

PROXY

I/We _____ being the registered owner(s) of unit # _____,
Strata Plan VR-1551 – 145 ON TWELFTH hereby appoint the President of the Strata Council or
_____ to be my/our Proxy Representative at the Annual/Special General Meeting
of the Owners, Strata Plan VR-1551, and at any adjournment thereof.

Signed this _____ day of _____, 20_____

Signature

PROCEDURE FOR MEETING

Voting:

Owners may be represented by proxies – a blank proxy is provided for your convenience. A spouse who is not registered on title must have proxy authorization to vote.

Quorum:

No business shall be transacted at any general meeting unless a quorum of persons entitled to vote is present at the time when the meeting proceeds to business. One third of the persons entitled to vote, present in person or by proxy, shall constitute a quorum.

Proxy:

An instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney, and may be either in general or for a particular meeting. A proxy need not be an owner.

Voting Procedures:

At any general meeting, a resolution by the vote of the meeting shall be decided on a show of hands, unless a poll is demanded by any owner present in person or by proxy. Unless a poll is so demanded, a declaration by the chairman that a resolution has, on a show of hands, been carried is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favor of or against the resolution. A demand for a poll may be withdrawn. In the case of equality in the votes, whether on a show of hands or on a poll, the chairman of the meeting is entitled to a casting vote in addition to his original vote. On a show of hands, each strata lot shall have one vote. On a show of hands or a poll, votes may be given either personally or by proxy



C&C PROPERTY GROUP LTD.
www.cccm.bc.ca

June 25, 2013

All Owners
Strata Plan VR-1551 – 145 ON TWELFTH
145 East 12th Street, North Vancouver, B.C.

Notice of Special General Meeting

A Special General Meeting of Owners has been scheduled for Thursday July 18, 2013 at 7:00 PM (registration at 6:45PM).

Purpose of Meeting:

- a. Discussion/Approval of Resolution # 1 – Contingency Fund Expenditure

We look forward to your attendance at this very important meeting.

If you are not able to attend the meeting we have included a proxy form which you use to appoint the Strata Council President or any other person to act on your behalf at the meeting.

On Behalf of the Strata Council,
VR-1551

June 25, 2013

Notice of Special General Meeting, Strata Corporation VR-1551

Please Bring This Notice to the Meeting

Notice: A Special General Meeting of the Owners, Strata Plan VR-1551 is scheduled to be held on Thursday July 18, 2013 at 7:00 pm (Registration at 6:45 pm) in the Lobby, 145 East 12th St, North Vancouver, BC. *Please bring a chair*

Order of Business:

1. Registration
2. Report on Attendance
3. Call to Order
4. Proof of Notice
5. Discuss/Approve the minutes from the December 10, 2012 Annual General Meeting
6. Discuss/Approve Resolution #1 (By $\frac{3}{4}$ VOTE) – Contingency Fund Expense
7. Termination

**Balance Sheet
May 2013**

CASH	
Operating Bank Account	7,314.17
Contingency Account	51,153.04
Sp. Levy Account	3.94
TOTAL CASH	58,471.15
Accounts Receivable	660.88
Prepaid Expenses	17,516.58
TOTAL ASSETS	76,648.61
LIABILITIES & CAPITAL	
LIABILITIES	
Accounts Payable	975.91
Prepaid Maintenance Fees	340.24
TOTAL LIABILITIES	1,316.15
CAPITAL	
CONTINGENCY FUND	
Contingency Fund OB	26,908.27
Contingency Fund Curr. Approp.	23,621.74
Contingency Fund Interest	140.39
Contingency Fund Expenditures	-3,080.00
Transfer In/Out of Contingency	3,562.64
TOTAL CONTINGENCY FUND	51,153.04
SPECIAL LEVY FUND	
Special Levy OB	20,000.05
Special Levy Int.	3.94
Special Levy Cur Expenditures	-20,000.05
Special Levy Total	3.94
TOTAL SP. LEVY FUND	3.94
OPERATING FUND	
Operating Fund OB	24,510.60
Operating Fund Transfer	-3,562.64
Retained Earnings	3,227.52
TOTAL OPERATING FUND	24,175.48
TOTAL CAPITAL	75,332.46
TOTAL LIABILITIES & CAPITAL	76,648.61

Repairs to Decks

Council has determined that it is necessary to complete repairs to the decks/wall of units 104 and 306. The cost to complete these repairs has not been included within the operating budget for the strata corporation and therefore the council recommends the owners authorize an expenditure from the Contingency Fund in order to pay for these repairs. Council has approached a contractor who has completed work on the building before and in whom the council is confident the work can be completed on budget.

Repairs to Unit 104	\$7,088
Repairs to Unit 306	<u>\$15,287</u>
Total *:	\$22,375

*including GST

Resolution 1 (By ¾ Vote)

WHEREAS, the Owners, Strata Plan VR-1551 wish to complete repairs to the decks/walls of units 104 and 306;

AND WHEREAS the cost to complete this work is budgeted at \$23,000;

AND WHEREAS the Owners, Strata Plan VR-1551 wish to use the Contingency Fund to pay for these repairs;

BE IT RESOLVED as a Resolution by ¾ Vote that the Owners Strata Plan VR-1551 authorize an expenditure form the Contingency Fund of up to \$23,000 to pay for the cost of repairs needed to the decks/walls of units 104 and 306.

VR-1551 – 145 ON TWELFTH
Notice of Annual General Meeting

November 15, 2013

All Owners
Strata Plan VR-1551 – 145 ON TWELFTH
145 East 12th Street, North Vancouver, B.C.

Notice of Annual General Meeting – (At least 21 days after mailing)

We are pleased to announce that the Annual General Meeting of Owners has been scheduled for Tuesday December 10, 2013 at 7:00 PM (registration at 6:45PM). We have enclosed for your information the agenda, financial statements to October 31, 2013 and the proposed operating budget for the 2014 fiscal period.

Purpose of Meeting:

- a. Discussion/Approval of Resolution # 1 – Contingency Fund Contribution
- b. Discussion/Approval of Resolution # 2 – Contingency Fund Expenditure
- c. Discussion/Approval of Resolution # 3 – Transfer of Operating Surplus
- d. Discussion/Approval of the 2014 operating budget;
- e. Election of 2014 Strata Council for the forthcoming year.

We look forward to your attendance at this very important meeting. As always you will be electing the Strata Council to represent your interests for the next year and this is a very good opportunity for you to meet your neighbors and to find out more about the operation of your Strata Corporation. If you are not able to attend the meeting we have included a proxy form which you use to appoint the Strata Council President or any other person to act on your behalf at the meeting.

On Behalf of the Strata Council,
VR-1551

Owners are asked to please bring a chair to the meeting!

17 owners present
5 proxy

22/21 owners
accounted for

VR-1551 – 145 ON TWELFTH
Notice of Annual General Meeting

November 15, 2013

Notice of Annual General Meeting, Strata Corporation VR-1551

Please Bring This Notice to the Meeting

Notice: The Annual General Meeting of the Owners, Strata Plan VR-1551 is scheduled to be held on Tuesday December 10, 2013 at 7:00 pm (Registration at 6:45 pm) in the Lobby, 145 East 12th St, North Vancouver, BC.

