

**MINUTES
OF THE ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN LMS 2113
PILOT HOUSE**

Held on Tuesday, January 31, 2006
Within the Harbour Master Club,
East Kent Avenue South, Vancouver, B.C.

The meeting was called to order at 7:00 pm. by Strata Council President, Bill Hoka.

Crosby Property Management Ltd. was represented by Property Manager, Marianna Pandey.

CALLING THE ROLL AND CERTIFICATION OF PROXIES

The attendance register confirmed at the time of commencement of the meeting there were 25 eligible voters in attendance and 8 represented by proxy for a total of 33. The quorum requirements had been achieved, and the meeting proceeded.

PROOF OF NOTICE & RECEIPT OF FINANCIAL STATEMENTS

It was moved/seconded that the notice dated January 9, 2006 complied with the notice requirements and that the financial statements had been received. CARRIED.

APPROVAL OF GENERAL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Annual General Meeting held February 3, 2005 as circulated. CARRIED.

PRESIDENT'S REPORT

Bill Hoka provided the ownership with a summary of events as follows:

PRESIDENT'S REPORT – ANNUAL GENERAL MEETING 2006

Thank you all for taking the time to come out tonight. Another year has passed and once again, I would like to welcome all of the new owners that purchased homes in Pilot House during the last year.

2005 was another active year in real estate in general and it certainly was at Pilot House. *Fifteen* suites changed hands in the past year, with (13) of the changes coming from 1820. In fact, since the AGM in 2003 (after the Building Envelope Project was completed) (45) suites have been sold representing a 52% change in ownership. As a result of the selling activity, the percentage of tenants has gone from 40% to 16%. It's also important to note that most of the present tenants have been here at least 4-5 years and continue to be excellent neighbors.

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With the completion of the Restoration projects in 2003, a settlement in our legal case in 2004, and now finally, settlement of the New Home Warranty Insurance Claim, we believe it time to shift the focus to what we as owners need to do and plan for in the future. With that in mind, there are a couple of proposals on the agenda that are designed to improve the Corporation's financial reserves. With our building and mechanical systems now more than ten years old, we need to focus some attention on funding future capital improvements, major repairs and respond to the pressures of higher operating costs and consequently maintenance fees. There will of course be different points of view on all of this which we will discuss in full once the resolutions are on the floor.

2005 INITIATIVES

With respect to our operating costs in 2005, the Strata Council authorized a number of initiatives relating to improving the operation and costs relative to maintaining our property. With the assistance of our Property Manager, Council conducted a review of most of our major Contractors and as a result some changes have been made.

As of February 1, 2006, DMS Mechanical will replace Latham's as our principal mechanical contractor. They will perform the quarterly inspections/maintenance as well as respond to emergencies. Latham's, Progressive Plumber and others will still be asked to quote in order to provide competition in pricing wherever possible.

The janitorial contract was awarded to Quantum Facilities, replacing Dutch Janitorial last February. Fire Pro replaced Vancouver Fire as our contractor to inspect and maintain our fire prevention systems. Council is quite satisfied with the services both contractors have provided over the last year.

In 2005 the landscaping contract was awarded to Art Gardens Design. Although there were some minor problems during the summer, however overall the Council was satisfied with the quality of the work performed. There have been subtle changes/improvements made in the last year that will be visibly apparent, especially as we move into the spring and summer growing season. The Art Gardens contract has been renewed for 2006.

The Buildings Envelope Maintenance Program included, gutter replacement for all of the remaining original main roof gutters. The gutters installed during construction were too small for the size of the roof area and after ten years had deteriorated to the point that they were leaking in a number of places. Council also arranged a program for those owners that wish to have a gutter attached to their balcony. Approximately (15) owners participated in the program and there appears to be a demand for a similar program this year.

Council also teamed up with the Big Brothers' Charity Org. for a monthly (now quarterly) charity drive. Residents can drop off unwanted items in the designated area of the parkade. This not only helps support charities but has resulted in lower annual disposal costs for the Strata Corporation.

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In the last year the Communications Committee made up of Council members **Darlene Desrosier** and **Janet Campbell**, as well as owners **George Mumblo** and **Shirley Sizer**, put together a new Pilot House "Resident Guide" and "Welcome Brochure" for owners and new residents. In addition, the Committee publishes our newsletter "River Review" four times a year.

