

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN VR 1966 - "BEL AYRE VILLA"
1790 WEST 10th AVENUE, VANCOUVER, B.C.**

Monday January 9th, 2012 at 7:00pm - Suite # 302

PRESENT:

Jack Mandleman	208 (Vice-President)
Andrew Lewis	111
Grant Lovelock	202
Suzie Jenkins	207 (President)
Glenda Monts	302 (Treasurer)

REGRETS:

Rebecca Applegarth	204
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CALL TO ORDER:

The meeting was called to order at 7:15 p.m.
Quorum was established.

COUNCIL MEETING MINUTES APPROVAL:

It was **MOVED, SECONDED AND CARRIED UNANIMOUSLY (5-0)** to approve the December 5th, 2011 Council Meeting minutes.

FINANCIAL STATEMENTS:

1. **Financial Statements:** It was **MOVED, SECONDED, AND CARRIED UNANIMOUSLY (5-0)** that Council approve the November 2011 financial statements.
2. **Arrears Statement:** The Arrears Statement to January 9th 2012 was unavailable for this meeting but will be reviewed at the next Council meeting.
3. **Draft Budget For AGM:** Council discussed need to soon finalize the 2012-2013 Draft Budget for presentation and acceptance at the 2012 AGM.

CORRESPONDENCE:

1. **Overdue Strata Fees:** Council will again direct the Strata Agent to send a letter advising that at December 5th Council meeting, It was agreed there would be a 3-month grace period with no penalties or fines.
2. **Chargeback to Owner:** It was decided that Council should provide the requested information directly to the owner, rather than the Strata Agent.
3. **Complaints:** Council discussed correspondence received about noise complaints and will respond in writing to both owners.

BUSINESS ARISING FROM MINUTES:

1. **Depreciation Report – Information Package:** Council will distribute an Information Package to owners regarding new Strata Property Act Regulations that make the completion of a Depreciation Report mandatory - with minutes of January 9th 2012 Council meeting.

2. **Depreciation Report – Information Session:** Council has scheduled an information session on Depreciation Reports for 7:15 p.m. February 9th, 2012 in the lobby. An RDH Engineering representative will be in attendance to answer owners' questions regarding this important task.
3. **Strata Lawyer:** After a lengthy process to choose a strata lawyer, two Council members presented results from interviews with 2 strata lawyers. It was **MOVED, SECONDED AND CARRIED UNANIMOUSLY (5-0)** to hire lawyer Milke Walker of Miller Thomson Solicitors to be the Strata Corporation's lawyer.
4. **Review of Strata Records:** Previous email correspondence between the previous Council and Strata Agents is being reviewed for information regarding our age bylaw and its enforcement.
5. **Owner Information Sheets:** Council has updated Owner Information and has distributed this to all Council members.
6. **Rental Waiting List:** Council has updated this list.
7. **Reno Approval:** Council will ask the Strata Agent to provide Council with the Indemnification Agreement and to confirm whether this matter has been resolved.
8. **Restoration after Leak:** Council has contacted an owner by phone to arrange for repairs to their ceiling from December leak investigation and resolution by Lazar Plumbing and Heating – but has had no reply. Council will attempt contact again.
9. **Electrical Inspection:** In December 2011, the building's common areas and 31 suites were inspected. Thanks to all those who arranged access for this important work at such short notice. All electrical repairs/upgrades to code were completed in common areas and in some suites. **The remaining 5 suites MUST have their 15 minute electrical inspection completed by Audax Electrical on February 3rd, starting at 8 a.m.** Council will discuss the Electrical Report with Paul of Audax to arrange for owners to receive details about any necessary ensuite electrical upgrades to meet fire safety codes. Any such required ensuite electrical upgrades will be at the cost of the individual owners.
10. **Elevator:** Council discussed previous correspondence received from the Strata Agent about our Elevator. An inspection will be carried out on the elevator shortly.

NEW BUSINESS:

1. **Strata Council Material:** In November 2011 the previous Council President gave some binders containing Council material to the 2011-2012 Council.
2. **Fire Department Inspection:** Vancouver Fire and Rescue Services have completed their annual inspection of our building.
3. **Real Estate Sign:** Late last year the real estate sign fell down and has been temporarily fixed. Council will ask building caretaker Bill Burrell about doing a permanent repair.
4. **Recycling:** There is a buildup of recycling materials in the parkade because the waste management company could not make entry due to a broken or lost fob. The company was contacted and a "double lift" arranged in order to catch up with removing all recycling materials. Bill and a couple of Council members will be available to assist with this task.
5. **2012 AGM:** Council discussed preparations for the 2012 AGM. It was **MOVED, SECONDED AND CARRIED UNANIMOUSLY (5-0)** that the VR1966 2012 AGM will take place in the lobby

on February 29th, 2012 at 7 p.m.

Owners are encouraged to attend the AGM and to consider putting their names forward for election to the 2012-2013 Council.

ADJOURNMENT:

There being no further business the meeting was adjourned at 9:15 p.m.

2011-2012 Strata Council

On Behalf of the Owners, Strata Plan VR 1966

Reminder: Council Email Account: Any strata owner corresponding by email to the Strata Agent should also cc Council at email address: stratavr1966@gmail.com - for the purpose of correspondence records.

Reminder: VR1966 is a CHOA member. This resource and their workshops/seminars are available to all VR1966 strata owners. See website for more information: www.choa.bc.ca

BUILDING HOUSEKEEPING REMINDERS:

1. Please remove lint from dryers when you're done. Call Phelps if machines break down.
2. Please bring in newspapers if they are outside the front door.
3. Please take unwanted items to Thrift Store 2714 West Broadway OR 1906 West 4th Ave.
4. Please put garbage in the dumpster, or take to city dump if necessary.
Please take responsibility for disposing of your own items.
5. Please cut up cardboard boxes before putting them in the recycling bin.
Please don't put plastic bags in the recycling bins.

Thanks everyone for helping take care of our building!

Next Council Meeting: *February 6th 2012 at 7:00 pm in Suite # 111.*

Please note Ascent Strata Agent Andrea Kunova's Direct Line: 604-293-2415.

