@ranchogroup.com, or left for the Strata Manager, Gus Ramirez, at the Concierge's desk.

The Strata Council reviewed various infraction letters that have been previously issued pertaining to Bylaw infractions, and also provided the Management Company with instructions on how to respond.

6. **NEW BUSINESS**

a) **Meeting Room Lights:**

A suggestion was made by a Strata Council member to have the nighttime security guard ensure that all lights in the two (2) meetings rooms in the lobby are turned off when not in use. After discussion, the Strata Council instructed Rancho to forward the above noted instructions to the Concierge/Security staff.

b) **Landscaping:**

At the recent Annual General Meeting, an Owner had approached the Strata Council offering their services for maintaining the plants in the lobby and also for minor landscaping work around the building. The Strata Council then instructed Rancho to contact the Owner and inform her that if she still wishes to maintain the plants in the lobby, she can do so and that she is also allowed do minor plantings in a designated area within the courtyard.

7. **NEXT MEETING**

The next meeting will be a Strata Council Meeting and has been scheduled for **Thursday, July 15th, 2010 at 6:30 p.m.** to be held in the lobby of 550 Pacific Street.

8. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:10 p.m.

Respectfully Submitted,



Gus Ramirez, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
Agent of Strata Plan BCS1570
600-1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: 604-684-4508 (24 HOUR EMERGENCY SERVICES)
Direct Line: 604-331-4251
Email: gramirez@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 "Aqua at the Park" is **BCS1570**, and the password is **5139aqua**. Any questions and comments can be forwarded to us by email at: pmgr@ranchogroup.com or by calling us at: (604) 684-4508.

OFFICE MOVE

Please note the new address for Rancho Management Services (B.C.) Ltd.:

Unit 600-1190 Hornby Street
Vancouver BC
V6Z 2K5

**STRATA CORPORATION BCS1570
"AQUA AT THE PARK"
550 PACIFIC STREET**

**MINUTES OF THE STRATA COUNCIL MEETING OF THE OWNERS OF STRATA PLAN
BCS1570, "AQUA AT THE PARK", HELD IN THE MEETING ROOM AT 550 PACIFIC STREET
ON THURSDAY, APRIL 22nd, 2010 AT 6:00 P.M.**

IN ATTENDANCE:

John Cloutier
Louise Labuda
David Hung
Nasim Dadmanesh
Royden Trainor
Lisa Koltun

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

Gus Ramirez, Senior Strata Agent

REGRETS:

Jonathan Ma

1. **ELECTIONS OF THE OFFICERS**

Rancho informed the Strata Council that since this is the first meeting after the Annual General Meeting, the first order of business was the election of the President, Vice-President, Treasurer, and Secretary. Rancho provided the Strata Council with a brief overview of what each officer-position entails. After discussion, it was **MOVED, SECONDED, and CARRIED** to appoint the following members to the following officer-positions and committees:

- Louise Labuda – President
- John Cloutier – Vice-President
- David Hung – Treasurer
- Nasim Dadmanesh – Secretary
- John Ma – Super Club Representative

2. **GUEST PRESENTATION**

Mr. John Mendes, the Strata Corporation's lawyer (representing the Strata Corporation pertaining to the outstanding deficiency items), and the elevator consultant, Mr. Norman Hill, attended the meeting to provide the Strata Council with a summary of their opinion on the repairs that were conducted on one of the elevators. After discussion, a brief plan of action was discussed, more importantly, to obtain the specifications from the elevator manufacturer for the installation of the elevators as the elevator consultant still has some concerns with some of the work that was completed. Furthermore, it was decided to have the elevators weighed to ensure that the proper repairs are being conducted. Further, it was recommended that the Strata Corporation request the elevator safety tests from Richmond Elevator, which were conducted on April 13th, 2010, and also to request the specifications for the elevators.

3. **APPROVAL OF PREVIOUS MINUTES**

The Strata Council reviewed the Strata Council meeting minutes of February 8th, 2010. After discussion, it was **MOVED**, **SECONDED**, and **CARRIED** to approve the Strata Council meeting minutes of February 8th, 2010 as presented.

4. **FINANCIAL REPORT**

The Strata Council reviewed the financial statements for the periods ending February 28th and March 31st, 2010. It was noted that the Strata Corporation had incurred an operating surplus of approximately \$5,600. The value of the contingency fund was \$198,300.

a) **Accounts Receivables:**

The Strata Council also reviewed the Accounts Receivables list and it was noted that, as per discussions at the previous Council meeting, the Strata Corporation's lawyer from Access Law Group has collected from a strata lot that had over \$5,000 outstanding in terms of strata fees.

After discussion, it was **MOVED**, **SECONDED**, and **CARRIED** to approve the financial statements for the periods ending February 28th and March 31st, 2010 as presented.

5. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Deficiency Update:**

As discussed with the guests earlier on in tonight's meeting, the plan of action was discussed for pursuing the elevator repairs with the BC Safety Authority and the elevator contractor.

