

**MINUTES OF COUNCIL MEETING
STRATA PLAN LMS 377 - COBBLELANE
HELD ON TUESDAY, JANUARY 19, 2010 AT 6:30 PM IN UNIT #408**

PRESENT: Kenneth Novakowski (408), Sally Sin (210), Myra Michaelson (107), Percy Ip (110) and Loyal Chow (111)

ABSENT: Amy Venida (102)

IN ATTENDANCE: William Yuen and Josephine Chi, Gammon International

CALL TO ORDER: The Meeting was call to order at 6:30 p.m.

APPROVAL OF THE MINUTES OF THE COUNCIL MEETING ON NOVEMBER 3, 2009: It was Moved (#107) and Seconded (#110) that the Council Minutes held on November 3, 2009 be approved as circulated. CARRIED.

APPROVAL OF THE FINANCIAL STATEMENTS FOR OCTOBER AND NOVEMBER, 2009: As of November 30, 2009 the Financial Statements shows a deficit \$16,473.74 and the Contingency Reserve Fund at \$51,864.91. It was Moved (#110) and Seconded (#107) that the financial statements for October 2009 be approved as circulated. It was Moved (#107) and Seconded (#110) that the financial statements for November 2009 be approved as circulated. CARRIED.

BUSINESS ARISING FROM PREVIOUS MINUTES:

#103: An owner disputed Council's decision on the chargeback for the replanting of the tree. After further review and discussion, it was Moved (#107) and Seconded (#408) to reverse the chargeback. CARRIED.

NEW BUSINESS:

Fines: Fines were issued to 1 strata lot for late payment of special levy for October, November and December 2009 and 1 strata lot for breach of the Bylaws.

Bicycle Storage: Gammon provided a quote from Norstad for a bicycle storage cage. After some discussion and review of the quote, Council directed Gammon to get a quote to replace the lock for the bicycle room. Any Owners wishing to use the bicycle room will be charged a fee annually for the use. The two Owners who currently have lockers in the bicycle room will also be provided with access.

Garbage Room Door: Gammon provided a quote from City Door Master to replace the garbage metal door. After some discussion, Council directed Gammon to look at other options. Gammon will update in the next council meeting.

Services during the 2010 Olympics: Gammon advised that during the 2010 Olympics, Gammon staff, contractors, sub-contractors and service providers may be unable to speedily attend the problems of your premises, although we will do our best under the circumstances. At the same time, there may be additional charges for attendance during those periods.

SL 8: An Owner reported the unit had a break and enter over the weekend. The culprit broke the lock on the patio doors. All Owners are reminded to be diligent and to report any suspicious activities. If there is another occurrence, the first step is to call 911 and file a report with the Police and then report to Gammon.

ADJOURNMENT: The meeting was adjourned at 7:20 p.m.

NEXT MEETING: The next Council Meeting is scheduled after the Annual General Meeting. (Post meeting note: The next Council Meeting is scheduled on March 18, 2010 at 7:30 p.m. in Suite #408.)

Gammon International Real Estate Corporation

Attn: William Yuen

#500-1501 West Broadway, Vancouver, BC. V6J 4Z6

Tel: 604-736-6761 ext. 310

Fax: 604-736-6768

E-mail: wyuen@gammoninternational.com

Parking:

Bylaw 8(6): Occupants shall not park in visitor parking area at any time, except in cases of emergency or when overhead garage door is inoperable, without the express written permission of the council;

(a) visitors shall not park in the visitors parking area for more than a 24 hour period (continuous or otherwise) without the express written consent of the council;

(b) vehicles parked in violation of the foregoing shall be subject to a fine of \$25.00 per day or may be towed at the vehicle owners expense, at the discretion of the council;

Bylaw 32(5)(d) An owner, tenant or occupant shall not park any vehicle in a manner which will reduce the width of another parking stall, the garage roadway or ramp or any roadway on the common property or on the limited common property.

Bylaw 32(9) The maximum speed limit in the parking garage is 5 Kilometers per hour and all traffic signs must be adhered to.

Bylaw 3(5)(d): An Owner, tenant or occupant must not obstruct or use the sidewalks, walkways, passages and driveways of the common property for any purpose other than ingress or egress from the strata lots or parking areas within the common property of the strata plan.

December 29, 2010

To the Owners Strata Plan LMS 377,
Cobble Lane

Dear Owners:

RE: Notice of the 2011 Annual General Meeting on Tuesday, January 18, 2011

Enclosed you will find the following:

- (a) Notice of Meeting
- (b) Agenda for the Meeting
- (c) Minutes of 2010 Special General Meeting
- (d) Unaudited Financial Statements
- (e) Insurance policy
- (c) Proposed Budget - 2011
- (e) Proxy Form
- (f) Nomination Form for Council Members


It is important that all owners attend to elect your next Council, vote on the budget for the ensuing year.

Please note that in accordance with the Strata Property Act, only those Owners whose monthly maintenance fees are current may vote. If you wish to check your account status, please call Eve Cheung at 604-736-6761 ext. 311.

We look forward to seeing you at the meeting.

Yours very truly,

GAMMON INTERNATIONAL


Josephine Chi
Strata & Rental Property Manager

Enclosures

*30 Hydro
rebate
electrical permit*



**TAKE NOTICE THAT THE ANNUAL GENERAL MEETING OF THE
OWNERS STRATA PLAN LMS 377
COBBLE LANE**

is being held on:

Tuesday, January 18, 2011

**In the
4th floor foyer, Cobblelane
7168 Oak Street, Vancouver, B.C.**

REGISTRATION: 7:30 P.M.

MEETING: 7:35 P.M.

***** (Please bring your own chair) *****

1. **PURPOSE** The purpose of the meeting is to inform the Owners of the operation of the Strata Corporation, the litigation update, to adopt a 2011 operating budget and to elect Strata Council for the coming year.
2. **QUORUM** In order to conduct business at the General Meeting, at least one-third of the persons entitled to vote must be present in person or by proxy.
3. **ELGILIBITY** Except in cases where, by or under the Strata Property Act a unanimous resolution is required, no Owner is entitled to vote at any General Meeting unless all the contributions payable in respect of his Strata Lot, including fines and penalties have been duly paid. No payment will be accepted after January 17, 2011.
4. **PROXY** An instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney and may be either general or for a particular meeting. A proxy need not be an Owner. Gammon International may not hold a proxy.
5. **SPECIAL RESOLUTIONS** Special Resolutions require a 75% majority of the casting votes in order to carry. Abstentions are no longer counted as "no" votes.

**AGENDA OF THE
2011 ANNUAL GENERAL MEETING
OWNERS STRATA PLAN LMS 377, COBBLE LANE**

The meeting is to be held on Tuesday, January 18, 2011 with registration commencing at 7:30 p.m. in

The 4th floor foyer, 7168 Oak Street, Vancouver, B.C.

- (1) Call to order
- (2) Certify proxies and determine quorum
- (3) File proof of notice of the meeting
- (4) Approve the agenda
- (5) Approval of the minutes of the Annual General Meeting held on January 19, 2010 as attached.
- (6) Approval of the unaudited 2010 Financial Statement as enclosed
- (7) Reports:
- (8) Report on insurance coverage as enclosed
- (9) Consideration of the 2011 operating budget
- (10) Election of strata council

The size of council was set in the Bylaws at least (3) three and not more than 7 members. The present council members must resign, although they may stand for re-election.
- (11) General discussions
- (12) Adjournment

**MINUTES OF THE 2010 SPECIAL GENERAL MEETING
STRATA PLAN LMS 377, COBBLE LANE**

**HELD ON MONDAY, JUNE 7, 2010 AT 7:30 P.M.
AT THE 4TH FLOOR FOYER, 7168 OAK STREET, VANCOUVER, B.C.**

CALL TO ORDER:

The meeting was called to order at 7:30 p.m. by Kenneth Novakowski, President of Strata Council, Strata Plan LMS 377. William Yuen and Josephine Chi attended from Gammon International.

CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:

All owners present in person or by proxy had signed the roll, the proxies certified. There were a total of 9 owners in attendance, 3 by proxy for a total of 12 owners presented constituting a legal quorum under the requirements of the Strata Property Act.

PROOF OF NOTICE OF MEETING:

It was moved (102) and seconded (107) that the Notice of Meeting dated May 17, 2010 had been given as prescribed by the Strata Property Act. CARRIED.

APPROVAL OF THE AGENDA:

It was moved (409) and seconded (107) to approve the Agenda as circulated. CARRIED.

APPROVAL OF THE MINUTES OF THE 2010 ANNUAL GENERAL MEETING HELD ON JANUARY 19, 2010:

It was moved (107) and seconded (102) to approve the Minutes of the 2010 Annual General Meeting held on January 19, 2010. CARRIED.

SPECIAL RESOLUTION #10.5

Further to the Annual General Meeting held on January 19, 2010, Owners deferred the decision to approve Special Resolution 10.2 for the carpet replacement. The carpets in the common hallways are in poor condition. A few Owners had volunteer to form a Carpet Committee to research a variety of flooring options and recommend to replace the carpets in the common halls. The Committee obtained an estimate to replace the carpet at \$15,385.00 and repaint the hallways at \$5,500.00.

It was moved (102) and seconded (108) to approve Special Levy 10.5 as presented. Council reported that Gammon obtained quotations from other contractors based on the same specifications and the estimate cost is \$9,750 for carpet replacement and \$5,200 for painting.

After some discussions, it was moved (107) and seconded (102) to amend Special Resolution #10.5 as follows;

That a Special Levy be hereby levied against the Owners in accordance with the unit entitlement of each strata lot, payable by 15th day of June, 2010 in the sum of \$15,000.00 for replacing the common area carpet and repaint the hallways. For the convenience of Owners, payments can be made in two equal instalments, June 15th and July 15th, 2010. Should excess fund be required, they will be taken from the Contingency Reserve Fund.

12 votes cast voted in favour of the motion, 0 abstain and 0 against. MOTION CARRIED.

SPECIAL RESOLUTION #10.6

Personal Information Protection Act requires every organization that collects, stores, uses, and discloses personal information must ensure that it has proper policies and procedures in place to protect the privacy of that information. Not only is such a system necessary to comply with the legislation being introduced across British Columbia, but it is also expected by customers, clients, other organizations and the public in general. Strata Council established a Privacy Policy to be approved by owners.

Be it resolved as a Special Resolution of the Owners, Strata Plan LMS 377, by a ¾ vote approved Privacy Bylaw as circulated.

After some discussions, it was moved (102) and seconded (107) to approve Special Resolution #10.6. 12 votes cast voted in favour of the motion and 0 against. MOTION CARRIED.

SPECIAL RESOLUTION #10.7

Further to the Privacy Bylaw above, Strata Council also established a policy on the building access system and security surveillance system to be approved by owners.

Be it resolved as a Special Resolution of the Owners, Strata Plan LMS 377, by a ¾ vote approved Building Access System and Security Surveillance System Bylaw as circulated.

After some discussions, it was moved (102) and seconded (107) to approve Special Resolution #10.7. 12 votes cast voted in favour of the motion and 0 against. MOTION CARRIED.

GENERAL DISCUSSION:

There was a general discussion on security issues around the complex. Council noted and will be looking to extend the fence in one corner area that was reported where the culprits were getting into the complex. Council will update Owners in future minutes.

ADJOURNMENT:

With no further business, the meeting was adjourned at 7:50 p.m. CARRIED

Enclosures:

The 2010 Special Levy 10.5 by one-time payment on June 15th, 2010 or in two (2) equal monthly instalments by June 15th and July 15th, 2010 is reflected in the column "Special Levy 10.5".

Additional Schedule of Bylaws: Please include these in your Bylaws dated 2009-03-19.

Please read these minutes and keep them with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. A charge will be assessed for replacement copies.

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Balance Sheet (Accrual)
COBBLELANE - LMS 377 - (377)
November 2010

Prepared For:
COBBLE LANE
LMS 377
7168-7170 OAK STREET
VANCOUVER, BC

Prepared By:
GAMMON INTERNATIONAL
500-1501 WEST BROADWAY
VANCOUVER, BC V6J 4Z6

ASSETS

CURRENT ASSETS

OPERATING CASH - TRUST 5,675.73
S.A.10.5 - CARPET REPLACEMENT 531.83
ACCOUNTS RECEIVABLE - CTL 3,688.66

TOTAL CURRENT ASSETS 9,896.22

CONTINGENCY FUND

CONTINGENCY RESERVE ACCOUNT 23,556.48

TOTAL CONTINGENCY FUND 23,556.48

TOTAL ASSETS 33,452.70

LIAB. & SHAREHOLDERS EQUITY

LIABILITIES

ACCOUNTS PAYABLE - CTL 4,528.41
PREPAID ASSESSMENTS 648.77
DEPOSIT - BEEPER 50.00
DEPOSIT - KEY 10.00

TOTAL LIABILITIES 5,237.18

OWNERS EQUITY

CONTINGENCY RESERVE 25,774.08
CARPET REPLACEMENT -1,733.79
SURPLUS/(DEFICIT) CURRENT YEAR 4,175.23

TOTAL OWNERS EQUITY 28,215.52

TOTAL LIAB. & OWNERS EQUITY 33,452.70

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Budget Comparison (Accrual)
COBBLELANE - LMS 377 - (377)
November 2010

Prepared For:
 COBBLE LANE
 LMS 377
 7168-7170 OAK STREET
 VANCOUVER, BC

Prepared By:
 GAMMON INTERNATIONAL
 500-1501 WEST BROADWAY
 VANCOUVER, BC V6J 4Z6

	<u>MTD Actual</u>	<u>MTD Budget</u>	<u>\$ Var.</u>	<u>% Var.</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>\$ Var.</u>	<u>% Var.</u>	<u>Annual</u>
REVENUE									
MISCELLANEOUS REVENUE	0.00	125.00	-125.00	-100.0	1,413.50	1,500.00	-86.50	-5.77	1,500.00
REGULAR ASSESSMENTS	11,648.83	11,648.84	-0.01	0.00	139,785.96	139,786.30	-0.34	0.00	139,786.30
PARKING REVENUE	100.00	0.00	100.00	0	1,050.00	0.00	1,050.00	0	0.00
TOTAL INCOME	11,748.83	11,773.84	-25.01	-0.21	142,249.46	141,286.30	963.16	0.68	141,286.30
EXPENSES - COMMON AREA									
ACCOUNTING, ADMIN & LEGAL	56.81	203.37	151.56	72.74	2,238.96	2,500.00	261.04	10.44	2,500.00
BANK CHARGES	34.44	40.00	5.56	13.90	448.25	180.00	31.75	6.61	180.00
ELEVATOR	277.37	299.44	22.07	7.37	3,893.32	3,593.72	-299.60	-8.34	3,593.72
ENTERPHONE	37.04	59.72	22.68	37.98	128.24	716.64	288.40	40.24	716.64
FIRE PROTECTION	0.00	267.63	267.63	100.0	1,562.40	3,212.00	1,649.60	51.36	3,212.00
INSURANCE	1,097.00	1,097.00	0.00	0.00	12,300.00	13,164.00	864.00	6.56	13,164.00
JANITORIAL-SERVICES	487.20	529.56	42.36	8.00	5,633.25	6,355.05	721.80	11.36	6,355.05
LANDSCAPING	688.80	574.32	-114.48	-19.93	7,893.27	6,892.50	-1,000.77	-14.52	6,892.50
MANAGEMENT FEES	1,064.00	997.50	-66.50	-6.67	12,302.50	11,970.00	-332.50	-2.78	11,970.00
R&M - ELECTRICAL/LIGHTING	277.34	75.00	-202.34	-269.7	319.47	900.00	580.53	64.50	900.00
R&M - BUILDING EXTERIOR	1,008.00	1,216.25	208.25	17.12	12,558.00	14,595.00	2,037.00	13.96	14,595.00
R&M - GENERAL	1,143.52	666.63	-476.89	-41.65	6,193.59	3,000.00	3,193.59	106.45	3,000.00
R&M - PLUMBING	1,338.74	750.00	-588.74	-43.97	12,550.97	9,000.00	-3,550.97	-39.46	9,000.00
R&M - OVERHEAD GARAGE DO	0.00	122.69	122.69	100.0	558.07	1,472.50	914.43	62.10	1,472.50
SECURITY - LOCKS	0.00	41.63	41.63	100.0	0.00	500.00	500.00	100.0	500.00
SNOW REMOVAL	330.40	0.00	-330.40	0	406.00	600.00	194.00	32.33	600.00
UTILITIES - ELECTRICITY	0.00	563.34	563.34	100.0	7,273.19	6,760.52	-512.67	-7.58	6,760.52
UTILITIES - GAS	2,732.21	2,262.34	-469.87	-20.77	27,508.95	27,147.86	-361.09	-1.33	27,147.86
UTILITIES - WATER & SEWER	0.00	632.47	632.47	100.0	7,704.09	7,590.30	-113.79	-1.50	7,590.30
WASTE REMOVAL	252.37	249.37	-3.00	-1.20	2,957.39	2,992.00	34.61	1.16	2,992.00
TOTAL BUILDING EXPENSES	11,325.24	10,653.26	-671.98	-6.31	125,229.91	128,442.09	3,212.18	2.50	128,442.09
CONTINGENCY FUND	1,070.35	1,070.36	0.01	0.00	12,844.32	12,844.21	-0.11	0.00	12,844.21
TOTAL EXPENSES	12,395.59	11,723.62	-671.97	-5.73	138,074.23	141,286.30	3,212.07	2.27	141,286.30
PROFIT (LOSS)	-646.76	50.22	-696.98	-1,387	4,175.23	0.00	4,175.23	0	0.00



BFL CANADA Insurance Services Inc
 1177 West Hastings Street, Suite 200
 Vancouver, British Columbia V6E 2K6
 T: (604) 669-9600
 F: (604) 683-9316
 Toll Free: 1-866-669-9600

CERTIFICATE OF INSURANCE

Previous Policy No. BFL04LMS0377

Renewal Policy No. BFL04LMS0377

NAMED INSURED The Owners, Strata Plan LMS377, acting on their own behalf or as a Strata Corporation
 Gammon International Real Estate Corporation (As Property Manager)
MAILING ADDRESS 700 - 1501 West Broadway, Vancouver, BC V6J 4Z6
POLICY PERIOD From: November 15, 2010 To: November 15, 2011
 12:01 a.m. standard time at the location of the premises as to each of the said dates
INSURED LOCATION 7160 - 7170 Oak Street, Vancouver, BC V6P 3Z9
CONSTRUCTION Frame 1 Storeys 2 Buildings
OCCUPIED BY INSURED AS 28 Residential Units 0 Commercial Unit

Insurance is provided, subject to the Declarations, Terms, Conditions of the policy and its Riders, only for which specific Riders are attached and for which a specific limit or annotation is shown hereunder.

INSURING AGREEMENT	DEDUCTIBLE	LIMIT
SECTION I - PROPERTY (Revision date Aug 24, 2006 /RB)		
A. All Property - All Risks, Blanket By-Laws, Stated Amount Co-Insurance, Replacement Cost, 110% Margin Clause.		\$ 5,868,10
All Risks	\$ 1,000	
Sewer Backup Damage	\$ 5,000	
Water Damage	\$ 5,000	
Earthquake Damage	% 10	
Flood Damage	\$ 10,000	
Lock & Key	\$ 250	\$ 10,000
B. Business Interruption (Gross Rents), 100% Co-Insurance, Indemnity Period (Months): N/A		Not Covered
SECTION II - CRIME (Form 500000-05, Rev. Jan 2000)		
I. Comprehensive Dishonesty, Disappearance and Destruction - Form A	Nil	\$ 10,000
II. Loss Inside the Premises	Nil	\$ 5,000
III. Loss Outside the Premises	Nil	\$ 5,000
IV. Money Orders and Counterfeit Paper Currency	Nil	\$ 5,000
V. Depositors Forgery	Nil	\$ 5,000
SECTION III - COMMERCIAL GENERAL LIABILITY (Form 000102, Rev. Nov 2005)		
A. Bodily Injury & Property Damage Liability - Per Occurrence	\$ 500	\$ 5,000,000
General Aggregate Limit - Aggregate	\$ 500	\$ 5,000,000
Products and Completed Operations - Aggregate	\$ 500	\$ 5,000,000
B. Personal and Advertising Injury Liability - Per Occurrence		\$ 5,000,000
C. Medical Payments - Any One Person		\$ 5,000
Medical Payments - Per Occurrence	\$ 500	\$ 25,000
D. Tenants Legal Liability		\$ 500,000
Non-Owned Automobile Endorsement SPF #6 - Form 335002-02 - Per Occurrence		\$ 5,000,000
Contractual Liability Endorsement SEF #96 - Form 335100-01 - Per Occurrence	\$ 500	\$ 5,000,000
Excluding Long Term Leased Vehicle Endorsement SEF #99 - Form 335300-02 - Per Occurrence		\$ 5,000,000
Limited Pollution Liability Coverage Endorsement - Aggregate	\$ 500	\$ 1,000,000
Employee Benefit Liability - Form 000200 - Aggregate		\$ 1,000,000
SECTION IV - CONDOMINIUM DIRECTORS & OFFICERS LIABILITY		
Claims Made Form (Including Property Manager)		Nil \$ 2,000,000
SECTION V - EXTERIOR GLASS (Form 820000-02, Rev. Nov 1998)		
Residential	\$ 100	Blank
Commercial	\$ 250	

This Policy contains a clause(s) which may limit the amount payable.

SUBSCRIPTION

This Certificate is not valid unless countersigned by an Authorized Representative of the Insurer(s).

BFL CANADA Insurance Services Inc.

E. & O.E.

Date: November 23, 2010

[Signature]
 AUTHORIZED REPRESENTATIVE



BFL CANADA Insurance Services Inc.
 1177 West Hastings Street, Suite 200
 Vancouver, British Columbia V6E 2K3
 Tel: (604) 669-9600
 Fax: (604) 683-9310
 Toll Free: 1-866-669-0600

INSURING AGREEMENT		DEDUCTIBLE	LIMIT
SECTION VI - EQUIPMENT BREAKDOWN			
A.	Objects Insured - objects as described and defined for Standard Comprehensive Form, Data Processing Equipment and Electronic Equipment Included.		
B.	Direct Damage including Repair or Replacement, By Laws coverage, Off Premises Power Sub Limits: - Ammonia Contamination - Water Damage - Expediting Expenses - Professional Fees - PCB Contamination	\$ 500	\$ 3,068,100 \$ 100,000 \$ 100,000 \$ 100,000 \$ 100,000 \$ 100,000
C.	Business Interruption/Extra Expense Loss of Profits - Rents, Indemnity Period (Months): N/A	24 Hour Waiting Period N/A	\$ 100,000 Not Covered
SECTION VII - POLLUTION LIABILITY (Min & Ret) - Claims Made (Form ZC 5558 U [01/09])			
	Limit of Liability - Each Loss, Remediation Expense or Legal Defense Expense Aggregate	\$ 25,000	\$ 1,000,000 \$ 3,000,000
SECTION VIII - VOLUNTEER ACCIDENT			
	Principal Sum	See Policy Wordings	\$ 100,000
LOSS IF ANY PAYABLE TO:	To all Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property. (The Standard Mortgage Clause is applicable unless Special Mortgage Clause attached)		
TOTAL PREMIUM		\$	13,061.00

LIST OF INSURERS			
Insurance Company	Section	Participation %	Master Policy No.
Aviva Insurance Company of Canada	PROPERTY	25.0%	BFL SPW001
	CRIME	100.0%	
	COMMERCIAL GENERAL LIABILITY	100.0%	
	EXTERIOR GLASS	100.0%	
AXA Assurances Inc.	VOLUNTEER ACCIDENT	100.0%	9224573
AXA Pacific Insurance Company	PROPERTY	25.0%	BFL SPW001
	EQUIPMENT BREAKDOWN	100.0%	
Chartis Insurance Company of Canada	PROPERTY	25.0%	BFL SPW001
Economical Mutual Insurance Company as arranged by Can-Sure Underwriting Ltd.	PROPERTY	25.0%	BFL SPW001
Great American Insurance Group	CONDOMINIUM DIRECTORS & OFFICERS LIABILITY	100.0%	D14100
Zurich Insurance Company Ltd	POLLUTION LIABILITY	100.0%	8706115

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Cobble Lane, Strata Plan LMS 377

Proposed Operating Budget December 1, 2010 to November 30, 2011

	2009/10 Approved Budget	2009/10 Actual 12 months	2010/11 Proposed Budget	
REVENUES				
Strata Maintenance Fees	\$ 139,786.30	\$ 139,785.96	\$ 139,785.96	0.00%
Contingency Fund	\$ -	\$ -	\$ -	
Surplus/(Deficit Recovery)	\$ -	\$ -	\$ -	
Miscellaneous-interest,misc.parking	\$ 1,500.00	\$ 1,413.50	\$ 1,500.00	
Parking Revenue	\$ -	\$ 1,050.00		
Special Levies	\$ -	\$ -		
TOTAL REVENUE	\$ 141,286.30	\$ 142,249.46	\$ 141,285.96	

OPERATING EXPENSES

	2009/10 Approved Budget	2009/10 Actual 12 months	2010/11 Proposed Budget	Notes:
Account & Administration	\$ 2,500.00	\$ 2,238.96	\$ 2,500.00	estimate
Bank Charges	\$ 480.00	\$ 448.25	\$ 500.00	estimate
Elevator	\$ 3,593.72	\$ 3,893.32	\$ 3,852.29	monthly mtce+ tel line+license+emergency
Enterphone	\$ 716.64	\$ 428.24	\$ 744.48	contract + repairs
Fire Protection R&M	\$ 3,212.00	\$ 1,562.40	\$ 2,500.00	Annual insp.+repairs+monitor
Insurance	\$ 13,164.00	\$ 12,300.00	\$ 13,061.00	based on actual
Janitorial	\$ 6,355.05	\$ 5,633.25	\$ 6,500.00	monthly contract+monthly pick up
Landscaping	\$ 6,892.50	\$ 7,893.27	\$ 7,197.00	monthly mtce+sprinkler+front imp +trees removal
Management Fees	\$ 11,970.00	\$ 12,302.50	\$ 13,104.00	contract
R&M Electrical	\$ 900.00	\$ 819.47	\$ 1,000.00	supplies+improvement
R&M Building Exterior	\$ 14,595.00	\$ 12,558.00	\$ 13,328.00	exterior maintenance program
R&M General	\$ 8,000.00	\$ 6,193.59	\$ 10,724.12	estimate for repairs
R&M Plumbing	\$ 9,000.00	\$ 12,550.97	\$ 12,000.00	estimate for repairs including HVAC
R&M Garage Door	\$ 1,472.50	\$ 558.07	\$ 1,472.50	3 mtce check + estimate for repairs
Security/Lock	\$ 500.00	\$ -	\$ 500.00	estimate
Snow Removal	\$ 600.00	\$ 406.00	\$ 600.00	estimate
Hydro	\$ 6,760.52	\$ 7,273.19	\$ 8,526.00	Based on historical cost, 5% increase
Gas	\$ 27,147.86	\$ 27,508.95	\$ 29,325.15	Based on historical cost
Water/Sewer	\$ 7,590.30	\$ 7,704.09	\$ 10,189.29	Based on historical cost, 5% increase
Waste Removal/Recycle	\$ 2,992.00	\$ 2,957.39	\$ 3,352.00	garbage + recycle
Total Expenses	\$ 128,442.09	\$ 125,229.91	\$ 140,975.84	
Contingency Fund	\$ 12,844.21	\$ 12,844.32	\$ 7,048.79	5% on total expenses
TOTAL OPERATING EXPENSES	\$ 141,286.30	\$ 138,074.23	\$ 148,024.63	4.77%
Surplus/Deficit	\$ -	\$ 4,175.23	\$ (6,738.67)	

