

**MINUTES OF ANNUAL GENERAL MEETING
STRATA CORPORATION VR 300**

HELD: Thursday December 1st, 2011 at 7:00 PM in the Lobby, "Prince Edward Place, 3150 Prince Edward Street, Vancouver, BC

PRESENT: The Owners, Strata Plan VR 300, as per Registration Sheet
Jennifer Windsor, Bayside Property Services Ltd.

CALL TO ORDER

The meeting was called to order at 7:05 PM by Jennifer Windsor, Bayside Property Services Ltd. It was moved, seconded (#303/#114) and carried unanimously to have Jennifer Windsor chair this evening's meeting.

Bayside reported that there was a total of 16 Owners represented at the meeting, including 5 by proxy. In accordance with the Strata Property Act of British Columbia, a quorum requires that eligible voters holding 1/3 of the Strata Corporation's votes be present in person or by proxy. The registration sheet was signed, proxies were certified and ballots were issued.

NOTICE OF MEETING

It was moved, seconded (#302/#115) and carried unanimously that the Notice of Meeting dated November 10th, 2011 was proper notice as per the requirements of the Strata Property Act.

MINUTES OF PREVIOUS ANNUAL GENERAL MEETING

It was moved, seconded (#304/#204) and carried unanimously to approve the Minutes of the Annual General Meeting held December 2nd, 2010, as previously circulated.

UNFINISHED BUSINESS

No unfinished business was identified.

COUNCIL / COMMITTEE REPORTS

No Council or Committee Reports were presented.

RATIFY RULES

No Rules were made that required ratification.

INSURANCE REPORT

A copy of the Strata Corporation's Summary of Coverages was included with the Notice of Meeting for Owners' records and information. A second copy is included with these minutes as well. Owners are reminded that the Strata Corporation's insurance is not contents insurance and that Owners are responsible for obtaining your own homeowner policy to cover your

personal belongings and any improvements you have made to your strata lot. Also important to note is the deductible for earthquake coverage for the Strata Corporation is 10% of the value of the building. Owners should bring this information to their insurance broker to ensure that they are adequately covered in the event of an earthquake.

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 (wallpapering, paneling, flooring, general upgrading, etc.) completed by yourself or the previous Owner as well as your personal effects and furniture, through your personal Homeowner's coverage. It is suggested that all Owners and residents 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 court cases in British Columbia 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" (dishwasher, clothes washer, 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 therefore ensure that everything within their strata lot is in good working order, particularly things like dishwashers, clothes washers, toilets, sinks, faucets, hot water tanks, etc., where a breakdown could lead to water escape which might cause damage to your strata lot and others. Owners should also review your homeowner policy wording with your insurer to make sure that you have adequate protection for a chargeback of the Strata Corporation's deductible, or the actual cost of repairs, under these circumstances. Sometimes this coverage is provided as part of the basic policy, while other policies may only provide it as optional coverage requiring an additional premium. It is recommended that you provide the Strata Corporation's coverage details to your insurance broker to ensure that you are fully protected.
- c) Claim Possibility/Notification: Please note that any leakage or seepage of water should be reported promptly to Bayside, to ensure efforts are made to minimize the loss, and to ensure the Strata Corporation has an opportunity to make a claim with the insurance company. Such problems, if not reported, become repeated, ongoing leaks and

therefore may not be covered. The building's insurance normally covers incidents of leakage, but not those of a continuing nature.

PROPOSED 2012 OPERATING BUDGET

It was moved, seconded (#302/#204) to approve the 2012 Operating Budget as proposed. After a brief discussion, the question was called and the 2012 Operating Budget was **CARRIED** unanimously.

PLEASE NOTE THAT STRATA FEES HAVE INCREASED AS PER THE APPROVED BUDGET AND STRATA FEE SCHEDULE ATTACHED.

OWNERS ON PAC (PRE-AUTHORIZED CHEQUING) WILL HAVE THE INCREASE AUTOMATICALLY ADJUSTED ON JANUARY 1ST.

OWNERS PAYING BY CHEQUE WILL NEED TO ADJUST YOUR JANUARY 1ST PAYMENT TO INCLUDE THE INCREASE FOR JANUARY.

ALL SUBSEQUENT PAYMENTS WILL BE THE AMOUNT SHOWN ON THE STRATA FEE SCHEDULE.

All Owners are reminded that the monthly maintenance assessments 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 VR 300 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 filled out 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 (**January 1st, 2012 through to and including December 1st, 2012**);
2. Cheques are to be made payable to "**Strata Plan VR 300**";
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 VR 300, hereby approve an expenditure of up to \$3,200.00 to replace the parkade gate. Funding for this expenditure will come from the Operating Account, which had a balance of \$26,875.40 as of September 30th, 2011.

It was moved, seconded (#302/#304) and carried unanimously to approve Resolution #1.

THE RESOLUTION PASSED.

STRATA COUNCIL ELECTION

Jennifer Windsor advised the Owners that the members of the current Strata Council must resign in accordance with the Strata Property Act of BC; however, they would be eligible for re-election. The Owners thanked the 2011 Council members for their work over the past year with applause.

The following Owners agreed to accept nominations:

- Paul Janszki Unit #303
- Dwayne Doornbosch Unit #114
- David Konduc Unit #107
- Fabian Warkalla Unit #304
- Brian Piskorik Unit #214

There being no further nominations, it was moved, seconded (#214/#115) and **CARRIED** unanimously to elect the above noted Owners as a slate to serve on the Strata Council for the coming year. Officers will be elected at the first Council Meeting of the newly elected Council.

There being no further business to discuss, the meeting was terminated at 7:35 PM on a motion by Unit #115.

