

**MINUTES OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2691
THE MAGUIRE BUILDING**

Held on Tuesday, May 18, 2010
Within the Sunshine Diner
2649 West Broadway, Vancouver, BC

COUNCIL IN ATTENDANCE: Dimitrios Pantsios
Paul Carpanini
George Papp
Derek Okamura
Margaret Partridge

REGRETS: Jot Gill
Wolfgang Schneider

PROPERTY MANAGER: Michael Bertrand, Prudential United Realty
Mark Epstein, Prudential United Realty

Dimitrios Pantsios called the meeting to order at 6:34 p.m.

APPROVAL OF COUNCIL MINUTES:

It was moved by George Papp, seconded by Paul Carpanini to approve the minutes of the council meeting of December 15, 2009. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS:

It was moved by Derek Okamura, seconded by Dimitrios Pantsios to approve the Financial Statements ending March 31, 2010. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES:

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

REPORT ON LITIGATION:

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

BUSINESS ARISING:

Move-In/Move-Out Procedure: Owners are reminded there is a mandatory \$100.00 cash deposit for the elevator key. Any damage occurring as a result of a move will be the sole responsibility of the owner. Anyone caught propping the elevator door open will be fined according to the bylaws. Anyone requiring an elevator key is asked to contact the Management Company at least three(3) days in advance in order that arrangements can be made for the elevator pads to be put up and the elevator key made available. Owners must advise their tenants of the above.

Storage: Management provided Council with an additional storage solution, storage cages and bike racks, which they may consider once the City of Vancouver decides on their guidelines.

E-mail Addresses:

Due to problems with sometimes not being able to reach Owners, Owners are asked to provide Management with their current e-mail address. Please forward your e-mail address to Michael Bertrand or Mark Epstein at prudential@prudentialunitedrealty.com. Your cooperation with regards to this matter is greatly appreciated.

Strata Maintenance Fees:

Owners are reminded: Monthly maintenance fees are due and payable on the first of each month. Delinquent accounts are subject to late payment penalties and interest charges in accordance with the Standard Bylaws governing the Strata Corporation. To avoid collection action and to ensure that your Strata Corporation maintains sufficient operating revenue, please keep your account up to date. Please contact the management company to make payment arrangements.

Bylaws: Management and Council are working on a draft of your proposed Bylaws and will present them to all owners for review in the near future.

Painting Loading Bay & Rear Hallway Floors: This item is tabled for now, but may be considered at a later date.

Unauthorized Use of Parking Stalls:

All occupants should verify the stall numbers and location of their parking stalls; any vehicles parking other than in their own stalls will be towed at the owner's expense.

Loading Bay Overhead Steel Door: Management and Council are continuing to monitor; management to talk to Ideal Door.

Unit #202 and #203 Heat Complaints: Management, Council, Bikram's and Westhall are continuing to monitor the situation together with Adair Property Maintenance.

Elevator and Fire Safety System Monitoring Contract: Management will be reviewing the monitoring contract from Acme Protective Systems Limited to compare the costs in the event the fire and life safety monitoring can be done for less with Bartec and the elevator monitoring contract done by Richmond Elevator.

Commercial Reserved Parking Stalls: Reserved Parking signs for the commercial businesses have been installed in the P-1 level of the parking garage; the unmarked parking stalls in the P1 level are for the exclusive use of the commercial business clientele only and are not to be used as visitor parking for the residential occupants; violators will be towed without notice and at their cost.

Building Security: You are asked to please stop at the main entry gate to the parking garage until the gate has completely closed, before exiting or entering the building; this has been identified as a main point of entry for the recent break-ins.

Invasive Tree Root Systems in 2nd and 4th Floor North Side Planters: An annual review of any invasive planting in all 2nd and 4th floor planters has been initiated.

NEW BUSINESS:

Remote and Fob System: The distribution of the new black remotes and the grey fobs took place in late February and the new enterphone panel at the front entry lobby was reprogrammed and installed in early March.

In-ground Courtyard and Rear Water System: University Sprinklers will be attending the building to start-up the system in May.

Make-Up Air Unit: Pro-Air Systems attended building to complete their quarterly maintenance inspection, in December and April, of the air makeup unit and the parkade exhaust fans; filters were replaced, checked all electrical connections, replaced one belt and greased all motor and shaft bearings.

Garage Water Ingress Monitoring: There was a minor water ingress noticed from P1 to P2 in mid May; Management, Council and Adair Property Maintenance monitored it through the Fall, Winter and Spring; management will contact ElSCO Construction to do a waterproofing sealant injection to the crack and have an electrician check the electrical underneath on the P-2 garage level ceiling.

Winterization of the Sprinkler System: Bartec Fire Safety Systems attended the building in early December 2009 to winterize the fire safety sprinkler systems.

Main Parkade Entry Gate: Ideal Door Ltd. attended the building in mid-December to reinstall the cables onto the torsion drum, replace a worn v-belt level the gate; on a subsequent visit the drive motor operator needed repair; recommendations were made to replace drive shaft as main drive pin not stable; in late December attended the building to repair damage to bottom section of gate, reinstalled cable on left hand drum, leveled gate, lubricated and tested; in early January again attended the building to repair the damaged gate, removed and repaired damaged lifting arm, reinstalled cables onto torsion drum, re-leveled and aligned gate, adjusted lifting height, tested all functions and recommended the installation of a heavy duty industrial motor operator and new cables, management discussed with council and decision was made to replace rather than repair the existing motor operator; the new motor operator was replaced in early February; Ideal Door Ltd attended the building on February 25th as a result of the contractor for unit #401 alterations, accidentally driving through the gate; temporary repairs were made, measurements were taken, lift arm and bracket assembly was replaced; the final repairs to the actual gate itself were completed in late April; management is in contact with the contractors, ICBC adjustor and will be forwarding all invoices, video and the door repair history to ICBC for settlement.

Front Entry Lobby Door Security: Citiloc Systems Ltd. attended the building to install a new full length case hardened interlocking astragal plate on the lobby entry door.

2nd and 4th Floor Sundecks/Patios: Occupants are reminded (Owners are advised to notify their tenants) that you are responsible for the cleanup and maintenance of your limited common property sundecks and patios which are for your exclusive use; these areas must be kept clean and not used for storage and drains underneath the lightweight paving stones must be kept cleaned for proper drainage; any owner/tenant not able to identify their drain is asked to call management for assistance.

Replacement of a Commercial Door Closer: Citiloc Systems Ltd. attended the building in late December to replace a faulty door closer at 2659 West Broadway.

Installation of Additional Card (Prox) Readers: To further increase the building's security, three additional card readers were installed in the courtyard and on the door between the P-1 and P-2 parking levels.

HVAC Maintenance Contract: Pro Air Systems informed management that the Preventative Maintenance Service Agreement for 2010 will be held at the same price as 2009.

Repainting of all Hallways, Lobby and Elevator: Paul's Decorating attended the building in January to touch-up and repaint the hallways on all levels, touch-up and repaint lobby and repaint all elevator doors and frames.

Main Terasen Gas Meter: An inspection of the main natural gas meter servicing the building in December determined that it had been malfunctioning since August 2008; the faulty main natural gas meter was replaced, however management was advised that all past bills to August 2008 did not properly reflect the building's natural gas consumption; bills were estimated and adjusted according to Terasen's allowable tariff agreement for the previous six (6) months only.

Budget Pre Annual General Meeting: Management and Council met in mid-January to review the proposed operating budget for 2010 prepared by management; after significant analysis and discussion a revised budget was agreed upon for presentation at the Annual General meeting in February; minutes of the AGM have been previously distributed.

Unauthorized Lobby Access: Citiloc Systems Ltd. attended the building to review the camera monitoring back-up tape for the lobby in January; arrangements were made with Citiloc to train management and certain council members on the proper operation of the security system.

Lobby Door Damaged Handle: Citiloc Systems Ltd. attended the building to make temporary repairs to the front lobby door handle; a new handle was ordered and eventually installed.

Unit #401 Renovation/Alteration: The owner of unit #401 presented management and council with a letter and sketches of his proposed alterations to the unit; management was instructed to inform the owner of unit #401 of council's approval, in writing, outlining the conditions of approval; the terms and conditions were agreed to by the owner and Strata; the alterations proceeded without incident save and except the contractor's damage to the main garage gate; management is dealing with the contractor's insurance coverage with ICBC.

Installation of Stainless Steel Protective Plates: Citiloc Systems Ltd. attended the building to install stainless steel kick plates on specified doors and protective stainless steel wraparound plates on the elevator door frames at each floor.

DVR Training and Camera Adjustments: Citiloc Systems Ltd. attended the building to readjust the time on the DVR, refine motion detection on all cameras and readjust a number of cameras.

Unit #101 Proposed Alterations: The owners of unit #101 presented management and council with their proposed development permit application and plans; management was instructed to inform the owners of unit #101, in writing, outlining conditions of council's approval; the terms and conditions were agreed to by the owners and the Strata.

Repairs from the Annual Fire Safety System Inspection: Bartec Fire Safety Systems Ltd. attended the building to complete all of the repairs indentified from the annual inspection; Bartec also was requested to attend the building with respect to a reported sprinkler trouble on the fire alarm control panel; everything was inspected and found to be clear of any trouble.

Added Security to the Door by Bike Room: Citiloc Systems Ltd. attended the building to supply and install a custom header enclosure over the door by the bike room going from P-1 to P-2 level and install custom steel plates over the door mesh; this installation was undertaken as a result of a break-in over the door into the P-2 residential parking area.

Bikram Yoga College Window Treatment and Water Shut-off Inquiry: Westhall Properties provided management with a letter from Bikram's with respect to the installation of a privacy film application to the windows in the courtyard nearest the lane, installation of Bikram's sticker to the front door and windows and a possible water shut-off in their unit; management discussed with council and passed on council's decision to Bikram's.

Crack Repairs to the Floor in the Sprinkler Room: ElSCO Construction Ltd. attended the building to install a waterproofing sealant to the cracks in the floor of the mechanical pump room in the southwest corner on the P-1 garage level.

P-2 Residential Parking Door Security: As a result of an attempted break-in to the P-2 residential parking area, Citiloc Systems Ltd. attended the building to install a full length interlocking astragal plate on the door between the P-1 and P-2 parking levels.

Repositioning of Lobby Security Camera: Citiloc Systems Ltd. attended the building to further enhance the lobby security by relocating the camera.

Identification and Confirmation of Unit Electrical Panels and Meters: Y-Tech Electrical Services Ltd. was asked by management and council to identify the correct B.C. Hydro meter with each unit's electrical panel as a result of a billing issue Bopomo Photography was having with B.C. Hydro; the investigation determined that the meter for unit #101 behind Bopomo had been incorrectly labeled; Y-Tech tested and verified and correctly labeled the hydro meter; the issues with respect to the electrical panel for Bikram's 2681 rear unit were discussed at length with council and a meeting will be arranged for all parties concerned in June.

Door to the Elevator Lobby on P-2: Citiloc Systems Ltd. attended the building to replace the missing door handle on the door from the P-2 parking level to the elevator vestibule.

Powerwashing/Cleaning Front of Building, Courtyard and Garage: Yeoman Property Maintenance power washed around the front of the building and the courtyard and will be powerwashing the garage within the next two (2) weeks.

Window Cleaning: Extreme Window Cleaning will be attending the building on June 2nd to clean all inaccessible windows and glass.

Inspection of the Sump Pump System; Management will make arrangements to have the sump pump system inspected before the Fall and have the sumps vacuumed out.

Exterior Garage Exhaust Fan Pits: After discussion with council, management will contact Sterling Fence to get a quote for wire mesh fences installation around the two (2) pits and prior to their installation the pits will be cleaned out by Yeoman Property Maintenance.

Roof Exhaust Vents/Bird Issue: Adair Property Maintenance attended the building to check a roof exhaust vent that an owner was experiencing problems with; Adair will be correcting the venting in the near future; Adair will also be installing bird spiking to various areas of the building that have been identified as problem areas.

Elevator Programming: Council has requested that management contact Richmond Elevator regarding an apparent problem some owners have experienced with the elevator function; management will have them call Paul Carpanini directly.

Residential Recycling: Management will contact Waste Management to check if they can supply another or larger residential recycling container; **ALL OCCUPANTS ARE ASKED TO PLEASE BREAKDOWN YOUR PACKAGING BEFORE PUTTING IT IN THE RECYCLING CONTAINER.**

CORRESPONDENCE:

Management dealt with all correspondence or inquiries from owners and/or occupants as directed by council.

There being no further business, the meeting was ended at 7:35 p.m.

The next meeting of the Council will take place on Tuesday, September 14, 2010 at 6:30 p.m. in the Sunshine Diner.

Michael Bertrand
Property Manager/Broker Owner
General Office #604-263-8800 (24 hours)
E-mail: prudential@prudentialunitedrealty.com

Mark Epstein
Property Manager

PLEASE NOTE: OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS OF THE APPLICABLE ITEMS OF THESE MINUTES!!!

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

**COUNCIL UPDATE
THE OWNERS STRATA PLAN BCS 2691
THE MAGUIRE BUILDING**

Held on Wednesday, October 6, 2010
Within the Sunshine Diner
2649 West Broadway, Vancouver, BC

COUNCIL IN ATTENDANCE: Dimitrios Pantsios
George Papp
Jot Gill

PROPERTY MANAGER: Michael Bertrand, Prudential United Realty
Bill McGinty, Prudential United Realty

Dimitrios Pantsios called the meeting to order at 6:30 p.m.

APPROVAL OF COUNCIL MINUTES:

Tabled

APPROVAL OF FINANCIAL STATEMENTS:

Tabled

BUSINESS ARISING:

Move-In/Move-Out Procedure: Owners are reminded there is a mandatory \$100.00 cash deposit for the elevator key. Any damage occurring as a result of a move will be the sole responsibility of the owner. Anyone caught propping the elevator door open will be fined according to the bylaws. Anyone requiring an elevator key is asked to contact the Management Company at least three(3) days in advance in order that arrangements can be made for the elevator pads to be put up and the elevator key made available. Owners must advise their tenants of the above.

Storage: Management provided Council with an additional storage solution, storage cages and bike racks, which the City of Vancouver will allow to be installed in the residential parkade; this item will be discussed at the next AGM.

E-mail Addresses:

Due to problems with sometimes not being able to reach Owners, Owners are asked to provide Management with their current e-mail address. Please forward your e-mail address to Michael Bertrand or Mark Epstein at prudential@prudentialunitedrealty.com. Your cooperation with regards to this matter is greatly appreciated.

Strata Maintenance Fees Reminder:

Owners are reminded: Monthly maintenance fees are due and payable on the first of each month. Delinquent accounts are subject to late payment penalties and interest charges in accordance with the Standard Bylaws governing the Strata Corporation. To avoid collection action and to ensure that your Strata Corporation maintains sufficient operating revenue, please keep your account up to date. Please contact the management company to make payment arrangements.

Bylaws: Management and Council are working on a draft of your proposed Bylaws and will present them to all owners for review in the near future.

Unauthorized Use of Parking Stalls:

All occupants should verify the stall numbers and location of their parking stalls; any vehicles parking other than in their own stalls will be towed at the owner's expense.

Loading Bay Overhead Steel Door: Management and Council are continuing to monitor; management and Council have been in touch with Ideal Door with respect to a viable solution..

Unit #202 and #203 Heat Complaints: Management, Council, and Bikram's are continuing to monitor the situation together with Adair Property Maintenance.

Commercial Reserved Parking Stalls: Reserved Parking signs for the commercial businesses have been installed in the P-1 level of the parking garage; the unmarked parking stalls in the P1 level are for the exclusive use of the commercial business clientele only and are not to be used as visitor parking for the residential occupants; violators will be towed without notice and at their cost.

Remote and Fob System: The distribution of the new black remotes and the grey fobs took place in late February and the new enterphone panel at the front entry lobby was reprogrammed and installed in early March; management was successful in having Citiloc Systems write off an invoice which was not specified in Citiloc's original quote.

Winterization of the Sprinkler System: Bartec Fire Safety Systems will be attending the building in early December to winterize the fire safety sprinkler systems.

Main Parkade Entry Gate: Management received the I.C.B.C. insurance payment of \$6109.88 in early June for the repairs to the damaged main entry gate resulting from the vehicle accident on February 25, 2010.

2nd and 4th Floor Sundecks/Patios: Occupants are reminded (Owners are advised to notify their tenants) that you are responsible for the cleanup and maintenance of your limited common property sundecks and patios which are for your exclusive use; these areas must be kept clean and not used for storage and drains underneath the lightweight paving stones must be kept cleaned for proper drainage; any owner/tenant not able to identify their drain is asked to call management for assistance. This is of particular importance now that the rainy weather is upon us.

Identification and Confirmation of Unit Electrical Panels and Meters: Y-Tech Electrical Services Ltd. was asked by management and council to identify the correct B.C. Hydro meter with each unit's electrical panel as a result of a billing issue Bopomo Photography was having

with B.C. Hydro; the investigation determined that the meter for unit #101 behind Bopomo had been incorrectly labeled; Y-Tech tested and verified and correctly labeled the hydro meter; the issues with respect to the electrical panel for Bikram's 2681 rear unit were discussed at length with council and a meeting will be arranged for all parties concerned in June; as a result of further investigation that was suggested by Y-Tech Electrical, and the Summer holiday schedules the meeting did not take place until early September. Y-Tech is preparing a proposal/estimate to install a new breaker panel and clean up the wiring mess; Bikram's will be making arrangements with management to change over the meter from the Strata Corporation to Bikram's.

Inspection of the Sump Pump System; Management was informed by Cascadia Pumpworks that the sump pump system does not require inspecting and cleanout until the Summer of 2011.

NEW BUSINESS:

In-ground Courtyard and Rear Water System; University Sprinklers attended the building to start-up the system in May and will be attending the building in October to blowout and shut off the system.

Make-Up Air Unit; Pro Air Systems Ltd. attended the building in July to perform the quarterly scheduled preventive maintenance for the air make-up unit and carbon filters; checked fan motors and found MUA motor is starting to develop shaft play (needs monitoring), tested fired burner and checked all belts.

Garage Water Ingress Repair; ElSCO Construction Ltd. attended the building in June to repair cracks in the underground parkade when water was penetrating in the ceiling floors and exterior walls mainly from building settling; the liquid injection method was used and provides a 5-year warranty. .

Powerwashing Parking Levels; Yeoman Property Maintenance attended the building in late May to power wash the underground parkade; they applied extra cleaning solution to stubborn stains and also cleaned the loading bay area.

Window Cleaning; Extreme Window Cleaning attended the building on June 2nd to clean all inaccessible windows and glass.

Exterior Garage Exhaust Fan Pits; Yeoman Property Maintenance attended the building in early June to clean the three(3) parkade exhaust fan pits and install a ¾" wire mesh under the steel grids to prevent further garbage et al entering the pits. Sterling Fence Co. Ltd. installed chain link enclosures with roofs and gates around exhaust fan pits; gates were then fitted with security locks.

Roof Exhaust Vents/Bird Issue; Adair Property Maintenance attended the building in May to install elbows and metal shrouds to the problem exhaust flue vents and extended a flue; Adair also installed stainless bird spikes at various identified problem locations.

Additional Intercom Equipment; After the installation of the new intercom equipment in February and March, Citiloc Systems Ltd. forwarded an additional invoice not included in their original quote; management has been successful in having Citiloc agree to forgive the charges.

Leaks into Garage Parking Level 1: National Plumbing attended the building in late May to investigate a reported leak around three waste drains in the ceiling of parking level #1 below the yoga studio; it was discovered that one of the water closets in the yoga studio was leaking into the parkade; Bikram's made arrangements to have the problem repaired the following day.

Parkade Sprinkler Room Light Failure: Y-Tech Electrical Services attended the building in late May to troubleshoot a light failure in the parkade sprinkler room; a failed light ballast was replaced and all tested okay.

Landscaping in Courtyard & Rear Lane: Tanya Hockley Gardeners attended the building in late May, pruned all trees in courtyard and back lane, weeded all beds, trimmed all boxwood and prepped and planted all courtyard pots and planters.

Strata Plan 2691 Annual Insurance Appraisal: Management received the required updated Cost of Replacement New value from Normac Appraisals Ltd. in the amount of \$12,297,000, 5.4% less than the July 2009 appraisal of \$13,000,000; a copy was forwarded to Coastal Insurance Services Limited.

Planter Boxes and Stairwell Floor Painting: Paul's Decorating attended the building in late May to paint the planter boxes and paint the stairwell floors.

Loading Bay Door Issues: Ideal Door Ltd. again had to attend the building in mid-June to repair and make modifications to the loading bay door; existing motor operator is struggling to lift and close the heavy steel door; on subsequent call-out in late August the opening height of the door was not at 8 feet; recommendations to replace the inadequate motor operator were provided along with a quote; as a further call was required this week, Council approved the supply and installation of the recommended replacement motor operator.

Cleaning North Side Balcony Edges & Building: Extreme Window Cleaning attended the building in July to clean the north side balcony edges and brick of green/black algae. Although proper notices were posted, someone vandalized (removed) them, resulting in some owners/occupants being unaware of the scheduled building maintenance; management and council would like to apologize to anyone that was inconvenienced on that day.

Annual Fire & Life Safety Inspection: The Annual Fire & Life Safety Inspection was completed by Bartec Fire Safety Systems in mid-August; the appropriate notices were posted.

Dryer Exhaust Vent Cleaning: Air-Vac Services Canada Ltd. attended the building in mid-August to clean the dryer exhaust vents for the building.

Yeoman Property Maintenance Issues: Yeoman Property Maintenance had to repair nine light fixture ballasts in the parking garage, installed three new ASUS locks for the new wire mesh gates to the fan pits and the gas meter gate and cleaned up inside the gas meter cage.

Renewal of Strata Corporation Insurance Policy: Management received the renewal terms for the Strata Corporation's insurance policy in July; after review with Coastal Insurance Services Ltd., management investigated other insurance company options; management then negotiated with Coastal and was eventually able to have the annual premium reduced from \$18,639.00 (\$16,612.00 in 2009) to \$16,302.00; the policy was renewed prior to August 14 as is required and the renewal policy documents have since been received.

Elevator Emergency Communication System: Webb Solutions Ltd. attended the building in August to investigate why the emergency elevator phone was not functioning and at the same time they completed a maintenance/service inspection for the full elevator emergency communication system; replaced and reprogrammed the faulty dialer; tested okay and provided management with some recommendations.

Garbage/Loading Bay Exhaust Fan: Y-Tech Electrical Services attended the building in August to replace the failed motor for the garbage/loading bay exhaust fan and switched out the speed control to a toggle switch.

Repairs from Annual Fire & Life Safety Inspection: Bartec Fire Safety Systems attended the building in early September to conduct the testing of the suites that have not provided access during the scheduled annual inspection in August and to complete the necessary repairs identified during the August inspection (those suites that had not provided access were charged back for the re-inspection) but these charges have since been reversed.

Residential Recycling: ALL OCCUPANTS ARE ASKED TO PLEASE BREAKDOWN YOUR PACKAGING BEFORE PUTTING IT IN THE RECYCLING CONTAINER, SOME OCCUPANTS ARE THROWING THEIR PACKAGING INTO THIS AREA. THIS AREA IS NOW UNDER VIDEO SURVEILLANCE.

The next meeting of the Council will take place on Tuesday, December 7, 2010 at 6:30 p.m. in the Sunshine Diner.

Michael Bertrand
Property Manager/Broker Owner
General Office #604-263-8800 (24 hours)
E-mail: prudential@prudentialunitedrealty.com

Mark Epstein
Property Manager

**MINUTES OF THE COUNCIL MEETING
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THE MAGUIRE BUILDING**

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REGRETS: Jot Gill

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Bill McGinty, Prudential United Realty

Dimitrios Pantsios called the meeting to order at 6:35 p.m.

APPROVAL OF COUNCIL MINUTES:

It was moved by George Papp, seconded by Wolfgang Schneider to approve the minutes of the Council meeting of May 18, 2010 and the Council Update of October 6, 2010. CARRIED.

APPROVAL OF FINANCIAL STATEMENTS:

It was moved by Wolfgang Schneider, seconded by George Papp to approve the Financial Statements ending October 31, 2010. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES:

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

REPORT ON LITIGATION:

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BUSINESS ARISING:

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Identification and Confirmation of Unit Electrical Panels and Meters: Y-Tech Electrical Services Ltd. was asked by management and council to identify the correct B.C. Hydro meter with each unit's electrical panel as a result of a billing issue Bopomo Photography was having with B.C. Hydro; the investigation determined that the meter for unit #101 behind Bopomo had been incorrectly labeled; Y-Tech tested and verified and correctly labeled the hydro meter; the issues with respect to the electrical panel for Bikram's 2681 rear unit were discussed at length with council and a meeting will be arranged for all parties concerned in June; as a result of further investigation that was suggested by Y-Tech Electrical, and the Summer holiday schedules the meeting did not take place until early September. Y-Tech is preparing a proposal/estimate to install a new breaker panel and clean up the wiring mess; Bikram's will be making arrangements with management to change over the meter from the Strata Corporation to Bikram's.

Inspection of the Sump Pump System: Management was informed by Cascadia Pumpworks that the sump pump system does not require inspecting and cleanout until the Summer of 2011.

NEW BUSINESS:

In-ground Courtyard and Rear Water System: University Sprinklers attended the building to start-up the system in May and attended the building in November to blow out the system and turned off the master valve.

Make-Up Air Unit: Pro Air Systems Ltd. attended the building in July to perform the quarterly scheduled preventive maintenance for the air make-up unit and carbon filters; checked fan motors and found MUA motor is starting to develop shaft play (needs monitoring), tested fired burner and checked all belts.

Garage Water Ingress Repair: ElSCO Construction Ltd. attended the building in June to repair cracks in the underground parkade when water was penetrating in the ceiling floors and exterior walls mainly from building settling; the liquid injection method was used and provides a 5-year warranty; as some members of Council were questioning if the work had been completed, management was asked to clarify with ElSCO..

Powerwashing Parking Levels: Yeoman Property Maintenance attended the building in late May to power wash the underground parkade; they applied extra cleaning solution to stubborn stains and also cleaned the loading bay area.

Window Cleaning: Extreme Window Cleaning attended the building on June 2nd to clean all inaccessible windows and glass.

Exterior Garage Exhaust Fan Pits: Yeoman Property Maintenance attended the building in early June to clean the three(3) parkade exhaust fan pits and install a ¾' wire mesh under the steel grids to prevent further garbage et al entering the pits. Sterling Fence Co. Ltd. installed chain link enclosures with roofs and gates around exhaust fan pits; gates were then fitted with security locks.

Roof Exhaust Vents/Bird Issue: Adair Property Maintenance attended the building in May to install elbows and metal shrouds to the problem exhaust flue vents and extended a flue; Adair also installed stainless bird spikes at various identified problem locations.

Additional Intercom Equipment: After the installation of the new intercom equipment in February and March, Citiloc Systems Ltd. forwarded an additional invoice not included in their original quote; management has been successful in having Citiloc agree to forgive the charges.

Leaks into Garage Parking Level 1: National Plumbing attended the building in late May to investigate a reported leak around three waste drains in the ceiling of parking level #1 below the yoga studio; it was discovered that one of the water closets in the yoga studio was leaking into the parkade; Bikram's made arrangements to have the problem repaired the following day.

Parkade Sprinkler Room Light Failure: Y-Tech Electrical Services attended the building in late May to troubleshoot a light failure in the parkade sprinkler room; a failed light ballast was replaced and all tested okay.

Landscaping in Courtyard & Rear Lane: Tanya Hockley Gardeners attended the building in late May, pruned all trees in courtyard and back lane, weeded all beds, trimmed all boxwood and prepped and planted all courtyard pots and planters.

Strata Plan 2691 Annual Insurance Appraisal: Management received the required updated Cost of Replacement New value from Normac Appraisals Ltd. in the amount of \$12,297,000, 5.4% less than the July 2009 appraisal of \$13,000,000; a copy was forwarded to Coastal Insurance Services Limited.

Planter Boxes and Stairwell Floor Painting: Paul's Decorating attended the building in late May to paint the planter boxes and paint the stairwell floors.

Loading Bay Door Issues: Ideal Door Ltd. again had to attend the building in mid-June to repair and make modifications to the loading bay door; existing motor operator is struggling to lift and close the heavy steel door; on subsequent call-out in late August the opening height of the door was not at 8 feet; recommendations to replace the inadequate motor operator were provided along with a quote; as a further call was required this week, Council approved the supply and installation of the recommended replacement motor operator; motor replacement and adjustments to door and height to take place in early December due to the fact that a custom motor had to be ordered.

Cleaning North Side Balcony Edges & Building: Extreme Window Cleaning attended the building in July to clean the north side balcony edges and brick of green/black algae. Although proper notices were posted, someone vandalized (removed) them, resulting in some owners/occupants being unaware of the scheduled building maintenance; management and council would like to apologize to anyone that was inconvenienced on that day.

Annual Fire & Life Safety Inspection: The Annual Fire & Life Safety Inspection was completed by Bartec Fire Safety Systems in mid-August; the appropriate notices were posted.

Dryer Exhaust Vent Cleaning: Air-Vac Services Canada Ltd. attended the building in mid-August to clean the dryer exhaust vents for the building.

Yeoman Property Maintenance Issues: Yeoman Property Maintenance had to repair nine light fixture ballasts in the parking garage, installed three new ASUS locks for the new wire mesh gates to the fan pits and the gas meter gate and cleaned up inside the gas meter cage.

Renewal of Strata Corporation Insurance Policy: Management received the renewal terms for the Strata Corporation's insurance policy in July; after review with Coastal Insurance Services Ltd., management investigated other insurance company options; management then negotiated with Coastal and was eventually able to have the annual premium reduced from \$18,639.00 (\$16,612.00 in 2009) to \$16,302.00; the policy was renewed prior to August 14 as is required and the renewal policy documents have since been received.

Elevator Emergency Communication System: Webb Solutions Ltd. attended the building in August to investigate why the emergency elevator phone was not functioning and at the same time they completed a maintenance/service inspection for the full elevator emergency communication system; replaced and reprogrammed the faulty dialer; tested okay and provided management with some recommendations; management and council to look into and consider Webb's recommendations and proposal.

Garbage/Loading Bay Exhaust Fan: Y-Tech Electrical Services attended the building in August to replace the failed motor for the garbage/loading bay exhaust fan and switched out the speed control to a toggle switch.

Repairs from Annual Fire & Life Safety Inspection: Bartec Fire Safety Systems attended the building in early September to conduct the testing of the suites that have not provided access during the scheduled annual inspection in August and to complete the necessary repairs identified during the August inspection (those suites that had not provided access were charged back for the re-inspection) but these charges have since been reversed.

Kitchen/Bathroom Exhaust Vents: Contrary to what some owner/occupants may have misread, there is and has been no work done in individual units with respect to exhaust fan/vents; there was an issue on the roof with respect to a problem an owner had experienced only; this issue was dealt with in the Summer.

Annual ULC Inspection (Fire Alarm Monitoring): Acme Security Group attended the building in late October to complete the required Annual ULC inspection of the fire alarm monitoring equipment.

Annual Landscaping Fall Cleanup: Tanya Hockley Gardeners attended the building in October to complete the annual fall cleanup and pruning of the pots and beds; pruned trees, planted bulbs and removed debris.

Garbage Bin Purchase: Yeoman Property Maintenance located, supplied and installed a steel garbage container for the front lobby entry.

Engineered Make-up Air Unit: Pro Air Systems Ltd. attended the building in early November to complete the scheduled preventative maintenance, picked up carbon media filters, lubed and adjusted noisy motor bearings (there is a 3/8" shaft play), motor will have to be replaced soon, adjusted the fan belt and tested the burner sections.

Elevating Device Operating Permit: Management received the required 2010/2011 elevating device operating permit from the B.C. Safety Authority.

Residential Recycling: ALL OCCUPANTS ARE ASKED TO PLEASE BREAKDOWN YOUR PACKAGING BEFORE PUTTING IT IN THE RECYCLING CONTAINER, SOME OCCUPANTS ARE THROWING THEIR PACKAGING INTO THIS AREA. THIS AREA IS NOW UNDER VIDEO SURVEILLANCE.

There being no further business, the meeting was ended at 7:45 P.M.

The next meeting of the Council will take place on Tuesday, January 18, 2011 at 6:30 p.m. in the Sunshine Diner.

Michael Bertrand
Property Manager/Broker Owner
General Office #604-263-8800 (24 hours)
E-mail: prudential@prudentialunitedrealty.com

Mark Epstein
Property Manager

PLEASE NOTE: OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS OF THE APPLICABLE ITEMS OF THESE MINUTES!!!

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

January 28, 2011

To All Owners
Strata Plan BCS 2691
The Maguire Building
2665 West Broadway
Vancouver, B.C.
V6K 2G2

Dear Owner:

RE: ANNUAL GENERAL MEETING

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

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

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

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

Yours truly,

**PRUDENTIAL UNITED REALTY
PROPERTY MANAGEMENT DIVISION**
Agent for the Owners

Michael A. Bertrand
Property Manager/Broker Owner

Encls.