Statement of Retained Earnings:

Retained Earnings as at December 1, 2009	\$ 2,563.44
Estimated Surplus/(Deficit) for 2009/2010	\$ 4,175.23
Estimated Retained Earnings as at November 30, 2010	\$ 6,738.67
Estimated Surplus/(Deficit) for 2010/2011	\$ (6,738.67)
Estimated Retained Earnings as at November 30, 2011	\$ 0.00
Opening balance in the Operating Fund as at December 1, 2010	\$ 5,675.73
Estimated Closing balance in the Operating Fund as at November 30, 2011	\$ 2,625.72
Opening balance in the Contingency Reserve Fund as at Dec. 1, 2010	\$ 23,556.48
Estimated Closing balance in the Contingency Reserve Fund as at Nov. 30, 2011	\$ 30,605.27

COBBLE LANE, STRATA PLAN LMS 377
 PROPOSED 2010/11 MONTHLY MAINTENANCE FEE
 DECEMBER 1, 2010 TO NOVEMBER 30, 2011

Strata Lot	Suite #	U.E.	Votes	2010/11 Monthly Maintenance Fee	2010/11 Annual Maintenance Fee
1	100	1,150	1	392.26	4,707.16
2	101	1,499	1	511.31	6,135.67
3	102	1,523	1	519.49	6,233.90
4	103	1,523	1	519.49	6,233.90
5	104	1,523	1	519.49	6,233.90
6	105	1,523	1	519.49	6,233.90
7	106	1,558	1	531.43	6,377.16
8	107	1,096	1	373.84	4,486.12
9	108	1,141	1	389.19	4,670.31
10	109	1,170	1	399.08	4,789.01
11	110	1,172	1	399.77	4,797.20
12	111	1,100	1	375.21	4,502.49
13	200	1,151	1	392.60	4,711.24
14	207	1,096	1	373.84	4,486.12
15	208	1,141	1	389.19	4,670.31
16	209	1,170	1	399.08	4,789.01
17	210	1,172	1	399.77	4,797.20
18	211	1,095	1	373.50	4,482.02
19	307	1,096	1	373.84	4,486.12
20	308	1,141	1	389.19	4,670.31
21	309	1,170	1	399.08	4,789.01
22	310	1,172	1	399.77	4,797.20
23	311	1,095	1	373.50	4,482.02
24	407	1,096	1	373.84	4,486.12
25	408	1,141	1	389.19	4,670.31
26	409	1,170	1	399.08	4,789.01
27	410	1,172	1	399.77	4,797.20
28	411	1,095	1	373.50	4,482.02
TOTAL:		34,151	28	11,648.79	139,785.94

PROXY

I/We _____, the registered owner(s) of Strata Lot ____ of
Owners Strata Plan LMS 377 hereby appoint _____
as my/our Proxy to vote on my/our behalf at the 2011 Annual General Meeting of the Owners,
Strata Plan LMS 377 to be held on the 18th day of January, 2011, and at any adjournment thereof.

**FINANCIAL
STATEMENTS**

APPROVE

DISAPPROVE

AT DISCRETION
OF PROXY

**PROPOSED
BUDGET**

APPROVE

DISAPPROVE

AT DISCRETION
OF PROXY

DATE

SIGNATURE

PRINTED NAME

SIGNATURE

PRINTED NAME



NOMINATION FORM

Election of 2011 Strata Council

I, _____ registered Owner(s) of suite # _____
located in Strata Plan LMS 377 would be interested in allowing my name to stand for election
to the Strata Council for the forthcoming year.

or

I, _____ registered Owner(s) of suite # _____
located in Strata Plan LMS 377 nominate _____ of suite # _____
as a candidate for election to the Strata Council for the forthcoming year.

Signature

Date

Please forward this form to:

**Gammon International Real Estate Corporation
#500-1501 West Broadway
Vancouver, B.C.
V6J 546**

**By Fax: 604-736-6768
By Email: info@gammoninternational.com**

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**MINUTES OF THE 2010 ANNUAL GENERAL MEETING
STRATA PLAN LMS 377, COBBLE LANE**

**HELD ON TUESDAY, JANUARY 19, 2010 AT 7:30 P.M.
AT THE 4TH FLOOR FOYER, 7168 OAK STREET, VANCOUVER, B.C.**

CALL TO ORDER:

The meeting was called to order at 7:30 p.m. by Kenneth Novakowski, President of Strata Council, Strata Plan LMS 377. William Yuen and Josephine Chi attended from Gammon International.

CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:

All owners present in person or by proxy had signed the roll, the proxies certified. There were a total of 9 owners in attendance, 4 by proxy for a total of 13 owners presented constituting a legal quorum under the requirements of the Strata Property Act.

PROOF OF NOTICE OF MEETING:

It was moved (208) and seconded (107) that the Notice of Meeting dated December 29, 2009 had been given as prescribed by the Strata Property Act. CARRIED.

APPROVAL OF THE AGENDA:

It was moved (208) and seconded (107) to approve the Agenda as circulated. CARRIED.

APPROVAL OF THE MINUTES OF THE 2009 SPECIAL GENERAL MEETING HELD ON MARCH 19, 2009:

It was moved (107), seconded (208) to approve the Minutes of the 2009 Special General Meeting held on March 19, 2009. CARRIED.

APPROVAL OF THE UNAUDITED FINANCIAL STATEMENT:

The unaudited financial statements for the year ended November 30, 2009 prepared by Gammon were circulated with the notice package and was discussed. Gammon reported that as at November 30, 2009 the contingency reserve fund was \$51,864.91, operating account showed a deficit of \$16,473.74 on year to date. Council President reported the deficit was plumbing repair costs due to the delay in the replacement of the boilers and under budget of the gas consumption for last year. It was then moved (409) and seconded (208) that the statements be approved as circulated. CARRIED.

REPORT ON INSURANCE COVERAGE:

The insurance policy was renewed with BFL Canada Insurance Services Inc. from November 15, 2009 to November 15, 2010. A copy of Summary of Coverage is enclosed in the Notice for your reference.

PROPOSED OPERATING BUDGET FOR 2010:

A proposed operating budget had been circulated in the notice package. The strata fees of the proposed budget remains the same as last year. It was moved and seconded unanimously to approve the Budget as circulated. CARRIED.

SPECIAL RESOLUTION #10.1

The operations of 2009 had a deficit of \$16,473.75 which were due to the delay in the replacement of the boilers and the under budgeted gas consumption.

Be it resolved as a Special Resolution by $\frac{3}{4}$ vote of the Owners, Strata Plan LMS 377, that a Special Levy to recover the 2009 Operating Deficits, in the sum of \$16,473.75 be hereby levied against the Owners in accordance with the unit entitlement of each strata lot, payable by 1st day of February, 2010 or in 3 equal monthly payments.

After some discussions, it was moved (409) and seconded (208) to approve Special Resolution #10.1. 12 votes cast voted in favour of the motion, 1 abstain and 0 against. MOTION CARRIED.

SPECIAL RESOLUTION #10.2

The carpets in the common hallways are in poor condition. Gammon obtained an estimate for replacing the carpet at \$12,000.

Be it hereby resolved as $\frac{3}{4}$ vote resolutions of the Owners of Strata Plan LMS 377, that a Special Levy be hereby levied against the Owners in accordance with the unit entitlement of each strata lot, payable by 1st day of February, 2010 in the sum of \$12,000.00 for replacing the common area carpet. For the convenience of Owners, payments can be made in three equal instalments, February 1st, March 1st and April 1st, 2009. Should excess fund be required, they will be taken from the Contingency Reserve Fund.

After some discussions, it was moved (107) and seconded (111) to approve Special Resolution #10.2. 9 votes cast voted in favour of the motion, 1 abstain and 3 against. MOTION DEFEATED.

An Owner put forward a proposal to form a Committee consisting of Owners to further research and investigate in other options. It was moved and second unanimously to form a Committee (107, 310 volunteer and 102 was nominated). CARRIED.

SPECIAL RESOLUTION #10.3

Council received complaints from owners that residents had been smoking on common property such as courtyard and parking garage and limited common property such as balcony, deck or patio. The smoke causes nuisance or hazard to other occupants of the building. Council proposed to AMEND the Current Bylaw 3(5)(f): An Owner, tenant or occupant must not smoke in or on any common area.

Be it resolved as a Special Resolution by a $\frac{3}{4}$ vote of the Owners, Strata Plan LMS 377, to amend Bylaw 3(5)(f): An Owner, tenant or occupant must not smoke in or on any common property or limited common property.

After some discussions, it was moved (107) and seconded (103) to approve Special Resolution #10.3. 13 votes cast voted in favour of the motion and 0 against. CARRIED.

SPECIAL RESOLUTION #10.4

Council received complaints from owners that residents discharged fireworks on common property and had caused nuisance or hazard to other occupants of the building. There is no current Bylaw restricting firework. Council proposed to ADD a new Bylaw 3(5)(x).

Be it resolved as a Special Resolution by a ¾ vote of the Owners, Strata Plan LMS 377, to approve Bylaw 3(5)(x) as follows:

An Owner, tenant or occupant must not smoke in or on any common property or limited common property.

After some discussions, it was moved (409) and seconded (103) to approve Special Resolution #10.3. 13 votes cast voted in favour of the motion and 0 against. CARRIED.

ELECTION OF STRATA COUNCIL:

W. Yuen called for the resignation of the council. Thanks were extended for all of the hard work and effort of past council members. Special thanks were extended to the President (408) and the Property Manager. The bylaws state that the Council should consist of not less than 3 or more than 7 members. Nominations were requested from the floor. Five Owners allowed their names to stand for Council and One Owner was nominated for a total of Six. There being no further nominations from the floor, the nominations were closed and the nominees declared duly elected as Strata Council for the coming year:

1. Kenneth Novakowski (408)
2. Amy Venida (102)
3. Morgan Chow (103)
4. Myra Michaelson (107)
5. Percy Ip (110)
6. Loyal Chow (111)

ADJOURNMENT:

With no further business, the meeting was adjourned at 8:30 p.m. CARRIED

Enclosures:

Approved budget and payment schedules:

The 2009 Deficit (Special Levy 10.1) by one-time payment on February 1, 2010 or in three (3) equal monthly instalments by February 1, March 1 and April 1, 2010 is reflected in the column "2009 Deficit".

Please read these minutes and keep them with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. A charge will be assessed for replacement copies.

Cobble Lane, Strata Plan LMS 377

Approved Operating Budget December 1, 2009 to November 30, 2010

2010
budget

REVENUES

Strata Maintenance Fees	139,786.30
Contingency Fund	0.00
Surplus/(Deficit Recovery)	0.00
Miscellaneous-interest,misc.parking	1,500.00
Special Levies	
TOTAL REVENUE	<u>141,286.30</u>

OPERATING EXPENSES

Account & Administration	2,500.00
Bank Charges	480.00
Elevator	3,593.72
Enterphone	716.64
Fire Protection R&M	3,212.00
HVAC R&M	0.00
Insurance	13,164.00
Janitorial	6,355.05
Landscaping	6,892.50
Management Fees	11,970.00
R&M Electrical	900.00
R&M Building Exterior	14,595.00
R&M General	8,000.00
R&M Plumbing	9,000.00
R&M Garage Door	1,472.50
Security/Lock	500.00
Snow Removal	600.00
Hydro	6,760.52
Gas	27,147.86
Water/Sewer	7,590.30
Waste Removal/Recycle	<u>2,992.00</u>
Total Expenses	128,442.09
Contingency Fund	<u>12,844.21</u>
TOTAL OPERATING EXPENSES	<u>141,286.30</u>
Surplus/Deficit	<u>0.00</u>
OPERATING EXPENSES	141,286.30

COBBLE LANE STRATA PLAN LMS 377
 APPROVED 2010 MONTHLY MAINTENANCE FEE
 DECEMBER 1, 2009 TO NOVEMBER 30, 2010

Strata Lot	Suite #	U.E.	Votes	2010 Monthly Maintenance Fee
1	100	1,150	1.00	392.26
2	101	1,499	1.00	511.31
3	102	1,523	1.00	519.49
4	103	1,523	1.00	519.49
5	104	1,523	1.00	519.49
6	105	1,523	1.00	519.49
7	106	1,558	1.00	531.43
8	107	1,096	1.00	373.84
9	108	1,141	1.00	389.19
10	109	1,170	1.00	399.09
11	110	1,172	1.00	399.77
12	111	1,100	1.00	375.21
13	200	1,151	1.00	392.60
14	207	1,096	1.00	373.84
15	208	1,141	1.00	389.19
16	209	1,170	1.00	399.09
17	210	1,172	1.00	399.77
18	211	1,095	1.00	373.50
19	307	1,096	1.00	373.84
20	308	1,141	1.00	389.19
21	309	1,170	1.00	399.09
22	310	1,172	1.00	399.77
23	311	1,095	1.00	373.50
24	407	1,096	1.00	373.84
25	408	1,141	1.00	389.19
26	409	1,170	1.00	399.09
27	410	1,172	1.00	399.77
28	411	1,095	1.00	373.50
TOTAL:	34,151	28		11,648.83

2009 Deficit Recovery

<i>Special Levy 10.1</i>	<i>3 monthly instalments</i>
<i>554.74</i>	<i>184.91</i>
<i>723.09</i>	<i>241.03</i>
<i>734.66</i>	<i>244.89</i>
<i>734.66</i>	<i>244.89</i>
<i>734.66</i>	<i>244.89</i>
<i>734.66</i>	<i>244.89</i>
<i>751.55</i>	<i>250.52</i>
<i>528.69</i>	<i>176.23</i>
<i>550.40</i>	<i>183.47</i>
<i>564.38</i>	<i>188.13</i>
<i>565.35</i>	<i>188.45</i>
<i>530.62</i>	<i>176.87</i>
<i>555.22</i>	<i>185.07</i>
<i>528.69</i>	<i>176.23</i>
<i>550.40</i>	<i>183.47</i>
<i>564.38</i>	<i>188.13</i>
<i>565.35</i>	<i>188.45</i>
<i>528.21</i>	<i>176.07</i>
<i>528.69</i>	<i>176.23</i>
<i>550.40</i>	<i>183.47</i>
<i>564.38</i>	<i>188.13</i>
<i>565.35</i>	<i>188.45</i>
<i>528.21</i>	<i>176.07</i>
<i>528.69</i>	<i>176.23</i>
<i>550.40</i>	<i>183.47</i>
<i>564.38</i>	<i>188.13</i>
<i>565.35</i>	<i>188.45</i>
<i>528.21</i>	<i>176.07</i>
<i>16,473.77</i>	<i>5,491.26</i>

139,786.30
 11,648.86
 0.34

16,474
 0.48



**MINUTES OF COUNCIL MEETING
STRATA PLAN LMS 377 - COBBLELANE
HELD ON THURSDAY, MARCH 18, 2010 AT 7:30 PM IN UNIT #408**

PRESENT: Kenneth Novakowski (408), Amy Venida (102), Percy Ip (110) and Morgan Wong (103)

ABSENT: Myra Michaelson (107) and Loyal Chow (111)

IN ATTENDANCE: William Yuen and Josephine Chi, Gammon International

CALL TO ORDER: The Meeting was call to order at 7:35 p.m.

ELECTION OF OFFICERS: As this was the first meeting of the new Council, the position of President, Vice-President, and Treasurer had to be decided. After some discussion, the following positions were agreed upon except the position of the Treasurer which is deferred to the next meeting:

- President: Kenneth Novakowski
- Vice-President: Morgan Wong

APPROVAL OF THE MINUTES OF THE COUNCIL MEETING ON JANUARY 19, 2010: It was Moved (#102) and Seconded (#110) that the Council Minutes held on January 19, 2010 be approved as circulated. CARRIED.

APPROVAL OF THE FINANCIAL STATEMENTS FOR DECEMBER 2009 AND JANUARY 2010: As of January 31, 2010 the Contingency Reserve Fund is at \$16,772.70. It was Moved (#102) and Seconded (#110) that the financial statements for December 31, 2009 be approved as circulated. It was Moved (#102) and Seconded (#110) that the financial statements for January 2010 be approved as circulated. CARRIED.

CORRESPONDENCE:

#108: An Owner requested to have the exclusive right to use the handicap stall. After some discussion, Council directed Gammon to check with the City Bylaws.

#108: Gammon reported approval for hardwood floor installation had been granted. After some discussion, Council noted and have it on file. Council will be looking into the requirements for hardwood floor installation with high standards underlay and liabilities issues.

#311: An Owner requested that the Special Levy #10.1 for 2009 deficit recovery should be prorated. After some discussion, Council denied the request and directed Gammon to advise Owner to contact their lawyer for advice.

BUSINESS ARISING FROM PREVIOUS MINUTES:

Garbage Room Door: Gammon provided a quote from another door company for their recommendations. After some discussion, Council directed Gammon to see how much it will be to replace a set of door instead of just one side. CARRIED.

Bicycle Storage: Gammon provided quotes to re-key the bicycle room. After some discussion and review of the quotes, Council agreed that the bicycle room lock will be re-keyed. Owners shall pay a rental fee for bicycle storage in this room. The two Owners who currently have lockers in the bicycle room will be provided with access.

REMINDER: The lock to the bicycle room will be re-keyed on **April 27, 2010**. Any Owners wishing to use the bicycle room will be charged a fee annually of \$25.00/per key to store their bicycle. Please complete the enclosed form and send it to back to Gammon office.

NEW BUSINESS:

Fines: Fines were issued to 1 strata lot for late payment of special levy for January and February. After some discussion, Council decided to bring up to owners at the next General Meeting to increase Bylaw Fines from \$50.00 to \$200.00 for non payment of strata fees/special levies. CARRIED.

Leak in Parking Garage: There were reported leaks in the parking garage. Both were due to the domestic hot water line having a pinhole leak. After some discussion, Council will be looking into creating a 5 year plan for the Cobble Lane.

Domestic Hot Water Supply Pipes: This item will be included in the 5 year plan.

Pumps: Gammon reported that the recent hot water interruption was due to failure of the bearings for two pumps which were replaced..

Carpet Replacement: The Carpet Committee reported progress with obtaining different quotes and samples for council to review. This item will be updated in the next council meeting.

Leak in #200: Gammon reported a leak in the suite. Aquaproof Membrane Services Inc. came and inspected the area. Gammon is awaiting a report and will update in the next council meeting.

Driveway Ramp: Council reported the lose gravel on the driveway ramp needed to be filled up again. Gammon will advise the landscaper.

Coverage for Camera: Council reported when it snows or rain, the recording is not visible. Council directed Gammon to get a quote for putting a dome at one of the camera.

ADJOURNMENT: The meeting was adjourned at 8:40 p.m.

NEXT MEETING: The next Council Meeting is scheduled on Monday, May 10, 2010 at 7:30 p.m. in Suite #408.

Gammon International Real Estate Corporation
Attn: William Yuen
#500-1501 West Broadway, Vancouver, BC. V6J 4Z6
Tel: 604-736-6761 ext. 310 Fax: 604-736-6768

E-mail: wyuen@gammoninternational.com

**BICYCLE STORAGE
STRATA PLAN LMS 377
COBBLE LANE**

Name(s) of Owner/Occupant: _____

Unit # _____

Number of key(s) requested: _____

1. I/we will comply with all of the Bylaws of the Strata Corporation pertaining to the Bicycle Storage Area:

32(1) Bicycles are not permitted in elevators, hallways, or any other common areas. No bicycles are to be kept on balconies or patios, instead they shall be stored within the owner's designated area as may be prescribed by the council. All bicycles must enter or exit the building by way of the vehicle entry to the parking garage only.

2. Under no circumstances I/we will assign or transfer the key(s) without prior approval from Council.

3. I/we agree to pay a fee of **\$25.00/per key** annually for the use of the bicycle storage. Make Cheque Payable to Strata Plan LMS 377.

5. I/we acknowledge that I/we fully understand the above terms and conditions.

Signature: _____

Date: _____

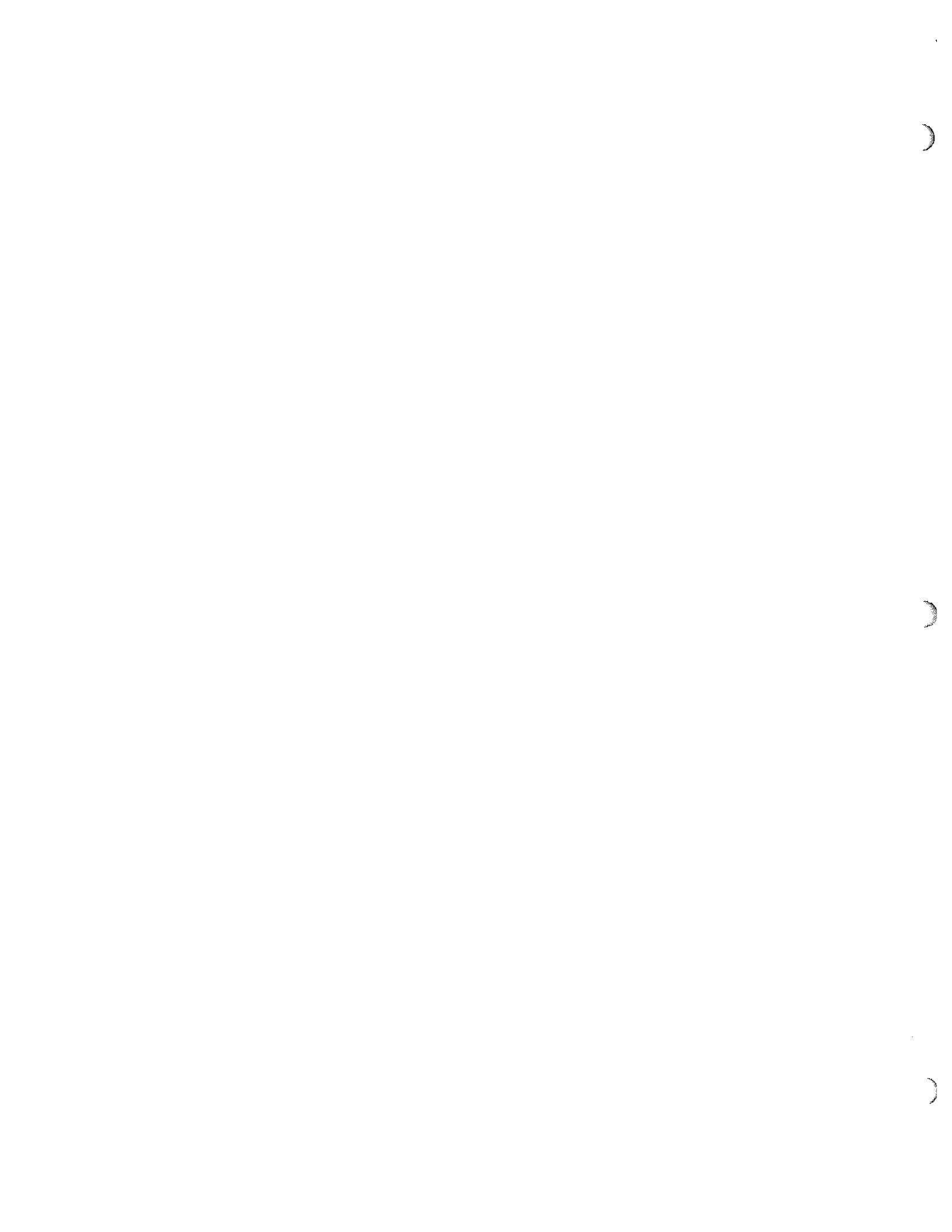
Signature: _____

Date: _____

OFFICE USE

Date Key is Issued: _____

By: _____



**MINUTES OF COUNCIL MEETING
STRATA PLAN LMS 377 - COBBLELANE
HELD ON MONDAY MAY 10, 2010 AT 7:30 PM IN UNIT #408**

PRESENT: Kenneth Novakowski (408), Amy Venida (102), Percy Ip (110), Morgan Wong (103), Myra Michaelson (107) and Loyal Chow (111)

IN ATTENDANCE: William Yuen and Josephine Chi, Gammon International

CALL TO ORDER: The Meeting was call to order at 7:30 p.m.

ELECTION OF OFFICERS: The position of Treasurer had to be decided. After some discussion, Council has decided to not appoint a Treasurer.

APPROVAL OF THE MINUTES OF THE COUNCIL MEETING ON MARCH 18, 2010: It was Moved (#102) and Seconded (#107) that the Council Minutes held on March 18, 2010 be approved as circulated. CARRIED.

APPROVAL OF THE FINANCIAL STATEMENTS FOR FEBRUARY AND MARCH 2010: It was noted that the gas consumption was \$600.00 over the budgeted. Gammon advised that the payment is pro-rated on an annual basis and should average out at the end of the year. After some discussion Council directed Gammon to look into rates with a third party for a 5 year term. As of March 31, 2010 the Contingency Reserve Fund is at \$18,907.60. It was Moved (#107) and Seconded (#110) that the financial statements for January and February 2010 be approved as circulated. CARRIED.

CORRESPONDENCE:

#100: The Owner requested not renting parking stall #54 for the months of May and June 2010 and will rent it again in July 2010. After some discussion, Council accepted the request and will not reserve the stall for the Owner in July but will be available for other Owners to rent on a first come first serve basis. If the stall is still available in July, the Owner may request to rent it again. CARRIED.

