

**COUNCIL MEETING MINUTES
STRATA PLAN LMS1978
"RIVERSIDE GARDENS"
2711 – 2733 EAST KENT, 2728 CHANDLERY PLACE
VANCOUVER, B.C.**

HELD: Tuesday June 17, 2008

PLACE: Starbucks at Marine and Byrne, 5761 Marine Way

PRESENT: Aniz Jiwani
Leo Liu
Sail Wyatt
Marc Brillon
Darren Morris

REGRETS: Chris Seltenrich
Matt Mumford

MANAGING AGENT: Hanne Andersen, Strata Division Manager, Warrington PCI Management

CALL TO ORDER

The meeting was called to order at 5:27 p.m.

MINUTES

It was **MOVED** and **SECONDED** to approve the Council Meeting Minutes from April 2, 2008.
MOTION CARRIED

FINANCIAL STATEMENT

1. **Approval of Financial Statements:** It was **MOVED** and **SECONDED** to approve the Financial Statements up to April 30, 2008. Invoice #1640 from Maple Gardens Services was incorrectly coded to LMS1978 as it should be for LMS1578. Strata Manager is requested to investigate into the \$500 Petty Cash.
MOTION CARRIED
2. **Accounts Receivable:** Was reviewed by the Strata Council.

BUSINESS ARISING

1. **Audit:** The approved audit has been sent to RHN.
2. **Landscaping:** The Strata Manager to follow up with the tree pruning quote from Nature's Outfitters.
3. **Website:** To be updated at the next General Meeting.
4. **JLK quote Unit #69 & Unit #38:** The repairs are completed and paid accordingly.
5. **Annual Fire Inspection:** The Strata Manager requested Fire Pro to provide a commencement date for the annual fire inspection immediately as the Strata's insurer has been notified by the Strata's insurer that the annual inspection was due January 2008.
6. **Bike Room Clean up:** Notice, to apprise owners of zip tie removal prior July 15th, has been provided to Steve Baron, the caretaker, for posting in the building. Steve is to put zip ties on all bikes.
7. **Handrail Washing:** Steve Baron will be requested to wash all of the hand railing on Chandlery Place.
8. **Handicapped Parking:** Response pending from City of Vancouver regarding handicapped parking stalls.
9. **Squirrel Removal:** The Strata Manager requested PCO to proceed on the work as per quote provided.
10. **Snow Removal:** Natures Outfitters has been advised that the snow removal service is no longer required.

CORRESPONDENCE

1. **Crawl Space Unit 21:** Correspondence was reviewed. The Strata Council requested JLK to quote on the repair to the crawl space as reported by the owner. The Strata Manager recommended the Strata Council obtain a legal opinion to advise who is responsible for costs.
2. **Unit 28 West Side Garden Clean up:** Derek from Natures Outfitters advised that the west side garden clean up is in progress.

NEW BUSINESS

1. **Lawn Sprinkler Malfunction:** The Strata Manager requested Burnaby Irrigation repair broken sprinkler heads adjacent to units 2727, 2723 & 2733.
2. **Bricks Removal:** The Strata Manager requested the caretaker, Steve Baron, to remove bricks left behind by the former tenant. The Strata Council requested that the cost be charged back to the unit owner's Strata Fee Account.
3. **Fire Alarm System:** Faulty switch has been replaced to prevent the compressor from shutting off.
4. **Gutter Cleaning and Pressure Washing:** Gutter cleaning and pressure washing is scheduled to commence from Thursday, June 19 to Monday, June 30, 2008. Notice has been provided to the caretaker, Steve Baron, for posting in the building.

5. **Fire Violation Notice:** Electrical issues have been addressed. The Strata Manager provided an update, for the recent repairs from Vancouver Fire Department. Also, the Strata Manager provided the lock box proposal package from Vancouver Fire Department for key box installation. Lid and Key for the building are to be installed by a preferred Vancouver Fire Department locksmith. The Strata Council to coordinate.
6. **Garbage & Recycling:** The Strata Manager presented a quote from Waste Management. The quote provides a removal fee of \$243.75 per month in one-year term, with one month notice to terminate, and the monthly rate for cardboard recycling is discounted from \$76.83 to \$54.79 as a result of bulk contract negotiated by Warrington PCI with Waste Management. It was **MOVED** and **SECONDED** to approve the quotes presented. **MOTION CARRIED**
7. **Unit 47:** Concrete repair request. It was **MOVED** and **SECONDED** to approve a quote of \$500. **MOTION DEFEATED**
8. Painting and boards removal was also requested. It was **MOVED** and **SECONDED** to approve a quote of \$500. **MOTION DEFEATED**
9. **Compost Proposal from City of Vancouver:** Some Strata Council Members were concerned that it would attract rodents. It was **MOVED** and **SECONDED** to approve the proposal. **MOTION CARRIED**
10. **Rodent in Unit 28:** This has been addressed. Concrete path repairs required at this unit.
11. **Garage Gate:** At the end of July the old system will be discontinued. Sail has volunteered to post notices.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6.24 p.m.

NEXT MEETING

The next Meeting is scheduled for August 13, 2008 at 5 p.m. in the Fraserview Golf Course.

Managing Agents

On Behalf of Strata Owners LMS1978

Hanne Andersen

Strata Division Manager

Email : handersen@warringtonpci.com

RETAIN MINUTES

When listing your property for sale, you may be requested to produce to the prospective purchaser a minimum of the last two years of Meeting Minutes. Therefore, we suggest you retain these for your records.

EMAILED MINUTES

To arrange for your Meeting Minutes to be emailed to you, kindly provide your name, Strata Corporation number or building name, your unit or Strata Lot number, to Daisy at daisyc@warringtonpci.com or call Daisy at 604-331-5228.

PRE-AUTHORIZED PAYMENT AND OWNER'S INFORMATION

If you wish to have your Strata Fees directly paid from your bank account, a Preauthorized Payment Application is attached for your convenience. Please also find attached an Owner's Information Form to be completed if you have any new contact information or if you have not previously provided one.