ONGOING & FUTURE INITIATIVES

Capital Improvement Committee (Plan):

While some work on this was started in 2005 the response to our questionnaire was less than we had hoped. We believe that this exercise is beneficial and hope that more owners will participate on a Committee in order to develop a **Capital Plan** that will identify potential projects that we will be required to do, would like to do, within the next 2-3 years. It is important that we establish a dialogue with owners will allow us to plan and prioritize a list of projects that will ensure that we continue to maintain or improve our investment, as well as determine what funding options are available to us.

Ongoing Maintenance:

In order to extend the timeframe between major maintenance projects, such as painting common area hallways, replacing carpets etc., we will continue to perform minor repairs such as the replacing the weather-stripping around the front (suite) doors, painting touch-ups in hallways, especially in areas of high traffic, or where there is minor damage from resident moves.

In general, the Strata Council continues in its efforts to keep operating costs and consequently, maintenance fees in check. Many of our initiatives have resulted in reducing our costs, which is a major reason we can propose a Budget without an increase in maintenance fees for 2006. As I mentioned, the buildings and systems are getting older, which means, there will be greater pressure in the future on increasing maintenance budgets.

One thing is certain, maintenance fees will eventually have to go up, what we as owners and future Councils do have a say in is..... how much and how often.

Acknowledgements:

I would like to take this opportunity to thank all of the Strata Council members Sue Peterson, Darlene Desrosiers, Janet Campbell, Shelagh Begg and Wayne Lafreniere, for volunteering their time and service over the past year. I would also like to thank our Property Manager, Marianna Pandy for her efforts in the past year.

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RATIFICATION OF A NEW RULE

Installation of Hard Surface Flooring

It was moved/seconded to ratify a Rule "Installation of Hard Surface Flooring" as follows:

Strata lot owners must make a request in writing to the Strata Council, c/o the Property Manager, at least (14) days in advance of any plans to install hard surface flooring. Approval for the installation will be granted, once the owner has agreed to, and signed, a letter of agreement which contains the following terms and conditions:

1. The Strata Corporation shall be held harmless for liability and/or any damage to the strata lot, common property or any other strata lot caused by improvements as specified in the proposal. It is further understood that any costs incurred by the Strata Corporation to rectify damage or with respect to liability claims are to be borne in their entirety by the present owner and any subsequent owner.
2. Flooring, must be installed with a sound insulating underlay product, for which the manufacturer guarantees, that the Impact Insulation Class (IIC) rating is 60 or higher.
3. If any complaints are received with respect to increased noise transference, the owner will be responsible to take appropriate action to rectify the cause of the complaint.
4. The terms and conditions of the letter of agreement are in effect now and in the future and are binding upon all subsequent purchasers and it becomes the strata lot owner's responsibility to provide the purchaser with a copy.
5. All renovations must be undertaken between 8:00 a.m. and 5:00 p.m. Monday to Friday and 10:00 a.m. to 5:00 p.m. on Saturdays. Work may not be performed on Sundays and statutory holidays.
6. As a courtesy to other residents, the owner must post a notice on the bulletin board located on the ground floor signifying dates and times of work.
7. Owner must ensure all construction debris is removed from common property on a daily basis.

There was a motion on the floor to amend this Rule as follows:

Paragraph 3 currently reads:

"If any complaints are received with respect to increased noise transference, the owner will be responsible to take appropriate action to rectify the cause of the complaint."

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Be amended to read:

“If any complaints are received with respect to increased noise transference, the owner will be responsible for taking appropriate/reasonable action (i.e. placing of area rugs) to rectify the cause of the complaint.”

The Council President called for a vote on this amendment, the result being ALL IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. CARRIED.

It was then moved/seconded to approve the amended Rule to read as above. ALL IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. CARRIED.

The Property Manager advised this Rule should be made into a bylaw at the next Annual General Meeting as it pertains to limited common property.

REPORT ON INSURANCE COVERAGE

It was moved/seconded that the report on insurance coverage had been received. CARRIED.

APPROVAL OF PROPOSED OPERATING BUDGET

It was moved/seconded to approve the proposed operating budget(s) as circulated for the fiscal year 2005 to 2006.

