

TO **The Owners, Strata Plan BCS2401**
C/O **Ms. Tara Hooge**
EMAIL **thooge@baysideproperty.com**
Bayside Property Services Ltd.
Suite 100-6400 Roberts Street
Burnaby BC V5G 4C9

6322.002
Manhattan Skye
Window Review

DATE January 26, 2016

REGARDING **Window Review**

Dear Ms. Hooge,

As requested by The Owners, Strata Plan BCS2401 (Owners), RDH Building Science Inc. (RDH) is pleased to provide this report of a window review for the townhouse complex known as Manhattan Skye, located at 19551 66th Avenue, Surrey, BC.

1 Introduction

1.1 Background

Manhattan Skye is a 119-unit townhouse complex constructed in approximately 2008.

We understand that the Owners have been experiencing localized issues related to the bay windows. For this reason and to assist with future planning, the Owners wish to obtain more information regarding the current condition of this specific building enclosure asset. Reviewing the windows in more detail will assist with planning and the prioritization of possible maintenance, repairs, and renewals.

1.2 Scope of Services

The following section describes the localized building enclosure review services outlined in our accepted proposal (accepted October 05, 2015):

- 1) Review any available documentation pertaining to the original design and construction of the building enclosure. This documentation should ideally include full sets of architectural and structural drawings. If available, obtaining any window shop drawings would also be of assistance.
- 2) Review any documentation relevant to any window concerns including documentation from the property manager, previous reports, photographs, and information related to any previous repair work undertaken. This review of the documentation and history of the complex will lead to a more effective and focused field investigation.
- 3) Field investigation services, consisting of the following:
 - a) A visual review of the interior conditions of sample units in order to assess the influence of in-service conditions of units on the performance of the existing windows. To undertake the interior review, we will require access to a number of suites, preferably any that are currently experiencing problems. Based on our

correspondence, it is our understanding that units 4, 25, 31, and 83 are currently experiencing window issues.

- b) A visual review of the exterior of the complex. During the visual review, we will focus on areas that have reported window concerns. This visual review will be conducted from the ground and ladders, as well as from some of the balconies.
 - c) In order to determine the condition of hidden building components; confirm the building construction; and/or trace the origin of possible water ingress, we will need to make exploratory openings adjacent to the windows. The openings will likely be made from the interior through the gypsum board. However, we may also need to complete localized exterior openings as well (see photos below). The openings will consist of cutting, removing, or coring the exterior cladding and/or interior gypsum wallboard and conducting a visual review of the underlying components. We anticipate that approximately 6 exploratory openings will be required.
- 4) Develop conceptual renewals and repair work recommendations based on the results of our investigation. These will include a discussion of alternative approaches including phasing of potential work, where appropriate.
 - 5) Prepare and submit a report to the Strata Council. We will meet with the Council to present the report to better explain the report’s findings and associated implications, as well as to address questions.

2 Observations

2.1 Document Review

As part of the accepted scope of services, RDH carried out a document review. The following documents were provided to RDH for review:

TABLE 2.1 DOCUMENTS REVIEWED	
Original Architectural Drawings	<p>“Reissued for Building Permit” set, dated December 4, 2006. Prepared by Points West Architecture. Drawing sets for the following buildings throughout the complex were provided: A-1, A-2, B, C-1, C-2, C-3, C-4, D, E, and Amenity Building. Drawing sets for each type of building generally consisted of the following:</p> <ul style="list-style-type: none"> → A-1: General Notes & Drawing Index → A-2: Site Plan → A-3: Lower Floor Plan → A-4: Main Floor Plan → A-5: Upper Floor Plan → A-6: Roof Plan → A-7: Front Elevation → A-8: Rear Elevation → A-9: Side Elevations → A-10: Cross Sections A-A, B-B, C-C & Section D

TABLE 2.1 DOCUMENTS REVIEWED	
	<ul style="list-style-type: none"> → A-11: Construction Types Schedule → A-12: Door and Window Schedules → A-13: Details
Documents Relating Specifically to Windows	None provided

The architectural drawings that were provided describe the general arrangement of the buildings throughout the complex. The details included in the architectural drawing packages typically illustrate wall, ceiling and stair details. The architectural details did not describe the window detailing or window construction in significant detail.

No window shop drawings were available to review. RDH noted a sticker on one window assembly in the complex that read “Tye MFG.” We assume this sticker is indicating the window manufacturer is “Tye Windows” of Abbotsford, British Columbia. The Tye Windows 2600 series casement window and 6300 series nail-on slider window are similar to those installed at Manhattan Skye. Tye Windows advertises a 20-year warranty for their window assemblies.

2.2 Description of Assemblies

The window review was focused on bay windows throughout the complex. Based on our review of the architectural drawings, sheet A-12: Door & Window Schedules the following was noted:

For the purpose of describing the difference in two similar assemblies, the distinction between “bays” and “bay windows” is described below:

Bay: Rectangular shape, typically one window installed at the widest face of the projection (Figure 2.1).



*Figure 2.1
Photo of a typical bay at
Manhattan Skye.*

Bay Window: Faceted shape, typically 1 larger window installed at the outermost projection with 2 smaller windows installed at each side adjacent to the larger window (one at each side, Figure 2.2). The larger fixed windows appear to be connected with a coupler at the transition from the large casement vent.



Figure 2.2

Photo of a typical bay window at Manhattan Skye.

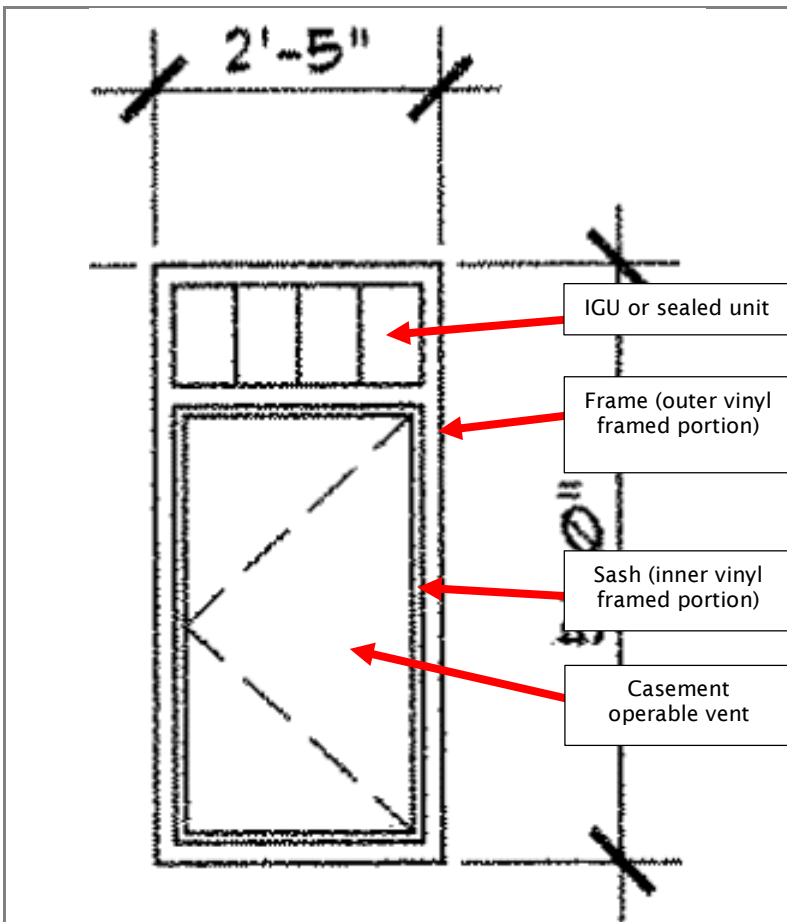


Figure 2.3

Drawing of Window Type H - Casement type window with components labeled. Drawing reproduced from architectural drawings, sheet A-12: Door and Window Schedules.

This casement type window is the typical casement window installed at bay window assemblies throughout the complex.

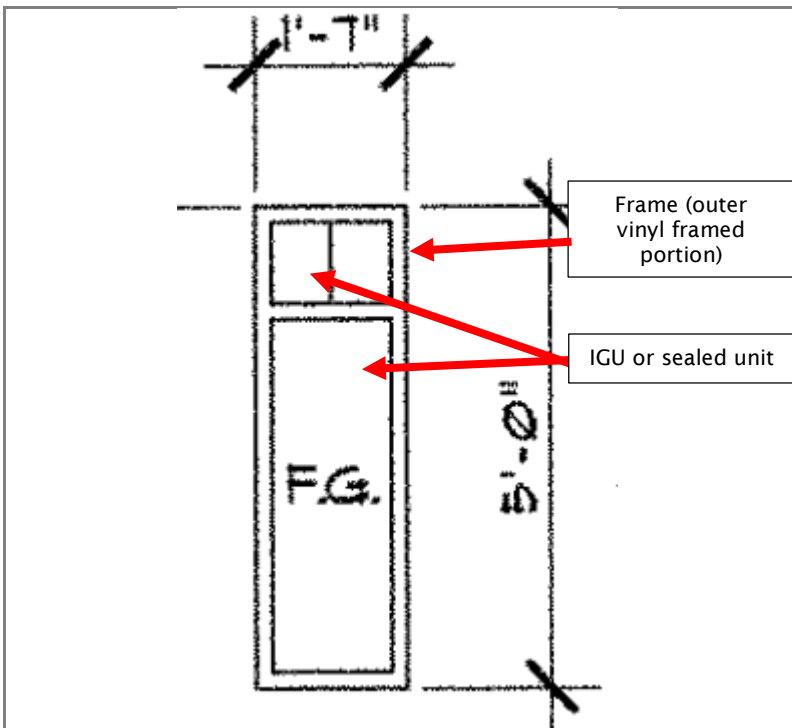


Figure 2.4
 Drawing of Window Type J – Fixed glass window with components labeled. Drawing reproduced from architectural drawings, sheet A-12: Door and Window Schedules.
 This fixed glass type window is the typically installed adjacent to casement type windows at bay window assemblies throughout the complex.

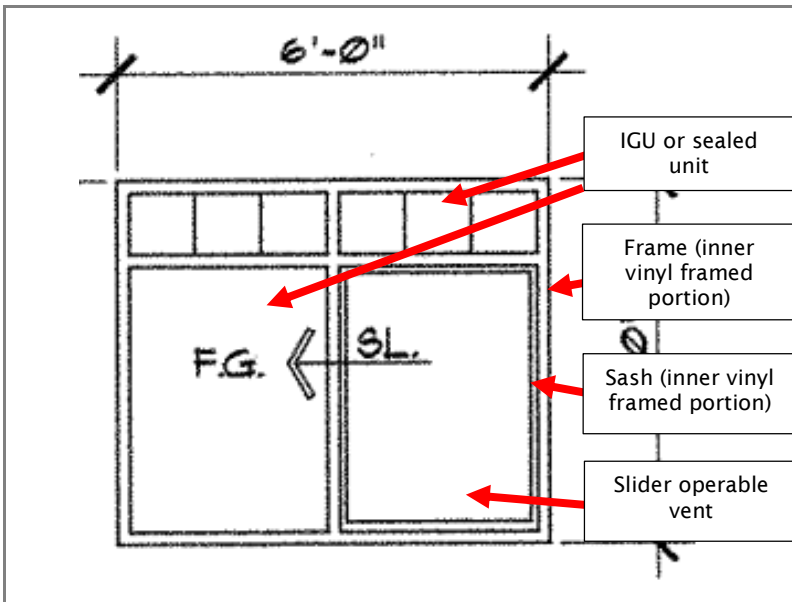


Figure 2.5
 Drawing of Window Type A – slider type window with components labeled. Drawing reproduced from architectural drawings, sheet A-12: Door and Window Schedules.
 Window Type A – Slider type window is the typical window installed at bays throughout the complex.

The insulating glazing units (IGUs) installed within the bays and bay window assemblies are typically exterior glazed assemblies (glazing stops installed at the exterior), with the exception of casement type vents at bay windows. Casement type vents are interior glazed (glazing stops installed at the interior). The IGU spacer appears to be a proprietary “Swiggle Strip” type spacer.

At bay window assemblies, RDH noted what we assume are weep holes at the exterior of the window frame below fixed glass type glazing (Figure 2.6). At bay assemblies, there are what we would expect to be weep holes for the window frame noted below the fixed glass type glazing (Figure 2.7).

There are typically sill tracks installed at the interior below fixed glass type windows (Figure 2.8). Sill tracks are not typically installed below casement vents or at slider type

window assemblies (Figure 2.9). There is a secondary track installed at Window Type A above the fixed glass and slider vent (Figure 2.10). There do not appear to be drain holes installed in the sill track or secondary track.

Without window shop drawings it is difficult to discern the hardware and locking mechanisms for the windows assemblies installed at Manhattan Skye. Casement type vents are operated by a crank, and locked with a 2-point locking mechanism. The 2 points of the locking mechanism are located near the bottom and top edges of the casement vent. At casement type operable vents RDH noted a dual-arm type operator as manufactured by “Truth”, Observations regarding the casement type window operator hardware is discussed in section 2.3.1 of this report.

At slider type vents, RDH noted sliders are installed on rollers and contained within a grooved slider track. RDH could not confirm the details of the slider locking mechanism.





Figure 2.8
Photo of bay assembly
taken at interior of
suite 83, south
elevation.
IGU
Swiggle spacer (black)
Sill track



Figure 2.9
Photo of bay window
assembly taken at
interior of suite 83,
south elevation.
Casement vent



Figure 2.10
Photo of bay assembly
taken at interior of
suite 70.
IGU
Secondary track
IGU

2.3 Observations: Interior Review

RDH carried out interior reviews of windows at representative units on November 20, 2015. The weather at the start of the review was clear with a temperature of approximately -1°C. RDH gained access to the following suites:

→ 10, 25, 30, 31, 44, 70, 83

The following typical items of concern were noted at each of the units during the interior review:

A: Condensation at interior side of glazing (Figure 2.11)

B: Mould on or around window frames (Figure 2.12 & Figure 2.13)

C: Difficulty opening or closing operable vent of window

D: Exploratory opening

Suite #	Window Type & Vent	Floor Level	Elevation	Room	A	B	C	D
10	Bay - slider	2	South	Living room			X	
25	Bay window*	2	East	Kitchen		X	X	
25	Bay window - casement vent	2	West	Living room				
30	Bay window - casement vent	2	South	Living room				
31	Bay window - casement vent	2	South	Living room				X
31	Bay window - casement vent	3	South	Master bedroom	X	X		
31	Bay window - casement vent	3	North	Bedroom	X	X		
44	Bay window - casement vent	2	East	Living room			X	
44	Bay window - casement vent	2	West	Kitchen			X	
70	Bay - slider	2	East	Kitchen		X		
70	Bay - slider	3	East	Bedroom		X		
70	Bay - slider	3	West	Master bedroom	X			X
83	Bay window - casement vent	2	South	Kitchen	X			X
83	Bay window - casement vent	3	South	Bedroom	X	X	X	
COUNT:					5	6	5	3
TOTAL:					15	15	15	15
PERCENT OF TOTAL:					33.3%	40%	33.3%	20%

*= Bay window with sliding sash window instead of casement vents. The type of windows installed at the suite 25 kitchen bay window do not match the windows indicated on the architectural drawings. Vertical slider vents are installed in place of fixed glass side units. There is no casement vent installed at the suite 25 kitchen bay window.

Based on our interior reviews of windows, we can note the following:

- About 1/3 of the windows reviewed from the interior had condensation at the interior pane of glass at the time of the review. Additionally, about 40% of the windows reviewed from the interior had some sort of mould on or around the window frame, consistent with the effects of condensation of interior humidity.
- About 1/3 of the windows reviewed from the interior had some sort of problem related to opening or closing the operable vent of the window. In some cases, suite Owners reported they were hesitant to operate the windows because of the difficulty related to opening or closing the windows.
- Exploratory openings at suite interiors were made below bay windows at 3 suites. No evidence of water ingress or deterioration of wall components were noted at the wall areas reviewed. Additionally, it is our understanding that there are no reports of active leaks relating to windows throughout the complex.
- It is our understanding that the performance of the slider type windows at bays have varied at the complex. Owners at suites 69 & 70 reported that modifications were made to the slider windows at bays in their suites in order to allow the sliders to close properly. Slider type windows reviewed during the interior reviews were typically not problematic. It is our understanding there are no active leaks associated with slider type windows at bays.



Figure 2.11
Condensation on the interior surface of glass. Photo taken at the bay at the master bedroom of suite 70.



Figure 2.12
Staining & mould on the window frame within slider vent track at a bay. Photo taken at kitchen window at suite 70.



Figure 2.13
Staining & mould on the window frame of casement vent of bay window. Photo taken at master bedroom window of suite 31.

2.3.1 Window Hardware: Casement Window Operator

During our interior review of the windows, RDH noted a manufacturer stamp on the window hardware of a typical casement vent at a bay window: “EntryGard Truth” (Figure 2.14). This is assumed to be the EntryGard dual arm operator series by Truth Hardware.

It is important to note from the Truth Hardware technical documentation for the manufacturer’s recommendation regarding the sash weight for the operable vent of the window:

“Sash weight should be limited to 60lbs. to insure ease of operation for the lifetime of the window. When used on a sash weighing over 60 lb., operating torque will noticeably increase and operator life will be reduced.”

Without window shop drawings RDH cannot confirm thickness of glass used and other components used in construction of the window assembly. The thickness of glass used, other components used in construction of the window assembly, and the cumulative weight should be evaluated at a date when the window shop drawings are available.



2.3.2 Exploratory Openings

RDH made 3 exploratory openings during the interior reviews of windows (Figure 2.15 to Figure 2.18). Additional exploratory openings were not made as there were no visually concerning items with respect to water ingress noted during our interior review at a

sampling of suites. The exploratory openings made at suites 70, 83 and 31 did not reveal damage to the underlying wall sheathing or framing at their respective locations.

Colour codes are used to represent the moisture content reading and physical observations noted at exploratory openings.




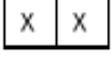








Legend		
Moisture Content Reading		Physical Observations
<19% <39 RML		Sheathing, framing and fasteners observed to be in sound condition
20% to 27% 40 to 69 RML		Moisture staining and/or minor damage observed at sheathing and / or minor deterioration of framing
>28% >70RML		Deterioration observed at sheathing and framing
No moisture content reading was made		Indicates that no observation of sheathing or framing was made

Figure 2.15
Exploratory opening methodology

EXPLORATORY OPENING #1		
		<i>Figure 2.16</i> <i>Suite #70, Third Floor, Master Bedroom</i> <i>West Elevation</i> <i>Below Window Jamb to Sill Interface</i>
Moisture Content: 8%		
Physical Observations: Sound		

EXPLORATORY OPENING #2		
		<p>Figure 2.17 Suite #83, Second Floor, Kitchen South Elevation Below Window Jamb to Sill Interface</p>
Moisture Content: 10%		
Physical Observations: Sound		

EXPLORATORY OPENING #3		
		<p>Figure 2.18 Suite #31, Second Floor, Living Room South Elevation Below Window Jamb to Sill Interface</p>
Moisture Content: 10%		
Physical Observations: Sound		

2.4 Observations: Exterior Review

RDH conducted an exterior review of bays and bay windows throughout the complex on November 20, 2015. Only windows with an observable item of concern are noted on the table below. Windows without an item of concern noted are omitted from the table.

No visually concerning items were noted regarding slider windows at bays. The exterior review predominately focused on bay windows throughout the complex.

The following typical items of concern were noted:

- A: Casement vent sash out of plumb: visible horizontal gap between the top non-hinged side of the sash of the casement vent and the vinyl window frame
- B: Condensation at interior side of glazing
- C: Perimeter sealant joint between window frame and trim/adjacent wall area failing cohesively

TABLE 2.3 EXTERIOR REVIEW SUMMARY						
Suite #	Window Type	Floor Level	Elevation	A	B	C
18	Bay window - casement vent	2	West	X		
18	Bay window - casement vent	3	West	X		
48	Bay window - casement vent	2	East	X		
48	Bay window - casement vent	3	East	X		

TABLE 2.3 EXTERIOR REVIEW SUMMARY						
66	Bay window - casement vent	3	East	X		
71	Bay window - casement vent	2	East			X
71	Bay window - casement vent	3	East	X		
74	Bay window - casement vent	2	East	X		
74	Bay window - casement vent	3	East	X		
78	Bay window - casement vent	2	South	X	X	
78	Bay window - casement vent	3	South	X		
79	Bay window - casement vent	3	South	X		
83	Bay window - casement vent	2	South	X	X	X
83	Bay window - casement vent	3	South	X		
86	Bay window - casement vent	2	West	X		
86	Bay window - casement vent	3	West	X		
90	Bay window - casement vent	2	West	X		
90	Bay window - casement vent	3	West	X		
104	Bay window - casement vent	2	North	X		
104	Bay window - casement vent	3	North	X		
110	Bay window - casement vent	3	East	X		
113	Bay window - casement vent	2	East			X
113	Bay window - casement vent	3	East			X
114	Bay window - casement vent	2	East			X
115	Bay window - casement vent	2	East	X		
115	Bay window - casement vent	3	East	X		
116	Bay window - casement vent	2	East	X		
116	Bay window - casement vent	3	East	X		
COUNT:				24	2	5
TOTAL:				56	56	56
PERCENT OF TOTAL:				43%	3.5%	9%

Total is based on number of bay windows observable from drive-aisles throughout the complex.

- Almost half of the casement vents of the bay windows reviewed from the drive aisles of the complex appeared to be visually out of plumb from the vinyl window frame to some extent. A horizontal gap between the top non-hinged side of the sash of the casement vent and the vinyl window frame were typically observed. As a result, the top of the operable vent and the window frame are not co-planar. The horizontal distance visible between the sash and the window frame typically varied from approximately 1/4" to 1-1/2" (Figure 2.19).
- 2 windows were noted with condensation at what appeared to be the interior pane of glass during the exterior review (Figure 2.20). It is important to note that the exterior review portion of the work was carried out in the afternoon. As a result of the time of the review, we would expect condensation related issues to be less prevalent than they would when compared with the early morning interior review.

→ Cohesive sealant failure (cracking sealant) was noted at 5 of the windows observable from the drive aisles. It is important to note the width of perimeter sealant joints varied over the length of the joint. Varying sealant joints were noted at the perimeter sealant joint between the vinyl window frames and adjacent wall assembly.



Figure 2.19

The sash is out of plumb. There is a visible horizontal gap between the sash of the operable vent and vinyl window frame.

Photo of bay window at third floor level of unit 18 (west elevation).



Figure 2.20

Condensation at the interior pane of glass.

Photo of bay window at second floor level of unit 78 (south elevation).



Figure 2.21

Photo of failing sealant. The sealant joint at this window frame to perimeter trim interface varied in width from approximately 1/8" to 1/2"

Photo of bay window at unit 4 (north elevation)

3 Analysis

During our interior review of windows at select suites, RDH noted 33% of windows of the windows reviewed during our interior review had condensation at the interior pane of glass. Additionally, 40% of the windows reviewed during the interior reviews had evidence of what we would expect to be condensation on the window frame in the form of staining or mould. We would recommend that individual suite Owners be made aware of appropriate humidity control strategies to reduce the likelihood of condensation at the interior surface of glass. A technical bulletin prepared by the Homeowner Protection Office (HPO) has been appended to this report for distribution to Owners regarding condensation of interior humidity.

RDH made 3 exploratory openings at suite interiors below windows. No significant damage, symptoms of water ingress, or evidence of excess condensation at the interior side of glazing draining into the wall assembly were noted at the exploratory openings. No window installation details were included in the original architectural drawings, consequently RDH could not verify the intended perimeter detailing methodology. The lack of staining on the framing or wall sheathing leads us to believe the perimeter detailing of the windows appears to be performing adequately. Additionally, RDH was not made aware of any active leaks relating to windows at the complex.

RDH reviewed sealants at window perimeters during the exterior review. The sealant joint profiles at window frame to adjacent wall interfaces vary throughout the complex. Sealant joints are typically recommended to be a minimum of 3/8" to 1/2" wide, depending on the joint profile. The thinly applied sealant joints are more subject to excessive strain from expansion and contraction and are more likely to fail prematurely. Consequently, the sealants should be monitored for further signs of cohesive failure (cracking) or adhesive failure (sealant debonding from the substrate material). Sealant issues appeared to be localized to select windows at the time of the review. The threat of water ingress to the interior at the cracked sealants is fairly minimal. Condition of the sealants should be monitored as part of regular building maintenance for the complex.

RDH did not have access to window shop drawings in order to confirm the manufacturer of the vinyl framed windows, or to confirm details relating to the internal construction of the vinyl windows. However, as discussed in section 2.1 of the report the window assemblies appear to be manufactured by "Tye Windows" of Abbotsford, British Columbia.

During our exterior review of bay windows, almost half of the casement vents of the bay windows appeared to be out of plumb from the window frame, and appeared not to be closed properly. In a situation where a casement vent does not close properly, it is unlikely that both the top and bottom points of a 2-point lock mechanism will engage. The horizontal gap noted between the top edge at the non-hinged side of the sash of the casement vents and the vinyl window frames is consistent with what we expect from only the bottom lock point engaging. As a result of only the bottom lock point engaging: the top lock is likely applying a force on the sash of the casement vents when the window is closed. The force applied at the top of the sash of the casement vents are likely exacerbating the problem of the visible horizontal gaps between sashes and the vinyl window frames.

The weight of the casement vents may also be contributing to issue of out-of-plumb casement vents. The size of the casement vent is close to what we would expect to be the upper size limit of a vinyl-framed casement type vent. Over time the IGU within the casement vent may have sagged, or the dual-arm operator may have deformed from the torque applied by the weight of the IGU. As a result of one (or both) of the factors described above, it is possible that the sash of the casement vent to has shifted out of plumb and does not close properly.

The window operator hardware installed at the casement vents at bay windows essentially acts as a lever between the casement operable vent and the hinge of the window. When the casement vent is opened, the torque applied from the self-weight of the casement vent will attempt to rotate the operator hardware. The window operator hardware will resist the torque to a certain point before deforming or bending.

When the casement operable vent is fully open the torque applied will likely be the greatest, and it will be more likely that the window operator hardware may temporarily deform or bend. This is consistent with the verbal accounts of some suite Owners who claim that the casement operable vents are more difficult to close after the windows are opened for a prolonged period over the course of a day.

The window manufacturer should review the issues relating to the operation of bay windows & bays and propose a solution. The windows may still be covered by a manufacturer warranty by Tyee Windows. The manufacturer may have a solution that involves minor adjustments to the window hardware. If minor adjustments to the window operator hardware are not suitable to fix the problem, more significant work involving replacement of some of the window components may be required.

4 Recommendations

There appears to be a systemic issue with the operation of bay windows and bays throughout the complex. This issue likely relates to the original design of the windows. Problems with operating windows appear to be more prevalent with casement vents at bay windows. However, it is our understanding slider vents have also been problematic in the past.

Additionally, condensation at the interior side of glazing was noted at several windows during the interior reviews of suites.

Localized areas of cohesive sealant failure at window perimeter joints were noted. Exterior sealants should be monitored as part of the maintenance program for the complex.

Based on our review of bays and bay windows throughout the complex, RDH recommends the following actions:


- Obtain original window shop drawings.
- The Owners should distribute information regarding condensation reduction strategies to all residents. An HPO technical bulletin pamphlet appended to this report is a suitable handout.
- RDH recommends the Owners contact the original window manufacturer (assumed to be Tye Windows of Abbotsford, BC) to comment on the issues relating to operation of the windows, and propose a repair. Repairs to the windows may still be covered by a manufacturer warranty offered by Tye Windows. If minor adjustments to the hardware will not address the problem, more significant work involving the replacement of some of the window components may be required.

Please contact the undersigned if we can be of assistance implementing the window repair project, or if you wish to discuss the report further.

Yours truly,

Trevor Vilac
Building Science Technologist
tvilac@rdh.com
RDH Building Science Inc.

Jason Dunn | B.Arch.Sc.
Associate, Project Manager
jdunn@rdh.com
RDH Building Science Inc.

 **JAN 26. 2016**

Paul Kernan | Architect AIBC
Managing Principal, Senior Building Science
Specialist
pkernan@rdh.com
RDH Building Science Inc.

Appendix A

HPO Bulletin

Avoiding Condensation Problems



Homeowner
Protection Office

Have you ever noticed water droplets on your window or black staining on the drywall of your walls? Have you ever wondered why the moisture returns around your windows after you have wiped it away? This type of moisture is from the interior air and is commonly referred to as condensation.



Condensation forms first on the coldest surfaces of a room, usually on glass surfaces of windows and doors.

What is condensation and how does it form in my home?

Condensation occurs in your home when moist air comes into contact with a surface which is at a lower temperature. Moist air contains water vapour — commonly referred to as humidity. Indoors, we can increase humidity through our activities and lifestyle. If a surface in your home is cold enough, the air in the immediate vicinity of the surface will be cooled sometimes causing the moisture in the air to condense or change into a liquid on the surface.

Condensation forms first on the coldest surfaces of a room, usually on glass surfaces of windows and doors. These surfaces are typically cooled by lower exterior temperatures during the winter months much more easily than the walls which are kept warm by insulation. For example, if it is cold enough outside and/or warm and humid enough inside, condensation may occur on or around your windows resulting in fogging, water or ice on

the windows themselves or even a puddle of water on the window frame or sill. Other examples of condensation in your home can include damp spots or mildew on outside wall corners, closet walls or baseboards. Areas of your home with poor air circulation, such as behind furniture or in a cupboard or closet, can also be susceptible to condensation.

If a surface in your home is cold enough, the air in the immediate vicinity of the surface will be cooled sometimes causing the moisture in the air to condense or change into a liquid on the surface.

A small amount of condensation appearing on a surface may not necessarily be a problem, depending on the amount of moisture that forms,

Maintaining your building envelope

This publication is one in a series of bulletins designed to provide practical information on the maintenance of the building envelope of multi-unit residential buildings including townhouses, low-rise and high-rise residential buildings.



What is a building envelope?

The building envelope includes all parts of the building (assemblies, components and materials) that are intended to separate the interior space of the building from the exterior climatic conditions. It includes, for example, the foundation, exterior walls, windows, exterior doors, balconies, decks and the roof.

Who should read this bulletin?

Anyone who lives in or looks after a multi-unit residential building should read this bulletin including residents/unit owners, strata councils, housing co-ops, maintenance managers, property managers or building owners. Proper maintenance of the building envelope can help prevent damage and avoid costly repairs in the future.



This bulletin is funded by the Homeowner Protection Office in partnership with Canada Mortgage and Housing Corporation and Polygon Homes Ltd.



As a general rule, steps should be taken to avoid condensation problems wherever possible as moisture can lead to damage.

how long it stays, and whether it accumulates on surfaces that can be damaged by water. Condensation can be short-term during a severe cold spell, or occur in a localized area such as kitchen, bathroom or laundry room.

In many instances, condensation moisture simply evaporates back into the air once the surfaces warm up or the moisture source is reduced. An example of this is moisture that condenses on a bathroom window during a shower and quickly disappears shortly after the shower is turned off. However, as a general rule, steps should be taken to avoid condensation problems wherever possible as moisture can lead to damage.

Taking preventative steps to avoid condensation will help prevent problems in the future.



Condensation has led to mould problems on the drywall.

hygrometers

measure

humidity levels

Why must I avoid condensation problems?

Condensation can cause serious damage to the interior and structural elements of your home or building. If condensation occurs frequently enough and for prolonged periods of time, materials in contact with the moisture may be damaged. Drywall and wood finishes around windows are two examples of materials in your home that can readily absorb moisture and become damaged if they remain wet for a sustained period of time. If left unchecked, condensation problems can cause:

- crumbling or soft spots in drywall
- decay in wood framing or corrosion of steel framing
- peeling paint
- damage to the insulation inside the walls, and
- mould and mildew problems in your home.

Most importantly, taking preventative steps to avoid condensation from occurring in your home will help prevent avoidable and expensive problems in the future.

Sources of moisture in the home

We add to humidity levels in our home through our activities and lifestyle. Water vapour is added to the air in large quantities by our breathing and perspiration, cooking, bathing, cleaning and other daily activities.

How we produce humidity in our homes

- A family of four can add moisture to the air equivalent to 30 to 40 litres of water per week
- Showering, cooking, bathing and washing can add 15 to 20 litres per week
- Drying clothes indoors can add 10 to 15 litres per week

Source: Natural Resources Canada



Evidence of problems resulting from condensation can be seen on the interior window sill.

Newly constructed homes may temporarily exhibit a higher potential for condensation as moisture in plaster, cement and other building materials escapes into the air during the first heating season. This elevated level of moisture in the air should taper off after a month or two. If it doesn't, you should inform your building or maintenance manager of the situation.

What should the indoor temperature and humidity levels be?

Interior temperature and relative humidity is often a matter of personal preference, but exceeding recommended humidity levels for extended periods of time can lead to a higher risk of condensation problems in your home. The recommended relative humidity level varies between winter and summer, and by location.