#408: The Owner submitted a letter of assumptions the liabilities to have tiles placed in their balcony. Council noted and have it on file. CARRIED.

#408: The Owner submitted a request to rent part of the Strata Storage space in the Bicycle Room at a rate of \$10.00 per month until December 2010. After some discussion, Council accept the proposal. CARRIED.

#108: The Owner reported a break and enter on April 13, 2010. After reviewing the security footage, the perpetrator was seen coming and leaving from the back fence using a stepping stone. After some discussion, Council directed Gammon to extending the fence, digging a trench in that area and putting back the tarp. CARRIED.

#110: The Owner reported excessive water discharged from the patio drain onto the flower bed. Gammon will contact occupants above.

REMINDER: No resident shall wash their balcony with excessive water. Please use a bucket and damp mop the balcony only.

#100: The Owner reported two dead cedar trees at the back of the gatehouse. After some discussion, Council directed Gammon to contact Northwest Gardening to remove the dead trees. CARRIED.

BUSINESS ARISING FROM PREVIOUS MINUTES:

Garbage Room Door: Gammon provided quotes from two door companies for their recommendations. After some discussion, Council decided the door will not be replaced at this time but instead to install a latch on the inside. Gammon to inform BFI of the change. CARRIED.

Bicycle Storage: Gammon reported the lock in the bicycle room has been changed. Any Owners who wish to store their bicycles in the bicycle room will need to contact Gammon for keys. A fee of \$25.00/per key annually will be charged.

Leak in #200: Gammon reported the caulking had to be replaced to prevent any further leaking into the suite. Aquaproof Membrane Services Inc. quoted \$395.00 plus GST and had completed the work on April 16, 2010.

Cover for Camera: Gammon obtained a quote for L-bracket for the dome camera. After some discussion, Percy and Morgan volunteered to install the cover.

NEW BUSINESS:

Fines: Fines were issued to 1 strata lot for late payment of special levy for April.

Report from Carpet Committee: Myra Michaelson, Rose Arena, Donna Martinson and Maria Harrington provided a report to Council on a variety of choices and recommendations. After some review and discussion, it was moved (107) and seconded (111) to propose to Owners at the Special General Meeting for approval to replace the carpets in the common areas and the elevator floor tile in the amount of \$15,335.00 plus GST. It was moved (107) and seconded (102) to propose to Owners at the Special General Meeting for approval to repaint in the common areas and wall paper prime and paint in the amount of \$6,700.00 plus GST. CARRIED. Thanks were extended to all members in the Carpet Committee for their time and effort. **The Special General Meeting is scheduled on Monday, June 7, 2010.**

Security Issues: All Owners are reminded to be diligent and to report any suspicious activities. If there is an occurrence, the first step is to call 911 and file a report with the Police and then report to Gammon.

Long Term Maintenance Plan: Gammon provided a list of items that required maintenance over the next 5 years as recommended by RDH Building Engineering Ltd report. Council noted and will review and budget the items in the future.

Application for Hardwood Floor Installation: Owners who are changing their floorings must complete the application for approval with specifications of the underlay provided by Gammon.

Window and Balcony Cleaning: Gammon reported that New City Contracting agreed a price reduction for the 2nd Year Building Envelope Maintenance Plan. After some discussion, Council approved the quotation. CARRIED.

Newsletter: Council requested Owners to provide email address so that Council can notify

Owners of changes or work scheduled for Cobble Lane. All Owners who want to be part of this are asked to email Gammon or Ken Novakowski (knova@telus.net).

Hose Bib: A Council member noted there is no hose bib in the courtyard area for Owners to water their plants. After some discussion, Council directed Gammon to get quotes. Gammon will update in the next council meeting.

Grass Areas: A Council member reported some grass area around the complex is invaded by weeds. Council directed Gammon to obtain recommendations from the Landscaper.

Compost Unit: A Council requested Gammon to contact the City of Vancouver and check for restrictions to have a compost unit at the complex. Gammon will provide an update in the next council meeting.

Cedar Fence: Council noted the cedar fence on the north boundary needed to be re-stained or repainted. Gammon will provide quotes in the next council meeting.

ADJOURNMENT: The meeting was adjourned at 9:45 p.m.

NEXT MEETING: The next Council Meeting is scheduled on Monday, June 7, 2010 at 6:30p.m. in Suite #408.

Gammon International Real Estate Corporation

Attn: William Yuen

#500-1501 West Broadway, Vancouver, BC. V6J 4Z6

Tel: 604-736-6761 ext. 310 Fax: 604-736-6768

E-mail: wyuen@gammoninternational.com



**GAMMON
INTERNATIONAL**

The Clock Tower
500 - 1501 West Broadway
Vancouver, B.C. Canada
V6J 4Z6

Telephone: 604-736-6761
Facsimile: 604-736-6768
E-mail: info@gammoninternational.com

May 17, 2010

To the Owners Strata Plan LMS 377,
Cobble Lane

Dear Owners:

RE: Notice of the 2010 Special General Meeting on Monday, June 7, 2010

Enclosed you will find the following:

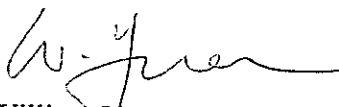
- (a) Notice of Meeting
- (b) Agenda for the Meeting
- (c) Minutes of the 2010 Annual General Meeting on January 19, 2010
- (d) Special Resolution 10.5
- (e) Special Resolution 10.6
- (f) Special Resolution 10.7
- (g) Proxy Form

Please note that in accordance with the Strata Property Act, only those Owners whose monthly maintenance fees are current may vote. If you wish to check your account status, call Marilynne at 604-736-6761 ext. 311.

We look forward to seeing you at the meeting.

Yours very truly,

GAMMON INTERNATIONAL


William Yuen
Managing Broker and
Senior Property Manager

Enclosures

5,200
7,250

**TAKE NOTICE THAT THE SPECIAL GENERAL MEETING OF THE
OWNERS STRATA PLAN LMS 377
COBBLE LANE**

is being held on:

Monday, June 7, 2010

**In the
4th floor foyer, Cobble Lane
7168 Oak Street, Vancouver, B.C.**

REGISTRATION: 7:30 P.M.

MEETING: 7:35 P.M.

(Please bring your own chair)

1. **PURPOSE** The purpose of the meeting is to inform the Owners of the operation of the Strata Corporation, to vote on proposed special resolutions.
2. **QUORUM** In order to conduct business at the General Meeting, at least one-third of the persons entitled to vote must be present in person or by proxy.
3. **ELGILIBITY** Except in cases where, by or under the Strata Property Act a unanimous resolution is required, no Owner is entitled to vote at any General Meeting unless all the contributions payable in respect of his Strata Lot, including fines and penalties have been duly paid. No payment will be accepted after June 4, 2010.
4. **PROXY** An instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney and may be either general or for a particular meeting. A proxy need not be an Owner. Gammon International may not hold a proxy.
5. **SPECIAL RESOLUTIONS** Special Resolutions require a 75% majority of the casting votes in order to carry. Abstentions are no longer counted as "no" votes.

AGENDA OF THE
2010 SPECIAL GENERAL MEETING
OWNERS STRATA PLAN LMS 377, COBBLE LANE

The meeting is to be held on **Monday, June 7, 2010** with registration commencing at 7:30 p.m. in:

The 4th floor foyer, 7168 Oak Street, Vancouver, B.C.

- (1) Call to order
- (2) Certify proxies and determine quorum
- (3) File proof of notice of the meeting
- (4) Approve the agenda
- (5) Approval of the minutes of the Annual General Meeting held on January 19, 2010 as enclosed.
- (6) Consideration of Special Resolution 10.5
- (7) Consideration of Special Resolution 10.6
- (8) Consideration of Special Resolution 10.7
- (9) General discussions
- (10) Adjournment

**MINUTES OF THE 2010 ANNUAL GENERAL MEETING
STRATA PLAN LMS 377, COBBLE LANE**

**HELD ON TUESDAY, JANUARY 19, 2010 AT 7:30 P.M.
AT THE 4TH FLOOR FOYER, 7168 OAK STREET, VANCOUVER, B.C.**

CALL TO ORDER:

The meeting was called to order at 7:30 p.m. by Kenneth Novakowski, President of Strata Council, Strata Plan LMS 377. William Yuen and Josephine Chi attended from Gammon International.

CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:

All owners present in person or by proxy had signed the roll, the proxies certified. There were a total of 9 owners in attendance, 4 by proxy for a total of 13 owners presented constituting a legal quorum under the requirements of the Strata Property Act.

PROOF OF NOTICE OF MEETING:

It was moved (208) and seconded (107) that the Notice of Meeting dated December 29, 2009 had been given as prescribed by the Strata Property Act. CARRIED.

APPROVAL OF THE AGENDA:

It was moved (208) and seconded (107) to approve the Agenda as circulated. CARRIED.

APPROVAL OF THE MINUTES OF THE 2009 SPECIAL GENERAL MEETING HELD ON MARCH 19, 2009:

It was moved (107), seconded (208) to approve the Minutes of the 2009 Special General Meeting held on March 19, 2009. CARRIED.

APPROVAL OF THE UNAUDITED FINANCIAL STATEMENT:

The unaudited financial statements for the year ended November 30, 2009 prepared by Gammon were circulated with the notice package and was discussed. Gammon reported that as at November 30, 2009 the contingency reserve fund was \$51,864.91, operating account showed a deficit of \$16,473.74 on year to date. Council President reported the deficit was plumbing repair costs due to the delay in the replacement of the boilers and under budget of the gas consumption for last year. It was then moved (409) and seconded (208) that the statements be approved as circulated. CARRIED.

REPORT ON INSURANCE COVERAGE:

The insurance policy was renewed with BFL Canada Insurance Services Inc. from November 15, 2009 to November 15, 2010. A copy of Summary of Coverage is enclosed in the Notice for your reference.

PROPOSED OPERATING BUDGET FOR 2010:

A proposed operating budget had been circulated in the notice package. The strata fees of the proposed budget remains the same as last year. It was moved and seconded unanimously to approve the Budget as circulated. CARRIED.

SPECIAL RESOLUTION #10.1

The operations of 2009 had a deficit of \$16,473.75 which were due to the delay in the replacement of the boilers and the under budgeted gas consumption.

Be it resolved as a Special Resolution by $\frac{3}{4}$ vote of the Owners, Strata Plan LMS 377, that a Special Levy to recover the 2009 Operating Deficits, in the sum of \$16,473.75 be hereby levied against the Owners in accordance with the unit entitlement of each strata lot, payable by 1st day of February, 2010 or in 3 equal monthly payments.

After some discussions, it was moved (409) and seconded (208) to approve Special Resolution #10.1. 12 votes cast voted in favour of the motion, 1 abstain and 0 against. MOTION CARRIED.

SPECIAL RESOLUTION #10.2

The carpets in the common hallways are in poor condition. Gammon obtained an estimate for replacing the carpet at \$12,000.

Be it hereby resolved as $\frac{3}{4}$ vote resolutions of the Owners of Strata Plan LMS 377, that a Special Levy be hereby levied against the Owners in accordance with the unit entitlement of each strata lot, payable by 1st day of February, 2010 in the sum of \$12,000.00 for replacing the common area carpet. For the convenience of Owners, payments can be made in three equal instalments, February 1st, March 1st and April 1st, 2009. Should excess fund be required, they will be taken from the Contingency Reserve Fund.

After some discussions, it was moved (107) and seconded (111) to approve Special Resolution #10.2. 9 votes cast voted in favour of the motion, 1 abstain and 3 against. MOTION DEFEATED.

An Owner put forward a proposal to form a Committee consisting of Owners to further research and investigate in other options. It was moved and second unanimously to form a Committee (107, 310 volunteer and 102 was nominated). CARRIED.

SPECIAL RESOLUTION #10.3

Council received complaints from owners that residents had been smoking on common property such as courtyard and parking garage and limited common property such as balcony, deck or patio. The smoke causes nuisance or hazard to other occupants of the building. Council proposed to AMEND the Current Bylaw 3(5)(f): An Owner, tenant or occupant must not smoke in or on any common area.

Be it resolved as a Special Resolution by a $\frac{3}{4}$ vote of the Owners, Strata Plan LMS 377, to amend Bylaw 3(5)(f): An Owner, tenant or occupant must not smoke in or on any common property or limited common property.

After some discussions, it was moved (107) and seconded (103) to approve Special Resolution #10.3. 13 votes cast voted in favour of the motion and 0 against. CARRIED.

SPECIAL RESOLUTION #10.4

Council received complaints from owners that residents discharged fireworks on common property and had caused nuisance or hazard to other occupants of the building. There is no current Bylaw restricting firework. Council proposed to ADD a new Bylaw 3(5)(x).

Be it resolved as a Special Resolution by a ¾ vote of the Owners, Strata Plan LMS 377, to approve Bylaw 3(5)(x) as follows:

An Owner, tenant or occupant must not possess or discharge fireworks on common property or limited common property.

After some discussions, it was moved (409) and seconded (103) to approve Special Resolution #10.3. 13 votes cast voted in favour of the motion and 0 against. CARRIED.

ELECTION OF STRATA COUNCIL:

W. Yuen called for the resignation of the council. Thanks were extended for all of the hard work and effort of past council members. Special thanks were extended to the President (408) and the Property Manager. The bylaws state that the Council should consist of not less than 3 or more than 7 members. Nominations were requested from the floor. Five Owners allowed their names to stand for Council and One Owner was nominated for a total of Six. There being no further nominations from the floor, the nominations were closed and the nominees declared duly elected as Strata Council for the coming year:

1. Kenneth Novakowski (408)
2. Amy Venida (102)
3. Morgan Chow (103)
4. Myra Michaelson (107)
5. Percy Ip (110)
6. Loyal Chow (111)

ADJOURNMENT:

With no further business, the meeting was adjourned at 8:30 p.m. CARRIED

Enclosures:

Approved budget and payment schedules:

The 2009 Deficit (Special Levy 10.1) by one-time payment on February 1, 2010 or in three (3) equal monthly instalments by February 1, March 1 and April 1, 2010 is reflected in the column "2009 Deficit".

Please read these minutes and keep them with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. A charge will be assessed for replacement copies.

SPECIAL RESOLUTIONS

Special Resolution #10.5

Rationale: Further to the Annual General Meeting held on January 19, 2010, Owners deferred the decision to approve Special Resolution 10.2 for the carpet replacement. The carpets in the common hallways are in poor condition. A few Owners had volunteer to form a Carpet Committee to research a variety of flooring options and recommend to replace the carpets in the common halls. The Committee obtained an estimate to replace the carpet at \$15,385.00 and repaint the hallways at \$5,500.00.

Special Resolution #10.5

Be it hereby resolved as $\frac{3}{4}$ vote resolutions of the Owners of Strata Plan LMS 377 That a Special Levy be hereby levied against the Owners in accordance with the unit entitlement of each strata lot, payable by 1st day of June, 2010 in the sum of \$20,935.00 for replacing the common area carpet and repaint the hallways. For the convenience of Owners, payments can be made in two equal instalments, June 1st and July 1st, 2010. Should excess fund be required, they will be taken from the Contingency Reserve Fund.

Resolution #10.6

Rationale: Personal Information Protection Act requires every organization that collects, stores, uses, and discloses personal information must ensure that it has proper policies and procedures in place to protect the privacy of that information. Not only is such a system necessary to comply with the legislation being introduced across British Columbia, but it is also expected by customers, clients, other organizations and the public in general. Strata Council established a Privacy Policy to be approved by owners.

Special Resolution #10.6

Be it resolved as a Special Resolution of the Owners, Strata Plan LMS 377, by a $\frac{3}{4}$ vote approved Privacy Bylaw as enclosed (Schedule 1).

Special Resolution #10.7

Rationale: Further to the Privacy Bylaw above, Strata Council also established a policy on the building access system and security surveillance system to be approved by owners.

Special Resolution #10.7

Be it resolved as a Special Resolution of the Owners, Strata Plan LMS 377, by a $\frac{3}{4}$ vote approved Building Access System and Security Surveillance System Bylaw as enclosed (Schedule 2).

**COBBLE LANE, STRATA PLAN LMS 377
SPECIAL LEVY 10.5 - CARPET REPLACEMENT**

Strata Lot	Suite #	U.E.	Votes	Special Levy 10.5	
				1 instalments	2 instalments
1	100	1,150	1.00	704.96	352.48
2	101	1,499	1.00	918.91	459.46
3	102	1,523	1.00	933.62	466.81
4	103	1,523	1.00	933.62	466.81
5	104	1,523	1.00	933.62	466.81
6	105	1,523	1.00	933.62	466.81
7	106	1,558	1.00	955.07	477.54
8	107	1,096	1.00	671.86	335.93
9	108	1,141	1.00	699.45	349.73
10	109	1,170	1.00	717.22	358.61
11	110	1,172	1.00	718.45	359.23
12	111	1,100	1.00	674.31	337.16
13	200	1,151	1.00	705.58	352.79
14	207	1,096	1.00	671.86	335.93
15	208	1,141	1.00	699.45	349.73
16	209	1,170	1.00	717.22	358.61
17	210	1,172	1.00	718.45	359.23
18	211	1,095	1.00	671.25	335.63
19	307	1,096	1.00	671.86	335.93
20	308	1,141	1.00	699.45	349.73
21	309	1,170	1.00	717.22	358.61
22	310	1,172	1.00	718.45	359.23
23	311	1,095	1.00	671.25	335.63
24	407	1,096	1.00	671.86	335.93
25	408	1,141	1.00	699.45	349.73
26	409	1,170	1.00	717.22	358.61
27	410	1,172	1.00	718.45	359.23
28	411	1,095	1.00	671.25	335.63
TOTAL:		34,151	28	20,934.98	10,467.49

PRIVACY BY-LAW FOR THE OWNERS, STRATA PLAN LMS 377
(May 14, 2010)

1. The Strata Corporation's Commitment regarding Personal Information:

The Strata Corporation is committed to protecting the personal information of its strata lot owners, tenants and occupants.

2. Why the Strata Corporation Collects Personal Information:

- To identify and communicate with the owners, tenants and occupants;
- To process payments;
- To respond to emergencies;
- To ensure the orderly management of the Strata Corporation;
- To comply with requirements imposed by the Strata Property Act and other applicable laws; and
- To allow for the use of video and other surveillance to ensure the safety of the complex's owners, tenants, occupants and visitors.

3. What Information the Strata Corporation May Collect, Use or Disclose:

Typically, the Strata Corporation collects the following information from or about strata lot owners, tenants and occupants:

- Name(s), address(es) and phone number(s), as applicable
- Banking information
- Emergency contact information
- Vehicle description/license plates
- Pet information

Owners, tenants and occupants may give consent either orally or in writing. Consent will be implied when the purpose for collecting, using or disclosing personal information would be considered obvious and the individual voluntarily provides his or her personal information for that obvious purpose.

4. Collection, Use and Disclosure of Personal Information by the Strata Corporation:

Except where the Strata Corporation is legally authorized (for example, pursuant to a bylaw) or consent is otherwise not required (as discussed below under the next heading), the Strata Corporation will seek consent before collecting, using or disclosing personal information.

The Strata Corporation will only collect, use or disclose the personal information that is necessary to fulfill the identified purposes and will not collect, use or disclose personal information in other circumstances unless the Strata Corporation first receives further consent from the person involved.

The Strata Corporation will make reasonable efforts to ensure that the personal information that it collects, uses or discloses is accurate and complete. If an owner, tenant or occupant is aware that the personal information the Strata Corporation has about them needs to be corrected, please advise the Strata Corporation about the correction in writing.

5. What Personal Information the Strata Corporation Can Collect, Use or Disclose without Consent:

- With respect to a strata lot owner, the owner's name, the strata lot address, the mailing address if different from the strata lot address, the strata lot number, any parking stall number, and the unit entitlement of the owner's strata lot;
- Information authorized by a bylaw;
- The names and addresses of individual mortgagees who have filed a Mortgage Request for Notification;
- The names of tenants of a strata lot, if any;
- With respect to a council member, the telephone number or some other method by which the council member can be contacted at short notice;
- Information for an investigation or a legal proceeding if collection with consent would compromise its availability or accuracy;
- Information already available to the public from any of the following: a telephone directory, a professional or business directory, a registry, or a printed or electronic publication;
- If the Strata Corporation is collecting money owed by an owner, tenant or occupant; and
- If the personal information is required to be collected, used or disclosed by law.

6. Withdrawing Consent:

Except where withdrawing consent would frustrate the performance of a legal obligation, an owner, tenant or occupant can withdraw consent at any time by giving the Strata

Corporation reasonable notice. If consent is withdrawn, the Strata Corporation will inform the person withdrawing the consent of the likely consequences of that step.

7. Retention of Personal Information:

The Strata Corporation will only retain personal information for as long as necessary to fulfill the identified purposes or as long as required for a legal or business purpose. If the information of an owner, tenant or occupant is used to help the Strata Corporation render a decision, the information will be retained for a two (2) years period.

8. Security of Personal Information:

The Strata Corporation has implemented reasonable security arrangements to prevent against risks associated with personal information, such as unauthorized access, collection, use, disclosure, copying, modification or disposal.

If the Strata Corporation retains another organization to do work for the corporation that involves personal information, the corporation will ensure that there is an agreement in place that commits that organization to adhere to this privacy policy.

9. Access to Personal Information:

An owner, tenant or occupant is entitled access to their own personal information that is under the Strata Corporation's control and is also entitled to know the ways in which that information has been used or disclosed.

Any request by an owner, tenant or occupant for that personal information must be made in writing and directed to the Strata Corporation's Privacy Officer:

Privacy Officer of Strata Plan LMS 377

c/o Gammon International, #500-1501 West Broadway, Vancouver, B.C., V6J 4Z6

The Strata Corporation will charge a minimum fee when an access request is made and the amount should be verified when the request is made.

The Strata Corporation will respond to a written request within 30 business days of receipt of the request; however, the Strata Corporation may be entitled in some circumstances to extend the response period. In providing the response, the Strata Corporation will inform the requesting party whether he or she is entitled to access the requested information, and if access is denied, the reason for the denial, and the name and contact information of the Strata Corporation's Privacy Officer who can answer any questions about the response.

When providing personal information in response to a request, the Strata Corporation will edit out certain information as required or authorized by law, including any personal information about other individuals and/or the personal information about the requesting party that is subject to an investigation or a legal proceeding.

If a requesting person is not satisfied with a response from the Strata Corporation, that person may complain to the British Columbia Office of the Information and Privacy Commissioner (www.oipcbc.ca).

Building Access System and Security Surveillance System

Bylaw - Strata Plan LMS 377

(May 14, 2010)

Security Measures

1. Closed circuit television and video surveillance are installed in the following common areas of the building:
 1. Above and outside the main gate on Oak Street;
 2. Above the garage entrance covering the ramp and the side front gate;
 3. Above parking stall #53 covering the portion of the parkade leading to the bike-room side and the basement lobby/entrance;
 4. Above and near the door of Unit #111 covering the mailbox lobby and the building entrance from inside;
 5. Above parking stall #18 covering the basement lobby/entrance and the boiler-room entrance;
 6. Above parking stall #32 covering the garage entrance from inside and the stairway leading to the town-houses;
 7. Outside the balcony of Unit #209 covering the South East side of the backyard;
 8. Outside the balcony of Unit #209 covering the Northern East side and the stairway of the backyard.
2. The video files are stored for a period of up to 7 days from the date of recording, which period may be extended for those files required for law enforcement and/or bylaw enforcement purposes.
3. The personal information of owners, tenants, or occupants will only be reviewed or disclosed as follows:
 - (a) law enforcement in accordance with Bylaw 3 herein;
 - (b) the Managers of the Strata Corporation and Council members in accordance with Bylaw 3 herein; or
 - (c) in the event of an incident in which they are involved or affected, an owner, tenant or occupant may request a copy of the applicable video file records.
4. In installing and/or maintaining the systems described herein, the Strata Corporation makes no representations or guarantees that any of the systems will be fully operational at all times. The Strata Corporation is not responsible or liable to any owner, tenant, occupant or visitor in any capacity (including a failure to maintain, repair, replace, locate or monitor any of the systems, whether arising from negligence or otherwise) for personal security or personal property in any area monitored by any of the systems.

Building Access System and Security Surveillance System

Bylaw - Strata Plan LMS 377

(Approved June 7, 2010)

Security Measures

1. Closed circuit television and video surveillance are installed in the following common areas of the building:

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Corporation reasonable notice. If consent is withdrawn, the Strata Corporation will inform the person withdrawing the consent of the likely consequences of that step.

7. Retention of Personal Information:

The Strata Corporation will only retain personal information for as long as necessary to fulfill the identified purposes or as long as required for a legal or business purpose. If the information of an owner, tenant or occupant is used to help the Strata Corporation render a decision, the information will be retained for a two (2) years period.

8. Security of Personal Information:

The Strata Corporation has implemented reasonable security arrangements to prevent against risks associated with personal information, such as unauthorized access, collection, use, disclosure, copying, modification or disposal.

If the Strata Corporation retains another organization to do work for the corporation that involves personal information, the corporation will ensure that there is an agreement in place that commits that organization to adhere to this privacy policy.

9. Access to Personal Information:

An owner, tenant or occupant is entitled access to their own personal information that is under the Strata Corporation's control and is also entitled to know the ways in which that information has been used or disclosed.

Any request by an owner, tenant or occupant for that personal information must be made in writing and directed to the Strata Corporation's Privacy Officer:

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The Strata Corporation will charge a minimum fee when an access request is made and the amount should be verified when the request is made.

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When providing personal information in response to a request, the Strata Corporation will edit out certain information as required or authorized by law, including any personal information about other individuals and/or the personal information about the requesting party that is subject to an investigation or a legal proceeding.

If a requesting person is not satisfied with a response from the Strata Corporation, that person may complain to the British Columbia Office of the Information and Privacy Commissioner (www.oipcbc.ca).

**MINUTES OF COUNCIL MEETING
STRATA PLAN LMS 377 - COBBLELANE
HELD ON MONDAY JUNE 7, 2010 AT 6:30 PM IN UNIT #408**

PRESENT: Kenneth Novakowski (408), Amy Venida (102), Percy Ip (110) and Myra Michaelson (107)

ABSENT: Morgan Wong (103) and Loyal Chow (111)

IN ATTENDANCE: William Yuen and Josephine Chi, Gammon International

CALL TO ORDER: The Meeting was call to order at 6:30 p.m.

