

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN LMS 93, FRANCISCO LANE, HELD ON TUESDAY, NOVEMBER 30, 2010, AT 7:00 PM AT THE HOLIDAY INN METROTOWN, SALON B, 4405 CENTRAL BOULEVARD, BURNABY, BC**

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**CALL TO ORDER:**

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

Due to the lack of quorum, pursuant to the Strata Corporation's bylaws the meeting was adjourned until 7:30 pm, at which time those in attendance were deemed to constitute a quorum and the meeting proceeded with the business at hand.

**CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:**

Mr. Glen Mason, Strata Manager representing Strataco Management Ltd., reported that subsequent to the calling of the roll and certification of proxies it had been determined that a quorum for the meeting consisted of 34 owners. There were 20 owners present, 8 represented by proxy, for a total of 28 voting members. The meeting stood down until 7:30 pm, at which time it reconvened.

**FILING OF PROOF OF NOTICE OF MEETING:**

Mr. Davies, meeting Chairperson, 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 NOVEMBER 30, 2009:**

The minutes of the meeting of November 30, 2009 were adopted as distributed.

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**STRATA COUNCIL REPORT:**

The Strata Council report is attached to and forms part of the minutes of this meeting.

**FINANCE REPORT:**

**Operating Budget**

Mark Cockle, Strata Council Treasurer, referred the owners to a resolution contained in the meeting notice pertaining to the operating budget, and read it into the record as follows:

**WHEREAS** The Strata Property Act sets out the required information to be submitted with the proposed budget; and

**WHEREAS** The Strata Property Act requires the Strata Corporation to report on the operating expenses; and

**WHEREAS** The Strata Property Act establishes the approval process for the various components of the budget for the coming fiscal year;

**BE IT THEREFORE RESOLVED THAT** The Owners, Strata Plan LMS 93, hereby authorize operating expenses in the amount of \$229,480.00 (exclusive of the reserves and capital expenses). (refer to Section 103 (1) of the Strata Property Act)

It was

**DRAFT  
FOR DISCUSSION**

**MOVED AND SECONDED:**

That the resolution be adopted as presented.

The Treasurer spoke to the highlights of the operating portion of the budget, after which question was called on the motion and it was

*CARRIED UNANIMOUSLY*

Operating Surplus/Contingency Reserve Fund

Mr. Cockle referred the owners to a resolution contained in the meeting notice pertaining to the operating surplus/contingency reserve fund contribution, as follows:

**WHEREAS** The Strata Property Act sets out the required information to be submitted with the proposed budget; and

**WHEREAS** The Strata Property Act requires the Strata Corporation to report on the contingency reserve funds and operating surplus; and

**WHEREAS** The Strata Property Act establishes the approval process for the various components of the budget for the coming fiscal year;

**BE IT THEREFORE RESOLVED THAT:**

- The Owners, Strata Plan LMS 93, hereby authorize a 2010/2011 reserve contribution in the amount of \$65,000.00 (refer to Section 93 of the Strata Property Act)
- The Owners, Strata Plan LMS 93, hereby authorize the carry over of anticipated operating surplus funds in the amount of approximately \$26,000.00, as a surplus in the operating account. (refer to Section 105 (1) of the Strata Property Act)

It was

**MOVED AND SECONDED:**

That the resolution be adopted as presented.

*MOTION CARRIED UNANIMOUSLY*

Special Levy

The Treasurer referred the owners to a resolution contained in the meeting notice pertaining to a special levy to augment the contingency reserve fund, and read it into the record as follows:

**WHEREAS** The Strata Council recognizes that the contingency reserve fund has been severely depleted due to ongoing major and minor capital projects and urgent repairs necessary to preserve the common property; and

**WHEREAS** The Strata Council is strongly recommending that the owners augment the contingency reserve fund by way of a Special Levy; and

**WHEREAS** The Strata Property Act of BC establishes the manner by which a Strata Corporation may approve a special levy;

**BE IT THEREFORE RESOLVED THAT** The Owners, Strata Plan LMS 93, do hereby approve a special levy in the amount of \$125,000.00 for the purpose of augmenting the contingency reserve fund, payable by all owners of record as of November 30, 2010, calculated in accordance with unit entitlement, in 9 equal monthly installments commencing January 1, 2011 and ending September 1, 2011.

It was

MOVED AND SECONDED:

That the resolution be adopted as presented.

*MOTION CARRIED (26 in favour, 2 opposed)*

Balcony Membrane Repairs – Transfer from Contingency Reserve Fund

The Treasurer referred the owners to a resolution contained in the meeting notice pertaining to balcony membrane repairs, and read it into the record as follows:

**WHEREAS** The Strata Council is recommending that Strata Plan LMS 93, Francisco Lane, continue with repairs to balcony membranes and stairs identified as in poor condition, so as to keep water from entering the structure; and

**WHEREAS** The Strata Property Act permits expenditures from the contingency reserve fund (refer to Section 96 Strata Property Act);

**BE IT THEREFORE RESOLVED THAT** The Owners, Strata Plan LMS 93, hereby authorize a transfer from the Strata Corporation's contingency reserve fund in the 2010/2011 fiscal year in the amount of up to \$100,000.00, to permit the Strata Corporation to continue with balcony membrane and stair repairs as may be required under the direction of the Strata Council.

It was

MOVED AND SECONDED:

That the resolution be adopted as presented.

*MOTION CARRIED UNANIMOUSLY*

Limited Siding Cleaning – Transfer from Contingency Reserve Fund

The Treasurer referred the owners to a resolution contained in the meeting notice pertaining to limited siding cleaning with a corresponding transfer from the contingency reserve fund, and read it into the record as follows:

**WHEREAS** The Strata Council is recommending that the building siding and exteriors be cleaned as required so as to reduce the risk of permanent staining; and

**WHEREAS** The Strata Property Act permits expenditures from the contingency reserve fund (refer to Section 96 Strata Property Act);

**BE IT THEREFORE RESOLVED THAT** The Owners, Strata Plan LMS 93 hereby authorize transfers from the Strata Corporation's contingency reserve fund in the 2010/2011 fiscal year in the amount of up to \$10,000.00, to permit the Strata Corporation to clean the building vinyl siding and exteriors as may be required under the direction of the Strata Council.

It was

MOVED AND SECONDED:

That the resolution be adopted as presented.

*MOTION CARRIED UNANIMOUSLY*

Recreation Tile Repair – Transfer from Contingency Reserve Fund

The Treasurer referred the owners to a resolution contained in the meeting notice pertaining to recreation tile repair with a corresponding transfer from the contingency reserve fund, and read it into the record as follows:

**WHEREAS** The Strata Council is recommending that the pool tile be repaired based upon a price received from a contractor, with funds for additional repairs that may be discovered; and

**WHEREAS** The Strata Property Act permits expenditures from the contingency reserve fund (*refer to Section 96 Strata Property Act*);

**BE IT THEREFORE RESOLVED THAT** The Owners, Strata Plan LMS 93 hereby authorize transfers from the Strata Corporation's contingency reserve fund in the 2010/2011 fiscal year in the amount of up to \$5,000.00, to permit the Strata Corporation to repair the pool deck tiling as may be required under the direction of the Strata Council.

It was

MOVED AND SECONDED:

That the resolution be adopted as presented.

*MOTION CARRIED UNANIMOUSLY*

Dryer Vent/Grills – Transfer from Contingency Reserve Fund

The Treasurer referred the owners to a resolution contained in the meeting notice pertaining to dryer vent cleaning and replacement of the dryer vent grills, and read it into the record as follows:

**WHEREAS** The Strata Council is recommending that the dryer vents and grills be inspected, connected and cleaned as required for a cost based on that received from a contractor; and

**WHEREAS** The Strata Property Act permits expenditures from the contingency reserve fund (*refer to Section 96 Strata Property Act*);

**BE IT THEREFORE RESOLVED THAT** The Owners, Strata Plan LMS 93 hereby authorize transfers from the Strata Corporation's contingency reserve fund in the 2010/2011 fiscal year in the amount of up to \$5,656.00, to permit the Strata Corporation to inspect, connect and clean dryer vents and grills as may be required under the direction of the Strata Council.

It was

MOVED AND SECONDED:

That the resolution be adopted as presented.

*MOTION CARRIED UNANIMOUSLY*

**INSURANCE – POLICY REVIEW AND APPROVAL:**

Mr. Mason referred the owners to a resolution contained in the meeting notice pertaining to property insurance, as follows:

**WHEREAS** The Strata Corporation currently insures considerable assets over which it has an insurable interest but no beneficial ownership; and

**WHEREAS** The Strata Corporation is required in its mandate to deal with matters affecting not only the common property, common facilities and common assets, but also those fixtures built or installed by the owner/developer as part of the original construction; and

**WHEREAS** The Strata Council is recommending that the Strata Corporation approve the property insurance policy and related risks in accordance with the Certificate of Insurance attached to the notice of meeting, which sets out the current level of insurance coverage;

**BE IT THEREFORE RESOLVED THAT** The Owners, Strata Plan LMS 93, hereby approve the insurance policy and the terms as set out in the Insurance Certificate, setting out the coverages for the benefit of The Owners, Strata Plan LMS 93, in accordance with Section 149 of the Strata Property Act and related regulations.

It was

**MOVED AND SECONDED:**

That the resolution be adopted as presented.

The Strata Manager reminded the owners that the Strata Corporation's insurance policy does not cover personal belongings or improvements which may have been made to the strata lots since originally built. Owners who have made improvements to their strata lots, such as flooring upgrades, appliance upgrades, cabinet upgrades, or the installation of other fixtures or chattels, must ensure that all of these are reported to their homeowner insurers, 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.

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

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

Question was called on the motion and it was

**CARRIED UNANIMOUSLY**

**ELECTION OF THE 2010/2011 STRATA COUNCIL:**

Mr. Mason advised that the Strata Council retired at the Annual General Meeting and that any eligible owners may permit their names to stand for election to Council. The following owners were duly nominated:

Augustus Cruickshank	Unit 11
Gordon Kishkan	Unit 1
Mark Cockle	Unit 75
Michael Layne	Unit 45
Dean Shiskowski	Unit 7
Brian Kingsley	Unit 46
Liz Eisner	Unit 68
James Xi	Unit 100

Gordon Kishkan graciously withdrew his name from nomination, leaving the remaining seven nominees to be declared elected by acclamation.

**OTHER BUSINESS:**

Patio Furniture

An owner reminded the Council to consider replacing some of the poolside patio furniture, which is showing the effects of weather.

Appreciation

An owner expressed appreciation to the former Strata Council for their extreme dedication and patience while enduring many significant events over the past year. The owners expressed their appreciation with applause.

Visitor Parking Stalls

In reply to a question, Council did not have a specific time frame for when the roofing contractor would remove equipment and supplies from the visitor parking stalls.

Rear Pedestrian Gate

An owner requested the Council consider locking the rear pedestrian gate. The gate has been left open as a result of repeated vandalism.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 9:39 pm.

**STRATACO MANAGEMENT LTD.**

**#101 – 4126 Norland Avenue**

**Burnaby, BC**

**V5G 3S8**

**Tel: 604-294-4141**

**Fax: 604-294-8956**

**Email: [managers@stratacomgmt.com](mailto: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.

C85-2013

**President Report – Annual General Meeting  
November 30, 2010**

Thanks to everyone for making the time to attend the Annual 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. With the roofing project in full swing this year, there were construction meetings and extra information to consider as the year progressed and everyone on the strata council provided excellent viewpoints which were valuable in the decision making process. Also, a big thanks to Glen Mason for fielding all of the ownership calls and for assisting us with various challenges we have been facing.

**Property Manager Changes + Contract Renewal**

In January of this year, Glen Mason was assigned as our new property manager for our complex. The existing council would like to extend their thanks to Glen for quickly getting up to speed with the outstanding issues involved with our complex and for taking a proactive approach on dealing with our owners.

It is also worth noting that our contract renewal with Strataco is due this year and earlier this year your council reviewed the renewal proposal and re-negotiated the proposal so that there would be no rate increase for the 2<sup>nd</sup> year of the term renewal.

**Landscaping Contract**

In the spring of 2010 the strata council had to decide if we were going to renew our landscaping contract with Para Space or if another company was going to be awarded the task. The challenge that council was faced with was that the price of the renewal had jumped significantly. Contributing to the jump in cost was due to the fact that Municipal bylaws now prevent landscaping companies from applying cosmetic pesticides to control the weeds on the grass and bedding areas. Obviously, this means that additional labour costs will be associated with the removal of weeds by hand in the bedding areas. While council didn't have any significant issues with the work being done by Para Space, council could not justify the price jump as it was beyond our operating budget. Accordingly, Glen Mason was able to secure some competitive bids and council selected a new landscaping company for our complex at a cost that was within our annual operating budget.

Owners are reminded that with the restrictions on pesticide spraying, we can expect weeds to show up on our grass. Hand removal of weeds by some owners this year has kept the spread to a minimum and council would like to thank owners for their participation in keeping our complex looking good.

## **Snow Removal**

We've had our first taste of snow this past October which prompted a number of owners to pull out their shovels and help keep the front drive way clear. Owners are reminded that the entire Lower Mainland is ill-equipped to deal with sustained snow fall. Strataco has appropriately retained a contractor to do snow removal for our complex, and thanks everyone for their understanding on the frequency and timing of the snow plough coming through our complex. Owners are reminded to not park their vehicles in the fire lanes (i.e. in front of their own units) as the snow plough will not be able to properly clear the snow in our complex. Additionally, all owners are reminded that it is not the council members' responsibility to shovel snow any more than any other owners in our complex and residents are advised to help out as much as possible and be patient.

## **Dryer Vent Cleaning**

This past year, Glen arranged for a dryer vent cleaning company to come through our complex to perform dryer vent cleaning for individual owners. A significant number of owners took advantage of the program.

Owners are reminded that failure to properly maintain the vents can result in

- Potential fire hazard
- Extended time required to dry clothes due to inadequate air venting resulting in higher electrical bills.
- Damage to the dryer motors and heating elements causing costly repairs.

The dryer vents are unique to each unit and therefore it is the responsibility of the strata lot owner to repair and maintain. It is recommended that you have your dryer vent checked by a qualified service person at least every other year.

## **Roof Replacement Project**

During past AGM and SGM meetings, the ownership authorized a significant project to replace our roof surfaces. The project started in 2009 and continued throughout 2010. The main component of the roof replacement completed on time and under budget earlier this year, however there are still some outstanding items being completed.

These items include:

- ¾ of the Chimney Cap replacements have been completed and AQP is working to complete the remaining caps by mid-December.
- 80% of the lower roof Vents have been completed, however the supplier has run out of materials and the vents are on back order. When the materials arrive, the lower roof vents will be installed.
- There are number of deficiencies that have been identified by the owners of the complex which AQP is working on to remediate.



# Francisco Lane

"THE OWNERS STRATA PLAN LMS 93"

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

December 7, 2010

The Owners  
Strata Plan LMS 93  
Francisco Lane



**Re: 2010/2011 operating budget and strata fees**

Dear Owners:

Attached please find a copy of the 2010/2011 operating budget approved by the ownership at the recent General Meeting. ***There will be no increase in your strata fees in the upcoming year.***

The owners also approved a special levy in the amount of \$125,000.00, for the purpose of augmenting the contingency reserve fund payable by all owners of record as at November 30, 2010, calculated in accordance with unit entitlement, in nine (9) equal monthly installments commencing January 1 and ending September 1, 2011.

*If you are on the pre-authorized payment plan, the special levy will be combined with your strata fees and withdrawn on the 1<sup>st</sup> day of each month, unless you notify us to the contrary on or before December 17, 2010.*

To ensure your account is current at all times, please consider one of the following payment options:

1. **Pre-Authorized Payment:**

The pre-authorized payment plan provides for an automatic transfer from your account to that of the Strata Corporation. If you wish to enroll on this plan, please contact our Accounting Department and an application form will be sent to you.

