

**THE MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN V.R. 190 - DOGWOOD PLACE HELD ON WEDNESDAY, DECEMBER 14<sup>TH</sup>, 2011 AT 7:30 P.M. IN THE RECREATION ROOM, 750 EAST 7TH AVENUE, VANCOUVER, B.C**

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**1. CALL TO ORDER**

The Meeting was called to order by the Strata Council President and Chair of the Meeting, Dusttin Van Tinne, at 7:40 p.m.

The President requested that the persons present introduce themselves, which everyone did. Mr. Van Tinne thanked all the owners present for coming to the Meeting.

**2. CERTIFY PROXIES AND CORPORATE REPRESENTATIVES AND ISSUE VOTING CARDS, AND DETERMINE THAT THERE IS A QUORUM**

At the conclusion of registration, Mark Braam, Property Manager / Agent, Century 21 Prudential Estates (RMD) Ltd., advised The Owners that all fifty nine (59) strata lots were eligible to vote at this Meeting. Thirty-eight (38) [later 40] strata lots / votes were represented at the meeting, 22 [later 24] in person and 16 by proxy. In accordance with the Bylaws of the Strata Corporation, the required 1/3 quorum had been attained and the Meeting was declared competent to proceed with the transaction of business.

Prior to the Meeting being called to order, the Property Manager and the President verified the proxies and the number of persons registered in person and by proxy.

During the Meeting, they also counted the number of proxy votes in favour and not in favour of 3/4 vote resolution A as indicated by the signatures on the Proxy Appointment forms. If no signature was provided for the 3/4 resolution, it was considered that the person(s) appointing the proxy had abstained from voting for that resolution, unless other voting instructions were provided.

**3. PRESENT TO THE MEETING PROOF OF NOTICE OF MEETING**

Mr. Braam informed The Owners that the advance Notice of the Annual General Meeting (AGM) had been mailed to all owners / persons entitled to receive notice including the resident owners of 57 strata lots, the non-resident owners of 4 strata lots and 2 mortgagees, at the last address recorded with Century 21 Prudential Estates (RMD) Ltd., on November 23<sup>rd</sup>, 2011 in accordance with the requirements of the *Strata Property Act*. The AGM Notice was also e-mailed on November 23<sup>rd</sup>, 2011 to one owner who was out of the Province and his Realtor and on November 25<sup>th</sup>, 2011 to one owner who is out of the Country. A new owner (as of December 9<sup>th</sup>, 2011) advised that he had not received the AGM Notice from their Realtor. There being no objection or MOTION to the contrary forthcoming, it was

**MOVED AND SECONDED**

To accept the Notice of the Annual General Meeting as delivered and given.

**MOTION CARRIED (Unanimous)**

**4. APPROVE MINUTES FROM THE LAST GENERAL MEETING**

**Annual General Meeting held on December 9<sup>th</sup>, 2010**

There being no errors or omissions noted, it was

**MOVED AND SECONDED**

To approve the Minutes of the Annual General Meeting held on December 9<sup>th</sup>, 2010 as circulated.

**MOTION CARRIED (37 in favour, 0 opposed, 1 abstention)**

**5. DEAL WITH UNFINISHED BUSINESS**

None

**6. RECEIVE REPORTS OF COUNCIL ACTIVITIES AND DECISIONS****Strata Council President's Report**

Dustin Van Tinne stated that he would like to thank the Council members for the past year for all the work put into formulating a plan for the improvements to the interior of the building, for looking into the maintenance of and possible upgrading of the elevator, and for helping with the domestic water piping replacement in the bathrooms of suites 117/217/317 and 118/218/318, etc. [Please refer to the November 15<sup>th</sup>, 2011 Council Minutes for more details.]

The President is looking forward to seeing what we can accomplish next year.

**7. REPORT ON THE STRATA CORPORATION'S INSURANCE COVERAGE**

The Property Agent / Manager informed the Owners that it is a requirement of the *Strata Property Act* to report on the Strata Corporation's insurance coverage at each annual general meeting. The Owners were referred to the Certificate of Insurance dated April 29, 2011 (2 pages) from BFL Canada Insurance Services Inc., for the Policy Period April 30, 2011 to April 30, 2012, which was attached to the Notice of the Annual General Meeting; this Certificate of Insurance outlines the Strata Corporation's insurance coverages and deductibles.

The Floor was then opened to questions and discussion and the Property Manager answered one question. An owner asked what the insurance policy(s) basically covers. The Property Manager responded that the Policy(s) has All Risks coverage (for example, in case of a fire, etc.) for the Property (for the building, etc.), General Liability coverage (for example, if a visitor slips and falls, etc.), Directors & Officers Liability coverage for Council members and the Property Manager, Exterior Glass breakage coverage, Equipment Breakdown coverage, and Volunteer Accident coverage (principal sum and weekly indemnity) for volunteers doing work for the Strata Corporation, etc. The Owners were referred to the Certificate of Insurance for more details.

Please note that with reference to Section 1 – All Property Coverage, effective April 30, 2010, the insurance policy is now subject to a 110% margin clause as opposed to the Limited Guaranteed Replacement Cost previously provided. This reduction in coverage means that in the event of a loss or damage to insured property, the All Property Limit stated on the Certificate of Insurance may be increased by an additional 10%. Individual owners should ensure that their own personal insurance policy coverage is adequate to cover any potential short falls in the Strata Corporation's insurance policy coverage.

Please note that currently **THE WATER AND SEWER BACKUP DAMAGE DEDUCTIBLES ARE \$5,000.00**, which is now the minimum deductible (the lowest we can get) for all insurance policies issued. Subject to the amount of the resultant water damage to property insured by the Strata Corporation being more than the applicable deductible, the Strata Corporation's Insurance Policy will cover the costs to restore and replace the damage.

**INDIVIDUAL OWNERS SHOULD ENSURE THAT THEIR OWN PERSONAL INSURANCE POLICY HAS ADEQUATE COVERAGE IN CASE THE LOSS OR DAMAGE IS LESS THAN \$5,000 OR IN CASE THE STRATA CORPORATION CHARGES BACK THE STRATA CORPORATION DEDUCTIBLE (OR THE AMOUNT OF THE LOSS OR DAMAGE IF IT IS LESS THAN THE APPLICABLE DEDUCTIBLE) TO THE SUITE OWNER RESPONSIBLE FOR A LOSS OR DAMAGE.**

Please also note that the Strata Corporation's Earthquake Deductible is 10% which is a large dollar amount.

The following is the contents of a previous memo from Bill Blackall, General Manager of Century 21:

**“INSURANCE NOTE:**

The Manager would like to remind the owners that the Strata Corporation's insurance policy does not cover personal belongings or improvements, which may have been made to the strata lots since originally built. Owners who have made improvements to their strata lots, such as flooring upgrades, appliance upgrades, cabinet upgrades, or the installation of other fixtures or chattels, must ensure that all of these are reported to their homeowner insurers, that they have coverage to allow for these improvements to be restored in case of a major loss. Owners are also responsible to ensure that they obtain insurance for their personal belongings as well as for personal liability in case of a civil lawsuit against them.

The Manager also reminds the owners to ensure that they query their broker about obtaining loss assessment coverage to “buy down” the Strata Corporation's insurance deductibles (which can be a significant amount) to the level of their homeowner's insurance deductible. A number of homeowner's insurance policies do not provide this coverage as a matter of course, and this should be specifically requested.

The Manager strongly recommends that if owners have any questions regarding their insurance requirements or their current homeowner policy, they take the Strata Corporation's insurance certificate to their personal brokers so that they can discuss coverages to avoid any financial hardship in case of an insurable claim.”

**[NOTES:** Generally, the Strata Corporation's All Property insurance policy covers the replacement cost of the common property, building structures and original construction attachments and fixtures, including stoves, refrigerators, floor coverings, window coverings, etc., for the perils insured. The exact coverages and exclusions are outlined in the policy wordings.

(Note: For Dogwood Place, the Appraisal and Insurance Policy cover the following appliances: “Fridges, stoves, dishwashers, garburators and [stove] hood fans”. Other in-suite appliances do not appear to be included in the Appraisal and therefore are probably not covered by the Strata Corporation's Insurance Policy.)

**Generally, the Strata Corporation's insurance policy does not cover personal property / possessions / contents and “Improvements and Betterments” made by or for the owner or tenant.** “Improvements and Betterments” means physical structural changes, upgrading or enhancement of an individual strata lot, including replacement attachments and fixtures (including floor and window coverings and appliances, etc.) where the replacement cost of these items exceeds the replacement cost of the original attachments and fixtures (generally the whole cost or the excess cost is not covered by the Strata Corporation's insurance policy).

For improvements and betterments, including alterations approved (and not approved) by the Strata Corporation, individual owners are responsible for their own liability insurance and for their own insurance coverage for the value of the betterments and improvements.

It is suggested that owners check their individual insurance policies carefully to ensure that they have adequate coverage.]

