

**MINUTES OF ANNUAL GENERAL MEETING
STRATA CORPORATION LMS 3990
“THE CRYSTAL”**

HELD: Thursday October 29th, 2020 at 6:30 PM in the Meeting Room on the 5th Floor, 6088 Willingdon Avenue, Burnaby, BC.

PRESENT: The Owners, Strata Plan LMS 3990, as per the Registration Sheet, by Restricted Proxy
Charles Wong, Property Manager, Bayside Property Services Ltd.
Council members, Owen Morley, Sanjay Sharma, Joseph Chan, Clinton Lee, Yong Jia Chen and Bellia Tan

REGISTRATION, CERTIFICATION OF PROXIES AND ISSUING OF BALLOTS

Strata Corporation LMS 3990 has 218 eligible votes thereby requiring that 73 eligible votes be present, either in person or by proxy, to represent a quorum. Proxies were certified at the time of registration.

As quorum was not reached at the appointed time, after 30 minutes the restricted proxies received and Owners present constituted a quorum in accordance with registered Bylaw 27.1. At 7:00 PM it was advised that a quorum of Owners was therefore deemed present, which represented fifty (50) Strata Lots in total [forty-four (44) by restricted proxy and six (6) in person].

CALL TO ORDER

After it was determined that a quorum of Owners was present, the meeting was officially called to order at 7:05 PM by Charles Wong, Bayside Property Services Ltd.

ELECTION OF CHAIR

As per the Strata Corporation's Bylaws, the Council President, Owen Morley, acted as chair of the meeting with the assistance of Charles Wong.

NOTICE OF MEETING

It was moved (#2907), seconded (#518) and carried by majority vote that the Notice of Meeting dated October 9th, 2020 was proper notice as per the requirements of the Strata Property Act.

PREVIOUS GENERAL MEETING MINUTES

It was moved (#2907), seconded (#3007) and carried by majority vote to approve the Minutes of the Annual General Meeting held October 29th, 2020, as previously circulated.

PRESIDENT'S REPORT

The Council President, Owen Morley, will present his report regarding the activities that took place over the past year as an inclusion with these Annual General Meeting Minutes.

REPORT ON INSURANCE

A copy of the Strata Corporation's Summary of Coverage was included with the Notice of Meeting for Owners' records and information. A second copy has also been included with these Minutes. Owners are reminded that the Strata Corporation's insurance is not contents insurance and that Owners are responsible for obtaining their own homeowner policy to cover their personal belongings and any improvements made to their strata lot.

All Owners – please note the following important items:

- a) **Contents/Improvements**: We take this opportunity to advise all Owners and residents that the Strata Corporation's insurance covers the building, carpeting etc., as per original construction. Owners must insure any improvements to these items (tenant fixtures, paneling, general upgrading, etc.) completed by yourself or the previous Owner as well as your personal effects and furniture, through your personal contents coverage. It is suggested that all Owners complete an inventory of their personal contents and belongings to ensure that you are adequately insured. Most insurance agents will provide you with an inventory guide booklet to assist you with an inventory. It is well worth it – also, take pictures or a video of your unit – and keep same in another location along with your inventory list.

- b) **Owner Responsibility**: There have been two recent court cases that dealt with the issue of Owner versus Strata Corporation responsibility, one involving a leaking dishwasher and the other, a broken pipe in a wall solely contained within one strata lot. Each incident caused thousands of dollars of damage to that strata lot. In both cases the strata lot Owner, not the Strata Corporation or the Strata Corporation's insurer, was held responsible for paying for the repairs. Based on these cases, it is apparent that if the "thing that breaks" (toilet, hot water tank, etc.) is owned by an individual unit Owner or is within the boundaries of the strata lot, either the cost of repairing any resulting damage or the deductible for the Strata Corporation's insurance policy, will be the responsibility of that Owner. Owners should review your contents policy wording with your contents insurer to make sure that you have adequate protection under these circumstances.

2020/2021 OPERATING BUDGET

The proposed 2020/2021 Operating Budget was moved for approval (#2907), seconded (#517) and opened for discussion. Following discussion, the vote was taken, and the 2020/2021 Operating Budget was approved by majority vote (35 in Favour, 4 Opposed and 11 Abstentions).

OWNERS PLEASE NOTE THERE IS AN INCREASE OF 9% IN STRATA FEES AS PER THE ATTACHED BUDGET AND STRATA FEE SCHEDULE, WHICH COVERS SEPTEMBER 2020 TO AUGUST 2021.

NOTICE REGARDING INCREASED STRATA FEES

As a result of the Annual General Meeting being held after your Strata's year-end, August 31st, Bayside will need to adjust your December 2020 strata fee to reflect the difference between the 2019/2020 strata fee and the 2020/2021 strata fee for the months of September, October and November.

- For Owners who are paying by pre-authorized withdrawals from their bank account, the **December** automatic withdrawal will reflect the adjustment, as per the attached schedule.
- Please note that the **December automatic withdrawal** will include the amount of the increase in strata fee for the months of September, October and November, **plus** the new strata fee payment for December.
- For Owners who pay by **cheque**, you will need to make your December payment for the increased strata fee shown for your suite, as per the attached schedule, **plus** the amount of the increase in strata fee for the months of September, October and November.

All Owners are reminded that the monthly strata fees are due and payable on the first day of each and every month in advance. Please note that late or non-payment will result in penalty assessment in accordance with Strata Corporation LMS 3990's Bylaws. Post-dated cheques are welcome and those wishing to do so may arrange for pre-authorized withdrawals from their bank, which is the preferred method of payment. Interested Owners may obtain a Pre-authorized Withdrawal Form from Bayside to be completed and returned to Bayside along with a void cheque.

Alternatively, Owners may forward a series of twelve (12) post-dated cheques to BAYSIDE'S office located at Sperling Plaza, Suite 100 - 6400 Roberts Street, Burnaby, BC V5G 4C9. Please note the following when making out your cheques:

1. Your cheques should be dated for the FIRST of each month (**September 1st, 2020 through to and including August 1st, 2021**);
2. Cheques are to be made payable to "**Strata Plan LMS 3990**";
3. Your **Unit Number** is to be noted on your cheques, if not already imprinted.

RESOLUTION #1 BY ¾ VOTE

BE IT RESOLVED THAT The Owners, Strata Plan LMS 3990, hereby approve an expenditure of up to \$14,000.00 to install additional surveillance cameras at the P1, P2 and P3 bicycle rooms and the P3 storage locker entrance. Funding for this expenditure will be from the Contingency Reserve Fund, which had a balance of \$1,236,334.14 as at August 31st, 2020.

It was moved (#2907), seconded (#2706) to approve Resolution #1.

After a brief discussion, the question was called, and the vote was taken with the following results:

In Favour: 34
Opposed: 13

Abstained: 1

Resolution #1 was DEFEATED.

RESOLUTION #2 BY ¾ VOTE

REGARDING ELECTRICAL VEHICLE CHARGING STATIONS TO APPROVE SIGNIFICANT CHANGE IN USE AND APPEARANCE OF COMMON PROPERTY AND FUNDING OF THE INSTALLATION (Sections 71 and 96 of the *Strata Property Act*)

WHEREAS The Owners, Strata Plan LMS 3990 (the "Strata Corporation") intends to convert common property parking stalls numbered 246 and 247 at level P1 and parking stalls numbered 178 and 179 at level P2, which are currently used as handicapped parking stalls, to be used as electrical vehicle charging stations ("EVCS", or collectively, "EVCSs");

WHEREAS The Strata Corporation also intends to install the necessary infrastructure to support future installation of EVCSs in parking stalls assigned to individual strata lots;

WHEREAS the installation of four EVCSs at parking stalls numbered 246, 247, 178 and 179, and the installation of necessary infrastructure to support future installation of EVCSs in parking stalls assigned to individual strata lots, and the use of the EVCSs to charge electric vehicles are significant changes in the use and appearance of common property within the meaning of Section 71 of the *Strata Property Act*; and

WHEREAS the Strata Corporation wishes to pay from the Contingency Reserve Fund the costs of the installation of the four EVCSs and the necessary infrastructure to support future installation of EVCSs in parking stalls assigned to individual strata lots if the Strata Corporation receives approval from the government authority for no less than 60% of the costs of such installation;

BE IT RESOLVED by a ¾ vote of The Owners, Strata Plan LMS 3990 (the "Strata Corporation") that:

- (a) pursuant to Section 71 of the *Strata Property Act*, the significant change in the use and appearance of the common property parking stalls numbered 246 and 247 at level P1 and parking stalls numbered 178 and 179 at level P2, which are currently used as handicapped parking stalls, by installing four electrical vehicle charging stations ("EVCSs") to be used as EVCSs, and the installation of necessary infrastructure to support future installation of EVCSs in parking stalls assigned to individual strata lots are approved; and
- (b) pursuant to Section 96 of the *Strata Property Act*, the Strata Corporation is authorized to expend from the Contingency Reserve Fund an amount not to exceed \$100,000.00 for the purpose of converting the four parking stalls, installing four EVCSs, and installing necessary infrastructure to support future installation of EVCSs in parking stalls assigned to individual strata lots, with the condition that the Strata Corporation is only authorized to expend the aforementioned amount after the Strata Corporation receives approval from the government authority for a rebate of at least \$60,000.00, which rebate will be paid back to the Contingency Reserve Fund once received by the Strata Corporation.

It was moved (#2907), seconded (#2706) to approve Resolution #2.

After a brief discussion, the question was called, and the vote was taken with the following results:

In Favour: 27
Opposed: 17
Abstained: 2

Resolution #2 was DEFEATED.

RESOLUTION #3 BY ¾ VOTE

BE IT RESOLVED by a 3/4 vote of The Owners, Strata Plan LMS 3990 (the "Strata Corporation") that, pursuant to Section 128 of the *Strata Property Act*, the bylaws of the Strata Corporation be amended by adding Bylaw 38 as follows:

38 *Electrical vehicle charging station*

38.1 *A resident (the "EV User") who proposes to use a common property shared electric vehicle charging station (the "Shared EVCS") will apply to the strata council for written consent.*

38.2 *The strata council will grant written consent to an EV User to use a Shared EVCS provided that:*

- (a) the EV User enters into a User Agreement on terms agreeable to the strata corporation;*
- (b) the EV User at all times complies with the bylaws of the strata corporation; and*
- (c) the EV User pays to the strata corporation a user fee in accordance with these bylaws.*

38.3 *The strata council will set fees for the use of the Shared EVCS to balance recovering capital expenditure and operations expenses as follows:*

- (a) each EV User will be charged a one-time fee in the amount of \$250 to cover the initial capital expenditure or other directly related capital expenditures that may occur from time to time; and*
- (b) each EV User will be charged an hourly usage fee (amount to be determined by the rules of the strata corporation) and the hourly usage fee will continue even if charging has been completed, so long as the electric vehicle remains in the EVCS.*

38.4 *No resident will use or will permit any person to use a Shared EVCS except with written consent from the strata corporation in accordance with these bylaws.*

- 38.5 *The Shared EVCSs are to be used exclusively for an electrical vehicle while it is plugged in and actively charging, and the Shared EVCSs are to be used for no other purpose.*
- 38.6 *No EV User will park a vehicle in a Shared EVCS for any period greater than 4 consecutive hours or 4 hours in any given 12 hour period.*
- 38.7 *In the event that EVCSs (the "Unshared EVCSs") in parking stalls assigned to individual strata lots are installed in the future, then the strata council will set fees for the installation and use of the Unshared EVCSs to balance recovering capital expenditure and operation expenses as follows:*
- (a) the installation of the Unshared EVCS in a parking stall assigned to an individual strata lot will be billed to the owner of the strata lot at a cost of \$3,000.00;*
 - (b) the owner of the strata lot will be charged an hourly usage fee (amount to be determined by the rules of the strata corporation) for the duration of the charge and the hourly usage fee will not continue once the charging has been completed.*

It was moved (#2907), seconded (#2706) to approve Resolution #3.

After a brief discussion, the question was called, and the vote was taken with the following results:

In Favour: 33
Opposed: 12
Abstained: 3

Resolution #3 was DEFEATED.

RESOLUTION #4 BY ¾ VOTE

BE IT RESOLVED THAT The Owners, Strata Plan LMS 3990, hereby approve an expenditure of up to \$75,000.00 to replace the high efficiency multi-tankless/storage tank system unit at the highrise building. Funding for this expenditure will be from the Contingency Reserve Fund, which had a balance of \$1,236,334.14 as at August 31st, 2020.

It was moved (#2907), seconded (#2706) to approve Resolution #4.

After a brief discussion, the question was called, and the vote was taken with the following results:

In Favour: 46
Opposed: 1
Abstained: 1

Resolution #4 PASSED.