Order of Business:

- 1. Registration
- 2. Report on Attendance
- 3. Call to Order
- 4. Proof of Notice
- 5. President's Report *Everyday Allstar (New janitorial service)*
- 6. Report on Insurance (Coverage Summary Attached)
- 7. Discuss/Approve the minutes from the December 10, 2012 Annual General Meeting *July 18/*
- 8. Discuss/Approve Resolution #1 (By ¾ VOTE) – Special Assessment – Contingency Fund
- 9. Discuss/Approve Resolution #2 (By ¾ VOTE) – Contingency Fund Expenditure
- 10. Discuss/Approve Resolution #3 (By MAJORITY VOTE) – 2013 Surplus
- 11. Financial Report and Discuss/Approve 2014 operating Budget (BY MAJORITY VOTE)
- 12. Election of Strata Council
- 13. Termination

Jeannine
 Kathryn
 Claudia
 Jean
 Darryl
 Eric
 Chris

positions to be decided between council @ next mtg

VR-1551 – 145 ON TWELFTH
Notice of Annual General Meeting



RESIDENTIAL STRATA PROGRAM
Summary of Coverages
Strata Plan VR1551

Insured The Owners of Strata Plan VR1551, 145th on Twelfth
C & C Property Group Ltd., Attn: Jeff Chambers ✕
Term From: May 1, 2013 To: May 1, 2014
Location(s) 145 East 12th Street, North Vancouver, BC V7L 2J3

Section	Limits of Liability	Description of Coverages	Deductibles
A	\$ 4,678,000. Not Covered \$ 4,678,000. Included	Property of Every Description – Per Occurrence, Appraisal: May 1, 2013, Year of Cycle: 2 Business Interruption Earthquake – Annual Aggregate – Extended Replacement Cost Applies Flood – Annual Aggregate – Extended Replacement Cost Applies Blanket Glass	See Below See Below
B	\$ 4,678,000. Not Covered Included	Equipment Breakdown, By-laws Included Business Interruption (Time Element) \$100,000. Extra Expense	\$500.
C	\$ 10,000,000. \$ 10,000,000. \$ 1,000,000. \$ 250,000. \$ 50,000.	General Liability – Bodily Injury, Personal Injury and Property Damage Liability – Each Accident or Occurrence Non-Owned Automobile Limited Pollution Liability – Aggregate Limit Tenants' Legal Liability – Any One Accident Voluntary Compensation Extension (2/3 of Employee Weekly Wage, but not exceeding \$500/week)	\$1,000. \$10,000. \$1,000.
D1	\$ 5,000,000. \$ 10,000. \$ 25,000.	Directors & Officers Liability (Errors & Omissions) – Annual Aggregate Discrimination Defense Costs – Per Unsuccessful Action or Complaint Discrimination Defense Costs – Annual Aggregate	Nil
D2	\$ 2,000,000.	Property Managers Errors & Omissions Liability – Annual Aggregate	\$1,000.
E	Not Covered Not Covered	Broad Form Money & Securities, Loss Inside & Outside Premises Employee Dishonesty, Coverage – Form A	
F	\$ 1,000,000. \$ 5,000,000.	Pollution Liability – Each Pollution Event Aggregate (Master) Policy Limit	\$25,000.

<p>Deductibles – Section A All Losses \$1,000 except:</p> <ul style="list-style-type: none"> • Water Damage \$5,000 • Sewer Back-up \$5,000 • Flood \$10,000 <p>Conditions – Section A</p> <ul style="list-style-type: none"> • All Risks of direct physical loss or damage to property described at Location(s) of Risk shown above. • Basis of Loss Settlement – Replacement Cost including by-laws. • Co-insurance Basis – Stated Amount. • Extended Replacement Cost – 30% • Any Property additions, renovations or installation work will be subject to a limit of 15% of the insured value, with a maximum of \$1,000,000. <p>Conditions – Section C Additional Named Insured: Property Manager for their management of the Strata Plan.</p>		<ul style="list-style-type: none"> • Earthquake 10%, minimum \$100,000 • Residential Glass Breakage \$100 • Master Key Coverage \$250
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This document does not form part of the policy. For more specific details, please refer to the actual policy wordings.

E&OE/ May 2, 2013/ KEV/TMEW

VR-1551 – 145 ON TWELFTH
Notice of Annual General Meeting

Contingency Fund Contribution – Special Assessment

Council recommends owners authorize a one-time special assessment in the amount of \$20,000 to the Contingency Fund.

Resolution # 1 (BY ¾ VOTE) – Special Assessment

WHEREAS, the Owners Strata Plan VR-1551 agree to make a one time contribution of \$20,000 to the Contingency Fund by way of special assessment;

BE IT RESOLVED as Resolution by 3/4 Vote that the Owners, Strata Plan VR-1551 authorize a special assessment in the amount of \$20,000 as a contribution to the Contingency Fund with such special assessment charged to the owners in proportion to the unit entitlement of their respective strata lots.

The special assessment will be assessed on December 10, 2013 and shall become due and payable on this date and any owner who sells, conveys or transfers his or her title, including a remortgage, on or after the date of assessment shall pay the full amount outstanding.

As a matter of payment convenience only, owners are permitted to pay their assessment on or before March 30, 2014.

This assessment shall be considered as part of the common expenses of the strata corporation and Section 116 of the *Strata Property Act* of BC (Certificate of Lien) shall be applicable where an owner fails to make the required payment authorized by the passing of this resolution.

Why do we need this and an increase in maintenance fees?

Yes according to upcoming building repairs and increasing costs of hydro insurance

7
Passed

VR-1551 – 145 ON TWELFTH
Notice of Annual General Meeting

Schedule of Special Assessments

SUITE	UE	Assessment
101	44	\$ 462.43
102	94	\$ 987.91
103	89	\$ 935.37
104	88	\$ 924.86
105	48	\$ 504.47
106	85	\$ 893.33
107	76	\$ 798.74
108	84	\$ 882.82
201	88	\$ 924.86
202	69	\$ 725.17
203	65	\$ 683.13
204	89	\$ 935.37
205	85	\$ 893.33
206	75	\$ 788.23
207	85	\$ 893.33
301	88	\$ 924.86
302	88	\$ 924.86
303	69	\$ 725.17
304	65	\$ 683.13
305	89	\$ 935.37
306	95	\$ 998.42
307	85	\$ 893.33
308	75	\$ 788.23
309	85	\$ 893.33
Total	1903	\$ 20,000.00

VR-1551 – 145 ON TWELFTH
Notice of Annual General Meeting

Contingency Fund Expenditure

The strata council recommends the owners authorize expenditures of \$10,000 from the Contingency Fund in order to complete repairs to and rebuild the front walkway.

Resolution # 2 (By ¾ VOTE) – Contingency Fund Expenditure

what exactly does this entail?

WHEREAS, the Owners, Strata Plan VR-1551 wish to complete repairs to and rebuild the front walkway at a budgeted cost of \$10,000; really

hoping that we won't need \$10,000. Felt that \$4630 on depreciated report too low.

AND WHEREAS, the Owners, Strata Plan VR-1551 wish to use the Contingency Fund for to pay for these costs;

BE IT RESOLVED as a Resolution by ¾ Vote that the Owners, Strata Plan VR-1551 authorize an expenditure of up to \$10,000 from the Contingency Fund to pay the cost to repair and rebuild the front walkway.

Planning for April
Darryl hoping to spear head project

2013 Surplus

The strata corporation's year end is December 31. Council is projecting there to be a surplus of approximately \$3,686 at year end and recommends owners transfer the surplus to the Contingency Fund.

Resolution # 3 (By MAJORITY VOTE) – Transfer 2013 Operating Surplus to Contingency Fund

WHEREAS, the Owners, Strata Plan VR-1551 wish to transfer the operating surplus from the 2013 budget estimated to be \$3,686 to the Contingency Fund

BE IT RESOLVED as a Resolution by Majority Vote that the actual surplus from the 2013 fiscal year be transferred to the Contingency Fund.