Subsequent to the meeting, Council agreed via email to set the meeting dates for the coming year as follows:

Thursday March 1 st , 2012	Council Meeting
Thursday June 7 th , 2012	Council Meeting
Thursday September 6 th , 2012	Budget Meeting
Thursday December 6 th , 2012	Annual General Meeting (tentative)

The first meeting of the newly elected Council will be held Thursday March 1st, 2012 at 7:00 PM. The location is to be determined.



Jennifer Windsor
Property Manager

BAYSIDE PROERTY SERVICES LTD.

#100 - 6400 Roberts Street, Burnaby, BC V5G 4C9

Direct: 604.638.6142
Office: 604.432.7774 (24 hours - after office hours, emergencies only)
Fax: 604.430.2698
Email: jwindsor@baysideproperty.com

OWNERS: Please retain all Minutes as required by Real Estate Regulations.

EMERGENCIES

For after hours, holiday, or weekend emergencies, **DO NOT** call the Property Manager's direct line or send an e-mail. **You need to call 604.432.7774** if you are calling regarding anything that cannot wait until the next business day.



Merry Christmas and Best Wishes for the New Year!

From: Bayside Property Services Ltd.



COASTAL INSURANCE SERVICES LTD.

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



Summary Of Coverages

NAMED INSURED: The Owners of Strata Plan VR 300 Prince Edward Place
LOCATION: 3150 Prince Edward Street, Vancouver BC V5T 3N6
POLICY TERM: June 1, 2011 to June 1, 2012
SUMMARY FOR: Bayside Property Services Ltd.

\$5,838,000 All Property - "All Risks" Form including **Guaranteed Replacement Cost**, Blanket Bylaws, subject to a \$1,000 Deductible for all losses except \$5,000 Water Damage, \$5,000 Sewer Backup, 10% Earthquake and \$10,000 Flood.

\$583,800 Landscaping (Trees, Shrubs, Plants and Lawns) - up to \$5,000 for any one tree, shrub or plant, includes the perils of Windstorm, Earthquake and Flood, subject to \$250 Deductible.

Included Blanket Exterior Glass - subject to a \$100 Deductible for Residential or \$250 Deductible for Commercial Units.
****Please report all glass claims directly Kristo's Glass Company Ltd. at 604-251-5931****

Unlimited Additional Living Expenses - excess coverage for Unit Owner's, if a Unit Owner does not have their own insurance; their limits are insufficient; or their policy does not insure against the type of loss involved (such as a flood).

\$5,000,000 Commercial General Liability - including Broad Form "occurrence" Property Damage, Medical Payments \$10,000/\$25,000, including Property Managers while acting on behalf of the Corporation, subject to \$500 Deductible. **\$10,000,000 General Aggregate Limit.**

\$2,000,000 Directors & Officers Liability - (Claims Made Form) including Property Managers as Additional Named Insureds; wrongful entry or eviction; and covers wrongful acts in obtaining/effecting/maintaining the Strata's insurance policy. **No deductible.**

\$10,000 Discrimination Defense Costs for Council Members - covers legal defense costs for non-compensatory damages from an unsuccessful action or complaint, subject to a \$25,000 aggregate limit. **No deductible.**

\$1,000,000 Pollution Legal Liability and Remediation Expense - protection and defense for pollution clean-up ordered by civic authority, including undiscovered pollution of the land, water or air, and covers remediation of your own site. Subject to \$10,000 Self-Insured Retention.

\$100,000 Volunteer Accident Insurance Plan II - covers Accidental Death and Disability for owners who perform work on a volunteer basis. Subject to a 7 day Waiting Period, Max. 52 Weeks.

Comprehensive Dishonesty, Disappearance and Destruction

\$10,000 Employee Dishonesty (Form A).

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

\$5,838,000 Equipment Breakdown - insuring all Fired & Unfired Pressure Vessels & Refrigeration Systems, Electrical & Mechanical Equipment, Repair or Replacement, subject to \$1,000 Deductible.

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

Date: May 1, 2011

STRATA CORPORATION VR 300
2012 Operating Budget

Year End December 31st

RECEIPTS		APPROVED BUDGET 2012
101	Owners' Contributions	128,280.00
103	Interest Income	400.00
104	Laundry Income	6,200.00
TOTAL RECEIPTS		134,880.00
DISBURSEMENTS		
300	Gas	35,000.00
310	Electricity	6,500.00
320	Management Fees	15,456.00
322	Statutory Review of Books	224.00
330	Insurance	15,000.00
340	Wages	10,200.00
360	Audit	1,500.00
380	Appraisal (Year 2 of 3)	
395	Sundry	1,100.00
405	Water	7,300.00
415	Scavenging	5,000.00
425	Equipment/Supplies	800.00
435	Repairs/Maintenance	10,000.00
445	Gardening	4,800.00
475	Elevator	3,000.00
485	Leased Equipment	4,000.00
710	Contingency Reserve	15,000.00
TOTAL DISBURSEMENTS		134,880.00

Strata Corporation VR 300
2012 Approved Strata Fee Schedule
January 1, 2012 – December 1, 2012