2. **Post-Dated Cheques:**

We would be pleased to accept a series of post-dated cheques for the upcoming fiscal year.

LMS 93 Owners  
December 7, 2010

*Should you choose to pay by cheque, your cheque should be made payable to your strata plan (the strata plan number appears at the top of this notice) and your strata lot and unit number written on the cheque. This will ensure proper credit to your account.*

Please remember that all strata fees are due and payable on the 1<sup>st</sup> day of the month, in advance, and if not paid in a timely manner your account will be subject to late payment charges pursuant to the Strata Corporation's bylaws.

Thank you for keeping your account current, and should you have any questions or require further information please do not hesitate to contact our office.

Sincerely yours,

**STRATACO MANAGEMENT LTD.**

A handwritten signature in dark ink, appearing to read 'G. Mason', is written over a faint circular embossed seal.

Glen Mason,  
Strata Manager

/mk

attachment

## STRATA PLAN LMS 93 – FRANCISCO LANE

### 2010/2011 OPERATING BUDGET

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#### INCOME

Move in/out fees	\$	500.00
Interest – current account		180.00
Interest Plan 24		360.00
Investment income		100.00
Strata fees		289,000.00
Parking		<u>4,800.00</u>

<b>TOTAL INCOME</b>	<b>\$</b>	<b>294,940.00</b>
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#### EXPENDITURES

##### General

General Meeting	\$	475.00
Insurance		40,000.00
Management fees		27,500.00
Janitorial contract		11,500.00
Legal		100.00
Council administration		200.00
Records storage		225.00
Duplicating/postage		3,500.00
Corporate tax return		200.00
Form F & B charges		250.00
Bank charges		470.00
Real estate Council review		<u>460.00</u>

Sub-total General	\$	84,880.00
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##### Building

Fire protection equipment	\$	300.00
Plumbing repairs		4,000.00
Extermination		2,000.00
Entry gate		1,200.00
General maintenance		9,000.00
Locks & keys		400.00
Repairs - exterior		20,550.00
Roof repair/replacement		1,000.00
Repairs - interior		6,000.00
Refuse removal		6,500.00
Enterphone		600.00
Supplies		500.00
Insurance claims		<u>10,000.00</u>

Sub-total Building	\$	62,050.00
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<u>Grounds</u>	
Electricity	\$ 4,600.00
Irrigation	1,000.00
Fire hydrants	400.00
Landscaping	45,000.00
Repairs	3,000.00
Tree maintenance	6,000.00
Supplies	100.00
Road/sewer maintenance	3,500.00
Snow removal	<u>3,000.00</u>
Sub-total Grounds	\$ 66,600.00
<u>Recreation Facilities</u>	
Chemicals	\$ 1,500.00
Electricity & heat	4,000.00
Building maintenance	1,000.00
Equipment maintenance/repairs	2,000.00
Building repairs	4,000.00
Pool repairs	3,000.00
Supplies	200.00
Licenses	<u>250.00</u>
Sub-total Recreation Facilities	\$ 15,950.00
<u>Reserves</u>	
Interest reserves	\$ 460.00
Contingency Fund	<u>65,000.00</u>
Sub-total Reserves	\$ 65,460.00
<b>TOTAL BUDGET</b>	<b>\$ 294,940.00</b>

## FRANCISCO LANE

## STRATA PLAN LMS 93

## 2010/2011 SCHEDULE OF STRATA FEES

\$289,000.00

## 2010/2011 ANNUAL STRATA FEES

\$ 224,000.00

\$ 65,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY ASSESSMENTS	MONTHLY OPERATING ASSESSMENTS	MONTHLY RESERVE CONTRIBUTION	TOTAL MONTHLY ASSESSMENTS
1	1	1480	\$ 2,866.10	\$ 185.12	\$ 53.72	\$ 238.84
2	2	1448	\$ 2,804.13	\$ 181.12	\$ 52.56	\$ 233.68
3	3	1448	\$ 2,804.13	\$ 181.12	\$ 52.56	\$ 233.68
4	4	1448	\$ 2,804.13	\$ 181.12	\$ 52.56	\$ 233.68
5	5	1628	\$ 3,152.71	\$ 203.64	\$ 59.09	\$ 262.73
6	6	2073	\$ 4,014.48	\$ 259.30	\$ 75.24	\$ 334.54
7	7	1603	\$ 3,104.30	\$ 200.51	\$ 58.18	\$ 258.69
8	8	1609	\$ 3,115.92	\$ 201.26	\$ 58.40	\$ 259.66
9	9	1484	\$ 2,873.85	\$ 185.62	\$ 53.86	\$ 239.49
10	10	1841	\$ 3,565.20	\$ 230.28	\$ 66.82	\$ 297.10
11	11	2023	\$ 3,917.65	\$ 253.04	\$ 73.43	\$ 326.47
12	12	1355	\$ 2,624.03	\$ 169.49	\$ 49.18	\$ 218.67
13	13	1616	\$ 3,129.47	\$ 202.13	\$ 58.66	\$ 260.79
14	14	1480	\$ 2,866.10	\$ 185.12	\$ 53.72	\$ 238.84
15	15	1836	\$ 3,555.52	\$ 229.65	\$ 66.64	\$ 296.29
16	16	1335	\$ 2,585.30	\$ 166.99	\$ 48.46	\$ 215.44
17	17	1340	\$ 2,594.99	\$ 167.61	\$ 48.64	\$ 216.25
18	18	1321	\$ 2,558.19	\$ 165.23	\$ 47.95	\$ 213.18
19	19	1330	\$ 2,575.62	\$ 166.36	\$ 48.27	\$ 214.63
20	20	1593	\$ 3,084.93	\$ 199.26	\$ 57.82	\$ 257.08
21	21	1389	\$ 2,689.88	\$ 173.74	\$ 50.42	\$ 224.16
22	22	1391	\$ 2,693.75	\$ 173.99	\$ 50.49	\$ 224.48
23	23	1385	\$ 2,682.13	\$ 173.24	\$ 50.27	\$ 223.51
24	24	1384	\$ 2,680.19	\$ 173.12	\$ 50.23	\$ 223.35
25	25	1386	\$ 2,684.07	\$ 173.37	\$ 50.31	\$ 223.67
26	26	1374	\$ 2,660.83	\$ 171.86	\$ 49.87	\$ 221.74
27	27	1636	\$ 3,168.21	\$ 204.64	\$ 59.38	\$ 264.02
28	28	1634	\$ 3,164.33	\$ 204.39	\$ 59.31	\$ 263.69
29	29	1499	\$ 2,902.90	\$ 187.50	\$ 54.41	\$ 241.91
30	30	1843	\$ 3,569.07	\$ 230.53	\$ 66.89	\$ 297.42
31	31	1335	\$ 2,585.30	\$ 166.99	\$ 48.46	\$ 215.44
32	32	1330	\$ 2,575.62	\$ 166.36	\$ 48.27	\$ 214.63
33	33	1343	\$ 2,600.79	\$ 167.99	\$ 48.75	\$ 216.73
34	34	1332	\$ 2,579.49	\$ 166.61	\$ 48.35	\$ 214.96
35	35	1829	\$ 3,541.96	\$ 228.78	\$ 66.39	\$ 295.16
36	36	1501	\$ 2,906.77	\$ 187.75	\$ 54.48	\$ 242.23
37	37	1324	\$ 2,564.00	\$ 165.61	\$ 48.06	\$ 213.67
38	38	1339	\$ 2,593.05	\$ 167.49	\$ 48.60	\$ 216.09
39	39	1329	\$ 2,573.68	\$ 166.24	\$ 48.24	\$ 214.47
40	40	1376	\$ 2,664.70	\$ 172.11	\$ 49.94	\$ 222.06
41	41	1384	\$ 2,680.19	\$ 173.12	\$ 50.23	\$ 223.35

## FRANCISCO LANE

## STRATA PLAN LMS 93

## 2010/2011 SCHEDULE OF STRATA FEES

\$289,000.00

## 2010/2011 ANNUAL STRATA FEES

\$ 224,000.00 \$ 65,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY ASSESSMENTS	MONTHLY OPERATING ASSESSMENTS	MONTHLY RESERVE CONTRIBUTION	TOTAL MONTHLY ASSESSMENTS
42	42	1384	\$ 2,680.19	\$ 173.12	\$ 50.23	\$ 223.35
43	43	1381	\$ 2,674.38	\$ 172.74	\$ 50.13	\$ 222.87
44	44	1741	\$ 3,371.54	\$ 217.77	\$ 63.19	\$ 280.96
45	45	1601	\$ 3,100.43	\$ 200.26	\$ 58.11	\$ 258.37
46	46	1448	\$ 2,804.13	\$ 181.12	\$ 52.56	\$ 233.68
47	47	1445	\$ 2,798.32	\$ 180.75	\$ 52.45	\$ 233.19
48	48	1454	\$ 2,815.75	\$ 181.87	\$ 52.78	\$ 234.65
49	49	1469	\$ 2,844.80	\$ 183.75	\$ 53.32	\$ 237.07
50	50	1515	\$ 2,933.88	\$ 189.50	\$ 54.99	\$ 244.49
51	51	1451	\$ 2,809.94	\$ 181.50	\$ 52.67	\$ 234.16
52	52	1442	\$ 2,792.51	\$ 180.37	\$ 52.34	\$ 232.71
53	53	1452	\$ 2,811.88	\$ 181.62	\$ 52.70	\$ 234.32
54	54	1561	\$ 3,022.96	\$ 195.25	\$ 56.66	\$ 251.91
55	55	1588	\$ 3,075.25	\$ 198.63	\$ 57.64	\$ 256.27
56	56	1321	\$ 2,558.19	\$ 165.23	\$ 47.95	\$ 213.18
57	57	1321	\$ 2,558.19	\$ 165.23	\$ 47.95	\$ 213.18
58	58	1343	\$ 2,600.79	\$ 167.99	\$ 48.75	\$ 216.73
59	59	1475	\$ 2,856.42	\$ 184.50	\$ 53.54	\$ 238.04
60	60	1842	\$ 3,567.14	\$ 230.40	\$ 66.86	\$ 297.26
61	61	1585	\$ 3,069.44	\$ 198.26	\$ 57.53	\$ 255.79
62	62	1340	\$ 2,594.99	\$ 167.61	\$ 48.64	\$ 216.25
63	63	1338	\$ 2,591.11	\$ 167.36	\$ 48.56	\$ 215.93
64	64	1340	\$ 2,594.99	\$ 167.61	\$ 48.64	\$ 216.25
65	65	1475	\$ 2,856.42	\$ 184.50	\$ 53.54	\$ 238.04
66	66	1820	\$ 3,524.53	\$ 227.65	\$ 66.06	\$ 293.71
67	67	1336	\$ 2,587.24	\$ 167.11	\$ 48.49	\$ 215.60
68	68	1324	\$ 2,564.00	\$ 165.61	\$ 48.06	\$ 213.67
69	69	1320	\$ 2,556.25	\$ 165.11	\$ 47.91	\$ 213.02
70	70	1336	\$ 2,587.24	\$ 167.11	\$ 48.49	\$ 215.60
71	71	1637	\$ 3,170.14	\$ 204.76	\$ 59.42	\$ 264.18
72	72	1638	\$ 3,172.08	\$ 204.89	\$ 59.45	\$ 264.34
73	73	1530	\$ 2,962.93	\$ 191.38	\$ 55.53	\$ 246.91
74	74	1831	\$ 3,545.83	\$ 229.03	\$ 66.46	\$ 295.49
75	75	1637	\$ 3,170.14	\$ 204.76	\$ 59.42	\$ 264.18
76	76	1651	\$ 3,197.25	\$ 206.51	\$ 59.93	\$ 266.44
77	77	1521	\$ 2,945.50	\$ 190.25	\$ 55.21	\$ 245.46
78	78	1833	\$ 3,549.71	\$ 229.28	\$ 66.53	\$ 295.81
79	79	1330	\$ 2,575.62	\$ 166.36	\$ 48.27	\$ 214.63
80	80	1322	\$ 2,560.13	\$ 165.36	\$ 47.98	\$ 213.34
81	81	1310	\$ 2,536.89	\$ 163.86	\$ 47.55	\$ 211.41
82	82	1327	\$ 2,569.81	\$ 165.99	\$ 48.17	\$ 214.15

FRANCISCO LANE

STRATA PLAN LMS 93

2010/2011 SCHEDULE OF STRATA FEES

\$289,000.00

2010/2011 ANNUAL STRATA FEES

\$ 224,000.00

\$ 65,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY ASSESSMENTS	MONTHLY OPERATING ASSESSMENTS	MONTHLY RESERVE CONTRIBUTION	TOTAL MONTHLY ASSESSMENTS
83	83	1573	\$ 3,046.20	\$ 196.76	\$ 57.09	\$ 253.85
84	84	1380	\$ 2,672.45	\$ 172.61	\$ 50.09	\$ 222.70
85	85	1372	\$ 2,656.95	\$ 171.61	\$ 49.80	\$ 221.41
86	86	1372	\$ 2,656.95	\$ 171.61	\$ 49.80	\$ 221.41
87	87	1381	\$ 2,674.38	\$ 172.74	\$ 50.13	\$ 222.87
88	88	1364	\$ 2,641.46	\$ 170.61	\$ 49.51	\$ 220.12
89	89	1365	\$ 2,643.40	\$ 170.74	\$ 49.54	\$ 220.28
90	90	1381	\$ 2,674.38	\$ 172.74	\$ 50.13	\$ 222.87
91	91	1377	\$ 2,666.64	\$ 172.24	\$ 49.98	\$ 222.22
92	92	1379	\$ 2,670.51	\$ 172.49	\$ 50.05	\$ 222.54
93	93	1384	\$ 2,680.19	\$ 173.12	\$ 50.23	\$ 223.35
94	94	1379	\$ 2,670.51	\$ 172.49	\$ 50.05	\$ 222.54
95	95	1368	\$ 2,649.21	\$ 171.11	\$ 49.65	\$ 220.77
96	96	1373	\$ 2,658.89	\$ 171.74	\$ 49.84	\$ 221.57
97	97	1385	\$ 2,682.13	\$ 173.24	\$ 50.27	\$ 223.51
98	98	1389	\$ 2,689.88	\$ 173.74	\$ 50.42	\$ 224.16
99	99	1381	\$ 2,674.38	\$ 172.74	\$ 50.13	\$ 222.87
100	100	1382	\$ 2,676.32	\$ 172.86	\$ 50.16	\$ 223.03
101	101	1600	\$ 3,098.49	\$ 200.13	\$ 58.07	\$ 258.21
149234			\$ 289,000.00	\$ 18,666.67	\$ 5,416.67	\$ 24,083.33