6. **CORRESPONDENCE**

Owners are encouraged to write Strata Council c/o Rancho Management Services on any strata related matters (i.e. suggestions, concerns, complaints, etc.). Correspondence can be mailed to Rancho's office at #701-1190 Hornby Street, Vancouver, BC, V6Z 2K5, faxed to Rancho's office at 604-684-1956, emailed to gramirez@ranchogroup.com, or left for the Strata Manager, Gus Ramirez, at the Concierge's desk.

The Strata Council reviewed various infraction letters that have been previously issued pertaining to Bylaw infractions, and also provided the Management Company with instructions on how to proceed with repeat offenders.

7. **NEW BUSINESS**

a) **Welcome Package:**

A suggestion was made by a Strata Council member to draft a welcome package for all Residents (including Renters) that move in to the building, which will provide an orientation to the Residents. After discussion, the Strata Council instructed Rancho to draft the above noted welcome package.

7. **NEW BUSINESS - CONT'D**

b) **Barking Dogs:**

The Strata Council would like to remind all Residents to keep their dogs' barking at a minimum as it causes disturbance to neighbouring suites.

c) **Disposal of Items in the Compactor Room:**

The Strata Council would like to remind all Residents not to dispose of junk items such as old furniture, electronic items, mattresses, etc. in the compactor room.

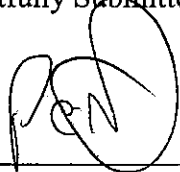
8. **NEXT MEETING**

The next meeting will be a Strata Council Meeting and has been scheduled for **Wednesday, May 19th, 2010 at 6:30 p.m.** to be held in the meeting room at 550 Pacific Street.

9. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 7:45 p.m.

Respectfully Submitted,



Gus Ramirez, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
Agent of Strata Plan BCS1570
701-1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: 604-684-4508 (**24 HOUR EMERGENCY SERVICES**)
Direct Line: 604-331-4251
Email: gramirez@ranchogroup.com

INSURANCE

Please be reminded that the Strata's policy only covers the original fixtures installed in the Strata lot by the Developer (i.e. 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.

OFFICE MOVE

Please be advised that Rancho will be relocating on June 15th, 2010. As such, please ensure all mails go to the following address:

Unit 600-1190 Hornby Street
Vancouver BC

STRATA CORPORATION BCS1570
"AQUA AT THE PARK"
550 PACIFIC ST.
VANCOUVER, BC

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS OF "AQUA AT THE PARK",
STRATA PLAN BCS1570, HELD IN THE MULTI PURPOSE ROOM OF THE SUPER CLUB 1495
RICHARDS STREET, VANCOUVER, B.C. ON MONDAY, MARCH 29TH, 2010 AT 6:30 P.M.**

IN ATTENDANCE:

22 Owners were represented at the Annual General Meeting, either in person or represented by proxy.

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

Gus Ramirez, Strata Agent

1. **CALL TO ORDER**

The meeting was officially called to order at 7:00 p.m. by the Strata Council President, Ms. Patricia Lambert. Due to the fact that a quorum was not present, the meeting took place as per Bylaw 25 which states:

"If at the time appointed for a general meeting a quorum is not present, the meeting shall be adjourned for a period of thirty (30) minutes or upon the adjourned meeting shall be reconvened at the same place and the persons present in person or by proxy are entitled to vote shall constitute a quorum. A quorum is 1/3 of all the Owners entitled to vote."

2. **CALLING THE ROLL AND CERTIFYING OF PROXIES**

Ms. Lambert confirmed that at the beginning of the Annual General Meeting that there were twenty-two (22) Owners present either in person or by proxy.

3. **FILING PROOF OF NOTICE OF MEETING**

As per the notice provisions of the *Strata Property Act*, Owners are required to be notified nineteen (19) days in advance of holding either a Special General Meeting or an Annual General Meeting.

The notice of the Annual General Meeting was mailed to all Owners on March 9th, 2010 which is 20 days prior to the meeting date. Therefore, it was **MOVED, SECONDED, and CARRIED** to file proof of notice of the Annual General Meeting dated March 9th, 2010 in accordance with the notice provisions of the *Strata Property Act*.

4. **MINUTES OF THE PREVIOUS MEETING**

The General Membership was advised that a copy of the minutes of the Annual General Meeting held on March 30th, 2009 was enclosed with the notice of the meeting for the Owners' review and approval.

There being no errors or omissions, it was **MOVED, SECONDED, and CARRIED** to approve the minutes of the Annual General Meeting held on March 30th, 2009 as presented.

