

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93,
FRANCISCO LANE, HELD ON TUESDAY, FEBRUARY 9, 2010, AT 7:00 PM IN THE
EXERCISE ROOM, 6700 RUMBLE STREET, BURNABY, BC**

Council in attendance: Dave Davies
Carol Cruickshank
Mark Cockle
Igor Skobkareva

Glen Mason,
Strataco Management Ltd.

Absent with leave: Michael Layne
Dean Shiskowski

CALL TO ORDER:

The meeting was called to order by Mr. Dave Davies at 7:00 pm.

DELEGATION – PARA SPACE LANDSCAPING:

Representatives from Para Space Landscaping attended the meeting as a delegation, to provide an explanation to Council for a proposed 15% increase in the costs for the 2010 landscape contract. The current contract expires on February 28, 2010. The primary reason for the significant increase is the City of Burnaby bylaws which severely restrict the use of herbicides and pesticides for insect and weed control. Due to the inability to apply herbicides to the lawns, common weeds will eventually become prolific. It is not realistic (nor economically feasible) for the landscape contractor or the Strata Corporation to expect that the weeds will be removed by hand from the lawn areas. The contractor has indicated that the planted garden areas will receive increased hand weeding, which essentially results in higher costs. The contractor was not prepared to reduce services for a reduced cost. The contractor's minimum annual fee well surpasses that which was budgeted by the Strata Corporation.

Mr. Davies thanked the Para Space representatives for attending the meeting and advised that Council would consider their proposal. Council requested the Strata Manager again attempt to obtain alternate pricing from other contractors.

ELECTION OF STRATA COUNCIL OFFICERS:

It was

MOVED AND SECONDED:

That Council members be appointed to the following positions:

President	Dave Davies
Vice President	Mark Cockle
Treasurer	Mark Cockle

MOTION CARRIED UNANIMOUSLY

MINUTES OF THE MEETING OF OCTOBER 27, 2009:

The minutes of the meeting of October 27, 2009 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

<p>DRAFT FOR DISCUSSION</p>
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PRESIDENT'S REPORT:

The President reported the following:

- When the weather permits the graffiti on the fencing will be painted over.
- One vehicle was ticketed in the visitor parking area as a result of a complaint.
- The Strata Manager was requested to make arrangements with the contractor responsible for the vehicle gate for replacement keys to the operators in the event Council members require urgent access.
- The Strata Manager was requested to make arrangements for placement of curb stops at parking stalls associated with units 6, 44, 55 and 61, subject to several conditions and a price of \$500.00 + GST.
- The Strata Manager agreed to follow up with several reports of moisture bypassing balconies and/or building details.
- The Strata Manager agreed to make arrangements for the relocation of parking stall "F" to a visitor parking area adjacent to unit 74. Former parking stall "F" will become a visitor parking stall in accordance with a resolution approved by the ownership at the Annual General Meeting.
- The Strata Manager agreed to make arrangements for a fence repair in the vicinity of unit 49.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

In light of the new Treasurer not having an opportunity to review the financial statements for the months of September through December 2009, it was

MOVED AND SECONDED:

That the financial statement for September 2009 remain tabled and the statements for October, November and December 2009 be tabled until the next Council meeting.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager reviewed the status of accounts receivable, observing that no action was required on any accounts at this time.

2009/2010 Operating Budget

The Strata Manager confirmed the 2009/2010 operating budget had been sent to all owners following its approval at the Annual General Meeting.

Collections

The Strata Manager advised that collections correspondence had been sent regarding a rental parking assignment, and a request for reimbursement for plumbing repairs (sent to two owners). In considering the collections correspondence, it was

MOVED AND SECONDED:

That two owners who had incurred plumbing costs to rectify a common property matter be reimbursed for these costs.

MOTION CARRIED UNANIMOUSLY

2) **Staff Report**

Exercise Equipment

Council reviewed a service report received from Exer-Tech pertaining to an inspection of the equipment located within the clubhouse.

Dryer Vent Cleaning

The Strata Manager agreed to attempt to locate a company which could provide dryer vent cleaning services on a Saturday and was able to access the roof exhaust ports. Should a contractor be located who can perform this service, a voluntary sign up notice will be circulated to the owners, with the cleaning to be performed at the individual owner's expense.

Vehicle Removals

Any vehicles removed from the Strata Corporation's property for non-compliance with the parking bylaws may be retrieved from Mundie's Towing.

Fire Department

It was noted that a list of the Council members had been forwarded to the City of Burnaby Fire Department.

Interior Eavestrough Cleaning

It was reported that the interior eavestroughs throughout the property had been cleaned by Right Choice Property Services.

Snow Removal

The Strata Manager confirmed that arrangements had been made for 2009/2010 snow clearing services with Right Choice Property Services and Tara Cole Bobcat.

Enterphone

Please find attached to the minutes of the meeting a list of criteria which may assist owners if they have poor or no connection with the enterphone at the front of the property. This diagnostic procedure may be of some assistance to owners.

Interior Water Damage Repairs

Council authorized interior repairs as a result of water ingress at four locations. In that the quotations had been received some time ago, the Strata Manager agreed to conduct a survey to ensure that the actual source had been rectified.

Roofing Project

The President provided a summary of the progress on the roofing project. Approximately five buildings have been substantially completed and the contractor is scheduled to correct reported deficiencies. It was

MOVED AND SECONDED:

That Global Lighting replace a damaged light fixture at unit 84 and that the costs be transferred to the roofing contractor.

MOTION CARRIED UNANIMOUSLY

The Strata Manager was requested to make arrangements to forward a repair bill to the roofing contractor for an owner whose vehicle tire was damaged.

Council reviewed correspondence from the contractor reporting weather related project delays, along with correspondence from owners pertaining to an exterior electrical outlet failure and report of a roof leak.

Council also reviewed documentation from JRS Engineering (engineer responsible for field services and project reporting), which included:

- the engineering contract
- two change orders
- various field reports
- payment certificates

Unit 9 Window Inspection

The owner of unit 9 had brought to Council's attention the need for inspection of the bathroom window. The Strata Manager agreed to make arrangements for such an inspection.

Deck Repairs at Unit 60

Council confirmed that SJL Construction could proceed with an investigation of possible water ingress past the deck at unit 60.

3) Correspondence

The Strata Manager reported that since the last meeting of the Strata Council correspondence had been sent or received concerning the following: election, re-election and appreciation to Council; welcome to new owner; hardwood flooring installation; request to comply with parking bylaws.



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Correspondence may be emailed to managers@stratacomgmt.com Thank you for your assistance.

4) Insurance

2010 Insurance Premium Payment

It was noted that the Strata Corporation's insurance policy had been renewed on January 1, 2010, and that the Strata Corporation did not have sufficient funds available in the operating fund to fully pay the insurance premium. This has been the experience of the Strata Corporation in previous years. The Strata Manager recommended that the Strata Council consider approving a resolution which would authorize the borrowing from the contingency reserve fund of any funds required to enable full payment of the insurance premium. The funds borrowed from the contingency reserve will have to be paid back in keeping with the requirements of the Strata Property Act. After a brief discussion it was

MOVED AND SECONDED:

That the Strata Council authorize a transfer of monies from the contingency reserve fund as a loan to the operating fund to enable full payment of the 2010 insurance premium in the amount of \$29,997.00, with said loan to be repaid in full by the end of 2010 by way of equal monthly payments.

MOTION CARRIED UNANIMOUSLY

Property Valuation

The Strata Manager advised that an updated property valuation prepared by Ocean Province Appraisal Company was on file and that the insurer had been advised of the revised valuation.

5) Landscaping

Tree Maintenance

Council reviewed various quotations received from Para Space Landscaping for tree maintenance. Further to the delegation from Para Space Landscaping at the commencement of the meeting, any additional work will be held in abeyance until such time as a landscape contractor has been appointed for 2010. Council agreed that in the interim Para Space would perform landscaping on a month-to-month basis based on a pro-rated 2010 landscape contract price.

Davey Tree Service

Council confirmed that Davey Tree Service had attended to various tree maintenance throughout the property.

6) Completed Items

The Strata Manager advised that the following items had been completed since the last meeting of the Strata Council: report of roof leak at units 7, 56, 57 and 100; broken key repair at recreation centre; water filter maintenance at units 21 and 72; repaired loose boards at garbage container; distributed notices regarding water shutdown and winter precautions; hosted Annual General Meeting; report of eavestrough overflow at unit 18; cleaned perimeter drain at unit 6; repaired light fixture at unit 89; repaired shingle at unit 45; repaired landscape outside of unit 11; lubricated rear gate lock; repaired damaged garbage enclosure and sliding gate; removed birch trees along western property line; changed water filter on main line at unit 80.

7) In Progress

The Strata Manager advised that the following items remained in progress: caulking and trim repairs in showers of washrooms; newspaper box repair.

OTHER BUSINESS:

2010 Meeting Schedule

It was

MOVED AND SECONDED:

That a 2010 meeting schedule be adopted calling for Council meetings to be held on February 9, April 20, June 22, July 28, September 21 and October 26, 2010, and the Annual General Meeting to be held on November 30, 2010.

MOTION CARRIED UNANIMOUSLY

Additional meetings will be called if necessary.

ADJOURNMENT:

There being no further business, the meeting adjourned at 10:00 pm, until Tuesday, April 20, 2010, at 7:00 pm in the exercise room, 6700 Rumble Street, Burnaby, BC.

STRATACO MANAGEMENT LTD.

#101 - 4126 Norland Avenue

Burnaby, BC

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Email: managers@stratacomgmt.com



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

/dc



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Communication and Control Systems Inc.

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(HELPFUL HINTS GUIDE TO RULE OUT ONE SUITE ISSUE PROBLEMS)

- Q I just moved in and the Enterphone does not work. It worked when we looked at the place.
A The previous tenant most likely had Shaw digital phone service. The wiring in the suite is incorrect.
- Q The Enterphone sounds like it is ringing my suite at the front panel, but I don't get ring in the suite
A Verify the phone is actually working and ensure the ringer is turned on.
A Do you have Shaw digital phone service? if yes, contact Shaw as the interface box has quit working.
A Did it work before? if yes, then there may have been changes in the cross connect field due to service problems to the suite. The tenant may have changed service providers and they bypassed the Enterphone equipment.
- Q I can't operate the door with digit 6. (if one suite issue)
A Most likely the guest has called the tenant with a cell phone
A We have come across some phones that do not emit the keypad tones once a call has been answered.
A If the phone uses batteries, try new batteries.
A Try a known working phone and ensure the ringer is turned on.
- Q I can't hear the guest at the front door. They sound very far away or it sounds chopped up
A ADSL Internet signal is interfering with the Enterphone system. Home install micro filters do nothing for the Enterphone equipment. Tenant must request their service provider to install an ADSL POTS filter in the phone room. This is the only remedy.
- Q My new cordless phone will not ring for the Enterphone system.
A Check the jack with a known working corded phone and ensure the ringer is turned on. If corded phone works, problem is with cord less phone.
- Q I just moved in and there are two or more phone jacks. One phone jack works with the phone but not the Enterphone. The other phone jack(s) work properly with the Enterphone service.
A The previous tenant had ADSL internet service and the jack that only works for the incoming phone ring was set up as the modem jack. The modem jack is NEVER run through the Enterphone system.
- Q I have Vonage, Skype, or Magic Jack (or some other internet related company) as my service provider, my phone does not ring for the Enterphone. My phone works for all other calls, what is wrong.
A The Enterphone service is a dedicated hard wired system from the telephone room to the suite. You need to have a service company connect your internet based phone service to the input of the Enterphone service in the phone room. No you cannot just plug in a duplex adaptor in the phone jack along with your internet phone service to make the Enterphone service work.

(HELPFUL HINTS GUIDE TO RULE OUT ONE SUITE ISSUE PROBLEMS) cont...

Q When someone calls my unit, the Enterphone panel rings once and quits or sounds like it was answered. The inuse light stays on for some time then turns off.

A There is a short on your line or your phone is not hanging down properly. Disconnect ALL devices from ALL phone jacks and call the from the front panel again. If the front panel continues to ring two, three or more times, the problem most likley is with your phone equipment. If the front panel quits after one ring then the wires servicing the suite are shorted somewhere past the Enterphone service.

Q When someone calls my suite, they hear dial tone at the front panel or get a recorded message to check the number and dial again,

A The customer service provider has wired the telephone line to the output of the Enterphone service. The telephone line must be connected to the input side of the Enterphone equipment.

Q Sometimes my guests complain that the first time they call my suite, they hear what sound as fax tones. I do not have a fax machine and did not get the call.

A There most likley is an alarm panel that is failing in operation. (Yes you may not use the alarm panel, but it is tied to the phone line) This problem shows up once the main power source has been disconnected and the backup battery is dying. Contact an alarm company to disconnect it. No we will not disconnect it. (due to liability issues.)

A There is some other type of equipment, ie dialup modem on the line. The Enterphone service does not generate these types of tones.

Q I can't get the Enterphone service to work with my cell phone

A The Enterphone I, II, MKIII, IIIs, EP 2000, EPX do not call cell phones.

Francisco Lane

"THE OWNERS STRATA PLAN LMS 93"

101 - 4126 Norland Avenue
Burnaby, BC
V5G 3S8
Phone: 604-294-4141
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February 05, 2009

The Owners/Residents
Strata Plan LMS 93
Francisco Lane

Re: Snow Removal

Dear Owners/Residents:

During the recent record snow falls, we received complaints regarding the timelines of snow removal. We need not remind you that many thousands of dollars are spent on snow removal, and this year the costs will far exceed that which the Strata Corporation's budget allowed for.

We are obligated to maintain the roadways and walkways to the best of our abilities within reasonable costs, and this is the level of service that has been provided.

The Strata Corporation is not responsible for clearing individual strata lot walkways and driveways as this would cost the Strata Corporation excessive amounts of money. Likewise, where the snow is piled is out of our control and is the function of availability of space and limitations of the equipment used by our contractors.

Both your Strata Council and management work very hard in clearing the snow as quickly as possible in order to alleviate any inconvenience in accessing the roadways and walkways, and trust that you can appreciate their efforts in this regard. The unusual conditions over the past month have caused problems for all those responsible for snow clearing - the Provincial Highway Department, Municipalities and private contractors.

The patience and cooperation shown by the vast majority of owners has been greatly appreciated. We will endeavour to minimize the impact of any future snowfalls as best we can, and we thank you in advance for your understanding.

Sincerely yours,

STRATACO MANAGEMENT LTD.



J.P. Daem,
President

/cc



**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93,
FRANCISCO LANE, HELD ON TUESDAY, JANUARY 27, 2009, AT 7:00 PM IN THE
EXERCISE ROOM, 6700 RUMBLE STREET, BURNABY, BC**

Council in attendance: Dave Davies, President
Mark Cockle, Vice President
Lars Bach, Treasurer
Brian Kingsley
Gordon Kishkan

Allan Grandy,
Strataco Management Ltd.

Absent with leave: Michael Layne
Augustus Cruickshank

Guest in attendance: Dean Shiskowski, Unit 7

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Dave Davies at 7:01 pm.

ROOFING:

The President noted that he had requested the owner of unit 7 to attend the meeting, to assist the Strata Council in discussions on preparing for re-roofing work, as the owner works in a related profession.

A review of the current status of the roofing situation was then provided, along with the report received from Roof Tech around the time of the October 2008 Annual General Meeting. It was noted that the Strata Council will have to determine whether the preparatory work will move forward and include the use of a roofing consultant, and if so, which consultant. The anticipated target date for re-roofing will have to be determined and once known this will allow the Strata Corporation to establish the horizon to be used for funding.