FRANCISCO LANE

STRATA PLAN LMS 93

\$125,000.00

2011 SCHEDULE OF SPECIAL LEVY - CRF AUGMENTATION

DUE IN 9 INSTALLMENTS COMMENCING JAN. 1, 2011 - SEPT. 1, 2011

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS		TOTAL AMOUNT	9 EQUAL PAYMENTS
1	1	1480	\$	1,239.66	\$ 137.74
2	2	1448	\$	1,212.86	\$ 134.76
3	3	1448	\$	1,212.86	\$ 134.76
4	4	1448	\$	1,212.86	\$ 134.76
5	5	1628	\$	1,363.63	\$ 151.51
6	6	2073	\$	1,736.37	\$ 192.93
7	7	1603	\$	1,342.69	\$ 149.19
8	8	1609	\$	1,347.72	\$ 149.75
9	9	1484	\$	1,243.01	\$ 138.11
10	10	1841	\$	1,542.04	\$ 171.34
11	11	2023	\$	1,694.49	\$ 188.28
12	12	1355	\$	1,134.96	\$ 126.11
13	13	1616	\$	1,353.58	\$ 150.40
14	14	1480	\$	1,239.66	\$ 137.74
15	15	1836	\$	1,537.85	\$ 170.87
16	16	1335	\$	1,118.21	\$ 124.25
17	17	1340	\$	1,122.40	\$ 124.71
18	18	1321	\$	1,106.48	\$ 122.94
19	19	1330	\$	1,114.02	\$ 123.78
20	20	1593	\$	1,334.31	\$ 148.26
21	21	1389	\$	1,163.44	\$ 129.27
22	22	1391	\$	1,165.12	\$ 129.46
23	23	1385	\$	1,160.09	\$ 128.90
24	24	1384	\$	1,159.25	\$ 128.81
25	25	1386	\$	1,160.93	\$ 128.99
26	26	1374	\$	1,150.88	\$ 127.88
27	27	1636	\$	1,370.33	\$ 152.26
28	28	1634	\$	1,368.66	\$ 152.07
29	29	1499	\$	1,255.58	\$ 139.51
30	30	1843	\$	1,543.72	\$ 171.52
31	31	1335	\$	1,118.21	\$ 124.25
32	32	1330	\$	1,114.02	\$ 123.78
33	33	1343	\$	1,124.91	\$ 124.99
34	34	1332	\$	1,115.70	\$ 123.97
35	35	1829	\$	1,531.99	\$ 170.22
36	36	1501	\$	1,257.25	\$ 139.69
37	37	1324	\$	1,109.00	\$ 123.22
38	38	1339	\$	1,121.56	\$ 124.62
39	39	1329	\$	1,113.18	\$ 123.69
40	40	1376	\$	1,152.55	\$ 128.06
41	41	1384	\$	1,159.25	\$ 128.81



FRANCISCO LANE

STRATA PLAN LMS 93

\$125,000.00

2011 SCHEDULE OF SPECIAL LEVY - CRF AUGMENTATION

DUE IN 9 INSTALLMENTS COMMENCING JAN. 1, 2011 - SEPT. 1, 2011

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	TOTAL AMOUNT	9 EQUAL PAYMENTS
42	42	1384	\$ 1,159.25	\$ 128.81
43	43	1381	\$ 1,156.74	\$ 128.53
44	44	1741	\$ 1,458.28	\$ 162.03
45	45	1601	\$ 1,341.01	\$ 149.00
46	46	1448	\$ 1,212.86	\$ 134.76
47	47	1445	\$ 1,210.35	\$ 134.48
48	48	1454	\$ 1,217.89	\$ 135.32
49	49	1469	\$ 1,230.45	\$ 136.72
50	50	1515	\$ 1,268.98	\$ 141.00
51	51	1451	\$ 1,215.37	\$ 135.04
52	52	1442	\$ 1,207.83	\$ 134.20
53	53	1452	\$ 1,216.21	\$ 135.13
54	54	1561	\$ 1,307.51	\$ 145.28
55	55	1588	\$ 1,330.13	\$ 147.79
56	56	1321	\$ 1,106.48	\$ 122.94
57	57	1321	\$ 1,106.48	\$ 122.94
58	58	1343	\$ 1,124.91	\$ 124.99
59	59	1475	\$ 1,235.48	\$ 137.28
60	60	1842	\$ 1,542.88	\$ 171.43
61	61	1585	\$ 1,327.61	\$ 147.51
62	62	1340	\$ 1,122.40	\$ 124.71
63	63	1338	\$ 1,120.72	\$ 124.52
64	64	1340	\$ 1,122.40	\$ 124.71
65	65	1475	\$ 1,235.48	\$ 137.28
66	66	1820	\$ 1,524.45	\$ 169.38
67	67	1336	\$ 1,119.05	\$ 124.34
68	68	1324	\$ 1,109.00	\$ 123.22
69	69	1320	\$ 1,105.65	\$ 122.85
70	70	1336	\$ 1,119.05	\$ 124.34
71	71	1637	\$ 1,371.17	\$ 152.35
72	72	1638	\$ 1,372.01	\$ 152.45
73	73	1530	\$ 1,281.54	\$ 142.39
74	74	1831	\$ 1,533.67	\$ 170.41
75	75	1637	\$ 1,371.17	\$ 152.35
76	76	1651	\$ 1,382.90	\$ 153.66
77	77	1521	\$ 1,274.01	\$ 141.56
78	78	1833	\$ 1,535.34	\$ 170.59
79	79	1330	\$ 1,114.02	\$ 123.78
80	80	1322	\$ 1,107.32	\$ 123.04
81	81	1310	\$ 1,097.27	\$ 121.92
82	82	1327	\$ 1,111.51	\$ 123.50

FRANCISCO LANE

STRATA PLAN LMS 93

\$125,000.00

2011 SCHEDULE OF SPECIAL LEVY - CRF AUGMENTATION

DUE IN 9 INSTALLMENTS COMMENCING JAN. 1, 2011 - SEPT. 1, 2011

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	TOTAL AMOUNT	9 EQUAL PAYMENTS
83	83	1573	\$ 1,317.56	\$ 146.40
84	84	1380	\$ 1,155.90	\$ 128.43
85	85	1372	\$ 1,149.20	\$ 127.69
86	86	1372	\$ 1,149.20	\$ 127.69
87	87	1381	\$ 1,156.74	\$ 128.53
88	88	1364	\$ 1,142.50	\$ 126.94
89	89	1365	\$ 1,143.34	\$ 127.04
90	90	1381	\$ 1,156.74	\$ 128.53
91	91	1377	\$ 1,153.39	\$ 128.15
92	92	1379	\$ 1,155.07	\$ 128.34
93	93	1384	\$ 1,159.25	\$ 128.81
94	94	1379	\$ 1,155.07	\$ 128.34
95	95	1368	\$ 1,145.85	\$ 127.32
96	96	1373	\$ 1,150.04	\$ 127.78
97	97	1385	\$ 1,160.09	\$ 128.90
98	98	1389	\$ 1,163.44	\$ 129.27
99	99	1381	\$ 1,156.74	\$ 128.53
100	100	1382	\$ 1,157.58	\$ 128.62
101	101	1600	\$ 1,340.18	\$ 148.91
		149234	\$ 125,000.00	\$ 13,888.89

**TAKE NOTICE THAT THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN LMS 93, FRANCISCO LANE, WILL BE HELD ON:**

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DATE: TUESDAY, NOVEMBER 30, 2010

TIME: 7:00 PM (REGISTRATION AT 6:30 PM)

PLACE: HOLIDAY INN METROTOWN  
SALON E  
4405 CENTRAL BOULEVARD  
BURNABY, BC

An Agenda for the meeting and supporting documents are attached hereto. Please read this material prior to the meeting and bring it with you to the meeting for reference.

1. **PURPOSE:** The purpose of the meeting is to approve the 2010/2011 operating budget; to approve a special levy to augment the contingency reserve fund; to approve the transfer of funds from the contingency reserve fund for various capital projects; to ratify the insurance policy; and to elect the 2010/2011 Strata Council.
2. **QUORUM:** In order to conduct business at this Annual General Meeting, at least thirty-three percent (33%) of the persons entitled to vote must be present in person or by proxy. Failure to reach a quorum will result in the adjournment of the meeting and another meeting being held in accordance with the bylaws of the Strata Corporation.
3. **VOTING:** No owner is entitled to vote on a Resolution if the Strata Corporation is entitled to register a lien against that strata lot under Section 116 (1) of the Strata Property Act.
4. **3/4 VOTE RESOLUTION:** A  $\frac{3}{4}$  vote resolution must be approved by at least  $\frac{3}{4}$  of the votes cast by eligible voters who are present in person or by proxy at the time the vote is taken and who have not abstained from voting.
5. **PROXIES:** An instrument appointing a proxy shall be in writing under the hand of his appointer or attorney. A proxy need not be an owner.

**ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN LMS  
93, FRANCISCO LANE, TO BE HELD ON TUESDAY, NOVEMBER 30,  
2010 AT 7:00 PM AT HOLIDAY INN METROTOWN, SALON E, 4405  
CENTRAL BOULEVARD, BURNABY, BC**

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**A G E N D A**

1. CALL TO ORDER
2. CALLING OF THE ROLL AND CERTIFICATION OF PROXIES
3. FILING OF PROOF OF NOTICE OF MEETING
4. MINUTES OF THE MEETING OF NOVEMBER 30, 2009 SEE ATTACHED
5. BUSINESS ARISING FROM THE MINUTES
6. STRATA COUNCIL REPORT – DAVE DAVIES, PRESIDENT
7. FINANCE REPORT:
  - A) BALANCE SHEET TO SEPTEMBER 30, 2010 SEE ATTACHED
  - B) 2010/2011 OPERATING BUDGET SEE ATTACHED
  - C) SCHEDULE OF STRATA FEES SEE ATTACHED
  - D) CAPITAL PLAN CASH FLOW SEE ATTACHED
  - E) CONTRACT SUMMARY SEE ATTACHED
  - F) BUDGET RESOLUTION SEE ATTACHED
  - G) SPECIAL LEVY TO AUGMENT CRF - \$125,000.00 SEE ATTACHED
  - H) TRANSFER FROM CRF – BALCONY MEMBRANES SEE ATTACHED
  - I) TRANSFER FROM CRF – LIMITED SIDING CLEANING SEE ATTACHED
  - J) TRANSFER FROM CRF – RECREATIONAL TILE SEE ATTACHED
  - K) TRANSFER FROM CRF – DRYER VENTS/GRILLS SEE ATTACHED
  - L) ROOFING COST SUMMARY TO DATE SEE ATTACHED
8. INSURANCE - POLICY REVIEW AND APPROVAL SEE ATTACHED
9. ELECTION OF 2010/2011 STRATA COUNCIL
10. OTHER BUSINESS
11. ADJOURNMENT

## **PROXY FORM**

Date \_\_\_\_\_

I/WE \_\_\_\_\_

of \_\_\_\_\_

in the City of Burnaby, in the Province of British Columbia, being the registered owner(s) of  
Strata Lot \_\_\_\_\_ of Strata Plan LMS 93, hereby appoint:

\_\_\_\_\_

or failing him/her \_\_\_\_\_

or failing him/her \_\_\_\_\_

as my/our proxy for me/us and on my/our behalf at the Annual General Meeting of The Owners,  
Strata Plan LMS 93, to be held on Tuesday, the 30<sup>th</sup> day of November, 2010, and at any  
adjournment thereof.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2010

\_\_\_\_\_

\_\_\_\_\_



**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN LMS 93, FRANCISCO LANE, HELD ON MONDAY, NOVEMBER 30, 2009, AT 7:00 PM AT THE HOLIDAY INN METROTOWN, SALON C/E, 4405 CENTRAL BOULEVARD, BURNABY, BC**

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**CALL TO ORDER:**

The meeting was called to order by the Strata Council President, Mr. Dave Davies, at 7:43 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 99 eligible voting members at Francisco Lane. Quorum consisted of one-third of those eligible to vote, or 33 voting members. There were 19 owners present in person, 7 represented by proxy, for a total of 26 voting members. As the meeting had not achieved quorum at the scheduled start time, as per the bylaws of the Strata Corporation, the meeting waits 30 minutes, and then reconvenes at the same date, time and place, with those owners present in person or by proxy being deemed to be quorum. The meeting was therefore quorated and competent to proceed with the business at hand as the meeting had waited the required time period.

**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 JULY 6, 2009:**

It was

**MOVED AND SECONDED:**

That the minutes of the meeting of July 6, 2009 be adopted as distributed.

*MOTION CARRIED UNANIMOUSLY*

**BUSINESS ARISING FROM THE MINUTES:**

There was no business arising from the minutes.

**STRATA COUNCIL REPORT:**

A copy of the Strata Council President's report is attached to and forms part of the minutes of the meeting.

**FINANCE REPORT:**

The Strata Manager was called upon to introduce the proposed operating budget, reviewing with those in attendance the various inclusions and provisions of the same. Particular emphasis was placed upon the funding of the contingency reserve fund, which has been drawn down as part of the re-roofing program. It was noted that changes to the Capital Plan, as authorized by the ownership at the Special General Meeting at which time re-roofing was approved, would restrict the funds available for the Capital Plan expenditures.

It was noted that changes were anticipated to be forthcoming for the Strata Property Act of British Columbia, and these changes would have some impact upon the Strata Corporation with future decision, such as pertaining to an audit, a depreciation report, and a review of the Federal Tax Credit, which is potentially available to owners, should the first phase of the roofing program be completed on time.

Some discussion took place with regard to tree pruning and maintenance of the same. It was noted by the Council that a quotation and report had been received from the landscaper with regard to tree related issues along the west boundary.

After further discussion on the proposed operating budget, it was

**MOVED AND SECONDED:**

That:

**WHEREAS** The Strata Property Act sets out the required information to be submitted with the proposed budget; and

**WHEREAS** The Strata Property Act requires the Strata Corporation to report on the contingency reserve funds, operating expenses and unapproved expenses; and

**WHEREAS** The Strata Property Act establishes the approval process for the various components of the budget for the coming fiscal year;

**BE IT THEREFORE RESOLVED THAT:**

⇒ The Owners, Strata Plan LMS 93, hereby authorize a 2009/2010 reserve contribution in the amount of \$65,376.63. (refer to Section 93 of the Strata Property Act)

⇒ The Owners, Strata Plan LMS 93, hereby authorize a transfer from reserves in the 2009/2010 fiscal year in the amount of \$12,500.00 to clear the operating deficit from 2008/2009. (refer to Section 96 of the Strata Property Act)

⇒ The Owners, Strata Plan LMS 93, hereby authorize operating expenses in the amount of \$228,923.72 (exclusive of the reserves and capital expenses). (refer to Section 103 (1) of the Strata Property Act)

Question was called and the motion was

**CARRIED UNANIMOUSLY**

**INSURANCE POLICY RATIFICATION:**

The Strata Manager then reviewed with owners in attendance the insurance declaration sheet, noting the insurance coverages currently in effect for the Strata Corporation. It was noted that owners have a responsibility to have and maintain their own personal insurance policies to indemnify their personal belongings, betterments and improvements from loss. Owners are reminded that the Strata Corporation does not cover these items in its insurance policy, and in particular, homeowners must ensure that their homeowner's policy is amended to reflect changes for improvements effect in their homes such as the installation of hardwood flooring, laminate flooring or the like.

Owners are further reminded that washing machines should be turned off whenever they are not in use, and that washing machine hoses must be checked periodically for the need for repair. It is recommended that the stainless steel braided style of washing machine hose be used where feasible and practical to do so.

After further discussion on the proposed insurance policy ratification resolution, it was



**MOVED AND SECONDED:**

That:

**WHEREAS** the Strata Corporation currently insures considerable assets over which it has an insurable interest but no beneficial ownership; and

**WHEREAS** the Strata Corporation is required in its mandate to deal with matters affecting not only the common property, common facilities and common assets, but also those fixtures built or installed by the owner/developer as part of the original construction; and

**WHEREAS** the Strata Council is recommending that the Strata Corporation approve the property insurance policy and related risks in accordance with the Certificate of Insurance attached to the notice of meeting, which sets out the current level of insurance coverage;

**BE IT THEREFORE RESOLVED THAT** The Owners, Strata Plan LMS 93, hereby approve the insurance policy and the terms as set out in the Insurance Certificate dated December 29, 2008, setting out the coverages for the benefit of The Owners, Strata Plan LMS 93, in accordance with Section 149 of the Strata Property Act and related regulations.

Question was called and the motion was

*CARRIED UNANIMOUSLY*

**NEW BUSINESS:**

**Entry Gate System**

A proposed  $\frac{3}{4}$  resolution was then introduced wherein a visitor parking stall is to be exchanged with a supplemental parking stall to provide a parking stall of a more suitable size that can be more easily rented out by the Strata Corporation.

