
**MINUTES OF COUNCIL MEETING
STRATA PLAN VR-788**

HELD: On Monday, May 11, 2015 at 7:00 p.m. in unit #110 at Britannia Place, 251 West 4th Street, North Vancouver, B.C.

PRESENT:

Sabine Iseli	(President)	#113
Jean Sammel	(Vice-President)	#212
Lynn Sharpe	(Treasurer)	#203
Darryl Jackson		#314
Tiffany Edwardsen		#114
Ewa Wiercinska		#204

ABSENT: Samira Ismail #110

AGENTS: Steve Dorman, Northwest Strata Management Ltd.

The meeting was called to order at 7:05 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the January 26, 2015 strata council meeting as circulated. (Iseli/Sammel)

ELECTION OF OFFICERS

A discussion took place concerning the election of strata council officers for the current fiscal year. Following some discussion, the owners noted below were elected to strata council officer positions for the 2015/16 fiscal year:

Sabine Iseli	President
Jean Sammel	Vice-President
Lynne Sharpe	Finance

BUSINESS ARISING

1. **Landscaping:** Sabine Iseli advised council that a site walk about with Paraspace Landscaping will be arranged in the near future. Council also discussed the anticipated removal of the Photinia hedge along the south side of the building, due to disease and age. It was noted that the hedge would be replaced with another type of suitable plant. It was further noted that council will contact those unit owners who will likely be affected by the change.
2. **Fire Safety System:** A discussion took place concerning the fire safety system. In particular, it was noted that although Fairlane Fire Prevention Ltd. completed the most recent annual fire safety system test for the building, in future, Mircom Ltd.

- Total Cash Balance \$228,756.18 (Including CRF Account Balance)
- CRF Balance \$142,917.17 (Contingency Reserve Fund)

Any owner wishing to receive a copy of the strata corporation financial statements is requested to contact the management agent during regular business hours.

1. Arrears: Council reviewed the status of current strata arrears. It was noted that the agent will follow up as necessary concerning the legal status of the current owners account arrears.

NEW BUSINESS

1. Garage Door Opener: Council expressed satisfaction with the new garage door operator mechanism, recently installed by Overhead Door Ltd, at a cost of approximately \$2,300.
2. Community Days: It was briefly noted that this year's Britannia Place "community days" will be held on Saturday & Sunday, June 13 and 14, 2015. Further information will be posted in the building in the near future.

There being no further business, the meeting was adjourned at 9:05 p.m. The next strata council meeting will be held on Monday, July 13, 2015 at 7:00 p.m. in unit #113.


Steve Dorman

Northwest Strata Management Ltd.
205 -1515 Pemberton Avenue
North Vancouver, BC
V7P 2S3

Telephone: 604 980 4729

**MINUTES OF AN ANNUAL GENERAL MEETING
STRATA PLAN VR-788, BRITANNIA PLACE,
HELD ON MONDAY, MARCH 16, 2015 AT 7:00 P.M.
IN THE ANCHOR ROOM AT THE JOHN BRAITHWAITE COMMUNITY CENTRE
145 WEST 1ST STREET, NORTH VANCOUVER, B.C.**

PRESENT: 16 Owners in person or by proxy as per the registration sheet.

AGENT: Steve Dorman, Northwest Strata Management Ltd.

There being a quorum present, the meeting was called to order at 7:10 p.m. Introductions were made and the meeting commenced.

PROOF OF NOTICE

It was moved, seconded and carried to accept the notice dated February 23, 2015 as proper notice of meeting.

MINUTES

It was moved, seconded and carried to adopt the minutes of the March 20, 2014 Annual General Meeting as circulated. There was no business arising.

INSURANCE REPORT

The agent gave the owners a brief report concerning the status of the strata corporation's current insurance policy and related coverage details. (A copy of the insurance policy summary sheet was included with the notice of the meeting).

All owners are reminded that individual owners (and tenants as applicable) are responsible for carrying adequate homeowner's (or tenant's) insurance coverage for personal belongings and unit contents, insuite improvements and upgrades, alternate accommodations allowance and automobiles etc. as coverage for these is not included in the strata corporation's insurance policy.

2015/16 BUDGET (YEAR END MARCH 31)

The 2015/16 proposed operating budget was presented to the owners for a detailed review and analysis. Various comments and questions concerning the proposed operating budget were addressed. Following some discussion, it was moved, seconded and carried to adopt the 2015/16 proposed operating budget as presented in the total amount of \$206,388.

NEW BUSINESS

The owners engaged in a brief discussion concerning general strata related matters.

There being no further business, the meeting was adjourned at 8:45 pm. The next strata council meeting will be held on Monday, May 11, 2015 at 7:00 p.m. in unit #212.



Steve Dorman

Northwest Strata Management Ltd.
205 -1515 Pemberton Avenue
North Vancouver, BC
V7P 2S3

Telephone: 604 980 4729

Retain Strata Meeting Minutes

As a matter of general information, please be advised that you should always retain at least the most recent 24 months of strata council meeting minutes. In other words, do not dispose of your copy of minutes of strata council or general meetings unless they are at least two years old. While copies of the meeting minutes are retained on file at the management company, it is important that you, as an owner, retain your copies for future reference and/or in the event that you decide to sell your unit. Prospective purchasers commonly request copies of meeting minutes from the strata lot owner, and although the management company can provide these on your behalf, there is a charge to the strata lot owner for doing so.

2015/16 DRAFT BUDGET WORKING PAPER, STRATA PLAN VR 788

MARCH 31 YEAR END

CATEGORY		2014/15	2014/15	2015/16
CODE	NAME	APPROVED	PROBABLE	APPROVED

REVENUE

4000	MAINTENANCE FEES	189,586	189,586	196,638
4100	PARKING	1,000	1,000	1,000
4200	FINES	100	100	100
4300	INTEREST	650	350	350
4400	LAUNDRY INCOME	8,000	8,000	8,000
4500	MOVE FEES	300	900	300
TOTAL REVENUE		199,636	199,936	206,388

EXPENDITURES

ADMINISTRATIVE				
5000	MANAGEMENT FEE	10,836	10,836	11,088
5100	INSURANCE*	22,500	20,000	23,000
5400	MISCELLANEOUS	1,900	2,800	2,500
		35,236	33,636	36,588

BUILDING AND GROUNDS

6000	GAS	9,400	9,000	9,400
6100	ELECTRICITY	9,000	9,500	9,500
6200	WATER & SEWER*	15,500	16,800	17,000
6300	GARBAGE & RECYCLING	11,400	12,600	13,000
6400	ELEVATOR	4,000	3,200	4,000
6500	ENTERPHONE	1,000	800	1,000
6700	JANITORIAL	8,500	8,600	8,500
6800	PEST CONTROL	700	650	700
6900	LANDSCAPING	13,800	13,500	13,800
7100	SUPPLIES	400	350	400
7200	REPAIRS & MAINTENANCE	29,000	23,000	26,000
7270	LAUNDRY EQUIPMENT	1,000	1,700	1,500
7400	FIRE SAFETY SYSTEM	2,700	5,600	4,000
		106,400	105,300	108,800

SUB-TOTAL

		141,636	138,936	145,388
9000	CONTINGENCY RESERVE FUND	8,000	8,000	8,000
9100	CRF (SPECIAL PROJECTS)	50,000	50,000	53,000
TOTAL EXPENDITURES		199,636	196,936	206,388

SURPLUS (DEFICIT)

		-	3,000	-
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GST included in all categories except as denoted * which is exempt. **FINAL**

Any owner who would like further information or specific details is invited to call the management company prior to the Annual General Meeting.