RESOLUTION #5 BY ¾ VOTE

BE IT RESOLVED THAT The Owners, Strata Plan LMS 3990, hereby approve an expenditure of \$56,070.00 for the Hytec Water Management System at the buildings (\$34,500.00 plus tax for the installation and \$18,900 plus tax for the set-up fee). Funding for this expenditure will be from the Contingency Reserve Fund, which had a balance of \$1,236,334.14 as at August 31st, 2020. The monthly fee of \$1,750.50 plus tax for 66 months will be from the Operating Budget.

It was moved (#2907), seconded (#3007) to approve Resolution #5.

After a brief discussion, the question was called, and the vote was taken with the following results:

In Favour: 43
Opposed: 3
Abstained: 2

Resolution #5 PASSED.

RESOLUTION #6 BY ¾ VOTE

BE IT RESOLVED THAT The Owners, Strata Plan LMS 3990, hereby approve an expenditure of up to \$25,000.00 to pay the relief caretaker a wage settlement to cover their extra hours of service over the past several years. Funding for this expenditure will be from the Contingency Reserve Fund, which had a balance of \$1,236,334.14 as at August 31st, 2020. The exact amount will be determined by the Strata Council, and Council will seek input from legal counsel as required.

It was moved (#2907), seconded (#3007) to approve Resolution #6.

After a brief discussion, the question was called, and the vote was taken with the following results:

In Favour: 39
Opposed: 1
Abstained: 8

Resolution #6 PASSED.

RESOLUTION #7 BY ¾ VOTE

BE IT RESOLVED by a 3/4 vote of The Owners, Strata Plan LMS 3990 (the "Strata Corporation") that, pursuant to Section 128 of the *Strata Property Act*, the bylaws of the Strata Corporation be amended by repealing Bylaw 4 and replacing it with the following in its entirety:

4. *Pets and animals*

- 4.1 *A resident or visitor must not keep any pets or other animals on a strata lot or common property or on land that is a common asset except in accordance with these bylaws.*

- 4.2 *The keeping of pets in a strata lot is restricted to the following:*
- (a) *a reasonable number of fish or other small aquarium animals;*
 - (b) *a reasonable number of small caged mammals;*
 - (c) *up to two (2) caged birds;*
 - (d) *one cat or one dog, but not both, with the maximum weight of a dog to be 30 lbs (collectively, "Permitted Pets" and any one pet a "Permitted Pet").*
- 4.3 *A resident must not harbour exotic pets, including not exhaustively, snakes, reptiles, spiders or large members of the cat family.*
- 4.4 *A resident must register a Permitted Pet with the strata council within 30 days of the pet residing on a strata lot (or the passage of this Bylaw 4) and by providing, in writing, the name (if any) of the Permitted Pet, breed, colour and markings, together with the name, strata lot number and telephone number of the pet owner.*
- 4.5 *A pet owner must:*
- (a) *not permit a loose or unleashed Permitted Pet that is a dog (leashes cannot exceed six feet in length) at any time on the common property or on land that is a common asset. A Permitted Pet that is a dog found loose on common property or land that is a common asset will be delivered to the municipal pound at the cost of the strata lot owner;*
 - (b) *keep a Permitted Pet only in a strata lot, except for ingress and egress; and*
 - (c) *ensure that a Permitted Pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet owner.*
- 4.6 *A resident must not keep a Permitted Pet which is a nuisance on a strata lot, on common property or on land that is a common asset. If a resident has a pet which is not a Permitted Pet or if, in the opinion of strata council, the Permitted Pet is a nuisance or has caused or is causing an unreasonable interference with the use and enjoyment by residents or visitors of a strata lot, common property or common assets, the strata council may order such pet to be removed permanently from the strata lot, the common property or common asset or all of them.*
- 4.7 *If a resident contravenes Bylaw 4.6, the owner of the strata lot will be subject to a fine of up to \$200.00.*
- 4.8 *Despite Bylaw 4.7, a resident whose pet contravenes Bylaw 4.6 will be subject to an immediate injunction application and the owner of the strata lot will be responsible for all expenses incurred by the strata corporation to obtain the injunction, including legal costs.*

- 4.9 *A strata lot owner must assume all liability for all actions by a Permitted Pet, regardless of whether the owner had knowledge, notice or forewarning of the likelihood of such action.*
- 4.10 *A resident or visitor must not feed birds, rodents or other wild animals from any strata lot, limited common property, common property or land that is a common asset. No bird feeders of any kind are permitted to be kept on balconies, strata lots, common property or land that is a common asset.*
- 4.11 *A resident who contravenes any of Bylaws 4.1 to 4.6 (inclusive) or 4.9 to 4.10 (inclusive) will be subject to a fine of up to \$200.00.*

It was moved (#2907), seconded (#3007) to approve Resolution #7.

After a brief discussion, the question was called, and the vote was taken with the following results:

In Favour: 32
Opposed: 11
Abstained: 5

Resolution #7 was DEFEATED.

RESOLUTION #8 BY ¾ VOTE

BE IT RESOLVED by a 3/4 vote of The Owners, Strata Plan LMS 3990 (the "Strata Corporation") that, pursuant to section 128 of the *Strata Property Act*, the bylaws of the Strata Corporation be amended by repealing bylaw 7 and replacing it with the following in its entirety:

7. Rentals

- 7.1 *An owner must not rent or lease a strata lot for any period that is less than twelve (12) months.*
- 7.2 *Within two weeks of renting a strata lot, the landlord must give the strata corporation a copy of the Form K - Notice of Tenant's Responsibilities signed by the tenant, in accordance with section 146 of the Act.*
- 7.3 *Where an owner rents a strata lot in contravention of bylaw 7.1, the owner will be subject to a fine of \$500.00 and the strata corporation will take all necessary steps to terminate the lease or tenancy, including, but not limited to, seeking a declaration or injunction to enforce the bylaw. Any legal costs incurred by the strata corporation in enforcing the rental restriction bylaws will be the responsibility of the contravening owner and will be recoverable from the owner on a full indemnity basis by the strata corporation.*

Note: If Resolution #8 is approved, Resolution #9 will be automatically withdrawn.

It was moved (#2907), seconded (#3007) to approve Resolution #8.

After a brief discussion, the question was called, and the vote was taken with the following results:

In Favour: 23
Opposed: 25
Abstained: 0

Resolution #8 was DEFEATED.

RESOLUTION #9 BY ¾ VOTE

BE IT RESOLVED by a 3/4 vote of The Owners, Strata Plan LMS 3990 (the "Strata Corporation") that, pursuant to Section 128 of the *Strata Property Act*, the bylaws of the Strata Corporation be amended by repealing Bylaw 7 and replacing it with the following in its entirety:

7. Rentals

- 7.1 *The number of strata lots within the strata corporation that may be rented at any one time is limited to 100.*
- 7.2 *An owner wishing to rent a strata lot must apply in writing to the strata council for permission to rent before entering into any tenancy agreement.*
- 7.3 *If the number of strata lots rented at the time an owner applies for permission to rent has reached the limit stated in Bylaw 7.1, excluding exempt strata lots pursuant to Sections 142, 143 and 144 of the Act, the strata council must refuse permission and notify the owner of the same in writing, as soon as possible stating that the limit has been reached or exceeded, as the case may be, and place the owner of the strata lot on a waiting list to be administered by the strata council based upon the date of the request for permission to rent.*
- 7.4 *If the limit stated in bylaw 7.1 has not been reached at the time the owner applies for permission to rent a strata lot, excluding exempt strata lots pursuant to Sections 142, 143 and 144 of the Act, the strata council will grant permission and notify the owner of the same in writing as soon as possible.*
- 7.5 *An owner receiving permission to rent a strata lot must ensure that a tenant occupies the strata lot within 90 days from the date that the strata council granted same, otherwise the permission expires. During the 90 days immediately following the grant of permission, the strata lot will be deemed rented for the purposes of the limit stated in Bylaw 7.1.*
- 7.6 *Permission to rent a strata lot granted pursuant to this Bylaw 7 ceases on the earlier of:*
 - (a) *the end of the tenancy entered into immediately following the grant of permission to rent; and*
 - (b) *the date on which the owner who received permission to rent commences residing in the strata lot.*

- 7.7 *An owner must not rent or lease a strata lot for any period that is less than twelve (12) months.*
- 7.8 *Within two weeks of renting a strata lot, the landlord must give the strata corporation a copy of the Form K - Notice of Tenant's Responsibilities signed by the tenant, in accordance with Section 146 of the Act.*
- 7.9 *Where an owner rents a strata lot in contravention of Bylaws 7.1 and 7.7, the owner will be subject to a fine of \$500.00 and the strata corporation will take all necessary steps to terminate the lease or tenancy, including, but not limited to, seeking a declaration or injunction to enforce the bylaw. Any legal costs incurred by the strata corporation in enforcing the rental restriction bylaws will be the responsibility of the contravening owner and will be recoverable from the owner on a full indemnity basis by the strata corporation.*

It was moved (#2907), seconded (#3007) to approve Resolution #9.

After a brief discussion, the question was called, and the vote was taken with the following results:

In Favour: 26
Opposed: 16
Abstained: 8

Resolution #9 was DEFEATED.

2020 / 2021 STRATA COUNCIL ELECTION

In accordance with the Strata Property Act, the current Strata Council members must resign but are eligible for re-election. As per the Strata Corporation's registered Bylaws, a Strata Council must consist of at least three (3) and not more than seven (7) members.

The following Owners were nominated and agreed to let their names stand for election:

Joseph Chan	Unit #2706
Owen Morley	Unit #2907
Yong Jia Chen	Unit #517
Sanjay Sharma	Unit #3007
Clinton Lee	Unit #518
Bellia Tan	Unit #2607

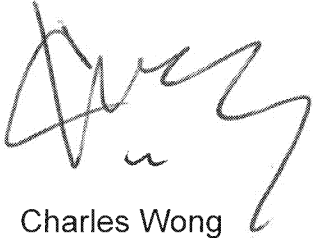
The votes cast by Owners on the proxy forms were counted, and the following Owners were elected by majority vote to serve on the 2020/2021 Strata Council.

Joseph Chan	Unit #2706
Owen Morley	Unit #2907
Yong Jia Chen	Unit #517
Sanjay Sharma	Unit #3007
Clinton Lee	Unit #518

TERMINATION

There being no further business to discuss, the meeting was terminated at 10:10 PM on a motion by #2907.

Council tentatively scheduled the next Council Meeting for Monday November 16th, 2020 at 5:30 PM to be held electronically; Council will elect Officers at that time.



Charles Wong
Property Manger

BAYSIDE PROPERTY SERVICES LTD.

Suite #100 – 6400 Roberts Street, Burnaby, BC V5G 4C9

Tel: 604.432.7774 (24 hrs – after office hours, *emergencies only please*)

Fax: 604.430.2698

Direct: 604.638.6142

Email: cwong@baysideproperty.com

Real Estate Regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes provided to you, at no cost, as replacement minutes will be subject to payment of a fee.

Owners and Occupants of The Crystal,

Thank you all for your continued diligence with the pandemic this year. As we settle in for the time being it's more important than ever that we do everything possible to protect ourselves and those around us.

Over the past year we've completed a number of key projects:

- High rise make-up air unit, to keep air flowing and warm in the hallways
- Roof repairs, to keep us dry as we're entering the rainy season
- Depreciation report, so we can forecast our costs to maintain the building

At the AGM we approved and have started a number of critical projects:

- High Rise hot water replacement
- Hytec water treatment
- Relief caretaker settlement

With the work we've recently completed and have now started we've gone a long way in extending the building infrastructure and keeping our costs down as the building ages.

We've received a legal opinion confirming Joseph Chan doesn't have a conflict of interest due to his injury within the building, and the matter has been closed since before his time on council.

Please don't forget this is your building as much as it is anyone else's. It's important we treat it with the same respect we expect of others:

1. Place your garbage where it belongs, and not outside of containers
2. Ensuring the entrance doors close when you open them
3. Treating the accessibility buttons with respect and only using them as required

We appreciate your feedback and direction, if you have any thoughts or concerns please let us know! You can anonymously leave notes in the mail boxes in the strata slot or you can call/email/write Charles at Bayside.