WARRINGTON PCI MANAGEMENT AFTER HOURS EMERGENCY NUMBER: 604-602-1887



Warrington PCI Management
#1700 – 1030 West Georgia St.
Vancouver, B.C.
V6E 2Y3

Tel: (604) 602-1887
Fax: (604) 688-2328
info@warringtonpci.com

**COUNCIL MEETING MINUTES
STRATA PLAN LMS1978
"RIVERSIDE GARDENS"
2711 – 2733 EAST KENT, 2728 CHANDLERY PLACE
VANCOUVER, B.C.**

HELD: Tuesday August 13, 2008

PLACE: Fraserview Golf Course

PRESENT: Sail Wyatt
Darren Morris
Chris Seltenrich
Marc Brillon
Matthew Mumford

REGRETS: Aniz Jiwani
Ying Liu (Leo)

MANAGING AGENT: Chris Kasianchuk, *Strata Manager*, Warrington PCI Management

CALL TO ORDER

The meeting was called to Order at 5:15 p.m.

APPROVAL OF MINUTES

It was **MOVED** and **SECONDED** to approve the Council Minutes from June 17, 2008.

MOTION CARRIED

FINANCIAL STATEMENT

1. **Approval of Financial Statements:** It was **MOVED** and **SECONDED** to approve the Financial Statement up to June 30, 2008. The Strata Council requested some journal entries be completed.

MOTION CARRIED

2. **Accounts Receivable:** Were reviewed by the Strata Council.

BUSINESS ARISING

1. **Audit:** The approved audit has been sent to RHN.
2. **Landscaping:** Nature's Outfitters completed tree pruning after getting the go-ahead from the Strata Council. Marc Brillon will coordinate with Nature's Outfitters for the moving of sprinkler heads, flower bed weeding at 2728 Chandlery, and charging extra for removal of weeds pulled out by owners because he's not keeping up with it. (Note: Nature's Outfitters contract ends December 31st).
3. **Website:** To be updated at the next AGM by Sail Wyatt.
4. **Annual Fire Inspection:** Fire Pro has completed their annual inspection. For an hourly fee, they are willing to re-schedule inspections for the twenty-five units they were unable to access. Sail Wyatt will follow up with Fire Pro.
5. **Bike Room Cleanup:** Steve Baran reports that there is a total of 33 unclaimed bicycles in all the storage rooms. He would like direction from the Strata Council as to what they want done with the unclaimed bikes. Sail Wyatt will coordinate donation of unclaimed bicycles.
6. **Power Washing:** Steve Baran reports that the handrail, stair, landing and planter power washing has been completed for 2711, 2713, 2723 and 2728 E Kent. He expects to complete Chandlery Place by August 15th before moving on to 2727 and 2733 E. Kent. The Strata Manager will contact Steve Baran to clarify his power washing contract, and ask SB to provide a quote for the remaining work. The quote is to be approved by the Strata Council via email.
7. **Gutter Cleaning and Pressure Washing:** It was **MOVED** and **SECONDED** to pay the Champion invoice #3094. **MOTION CARRIED**
8. **Fire Violation Notice:** Update from the Strata Council regarding the lock box. Hanne Andersen to follow up with locksmith. Marc Brillon passed along paperwork at June 17 meeting.
9. **Rodent in Unit 28:** Steve Baran reports that the rodent hole has been plugged.
10. **Handicapped Parking:** Handicapped Parking spaces are allotted as a requirement of the zoning bylaws based on the square footage of the project and the number of units it contains. Initial research by the Strata Manager into changing the designation of Handicapped Parking indicates that the chances of such a development permit being issued are slim. Further investigation will require document search fees paid to the City of Vancouver. It was **MOVED** and **SECONDED** to discontinue the research into rezoning the Handicapped Parking spaces.

CORRESPONDENCE

1. **Unit 21 Deck and Crawl Space repairs:** Letter regarding repairs to Unit 21 deck and crawl space was discussed under item #2 in New Business.
2. **Unit 32 Window and Planter problem:** Accurate Glass has ordered the new window and will be coordinating the installation with the owner. Nature's Outfitters inspected the planter and advised the owner that there's little they can do at this point, since there is no built-in drainage in the planter or the patio. The owner would like to see either a permanent solution to the drainage problem or a quick, temporary solution (such as pavers or a raised floor on her patio). The Strata Council asked the Strata Manager to coordinate a quote on a paver solution with

Nature's Outfitter's.

3. **Unit 34 Flooring and Pet Request:** The Strata Council reviewed.
4. **Unit 57 Brick Removal Chargeback:** The Strata Council reviewed.
5. **2728 Chandlery Place Simplex Invoice:** It was **MOVED** and **SECONDED** to authorize payment of Simplex invoice # 63594455.

MOTION CARRIED

NEW BUSINESS

1. **Unit 29 Fire Alarm Replacement:** Completed.
 2. **Unit 21 Crawl Space:** According to Jim McKay, the contractor with JLK Projects, there is an extensive amount of remedial work required, which may require an engineer to determine. The Strata Manager will ask Steve Baran to investigate the original problem, which was a hole in the brick wall. Marc Brillon and Sail Wyatt will visit the crawl space and discuss the situation with the owner and report back to the Strata Council with their findings at the next Council meeting.
 3. **Unit 63 Balcony Drain Malfunction:** Latham's reports that the drain is, in fact, clear and functioning properly. The problem appears to be that the balcony was not constructed with the correct slope. The Strata Council asked the Strata Manager to make sure the correct address is being referenced, check into the background of this problem and report back to the Strata Council.
 4. **Unit 1 Ceiling Repairs:** Jim from JLK Projects has inspected the property. Without opening the whole thing up, he can only ballpark a quote between \$4,000 and \$15,000. In his opinion, it's the same type of problem that JLK has repaired at Riverside Gardens in the past. It was **MOVED** and **SECONDED** to proceed with this repair according to the quote by JLK Projects. The Strata Manager will coordinate with JLK and pass along a start date to the owner and to the Strata Council
- MOTION CARRIED**
5. **Unit 10 Carpenter Ant Damage:** The completed repairs were detailed to the Strata Council.
 6. **Parking Stall 60 Leakage:** The owner of unit 42 (who uses parking stalls 59 and 60) reported that the ceiling above his car was cracked and leaked fluid and concrete chips. The Strata Manager authorized Steve Baran to repair the ceiling with cement epoxy of \$135.00. The Strata Council is aware of this repair.
 7. **#87, #143 and #130 Parking Stall Issues:** Steve Baran brought these issues to the Strata Manager's attention. The Strata Council reviewed the letters.
 8. **Steve Baran Contract:** The Strata Council asked the Strata Manager to clarify the Steve Baran's contract regarding pressure washing. Either the pressure washing is included, or it is invoiced separately.
 9. **Nature's Outfitters:** Marc Brillon will coordinate the Review and clarification of the Nature's Outfitters contract at the next contract renewal.
 10. **Unit 37 Barbeque:** Council asked the Strata Manager to send a bylaw letter to the owner stating that no barbequing is allowed on the back stairs as it is common property.
 11. **Unit 40 and 54 Deck Problems:** Sail Wyatt reported moisture damage under the vinyl (similar to Unit 38). Sail Wyatt and Marc Brillon will look at both decks and report back to the Strata Council at next meeting
 12. **Power Wash Parkade:** Council discussed having the parkade power washed next April.
 13. **Units 17 and 19 Garbage on Decks:** The Strata Council asked the Strata Manager to send