It was further noted that an error in the wording of the resolution has been made, and the parking stall in question should read "parking stall F".

After a brief discussion, it was

**MOVED AND SECONDED:**

That:

**WHEREAS** the Strata Council believes that the ownership should consider the exchanging of supplemental parking stall J with a nearby visitor stall; and

**WHEREAS** both existing stalls are common property;

**BE IT THEREFORE RESOLVED THAT** The Owners, Strata Plan LMS 93, hereby authorize the exchange of supplemental parking stall J and a nearby visitor stall. Council shall adjust signage as required to reflect the change.

It was then

**MOVED AND SECONDED:**

That the proposed  $\frac{3}{4}$  resolution be amended so as to read "in exchange of a visitor stall with parking stall F".

Question was called on the amended motion, and it was

Question was called on the amended motion, and it was

*CARRIED UNANIMOUSLY*

Question was then called on the amended  $\frac{3}{4}$  resolution, and it was

*CARRIED UNANIMOUSLY*

**ELECTION OF THE 2008/2009 STRATA COUNCIL:**

It was noted that at this time the current Strata Council retires and it is the owners' responsibility to elect a minimum of three to a maximum of seven owners to represent them as the Strata Council until the next Annual General Meeting.

Nominations were then called for election to Council and the following owners were duly nominated:

Gordie Kishkan	Unit 1
Dean Shiskowski	Unit 7
Carol Cruickshank	Unit 11
Dave Davies	Unit 88
Michael Layne	Unit 45
Mark Cockle	Unit 75
Igor Skobkareva	Unit 84
Brian Kingsley	Unit 46

There being no further nominations, it was

**MOVED AND SECONDED:**

That nominations be closed.

*MOTION CARRIED*

A secret ballot was then conducted after which the following owners were then declared elected to the 2008/2009 Strata Council.

Gordie Kishkan	Unit 1
Dean Shiskowski	Unit 7
Carol Cruickshank	Unit 11
Dave Davies	Unit 88
Michael Layne	Unit 45
Mark Cockle	Unit 75
Igor Skobkareva	Unit 84

It was

**MOVED AND SECONDED:**

That the ballots be destroyed.

*MOTION CARRIED*

Appreciation was then extended to the scrutineers for their assistance in counting the ballots.

**OTHER BUSINESS:**

**Roadway Crack Sealing**

It was noted that roadway crack sealing has been held off as currently funds were not available in the operating budget and further funding from the Capital Plan was not possible.

**South Entry Gate**

Some discussion then took place with regard to the replacement of the lockset on the south entry gate. Owners discussed whether or not the gate locking mechanism should be replaced and reinforced. It was agreed that this matter would be discussed at the next meeting of the Strata Council, however, the majority of owners present indicated that the south entry gate locking mechanism should be left as is.

**Swimming Pool**

It is noted that the swimming pool is essentially self policing by the owners of LMS 93. Some concern was expressed by an owner that possible access to the pool may be due to the locking mechanism on the south gate.

**Appreciation**

Thanks and appreciation were then extended to Dave Davies for his many hours of service and effort on behalf of all of the owners of the Strata Corporation.

**Gutter Repair**

It was noted that a gutter leak was requiring repair near the carwash bay.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 9:18 pm.

**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.

/ss

**President Report – Annual General Meeting  
November 30, 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. Also, thanks Allan for organizing and attending our two SGM meetings this past year and for fielding all of the ownership calls and for assisting us with various challenges we have been facing.

**Quick Comment On Why we decided to hold the AGM in November rather than in October**

When council met in September, Allan explained to us that our current forecasted expenses for the fiscal year end were going to be greater than our current budget. Because a lot of the bills applicable for the current fiscal year were still coming in during the month of October, it made sense to delay our AGM until November so that we could have the best chance of receiving most or all of the outstanding bills and incorporate that information into the package that is mailed out to the owners. The package that we are voting on tonight attempts to account for the majority of the variances applicable to our fiscal budget year.

**Related On The Topic Of Finances**

It is worth noting at this time, that there are revisions to the Strata act coming for early Jan 2010. The revisions have passed third reading and are awaiting final approval. One of the changes will be a requirement for all strata corporations to have an annual audit and include it with the notice of the AGM. I'm bringing this topic up now because back in October 2007 one of our council members requested an audit for year 2007. The logistics of getting that audit done in time for the October 2007 AGM was simply not feasible. In 2008, the topic of an audit came up again and while the rest of council didn't have any significant concerns with our financial bookkeeping, council agreed to have an audit done for year 2008. The results of that audit are well known and published in past minutes which indicated that our financial bookkeeping are being done in accordance with the financial best practices and that we as a strata corporation do not to take any further action or have any concerns. This past year, one of our council members requested that we consider having another audit for our current fiscal year. As there were no concerns with last year's audit, and because our finances were already taking a significant hit with various emergency expenditures that came up throughout the past year, the majority of the council voted against a financial audit being done for our current fiscal year.

With the changes coming to the strata property act, no longer will it be the strata council deciding if we have an audit, rather it **will be an ownership decision**. The changes coming will give all strata corporations the ability to opt out of the need to include an audit in the AGM notice by a  $\frac{3}{4}$  resolution. So for next year's AGM, you can expect to see this topic come up again.

### **Snow Removal**

A record snow fall in December and January prompted a number of owners to pull out their shovels and help keep the front drive way clear. Owners are reminded that the entire Lower Mainland is ill-equipped to deal with sustained snow fall. Strataco has appropriately retained a contractor to do snow removal for our complex, but when the demand is so high and the supply so limited, we can expect the types of delays we experienced last winter. Thanks everyone for their understanding on the frequency and timing of the snow plough coming through our complex. In an effort to keep the costs as close to budget as possible, council instructed Allan to have the plough come through only after snow fall accumulation was sufficiently significant and we thank Allan for sourcing another snow plough operator after we found out that our original contractor blew out his transmission. We also had some challenges with the placement of the snow piles that resulted in some frustration being expressed directly towards the plough operator. Because that plough operator was personally offended during an exchange of words between him and an owner in our complex, the operator left and we all experienced further delays on getting the snow cleared. Thankfully Allan was able to once again source us another operator to assist with snow clearing and avoided some close calls with resident flooding as number of drains required clearing. All owners are reminded that it is not the council members' responsibility to shovel snow any more than any other owners in our complex and residents are advised to help out as much as possible and be patient.

### **Front Gate Replacement**

Last October council was authorized to proceed with the replacement of the front gate. Because of a back log of orders with the company who normally services our Front Gate replacement, the work was delayed until December. Then the snow came. Because of the piles of snow against the gate and the concern of people sliding into the gate, work was postponed until the New Year. In February the gate was taken down and sent off to be powder coated. When the gate came back, the quality of the powder coating on the old section of the gate that was not damaged was not commensurate to the new section of the gate being replaced. So the old section (at no added cost to us as an ownership) was sent back to be sand blasted and re powder coated. In late March, both sections of the gate were installed and tested. More recently, this past week we had the front keypad finally fail. Allan opened a repair order on Monday and in doing a double check of that order mid week, we found out that the vendor who services our front gate misplaced our work order. The technician was onsite on Friday and came back Friday evening with the newly purchased parts and had them installed and tested.

Thanks everyone for their patience regarding the front Gate replacement and thanks for your understanding that extenuating circumstances do come up from time to time which can delay the process.

### **Reminder Notice Regarding Dryer Vent Cleaning**

In February all owners were sent a reminder notice to have their Dryer Vents cleaned. The notice explained that failure to properly maintain the vents can result in

- Potential fire hazard
- Extended time required to dry clothes due to inadequate air venting resulting in higher electrical bills.
- Damage to the dryer motors and heating elements causing costly repairs.

The dryer vents are unique to each unit and therefore it is the responsibility of the strata lot owner to repair and maintain.

It is recommended that you have your dryer vent checked by a qualified service person at least every other year. Should you not already have a contractor that you can use for this work, you may wish to consider contacting

City Air Duct Cleaners – 604-435-8858  
E & H Duct Cleaning – 404-589-1112  
Dickens Chimney Service – 604-694-1953

### **Tree Planting Committee**

Over the years, Francisco Lane has had a number of trees removed along the southern boundary stretching from units 83 to units 101. On a couple of occasions, some trees were blown down (near unit 89 and unit 83) during wind storms and some trees had to be removed at the recommendation of the arborist (ex: next to Unit 89). This past year, a couple of owners, myself and two other council members formed a Tree Planting Committee. In June and October of this year, the Committee worked to plant various trees and shrubs along the southern boundary of the property which resulted in a cost savings of over \$1,800.

### **Tree Replacement Assessment along the Western border**

During the summer, we asked our landscaping company to do an overall assessment of the trees in our complex. The subsequent report from ParaSpace stated that in general the majority of the trees on the property can be maintained with regular pruning practices, and this will be ongoing through our program of regular maintenance at our property. However the highest priorities that they see are the trees on the west side of the property (this would be near units 6 through 10 and Units 20 to 26). In particular there are 17 Paper Birch Trees that are in very poor condition. They mentioned that Birch Trees have a relatively short lifespan compared to other trees, and that these trees are also failing due to competition from the surrounding trees and in some cases are showing signs of decay. They strongly recommended that we have these trees removed as they believe them to be hazardous. The cost estimate to have this work done has been worked in your budget package which the council is asking you to consider and approve tonight.

### **Some Reminder Notes On Various Emergency Expenses That We Have Experienced**

As I mentioned at the beginning of this report, when council met in September, Allan explained to us that our current forecasted expenses for the fiscal year end were going to be greater than our current budget. Highlights of some emergency repairs that had to be done this past year:

- We have had waterlines rupture in three locations throughout the complex after the major snow fall. This resulted in approximately \$25,000 of emergency repairs.
- We've had basement flooding in one unit that had to be remediated by the Strata Corporation.
- As a result of the waterline rupture earlier in the year, some units in our complex later experienced plumbing failure because of sand in the pipes. Filters had to be installed in these units to prevent further repeat incidents.

Obviously, we hope that additional emergency expenses are kept to a minimum in the coming months and years and owners are reminded that because our CRF is so low that if we encounter a major unplanned expenditure in the coming year, we may be faced with another SGM to decide on how best to address any shortfall we may have.

### **Roof Replacement Project**

We have had two Special General Meetings this past year in order to discuss the roof replacement project. As a result of those two SGM meetings, JRS Engineering Consulting was retained to provide roofing specifications, obtain tenders on the specifications, do inspections for quality control for the re roofing work, and issue a final report on the completion of the roofing work. Aquaproof Membrane Service (AQP) was awarded the roofing contract and instructions were given to start the reroofing project as soon as possible. The roofing contract was signed in July 2009 and AQP has been reroofing our complex since that time. Because we wanted the work to start as soon as possible, we contracted AQP's services without having a formal month by month schedule in place. The contract simply stated that work was to commence by the 22<sup>nd</sup> of July 2009 and that a substantial performance of the work was to be completed by the 31<sup>st</sup> day of August 2010. During further construction meetings with AQP we found out that the work being done in 2009 would comprise 5 blocks in our complex being completed by the end of December 2009. Because of subsequent roof inspections, AQP requested that 3 Blocks along the green belt and two central blocks were to be done this year (this is slightly different than what was discussed during our July SGM meeting). Council had no objections to the change on which buildings would be targeted first; however, we did express our concerns about the weather and we asked if the work on those 5 blocks for this year could be done by November 2009. AQP explained that the weather would not affect their ability to reroof our complex and they reminded us that because no monthly schedule was ratified prior to the signing of the contract that they scheduled their crews according to a time frame that would work best for them.

Myself and various members on council have attended periodic construction meetings with AQP since the work started. Some of the highlights of those meetings include:

- An owner reported that they observed the roofing crew smoking on the roof. In our discussions with AQP, they explained that it is their policy for their crews to

not smoke on the roof and the site supervisor explained that he himself is a non-smoker and that he will reprimand anyone caught smoking on the job. The crews were recently reminded about the non-smoking policy.

- We noted that there was a Tree damaged next to unit #89. If the gardeners report that the tree is dead or dying next year, AQP will reimburse us for the loss.
- Some light fixtures at the porch entrance ways were turned upside down as a result of falling debris from the shingle removal and just recently one light fixture was damaged. AQP committed to take more care when removing the shingles and they will obviously compensate us for any damages done.
- Some owners have reported receiving a flat tire for their own vehicle or for their visitor vehicles. The owners were asked to submit the bills to Strataco for processing and reimbursement by AQP.
- It was noted that our landscaping company were unable to work around the buildings where the reroofing work was being done. In particular, the block involving units 89 to 95 were unable to have their lawn mowed for several months and just prior to the major rainfall, AQP cleared out their equipment for a two week period around that block so that the grass could be properly attended to.
- The blowing and clearing of leaves around the complex was also a problem because of the asphalt dust on the leaves which caused two workers to get sick for a couple of days. AQP ended up having their own ground crew workers rake and clear the affected areas.

In addition to the periodic construction meetings, JRS Engineering sends the council periodic field reports of their onsite inspections. Presently they are up to Field Report #14 and some highlights extracted from those reports include.

- Roofing nails found on the site were not according to the specification and AQP was instructed to use the ones as per spec.
- A sample diverter flashing AQP presented was not the correct flashing as it needed to be larger. AQP was required to resubmit the sample.
- At unit #37 damage by the window head/jamb corner at the fascia level is visible. AQP was given instructions to repair the fascia and roof framing affected in order to complete the re-roofing.
- The area over unit #74 had damaged sheathing directly over a supporting roof truss and part of the roof truss was deteriorated as well. AQP was given instructions to replace the 3 sheets of 1/2" plywood and repair the top chord of the roof truss.
- Exposed plywood sheathing was observed over unit #82 and it was clearly weathered and had a spongy feel. AQP had instructions to review the attic space to ensure no damage within the attic and repair the deteriorated plywood sheathing at the problem location.
- To be mentioned in an upcoming field report, but discussed during our most recent construction meeting, it was noted that Unit #84 has some water damage on the fascia board and it will require some repair.

In closing, for those owners along the greenbelt, we have been told that AQP is planning on having the reroofing done and gutters up before December 25<sup>th</sup>.



FRANCISCO LANE - LMS 93  
BALANCE SHEET (CASH)  
SEPTEMBER 30, 2010  
(Unaudited)

SEP 10

ASSETS

CURRENT

Cash

1100 Royal Bank - Chquing Account	\$	8,327.85
1110 Royal Bank - CRF Plan 24		150,740.82
1120 Roofing Fund		75,127.86
1300 Accounts Receivable		2,243.33
1400 Prepaid Insurance		7,499.25
		-----
		243,939.11
		-----

FIXED ASSETS

Less: Accumulated Depreciation

TOTAL ASSETS

	\$	243,939.11
		=====

LIABILITIES

2100 Accounts Payable	\$	2,141.94
		-----
	\$	2,141.94
		-----

MEMBER'S EQUITY

Roofing Fund		69,016.90
OPERATING SURPLUS (DEFICIT)		26,039.45
RESERVES		146,740.82
		-----
		241,797.17
		-----
TOTAL LIABILITIES AND EQUITY	\$	243,939.11
		=====

November 3, 2010

The Owners  
Strata Plan LMS 93  
Francisco Lane

**Re: Finance Report**

Dear Owners:

On behalf of the Strata Council, we are pleased to present the Finance Report for the Strata Corporation, which includes:

- ⇒ a summary of the Strata Corporation's performance over the past fiscal year
- ⇒ an explanation of the operating expenses proposed for the ensuing fiscal year
- ⇒ an explanation of the proposed reserve contributions for the ensuing fiscal year
- ⇒ an explanation of funds transferred from the contingency reserve fund for urgent repairs

**Past Fiscal Year**

As required by Section 103 (2) of the Strata Property Act, we attach for your information a copy of the unaudited balance sheet for the Strata Corporation to the period ending September 30, 2010. It is anticipated that the Strata Corporation will end the fiscal year with an approximate operating surplus of \$ 26,000.00. This surplus is due to \$23,306.00 being transferred from the contingency reserve fund for repairs to the exterior of units 20, 21 and 60. If these transfers had not been authorized by the Strata Council, the Strata Corporation would again be at a near deficit position. The owners approved a transfer of \$12,500.00 from the contingency reserve at the last Annual General Meeting in order to clear a previous operating deficit. As the Strata Corporation ages, it must provide more funds for repairs and maintenance. This is an expected, normal requirement of buildings of this age.