PLEASE NOTE

If you list your property for sale, you may be requested to produce for the prospective buyer at least two years of Strata Council Meeting minutes and Annual and Special General Meeting minutes. Therefore it is recommended that you retain your minutes. Photocopy charges will apply to obtain additional copies.

PLEASE NOTE ASCENT AFTER HOURS EMERGENCY NUMBER:

604 – 293 - 2459

Strata Plan VR1966 Information Session on Depreciation Reports

FOR ALL VR1966 OWNERS

DATE: FEBRUARY 9th, 2012.

TIME: 7:15 p.m.

LOCATION: Lobby of 1790 West 10th Avenue

This Information Package for VR1966 strata owners contains relevant information about our Strata Corporation's legal requirement to complete a Depreciation Report (or Reserve Fund Study) in the very near future. It contains basic facts, information bulletins from CHOA and from the Ministry of Housing, and websites providing additional material on this topic.

New Strata Property Act Regulations were passed in December 2011 requiring that all Strata Corporations complete a long-term (30 years) Depreciation Report to establish the declining value of an asset i.e. the residential building owned by Strata Plan VR1966.

Completing a Depreciation Report involves assessing the current conditions of a building's capital assets, for example, building envelope, elevator, roof, etc. This includes reviewing service agreements, warranties, and previous maintenance records. Once gathered, this information is compiled to become the building's record of assets, so that the Strata Corporation can systematically plan, schedule, and budget for maintenance and renewal costs.

A Depreciation Report will become a standard document that impacts buying and selling strata lots, and qualifying for a mortgage.

The completed Depreciation Report has 2 main purposes:

- 1) To give mortgage providers the information they need to establish any potential liabilities with regards to a Strata Corporation's building assets.
- 2) To give a Strata Corporation the factual information it needs for planning and scheduling regular maintenance for a Strata building's capital assets.

Though a Depreciation Report indicates the need for possible maintenance or replacement of a particular building asset, it's not required that a Strata Corporation prepare to fund every maintenance recommendation contained in the Report. It is first and foremost an information tool for planning and decision-making around building asset maintenance.

Last year the VR1966 Strata Council requested and received proposals and quotes from engineering firms to complete a Depreciation Report and have shortlisted 2 proposals for: \$ 8,500 and \$11,000.

Due to the new Regulations, It's expected that engineering firms will be flooded with requests to complete Depreciation Reports. This means our Strata is presently in a fortunate position, ahead of the curve, compared to those who are only now seeking such proposals and quotes.

At the February 29th 2012 AGM, our strata will vote on whether to get a Depreciation Report completed. The alternative is for the Strata Corporation to pass a ¾ vote to delay completion of the Report for 18 months, until the issue must be voted on again. However, this raises the very valid concern of how NOT having a Depreciation Report will affect an owner's ability to sell their strata lot.

This Council is highly recommending that we proceed with getting this work done as soon as possible, and will therefore be including the costs for this in the 2012-2013 Budget.

PLEASE REVIEW the remaining contents of this Information Package, and complete your own research by accessing the website links provided. Owners are encouraged to prepare questions to bring to the February Information Session where the RDH engineering firm representative will be in attendance. There are no dumb questions! Chances are if you're wondering about something, others are too!

Websites containing additional information on this topic:

www.choa.bc.ca www.hpo.bc.ca (BC Housing).

Engineering proposals are available upon request in electronic pdf format.

Please send any such requests via email to: stratavr1966@gmail.com.

Thank you for your attention to this matter.

2011-2012 VR1966 Strata Council



Condominium Home Owners' Association of British Columbia
A non-profit association serving strata owners since 1976
Suite 202 – 624 Columbia St., New Westminster, BC V3M 1A5
Tel: 604-584-2462 Toll Free: 1.877.353.2462
Website: www.choa.bc.ca

CHOANR2011-03
December 15, 2011

News Release

DEPRECIATION REPORTS ARE NOW MANDATORY FOR ALL STRATA CORPORATIONS IN B.C.

NEW WESTMINSTER – Following the amendments to the *Strata Property Act* in December 2009 the B.C. provincial government has introduced new regulations making depreciation reports mandatory for strata corporations in British Columbia. Strata corporations of 5 units or less will be exempt from the requirements, plus a strata corporation may consider exempting itself by passing a $\frac{3}{4}$ vote resolution every 18 months. Changes to the Form B, Information Certificate were also introduced.

A depreciation report is a comprehensive study of the common physical components within a strata corporation, including an inventory and summary of all necessary renewals and maintenance for the next 30 years, plus a financial plan for the future. We know that as buildings age there are necessary costs incurred to maintain the common property and assets of the strata corporation. A depreciation report will provide a strata corporation with the tools it needs to properly and accurately plan for the future.

"These regulations will have a dynamic impact on B.C.'s strata community" commented Tony Gloventu, Executive Director of the Condominium Home Owners Association of B.C. "The requirement for a depreciation report will considerably affect the way a strata corporation in B.C. plans for its future. Strata corporations will now need to be proactive with their financial forecasting and future repair and maintenance planning". In addition, the regulations set requirements for what information must be included in a depreciation report and include a deadline of two years for all strata corporations to comply with this new requirement.

CHOA and its members have played a vital role in the development of the depreciation report regulations. Affecting more than just the strata community, these reports will also impact B.C.'s real estate industry. "These reports will change how people buy and sell a strata lot, and how people qualify for a mortgage." Gloventu added, "Buyers will now be able to ask for copies of the depreciation report so they know up front what they are buying into. Mortgage providers will also want to assess risk when determining eligibility for financing".

Another change for the real estate industry is the amendments to the Form B, Information Certificate. These amendments will require specific disclosure regarding parking space and storage locker designations and allocations.

To assist consumers CHOA will be producing a guide entitled "What to know about Depreciation Reports" – the guide will soon be available in the "Alerts" section of the CHOA website at www.choa.bc.ca

The Condominium Home Owners Association (CHOA) is a non-profit association that assists the entire strata industry throughout B.C. CHOA promotes the interests of strata property owners by providing advisory services, education, resources, and support for its members and the strata community at large. With offices located in New Westminster (Lower Mainland), Victoria (Vancouver Island) and Kelowna (B.C. Interior & North) CHOA is able to assist all types of strata corporations in all areas of B.C.