NORTHWEST STRATA MANAGEMENT LTD.

DATE: FEBRUARY 23, 2015

MEMO TO: ALL OWNERS
STRATA PLAN VR-788
BRITANNIA PLACE

MEMO FROM: STEVE DORMAN
NORTHWEST STRATA MANAGEMENT LTD.

RE: ANNUAL GENERAL MEETING NOTICE

Dear Owner:

Please find attached the Annual General Meeting notice for Britannia Place. If you will be unable to attend the meeting, please complete the proxy form included with the notice of meeting and forward it to a council member, or another owner who will be attending the meeting in order that your strata lot vote may be represented. Completed proxy forms may also be faxed to our office at 604 980 6172.

Your attention to this matter is appreciated. Thank you.

15 owners represented

PLEASE BRING THIS NOTICE TO THE MEETING

DATE: FEBRUARY 23, 2015
MEMO TO: THE OWNERS, STRATA PLAN VR-788
FROM: NORTHWEST STRATA MANAGEMENT LTD.
#205-1515 Pemberton Avenue, North Vancouver, B.C., V7P 2S3
Phone (604) 980 4729 Fax (604) 980 6172

PLEASE TAKE NOTICE that an Annual General Meeting of Strata Plan VR-788 will be held:

Date & Time: Monday, March 16, 2015 at 7:00 p.m.

Location: The John Braithwaite Community Centre – Anchor Room
145 West 1st Street, North Vancouver, B.C.

In order to vote an owner must be paid up in all arrears of maintenance, fines or other charges owing to the strata corporation. If you are uncertain of your account status please call 604 980 4729 between 9:00 a.m. and 4:30 p.m. Owners may be represented by proxies - a blank proxy is provided below for your convenience.

AGENDA

6:45 p.m. ✓ Registration

7:00 p.m. ✓ Call to order
✓ Quorum Report; Proof of Notice of Meeting
✓ Minutes of Last Annual General Meeting
✓ Insurance Report
✓ Budget Approval (See Attached)
✓ 3/4 Vote Resolution (See Attached)
✓ Election of Strata Council 7 owners
New Business

Sabine
John
Lynn
Suzanne
Tiffany
Eric
Darryl

PROXY AUTHORIZATION

The undersigned owner of Strata Plan VR-788 hereby appoints _____ or failing him/her _____ as the proxy of the undersigned to attend and vote at the Meeting to be held on Monday, March 16, 2015 and at any adjournment thereof, in the same manner, to the same extent and with the same powers as if the undersigned were present at the said meeting or any adjournment thereof. Discretionary authority is conferred on the proxy with respect to such proposals or matters which may properly come before the meeting and at any adjournment thereof.

THE UNDERSIGNED acknowledges receipt of the information circular for the meeting and hereby revokes any proxy previously given.

_____ Unit # _____
Date _____ Signature _____



HUB International Coastal Insurance Brokers

400 - 4350 Still Creek Drive, Burnaby, BC V5C 0G5 T: 604-269-1000 F: 604-269-1001
 TF: 1-800-665-3310 www.hubcoastal.ca E: coastalinfo@hubinternational.com

Policy No. CVR788

DECLARATIONS

Name of Insured:	The Owners of Strata Plan VR 788 Britannia Place
Location Address:	251 West 4th Street, North Vancouver, BC V7M 1H8
Additional Named Insured:	Northwest Strata Management Ltd., 205 - 1515 Pemberton Avenue, North Vancouver, BC V7P 2S3
Policy Period:	03/31/14 to 03/31/15 (mm/dd/yy) 12:01 a.m. Standard Time
Loss Payable to:	The Insured or Order in Accordance with the Strata Property Act of British Columbia.
Insurers:	As Per List of Participating Insurers Attached.

Insurance is provided subject to the Declarations, Terms, Conditions, Limitations and Endorsements of this policy and only for those coverages for which specific limits or amounts of insurance are shown on this Declaration Page.

INSURING AGREEMENTS

	Deductibles (\$)	Limits (\$)
PROPERTY COVERAGES - STR.(06/08)		
All Property, All Risks, Guaranteed Replacement Cost, Bylaws	1,000	6,342,200
Water Damage	5,000	Included
Backup of Sewers, Sumps, Septic Tanks or Drains	5,000	Included
Earthquake Damage	10%	Included
Flood Damage	10,000	Included
Key & Lock	250	10,000
BLANKET EXTERIOR GLASS INSURANCE - Form 820000 (02/06)		
Residential	100	Blanket
Commercial	250	
COMMERCIAL GENERAL LIABILITY - Form 000102-10 (06/12)		
Each Occurrence Limit	500	10,000,000
Coverage A - Bodily Injury & Property Damage Liability - Per Occurrence	500	10,000,000
Products & Completed Operations - Aggregate		10,000,000
Coverage B - Personal Injury Liability - Per Occurrence	500	10,000,000
Non-Owned Automobile - SPF #6 - Form 335002-02 - Per Occurrence		10,000,000
STRATA DIRECTORS & OFFICERS LIABILITY - Form NP-397749 (03/12)	Nil	2,000,000
POLLUTION & REMEDIATION LEGAL LIABILITY - Form XLICL-PARL6CP-CN 1111 (01/14)		
Limit of Liability - Each Loss, Remediation Expense or Legal Defense Expense	10,000 Retention	1,000,000
VOLUNTEER ACCIDENT INSURANCE PLAN - Policy # SG50073001 (12/31) - Plan I		
Principal Sum - \$100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks)	7 Day Waiting Period	100,000
Accident Expenses - various up to \$10,000 (see policy wording) Dental Expense - \$2,500		
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION - Form 500000 (01/00)		
Coverage I Employee Dishonesty - Form A - Aggregate	Nil	25,000
Coverages II, III, IV and V - Broad Form Money & Securities - Aggregate Limit each coverage	Nil	10,000
EQUIPMENT BREAKDOWN		
I Standard Comprehensive Plus, Replacement Cost - Form C780016 (01/11)	1,000	6,342,200
II Consequential Damage, 90% Co-Insurance - Form C780032 (01/11)	1,000	25,000
III Extra Expense - Form C780033 (01/11)	24 Hour Waiting Period	100,000
IV Ordinary Payroll - 90 Days - Form C780034 (01/11)	24 Hour Waiting Period	100,000
PRIVACY BREACH SERVICES - Form PBE.25000 (12/13)	Nil	25,000

****ALL COVERAGES SUBJECT TO POLICY DEFINITIONS****

This Policy contains a clause(s), which may limit the amount payable. This policy shall not be valid or binding unless countersigned by a duly Authorized Representative of the Insurer. For the purposes of the Insurance Companies Act (Canada), this document was issued in accordance in the course of Allianz Global Risks US Insurance Company business in Canada.