Over the past the Strata Council and management oversaw various routine maintenance and repairs such as:

- Interior eavestrough cleaning
- Window/siding repairs at 3 units
- Perimeter drainage repairs at 3 units
- Balcony membrane replacement at 3 units
- Stair replacements at 1 unit
- Sanitary sewer backups cleared at 2 units
- Roofing and eavestrough replacement is now substantially complete with the exception of deficiencies

As required by Section 105 (2), the estimated operating surplus of \$26,000.00 will be carried forward in the operating account as an operating surplus.

**2010/2011 Proposed Operating Expenses**

A budget is a guideline and a fiscal representation of the management programs of the Strata Corporation.

The budget attached reflects the anticipated operating expenses for the ensuing fiscal year, estimated at \$229,480.00. The allocations in certain accounts have increased where we are aware of increases in contract prices or the costs of service. The individual line items contained within the budget will identify the purpose of the expenditure. The application of the Harmonized Sales Tax introduced by the Provincial Government, which came into effect on July 1, 2010 has significantly impacted the operating budget. Where goods and services were previously taxed at 5%, they are now taxed at 12%. This tax will also impact the budgets of Strata Corporations across the Province.

In order to maintain no increase in strata fees for the upcoming fiscal year, the Council is recommending that significant cuts be made to the annual operating account for exterior repairs. In order for much-needed repairs to be made to preserve the integrity of the building structures additional funding is strongly recommended via a special levy in the amount of \$125,000 to augment the contingency reserve fund. Subsequent to the owner's approval of this levy, the owners will be invited to approve several 3/4 vote resolutions to transfer funds from the contingency reserve to finance repairs and maintenance to various components such as balcony membranes, stairs, siding cleaning, recreation center tile and dryer vents. The owners will observe the contingency reserve fund has been substantially depleted which puts the Strata Corporation at risk of not being able to provide funds for non-annual emergency repairs. The Strata Corporation is still required to transfer up to \$106,862.00 from the contingency reserve fund to finalize roofing replacement costs. If the levy is not approved the fund will be near empty. As the owners have experienced in the past drainage, plumbing and balcony membrane repairs alone can be extremely costly. If adequate funds are not provided, future repairs may not be performed.

The failure of balcony membranes leads to water ingress, which causes the wood substrate to rot. Deteriorated lumber replacement exponentially increases the cost to the Strata Corporation as a result of not performing preventive maintenance. Based on an independent survey of the condition of balcony membranes throughout the complex, approximately 20 membranes were found to be in a non-serviceable condition (please see attached condition report). Depending on the size of the deck the average cost to replace these membranes without substrate repairs is approximately \$3,000.00 to \$4,000.00. Spending this money now will mitigate the need for more costly repairs. The contingency reserve fund does not hold sufficient funds to perform all of this work and to enable the Strata Corporation to maintain a minimally adequate reserve. Therefore the owner's support of a special levy is of high importance.

Based on the anticipated expenditures for the ensuing fiscal year, the strata fees will remain the same as the previous year.

#### **Proposed Reserve Contributions**

The Strata Council is recommending that \$65,460.00 (or 22% of the operating costs) be set aside in the upcoming fiscal year as a contribution to the reserve fund, to help offset future capital costs and to establish adequate funding for any unexpected non-annual costs such as emergency repairs to the common property. The importance of adequate contributions to the reserves cannot be stressed enough, and they are just as important as contributions for annual operating expenses. They are so important that one of the primary questions asked by realtors and prospective purchasers of a strata lot relates to the adequacy of the reserves.

Proper planning and contributions satisfy the fiduciary requirements of the owners to prepare the Strata Corporation for future non-annual expenses. The courts have reaffirmed this

obligation in past decisions, and the Strata Council agrees that a reasonable and prudent part of fiscal planning is to make certain that the reserves are adequate to ensure the success of the Strata Corporation.

#### **Capital Plan Cash Flow**

Please find attached a capital plan cash flow report. This document has been compiled based on current costs and anticipated future costs for replacement of various components of the common property and assets of the Strata Corporation. While the time frame for this work may be specific or an approximation, there is little doubt that the work will be required in the future as the components described have a fixed life span. While the owners today may not be obligated to provide funding for 100% of the replacement cost of these components, there is an obligation to plan for their replacement in the future, and to contribute accordingly so as not to leave the Strata Corporation in a deficit situation when the work comes due. Proper fiscal planning will ensure that the work will be performed in a timely manner so as to prevent further deterioration and additional unnecessary costs.

#### **Conclusion**

Recent court decisions and the requirements of the Strata Property Act, have reinforced the Strata Council's fiduciary obligation to recommend to the owners a budget which not only provides funding for annual operating expenses, but also funding for preventative maintenance which will increase the serviceable life of various common assets. In addition, it is imperative that contributions to the reserve fund continue at a level which will preempt special levies for capital works projects (roof replacement, painting, etc.)

The Strata Council recommends adoption of the budget by the owners, as it believes the budget will enable repair and maintenance of the Corporation's assets, and satisfy the Corporation's fiscal responsibility to continue to contribute an adequate sum to the reserves to reduce the necessity to levy special levies for future capital works projects.

In developing the budget, the Strata Council attempts to respond to the needs and expectations of the ownership, and wishes to ensure that sufficient funds are set aside to enable the incoming Strata Council to continue to meet these demands. While it is the Strata Council's obligation to ensure that owners obtain good value for dollar, there is a corresponding obligation by the owners to ensure that the Strata Council is provided with sufficient funds to enable it to perform its duties and to respond to the needs of the owners.

We hope the owners will support the budget proposed by the Strata Council, which has been developed after careful analysis of the expenses in previous years, upcoming work to be done, and the requirements of the Strata Property Act. If you have questions concerning any of the proposed allocations please do not hesitate to contact a member of Council or Strataco Management Ltd., and we look forward to your attendance at the upcoming Annual General Meeting.

Respectfully,

LMS 93 Strata Council,  
Francisco Lane

/eb

attachments

INCOME	12 Months Year to Date	2011BUDGET					% of 2011 Budget	Projected Annual % Increase	2011
		2010 Year End Estimated	2010 Annual Budget	Est.2010 Year End vs Budget	2011 Annual Budget				
#320 Fines/Penalties	42 70	43 00		0.0%	0.00		0.0%		
#321 Interest Charges	251.25	251.00		0.0%	0.00		0.0%		
#325 Move-in/out Fees	650.00	650.00		0.0%	500.00		0.2%		500.00
#335 Interest Current a/c	211.18	211.00	500.00	42.2%	180.00		0.1%		180.00
#336 Interest Plan 24	379.96	380.00		0.0%	360.00		0.1%		360.00
#337 Investment Income	106.96	107.00		0.0%	100.00		0.0%		100.00
#340 Strata Fees	288999.32	289000.00	289000.00	100.0%	289,000.00		98.0%	0.0%	289000.00
#360 Parking	4840.00	4840.00	4800.00	100.8%	4,800.00		1.6%		4800.00
#3931From Res Balcony 20	11970.00	11970.00		0.0%	0.00		0.0%		
#3932From Res Balcony 21	7419.13	7419.00		0.0%	0.00		0.0%		
#3941From Res Improvements	3916.50	3917.00		0.0%	0.00		0.0%		
#3942From Reserves Overdraft	12500.00	12500.00	12500.00	100.0%	0.00		0.0%		0.00
#3950				0.0%	0.00		0.0%		

TOTAL INCOME:

331,287.00	331,288.00	306,800.00	108.0%	294,940.00	100%	0.00	294,940.00
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EXPENDITURES  
GENERAL

#410 Audit	469.88	470.00	450.00	0.0%	0.00		0.0%		
#420 General Meeting	29391.00	29391.00	27000.00	104.4%	475.00		0.2%		475.00
#430 Insurance	787.50	788.00		108.9%	40,000.00		13.6%		40000.00
#431 Appraisals	24743.25	24743.00	24333.00	0.0%	0.00		0.0%		
#440 Management Fees	10760.40	10760.00	10800.00	101.7%	27,500.00		9.3%		27500.00
#456 Janitorial Contract	-400.00	-400.00	100.00	99.6%	11,500.00		3.9%		11500.00
#465 Legal				-400.0%	100.00		0.0%		100.00
#466 Consulting fees				0.0%	0.00		0.0%		
#470 Council Admin.	200.00	200.00	100.00	200.0%	200.00		0.1%		200.00
#473 Records Storage	210.00	210.00	190.00	110.5%	225.00		0.1%		225.00
#475 Duplicating/Postage	3456.19	3456.00	3000.00	115.2%	3,500.00		1.2%		3500.00
#4780 Corporate Tax Return				0.0%	200.00		0.1%		200.00
#482 Form F&B Charges	288.75	289.00	320.00	90.3%	250.00		0.1%		250.00
#485 Bank Charges	462.35	462.00	450.00	102.7%	470.00		0.2%		470.00
#4904HST			2420.72	0.0%	0.00		0.0%		
#494 Real Estate Council Review	446.25	446.00	450.00	99.1%	460.00		0.2%		460.00
SUBTOTAL GENERAL:	70,815.57	70,815.00	69,613.72	101.7%	84,880.00		29%		84880.00

Date November 3, 2010

THE OWNERS STRATA PLAN LMS 2778  
c/o 101-4126 Norland Ave. Burnaby, B C V5G 3S8

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For LMS-93FRANCISCO LANE

## 2011BUDGET

EXPENDITURES	12 Months Year To Date	2010 Year End Estimated	2010 Annual Budget	Est 2010 Year End vs Budget	2011 Annual Budget	% of 2011 Budget	Projected Annual % Increase	2011
<b>BUILDING</b>								
#508 Fire Protection Equipment	199 50	200 00	300.00	66.7%	300 00	0 1%		300.00
#510 Plumbing Repairs	6359 58	6360 00		0.0%	4,000.00	1.4%		4000.00
#520 Electricity				0.0%	0.00	0 0%		
#524 Extermination	2567 95	2568.00	1000.00	256.8%	2,000.00	0.7%		2000 00
#528 Entry Gate	1056 36	1057.00	1000.00	105.7%	1,200.00	0.4%		1200.00
#532 General Maintenance	2503 37	2503 00	5500 00	45.5%	9,000 00	3 1%		9000 00
#536 Painting				0.0%	0 00	0 0%		
#540				0.0%	0 00	0 0%		
#544 Improvements				0.0%	0 00	0 0%		
#548 Leased Equipment				0.0%	0 00	0 0%		
#552				0.0%	0 00	0 0%		
#556				0.0%	0 00	0 0%		
#560 Locks & Keys	94 50	95.00	400.00	23.8%	400.00	0.1%		400.00
#564 Repairs - Exterior	16637 25	16637.00	50000.00	33.3%	20,550.00	7.0%		20550 00
#5642Balcony Unit 20	11970 00	11970.00		0.0%	0 00	0 0%		
#5643Balcony Unit 21	7419 13	7419.00		0.0%	0 00	0 0%		
#5644Unit 60 Repairs	3916 50	3916.00		0.0%	0 00	0 0%		
#568 Roof Repair/Replacement	1374 45	1374.00	5000.00	27.5%	1,000.00	0.3%		1000.00
#572 Repairs - Interior	13276 71	13277.00	6000.00	221.3%	6,000.00	2.0%		6000.00
#576 Refuse Removal	4810 57	4811 00	6100.00	78.9%	6,500.00	2.2%		6500.00
#580 Enterphone	561 57	562.00	560.00	100.4%	600.00	0.2%		600.00
#584 Supplies	146 99	147.00	1000 00	14.7%	500 00	0.2%		500.00
#588 Water/Sewer				0.0%	0 00	0 0%		
#596 Window Cleaning				0.0%	0 00	0 0%		
#598 Insurance Claims	15460 33	15460.00	10000.00	154.6%	10,000.00	3 4%		10000.00
#5985 Recoverable Expenses				0.0%	0 00	0 0%		
<b>SUBTOTAL BUILDING</b>	<b>88,354.76</b>	<b>88,356.00</b>	<b>86,860.00</b>	<b>101.7%</b>	<b>62,050.00</b>	<b>21%</b>		<b>62,050.00</b>

Date November 3, 2010

For LMS-93FRANCISCO LANE

THE OWNERS STRATA PLAN LMS 2778

c/o 101-4128 Norland Ave, Burnaby, B C V5G 3S8

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2011BUDGET

EXPENDITURES		12 Months	2010	2010	Est 2010	2011	% of	Projected
		Year To	Year End	Annual	Year End	Annual	2011	Annual %
		Date	Estimated	Budget	vs Budget	Budget	Budget	Increase
								2011
<b>GROUND</b>								
#6050 Electricity		3916.91	3917.00	4400.00	89.0%	4,600.00	16%	4600.00
#6300 Improvements				3000.00	0.0%	0.00	0.0%	
#6352 Irrigation		673.54	674.00	1000.00	67.4%	1,000.00	0.3%	1000.00
#6450 Fire Hydrants				400.00	0.0%	400.00	0.1%	400.00
#6500 Landscaping		39395.99	39396.00	40500.00	97.3%	45,000.00	15.3%	45000.00
#6550 Repairs		17685.81	17686.00	3000.00	589.5%	3,000.00	1.0%	3000.00
#6571 Tree Maintenance		5460.00	5460.00	7000.00	78.0%	6,000.00	2.0%	6000.00
#6600 Supplies		105.67	106.00	100.00	106.0%	100.00	0.0%	100.00
#6700 Road Sewer		2677.50	2678.00	2200.00	121.7%	3,500.00	1.2%	3500.00
#6800 Snow Removal		821.95	822.00	3000.00	27.4%	3,000.00	1.0%	3000.00
<b>SUBTOTAL GROUNDS</b>		<b>70,737.37</b>	<b>70,739.00</b>	<b>64,600.00</b>	<b>109.5%</b>	<b>66,600.00</b>	<b>23%</b>	<b>66,600.00</b>

EXPENDITURES

RECREATION FACILITIES

#7100 Chemicals	1,439.10	1,439.00	1,500.00	95.9%	1,500.00	0.5%	1500.00
#7300 Electricity & Heat	3,071.50	3,072.00	4,000.00	76.8%	4,000.00	1.4%	4000.00
#7400 Building Maintenance	225.69	226.00	1,000.00	22.6%	1,000.00	0.3%	1000.00
#7450 Equipment Minc/Repair			0.00	0.0%	2,000.00	0.7%	2000.00
#7500 Building Repairs	1,211.41	1,211.00		0.0%	4,000.00	1.4%	4000.00
#7501 Pool Repairs	676.70	677.00	800.00	84.6%	3,000.00	1.0%	3000.00
#7700 Supplies	151.42	151.00	200.00	75.5%	200.00	0.1%	200.00
#7900 Licenses	225.00	225.00	350.00	64.3%	250.00	0.1%	250.00
SUBTOTAL RECREATION							
	7,000.82	7,001.00	7,850.00	89.2%	15,950.00	5%	15,950.00