To All Owners
Strata Plan BCS 2691
The Maguire Building
2665 West Broadway
Vancouver, B.C.
V6K 2G2

NOTICE OF THE ANNUAL GENERAL MEETING

DATE: Thursday, February 17, 2011

TIME: 6:45 P.M. – Registration commences at 6:30 P.M.

PLACE: The Sunshine Diner, 2649 West Broadway, Vancouver, B.C.

AGENDA:

1. The Chairperson calls the meeting to order at 6:45 p.m.
2. Calling of the roll and certification of proxies
3. Proof of Notice of Meeting or waiver of Notice
4. Approval of the Minutes of the Annual General Meeting held Tuesday, February 9, 2010
5. Acknowledge of receipt of report on insurance coverage (attached)
6. Report from President
7. Finance Report – Year 2010
 - a) Motion for Acceptance of Budget – (Majority Vote)
8. General Discussion
9. Election of Council
10. Adjournment

**MINUTES
OF THE ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN BCS 2691
THE MAGUIRE BUILDING**

Held on Tuesday, February 9, 2010
Within the Sunshine Diner
2649 West Broadway, Vancouver, BC

PRESENT: 25 Owners in person, or by proxy.

AGENTS: Michael Bertrand, Prudential United Realty
Mark Epstein, Prudential United Realty

The Owners elected Mark Epstein to chair the meeting; the meeting was called to order at 6:48 p.m.

CALLING THE ROLL AND CERTIFICATION OF PROXIES:

Management presented the roll, which was a sign-in sheet that all owners present in person or by proxy had signed and reported that a sufficient number of owners were present or by proxy to form a Quorum, and the meeting proceeded.

PROOF OF NOTICE:

It was moved (suite #312); seconded (suite #212) that the notice dated January 21, 2010 complied with the notice requirements. **CARRIED.**

APPROVAL OF MINUTES:

It was moved (suite #312), seconded (suite #212) to approve the minutes of the December 3, 2008 AGM. **CARRIED.**

It was moved (suite #212), seconded (suite #404) to approve the minutes of the August 6, 2009 SGM. **CARRIED.**

REPORT ON INSURANCE:

After an explanation of the insurance policy, and some discussion, receipt of details on insurance was acknowledged.

PRESIDENT'S REPORT:

The highlights of the past year were listed by the President:

- The security of the building has been improved: 12 security cameras have been installed throughout the building, 3 new prox readers have been installed, building has been re-keyed. In 2010, new enterphone will be installed and new fobs and remotes distributed.

Minutes of the Annual General Meeting
The Owners Strata Plan BCS 2691
Held on Tuesday, February 9, 2010

- The east wall has been sealed with a special coating
- Heavy duty springs were installed on the garage gates
- Planters on the roof were removed
- Shut-off valves have been identified and labeled in each unit
- Northside planters were cleaned out of foreign planting

FINANCE REPORT / BUDGET APPROVAL:

Michael Bertrand presented the 2010 proposed budget to the owners for review. Following explanations and some discussion, it was moved (suite #403), seconded (suite #404) to amend the budget by increasing the maintenance fees by 15%. A vote was taken. **22 FOR and 2 ABSTAINED.** **CARRIED.**

It was then moved (suite #2635), seconded (suite #404) to approve the budget as amended. **22 FOR and 2 ABSTAINED.** **CARRIED.**

NEW BUSINESS:

Westside Stairwell Exit: An owner raised the issue of exiting from the west side stairwell. Further investigation is needed as to what the fire code requires; Management and Council to investigate.

Garage Gate: A cover over the sensor box will be installed to prevent unauthorized outside tampering with the sensor.

ELECTION OF COUNCIL:

The following individuals volunteered to stand on Council for the 2010 term.

| | | | |
|--------------------|------------|--------------------|------------------|
| Dimitrios Pantsios | Suite #407 | Derek Okamura | #2635 Commercial |
| Paul Carpanini | Suite #401 | Wolfgang Schneider | Suite #312 |
| Margaret Partridge | Suite #313 | | |
| George Papp | Suite #212 | | |
| Jot Gill | Suite #403 | | |

The above were declared elected by acclamation.

There being no further business, the meeting was adjourned at 7:46 p.m.

A meeting of the Council will take place May 11, 2010 at 6:30 p.m. in the Sunshine Diner.

Michael Bertrand
Property Manager/Broker Owner
General Office #604-263-8800 (24 hours)
E-mail: prudential@prudentialunitedrealty.com

Mark Epstein
Property Manager

PLEASE NOTE: OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS OF THE APPLICABLE ITEMS OF THESE MINUTES!!!

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



COASTAL INSURANCE SERVICES LTD.

401 – 130 Brew Street, Port Moody, BC V3H 0E4 Tel: 604-937-1700 Fax: 604-937-1734

1322 Johnston Road, White Rock, BC V4B 3Z2 Tel: 604-531-1020 Fax: 604-531-2031

Toll Free: 1-800-665-3310 Website –www.coastalinsurance.com – e-mail: info@coastalinsurance.com

SUMMARY OF COVERAGES

Named Insured: Owners of Strata Plan BCS 2691- Maguire Building
 Location: 2631-2685 West Broadway, Vancouver, BC V6K 2G2
 Summary for: Prudential-United Realty

\$12,297,000 **All Property** - “All Risks” \$1,000 Deductible, Earthquake - 10% Deductible, Water Damage - \$5,000 Deductible, Sewer Backup - \$5,000 Deductible, Flood - \$10,000 Deductible, including **Extended Replacement Cost** and Blanket Bylaws, Subject to Stated Amount Co-Insurance.

REPLACEMENT **Blanket Glass** -subject to a Residential \$100 Deductible, Commercial \$250 Deductible

Commercial General Liability – Bodily Injury & “Broad Form” Property Damage
 Subject to \$500 Deductible per occurrence

\$10,000,000 Each Occurrence Limit
 \$15,000,000 General Aggregate Limit
 \$10,000,000 Products & Completed Operations Limit - *\$15,000,000 Aggregate Limit*
 \$10,000,000 Personal & Advertising Injury Limit - *\$15,000,000 Aggregate Limit*
 \$500,000 Tenants Legal Liability
 \$10,000,000 Non-Owned Automobile
 \$10,000 per person Medical Payments - \$25,000 *per occurrence*
 Included Amendment – Automobile Exclusion Endorsement
 Employees as Additional Named Insureds including any Property Management firms while acting on behalf of the Corporation.

\$2,000,000 **Directors & Officers Liability** - (Errors & Omissions), TO INCLUDE PROPERTY MANAGERS AS ADDITIONAL NAMED INSUREDS.
Condominium Discrimination Defense Costs - Covers legal defense costs for non compensatory damages from an unsuccessful action or complaint. \$10,000 per action, \$25,000 aggregate.

\$1,000,000 **Pollution and Remediation Legal Liability** - subject to a \$10,000 Retention.

Comprehensive Dishonesty, Disappearance and Destruction
 \$10,000 Employee Dishonesty – Form A
 \$5,000 Loss Inside/Outside the Premises, Money Orders and Counterfeit Paper Currency and Depositors Forgery

FULL VALUE **Equipment Breakdown** - insuring all Electrical & Mechanical Equipment, Fired & Unfired Pressure Vessels & Refrigeration Systems, Repair or Replacement. Subject to \$1,000 Deductible and a 24 hour waiting period for Business Interruption (if applicable). **INCLUDES:** Hot Water Supply & Storage Tanks, Pool Boiler and Filter Tanks, all Electrical Motors, Fans, Tanks, Pumps, Compressors, Switchgear, Switchboard, Air-Conditioning Units, Intercom, Phone and Security Systems.

POLICY TERM: 08/14/10 TO 08/14/11 mm/dd/yy 12:01 a.m. Standard Time

This is a generalized resume of coverages for quick reference. In all cases the terms and conditions of the policy in effect are the determining documents.

Date: July 22, 2010

E/OE/MA



COASTAL INSURANCE SERVICES LTD.

401 - 130 Brew Street, Port Moody, BC V3H 0E4 Tel: 604-937-1700 Fax: 604-937-1734
 1322 Johnston Road, White Rock, BC V4B 3Z2 Tel: 604-531-1020 Fax: 604-531-2031
 Toll Free: 1-800-665-3310 Website - www.coastalinsurance.com - e-mail: info@coastalinsurance.com



1983-2008

Policy No. CBCS 2691

DECLARATIONS

| | |
|---------------------------|--|
| Name of Insured: | The Owners of Strata Plan BCS 2691- Maguire Building |
| Location Address: | 2631-2685 West Broadway, Vancouver, BC V6K 2G2 |
| Additional Named Insured: | Prudential-United Realty, 201 - 2107 West 40th Avenue, Vancouver, BC V6M 1W4 |
| Policy Period: | 08/14/10 to 08/14/11 (mm/dd/yy) 12:01 a.m. Standard Time |
| Loss Payable to: | The Insured or Order in Accordance with the Strata Property Act of British Columbia. |
| Insurers: | As Per List of Participating Insurers Attached. |

Insurance is provided subject to the Declarations, Terms, Conditions, Limitations and Endorsements of this policy and only for those coverages for which specific limits or amounts of Insurance are shown on this Declaration Page.

| INSURING AGREEMENTS | Deductibles (\$) | Limits (\$) |
|--|---|---|
| PROPERTY COVERAGES - STR (06/08) All Property, All Risks, Extended Replacement Cost, Bylaws Water Damage Backup of Sewers, Sumps, Septic Tanks or Drains Earthquake Damage Flood Damage Key & Lock | 1,000 5,000 5,000 10% 10,000 250 | 12,297,000 Included Included Included Included 10,000 |
| BLANKET EXTERIOR GLASS INSURANCE Aviva Insurance Company of Canada - Form 820000 (02/06) | Residential Commercial 100 250 | Blanket |
| COMMERCIAL GENERAL LIABILITY - Form 000102 - 10 (04/10) Coverage A - Bodily Injury & Property Damage Liability - <i>Per Occurrence</i> General Aggregate Limit - <i>Aggregate</i> Products & Completed Operations - <i>Aggregate</i> Coverage B - Personal & Advertising Injury Liability - <i>Per Occurrence</i> General Aggregate Limit - <i>Aggregate</i> Coverage C - Medical Payments - <i>Any one Person</i> Medical Payments - <i>Per Occurrence</i> Coverage D - Tenants Legal Liability Non-Owned Automobile - SPF #6 Form 335002 - 02 - <i>Per Occurrence</i> Contractual Liability - SEF #96 Form 335150 - 05 - <i>Per Occurrence</i> Excluding Long Term Leased Vehicle - S.E.F. No. 99 Form 335300 - 02 - <i>Per Occurrence</i> Amendment - Automobile Exclusion - Form 223654 - 01 - <i>Aggregate</i> Limited Pollution Liability Coverage - Form 000114 - 02 - <i>Aggregate</i> Employee Benefit Liability - Form 000200 - 05 - <i>Aggregate</i> | 500 500 500 10,000,000 15,000,000 15,000,000 10,000,000 15,000,000 10,000 500 500 500 500 500 500 1,000 1,000 | 10,000,000 15,000,000 15,000,000 10,000,000 15,000,000 10,000 25,000 500,000 10,000,000 50,000 10,000,000 1,000,000 1,000,000 |
| DIRECTORS & OFFICERS LIABILITY - Form G/A2 (05/08) Claims Made Form Condominium Discrimination Defense Costs - <i>Per Occurrence</i> <i>Aggregate</i> | 500 Retention 500 Retention | 10,000 25,000 |
| POLLUTION & REMEDIATION LEGAL LIABILITY - Form XLICL-PARL5CP (05/04) Claims Made Form - Limit of Liability - Each Loss, Remediation Expense or Legal Defense Expense | 10,000 Retention | 1,000,000 |
| VOLUNTEER ACCIDENT INSURANCE PLAN | | Not Insured |
| COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION Form 500000 (01/00) I Employee Dishonesty - Form A II Loss Inside the Premises III Loss Outside the Premises IV Money Orders and Counterfeit Paper Currency V Depositors Forgery | | 10,000 5,000 5,000 5,000 5,000 |
| EQUIPMENT BREAKDOWN I Physical Damage, Direct Damage, Standard Comprehensive Plus, Replacement Cost - Form C780016 (02/06) II Consequential Damage, 90% Co-Insurance - Form C780032 (02/06) III Extra Expense - Form C780033 (02/06) IV Ordinary Payroll - 90 Days - Form C780034 (02/06) | 1,000 1,000 24 Hour Waiting Period 24 Hour Waiting Period | 12,297,000 10,000 100,000 100,000 |

****ALL COVERAGES SUBJECT TO POLICY DEFINITIONS****
 This Policy contains a clause(s), which may limit the amount payable.
 This policy shall not be valid or binding unless countersigned by a duly
 Authorized Representative of the Insurer.

President
Coastal Insurance Services Ltd.



COASTAL INSURANCE SERVICES LTD.

401 - 130 Brew Street, Port Moody, BC V3H 0E4 Tel: 604-937-1700 Fax: 604-937-1734
1322 Johnston Road, White Rock, BC V4B 3Z2 Tel: 604-531-1020 Fax: 604-531-2031
Toll Free: 1-800-665-3310 Website -www.coastalinsurance.com - e-mail: info@coastalinsurance.com



SCHEDULE OF PARTICIPATING INSURERS

For The Owners of Strata Plan BCS 2691- Maguire Building
Policy # CBCS 2691

Term: 08/14/10 to 08/14/11 (mm/dd/yy) 12:01 a.m. Standard Time

| Insurer | Coverage | % | Limit (\$) |
|--|---|-----|---------------------------|
| Axa Pacific Insurance Company | Property | 35 | 4,303,950 |
| Royal and Sun Alliance Insurance Company of Canada | Property | 30 | 3,689,100 |
| As arranged by Chutter Underwriting Services: * The Economical Insurance Group - 100% | Property | 35 | 4,303,950 |
| Aviva Insurance Company of Canada | Commercial General Liability Per Occurrence Limit General Aggregate Limit | 100 | 10,000,000 15,000,000 |
| Aviva Insurance Company of Canada | Directors & Officers Liability | 100 | 2,000,000 |
| Aviva Insurance Company of Canada | Employee Dishonesty – Form A | 100 | 10,000 |
| Aviva Insurance Company of Canada | Comprehensive Dishonesty, Disappearance and Destruction | 100 | 5,000 |
| Aviva Insurance Company of Canada | Glass | 100 | Blanket Exterior Coverage |
| XL Insurance Company Ltd. | Pollution & Remediation Legal Liability | 100 | 1,000,000 |
| Aviva Insurance Company of Canada | Equipment Breakdown | 100 | 12,297,000 |
| | Volunteer Accident Insurance Plan | | Not Insured |

DISCLOSURE NOTICE - UNDER THE FINANCIAL INSTITUTIONS ACT

The Financial Institutions act requires that the information contained in this Disclosure Notice be provided to a customer in writing at the time of entering into an insurance transaction.

1. I, Majorie Andersen, am licensed as a general insurance agent by the Insurance Council of British Columbia
2. This transaction is between you and Axa Pacific Insurance Company Royal and Sun Alliance Insurance Company of Canada As arranged by Chutter Underwriting Services: * The Economical Insurance Group - 100% (Insurer) and as indicated on the policies.
3. In soliciting the transaction described above, I am representing Coastal Insurance Services Ltd. who does business with the Insurer
4. The nature and extent of the Insurer's interest in the agency is none.
5. Upon completion of this transaction, the agent will be remunerated by way of commission or fee by the Insurer
6. The Financial Institutions act prohibits the Insurer from requiring you to transact additional or other business with the Insurer or any other person or Corporation as a condition of this transaction.

Total Premium

\$16,676.00

E&OE/MA

Insured's Copy



Prudential - United Realty

#201 - 2107 West 40th Avenue, Vancouver, BC V6M 1W4

Bus (604) 263-8800 Fax (604) 263-0864

**UNAUDITED
FINANCIAL STATEMENTS**

For the period ended

December 31, 2010

Prepared By:

**PRUDENTIAL UNITED REALTY
FOR THE MANAGEMENT PURPOSES OF**

**The Maguire Building
BCS 2691**

(BEFORE YEAR-END ADJUSTMENTS)

INCOME STATEMENT

For the 12 Months Ending December 31, 2010

The Maguire

Budget Comparison to Original Budget

C U R R E N T M O N T H

Y E A R T O D A T E

Actual

Budget

Variance \$

Actual

Budget

Variance \$

REVENUE

| | | | | | | |
|---------------------------|------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| Regular Assessments | 15,875.12 | 15,875.09 | .03 | 190,501.44 | 190,501.08 | .36 |
| NSF Fees | 0.00 | 0.00 | 0.00 | 60.00 | 0.00 | 60.00 |
| Gas Recovery | 1,566.62 | 1,166.66 | 399.96 | 9,004.41 | 14,000.00 | (4,995.59) |
| Miscellaneous Revenue | 84.00 | 0.00 | 84.00 | 717.50 | 0.00 | 717.50 |
| Vancity Membership Shares | 0.00 | 0.00 | 0.00 | 1.99 | 0.00 | 1.99 |
| Transfer From Reserves | 0.00 | 2,783.39 | (2,783.39) | 33,433.48 | 33,400.75 | 32.73 |
| Chargeback Revenue | 28.22 | 0.00 | 28.22 | 2,213.11 | 0.00 | 2,213.11 |
| Bank Interest | 23.91 | 25.00 | (1.09) | 198.52 | 300.00 | (101.48) |
| TOTAL REVENUE | 17,577.87 | 19,850.14 | (2,272.27) | 236,130.45 | 238,201.83 | (2,071.38) |

EXPENSES

| | | | | | | |
|---------------------------------------|------------------|------------------|-----------------|-------------------|-------------------|-----------------|
| Cleaning - Janitorial/Snow Removal | 1,011.36 | 958.33 | (53.03) | 10,808.91 | 11,500.00 | 691.09 |
| Cleaning - Waste Removal/Recycling | 1,142.88 | 1,083.33 | (59.55) | 14,285.96 | 13,000.00 | (1,285.96) |
| R&M - General Maintenance | 301.28 | 2,708.33 | 2,407.05 | 36,931.32 | 32,500.00 | (4,431.32) |
| R&M - HVAC Maintenance | 264.60 | 166.66 | (97.94) | 779.50 | 2,000.00 | 1,220.50 |
| R&M - Garage Gate/Parkade | 0.00 | 500.00 | 500.00 | 8,145.19 | 6,000.00 | (2,145.19) |
| R&M - Elevator | 246.95 | 304.16 | 57.21 | 3,348.16 | 3,650.00 | 301.84 |
| R&M - Enterphone | 259.93 | 416.66 | 156.73 | 5,639.28 | 5,000.00 | (639.28) |
| R&M - Fire & Life Safety | 2,109.49 | 500.00 | (1,609.49) | 8,070.20 | 6,000.00 | (2,070.20) |
| R&M - Storage Lockers | 0.00 | 2,783.39 | 2,783.39 | 33,433.48 | 33,400.75 | (32.73) |
| Utilities - Electricity | 3,955.78 | 1,458.33 | (2,497.45) | 21,074.86 | 17,500.00 | (3,574.86) |
| Utilities - Water/Sewer | 0.00 | 1,000.00 | 1,000.00 | 8,916.60 | 12,000.00 | 3,083.40 |
| Utilities - Gas | 2,273.85 | 2,166.66 | (107.19) | 18,464.26 | 26,000.00 | 7,535.74 |
| Outside Mtce - Landscaping/Sprinklers | 625.34 | 300.00 | (325.34) | 2,101.95 | 3,600.00 | 1,498.05 |
| Contingency Fund Allocation | 1,830.92 | 1,830.92 | 0.00 | 21,971.04 | 21,971.08 | .04 |
| Admin - Management Fees | 1,680.00 | 1,627.50 | (52.50) | 19,530.06 | 19,530.00 | (.06) |
| Office - Administration | 0.00 | 208.33 | 208.33 | 2,612.89 | 2,500.00 | (112.89) |
| Office - Miscellaneous | 125.00 | 25.00 | (100.00) | 307.52 | 300.00 | (7.52) |
| Insurance/Appraisal | 1,389.67 | 1,625.00 | 235.33 | 16,638.70 | 19,500.00 | 2,861.30 |
| Audit/Bank/Legal | 39.75 | 187.50 | 147.75 | 1,025.05 | 2,250.00 | 1,224.95 |
| TOTAL EXPENSES | 17,256.80 | 19,850.10 | 2,593.30 | 234,084.93 | 238,201.83 | 4,116.90 |

NET INCOME <LOSS>

321.07

.04

321.03

2,045.52

0.00

2,045.52

BALANCE SHEET

For the 12 Months Ending December 31, 2010

The Maguire

Budget Comparison to Original Budget

| | C U R R E N T M O N T H | | | Y E A R T O D A T E | | |
|--|-------------------------|--------|-------------|---------------------|--------|-------------|
| | Actual | Budget | Variance \$ | Actual | Budget | Variance \$ |

ASSETS:

Current Assets:

| | | | | | | |
|------------------------------|------------|------|------------|-----------|------|-------------|
| Bank - Operating | (625.82) | 0.00 | 625.82 | 18,515.02 | 0.00 | (18,515.02) |
| Bank - Contingency | 3,274.22 | 0.00 | (3,274.22) | 55,908.32 | 0.00 | (55,908.32) |
| Bank - Vancity Equity Shares | 0.00 | 0.00 | 0.00 | 51.99 | 0.00 | (51.99) |
| Accounts Receivable | 946.89 | 0.00 | (946.89) | 2,254.48 | 0.00 | (2,254.48) |
| Prepaid Insurance | (1,389.67) | 0.00 | 1,389.67 | 9,727.65 | 0.00 | (9,727.65) |

Total Current Assets:

Investment Assets:

| | | | | | | |
|--------------|----------|------|------------|-----------|------|-------------|
| TOTAL ASSETS | 2,205.62 | 0.00 | (2,205.62) | 86,457.46 | 0.00 | (86,457.46) |
|--------------|----------|------|------------|-----------|------|-------------|

LIABILITIES:

| | | | | | | |
|--------------------------------|------------|------|------------|-----------|------|-----------|
| Accounts Payable - Contingency | (1,389.67) | 0.00 | (1,389.67) | 11,117.32 | 0.00 | 11,117.32 |
|--------------------------------|------------|------|------------|-----------|------|-----------|

TOTAL LIABILITIES

EQUITY

| | | | | | | |
|---------------------|----------|------|----------|-----------|------|-----------|
| Contingency Reserve | 3,274.22 | 0.00 | 3,274.22 | 55,908.32 | 0.00 | 55,908.32 |
| Retained Earnings | 0.00 | 0.00 | 0.00 | 17,386.30 | 0.00 | 17,386.30 |
| Current Year Income | 321.07 | .04 | 321.03 | 2,045.52 | 0.00 | 2,045.52 |

TOTAL EQUITY

TOTAL LIABILITIES & EQUITY

| | | | | | | |
|----------------------------|----------|-----|----------|-----------|------|-----------|
| TOTAL LIABILITIES & EQUITY | 2,205.62 | .04 | 2,205.58 | 86,457.46 | 0.00 | 86,457.46 |
|----------------------------|----------|-----|----------|-----------|------|-----------|

THE MAGUIRE BUILDING
 PROPOSED BUDGET OF OPERATING EXPENSES
 2665 WEST BROADWAY
 JANUARY 1/11 - DECEMBER 31/11

G.L.
 ACCOUNT
 NO.'s

| | 2010 BUDGET | 2011 BUDGET | monthly |
|---|----------------|----------------|----------|
| REVENUE | | | |
| Strata Fees | 190501.08 | 196216.12 | 16351.34 |
| Gas Recovery | 14000.00 | 12000.00 | 1000.00 |
| Interest Income | 300.00 | 200.00 | 16.67 |
| Chargeback Income | | | |
| NSF Fees | | | |
| Miscellaneous Income | | | |
| Transfer From Reserves | 33400.75 | | |
| Vancity Membership Shares | | | |
| | ----- | ----- | ----- |
| | 238201.83 | 208416.12 | 17368.01 |
| | ----- | ----- | ----- |
| EXPENSES | | | |
| Janitorial/Snow Removal | 11500.00 | 12000.00 | 1000.00 |
| Maintenance & Repairs | 32500.00 | 32500.00 | 2708.33 |
| Maintenance & Repairs (Storage Lockers) | | 0.00 | |
| Electricity | 17500.00 | 15500.00 | 1291.67 |
| Gas | 26000.00 | 23500.00 | 1958.33 |
| Elevator Maintenance | 3650.00 | 4000.00 | 333.33 |
| HVAC Maintenance | 2000.00 | 2250.00 | 187.50 |
| Enterphone | 5000.00 | 5000.00 | 416.67 |
| Fire & Life Safety | 6000.00 | 7500.00 | 625.00 |
| Landscaping & Sprinklers | 3600.00 | 2500.00 | 208.33 |
| Garage Gate & Parkade | 6000.00 | 7500.00 | 625.00 |
| Water & Sewer | 12000.00 | 12000.00 | 1000.00 |
| Waste Removal/Recycling | 13000.00 | 15000.00 | 1250.00 |
| Audit/Bank/Legal | 2250.00 | 2250.00 | 187.50 |
| Management Fees | 19530.00 | 20160.00 | 1680.00 |
| Office Administration | 2500.00 | 2750.00 | 229.17 |
| Insurance & Appraisal | 19500.00 | 19500.00 | 1625.00 |
| Miscellaneous | 300.00 | 500.00 | 41.67 |
| Contingency Allocation | 21971.08 | 24006.12 | 2000.51 |
| Storage Locker Reserve Purchases | 33400.75 | | 0.00 |
| | ----- | ----- | ----- |
| Total Expenses | 238201.83 | 208416.12 | 17368.01 |
| | ----- | ----- | ----- |
| Net Income (Loss) | -0.00 | 0.00 | 0.00 |
| | ----- | ----- | ===== |

THE MAGUIRE BUILDING
 PROPOSED SCHEDULE OF ASSESSMENTS
 2665 WEST BROADWAY
 JANUARY 1/11 - DECEMBER 31/11

3.00%

| SUITE NO. | STRATA LOT NO. | UNIT ENTITLEMENT | -----ANNUAL----- ---ASSESSMENT--- | | -----MONTHLY----- ---ASSESSMENT--- | | |
|--------------|----------------------|---------------------|--------------------------------------|-----------|---------------------------------------|----------|----------|
| | | | 2010 | 2011 | 2010 | 2011 | |
| 201 | 1 | 76 | 3064.09 | 3156.01 | 255.34 | 263.00 | |
| 202 | 2 | 84 | 3386.63 | 3488.23 | 282.22 | 290.69 | |
| 203 | 3 | 90 | 3628.53 | 3737.38 | 302.38 | 311.45 | |
| 204 | 4 | 128 | 5160.57 | 5315.39 | 430.05 | 442.95 | |
| 205 | 5 | 123 | 4958.99 | 5107.76 | 413.25 | 425.65 | |
| 206 | 6 | 112 | 4515.50 | 4650.97 | 376.29 | 387.58 | |
| 207 | 7 | 96 | 3870.43 | 3986.54 | 322.54 | 332.21 | |
| 208 | 8 | 95 | 3830.11 | 3945.02 | 319.18 | 328.75 | |
| 209 | 9 | 112 | 4515.50 | 4650.97 | 376.29 | 387.58 | |
| 210 | 10 | 122 | 4918.67 | 5066.23 | 409.89 | 422.19 | |
| 211 | 11 | 128 | 5160.57 | 5315.39 | 430.05 | 442.95 | |
| 212 | 12 | 91 | 3668.85 | 3778.91 | 305.74 | 314.91 | |
| 213 | 13 | 84 | 3386.63 | 3488.23 | 282.22 | 290.69 | |
| 301 | 14 | 75 | 3023.77 | 3114.49 | 251.98 | 259.54 | |
| 302 | 15 | 83 | 3346.31 | 3446.70 | 278.86 | 287.22 | |
| 303 | 16 | 91 | 3668.85 | 3778.91 | 305.74 | 314.91 | |
| 304 | 17 | 128 | 5160.57 | 5315.39 | 430.05 | 442.95 | |
| 305 | 18 | 123 | 4958.99 | 5107.76 | 413.25 | 425.65 | |
| 306 | 19 | 113 | 4555.82 | 4692.49 | 379.65 | 391.04 | |
| 307 | 20 | 95 | 3830.11 | 3945.02 | 319.18 | 328.75 | |
| 308 | 21 | 95 | 3830.11 | 3945.02 | 319.18 | 328.75 | |
| 309 | 22 | 112 | 4515.50 | 4650.97 | 376.29 | 387.58 | |
| 310 | 23 | 122 | 4918.67 | 5066.23 | 409.89 | 422.19 | |
| 311 | 24 | 127 | 5120.26 | 5273.86 | 426.69 | 439.49 | |
| 312 | 25 | 91 | 3668.85 | 3778.91 | 305.74 | 314.91 | |
| 313 | 26 | 84 | 3386.63 | 3488.23 | 282.22 | 290.69 | |
| 401 | 27 | 104 | 4192.97 | 4318.75 | 349.41 | 359.90 | |
| 402 | 28 | 114 | 4596.14 | 4734.02 | 383.01 | 394.50 | |
| 403 | 29 | 110 | 4434.87 | 4567.91 | 369.57 | 380.66 | |
| 404 | 30 | 101 | 4072.01 | 4194.18 | 339.33 | 349.51 | |
| 405 | 31 | 86 | 3467.26 | 3571.28 | 288.94 | 297.61 | |
| 406 | 32 | 86 | 3467.26 | 3571.28 | 288.94 | 297.61 | |
| 407 | 33 | 101 | 4072.01 | 4194.18 | 339.33 | 349.51 | |
| 408 | 34 | 110 | 4434.87 | 4567.91 | 369.57 | 380.66 | |
| 409 | 35 | 113 | 4555.82 | 4692.49 | 379.65 | 391.04 | |
| 410 | 36 | 151 | 6087.86 | 6270.50 | 507.32 | 522.54 | |
| 2681 | 37 | 154 | 5018.24 | 5168.78 | 418.19 | 430.73 | |
| 2685 | 38 | 274 | 8928.55 | 9196.41 | 744.05 | 766.37 | |
| 2679 | 39 | 162 | 5278.92 | 5437.29 | 439.91 | 453.11 | |
| 2677 | 40 | 118 | 3845.14 | 3960.50 | 320.43 | 330.04 | |
| 2649 | 41 | 130 | 4236.17 | 4363.26 | 353.01 | 363.60 | |
| 2641 | 42 | 74 | 2411.36 | 2483.70 | 200.95 | 206.98 | |
| 2635 | 43 | 102 | 3323.77 | 3423.48 | 276.98 | 285.29 | |
| 2631 | 44 | 123 | 4008.07 | 4128.31 | 334.01 | 344.03 | |
| 101 | 45 | 62 | 2020.33 | 2080.94 | 168.36 | 173.41 | |
| ----- | | | 4955 | 190501.13 | 196216.16 | 15875.09 | 16351.35 |
| ===== | | | ===== | ===== | ===== | ===== | ===== |