Vice President

HUB International Coastal Insurance Brokers

Strata Plan VR-788					
2015/16 Proposed Maintenance Fee Schedule				Year End: March 31	
Unit	Strata Lot	Unit Entitlement	Operating Fund Contribution	CRF Fund Contribution	Total Strata Fees Per Month
101	4	71	\$285.80	\$128.53	\$414.33
102	5	73	\$293.85	\$132.15	\$426.00
103	6	61	\$245.55	\$110.43	\$355.97
104	7	58	\$233.47	\$105.00	\$338.47
105	8	58	\$233.47	\$105.00	\$338.47
106	9	58	\$233.47	\$105.00	\$338.47
107	10	58	\$233.47	\$105.00	\$338.47
108	11	58	\$233.47	\$105.00	\$338.47
109	12	58	\$233.47	\$105.00	\$338.47
110	13	58	\$233.47	\$105.00	\$338.47
111	14	61	\$245.55	\$110.43	\$355.97
112	1	72	\$289.82	\$130.34	\$420.17
113	2	58	\$233.47	\$105.00	\$338.47
114	3	71	\$285.80	\$128.53	\$414.33
201	19	71	\$285.80	\$128.53	\$414.33
202	20	73	\$293.85	\$132.15	\$426.00
203	21	61	\$245.55	\$110.43	\$355.97
204	22	58	\$233.47	\$105.00	\$338.47
205	23	58	\$233.47	\$105.00	\$338.47
206	24	58	\$233.47	\$105.00	\$338.47
207	25	58	\$233.47	\$105.00	\$338.47
208	26	58	\$233.47	\$105.00	\$338.47
209	27	58	\$233.47	\$105.00	\$338.47
210	28	58	\$233.47	\$105.00	\$338.47
211	29	61	\$245.55	\$110.43	\$355.97
* 212	15	72	\$289.82	\$130.34	\$420.17 *
213	16	58	\$233.47	\$105.00	\$338.47
214	17	71	\$285.80	\$128.53	\$414.33
215	18	56	\$225.42	\$101.38	\$326.80
301	34	75	\$301.90	\$135.77	\$437.67
302	35	86	\$346.18	\$155.69	\$501.87
303	36	67	\$269.70	\$121.29	\$390.99
304	37	59	\$237.50	\$106.81	\$344.30
305	38	60	\$241.52	\$108.62	\$350.14
306	39	65	\$261.65	\$117.67	\$379.32
307	40	65	\$261.65	\$117.67	\$379.32
308	41	60	\$241.52	\$108.62	\$350.14
309	42	60	\$241.52	\$108.62	\$350.14
310	43	64	\$257.62	\$115.86	\$373.48
311	44	67	\$269.70	\$121.29	\$390.99
312	30	85	\$342.15	\$153.88	\$496.03
313	31	65	\$261.65	\$117.67	\$379.32
314	32	75	\$301.90	\$135.77	\$437.67
315	33	53	\$213.34	\$95.95	\$309.29
Total U/E		2808	11,303.17	\$5,083.33	16,386.50
			x12	x12	x12
Total Annual Strata Fees			\$135,638.00	\$61,000.00	\$196,638.00
2015/16 Budget					

STRATA PLAN VR 788

BUDGET COMPARATIVE FOR THE TEN MONTHS ENDING JANUARY 31, 2015

FOR THE MONTH OF JAN. 2015		FOR THE TEN MONTHS ENDING JAN. 31, 2015			
<u>Current Month</u>	<u>Current Month</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>Budget</u>	
<u>Actual</u>	<u>Budget</u>			<u>Remaining</u>	
REVENUE					
\$15,798.85	\$15,798.83	4000 Strata fees	\$157,988.50	\$189,586.00	\$31,597.50
\$80.00	\$83.33	4100 Parking	\$898.00	\$1,000.00	\$102.00
\$0.00	\$8.33	4200 Fines	\$100.00	\$100.00	\$0.00
\$45.10	\$54.17	4300 Interest	\$335.60	\$650.00	\$314.40
\$721.00	\$666.67	4400 Laundry income	\$6,793.30	\$8,000.00	\$1,206.70
\$0.00	\$25.00	4500 Move fees	\$900.00	\$300.00	(\$600.00)
<u>\$16,644.95</u>	<u>\$16,636.33</u>	TOTAL REVENUE	<u>\$167,015.40</u>	<u>\$199,636.00</u>	<u>\$32,620.60</u>
EXPENSES					
ADMINISTRATIVE					
\$887.25	\$903.00	5000 Management fees	\$8,872.50	\$10,836.00	\$1,963.50
\$1,658.00	\$1,875.00	5100 Insurance	\$16,580.00	\$22,500.00	\$5,920.00
\$147.04	\$158.33	5400 Miscellaneous	\$2,451.48	\$1,900.00	(\$551.48)
<u>\$2,692.29</u>	<u>\$2,936.33</u>	TOTAL ADMINISTRATIVE	<u>\$27,903.98</u>	<u>\$35,236.00</u>	<u>\$7,332.02</u>
BUILDING & GROUNDS					
\$678.63	\$783.33	6000 Gas	\$6,368.75	\$9,400.00	\$3,031.25
\$0.00	\$750.00	6100 Electricity	\$7,052.97	\$9,000.00	\$1,947.03
\$0.00	\$1,291.67	6200 Water & Sewer	\$12,665.43	\$15,500.00	\$2,834.57
\$684.30	\$950.00	6300 Garbage/Recycling	\$10,138.11	\$11,400.00	\$1,261.89
\$227.85	\$333.33	6400 Elevator	\$2,476.80	\$4,000.00	\$1,523.20
\$0.00	\$83.33	6500 Enterphone	\$564.48	\$1,000.00	\$435.52
\$716.08	\$708.33	6700 Janitorial	\$7,137.71	\$8,500.00	\$1,362.29
\$54.86	\$58.33	6800 Pest Control	\$542.27	\$700.00	\$157.73
\$903.00	\$1,150.00	6900 Landscaping	\$10,593.45	\$13,800.00	\$3,206.55
\$0.00	\$33.33	7100 Supplies	\$117.66	\$400.00	\$282.34
\$246.86	\$2,416.67	7200 Repairs & Maintenance	\$14,044.45	\$29,000.00	\$14,955.55
\$0.00	\$83.33	7270 Laundry Equipment	\$1,343.06	\$1,000.00	(\$343.06)
\$1,863.86	\$225.00	7400 Fire Safety System	\$5,444.39	\$2,700.00	(\$2,744.39)
<u>\$5,375.44</u>	<u>\$8,866.67</u>	TOTAL BUILDING & GROUNDS	<u>\$78,489.53</u>	<u>\$106,400.00</u>	<u>\$27,910.47</u>
<u>\$8,067.73</u>	<u>\$11,803.00</u>	TOTAL EXPENSES	<u>\$106,393.51</u>	<u>\$141,636.00</u>	<u>\$35,242.49</u>
\$8,577.22	\$4,833.33	SURPLUS BEFORE TRANSFERS TO RESERVES	\$60,621.89	\$58,000.00	(\$2,621.89)
(\$666.67)	(\$666.67)	9000 Trans. To CRF	(\$6,666.70)	(\$8,000.00)	(\$1,333.30)
(\$4,166.67)	(\$4,166.67)	9100 CRF (Sp. Projects)	(\$41,666.70)	(\$50,000.00)	(\$8,333.30)
<u>\$3,743.88</u>	<u>\$0.00</u>	NET SURPLUS/(DEFICIT)	<u>\$12,288.49</u>	<u>\$0.00</u>	<u>(\$12,288.49)</u>

3/4 VOTE RESOLUTION #1 – MAR15

In accordance with section 96 of the Strata Property Act of British Columbia;

Be it hereby resolved that The Owners, Strata Plan VR-788 authorize the expenditure of an amount not to exceed \$16,500 for the purpose of engaging Halsall Engineering Ltd to prepare roof replacement project specifications and provide related project consulting services, such expenditure to be charged against the Contingency Reserve Fund.