As a rough "rule of thumb", interior air temperatures should generally be maintained between 18°C and 24°C with relative humidity falling between 35% and 60% for the coastal temperate climate regions of British Columbia during the winter months. In colder and drier regions of the province, interior humidity levels should be limited to between 25% and 40% during the winter months. If you are unsure of the relative humidity in your home, small devices called "hygrometers" can be purchased that will allow you to measure the humidity levels in your home. See the "For more information" section at the end of this bulletin for references to other publications that provide information on how to measure humidity in your home.

Humidity cannot be eliminated from the air altogether. It is needed to maintain a comfortable and healthy interior environment. Without humidity we would suffer from chapped lips and dry skin, sore throats, breathing problems, static electricity, and damage to equipment and furniture. However, if humidity gets too high, problems will arise in your home such as condensation, musty smells, mould growth, allergic reactions and damage to walls and interior finishes.

How do I avoid condensation problems?

There are number of steps that you can take to prevent condensation problems from occurring in your home.

1) Reduce the amount of moisture or humidity generated in your home

- Do not regularly hang large amounts of clothes to dry indoors. Wherever possible, dry your clothes in a dryer with an outside vent.
- Shut off the humidifier if you are using one.
- While cooking, put a lid on boiling water — it will also boil faster!
- Try to have shorter showers. You will save the energy required to heat the water and conserve on water.
- Ensure the lint trap in your clothes dryer is clean. The lint trap should be inspected and cleaned before each use.
- As much as possible, try to wash full loads of dishes in the dishwasher.
- Do not store wood for your fire place indoors.

2) Promote good air circulation in your home

- Open blinds and drapes so that air can circulate freely over the windows.
- Direct heat towards exterior walls and windows.
- Where condensation at window sills is a persistent problem, remove any objects on the window sill such as books, photographs, and knickknacks as they prevent air from circulating and removing the moisture.
- Move furniture such as sofas and

bookcases so they are not touching outside walls. This will improve air circulation around the cooler outside wall and reduce condensation potential.

3) Promote good ventilation in your home

- Use the kitchen exhaust fan or range hood to remove humidity generated by cooking. Note: the exhaust fan or range hood should be vented to the outside.



Use your kitchen exhaust fan or range hood to remove humidity generated by cooking. The exhaust fan should be vented to the outside.

- Use bathroom fans and humidistats (if you have them) while bathing or showering. Some bathroom exhaust fans are connected to a humidistat that can be preset to ventilate the room when the humidity reaches a certain level, and keep the fan running until the humidity is below that set point. It is important that humidistats be set to the appropriate level and not turned to “off”. If the bathroom does not have a humidistat, the exhaust fan should be left running for a period of time after bathing or showering to remove the excess moisture from the bathroom. The exhaust fan should be vented to the outdoors.
- Some newer homes have a pre-set principal exhaust fan. Ensure that this fan is set to run for two 4-hour periods per day.
- Open windows periodically and

ensure that fresh air intake vents are not blocked.

- Make sure exterior vent hoods for your dryer, bathroom and kitchen vents are unobstructed and operating freely. Clothes dryers that take longer to dry than usual, and kitchen or bathroom fans that seem to not move the air could be signs of some obstruction in the duct or the outlet. Keeping vent hoods and lint traps clear will also reduce the amount of energy required to dry the clothes, thus reducing utility bills. Qualified professionals should be used to carry out this maintenance item.
- Consider upgrading your kitchen or bathroom fans. If you feel that your kitchen or bathroom fans make noise, but don't seem to do anything, you may be right. Some older or cheaper units may not work effectively and tend to be noisy. A simple upgrade is relatively inexpensive and will often dramatically improve performance. Look for units with high air movement measured in cubic feet per minute (cfm) or litre per second (L/s), and a low noise rating measured in decibels (dB) or sones.



Use bathroom fans, and humidistats if you have them, while bathing or showering.

In most cases you can address high humidity and condensation through reducing the amount of humidity generated in your home. Ventilation may only reduce humidity levels if the air introduced into the room is drier than the interior air. When ventilation is not effective at lowering the humidity sufficiently, you may need to incorporate the use of a dehumidifier (or air con-

ditioner) to further reduce humidity levels. However, this should be considered as a last resort after you have taken necessary steps to reduce the amount of humidity generated in your home. Also, dehumidifiers require electricity to operate and, therefore, may be an expensive option for you to pursue.

Dealing with persistent condensation problems

Condensation is usually a localized problem that you can address by taking the steps described above to reduce the humidity or to promote good air circulation and ventilation in your home. However, if you have taken these steps and continue to experience condensation problems, other problems may exist that are more appropriately addressed by your maintenance manager or a qualified professional. Symptoms related to *persistent condensation* problems include:

- windows that continue to have water droplets or that fog up, frost or get ice build-up, even after you have taken necessary steps to lower humidity levels and prevent condensation in your home
- black staining on the inside of walls, mainly in corners and near the floor or ceiling
- mould or mildew growth
- ice or frost under roof sheathing-boards
- delamination of plywood materials
- damp or moist basement walls or floors

Report persistent condensation problems to your maintenance manager. Persistent condensation problems may relate to air leakage in your home, typically at the base of the wall, (sometimes causing black staining at carpet edges) or at electrical lighting and receptacle outlets, and around windows¹ and doors. This air leakage can allow cold air into the wall assembly and thus cool the wall and increase the potential for condensation. In other cases, it may be necessary to bring warm air to cold surfaces, either by changing the building's heating patterns or by providing dedicated heat sources to problem areas.

Blowing warm air at problem areas has the additional effect of encouraging evaporation at the problem location. In some cases the solution may be to insulate surfaces against cold temperatures, usually by increasing insulation levels in the walls behind the problem areas. The solutions to each of these potential problems, however, must be carried out by qualified professionals and co-ordinated by your maintenance manager.

¹ In some climates, such as central and northern British Columbia, a historical remedy for condensation around windows was to open the window slightly to allow the very dry outdoor air to mix with the relatively humid indoor air and reduce the potential for condensation. This approach is NOT recommended as it can result in condensation and serious damage in parts of the wall that are not visible to the occupants. It also results in a large consumption of energy.

ACTION PLAN TIPS

- Take steps to avoid condensation problems in your home:
 - Reduce the amount of moisture

or humidity generated in your home. For example, do not hang laundry to dry indoors and take shorter showers.

- Promote good air circulation in your home. For example, open blinds and drapes and move furniture so that it is not touching an outside wall.
- Promote good ventilation in your home. For example, use kitchen exhaust fans, bathroom fans and humidistats as well as consider upgrading your exhaust fans if they are poor performers.
- If a persistent condensation problem becomes evident (after taking the above steps), notify your maintenance manager. A qualified professional may be needed to address the underlying cause of this problem.

For more information

1. "About Your House" fact sheets on The Importance of Bathroom and Kitchen Fans (CE 17), Measuring Humidity in Your Home (CE 1), Choosing a Dehumidifier (CE 27) published by Canada Mortgage and Housing Corporation (CMHC). Available online at www.cmhc.ca.
2. "Moisture Problems: Why Should I Worry About Moisture Problems?", published by Natural Resources Canada, EnerGuide for Houses. Available online at www.oee.nrcan.gc.ca.
3. "Condensation on Inside Window Surfaces" (Canadian Building Digest 4), "Moisture Problems in Houses" (Canadian Building Digest 231), and "Current Approaches for Mechanical Ventilation of Houses" (Construction Technology Update No. 15) published by National Research Council of Canada's Institute for Research in Construction. Available online at www.irc.nrc-cnrc.gc.ca.
4. "Best Practice Guide to Wood-Frame Envelopes in the Coastal Climate of British Columbia", published by CMHC and available online at www.cmhc.ca.
5. See your building's maintenance manual.

Note: This bulletin and others are available on the HPO website.

promote good ventilation

Acknowledgements

This bulletin was prepared by a consortium of firms including: Levelton Consultants Ltd., JRS Engineering Ltd., Morrison Hershfield Ltd. and Read Jones Christoffersen Ltd.

Organizations represented on the project steering committee included: RDH Building Engineering Ltd., the Condominium Home Owners' Association, Canada Mortgage and Housing Corporation, Polygon Homes Ltd., and the Homeowner Protection Office.

Disclaimer

This bulletin is intended to provide readers with general information only. Issues and problems related to buildings and construction are complicated and can have a variety of causes. Readers are urged not to rely simply on this bulletin and to consult with appropriate and reputable professionals and construction specialists before taking any specific action. The authors, contributors, funders and publishers assume no liability for the accuracy of the statements made or for any damage, loss, injury or expense that may be incurred or suffered as a result of the use of or reliance on the contents of this bulletin. The views expressed do not necessarily represent those of individual contributors or the Homeowner Protection Office.

The regulations under the *Homeowner Protection Act* contain specific provisions requiring owners to mitigate and restrict damage to their homes and permitting warranty providers to exclude coverage for damage caused or made worse by negligent or improper maintenance. These apply to both new and building envelope renovated homes covered by home warranty insurance. Failure to carryout proper maintenance or carrying out improper maintenance either yourself or through qualified or unqualified personnel may negatively affect your warranty coverage. Refer to your home warranty insurance documentation or contact your warranty insurance provider for more information.

Contact



PO Box 11132 Royal Centre
2270 - 1055 W Georgia Street
Vancouver, BC V6E 3P3

Phone: 604 646 7050
Toll-Free: 1 800 407 7757
Fax: 604 646 7051

Website: www.hpo.bc.ca
Email: hpo@hpo.bc.ca



PHONE: 604-534-5715

1-800-577-9977

Email: abneyroofingltd@telus.net

FAX: 604-857-9801

GST #866643141RT0001

24943 – 58 Ave., Aldergrove, V4W1T5

CERTIFICATE OF COMPLETION OF PROJECT

Cloverdale, BC

(Country/District or Regional Municipality/City in which premises are situated)

19551 – 66th Avenue, Cloverdale, BC

(Street address and city, town, etc., or if there is no street address, the location of the premises)

This is to certify that the following improvements have been completed on: April 12, 2016:

Attic Ventilation & Ducting Upgrade to Manhattan Skye, Units 1 – 120 + Club House

(Short description of the improvement)

Date certificate signed: April 12, 2016


Bob Abney, President

Name of Owner: BCS2401 – Manhattan Skye C/O Bayside Property Management

Address: 100-6400 Roberts Street. Burnaby, BC V5G 4C9

Name of Contractor: Abney Roofing Ltd

Address: 24943 58th Avenue, Aldergrove, BC V4W 1T5

**MINUTES OF ANNUAL GENERAL MEETING
STRATA CORPORATION BCS 2401
“MANHATTAN SKYE”**

HELD: Monday November 27th, 2017 at 6:30 PM in the Amenity Room, “Manhattan Skye”, 19551 66th Avenue, Surrey, BC

PRESENT: The Owners, Strata Plan BCS 2401, as per Registration Sheet
Tara Lynn Hooge, Senior Property Manager, Bayside Property Services Ltd.

CALL TO ORDER

As quorum was not reached at the appointed time, after 30 minutes those in attendance constituted a quorum in accordance with registered Bylaw 29.1. The Owners in attendance were advised at 7:00 PM that a quorum of Owners was therefore deemed present, which represented 32 Strata Lots in total, including 4 by proxy.

Council President, Matt Sousa, chaired this evening’s Annual General Meeting.

NOTICE OF MEETING

It was moved, seconded (#69/#89) and carried unanimously to approve the Notice of Meeting dated November 8th, 2017.

APPROVING THE AGENDA

It was moved, seconded (#69/#89) and carried unanimously to approve the Agenda as detailed in the Notice of Meeting.

MINUTES OF PREVIOUS GENERAL MEETING

It was moved, seconded (#69/#89) and carried unanimously to approve the Minutes of the Annual General Meeting held November 28th, 2016, as previously circulated by Bayside Property Services Ltd.

REPORTS OF COUNCIL ACTIVITIES

Attached to these Minutes is the Vice President’s Report. All other Council activities have been noted in the Council Meeting Minutes over the past year.

INSURANCE REPORT

A copy of the Strata Corporation’s Summary of Coverage was included with the Notice of Meeting for Owners’ records and information. **A second recently updated copy has also been included with these Minutes.** Owners are reminded that the Strata Corporation’s insurance is not contents insurance and that Owners are responsible for obtaining their own homeowner policy to cover their personal belongings and any improvements made to their strata lot. **It is recommended that when Owners are obtaining their contents insurance,**

they present the Strata Corporation's Summary of Coverage to their insurance broker to ensure they are covered in the event that an insurance deductible is charged back to the Owner in accordance with the bylaws. If Owners have any questions regarding the Strata policy and/or would like a quote for their contents insurance, please feel free to contact the Strata's Insurance Account Representative, Michelle Elliott, at 604.269.1723. Please refer to the attached information from Hub International Coastal Insurance Brokers.

All Owners – please note the following important items:

- a) Contents/Improvements: We take this opportunity to advise all Owners and residents that the Strata Corporation's insurance covers the building, carpeting, etc., as per original construction. Owners must insure any improvements to these items (wallpapering, paneling, flooring, general upgrading, etc.) completed by themselves or previous Owner(s) as well as personal effects and furniture, through their personal Homeowners' coverage. It is suggested that each Owner and resident complete an inventory of their personal contents and belongings to ensure that they are adequately insured. Most insurance agents will provide an inventory guide booklet to assist with an inventory. It is well worth it – also, Owners and residents should take pictures or a video of their unit – and keep same in another location along with their inventory list.
- b) Owner Responsibility: There have been two court cases in British Columbia that dealt with the issue of Owner versus Strata Corporation responsibility, one involving a leaking dishwasher and the other, a broken pipe in a wall solely contained within one strata lot. Each incident caused thousands of dollars of damage to that strata lot. In both cases the strata lot Owner, not the Strata Corporation or the Strata Corporation's insurer, was held responsible for paying for the repairs. Based on these cases, it is apparent that if the "thing that breaks" (dishwasher, clothes washer, hot water tank, etc.) is owned by an individual unit Owner or is within the boundaries of the strata lot, either the cost of repairing any resulting damage or the deductible for the Strata Corporation's insurance policy, will be the responsibility of that Owner. Owners should therefore ensure that everything within their strata lot is in good working order, particularly things like dishwashers, clothes washers, toilets, sinks, faucets, hot water tanks, etc., where a breakdown could lead to water escape which might cause damage to their strata lot and others. Owners should also review their homeowner policy wording with their insurer to make sure they have adequate protection for a chargeback of the Strata Corporation's deductible, or the actual cost of repairs, under these circumstances. Sometimes this coverage is provided as part of the basic policy, while other policies may only provide it as optional coverage requiring an additional premium. It is recommended that Owners and residents provide the Strata Corporation's coverage details to their insurance broker to ensure that they are fully protected.
- c) Claim Possibility/Notification: Please note that any leakage or seepage of water should be reported promptly to Bayside, to ensure efforts are made to minimize the loss, and to ensure the Strata Corporation has an opportunity to make a claim with the insurance company. Such problems, if not reported, become repeated, ongoing leaks

and therefore may not be covered. The building's insurance normally covers incidents of leakage, but not those of a continuing nature.

RESOLUTION #1 BY ¾ VOTE

BE IT RESOLVED THAT The Owners, Strata Plan BCS 2401, hereby approve the addition of the following Bylaw, which would be Bylaw 45. Smoking:

45. Smoking
- 45.1 Smoking and vaping are prohibited:
- (a) On any common property or limited common property, where doing so may result in smoke or vapor entering any other strata unit or the clubhouse via window, door or garage.
 - (b) On any common property or limited common property, where doing so may expose other individuals to second hand smoke or vapor.
- 45.2 For the purposes of this bylaw, "common property or limited common property" includes, but is not limited to, the clubhouse, electrical and mechanical rooms, the common grounds, decks and patios.
- 45.3 For the purposes of this bylaw, "smoking" includes, but is not limited to, the smoking of tobacco products, cannabis products, crack cocaine, any other weed substances or any other substances prohibited under the Controlled Drugs and Substances Act, S.C. 1996, c. 18.
- 45.4 For the purposes of this bylaw, "vaping" includes but is not limited to the vaping of any substances using an electronic cigarette.

It was moved, seconded (#69/#89) to approve Resolution #1.

After review and discussion, the vote was called by secret ballot with the following results:

In Favour:	22
Opposed:	10
Abstained:	0

RESOLUTION #1 FAILED.

RESOLUTION #2 BY ¾ VOTE

BE IT RESOLVED THAT The Owners, Strata Plan BCS 2401, hereby approve the addition of the following Bylaw, which would be Bylaw 46. Short Term Rentals:

46. Short Term Rentals
- 46.1 A strata lot, or portion thereof, must not be used for commercial short-term accommodation purposes, such as a bed-and-breakfast, hotel, motel, vacation rental,

temporary housing, corporate housing or home exchange. Marketing services that offer short-term rentals include, but are not limited to, Airbnb, VRBO and Homeaway.

It was moved, seconded (#69/#89) to approve Resolution #2.

After review and discussion, the vote was called by a show of ballot cards with the following results:

In Favour: 32
Opposed: 0
Abstained: 0

RESOLUTION #2 PASSED UNANIMOUSLY.

2017/2018 OPERATING BUDGET

After review and discussion, it was moved, seconded (#69/#89) and carried by majority vote to approve the 2017/2018 Operating Budget as presented.

OWNERS PLEASE NOTE THERE IS AN INCREASE IN STRATA FEES

As a result of the Annual General Meeting being held after your Strata's year-end (September 30th), Bayside will need to adjust your January 1st, 2018 strata fee to reflect the difference between the 2016/2017 strata fee and the 2017/2018 strata fee for the months of October, November and December.

- For Owners who are paying by pre-authorized withdrawals from their bank account, the **January 1st, 2018** automatic withdrawal will reflect the adjustment, as per the attached schedule.
- Please note that the **January 1st automatic withdrawal** will include the amount of the increase in strata fee for the months of October, November and December **plus** the new strata fee payment for January 2018.
- For Owners who pay by **cheque**, you will need to make your January 2018 payment for the increased strata fee shown for your suite, as per the attached schedule, **plus** the amount of the increase in strata fee for the months of October, November and December.

For ease of reference, the increase per month is \$67.02.

$\$67.02 \times 3 = \$201.06 + \$327.18$ (new strata fee) = **\$528.24**

This is the total amount of the January 1st, 2018 withdrawal/cheque.

Owners are reminded that, in accordance with registered Bylaw 2.3, an Owner must provide the Strata Corporation or its agent with twelve (12) consecutive, monthly post-dated cheques for strata fees for the fiscal year of the Strata Corporation, dated as of the first day of each month or, if applicable, written authorization for monthly

automatic debit from the Owner's bank account.

Owners may forward a series of twelve (12) post-dated cheques to BAYSIDE'S office located at Sperling Plaza, Suite 100 - 6400 Roberts Street, Burnaby, BC V5G 4C9. Please note the following when making out your cheques:

1. Your cheques should be dated for the FIRST of each month;
2. Cheques are to be made payable to "Strata Plan BCS 2401";
3. Your Suite Number is to be noted/imprinted on your cheques.

2017/2018 STRATA COUNCIL ELECTION

The Owners were advised that, in accordance with the Strata Property Act of BC, the current Strata Council Members must resign; however, they would be eligible for re-election. The following Owners accepted nominations. It was moved, seconded (#69/#89) and carried unanimously to elect the following Owners to serve on the Strata Council for 2017/2018:

Matt Sousa	#89	Vanessa Zacharias	#31
Brian Thornburn	#70	Ryan Nelson	#45
Darlene Dyson	#44	Brandie Howe	#78

There being no further business to discuss, the meeting was terminated at 8:47 PM on a motion by #69.

Following the Annual General Meeting, the newly elected Council met briefly to elect Officers as follows:

Ryan Nelson	President
Brian Thornburn	Vice President
Matt Sousa	Treasurer
Brandie Howe	Secretary

REMINDERS

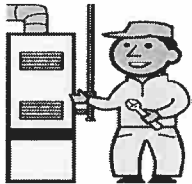
Hose Bibs: All residents are asked to please shut down the hose bib connection at your unit at your earliest convenience. You are required to shut off the interior faucet, open the exterior hose bib to allow all water to drain out, and then shut off the exterior hose bib (faucet). Kindly remove all hoses from the exterior hose bibs, as they can cause the hose bib to freeze and damage piping if the exterior temperature is below freezing. Council can charge back to an Owner the cost of damage caused to Strata Lots or Common Property due to the improper "shut down" of exterior hose bibs.



<----- **Example of a hose bib shut off.**

Garbage Cans / Recycling Bins: Council has been noticing that there are a lot of Residents that have been leaving their garbage cans/recycling bins out after the complex's scheduled pick-up date and/or putting them out too early. Please be reminded of the following registered Bylaws:

- 41.2 A Resident must ensure that ordinary household refuse and garbage is securely wrapped and placed in the containers provided for the purpose, recyclable material is kept in designated areas and material other than recyclable or ordinary household refuse and garbage is removed appropriately.
- 41.3 Residents must use only sturdy plastic or metal garbage containers with secure lids.
- 41.4 Recyclable household waste shall be stored inside the strata lot, and placed in front of the strata lot garage no sooner than the night before collection day.
- 41.5 Garbage and recycling containers shall be removed from the common property no later than the evening of collection day.



Furnaces: All Owners are reminded that furnaces are the unit Owner's responsibility. We recommend that all Owners review the following link regarding a safety recall to see if the furnace in your unit is one of those affected:

<http://www.aircoheating.ca/safety-notice-carrier-heat-exchangers/>

EMERGENCIES:

For after hours, holiday, or weekend emergencies, **DO NOT** call the Property Manager's direct line or send an e-mail. **Call 604.432.7774** if you are calling regarding anything that cannot wait until the next business day.

The first Council Meeting of the newly elected Council will be held at the call of Council sometime in January 2018.

A handwritten signature in black ink, appearing to read 'Tara Hooge'.

Tara Lynn Hooge, Senior Property Manager
BAYSIDE PROPERTY SERVICES LTD.
#100 - 6400 Roberts Street, Burnaby, BC V5G 4C9
Direct: 604-629-8770 Fax: 604-430-2698
Office: 604-432-7774 (24 hours - after office hours, emergencies only)



Merry Christmas and Best Wishes for the New Year!

From: Bayside Property Services Ltd.

OWNERS: Please retain all Minutes as required by Real Estate Regulations.

2016/2017 Strata VP Report

1. New annual parking pass system instituted in late 2016. Passes will be reissued near the end of each year and previous ones will no longer be valid. Reminder that lost passes or failure to pass them onto new home owners will cost \$100. Passes not picked up at AGM will go into mailboxes.
2. Fire inspections: smoke alarm replacement. To save strata money, it was decided to do replacements ourselves (aside from those linked to fire panel). This saved thousands of dollars.
3. Tree maintenance: Bartlett Tree Experts have begun a program to maintain our trees annually, to be renewed annually.
4. Amenity building was significantly upgraded to a cost of almost \$12,000. This was taken entirely of attic repair levy surplus, as voted on by members at 2016 AGM. Use has increased substantially since that time. Dining room rentals, which (was not upgraded), have been extremely busy. Reminder that amenity building manager who oversees all rentals is volunteer (like all of strata) and has invested a lot of personal time on this. Improvements included:
 - New flooring, weights, bike and bench in fitness room
 - New storage bins in play area
 - New furnishings in library
 - Furnishings in entry hallway
 - Basement: renovated pool table, new A/V system, furniture, mini bar, table tennis, lighting and decorations
5. Shaw installed digital cable for the building as well as WiFi. Access is free to residents, password will be published in AGM minutes: Manskye19551
6. Remote access control was configured in order to allow building manager to grant access to the basement on short notice remotely. Reminder that lost FOBs are replaced at a cost of \$100 and the lost one will be deactivated. Failure to pass FOB on to new owner will cost them \$100 also.
7. Some landscape repairs were done by strata members, other work done by various contractors. Artificial turf has been installed in various yards at those owner's expense.
8. The most common bylaw infraction this year has been dog feces. Do not leave them in your yards or they will not get landscape maintenance. Second to that was parking rule violations. Then noise complaints.

Summary of Coverage

Named Insured: The Owners of Strata Plan BCS 2401 Manhattan Skye
 Location Address(es): 19551 66 Avenue, Surrey, BC V4N 0Z5
 Policy Period: **November 25, 2017 to November 25, 2018**, 12:01 a.m. Standard Time

Insuring Agreements	Deductibles	Limit
PROPERTY COVERAGES		
All Property, All Risks, Unlimited Guaranteed Replacement Cost, Bylaws Unlimited Additional Living Expenses	\$2,500 Included	\$35,100,000 Included
Water Damage	\$10,000	Included
Backup of Sewers, Sumps, Septic Tanks or Drains	\$10,000	Included
Earthquake Damage	10%	Included
Flood Damage	\$10,000	Included
Key and Lock Replacement	\$250	\$50,000
BLANKET EXTERIOR GLASS INSURANCE		
Residential	\$100	Blanket
Commercial	\$250	Blanket
COMMERCIAL GENERAL LIABILITY		
Each Occurrence Limit	\$500	\$5,000,000
Coverage A - Bodily Injury & Property Damage Liability - <i>Per Occurrence</i> Products & Completed Operations - <i>Aggregate</i>	\$500	\$5,000,000 \$5,000,000
Coverage B - Personal Injury Liability - <i>Per Occurrence</i> Non-Owned Automobile - SPF #6 - <i>Per Occurrence</i>	\$500	\$5,000,000 \$5,000,000
STRATA DIRECTORS & OFFICERS LIABILITY		
	Nil	\$2,000,000
ENVIRONMENTAL LIABILITY POLICY		
POLLUTION LEGAL LIABILITY		
Limit of Liability – Each Incident, Coverages A-G	\$10,000 Retention	\$1,000,000
Limit of Liability – Each Incident, Coverage H	5 Day Waiting Period	\$250,000
Aggregate Limit		\$1,000,000
VOLUNTEER ACCIDENT INSURANCE COVERAGE		
Personal Accident Limit - Maximum Benefit - Lesser of \$350,000 or 7.5x Annual Salary		\$350,000
Weekly Accident Indemnity - Lesser of \$750 or 75% of Gross Weekly Earnings (52 weeks)	8 day Waiting Period	
Accident Expenses - various up to \$15,000 (see policy wording) Dental Expense - \$5,000		
Program Aggregate Limit		\$10,000,000
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION		
Employee Dishonesty	Nil	\$1,000,000
Broad Form Money & Securities	Nil	\$60,000
Program Aggregate Limit		\$10,000,000
EQUIPMENT BREAKDOWN		
I Standard Comprehensive Plus, Replacement Cost	\$1,000	\$35,100,000
II Consequential Damage, 90% Co-Insurance	\$1,000	\$25,000
III Extra Expense	24 Hour Waiting Period	\$100,000
IV Ordinary Payroll – 90 Days	24 Hour Waiting Period	\$100,000
PRIVACY BREACH SERVICES		
	Nil	\$50,000
TERRORISM		
	\$1,000	\$500,000

This is a generalized summary of coverage for quick reference. In all cases the terms and conditions of the policy in effect are the determining documents

November 1, 2017 - E&OE

Condo Unit Owners Policies: Important Questions to Ask Your Broker



OUR KNOWLEDGE.
YOUR ADVANTAGE.™

Most people who purchase a Condominium Insurance Policy to cover their possessions from loss or damage believe that they are fully covered for any claim that may arise. However, not all insurance policies are the same. It is important that your unit owner insurance compliments the strata's insurance policy to ensure there are no gaps in coverage that could leave you paying thousands in uncovered losses or deductible chargebacks. Take the extra time now to review the terms and conditions of your policy with your insurance broker. Below are some key questions to ask your broker to ensure your policy provides the necessary coverage:

1. If the strata suffers a loss that originates from my unit, what amount of coverage is provided in the event that I am charged back the strata policy's deductible?

You will need to know the strata's policy deductibles to ensure that your condo unit owner's policy provides sufficient coverage. If it does not, you may have the option to purchase a higher limit.

2. If there is damage to my unit (damage to floors, ceilings, walls, NOT Improvements & Betterments or Contents), but the damage is under the strata's deductible, what amount of coverage is provided to repair this damage?

This coverage is usually called "Unit Additional Protection" and coverage for this varies from insurer to insurer. As we are seeing larger deductibles on strata corporation policies, especially for water/sewer losses, it could lead to an expensive repair for a unit owner. While you might recover financially from having to do a \$4,500 repair if the strata's policy has a \$5,000 water/sewer deductible, having to pay for a \$20,000 repair with the strata's water/sewer deductible at \$25,000 is another story entirely.

3. How much coverage is provided for assessments made necessary by the Strata's Earthquake Deductible?

Increasing costs as well as increasing earthquake deductibles are a real issue in the Lower Mainland. It is important that you know what the strata's earthquake deductible is and what amount you, as a unit owner, would be assessed back in the event of an earthquake loss. Many insurers provide an option to purchase additional coverage for this exposure. Often it is as inexpensive as \$25 for \$25,000 coverage. An earthquake deductible can be significant, possibly 10% of the Building Sum Insured or more. Strata buildings are often insured in the millions so the deductibles could be hundreds of thousands. This amount would then be assessed back to each unit owner, based on unit entitlement.

It is crucial to have this discussion with your personal broker. To facilitate this conversation, you should bring a copy of the strata's insurance to your broker's office. A copy of the strata's insurance coverage is provided with your AGM package.

Please ensure you have these coverages for your own protection.

Contact us today for a quote on a Condo Unit Owners Policy:

HUB International Coastal Insurance Brokers

400-4350 Still Creek Drive, Burnaby BC V5C 0G5

Monday to Friday: *9am to 5pm*

T: 604.269.1010 TF: 1.800.665.3310

E: coastal@hubinternational.com

For questions regarding your Strata's insurance policy please contact:

Michelle Elliott

T: 604.269.1723

E: michelle.elliott@hubinternational.com

STRATA CORPORATION BCS 2401
2017-18 Operating Budget

Year End September 30th

RECEIPTS		APPROVED BUDGET 2017-18
101	Owners' Contributions	467,210.00
103	Interest Income	500.00
TOTAL RECEIPTS		467,710.00

DISBURSEMENTS		
310	Electricity	7,000.00
320	Management Fees	35,500.00
322	Statutory Review of Books	210.00
330	Insurance	66,000.00
340	Janitorial Maintenance	3,500.00
360	Audit	2,800.00
370	Legal	2,000.00
380	Appraisal	1,100.00
395	Sundry	6,000.00
396	Council Year End	1,000.00
405	Water & Sewer	33,000.00
415	Scavenging	30,000.00
425	Equipment/Supplies	3,600.00
435	Repairs/Maintenance	60,000.00
436	Gutter Cleaning/Repairs	13,000.00
437	Window Cleaning	9,500.00
438	Snow Removal	5,000.00
439	Dryer Vent Cleaning	3,000.00
445	Landscaping	54,000.00
465	Sprinkler/Fire Monitoring (Telus)	3,500.00
466	Annual Insuite Fire Inspection	8,000.00
467	Hydrants	1,000.00
710	Contingency Reserve	119,000.00
TOTAL DISBURSEMENTS		467,710.00

Strata Corporation BCS 2401
 2017-18 Approved Strata Fee Schedule
 October 1, 2017 to September 1, 2018

				2017-18 Approved Strata Fee
Unit	Unit Entitlement	Operating	CRF	
1	1	243.85	83.33	327.18
2	1	243.85	83.33	327.18
3	1	243.85	83.33	327.18
4	1	243.85	83.33	327.18
5	1	243.85	83.33	327.18
6	1	243.85	83.33	327.18
7	1	243.85	83.33	327.18
8	1	243.85	83.33	327.18
9	1	243.85	83.33	327.18
10	1	243.85	83.33	327.18
11	1	243.85	83.33	327.18
12	1	243.85	83.33	327.18
13	1	243.85	83.33	327.18
14	1	243.85	83.33	327.18
15	1	243.85	83.33	327.18
16	1	243.85	83.33	327.18
17	1	243.85	83.33	327.18
18	1	243.85	83.33	327.18
19	1	243.85	83.33	327.18
20	1	243.85	83.33	327.18
21	1	243.85	83.33	327.18
22	1	243.85	83.33	327.18
23	1	243.85	83.33	327.18
24	1	243.85	83.33	327.18
25	1	243.85	83.33	327.18
26	1	243.85	83.33	327.18
27	1	243.85	83.33	327.18
28	1	243.85	83.33	327.18
29	1	243.85	83.33	327.18
30	1	243.85	83.33	327.18
31	1	243.85	83.33	327.18
32	1	243.85	83.33	327.18
33	1	243.85	83.33	327.18
34	1	243.85	83.33	327.18
35	1	243.85	83.33	327.18
36	1	243.85	83.33	327.18
37	1	243.85	83.33	327.18
38	1	243.85	83.33	327.18
39	1	243.85	83.33	327.18
40	1	243.85	83.33	327.18
41	1	243.85	83.33	327.18
42	1	243.85	83.33	327.18
43	1	243.85	83.33	327.18
44	1	243.85	83.33	327.18
45	1	243.85	83.33	327.18
46	1	243.85	83.33	327.18
47	1	243.85	83.33	327.18
48	1	243.85	83.33	327.18
49	1	243.85	83.33	327.18
50	1	243.85	83.33	327.18
51	1	243.85	83.33	327.18
52	1	243.85	83.33	327.18
53	1	243.85	83.33	327.18
54	1	243.85	83.33	327.18
55	1	243.85	83.33	327.18
56	1	243.85	83.33	327.18
57	1	243.85	83.33	327.18
58	1	243.85	83.33	327.18
59	1	243.85	83.33	327.18
60	1	243.85	83.33	327.18
61	1	243.85	83.33	327.18
62	1	243.85	83.33	327.18

Strata Corporation BCS 2401
 2017-18 Approved Strata Fee Schedule
 October 1, 2017 to September 1, 2018

Unit	Unit Entitlement	Operating	CRF	2017-18 Approved Strata Fee
64	1	243.85	83.33	327.18
65	1	243.85	83.33	327.18
66	1	243.85	83.33	327.18
67	1	243.85	83.33	327.18
68	1	243.85	83.33	327.18
69	1	243.85	83.33	327.18
70	1	243.85	83.33	327.18
71	1	243.85	83.33	327.18
72	1	243.85	83.33	327.18
73	1	243.85	83.33	327.18
74	1	243.85	83.33	327.18
75	1	243.85	83.33	327.18
76	1	243.85	83.33	327.18
77	1	243.85	83.33	327.18
78	1	243.85	83.33	327.18
79	1	243.85	83.33	327.18
80	1	243.85	83.33	327.18
81	1	243.85	83.33	327.18
82	1	243.85	83.33	327.18
83	1	243.85	83.33	327.18
84	1	243.85	83.33	327.18
85	1	243.85	83.33	327.18
86	1	243.85	83.33	327.18
87	1	243.85	83.33	327.18
88	1	243.85	83.33	327.18
89	1	243.85	83.33	327.18
90	1	243.85	83.33	327.18
91	1	243.85	83.33	327.18
92	1	243.85	83.33	327.18
93	1	243.85	83.33	327.18
94	1	243.85	83.33	327.18
95	1	243.85	83.33	327.18
96	1	243.85	83.33	327.18
97	1	243.85	83.33	327.18
98	1	243.85	83.33	327.18
99	1	243.85	83.33	327.18
100	1	243.85	83.33	327.18
101	1	243.85	83.33	327.18
102	1	243.85	83.33	327.18
103	1	243.85	83.33	327.18
104	1	243.85	83.33	327.18
105	1	243.85	83.33	327.18
106	1	243.85	83.33	327.18
107	1	243.85	83.33	327.18
108	1	243.85	83.33	327.18
109	1	243.85	83.33	327.18
110	1	243.85	83.33	327.18
111	1	243.85	83.33	327.18
112	1	243.85	83.33	327.18
113	1	243.85	83.33	327.18
114	1	243.85	83.33	327.18
115	1	243.85	83.33	327.18
116	1	243.85	83.33	327.18
117	1	243.85	83.33	327.18
118	1	243.85	83.33	327.18
119	1	243.85	83.33	327.18
120	1	243.85	83.33	327.18
Monthly	119	29,018.15	9,916.27	38,934.42
Annual		348,217.80	118,995.24	467,213.04

**MINUTES OF ANNUAL GENERAL MEETING
STRATA CORPORATION BCS 2401
“MANHATTAN SKYE”**

HELD: Monday, November 28th, 2016 at 6:30 p.m. in the Amenity Room of Manhattan Skye”, 19551 66th Avenue, Surrey, BC V4N 0Z5.