APPROVAL OF THE MINUTES OF THE COUNCIL MEETING ON MAY 10, 2010: It was Moved (107) and Seconded (102) that the Council Minutes held on May 10, 2010 be approved as circulated. CARRIED.

APPROVAL OF THE FINANCIAL STATEMENTS FOR APRIL 2010: As of April 30, 2010 the Contingency Reserve Fund is at \$19,975.14. It was Moved (107) and Seconded (102) that the financial statements for April 2010 be approved as circulated. CARRIED.

BUSINESS ARISING FROM PREVIOUS MINUTES:

Cover for Camera: No update. This item is deferred to the next council meeting.

Carpet Replacement: Gammon brought forth quotations for the common area carpet replacement with the same specifications as provided by the Carpet Committee. After some discussions, it was Moved (102) and Seconded (107) to accept the quotation from Welluck Carpets in the amount of \$9,750.00 and Council will report to the Owners at the Special General Meeting.

Painting Quotations: Gammon brought forth quotation for the common hallway painting with the same specifications as provided by the Carpet Committee. After some discussions, it was Moved (102) and Seconded (107) to accept the quotation from New City in the amount of \$5,200.00 and Council will report to the Owners at the Special General Meeting.

Hose Bib: The quote to extend the hose bib from #100 to the courtyard was approved by Council through email and has been installed.

Compost Unit: Gammon provided information from the City of Vancouver for having a backyard composter. After some discussion, Council has decided the idea of having a backyard composter is good for the environment but at this time is not suitable for the complex. This item will be deferred until more Owners are interested.

Cedar Fence: Gammon is still waiting for quotes to have the fence extended and stained as well as digging a trench in this area to prevent anyone from climbing over.

NEW BUSINESS:

Fines: Fines were issued to 1 strata lot for late payment of special levy for May 2010.

Final Settlement Proceeds: Gammon reported three (3) Owners who had not pick up their
LMS 377 minutes 2010-06-07

Final Payment from the Settlement Proceeds.

ADJOURNMENT: The meeting was adjourned a 7:06 p.m.

NEXT MEETING: The next Council Meeting is scheduled on Tuesday, August 24, 2010 at 7:30p.m. in Suite #408.

Gammon International Real Estate Corporation

Attn: William Yuen

#500-1501 West Broadway, Vancouver, BC. V6J 4Z6

Tel: 604-736-6761 ext. 310 Fax: 604-736-6768

E-mail: wyuen@gammoninternational.com

PRIVACY BY-LAW FOR THE OWNERS, STRATA PLAN LMS 377
(Approved June 7, 2010)

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2. Why the Strata Corporation Collects Personal Information:

- To identify and communicate with the owners, tenants and occupants;
- To process payments;
- To respond to emergencies;
- To ensure the orderly management of the Strata Corporation;
- To comply with requirements imposed by the Strata Property Act and other applicable laws; and
- To allow for the use of video and other surveillance to ensure the safety of the complex's owners, tenants, occupants and visitors.

3. What Information the Strata Corporation May Collect, Use or Disclose:

Typically, the Strata Corporation collects the following information from or about strata lot owners, tenants and occupants:

- Name(s), address(es) and phone number(s), as applicable
- Banking information
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Owners, tenants and occupants may give consent either orally or in writing. Consent will be implied when the purpose for collecting, using or disclosing personal information would be considered obvious and the individual voluntarily provides his or her personal information for that obvious purpose.

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The Strata Corporation will make reasonable efforts to ensure that the personal information that it collects, uses or discloses is accurate and complete. If an owner, tenant or occupant is aware that the personal information the Strata Corporation has about them needs to be corrected, please advise the Strata Corporation about the correction in writing.

5. What Personal Information the Strata Corporation Can Collect, Use or Disclose without Consent:

- With respect to a strata lot owner, the owner's name, the strata lot address, the mailing address if different from the strata lot address, the strata lot number, any parking stall number, and the unit entitlement of the owner's strata lot;
- Information authorized by a bylaw;
- The names and addresses of individual mortgagees who have filed a Mortgage Request for Notification;
- The names of tenants of a strata lot, if any;
- With respect to a council member, the telephone number or some other method by which the council member can be contacted at short notice;
- Information for an investigation or a legal proceeding if collection with consent would compromise its availability or accuracy;
- Information already available to the public from any of the following: a telephone directory, a professional or business directory, a registry, or a printed or electronic publication;
- If the Strata Corporation is collecting money owed by an owner, tenant or occupant; and
- If the personal information is required to be collected, used or disclosed by law.

6. Withdrawing Consent:

Except where withdrawing consent would frustrate the performance of a legal obligation, an owner, tenant or occupant can withdraw consent at any time by giving the Strata

SPECIAL RESOLUTION #10.6

Personal Information Protection Act requires every organization that collects, stores, uses, and discloses personal information must ensure that it has proper policies and procedures in place to protect the privacy of that information. Not only is such a system necessary to comply with the legislation being introduced across British Columbia, but it is also expected by customers, clients, other organizations and the public in general. Strata Council established a Privacy Policy to be approved by owners.

Be it resolved as a Special Resolution of the Owners, Strata Plan LMS 377, by a ¾ vote approved Privacy Bylaw as circulated.

After some discussions, it was moved (102) and seconded (107) to approve Special Resolution #10.6. 12 votes cast voted in favour of the motion and 0 against. MOTION CARRIED.

SPECIAL RESOLUTION #10.7

Further to the Privacy Bylaw above, Strata Council also established a policy on the building access system and security surveillance system to be approved by owners.

Be it resolved as a Special Resolution of the Owners, Strata Plan LMS 377, by a ¾ vote approved Building Access System and Security Surveillance System Bylaw as circulated.

After some discussions, it was moved (102) and seconded (107) to approve Special Resolution #10.7. 12 votes cast voted in favour of the motion and 0 against. MOTION CARRIED.

GENERAL DISCUSSION:

There was a general discussion on security issues around the complex. Council noted and will be looking to extend the fence in one corner area that was reported where the culprits were getting into the complex. Council will update Owners in future minutes.

ADJOURNMENT:

With no further business, the meeting was adjourned at 7:50 p.m. CARRIED

Enclosures:

The 2010 Special Levy 10.5 by one-time payment on June 15th, 2010 or in two (2) equal monthly instalments by June 15th and July 15th, 2010 is reflected in the column "**Special Levy 10.5**".

Additional Schedule of Bylaws: Please include these in your Bylaws dated 2009-03-19.

Please read these minutes and keep them with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. A charge will be assessed for replacement copies.

**MINUTES OF THE 2010 SPECIAL GENERAL MEETING
STRATA PLAN LMS 377, COBBLE LANE**

**HELD ON MONDAY, JUNE 7, 2010 AT 7:30 P.M.
AT THE 4TH FLOOR FOYER, 7168 OAK STREET, VANCOUVER, B.C.**

CALL TO ORDER:

The meeting was called to order at 7:30 p.m. by Kenneth Novakowski, President of Strata Council, Strata Plan LMS 377. William Yuen and Josephine Chi attended from Gammon International.

CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:

All owners present in person or by proxy had signed the roll, the proxies certified. There were a total of 9 owners in attendance, 3 by proxy for a total of 12 owners presented constituting a legal quorum under the requirements of the Strata Property Act.

PROOF OF NOTICE OF MEETING:

It was moved (102) and seconded (107) that the Notice of Meeting dated May 17, 2010 had been given as prescribed by the Strata Property Act. CARRIED.

APPROVAL OF THE AGENDA:

It was moved (409) and seconded (107) to approve the Agenda as circulated. CARRIED.

APPROVAL OF THE MINUTES OF THE 2010 ANNUAL GENERAL MEETING HELD ON JANUARY 19, 2010:

It was moved (107) and seconded (102) to approve the Minutes of the 2010 Annual General Meeting held on January 19, 2010. CARRIED.

SPECIAL RESOLUTION #10.5

Further to the Annual General Meeting held on January 19, 2010, Owners deferred the decision to approve Special Resolution 10.2 for the carpet replacement. The carpets in the common hallways are in poor condition. A few Owners had volunteer to form a Carpet Committee to research a variety of flooring options and recommend to replace the carpets in the common halls. The Committee obtained an estimate to replace the carpet at \$15,385.00 and repaint the hallways at \$5,500.00.

It was moved (102) and seconded (108) to approve Special Levy 10.5 as presented.

Council reported that Gammon obtained quotations from other contractors based on the same specifications and the estimate cost is \$9,750 for carpet replacement and \$5,200 for painting.

After some discussions, it was moved (107) and seconded (102) to amend Special Resolution #10.5 as follows;

That a Special Levy be hereby levied against the Owners in accordance with the unit entitlement of each strata lot, payable by 15th day of June, 2010 in the sum of \$15,000.00 for replacing the common area carpet and repaint the hallways. For the convenience of Owners, payments can be made in two equal instalments, June 15th and July 15th, 2010. Should excess fund be required, they will be taken from the Contingency Reserve Fund.

12 votes cast voted in favour of the motion, 0 abstain and 0 against. MOTION CARRIED.

**COBBLE LANE, STRATA PLAN LMS 377
SPECIAL LEVY 10.5 - CARPET REPLACEMENT**

Strata Lot	Suite #	U.E.	Votes	Special Levy 10.5	
				<i>1 instalments</i>	<i>2 instalments</i>
				<i>June 15</i>	<i>June 15/July 15</i>
1	100	1,150	1.00	505.11	252.56
2	101	1,499	1.00	658.40	329.20
3	102	1,523	1.00	668.94	334.47
4	103	1,523	1.00	668.94	334.47
5	104	1,523	1.00	668.94	334.47
6	105	1,523	1.00	668.94	334.47
7	106	1,558	1.00	684.31	342.16
8	107	1,096	1.00	481.39	240.70
9	108	1,141	1.00	501.16	250.58
10	109	1,170	1.00	513.89	256.95
11	110	1,172	1.00	514.77	257.39
12	111	1,100	1.00	483.15	241.58
13	200	1,151	1.00	505.55	252.78
14	207	1,096	1.00	481.39	240.70
15	208	1,141	1.00	501.16	250.58
16	209	1,170	1.00	513.89	256.95
17	210	1,172	1.00	514.77	257.39
18	211	1,095	1.00	480.95	240.48
19	307	1,096	1.00	481.39	240.70
20	308	1,141	1.00	501.16	250.58
21	309	1,170	1.00	513.89	256.95
22	310	1,172	1.00	514.77	257.39
23	311	1,095	1.00	480.95	240.48
24	407	1,096	1.00	481.39	240.70
25	408	1,141	1.00	501.16	250.58
26	409	1,170	1.00	513.89	256.95
27	410	1,172	1.00	514.77	257.39
28	411	1,095	1.00	480.95	240.48
TOTAL:		34,151	28	14,999.97	7,499.99

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**MINUTES OF COUNCIL MEETING
STRATA PLAN LMS 377 - COBBLELANE
HELD ON TUESDAY, AUGUST 24, 2010 AT 7:30 PM IN UNIT #408**

PRESENT: Kenneth Novakowski (408), Amy Venida (102), Percy Ip (110), Morgan Wong (103) and Loyal Chow (111)

ABSENT: Myra Michaelson (107)

IN ATTENDANCE: Josephine Chi, Gammon International

CALL TO ORDER: The Meeting was call to order at 7:30 p.m.

APPROVAL OF THE MINUTES OF THE COUNCIL MEETING ON JUNE 7, 2010: It was Moved (102) and Seconded (110) that the Council Minutes held on June 7, 2010 be approved as circulated. CARRIED.

APPROVAL OF THE FINANCIAL STATEMENTS FOR MAY, JUNE AND JULY 2010: As of July 31, 2010 the Contingency Reserve Fund is at \$23,178.33. It was Moved (102) and Seconded (110) that the financial statements for May and June 2010 be approved as circulated. Council noted there was an error in coding the BC Hydro bill in July 2010 statements, Gammon will adjust. It was Moved (111) and Seconded (102) that the financial statements for July 2010 as adjusted be approved as circulated. CARRIED.

CORRESPONDENCE:

#101: The Owner requested Council to waive the late charges, bylaw fines and submit a schedule of payment plan for the balance due. After some discussion, Council has agreed on a settlement with the Owner for the late charges, bylaw fines was denied and the payment schedule will be accepted provided the outstanding balance is paid of by December 31, 2010, otherwise charges will still stand.

#100: The Owner requested Council to waive the bylaw fines. After some discussion, Council has decided to reverse the bylaw fine and to charge the Owner the time parked in the visitors stall as if renting from Strata.

BUSINESS ARISING FROM PREVIOUS MINUTES:

Cover for Camera: No update. This item is deferred to the next council meeting.

Carpet Replacement: Welluck Carpets completed the carpet replacement and the vinyl tiles in the elevator. Council directed Gammon to have Welluck come back to replace the baseboard in the elevator. Gammon will update Council once the job has been completed as there was a 10% hold back from the job.

Painting Quotations: New City Contracting completed the painting of the hallways.

Cedar Fence: Gammon is still waiting for quotes to have the fence extended. Council directed Gammon to have the work done as soon as possible due to the security of the building.

NEW BUSINESS:

Fines: Fines were issued to 2 strata lot for parking violations.

Break and Enter: One Owner reported an attempted break and enter. All Owners are asked to be care of strangers coming into the complex.

Front Entrance Gate: The front entrance gate is reported not closing. Gammon provided to Council quotes for replacement of the hinges. After some discussion, Council directed Gammon to go ahead with the quote from Pacific Doors in the amount of \$313.60.

Bicycle Room: Council reported someone is leaving their personal belongings in the bicycle room. Council would like to remind Owners that the bicycle room is for bicycle only, no other items including bicycle rack. Gammon will obtain quotes for the installation of bicycle rack.

Parking Signage: Council reported the signage for the garage is due for a replacement. Gammon will advise when the signage is replaced.

Cobble Lane BBQ: Council proposed to have a BBQ for all residences. After some discussion, Council will postponed this item for next summer and will be discussed at the next Annual General Meeting in January.

Gardener's Quote: A Council member provided a quote from the Landscaper to replace a few trees after it was removed last year. After some discussion, this item is deferred to the next Council Meeting.

Driveway Ramp: Council reported there are loose gravel at the driveway ramp. Council directed Gammon to make their recommendations for repair. Gammon will update in the next Council Meeting.

Townhouse Touch Up Paint: Gammon provided a quote from New City Contracting for the touch up painting for the Townhouses. After some discussion, Council directed Gammon to go ahead with the quote provided by New City Contracting for \$500.00 plus HST.

Cracked Planter's Box: Council reported a few of the planter's box are cracked due to the roots growing inside the planters. Gammon will have North West Landscaping to make their recommendations.

Air-Condition: An Owner requested if there is any restriction in installing an air-conditioning unit. After some discussion, Council directed Gammon to look into this issue and report to Council in the next Council Meeting.

ADJOURNMENT: The meeting was adjourned at 8:45 p.m.

NEXT MEETING: The next Council Meeting is scheduled on Tuesday, November 2nd, 2010 at 7:30p.m. in Suite #408.

Gammon International Real Estate Corporation
Attn: William Yuen
#500-1501 West Broadway, Vancouver, BC. V6J 4Z6
Tel: 604-736-6761 ext. 310 Fax: 604-736-6768
E-mail: wyuen@gammoninternational.com

**MINUTES OF COUNCIL MEETING
STRATA PLAN LMS 377 - COBBLELANE
HELD ON TUESDAY, NOVEMBER 2, 2010 AT 7:30 PM IN UNIT #408**

PRESENT: Kenneth Novakowski (408), Myra Michaelson (107), Percy Ip (110), Morgan Wong (103) and Loyal Chow (111)

ABSENT: Amy Venida (102)

IN ATTENDANCE: William Yuen and Josephine Chi, Gammon International

CALL TO ORDER: The Meeting was call to order at 7:35 p.m.

APPROVAL OF THE MINUTES OF THE COUNCIL MEETING ON AUGUST 24, 2010: It was Moved (107) and Seconded (110) that the Council Minutes held on August 24, 2010 be approved as circulated. CARRIED.

APPROVAL OF THE FINANCIAL STATEMENTS FOR AUGUST AND SEPTEMBER 2010: As of August 30, 2010 the Contingency Reserve Fund is at \$22,570.29. It was Moved (107) and Seconded (110) that the financial statements for August 2010 be approved as circulated. Since Council have not received the September 2010 financial statements, this item is deferred to the next council meeting. CARRIED.

BUSINESS ARISING FROM PREVIOUS MINUTES:

Elevator Baseboard: Welluck Carpets completed the vinyl tiles in the elevator and the baseboard does not match the tiles. Council directed Gammon to have Welluck replaced the baseboard with the same tiles. Gammon will update Council in the next council meeting.

Cedar Fence: Gammon received estimates from Handyman regarding the extension of the cedar fence and also for adding a chain link extension on the east end of the property where owners have seen trespassers cross over onto the property. Council directed Gammon to contact the strata manager of the adjacent property to seek their agreement to allow a fence extension to enter their property. If there is agreement, the chain link extension will proceed. Council will raise the idea and the cost of extending the entire cedar fence at the Annual General Meeting. CARRIED

Door Closure: The front entrance gate has a new closure mechanism and is closing properly now. Council directed Gammon to proceed with installing a stopper and other adjustments to the door to ensure that it continues to close well in warmer weather. CARRIED.

Bicycle Rack: Gammon provided a quote from Urban Racks to install a bicycle rack in the bike room. Council directed Gammon to proceed with the installation of the racks. Access to the bike room will be restricted for bicycle storage only. Residents who are interested must complete an application with a fee of \$25.00 per year for each bicycle and \$25.00 security deposit for the key. Residents who are interested please contact Gammon office.

Parkade Signage: Council reported the signage for the garage is due for a replacement. Gammon will contact Buster's Towing and have them replace the signage.

Replacement of Trees: An Owner reported the cedar tree has not been replaced after the removal of the previous one in the spring. After some discussion, Council directed Gammon to have the landscaper provide a quote to replace the tree.

Townhouse Touch Up Paint: Gammon reported the touch up painting had been completed in the townhouse sections.

Cracked Planter's Box: Council reported a few of the planter's box are cracked due to the roots growing inside the planters. Gammon will have North West Landscaping to make their recommendations in the next council meeting.

Air-Conditioning unit: Gammon reported the current Strata Bylaws states under section 3(5)(p):

3. Use of property

(5) An Owner, tenant or occupant must not:

(p) use or install in or about a strata lot any shades, awnings, windows or balcony guards, or screens, ventilators, supplementary heating or air conditioning devices, except those installations approved in writing by strata council;

Any Owners must submit their request to Council for approval.

NEW BUSINESS:

Building Insurance: Gammon provided two quotes for the building insurance renewal. After some discussion, Council directed Gammon to contact the both brokerages to revise the quotes to the same coverage. Gammon will email the results to Council for approval.

2010/2011 Budget: Gammon provided a draft 2010/2011 Budget for Council to review. After some discussions, Council decreased some of the items and the budget will remain the same in strata fees. Gammon will email to Council for approval. **THE ANNUAL GENERAL MEETING IS SCHEDULED ON TUESDAY, JANUARY 18, 2011 AT 7:30 PM.**

ADJOURNMENT: The meeting was adjourned at 9:35 p.m.

NEXT MEETING: The next Council Meeting is scheduled on Tuesday, January 18, 2011 at 6:30p.m. in Suite #408 follow by the Annual General Meeting at 7:30p.m.

Gammon International Real Estate Corporation

Attn: William Yuen

#500-1501 West Broadway, Vancouver, BC. V6J 4Z6

Tel: 604-736-6761 ext. 310 Fax: 604-736-6768

E-mail: wyuen@gammoninternational.com

**MINUTES OF COUNCIL MEETING
STRATA PLAN LMS 377 - COBBLELANE
HELD ON TUESDAY, JANUARY 18, 2011 AT 6:30 PM IN UNIT #408**

PRESENT: Kenneth Novakowski (408), Myra Michaelson (107), Percy Ip (110) and Morgan Wong (103)

ABSENT: Amy Venida (102) and Loyal Chow (111)

IN ATTENDANCE: Josephine Chi, Gammon International

CALL TO ORDER: The Meeting was call to order at 6:40 p.m.

APPROVAL OF THE MINUTES OF THE COUNCIL MEETING ON NOVEMBER 2, 2011: It was Moved (107) and Seconded (103) that the Council Minutes held on November 2, 2010 be approved as circulated. **CARRIED.**

APPROVAL OF THE FINANCIAL STATEMENTS FOR SEPTEMBER, OCTOBER AND NOVEMBER 2010: As of November 30, 2010 the Contingency Reserve Fund is at \$23,556.48. It was Moved (107) and Seconded (103) that the financial statements for September, October and November 2010 be approved as circulated. Council directed Gammon to investigate the leaks and email the time line to Council. **CARRIED.**

BUSINESS ARISING FROM PREVIOUS MINUTES:

Elevator Baseboard: Council directed Gammon to have Welluck replaced the baseboard with gold trim to match the building. Gammon will update Council in the next council meeting.

Cedar Fence: Gammon received approval from Council through email to install a metal post extension and 4 feet chain link fence over the existing 5 sections of the existing chain link fence. Gammon reported the neighboring property has not responded to the request. Council will approach the Owners at the AGM following this meeting regarding the extension of the cedar fence.

Replacement of Trees: An Owner reported the cedar tree has not been replaced after the removal of the previous one in the spring. Northwest Gardening provided a quote of \$95.00 to replace the existing one. After some discussion, Council directed Gammon to have the landscaper replace the tree.

Cracked Planter's Box: Council reported a few of the planter's box are cracked due to the roots growing inside the planters. After some discussion, Council will have a further review of the planters.

NEW BUSINESS:

High Efficiency Lights: Gammon provided two quotes for the replacement and upgrade to the light fixtures to high efficiency lights to save energy and consumption. After some discussion, Council approve to replace the current motion sensor, replace the fixtures in the front car entrance way and install a solar lamp post at the rear of the garage.

Clean Main Drains: Gammon provided a quote from the plumbers who advised the main drain

has to be cleaned for \$1,375.00 plus HST. Gammon will provide another quote and if it is more than Across Town's quote then Council approve of the quote provided by Across Town Plumbing.

ADJOURNMENT: The meeting was adjourned at 7:20 p.m.

NEXT MEETING: The next Council Meeting is scheduled on Monday, February 28, 2011.

Gammon International Real Estate Corporation

Attn: Josephine Chi
#500-1501 West Broadway, Vancouver, BC. V6J 4Z6
Tel: 604-736-6761 ext. 310 Fax: 604-736-6768
E-mail: wyuen@gammoninternational.com

**MINUTES OF THE 2011 ANNUAL GENERAL MEETING
STRATA PLAN LMS 377, COBBLE LANE**

**HELD ON TUESDAY, JANUARY 18, 2011 AT 7:30 P.M.
AT THE 4TH FLOOR FOYER, 7168 OAK STREET, VANCOUVER, B.C.**

CALL TO ORDER:

The meeting was called to order at 7:30 p.m. by Kenneth Novakowski, President of Strata Council, Strata Plan LMS 377. Josephine Chi attended from Gammon International.

CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:

All owners present in person or by proxy had signed the roll, the proxies certified. There were a total of 7 owners in attendance, 4 by proxy for a total of 11 owners presented constituting a legal quorum under the requirements of the Strata Property Act.

PROOF OF NOTICE OF MEETING:

It was moved (107) and seconded (409) that the Notice of Meeting dated December 29, 2010 had been given as prescribed by the Strata Property Act. CARRIED.

APPROVAL OF THE AGENDA:

It was moved (409) and seconded (108) to approve the Agenda as circulated. CARRIED.

APPROVAL OF THE MINUTES OF THE 2010 SPECIAL GENERAL MEETING HELD ON JUNE 7, 2010:

It was moved (108), seconded (107) to approve the Minutes of the 2010 Special General Meeting held on June 7, 2010. CARRIED.

APPROVAL OF THE UNAUDITED FINANCIAL STATEMENT:

The unaudited financial statements for the year ended November 30, 2010 prepared by Gammon were circulated with the notice package and was discussed. Gammon reported that as at November 30, 2010 the contingency reserve fund was \$23,556.48, operating account showed a surplus of \$4,175.23 on year to date. Council President reported the following was completed in 2010;

1. The carpet replacement and painting in the hallways are complete. Thanks were extended to the members of the Committee and to Rose Arena's daughter in law, Tracey for volunteering her time and expertise to the project.
2. Due to some security issues, Gammon obtained a quote for \$5,200 to extend the back fence to avoid anyone climbing over to the property. Council proposed to Owners to approve of the quote of \$5,200 plus HST to be taken from the CRF account. It was moved (409) and seconded (108) to approve of the quote to extend the back fence. CARRIED.
3. The garbage room door was repaired. A latch was installed on the inside.
4. The garage gate has been reported working intermittence. Gammon is directed to get the contractor the check for issues. Owners are reminded to wait until the gate is open/closed fully before entering/exiting.
5. There are 2 big projects coming up for the following year. The Council will be obtaining quotes to have the townhouse roof replace and the vertical domestic hot/cold water pipes will need to be replaced.

It was then moved (409) and seconded (208) that the statements be approved as circulated. CARRIED.

REPORT ON INSURANCE COVERAGE:

The insurance policy was renewed with BFL Canada Insurance Services Inc. from November 15, 2010 to November 15, 2011. A copy of Summary of Coverage is enclosed in the Notice for your reference.

PROPOSED OPERATING BUDGET FOR 2010:

A proposed operating budget had been circulated in the notice package. The strata fees of the proposed budget remain the same as last year. It was moved (103) and seconded (107) unanimously to approve the Budget as circulated. CARRIED.

ELECTION OF STRATA COUNCIL:

J. Chi called for the resignation of the council. Thanks were extended for all of the hard work and effort of past council members. Special thanks were extended to Percy (110) for volunteering his time. The bylaws state that the Council should consist of not less than 3 or more than 7 members. Nominations were requested from the floor. Five Owners allowed their names to stand for Council and Two Owners was nominated for a total of 7. There being no further nominations from the floor, the nominations were closed and the nominees declared duly elected as Strata Council for the coming year:

1. Kenneth Novakowski (408)
2. Amy Venida (102)
3. Morgan Chow (103)
4. Myra Michaelson (107)
5. Percy Ip (110)
6. Loyal Chow (111)
7. Jocelyn Alexander (108)

GENERAL DISCUSSION:

William Yuen had resigned from his position at Gammon International. Thanks were extended to William for his many years of service to the property.

