

VANCOUVER CONDOMINIUM SERVICES LTD.

400 - 1281 W. GEORGIA STREET, VANCOUVER, B.C. V6E 3J7

December 15, 2011

MEMO TO: Owners
Strata Plan VR406

FROM: Jocelyn Laue

RE: **ANNUAL GENERAL MEETING MINUTES**

Attached are the minutes of the Annual General Meeting held on December 6, 2011. Please read and retain them for future reference.

STRATA FEES INCREASE: There is an increase in strata fees effective January 1, 2011.

For those owners on pre-authorized chequing (PAC), you need to do nothing as your payments will be adjusted automatically to the new rate on January 1, 2011.

For those owners who pay by post-dated cheques, please issue 12 new post-dated cheques payable to "Strata Plan VR406" for the new amount effective January 1, 2011.

You can also make your payments through internet banking by visiting our website at www.vancondo.com and following the directions under the "Online Banking" tab.

* * *

Encl.

STRATA PLAN VR-406

12-Dec-11

Strata Fees Schedule

YEAR END: DECEMBER 31

PASSED ON: DECEMBER 6, 2011

UNIT	S.L.	U/E	TOTAL STRATA FEES DUE
101	2	655	\$239.85
102	3	897	\$328.47
103	4	484	\$177.23
104	1	922	\$337.62
201	6	647	\$236.92
202	7	634	\$232.16
203	8	625	\$228.87
204	9	615	\$225.20
205	10	922	\$337.62
206	11	702	\$257.06
207	5	922	\$337.62
301	13	647	\$236.92
302	14	634	\$232.16
303	15	625	\$228.87
304	16	615	\$225.20
305	17	922	\$337.62
306	18	702	\$257.06
307	12	922	\$337.62
401	20	647	\$236.92
402	21	634	\$232.16
403	22	625	\$228.87
404	23	615	\$225.20
405	24	965	\$353.37
406	25	659	\$241.32
407	19	922	\$337.62

TOTAL U/E

18159

\$6,649.53

X12

 \$79,794.36

\$79,795.00
2012 BUDGET

MINUTES OF ANNUAL GENERAL MEETING
STRATA PLAN VR406
HARO GLEN

HELD On Tuesday, December 6, 2011 at 7:00 p.m. in The Lobby,
1717 Haro Street, Vancouver, B.C.

PRESENT 15 owners in person or proxy, as per the registration sheet.

STRATA AGENT Jocelyn Laue, Vancouver Condominium Services Ltd.

QUORUM REPORT

There being a quorum present, the meeting was called to order at 7:00 p.m. Introductions were made and the meeting commenced.

ELECTION OF CHAIR

In agreement with the owners, the strata agent, Jocelyn Laue, chaired the meeting.

PROOF OF NOTICE

It was moved, seconded and carried to accept the notice dated November 15, 2011 as proper Notice of Meeting.

APPROVAL OF AGENDA

It was moved, seconded and carried to accept the agenda distributed with the Notice of Meeting.

MINUTES

It was moved, seconded and carried to adopt the minutes of the November 24, 2010 Annual General Meeting. There was no business arising.

UNFINISHED BUSINESS

There was no unfinished business.

PRESIDENT'S REPORT

The council President, Doug Barton, presented a report to the owners as follows:

PRESIDENT'S REPORT

Hello Everyone,

2011 has been a very busy and productive year for Haro Glen and I think everyone will agree that the changes to the building are noticeable both inside and out. Some of the projects we have accomplished this year are:

- 1. the front gardens have been pruned and the rock garden has been completed, going forward, the front gardens will be pruned on an annual basis;*
- 2. window boxes have been placed along the top of the wall at the front entrance;*
- 3. the lobby and hallways have been freshened up with new paint, cushions, artwork and baseboards;*
- 4. the parking garage has been power washed;*
- 5. the garage door has been repaired, serviced and placed on an annual maintenance schedule;*
- 6. pavers have been placed on the boulevard for safety;*
- 7. the signage has been replaced on the front doors;*
- 8. the basement level elevator lobby floor has been painted and new art work and bulletin board have been hung. (Special thanks to Marg for graciously loaning the artwork to the building!);*
- 9. the main drains have been flushed and, going forward, will be done once every two years;*

10. the outside of the building has been treated for carpenter ants and, going forward, will be treated on an annual basis; and
11. the repairs to the decks of suites 203 and 305 have been completed.