bylaw letters requesting garbage be removed from these decks.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7 pm.

NEXT MEETING

The next Meeting is scheduled for 5:30 pm on September 24 at Fraserview Golf Course.

Warrington PCI Management

Managing Agents

On Behalf of Strata Owners LMS1978

Hanne Andersen

Strata Division Manager

Email : handersen@warringtonpci.com

Chris Kasianchuk

Strata Manager

Email : ckasianchuk@warringtonpci.com

RETAIN MINUTES

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EMAILED MINUTES

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PREAUTHORIZED PAYMENT AND OWNER'S INFORMATION

If you wish to have your Strata Fees directly paid from your bank account, a Preauthorized Payment Application is attached for your convenience. Please also find attached an Owner's Information Form to be completed if you have any new contact information or if you have not previously provided one.

EMERGENCY CALL PROCEDURE

If you have a Building Emergency such as a fire or flood please phone Warrington PCI Management at 604-602-1887. Please do not email your emergency please only phone in your emergency.



Warrington PCI Management
#1700 – 1030 West Georgia St.
Vancouver, B.C.
V6E 2Y3

Tel: (604) 602-1887
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info@warringtonpci.com



Warrington PCL Management

TO ALL OWNERS/TENANTS PLEASE PURCHASE PERSONAL INSURANCE COVERAGE

Personal belongings-Additional Living Expenses-Laminate/Hardwood Flooring-Strata

1. Personal Belongings-Additional Living expenses

It is extremely important that Owners know that the Insurance Policy for the Strata Corporation **does not cover your personal belongings in case of a loss**. If your personal belongings are damaged as a result of a water escape or fire or sewer back up, only your own **PERSONAL INSURANCE** will cover your personal losses. Each Owner and Tenant should purchase insurance coverage for his or her belongings. "Additional Living Expenses" should also be added to your personal policy in case you may need to live somewhere else like a hotel room while the strata lot is being repaired.

2. Laminate/Hardwood Flooring

Owners must ensure they are covered personally for any upgrades the Owner may have added like laminate/hardwood flooring etc. to the interior of the strata lot since it was new. The strata policy does NOT cover upgrades.

3. Strata Deductible-Negligence

Your personal policy should also include a "strata deductible" section in case an owner or Tenant caused the damage. **Personal Condominium/Strata Policies** offer a **Strata Deductible**, which then reimburses the deductible imposed by the strata corporation on the unit owner due to a claim caused by the Owner or the Tenant. Sometimes this deductible is built into the insurance package and other times it is offered as optional coverage for an additional premium. It is recommended to review the amount of available Insurance coverage for the "Strata Deductible" with your Insurance broker. Please refer to your most recent Notice of Annual General Meeting to obtain a copy of the Strata Corporation's insurance policy.

Example: If an Owner overflows a sink or a bathtub etc. and the Strata Council finds that the owner or tenant was the cause of the resulting damages, the Strata Council can sue the Owner for the insurance deductible. This amount can be several thousands of dollars.

4. Other-Repairs and Maintenance within a strata lot

Owners must make sure that they keep everything within their strata lot in good working order and in good condition to prevent a water escape etc. This includes but is not restricted to dishwashers, washers, refrigerators with ice makers, garburetors, toilets, sinks, bathtubs, water filters, hot water tanks and any copper pipes or taps and fixtures located within the strata lot, or from any alterations done by the Owner or previous owner to the strata lot etc. Owners should make sure cold and hot water shut off valves work properly etc.

Owners may wish to consider employing a professional contractor to carry out regular inspections and maintenance of these in suite items.

NOTE! We encourage Owners/Tenants to take this notice and review it with their insurance broker to ensure they have adequate coverage. **THIS IS VERY IMPORTANT!**

**COUNCIL MEETING MINUTES
STRATA PLAN LMS1978
"RIVERSIDE GARDENS"
2711 – 2733 EAST KENT, 2728 CHANDLERY PLACE
VANCOUVER, B.C.**

HELD: Wednesday, September 24, 2008.

PLACE: Fraserview Golf Course

PRESENT: Ying Liu (Leo)
Marc Brillon
Aniz Jiwani
Darren Morris

REGRETS: Sail Wyatt
Matthew Mumford
Chris Seltenrich

GUESTS: Bridget Speer Unit 28
Lane Kamke Unit 37

MANAGING AGENT: Chris Kasianchuk, *Strata Manager*, Warrington PCI Management

CALL TO ORDER

5:41 p.m.

PRESENTATIONS

1. **Bylaw Letter Hearing:** Presentation by owner of Unit 28. After the presentation, it was **MOVED** and **SECONDED** to waive the bylaw infraction fine pending an inspection of the parking stall by the Strata Council. The parking stall was subsequently inspected and approved by the Strata Council. **MOTION CARRIED**
2. **Bylaw Letter Hearing:** Presentation by owner of Unit 37. After the presentation, it was **MOVED** and **SECONDED** to uphold the decision by the Strata Council detailed in the Bylaw Letter. **MOTION CARRIED**

APPROVAL OF MINUTES

1. It was **MOVED** and **SECONDED** to approve the minutes from the August 13 Strata Council meeting. **MOTION CARRIED**

FINANCIAL STATEMENT

1. **Approval of Financial Statements:** It was **MOVED** and **SECONDED** to approve the Financial Statements up to August 31, 2008. **MOTION CARRIED**
2. **Accounts Receivable:** Were reviewed by the Strata Council
3. **Invoices:** Were reviewed by the Strata Council
4. **Budget Preparation:** The Strata Council has begun preparations for next year's budget.