ADJOURNMENT:

With no further business, the meeting was adjourned at 8:05 p.m. CARRIED

Enclosures:

Approved budget and payment schedules

Please read these minutes and keep them with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. A charge will be assessed for replacement copies.

	2009/10 Approved Budget	2009/10 Actual 12 months	2010/11 Approved Budget	
REVENUES				
Strata Maintenance Fees	\$ 139,786.30	\$ 139,785.96	\$ 139,785.96	0.00%
Contingency Fund	\$ -	\$ -	\$ -	
Surplus/(Deficit Recovery)	\$ -	\$ -	\$ -	
Miscellaneous-interest,misc.parking	\$ 1,500.00	\$ 1,413.50	\$ 1,500.00	
Parking Revenue	\$ -	\$ 1,050.00		
Special Levies	\$ -	\$ -		
TOTAL REVENUE	\$ 141,286.30	\$ 142,249.46	\$ 141,285.96	
OPERATING EXPENSES				
Account & Administration	\$ 2,500.00	\$ 2,238.96	\$ 2,500.00	Notes: estimate
Bank Charges	\$ 480.00	\$ 448.25	\$ 500.00	estimate
Elevator	\$ 3,593.72	\$ 3,893.32	\$ 3,852.29	monthly mtce+ tel line+license+emergency
Enterphone	\$ 716.64	\$ 428.24	\$ 744.48	contract + repairs
Fire Protection R&M	\$ 3,212.00	\$ 1,562.40	\$ 2,500.00	Annual insp.+repairs+monitor
Insurance	\$ 13,164.00	\$ 12,300.00	\$ 13,061.00	based on actual
Janitorial	\$ 6,355.05	\$ 5,633.25	\$ 6,500.00	monthly contract+monthly pick up
Landscaping	\$ 6,892.50	\$ 7,893.27	\$ 7,197.00	monthly mtce+sprinkler+front imp +trees removal
Management Fees	\$ 11,970.00	\$ 12,302.50	\$ 13,104.00	contract
R&M Electrical	\$ 900.00	\$ 819.47	\$ 1,000.00	supplies+improvement
R&M Building Exterior	\$ 14,595.00	\$ 12,558.00	\$ 13,328.00	exterior maintenance program
R&M General	\$ 3,000.00	\$ 6,193.59	\$ 10,724.12	estimate for repairs
R&M Plumbing	\$ 9,000.00	\$ 12,550.97	\$ 12,000.00	estimate for repairs including HVAC
R&M Garage Door	\$ 1,472.50	\$ 558.07	\$ 1,472.50	3 mtce check + estimate for repairs
Security/Lock	\$ 500.00	\$ -	\$ 500.00	estimate
Snow Removal	\$ 600.00	\$ 406.00	\$ 600.00	estimate
Hydro	\$ 6,760.52	\$ 7,273.19	\$ 8,526.00	Based on historical cost, 5% increase
Gas	\$ 27,147.86	\$ 27,508.95	\$ 29,325.15	Based on historical cost
Water/Sewer	\$ 7,590.30	\$ 7,704.09	\$ 10,189.29	Based on historical cost, 5% increase
Waste Removal/Recycle	\$ 2,992.00	\$ 2,957.39	\$ 3,352.00	garbage + recycle
Total Expenses	\$ 128,442.09	\$ 125,229.91	\$ 140,975.84	
Contingency Fund	\$ 12,844.21	\$ 12,844.32	\$ 7,048.79	5% on total expenses
TOTAL OPERATING EXPENSES	\$ 141,286.30	\$ 138,074.23	\$ 148,024.63	4.77%
Surplus/Deficit	\$ -	\$ 4,175.23	\$ (6,738.67)	

Statement of Retained Earnings:

Retained Earnings as at December 1, 2009	\$ 2,563.44
Estimated Surplus/(Deficit) for 2009/2010	\$ 4,175.23
Estimated Retained Earnings as at November 30, 2010	\$ 6,738.67
Estimated Surplus/(Deficit) for 2010/2011	\$ (6,738.67)
Estimated Retained Earnings as at November 30, 2011	\$ 0.00

Opening balance in the Operating Fund as at December 1, 2010	\$ 5,675.73
Estimated Closing balance in the Operating Fund as at November 30, 2011	\$ 2,625.72
Opening balance in the Contingency Reserve Fund as at Dec. 1, 2010	\$ 23,556.48
Estimated Closing balance in the Contingency Reserve Fund as at Nov. 30, 2011	\$ 30,605.27

COBBLE LANE, STRATA PLAN LMS 377
APPROVED 2010/11 MONTHLY MAINTENANCE FEE
DECEMBER 1, 2010 TO NOVEMBER 30, 2011

Strata Lot	Suite #	U.E.	Votes	2010/11 Monthly Maintenance Fee	2010/11 Annual Maintenance Fee
1	100	1,150	1	392.26	4,707.16
2	101	1,499	1	511.31	6,135.67
3	102	1,523	1	519.49	6,233.90
4	103	1,523	1	519.49	6,233.90
5	104	1,523	1	519.49	6,233.90
6	105	1,523	1	519.49	6,233.90
7	106	1,558	1	531.43	6,377.16
8	107	1,096	1	373.84	4,486.12
9	108	1,141	1	389.19	4,670.31
10	109	1,170	1	399.08	4,789.01
11	110	1,172	1	399.77	4,797.20
12	111	1,100	1	375.21	4,502.49
13	200	1,151	1	392.60	4,711.24
14	207	1,096	1	373.84	4,486.12
15	208	1,141	1	389.19	4,670.31
16	209	1,170	1	399.08	4,789.01
17	210	1,172	1	399.77	4,797.20
18	211	1,095	1	373.50	4,482.02
19	307	1,096	1	373.84	4,486.12
20	308	1,141	1	389.19	4,670.31
21	309	1,170	1	399.08	4,789.01
22	310	1,172	1	399.77	4,797.20
23	311	1,095	1	373.50	4,482.02
24	407	1,096	1	373.84	4,486.12
25	408	1,141	1	389.19	4,670.31
26	409	1,170	1	399.08	4,789.01
27	410	1,172	1	399.77	4,797.20
28	411	1,095	1	373.50	4,482.02
TOTAL:		34,151	28	11,648.79	139,785.94

**MINUTES OF COUNCIL MEETING
STRATA PLAN LMS 377 - COBBLELANE
HELD ON MONDAY FEBRUARY 28, 2011 AT 7 PM IN UNIT #408**

PRESENT: Kenneth Novakowski (408), Percy Ip (110), Morgan Wong (103), Amy Venida (102) and Loyal Chow (111)

ABSENT: Myra Michaelson (107)

IN ATTENDANCE: Josephine Chi and Suzana Honjo, Gammon International

CALL TO ORDER: The Meeting was call to order at 7:05 p.m.

APPROVAL OF THE MINUTES OF THE COUNCIL MEETING ON JANUARY 18, 2011: It was moved (108) and seconded (110) that the Council Minutes held on January 18, 2011 be approved as circulated. CARRIED

APPROVAL OF THE FINANCIAL STATEMENTS FOR DECEMBER 2010 AND JANUARY 2011 As of January 31, 2011, the Contingency Reserve Fund is at \$24,728.26. It was noted one invoice was incorrectly coded. It was moved (108) and seconded (110) that the financial statements for December 2010 and January 2011 be approved as amended. CARRIED

BUSINESS ARISING FROM PREVIOUS MINUTES:

Elevator Baseboard: Welluck Carpet has not come back to make their recommendation for the elevator trim. Council directed Gammon to advised Welluck Carpet to replace the trim with oak trim to match the rest of the elevator interior.

Cedar Fence: Council reviewed the recommendations from the insurance brokerage and after some discussion agreed to leave the nails on the fence as protection from intruders.

Replacement of Trees: Council approved by email to replace the missing tree in the courtyard as quoted of \$100.00.

Cracked Planter's Box: The crack planter's box was reviewed and due to the high cost for the repair, Council decided to defer this item for the future.

Clean Main Drains: Across Town is scheduled to clean the main drains on March 03, 2011. Council would like to remind all residents not to dispose of cooking oil and grease into their sink. All residents should dispose cooking oil and grease in a separate container for the garbage.

Town House Roof Replacement: Gammon provided quotes from 2 roofing companies and reported there is still 2 more which have yet to come in. After some discussion, Council directed Gammon to provide as many options as possible Council will further review the different options for the townhouse roof replacement at the next Council meeting.

Garage Gate Maintenance: Gammon provided a quote from Valmart Doors for maintenance of the garage gate door. After some discussion, Council approve of the quote provided by Valmart for the maintenance of the garage gate.

Hallmark Air Conditioning: Council directed Gammon to email the maintenance contract to the Council for review.

Pipe Replacement: Strata Council is in the process of investigating different options for the pipe replacement. The most cost efficient is from Hytec Water Management. Richard Lobb from Hytec Water Management Ltd. gave a presentation of his company and his products. Council will further review this and other options at the next Council meeting.

NEW BUSINESS:

Camera Replacement- Back Yard: A camera was replaced on February 25, 2011 in the back of the property after Percy reported it was damaged.

Landscaping/Gardening: Council reviewed the quote from Unio Landscaping & Gardening and directed Gammon to provide more quotes.

Leak from chimney: Council reviewed the quote from Affiliated Roofers to install a metal shroud on the chimney to prevent any further leaks. After some discussion, Council approve of the quote.

Executive Fire - deficiency report: Further to the Annual Fire Inspection, Executive Fire & Safety provide a deficiency report. After some discussion, Council approved of the quote provided.

ADJOURNMENT: The meeting was adjourned at 9:21 p.m.

NEXT MEETING: The next Council Meeting is scheduled on Tuesday March 29, 2011.

Gammon International Real Estate Corporation

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E-mail: shonjo@gammoninternational.com

**MINUTES OF COUNCIL MEETING
STRATA PLAN LMS 377 - COBBLELANE
HELD ON MONDAY MARCH 29, 2011 AT 7:30 PM IN UNIT #408**

PRESENT: Kenneth Novakowski (408), Percy Ip (110), Morgan Wong (103), Amy Venida (102) and Loyal Chow (111)

ABSENT: Myra Michaelson (107) and Jocelyn Alexander (108)

IN ATTENDANCE: Suzana Honjo, Property Manager Gammon International

CALL TO ORDER: The Meeting was call to order at 7:30 p.m.

APPROVAL OF THE AGENDA: It was moved (103) and seconded (102) that the Agenda for March 29, 2011 is approved as amended. CARRIED

APPROVAL OF THE MINUTES OF THE COUNCIL MEETING ON FEBRUARY 28, 2011: It was moved (102) and seconded (111) that the Council Minutes held on February 28, 2011 be approved as circulated. CARRIED

APPROVAL OF THE FINANCIAL STATEMENTS FOR FEBRUARY 2011 As of February 28, 2011, the Contingency Reserve Fund is at \$20,050.01. Financial statement for February 2011 was deferred for approval at the next council meeting.

CORRESPONDENCE: Council sent the letter to Gammon International regarding clarification of duties and procedures. The letter was reviewed by the council and Gammon and Gammon will clarify duties and procedures.

BUSINESS ARISING FROM PREVIOUS MINUTES:

Elevator Baseboard: Welluck Carpet advised that oak trim as suggested at the last meeting is not the best replacement for the existing trim. Council directed Gammon to contact Welluck Carpet and replace the existing trim with vinyl cove base to match the elevator floor.

Town House Roof replacement: Council decided to defer roof replacement quotes for review at the future meeting.

Pipe Replacement: Randy Christie from CURAFLO lining pipe system gave a presentation of his company and his product. He provided the quote for the replacement and upgrading of the domestic water pipes at Cobble Lane. The council reviewed the option that was presented and after some discussion agreed that Hytec Water System would be more suitable and cost effective for this complex. Council directed Property Manager to schedule SGM for decision on approving Hytec Water System being implemented.

Landscaping quotes: After reviewing all quotes that were present by Gammon, the Council made a decision to sign one year contract with Luis Landscaping Company. The Council instructed Gammon to give one month cancellation notice to current landscaping company and to invite Luis Landscaping to start with their service as of May 1, 2011.

NEW BUSINESS:

Visitor parking: The residents are reminded to inform Gammon in WRITING about over night parking at visitor designated area, and also if they need to park their guest's car for more then 24 hours.

Bylaw 8(6): Occupants shall not park in visitor parking area at any time, except in cases of emergency or when overhead garage door is inoperable, without the express written permission of the council;

(a) visitors shall not park in the visitors parking area for more than a 24 hour period (continuous or otherwise) without the express written consent of the council;

(b) vehicles parked in violation of the foregoing shall be subject to a fine of \$25.00 per day or may be towed at the vehicle owners expense, at the discretion of the council;

Fairway Glass quote: Council reviewed the quote from Fairway Glass and directed Gammon to schedule the time for replacement of the glass. It was moved (408) and seconded (111) to approve the glass replacement in unit # 102. CARRIED

Inventory and disposal of burnt out tubes and bulbs: Council directed Gammon to review janitor's duties and to ensure that replacement of new bulbs and disposal of old ones fall under their scope of work based on the contract.

Noise: There were several reports in units #108, #408, and #211 of noise coming from area near boiler room. This matter was deferred to the next meeting.

Schedule of SGM: Council agreed to schedule the SGM on May 4th, 2011 to vote for special resolution for owners to approve the installation of Hytec Water System.

Exterior cleaning: Council directed Gammon to schedule the window washing and exterior power washing to be done early spring.

ADJOURNMENT: The meeting was adjourned at 10:08 p.m.

NEXT MEETING: The next Council Meeting is scheduled on Wednesday May 4th, 2011 at 6:30pm.

Gammon International Real Estate Corporation

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April 14, 2011

To the Owners Strata Plan LMS 377,
Cobble Lane

Dear Owners:

RE: Notice of the 2011 Special General Meeting on Wednesday, May 04, 2011

Enclosed you will find the following:

- (a) Notice of Meeting
- (b) Agenda for the Meeting
- (c) Minutes of the 2011 Annual General Meeting on January 18, 2011
- (d) Special Resolution 11.1
- (e) Proxy Form

Please note that in accordance with the Strata Property Act, only those Owners whose monthly maintenance fees are current may vote. If you wish to check your account status, call Eve Cheung at 604-736-6761 ext. 311.

We look forward to seeing you at the meeting.

Yours very truly,

GAMMON INTERNATIONAL



Suzana Honjo
Strata & Rental Property Manager

Enclosures

**TAKE NOTICE THAT THE SPECIAL GENERAL MEETING OF THE
OWNERS STRATA PLAN LMS 377
COBBLE LANE**

is being held on:

WEDNESDAY, MAY 04, 2011

**In the
4th floor foyer, Cobble Lane
7168 Oak Street, Vancouver, B.C.**

REGISTRATION: 7:30 P.M.

MEETING: 7:35 P.M.

(Please bring your own chair)

1. **PURPOSE** The purpose of the meeting is to vote on the proposed special resolutions.
2. **QUORUM** In order to conduct business at the General Meeting, at least one-third of the persons entitled to vote must be present in person or by proxy.
3. **ELGILIBITY** Except in cases where, by or under the Strata Property Act a unanimous resolution is required, no Owner is entitled to vote at any General Meeting unless all the contributions payable in respect of his Strata Lot, including fines and penalties have been duly paid. No payment will be accepted after May 3rd, 2011.
4. **PROXY** An instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney and may be either general or for a particular meeting. A proxy need not be an Owner. Gammon International may not hold a proxy.
5. **SPECIAL RESOLUTIONS** Special Resolutions require a 75% majority of the casting votes in order to carry. Abstentions are no longer counted as "no" votes.

AGENDA OF THE
2011 SPECIAL GENERAL MEETING
OWNERS STRATA PLAN LMS 377, COBBLE LANE

The meeting is to be held on Wednesday, May 04, 2011, with registration commencing at 7:30 p.m. in:

The 4th floor foyer, 7168 Oak Street, Vancouver, B.C.

- (1) Call to order
- (2) Certify proxies and determine quorum
- (3) File proof of notice of the meeting
- (4) Approve the agenda
- (5) Approval of the Minutes of the Annual General Meeting held on January 18, 2011 as enclosed.
- (6) Consideration of Special Resolution 11.1
- (7) General discussions
- (8) Adjournment

**MINUTES OF THE 2011 ANNUAL GENERAL MEETING
STRATA PLAN LMS 377, COBBLE LANE**

**HELD ON TUESDAY, JANUARY 18, 2011 AT 7:30 P.M.
AT THE 4TH FLOOR FOYER, 7168 OAK STREET, VANCOUVER, B.C.**

CALL TO ORDER:

The meeting was called to order at 7:30 p.m. by Kenneth Novakowski, President of Strata Council, Strata Plan LMS 377. Josephine Chi attended from Gammon International.

CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:

All owners present in person or by proxy had signed the roll, the proxies certified. There were a total of 7 owners in attendance, 4 by proxy for a total of 11 owners presented constituting a legal quorum under the requirements of the Strata Property Act.

PROOF OF NOTICE OF MEETING:

It was moved (107) and seconded (409) that the Notice of Meeting dated December 29, 2010 had been given as prescribed by the Strata Property Act. CARRIED.

APPROVAL OF THE AGENDA:

It was moved (409) and seconded (108) to approve the Agenda as circulated. CARRIED.

APPROVAL OF THE MINUTES OF THE 2010 SPECIAL GENERAL MEETING HELD ON JUNE 7, 2010:

It was moved (108), seconded (107) to approve the Minutes of the 2010 Special General Meeting held on June 7, 2010. CARRIED.

APPROVAL OF THE UNAUDITED FINANCIAL STATEMENT:

The unaudited financial statements for the year ended November 30, 2010 prepared by Gammon were circulated with the notice package and was discussed. Gammon reported that as at November 30, 2010 the contingency reserve fund was \$23,556.48, operating account showed a surplus of \$4,175.23 on year to date. Council President reported the following was completed in 2010;

1. The carpet replacement and painting in the hallways are complete. Thanks were extended to the members of the Committee and to Rose Arena's daughter in law, Tracey for volunteering her time and expertise to the project.
2. Due to some security issues, Gammon obtained a quote for \$5,200 to extend the back fence to avoid anyone climbing over to the property. Council proposed to Owners to approve of the quote of \$5,200 plus HST to be taken from the CRF account. It was moved (409) and seconded (108) to approve of the quote to extend the back fence. CARRIED.
3. The garbage room door was repaired. A latch was installed on the inside.
4. The garage gate has been reported working intermittence. Gammon is directed to get the contractor the check for issues. Owners are reminded to wait until the gate is open/closed fully before entering/exiting.
5. There are 2 big projects coming up for the following year. The Council will be obtaining quotes to have the townhouse roof replace and the vertical domestic hot/cold water pipes will need to be replaced.

It was then moved (409) and seconded (208) that the statements be approved as circulated. CARRIED.

REPORT ON INSURANCE COVERAGE:

The insurance policy was renewed with BFL Canada Insurance Services Inc. from November 15, 2010 to November 15, 2011. A copy of Summary of Coverage is enclosed in the Notice for your reference.

PROPOSED OPERATING BUDGET FOR 2010:

A proposed operating budget had been circulated in the notice package. The strata fees of the proposed budget remain the same as last year. It was moved (103) and seconded (107) unanimously to approve the Budget as circulated. CARRIED.

ELECTION OF STRATA COUNCIL:

J. Chi called for the resignation of the council. Thanks were extended for all of the hard work and effort of past council members. Special thanks were extended to Percy (110) for volunteering his time. The bylaws state that the Council should consist of not less than 3 or more than 7 members. Nominations were requested from the floor. Five Owners allowed their names to stand for Council and Two Owners was nominated for a total of 7. There being no further nominations from the floor, the nominations were closed and the nominees declared duly elected as Strata Council for the coming year:

1. Kenneth Novakowski (408)
2. Amy Venida (102)
3. Morgan Chow (103)
4. Myra Michaelson (107)
5. Percy Ip (110)
6. Loyal Chow (111)
7. Jocelyn Alexander (108)

GENERAL DISCUSSION:

William Yuen had resigned from his position at Gammon International. Thanks were extended to William for his many years of service to the property.

ADJOURNMENT:

With no further business, the meeting was adjourned at 8:05 p.m. CARRIED

Enclosures:

Approved budget and payment schedules

Please read these minutes and keep them with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. A charge will be assessed for replacement copies.

SPECIAL RESOLUTIONS

Special Resolution #11.1

Rationale: The Council is proposing Hytec Water System to be installed to prevent future pinhole leaks. The system that Council is proposing will improve drinking water quality by reducing copper and lead leaching from plumbing deterioration and enhance and protect property values from a future copper re-piping. This system is the least expensive and the least invasive to homeowners.

Special Resolution #11.1

Be it hereby resolved as $\frac{3}{4}$ vote resolutions of the Owners of Strata Plan LMS 377 that the owners approved the installation of Hytec Water System. The cost of the installation fee is \$2,800 (one time installation fee) plus \$319.20 per month, will be taken from the Contingency Reserve Fund. After the end of fiscal year in November 2011, this monthly cost will be incorporated in the regular maintenance fee divided by the number of units.

	HYTEC WATER SYSTEM	CURAFLO PIPE LINING SYSTEM
COST	One time installation cost of \$2,800 + monthly fee of \$319.20 (taxes included) Amount added to each unit will be \$11.40/month starting with new fiscal year	One time cost of over \$280,000 or \$10,000+ per suite
TIME	System is installed within 2 weeks	4-6 weeks
INVASIVENESS	No damage to the walls-least invasive	Wall cutting involved- less invasive then repping
WATER QUALITY	Improved water quality	No difference to water quality
LEAKS	Prevent leaks, after 6 weeks of installation	Prevents leaks instantly after the installation
CORROSION	No corrosion	No corrosion
WARRANTY	On going with the length of the contract	10 yrs

REPLACEMENT OF COPPER PIPES

To install brand new copper piping would cost from \$8,000 to \$12,000 per suite, the work is very invasive, involving removal of fixtures and walls, and it could take up to one year to replace the pipes in the whole building (depending on the size of the building). There is no improvement in quality of water and it does not prevent future leaks.



**MINUTES OF COUNCIL MEETING
STRATA PLAN LMS 377 - COBBLELANE
HELD ON WEDNESDAY MAY 04, 2011 AT 6:30 PM IN UNIT #408**

PRESENT: Kenneth Novakowski (408), Percy Ip (110), Amy Venida (102), Loyal Chow (111) and Jocelyn Alexander (108)

ABSENT: Myra Michaelson (107) and Morgan Wong (103)

IN ATTENDANCE: Suzana Honjo, Property Manager Gammon International

CALL TO ORDER: The Meeting was call to order at 6:30 p.m.

APPROVAL OF THE AGENDA: It was moved (102) and seconded (108) that the Agenda for May 04, 2011 is approved as amended. CARRIED

APPROVAL OF THE MINUTES OF THE COUNCIL MEETING ON MARCH 29, 2011: It was moved (108) and seconded (102) that the Council Minutes held on March 29, 2011 be approved as circulated. CARRIED

APPROVAL OF THE FINANCIAL STATEMENTS FOR FEBRUARY and MARCH 2011
As of March 31, 2011, the Contingency Reserve Fund is at \$20,682.68. It was Moved (108) and Seconded (111) that the financial statements for February and March 2011 be approved as circulated. CARRIED

BUSINESS ARISING FROM PREVIOUS MINUTES:

Elevator Baseboard: Welluck Carpet advised Council to pick the colour of cove base that best fits the interior of the elevator and they will install it. The Council instructed Gammon International to follow up with Welluck Carpet.

Inventory and disposal of burnt out tubes and bulbs: The Council instructed Gammon International to dispose of the burnt tubes, and old filters and insulation from mechanical room. Gammon International will schedule the superintendant for this work.

Exterior cleaning: Gammon International presented 3 quotes for exterior cleaning. The Council instructed Gammon to schedule the company that offers the most affordable price.

Noise complaints: Units 108, 408 and 211 complained of noise coming from their bedroom closet. Lathams was called to investigate the issue to find that zone valves in all three units were installed incorrectly. After the zone valves were repaired, the noise stopped.

NEW BUSINESS:

Plumbing Maintenance: The Council directed Gammon International to provide them two quotes from alternate Companies to provide the monthly plumbing maintenance.

Suite # 104 car damage: The owner claims the plumbing company that replaced the pipes above her parked car, damaged the car. After some discussion the Council Member reported that she was warned to remove the car from her parking spot. Even though she was out of country, the notice went to a person who uses her apartment while the owner of 104 is absent and who has her car keys. Still the car was not moved. Gammon International advised the owner to go to ICBC claim centre to estimate the damage and to determine what the cause of the damage was.

Service vehicles parking: The Council expressed concern about service vehicles parking in front of the parking gate. All contractors and service vehicle drivers are NOT TO PARK ON THE WIDER PART OF THE DRIVEWAY. The Council instructed Gammon International to order a "DO NOT PARK" sign and place it in that area.

ADJOURNMENT: The meeting was adjourned at 7:30 p.m.

NEXT MEETING: The next Council Meeting is scheduled on Wednesday June 29th, 2011 at 7:30pm.

Gammon International Real Estate Corporation

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**MINUTES OF THE MAY 2011 SPECIAL GENERAL MEETING
STRATA PLAN LMS 377, COBBLE LANE**

**HELD ON MONDAY, MAY 04, 2011 AT 7:30 P.M.
AT THE 4TH FLOOR FOYER, 7168 OAK STREET, VANCOUVER, B.C.**

CALL TO ORDER:

The meeting was called to order at 7:45 p.m. by Kenneth Novakowski, President of Strata Council, Strata Plan LMS 377. Suzana Honjo, Property Manager attended from Gammon International.

CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:

All owners present in person or by proxy had signed the roll, the proxies certified. There were a total of 6 owners in attendance, 4 by proxy for a total of 10 owners presented constituting a legal quorum under the requirements of the Strata Property Act.

PROOF OF NOTICE OF MEETING:

It was moved (102) and seconded (409) that the Notice of Meeting dated April 14, 2011 had been given as prescribed by the Strata Property Act. CARRIED.

APPROVAL OF THE AGENDA:

It was moved (409) and seconded (102) to approve the Agenda as circulated. CARRIED.