Thank you,

Owen Morley

THIS POLICY CONTAINS A CLAUSE WHICH MAY LIMIT THE AMOUNT PAYABLE

Policy No. CLMS3990

Summary of Coverage

Named Insured: The Owners of LMS 3990 Crystal Residences
 Additional Insured(s): Bayside Property Services Ltd.
 Location Address(es): 6028 Willingdon Avenue & 6088 Willingdon Avenue, Burnaby BC V5H 4V2
 Policy Period: **June 1, 2020 to June 1, 2021** 12:01 a.m. Standard Time

Insuring Agreements	Deductibles	Limit
PROPERTY COVERAGES		
All Property, All Risks, Replacement Cost	\$50,000	\$96,326,000
Primary Limit		\$50,000,000
Excess Limit		\$46,326,000
Additional Living Expenses	Included	\$1,000,000
Water Damage	\$50,000	Included
Backup of Sewers, Sumps, Septic Tanks or Drains	\$50,000	Included
Earthquake Damage	10 %	Included
Flood Damage	\$50,000	Included
Key and Lock Replacement	Nil	\$50,000
Communicable Disease Endorsement		
BLANKET EXTERIOR GLASS INSURANCE	Residential Commercial	\$ 100 \$ 250
		Blanket Blanket
COMMERCIAL GENERAL LIABILITY		
Each Occurrence Limit	\$ 500	\$5,000,000
Coverage A - Bodily Injury & Property Damage Liability - <i>Per Occurrence</i>	\$ 500	\$5,000,000
Products & Completed Operations - <i>Aggregate</i>		\$5,000,000
Coverage B - Personal Injury Liability - <i>Per Occurrence</i>	\$ 500	\$5,000,000
Non-Owned Automobile - SPF #6 - <i>Per Occurrence</i>		\$5,000,000
CONDO DIRECTORS & OFFICERS LIABILITY	Nil	\$2,000,000
Cyber Security and Privacy Liability		\$250,000
ENVIRONMENTAL LIABILITY POLICY / POLLUTION LEGAL LIABILITY		
Limit of Liability – Each Incident, Coverages A-G		
Limit of Liability – Each Incident, Coverage H	\$10,000 Retention	\$1,000,000
Aggregate Limit	5 Day Waiting Period	\$250,000
		\$1,000,000
VOLUNTEER ACCIDENT INSURANCE COVERAGE		
Personal Accident Limit - Maximum Benefit - Lesser of \$350,000 or 7.5x Annual Salary		\$350,000
Weekly Accident Indemnity - Lesser of \$750 or 75% of Gross Weekly Earnings (52 weeks)	8 day Waiting Period	
Accident Expenses - various up to \$15,000 (see policy wording) Dental Expense - \$5,000		
Program Aggregate Limit		\$10,000,000
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION		
Employee Dishonesty	Nil	\$1,000,000
Broad Form Money & Securities	Nil	\$60,000
Program Aggregate Limit		\$10,000,000
EQUIPMENT BREAKDOWN		
I Standard Comprehensive Plus, Replacement Cost	\$1,000	\$96,326,000
II Consequential Damage, 90% Co-Insurance	\$1,000	\$25,000
III Extra Expense	24 Hour Waiting Period	\$250,000
IV Ordinary Payroll – 90 Days	24 Hour Waiting Period	\$100,000
PRIVACY BREACH SERVICES	Nil	\$50,000
TERRORISM	\$ 500	\$500,000

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

Policy No. TBA **Summary of Coverage**

Named Insured: The Owners of LMS 3990 Crystal Residences
 Additional Insured(s): Bayside Property Services Ltd.
 Mailing Address: **c/o Bayside Property Services Ltd., 100 - 6400 Roberts Street, Burnaby, BC V5G 4C9**
 Location Address(es): 6028 Willingdon Avenue & 6088 Willingdon Avenue, Burnaby BC V5H 4V2
 Policy Period: **June 1, 2020 to June 1, 2021 12:01 a.m. Standard Time**

EXCESS PROPERTY - CONTINENTAL CASUALTY COMPANY

Excess Limit:	\$46,326,000
Terrorism Exclusion	
Electronic Data Exclusion/Cyber Exclusion	
Asbestos, Asbestos-Containing Product or Asbestos-Containing Material Exclusion	
Mold, Fungus, Wet and Dry Rot and Bateria Exclusion	
Santioned Country Endorsement	
LMA5393 Infections Disease Exclusion for the excess layer	

Cancellation Period: 90 Days

Total Excess Property Premium	\$59,761
Minimum Retained Premium	\$29,000

Other Services and Service Providers

PLATINUM LEGAL SERVICES RETAINER – CLARK WILSON LLP

Legal advice and exclusive benefits. See Contract for details.	Retained
Limits: \$1,000,000/Legal Proceeding \$1,500,000 Aggregate	
Fee: 100% Retained	

May 28, 2020 - E&OE

RECEIPTS		APPROVED BUDGET 2020-21
101	Owners' Contributions	874,405.00
102	Locker Income	33,200.00
103	Interest Income	6,000.00
104	Rental-Strata Suite	8,400.00
TOTAL RECEIPTS		922,005.00

DISBURSEMENTS		
General Expenses		
320	Management Fees	52,865.00
322	Statutory Review of Books	210.00
330	Insurance	240,000.00
340	Caretaker Wages	80,000.00
341	Caretaker Relief	30,430.00
343	Caretaker Cell	1,000.00
370	Legal	5,000.00
380	Appraisal	
395	Miscellaneous/Sundry	5,000.00
405	Water/Sewer (#509)	800.00
465	Telephone/Pager	1,000.00
Building		
300	Gas	42,000.00
310	Electricity	100,000.00
415	Garbage/Recycling	45,000.00
425	Equipment/Supplies	7,000.00
430	Duct Cleaning	8,000.00
431	Parkade-Repair/Maintenance	4,000.00
433	Window Cleaning	6,500.00
435	Repairs/Maintenance	100,000.00
436	Fire Prevention	13,000.00
437	Generator Maintenance	6,000.00
439	Pest Control	1,500.00
440	Preventative Maintenance	6,000.00
445	Grounds Maintenance	7,000.00
460	Alarm Monitoring	4,700.00
461	Security Service	37,000.00
462	Joint Common Area Expenses	40,000.00
475	Elevator	41,000.00
485	Surveillance Camera & Security Update	25,000.00
Recreation		
655	Recreation Facilities	10,000.00
Reserves		
710	Contingency Reserve	
TOTAL DISBURSEMENTS		920,005.00

Strata Corporation LMS 3990
 2020-21 Approved Strata Fee Schedule
 September 1, 2020 to August 31, 2021

Unit	Strata Lot	Unit Entitlement	Operating	CRF	2020-21 Approved Strata Fee	Monthly Increase	Sep 1-20 To Nov 1-20 Increase	Dec 1-20 Pre-authorized Withdrawal
6028 Willingdon Avenue								
509	15				0.00			0.00
510	14	943	332.76	0.00	332.76	27.48	82.44	415.20
511	16	830	292.88	0.00	292.88	24.18	72.54	365.42
512	13	939	331.35	0.00	331.35	27.36	82.08	413.43
513	17	737	260.07	0.00	260.07	21.48	64.44	324.51
515	18	747	263.59	0.00	263.59	21.76	65.28	328.87
516	12	1182	417.09	0.00	417.09	34.44	103.32	520.41
517	19	745	262.89	0.00	262.89	21.71	65.13	328.02
518	11	1021	360.28	0.00	360.28	29.75	89.25	449.53
519	20	747	263.59	0.00	263.59	21.76	65.28	328.87
520	10	939	331.35	0.00	331.35	27.36	82.08	413.43
521	21	751	265.01	0.00	265.01	21.89	65.67	330.68
522	9	1101	388.51	0.00	388.51	32.08	96.24	484.75
523	22	751	265.01	0.00	265.01	21.89	65.67	330.68
525	23	1292	455.91	0.00	455.91	37.64	112.92	568.83
526	8	1245	439.32	0.00	439.32	36.27	108.81	548.13
610	38	891	314.41	0.00	314.41	25.96	77.88	392.29
611	39	711	250.89	0.00	250.89	20.71	62.13	313.02
612	37	943	332.76	0.00	332.76	27.48	82.44	415.20
613	40	745	262.89	0.00	262.89	21.71	65.13	328.02
615	41	743	262.18	0.00	262.18	21.65	64.95	327.13
616	36	940	331.70	0.00	331.70	27.39	82.17	413.87
617	42	743	262.18	0.00	262.18	21.65	64.95	327.13
618	35	1199	423.09	0.00	423.09	34.93	104.79	527.88
619	43	748	263.95	0.00	263.95	21.80	65.40	329.35
620	34	1042	367.69	0.00	367.69	30.36	91.08	458.77
621	44	746	263.24	0.00	263.24	21.73	65.19	328.43
622	33	940	331.70	0.00	331.70	27.39	82.17	413.87
623	45	742	261.83	0.00	261.83	21.62	64.86	326.69
625	46	1326	467.91	0.00	467.91	38.64	115.92	583.83
626	32	1111	392.04	0.00	392.04	32.37	97.11	489.15
628	31	1245	439.32	0.00	439.32	36.27	108.81	548.13
710	54	891	314.41	0.00	314.41	25.96	77.88	392.29
711	55	711	250.89	0.00	250.89	20.71	62.13	313.02
712	53	943	332.76	0.00	332.76	27.48	82.44	415.20
713	56	745	262.89	0.00	262.89	21.71	65.13	328.02
715	57	743	262.18	0.00	262.18	21.65	64.95	327.13
716	52	940	331.70	0.00	331.70	27.39	82.17	413.87
717	58	743	262.18	0.00	262.18	21.65	64.95	327.13
718	51	1199	423.09	0.00	423.09	34.93	104.79	527.88
719	59	748	263.95	0.00	263.95	21.80	65.40	329.35
720	50	1042	367.69	0.00	367.69	30.36	91.08	458.77
721	60	746	263.24	0.00	263.24	21.73	65.19	328.43
722	49	940	331.70	0.00	331.70	27.39	82.17	413.87
723	61	742	261.83	0.00	261.83	21.62	64.86	326.69
725	62	1326	467.91	0.00	467.91	38.64	115.92	583.83
726	48	1111	392.04	0.00	392.04	32.37	97.11	489.15
728	47	1245	439.32	0.00	439.32	36.27	108.81	548.13

6088 Willingdon Avenue

201	3	805	284.06	0.00	284.06	23.45	70.35	354.41
202	2	769	271.36	0.00	271.36	22.41	67.23	338.59
203	1	938	330.99	0.00	330.99	27.33	81.99	412.98
301	7	934	329.58	0.00	329.58	27.21	81.63	411.21
302	6	790	278.77	0.00	278.77	23.02	69.06	347.83
303	5	769	271.36	0.00	271.36	22.41	67.23	338.59
305	4	938	330.99	0.00	330.99	27.33	81.99	412.98
501	29	926	326.76	0.00	326.76	26.98	80.94	407.70
502	28	790	278.77	0.00	278.77	23.02	69.06	347.83
503	27	769	271.36	0.00	271.36	22.41	67.23	338.59
505	26	929	327.82	0.00	327.82	27.07	81.21	409.03
506	25	926	326.76	0.00	326.76	26.98	80.94	407.70

Strata Corporation LMS 3990
 2020-21 Approved Strata Fee Schedule
 September 1, 2020 to August 31, 2021