The report submitted by Roof Tech was then reviewed. Mr. Shiskowski noted that it would be his recommendation that the Strata Corporation use the services of a qualified consultant to ensure a good bidding process. He further noted that it would appear at this time that prices in the marketplace are stabilizing, and that this may be a more favourable time to be considering tenders when compared to one year ago.

Discussions was held regarding the time period over which the re-roofing work would be completed. It was noted that completing the re-roofing work as a single large project would make it more attractive to bidders and may result in a more favourable pricing scenario.

After further lengthy discussion on the re-roofing issue, Mr. Shiskowski left the meeting, with members of Council thanking him for taking the time to attend.

In summarizing the discussions it was

MOVED AND SECONDED:

That it be agreed that a qualified roofing consultant will be involved in the roofing process.

MOTION CARRIED UNANIMOUSLY

<p>DRAFT FOR DISCUSSION</p>
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In discussing the anticipated time of re-roofing, it was suggested by members of Council that a target date of spring 2010 be established, and that the work be completed as a single contract.

It was agreed that staff would obtain proposals for consulting services from two other roofing consultants, and that one of the consultants would be requested and paid to provide an estimated budget for re-roofing. It was noted that as the economy continues to slow there may be more favourable pricing available for the Strata Corporation moving into 2009 when compared to the costs available in 2008, which may have significant monetary benefit to the owners.

MINUTES OF THE MEETING OF NOVEMBER 25, 2008:

It was noted that the dryer vent cleaning notice is still to be distributed.

It was then

MOVED AND SECONDED:

That the minutes of the meeting of November 25, 2008 be adopted as distributed.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

The President extended his thanks to staff for their assistance in scheduling snow clearing contractors, and in finding replacement plow operators when the original operator's equipment failed. The President offered his sincere thanks to members of the Strata Council and owners who assisted with shoveling and salting during the extremely long and unusual snowfall conditions.

The President noted that from time to time an owner make take exception to the actions of a contractor working on site. The President asked that such concerns not be communicated directly to the contractor, and that instead they be passed on directly to a member of the Strata Council or staff for follow up.

It was noted that the repairs to the men's and women's washrooms had been held back due to the contractor's unavailability, but that work was expected to be starting shortly. It was further noted that Harmony Restorations would when on site be removing the Mundie's Towing signs affixed to trees on the property.

It was noted that a response was still to come from Para Space Landscaping regarding tree planting questions.

The President was pleased to report that since the last Council meeting no further graffiti had been placed on the Strata Corporation's fence.

The President noted that several balconies were currently awaiting resurfacing and that this work is being held off as a result of weather conditions.

The President advised that Council had requested that onsite staff exchange the shovel purchased for use on site, and that the new shovel seemed to work very well and should be kept.

Lastly, the President noted that discussions would be held on security camera issues at the next Council meeting.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled the financial statements for the months of November and December 2008. The statements were tabled pending review and report by the Treasurer.

Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. No action was recommended by staff on any collection matters other than those actions already initiated by the Strata Council.

2) Staff Report

It was noted that the non-resident caretaker is currently on vacation and has made arrangements for individuals to handle the duties during his absence.

3) Completed Items

The Strata Manager advised that since the last meeting of the Strata Council the following items had been completed: arrangements for snow clearing services; plowing services by Champion Property Services and Tara Cole; clearing out of roadway drains by Tara Cole; salting services to main roadways by Champion Property Services; ramp salting by Right Choice Property Services; notification by Exer-Tech of change of ownership of exercise equipment maintenance company; receipt of information quotation for replacement of rear entry gate system; extra bagging of garbage by Right Choice Property Services; roof leak repairs by Marine Roofing; frozen pipe repair by Harmony Restoration; replacement of address sign by Kodiak Signs; notice posted regarding personal safety on rear pathway; supply of additional ice melt; gutter cleaning by Right Choice Property Services.

4) In Progress

The Strata Manager advised that the following remained in progress: jacuzzi tile repair by Imperial Paddock Pools (April); sign installation in jacuzzi area by Kodiak Signs (April); washroom cleanup and repairs by Harmony Restoration; installation of new entry gate by Overhead Door Company; discussion on security camera systems for February meeting; drainage improvement at unit 11 by Harmony Restoration.

It was noted that Overhead Door Company is in possession of the new entry gate and will be installing it shortly. The installation of the gate was delayed because of inclement weather. Once the new gate has been installed the gate being replaced will be removed to allow for proper painting to match the new gate, and then it will be reinstalled.

The drainage repairs at unit 11 have been delayed because of the snowfall but are expected to start shortly.

5) Insurance

The Strata Manager referred to the insurance quotations received from CMW Insurance Services and Coastal Insurance Services Ltd. for the Strata Corporation, and advised that on the basis of these quotations the insurance policy had been renewed with Coastal Insurance Services Ltd. The Strata Manager briefly reviewed the differences between the CMW Insurance and Coastal Insurance Services proposals, and noted that the Coastal Insurance Services premium was slightly lower than CMW's, and that they also provided some additional benefits, in particular with respect to self-adjusting rights for the Strata Corporation and guaranteed replacement costs. It was then

MOVED AND SECONDED:

That Council concur with staff's recommendations and renew its insurance policy with Coastal Insurance Services Ltd. at a cost of \$27,573.00.

MOTION CARRIED UNANIMOUSLY

Please refer to the insurance certificate attached hereto as well as a highlight of the insurance coverages for your Strata Corporation and retain these documents for future reference. Please note in particular the water loss deductible.

Owners are reminded 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, and 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.

Owners are further reminded to ensure that they query their broker about obtaining 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 insurance policies do not provide this coverage as a matter of course, and this should be specifically requested.

If owners have any questions regarding their insurance requirements or their current homeowner policy, they are urged to 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.

The Strata Manager also indicated that the policy allowed management to adjudicate claims up to a certain level, which would help to expedite the work when a claim needed to be processed. Adjusters often take considerable time in making decisions as to proceeding with repair work, frequently leaving the owners with an uncomfortable situation of unresolved repairs. With the cooperation of the insurance company, Strataco is able to expedite the initiation of repairs and thus shorten considerably the

time needed for repairs to be undertaken. Claims of a larger nature still require the insurance company's adjusters to attend.

6) **Landscaping**

The Strata Manager tabled the proposal from Para Space Landscaping for renewal of the landscape maintenance contract. After discussion of the services provided by the contractor it was

MOVED AND SECONDED:

That the basic contract with Para Space Landscaping be renewed, and that the contractor be notified that they will not be requested to undertake winter planting during the next winter season.

MOTION CARRIED

Staff were requested to obtain an explanation from Para Space Landscaping on a potential extra cost for health care services for some of the trees. It was noted that the cost of this particular service has increased significantly when compared to that of the previous year.

7) **Roofing**

It was noted that this matter had been discussed earlier in the meeting.

8) **Correspondence**

The Strata Manager tabled copies of correspondence regarding the chargeback of an insurance deductible.



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Thank you for your assistance.

OTHER BUSINESS:

Landscaping Improvement

Staff were requested to forward correspondence to the owners/residents of units 1 – 5 seeking their choice for landscape improvements.

Photocopying

Staff were requested to check on the quality of the first page of the balance sheet forming part of the monthly financial statement forwarded to Council.

Shrubbery

It was noted that in preparation for drainage improvements at unit 11 some bushes and shrubs have been removed. It is expected these shrubs will be lost and will require replacement.

Deck Replacement

Staff were requested to pass on to Arbutus Vinyl a need for some work on a front deck.

Porch Repair

Staff were requested to have a contractor inspect the front entry porch at unit 10 for possible repair.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:41 pm, until Tuesday, February 24, 2009, at 7:00 pm in the exercise room, 6700 Rumble Street, Burnaby, BC.

STRATACO MANAGEMENT LTD.

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COASTAL INSURANCE SERVICES LTD.

104 - 2331 Marpole Avenue, Port Coquitlam, BC V3C 2A1 Tel: 604-944-1700 Fax: 604-944-1734
1322 Johnston Road, White Rock, BC V4B 3Z2 Tel: 604-531-1020 Fax: 604-531-2031
Toll Free: 1-800-665-3310 Website - www.coastalinsurance.com - e-mail: info@coastalinsurance.com



Policy No. CLMS 93

DECLARATIONS

Name of Insured:	The Owners of Strata Plan LMS 93 Francisco Lane
Location Address:	6700 Rumble Street, Burnaby, BC, V5E 4H7
Additional Named Insured & Mailing Address:	Strataco Management Ltd. 101 - 4126 Norland Avenue, Burnaby, BC, V5G 3S8
Policy Period:	12/31/08 to 12/31/09 (mm/dd/yy) 12:01 a.m. Standard Time
Loss Payable to:	The Insured or Order in Accordance with the Strata Property Act of British Columbia.
Insurers:	As Per List of Participating Insurers Attached.

Insurance is provided subject to the Declarations, Terms, Conditions, Limitations and Endorsements of this policy and only for those coverages for which specific limits or amounts of Insurance are shown on this Declaration Page.

INSURING AGREEMENTS		Deductibles (\$)	Limits (\$)
PROPERTY COVERAGES - STR09/06R			
All Property, All Risks, Guaranteed Replacement Cost, Bylaws		2,500	21,735,000
Water Damage		10,000	Included
Backup of Sewers, Sumps, Septic Tanks or Drains		10,000	Included
Earthquake Damage		10%	Included
Flood Damage		10,000	Included
Key & Lock		250	10,000
BLANKET EXTERIOR GLASS INSURANCE Aviva Insurance Company of Canada - Form 820000 (11/98)		100	Blanket
COMMERCIAL GENERAL LIABILITY - Form 000102(Rev.11/98)			
Coverage A - Bodily Injury & Property Damage Liability	Per Occurrence	500	10,000,000
Products & Completed Operations	Aggregate	500	10,000,000
Coverage B - Personal Injury Liability	Per Occurrence	500	10,000,000
Coverage C - Medical Payments	Any One Person		2,500
	Per Occurrence		25,000
Coverage D - Tenants Legal Liability		500	500,000
Non-Owned Automobile - SPF #6 - Form 335002	Per Occurrence		10,000,000
Contractual Liability - SEF #96	Per Occurrence	500	50,000
Excluding Long Term Leased Vehicle - S.E.F. No. 99	Per Occurrence		10,000,000
Limited Pollution Liability Coverage	Aggregate		1,000,000
Employee Benefit Liability - Form 000200	Aggregate	1,000	1,000,000
Advertising Liability - Form 000117	Per Occurrence		500,000
DIRECTORS & OFFICERS LIABILITY - Form G/A2(04/01) Claims Made Form			2,000,000
Condominium Discrimination Defense Costs	Per Occurrence	500 Retention	10,000
	Aggregate	500 Retention	25,000
POLLUTION & REMEDIATION LEGAL LIABILITY - Form XLICL-PARLSCP(05/04)			
Claims Made Form - Limit of Liability - Each Loss, Remediation Expense or Legal Defense Expense		10,000 Retention	1,000,000
VOLUNTEER ACCIDENT INSURANCE PLAN Form 9224344- Plan II			
Principal Sum - \$ 100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks)		7 Day Waiting Period	100,000
Accident Expenses - various up to \$5,000 (see policy wording) Dental Expense - \$2,500			
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION			
Form 500000 (Rev.01/2000)			
I Employee Dishonesty - Form A			10,000
II Loss Inside the Premises			5,000
III Loss Outside the Premises			5,000
IV Money Orders and Counterfeit Paper Currency			5,000
V Depositors Forgery			5,000
EQUIPMENT BREAKDOWN			
I Physical Damage, Direct Damage, Standard Comprehensive Plus, Replacement Cost - Form C780016(02/06)		1,000	21,735,000
II Consequential Damage, 90% Co-Insurance - Form C780032 (02/06)		1,000	10,000
III Extra Expense - Form C780033 (02/06)		24 Hour Waiting Period	100,000
IV Ordinary Payroll - 90 Days - Form C780034 (02/06)		24 Hour Waiting Period	100,000

****ALL COVERAGES SUBJECT TO POLICY DEFINITIONS****

This Policy contains a clause(s), which may limit the amount payable.

This policy shall not be valid or binding unless countersigned by a duly Authorized Representative of the Insurer.

John Valjetti

President
Coastal Insurance Services Ltd.



COASTAL INSURANCE SERVICES LTD.

104 - 2331 Marpole Avenue, Port Coquitlam, BC V3C 2A1 Tel: 604-944-1700 Fax: 604-944-1734
1322 Johnston Road, White Rock, BC V4B 3Z2 Tel: 604-531-1020 Fax: 604-531-2031
Toll Free: 1-800-665-3310 Website -www.coastalinsurance.com - e-mail: info@coastalinsurance.com



SCHEDULE OF PARTICIPATING INSURERS

For The Owners of Strata Plan LMS 93 Francisco Lane
Policy # CLMS 93

Term: 12/31/08 to 12/31/09 (mm/dd/yy) 12:01 a.m. Standard Time

Insurer	Coverage	%	Limit (\$)
Aviva Insurance Company of Canada	Property	35	7,607,250
Axa Pacific Insurance Company	Property	35	7,607,250
Royal & SunAlliance Insurance Company	Property	30	6,520,500
Aviva Insurance Company of Canada	Commercial General Liability	100	10,000,000
Aviva Insurance Company of Canada	Directors & Officers Liability	100	2,000,000
Aviva Insurance Company of Canada	Employee Dishonesty - Form A	100	10,000
Aviva Insurance Company of Canada	Comprehensive Dishonesty, Disappearance and Destruction	100	5,000
Aviva Insurance Company of Canada	Glass	100	Blanket Exterior Coverage
XL Insurance Company Ltd.	Pollution & Remediation Legal Liability	100	1,000,000
Aviva Insurance Company of Canada	Equipment Breakdown	100	21,735,000
Axa Assurances Inc.	Volunteer Accident Insurance Plan II	100	100,000

DISCLOSURE NOTICE - UNDER THE FINANCIAL INSTITUTIONS ACT

The Financial Institutions Act requires that the information contained in this Disclosure Notice be provided to a customer in writing at the time of entering into an insurance transaction.

1. I, Sandra Krenz, am licensed as a general insurance agent by the Insurance Council of British Columbia
2. This transaction is between you and Aviva Insurance Company of Canada, Axa Pacific Insurance Company Royal & SunAlliance Insurance Company (Insurer) and as indicated on the policies.
3. In soliciting the transaction described above, I am representing Coastal Insurance Services Ltd. who does business with the Insurer
4. The nature and extent of the Insurer's interest in the agency is none.
5. Upon completion of this transaction, the agent will be remunerated by way of commission or fee by the Insurer
6. The Financial Institutions Act prohibits the Insurer from requiring you to transact additional or other business with the Insurer or any other person or Corporation as a condition of this transaction.

Total Premium:

\$27,573.

EA0E/SK

Insured's Copy

INSURANCE GUIDELINES FOR OWNERS OF A STRATA CORPORATION

THE FOLLOWING OUTLINES COVERAGES PROVIDED BY THE INSURERS PRESENTLY INSURING YOUR STRATA CORPORATION. WHILE IT IS NOT POSSIBLE TO PROVIDE AN IN-DEPTH ANALYSIS, WE HOPE THAT THE FOLLOWING INFORMATION IS OF VALUE.

• WHO IS AN INSURED?

The Strata Property Act directs (Section 155) that, regardless of the terms of the policy,

- (a) The Strata Corporation
- (b) The Owners and Tenants from time to time of the Strata Lots shown on the Strata Plan
- (c) The persons who normally occupy the strata lots shall be deemed to be included as the Named Insured relative to insurance for the buildings, common property and common assets owned by the Strata Corporation.