Date November 3, 2010

For LMS-93FRANCISCO LANE

THE OWNERS STRATA PLAN LMS 2778  
c/o 101-4126 Norland Ave, Burnaby B C V5G 3S8

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2011BUDGET

EXPENDITURES	12 Months Year To Date	2010 Year End Estimated	2010 Annual Budget	Est.2010 Year End vs Budget	2011 Annual Budget	% of 2011 Budget	Projected Annual % Increase	2011
DEBT SERVICES								
#810 Deficit Recovery		0.00	0.00	0.0%	0.00	0.0%	0.0%	0.00
#820 Second				0.0%	0.00	0.0%	0.0%	0.00
#835 Interest				0.0%	0.00	0.0%	0.0%	0.00
#840 Carelaker suite lease				0.0%	0.00	0.0%	0.0%	0.00
#855 Other/G.S.T.				0.0%	0.00	0.0%	0.0%	0.00
SUBTOTAL DEBT SERVICES	0.00	0.00	0.00	0.0%	0.00	0%		0.00
TOTAL EXPENDITURES	236,908.52	236,911.00	228,923.72	103.5%	229,480.00	78%		229,480.00
TOTAL OPERATING SURPLUS OR DEFICIT	94,378.48	94,377.00	77,876.28		65,460.00			65460.00
#025 Beginning Oper. Cash	-2475.48	-2,475.48			0.00			0.00
Oper. Surplus/Deficit	94,378.48	94,377.00			65,460.00			65460.00
Total Cash Available	91,903.00	91,901.52			65,460.00			65460.00
From Reserves	0.00	0.00			0.00			



Date November 3, 2010

THE OWNERS STRATA PLAN LMS 2778

c/o 101-4126 Norland Ave, Burnaby, B C V5G 3S8

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For LMS-93FRANCISCO LANE

## 2011BUDGET

RESERVES	12 Months Year To Date	2010 Year End Estimated	2010 Annual Budget	Est 2010 Year End vs Budget	2011 Annual Budget	% of 2011 Budget	Projected Annual % Increase	2011
LESS CASH RESERVES FOR:								
#031 Interest reserve	486.92	487.00		0.0%	460.00	0.2%		460.00
#032 Contingency Fund	65376.63	65377.00	65376.63	100.0%	65,000.00	22.0%		65000.00
#033 Landscaping	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
#034 Asphalt-Roadways	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
#035 Other	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
#037 Carpets	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
#043 Fire Protection Equipment	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
#044 Painting	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
#045 Other		0.00	0.00	0.0%	0.00	0.0%		0.00
#046 Roof	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
#047 Other		0.00	0.00	0.0%	0.00	0.0%		0.00
#049 Other		0.00	0.00	0.0%	0.00	0.0%		0.00
#050 Entrance Gate	0.00	0.00	0.00	0.0%	0.00	0.0%		0.00
#055 Other		0.00	0.00	0.0%	0.00	0.0%		0.00
TOTAL RESERVES	65,863.55	65,864.00	65,376.63	100.7%	65,460.00	22%		65,460.00
#025 Ending Operating Cash	26,039.45	26,037.52			0.00	100.0%		0.00

November 3, 2010

The Owners  
Strata Plan LMS 93  
Francisco Lane

**Re: Strata fee calculations**

Dear Owners:

From time to time, owners question the manner in which their monthly strata fees are calculated, and we take this opportunity to provide you with information which will enable you to verify the documentation being sent to you through the Strata Council.

- ♦ The Strata Corporation's budget is divided into 2 components: an operating fund for common expenses which usually occur once a year or more often than once a year, and a contingency reserve fund for common expenses which usually occur less often than once a year or do not normally occur.
- ♦ Each owner must contribute to the Strata Corporation his or her strata lot's share of the total contributions budgeted for the operating fund and contingency reserve fund, by means of "strata fees", which are calculated in accordance with the requirements of the Strata Property Act. The strata fees for a strata lot's share of the contribution to the operating fund and contingency reserve fund are calculated as follows: unit entitlement of the strata lot, divided by total unit entitlements of all strata lots, multiplied by the total contributions and then divided by 12.
- ♦ The unit entitlement for a strata lot is the number indicated in the schedule of unit entitlements on the registered Strata Plan, and is the only number which can be used to determine the strata lot's share of the common property and common expenses of the Strata Corporation. The unit entitlement is usually based on the habitable area of the strata lot as determined by the surveyor at the time of registration of the Strata Plan, rounded to the nearest whole number. The unit entitlement does not necessarily have to be based on this figure, however, and may be altered by the developer subject to approval by the Superintendent of Real Estate. We have attached for your information the schedule of unit entitlements for the strata lots in your building, which determine the manner in which your yearly and monthly fees have been calculated.

We hope that this information will assist you in verifying the figures shown on the schedule of strata fees.

Sincerely yours,

**STRATACO MANAGEMENT LTD.**



Glen Mason,  
Strata Manager

/eb

attachment

## FRANCISCO LANE

## STRATA PLAN LMS 93

## 2010/2011 SCHEDULE OF STRATA FEES

\$289,000.00

2010/2011 ANNUAL STRATA FEES      \$ 224,000.00      \$ 65,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY ASSESSMENTS	MONTHLY OPERATING ASSESSMENTS	MONTHLY RESERVE CONTRIBUTION	TOTAL MONTHLY ASSESSMENTS
1	1	1480	\$ 2,866.10	\$ 185.12	\$ 53.72	\$ 238.84
2	2	1448	\$ 2,804.13	\$ 181.12	\$ 52.56	\$ 233.68
3	3	1448	\$ 2,804.13	\$ 181.12	\$ 52.56	\$ 233.68
4	4	1448	\$ 2,804.13	\$ 181.12	\$ 52.56	\$ 233.68
5	5	1628	\$ 3,152.71	\$ 203.64	\$ 59.09	\$ 262.73
6	6	2073	\$ 4,014.48	\$ 259.30	\$ 75.24	\$ 334.54
7	7	1603	\$ 3,104.30	\$ 200.51	\$ 58.18	\$ 258.69
8	8	1609	\$ 3,115.92	\$ 201.26	\$ 58.40	\$ 259.66
9	9	1484	\$ 2,873.85	\$ 185.62	\$ 53.86	\$ 239.49
10	10	1841	\$ 3,565.20	\$ 230.28	\$ 66.82	\$ 297.10
11	11	2023	\$ 3,917.65	\$ 253.04	\$ 73.43	\$ 326.47
12	12	1355	\$ 2,624.03	\$ 169.49	\$ 49.18	\$ 218.67
13	13	1616	\$ 3,129.47	\$ 202.13	\$ 58.66	\$ 260.79
14	14	1480	\$ 2,866.10	\$ 185.12	\$ 53.72	\$ 238.84
15	15	1836	\$ 3,555.52	\$ 229.65	\$ 66.64	\$ 296.29
16	16	1335	\$ 2,585.30	\$ 166.99	\$ 48.46	\$ 215.44
17	17	1340	\$ 2,594.99	\$ 167.61	\$ 48.64	\$ 216.25
18	18	1321	\$ 2,558.19	\$ 165.23	\$ 47.95	\$ 213.18
19	19	1330	\$ 2,575.62	\$ 166.36	\$ 48.27	\$ 214.63
20	20	1593	\$ 3,084.93	\$ 199.26	\$ 57.82	\$ 257.08
21	21	1389	\$ 2,689.88	\$ 173.74	\$ 50.42	\$ 224.16
22	22	1391	\$ 2,693.75	\$ 173.99	\$ 50.49	\$ 224.48
23	23	1385	\$ 2,682.13	\$ 173.24	\$ 50.27	\$ 223.51
24	24	1384	\$ 2,680.19	\$ 173.12	\$ 50.23	\$ 223.35
25	25	1386	\$ 2,684.07	\$ 173.37	\$ 50.31	\$ 223.67
26	26	1374	\$ 2,660.83	\$ 171.86	\$ 49.87	\$ 221.74
27	27	1636	\$ 3,168.21	\$ 204.64	\$ 59.38	\$ 264.02
28	28	1634	\$ 3,164.33	\$ 204.39	\$ 59.31	\$ 263.69
29	29	1499	\$ 2,902.90	\$ 187.50	\$ 54.41	\$ 241.91
30	30	1843	\$ 3,569.07	\$ 230.53	\$ 66.89	\$ 297.42
31	31	1335	\$ 2,585.30	\$ 166.99	\$ 48.46	\$ 215.44
32	32	1330	\$ 2,575.62	\$ 166.36	\$ 48.27	\$ 214.63
33	33	1343	\$ 2,600.79	\$ 167.99	\$ 48.75	\$ 216.73
34	34	1332	\$ 2,579.49	\$ 166.61	\$ 48.35	\$ 214.96
35	35	1829	\$ 3,541.96	\$ 228.78	\$ 66.39	\$ 295.16
36	36	1501	\$ 2,906.77	\$ 187.75	\$ 54.48	\$ 242.23
37	37	1324	\$ 2,564.00	\$ 165.61	\$ 48.06	\$ 213.67
38	38	1339	\$ 2,593.05	\$ 167.49	\$ 48.60	\$ 216.09
39	39	1329	\$ 2,573.68	\$ 166.24	\$ 48.24	\$ 214.47
40	40	1376	\$ 2,664.70	\$ 172.11	\$ 49.94	\$ 222.06
41	41	1384	\$ 2,680.19	\$ 173.12	\$ 50.23	\$ 223.35

## FRANCISCO LANE

## STRATA PLAN LMS 93

## 2010/2011 SCHEDULE OF STRATA FEES

\$289,000.00

## 2010/2011 ANNUAL STRATA FEES

\$ 224,000.00 \$ 65,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY ASSESSMENTS	MONTHLY OPERATING ASSESSMENTS	MONTHLY RESERVE CONTRIBUTION	TOTAL MONTHLY ASSESSMENTS
42	42	1384	\$ 2,680.19	\$ 173.12	\$ 50.23	\$ 223.35
43	43	1381	\$ 2,674.38	\$ 172.74	\$ 50.13	\$ 222.87
44	44	1741	\$ 3,371.54	\$ 217.77	\$ 63.19	\$ 280.96
45	45	1601	\$ 3,100.43	\$ 200.26	\$ 58.11	\$ 258.37
46	46	1448	\$ 2,804.13	\$ 181.12	\$ 52.56	\$ 233.68
47	47	1445	\$ 2,798.32	\$ 180.75	\$ 52.45	\$ 233.19
48	48	1454	\$ 2,815.75	\$ 181.87	\$ 52.78	\$ 234.65
49	49	1469	\$ 2,844.80	\$ 183.75	\$ 53.32	\$ 237.07
50	50	1515	\$ 2,933.88	\$ 189.50	\$ 54.99	\$ 244.49
51	51	1451	\$ 2,809.94	\$ 181.50	\$ 52.67	\$ 234.16
52	52	1442	\$ 2,792.51	\$ 180.37	\$ 52.34	\$ 232.71
53	53	1452	\$ 2,811.88	\$ 181.62	\$ 52.70	\$ 234.32
54	54	1561	\$ 3,022.96	\$ 195.25	\$ 56.66	\$ 251.91
55	55	1588	\$ 3,075.25	\$ 198.63	\$ 57.64	\$ 256.27
56	56	1321	\$ 2,558.19	\$ 165.23	\$ 47.95	\$ 213.18
57	57	1321	\$ 2,558.19	\$ 165.23	\$ 47.95	\$ 213.18
58	58	1343	\$ 2,600.79	\$ 167.99	\$ 48.75	\$ 216.73
59	59	1475	\$ 2,856.42	\$ 184.50	\$ 53.54	\$ 238.04
60	60	1842	\$ 3,567.14	\$ 230.40	\$ 66.86	\$ 297.26
61	61	1585	\$ 3,069.44	\$ 198.26	\$ 57.53	\$ 255.79
62	62	1340	\$ 2,594.99	\$ 167.61	\$ 48.64	\$ 216.25
63	63	1338	\$ 2,591.11	\$ 167.36	\$ 48.56	\$ 215.93
64	64	1340	\$ 2,594.99	\$ 167.61	\$ 48.64	\$ 216.25
65	65	1475	\$ 2,856.42	\$ 184.50	\$ 53.54	\$ 238.04
66	66	1820	\$ 3,524.53	\$ 227.65	\$ 66.06	\$ 293.71
67	67	1336	\$ 2,587.24	\$ 167.11	\$ 48.49	\$ 215.60
68	68	1324	\$ 2,564.00	\$ 165.61	\$ 48.06	\$ 213.67
69	69	1320	\$ 2,556.25	\$ 165.11	\$ 47.91	\$ 213.02
70	70	1336	\$ 2,587.24	\$ 167.11	\$ 48.49	\$ 215.60
71	71	1637	\$ 3,170.14	\$ 204.76	\$ 59.42	\$ 264.18
72	72	1638	\$ 3,172.08	\$ 204.89	\$ 59.45	\$ 264.34
73	73	1530	\$ 2,962.93	\$ 191.38	\$ 55.53	\$ 246.91
74	74	1831	\$ 3,545.83	\$ 229.03	\$ 66.46	\$ 295.49
75	75	1637	\$ 3,170.14	\$ 204.76	\$ 59.42	\$ 264.18
76	76	1651	\$ 3,197.25	\$ 206.51	\$ 59.93	\$ 266.44
77	77	1521	\$ 2,945.50	\$ 190.25	\$ 55.21	\$ 245.46
78	78	1833	\$ 3,549.71	\$ 229.28	\$ 66.53	\$ 295.81
79	79	1330	\$ 2,575.62	\$ 166.36	\$ 48.27	\$ 214.63
80	80	1322	\$ 2,560.13	\$ 165.36	\$ 47.98	\$ 213.34
81	81	1310	\$ 2,536.89	\$ 163.86	\$ 47.55	\$ 211.41
82	82	1327	\$ 2,569.81	\$ 165.99	\$ 48.17	\$ 214.15

FRANCISCO LANE

STRATA PLAN LMS 93

2010/2011 SCHEDULE OF STRATA FEES

\$289,000.00

2010/2011 ANNUAL STRATA FEES

\$ 224,000.00

\$ 65,000.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY ASSESSMENTS	MONTHLY OPERATING ASSESSMENTS	MONTHLY RESERVE CONTRIBUTION	TOTAL MONTHLY ASSESSMENTS
83	83	1573	\$ 3,046.20	\$ 196.76	\$ 57.09	\$ 253.85
84	84	1380	\$ 2,672.45	\$ 172.61	\$ 50.09	\$ 222.70
85	85	1372	\$ 2,656.95	\$ 171.61	\$ 49.80	\$ 221.41
86	86	1372	\$ 2,656.95	\$ 171.61	\$ 49.80	\$ 221.41
87	87	1381	\$ 2,674.38	\$ 172.74	\$ 50.13	\$ 222.87
88	88	1364	\$ 2,641.46	\$ 170.61	\$ 49.51	\$ 220.12
89	89	1365	\$ 2,643.40	\$ 170.74	\$ 49.54	\$ 220.28
90	90	1381	\$ 2,674.38	\$ 172.74	\$ 50.13	\$ 222.87
91	91	1377	\$ 2,666.64	\$ 172.24	\$ 49.98	\$ 222.22
92	92	1379	\$ 2,670.51	\$ 172.49	\$ 50.05	\$ 222.54
93	93	1384	\$ 2,680.19	\$ 173.12	\$ 50.23	\$ 223.35
94	94	1379	\$ 2,670.51	\$ 172.49	\$ 50.05	\$ 222.54
95	95	1368	\$ 2,649.21	\$ 171.11	\$ 49.65	\$ 220.77
96	96	1373	\$ 2,658.89	\$ 171.74	\$ 49.84	\$ 221.57
97	97	1385	\$ 2,682.13	\$ 173.24	\$ 50.27	\$ 223.51
98	98	1389	\$ 2,689.88	\$ 173.74	\$ 50.42	\$ 224.16
99	99	1381	\$ 2,674.38	\$ 172.74	\$ 50.13	\$ 222.87
100	100	1382	\$ 2,676.32	\$ 172.86	\$ 50.16	\$ 223.03
101	101	1600	\$ 3,098.49	\$ 200.13	\$ 58.07	\$ 258.21
149234			\$ 289,000.00	\$ 18,666.67	\$ 5,416.67	\$ 24,083.33