THE MAGUIRE BUILDING
MONTHLY CONTINGENCY FUND CONTRIBUTIONS
2665 WEST BROADWAY
JANUARY 1/11 - DECEMBER 31/11

24006.12

| SUITE NO. | STRATA LOT NO. | UNIT ENTITLEMENT | TOTAL CONTRIBUTION | MTHLY CONTRIBUTION |
|--------------|----------------------|---------------------|-----------------------|-----------------------|
| 201 | 1 | 76 | 369.17 | 30.76 |
| 202 | 2 | 84 | 408.03 | 34.00 |
| 203 | 3 | 90 | 437.17 | 36.43 |
| 204 | 4 | 128 | 621.76 | 51.81 |
| 205 | 5 | 123 | 597.47 | 49.79 |
| 206 | 6 | 112 | 544.04 | 45.34 |
| 207 | 7 | 96 | 466.32 | 38.86 |
| 208 | 8 | 95 | 461.46 | 38.45 |
| 209 | 9 | 112 | 544.04 | 45.34 |
| 210 | 10 | 122 | 592.61 | 49.38 |
| 211 | 11 | 128 | 621.76 | 51.81 |
| 212 | 12 | 91 | 442.03 | 36.84 |
| 213 | 13 | 84 | 408.03 | 34.00 |
| 301 | 14 | 75 | 364.31 | 30.36 |
| 302 | 15 | 83 | 403.17 | 33.60 |
| 303 | 16 | 91 | 442.03 | 36.84 |
| 304 | 17 | 128 | 621.76 | 51.81 |
| 305 | 18 | 123 | 597.47 | 49.79 |
| 306 | 19 | 113 | 548.89 | 45.74 |
| 307 | 20 | 95 | 461.46 | 38.45 |
| 308 | 21 | 95 | 461.46 | 38.45 |
| 309 | 22 | 112 | 544.04 | 45.34 |
| 310 | 23 | 122 | 592.61 | 49.38 |
| 311 | 24 | 127 | 616.90 | 51.41 |
| 312 | 25 | 91 | 442.03 | 36.84 |
| 313 | 26 | 84 | 408.03 | 34.00 |
| 401 | 27 | 104 | 505.18 | 42.10 |
| 402 | 28 | 114 | 553.75 | 46.15 |
| 403 | 29 | 110 | 534.32 | 44.53 |
| 404 | 30 | 101 | 490.60 | 40.88 |
| 405 | 31 | 86 | 417.74 | 34.81 |
| 406 | 32 | 86 | 417.74 | 34.81 |
| 407 | 33 | 101 | 490.60 | 40.88 |
| 408 | 34 | 110 | 534.32 | 44.53 |
| 409 | 35 | 113 | 548.89 | 45.74 |
| 410 | 36 | 151 | 733.48 | 61.12 |
| 2681 | 37 | 154 | 740.01 | 61.67 |
| 2685 | 38 | 274 | 1316.63 | 109.72 |
| 2679 | 39 | 162 | 778.45 | 64.87 |
| 2677 | 40 | 118 | 567.02 | 47.25 |
| 2649 | 41 | 130 | 624.68 | 52.06 |
| 2641 | 42 | 74 | 355.59 | 29.63 |
| 2635 | 43 | 102 | 490.13 | 40.84 |
| 2631 | 44 | 123 | 591.04 | 49.25 |
| 101 | 45 | 62 | 297.92 | 24.83 |
| | | 4955 | 24006.12 | 2000.51 |

0

THE MAGUIRE BUILDING
 MONTHLY OPERATING FUND CONTRIBUTIONS
 2665 WEST BROADWAY
 JANUARY 1/11 - DECEMBER 31/11

172210.00

| SUITE NO. | STRATA LOT NO. | UNIT ENTITLEMENT | TOTAL CONTRIBUTION | MONTHLY CONTRIBUTION |
|--------------|----------------------|---------------------|-----------------------|-------------------------|
| 201 | 1 | 76 | 2648.26 | 220.69 |
| 202 | 2 | 84 | 2927.02 | 243.92 |
| 203 | 3 | 90 | 3136.09 | 261.34 |
| 204 | 4 | 128 | 4460.22 | 371.69 |
| 205 | 5 | 123 | 4285.99 | 357.17 |
| 206 | 6 | 112 | 3902.69 | 325.22 |
| 207 | 7 | 96 | 3345.17 | 278.76 |
| 208 | 8 | 95 | 3310.32 | 275.86 |
| 209 | 9 | 112 | 3902.69 | 325.22 |
| 210 | 10 | 122 | 4251.15 | 354.26 |
| 211 | 11 | 128 | 4460.22 | 371.69 |
| 212 | 12 | 91 | 3170.94 | 264.24 |
| 213 | 13 | 84 | 2927.02 | 243.92 |
| 301 | 14 | 75 | 2613.41 | 217.78 |
| 302 | 15 | 83 | 2892.17 | 241.01 |
| 303 | 16 | 91 | 3170.94 | 264.24 |
| 304 | 17 | 128 | 4460.22 | 371.69 |
| 305 | 18 | 123 | 4285.99 | 357.17 |
| 306 | 19 | 113 | 3937.54 | 328.13 |
| 307 | 20 | 95 | 3310.32 | 275.86 |
| 308 | 21 | 95 | 3310.32 | 275.86 |
| 309 | 22 | 112 | 3902.69 | 325.22 |
| 310 | 23 | 122 | 4251.15 | 354.26 |
| 311 | 24 | 127 | 4425.38 | 368.78 |
| 312 | 25 | 91 | 3170.94 | 264.24 |
| 313 | 26 | 84 | 2927.02 | 243.92 |
| 401 | 27 | 104 | 3623.93 | 301.99 |
| 402 | 28 | 114 | 3972.38 | 331.03 |
| 403 | 29 | 110 | 3833.00 | 319.42 |
| 404 | 30 | 101 | 3519.39 | 293.28 |
| 405 | 31 | 86 | 2996.71 | 249.73 |
| 406 | 32 | 86 | 2996.71 | 249.73 |
| 407 | 33 | 101 | 3519.39 | 293.28 |
| 408 | 34 | 110 | 3833.00 | 319.42 |
| 409 | 35 | 113 | 3937.54 | 328.13 |
| 410 | 36 | 151 | 5261.67 | 438.47 |
| 2681 | 37 | 154 | 5308.49 | 442.37 |
| 2685 | 38 | 274 | 9444.98 | 787.08 |
| 2679 | 39 | 162 | 5584.26 | 465.35 |
| 2677 | 40 | 118 | 4067.55 | 338.96 |
| 2649 | 41 | 130 | 4481.19 | 373.43 |
| 2641 | 42 | 74 | 2550.83 | 212.57 |
| 2635 | 43 | 102 | 3516.01 | 293.00 |
| 2631 | 44 | 123 | 4239.90 | 353.32 |
| 101 | 45 | 62 | 2137.18 | 178.10 |
| | | 4955.00 | 172210.00 | 14350.83 |
| | | ===== | ===== | ===== |

PROXY

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

Strata Lot _____ of Owners Strata Plan BCS 2691 – The Maguire Building

Address _____

Hereby appoint _____

And failing him/her _____ President of the Strata Council _____

To be my/our proxy to vote at their discretion, unless indicated below, for me/us on my/our behalf at the Annual General Meeting of the Owners Strata Plan BCS 2691 The Maguire Building to be held on Thursday, February 17, 2011

OWNER'S SIGNATURE

**MINUTES
OF THE ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN BCS 2691
THE MAGUIRE BUILDING**

Held on Thursday, February 17, 2011
Within the Sunshine Diner
2649 West Broadway, Vancouver, BC

PRESENT: 17 Owners in person, or by proxy.

AGENTS: Mark Epstein, Prudential United Realty
Bill McGinty

The Owners elected Mark Epstein to chair the meeting; the meeting was called to order at 6:48 p.m.

CALLING THE ROLL AND CERTIFICATION OF PROXIES:

Management presented the roll, which was a sign-in sheet that all owners present in person or by proxy had signed and reported that a sufficient number of owners were present or by proxy to form a Quorum, and the meeting proceeded.

PROOF OF NOTICE:

It was moved (suite #312); seconded (suite #212) that the notice dated January 28, 2011 complied with the notice requirements. **CARRIED.**

APPROVAL OF MINUTES:

It was moved (suite #212), seconded (suite #313) to approve the minutes of the February 9, 2010 AGM. **CARRIED.**

REPORT ON INSURANCE:

After an explanation of the insurance policy, and some discussion, receipt of details on insurance was acknowledged.

PRESIDENT'S REPORT:

The highlights of the past year were listed by the President:

- The security of the building has been improved: new enterphone was installed and new fobs and remotes distributed; the lobby security camera has been re-positioned; front door astragal plate installed; additional prox readers installed in courtyard and between P1 and P2 parking levels
- Repainted all hallways, lobby and elevator doors and frames

Minutes of the Annual General Meeting
The Owners Strata Plan BCS 2691
Held on Thursday, February 17, 2011

FINANCE REPORT / BUDGET APPROVAL:

Mark Epstein presented the 2011 proposed budget to the owners for review. Following explanations and some discussion, it was moved (suite #2677), seconded (suite #312) to approve the budget as presented (increasing the maintenance fees by 3%). A vote was taken.
CARRIED UNANIMOUSLY

NEW BUSINESS:

Bikram Electrical Issue: Owners discussed the electrical issue involving Bikrams and were advised that management and council are dealing with the matter.

Ad Billboard on East Wall: The Strata Corporation has been approached to allow an advertising billboard to be placed on the east wall of the building. As this is a potential revenue source for the Strata Corporation, it will be considered by the new council.

ELECTION OF COUNCIL:

The following individuals volunteered to stand on Council for the 2011 term.

| | | | |
|--------------------|------------|--------------------|------------------|
| Dimitrios Pantsios | Suite #407 | Derek Okamura | #2635 Commercial |
| Paul Carpanini | Suite #401 | Wolfgang Schneider | Suite #312 |
| Margaret Partridge | Suite #313 | Terry Howe | Suite #204 |
| Dimitrios Giatas | Suite #101 | | |

The above were declared elected by acclamation.

There being no further business, the meeting was adjourned at 7:15 p.m.

A meeting of the Council will take place April 4, 2011 at 6:30 p.m. in the Sunshine Diner.

Michael Bertrand
Property Manager/Broker Owner
General Office #604-263-8800 (24 hours)
E-mail: prudential@prudentialunitedrealty.com

Mark Epstein
Property Manager

PLEASE NOTE: OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS OF THE APPLICABLE ITEMS OF THESE MINUTES!!!

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

THE MAGUIRE BUILDING
 APPROVED BUDGET OF OPERATING EXPENSES
 2665 WEST BROADWAY
 JANUARY 1/11 - DECEMBER 31/11

G.L.
 ACCOUNT
 NO.'s

| | 2010 BUDGET | 2011 BUDGET | monthly |
|---|----------------|----------------|----------|
| REVENUE | | | |
| Strata Fees | 190501.08 | 196216.12 | 16351.34 |
| Gas Recovery | 14000.00 | 12000.00 | 1000.00 |
| Interest Income | 300.00 | 200.00 | 16.67 |
| Chargeback Income | | | |
| NSF Fees | | | |
| Miscellaneous Income | | | |
| Transfer From Reserves | 33400.75 | | |
| Vancity Membership Shares | | | |
| | ----- | ----- | ----- |
| | 238201.83 | 208416.12 | 17368.01 |
| | ----- | ----- | ----- |
| EXPENSES | | | |
| Janitorial/Snow Removal | 11500.00 | 12000.00 | 1000.00 |
| Maintenance & Repairs | 32500.00 | 32500.00 | 2708.33 |
| Maintenance & Repairs (Storage Lockers) | | 0.00 | |
| Electricity | 17500.00 | 15500.00 | 1291.67 |
| Gas | 26000.00 | 23500.00 | 1958.33 |
| Elevator Maintenance | 3650.00 | 4000.00 | 333.33 |
| HVAC Maintenance | 2000.00 | 2250.00 | 187.50 |
| Enterphone | 5000.00 | 5000.00 | 416.67 |
| Fire & Life Safety | 6000.00 | 7500.00 | 625.00 |
| Landscaping & Sprinklers | 3600.00 | 2500.00 | 208.33 |
| Garage Gate & Parkade | 6000.00 | 7500.00 | 625.00 |
| Water & Sewer | 12000.00 | 12000.00 | 1000.00 |
| Waste Removal/Recycling | 13000.00 | 15000.00 | 1250.00 |
| Audit/Bank/Legal | 2250.00 | 2250.00 | 187.50 |
| Management Fees | 19530.00 | 20160.00 | 1680.00 |
| Office Administration | 2500.00 | 2750.00 | 229.17 |
| Insurance & Appraisal | 19500.00 | 19500.00 | 1625.00 |
| Miscellaneous | 300.00 | 500.00 | 41.67 |
| Contingency Allocation | 21971.08 | 24006.12 | 2000.51 |
| Storage Locker Reserve Purchases | 33400.75 | | 0.00 |
| | ----- | ----- | ----- |
| Total Expenses | 238201.83 | 208416.12 | 17368.01 |
| | ----- | ----- | ----- |
| Net Income (Loss) | -0.00 | 0.00 | 0.00 |
| | ----- | ----- | ===== |

THE MAGUIRE BUILDING
APPROVED SCHEDULE OF ASSESSMENTS
2665 WEST BROADWAY
JANUARY 1/11 - DECEMBER 31/11

3.00%

| SUITE NO. | STRATA LOT NO. | UNIT ENTITLEMENT | -----ANNUAL----- ---ASSESSMENT--- | | -----MONTHLY----- ---ASSESSMENT--- | |
|--------------|----------------------|---------------------|--------------------------------------|-----------|---------------------------------------|----------|
| | | | 2010 | 2011 | 2010 | 2011 |
| 201 | 1 | 76 | 3064.09 | 3156.01 | 255.34 | 263.00 |
| 202 | 2 | 84 | 3386.63 | 3488.23 | 282.22 | 290.69 |
| 203 | 3 | 90 | 3628.53 | 3737.38 | 302.38 | 311.45 |
| 204 | 4 | 128 | 5160.57 | 5315.39 | 430.05 | 442.95 |
| 205 | 5 | 123 | 4958.99 | 5107.76 | 413.25 | 425.65 |
| 206 | 6 | 112 | 4515.50 | 4650.97 | 376.29 | 387.58 |
| 207 | 7 | 96 | 3870.43 | 3986.54 | 322.54 | 332.21 |
| 208 | 8 | 95 | 3830.11 | 3945.02 | 319.18 | 328.75 |
| 209 | 9 | 112 | 4515.50 | 4650.97 | 376.29 | 387.58 |
| 210 | 10 | 122 | 4918.67 | 5066.23 | 409.89 | 422.19 |
| 211 | 11 | 128 | 5160.57 | 5315.39 | 430.05 | 442.95 |
| 212 | 12 | 91 | 3668.85 | 3778.91 | 305.74 | 314.91 |
| 213 | 13 | 84 | 3386.63 | 3488.23 | 282.22 | 290.69 |
| 301 | 14 | 75 | 3023.77 | 3114.49 | 251.98 | 259.54 |
| 302 | 15 | 83 | 3346.31 | 3446.70 | 278.86 | 287.22 |
| 303 | 16 | 91 | 3668.85 | 3778.91 | 305.74 | 314.91 |
| 304 | 17 | 128 | 5160.57 | 5315.39 | 430.05 | 442.95 |
| 305 | 18 | 123 | 4958.99 | 5107.76 | 413.25 | 425.65 |
| 306 | 19 | 113 | 4555.82 | 4692.49 | 379.65 | 391.04 |
| 307 | 20 | 95 | 3830.11 | 3945.02 | 319.18 | 328.75 |
| 308 | 21 | 95 | 3830.11 | 3945.02 | 319.18 | 328.75 |
| 309 | 22 | 112 | 4515.50 | 4650.97 | 376.29 | 387.58 |
| 310 | 23 | 122 | 4918.67 | 5066.23 | 409.89 | 422.19 |
| 311 | 24 | 127 | 5120.26 | 5273.86 | 426.69 | 439.49 |
| 312 | 25 | 91 | 3668.85 | 3778.91 | 305.74 | 314.91 |
| 313 | 26 | 84 | 3386.63 | 3488.23 | 282.22 | 290.69 |
| 401 | 27 | 104 | 4192.97 | 4318.75 | 349.41 | 359.90 |
| 402 | 28 | 114 | 4596.14 | 4734.02 | 383.01 | 394.50 |
| 403 | 29 | 110 | 4434.87 | 4567.91 | 369.57 | 380.66 |
| 404 | 30 | 101 | 4072.01 | 4194.18 | 339.33 | 349.51 |
| 405 | 31 | 86 | 3467.26 | 3571.28 | 288.94 | 297.61 |
| 406 | 32 | 86 | 3467.26 | 3571.28 | 288.94 | 297.61 |
| 407 | 33 | 101 | 4072.01 | 4194.18 | 339.33 | 349.51 |
| 408 | 34 | 110 | 4434.87 | 4567.91 | 369.57 | 380.66 |
| 409 | 35 | 113 | 4555.82 | 4692.49 | 379.65 | 391.04 |
| 410 | 36 | 151 | 6087.86 | 6270.50 | 507.32 | 522.54 |
| 2681 | 37 | 154 | 5018.24 | 5168.78 | 418.19 | 430.73 |
| 2685 | 38 | 274 | 8928.55 | 9196.41 | 744.05 | 766.37 |
| 2679 | 39 | 162 | 5278.92 | 5437.29 | 439.91 | 453.11 |
| 2677 | 40 | 118 | 3845.14 | 3960.50 | 320.43 | 330.04 |
| 2649 | 41 | 130 | 4236.17 | 4363.26 | 353.01 | 363.60 |
| 2641 | 42 | 74 | 2411.36 | 2483.70 | 200.95 | 206.98 |
| 2635 | 43 | 102 | 3323.77 | 3423.48 | 276.98 | 285.29 |
| 2631 | 44 | 123 | 4008.07 | 4128.31 | 334.01 | 344.03 |
| 101 | 45 | 62 | 2020.33 | 2080.94 | 168.36 | 173.41 |
| | | 4955 | 190501.13 | 196216.16 | 15875.09 | 16351.35 |

**MINUTES OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2691
THE MAGUIRE BUILDING**

Held on Monday, April 4, 2011
Within the Sunshine Diner
2649 West Broadway, Vancouver, BC

COUNCIL IN ATTENDANCE: Dimitrios Pantsios
Paul Carpanini
Terry Howe
Margaret Partridge
Wolfgang Schneider
Dimitri Giatas

REGRETS: Derek Okamura

PROPERTY MANAGER: Michael Bertrand, Prudential United Realty
Bill McGinty, Prudential United Realty

Dimitrios Pantsios called the meeting to order at 6:35 p.m.

APPROVAL OF COUNCIL MINUTES:

It was moved by (Dimitri Pantsois), seconded by (Margaret Partridge) to approve the minutes of the Council meeting of December 8,2010 CARRIED.

APPROVAL OF FINANCIAL STATEMENTS:

As the Treasurer had not had an opportunity to review the February 28, 2011 Financial Statements; it was agreed to table until the next council meeting. TABLED

REPORT ON UNAPPROVED EXPENDITURES:

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

REPORT ON LITIGATION:

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

BUSINESS ARISING:

Storage

Management provided Council with an additional storage solution, from NORSTAD that are approved for use in parking garages by the City of Vancouver, however no combustible items of any sort may be stored in the storage lockers.

Bylaws

Management and Council are continuing to work on a draft of your proposed Bylaws and will present them to all owners for review.

Unit #202 and #203 Heat Complaints

Management, Council, Bikram's and the strata lot owner are continuing to monitor the situation together with Adair Property Maintenance; it has been reported to Management and Council that there may still be an issue here; Management will ask Adair Management to investigate this and the concern of the venting going directly into the courtyard breezeway ceiling from Bikram's.

2nd and 4th Floor Sundecks/Patios

Occupants are reminded (Owners are advised to notify their tenants) that you are responsible for the cleanup and maintenance of your limited common property sundecks and patios which are for your exclusive use; these areas must be kept clean and not used for storage and drains underneath the lightweight paving stones must be kept cleaned for proper drainage; any owner/tenant not able to identify their drain is asked to call management for assistance. This is of particular importance now that the rainy weather is upon us; Management will be making arrangements with Adair Property Maintenance to identify the location of each deck's drain for quick access.

Garage Water Ingress Repair

Elsco Construction Ltd. attended the building in June to repair cracks in the underground parkade when water was penetrating in the ceiling floors and exterior walls mainly from building settling; the liquid injection method was used and provides a 5-year warranty; as some members of Council were questioning if the work had been completed, management was asked to clarify with Elsco..

NEW BUSINESS

Loading Bay Overhead Steel Door

Ideal Door Ltd. Attended the building in early December 2010 to install a new gearhead motor operator and set a new door height; Ideal returned on December 14 and 17 to install a set of photo eyes for the door and change the operator from constant to momentary contact, supply three (3) transmitters, tested motor up master and motor controls and safety photo eyes for proper function; tested all okay.

Identification and Confirmation of Unit Electrical Panels and Meters

Y-Tech Electrical has removed the wiring from the electrical panel for Bikram's rear unit @ 2681 West Broadway and transferred the circuit to Khitslano Clinic Unit @ 2685 West Broadway. Y-Tech was then able to work with B.C. Hydro and Bikram's to have the meter for the electrical panel at 2681 West Broadway transferred from the Strata Corporation to Bikram's Yoga. Bikram's has since made satisfactory arrangements with the Strata for repayment of the

accumulated cost of the electrical charges from August 2009. After further discussion and meetings with Bikram's, Strata, Management and Y-Tech, Y-Tech undertook to investigate the existing amperage of Bikram's electrical panel at 2679 West Broadway; it has been decided that the wiring from the electrical room to the panel is rated for 150 amps and the panel can be upgraded from the existing 100 amp breaker to 150 amp breaker; will need to change out circuit breaker, re-route existing circuits from 2681 panel to 2679, cap off electrical panel power feed for 2681 panel, relocate existing heating control box to a storage room and upgrade an overloaded electric heating circuit.

Inspection of the Sump Pump System

Management will make arrangements with Cascadia Pumpworks Inc. for a service, inspection and operation tests of the storm sump pump system.

In-ground Courtyard and Rear Water System

University Sprinklers will be attending the building to start-up, and check out system timers in April/May.

Make-Up Air Unit

Pro Air Systems Ltd. attended the building in late December to supply and install a new blower motor in the engineered air make up unit. Recommended after the scheduled maintenance inspection in the fall; Pro Air also informed Management that the renewal for the preventative maintenance service agreement would be increasing 3% for 2011 (ie \$243.34 plus HST per quarter); Management requested a quote for one another HVAC Contractor and the price came in slightly higher. Pro Air performed their regular scheduled preventative maintenance on February 2, 2011; installed media and carbon media filters, replaced blower belt, checked bearings, checked dampers, and electrical, burner compartment and parkade exhaust fans; tested all okay.

Powerwashing Parking Levels

Management will be making the necessary arrangements with Yeoman Property Maintenance for the power washing of the parkade in June; NOTICES will be posted.

Window Cleaning

Management will be making the necessary arrangements with Extreme Window Cleaning for the cleaning of all inaccessible windows, skylights, and exterior glass railings for June; NOTICES will be posted.

Landscaping in Courtyard & Rear Lane

Tanya Hockley Gardeners will be attending the building in late April/early May to prune trees in the courtyard and rear lane, weed beds, trim boxwood, prep and plant courtyard planters and pots.

Dryer Exhaust Vent Cleaning

Management will be making the necessary arrangements with Air-Vac Services Canada Ltd. For the regularly scheduled annual cleaning of the building's dryer exhaust vents for the summer; NOTICES will be posted. Council has asked Management to have Adair Property Maintenance explain the presence moisture in the vents and to check with Air Vac to see if they use water when they clear the ducts; Management confirmed with Adair that the moisture in the ducts is normal and no water is used when cleaning these ducts.

Kitchen/Bathroom Exhaust Vents

Numerous complaints have been forwarded to Management and Council with respect to odors coming through some units' kitchen and baths et.al; after investigation by Adair Property Maintenance the apparent source was identified and the problem is being rectified.

Holiday Lighting

Yeoman Property Maintenance attended the building in December to install the holiday lighting in the tress of the front courtyard.

Faulty Lobby Camera

Citiloc Systems Ltd. attended the building in December to check the lobby camera image problem; checked voltage of camera, powered down camera, reapplied power and rechecked images, adjusted brightness in the camera, and recommended a memory expansion board be fitted to the system.

Basement Parkade Sump Drain

National Plumbing attended the building in late Remember to check on a reported problem with the sump drain; noted that the sump drain had a loose 'fermco' and a loose riser clamp, water was leaking from the 'fermco', opened the 'fermco' and tightened the riser clamps; tested all okay.

Elevator Cab Camera

At the request of council Management received a quote from Citiloc Systems for the supply and installation for the elevator cab; Council will review and consider in the future.

Storage Locker and Suite Door Repairs

Citiloc Systems Ltd. attended the building in late January to repair a damaged door handle on a unit and to repair a damaged storage locker door from a previous break-in; installed repair plate, deadbolt and security plate; tested all for smooth operation; all okay.

Adair Property Maintenance – Maintenance Proposal

Adair Property Maintenance attended the building in early February and supplied Management and Council with a detailed 'Proposed Maintenance' list;(see attached); Adair attended the building on five separate trips; re-glued/cut/fit green stone tiles in the front side of building, sanded graffiti paint splatters and sharp stone spalling, re-leveled some courtyard pavers, supplied a custom doorstep for Bikram's front door, cleaned all overhead vent grills, investigated source of odor complaints, installed expanding foam, caulked and taped in some units, checked and cleaned the entire roof, drains and gutter system, opened the flue stacks, extended and isolated nine (9) separate flue pipes and installed shrouds.

Fire Department Sprinkler Line Flush

As someone had removed the plug covers for the exterior fire department connection standpipe; Bartec Fire Safety Systems was requested to investigate the need for a standpipe flush; Bartec supplied Management with quotation to perform a fire department connection line flush and install two (2) connection plug covers; Management request that the work be done at their earliest convenience; proper NOTICES will have to be posted as access to parking stalls #11, 12, 13 and 14 is required.

Electrical Maintenance/Repair Issues

Y-Tech Electrical Services attended the building on February 11, 17 and 18, March 14, 16, 17 and 23; installed new contactors for the outside lighting controls caused by the use of non-

approved relays in the original installation, replaced faulty photocell, installed a Hand, off Auto Selector Switch for lighting control at the junction box, tested all outside lighting, all okay save some lights that were out or needed repair, trouble shooted a possible reported problem with the parkade entrance T8 florescent light fixtures, tested all okay, re-lamped and repaired all parkade and exterior lighting as necessary; replacement lens and high pressure sodium rab fixtures on order, later installed.

Parkade Exhaust Fan

Pro Air Systems Ltd. attended the building in late February to investigate a report of one parkade exhaust fan not working; replaced a broken fan belt, restarted unit; tested for good operation and left a spare belt in the unit.

Parkade Motion Sensor

Yeoman Property Maintenance attended the building to replace a faulty Sentis IR360 motion sensor on the ceiling after the main entry gate.

Security Camera Faulty DVR

Citiloc Systems Ltd. attended the building on March 15 to investigate a reported problem with the security DVR; searched DVR for images but discovered someone had shut down system on January '04; searched for images at time and date of shutdown and informed Council President; created a pass code for the system, created a pass code for Citiloc, replaced the lobby camera, logged out of the system and tested system for all okay.

Installation of Engineered Hardwood Floors Unit # 304

Management informed Council that the owners of the Unit #304 will be installing engineered hardwood floors in their unit; Management advised owners of Council's approval.

Storage Locker on P-2 Residential Parking

Council has asked Management to prepare the necessary documentation for a $\frac{3}{4}$ vote resolution designating the common storage areas on P-2 residential parking as limited common property for the nine (9) strata lots as exclusive use for each owner; Management will make every effort to have this resolution ready for the next AGM.

Unit #202 Electric Baseboard Heaters

It was reported to Management and Council that all of the electric baseboard heaters for Unit #202 are missing; Management to have Adair Property Maintenance and Y-Tech Electric investigate.

Additional Signage for Recycling Area, Garbage Room and Garage Entry Gate

Council has asked Management to look into the issue of having some additional signage installed in the recycling area, garbage room and at the garage entry gate.

Strata Insurance Policy – Earthquake Coverage

Council asked Management to check that the Strata's policy contains an earthquake coverage rider; Management verified that the earthquake coverage is part of the policy and it contains a deductible of ten (10) percent.

Elevator and Electrical Room

Management advised Council that the storage of any items in these mechanical rooms is a violation of the City of Vancouver bylaws; Council will be making necessary arrangements to have all nonconforming items cleaned out and/or relocated.

Janitorial Storage Area

Management and Council to investigate installing a steel mesh door in that area of the East main floor rear corridor under the concrete stairwell as a storage area for the janitorial supplies and equipment.

Bikram's Yoga Studio Issues

Management, Council and owners of the Strata lots occupied by Bikram's Yoga Studio to investigate and deal with a number of issues with respect to Birkam's use of Strata common areas.

There being no further business, the meeting was ended at 7:45 P.M.

The next meeting of the Council will take place on Tuesday, June 7, 2011 at 6:30 p.m. in the Sunshine Diner.

Michael Bertrand
Property Manager/Broker Owner
General Office #604-263-8800 (24 hours)
E-mail: prudential@prudentialunitedrealty.com

Mark Epstein
Property Manager

PLEASE NOTE: OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS OF THE APPLICABLE ITEMS OF THESE MINUTES!!!

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

IMPORTANT REMINDERS

Move-In/Move-Out Procedure

Owners are reminded there is a **mandatory** \$100.00 cash deposit for the elevator key. Any damage occurring as a result of a move will be the sole responsibility of the owner. Anyone caught propping the elevator door open will be fined according to the bylaws. Anyone requiring an elevator key is asked to contact the Management Company at least three(3) days in advance in order that arrangements can be made for the elevator pads to be put up and the elevator key made available. Owners must advise their tenants of the above.

E-mail Addresses

Due to problems with sometimes not being able to reach Owners, Owners are asked to provide Management with their current e-mail address. Please forward your e-mail address to Michael Bertrand or Mark Epstein at prudential@prudentialunitedrealty.com. Your cooperation with regards to this matter is greatly appreciated

Strata Maintenance Fees

Owners are reminded: Monthly maintenance fees are due and payable on the first of each month. Delinquent accounts are subject to late payment penalties and interest charges in accordance with the Standard Bylaws governing the Strata Corporation. To avoid collection action and to ensure that your Strata Corporation maintains sufficient operating revenue, please keep your account up to date. Please contact the management company to make payment arrangements.

Unauthorized Use of Parking Stalls

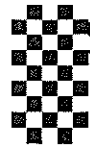
All occupants should verify the stall numbers and location of their parking stalls; any vehicles parking other than in their own stalls will be towed at the owner's expense

Commercial Reserved Parking Stalls

Reserved Parking signs for the commercial businesses have been installed in the P-1 level of the parking garage; the unmarked parking stalls in the P1 level are for the exclusive use of the commercial business clientele only and are not to be used as visitor parking for the residential occupants; violators will be towed without notice and at their cost

Residential Recycling

ALL OCCUPANTS ARE ASKED TO PLEASE BREAKDOWN YOUR PACKAGING BEFORE PUTTING IT IN THE RECYCLING CONTAINER, SOME OCCUPANTS ARE THROWING THEIR PACKAGING INTO THIS AREA. THIS AREA IS NOW UNDER VIDEO SURVEILLANCE.



Michael Bertrand
c/o Prudential United
Realty

AD AIR
PROPERTY MAINTENANCE
Est. 1979
5592 Forglon Drive,
Burnaby, B.C. V5H 3L1
Tel/Fax: 604-321-1077

FAXED
EST. 1979
263-0864

Re: Maguire
2665 W. Broadway
Van BC.

on site Feb 8/11

Proposed Maintenance

Frontside (Makeover)

- # ① Remove blue paint splatter - numerous locations
- ② Install door bumper to Bikrams front door.
- ③ Grind (smooth) rough/chipped stonework tiles.
- ④ Install grout to green tile edges (missing).
- ⑤ Install custom metal shroud to party wall on west-side to hide construction gap between buildings.
- ⑥ Scope firemans stand pipe openings for debris.
- ⑦ Check/clean air exhaust screen in breezeway.
- ⑧ Cut & fit new green tiles (strata supplied) - missing.
- ⑨ #305 - cooking smell complaint - install sheet metal extension etc to flue pipes.

Estimated Strata Budget

Labour/Materials = \$1,211.

+HST.

K. Adair Feb 10/11

**MINUTES OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2691
THE MAGUIRE BUILDING**

Held on Tuesday, June 7, 2011
Within the Sunshine Diner
2649 West Broadway, Vancouver, BC

COUNCIL IN ATTENDANCE: Dimitrios Pantsios
Paul Carpanini
Terry Howe
Margaret Pantridge
Wolfgang Schneider
Derek Okamura

REGRETS: Dimitri Giatas

PROPERTY MANAGER: Michael Bertrand, Prudential United Realty
Mark Epstein, Prudential United Realty

Dimitrios Pantsios called the meeting to order at 6:35 p.m.

APPROVAL OF COUNCIL MINUTES:

It was moved by (Wolfgang Schneider), seconded by (Terry Howe) to approve the minutes of the Council meeting of April 4, 2011 CARRIED.

APPROVAL OF FINANCIAL STATEMENTS:

It was moved by (Wolfgang Schneider), seconded by (Margaret Pantridge) to approve the Financial Statements ending April 30, 2011. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES:

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

REPORT ON LITIGATION:

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

BUSINESS ARISING:

Storage

Management provided Council with an additional storage solution, from NORSTAD that are approved for use in parking garages by the City of Vancouver, however no combustible items of an sort may be stored in the storage lockers; Council is considering this option for further storage.

Bylaws

Management and Council are continuing to work on a draft of your proposed Bylaws and will present them to all owners for review.

Unit #202 and #203 Heat Complaints

Management, Council, Bikram's and the strata lot owner are continuing to monitor the situation together with Adair Property Maintenance; it has been reported to Management and Council that there may still be an issue here; Management will ask Adair Management to investigate this and the concern of the venting going directly into the courtyard breezeway ceiling from Bikrams. Management, Council, Adair Property Maintenance, Y-Tech Electric and the owner of the Bikram's strata lots have completed their investigation and have advised Council of their findings; recommended solutions will be discussed with Bikram's, Bikram's strata lot owners, council and management for immediate action.