Take special note here that the Insurer of the Corporation does not insure any personal property of the individual Strata Lot owner nor of any tenant.

• WHAT DOES YOUR CORPORATION'S POLICY INSURE?

This Insurer provides coverage generally for the buildings, including Strata Lots, and all common property as defined by the Strata Property Act together with common facilities.

Common Property is defined as so much of the land and buildings comprised in a Strata Plan that is NOT comprised in a Strata Lot, and includes pipes, wires, cables, chutes, ducts and other facilities for the passage or provision of water, sewage, drainage, gas, oil, electricity, telephone, radio, TV services, garbage, heating and cooling systems, and other services if they are located:

Within a floor, wall or ceiling that forms a boundary

- a) between a strata lot and another strata lot,
- b) between a strata lot and the common property, or
- c) between a strata lot or common property and another parcel of land, or

Wholly or partially within a strata lot, if they are capable of being and intended to be used in conjunction with the enjoyment of another strata lot or the common property.

Common Asset is defined as:

- a) personal property held by or on behalf of a Strata Corporation, and
- b) land held in the name of or on behalf of a Strata Corporation, that is
 - i) not shown on the Strata Plan, or
 - ii) shown as a Strata Lot on the Strata Plan

COASTAL INSURANCE SERVICES LTD.

104 - 2331 Marpole Avenue, Port Coquitlam, BC V3C 2A1 Tel: 604-944-1700 Fax: 604-944-1734; 1322 Johnston Road, White Rock, BC V4B 3Z2 Tel: 604-531-1020 Fax: 604-531-2031

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INSURANCE GUIDELINES FOR OWNERS OF A STRATA CORPORATION

Definition of Fixtures

It should be noted that "fixtures" built or installed on a Strata Lot, where they were built or installed as part of the ORIGINAL construction on the Strata Lot, are insured under the Strata Corporation policy. Once they are changed, the Corporation insurance no longer applies. The regulations define "Fixtures" as items attached to the building, including wall and floor coverings and electrical and plumbing fixtures, but does not include, if they can be removed without damage to the building, refrigerators, stoves, dishwashers, microwaves, washers, dryers or other items.

Section 152 of the Strata Property Act states:

"The Strata Corporation may obtain and maintain insurance in respect of the following:

- (b) fixtures built or installed on a strata lot that were not built or installed by the Owner, Developer as part of the original construction on the Strata Lot.

It is recommended that Strata Corporations pass resolutions to this effect to cover replacement items of similar value, such as carpets, cupboards etc. The Strata Corporation policy will then automatically extend to cover these items without picking up major upgrades and improvements that are the Unit Owner's responsibility. Be sure to notify your Insurer if you do this. It will affect how they settle claims.

The agreement of guiding principles regarding property insurance for condominiums is more explicit. Your policy on the Corporation also insures within the Strata Unit:

- i) Storm doors, sashes and shades, blinds, screens, screen doors and awnings - but not curtains or drapes
- ii) Permanently installed heating, ventilating and air conditioning units
- iii) Permanently installed lighting fixtures, plumbing, kitchen and bathrooms fixtures plus cooking appliances. Note that residential refrigerators are not included.
- iv) Floor coverings that are glued, nailed, tacked or secured by moldings or otherwise fixed to floor, including wall to wall carpeting

All of the foregoing refers to the replacement, being the amount required to restore the fixtures and fittings originally installed in the individual units but NOT FOR IMPROVEMENTS OR BETTERMENTS.

• WHAT ARE IMPROVEMENTS & BETTERMENTS?

Improvements and betterments are deemed to be upgrading of items or fixtures in excess of those originally installed at the time of first occupancy; alterations, carpet upgrade, alternate wall coverings, more expensive bathroom fixtures, replaced or upgraded appliances, are a few of such items.

Improvements and betterments are not just those items that you have done personally but those upgrades or alterations that have been done by prior owners and acquired by you. Your Unit Owner's policy should respond to any excess cost for substituted items with others of improved quality or enhanced value. Floor and wall coverings are prime examples.

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INSURANCE GUIDELINES FOR OWNERS OF A STRATA CORPORATION

• WHAT YOUR CORPORATION'S POLICY DOES NOT INSURE?

- It does not insure any personal property owned by a Strata Lot Owner. The Strata Corporation has no insurable interest in that property;
- It does not insure the buildings as a warranty of fitness against such perils as settling, expansion, contraction, moving, shifting, or cracking;
- It does not insure against defective construction or faulty materials or workmanship nor against gradual deterioration or wear and tear;
- It does not insure against wet or dry rot - this is a building deficiency. Nor does it insure against fading colours or finish;
- It does not insure against damage caused by water derived from natural sources that passes through basement walls, basement floors or foundations. Once again this is classed as a building deficiency;
- It does not insure automobiles or other licensed vehicles, even if damage occurs on private property - this is an ICBC matter.

• WHAT DOES THE CORPORATION'S POLICY INSURE AGAINST?

Because the policy is an "All Risk" policy, the Insurer agrees to insure against All Risks of Direct Physical Loss or damage except for the exclusions. Just to name a few of the more common perils, it insures the Corporation against damage caused by fire, lightning, windstorm, smoke damage, hail, falling objects, malicious damage, water escape, sewer back-up, freezing, explosion, theft, landslide, flood, earthquake, riot, vandalism, and a multitude of other common events.

• WHAT IS THE BASIS OF SETTLEMENT IN THE EVENT OF A LOSS?

The vast majority of Stratas' insured by Coastal Insurance Services Ltd., are insured under the Coastal Manuscript wording, STR09/06R. The following comments refer to that wording only:

In case of loss, destruction or damage caused by an insured peril, it is understood and agreed to by the Corporation Insurer that settlement shall be based on the cost of repairing, reconstructing or replacing the insured property with like kind and quality without deductions for depreciation. If there are additional costs to repair where like kind and quality is no longer an acceptable standard or electrical, fire codes or zoning call for excess expenditure, the Insurer will also honour those additional costs if they are caused by the insured occurrence.

If, for some reason, civic code requires that an undamaged portion of a building (following a loss) is required to be torn down, the Insurer also agrees to pay for the value of the undamaged portion and the accompanying costs to tear down that portion and clearing of the site ready for rebuilding.

3

COASTAL INSURANCE SERVICES LTD.

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INSURANCE GUIDELINES FOR OWNERS OF A STRATA CORPORATION

• WHAT IS THE BASIS OF SETTLEMENT IN THE EVENT OF A LOSS? contd.,

All, of course, to the full policy limits. It's important therefore to have adequate insurance limits. While the Insurer agrees to replace your property on a "new for old" basis, the repairs must be carried out with all reasonable dispatch and if, for some reason, it is decided not to rebuild by you, then the Insurer has the option to reimburse on the basis as if the replacement endorsement had not been added to your policy. The basis is then depreciated value.

The Insurer also agrees that because of a current Appraisal on file with us as your representatives, that they will remove the Co-insurance Clause and pre-agree that the amount insured is correct and no co-insurance penalty will be a consideration in the event of loss.

If the property has a current professional rebuilding appraisal on file and the appraisal is accepted, and is less than 14 months old at the date of loss, the Insurer gives *GUARANTEED REPLACEMENT COST COVERAGE*. The Insurer guarantees to replace the property insured if damaged by an insured peril regardless of the cost even if it exceed the limit shown on the policy declarations. The only proviso being that you continue to insure to the appraised value.

In addition to the foregoing, you also insure Blanket Glass in all common property areas against any accidental breakage. There is no limit to the amount payable per pane other than the actual costs of the item and the labour to install it. The policy also insures any lettering, ornamentation, tape or foil that is lost in the event of breakage. The policy deductible is applicable to this portion. Separate coverage is available. If you have a glass company contract, you must deal only with that company and different terms may apply.

• COMMERCIAL GENERAL LIABILITY

Your Corporation also insures broad Commercial General Liability. The Insured's are the Owners of the Strata Plan, its Officers and Directors and any Employees of the Strata Corporation. You are insured against all sums that you may become legally obligated to pay by reason of the liability imposed by law for damages because of bodily injury (to a third party) occurring during the policy period. In addition, the Insurer will respond to sums which you are legally obliged to pay by reason of the liability imposed by law due to property damage caused by an accident to a third party occurring during the policy period, arising out of the premises or business operations of the Strata Corporation.

The Insurer also agrees to defend you in a civil action, which may be brought against you on account of such bodily injury or property damage. The Insurer requires prompt notification of any incident that you feel may lead to suit and if a writ is issued, you must promptly notify your Broker or the Insurer. You may prejudice your position if you appoint your own lawyer prior to the approval by the Insurer. The policy covers "compensatory" damages but not "punitive or exemplary" damages. Coverage is "triggered" by an occurrence happening during the policy term.

Note the policy covers the Strata Corporation, but does not cover the personal interests of the Owners. The Owner still requires a Unit Owner's Policy to cover their personal liability exposure.

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INSURANCE GUIDELINES FOR OWNERS OF A STRATA CORPORATION

• DIRECTORS & OFFICERS LIABILITY

A Strata Council is charged with extremely onerous responsibilities on behalf of all of the Owner's of a Strata Corporation. In part, the Strata Property Act (Part 2, Section 3) directs that the Corporation shall manage and maintain the common property and common assets of the Strata Corporation for the benefit of the Owners.

The Council is empowered to conduct and carry out the wishes of the Corporation. The Council and the Strata Corporation may sue and (10 (163) be sued on any matter relating to the common property, common facilities or assets of the Corporation.

The Strata Property Act, Section 22 (1) of the Standard Bylaws, states that "a Council Member who acts honestly and in good faith is not personally liable because of anything done or omitted in the exercise or intended exercise of any power or the performance or intended performance of any duty of the council" It should be noted that to arrive at a judgement as to whether or not an act is in "good faith" substantial court time and costs are involved, even if the case is won.

The exposure of Councils to suits for wrongful acts, Errors or Omissions is very real indeed and include the possibility of suit for acts of discrimination regarding age, race and whether or not you can have animals and so on.

A Commercial General Liability policy provides protection for acts of negligence involving bodily injury and property damage and the defense of those suits.

Council's Directors & Officers Liability provides protection for Council Members and Committee Members for "loss which the insured shall be legally obligated to pay for any civil claim or claims first made against them because of a wrongful act or omission". There are of course qualifications and extensions in the policy that cannot be addressed in a brief summary such as this. In all cases, the full policy conditions do apply.

• MACHINERY BREAKDOWN

The Strata Corporation also insures Comprehensive Boiler and Machinery Breakdown on all boilers, fired and unfired pressure vessels and refrigerating systems. The policy extends to include mechanical and electrical breakdown and among other extensions includes damage to transformers and electrical panels. This is not a maintenance contract against items that wear out and need replacing. The purpose of the coverage is to provide

protection for resulting damage from an incident of a sudden and accidental nature which includes "pressure" explosions of steam heating, hot water heating or hot water supply boilers, hot water tanks, air conditioning or other pressure vessels.

The policy pays the costs as of the date of the mishap, either (a) to repair the damaged property, or (b) to replace it with property of similar kind, quality, capacity and size except in the case of obsolete cast iron boilers. The policy also contains an extension to cover \$25,000 on Extra Expense which pays for the added cost of continuing "business as usual" by the use of alternate premises or facilities.

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Francisco Lane

"THE OWNERS STRATA PLAN LMS 93"

101 - 4126 Norland Avenue
Burnaby, BC
V5G 3S8
Phone: 604-294-4141
Fax: 604-294-8956

November 30, 2009

The Residents
Strata Plan LMS 93
Francisco Lane

Re: ❄️ Winter precautions ❄️

Dear Residents:

With the advent of cold weather, it is time to shut off the water supply to all outside taps. It is equally important to remove any garden hoses still attached to outside taps, to prevent freezing inside the walls. After turning the **inside** valve off, open the exterior tap to release any water remaining in the pipes.

If you are planning on being away for an extended period of time, do not turn off your heat; leave your kitchen/bathroom cupboard door open so that pipes under the sinks will be heated.

Never use a propane or open flame to thaw frozen pipes. Thaw pipes immediately using a household hair dryer. If there is no pressure in your hot water taps, shut off your hot water tank immediately to prevent damage to the tank.

Should you have any questions concerning the above please contact the undersigned, and we wish you a safe and pleasant winter.

Sincerely yours,

STRATACO MANAGEMENT LTD.



Allan Grandy,
Strata Manager

/eb



MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93, FRANCISCO LANE, HELD ON TUESDAY, OCTOBER 27, 2009, AT 7:00 PM IN THE EXERCISE ROOM, 6700 RUMBLE STREET, BURNABY, BC

Council in attendance: Dave Davies, President
Mark Cockle, Vice-President
Lars Bach, Treasurer
Brian Kingsley
Gordon Kishkan
Michael Layne

Allan Grandy,
Strataco Management Ltd.

Absent with leave: Augustus Cruickshank

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Dave Davies, at 7:00 pm.

MINUTES OF THE MEETING OF SEPTEMBER 22, 2009:

It was

MOVED AND SECONDED:

That the minutes of the meeting of September 22, 2009 be adopted as distributed.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

The President reported on the status of the roofing replacement program. It was noted that some damage has been incurred to a tree on site; however, the tree will be monitored through the spring as it is not possible to tell, at this time, the full extent of the damage to the tree.

The President noted that on site meetings are held with the roofing contractor and engineering firm. The engineering firm will take minutes of those meetings.

A complaint has been received regarding nails being left on the property by the gutter installation contractor. Any owners who incur costs as a result of tire damage from nails can submit their invoices for the same, and these will be passed on to the roofing contractor for reimbursement to the owner.

Since the last meeting of the Strata Council, the President reported that there had been no further tagging of the fences.

A complaint has been received with regard to an owner parking in the visitor parking stalls. Correspondence will be forwarded to the owner regarding this matter.

Some discussion then took place with regard to the possibility of exchanging parking stall "F" with another visitor parking stall as parking stall "F" is of a smaller size and therefore not as usable by residents. After some discussion, it was agreed a $\frac{3}{4}$ vote resolution would be presented to the ownership for their consideration of this matter at the Annual General Meeting. It was reported that a possible malfunction of the keypad for the entry gate system has been noted. It was agreed that this matter would be monitored, and if any further problems are

**DRAFT
FOR DISCUSSION**

experienced, that they would be reported to staff so that the appropriate contractor can be called.

The name of a new owner was passed on to staff for updating on the directory board.

Council then discussed the possible installation of concrete stall blocks. After some discussion, it was requested that staff obtain a costing estimate for the supply and installation of five pinned down concrete stall blocks.

It was then reported that the Tree Committee has completed work in October as previously approved by Council. This work included shrub planting and the installation of river rock beside a unit.

It was pointed out that some work beside several strata lots has been held off at this time by the Committee.

Staff were requested to contact the Burnaby Fire Department regarding their use of a key lock box vault on site.

The President wishes to remind all owners not to leave garbage outside of their strata lots overnight or for extended periods of time as this attracts rodents. Owners who leave their garage doors open or partly open for periods of time also are providing easier access for rodents.

Some discussion then took place on the submission of a report from Paraspace Landscaping for tree work on the west side of the property. This discussion was agreed to be held off for inclusion in the discussion on the operating budget.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager advised that a copy of the financial statement for the month of September 2009 was tabled pending receipt and review by the Treasurer.

Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. No action was recommended by staff on any collection matters.

2009/2010 Operating Budget Draft

The Strata Manager tabled copies of the revised budget draft. Council then reviewed the document on a detailed basis; several amendments to the budget were then affected. After completion of this review, it was

MOVED AND SECONDED:

That the operating budget draft be ratified and recommended to the ownership for adoption at the Annual General Meeting.