I would like to take this opportunity to personally thank:

Grace for her accounting knowledge and agreeing to act as Treasurer, because I have difficulty adding 2 plus 2;

Sue for her amazing eye for decorating and organization skills;

Anne for her knowledge of real estate and the strata act and for making sure that I am aware of proper council procedures;

Dani, for her vast knowledge of construction and building maintenance, which was a great help during the deck repair and who also did an awesome job power washing the parking garage.

Each and everyone in the building who volunteered their time and energy to help out with the lobby/hallway redecorating and with the completion of the rock garden;

Bruce for securely hanging the new artwork and for fixing any problems with locks we had during the past year; and

Finally, to Marg for her wisdom and knowledge of the building.

It is with your help that we were able to save a small fortune in labour costs and do a professional looking job!

Haro Glen is basically a sound building and, although we accomplished a lot this year, there are a few things which will need attention in the very near future. Such things as:

1. The carpets are disintegrating and will need to be replaced, approximate cost \$8,000 - \$10,000;
2. The outside of the building will need repainting and there are a few pieces of siding which will need some repair work done as well, an estimate to the cost has not yet been solicited;
3. The bearings in the lifting mechanism of the garage door are worn out and the entire mechanism will need to be replaced, probably sooner rather than later, approximate cost \$1,900 - \$2,300. Some of you may be happy to hear that a new lifting mechanism will most likely have a remote control option rather than the current key entry system; and
4. There are approximately 6 more decks that require repair work due to wood rot and/or water damage, approximate cost \$6,000 - \$7,000 per deck.

Although our Contingency Reserve Fund is healthy, it is with these things in mind that council feels it would be prudent for us to start saving for these projects at this time and we are therefore proposing a 10% increase to our strata fees again this year. We also have to keep in mind that, except for those strata corporations that exempt themselves by a three-quarters vote, a "Depreciation Report" will become mandatory for a strata once the Regulations under the Bill 8 amendments of the Strata Property Act are adopted which may affect the mandatory amount of money maintained in our CRF, however details are still unclear at this time. (see attachment)

Council has also decided to open the workroom located off the bike storage room to all owners. This is on a first come, first served basis and is to be used at your own risk. Please see Sue (suite 201) for access. Users will be required to sign a waiver, which will be kept on file, before access will be granted to the room and any equipment contained therein. The hours of use are 9am to 9pm. Please be reminded that this room is to be left as tidy and clean as possible after use.

Haro Glen is now a member of the Canadian Condominium Institute, Vancouver Chapter, which will help us to keep informed and up to date on changes to government legislation. In addition, through their newsletters, seminars and educational materials, help to provide us with the knowledge and information needed to protect our investment.

Haro Glen also now receives the city's yard trimmings collection service which includes uncooked fruit and vegetable scraps, coffee grounds and filters, teabags and eggshells. The bin is located immediately inside the pedestrian door to the parkade and is currently emptied on a bi-weekly basis with the city planning on increasing pick up to a weekly basis sometime in 2012.

Lastly, I'd like to take this opportunity to thank all of you who stopped to talk, offer your advice, words of encouragement and/or constructive criticism during the past 12 months, they were greatly appreciated!

Sincerely,

*Doug Barton
President*

MAJORITY VOTE RESOLUTIONS

The following Majority Vote Resolution was presented to the owners for their consideration:

MAJORITY VOTE RESOLUTION RATIFICATION OF RULES

WHEREAS pursuant to section 125 of Strata Property Act, rules can be created or amended by council to govern the use, safety and condition of the common property and common assets of a strata corporation, but a rule ceases to have effect at the first annual general meeting held after it is made, unless the rule is ratified by a resolution passed by a majority vote (a) at that annual general meeting, or (b) at a special general meeting held before that annual general meeting;

WHEREAS since the last annual general meeting council amended the rules for the building, and would now like the owners to approve them as contemplated by section 125 of the Strata Property Act;

BE IT RESOLVED that The Owners, Strata Plan VR406 ratify by a majority vote at this general meeting the following rules:

1. Security

- 1.1 A resident or visitor must not allow anyone to enter the building unless the person is known to them.
- 1.2 A resident or visitor must not buzz anyone into the building through the Enterphone unless the resident or visitor is expecting them and/or know them personally.
- 1.3 A resident or visitor must ensure that all common area doors are firmly pulled shut when entering and exiting the building.
- 1.4 A resident or visitor on entering or exiting the underground parkade must stop and wait until the gate fully closes before driving away.