2nd and 4th Floor Sundecks/Patios

Occupants are reminded (Owners are advised to notify their tenants) that you are responsible for the cleanup and maintenance of your limited common property sundecks and patios which are for your exclusive use; these areas must be kept clean and not used for storage and drains underneath the lightweight paving stones must be kept cleaned for proper drainage; any owner/tenant not able to identify their drain is asked to call management for assistance. This is of particular importance now that the rainy weather is upon us; Management will be making arrangements with Adair Property Maintenance to identify the location of each decks drain for quick access.

Garage Water Ingress Repair

Elsco Construction Ltd. attended the building in June to repair cracks in the underground parkade when water was penetrating in the ceiling floors and exterior walls mainly from building settling; the liquid injection method was used and provides a 5-year warranty; as some members of Council were questioning if the work had been completed, management was asked to clarify with Elsco..

Power Washing Parking Levels

Management will be making the necessary arrangements with Yeoman Property Maintenance for the power washing of the parkade in June; NOTICES will be posted.

Window Cleaning

Management will be making the necessary arrangements with Extreme Window Cleaning for the cleaning of all inaccessible windows, skylights, and exterior glass railings for June; NOTICES will be posted.

Dryer Exhaust Vent Cleaning

Management will be making the necessary arrangements with Air-Vac Services Canada Ltd. For the regularly scheduled annual cleaning of the building's dryer exhaust vents for the

summer; NOTICES will be posted. Council has asked Management to have Adair Property Maintenance explain the presence moisture in the vents and to check with Air Vac to see if they use water when they clear the ducts; Management confirmed with Adair that the moisture in the ducts is normal and no water is used when cleaning these ducts.

Elevator Cab Camera

At the request of council Management received a quote from Citiloc Systems for the supply and installation for the elevator cab; Council will review and consider in the future.

Fire Department Sprinkler Line Flush

As someone had removed the plug covers for the exterior fire department connection standpipe; Bartec Fire Safety Systems was requested to investigate the need for a standpipe flush; Bartec supplied Management with quotation to perform a fire department connection line flush and install two (2) connection plug covers; Management request that the work be done at their earliest convenience; proper NOTICES will have to be posted as access to parking stalls #11, 12, 13 and 14 is required; the work will be done on June 20th.

Storage Locker on P-2 Residential Parking

Council has asked Management to prepare the necessary documentation for a $\frac{3}{4}$ vote resolution designating the common storage areas on P-2 residential parking as limited common property for the nine (9) strata lots as exclusive use for each owner; Management will make every effort to have this resolution ready for the next AGM.

Additional Signage for Recycling Area, Garbage Room and Garage Entry Gate

Council has asked Management to look into the issue of having some additional signage installed in the recycling area, garbage room and at the garage entry gate; management expecting quote from MarkRite Signs.

Elevator and Electrical Room

Management advised Council that the storage of any items in these mechanical rooms is a violation of the City of Vancouver bylaws; Council made the necessary arrangements to have all nonconforming items cleaned out and/or relocated.

Bikram's Yoga Studio Issues

Management, Council and owners of the Strata lots occupied by Bikram's Yoga Studio to investigate and deal with a number of issues with respect to Birkam's use of Strata common areas; management, council and strata lot owner to arrange a meeting with Bikram's representatives to discuss report.

NEW BUSINESS

Inspection of the Sump Pump System

Cascadia Pumpworks Inc. attended the building to conduct the annual sump pump stations system inspection in late April; a copy of the report is attached hereto. Management is waiting for the quotes for the supply and installation of the one new pump.

In-ground Courtyard and Rear Water System

University Sprinklers attended the building in early May to start up and check out system for proper function; timer set for City of Vancouver regulations.

Landscaping in Courtyard & Rear Lane

Tanya Hockley Gardeners attended the building in late April/early May to prune trees in the courtyard and rear lane, weed beds, trim boxwood, prep and plant courtyard planters and pots.

Kitchen/Bathroom Exhaust Vents

Numerous complaints have been forwarded to Management and Council with respect to odors coming through some units' kitchen and baths et.al; after investigation by Adair Property Maintenance the apparent source was identified and the problem was dealt with. Adair Property Maintenance and Pro Air Systems have advised management that the purpose of the make up air unit is to provide fresh air for the 2nd, 3rd and 4th floor hallways and to keep the hallways pressurized; the opening of the windows at the elevator lobbys on each floor will cause the system to overload and not do the job that is intended, namely keep out unwanted smells and odors. It is recommended that these windows be permanently closed.

Unit #202 Electric Baseboard Heaters

It was reported to Management and Council that all of the electric baseboard heaters for Unit #202 are missing; Management had Adair Property Maintenance and Y-Tech Electric investigate; a report has been given to management for council's review.

Janitorial Storage Area

Management and Council to investigate installing a steel mesh door in that area of the East main floor rear corridor under the concrete stairwell as a storage area for the janitorial supplies and equipment; Sterling Fence Co. Ltd. supplied management with a quotation for a janitorial aluminum gate and aluminum fencing and gates near the rear breezeway planter area.

Patio Breezeway Stone Pavers Leveling

Adair Property maintenance attended the building with Glenn Garry Construction to check out the re-leveling of all concrete pavers in the front entrance and breezeway; after review of the quote it was mutually agreed that a targeted re-leveling of the pavers was most efficient and economical.

Adair Property Maintenance

Adair Property Maintenance attended the building on six(6) occasions; re-caulked slate wall tiles in front courtyard and front of building, coordinated meetings with contractors regarding the re-leveling of concrete pavers and the replacement of frame and door for unit #306, unplugged gutter above unit #306, installed bird spikes on signage below front awnings, installed a new larger door handle on the residential garbage room door and conducted an evaluation/supplied a report on heating elements in unit #202.

Damaged Elevator Prox Reader

Citiloc Systems Ltd. attended the building on April 18th to repair the vandalized elevator prox reader cover; supplied two(2) new HID reader cover plates, installed cover and consulted with Dimitri regarding supplying a vandal resistant reader and relocating the reader higher onto the elevator switch panel.

Unit #306 Police Incident/Door Repair

Management and Council discussed details of this incident and will be continuing to monitor.

Unit #308 Account Inquiries

A request by the owner to have his account clarified and confirmed was discussed with Council; management to contact owner with Council's decision.

Power Washing Front Entry Courtyard & Breezeway

Yeoman Property Maintenance attended the building in late May; power washed front entry and breezeway concrete pavers, applied a cleaning solution to garbage rooms and loading bay floors, power washed garbage rooms and loading bay area and removed items from residential garbage room and alley by loading bay.

Electrical Panel Replacement

Y-Tech electric attended the building in May to replace the non-conforming electrical panel for the Bikram's Yoga rear strata lot and reinstalled their electrical circuits; management and council to have this panel properly framed and drywalled in order to meet code requirements; Y-Tech to supply a report to management and council with respect to their further concerns (attached hereto).

Leaking PVC Pipe on P-1

National Plumbing attended the building on May 16th to repair the leaking 3" PVC pipe from the sump on P-2 to a 3" cast pipe on P-1; replaced the fernco coupling with a Zip coupling; turned on the sump pump to test for leaks; confirmed all okay.

Annual Building Appraisal

Normac Appraisals Ltd. provided management with the required annual Cost of Replacement New insurable value of \$12,763,000 compared to \$12,297,000 in 2010; a copy of the update was forwarded on to Coastal Insurance Services Ltd.

Barbecue Season Is Upon Us

As barbecue season finally appears to be upon us, occupants are requested to please make sure that your barbecues are as far away from the building envelope as is possible (i.e. to the outermost edge of your balcony).

There being no further business, the meeting was ended at 7:40 P.M.

The next meeting of the Council will take place on Tuesday, September 27, 2011 at 6:30 p.m. in the Sunshine Diner.

Michael Bertrand
Property Manager/Broker Owner
General Office #604-263-8800 (24 hours)
E-mail: prudential@prudentialunitedrealty.com

Mark Epstein
Property Manager

PLEASE NOTE: OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS OF THE APPLICABLE ITEMS OF THESE MINUTES!!!

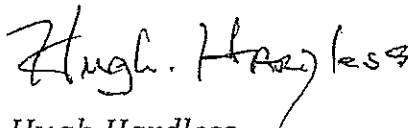
Please keep these minutes for further reference. These will be required at the time of sale, and a charge, as per the Strata Property Act, will be assessed for replacement copies.

E. **2665 West Broadway (the McGuire Building)**

- *The sump has not been serviced or cleaned for quite a long time, according to Demitri (owner and key recipient of Sunshine Diner). The sump is heavily silted. There are no details related to service, inspection etc. Pumps are 2 x 1 HP, 208/1 phase (according to the pump panel specifications). We recommend a complete septic tanker clean, flush and wash-down of this sump. We would like to be present when this is done. We will then be able to identify make, model and serial numbers of both pumps to verify they correspond with the identity on the pump power panel.*
- ***Please note: one of the two dewatering 1 HP, 208/1 phase pumps is not functioning.*** *The disposal of water coming into this sump (6 foot by 8 foot deep), is dependent on the one remaining 1 HP, 208/1 phase, submersible dewatering pump. It is imperative that this duplex station is brought up to specifications while there is an opportunity to do so. The location of the sump in parking level 4 would necessitate the urgency to get the station up to specifications before the winter of 2011 is upon us.*
- *Immediate estimation of cost for the septic tanker services to clean-out this sump and make entry possible for identification of pumps is approximately as follows:*
 - *4 hour minimum septic tanker services **\$1,850.00** (plus gallonage, disposal and tax)*
 - *Pump Technician and Electrician to identify make, model and serial number of pumps, etc. = 4 hour minimum for each = 8 hours x \$80.00 = **\$640.00***
 - *When this part of the project is successfully concluded we will be in a position to present a quotation for the supply and install of a new 1 HP, 208/1 phase submersible dewatering pump.*

We hope this is all helpful. If you have any questions or any problems understanding this report, please don't hesitate to contact me.

Sincerely,



*Hugh Hardless
Owner*

5628-A Imperial Street, Burnaby, B.C. V5J 1E9

Office: 604-436-0911 Fax: 604-436-0922

E-mail: pumpworks@telus.net

The "Works" Group: Serviceworks, Pumpworks & HHE

IMPORTANT REMINDERS

Move-In/Move-Out Procedure

Owners are reminded there is a **mandatory** \$100.00 cash deposit for the elevator key. Any damage occurring as a result of a move will be the sole responsibility of the owner. Anyone caught propping the elevator door open will be fined according to the bylaws. Anyone requiring an elevator key is asked to contact the Management Company at least three(3) days in advance in order that arrangements can be made for the elevator pads to be put up and the elevator key made available. Owners must advise their tenants of the above.

E-mail Addresses

Due to problems with sometimes not being able to reach Owners, Owners are asked to provide Management with their current e-mail address. Please forward your e-mail address to Michael Bertrand or Mark Epstein at prudential@prudentialunitedrealty.com. Your cooperation with regards to this matter is greatly appreciated

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Owners are reminded: Monthly maintenance fees are due and payable on the first of each month. Delinquent accounts are subject to late payment penalties and interest charges in accordance with the Standard Bylaws governing the Strata Corporation. To avoid collection action and to ensure that your Strata Corporation maintains sufficient operating revenue, please keep your account up to date. Please contact the management company to make payment arrangements.

Unauthorized Use of Parking Stalls

All occupants should verify the stall numbers and location of their parking stalls; any vehicles parking other than in their own stalls will be towed at the owner's expense

Commercial Reserved Parking Stalls

Reserved Parking signs for the commercial businesses have been installed in the P-1 level of the parking garage; the unmarked parking stalls in the P1 level are for the exclusive use of the commercial business clientele only and are not to be used as visitor parking for the residential occupants; violators will be towed without notice and at their cost

Residential Recycling

ALL OCCUPANTS ARE ASKED TO PLEASE BREAKDOWN YOUR PACKAGING BEFORE PUTTING IT IN THE RECYCLING CONTAINER, SOME OCCUPANTS ARE THROWING THEIR PACKAGING INTO THIS AREA. THIS AREA IS NOW UNDER VIDEO SURVEILLANCE.

**MINUTES OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2691
THE MAGUIRE BUILDING**

Held on Tuesday, October 11, 2011
Within the Sunshine Diner
2649 West Broadway, Vancouver, BC

COUNCIL IN ATTENDANCE: Dimitrios Pantsios
Dimitri Giatas
Terry Howe
Margaret Pantridge
Wolfgang Schneider
Derek Okamura

REGRETS: Paul Carpanini

PROPERTY MANAGER: Michael Bertrand, Prudential United Realty
Bill McGinty, Prudential United Realty

Dimitrios Pantsios called the meeting to order at 6:35 p.m.

APPROVAL OF COUNCIL MINUTES:

It was moved by (Terry Howe), seconded by (Wolfgang Schneider) to approve the minutes of the Council meeting of June 7, 2011 CARRIED.

APPROVAL OF FINANCIAL STATEMENTS:

It was moved by (Wolfgang Schneider), seconded by (Derek Okamura) to approve the Financial Statements ending August 31, 2011. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES:

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

REPORT ON LITIGATION:

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

BUSINESS ARISING:

Storage

Management provided Council with an additional storage solution, from NORSTAD that are approved for use in parking garages by the City of Vancouver, however no combustible items of an sort may be stored in the storage lockers; Council is considering this option for further storage. **ANY OWNER INTERESTED IN THIS ADDITIONAL STORAGE OPTION IS ASKED TO CONTACT MANAGEMENT IN WRITING AS SOON AS POSSIBLE.**

Bylaws

Management and Council are continuing to work on a draft of your proposed Bylaws and will present them to all owners for review.

Unit #202 and #203 Heat Complaints

Management, Council, Bikram's strata lot owner, Adair Property Maintenance and Y-Tech Electric discussed their findings; management talked to Bikram's representative regarding the concerns of all parties; Bikram's assured management that the exhaust fan for the ceiling is continually on; management stated that this was not correct and in fact it is not always on and in some instances was turned on after the fact; Bikram's assured management that this fan would be left on at all times the heat was on. Management monitored the situation practically every day over the Summer and the fan was always functioning; the issue now however, is the smell going into the breezeway; this will somehow have to be addressed.

2nd and 4th Floor Sundecks/Patios

Occupants are reminded (Owners are advised to notify their tenants) that you are responsible for the cleanup and maintenance of your limited common property sundecks and patios which are for your exclusive use; these areas must be kept clean and not used for storage and drains underneath the lightweight paving stones must be kept cleaned for proper drainage; any owner/tenant not able to identify their drain is asked to call management for assistance. This is of particular importance now that the rainy weather is upon us; Management will be making arrangements with Adair Property Maintenance to identify the location of each decks drain for quick access should an issue arise.

Garage Water Ingress Repair

Elsco Construction Ltd. attended the building in June to repair cracks in the underground parkade when water was penetrating in the ceiling floors and exterior walls mainly from building settling; the liquid injection method was used and provides a 5-year warranty; as some members of Council were questioning if the work had been completed, management was asked to clarify with Elsco; management made arrangements with Elsco to meet two(2) members of council to check out the work done.

Elevator Cab Camera

At the request of council Management received a quote from Citiloc Systems for the supply and installation for the elevator cab; Council has reviewed and will monitor the situation.

Storage Locker on P-2 Residential Parking

Management has been talking to a strata lawyer with reference to the necessary documentation and drawing required for a ¾ Vote resolution designating the nine (9) storage lockers on the P-2 Residential level as Limited Common Property for the nine (9) strata lot owners.

Additional Signage for Recycling Area, Garbage Room and Garage Entry Gate

Management and Council discussed the need for additional signage in the garbage/recycling room and at the main entry gate; Mark-Rite Signs to provide a quote.

Kitchen/Bathroom Exhaust Vents/Elevator Lobby Windows

It was recommended that these windows be permanently closed; management to verify with Adair that this has been done.

Unit #202 Electric Baseboard Heaters

It was reported to Management and Council that all of the electric baseboard heaters for Unit #202 are missing; Management had Adair Property Maintenance and Y-Tech Electric investigate; a report was given to management for council's review.

NEW BUSINESS

Power Washing Parking Levels

Yeoman Property Maintenance power washed the first level of parking and removed stubborn stains with a special cleaning solution; management and council to ask Yeoman to thoroughly clean the bike room.

Window Cleaning

Extreme Window Cleaning attended the building on June 29th to clean all inaccessible windows, any outside railing glass and skylights.

Dryer Exhaust Vent Cleaning

Air-Vac Services Canada Ltd. attended the building on July 4th to clean the dryer exhaust vents.

Fire Department Connection Line Flush

Bartec Fire Safety Systems attended the building on June 20th to perform a Fire Department Connection Line flush and removed the elbow at the base of the fire department connection point in the parkade to clean out any items that were dropped into the connection.

Inspection of the Sump Pump System

Cascadia Pumpworks Inc., Y- Tech Electric and Septic Tank Services attended the building in late June to refurbish one Duplex 1hp Storm sump pump station; removed the nonfunctioning pump and installed a new Duplex pump; repaired damaged 3 inch discharge manifold; cleaned,

washed down and removed all debris and contaminants from sump; tested all okay; pump station now functioning according to specifications.

Landscaping in Courtyard & Rear Lane

Tanya Hockley Gardeners attended the building in July to complete a cleanup, trimmed boxwoods, deadheaded flowers, H2O'd all planting beds and pots, fertilized and cleaned up; minor tree pruning was done in courtyard and rear lane areas.

Janitorial Storage Area

As janitorial supplies and equipment cannot be stored in the elevator or electrical service rooms, Sterling Fence Co. Ltd. supplied and installed an aluminum gate under the stairwell in the east main floor hallway for the storage of these janitorial items.

Adair Property Maintenance

Adair property Maintenance attended the building in June to check and clean the remaining built-in gutters and outlets above Broadway and to discuss the "cooking odors in suites, i.e. #305"; Adair has since informed management, that as the City of Vancouver Fire Department deems the elevator lobby windows as a means of escape, the windows may not be bolted shut, but should be kept closed.

Electrical Panel Replacement

Steelhead Contracting will be attending the building to frame in and install steel studding/steel door to the new electrical panel in the west main floor hallway.

City of Vancouver Engineering Services

The City of Vancouver Waterworks Operations attended the building in early June to perform maintenance work in the water meter room.

Main Floor East Hallway Door Lever

Citiloc Systems Ltd. attended the building in mid June to replace a broken lever handle on an east main floor hallway door and to supply a knob guard on the door.

Annual Fire Safety Inspection

Bartec Fire Safety Systems attended the building on August 30th to perform the required Annual Fire Safety Inspection of the building's fire alarm and related equipment; proper notices were posted; 11 units did not provide access; a comprehensive report was provided.

Alarm Panel Trouble

Bartec Fire Safety Systems attended the building in late June to investigate a fire alarm trouble; found a ground fault on the panel with the LCD display saying ground fault; checked system wiring and looked around the building for any visible sign of trouble; nothing evident; returned twice next day and panel was clear of trouble; if a problem reoccurs, further investigation will be required.

Engineered Air MUA

McQuay Factory Service attended the building on July 26th to perform the regularly scheduled preventative maintenance on the Engineered Air MUA; checked the parkade exhaust fans for proper function, changed filters, checked belts and pulleys, inspected all electrical connections and relays; all checked okay.

Broken Passage Lever Unit #305

Citiloc Systems Inc. attended the building on August 5th to replace the broken passage lever on suite #305; tested operation; all okay.

Strata Renewal Insurance Package

Coastal Insurance Services Ltd. supplied management with the renewal documentation effective August 14, 2011 to August 14, 2012 in the amount of \$17,751.00 compared to 2010/2011 in the amount of \$16,676.00; the small increase is due mainly to the recent appraisal indicating a slight increase in the CRN and earthquake coverage. Strata qualifies for a Claims Free Waiver (i.e. nil deductible) on its next property claim.

4th Floor Hot Water Tank Replacement

National Plumbing attended the building on August 24th, 25th and 26th to replace the failed Bradford White hot water tank; warranty had expired on February 2011; after replacement found that the regulator also needed to be replaced; contacted Coastal Insurance Services Ltd. and waiting for the adjustor's response.

Renovations Suite #311

The owner's representative for unit #311 contacted management regarding the requirements for installing engineered hardwood floors and management clarified with contractor.

Parking Stall Clarification

As there was an issue with the use of parking stalls from unit #311 which management was required to clarify, all owners are asked to contact management if they are not sure of their correct parking stalls.

Front Lobby Lever Handle

Citiloc Systems Inc. attended the building on September 8th to replace the broken lever handle on the inside front lobby door; tested operation; all ok.

Winterization of the Dry Sprinkler System

Bartec Fire Safety Systems attended the building on October 3rd to perform the winterization of the building's Dry Sprinkler System; proper notices were posted.

Repairs and Testing of the No Access In-Suite Fire Devices

Bartec Fire Safety Systems attended the building on September 29th to complete the repairs to the building's fire safety system identified during the recent required Annual Fire Safety Inspection and to gain access for inspection to the eleven (11) units that had not provided access for testing during the Annual Fire Safety Inspection; five (5) units have still not provided access; council asked management to have Bartec contact owners/occupants for the required inspection.

Y-Tech Electrical Services Maintenance

Y-Tech Electrical Services attended the building on September 27th and days following to conduct a regularly scheduled inspection of the building's lighting; replaced lamps and ballasts as required; cleaned fixture lenses.

Correspondence

Management dealt with all correspondence and inquiries as required.

There being no further business, the meeting was ended at 7:45 P.M.
The next meeting of the Council will take place in January 2012 at 6:30 p.m. in the Sunshine Diner.

Michael Bertrand
Property Manager/Broker Owner
General Office #604-263-8800 (24 hours)
E-mail: prudential@prudentialunitedrealty.com

Mark Epstein
Property Manager

PLEASE NOTE: OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS OF THE APPLICABLE ITEMS OF THESE MINUTES!!!

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

IMPORTANT REMINDERS

Move-In/Move-Out Procedure

Owners are reminded there is a **mandatory** \$100.00 cash deposit for the elevator key. Any damage occurring as a result of a move will be the sole responsibility of the owner. Anyone caught propping the elevator door open will be fined according to the bylaws. Anyone requiring an elevator key is asked to contact the Management Company at least three(3) days in advance in order that arrangements can be made for the elevator pads to be put up and the elevator key made available. Owners must advise their tenants of the above.

E-mail Addresses

Due to problems with sometimes not being able to reach Owners, Owners are asked to provide Management with their current e-mail address. Please forward your e-mail address to Michael Bertrand or Mark Epstein at prudential@prudentialunitedrealty.com. Your cooperation with regards to this matter is greatly appreciated

Strata Maintenance Fees

Owners are reminded: Monthly maintenance fees are due and payable on the first of each month. Delinquent accounts are subject to late payment penalties and interest charges in accordance with the Standard Bylaws governing the Strata Corporation. To avoid collection action and to ensure that your Strata Corporation maintains sufficient operating revenue, please keep your account up to date. Please contact the management company to make payment arrangements.

Unauthorized Use of Parking Stalls

All occupants should verify the stall numbers and location of their parking stalls; any vehicles parking other than in their own stalls will be towed at the owner's expense

Commercial Reserved Parking Stalls

Reserved Parking signs for the commercial businesses have been installed in the P-1 level of the parking garage; the unmarked parking stalls in the P1 level are for the exclusive use of the commercial business clientele only and are not to be used as visitor parking for the residential occupants; violators will be towed without notice and at their cost

Residential Recycling

ALL OCCUPANTS ARE ASKED TO PLEASE BREAKDOWN YOUR PACKAGING BEFORE PUTTING IT IN THE RECYCLING CONTAINER, SOME OCCUPANTS ARE THROWING THEIR PACKAGING INTO THIS AREA. THIS AREA IS NOW UNDER VIDEO SURVEILLANCE.

VERY IMPORTANT REQUEST

**To: All Owners Strata Plan BCS 2691
Maguire Building**

In an effort to minimize Administration Costs, which effect your Annual Budget and your Maintenance Fees, your Strata Council and Management would like to request that you please forward your e-mail address to Prudential United Realty at prudential@prudentialunitedrealty.com at your earliest convenience; henceforth all future Council Minutes, Notices of AGM or SGM can be e-mailed rather than mailed. (Hardcopies will still be sent out by mail if you so wish.) Your co-operation with respect to the above is greatly appreciated.

Thank you

**Prudential United Realty
Property Managers for Strata Plan BCS 2691
Per: Michael Bertrand – Property Manager**

IMPORTANT NOTICE

To: All Residents at Maquire Building

Re: Items Stored in Residential Parking Stalls

It is a City of Vancouver Fire Department Violation to have any combustible items stored in the residential parking garage stalls; the City of Vancouver Fire Department has given the Strata Corporation a warning and requested that all items stored in the residential parking garage stalls must be removed. As this infraction could pose a serious problem with the Strata's insurers should a problem ever occur; all occupants are asked to have all items stored in your parking stalls removed on or before Monday, October 31st; failure to remove these items will result in the Strata's maintenance company arranging for the removal and disposal at the owners expense.

Your co-operation with respect to the above would be greatly appreciated.

Thank you

PRUDENTIAL UNITED REALTY

Property Managers for Strata Plan BCS 2691

**MINUTES OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2691
THE MAGUIRE BUILDING**

Held on Thursday, January 26, 2012
Within the Sunshine Diner
2649 West Broadway, Vancouver, BC

COUNCIL IN ATTENDANCE: Dimitrios Pantsios
Dimitri Giatas
Terry Howe
Margaret Pantridge
Wolfgang Schneider
Derek Okamura
Paul Carpanini

PROPERTY MANAGER: Michael Bertrand, Prudential United Realty
Mark Epstein, Prudential United Realty

Dimitrios Pantsios called the meeting to order at 6:30 p.m.

APPROVAL OF COUNCIL MINUTES:

It was moved by (Paul Carpanini), seconded by (Terry Howe) to approve the minutes of the Council meeting of October 11, 2011 CARRIED.

APPROVAL OF FINANCIAL STATEMENTS:

It was moved by (Paul Carpanini), seconded by (Dimitri Giatas) to approve the Financial Statements ending November 30, 2011. CARRIED.

REPORT ON UNAPPROVED EXPENDITURES:

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

REPORT ON LITIGATION:

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

BUSINESS ARISING:

Storage

Management provided Council with an additional storage solution, that are approved for use in parking garages by the City of Vancouver, however no combustible items of any sort may be stored in the storage lockers; Council is considering this option for further storage. **ANY OWNER INTERESTED IN THIS ADDITIONAL STORAGE OPTION IS ASKED TO CONTACT MANAGEMENT IN WRITING AS SOON AS POSSIBLE.**

Bylaws

Management and Council are continuing to work on a draft of your proposed Bylaws and will present them to all owners for review.

Unit #202 and #203 Heat Complaints

Management, Council, Bikram's strata lot owner, Adair Property Maintenance and Y-Tech Electric discussed their findings; management talked to Bikram's representative regarding the concerns of all parties; Bikram's assured management that the exhaust fan for the ceiling is continually on; management stated that this was not correct and in fact it is not always on and in some instances was turned on after the fact; Bikram's assured management that this fan would be left on at all times the heat was on. Management monitored the situation practically every day over the Summer and the fan was always functioning; the issue now however, is the smell going into the breezeway; this will somehow have to be addressed; the heat issue will be continually monitored.

2nd and 4th Floor Sundecks/Patios

Occupants are reminded (Owners are advised to notify their tenants) that you are responsible for the cleanup and maintenance of your limited common property sundecks and patios which are for your exclusive use; these areas must be kept clean and not used for storage and drains underneath the lightweight paving stones must be kept cleaned for proper drainage; any owner/tenant not able to identify their drain is asked to call management for assistance. This is of particular importance now that the rainy weather is upon us; Management will be making arrangements with Adair Property Maintenance to identify the location of each decks drain for quick access should an issue arise.

Garage Water Ingress Repair

Elsco Construction Ltd. attended the building in June to repair cracks in the underground parkade when water was penetrating in the ceiling floors and exterior walls mainly from building settling; the liquid injection method was used and provides a 5-year warranty; as some members of Council were questioning if the work had been completed, management was asked to clarify with Elsco; management made arrangements with Elsco to meet two(2) members of council to check out the work done; Elsco attended the building in November to complete the work.

Elevator Cab Camera

At the request of council Management received a quote from Citiloc Systems for the supply and installation for the elevator cab; Council has reviewed and will monitor the situation.

Additional Signage for Recycling Area, Garbage Room and Garage Entry Gate

Management and Council discussed the need for additional signage in the garbage/recycling room and at the main entry gate; Mark-Rite Signs to provide a quote; this area is now being constantly monitored and Yeoman Property Maintenance is cleaning up any mess.

Unit #202 Electric Baseboard Heaters

It was reported to Management and Council that all of the electric baseboard heaters for Unit #202 are missing; Management had Adair Property Maintenance and Y-Tech Electric investigate; a report was given to management for council's review.

Alarm Panel Trouble

Bartec Fire Safety Systems attended the building in late June to investigate a fire alarm trouble; found a ground fault on the panel with the LCD display saying ground fault; checked system wiring and looked around the building for any visible sign of trouble; nothing evident; returned twice next day and panel was clear of trouble; if a problem reoccurs, further investigation may be required; however, in the meantime it will be monitored.

Parking Stall Clarification

As there was an issue with the use of parking stalls from a unit which management was required to clarify, all owners are asked to contact management if they are not sure of their correct parking stalls.

NEW BUSINESS

Storage Locker on P-2 Residential Parking

Management has been talking to a strata lawyer with reference to the necessary documentation and drawing required for a $\frac{3}{4}$ Vote resolution designating the nine (9) storage lockers on the P-2 Residential level as Limited Common Property for the nine (9) strata lot owners; the required drawings and Resolution are now complete and will be put in the upcoming AGM package.

Elevator Lobby Windows

Management has verified with Adair Property Maintenance that these windows are deemed a means of egress from the building and cannot be permanently screwed shut.

Power Washing Parking Levels

Yeoman Property Maintenance thoroughly cleaned the bike room area as per management's instructions from Council.

Landscaping in Courtyard & Rear Lane

Tanya Hockley Gardeners attended the building in October to complete a fall cleanup, trimmed boxwoods, maples et al; planted flowers and bulbs.

Adair Property Maintenance

Adair Property Maintenance attended the building on four (4) separate occasions October thru January; oversaw the installation of the new electrical panel closet in the main west corridor by Steelhead Construction; repaired (re-leveled) various front courtyard pavers; cleaned bird droppings from building's front awnings and installed stainless steel bird spikes to various areas and checked/cleaned roof, gutters and drains.

Electrical Panel Closet

Steelhead Contracting attended the building in November to frame in and install steel studding/steel door to the new electrical panel in the west main floor hallway; Bikrams was supplied a key.

Engineered Air MUA

McQuay Factory Service attended the building on October 17th to perform the regularly scheduled preventative maintenance on the Engineered Air MUA; checked the parkade exhaust fans for proper function, changed filters, checked belts and pulleys, inspected all electrical connections and relays; all checked okay; McQuay also advised management that the 2012 HVAC Service Agreement will be offered at the same price as the previous year (i.e. \$243.34 plus tax per quarter).

4th Floor Hot Water Tank Replacement

Management received a cheque from Aviva in the amount of \$7,161.54 on November 2nd for the insurance claim for the replacement of the hot water boiler in late August.

Repairs and Testing of the Remaining No Access In-Suite Fire Devices

Bartec Fire Safety Systems attended the building on October 27th and 28th to inspect units #206, 212, 213, 302 and 304 as they had not provided assess for the required annual fire safety systems; replaced a smoke alarm in unit #206.

Y-Tech Electrical Services Maintenance

Y-Tech Electrical Services attended the building on October 4th thru 11th to repair lighting in the parkade, replace ballasts, relamp stairwell and hallway fixtures and relamp/install new ballasts in some outside fixtures.

Citiloc Systems Ltd.

Citiloc Systems Ltd. attended the building on October 25th as the master key was not working on a number of common area doors; re-keyed a couple of doors, checked all building common doors, lubricated locks and made sure that the master key worked in all locks; attended the building on October 31st to repair Sunshine Diner front door cylinder; re-programmed a fob (all access) for Yeoman Property Maintenance on November 9th; programmed enterphone for unit #311 on November 14th.

Insurance Appraisal Service Authorization

Management signed the required Insurance Appraisal Service 3-year renewal contract starting July 2012 with Normac Appraisals Ltd.

Yeoman Property Maintenance Janitorial Contract

Yeoman Property Maintenance advised management that the fee for the janitorial contract would be increasing \$45.00 per month effective January 2012, as their costs of operation have increased significantly over the past year.

Elevating Devices Operating Permit

Management received the annual Elevating Devices Operating Permit (expiring October 2012) from the British Columbia Safety Authority.