Unit	Strata Lot	Unit Entitlement	Operating	CRF	2020-21 Approved Strata Fee	Monthly Increase	Sep 1-20 To Nov 1-20 Increase	Dec 1-20 Pre-authorized Withdrawal
507	24	769	271.36	0.00	271.36	22.41	67.23	338.59
508	30	929	327.82	0.00	327.82	27.07	81.21	409.03
601	68	926	326.76	0.00	326.76	26.98	80.94	407.70
602	67	790	278.77	0.00	278.77	23.02	69.06	347.83
603	66	769	271.36	0.00	271.36	22.41	67.23	338.59
605	65	929	327.82	0.00	327.82	27.07	81.21	409.03
606	64	926	326.76	0.00	326.76	26.98	80.94	407.70
607	63	797	281.24	0.00	281.24	23.22	69.66	350.90
608	70	797	281.24	0.00	281.24	23.22	69.66	350.90
609	69	926	326.76	0.00	326.76	26.98	80.94	407.70
701	76	926	326.76	0.00	326.76	26.98	80.94	407.70
702	75	790	278.77	0.00	278.77	23.02	69.06	347.83
703	74	769	271.36	0.00	271.36	22.41	67.23	338.59
705	73	929	327.82	0.00	327.82	27.07	81.21	409.03
706	72	926	326.76	0.00	326.76	26.98	80.94	407.70
707	71	797	281.24	0.00	281.24	23.22	69.66	350.90
708	78	797	281.24	0.00	281.24	23.22	69.66	350.90
709	77	926	326.76	0.00	326.76	26.98	80.94	407.70
801	84	926	326.76	0.00	326.76	26.98	80.94	407.70
802	83	790	278.77	0.00	278.77	23.02	69.06	347.83
803	82	769	271.36	0.00	271.36	22.41	67.23	338.59
805	81	929	327.82	0.00	327.82	27.07	81.21	409.03
806	80	1024	361.34	0.00	361.34	29.84	89.52	450.86
807	79	1493	526.84	0.00	526.84	43.50	130.50	657.34
808	85	929	327.82	0.00	327.82	27.07	81.21	409.03
901	91	926	326.76	0.00	326.76	26.98	80.94	407.70
902	90	790	278.77	0.00	278.77	23.02	69.06	347.83
903	89	769	271.36	0.00	271.36	22.41	67.23	338.59
905	88	929	327.82	0.00	327.82	27.07	81.21	409.03
906	87	1024	361.34	0.00	361.34	29.84	89.52	450.86
907	86	1493	526.84	0.00	526.84	43.50	130.50	657.34
908	92	929	327.82	0.00	327.82	27.07	81.21	409.03
1001	98	926	326.76	0.00	326.76	26.98	80.94	407.70
1002	97	790	278.77	0.00	278.77	23.02	69.06	347.83
1003	96	769	271.36	0.00	271.36	22.41	67.23	338.59
1005	95	929	327.82	0.00	327.82	27.07	81.21	409.03
1006	94	1024	361.34	0.00	361.34	29.84	89.52	450.86
1007	93	1493	526.84	0.00	526.84	43.50	130.50	657.34
1008	99	929	327.82	0.00	327.82	27.07	81.21	409.03
1101	105	926	326.76	0.00	326.76	26.98	80.94	407.70
1102	104	790	278.77	0.00	278.77	23.02	69.06	347.83
1103	103	769	271.36	0.00	271.36	22.41	67.23	338.59
1105	102	929	327.82	0.00	327.82	27.07	81.21	409.03
1106	101	1024	361.34	0.00	361.34	29.84	89.52	450.86
1107	100	1493	526.84	0.00	526.84	43.50	130.50	657.34
1108	106	929	327.82	0.00	327.82	27.07	81.21	409.03
1201	112	926	326.76	0.00	326.76	26.98	80.94	407.70
1202	111	790	278.77	0.00	278.77	23.02	69.06	347.83
1203	110	769	271.36	0.00	271.36	22.41	67.23	338.59
1205	109	929	327.82	0.00	327.82	27.07	81.21	409.03
1206	108	1024	361.34	0.00	361.34	29.84	89.52	450.86
1207	107	1493	526.84	0.00	526.84	43.50	130.50	657.34
1208	113	929	327.82	0.00	327.82	27.07	81.21	409.03
1501	219	926	326.76	0.00	326.76	26.98	80.94	407.70
1502	219	790	278.77	0.00	278.77	23.02	69.06	347.83
1503	117	769	271.36	0.00	271.36	22.41	67.23	338.59
1505	116	929	327.82	0.00	327.82	27.07	81.21	409.03
1506	115	1024	361.34	0.00	361.34	29.84	89.52	450.86
1507	114	1493	526.84	0.00	526.84	43.50	130.50	657.34
1508	120	929	327.82	0.00	327.82	27.07	81.21	409.03
1601	126	926	326.76	0.00	326.76	26.98	80.94	407.70
1602	125	790	278.77	0.00	278.77	23.02	69.06	347.83
1603	124	769	271.36	0.00	271.36	22.41	67.23	338.59
1605	123	929	327.82	0.00	327.82	27.07	81.21	409.03
1606	122	1024	361.34	0.00	361.34	29.84	89.52	450.86

Strata Corporation LMS 3990
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Unit	Strata Lot	Unit Entitlement	Operating	CRF	2020-21 Approved Strata Fee	Monthly Increase	Sep 1-20 To Nov 1-20 Increase	Dec 1-20 Pre-authorized Withdrawal
1607	121	1493	526.84	0.00	526.84	43.50	130.50	657.34
1608	127	929	327.82	0.00	327.82	27.07	81.21	409.03
1701	133	926	326.76	0.00	326.76	26.98	80.94	407.70
1702	132	790	278.77	0.00	278.77	23.02	69.06	347.83
1703	131	769	271.36	0.00	271.36	22.41	67.23	338.59
1705	130	929	327.82	0.00	327.82	27.07	81.21	409.03
1706	129	1024	361.34	0.00	361.34	29.84	89.52	450.86
1707	128	1493	526.84	0.00	526.84	43.50	130.50	657.34
1708	134	929	327.82	0.00	327.82	27.07	81.21	409.03
1801	140	926	326.76	0.00	326.76	26.98	80.94	407.70
1802	139	790	278.77	0.00	278.77	23.02	69.06	347.83
1803	138	769	271.36	0.00	271.36	22.41	67.23	338.59
1805	137	929	327.82	0.00	327.82	27.07	81.21	409.03
1806	136	1024	361.34	0.00	361.34	29.84	89.52	450.86
1807	135	1493	526.84	0.00	526.84	43.50	130.50	657.34
1808	141	929	327.82	0.00	327.82	27.07	81.21	409.03
1901	147	926	326.76	0.00	326.76	26.98	80.94	407.70
1902	146	790	278.77	0.00	278.77	23.02	69.06	347.83
1903	145	769	271.36	0.00	271.36	22.41	67.23	338.59
1905	144	929	327.82	0.00	327.82	27.07	81.21	409.03
1906	143	1024	361.34	0.00	361.34	29.84	89.52	450.86
1907	142	1493	526.84	0.00	526.84	43.50	130.50	657.34
1908	148	929	327.82	0.00	327.82	27.07	81.21	409.03
2001	154	926	326.76	0.00	326.76	26.98	80.94	407.70
2002	153	790	278.77	0.00	278.77	23.02	69.06	347.83
2003	152	769	271.36	0.00	271.36	22.41	67.23	338.59
2005	151	929	327.82	0.00	327.82	27.07	81.21	409.03
2006	150	1024	361.34	0.00	361.34	29.84	89.52	450.86
2007	149	1493	526.84	0.00	526.84	43.50	130.50	657.34
2008	155	929	327.82	0.00	327.82	27.07	81.21	409.03
2101	161	926	326.76	0.00	326.76	26.98	80.94	407.70
2102	160	792	279.47	0.00	279.47	23.07	69.21	348.68
2103	159	769	271.36	0.00	271.36	22.41	67.23	338.59
2105	158	929	327.82	0.00	327.82	27.07	81.21	409.03
2106	157	1024	361.34	0.00	361.34	29.84	89.52	450.86
2107	156	1493	526.84	0.00	526.84	43.50	130.50	657.34
2108	162	929	327.82	0.00	327.82	27.07	81.21	409.03
2201	168	926	326.76	0.00	326.76	26.98	80.94	407.70
2202	167	790	278.77	0.00	278.77	23.02	69.06	347.83
2203	166	769	271.36	0.00	271.36	22.41	67.23	338.59
2205	165	929	327.82	0.00	327.82	27.07	81.21	409.03
2206	164	1024	361.34	0.00	361.34	29.84	89.52	450.86
2207	163	1493	526.84	0.00	526.84	43.50	130.50	657.34
2208	169	929	327.82	0.00	327.82	27.07	81.21	409.03
2301	175	926	326.76	0.00	326.76	26.98	80.94	407.70
2302	174	790	278.77	0.00	278.77	23.02	69.06	347.83
2303	173	769	271.36	0.00	271.36	22.41	67.23	338.59
2305	172	929	327.82	0.00	327.82	27.07	81.21	409.03
2306	171	1024	361.34	0.00	361.34	29.84	89.52	450.86
2307	170	1493	526.84	0.00	526.84	43.50	130.50	657.34
2308	176	929	327.82	0.00	327.82	27.07	81.21	409.03
2501	182	926	326.76	0.00	326.76	26.98	80.94	407.70
2502	181	793	279.83	0.00	279.83	23.11	69.33	349.16
2503	180	766	270.30	0.00	270.30	22.32	66.96	337.26
2505	179	929	327.82	0.00	327.82	27.07	81.21	409.03
2506	178	1024	361.34	0.00	361.34	29.84	89.52	450.86
2507	177	1493	526.84	0.00	526.84	43.50	130.50	657.34
2508	183	929	327.82	0.00	327.82	27.07	81.21	409.03
2601	189	926	326.76	0.00	326.76	26.98	80.94	407.70
2602	188	793	279.83	0.00	279.83	23.11	69.33	349.16
2603	187	765	269.95	0.00	269.95	22.29	66.87	336.82
2605	186	929	327.82	0.00	327.82	27.07	81.21	409.03
2606	185	1024	361.34	0.00	361.34	29.84	89.52	450.86
2607	184	1493	526.84	0.00	526.84	43.50	130.50	657.34
2608	190	929	327.82	0.00	327.82	27.07	81.21	409.03

Strata Corporation LMS 3990
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 September 1, 2020 to August 31, 2021

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2701	196	926	326.76	0.00	326.76	26.98	80.94	407.70
2702	195	793	279.83	0.00	279.83	23.11	69.33	349.16
2703	194	765	269.95	0.00	269.95	22.29	66.87	336.82
2705	193	929	327.82	0.00	327.82	27.07	81.21	409.03
2706	192	1024	361.34	0.00	361.34	29.84	89.52	450.86
2707	191	1493	526.84	0.00	526.84	43.50	130.50	657.34
2708	197	929	327.82	0.00	327.82	27.07	81.21	409.03
2801	203	926	326.76	0.00	326.76	26.98	80.94	407.70
2802	202	793	279.83	0.00	279.83	23.11	69.33	349.16
2803	201	765	269.95	0.00	269.95	22.29	66.87	336.82
2805	200	929	327.82	0.00	327.82	27.07	81.21	409.03
2806	199	1024	361.34	0.00	361.34	29.84	89.52	450.86
2807	198	1493	526.84	0.00	526.84	43.50	130.50	657.34
2808	204	929	327.82	0.00	327.82	27.07	81.21	409.03
2901	210	926	326.76	0.00	326.76	26.98	80.94	407.70
2902	209	793	279.83	0.00	279.83	23.11	69.33	349.16
2903	208	765	269.95	0.00	269.95	22.29	66.87	336.82
2905	207	929	327.82	0.00	327.82	27.07	81.21	409.03
2906	206	1024	361.34	0.00	361.34	29.84	89.52	450.86
2907	205	1493	526.84	0.00	526.84	43.50	130.50	657.34
2908	211	929	327.82	0.00	327.82	27.07	81.21	409.03
3001	217	926	326.76	0.00	326.76	26.98	80.94	407.70
3002	216	793	279.83	0.00	279.83	23.11	69.33	349.16
3003	215	765	269.95	0.00	269.95	22.29	66.87	336.82
3005	214	929	327.82	0.00	327.82	27.07	81.21	409.03
3006	213	1024	361.34	0.00	361.34	29.84	89.52	450.86
3007	212	1493	526.84	0.00	526.84	43.50	130.50	657.34
3008	218	929	327.82	0.00	327.82	27.07	81.21	409.03
Monthly		206498	72,867.50	0.00	72,867.50	6,016.93	18,050.79	90,918.29
Annual			874,410.00	0.00	874,410.00			

**MINUTES OF ANNUAL GENERAL MEETING
STRATA CORPORATION LMS 3990
“THE CRYSTAL”**

HELD: Tuesday October 29th, 2019 at 6:30 PM at the Chinese Christian Mission of Canada (CCM Centre), 4533 Kingsborough Street, Burnaby, BC

PRESENT: The Owners, Strata Plan LMS 3990, as per the Registration Sheet
Charles Wong, Property Manager, Bayside Property Services Ltd.
Cindy Long, Property Manager, Bayside Property Services Ltd.

REGISTRATION, CERTIFICATION OF PROXIES AND ISSUING OF BALLOTS

Strata Corporation LMS 3990 has 218 eligible votes thereby requiring that 73 eligible votes be present, either in person or by proxy, to represent a quorum. Proxies were certified and ballots were issued at the time of registration.

As quorum was not reached at the appointed time, after 30 minutes those in attendance constituted a quorum in accordance with registered Bylaw 27.1. The Owners in attendance were advised at 7:00 PM that a quorum of Owners was therefore deemed present, which represented seventy-one (71) Strata Lots in total [forty-one (41) in person and thirty (30) by proxy].

CALL TO ORDER

After it was determined that a quorum of Owners was present, the meeting was officially called to order at 7:15 PM by Charles Wong, Bayside Property Services Ltd.

ELECTION OF CHAIR

As per the Strata Corporation's Bylaws, the Council President, Owen Morley, acted as chair of the meeting with the assistance of Charles Wong. In addition, Council member, Yong Jia Chen, provided Chinese translation for the Owners during the meeting.

