

**MINUTES OF ANNUAL GENERAL MEETING
STRATA CORPORATION VR 1934**

“WESTVIEW PLACE”

Held: Wednesday, August 18, 2010 at 7:00 p.m. in the Lobby, 1166 West 11th Ave., Vancouver, B.C.

Present: The Owners, Strata Plan VR 1934 (as per Registration Sheet)
Adrian Lipsey, Property Manager, Bayside Property Services Ltd.
Tim Holl, Property Manager, Bayside Property Services Ltd.

CALL TO ORDER

The meeting was called to order at 7:03 p.m. by the Council President, Tony Boulton.

REGISTRATION/ PROXIES/VOTING BALLOTS

Owners in attendance were advised by Bayside Property Services Ltd. that 18 Owners were present, including 5 by proxy. One Owner arrived half way through the meeting to make the total 19. Pursuant to the requirements of the Strata Property Act, no business shall be transacted at any general meeting unless a quorum is present at the time when the meeting proceeds to business. A quorum requires that eligible voters holding 1/3 of the strata corporation's votes be present in person or by proxy. The registration sheet was signed, proxies were certified and ballots were issued.

NOTICE OF MEETING

It was moved/seconded and carried by majority vote, to approve the Notice of Meeting dated July 30, 2010.

MINUTES OF PREVIOUS GENERAL MEETING

It was moved/seconded and carried by majority vote, to approve the Minutes of the Annual General Meeting held August 19, 2009, as previously circulated by Bayside Property Services Ltd.

COUNCIL REPORT

Owners in attendance were asked to introduce themselves. The President reviewed the repairs and accomplishments for the current fiscal year, as follows:

- security cameras are now installed and active - one issue involving Common Property was resolved directly as a result of use of the cameras just after they were installed
- equipment replacements and upgrades have been completed as a result of the last annual fire safety inspection - it is recommended that some older in-suite devices be changed even though they are still functioning - this will be addressed in the coming fiscal year, as the budget permits
- landscaping replacements and improvements were completed with an Owner's assistance
- the notice board was installed in the elevator; residents are reminded that the notice board is for strata related matters and that the notice board in the lobby is for general resident use
- new convex mirrors were installed at the top of the driveway ramp

- extra recycling bins were added; some residents continue to abuse the recycling service by improperly disposing of items and not cutting-up cardboard
- the painting and re-carpeting project is complete; Council is very pleased with the paint and carpet but there has been resident neglect which resulted in several bad stains on the carpet as well as serious wall damage from a stroller; Council has expressed its shock that residents would be so careless with their home, especially in consideration of the work being recently completed
- annual inspections of the roof anchors and testing of the emergency generator were completed
- a bathroom leak was investigated by Latham's and determined to be from a shower leak, which is the Owner's responsibility to remedy; as well, the Owner will be responsible for the water damage to the suite below
- bird spikes on the roof have been replaced as the glue for the old ones was delaminating
- all bike racks are now labeled; notices were distributed to Owners for bike identification; as previously notified in the Minutes, **unregistered bikes will be removed for donation to charity**
- throughout the year there was a complaint of a serious noise issue relating to hard surface flooring which took up an extreme amount of the Council's time; it is recommended that the incoming Council for the next fiscal year review options for controlling new installations of hard surface flooring
- **the fire department was on-site recently and identified items left in hallways are a hazard during emergencies and must be removed immediately**

BUILDING MAINTENANCE REVIEW

The report on the building envelope review done by BC Building Science was received just prior to the AGM. Copies of the summary of recommendations were distributed to the Owners at the Meeting. The President reviewed highlights of the report. There was general discussion of some of the minor deficiencies and recommended repairs which were noted in the report. The President reminded the Owners that a full building envelope repair was completed in 2002 and periodic building envelope inspections are done to ensure that maintenance work is done according to warranty requirements. Noted deficiencies would need to be resolved within the Budget approved for the next fiscal year. **Owners are reminded that balconies should be cleaned regularly in order to maintain the condition of the membrane in order to avoid premature membrane failure.** The report recommends that all balconies be re-coated by 2012. Owners may obtain complete copies of the report at 25 cents per page by contacting Bayside.