PRESENT: The Owners, Strata Plan BCS 2401, as per Registration Sheet
Tara Lynn Hooge, Property Manager, Bayside Property Services Ltd.

CALL TO ORDER

The Annual General Meeting was to commence at 6:30 pm, however at 6:30 pm there were only 17 Owners present in person and by proxy. The Owners waited the 15 minutes as per the Strata Bylaws and called the Annual General Meeting to order at 6:45 pm. Council President Mat Sousa chaired this evening’s Annual General Meeting. At the time the meeting was called to order there were 21 strata lots represented in person, plus 5 by proxy for a total of 26.

NOTICE OF MEETING

It was moved, seconded (#68/#70) and carried unanimously to approve the Notice of Meeting dated November 9th, 2016.

APPROVING THE AGENDA

It was moved, seconded (#68/#70) and carried unanimously to approve the Agenda as detailed in the Notice of Meeting.

MINUTES OF PREVIOUS GENERAL MEETING

It was moved, seconded (#44/#70) and carried unanimously to approve the Minutes of the Annual General Meeting, held October 13th, 2015, as previously circulated by Bayside Property Services Ltd.

DEAL WITH UNFINISHED BUSINESS

The Owners present at this evening’s Annual General Meeting unanimously agreed to move forward noting that there was **no** unfinished business.

REPORTS OF COUNCIL ACTIVITIES

The 2015/2016 Strata Council advised the Owners present at this evening’s Annual General Meeting that **no** reports or list of activities were being presented at this Annual General Meeting, as all Council’s activities have been noted in the Council Meeting Minutes leading up to this Annual General Meeting.

RATIFY ANY NEW RULES

Council reported that there were **no** new Rules made by the Council under Section 125 of the Strata Property Act.

INSURANCE REPORT

The Strata Corporation's Summary of Coverage is attached to these Minutes for Owners' records and information. If Owners have specific questions regarding the Strata Corporation's coverage it was recommended to please contact the account representative Michelle Elliott at Hub International Coastal Insurance Brokers; her direct telephone number is 604-269-1723.

Bayside advised Owners that the Strata Corporation's insurance is not Contents Insurance and Owners are responsible for obtaining their own homeowner policy. It is recommended that when Owners are obtaining their Contents Insurance that they present the Strata Corporation's Summary of Coverage and the BCS 2401 Bylaws thereby notifying their contents insurer that a chargeback bylaw is in effect.

All Owners – please note the following important items:

- a) **Contents/Improvements:** We take this opportunity to advise all Owners and residents that the Strata Corporation's insurance covers the building, carpeting etc., as per original construction. Owners must insure any improvements to these items (wallpapering, paneling, flooring, general up-grading etc.) completed by yourself or the previous Owner as well as your personal effects and furniture, through your personal Homeowner's coverage. It is suggested that all Owners and residents complete an inventory of their personal contents and belongings to ensure that you are adequately insured. Most insurance agents will provide you with an inventory guide booklet to assist you with an inventory. It is well worth it – also, take pictures or a video of your unit – and keep same in another location along with your inventory list.
- b) **Owner Responsibility:** There have been two court cases in British Columbia that dealt with the issue of Owner versus Strata Corporation responsibility, one involving a leaking dishwasher and the other, a broken pipe in a wall solely contained within one strata lot. Each incident caused thousands of dollars of damage to that strata lot. In both cases the strata lot Owner, not the Strata Corporation or the Strata Corporation's insurer, was held responsible for paying for the repairs. Based on these cases, it is apparent that if the "thing that breaks" (dishwasher, clothes washer, hot water tank, etc.) is owned by an individual unit Owner or is within the boundaries of the strata lot, either the cost of repairing any resulting damage or the deductible for the Strata Corporation's insurance policy, will be the responsibility of that Owner. Owners should therefore ensure that everything within their strata lot is in good working order, particularly things like dishwashers, clothes washers, toilets, sinks, faucets, hot water tanks, etc. where a breakdown could lead to water escape which might cause damage to your strata lot and others. Owners should also review your homeowner policy wording with your insurer to make sure that you have adequate protection for a chargeback of the strata corporation's deductible, or the actual cost of repairs, under these circumstances. Sometimes this coverage is provided as part of the basic policy, while other policies may only provide it as optional coverage requiring an additional premium. It is recommended that you provide the strata corporation's coverage details to your insurance broker to ensure that you are fully protected.
- c) **Claim Possibility/Notification:** Please note that any leakage or seepage of water should be reported promptly to Bayside, to ensure efforts are made to minimize the loss, and to ensure the Strata Corporation has an opportunity to make a claim with the

insurance company. Such problems, if not reported, become repeated, ongoing leaks, and therefore may not be covered. The building's insurance normally covers incidents of leakage, but not those of a continuing nature.

RESOLUTION #1

BE IT RESOLVED THAT The Owners, Strata Plan BCS 2401, hereby approve to spend up to \$23,000.00 to complete improvements in the Clubhouse. These improvements will include general building upgrades such as: replacing gym equipment, library and kids area organization, dining room improvements, dining room patio fencing and furniture, a basement entertainment system and games, window treatments throughout and decorative furnishings. Funding this project will be by way of the following methods:

Funding for this project will be by way of the following methods:

- 1) Up to \$14,000.00 from the Repairs & Maintenance portion of (category 435) the Operating Budget; and
- 2) Up to \$9,000.00 from the CRF which had a balance of \$153,762.83 as at September 30th, 2016.

After review and discussion it was moved, seconded (#44/#89) to approve Resolution #1 as presented. The vote was called by a show of ballots with the following result: 1 in favor, 30 opposed – no abstentions. **Motion Defeated.**

RESOLUTION #2

Note: Resolution #2 will not be voted on if Resolution #1 is approved.

BE IT RESOLVED THAT The Owners, Strata Plan BCS 2401, hereby approve to spend up to \$23,000.00 to complete improvements in the Clubhouse. These improvements will include general building upgrades such as: replacing gym equipment, library and kids area organization, dining room improvements, dining room patio fencing and furniture, a basement entertainment system and games, window treatments throughout and decorative furnishings.

Funding for this project will be by way of the following methods:

- 1) Up to \$12,646.68 from the Attic Special Levy Account; and
- 2) Up to \$10,353.32 from the CRF which had a balance of \$153,762.83 as at September 30th, 2016.

After review and discussion it was moved, seconded (#44/#89) to approve Resolution #2 as presented. The vote was called by a show of ballots with the following result: 22 in favor, 9 opposed – no abstentions. **Motion Defeated.**

It was then moved, seconded (#89/#70) to amend Resolution #2 to revise this Resolution to use the Special Levy funds and up to \$14,000.00 from category 435 (as outlined in Resolution #1). The vote was called by a show of ballots with the following result: 23 in favor, 8 opposed – no abstentions. **Motion Defeated.**

After a considerable amount of discussion and disappointment being voiced from the floor that the renovations and clubhouse improvements, to some extent, would not be completed after all these years, it was again moved, seconded (#10/#89) to amend Resolution #2 to eliminate the use of the CRF funds and only use the funds available from the Attic Special Levy Account. The vote was called by a show of ballots with the following result: 30 in favor, 2 opposed – no abstentions. **Motion to Amend Resolution #2 Passed.**

It was then moved, seconded (#70/#68) and carried to approve Resolution #2 as amended. The vote was called by a show of ballots with the following result: 30 in favor, 2 opposed – no abstentions. **Resolution #2 PASSED as Amended.**

2016/2017 OPERATING BUDGET

After review and discussion of the proposed 2016/2017 Operating Budget, it was moved, seconded (#44/#70) and carried unanimously to approve the 2016/2017 Operating Budget as proposed.

OWNERS PLEASE NOTE THERE IS AN INCREASE IN MAINTENANCE FEES

As a result of the Annual General Meeting being held after your Strata's year-end (September 30th), Bayside will need to adjust your January 1st maintenance fee to reflect the difference between the 2015/2016 maintenance fee and the 2016/2017 maintenance fee for the months of October, November and December.

- For Owners who are paying by pre-authorized withdrawals from their bank account, the **January 1st, 2017** automatic withdrawal will reflect the adjustment, as per the attached schedule.
- Please note that the **January 1st automatic withdrawal** will include the amount of the increase in maintenance fee for the months of October, November and December **plus** the new maintenance fee payment for January 2017.
- For Owners who pay by **cheque**, you will need to make your January 2017 payment for the increased maintenance fee shown for your suite, as per the attached schedule, **plus** the amount of the increase in maintenance fee for the months of October, November and December.

**PLEASE REFER TO THE ATTACHED SCHEDULE FOR
DETAILS OF MAINTENANCE FEES OWING FOR YOUR SUITE.**

Owners are reminded that as per your Strata Corporation Bylaws an Owner must provide the Strata Corporation or it's agent with twelve (12) consecutive, monthly post-dated cheques for strata fees for the fiscal year of the Strata Corporation, dated as of the first day of each month or, if applicable, written authorization for monthly automatic debit from the Owner's bank account.

Owners may forward a series of twelve (12) post-dated cheques to BAYSIDE'S office located at Sperling Plaza, Suite 100 - 6400 Roberts Street, Burnaby, BC V5G 4C9. Please note the following when making out your cheques:

1. Your cheques should be dated for the FIRST of each month;
2. Cheques are to be made payable to "Strata Plan BCS 2401";

3. Your Suite Number is to be noted/imprinted on your cheques.

2016/2017 STRATA COUNCIL ELECTION

Council President, Mat Sousa explained that, in accordance with the Strata Property Act of B.C., the current Strata Council Members must resign; however, they would be eligible for re-election.

The following Owners accepted nominations. It was moved, seconded (#45/#70) and carried unanimously to vote for the Owners (as indicated below) as the Strata Council for 2016/2017:

Matthew Sousa	Vanessa Zacharias
Brian Thornburn	Ryan Nelson
Chris Madge	Darlene Dyson
Ken Leslie	

It was then moved, seconded (#45/#70) and carried unanimously to terminate the Annual General Meeting at 7:55 pm.

Following the Annual General Meeting the newly elected Council met briefly and appointed the following Council positions for the coming year:

- | | | |
|-------------------|----------|---|
| • Matthew Sousa | Unit #89 | President / Treasurer |
| • Brian Thornburn | Unit #70 | Vice President / Recreation Room |
| • Ken Leslie | Unit #68 | Lighting |
| • Darlene Dyson | Unit #44 | Annual Fire Inspections |

REMINDERS

Hose bibs: All residents are asked to please shut down the hose bib connection at your unit at your earliest convenience. You are required to shut off the interior faucet, open the exterior hose bib to allow all water to drain out, and then shut off the exterior hose bib

(faucet). Kindly remove all hoses from the exterior hose bibs, as they can cause the hose bib to freeze and damage piping if the exterior temperature is below freezing. Council can charge back to an Owner the cost of damage caused to Strata Lots or Common Property caused by the improper "shut down" of exterior hose bibs.



<----- ***Example of a hose bib shut off.***

Garbage Cans/Recycling Bins: Council has been noticing that there are a lot of Residents that have been leaving their garbage cans/recycling bins out after the complex's scheduled pick-up date and/or putting them out too early. Please be reminded of the Strata's Bylaws which state:

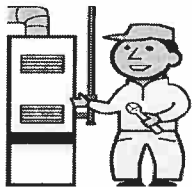
41.2 A Resident must ensure that ordinary household refuse and garbage is securely wrapped and placed in the containers provided for the purpose, recyclable material is kept in

designated areas and material other than recyclable or ordinary household refuse and garbage is removed appropriately.

41.3 Residents must use only sturdy plastic or metal garbage containers with secure lids.

41.4 Recyclable household waste shall be stored inside the strata lot, and placed in front of the strata lot garage no sooner than the night before collection day.

41.5 Garbage and recycling containers shall be removed from the common property no later than the evening of collection day.



Furnaces: All Owners are reminded that furnaces are not a Strata issue but are a unit Owner's responsibility. **We recommend that all Owners review the following link regarding a safety recall to see if the furnace in your unit is one of those affected:**

<http://www.aircoheating.ca/safety-notice-carrier-heat-exchangers/>

EMERGENCIES:

For after hours, holiday, or weekend emergencies, **DO NOT** call the Property Manager's direct line or send an e-mail. **Call 604.432.7774** if you are calling regarding anything that cannot wait until the next business day.

The first Council Meeting of the newly elected Council will be held in the Amenity Room on Monday, January 30th, 2017 at 6:30 p.m.

A handwritten signature in cursive script that reads "Tara Hooge".

Tara Lynn Hooge, Senior Property Manager
Bayside Property Services Ltd.
#100 - 6400 Roberts St., Burnaby, BC V5G 4C9
Direct: 604-629-8770 Fax: 604-430-2698
Office: 604-432-7774 (24 hours - after office hours, emergencies only)



Merry Christmas and Best Wishes for the New Year!

From: Bayside Property Services Ltd.

OWNERS: Please retain all Minutes as required by Real Estate Regulations.

Summary of Coverages

Name of Insured: The Owners of Strata Plan BCS 2401 Manhattan Skye
 Location Address(es): 19551 66 Avenue, Surrey, BC V4N 0Z5
 Policy Period: **November 25, 2016 to November 25, 2017** 12:01 a.m. Standard Time

Coverages	Deductibles	Limit
PROPERTY COVERAGES		
All Property, All Risks, Unlimited Guaranteed Replacement Cost, Bylaws	\$2,500	\$32,883,000
Unlimited Additional Living Expenses	Included	Included
Water Damage	\$15,000	Included
Backup of Sewers, Sumps, Septic Tanks or Drains	\$15,000	Included
Earthquake Damage	10 %	Included
Flood Damage	\$10,000	Included
Key & Lock	\$250	\$10,000
BLANKET EXTERIOR GLASS INSURANCE		
	Residential	\$100
	Commercial	\$250
		Blanket
		Blanket
COMMERCIAL GENERAL LIABILITY		
Each Occurrence Limit	\$500	\$5,000,000
Coverage A - Bodily Injury & Property Damage Liability - <i>Per Occurrence</i>	\$500	\$5,000,000
Products & Completed Operations - <i>Aggregate</i>		\$5,000,000
Coverage B - Personal Injury Liability - <i>Per Occurrence</i>	\$500	\$5,000,000
Non-Owned Automobile - SPF #6 - <i>Per Occurrence</i>		\$5,000,000
STRATA DIRECTORS & OFFICERS LIABILITY		
	Nil	\$2,000,000
POLLUTION & REMEDIATION LEGAL LIABILITY		
Limit of Liability – Each Incident, Coverages A-G	\$10,000 Retention	\$1,000,000
Limit of Liability – Each Incident, Coverage H	5 Day Waiting Period	\$250,000
Aggregate Limit		\$1,000,000
VOLUNTEER ACCIDENT INSURANCE PLAN		
Principal Sum - \$100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks)	7 Day Waiting Period	\$100,000
Accident Expenses - various up to \$15,000 (see policy wording) Dental Expense - \$2,500		
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION		
Employee Dishonesty	Nil	\$1,000,000
Broad Form Money & Securities	Nil	\$60,000
Program Aggregate Limit		\$10,000,000
EQUIPMENT BREAKDOWN		
I Standard Comprehensive Plus, Replacement Cost	\$1,000	\$32,883,000
II Consequential Damage, 90% Co-Insurance	\$1,000	\$25,000
III Extra Expense	24 Hour Waiting Period	\$100,000
IV Ordinary Payroll – 90 Days	24 Hour Waiting Period	\$100,000
PRIVACY BREACH SERVICES		
	Nil	\$25,000
TERRORISM		
	\$1,000	\$500,000

This is a generalized summary of coverage for quick reference. In all cases the terms and conditions of the policy in effect are the determining documents

October, 26 2016 - E&OE

**STRATA CORPORATION BCS 2401
2016-17 Operating Budget**

Year End September 30th

RECEIPTS		APPROVED BUDGET 2016-17
101	Owners' Contributions	371,510.00
103	Interest Income	300.00
TOTAL RECEIPTS		371,810.00

DISBURSEMENTS		
310	Electricity	6,300.00
320	Management Fees	34,600.00
322	Statutory Review of Books	210.00
330	Insurance	66,000.00
340	Janitorial Maintenance	3,000.00
360	Audit	2,600.00
370	Legal	2,000.00
380	Appraisal	1,100.00
395	Sundry	6,000.00
396	Council Year End	1,000.00
405	Water & Sewer	30,000.00
415	Scavenging	27,000.00
425	Equipment/Supplies	3,600.00
435	Repairs/Maintenance	63,000.00
436	Gutter Cleaning/Repairs	10,000.00
437	Window Cleaning	8,000.00
438	Snow Removal	3,000.00
439	Dryer Vent Cleaning	2,400.00
445	Landscaping	54,000.00
465	Sprinkler/Fire Monitoring (Telus)	3,000.00
466	Annual Insuite Fire Inspection	8,000.00
467	Hydrants	1,000.00
710	Contingency Reserve	36,000.00
TOTAL DISBURSEMENTS		371,810.00

Strata Corporation BCS 2401
 2016-17 Approved Strata Fee Schedule
 October 1, 2016 to September 1, 2017

				2016-17 Approved Strata Fee
Unit	Unit Entitlement	Operating	CRF	
1	1	234.95	25.21	260.16
2	1	234.95	25.21	260.16
3	1	234.95	25.21	260.16
4	1	234.95	25.21	260.16
5	1	234.95	25.21	260.16
6	1	234.95	25.21	260.16
7	1	234.95	25.21	260.16
8	1	234.95	25.21	260.16
9	1	234.95	25.21	260.16
10	1	234.95	25.21	260.16
11	1	234.95	25.21	260.16
12	1	234.95	25.21	260.16
13	1	234.95	25.21	260.16
14	1	234.95	25.21	260.16
15	1	234.95	25.21	260.16
16	1	234.95	25.21	260.16
17	1	234.95	25.21	260.16
18	1	234.95	25.21	260.16
19	1	234.95	25.21	260.16
20	1	234.95	25.21	260.16
21	1	234.95	25.21	260.16
22	1	234.95	25.21	260.16
23	1	234.95	25.21	260.16
24	1	234.95	25.21	260.16
25	1	234.95	25.21	260.16
26	1	234.95	25.21	260.16
27	1	234.95	25.21	260.16
28	1	234.95	25.21	260.16
29	1	234.95	25.21	260.16
30	1	234.95	25.21	260.16
31	1	234.95	25.21	260.16
32	1	234.95	25.21	260.16
33	1	234.95	25.21	260.16
34	1	234.95	25.21	260.16
35	1	234.95	25.21	260.16
36	1	234.95	25.21	260.16
37	1	234.95	25.21	260.16
38	1	234.95	25.21	260.16
39	1	234.95	25.21	260.16
40	1	234.95	25.21	260.16
41	1	234.95	25.21	260.16
42	1	234.95	25.21	260.16
43	1	234.95	25.21	260.16
44	1	234.95	25.21	260.16
45	1	234.95	25.21	260.16
46	1	234.95	25.21	260.16
47	1	234.95	25.21	260.16
48	1	234.95	25.21	260.16
49	1	234.95	25.21	260.16
50	1	234.95	25.21	260.16
51	1	234.95	25.21	260.16
52	1	234.95	25.21	260.16
53	1	234.95	25.21	260.16
54	1	234.95	25.21	260.16
55	1	234.95	25.21	260.16
56	1	234.95	25.21	260.16
57	1	234.95	25.21	260.16
58	1	234.95	25.21	260.16
59	1	234.95	25.21	260.16
60	1	234.95	25.21	260.16
61	1	234.95	25.21	260.16
62	1	234.95	25.21	260.16

Strata Corporation BCS 2401
 2016-17 Approved Strata Fee Schedule
 October 1, 2016 to September 1, 2017

Unit	Unit Entitlement	Operating	CRF	2016-17 Approved Strata Fee
64	1	234.95	25.21	260.16
65	1	234.95	25.21	260.16
66	1	234.95	25.21	260.16
67	1	234.95	25.21	260.16
68	1	234.95	25.21	260.16
69	1	234.95	25.21	260.16
70	1	234.95	25.21	260.16
71	1	234.95	25.21	260.16
72	1	234.95	25.21	260.16
73	1	234.95	25.21	260.16
74	1	234.95	25.21	260.16
75	1	234.95	25.21	260.16
76	1	234.95	25.21	260.16
77	1	234.95	25.21	260.16
78	1	234.95	25.21	260.16
79	1	234.95	25.21	260.16
80	1	234.95	25.21	260.16
81	1	234.95	25.21	260.16
82	1	234.95	25.21	260.16
83	1	234.95	25.21	260.16
84	1	234.95	25.21	260.16
85	1	234.95	25.21	260.16
86	1	234.95	25.21	260.16
87	1	234.95	25.21	260.16
88	1	234.95	25.21	260.16
89	1	234.95	25.21	260.16
90	1	234.95	25.21	260.16
91	1	234.95	25.21	260.16
92	1	234.95	25.21	260.16
93	1	234.95	25.21	260.16
94	1	234.95	25.21	260.16
95	1	234.95	25.21	260.16
96	1	234.95	25.21	260.16
97	1	234.95	25.21	260.16
98	1	234.95	25.21	260.16
99	1	234.95	25.21	260.16
100	1	234.95	25.21	260.16
101	1	234.95	25.21	260.16
102	1	234.95	25.21	260.16
103	1	234.95	25.21	260.16
104	1	234.95	25.21	260.16
105	1	234.95	25.21	260.16
106	1	234.95	25.21	260.16
107	1	234.95	25.21	260.16
108	1	234.95	25.21	260.16
109	1	234.95	25.21	260.16
110	1	234.95	25.21	260.16
111	1	234.95	25.21	260.16
112	1	234.95	25.21	260.16
113	1	234.95	25.21	260.16
114	1	234.95	25.21	260.16
115	1	234.95	25.21	260.16
116	1	234.95	25.21	260.16
117	1	234.95	25.21	260.16
118	1	234.95	25.21	260.16
119	1	234.95	25.21	260.16
120	1	234.95	25.21	260.16
Monthly	119	27,959.05	2,999.99	30,959.04
Annual		335,508.60	35,999.88	371,508.48

BAYSIDE PROPERTY SERVICES LTD.
#100-6400 Roberts Street
Burnaby, B.C. V5G 4C9 (604)432-7774

Year End September 30th

STRATA CORPORATION BCS 2401
STATEMENT OF RECEIPTS & DISBURSEMENTS

Month of: SEPTEMBER 2017

RECEIPTS	SEPTEMBER	ACTUAL Year to Date	BUDGET Year to Date (12 Months)	BUDGET 2016-17
101 Owners' Contributions	30,959.04	371,508.48	371,510.00	371,510.00
103 Interest Income	110.14	572.66	300.00	300.00
104 Key/Remote Income				
105 Sundry Income	20.00	2,105.04		
107 Parking Pass				
108 Late Payment Fines/ByLaw Fines	(100.00)	205.96		
TOTAL RECEIPTS	30,989.18	374,392.14	371,810.00	371,810.00
DISBURSEMENTS				
310 Electricity		6,310.81	6,300.00	6,300.00
320 Management Fees	2,883.33	34,599.96	34,600.00	34,600.00
322 Statutory Review of Books	210.00	210.00	210.00	210.00
330 Insurance		64,494.00	66,000.00	66,000.00
340 Janitorial Maintenance	236.60	2,802.76	3,000.00	3,000.00
360 Audit		2,625.00	2,600.00	2,600.00
370 Legal		392.00	2,000.00	2,000.00
380 Appraisal	1,181.25	1,181.25	1,100.00	1,100.00
395 Sundry	580.31	3,697.61	6,000.00	6,000.00
396 Council Year End		1,000.00	1,000.00	1,000.00
405 Water & Sewer	10,228.62	30,692.83	30,000.00	30,000.00
415 Garbage/Recycling	2,058.56	26,047.35	27,000.00	27,000.00
425 Equipment/Supplies	138.71	4,198.69	3,600.00	3,600.00
435 Repairs/Maintenance	1,592.72	41,338.40	63,000.00	63,000.00
436 Gutter Cleaning/Repairs		6,300.00	10,000.00	10,000.00
437 Window Cleaning		9,408.00	8,000.00	8,000.00
438 Snow Removal		8,054.57	3,000.00	3,000.00
439 Dryer Vent Cleaning			2,400.00	2,400.00
445 Landscaping	9,471.00	52,368.75	54,000.00	54,000.00
465 Sprinkler/Fire Monitoring (Telus)	157.34	4,039.67	3,000.00	3,000.00
466 Annual Insuite Fire Inspection	1,064.18	5,916.20	8,000.00	8,000.00
467 Hydrants			1,000.00	1,000.00
710 Contingency Reserve	3,000.00	36,000.00	36,000.00	36,000.00
TOTAL DISBURSEMENTS	32,802.62	341,677.85	371,810.00	371,810.00
Surplus (Deficit)	(1,813.44)	32,714.29		
101E Lien Administration Fee				
106 Transfer of Account(In)				
201 Change In Accts Receivable	(539.15)	4,150.29		
729 Transfer to Special Levy		(272.20)		
730 Transfer (Out)				
Adj Surplus (Deficit)	(2,352.59)	36,592.38		
Previous Balance	69,091.99	30,147.02		
ACCOUNT BALANCE	66,739.40	66,739.40		

Details of Disbursements

September 2017

Date	Num	Name	Memo	Account	Amount
320 Management Fees					
09/01/2017	10384	Bayside Property Services...	Management Fee	320 ...	2,883.33
Total 320 Management Fees					2,883.33
322 Statutory Review of Books					
09/22/2017	10404	Bayside Property Services...	Statutory Review of Books Fee	322 Sta...	210.00
Total 322 Statutory Review of Books					210.00
340 Janitorial Maintenance					
09/06/2017	10397	Know How Consulting Corp	Cleaning services for Aug/17	340 ...	236.60
Total 340 Janitorial Maintenance					236.60
380 Appraisal					
09/15/2017	10401	Normac Appraisals Ltd.	Insurance appraisal report	380 ...	1,181.25
Total 380 Appraisal					1,181.25
395 Sundry					
09/01/2017	10396	Bayside Property Services...	Postage & copies for Jul/17	395 ...	171.71
09/15/2017	10399	Bayside Property Services...	Postage & copies for Aug/17	395 ...	398.60
09/30/2017		Westminster Savings	Service Charge	395 ...	10.00
Total 395 Sundry					580.31
405 Water & Sewer					
09/09/2017	10398	City of Surrey	Water/Sewer: 108 days; reading date Jul 21/17	405 ...	10,228.62
Total 405 Water & Sewer					10,228.62
415 Scavenging					
09/01/2017	10394	AJM Disposal Services Ltd.	Waste/Recycling/Organics removal: Sep/17	415 ...	2,058.56
Total 415 Scavenging					2,058.56
425 Equipment/Supplies					
09/22/2017	10403	Shaw Cable	Cable/Internet (#63): Sep 9 - Oct 8/17	425 ...	138.71
Total 425 Equipment/Supplies					138.71
435 Repairs/Maintenance					
09/01/2017	10390	AAA Wildlife Control	#117: Rats in pool	435 ...	89.25
09/01/2017	10390	AAA Wildlife Control	#72: Rats under deck	435 ...	388.50
09/01/2017	10390	AAA Wildlife Control	#72: Rats under deck	435 ...	246.75
09/01/2017	10391	Brian Thornburn	Reimb: locks x4 (Broadway Locksmith) Aug 25/17	435 ...	64.96
09/01/2017	10393	Blue Mountain Technologi...	Update IP address on site	435 ...	171.68
09/01/2017	10395	Pest Free Industries Ltd.	#118: Treat front/back of unit for ants Aug 6/17	435 ...	68.25
09/01/2017	10395	Pest Free Industries Ltd.	#45: Treat wasp nest lower overhang Aug 7/17	435 ...	105.00
09/25/2017	10406	Best Choice Garage Door ...	#99: Repair garage door	435 ...	458.33
Total 435 Repairs/Maintenance					1,592.72
445 Landscaping					
09/01/2017	10392	Vista Landscape Services...	Landscape/Ground Mtn for Aug/17	445 ...	4,735.50
09/29/2017	10407	Vista Landscape Services...	Landscape/Ground Mtn for Sep/17	445 ...	4,735.50
Total 445 Landscaping					9,471.00
465 Sprinkler/Fire Monitoring					
09/15/2017	10400	Paladin Technologies	Monitoring: Sep 1 - Nov 30/17	465 Sp...	157.34
Total 465 Sprinkler/Fire Monitoring					157.34
466 Annual Insuite Fire Insp					
09/20/2017	10402	Ryan Nelson	Reimb: smoke detector (POCO Building Supplies) Sep 1/17	466 An...	1,064.18
Total 466 Annual Insuite Fire Insp					1,064.18
710 Contingency Reserve					
09/01/2017	PAD	Strata Plan BCS 2401 CRF	CRF Transfer	710 ...	3,000.00

3:32 PM
10/03/17
Accrual Basis

BCS2401
Details of Disbursements
September 2017

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Total 710		Contingency Reserve			3,000.00
TOTAL					<u>32,802.62</u>