**PLEASE ALSO REFER TO THE DOCUMENT FROM BFL CANADA INSURANCE SERVICES INC., DATED SEPTEMBER 2010, REGARDING “THE IMPORTANCE OF UNIT OWNER'S PERSONAL INSURANCE”, WHICH IS ATTACHED TO THESE MINUTES.**

**8. APPROVE 2010 AUDITED FINANCIAL STATEMENTS**

The Owners were referred to the audited Financial Statements, dated 27<sup>th</sup> June, 2011, enclosed with the Notice of the Annual General Meeting. The Floor was opened for any questions and discussion of the 2010 audited financial statements; there were no questions. It was then

**MOVED AND SECONDED****BE IT RESOLVED**

*As a resolution passed by a majority vote of The Owners, Strata Plan V.R. 190 (the "Strata Corporation"), at this Annual General Meeting held on December 14<sup>th</sup>, 2011, that the Audited Financial Statements for the year ended 31<sup>st</sup> December, 2010, as prepared by Donald G. Guthrie, Chartered Accountant, be approved as presented.*

*End of Resolution*

**MOTION CARRIED (Unanimous)**

**9. LARGER CONTRIBUTION TO THE CONTINGENCY RESERVE FUND (CRF) IN 2012****A) SPECIAL LEVY - CONSIDERATION OF 3/4 VOTE RESOLUTION A**

The Owners were referred to the 3/4 vote resolution on the Agenda for the Annual General Meeting. It was

**MOVED AND SECONDED**

To approve 3/4 vote resolution A.

**WHEREAS:**

At the December 9<sup>th</sup>, 2010 Annual General Meeting, The Owners authorized the Strata Council to expend, after December 31<sup>st</sup>, 2011, a sum of money not exceeding \$75,000.00 from the Contingency Reserve Fund for the purposes of contracting for interior improvements and for related work and costs, etc., and approval of a \$50,000.00 Special Levy will hopefully result in sufficient cash flow and funds in the Contingency Reserve Fund in 2012 to proceed with interior improvements in common areas, etc. (carpet replacement and other new flooring; painting; etc.) while maintaining adequate monies in reserve in the Contingency Reserve Fund for emergencies, therefore

**BE IT RESOLVED**

*As a 3/4 vote resolution of The Owners, Strata Plan V.R. 190, Dogwood Place (the "Strata Corporation"), at this Annual General Meeting held on December 14<sup>th</sup>, 2011, that a Special Levy in the total amount of \$50,000.00 be approved to allow a larger contribution to the Contingency Reserve Fund (CRF) in 2012. Each strata lot's share of the Special Levy is to be calculated and levied in accordance with the Schedule of Unit Entitlement (see **NOTE 1**). The Special Levy is due and payable upon approval of this resolution, and it is further resolved to impose late payment fines on any outstanding balances as outlined in the Bylaws of the Strata Corporation (see **NOTE 2**).*

*In the event of a conveyance of a strata lot subsequent to the passing of this Special Levy, the vendor, registered owner of title at the time of the approval of the Special Levy, is responsible for full payment of the Special Levy. The Strata Corporation will not be party to agreements for payment that are made between the vendor and the purchaser of a strata lot.*

*End of Resolution*

[NOTE 1: The amount of each strata lot's share of the Special Levy is set out in the "Proposed 2012 Monthly Strata Fee and Special Levy Schedule", dated December 14, 2011, which was enclosed with the Notice of the Annual General Meeting.

NOTE 2: Strata Corporation Bylaw 15.10 states: "All payments required to be made by each owner not paid when due shall be subject to a penalty of \$10.00 per month. In addition, a strata lot account in arrears more than \$500.00 will be levied an additional \$25.00 per month."]

The Floor was then opened to questions and discussion of the 3/4 vote resolution.

An owner stated the importance of looking after these things; this is our home; we have to look after things when the special levies are smaller before we need larger special levies. Another owner later said he thought special levies were an emergency measure and he really can't afford the Special Levy.

The Property Manager explained why the Strata Council felt we need the money now as noted in the November 15<sup>th</sup>, 2011 Council Minutes:

"Unless The Owners approve a \$50,000.00 Special Levy at the Annual General Meeting to be held on December 14th, 2011 ..., there will not be sufficient funds in the Contingency Reserve Fund and cash flow to proceed with comprehensive interior improvements, etc. in 2012. There also may not be sufficient cash flow and funds in the Contingency Reserve Fund to undertake this project within the next 2 or 3 years. Part of the reason for this is that the "emergency" expenditure of \$32,151.84 in 2011 for the pipe replacement in the bathrooms, etc. of suites 117, 118, 217, 218, 317 and 318, etc. ..., as it would normally take about two years to save / replace those monies."

Council members and other owners feel the interior of the building looks shabby and do not want to wait that long to do the interior upgrading.

An owner commented that the money has to come from somewhere and she does not want to increase the Strata Fees, like occurred in the past when special levies were defeated by The Owners. She said the Strata Fees are already too high and other owners expressed agreement.

An owner questioned how the \$50,000.00 Special Levy figure was determined. The Property Manager responded it was felt that with a \$50,000.00 Special Levy, if no major emergencies came up, there should be sufficient cash flow to proceed to proceed with the interior improvements in 2012. The amount is arbitrary in the sense that it could have also been \$40,000 or \$60,000, etc.

An owner asked what the design process is. The Council President responded that we have had a couple of designers in and they gave quotations for the interior design of the whole building. However, we are waxing and waning on whether or not we need a designer, if we are just mainly going to replace the carpets and install other flooring plus paint the halls / stairwells and the "bricks" on the walls by the sides of the suite doors. For the main front lobby, we are looking at doing the flooring (probably with ceramic tile) and the ceiling. The Laundry room walls and ceiling were painted in 2011 but the Laundry room needs new flooring. We are looking at replacing the basement hall carpeting with a different type of flooring. We are planning on having a designer look at the building and give us suggestions so we move ahead, but Council members have not made a final decision yet. The Council Vice President advised that Council members are thinking of getting a designer to obtain an overall plan even of we can't do it all at one time. It was suggested that it may be worth the extra cost to hire a designer.

An owner said she thought we wanted to do all the [comprehensive] interior improvements at one time for efficiency, etc. The Property Manager and Council members responded that we have had carpet / flooring and painting Contractors in. Based on the quotations received so far, we will not be able to do everything for \$75,000.00, but we will likely be able to do the carpets and other flooring and painting of the walls and ceilings in the common halls, etc. Yes, probably more money may be needed in future years but we do not know the amount.

An owner questioned when the last interior improvements were done. The Property Agent advised The Owners of the following past interior maintenance, replacement and upgrading projects:

- i) Except for some limited areas which were painted in more recent years, all the common halls (drywall walls and ceilings only) were painted in the mid-1980's approximately;
- ii) The carpeting in the common halls and stairwells was replaced in 1989;
- iii) The walls in the main first floor lobby (wallpaper and new wood trim) were upgraded in 1989;
- iv) All the incandescent light fixtures (except the exit signs which were just retrofitted) in the common halls and stairwells were replaced with new energy-efficient PL (compact fluorescent) light fixtures in 1992.

Following a lengthy discussion, question was then called on the **MOTION** to approve 3/4 vote resolution **A**, for the \$50,000.00 Special Levy to allow a larger contribution to the Contingency Reserve Fund (CRF) in 2012, and the Chair declared the **MOTION** was

**CARRIED** (37 in favour, 2 opposed, 1 abstention)

## **B) PAYMENT DATE FOR SPECIAL LEVY FOR THE CONVENIENCE OF OWNERS**

The Property Agent read the majority vote resolution on the Agenda for the Annual General Meeting. The Floor was then opened to questions and discussion of the majority vote resolution. There were no questions and discussion. It was

### **MOVED AND SECONDED**

To approve the resolution on the Agenda for the Annual General Meeting.

### **WHEREAS:**

In consideration that the Strata Corporation will not immediately require the Special Levy funds, and for the convenience of owners and in consideration that some owners may have difficulty paying their portion of the \$50,000.00 Special Levy in December 2011, therefore

### **BE IT RESOLVED**

*As a resolution passed by a majority vote of The Owners, Strata Plan V.R. 190, at this Annual General Meeting held on December 14<sup>th</sup>, 2011, that payment of the Special Levy will be accepted to June 1, 2012, and to waive any fines for late payment of the Special Levy for the period from December 2011 to May 2012.*

*End of Resolution*

**MOTION CARRIED** (Unanimous)

**10. APPROVE 2012 BUDGET**

The Owners were referred to the Proposed 2012 Operating Budget enclosed with the Notice of the Annual General Meeting. It was

**MOVED AND SECONDED**

To approve the resolution on the Agenda.

**BE IT RESOLVED**

*As a resolution passed by a majority vote of The Owners, Strata Plan V.R. 190, at this Annual General Meeting held on December 14<sup>th</sup>, 2011, that the Proposed 2012 Operating Budget in the total amount of \$244,100.00, and requiring total owner contributions (strata fees) in the amount of \$180,600.00, be approved by The Owners as presented.*

*End of Resolution*

The Floor was then opened to questions and discussion. There were no questions.

No increase in Strata Fees is proposed for 2012.

Question was then called on the **MOTION** to approve the Proposed 2012 Operating Budget as presented and the **MOTION** was

**CARRIED (39 in favour, 0 opposed, 1 abstention)**

**11. ELECT STRATA COUNCIL**

There was no objection to turning over the Chair to the Property Manager / Agent to conduct the election of the Strata Council for the next year. The Owners were informed that, in accordance with the *Strata Property Act* and the Bylaws, at each annual general meeting, the term of office of each of the existing council members ends at the end of the annual general meeting at which the new council is elected and the eligible voters who are present in person or by proxy at the meeting must elect a new council. A person whose term as council member is ending is eligible for re-election. The council must be elected from among the owners, and must have at least 3 and not more than 7 members.