MOTION CARRIED

2) **Staff Report**

Renovations

The Strata Manager tabled copies of correspondence regarding renovations at a strata lot. It was noted that Council would have no objection to the owner's proposed renovations.

3) **Completed Items**

The Strata Manager advised that since the last meeting of the Strata Council the following items had been completed: repairs to several strata lots regarding sand in the plumbing system; authorization to SJL Contracting to repair vinyl siding beside strata lot 99; authorization to Exer-Tech to repair the treadmill; correspondence to Exer-Tech regarding dumbbell repairs and response from Exer-Tech regarding the same; repair to handrail in jacuzzi by Imperial Paddock Pools; shut down of swimming pool and jacuzzi for winter season by caretaker; distribution of email questionnaire with minutes; light fixture repairs by Global Electric; wood trim repairs by SJL Construction near strata lot 54; door repair by Dependable Locksmith to electrical room; authorization to SJL Construction to complete balcony repairs as authorized by Council.

4) **In Progress**

The Strata Manager advised that the following items remained in progress: completion of garbage enclosure repair near unit 50; installation of reflective tape by SJL Construction on entry gate system; room rental for Annual General Meeting; gutter leak repair at strata lot 6 by SJL Construction; clean up of shower stalls by caretaker.

Concerning the above, it was noted that the City of Burnaby, despite promises to do so, had failed to repair the garbage enclosure by unit 50 that was damaged by the refuse pick-up vehicle. Staff have subsequently authorized completion of the work by a contractor and the invoice would be forwarded to the City of Burnaby for reimbursement.

5) **Insurance**

Ocean Province Appraisal

The Strata Manager tabled for Council's information, copies of correspondence with regard to the renewal of the Strata Corporation's insurance appraisal program.

6) **Landscaping**

Paraspace Landscaping

The Strata Manager tabled copies of a quotation as received from Paraspace Landscaping with regards to the repairs beside strata lot 11. After review of the quotation, it was

MOVED AND SECONDED:

That staff be authorized to instruct Paraspace Landscaping to proceed with garden soil repairs beside strata lot 11.

MOTION CARRIED

It was noted that at this time, Paraspace Landscaping have not yet advised when they would be completing shrub repairs beside strata lots 42 and 43.

Landscape Maintenance Tenders

It was further confirmed that staff have requested quotations for the 2010 landscaping season. These quotations are due to be received during the month of January 2010.

7) Roofing

JRS Engineering

The Strata Manager tabled copies of minutes, field reviews and payment certificate authorizations as provided by JRS Engineering since the last meeting of the Strata Council.

Screen Door Damage

The Strata Manager tabled copies of correspondence regarding damage to a screen door by the roofing contractor during the course of the removal of the old roof. The roofing contractor has advised that they would look after replacement of the damaged screen door.

Gutter Repairs

The Strata Manager tabled copies of correspondence regarding gutter repairs. It was noted that during the course of re-roofing, the installation of gutters and replacement downpipes was going slowly and that during periods of time, when the new gutters and downpipes had not been installed, problems can be experienced from the run off of water from the roofing system. The roofing contractor has been apprised of this concern and has indicated their intention to speed up the gutter replacement program in conjunction with the re-roofing work as best as possible.

8) Correspondence

The Strata Manager tabled for Council's information correspondence regarding welcome packages; installation of window security bars; handyman services.



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Thank you for your assistance.

OTHER BUSINESS:

Roofing

Staff were requested to advise the roofing contractor that a shingle has blown off near strata lot 46.

Clubhouse Showers

Staff were authorized to make arrangements for the recaulking and trim repairs to both showers in the clubhouse.

Speed Limits

Council wishes to remind all residents that the posted speed limit on site is 20 kph. All residents are asked to observe the posted speed limit for the safety of all.

Landscaping

It was noted that as a result of roofing activity, Paraspace Landscaping has cut back on services behind strata lots 96 – 101 due to nails in the grass. The roofing contractor is to clean up this area so that Paraspace Landscaping can resume landscape maintenance work in the area.

It was additionally agreed that AQP be requested to move some of the storage that they are using for re-roofing from behind strata lots 89 – 95 so as to free up access to this area for the landscapers.

Annual Audit of Strata Corporation's Records

Council then discussed in length as to whether or not the Strata Corporation should present a resolution at the Annual General Meeting calling for an annual audit of the Strata Corporation's accounts. After a lengthy discussion, it was

MOVED AND SECONDED:

That an annual audit of the Strata Corporation's accounting records be presented to the ownership at the Annual General Meeting as a $\frac{3}{4}$ resolution.

Question was called, and the motion was

DEFEATED (1 in favour, 5 opposed)

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:15 pm, until the Annual General Meeting scheduled for Monday, November 30, 2009.

STRATACO MANAGEMENT LTD.

#101 - 4126 Norland Avenue

Burnaby, BC

V5G 3S8

Tel: 604-294-4141

Fax: 604-294-8956



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

/eb

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93, FRANCISCO LANE, HELD ON TUESDAY, JULY 28, 2009, AT 7:00 PM IN THE EXERCISE ROOM, 6700 RUMBLE STREET, BURNABY, BC

Council in attendance: Dave Davies, President
Mark Cockle, Vice-President
Lars Bach, Treasurer
Brian Kingsley
Augustus Cruickshank
Gordon Kishkan

Allan Grandy,
Strataco Management Ltd.

Absent with leave: Michael Layne

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Dave Davies, at 7:03 pm.

MINUTES OF THE MEETING OF MAY 26, 2009:

It was

MOVED AND SECONDED:

That the minutes of the meeting of May 26, 2009 be adopted as distributed.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES:

Staff were requested to ask SJL Construction to add the installation of reflective numbers to the exterior of the main entry gates to the complex to help show the civic address of the complex.

It was further noted that the red striping installed on the gates by SJL was not reflective and that the contractor would be requested to replace the same with reflective striping.

PRESIDENT'S REPORT:

The President reported that the contract had been signed between the Strata Corporation and Aquaproof for the replacement of the roofs as authorized by the ownership at the Special General Meeting. JRS Engineering had prepared the CCDC2 documents for signing.

It was noted that AQP has begun distributing notices in advance of re-roofing work, and at this time the start up dates are not exactly matching the times as noted on the notices.

It was noted by the Strata Council President that due to the warm weather conditions, the roofing contractor would be working within the Burnaby bylaws when adjusting their start times and finishing times for re-roofing work.

It was then reported that ParaSpace Landscaping has requested a key to the amenity room so as to provide washroom facilities for workers on site. It was then

**DRAFT
FOR DISCUSSION**

MOVED AND SECONDED:

That permission be granted to issue a common area key to ParaSpace Landscaping so that their workers may have accessible washroom facilities.

MOTION CARRIED

It was then reported that ParaSpace Landscaping had investigated a complaint near strata lot 27 for wasps. ParaSpace had noted that there was aphid activity in the trees and that this was attracting the wasps. ParaSpace noted that this is a natural occurrence and causes no danger to the trees.

It was noted that the hot tub jets were not functioning and required repair.

The President reported that the rear fence has been tagged once since the last meeting of the Strata Council and had been repainted.

With regards to parking infractions, one resident has been given their final warning regarding improper use of the visitor parking stalls. Further violations by this owner will result in the removal of the vehicle.

With regard to supplemental parking stall F, it is noted that this parking stall is a substandard stall, and is suitable for rental only by small vehicles.

Staff were requested to obtain a costing estimate for an elliptical trainer. The Strata Council would consider adding this expense to the budget during budget discussions.

It was noted that SJL Construction has not yet completed the wood trim repairs to strata lot 35.

Staff were requested to ask SJL Construction to attend to the repairs to a trim board under the deck at strata lot 54.

Council noted that they had previously considered a quotation for concrete repairs at strata lot 10, and that this matter had been tabled. After some discussion, it was

MOVED AND SECONDED:

That staff be authorized to proceed with the concrete repair at strata lot 10.

MOTION CARRIED

It was reported that a strip has been added around the electrical room door near strata lot 10 to help control water seepage in that area.

Staff were requested to ask Arbutus Vinyl on the repair to a missing piece of soffit for the deck area by strata lot 56.

It was noted by Council that the soffit by the vent was discolouring at strata lot 84. It was agreed by Council that this matter would be tabled until the completion of the re-roofing work.

It was agreed by Council that consideration of installing parking stall blocks would be tabled.

It was noted that noise concerns have been reported as a result of an early morning delivery person. Staff were requested to forward correspondence to the strata lot in question asking the strata lot residents to contact the delivery person to show more consideration to residents.

Appreciation is extended to the Tree Planting Committee for all of their efforts.

With regards to the Tree Planting Committee, the Strata Council President reported that additional discussion has been held regarding the replacement of two dead firethorn shrubs, and possible replacement options. After some discussion, it was

MOVED AND SECONDED:

That the recommendations to replace the firethorn shrubs be approved at an estimated cost of \$499.00.

MOTION CARRIED

With regards to shrub replacement near strata lot 11, it was agreed that the Tree Committee would inspect the trees in this area and make a recommendation to Council on any repairs or replacements.

Near strata lot 42, it was noted that some boxwood required replacement, it was

MOVED AND SECONDED:

That ParaSpace be authorized to proceed with this replacement.

MOTION CARRIED

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled copies of the financial statements for the months of May and June 2009. The Treasurer reported that he had reviewed the financial statements and found them to be in order. It was then

MOVED AND SECONDED:

That the financial statements for the months of May and June 2009 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. No action was recommended by staff on any

collection matters at this time other those actions already initiated by the Strata Council.

Notice of Special Levy Payable

The Strata Manager confirmed the distribution of the notice of special levy payable to all owners subsequent to the decision reached by the ownership at the Special General Meeting concerning re-roofing.

2) Staff Report

Parking Stall "F"

The Strata Manager tabled copies of a report distributed earlier in the meeting regarding circumstances surrounding the rental of parking stall "F". It was noted that this matter had been discussed at a previous Council meeting.

Rental Information Sheet

It was confirmed that as of July 14, 2009, there were two (2) strata lots known to be rented at Francisco Lane.

Enterphone List

The Strata Manager tabled for Council's information, copies of the enterphone assignment list.

3) Completed Items

The Strata Manager advised that since the last meeting of the Strata Council the following items had been completed: deck repairs at strata lot 35 by SJL Construction; receipt of Exer-Tech report on equipment servicing; note of owners responsibility to repair damaged hose bib; sediment cleared from water lines for three strata lots by Citywide Plumbing; authorization to ServiceMaster to complete waterline repairs at strata lot 23; receipt of swimming pool and spa operation tags; rental of room for Special General Meeting; rear gate repair by SJL Construction; checking of gutter at strata lot 30 by Right Choice Property Services; installation of red strips on entry gate by SJL Construction; payment of Overhead Door invoice for gate repairs as authorized by Council; advice to BC Hydro of need to clean graffiti from transformer; step repaired at strata lot 46 by SJL Construction; receipt of additional quotations for balcony decking repairs.

With regard to the above, discussion then took place regarding sediment build up in water lines to several strata lots. It was noted by Citywide Plumbing that the belief was that residual sand had entered the water lines as a result of the three water line failures which were experienced at the Strata Corporation earlier in the year. The plumber has suggested that the sand is slowly working its way through the piping system and is accumulating in the water lines affecting three strata lots in particular. The plumber suggested that as one strata lot in particular was being adversely affected as the sand moved through the system, that a inline water line filter be installed at a minimal cost to help avoid damage to the owner's plumbing fixtures.

After some discussion on this matter, it was

MOVED AND SECONDED:

That staff be authorized to instruct the plumber to install an inline water filter at strata lot 82 to control sand problems.

MOTION CARRIED

It was noted that ServiceMaster has reported that they have completed the water line repairs for strata lot 3. The main water feed to this strata lot had failed beneath the concrete slab of the unit. ServiceMaster has been instructed to proceed with the resultant repairs required to restore the unit.

With regard to balcony repairs, after some discussion of quotations submitted by SJL Construction, Arbutus Vinyl and previously submitted by Harmony Restorations, it was

MOVED AND SECONDED:

That staff be authorized to accept the quotation for balcony repairs at strata lots 37, 75 and 85 as prepared and submitted by SJL Construction.

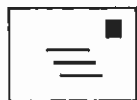
MOTION CARRIED (5 in favour, 0 opposed, 1 abstention (Cockle))

4) In Progress

The Strata Manager advised that the following items remained in progress: deck repairs; receipt of asphalt repair quotation; garbage enclosure repair near strata lot 50 by Burnaby Sanitation.

5) Correspondence

The Strata Manager tabled for Council's information correspondence regarding a welcome package; wasps; siding repairs.



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Thank you for your assistance.

6) Roofing

The Strata Manager confirmed the signing of the CCDC2 contracts by Council with respect to the re-roofing work as authorized by the ownership. It is further confirmed that the Strata Council has verified the shingle colour to be used.

OTHER BUSINESS:

Excess Tiles

Staff were requested to ask the custodian to remove excess tiles left in the men's washroom.

Absent from Council meetings

A member of Council advised that he would be absent from the next few Strata Council meetings due to business commitments.

Hot Tub Sign

Staff were requested to ask Kodiak Signs to supply a sign reminding residents to replace the hot tub cover after use.

Fence Repair

Staff were requested to ask SJL Construction to attend to replacement of boards at the northeast corner of the property.

Electrical Room

Staff were requested to ask Dependable Lock & Security to rekey the electrical room near strata lot 89 to match that of the electrical room near the clubhouse.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:51 pm, until Tuesday, September 22, 2009, at 7:00 pm in the exercise room, 6700 Rumble Street, Burnaby, BC.

STRATACO MANAGEMENT LTD.

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**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93,
FRANCISCO LANE, HELD ON TUESDAY, MAY 26, 2009, AT 7:00 PM IN THE
EXERCISE ROOM, 6700 RUMBLE STREET, BURNABY, BC**

Council in attendance: Dave Davies, President
Mark Cockle, Vice-President
Lars Bach, Treasurer
Brian Kingsley
Augustus Cruickshank
Gordon Kishkan
Michael Layne

Allan Grandy,
Strataco Management Ltd.

Guest in attendance: Igor Skobkareva, strata lot 84

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Dave Davies, at 7:01 pm.

DELEGATION:

The owner of strata lot 84 addressed the Strata Council, noting that he speaks to various owners about the property, who ask him questions, presumably because they cannot get answers from the Strata Council. The owner expressed the concerns raised by other owners regarding turnaround times, response times etc. to various matters involving the property. The owner suggested that the current communication is below the owners' expectations, and questioned how fast the management company should confirm communications or attend to repairs.

The owner advised that he had started up a website and some interest has been shown in the site. The owner felt that if the Strata Council and management were interested the website could save time, money, and speed up processes. The owner noted that a nearby complex was essentially a paperless complex. The owner indicated that a number of immigrants live in Francisco Lane and that the best form of communication for them would be email.

The owner noted that one of the duties of the Strata Council is to make themselves accessible to the owners.

He noted that he had passed on a request for information to management and that as the Strata Manager was away he was awaiting a response. The owner noted that there was no hurry in this matter.

The owner commented that owners do not know what is going on in terms of the re-roofing project, and that he had not seen or heard anything on this topic. He suggested that management report weekly to the owners on the status of the project.

The owner commented that some owners are not happy with the current management company.

The owner referred to landscaping improvements behind units 1 – 5, and indicated that based upon his review of the Strata Corporation's bylaws the area in question may be defined as limited common property but not common property.

The owner requested that the Strata Council be open and fair.