STRATA CORPORATION BCS 2401
 FISCAL YEAR END September 30th
 FUND INFORMATION SHEET

DATE	TOTAL FUNDS	Operating	Contingency	Depreciation Report (Res)	Attic Clubhouse Levy	Clubhouse Fund	Landscaping Reserve	
fwd	205,855.40	30,147.02	153,762.83	3,413.74	12,646.68	2,074.45	3,810.68	
2016 October	225,706.82	46,401.20	Service Charge	(10.00)				
			Monthly Contributions	2,500.00		75.00	850.00	
			Interest Earned	162.74		12.92	2.70	3.88
			156,415.57	3,413.74	12,734.60	2,927.15	3,814.56	
November	182,423.13	373.16	Service Charge	(10.00)				
			Monthly Contributions	2,500.00		75.00		
			Interest Earned	160.11		12.59	2.89	3.76
			159,065.68	3,413.74	12,822.19	2,930.04	3,818.32	
December	190,684.86	4,455.56	Service Charge	(10.00)				
			Monthly Contributions	4,000.00				
			Interest Earned	169.38		13.07	2.99	3.89
			163,225.06	3,413.74	12,835.26	2,933.03	3,822.21	
2017 January	201,751.53	12,264.34	Service Charge	(10.00)				
			Monthly Contributions	3,000.00		75.00		
			Interest Earned	172.89		13.11	2.99	3.90
			166,387.95	3,413.74	12,923.37	2,936.02	3,826.11	
February	213,234.87	20,533.29	Service Charge	(10.00)				
			Monthly Contributions	3,000.00		47.20		
			Interest Earned	159.07		11.90	2.70	3.52
			169,537.02	3,413.74	12,982.47	2,938.72	3,829.63	
March	212,511.90	16,620.86	Service Charge	(10.00)				
			Monthly Contributions	3,000.00				
			Interest Earned	179.33		13.23	3.00	3.90
			172,706.35	3,413.74	12,995.70	2,941.72	3,833.53	
April	228,424.65	29,347.44	Service Charge	(10.00)				
			Monthly Contributions	3,000.00				
			Interest Earned	176.67		12.82	2.90	3.78
			175,873.02	3,413.74	13,008.52	2,944.62	3,837.31	
May	236,527.68	34,254.52	Service Charge	(10.00)				
			Monthly Contributions	3,000.00				
			Interest Earned	185.78		13.26	3.00	3.91
			179,048.80	3,413.74	13,021.78	2,947.62	3,841.22	
June	236,152.91	42,553.19	Brian Thornburn Service Charge	(10.00)		(11,857.33)		
			Monthly Contributions	3,000.00				
			Interest Earned	182.92		4.27	2.91	3.79
			182,221.72	3,413.74	1,168.72	2,950.53	3,845.01	
July	251,265.53	54,451.20	Service Charge	(10.00)				
			Monthly Contributions	3,000.00				
			Interest Earned	215.51		1.34	3.37	4.39
			185,427.23	3,413.74	1,170.06	2,953.90	3,849.40	
August	269,142.39	69,091.99	Service Charge	(10.00)				
			Monthly Contributions	3,000.00				
			Interest Earned	236.25		1.44	3.64	4.74
			188,653.48	3,413.74	1,171.50	2,957.54	3,854.14	
September	270,055.17	66,739.40	Service Charge	(10.00)				
			Monthly Contributions	3,000.00				
			Interest Earned	264.54		1.59	4.01	5.23
			191,908.02	3,413.74	1,173.09	2,961.55	3,859.37	

BAYSIDE PROPERTY SERVICES LTD.
#100-6400 Roberts Street
Burnaby, B.C. V5G 4C9 (604)432-7774

Year End September 30th

STRATA CORPORATION BCS 2401
STATEMENT OF RECEIPTS & DISBURSEMENTS

Month of: APRIL 2018

RECEIPTS	APRIL	ACTUAL Year to Date	BUDGET Year To Date (7 Months)	BUDGET 2017-18
101 Owners' Contributions	38,934.42	272,540.94	272,539.17	467,210.00
103 Interest Income	130.73	581.89	291.67	500.00
104 Key/Remote Income				
105 Sundry Income		1,790.00		
107 Parking Pass				
108 Late Payment Fines/ByLaw Fines				
TOTAL RECEIPTS	39,065.15	274,912.83	272,830.83	467,710.00

DISBURSEMENTS	APRIL	ACTUAL Year to Date	BUDGET Year To Date (7 Months)	BUDGET 2017-18
310 Electricity	1,615.07	5,154.99	4,083.33	7,000.00
320 Management Fees	2,958.33	20,708.31	20,708.33	35,500.00
322 Statutory Review of Books			122.50	210.00
330 Insurance	10,000.00	76,449.00	38,500.00	66,000.00
340 Janitorial Maintenance	236.60	1,656.20	2,041.67	3,500.00
360 Audit		2,730.00	1,633.33	2,800.00
370 Legal			1,166.67	2,000.00
380 Appraisal			641.67	1,100.00
395 Sundry	121.42	1,937.12	3,500.00	6,000.00
396 Council Year End		999.90	583.33	1,000.00
405 Water & Sewer		11,467.95	19,250.00	33,000.00
415 Garbage/Recycling	2,223.25	15,068.68	17,500.00	30,000.00
425 Equipment/Supplies	1,007.09	2,568.80	2,100.00	3,600.00
435 Repairs/Maintenance	4,330.61	11,229.65	35,000.00	60,000.00
436 Gutter Cleaning/Repairs		12,012.00	7,583.33	13,000.00
437 Window Cleaning			5,541.67	9,500.00
438 Snow Removal		4,140.16	2,916.67	5,000.00
439 Dryer Vent Cleaning		2,205.00	1,750.00	3,000.00
445 Landscaping	9,471.00	42,405.30	31,500.00	54,000.00
465 Sprinkler/Fire Monitoring (Telus)		2,246.30	2,041.67	3,500.00
466 Annual Insuite Fire Inspection		1,154.36	4,666.67	8,000.00
467 Hydrants			583.33	1,000.00
710 Contingency Reserve	9,916.67	69,416.69	69,416.67	119,000.00
TOTAL DISBURSEMENTS	41,880.04	283,550.41	272,830.83	467,710.00

Surplus (Deficit)	(2,814.89)	(8,637.58)		
101E Lien Administration Fee				
106 Transfer of Account(In)				
201 Change In Accts Receivable	1,138.40	1,003.04		
729 Transfer to Special Levy				
730 Transfer (Out)				
Adj Surplus (Deficit)	(1,676.49)	(7,634.54)		
Previous Balance	60,781.35	66,739.40		
ACCOUNT BALANCE	59,104.86	59,104.86		

11:37 AM
 05/01/18
 Accrual Basis

BCS2401
Details of Disbursements
 April 2018

Date	Num	Name	Memo	Account	Amount
310 Electricity					
04/11/2018	10501	BC Hydro	Electricity (ER1): Jan 24 - Mar 23/18	310 ...	152.89
04/11/2018	10501	BC Hydro	Electricity (ER2): Jan 24 - Mar 23/18	310 ...	96.52
04/11/2018	10501	BC Hydro	Electricity (ER3): Jan 24 - Mar 23/18	310 ...	114.08
04/11/2018	10501	BC Hydro	Electricity (ER4): Jan 24 - Mar 23/18	310 ...	111.45
04/11/2018	10501	BC Hydro	Electricity (ER5): Jan 24 - Mar 23/18	310 ...	68.38
04/11/2018	10501	BC Hydro	Electricity (ER6): Jan 24 - Mar 23/18	310 ...	66.12
04/11/2018	10501	BC Hydro	Electricity (ER7): Jan 24 - Mar 23/18	310 ...	73.03
04/11/2018	10501	BC Hydro	Electricity (ER8): Jan 24 - Mar 23/18	310 ...	110.32
04/11/2018	10501	BC Hydro	Electricity (ER9): Jan 24 - Mar 23/18	310 ...	138.20
04/11/2018	10501	BC Hydro	Electricity (ER10): Jan 24 - Mar 23/18	310 ...	684.08
Total 310 Electricity					1,615.07
320 Management Fees					
04/01/2018	10491	Bayside Property Servic...	Management Fee	320 ...	2,958.33
Total 320 Management Fees					2,958.33
330 Insurance					
04/27/2018	10508	Phoenix Restorations (2...	Insurance deductible re: water damage, #61	330 ...	10,000.00
Total 330 Insurance					10,000.00
340 Janitorial Maintenance					
04/03/2018	10496	Know How Consulting C...	Cleaning service for Mar/18	340 ...	236.60
Total 340 Janitorial Maintenance					236.60
395 Sundry					
04/11/2018	10498	Bayside Property Servic...	Postage & copies for Mar/18	395 ...	111.42
04/30/2018		Westminster Savings	Service Charge	395 ...	10.00
Total 395 Sundry					121.42
415 Scavenging					
04/02/2018	10495	AJM Disposal Services L...	Waste/Recycling/Organics removal: Apr/18	415 ...	2,223.25
Total 415 Scavenging					2,223.25
425 Equipment/Supplies					
04/03/2018	10496	Know How Consulting C...	Hand towels (Jul/17)	425 ...	34.72
04/03/2018	10496	Know How Consulting C...	Hand towels (Feb/18)	425 ...	33.07
04/03/2018	10496	Know How Consulting C...	Garbage bags (Mar/18)	425 ...	55.79
04/19/2018	10505	Fitness Town Service	S&I running belt	425 ...	744.80
04/20/2018	10506	Shaw Cable	Cable/Internet (#63): Apr 9 - May 8/18	425 ...	138.71
Total 425 Equipment/Supplies					1,007.09
435 Repairs/Maintenance					
04/04/2018	10497	Fitness Town Service	Install power cable on treadmill; treadmill mtn	435 ...	182.01
04/11/2018	10500	L.J.S. Property Services ...	Gate repairs	435 ...	436.80
04/11/2018	10500	L.J.S. Property Services ...	Replace gate latches at #28/30/92	435 ...	
04/16/2018	10502	Best Choice Garage Do...	#12: Single door torque tube conversion; rebrace	435 ...	420.05
04/16/2018	10502	Best Choice Garage Do...	top section	435 ...	
04/16/2018	10503	Target Land Surveying (...)	Property line survey	435 ...	1,307.25
04/16/2018	10504	Abney Roofing Ltd.	#9: Roof & firewall repairs	435 ...	1,984.50
Total 435 Repairs/Maintenance					4,330.61
445 Landscaping					
04/11/2018	10499	Vista Landscape Service...	Landscape/Grounds Mtn for Mar/18	445 ...	4,735.50
04/30/2018	10509	Vista Landscape Service...	Landscape/Grounds Mtn for Apr/18	445 ...	4,735.50

11:37 AM
05/01/18
Accrual Basis

BCS2401
Details of Disbursements
April 2018

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Amount</u>
Total 445	Landscaping				9,471.00
710	Contingency Reserve				
04/01/2018	PAD	Strata Plan BCS 2401 C...	CRF Contribution	710 ...	9,916.67
Total 710	Contingency Reserve				9,916.67
TOTAL					<u>41,880.04</u>

**STRATA CORPORATION BCS 2401
FISCAL YEAR END September 30th
FUND INFORMATION SHEET**

DATE	TOTAL FUNDS	Operating	Contingency	Depreciation Report (Res)	Attic Clubhouse Levy Fund	Landscaping Reserve	
fwd	270,055.17	66,739.40	191,908.02	3,413.74	1,173.09	2,961.55	3,859.37
2017 October	274,706.87	68,103.22	Service Charge (10.00) Monthly Contributions 3,000.00 Interest Earned 286.34 195,184.36	3,413.74	1.69 1,174.78	4.28 2,965.83	5.57 3,864.94
November	218,316.30	8,429.78	Service Charge (10.00) Monthly Contributions 3,000.00 Interest Earned 281.69 198,456.05	3,413.74	1.64 1,176.42	4.14 2,969.97	5.40 3,870.34
December	240,521.01	6,560.04	Transfer 1,176.42 Service Charge (10.00) Monthly Contributions 23,750.01 Interest Earned 324.56 223,697.04	3,413.74	(1,176.42) 0.00	4.29 2,974.26	5.59 3,875.93
2018 January	270,762.51	26,519.36	Service Charge (10.00) Monthly Contributions 9,916.67 Interest Earned 364.96 233,968.67	3,413.74	0.00	4.58 2,978.84	5.97 3,881.90
February	301,640.64	47,110.62	Service Charge (10.00) Monthly Contributions 9,916.67 Interest Earned 369.93 244,245.27	3,413.74	0.00	4.46 2,983.30	5.81 3,887.71
March	325,656.01	60,781.35	Service Charge (10.00) Monthly Contributions 9,916.67 Interest Earned 426.59 254,578.53	3,413.74	0.00	4.94 2,988.24	6.44 3,894.15
April	334,326.61	59,104.86	Service Charge (10.00) Monthly Contributions 9,916.67 Interest Earned 429.39 264,914.59	3,413.74	0.00	4.79 2,993.03	6.24 3,900.39
May							
June							
July							
August							
September							

- Your electronic signature is a representation by you that:
 - you are a subscriber; and
 - you have incorporated your electronic signature into
 - this electronic application, and
 - the imaged copy of each supporting document attached to this electronic application, and have done so in accordance with Sections 168.3 and 168.41(4) of the *Land Title Act*, RSBC 1996, C.250.
 - Your electronic signature is a declaration by you under Section 168.41 of the *Land Title Act* in respect of each supporting document required in conjunction with this electronic application that:
 - the supporting document is identified in the imaged copy of it attached to this electronic application;
 - the original of the supporting document is in your possession; and
 - the material facts of the supporting document are set out in the imaged copy of it attached to this electronic application.
- Each term used in the representation and declaration set out above is to be given the meaning ascribed to it in Part 10.1 of the *Land Title Act*.

<p>Marnie Gunther GH4FJE</p>	<p>c=CA, cn=Marnie Gunther GH4FJE, o=Notary, ou=Verify ID at www.juricert.com/ LKUP.cfm?id=GH4FJE</p>
---	---

1. CONTACT: (Name, address, phone number)
BAYSIDE PROPERTY SERVICES LTD.

100 - 6400 ROBERTS STREET
BURNABY BC V5G 4C9

Telephone: 604-432-7774

Document Fees: \$24.20

Deduct LTSA Fees? Yes

2. IDENTIFICATION OF ATTACHED STRATA PROPERTY ACT FORM OR OTHER SUPPORTING DOCUMENT:
Form-I Amendment to Bylaws LTO Document Reference:

3. PARCEL IDENTIFIER AND LEGAL DESCRIPTION OF LAND:
[PID] [LEGAL DESCRIPTION]
NO PID NMBR THE OWNERS, STRATA PLAN BCS2401

Related Plan Number: **BCS2401**

Strata Property Act
FORM I
AMENDMENT TO BYLAWS
(Section 128)

The Owners, Strata Plan BCS 2401 certify that the following or attached amendments to the bylaws of the strata corporation were approved by a resolution passed in accordance with section 128 of the *Strata Property Act* at an annual general meeting held on November 20th, 2013.

BE IT RESOLVED THAT The Owners, Strata Plan BCS 2401 hereby approve to amend Bylaw 5.9:

Bylaw 5.9 currently reads:

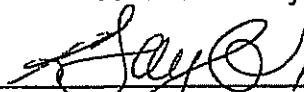
5.9 A pet owner must ensure that a Permitted Pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet Owner.

TO BE AMENDED TO READ AS FOLLOWS:


5.9 A pet owner must ensure that a Permitted Pet is kept quiet, controlled and clean. **A pet must be taken off of common property when the pet is passing excrement, the exception being an owner's backyard, in which case the owner must immediately dispose of any solid waste.** Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet Owner.

BE IT RESOLVED THAT The Owners, Strata Plan BCS 2401 hereby approve the addition of Bylaw 43.5 which will read as follows:

43.5 Children under sixteen (16) years of age are not permitted in the fitness room at ANY TIME, and are not permitted inside the amenity building without adult supervision. The exception to this rule is to retrieve mail from the mail room. Children under the age of nineteen (19) years of age may use the fitness facility ONLY UNDER direct adult supervision. Any unit found providing access to the amenity building facilities that result in a Bylaw violation will be restricted from accessing the facilities.



Signature of Council Member



Signature of Second Council Member (not required if council consists of one member)

-8 JAN 2010 09 12

BB1135104

REGISTRAR
LAND TITLE OFFICE
NEW WESTMINSTER, BC

Jan 8, 2010

Please receive herewith the following document(s) for filing:

Amendment to Bylaws BCS2401

Signature of agent

Bayside Properties

100-6400 Roberts Street

Burnaby BC V5G 4C9

(604) 432-7774

DYE & DURHAM – Client no. 11061

Strata Property Act
FORM 1
AMENDMENT TO BYLAWS
(Section 128)

The Owners, **Strata Plan BCS 2401** certify that the following or attached amendments to the bylaws of the strata corporation were approved by a resolution passed in accordance with section 128 of the *Strata Property Act* at an annual general meeting held on November 17, 2009.

BE IT RESOLVED THAT the Owners, Strata Plan BCS 2401 hereby approve amending bylaw 42.1 by deleting the words "twenty (20)" and replacing them with "fifteen (15)".

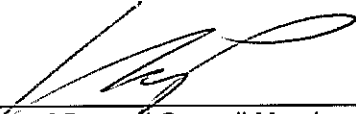
BE IT RESOLVED THAT the Owners, Strata Plan 2401 hereby approve amending bylaw 44.5 by adding the following wording: No realtor signs are to be placed on common property other than those by unit Owners who are trying to sell independently such as "For Sale by Owner".

BE IT RESOLVED THAT the Owners, Strata Plan BCS 2401 hereby approve amending bylaw 16.1 which currently reads: "If a Council member resigns or is unwilling or unable to act, the remaining members of the Council may appoint a replacement Council member for the remainder of the term" by adding the bolded wording as follows:

If a Council member resigns or is unable or unwilling to act, or misses more than three consecutive Council meetings, then that Council member will be removed from Council and the remaining members of the Council may appoint a replacement Council member for the remainder of the term.



Signature of Council Member



Signature of Second Council Member (not required if council consists of one member)

*Section 128(3) of the Act provides that an Amendment to Bylaws must be filed in the land title office within 60 days of the amendment being approved.

RECEIVED DEC 30 2009

**REGISTRAR
LAND TITLE OFFICE
NEW WESTMINSTER, BC**

November 4, 2008

Please receive herewith the following document(s) for filing:

Form I Amendment to Bylaws BCS 2401

Signature of agent Kim Veilleux

Goddard & Smith

100-20436 Fraser Hwy.,

Langley, B.C. V3A 4G2

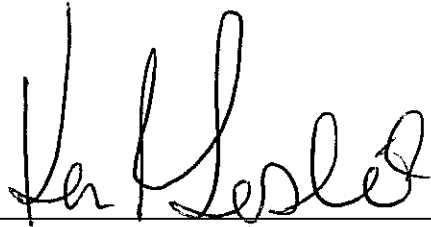
Atten: Alida Nielsen

DYE & DURHAM – Client no. 11061

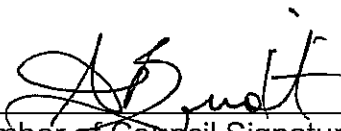
F O R M I
AMENDMENT TO BYLAWS
(Section 128)

The Owners, Strata Plan BCS 2401(registered strata plan number) certify that the following or attached amendments to the bylaws of the strata corporation were approved by a resolution passed in accordance with section 128 of the Strata Property Act at an annual or special general meeting held on the 27th day of October 2008.

The Attached is to repeal the standard bylaws and replace with the attached bylaws of Strata Plan BCS 2401



Member of Council Signature (Black ink only)



Member of Council Signature (Black ink only)

MANHATTAN SKYE

STRATA PLAN - BCS 2401

BYLAWS

Registered: November 4, 2008
Registration Number: BB1022608

BCS 2401 "MANHATTAN SKYE" APPROVED BYLAWS

Preamble

These bylaws bind the Strata Corporation and the Owners, tenants and occupants to the same extent as if the bylaws had been signed by the Strata Corporation and each Owner, tenant and occupant and contained covenants on the part of the Strata Corporation with each Owner, tenant and occupant and on the part of each Owner, tenant and occupant with every other Owner, tenant and occupant and with the Strata Corporation to observe and perform their provisions.

Unless otherwise stated, all terms have the meanings prescribed in the *Strata Property Act*, S.B.C. 1998, c. 43 (the "Act"). For the purposes of these bylaws, "Residents" means collectively, Owners, tenants and occupants and "a Resident" means collectively, an Owner, a tenant and an occupant.

Duties of Owners, Tenants, Occupants and Visitors

1. Compliance with bylaws and rules

1.1 All Residents and visitors must comply strictly with the bylaws and rules of the Strata Corporation adopted from time to time.

2. Payment of strata fees and special levies

2.1 An Owner must pay strata fees on or before the first day of the month to which the strata fees relate.

2.2 Where an Owner fails to pay strata fees in accordance with Bylaw 2.1, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually. In addition to interest, failure to pay strata fees on the due date will result in a fine of \$50 for each contravention of Bylaw 2.1. An additional fine of \$50 will be levied for each month that an account is in arrears.

2.3 An Owner must provide the Strata Corporation or its agent with twelve (12) consecutive, monthly post-dated cheques for strata fees for the fiscal year of the Strata Corporation, dated as of the first day of each month or, if applicable, written authorization for monthly automatic debit from the Owner's bank account.

2.4 A special levy is due and payable on the date or dates noted in the resolution authorizing the special levy.

2.5 Failure to pay a special levy on the due date will result in a fine of \$100 for each contravention of Bylaw 2.4.

2.6 Where an Owner fails to pay a special levy in accordance with Bylaw 2.4, outstanding special levies will be subject to an interest charge of 10% per annum, compounded annually.

3. Repair and maintenance of property by Owner

- 3.1 An Owner must repair and maintain the Owner's strata lot, except for repair and maintenance that is the responsibility of the Strata Corporation under these bylaws.
- 3.2 An Owner who has the use of limited common property must repair and maintain it; except for repair and maintenance that is the responsibility of the Strata Corporation under these bylaws.
- 3.3 An Owner is responsible for all damages incurred, maintenance, repairs and replacement of all appliances, not limited to but including their dishwashers, stoves, fridges, garbarators, hot water tanks, washers and dryers.
- 3.4 Owners are responsible for all damages incurred, maintenance of, repairs of, or replacement of their hot water tanks, taps inside and out, toilets, bathtubs, sinks and smoke detectors.
- 3.5 Owners are responsible for all the damages incurred, maintenance, repairs of, or replacement of, not limited to but including their heaters, furnaces, ducts, dryer vents, lights, plugs or anything else electrical.

4. Use of property

- 4.1 A Resident or visitor must not use a strata lot, the common property or common assets in a way that
 - (a) causes a nuisance or hazard to another person,
 - (b) causes unreasonable noise,
 - (c) unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,
 - (d) is illegal, or
 - (e) is contrary to a purpose for which the strata lot or common property is intended as shown expressly or by necessary implication on or by the strata plan.
- 4.2 A Resident or visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets or those parts of a strata lot which the Strata Corporation must repair and maintain under these bylaws or insure under section 149 of the Act.
- 4.3 An Owner is responsible for any damage caused by occupants, tenants or visitors to the Owner's strata lot.
- 4.4 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 4.1, 4.2, and 4.3, 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.

4.5 A Resident must not use, or permit to be used, the strata lot except as a private dwelling home.

5. Pets and animals

5.1 A Resident or visitor must not keep any pets on a strata lot or common property or on land that is a common asset except in accordance with these bylaws.

5.2 A Resident or visitor must ensure that all animals are leashed or otherwise secured when on the common property or on land that is a common asset.

5.3 A Resident must not keep a pet on a strata lot other than one or more of the following:
(a) a reasonable number of fish or other small aquarium animals;
(b) up to two small caged mammals (if reasonably appropriate);
(c) two dogs and/or two cats (For a total of two)

5.4 A Resident must not harbour exotic pets, including not exhaustively, snakes, reptiles, spiders or large members of the cat family.

5.5 A Resident or visitor must not permit a loose or unleashed Permitted Pet (leashes cannot exceed six feet in length) at any time within or on the common property or on land that is a common asset. A Permitted Pet found loose on common property or land that is a common asset shall be delivered to the municipal pound at the cost of the strata lot Owner.

5.6 A Resident must not keep a Permitted Pet which is a nuisance on a strata lot, on common property or on land that is a common asset. If a Resident has a pet which is not a Permitted Pet or if, in the opinion of Council, the Permitted Pet is a nuisance or has caused or is causing an unreasonable interference with the use and enjoyment by Residents or visitors of a strata lot, common property or common assets, the Council may order such pet to be removed permanently from the strata lot, the common property or common asset or all of them.

5.7 If a Resident contravenes Bylaws 5.5 or 5.6, the Owner of the strata lot will be subject to a fine of \$100.

5.8 Notwithstanding bylaw 5.7, a Resident whose pet contravenes bylaw 5.5 or 5.6 will be subject to an immediate injunction application and the Owner of the strata lot will be responsible for all expenses incurred by the Strata Corporation to obtain the injunction, including legal costs.

5.9 A pet owner must ensure that a Permitted Pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet Owner.

- 5.10 A pet owner must keep a Permitted Pet only in a strata lot, except for ingress and egress.
- 5.11 A strata lot Owner must assume all liability for all actions by a Permitted Pet, regardless of whether the Owner had knowledge, notice or forewarning of the likelihood of such action.
- 5.12 A Resident or visitor must not feed birds, rodents or other wild animals from any strata lot, limited common property, common property or land that is a common asset. No bird feeders of any kind are permitted to be kept on balconies, strata lots, common property or land that is a common asset.
- 5.13 A Resident who contravenes any of Bylaws 5.1 to 5.6 (inclusive) or 5.9 to 5.12 (inclusive) will be subject to a \$100 fine.

6. Inform Strata Corporation

- 6.1 An Owner must notify the Strata Corporation:
 - (a) within two weeks of becoming an Owner; the Owner's name and any occupants' names, strata lot number and mailing address outside the strata plan, if any.
- 6.2 On request by the Strata Corporation, a tenant must inform the Strata Corporation of the tenant's name and the strata lot which the tenant occupies.

7. Obtain approval before altering a strata lot

- 7.1 An Owner must obtain the written approval of the Strata Corporation before making or authorizing an alteration to a strata lot that involves any of the following:
 - (a) the structure of a building;
 - (b) the exterior of a building;
 - (c) patios, stairs, balconies or other things attached to the exterior of a building;
 - (d) doors, windows or skylights on the exterior of a building, or that front on the common property;
 - (e) fences, railings or similar structures that enclose a patio, balcony or yard;
 - (f) common property located within the boundaries of a strata lot;
 - (g) those parts of the strata lot which the Strata Corporation must insure under section 149 of the Act; and
 - (h) wiring, plumbing, piping, heating, air conditioning and other services.
- 7.2 The Strata Corporation must not unreasonably withhold its approval under Bylaw 7.1, but may require as a condition of its approval that the Owner agree, in writing, to take

responsibility for any expenses relating to the alteration and to indemnify and hold harmless the Strata Corporation for any future costs in connection with the alteration.

- 7.3 An Owner intending to apply to the Strata Corporation for permission to alter a strata lot must submit, in writing, detailed plans and written description of the intended alteration.

8. Obtain approval before altering common property

- 8.1 An Owner must obtain the written approval of the Strata Corporation before making or authorizing an alteration to common property, including limited common property or common assets.

- 8.2 An Owner, as part of its application to the Strata Corporation for permission to alter common property, limited common property or common assets, must:

- (a) submit, in writing, detailed plans and description of the intended alteration;
- (b) obtain all applicable permits, licences and approvals from the appropriate governmental authorities and provide copies to the strata council; and
- (c) obtain the consent of the Owners by written approval of the strata council under Bylaw 8.1.

- 8.3 The Strata Corporation may require, as a condition of its approval, that the Owner agree, in writing, to certain terms and conditions, including, not exhaustively, the following:

- (a) that alterations be done in accordance with the design or plans approved by the strata council or its duly authorized representatives;
- (b) that the standard of work and materials be not less than that of the existing structures;
- (c) that all work and materials necessary for the alteration be at the sole expense of the Owner;
- (d) that the Owner from time to time of the strata lot receiving the benefit of an alteration to common property, limited common property or common assets must, for so long as he or she remains an Owner, be responsible for all present and future maintenance, repairs and replacements, increases in insurance, and any damage suffered or cost incurred by the Strata Corporation as a result, directly or indirectly, of the alterations to common property, limited common property or common assets;
- (e) that the Owner and any subsequent Owner on title who receives the benefit of such alteration, must, with respect only to claims or demands arising during the time that they shall have been Owner, indemnify and hold harmless the Strata Corporation, its council members, employees and agents from any and all claims and demands whatsoever arising out of or in any manner attributable to the alteration. Any costs or expenses incurred by the Strata Corporation as the result of such claim or demand will be the responsibility of the Owner from time

to time of the strata lot who has benefited from the alteration and the said costs or expenses incurred must be charged to that Owner and shall be added to and become part of the strata fees of that Owner for the month next following the date upon which the cost or expenses are incurred, but not necessarily paid by the Strata Corporation, and shall become due and payable on the due date of payment of monthly strata fees.

- 8.4 An Owner who has altered common property, limited common property or common assets prior to the passage of these bylaws shall be subject to their content and intent to the extent that any damages suffered or costs incurred by the Strata Corporation as a result, directly or indirectly, of the alteration, must be borne by the Owner who has benefited from the alteration.
- 8.5 An Owner who, subsequent to the passage of Bylaws 8.1 to 8.3 inclusive, alters common property or limited common property without adhering strictly to these bylaws, must restore, at the Owner's sole expense, the common property, limited common property or common assets, as the case may be, to its condition prior to the alteration. If the Owner refuses or neglects to restore the alteration to its original condition, the Strata Corporation may conduct the restoration, at the expense of the Owner who altered the common property or limited common property. The cost of such alteration shall be added to and become part of the strata fees of that Owner for the month next following the date on which the cost was incurred and will become due and payable on the due date of payment of monthly strata fees.

9. Renovations/alterations

- 9.1 Tradespersons must be licensed and bonded. Inadequate notice or work by unlicensed or unbonded tradespersons will result in the levy of fines.
- 9.2 A Resident must be responsible to ensure:
- (a) drop cloths are installed and removed daily to protect common areas from any spillage or dripping.
- 9.3 An Owner must ensure that the hours of work are restricted to 8:00 a.m. to 5:00 p.m., Monday through Friday, and 10:00 a.m. to 5:00 p.m., Saturdays, Sundays and statutory holidays.
- 9.4 An Owner must be in attendance for all **SIGNIFICANT** renovations/alterations, the determination of **SIGNIFICANT** shall be in the discretion of the Council.
- 9.5 An Owner performing or contracting with others to perform renovations or alterations will be responsible, financially and otherwise, for ensuring that any and all required permits and licences are obtained.
- 9.6 An Owner or contractor performing alterations/renovations must at all times be in compliance with municipal noise bylaws.
- 9.7 An Owner in contravention of Bylaws 9.1 to 9.6 (inclusive) shall be subject to a fine of \$100 for each contravention, as well as be responsible for any clean up or repair costs.

10. Permit entry to strata lot

- 10.1 A Resident must allow a person authorized by the Strata Corporation to enter the strata lot or limited common property
- (a) in an emergency, without notice, to ensure safety or prevent significant loss or damage;
 - (b) at a reasonable time, on 48 hours' written notice,
 - (i) to inspect, repair, renew, replace or maintain common property, common assets and any portions of a strata lot that are the responsibility of the Strata Corporation to repair, replace, renew and maintain under these bylaws or the Act or to insure under section 149 of the Act; or
 - (ii) to ensure a Resident's compliance with the Act, bylaws and rules.
- 10.2 If forced entry to a strata lot is required due to required emergency access and the inability to contact the Owner of the strata lot, the Owner shall be responsible for all costs of forced entry incurred by the Strata Corporation.
- 10.3 The notice referred to in Bylaw 10.1(b) must include the date and approximate time of entry, and the reason for entry.

Powers and Duties of Strata Corporation

11. Repair and maintenance of property by Strata Corporation

- 11.1 The Strata Corporation must repair and maintain all of the following:
- (a) common assets of the Strata Corporation;
 - (b) common property that has not been designated as limited common property;
 - (c) limited common property, but the duty to repair and maintain it is restricted to
 - (i) repair and maintenance that in the ordinary course of events occurs less often than once a year, and
 - (ii) the following, no matter how often the repair or maintenance ordinarily occurs:
 - A. the structure of a building;
 - B. the exterior of a building;
 - C. patios, stairs, balconies and other things attached to the exterior of a building;
 - D. doors, windows and skylights on the exterior of a building or that front on common property;

- E. fences, railings and similar structures that enclose patios, balconies and yards;
- (d) a strata lot, but the duty to repair and maintain it is restricted to
 - (i) the structure of a building,
 - (ii) the exterior of a building,
 - (iii) patios, stairs, balconies and other things attached to the exterior of a building,
 - (iv) doors, windows and skylights on the exterior of a building or that front on common property, and
 - (v) fences, railings and similar structures that enclose patios, balconies and yards.

Council

12. Council size

- 12.1 The Council must have at least three (3) and not more than seven (7) members. Council members are elected for a term of two years.