The Floor was then opened for nominations to the Strata Council for the next year (2011 / 2012) and the following owners were nominated:

Dusttin Van Tinne	Suite 219	Peter DeGroot	Suite 115
Francisco Mendonca	Suite 206	Jessica Kalra	Suite 216
Charlene Brown	Suite 220	Erica Sprague	Suite 316
Megan Atkinson	Suite 214	Gary Sharp	Suite 212
Ravina Johal	Suite 207		

Following a final call for nominations or volunteers, it was

**MOVED AND SECONDED**

To close nominations.

**MOTION CARRIED (Unanimous)**

The nominees were then asked to accept or decline their nominations. Five (5) nominees present in person accepted their nominations. In a November 25, 2011 e-mail, Peter DeGroot (previous Council member) advised the Property Manager and Council President that "[he] would let [his] name stand for nomination for Strata Council at Dogwood Place for the coming year"; Mr. DeGroot

will returning to Canada at the end of December 2011. The Council President reported that Erica Sprague (previous Council member) had informed him that she would accept a nomination to Council. Following discussion regarding how an election could and/or must be conducted, Gary Sharp and Ravina Johal declined their nominations. It was

**MOVED AND SECONDED  
BE IT RESOLVED**

*As a majority vote resolution of The Owners, Strata Plan V.R. 190, at this Annual General Meeting held on December 14<sup>th</sup>, 2011, that the following persons, who have agreed to accept their nominations or volunteered to serve on the council, be elected to council:*

DUSTTIN VAN TINNE	SUITE 219	PETER DEGROOT	SUITE 115
FRANCISCO MENDONCA	SUITE 206	JESSICA KALRA	SUITE 216
CHARLENE BROWN	SUITE 220	ERICA SPRAGUE	SUITE 316
MEGAN ATKINSON	SUITE 214		

*End of Resolution*

**MOTION CARRIED (Unanimous)**

**12. DEAL WITH OTHER NEW BUSINESS AND GENERAL DISCUSSION**

**a) No Smoking Sign in Elevator**

An owner noted that the small no smoking sign in the elevator is all scratched up and suggested it be removed. The Caretaker will remove the sign or flip it over (and leave the screw holes filled by the existing screws).

**13. TERMINATE OR ADJOURN THE MEETING**

There being no further business to come before The Owners, it was

**MOVED**

To terminate the Meeting at 8:35 p.m.

**MOTION CARRIED**

Respectfully submitted,

Mark Braam, B. Com., Property Manager / Agent

CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.

PROPERTY MANAGEMENT DIVISION

7320 Westminster Highway, Richmond, BC V6X 1A1

Telephone: (604) 273-1745 (9:00 a.m. to 5:00 p.m. and 24 Hour Emergency)

**IT HAS BECOME A STANDARD PRACTICE IN THE REAL ESTATE INDUSTRY THAT OWNERS PROVIDE TWO (2) YEARS OF COUNCIL AND GENERAL MEETING MINUTES TO POTENTIAL PURCHASERS. PLEASE RETAIN YOUR MINUTES FOR TWO YEARS AS THERE IS A FEE TO OWNERS WHO REQUIRE ADDITIONAL COPIES OF THE MINUTES.**

**UNDER THE STRATA PROPERTY ACT, PROPERTY MANAGERS WORK FOR THE OWNERS OF THE STRATA CORPORATION. UNDER THE STRATA PROPERTY ACT AND THE PRIVACY ACT, WHEN SELLING YOUR UNIT THE PROPERTY MANAGER MAY ONLY COMMUNICATE WITH THE OWNER OR THE SELLER'S AGENT UPON PRESENTATION OF THE WRITTEN VERIFICATION OF SUCH A RELATIONSHIP. THE PROPERTY MANAGER CAN NOT COMMUNICATE INFORMATION ABOUT THE STRATA CORPORATION OR YOUR STRATA LOT WITH PURCHASERS OR THE AGENT FOR THE PURCHASER WITHOUT WRITTEN AUTHORIZATION FROM THE OWNER. ALL QUESTIONS OR CONCERNS SHOULD BE DIRECTED TO THE OWNER OF THE UNIT OR THE OWNER'S AGENT.**





International Risk and Insurance Services

## THE IMPORTANCE OF UNIT OWNER'S PERSONAL INSURANCE

Most strata unit owners dutifully attend the strata corporation's Annual General Meeting, doing their best to contribute to the community a strata corporation constitutes. When owners are provided with the strata's insurance report, some mistakenly believe the corporation's insurance policy will protect their personal assets in the event of a loss; such is not the case.

Unit owners, whether living in the unit or as an investor, should always make sure their personal assets and liabilities are adequately protected by their own personal insurance policy.

A typical unit owner's policy provides a variety of coverage:

- Personal Property: in general terms, this coverage includes all the content items a unit owner brings into the unit or keeps in a storage locker on premises, such as furniture, electronics, clothing, etc. Most policies will also cover the personal property while it is temporarily off premises, on vacation for example.
- Additional Living Expenses: this coverage helps unit owners and their families deal with the extra expenses which can often result if the home is made unfit for occupancy due to an insured loss or damage. Whether it is a fire or significant water damage due to no fault of their own, unit owners may have to move out while their unit is being repaired. In the case of an investment unit, this coverage helps pay the owner's rental income loss due to the tenant moving out.
- Betterments & Improvements: many unit owners spend considerable money making the unit their own; old carpet is replaced with hardwood flooring, cabinets and counter tops are updated and fixtures modernized to the 21<sup>st</sup> century. The unit owner's personal insurance policy provides coverage for these items, which are specifically excluded from coverage under all strata corporations' insurance policies.
- Strata Deductible Assessment: more and more strata corporations have by-laws in place to facilitate charging back the strata deductible to the unit owner responsible for a loss or damage. Unit owners or their tenants need not be liable for this significant assessment to be made, in many cases the mere fact the damage originates in the unit is sufficient to make the assessment valid. Strata deductibles can be as low as \$1,000 and as high as \$500,000. Unit owners' personal policies cover this risk to a specific limit; owners need to make sure they are fully insured.
- Personal Liability: at home or pretty much anywhere in the world, unit owners' policies also provide comprehensive protection for claims against them for property damage and bodily injury.

Why get personal insurance? Because not getting it is much too risky and expensive!

NOTE: each unit owner has specific insurance requirements which should be discussed with an insurance broker to ensure the right protection is in place for the right price.

September 2010.

BFL CANADA Insurance Services Inc.

1177 West Hastings Street, Suite 200, Vancouver, British Columbia V6E 2K3

[www.BFLCANADA.ca](http://www.BFLCANADA.ca)

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**THE MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN V.R. 190 - DOGWOOD PLACE HELD ON THURSDAY, DECEMBER 9<sup>TH</sup>, 2010 AT 7:30 P.M. IN THE RECREATION ROOM, 750 EAST 7TH AVENUE, VANCOUVER, B.C**

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**1. CALL TO ORDER**

The Meeting was called to order by the Strata Council President and Chair of the Meeting, Dusttin Van Tinne, at 8:00 p.m.

**2. CERTIFY PROXIES AND CORPORATE REPRESENTATIVES AND ISSUE VOTING CARDS, AND DETERMINE THAT THERE IS A QUORUM**

At the conclusion of registration, Mark Braam, Property Manager / Agent, Century 21 Prudential Estates (RMD) Ltd., advised the Owners that all fifty nine (59) strata lots were eligible to vote at this meeting. Fifteen (15) strata lots / votes were represented at the meeting, 14 in person and 1 by proxy. It being one-half hour from the time appointed for the General Meeting, in accordance with the Bylaws of the Strata Corporation, the persons entitled to vote present constitute a quorum and the Meeting was declared competent to proceed with the transaction of business.

**3. PRESENT TO THE MEETING PROOF OF NOTICE OF MEETING**

Mr. Braam informed the Owners that the advance Notice of the Annual General Meeting had been mailed to all owners / persons entitled to receive notice, at the last address recorded with Century 21 Prudential Estates (RMD) Ltd., on November 19<sup>th</sup>, 2009 in accordance with the requirements of the *Strata Property Act*. There being no objection or MOTION to the contrary forthcoming, the Notice was accepted as delivered and given.

**4. APPROVE MINUTES FROM THE LAST GENERAL MEETING**

**Annual General Meeting held on December 15<sup>th</sup>, 2009**

There being no errors or omissions noted, it was

**MOVED AND SECONDED**

To approve the Minutes of the Annual General Meeting held on December 15<sup>th</sup>, 2009 as circulated.

**MOTION CARRIED (14 in favour, 0 opposed, 1 abstention)**

**5. DEAL WITH UNFINISHED BUSINESS**

None

**6. RECEIVE REPORTS OF COUNCIL ACTIVITIES AND DECISIONS**

Dusttin Van Tinne gave the following "**Strata Council President's Report**":

"Replacement / Upgrading of Boiler Systems for Building Heating and Domestic Hot Water Systems

This year's big accomplishment has been the upgrade of our heating and hot water boiler systems.

In 2009, I asked Mark Braam to put together a list of requirements for a new heating and hot water boiler system. So with his usual dedication to detail, Mark put together a prospectus for the contractors to bid on. I then went out and got around 6 companies to come to the building and meet with Mark and myself, to outline our requirements and needs.