Unit	Unit Entitlement	Operating	CRF	2012 Approved Strata Fee
101	2460	232.22	30.75	262.97
102	2123	200.41	26.54	226.95
103	3426	323.41	42.83	366.24
104	2966	279.99	37.08	317.07
105	2071	195.50	25.89	221.39
106	2071	195.50	25.89	221.39
107	2025	191.16	25.31	216.47
108	2340	220.90	29.25	250.15
109	1734	163.68	21.68	185.36
110	2326	219.57	29.08	248.65
111	2000	188.80	25.00	213.80
112	2096	197.86	26.20	224.06
114	2860	269.98	35.75	305.73
115	2064	194.84	25.80	220.64
201	2460	232.22	30.75	262.97
202	2123	200.41	26.54	226.95
203	2123	200.41	26.54	226.95
204	2403	226.84	30.04	256.88
205	2966	279.99	37.08	317.07
206	2071	195.50	25.89	221.39
207	2071	195.50	25.89	221.39
208	2025	191.16	25.31	216.47
209	2340	220.90	29.25	250.15
210	1734	163.68	21.68	185.36
211	2326	219.57	29.08	248.65
212	2057	194.18	25.71	219.89
214	2096	197.86	26.20	224.06
215	2860	269.98	35.75	305.73
216	2064	194.84	25.80	220.64
301	2460	232.22	30.75	262.97
302	2123	200.41	26.54	226.95
303	2123	200.41	26.54	226.95
304	2403	226.84	30.04	256.88
305	2966	279.99	37.08	317.07
306	2071	195.50	25.89	221.39
307	2071	195.50	25.89	221.39
308	2025	191.16	25.31	216.47
309	2340	220.90	29.25	250.15
310	1734	163.68	21.68	185.36
311	2326	219.57	29.08	248.65
312	2057	194.18	25.71	219.89
314	2096	197.86	26.20	224.06
315	2860	269.98	35.75	305.73
316	2064	194.84	25.80	220.64
TOTALS	100000	9,439.90	1,250.07	10,689.97

**MINUTES OF COUNCIL MEETING
STRATA CORPORATION VR 300
"PRINCE EDWARD PLACE"**

HELD: Thursday October 20th, 2011 at 6:30 PM in Unit #304, 3150 Prince Edward Street, Vancouver, BC

PRESENT:	Brian Kerin	President	Unit #204
	Paul Janszki	Treasurer	Unit #303
	Allison Stewart		Unit #207
	Fabian Warkalla		Unit #304

REGRETS:	David Konduc	Unit #107
	Dwayne Doornbosch	Unit #114
	Catherine McGrath	Unit #302

AGENT: Jennifer Windsor Bayside Property Services Ltd.

CALL TO ORDER

The meeting was called to order at 6:30 PM by Council President, Brian Kerin. Jennifer Windsor chaired the meeting at Council's request.

PREVIOUS MINUTES

It was moved, seconded (Stewart/Kerin) and carried, to approve the Minutes of the Council Meeting held August 4th, 2011.

BUSINESS ARISING FROM THE PREVIOUS MINUTES

1. Roof Warranty: A Council member would like to arrange for a site visit with Cambie Roofing to view the ponding and discuss same. This matter will be updated at the next Council Meeting.
2. Pests: A rental suite in the building was believed to have bed bugs. The Owner was contacted to have a bed bug dog check the suite and a "hit" was made on an item in the suite. The cost of the inspection was therefore charged back to the Owner. Following confirmation that there were bed bugs in the suite, a heat treatment has been completed and the invoice was forwarded to the Owner for payment. Further inspections will be scheduled as needed.
3. Fire Safety Inspection: Both the dry valve and the compressor have been replaced by Elite Fire Protection.
4. Parkade Drainage: The sump pits have now been cleaned.
5. Power Washing: A quote will be obtained for power washing of the parkade and the ramp. Council approved a budget not to exceed \$500.00 for this work.

6. Garage Gate Quote: Council reviewed a quote in the amount of \$2,740.00 plus HST to replace the wooden panels on the parkade gate with insulated metal ones, and replace the hardware such as rollers, hinges and springs. Council will be bringing forward a resolution to the Owners for replacement of the garage gate at the Annual General Meeting. Proposed funding for the gate will come from the Operating Account, which had a balance of \$26,875.40 as of September 30th, 2011.
7. Exit Hardware: A Council member will make arrangements for new exit hardware to be installed at the gate, as the current hardware is problematic.
8. Flood from Above: Suite #108 sustained water damage in the kitchen and bathroom from a suite above. The suite has now been repaired and the associated costs will be charged back to the Owner of Suite #209, as their dishwasher leaked into Suite #108. Suite #305 leaked from their toilet into Suite #205 and will be charged back the costs to repair the plumbing in #305 and also the repairs to the ceiling in #205.

FINANCIAL REPORTS

1. Monthly Reports: After review and discussion, it was moved, seconded (Kerin/Janski) and carried unanimously to approve the July, August and September 2011 Financial Reports, as prepared by Bayside.
2. Accounts Receivable: There are currently three Owners in arrears for a move fee, a bed bug heat treatment charge back and the Fence Levy.
3. Payment Plan: The Owner who did not pay their Fence Levy had a lien registered against the title to their Strata Lot (#16) in accordance with the Strata Property Act and the Bylaws of VR 300, at Council's instruction. The Owner contacted Council and requested a payment plan, which was approved. The lien will be released when the arrears are paid in full.

NEW BUSINESS

1. Sprinklers: The sprinklers in the parkade were winterized in preparation for the cold weather.
2. Annual General Meeting Preparations: Council reviewed a draft budget for 2012 and made adjustments to some line items. It was moved, seconded (Kerin/Stewart) and carried unanimously to present the amended draft budget for the Owners' approval at the Annual General Meeting, which has tentatively been scheduled for Thursday December 1st, 2011. Council also discussed expenses related to bed bug extermination in the building and unanimously agreed to pay them from the Contingency Reserve Fund for the 2011 budget year.
3. Projects for 2012: Council discussed possible projects and agreed that no projects will be planned for 2012.