The Strata Council President provided the ownership with a brief summary of expenses and referred to budget notes as attached in the Annual General Meeting notice, line items being electricity, gas, property management contract. Crosby provided the previous year's consumption since 1995 for gas consumption and noted that gas represented the majority of all strata fee increases. The directive to the new Strata Council will be changing of public lights under the Power Smart Program run by B.C. Hydro. The Strata Council President, Bill Hoka also noted that major repairs had taken place in 2006 such as sump repairs, boiler and HVAC as approved at the Annual General Meeting held February 3, 2005. The year ending deficit will be covered by the new Home Warranty claim.

Following the discussion, the Chairperson called for the vote the result being ALL IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. CARRIED.

PLEASE SEND (12) TWELVE POST-DATED CHEQUES PAYABLE TO STRATA PLAN LMS 2113. ANY CHANGE IN STRATA FEES IS EFFECTIVE FROM DECEMBER 01, 2005.

IF THERE IS ANY CHANGE IN STRATA FEES, ANY OWNER ON P.A.P. WILL AUTOMATICALLY HAVE THEIR WITHDRAWAL FOR STRATA FEES ADJUSTED. PLEASE NOTE, THIS MAY BE RETROACTIVE BASED ON THE FISCAL YEAR END.

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OWNERS THAT PAY THEIR STRATA FEES THROUGH AUTOMATIC E-BANKING MUST RE-SUBMIT THE NEW STRATA FEE AMOUNT FOR FUTURE MONTHS AS WELL AS ANY RETROACTIVE PAYMENT IF NECESSARY.

If you have any questions regarding your account, please contact Chato Hofilena in our accounting department at 604-689-6982.

CONSIDERATION OF RESOLUTION "A" 3/4 VOTE - CAPITAL IMPROVEMENT FUND

It was moved/seconded to approve Resolution "A" as follows:

Be it resolved that Strata Corporation LMS 2113 be authorized to establish a separate Capital Improvement Fund as a segregated Reserve Fund, which would be funded by \$20,000.00 of the New Home Warranty Insurance Claim settlement. This fund may not be accessed, regardless of the amount, without first receiving approval of the owners in a resolution(s) passed by 3/4 vote at an Annual or Special General Meeting.

Discussion

Following a discussion relative to whether these funds should be refunded to owners (including past owners) it was noted that if the resolution failed to pass, the funds would be distributed to owners currently on title as per the Strata Property Act.

There being no further discussion, the Strata Council President called for the vote, the result being 25 IN FAVOUR, 8 OPPOSED, 0 ABSTAINED. Resolution "A" was CARRIED.

**CONSIDERATION OF RESOLUTION "B" 3/4 VOTE -
DEPOSIT OF REMAINING FUNDS FROM NEW HOME WARRANTY INSURANCE CLAIM
INTO THE CONTINGENCY RESERVE FUND**

It was moved/seconded to approve Resolution "B" as follows:

Be it resolved that Strata Corporation LMS 2113 be authorized to transfer the remaining funds of \$28,586.96 from the New Home Warranty Insurance Claim into the Contingency Reserve Fund.

Discussion

Following a short discussion, the Strata Council Chair called for a vote, the result being 25 IN FAVOUR, 8 OPPOSED, 0 ABSTAINED. Therefore, Resolution "B" was CARRIED.

GENERAL DISCUSSION

General discussion of the ownership took place, the highlights being:

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Power Washing of Parkade

An owner indicated this should be done every three months. Mike Whitty, Resident Caretaker noted this will be done in the spring of 2006. Council will consider adding to the frequency subject to budgetary considerations.

Emergency Exits

The staircase and exit door on 1880 side adjusted. Owner suggested that the sign to be amended only for emergency exit. The Strata Council will look into this matter.

Proposal for Renting Parking Stalls and New Lockers

The City will allow the Strata Corporation to utilize a limited amount of space for lockers, in the old site office and the rental of additional (resident) parking in the Visitors' Parkade. The Strata Council will follow up on these initiatives within the next couple of months.

Unlicensed Vehicles as per Building Fire Code & Bvlaws

Unlicensed vehicles are prohibited in the parkade. Mike Whitty, On site Caretaker does regular inspections and reports to the Property Manager on infractions. Letters are sent to owners requesting proof of insurance or removal of the vehicle.