5. **PRESIDENT'S REPORT**

The Strata Council President, Mr. Patricia Lambert, presented to the Owners a list of items and accomplishments that the Strata Council completed throughout the past year. She also thanked all the Strata Council Members for their efforts throughout the year. Some of the key items that were completed throughout the year include the following:

- There has been a lot of progress on the outstanding deficiency items, mainly the elevators, exterior marks, concrete driveway, and enterphone. This has been accomplished mainly due to the involvement of Lesperance Mendes Lawyers, Mr. John Mendes representing the Strata Corporation. Ms. Jennifer Gardy will provide an update later on in tonight's meeting with respect to the progress of the outstanding deficiencies.
- The Super Club Committee headed by Jonathan Ma attended various Committee Meetings throughout the year. Council would like to thank Mr. Ma for his involvement on the Super Club Committee. Mr. Ma will be presenting a report later on in tonight's meeting pertaining to the items discussed throughout the year with the Super Club Management Committee.
- A FOB reader was added to the garbage room door limiting the use of the common area key to enter. This has allowed for easier entry by Residents and prevents Residents from leaving items other than household trash in the garbage room. Fines and contravention letters have been issued throughout the year for anyone caught doing this.
- Light switches were added to the locker rooms in efforts to conserve energy and lower costs.
- One (1) incident involving a toilette overflow occurred. Two (2) units were involved and the Owner of the incident unit was given a \$10,000 deductible bill. This Owner, in accordance with the bylaws, had proper insurance and therefore, the deductible portion was paid by the Owner's insurance company.
- In efforts to keep the mail room area tidy, all complimentary newspaper deliveries to the building have been cancelled, except for the *Courier* that continues to be delivered despite requests to stop. Hopefully, this will be addressed shortly.
- The building's plumbing and mechanical warranty expired in 2008. Thus, any mechanical equipment (pumps, pressure reducing valves, etc.) that requires repair is now paid for by the Strata Corporation. In effort to keep these costs at a minimum, the Strata Corporation has changed contractors from Black & MacDonald to Pacific West Plumbing and Heating.
- There is an ongoing problem with Resident's using the driveway as a temporary parking area. Any unauthorized vehicles are being towed without further warning to the Owner.

In conclusion, Ms. Lambert thanked her fellow Council Members for all their work and effort throughout the 2009/2010 fiscal period. The Strata Council for 2009/2010 fiscal period included the following Owners:

Bob Chapman
Patricia Lambert
Louise Labuda
Jennifer Gardy
Jonathan Ma
John Cloutier
Diana Pozza

5. **PRESIDENT'S REPORT – CONT'D**

Deficiency Update:

At this time, Ms. Jennifer Gardy gave a brief report pertaining to the progress on the outstanding common area deficiency items which included the following key points:

- In December 2005, the Building was completed and a list of deficiencies was submitted to the Developer.
- In March and December 2007, the warranties expired and there were various outstanding deficiency items.
- As such, outstanding items were reported to National Home Warranty and Concord Pacific.
- National Home Warranty rejected some of the items and in July 2008 the Strata Corporation decided to pursue legal action against the Developer and the third party warranty provider.
- In January 2009 a meeting was held with the Developer to review the items.
- At the March 2009 Annual General Meeting the Owners approved at 3/4 vote resolution to pursue legal action against the Developer and any subtrades and a special levy of approximately \$40,000 to fund the legal action. As of tonight's meeting approximately \$8,500 of the \$40,000 special levy has been spent pursuing these issues. Some of these items have already been resolved.
- A mediation hearing has been tentatively scheduled for the spring of 2010. One major issue that has been fully resolved is the enterphone. Upgrades totalling \$2,500 were completed in late 2009 which have fully resolved the issues with the enterphone system i.e. Residents not being able to hear Visitors and/or Visitors not being able to access the floors once they were let into the front of the building.
- Also, major repair work has been done on the elevator thanks to John Mendes pursuing this with the elevator contractor with the assistance of the elevator auditor, Canadian Elevator Quality Assurance. Some refurbishment has been completed recently (first two (2) weeks of March 2010). As such, the Strata Council will monitor the operation of the elevators to see if this has resolved the problem.
- One (1) outstanding deficiency item which remains is the cracked concrete driveway which is in the area directly outside of the main garage door i.e. the concrete is cracked and needs to be replaced.
- The other major item that remains outstanding is the exterior staining marks which is an aesthetics issue and has nothing to do with the building envelope.
- As such, at the mediation hearing in 2010, the Strata Council hopes that these outstanding items will be addressed and resolved.

Super Club Committee:

The Owners were informed that the following major items were completed in the Super Club throughout the past year:

- The steam room has been refurbished. All tiles, grout, and waterproofing were replaced.
- The addition of a hot water tank for the shower in the pool area as Residents were complaining that there was a lack of hot water.
- Various tiles in front of the billiards room next to the entrance door to "Azura 2" were replaced as the entrance door was not shutting properly.
- Several of the benches in the sauna have been replaced as the wood was chipping.