November 3, 2010		LMS 93 Francisco Lane									
		CAPITAL PLAN CASH FLOW									
		Report does not include all future capital projects									
		Projected costs are guidelines only / contractors' prices may differ									
		Projects may not be performed in year indicated									
		2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Reserve carry forward		267066.81	146740.81	113625.03	193170.04	375896.84	180932.71	234360.69	318735.12	359484.52	448863.91
Reserve Contribution		55376.00	65000.00	75000.00	75000.00	75000.00	75000.00	75000.00	75000.00	75000.00	75000.00
Interest Reserve		625.00	4402.22	4545.00	7726.80	15035.87	5427.98	9374.43	12749.40	14379.38	17954.56
Special Levy			125000.00		200000.00						
Surplus Transfer											
Landscaping - Trees											
Asphalt-Roadways											
Building Wood Repairs		-3916.00			-100000.00						
Balcony		-19389.00	-100000.00								
Drainage											
Recreation Facility			-5000.00				-10000.00				
Siding Replacement											
Painting trim					-225000.00						
Roof		-150522.00	-106862.00								
Light Fixtures											
Eavestroughs											
Entrance Gates											
Fences Perimeter					-50000.00						
Fences Divider					-10000.00						
Dryer vent/grills			-5656.00								
Over Draft 2009		-12500.00									
Retaining Walls											
Concrete Repairs					-5000.00				-30000.00		
Plumbing									-5000.00		
Vinyl Siding Cleaning			-10000.00				-12000.00				
TOTAL		146740.81	113625.03	193170.04	375896.84	180932.71	234360.69	318735.12	359484.52	448863.91	541818.46

THE OWNERS STRATA PLAN LMS 2778  
c/o 101-4126 Norland Ave. Burnaby, B C V5G 3S8

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Date November 3, 2010

For LMS-93FRANCISCO LANE

2011BUDGET  
CONTRACT SUMMARY

CONTRACTOR	CONTRACT	EXPIRY DATE	CURRENT COST	2011BUDGET
STRATACO MGT. LTD	Management	Dec. 31,12	24743.00	27500.00
COSTAL INSURANCE	Insurance	Dec.31,10	29391 00	40000.00
SUNCORP VALUATIONS	Property Appraisal**		788.00	0.00
CITY OF BURNABY	Refuse Removal	ongoing	4811.00	6500.00
CONTOUR	Landscaping	ongoing	39396 00	45000.00

\*\*3 year prepaid contract

# **STRATA PLAN LMS 93 – FRANCISCO LANE**

## **OPERATING BUDGET**

### **MAJORITY VOTE**

---

**WHEREAS** The Strata Property Act sets out the required information to be submitted with the proposed budget; and

**WHEREAS** The Strata Property Act requires the Strata Corporation to report on the operating expenses; and

**WHEREAS** The Strata Property Act establishes the approval process for the various components of the budget for the coming fiscal year;

#### **BE IT THEREFORE RESOLVED THAT:**

⇒ The Owners, Strata Plan LMS 93, hereby authorize operating expenses in the amount of \$229,480.00 (exclusive of the reserves and capital expenses). (refer to Section 103 (1) of the Strata Property Act)



**STRATA PLAN LMS 93 – FRANCISCO LANE**  
**OPERATING SURPLUS/CONTINGENCY RESERVE FUND**

**$\frac{3}{4}$  VOTE RESOLUTION**

---

**WHEREAS** The Strata Property Act sets out the required information to be submitted with the proposed budget; and

**WHEREAS** The Strata Property Act requires the Strata Corporation to report on the contingency reserve funds and operating surplus; and

**WHEREAS** The Strata Property Act establishes the approval process for the various components of the budget for the coming fiscal year;

**BE IT THEREFORE RESOLVED THAT:**

- ⇒ The Owners, Strata Plan LMS 93, hereby authorize a 2010/2011 reserve contribution in the amount of \$65,000.00 (refer to Section 93 of the Strata Property Act)
  
- ⇒ The Owners, Strata Plan LMS 93, hereby authorize the carry over of anticipated operating surplus funds in the amount of approximately \$26,000.00, as a surplus in the operating account. (refer to Section 105 (1) of the Strata Property Act)



## **S J L CONSTRUCTION CO LTD**

503-19645 64<sup>th</sup> Avenue Langley BC V2Y 1L2

Direct Line: 604-996-1517 Fax: 778-278-3385

E-Mail: [renos@shaw.ca](mailto:renos@shaw.ca) Admin Office: E-Mail: [sjladmin@shaw.ca](mailto:sjladmin@shaw.ca)

### **MEMORANDUM 10-118**

**DATE: July 30, 2010**

**Strataco Management Ltd  
#101-4126 Norland Avenue  
Burnaby BC V5G 3S8**

**ATTENTION: Glen Mason**

**PROJECT: Francisco Lane LMS93  
6700 Rumble Street Burnaby**

The following is a report on all the decks throughout the complex. A visual inspection was conducted in order to assist Council and Strataco Management - Glen Mason- to determine which decks may require future repairs

A letter grade is given to each deck to assist in determining future necessary repairs

Although all decks were visually inspected it is possible some items may have been over looked

#### **Deck Membrane Letters Grades:**

A: good condition

D: Require replacement

#### **FRONT DECKS: INSPECTION**

UNIT #	GRADE	NOTES
1	A	FRONT DECK
1	A	FRONT LANDING PORCH
2	A	FRONT DECK
3	A	FRONT DECK
2/3	A	FRONT LANDING PORCH
4	A	FRONT DECK
4	A	FRONT LANDING PORCH
4	D	DETERIORATED STAIRS
5	A	FRONT DECK

UNIT	GRADE	NOTES
6	A	FRONT DECK -VERY DIRTY REQUIRES CLEANING
7	A	FRONT DECK
8	A	FRONT DECK
9	D	FRONT DECK-DETERIORATED DOOR TRIM
10	A	FRONT DECK
11	A	FRONT DECK
12	A	FRONT DECK
13	A	FRONT DECK
14	A	FRONT DECK
15	A	FRONT DECK
16	A	FRONT DECK
17	A	FRONT DECK
18	A	FRONT DECK-TO BE OBSERVED
19	D	FRONT DECK
20	A	FRONT DECK
20	A	FRONT PORCH
21	A	FRONT PORCH
22	D	FRONT DECK
23	A	FRONT DECK
22/23	A	FRONT PORCH
24	D	FRONT DECK TRIM DETERIORATED
24	A	FRONT PORCH
25	A	FRONT DECK TO BE OBSERVED
25	A	FRONT PORCH
26	D	DECK HAS CARPET/MANY PLANTS
26	A	FRONT PORCH TPO BE OBSERVED 1-2 YRS
27	A	FRONT DECK
28	A	FRONT DECK
29	A	FRONT DECK
30	A	FRONT DECK
31	A	FRONT DECK / FRONT PORCH A
32	A	FRONT PORCH
32/33	D	FRONT DECK
33	D	FRONT DECK
34	D	FRONT DECK
34	A	FRONT PORCH
35	A	FRONT DECK
36	A	FRONT DECK
37	A	FRONT DECK

UNIT	GRADE	NOTES
38	A	FRONT DECK
39	A	FRONT DECK
40	A	FRONT DECK
41	A	FRONT DECK
42	A	FRONT DECK
43	A	FRONT DECK
42/43	A	FRONT PORCH
44	A	FRONT DECK
45	A	FRONT DECK SOME TRIM DETERIORATION
46	A	FRONT DECK
47	D	FRONT DECK TRIM DETERIORATION
48	A	FRONT DECK
49	A	FRONT DECK
49	A	FRONT PORCH
50	A	FRONT DECK
50	A	FRONT PORCH
51	A	FRONT DECK
52	A	FRONT DECK
51/52	D	FRONT PORCH
53	A	FRONT DECK
54	A	FRONT DECK
55	A	FRONT DECK
56	A	FRONT DECK
57	D	FRONT DECK
58	D	FRONT DECK
59	A	FRONT DECK
60	A	FRONT DECK -FRONT ENTRANCE PORCH A
61	A	FRONT DECK
62	A	FRONT DECK
63	A	FRONT DECK OBSERVE 1-2 YEARS
64	A	FRONT DECK
65	A	FRONT DECK
66	A	FRONT DECK
71	A	FRONT DECK EXTREMELY DIRTY

UNIT	GRADE	NOTES
72	D	FRONT DECK DETERIORATED TRIM
73	A	FRONT DECK
74	A	FRONT DECK
75	A	FRONT DECK
76	A	FRONT DECK
77	A	FRONT DECK
78	A	FRONT DECK
79	A	FRONT PORCH FRONT DECK
80	A	FRONT DECK
81	A	FRONT DECK
80/81	A	FRONT PORCH
82	A	FRONT DECK
82	A	FRONT PORCH
83	A	FRONT DECK
84	A	FRONT DECK
85	A	FRONT DECK EXTREMELY DIRTY
84/85	A	FRONT PORCH
86	A	FRONT DECK
87	A	FRONT DECK
86/87	A	FRONT PORCH
88	A	FRONT DECK FRONT PORCH
89	A	FRONT DECK FRONT PORCH
90	A	FRONT DECK FRONT PORCH
91	A	FRONT DECK
92	A	FRONT DECK
91/92	A	FRONT PORCH
93	A	FRONT DECK
94	A	FRONT DECK
93/94	A	FRONT PORCH
95	A	FRONT DECK
96	A	FRONT DECK OBSERVE 1-2 YEARS
95/96	A	FRONT PORCH
97	A	FRONT PORCH
98	A	FRONT PORCH
99	A	FRONT PORCH
99/100	A	FRONT PORCH
100	A	FRONT DECK

101 A FRONT DECK/FRONT PORCH

**REAR DECK INSPECTIONS**

UNIT	GRADE	NOTES
6	A	REAR DECK EXTREMELY DIRTY
7	A	REAR DECK
8	A	REAR DECK
11	A	REAR DECK
12	A	REAR DECK
13	A	REAR DECK
17	A	REAR DECK
18	D	REAR DECK
21	A	REAR DECK
22	A	REAR DECK
23	D	REAR DECK
24	A	REAR DECK
25	A	REAR DECK LOOSE SIDING FALLIN OFF
26	A	REAR DECK
27	A	REAR DECK
28	A	REAR DECK
32	A	REAR DECK
33	A	REAR DECK
37	A	REAR DECK
38	A	REAR DECK
39	A	REAR DECK
42	A	REAR DECK SIDING LOOSE/FALLING OFF
43	A	REAR DECK
56	A	REAR DECK
57	D	REAR DECK
58	D	REAR DECK
62	D	REAR DECK DETERIORATION AT TRIM BOARDS
63	A	REAR DECK
64	D	REAR DECK
61	A	REAR DECK
55	A	REAR DECK EXTREMELY DIRTY
71	A	REAR DECK
72	A	REAR DECK
75	A	REAR DECK
76	A	REAR DECK
80	A	REAR DECK
81	A	REAR DECK
83	A	REAR DECK
84	A	REAR DECK

UNIT	GRADE	NOTES
85	A	REAR DECK
86	A	REAR DECK
87	A	REAR DECK
88	A	REAR DECK
89	A	REAR DECK
90	A	REAR DECK
91	A	REAR DECK
92	A	REAR DECK
93	A	REAR DECK
94	A	REAR DECK
95	A	REAR DECK
96	A	REAR DECK
97	A	REAR DECK
98	A	REAR DECK
99	A	EXTREMELY DIRTY
100	A	REAR DECK
101	A	DETERIORATION AT DOOR TRIM

The total decks that require are 19 front and back. This was determined from our visual inspection. Some items requiring repair may possibly have been missed

**STRATA PLAN LMS 93 – FRANCISCO LANE**  
**CONTINGENCY RESERVE FUND AUGMENTATION**  
**SPECIAL LEVY**

**$\frac{3}{4}$  VOTE RESOLUTION**

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**WHEREAS** The Strata Council recognizes that the contingency reserve fund has been severely depleted due to ongoing major and minor capital projects and urgent repairs necessary to preserve the common property; and

**WHEREAS** The Strata Council is strongly recommending that the owners augment the contingency reserve fund by way of a Special Levy; and

**WHEREAS** The Strata Property Act of BC establishes the manner by which a Strata Corporation may approve a special levy;

**BE IT THEREFORE RESOLVED THAT** The Owners, Strata Plan LMS 93, do hereby approve a special levy in the amount of \$125,000.00 for the purpose of augmenting the contingency reserve fund payable by all owners of record as of November 30, 2010, calculated in accordance with unit entitlement, in 9 equal monthly installments commencing January 1, 2011 and ending September 1, 2011.



FRANCISCO LANE

STRATA PLAN LMS 93

\$125,000.00

2011 SCHEDULE OF SPECIAL LEVY - CRF AUGMENTATION

DUE IN 9 INSTALLMENTS COMMENCING JAN. 1, 2011 - SEPT. 1, 2011

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	TOTAL AMOUNT	9 EQUAL PAYMENTS
1	1	1480	\$ 1,239.66	\$ 137.74
2	2	1448	\$ 1,212.86	\$ 134.76
3	3	1448	\$ 1,212.86	\$ 134.76
4	4	1448	\$ 1,212.86	\$ 134.76
5	5	1628	\$ 1,363.63	\$ 151.51
6	6	2073	\$ 1,736.37	\$ 192.93
7	7	1603	\$ 1,342.69	\$ 149.19
8	8	1609	\$ 1,347.72	\$ 149.75
9	9	1484	\$ 1,243.01	\$ 138.11
10	10	1841	\$ 1,542.04	\$ 171.34
11	11	2023	\$ 1,694.49	\$ 188.28
12	12	1355	\$ 1,134.96	\$ 126.11
13	13	1616	\$ 1,353.58	\$ 150.40
14	14	1480	\$ 1,239.66	\$ 137.74
15	15	1836	\$ 1,537.85	\$ 170.87
16	16	1335	\$ 1,118.21	\$ 124.25
17	17	1340	\$ 1,122.40	\$ 124.71
18	18	1321	\$ 1,106.48	\$ 122.94
19	19	1330	\$ 1,114.02	\$ 123.78
20	20	1593	\$ 1,334.31	\$ 148.26
21	21	1389	\$ 1,163.44	\$ 129.27
22	22	1391	\$ 1,165.12	\$ 129.46
23	23	1385	\$ 1,160.09	\$ 128.90
24	24	1384	\$ 1,159.25	\$ 128.81
25	25	1386	\$ 1,160.93	\$ 128.99
26	26	1374	\$ 1,150.88	\$ 127.88
27	27	1636	\$ 1,370.33	\$ 152.26
28	28	1634	\$ 1,368.66	\$ 152.07
29	29	1499	\$ 1,255.58	\$ 139.51
30	30	1843	\$ 1,543.72	\$ 171.52
31	31	1335	\$ 1,118.21	\$ 124.25
32	32	1330	\$ 1,114.02	\$ 123.78
33	33	1343	\$ 1,124.91	\$ 124.99
34	34	1332	\$ 1,115.70	\$ 123.97
35	35	1829	\$ 1,531.99	\$ 170.22
36	36	1501	\$ 1,257.25	\$ 139.69
37	37	1324	\$ 1,109.00	\$ 123.22
38	38	1339	\$ 1,121.56	\$ 124.62
39	39	1329	\$ 1,113.18	\$ 123.69
40	40	1376	\$ 1,152.55	\$ 128.06
41	41	1384	\$ 1,159.25	\$ 128.81