4. Return of Strata Documents and Corporate Seal: Bayside returned the files for 2009 and 2010, as well as the corporate seal. These items will be held in a secure location.
5. Snow Removal 2011-2012: Prince Edward Place has a snow blower; Owners who wish to volunteer for snow removal are to contact the Strata Council who will make arrangements for a tutorial. It is expected to be cold this winter so volunteers will be needed to clear both of the sidewalks in order to adhere to the City of Vancouver Bylaws.
6. Roof Drains and Gutters: Council approved a budget of up to \$1,000.00 to clear the roof drains and gutters in preparation for the rainy season; Bayside will arrange for same.
7. Christmas Bonus: As Council will not be meeting prior to the AGM, it was moved, seconded (Warkalla/Kerin) and carried unanimously to give a \$300.00 Christmas bonus to the janitor.
8. Council Members for 2012: Volunteers are required to serve on the Strata Council. Interested Owners are requested to contact Council or Bayside in preparation for the Annual General Meeting.

There being no further business to transact, it was moved, seconded (Warkalla/Stewart) and carried, to terminate the meeting at 7:58 PM.

The next meeting will be the Annual General Meeting, which has been tentatively scheduled for Thursday December 1st, 2011; formal Notice will be forthcoming.

EMERGENCIES

For after hours, holiday, or weekend emergencies, **DO NOT** call the Property Manager's direct line or send an e-mail. **You need to call 604.432.7774** if you are calling regarding anything that cannot wait until the next business day.



Jennifer Windsor
Property Manager

BAYSIDE PROPERTY SERVICES LTD.

Suite #100 - 6400 Roberts St., Burnaby, BC V5G 4C9

Direct: 604.638.6142

Office: 604.432.7774 (24 hours – after office hours **emergencies only** please)

Fax: 604.430.2698

Email: jwindsor@baysideproperty.com

**Note to Owners: Please retain these minutes as per Real Estate Regulations.
Additional copies can be obtained at a cost.**

**MINUTES OF COUNCIL MEETING
STRATA CORPORATION VR 300
"PRINCE EDWARD PLACE"**

HELD: Thursday August 4th, 2011 at 6:30 PM in Unit #302, 3150 Prince Edward Street, Vancouver, BC

PRESENT:	Brian Kerin	President	Unit #204
	Paul Janszki	Treasurer	Unit #303
	Dwayne Doornbosch		Unit #114
	Allison Stewart		Unit #207
	Catherine McGrath		Unit #302
	Fabian Warkalla		Unit #304

REGRETS: David Konduc Unit #107

AGENT: Jennifer Windsor Bayside Property Services Ltd.

CALL TO ORDER

The meeting was called to order at 6:40 PM by Council President, Brian Kerin. Jennifer Windsor chaired the meeting at Council's request.

PREVIOUS MINUTES

It was moved, seconded (McGrath/Doornbosch) and carried, to approve the Minutes of the Council Meeting held June 3rd, 2011.

BUSINESS ARISING FROM THE PREVIOUS MINUTES

1. Fence Replacement as Approved at the AGM: The fence has now been installed and it looks great. There is a deficiency where some asphalt required removal. Council will leave the deficiency for now as it will be very costly to have the asphalt repaired in such a small area. Council is concerned that damage to the fence may be caused by machines working in the alley. Owners and residents are asked to notify Council or the Property Manager if they witness any damage to the fence and, if possible, get a picture of the damage as soon as possible.
2. Roof Warranty: A Council member would like to arrange for a site visit with Cambie Roofing to view the ponding and discuss same. More will be reported on this matter at the next Council Meeting.
3. Pests: A rental suite in the building was believed to have bed bugs. The Owner was contacted to have a bed bug dog check the suite and a "hit" was made on an item in the suite. The cost of the inspection was charged back to the Owner. Following confirmation that there were bed bugs in the suite, a heat treatment has been completed and the invoice will be forwarded to the Owner for payment.

4. Fire Safety Inspection: The annual inspection was completed with only two suites that did not provide entry. Bayside will contact the Owner of the suites and request that they provide evidence that the alarms in the suites are operational and that they have been inspected. The inspection report from Elite Fire Protection indicated that some components of the system required replacement; Elite provided a quote for the replacement of the dry valve. An additional quote was requested from a competitor and will be reviewed by Council via email as it was not received in time for this meeting.
5. Parkade Drainage: A Council member will make arrangements for the sump pits in the parkade to be cleaned with a suction truck.
6. Power Washing: Power washing of the parkade will be completed once the sump pits have been cleaned.
7. Garage Gate Quote: Council will review a quote for replacing the parkade gate, in preparation for the Annual General Meeting, at the next Council Meeting.

FINANCIAL REPORTS

1. Monthly Reports: After review and discussion, it was moved, seconded (Kerin/Doornbosch) and carried unanimously to approve the May and June 2011 Financial Reports, as prepared by Bayside.
2. Accounts Receivable: There are currently three Owners in arrears for a move fee, short payment on a strata fee, and the Fence Levy. The Owner who did not pay their Fence Levy had a lien registered against the title to their Strata Lot (#16), in accordance with the Strata Property Act and the Bylaws of VR 300, at Council's instruction.

NEW BUSINESS

1. Exit Hardware: A Council member will make arrangements for new exit hardware to be installed at the gate, as the current hardware is problematic.
2. Audited Financials: Council reviewed and signed the Audited Financial Statements prepared for the 2010 fiscal year. Owners who wish to obtain a copy for their records can contact the Property Manager.
3. Request for Alteration to Common Property: Council reviewed a request from the Owner of #108 to change the location of the fence to follow the property line. The Owner agreed to change the fence location at his own cost. Council approved the request, subject to the Owner obtaining written authorization from the neighbouring property and that no damage is done to the root system of the large fruit tree located in the area.
4. Flood from Above: Suite #108 sustained water damage in the kitchen and bathroom from a suite above. Bayside contacted the residents of the suites above and they investigated a possible leak, but were unable to ascertain where the water came from.