After much hard work and patience we finally got quotes from 3 contractors: Tap Roots Plumbing, Milani Plumbing and Corona Plumbing. Council then had the job of meeting and choosing the best quote, which would give the building the best system for the money. In the end we decided that Corona Plumbing had offered the best system, and it just so happened that it was also the cheapest.

The old Superhot boiler was a great worker, for us, it chugged on through thick and thin for nearly 40 years. Unfortunately, it chugged along in summer and winter; every time someone wanted to have a

shower, on it came. This was great in the winter, when we wanted the heat throughout the building, but in the summer we had stairwells that were like saunas.

Now we have a new system, which includes 2 boilers for hot water, along with 3, 120 gallon glass lined storage tanks, and 2, 2 stage heating boilers, which we can turn off in the summer, to help keep the building cooler.

With the exception of the vibration isolators and the side stream filter, all the new equipment (including a new replacement double-wall domestic hot water heat exchanger) has been installed. The existing domestic hot water heat exchanger (which was only 5 years old) was connected to the new heating and domestic hot water pipes, but when Corona Plumbing started up operation of the heat exchanger, several leaks appeared from some of the small domestic water copper pipes that run through the heat exchanger, and the heat exchanger could not be repaired.

All of the new boiler systems are now operating, except the outdoor sensors are not yet hooked up to the heating boilers, etc. Corona Plumbing will probably still be doing work and fine tuning the new systems until next summer.

I would like to thank Mark for all his hard work, which by the way, is still going on, and thank my fellow Council members, for their support, and dedication, in getting this very large project put into place.

#### Recycling

Another topic that we need to take a bit more seriously is recycling. This building does a great job of this for the most part, but there are still owners who are leaving their unwanted articles, mostly electronics, down by the garbage cans; these need to be taken away to a proper recycling depot. The Salvation Army store on 12th Avenue will now take T.V.'s so please take them there. It's not acceptable to leave your unwanted articles for someone else to dispose of. If this continues to happen, Council will have no option, but to start imposing fines for this practise."

The Vice President, Peter DeGroot, said that he would like to thank Dusttin Van Tinne for all the work he has done this year. Dusttin worked very hard to keep things going.

#### **7. REPORT ON THE STRATA CORPORATION'S INSURANCE COVERAGE**

The Property Agent / Manager informed the Owners that it is a requirement of the *Strata Property Act* to report on the Strata Corporation's insurance coverage at each annual general meeting. The Owners were referred to the Certificate of Insurance dated April 30, 2010 from BFL Canada Insurance Services Inc., for the Policy Period April 30, 2010 to April 30, 2011, which was attached to the Notice of the Annual General Meeting; this Certificate of Insurance outlines the Strata Corporation's insurance coverages and deductibles. The Floor was then opened to questions and discussion, The Property Manager answered one question and informed the Owners of the following significant changes in coverages and deductibles:

- i) Effective April 30, 2010, the "Directors and Officers Liability" Limit was increased to \$5,000,000 (from \$3,000,000).
- ii) With reference to Section 1 – All Property Coverage, effective April 30, 2010, the insurance policy is now subject to a 110% margin clause as opposed to the Limited Guaranteed Replacement Cost previously provided. This reduction in coverage means that in the event of a loss or damage to insured property, the All Property Limit stated on the Certificate of Insurance may be increased by an additional 10%. Individual owners should ensure that their own personal insurance policy coverage is adequate to cover any potential short falls in the Strata Corporation's insurance policy coverage.

- iii) The **Water and Sewer Backup Damage Deductibles** are **\$5,000**, which is now the minimum deductible (the lowest we can get) for all insurance policies issued. Individual owners should ensure that their own personal insurance policy has adequate coverage in case the loss or damage is less than \$5,000 or in case the Strata Corporation charges back the Strata Corporation deductible to the unit owner responsible for a loss or damage. Please also note that the Strata Corporation's Earthquake Deductible is 10% which is a large dollar amount.
- iv) For improvements and betterments, including alterations approved (and not approved) by the Strata Corporation, individual owners are responsible for their own liability insurance and for their own insurance coverage for the value of the betterments and improvements.

The following is the contents of a previous memo from Bill Blackall, General Manager of Century 21:

**“INSURANCE NOTE:**

The Manager would like to remind the owners that the Strata Corporation's insurance policy does not cover personal belongings or improvements, which may have been made to the strata lots since originally built. Owners who have made improvements to their strata lots, such as flooring upgrades, appliance upgrades, cabinet upgrades, or the installation of other fixtures or chattels, must ensure that all of these are reported to their homeowner insurers, that they have coverage to allow for these improvements to be restored in case of a major loss. Owners are also responsible to ensure that they obtain insurance for their personal belongings as well as for personal liability in case of a civil lawsuit against them.

The Manager also reminds the owners to ensure that they query their broker about obtaining loss assessment coverage to “buy down” the Strata Corporation's insurance deductibles (which can be a significant amount) to the level of their homeowner's insurance deductible. A number of homeowner's insurance policies do not provide this coverage as a matter of course, and this should be specifically requested.

The Manager strongly recommends that if owners have any questions regarding their insurance requirements or their current homeowner policy, they take the Strata Corporation's insurance certificate to their personal brokers so that they can discuss coverages to avoid any financial hardship in case of an insurable claim.”

**[NOTES:** Generally, the Strata Corporation's All Property insurance policy covers the replacement cost of the common property, building structures and original construction attachments and fixtures, including stoves, refrigerators, floor coverings, window coverings, etc., for the perils insured. The exact coverages and exclusions are outlined in the policy wordings.

Generally, the Strata Corporation's insurance policy does not cover personal property / possessions / contents and “Improvements and Betterments” made by or for the owner or tenant. “Improvements and Betterments” means physical structural changes, upgrading or enhancement of an individual strata lot, including replacement attachments and fixtures (including floor and window coverings, etc.) where the replacement cost of these items exceeds the replacement cost of the original attachments and fixtures (generally the excess cost or the whole cost is not covered by the Strata Corporation's insurance policy). It is suggested that owners check their individual insurance policies carefully to ensure that they have adequate coverage.]

**PLEASE ALSO REFER TO THE DOCUMENT FROM BFL CANADA INSURANCE SERVICES INC., DATED SEPTEMBER 2010, REGARDING “THE IMPORTANCE OF UNIT OWNER'S PERSONAL INSURANCE”, WHICH IS ATTACHED TO THESE MINUTES.**

**8. APPROVE 2009 AUDITED FINANCIAL STATEMENTS**

The Owners were referred to the audited Financial Statements, dated 10<sup>th</sup> February, 2010, enclosed with the Notice of the Annual General Meeting. The Floor was opened for any questions and discussion of the 2009 audited financial statements; there were no questions. It was then

**MOVED AND SECONDED****BE IT RESOLVED**

*As a resolution passed by a majority vote of The Owners, Strata Plan V.R. 190 (the "Strata Corporation"), at this Annual General Meeting held on December 9<sup>th</sup>, 2010, that the Audited Financial Statements for the year ended 31<sup>st</sup> December, 2009, as prepared by Donald G. Guthrie, Chartered Accountant, be approved as presented.*

*End of Resolution*

**MOTION CARRIED (14 in favour, 0 opposed, 1 abstention)**

**9. EXPENDITURE FROM THE CONTINGENCY RESERVE FUND FOR INTERIOR IMPROVEMENTS, ETC. – CONSIDERATION OF 3/4 VOTE RESOLUTION A**

The President read the 3/4 vote resolution. It was

**MOVED AND SECONDED**

To approve 3/4 vote resolution A.

**BE IT RESOLVED**

*As a resolution passed by a 3/4 vote of The Owners, Strata Plan V.R. 190 (the "Strata Corporation"), at this Annual General Meeting held on December 9<sup>th</sup>, 2010, that after December 31<sup>st</sup>, 2011 the Strata Council be authorized to expend a sum of money not exceeding \$75,000.00 from the Contingency Reserve Fund for the purposes of contracting for interior improvements and for related work and costs, etc.*

*End of Resolution*

[NOTE: The interior improvements, etc. in common areas would or could include: Carpet replacement and other new flooring; painting walls, ceilings and doors / frames including the exterior of the suite entrance doors; replacement / painting of the "brick" on the sides of and the brown coloured boards on the top of the suite doors; replacing common hall and stairwell doors; installation of new exit sign and light fixtures; etc.]

The Floor was then opened to questions and discussion of the 3/4 vote resolution. An Owner asked why the authorization for the expenditure for the interior improvements is after 2011 and not sooner. Owners were referred to the November 16, 2010 Council Meeting Minutes for a detailed explanation. There will not be sufficient cash flow in 2011 to proceed with comprehensive interior improvements, etc., and we have to maintain sufficient funds in the Contingency Reserve Fund for emergencies. Like with the boiler replacement and upgrading project, if the Owners approve 3/4 resolution A, we will do the interior improvements project in the future some year when we have enough money to do the project and still have enough funds in reserve for emergencies. The interior improvements project will probably not be done in 2011 or 2012.

The President advised that from past experience, the planning for this project will take more than one or two years. We have to put together a group of people to come up with designs, etc. to satisfy the owners. Council will have to review every aspect of the project and make decisions. When we did the exterior upgrade project, the process took a long time (many years) to come to final agreement on a comprehensive plan. This interior improvements project will take a while to do.

Carpet cleaning will be done in the interim. Cleaning the common area carpets is a priority already.