FRANCISCO LANE

STRATA PLAN LMS 93

\$125,000.00

2011 SCHEDULE OF SPECIAL LEVY - CRF AUGMENTATION

DUE IN 9 INSTALLMENTS COMMENCING JAN. 1, 2011 - SEPT. 1, 2011

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	TOTAL AMOUNT	9 EQUAL PAYMENTS
42	42	1384	\$ 1,159.25	\$ 128.81
43	43	1381	\$ 1,156.74	\$ 128.53
44	44	1741	\$ 1,458.28	\$ 162.03
45	45	1601	\$ 1,341.01	\$ 149.00
46	46	1448	\$ 1,212.86	\$ 134.76
47	47	1445	\$ 1,210.35	\$ 134.48
48	48	1454	\$ 1,217.89	\$ 135.32
49	49	1469	\$ 1,230.45	\$ 136.72
50	50	1515	\$ 1,268.98	\$ 141.00
51	51	1451	\$ 1,215.37	\$ 135.04
52	52	1442	\$ 1,207.83	\$ 134.20
53	53	1452	\$ 1,216.21	\$ 135.13
54	54	1561	\$ 1,307.51	\$ 145.28
55	55	1588	\$ 1,330.13	\$ 147.79
56	56	1321	\$ 1,106.48	\$ 122.94
57	57	1321	\$ 1,106.48	\$ 122.94
58	58	1343	\$ 1,124.91	\$ 124.99
59	59	1475	\$ 1,235.48	\$ 137.28
60	60	1842	\$ 1,542.88	\$ 171.43
61	61	1585	\$ 1,327.61	\$ 147.51
62	62	1340	\$ 1,122.40	\$ 124.71
63	63	1338	\$ 1,120.72	\$ 124.52
64	64	1340	\$ 1,122.40	\$ 124.71
65	65	1475	\$ 1,235.48	\$ 137.28
66	66	1820	\$ 1,524.45	\$ 169.38
67	67	1336	\$ 1,119.05	\$ 124.34
68	68	1324	\$ 1,109.00	\$ 123.22
69	69	1320	\$ 1,105.65	\$ 122.85
70	70	1336	\$ 1,119.05	\$ 124.34
71	71	1637	\$ 1,371.17	\$ 152.35
72	72	1638	\$ 1,372.01	\$ 152.45
73	73	1530	\$ 1,281.54	\$ 142.39
74	74	1831	\$ 1,533.67	\$ 170.41
75	75	1637	\$ 1,371.17	\$ 152.35
76	76	1651	\$ 1,382.90	\$ 153.66
77	77	1521	\$ 1,274.01	\$ 141.56
78	78	1833	\$ 1,535.34	\$ 170.59
79	79	1330	\$ 1,114.02	\$ 123.78
80	80	1322	\$ 1,107.32	\$ 123.04
81	81	1310	\$ 1,097.27	\$ 121.92
82	82	1327	\$ 1,111.51	\$ 123.50

FRANCISCO LANE

STRATA PLAN LMS 93

\$125,000.00

2011 SCHEDULE OF SPECIAL LEVY - CRF AUGMENTATION

DUE IN 9 INSTALLMENTS COMMENCING JAN. 1, 2011 - SEPT. 1, 2011

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	TOTAL AMOUNT	9 EQUAL PAYMENTS
83	83	1573	\$ 1,317.56	\$ 146.40
84	84	1380	\$ 1,155.90	\$ 128.43
85	85	1372	\$ 1,149.20	\$ 127.69
86	86	1372	\$ 1,149.20	\$ 127.69
87	87	1381	\$ 1,156.74	\$ 128.53
88	88	1364	\$ 1,142.50	\$ 126.94
89	89	1365	\$ 1,143.34	\$ 127.04
90	90	1381	\$ 1,156.74	\$ 128.53
91	91	1377	\$ 1,153.39	\$ 128.15
92	92	1379	\$ 1,155.07	\$ 128.34
93	93	1384	\$ 1,159.25	\$ 128.81
94	94	1379	\$ 1,155.07	\$ 128.34
95	95	1368	\$ 1,145.85	\$ 127.32
96	96	1373	\$ 1,150.04	\$ 127.78
97	97	1385	\$ 1,160.09	\$ 128.90
98	98	1389	\$ 1,163.44	\$ 129.27
99	99	1381	\$ 1,156.74	\$ 128.53
100	100	1382	\$ 1,157.58	\$ 128.62
101	101	1600	\$ 1,340.18	\$ 148.91
		149234	\$ 125,000.00	\$ 13,888.89

**STRATA PLAN LMS 93 – FRANCISCO LANE**  
**TRANSFER FROM RESERVES – BALCONY MEMBRANE**  
**REPAIRS**

**$\frac{3}{4}$  VOTE RESOLUTION**

---

**WHEREAS** The Strata Council is recommending that Strata Plan LMS 93, Francisco Lane, continue with repairs to balcony membranes and stairs identified as in poor condition, so as to keep water from entering the structure; and

**WHEREAS** The Strata Property Act permits expenditures from the contingency reserve fund (*refer to Section 96 Strata Property Act*); .

**BE IT THEREFORE RESOLVED THAT** The Owners, Strata Plan LMS 93, hereby authorize transfer from the Strata Corporation's contingency reserve fund in the 2010/2011 fiscal year in the amount of up to \$100,000.00, to permit the Strata Corporation to continue with balcony membrane and stair repairs as may be required under the direction of the Strata Council.

## **STRATA PLAN LMS 93 – FRANCISCO LANE**

### **TRANSFER FROM RESERVES – LIMITED SIDING CLEANING**

#### **$\frac{3}{4}$ VOTE RESOLUTION**

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**WHEREAS** The Strata Council is recommending that the building siding and exteriors be cleaned as required so as to reduce the risk of permanent staining; and

**WHEREAS** The Strata Property Act permits expenditures from the contingency reserve fund (*refer to Section 96 Strata Property Act*);

**BE IT THEREFORE RESOLVED THAT** The Owners, Strata Plan LMS 93 hereby authorize transfers from the Strata Corporation's contingency reserve fund in the 2010/2011 fiscal year in the amount of up to \$10,000.00, to permit the Strata Corporation to clean the building vinyl siding and exteriors as may be required under the direction of the Strata Council.

**STRATA PLAN LMS 93 – FRANCISCO LANE**  
**TRANSFER FROM RESERVES – RECREATION TILE**

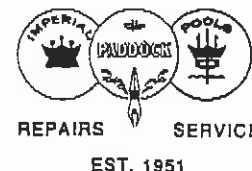
**<sup>3</sup>/<sub>4</sub> VOTE RESOLUTION**

---

**WHEREAS** The Strata Council is recommending that the pool tile be repaired based upon a price received from a contractor (please see attached quotation) with funds for additional repairs that may be discovered; and

**WHEREAS** The Strata Property Act permits expenditures from the contingency reserve fund (*refer to Section 96 Strata Property Act*);

**BE IT THEREFORE RESOLVED THAT** The Owners, Strata Plan LMS 93 hereby authorize transfers from the Strata Corporation's contingency reserve fund in the 2010/2011 fiscal year in the amount of up to \$5,000.00, to permit the Strata Corporation to repair the pool deck tiling as may be required under the direction of the Strata Council.

LMS93  
Gm**IMPERIAL PADDOCK POOLS LTD.**

3795 WILLIAM STREET, BURNABY, B.C. V5C 3H8

**PHONE: 604-291-7771****FAX: 604-291-0885**July 21<sup>st</sup> 2010

Francisco Lane - LMS93

Strataco Property Management

101 4126 Norland Avenue

Burnaby BC V5G 3S8

Fax # 604-294-8956

Attention: Glen Mason

**Spa Tile Repairs - Francisco Lane - LMS93 -**

Dear Glen &amp; Council:

We have examined the tiled area of the spa deck and have determined that even though there are not any loose or missing tiles, there are many hollow areas. Most of the tile adhesive has lost it's bond and the tiles are being held in place with the remaining grout.

We are recommending complete removal of the deck tile at the spa area and reinstallation of new tiles. Our quotation is as follows:

**RETILING OF SPA SURROUND - [TILED AREA ONLY]**

To remove existing tiles at spa surround up to the spa lip

To prepare the concreted area below and build up and hollow areas with Megalite Mortar

To install new 1"x 1" white non-glazed tiles at main section

To install grey bull-nose tile at spa lip. To apply fresh grout and polish.

To perform a light acid wash at spa interior. Refill spa and balance spa

**The cost for this repair will be ...\$3450.00 plus HST**

- \* This price includes all material and labour and is firm for thirty days.
- \* All workmanship is guaranteed free from defect for a period of one year from date of completion.
- \* HST will be added to the above quoted price.
- \* Imperial Paddock Pools Ltd. Cannot be responsible for problems that may occur that are beyond our control at any time.
- \* We have found the spa deck tiles to be somewhat in tact and therefore recommending that this work be performed in the fall

Trusting this will meet with your approval we remain

Yours very truly

IMPERIAL PADDOCK POOLS LTD.

Accepted \_\_\_\_\_

Ed Bentley Service Manager

Date \_\_\_\_\_



**STRATA PLAN LMS 93 – FRANCISCO LANE**  
**TRANSFER FROM RESERVES – DRYER VENT/GRILLS**

**$\frac{3}{4}$  VOTE RESOLUTION**

---

**WHEREAS** The Strata Council is recommending that the dryer vents and grills be inspected, connected and cleaned as required for a cost based on that received from a contractor; and

**WHEREAS** The Strata Property Act permits expenditures from the contingency reserve fund (*refer to Section 96 Strata Property Act*);

**BE IT THEREFORE RESOLVED THAT** The Owners, Strata Plan LMS 93 hereby authorize transfers from the Strata Corporation's contingency reserve fund in the 2010/2011 fiscal year in the amount of up to \$5,656.00, to permit the Strata Corporation to inspect, connect and clean dryer vents and grills as may be required under the direction of the Strata Council.



## 1

Jerry

F

Special Levy	477,206.35
Transfer From Reserves	392,474.00
Interest	379.42
Total	870,059.77
Transfer From Reserves	285,612.12
Paid From Reserves	<b>285,612.12</b>

# **STRATA PLAN LMS 93 – FRANCISCO LANE**

## **PROPERTY INSURANCE**

### **$\frac{3}{4}$ VOTE RESOLUTION**

---

**WHEREAS** The Strata Corporation currently insures considerable assets over which it has an insurable interest but no beneficial ownership; and

**WHEREAS** The Strata Corporation is required in its mandate to deal with matters affecting not only the common property, common facilities and common assets, but also those fixtures built or installed by the owner/developer as part of the original construction; and

**WHEREAS** The Strata Council is recommending that the Strata Corporation approve the property insurance policy and related risks in accordance with the attached Certificate of Insurance, which sets out the current level of insurance coverage;

**BE IT THEREFORE RESOLVED THAT** The Owners, Strata Plan LMS 93, hereby approve the insurance policy and the terms as set out in the Insurance Certificate, setting out the coverages for the benefit of The Owners, Strata Plan LMS 93, in accordance with Section 149 of the Strata Property Act and related regulations.



# 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:	12/31/09 to 12/31/10 (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 (\$)
<b>PROPERTY COVERAGES - STR (06/08)</b>			
All Property, All Risks, Guaranteed Replacement Cost, Bylaws		2,500	21,850,000
Water Damage		5,000	Included
Backup of Sewers, Sumps, Septic Tanks or Drains		5,000	Included
Earthquake Damage		10%	Included
Flood Damage		10,000	Included
Key & Lock		250	10,000
<b>BLANKET EXTERIOR GLASS INSURANCE</b> Aviva Insurance Company of Canada - Form 820000 (02/06)		100	Blanket
<b>COMMERCIAL GENERAL LIABILITY - Form 000102 (06/06)</b>			
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
<b>DIRECTORS &amp; OFFICERS LIABILITY - Form G/A2 (05/08) Claims Made Form</b>			2,000,000
Condominium Discrimination Defense Costs	Per Occurrence	500 Retention	10,000
	Aggregate	500 Retention	25,000
<b>POLLUTION &amp; REMEDIATION LEGAL LIABILITY - Form XLICL-PARLSCP (05/04)</b>			
Claims Made Form - Limit of Liability - Each Loss, Remediation Expense or Legal Defense Expense		10,000 Retention	1,000,000
<b>VOLUNTEER ACCIDENT INSURANCE PLAN</b> Form 9224344 (05/09)- Plan II			
Principal Sum - 100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks)		7 Day Waiting Period	100,000
Accident Expenses - various up to \$10,000 (see policy wording) Dental Expense - \$2,500			
<b>COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION</b>			
Form 500000 (01/00)			
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
<b>EQUIPMENT BREAKDOWN</b>			
I Physical Damage, Direct Damage, Standard Comprehensive Plus, Replacement Cost - Form C780016 (02/06)		1,000	21,850,000
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.

*Vallette*

President  
Coastal Insurance Services Ltd.

December 23, 2009 - E&OESK



# 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: 12/31/09 to 12/31/10 (mm/dd/yy) 12:01 a.m. Standard Time

Insurer	Coverage	%	Limit (\$)
Aviva Insurance Company of Canada	Property	35	7,647,500
Axa Pacific Insurance Company	Property	35	7,647,500
Royal & SunAlliance Insurance Company	Property	30	6,555,000
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
KL Insurance Company Ltd.	Pollution & Remediation Legal Liability	100	1,000,000
Aviva Insurance Company of Canada	Equipment Breakdown	100	21,850,000
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.

- I, Sandra Krenz, am licensed as a general insurance agent by the Insurance Council of British Columbia
- This transaction is between you and Aviva Insurance CompanyAxa Pacific Insurance CompanyRoyal & SunAlliance Insurance Company (Insurer) and as indicated on the policies.
- In soliciting the transaction described above, I am representing Coastal Insurance Services Ltd. who does business with the Insurer
- The nature and extent of the Insurer's interest in the agency is none.
- Upon completion of this transaction, the agent will be remunerated by way of commission or fee by the Insurer
- 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:

\$29,997.

E&OE/SK

Insured's Copy



## 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](http://www.coastalinsurance.com) - e-mail: [info@coastalinsurance.com](mailto:info@coastalinsurance.com)



### THE OWNERS OF STRATA PLAN LMS 93 Francisco Lane

**Term: 12/31/09 to 12/31/10 (mm/dd/yy) 12:01 a.m. Standard Time**

**Please review the Deductibles on the Strata Corporation's Policy to be sure that your Unit Owner's Policy:**

- Provides coverage for Deductible Assessments in the event that the Strata's deductible is assessed to you.
- Your policy limit for Deductible Assessments is enough to cover the Strata Corporation's deductible.
- The Assessment coverage protects you whether the damage is to your own unit, the Common Property or to another Owner's Unit.
- Also, it is very important that all Owners be made aware of the need for them to purchase their own Unit Owner's Policy; no matter what the cause of the loss or damage, the Strata Corporation is not responsible for providing insurance coverages on Unit Owner's Personal Property or any Unit Improvements and Betterments that they have made or acquired from a previous owners(s) of the unit.

**Owners should review their unit owner's policy for adequate limits for:**

- **Personal Contents** – to provide coverage on the personal property and contents of your unit.
- **Additional Living Expense** – to pay any necessary increases in living expenses if, as a result of damage by an Insured Peril, your unit is unfit for occupancy or you have to move out while repairs of insured damages are being made.
- **Improvements and Betterments** – to provide coverage for any Improvements and Betterments that you have made to your unit or that you have acquired from a previous owner of the unit.

- **For more information or to receive a quotations, please contact one of our "One Roof"™ Specialists at:**
  - **604-944-1700 or toll free at 1-800-665-3310**

- Leigh-Ann Bahowrie
- Gary Petrie