2. Moving In/Out Procedures

- 2.1 A resident using the elevator during a move must use the elevator pads and must ensure that the elevator service key is used to control the elevator and that the doors are not jammed open in any manner.
- 2.2 A resident must ensure that the building entrance doors are not left open, ajar or unattended and that furniture is not left piled in the lobby area.
- 2.3 A resident must ensure that all common areas are left damage free and clean upon completion of the move.

3. Parking Area

- 3.1 A resident or visitor must not use any parking area as a work area for carpentry, renovations, repairs (including, but not exhaustively, sawing, drilling and the use of any adhesive or hardening compounds) or work on vehicles involving any automobile fluids or paints, motor tune ups or mechanical repairs.
- 3.2 A resident must wash a vehicle in the location designated for vehicle washing only. Once washing is completed, the resident must hose down and remove all dirt, refuse and excess water from the washing area. While washing a vehicle, a resident must keep audio volume low.

4. Wild Animal Control

- 4.1 A resident or visitor must not feed rodents or other wild animals from any strata lot, limited common property, common property or land that is a common asset.

5. User Fees

- 5.1 The charge for use of the washing machines and dryers is \$ 1.00 per machine per load.

6. Utilization of Laundry Facilities

- 6.1 Use of the laundry facilities is not to commence before 9:00 a.m. and must be completed by 10:00 p.m.

7. Housekeeping

- 7.1 A resident must not shake rugs, carpets, mops or dusters of any kind from any balcony, window, stairway or other part of a strata lot or common property.

8. Bulletin Board

- 8.1 A resident may post notices on the designated bulletin board, subject to being removed by the council if deemed inappropriate or posted in excess of one week.

9. Strata Documents

- 9.1 A fee of \$ 100.00 will be charged for all requests for copies of supporting documentation for a purchase and sale of a suite (i.e. bylaws, rules, strata plan minutes, etc.)

A letter was received from an owner who was unable to attend the meeting. It was read by a council member asking where the car washing area is located. Council advised the car washing area is along the northwest side of the ramp between the dumpster and the pedestrian garage door or just outside the back door. In addition, this owner disagreed with restricting the washer

and dryer hours as he normally does laundry before 9:00 a.m. Other owners deemed the 9:00 a.m. start time acceptable in order to accommodate suites surrounding the laundry facilities from early or late washing/drying disturbances.

It was then moved, seconded and **carried** (14 in favour, 1 opposed) to adopt Majority Vote Resolution – Ratification of Rules.

* * *

INSURANCE REPORT

The insurance policy for Strata Corporation VR406 as attached to the AGM notice was reviewed by the owners and approved.

All owners and residents are reminded that the strata corporation's insurance policy does not provide for individual contents, betterments or improvements (i.e., storage locker contents, clothing, furniture, decorating, upgrading of carpets, flooring, etc.). Owners and residents must carry their own "Owner Package" insurance for this coverage, including any improvements. You should contact your home insurance company to determine if you have this coverage or not.

2012 BUDGET (YEAR END DECEMBER 31ST)

The 2011/2012 budget was presented to the owners for review and analysis, following which a vote was taken to approve the budget in the total amount of \$86,095. It was moved, seconded and carried (unanimously) to adopt the budget.

Owners please note: There will be an increase in strata fees.

For those owners who pay by cheque, please issue post-dated cheques at the new strata fee rate commencing January 1, 2012, made payable to "Strata Plan VR406". Please see the attached strata fee payment schedule for details.

If you are on the PAC automatic payment program, your payments will be automatically adjusted to the new rate January 1, 2012 for the 2012 fiscal year.

3/4 VOTE RESOLUTIONS

The following 3/4 Vote Resolution was presented to the owners for their consideration:

**¾ VOTE RESOLUTION #1
DECK REPAIR – UNIT #205**

WHEREAS The Owners, Strata Plan VR406, wish to repair unit #205's deck.