Irrigation System Winterization

University Sprinklers Systems Inc. attended the building on November 25th to close the master valve and blow-out system for the winter.

Ceiling Leak in Bopomo Photography Studio

National Plumbing attended the building on January 3rd to investigate a reported pool of water on the floor and a water stain in the ceiling; cut out a small hole in ceiling and observed it was dry to touch; Adair Property Maintenance discovered that the above residential unit #210 had a washer hose problem that had been subsequently repaired; an access panel has been installed in the ceiling for future need..

Correspondence

Management dealt with all correspondence and inquiries as required.

There being no further business, the meeting was ended at 7:15 P.M.
The next meeting of the Council will take place on April 18, 2012 at 6:00 p.m. in the Sunshine Diner.

Michael Bertrand
Property Manager/Broker Owner
General Office #604-263-8800 (24 hours)
E-mail: prudential@prudentialunitedrealty.com

IMPORTANT REMINDERS

Move-In/Move-Out Procedure

Owners are reminded there is a mandatory \$100.00 cash deposit for the elevator key. Any damage occurring as a result of a move will be the sole responsibility of the owner. Anyone caught propping the elevator door open will be fined according to the bylaws. Anyone requiring an elevator key is asked to contact the Management Company at least three(3) days in advance in order that arrangements can be made for the elevator pads to be put up and the elevator key made available. Owners must advise their tenants of the above.

E-mail Addresses

Due to problems with sometimes not being able to reach Owners, Owners are asked to provide Management with their current e-mail address. Please forward your e-mail address to Michael Bertrand or Mark Epstein at prudential@prudentialunitedrealty.com. Your cooperation with regards to this matter is greatly appreciated

Strata Maintenance Fees

Owners are reminded: Monthly maintenance fees are due and payable on the first of each month. Delinquent accounts are subject to late payment penalties and interest charges in accordance with the Standard Bylaws governing the Strata Corporation. To avoid collection action and to ensure that your Strata Corporation maintains sufficient operating revenue, please keep your account up to date. Please contact the management company to make payment arrangements.

Unauthorized Use of Parking Stalls

All occupants should verify the stall numbers and location of their parking stalls; any vehicles parking other than in their own stalls will be towed at the owner's expense

Commercial Reserved Parking Stalls

Reserved Parking signs for the commercial businesses have been installed in the P-1 level of the parking garage; the unmarked parking stalls in the P1 level are for the exclusive use of the commercial business clientele only and are not to be used as visitor parking for the residential occupants; violators will be towed without notice and at their cost

Residential Recycling

ALL OCCUPANTS ARE ASKED TO PLEASE BREAKDOWN YOUR PACKAGING BEFORE PUTTING IT IN THE RECYCLING CONTAINER, SOME OCCUPANTS ARE THROWING THEIR PACKAGING INTO THIS AREA. THIS AREA IS NOW UNDER VIDEO SURVEILLANCE.

VERY IMPORTANT REQUEST

**To: All Owners Strata Plan BCS 2691
Maguire Building**

In an effort to minimize Administration Costs, which effect your Annual Budget and your Maintenance Fees, your Strata Council and Management would like to request that you please forward your e-mail address to Prudential United Realty at prudential@prudentialunitedrealty.com at your earliest convenience; henceforth all future Council Minutes, Notices of AGM or SGM can be e-mailed rather than mailed. (Hardcopies will still be sent out by mail if you so wish.) Your co-operation with respect to the above is greatly appreciated.

Thank you

**Prudential United Realty
Property Managers for Strata Plan BCS 2691
Per: Michael Bertrand – Property Manager**

February 10, 2012

To All Owners
Strata Plan BCS 2691
The Maguire Building
2665 West Broadway
Vancouver, B.C.
V6K 2G2

Dear Owner:

RE: ANNUAL GENERAL MEETING

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

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

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

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

Yours truly,

**PRUDENTIAL UNITED REALTY
PROPERTY MANAGEMENT DIVISION**
Agent for the Owners

Michael A. Bertrand
Property Manager/Broker Owner

Encls.

To All Owners
Strata Plan BCS 2691
The Maguire Building
2665 West Broadway
Vancouver, B.C.
V6K 2G2

NOTICE OF THE ANNUAL GENERAL MEETING

DATE: Wednesday, February 29, 2012

TIME: 6:00 P.M. – Registration commences at 5:45 P.M.

PLACE: The Sunshine Diner, 2649 West Broadway, Vancouver, B.C.

AGENDA:

1. The Chairperson calls the meeting to order at 6:00 p.m.
2. Calling of the roll and certification of proxies
3. Proof of Notice of Meeting or waiver of Notice
4. Approval of the Minutes of the Annual General Meeting held Thursday, February 17, 2011
5. Acknowledge of receipt of report on insurance coverage (attached)
6. Report from President
7. Finance Report – Year 2011
 - a) Motion for Acceptance of Budget – (Majority Vote)
8. Resolutions:
 - a) $\frac{3}{4}$ Vote – Previous Retained Earnings
 - b) $\frac{3}{4}$ Vote – Designation of Limited Common Property
9. General Discussion
10. Election of Council
11. Adjournment

**MINUTES
OF THE ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN BCS 2691
THE MAGUIRE BUILDING**

Held on Thursday, February 17, 2011
Within the Sunshine Diner
2649 West Broadway, Vancouver, BC

PRESENT: 17 Owners in person, or by proxy.

AGENTS: Mark Epstein, Prudential United Realty
Bill McGinty

The Owners elected Mark Epstein to chair the meeting; the meeting was called to order at 6:48 p.m.

CALLING THE ROLL AND CERTIFICATION OF PROXIES:

Management presented the roll, which was a sign-in sheet that all owners present in person or by proxy had signed and reported that a sufficient number of owners were present or by proxy to form a Quorum, and the meeting proceeded.

PROOF OF NOTICE:

It was moved (suite #312); seconded (suite #212) that the notice dated January 28, 2011 complied with the notice requirements. **CARRIED.**

APPROVAL OF MINUTES:

It was moved (suite #212), seconded (suite #313) to approve the minutes of the February 9, 2010 AGM. **CARRIED.**

REPORT ON INSURANCE:

After an explanation of the insurance policy, and some discussion, receipt of details on insurance was acknowledged.

PRESIDENT'S REPORT:

The highlights of the past year were listed by the President:

- The security of the building has been improved: new enterphone was installed and new fobs and remotes distributed; the lobby security camera has been re-positioned; front door astragal plate installed; additional prox readers installed in courtyard and between P1 and P2 parking levels
- Repainted all hallways, lobby and elevator doors and frames

Minutes of the Annual General Meeting
The Owners Strata Plan BCS 2691
Held on Thursday, February 17, 2011

FINANCE REPORT / BUDGET APPROVAL:

Mark Epstein presented the 2011 proposed budget to the owners for review. Following explanations and some discussion, it was moved (suite #2677), seconded (suite #312) to approve the budget as presented (increasing the maintenance fees by 3%). A vote was taken.
CARRIED UNANIMOUSLY

NEW BUSINESS:

Bikram Electrical Issue: Owners discussed the electrical issue involving Bikrams and were advised that management and council are dealing with the matter.

Ad Billboard on East Wall: The Strata Corporation has been approached to allow an advertising billboard to be placed on the east wall of the building. As this is a potential revenue source for the Strata Corporation, it will be considered by the new council.

ELECTION OF COUNCIL:

The following individuals volunteered to stand on Council for the 2011 term.

| | | | |
|--------------------|------------|--------------------|------------------|
| Dimitrios Pantsios | Suite #407 | Derek Okamura | #2635 Commercial |
| Paul Carpanini | Suite #401 | Wolfgang Schneider | Suite #312 |
| Margaret Partridge | Suite #313 | Terry Howe | Suite #204 |
| Dimitrios Giatas | Suite #101 | | |

The above were declared elected by acclamation.

There being no further business, the meeting was adjourned at 7:15 p.m.

A meeting of the Council will take place April 4, 2011 at 6:30 p.m. in the Sunshine Diner.

Michael Bertrand
Property Manager/Broker Owner
General Office #604-263-8800 (24 hours)
E-mail: prudential@prudentialunitedrealty.com

Mark Epstein
Property Manager

PLEASE NOTE: OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS OF THE APPLICABLE ITEMS OF THESE MINUTES!!!

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

THE MAGUIRE BUILDING
 APPROVED BUDGET OF OPERATING EXPENSES
 2665 WEST BROADWAY
 JANUARY 1/11 - DECEMBER 31/11

G.L.
 ACCOUNT
 NO.'s

| | 2010 BUDGET | 2011 BUDGET | monthly |
|---|-----------------------------|-----------------------------|----------------------------|
| REVENUE | | | |
| Strata Fees | 190501.08 | 196216.12 | 16351.34 |
| Gas Recovery | 14000.00 | 12000.00 | 1000.00 |
| Interest Income | 300.00 | 200.00 | 16.67 |
| Chargeback Income | | | |
| NSF Fees | | | |
| Miscellaneous Income | | | |
| Transfer From Reserves | 33400.75 | | |
| Vancity Membership Shares | | | |
| | ----- 238201.83 ----- | ----- 208416.12 ----- | ----- 17368.01 ----- |
| EXPENSES | | | |
| Janitorial/Snow Removal | 11500.00 | 12000.00 | 1000.00 |
| Maintenance & Repairs | 32500.00 | 32500.00 | 2708.33 |
| Maintenance & Repairs (Storage Lockers) | | 0.00 | |
| Electricity | 17500.00 | 15500.00 | 1291.67 |
| Gas | 26000.00 | 23500.00 | 1958.33 |
| Elevator Maintenance | 3650.00 | 4000.00 | 333.33 |
| HVAC Maintenance | 2000.00 | 2250.00 | 187.50 |
| Enterphone | 5000.00 | 5000.00 | 416.67 |
| Fire & Life Safety | 6000.00 | 7500.00 | 625.00 |
| Landscaping & Sprinklers | 3600.00 | 2500.00 | 208.33 |
| Garage Gate & Parkade | 6000.00 | 7500.00 | 625.00 |
| Water & Sewer | 12000.00 | 12000.00 | 1000.00 |
| Waste Removal/Recycling | 13000.00 | 15000.00 | 1250.00 |
| Audit/Bank/Legal | 2250.00 | 2250.00 | 187.50 |
| Management Fees | 19530.00 | 20160.00 | 1680.00 |
| Office Administration | 2500.00 | 2750.00 | 229.17 |
| Insurance & Appraisal | 19500.00 | 19500.00 | 1625.00 |
| Miscellaneous | 300.00 | 500.00 | 41.67 |
| Contingency Allocation | 21971.08 | 24006.12 | 2000.51 |
| Storage Locker Reserve Purchases | 33400.75 | | 0.00 |
| | ----- 238201.83 ----- | ----- 208416.12 ----- | ----- 17368.01 ----- |
| Total Expenses | 238201.83 | 208416.12 | 17368.01 |
| Net Income (Loss) | ----- -0.00 ----- | ----- 0.00 ----- | ----- 0.00 ===== |

THE MAGUIRE BUILDING
 APPROVED SCHEDULE OF ASSESSMENTS
 2665 WEST BROADWAY
 JANUARY 1/11 - DECEMBER 31/11

3.00%

| SUITE NO. | STRATA LOT NO. | UNIT ENTITLEMENT | -----ANNUAL----- ---ASSESSMENT--- | | -----MONTHLY----- ---ASSESSMENT--- | |
|--------------|----------------------|---------------------|--------------------------------------|-----------|---------------------------------------|----------|
| | | | 2010 | 2011 | 2010 | 2011 |
| 201 | 1 | 76 | 3064.09 | 3156.01 | 255.34 | 263.00 |
| 202 | 2 | 84 | 3386.63 | 3488.23 | 282.22 | 290.69 |
| 203 | 3 | 90 | 3628.53 | 3737.38 | 302.38 | 311.45 |
| 204 | 4 | 128 | 5160.57 | 5315.39 | 430.05 | 442.95 |
| 205 | 5 | 123 | 4958.99 | 5107.76 | 413.25 | 425.65 |
| 206 | 6 | 112 | 4515.50 | 4650.97 | 376.29 | 387.58 |
| 207 | 7 | 96 | 3870.43 | 3986.54 | 322.54 | 332.21 |
| 208 | 8 | 95 | 3830.11 | 3945.02 | 319.18 | 328.75 |
| 209 | 9 | 112 | 4515.50 | 4650.97 | 376.29 | 387.58 |
| 210 | 10 | 122 | 4918.67 | 5066.23 | 409.89 | 422.19 |
| 211 | 11 | 128 | 5160.57 | 5315.39 | 430.05 | 442.95 |
| 212 | 12 | 91 | 3668.85 | 3778.91 | 305.74 | 314.91 |
| 213 | 13 | 84 | 3386.63 | 3488.23 | 282.22 | 290.69 |
| 301 | 14 | 75 | 3023.77 | 3114.49 | 251.98 | 259.54 |
| 302 | 15 | 83 | 3346.31 | 3446.70 | 278.86 | 287.22 |
| 303 | 16 | 91 | 3668.85 | 3778.91 | 305.74 | 314.91 |
| 304 | 17 | 128 | 5160.57 | 5315.39 | 430.05 | 442.95 |
| 305 | 18 | 123 | 4958.99 | 5107.76 | 413.25 | 425.65 |
| 306 | 19 | 113 | 4555.82 | 4692.49 | 379.65 | 391.04 |
| 307 | 20 | 95 | 3830.11 | 3945.02 | 319.18 | 328.75 |
| 308 | 21 | 95 | 3830.11 | 3945.02 | 319.18 | 328.75 |
| 309 | 22 | 112 | 4515.50 | 4650.97 | 376.29 | 387.58 |
| 310 | 23 | 122 | 4918.67 | 5066.23 | 409.89 | 422.19 |
| 311 | 24 | 127 | 5120.26 | 5273.86 | 426.69 | 439.49 |
| 312 | 25 | 91 | 3668.85 | 3778.91 | 305.74 | 314.91 |
| 313 | 26 | 84 | 3386.63 | 3488.23 | 282.22 | 290.69 |
| 401 | 27 | 104 | 4192.97 | 4318.75 | 349.41 | 359.90 |
| 402 | 28 | 114 | 4596.14 | 4734.02 | 383.01 | 394.50 |
| 403 | 29 | 110 | 4434.87 | 4567.91 | 369.57 | 380.66 |
| 404 | 30 | 101 | 4072.01 | 4194.18 | 339.33 | 349.51 |
| 405 | 31 | 86 | 3467.26 | 3571.28 | 288.94 | 297.61 |
| 406 | 32 | 86 | 3467.26 | 3571.28 | 288.94 | 297.61 |
| 407 | 33 | 101 | 4072.01 | 4194.18 | 339.33 | 349.51 |
| 408 | 34 | 110 | 4434.87 | 4567.91 | 369.57 | 380.66 |
| 409 | 35 | 113 | 4555.82 | 4692.49 | 379.65 | 391.04 |
| 410 | 36 | 151 | 6087.86 | 6270.50 | 507.32 | 522.54 |
| 2681 | 37 | 154 | 5018.24 | 5168.78 | 418.19 | 430.73 |
| 2685 | 38 | 274 | 8928.55 | 9196.41 | 744.05 | 766.37 |
| 2679 | 39 | 162 | 5278.92 | 5437.29 | 439.91 | 453.11 |
| 2677 | 40 | 118 | 3845.14 | 3960.50 | 320.43 | 330.04 |
| 2649 | 41 | 130 | 4236.17 | 4363.26 | 353.01 | 363.60 |
| 2641 | 42 | 74 | 2411.36 | 2483.70 | 200.95 | 206.98 |
| 2635 | 43 | 102 | 3323.77 | 3423.48 | 276.98 | 285.29 |
| 2631 | 44 | 123 | 4008.07 | 4128.31 | 334.01 | 344.03 |
| 101 | 45 | 62 | 2020.33 | 2080.94 | 168.36 | 173.41 |
| | | 4955 | 190501.13 | 196216.16 | 15875.09 | 16351.35 |
| | | ===== | ===== | ===== | ===== | ===== |



COASTAL INSURANCE SERVICES LTD.

401 - 130 Brew Street, Port Moody, BC V3H 0E3 Tel: 604-937-1700 Fax: 604-937-1734

1322 Johnston Road, White Rock, BC V4B 3Z2 Tel: 604-531-1020 Fax: 604-531-2031

Toll Free: 1-800-665-3310 Website - www.coastalinsurance.com - e-mail: info@coastalinsurance.com

SUMMARY OF COVERAGES

Named Insured: Owners of Strata Plan BCS 2691 Maguire Building
 Location: 2631-2685 West Broadway, Vancouver, BC V6K 2G2
 Summary for: Prudential-United Realty

\$12,763,000 **All Property** - "All Risks" \$1,000 Deductible, Earthquake - 10% Deductible, Water Damage - \$5,000 Deductible, Sewer Backup - \$5,000 Deductible, Flood - \$10,000 Deductible, including Extended Replacement Cost, Bylaws.

REPLACEMENT **Blanket Glass** -subject to a Residential \$100 Deductible, Commercial \$250 Deductible

Commercial General Liability – Bodily Injury & "Broad Form" Property Damage
 Subject to \$500 Deductible per occurrence

\$10,000,000 Each Occurrence Limit

\$15,000,000 General Aggregate Limit

\$10,000,000 Products & Completed Operations Limit - *\$15,000,000 Aggregate Limit*

\$10,000,000 Personal & Advertising Injury Limit - *\$15,000,000 Aggregate Limit*

\$500,000 Tenants Legal Liability

\$10,000,000 Non-Owned Automobile

\$10,000 per person Medical Payments - \$25,000 *per occurrence*

Included Amendment – Automobile Exclusion Endorsement

Employees as Additional Named Insureds including any Property Management firms while acting on behalf of the Corporation.

\$2,000,000 **Directors & Officers Liability** - (Errors & Omissions), TO INCLUDE PROPERTY MANAGERS AS ADDITIONAL NAMED INSURED.

Condominium Discrimination Defense Costs - Covers legal defense costs for non compensatory damages from an unsuccessful action or complaint. \$10,000 per action, \$25,000 aggregate.

\$1,000,000 **Pollution and Remediation Legal Liability** - subject to a \$10,000 Retention.

Comprehensive Dishonesty, Disappearance and Destruction

\$10,000 Employee Dishonesty – Form A

\$5,000 Loss Inside/Outside the Premises, Money Orders and Counterfeit Paper Currency and Depositors Forgery

FULL VALUE **Equipment Breakdown** - insuring all Electrical & Mechanical Equipment, Fired & Unfired Pressure Vessels & Refrigeration Systems, Repair or Replacement. Subject to \$1,000 Deductible and a 24 hour waiting period for Business Interruption (if applicable). INCLUDES: Hot Water Supply & Storage Tanks, Pool Boiler and Filter Tanks, all Electrical Motors, Fans, Tanks, Pumps, Compressors, Switchgear, Switchboard, Air-Conditioning Units, Intercom, Phone and Security Systems.

POLICY TERM: 08/14/11 TO 08/14/12 mm/dd/yy 12:01 a.m. Standard Time

This is a generalized resume of coverages for quick reference. In all cases the terms and conditions of the policy in effect are the determining documents.

Date: August 12, 2011

E/OE/BG



COASTAL INSURANCE SERVICES LTD.

401 - 130 Brew Street, Port Moody, BC V3H 0E3 Tel: 604-937-1700 Fax: 604-937-1734
 1322 Johnston Road, White Rock, BC V4B 3Z2 Tel: 604-531-1020 Fax: 604-531-2031
 Toll Free: 1-800-665-3310 Website - www.coastalinsurance.com - e-mail: info@coastalinsurance.com



1983-2008

Policy No. CBCS 2691

DECLARATIONS

| | |
|---------------------------|--|
| Name of Insured: | The Owners of Strata Plan BCS 2691 Maguire Building |
| Location Address: | 2631-2685 West Broadway, Vancouver, BC V6K 2G2 |
| Additional Named Insured: | Prudential-United Realty, 201 - 2107 West 40th Avenue, Vancouver, BC V6M 1W4 |
| Policy Period: | 08/14/11 to 08/14/12 (mm/dd/yy) 12:01 a.m. Standard Time |
| Loss Payable to: | The Insured or Order in Accordance with the Strata Property Act of British Columbia. |
| Insurers: | As Per List of Participating Insurers Attached. |

Insurance is provided subject to the Declarations, Terms, Conditions, Limitations and Endorsements of this policy and only for those coverages for which specific limits or amounts of Insurance are shown on this Declaration Page.

| INSURING AGREEMENTS | Deductibles (\$) | Limits (\$) |
|---|--|---|
| PROPERTY - STR (06/08) All Property, All Risks, Extended Replacement Cost, Bylaws Water Damage Backup of Sewers, Sumps, Septic Tanks or Drains Earthquake Damage Flood Damage Key & Lock Replacement | 1,000 5,000 5,000 10% 10,000 250 | 12,763,000 Included Included Included Included 10,000 |
| BLANKET EXTERIOR GLASS - Form 820000 (02/06) | Residential Commercial 100 250 | Blanket |
| COMMERCIAL GENERAL LIABILITY - Form 000102 - 10 (04/10) Coverage A - Bodily Injury & Property Damage Liability - Per Occurrence General Aggregate Limit Products & Completed Operations - Per Occurrence General Aggregate Limit Coverage B - Personal & Advertising Injury Liability - Per Occurrence General Aggregate Limit - Aggregate Coverage C - Medical Payments - Any one Person Medical Payments - Per Occurrence Coverage D - Tenants Legal Liability Non-Owned Automobile - SPF #6 Form 335002 - 02 - Per Occurrence Contractual Liability - SEF #96 Form 335150 - 05 - Per Occurrence Excluding Long Term Leased Vehicle - S.E.F. No. 99 Form 335300 - 02 - Per Occurrence Amendment - Automobile Exclusion - Form 223654 - 01 - Aggregate Limited Pollution Liability Coverage - Form 000114 - 02 - Aggregate Employee Benefit Liability - Form 000200 - 05 - Aggregate | 500 500 500 500 500 500 1,000 | 10,000,000 15,000,000 10,000,000 15,000,000 10,000,000 15,000,000 10,000 25,000 500,000 10,000,000 10,000,000 10,000,000 Included 1,000,000 1,000,000 |
| DIRECTORS & OFFICERS LIABILITY - Form G/A2 (05/08) Condominium Discrimination Defense Costs - Per Occurrence Aggregate | | 2,000,000 10,000 25,000 |
| POLLUTION & REMEDIATION LEGAL LIABILITY - Form XLICL-PARL6CP-CN0510 (01/11) Limit of Liability - Each Loss, Remediation Expense or Legal Defense Expense | 10,000 Retention | 1,000,000 |
| VOLUNTEER ACCIDENT | | Not Insured |
| COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION Form 500000 (01/00) I Employee Dishonesty - Form A II Loss Inside the Premises III Loss Outside the Premises IV Money Orders and Counterfeit Paper Currency V Depositors Forgery | | 10,000 5,000 5,000 5,000 5,000 |
| EQUIPMENT BREAKDOWN I Physical Damage, Direct Damage, Standard Comprehensive Plus, Replacement Cost - Form C780016 (01/11) II Consequential Damage, 90% Co-Insurance - Form C780032 (01/11) III Extra Expense - Form C780033 (01/11) IV Ordinary Payroll - 90 Days - Form C780034 (01/11) | 1,000 1,000 24 Hour Waiting Period 24 Hour Waiting Period | 12,763,000 25,000 100,000 100,000 |

****ALL COVERAGES SUBJECT TO POLICY DEFINITIONS****
 This Policy contains a clause(s), which may limit the amount payable.
 This policy shall not be valid or binding unless countersigned by a duly Authorized Representative of the Insurer. For Purposes of the Insurance Companies Act (Canada), this document was issued in the course of Can-Sure Underwriting Ltd. - Economical Insurance Group insurance business in Canada.

President
Coastal Insurance Services Ltd.



COASTAL INSURANCE SERVICES LTD.

401 - 130 Brew Street, Port Moody, BC V3H 0E3 Tel: 604-937-1700 Fax: 604-937-1734
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Toll Free: 1-800-665-3310 Website - www.coastalinsurance.com - e-mail: info@coastalinsurance.com



SCHEDULE OF PARTICIPATING INSURERS

For The Owners of Strata Plan BCS 2691 Maguire Building
Policy # CBCS 2691

Term: 08/14/11 to 08/14/12 (mm/dd/yy) 12:01 a.m. Standard Time

| Insurer | Coverage | % | Limit (\$) |
|---|---|-----|---------------------------|
| Axa Pacific Insurance Company | Property | 35 | 4,467,050 |
| Royal and Sun Alliance Insurance Company of Canada | Property | 30 | 3,828,900 |
| As arranged by Can-Sure Underwriting Ltd.: * The Economical Insurance Group 100% | Property | 35 | 4,467,050 |
| Aviva Insurance Company of Canada | Commercial General Liability Per Occurrence Limit General Aggregate Limit | 100 | 10,000,000 15,000,000 |
| Aviva Insurance Company of Canada | Directors & Officers Liability | 100 | 2,000,000 |
| Aviva Insurance Company of Canada | Employee Dishonesty - Form A | 100 | 10,000 |
| Aviva Insurance Company of Canada | Comprehensive Dishonesty, Disappearance and Destruction | 100 | 5,000 |
| Aviva Insurance Company of Canada | Glass | 100 | Blanket Exterior Coverage |
| XL Insurance Company Ltd. | Pollution & Remediation Legal Liability | 100 | 1,000,000 |
| Aviva Insurance Company of Canada | Equipment Breakdown | 100 | 12,763,000 |
| | Volunteer Accident Plan | | Not Insured |

DISCLOSURE NOTICE - UNDER THE FINANCIAL INSTITUTIONS ACT

The Financial Institutions act requires that the information contained in this Disclosure Notice be provided to a customer in writing at the time of entering into an insurance transaction.

- I, Marjorie Andersen, am licensed as a general insurance agent by the Insurance Council of British Columbia
- This transaction is between you and Axa Pacific Insurance Company Royal and Sun Alliance Insurance Company of Canada As arranged by Can-Sure Underwriting Ltd. * The Economical Insurance Group - 100% (Insurer) and as indicated on the policies.
- In soliciting the transaction described above, I am representing Coastal Insurance Services Ltd. who does business with the Insurer
- The nature and extent of the Insurer's interest in the agency is none.
- Upon completion of this transaction, the agent will be remunerated by way of commission or fee by the Insurer
- The Financial Institutions act prohibits the Insurer from requiring you to transact additional or other business with the Insurer or any other person or Corporation as a condition of this transaction.

Total Premium

\$17,751

E&OE/BG

Insured's Copy



Prudential - United Realty

#201 - 2107 West 40th Avenue, Vancouver, BC V6M 1W4

Bus (604) 263-8800 Fax (604) 263-0864

**UNAUDITED
FINANCIAL STATEMENTS**

For the period ended

December 31, 2011

Prepared By:

**PRUDENTIAL UNITED REALTY
FOR THE MANAGEMENT PURPOSES OF**

**The Maguire Building
BCS 2691**

(AFTER YEAR END ADJUSTMENTS)

INCOME STATEMENT

For the 12 Months Ending December 31, 2011

Budget Comparison to Original Budget

The Maguire

| | C U R R E N T M O N T H | | | Y E A R T O D A T E | | |
|---------------------------------------|-------------------------|------------------|-------------------|---------------------|-------------------|-----------------|
| | Actual | Budget | Variance \$ | Actual | Budget | Variance \$ |
| REVENUE | | | | | | |
| Regular Assessments | 16,351.37 | 16,351.34 | .03 | 196,216.44 | 196,216.12 | .32 |
| Gas Recovery | 885.82 | 1,000.00 | (114.18) | 8,895.52 | 12,000.00 | (3,104.48) |
| Miscellaneous Revenue | 0.00 | 0.00 | 0.00 | 336.50 | 0.00 | 336.50 |
| Vancity Membership Shares | 0.00 | 0.00 | 0.00 | 3.13 | 0.00 | 3.13 |
| Chargeback Revenue | 115.36 | 0.00 | 115.36 | 3,444.37 | 0.00 | 3,444.37 |
| Bank Interest | 27.05 | 16.66 | 10.40 | 374.04 | 200.00 | 174.04 |
| TOTAL REVENUE | 17,379.61 | 17,368.00 | 11.61 | 209,270.00 | 208,416.12 | 853.88 |
| EXPENSES | | | | | | |
| Cleaning - Janitorial/Snow Removal | 2,022.72 | 1,000.00 | (1,022.72) | 12,136.32 | 12,000.00 | (136.32) |
| Cleaning - Waste Removal/Recycling | 1,296.08 | 1,250.00 | (46.08) | 15,983.23 | 15,000.00 | (983.23) |
| R&M - General Maintenance | 4,436.75 | 2,708.33 | (1,728.42) | 42,040.55 | 32,500.00 | (9,540.55) |
| R&M - HVAC Maintenance | 0.00 | 187.50 | 187.50 | 1,192.71 | 2,250.00 | 1,057.29 |
| R&M - Garage Gate/Parkade | 0.00 | 625.00 | 625.00 | 274.06 | 7,500.00 | 7,225.94 |
| R&M - Elevator | 258.17 | 333.33 | 75.16 | 3,236.42 | 4,000.00 | 763.58 |
| R&M - Enterphone | 257.87 | 416.66 | 158.79 | 1,949.88 | 5,000.00 | 3,050.12 |
| R&M - Fire & Life Safety | 57.40 | 625.00 | 567.60 | 10,159.34 | 7,500.00 | (2,659.34) |
| Utilities - Electricity | 2,506.64 | 1,291.66 | (1,214.98) | 15,353.36 | 15,500.00 | 146.64 |
| Utilities - Water/Sewer | 3,347.16 | 1,000.00 | (2,347.16) | 12,336.20 | 12,000.00 | (336.20) |
| Utilities - Gas | 5,281.72 | 1,958.33 | (3,323.39) | 23,110.40 | 23,500.00 | 389.60 |
| Outside Mtce - Landscaping/Sprinklers | 723.77 | 208.33 | (515.44) | 2,191.84 | 2,500.00 | 308.16 |
| Contingency Fund Allocation | 2,000.51 | 2,000.51 | 0.00 | 24,006.12 | 24,006.12 | 0.00 |
| Admin - Management Fees | 1,680.00 | 1,680.00 | 0.00 | 20,160.00 | 20,160.00 | 0.00 |
| Office - Administration | 147.26 | 229.16 | 81.90 | 1,855.43 | 2,750.00 | 894.57 |
| Office - Miscellaneous | 0.00 | 41.66 | 41.66 | 0.00 | 500.00 | 500.00 |
| Insurance/Appraisal | 1,479.25 | 1,625.00 | 145.75 | 15,644.65 | 19,500.00 | 3,855.35 |
| Audit/Bank/Legal | 79.50 | 187.50 | 108.00 | 1,048.46 | 2,250.00 | 1,201.54 |
| TOTAL EXPENSES | 25,574.80 | 17,367.97 | (8,206.83) | 202,678.97 | 208,416.12 | 5,737.15 |
| NET INCOME <LOSS> | (8,195.19) | .03 | (8,195.22) | 6,591.03 | 0.00 | 6,591.03 |

Prudential United Realty
BALANCE SHEET

January 26, 2012 10:55 AM

Page 1

For the 12 Months Ending December 31, 2011
The Maguire

Budget Comparison to Original Budget

| | C U R R E N T M O N T H | | | Y E A R T O D A T E | | |
|--|-------------------------|--------|-------------|---------------------|--------|-------------|
| | Actual | Budget | Variance \$ | Actual | Budget | Variance \$ |

ASSETS:

Current Assets:

| | | | | | | |
|------------------------------|------------|------|------------|------------|------|--------------|
| Bank - Operating | 3,900.02 | 0.00 | (3,900.02) | 23,030.75 | 0.00 | (23,030.75) |
| Bank - Contingency | 2,092.55 | 0.00 | (2,092.55) | 91,950.62 | 0.00 | (91,950.62) |
| Bank - Vancity Equity Shares | 0.00 | 0.00 | 0.00 | 55.12 | 0.00 | (55.12) |
| Accounts Receivable | 488.96 | 0.00 | (488.96) | 1,039.75 | 0.00 | (1,039.75) |
| Prepaid Insurance | (1,479.25) | 0.00 | 1,479.25 | 11,834.00 | 0.00 | (11,834.00) |
| Total Current Assets: | 5,002.28 | 0.00 | (5,002.28) | 127,910.24 | 0.00 | (127,910.24) |

TOTAL ASSETS

| | | | | | | |
|--|----------|------|------------|------------|------|--------------|
| | 5,002.28 | 0.00 | (5,002.28) | 127,910.24 | 0.00 | (127,910.24) |
|--|----------|------|------------|------------|------|--------------|