5. **PRESIDENT'S REPORT – CONT'D**

Busters Towing Impound Update:

Ms. Diana Pozza gave a brief report pertaining to the building's efforts to try and have the Busters Towing Impound relocated. As of tonight's meeting, Ms. Pozza advised that the Busters Towing Impound has finally been relocated from this area to Terminal Avenue. All cars towed after March 11th were taken to the tow impound on 1st and Terminal. Ms. Pozza concluded by stating that the old Busters site may include future development for a grocery store and market area. For more information on this, please visit <http://vancouver.ca/commsvcs/Guidelines/U001.pdf>.

6. **FINANCIAL REPORT**

The Treasurer, Ms. Louise Labuda, presented the year-end financial statements for Strata Plan BCS1570 for the period ending January 31st, 2010. Ms. Labuda noted that the Strata Corporation ended the fiscal period with an operating surplus of approximately \$10,307.00.

After further discussion, and after answering several questions from the Owners, it was **MOVED, SECONDED, and CARRIED** to approve the financial statements for the period ending January 31st, 2010 as presented.

7. **PROPOSED OPERATING BUDGET FOR 2010/2011**

Ms. Louise Labuda reviewed the proposed operating budget for the 2010/2011 fiscal period and the assumptions used for calculating the anticipated revenues and expenses. She informed the Owners that the proposed operating budget calls for no increase in the overall strata fees.

After discussion, it was **MOVED, SECONDED, and CARRIED** unanimously to approve the proposed operating budget for the 2010/2011 fiscal period with a zero (0%) increase in the overall strata fees.

8. **¾ VOTE RESOLUTION:**

"A ¾ Vote Resolution to approve transferring the operating surplus in the amount of \$10,307 from the operating account to the contingency account".

The ¾ Vote Resolution as presented was **MOVED** and **SECONDED**. The floor was then opened for discussion. After discussion, the ¾ Vote Resolution was put to a vote and it **CARRIED** unanimously.

9. **INSURANCE REPORT**

Ms. Patricia Lambert informed the Owners that the building is currently being insured for \$34,000,000 with \$10 million coverage for general liability and \$5 million coverage for Directors and Officers (Strata Council). Deductibles are as follows: 10% for earthquake, \$100 for glass, \$10,000 for flood, \$10,000 for water related damage, \$1,000 for all property risks, \$25,000 for pollution liability, \$250 for lock and key, \$1,000 for boiler and machinery, and \$2,500 for sewer backup damage.

Owners were also reminded that the Strata Corporation's Insurance Policy does not provide for individual contents, including in-suite betterments and improvements (i.e. clothing, furniture, decorating, upgrading of carpets, flooring, etc). **Owners must carry their own insurance for such coverage including any improvements and liability.** Furthermore, the Strata Corporation's Insurance Policy only provides coverage for original fixtures within the Strata Lots (i.e. original carpets, original cabinets, etc) that were

9. **INSURANCE REPORT – CONT'D**

installed by the Developer. All Investor Owners are also asked to ensure that they have their own insurance coverage for their rental units in the event of loss of revenue.

After discussion, it was **MOVED, SECONDED, and CARRIED** to approve the reports on insurance as presented.

10. **ELECTION OF STRATA COUNCIL MEMBERS FOR 2010/2011**

The Owners thanked the outgoing Strata Council Members for their contribution and efforts throughout the past year. The Owners expressed their appreciation by giving the Strata Council a round of applause. Due to the fact that several members resigned at tonight's meeting due to their units being sold, it was noted that there are six (6) positions available for the Strata Council. Therefore, it was then **MOVED, SECONDED, and CARRIED** to conduct the Council election by way of volunteers. The following Owners volunteered to serve on the new Strata Council:

Louise Labuda
John Cloutier
Jonathan Ma
David Hung
Lisa Koltun
Nasim Dadmanesh
Royden Trainor

It was then **MOVED, SECONDED, and CARRIED** to close all nominations.

It was then **MOVED, SECONDED, and CARRIED** to declare the following Owners duly elected to the Strata Council by way of acclamation:

Louise Labuda
John Cloutier
Jonathan Ma
David Hung
Lisa Koltun
Nasim Dadmanesh
Royden Trainor

Following the new election of the new Strata Council for Strata Corporation BCS1570, Council Members currently elected to office are:

Louise Labuda
John Cloutier
Jonathan Ma (last year of a 2 year term)
David Hung
Lisa Koltun
Nasim Dadmanesh
Royden Trainor

11. **NEW BUSINESS**

a) **Temperature in P1, P2 and P3 Lobbies:**

A concern was raised with regards to warm temperature in the P1, P2 lobby areas. After discussion, this was left for the new Strata Council to investigate.

b) **Free Weights in the Gym:**

An Owner expressed concern with regards to the eight (8) pound free weights in the gym which have gone missing. After discussion, this was left for the Super Club Committee to further look into.

c) **User Fee for Meeting Rooms:**

An Owner suggested implementing a user fee rule/bylaw for the use of the meeting rooms located in the lobbies of the building. This was left for the new Strata Council to further look into.

12. **TERMINATION**

There being no further business, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 7:35 p.m.