NOTICE OF MEETING

It was moved (#2907), seconded (#2607) and carried by majority vote that the Notice of Meeting dated October 10th, 2019 was proper notice as per the requirements of the Strata Property Act.

APPROVAL OF AGENDA

It was moved (#2907), seconded (#2607) and carried by majority vote to amend the Agenda by moving Resolution #8 for consideration before Resolutions #1 - #7.

PREVIOUS SPECIAL GENERAL MEETING MINUTES

It was moved (#517), seconded (#2907) and carried by majority vote to approve the Minutes of the Special General Meeting held April 10th, 2019, as previously circulated.

PRESIDENT'S REPORT

The Council President, Owen Morley, presented his report regarding the activities that took place over the past year. At this time, Owners briefly discussed the topics "Rental Restriction" and "Urgent Repairs Required". Some Owners requested Council to consider Chinese translation of minutes at future general meetings. The new Council will investigate at the Council Meeting. The President's report has been included in this Annual General Meeting minutes.

REPORT ON INSURANCE

Bayside drew the Owners' attention to the insurance coverage for LMS 3990 "The Crystal", which was included with the Notice of Meeting, and reviewed the deductibles applicable to each type of loss. A second copy is included with these minutes as well. Owners were reminded that the Strata Corporation's insurance is not contents insurance and that Owners are responsible for obtaining their own individual contents insurance policy to cover their personal belongings and any improvements they have made to their strata lot.

All Owners – please note the following important items:

- a) **Contents/Improvements**: We take this opportunity to advise all Owners and residents that the Strata Corporation's insurance covers the building, carpeting etc., as per original construction. Owners must insure any improvements to these items (tenant fixtures, paneling, general upgrading, etc.) completed by yourself or the previous Owner as well as your personal effects and furniture, through your personal contents coverage. It is suggested that all Owners complete an inventory of their personal contents and belongings to ensure that you are adequately insured. Most insurance agents will provide you with an inventory guide booklet to assist you with an inventory. It is well worth it – also, take pictures or a video of your unit – and keep same in another location along with your inventory list.
- b) **Owner Responsibility**: There have been two recent court cases that dealt with the issue of Owner versus Strata Corporation responsibility, one involving a leaking dishwasher and the other, a broken pipe in a wall solely contained within one strata lot. Each incident caused thousands of dollars of damage to that strata lot. In both cases the strata lot Owner, not the Strata Corporation or the Strata Corporation's insurer, was held responsible for paying for the repairs. Based on these cases, it is apparent that if the "thing that breaks" (toilet, hot water tank, etc.) is owned by an individual unit Owner or is within the boundaries of the strata lot, either the cost of repairing any resulting damage or the deductible for the Strata Corporation's insurance policy, will be the responsibility of that Owner. Owners should review your contents policy wording with your contents insurer to make sure that you have adequate protection under these circumstances.

2019/2020 OPERATING BUDGET

The proposed 2019/2020 Operating Budget was moved for approval (#2907), seconded (#2103) and opened for discussion. Following discussion, the vote was taken and the 2019/2020 Operating Budget was approved by majority vote (44 in Favour, 21 Opposed and 4 Abstentions) with the following amendment:

Adding line item 708, Elevator Modernization, and 709, Capital Expenditures, to 710, Contingency Reserve. There will not be any change to the figures in the 2019/2020 Operating Budget.

OWNERS PLEASE NOTE THERE IS AN INCREASE IN STRATA FEES AS PER THE ATTACHED BUDGET AND STRATA FEE SCHEDULE, WHICH COVERS SEPTEMBER 2019 TO AUGUST 2020.

NOTICE REGARDING INCREASED STRATA FEES

As a result of the Annual General Meeting being held after your Strata's year-end, August 31st, Bayside will need to adjust your December 2019 strata fee to reflect the difference between the 2018/2019 strata fee and the 2019/2020 strata fee for the months of September, October and November.

- For Owners who are paying by pre-authorized withdrawals from their bank account, the **December** automatic withdrawal will reflect the adjustment, as per the attached schedule.
- Please note that the **December automatic withdrawal** will include the amount of the increase in strata fee for the months of September, October and November, **plus** the new strata fee payment for December.
- For Owners who pay by **cheque**, you will need to make your December payment for the increased strata fee shown for your suite, as per the attached schedule, **plus** the amount of the increase in strata fee for the months of September, October and November.

All Owners are reminded that the monthly strata fees are due and payable on the first day of each and every month in advance. Please note that late or non-payment will result in penalty assessment in accordance with Strata Corporation LMS 3990's Bylaws. Post-dated cheques are welcome and those wishing to do so may arrange for pre-authorized withdrawals from their bank, *which is the preferred method of payment*. Interested Owners may obtain a Pre-authorized Withdrawal Form from Bayside to be completed and returned to Bayside along with a void cheque.

Alternatively, Owners may forward a series of twelve (12) post-dated cheques to BAYSIDE'S office located at Sperling Plaza, Suite 100 - 6400 Roberts Street, Burnaby, BC V5G 4C9. Please note the following when making out your cheques:

1. Your cheques should be dated for the FIRST of each month (**September 1st, 2019 through to and including August 1st, 2020**);
2. Cheques are to be made payable to "**Strata Plan LMS 3990**";
3. Your **Unit Number** is to be noted on your cheques, if not already imprinted.

At this time, some Owners left the meeting without notification.

RESOLUTION #8 BY MAJORITY VOTE

BE IT RESOLVED THAT The Owners, Strata Plan LMS 3990, hereby approve transferring the amount of \$123,000.00 from the Cumulative Operating Surplus, which had a balance of \$381,495.60 as at August 31st, 2019, into the Contingency Reserve Fund.

It was moved, seconded (#518 / #3007) to approve Resolution #8, as presented, and the floor was opened for discussion.

After a brief discussion, the question was called and the vote was taken by the marking of ballot cards with the following results:

In Favour: 66
Opposed: 0
Abstained: 0

Resolution #8 PASSED UNANIMOUSLY.

RESOLUTION #1 BY ¾ VOTE

BE IT RESOLVED THAT The Owners, Strata Plan LMS 3990, hereby approve an expenditure of up to \$25,000.00 for the roof repair and the roof concrete eyebrow repair on both buildings. Funding for this expenditure will be from the Cumulative Operating Surplus, which had a balance of \$381,495.60 as at August 31st, 2019.

It was moved (#2907), seconded (#517) to approve Resolution #1, as presented, and the floor was opened for discussion.

After a brief discussion, the question was called and the vote was taken by the marking of ballot cards with the following results:

In Favour: 66
Opposed: 0
Abstained: 0

Resolution #1 PASSED UNANIMOUSLY.

RESOLUTION #2 BY ¾ VOTE

BE IT RESOLVED by a ¾ vote of The Owners, Strata Plan LMS 3990 (the "Strata Corporation") that the Strata Corporation is authorized to change the use or appearance of common property parking stalls numbered 84 and 85 at level P1 and 246 and 247 at level P4 parking by converting them from handicapped parking stalls into EVCS stalls.

It was moved (#2907), seconded (#2706) and carried by majority vote to amend Resolution #2 as follows:

BE IT RESOLVED by a $\frac{3}{4}$ vote of The Owners, Strata Plan LMS 3990 (the "Strata Corporation") that the Strata Corporation is authorized to change the use or appearance of common property parking stalls numbered **246 and 247 at level P1 and 178 and 179 at level P2** parking by converting them from handicapped parking stalls into EVCS stalls.

It was moved (#2907), seconded (#517) to approve Resolution #2, as amended, and the floor was opened for discussion.

After a brief discussion, the question was called and the vote was taken by the marking of ballot cards with the following results:

In Favour: 30
Opposed: 34
Abstained: 2

Resolution #2 was DEFEATED.

RESOLUTION #3 BY $\frac{3}{4}$ VOTE

BE IT RESOLVED THAT The Owners, Strata Plan LMS 3990, hereby approve an expenditure of up to \$30,000.00 for the installation of four electric vehicle charging stations in the common property parking stalls numbered 246 and 247 at level P1 and 178 and 179 at level P2. Funding for this expenditure will be from the Cumulative Operating Surplus, which had a balance of \$381,495.60 as at August 31st, 2019.

It was moved (#2907), seconded (#518) and with majority votes to withdraw Resolution #3 as Resolution has been defeated.

Resolution #3 was WITHDRAWN.

RESOLUTION #4 BY $\frac{3}{4}$ VOTE

BE IT RESOLVED THAT The Owners, Strata Plan LMS 3990, hereby approve an expenditure of up to \$30,000.00 to upgrade the intercom panel at both buildings. Funding for this expenditure will be from the Cumulative Operating Surplus, which had a balance of \$381,495.60 as at August 31st, 2019.

It was moved (#2907), seconded (#2301) to approve Resolution #4, as presented, and the floor was opened for discussion.

After a brief discussion, the question was called and the vote was taken by the marking of ballot cards with the following results:

In Favour: 57
Opposed: 9
Abstained: 0

Resolution #4 PASSED.

RESOLUTION #5 BY ¾ VOTE

BE IT RESOLVED THAT The Owners, Strata Plan LMS 3990, hereby approve an expenditure of up to \$50,000.00 to install additional surveillance cameras at the building lobbies, parkade lobbies, garbage room and P4 storage locker entrances. Funding for this expenditure will be from the Cumulative Operating Surplus, which had a balance of \$381,495.60 as at August 31st, 2019.

It was moved (#2907), seconded (#3007) to approve Resolution #5, as presented, and the floor was opened for discussion.

After a brief discussion, the question was called and the vote was taken by the marking of ballot cards with the following results:

In Favour: 52
Opposed: 11
Abstained: 3

Resolution #5 PASSED.

RESOLUTION #6 BY ¾ VOTE

BE IT RESOLVED THAT The Owners, Strata Plan LMS 3990, hereby approve an expenditure of up to \$20,000.00 to improve the 5th floor outdoor patio area and install a barbecue facility for general usage. There will be limited hours of usage and Rules will be implemented in future. Funding for this expenditure will be from the Cumulative Operating Surplus, which had a balance of \$381,495.60 as at August 31st, 2019.

It was moved (#2907), seconded (#518) to approve Resolution #6, as presented, and the floor was opened for discussion.

After a brief discussion, the question was called and the vote was taken by the marking of ballot cards with the following results:

In Favour: 21
Opposed: 40
Abstained: 5

Resolution #6 was DEFEATED.

RESOLUTION #7 BY ¾ VOTE

BE IT RESOLVED THAT The Owners, Strata Plan LMS 3990, hereby approve the addition of the following bylaw, which would be Bylaw 3.22(h):

3.22(h) Any breach of Bylaw 3.22 is subject to a fine of up to \$1,000 per day.

It was moved (#3007), seconded (#2103) to approve Resolution #7, as presented, and the floor was opened for discussion.

After a brief discussion, the question was called and the vote was taken by the marking of ballot cards with the following results:

In Favour: 66
Opposed: 0
Abstained: 0

Resolution #7 PASSED UNANIMOUSLY.

2019 / 2020 STRATA COUNCIL ELECTION

In accordance with the Strata Property Act, the current Strata Council members must resign but are eligible for re-election. Bayside also briefly outlined the duties and responsibilities of Strata Council members. Bayside further explained to the Owners that, as per the Strata Corporation's registered Bylaws, a Strata Council must consist of at least three (3) and not more than seven (7) members. Bayside asked the Owners if anyone present was willing to nominate an Owner who sent in their request to be on Council, but there was no response from the Owners present.

The floor was then opened for nominations with the following Owners being nominated and agreeing to let their names stand for election:

Bellia Tan	Unit #2607
Joseph Chan	Unit #2706
Owen Morley	Unit #2907
Yong Jia Chen	Unit #517
Sanjay Sharma	Unit #3007
Clinton Lee	Unit #518

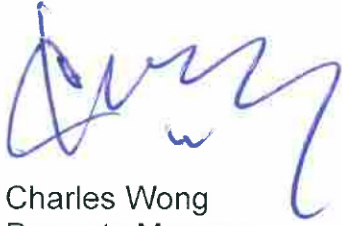
There being no further nominations, it was moved (#2907), seconded (#2706) and carried to cease nominations.

The above nominees were elected by majority vote, via a show of ballot cards, as the new Strata Council for the 2019/2020 term.

TERMINATION

There being no further business to discuss, the meeting was terminated at 10:10 PM on a motion by #2907.

The next Council Meeting will be held at the call of Council, at which time Council will elect Officers.



Charles Wong
Property Manger

BAYSIDE PROPERTY SERVICES LTD.

Suite #100 – 6400 Roberts Street, Burnaby, BC V5G 4C9

Tel: 604.432.7774 (24 hrs – after office hours, *emergencies only please*)

Fax: 604.430.2698

Direct: 604.638.6142

Email: cwong@baysideproperty.com

Real Estate Regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes provided to you, at no cost, as replacement minutes will be subject to payment of a fee.

