

02/26/07 Prepared By:

Southview Property Management Inc.,

#110 – 7580 River Road

Richmond, B.C., V6X 1X6 Phone: 604-270-8811 Fax: 604-270-0881

Property Manager: Brian Slater

**MINUTES OF THE ANNUAL GENERAL MEETING
OF STRATA PLAN VR 2465, WINDSOR GARDENS**

Held on Wednesday February 7, 2007 at 7:00 P.M.

At 204 – 966 West 14th Avenue, Vancouver, B.C.,

Present:

8 Strata Lots Represented

7 In Person

1 By Proxy

Brian Slater Property Manager, Southview Property Management Inc.,

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Council President Pablo Munoz.

2. CALLING THE ROLL AND CERTIFICATION OF PROXIES

A total of 19 strata lots were eligible to vote at the Annual General Meeting. The *Strata Property Act* requires one third of the owners eligible to vote be present in person or by proxy to constitute a quorum. A quorum in this instance required representation by 7 strata lots. As 8 strata lots were represented, 7 in person and 1 by proxy, a quorum was established. The meeting was therefore declared competent to proceed with the business at hand.

**3. ADOPTION OF THE MINUTES
OF THE PREVIOUS ANNUAL GENERAL MEETING**

It was **Moved (S/L#17)** and **Seconded (S/L#3)** to adopt the minutes of the Annual General Meeting of February 22, 2006 as previously distributed. **Carried**

4. PRESIDENTS REPORT

Council President Pablo Munoz gave an overview of 2006 and this past year was a good year for us, and we were able to accomplish many of the goals we set out for our Strata.

Security was a big item for us this year. After a couple of break-ins into the parkade, Council took measures to tighten up our entry points and make Windsor Gardens an unattractive option for potential thieves. As a result of our efforts, we have not had any breaches to date.

Our financials are very sound and we again managed to run a surplus. The books on the roofing project have been closed and the final financial numbers were determined - all owners received a refund from the remaining funds.

Maintenance items were addressed as they arose without complications. The issue of water ingress into suite 103 was cleared up and resolved.

Thank you to Dan Siemens for his continued efforts in keeping the building orderly.

Please keep these minutes as a permanent record of the strata corporation's business. Replacement of minutes, bylaws, or rules and regulations will be at the owner's expense.

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All Council Members, owners and tenants alike should be applauded for their efforts in making our building an enjoyable place to reside. Special thank you to Mark Patterson for overseeing the financials and to Sam Wyatt for his help in ensuring that things ran smoothly. Personally, I was very thankful to all of Council for their support and advice throughout the year.

5. INSURANCE REPORT

The Strata Corporation's Insurance Agent is CMW Insurance Services Ltd. The policy covers the period from May 31, 2006 to May 31, 2007. The Property Manager highlighted the following insurance coverage:

- \$2,800,000.00 – All Property
- \$10,000,000.00 – Commercial General Liability
- \$2,000,000.00 – Director & Officers Liability
- \$4,839.00 – Annual Premium

Owners are reminded that they must purchase content or homeowner's insurance for any home upgrades to their unit or personal effects, as the Strata Corporation's insurance does not cover these items.

6. 3/4 RESOLUTION #1 – Current Year Surplus/Deficit

WHEREAS the Owners, Strata Plan VR 2465, Windsor Gardens, wish to allocate the 2006 operating surplus to two areas – 2007 Operating Budget and Contingency Reserve Fund;

BE IT THEREFORE RESOLVED as a $\frac{3}{4}$ Vote Resolution of the Owners, Strata Plan VR 2465 Windsor Gardens, that authorization be given to allocate \$3,025.92 of the 2006 Surplus to the 2007 Operating Budget and to transfer the remainder of the current year-end operating surplus (fiscal year end reconciliation to December 31, 2006), to the Contingency Reserve Fund or transfer necessary funds from Contingency Reserve Fund to offset a year-end deficit if this should occur.

The floor was opened for discussion.