APPROVAL OF THE MINUTES OF THE 2010 ANNUAL GENERAL MEETING HELD ON JUNE 7, 2010:

It was moved (309) and seconded (108) to approve the Minutes of the 2010 Annual General Meeting held June 07, 2010. CARRIED.

SPECIAL RESOLUTION #11.1

Due to the pinhole leak problems in the plumbing lines throughout the building the Council considered different solutions to prevent future leaks. They considered options with Curaflow pipe coating system and Hytec Water System. The Council suggested Hytec Water System be installed to prevent future leaks and to improve drinking water quality by stabilizing the PH balance which reduces copper and lead leaching from pipes and enhances and protects property valves from possible re-piping. This system is the least expensive and the least invasive to homeowners. The Hytec Water System representative presented the system to the owners at the SGM.

Be it hereby resolved as $\frac{3}{4}$ vote resolutions that the Owners of Strata Plan LMS 377 approve an expense in the amount of \$2,800 (one time installation cost) plus \$319.20/month (from the time when the system is installed) for Hytec Water Installation to be paid out of the Contingency Reserve Fund for the current fiscal year. In proceeding fiscal years the monthly fee of \$319.20 will be budgeted into the annual operating cost and will be included in monthly maintenance fees and levied against the Owners in accordance with the unit entitlement of each strata lot.

It was moved (110) and seconded (102) to approve Special Resolution 11.1 as presented. 10 votes cast voted in favour of the motion, 0 abstain and 0 against. MOTION CARRIED.

GENERAL DISCUSSION:

There was no general discussion.

ADJOURNMENT:

With no further business, the meeting was adjourned at 8:30 p.m. CARRIED

Enclosures:

The 2011 Special Resolution 11.1 has been approved and carried.

Please read these minutes and keep them with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. A charge will be assessed for replacement copies.

**MINUTES OF COUNCIL MEETING
STRATA PLAN LMS 377 - COBBLELANE
HELD ON WEDNESDAY JUNE 29th, 2011 AT 7:30 PM IN UNIT #408**

PRESENT: Kenneth Novakowski (408), Percy Ip (110), Amy Venida (102) and Loyal Chow (111) Jocelyn Alexander (108)

ABSENT: Myra Michaelson (107) and Morgan Wong (103)

IN ATTENDANCE: Suzana Honjo, Property Manager Gammon International

CALL TO ORDER: The Meeting was call to order at 7:32 p.m.

APPROVAL OF THE AGENDA: It was moved (102) and seconded (108) that the Agenda for June 29th, 2011 be approved as amended. CARRIED

APPROVAL OF THE MINUTES OF THE COUNCIL MEETING ON MAY 4TH, 2011: It was moved (108) and seconded (102) that the Council Minutes held on May 4th, 2011 be approved as circulated. CARRIED

APPROVAL OF THE FINANCIAL STATEMENTS FOR APRIL AND MAY 2011 As of May 31, 2011, the Contingency Reserve Fund is \$21,854.36. It was Moved (110) and Seconded (108) that the financial statements for April and May 2011 be approved as circulated. CARRIED

BUSINESS ARISING FROM PREVIOUS MINUTES:

1. Elevator Baseboard: Pending.

2. Inventory and disposal of burnt out light tubes and bulbs: Gammon to arrange for most economical, green disposal.

3. Exterior cleaning: First week of June New City performed exterior cleaning of building, windows and patios washing.

4. Quotes for new plumbing contractor: Gammon International presented the Council with two quotes for the regular maintenance and repairs. The Council decided to accept Latham's proposal. Gammon International to sign the contract and to cancel the existing contract with Hallmark.

5. Service vehicles NO PARKING sign: Gammon International provided the sign and it is ready for installation. All contractors and residents are reminded not to park at the entrance of the parkade.

NEW BUSINESS:

6. Overhead door maintenance: Gammon International provided the Council with a quote from Elite Door and they elected to enter into a contract with Elite Doors for the regular maintenance and repairs of the garage door.

7. Garage pipe leaks: After reviewing 3 quotes from different plumbing companies the Council made a decision to grant the job to Latham's. Gammon International to coordinate with Latham's.

8. Window seal broken: A townhouse resident reported a window seal broken in his ensuite bathroom window. Due to the age of the building the Council would like to remind all residents of townhouses, building and carriage house to check if they noticed any window seals broken or signs of windows sweating. If any are found please report to Gammon International. If there are more than one unit found Strata Council will have to include this item in the next year's budget and have them replaced at the same time.

9. Summer get-together Barbeque: All residents are invited to get to know each other barbeque party. This event is scheduled for **AUGUST 6th, 2011 starting at 5:00pm** and it will be held on the lawn between the building and carriage house. Participants are asked to bring their own refreshments, meat or fish, and chair(s).

11. Townhouse light sensors: Amy from 102 raised a concern about the sensor light being burnt out and not working at the back of her townhouse. She also noticed a few others with the same problem. All residents are reminded to report to Gammon International if they have the same issue with sensor lights.

ADJOURNMENT: The meeting was adjourned at 9:05 p.m.

NEXT MEETING: The next Council Meeting is scheduled on Wednesday October 5th, 2011 at 7:30pm.

Gammon International Real Estate Corporation

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**MINUTES OF COUNCIL MEETING
STRATA PLAN LMS 377 - COBBLELANE
HELD ON WEDNESDAY OCTOBER 05th, 2011 AT 7:30 PM IN UNIT #408**

PRESENT: Kenneth Novakowski (408), Percy Ip (110), Loyal Chow (111) Jocelyn Alexander (108) Morgan Wong (103)

ABSENT: Amy Venida (102) Myra Michaelson (107)

IN ATTENDANCE: Suzana Honjo, Property Manager Gammon International

CALL TO ORDER: The Meeting was call to order at 7:33 p.m.

APPROVAL OF THE AGENDA: It was moved (108) and seconded (110) that the Agenda for June 29th, 2011 be approved as amended. CARRIED

APPROVAL OF THE MINUTES OF THE COUNCIL MEETING ON JUNE 29, 2011: It was moved (111) and seconded (108) that the Council Minutes held on June 29th, 2011 be approved as circulated. CARRIED

APPROVAL OF THE FINANCIAL STATEMENTS FOR JUNE, JULY AND AUGUST 2011. As at August 31, 2011, the Contingency Reserve Fund is \$20,493.13. It was Moved (110) and Seconded (108) that the financial statements for June, July, and August 2011 be approved as circulated. CARRIED

GUEST: Real Estate Agent representing suite #411 presented inspection report conducted prior posting this suite for sale. The inspector discovered moisture in the attic of #411. This is possibly caused by water ingress from the roof. The owner requested council to present them with a plan of action on what steps will be made to resolve the water ingress. The Council directed Gammon International to contact the roofing company to investigate the leak. The roof is still under the warranty and this leak should be repaired as soon as possible.

BUSINESS ARISING FROM PREVIOUS MINUTES:

1. Elevator Baseboard: Pending.

2. Inventory and disposal of burnt out light tubes and bulbs: All burnt light bulbs were disposed off.

3. Report from Gammon International regarding Cobble Lane Operation Plan: Gammon International presented the operation plan and progress report that will be presented to the council at every council meeting. The operation plan will provide all regular services that are happening on by-monthly, quarterly or annual basis. In the progress report the Council will be informed of all services and trades that attended LMS 377 between the council meetings.

4. Garage pipe leaks-pipe replacement pending: Latham's was selected to replace the troubled pipe section but since there is a shortfall in the operating fund this expense will be included in the next year's budget.

NEW BUSINESS:

5. Townhouse roof repair vs. roof replacement: The Council is considering two options regarding the townhouse roof issue. Gammon International will provide quotes for roof replacement and for roof repair/recoat. Based on the most cost effective solution the Council will budget accordingly for the next fiscal year.

6. Mechanical room repairs: Latham's provided the Council with the quote on the mechanical room leak repair. The Council reviewed the quote and will budget this expense for the next fiscal year.

7. Funds shortage, low CRF, outstanding invoices: Council discussed the current financial situation and directed Gammon International to postpone any nonemergency expenses and to contact current contractors to ask for an extension for payment of their invoices.

8. Electrical upgrade in the parkade: Lightening upgrade in the parkade will be budgeted for the next fiscal year.

Next meeting: Next meeting is schedule for November 30, 2011 at 7:30pm in suite #408

Adjournment: The meeting was adjourned at 9:10pm

Gammon International Real Estate Corporation

Attn: Suzana Honjo
#500-1501 West Broadway
Vancouver, BC. V6J 4Z6
Tel: 604-736-6761 ext. 310
Fax: 604-736-6768
E-mail: shonjo@gammoninternational.com

**MINUTES OF COUNCIL MEETING
STRATA PLAN LMS 377 - COBBLELANE
HELD ON WEDNESDAY NOVEMBER 30, 2011 AT 7:30 PM IN UNIT #408**

PRESENT: Kenneth Novakowski (408), Percy Ip (110), Loyal Chow (111) Jocelyn Alexander (108), Amy Venida (102) Myra Michaelson (107)

ABSENT: Morgan Wong (103)

IN ATTENDANCE: Suzana Honjo, Property Manager Gammon International

CALL TO ORDER: The Meeting was call to order at 7:35 p.m.

APPROVAL OF THE AGENDA: It was moved (110) and seconded (108) that the Agenda for November 30th, 2011 be approved as amended. CARRIED

APPROVAL OF THE MINUTES OF THE COUNCIL MEETING ON OCTOBER 5TH, 2011: It was moved (102) and seconded (110) that the Council Minutes held October 5th, 2011 be approved as circulated. CARRIED

APPROVAL OF THE FINANCIAL STATEMENTS FOR SEPTEMBER AND OCTOBER 2011. As at October 31, 2011, the Contingency Reserve Fund is \$14,302.14. It was moved (108) and Seconded (110) that the financial statements for September and October 2011 be approved as circulated. CARRIED

BUSINESS ARISING FROM PREVIOUS MINUTES:

- 1. Elevator Baseboard:** Pending. Gammon will request the repair person working on Suites 110 and 111 to make changes to the baseboard.
- 2. Garage pipe leaks and mechanical room plumbing repairs:** Quote for both repairs are in place but the Council decided to postpone any action until after the AGM and collection of the levy.
- 3. Townhouse roof repair vs. roof replacement:** The Council is considering options for townhouse: roof replacement or repair. The Council also had a presentation from Enviro Roofing regarding a third option. The quotes will be presented at the up coming AGM for the majority of the resident's approval.
- 4. Electrical up-grade:** This item remains pending and was deferred to the 2013 budget.
- 5. Leak repairs in 111 and 110:** Pinhole leaks were stopped and Latham's is scheduled to replace a section of pipes in both suites. The Council directed Gammon International to organize the wall repair and paint.

NEW BUSINESS:

1. **Pet issue in the suite #207:** The resident is in a breach of bylaws by obtaining a pet dog. The bylaw under Section 3 Use of Property under subsection 4 (a) clearly states that no dogs are allowed. The Council directed Gammon International to follow up and inform the owners they are in breach of the bylaw. The owner is urged to correct the issue as soon as possible to avoid fines to their account.
 2. **Moving Procedures:** The Council is recommending an increase in the move-in/move-out fee from existing \$100 to \$200. This will be presented as a special resolution at the AGM.
 3. **Frozen Pipes:** The Council suggested purchasing plastic covers for the outside water fixtures to protect them from freezing. Jocelyn volunteered to make a purchase and she will be refunded for the expense.
 4. **Warranty – #411:** The roof is still under the warranty and the roofers will be requested to check the roof above the suite #411. Gammon International will follow up with the roofing company.
 5. **Directory Boards:** The Council president reported he is able to access the panel that is located on the outside of the main entrance door and to up-date the names on it. He was not able to access the panel at the building entrance since the existing key is not working. The Council directed Gammon International to follow up with the contractor and to replace the lock on the panel.
 6. **Cobblelane e-bulletin:** Ken reported that he was able to obtain only 5 e-mail addresses of owners in addition to the seven from Council. An e-bulletin is therefore not an effective way of communicating with owners.
 7. **2011/2012 Budget:** Gammon International presented a draft budget with two options: one to increase the maintenance fee substantially to cover the deficit in 2010/2011 or to raise one time special levy. The Council opted for second option to raise one time special levy and will be brought forward at the AGM.
 8. **Emergency vehicle access:** The Council directed Gammon International to contact the Fire Department and Ambulance service to confirm their access to the property in case of an emergency. After some discussion the Council suggested to look into an option of installing the lock box for emergency services access. Gammon International will look for different options.
- Next meeting:** Next meeting is AGM and is schedule for January 17th, 2012 at 7:30pm on 4th floor lobby. Council meeting will be held prior to the AGM at 6:30 pm in suite #408.
- GUEST:** Enviro Roofing, Mauricio Luzardo presented his product as a solution for the townhouse roof. His quote will be presented at the AGM. He also presented an option to repair the water ingress in the garage and will provide the Council with a quote.

Adjournment: The meeting was adjourned at 9:50pm

Gammon International Real Estate Corporation

Attn: Suzana Honjo
#500-1501 West Broadway
Vancouver, BC. V6J 4Z6
Tel: 604-736-6761 ext. 310
Fax: 604-736-6768
E-mail: shonjo@gammoninternational.com

REMINDER: Please read these minutes and keep them with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. A charge will be assessed for replacement copies.

REMINDER: Council would like to remind all Owners that suggestions, comments and advice are always welcome. Please address them in writing to the Property Manager. All letters will be reviewed in the next Council Meeting and answered. Should you wish your strata unit number not to appear on the minutes, please specify "anonymous" in your letter. Your strata lot number will be shown instead.

REMINDER: When entering or leaving the parkade, please stop and make sure that the gate is closed behind you before driving away.
Do not allow any strangers to follow you into the building. Residents will have their own key and remote. If visitors are authorized by some other residents, access will be granted by the residents. Ensure all doors are closed behind you.
Please do not open the door to visitors who you cannot identify through the enterphone.
Please report as soon as possible to Gammon if you see any suspicious activities or damages to properties.

REMINDER: Owners are reminded that any alterations, repairs and maintenance of the strata lot must be completed by qualified trades.



December 28, 2011

To the Owners Strata Plan LMS 377,
Cobble Lane

Dear Owners:

RE: Notice of the 2012 Annual General Meeting on Tuesday, January 17, 2012

Enclosed you will find the following:

- (a) Notice of Meeting
- (b) Agenda for the Meeting
- (c) Minutes of 2011 Special General Meeting
- (d) Unaudited Financial Statements
- (e) Insurance policy
- (f) Proposed Budget – 2012
- (g) Special Resolutions
- (h) Proxy Form
- (i) Nomination Form for Council Members

It is important that all owners attend to elect your next Council, vote on the budget for the ensuing year.

Please note that in accordance with the Strata Property Act, only those Owners whose monthly maintenance fees are current may vote. If you wish to check your account status, please call Denny Lau at 604-736-6761 ext. 309.

We look forward to seeing you at the meeting.

Yours very truly,

GAMMON INTERNATIONAL



Suzana Honjo
Strata & Rental Property Manager

Enclosures

150021 Shingle

TAKE NOTICE THAT THE ANNUAL GENERAL MEETING OF THE
OWNERS STRATA PLAN LMS 377
COBBLE LANE

is being held on:

Tuesday, January 17, 2012

In the
4th floor foyer, Cobblelane
7168 Oak Street, Vancouver, B.C.

REGISTRATION: 7:30 P.M.

MEETING: 7:35 P.M.

*** *(Please bring your own chair)* ***

1. **PURPOSE** The purpose of the meeting is to inform the Owners of the operation of the Strata Corporation, to approve of the special resolutions, to adopt a 2012 operating budget and to elect Strata Council for the coming year.
2. **QUORUM** In order to conduct business at the General Meeting, at least one-third of the persons entitled to vote must be present in person or by proxy.
3. **ELIGIBILITY** Except in cases where, by or under the Strata Property Act a unanimous resolution is required, no Owner is entitled to vote at any General Meeting unless all the contributions payable in respect of his Strata Lot, including fines and penalties have been duly paid. No payment will be accepted after January 16, 2012.
4. **PROXY** An instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney and may be either general or for a particular meeting. A proxy need not be an Owner. Gammon International may not hold a proxy.
5. **SPECIAL RESOLUTIONS** Special Resolutions require a 75% majority of the casting votes in order to carry. Abstentions are no longer counted as "no" votes.

AGENDA OF THE
2012 ANNUAL GENERAL MEETING
OWNERS STRATA PLAN LMS 377, COBBLE LANE

The meeting is to be held on Tuesday, January 17, 2012 with registration commencing at 7:30 p.m. in

The 4th floor foyer, 7168 Oak Street, Vancouver, B.C.

- (1) Call to order
- (2) Certify proxies and determine quorum
- (3) File proof of notice of the meeting
- (4) Approve the agenda
- (5) Approval of the minutes of the Special General Meeting held on May 4th, 2011, as enclosed
- (6) Approval of the unaudited 2011 Financial Statement as enclosed
- (7) Reports:
- (8) Report on insurance coverage as enclosed
- (9) Consideration of the 2012 operating budget
- (10) Special Resolution(s)
- (11) Election of strata council

The size of council was set in the Bylaws at least (3) three and not more than 7 members. The present council members must resign, although they may stand for re-election.
- (12) General discussions
- (13) Adjournment

MINUTES OF THE MAY 2011 SPECIAL GENERAL MEETING
STRATA PLAN LMS 377, COBBLE LANE

HELD ON MONDAY, MAY 04, 2011 AT 7:30 P.M.
AT THE 4TH FLOOR FOYER, 7168 OAK STREET, VANCOUVER, B.C.

CALL TO ORDER:

The meeting was called to order at 7:45 p.m. by Kenneth Novakowski, President of Strata Council, Strata Plan LMS 377. Suzana Honjo, Property Manager attended from Gammon International.

CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:

All owners present in person or by proxy had signed the roll, the proxies certified. There were a total of 6 owners in attendance, 4 by proxy for a total of 10 owners presented constituting a legal quorum under the requirements of the Strata Property Act.

PROOF OF NOTICE OF MEETING:

It was moved (102) and seconded (409) that the Notice of Meeting dated April 14, 2011 had been given as prescribed by the Strata Property Act. CARRIED.

APPROVAL OF THE AGENDA:

It was moved (409) and seconded (102) to approve the Agenda as circulated. CARRIED.

APPROVAL OF THE MINUTES OF THE 2010 ANNUAL GENERAL MEETING HELD ON JUNE 7, 2010:

It was moved (309) and seconded (108) to approve the Minutes of the 2010 Annual General Meeting held June 07, 2010. CARRIED.

SPECIAL RESOLUTION #11.1

Due to the pinhole leak problems in the plumbing lines throughout the building the Council considered different solutions to prevent future leaks. They considered options with Curaflo pipe coating system and Hytec Water System. The Council suggested Hytec Water System be installed to prevent future leaks and to improve drinking water quality by stabilizing the PH balance which reduces copper and lead leaching from pipes and enhances and protects property valves from possible re-piping. This system is the least expensive and the least invasive to homeowners. The Hytec Water System representative presented the system to the owners at the SGM.

Be it hereby resolved as $\frac{3}{4}$ vote resolutions that the Owners of Strata Plan LMS 377 approve an expense in the amount of \$2,800 (one time installation cost) plus \$319.20/month (from the time when the system is installed) for Hytec Water Installation to be paid out of the Contingency Reserve Fund for the current fiscal year. In proceeding fiscal years the monthly fee of \$319.20 will be budgeted into the annual operating cost and will be included in monthly maintenance fees and levied against the Owners in accordance with the unit entitlement of each strata lot.

It was moved (110) and seconded (102) to approve Special Resolution 11.1 as presented. 10 votes cast voted in favour of the motion, 0 abstain and 0 against. MOTION CARRIED.

GENERAL DISCUSSION:

There was no general discussion.

ADJOURNMENT:

With no further business, the meeting was adjourned at 8:30 p.m. CARRIED

Enclosures:

The 2011 Special Resolution 11.1 has been approved and carried.

Please read these minutes and keep them with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. A charge will be assessed for replacement copies.

Balance Sheet (Accrual)
COBBLELANE - LMS 377 - (377)
November 2011

Page 1
12/28/2011
11:59 AM

Prepared For:
COBBLE LANE
LMS 377
7168-7170 OAK STREET
VANCOUVER, BC

Prepared By:
GAMMON INTERNATIONAL
500-1501 WEST BROADWAY
VANCOUVER, BC V6J 4Z6

ASSETS

CURRENT ASSETS

OPERATING CASH - TRUST	2,190.12
ACCOUNTS RECEIVABLE - CTL	1,759.66
PREPAID INSURANCE	14,256.00
TOTAL CURRENT ASSETS	<u>18,205.78</u>

CONTINGENCY FUND

CONTINGENCY RESERVE ACCOUNT	14,568.87
TOTAL CONTINGENCY FUND	<u>14,568.87</u>

TOTAL ASSETS

32,774.65

LIAB. & SHAREHOLDERS EQUITY

LIABILITIES

ACCOUNTS PAYABLE - CTL	43,144.24
PREPAID ASSESSMENTS	135.64
DEPOSIT - BEEPER	50.00
DEPOSIT - KEY	10.00
TOTAL LIABILITIES	<u>43,339.88</u>

OWNERS EQUITY

CONTINGENCY RESERVE	14,568.87
SURPLUS/(DEFICIT) CURRENT YEAR	-29,309.33
ACCUMULATED SURPLUS/(DEFICIT)-PRIOR YE	4,175.23
TOTAL OWNERS EQUITY	<u>-10,565.23</u>

TOTAL LIAB. & OWNERS EQUITY

32,774.65

Budget Comparison (Accrual)
 COBBLELANE - LMS 377 - (377)
 November 2011

Prepared For:
 COBBLE LANE
 LMS 377
 7168-7170 OAK STREET
 VANCOUVER, BC

Prepared By:
 GAMMON INTERNATIONAL
 500-1501 WEST BROADWAY
 VANCOUVER, BC V6J 4Z6

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
REVENUE									
REC'D FROM CONTINGENCY FU	6,405.18	0.00	6,405.18	0	11,669.18	0.00	11,669.18	0	0.00
MISCELLANEOUS REVENUE	20.00	125.00	-105.00	-84.00	37.38	1,500.00	-1,462.62	-97.51	1,500.00
REGULAR ASSESSMENTS	11,648.83	11,648.83	0.00	0.00	139,785.96	139,785.96	0.00	0.00	139,785.96
MOVE IN/MOVE OUT FEES	0.00	0.00	0.00	0	400.00	0.00	400.00	0	0.00
PARKING REVENUE	50.00	0.00	50.00	0	1,050.00	0.00	1,050.00	0	0.00
TOTAL INCOME	18,124.01	11,773.83	6,350.18	53.93	152,942.52	141,285.96	11,656.56	8.25	141,285.96
EXPENSES - COMMON AREA									
ACCOUNTING, ADMIN & LEGAL	47.39	208.37	160.98	77.26	2,064.75	2,500.00	435.25	17.41	2,500.00
BANK CHARGES	31.80	41.63	9.83	23.61	377.82	500.00	122.18	24.44	500.00
ELEVATOR	290.35	321.07	30.72	9.57	3,597.17	3,852.29	255.12	6.62	3,852.29
ENTERPHONE	37.04	62.04	25.00	40.30	444.48	744.48	300.00	40.30	744.48
FIRE PROTECTION	0.00	208.37	208.37	100.0	5,395.49	2,500.00	-2,895.49	-115.8	2,500.00
INSURANCE	1,088.38	1,088.38	0.00	0.00	13,205.00	13,061.00	-144.00	-1.10	13,061.00
JANITORIAL-SERVICES	487.20	541.63	54.43	10.05	5,891.20	6,500.00	608.80	9.37	6,500.00
LANDSCAPING	618.80	599.75	-19.05	-3.18	7,064.01	7,197.00	132.99	1.85	7,197.00
MANAGEMENT FEES	1,092.00	1,092.00	0.00	0.00	13,104.00	13,104.00	0.00	0.00	13,104.00
R&M - ELECTRICAL/LIGHTING	3,447.69	83.37	-3,364.32	-4,035	6,972.91	1,000.00	-5,972.91	-597.2	1,000.00
R&M - BUILDING EXTERIOR	3,540.00	1,110.63	-7,429.37	-668.9	19,613.50	13,328.00	-6,285.50	-47.16	13,328.00
R&M - GENERAL	-15,683.30	393.64	16,576.94	1,854.	2,984.09	10,724.12	7,740.03	72.17	10,724.12
R&M - PLUMBING	25,761.53	1,000.00	-24,761.53	-2,476	43,477.51	12,000.00	-31,477.51	-262.3	12,000.00
R&M - OVERHEAD GARAGE DO	112.00	122.69	10.69	8.71	1,149.34	1,472.50	323.16	21.95	1,472.50
SECURITY - LOCKS	0.00	41.63	41.63	100.0	0.00	500.00	500.00	100.0	500.00
SNOW REMOVAL	0.00	50.00	50.00	100.0	302.40	600.00	297.60	49.60	600.00
UTILITIES - ELECTRICITY	0.00	710.50	710.50	100.0	7,622.76	8,526.00	903.24	10.59	8,526.00
UTILITIES - GAS	2,708.34	2,443.79	-264.55	-10.83	29,176.62	29,325.15	148.53	0.51	29,325.15
UTILITIES - WATER & SEWER	0.00	849.08	849.08	100.0	9,637.46	10,189.29	551.83	5.42	10,189.29
WASTE REMOVAL	269.30	279.37	10.07	3.60	3,122.55	3,352.00	229.45	6.85	3,352.00
TOTAL BUILDING EXPENSES	28,848.52	11,747.94	-17,100.58	-145.5	175,203.06	140,975.83	-34,227.23	-24.28	140,975.83
CONTINGENCY FUND	587.39	587.39	0.00	0.00	7,048.79	7,048.79	0.00	0.00	7,048.79
TOTAL EXPENSES	29,435.91	12,335.33	-17,100.58	-138.6	182,251.85	148,024.62	-34,227.23	-23.12	148,024.62
PROFIT (LOSS)	-11,311.90	-561.50	-10,750.40	-1,914	-29,309.33	-6,738.66	-22,570.67	-334.9	-6,738.66



BFL CANADA Insurance Services Inc.
 1177 West Hastings Street, Suite 900
 Vancouver, British Columbia V6E 2K3
 Tel: 604-669-9600
 Fax: 604-683-9316
 Toll Free: 1-866-669-9602

STRATA PLAN POLICY COVERAGE

Previous Policy No. BFL04LMS0377 Renewal Policy No. BFL04LMS0377

NAMED INSURED The Owners, Strata Plan LMS377, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners.
MAILING ADDRESS Common International Real Estate Corporation (As Property Manager)
 500 - 1501 West Broadway, Vancouver, BC V6J 4Z6
POLICY PERIOD From: November 15, 2011 To: November 15, 2012
 12:01 a.m. standard time at the location of the premises as to each of the said dates
INSURED LOCATION 7160 - 7170 Oak Street, Vancouver, BC V6P 3Z9
CONSTRUCTION Frame 1 Storeys 2 Buildings
OCCUPIED BY INSURED AS 28 Residential Units 0 Commercial Unit

Insurance is provided, subject to the Declarations, Terms, Conditions of the policy and its Riders, only for which specific Riders are attached and for which a specific limit or annotation is shown hereunder.