LIABILITIES:

| | | | | | | |
|--------------------------------|-----------|------|-----------|-----------|------|-----------|
| Accounts Payable | 11,104.92 | 0.00 | 11,104.92 | 11,323.03 | 0.00 | 11,323.03 |
| Accounts Payable - Contingency | 0.00 | 0.00 | 0.00 | (.04) | 0.00 | (.04) |

TOTAL LIABILITIES

| | | | | | | |
|--|-----------|------|-----------|-----------|------|-----------|
| | 11,104.92 | 0.00 | 11,104.92 | 11,322.99 | 0.00 | 11,322.99 |
|--|-----------|------|-----------|-----------|------|-----------|

EQUITY

| | | | | | | |
|---------------------|------------|------|------------|-----------|------|-----------|
| Contingency Reserve | 2,092.55 | 0.00 | 2,092.55 | 91,950.62 | 0.00 | 91,950.62 |
| Retained Earnings | 0.00 | 0.00 | 0.00 | 18,045.60 | 0.00 | 18,045.60 |
| Current Year Income | (8,195.19) | .03 | (8,195.22) | 6,591.03 | 0.00 | 6,591.03 |

TOTAL EQUITY

| | | | | | | |
|--|------------|-----|------------|------------|------|------------|
| | (6,102.64) | .03 | (6,102.67) | 116,587.25 | 0.00 | 116,587.25 |
|--|------------|-----|------------|------------|------|------------|

TOTAL LIABILITIES & EQUITY

| | | | | | | |
|--|----------|-----|----------|------------|------|------------|
| | 5,002.28 | .03 | 5,002.25 | 127,910.24 | 0.00 | 127,910.24 |
|--|----------|-----|----------|------------|------|------------|

THE MAGUIRE BUILDING
 PROPOSED BUDGET OF OPERATING EXPENSES
 2665 WEST BROADWAY

JANUARY 1/12 - DECEMBER 31/12

G.L.
 ACCOUNT
 NO.'s

| | 2011 BUDGET | 2012 BUDGET | monthly |
|---------------------------|----------------|----------------|----------|
| REVENUE | | | |
| Strata Fees | 196216.12 | 196216.12 | 16351.34 |
| Gas Recovery | 12000.00 | 9500.00 | 791.67 |
| Interest Income | 200.00 | 375.00 | 31.25 |
| Chargeback Income | | | |
| NSF Fees | | | |
| Miscellaneous Income | | | |
| Transfer From Reserves | | | |
| Vancity Membership Shares | | | |
| | ----- | ----- | ----- |
| | 208416.12 | 206091.12 | 17174.26 |
| | ----- | ----- | ----- |
| EXPENSES | | | |
| Janitorial/Snow Removal | 12000.00 | 12000.00 | 1000.00 |
| Maintenance & Repairs | 32500.00 | 31181.12 | 2598.43 |
| Electricity | 15500.00 | 17500.00 | 1458.33 |
| Gas | 23500.00 | 23500.00 | 1958.33 |
| Elevator Maintenance | 4000.00 | 4000.00 | 333.33 |
| HVAC Maintenance | 2250.00 | 2250.00 | 187.50 |
| Enterphone | 5000.00 | 3500.00 | 291.67 |
| Fire & Life Safety | 7500.00 | 9000.00 | 750.00 |
| Landscaping & Sprinklers | 2500.00 | 2500.00 | 208.33 |
| Garage Gate & Parkade | 7500.00 | 4000.00 | 333.33 |
| Water & Sewer | 12000.00 | 12000.00 | 1000.00 |
| Waste Removal/Recycling | 15000.00 | 15000.00 | 1250.00 |
| Audit/Bank/Legal | 2250.00 | 2250.00 | 187.50 |
| Management Fees | 20160.00 | 20160.00 | 1680.00 |
| Office Administration | 2750.00 | 2750.00 | 229.17 |
| Insurance & Appraisal | 19500.00 | 19000.00 | 1583.33 |
| Miscellaneous | 500.00 | 500.00 | 41.67 |
| Contingency Allocation | 24006.12 | 25000.00 | 2083.33 |
| | ----- | ----- | ----- |
| Total Expenses | 208416.12 | 206091.12 | 17174.26 |
| | ----- | ----- | ----- |
| Net Income (Loss) | 0.00 | 0.00 | 0.00 |
| | ----- | ----- | ===== |

THE MAGUIRE BUILDING
 PROPOSED SCHEDULE OF ASSESSMENTS
 2665 WEST BROADWAY
 JANUARY 1/12 - DECEMBER 31/12

0.00%

| SUITE NO. | STRATA | | -----ANNUAL----- ---ASSESSMENT--- | | -----MONTHLY----- ---ASSESSMENT--- | |
|--------------|------------|---------------------|--------------------------------------|-----------|---------------------------------------|----------|
| | LOT NO. | UNIT ENTITLEMENT | 2011 | 2012 | 2011 | 2012 |
| 201 | 1 | 76 | 3156.01 | 3156.01 | 263.00 | 263.00 |
| 202 | 2 | 84 | 3488.23 | 3488.23 | 290.69 | 290.69 |
| 203 | 3 | 90 | 3737.38 | 3737.38 | 311.45 | 311.45 |
| 204 | 4 | 128 | 5315.39 | 5315.39 | 442.95 | 442.95 |
| 205 | 5 | 123 | 5107.76 | 5107.76 | 425.65 | 425.65 |
| 206 | 6 | 112 | 4650.97 | 4650.97 | 387.58 | 387.58 |
| 207 | 7 | 96 | 3986.54 | 3986.54 | 332.21 | 332.21 |
| 208 | 8 | 95 | 3945.02 | 3945.02 | 328.75 | 328.75 |
| 209 | 9 | 112 | 4650.97 | 4650.97 | 387.58 | 387.58 |
| 210 | 10 | 122 | 5066.23 | 5066.23 | 422.19 | 422.19 |
| 211 | 11 | 128 | 5315.39 | 5315.39 | 442.95 | 442.95 |
| 212 | 12 | 91 | 3778.91 | 3778.91 | 314.91 | 314.91 |
| 213 | 13 | 84 | 3488.23 | 3488.23 | 290.69 | 290.69 |
| 301 | 14 | 75 | 3114.49 | 3114.49 | 259.54 | 259.54 |
| 302 | 15 | 83 | 3446.70 | 3446.70 | 287.22 | 287.22 |
| 303 | 16 | 91 | 3778.91 | 3778.91 | 314.91 | 314.91 |
| 304 | 17 | 128 | 5315.39 | 5315.39 | 442.95 | 442.95 |
| 305 | 18 | 123 | 5107.76 | 5107.76 | 425.65 | 425.65 |
| 306 | 19 | 113 | 4692.49 | 4692.49 | 391.04 | 391.04 |
| 307 | 20 | 95 | 3945.02 | 3945.02 | 328.75 | 328.75 |
| 308 | 21 | 95 | 3945.02 | 3945.02 | 328.75 | 328.75 |
| 309 | 22 | 112 | 4650.97 | 4650.97 | 387.58 | 387.58 |
| 310 | 23 | 122 | 5066.23 | 5066.23 | 422.19 | 422.19 |
| 311 | 24 | 127 | 5273.86 | 5273.86 | 439.49 | 439.49 |
| 312 | 25 | 91 | 3778.91 | 3778.91 | 314.91 | 314.91 |
| 313 | 26 | 84 | 3488.23 | 3488.23 | 290.69 | 290.69 |
| 401 | 27 | 104 | 4318.75 | 4318.75 | 359.90 | 359.90 |
| 402 | 28 | 114 | 4734.02 | 4734.02 | 394.50 | 394.50 |
| 403 | 29 | 110 | 4567.91 | 4567.91 | 380.66 | 380.66 |
| 404 | 30 | 101 | 4194.18 | 4194.18 | 349.51 | 349.51 |
| 405 | 31 | 86 | 3571.28 | 3571.28 | 297.61 | 297.61 |
| 406 | 32 | 86 | 3571.28 | 3571.28 | 297.61 | 297.61 |
| 407 | 33 | 101 | 4194.18 | 4194.18 | 349.51 | 349.51 |
| 408 | 34 | 110 | 4567.91 | 4567.91 | 380.66 | 380.66 |
| 409 | 35 | 113 | 4692.49 | 4692.49 | 391.04 | 391.04 |
| 410 | 36 | 151 | 6270.50 | 6270.50 | 522.54 | 522.54 |
| 2681 | 37 | 154 | 5168.78 | 5168.78 | 430.73 | 430.73 |
| 2685 | 38 | 274 | 9196.41 | 9196.41 | 766.37 | 766.37 |
| 2679 | 39 | 162 | 5437.29 | 5437.29 | 453.11 | 453.11 |
| 2677 | 40 | 118 | 3960.50 | 3960.50 | 330.04 | 330.04 |
| 2649 | 41 | 130 | 4363.26 | 4363.26 | 363.60 | 363.60 |
| 2641 | 42 | 74 | 2483.70 | 2483.70 | 206.98 | 206.98 |
| 2635 | 43 | 102 | 3423.48 | 3423.48 | 285.29 | 285.29 |
| 2631 | 44 | 123 | 4128.31 | 4128.31 | 344.03 | 344.03 |
| 101 | 45 | 62 | 2080.94 | 2080.94 | 173.41 | 173.41 |
| | | 4955 | 196216.16 | 196216.16 | 16351.35 | 16351.35 |

THE MAGUIRE BUILDING
MONTHLY CONTINGENCY FUND CONTRIBUTIONS
2665 WEST BROADWAY
JANUARY 1/12 - DECEMBER 31/12

25000.00

| SUITE NO. | STRATA LOT NO. | UNIT ENTITLEMENT | TOTAL CONTRIBUTION | MTHLY CONTRIBUTION |
|--------------|----------------------|---------------------|-----------------------|-----------------------|
| 201 | 1 | 76 | 384.45 | 32.04 |
| 202 | 2 | 84 | 424.92 | 35.41 |
| 203 | 3 | 90 | 455.27 | 37.94 |
| 204 | 4 | 128 | 647.50 | 53.96 |
| 205 | 5 | 123 | 622.20 | 51.85 |
| 206 | 6 | 112 | 566.56 | 47.21 |
| 207 | 7 | 96 | 485.62 | 40.47 |
| 208 | 8 | 95 | 480.56 | 40.05 |
| 209 | 9 | 112 | 566.56 | 47.21 |
| 210 | 10 | 122 | 617.15 | 51.43 |
| 211 | 11 | 128 | 647.50 | 53.96 |
| 212 | 12 | 91 | 460.33 | 38.36 |
| 213 | 13 | 84 | 424.92 | 35.41 |
| 301 | 14 | 75 | 379.39 | 31.62 |
| 302 | 15 | 83 | 419.86 | 34.99 |
| 303 | 16 | 91 | 460.33 | 38.36 |
| 304 | 17 | 128 | 647.50 | 53.96 |
| 305 | 18 | 123 | 622.20 | 51.85 |
| 306 | 19 | 113 | 571.62 | 47.63 |
| 307 | 20 | 95 | 480.56 | 40.05 |
| 308 | 21 | 95 | 480.56 | 40.05 |
| 309 | 22 | 112 | 566.56 | 47.21 |
| 310 | 23 | 122 | 617.15 | 51.43 |
| 311 | 24 | 127 | 642.44 | 53.54 |
| 312 | 25 | 91 | 460.33 | 38.36 |
| 313 | 26 | 84 | 424.92 | 35.41 |
| 401 | 27 | 104 | 526.09 | 43.84 |
| 402 | 28 | 114 | 576.68 | 48.06 |
| 403 | 29 | 110 | 556.44 | 46.37 |
| 404 | 30 | 101 | 510.92 | 42.58 |
| 405 | 31 | 86 | 435.04 | 36.25 |
| 406 | 32 | 86 | 435.04 | 36.25 |
| 407 | 33 | 101 | 510.92 | 42.58 |
| 408 | 34 | 110 | 556.44 | 46.37 |
| 409 | 35 | 113 | 571.62 | 47.63 |
| 410 | 36 | 151 | 763.84 | 63.65 |
| 2681 | 37 | 154 | 770.64 | 64.22 |
| 2685 | 38 | 274 | 1371.14 | 114.26 |
| 2679 | 39 | 162 | 810.68 | 67.56 |
| 2677 | 40 | 118 | 590.49 | 49.21 |
| 2649 | 41 | 130 | 650.54 | 54.21 |
| 2641 | 42 | 74 | 370.31 | 30.86 |
| 2635 | 43 | 102 | 510.43 | 42.54 |
| 2631 | 44 | 123 | 615.51 | 51.29 |
| 101 | 45 | 62 | 310.26 | 25.85 |
| | | ----- | ----- | ----- |
| | | 4955 | 25000.00 | 2083.33 |
| | | ===== | ===== | ===== |

THE MAGUIRE BUILDING
MONTHLY OPERATING FUND CONTRIBUTIONS
2665 WEST BROADWAY
JANUARY 1/12 - DECEMBER 31/12

171216.12

| SUITE NO. | STRATA LOT NO. | UNIT ENTITLEMENT | TOTAL CONTRIBUTION | MTHLY CONTRIBUTION |
|--------------|----------------------|---------------------|-----------------------|-----------------------|
| 201 | 1 | 76 | 2632.97 | 219.41 |
| 202 | 2 | 84 | 2910.13 | 242.51 |
| 203 | 3 | 90 | 3117.99 | 259.83 |
| 204 | 4 | 128 | 4434.48 | 369.54 |
| 205 | 5 | 123 | 4261.26 | 355.10 |
| 206 | 6 | 112 | 3880.17 | 323.35 |
| 207 | 7 | 96 | 3325.86 | 277.15 |
| 208 | 8 | 95 | 3291.22 | 274.27 |
| 209 | 9 | 112 | 3880.17 | 323.35 |
| 210 | 10 | 122 | 4226.61 | 352.22 |
| 211 | 11 | 128 | 4434.48 | 369.54 |
| 212 | 12 | 91 | 3152.64 | 262.72 |
| 213 | 13 | 84 | 2910.13 | 242.51 |
| 301 | 14 | 75 | 2598.33 | 216.53 |
| 302 | 15 | 83 | 2875.48 | 239.62 |
| 303 | 16 | 91 | 3152.64 | 262.72 |
| 304 | 17 | 128 | 4434.48 | 369.54 |
| 305 | 18 | 123 | 4261.26 | 355.10 |
| 306 | 19 | 113 | 3914.81 | 326.23 |
| 307 | 20 | 95 | 3291.22 | 274.27 |
| 308 | 21 | 95 | 3291.22 | 274.27 |
| 309 | 22 | 112 | 3880.17 | 323.35 |
| 310 | 23 | 122 | 4226.61 | 352.22 |
| 311 | 24 | 127 | 4399.83 | 366.65 |
| 312 | 25 | 91 | 3152.64 | 262.72 |
| 313 | 26 | 84 | 2910.13 | 242.51 |
| 401 | 27 | 104 | 3603.01 | 300.25 |
| 402 | 28 | 114 | 3949.46 | 329.12 |
| 403 | 29 | 110 | 3810.88 | 317.57 |
| 404 | 30 | 101 | 3499.08 | 291.59 |
| 405 | 31 | 86 | 2979.42 | 248.28 |
| 406 | 32 | 86 | 2979.42 | 248.28 |
| 407 | 33 | 101 | 3499.08 | 291.59 |
| 408 | 34 | 110 | 3810.88 | 317.57 |
| 409 | 35 | 113 | 3914.81 | 326.23 |
| 410 | 36 | 151 | 5231.30 | 435.94 |
| 2681 | 37 | 154 | 5277.85 | 439.82 |
| 2685 | 38 | 274 | 9390.47 | 782.54 |
| 2679 | 39 | 162 | 5552.03 | 462.67 |
| 2677 | 40 | 118 | 4044.07 | 337.01 |
| 2649 | 41 | 130 | 4455.33 | 371.28 |
| 2641 | 42 | 74 | 2536.11 | 211.34 |
| 2635 | 43 | 102 | 3495.72 | 291.31 |
| 2631 | 44 | 123 | 4215.43 | 351.29 |
| 101 | 45 | 62 | 2124.85 | 177.07 |
| | | ----- | ----- | ----- |
| | | 4955.00 | 171216.12 | 14268.01 |
| | | ===== | ===== | ===== |

¾ VOTE – PREVIOUS RETAINED EARNINGS

WHEREAS, the owners of Strata Plan BCS 2691 had “retained earnings” of \$18,045.60 at the end of their fiscal year ending December 31, 2011 and

WHEREAS, they wish to allocate these “retained earnings” in a specific way now therefore

BE IT RESOLVED, by a ¾ vote of the owners, Strata Plan BCS 2691 that the “retained earnings” be allocated in the following way:

to be transferred to the Contingency Reserve Fund

¾ VOTE – DESIGNATION OF LIMITED COMMON PROPERTY

WHEREAS the Owners, Strata Plan BCS 2691 (the "Strata Corporation") wishes to designate common property as limited common property for the exclusive use of Strata Lots 4, 12, 14, 15, 25, 27, 28, 30 and 31;

AND WHEREAS s. 74 of the *Strata Property Act* permits the Strata Corporation to designate common property as limited common property, if a resolution is approved by a ¾ vote of the owners at a general meeting;

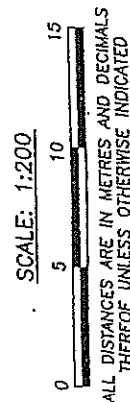
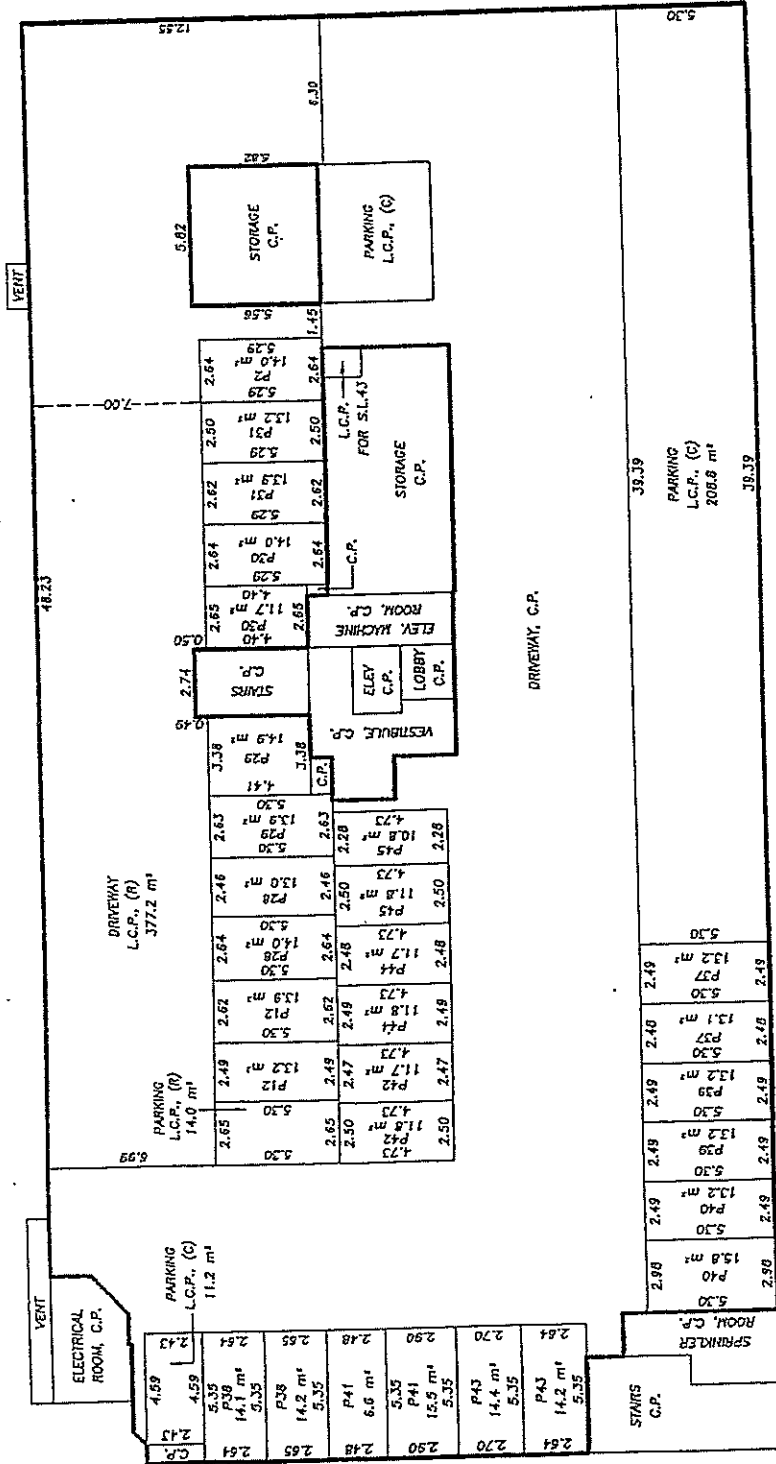
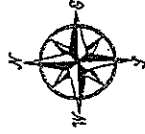
BE IT RESOLVED by a ¾ vote of **THE OWNERS, STRATA PLAN BCS 2691** (the "Strata Corporation") as follows:

- (a) the area of common property, outlined in bold on the Strata Plan for the Strata Corporation and attached here as Schedule "A", be designated as limited common property for Strata Lots 4, 12, 14, 15, 25, 27, 28, 30 and 31 (collectively, the "Strata Lots"): and
- (b) the explanatory plan attached here as Schedule "B" be filed in the Land Title Office, together with this resolution, to show the area of common property designated as limited common property for each of the Strata Lots.

STRATA PLAN BCS2691

SCHEDULE "A"

UNDERGROUND PARKING P1



J. C. Tam and Associates
 Canada and B.C. Land Surveyor
 115 - 8833 Odlin Crescent
 Richmond, B.C. V6X 3Z7
 Telephone: 214-8928
 Fax: 214-8929
 E-mail: office@jctam.com
 Job No. 3301
 Drawn By: KA

(Signature)
 JOHNSON C. TAM, B.C.L.S.

January 30th, 2009.

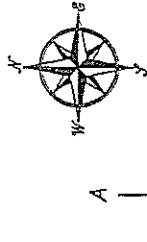
DWG No. 3301-EXP-6

STRATA PLAN BCS2691

Deposited in the Land Title office
at New Westminster, B.C. this _____ day
of _____, 20____

Deputy Registrar

Ref: _____



Certified correct according to
Land Title Office records and
Electronic Checklist #130686 filed
this 5th day of December, 2011.

[Signature]
JOHNSON C. TAM, B.C.L.S.

EXPLANATORY PLAN AMENDING STRATA PLAN BCS2691 DISTRICT LOT 192 GROUP 1 NEW WESTMINSTER DISTRICT

TO REMOVE COMMON PROPERTY AND TO RE-DESIGNATE LIMITED COMMON PROPERTY

FOR THE BENEFIT OF STRATA LOTS 4, 12, 14, 15, 25, 27, 28, 30 AND 31

PURSUANT TO SECTION 257 STRATA PROPERTY ACT

B.C.G.S. 92G.025

#2665 WEST BROADWAY,

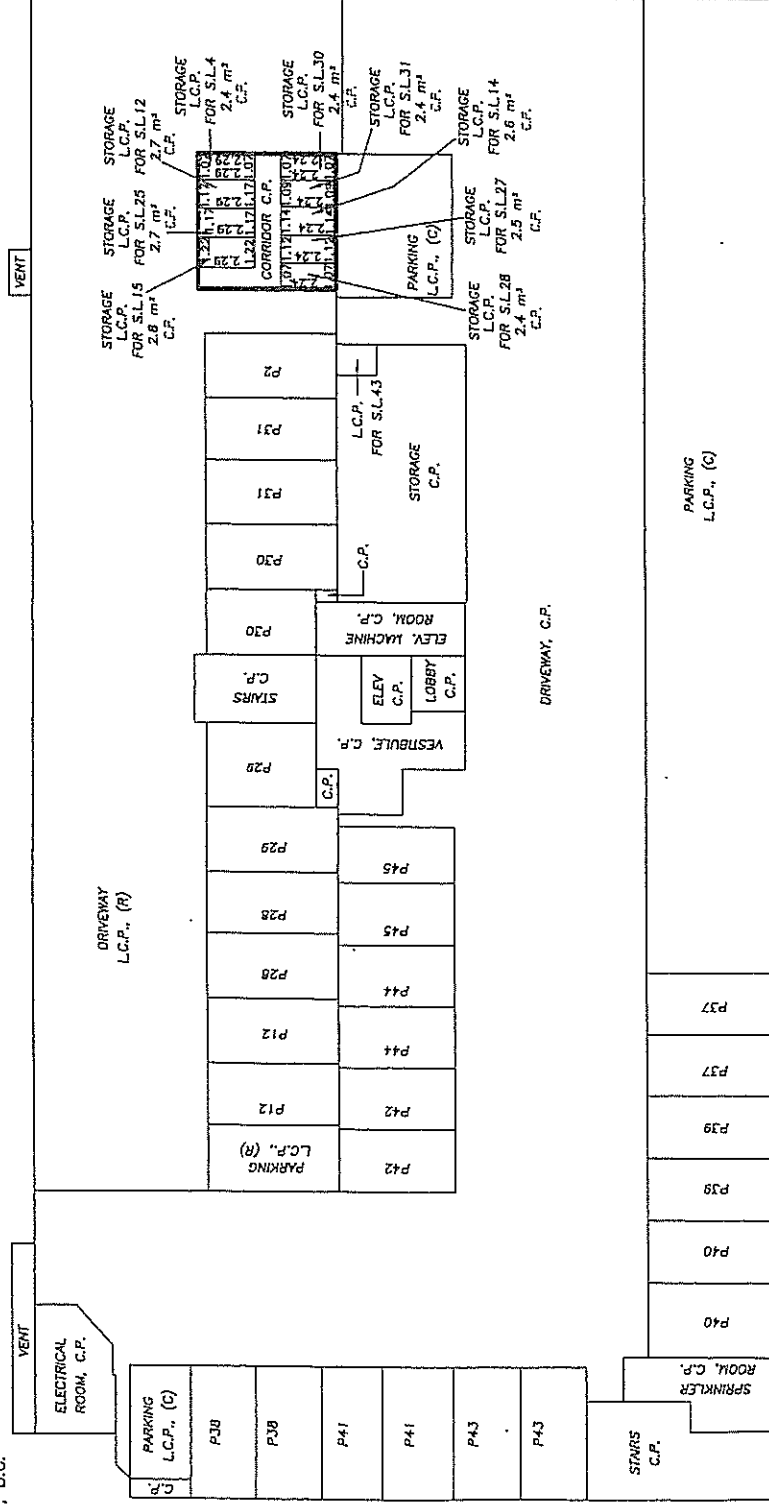
VANCOUVER, B.C.

SCALE: 1:200



ALL DISTANCES ARE IN METRES AND DECIMALS
THEREOF UNLESS OTHERWISE INDICATED

UNDERGROUND PARKING P1



LEGEND:

- L.C.P. denotes limited common property
- C.P. denotes common property
- S.L. denotes strata lot
- (R) denotes limited common property for use of S.L.1 to S.L.35
- P indicates parking, limited common property for use of strata lot number noted
- (C) denotes limited common property for use of S.L.37 to S.L.45

J. C. Tam and Associates
Canada and B.C. Land Surveyor
115 - 8833 Gadin Crescent
Richmond, B.C. V6X 3Z7
Telephone: 214-8928
Fax: 214-8929
E-mail: office@jctam.com
Job No. 3301
Drawn By: MY

DWG No. 3301-EXP-8

This plan lies within the Greater Vancouver Regional District.

PROXY

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

Strata Lot _____ of Owners Strata Plan BCS 2691 – The Maguire Building

Address _____

Hereby appoint _____

And failing him/her _____ President of the Strata Council _____

To be my/our proxy to vote at their discretion, unless indicated below, for me/us on my/our behalf at the Annual General Meeting of the Owners Strata Plan BCS 2691 The Maguire Building to be held on Wednesday, February 29, 2012.

OWNER'S SIGNATURE

**MINUTES
OF THE ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN BCS 2691
THE MAGUIRE BUILDING**

Held on Thursday, February 29, 2012
Within the Sunshine Diner
2649 West Broadway, Vancouver, BC

PRESENT: 16 Owners in person, or by proxy.

AGENTS: Mark Epstein, Prudential United Realty
Bill McGinty, Prudential United Realty

The Owners elected Mark Epstein to chair the meeting; the meeting was called to order at 6:22 p.m.

CALLING THE ROLL AND CERTIFICATION OF PROXIES:

Management presented the roll, which was a sign-in sheet that all owners present in person or by proxy had signed and reported that a sufficient number of owners were present or by proxy to form a Quorum, and the meeting proceeded.

PROOF OF NOTICE:

It was moved (suite #313); seconded (suite #212) that the notice dated February 10, 2012 complied with the notice requirements. **CARRIED.**

APPROVAL OF MINUTES:

It was moved (suite #407), seconded (suite #212) to approve the minutes of the February 17, 2011 AGM. **CARRIED.**

REPORT ON INSURANCE:

After an explanation of the insurance policy, and some discussion, receipt of details on insurance was acknowledged.

PRESIDENT'S REPORT:

The highlights of the past year were listed by the President:

The year was uneventful. All matters that needed attention (i.e. security) were dealt with by the Strata Council and Management.

Minutes of the Annual General Meeting
The Owners Strata Plan BCS 2691
Held on Wednesday, February 29, 2012

FINANCE REPORT / BUDGET APPROVAL:

Mark Epstein presented the 2012 proposed budget to the owners for review. Following explanations and some discussion, it was moved (suite #2635), seconded (suite #313) to approve the budget as presented (no increase in the maintenance fees). A vote was taken.
CARRIED UNANIMOUSLY.

¾ VOTE - PREVIOUS RETAINED EARNINGS:

A special resolution (attached) was presented to the owners for approval of the transfer of the retained earnings to the Contingency Reserve Fund. It was moved (#305), seconded (#407) to approve the special resolution as presented.
CARRIED UNANIMOUSLY.

¾ VOTE – DESIGNATION OF LIMITED COMMON PROPERTY:

A special resolution (attached) was presented to the owners for approval of the change in designation of common property to limited common property.
CARRIED UNANIMOUSLY.

NEW BUSINESS:

Storage in Parkade: A sample of a storage unit will be installed in a parking stall to show owners the type of storage that will be available to them for installation. Owners will have the opportunity to purchase this type of storage cage if they need extra storage.

Vent on 3rd Floor: An owner reported that a vent on the 3rd floor by the elevator is not functioning properly. Adair property Maintenance will be advised and will check as to what will be needed to rectify the problem.

ELECTION OF COUNCIL:

The following individuals volunteered to stand on Council for the 2011 term.

| | | | |
|--------------------|------------|--------------------|------------------|
| Dimitrios Pantsios | Suite #407 | Derek Okamura | #2635 Commercial |
| Paul Carpanini | Suite #401 | Wolfgang Schneider | Suite #312 |
| Margaret Partridge | Suite #313 | Terry Howe | Suite #204 |
| Dimitrios Giatas | Suite #101 | | |

The above were declared elected by acclamation.

There being no further business, the meeting was adjourned at 6:55 p.m.

A meeting of the Council will take place April 18, 2012 at 6:30 p.m. in the Sunshine Diner.

Michael Bertrand
Property Manager/Broker Owner
General Office #604-263-8800 (24 hours)
E-mail: prudential@prudentialunitedrealty.com

Mark Epstein
Property Manager

PLEASE NOTE: OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS OF THE APPLICABLE ITEMS OF THESE MINUTES!!!