BUSINESS ARISING

1. **Management Contract:** The Strata Council will review the management contract and provide two (2) signed copies of the Agency Agreement and Financial Disclosure to the Strata Manager.
2. **Audit:** The Audited Financial Statements as of October 31, 2007 have been forwarded to the Strata Council for their records. Warrington PCI has a copy signed by the Strata Council on file.
3. **Landscaping:** Marc Brillon will update the Strata Council at the next meeting regarding Nature's Outfitters moving sprinkler heads, weeding the flower bed at 2728 Chandlery, and charging extra for removal of weeds pulled out by owners.
4. **Website:** To be updated at the next AGM by Sail Wyatt.
5. **Annual Fire Inspection:** Update from Sail Wyatt at the next Strata Council meeting regarding re-scheduled inspections for the twenty-five units Fire Pro were unable to access during their annual inspection.
6. **Bike Room Cleanup:** Update from Sail Wyatt at the next Strata Council meeting regarding the donation of unclaimed bicycles.
7. **Power Washing:** The Strata Council will explore the available options for the power washing of the common property, including the proposed April pressure washing of the parkade.
8. **Fire Violation Notice:** Marc Brillon will fax the list of approved locksmiths to the Strata Manager, who will then coordinate the installation of the lid for the keybox and delivery of the key to the fire department.
9. **Unit 32 Leaking Planter:** The Strata Manager presented a quote from Nature's Outfitter's for a raised deck at this unit for Strata Council approval.
10. **Unit 21 Crawl Space:** Marc Brillon updated the Strata Council on his September 20 site visit to this unit with Sail Wyatt. He noted three issues: 1.) There is presently no venting under the deck, which has allowed moisture to accumulate. 2.) There is a hole in the cinderblock wall that needs repair. 3) There is an area outside the crawlspace under the unit where the waterproof membrane has peeled away from the foundation, some water from the irrigation sprinkler has seeped into the crawl space. The Strata Council directed the Strata Manager to first obtain a quote for a legal opinion regarding the ownership and legal description of the crawlspace.
11. **Unit 63 Balcony Drain Malfunction:** The Strata Manager investigated the history of this item and found that Unit 63 is, in fact, the correct unit number according to WPCI records.

12. **Unit 1 Ceiling Repairs:** Jim from JLK Projects has informed the Strata Manager that they will be proceeding with the least expensive repair method first – excavating and re-waterproofing the planter outside Unit 1. This work will commence September 24.
13. **Unit 10 & 11 Carpenter Ant Damage:** JLK Projects will attend to the wrap-up of repairs to these units on September 24. EPS has already provided a quote for deck repair due to the damage caused by the carpenter ants.
14. **Unit 71 Patio Door:** JLK will have a look at this repair September 24.
15. **Steve Baran Contract:** Steve Baran informed the Strata Manager that pressure washing is not included in his contract and is invoiced separately.
16. **Nature's Outfitters:** Marc Brillon and Aniz Jiwani will coordinate the review and clarification of the Nature's Outfitters contract at the next contract renewal (December 31)
17. **Unit 40 and 54 Deck Problems:** Update at the next Strata Council meeting from Sail Wyatt and Marc Brillon.

CORRESPONDENCE

1. **Unit 57 Brick Removal Chargeback:** Letter to owner and invoices reviewed.
2. **#87 and #143 Parking Stall Issues:** Bylaw letters to owners reviewed.
3. **Units 17 and 19 Garbage on Decks:** Bylaw letters to owners reviewed.
4. **21-Day Arrears Notices:** Registered letters to owners reviewed.
5. **Laminate Flooring Noise Complaint:** Email from owner reviewed. The Strata Manager noted that the file for unit in question contains no request or approval for the installation of laminate floors.
6. **Unit 42 Rental Questions:** Email from owner reviewed. The bylaws state that there are 7 strata lots that may be rented, and that quota is currently full.
7. **Unit 5 Rental Request:** Email from owner and response reviewed.
8. **Unit 71 Rental Request:** Email from owner and Strata Council response reviewed.
8. **Backflow Preventer Test:** Results from Fire Pro reviewed.

NEW BUSINESS

1. **Unit 24 Maintenance and Repair Issues:** Email from owner reviewed. Steve Baran has been unable to contact the owner to access the area in need of repair.
2. **Unit 34 Sliding Glass Door Repair:** Email from owner reviewed. The Strata Manager has requested a quote from Accurate Glass for the repair sliding door repair.
3. **Unit 4 Sprinkler Repairs:** Email from Strata Manager reviewed.
4. **Unit 5 Deck Repair Issues:** Email from owner reviewed.
5. **Rental Restriction Bylaws:** The Strata Manager recommended that the Strata Council review the existing rental restriction bylaws and bring forward any proposed amendments in time for the AGM.

6. **AGM:** It was **MOVED** and **SECONDED** to hold the Annual General Meeting on November 20, 2008 at Fraserview Golf Course. Registration will commence at 6:00 p.m., with Call to Order at 6:30 p.m. The Strata Manager will book the room. **MOTION CARRIED**
7. **AGM Social:** Aniz Jiwani will research methods to increase the social aspect of the AGM as well as encouraging more participation from the owners.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:59 p.m.

NEXT MEETING

The next Meeting is the AGM, and has been scheduled for November 20, 2008 at the Fraserview Golf Course. Registration will commence at 6:00 p.m., with Call to Order at 6:30 p.m.

Warrington PCI Management

Managing Agents

On Behalf of Strata Owners LMS1978

Chris Kasianchuk

Strata Manager

Email : ckasianchuk@warringtonpci.com



Warrington PCI Management

**ANNUAL GENERAL MEETING MINUTES
STRATA PLAN LMS1978 "RIVERSIDE GARDENS"
2711-2733 KENT AVE. VANCOUVER, BC**

HELD: November 20th, 2008

PLACE: Fraserview Golf Course, 7800 Vivian Drive, Vancouver, BC

MANAGING AGENT: Chris Kasianchuk, *Strata Division Manager*,
Warrington PCI Management

REGISTRATION

Owners were asked to sign their name on the registration sheet provided to determine the tally for a quorum.

