

**ANNUAL GENERAL MEETING**

**TUESDAY, SEPTEMBER 27<sup>th</sup>, 2011**

**BARCLAY MANOR - VR 856**

**CONSIDERATION OF 3/4 VOTE "A" BYLAW AMENDMENT - BALCONY ENCLOSURE**

Be it resolved by a 3/4 vote of the Owners of Strata Plan VR 856 Barclay Manor, that Section 46 of the Bylaws of the Strata Corporation be amended by replacing it with the following

46 (1) The Strata Corporation will permit an owner to enclose a balcony provided the following conditions are met:

- (a) the owner must obtain: written approval from Council for balcony limited common property enclosure; the appropriate permit or permits from the City of Vancouver.
- (b) the owner must sign an Assumption of Liability Form prior to undertaking the balcony enclosure.

**Rationale:**

The above bylaw amendment will resolve the issue of calling for a general meeting every time a request for balcony enclosure is forwarded to Council for approval. This bylaw amendment, if approved by a 3/4 vote, will allow Council to verify that the proposed balcony enclosure application meets the specifications and design standard previously approved by owners and specifications approved by the City of Vancouver through a permit issued to the owner. In addition, an Assumption of Liability Form will make the owner and any future owner of the same unit, responsible for the alterations and for future maintenance and repairs to the proposed enclosure. The owner and any future owner will also be responsible for any costs associated with the alteration and costs associated with the future maintenance and repairs to the proposed enclosure.

**CONSIDERATION OF 3/4 VOTE "B" BYLAW AMENDMENT - MAXIMUM FINE**

Be it resolved by a 3/4 vote of the Owners of Strata Plan VR 856 Barclay Manor, that Section 23 (1) of the Bylaws of the Strata Corporation be amended by replacing it with the following

23 (1) The Strata Corporation may fine an owner a maximum of:

- (a) \$200.00 for each contravention of a bylaw, and
- (b) \$50.00 for each contravention of a rule

**Rationale:**

The existing maximum fine of \$75.00 was felt to be too low to act as an effective deterrent against bylaw violations. Further, the increased maximum amount will give the strata council a range of fines to work within, depending on the severity and nature of the infraction. Also, the words "or tenant" have been deleted. The Strata Property Act does not give the strata corporation the authority to levy a fine against a tenant, only against an owner.