**DRAFT
FOR DISCUSSION**

With regards to the recent Special General Meeting concerning re-roofing, the owner noted that he was happy with the turnout for the meeting as he felt that some owners were not always reading information provided to them. He felt that some owners did not fully understand or appreciate the size and impact of the proposed special levy. The owner commented that at the Special General Meeting he had requested that Penfold Roofing be added to the bidders' list, and hoped that this would be done.

The owner commented that he feels things have changed in the last few years, and remarked on the possible benefit to the Strata Corporation of using volunteer help for repairs etc. about the property.

At the conclusion of the owner's presentation, the President thanked the owner for attending and noted that Council would discuss the issues. The owner noted that he would like to stay as an observer for the balance of the meeting.

MINUTES OF THE MEETING OF APRIL 28, 2009:

It was noted that with regards to the financial statements, the Treasurer had requested a copy of the back up for the invoice submitted for water line breakage repairs. After further discussion of the minutes it was

MOVED AND SECONDED:

That the minutes of the meeting of April 28, 2009 be adopted as amended.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

The President reported that the graffiti artists had tagged the fences twice since the last meeting of the Strata Council and that the graffiti had subsequently been painted out.

The President noted that he had spoken to the community RCMP office regarding possible improper use of the recreation facilities, and advised that the RCMP would respond if the facilities were being used improperly.

The President pointed out that no residents should go into a washroom if they feel an unsafe situation or emergency exists. In these cases the RCMP should be contacted immediately.

The President noted that no recent issues or complaints have been received concerning use of the recreation facilities. Council will continue to monitor the situation and should problems be experienced notices can be posted on the changeroom doors.

With regards to the entry gate, it was noted that during the May long weekend a portion of the gate system broke, causing one of the gates to drag. The gate was opened and shut down. Overhead Door Company has attended and made repairs.

It was noted that a contractor was requested to inspect the rear corner area of the fencing system for additional repairs.

It was noted that an asphalt repair contractor has been requested to inspect and report on repairs to the asphalt surfaces.

The President advised that he had received correspondence from an owner regarding parking assignments. The owner had asked staff about the availability of a particular stall which is normally rented out. The owner was told by staff that the stall was not available as it had not been cancelled by the person assigned its use. Later that day staff contacted the Strata Council President regarding his observations concerning the use of the assigned parking stall. The President was able to contact the renter of the stall, who advised that he no longer required it. The stall was therefore available and later that day staff offered the parking stall to the owner who had expressed interest in it earlier in the day. The owner in question declined use of the stall.

The President asked that the gutter cleaning contractor recheck the gutter at unit 30 for possible re-cleaning requirements.

It was suggested that perhaps a reflective tape could be added to the entry gate edges to make them more visible. With respect to the rear gate, staff were requested to ask a repair contractor to make adjustments to the gate to re-straighten it if possible to do so as a minor repair.

It was noted that a Mundie's Towing sign had been nailed to a tree near unit 27, and that onsite staff should be requested to remove the sign.

It was reported that lengthy discussions had been held with Para Space Landscaping regarding their reports and recommendations on planting improvements on site specifically requested by Council. It was

MOVED AND SECONDED:

That the tree planting committee be authorized to purchase and install 14 pyramidal cedar trees to create a hedge near unit 83.

MOTION CARRIED

With regards to the area near units 89 and 90, where two trees have previously been removed and another cut down after it began leaning, it was

MOVED AND SECONDED:

That the tree planting committee be authorized to purchase a Japanese maple for planting near unit 89, at an estimated cost of \$149.00.

MOTION CARRIED

It was

MOVED AND SECONDED:

That the tree planting committee be authorized to construct a planter screen comprised of two planters, in which clematis will be planted.

MOTION CARRIED

It was

MOVED AND SECONDED:

That the tree planting committee be authorized to purchase a butterfly hydrangea or hydrangea for planting in the open area.

MOTION CARRIED

With regard to the area near units 93 and 94, it was

MOVED AND SECONDED:

That the tree planting committee be authorized to purchase and plant two hydrangeas at an estimated cost of \$60.00.

MOTION CARRIED

With regards to the area near units 96 and 97, it was

MOVED AND SECONDED:

That the tree planting committee be authorized to plant a vine maple at an estimated cost of \$149.00.

MOTION CARRIED

With regards to the area near unit 90, it was

MOVED AND SECONDED:

That the tree planting committee be authorized to purchase and plant a gold dust plant at an estimated cost of \$34.00.

MOTION CARRIED

Council discussed a report submitted by Para Space Landscaping with regards to lawn planting work done by the owner of unit 84. Council agreed that they would wait and see the results of the repair work done by the owner.

The Strata Council will be further inspecting and monitoring a possible repair to the landscaped area adjacent unit 89 to control dirt bounce-up from the garden during rainy weather. The tree planting committee will also look at the dirt wash-back affecting the electrical room near unit 10.

It was reported by Para Space Landscaping that black spot on the photinea near units 88 and 89 was not curable. The contractor has suggested the replacement of these shrubs with a laurel type shrub.

Staff were requested to ask Para Space Landscaping to review their quotation for repairs near units 88/89 as their costing estimate appears high. As well, staff were requested to ask the landscaper to review their proposal and recommendations for cutting back shrubs near units 88, 95 and 72-74, which have suffered due to the winter weather.

It was reported that as part of their warranty Para Space Landscaping will be replacing 100 ivy plants along the south perimeter fence, at their cost. The landscaper will provide fertilizer for the plants as well.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled the financial statement for the month of April 2009. The Treasurer reported that he had reviewed the financial statement and found it to be in order. It was then

MOVED AND SECONDED:

That the financial statement for the month of April 2009 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

Receivables Report

Review of the receivables was tabled to a later point in the meeting.

2) Staff Report

Parking Notices

The Strata Manager tabled copies of recent parking notices received since the last meeting of the Strata Council, for Council's information.

Parking Assignment List

The Strata Manager tabled copies of the amended parking assignment list relating to the rental parking stalls, for Council's information.

Parking Infractions

The Strata Manager tabled copies of a memo regarding a reported parking infraction. It was noted that this matter had been reported to Council and that it was being attended to.

3) Completed Items

The Strata Manager advised that since the last meeting of the Strata Council the following items had been completed: preparation of pool for opening by caretaker; pool inspection by Burnaby Health Department (passed for opening); receipt of JRS Engineering design brief concerning re-roofing; receipt of report from Exer-Tech regarding contract fee adjustment and service report; receipt of quotation from Fraser Valley Hydrant Services for renewal of hydrant inspection contract; holding of invoice from Overhead Door Company for entry gate repairs; correspondence to JRS Engineering providing them with access to review construction plans for roofing with the City of Burnaby; authorization to ServiceMaster to complete vehicle impact repairs near unit 44; receipt of certificate for hydrant inspection; receipt of invoice for balcony deck repairs at strata lots 89 and 56.

Staff were requested to ask JRS Engineering to provide a copy of their tender documents for all members of Council.

Exer-Tech had reported a \$12.00 increase in their regular inspection costs. It was

MOVED AND SECONDED:

That staff be authorized to accept the contract renewal terms proposed by Exer-Tech for the servicing of the exercise equipment in the exercise room.

MOTION CARRIED

Staff were requested to ask Exer-Tech for a quotation for the supply of a reconditioned elliptical trainer.

Council reviewed the contract to renew hydrant servicing with Fraser Valley Hydrant Services. It was

MOVED AND SECONDED:

That staff be authorized to accept the contract from Fraser Valley Hydrant Services for the annual servicing and inspection of the hydrants.

MOTION CARRIED

With regards to the invoice submitted for repairs to the entry gate system, it was noted that despite the delays the entry gates have now been installed and adjusted and met with the Strata Council's expectations. Council noted that they were also happy with the more recent repairs done to bolster the strength and stability of the gates. It was noted that the invoice for the repairs to the gates authorized by the ownership at the Annual General Meeting had been held as the contractor had attempted to claim for additional painting and repair costs. These costs have been rejected by staff and the contractor has accepted that they cannot charge for them.

In light of the current satisfaction with the final condition and repairs completed, it was

MOVED AND SECONDED:

That staff be authorized to pay Overhead Door Company for the entry gate repairs based on the original contract terms and conditions, as per the decision of the ownership at the Annual General Meeting, with the cost of the work to be paid for from the contingency reserve fund as authorized by the ownership.

MOTION CARRIED

It was suggested by a member of Council that a pre-cast concrete block could be used at the end of parking stall "C" to help reduce possible vehicle impact conditions.

Council reviewed the invoice from Arbutus Vinyl pertaining to specific deck repairs. After review it was

MOVED AND SECONDED:

That staff be authorized to pay the invoice submitted.

MOTION CARRIED

It was noted that balcony deck repair quotations were currently in progress for units 35, 37, 53, 64, 75 and 84. Two quotes have now been received and staff were currently awaiting receipt of the third repair quote.

4) **In Progress**

The Strata Manager advised that the following items remained in progress: review of quotations for concrete repair by unit 10; receipt of balcony repair quotations; completion of roof ridge cap repair at unit 35 by Carlson Roofing; completion of wood trim repairs at unit 35 by SJL Contracting; receipt of roof tenders from JRS Engineering.

5) **Landscaping**

It was noted that matters pertaining to Para Space Landscaping were discussed at an earlier point in the meeting.

6) **Correspondence**

The Strata Manager tabled for Council's information correspondence regarding a welcome package and the assignment of parking.



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Thank you for your assistance.

OTHER BUSINESS:

Hydro Box Repairs

Staff were requested to advise BC Hydro of a repair requirement to the hydro box located near unit 27.

Photocopying

It was noted by the Treasurer that in regards to the photocopying of the financial statements, pages 2, 4 and 6 of the financial statement package were not straight and a margin had been cut off.

Council member Brian Kingsley offered to provide photocopying services.

Stair Repair

Staff were requested to ask SJL Contracting to attend to wooden step repairs on the second and fifth steps at unit 46.

The guest in attendance then left the meeting, with members of Council thanking him for attending.

Water Damage/Deck Repairs

It was noted that the invoice for water damage repairs and deck repairs at unit 11 was still under review.

Changes to Landscaping

Council reviewed correspondence received from an owner concerning changes to the landscaped areas. It was reported that a strata lot owner had made landscaping changes without the prior knowledge or approval of the Strata Council. Staff were requested to forward correspondence to the owner in question concerning this matter.

Website

It was noted that as discussed earlier in the meeting, an owner had created a website.

Council wishes to note that the website in question has not been endorsed by the Strata Council, nor is it the official website of the Strata Corporation.

ADJOURNMENT:

There being no further business, the meeting adjourned at 11:01 pm, until Tuesday, June 30, 2009, at 7:00 pm in the exercise room, 6700 Rumble Street, Burnaby, BC.

STRATACO MANAGEMENT LTD.

**#101 - 4126 Norland Avenue
Burnaby, BC
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/dc

MINUTES OF THE SPECIAL GENERAL MEETING OF THE OWNERS, STRATA PLAN LMS 93, FRANCISCO LANE, HELD ON TUESDAY, MARCH 31, 2009, AT 7:00 PM AT THE HOLIDAY INN METROTOWN, SALON E, 4405 CENTRAL BOULEVARD, BURNABY, BC

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Dave Davies, at 7:12 pm.

CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:

Mr. Allan Grandy, Strata Manager, advised that subsequent to the calling of the roll and certification of proxies it had been determined that there were 101 eligible voting members at Francisco Lane. Quorum consisted of one-third of those eligible to vote, or 34 voting members. There were 59 owners present, 24 represented by proxy, for a total of 83 voting members. The meeting was therefore quorated and competent to proceed with the business at hand.

FILING OF PROOF OF NOTICE OF MEETING:

The Strata Manager read into the record the notice of meeting which was distributed to all registered strata lot owners in accordance with the provisions of the Strata Property Act and the bylaws of the Strata Corporation, stating the date, time, place and purpose of the meeting.

MINUTES OF THE MEETING OF OCTOBER 28, 2008:

It was

MOVED AND SECONDED:

That the minutes of the meeting of October 28, 2008 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

STRATA COUNCIL REPORT:

The President's report is attached hereto and becomes part of the record of the meeting.

The President then asked owners in attendance by way of a show of hands, as to whether owners in attendance believed it was necessary for the Strata Corporation to attend to the roof replacement work as proposed in the next few years.

The vast majority of owners present indicated their belief that it was necessary to undertake the reproofing work.

¾ RESOLUTION – RE-ROOFING FUNDING SPECIAL LEVY:

It was then

MOVED AND SECONDED:

That:

WHEREAS the Strata Corporation has been notified that it should prepare to replace the remaining 96 townhouse roofs not yet replaced; and

WHEREAS the Strata Council recommends that the ownership begin funding a roof replacement account for this purpose by special levy; and

<p>DRAFT FOR DISCUSSION</p>
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WHEREAS the Strata Property Act of British Columbia establishes the manner by which a Strata Corporation can approve a special levy;

BE IT THEREFORE RESOLVED THAT the Owners, Strata Plan LMS 93, do hereby authorize and approve a preliminary budget of \$1,294,148.00 for the cost of reroofing the 96 strata lots in 2010 that require such. A special levy is hereby approved in the amount of \$1,294,148.00 to fund a roof replacement account. This special levy is due and payable by all owners of record as at March 31, 2009, based upon their unit entitlement. Each owner's share of the special levy is payable in twelve (12) equal installments commencing May 1, 2009 and ending April 1, 2010. All special levy monies shall be kept in a separate bank account. The Strata Council shall instruct the selected consultant to prepare reroofing specifications and obtain tenders for the work so as to have the tenders available for the next Annual General Meeting, at which time the ownership shall select the tender to be accepted. At the next Annual General Meeting, the ownership can address any final funding issues pertaining to this work. Other than for the cost of arranging for specifications to be prepared and tenders requested, no expenses shall be paid from the reroofing account unless approved by the ownership.

The President then introduced Judd Jansen from Roof Tech 2000 Consultants Ltd. whose report was contained in the notice of Special General Meeting.

Questions were then called for from the floor:

An owner questioned as to why the cost of re-roofing at Francisco Lane would cost three times more than for a residential unit. Mr. Jansen noted that due to the nature and type of work involved, this work would be more expensive.

It was noted by Mr. Jansen that his costing estimate, as contained within his report, was based on costs that they have seen over the previous two years.

Some discussion then took place regarding the completion of the roofing work in two stages, and whether or not it might be of benefit to the ownership in doing so.

In response to an owner's question, the Strata Council President noted that the Strata Corporation had reviewed three quotations for roof consulting services and ultimately selected Roof Tech 2000 Consultants Ltd.

In response to an owner's question, it was noted that it was the Strata Council's decision to recommend that funding for the roofing be done excluding use of the contingency reserve fund.

In response to an owner's questions, Mr. Jansen advised that he did not believe that the cause of the deterioration of the roofing system was as a result of ventilation issues.

An owner suggested that it may be possible for the Strata Corporation to simply exchange some shingles that are worn out or deficient replacing the same to gain time for the Strata Corporation before it would have to contend with large scale re-roofing. Mr. Jansen commented that there was a potential major cost in undertaking such work and a question would be how long would the repairs last and the ultimate benefit derived to the Strata Corporation in doing so.

An owner then suggested that it took too long to replace the roof at units 1 - 5 and that the entry gate system took too long to complete.

An owner then thanked Council for their efforts, their time and research done on this matter and noted that it was his understanding that when Polygon Constructed the complex the roof was to be a 20 year warranty roof. Mr. Jansen commented that the type of shingle used in roofing at Francisco Lane cannot be purchased anymore and normally had a life expectancy of 8 – 20 years. A tendering for a new roof would include the use of either a 30 or 40 year rated shingle.