INSURING AGREEMENT	DEDUCTIBLE	LIMIT
SECTION I - PROPERTY (Revision May 19, 2011 GK)		
A. All Property - All Risks, Blanket By-Laws, Stated Amount Co-Insurance, Replacement Cost, 110% Margin Clause.		\$ 6,990,400
All Risks	\$ 1,000	
Sewer Backup Damage	\$ 10,000	
Water Damage	\$ 10,000	
Earthquake Damage	\$ 10	
Flood Damage	\$ 10,000	
Lock & Key	\$ 250	\$ 10,000
B. Business Interruption (Gross Rents), 100% Co-Insurance, Indemnity Period (Months): N/A		Not Covered
SECTION II - CRIME (Form 2110 01/2004)		
I. Comprehensive Dishonesty, Disappearance and Destruction - Form A	Nil	\$ 10,000
II. Loss Inside the Premises	Nil	\$ 5,000
III. Loss Outside the Premises	Nil	\$ 5,000
IV. Money Orders and Counterfeit Paper Currency	Nil	\$ 5,000
V. Depositors Forgery	Nil	\$ 5,000
SECTION III - COMMERCIAL GENERAL LIABILITY (Form 2294 03/2010)		
A. Bodily Injury & Property Damage Liability - Per Occurrence	\$ 500	\$ 5,000,000
Products and Completed Operations	\$ 500	\$ 5,000,000
B. Personal and Advertising Injury Liability - Per Occurrence (Form Number 2333)		\$ 5,000,000
C. Medical Payments - Each Person		\$ 25,000
D. Tenants Legal Liability	\$ 500	\$ 100,000
Non-Owned Automobile Endorsement SPF #6 - Per Occurrence (Form Number 6063)	\$ 500	\$ 5,000,000
Legal Liability For Damage To Hired Automobiles Endorsement SEF #94 - Per Occurrence (Form Number 5644)	\$ 500	\$ 50,000
Contractual Liability Endorsement SEF #96 - Per Occurrence (Form Number 6663)		\$ 5,000,000
Excluding Long Term Leased Vehicle Endorsement SEF #99 - Per Occurrence (Form Number 6664)		\$ 5,000,000
Limited Pollution Liability Coverage Endorsement (Form Number 2214)	\$ 500	\$ 1,000,000
Employee Benefit Liability (Form Number 2311)		\$ 1,000,000
SECTION IV - CONDOMINIUM DIRECTORS & OFFICERS LIABILITY (Form DI4100 (10/04))		
Claims Made Form (Including Property Manager)	Nil	\$ 2,000,000
SECTION V - BLANKET GLASS - Includes Lobby Glass (Form 4185 05/1992)		
Residential	\$ 100	Blanket
Commercial	\$ 250	

SUBSCRIPTION

This Policy contains a clause(s) which may limit the amount payable.

This Certificate is not valid unless countersigned by an Authorized Representative of the Insurer(s).
 B. S. O.E.
 Date: November 13, 2011

BFL CANADA Insurance Services Inc.

 AUTHORIZED REPRESENTATIVE



BFL CANADA Insurance Services Inc.
 1177 West Hastings Street, Suite 200
 Vancouver, British Columbia V6E 2K3
 Tel: 604-669-9600
 Fax: 604-683-9316
 Toll Free: 1-866-669-9602

DESCRIPTION	PRODUCT/LE	LIMIT
SECTION VI - EQUIPMENT BREAKDOWN (Form BM-1 (1010))		
A. Objects Insured - objects as described and defined for Standard Comprehensive Form, Data Processing Equipment and Electronic Equipment Included.	\$ 500	\$ 6,990,400
B. Direct Damage including Repair or Replacement, By Laws coverage, Off Premises Power		
Sub Limits:		
- Ammonia Contamination		\$ 100,000
- Water Damage		\$ 100,000
- Expediting Expenses		\$ 100,000
- Professional Fees		\$ 100,000
- PCB Contamination		\$ 100,000
C. Business Interruption/Extra Expense	24 Hour Waiting Period	\$ 100,000
Loss of Profits - Rents, Indemnity Period (Months): N/A	N/A	Not Covered
SECTION VII - POLLUTION LIABILITY (Claims Made (Form ZC 5558 U (01/09))		
Limits of Liability - Each Pollution Event Limit	\$ 25,000	\$ 1,000,000
Aggregate Policy Limit		\$ 3,000,000
- (Refer to Policy for how Policy Limit applies & for Sublimits of Liability that are applicable to some coverage)		
SECTION VIII - VOLUNTEER ACCIDENT (Form 9224573)		
Principal Sum	See Policy Wordings	\$ 100,000
SECTION IX - LEGAL EXPENSES (DAS BFL Manuscript)		
Per Occurrence Maximum Limit of Loss	Nil	\$ 200,000
Annual Aggregate		\$ 1,000,000
LOSS IF ANY PAYABLE TO:	All Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property. (The Standard Mortgage Clause is applicable unless Special Mortgage Clause attached)	
TOTAL PREMIUM		\$ 14,256.00
Minimum & Retained		\$ 560.00

LIST OF INSURERS

Insurance Company	Section	Participation	Policy No.	Premium
AXA Assurances Inc.	VOLUNTEER ACCIDENT	100%	9224573 (Policy)	
AXA Pacific Insurance Company (Minimum and Retained)	EQUIPMENT BREAKDOWN	100%	5507420 (Policy)	
Chartis Insurance Company of Canada	PROPERTY	24.5%	BFLSPW001	
DAS Legal Protection Insurance Company Limited	LEGAL EXPENSES	100%	BFL04DAS001	
Dominion of Canada	PROPERTY	12.5%	BFLSPW001	
Economical Mutual Insurance Company	CRIME COMMERCIAL GENERAL LIABILITY BLANKET GLASS - Includes Lobby Glass	100% 100% 100%		
Economical Mutual Insurance Company as arranged by Can-Sure Underwriting Ltd.	PROPERTY	24%	BFLSPW001	
Great American Insurance Group	CONDOMINIUM DIRECTORS & OFFICERS LIABILITY	100%	D14100	
Lloyd's Underwriters under Agreement Number C001301112	PROPERTY	25%	BFLSPW001	
Non-Marine Underwriters at Lloyds under Contract No. 7041/11 as arranged by Can-Sure Underwriting Ltd.	PROPERTY	14%	BFLSPW001	
Zurich Insurance Company Ltd	POLLUTION LIABILITY	100%	8706115 (Policy)	


BFL CANADA
SUMMARY OF COVERAGES

Named Insured:	The Owners, Strata Plan LMS377, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners.	
Project Name:	COBBLE LANE	
Property Manager:	Hammon International Real Estate Corporation	Policy Period: November 15, 2011 to November 15, 2012
Policy Number:	Coverages	Subscribers
BFL04LMS0377	PROPERTY BLANKET GLASS - Includes Lobby Glass CRIME COMMERCIAL GENERAL LIABILITY CONDOMINIUM DIRECTORS & OFFICERS LIABILITY EQUIPMENT BREAKDOWN POLLUTION LIABILITY VOLUNTEER ACCIDENT LEGAL EXPENSES	Charis Insurance Company of Canada Dominion of Canada Economical Mutual Insurance Company as arranged by Can-Sure Underwriting Ltd. Lloyd's Underwriters under Agreement Number C001301112 Non-Marine Underwriters at Lloyds under Contract No. 7041/11 as arranged by Can-Sure Underwriting Ltd. Economical Mutual Insurance Company Economical Mutual Insurance Company Economical Mutual Insurance Company Great American Insurance Group AXA Pacific Insurance Company (Minimum and Retained) Zurich Insurance Company Ltd AXA Assurances Inc. DAS Legal Protection Insurance Company Limited
Insured Locations:	7160 - 7170 Oak Street, Vancouver, BC V6P 3Z9	
Perils Insured:	All risks as defined subject to \$1,000.00 Deductible Except; \$10,000.00 Deductible Sewer Backup Damage; \$10,000.00 Deductible Water Damage; 10.00% Deductible Earthquake Damage; \$10,000.00 Deductible Flood Damage; \$250.00 Deductible Lock & Key; Stated Amount Co-Insurance, Replacement Cost, 110% Margin Clause; Blanket By-Laws; Data Exclusion; Terrorism Exclusion; Mould Exclusion.	
PROPERTY	\$ 3,990,400 \$ 10,000	All Property Lock & Key. Subject to \$250 deductible.
CRIME	\$ 10,000 \$ 5,000	Comprehensive Dishonesty, Disappearance and Destruction Broad Form Money and Securities
COMMERCIAL GENERAL LIABILITY	\$ 5,000,000 \$ 5,000,000 \$ 1,000,000	Bodily Injury & Property Damage. Subject to \$500 deductible. Non-Owned Automobile. Subject to \$500 deductible. Limited Pollution Liability. Subject to \$500 deductible.
CONDOMINIUM DIRECTORS & OFFICERS LIABILITY	\$ 2,000,000	Claims Made Form (Including Property Manager)
BLANKET GLASS - Includes Lobby Glass	Blanket	Residential. Subject to \$100 deductible. Commercial. Subject to \$250 deductible.
EQUIPMENT BREAKDOWN	\$ 3,990,400 \$ 100,000	Direct Damage including Repair or Replacement, By Laws coverage, Off Premises Power. Subject to \$500 deductible. Business Interruption/Extra Expense
POLLUTION LIABILITY	\$ 1,000,000 \$ 3,000,000	Pollution Liability. Subject to \$25,000 deductible. Aggregate Policy Limit
VOLUNTEER ACCIDENT	\$ 100,000	See Policy Wordings
LEGAL EXPENSES	\$ 200,000 \$ 1,000,000	Per Occurrence Maximum Limit of Loss Annual Aggregate
Loss Payable:	All Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property.	
This record sheet is intended for reference only. Please refer to your polic(ies) for complete details.		

Cobble Lane, Strata Plan LMS 377

Proposed Operating Budget December 1, 2011 to November 30, 2012

	2010/11 Approved Budget	2010/11 Actual	2011/12 Proposed Budget	
REVENUES				increase by 0.00%
Strata Maintenance Fees	\$ 139,785.96	\$ 139,785.96	\$ 139,785.96	
Miscellaneous-interest,misc.parking	\$ 1,500.00	\$ 437.38	\$ 500.00	
Parking Revenue	\$ -	\$ 1,050.00	\$ 300.00	
Rec'd from CRF	\$ -	\$ 11,669.18	\$ -	
Special Levies	\$ -	\$ -	\$ 57,000.00	Special Levy
TOTAL REVENUE	\$ 141,285.96	\$ 152,942.52	\$ 198,085.96	

OPERATING EXPENSES

	2010/11 Approved Budget	2010/11 Actual	2011/12 Proposed Budget	Notes:
Account & Administration	\$ 2,500.00	\$ 2,064.75	\$ 2,500.00	estimate
Bank Charges	\$ 500.00	\$ 377.82	\$ 500.00	estimate
Elevator	\$ 3,852.29	\$ 3,597.17	\$ 4,012.73	monthly mtce+ tel line+license+emergency
Enterphone	\$ 744.48	\$ 444.48	\$ 757.81	contract + repairs
Fire Protection R&M	\$ 2,500.00	\$ 5,395.49	\$ 3,612.80	Annual insp.+repairs+monitor
Insurance	\$ 13,061.00	\$ 13,205.00	\$ 14,256.00	Actual (Nov 15, 2011 - Nov 15, 2012)
Janitorial	\$ 6,500.00	\$ 5,891.20	\$ 6,346.40	monthly contract+monthly pick up
Landscaping	\$ 7,197.00	\$ 7,064.01	\$ 7,925.00	monthly mtce+sprinkler+front imp +trees removal
Management Fees	\$ 13,104.00	\$ 13,104.00	\$ 13,628.16	contract (4% increase)
R&M Electrical	\$ 1,000.00	\$ 6,972.91	\$ 1,000.00	supplies+improvement
R&M Building Exterior	\$ 13,328.00	\$ 19,613.50	\$ 13,328.00	exterior maintenance program
R&M General	\$ 10,724.12	\$ 2,984.09	\$ 14,904.95	estimate for repairs
R&M Plumbing	\$ 12,000.00	\$ 43,477.51	\$ 18,830.40	estimate for repairs including HVAC & Hyltec water system rental
R&M Garage Door	\$ 1,472.50	\$ 1,149.34	\$ 1,472.50	3 mtce check + estimate for repairs
Security/Lock	\$ 500.00	\$ -	\$ 500.00	estimate
Snow Removal	\$ 600.00	\$ 302.40	\$ 600.00	estimate
Hydro	\$ 3,526.00	\$ 7,622.76	\$ 8,003.90	Based on historical cost, 5% increase
Gas	\$ 29,325.15	\$ 29,176.62	\$ 31,218.98	Based on historical cost
Water/Sewer	\$ 10,189.29	\$ 9,637.46	\$ 10,119.33	Based on historical cost, 5% increase
Waste Removal/Recycle	\$ 3,352.00	\$ 3,122.55	\$ 3,712.00	garbage + recycle
Total Expenses	\$ 140,975.84	\$ 175,203.06	\$ 157,228.96	
Contingency Fund	\$ 7,048.79	\$ 7,048.79	\$ 15,722.90	10% on total expenses
TOTAL OPERATING EXPENSES	\$ 148,024.63	\$ 182,251.85	\$ 172,951.86	16.84%
Surplus/Deficit	\$ (6,738.67)	\$ (29,309.33)	\$ 25,134.10	

Statement of Retained Earnings:

Retained Earnings as at December 1, 2010	\$ 4,175.23
Estimated Surplus/(Deficit) for 2010/2011	\$ (29,309.33)
Estimated Retained Earnings as at November 30, 2011	\$ (25,134.10)
Estimated Surplus/(Deficit) for 2011/2012	\$ 25,134.10
Estimated Retained Earnings as at November 30, 2012	\$ (0.00)

Opening balance in the Operating Fund as at December 1, 2011	\$ 2,190.12	Note 1 - before deducting Accounts Payable balance
Estimated Closing balance in the Operating Fund as at November 30, 2012	\$ 195.64	
Opening balance in the Contingency Reserve Fund as at Dec. 1, 2011	\$ 14,568.87	
Estimated Closing balance in the Contingency Reserve Fund as at Nov. 30, 2012	\$ 30,291.77	

Note 1:

Accounts Payable balance as of November 30, 2011	\$ 43,144.24
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COBBLE LANE, STRATA PLAN LMS 377
 PROPOSED 2011/12 MONTHLY MAINTENANCE FEE
 DECEMBER 1, 2011 TO NOVEMBER 30, 2012

Strata Lot	Suite #	U.E.	Votes	2011/12 Monthly Maintenance Fee	2011/12 Annual Maintenance Fee
1	100	1,150	1	392.26	4,707.16
2	101	1,499	1	511.31	6,135.67
3	102	1,523	1	519.49	6,233.90
4	103	1,523	1	519.49	6,233.90
5	104	1,523	1	519.49	6,233.90
6	105	1,523	1	519.49	6,233.90
7	106	1,558	1	531.43	6,377.16
8	107	1,096	1	373.84	4,486.12
9	108	1,141	1	389.19	4,670.31
10	109	1,170	1	399.08	4,789.01
11	110	1,172	1	399.77	4,797.20
12	111	1,100	1	375.21	4,502.49
13	200	1,151	1	392.60	4,711.24
14	207	1,096	1	373.84	4,486.12
15	208	1,141	1	389.19	4,670.31
16	209	1,170	1	399.08	4,789.01
17	210	1,172	1	399.77	4,797.20
18	211	1,095	1	373.50	4,482.02
19	307	1,096	1	373.84	4,486.12
20	308	1,141	1	389.19	4,670.31
21	309	1,170	1	399.08	4,789.01
22	310	1,172	1	399.77	4,797.20
23	311	1,095	1	373.50	4,482.02
24	407	1,096	1	373.84	4,486.12
25	408	1,141	1	389.19	4,670.31
26	409	1,170	1	399.08	4,789.01
27	410	1,172	1	399.77	4,797.20
28	411	1,095	1	373.50	4,482.02
TOTAL:		34,151	28	11,648.79	139,785.94

SPECIAL RESOLUTIONS

Special Resolution #12.1 - Deficit

Rationale: The operations of 2011 had a deficit of \$25,134.00 (actual \$29,309.23 minus prior year's retaining earnings of \$4,175.23) which was due to major expenses on plumbing and heating repairs, general repairs, electrical and the annual fire inspection deficiencies. The proposed 2012 operating budget is forecasted with a deficit of \$31,866.00. In order to avoid any increases to the strata fees, the Strata Council is proposing to Owners to approve of a special levy of \$57,000.00 in accordance with the unit entitlement of each strata lot, payable by 1st day of March, 2012 or in 3 equal monthly payments on March 1, April 1 and May 1, 2012.

Special Resolution #12.1

Be it hereby resolved as $\frac{3}{4}$ vote resolutions of the Owners, Strata Plan LMS 377, That a Special Levy to recover the 2011 and the forecasted 2012 Operating Deficits, in the sum of \$57,000.00 be hereby levied against the Owners in accordance with the unit entitlement of each strata lot, payable by 1st day of March, 2012 or in 3 equal monthly payments on March 1, April 1 and May 1, 2012.

Special Resolution #12.2- Move-In Fee

Rationale: The Council proposed to Owners to increase the moving charge of \$100.00 to \$200.00. The current Bylaw 33(8) states:

An owner (including an owner's tenant, regardless of length of tenancy) moving in of the building or changing occupancy of a strata lot, will be charged a \$100.00 moving charge payable to The Owners Strata Plan LMS 377. The charge will be assessed upon the account of the owner and become due and payable immediately. The owner is responsible for full payment on behalf of himself or occupants and of his tenants.

Special Resolution #12.2

Be it resolved as a Special Resolution of the Owners of Strata Plan LMS 377, by a $\frac{3}{4}$ vote that the Owners approve to Amend the Bylaw 33(8):

An owner (including an owner's tenant, regardless of length of tenancy) moving in of the building or changing occupancy of a strata lot, will be charged a **\$200.00** moving charge payable to The Owners Strata Plan LMS 377. The charge will be assessed upon the account of the owner and become due and payable immediately. The owner is responsible for full payment on behalf of himself or occupants and of his tenants.

COBBLE LANE, STRATA PLAN LMS 377
SPECIAL LEVY #12.1
DEFICIT

TOTAL LEVY

\$ 57,000.00

Strata Lot	Suite #	U.E.	Votes	TOTAL SPECIAL LEVY	By 3 Equal Installments		
					Due Mar 1st	Due Apr 1st	Due May 1st
1	100	1,150	1	\$ 1,919.42	\$ 639.81	\$ 639.81	\$ 639.80
2	101	1,499	1	\$ 2,501.92	\$ 833.97	\$ 833.97	\$ 833.98
3	102	1,523	1	\$ 2,541.98	\$ 847.33	\$ 847.33	\$ 847.32
4	103	1,523	1	\$ 2,541.98	\$ 847.33	\$ 847.33	\$ 847.32
5	104	1,523	1	\$ 2,541.98	\$ 847.33	\$ 847.33	\$ 847.32
6	105	1,523	1	\$ 2,541.98	\$ 847.33	\$ 847.33	\$ 847.32
7	106	1,558	1	\$ 2,600.31	\$ 866.77	\$ 866.77	\$ 866.77
8	107	1,096	1	\$ 1,829.29	\$ 609.76	\$ 609.76	\$ 609.77
9	108	1,141	1	\$ 1,904.40	\$ 634.80	\$ 634.80	\$ 634.80
10	109	1,170	1	\$ 1,952.80	\$ 650.93	\$ 650.93	\$ 650.94
11	110	1,172	1	\$ 1,956.14	\$ 652.05	\$ 652.05	\$ 652.04
12	111	1,100	1	\$ 1,835.96	\$ 611.99	\$ 611.99	\$ 611.98
13	200	1,151	1	\$ 1,921.09	\$ 640.36	\$ 640.36	\$ 640.37
14	207	1,096	1	\$ 1,829.29	\$ 609.76	\$ 609.76	\$ 609.77
15	208	1,141	1	\$ 1,904.40	\$ 634.80	\$ 634.80	\$ 634.80
16	209	1,170	1	\$ 1,952.80	\$ 650.93	\$ 650.93	\$ 650.94
17	210	1,172	1	\$ 1,956.14	\$ 652.05	\$ 652.05	\$ 652.04
18	211	1,095	1	\$ 1,827.62	\$ 609.21	\$ 609.21	\$ 609.20
19	307	1,096	1	\$ 1,829.29	\$ 609.76	\$ 609.76	\$ 609.77
20	308	1,141	1	\$ 1,904.40	\$ 634.80	\$ 634.80	\$ 634.80
21	309	1,170	1	\$ 1,952.80	\$ 650.93	\$ 650.93	\$ 650.94
22	310	1,172	1	\$ 1,956.14	\$ 652.05	\$ 652.05	\$ 652.04
23	311	1,095	1	\$ 1,827.62	\$ 609.21	\$ 609.21	\$ 609.20
24	407	1,096	1	\$ 1,829.29	\$ 609.76	\$ 609.76	\$ 609.77
25	408	1,141	1	\$ 1,904.40	\$ 634.80	\$ 634.80	\$ 634.80
26	409	1,170	1	\$ 1,952.80	\$ 650.93	\$ 650.93	\$ 650.94
27	410	1,172	1	\$ 1,956.14	\$ 652.05	\$ 652.05	\$ 652.04
28	411	1,095	1	\$ 1,827.62	\$ 609.21	\$ 609.21	\$ 609.20
TOTAL:		34,151	28	\$ 57,000.00	\$ 19,000.01	\$ 19,000.01	\$ 18,999.98

PROXY

I/We _____, the registered owner(s) of Strata Lot ____ of
Owners Strata Plan LMS 377 hereby appoint _____
as my/our Proxy to vote on my/our behalf at the 2012 Annual General Meeting of the Owners.
Strata Plan LMS 377 to be held on the 17th day of January, 2012, and at any adjournment thereof.

FINANCIAL
STATEMENTS

APPROVE

DISAPPROVE

AT DISCRETION
OF PROXY

PROPOSED
BUDGET

APPROVE

DISAPPROVE

AT DISCRETION
OF PROXY

SPECIAL
RESOLUTION #12.1

APPROVE

DISAPPROVE

AT DISCRETION
OF PROXY

SPECIAL
RESOLUTION #12.2

APPROVE

DISAPPROVE

AT DISCRETION
OF PROXY

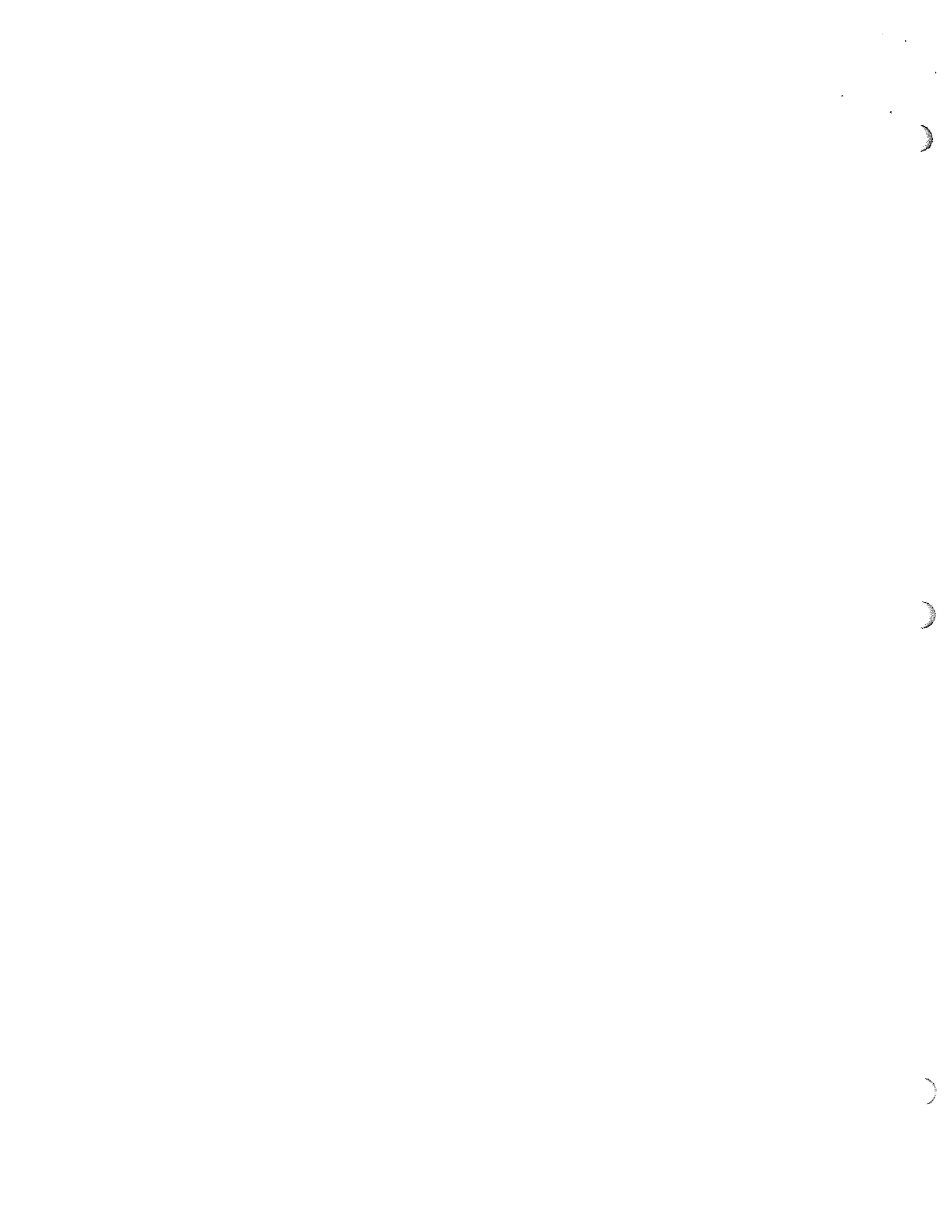
DATE

SIGNATURE

PRINTED NAME

SIGNATURE

PRINTED NAME



NOMINATION FORM

Election of 2012 Strata Council

I, _____ registered Owner(s) of suite # _____
located in Strata Plan LMS 377 would be interested in allowing my name to stand for election
to the Strata Council for the forthcoming year.

or

I, _____ registered Owner(s) of suite # _____
located in Strata Plan LMS 377 nominate _____ of suite # _____
as a candidate for election to the Strata Council for the forthcoming year.