- 30 -

Contact: Tony Gloventu
Executive Director
604-323-6458
Antonio@telus.blackberry.net

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN VR 1966 - "BEL AYRE VILLA"
1790 WEST 10 AVENUE, VANCOUVER, B.C.**

Monday February 6th, 2012 at 7:00pm - Suite # 111

PRESENT:

Jack Mandelman	208 (Vice-President)
Andrew Lewis	111
Grant Lovelock	202
Suzie Jenkins	207 (President)
Glenda Monts	302 (Treasurer)
Andrea Kunova	Ascent Strata Agent

REGRETS:

Rebecca Applegarth	204
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CALL TO ORDER:

The meeting was called to order at 7:00 p.m.
Quorum was established.

COUNCIL MEETING MINUTES APPROVAL:

It was **MOVED, SECONDED AND CARRIED UNANIMOUSLY (5-0)** to approve the January 9th, 2012 Council Meeting minutes – subject to two amendments (rewording in italics):

Re- Correspondence

1. **Overdue Strata Fees:** Council will again direct the Strata Agent to send a letter advising *an owner* that at December 5th Council meeting, it was agreed there would be a 3-month grace period with no penalties or fines.

2. **Chargeback To Owner:** It was decided that Council should provide the requested information directly to *this owner*, rather than the Strata Agent. *Usually, Ascent responds in writing by mailing out any 'charge backs' related to an owner.*

FINANCIAL STATEMENTS:

1. **Treasurer's Report:** Financial statements good. Concern about lack of control system for expenditures approval. Request for copies of invoices from Ascent. Yearly review of all Strata Corporation contracts recommended. Review Engagement of Strata Corporation finances not recommended as Treasurer will be doing her own review.
2. **Financial Statements:** It was **MOVED, SECONDED, AND CARRIED UNANIMOUSLY (5-0)** that Council approve the December 2011 financial statements – with this approval subject to confirmation of requested invoices received from Ascent and to entries noted that Strata Agent will address at the AGM.
3. **Arrears Statement:** Council discussed the Arrears Statement to February 2012 with the Strata Agent. Arrears statement accepted subject to one owner receiving a lien warning letter from the Strata Agent, to pay their arrears within 28 days.
4. **Depreciation Report:** Council discussed wording of AGM Resolutions that owners will vote on. Decided wording of Resolution authorizing a Depreciation Report be completed, will also include that the cost of this Depreciation Report will be paid out of the Contingency Reserve Fund.

5. **Budget For AGM:** Council discussed and finalized the 2012-2013 Budget for presentation and acceptance at the 2012 AGM. **It was MOVED, SECONDED, BUT NOT CARRIED (1 in favour, 3 opposed. 1 abstention)** that the Operating Budget's new line item 'Professional Services' be increased to accommodate a possible Review Engagement of the Strata Corporation's finances.

CORRESPONDENCE:

1. **Key Request:** Strata Agent received correspondence from an owner requesting an additional apartment key.
2. **Rental Waiting List:** Owner inquiry about position on rental waiting list. Council clarified this with the Strata Agent given updated rental list.
3. **Chargeback Letter to Owner:** Council and Strata Agent again discussed need to give the owner documentation explaining the reason for the chargeback.
4. **Complaint Letter:** Council received correspondence regarding a complaint letter, and Council has requested that the complaint letter be revoked.

BUSINESS ARISING FROM MINUTES:

1. **Indemnification Agreement:** Strata Agent provided Council with a hard copy of an Indemnification Agreement. Council discussed an owner's approved renovation plans and asked the Strata Agent to locate for Council the Agreement reflecting this approval.
2. **Electrical Inspection:** Letters from Audax Electrical will be sent to owners giving details about the electrical inspection of their suite, and explaining any need for insuite electrical upgrades to meet fire safety codes. (Any such required insuite electrical upgrades will be at the cost of the individual owners.)
3. **Recycling:** Waste Management has a new programmed fob so there should be no more parkade access issues.
4. **Strata Records:** Strata Agent explained that previous email correspondence for March/April/May 2010 will be available for Council on CD by February 17th. This information will be reviewed by Council for any additional information regarding our age bylaw and its enforcement.
5. **Real Estate Sign:** Building caretaker, Bill Burrell, will be asked to properly fix real estate sign when Spring weather arrives.
6. **Strata Lawyer:** Council is preparing a "Presentation of Facts" regarding our age bylaw for the Strata Corporation's Strata Lawyer.

NEW BUSINESS:

1. **Strata Records:** It was **MOVED, SECONDED AND CARRIED UNANIMOUSLY (5-0)** that conversion software (\$ 50) be purchased so that electronic strata records/correspondence files can be converted to shareable format for maintenance of strata records.
2. **Council Binder/Manual:** Council is completing a Council Binder/Manual for future Councils, containing various relevant lists as well as information on approaching different Strata Corporation business.

Owners are encouraged to attend the AGM and to consider putting their names forward for election to the 2012-2013 Council.

ADJOURNMENT:

There being no further business the meeting was adjourned at 9:15 p.m.

2011-2012 Strata Council

On Behalf of the Owners, Strata Plan VR 1966

Reminder: Council Email Account: Any strata owner corresponding by email to the Strata Agent should also cc Council at email address: stratavr1966@gmail.com - for the purpose of correspondence records.

Reminder: VR1966 is a CHOA member. This resource and their workshops/seminars are available to all VR1966 strata owners. See website for more information: www.choa.bc.ca

PARKADE SECURITY REMINDER: Owners are reminded to wait and check that the parkade door has closed after they arrive or leave the parkade – in order to guard against entry to the parkade by strangers.

BUILDING HOUSEKEEPING REMINDERS:

1. Please remove lint from dryers when you're done. Call Phelps if machines break down.
2. Please bring in newspapers if they are outside the front door.
3. Please take unwanted items to Thrift Store 2714 West Broadway OR 1906 West 4th Ave.
4. Please put garbage in the dumpster, or take to city dump if necessary.
Please take responsibility for disposing of your own items.
5. Please cut up cardboard boxes before putting them in the recycling bin.
Please don't put plastic bags in the recycling bins.