VR-1551 – 145 ON TWELFTH
Notice of Annual General Meeting

BALANCE SHEET
October 31, 2013

CASH	
<i>Operating Bank Account</i>	22,796.68
<i>Contingency Account</i>	43,147.55
<i>Sp. Levy Account</i>	4.02
TOTAL CASH	65,948.25
<i>Accounts Receivable</i>	660.88
<i>Prepaid Expenses</i>	8,320.68
TOTAL ASSETS	74,929.81
LIABILITIES & CAPITAL	
LIABILITIES	
<i>Accounts Payable</i>	10,186.10
<i>Prepaid Maintenance Fees</i>	695.24
TOTAL LIABILITIES	10,881.34
CAPITAL	
CONTINGENCY FUND	
<i>Contingency Fund OB</i>	26,908.27
<i>Contingency Fund Curr. Approp.</i>	27,243.39
<i>Contingency Fund Interest</i>	369.96
<i>Contingency Fund Expenditures</i>	-17,631.71
<i>Transfer In/Out of Contingency</i>	3,562.64
TOTAL CONTINGENCY FUND	40,452.55
SPECIAL LEVY FUND	
<i>Special Levy OB</i>	20,000.05
<i>Special Levy Int.</i>	4.02
<i>Special Levy Cur Expenditures</i>	-20,000.05
<i>Special Levy Total</i>	4.02
TOTAL SP. LEVY FUND	4.02
OPERATING FUND	
<i>Operating Fund OB</i>	24,510.60
<i>Operating Fund Transfer</i>	-3,562.64
<i>Retained Earnings</i>	2,643.94
TOTAL OPERATING FUND	23,591.90
TOTAL CAPITAL	64,048.47
TOTAL LIABILITIES & CAPITAL	74,929.81

VR-1551 – 145 ON TWELFTH
Notice of Annual General Meeting

2014 Operating Budget

	2013	2013	2013	2014
Operating Budget	to Oct	PROJECTED	Budget	PROPOSED
		(Dec 31)		BUDGET
INCOME				
Maintenance Fee (Operating)	\$ 65,519.06	\$ 78,623.00	\$ 78,623.00	\$ 81,264.00
Maintenance Fee (Contingency)	\$ 7,243.34	\$ 8,692.00	\$ 8,692.00	\$ 14,782.00
TOTAL MAINTENANCE FEE	\$ 72,762.40	\$ 87,315.00	\$ 87,315.00	\$ 96,046.00
Interest	\$ 186.03	\$ 224.00	\$ 180.00	\$ 225.00
Laundry	\$ 866.50	\$ 1,150.00	\$ 1,200.00	\$ 1,200.00
Parking	\$ 570.00	\$ 750.00	\$ 720.00	\$ 720.00
Surplus Forward	\$ -	\$ -	\$ -	\$ -
TOTAL INCOME	\$ 74,384.93	\$ 89,439.00	\$ 89,415.00	\$ 98,191.00
EXPENSES				
Management Fees	\$ 8,326.50	\$ 10,049.00	\$ 10,080.00	\$ 10,332.00
Insurance	\$ 11,168.84	\$ 13,490.00	\$ 13,500.00	\$ 15,500.00
Appraisal (needed in 2016)	\$ -	\$ -	\$ -	\$ -
Legal	\$ -	\$ -	\$ 500.00	\$ -
Audit	\$ -	\$ 630.00	\$ 448.00	\$ 630.00
Electricity	\$ 4,375.50	\$ 5,061.00	\$ 5,000.00	\$ 5,100.00
Gas	\$ 3,069.90	\$ 3,900.00	\$ 3,800.00	\$ 4,000.00
Water & Sewer	\$ 6,786.00	\$ 8,144.00	\$ 8,700.00	\$ 9,000.00
Recycling	\$ 1,908.00	\$ 1,908.00	\$ 2,300.00	\$ 2,300.00
Miscellaneous	\$ 1,730.43	\$ 2,076.00	\$ 1,500.00	\$ 2,100.00
Garbage	\$ 983.76	\$ 1,175.00	\$ 1,200.00	\$ 1,300.00
Elevator	\$ 2,684.45	\$ 3,211.00	\$ 3,369.00	\$ 3,600.00
Enterphone/Elevator Telephone *	\$ 436.15	\$ 522.00	\$ 547.00	\$ 547.00
Landscaping	\$ 4,054.60	\$ 5,158.00	\$ 6,000.00	\$ 6,000.00
Supplies	\$ 183.63	\$ 362.00	\$ 1,000.00	\$ 600.00
Janitorial	\$ 3,213.00	\$ 3,843.00	\$ 4,032.00	\$ 4,600.00
Fire Protection	\$ 584.85	\$ 585.00	\$ 1,800.00	\$ 1,800.00
Repairs & Maintenance	\$ 14,992.04	\$ 16,947.00	\$ 16,947.00	\$ 16,000.00
TOTAL EXPENSES	\$ 64,497.65	\$ 77,061.00	\$ 80,723.00	\$ 83,409.00
Contribution to Contingency Fund	\$ 7,243.34	\$ 8,692.00	\$ 8,692.00	\$ 14,782.00
TOTAL EXPENSES + CONTINGENCY	\$ 71,740.99	\$ 85,753.00	\$ 89,415.00	\$ 98,191.00
TOTAL INCOME - EXPENSES + CONTINGENCY	\$ 2,643.94	\$ 3,686.00	\$ -	\$ -

VR-1551 – 145 ON TWELFTH
Notice of Annual General Meeting

Maintenance fee Schedule – A 10% increase in Maintenance Fees *automatic decision by council
? no vote*

SUITE	UE	2013 fee	Contrib to Operat Fund 2014	Contrib to Govt Reserve 2014	MONTHLY 2014	Difference
101	44	\$ 168.24	\$ 156.58	\$ 28.48	\$ 185.06	\$ 16.82
102	94	\$ 359.42	\$ 334.51	\$ 60.85	\$ 395.35	\$ 35.94
103	89	\$ 340.30	\$ 316.71	\$ 57.61	\$ 374.33	\$ 34.03
104	88	\$ 336.47	\$ 313.16	\$ 56.96	\$ 370.12	\$ 33.65
105	48	\$ 183.53	\$ 170.81	\$ 31.07	\$ 201.88	\$ 18.35
106	85	\$ 325.00	\$ 302.48	\$ 55.02	\$ 357.50	\$ 32.50
107	76	\$ 290.59	\$ 270.45	\$ 49.20	\$ 319.65	\$ 29.06
108	84	\$ 321.18	\$ 298.92	\$ 54.37	\$ 353.30	\$ 32.12
201	88	\$ 336.47	\$ 313.16	\$ 56.96	\$ 370.12	\$ 33.65
202	69	\$ 263.83	\$ 245.54	\$ 44.66	\$ 290.21	\$ 26.38
203	65	\$ 248.53	\$ 231.31	\$ 42.08	\$ 273.38	\$ 24.85
204	89	\$ 340.30	\$ 316.71	\$ 57.61	\$ 374.33	\$ 34.03
205	85	\$ 325.00	\$ 302.48	\$ 55.02	\$ 357.50	\$ 32.50
206	75	\$ 286.77	\$ 266.89	\$ 48.55	\$ 315.44	\$ 28.68
207	85	\$ 325.00	\$ 302.48	\$ 55.02	\$ 357.50	\$ 32.50
301	88	\$ 336.47	\$ 313.16	\$ 56.96	\$ 370.12	\$ 33.65
302	88	\$ 336.47	\$ 313.16	\$ 56.96	\$ 370.12	\$ 33.65
303	69	\$ 263.83	\$ 245.54	\$ 44.66	\$ 290.21	\$ 26.38
304	65	\$ 248.53	\$ 231.31	\$ 42.08	\$ 273.38	\$ 24.85
305	89	\$ 340.30	\$ 316.71	\$ 57.61	\$ 374.33	\$ 34.03
306	95	\$ 363.24	\$ 338.07	\$ 61.49	\$ 399.56	\$ 36.32
307	85	\$ 325.00	\$ 302.48	\$ 55.02	\$ 357.50	\$ 32.50
308	75	\$ 286.77	\$ 266.89	\$ 48.55	\$ 315.44	\$ 28.68
309	85	\$ 325.00	\$ 302.48	\$ 55.02	\$ 357.50	\$ 32.50
Total	1903	\$ 7,276.25	\$ 6,772.00	\$ 1,231.83	\$ 8,003.83	\$ 727.58
Annual		\$ 87,315.00	\$ 81,264.00	\$ 14,782.00	\$96,046.00	\$ 8,731.00

New Maintenance Fees will be effective January 1, 2014

VR-1551 – 145 ON TWELFTH
Notice of Annual General Meeting

PROXY

I/We _____ being the registered owner(s) of unit # _____,
Strata Plan VR-1551 – 145 ON TWELFTH hereby appoint the President of the Strata Council or
_____ to be my/our Proxy Representative at the Annual/Special General
Meeting of the Owners, Strata Plan VR-1551, and at any adjournment thereof.

Signed this _____ day of _____, 20____

Signature

PROCEDURE FOR MEETING

Voting:

Owners may be represented by proxies – a blank proxy is provided for your convenience. A spouse who is not registered on title must have proxy authorization to vote.

Quorum:

No business shall be transacted at any general meeting unless a quorum of persons entitled to vote is present at the time when the meeting proceeds to business. One third of the persons entitled to vote, present in person or by proxy, shall constitute a quorum.