**MINUTES OF COUNCIL MEETING
STRATA PLAN VR-788**

HELD: On Monday, January 26, 2015 at 7:00 p.m. in unit #110 at Britannia Place, 251 West 4th Street, North Vancouver, B.C.

PRESENT: Sabine Iseli (President) #113
Jean Sammel (Vice-President) #212
Lynn Sharpe (Treasurer) #203
Samira Ismail #110

ABSENT: Colin MacLeod #201

AGENTS: Steve Dorman, Northwest Strata Management Ltd.

The meeting was called to order at 7:05 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the November 24, 2014 strata council meeting as circulated. (Iseli/Sammel)

BUSINESS ARISING

1. **Landscaping:** Sabine Iseli advised council that Paraspace Landscaping Ltd. recently completed seasonal pruning work as necessary.
2. **Fire Safety System:** A discussion took place concerning the fire safety system. In particular, it was noted that Fairlane Fire Prevention Ltd. recently completed the annual fire safety system test for the building. It was further noted that the fire safety system test report is expected to be received shortly. Council reviewed proposals for annual testing of the fire safety system, as received from Fairlane Fire Prevention Ltd., Bartec Fire Safety Ltd. and Mircom. Sabine Iseli volunteered to follow up with Bartec and Mircom concerning clarification of details related to their proposals.
3. **Fire Safety Plan:** Sabine Iseli advised council that the updated fire safety plan for Britannia Place has recently been received from Fairlane Fire Prevention Ltd. It was noted that the updated fire safety plan will be placed in a locking cabinet in the front entrance lobby in the near future. It was also noted that further to a recent inspection by the fire marshal, a number of minor fire system deficiencies have been attended to as necessary. Jean Sammel and Sabine Iseli volunteered to meet with a representative from Fairlane Fire Prevention Ltd. in the near future concerning monthly fire safety system test procedures.
4. **General Repairs and Maintenance:** A discussion took place concerning general repairs and maintenance. Jean Sammel volunteered to follow up with Proactive

Building Maintenance concerning trellis work to be done on the exterior of the building. It was also noted that Stevens Plumbing Ltd. recently completed cleaning of the common drains at the building.

5. **Roof:** A discussion took place concerning the roof. It was noted that arrangements will be made as necessary for localized remedial roof repair work in the vicinity of the west 3rd floor skylight in the near future. It was also noted that Jean Sammel is currently in the process of following up with Halsall Engineering Ltd. concerning obtaining a proposal for roof replacement project consulting services.
6. **Common Lighting:** It was noted that energy efficient lighting upgrade work was recently completed in various common areas including the common parking garage.
7. **Hydro Meter Closets:** Sabine Iseli advised council that Steve Nicholson recently installed new doors on the hydro meter closets in the building.
8. **Rental Wait List:** A brief discussion took place concerning the Britannia Place rental wait list. In particular, it was noted that there are currently 6 owners on the rental wait list.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata related matters.

1. Council reviewed correspondence received from an owner regarding concerns pertaining to operating sounds emanating from the garage door mechanism. Following some discussion Jean Sammel volunteered to follow up with the owner regarding further investigation of the matter
2. Council reviewed correspondence received from an owner regarding a complaint pertaining to an incident involving an aggressive dog in the building. The owners comments were duly noted.
3. Council reviewed correspondence received from an owner, concerning a noise complaint involving the occupants of a neighbouring unit. Following some discussion the agent was requested to forward correspondence concerning the matter to the respective parties involved.
4. Council reviewed correspondence received from an owner, concerning an ongoing noise complaint involving a neighbouring resident. Following some discussion the agent was requested to forward correspondence regarding the matter to the respective parties involved.
5. Council reviewed correspondence received from an owner concerning a noise complaint involving excessively loud "late night sounds" of an "intimate and adult" nature emanating from a neighbouring unit. Following some discussion the agent was requested to follow up in writing with the respective parties involved.

FINANCIAL REPORT

Council reviewed the December 31, 2014 financial statements as prepared by the management company. It was noted that current balances for the 9th month of the strata corporation current fiscal year, as at December 31, 2014, are as follows:

- Total Cash Balance \$229,730.99 (Including CRF Account Balance)
- CRF Balance \$140,548.51 (Contingency Reserve Fund)

Any owner wishing to receive a copy of the strata corporation financial statements is requested to contact the management agent during regular business hours.

1. **Arrears:** Council reviewed the status of current strata arrears. It was noted that the agent will follow up as necessary concerning the legal status of the current owners account arrears.

NEW BUSINESS

1. **Annual General Meeting:** A discussion took place concerning scheduling of the Annual General Meeting. It was noted that the upcoming Annual General Meeting for Britannia Place will be held on Monday, March 16, 2015, at the John Braithwaite Community Centre, 145 West 1st Street, North Vancouver. The agent confirmed that formal written notice of the meeting will be forwarded in advance to all owners.
2. **Draft Operating Budget:** Council reviewed the preliminary draft proposed operating budget for the upcoming fiscal year as prepared by the management agent. Following some discussion it was noted that the council will meet in the near future for the purpose of further reviewing the proposed draft operating budget. The agent verified that a copy of the proposed operating budget will be forwarded to all owners with the notice of the Annual General Meeting.
3. **Organics Recycling Program:** A discussion took place concerning food scraps recycling. In particular, it was noted that the mandatory organics recycling program has now been implemented by most municipalities in the Greater Vancouver Regional District. It was further noted that a "phase in" grace period will be granted in order for strata corporations to implement the new program before non-compliance penalties are levied. Following some discussion it was noted that additional information will be distributed to all residents once the initial program implementation details have been confirmed with the recycling services contractor.
4. **Insurance Review:** A discussion took place concerning insurance.

All owners are requested to note that the resultant water damage deductible for the strata is \$5,000. Accordingly, it is important that owners review their own existing homeowner's insurance policy to make sure that they have adequate coverage with respect to applicable strata insurance deductible amounts. A copy of the strata corporation's current insurance

coverage summary is attached to these minutes. Also attached is information concerning the importance of unit owner's personal insurance and related issues to consider with respect to personal homeowner's insurance policy coverage.

5. **Janitorial:** A discussion took place concerning janitorial services for the building. In particular, it was note that council is currently in the process of renegotiating the existing janitorial services contract for Britannia Place.
6. **Dryer Duct Cleaning:** Following some discussion it was noted that, in accordance with fire safety regulations, arrangements will be made to have common dryer vent duct cleaning carried out in the near future.
7. **Bylaws Enforcement:** A discussion took place concerning bylaws enforcement.

All residents are reminded that, in accordance with strata bylaws and fire safety regulations, storage of miscellaneous items and personal belongings in parking stalls in the common parking garage area is not permitted. The attention and cooperation of all residents in this regard is appreciated.

There being no further business, the meeting was adjourned at 9:05 p.m. The next strata council meeting will be scheduled after the Annual General Meeting.

Steve Dorman

Northwest Strata Management Ltd.
205 -1515 Pemberton Avenue
North Vancouver, BC
V7P 2S3

Telephone: 604 980 4729



NORTHWEST STRATA MANAGEMENT LTD.

DATE: JANUARY 30, 2015

MEMO TO: ALL OWNERS
STRATA PLAN VR-788
BRITANNIA PLACE

MEMO FROM: STEVE DORMAN
NORTHWEST STRATA MANAGEMENT LTD.

RE: STRATA INSURANCE POLICY DEDUCTIBLES

Please find attached a copy of the current summary of insurance coverages for Strata Plan VR-788. Also attached is some useful information concerning the importance of unit owner's personal insurance.