Window Cleaning

An owner commented on how dirty the windows are on the exterior and requested that exterior windows be cleaned more than once a year. Window cleaning will commence in the spring of 2006 as part of our Spring Cleaning and Maintenance Program. The Strata Council will consider adding to the frequency subject to budgetary considerations.

ELECTION OF COUNCIL

Those persons elected to the Council at this meeting will hold office until the next Annual General Meeting.

The following persons agreed to stand for Council:

Bill Hoka
Hoai Dang- Lachance
Patricia Holland
Darlene Desrosiers
Shelagh Begg
Wayne Lafrenier
Janet Campbell
Sue Peterson

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Sharon Johnston

After the ballots were counted the following were declared elected to Council.

Bill Hokan
Patricia Holland
Darlene Desrosiers
Shelagh Begg
Wayne Lafrenier
Janet Campbell
Sharon Johnston

There being no further business, the meeting was adjourned at 9:07 pm.

Marianna Pandy
Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office #(604) 683-8900
www.crosbypm.com

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| <p>Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.</p> |
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**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN LMS 2113
PILOT HOUSE**

Held on Wednesday, March 1, 2006 at 6:30pm
Within the Harbourmaster Club
Vancouver, B.C.

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| COUNCIL IN ATTENDANCE: | Bill Hoka | President |
| | Darlene Desrosiers | Vice-President |
| | Sharon Johnston | Treasurer |
| | Janet Campbell | Communications |
| | Patricia Holland | Privacy Officer |

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|-----------------|-----------------|
| REGRETS: | Wayne Lafrenier |
| | Shelagh Begg |

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|--------------------------|---------------|------------------------------------|
| PROPERTY MANAGER: | Marianna Pand | Crosby Property Management Ltd. |
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The meeting was called to order by the Strata Council President, Bill Hoka at 6:55pm.

ELECTION OF OFFICERS

The following are the current positions for the Strata Council:

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|--------------------|-----------------|
| Bill Hoka | President |
| Darlene Desrosiers | Vice-President |
| Sharon Johnston | Treasurer |
| Janet Campbell | Communications |
| Patricia Holland | Privacy Officer |

It was moved/seconded to approve the above positions. CARRIED.

The Privacy Officer, Patricia Holland, presented a Privacy Agreement which was signed by all Council members present and will be placed on the Strata Corporation's files. Please see the attached document.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held November 16, 2005 as circulated. CARRIED.

**Minutes of the Council Meeting
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APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the November and December, 2005 and January, 2006 financial statements. CARRIED.

The Treasurer, Sharon Johnston, will meet with Crosby Property Management to discuss the procedures and structure of the financial statements. The Meeting will be set up with the Accounting Department.

REPORT ON UNAPPROVED EXPENDITURES

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Directives**

The Strata Council reviewed the directives given to the Property Manager and while many items had been completed some require further actions.

2. **Committee Reports**

Please see the following Committees and the relevant members.

Communications

Janet Campbell

Darlene Desrosiers

Landscaping

Patricia Holland

Pond Maintenance

Mike Whitty

Bylaws and Rules

Wayne Lafrenier

Capital Plan

Bill Hoka

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Social Committee

Janet Campbell

Harbourmaster Committee

Volunteers required

The Strata Council is looking for volunteers to serve on all Committees, any owners who are interested, please email your contact information to Crosby Property Management, mpandy@crosbypm.com or fax (604) 689-4829.

3. **Hallway Paint Touch Up & Replacement of Weather Stripping**

Replacing front door weather stripping and minor hallway touch up will begin in the week of March 6, 2006. It is expected that all damaged weather stripping will be replaced during this time.

CORRESPONDENCE

Correspondence Sent

The Strata Council reviewed correspondence sent by the Property Manager and concluded that all was in order.

Correspondence Received

The Strata Council was informed of a request received by the Property Manager, from an owner requesting the installation of lattice on their balcony deck. The letter will be forwarded by email to the Strata Council for further review.

NEW BUSINESS

1. **Spring Cleaning Project**

The Strata Council discussed the following projects planned for the spring of 2006:

1. **Carpet Cleaning**

The Strata Council requested that three quotations be obtained for carpet cleaning. The Property Manager will obtain two quotations and Bill Hohan will approach last year's carpet cleaning company Coit. This will be further discussed via email prior to the next Strata Council Meeting.