Bayside will have a contractor repair Suite #108 and also investigate to see if they can locate the source of the water.

5. Fireplace Inspections: Owners who wish to have their fireplaces inspected and serviced are to contact Council member Fabian Warkalla at w@rkalla.de, as he will be arranging for a bulk inspection rate if enough Owners are interested in participating.
6. Rental Suites: Council noted that the number of renters moving in and out over the course of a year is causing dents and scrapes to the common areas and may be bringing a proposal to the Owners at the Annual General Meeting to raise the move fee from \$50.00 to \$100.00. Owners of rental suites are reminded that each time a renter moves in there is a move fee due and also a new Form K to be signed and returned to the management company.

There being no further business to transact, it was moved, seconded (McGrath/Doornbosch) and carried unanimously to terminate the meeting at 7:35 PM.

The next Council Meeting has been scheduled for Thursday October 20th, 2011 at 6:30 PM in Suite # 304. Council will discuss the budget proposal for 2012 to present to the Owners at the Annual General Meeting in December.

EMERGENCIES

For after hours, holiday, or weekend emergencies, **DO NOT** call the Property Manager's direct line or send an e-mail. **You need to call 604.432.7774** if you are calling regarding anything that cannot wait until the next business day.



Jennifer Windsor
Property Manager

BAYSIDE PROPERTY SERVICES LTD.

Suite #100 - 6400 Roberts St., Burnaby, BC V5G 4C9

Direct: 604.638.6142

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**Note to Owners: Please retain these minutes as per Real Estate Regulations.
Additional copies can be obtained at a cost.**

**MINUTES OF COUNCIL MEETING
STRATA CORPORATION VR 300
"PRINCE EDWARD PLACE"**

HELD: Thursday June 2nd, 2011 at 6:30 PM in Unit #114, 3150 Prince Edward Street, Vancouver, BC.

PRESENT:	Brian Kerin	President	Unit #204
	Paul Janszki	Treasurer	Unit #303
	Dwayne Doornbosch		Unit #114
	Allison Stewart		Unit #207
	Catherine McGrath		Unit #302
	Fabian Warkalla		Unit #304

REGRETS: David Konduc Unit #107

AGENT: Jennifer Windsor Bayside Property Services Ltd.

CALL TO ORDER

The meeting was called to order at 6:30 PM by Council President, Brian Kerin. Jennifer Windsor chaired the meeting at Council's request.

PREVIOUS MINUTES

It was moved, seconded (McGrath/Kerin) and carried, to approve the Minutes of the Council Meeting held April 7th, 2011.

BUSINESS ARISING FROM THE PREVIOUS MINUTES

1. Fence Replacement as Approved at the AGM: The fence has now been installed and it looks great. The staining of the fence is expected to be completed soon. A Council member noted that the stairwell at the back ramp requires a handrail; arrangements for same to be installed will be made shortly. There is a deficiency where some asphalt required removal. Council will leave the deficiency for now as it will be very costly to have the asphalt repaired in such a small area.
2. Carpet Cleaning: Carpet cleaning is now complete. Council noted that this should be performed on an annual basis as there were some oil stains that didn't come out.
3. Roof Warranty: Bayside had arranged for a complimentary site visit from a roofing contractor to review the condition of the roofs and to comment on some ponding of water on the surface. The roofing contractor stated that the roofs were in good shape and some ponding of water is not unexpected. A Council member would like to arrange for a site visit with Cambie Roofing to view the ponding and discuss same. Bayside will make the arrangements.

4. Exit Lights: Council discussed a lighting audit for the building. One was completed in 2008; however, new technology has developed since then and it may be beneficial to look at some more lighting upgrades.
5. Pests: Another bed bug was spotted in a suite. The Owner will use the steamer on her living room furniture in hopes that this was a lone incident. A tenant in the building is believed to be a source of the bugs; the Owner of the suite has been contacted to have a bed bug dog check the suite.

FINANCIAL REPORTS

1. Monthly Reports: After review and discussion, it was moved, seconded (Kerin/McGrath) and carried unanimously to approve the March and April 2011 Financial Reports, as prepared by Bayside.
2. Accounts Receivable: There are currently three Owners in arrears for a move fee, short payment on a strata fee, and the Fence Levy. The Owner who did not pay their Fence Levy had a lien registered against the title to their Strata Lot, in accordance with the Strata Property Act and the Bylaws of VR 300, at Council's instruction.

NEW BUSINESS

1. **Annual Fire Testing**: Fire equipment testing will take place in the common areas on Friday July 8th, 2011 and in-suite testing will take place on Saturday July 9th, 2011. Owners and residents of the building must provide access to their suite or arrange for a neighbour or Council member to provide access in their absence.
2. Planters: Council wishes to thank Steve Jones for installing plants in the planters on Prince Edward Street at the entrance to the building. Steve used his expertise and landscaper's discount, and the plants look amazing.
3. Drainage: Council noted that the drainage in the laundry room and garage is not working properly. Bayside has contacted the plumber and requested that they attend.
4. Power Washing: Council noted that the common areas could use a power washing. Bayside will arrange for a quote for same.
5. Garage Door: Council requested a quote for replacement of the parkade gate; Bayside will obtain same.