Barclay Manor (VR856)					
Approved Budget - August 1, 2011 To July 31, 2012					
		June 30, 2011	July 31, 2011	2010-2011	2011-2012
Account	Account Name	Year To Date	Estimated	Annual	New
		Actual	Year End	Budget	Budget
<b>RECEIPTS / REVENUE</b>					
5285-0000	Interest Income	822.52	902.52	200.00	200.00
5290-0000	Fobs/Keys/Remotes	950.00	1,050.00	0.00	0.00
5320-0000	Laundry Income	7,632.56	10,619.00	10,000.00	10,000.00
5385-0000	MoveIn/Out Fee	1,000.00	1,100.00	300.00	300.00
5410-0000	Other Income	(0.06)	0.00	0.00	0.00
5455-0000	Prior Years Surplus	0.00	0.00	0.00	0.00
5500-0000	Owners' Contributions (3% increase in fees)	147,494.49	160,902.73	160,902.73	164,569.17
5700-0000	Storage Income	660.00	720.00	0.00	0.00
	<b>TOTAL RECEIPTS / REVENUE</b>	<b>\$ 158,559.51</b>	<b>\$ 175,294.25</b>	<b>\$ 171,402.73</b>	<b>\$ 174,069.17</b>
<b>EXPENSES &amp; RESERVES</b>					
<b>ADMINISTRATIVE EXPENSES</b>					
6004-0000	Statutory Review of Trust Accounts	392.00	392.00	395.00	395.00
6008-0000	Additional Services	1,456.00	1,456.00	448.00	448.00
6018-0000	Appraisal (expensed every 3 years - entering year 1)	700.00	700.00	0.00	700.00
6028-0000	Bank Charges	253.00	276.00	276.00	300.00
6068-0000	Miscellaneous	540.88	600.00	700.00	700.00
6078-0000	Insurance Deductibles / Claims	0.00	0.00	5,000.00	5,000.00
6080-0000	Insurance Premium (15% increase)	12,778.49	14,011.20	13,750.00	15,812.00
6088-0000	Legal Fees	0.00	0.00	150.00	150.00
6098-0000	Management Fees (no increase)	15,736.72	17,167.32	17,167.32	17,167.32
6128-0000	Postage/Copies/Office Exp.	1,588.83	1,660.00	2,000.00	2,000.00
	<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>33,445.92</b>	<b>36,262.52</b>	<b>39,886.32</b>	<b>42,672.32</b>
<b>EMPLOYEE EXPENSES</b>					
6258-0000	Workers' Compensation	282.70	282.70	318.00	318.00
	<b>TOTAL EMPLOYEE EXPENSES</b>	<b>282.70</b>	<b>282.70</b>	<b>318.00</b>	<b>318.00</b>
<b>UTILITIES</b>					
6308-0000	Electricity	8,479.81	10,080.00	9,500.00	9,500.00
6316-0000	Gas	10,675.91	12,554.00	15,000.00	15,000.00
6336-0000	Water & Sewer	7,085.29	10,500.00	11,100.00	11,100.00
	<b>TOTAL UTILITIES</b>	<b>26,241.01</b>	<b>33,134.00</b>	<b>35,600.00</b>	<b>35,600.00</b>
<b>CONTRACT / BLDG EXPENSES</b>					
7024-0000	Communications	0.00	0.00	1,200.00	0.00
7048-0000	Elevator & License (6% increase)	5,429.36	5,885.00	5,675.00	6,016.00
7058-0000	Enterphone	751.52	819.84	1,000.00	1,000.00
7069-0000	Fire Protection	553.50	553.50	2,800.00	2,800.00
7080-0000	Garbage Collection	3,656.52	3,940.52	4,400.00	4,400.00
7096-0000	Janitorial ( assuming 3% increase)	35,560.43	37,338.56	37,338.56	38,000.00
7100-0000	Landscaping	1,001.04	1,500.00	1,500.00	3,000.00
7126-0000	Mechanical	0.00	0.00	1,000.00	0.00
7144-0000	Pest Control	1,097.60	1,207.36	2,300.00	1,300.00
7162-0000	Recycling	1,296.00	1,296.00	1,300.00	1,378.00
	<b>TOTAL CONTRACT / BLDG EXPENSES</b>	<b>49,345.97</b>	<b>52,540.78</b>	<b>58,513.56</b>	<b>57,894.00</b>
<b>REPAIRS &amp; MAINTENANCE EXPENSES</b>					
7550-0000	Carpet Cleaning	1,288.00	1,288.00	2,000.00	2,000.00
7660-0000	Repairs & Maintenance	8,824.56	10,000.00	14,284.85	14,284.85
7712-0000	Grounds Improvements	1,232.00	1,500.00	1,500.00	0.00
7728-0000	Locks/Keys	1,014.05	1,200.00	1,300.00	1,300.00
7738-0000	Mechanical	3,983.21	4,700.00	2,000.00	4,000.00
7882-0000	Supplies	543.33	800.00	1,000.00	1,000.00
	<b>TOTAL REPAIRS &amp; MAINTENANCE EXPENSES</b>	<b>16,885.15</b>	<b>19,488.00</b>	<b>22,084.85</b>	<b>22,584.85</b>

Barclay Manor (VR856)					
Approved Budget - August 1, 2011 To July 31, 2012					
Account	Account Name	June 30, 2011 Year To Date	July 31, 2011 Estimated	2010-2011 Annual	2011-2012 New
	TOTAL OPERATING EXPENSES	126,200.75	141,708.00	156,402.73	159,069.17
	CRF & OTHER BUDGETED RESERVE FUNDS				
8920-0000	Contingency Reserve Fund	13,750.00	15,000.00	15,000.00	15,000.00
	TOTAL RESERVE FUNDS	13,750.00	15,000.00	15,000.00	15,000.00
	TOTAL EXPENSES & RESERVES	139,950.75	156,708.00	171,402.73	174,069.17
	SURPLUS / (DEFICIT)	18,608.76	18,586.25	-	-