BE IT RESOLVED by a ¾ vote resolution of The Owners, Strata Plan VR406, that a sum of money not exceeding \$7,000 be spent for the purpose of repairing #205's deck , such expenditure to be charged against the Contingency Reserve Fund.

Following discussion, it was moved, seconded and **carried** (unanimously) to adopt ¾ Vote Resolution #1 – Deck Repair – Unit #205.

* * *

The following 3/4 Vote Resolution was presented to the owners for their consideration:

**¾ VOTE RESOLUTION #2
DECK REPAIR – UNIT #303**

WHEREAS The Owners, Strata Plan VR406, wish to repair unit #303's deck.

BE IT RESOLVED by a ¾ vote resolution of The Owners, Strata Plan VR406, that a sum of money not exceeding \$7,000 be spent for the purpose of repairing unit #303's deck, such expenditure to be charged against the Contingency Reserve Fund.

It was moved, seconded and **carried** (unanimously) to adopt ¾ Vote Resolution #2 – Deck Repair – Unit #303.

* * *

NEW BUSINESS

There was no new business.

ELECTION OF STRATA COUNCIL

The members of council for 2011 automatically retired from their positions, pursuant to the *Strata Property Act*. The owners expressed their appreciation for a job well done by their outgoing council.

The following owners were nominated for council for 2012:

Doug Barton	Unit #404
Sue Cadeny	Unit #201
Grace Dierssen	Unit #303
Elizabeth Povey	Unit #206

There being no further nominations, it was moved, seconded and carried to cease nominations. The owners nominated were declared elected by acclamation.

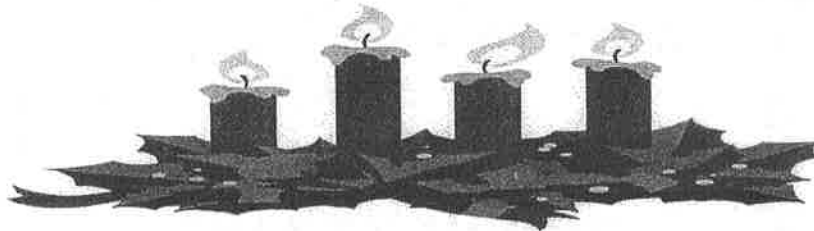
There being no further business, the meeting was adjourned at 7:45 p.m.



Jocelyn Laue
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JL/ab



HAPPY HOLIDAYS

Please note that our office will be closed for an office function on Friday, December 16th at 11:30 a.m. The office will also be closed Friday, December 23rd, Monday, December 26th, and Monday, January 2nd. Emergency service is available if necessary: please call the usual telephone number, 604-684-6291, for assistance. We take this opportunity to wish everyone a very Happy Holiday Season.

Reserve study a key planning tool

CONDO ADVICE: Long-term plans for maintenance and renewals enjoy better returns on their investments

Q: Our strata council is trying to plan and budget for upcoming regulations that will hopefully require mandatory depreciation reports for strata corporations. We are now in a great debate over what type of report to ask for. Some council members want a reserve fund study, others want a depreciation report, and frankly, the proposals we have all received have different terminology and such different approaches to the report we don't know what is best for our strata corporation.

Could you please clarify the different terms Reserve fund study versus depreciation report?

Carla M., Vancouver

A: There are many opinions on the scope and range of a depreciation report or a reserve fund study. However, regardless of the title, it is more important that the strata corporation obtain the real information they want for planning.

Except for those strata corporations that exempt themselves by a

remaining of the performance of the roof, at a total replacement cost of \$180,000.

A buyer of mortgage provider would review the document and see that as a risk for a new buyer of a possible \$3,000-5,000 liability in the near future.

This is a simple form of a depreciation report, and would include all of the building components for the entire strata corporation.

A reserve fund study is a much more extensive document. The study starts with a complete inventory of all of the strata's records, plans, warranties, registered documents, historical maintenance, operations and renewal schedules.

Each of the identified building components that undergo a site inspection to establish the condition of each component and ongoing service requirements.

Next, the renewal plan is formulated for council review.

The reserve fund study also should include routine maintenance schedules and a financial planning model to assist the strata council in their operations.

The maintenance schedules are a critical part of a reserve fund study. If they are properly implemented, the strata corporation is likely to enjoy a much longer life out of their building components and be prepared to proactively replace building systems before they fail.