It is particularly important for all owners to review their own personal insurance, in conjunction with coverages and deductibles applicable under the strata corporation's insurance, in order to ensure that they are adequately insured.

For example, should a resultant water damage claim occur which is caused by an owner, their guest/s, tenant/s or invitee/s, as a result of a negligent or deliberate action (i.e. plumbing appliance overflows, faulty insuite owner/tenant repairs/modifications etc.) the strata corporation may charge the insurance deductible amount (currently \$5,000) back to the strata lot owner. Some individual owner policies have deductible coverage provided, others do not. For your own peace of mind, you may wish to contact your insurance broker to assess your own individual needs and act accordingly.

It is important to ensure that you have adequate insurance coverage for your own personal belongings, insuite betterments and improvements, and third party liability for your strata lot.

We are including a copy of the coverages and corresponding deductibles in order for you to confirm with your own insurance broker that you have sufficient coverage.

The attention of all owners to this important matter is appreciated. Thank you.

* * *



HUB International Coastal Insurance Brokers

400 - 4350 Still Creek Drive, Burnaby, BC V5C 0G5 T: 604-269-1000 F: 604-269-1001
 TF: 1-800-665-3310 www.hubcoastal.ca E: coastalinfo@hubinternational.com

Policy No. CVR788

DECLARATIONS

Name of Insured:	The Owners of Strata Plan VR 788 Britannia Place
Location Address:	251 West 4th Street, North Vancouver, BC V7M 1H8
Additional Named Insured:	Northwest Strata Management Ltd., 205 - 1515 Pemberton Avenue, North Vancouver, BC V7P 2S3
Policy Period:	03/31/14 to 03/31/15 (mm/dd/yy) 12:01 a.m. Standard Time
Loss Payable to:	The Insured or Order in Accordance with the Strata Property Act of British Columbia.
Insurers:	As Per List of Participating Insurers Attached.

Insurance is provided subject to the Declarations, Terms, Conditions, Limitations and Endorsements of this policy and only for those coverages for which specific limits or amounts of Insurance are shown on this Declaration Page.

INSURING AGREEMENTS	Deductibles (\$)	Limits (\$)
PROPERTY COVERAGES - STR.(06/08) All Property, All Risks, Guaranteed Replacement Cost, Bylaws Water Damage Backup of Sewers, Sumps, Septic Tanks or Drains Earthquake Damage Flood Damage Key & Lock	1,000 5,000 5,000 10% 10,000 250	6,342,200 Included Included Included Included 10,000
BLANKET EXTERIOR GLASS INSURANCE - Form 820000 (02/06)	Residential Commercial 100 250	Blanket
COMMERCIAL GENERAL LIABILITY - Form 000102-10 (06/12) Each Occurrence Limit Coverage A - Bodily Injury & Property Damage Liability - Per Occurrence Products & Completed Operations - Aggregate Coverage B - Personal Injury Liability - Per Occurrence Non-Owned Automobile - SPF #6 - Form 335002-02 - Per Occurrence	500 500 500	10,000,000 10,000,000 10,000,000 10,000,000 10,000,000
STRATA DIRECTORS & OFFICERS LIABILITY - Form NP-397749 (03/12)	Nil	2,000,000
POLLUTION & REMEDIATION LEGAL LIABILITY - Form XLICL-PARL&CP-CN 1111 (01/14) Limit of Liability - Each Loss, Remediation Expense or Legal Defense Expense	10,000 Retention	1,000,000
VOLUNTEER ACCIDENT INSURANCE PLAN - Policy # SG50073001 (12/31) - Plan I Principal Sum - \$100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks) Accident Expenses - various up to \$10,000 (see policy wording) Dental Expense - \$2,500	7 Day Waiting Period	100,000
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION - Form 500000 (01/00) Coverage I Employee Dishonesty - Form A - Aggregate Coverages II, III, IV and V - Broad Form Money & Securities - Aggregate Limit each coverage	Nil Nil	25,000 10,000
EQUIPMENT BREAKDOWN I Standard Comprehensive Plus, Replacement Cost - Form C780016 (01/11) II Consequential Damage, 90% Co-Insurance - Form C780032 (01/11) III Extra Expense - Form C780033 (01/11) IV Ordinary Payroll - 90 Days - Form C780034 (01/11)	1,000 1,000 24 Hour Waiting Period 24 Hour Waiting Period	6,342,200 25,000 100,000 100,000
PRIVACY BREACH SERVICES - Form PBE.25000 (12/13)	Nil	25,000

****ALL COVERAGES SUBJECT TO POLICY DEFINITIONS****

This Policy contains a clause(s), which may limit the amount payable. This policy shall not be valid or binding unless countersigned by a duly Authorized Representative of the Insurer. For the purposes of the Insurance Companies Act (Canada), this document was issued in accordance in the course of Allianz Global Risks US Insurance Company business in Canada.

Vice President
 HUB International Coastal Insurance Brokers

MINUTES OF COUNCIL MEETING
STRATA PLAN VR-788

HELD: On Monday, November 24, 2014 at 7:00 p.m. in unit #212 at Britannia Place, 251 West 4th Street, North Vancouver, B.C.

PRESENT:

Sabine Iseli	(President)	#113
Jean Sammel	(Vice-President)	#212
Lynn Sharpe	(Treasurer)	#203
Samira Ismail		#110

ABSENT: Colin MacLeod #201

AGENTS: Steve Dorman, Northwest Strata Management Ltd.

The meeting was called to order at 7:05 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the October 6, 2014 strata council meeting as circulated. (Iseli/Sammel)

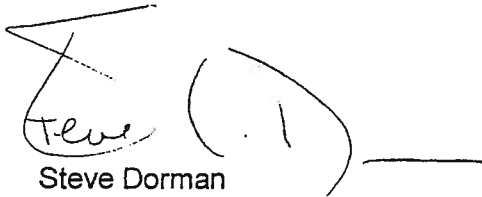
BUSINESS ARISING

1. Landscaping and Irrigation: A brief discussion took place concerning landscaping. Sabine Iseli advised council that a site meeting will be set up with the new liaison contact person from Paraspace Landscaping Ltd. in the near future.
2. Fire Safety System: It was noted that council is currently in the process of investigating alternate service contractor options for annual testing of the fire safety system for Britannia Place.
3. Fire Safety Plan: Sabine Iseli advised council that the updated fire safety plan for Britannia Place is expected to be received from Fairlane Fire Prevention Ltd. in the near future.
4. Carpet Cleaning: It was briefly noted that localized common area carpet spot cleaning was carried out as necessary last June.
5. Rental Parking: A discussion took place concerning rental parking in the common parking garage at Britannia Place. In particular, it was noted that the rate for rental parking will increase from \$18 to \$20 per month effective December 1, 2014.

6. Bylaws Enforcement: A discussion took place concerning strata bylaws enforcement and in particular, council reviewed the status of a number of individual noise related concern/complaint issues.

All residents are reminded to be considerate of their neighbours with respect to observing "quiet" hours. Residents are further reminded that multi unit woodframe buildings are not generally "soundproof" and as such it is important that all residents be mindful of the rights of others to reasonable peace and quiet.

There being no further business, the meeting was adjourned at 9:05 p.m. The next strata council meeting will be held on Monday, January 26, 2015 at 7:00 p.m. in unit #110 at Britannia Place.