CALL TO ORDER

The Meeting was called to order at 6:44 p.m. by the Strata Manager

QUORUM REPORT

Upon registration, there were (24) representatives in person and (1) representative by proxy, which exceeded the 1/3 quorum requirement under the *Strata Property Act of British Columbia*. The meeting was declared competent to proceed.

ELECTION OF CHAIRPERSON

It was **MOVED** and **SECONDED** to elect Sail Wyatt, strata council President, as the meeting chair.
MOTION PASSED UNANIMOUSLY

PROOF OF NOTICE

The Notice of Call was delivered or mailed to all registered owners on October 29, 2008. It was **MOVED** and **SECONDED** to accept the notice as delivered.

MOTION CARRIED UNANIMOUSLY

APPROVAL OF AGENDA

It was **MOVED** and **SECONDED** to approve the agenda as written.

MOTION CARRIED UNANIMOUSLY

MINUTES OF PREVIOUS GENERAL MEETING

There being no errors or omissions noted in the minutes of the Annual General Meeting held on November 26, 2007, it was **MOVED** and **SECONDED** to accept the minutes as circulated.

MOTION CARRIED UNANIMOUSLY

REPORTS

Financial Report: The strata council Treasurer reported that the past year was a hectic one, due in large part to unexpected repairs and maintenance expenses. As of the end of October, 2008, the strata corporation was showing a deficit of approximately \$35,000.

The Treasurer detailed some of the main expenses, from a new compressor for the sprinkler system, to deck repairs and siding replacement. The budget for repairs and maintenance for the upcoming year has been increased to deal with these types of expenses.

The Treasurer reported that the Contingency Reserve Fund will be at approximately \$70,000 by the end of the year.

Repairs and Maintenance Committee Report: The committee chair reported that, as the strata complex is now almost 14 years old, the owners should expect to be paying more for repairs and maintenance in the future. The committee chair also noted that it is the duty of the strata council to prioritize repairs, and as such, there are some smaller "special interest projects" that may not get done as quickly as other, larger repairs.

The committee chair asked the owners to be diligent in filling out any repair surveys that the strata council distributes, and to report any problems with their units as soon as possible, so that repairs can take place before the problems get too large and begin to affect other units. This is in keeping with the strata council's proactive approach to long-term repairs.

The committee chair reported that some of the ongoing projects include deck repair (15 decks have been done, 20 remain), and the potential for a roof replacement project in approximately five years. There will be another survey to determine which decks are in need of repair during the coming year.

An owner asked about the previous \$50,000 special levy, and why all the decks weren't replaced using those funds. The strata council responded by explaining that, while some decks were repaired, the special levy was never intended to replace all the decks, and that it was used for other repairs around the complex in addition to the decks.

An owner asked about previous poor workmanship by contractors hired by the strata corporation. The strata manager responded by saying that, while all efforts are made to ensure only top-tier contractors are asked to bid on projects, sometimes the workmanship is below standards. Should that occur, the strata council and the strata manager will do all that they can to remedy any potential workmanship issues.

Landscaping Committee Report: The committee chair reported that the strata corporation is generally happy with the work being done by the current landscapers, and that any outstanding issues will be addressed in a timely fashion and on budget.

INSURANCE COVERAGE

Under the *Strata Property Act*, s154, the insurance coverage is to be reviewed and reported to the ownership annually. A Certificate of Insurance and subsequent endorsements were attached with the Notice of Call outlining various coverages and deductibles.

The strata agent reminds all owners that personal belongings and betterments within their strata lots are NOT covered by the strata corporation's insurance policy. It is strongly recommended that individual unit owners carry their own insurance policy to cover their personal effects.

BUDGET

After some discussion the owners **MOVED** and **SECONDED** to accept the proposed 2008/2009 budget as written. **MOTION CARRIED UNANIMOUSLY**

SPECIAL RESOLUTION #1- BUDGET SURPLUS/DEFICIT TRANSFER

"WHEREAS THE OWNERS, STRATA PLAN LMS3723 (the "Strata Corporation") recommend to transfer the 2007/08 Budget Surplus/Deficit to the Contingency Reserve Fund.

BE IT RESOLVED by a 3/4 vote of **THE OWNERS, STRATA PLAN LMS3723** (the "Strata Corporation") authorize the transfer of the 2007/08 Budget Surplus/Deficit to the Contingency Reserve Fund."

The strata manager reported that, as the Strata Property Act allows for this transfer to occur as part of the normal budget procedure, this resolution is not necessary.

SPECIAL RESOLUTION #2- CAPITAL ACCOUNT TO CRF

"WHEREAS THE OWNERS, STRATA PLAN LMS1978 (the "Strata Corporation") recommend to close the Capital Account and transfer the balance in this account to the Contingency Reserve Fund.

BE IT RESOLVED by a 3/4 vote of **THE OWNERS, STRATA PLAN LMS1978** (the "Strata Corporation") authorize the Capital Account be closed and the balance of this account transferred to the Contingency Reserve Fund.

It was **MOVED** and **SECONDED** to approve Special Resolution #2 as written.

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

1. **Energy Conservation:** An owner suggested a greater commitment to conserving energy throughout the complex. Council responded by suggesting a committee be struck by the incoming strata council. A suggestion was also made that owners could install thermostats for their gas fireplaces.
2. **Tree Pruning:** An owner reported that the trees in the north west corner of the complex are too close to the buildings and need pruning.
3. **Pidgeons:** An owner reported that the pidgeon droppings on the roofs are acidic and should be cleaned up.
4. **Racoons:** An owner reported that a racoon gained access to her balcony by climbing up a tree located on the patio below. The strata council requested that owners prune their patio trees when needed.