Thanks everyone for helping take care of our building!

AGM: February 29th 2012 at 7:00 pm in the lobby.

Please note Ascent Strata Agent Andrea Kunova's Direct Line: 604-293-2415.

PLEASE NOTE

If you list your property for sale, you may be requested to produce for the prospective buyer at least two years of Strata Council Meeting minutes and Annual and Special General Meeting minutes. Therefore it is recommended that you retain your minutes. Photocopy charges will apply to obtain additional copies.

PLEASE NOTE ASCENT AFTER HOURS EMERGENCY NUMBER:

604 – 293 - 2459

Looking at the contingency fund

Exploration and explanation of new legislation on depreciation reports

By Tony Gioventu, The Province January 22, 2012

Dear Condo Smarts: We had our annual general meeting on Saturday. The new legislation about depreciation reports was reviewed and our strata corporation had two questions where we would appreciate some assistance.

Does the change in contributing to the contingency fund have any impact on our strata? We read the new regulations and cannot find anything different about how we contribute. Our second issue is around how we pay for the depreciation report. Because this occurs only once every three years, is this an operating expense or a contingency reserve fund (CRF) or special levy expense?

There is a significant difference because we are sure we can get a majority vote to approve the report, while we may not be able to get a three-quarters vote to approve a CRF expense or special levy. If you have some information about the experience of other strata corporations, that may be helpful.

Glendale council

Dear Glendale council: The first part of your question relates to a significant change in the regulations. Up to Dec. 13, 2011, the strata corporation required a three-quarters vote of the owners to contribute more to the CRF if the balance in the CRF was greater than the total amount of the year-ending operating budget. So if you had \$150,000 in the CRF and your operating budget end of 2011 was \$145,000, you could only contribute more to the CRF if you had a three-quarters vote. This was a significant barrier for long-term planning and for strata corporations to build up their CRF over the long term.

This regulation limiting the contribution no longer exists. All contributions to the CRF as part of your annual budget either as a surplus or a planned amount in the annual budget are now a simple majority vote as part of the approval of the annual budget, and once a strata corporation has its depreciation report, it may consider alternative funding plans to bring its reserves up to a healthy standard. The requirements to spend the funds from the CRF are still the same under section 96 of the act. Either a three-quarters vote at a general meeting or an emergency can authorize the expense.

The second question is a bit more difficult. How do we pay for the depreciation report? If your strata corporation has not passed an annual three-quarters vote to exempt itself from the requirement for a depreciation report, the expense is going to be mandatory to proceed with the report, and any of the three options will be viable.

A three-quarters vote for either a CRF expense or a special levy approving the specific amount and purpose would suffice; however, strata corporations, in addition to the depreciation report and the renewal every three years, also have routine insurance

appraisals and require additional consulting for legal services and engineering relating to many functions of a strata under the act.

The profile of annual budgets may change over the years, and a strata corporation may consider including a line item in its annual budget for consulting fees that would include any of those services. The only requirement that is necessary for the annual budget is that the occurrence of the expense occurs at least once a year or more frequently. Line items do not have to be a constant value, and the requirement for depreciation, appraisals and legal services are all part of ongoing consulting services for every strata corporation.

If you staggered the cost for the depreciation, the appraisals, update of the depreciation, a routine legal review of your bylaws and advice for collections and bylaw enforcement, and minimal engineering services as part of regular inspections and consulting, it is quite likely you would have a fairly predict-able cost allocations in your annual budget.

Many strata corporations often don't approve consulting fees for their strata councils to be able to retain professional services as part of their routine operations. A predictable allowance makes the prospects of being on council much easier for many owners to consider.

Tony Gioventu is executive director of the Condominium Home Owners' Association.
Email tony@choa.bc.ca.

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**STRATA COUNCIL MEETING MINUTES
STRATA PLAN VR 1966 - "BEL AYRE VILLA"
1790 WEST 10 AVENUE, VANCOUVER, B.C.**

Wednesday March 15th, 2012 at 7:15pm - Suite # 302

PRESENT:

Laura Cassin	310
Suzie Jenkins	207 (President)
Maureen Vipond	206 (Vice-President)
Glenda Monts	302 (Treasurer)
Jack Mandleman	208
Grant Lovelock	202

REGRETS:

Andrew Lewis	111
Andrea Kunova	Ascent Strata Agent

CALL TO ORDER:

The meeting was called to order at 7:15 pm.
Quorum was established.

COUNCIL ELECTIONS:

1. The election of individuals to the following positions was **MOVED, SECONDED AND CARRIED UNANIMOUSLY (6-0)**:

Suzie Jenkins	President and Secretary
Maureen Vipond	Vice-President
Glenda Monts	Treasurer

CORRESPONDENCE:

1. **Rental Waiting List:** Council received correspondence from an owner requesting information about the rental waiting list. Council discussed and drafted an email response and it was **MOVED, SECONDED, AND CARRIED UNANIMOUSLY (6-0)** that Council send this correspondence to the owner as soon as possible.
2. **Rental Request – Hardship Exemption:** Council received correspondence from an owner requesting a rental under a hardship exemption. Council discussed and drafted an email response and it was **MOVED, SECONDED, AND CARRIED UNANIMOUSLY (6-0)** that Council send this correspondence requesting more information from the owner, as soon as possible.

BUSINESS ARISING FROM MINUTES:

1. **Age Bylaw:** Council discussed documents containing age bylaw-related facts/history for our strata corporation's lawyer, so that he can address the apparent contravention of our age bylaw. It was **MOVED, SECONDED, AND CARRIED UNANIMOUSLY (6-0)** that Council first email the lawyer asking what kind of information he requires, in order for the strata corporation to obtain his legal opinion and guidance regarding the apparent contravention of our age bylaw.
2. **Age Bylaw:** It was suggested that our strata corporation's lawyer be immediately given the documents already prepared, containing age bylaw-related facts/history. It was **MOVED, SECONDED, BUT NOT CARRIED (2 in favour, 4 opposed)** that Council email the already prepared documents "Presentation of Facts" and "Legal Excerpts and Direction To Lawyer" to the

strata corporation's lawyer so that he may provide a legal opinion and guidance regarding the apparent contravention of our age bylaw.