Hi,

Welcome to the AGM. I'm Owen Morley, the strata president.

I'd like to kick things off with a couple of thank yous and acknowledgments. Thanks to all the owners for attending, Charles from Bayside, and the council. I'd like to give a special thank-you to Bellia and Scott for your continued guidance and support, bringing us up to your level and helping us stick with best practice! Last but certainly not least, Fredy. Who goes beyond his 9am-5pm shift, but his passion for not only the building but us has him regularly helping out after hours including weekends. Fredy especially we need to call you out and thank you for your hard work!

Looking at the year in review we've authorized only what is necessary for maintenance, just enough to keep the lights on and the water flowing. As the building ages, we're approaching a time where critical infrastructure is expected to start failing. We've commissioned reports to understand the state of critical components, and what we can cost-effectively do to extend their working life.

- The elevators are at the end of their expected life span with replacement parts in short supply. While safe to operate the next breakdown may be their last.
- The pipes are averaging a new leak every few months; the report on their state is imminent.
- The high rise and low rise roofs have multiple leaks. A third party report recommends replacing them both by the end of 2021. Today we're looking to apply short-term spot-fixing solutions to buy over 90 locations, and extend their life by a few years.
- The parkade membrane is reaching its end of life and will soon be due for replacement.

Ignoring or deferring any of these items will significantly reduce the quality of life. Further, it will cost more in additional long term damages and put us at risk of losing our insurance due to excessive claims.

Preliminary numbers for each of these major items are as follows:

- The elevator modernization for HR/LR is \$1M
- The HR and LR roof replacements are \$1.7-1.9M
- Domestic water re-piping is targeting \$1M
- The parkade membrane will be \$500k.

The total required for these major items is \$4.4M. Today we have just over a million dollars available. This shortfall would amount to a projected levy of \$15,000 per unit on average.

To save money long term, improve efficiency and reduce electricity waste we're working on replacing the lighting with LED's and motion sensors. This project includes lobbies, hallways,

stairwells and storage lockers. This project would be on a term agreement with no upfront costs, and would align closely with the projected energy savings.

A strata increase is required to cover budget shortfalls. Even with the fee increase, to balance the budget we've had to use \$123,000 from the operating surplus which is not sustainable moving forward.

The 12% increase this is the first in five years and it's inline with the cumulative average Canadian inflation over that time period of 11%.

With the building ageing, the major repairs ahead and budget shortfall it's critical we increase the contributions as soon as possible.

A few other items we should note:

- When you reach out to council to leave your contact information so we can respond accordingly.
- The stairwells should only be used in emergency. There's little cell signal and infrequent traffic. Instead of the stairs, please use the elevators as they are tested and maintained regularly with the emergency phones checked frequently.

In closing I would like to invite you to join the strata council. We're in need of more people that can lend their opinions in a clear and constructive manner, help push projects forward and ensure the building is as comfortable as possible for everyone to live in while maintaining property values!

Thank you,

Owen Morley
LMS3990 Strata President

Policy No. CLMS3990**Summary of Coverage**

Named Insured: The Owners of Strata Plan LMS 3990 Crystal Residences
 Additional Insured(s): Bayside Property Services Ltd.
 Location Address(es): 6028 Willingdon Avenue & 6088 Willingdon Avenue, Burnaby, BC V5H 4V2
 Policy Period: June 1, 2019 to June 1, 2020 12:01 a.m. Standard Time

Insuring Agreements	Deductibles	Limit
PROPERTY COVERAGES		
All Property, All Risks, Extended Replacement Cost 110%	\$5,000	\$92,800,000
Additional Living Expenses	Included	\$1,000,000
Water Damage	\$25,000	Included
Backup of Sewers, Sumps, Septic Tanks or Drains	\$25,000	Included
Earthquake Damage	10%	Included
Flood Damage	\$10,000	Included
Key and Lock Replacement	Nil	\$50,000
BLANKET EXTERIOR GLASS INSURANCE		
Residential	\$100	Blanket
Commercial	\$250	Blanket
COMMERCIAL GENERAL LIABILITY		
Each Occurrence Limit	\$500	\$5,000,000
Coverage A - Bodily Injury & Property Damage Liability - <i>Per Occurrence</i>	\$500	\$5,000,000
Products & Completed Operations - <i>Aggregate</i>		\$5,000,000
Coverage B - Personal Injury Liability - <i>Per Occurrence</i>	\$500	\$5,000,000
Non-Owned Automobile - SPF #6 - <i>Per Occurrence</i>		\$5,000,000
STRATA DIRECTORS & OFFICERS LIABILITY		
Primary Policy	Nil	\$2,000,000
Cyber Security and Privacy Liability		\$250,000
ENVIRONMENTAL LIABILITY POLICY / POLLUTION LEGAL LIABILITY		
Limit of Liability - Each Incident, Coverages A-G	\$10,000 Retention	\$1,000,000
Limit of Liability - Each Incident, Coverage H	5 Day Waiting Period	\$250,000
Aggregate Limit		\$1,000,000
VOLUNTEER ACCIDENT INSURANCE COVERAGE STR (08/17)		
Personal Accident Limit - Maximum Benefit - Lesser of \$350,000 or 7.5x Annual Salary		\$350,000
Weekly Accident Indemnity - Lesser of \$750 or 75% of Gross Weekly Earnings (52 weeks)	8 day Waiting Period	
Accident Expenses - various up to \$15,000 (see policy wording) Dental Expense - \$5,000		
Program Aggregate Limit		\$10,000,000
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION		
Employee Dishonesty	Nil	\$1,000,000
Broad Form Money & Securities	Nil	\$60,000
Program Aggregate Limit		\$10,000,000
EQUIPMENT BREAKDOWN		
I Standard Comprehensive Plus, Replacement Cost	\$1,000	\$92,800,000
II Consequential Damage, 90% Co-Insurance	\$1,000	\$25,000
III Extra Expense	24 Hour Waiting Period	\$250,000
IV Ordinary Payroll - 90 Days	24 Hour Waiting Period	\$100,000
PRIVACY BREACH SERVICES		
	Nil	\$50,000
TERRORISM		
	\$500	\$500,000

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

May 31, 2019 - E&OE

RECEIPTS	APPROVED BUDGET 2019-20
101 Owners' Contributions	802,206.72
102 Locker Income	33,200.00
103 Interest Income	9,000.00
104 Rental-Strata Suite	8,400.00
110 Transfer of Operating Surplus	123,000.00
TOTAL RECEIPTS	975,806.72
DISBURSEMENTS	
General Expenses	
320 Management Fees	52,265.00
322 Statutory Review of Books	210.00
330 Insurance	155,000.00
340 Caretaker Wages	70,000.00
341 Caretaker Relief	14,000.00
343 Caretaker Cell	1,900.00
370 Legal	5,000.00
380 Appraisal	
395 Miscellaneous/Sundry	5,000.00
405 Water/Sewer (#509)	750.00
465 Telephone/Pager	1,600.00
Building	
300 Gas	40,000.00
310 Electricity	119,500.00
415 Garbage/Recycling	38,000.00
425 Equipment/Supplies	4,000.00
430 Duct Cleaning	7,000.00
431 Parkade-Repair/Maintenance	10,000.00
433 Window Cleaning	7,500.00
435 Repairs/Maintenance	117,781.72
436 Fire Prevention	13,000.00
437 Generator Maintenance	6,500.00
439 Pest Control	1,500.00
440 Preventative Maintenance	6,000.00
445 Grounds Maintenance	8,000.00
460 Alarm Monitoring	5,300.00
461 Security Service	40,000.00
462 Joint Common Area Expenses	45,000.00
475 Elevator	41,000.00
485 Surveillance Camera & Security Update	50,000.00
Recreation	
655 Recreation Facilities	15,000.00
Reserves	
710 Contingency Reserve	95,000.00
TOTAL DISBURSEMENTS	975,806.72

Strata Corporation LMS 3990
 2019-20 Approved Strata Fee Schedule
 September 1, 2019 to August 31, 2020

Unit	Unit Entitlement	Strata Lot	Operating	CRF	2019-20 Approved Strata Fee	Monthly Increase	Increase Sep 1-19 to Nov -19	Pre-Authorized Withdrawal Dec 1-19
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6028 Willingdon Avenue

509	15				0.00			
510	14	943	269.13	36.15	305.28	32.71	98.13	403.41
511	16	830	236.88	31.82	268.70	28.79	86.37	355.07
512	13	939	267.99	36.00	303.99	32.57	97.71	401.70
513	17	737	210.34	28.25	238.59	25.56	76.68	315.27
515	18	747	213.19	28.64	241.83	25.91	77.73	319.56
516	12	1182	337.33	45.32	382.65	40.99	122.97	505.62
517	19	745	212.62	28.56	241.18	25.84	77.52	318.70
518	11	1021	291.39	39.14	330.53	35.41	106.23	436.76
519	20	747	213.19	28.64	241.83	25.91	77.73	319.56
520	10	939	267.99	36.00	303.99	32.57	97.71	401.70
521	21	751	214.33	28.79	243.12	26.04	78.12	321.24
522	9	1101	314.22	42.21	356.43	38.19	114.57	471.00
523	22	751	214.33	28.79	243.12	26.04	78.12	321.24
525	23	1292	368.74	49.53	418.27	44.82	134.46	552.73
526	8	1245	355.32	47.73	403.05	43.18	129.54	532.59
610	38	891	254.29	34.16	288.45	30.91	92.73	381.18
611	39	711	202.92	27.26	230.18	24.67	74.01	304.19
612	37	943	269.13	36.15	305.28	32.71	98.13	403.41
613	40	745	212.62	28.56	241.18	25.84	77.52	318.70
615	41	743	212.05	28.48	240.53	25.77	77.31	317.84
616	36	940	268.27	36.04	304.31	32.60	97.80	402.11
617	42	743	212.05	28.48	240.53	25.77	77.31	317.84
618	35	1199	342.19	45.97	388.16	41.59	124.77	512.93
619	43	748	213.47	28.68	242.15	25.94	77.82	319.97
620	34	1042	297.38	39.95	337.33	36.14	108.42	445.75
621	44	746	212.91	28.60	241.51	25.88	77.64	319.15
622	33	940	268.27	36.04	304.31	32.60	97.80	402.11
623	45	742	211.76	28.45	240.21	25.74	77.22	317.43
625	46	1326	378.43	50.84	429.27	45.99	137.97	567.24
626	32	1111	317.08	42.59	359.67	38.54	115.62	475.29
628	31	1245	355.32	47.73	403.05	43.18	129.54	532.59
710	54	891	254.29	34.16	288.45	30.91	92.73	381.18
711	55	711	202.92	27.26	230.18	24.67	74.01	304.19
712	53	943	269.13	36.15	305.28	32.71	98.13	403.41
713	56	745	212.62	28.56	241.18	25.84	77.52	318.70
715	57	743	212.05	28.48	240.53	25.77	77.31	317.84
716	52	940	268.27	36.04	304.31	32.60	97.80	402.11
717	58	743	212.05	28.48	240.53	25.77	77.31	317.84
718	51	1199	342.19	45.97	388.16	41.59	124.77	512.93
719	59	748	213.47	28.68	242.15	25.94	77.82	319.97
720	50	1042	297.38	39.95	337.33	36.14	108.42	445.75
721	60	746	212.91	28.60	241.51	25.88	77.64	319.15
722	49	940	268.27	36.04	304.31	32.60	97.80	402.11
723	61	742	211.76	28.45	240.21	25.74	77.22	317.43
725	62	1326	378.43	50.84	429.27	45.99	137.97	567.24
726	48	1111	317.08	42.59	359.67	38.54	115.62	475.29
728	47	1245	355.32	47.73	403.05	43.18	129.54	532.59

6088 Willingdon Avenue

201	3	805	229.75	30.86	260.61	27.93	83.79	344.40
202	2	769	219.47	29.48	248.95	26.67	80.01	328.96
203	1	938	267.70	35.96	303.66	32.53	97.59	401.25
301	7	934	266.56	35.81	302.37	32.40	97.20	399.57
302	6	790	225.46	30.29	255.75	27.40	82.20	337.95
303	5	769	219.47	29.48	248.95	26.67	80.01	328.96
305	4	938	267.70	35.96	303.66	32.53	97.59	401.25

Strata Corporation LMS 3990
 2019-20 Approved Strata Fee Schedule
 September 1, 2019 to August 31, 2020