**Barclay Manor (VR856)**  
**Proposed Strata Fee Schedule**  
**For the Year August 1, 2011 To July 31, 2012**

Unit#	SL#	U/E	Old Strata Fee	Operatin g Portion	CRF/Res erves Portion	Fee Inc/Dec by	New Strata Fee
101	4	639	\$227.72	\$211.67	\$21.23	\$5.18	\$232.90
102	3	615	\$219.15	\$203.72	\$20.43	\$5.00	\$224.15
103	2	629	\$224.14	\$208.36	\$20.90	\$5.11	\$229.25
104	1	699	\$249.09	\$231.55	\$23.22	\$5.68	\$254.77
201	12	669	\$238.40	\$221.61	\$22.22	\$5.43	\$243.83
202	13	632	\$225.22	\$209.35	\$21.00	\$5.13	\$230.35
203	14	590	\$210.25	\$195.44	\$19.60	\$4.79	\$215.04
204	9	619	\$220.58	\$205.05	\$20.56	\$5.03	\$225.61
205	8	628	\$223.80	\$208.03	\$20.86	\$5.09	\$228.89
206	7	810	\$288.64	\$268.32	\$26.91	\$6.58	\$295.22
207	6	763	\$271.89	\$252.75	\$25.35	\$6.20	\$278.09
208	5	627	\$223.43	\$207.70	\$20.83	\$5.10	\$228.53
209	10	637	\$227.00	\$211.01	\$21.16	\$5.17	\$232.17
210	11	585	\$208.47	\$193.78	\$19.43	\$4.75	\$213.22
301	22	655	\$233.41	\$216.97	\$21.76	\$5.32	\$238.73
302	23	623	\$222.01	\$206.37	\$20.70	\$5.06	\$227.07
303	24	596	\$212.39	\$197.43	\$19.80	\$4.84	\$217.23
304	19	607	\$216.31	\$201.07	\$20.17	\$4.93	\$221.24
305	18	625	\$222.73	\$207.03	\$20.76	\$5.07	\$227.80
306	17	808	\$287.93	\$267.65	\$26.84	\$6.57	\$294.50
307	16	754	\$268.68	\$249.77	\$25.05	\$6.13	\$274.81
308	15	618	\$220.22	\$204.72	\$20.53	\$5.03	\$225.25
309	20	632	\$225.22	\$209.35	\$21.00	\$5.13	\$230.35
310	21	699	\$249.09	\$231.55	\$23.22	\$5.68	\$254.77
401	32	655	\$233.41	\$216.97	\$21.76	\$5.32	\$238.73
402	33	623	\$222.01	\$206.37	\$20.70	\$5.06	\$227.07
403	34	596	\$212.39	\$197.43	\$19.80	\$4.84	\$217.23
404	29	607	\$216.31	\$201.07	\$20.17	\$4.93	\$221.24
405	28	625	\$222.73	\$207.03	\$20.76	\$5.07	\$227.80
406	27	808	\$287.93	\$267.65	\$26.84	\$6.57	\$294.50
407	26	754	\$268.68	\$249.77	\$25.05	\$6.13	\$274.81
408	25	618	\$220.22	\$204.72	\$20.53	\$5.03	\$225.25
409	30	632	\$225.22	\$209.35	\$21.00	\$5.13	\$230.35
410	31	699	\$249.09	\$231.55	\$23.22	\$5.68	\$254.77
501	43	655	\$233.41	\$216.97	\$21.76	\$5.32	\$238.73
502	44	623	\$222.01	\$206.37	\$20.70	\$5.06	\$227.07
503	45	596	\$212.39	\$197.43	\$19.80	\$4.84	\$217.23
504	40	607	\$216.31	\$201.07	\$20.17	\$4.93	\$221.24
505	39	625	\$222.73	\$207.03	\$20.76	\$5.07	\$227.80
506	38	601	\$214.17	\$199.08	\$19.97	\$4.88	\$219.05
507	37	556	\$198.14	\$184.18	\$18.47	\$4.51	\$202.65
508	36	589	\$209.89	\$195.11	\$19.57	\$4.79	\$214.68
509	35	593	\$211.32	\$196.43	\$19.70	\$4.81	\$216.13
510	41	632	\$225.22	\$209.35	\$21.00	\$5.13	\$230.35