The budgeted expenditures for 2011 for the required common hall wall drywall repairs (holes in walls due to domestic water piping replacement for the kitchens of suites 114, 214 and 314) and the replacement of the domestic water main pipes in the ceilings of the first floor West and East hallways (see November 16, 2010 Council Meeting Minutes) do not have anything to do with this 3/4 vote resolution to authorize an expenditure for interior improvements.

The Vice President, Peter DeGroot, stated that he has always been impressed with the cautious approach Council has taken, which avoids a special levy. If the Strata Fees were raised higher, we could do the project faster, but the Strata Council position is that we don't want to raise Strata Fees more than necessary.

Following discussion, question was then called on the **MOTION** to approve 3/4 vote resolution A, for the interior improvements, and the Chair declared the **MOTION** was

**CARRIED (14 in favour, 0 opposed, 1 abstention)**

Later in the Meeting, an owner asked if the laundry room could be renovated sooner. The Laundry room improvements could possibly be done as a separate project, but it would be more cost effective and efficient to undertake comprehensive interior improvements, etc. at one time rather than do the improvements in stages. For example, Council may decide to use the same flooring material for the basement hall and laundry room, and it would cost less to have all this flooring installed at the same time. Also, putting new flooring in the laundry room first would somewhat limit comprehensive colour, type of material (s) and design choices in the future.

An owner stated that the laundry room smells. This may be a result of the ripped linoleum under the laundry machines. The Caretaker will get some disinfectant and attempt to rectify the odour problem.

#### **10. APPROVE 2011 BUDGET**

The Owners were referred to the Proposed 2011 Operating Budget enclosed with the Notice of the Annual General Meeting. It was

#### **MOVED AND SECONDED**

To approve the resolution on the Agenda.

#### **BE IT RESOLVED**

*As a resolution passed by a majority vote of The Owners, Strata Plan V.R. 190, at this Annual General Meeting held on December 9<sup>th</sup>, 2010, that the Proposed 2011 Operating Budget in the total amount of \$204,355.00, and requiring total owner contributions (strata fees) in the amount of \$180,600.00, be approved by The Owners as presented.*

*End of Resolution*

The Floor was then opened to questions and discussion. There were no questions.

A 5.0% increase in Strata Fees is proposed for 2011.

Following a brief discussion, question was then called on the **MOTION** to approve the Proposed 2011 Operating Budget as presented and the **MOTION** was

**CARRIED (14 in favour, 0 opposed, 1 abstention)**

**11. ELECT STRATA COUNCIL**

The Chair was turned over to the Property Manager to conduct the election of the Strata Council for the next year. The Owners were informed that, in accordance with the *Strata Property Act* and the Bylaws, at each annual general meeting all the existing members of the Council must retire from office and the eligible voters who are present in person or by proxy at the meeting must elect a new council. A retiring member of the Council is eligible for re-election. The Council must be elected by and from among the owners and must consist of at least 3 and not more than 7 members. The Floor was then opened for nominations to the 2011 Strata Council and the following owners were nominated:

Dusttin Van Tinne	Suite 219	Steve Santelli	Suite 117
Francisco Mendonca	Suite 206	Peter DeGroot	Suite 115
Charlene Brown	Suite 220	Cheryl Warburg-Wardahl	Suite 320
Megan Atkinson	Suite 214	Jessica Kalra	Suite 216
Jay McGeachan	Suite 217	Gary Sharp	Suite 212
Antek Wodzynski	Suite 303		

Following a final call for nominations or volunteers, it was

**MOVED AND SECONDED**

To close nominations.

**MOTION CARRIED (14 in favour, 0 opposed, 1 abstention)**

The nominees were then asked to accept or decline their nominations, and Peter DeGroot, Jay McGeachan, Antek Wodzynski and Cheryl Warburg-Wardahl declined. It was

**MOVED AND SECONDED****BE IT RESOLVED**

*As a majority vote resolution of The Owners, Strata Plan V.R. 190, at this Annual General Meeting held on December 9<sup>th</sup>, 2010, that the following persons, who have agreed to accept their nominations, be elected to council:*

DUSTTTIN VAN TINNE	SUITE 219	STEVE SANTELLI	SUITE 117
FRANCISCO MENDONCA	SUITE 206	JESSICA KALRA	SUITE 216
CHARLENE BROWN	SUITE 220	GARY SHARP	SUITE 212
MEGAN ATKINSON	SUITE 214		

*End of Resolution*

**MOTION CARRIED (14 in favour, 0 opposed, 1 abstention)**

**12. DEAL WITH NEW BUSINESS AND GENERAL DISCUSSION****a) Miscellaneous**

There was some general discussion regarding recycling and garbage disposal in the building, etc.

**b) Snow Removal**

If any resident in the Building shovels snow from the front entrance, the City sidewalk and/or the driveway entrance to the parking garage, please submit to the Caretaker or the Property Manager a list with the dates and the hours for each date. You will be paid \$25.00 per hour.



**c) Drain Tile Problems in Parking Garage**

An owner mentioned the water flowing from near the top of the rear, south concrete foundation wall in the upper West end of the parking garage. The President and Property Manager responded that they are aware of the situation. This is a small leak through a concrete form tie hole, which can be plugged in the future. There is also a minor leak(s) in the "janitor's sauna" room which is located just to the east of the Meeting / Party room.

These leaks are an indication of the real problem which is that storm water is backing up behind the parking garage concrete foundation walls. At the upper West end of the parking garage, the drain tile lines at the bottom of the concrete foundation walls have not been functional for more than 20 years. To install new drain tile lines inside the parking garage, at the upper West end of the garage and down to the sumps in the lower East end of the garage, would be a project that would probably cost in the range of \$50,000.00.

If we do the necessary drain tile work in the upper parking garage first, this may put off the interior improvements project for say up to 6 or 7 years, and owners would probably not accept that. However, if problems resulting from the parking garage drain tile system become an emergency (i.e. floods in the parking garage or major leaks in other common areas, etc.), we will use Contingency Reserve Funds to deal with these issues first. If necessary, we will also use monies in the Contingency Reserve Fund to do other emergency repairs and replacement first, on a priority basis, such as major elevator repairs, replacement and upgrades if the elevator fails or domestic water piping replacement.

**13. TERMINATE OR ADJOURN THE MEETING**

There being no further business to come before the Owners, it was

**MOVED**

To terminate the Meeting at 9:05 p.m.

**MOTION CARRIED**

Respectfully submitted,

Mark Braam, B. Com., Property Manager / Agent

CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.

PROPERTY MANAGEMENT DIVISION

7320 Westminster Highway, Richmond, BC V6X 1A1

Telephone: (604) 273-1745 (9:00 a.m. to 5:00 p.m. and 24 Hour Emergency)

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UNDER THE STRATA PROPERTY ACT, PROPERTY MANAGERS WORK FOR THE OWNERS OF THE STRATA CORPORATION. UNDER THE STRATA PROPERTY ACT AND THE PRIVACY ACT, WHEN SELLING YOUR UNIT THE PROPERTY MANAGER MAY ONLY COMMUNICATE WITH THE OWNER OR THE SELLER'S AGENT UPON PRESENTATION OF THE WRITTEN VERIFICATION OF SUCH A RELATIONSHIP. THE PROPERTY MANAGER CAN NOT COMMUNICATE INFORMATION ABOUT THE STRATA CORPORATION OR YOUR STRATA LOT WITH PURCHASERS OR THE AGENT FOR THE PURCHASER WITHOUT WRITTEN AUTHORIZATION FROM THE OWNER. ALL QUESTIONS OR CONCERNS SHOULD BE DIRECTED TO THE OWNER OF THE UNIT OR THE OWNER'S AGENT.



International Risk and Insurance Services

## THE IMPORTANCE OF UNIT OWNER'S PERSONAL INSURANCE

Most strata unit owners dutifully attend the strata corporation's Annual General Meeting, doing their best to contribute to the community a strata corporation constitutes. When owners are provided with the strata's insurance report, some mistakenly believe the corporation's insurance policy will protect their personal assets in the event of a loss; such is not the case.

Unit owners, whether living in the unit or as an investor, should always make sure their personal assets and liabilities are adequately protected by their own personal insurance policy.

A typical unit owner's policy provides a variety of coverage:

- Personal Property: in general terms, this coverage includes all the content items a unit owner brings into the unit or keeps in a storage locker on premises, such as furniture, electronics, clothing, etc. Most policies will also cover the personal property while it is temporarily off premises, on vacation for example.
- Additional Living Expenses: this coverage helps unit owners and their families deal with the extra expenses which can often result if the home is made unfit for occupancy due to an insured loss or damage. Whether it is a fire or significant water damage due to no fault of their own, unit owners may have to move out while their unit is being repaired. In the case of an investment unit, this coverage helps pay the owner's rental income loss due to the tenant moving out.
- Betterments & Improvements: many unit owners spend considerable money making the unit their own; old carpet is replaced with hardwood flooring, cabinets and counter tops are updated and fixtures modernized to the 21<sup>st</sup> century. The unit owner's personal insurance policy provides coverage for these items, which are specifically excluded from coverage under all strata corporations' insurance policies.
- Strata Deductible Assessment: more and more strata corporations have by-laws in place to facilitate charging back the strata deductible to the unit owner responsible for a loss or damage. Unit owners or their tenants need not be liable for this significant assessment to be made, in many cases the mere fact the damage originates in the unit is sufficient to make the assessment valid. Strata deductibles can be as low as \$1,000 and as high as \$500,000. Unit owners' personal policies cover this risk to a specific limit; owners need to make sure they are fully insured.
- Personal Liability: at home or pretty much anywhere in the world, unit owners' policies also provide comprehensive protection for claims against them for property damage and bodily injury.