Unit	Unit Entitlement	Strata Lot	Operating	CRF	2019-20 Approved Strata Fee	Monthly Increase	Increase Sep 1-19 to Nov -19	Pre-Authorized Withdrawal Dec 1-19
6028 Willingdon Avenue								
501	29	926	264.28	35.50	299.78	32.12	96.36	396.14
502	28	790	225.46	30.29	255.75	27.40	82.20	337.95
503	27	769	219.47	29.48	248.95	26.67	80.01	328.96
505	26	929	265.13	35.62	300.75	32.22	96.66	397.41
506	25	926	264.28	35.50	299.78	32.12	96.36	396.14
507	24	769	219.47	29.48	248.95	26.67	80.01	328.96
508	30	929	265.13	35.62	300.75	32.22	96.66	397.41
601	68	926	264.28	35.50	299.78	32.12	96.36	396.14
602	67	790	225.46	30.29	255.75	27.40	82.20	337.95
603	66	769	219.47	29.48	248.95	26.67	80.01	328.96
605	65	929	265.13	35.62	300.75	32.22	96.66	397.41
606	64	926	264.28	35.50	299.78	32.12	96.36	396.14
607	63	797	227.46	30.56	258.02	27.65	82.95	340.97
608	70	797	227.46	30.56	258.02	27.65	82.95	340.97
609	69	926	264.28	35.50	299.78	32.12	96.36	396.14
701	76	926	264.28	35.50	299.78	32.12	96.36	396.14
702	75	790	225.46	30.29	255.75	27.40	82.20	337.95
703	74	769	219.47	29.48	248.95	26.67	80.01	328.96
705	73	929	265.13	35.62	300.75	32.22	96.66	397.41
706	72	926	264.28	35.50	299.78	32.12	96.36	396.14
707	71	797	227.46	30.56	258.02	27.65	82.95	340.97
708	78	797	227.46	30.56	258.02	27.65	82.95	340.97
709	77	926	264.28	35.50	299.78	32.12	96.36	396.14
801	84	926	264.28	35.50	299.78	32.12	96.36	396.14
802	83	790	225.46	30.29	255.75	27.40	82.20	337.95
803	82	769	219.47	29.48	248.95	26.67	80.01	328.96
805	81	929	265.13	35.62	300.75	32.22	96.66	397.41
806	80	1024	292.24	39.26	331.50	35.51	106.53	438.03
807	79	1493	426.10	57.24	483.34	51.79	155.37	638.71
808	85	929	265.13	35.62	300.75	32.22	96.66	397.41
901	91	926	264.28	35.50	299.78	32.12	96.36	396.14
902	90	790	225.46	30.29	255.75	27.40	82.20	337.95
903	89	769	219.47	29.48	248.95	26.67	80.01	328.96
905	88	929	265.13	35.62	300.75	32.22	96.66	397.41
906	87	1024	292.24	39.26	331.50	35.51	106.53	438.03
907	86	1493	426.10	57.24	483.34	51.79	155.37	638.71
908	92	929	265.13	35.62	300.75	32.22	96.66	397.41
1001	98	926	264.28	35.50	299.78	32.12	96.36	396.14
1002	97	790	225.46	30.29	255.75	27.40	82.20	337.95
1003	96	769	219.47	29.48	248.95	26.67	80.01	328.96
1005	95	929	265.13	35.62	300.75	32.22	96.66	397.41
1006	94	1024	292.24	39.26	331.50	35.51	106.53	438.03
1007	93	1493	426.10	57.24	483.34	51.79	155.37	638.71
1008	99	929	265.13	35.62	300.75	32.22	96.66	397.41
1101	105	926	264.28	35.50	299.78	32.12	96.36	396.14
1102	104	790	225.46	30.29	255.75	27.40	82.20	337.95
1103	103	769	219.47	29.48	248.95	26.67	80.01	328.96
1105	102	929	265.13	35.62	300.75	32.22	96.66	397.41
1106	101	1024	292.24	39.26	331.50	35.51	106.53	438.03
1107	100	1493	426.10	57.24	483.34	51.79	155.37	638.71
1108	106	929	265.13	35.62	300.75	32.22	96.66	397.41
1201	112	926	264.28	35.50	299.78	32.12	96.36	396.14
1202	111	790	225.46	30.29	255.75	27.40	82.20	337.95
1203	110	769	219.47	29.48	248.95	26.67	80.01	328.96
1205	109	929	265.13	35.62	300.75	32.22	96.66	397.41
1206	108	1024	292.24	39.26	331.50	35.51	106.53	438.03
1207	107	1493	426.10	57.24	483.34	51.79	155.37	638.71
1208	113	929	265.13	35.62	300.75	32.22	96.66	397.41
1501	119	926	264.28	35.50	299.78	32.12	96.36	396.14
1502	118	790	225.46	30.29	255.75	27.40	82.20	337.95

Strata Corporation LMS 3990
 2019-20 Approved Strata Fee Schedule
 September 1, 2019 to August 31, 2020

Unit	Unit Entitlement	Strata Lot	Operating	CRF	2019-20 Approved Strata Fee	Monthly Increase	Increase Sep 1-19 to Nov -19	Pre-Authorized Withdrawal Dec 1-19
6028 Willingdon Avenue								
1503	117	769	219.47	29.48	248.95	26.67	80.01	328.96
1505	116	929	265.13	35.62	300.75	32.22	96.66	397.41
1506	115	1024	292.24	39.26	331.50	35.51	106.53	438.03
1507	114	1493	426.10	57.24	483.34	51.79	155.37	638.71
1508	120	929	265.13	35.62	300.75	32.22	96.66	397.41
1601	126	926	264.28	35.50	299.78	32.12	96.36	396.14
1602	125	790	225.46	30.29	255.75	27.40	82.20	337.95
1603	124	769	219.47	29.48	248.95	26.67	80.01	328.96
1605	123	929	265.13	35.62	300.75	32.22	96.66	397.41
1606	122	1024	292.24	39.26	331.50	35.51	106.53	438.03
1607	121	1493	426.10	57.24	483.34	51.79	155.37	638.71
1608	127	929	265.13	35.62	300.75	32.22	96.66	397.41
1701	133	926	264.28	35.50	299.78	32.12	96.36	396.14
1702	132	790	225.46	30.29	255.75	27.40	82.20	337.95
1703	131	769	219.47	29.48	248.95	26.67	80.01	328.96
1705	130	929	265.13	35.62	300.75	32.22	96.66	397.41
1706	129	1024	292.24	39.26	331.50	35.51	106.53	438.03
1707	128	1493	426.10	57.24	483.34	51.79	155.37	638.71
1708	134	929	265.13	35.62	300.75	32.22	96.66	397.41
1801	140	926	264.28	35.50	299.78	32.12	96.36	396.14
1802	139	790	225.46	30.29	255.75	27.40	82.20	337.95
1803	138	769	219.47	29.48	248.95	26.67	80.01	328.96
1805	137	929	265.13	35.62	300.75	32.22	96.66	397.41
1806	136	1024	292.24	39.26	331.50	35.51	106.53	438.03
1807	135	1493	426.10	57.24	483.34	51.79	155.37	638.71
1808	141	929	265.13	35.62	300.75	32.22	96.66	397.41
1901	147	926	264.28	35.50	299.78	32.12	96.36	396.14
1902	146	790	225.46	30.29	255.75	27.40	82.20	337.95
1903	145	769	219.47	29.48	248.95	26.67	80.01	328.96
1905	144	929	265.13	35.62	300.75	32.22	96.66	397.41
1906	143	1024	292.24	39.26	331.50	35.51	106.53	438.03
1907	142	1493	426.10	57.24	483.34	51.79	155.37	638.71
1908	148	929	265.13	35.62	300.75	32.22	96.66	397.41
2001	154	926	264.28	35.50	299.78	32.12	96.36	396.14
2002	153	790	225.46	30.29	255.75	27.40	82.20	337.95
2003	152	769	219.47	29.48	248.95	26.67	80.01	328.96
2005	151	929	265.13	35.62	300.75	32.22	96.66	397.41
2006	150	1024	292.24	39.26	331.50	35.51	106.53	438.03
2007	149	1493	426.10	57.24	483.34	51.79	155.37	638.71
2008	155	929	265.13	35.62	300.75	32.22	96.66	397.41
2101	161	926	264.28	35.50	299.78	32.12	96.36	396.14
2102	160	792	226.04	30.36	256.40	27.47	82.41	338.81
2103	159	769	219.47	29.48	248.95	26.67	80.01	328.96
2105	158	929	265.13	35.62	300.75	32.22	96.66	397.41
2106	157	1024	292.24	39.26	331.50	35.51	106.53	438.03
2107	156	1493	426.10	57.24	483.34	51.79	155.37	638.71
2108	162	929	265.13	35.62	300.75	32.22	96.66	397.41
2201	168	926	264.28	35.50	299.78	32.12	96.36	396.14
2202	167	790	225.46	30.29	255.75	27.40	82.20	337.95
2203	166	769	219.47	29.48	248.95	26.67	80.01	328.96
2205	165	929	265.13	35.62	300.75	32.22	96.66	397.41
2206	164	1024	292.24	39.26	331.50	35.51	106.53	438.03
2207	163	1493	426.10	57.24	483.34	51.79	155.37	638.71
2208	169	929	265.13	35.62	300.75	32.22	96.66	397.41
2301	175	926	264.28	35.50	299.78	32.12	96.36	396.14
2302	174	790	225.46	30.29	255.75	27.40	82.20	337.95
2303	173	769	219.47	29.48	248.95	26.67	80.01	328.96
2305	172	929	265.13	35.62	300.75	32.22	96.66	397.41
2306	171	1024	292.24	39.26	331.50	35.51	106.53	438.03
2307	170	1493	426.10	57.24	483.34	51.79	155.37	638.71

Strata Corporation LMS 3990
 2019-20 Approved Strata Fee Schedule
 September 1, 2019 to August 31, 2020

Unit	Unit Entitlement	Strata Lot	Operating	CRF	2019-20 Approved Strata Fee	Monthly Increase	Increase Sep 1-19 to Nov -19	Pre-Authorized Withdrawal Dec 1-19
6028 Willingdon Avenue								
2308	176	929	265.13	35.62	300.75	32.22	96.66	397.41
2501	182	926	264.28	35.50	299.78	32.12	96.36	396.14
2502	181	793	226.32	30.40	256.72	27.50	82.50	339.22
2503	180	766	218.61	29.37	247.98	26.57	79.71	327.69
2505	179	929	265.13	35.62	300.75	32.22	96.66	397.41
2506	178	1024	292.24	39.26	331.50	35.51	106.53	438.03
2507	177	1493	426.10	57.24	483.34	51.79	155.37	638.71
2508	183	929	265.13	35.62	300.75	32.22	96.66	397.41
2601	189	926	264.28	35.50	299.78	32.12	96.36	396.14
2602	188	793	226.32	30.40	256.72	27.50	82.50	339.22
2603	187	765	218.33	29.33	247.66	26.54	79.62	327.28
2605	186	929	265.13	35.62	300.75	32.22	96.66	397.41
2606	185	1024	292.24	39.26	331.50	35.51	106.53	438.03
2607	184	1493	426.10	57.24	483.34	51.79	155.37	638.71
2608	190	929	265.13	35.62	300.75	32.22	96.66	397.41
2701	196	926	264.28	35.50	299.78	32.12	96.36	396.14
2702	195	793	226.32	30.40	256.72	27.50	82.50	339.22
2703	194	765	218.33	29.33	247.66	26.54	79.62	327.28
2705	193	929	265.13	35.62	300.75	32.22	96.66	397.41
2706	192	1024	292.24	39.26	331.50	35.51	106.53	438.03
2707	191	1493	426.10	57.24	483.34	51.79	155.37	638.71
2708	197	929	265.13	35.62	300.75	32.22	96.66	397.41
2801	203	926	264.28	35.50	299.78	32.12	96.36	396.14
2802	202	793	226.32	30.40	256.72	27.50	82.50	339.22
2803	201	765	218.33	29.33	247.66	26.54	79.62	327.28
2805	200	929	265.13	35.62	300.75	32.22	96.66	397.41
2806	199	1024	292.24	39.26	331.50	35.51	106.53	438.03
2807	198	1493	426.10	57.24	483.34	51.79	155.37	638.71
2808	204	929	265.13	35.62	300.75	32.22	96.66	397.41
2901	210	926	264.28	35.50	299.78	32.12	96.36	396.14
2902	209	793	226.32	30.40	256.72	27.50	82.50	339.22
2903	208	765	218.33	29.33	247.66	26.54	79.62	327.28
2905	207	929	265.13	35.62	300.75	32.22	96.66	397.41
2906	206	1024	292.24	39.26	331.50	35.51	106.53	438.03
2907	205	1493	426.10	57.24	483.34	51.79	155.37	638.71
2908	211	929	265.13	35.62	300.75	32.22	96.66	397.41
3001	217	926	264.28	35.50	299.78	32.12	96.36	396.14
3002	216	793	226.32	30.40	256.72	27.50	82.50	339.22
3003	215	765	218.33	29.33	247.66	26.54	79.62	327.28
3005	214	929	265.13	35.62	300.75	32.22	96.66	397.41
3006	213	1024	292.24	39.26	331.50	35.51	106.53	438.03
3007	212	1493	426.10	57.24	483.34	51.79	155.37	638.71
3008	218	929	265.13	35.62	300.75	32.22	96.66	397.41
Monthly		206498	58,933.62	7,916.95	66,850.57	7,162.24	21,486.72	88,337.29
Annual			707,203.44	95,003.40	802,206.84			

**MINUTES OF SPECIAL GENERAL MEETING
STRATA CORPORATION LMS 3990
“THE CRYSTAL”**

HELD: Wednesday April 10th, 2019 at 6:30 PM at the Chinese Christian Mission of Canada (CCM Centre), 4533 Kingsborough Street, Burnaby, BC

PRESENT: The Owners, Strata Plan LMS 3990, as per the Registration Sheet
Charles Wong, Property Manager, Bayside Property Services Ltd.
Leanne Bifford, Property Manager, Bayside Property Services Ltd.