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

THE MAGUIRE BUILDING
 APPROVED BUDGET OF OPERATING EXPENSES
 2665 WEST BROADWAY
 JANUARY 1/12 - DECEMBER 31/12

G.L.
 ACCOUNT
 NO.'s

| | 2011 BUDGET | 2012 BUDGET | monthly |
|---------------------------|--------------------|--------------------|-------------------|
| REVENUE | | | |
| Strata Fees | 196216.12 | 196216.12 | 16351.34 |
| Gas Recovery | 12000.00 | 9500.00 | 791.67 |
| Interest Income | 200.00 | 375.00 | 31.25 |
| Chargeback Income | | | |
| NSF Fees | | | |
| Miscellaneous Income | | | |
| Transfer From Reserves | | | |
| Vancity Membership Shares | | | |
| | ----- 208416.12 | ----- 206091.12 | ----- 17174.26 |
| EXPENSES | | | |
| Janitorial/Snow Removal | 12000.00 | 12000.00 | 1000.00 |
| Maintenance & Repairs | 32500.00 | 31181.12 | 2598.43 |
| Electricity | 15500.00 | 17500.00 | 1458.33 |
| Gas | 23500.00 | 23500.00 | 1958.33 |
| Elevator Maintenance | 4000.00 | 4000.00 | 333.33 |
| HVAC Maintenance | 2250.00 | 2250.00 | 187.50 |
| Enterphone | 5000.00 | 3500.00 | 291.67 |
| Fire & Life Safety | 7500.00 | 9000.00 | 750.00 |
| Landscaping & Sprinklers | 2500.00 | 2500.00 | 208.33 |
| Garage Gate & Parkade | 7500.00 | 4000.00 | 333.33 |
| Water & Sewer | 12000.00 | 12000.00 | 1000.00 |
| Waste Removal/Recycling | 15000.00 | 15000.00 | 1250.00 |
| Audit/Bank/Legal | 2250.00 | 2250.00 | 187.50 |
| Management Fees | 20160.00 | 20160.00 | 1680.00 |
| Office Administration | 2750.00 | 2750.00 | 229.17 |
| Insurance & Appraisal | 19500.00 | 19000.00 | 1583.33 |
| Miscellaneous | 500.00 | 500.00 | 41.67 |
| Contingency Allocation | 24006.12 | 25000.00 | 2083.33 |
| | ----- 208416.12 | ----- 206091.12 | ----- 17174.26 |
| Total Expenses | | | |
| Net Income (Loss) | ----- 0.00 | ----- 0.00 | ----- 0.00 |

THE MAGUIRE BUILDING
 APPROVED SCHEDULE OF ASSESSMENTS
 2665 WEST BROADWAY
 JANUARY 1/12 - DECEMBER 31/12

0.00%

| SUITE NO. | STRATA | | -----ANNUAL----- ---ASSESSMENT--- | | -----MONTHLY----- ---ASSESSMENT--- | |
|--------------|------------|---------------------|--------------------------------------|-----------|---------------------------------------|----------|
| | LOT NO. | UNIT ENTITLEMENT | 2011 | 2012 | 2011 | 2012 |
| 201 | 1 | 76 | 3156.01 | 3156.01 | 263.00 | 263.00 |
| 202 | 2 | 84 | 3488.23 | 3488.23 | 290.69 | 290.69 |
| 203 | 3 | 90 | 3737.38 | 3737.38 | 311.45 | 311.45 |
| 204 | 4 | 128 | 5315.39 | 5315.39 | 442.95 | 442.95 |
| 205 | 5 | 123 | 5107.76 | 5107.76 | 425.65 | 425.65 |
| 206 | 6 | 112 | 4650.97 | 4650.97 | 387.58 | 387.58 |
| 207 | 7 | 96 | 3986.54 | 3986.54 | 332.21 | 332.21 |
| 208 | 8 | 95 | 3945.02 | 3945.02 | 328.75 | 328.75 |
| 209 | 9 | 112 | 4650.97 | 4650.97 | 387.58 | 387.58 |
| 210 | 10 | 122 | 5066.23 | 5066.23 | 422.19 | 422.19 |
| 211 | 11 | 128 | 5315.39 | 5315.39 | 442.95 | 442.95 |
| 212 | 12 | 91 | 3778.91 | 3778.91 | 314.91 | 314.91 |
| 213 | 13 | 84 | 3488.23 | 3488.23 | 290.69 | 290.69 |
| 301 | 14 | 75 | 3114.49 | 3114.49 | 259.54 | 259.54 |
| 302 | 15 | 83 | 3446.70 | 3446.70 | 287.22 | 287.22 |
| 303 | 16 | 91 | 3778.91 | 3778.91 | 314.91 | 314.91 |
| 304 | 17 | 128 | 5315.39 | 5315.39 | 442.95 | 442.95 |
| 305 | 18 | 123 | 5107.76 | 5107.76 | 425.65 | 425.65 |
| 306 | 19 | 113 | 4692.49 | 4692.49 | 391.04 | 391.04 |
| 307 | 20 | 95 | 3945.02 | 3945.02 | 328.75 | 328.75 |
| 308 | 21 | 95 | 3945.02 | 3945.02 | 328.75 | 328.75 |
| 309 | 22 | 112 | 4650.97 | 4650.97 | 387.58 | 387.58 |
| 310 | 23 | 122 | 5066.23 | 5066.23 | 422.19 | 422.19 |
| 311 | 24 | 127 | 5273.86 | 5273.86 | 439.49 | 439.49 |
| 312 | 25 | 91 | 3778.91 | 3778.91 | 314.91 | 314.91 |
| 313 | 26 | 84 | 3488.23 | 3488.23 | 290.69 | 290.69 |
| 401 | 27 | 104 | 4318.75 | 4318.75 | 359.90 | 359.90 |
| 402 | 28 | 114 | 4734.02 | 4734.02 | 394.50 | 394.50 |
| 403 | 29 | 110 | 4567.91 | 4567.91 | 380.66 | 380.66 |
| 404 | 30 | 101 | 4194.18 | 4194.18 | 349.51 | 349.51 |
| 405 | 31 | 86 | 3571.28 | 3571.28 | 297.61 | 297.61 |
| 406 | 32 | 86 | 3571.28 | 3571.28 | 297.61 | 297.61 |
| 407 | 33 | 101 | 4194.18 | 4194.18 | 349.51 | 349.51 |
| 408 | 34 | 110 | 4567.91 | 4567.91 | 380.66 | 380.66 |
| 409 | 35 | 113 | 4692.49 | 4692.49 | 391.04 | 391.04 |
| 410 | 36 | 151 | 6270.50 | 6270.50 | 522.54 | 522.54 |
| 2681 | 37 | 154 | 5168.78 | 5168.78 | 430.73 | 430.73 |
| 2685 | 38 | 274 | 9196.41 | 9196.41 | 766.37 | 766.37 |
| 2679 | 39 | 162 | 5437.29 | 5437.29 | 453.11 | 453.11 |
| 2677 | 40 | 118 | 3960.50 | 3960.50 | 330.04 | 330.04 |
| 2649 | 41 | 130 | 4363.26 | 4363.26 | 363.60 | 363.60 |
| 2641 | 42 | 74 | 2483.70 | 2483.70 | 206.98 | 206.98 |
| 2635 | 43 | 102 | 3423.48 | 3423.48 | 285.29 | 285.29 |
| 2631 | 44 | 123 | 4128.31 | 4128.31 | 344.03 | 344.03 |
| 101 | 45 | 62 | 2080.94 | 2080.94 | 173.41 | 173.41 |
| | | 4955 | 196216.16 | 196216.16 | 16351.35 | 16351.35 |

¾ VOTE – PREVIOUS RETAINED EARNINGS

WHEREAS, the owners of Strata Plan BCS 2691 had “retained earnings” of \$18,045.60 at the end of their fiscal year ending December 31, 2011 and

WHEREAS, they wish to allocate these “retained earnings” in a specific way now therefore

BE IT RESOLVED, by a ¾ vote of the owners, Strata Plan BCS 2691 that the “retained earnings” be allocated in the following way:

to be transferred to the Contingency Reserve Fund

¾ VOTE – DESIGNATION OF LIMITED COMMON PROPERTY

WHEREAS the Owners, Strata Plan BCS 2691 (the "Strata Corporation") wishes to designate common property as limited common property for the exclusive use of Strata Lots 4, 12, 14, 15, 25, 27, 28, 30 and 31;

AND WHEREAS s. 74 of the *Strata Property Act* permits the Strata Corporation to designate common property as limited common property, if a resolution is approved by a ¾ vote of the owners at a general meeting;

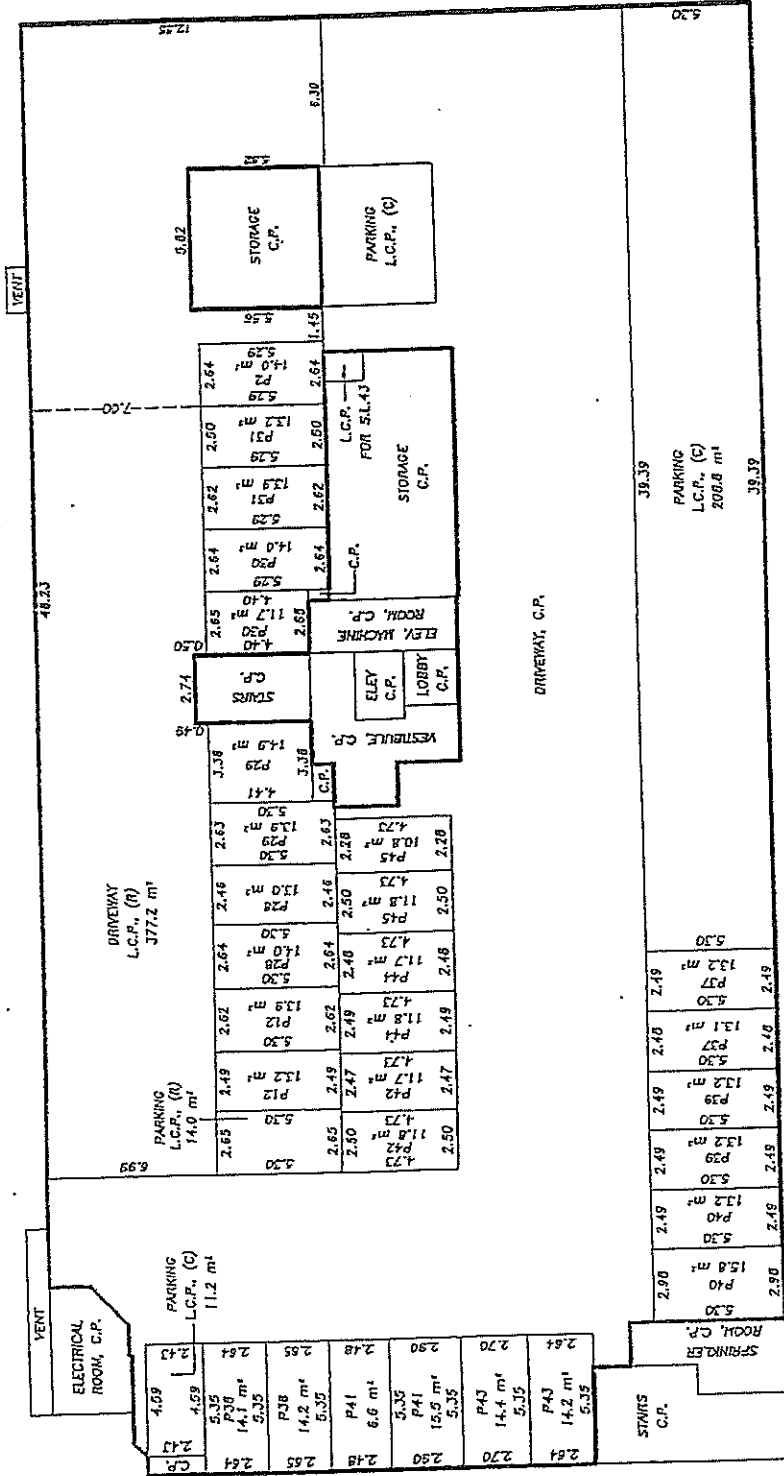
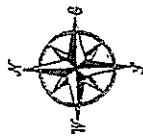
BE IT RESOLVED by a ¾ vote of **THE OWNERS, STRATA PLAN BCS 2691** (the "Strata Corporation") as follows:

- (a) the area of common property, outlined in bold on the Strata Plan for the Strata Corporation and attached here as Schedule "A", be designated as limited common property for Strata Lots 4, 12, 14, 15, 25, 27, 28, 30 and 31 (collectively, the "Strata Lots"): and
- (b) the explanatory plan attached here as Schedule "B" be filed in the Land Title Office, together with this resolution, to show the area of common property designated as limited common property for each of the Strata Lots.

STRATA PLAN BCS2691

SCHEDULE "A"

UNDERGROUND PARKING P1



[Signature]
 JOHNSON C. TAM, B.C.L.S.

January 30th, 2009.

SCALE: 1:200
 0 5 10 15
 ALL DISTANCES ARE IN METRES AND DECIMALS THEREOF UNLESS OTHERWISE INDICATED

J. C. Tam and Associates
 Canada and B.C. Land Surveyor
 115 - 8033 Odlin Crescent
 Richmond, B.C. V6X 3Z7
 Telephone: 214-8928
 Fax: 214-8929
 E-mail: cfica@jctam.com
 Job No. 3301
 Drawn By: JCA

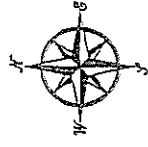
DWG No. 3301-EXP-6

STRATA PLAN BCS2691

Deposited in the Land Title Office
at New Westminster, B.C. this _____ day
of _____, 20____.

Deputy Registrar

Ref: _____



SCHEDULE 'B'
EXPLANATORY PLAN AMENDING STRATA PLAN BCS2691 DISTRICT LOT 192 GROUP 1 NEW WESTMINSTER DISTRICT
TO REMOVE COMMON PROPERTY AND TO RE-DESIGNATE LIMITED COMMON PROPERTY
FOR THE BENEFIT OF STRATA LOTS 4, 12, 14, 15, 25, 27, 28, 30 AND 31
PURSUANT TO SECTION 257 STRATA PROPERTY ACT

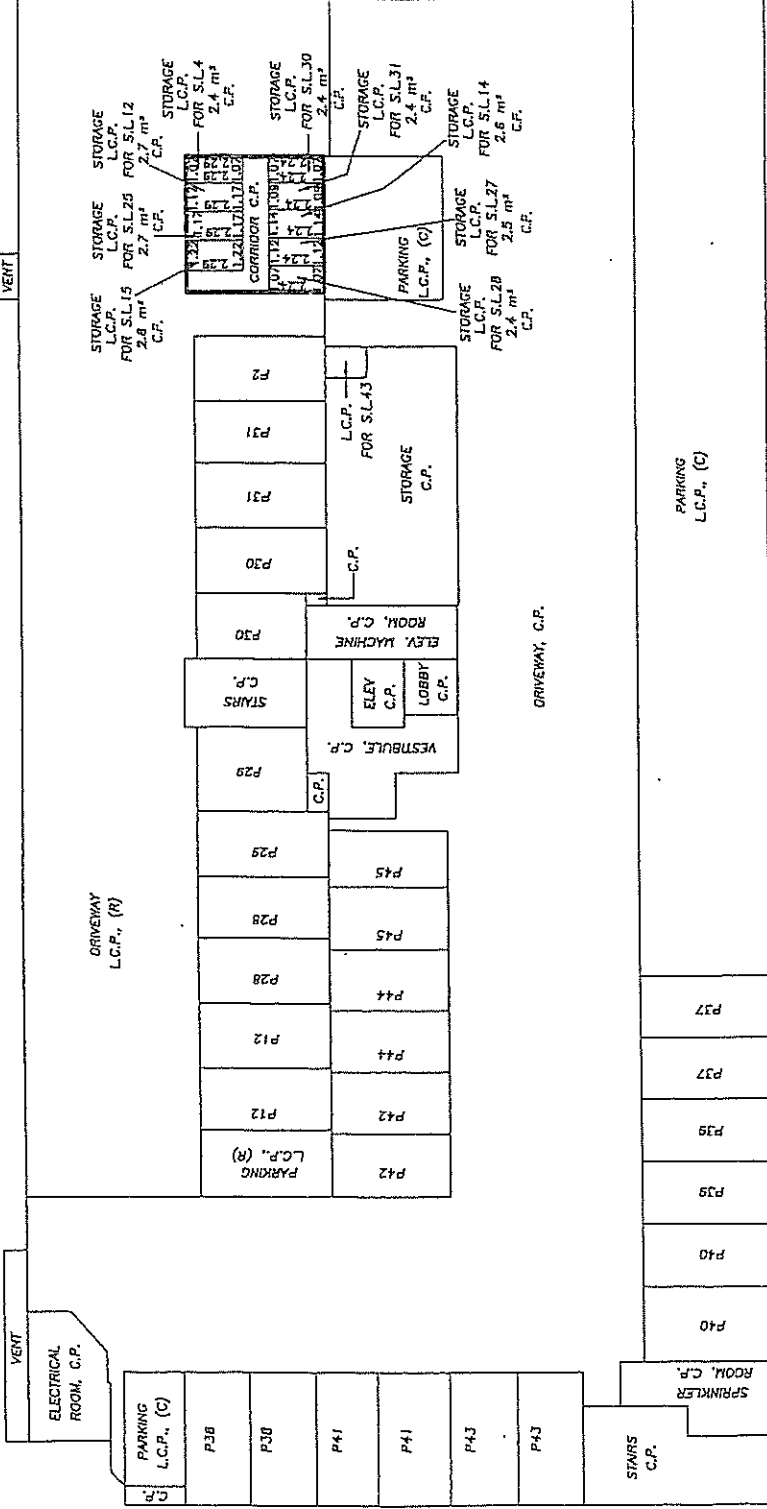
B.C.G.S. 926.025
#2665 WEST BROADWAY,
VANCOUVER, B.C.

SCALE: 1:200



ALL DISTANCES ARE IN METRES AND DECIMALS
THEREOF UNLESS OTHERWISE INDICATED

UNDERGROUND PARKING 'PI'



J. C. Tam and Associates
Canada and B.C. Land Surveyor
115 - 8833 Odlin Crescent
Richmond, B.C. V6X 3Z7
Telephone: 214-8928
Fax: 214-8929
E-mail: office@jctam.com
Job No. 3301
Drawn By: MY

LEGEND:
L.C.P. denotes limited common property
C.P. denotes common property
S.L. denotes strata lot
(R) denotes limited common property for use of S.L. 1 to S.L.36

P indicates parking, limited common property for use of strata lot number noted
(C) denotes limited common property for use of S.L.37 to S.L.45

DWG No. 3301-EXP-8

This plan lies within the Greater Vancouver Regional District.

Certified correct according to
Land Title Office records and
Electronic Checklist #130686 filed
this 5th day of December, 2011.

JOHNSON C. TAM, B.C.L.S.

**MINUTES OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2691
THE MAGUIRE BUILDING**

Held on Wednesday, May 30, 2012
Within the Sunshine Diner
2649 West Broadway, Vancouver, BC

COUNCIL IN ATTENDANCE: Dimitrios Pantsios
Dimitri Giatas
Terry Howe
Margaret Pantridge
Derek Okamura

REGRETS: Wolfgang Schneider
Paul Carpanini

PROPERTY MANAGER: Michael Bertrand, Prudential United Realty
Mark Epstein, Prudential United Realty

Dimitrios Pantsios called the meeting to order at 6:32 p.m.

APPROVAL OF COUNCIL MINUTES:

It was moved by (Derek Okamura), seconded by (Margaret Pantridge) to approve the minutes of the Council meeting of January 26, 2012

CARRIED.

APPROVAL OF FINANCIAL STATEMENTS:

It was moved by (Derek Okamura), seconded by (Margaret Pantridge) to approve the Financial Statements ending April 30, 2012.

CARRIED.

REPORT ON UNAPPROVED EXPENDITURES:

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

REPORT ON LITIGATION:

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

BUSINESS ARISING:

Storage

Management provided Council with an additional storage solution, that are approved for use in parking garages by the City of Vancouver, however no combustible items of any sort may be stored in the storage lockers; Council is considering this option for further storage. **ANY OWNER INTERESTED IN THIS ADDITIONAL STORAGE OPTION IS ASKED TO CONTACT MANAGEMENT IN WRITING AS SOON AS POSSIBLE.**

Bylaws

Management and Council are continuing to work on a draft of your proposed Bylaws and will present them to all owners for review; a draft will be available shortly.

Unit #202 and #203 Heat Complaints

Management, Adair Property Maintenance, Bikram's Yoga and the owner of the strata lot occupied by Bikram's have met and discussed the issues. Bikram's has retained the services of another maintenance company and heat sensing monitors have been placed in units #202 and #203. Suggestions have been made by Stantec Engineering, which along with a regularly scheduled quarterly maintenance by Bikram's maintenance company, should solve the issue.

Garage Water Ingress Repair

Elsco Construction Ltd. attended the building in June to repair cracks in the underground parkade when water was penetrating in the ceiling floors and exterior walls mainly from building settling; the liquid injection method was used and provides a 5-year warranty; as some members of Council were questioning if the work had been completed, management was asked to clarify with ElSCO; management made arrangements with ElSCO to meet two(2) members of council to check out the work done; ElSCO attended the building in November to complete the work; management, council and Adair Property Maintenance will continue to monitor and if all seems fine, will have ElSCO return to grind off nubs.

Elevator Cab Camera

At the request of council Management received a quote from Citiloc Systems for the supply and installation for the elevator cab; Council has reviewed and will monitor the situation.

Unit #202 Electric Baseboard Heaters

It was reported to Management and Council that all of the electric baseboard heaters for Unit #202 are missing; Management had Adair Property Maintenance and Y-Tech Electric investigate; a report was given to management for council's review; this is an issue for the developer, not the strata.

Parking Stall Clarification

As there has been a number of issues with the use of parking stalls which management was required to clarify, all owners are asked to contact management if they are not sure of their correct parking stalls.

NEW BUSINESS:

Storage Lockers on P-1 Residential Parking

The special resolution converting the nine (9) storage lockers on the P-1 parking level from common property to limited common property was passed unanimously at the AGM; management has given the information package to a notary for filing and registration at Land Titles for the Strata's common property.

Landscaping in Courtyard

Tanya Hockley Gardeners attended the building in early February to clean up the courtyard pots and planters, planted bulbs and checked all landscaping.

Adair Property Maintenance

Adair Property Maintenance attended the building in early February to investigate a complaint from unit #310 regarding cooking odors; injected foam in various cavities, checked stove flue exhaust in unit #210 and extended/separated flue pipe (exhausts) on the roof top. On February 27th Adair installed additional bird spikes above lobby entrance, installed mesh screening to various soffit openings and supplied a filament mesh for unit #407. The bird issue has hopefully been eliminated. Adair also attended the building in late March and mid April to install bird mesh at unit #402's deck area; located and identified drain under pavers; cleaned deck subsurface; trimmed pavers to allow proper drainage; cleaned all lower gutters; installed a metal flashing for vermin control at a rear door; performed a temporary repair on the front door deadbolt for unit #2635; deweeded courtyard pavers and installed more bird spikes over restaurant awnings.

Engineered Air MUA and Exhaust Fans

McQuay Factory Service attended the building on February 1st to perform the regularly scheduled preventive maintenance on the Engineered Air MUA and the parkade exhaust fan. Changed filters, checked and adjusted belts/pulleys, checked for smooth operation and limits; all checked okay save and except one parkade fan seemed to be running continually; management to arrange an inspection of the system.

Citiloc Systems Ltd.

Citiloc Systems Ltd. attended the building on May 1st as a result of an attempted break-in to the rear of the restaurant; readjusted hinge for positive latching, installed two (2) blocker plates for the east and west hallway rear doors.

Irrigation System

University Sprinklers Systems Inc. will be attending the building on May 31st to start up and inspect for proper operation in the irrigation system for the courtyard planters and the rear landscaping.

Spring/Summer Window Cleaning

Extreme Window Cleaning will be attending the building in June to clean all inaccessible windows and outside glass railings; proper NOTICE will be posted in advance.

Unit #308 Noise Complaints

Noise complaints from this unit started late last year and have continued as late as April this year; the tenant has been talked to and letters have been sent to the owner with fines implemented.

Parking Stall and Locker Assignments

As the question regarding identification of unit parking stall number and storage locker number/location keeps coming up, all owners are please asked to contact management in the event you are not sure of these assignments (please advise your tenant of the correct parking stall and locker assignment).

A REMINDER, NO ITEMS CAN BE STORED IN A PARKING STALL OTHER THAN YOUR VEHICLE.

Annual Appraisal Program

Management received the renewal form for the required mandatory Three Year Appraisal Program from Normac Appraisals Ltd. Form was completed and returned to Normac confirming renewal.

Yeoman Property Maintenance

Yeoman Property Maintenance replaced two (2) burnt out ballasts in the P1 parking level area and the bike locker area in early February.

East Main Hallway Heater

Y-Tech Electrical Services attended the building on February 27th to investigate and replace the reported faulty baseboard heater in the east main floor corridor leading to the residential garbage room.

Parkade CO2 Monitors

McQuay Factory Service and Global Gas Detection Inc. attended the building on March 13th to investigate the reported faulty exhaust fan operation on P1 parking; all carbon monoxide and propane sensors were checked and recalibrated to recommended specifications; all gas detection monitors now performing properly and all parkade exhaust activated in response to the testing except Fan EF-1 in parking stall #27; may require replacement; management investigating.

Elevator Monitoring

After a reported issue with the monitoring company (The Acme Security Group) management investigated and discovered that Richmond Elevator could install an emergency phone autodialer (ADA compliant, emergency communicator). After discussion with council, Richmond Elevator Maintenance attended the building to complete the installation. This will save the strata corporation over \$300.00 per year.

Unit #206 Leak into Bikram's Yoga Studio

National Plumbing attended the building in early April to investigate the reported leak into Bikram's Yoga Studio change room; discovered that a toilet hose in unit #206 was leaking; replaced hose and fill valve which were worn; tested for leaks and all was fine.

Main Parkade Gate

Ideal Door Ltd. attended the building on April 26th to investigate a reported problem with the main parkade gate; found torsion springs worn and one broken; measured and temporarily clamped the broken spring; tested gate for proper balance; tested motor operator, motor controls and safety photo eyes for proper function. Ideal returned on May 7th to remove/dispose of the worn/broken springs; installed one (1) new pair of higher cycling torsion springs complete with new flange bearings and replaced all worn cables at no charge.

Cross Connection (Backflow Preventers) Control Survey

The city of Vancouver Engineering Services attended the building on April 16th to perform a cross connection control survey; management made arrangements with Bartec Fire Safety Systems Ltd. to inspect seven (7) of the back flow preventers identified as requiring testing and has made arrangements with National Plumbing for the installation of ten (10) further backflow preventers required by the City of Vancouver.

Residential Parking Stall Cleanup

Council has asked management to prepare a notice regarding the cleanup of all parking stalls (see attached).

Correspondence

Management dealt with all correspondence and inquiries as required.

There being no further business, the meeting ended at 7:45pm.
The next meeting of Council will be determined at a later date.

Michael Bertrand
Property Manager/Broker Owner
General Office #604-263-8800 (24 hours)
E-mail: prudential@prudentialunitedrealty.com

IMPORTANT NOTICE

**To: All Occupants “The Maguire Building” Strata Plan BCS 2691
2665 West Broadway, Vancouver, B.C.**

**RE: Parking Stall Cleanup/Garage Power Washing/Elevator
Cleanup/Recycling and Garbage Area Procedure**

- It is a City of Vancouver Fire By Law violation to have any item other than your vehicles stored in your parking stall. You are asked by your Council to remove any other items from your parking stalls on/or before 9:00 a.m Monday, June 18, 2012.
- As it is also the time of the year in which the parking garage is power washed; any loss or damaged items left in your parking stalls, shall be the occupants responsibility.
- Your Council is also asking that in the event your pet soils the elevator cab or any other area of the building, **please cleanup any mess.**
- Many occupants are not using the residential or commercial garbage/recycling areas properly; commercial occupants are asked to place all recycling in the designated bin, break down all cardboard and place it in the designated bin. Residential occupants are also asked to place all recycling and garbage in the designated bins in the residential area on the East side of the loading bay; residential occupants may also use the commercial garbage/recycling area for the disposal of the cardboard containers; ***PLEASE BREAK ALL CARDBOARD DOWN AND PLACE IT IN THE DESIGNATED CONTAINER.***

Your co-operation with these above items is much appreciated.

Thank you

Prudential United Realty – Property Managers for Strata Plan BCS 2621

Tel: 604-263-8800

IMPORTANT REMINDERS

Move-In/Move-Out Procedure

Owners are reminded there is a mandatory \$100.00 cash deposit for the elevator key. Any damage occurring as a result of a move will be the sole responsibility of the owner. Anyone caught propping the elevator door open will be fined according to the bylaws. Anyone requiring an elevator key is asked to contact the Management Company at least three(3) days in advance in order that arrangements can be made for the elevator pads to be put up and the elevator key made available. Owners must advise their tenants of the above.

E-mail Addresses

Due to problems with sometimes not being able to reach Owners, Owners are asked to provide Management with their current e-mail address. Please forward your e-mail address to Michael Bertrand or Mark Epstein at prudential@prudentialunitedrealty.com. Your cooperation with regards to this matter is greatly appreciated

Strata Maintenance Fees

Owners are reminded: Monthly maintenance fees are due and payable on the first of each month. Delinquent accounts are subject to late payment penalties and interest charges in accordance with the Standard Bylaws governing the Strata Corporation. To avoid collection action and to ensure that your Strata Corporation maintains sufficient operating revenue, please keep your account up to date. Please contact the management company to make payment arrangements.

Unauthorized Use of Parking Stalls

All occupants should verify the stall numbers and location of their parking stalls; any vehicles parking other than in their own stalls will be towed at the owner's expense

Commercial Reserved Parking Stalls

Reserved Parking signs for the commercial businesses have been installed in the P-1 level of the parking garage; the unmarked parking stalls in the P1 level are for the exclusive use of the commercial business clientele only and are not to be used as visitor parking for the residential occupants; violators will be towed without notice and at their cost

Residential Recycling

ALL OCCUPANTS ARE ASKED TO PLEASE BREAKDOWN YOUR PACKAGING BEFORE PUTTING IT IN THE RECYCLING CONTAINER, SOME OCCUPANTS ARE THROWING THEIR PACKAGING INTO THIS AREA. THIS AREA IS NOW UNDER VIDEO SURVEILLANCE.

2nd and 4th Floor Sundecks/Patios

Occupants are reminded (Owners are advised to notify their tenants) that you are responsible for the cleanup and maintenance of your limited common property sundecks and patios which are for your exclusive use; these areas must be kept clean and not used for storage and drains underneath the lightweight paving stones must be kept cleaned for proper drainage; any owner/tenant not able to identify their drain is asked to call management for assistance. This is of particular importance now that the rainy weather is upon us; Management will be making arrangements with Adair Property Maintenance to identify the location of each decks drain for quick access should an issue arise.

**MINUTES OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2691
THE MAGUIRE BUILDING**

Held on Wednesday, October 24, 2012
Within the Sunshine Diner
2649 West Broadway, Vancouver, BC

COUNCIL IN ATTENDANCE: Dimitri Pantsios
Dimitri Giatas
Terry Howe
Paul Carpanini

REGRETS: Wolfgang Schneider
Derek Okamura
Margaret Partridge

PROPERTY MANAGER: Michael Bertrand, Prudential United Realty
Mark Epstein, Prudential United Realty

Dimitri Pantsios called the meeting to order at 6:33 p.m.

APPROVAL OF COUNCIL MINUTES:

It was moved by (Dimitri Giatas), seconded by (Terry Howe) to approve the minutes of the Council meeting of May 30, 2012 **CARRIED.**

APPROVAL OF FINANCIAL STATEMENTS:

The approval of the September 30, 2012 Financial Statements was put off until Dr. Derek Okamura has had the opportunity to review them; management reviewed the strata's current financial position with those council members in attendance.

REPORT ON UNAPPROVED EXPENDITURES:

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

REPORT ON LITIGATION:

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

BUSINESS ARISING:

Storage

Management provided Council with an additional storage solution, that are approved for use in parking garages by the City of Vancouver, however no combustible items of an sort may be stored in the storage lockers; Council is considering this option for further storage. **ANY OWNER INTERESTED IN THIS ADDITIONAL STORAGE OPTION IS ASKED TO CONTACT MANAGEMENT IN WRITING AS SOON AS POSSIBLE.**

Bylaws

Management and Council are continuing to work on a draft of your proposed Bylaws and will present them to all owners for review; a draft will be available shortly.

Unit #202 and #203 Heat Complaints

Management, Adair Property Maintenance, Bikram's Yoga and the owner of the strata lot occupied by Bikram's have met and discussed the issues. Bikram's has retained the services of another maintenance company and heat sensing monitors have been placed in units #202 and #203. Suggestions have been made by Stantec Engineering, which along with a regularly scheduled quarterly maintenance by Bikram's maintenance company, should solve the issue; this situation continues to be monitored.

Garage Water Ingress Repair

Elsco Construction Ltd. attended the building in November to complete the work; management, council and Adair Property Maintenance will continue to monitor and if all seems fine, will have Elsco return to grind off nubs. Council asked management to have Elsco check out a section of the north wall in the parking level just east of the residential gate.

Elevator Cab Camera

At the request of council Management received a quote from Citiloc Systems for the supply and installation for the elevator cab; Council has reviewed and will monitor the situation.

Storage Lockers on P-1 Residential Parking

The application to register the Strata Property Act Filing- Designated Limited Common Property in the Land Title Office was finally accepted on July 17th.

Cross Connection (Backflow Preventers) Control Survey

The City of Vancouver Engineering Services attended the building on April 16th to perform a cross connection control survey; management made arrangements with Bartec Fire Safety Systems Ltd. to inspect seven (7) of the back flow preventers identified as requiring testing and has made arrangements with National Plumbing for the installation of ten (10) further backflow preventers required by the City of Vancouver. When investigating the work to be done in the building, Bartec also discovered that Bikram's Yoga Studio boiler room backflow also required repairs. National Plumbing arranged with council and management the coordination of all the repairs and upgrades throughout June and July. Bikram's Yoga, Sunshine Diner, Wellness Centre and the Dental Clinic were all charged back their appropriate portions of the invoice.