Why get personal insurance? Because not getting it is much too risky and expensive!

NOTE: each unit owner has specific insurance requirements which should be discussed with an insurance broker to ensure the right protection is in place for the right price.

September 2010.

**BFL CANADA Insurance Services Inc.**

1177 West Hastings Street, Suite 200, Vancouver, British Columbia V6E 2K3

[www.BFLCANADA.ca](http://www.BFLCANADA.ca)

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**THE MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN V.R. 190 - DOGWOOD PLACE  
HELD ON WEDNESDAY, DECEMBER 14<sup>TH</sup>, 2011 AT 8:35 P.M. IN THE RECREATION ROOM, 750  
EAST 7TH AVENUE, VANCOUVER, B.C.**

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**COUNCIL IN ATTENDANCE:** DUSTTIN VAN TINNE                      PRESIDENT                      SUITE 219  
   MEGAN ATKINSON                      VICE PRESIDENT                      SUITE 214  
   JESSICA KALRA                      TREASURER                      SUITE 216  
   CHARLENE BROWN                      SUITE 220  
   FRANCISCO MENDONCA                      SUITE 206

**ABSENT WITH REGRETS:** PETER DEGROOT                      SUITE 115  
   ERICA SPRAGUE                      SUITE 316

**GUESTS / OBSERVERS:**                      NONE

**AGENT IN ATTENDANCE:**                      MARK BRAAM, B. COM., PROPERTY MANAGER  
   CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.  
   PROPERTY MANAGEMENT DIVISION

**IN CASE OF AN EMERGENCY OR ANY OTHER PROBLEM, PLEASE CALL CENTURY 21 AT (604)  
273-1745 (24 HOURS)**

**1. CALL TO ORDER**

The Meeting was called to order at 8:55 p.m.

**2. ELECTION OF STRATA COUNCIL OFFICERS**

The following Strata Council Officers were elected by acclamation:

PRESIDENT	DUSTTIN VAN TINNE
VICE PRESIDENT	MEGAN ATKINSON
TREASURER	JESSICA KALRA

**3. ADOPTION OF PREVIOUS COUNCIL MINUTES – NOVEMBER 15<sup>TH</sup>, 2011**

There being no major errors or omissions noted, it was

**MOVED AND SECONDED**

To adopt the Minutes of the Council Meeting held on November 15<sup>th</sup>, 2011 as circulated.

**MOTION CARRIED (Unanimous)**

**4. FINANCE REPORT**

**a) Financial Statements – July to October 2011**

There is an error in the November 15<sup>th</sup>, 2011 Council Minutes: In an October 13, 2011 e-mail the previous Treasurer, Steve Santelli, reported that he had "reviewed the November 2010 to June (not July) 2011 [monthly] Financial Statements (the last one I received) and they appear to be in good order." The previous Treasurer, Charlene Brown, reported that she had reviewed the July to October 2011 monthly Financial Statements and they appeared to be in good order. It was

**MOVED AND SECONDED**

To approve the July 2011 to October 2011 Operating Statements as prepared by Century 21 Prudential Estates (RMD) Ltd., Property Management Division.

**MOTION CARRIED (Unanimous)**

**b) Loans from the Contingency Reserve Fund to the Operating Fund**

The Strata Corporation from time to time throughout the fiscal year may experience cash shortages in their Operating bank account that restricts them from paying for items approved in the current Budget. The Strata Corporation does not want to incur late charges in paying these invoices due to operating cash shortages. The Strata Council by way of this Council decision (below) directs their Strata Agent to borrow from the Strata Corporation's Contingency Reserve Fund to pay these budgeted Operating expenses. The *Strata Property Act* under section 95(4) and its related regulations stipulates that this borrowing be disclosed to the owners and that the loan be repaid within the fiscal year. It was

**MOVED AND SECONDED  
BE IT RESOLVED**

As a majority vote of the Council of Owners of Strata Plan V.R. 190 (the "Strata Corporation") at this Strata Council Meeting held on December 14<sup>th</sup>, 2011 that the Strata Agent for the 2012 fiscal year is hereby directed to borrow, on behalf of the Strata Corporation from the Strata Corporation's Contingency Reserve Fund to the Strata Corporation's Operating Fund in order to pay budgeted Operating expenses when the Operating Fund cash flow is insufficient to pay these expenses. The Strata Agent is directed to disclose this on the Strata Corporation's monthly financial statements and to have this borrowing minuted at the next meeting of the Strata Council.

**MOTION CARRIED (Unanimous)**

**5. BUSINESS ARISING AND NEW BUSINESS****a) Intermittent Trouble on Fire Alarm Panel**

Since at least November 2011, there has been an intermittent trouble (beeping sound and orange indicator light) on the fire alarm panel in the main front lobby. The trouble clears itself which can make it very difficult to trace. The frequency that the trouble signal occurs has been increasing. The occurrence of the trouble condition seems to be often related to the operation of the elevator, because when the elevator motor starts (which draws a lot of electrical power and causes a voltage drop on the building), the trouble often appears and then clears when the elevator stops. On December 9<sup>th</sup>, 2011, a Technician from Elite Fire Protection Ltd. met the Caretaker at the building to try to determine the source of the trouble problem. Council members were provided with copies of the December 13, 2011 e-mail from Elite Fire Protection Ltd. to the Property Manager:

"A service call was conducted at Dogwood Place due to a trouble on the fire alarm panel. It was determined that the problem is the power supply. We recommend either installing a new fire alarm panel or, we can install a used power supply...The cost for the used power supply is \$500.00 + HST and the labour is \$180.00 + HST. The cost for a new fire alarm panel is \$2300.00 + HST and the labour to install it is \$180.00 + HST. Please let us know which way you wish to proceed."

The Property Manager informed Council that the existing fire alarm panel, which was installed in 1992, is obsolete and new parts are probably not available. The President stated that a new fire alarm panel would come with a new power supply and he would suggest getting a new panel. If a used power supply is installed in it, it is not known how long the existing fire alarm panel will last. The majority of Council members felt that, given the age and obsolescence of the existing panel, it was probably better to install a new fire alarm panel now. Approval of Elite's Quotation is subject to the condition that the installation of the new fire alarm panel will rectify the current problem of the intermittent trouble on the fire alarm panel. Following discussion, it was

**MOVED AND SECONDED**

To approved the Quotation from Elite Fire Protection Ltd. in the total amount of \$2,480.00 (\$2,300.00 + \$180.00) plus HST = \$2,777.60 for a new fire alarm panel.

**MOTION CARRIED (4 in favour, 1 abstention)**

**6. ADJOURNMENT**

It was

**MOVED**

To adjourn the Meeting at 10:00 p.m.

**MOTION CARRIED**

**7. NEXT COUNCIL MEETING**

The next scheduled Strata Council Meeting will be at the call of the President.

Respectfully submitted,  
Mark Braam, B. Com., Property Manager / Agent  
CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.  
PROPERTY MANAGEMENT DIVISION  
7320 Westminster Highway, Richmond, B.C. V6X 1A1  
Tel: (604) 273-1745 (9:00 a.m. to 5:00 p.m. and 24 hour emergency)

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**THE MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN V.R. 190 - DOGWOOD PLACE  
HELD ON TUESDAY, NOVEMBER 15<sup>TH</sup>, 2011 AT 7:30 P.M. IN THE RECREATION ROOM, 750 EAST  
7TH AVENUE, VANCOUVER, B.C.**

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**COUNCIL IN ATTENDANCE:** DUSTTIN VAN TINNE                      PRESIDENT                      SUITE 219  
   MEGAN ATKINSON                      VICE PRESIDENT                      SUITE 214  
   CHARLENE BROWN                      TREASURER                      SUITE 220  
   FRANCISCO MENDONCA                      SUITE 206  
   JESSICA KALRA                      SUITE 216  
   GARY SHARP                      SUITE 212

**ABSENT WITH REGRETS:**     STEVE SANTELLI                      SUITE 117

**GUESTS / OBSERVERS:**     AMOS NIR                      SUITE 104

**AGENT IN ATTENDANCE:**     MARK BRAAM, B. COM., PROPERTY MANAGER  
   CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.  
   PROPERTY MANAGEMENT DIVISION

**IN CASE OF AN EMERGENCY OR ANY OTHER PROBLEM, PLEASE CALL CENTURY 21 AT (604)  
273-1745 (24 HOURS)**

**1. CALL TO ORDER**

The Meeting was called to order by the President at 7:45 p.m.

**2. ELECTION OF STRATA COUNCIL OFFICER**

The previous Treasurer, Steve Santelli, has moved out of the Building. In an October 13, 2011 e-mail he advised that he was resigning as Treasurer effective October 30<sup>th</sup>, 2011, but he will remain on Council until the end of 2011 or until the Annual General Meeting this year.

Following discussion, the Strata Council agreed to elect CHARLENE BROWN as TREASURER for the remainder of the 2011 term.

**3. ADOPTION OF PREVIOUS COUNCIL MINUTES – DECEMBER 9<sup>TH</sup>, 2010**

There being no major errors or omissions noted, it was

**MOVED AND SECONDED**

To adopt the Minutes of the Council Meeting held on December 9<sup>th</sup>, 2010 as circulated.