Respectfully Submitted,



Gus Ramirez, Strata Agent
Rancho Management Services (B.C.) Ltd.
Agent of Strata Plan BCS1570
701-1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: (604) 684-4508 (24 HOUR EMERGENCY SERVICES)
Direct Line: (604) 331-4251
Email: gramirez@ranchogroup.com

INSURANCE

Please be reminded that the Strata's policy only covers the original fixtures installed in the Strata lot by the Developer (i.e. 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 BCS1570
“AQUA AT THE PARK”
550 PACIFIC STREET

MINUTES OF THE STRATA COUNCIL MEETING OF THE OWNERS OF STRATA PLAN BCS1570, “AQUA AT THE PARK”, HELD AT A COUNCIL MEMBER’S HOME ON MONDAY, FEBRUARY 8th, 2010 AT 6:00 P.M.

IN ATTENDANCE:

Patricia Lambert – Vice-President
Louise Labuda – Treasurer
Jennifer Gardy – Secretary
Jonathan Ma
John Cloutier
Diana Pozza

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

Gus Ramirez, Senior Strata Agent

1. **CALL TO ORDER**

There being a quorum, the meeting was officially called to order at 6:10 p.m.

2. **APPROVAL OF PREVIOUS MINUTES**

The Strata Council reviewed the Strata Council meeting minutes of January 5th, 2010. After discussion, it was **MOVED, SECONDED, and CARRIED** to approve the Strata Council meeting minutes of January 5th, 2010 as presented.

3. **FINANCIAL REPORT**

The Strata Council reviewed the financial statements for the period ending December 31st, 2009. It was noted that the Strata Corporation had incurred an operating surplus of approximately \$8,130. The value of the contingency fund was \$181,863.

a) **Accounts Receivables:**

The Strata Council also reviewed the Accounts Receivables list and it was noted that, as per discussions at the previous Council meeting, the Strata Corporation’s lawyer from Access Law Group has collected from a strata lot that had over \$5,000 outstanding in terms of strata fees.

After discussion, it was **MOVED, SECONDED, and CARRIED** to approve the financial statements for the period ending December 31st, 2009 as presented.

4. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Deficiency Update:**

Rancho presented a letter from Mr. John Mendes, the lawyer representing the Strata Corporation, with regards to the outstanding deficiency items on which he provided an update. Specifically, Mr. Mendes has recommended retaining the services of a consultant to

4. **BUSINESS ARISING FROM PREVIOUS MEETING – CONT'D**

a) **Deficiency Update – Cont'd:**

do a general review of the warranty items on the list including the smell issue in one of the units, which has recently been reported. Fees for this consultant will be paid out of the Strata's legal fund. After discussion, it was **MOVED, SECONDED, and CARRIED** to retain the services of a consultant to conduct the review as suggested by the Strata Corporation's lawyer.

The Strata Council was also informed that Richmond Elevator, the elevator maintenance provider, has been ordered by the BC Safety Authority to change one of the major components for each of the two elevators, which is believed to be attributing to the ongoing elevator problems. It is anticipated that during the work, each elevator will be down for up to 2 weeks time and notice before commencement of the work will be given at least 72 hours in advance. This work will be done AT NO CHARGE to the Strata. Once the elevator work is completed, Mr. Mendes has recommended that the Strata Corporation have a brief meeting with him and the elevator consultant in order to determine how to proceed with the mediation matter with respect to Richmond Elevator. After reviewing the recommendations and the update, the Strata Council instructed Rancho to inform Richmond Elevator to ensure that no work is done during the Olympics and that preferably it began in the middle of the month in order to avoid having to cancel any booked moves for the month.

5. **CORRESPONDENCE**

Owners are encouraged to write Strata Council c/o Rancho Management Services on any strata related matters (i.e. suggestions, concerns, complaints, etc.). Correspondence can be mailed to Rancho's office at #701-1190 Hornby Street, Vancouver, BC, V6Z 2K5, faxed to Rancho's office at 604-684-1956, emailed to gramirez@ranchogroup.com, or left for the Strata Manager, Gus Ramirez, at the Concierge's desk.

The Strata Council reviewed various infraction letters that have been previously issued pertaining to Bylaw infractions, and also provided the Management Company with instructions on how to proceed with repeat offenders.

6. **NEW BUSINESS**

a) **2010/2011 Proposed Operating Budget and Annual General Meeting Date:**

The Strata Council agreed that the Annual General Meeting should take place sometime in late March of 2010 in accordance with the *Strata Property Act*. As such, it was decided to tentatively schedule the Annual General Meeting for Monday, March 29th, 2010 at 6:30 p.m.

The Strata Council was also presented with a draft of the proposed operating budget for the 2010/2011 fiscal period. It was noted that the operating budget **assumes no increase in the overall strata fees.** A detailed review of the budget then ensued. After discussion, it was agreed to further review the budget at the next Council meeting, which will be the last Council meeting before the Annual General Meeting.