Signature

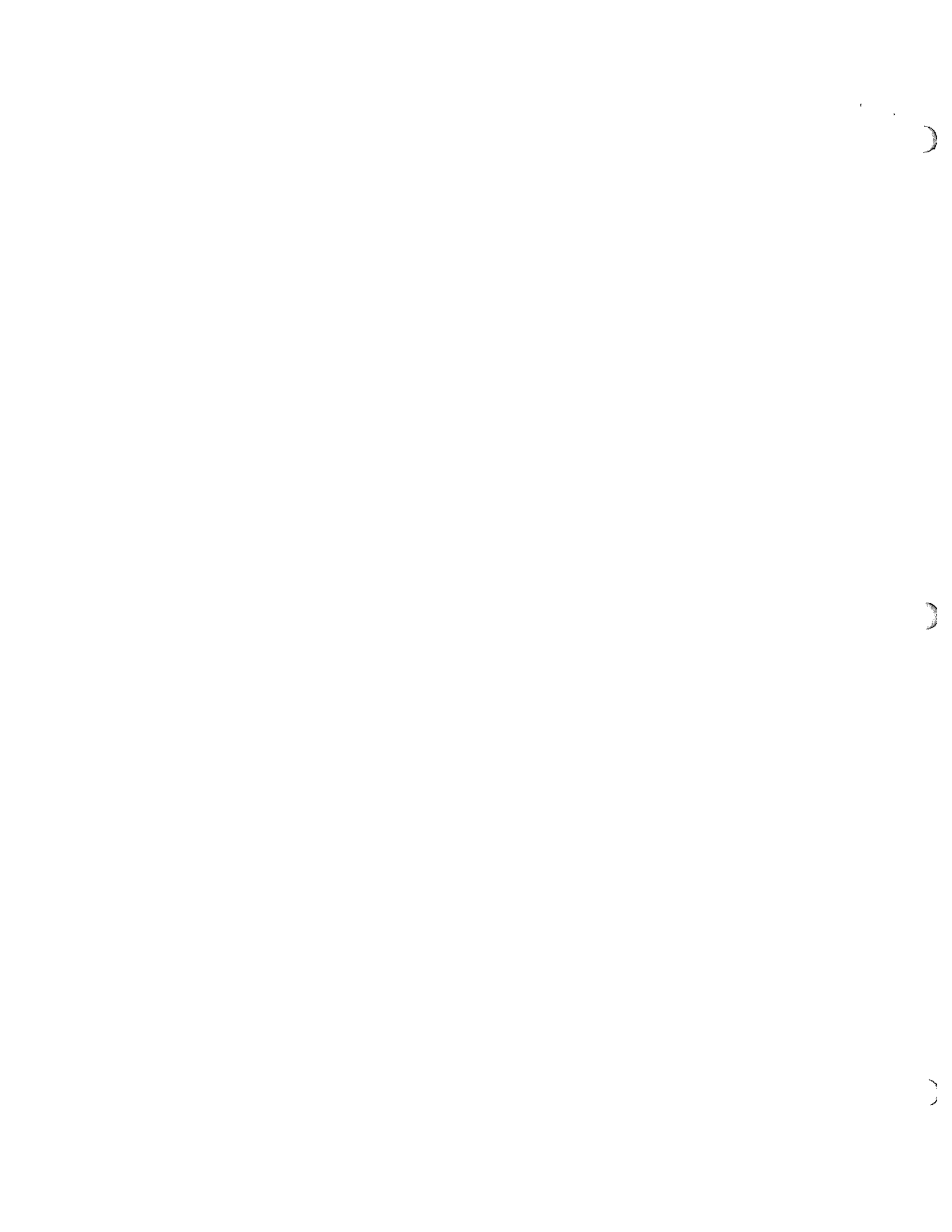
Date

Please forward this form to:

**Gammon International Real Estate Corporation
#500-1501 West Broadway
Vancouver, B.C.
V6J 546**

By Fax: 604-736-6768

By Email: info@gammoninternational.com



**MINUTES OF THE 2012 ANNUAL GENERAL MEETING
STRATA PLAN LMS 377, COBBLE LANE**

**HELD ON TUESDAY, JANUARY 17, 2012 AT 7:30 P.M.
AT THE 4TH FLOOR FOYER, 7168 OAK STREET, VANCOUVER, B.C.**

CALL TO ORDER:

The meeting was called to order at 7:30 p.m. by Kenneth Novakowski, President of Strata Council, Strata Plan LMS 377. Suzana Honjo attended from Gammon International.

CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:

All owners present in person or by proxy had signed the roll, the proxies certified. There were a total of 12 owners in attendance, 2 by proxy for a total of 14 owners constituting a legal quorum under the requirements of the Strata Property Act.

PROOF OF NOTICE OF MEETING:

It was moved (108) and seconded (102) that the Notice of Meeting dated December 28, 2011 had been given as prescribed by the Strata Property Act. CARRIED.

APPROVAL OF THE AGENDA:

It was moved (110) and seconded (108) to approve the Agenda as circulated. CARRIED.

APPROVAL OF THE MINUTES OF THE 2011 SPECIAL GENERAL MEETING HELD ON MAY 04, 2011:

There is a typographical mistake on the minutes of Special General Meeting from May 04, 2011. It should read: "The minutes of the Annual General Meeting held on January 18, 2011 were approved as circulated."

It was moved (111), seconded (107) to approve the Minutes as amended, of the 2011 Special General Meeting held on May 04, 2011. CARRIED.

APPROVAL OF THE UNAUDITED FINANCIAL STATEMENT:

The unaudited financial statements for the year ended November 30, 2011 prepared by Gammon were circulated with the notice package and was discussed. Gammon reported that as at November 30, 2011 the contingency reserve fund was \$14,568.87, operating account showed a deficit of \$29,309.33 on year to date. Council President reported the following for 2011:

1. The majority of unbudgeted expenses for 2011 fiscal year were the result of the major problem we had with the backflow system breakdown in August which required a replacement pump. The event also resulted in numerous pinhole leaks in various suites with attendant damage. This all occurred when the strata was installing the Hytec system to ultimately eliminate the pin hole leak problem which had been plaguing the strata for years. The good news is that now that the system has been installed, it seems the pinhole leaks no longer occur.
2. The strata has undertaken significant measures (exterior lighting, higher fences, video cameras) to enhance the security of the complex over a number of years. We have not experienced any intruders or break-ins since these changes and this has been somewhat reassuring, given our previous record of security problems.

REPORT ON INSURANCE COVERAGE:

The insurance policy was renewed with BFL Canada Insurance Services Inc. from November 15, 2011 to November 15, 2012.

PROPOSED OPERATING BUDGET FOR 2010:

A proposed operating budget had been circulated in the notice package. The strata fees of the proposed budget remain the same as last year. It was moved (107) and seconded (409) to approve the Budget as circulated. CARRIED UNANIMOUSLY.

SPECIAL RESOLUTION #12.1-DEFICIT

The operations of 2011 had a deficit of \$25,134.00 (actual \$29,309.23 minus prior year's retained earnings of \$4,175.23) which was due to major expenses on plumbing and heating repairs, general repairs, electrical and the annual fire inspection deficiencies. The proposed 2012 operating budget is forecast with a deficit of \$31,866.00. This amount includes a significant increase to the contribution to the contingency fund. The Strata Council is proposing to Owners approval of a special levy of \$57,000.00 in accordance with the unit entitlement of each strata lot, payable by 1st day of March, 2012 or in 3 equal monthly payments on March 1, April 1 and May 1, 2012. The monthly strata fee for 2012 would remain the same as it was in 2011.

Be it hereby resolved as $\frac{3}{4}$ vote resolutions of the Owners, Strata Plan LMS 377,
That a Special Levy to recover the 2011 and the forecasted 2012 Operating Deficits, in the sum of \$57,000.00 be hereby levied against the Owners in accordance with the unit entitlement of each strata lot, payable by 1st day of March, 2012 or in 3 equal monthly payments on March 1, April 1 and May 1, 2012.

After some discussions, it was moved (107) and seconded (111) to approve Special Resolution #12.1. Total of 14 votes cast voted in favour of the motion and 0 against. CARRIED UNANIMOUSLY.

SPECIAL RESOLUTION #12.2- MOVE-IN FEE

The Council proposed to increase the moving charge of \$100.00 to \$200.00. The current Bylaw 33(8) states:

An owner (including an owner's tenant, regardless of length of tenancy) moving in of the building or changing occupancy of a strata lot, will be charged a \$100.00 moving charge payable to The Owners Strata Plan LMS 377. The charge will be assessed upon the account of the owner and become due and payable immediately. The owner is responsible for full payment on behalf of himself or occupants and of his tenants.

Be it resolved as a Special Resolution of the Owners of Strata Plan LMS 377, by a $\frac{3}{4}$ vote that the Owners approve to Amend the Bylaw 33(8):

An owner (including an owner's tenant, regardless of length of tenancy) moving in of the building or changing occupancy of a strata lot, will be charged a ~~\$200.00~~ moving charge payable to The Owners Strata Plan LMS 377. The charge will be assessed upon the account of the owner and become due and payable immediately. The owner is responsible for full payment on behalf of himself or occupants and of his tenants.

After some discussion, it was moved (111) and seconded (102) to approve Special Resolution #12.2. Total of 14 votes cast voted in favour of the motion and 0 against. CARRIED UNANIMOUSLY.

ELECTION OF STRATA COUNCIL:

S. Honjo called for the resignation of the Council. Thanks were extended for all of the hard work and effort of past council members. Special thanks were extended to Amy (201) for her many years of service on the council. She indicated that she would not be running for the new council. The bylaws state that the Council should consist of not less than 3 or more than 7 members. Nominations were requested from the floor. Six Owners allowed their names to stand for Council and One Owner volunteered to stand for a total of 7. There being no further nominations from the floor, the nominations were closed and the nominees declared duly elected as Strata Council for the coming year:

1. Kenneth Novakowski (408)
2. Morgan Chow (103)
3. Myra Michaelson (107)
4. Percy Ip (110)
5. Loyal Chow (111)
6. Jocelyn Alexander (108)
7. Bonny Meguel (106)

GENERAL DISCUSSION: The Council presented two quotes for townhouses roof replacement. There was a general opinion that at the present there is no urgent need to replace the roof. The Council and Gammon International will monitor the condition and follow with any repairs.

ADJOURNMENT:

With no further business, the meeting was adjourned at 8:25 p.m. CARRIED

Enclosures:

Approved budget and payment schedules

Please read these minutes and keep them with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. A charge will be assessed for replacement copies.



Cobble Lane, Strata Plan LMS 377

Approved Operating Budget December 1, 2011 to November 30, 2012

	2010/11 Approved Budget	2010/11 Actual	2011/12 Approved Budget	
REVENUES				increase by 0.00%
Strata Maintenance Fees	\$ 139,785.96	\$ 139,785.96	\$ 139,785.96	
Miscellaneous-interest,misc.parking	\$ 1,500.00	\$ -37.38	\$ 500.00	
Parking Revenue	\$ -	\$ 1,050.00	\$ 300.00	
Rec'd from CRF	\$ -	\$ 11,669.18	\$ -	
Special Levies	\$ -	\$ -	\$ 57,000.00	Special Levy
TOTAL REVENUE	\$ 141,285.96	\$ 152,942.52	\$ 198,085.96	
OPERATING EXPENSES				Notes:
Account & Administration	\$ 2,500.00	\$ 2,064.75	\$ 2,500.00	estimate
Bank Charges	\$ 500.00	\$ 377.82	\$ 500.00	estimate
Elevator	\$ 3,852.29	\$ 3,597.17	\$ 4,012.73	monthly mtce+ tel line+license+emergency
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R&M General	\$ 10,724.12	\$ 2,984.09	\$ 14,904.95	estimate for repairs
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R&M Garage Door	\$ 1,472.50	\$ 1,149.34	\$ 1,472.50	3 mtce check + estimate for repairs
Security/Lock	\$ 500.00	\$ -	\$ 500.00	estimate
Window Removal	\$ 600.00	\$ 302.40	\$ 600.00	estimate
Hydro	\$ 8,526.00	\$ 7,622.76	\$ 8,003.90	Based on historical cost, 5% increase
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Waste Removal/Recycle	\$ 3,352.00	\$ 3,122.55	\$ 3,712.00	garbage + recycle
Total Expenses	\$ 140,975.84	\$ 175,203.06	\$ 157,228.96	
Contingency Fund	\$ 7,048.79	\$ 7,048.79	\$ 15,722.90	10% on total expenses
TOTAL OPERATING EXPENSES	\$ 148,024.63	\$ 182,251.85	\$ 172,951.86	16.84%
Surplus/Deficit	\$ (6,738.67)	\$ (29,309.33)	\$ 25,134.10	

Statement of Retained Earnings:

Retained Earnings as at December 1, 2010	\$ 4,175.23
Estimated Surplus/(Deficit) for 2010/2011	\$ (29,309.33)
Estimated Retained Earnings as at November 30, 2011	\$ (25,134.10)
Estimated Surplus/(Deficit) for 2011/2012	\$ 25,134.10
Estimated Retained Earnings as at November 30, 2012	\$ (0.00)

Opening balance in the Operating Fund as at December 1, 2011	\$ 2,190.12	Note 1 - before deducting Accounts Payable balance
Estimated Closing balance in the Operating Fund as at November 30, 2012	\$ 195.64	
Opening balance in the Contingency Reserve Fund as at Dec. 1, 2011	\$ 14,568.87	
Estimated Closing balance in the Contingency Reserve Fund as at Nov. 30, 2012	\$ 30,291.77	

Note 1:

Accounts Payable balance as of November 30, 2011	\$ -43,144.24
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COBBLE LANE, STRATA PLAN LMS 377

SPECIAL LEVY #12.1

DEFICIT

TOTAL LEVY

\$ 57,000.00

Strata Lot	Suite #	U.E.	Votes	TOTAL SPECIAL LEVY	By 3 Equal Installments		
					Due Mar 1st	Due Apr 1st	Due May 1st
1	100	1,150	1	\$ 1,919.42	\$ 639.81	\$ 639.81	\$ 639.80
2	101	1,499	1	\$ 2,501.92	\$ 833.97	\$ 833.97	\$ 833.98
3	102	1,523	1	\$ 2,541.98	\$ 847.33	\$ 847.33	\$ 847.32
4	103	1,523	1	\$ 2,541.98	\$ 847.33	\$ 847.33	\$ 847.32
5	104	1,523	1	\$ 2,541.98	\$ 847.33	\$ 847.33	\$ 847.32
6	105	1,523	1	\$ 2,541.98	\$ 847.33	\$ 847.33	\$ 847.32
7	106	1,558	1	\$ 2,600.31	\$ 866.77	\$ 866.77	\$ 866.77
8	107	1,096	1	\$ 1,829.29	\$ 609.76	\$ 609.76	\$ 609.77
9	108	1,141	1	\$ 1,904.40	\$ 634.80	\$ 634.80	\$ 634.80
10	109	1,170	1	\$ 1,952.80	\$ 650.93	\$ 650.93	\$ 650.94
11	110	1,172	1	\$ 1,956.14	\$ 652.05	\$ 652.05	\$ 652.04
12	111	1,100	1	\$ 1,835.96	\$ 611.99	\$ 611.99	\$ 611.98
13	200	1,151	1	\$ 1,921.09	\$ 640.36	\$ 640.36	\$ 640.37
14	207	1,096	1	\$ 1,829.29	\$ 609.76	\$ 609.76	\$ 609.77
15	208	1,141	1	\$ 1,904.40	\$ 634.80	\$ 634.80	\$ 634.80
16	209	1,170	1	\$ 1,952.80	\$ 650.93	\$ 650.93	\$ 650.94
17	210	1,172	1	\$ 1,956.14	\$ 652.05	\$ 652.05	\$ 652.04
18	211	1,095	1	\$ 1,827.62	\$ 609.21	\$ 609.21	\$ 609.20
19	307	1,096	1	\$ 1,829.29	\$ 609.76	\$ 609.76	\$ 609.77
20	308	1,141	1	\$ 1,904.40	\$ 634.80	\$ 634.80	\$ 634.80
21	309	1,170	1	\$ 1,952.80	\$ 650.93	\$ 650.93	\$ 650.94
22	310	1,172	1	\$ 1,956.14	\$ 652.05	\$ 652.05	\$ 652.04
23	311	1,095	1	\$ 1,827.62	\$ 609.21	\$ 609.21	\$ 609.20
24	407	1,096	1	\$ 1,829.29	\$ 609.76	\$ 609.76	\$ 609.77
25	408	1,141	1	\$ 1,904.40	\$ 634.80	\$ 634.80	\$ 634.80
26	409	1,170	1	\$ 1,952.80	\$ 650.93	\$ 650.93	\$ 650.94
27	410	1,172	1	\$ 1,956.14	\$ 652.05	\$ 652.05	\$ 652.04
28	411	1,095	1	\$ 1,827.62	\$ 609.21	\$ 609.21	\$ 609.20
TOTAL:		34,151	28	\$ 57,000.00	\$ 19,000.01	\$ 19,000.01	\$ 18,999.98

**MINUTES OF COUNCIL MEETING
STRATA PLAN LMS 377 - COBBLELANE
HELD ON TUESDAY JANUARY 17, 2012 AT 6:30 PM IN UNIT #408**

PRESENT: Kenneth Novakowski (408), Percy Ip (110), Loyal Chow (111) Jocelyn Alexander (108), Amy Venida (102) Myra Michaelson (107) AND Morgan Wong (103)

IN ATTENDANCE: Suzana Honjo, Property Manager Gammon International

CALL TO ORDER: The Meeting was call to order at 6:45 p.m.

APPROVAL OF THE AGENDA: It was moved (111) and seconded (107) that the Agenda for January 17th, 2012 be approved as distributed. CARRIED

APPROVAL OF THE MINUTES OF THE COUNCIL MEETING ON NOVEMBER 30, 2011: It was moved (110) and seconded (102) that the Council Minutes of November 30th, 2011 be approved as circulated. CARRIED

APPROVAL OF THE FINANCIAL STATEMENTS FOR NOVEMBER 2011. As at November 30, 2011 the Contingency Reserve Fund is \$14,568.87. It was moved (111) and Seconded (108) that the financial statements for November 2011 be approved as circulated. CARRIED

BUSINESS ARISING FROM PREVIOUS MINUTES:

1. Elevator Baseboard: Pending.

2. Townhouse roof repair vs. roof replacement: Gammon International presented two quotes for roof replacement. The Council will introduce a discussion of the townhouse roofs and possible replacement at the AGM.

3. Mechanical room repairs and parkade pipe replacement: The Council will review Latham's proposal at the next Council meeting. Gammon International will e-mail the proposal to council members prior to the next Council meeting.

NEW BUSINESS:

1. Parking Membrane: Gammon International presented a quote from Aqua City for a repair of the leaking membrane. Aqua City is proposing a less expensive method of repairing the small leak in the membrane and numerous stains on the parkade ceiling. It was MOVED (110) and SECONDED (111) to approve the work by Aqua City. CARRIED The Council directed Gammon International to arrange time with Aqua City.

2. Security cameras: The Council member reported an issue with security cameras. The hard drive had stopped recording again. The Council directed Gammon International to contact current contractor that maintains the system to provide an estimate to repair or replace the whole hardware.

3. **Realtor's SOLD sign:** All residents are reminded to advise their realtors to remove their sign from the property within two weeks after the sale of their apartment has been confirmed.

4. **Towing procedure from NO PARKING area:** All residents are reminded not to park in the NO PARKING area in front of the garage entrance. All vehicles found parked in restricted areas will be towed at the vehicle owner's expense. Every owner is able to make a phone call to Buster Towing at 604-685-8181 to arrange the towing.

Next meeting March 13, 2012, 7:30 pm in Suite 408

Adjournment: The meeting was adjourned at 7:20pm

Gammon International Real Estate Corporation

Attn: Suzana Honjo
#500-1501 West Broadway
Vancouver, BC. V6J 4Z6
Tel: 604-736-6761 ext. 310
Fax: 604-736-6768
E-mail: shonjo@gammoninternational.com

REMINDER: Please read these minutes and keep them with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. A charge will be assessed for replacement copies.

REMINDER: Council would like to remind all Owners that suggestions, comments and advice are always welcome. Please address them in writing to the Property Manager. All letters will be reviewed in the next Council Meeting and answered. Should you wish your strata unit number not to appear on the minutes, please specify "anonymous" in your letter. Your strata lot number will be shown instead.

REMINDER: When entering or leaving the parkade, please stop and make sure that the gate is closed behind you before driving away.
Do not allow any strangers to follow you into the building. Residents will have their own key and remote. If visitors are authorized by some other residents, access will be granted by the residents. Ensure all doors are closed behind you.
Please do not open the door to visitors who you cannot identify through the enterphone.
Please report as soon as possible to Gammon if you see any suspicious activities or damages to properties.

REMINDER: Owners are reminded that any alterations, repairs and maintenance of the strata lot must be completed by qualified trades.

**MINUTES OF COUNCIL MEETING
STRATA PLAN LMS 377 - COBBLELANE
HELD ON TUESDAY MARCH 13, 2012 AT 6:30 PM IN UNIT #408**

PRESENT: Kenneth Novakowski (408), Myra Michaelson (107), Loyal Chow (111) Jocelyn Alexander (108), and Morgan Wong (103), Bonny Miguel (106)

IN ATTENDANCE: Suzana Honjo, Karen Holshoe and Stanley Chiu, Gammon International

CALL TO ORDER: The Meeting was call to order at 7:30 p.m.

APPROVAL OF THE AGENDA: Accepted as amended

APPROVAL OF THE MINUTES OF THE COUNCIL MEETING ON JANUARY 17th, 2012: It was Moved (107) and Seconded (108) that the Council Minutes of January 17th, 2012 be approved as circulated. CARRIED

APPROVAL OF THE FINANCIAL STATEMENTS FOR DECEMBER 2011 AND JANUARY 2012. As at January 31st, 2012 the Contingency Reserve Fund is \$ 15,740.85. It was Moved (111) and Seconded (107) that the financial statements for December 2011 and January 2012 be approved as circulated. CARRIED

APPOINTMENT OF OFFICERS: Kenneth Novakowski, President, Jocelyn Alexander, Vice-President, Loyal Chow, Treasurer, Myra Michaelson, Privacy Officer

BUSINESS ARISING FROM PREVIOUS MINUTES:

1. Elevator Baseboard – Council requested that Gammon find an alternative solution to the existing baseboard in the elevator. Gammon advised that Luna Homes had been contacted to make this change.
2. Council instructed Gammon to contact Richmond Elevator to ensure the hold button in the elevator is not malfunctioning. To be addressed at the next monthly elevator maintenance.
3. Council reviewed Latham's proposal and instructed Gammon to have Latham provide estimates for our next council meeting with respect to each of #s 2, 3, and 4 under High Priority Items as in the Dec. 16, 2011 letter from Latham's to Cobblelane.
4. Council directed Gammon International to proceed with scheduling with Aqua City for the repair of the parkade ceiling as approved by the previous Council Meeting. Gammon will follow up with Aqua City.
5. Council approved repair to the security camera backup system hard drive. Hardware HDD cost approximately \$200 per quote from Giantsmart House Group Corp. Percy Ip will be requested to instruct two Council members on the security camera monitoring system.

New Business:

1. Gammon reported that the repairs required due to the pinhole leak inside the wall in #408 and subsequently affecting also #308 and #208 have been completed.
2. Some townhouse owners reported the locks on some mailboxes were not working properly. Canada Post corrected the problem.
3. Gammon advised that there was a reduction in the Waste Removal rates by \$120 per month effective February 1st, 2012.
4. #107 Patio Council instructed Gammon to call Aquaproof Restoration regarding a deficiency in the brick patio which should have been on the original deficiency list and to investigate if there is still any warranty on this item. Gammon was instructed to arrange for repair of the patio.
5. Council reported Council Member, Percy Ip has resigned from council as he is selling his unit.
6. Jocelyn Alexander volunteered to Chair a Gardening Committee. Volunteers interested in joining the Garden Committee please contact Jocelyn Alexander(#108). The Committee will review the landscaping requirements and liaise with Luis Landscaping regarding any items that require attention.
7. Council instructed Gammon to contact RDH to provide a quote for a Building Envelope inspection as the five year roof warranty expires this year. Gammon was requested to provide a copy of warranty to Council from the RDH files.
8. Council discussed quality of drinking water and requested that Gammon contact Hytec to ensure the maintenance of the chemicals is on a regular basis and more frequently if required. Ken agreed to monitor fluid levels in the Hytec system.
9. Housekeeping items:
 - Council reported mud tracked being tracked onto stairs and carpets. Owners are reminded that they should ensure heavy soiling of shoes and or boots should not be tracked into the building.
 - Council reported water shut offs are in various locations around the building including in the parkade. Council instructed Gammon to contact Latham's to have the shut offs mapped with a copy to Council when completed.
 - Council Member reported a window seal leak in a master bedroom ensuite in a townhouse unit. Gammon to survey all the townhouse units to find out if there are any other units with the same problem and to have any identified repaired.
 - Council reported the main entrance's gate handle has come off. Gammon to have it repaired.

Next meeting: May 8th, 2012, 7:30 p.m. in Suite # 408

Adjournment: The meeting was adjourned at 8: 40 p.m.

Gammon International Real Estate Corporation

Attn: Suzana Honjo
#500-1501 West Broadway
Vancouver, BC. V6J 4Z6
Tel: 604-736-6761 ext. 310
Fax: 604-736-6768
E-mail: shonjo@gammoninternational.com

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