2. **Parkade Hosing**

This will be done in the spring of 2006 by Mike Whitty, Resident Manager.

3. **Window Washing**

Three quotations will be obtained by the Property Manager and will be reviewed prior to the next Strata Council.

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4. Dumpster

The Strata Council would like to advise that a dumpster will be brought in for a cost of \$200.00 per week in early March.

The Strata Council would like to request that all owners do not dispose of furniture, Christmas Trees or other non-garbage items into the Strata Corporation's common property.

Should an owner be seen to be contravening this request, fines will be placed on their account. The Strata Council would like to emphasize that this is costly to all owners.

Thanking you in advance

2. Building Envelope Annual Maintenance

The Strata Council discussed the following maintenance items that should be performed this spring as part of our Building Envelope Maintenance Program:

a. Inspection of Caulking

Quotations will be obtained from Murtek International for the caulking to be inspected around external doors and windows. This will be reviewed at the next Strata Council Meeting.

b. Parkade Leaks

Murtek International will proceed with their investigation in order to ascertain the source and make the necessary repairs regarding two minor leaks in the parkade. This issue will be reviewed again at the next Strata Council Meeting.

c. Vinyl Siding Cleaning

Three quotations will be obtained by the Property Manager and will be reviewed prior to the next Strata Council Meeting.

d. Dryer Vent Cleaning

A quotation will be obtained by City Airduct Cleaning Services and Power Vac for the dryer vent cleaning at 1820.

e. Inspection of Gutters/New Balcony Gutters

Rain Centre Products will perform the inspection/cleaning of gutters in March or early April 2006. Rain Centre will also be available during this time to install gutters on balconies of any owners that wishes to participate in this program. Please note that notices regarding this will be posted in March/April.

3. **Visitor Parkade**

Converting Site Office for Lockers

The Strata Council, as previously discussed last year, obtained a quotation from Murtek International, this quotation will be confirmed as today's prices may contain increases for material and fuel and will be reviewed at the next Strata Council Meeting.

Designated Rental Parking Spots

The Strata Council President, Bill Hokan will confirm with the City of Vancouver as to the minimum parking requirements for visitor parking. This will be further discussed at the next Strata Council Meeting.

4. **Review of Signage**

The Strata Council discussed the need for a thorough review of the signage in and around the buildings including; the south stairwells, emergency exits, landscaping lawn areas and parkade. With respect to the emergency stairwells, this was initially brought up by an owner, at the Annual General Meeting, who noted that owners use the emergency exit doors regularly, which creates noise disturbances to owners living beside the stairwells and these doors.

5. **Gas Consumption Savings Proposal**

The Strata Council discuss the possibility of turning off the gas to the fireplaces for the beginning May –Sept., in order to reduce the natural gas costs. This is in response to a suggestion and discussions at the January 31, 2006, Annual General Meeting. Council Treasurer, Sharon Johnston, also suggested that we look into the possibility and costs of installing meters on the boiler, roof top HVAC units (that heat the hallways) and possibly the central distribution valve for the fireplaces. This will be further reviewed at the next Strata Council Meeting.

6. **Pond Maintenance & Water Lily Transplanting**

The Strata Council President, Bill Hokan, advised that this work has taken place and approximately 50 water lilies have been transplanted.

7. **Sprinkler System 1820 Courtyard**

It was brought up that following the first building envelope rehabilitation in 2001, the courtyard sprinklers were not re-connected to the system. Mike Whitty will contact Oliver Irrigation to obtain a quotation for resolving this matter.

The sprinkler systems will serviced for start up in March, 2006.

8. **Parkade Lighting Upgrade – Commercial Lighting**

The Property Manager will contact Commercial Lighting for a quotation for the upgrade of the parkade lighting.

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9. Hallways Ceiling/Wall Cleaning Around Hallway Vents

The Property Manager will obtain a quotation from Quantum Janitorial for the cleaning of the above mentioned areas.

10. AGM Minutes

The Strata Council noted a few corrections which will be brought to the next General Meeting. The Strata Council would like to advise owners to please disregard an enclosure for the recent AGM Minutes marked Cobblestone Walk.

There being no further business, the meeting was adjourned at 8:55pm. The next meeting will be held on Monday, May 1st, 2006 at 6:45 pm.

Marianna Pandy
Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours)
www.crosbypm.com

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