511	42	699	\$249.09	\$231.55	\$23.22	\$5.68	\$254.77
601	54	739	\$263.34	\$244.80	\$24.55	\$6.01	\$269.35
602	55	584	\$208.16	\$193.45	\$19.40	\$4.69	\$212.85
603	50	781	\$278.32	\$258.71	\$25.95	\$6.33	\$284.65
604	49	910	\$324.27	\$301.44	\$30.23	\$7.40	\$331.67
605	48	811	\$289.03	\$268.65	\$26.94	\$6.56	\$295.59
606	47	836	\$297.91	\$276.93	\$27.77	\$6.79	\$304.70
607	46	625	\$222.73	\$207.03	\$20.76	\$5.07	\$227.80
608	51	912	\$325.01	\$302.10	\$30.30	\$7.39	\$332.40
609	52	864	\$307.92	\$286.20	\$28.70	\$6.99	\$314.91
610	53	805	\$286.81	\$266.66	\$26.74	\$6.59	\$293.40
701	56	608	\$216.65	\$201.40	\$20.20	\$4.95	\$221.60

<b>Monthly Total</b>		<b>37,627</b>	<b>#####</b>	<b>#####</b>	<b>\$1,250.00</b>	<b>\$305.51</b>	<b>#####</b>
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29 SEP 2011 15 02

BB1989899

**Strata Property Act  
Form I  
AMENDMENT TO BYLAWS**


**(Section 128)**

The Owners, Strata Plan VR 856 certify that the following or attached amendments to the bylaws of the strata corporation were approved by a resolution passed in accordance with section 128 of the Strata Property Act at an annual or special general meeting held on

SEPT. 27TH 2011 23.1 46.1

*wording of bylaw amendments attached*

  
Signature of Council Member

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

\* Section 128 (2) of the Act provides that an Amendment to Bylaws must be filed in the land title office.

**ANNUAL GENERAL MEETING**

**TUESDAY, SEPTEMBER 27<sup>th</sup>, 2011**

**BARCLAY MANOR - VR 856**

**CONSIDERATION OF 3/4 VOTE "A" BYLAW AMENDMENT - BALCONY ENCLOSURE**

Be it resolved by a 3/4 vote of the Owners of Strata Plan VR 856 Barclay Manor, that Section 46 of the Bylaws of the Strata Corporation be amended by replacing it with the following

46 (1) The Strata Corporation will permit an owner to enclose a balcony provided the following conditions are met:

- (a) the owner must obtain: written approval from Council for balcony limited common property enclosure; the appropriate permit or permits from the City of Vancouver.
- (b) the owner must sign an Assumption of Liability Form prior to undertaking the balcony enclosure.

**Rationale:**

The above bylaw amendment will resolve the issue of calling for a general meeting every time a request for balcony enclosure is forwarded to Council for approval. This bylaw amendment, if approved by a 3/4 vote, will allow Council to verify that the proposed balcony enclosure application meets the specifications and design standard previously approved by owners and specifications approved by the City of Vancouver through a permit issued to the owner. In addition, an Assumption of Liability Form will make the owner and any future owner of the same unit, responsible for the alterations and for future maintenance and repairs to the proposed enclosure. The owner and any future owner will also be responsible for any costs associated with the alteration and costs associated with the future maintenance and repairs to the proposed enclosure.

**CONSIDERATION OF 3/4 VOTE "B" BYLAW AMENDMENT – MAXIMUM FINE**

Be it resolved by a 3/4 vote of the Owners of Strata Plan VR 856 Barclay Manor, that Section 23 (1) of the Bylaws of the Strata Corporation be amended by replacing it with the following

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- (a) \$200.00 for each contravention of a bylaw, and
- (b) \$50.00 for each contravention of a rule

**Rationale:**

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28 SEP 2010 15

BB1705473

**baywest.**  
management corp

300 – 1770 Burrard Street Vancouver  
British Columbia, Canada V6J 3G7  
Phone (604) 257-0325  
Fax (604) 592-3950