6. **NEW BUSINESS – CONT'D**

b) **Exterior Garbage Bins:**

A suggestion was made by a Strata Council Member to add garbage bins on the exterior of the building in order to allow Residents to dispose of minor debris items. After discussion, the Strata Council instructed Rancho to obtain a price quotation for the above.

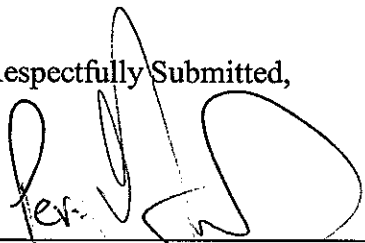
7. **NEXT MEETING**

The next meeting will be a Strata Council Meeting and has been scheduled for **Monday, March 15th, 2010 at 5:30 p.m.** to be held in the lobby of 550 Pacific Street.

8. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 7:10 p.m.

Respectfully Submitted,



Gus Ramirez, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
Agent of Strata Plan BCS1570
701-1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: 604-684-4508 (24 HOUR EMERGENCY SERVICES)
Direct Line: 604-331-4251
Email: gramirez@ranchogroup.com

UPCOMING OLYMPIC AND PARALYMPIC WINTER GAMES

With the upcoming 2010 Olympic and Paralympic Winter Games in Vancouver, please remember that your method of transport will likely be affected. To see the City of Vancouver's plans, please visit olympichostcity.vancouver.ca under *Getting Around*.

We would also like to remind all residents that with the influx of people into the city to please remember these simple security rules:

- * Do not let strangers into the building even if they call you via the enterphone system. When walking into the building, please close the door behind you and ensure others behind you use their own fob for access.
- * Ensure that the garage gate closes behind you when driving in/out of the parkade.
- * Do not leave any valuables inside your vehicle.
- * Ensure that all common area doors are locked behind you.
- * Always lock your suite door.
- * Report all lost or stolen fobs to the Concierge immediately.
- * Report any suspicious individuals/activity to the Police.

STRATA CORPORATION BCS1570
“AQUA AT THE PARK”
550 PACIFIC STREET

**MINUTES OF THE STRATA COUNCIL MEETING OF THE OWNERS OF STRATA PLAN BCS1570,
“AQUA AT THE PARK”, HELD IN THE MEETING ROOM OF 550 PACIFIC ST VANCOUVER, BC,
ON MONDAY, JANUARY 10TH, 2010 AT 6:30 P.M.**

IN ATTENDANCE:

David Hung	Louise Labuda
Nasim Dadmanesh	Lisa Koltun
Jonathan Ma	

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

Gus Ramirez, Senior Strata Agent

REGRETS:

Royden Trainor

1. **CALL TO ORDER**

There being a quorum, the meeting was officially called to order at 6:30 p.m.

2. **APPROVAL OF PREVIOUS MINUTES**

The Strata Council reviewed the Strata Council meeting minutes of Thursday, December 2nd, 2010. After discussion, it was **MOVED, SECONDED, and CARRIED** to approve the Strata Council meeting minutes of Thursday, December 2nd, 2010 as presented.

4. **FINANCIAL REPORT**

The Treasurer presented to the Strata Council the financial statements for the periods ending November 30th, 2010. It was noted that on the financial statements of November 30th, 2010 that the Strata Corporation had incurred an operating deficit of approximately \$2,515. The value of the contingency fund was \$243,833.

Accounts Receivables:

Rancho provided Strata Council an up to date accounts receivables list and it was noted that as of tonight's meeting, there is an approximate \$2,900 outstanding in terms of fees owed to the Strata Corporation.

After discussion, it was **MOVED, SECONDED and CARRIED** to approve the financial statements for the periods ending November 30th, 2010, as presented.

5. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Deficiency Update/Odour Problem:**

Rancho informed the Strata Council that as per discussions at previous Council Meetings, the balancing of the system's makeup air unit has been completed, as well as all other work pertaining to the odour problem in one of the units.

The Strata Council was also presented with a letter from Mr. John Mendes, pertaining to

5. **BUSINESS ARISING FROM PREVIOUS MEETING CONT'D**

- a) **Deficiency Update/Odour Problem – Cont'd:**
concluding the outstanding deficiency items. He has suggested that the Strata Corporation send a letter to Concord Pacific in efforts to negotiate a settlement for the remaining items. After discussion, the Strata Council instructed Rancho to inform Mr. John Mendes of the settlement offer that the Strata Corporation wishes to pursue with Concord Pacific.
- b) **Elevator Audit:**
Rancho presented a letter from Richmond Elevator in which they have confirmed that they have completed all of the items recently noted in the recent Elevator Audit. The Strata Council is now in the process of gathering price quotations from other Elevator Service providers in order to improve the ongoing maintenance of the elevators.
- c) **Lobby Mats:**
As per the request at the previous Council Meeting, Rancho presented a price quotation from Nikl's Services for replacing the mats on the entrance floors and in the lobby, for a cost of \$525 + applicable taxes. After discussion, the Strata Council instructed Rancho to obtain an updated quote to include a runner for the hallway in front of the elevators in the main lobby.
- d) **Exterior Light Timers:**
Rancho informed the Strata Council that one of the timers for the exterior lights is faulty and is in the process of being replaced. As such, some of the lights on the exterior of the building are not currently working.
- e) **Side Entrance Door:**
As per instructions given at the previous Council Meeting, Rancho informed the Strata Council that the building staff have disabled the alert sound that the sensor makes when the door is left open. The building staff are in the process of deactivating the sensor altogether.