Following a brief discussion, it was **Moved (S/L#17)** and **Seconded (S/L#1)** to approve $\frac{3}{4}$ Vote Resolution #1, as presented.

The owners then voted on Resolution # 1.

Yes = 8

No = 0

Motion Carried

7. CONSIDERATION OF 2007 OPERATING BUDGET

The Property Manager introduced the proposed budget, which represented a 0% increase in owners' monthly strata fees for 2007.

It was then **Moved (S/L#17)/Seconded (S/L#1)** to adopt the 2007 Operating Budget as presented.

The owners then voted on the 2007 Budget.

Yes = 8

No = 0

Motion Carried

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Property Manager: Brian Slater

NOTE: STRATA FEES

There is no Strata Fee increase for the January 2007 – December 2007 fiscal period.

If you are currently using the Pre-authorized Payment system, you need not make any further arrangements, as your strata fees will continue to be automatically withdrawn from your account. If paying by cheque, please send post-dated cheques payable to Strata Plan VR 2465 starting January 1, 2007 up to and including January 1, 2008 to:

Southview Property Management, #110 – 7580 River Road, Richmond, BC, V6X 1X6

8. ELECTION OF 2007 STRATA COUNCIL

The following owners volunteered or were nominated to hold office on the 2007 Strata Council and were elected by acclamation:

Judith Diehl	Peter Genge	Jane Holland	Pablo Munoz
Derek Stenning	Anita Webster	Sam Wyatt	

9. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:50 p.m.

Minutes/2465AGMFeb07.doc

Please keep these minutes as a permanent record of the strata corporation's business. Replacement of minutes, bylaws, or rules and regulations will be at the owner's expense.

STRATA CORPORATION VR2465

S/L #	Unit #	OWNER		A	B
				Balance Outstanding Feb. 26/07	Monthly Maintenance Fee
1	102	Wyatt	Pad	\$0.00	\$161.77
2	103	Cawthorn	Pad	0.00	242.92
3	104	Holland	Pad	0.00	229.28
4	101	Webster	Pad	0.00	229.89
5	203	Sokovieff	Pad	0.00	245.86
6	204	Mah/Patterson	Pad	0.00	243.48
7	205	Kuzyk	Pad	0.00	231.14
8	201	McGuire/Lloyd	Pad	0.00	175.10
9	202	Wu		0.00	241.22
10	303	Power	Pad	0.00	256.21
11	304	Ho/Mak		0.00	255.33
12	305	Genge	Pad	0.00	231.48
13	301	Ho/Mak		0.00	200.21
14	302	Li		0.00	239.29
15	PH 3	Verma	Pad	0.00	255.98
16	PH 4	George	Pad	0.00	255.30
17	PH 5	Munoz/Shimoyama	Pad	0.00	231.48
18	PH 1	Stratton	Pad	0.00	174.33
19	PH 2	Stenning/Nixon		478.58	239.29

PAD = You are on the Pre-Authorized Debit (PAD) system. Do not send us another form. Adjustments will be made to your monthly maintenance fees based on the approved budget.

A = If you are not on the PAD system, please make out 1 cheque dated February 26, 2007 for the balance outstanding.

B = fill out the Pre-authorized Debit form and return it along with a a cheque marked void; or send us 11 post dated cheques from March 1, 2007 to January 1, 2008.

PRE-AUTHORIZED DEBIT PLAN

1. I/We hereby authorize Southview Property Management Inc. (Southview) on behalf of our Strata Corporation to debit my/our account on the first of each month, an amount equal to the Assessment due by the undersigned's Strata Lot to the Strata Corporation. *This amount may be increased or decreased as required to reflect my/our monthly Assessment as established by the Strata Corporation from time to time.*
2. The account that SOUTHVIEW is authorized to draw upon is indicated below and a specimen cheque marked "VOID" has been attached to the reverse side of this authorization.