5. **Recycling Box at Mailboxes:** An owner requested the re-installation of a recycling box located near the mailboxes. It was reported that the previous box was removed due to fire concerns. The new strata council will discuss this issue.
6. **Broken Lock:** An owner reported that the lock on the gate through the hedge at 2728 Chandlery is broken. The strata manager will arrange to have it repaired.
7. **Cigarette Butts:** An owner reported that there is a large amount of cigarette butts in the upper level of the parkade. Owners are requested to keep all common property free of refuse, including cigarette butts.
8. **Landscaping at Units 39 and 40:** An owner reported that the large tree in front of units 39 and 40 is in need of attention.
9. **Landscaping in whole complex:** An owner requested that the landscaping committee plant a new tree for every one that is removed. The landscaping committee responded by saying that this is already their policy and practice.

ELECTION OF STRATA COUNCIL

As per the Strata Bylaws, all council members are deemed to retire from the office at the end of the Annual General Meeting.

The floor then opened for nominations and the following individuals were nominated for the Strata Council for 2008/2009.

Leo Liu
Darren Morris
Marc Brillon
Larry Murphy
Wes Takai

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:17 p.m.

WARRINGTON PCI MANAGEMENT

Managing Agents
On behalf of the Owners of Strata Plan LMS3723

Chris Kasianchuk

Strata Division Manager

ckasianchuk@warringtonpci.com

604-331-5264 (direct)

SCHEDULE A

**STRATA PLAN LMS1978 (RIVERSIDE GARDENS)
PROPOSED OPERATING FUND BUDGET
FOR THE YEAR NOVEMBER 1,2008 TO OCTOBER 31,2009**

REF		OCT 31/08 BUDGET	OCT 31/08 PROJECTION	OCT 31/09 BUDGET
<u>OPERATING FUND REVENUES</u>				
3525	Move Fee	\$0.00	\$400.00	\$400.00
3509	Parking Revenue	\$0.00	\$630.00	\$630.00
3550	Strata Fees	\$177,853	\$177,853	\$198,701
3506	Interest	\$500	\$457	\$500
3608	Miscellaneous	\$0	\$0	\$0
3557	Operating Fund Surplus-Prior Period	\$0	\$0	\$0
	TOTAL OPERATING FUND REVENUES	\$178,353	\$179,341	\$199,201
<u>OPERATING FUND EXPENSES</u>				
6005	Bank Charges	\$200	\$409	\$400
6007	Management Fee	\$15,396	\$15,396	\$15,396
6009	Office	\$2,000	\$1,394	\$2,000
6015	Enterphone	\$1,200	\$1,192	\$1,200
6105	Alarms/Inspection	\$3,000	\$5,132	\$3,000
6203	Gas	\$19,000	\$23,329	\$23,000
6204	Electricity	\$10,000	\$11,247	\$11,000
6208	Water & Sewer	\$14,000	\$13,381	\$14,000
6304	Janitorial	\$9,500	\$8,698	\$9,000
6306	Waste Removal	\$6,200	\$8,395	\$8,000
6410	Pest Control	\$1,100	\$1,472	\$1,200
6411	Grounds Maintenance	\$21,600	\$24,550	\$23,000
6411.1	Grounds Maintenance-Extra's	\$1,800	\$0	\$1,800
6412	Snow Removal	\$300	\$0	\$300
6450	Repairs & Maintenance	\$35,263	\$69,651	\$45,000
6608	Insurance	\$21,000	\$22,400	\$22,400
6609.2	Audit	\$1,350	\$1,350	\$1,350
	TOTAL OPERATING FUND EXPENSES	\$162,909	\$207,997	\$182,046
	NET BEFORE OTHER FUNDS	\$15,444	(\$28,657)	\$18,185
6460	Contingency Reserve Fund Transfer	\$15,444	\$15,444	\$18,185
6460.1	Special Levy		\$0	
	TOTAL OTHER FUNDS	\$15,444	\$15,444	\$18,185
	OPERATING FUND SURPLUS/(LOSS)	\$0	(\$44,101)	\$0
TRANSFER PROJECTED OPERATING FUND DEFICIT TO CRF		\$0	\$44,101	\$0
	OPERATING FUND - END OF PERIOD	\$0	\$0	\$0
	PROJECTED INCREASE IN STRATA FEES			11.72%