3. **Age Bylaw:** It was suggested that the strata corporation's lawyer when asked, will likely request that he be given what information and documentation Council has regarding the apparent contravention of our age bylaw. It was **MOVED, SECONDED, AND CARRIED UNANIMOUSLY (6-0)** that if this is what the strata corporation's strata lawyer requests, that Council will email the lawyer the already prepared documents: 'Presentation of Facts' and 'Legal Excerpts and Direction to Lawyer'.

ADJOURNMENT:

There being no further business the meeting was adjourned at 9:30 p.m..

2012-2013 Strata Council

On Behalf of the Owners, Strata Plan VR 1966

Reminder: Council Email Account: Any strata owner corresponding by email to the Strata Agent should also cc Council at email address: stratavr1966@gmail.com - for the purpose of correspondence records.

Reminder: VR1966 is a CHOA member. This resource and their workshops/seminars are available to all VR1966 strata owners. See website for more information: www.choa.bc.ca

Parkade Security Reminder: Owners are asked to check that the parkade door has closed after they arrive or leave the parkade – in order to guard against entry to the parkade by strangers.

BUILDING HOUSEKEEPING REMINDERS:

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4. Please put garbage in the dumpster, or take to city dump if necessary.
Please take responsibility for disposing of your own items.
5. Please cut up cardboard boxes before putting them in the recycling bin.
Please don't put plastic bags in the recycling bins.

Thanks everyone for helping take care of our building!

Next Council Meeting: Thursday March 29th in Suite # 302 at 7:00 p.m.

Please note Ascent Strata Agent Andrea Kunova's Direct Line: 604-293-2415.

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604 – 293 - 2459**

**STRATA COUNCIL MEETING MINUTES
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Suzie Jenkins	207	(President and Secretary)
Maureen Vipond	206	(Vice-President)
Glenda Monts	302	(Treasurer)
Jack Mandleman	208	
Grant Lovelock	202	
Andrew Lewis	111	

CALL TO ORDER:

The meeting was called to order at 7:00 p.m.
Quorum was established.

COUNCIL MEETING MINUTES APPROVAL:

It was **MOVED, SECONDED AND CARRIED UNANIMOUSLY (7-0)** to approve the February 6, 2012 and March 15, 2012 Strata Council Meeting minutes.

CORRESPONDENCE:

1. **Chargeback to Owner:** Council discussed correspondence from an owner regarding a chargeback for a Lazar after-hours service call. Due to information not being received in a timely manner – as well as disagreement regarding the facts of the situation – Council has reversed this chargeback.
2. **Owner Correspondence:** Due to urgent strata business taking priority, Council's response is now long overdue. Council's response will be drafted and then sent by the Strata Agent.
3. **Correspondence:** Letter for Council from a Realtor sent to Ascent prior to the February 2012 Annual General Meeting (AGM), but not forwarded by Strata Agent until after the AGM. Possible Council response pending.
4. **Noise Complaint:** Council discussed this longstanding matter and will consult with the Strata Agent as to the status of correspondence from Council sent to both owners. It was **MOVED, SECONDED, AND CARRIED (6-0)** that Council will ask the owner to submit a formal bylaw complaint form so that proper procedure regarding the handling of complaints can be followed.
5. **Complaint Letter:** Council received correspondence and documents related to a previous complaint letter and is forwarding the request for information to the Agent.

BUSINESS ARISING FROM MINUTES:

1. **Depreciation Report:** Council discussed proposals/quotes from two engineering firms. It was **MOVED, SECONDED, AND CARRIED UNANIMOUSLY (7-0)** to hire RDH Engineering to complete a Depreciation Report on behalf of the Strata Corporation, subject to the price for this being within the cost parameters (\$12,500.00) voted on by owners at the 2012 AGM.
2. **Strata Lawyer:** Council will contact the Strata Lawyer regarding recent email correspondence sent by Council.
3. **Age Bylaw:** Council discussed correspondence received.
4. **Electrical Inspection:** Council reviewed memos drafted by Audax Electrical, and subject to

requesting a minor revision, these site memos will be sent out to individual owners explaining the need for insuite electrical upgrades to meet fire safety codes. (Any such required insuite electrical upgrades will be at the cost of the individual owners.)

5. **Ceiling Repair:** It was **MOVED, SECONDED, AND CARRIED UNANIMOUSLY (7-0)** that the Strata Agent be directed to have Lazar Plumbing and Heating contractors repair and paint a ceiling damaged during the fixing of a leak between suites.

NEW BUSINESS:

1. **Garden:** Rakes and Ladders are coming to do a walk around with Grant. Any suggestions for the garden are welcome.
2. **Strata Agent:** Council decided on three potential dates for Strata Council meetings with the Strata Agent who will be contacted regarding her availability.
3. **Outdoor Lighting:** Power Electric is responsible for replacing bulbs for outdoor lighting. They will be asked to change some lights at the back of the building that are causing too much glare.
4. **Fire:** All fire-safety systems worked properly during the building's recent fire. Phone contact was made by Council to inquire about the well-being of the resident in whose suite the fire started. Another update will be received in the days ahead. Fire Pro will also be contacted with a question about smoke detectors and the fire panel.
5. **Council Gmail:** This gmail account will be updated to incorporate the new Council members.
6. **Council Committees:** Council set up committees to address strata business: Depreciation Report, Building Maintenance, Gardening, and Correspondence.

ADJOURNMENT:

There being no further business the meeting was adjourned at 9:00 p.m.

2012-2013 Strata Council

On Behalf of the Owners, Strata Plan VR 1966

Reminder: Council Email Account: Any strata owner corresponding by email to the Strata Agent should also cc Council at email address: stratavr1966@gmail.com - for the purpose of correspondence records.

Reminder: VR1966 is a CHOA member. This resource and their workshops/seminars are available to all VR1966 strata owners. See website for more information: www.choa.bc.ca

Parkade Security Reminder: Due to recent vandalism to some cars in our parkade, Owners/Residents are asked to **CHECK THAT THE PARKADE DOOR HAS CLOSED after arriving at OR leaving the Parkade** – as this presently is the only way we can guard against unlawful entry to the parkade by strangers, and the subsequent damage to vehicles that can result.