13. Council eligibility

- 13.1 An Owner or the spouse of an Owner may stand for council, but not both.
- 13.2 No person may stand for Council or continue to be on Council with respect to a strata lot if the Strata Corporation is entitled to register a lien against that strata lot under section 116(1) of the Act.
- 13.3 No person may stand for Council or continue to be on Council with respect to a strata lot if there are amounts owing to the Strata Corporation charged against the strata lot in respect of administration fees, bank charges, fines, penalties, interest or the costs, including the legal costs, of remedying a contravention of the bylaws or rules for which the Owner is responsible under section 131 of the Act.

14. Council members' terms

- 14.1 The term of office of a Council member ends at the end of the annual general meeting at which the new Council is elected.
- 14.2 A person whose term as Council member is ending is eligible for re-election.

15. Removing Council members

- 15.1 Unless all the Owners are on the Council, the Strata Corporation may, by a resolution passed by a two-thirds (2/3) vote at an annual or special general meeting, remove one

or more Council members. The Strata Corporation must pass a separate resolution for each Council member to be removed.

- 15.2 After removing a Council member, the Strata Corporation may hold an election at the same annual or special general meeting to replace the Council member for the remainder of the term or the remaining members of the Council may appoint a replacement Council member for the remainder of the term.
- 15.3 If the Strata Corporation removes all of the Council members, the Strata Corporation must hold an election at the same annual or special general meeting to replace the Council members for the remainder of the term up to, at least, the minimum number of Council members required by bylaw of the Strata Corporation for the remainder of the term.
- 15.4 The Council may appoint the remaining Council members necessary to achieve a quorum for the Strata Corporation, even if the absence of the members being replaced leaves the Council without a quorum.
- 15.5 A replacement Council member appointed pursuant to Bylaws 15.2 and 15.4 may be appointed from any person eligible to sit on the council.

16. Replacing Council member

- 16.1 If a Council member resigns or is unwilling or unable to act, the remaining members of the Council may appoint a replacement Council member for the remainder of the term.
- 16.2 A replacement Council member may be appointed from any person eligible to sit on the Council.
- 16.3 The Council may appoint a Council member under Bylaw 16.2 even if the absence of the member being replaced leaves the Council without a quorum.
- 16.4 If all the members of the Council resign or are unwilling or unable to act, persons holding at least 25% of the Strata Corporation's votes may hold a special general meeting to elect a new Council by complying with the provisions of the Act, the regulations and the bylaws respecting the calling and holding of meetings.

17. Officers

- 17.1 At the first meeting of the Council held after each annual general meeting of the Strata Corporation, the Council must elect, from among its members, a president, a vice president, a secretary and a treasurer.
- 17.2 A person may hold more than one office at a time, other than the offices of president and vice president.
- 17.3 The vice president has the powers and duties of the president
 - (a) while the president is absent or is unwilling or unable to act,
 - (b) if the president is removed, or

(c) for the remainder of the president's term if the president ceases to hold office.

17.4 The Council may vote to remove an officer.

17.5 If an officer other than the president is removed, resigns, is unwilling or unable, the Council members may elect a replacement officer from among themselves for the remainder of the term.

18. Calling Council meetings

18.1 Any Council member may call a Council meeting by giving the other Council members at least one week's notice of the meeting, specifying the reason for calling the meeting.

18.2 The notice in Bylaw 18.1 does not have to be in writing.

18.3 A Council meeting may be held on less than one week's notice if

(a) all Council members consent in advance of the meeting, or

(b) the meeting is required to deal with an emergency situation, and all Council members either

(i) consent in advance of the meeting, or

(ii) are unavailable to provide consent after reasonable attempts to contact them.

19. Requisition of Council hearing

19.1 By application in writing, a Resident may request a hearing at a Council meeting stating the reasons for the request.

19.2 Except for a hearing pursuant to section 144 of the Act, if a hearing is requested under Bylaw 19.1, the Council must hold a meeting to hear the applicant within one (1) month of the date of receipt by the Council of the application.

19.3 If the purpose of the hearing is to seek a decision of the Council, the Council must give the applicant a written decision within one week of the date of the hearing.

20. Quorum of Council

20.1 Council members must be present in person at the Council meeting to be counted in establishing quorum.

21. Council meetings

21.1 The Council may meet together for the conduct of business, adjourn and otherwise regulate its meetings as it thinks fit.

21.2 Owners and spouses of Owners may attend Council meetings as observers.

- 21.3 Despite Bylaw 21.2, no observers may attend those portions of Council meetings that deal with any of the following:
- (a) bylaw contravention hearings under section 135 of the Act;
 - (b) rental restriction bylaw exemption hearings under section 144 of the Act;
 - (c) any other matters if the presence of observers would, in the Council's opinion, unreasonably interfere with an individual's privacy.

22. Voting at Council meetings

- 22.1 At Council meetings, decisions must be made by a majority of Council members present in person at the meeting.
- 22.2 If there is a tie vote at a Council meeting, the president may break the tie by casting a second, deciding vote.
- 22.3 The results of all votes at a Council meeting must be recorded in the Council meeting minutes.

23. Council to inform Owners of minutes

- 23.1 The Council must circulate all Council meetings minutes within two (2) weeks of the meeting, whether or not the minutes have been approved.

24. Delegation of Council's powers and duties

- 24.1 Subject to Bylaws 24.2, 24.3, and 24.4, the Council may delegate some or all of its powers and duties to one or more Council members or persons who are not members of the council, and may revoke the delegation.
- 24.2 The Council may delegate its spending powers or duties, but only by a resolution that:
- (a) delegates the authority to make an expenditure of a specific amount for a specific purpose, or
 - (b) delegates the general authority to make expenditures in accordance with Bylaw 24.3.
- 24.3 A delegation of a general authority to make expenditures must
- (a) set a maximum amount that may be spent, and
 - (b) indicate the purposes for which, or the conditions under which, the money may be spent.
- 24.4 The Council may not delegate its powers to determine, based on the facts of a particular case,
- (a) whether a person has contravened a bylaw or rule,

- (b) whether a person should be fined, and the amount of the fine,
- (c) whether a person should be denied access to a recreational facility, or
- (d) whether an Owner should be granted an exemption from a rental restriction bylaw under section 144 of the Act.

25. Spending restrictions

- 25.1 A person may not spend the Strata Corporation's money unless the person has been delegated the power to do so in accordance with these bylaws.

26. Limitation on liability of Council member

- 26.1 A Council member who acts honestly and in good faith is not personally liable because of anything done or omitted in the exercise or intended exercise of any power or the performance or intended performance of any duty of the Council.
- 26.2 Bylaw 26.1 does not affect a Council member's liability, as an Owner, for a judgment against the Strata Corporation.
- 26.3 All acts done in good faith by the Council are, even if it is afterwards discovered that there was some defect in the appointment or continuance in office of a member of Council, as valid as if the Council member had been duly appointed or had duly continued in office.

Enforcement of Bylaws and Rules

27. Fines

- 27.1 Except where specifically stated to be otherwise in these bylaws or rules, the Strata Corporation may fine an Owner or tenant:
- (a) \$200.00 for the second offence, and \$200.00 for subsequent contraventions of a bylaw within a 12-month period.
- 27.2 The Council must, if it determines in its discretion that a Resident is in repeated contravention of any bylaws or rules of the Strata Corporation, levy fines and the fines so levied shall be immediately added to the strata fees for the strata lot and shall be due and payable together with the strata fees for the strata lot in the next month following such contravention.

28. Continuing contravention

- 28.1 Except where specifically stated to be otherwise in these bylaws, if an activity or lack of activity that constitutes a contravention of a bylaw or rule continues, without interruption, for longer than seven (7) days, a fine may be imposed every seven (7) days.

Annual and Special General Meetings

29. Quorum of meeting

- 29.1 If within 1/2 hour from the time appointed for an annual or special general meeting, a quorum is not present, the meeting stands adjourned for a further 1/2 hour on the same day and at the same place. If within a further 1/2 hour from the time of the adjournment, a quorum is not present, the eligible voters, present in person or by proxy, constitute a quorum.

This Bylaw 29.1 is an alternative to section 48(3) of the Act. This bylaw does not apply to a meeting demanded pursuant to section 43 of the Act and failure to obtain a quorum for a meeting demanded pursuant to section 43 terminates, and does not adjourn, that meeting.

30. Person to chair meeting

- 30.1 Annual and special general meetings must be chaired by the president of the Council.
- 30.2 If the president of the Council is unwilling or unable to act, the meeting must be chaired by the vice president of the Council.
- 30.3 If neither the president nor the vice president of the Council chairs the meeting, a chair must be elected by the eligible voters present in person or by proxy from among those persons, eligible to vote, who are present at the meeting.

31. Participation by other than eligible voters

- 31.1 Tenants and occupants may attend annual and special general meetings, whether or not they are eligible to vote.
- 31.2 Persons who are not eligible to vote, may not participate in the discussion at a meeting.
- 31.3 Persons who are not eligible to vote, must leave the meeting if requested to do so by a resolution passed by a majority vote at the meeting.

32. Voting

- 32.1 Except on matters requiring a unanimous vote, the vote for a strata lot may not be exercised if the Strata Corporation is entitled to register a lien against that strata lot under section 116(1) of the Act.
- 32.2 Except on matters requiring a unanimous vote, the vote for a strata lot may not be exercised if there are amounts owing to the Strata Corporation charged against the strata lot in respect of administration fees, bank charges, fines, penalties, interest or the costs, including the legal costs, of remedying a contravention of the bylaws or rules, including legal costs, for which the Owner is responsible under section 131 of the Act.
- 32.3 At an annual or special general meeting, voting cards must be issued to eligible voters.

- 32.4 At an annual or special general meeting a vote is decided on a show of voting cards, unless an eligible voter requests a precise count.
- 32.5 If a precise count is requested, the chair must decide whether it will be by show of voting cards or by roll call, secret ballot or some other method.
- 32.6 The outcome of each vote, including the number of votes for and against the resolution if a precise count is requested, must be announced by the chair and recorded in the minutes of the meeting.
- 32.7 If there is a tie vote at an annual or special general meeting, the president, or, if the president is absent or unable or unwilling to vote, the vice president, may break the tie by casting a second, deciding vote.
- 32.8 Despite anything in Bylaws 32.1 to 32.7 (inclusive), an election of Council or removal of a Council member must be held by secret ballot, if the secret ballot is requested by an eligible voter.

33. Order of business

- 33.1 The order of business at annual and special general meetings is as follows:
- (a) certify proxies and corporate representatives and issue voting cards;
 - (b) determine that there is a quorum;
 - (c) elect a person to chair the meeting, if necessary;
 - (d) present to the meeting proof of notice of meeting or waiver of notice;
 - (e) approve the agenda;
 - (f) approve minutes from the last annual or special general meeting;
 - (g) deal with unfinished business;
 - (h) receive reports of Council activities and decisions since the previous annual general meeting, including reports of committees, if the meeting is an annual general meeting;
 - (i) ratify any new rules made by the Strata Corporation under section 125 of the Act;
 - (j) report on insurance coverage in accordance with section 154 of the Act, if the meeting is an annual general meeting;
 - (k) approve the budget for the coming year in accordance with section 103 of the Act, if the meeting is an annual general meeting;
 - (l) deal with new business, including any matters about which notice has been given under section 45 of the Act;

- (m) elect a Council, if the meeting is an annual general meeting;
- (n) terminate the meeting.

Voluntary Dispute Resolution

34. Voluntary dispute resolution

- 34.1 A dispute among Owners, tenants, the Strata Corporation or any combination of them may be referred to a dispute resolution committee by a party to the dispute if
- (a) all the parties to the dispute consent, and
 - (b) the dispute involves the Act, the regulations, the bylaws or the rules.
- 34.2 A dispute resolution committee consists of
- (a) one Owner or tenant of the Strata Corporation nominated by each of the disputing parties and one Owner or tenant chosen to chair the committee by the persons nominated by the disputing parties, or
 - (b) any number of persons consented to, or chosen by a method that is consented to, by all the disputing parties.
- 34.3 The dispute resolution committee must attempt to help the disputing parties to voluntarily end the dispute.

Small Claims Court Proceedings

35. Authorization to proceed

- 35.1 The Strata Corporation may proceed under the *Small Claims Act*, without further authorization by the Owners, to recover from an Owner, by an action in debt in Small Claims Court, money owing to the Strata Corporation, including money owing as administration fees, bank charges, fines, penalties, interest or the costs, including legal costs, of remedying a contravention of the bylaws or rules and to recover money which the Strata Corporation is required to expend as a result of 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.

Marketing Activities by Owners and Occupants

36. Sale of a strata lot

- 36.1 Real estate signs must not be displayed in a strata lot or on the common property except in the location designated by the Strata Corporation for real estate signs.

Insurance

37. Insuring against major perils

- 37.1 The Strata Corporation must insure against major perils, as set out in regulation 9.1(2), including, without limitation, earthquakes.

Storage

38. Sporting and Recreational Equipment

- 38.1 A Resident must store sporting and recreational equipment only in their unit.

Parking

39. Parking

- 39.1 A Resident must not permit any oversized commercial or any recreational vehicles including, but not exhaustively, boats, trailers and campers to be parked, left unattended or stored on common, limited common property or land that is a common asset.
- 39.2 A Resident must not store unlicensed or uninsured vehicles on the common, limited common property or on land that is a common asset.
- 39.3 A Resident storing a vehicle must provide proof of insurance to the Strata Corporation on the commencement date of the storage.
- 39.4 An Owner must not sell, lease or licence parking stalls to any person.
- 39.5 A Resident must park only in the parking stall assigned to the Resident.
- 39.6 A Resident or visitor must not permit a vehicle to be parked or left unattended in a manner that interferes with parking stalls, access lanes or no parking zones. No horizontal parking on any parking pad in front of a unit is permitted.
- 39.7 Residents are responsible to ensure that all visitor vehicles park only in designated visitor parking stalls and have a visitor parking pass displayed.
- 39.8 A Resident or visitor must not use any parking area as a work area for carpentry, renovations, repairs (including, but not exhaustively, sawing, drilling and the use of any adhesive or hardening compounds) or work on vehicles involving any automotive fluids or paints, motor tune ups or mechanical repairs.
- 39.9 A Resident or visitor operating a vehicle in the parking areas must activate the vehicle's headlights and not exceed 8km/hour.
- 39.10 A Resident must wash a vehicle in front of his strata lot only. Once washing is completed, the Resident must hose down and remove all dirt, refuse and excess water from the washing area. While washing, a Resident must keep audio volume low.

- 39.11 A Resident must not park or store any vehicle that drips oil or gasoline. A Resident must remove any dripped oil, gasoline or other automotive residue. Failure to comply will result in a fine of \$100.00.

Moving

40. Moving in/out procedures

- 40.1 An Owner must conform and ensure that any tenants conform to the Move In and Move Out rules established by council from time to time.

Appearance of strata lots

41. Cleanliness

- 41.1 A Resident must not allow a strata lot to become unsanitary or untidy. Rubbish, garbage, boxes, packing cases and other similar refuse must not be thrown, piled or stored in the strata lot or on common property. Any expenses incurred by the Strata Corporation to remove such refuse will be charged to the strata lot Owner.
- 41.2 A Resident must ensure that ordinary household refuse and garbage is securely wrapped and placed in the containers provided for that purpose, recyclable material is kept in designated areas and material other than recyclable or ordinary household refuse and garbage is removed appropriately.
- 41.3 Residents must use only sturdy plastic or metal garbage containers with secure lids.
- 41.4 Recyclable household waste shall be stored inside the strata lot, and placed in front of the strata lot garage no sooner than the night before collection day.
- 41.5 Garbage and recycling containers shall be removed from the common property no later than the evening of collection day.

Rentals

42. Residential rentals

- 42.1 The number of strata lots within the Strata Corporation that may be leased at any one time is limited to twenty (20).
- 42.2 An Owner wishing to lease a strata lot must apply in writing to the council for permission to rent before entering into a tenancy agreement.
- 42.3 If the number of strata lots leased at the time an Owner applies for permission to lease has reached the limit stated in Bylaw 42.1, excluding exempt strata lots pursuant to sections 143 and 144 of the Act and section 17.15 of the Regulations, the council must refuse permission and notify the Owner of the same in writing, as soon as possible stating that the limit has been reached or exceeded, as the case may be, and place the Owner of the strata lot on a waiting list to be administered by the council based upon the date of the request for permission to rent.

- 42.4 If the limit stated in Bylaw 42.1 has not been reached at the time the Owner applies for permission to lease a strata lot, excluding exempt strata lots pursuant to sections 143 and 144 of the Act and section 17.15 of the Regulations, the council shall grant permission and notify the Owner of the same in writing as soon as possible.
- 42.5 An Owner receiving permission to lease a strata lot must exercise the permission to lease within 90 days from the date that the council granted same, otherwise the permission expires. During the 90 days immediately following the grant of permission, the strata lot shall be deemed leased for the purposes of the limit stated in Bylaw 42.1.
- 42.6 Prior to possession of a strata lot by a tenant, an Owner must deliver to the tenant the current bylaws and rules of the Strata Corporation and a Notice of Tenant's Responsibilities in Form K.
- 42.7 Within two weeks of renting a strata lot, the landlord must give the Strata Corporation a copy of the Form K - Notice of Tenant's Responsibilities signed by the tenant, in accordance with section 146 of the Act.
- 42.8 Where an Owner leases a strata lot in contravention of Bylaws 42.1, 42.2, or 42.3, the Owner shall be subject to a fine of \$500.00 and the Strata Corporation shall take all necessary steps to terminate the lease or tenancy, including, but not limited to, seeking a declaration or Court injunction to enforce the bylaw. Any legal costs incurred by the Strata Corporation in enforcing the rental restriction bylaws shall be the responsibility of the contravening Owner and shall be recoverable from the Owner on a solicitor and own client basis by the Strata Corporation.

Visitors and Children

43. Children and supervision

- 43.1 Residents are responsible for the conduct of visitors including ensuring that noise is kept at a level, in the sole determination of a majority of the Council that will not disturb the rights of quiet enjoyment of others.
- 43.2 Residents are responsible for the conduct of children residing in their strata lot, including ensuring that noise is kept at a level, in the sole determination of a majority of the Council that will not disturb the quiet enjoyment of others.
- 43.3 Residents are responsible to assume liability for and properly supervise activities of children including, but not exhaustively, bicycling, skateboarding and hockey. Playing on roadways of any kind is prohibited.
- 43.4 No pools of any type can be left on common property or with water in them when they are not being used. An adult must be in attendance at all times when a pool is in use. The Strata Corporation does not assume liability and/or responsibility for mishaps or accidents that may occur.

44. Miscellaneous

- 44.1 The use and storage of barbeques is limited to patios and decks. The Owner is fully responsible for any damage that may be incurred from such use.
- 44.2 A Resident or visitor must not hinder or restrict sidewalks, entrances, exits, halls, passageways, stairways and other parts of the common property. Hindrance and restriction includes the keeping of personal items and garbage.
- 44.3 A Resident or visitor must not wear or use inline skates and skateboards **ANYWHERE**, including a strata lot.
- 44.4 A Resident must not permit any person to play or loiter in a disruptive manner in the garden areas, on common property or on land that is a common asset, unless such common property or common asset is a playground.
- 44.5 A Resident or Owner must not erect or display or permit to be erected or displayed any signs, satellite dishes, fences, billboards, placards, advertising, notices or other fixtures of any kind on the common property or in a strata lot, unless authorized by the Council. This shall include exterior painting and the addition of wood, ironwork, concrete or other material.
- 44.6 A Resident or visitor must not shake rugs, carpets, mops or dusters of any kind from any balcony, window, stairway or other part of a strata lot or common property.
- 44.7 A Resident must ensure that drapes or blinds visible from the outside of the building are cream or white in colour.
- 44.8 A Resident must ensure that no laundry, flags, clothing, bedding or other articles are hung or displayed from windows, balconies or other parts of the building so that they are visible from the outside of the building.
- 44.9 A Resident must not display or erect fixtures, poles, clotheslines, racks, storage sheds and similar structures permanently or temporarily on limited common property, common property or land that is a common asset. Despite the foregoing, the placing of items on the limited common property balconies or patio areas shall be limited to free standing, self contained planter boxes or containers.
- 44.10 An Owner must ensure that Holiday lights are installed after November 15th of the year approaching and removed before January 15th of the year following. For all other yearly celebrations approval must be provided by the Strata Council.
- 44.11 Hot tubs, spas or Jacuzzis are strictly prohibited.
- 44.12 Flags may not be displayed.
- 44.13 Clubhouse
- (a) Residents are responsible to comply with rules and regulations as determined by council.

44.14 Communication between Owners and Council shall be in writing, signed by the Owner and shall be directed to the property management company. All correspondence must be received one week in advance of a scheduled Council meeting for inclusion in the Council meeting agenda.

44.15

- (a) Subject to municipal watering restrictions, Owners/occupiers must water the grass and other plants on the adjoining their strata lots for at least 20 minutes, twice per week. (May-September)
- (b) Any Owners/occupiers failing to water in accordance with this bylaw will be subject to:
 - (i) fines; and/or
 - (ii) charges for the cost replacing landscaping that dies as a result of the infraction.

44.16 Only temporary air conditioners that do not protrude from the window are permitted between the months of June – September.

STRATA PLAN OF PART OF LOT 1 SECTION 15 TOWNSHIP 8 N.W.D. PLAN BCP24203

STRATA PLAN BCS 2401 PHASE 1

CITY OF SURREY BCGS 92G.017

NAME OF DEVELOPMENT
MANHATTAN SKYE

DEPOSITED AND REGISTERED IN THE LAND
TITLE OFFICE AT NEW WESTMINSTER B.C.
June 21, 2007



I. MacDonald
DEPUTY REGISTRAR

BB517578 -
BB517604
FORM P-BB517577

INTEGRATED SURVEY AREA No. 1 (SURREY)
NAD83 (CSRS)

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES EXCEPT WHERE OTHERWISE NOTED. TO COMPUTE GRID DISTANCES, MULTIPLY GROUND-LEVEL DISTANCES BY COMBINED FACTOR 0.99960465

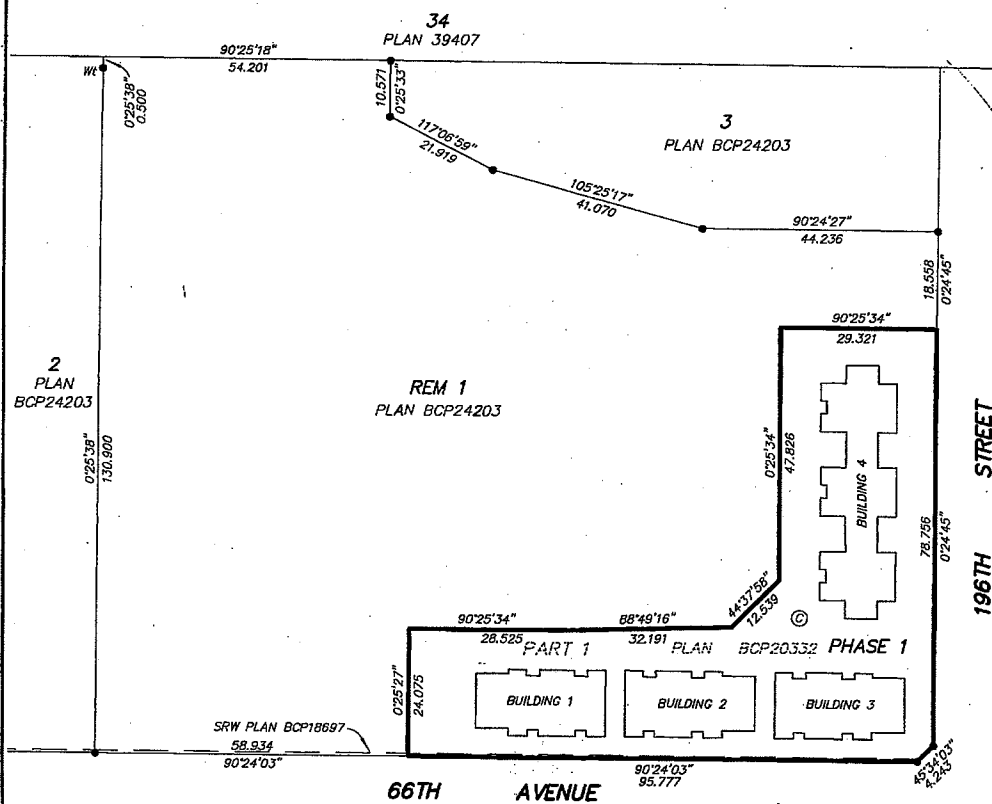


LEGEND

GRID BEARINGS ARE DERIVED FROM THE SOUTH
BOUNDARY OF LOT 1, PLAN BCP24203

- DENOTES IRON POST FOUND
- SL DENOTES STRATA LOT
- m2 DENOTES SQUARE METRES
- LCP DENOTES LIMITED COMMON PROPERTY
- PT DENOTES PART
- © DENOTES COMMON PROPERTY

CIVIC ADDRESS:
19551 66th AVENUE
SURREY, B.C.



I, DARRYL J. MITCHELL, A BRITISH COLUMBIA LAND SURVEYOR,
OF SURREY, IN BRITISH COLUMBIA, CERTIFY THAT I WAS
PRESENT AT AND PERSONALLY SUPERINTENDED THE SURVEY
REPRESENTED BY THIS PLAN, AND THAT THE SURVEY AND
PLAN ARE CORRECT. THE FIELD SURVEY WAS COMPLETED ON
THE 27th DAY OF APRIL, 2007. THE PLAN WAS COMPLETED
AND CHECKED, AND THE CHECKLIST FILED UNDER # 63835
ON THE 1st DAY OF MAY, 2007.

B.C.L.S.

THIS PLAN LIES WITHIN THE GREATER VANCOUVER REGIONAL DISTRICT

BUTLER SUNDVICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32865 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T: 604-853-2700 F: 604-853-2710
FILE : A 4234
DWG : 4234-FS1

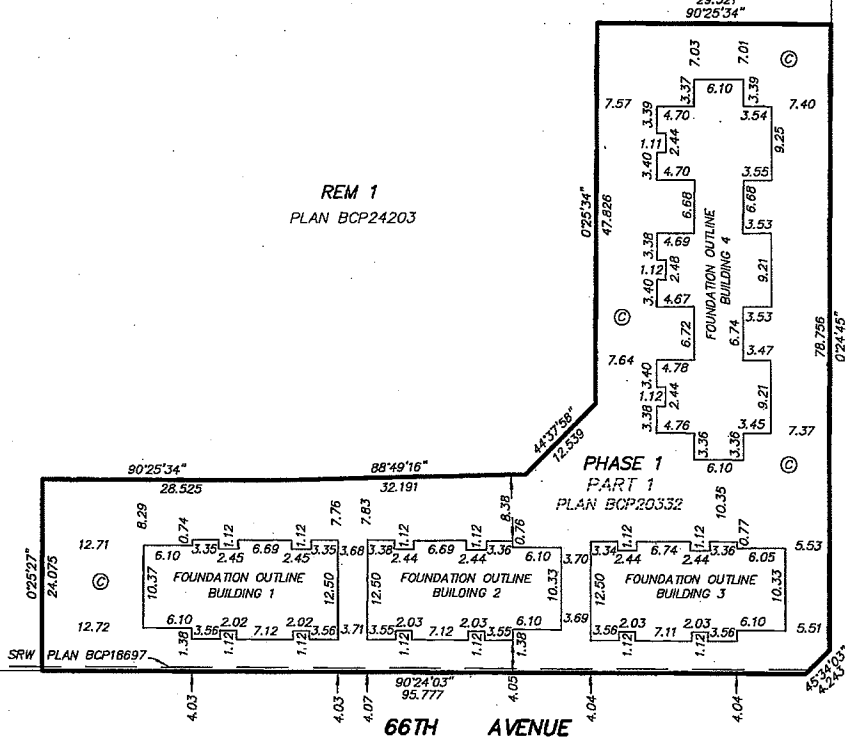
ORIGINAL

BUILDING LOCATION

STRATA PLAN BCS 2401
PHASE 1



REM 1
PLAN BCP24203



196TH STREET

66TH AVENUE

BUTLER SUNDVICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32885 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T. 604-853-2700 F. 604-853-2710

MAY 1, 2007
FILE: A 4234
DWG: 4234-FS1

ORIGINAL

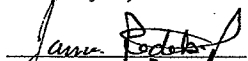
STRATA PROPERTY ACT

STRATA PLAN BCS 2401
PHASE 1

OWNER

FRASER NORTH DEVELOPMENTS
(MANHATTAN SKYE) LTD.
(INC. No. 0708367)

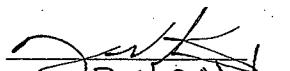

Name Bill Ratzlaff
Authorized Signatory


Name James Redekop
Authorized Signatory

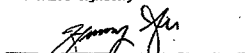

WITNESS AS TO BOTH SIGNATURES
Name Miranda Krabbenon

ADDRESS * 106-3319
South Fraser Way, Abbotsford BC
V2S 2B1
Administrative Assistant
OCCUPATION

MORTGAGE &
ASSIGNMENT OF RENTS
MCPA FINANCIAL CORPORATION
(INCORPORATION NO. A62340)



Name David C Norton
Authorized Signatory

Name _____
Authorized Signatory


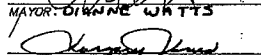

WITNESS AS TO BOTH SIGNATURES
Name Hanny Au

ADDRESS 1400-1140 W. Pender
Vancouver, BC
V6E 4G1 Analyst
OCCUPATION

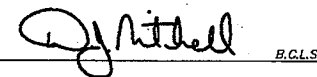
APPROVED AS PHASE 1 OF A 5 PHASE STRATA PLAN
UNDER SECTION 224 OF THE STRATA PROPERTY ACT.
DATE: June 18, 2007


APPROVING OFFICER
CITY OF SURREY

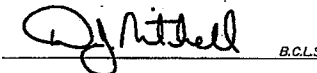
THE CITY OF SURREY, REGISTERED OWNER BASIS 217,
OF THE COVENANTS BK488296-BK882468 BASIS 218 AND
AND BK882466, HEREBY CONSENT TO THE BASIS 221
DEPOSIT OF THIS PLAN. BASIS 221
AUTHORIZED SIGNATURES:


MAYOR: DIANNE WHITTS

CLERK: MADRENE SOMES

I, DARRYL J. MITCHELL, A BRITISH COLUMBIA
LAND SURVEYOR CERTIFY THAT THE BUILDING
INCLUDED IN THIS STRATA PLAN HAS NOT, AS OF
MAY 1, 2007 BEEN PREVIOUSLY OCCUPIED.

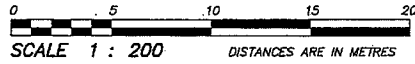

B.C.L.S.

I, DARRYL J. MITCHELL, A BRITISH COLUMBIA LAND
SURVEYOR CERTIFY THAT THE BUILDING SHOWN ON
THIS STRATA PLAN IS WITHIN THE EXTERNAL
BOUNDARIES OF THE LAND THAT IS THE SUBJECT
OF THE STRATA PLAN.
DATE: MAY 1, 2007


B.C.L.S.