All of this will significantly reduce the overall operating costs for the strata corporation.

A perfect example is always hot water tanks in townhouses. Most people replace their tank, when they fail. The resulting reactive service is frequently an additional cost of from 35 to 50 per cent over what could have been a well-managed renewal plan.

If you apply this concept to all significant building components, strata corporations who execute reserve fund studies and long-term plans for maintenance and renewals will enjoy better returns on their investments, fewer reactive failures, and a predictable level of strata fees and special levies for major construction.

Simply put, the study should tell you what you own, your current

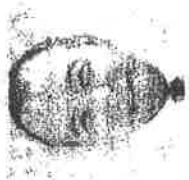
financial position, when things need to be maintained and replaced, what they are going to cost and how you are going to pay for it.

Both the CHQA website — www.chqa.bc.ca — and the Homeowner Protection Office website — www.hpo.bc.ca — have a number of guides and bulletins to assist with long-term planning, maintenance and renewals.

Many of the engineering companies in the province will provide quotes for reserve fund studies and depreciation reports at no cost. A basic cost estimate of the cost and scope of services is a great place for a strata council to start.

Depreciation reports are becoming an integral part of a buyer's due diligence and are being used by banks and mortgages insurance companies to assess the future risk for their clients. Reserve fund studies provide strata corporations with a critical planning tool for annual budgeting and long-term planning.

Tony Gioventù is executive director of the Condominium Property Owners' Association. Email: tony@tgc.bc.ca



Tony Gioventù
CONDO SMARTS

council three-quarters vote, depreciation reports will become mandatory for a strata once the Regulations under the Bill 8 amendments of the Strata Property Act are adopted.

They have not yet been adopted to assume their content or time of implementation.

The purpose of a depreciation report is to establish the declining value of an asset, such as a roof, and determine the cost of replacement and the projected life cycle.

So a roof may have 25 years of life on a 55-unit building whereas a 22 years old, with only three years

- 9) The building lights are now on photo cells instead of the timer for efficiency.
- 10) A second quote to close the area under the balcony of suite 203 to match the other side of the building and prevent squatters is still pending.
- 11) A sign for the door leading from the front stairwell to the first floor hallway advising to exercise caution when opening will be posted.
- 12) The storage room clean up will proceed within a week.

New Business:

- 1) Concerns from an owner regarding the rubbish collecting on the west side of the building have been addressed. Some has been removed and the balance will be removed shortly.
- 2) Altec will be called regarding the ongoing problems with the elevator.
- 3) It has been motioned and passed that the wall recently constructed at the front of the building in front of suite 104 was constructed without proper approval and is to be removed within a reasonable amount of time. Any further modifications and use of common property must first be approved by the strata corporation.

Adjournment: Being there was no other business brought forward the meeting was adjourned and the next meeting scheduled for August 31, 2010.

Minutes of VR- 406 Strata Meeting

Held: Suite 402 of 1717 Haro Street, Tuesday June 29, 2010 6:00 pm.

Present: Wayne Ford – President
Doug Barton - Vice President
Anne Povey
Kirsten Sorensen – Treasurer
Danijela Ferenc
Bruce Day

Minutes: The minutes of the meeting held on April 20, 2010 were adopted.

Financials:

Total Cash Balance at May 31, 2010: \$79,995.48
CRF Balance at May 31, 2010: \$47,010.30

Correspondence: The Council has received correspondence from the owners of suite 201. A copy of the November 2007 bylaws will be sent to same and any future issues will be dealt with on a per issue basis.

Previous Business:

- 1) Roof maintenance has been completed, 28-30 vents were re-caulked and the Roof Shield coating applied. This should extend the life of the roof by 12-15 years.
- 2) The fence repair between the neighbouring building and our building has been completed.
- 3) Council has received three quotes for balcony repairs. G&R will be asked to repair the vinyl on suite 203 as a trial basis before a quote is selected.
- 5) The Community Police review report is attached with these minutes.
- 6) Window and carpet cleaning has been completed.
- 7) A new cylinder for the front door has been received and will be installed by Bruce Day.
- 8) The faulty door knobs on the 1st, 2nd, and 3rd floors have been repaired by Bruce Day.