DISCUSSION OF UPCOMING MAINTENANCE ISSUES AND ONGOING MATTERS

The President informed the Owners that the following maintenance items are recommended for the upcoming fiscal year:

- elevator walls to be re-laminated
- lobby floor to be refinished
- due to stains on the new carpet on 3 floors, carpet cleaning and stain removal
- Owners and tenants are reminded to have occupant insurance; some of the reasons for having insurance are: contents coverage; damaged items not covered by the Strata

Corporation's insurance; coverage of the Strata Corporation's insurance deductible charge-back to suites

- the President reminded the Owners of issues related to condensation in suites; condensation is caused by high humidity; high humidity arises from suite occupant activities such as cooking, bathing/showering, and doing laundry; in order to manage humidity, residents must use bath and kitchen fans during and after cooking and bathing for at least one hour; windows should be opened when there are activities which generate high humidity; Owners can install more efficient bath and kitchen fans, and axial booster fans can be installed in dryer ducts to improve dryer efficiency; **Owners are reminded that condensation is an occupant use issue and is not related to building envelope deficiencies; any damage arising from excess humidity is the responsibility of the Owners to remedy.**

DISCUSSION/APPROVAL OF THE 2010/2011 OPERATING BUDGET

The President asked the Property Manager to review the Proposed Operating Budget which was provided with the Notice of Meeting. The Owners were informed that the **Strata fees are proposed to be increased** by approximately 6%. In order to limit the Strata fee increase to 6%, it is proposed to transfer \$5,000 of the 2009/2010 cumulative operating surplus to the 2010/2011 fiscal year. The increase in Strata fees relates to introduction of the HST July 1, 2010. The major proposed changes in the Budget for the coming fiscal year relate to Repairs and Maintenance (line 435) being increased to \$17,000, and contributions to the CRF reduced to \$15,000. Overall, there are only minor changes to the various expense codes for the upcoming fiscal year. Increases in insurance rates for 2010 were offset by a reduction in the appraised value for insurance purposes, resulting in a minor premium increase; however, with increasing rates, Owners can expect an increase in the insurance premium in 2011. There was general discussion of the upcoming repairs and maintenance, and issues related to building envelope maintenance. Several options were suggested for revision of the Budget to meet expected expenses in the upcoming fiscal year.

It was moved/seconded and carried by majority vote to amend the Proposed Operating Budget by increasing the Strata fees by \$5,000 and reducing the contribution to the CRF by \$5,000 in order to allow for an increase in the Building Envelope Maintenance budget from \$2,000 to \$12,000.

After general discussion, it was moved/seconded and carried by majority vote to approve the Proposed 2010/2011 Operating Budget as amended (copy attached).

All Owners are reminded that the monthly maintenance assessments are due and payable on the first day of each and every month, in advance. Please note that late or non-payment will result in penalty assessment in accordance with Strata Corporation VR 1934 Bylaws. Post-dated cheques are welcome, and those wishing to do so may arrange for pre-authorized withdrawals from their bank, which is the preferred method of payment. Interested owners may obtain a Pre-authorized Withdrawal Form from Bayside to be filled out and returned to Bayside along with a void cheque.

The new monthly Strata fee will be automatically adjusted for Owners on pre-authorized payment of Strata fees from their bank account.

Owners may forward a **series of post-dated cheques** to Bayside Property Services Ltd.'s office located at Suite 100 - 6400 Roberts Street, Burnaby, BC V5G 4C9. Please note the following when making out your cheques:

1. Your cheques should be dated for the **FIRST** of each month.
2. Cheques are to be made payable to "**Strata Plan VR 1934**".
3. Your **Suite Number** is to be noted on your cheques, if not already imprinted.

CONTACT INFORMATION

All residents and Owners are reminded to ensure current contact information is provided to Bayside in order to enable a timely response in the event of an emergency.

ELECTION OF 2010/2011 STRATA COUNCIL

The Property Manager informed the Owners that, pursuant to the requirements of the Strata Property Act, the present Strata Council members must resign and a new Council must be elected for the upcoming fiscal year. Nominations were received and the following Owners were unanimously elected to Council.

Dr. Anthony Boulton	#1002
Roy Thomas	#203
Keenan Charles	#1001
Louise Neal	#303
David Saab	#202
Ali Tehrani	#102
Marian Dellow	#801

GENERAL DISCUSSION

Owners were encouraged to put forward suggestions for upcoming maintenance work, with the following issues being suggested for consideration:

- tree trimming
- installation of a fence at the unfenced perimeter of the property
- annual carpet cleaning

There being no further business to discuss, the meeting was terminated at 9:05 p. m. on a motion by the President.