National returned to the building on numerous occasions in July to investigate the reported lack of adequate water pressure in a number of units.

NEW BUSINESS:

Main Parkade Gate

Council asked management to ask Ideal Door Ltd. to meet with council (Dimitri) to investigate the possibility of installing a second main laneway gate such as often found in some Westend buildings and to adjust the time for the residential parking gate.

Landscaping in Courtyard

Tanya Hockley Gardeners attended the building in early June to weed and prune the garden areas and to complete the Spring planting; re-attended the building in mid-August to shape box hedges, clean up pots, prune and spray roses, plant fuscias and weed all landscaped areas. Council asked management to have Tanya Hockley investigate as to whether the trees in the front planters pose a problem for the membrane lying underneath the planters and courtyard; if she does not have the qualifications to properly ascertain, management to ask Jeff at Rakes & Ladders for his professional opinion.

Adair Property Maintenance

Adair Property Maintenance attended the building on six (6) different trips late June thru September per the following: investigated ceiling leak near the front window of the pharmacy in the medical clinic, re & re stained ceiling and repainted; checked, cleaned all patio gutters and drain pipes above pharmacy and re-sealed/re-caulked as required; investigated leak in Bopomo Studios, traced leak to an open dryer vent on the roof and re-attached dryer cap; cleaned patios for units #401, 409, and 410, located and identified drains for future maintenance (removed over 20 lbs. of debris from patios); council asked management to verify that the bird mesh at the north west corner of the building had been extended from top to bottom.

Engineered Air MUA and Exhaust Fans

McQuay Factory Service attended the building on May 29th to perform the regularly scheduled quarterly maintenance of the roof engineered air MUA and the garage exhaust fans; replaced belt on the roof MUA and checked all systems for proper function; McQuay requested to return to building on June 7th to a reported parkade exhaust fan running continuously; found belt had cracked and replaced belt; tested all okay.

Irrigation System

University Sprinkler Systems attended the building on October 18th to shut-off and blow out the outside irrigation system for the Winter.

Spring/Summer Window Cleaning

Extreme Window Cleaning attended the building on June 13th and 14th to clean all inaccessible windows, skylights and outside railing glass; proper NOTICES were posted.

Y-Tech Electrical Services

Y-Tech Electrical Services attended the building on September 6th to supply and install a photocell that had shorted out at back of the building; installed a new junction box and sealed properly to prevent water from entering the box. Council asked management to have Y-Tech examine the current lighting at the main lane parking gate and give council a proposal to increase the lighting in this area.

Yeoman Property Maintenance

Yeoman Property Maintenance cleaned out both exhaust vents and both Hydro/Fortis fenced areas in June; replaced two (2) faulty fluorescent ballasts in late June and cleaned and sanitized a mess on the hallway carpet in front of unit #302; replaced two (2) more faulty ballasts in August and cleaned up Hydro, Fortis, and garage exhaust fan areas; attended the building on September 19th to remove excess material in residential garbage area, wash residential garbage area, wash P-1 parking level and clean front and rear areas of building.

Radio Frequency Transmitter

Council has asked Citiloc Systems Ltd. to investigate the installation of a radio frequency transmitter for the underground parking garage; this will boost the building's security potential.

Citiloc Systems Ltd./Break-ins

Citiloc Systems Ltd. attended the building in early June to supply and program a master prox fob for Richmond Elevator; attended the building on June 6th to inspect and repair the broken lock at the P-2 access door beside parking stall #29; attended the building on September 20th to produce a video backup of the previous night's break-in through the main garage gate and attended the building on October 6th to produce a video backup of the previous night's break-in through the rear breezeway rolling gate and stairwell door. Citiloc has since completed a security walk through of the building on October 10th, has been back to make repairs to the vulnerable areas damaged and has provided management and council with their list of proposed security upgrades. Citiloc and council discussed options for security upgrades to the rear courtyard rolling gate and stairwell doors.

Elevator Move-in/Move-out Procedure Notice

Management prepared a NOTICE for the proper procedure for move-ins and move-outs in the building and gave Dimitri a number of these notices for handout.

Annual Dryer Exhaust Vent Cleaning

Air-Vac Services Canada Ltd. attended the building on July 18th to clean the dryer exhaust vents for the building and check the vent covers; proper NOTICES were posted.

Annual Fire Safety Inspection

Bartec Fire Safety Systems Ltd. will be attending the building on Tuesday, October 30th to perform the required Annual fire safety inspection of the building's fire safety systems; proper NOTICES will be posted.

B.C. Hydro Smart Meters

B.C. Hydro notified management that they would be attending the building in July or August to exchange the old B.C. Hydro meters with the new B.C. Hydro 'Smart' meters.

Loading Bay Cast Iron Downpipe

National Plumbing attended the building on June 27th to investigate and repair the damaged down pipe that had been knocked out of the "cremco" coupling; took apart the "cremcos" on the top and bottom of the pipe, re-assembled and re-strapped to the wall.

2012 Required Annual Appraisal Report

Normac Appraisals Ltd. forwarded to management and HUB International Coastal Insurance the copy of the July 2012 Insurance Appraisal Report estimating the Cost of Replacement New (CRN) to be \$14,000,000.00; this is a significant increase from the \$12,763,000.00 in July 2011.

Annual Insurance Policy Renewal

HUB International Coastal Insurance forwarded to management the renewal review in July for the building's insurance policy which expired on August 14th. Management reviewed the renewal terms and expressed to the broker that a 28% increase was unacceptable; after some negotiation and verbal quotes from two (2) other brokers, HUB International Coastal provided management with another review quoting \$20,926.00, a 17.8% increase. The broker explained that the renewal term quote was primarily due to the significant increase in the appraisal CRN and the increasing concerns of a major earthquake similar to the one in Japan recently. The water damage and sewer backup deductible has been increased to \$10,000, a Platinum Legal Expense Protection option is included (see attached highlights).

Unit #101 Sprinkler & Emergency Lighting Alterations

The City of Vancouver asked the owner of unit #101 commercial unit to relocate the 2" sprinkler line, install new sprinkler heads on and under his new mezzanine addition and install three (3) new emergency lights with backup battery packs for his renovation. Bartec Fire Safety Systems Ltd. completed the sprinkler modifications in early August and APP Electrical Services Ltd. completed the emergency lighting upgrade in October.

Unit #302 Renovations

Management asked the new owner of unit #302 to provide the strata corporation an outline of his proposed unit renovations; the owner responded by e-mail that all work would be done by professionals, specifically the electrical, kitchen cabinets will be replaced, laminate hardwood floors would replace the carpeted areas, appliances upgraded and plumbing upgrading done by a licensed plumber.

Leak into #202 Sept. 19th, complaints about noise, dust et al Sept. 16th and Oct. 18th.

Winterization of the Dry Sprinkler System

Bartec Fire Safety Systems Ltd. will be attending the building in November to winterize the building's dry sprinkler system; proper NOTICE will be posted.

Correspondence

Management dealt with all correspondence and inquiries as required.

There being no further business, the meeting ended at 7:35pm.

The next meeting of Council will be the 2013 budget and council meeting on Thursday, January 24, 2013.

Michael Bertrand
Property Manager/Broker Owner
General Office #604-263-8800 (24 hours)
E-mail: prudential@prudentialunitedrealty.com

IMPORTANT REMINDERS

Move-In/Move-Out Procedure

Owners are reminded there is a mandatory \$100.00 cash deposit for the elevator key. Any damage occurring as a result of a move will be the sole responsibility of the owner. Anyone caught propping the elevator door open will be fined according to the bylaws. Anyone requiring an elevator key is asked to contact the Management Company at least three(3) days in advance in order that arrangements can be made for the elevator pads to be put up and the elevator key made available. Owners must advise their tenants of the above.

E-mail Addresses

Due to problems with sometimes not being able to reach Owners, Owners are asked to provide Management with their current e-mail address. Please forward your e-mail address to Michael Bertrand or Mark Epstein at prudential@prudentialunitedrealty.com. Your cooperation with regards to this matter is greatly appreciated

Strata Maintenance Fees

Owners are reminded: Monthly maintenance fees are due and payable on the first of each month. Delinquent accounts are subject to late payment penalties and interest charges in accordance with the Standard Bylaws governing the Strata Corporation. To avoid collection action and to ensure that your Strata Corporation maintains sufficient operating revenue, please keep your account up to date. Please contact the management company to make payment arrangements.

Unauthorized Use of Parking Stalls

All occupants should verify the stall numbers and location of their parking stalls; any vehicles parking other than in their own stalls will be towed at the owner's expense

Commercial Reserved Parking Stalls

Reserved Parking signs for the commercial businesses have been installed in the P-1 level of the parking garage; the unmarked parking stalls in the P1 level are for the exclusive use of the commercial business clientele only and are not to be used as visitor parking for the residential occupants; violators will be towed without notice and at their cost

Residential Recycling

ALL OCCUPANTS ARE ASKED TO PLEASE BREAKDOWN YOUR PACKAGING BEFORE PUTTING IT IN THE RECYCLING CONTAINER, SOME OCCUPANTS ARE THROWING THEIR PACKAGING INTO THIS AREA. THIS AREA IS NOW UNDER VIDEO SURVEILLANCE.

2nd and 4th Floor Sundecks/Patios

Occupants are reminded (Owners are advised to notify their tenants) that you are responsible for the cleanup and maintenance of your limited common property sundecks and patios which are for your exclusive use; these areas must be kept clean and not used for storage and drains underneath the lightweight paving stones must be kept cleaned for proper drainage; any owner/tenant not able to identify their drain is asked to call management for assistance. This is of particular importance now that the rainy weather is upon us; Management will be making arrangements with Adair Property Maintenance to identify the location of each decks drain for quick access should an issue arise.

Parking Stall Clarification

As there has been a number of issues with the use of parking stalls which management was required to clarify, all owners are asked to contact management if they are not sure of their correct parking stalls.

Parking Stall and Locker Assignments

As the question regarding identification of unit parking stall number and storage locker number/location keeps coming up, all owners are please asked to contact management in the event you are not sure of these assignments (please advise your tenant of the correct parking stall and locker assignment).

A REMINDER, NO ITEMS CAN BE STORED IN A PARKING STALL OTHER THAN YOUR VEHICLE.

July 30, 2012

Prudential United Realty
201 - 2107 West 40th Avenue
Vancouver, BC V6M 1W4

Re: **Strata Package - Policy # CBCS 2691**
Policy Term: 08/14/12 to 08/14/13

Dear Michael,

I am pleased to enclose policy documents on the above property; I trust that you will find everything to be in good order.

Your Commercial General Liability limit is \$10,000,000 per each occurrence, not to exceed \$15,000,000 per policy term. This means that the policy would pay out a maximum of \$10,000,000 for any one claim during the policy term and a total for all claims of \$15,000,000 during a policy term.

Deductible Pass Back - It is important to note that Unit Owners who are not currently insured with Coastal Insurance, should inquire with their present Insurer as to what limit is provided with respect to the deductible pass back. Many Insurer's will only cover \$1,000 - \$2,500, which could be inadequate for the water damage and sewer back up deductibles.

It is very important to note that both the Commercial General Liability and Directors & Officers Liability policies require that an insured promptly report anything which may result in a claim. These liability policies are intended to respond only if the strata is found legally liable when someone suffers an injury, or their property is damaged, or they have suffered a financial loss, as a result of the actions of the strata or its council. These types of incidents need to be reported to us, even if it is only a verbal notice of someone's intention to hold the strata or a council member responsible. This is especially important with the Directors & Officers policy as the coverage only responds to a claim that is first made and occurs during the present policy period. Please refer to the policies for all of the terms and conditions relating to these coverages.

Please note this strata qualifies for our **Claims Free Waiver** which entitles you to a Nil Deductible (limited to a maximum of \$5,000) on your next property claim presented as you have been claims free for 36 months or more continuously. This Waiver of Deductible shall not apply to the perils of Earthquake or Flood as defined in the policy.

Our invoice is also enclosed for your attention. Please note premiums are due the effective date of coverage; your earliest remittance is appreciated. If you would like to discuss payment options please contact me upon receipt of this notice.

Coastal continues to pride ourselves with focusing on the ever evolving needs of Strata Corporations as we truly feel that service, quality and coverage benefits are very important to you, our client. If you have any questions or comments please call.

Yours very truly,
HUB International Coastal Insurance Brokers



Marjorie Andersen
Commercial Accounts Manager
Direct Line: 604-917-0029
marjorie.andersen@hubinternational.com

STRATA INSURANCE PROGRAM

Property Features and Benefits

At HUB International Coastal Insurance Brokers we are dedicated exclusively to serving the needs of strata corporations and strata lot owners. This Strata Insurance Program has been specifically designed to provide you with exclusive benefits that are only available to HUB Coastal strata customers.

The following benefits are automatically included as part of our exclusive policy for Strata's.

PROPERTY COVERAGE HIGHLIGHTS

Guaranteed Replacement Cost:

Our policy is not limited to the applicable amount of insurance – it will pay the full cost of reconstruction even if it exceeds the policy limit!

Earthquake Deductible:

Deductible applies to each individual building separately.

Trees, Shrubs, Plants and

Lawns:

Up to \$5,000 for any one tree, shrub or plant with an overall limit of up to **10% of the amount of insurance** for "Property", subject to \$250 deductible. Coverage includes the Perils of Windstorm, Earthquake and Flood.

Unlimited Additional Living Expenses:

Provides coverage in excess of the unit owners insurance, or if the unit owner does not have a policy or their policy does not insure against the type of loss involved (such as a flood)

Bylaws Protection:

Provides coverage for the loss of any undamaged portion of the building, plus an **additional \$100,000** over and above the policy limit for **Increased Costs of Construction** and another **additional \$100,000 for Demolition and Clearing** of any undamaged portion of the building. Coverage is not restricted to rebuilding on the same site.

Claims Free Deductible Waiver:

We waive the deductible on the first "Property" claim – limited to a maximum of \$5,000. Must be insured by our program and claims free for at least 36 months continuously.

Newly Acquired Property:

Up to 15% of the "Property" coverage to a maximum of \$100,000.

Consequential Loss to Contracted Property Manager:

If a major loss occurs after normal business hours we will pay your property manager up to \$40 per hour or \$250 per day (whichever is lesser) to a maximum of \$5,000 to assist you with mitigating the loss and organizing repairs.

- ✓ **Key & Lock Replacement:** \$10,000 with \$250 deductible
- ✓ **Personal Property of Employees:** \$10,000 per employee*
- ✓ **Contingent Mass Evacuation:** \$5,000 per unit
- ✓ **Condominium Maintenance Fees:** \$2,500 per unit
- ✓ **Extra Expense:** \$100,000
- ✓ **Fire Suppression Recharge:** \$25,000
- ✓ **Arson Reward:** \$10,000
- ✓ **Consequential Loss - Off Premises Power**
- ✓ **Valuable Papers:** \$100,000
- ✓ **Legal Fees:** \$25,000
- ✓ **Inflation Protection**
- ✓ **Debris Removal:** Included with no sublimit
- ✓ **Fire Department Charges:** \$25,000
- ✓ **Inside/Outside Robbery Hold up:** \$10,000*
- ✓ **Commercial Blanket Bond:** \$25,000*
- ✓ **Expediting Expenses:** \$25,000*
- ✓ **Uncollectable Strata Fees:** \$2,500 per unit

* Increased limits available for additional premium

Other Benefits:

Included in terms and conditions, or not excluded from our policy includes coverage for:

- ✓ **water damage caused by rain, sleet or snow entering the building through doors, windows, skylights or other similar wall or roof openings;**
- ✓ **changes of temperature;**
- ✓ **leakage of contents (i.e. bleach spill on carpet), or**
- ✓ **mysterious disappearance.**

Providing the most comprehensive strata insurance protection for over 29 years.

STRATA INSURANCE PROGRAM

Policy Enhancements and Extensions of Coverage

Commercial General Liability

Insures against all sums that you may become legally obligated to pay by reason of the liability imposed by law for damages because of bodily injury (to a third party) or property damage occurring during the policy period.

- ✓ Options up to \$20,000,000
- ✓ Includes contractual liability

Strata Directors and Officers Liability - Improved coverage

- ✓ Defense costs in excess of the policy limit
- ✓ Broader definition of claims which includes demands for non monetary relief and administrative proceedings
- ✓ Now includes Employee Practices Liability
- ✓ Broader Definition of Wrongful Act
- ✓ Property Manager Extension
- ✓ Includes discrimination and failure to maintain adequate insurance.

Pollution and Remediation Legal Liability

Coverage includes defense and settlement for bodily injury and property damage to others and provides for your own site remediation. Also includes coverage for:

- ✓ Natural Resource Damage
- ✓ Mould
- ✓ Punitive Damages where allowable by law
- ✓ 90 Day Automatic Extended Reporting Period
- ✓ Includes Retro and Reverse Retroactive Dates
- ✓ Remediation Expense - A Canadian solution

Volunteer Accident Coverage - Increased and Improved Coverage

Volunteer Accident Insurance covers Council Members, Unit Owners and/or Residents of the insured complex who are authorized by the Council or Board to do volunteer maintenance or administration work on behalf of the insured complex.

- ✓ Limit options from \$100,000 to \$250,000
- ✓ Age limit increased to 85
- ✓ Denture and bridgework benefit of \$1,000 now included.
- ✓ Weekly Indemnity benefit - Age limit increased to 70 years old
- ✓ Extends to travel to and from off-site strata meetings

Comprehensive Dishonesty, Disappearance and Destruction - Increased Limits

- ✓ Commercial Blanket Bond: Limit increased to **\$25,000**
- ✓ Inside/Outside Robbery Hold up: Limit increased to **\$10,000**

Comprehensive Equipment Breakdown

- ✓ Provides coverage for boilers, fired and unfired pressure vessels and refrigerating systems.
- ✓ Extends to include mechanical and electrical breakdown, including damage to transformers and electrical panels.
- ✓ Extension to cover \$100,000 for Extra Expense for the added cost of continuing "business as usual" by the use of alternate premises or facilities.

Platinum Legal Expense Protection - provided by Clark Wilson LLP

- ✓ Access to legal advice via telephone and email
- ✓ Legal defense for investigations by health and safety authority, or an alleged breach of privacy legislation
- ✓ Pursuit of legal rights of council member following bodily injury.
- ✓ Contract disputes and debt recovery
- ✓ Property rights protection, including Strata deductible recoveries
- ✓ Legal fees to defend a claim by unit owner over strata by-laws or rules.
- ✓ \$250,000 per claim and \$1,000,000 annual aggregate.

Providing the most comprehensive strata insurance protection for over 29 years.

INFORMATION BULLETIN

ONE ROOF PROGRAM FOR

CONDOMINIUM HOMEOWNERS

We are pleased to offer HUB International Coastal's exclusive "One Roof"TM insurance program for Condominium Homeowners. As the insurance brokers for your Strata Corporation, we believe there are some very significant advantages to the Unit Owner when they place their own insurance with the same broker that represents the Strata Corporation.

Advantages:

- HUB International Coastal's primary business is Strata and Condominium Homeowner's insurance.
- We are highly qualified insurance brokers specializing in this unique type of insurance.
- Best coverage available, minimizing the risk of 'out of pocket' expense to Unit Owners.
- Price Guarantee – we will meet or beat your current premium based on equivalent coverage when HUB International Coastal is the Broker for the Strata Corporation.
- Claims co-ordination between Unit Owner's policy and Strata Corporation's policy.
- In house Claims Manager representing both the Unit Owner & Strata Corporation to insurance companies at the time of a claim – no confusion over whose policy responds.
- Unit Owner's policy provided by Intact Insurance Company of Canada, known as the 'industry leaders' in providing the broadest coverage available for unit owners.

Coverage Benefits Automatically Included In Our "One Roof"TM Unit Owners Policy:

- Comprehensive "All Risks" form of coverage.
- Additional Living Expenses protection is an additional 50% of the coverage limit for your personal property. Includes coverage for moving expenses and temporary membership to fitness or health club facilities that you would normally have access to in your Strata.
- Industry leading **Condominium Protection Coverage** providing an additional \$500,000 of coverage for:
 - Improvements & Betterments that you've made or those acquired from a previous owner of the unit.
 - Unit Additional Protection if your unit is damaged and the Strata's insurance is inadequate, **even if it is inadequate due to the deductible on the Strata's policy****.
 - Common Elements Loss Assessment coverage if the common property is damaged and the Strata's insurance is inadequate. This provides coverage for your share of an assessment for the uninsured loss, **even if the assessment is due to the deductible on the strata's policy****.
- Liability Loss Assessment protection is up to the full limit of the policy, which in the case of Intact's policy is a minimum of \$1,000,000.00 of coverage. Assessments due to the deductible on the Strata's policy are also **included**.
- Maintenance Fees coverage will look after your maintenance fees while you are temporarily forced to live elsewhere while your unit is repaired or rebuilt.

**** Check your existing policy – there is a very real possibility that it does not provide the same coverages and limits that are listed above.**

For more information or to receive a quotation, please contact one of our "One Roof"TM Specialists at 604-937-1700 or toll free at 1 800 665 3310.

- Leigh-Ann Bahowrie
- Gary Petrie

PLATINUM LEGAL EXPENSE PROTECTION

Provided by Clark Wilson LLP

HUB International Coastal Insurance Brokers is pleased to offer Legal Expense Protection for Strata Corporations. This new and affordable enhancement was specifically designed for Strata Corporations. The contract provides practical and legal advice by one of BC's top law firms, Clark Wilson LLP. The exclusive benefits of this enhancement include:

Access to Legal Advice - via telephone and email communication

Enables the Council or Property Manager to obtain from Clark Wilson LLP confidential legal advice and information with respect to any legal problem relating to the Strata Corporation's legal rights and obligations under the *Strata Property Act*.

Legal Defense

Includes the cost of legal fees, disbursements and costs to defend a Strata Corporation being investigated by health and safety authorities, or an alleged breach of privacy legislation. For example:

- ✓ The Strata is investigated for an alleged fire code violation
- ✓ A Unit Owner sues claiming his/her privacy was breached

Contract Disputes and Debt Recovery

Provides legal services at no cost to defend and pursue the Strata Corporation's rights related to an agreement to provide or obtain goods and services. For example:

- ✓ A Strata hires a contractor to work on their building, the job does not meet the expectations so the Strata refuses to pay and the contractor files a law suit for payment.

Property Rights Protection

Will represent the Strata Corporation in the pursuit or defense of its legal rights in a civil action relating to physical property which the Strata Corporation owns, following an event which causes physical damage to the property, including a legal nuisance (any unlawful interference with the use or enjoyment of the property) or trespass. For example:

- ✓ Strata deductible recoveries

Bodily Injury

Will pursue the legal rights of a council member following a specific or sudden accident that causes bodily injury, illness or death. Will fund a council member's lawsuit for bodily injury sustained in the course of Strata business. For example:

- ✓ A Council Member investigating a noise complaint is assaulted by a guest or resident.

Condominium/Strata Council and Owners Disputes

Provides legal fees to defend a claim by a unit owner over strata by-laws or rules. For example:

- ✓ A Unit Owner files a claim over fines being charged by the Strata.
- ✓ A Unit Owner sues the Strata for neglecting to enforce a bylaw contravention.

We offer a complete package solution tailored for the needs of the Strata Corporation

Please note that this sheet is intended for information only. Please refer to contract terms, conditions and limitations.



PLATINUM LEGAL EXPENSE PROTECTION Making a Claim or Accessing Clark Wilson

To Submit a Claim or Access Clark Wilson for Legal Advice:

Call: 604-643-3171

Email: Platinum.Legal@CWilson.com

- ✓ Service will be provided between the hours of 8:00 am to 6:00 pm (PST) Monday through Friday and as can be reasonably provided Saturdays and Sundays.
- ✓ Every effort will be made to return all calls and emails within 24 hours, or the next business day.
- ✓ Emails should not exceed 10 lines in length.
- ✓ Service is only available to **Strata Council Members and Property Managers**.
- ✓ CW must be advised in writing of a Claim **within 120 days** of the date the Claim occurs.

Legal Services are defined as:

- ✓ All reasonable and necessary services provided by CW, to a maximum of **\$250,000 per Claim** and an **annual aggregate of \$1,000,000**;
- ✓ Costs awarded by a BC Court to opponents in civil cases if the Strata Corporation or a council member has been ordered to pay them, or pays them with the written agreement of CW; and
- ✓ The reasonable expenses for the time spent by a council member to attend a court proceeding, mediation, arbitration or other hearing required by CW, to a maximum of \$10,000 aggregate with respect to any one Claim.

Legal Services will not be provided if:

- × A claim results from an act which is willfully committed, and the results of which are consciously intended, by the Strata Corporation or a council member;
- × CW is not made aware in writing of the Claim within 120 days of the date the Claim occurs;
- × A Claim is fraudulent, exaggerated, frivolous or dishonest;
- × A Claim is caused by pollution, contamination or vandalism;
- × Legal costs incurred before the written agreement of CW to provide legal services;
- × Any legal costs awarded in any jurisdiction outside of British Columbia;
- × Any claim where a council member or property manager is a party to a legal action under applicable class proceedings legislation; and
- × Damages, fines, penalties, compensation or restitution orders which the Strata Corporation, a council member or the property manager is ordered to pay to a court or other authority and any costs awarded in criminal or statutory proceedings.

We offer a complete package solution tailored for the needs of the Strata Corporation

Please note that this sheet is intended for information only. Please refer to contract terms, conditions and limitations.



HUB International Coastal Insurance Brokers

401 - 130 Brew Street, Port Moody, BC V3H 0E3 T: 604-937-1700 F: 604-937-1734
 TF: 1-800-665-3310 www.hubcoastal.ca E: coastalinfo@hubinternational.com

| | | | |
|-----------------------------|--|---------------------|--|
| Policy No. CBCS 2691 | | DECLARATIONS | |
| Name of Insured: | The Owners of Strata Plan BCS 2691 Maguire Building | | |
| Location Address: | 2631-2685 West Broadway, Vancouver, BC, V6K 2G2 | | |
| Additional Named Insured: | Prudential-United Realty, 201 - 2107 West 40th Avenue, Vancouver, BC V6M 1W4 | | |
| Policy Period: | 08/14/12 to 08/14/13 (mm/dd/yy) 12:01 a.m. Standard Time | | |
| Loss Payable to: | The Insured or Order in Accordance with the Strata Property Act of British Columbia. | | |
| Insurers: | As Per List of Participating Insurers Attached. | | |

Insurance is provided subject to the Declarations, Terms, Conditions, Limitations and Endorsements of this policy and only for those coverages for which specific limits or amounts of Insurance are shown on this Declaration Page.

| INSURING AGREEMENTS | Deductibles (\$) | Limits (\$) |
|--|---------------------------|-------------|
| PROPERTY COVERAGES – Extended Replacement Cost, Bylaws | | |
| Water Damage | 1,000 | 14,000,000 |
| Backup of Sewers, Sumps, Septic Tanks or Drains | 10,000 | Included |
| Earthquake Damage | 10,000 | Included |
| Flood Damage | 10% | Included |
| Key & Lock | 10,000 | Included |
| | 250 | 10,000 |
| BLANKET EXTERIOR GLASS INSURANCE - Form 820000 (02/06) | Residential Commercial | 100 250 |
| | | Blanket |
| COMMERCIAL GENERAL LIABILITY - Form 000102-10 (06/12) | | |
| Each Occurrence Limit | 500 | 10,000,000 |
| General Aggregate Limit | | 15,000,000 |
| Coverage A - Bodily Injury & Property Damage Liability - <i>Per Occurrence</i> | 500 | 10,000,000 |
| Products & Completed Operations - <i>Aggregate</i> | | 15,000,000 |
| Coverage B - Personal Injury Liability - <i>Per Occurrence</i> | 500 | 10,000,000 |
| Non-Owned Automobile - SPF #6 - Form 335002-02 - <i>Per Occurrence</i> | | 10,000,000 |
| STRATA DIRECTORS & OFFICERS LIABILITY - Form NP-397749 (03/12) | | NIL |
| | | 2,000,000 |
| POLLUTION & REMEDIATION LEGAL LIABILITY - Form XLICL-PARL6CP-CN0510 (01/11) | | |
| Limit of Liability - Each Loss, Remediation Expense or Legal Defense Expense | 10,000 Retention | 1,000,000 |
| VOLUNTEER ACCIDENT INSURANCE PLAN | | Not Insured |
| COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION - Form 500000 (01/00) | | |
| Coverage I Employee Dishonesty – Form A - <i>Aggregate</i> | Nil | 25,000 |
| Coverages II, III, IV and V – Broad Form Money & Securities - <i>Aggregate Limit each coverage</i> | Nil | 10,000 |
| EQUIPMENT BREAKDOWN | | |
| I Standard Comprehensive Plus, Replacement Cost – Form C780016 (01/11) - | 1,000 | 14,000,000 |
| II Consequential Damage, 90% Co-Insurance – Form C780032 (01/11) | 1,000 | 10,000 |
| III Extra Expense – Form C780033 (01/11) | 24 Hour Waiting Period | 100,000 |
| IV Ordinary Payroll – 90 Days – Form C780034 (01/11) | 24 Hour Waiting Period | 100,000 |
| PLATINUM LEGAL EXPENSE PROTECTION – CLARK WILSON LLP | | |
| Legal advice and exclusive benefits for Strata Corporation. See Contract for details. | Per Contract | Included |

****ALL COVERAGES SUBJECT TO POLICY DEFINITIONS****
 This Policy contains a clause(s), which may limit the amount payable. This policy shall not be valid or binding unless countersigned by a duly Authorized Representative of the Insurer. . For Purposes of the Insurance Companies Act (Canada), this document was issued in the course of Can-Sure Underwriting Ltd. – Economical Insurance Group insurance business in Canada.

Vice President
HUB International Coastal Insurance Brokers

July 30, 2012 - E&OE/BG



HUB International Coastal Insurance Brokers

401 – 130 Brew Street, Port Moody, BC V3H 0E3 T: 604-937-1700 F: 604-937-1734
 TF: 1-800-665-3310 www.hubcoastal.ca E: coastalinfo@hubinternational.com

SCHEDULE OF PARTICIPATING INSURERS

For The Owners of Strata Plan BCS 2691 Maguire Building
 Policy # CBCS 2691

Term: 08/14/12 to 08/14/13 (mm/dd/yy) 12:01 a.m. Standard Time

| Insurer | Coverage | % | Limit (\$) |
|--|---|-----|---------------------------|
| Axa Pacific Insurance Company | Property | 35 | 4,900,000 |
| Royal and Sun Alliance Insurance Company of Canada | Property | 30 | 4,200,000 |
| As arranged by Can-Sure Underwriting Services: The Economical Insurance Group - 100% | Property | 35 | 4,900,000 |
| Aviva Insurance Company of Canada | Commercial General Liability | 100 | 10,000,000 |
| Encon Group Inc. | Directors & Officers Liability | 100 | 2,000,000 |
| Aviva Insurance Company of Canada | Employee Dishonesty – Form A | 100 | 25,000 |
| Aviva Insurance Company of Canada | Comprehensive Dishonesty, Disappearance and Destruction | 100 | 10,000 |
| Aviva Insurance Company of Canada | Glass | 100 | Blanket Exterior Coverage |
| XL Insurance Company Ltd. | Pollution & Remediation Legal Liability | 100 | 1,000,000 |
| Aviva Insurance Company of Canada | Equipment Breakdown | 100 | 14,000,000 |
| | Volunteer Accident Insurance Plan | | Not Insured |

DISCLOSURE NOTICE - UNDER THE FINANCIAL INSTITUTIONS ACT

The Financial Institutions act requires that the information contained in this Disclosure Notice be provided to a customer in writing at the time of entering into an insurance transaction.

1. I, Marjorie Andersen, am licensed as a general insurance agent by the Insurance Council of British Columbia
2. This transaction is between you and Axa Pacific Insurance Company Royal and Sun Alliance Insurance Company of Canada As arranged by Chutter Underwriting Services:* The Economical Insurance Group - 100% (Insurer) and as indicated on the policies.
3. In soliciting the transaction described above, I am representing HUB International Coastal Insurance Brokers who does business with the Insurer
4. The nature and extent of the Insurer's interest in the agency is none
5. Upon completion of this transaction, the agent will be remunerated by way of commission or fee by the Insurer
6. The Financial Institutions act prohibits the Insurer from requiring you to transact additional or other business with the Insurer or any other person or Corporation as a condition of this transaction.

| Other Providers | Services | % | |
|----------------------|-----------------------------------|-----|-----------------|
| Clark Wilson LLP | Platinum Legal Expense Protection | 100 | Included |
| Total Premium | | | \$20,926 |

E&OE/BG

Insured's Copy