Name of financial institution

Branch address

Account #

3. I/We acknowledge that the above financial institution is not required to verify that the debit has been issued in accordance with the particulars of the authorization including amount and frequency of payments. I/We acknowledge that the above financial institution is not required to verify that any purpose of payment for which the debit was issued has been fulfilled by SOUTHVIEW as a condition to honouring a pre-authorized debit issued or caused to be issued by SOUTHVIEW on my/our account.
4. I/We undertake to inform SOUTHVIEW immediately in writing of any change in the account or other information provided in this authorization FIVE BUSINESS DAYS prior to the next due date of the pre-authorized debit. If the account is transferred to another financial institution, this authorization becomes null and void on the date of the transfer and it will be necessary to provide a new authorization to SOUTHVIEW.
5. I/We acknowledge that in order to completely revoke this authorization, I/We must provide and deliver written notice of revocation to SOUTHVIEW. This authorization may be cancelled at any time upon 30 days written notice by me/us to SOUTHVIEW. Revocation of this authorization does not terminate any contract for goods or services that exists between me/us and SOUTHVIEW. The payer's authorization applies only to the method of payment and does not have any bearing on the contract for goods and services exchanged.
6. I/We acknowledge that delivery of this authorization to SOUTHVIEW constitutes delivery by me/us to the above financial institution. Any delivery of this authorization to you constitutes deliver by me/us.
7. I/We warrant that all persons whose signatures are required to sign on the account have signed this agreement below.
8. I/We understand and accept participation in this Pre-Authorized Debit Plan and acknowledge receipt of a copy of this authorization.

Surname & first name

Date

Strata Plan

Address

Phone #

Strata Lot #

PAD Amount

Start Date

Arrears amount -date

Special Assessment - date

Signature

Signature

If you have already completed a pre-authorized debit form, there is no need to complete another.

**MINUTES OF THE STRATA COUNCIL MEETING
OF STRATA PLAN VR 2465, Windsor Gardens
Held on Monday April 23, 2007 at 7:00 P.M.
#104 – 966 West 14TH Avenue, Vancouver, B.C.**

Present: Peter Genge Jane Holland Pablo Munoz
Derek Stenning Anita Webster Sam Wyatt

Property Manager Brian Slater Southview Property Management, Inc.

1. CALL TO ORDER

The meeting was called to order at 7:10 p.m.

2. COUNCIL POSITIONS

The newly elected Strata Council Members appointed the following members to Council Executives. The following appointments were agreed upon:

Sam Wyatt **President** Derrick Stenning **Vice-President** Pablo Munoz **Treasurer**

3. ADOPTION OF PREVIOUS MINUTES

It was **Moved/Seconded** to adopt the minutes of the December 5, 2006 Council Meeting as circulated. **Carried**

4. FINANCIAL REPORTS

The financial statements were not reviewed as they were not received prior to the meeting, the treasurer needs more time.

No Accounts Receivable report was available for review.

5. BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 Fireplace Inspection

Our annual fireplace inspection was recently completed; one suite was missed and will need to be re-inspected. Several issues were noted and reported by the contractor, the issues are not safety related

5.2 Landscape Spring Clean Up

Our annual spring clean up has been completed by the Strata's contractor. The strata will be working with the tree people to revisit a few pest issues that have been reported. We are also going to work with the landscaper to complete a few upgrades this season.

5.3 Bylaw Review Committee

Council has requested that we form a committee to review the Strata Corporation Bylaws.

Committee members are. Peter Genge Pablo Munoz Sam Wyatt

Council has requested that a registered copy of Strata Plan VR 2465 Bylaws including any registered amendments be obtained from Land Titles as well as a copy of the registered

Disclosure Statement to include official Strata Plan, if the Disclosure statement does not include the Strata Plan, the plan will be ordered as well.

6. **CORRESPONDENCE**

ANNOUNCEMENTS

Residents are asked to please not leave disposable items outside your unit for a prolonged period. **As a seasonal reminder, if residents notice any silver fish please contact the Strata Council.**

Council received a letter from an owner asking for permission to complete upgrades to their flooring. Council approved this owners' request with strict stipulation that industry standard under pad such as Dura-Son must be used and that if any future noise concerns are reported that traffic areas must be covered with area rugs.