BUILDING HOUSEKEEPING REMINDERS:

1. Please remove lint from dryers when you're done. Call Phelps if machines break down.
2. Please bring in newspapers if they are outside the front door.
3. Please take unwanted items to Thrift Store 2714 West Broadway OR 1906 West 4th Ave.
4. Please put garbage in the dumpster, or take to city dump if necessary.
Please take responsibility for disposing of your own items.
5. Please cut up cardboard boxes before putting them in the recycling bin.
Please don't put plastic bags in the recycling bins.

Thanks everyone for helping take care of our building!

Next Council Meeting: Date, Time, & Location will be posted in the Lobby

Please note Ascent Strata Agent Andrea Kunova's Direct Line: 604-293-2415.

PLEASE NOTE If you list your property for sale, you may be requested to produce for the prospective buyer at least two years of Strata Council Meeting minutes and Annual and Special General Meeting minutes. Therefore it is recommended that you retain your minutes. Photocopy charges will apply to obtain additional copies.

**PLEASE NOTE ASCENT AFTER HOURS EMERGENCY NUMBER:
604 – 293 - 2459**

Minutes Prepared by Strata Council

**DEPRECIATION REPORT MEETING MINUTES
STRATA PLAN VR 1966 - "BEL AYRE VILLA"
1790 WEST 10 AVENUE, VANCOUVER, B.C.**

Wednesday, May 29th, 2012 at 7:15 p.m. - Suite # 206

PRESENT:

Laura Cassin	310
Suzie Jenkins	207 (President and Secretary)
Grant Lovelock	202
Jack Mandleman	208
Glenda Monts	302 (Treasurer)
Maureen Vipond	206 (Vice-President)

Council Resignation: Andrew Lewis

Guest: An owner attended the Depreciation Report meeting.

CALL TO ORDER:

The meeting was called to order at 7:15 p.m.

DEPRECIATION REPORT:

Council reviewed documentation requested by RDH Engineering for the Depreciation Report and discussed ways to gather this information. An RDH questionnaire was addressed by Council as a group.

Ascent has been asked to provide Council with copies of all Maintenance Service Contracts.

Council will contact City Hall to get Architectural, Mechanical, Electrical, and Structural Drawings.

Some Council members will review Council Meeting Minutes dating back 10 years for information about maintenance performed on our building's main capital assets.

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN VR 1966 - "BEL AYRE VILLA"
1790 WEST 10 AVENUE, VANCOUVER, B.C.**

Tuesday, June 5th, 2012 at 7:15 p.m. - Suite # 302

PRESENT:

Laura Cassin	310
Suzie Jenkins	207 (President and Secretary)
Jack Mandleman	208
Glenda Monts	302 (Treasurer)

REGRETS:

Grant Lovelock	202
Maureen Vipond	206 (Vice-President)

CALL TO ORDER:

The meeting was called to order at 7:30 p.m. Quorum was established.

COUNCIL MEETING MINUTES APPROVAL:

It was **MOVED, SECONDED AND CARRIED UNANIMOUSLY (4-0)** to approve the March 29th, 2012 Strata Council Meeting minutes.

FINANCIAL STATEMENTS:

1. **Financial Statements:** It was **MOVED, SECONDED AND CARRIED UNANIMOUSLY (4-0)** to approve the April 2012 financial statement.
2. **Arrears Statement:** A lien has been applied against an owner for an overdue account. Treasurer Glenda will check with the Strata Agent about penalties applied.

CORRESPONDENCE:

1. **Reimbursement to Owner:** Council will request that the Strata Agent send a cheque to an owner to reimburse for cost of painting supplies.
2. **Renovations:** Council will request that an owner send a revised indemnification agreement.
3. **Rental Waiting List:** An owner inquired about the restricted rentals waiting list.

BUSINESS ARISING FROM MINUTES:

1. **Age Bylaw:** Before sending material to our Strata Corporation's lawyer, Council was informed that the owner apparently contravening our age bylaw had sold their strata lot and would be moving. Council has since confirmed that this owner and their wife and child have moved out.
2. **Strata Lawyer:** The Strata Corporation's lawyer was informed that the owner apparently contravening our age bylaw has moved out. Therefore no legal fees were incurred by the Strata Corporation to remedy the contravention of our age bylaw.
3. **Depreciation Report:** Some Council members will meet to review 10 years of Council Meeting Minutes in order to compile a maintenance history on our building's capital assets for the Depreciation Report being completed by RDH Engineering.
4. **Insuite Electrical Upgrades:** Audax General Memos were sent to all VR1966 owners, and additional Audax memos were sent to individual owners needing insuite electrical upgrades to meet fire safety codes. (Cost of insuite electrical upgrades are individual owners' responsibility.)
5. **Ceiling Repair:** An owner's damaged ceiling has been repaired and will be painted.

NEW BUSINESS:

1. **Fire Pro:** Fire safety equipment testing was completed on May 18th. The cost of Fire Pro's 2nd visit to complete testing will be paid by the Strata Corporation, however the cost of any 3rd or subsequent visit to complete insuite bell testing will be charged to the individual owners.
2. **Pest Control:** Owners who see evidence of mouse activity in their suite are asked to notify Agent and Council (at Council's gmail). Canadian Pest Control attended and recommended that a door sweep be installed on the parkade door and one owner's door. Owners with a gap wider than a dime under their suite door can also have a door sweep installed for a cost of \$40.
3. **Strata Agent:** Council will be contacting the Strata Agent regarding expectations to improve the coordination of Council correspondence and to further discuss ways to streamline this process.
4. **Restricted Rentals List:** Council will be contacting owners on the rental waiting list to verify whether they still wish to be on this list.
5. **Boiler:** Recently there was no heat in suites due to a hydronic heating pump and boiler flow switch not working properly. Trotter and Morton have recently completed necessary repairs.

ADJOURNMENT:

There being no further business the meeting was adjourned at 9:30 p.m.

2012-2013 Strata Council

On Behalf of the Owners, Strata Plan VR 1966

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Thanks everyone for helping take care of our building!