Proxy:

An instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney, and may be either in general or for a particular meeting. A proxy need not be an owner.

Voting Procedures:

At any general meeting, a resolution by the vote of the meeting shall be decided on a show of hands, unless a poll is demanded by any owner present in person or by proxy. Unless a poll is so demanded, a declaration by the chairman that a resolution has, on a show of hands, been carried is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favor of or against the resolution. A demand for a poll may be withdrawn.

In the case of equality in the votes, whether on a show of hands or on a poll, the chairman of the meeting is entitled to a casting vote in addition to his original vote. On a show of hands, each strata lot shall have one vote. On a show of hands or a poll, votes may be given either personally or by proxy.

**Strata VR 1551 Council Meeting Minutes
February 11, 2013**

Meeting was called to order by Jeannine Burrows at 7:09pm

In attendance:

Jeannine Burrows, Joe Badalucco, Kathryn LeDrew, Darrell Ross, Jean Berto, Eric Kohn, Satvir Dosanjh

Approved minutes from December 3, 2012

Finance Update:

2012 expenditures were under budget by \$3,500, the surplus funds were transferred into the Contingency Fund.

No other charges are expected against the 2012 budget

Special Assessment payment is due by March 1. Please ensure payment is submitted on or before March 1.

Gardening contract has been with AA Best Pro Landscaping since October 2010, the monthly fee is increasing from \$300/mth to 325/mth

Current Projects

Design roofing is inspecting the water penetration into the mechanical room; job is expected to be completed within 1 week, weather dependent

Suite 102 – East side deck requires sealing of the concrete to prevent water penetration into the mechanical room.

Suite 306 – Upper deck floor drainage was plugged and caused water penetration into the deck floor. Design Roofing will inspect the deck floor and advise a remedy

Reminder to all owners – All owners should inspect their balconies and if they notice any deterioration they are to advise council immediately. It is very important to address any deterioration early to avoid future expenses.

Window Flashing Installation

Complete installation of window flashing, discussion followed to determine timing.

CHOA Journal

CHOA journal is a publication from the Condominium Home Owners' Association of BC, copies of the journals will be left in the laundry room as reference material for the home owners to borrow. Please return after reading so that others may have an opportunity to read them as well.

Depreciation Report

NLD consulting has been contracted to conduct the depreciation report for our building, initiating on April 1st, 2013. There is quite bit of information that needs to gathered prior to the arrival of NLD consulting to initiate the depreciation report.

Information required: Building plans and designs; strata plans & bylaws; financial statements. These items have been obtained.

Depreciation committee:

Jean Berto – President

Joe Badalucco

Claudia Jessen

Kathryn LeDrew – document organization

Satvir Dosanjh – document organization

Recycling Bins

Un-acceptable items have been found in the recycling bins, such as in the glass recycling bin, items discovered: beer boxes; pop cases; paint cans; electrical kettle.

All owners are reminded to review the acceptable recycling protocol list posted on the bulletin board by the elevator in the basement. Please follow the recycling rules.

Meeting adjourned 8:41pm.

Strata VR 1551 Council Meeting Minutes
April 22, 2013

Meeting was called to order by Jeannine Burrows at 7:05 p.m.

In attendance:

Jeannine Burrows, Joe Badalucco, Kathryn LeDrew, Darrell Ross, Jean Berto
(Regrets: Eric Kohn, Satvir Dosanjh)

Minutes: The minutes from the February 11, 2013 meeting of council were approved.

Financial Statements

The October 2012 to February 2013 financial statements were tabled.

Current Projects:

Deck repairs: Discussion re decks, 102, 306 and 104.

Quotes have been received for 102 and 306 by Design Roofing. Investigative opening on underside of large deck at Suite 306 has been approved by council.

*Reminder regarding deck maintenance – all owners are responsible for routine maintenance of decks attached to their suites, including sweeping, clearing drains and keeping surfaces clean and free of moss and algae. Please report any deterioration or problems to council as soon as you find them.

Insurance:

There has been an increase of \$1,311 in the 2013 insurance rate to \$13,927/yr.
The All Other Loss deductible has also been increased to \$2,500.

CHOA Journal:

The CHOA journal has been renewed for another year. As mentioned before, copies of the journals will be left in the laundry room as reference material for homeowners to borrow. Please return after reading.

Laundry Room – used items

Free items left in laundry room must be removed after two weeks if no interest by other owners. This is a self-monitored fun service and we do not want it to be a

junk collecting area.

Depreciation Report:

All required materials have been scanned and sent to NLD. Thanks to the Depreciation Report Committee.

A two hour inspection has been completed by NLD with Darrell Ross and Jeannine Burrows in attendance. We are waiting for the first of the reports.

Maintenance – next 3 months:

Repairs on the three balconies, 102, 104 and 306 will be addressed.

Please note address change of CC Property Group (you will have received notice in the mail):

C & C Property Group
#530 - 171 West Esplanade Avenue
North Vancouver, BC V7M 3J9

There being no further business, the meeting was adjourned at 8:20 p.m.

Strata VR 1551 Council Meeting Minutes
May 14, 2013

Meeting was called to order by Jeannine Burrows at 7:17pm

In attendance:

Jeannine Burrows, Joe Badalucco, Kathryn LeDrew, Claudia Jessen, Jean Berto, Eric Kohn, Satvir Dosanjh

Regrets Darrell Ross

Approved minutes from April 22, 2013

Finance Update:

January to May 21013

- \$3,500 transferred to Contingency Funds
- At March 31, 2013, Contingency fund balance was \$34,000
- All owners have contributed to the funding for the Special Assessment

Financial Statements October – December 2012 reviewed and approved

Financial Statements January – March 2012 reviewed and approved

Old Business:

Deck Repairs

- Unit 102 & 104 – repairs complete
- Unit 306 – repair requirements assessed, obtaining quotes

Window seals/Roller replacement

- Units 203,204, 306, 307 – repairs required

Depreciation Report:

Draft depreciation report, 126 pages, was reviewed by council. Council determined that they required further clarification from NLD Consulting and have arranged a meeting with Michael LaPorte of NLD Consulting.

Meeting adjourned at 9:10pm.

**Strata VR 1551 Council Meeting Minutes
June 22, 2013**

Meeting was called to order by Jeannine Burrows at 11:05 a.m.

In attendance:

Jeannine Burrows, Joe Badalucco, Kathryn LeDrew, Jean Berto

Absent: Eric Kohn, Satvir Dosanjh, Darrell Ross

Minutes:

Minutes of May 14, 2013 approved with amendment to item under Old Business regarding balcony repair on Suite 104. The repair has not been completed.

Financial Update:

- C&C Property Management Fees increasing as of July 1 to \$820 plus tax
- Financial Statements for April and May, 2013 approved

Old Business:

Quotes for repairs to deck Suite 306 and 104 are in progress.

New Business:

Due to the fact that repairs to decks Suite 306 and Suite 104 are more extensive than anticipated, funds will be required from our contingency fund to cover the cost, with approval from owners. We will therefore be calling a Special General Meeting mid-July to approve the withdrawal.

Notice of the Special General Meeting will follow.

There being no further business, the meeting was adjourned at 11:50 a.m.

**Minutes of the Special General Meeting of
The Owners, Strata Plan VR-1551**

Held: At 7:00 PM on July 18, 2013 in the Lobby – 145 East 12th St, North Vancouver.

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

In Attendance:

15 owners present, 7 proxies = 22 represented according to the registration sheet. Quorum is 8.

Proof of Notice

Notice of SGM was delivered on June 25, 2013 in accordance with the bylaws of VR-1551 of the *Strata Property Act*. It was then **MOVED/SECONDED** to accept the Notice of Meeting.

22 FOR, 0 OPPOSED – **MOTION CARRIED**

Minutes

It was **MOVED** by suite 108, and **SECONDED** by suite 306 that the Minutes of the Annual General Meeting held December 10, 2012 be approved.