Council received a letter from an owner regarding strata lot noise disturbance relating to unauthorized installation of wood flooring, based on this concern Council has asked the Strata Manager to follow-up with the owner of the strata lot causing the noise concern by way of a written letter.

Approval has been given to hold a courtyard sale in May, more information will be provided.

7. **NEW BUSINESS**

7.1 **Security**

Lighting is being maintained. The garage gate hose has been moved. Residents are reminded to wait for the parkade gate to close whenever exiting or entering parkade. Imitation cameras are being considered.

7.2 **Rule Proposal**

Council is considering introducing rules relating to noise and security.

7.3 **Maintenance**

2007 duties according to the maintenance manual have been approved by Council to be completed by Pablo Munoz.

7.4 **General Items**

- Annual window and skylight cleaning is being arranged.
- Pressure wash courtyard and lower patios. Wash building exterior (not pressure washing).

8. **Next Council Meeting Date & Adjournment**

There being no further business, the meeting adjourned at 9:20 P.M. The next Council Meeting will be the held **Monday June 11, 2007.**

Minutes/2465Apr07.doc

Please keep these minutes as a permanent record of the strata corporation's business. Replacement of minutes, bylaws or rules and regulations will be at the owner's expense.

**MINUTES OF THE STRATA COUNCIL MEETING
OF STRATA PLAN VR 2465, Windsor Gardens
Held on Monday June 11, 2007 at 7:00 P.M.
#104 – 966 West 14TH Avenue, Vancouver, B.C.**

Present: Sam Wyatt President
Pablo Munoz Treasurer
Peter Genge
Jane Holland
Anita Webster

Property Manager Brian Slater Southview Property Management, Inc.

Regrets: Derek Stenning

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. ADOPTION OF PREVIOUS MINUTES

It was **Moved/Seconded** to adopt the minutes of the April 23, 2007 Council Meeting as circulated. **Carried**

3. FINANCIAL REPORTS

The Treasurer, Pablo Munoz reported that he reviewed the Financial Statements for November, December 2006 and January, February, March and April 2007 and found them to be in order.

It was **Moved/Seconded** to approve the financial statements to April 30, 2007 as presented. **Carried**

The Property Manager provided Council with an Accounts Receivable Report as of June 11, 2007 advising that all owners are current with their Strata fees.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 Window & Balcony Cleaning

We are just in the process of reviewing the quotes and we will be authorizing the cleaning of balconies, inaccessible windows, and balcony railing. Once this work has been completed we will be having the courtyard and ground floor patios pressure washed.

4.2 Bylaws

The intended material regarding our Bylaw review was not available at this time

4.3 Rules

The following rules were adopted

It was **Moved/Seconded** to adopt the Rules for Windsor Gardens VR 2465 as presented. **Carried**

4.4 Tree Removal

We are considering allowing BC Plant Health to remove the Beach tree in the front area of the property. We will first be consulting with the owners in the direct vicinity of this tree.

4.5 Insurance

The Strata Corporation has placed strata insurance with JT Insurance Services for our June 1, 2007 - May 31, 2008 strata insurance period. The annual premium was \$4,830.00, which falls within our annual budget amount.

5. CORRESPONDENCE

No items of correspondence were received.

6. NEW BUSINESS

6.1 Hot Water Tanks

Recently one of the Windsor Garden residents replaced their failed hot water tank. However one of the drains in the underground garage continues to discharge water, which indicates that someone's is leaking at this time.

Please CHECK YOUR HOT WATER TANK for leaks. They may be small but they are likely costing a lot in Hydro for you and risking an overflow to lower suites. Anyone with a "John Wood" tank should replace it immediately.

6.2 Common Area Repairs

Council discussed a proposal for adding a fence and completing a minor concrete repair along side the parkade entrance. It was agreed that Munoz Renovations would provide a quote for completing these maintenance items.