**REGISTRAR  
LAND TITLE OFFICE  
NEW WESTMINSTER, BC**

**DATE: September 27, 2010**

Please receive herewith the following document(s) for filing:

**FORM 1 – AMENDMENTS TO BYLAWS**

**STRATA PLAN VR856**



**Wilson Munoz**

Baywest Management Corp (Vancouver)  
300-1770-Burrard Street  
Vancouver BC V6J 3G7  
604-257-0325



**Strata Property Act  
Form I  
AMENDMENT TO BYLAWS**

*(Section 128)*

The Owners, Strata Plan VR 856, BARCLAY MANOR certify that the following or attached amendments to the bylaws of the strata corporation were approved by a resolution passed in accordance with section 128 of the Strata Property Act at an annual or special general meeting held on Sept. 23, 2010

*wording of bylaw amendments attached*



\_\_\_\_\_  
Signature of Council Member



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

\* Section 128 (2) of the Act provides that an Amendment to Bylaws must be filed in the land title office.

It is resolved by  $\frac{3}{4}$  vote of the Owners of Strata Plan VR 856, Barclay Manor, that the Bylaws of Strata Plan VR 856 be amended as follows:

**1) Amend Bylaw 38 by repealing the current bylaw in its entirety, and replacing it with the following proposed bylaw 38(1)**

**Current – Bylaw 38**

38 (1) Each change of tenancy will result in a move-in fee of \$ 50 (fifty dollars).

**Proposed – Bylaw 38**

38 (1) Each change of tenancy will result in a move-in fee of \$ 100 (one-hundred dollars).



**Dye & Durham Corporation**  
A Subsidiary Company of The Cartwright Group Ltd.  
www.dyedurhambc.com

10-520 JYAL AVENUE, NEW WESTMINSTER, BC, V3M 1J2  
PH: (604) 257-1800 FAX: (604) 257-1888 TOLL FREE: 1-800-661-1811

VICTORIA: MAIN FLOOR - 734 BROUGHTON ST., VICTORIA, BC, V8W 1E1  
PH: (250) 853-1700 FAX: (250) 933-1717 TOLL FREE: 1-800-665-6211

VANCOUVER: BOX B, SUITE 133-970 BURNARD STREET  
VANCOUVER, BC, V6Z 2R4  
PHONE: (604) 257-1850 FAX: (604) 257-1855

ABBOTSFORD: #3 - 33232 SOUTH FRASER WAY, ABBOTSFORD, BC, V2S 2S3  
PHONE: 1-800-661-1811 FAX: (604) 257-1889



30580066954654

BAYWEST MGMT CORP (Van)  
300 - 1770 BURNARD ST.  
VANCOUVER, BC

V6J 3G7

PH: (604) 257-0325 FAX: (604) 736-5044

Direct Phone:

Extension:

Contact:

Direct Fax:

Solicitor:

Floor:

Account:

Order No:

305800

6695465-4

☐ **HOLD:** ☐ For Instructions ☐ Specific Date: \_\_\_\_\_  
(We wait for call) (We register on date noted)

☐ **MEET:** \_\_\_\_\_  
(Specify Agent and Firm Name)

☐ **PHONE** ☐ Numbers ☐ Post ☐ Search

☐ **FAX** ☐ Numbers ☒ Post ☐ Search

☐ **PRE** ☐ **POST** ☒ **NO PRE** ☒ **NO INSPECTION**

All Land registrations except discharges of mortgages will receive a pre-search (which includes a pre-inspection) unless specified above.

Email

Today's Date

File Name/  
Reference #

☐ **NEW WEST**

☐ **VANCOUVER**

☐ **VICTORIA**

☐ **OTHER:** \_\_\_\_\_

Return by: All completed files  
returned on next scheduled run

☐ **DYE & DURHAM**

☐ **OTHER COURIER**

☐ **MAIL**

### REAL ESTATE

**PID #** \_\_\_\_\_  
**REGISTER** - Note special instructions below

☐ Transfer ☐ CPL  
☐ Mortgage ☐ Lien  
☐ Assignment of Rents ☐ Charge  
☐ Release ☐ Plan  
☐ STC ☐ Other