There being no further business to transact, it was moved, seconded (McGrath/Kerin) and carried unanimously to terminate the meeting at 7:41 PM.

The next Council Meeting has been scheduled for Thursday August 4th, 2011 at 6:30 PM in Suite # 304.

EMERGENCIES

For after hours, holiday, or weekend emergencies, **DO NOT** call the Property Manager's direct line or send an e-mail. **You need to call 604.432.7774** if you are calling regarding anything that cannot wait until the next business day.



Jennifer Windsor
Property Manager

BAYSIDE PROPERTY SERVICES LTD.

Suite #100 - 6400 Roberts St., Burnaby, BC V5G 4C9

Direct: 604.638.6142

Office: 604.432.7774 (24 hours – after office hours **emergencies only** please)

Fax: 604.430.2698

Email: jwindsor@baysideproperty.com

**Note to Owners: Please retain these minutes as per Real Estate Regulations.
Additional copies can be obtained at a cost.**

**MINUTES OF COUNCIL MEETING
STRATA CORPORATION VR 300
"PRINCE EDWARD PLACE"**

HELD: Thursday April 7th, 2011 at 6:30 PM in Unit #204, 3150 Prince Edward Street, Vancouver, BC.

PRESENT:	Brian Kerin	President	Unit #204
	Paul Janszki	Treasurer	Unit #303
	Catherine McGrath		Unit #302
	Fabian Warkalla		Unit #304

REGRETS:	David Konduc	Unit #107
	Dwayne Doornbosch	Unit #114
	Allison Stewart	Unit #207

AGENT: Jennifer Windsor Bayside Property Services Ltd.

CALL TO ORDER

The meeting was called to order at 6:35 PM by Council President, Brian Kerin. Jennifer Windsor chaired the meeting at Council's request.

PREVIOUS MINUTES

It was moved, seconded (Kerin/McGrath) and carried, to approve the Minutes of the Council Meeting held February 10th, 2011.

BUSINESS ARISING FROM THE PREVIOUS MINUTES

1. Fence Replacement as Approved at the AGM: The south side of the fence is now 60% complete; the major portion of this being the concrete retaining wall. The east side of the fence has been demolished and is currently being rebuilt. The entire project now sits at roughly 30% complete; the rest of the work should progress much faster as there are no more concrete walls to build. There have been a few minor extras totaling approximately \$1,000.00. All suites affected should note that temporary storage of materials to build the fence will be required as the project progresses. Painting of the fence will proceed in late May when the weather should be dryer. Two Owners have installed locked, hidden access panels to their yards at their own expense; permission for same was authorized by the Strata Corporation.
2. Photo Documentation: Council received proposals from two engineering firms and also a firm that specializes in photo documentation for the construction industry. It was moved, seconded (Janszki/McGrath) and carried, to approve the quote for photo documentation from Multivista. The photos were taken on Monday April 11th, 2011. The photos will document any damage to the building caused by the neighbouring construction on the lot to the south of the building.
3. Carpet Cleaning: Council reviewed a quote for carpet cleaning, via email, and authorized same. Notices will be posted for Owners' and residents' information prior to the cleaning.

4. Roof Warranty: Bayside arranged for a complimentary site visit to review the condition of the roofs and to comment on some ponding of water on the surface. The roofing contractor stated that the roofs were in good shape and some ponding of water is not unexpected.
5. Exit Lights: A Council member conducted a survey of the exit lights of the building and reported that they are compact fluorescent lights, which does offer some energy savings over incandescent. Two exit lights in the parkade are not lit. Bayside will contact the janitor to confirm if they require new bulbs or replacement. If they require replacement, they may be replaced with LED exit lights which are even more energy efficient.

FINANCIAL REPORTS

1. Monthly Reports: After review and discussion, it was moved, seconded (Janszki/McGrath) and carried unanimously to approve the January and February 2011 Financial Reports, as prepared by Bayside.
2. Accounts Receivable: **Owners are reminded that the Fence Levy was due on March 1st, 2011. Letters will be sent to the Owners who have not yet paid the Levy, and those Owners who do not pay promptly will have a lien registered against the title to their strata lot in accordance with the Strata Property Act and the bylaws of VR 300.**

NEW BUSINESS

1. Pest Service: Some Suites have had heat treatments conducted for the removal of bed bugs. Council authorized payment of the invoices. A letter will be sent to an Owner requesting that they have a K-9 inspection on a 3-month basis as the Owner has been viewed bringing in items from flea markets, which may be a source of bed bugs in the building.
2. Annual Fire Testing: Council reviewed and accepted a quote for the annual fire safety testing; Bayside will schedule the date with the contractor. **Owners and residents of the building must provide access to their suite or arrange for a neighbour or Council member to provide access in their absence.**
3. Parking: Council noted that a car was parked in the wrong stall and contacted the resident who has made arrangements to move the car. It is important to note that parking stalls are assigned by the Strata Council and that any special arrangements between residents should be forwarded to Bayside or Council. Parking is only for residents of VR 300 and the stalls are not to be loaned or rented to non-residents.
4. Bikes: Council notes that there are many bikes being kept in the parkade. **A Council member will mark all the bikes with tape. If the bike is yours, please remove the tape. Otherwise the bikes will be removed and donated to charity.**

There being no further business to transact, it was moved, seconded (McGrath/Kerin) and carried unanimously to terminate the meeting at 7:30 PM.

The next Council Meeting has been scheduled for Thursday June 2nd, 2011 at 6:30 PM in Suite #114.

EMERGENCIES

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Property Manager

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**MINUTES OF COUNCIL MEETING
STRATA CORPORATION VR 300
"PRINCE EDWARD PLACE"**

HELD: Thursday February 10th, 2011 at 7:00 PM in Unit #204, 3150 Prince Edward Street, Vancouver, BC.