7. Next Council Meeting Date & Adjournment

There being no further business, the meeting adjourned at 8:40 P.M. The next Council Meeting will be the held **Monday September 10, 2007.**

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**MINUTES OF THE STRATA COUNCIL MEETING
OF STRATA PLAN VR 2465, Windsor Gardens
Held on Monday September 10, 2007 at 6:00 P.M.
#PH5 – 966 West 14TH Avenue, Vancouver, B.C.**

Present: Sam Wyatt President
Pablo Munoz Treasurer
Peter Genge
Derek Stenning
Anita Webster

Property Manager Val Sabau Southview Property Management, Inc.
Brian Slater Southview Property Management, Inc.

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

ANNOUNCEMENTS:

Val Sabau was introduced as the new Property Manager for Strata Plan VR 2465, 'Windsor Gardens'.

2. ADOPTION OF PREVIOUS MINUTES

It was **Moved/Seconded** to adopt the minutes of the June 11, 2007 Council Meeting as circulated. **Carried**

3. FINANCIAL REPORTS

The Treasurer, Pablo Munoz reported that he reviewed the Financial Statements for May-July 2007 and found them to be in order.

It was **Moved/Seconded** to approve the financial statements to July 31, 2007 as presented. **Carried**

The Property Manager reported that there is currently one (1) strata lot with strata fees outstanding as indicated on the September 10, 2007 Accounts Receivable Aging Summary. The Strata Council directed the Property Manager to send a letter and reminder statement to this strata lot owner requesting payment.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 Window & Balcony Cleaning

The Council authorized the cleaning of balconies, inaccessible windows and balcony railing glass, after reviewing the quotes from various contractors; Council has approved North Shore Home Services as quoted.

4.2 Bylaws

The intended material regarding our Bylaw was reviewed briefly, and it was decided that the Council has to spend more time in reviewing and streamlining the Bylaws. Over the next couple

of weeks the Council is going to work on this issue. Once the Bylaw review is completed owners will be provided a copy for consideration at the next AGM.

4.3 Tree Removal

The Beach tree in the front area of the property was removed.

4.4 Please CHECK YOUR HOT WATER TANK for leaks. They may be small but they are likely costing a lot in Hydro for you and risking an overflow to lower suites. Anyone with a "John Wood" tank should replace it immediately.

4.5 Common Area Repairs

Council discussed a proposal for adding a fence and completing a minor concrete repair along side the parkade entrance. It was agreed that Munoz Renovations would provide a quote for completing these maintenance items; a written quote is going to be forwarded to the Council soon.

5. CORRESPONDENCE

The Council received a letter from an owner regarding legal interpretation of changing flooring material. Council agreed that the flooring work in the unit can go ahead, however owners are advised that any changing of floor covering is subject to future noise disturbance.

6. NEW BUSINESS

6.1 Gutter cleaning

The cleaning of the gutters and the fixing of the faulty ones was discussed and it was decided that North Shore Home Services is going to be approached about this issue and possibly other contractors also.

7. Next Council Meeting Date & Adjournment

There being no further business, the meeting adjourned at 7:55 P.M. The next Council Meeting will be held **Wednesday November 14, 2007.**

Minutes/2465Sept07.doc

**MINUTES OF THE STRATA COUNCIL MEETING
OF STRATA PLAN VR 2465, Windsor Gardens
Held on Wednesday November 14, 2007 at 6:30 P.M.
In PH5 – 966 West 14TH Avenue, Vancouver, B.C.**

Present:	Sam Wyatt	President	
	Derek Stenning	Vice-President	
	Pablo Munoz	Treasurer	
	Peter Genge	Jane Holland	Anita Webster
Property Manager	Janice Lowe	Southview Property Management, Inc.	
	Jeff Wolrige	Southview Property Management, Inc.	

1. CALL TO ORDER

The meeting was called to order at 6:35 p.m.

ANNOUNCEMENTS:

Janice Lowe was introduced as the new Property Manager for Strata Plan VR 2465, 'Windsor Gardens'.

Sam Wyatt will be stepping down from his position as Council Chair effective December 28, 2007. Derek Stenning will take over the position.

2. ADOPTION OF PREVIOUS MINUTES

It was noted that the September 10, 2007 minutes in regards to:

Article 5 – Correspondence – should be amended as follows:

Council received a letter of dispute from an owner regarding flooring; the letter is being taken under advisement.