22 FOR, 0 OPPOSED – **MOTION CARRIED**

Discussion

Joe Badalucco discussed the repairs required for both Suite 306 and Suite 104 explaining that the repairs were much more extensive than anticipated, passing around pictures of damage in the flooring of Suite 306. It was also explained that the cost of repairs went beyond the budgeted operating funds for repairs and so would require payment from the contingency fund. Quotes received were discussed as well and owners expressed a desire to have more quotes on the work.

Resolution # 1

The following resolution was presented to the owners:

WHEREAS, the Owners, Strata Plan VR-1551 wish to complete repairs to the decks/walls of units 104 and 306;

AND WHEREAS the cost to complete this work is budgeted at \$23,000;

AND WHEREAS the Owners, Strata Plan VR-1551 wish to use the Contingency Fund to pay for these repairs;

BE IT RESOLVED as a Resolution by 3/4 Vote that the Owners Strata Plan VR-1551 authorize an expenditure from the Contingency Fund of up to \$23,000 to pay for the cost of repairs needed to the decks/walls of units 104 and 306.

It was **MOVED/SECONDED** to accept Resolution # 1

22 FOR, 0 OPPOSED – **MOTION CARRIED**

There being no further business, the meeting was adjourned at 8:35 p.m.

**Minutes of the Special General Meeting of
The Owners, Strata Plan VR-1551**

Held: At 7:00 PM on July 18, 2013 in the Lobby – 145 East 12th St, North Vancouver.

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

In Attendance:

15 owners present, 7 proxies = 22 represented according to the registration sheet. Quorum is 8.

Proof of Notice

Notice of SGM was delivered on June 25, 2013 in accordance with the bylaws of VR-1551 of the *Strata Property Act*. It was then **MOVED/SECONDED** to accept the Notice of Meeting.

22 FOR, 0 OPPOSED – **MOTION CARRIED**

Minutes

It was **MOVED** by suite 108, and **SECONDED** by suite 306 that the Minutes of the Annual General Meeting held December 10, 2012 be approved.

22 FOR, 0 OPPOSED – **MOTION CARRIED**

Discussion

Joe Badalucco discussed the repairs required for both Suite 306 and Suite 104 explaining that the repairs were much more extensive than anticipated, passing around pictures of damage in the flooring of Suite 306. It was also explained that the cost of repairs went beyond the budgeted operating funds for repairs and so would require payment from the contingency fund. Quotes received were discussed as well and owners expressed a desire to have more quotes on the work.

Resolution # 1

The following resolution was presented to the owners:

WHEREAS, the Owners, Strata Plan VR-1551 wish to complete repairs to the decks/walls of units 104 and 306;

AND WHEREAS the cost to complete this work is budgeted at \$23,000;

AND WHEREAS the Owners, Strata Plan VR-1551 wish to use the Contingency Fund to pay for these repairs;

BE IT RESOLVED as a Resolution by 3/4 Vote that the Owners Strata Plan VR-1551 authorize an expenditure from the Contingency Fund of up to \$23,000 to pay for the cost of repairs needed to the decks/walls of units 104 and 306.

It was **MOVED/SECONDED** to accept Resolution # 1

22 FOR, 0 OPPOSED – **MOTION CARRIED**

There being no further business, the meeting was adjourned at 8:35 p.m.

**Strata VR 1551 Council Meeting Minutes
April 22, 2013**

Meeting was called to order by Jeannine Burrows at 7:05 p.m.

In attendance:

Jeannine Burrows, Joe Badalucco, Kathryn LeDrew, Darrell Ross, Jean Berto
(Regrets: Eric Kohn, Satvir Dosanjh)

Current Projects:

Deck repairs: Discussion re decks, 102, 306 and 104.
Quotes have been received for 102 and 306 by Design Roofing. Investigative opening on underside of large deck at Suite 306 has been approved by council.

*Reminder regarding deck maintenance – all owners are responsible for routine maintenance of decks attached to their suites, including sweeping, clearing drains and keeping surfaces clean and free of moss and algae. Please report any deterioration or problems to council as soon as you find them.

Insurance:

There has been an increase of \$1,311 in the 2013 insurance rate to \$13,927/yr.
The All Other Loss deductible has also been increased to \$2,500.

CHOA Journal:

The CHOA journal has been renewed for another year. As mentioned before, copies of the journals will be left in the laundry room as reference material for homeowners to borrow. Please return after reading.

Laundry Room – used items

Free items left in laundry room must be removed after two weeks if no interest by other owners. This is a self-monitored fun service and we do not want it to be a junk collecting area.

Depreciation Report:

All required materials have been scanned and sent to NLD. Thanks to the Depreciation Report Committee.

A two hour inspection has been completed by NLD with Darrell Ross and Jeannine Burrows in attendance. We are waiting for the first of the reports.

Maintenance – next 3 months:

Repairs on the three balconies, 102, 104 and 306 will be addressed.

Please note address change of CC Property Group (you will have received notice in the mail):

C & C Property Group
#530 - 171 West Esplanade Avenue
North Vancouver, BC V7M 3J9

There being no further business, the meeting was adjourned at 8:20 p.m.

**Strata VR 1551 Council Meeting Minutes
September 30, 2013**

Meeting was called to order by Jeannine Burrows at 7:07pm

In attendance:

Jeannine Burrows, Joe Badalucco, Kathryn LeDrew, Claudia Jessen, Jean Berto, Satvir Dosanjh, Darrell Ross

Regrets Eric Kohn

Approved minutes from June 22, 2013

Finance Update:

June, July, August 2013 Financial Statement were approved by council.

The dry sprinkler valve was replaced, the sprinkler compressor was not required at this time.

Estimated \$10,338 used of the \$20,000 special assessment.

Balconies, had asked for 23,000, estimate that \$14,000 has been used.

Old Business:

Deck Repairs

- Unit 104 - balcony restoration completed June 2013
- Unit 306 - balcony restoration, work in progress, Luc Debier has been contracted for the restoration, so far work much below ^{original} estimate

New Business:

Fire Alarm & Chimney Inspection

- Annual fire inspection was completed
- Chimneys - 20 inspected did not require cleaning, 2 cleaned, 1 missed

Window & Patio Door - work to be done October 1, 2013

Depreciation Report:

Depreciation Committee is considering several funding models; they will meet to determine which model they recommend for our strata.

Annual General Meeting is scheduled for December 10, 2013. Please arrange to attend.

Meeting Adjourned 8:40 PM

General Meeting
 At Property 145 East 12th Street, North Vancouver, BC
 Strata Plan VR 1551 – 145 on Twelfth
 Tuesday, December 10, 2013 at 7:00 pm

November, 2013

BEYOND NUMBERS

The main job of the financial manager/council with the association of whole councils is helping the building to achieve its goals and serving all owners to make good decisions that will change the future and health of the building for years to come.

FINANCIAL HIGHLIGHTS

I have reviewed our financial situation with C & C Property Group Ltd. with a clear and satisfactory view of all accounts.

As of October 30, 2013:

Current Contingency Reserve Funds	\$ 43,147
Plus monthly Operating Funds (as of October 30, 2013)	22,797
	\$ 65,944
Total Balance	\$ 65,944

WORK MAINTENANCE PROGRAM

Under the Work Maintenance Program of the balcony restoration, Mr. Luc DeBeir, General Contractor, commenced the balcony rehabilitation at Suite 306 in mid September and completed repairs on November 9, 2013.

Shown below are the quotations for the decks we repaired in 2013.

Suite No.	Quoted Amount	Actual Amount	Comments
104	\$7,088	\$1,300 (Job done by Elmer Apacway)	
306	\$12,651 (revised quotation) \$15,287 (original quotation)	\$12,651	No cost over-run incurred
	\$19,739	\$13,951	

Construction scaffold was utilized to access balcony at Suite 306 in a cost savings.

Total maintenance and repairs of balcony restoration for 2013 is \$13,951.

As per the decision made by the owners at the July 2013 Special Meeting, an amount of \$7,400 will be paid to Mr. Luc DeBeir (Suite 306), and \$1,640 will be paid to Elmer Apacway for labour and materials using the Contingency Reserve Fund.

A \$20,000 Special Assessment was approved by the owners for installation of a Tyco drypipe valve for sprinkler system and hiring a qualified company to file the Depreciation Report / CRF study.

All work is complete with the exception of the installation of a new compressor, which will be done at a later date.