A brief Council meeting was held afterward to elect the 2010/2011 officers as follows:

President	Ali Tehrani
Vice President	Tony Boulton
Treasurer	Keenan Charles
Secretary	Louise Neal

The next Council meeting for Strata Plan VR 1934, "Westview Place" is scheduled to be held Wednesday, October 13, 2010 in suite 1002, 1166 West 11th Ave. Vancouver.



Adrian Lipsey
Associate Broker

alipsey@baysideproperty.com

BAYSIDE PROPERTY SERVICES LTD

#100 - 6400 Roberts Street, Burnaby, BC V5G 4C9

Tel: 432-7774 (24 hours – after office hours, emergencies only please) Fax: 604-430-2698
ALL/

EMERGENCY CALLS TO BAYSIDE

For after hours, holiday, or weekend emergencies, **DO NOT** call the property manager's direct line or send an e-mail. **You need to call 604-432-7774** if you are calling regarding anything that cannot wait until the next business day.

Weekend / Holiday / Evening Service Call Instructions

Should you encounter a situation requiring emergency attention, please contact Bayside's office at 432-7774 and advise the operator of the situation giving as many details as possible. Ensure that you state it is an emergency and leave your name and telephone. Your call will be returned promptly by the on-call property manager so please keep your telephone line free in order that the emergency may be addressed. Your cooperation in this regard is appreciated.

**** Recent recommendations to the Real Estate Regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes provided to you, at no cost, as replacement minutes will be subject to payment of a fee.**

**2010-2011 Approved Operating Budget
STRATA CORPORATION VR 1934**

RECEIPTS		APPROVED BUDGET 2010/11
101	Owners' Contributions	113,307.00
102	Parking Income	
103	Interest Income	100.00
105	Sundry Income	
107	Move In/Out Fees	
109	Late Payment Fines	
110	Tsf From Operating Surplus	5,000.00
TOTAL RECEIPTS		118,407.00
DISBURSEMENTS		
300	Gas	325.00
310	Electricity	9,000.00
320	Management Fees	13,440.00
322	Statutory Review of Books	224.00
330	Insurance	16,000.00
340	Janitorial Maintenance	6,500.00
380	Appraisal	850.00
395	Sundry	1,000.00
405	Water & Sewer	6,500.00
415	Garbage Collection	7,000.00
425	Equipment/Supplies	900.00
435	Repairs/Maintenance	17,000.00
440	Snow Removal	500.00
445	Landscaping	7,000.00
465	Enterphone	468.00
475	Elevator	7,000.00
501	Building Envelope Mtnce	12,000.00
600	Security Camera Lease	2,700.00
710	Contingency Reserve	10,000.00
TOTAL DISBURSEMENTS		118,407.00

STRATA CORPORATION VR 1934
2010/11 APPROVED STRATA FEE SCHEDULE
September 1, 2010 - August 1, 2011 Inclusive

Suite	Unit Entitlement	Operating	CRF	Monthly Assessment
101	631	214.30	20.74	235.04
102	656	222.78	21.57	244.35
201	541	183.73	17.79	201.52
202	594	201.73	19.53	221.26
203	594	201.73	19.53	221.26
204	541	183.73	17.79	201.52
301	541	183.73	17.79	201.52
302	765	259.80	25.15	284.95
303	765	259.80	25.15	284.95
304	541	183.73	17.79	201.52
401	541	183.73	17.79	201.52
402	765	259.80	25.15	284.95
403	765	259.80	25.15	284.95
404	541	183.73	17.79	201.52
501	541	183.73	17.79	201.52
502	765	259.80	25.15	284.95
503	765	259.80	25.15	284.95
504	541	183.73	17.79	201.52
601	541	183.73	17.79	201.52
602	765	259.80	25.15	284.95
603	765	259.80	25.15	284.95
604	541	183.73	17.79	201.52
701	541	183.73	17.79	201.52
702	765	259.80	25.15	284.95
703	765	259.80	25.15	284.95
704	541	183.73	17.79	201.52
801	541	183.73	17.79	201.52
802	765	259.80	25.15	284.95
803	765	259.80	25.15	284.95
804	541	183.73	17.79	201.52
901	541	183.73	17.79	201.52
902	765	259.80	25.15	284.95
903	765	259.80	25.15	284.95
904	541	183.73	17.79	201.52
1001	1175	399.05	38.63	437.68
1002	1158	393.27	38.07	431.34
1003	1175	399.05	38.63	437.68
Totals	25349	8,608.79	833.44	9,442.23