SCHEDULE B

STRATA PLAN LMS1978 (RIVERSIDE GARDENS)
 STRATA FEE SCHEDULE
 FOR THE YEAR NOVEMBER 1,2008 TO OCTOBER 31,2009

S/L & UNIT	U/E	MONTHLY OPERATING FUND	MONTHLY CONTINGENCY FUND	TOTAL MONTHLY STRATA FEES	S/L & UNIT
1	830	\$ 152.25	\$ 15.34	\$ 167.59	1
2	785	\$ 143.99	\$ 14.51	\$ 158.50	2
3	970	\$ 177.93	\$ 17.92	\$ 195.85	3
4	1,001	\$ 183.61	\$ 18.50	\$ 202.11	4
5	1,145	\$ 210.03	\$ 21.16	\$ 231.19	5
6	960	\$ 176.09	\$ 17.74	\$ 193.83	6
7	1,145	\$ 210.03	\$ 21.16	\$ 231.19	7
8	1,001	\$ 183.61	\$ 18.50	\$ 202.11	8
9	1,145	\$ 210.03	\$ 21.16	\$ 231.19	9
10	994	\$ 182.33	\$ 18.37	\$ 200.70	10
11	1,145	\$ 210.03	\$ 21.16	\$ 231.19	11
12	826	\$ 151.51	\$ 15.26	\$ 166.77	12
13	785	\$ 143.99	\$ 14.51	\$ 158.50	13
14	970	\$ 177.93	\$ 17.92	\$ 195.85	14
15	1,001	\$ 183.61	\$ 18.50	\$ 202.11	15
16	1,145	\$ 210.03	\$ 21.16	\$ 231.19	16
17	960	\$ 176.09	\$ 17.74	\$ 193.83	17
18	1,145	\$ 210.03	\$ 21.16	\$ 231.19	18
19	1,001	\$ 183.61	\$ 18.50	\$ 202.11	19
20	1,145	\$ 210.03	\$ 21.16	\$ 231.19	20
21	994	\$ 182.33	\$ 18.37	\$ 200.70	21
22	1,145	\$ 210.03	\$ 21.16	\$ 231.19	22
23	1,258	\$ 230.75	\$ 23.25	\$ 254.00	23
24	1,258	\$ 230.75	\$ 23.25	\$ 254.00	24
25	1,258	\$ 230.75	\$ 23.25	\$ 254.00	25
26	1,258	\$ 230.75	\$ 23.25	\$ 254.00	26
27	1,258	\$ 230.75	\$ 23.25	\$ 254.00	27
28	1,258	\$ 230.75	\$ 23.25	\$ 254.00	28
29	1,258	\$ 230.75	\$ 23.25	\$ 254.00	29
30	1,258	\$ 230.75	\$ 23.25	\$ 254.00	30
31	1,258	\$ 230.75	\$ 23.25	\$ 254.00	31
32	1,258	\$ 230.75	\$ 23.25	\$ 254.00	32
33	1,186	\$ 217.55	\$ 21.92	\$ 239.47	33
34	1,186	\$ 217.55	\$ 21.92	\$ 239.47	34
35	1,186	\$ 217.55	\$ 21.92	\$ 239.47	35
36	1,186	\$ 217.55	\$ 21.92	\$ 239.47	36
37	1,186	\$ 217.55	\$ 21.92	\$ 239.47	37
38	1,186	\$ 217.55	\$ 21.92	\$ 239.47	38
39	1,186	\$ 217.55	\$ 21.92	\$ 239.47	39
40	1,186	\$ 217.55	\$ 21.92	\$ 239.47	40
41	1,256	\$ 230.39	\$ 23.21	\$ 253.60	41
42	1,176	\$ 215.71	\$ 21.73	\$ 237.44	42
43	1,189	\$ 218.10	\$ 21.97	\$ 240.07	43
44	1,263	\$ 231.67	\$ 23.34	\$ 255.01	44
45	1,189	\$ 218.10	\$ 21.97	\$ 240.07	45
46	1,189	\$ 218.10	\$ 21.97	\$ 240.07	46
47	1,263	\$ 231.67	\$ 23.34	\$ 255.01	47
48	1,189	\$ 218.10	\$ 21.97	\$ 240.07	48
49	1,189	\$ 218.10	\$ 21.97	\$ 240.07	49
50	1,263	\$ 231.67	\$ 23.34	\$ 255.01	50
51	1,189	\$ 218.10	\$ 21.97	\$ 240.07	51

SCHEDULE B

STRATA PLAN LMS1978 (RIVERSIDE GARDENS)
 STRATA FEE SCHEDULE
 FOR THE YEAR NOVEMBER 1,2008 TO OCTOBER 31,2009

S/L & UNIT	U/E	MONTHLY OPERATING FUND	MONTHLY CONTINGENCY FUND	TOTAL MONTHLY STRATA FEES	S/L & UNIT
52	1,189	\$ 218.10	\$ 21.97	\$ 240.07	52
53	1,189	\$ 218.10	\$ 21.97	\$ 240.07	53
54	1,176	\$ 215.71	\$ 21.73	\$ 237.44	54
55	1,256	\$ 230.39	\$ 23.21	\$ 253.60	55
56	830	\$ 152.25	\$ 15.34	\$ 167.59	56
57	785	\$ 143.99	\$ 14.51	\$ 158.50	57
58	970	\$ 177.93	\$ 17.92	\$ 195.85	58
59	1,001	\$ 183.61	\$ 18.50	\$ 202.11	59
60	1,145	\$ 210.03	\$ 21.16	\$ 231.19	60
61	957	\$ 175.54	\$ 17.68	\$ 193.22	61
62	1,145	\$ 210.03	\$ 21.16	\$ 231.19	62
63	984	\$ 180.49	\$ 18.18	\$ 198.67	63
64	984	\$ 180.49	\$ 18.18	\$ 198.67	64
65	969	\$ 177.74	\$ 17.91	\$ 195.65	65
66	829	\$ 152.06	\$ 15.32	\$ 167.38	66
67	785	\$ 143.99	\$ 14.51	\$ 158.50	67
68	970	\$ 177.93	\$ 17.92	\$ 195.85	68
69	1,001	\$ 183.61	\$ 18.50	\$ 202.11	69
70	1,145	\$ 210.03	\$ 21.16	\$ 231.19	70
71	957	\$ 175.54	\$ 17.68	\$ 193.22	71
72	1,145	\$ 210.03	\$ 21.16	\$ 231.19	72
73	984	\$ 180.49	\$ 18.18	\$ 198.67	73
74	984	\$ 180.49	\$ 18.18	\$ 198.67	74
75	969	\$ 177.74	\$ 17.91	\$ 195.65	75

MONTHLY TOTALS	\$ 15,043.04	\$ 1,515.54	\$ 16,558.58
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X TWELVE	X TWELVE	X TWELVE
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ANNUAL TOTALS	\$ 180,516.48	\$ 18,186.48	\$ 198,702.96
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CONTROL T	82,010	\$ 180,516	\$ 18,185	\$ 198,701
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SCHEDULE E

STRATA PLAN LMS1978 (RIVERSIDE GARDENS)
 OPERATING FUND PROJECTION
 FOR THE YEAR ENDED OCTOBER 31,2008

REF		AUG 31/08 ACTUAL	SEP & OCT ACCRUALS	OCT 31/08 PROJECTION
	<u>OPERATING FUND REVENUES</u>			
3525	Move Fee	\$300.00	\$100.00	\$400.00
3550	Strata Fees	\$148,211	\$29,642	\$177,853
3509	Parking Revenue	\$560	\$70	\$630
3506	Interest	\$381	\$76	\$457
	Miscellaneous	\$0	\$0	\$0
	Operating Fund Surplus-Prior Period	\$0	\$0	\$0
	TOTAL OPERATING FUND REVENUES	\$149,452	\$29,888	\$179,341
	<u>OPERATING FUND EXPENSES</u>			
6005	Bank Charges	\$341	\$68	\$409
6007	Management Fee	\$12,830	\$2,566	\$15,396
6009	Office	\$1,171	\$223	\$1,394
6015	Enterphone	\$994	\$199	\$1,192
6105	Alarms/Inspection	\$4,277	\$855	\$5,132
6203	Gas	\$19,441	\$3,888	\$23,329
6204	Electricity	\$9,372	\$1,874	\$11,247
6208	Water & Sewer	\$11,150	\$2,230	\$13,381
6302	Supplies	\$0	\$0	\$0
6304	Janitorial	\$7,249	\$1,450	\$8,698
6306	Waste Removal	\$6,996	\$1,399	\$8,395
6410	Pest Control	\$1,148	\$324	\$1,472
6411	Grounds Maintenance	\$20,459	\$4,092	\$24,550
6411.1	Grounds Maintenance-Extra's	\$0	\$0	\$0
6412	Snow Removal	\$0	\$0	\$0
6450	Repairs & Maintenance	\$58,122	\$11,529	\$69,651
6608	Insurance	\$18,446	\$3,954	\$22,400
6609.2	Audit	\$0	\$1,350	\$1,350
	TOTAL OPERATING FUND EXPENSES	\$171,994	\$36,003	\$207,997
	NET BEFORE OTHER FUND	(\$22,542)	(\$6,114)	(\$28,657)
6460	Contingency Reserve Fund Transfer	\$12,870	\$2,574	\$15,444
6460.1	Special Levy			\$0
	TOTAL OTHER FUNDS	\$12,870	\$2,574	\$15,444
	OPERATING FUND SURPLUS (LOSS)	(\$35,412)	(\$8,688)	(\$44,101)
		\$0		