An owner suggested that perhaps the work could be expanded over a period of four years to help spread the costs out and to enable owners to pay for the same more easily.

An owner commented that they thought that the special levy being paid the last few years was for re-roofing. The Council President noted that this was not the case in that the special levy paid was to augment funding for the contingency reserve fund.

An owner then suggested that damage was being done to the roof as a result of maintenance work being done on the buildings.

An owner then commented that he was not happy with the consultants retained by the management company; therefore, why should we trust them now.

An owner then commented that the consultants have based their fees on a percentage of the contract value. The owner suggested that a specific number of hours be obtained in the consultant's proposal and that the Strata Corporation pay for the same only.

Another owner then commented suggesting that he felt that it would be advisable for the Strata Corporation to retain the services of a consulting engineer to review venting issues. The owner questioned as to why the management company did not have a structural engineer evaluate all of the roofing systems. It was noted that the ventilation concerns were not being reported and no funding for the same had ever been authorized.

An owner commented that the cost of painting costs considerably more than originally budgeted for. It was noted that wood repair costs were discussed with the ownership group and were significantly more costly and more involved than originally anticipated. It was suggested that there was potential for problems to be discovered during re-roofing and this could also result in additional costs being incurred that are not identifiable at this time.

An owner then commented that the ownership cannot afford to complete the work as proposed; therefore the plan needs to be amended. The owner further commented that personally, they were not a fan of the use of consultants and suggested the use of a big time contractor to save money. The owner suggested that the work be done in phases and suggested a feasibility study be done.

Another owner suggested that perhaps budget expense items could be set aside to help the Strata Corporation save money for re-roofing.

In response to an owner's question, Mr. Jansen noted that the Strata Corporation had not obtained tenders for roofing at this time, as the tenders would only be valid for a period of 30 – 90 days.

Discussion continued with comments being made on funding of the contingency reserve fund over the years and expenses being paid for the same for work completed on site.

An owner then commented that he had obtained a costing estimate from Penfolds Roofing in the amount of \$700,000.00 to replace the Strata Corporation's roof and that this was considerably less than the budget as proposed in the Special General Meeting notice. The owner noted that Penfolds Roofing would provide a lifetime warranty and does not believe that the gutters of the Strata Corporation require replacement. The owner continued noting that he would want to negotiate the price with the contractor to obtain more favourable pricing. The owner continued advising that Penfolds have indicated that their specifications were superior and that the contractor was a large contractor who could complete the required re-roofing work in two months. Penfolds had further suggested that detailed specifications for the work were not required.

The owner then continued noting that inspections were not necessary and that the Strata Corporation could potentially reroof two buildings by just saving on the cost of consulting services. The owner suggested that the budget expenses could be focused on only as needed repairs if the fence was damaged, it could be left as it was not urgent. It was further suggested that the Federal Tax Credit grant would be available to owners for work completed and billed through February 2010. The owner continued commenting on funding that he believed should be available from the contingency reserve fund to help offset the cost of re-roofing. It was suggested that the use of the contingency reserve fund could enable some work to be done this year and provide more time for owners to raise money down the road for the rest of the re-roofing.

The owner suggested that a request for proposals be sent out and quotations be obtained.

Some discussion then took place regarding financing options and what might be available to assist the Strata Corporation.

It was then

MOVED AND SECONDED:

That the proposed resolution be tabled and that the Strata Council be requested to call a Special General Meeting in 90 days time. Council is requested to bring back detailed quotations for re-roofing work, approximately eight (8) quotations and that the plan for roofing should enable an option of completing the work over two or three years. The special levy required should therefore be based on the specifications as prepared by the consultant or engineer of the Strata Council's choice.

An owner then commented that with regards to the price for preparing specifications, Roof Tech had provided a costing estimate based on a percentage of the actual cost of re-roofing whereas VVV Engineering and Dubas Engineering had provided fixed fee cost estimates.

An owner then commented that the bid process should move forward once we start this process.

It was then

MOVED AND SECONDED:

That the amending motion be amended so as to call for the Special General Meeting to be held in 60 days, as we do not wish the meeting to be held during the summer months; therefore hold the meeting by approximately mid June.

An owner then commented that use of the contingency fund should be factored into the funding equation and as some blocks of units have roofs in better condition than others, that the scheduling of work should take that into account.

Another owner commented that the potential for windblown damage is a concern and how long the roofing work can be spread out is also a factor of how much risk the ownership is willing to take.

An owner then commented that a number of years ago, while she was on Council, the owners felt that there was a problem with ventilation in the attic spaces and whirly bird ventilators were being installed on buildings. It was later determined that there was no problem and the work stopped.

Further discussion then continued regarding what functions the consultant does and the inspection process that the consultant follows regarding the re-roofing work itself.

An owner then commented that in his opinion, there was no panic and therefore no need to rush into this entire situation.

Question was then called on the amending motion to the tabling amendment and it was

CARRIED UNANIMOUSLY

An owner then commented that and strongly felt that a qualified engineer should be required to inspect all units for ventilation concerns and that the time to complete all of this work should be expanded to allow this to be completed.

It was then

MOVED AND SECONDED:

That the amending motion be amended so as to require the Strata Council to hire a qualified structural engineer to evaluate the buildings and make recommendations on specifications. The time frame for calling the Special General Meeting is to be expanded to allow this process to take place.

After a brief discussion on the proposed motion, question was called on the motion to amend the amending motion. The amendment was.

DEFEATED

Question was then called on the tabling motion and it was

CARRIED (82 in favour, 1 opposed)

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

There being no further business, the meeting adjourned at 10:25 pm.

STRATACO MANAGEMENT LTD.

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President Report – Special General Meeting March 31, 2009

Thanks to everyone for making the time to attend the Special General Meeting. I'd also like to extend my thanks to the existing strata council members for all of their efforts since our last annual general meeting in October and I think that we're all recovered now from the snow shovelling that we did over the holidays. Also, thanks Allan for fielding all of the ownership calls and for assisting us with various challenges we have been facing.

The Purpose Of Tonight's Meeting

Tonight the ownership is being asked to decide how we will fund the cost to replace our roof and gutters for the remaining 96 units in our complex. The roofing situation has been discussed for some time and it has been in our capital plan for many years. Looking back over the past 3 years of AGM meetings some highlights include the following:

December 2006 AGM council put forth concerns that our Contingency Reserve Fund did not have adequate funds to cover the long term cost estimates listed in our capital plan. The largest item in our Capital plan is our Roof and Gutter Replacement strategy. A special levy proposal was put forth with 2 options. (1) a \$95 average per unit per month special levy and (2) a \$45 average per unit per month special levy. Council recommended that the higher option be selected, however, at the time, the ownership selected the lower amount of \$45 per unit per month.

September 2007 AGM, council reminded the ownership about our capital plan which forecasted that our roof and gutters would have to be replaced in year 2011 at a cost estimate of just over \$1 million dollars or an average cost of \$10,400 per unit. During that AGM meeting, a special levy proposal was put forth with 3 options. (1) a \$95 average per unit per month special levy, (2) a \$115 average per unit per month special levy and (3) a \$125 average per unit per month special levy. While council urged the ownership to vote for option #3, the ownership selected option two at \$115 average per unit per month.

July of 2008 a Special General Meeting was held to inform the owners that units 1 through 5 needed their roof replaced because sections were simply beyond repair. It was at that time that we as owners got a real taste of what the actual cost for roofing was. The cost per unit came in at just over \$12,000 per unit. The ownership voted to fund this amount out of our Contingency Reserve Fund (CRF) so no additional special levy was incurred at that time.

Last year, in our **October 2008 AGM** meeting, the ownership received a report from a qualified roofing consultant that our complex's roof should be replaced in the next 2 years (ie: 2009 or 2010). The cost estimate for replacing the roof and gutter system was estimated at a whopping \$17,000 per unit average. During that meeting a new council was nominated, voting took place, and you the ownership voted in the members who

comprise the people sitting up here with me tonight. The new council was asked to investigate and consider a number of items for the upcoming year with the biggest item involving the roof replacement strategy.

Roof Consultant Reason:

Council has had a long discussion regarding whether or not a roofing consultant should be retained to provide specs, obtain tenders on the specs, do inspections for quality control for the re roofing work, and issue a final report on the completion of the roofing work. Council has agreed that in order to ensure that the best quality of roof goes on, and that tenders be comparable on an apple for apple basis, that a consultant must be retained for this purpose. If random quotes are obtained from roofers without proper specs, then there is no real way to compare the bids accurately. Roofers providing quotes without any proper guidelines could be leaving out certain aspects of the work that in the shorter term may not impact the strata corporation, but in the longer term may. At the same time, without a proper set of specs, comparing quotes regarding quality of materials, and installation techniques would be difficult. Again, we should be comparing apples with apples.

Inspection Requirement to protect our investment:

Council has further agreed that the person preparing the specs should be involved in inspecting the installation to ensure that the roof is installed exactly as per the specifications (ie: we want to know that we are getting what we paid for). Without ongoing inspections, a roofer could deviate from the specs or make installation errors that can come back and haunt the complex in future years. At the same time, the consultant who prepares the specs and insures that the roof goes on as per the specs, becomes accountable to the complex for any design error in the specs if one is made. Should there be any disputes regarding the roofers performance, the consultant becomes the arbitrator on our behalf.

Additionally, the consultant approves any progress draws payable to the roofer and issues the final completion certificate to enable final payment to the roofer. Owners deficiencies are passed on to the consultant and roofer to ensure all reasonable deficiencies are attended to properly. This practice is a very similar method of protection that we used when we had ProStar paint our complex. We had an independent inspector who worked on our behalf to ensure the work was up to standard.

Council has noted that the replacement of 96 roofs is a substantial undertaking and very costly. In order to best ensure that our money is well spent, and that a quality product is received in return, a consultant is needed to protect the our interest. **Without a consultant, the roofer can make installation errors, or cut corners that in the long term may affect the performance of the roof.**

Financing Options:

Based upon the comments of Roof Tech and VVV, council has held long discussions regarding the funding of the re roofing project. While it is believed that outside financing can be obtained from the bank used by the strata corporation, there is a cost associated with borrowing. In the long term, financing costs can be significant. We therefore felt that it's best to allow the owners who can make the required payments to fund the work, and for those who might need to get financing to arrange for it on their own.

12 Month Time Frame Reasoning:

Council discussed at length the time frame to deal with roofing and the raising of the money to cover the roofing costs. Using the two year guideline as suggested by Roof Tech and VVV, it would mean that the roofing work should be done by 2010. Assuming that the work will take a number of months to complete, and that it would best be done during the drier months of the year, that the strata corporation should try and plan this work for completion during the summer of 2010. It hopefully would be finished by the fall of 2010 and that would be approximately two years after the report was received from Roof Tech. Accordingly, council ultimately discussed providing a 12 month period of time to raise the special levy funds. Best practices would be to have the money in hand before the work starts so that if there are any issues surrounding the collection of the money, the complex would have time to react to it. The complex does not want to have roofing progressing and then find itself with a collection problem that would impact its ability to pay for the work and put it in default of its contract with a roofer.

Request For Proposal Explanation:

Council, as a result of its discussions, has recommended that the consultant be instructed to prepare specs, and obtain tenders for the owners consideration for the fall of 2009. Normally bids are only valid for 30 – 90 days depending on the contractor, so specs and tenders have not been requested at this time. In the fall of 2009, we the owners can make a decision on the awarding of the contract and any changes to the funding for the work, should it be necessary. Once the contractor has been selected, they can be told to start, as weather permits, in early 2010.

The Main Objective for Tonight's Meeting:

So the main objective of tonight's meeting is to look at the evidence, review the facts and decide what course of action is best for us as an ownership to protect our investment. The council is aware that some owners have put together their own information package and that they have been distributing these flyers to the ownership to encourage the rejection of the council's proposal. Everyone in this room and every owner in our complex is certainly encouraged by council to express their opinion and contribute to finding the solution.

Everyone on council are not qualified accountants and engineers, however, all of us are owners and we are your neighbours who have volunteered and given up our personal time away from friends and family in order to be contributing members to our community. We accepted your nominations and your vote of support last year to further investigate this roof replacement issue and we'd kindly ask that you please do not shoot the messenger. Because none of us are qualified roofing consultants, we went to the experts. Roof-tech and VVV Engineering Ltd. both have confirmed that the current condition of the roofs would warrant their replacement in the near future. Council has reviewed proposals from three roofing consultants and we selected and brought in Roof-Tech to tonight's meeting so that you as the ownership can ask and hopefully get answers to the questions you may have regarding the proposal.

We Know The Economy Is Slowing Down:

Because the professionals are recommending that we replace our roof sooner rather than later, and because the consultants work with roofing contractors day in and day out, it logically made sense to use the consultant's budget estimates for replacing our roof. Since the first report was received in Oct. 2008, general costs in the roofing industry have begun to fall significantly as the economy slows. It is not possible to determine now, what contractors will bid 6 months into the future for work to be started early in the new year. Costs may continue to fall, costs may stabilize, costs may again escalate. No one knows for certain but of course, we all hope they continue to fall. Nevertheless, we would be negligent as a council to ignore the recommendations made by two separate qualified roofing consultants. So we as a council are duty bound to submit the current proposal to raise the budgetary funds of almost 1.3 million dollars in 12 months. According to what the experts are advising us, this proposal represents the lowest amount of risk we as an ownership would have. Additionally, this proposal was designed to give the ownership the maximum amount of decision making power. Tonight, after we have spoken to the consultant and after we have discussed the issues at hand, any owner can propose an amendment to the existing proposal. For example, some owners may believe that the roofs will last longer than 2010 (this may or may not be a reasonable assumption). In the event that the roofs are felt capable of lasting longer than year 2010, owners may wish to propose an amendment to increase the number of months from 12 to 24 in to extend the payment time for the collection of the special levy money. This is an **ownership** decision. Council has followed the advice of the consultants. If the owners wish to amend the proposed resolution to extend the payment time, then that is the decision of the owners. Should roof leakage problems develop and costs be incurred due to the extending of the planned roofing time, then this would be a decision made by the owners who ultimately would have to cover the costs incurred.

So the council has given you the ownership the best possible decision making power for this meeting. The council has presented what the experts say we should consider and now we are all here tonight to decide how we want to manage that risk because we all know that at some point, the roof replacement is going to be required.

Ownership Opinions Vary:

When this SGM package was first released, I personally had some owners approach me to express their thanks that our council was moving forward with the roof replacement sooner rather than later. They confirmed what I already explained earlier that it was no surprise that the roof needed to be replaced and that the money the ownership decided to collect in past years in special levy's would not be enough for when the actual time came to do the work. They, like myself, and I suspect others in this room, continued to set aside personal savings in preparation for the day when the ownership would be approached for raising the significant funds necessary to do the work. Of course, I have also spoken with owners who explained what a hardship it would be to commit to this type of fund raising in such a short period of time. While they agree that the roof needs to be done, they explained that if they just had more time and if they could make lower monthly payments that they would be willing vote yes to such an amendment and accept the risk of having our roof last 2 more winters. I personally can appreciate and empathise with both positions and in a group of this size, there will likely be a wide difference of opinion.