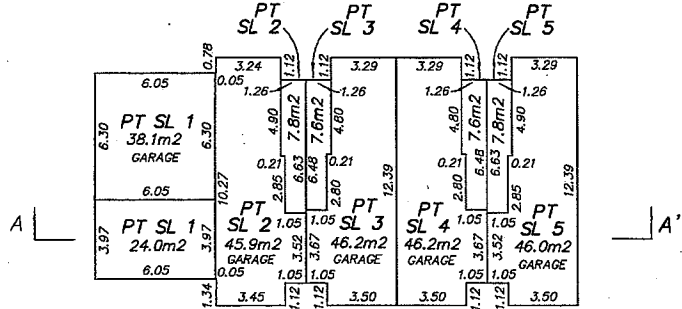
BUILDING 1

STRATA PLAN BCS 2401

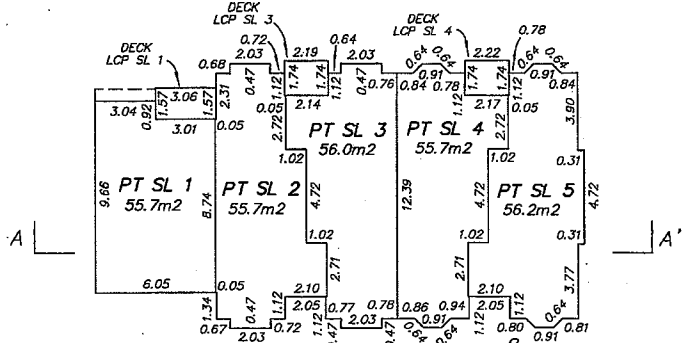


PHASE 1

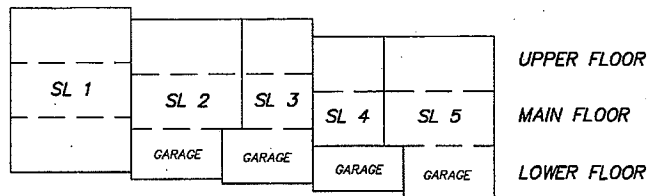
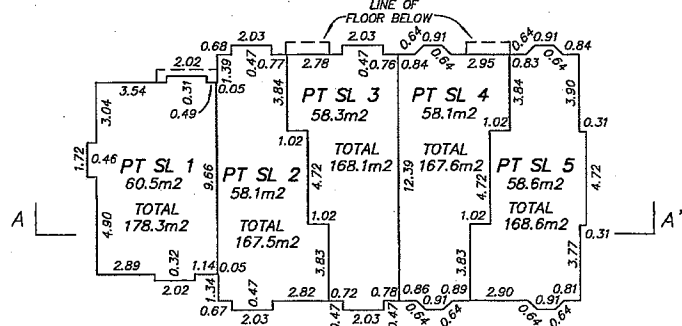
LOWER FLOOR



MAIN FLOOR



UPPER FLOOR



SECTION A-A'

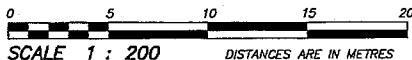
BUTLER SUNDVICK & ASSOCIATES
 PROFESSIONAL LAND SURVEYORS
 101, 32885 VENTURA AVENUE
 ABBOTSFORD, B.C. V2S 6A3
 T. 604-853-2700 F. 604-853-2710

[Signature]
 MAY 1, 2007
 FILE: A 4234
 DWG: 4234-FS1

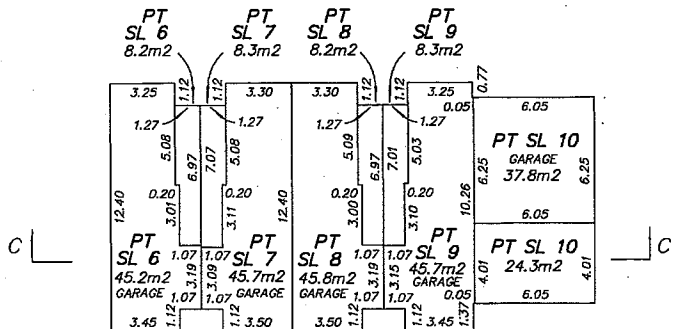
ORIGINAL

BUILDING 2

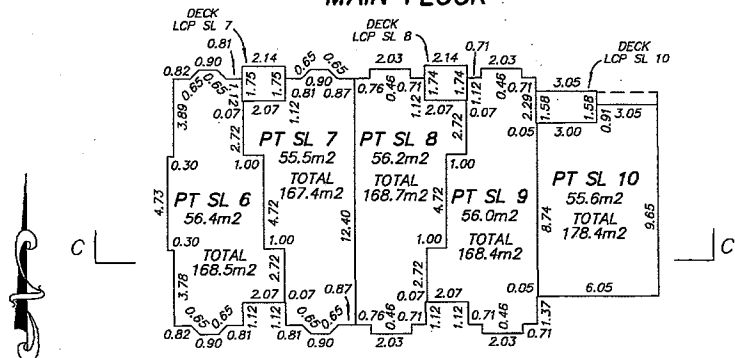
STRATA PLAN BCS 2401
PHASE 1



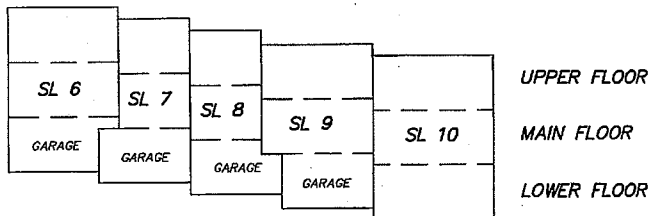
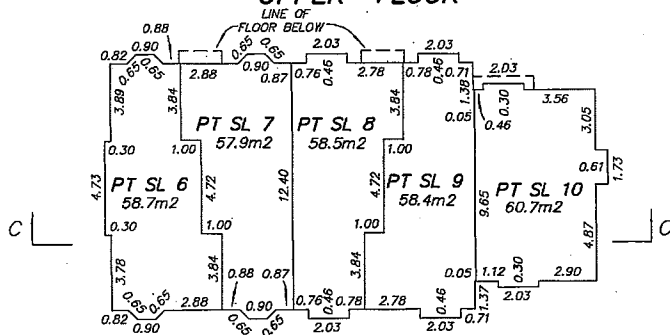
LOWER FLOOR



MAIN FLOOR



UPPER FLOOR



SECTION B - B'

BUTLER SUNDVICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32885 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T. 604-853-2700 F. 604-853-2710

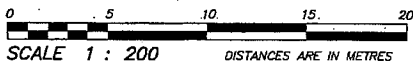
[Signature]

MAY 1, 2007
FILE: A 4234
DWG: 4234-FS1

ORIGINAL

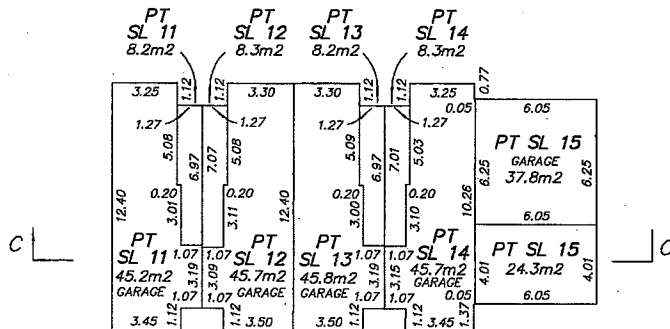
BUILDING 3

STRATA PLAN BCS 2401

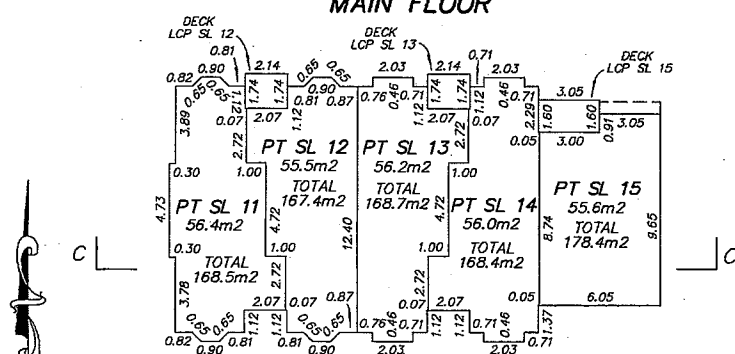


PHASE 1

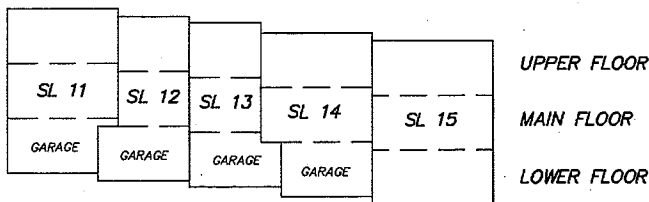
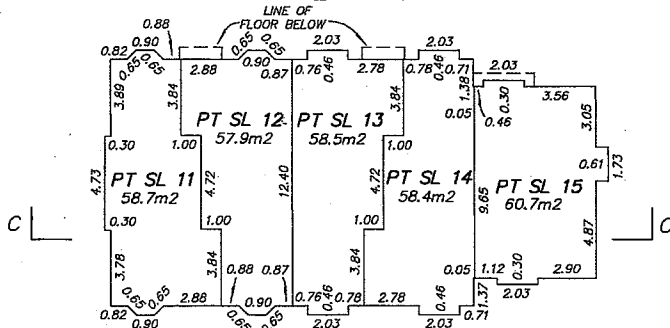
LOWER FLOOR



MAIN FLOOR



UPPER FLOOR



SECTION C - C'

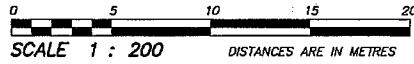
BUTLER SUNDVICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32885 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T. 604-853-2700 F. 604-853-2710

MAY 1, 2007
FILE: A 4234
DWG: 4234-FS1

ORIGINAL

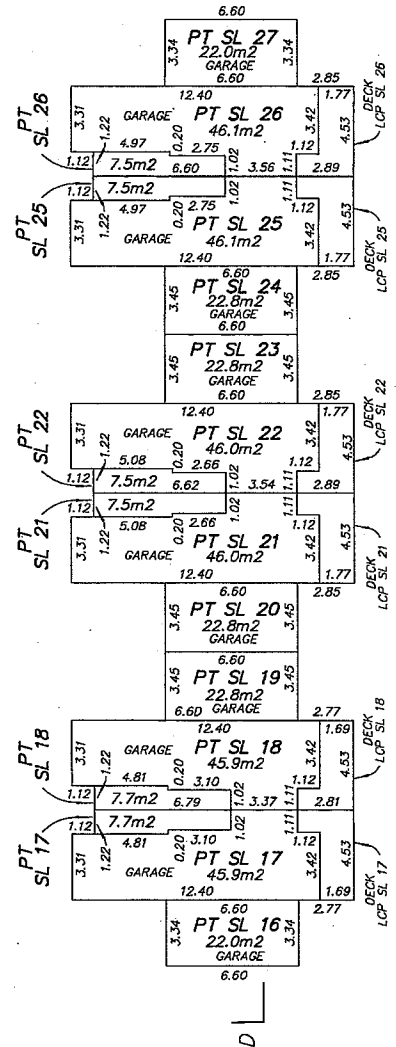
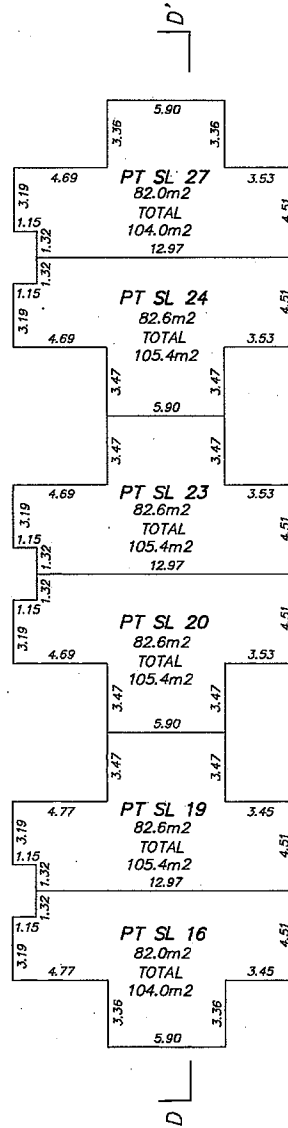
BUILDING 4

STRATA PLAN BCS 2401
PHASE 1



LOWER FLOOR

FIRST FLOOR



BUTLER SUNDVICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32885 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T. 604-853-2700 F. 604-853-2710

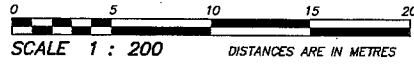
[Handwritten Signature]

MAY 1, 2007
FILE: A 4234
DWG: 4234-FS1

ORIGINAL

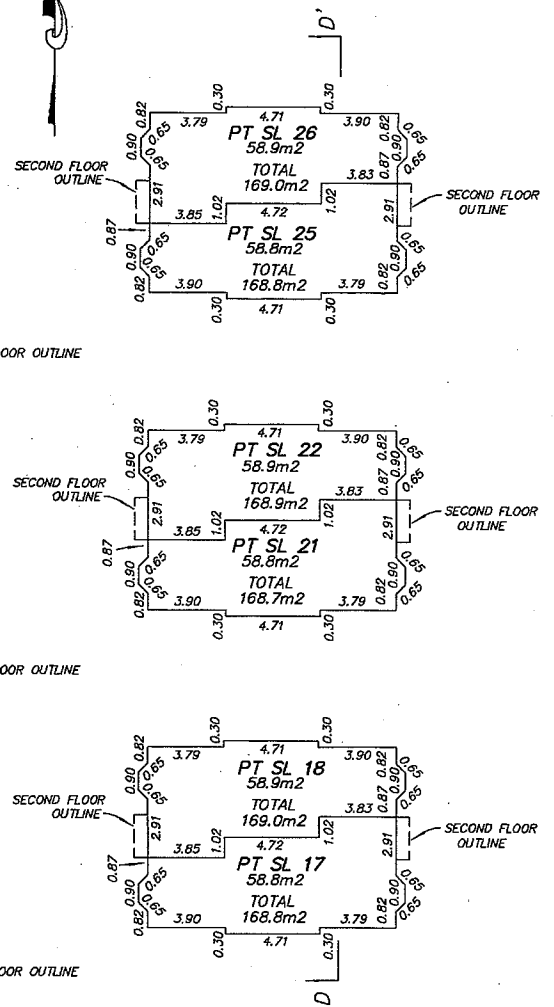
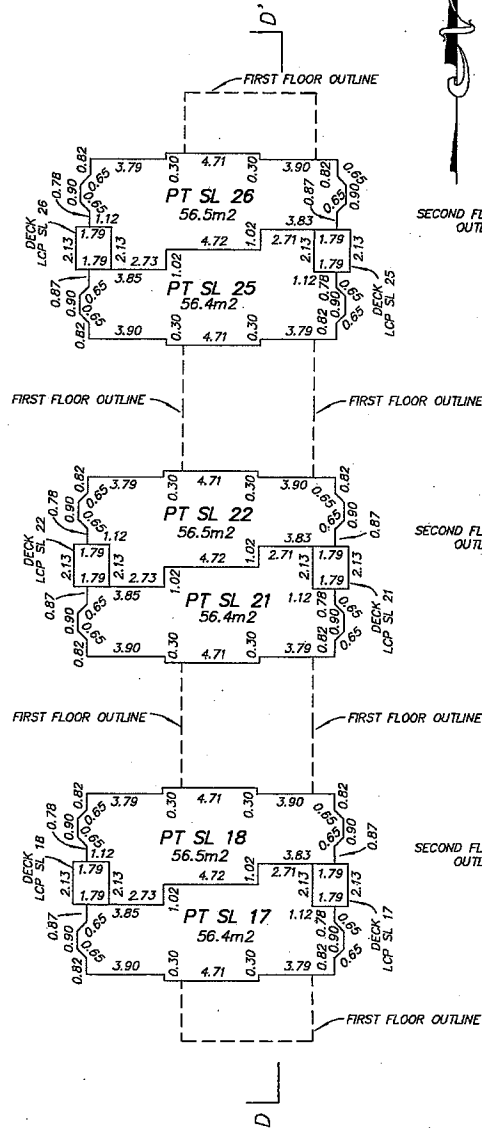
BUILDING 4

STRATA PLAN BCS 2401
PHASE 1



SECOND FLOOR

THIRD FLOOR



BUTLER SUNDVICK & ASSOCIATES
 PROFESSIONAL LAND SURVEYORS
 101, 32885 VENTURA AVENUE
 ABBOTSFORD, B.C. V2S 6A3
 T. 604-853-2700 F. 604-853-2710

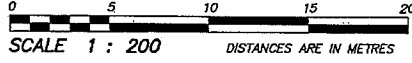
[Handwritten Signature]

MAY 1, 2007
 FILE: A 4234
 DWG: 4234-FS1

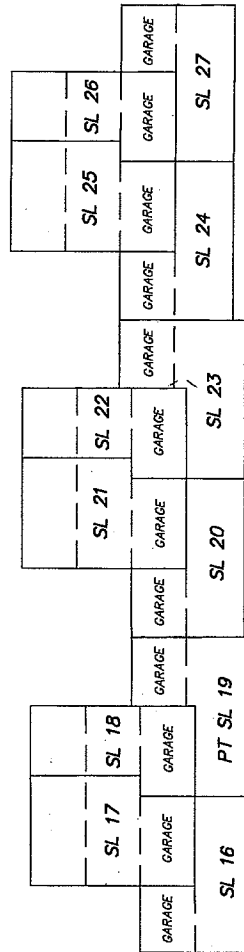
ORIGINAL

BUILDING 4

STRATA PLAN BCS 2401
PHASE 1



THIRD FLOOR
SECOND FLOOR
FIRST FLOOR
LOWER FLOOR



SECTION D-D'

BUTLER SUNDVICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32885 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T. 604-853-2700 F. 604-853-2710

[Signature]
MAY 1, 2007
FILE: A 4234
OWG: 4234-FS1

ORIGINAL

**STRATA PLAN OF PART OF LOT 1
EXCEPT PHASE 1 STRATA PLAN BCS 2401
SECTION 15 TOWNSHIP 8
N.W.D. PLAN BCP24203**

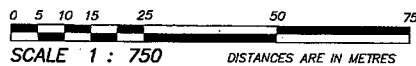
**STRATA PLAN BCS2401
PHASE 2**

DEPOSITED AND REGISTERED IN THE LAND
TITLE OFFICE AT NEW WESTMINSTER B.C.
July 11 2007

**I. MacDonnell
DEPUTY REGISTRAR**

BB104239 - BB104260

CITY OF SURREY BCGS 926.017



**INTEGRATED SURVEY AREA No. 1 (SURREY)
NAD83 (CSRS)**

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES EXCEPT WHERE OTHERWISE NOTED. TO COMPUTE GRID DISTANCES, MULTIPLY GROUND-LEVEL DISTANCES BY COMBINED FACTOR 0.99960465



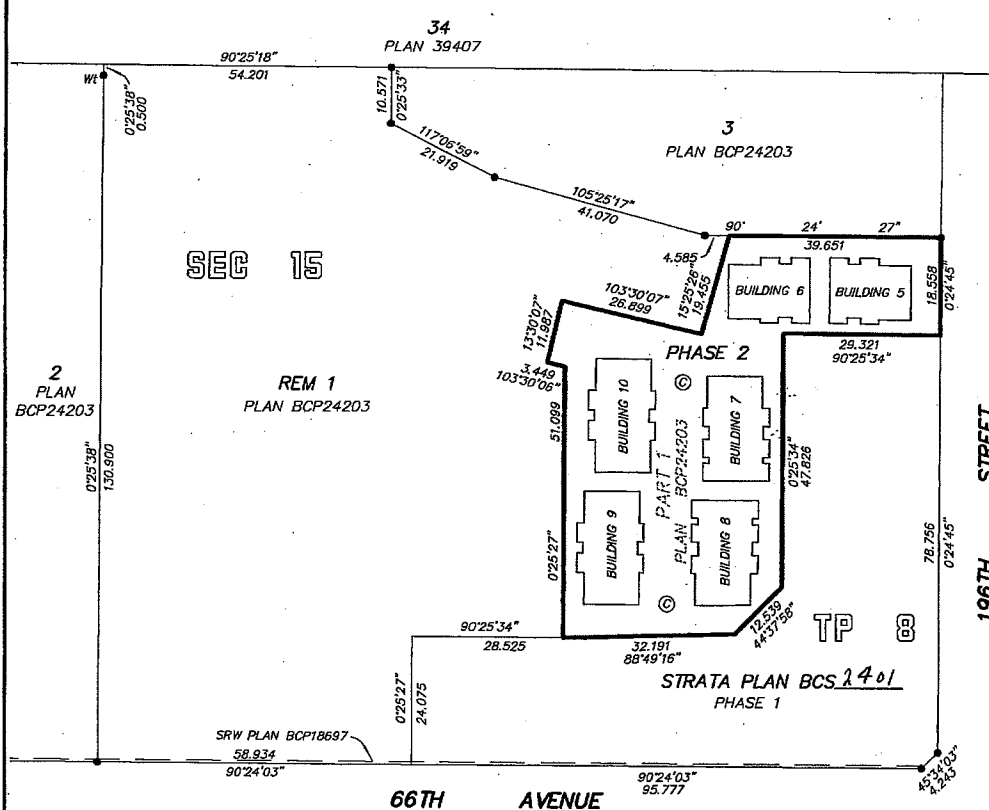
LEGEND

GRID BEARINGS ARE DERIVED FROM THE SOUTH
BOUNDARY OF LOT 1, PLAN BCP24203

- DENOTES IRON POST FOUND
- SL DENOTES STRATA LOT
- m² DENOTES SQUARE METRES
- LOP DENOTES LIMITED COMMON PROPERTY
- PT DENOTES PART
- © DENOTES COMMON PROPERTY

**NAME OF DEVELOPMENT
MANHATTAN SKYE**

**CIVIC ADDRESS:
19551 66th AVENUE
SURREY, B.C.**



I, DARRYL J. MITCHELL, A BRITISH COLUMBIA LAND SURVEYOR,
OF SURREY, IN BRITISH COLUMBIA, CERTIFY THAT I WAS
PRESENT AT AND PERSONALLY SUPERINTENDED THE SURVEY
REPRESENTED BY THIS PLAN, AND THAT THE SURVEY AND
PLAN ARE CORRECT. THE FIELD SURVEY WAS COMPLETED ON
THE 18th DAY OF JUNE, 2007. THE PLAN WAS COMPLETED
AND CHECKED, AND THE CHECKLIST FILED UNDER # 66536
ON THE 22nd DAY OF JUNE, 2007.

D. Mitchell

B.C.L.S.

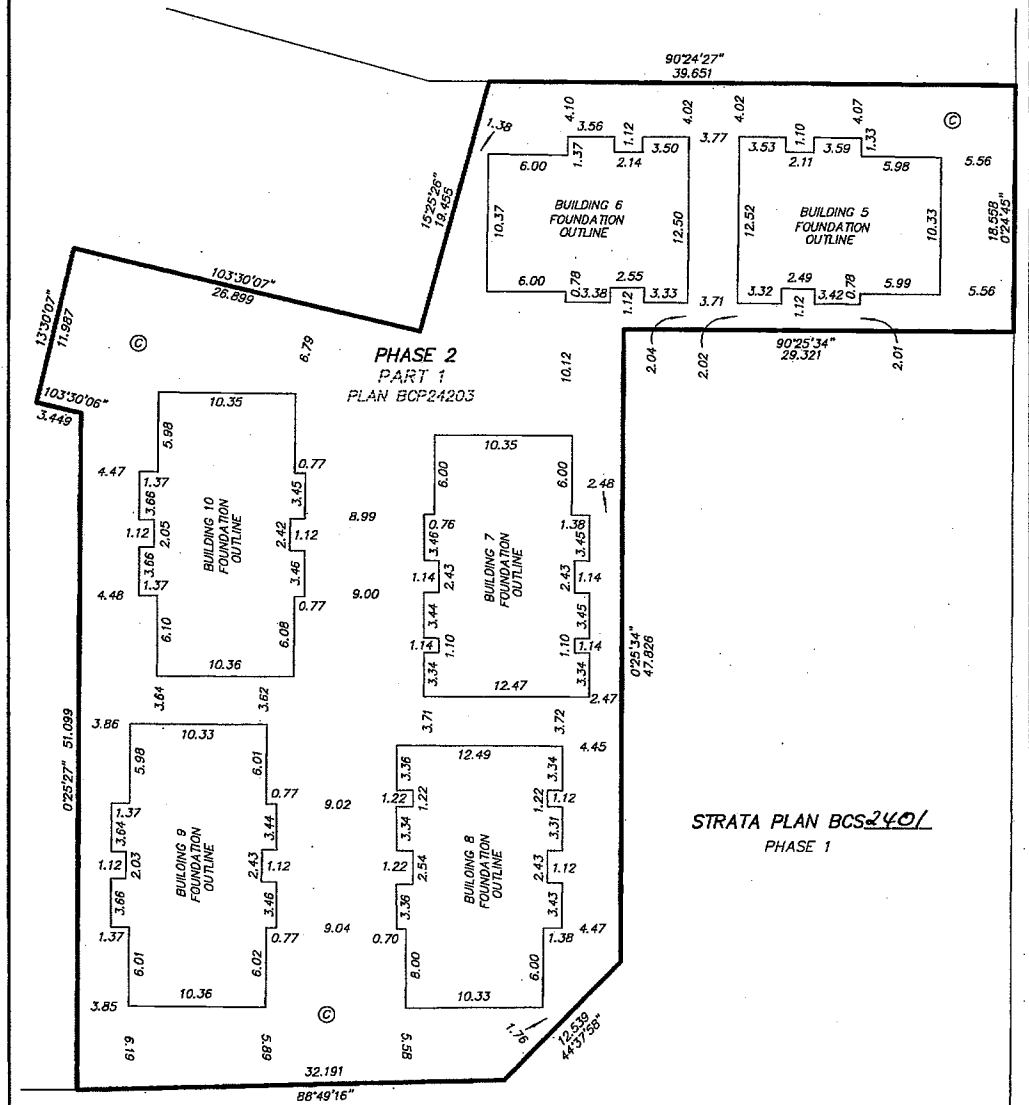
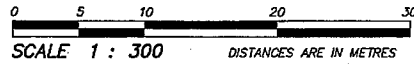
BUTLER SUNDVICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32885 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 8A3
T. 604-853-2700 F. 604-853-2710
FILE : A 4234
DWG : 4234-FS2

THIS PLAN LIES WITHIN THE GREATER VANCOUVER REGIONAL DISTRICT

Original

BUILDING LOCATION

STRATA PLAN BCS 240/
PHASE 2



BUTLER SANDVICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32885 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T. 604-853-2700 F. 604-853-2710

[Handwritten Signature]

JUNE 22, 2007
FILE: A 4234
DWG: 4234-F52

Original

STRATA PROPERTY ACT

STRATA PLAN BCS240/
PHASE 2

OWNER

FRASER NORTH DEVELOPMENTS
(MANHATTAN SKYE) LTD.
(INC. No. 0708367)

James Paderop
Name James Paderop
Authorized Signatory

Bill Petzloff
Name Bill Petzloff
Authorized Signatory

Miranda Krabbenstem
WITNESS AS TO BOTH SIGNATURES
Name Miranda Krabbenstem

ADDRESS 106-3319 South
Fraser Way, Abbotsford, B.C. V3A 6P1
Administrative Assistant
OCCUPATION

MORTGAGE &
ASSIGNMENT OF RENTS

MCAP FINANCIAL CORPORATION
(INCORPORATION NO. A62340)

Robert Maciver
Name ROBERT MACIVER
Authorized Signatory

Name _____
Authorized Signatory

Hanny Au
WITNESS AS TO BOTH SIGNATURES
Name Hanny Au

ADDRESS 1400-1140 West Pender St.
Vancouver, BC V6E 4G1
Analyst
OCCUPATION

APPROVED AS PHASE 2 OF A 5 PHASE STRATA PLAN
UNDER SECTION 224 OF THE STRATA PROPERTY ACT.
DATE: July 12, 2007

[Signature]
APPROVING OFFICER
CITY OF SURREY

THE CITY OF SURREY, REGISTERED OWNER
OF THE COVENANTS B4515217, B4515219, B8517609
AND B4515221, HEREBY CONSENT TO THE
DEPOSIT OF THIS PLAN.
AUTHORIZED SIGNATURES:

[Signature]
MAYOR: DIANNE WATTS

[Signature]
CLERK: MARGARET JONES

I, DARRYL J. MITCHELL, A BRITISH COLUMBIA
LAND SURVEYOR CERTIFY THAT THE BUILDING
INCLUDED IN THIS STRATA PLAN HAS NOT, AS OF
JUNE 22, 2007 BEEN PREVIOUSLY OCCUPIED.

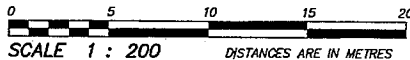
[Signature] B.C.L.S.

I, DARRYL J. MITCHELL, A BRITISH COLUMBIA LAND
SURVEYOR CERTIFY THAT THE BUILDING SHOWN ON
THIS STRATA PLAN IS WITHIN THE EXTERNAL
BOUNDARIES OF THE LAND THAT IS THE SUBJECT
OF THE STRATA PLAN.
DATE: JUNE 22, 2007

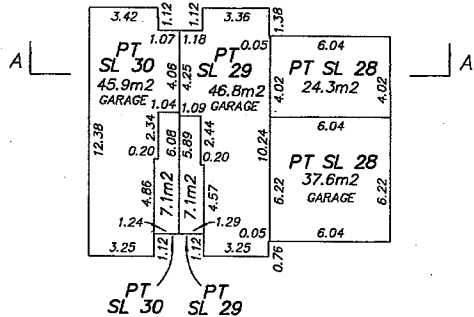
[Signature] B.C.L.S.

BUILDING 5

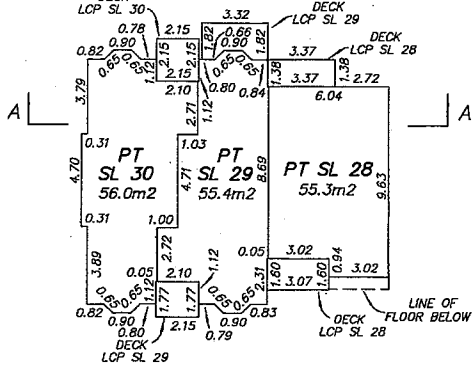
**STRATA PLAN BCS-240/
PHASE 2**



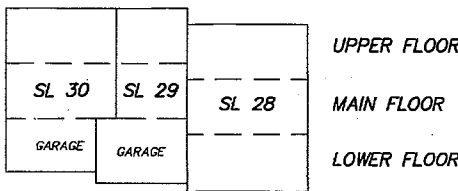
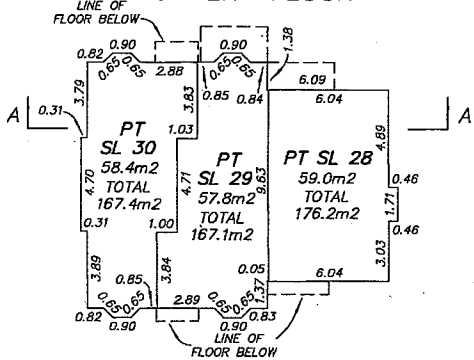
LOWER FLOOR



MAIN FLOOR



UPPER FLOOR



SECTION A-- A'

BUTLER SUNDYCK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32885 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T. 604-853-2700 F. 604-853-2710

[Signature]
JUNE 22, 2007
FILE: A 4234
DWG: 4234-FS2

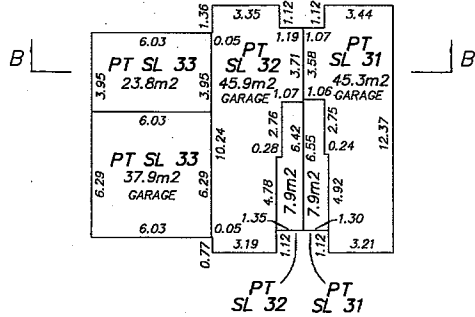
Original

BUILDING 6

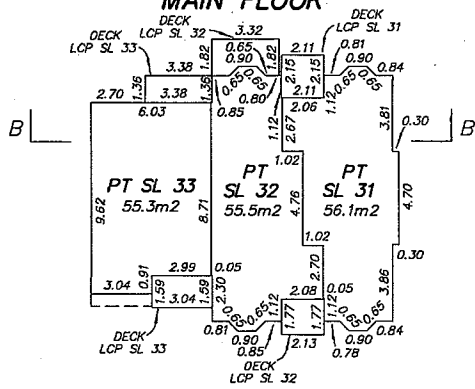
**STRATA PLAN BCS 240/
PHASE 2**

0 5 10 15 20
SCALE 1 : 200 DISTANCES ARE IN METRES

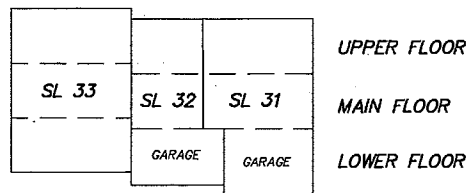
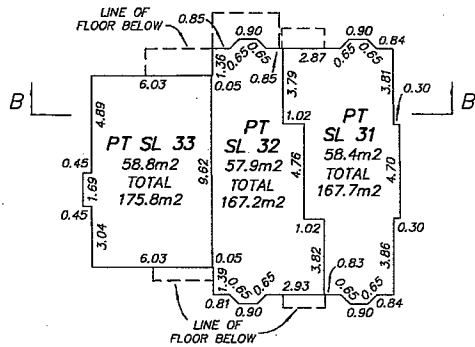
LOWER FLOOR



MAIN FLOOR



UPPER FLOOR



BUTLER SUNDWICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32885 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T. 604-853-2700 F. 604-853-2710