*Window Flashing need to be done
also may need repair or
new elevator*

2013 GENERAL REPAIRS AND IMPROVEMENTS

Additional repairs and improvements were performed under the repair budget for year 2013.

In September 2013 we have \$19,829 in Operating Bank Account. At the end of the year we will have a close balanced budget for 2013.

Jan / Feb 2013	- Paid water / sewer, City of North Vancouver.	\$ 8,143
May 2013	- Slope roof maintenance / repairs.	2,604
May / Jun 2013	- Completed leak investigation at deck 101 and 102 and repairs, water penetration at northeast for deck 102.	2,546
May 2013	- Building insurance.	13,927
Jun 2013	- Maple trees and shrub fertilization, Dave Trees	227
Jul 2013	- Applied asphalt sealer at west side concrete wall; cleaned all roof gutters, downspouts, and pipes with hose water; cleaned and de-clogged balcony gutter at Suite 302; pressure washed garage, outside stairs and slabs and walkways. Fixed loose shingles at slope roof.	504
Sep 2013	- Annual fire inspection, chimney inspection, and annual alarm system to North Vancouver Fire Dept.	1,600

From October 2013 to December 2013:

The cost projected to the end of December 2013 for high priority repairs should be nil. In order to increase the life expectancy of the building, our active council has been reviewing any repairs that substantially reduce the probability of water and moisture inside the structure.

COST BREAKDOWN

	Jan-Oct 2013	Projected Nov-Dec 2013	2013 Total
REVENUE			
Strata Fee Income	\$ 72,762	14,553	
Laundry	867	270	
Interest	166	107	
Parking	570	120	
Total Revenue	74,365	+ 15,050	= 89,415

*note council
is renting ?
out two
servicing stalls / spots
to two owners*

\$30 / \$30

EXPENDITURES

General Expenses	28,326	6,540	
Building Expenses	38,918	6,370	
Ground Expenses	4,055	1,023	
Total Expenditures	71,299	+ 13,933	= 85,232

Total 2013 annual budget is \$89,415

Total Revenue	89,415
Less Total Expenditures	<u>-85,232</u>

2013 Operating fund surplus / deficit 4,183 (surplus income)

As of December 30, 2013, we have a surplus income of \$4,183.

After paying water, building insurance, we have the possibility of transferring \$4,000 to the Contingency Reserve Fund (CRF).

CAPITAL

\$22,797 from Financial Statements (as of October 30, 2013) plus \$15,050 (end of December 30, 2013) = total operating cash = \$37,847 (end of year).

Less Expenses

Operating Bank Account \$37,847 less \$13,933 cost expenses projected December 2013 = **\$23,914 surplus.**

February and May 2014 – pay insurance and water expenses = \$24,500 for 2014 budget.

Any surplus money from budget are a result of heavy negotiation to lower the contractors' price.

The Finance Chair strongly recommends that approximately \$4,000 be transferred from the Operating Fund to the Contingency Reserve Fund.

FUTURE BUSINESS

In 2014, the maintenance fees must be increased by 10%.

Since my appointment to Finance Chair, I am and still remain against increasing the maintenance fees, but looking at 2013 balcony repairs, electricity and gas increases, water pipes, roof maintenance, etc. the increased fees are unavoidable.

being forced on us *what does this mean?*
For the last two years we are unable to digest the legislation of BC which, as of December 13, 2011, a Depreciation Report is a mandatory function of the Strata Corporation. Our council started planning: how much funds we currently have in the Contingency Reserve Fund, a description in projecting costs for anticipated maintenance, repairs and replacement, etc. Jean Berto, who is the head of a committee of 4 – 5 council members, spent hundreds of hours collecting all the data and diligently worked with NDL Consulting to reach a solid estimation of the service life of the assets of the building over the next 30 years.

Our Contingency Reserve Funds are very low and as Finance Chair, I am proposing a Special Assessment of \$20,000 to be transferred to the Contingency Reserve Fund, which is essential to start building up the reserve funds and being able to complete any project or repairs when scheduled as the Depreciation Report imposes a significant level of responsibility on the Strata Corporation.

CONCLUSION

In closing, I would like to say that in the last 13 years as a council member, I take pride in my work and take my responsibilities seriously. I do not do this for any thanks, but to ensure our maintenance fees are spent properly and not directed to greedy unprofessional trades.

My time on council will come to an end on December 10, 2013, as I will be leaving our active council.

I would like to take this opportunity to thank all the owners who believed in my integrity and put their trust in me.

Joe Badalucco
Finance Chair, Suite 205
Without Prejudice

Strata Plan VR 1551 – 145 on Twelfth

**CONTINGENCY RESERVE FUND
AS OF JANUARY 2013**

Total Contingency Reserve Fund as of January 2013 \$31,218
(\$3,500 was transferred from 2012 Budget into 2013
from Operating Funds to the Contingency Reserve Fund)

Plus \$20,000 Special Assessment in March 2013 20,000

Less Expenditures from Special Assessment

- 1. NDL Consulting (re: Depreciation Report) 5,775
- 2. Ace Prev Ltd. (re: installation of a new 4" tyco valve) 4,253
- 10,028

Total reimbursement from \$20,000 Special Assessment 9,972
(this amount will remain as a contribution to the CRF)

(Total Contingency Reserve Fund) 41,190

(approximate amount including interest) 42,376

At March/April General Meeting, approved the use of \$23,734 (if needed) to repair balconies at Suite 104 and Suite 306. Upon completion of balcony repairs, only \$7,625 (Suite 104 = \$1,300 and Suite 306 = \$6,325) was required. The second invoice of Mr. DeBeir in the amount of \$6,326 was paid with the Operating Funds.

At the end of 2013 Budget we will have \$8,692 plus \$4,000 transferred from the Operating Funds to the Contingency Reserve Fund for a total of \$12,692.

2013 total Contingency Reserve Fund \$42,376 + \$12,692 - \$7,625 = \$47,443.

*transferred
in from
OF*

2013 budgeted reserve fund contribution

Total Contingency Reserve Fund Projected Year 2014

Total Contingency Reserve Fund (from 2013)
Contribution to Contingency Reserve Fund (budget for year 2014)
Special Assessment

47,443 3rd 2013
14,782 Balance of
20,000 CRF

82,225

In 2014 we will have a total Contingency Reserve Fund of \$82,225 less expenditures to repair front entrance walkway (amount unknown at this time).

MAINTENANCE FEES MUST BE INCREASED BY 10%

Proposed Budget 2014 - VR 1551 145 On Twelfth

	Jan 1, 2013 to Oct 30, 2013 Year to Date	2013 Projected Nov 1, 2013 to Dec 31, 2013	2013 Total to Dec 31, 2013 2013	2013 Approved Budget	2014 Proposed Budget
Operating Budget					
INCOME					
Maintenance Fee (Operating-Strata Fees)	\$72,762	\$14,553	\$87,315	\$87,315	\$96,046
Total Maintenance Fee	\$72,762	\$14,553	\$87,315	\$87,315	\$96,046
Interest	166	107	274	180	225
Laundry	867	270	1,136	1,200	1,200
Parking	570	120	690	720	720
TOTAL INCOME	\$74,365	\$15,050	\$89,415	\$89,415	\$98,191
EXPENSES					
Management Fees	8,327	1,722	10,049	10,080	10,332
Insurance prepaid exp. - May/13-Mar /14*	11,168	2,321	13,489	13,500	15,500
Appraisal	0	0	0	0	0
Legal (Bylaws - estimated costs)	0	0	0	500	0
Audit	0	448	448	448	630
Electricity	4,375	1,500	5,875	5,000	5,100
Gas	2,771	609	3,380	3,800	4,000
Water and Sewer (prepaid)*	6,786	1,357	8,143	8,700	9,000
Recycling	1,908	400	2,308	2,300	2,300
Miscellaneous (copying, administration)	1,588	600	2,188	1,500	2,100
Garbage (Scavenging)	984	192	1,176	1,200	1,300
Elevator (Maintenance)	2,684	526	3,210	3,369	3,600
Enterphone	436	86	522	547	547
Landscaping	4,055	1,023	5,078	6,000	6,000
Supplies	184	200	384	1,000	600
Janitorial	3,213	500	3,713	4,032	4,600
Fire Protection (Yearly Maint. & Monitor)	585	0	585	1,800	1,800
Repairs & Maintenance	14,992	1,000	15,992	16,947	16,000
Contribution to Contingency Reserve Fund	7,243	1,449	8,692	8,692	14,782
TOTAL EXPENSES	\$71,299	\$13,933	\$85,232	\$89,415	\$98,191
* Water and Building Insurance are prepaid accounts					