<p>Next Council Meeting: <i>Date , Time, & Location will be posted in the Lobby</i></p>
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Please note Ascent Strata Agent Andrea Kunova's Direct Line: 604-293-2415.

<p><u>PLEASE NOTE</u> If you list your property for sale, you may be requested to produce for the prospective buyer at least two years of Strata Council Meeting minutes and Annual and Special General Meeting minutes. Therefore it is recommended that you retain your minutes. Photocopy charges will apply to obtain additional copies.</p>

<p>PLEASE NOTE ASCENT AFTER HOURS EMERGENCY NUMBER: 604 – 293 - 2459</p>

March 13, 2012



ALL OWNERS
STRATA PLAN VR 1966
"BEL-AYRE VILLA"
1790 West 10th Avenue,
Vancouver, BC

Dear Owners:

ANNUAL GENERAL MEETING
APPROVED BUDGET & STRATA FEES

As a result of the new budget approved at the Annual General Meeting held February 29, 2012, your monthly strata fees have been determined. Please note that there has been an increase to monthly strata fees (schedule attached).

If you are currently on the pre-authorized payment plan (PAP), there will be no need to contact our offices as the amount of your strata fees will be adjusted accordingly. Please note that the three months' difference (January - March) in strata fee amounts will be withdrawn from owners' accounts on April 1, 2012. If you are not presently on the PAP Plan but wish to enroll, please obtain a form from our website and return to the Accounts Receivable Department as soon as possible. Should you choose not to enroll in the PAP program, kindly forward your post-dated cheques for your monthly strata fees to Ascent Real Estate Management Corporation for the fiscal year to December 31, 2012. Please submit an additional cheque for the difference between the old and new amounts for January to March 2012.

Please generate all cheques made payable to "OWNERS' STRATA PLAN VR 1966" noting your strata lot or unit number and reason for payment, and forward to the Ascent office. Should you require any assistance or have any questions in this regard, please do not hesitate to contact the Accounts Receivables Department at (604) 293-2443.

Yours truly,

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners' Strata Plan VR 1966


Andrea Kunova
Strata Agent

2176 Willingdon Ave, Burnaby, BC Canada V5C 5Z9
Telephone: (604) 431 - 1800 | Fax: (604) 431 - 1818

www.ascentpm.com

Bel Ayre Villa (vr1966)
Approved Budget
Effective January 1, 2012 - December 31, 2012

	Account	Annual Budget
Income		
Operating Income	3000-0000	118,194.87
Contingency Reserve Income	3010-0000	10,000.00
Total Income		128,194.87
Expense		
Agent Fee	4000-0000	14,445.12
Professional Service	4010-0000	2,625.00
Photocopying/Postage	4012-0000	2,520.00
Bank Charges	4015-0000	260.00
Council Admin Fee	4019-0000	100.00
Insurance	4040-0000	10,080.00
Electricity	4050-0000	6,500.00
Water & Sewer	4052-0000	6,800.00
Garbage Collection	4056-0000	2,940.00
Gas	4058-0000	21,945.00
Enterphone	4116-0000	630.00
Elevator	4130-0000	4,725.00
Fire Protection	4142-0000	3,675.00
Repairs & Maintenance - General	4160-0000	27,000.00
Pest Control	4222-0000	630.00
Janitorial	4232-0000	8,200.00
Landscaping	4300-0000	5,119.75
Total Expense		118,194.87
Surplus(deficit) from operations		10,000.00
Contingency Reserve Transfer	4800-0000	10,000.00
Total operating surplus(deficit)		0.00

**STRATA PLAN VR1966
BEL AYRE VILLA
APPROVED STRATA FEES SCHEDULE
JANUARY 1, 2012 TO DECEMBER 31, 2012**

Annual Operating	118,194.87
Annual Contingency	10,000.00
Total Strata Fees	<u>128,194.87</u>

S.L. #	UNIT#	UE	Operating	CRF	Monthly Fees 2012	Retro Fees Jan12-Mar12
1	101	632	287.29	24.31	311.60	45.24
2	102	563	255.92	21.65	277.57	40.26
3	103	456	207.28	17.54	224.82	32.61
4	104	413	187.74	15.88	203.62	29.52
5	105	621	282.29	23.88	306.17	44.40
6	106	572	260.01	22.00	282.01	40.92
7	107	535	243.19	20.58	263.77	38.28
8	108	636	289.11	24.46	313.57	45.51
9	109	464	210.92	17.85	228.77	33.21
10	110	466	211.83	17.92	229.75	33.33
11	111	878	399.11	33.77	432.88	62.82
12	112	732	332.74	28.15	360.89	52.35
13	201	742	337.29	28.54	365.83	53.10
14	202	563	255.92	21.65	277.57	40.26
15	203	456	207.28	17.54	224.82	32.61
16	204	449	204.10	17.27	221.37	32.13
17	205	624	283.65	24.00	307.65	44.64
18	206	572	260.01	22.00	282.01	40.92
19	207	577	262.29	22.19	284.48	41.28
20	208	827	375.93	31.81	407.74	59.19
21	209	464	210.92	17.85	228.77	33.21
22	210	466	211.83	17.92	229.75	33.33
23	211	878	399.11	33.77	432.88	62.82
24	212	732	332.74	28.15	360.89	52.35
25	301	742	337.29	28.54	365.83	53.10
26	302	563	255.92	21.65	277.57	40.26
27	303	456	207.28	17.54	224.82	32.61
28	304	449	204.10	17.27	221.37	32.13
29	305	624	283.65	24.00	307.65	44.64
30	306	572	260.01	22.00	282.01	40.92
31	307	577	262.29	22.19	284.48	41.28
32	308	827	375.93	31.81	407.74	59.19
33	309	464	210.92	17.85	228.77	33.21
34	310	466	211.83	17.92	229.75	33.33
35	311	878	399.11	33.77	432.88	62.82
36	312	732	332.74	28.15	360.89	52.35

Total	21668	9,849.57	833.37	10,682.94	1,550.13
		x12	x12	x12	
		118,194.84	10,000.44	128,195.28	

**ANNUAL GENERAL MEETING MINUTES
STRATA PLAN VR 1966 – "BEL-AYRE VILLA"
1790 WEST 10TH AVENUE, VANCOUVER, BC**

HELD: Wednesday, February 29, 2012
PLACE: Lobby – 1790 West 10th Avenue, Vancouver, BC
MANAGING AGENT: Andrea Kunova, *Strata Agent, Ascent Real Estate Management Corporation*

REGISTRATION

Upon arrival, owners signed next to their strata lot on the registration sheet provided to determine a tally for quorum. Voting cards were issued to all eligible voters.