**MOTION CARRIED (5 in favour, 1 abstention)**

**4. FINANCE REPORT**

**a) Financial Statements – November 2010 to July 2011**

In an October 13, 2011 e-mail the previous Treasurer, Steve Santelli, reported that he had "reviewed the November 2010 to July 2011 [monthly] Financial Statements (the last one I received) and they appear to be in good order." It was

**MOVED AND SECONDED**

To approve the November 2010 to July 2011 Operating Statements as prepared by Century 21 Prudential Estates (RMD) Ltd., Property Management Division.

**MOTION CARRIED (Unanimous)**





**5. BUSINESS ARISING AND NEW BUSINESS****a) Draft 2012 Budget and Special Levy**

The Draft 2012 Budget prepared by the Property Manager was reviewed in detail and Council made one amendment / change. We need to maintain or increase the contributions to the Contingency Reserve Fund for future required major repair, replacement and improvement projects (such as interior improvements including new carpets, elevator repairs / upgrades, exterior building painting, and parking garage drain tile line repairs and upgrading, etc.), and to try to avoid or reduce the amount of any future special levies. Following discussion, Council agreed not to propose an increase in Strata Fees for 2012 due to the proposed special levy (see below).

Following a lengthy discussion, the majority of Council members agreed to put on the agenda for the upcoming Annual General Meeting (AGM), for consideration by The Owners, a 3/4 vote resolution to approve a Special Levy in the total amount of \$50,000.00 to allow a larger contribution to the Contingency Reserve Fund (CRF) in 2012. The Special Levy would be due and payable upon approval of the resolution (on the date of the AGM in December 2011). However, because the Strata Corporation will not immediately require the Special Levy funds, and for the convenience of owners and in consideration that some owners may have difficulty paying their portion of the \$50,000.00 Special Levy in December 2011, it will be proposed that that payment of the Special Levy will be accepted to June 1, 2012, and to waive any fines for late payment of the Special Levy for the period from December 2011 to May 2012.

Approval of a \$50,000.00 Special Levy will hopefully result in sufficient cash flow and funds in the Contingency Reserve Fund in 2012 to proceed with interior improvements in common areas, etc. (carpet replacement and other new flooring; painting; etc.) while maintaining adequate monies in reserve in the Contingency Reserve Fund for emergencies.

**b) Interior Improvements, Etc.**

At the December 9<sup>th</sup>, 2010 Annual General Meeting, The Owners authorized the Strata Council to expend, after December 31st, 2011, a sum of money not exceeding \$75,000.00 from the Contingency Reserve Fund for the purposes of contracting for interior improvements and for related work and costs, etc. The interior improvements, etc. in common areas would or could include: Carpet replacement and other new flooring; painting walls, ceilings, etc.

As noted in the November 16<sup>th</sup>, 2010 Council Meeting Minutes, "like with the boiler replacement and upgrading project, it would be more cost effective and efficient to undertake comprehensive interior improvements, etc. at one time rather than do the improvements in stages (for example, carpet replacement in the common halls and stairwells one year and painting in a future year).

Unless The Owners approve a \$50,000.00 Special Levy at the Annual General Meeting to be held on December 14<sup>th</sup>, 2011 [see item a) above], there will not be sufficient funds in the Contingency Reserve Fund and cash flow to proceed with comprehensive interior improvements, etc. in 2012. There also may not be sufficient cash flow and funds in the Contingency Reserve Fund to undertake this project within the next 2 or 3 years. Part of the reason for this is that the "emergency" expenditure of \$32,151.84 in 2011 for the pipe replacement in the bathrooms, etc. of suites 117, 118, 217, 218, 317 and 318, etc. [see item e) on Pages 4 to 6 of these Minutes], as it would normally take about two years to save / replace those monies.

The Strata Council Vice President and other Council members have been working on the interior improvements / upgrading project and have obtained some quotations for the carpet replacement, other new flooring including ceramic tile, and for painting the walls and ceilings in the hallways, etc.



c) **Elevator Hydraulic Cylinder and Other Elevator Repairs, Replacement and Upgrades, Etc.**  
Hydraulic Cylinder

In the November 12, 2007 Council Meeting Minutes, it was stated:

"The Property Manager advised the Strata Council of the May 18, 2007 letter received from KONE Inc. (our elevator maintenance Contractor) regarding failure of existing Single-Bottom hydraulic cylinders in older hydraulic elevators, due to the design which was once the industry standard. The industry now installs Double-Bottom cylinders, including the encasement (sealing) of the entire cylinder in corrosion-immune PVC, a design which reduces the risk of uncontrolled descent due to perforation, and will provide improved protection of our property against environmental contamination (by hydraulic oil). As a preventative safety measure, KONE highly recommends that we budget to replace our cylinder. Mr. Braam also noted that planned replacement of the underground hydraulic cylinder prior to any failure would reduce the amount of weeks or months that the elevator would be out of service.

Following discussion, Council members agreed that replacement of the elevator hydraulic cylinder (and possibly the hydraulic pumping unit) should probably be the next priority after boiler replacement and upgrading."

In 2011, the Property Manager received information (from December 2010) that the British Columbia Safety Authority had "circulated a Safety Order advising that all hydraulic elevators need to be reviewed to determine if the cylinder installed is of the single bottom design."

"Safety Order SO-L1 101214 1 has been issued regarding hydraulic elevators with single bottom cylinders. The potential for catastrophic failure due to separation of a single bottom from the cylinder increases with cylinder age. Most single bottom cylinders have been in the ground for 30 years or more...Recent changes to Provincial regulations adopted the most current version of the CSA B44- 2007 Safety Code for Elevators and Escalators (the "Code"), which requires modification of existing single bottom cylinder elevators by October 8, 2015. This Safety Order is intended to promote the orderly and efficient compliance of owners and contractors with the Code requirements. An Information Bulletin on single bottom cylinders, issued to building owners and managers, is available on the BC Safety Authority website...The building owner or property manager must complete a Safety Order Compliance Plan before October 8, 2011..."

In October 2011, the Council President requested KONE Inc. to provide more information regarding cylinder replacements for hydraulic elevators (at Dogwood Place). In an October 20, 2011 e-mail, Carol Davies, Sales Manager, of KONE Inc. replied as follows:

"Good News you do not have an elevator with a single bottom cylinder.

Please remember that we have all of the original information on you elevator equipment as Montgomery was purchased by KONE INC and we would be pleased to provide you with maintenance and upgrade quotations."

Therefore, hopefully we will not have to budget (probably \$50,000 or more) to replace the elevator hydraulic cylinder in the immediate future.

Other Elevator Repairs, Replacement and Upgrades, Etc.

In October 2011, the Council President requested KONE Inc. to meet to examine our elevator and make some recommendations. On November 14, 2014, we received from Ken Limo, Sales Consultant, of KONE Inc. a "Site Elevator Audit" for our Montgomery KONE Hydraulic Passenger Elevator (installation date: 1974). For the recommended upgrades (Door Operator for immediate improvement of operation; Elevator Control Panels; New Machinery – Tank Unit with Valve and Motor; Emergency Phone; Interior redesign) the budget estimates total \$67,300 (plus taxes?).



**d) Pipe Replacement First Floor West and East Halls**

A total of \$30,000.00, \$20,000.00 in "Boiler / Mechanical / Plumbing" (including for high risk asbestos abatement to remove drywall and texture coat from the common hall ceilings) and \$10,000.00 in "Repairs-Interior" (for the resultant interior damage repairs, etc. costs), will be allocated in the Proposed 2012 Operating Budget to replace the domestic water main hot, main cold and domestic hot water recirculation lines in the ceilings of the first floor West and East hallways. In the past, the Strata Corporation has replaced these lines in the first floor Centre hall. As in the past, the new copper piping would be type K (thicker wall than type L) and the size of the branch / riser lines coming off the main lines will be increased, both which increase the life expectancy. Where this has not already been done in the past, additional ball valve shutoffs would be added to the branch lines coming off the main lines, so in the future we can isolate the risers for all of the various groups of suites, bathrooms and/or kitchens.

There are now temporary clamps on pin hole leaks on the main hot pipe in the West hall ceiling by suites 105/106 and on the main hot line above the ceiling access panel on the East end of the first floor Centre hall (past the new type K copper pipe and ball valve shut-off). There is also another very minor pin hole leak above the West hall ceiling between suites 107 and 108 (which we have not yet been able to locate).

It would be better to complete the replacement of all the main domestic water lines, etc. in the ceilings of the first floor hallways before the interior improvements project is undertaken.

[NOTE: There was a total of \$25,000.00 (\$15,000.00 in "Boiler / Mechanical / Plumbing" and \$10,000.00 in "Repairs-Interior") allocated in the Proposed 2011 Operating Budget to do the pipe replacement outlined above. However, these funds were used instead to do the domestic water pipe replacement in the bathrooms, etc. of suites 117, 118, 217, 218, 317 and 318, etc. – see item e) below).

**e) Pipe Replacement Bathrooms, Etc. of Suites 117/217/317 and Suites 118/218/318, Etc.**

The new owner of suite 218 needed to use a plumber approved by the Strata Council as she was replacing her tub/shower diverter and this involves plumbing piping for which the Strata Corporation takes responsibility to maintain, repair or replace.