Strata Plan VR1551 – 145 on Twelfth

REPAIR AND MAINTENANCE SCHEDULE FOR YEAR 2014

Boiler and Mechanical	\$	1,500
Chimney Inspection		1,400
Garage Door		1,500
General Repairs		10,050
Clean Building Air		1,200
Snow Removal		350
Window Cleaning		0
		<hr/>
Total	\$	16,000

Strata Plan VR 1551 – 145 on Twelfth

Proposed Monthly Maintenance Fee Schedule

UNIT #	S.L. #	UNIT ENTITLEMENT	MONTHLY OPERATING BUDGET - 2014
101	1	44	185.06
102	2	94	395.35
<u>103</u>	3	89	<u>374.33</u>
104	4	88	370.12
105	5	48	201.88
106	6	85	357.50
107	7	76	319.65
108	8	84	353.30
201	9	88	370.12
202	10	69	290.21
203	11	65	273.38
204	12	89	374.33
205	13	85	357.50
206	14	75	315.44
207	15	85	357.50
301	16	88	370.12
302	17	88	370.12
303	18	69	290.21
304	19	65	273.38
305	20	89	374.33
306	21	95	399.56
307	22	85	357.50
308	23	75	315.44
309	24	85	357.50
TOTAL		1,903	8003.83

Jean spoke to
2 realtors
and was told
our maintenance
fees are high
upper normal but
reasonable for the
area

2014 Total Budget = $\frac{\$96,046}{12}$ = \$8,003.83

Strata Plan VR 1551 – 145 on Twelfth

Special Assessment 2014 to support Depreciation Report while we increase \$20,000 into the Contingency Reserve Fund.

\$20,000 Special Assessment will be transferred directly to the Contingency Reserve Fund.

UNIT #	S.L. #	UNIT ENTITLEMENT	CONTRIBUTION TO SPECIAL ASSESSMENT
101	1	44	462.42
102	2	94	987.90
103	3	89	935.37
104	4	88	924.86
105	5	48	504.46
106	6	85	893.33
107	7	76	798.74
108	8	84	882.82
201	9	88	924.86
202	10	69	725.17
203	11	65	683.13
204	12	89	935.37
205	13	85	893.33
206	14	75	788.23
207	15	85	893.33
301	16	88	924.86
302	17	88	924.86
303	18	69	725.17
304	19	65	683.13
305	20	89	935.37
306	21	95	998.40
307	22	85	893.33
308	23	75	788.23
309	24	85	893.33
TOTAL		1,903	\$20,000.00

**PAYABLE TO STRATA PLAN VR 1551
DUE ON OR BEFORE MARCH 30th, 2014**

**Strata VR 1551 Council Meeting Minutes
November 6, 2013**

Meeting was called to order by Jeannine Burrows at 7:03pm

In attendance:

Jeannine Burrows, Joe Badalucco, Kathryn LeDrew, Jean Berto, Satvir Dosanjh, Eric Kohn

Regrets Darrell Ross

Approved minutes from September 30, 2013

Depreciation Report:

The depreciation report has been completed, the adequate funding model was chosen by council to be the appropriate model for our strata. All owners will be provided with an executive summary and cover letter.

Current work:

Balcony repairs are complete.

Financial Statements:

September financial statements were reviewed, determined to be correct and approved.

Smoke:

There has been increased smoke in the hallway and in neighbouring suites. As exposure to smoke causes serious health issues in some of the home owners, Council respectfully asks any smokers in the building to ensure they have adequate weather stripping around their front door and air cleaners in front of their doors, and any other measures necessary to eliminate smoke from entering the hallway. Some suggestions are using smokeless ashtrays and air cleaners.

The fan timer of the ventilation fans has been decreased in winter months due to the cold air intake.

Budget:

The budget for 2014 is in process of being finalized, additional meeting is required.

Meeting Adjourned 8:30 PM

**Strata VR 1551 Council Meeting Minutes
November 14, 2013**

Meeting was called to order by Jeannine Burrows at 7:05pm

In attendance:

Jeannine Burrows, Joe Badalucco, Kathryn LeDrew, Eric Kohn, Darrell Ross

Regrets Jean Berto, Satvir Dosanjh

Minutes:

Minutes from meeting November 6, 2013 approved.

Budget:

The budget for 2014 was discussed and approved by council for presentation to the owners at the AGM.

Meeting Adjourned 8:15 PM

ANNUAL GENERAL MEETING MINUTES

STRATA PLAN VR1551

DATE HELD: Tuesday, December 10, 2013
LOCATION: Lobby, 145 East 12th Street. North Vancouver, B.C.
CALL TO ORDER: 7:00 P.M.

OWNERS IN ATTENDANCE

Seventeen (17) Owners were registered as being in attendance, five (5) by proxy.

CALLING OF THE ROLL/CERTIFICATION OF PROXIES/QUORUM REPORT

Before the commencement of the meeting, Strata Chair, Jeannine Burrows, reported that all Owners were registered and all proxies certified with seventeen (17) Owners represented in person and five (5) by proxy for a total representation of twenty-two (22) Owners. In order to conduct business at the Annual General Meeting, at least 1/3 of the persons entitled to vote must be present in person or by proxy. As this number exceeded the required quorum, the meeting was deemed competent to proceed.

PROOF OF NOTICE

Owners were advised that Notice of the Annual General Meeting was delivered in accordance with the Bylaws of the Strata Plan VR1551 and the *Strata Property Act*.

CALL TO ORDER

The Strata Chair called the Meeting to order at 7:00 p.m.

PRESIDENT'S REPORT

Strata President Jeannine Burrows thanked owners for attending and for volunteering their skills and time to help out.

The Depreciation Report was accomplished. It was team effort with Joe providing the documentation, Kathryn scanning that and sending it all to NLD. Darrell accompanied Mike of NLD to assess the components. Jean headed the Depreciation Report Committee and communicated with the company until a funding model was chosen. Jean also assembled the Executive Summaries provided to all owners. Jeannine stated that she was very grateful to all of these council members and Claudia on the Depreciation Report Committee and Eric and Satvir on Council for their work, patience and support.

Joe handled the upkeep of the building including the balcony repairs. Again we are very grateful.

We do have a new Janitorial service "Everyday Allstar". Our cleaner is Adam.

REPORT ON INSURANCE

A copy of the insurance coverage summary was attached to the Notice of meeting.

Owners are reminded that the strata corporation's insurance does not cover contents or any improvements made to a strata lot. Losses are also subject to deductibles.

Owners should review their insurance requirements with an insurance broker for their assistance and advice on appropriate coverage for their own purposes.

APPROVAL OF THE PREVIOUS MINUTES

Special General Meeting, July 18, 2013.

After review, it was **Moved/Seconded** (#108/#205) that the minutes of the Special General Meeting held July 18, 2013 be approved as circulated.

CARRIED

Resolution # 1 (BY 3/4 VOTE) – Special Assessment

WHEREAS, the Owners Strata Plan VR-1551 agree to make a one time contribution of \$20,000 to the Contingency Fund by way of special assessment;

BE IT RESOLVED as Resolution by 3/4 Vote that the Owners, Strata Plan VR-1551 authorize a special assessment in the amount of \$20,000 as a contribution to the Contingency Fund with such special assessment charged to the owners in proportion to the unit entitlement of their respective strata lots.

The special assessment will be assessed on December 10, 2013 and shall become due and payable on this date and any owner who sells, conveys or transfers his or her title, including a remortgage, on or after the date of assessment shall pay the full amount outstanding.

As a matter of payment convenience only, owners are permitted to pay their assessment on or before March 30, 2014.

This assessment shall be considered as part of the common expenses of the strata corporation and Section 116 of the *Strata Property Act* of BC (Certificate of Lien) shall be applicable where an owner fails to make the required payment authorized by the passing of this resolution.