**SEARCH**  
☐ Title Search ☐ Legal Description  
☐ Copy Non-Financial ☐ Tax Information  
☐ Copy Financial ☐ Assessment  
☐ Plan (Sub/Strata) ☐ Name Search  
☐ Plan (RW/Easement) ☐ Other-see below

### MISCELLANEOUS SERVICES

☐ Manufactured Homes ☐ BC Gazette  
☐ Crown Publications ☐ Vital Statistics  
☐ Bank of Canada ☐ Ships Registry  
☐ Bankruptcy ☐ Execution Search  
☐ Dun & Bradstreet ☐ Archives  
☐ Indian Affairs ☐ Other

☐ Search ☐ File ☐ Obtain copy

### CORPORATE & COMMERCIAL

#### FILE & SEARCH

☐ Basic Search ☐ File Documents  
☐ Full Search ☐ Proof of Registration  
☐ Priority ☐ Certify  
☐ Extract/Copy ☐ CGS/Status

#### PERSONAL PROPERTY

☐ PPR ☐ File  
☐ UCC ☐ Search

#### NAME RESERVATIONS

☐ BC Ltd. Company/Society  
☐ Partnership/Proprietorship  
☐ NUANS Federal  
☐ (Other Jurisdictions)

#### TRADEMARKS

☐ Trademark Search ☐ Trademark NUANS  
☐ Search with Opinion ☐ Trademark Locate

#### DOMAIN NAMES

☐ Search ☐ Register

### LITIGATION

**REGISTRY:** \_\_\_\_\_

**ACTION #:** \_\_\_\_\_

☐ File Court ☐ Supreme  
☐ File LTO ☐ Federal  
☐ Service ☐ Appeal  
Note details below ☐ Small Claims  
☐ Search ☐ Provincial - Family  
☐ Copy ☐ Provincial - Criminal  
☐ Other- see below ☐ Probate

### MOTOR VEHICLE

☐ Current Search  
☐ Certified as at: \_\_\_\_\_  
☐ Name Search (Court document required)

### PROCESS SERVING

☐ Serve Evasive ☐ Yes ☐ No  
Can Rule 12 be used? ☐ Yes ☐ No  
☐ File After Serving  
☐ Serve Unfiled Documents  
☐ Affidavit of Service Required  
Last Valid Date for Service \_\_\_\_\_

### INSTRUCTIONS:

Legal, Roll #, Style of Cause, MHR, etc.

Cheques enclosed:

Cheque #

Amount \$

### SHADED AREA FOR D&D USE

D & D NOTATIONS

PRODUCT

QTY.

DISB.

Phone/Fax

Mail

Long Dist.

Search

Copies

Pre

Post

Meet

Pay Disb.

Courier

Hold

File

1231 Bryan

FS1

235  
30

INSTRUCTIONS

READ BY:

ORIGINAL

PLEASE SEE REVERSE FOR TERMS AND CONDITIONS

# **VR 856 – Barclay Manor Bylaws**

## **Division 1 – Duties of Owners, Tenants, Occupants and Visitors**

### **Payment of strata fees**

**1** An owner must pay strata fees on or before the first day of the month to which the strata fees relate.

### **Repair and maintenance of property by owner**

**2 (1)** An owner must repair and maintain the owner's strata lot, except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.

(2) An owner who has the use of limited common property must repair and maintain it, except for repair and maintenance that is the responsibility of the strata corporation under these bylaws.

### **Use of property**

**3 (1)** An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that

(a) causes a nuisance or hazard to another person,

(b) causes unreasonable noise,

(c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,

(d) is illegal, or

(e) is contrary to a purpose for which the strata lot or common property is intended as shown expressly or by necessary implication on or by the strata plan.

(2) An owner, tenant, occupant or visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets or those parts of a strata lot which the strata corporation must repair and maintain under these bylaws or insure under section 149 of the Act.

(3) An owner, tenant or occupant must not:

(a) use a strata lot for any purpose which involves undue traffic or noise in or about the strata lot or common property between the hours of 10:30 p.m. and 7:00 a.m. or that encourages loitering by persons in or about the strata lot or common property;