In a multi unit strata development such as our complex, we are making a decision that must be right for 101 home owners. Our decisions must look after everyone's needs. The risk that we are willing to take on how we do things, must be the risk that all owners are willing to share in. We must think in terms of what is best for the strata corporation, as compared to just what is best for the individual. Some owners might be willing to choose a lesser quality roof because they do not plan to be here in 5 years. Some owners plan to make this their last home. Some owners might be willing to push roofing back an extra year or two in order to stretch out the payments. The decision to push back the roofing time might be an acceptable risk for some, not for others. Some owners might be very comfortable with the option of hiring a roofer based upon specs prepared by the roofer and not by a consultant. This may not be acceptable to others. Some owners might be willing to select a roofer that has never done a job the size of this one or whose financial resources might be stretched beyond the roofers normal limits in order to try and get a lower quote. Some owners might not want to take such a risk because if something goes wrong the roofer might not be there to deal with it. The strata council must consider all of the above and reach decisions to make recommendations to you. Council has endeavored to take as safe a course of action as possible, trying to ensure that the roofing job, if ultimately approved, is done to a high degree of quality, and that the strata has taken all reasonable steps to ensure that they have received exactly what they agreed to pay for and what they expected.

Proxy Responsibility:

For those of you who have collected a proxies from owners who couldn't attend tonight's meeting, thank you for taking on the important responsibility of fairly representing their wishes. If the main proposal is amended, you will have the difficult task of putting yourself in their position to decide how they would want to vote on a scenario that may not have come up when you first spoke to them in order to obtain their proxy. When casting their vote, you need to ask:

"Do the owners that you are representing believe in raising at least some of the money to replace our roof? "

"Do they know that our Contingency Reserve Fund at the end of February 2009 is only \$311,00 and that even if we chose to devote 100% of the CRF for the roof replacement, that it would not cover the cost even in our declining economic conditions. "

"Do they know that what we are meeting about tonight involves **budgetary** numbers and not actual numbers of what we are going to pay for the roof being done? When we go to tender at a later date (yet to be determined), the ownership will have another opportunity to contribute in the decision making process."

"Do they know that if the final job comes significantly under budget such that the cost difference per unit is \$100 or more, (and they are still owners in our complex) that they will automatically receive a check back for the surplus money collected? If the amount is \$100 or less, then the ownership will still have an opportunity to decide if we refund the money, or do we roll it over into the contingency reserve fund."

To all the owners, if we as an ownership group tonight vote no to the proposal and we vote against every amendment that may be put forth tonight, then all of us will have lost precious time to collect sufficient funds for our roof replacement. If we have to perform emergency roof repairs or a replacement like what we had to do in units 1 through 5, we may end up finding that the overall money spent per unit at the end of the day, will be significantly higher than if we did the job all at once at or near the time in which the roofing consultants were suggesting that we perform the roof replacement.

Secret Ballot:

Additionally, we don't want anyone to feel that council is bullying anyone into making a decision of which they are not comfortable making. Likewise, we want to avoid anyone feeling like they must follow what their neighbour is saying for fear of being looked down upon. We all have our own personal financial situations and we all will have our own personal convictions and on how best to proceed. Therefore, when it comes time to casting our final votes for the existing proposal or any amendments, we are suggesting that the voting be done by secret ballot.

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93,
FRANCISCO LANE, HELD ON TUESDAY, FEBRUARY 24, 2009, AT 7:00 PM IN THE
EXERCISE ROOM, 6700 RUMBLE STREET, BURNABY, BC**

Council in attendance: Dave Davies, President
Mark Cockle, Vice President
Lars Bach, Treasurer
Brian Kingsley
Augustus Cruickshank
Gordon Kishkan
Michael Layne

Allan Grandy,
Strataco Management Ltd.

Guest in attendance: Igor Skobkareva, Unit 84

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Dave Davies at 7:01 pm.

DELEGATION:

The owner of strata lot 84 addressed the Strata Council with regards to his investigations pertaining to the cost and effectiveness of installing a wireless security camera system for the Strata Corporation. The owner noted that the installation would be using standard concepts used elsewhere. The owner provided Council with a review of the equipment which would be used, and brought a sample of a camera system so as to show Council how the camera system would operate. It was noted that the camera system would be coupled to a DVR and would record with motion detection. A costing estimate was provided for a 6 camera and 2 camera system option.

After further discussion, the owner left the meeting with Council thanking him for his efforts and for taking the time to submit his information to the Strata Council for their consideration.

A quotation was then reviewed submitted by Techline Micro Solutions for a wireless security camera system. The cost of this installation was significantly higher than that proposed by the owner, as the owner's submission would assume volunteer labour services to install the system. It was also not readily discernable as to whether the equipment proposed by Techline was of a different quality or capability than that as proposed by the owner.

A lengthy discussion then took place with regards to the anticipated benefits of a security camera system. Council discussed past security related issues and the ability of utilizing information gathered by a security camera system. At the conclusion of this discussion, Council decided that it did not wish to pursue the installation of a security camera system at this time, and that the information obtained would be kept for future reference.

Council wished to extend their sincere thanks to the owner for his efforts in compiling and submitting the information.

MINUTES OF THE MEETING OF JANUARY 27, 2009:

It was noted that an In Progress item remains concerning the replacement of the damaged concrete driveway at strata lot 43. This work will be held off pending more suitable weather until March or April 2009.

It was then

<p>DRAFT FOR DISCUSSION</p>
--

MOVED AND SECONDED:

That the minutes of the meeting of January 27, 2009 be adopted as amended.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES:

It was noted that drainage repair work at strata lot 11 has been delayed by the contractor until March 10, 2009. It was noted that the contractor failed to notify either staff or the strata lot owner that their previously submitted date to commence drainage repair work was being postponed. The contractor has advised that due to prevailing conditions, the excavation contractors had decided to hold off on commencing work until the overall weather conditions were somewhat drier.

PRESIDENT'S REPORT:

The President advised that the rear fence had been tagged twice since the last meeting of the Strata Council, and that permanent markers had been used to mark the railings for the chain-link fence.

The President further reported that some additional complains had been received regarding abuse of the visitor parking area by some residents.

Council wished to remind all residents that the visitor parking area is reserved exclusively for guests of residents of Francisco Lane, and that as per the bylaws of the Strata Corporation overnight parking is not permitted without the prior approval of the Strata Council.

It was noted that the complex was still awaiting the installation of the front entry gate by Overhead Door Company. It was further agreed that a notice will be distributed reminding owners of the key pad operation number for the entry gate.

With regards to Para Space Landscaping, it was noted that the contractor has advised that they have selected trees recommended for planting based on the suitability of the species for the particular growing location; however, the contractor has not provided information of possible alternative tree species which would not grow as large as the trees suggested previously by Para Space Landscaping.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled the financial statements for the months of November and December 2008, and January 2009. The financial statements were tabled pending review and report by the Treasurer.

Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. No action was recommended by staff on any collection matters at this time other than those actions already initiated by the Strata Council.

Treasurer's Memo

The Strata Manager tabled a memo submitted by the Treasurer outlining questions raised on the function of the Treasurer for the Strata Council.

Collections

The Strata Manager tabled correspondence for Council's information pertaining to collection activities involving a strata lot.

2) **Staff Report**

Security Camera System

It was noted that this matter had been discussed at an earlier point in the meeting.

3) **Completed Items**

The Strata Manager advised that since the last meeting of the Strata Council the following items had been completed: roof repair at strata lot 51 by Marine Roofing; authorization to ServiceMaster to complete interior water damage repairs at strata lot 51 from roof leak; notice distributed regarding snow clearing; distribution of information concerning insurance policy; request for light fixture repair to caretaker; emergency repairs to broken waterlines in three locations by Harmony Restoration Services and McRae's Septic Tank Service; relocation of Mundie's Towing sign; completion of window leak repair at strata lot 25 by Harmony Restoration Services.

Concerning the above, Council discussed the emergency waterline repairs which took place earlier in the month. It was noted that three separate waterline leaks occurred resulting in excavation work being necessitated in order to gain working access to the waterlines to affect the required repairs. Council noted that they were very pleased with the service provide by Harmony Restoration Services in organizing and completing the work in an efficient manner. The work involved will constitute an emergency repair and will ultimately be paid for from the Strata Corporation's contingency reserve fund.

4) **In Progress**

The Strata Manager advised that the following items remained in progress: repairs to balconies at strata lots 56 and 89 by Arbutus Vinyl; receipt of report from SLG Construction regarding porch at strata lot 10; completion of waterline leak repair at women's washroom toilet; jacuzzi tile repair by Imperial Paddock Pools; pool heater servicing by Imperial Paddock Pools; installation of new entry gate by Overhead Door Company; repainting of remaining entry gate by Overhead Door Company; interior water leak repair at strata lot 32; repair to garbage enclosure door roller system by Harmony Restoration Services.

5) **Landscaping**

Para Space Landscaping

The Strata Manager confirmed the renewal of the Para Space Landscaping contract as determined by Council at the previous meeting.

It was noted that Para Space Landscaping would be requested to comment on alternative tree species that would grow to a shorter height for tree replacement work on site.

6) Insurance

Policy Renewal

The Strata Manager indicated that as had been done in the past, management were recommending that the Strata Corporation borrow from the Strata Corporation's accumulated reserves to pay the insurance premium and repay the reserves over the balance of the current fiscal year. It was

MOVED AND SECONDED:

That:

WHEREAS the Strata Corporation has renewed its insurance policy at an annual premium of \$27,573.00; and

WHEREAS there are insufficient funds in the operating account to satisfy the financial obligations; and

WHEREAS Section 95 of the Strata Property Act permits the Strata Corporation to lend money in the CRF to the operating fund if the loan is to be repaid by the end of the fiscal year of the Strata Corporation, and the loan is for the purpose of covering temporary shortages in the operating fund resulting from expenses becoming payable before the budgeted monthly contributions to the operating fund to cover these expenses have been collected.

BE IT THEREFORE RESOLVED THAT the Strata Council authorize the transfer of \$27,573.00 from the CRF as a loan to the operating fund to be repaid in equal monthly payments in full by fiscal year end.

MOTION CARRIED UNANIMOUSLY

7) Roofing

Roofing Consultants

The Strata Manager tabled quotations from Dubas Engineering and VVV Services regarding providing roof replacement consulting services. It was noted that in a review of the cost for the various phases of the re-roofing project that the 3 quotations received for consulting services were all very similar.

A report was received from VVV Services that recommended completion of the re-roofing project in the short term, and also noted budgetary cost estimates that were somewhat lower than budgetary costing estimates received in October 2008. It was noted that the slowing economy and changing conditions for contractors such as roofers, is resulting in decreased costs being available at this time, compared to the summer and fall of 2008.

After a review of the roofing consultants' submissions, it was

MOVED AND SECONDED:

That staff be authorized to retain Roof Tech as the roofing consultant to assist the Strata Corporation with the remaining roofs to be replaced at Francisco Lane. Should Roof Tech be unable or unwilling to respond to the Strata Corporation's needs, then Dubas Engineering would be selected.

MOTION CARRIED

It was noted by Council that a Special General Meeting of the Strata Corporation would be called to present to the ownership a resolution to commence funding for the replacement of the remaining 96 roofs at Francisco Lane. The ownership would be provided a 12 month period of time to raise money by special levy, so that the re-roofing work could take place in the spring 2010.

A budget for re-roofing work would be based on the lower costing estimates as suggested by VVV Services. It was noted that as the Strata Corporation would not actually tender the re-roofing project until the latter part of 2009, the actual costing estimates received for re-roofing may change from the budgetary numbers used at this time.

It was further agreed that the roofing consultant would be asked to attend the Special General Meeting to assist the owners with discussions on the re-roofing concept.

8) **Correspondence**

The Strata Manager tabled for Council's information correspondence regarding access to a strata lot for repairs.



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Thank you for your assistance.

OTHER BUSINESS:

Financial Reports

A Council member tabled copies of a Vancouver Sun article from November 25, 2008. The article commented on some issues being raised by an Association of Strata Corporations on Vancouver Island for possible changes to the Strata Property Act of British Columbia.

In discussing the article, it was noted that some of the concerns expressed by the Vancouver Island Association pertained to enhancing regulations in the legislation pertaining to financial reporting requirements for the Strata Corporations.

Council discussed the current financial accounting systems used for Francisco Lane, and Council noted that they were very happy with the quality of financial accounting reports received.

Light Repair

Staff were requested to check on a light repair near strata lot 44.

Treadmill

Staff were requested to advise Exer-Tech Services on some periodic noises emanating from the treadmill located closest to the center of the room.

Porch Repair

Staff were requested to have a contractor check on a possible rotting timber for the porch at strata lot 46.

Wood Trim Repair

It was noted that Harmony Restoration Services has not yet returned to complete final wood trim repair at strata lot 11.

Asphalt Repairs

It was noted that as a result of the inclement weather, further deterioration of the asphalt surface has occurred, and that during the summer months the Strata Corporation may wish to have some crack sealing work done or minor asphalt repairs completed.

Landscaping Improvements

Staff were requested to forward correspondence to strata lots 1 to 5 to verify which landscape improvement option had been selected by the ownership group.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:20 pm, until Tuesday, March 31, 2009, at 7:00 pm in the exercise room, 6700 Rumble Street, Burnaby, BC.

STRATACO MANAGEMENT LTD.

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**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93,
FRANCISCO LANE, HELD ON TUESDAY, NOVEMBER 25, 2008, AT 7:00 PM IN THE
CLUBHOUSE, 6700 RUMBLE STREET, BURNABY, BC**

Council in attendance: Dave Davies
Mark Cockle
Michael Layne
Lars Bach
Brian Kingsley

Allan Grandy,
Strataco Management Ltd.

Absent with leave: Gordon Kishkan
Augustus Cruickshank

CALL TO ORDER:

The meeting was called to order by Dave Davies at 7:02 pm.

ELECTION OF STRATA COUNCIL EXECUTIVE:

Nominations were called for the position of Strata Council President. Dave Davies was duly nominated, and there being no further nominations, was declared elected by acclamation.

Nominations were then called for the position of Strata Council Vice-President. Mark Cockle and Brian Kingsley were duly nominated. A secret ballot was then held, subsequent to which Mark Cockle was declared elected.

It was

MOVED AND SECONDED:

That the ballots be destroyed.

MOTION CARRIED

Lars Bach was appointed Strata Council Treasurer.

MINUTES OF THE MEETING OF SEPTEMBER 30, 2008:

It was

MOVED AND SECONDED:

That the minutes of the meeting of September 30, 2008 be adopted as distributed.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

It was noted that gutter cleaning work has been authorized and that the contractor had indicated the work would commence on December 8, 2008, with approximately one week being required to finish the job.

As authorized by the ownership at the Annual General Meeting, Overhead Door Company has been instructed to order the replacement gate. It is anticipated the gate will be available for installation in approximately mid-December.

<p>DRAFT FOR DISCUSSION</p>
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Repairs to the men's and women's washrooms in the clubhouse will be scheduled during the next few months. A repair to the missing tile in the hot tub will be undertaken by Imperial Paddock Pools prior to the opening of the pool facility in 2009.

The President reported that since the last meeting of the Strata Council there had been two fence tagging incidents, and that the graffiti has been painted out.

An additional balcony requires completion by Arbutus Vinyl, and it is expected the work will begin shortly.

A lengthy discussion took place regarding discussions held at the Annual General Meeting concerning the possible installation of a security camera system at the entrance to the complex. The President reported on investigative work he had undertaken concerning the possibility of purchasing equipment directly; however, a number of questions had arisen related to where the equipment should be installed, how power would be brought to the equipment, and the actual effectiveness of the system. It was agreed that staff would be asked to have a security company provide a costing estimate for a professionally installed system.

It was noted that a discussion will have to be held with regards to roofing and funding of this project. It was agreed that the matter would be held over to the January 2009 Strata Council meeting, when all Council members can attend.