Steve Dorman

Northwest Strata Management Ltd.
205 -1515 Pemberton Avenue
North Vancouver, BC
V7P 2S3

Telephone: 604 980 4729

MINUTES OF COUNCIL MEETING
STRATA PLAN VR-788

HELD: On Monday, October 6, 2014 at 7:00 p.m. in unit #110 at Britannia Place, 251 West 4th Street, North Vancouver, B.C.

PRESENT:

Sabine Iseli	(President)	#113
Jean Sammel	(Vice-President)	#212
Lynn Sharpe	(Treasurer)	#203
Samira Ismail		#110

ABSENT: Colin MacLeod #201

AGENTS: Steve Dorman, Northwest Strata Management Ltd.

The meeting was called to order at 7:05 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the July 28, 2014 strata council meeting as circulated. (Iseli/Sammel)

BUSINESS ARISING

1. Landscaping and Irrigation: Sabine Iseli advised council that some common lawn areas are affected by the European Chafer Beetle/larva resulting in other animals feeding on the larva and causing damage to the lawn areas. Ms. Iseli further advised council that ParaSpace Landscaping Ltd. will clean up and reseed the affected areas as needed. Following cleanup and reseeding, ParaSpace will apply a preventative nematode treatment next July (at an approximate total cost of \$250) in order to avoid a recurrence of the problem next fall.
2. Fire Safety Plan: A discussion took place concerning the fire safety plan for Britannia Place. It was noted that Fairlane Fire Prevention Ltd. has been engaged to prepare the updated fire safety plan for Britannia Place.

CORRESPONDENCE

1. Council reviewed correspondence received from an owner concerning a noise related complaint involving a neighbouring resident. Following some discussion, the agent was requested to follow up in writing with the respective residents.

Owners are invited to write council via the management company regarding any strata related matters.

MINUTES OF COUNCIL MEETING
STRATA PLAN VR-788

HELD: On Monday, July 28, 2014 at 7:00 p.m. in unit #110 at Britannia Place, 251 West 4th Street, North Vancouver, B.C.

PRESENT:

Sabine Iseli	(President)	#113
Jean Sammel	(Vice-President)	#212
Lynn Sharpe	(Treasurer)	#203
Samira Ismail		#110
Colin MacLeod		#201

AGENTS: Steve Dorman, Northwest Strata Management Ltd.

The meeting was called to order at 7:05 p.m.

MINUTES

It was moved, seconded and carried to amend the minutes of the May 28, 2014 strata council meeting such that item #3, (Depreciation Report) under "Business Arising" should read "held on Tuesday, *June 24, 2014*". It was then moved, seconded and carried to adopt the minutes of the May 28, 2014 strata council meeting as amended. (Iseli/Sammel)

BUSINESS ARISING

1. **Landscaping and Irrigation:** Sabine Iseli gave council an update concerning landscaping related matters. In particular, Ms. Iseli advised council that she met recently with "Christine" from ParaSpace Landscaping for a site walk about.
2. **Fire Safety System:** A discussion took place concerning the fire safety system for Britannia Place. It was noted that Fairlane Fire Prevention Ltd. recently attended to minor fire system deficiencies. It was further noted that Mircom Ltd. will be conducting testing of the new insuite fire safety devices in the near future. Ms. Iseli advised council that a proposal for annual testing of the fire safety system is expected to be received shortly from Bartec Fire Safety Ltd.
3. **Depreciation Report:** A discussion took place concerning the recently obtained Depreciation Report for Britannia Place. In particular, it was noted that an informal information meeting was held on Tuesday, June 24, 2014, at the John Braithwaite Community Centre in North Vancouver, for the purpose of presenting the owners with an overview of the new Depreciation Report.
4. **Fire Safety Plan:** Council reviewed quotes for preparation of an updated building fire safety plan, as received from Fairlane Fire Prevention Ltd. and Acme Fire Ltd., in the amounts of \$1,997 and \$2,184 respectively.

MINUTES OF COUNCIL MEETING
STRATA PLAN VR-788

HELD: On Wednesday, May 28, 2014 at 7:00 p.m. in unit #212 at Britannia Place, 251 West 4th Street, North Vancouver, B.C.

PRESENT:

Sabine Iseli	(President)	#113
Jean Sammel	(Vice-President)	#212
Lynn Sharpe	(Treasurer)	#203
Samira Ismail		#110
Colin MacLeod		#201

AGENTS: Steve Dorman, Northwest Strata Management Ltd.

The meeting was called to order at 7:05 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the February 4, 2014 strata council meeting as circulated. (Iseli/Sammel)

ELECTION OF OFFICERS

A discussion took place concerning the election of strata council officers for the current fiscal year. Following some discussion, the owners noted below were elected to strata council officer positions for the 2014/15 fiscal year:

Sabine Iseli	President
Jean Sammel	Vice-President
Lynne Sharpe	Finance

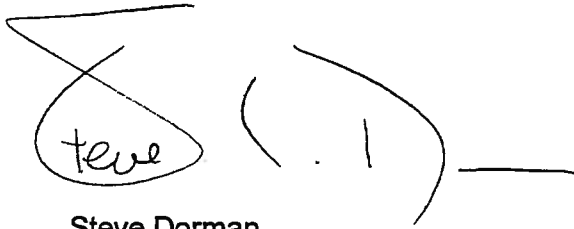
BUSINESS ARISING

1. **Landscaping and Irrigation:** Sabine Iseli gave council an update concerning landscaping related matters. It was noted that ParaSpace Landscaping will carry out replanting of the front boulevard common garden area in the near future.
2. **Fire Safety System Upgrade:** A discussion took place concerning the fire safety system upgrade project which is now substantially complete. Jean Sammel advised council that arrangements will be made to have Mircom Ltd. carry out minor adjustments to the newly installed fire safety system control panel in the front entrance lobby. It was further noted that Sabine Iseli will follow up concerning updating of the fire safety plan for Britannia Place.
3. **Depreciation Report:** A discussion took place concerning the recently obtained Depreciation Report for Britannia Place. In particular, it was noted that an informal information meeting will be held on Tuesday, June 25, 2014, at the John

24

4. Real Estate Sign: A discussion took place concerning real estate signage. Jean Sammel volunteered to follow up concerning obtaining the new sign.

There being no further business, the meeting was adjourned at 8:50 p.m. The next strata council meeting will be held on Monday, July 28, 2014 at 7:00 p.m. in unit #110 at Britannia Place.

A handwritten signature in black ink, appearing to read "Steve Dorman". The signature is written in a cursive style with a large, sweeping "S" at the beginning.

Steve Dorman

Strata Management Representative
Northwest Strata Management Ltd.
205 -1515 Pemberton Avenue
North Vancouver, BC
V7P 2S3

Telephone: 604 980 4729

All owners are reminded that individual owners (and tenants as applicable) are responsible for carrying adequate homeowner's (or tenant's) insurance coverage for personal belongings and unit contents, insuite improvements and upgrades, alternate accommodations allowance and automobiles etc. as coverage for these is not included in the strata corporation's insurance policy.

**MINUTES OF AN ANNUAL GENERAL MEETING
STRATA PLAN VR-788, BRITANNIA PLACE,
HELD ON THURSDAY, MARCH 20, 2014 AT 7:00 P.M.
IN THE HARBOURVIEW ROOM AT THE JOHN BRAITHWAITE COMMUNITY CENTRE
145 WEST 1ST STREET, NORTH VANCOUVER, B.C.**

PRESENT: 26 Owners in person or proxy as per the registration sheet.