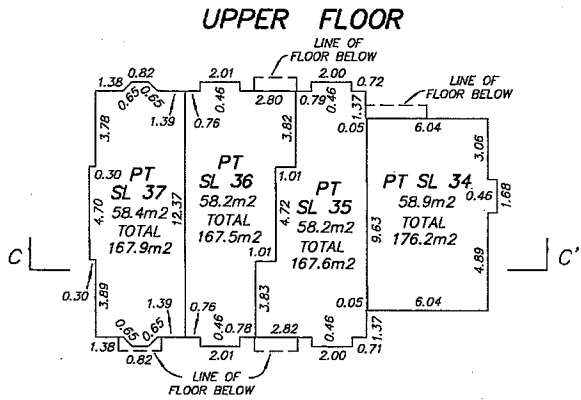
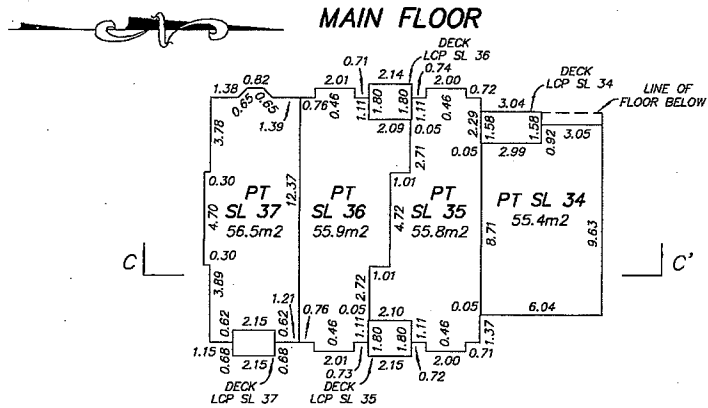
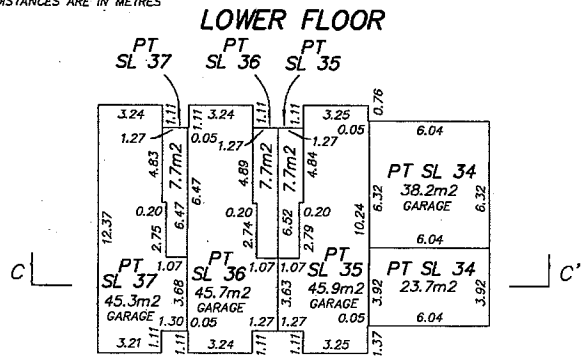
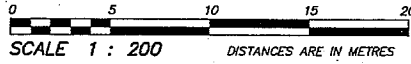
SECTION B - B'

JUNE 22, 2007
FILE: A 4234
DWG: 4234-FS2

Original

BUILDING 7

**STRATA PLAN BCS 240/
PHASE 2**



				UPPER FLOOR
SL 37	SL 36	SL 35	SL 34	MAIN FLOOR
	GARAGE	GARAGE		LOWER FLOOR

SECTION C - C'

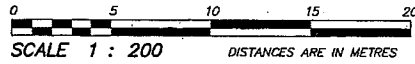
BUTLER SUNDVICK & ASSOCIATES
 PROFESSIONAL LAND SURVEYORS
 101, 32885 VENTURA AVENUE
 ABBOTSFORD, B.C. V2S 6A3
 T. 604-853-2700 F. 604-853-2710

JUNE 22, 2007
 FILE: A 4234
 OWG: 4234-F52

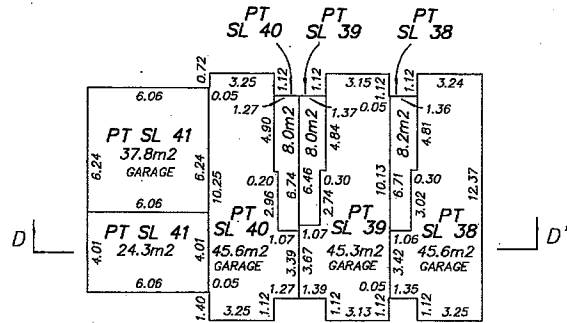
Original

BUILDING 8

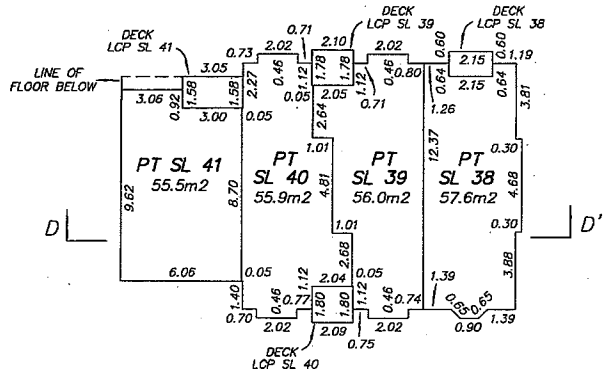
**STRATA PLAN BCS 240/
PHASE 2**



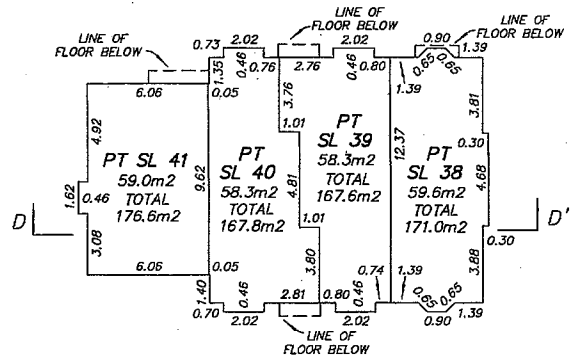
LOWER FLOOR



MAIN FLOOR



UPPER FLOOR



SL 41	SL 40	SL 39	SL 38
	GARAGE	GARAGE	

UPPER FLOOR

MAIN FLOOR

LOWER FLOOR

SECTION D - D'

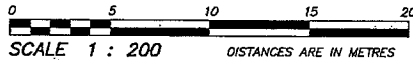
BUTLER SUNDVICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32885 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T. 604-853-2700 F. 604-853-2710

JUNE 22, 2007
FILE: A 4234
DWG: 4234-FS2

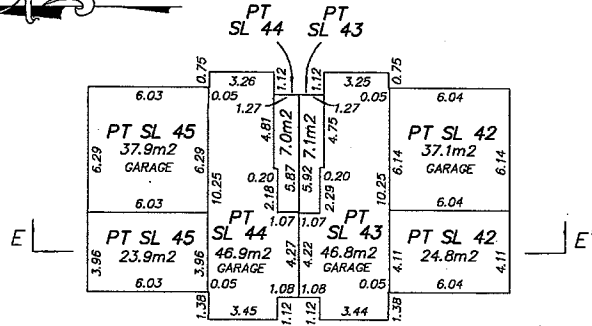
Original

BUILDING 9

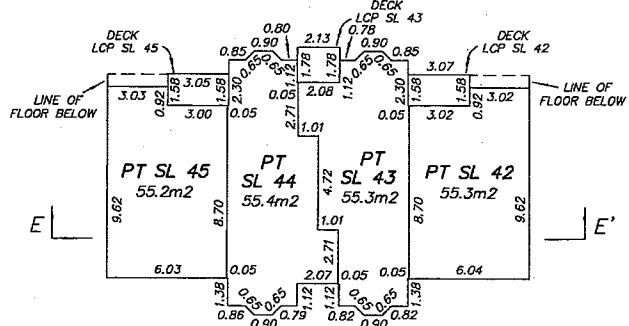
**STRATA PLAN BCS240/
PHASE 2**



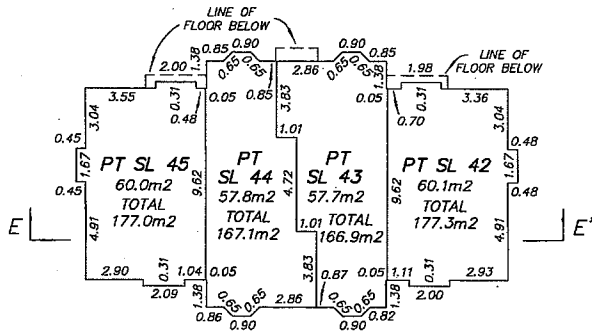
LOWER FLOOR



MAIN FLOOR



UPPER FLOOR



SL 45	SL 44	SL 43	SL 42
	GARAGE	GARAGE	

UPPER FLOOR
MAIN FLOOR
LOWER FLOOR

SECTION E - E'

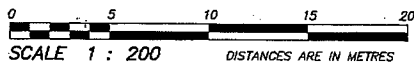
BUTLER SUNDVICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32885 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T. 604-853-2700 F. 604-853-2710

JUNE 22, 2007
FILE: A 4234
DWG: 4234-FS2

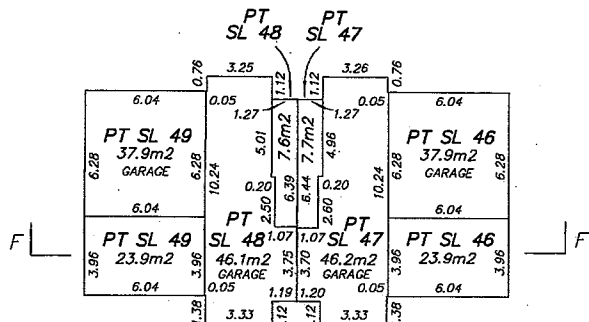
Original

BUILDING 10

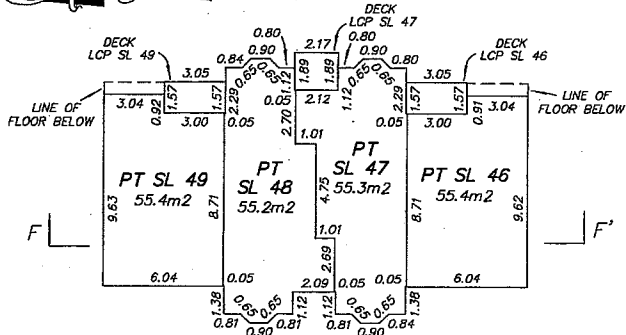
**STRATA PLAN BCS 240/
PHASE 2**



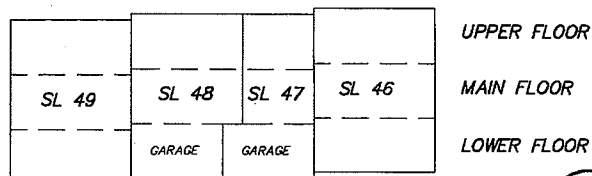
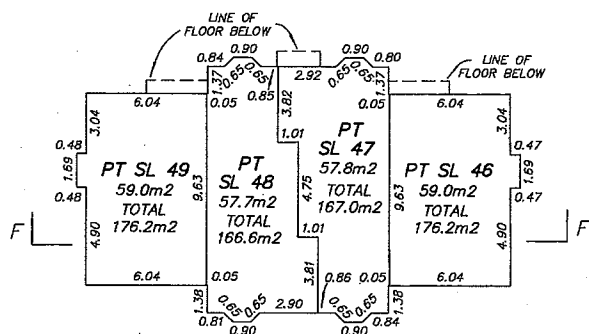
LOWER FLOOR



MAIN FLOOR



UPPER FLOOR



SECTION F - F'

BUTLER SUNDVICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32885 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T. 604-853-2700 F. 604-853-2710

JUNE 22, 2007
FILE: A 4234
DWG: 4234-FS2

Original

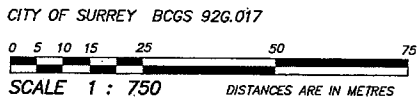
**STRATA PLAN OF PART OF LOT 1 EXCEPT:
FIRSTLY: PHASE 1 STRATA PLAN BCS2401; AND
SECONDLY: PHASE 2 STRATA PLAN BCS2401;
SECTION 15 TOWNSHIP 8 N.W.D. PLAN BCP24203**

**STRATA PLAN BCS2401
PHASE 3**

DEPOSITED AND REGISTERED IN THE LAND
TITLE OFFICE AT NEW WESTMINSTER B.C.
August 29 2007

Jan McDonald /CP
REGISTRAR

BB446646-67



INTEGRATED SURVEY AREA No. 1 (SURREY)
NAD83 (CSRS)

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES EXCEPT WHERE
OTHERWISE NOTED. TO COMPUTE GRID DISTANCES, MULTIPLY GROUND-LEVEL
DISTANCES BY COMBINED FACTOR 0.99960465

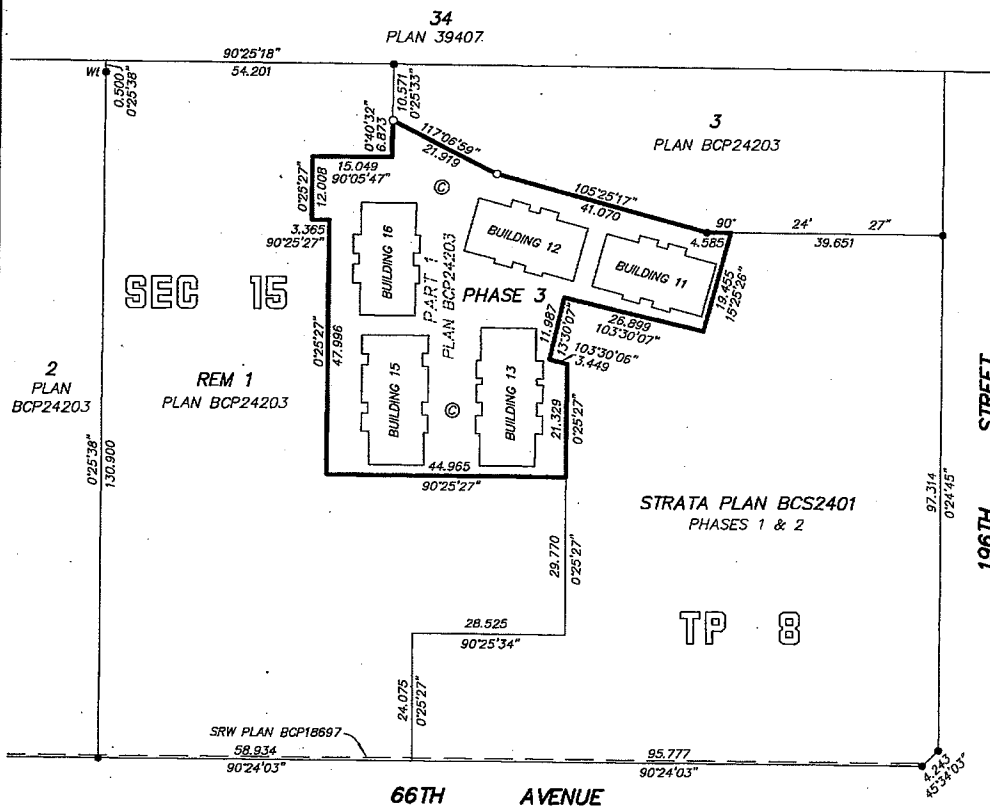
LEGEND

GRID BEARINGS ARE DERIVED FROM THE SOUTH
BOUNDARY OF LOT 1, PLAN BCP24203

- DENOTES IRON POST FOUND
- DENOTES IRON POST PLACED
- SL DENOTES STRATA LOT
- m2 DENOTES SQUARE METRES
- LCP DENOTES LIMITED COMMON PROPERTY
- PT DENOTES PART
- Ⓢ DENOTES COMMON PROPERTY

NAME OF DEVELOPMENT
MANHATTAN SKYE

CIVIC ADDRESS:
19551 66th AVENUE
SURREY, B.C.



I, DARRYL J. MITCHELL, A BRITISH COLUMBIA LAND SURVEYOR,
OF SURREY, IN BRITISH COLUMBIA, CERTIFY THAT I WAS
PRESENT AT AND PERSONALLY SUPERINTENDED THE SURVEY
REPRESENTED BY THIS PLAN, AND THAT THE SURVEY AND
PLAN ARE CORRECT. THE FIELD SURVEY WAS COMPLETED ON
THE 10th DAY OF JULY, 2007. THE PLAN WAS COMPLETED
AND CHECKED, AND THE CHECKLIST FILED UNDER # 67486
ON THE 13th DAY OF JULY, 2007.

D. Mitchell

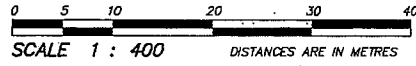
B.C.L.S.

THIS PLAN LIES WITHIN THE GREATER VANCOUVER REGIONAL DISTRICT

BUTLER SUNDEVICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32885 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T. 604-853-2700 F. 604-853-2710
FILE : A 4234
DWG : 4234-FS3

ORIGINAL

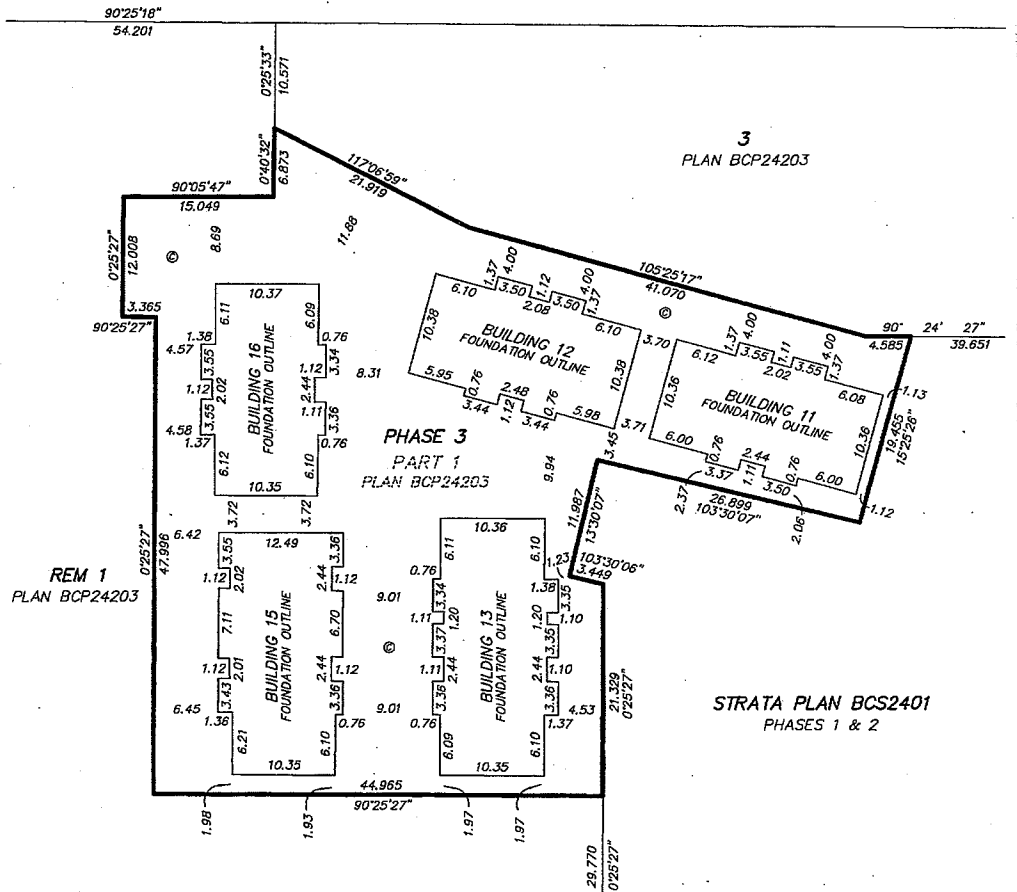
BUILDING LOCATION



STRATA PLAN BCS2401
PHASE 3



34
PLAN 39407



BUTLER SUNDVICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32885 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T. 604-853-2700 F. 604-853-2710

JULY 13, 2007
FILE: A 4234
DWG: 4234-FS3

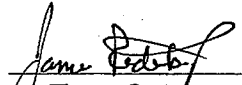
ORIGINAL

STRATA PROPERTY ACT

STRATA PLAN BCS2401
PHASE 3

OWNER

FRASER NORTH DEVELOPMENTS
(MANHATTAN SKYE) LTD.
(INC. No. 0705367)


Name James Pedekop
Authorized Signatory


Name Bill Patzloff
Authorized Signatory


WITNESS AS TO BOTH SIGNATURES
Name Miranda Krabbendam


ADDRESS 106 - 23119 South Fraser
Way, Abbotsford, BC V2S 2B1
Administrative Assistant
OCCUPATION

MORTGAGE &
ASSIGNMENT OF RENTS

MCAP FINANCIAL CORPORATION
(INCORPORATION NO. A62340)

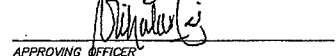

Name David C. Nelson
Authorized Signatory

Name _____
Authorized Signatory


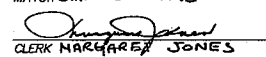

WITNESS AS TO BOTH SIGNATURES
Name RAY JOHNSON

ADDRESS 1400 - 1140 W. Pender St.
Vancouver, BC V6E 4G1
Analyst
OCCUPATION

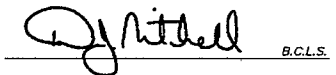
APPROVED AS PHASE 3 OF A 5 PHASE STRATA PLAN
UNDER SECTION 224 OF THE STRATA PROPERTY ACT.
DATE: 23rd August 2007


APPROVING OFFICER
CITY OF SURREY
NICHOLAS LAI
APPROVING OFFICER
CITY OF SURREY

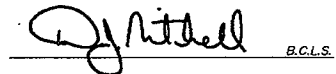
THE CITY OF SURREY, REGISTERED OWNER
OF THE COVENANTS BA515217, BA515219,
BA515221 AND BB517609, HEREBY
CONSENT TO THE DEPOSIT OF THIS PLAN.
AUTHORIZED SIGNATURES:


MAYOR DIANNE WATTS

CLERK MARGARET JONES

I, DARRYL J. MITCHELL, A BRITISH COLUMBIA
LAND SURVEYOR CERTIFY THAT THE BUILDING
INCLUDED IN THIS STRATA PLAN HAS NOT, AS OF
JULY 13, 2007 BEEN PREVIOUSLY OCCUPIED.


B.C.L.S.

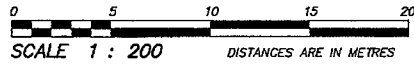
I, DARRYL J. MITCHELL, A BRITISH COLUMBIA LAND
SURVEYOR CERTIFY THAT THE BUILDING SHOWN ON
THIS STRATA PLAN IS WITHIN THE EXTERNAL
BOUNDARIES OF THE LAND THAT IS THE SUBJECT
OF THE STRATA PLAN.
DATE: JULY 13, 2007


B.C.L.S.

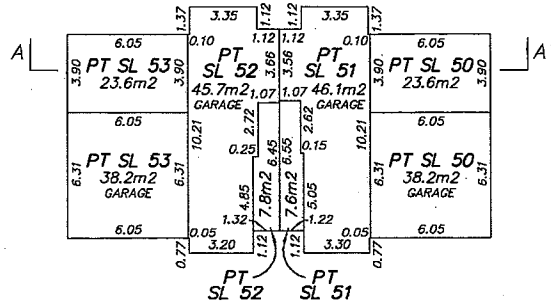
BUILDING 11

STRATA PLAN BCS2401

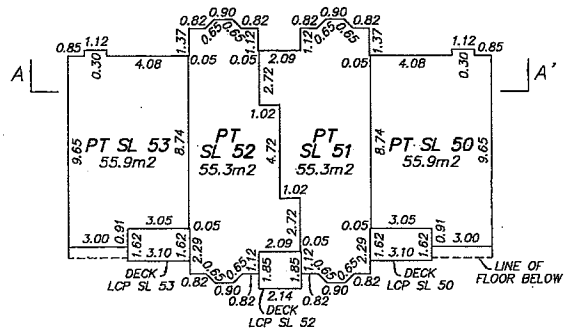
PHASE 3



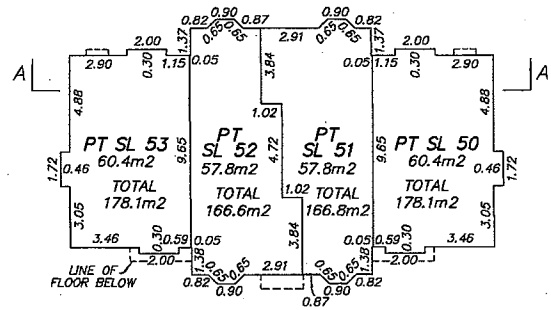
LOWER FLOOR



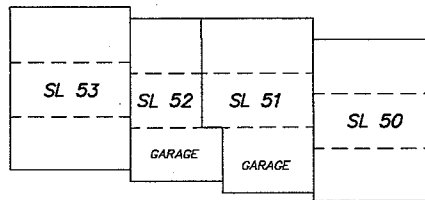
MAIN FLOOR



UPPER FLOOR



UPPER FLOOR
 MAIN FLOOR
 LOWER FLOOR



SECTION A-A'

BUTLER SUNDVICK & ASSOCIATES
 PROFESSIONAL LAND SURVEYORS
 101, 32885 VENTURA AVENUE
 ABBOTSFORD, B.C. V2S 6A3
 T. 604-853-2700 F. 604-853-2710

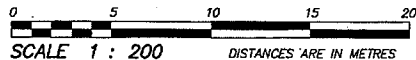
JULY 13, 2007
 FILE: A 4234
 DWG: 4234-FS3

ORIGINAL

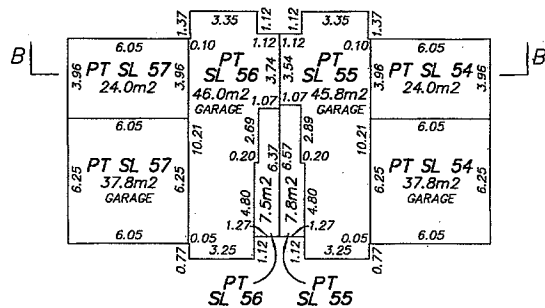
BUILDING 12

STRATA PLAN BCS2401

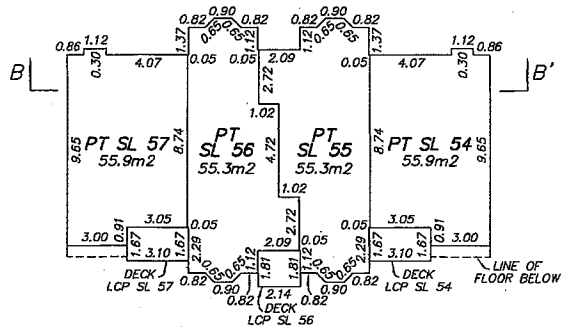
PHASE 3



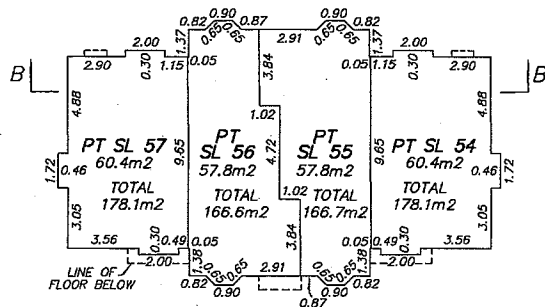
LOWER FLOOR



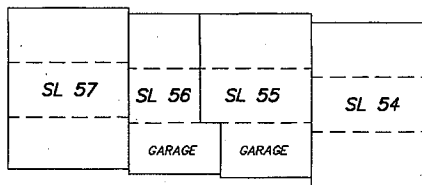
MAIN FLOOR



UPPER FLOOR



UPPER FLOOR
MAIN FLOOR
LOWER FLOOR



SECTION B-B'

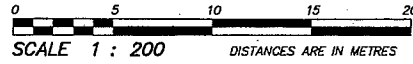
BUTLER SUNDVICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32885 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T. 604-853-2700 F. 604-853-2710

JULY 13, 2007
FILE: A 4234
DWG: 4234-FS3

ORIGINAL

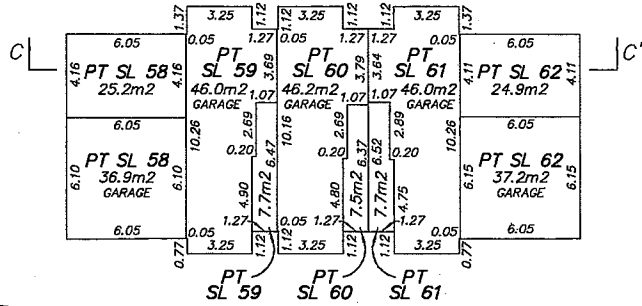
BUILDING 13

STRATA PLAN BCS2401

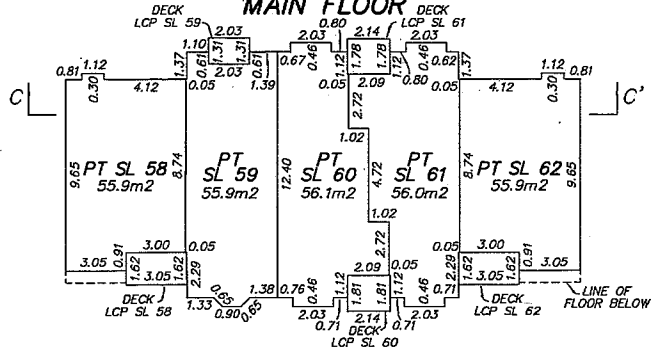


PHASE 3

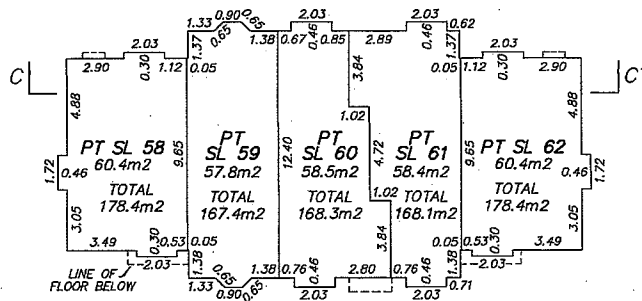
LOWER FLOOR



MAIN FLOOR



UPPER FLOOR



UPPER FLOOR

MAIN FLOOR

LOWER FLOOR

	SL 58	SL 59	SL 60	SL 61
		GARAGE	GARAGE	GARAGE

SECTION C-C'

BUTLER SANDWICK & ASSOCIATES
 PROFESSIONAL LAND SURVEYORS
 101, 32885 VENTURA AVENUE
 ABBOTSFORD, B.C. V2S 6A3
 T. 604-853-2700 F. 604-853-2710

[Signature]

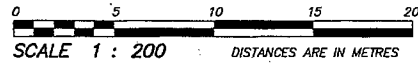
JULY 13, 2007
 FILE: A 4234
 DWG: 4234-FS3

ORIGINAL

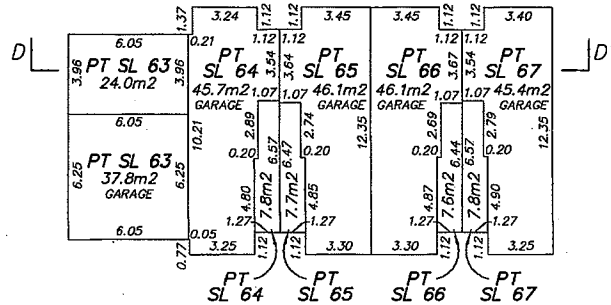
BUILDING 15

STRATA PLAN BCS2401

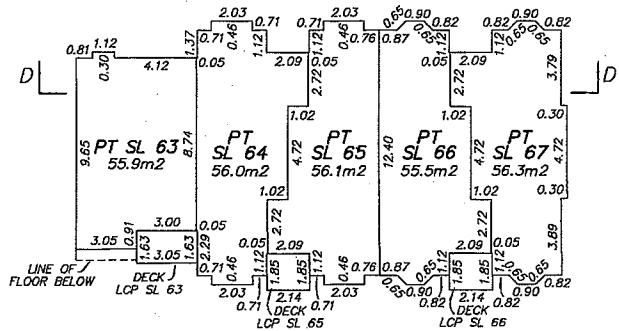
PHASE 3



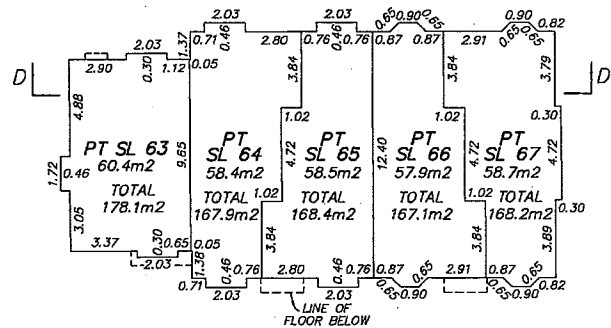
LOWER FLOOR



MAIN FLOOR



UPPER FLOOR



UPPER FLOOR

MAIN FLOOR

LOWER FLOOR

	SL 63	SL 64	SL 65	SL 66
		GARAGE	GARAGE	GARAGE

SECTION D-D'

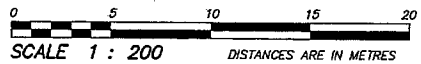
BUTLER SUNOVICK & ASSOCIATES
 PROFESSIONAL LAND SURVEYORS
 101, 32805 VENTURA AVENUE
 ABBOTSFORD, B.C. V2S 6A3
 T. 604-853-2700 F. 604-853-2710