It was then **Moved/Seconded** to adopt the minutes of the September 10, 2007 Council Meeting as amended. **Carried**

3. FINANCIAL REPORTS

The Treasurer, Pablo Munoz reported that he reviewed the Financial Statements up to September 2007 and found them to be in order.

It was **Moved/Seconded** to approve the financial statements to September 2007 as presented. **Carried**

The Property Manager provided Council with an Accounts Receivable Report as of November 14, 2007 advising that all owners are current with their strata fees.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

4.1 Window & Balcony Cleaning

North Shore Home Services has been on site for the window and balcony cleaning. It has been noted that some northeastern balconies and the east wall still need cleaning. Council Members have pointed out the deficiencies to North Shore. North Shore will be on site Wednesday, November 21, 2007 to review them with the Council President.

4.2 Skylight Repair Status

Associated Window Repairs has been contacted to replace a damaged skylight. Repairs are underway.

4.3 Fire Protection Invoices

Council directed the Strata Manager to investigate with Vancouver Fire and Security the status of a recent service call related to an in-suite fire safety device. The Strata Manager will review the invoice and report to Council.

5. CORRESPONDENCE

Council received a letter from an owner regarding a noise complaint and destruction of common property from a strata lot. Council directed the Strata Manager to send a letter warning this resident that if the violations continue a fine of \$100 may be issued against their strata lot without further notice. Council also indicated that this strata lot was previously warned, therefore this would be the last written notice prior to placing a fine.

6. NEW BUSINESS

6.1 Budget

Council is beginning to prepare an Annual General Meeting date and a 2008 operating budget with cost forecasts for our next fiscal year. Owners will receive a full AGM package prior to the calling of our 2008 AGM.

6.2 Bylaws

In the past, the building was using the standard Strata Property Act Bylaws and an amended version. The problem with this is that cross-referencing between the two documents was often needed. The Council has decided to streamline them into one document and will put this forth at the AGM. Special thanks to Sam Wyatt, Peter Genge, and Derek Stenning for all their work on the Bylaw Committee.

6.3 Security

The recently approved fencing is being installed along the entrance to the parkade. The lock on the trash bin has been cut. The caretaker will advise Southview Property Management if anything like this occurs in the future. Northwest Waste has been contacted and will replace it.

6.4 Rental Discussion

Council discussed proper rental procedures, prior to units being rented. The proper procedure for an owner wishing to rent their strata lot is to submit their request in writing to the Council.

6.5 General Maintenance

Please be aware that bathroom fans, dishwasher hoses, and laundry hoses are the responsibility of each owner. Please make sure these are functioning properly and are in good shape.

7. Next Council Meeting Date & Adjournment

There being no further business, the meeting adjourned at 7:55 P.M. The next Council Meeting will be held **Wednesday January 9, 2008** in suite #104 at 7:00pm.

Minutes/2465Nov07.doc

SOUTHVIEW

September 13, 2007

Huw Anthony Cawthorn
103 – 966 West 14th Avenue,
Vancouver, B.C.,
V5Z 1R4

Southview
Property
Management
Inc.

#110 - 7580 River Road
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Phone: 604-270-8811
Fax: 604-270-0881
Email: southview@telus.net

Re: **Strata Plan VR 2465**
Windsor Gardens, Vancouver

We are writing to you on behalf of the Strata Council VR 2465 to advise all Owners/Residents that Val Sabau has taken over the responsibility as your new property manager effective August 15, 2007.

If you have any questions or any issues that need to be addressed you can call the Southview office at the above number and ask to speak to your Property Manager. In the event your Property Manager is not available we remind you that Southview has a twenty-four hour answering service and in cases of emergencies, a property manager or assistant will be contacted to deal with emergency situations, as they arise.

Yours truly,

SOUTHVIEW PROPERTY MANAGEMENT INC.,



Val Sabau
Property Manager
VS/sn

Cc: Strata Council President VR 2465

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