REGISTRATION, CERTIFICATION OF PROXIES AND ISSUING OF BALLOTS

Strata Corporation LMS 3990 has 218 eligible votes thereby requiring that 73 eligible votes be present, either in person or by proxy, to represent a quorum. Proxies were certified and ballots were issued at the time of registration.

As quorum was not reached at the appointed time, after 30 minutes those in attendance constituted a quorum in accordance with registered Bylaw 27.1. The Owners in attendance were advised at 7:00 PM that a quorum of Owners was therefore deemed present, which represented forty-two (42) Strata Lots in total [twenty-nine (29) in person and thirteen (13) by proxy].

CALL TO ORDER

After it was determined that a quorum of Owners was deemed present, the meeting was officially called to order at 7:00 PM by Charles Wong, Bayside Property Services Ltd.

ELECTION OF CHAIR

As per the Strata Corporation’s Bylaws, the Council President, Ashok Shah, chaired the meeting with the assistance of Charles Wong. Council member, Yong Jia, agreed to provide Chinese translation for the Owners at the meeting.

NOTICE OF MEETING

It was moved (#2907), seconded (#2607) and carried by majority vote that the Notice of Meeting dated March 19th, 2019 was proper notice as per the requirements of the Strata Property Act.

PREVIOUS ANNUAL GENERAL MEETING MINUTES

It was moved (#2907), seconded (#516) and carried by majority vote to approve the Minutes of the Annual General Meeting held October 16th, 2018, as previously circulated.

PRESIDENT’S REPORT

The Council President, Ashok Shah, presented a brief report regarding various activities that took place over the past six months.

RESOLUTION #1 BY ¾ VOTE

BE IT RESOLVED THAT The Owners, Strata Plan LMS 3990, hereby approve an expenditure of up to \$16,000.00 to commission an engineering firm to prepare a Reserve Fund Study (Depreciation Report) of the property, as required under Section 94 of the Strata Property Act. Funding for this expenditure will be provided by the Cumulative Operating Surplus, which had a balance of \$457,696.97 as at January 31st, 2019.

It was moved (#3007), seconded (#1607) to approve Resolution #1, as presented, and the floor was opened for discussion.

After a brief discussion, the question was called and the vote was taken by the marking of ballot cards with the following results:

In Favour:	34
Opposed:	5
Abstained:	3

Resolution #1 PASSED.

RESOLUTION #2 BY ¾ VOTE

BE IT RESOLVED THAT The Owners, Strata Plan LMS 3990, hereby approve an expenditure of up to \$9,500.00 to commission an engineering firm or roof consultant to prepare a detailed Roof Condition Assessment Report of the property. Funding for this expenditure will be provided by the Cumulative Operating Surplus, which had a balance of \$457,696.97 as at January 31st, 2019.

It was moved (#3007), seconded (#525) to approve Resolution #2, as presented, and the floor was opened for discussion.

After a brief discussion, the question was called and the vote was taken by the marking of ballot cards with the following results:

In Favour:	32
Opposed:	9
Abstained:	1

Resolution #2 PASSED.

RESOLUTION #3 BY ¾ VOTE

BE IT RESOLVED THAT The Owners, Strata Plan LMS 3990, hereby approve an expenditure of up to \$15,500.00 to commission an engineering firm to prepare a detailed Domestic Water System Condition Assessment Report of the property. Funding for this expenditure will be provided by the Cumulative Operating Surplus, which had a balance of \$457,696.97 as at January 31st, 2019.

It was moved (#2907), seconded (#2103) to approve Resolution #3, as presented, and the floor was opened for discussion.

After a brief discussion, the question was called and the vote was taken by the marking of ballot cards with the following results:

In Favour:	34
Opposed:	5
Abstained:	3

Resolution #3 PASSED.

RESOLUTION #4 BY ¾ VOTE

BE IT RESOLVED THAT The Owners, Strata Plan LMS 3990, hereby approve an expenditure of up to \$20,000.00 to commission an engineering firm to prepare a detailed Drain Pipe Condition Assessment Report of the property. Funding for this expenditure will be provided by the Cumulative Operating Surplus, which had a balance of \$457,696.97 as at January 31st, 2019.

It was moved (#3007), seconded (#516) to approve Resolution #4, as presented, and the floor was opened for discussion.

After a brief discussion, the question was called and the vote was taken by the marking of ballot cards with the following results:

In Favour:	32
Opposed:	9
Abstained:	1

Resolution #4 PASSED.

RESOLUTION #5 BY ¾ VOTE

BE IT RESOLVED THAT The Owners, Strata Plan LMS 3990, hereby approve an expenditure of up to \$70,000.00 to replace the make-up air unit at the roof top of the highrise building. Funding for this expenditure will be provided by the Cumulative Operating Surplus, which had a balance of \$457,696.97 as at January 31st, 2019.

It was moved (#2103), seconded (#2907) to approve Resolution #5, as presented, and the floor was opened for discussion.

After a brief discussion, the question was called and the vote was taken by the marking of ballot cards with the following results:

In Favour:	42
Opposed:	0
Abstained:	0

Resolution #5 PASSED UNANIMOUSLY.

RESOLUTION #6 BY ¾ VOTE

BE IT RESOLVED THAT The Owners, Strata LMS 3990, hereby approve amending the current registered Bylaw 4, Pets and Animals, by deleting Bylaw 4.1 and 4.13, renumbering the entire section accordingly, and amending newly renumbered Bylaw 4.3 by adding subsection (d) and (e), and Bylaw 4.7 and 4.11 (as noted), as follows:

- ~~4.1 No dogs are allowed as of October 23, 2007. All existing pets prior to this date are grandfathered and must adhere to continue to the remaining bylaws.~~
- ~~4.13 As of the date that this resolution is approved, no Owner, Tenant, or Occupant will keep or permit a cat to be kept in a Strata Lot. Notwithstanding the foregoing, a cat which was occupying a Strata Lot on the date that this resolution was approved may remain in the Strata Lot as long as such cat is living. Immediately upon approval of this Bylaw, an Owner, Occupant or Tenant who is keeping a cat in a Strata Lot will provide to the Strata Council the name, weight, breed, colour, and sex of the cat;~~
- 4.1 An owner, occupant, tenant or visitor must ensure that animal(s) are leashed or otherwise secured when on the common property or on land that is a common asset.
- 4.2 An owner, occupant, tenant or visitor must not permit pet(s) or animal(s) on or in the fifth floor terrace, swimming pool, pool patio, swimming pool area, fitness room, hot tub or amenity room.
- 4.3 An owner, occupant or tenant must not keep any pets on a strata lot other than one or more of the following:
- (a) a reasonable number of fish or other small aquarium animals;
 - (b) a reasonable number of small caged mammals;
 - (c) up to 2 caged birds;
 - (d) up to 1 cat;**
 - (e) up to 1 dog.**
- 4.4 An owner, occupant or tenant must not harbor exotic pets, including snakes, reptiles, spiders, or large member of the cat family.
- 4.5 An owner, occupant, tenant or visitor must not keep a permitted pet, which is deemed a nuisance on a strata lot, on common property or common facility. If, in the opinion of council, the permitted pet is a nuisance or has caused or is causing an unreasonable interference with the use and enjoyment by residents or visitors of a strata lot, common property or common facility, the council may order such pet to be removed permanently from the strata lot, the common property or common facility.

- 4.6 If an owner, occupant, tenant or visitor contravenes bylaws 4.1 to 4.4, the owner of the strata lot will be subject to a fine of \$50 per week or per occurrence.
- 4.7 An owner, occupant, tenant or visitor whose pet contravenes ~~bylaw 4.4~~ **bylaw 4.5** will be subject to an immediate injunction application and the owner of the strata lot will be financially responsible for all expenses, including legal fees, incurred by the strata corporation to obtain such injunction.
- 4.8 The cost of cleaning or repairing any damage to the common property or common facility caused by the pet shall be charged to the owner of the strata lot and shall be added to and become part of the maintenance fee of that owner on the ensuing month following the date on which the expense was incurred.
- 4.9 No person shall feed any birds, pigeons, or squirrels from any strata lot or from the limited common property or common property.
- 4.10 An owner, occupant, tenant or visitor must not permit his/her pet to defecate or urinate on common property, limited common property, including but not limited to the underground parkade staircases, and hallways.
- 4.11 An owner, occupant, tenant or visitor will be fined in accordance with ~~bylaw 2.3~~ **bylaw 4.6** for contravention of any one of the Pet and Animal bylaws.

It was moved (#2706), seconded (#516) to approve Resolution #6, as presented, and the floor was opened for discussion.

After a brief discussion, the question was called and the vote was taken by the marking of ballot cards with the following results:

In Favour:	23
Opposed:	17
Abstained:	2

Resolution #6 was DEFEATED.

RESOLUTION #7 BY ¾ VOTE

BE IT RESOLVED by a 3/4 vote of The Owners, Strata Plan LMS 3990 (the "Strata Corporation") that, pursuant to section 128 of the *Strata Property Act*, the bylaws of the Strata Corporation be amended by repealing Bylaw 13 and replacing it with the following in its entirety:

- 13.1 *An owner or the spouse of an owner may stand for strata council, but not both in respect of any strata lot owned by an owner or the spouse.***
- 13.2 *No person may stand for the strata council or continue to be on the strata council with respect to a strata lot if the strata corporation is entitled to register a lien against that strata lot under section 116(1) of the Act.***

13.3 The term of office of a strata council member ends at the end of the annual general meeting at which the new strata council is elected.

13.4 A person whose term as strata council member is ending is eligible for re-election.

It was moved (#516), seconded (#2907) to approve Resolution #7, as presented, and the floor was opened for discussion.

After a brief discussion, the question was called and the vote was taken by the marking of ballot cards with the following results:

In Favour:	36
Opposed:	5
Abstained:	1

Resolution #7 PASSED.

TERMINATION

There being no further business to discuss, the meeting was terminated at 9:16 PM on a motion by #516.

The next Council Meeting has been scheduled for Tuesday May 21st, 2019 at 6:30 PM in the Meeting Room.



Charles Wong
Property Manger

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Real Estate Regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes provided to you, at no cost, as replacement minutes will be subject to payment of a fee.

STRATA CORPORATION LMS 3990 "THE CRYSTAL"



EMERGENCY REGISTRATION FORM

PLEASE BE ADVISED THAT WE REQUIRE THE FOLLOWING INFORMATION SHOULD ANY RESIDENTS AT YOUR UNIT REQUIRE ASSISTANCE EVACUATING THE BUILDING IN THE EVENT OF AN EMERGENCY:

UNIT #: _____ NAME: _____

PLEASE CHECK OFF ONE OF THE FOLLOWING:

NO, ASSISTANCE ***IS NOT*** REQUIRED DURING AN EMERGENCY

YES, ASSISTANCE ***IS*** REQUIRED DURING AN EMERGENCY

IF YES, PLEASE PROVIDE DETAILS IN THE SPACE BELOW

IF THIS FORM IS NOT SUBMITTED FROM YOUR UNIT, IT WILL BE ASSUMED THAT YOU DO NOT REQUIRE ANY ASSISTANCE. THEREFORE, PLEASE ENSURE THIS FORM IS COMPLETED AND RETURNED TO BAYSIDE.

MAIL: SUITE 100 – 6400 ROBERTS STREET, BURNABY, BC V5G 4C9
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FAX: 604-430-2698

THANK YOU!