AGENT: Steve Dorman, Northwest Strata Management Ltd.

There being a quorum present, the meeting was called to order at 7:10 p.m. Introductions were made and the meeting commenced.

PROOF OF NOTICE

It was moved, seconded and carried to accept the notice dated February 26, 2014 as proper notice of meeting.

MINUTES

It was moved, seconded and carried to adopt the minutes of the March 27, 2013 Annual General Meeting as circulated. There was no business arising.

INSURANCE REPORT

The agent gave the owners a brief report concerning the status of the strata corporation's current insurance policy and related coverage details. (A copy of the insurance policy summary sheet was included with the notice of the meeting).

All owners are reminded that individual owners (and tenants as applicable) are responsible for carrying adequate homeowner's (or tenant's) insurance coverage for personal belongings and unit contents, insuite improvements and upgrades, alternate accommodations allowance and automobiles etc. as coverage for these is not included in the strata corporation's insurance policy.

2014/15 BUDGET (YEAR END MARCH 31)

The 2014/15 proposed operating budget was presented to the owners for a detailed review and analysis. Various comments and questions concerning the proposed operating budget were addressed. Following some discussion, it was moved, seconded and carried to adopt the 2014/15 proposed operating budget as presented in the total amount of \$199,636.

Owners please note: there will be an increase in maintenance fees for the new strata fiscal year, effective April 1, 2014.

If you are on the PAC automatic payment program; you need do nothing as your payments will be adjusted to the new maintenance fee rates automatically.

¾ VOTE RESOLUTION #3 - MAR14

Be it hereby resolved to amend the existing bylaws of Strata Plan VR-788 by adding the following "Hard Surface Flooring" bylaw;

Bylaw 43 – Hard Surface Flooring

An owner of a strata lot who has, or installs, hard floor surfaces such as hardwood/laminate or tile in a strata lot must take all reasonable steps to satisfy noise complaints from neighbours, including without limitation, ensuring that no less than 60% of such hard floor surfaces, excepting only kitchens, bathrooms and entry areas, are covered with area rugs or carpet and avoiding walking on such flooring with hard shoes.

The owners engaged in a brief discussion concerning the proposed ¾ Vote Resolution following which it was moved, seconded and **carried** by more than 75% of the vote to adopt ¾ Vote Resolution #3-MAR14 as presented. (20 in favour, 6 opposed)

The owners were presented with the following ¾ Vote Resolution concerning a proposed amendment to the existing strata corporation bylaws concerning "Use of Property";

¾ VOTE RESOLUTION #4 - MAR14

Be it hereby resolved to amend the existing bylaws of Strata Plan VR-788 by adding the following "Use of Property" bylaw;

3 (12) An owner is responsible for any damage caused by occupants, tenants or visitors to the owner's strata lot.

3 (13) An owner shall indemnify and save harmless the strata corporation from the expense of any maintenance, repair or replacement rendered necessary to the common property, limited common property, common assets or to any strata lot by the owner's act, omission, negligence or carelessness or by that of an owner's visitors, occupants, guests, employees, agents, tenants or a member of the owner's family, but only to the extent that such expense is not reimbursed from the proceeds received by operation of any insurance policy. In such circumstances, and for the purposes of bylaws 3 (1), 3 (3) and 3 (12), any insurance deductible paid or payable by the strata corporation shall be considered an expense not covered by the proceeds received by the strata corporation as insurance coverage and will be charged to the owner.

The owners engaged in a brief discussion concerning the proposed ¾ Vote Resolution following which it was moved, seconded and **carried** by more than 75% of the vote to adopt ¾ Vote Resolution #4-MAR14 as presented. (Unanimous)

The owners were presented with the following ¾ Vote Resolution concerning a proposed amendment to the existing strata corporation bylaws concerning real estate signage;

¾ VOTE RESOLUTION #5 - MAR14

Be it hereby resolved to amend the existing bylaws of Strata Plan VR-788 by changing the existing "Resale of Strata Lots" bylaw to read as follows;

2014/15 APPROVED BUDGET WORKING PAPER, STRATA PLAN VR 788				
		MARCH 31 YEAR END		
CATEGORY		2013/14	2013/14	2014/15
CODE	NAME	APPROVED	PROBABLE	APPROVED
REVENUE				
4000	MAINTENANCE FEES	182,536	182,536	189,586
4100	PARKING	300	1,000	1,000
4200	FINES	100	200	100
4300	INTEREST	400	650	650
4400	LAUNDRY INCOME	8,000	8,300	8,000
4500	MOVE FEES	100	600	300
TOTAL REVENUE		191,436	193,286	199,636
EXPENDITURES				
ADMINISTRATIVE				
5000	MANAGEMENT FEE	11,357	10,647	10,836
5100	INSURANCE*	18,000	21,000	22,500
5400	MISCELLANEOUS	1,800	1,850	1,900
		31,157	33,497	35,236
BUILDING AND GROUNDS				
6000	GAS	9,400	9,000	9,400
6100	ELECTRICITY	8,500	8,800	9,000
6200	WATER & SEWER*	15,300	15,000	15,500
6300	GARBAGE & RECYCLING	11,300	10,800	11,400
6400	ELEVATOR	4,000	3,800	4,000
6500	ENTERPHONE	1,000	750	1,000
6700	JANITORIAL	9,800	8,000	8,500
6800	PEST CONTROL	700	700	700
6900	LANDSCAPING	13,800	11,500	13,800
7100	SUPPLIES	500	250	400
7200	REPAIRS & MAINTENANCE	24,079	32,000	29,000
7270	LAUNDRY EQUIPMENT	2,200	750	1,000
7400	FIRE SAFETY SYSTEM	1,700	1,700	2,700
		102,279	103,050	106,400
SUB-TOTAL		133,436	136,547	141,636
9000	CONTINGENCY RESERVE FUND	8,000	8,000	8,000
9100	CRF (SPECIAL PROJECTS)	50,000	50,000	50,000
TOTAL EXPENDITURES		191,436	194,547	199,636
SURPLUS (DEFICIT)		-	(1,261)	-
GST included in all categories except as denoted * which is exempt.				FINAL
Any owner who would like further information or specific details is invited to call the management company prior to the Annual General Meeting.				

MINUTES OF COUNCIL MEETING
STRATA PLAN VR-788

HELD: On Tuesday, February 4, 2014 at 7:00 p.m. in unit #302 at Britannia Place, 251 West 4th Street, North Vancouver, B.C.

PRESENT:

Rob Dyck	(President)	#204
Loren Curry		#302
Lynn Sharpe	(Treasurer)	#203
Jean Sammel		#212
Sabine Iseli	(Vice-President)	#113

ABSENT: Jasenka Avram #106

AGENTS: Steve Dorman, Northwest Strata Management Ltd.

The meeting was called to order at 7:05 p.m.