6. **CORRESPONDENCE**

Owners are encouraged to write Strata Council c/o Rancho Management Services on any strata related matters (i.e. suggestions, concerns, complaints, etc.). Correspondence can be mailed to Rancho's office at #600-1190 Hornby Street, Vancouver, BC, V6Z 2K5, faxed to Rancho's office at 604-684-1956, emailed to gramirez@ranchogroup.com, or left for the Strata Manager, Gus Ramirez, at the Concierge's desk.

The Strata Council reviewed various infraction letters that have been previously issued pertaining to Bylaw infractions, and also provided the Management Company with instructions on how to respond.

7. **NEW BUSINESS**

- a) **Annual General Meeting:**
The Strata Council discussed the Annual General Meeting which has been tentatively scheduled for Monday, March 28th, 2011. Official notice of the meeting will be sent to all Owners in accordance with the notice provisions of the *Strata Property Act*. In preparation for the Annual General Meeting, the Strata Council instructed Rancho to gather fixed prices on all of the contracts that are in place for the Strata Corporation for the upcoming year, including a comparison of strata fees for other buildings in the neighbourhood.

8. **NEXT MEETING**

The next meeting will be a Strata Council Meeting and has been scheduled for **Monday, February 7th, 2011, at 6:30 p.m.** to be held in the lobby of 550 Pacific Street.

9. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 7:23 p.m.

Respectfully Submitted,



Gus Ramirez, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
Agent of Strata Plan BCS1570
600-1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: 604-684-4508 (**24 HOUR EMERGENCY SERVICES**)
Direct Line: 604-331-4251
Email: gramirez@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: 604 331-4279. 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.

**STRATA CORPORATION BCS1570
"AQUA AT THE PARK"
550 PACIFIC STREET**

MINUTES OF THE STRATA COUNCIL MEETING OF THE OWNERS OF STRATA PLAN BCS1570, "AQUA AT THE PARK", HELD AT A COUNCIL MEMBER'S HOME ON TUESDAY, JANUARY 5th 2010 AT 7:00 P.M.

IN ATTENDANCE:

Bob Chapman – President
Patricia Lambert – Vice-President
Louise Labuda – Treasurer
Jennifer Gardy – Secretary
Jonathán Ma
John Cloutier

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

Gus Ramirez, Senior Strata Agent

REGRETS:

Diana Pozza

1. **CALL TO ORDER**

There being a quorum, the meeting was officially called to order at 7:00 p.m.

2. **APPROVAL OF PREVIOUS MINUTES**

The Strata Council reviewed the Strata Council meeting minutes of December 3rd, 2009. After discussion, it was **MOVED, SECONDED, and CARRIED** to approve the Strata Council meeting minutes of December 3rd, 2009 as presented.

3. **FINANCIAL REPORT**

The Strata Council reviewed the financial statements for the periods ending October 31st and November 30th, 2009. It was noted that the Strata Corporation had incurred an operating surplus of approximately \$16,283. The value of the contingency fund was \$176,830.

a) **Accounts Receivables:**

The Strata Council also reviewed the Accounts Receivables list and it was noted that currently there is one unit wherein the Strata Corporation's lawyer from Access Law Group has currently taken an order for sale action against the unit as the unit has over \$5,000 outstanding in terms of strata fees.

A discussion ensued with regards to several Owners that have outstanding fines. The pre-authorized payment allows the Strata Corporation to withdraw up to \$1,000 in terms of fines, chargebacks, etc. if there are no disputes over the matter. As such, the Strata Council instructed Rancho to proceed accordingly.

3. **FINANCIAL REPORT – CONT'D**

After discussion, it was **MOVED, SECONDED, and CARRIED** to approve the financial statements for the periods ending October 31st and November 30th, 2009 as presented.

4. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Deficiency Update:**

As per the Strata Corporation's lawyer's presentation at the previous Council meeting, the Strata Council was informed that Mr. John Mendes has recently added Richmond Elevator as part of the legal proceedings. Further, the elevator consultant, who was initially retained by the Strata Corporation to review the elevators, Mr. Norman Hill of Canadian Elevator Quality Assurance Inc., is working closely with the Strata Corporation's lawyer in order to document the deficiency items pertaining to the elevators. Mr. Norman Hill is also working with BC Safety Authority to have some of the elevator items addressed.

b) **HVAC Contract:**

The Strata Council was informed that the Strata Corporation's preventative maintenance contract for the heating, ventilation and air conditioning system of the building has been awarded to Pacific West Plumbing and Heating as per the approval of the Strata Council at the previous Council meeting. The annual cost for the contract is \$8,450 plus applicable taxes. The change of contract was done due to the fact that in 2009/2010, Strata Corporation has incurred an increase in the cost pertaining to the repairs to the mechanical equipment, and therefore, has decided to try out another contractor to see if they can prevent some of the equipment from breaking down.

c) **Enterphone Damage:**

The Strata Council was informed that the recycling company has recently hit the casing around the intercom system by the garage door. As such, parts in order to fix the enterphone have been ordered and the cost will be covered by the recycling company.

d) **Water Damage:**

The Strata Council was informed of a recent incident where a toilet overflow in one of the units caused damage to the unit next door. The proper restoration services have been put in place and the affected unit is currently being restored. **To this end, the Strata Council would like to remind all Owners that it is imperative that you have proper insurance for your unit in the event of a chargeback to your unit for a loss that has occurred within your unit and to other units, i.e. malfunctioning of the toilet or appliance, bathtub overflow, etc. In such cases, the Owner will be liable up to the deductible amount for water damage, which in this case is \$10,000.**

The Strata Council would also like to remind all Residents that if your toilet is clogged, ensure that it is properly unclogged before leaving your suite. If your toilet is clogged and requires repairs, you should be shutting down the water to the toilet by way of the water supply line next to the toilet. Never leave a running clogged toilet unattended.

5. **CORRESPONDENCE**

Owners are encouraged to write Strata Council c/o Rancho Management Services on any strata related matters (i.e. suggestions, concerns, complaints, etc.). Correspondence can be mailed to Rancho's office at #701-1190 Hornby Street, Vancouver, BC, V6Z 2K5, faxed to Rancho's office at 604-684-1956, emailed to gramirez@ranchogroup.com, or left for the Strata Manager, Gus Ramirez, at the Concierge's desk.

The Strata Council reviewed various infraction letters that have been previously issued pertaining to Bylaw infractions, and also provided the Management Company with instructions on how to proceed with repeat offenders.

6. **NEW BUSINESS**

a) **Newspaper Delivery:**

A suggestion was made by a Strata Council member to cancel the delivery of the complimentary newspapers such as the Epoch Times, 24 Hours, etc. These papers are available in boxes on the corner of Richards and Seymour Street, and having these delivered to the building results in additional waste and clutter in the mail area. After discussion, Strata Council instructed Rancho to issue a letter to the above newspaper suppliers in order to cancel their service.

b) **Council Member Resignation:**

At this time, Mr. Chapman officially resigns from the Strata Council as he has sold his unit. Strata Council would like to thank Mr. Chapman for all his hard work during the past few years while being on Council. It was also noted that Mr. Chapman has been on Council since the opening of "Aqua at the Park" and has been an extreme help to the Strata Corporation in ensuring that the building is properly maintained. Strata Council wishes Mr. Chapman success in his future endeavors. Patricia Lambert will assume the interim role as President for the Strata Council.

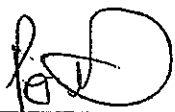
7. **NEXT MEETING**

The next meeting will be a Strata Council Meeting and has been scheduled for **Monday, February 8th, 2010 at 6:30 p.m.** to be held in the lobby of 550 Pacific Street.

8. **TERMINATION**

There being no further business to discuss, it was **MOVED, SECONDED, and CARRIED** to terminate the meeting at 8:30 p.m.

Respectfully Submitted,



Gus Ramirez, Senior Strata Agent
Rancho Management Services (B.C.) Ltd.
Agent of Strata Plan BCS1570
701-1190 Hornby Street, Vancouver, BC, V6Z 2K5
Phone: 604-684-4508 (24 HOUR EMERGENCY SERVICES)
Direct Line: 604-331-4251
Email: gramirez@ranchogroup.com

UPCOMING OLYMPIC AND PARALYMPIC WINTER GAMES

With the upcoming 2010 Olympic and Paralympic Winter Games in Vancouver, please remember that your method of transport will likely be affected. To see the City of Vancouver's plans, please visit olympichostcity.vancouver.ca under *Getting Around*.

We would also like to remind all residents that with the influx of people into the city to please remember these simple security rules:

- * Do not let strangers into the building even if they call you via the enterphone system. When walking into the building, please close the door behind you and ensure others behind you use their own fob for access.
- * Ensure that the garage gate closes behind you when driving in/out of the parkade.
- * Do not leave any valuables inside your vehicle.
- * Ensure that all common area doors are locked behind you.
- * Always lock your suite door.
- * Report all lost or stolen fobs to the Concierge immediately.
- * Report any suspicious individuals/activity to the Police.