

**THE MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN V.R. 190 - DOGWOOD PLACE
HELD ON MONDAY, DECEMBER 10TH, 2012 AT 8:50 P.M. IN THE RECREATION ROOM, 750 EAST
7TH AVENUE, VANCOUVER, B.C.**

COUNCIL IN ATTENDANCE:	DUSTTIN VAN TINNE	PRESIDENT	SUITE 219
	ERICA SPRAGUE	VICE PRESIDENT	SUITE 316
	PETER DEGROOT	TREASURER	SUITE 115
	CHARLENE BROWN		SUITE 220
	FRANCISCO MENDONCA		SUITE 206
	JAY MCGEACHAN		SUITE 217
	RAVINA JOHAL		SUITE 207

ABSENT WITH REGRETS: NONE

GUESTS / OBSERVERS:	MEGAN ATKINSON	SUITE 214
	JESSICA KALRA	SUITE 216

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 9:00 p.m.

2. ELECTION OF STRATA COUNCIL OFFICERS

The following Strata Council Officers were elected by acclamation:

PRESIDENT	DUSTTIN VAN TINNE
VICE PRESIDENT	ERICA SPRAGUE
TREASURER	PETER DEGROOT

3. FINANCE REPORT

a) Special Levy / Arrears

As of December 2012, all owners (including Strata Lot 52) have paid the full amount of their portion of the Special Levy in the total amount of \$50,000.00, for which payment could be made by June 1, 2012 without late payment penalties.

a) Financial Statements – November 2011 to October 2012

The previous Treasurer, Jessica Kalra, reported that she had reviewed the November 2011 to October 2012 monthly Financial Statements and they appeared to be in good order. It was

MOVED AND SECONDED

To approve the November 2011 to October 2012 Operating Statements as prepared by Century 21 Prudential Estates (RMD) Ltd., Property Management Division.

MOTION CARRIED (5 in favour, 2 abstentions)

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 10th, 2012 that the Strata Agent for the 2013 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)

4. BUSINESS ARISING AND NEW BUSINESS**a) Insurance Appraisal Updates**

The last appraisal update was in April 2012. Previously the Strata Corporation engaged Suncorp Valuations for their re-appraisal service, which includes an appraisal inspection and report in the first year and two free annual updates in the following two years. The appraisal report should be completed prior to the renewal of the Insurance Policy on April 30, 2013.

The Strata Corporation is required under the *Strata Property Act* to maintain insurance on the basis of full replacement value. Insurers require that a strata corporation have an up to date appraisal before they will insure on the basis of full replacement value. The Agency Agreement with Century 21 Prudential Estates (RMD) Ltd. states that the Agent will upon direction of Council secure annual updates to the insurance appraisal. The Strata Corporation through this Council resolution (below) directs its Agent to obtain annual updates of the insurance appraisal on behalf of the Strata Corporation when required so it may satisfy this requirement of the *Strata Property Act* and its Strata Agency Agreement with Century 21 Prudential Estates (RMD) Ltd. It was therefore

**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 10th, 2012 that the Strata Agent is hereby directed to obtain an update to the Insurance Appraisal when required, and to have the expense charged to the Operating Fund of the Strata Corporation.

MOTION CARRIED (Unanimous)

b) Interior Improvements, Etc.

Council members and the two guests (Megan Atkinson and Jessica Kalra) questioned why Pacifica Painting and Restoration Ltd. refused to accept (even with amendments) our revised Draft Interior Improvements Contract Agreement (including all our clear, precise and detailed specifications and terms and conditions, etc.) dated October 25, 2012 (10 pages) – what were the issues? The President, Dusttin Van Tinne, advised Council members and the guests what Adi Bunim of Pacifica had told him. Following discussion, some Council members still questioned why they would reject our specifications, etc.

The President advised that he had talked to 5 / 6 of the references provided by Pacifica and none of them had anything negative to say about Pacifica, and he is comfortable with Pacifica.

Following a brief discussion of the history of the process of obtaining quotations / estimates from the various contractors / companies and preparation of our specifications, etc., the Property Manager suggested that the Strata Council has two options to consider:

- i) Accept the Proposal from Pacifica Painting and Restoration Ltd., without our detailed specifications, etc.; OR
- ii) Reject the Pacifica Proposal, and split our specifications, etc. into at least two parts (painting and flooring) and retender the interior improvements / upgrading project.

Following further lengthy discussion and debate, including about particular items in our specifications, etc. but not in the Pacifica Proposal, it was

MOVED AND SECONDED

To approve the revised Proposal / Job Estimate / Contract received on November 15, 2012 from Pacifica Painting and Restoration Ltd. in the total amount of \$67,645.00 + HST (total \$75,762.40), including the "Discounted price for all items priced as one project" in the amount of \$59,750.00 + HST (total \$66,920.00) and the "Additional Items" (not spot retexture) totalling \$7,895.00 + HST (total \$8,842.40), subject to Pacifica agreeing to and signing off on the following conditions and terms:

- i) A check list detailing exactly which doors are to be painted and whether one side or two sides for particular doors, in accordance with our Interior Improvements Contract Agreement, dated October 25, 2012;
- ii) A one (1) year labour (workmanship) and materials warranty / guarantee on all Work (everything) by Pacifica in writing; and,
- iii) A 10% lien holdback for 55 days following substantial completion.

MOTION CARRIED (Unanimous)

It was agreed that if Pacifica Painting and Restoration Ltd. says no to any of the three conditions and terms in the MOTION above, Council will meet again to consider if the project should be retendered.

Council members and the two Guests again looked at sample books provided by Pacifica with heavier gauge Commercial vinyl flooring products. Everyone agreed (confirmed) they were in favour of the following vinyl flooring product:

"Beaulieu, Inspiration Karisma, Palazzio Dark Grey, Product Code: G1622".

5. ADJOURNMENT

It was

MOVED

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

MOTION CARRIED

6. 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)

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.