It was **moved/seconded** to accept Resolution #1

Votes: For-22 Against-0 Abstain-0

CARRIED

Schedule of Special Assessments – Due on or before March 30, 2014

SUITE	UE	Assessment
101	44	\$ 462.43
102	94	\$ 987.91
103	89	\$ 935.37
104	88	\$ 924.86
105	48	\$ 504.47
106	85	\$ 893.33
107	76	\$ 798.74
108	84	\$ 882.82
201	88	\$ 924.86
202	69	\$ 725.17
203	65	\$ 683.13
204	89	\$ 935.37
205	85	\$ 893.33
206	75	\$ 788.23
207	85	\$ 893.33
301	88	\$ 924.86
302	88	\$ 924.86
303	69	\$ 725.17
304	65	\$ 683.13
305	89	\$ 935.37
306	95	\$ 998.42
307	85	\$ 893.33
308	75	\$ 788.23
309	85	\$ 893.33
Total	1903	\$ 20,000.00

If you pay your maintenance fees electronically through Pre-Authorized payment, please note that payment of your special assessment CAN NOT be made this way. Cheques, made payable to Strata Plan VR-1551 should be sent to the management company C&C PROPERTY GROUP at #530 –171 West Esplanade Avenue NORTH VANCOUVER, BC, V7M-3J9.

Resolution # 2 (BY 3/4 VOTE) – Contingency Fund Expenditure

WHEREAS, the Owners, Strata Plan VR-1551 wish to complete repairs to and rebuild the front walkway at a budgeted cost of \$10,000;

AND WHEREAS, the Owners, Strata Plan VR-1551 wish to use the Contingency Fund for to pay for these costs;

BE IT RESOLVED as a Resolution by $\frac{3}{4}$ Vote that the Owners, Strata Plan VR-1551 authorize an expenditure of up to \$10,000 from the Contingency Fund to pay the cost to repair and rebuild the front walkway.

It was **moved/seconded** to accept Resolution #2

Votes: For-22 Against-0 Abstain-0

CARRIED

Resolution # 3 (By MAJORITY VOTE) – Transfer 2013 Operating Surplus to Contingency Fund

WHEREAS, the Owners, Strata Plan VR-1551 wish to transfer the operating surplus from the 2013 budget estimated to be \$3,686 to the Contingency Fund

BE IT RESOLVED as a Resolution by Majority Vote that the actual surplus from the 2013 fiscal year be transferred to the Contingency Fund.

It was **moved/seconded** to accept Resolution # 3

Votes: For-22 Against-0 Abstain-0

CARRIED

FINANCIAL REPORT

Treasurer Joe Badalucco reviewed the Financial Report with the Owners. He also reviewed the building maintenance projects carried out in 2013. Joe then presented the operating budget for 2014 to the Owners, which includes a 10% increase in maintenance fees.

The statement of Contingency Fund activity expected by the year end is as follows:

Statement of Contingency Fund

Opening Balance (January 1, 2013)	\$26,908.27
Appropriation	\$28,692.05
Interest Earned	\$ 411.97 *
Expenditures	\$17,631.71 (-)
Transfer In	\$ 3,562.64
Closing Balance (December 31, 2013)	\$41,943.22 *

* Plus accrued interest in December 2013.

2014 Operating Budget

It was **Moved/Seconded** to accept the 2014 operating budget.

CARRIED

SUITE	UE	2013 fee	Contrib to Operat Fund 2014	Contrib to Cont Reserve 2014	MONTHLY 2014	Difference
101	44	\$ 168.24	\$ 156.58	\$ 28.48	\$ 185.06	\$ 16.82
102	94	\$ 359.42	\$ 334.51	\$ 60.85	\$ 395.35	\$ 35.94
103	89	\$ 340.30	\$ 316.71	\$ 57.61	\$ 374.33	\$ 34.03
104	88	\$ 336.47	\$ 313.16	\$ 56.96	\$ 370.12	\$ 33.65
105	48	\$ 183.53	\$ 170.81	\$ 31.07	\$ 201.88	\$ 18.35
106	85	\$ 325.00	\$ 302.48	\$ 55.02	\$ 357.50	\$ 32.50
107	76	\$ 290.59	\$ 270.45	\$ 49.20	\$ 319.65	\$ 29.06
108	84	\$ 321.18	\$ 298.92	\$ 54.37	\$ 353.30	\$ 32.12
201	88	\$ 336.47	\$ 313.16	\$ 56.96	\$ 370.12	\$ 33.65
202	69	\$ 263.83	\$ 245.54	\$ 44.66	\$ 290.21	\$ 26.38
203	65	\$ 248.53	\$ 231.31	\$ 42.08	\$ 273.38	\$ 24.85
204	89	\$ 340.30	\$ 316.71	\$ 57.61	\$ 374.33	\$ 34.03
205	85	\$ 325.00	\$ 302.48	\$ 55.02	\$ 357.50	\$ 32.50
206	75	\$ 286.77	\$ 266.89	\$ 48.55	\$ 315.44	\$ 28.68
207	85	\$ 325.00	\$ 302.48	\$ 55.02	\$ 357.50	\$ 32.50
301	88	\$ 336.47	\$ 313.16	\$ 56.96	\$ 370.12	\$ 33.65
302	88	\$ 336.47	\$ 313.16	\$ 56.96	\$ 370.12	\$ 33.65
303	69	\$ 263.83	\$ 245.54	\$ 44.66	\$ 290.21	\$ 26.38
304	65	\$ 248.53	\$ 231.31	\$ 42.08	\$ 273.38	\$ 24.85
305	89	\$ 340.30	\$ 316.71	\$ 57.61	\$ 374.33	\$ 34.03
306	95	\$ 363.24	\$ 338.07	\$ 61.49	\$ 399.56	\$ 36.32
307	85	\$ 325.00	\$ 302.48	\$ 55.02	\$ 357.50	\$ 32.50
308	75	\$ 286.77	\$ 266.89	\$ 48.55	\$ 315.44	\$ 28.68
309	85	\$ 325.00	\$ 302.48	\$ 55.02	\$ 357.50	\$ 32.50
Total	1903	\$ 7,276.25	\$ 6,772.00	\$ 1,231.83	\$ 8,003.83	\$ 727.58
Annual		\$ 87,315.00	\$ 81,264.00	\$ 14,782.00	\$96,046.00	\$ 8,731.00

Maintenance fees are effective January 1, 2014. Owners paying their maintenance fees electronically will have their fees changed automatically on January 2, 2014. Owners paying their fees by cheque should forward the management company 12 post-dated cheques.

ELECTION OF 2014 STRATA COUNCIL

The Strata Chair informed Owners that, in accordance with the Strata Corporation Bylaws and the *Strata Property Act* of British Columbia, the 2013 Strata Council Members were deemed to have resigned but were eligible for re-election. Nominations were called from the floor for the 2014 strata council, which resulted in the following owners being nominated:

Jeannine Burrows	#309
Claudia Jessen	#302
Kathryn LeDrew	#104
Jean Berto	#108
Darrell Ross	#303
Eric Kohn	#101
Kris Droho	#204

There being no further nominations, the nominations were closed and the aforementioned Owners elected by acclamation.

ADJOURNMENT

There being no further business, it was **Moved/Seconded** (#104/#205) that the meeting be adjourned at 8:00 p.m.



The new Council held a short meeting after the Annual General Meeting to assign duties and discuss any business needing to be addressed. Council duties are assigned as follows:

Jeannine Burrows	#309 President
Claudia Jessen	#302 Vice President
Jean Berto	#108 Treasurer
Kathryn LeDrew	#104 Secretary
Darrell Ross	#303 Fire Liaison
Eric Kohn	#102 Member at large
Kris Droho	#204 Member at large

New Business:

Council noted that the CP locker and parking assignment list dated November 5, 2012 is renewed.

Council reminds owners that if they have any strata concerns they are to call council. Joe Badalucco declined joining council this year and we all are very grateful for his contributions to council and the building as a whole. We respectfully ask that owners do not call him with their problems as in the past. After 13 years on council, Joe deserves a rest from these duties!

Meeting adjourned at 9:30 p.m.