CALL TO ORDER

The meeting was called to order at 7:15 p.m.

QUORUM REPORT

Registration confirmed that there twelve (12) owners in person and four (4) by proxy for a total of sixteen (16). This exceeded the 1/3 quorum requirement of the *Strata Property Act of British Columbia* and the meeting was declared competent to proceed.

It was **MOVED** by unit # 302 and **SECONDED** by unit # 304 to certify the quorum report.

PROOF OF NOTICE

The Notice of Call was mailed to owners on February 10, 2012 meeting the requirements of the *Strata Property Act*.

APPROVAL OF AGENDA

It was **MOVED** by unit #302 and **SECONDED** by unit #304 to approve the Agenda.

MOTION CARRIED.

APPROVAL OF PREVIOUS GENERAL MEETING MINUTES

It was noted amendment is required related to section Election of Strata Council. It was noted the election was complete by Secret Ballot at Annual General Meeting held April 28, 2011.

It was **MOVED** by unit #302 and **SECONDED** by unit #202 to approve the Minutes of the April 28, 2011 Annual General Meeting noting the amendment related to secret ballot vote.

MOTION CARRIED.

INSURANCE COVERAGE REPORT

The owners were given a copy of the Strata Corporation's Certificate of Insurance in the Notice of Call. The Strata Agent advised those present that the Insurance Coverage Report must be submitted with each Call of Notice pursuant to the *Strata Property Act of British Columbia*. Owners were then informed that they are responsible to carry their own personal insurance coverage for contents, betterments, improvements and re-location costs. The Strata Agent encouraged all owners to retain this document for their personal files and to ensure that they convey the deductible amounts to their personal provider. **The Strata Corporation's water deductible is \$20,000.** Please also refer to the information sheet attached to the Notice of Call.

COUNCIL REPORT

Council President, Suzie Jenkins, reported to the ownership, summarized as follows:

It was noted the Strata Council held nine (9) council meetings in the fiscal year. The Council President thanked all members for their efforts and accomplishments.

- VR 1966 is a member of CHOA (Canadian Home Owners Association). CHOA is a non-profit association that promotes the understanding of strata property living and the interest of strata property owners by providing advisory service, education, advocacy, publication and resources and support for its members. They actively assist the members, and the strata industry, to ensure strata living is a positive experience.
- The Council President then explained the need for the electrical inspection of the in suite outlets which was completed early February 2012.
- Age Bylaw review: it has been noted, Council completed extensive search for Strata Corporation lawyer to assist with a review of the current age bylaw for VR 1966. Michael Walker of Miller Thomson has been hired to complete the age bylaw review.
- Depreciation Report: as noted in the previous meeting minutes; a discussion was held amongst the owners related to pros and cons to proceed and obtain the depreciation report.

APPROVAL OF BUDGET

It was **MOVED** by unit #302 and **SECONDED** by unit #206 to amend the budget by adding new line item named "Council Admin" for additional one hundred (\$100.00) dollars.

After brief discussion and explanation it was **MOVED** by unit #202 and **SECONDED** by unit #208 to amend the budget by increasing the budget by one hundred (\$100.00) dollars.

MOTION CARRIED UNANIMOUSLY.

3/4 VOTE RESOLUTION # 1 – BUDGET SURPLUS OR DEFICIT

PREAMBLE

As per section 105 of the Strata Property Act, the strata corporation must address any operating budget surplus or deficit during the next fiscal year. This resolution would satisfy that requirement by transferring any surplus to the Contingency Reserve Fund or by paying any deficit from the Contingency Reserve Fund. This will be done once the final operating budget position is known.

RESOLUTION

BE IT RESOLVED, the Owners, Strata Plan VR 1966, do hereby agree, by ¾ vote, to authorize the transfer of any surplus at the end of the 2011 fiscal year to the Contingency Reserve Fund (CRF).

It was **MOVED** by unit # 304, and **SECONDED** by unit # 202 to approve transfer of surplus in to the Contingency Reserve Fund.

MOTION CARRIED UNANIMOUSLY.

3/4 VOTE RESOLUTION # 2 – APPROVAL OF DEPRECIATION REPORT

PREAMBLE

The B.C. Provincial Government has introduced new regulations requiring Strata Corporations in British Columbia, that are not exempted by passing a ¾ vote, to have a 30- year depreciation report prepared by a qualified company before December 13, 2012; therefore,

BE IT RESOLVED, the owners of Strata Plan VR 1966, "BEL AYRE VILLA", do hereby agree, by $\frac{3}{4}$ vote, to authorize the completion of a depreciation report. A maximum of \$12,500 including tax will be withdrawn from the Contingency Reserve Fund to pay for the depreciation report.

It was **MOVED** by unit # 302, and **SECONDED** by unit # 208 and approved to proceed with Depreciation Report.

MOTION CARRIED.

$\frac{3}{4}$ VOTE RESOLUTION # 3 – WAIVE DEPRECIATION REPORT REQUIREMENT

The resolution was not voted on.

ELECTION OF STRATA COUNCIL

The following owners were nominated and agreed to stand on Council:

Glenda Monts	Unit #302
Grant Lovelock	Unit #202
Jack Mandelman	Unit #208
Suzie Jenkins	Unit #207
Moureen Vipond	Unit #206
Andrew Lewis	Unit #111
Laura Cassin	Unit #310

There being no further nominations it was **MOVED** by unit # 202, and **SECONDED** by unit # 203 to elect the aforementioned owners.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:55 p.m.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of The Owners, Strata Plan VR 1966

Andrea Kunova
Strata Agent

AK/cd

PLEASE NOTE

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AFTER HOURS EMERGENCY NUMBER: 604.293.2459

Ascent Real Estate Management Corporation – 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9
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