On April 14, 2011, Corona Plumbing removed the tub from the bathroom of suite 218, and because the tub surround tiles and the drywall were removed from the wall with the tub / shower diverter, most of the domestic water pipes inside the wall between the bathrooms of suites 217 and 218 were exposed. The Council President / Caretaker and Property Manager were informed of and inspected that morning the plumbing pipe leaks found by Corona inside the wall (on the 1/2" cold water copper pipe riser and pin hole leaks on the 1/2" hot water riser). In the past, Council members were normally consulted before deciding to do pipe replacement. In this case the Council President and Property Manager / Agent made an "executive" decision to do the sensible thing and proceed with the pipe replacement in the 6 bathrooms now for the following reasons:

- i) The leak on the cold water riser was very close to the floor plate at the bottom of the bathroom wall in suites 217 / 218. If we cut out the piece of old pipe which was leaking and tried to repair the pipe, we may not have been able to join the new piece of pipe to the old if the remaining piece of old pipe above the floor plate was not strong enough (i.e. if it was too thin), and then we could not cut back the old pipe further to find a better section of old pipe to solder on the new piece of pipe. We could not leave and cover up the leaks as is, and the repair was risky and could have resulted in no water to these 6 bathrooms or all suites on the east end of the building for some time (as there were no shut-offs for these branch lines in the first floor common hall ceiling). The plumber did not want to cut a hole in the drywall in the first floor hall ceiling (to install the shut-off valves on the branch lines) without asbestos abatement;



- ii) Now that suite 218 had the bathroom wall open and tub and tub tile surround out, it would cost less to do the pipe replacement now than in the future, particularly if it turned out to be necessary to remove and replace the tub tile surround in one bathroom on one or more of the floors [this did turn out to be the case – as well as in suite 218, the original ceramic tile tub surrounds in suites 118 and 318 also had to be removed]. The bathrooms of the 17's are back to back with the 18's (but offset a bit). Suite 117 (new shower stall) and suite 217 (new bathtub) already had new tile surrounds which had been installed by the owners of these suites and, if possible, we did not want to destroy and replace tub surrounds particularly newer ones;
- iii) The owner of suite 218 needed to move into her suite and needed to complete her renovations. She could not do anything further in her bathroom until the pipe replacement was completed.

Between April 28<sup>th</sup>, 2011 and early July 2011, the following work was completed:

- i) Drywall and tile , etc. removal with asbestos abatement from the first floor common hall ceiling, the ceilings and/or walls in the six bathrooms, and the ceiling of the hall closet in suite 117;
- ii) In preparation for the necessary replacement of the hot and cold domestic water pipes for the bathrooms in suites 117, 118, 217, 218, 317 and 318, Corona Plumbing installed new larger size copper piping (1") for and 1" ball valve shut-offs on the two branch / riser pipes coming off the main water lines in the first floor common hall ceiling;
- iii) Corona Plumbing also installed 3/4" ball valve shut-offs on the two branch / riser lines for the bathrooms of suites 113, 114, 213, 214, 313 and 314 (on the other side of the common first floor hall);
- iv) When the drywall was removed from the bathroom ceilings of suites 117 and 118, we discovered the hot and cold domestic water pipes for the kitchens in suites 117, 217 and 317 (branching off the piping for the bathrooms). The water on the east side / end of the building has to be shut off again in order for Corona Plumbing to install new larger size copper branch pipes and 2 – 3 / 4" ball valve shut offs for the kitchens and a 1/ 2" ball valve (with drain) for the exterior hose bib outside of suite 117, in and going back to join the main water lines in the first floor common hall ceiling, so these new branch pipes for the kitchens and exterior hose bib can be shut off separately in the future. The new 3/4" piping for the kitchens in suites 117, 217 and 317 and the 1/2" piping for the exterior hose bib were installed from the first floor common hall ceiling through the bathroom ceiling of suite 117, through the bathroom ceiling of suite 118 and then into the ceiling of the hallway closet in suite 117 (across from the kitchen). At that point the new 3/4" pipes for the kitchens were joined to the existing 1/2" piping for the kitchens and the new 1/2" pipe for the exterior hose bib was capped;
- v) Corona Plumbing & Heating Ltd. replaced all the hot and cold domestic water pipes for the bathrooms in the six (6) suites. This included the installation of new type "k" (thicker wall size) copper piping, larger diameter piping for many of the lines, and new shut-off valves and (as necessary) supply lines (from the shut-off valves to the tap fixtures) under the bathroom sinks and for the toilets;
- vi) The individual owners paid for the new tub / shower diverters installed by Corona Plumbing in suite suites 118, 218 and 318. New tubs were installed in suites 118 and 218;
- vii) Since original construction, due to excessive settlement of the building around the vertical sewer drain pipes / stacks inside the bathroom walls, the horizontal drain pipes (waste arms) for the basins (sinks), the tub drain lines and the toilet drain pipes, particularly on the third and second floors, were not sloping correctly (they were back-sloped), etc. Also, at the joints some of the clamps on the cast drain pipes were in poor condition and at least one was leaking. While most of the drain pipes were still accessible because some of the walls and ceilings were open for the domestic water piping replacement, Corona Plumbing attended to the necessary re-grading and repairs to this drainage piping, etc. They also replaced the drainage piping, lead stub and brass floor flange for the toilet in suite 318;





- viii) The extensive restoration of the six bathrooms, etc. including replacement of drywall, replacement of the ceramic tile tub surrounds in suites 118, 218 (by owner) and 318, painting, and reinstallation of bathroom vanities and toilets, etc.;
- ix) Installation of temporary plywood access panels on the first floor common hallway ceiling between suites 113/118 and 114/117.

The total costs were **\$32,151.64** (\$21,597.84 in "Boiler / Mechanical / Plumbing" and \$10,553.80 in "Repairs-Interior" for the resultant interior damage repairs, etc, costs). Council members have been or will be (the last invoice) provided with copies of the 19 invoices. [Note: Council members were provided with the final Excel spreadsheet, dated November 18, 2011, detailing the total pipe replacement (and other related plumbing work) costs for the pipe replacement in the bathrooms, etc. of suites 117, 118, 217, 218, 317 and 318, etc.]

**f) Replacement and Upgrading of Boiler Systems for the Building Heating System and Domestic Hot Water System**

Council members had been provided with sheets, prepared by the Property Manager, detailing the natural gas consumption (GJ) by monthly billing periods and the average daily gas consumption for the annual periods from September 7, 2007 to September 7, 2011 (and from December 7, 1995 to September 5, 2011).

For the 12 month period (September 8, 2010 to September 7, 2011) in 2010 / 2011, when the new boiler systems were mainly operational, the average percentage savings in daily gas consumption were as follows:

- 6.37% less than the same period in 2009 / 2010
- 9.14% less than the same period in 2008 / 2009
- 14.69% less than the same period in 2007 / 2008
- 17.23% less than the period from December 7, 1995 to September 5, 2001
- 22.56% less than 1999 (November 5, 1998 to November 2, 1999)

Most of the savings in gas consumption were during the two month billing period (from July 7, 2011 to September 7, 2011) when both heating boilers were shut off for the summer.

Based on operation of the new boiler systems for only one year, it seems we will probably be able to achieve savings in gas consumption averaging 10% or more. In 2010, we had hoped to obtain significant (at least 20%) savings in natural gas consumption and costs.

As of July 6, 2011, both heating boilers were shut off for the summer. On September 20<sup>th</sup>, 2011 the smaller heating boiler was turned back on. On November 8<sup>th</sup>, 2011 the second heating boiler was back on.

The outdoor sensors are hooked up to the heating boilers, etc. and the controllers (computers) for both heating boilers are now operational. Corona Plumbing & Heating Ltd. will continue to fine tune the operation of the building heating boiler system, etc.



**g) Caretaker**

The last increase in the Caretaker's salary was effective June 1, 2010. The increase in the Vancouver CPI (All-Items) for the period December 2009 to December 2010 was 2.5%.

The Caretaker, Dusttin Van Tinne, left the Meeting.

Following discussion, it was

**MOVED AND SECONDED**

To approve a \$35.00 (2.36%) increase in the Caretaker's gross salary to \$1,515.00 per month, effective January 1<sup>st</sup>, 2012.

**MOTION CARRIED (5 in favour, 0 opposed, 0 abstentions)**

Following discussion, it was also

**MOVED AND SECONDED**

To pay a \$150.00 Seasonal Gift to the Caretaker for 2011.

**MOTION CARRIED (5 in favour, 0 opposed, 0 abstentions)**

**6. ADJOURNMENT**

It was

**MOVED**

To adjourn the Meeting at 10:30 p.m.

**MOTION CARRIED**

**7. NEXT COUNCIL MEETING**

Annual General Meeting and Council Meeting to be held on Wednesday, December 14<sup>th</sup>, 2011.

Respectfully submitted,

Mark Braam, B. Com., Property Manager / Agent

CENTURY 21 PRUDENTIAL ESTATES (RMD) LTD.

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UNDER THE STRATA PROPERTY ACT, PROPERTY MANAGERS WORK FOR THE OWNERS OF THE STRATA CORPORATION. UNDER THE STRATA PROPERTY ACT AND THE PRIVACY ACT, WHEN SELLING YOUR UNIT THE PROPERTY MANAGER MAY ONLY COMMUNICATE WITH THE OWNER OR THE SELLER'S AGENT UPON PRESENTATION OF THE WRITTEN VERIFICATION OF SUCH A RELATIONSHIP.

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