Lastly, it was noted that the contract for services between the Strata Corporation and Strata Management Ltd. concluded on December 31, 2008. Management has provided Council with the terms of renewal for a two year period. Council noted that they were satisfied with the services provided by Strataco Management Ltd. and the terms of renewal. It was then

MOVED AND SECONDED:

That the contract for services between the Strata Corporation and Strataco Management Ltd. be extended for a two year period commencing January 1, 2009 and concluding on December 31, 2010, as per the terms and conditions contained in the renewal proposal.

MOTION CARRIED UNANIMOUSLY

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled the financial statements for the months of September and October 2008. It was agreed that the financial statements would be tabled pending review by the Treasurer.

Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. Subsequent to this review it was

MOVED AND SECONDED:

That a lien be authorized for placement against a strata lot significantly in arrears, for the collection of all outstanding monies and associated costs of collection, pursuant to the provisions of the bylaws of the Strata Corporation and the Strata Property Act.

MOTION CARRIED

Notice of Strata Fees and Special Levy

The Strata Manager confirmed the distribution of the notice of strata fees and special levy subsequent to the Annual General Meeting.

Collections

The Strata Manager confirmed that an insurance deductible chargeback would be assessed against a strata lot as per the bylaws of the Strata Corporation, relating to an interior water leak which caused water damage to that strata lot as well as an adjoining strata lot.

Audit

The Strata Manager tabled correspondence to Donald G. Guthrie, C.A., concerning his retention to perform audit services, and the audit report subsequently received. Council noted that they had reviewed the report and found it to be in order. It was

MOVED AND SECONDED:

That the audit be received.

MOTION CARRIED

2) Completed Items

The Strata Manager advised that since the last meeting of the Strata Council the following items had been completed: closure of pool for winter season; room rental for Annual General Meeting; distribution of Annual General Meeting notice; authorization to Harmony Restorations to complete concrete repair to driveway entrance at strata lot 43; correspondence to Mundie's Towing regarding updated Strata Council members list; correspondence to Burnaby Fire Department regarding Strata Council members list; receipt of final schedules from City of Burnaby regarding railing installations of two summers ago; authorization to PacWest Enterprises to complete interior roof damage repairs at strata lot 2; request to City of Burnaby to attend to lighting repairs at south perimeter area; receipt of Roof Tech report on estimated life of roofing system and budgetary estimate for replacement; fence repairs by Harmony Restorations; request to BC Hydro to clean transformer boxes; window repair at strata lot 15; approval of final invoice from DC Roofing by Quality Auditing Institute; authorization to Overhead Door Company to complete entry gate system repair.

It was noted that one of the Mundie's Towing signs has been removed and placed on a tree near unit 44.

3) In Progress

The Strata Manager advised that the following remained in progress: gutter cleaning; deck repairs by Arbutus Vinyl; installation of address sign ordered from Kodiak Signs; installation of sign from Kodiak Signs in jacuzzi area; men's and women's washroom repairs; drainage repair by unit 11.

It was noted that staff have met with Harmony Restorations concerning the drainage repair work to be performed by unit 11. Work was scheduled to start the following week, and it was noted that it would be necessary to remove the flowering tree in front of unit 11 in conjunction with the repair work.

4) **Landscaping**

The Strata Manager tabled copies of various quotations from Para Space Landscaping. After review of the quotations it was

MOVED AND SECONDED:

That staff be authorized to accept the quotation from Para Space Landscaping for cleaning of the foliage on the outside of the chain link fence, so as to not hinder the growth of ivy on the chain link fence to the south perimeter, and to proceed with dormant oil spray.

MOTION CARRIED

Council discussed a report and costing estimate from Para Space Landscaping for replacement tree planting. It was noted that despite discussions held with the Strata Council President the quotation received was not in keeping with what had been requested. Staff were asked to forward correspondence to Para Space to obtain clarification on the quotation, to ensure that the trees recommending for planting are suitable for the area.

5) **Insurance**

Policy Renewal Quotations

The Strata Manager confirmed that quotations had been requested for renewal of the Strata Corporation's insurance policy effective December 31, 2008.

Coastal Insurance Services

The Strata Manager tabled a copy of correspondence to Coastal Insurance Services requesting an endorsement to the policy to reflect the recently received appraisal report from Ocean Province Appraisal, as well as correspondence from the insurer confirming the valuation endorsement.

6) **Correspondence**

The Strata Manager tabled copies of correspondence concerning appearance before Council, noise complaint, disturbance from private party, election/re-election to Council, appreciation to those running for but not elected to Council, and welcome packages.



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Thank you for your assistance.

OTHER BUSINESS:

Dripping Gutter

It was reported that there was a drip from the gutter at strata lot 46, and staff were requested to make repair arrangements.

Roofs

To assist the Strata Council with discussion on roofing issues, staff were requested to review past records to determine the locations of previous roof leak problems for the next meeting of the Strata Council.

Parking Stall Conversion

Council noted that a request had been received from an owner to have two side parking stalls converted to a single parking stall to allow greater access clearance to the owner's garage. It was noted that such a change to the common property would require a decision by the ownership at a General Meeting, and that the request would have to be included in the notice of meeting distributed to all owners. Council agreed to table the matter for possible consideration at a future General Meeting.

Rear Gate

Staff were requested to make arrangements for a costing estimate for a heavy duty steel frame for the rear gate system.

Step Repair

Staff were requested to check on possible deterioration of the front edge of a step leading to the porch at strata lot 46.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:50 pm, until Tuesday, January 27, 2009, at 7:00 pm in the clubhouse, 6700 Rumble Street, Burnaby, BC.

STRATACO MANAGEMENT LTD.

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/dc

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93, FRANCISCO LANE, HELD ON TUESDAY, SEPTEMBER 30, 2008, AT 7:00 PM IN THE EXERCISE ROOM, 6700 RUMBLE STREET, BURNABY, BC

Council in attendance: Dave Davies, President
Mark Cockle, Vice-President
Michael Layne, Treasurer
Gordon Kishkan
Lars Bach
Carol Cruickshank
Brian Kingsley (arrived at 8:00 pm)

Allan Grandy,
Strataco Management Ltd.

Guest in attendance: Liz Eisner, unit 68

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Dave Davies, at 7:05 pm.

DELEGATION:

The owner of strata lot 68 addressed the Strata Council with regards to the status of the tree replacement work to be performed in front of her strata lot as previously considered by the Strata Council earlier in the year. It was noted during the course of discussion that in the spring of this year the Strata Council had authorized the replacement of the dying tree in front of the owner's strata lot, along with two other trees, and that in the case of the owner's strata lot (and at the owner's request) Para Space Landscaping has been requested to transplant a maple tree into the space created.

Discussion then took place with regards to the trees to be planted in the remaining two locations opened up as a result of the removal of the two other trees, after which it was

MOVED AND SECONDED:

That replanting option #3 as provided by Para Space Landscaping, which calls for the installation of Japanese maple trees in two of the three locations, along with the transplanting of the one maple tree as previously discussed, be approved.

MOTION CARRIED

It was noted that despite promises to do so, the dryer vent inspection company has not provided a date when Saturday inspections could be performed. As such, it would be the individual owner's responsibility to ensure that their dryer vents are cleaned. It was agreed that a notice would be distributed to all residents containing the names of possible companies who could be contacted to provide dryer vent cleaning services.

The owner suggested that an amendment to the bylaws be considered for recommendation to the ownership at the Annual General Meeting, in an attempt to obtain more involvement by owners and to encourage owners to attend and participate at Strata Council meetings. It was suggested that the need to contact the Strata Council President 24 hours in advance of attending a Council meeting be removed from the existing bylaws. The owner asked whether the Strata Council would consider including this bylaw amendment as an agenda item for the Annual General Meeting.

The owner then left the meeting, with members of Council thanking her for attending.

<p>DRAFT FOR DISCUSSION</p>
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MINUTES OF THE MEETING OF JULY 29, 2008:

It was

MOVED AND SECONDED:

That the minutes of the meeting of July 29, 2008 be adopted as distributed.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

The President reported that rear fence gate lock repairs had taken place. As previously discussed by the Strata Council, Strataco Management Ltd. had been requested to change the lock on the rear entry gate to a non-locking type mechanism. An owner had taken it upon himself to undertake his own lock repairs. Council noted that the work was performed as requested by Council, and in Council's opinion should be left as is.

The President reported that the front entry gate had been once again hit by a motorist. There has been repeated damage and vandalism to the entry gate system over the years, and the costs of continuously repairing the entry gate system have mounted. It was suggested that perhaps the ownership should consider whether or not they wish to replace the entry gate. It was noted that the cost to repair the gate does not exceed the applicable insurance deductible. Instructions had been given to management to not proceed with the replacement of the damaged gate until such time as the Strata Council has an opportunity to discuss this matter. After discussion it was agreed by Council that the matter would be referred to the ownership at the Annual General Meeting, to determine whether the owners wished to have the entry gate repaired/replaced, or removed.

The President reported that as requested, an owner has removed an unauthorized exterior fan system from a window.

The President indicated that an owner has withdrawn his request for the installation of a drainage line, and that he has checked into a report of leaking gutters and hot tub tile repairs.

The President was pleased to report that no recent tagging by graffiti artists has occurred on the Strata Corporation's fences.

It was lastly noted that Arbutus Vinyl is still to attend to the resurfacing of a balcony at strata lot 89.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled the financial statements for the months of July and August 2008. The Treasurer reported that the financial statements had been reviewed and had been found to be in order. It was

MOVED AND SECONDED:

That the financial statements for July and August 2008 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. No action was recommended by staff on any collection matters.

2008/2009 Operating Budget Draft

A lengthy discussion ensued concerning the operating budget draft. The proposed budget was reviewed on a line-by-line basis. It was noted that while the basic expenses of the Strata Corporation are relatively well established, major capital repair expenses, such as re-roofing in particular, remain a potential significant uncovered expense. It was noted that with the fluctuating costs of work, in particular as one looks further into the future, it would be difficult to establish a firm price for the estimated cost of re-roofing. It was suggested that a roofing consultant could be retained to undertake an update review of the roofs of the Strata Corporation, with a view to commenting on the estimated life remaining in the roofing system and to provide a budgetary estimate for the costs to replace the roofs. It was noted that a fixed price could not be obtained until such time as actual tenders are called. This additional information would hopefully assist the Council and ownership in understanding the magnitude of the expenses involved in roof replacement, and perhaps provide greater clarity on the estimated time when re-roofing should be expected. It was then

MOVED AND SECONDED:

That staff be authorized to retain a roofing consultant to provide the additional information as discussed.

MOTION CARRIED

It was further

MOVED AND SECONDED:

That the proposed 2008/2009 operating budget be approved and recommended to the ownership at the Annual General Meeting.

MOTION CARRIED

2) Staff Report

Parking Memos

The Strata Manager tabled copies of parking memos distributed since the last meeting of the Strata Council.

Vehicle Removal

It was reported that a motor vehicle has been removed from the site as a result of it being identified as a stolen vehicle.

Rear Gate

It was noted that this matter had been discussed at an earlier point in the meeting.

3) Completed Items

The Strata Manager advised that since the last meeting of the Strata Council the following items had been completed: review of report on tile damage to jacuzzi; change

of locking mechanism on rear gate; delivery of "pool closed" sign to custodian; updating of directory board by custodian; investigation of gutter leak at several units by Harmony Restorations; confirmation of re-roofing work authorized for completion by DC Roofing at units 1 – 5; completion of garage leak repairs at strata lot 11 by PacWest Enterprises; receipt of invoice from ServiceMaster for authorized fence repairs; door frame repair at strata lot 89 by Harmony Restorations; emergency gate repairs by Overhead Door Company; investigation of odor complaint at strata lot 88 by PacWest Enterprises; receipt of quotation from Harmony Restorations for drainage repairs; roof shingle repair at strata lots 92/93 by Marine Roofing; fence repairs in various areas by Harmony Restorations; fence repairs at unit 101 – quotation for repairs.

It was agreed that effective October 15, 2008 the swimming pool and jacuzzi would be closed.

With regards to the investigation of a gutter leak, it was noted that due to the water flow off roofs the existing gutter system was being overwhelmed and the contractor has recommended that additional drainpipes be installed to control water runoff during heavy rainfalls. Council requested that no action take place at this location at this time.

With regards to the ServiceMaster invoice for fence repairs, it was

MOVED AND SECONDED:

That staff be authorized to pay the invoice from ServiceMaster for fence repairs.

MOTION CARRIED

A lengthy discussion was held regarding drainage repairs to be performed at strata lot 11. Additional concerns were expressed by the contractor concerning the work, and after some discussion it was agreed that a final discussion be held with the contractor. If the contractor can complete the repairs as per the original discussions and agreements then work is to proceed. If not, the work will have to be held off and a redesign considered.

With regards to fence repairs near unit 101, it was

MOVED AND SECONDED:

That staff be authorized to accept the quotation for fence repairs in this area.

MOTION CARRIED

4) In Progress

The Strata Manager advised that the following remained in progress: completion of window repairs at strata lot 15; jacuzzi tile repair (after closure of jacuzzi); pool closure for season; exchange of snow shovel; fence repairs at two additional areas; gutter cleaning; snow clearing arrangements.

Staff were requested to make arrangements for snow plowing services as required. The contractor is to be reminded to maintain clearance from existing gas meters.

5) Landscaping

The Strata Manager tabled copies of various quotations from Para Space Landscaping for sticky banding applications, cherry tree blight control and tree removal and replacement at three strata lots. After some discussion it was

MOVED AND SECONDED:

That staff be authorized to accept the quotation from Para Space Landscaping for sticky banding and blight control.

MOTION CARRIED

6) **Insurance**

The Strata Manager tabled copies of various items of correspondence and reports regarding the resolution of a fire damage loss at a strata lot. It was noted that all repairs have been reported to have been satisfactorily completed.

7) **Correspondence**

The Strata Manager tabled copies of correspondence concerning an insurance deductible chargeback, window repairs, removal of a fan from a window, rear gate repairs, and welcome packages.



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Thank you for your assistance.

OTHER BUSINESS:

Annual General Meeting

Council discussed the Annual General Meeting notice to be distributed to all owners. It was noted that the agenda will include consideration of the proposed operating budget for 2008/2009, including continuation of the existing special levy to augment funding of the contingency reserve fund, a $\frac{3}{4}$ resolution to ratify the insurance policy of the Strata Corporation, and a $\frac{3}{4}$ resolution on whether or not the entry gate should be repaired.

In consideration of the comments of the delegation heard earlier in the meeting, Council did not support proposing a bylaw amendment to the ownership regarding owner attendance at Strata Council meetings.

Audit

It was

MOVED AND SECONDED:

That an audit of the Strata Corporation's financial statements be performed for the 2007/2008 fiscal year, and that Mr. Donald G. Guthrie, C.A., be retained to perform the audit.

MOTION CARRIED (4 in favour, 3 opposed)

Transformer Box Cleaning

Staff were requested to ask BC Hydro to complete the cleaning of their transformer boxes located on site.

Driveway Repair

It was noted that a concrete repair was required to the driveway at unit 43. Quotations will be obtained for this work.

Washroom Wall Repairs

Staff were requested to make arrangements for cleaning and repair of both the men's and women's shower room walls after closure of the pool for the season.

Drainage Control

It was reported that Harmony Restorations has completed drainage control measures at unit 10, and that at this time the steps taken have been reported to be satisfactory in controlling water runoff.

Signs

Staff were requested to make arrangements with Kodiak Signs for the replacement of the 6700 address sign removed from the front entrance to the complex, and to obtain a sign reminding users of the jacuzzi to replace the cover when finished using the facility.

ADJOURNMENT:

There being no further business, the meeting adjourned at 10:40 pm, until the Annual General Meeting, scheduled for Tuesday, October 28, 2008.

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