MINUTES

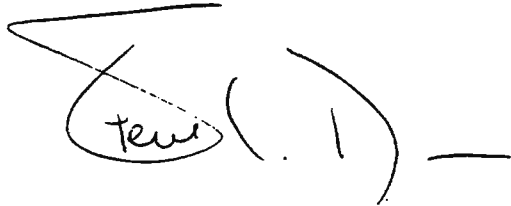
It was moved, seconded and carried to adopt the minutes of the December 2, 2013 strata council meeting as circulated. (Dyck/Sammel)

BUSINESS ARISING

1. **Landscaping and Irrigation:** Sabine Iseli gave council an update concerning landscaping related matters. It was noted that Meridian Landscaping will take over maintenance servicing of the landscaping irrigation system for the upcoming landscaping season. Council also discussed landscaping maintenance services for the upcoming season and noted that ParaSpace Lanscaping Inc. will likely be engaged to handle landscaping maintenance for the upcoming season.
2. **Fire Safety System Upgrade:** A discussion took place concerning the fire safety system upgrade project currently in progress. Jean Sammel advised council that it is anticipated that the electrical contractor, NovaWest Electrical Services Ltd., will be finished the fire safety system upgrade project within the next week or two.
3. **Domestic Plumbing System:** Jean Sammel advised council that Brighter Mechanical Ltd. has now completed all insuite plumbing system upgrade work. It was noted that Ms. Sammel is currently in the process of collecting keys and access fobs from the service contractors.
4. **Depreciation Report:** A discussion took place concerning the Depreciation Report. It was noted that it is currently anticipated that Halsall Engineering Ltd. will be forwarding the completed Depreciation Report for Britannia Place to council for review accordingly in the near future.

concerning hard surface flooring and also a proposed new bylaw concerning strata corporation expense recoveries. Following some discussion council requested that the agent include the proposed bylaw amendments with the notice of the upcoming Annual General Meeting.

There being no further business, the meeting was adjourned at 8:50 p.m. The next strata council meeting will be scheduled after the Annual General Meeting.

A handwritten signature in black ink, appearing to read "Steve Dorman", enclosed in a large, loopy scribble.

Steve Dorman

Strata Management Representative
Northwest Strata Management Ltd.
205 -1515 Pemberton Avenue
North Vancouver, BC
V7P 2S3

Telephone: 604 980 4729

All owners are reminded that individual owners (and tenants as applicable) are responsible for carrying adequate homeowner's (or tenant's) insurance coverage for personal belongings and unit contents, insuite improvements and upgrades, alternate accommodations allowance and automobiles etc. as coverage for these is not included in the strata corporation's insurance policy.

MINUTES OF COUNCIL MEETING
STRATA PLAN VR-788

HELD: On Monday, December 2, 2013 at 7:00 p.m. in unit #113 at Britannia Place, 251 West 4th Street, North Vancouver, B.C.

PRESENT:

Loren Curry		#302
Lynn Sharpe	(Treasurer)	#203
Jean Sammel		#212
Sabine Iseli	(Vice-President)	#113

ABSENT:

Jasenka Avram		#106
Rob Dyck	(President)	#204

AGENTS: Steve Dorman, Northwest Strata Management Ltd.

The meeting was called to order at 7:05 p.m.

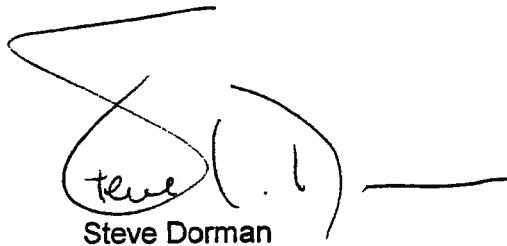
MINUTES

It was moved, seconded and carried to adopt the minutes of the September 30, 2013 strata council meeting as circulated. (Sharpe/Sammel)

BUSINESS ARISING

1. **Landscaping and Irrigation:** Sabine Iseli gave council an update concerning landscaping related matters. It was noted that spring bulbs have been planted and pruning of shrubs around the building will be carried out as necessary in the near future.
2. **Fire Safety System Upgrade:** A discussion took place concerning the fire safety system upgrade project currently in progress. In particular, it was noted that a proposal for a new fire safety system control panel is expected to be received shortly from NovaWest Electrical Services Ltd. It was further noted that it is presently anticipated that most of the insuite electrical work pertaining to the fire safety system upgrade project will be completed by mid December.
3. **Depreciation Report:** A discussion took place concerning the Depreciation Report. It was noted that it is currently anticipated that Halsall Engineering Ltd. will be forwarding the completed Depreciation Report for Britannia Place to council for review accordingly in the near future.
4. **Domestic Plumbing System:** A discussion took place concerning the domestic plumbing system replacement project currently in progress. It was noted that it is currently anticipated that the plumbing project will be substantially completed by December 20, 2013.

There being no further business, the meeting was adjourned at 8:50 p.m. The next strata council meeting will be held on Monday, February 3, 2014 at 7:00 p.m., in unit #302.



Steve Dorman

Strata Management Representative
Northwest Strata Management Ltd.
205 -1515 Pemberton Avenue
North Vancouver, BC
V7P 2S3

Telephone: 604 980 4729

All owners are reminded that individual owners (and tenants as applicable) are responsible for carrying adequate homeowner's (or tenant's) insurance coverage for personal belongings and unit contents, insuite improvements and upgrades, alternate accommodations allowance and automobiles etc. as coverage for these is not included in the strata corporation's insurance policy.

MINUTES OF COUNCIL MEETING

STRATA PLAN VR-788

HELD: On Monday, September 30, 2013 at 7:00 p.m. in unit #212 at Britannia Place, 251 West 4th Street, North Vancouver, B.C.

PRESENT: Rob Dyck #204
Loren Curry #302
Lynn Sharpe #203
Jean Sammel #212
Jasenka Avram #106

ABSENT: Sabine Iseli #113

AGENTS: Steve Dorman, Northwest Strata Management Ltd.
D.J. Parsons, Northwest Strata Management Ltd.

The meeting was called to order at 7:05 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the July 23, 2013 strata council meeting as circulated. (Dyck/Sammel)

BUSINESS ARISING

1. **Landscaping and Irrigation:** Council reviewed correspondence received from Parklawn Sprinklers Ltd. advising of their intention to retire in the next year. Council discussed meeting with the new company (Meridian) and also obtaining quotes from other irrigation service companies over the next few months.
2. **Fire Safety System Upgrade:** The agent confirmed that the annual testing of the fire safety system for the building will be scheduled in November.

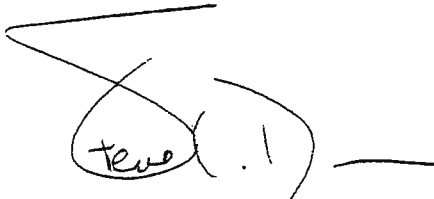
All residents are reminded that storage of items and material in parking stalls in the common parking garage, in contravention of fire safety regulations, is not permitted. The cooperation and attention of all residents in this regard is appreciated.

3. **Alterations Agreement:** Council received a signed alterations agreement from an owner in the building and a copy has been provided to the management company for the strata corporation files.
4. **Depreciation Report:** A discussion took place concerning the Depreciation Report. It was noted that Haisall Engineering Ltd. will be on site on Friday, October 4, 2013, to inspect the common property.

2. Water Ingress Re: #114: Jean Sammel advised council that Proactive Building Maintenance Ltd. will undertake necessary leak related repair work in the vicinity of unit #114 in the near future.
3. Common Drain Cleaning: It was noted that Stevens Plumbing Ltd. recently completed cleaning of the common drains at the building.
4. Pest Control: A discussion took place concerning pest control. In particular, it was noted that food scraps have been observed near the exterior of the building, possibly contributing to pest control related issues.

In order to help alleviate pest related issues, the cooperation and attention of all residents is requested in refraining from disposing of food from balcony decks at the building.

There being no further business, the meeting was adjourned at 8:35 p.m. The next strata council meeting will be held on Monday, December 2, 2013 at 7:00 p.m., in unit #113.



Steve Dorman



D.J. Parsons

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