PRESENT:	Brian Kerin	President	Unit #204
	Paul Janszki	Treasurer	Unit #303
	Catherine McGrath		Unit #302
	Dwayne Doornbosch		Unit #114
	Fabian Warkalla		Unit #304
	Allison Stewart		Unit #207

REGRETS: David Konduc Unit #107

AGENT: Jennifer Windsor Bayside Property Services Ltd.

CALL TO ORDER

The meeting was called to order at 7:05 PM by Council President, Brian Kerin. Jennifer Windsor chaired the meeting at Council's request.

PREVIOUS MINUTES

It was moved, seconded (Doornbosch/Kerin) and carried, to approve the Council Meeting Minutes of October 14th, 2010.

BUSINESS ARISING FROM THE PREVIOUS MINUTES

1. Fence Replacement as Approved at the AGM: Council has chosen XMT Construction to install the fence and will be meeting with the contractor next week. A surveyor will be contracted to determine the correct location of the fence in relation to the lot lines. Council will negotiate with the contractor in hopes of obtaining a better price for the fence. Some Owners may wish to install partition fences between the Strata Lots; the cost would be shared amongst themselves at \$35.00 per linear foot. Installation of the fence is hoped to take place in early March.
2. Tree Removal: Bayside had issued a letter of request to the City to have a tree removed. The City was in contact with Bayside and advised that they will be inspecting the tree. There has been no further contact from the City regarding the tree; Bayside will follow up.
3. Dry Steamer: Owners and residents have been using the dry steamer on their belongings, which they were worried may have bed bugs or eggs. The dry steamer has all the attachments, such as pads, for use on couches and mattresses. The Care Pest service technician advised that the pads are best for use on larger furniture so that the area is heated rather than spraying the surface, which might dislodge eggs to another area.

FINANCIAL REPORTS

1. Monthly Reports: After review and discussion, it was moved, seconded (McGrath/Kerin) and carried unanimously to approve the September through December 2010 Financial Reports, as prepared by Bayside.
2. Accounts Receivable: All Owners are up to date with their strata fees. Council would like to thank the Owners for keeping their accounts in good standing. **Owners are reminded to make arrangements for payment of the Fence Levy, which is due March 1st, 2011,** as approved at the Annual General Meeting.

NEW BUSINESS

1. Pest Service: Council reviewed quotes for bed bug removal in the building. The only treatment that is guaranteed is to use a heat treatment whereby the apartments are slowly heated to 49 degrees Celsius. The Owners of selected suites will be notified of the required preparation, which includes removing any items which may melt or storing them in the refrigerator during the treatment.
2. Neighbouring Development: Council provided Bayside with the contact information for the neighbouring development. They have been requested to provide drawings and information related to the buildings in order to determine if there will be any structural concerns for Prince Edward Place in regard to settling or cracking of any of the components of the building.
3. Fence Survey: In preparation for the fence installation, a surveyor will be contracted to set out the fence line in relation to the lot lines. It was suggested by a structural engineer that Owners may also wish to have a surveyor set measuring points on the property to measure any movement in relation to the neighbouring construction. Council will be obtaining further information on both items.
4. Structural Engineer: Council requested that quotes be obtained for a structural engineer or another 3rd party to prepare a report regarding the building, which will include high resolution pictures and information about Prince Edward Place, for the protection of Owners in relation to the development of the neighbouring lot.
5. Move Fees: Council noted that not all the moves in the building may have resulted in a move fee being provided to the Strata Corporation. **Owners are reminded that, in accordance with registered Bylaw 22.8, a \$50.00 fee is to be received by the Strata Corporation for every move.** Council is concerned that tenants are contributing to wear and tear on the common property when they move in/out. Junk and other items are being left in the alley, and additional garbage is being put into the dumpster. Owners with information regarding discarded items or wear and tear on the common property related to moves are requested to contact the Property Manager in order that the responsible party can be contacted for removal of items and/or being charged for repairs to common property.

6. Parkade Gate: During the recent replacement of the motor on the parkade gate, the technician advised that the gate could be replaced with a lighter version which would cause less wear and tear on the new motor. Bayside will obtain a quote for Council's review.
7. Carpet Cleaning: Council noted that the carpets are getting dirty and require cleaning. Bayside was instructed to obtain a quote for same and circulate to Council for consideration.
8. Roof Warranty: Council requested information regarding the roof warranty and a possible inspection from the roof company as there appears to be standing water on the roof. Bayside will contact the roofing contractor for same.
9. Exit Lights: A Council member will conduct an inventory of the exit lights and determine if they are incandescent or CFL. The Strata Corporation may be able to obtain a rebate from BC Hydro if these lights are replaced with LED lights.

Please Note: The Bylaw amendments, as approved at the Annual General Meeting held December 2nd, 2010, have been registered in the Land Title Office as required by the Strata Property Act. The registered copy is attached; please keep same with your Bylaw package.

There being no further business to transact, it was moved, seconded (McGrath/Doornbosch) and carried unanimously to terminate the meeting at 8:35 PM. The next Council Meeting has been scheduled for Thursday April 7th, 2011 at 6:30 PM in Suite #114.

EMERGENCIES

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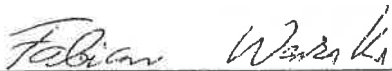
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Strata Property Act
FORM I
AMENDMENT TO BYLAWS
(Section 128)

The Owners, Strata Plan VR 300 certify that the following or attached amendments to the bylaws of the strata corporation were approved by a resolution passed in accordance with section 128 of the *Strata Property Act* at an annual or special general meeting held on December 2nd, 2010.