STRATA PLAN LMS1978 (RIVERSIDE GARDENS)
CONTINGENCY RESERVE FUND
FOR THE YEAR NOVEMBER 1,2008 TO OCTOBER 31,2009

SCHEDULE C

BEGINNING BALANCE - OCTOBER 31,1999	\$ 80,563
CONTRIBUTIONS DURING THE YEAR	\$ 10,290
INTEREST EARNED DURING THE YEAR	\$ 2,576
EXPENDITURES DURING THE YEAR	\$ (10,794)
TRANSFER OPERATING FUND SURPLUS	\$ 7,431
ENDING BALANCE, OCTOBER 31,2000	<u>\$ 90,065</u>
CONTRIBUTIONS DURING THE YEAR	\$ 12,547
INTEREST EARNED DURING THE YEAR	\$ 4,251
ENDING BALANCE, OCTOBER 31,2001	<u>\$ 106,863</u>
CONTRIBUTIONS DURING THE YEAR	\$ 12,547
INTEREST EARNED DURING THE YEAR	\$ 2,693
ENDING BALANCE, OCTOBER 31,2002	<u>\$ 122,103</u>
CONTRIBUTIONS DURING THE YEAR	\$ 12,500
INTEREST EARNED DURING THE YEAR	\$ 3,506
TRANSFER TO BLDG IMPROVEMENT FUND PER PREVIOUS AGM	\$ (49,000)
ENDING BALANCE, OCTOBER 31,2003	<u>\$ 89,109</u>
CONTRIBUTIONS DURING THE YEAR	\$ 13,512
INTEREST EARNED DURING THE YEAR	\$ 2,329
ENDING BALANCE, OCTOBER 31,2004	<u>\$ 104,949</u>
CONTRIBUTIONS DURING THE YEAR	\$ 13,717
INTEREST EARNED DURING THE YEAR	\$ 2,309
EXPENDITURES DURING THE YEAR	\$ (30,615)
ENDING BALANCE, OCTOBER 31,2005	<u>\$ 90,361</u>
OPERATING FUND LOSS FOR 2005	\$ (18,227)
OPERATING FUND LOSS FOR 2005-AUDIT ADJUSTMENTS	\$ (11,070)
CONTRIBUTIONS DURING THE YEAR	\$ 14,706
INTEREST EARNED DURING THE YEAR	\$ 3,058
ENDING BALANCE, OCTOBER 31,2006	<u>\$ 78,828</u>
OPERATING FUND SURPLUS FOR 2006	\$ 444
OPERATING FUND LOSS FOR 2007 - ADJUSTMENTS	\$ (1,047)
CONTRIBUTIONS DURING THE YEAR	\$ 15,444
INTEREST EARNED DURING THE YEAR	\$ 3,348
ENDING BALANCE, OCTOBER 31,2007	<u>\$ 97,017</u>
OPERATING FUND LOSS FOR 2007	\$ (4,319.49)
OPERATING FUND LOSS FOR 2007-AUDIT ADJUSTMENTS	\$ (1,851.00)
PROJECTED CONTRIBUTIONS DURING THE YEAR	\$ 15,444
PROJECTED INTEREST EARNED DURING THE YEAR	\$ 3,347.97
PROJECTED ENDING BALANCE, OCTOBER 31, 2008	<u>\$ 109,639</u>
PROJECTED OPERATING FUND LOSS FOR 2008	\$ (44,101.00)
BUDGETED CONTRIBUTION DURING THE YEAR	\$ 18,184.90
BUDGETED INTEREST EARNED DURING THE YEAR	\$ 4,000.00
BUDGETED ENDING BALANCE , OCTOBER 31, 2008	<u><u>\$ 87,722.65</u></u>

SCHEDULE D

STRATA PLAN LMS1978 (RIVERSIDE GARDENS)
BUILDING IMPROVEMENT FUND
FOR THE YEAR NOVEMBER 1,2008 TO OCTOBER 31,2009

BUILDING IMPROVEMENT FUND

ALLOCATION PER 1998 AGM	\$ 9,000.00
ALLOCATION PER 1999 AGM	\$ 15,000.00
ALLOCATION PER 2000 AGM	\$ 10,000.00
ALLOCATION PER 2001 AGM	\$ 15,000.00
ENDING BALANCE, OCTOBER 31, 2003	<u>\$ 49,000.00</u>
EXPENDITURES TO OCTOBER 31,2004	\$ (34,598.45)
ENDING BALANCE, OCTOBER 31, 2004	<u>\$ 14,401.55</u>
EXPENDITURES TO OCTOBER 31,2005	\$ (14,401.55)
ENDING BALANCE, OCTOBER 31, 2004	<u>\$ -</u>
SPECIAL LEVY	\$ 50,000.04
EXPENDITURES	\$ (38,060.72)
ENDING BALANCE, OCTOBER 31, 2006	<u>\$ 11,939.32</u>
EXPENDITURES	\$ (11,832.44)
ENDING BALANCE, OCTOBER 31, 2007	<u>\$ 106.88</u>
ENDING BALANCE, OCTOBER 31, 2008	<u><u>\$ 106.88</u></u>