Signature of Council Member



Signature of Second Council Member (not required if council consists of one member)

RESOLUTION OF THE OWNERS, STRATA PLAN VR300

(the "Strata Corporation")

WHEREAS the Strata Corporation proposes to amend its bylaws.

BE IT RESOLVED by a $\frac{3}{4}$ vote of the Strata Corporation that:

1. The bylaws of the Strata Corporation be amended by:
 - (a) adding Bylaw 25.0, as set out in the attached Schedule "A"; and
 - (b) deleting Bylaw 4.5 and replacing it with Bylaw 26.0, as set out in the attached Schedule "A".
2. The Strata Council of the Strata Corporation (the "Strata Council") take all such further actions to register the amendments set out in this Resolution (the "Amendments") with the Land Title Office, including but not limited to filing a Form I, Amendment to Bylaws.
3. Any two members of the Strata Council execute such documents as are required to register the Amendments in the Land Title Office on behalf of the Strata Corporation.

SCHEDULE A

25.0 **PESTS**

25.1 In this Bylaw 25.0, "**Pests**" means pests or vermin, including but not limited to earwigs, fleas, lice, silverfish, cockroaches, ants, beetles, moths, bedbugs, mice, and rats.

25.2 Without limiting the generality of Bylaw 3.18, no Owner, Tenant, Occupant or Invitee shall do anything that may cause, encourage, or permit Pests to enter or exist on any part of the Premises.

25.3 Without limiting the generality of Bylaw 25.2, an Owner, Tenant, or Occupant who detects evidence or suspects the existence of Pests on the Premises shall:

- (a) immediately:
 - (i) give notice to the Strata Corporation; and
 - (ii) do all such things as are required to limit the spread of Pests.
- (b) Permit an agent of the Strata Corporation to enter a Strata Lot in accordance with Bylaws 26.2(a) for the purpose of taking all such steps as are required to rid the Premises of Pests.

26.0 **ENTRY**

26.1 In this Bylaw 26.0, the following terms shall have the following meanings:

- (a) "**Entry Infraction**" includes the following circumstances:
 - (i) where an Owner, or an Owner's Tenant or Occupant denies, impedes, or interferes with access to a Strata Lot in contravention of Bylaw 26.2(a); or
 - (ii) where an Owner, or an Owner's Tenant or Occupant denies, impedes, or interferes with access to a Strata Lot in contravention of Bylaw 26.2(b), and such contravention continues for 7 days following notice of such contravention by the Strata Corporation to the Owner.
- (b) "**Forcible Entry**" means any right or action of the Strata Corporation in accordance with Bylaw 26.5;
- (c) "**Forcible Entry Costs**" means all costs incurred by the Strata Corporation in exercising its rights pursuant to Bylaw 26.5, such costs to include but not be limited to:

- (i) all costs to retain trades people, including but not limited to bailiff and locksmith fees and charges;
- (ii) all costs to restore the Premises to the condition that existed prior to the Forcible Entry; and
- (iii) all legal fees and disbursements on a solicitor and own client basis incurred in connection with any court proceedings;

26.2 An Owner, Tenant, Occupant, or Invitee shall allow a Person authorized by the Strata Corporation to enter a Strata Lot:

- (a) in an emergency, without notice, to ensure safety or prevent significant loss or damage; and,
- (b) at a reasonable time, on 48 hours' written notice, to:
 - (i) inspect, repair or maintain Common Property, Common Assets and any portions of a Strata Lot that are the responsibility of the Strata Corporation to repair and maintain under the Bylaws or the Act; or
 - (ii) ensure compliance with the Act and the Bylaws.

26.3 The notice referred to in Bylaw 26.2(b) above shall include the date, approximate time of entry, and reason for entry.

26.4 Any notice permitted or required pursuant to this Bylaw 26.0 shall be given in accordance with Section 61 of the Act.

26.5 Without limiting the rights of the Strata Corporation pursuant to the Bylaws, the Act and its regulations, or at law, if an Owner, Tenant, Occupant or Invitee should commit an Entry Infraction, the Strata Corporation may do any of the following without further notice to the Owner, Tenant, Occupant, or Invitee:

- (a) use such reasonable force and assistance as the Strata Corporation may deem advisable in order to enter the Strata Lot, and in doing so neither the Strata Corporation or the Strata Council nor their agents will be liable for any costs, damages, actions, or claims whatsoever, including but not limited to:
 - (i) property damage;
 - (ii) damage sustained by any Person, including without limiting the generality of the foregoing, an Owner, Tenant, Occupant, or Invitee; or
 - (iii) an action for trespass;

with respect to the Forcible Entry, and without limiting the generality of the foregoing, the Strata Corporation shall have no obligation to restore the Strata Lot;

- (b) apply to a court of competent jurisdiction for any relief by way of order, injunction, decree or otherwise that may be appropriate to protect the interests of the Strata Corporation.

26.6 An Owner shall immediately upon notice from the Strata Corporation, deliver to the Strata Corporation the Forcible Entry Costs applicable to a Forcible Entry to that Owner's Strata Lot, whether or not such Forcible Entry resulted from a breach by the Owner, or the Owner's Occupant, Tenant, or Invitee.

26.7 Without limiting the generality of Bylaw 26.6 an Owner shall indemnify and save harmless the Strata Corporation from and against any and all manner of actions or causes of action, damages, costs, loss, or expenses of whatever kind which the Strata Corporation may sustain, incur, or be put to by reason of or arising out of:

- (a) Forcible Entry; or
- (b) an Entry Infraction.