[Signature]
 JULY 13, 2007
 FILE: A 4234
 DWG: 4234-FS3

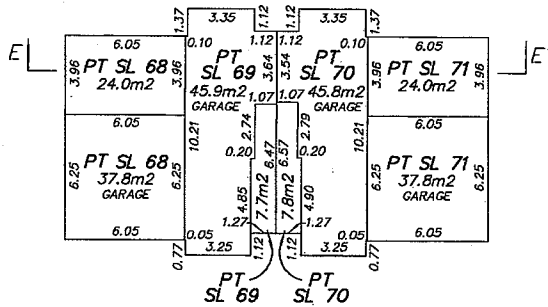
ORIGINAL

BUILDING 16

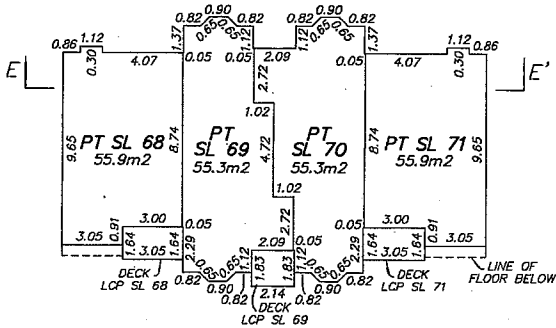
**STRATA PLAN BCS2401
PHASE 3**



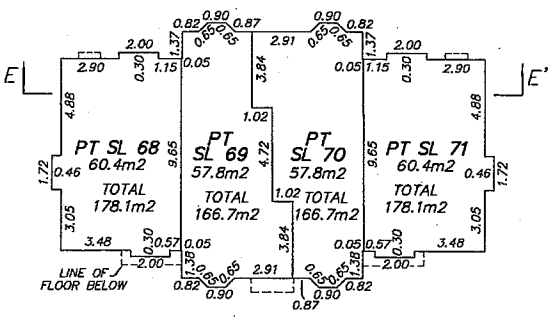
LOWER FLOOR



MAIN FLOOR



UPPER FLOOR



UPPER FLOOR
MAIN FLOOR
LOWER FLOOR

SL 68	SL 69	SL 70	SL 71
	GARAGE	GARAGE	

SECTION E-E'

BUTLER SUNDWICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32885 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T. 604-853-2700 F. 604-853-2710

[Signature]
JULY 13, 2007
FILE: A 4234
DWG: 4234-FS3

ORIGINAL

STRATA PLAN OF PART OF LOT 1 SECTION 15
TOWNSHIP 8 N.W.D. PLAN BCP24203
EXCEPT: PHASES ONE, TWO AND THREE
STRATA PLAN BCS2401

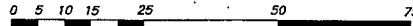
STRATA PLAN BCS2401
PHASE 4

DEPOSITED AND REGISTERED IN THE LAND
TITLE OFFICE AT NEW WESTMINSTER B.C.
JANUARY 24 2008

LAW MacDONALD/EP
REGISTRAR

BB627407-432

CITY OF SURREY BCGS 926.017



SCALE 1 : 750 DISTANCES ARE IN METRES

INTEGRATED SURVEY AREA No. 1 (SURREY)
NAD83 (CSRS)

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES EXCEPT WHERE
OTHERWISE NOTED. TO COMPUTE GRID DISTANCES, MULTIPLY GROUND-LEVEL
DISTANCES BY COMBINED FACTOR 0.99960465

LEGEND

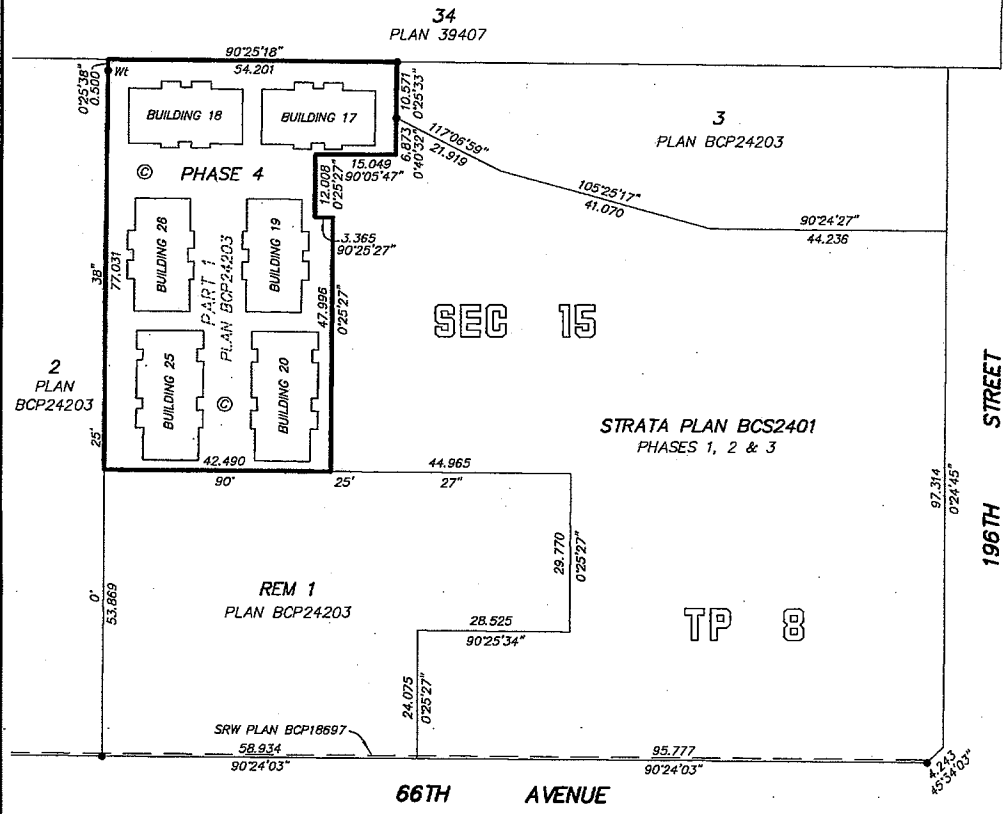
GRID BEARINGS ARE DERIVED FROM THE SOUTH
BOUNDARY OF LOT 1, PLAN BCP24203

- DENOTES IRON POST FOUND
- DENOTES IRON POST PLACED
- SL DENOTES STRATA LOT
- m2 DENOTES SQUARE METRES
- LCP DENOTES LIMITED COMMON PROPERTY
- PT DENOTES PART
- ⊙ DENOTES COMMON PROPERTY



NAME OF DEVELOPMENT
MANHATTAN SKYE

CIVIC ADDRESS:
19551 66th AVENUE
SURREY, B.C.



I, DARRYL J. MITCHELL, A BRITISH COLUMBIA LAND SURVEYOR,
OF SURREY, IN BRITISH COLUMBIA, CERTIFY THAT I WAS
PRESENT AT AND PERSONALLY SUPERVISED THE SURVEY
REPRESENTED BY THIS PLAN, AND THAT THE SURVEY AND
PLAN ARE CORRECT. THE FIELD SURVEY WAS COMPLETED ON
THE 5th DAY OF NOVEMBER, 2007. THE PLAN WAS COMPLETED
AND CHECKED, AND THE CHECKLIST FILED UNDER # 73530
ON THE 20th DAY OF NOVEMBER, 2007.

D. Mitchell

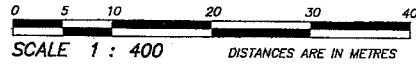
B.C.L.S.

BUTLER SUNDVICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32885 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T. 604-853-2700 F. 604-853-2710
FILE : A 4234
DWG : 4234-FS4

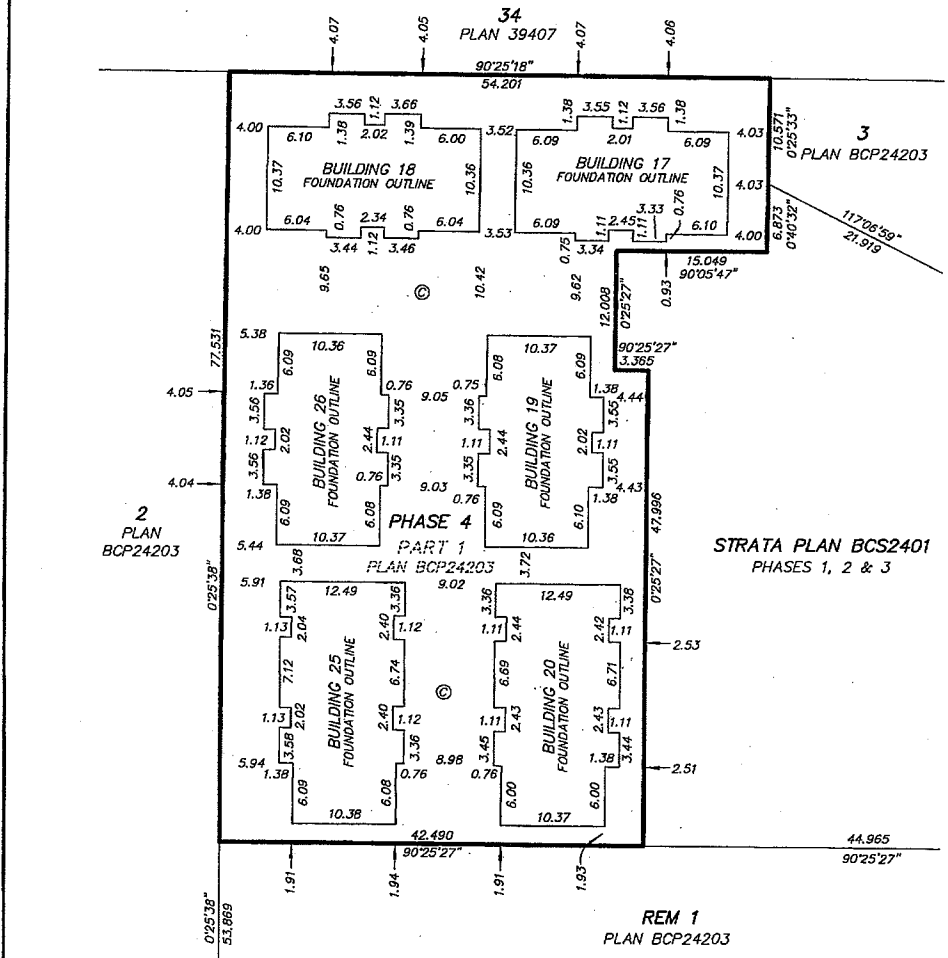
THIS PLAN LIES WITHIN THE GREATER VANCOUVER REGIONAL DISTRICT

ORIGINAL

BUILDING LOCATION



**STRATA PLAN BCS2401
PHASE 4**



BUTLER SUNDVICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32865 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T. 604-853-2700 F. 604-853-2710

[Signature]
NOVEMBER 20, 2007
FILE: A 4234
OWG: 4234-FS4

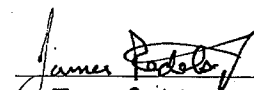
ORIGINAL

STRATA PROPERTY ACT

STRATA PLAN BCS2401
PHASE 4

OWNER

FRASER NORTH DEVELOPMENTS
(MANHATTAN SKYE) LTD.
(INC. No. 0705367)


Name James Redekop
Authorized Signatory

Name _____
Authorized Signatory


WITNESS AS TO BOTH SIGNATURES

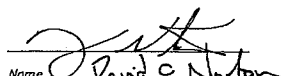
Name Mirinda Krabbendam

ADDRESS 106-33119 S. Fraser Way
Abbotsford, BC V2S 2B1


Administrative Assistant
OCCUPATION

MORTGAGE &
ASSIGNMENT OF RENTS

MCAP FINANCIAL CORPORATION
(INCORPORATION NO. A62340)


Name Darryl J. Mitchell
Authorized Signatory

Name _____
Authorized Signatory


WITNESS AS TO BOTH SIGNATURES

Name R. A. Johnson

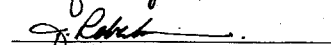
ADDRESS 1400-114 West Pender St.

Vancouver, BC V6E 4E1

Analyst
OCCUPATION

APPROVED AS PHASE 4 OF A 5 PHASE STRATA PLAN
UNDER SECTION 224 OF THE STRATA PROPERTY ACT.

DATE: October 22, 2005

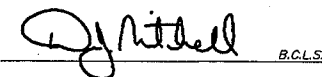

APPROVING OFFICER
CITY OF SURREY

THE CITY OF SURREY, REGISTERED OWNER
OF THE COVENANTS BA515217, BA515219,
BA515221 AND BBS17609, HEREBY
CONSENT TO THE DEPOSIT OF THIS PLAN.
AUTHORIZED SIGNATURES:

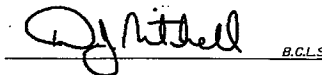

MAYOR DIANNE L. WATTS


CLERK MARGARET JONES

I, DARRYL J. MITCHELL, A BRITISH COLUMBIA
LAND SURVEYOR CERTIFY THAT THE BUILDINGS
INCLUDED IN THIS STRATA PLAN HAVE NOT, AS OF
NOVEMBER 20, 2007 BEEN PREVIOUSLY OCCUPIED.


B.C.L.S.

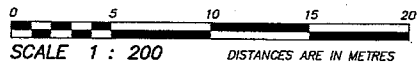
I, DARRYL J. MITCHELL, A BRITISH COLUMBIA LAND
SURVEYOR CERTIFY THAT THE BUILDINGS SHOWN ON
THIS STRATA PLAN ARE WITHIN THE EXTERNAL
BOUNDARIES OF THE LAND THAT IS THE SUBJECT
OF THE STRATA PLAN.
DATE: NOVEMBER 20, 2007


B.C.L.S.

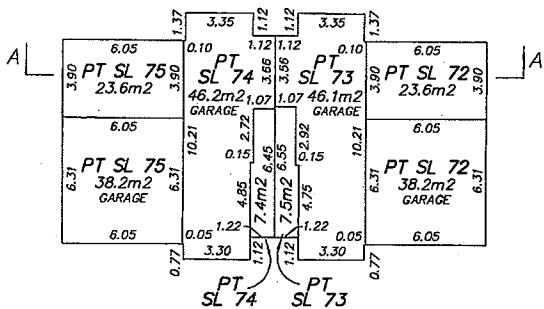
BUILDING 17

STRATA PLAN BCS2401

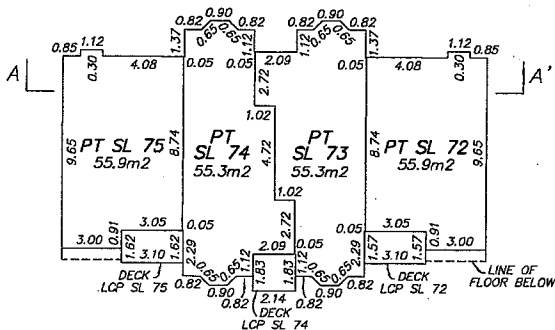
PHASE 4



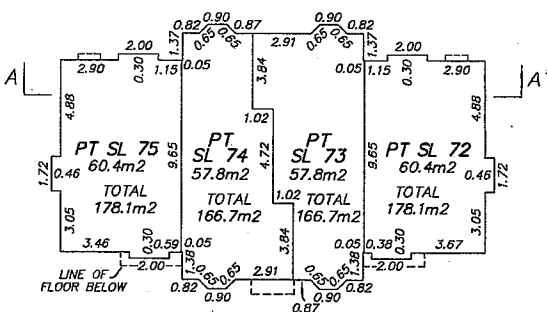
LOWER FLOOR



MAIN FLOOR



UPPER FLOOR



UPPER FLOOR

MAIN FLOOR

LOWER FLOOR

SL 75	SL 74	SL 73	SL 72
	GARAGE	GARAGE	

SECTION A-A'

BUTLER SUNDVICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32885 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T. 604-853-2700 F. 604-853-2710

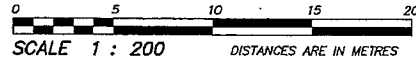
NOVEMBER 20, 2007
FILES: A 4234
DWG: 4234-FS4

ORIGINAL

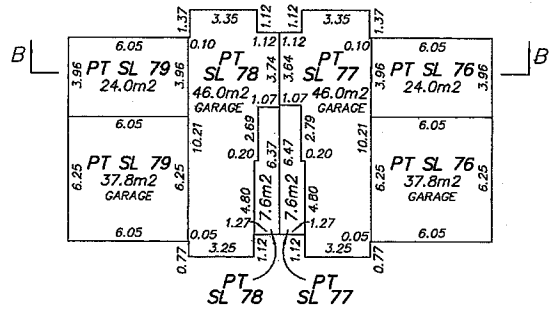
BUILDING 18

STRATA PLAN BCS2401

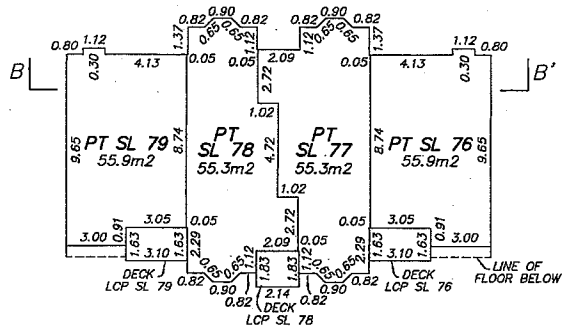
PHASE 4



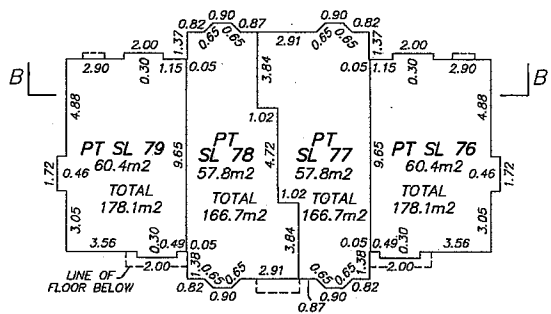
LOWER FLOOR



MAIN FLOOR



UPPER FLOOR



UPPER FLOOR

MAIN FLOOR

LOWER FLOOR

SL 79	SL 78	SL 77	SL 76
	GARAGE	GARAGE	

SECTION B-B'

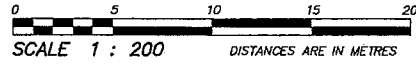
BUTLER SANDWICK & ASSOCIATES
 PROFESSIONAL LAND SURVEYORS
 101, 32885 VENTURA AVENUE
 ABBOTSFORD, B.C. V2S 6A3
 T. 604-853-2700 F. 604-853-2710

NOVEMBER 20, 2007
 FILE: A 4234
 DWG: 4234-FS4

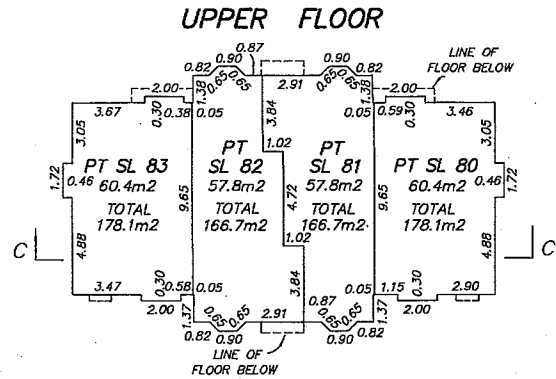
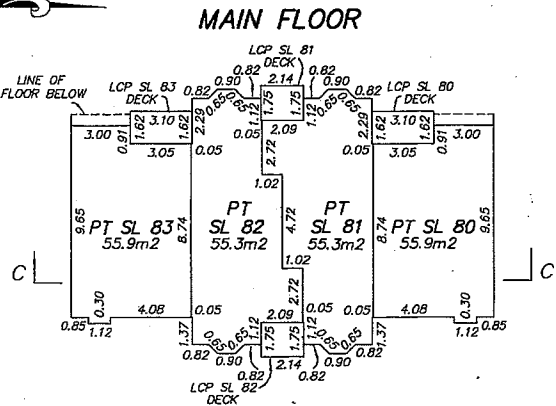
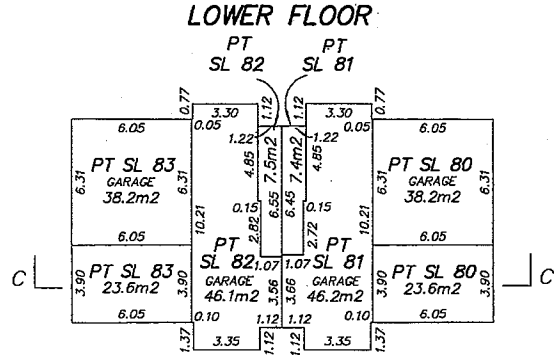
ORIGINAL

BUILDING 19

STRATA PLAN BCS2401



PHASE 4



UPPER FLOOR

MAIN FLOOR

LOWER FLOOR

SL 83	SL 82	SL 81	SL 80
	GARAGE	GARAGE	

SECTION C-C'

BUTLER SUNDVICK & ASSOCIATES
 PROFESSIONAL LAND SURVEYORS
 101, 32885 VENTURA AVENUE
 ABBOTSFORD, B.C. V2S 6A3
 T. 604-853-2700 F. 604-853-2710

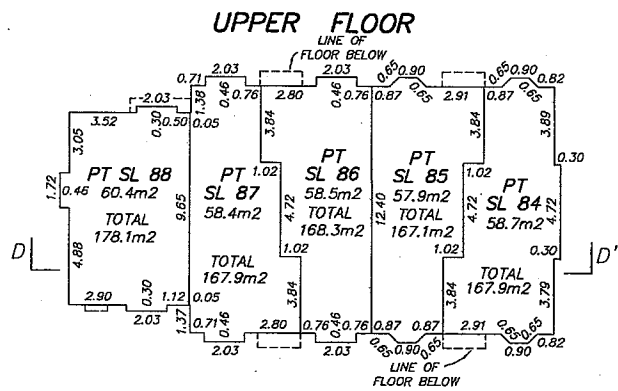
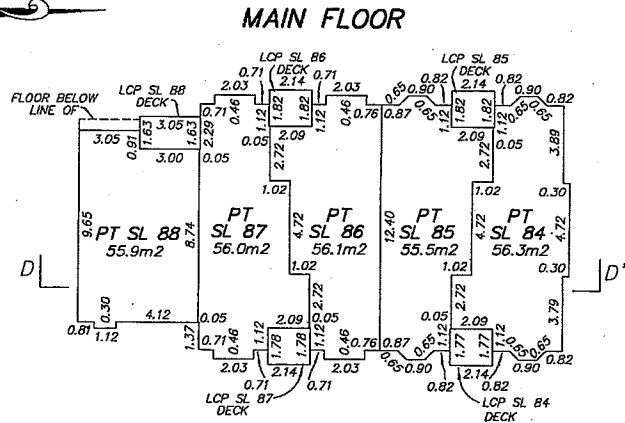
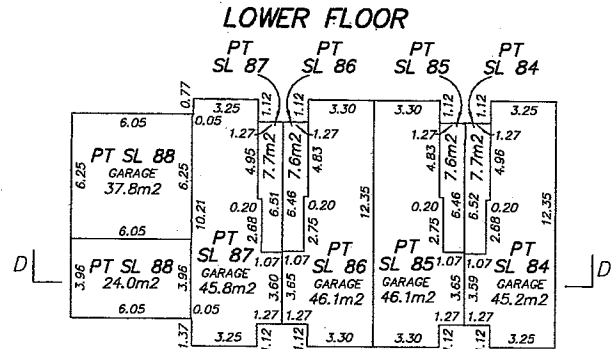
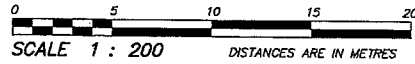
NOVEMBER 20, 2007
 FILE: A 4234
 DWG: 4234-FS4

ORIGINAL

BUILDING 20

STRATA PLAN BCS2401

PHASE 4



UPPER FLOOR					
MAIN FLOOR	SL 88	SL 87	SL 86	SL 85	SL 84
LOWER FLOOR		GARAGE	GARAGE	GARAGE	GARAGE

SECTION D-D'

BUTLER SUNDVICK & ASSOCIATES
 PROFESSIONAL LAND SURVEYORS
 101, 32885 VENTURA AVENUE
 ABBOTSFORD, B.C. V2S 6A3
 T. 604-853-2700 F. 604-853-2710

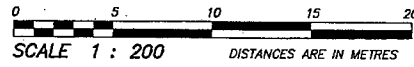
NOVEMBER 20, 2007
 FILE: A 4234
 DWG: 4234-FS4

ORIGINAL

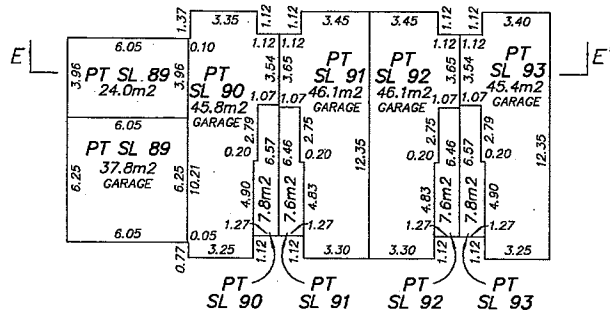
BUILDING 25

STRATA PLAN BCS2401

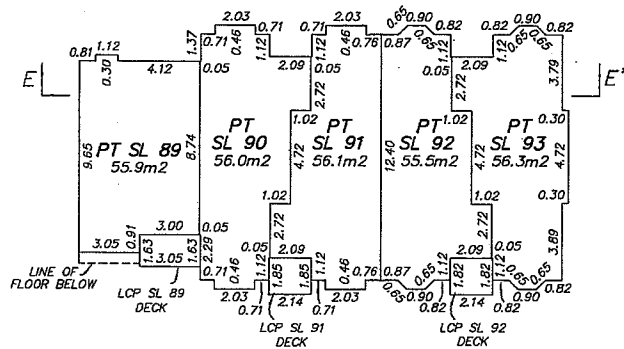
PHASE 4



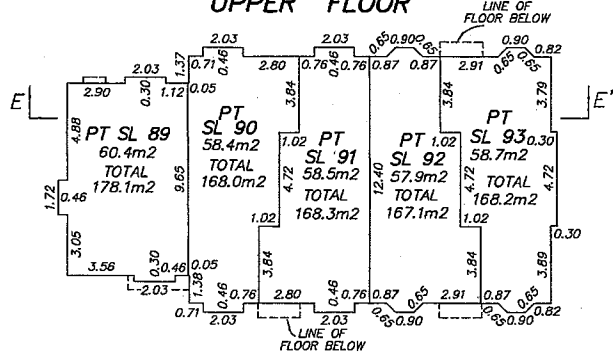
LOWER FLOOR



MAIN FLOOR



UPPER FLOOR



UPPER FLOOR

MAIN FLOOR

LOWER FLOOR

SL 89	SL 90	SL 91	SL 92	SL 93
	GARAGE	GARAGE	GARAGE	GARAGE

BUTLER SUNDVICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32885 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T. 604-853-2700 F. 604-853-2710

SECTION E-E'

NOVEMBER 20, 2007
FILE: A 4234
DWG: 4234-FS4

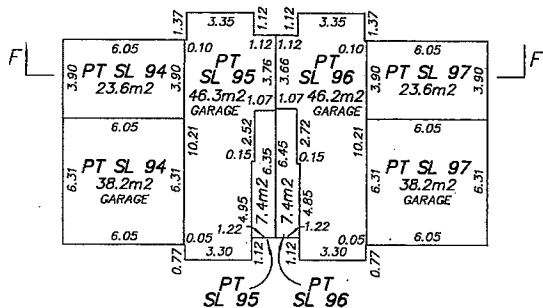
ORIGINAL

BUILDING 26

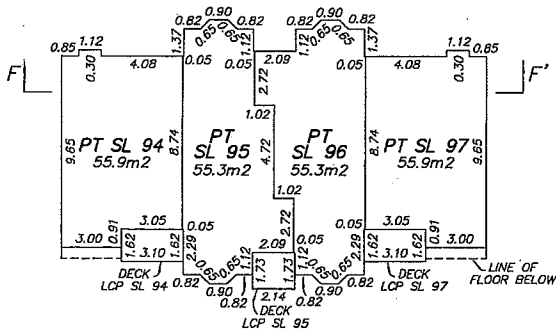
STRATA PLAN BCS2401
PHASE 4



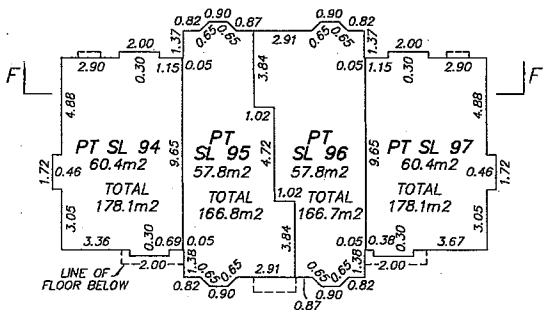
LOWER FLOOR



MAIN FLOOR



UPPER FLOOR



UPPER FLOOR

MAIN FLOOR

LOWER FLOOR

SL 94	SL 95	SL 96	SL 97
	GARAGE	GARAGE	

SECTION F-F'

BUTLER SUNDWICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32885 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T. 604-853-2700 F. 604-853-2710

NOVEMBER 20, 2007
FILE: A 4234
DWG: 4234-FS4

ORIGINAL

**STRATA PLAN OF LOT 1 SECTION 15
TOWNSHIP 8 N.W.D. PLAN BCP24203
EXCEPT: PHASES ONE, TWO, THREE AND FOUR
STRATA PLAN BCS2401**

**STRATA PLAN BCS2401
PHASE 5**

DEPOSITED AND REGISTERED IN THE LAND
TITLE OFFICE AT NEW WESTMINSTER B.C.
JUNE 3 2008

IAN MACDONALD/EP
REGISTRAR

BB865085-106

CITY OF SURREY BCGS 926.017



SCALE 1 : 750 DISTANCES ARE IN METRES

INTEGRATED SURVEY AREA No. 1 (SURREY)
NADB3 (CSRS)

THIS PLAN SHOWS HORIZONTAL GROUND-LEVEL DISTANCES EXCEPT WHERE OTHERWISE NOTED. TO COMPUTE GRID DISTANCES, MULTIPLY GROUND-LEVEL DISTANCES BY COMBINED FACTOR 0.99960465

LEGEND

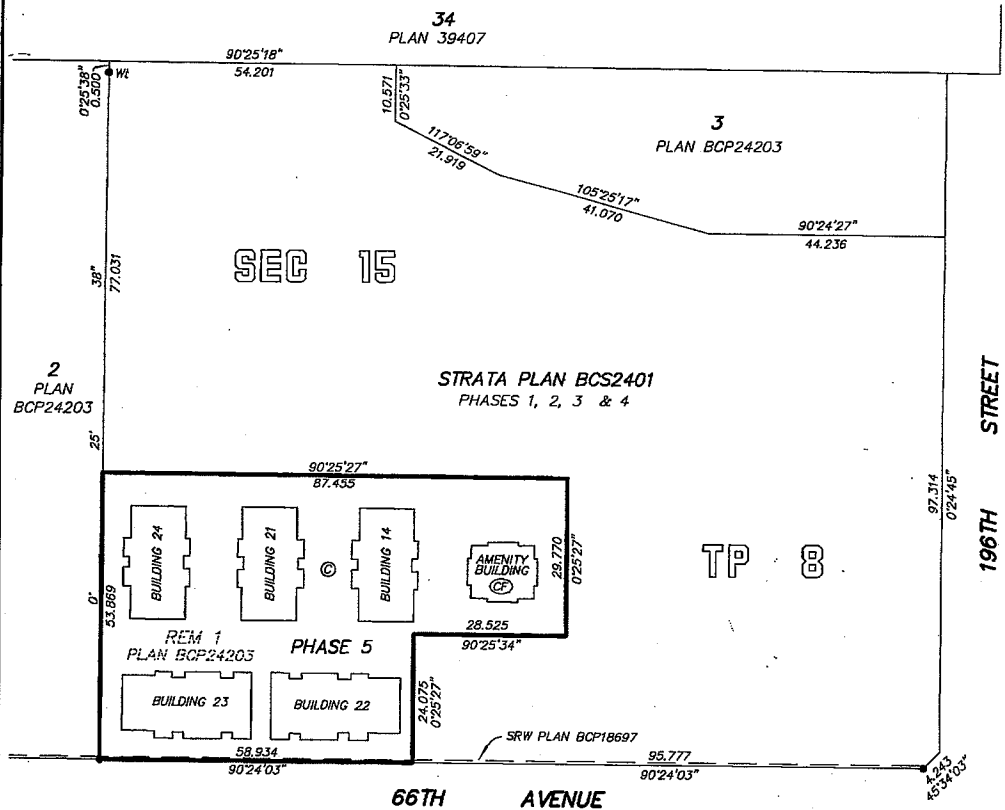
GRID BEARINGS ARE DERIVED FROM THE SOUTH
BOUNDARY OF LOT 1, PLAN BCP24203

- DENOTES IRON POST FOUND
- SL DENOTES STRATA LOT
- m2 DENOTES SQUARE METRES
- LCP DENOTES LIMITED COMMON PROPERTY
- PT DENOTES PART
- ⊙ DENOTES COMMON PROPERTY
- ⊖ DENOTES FACILITY BEING COMMON PROPERTY



NAME OF DEVELOPMENT
MANHATTAN SKYE

CIVIC ADDRESS:
19551 66th AVENUE
SURREY, B.C.



I, DARRYL J. MITCHELL, A BRITISH COLUMBIA LAND SURVEYOR,
OF SURREY, IN BRITISH COLUMBIA, CERTIFY THAT I WAS
PRESENT AT AND PERSONALLY SUPERINTENDED THE SURVEY
REPRESENTED BY THIS PLAN, AND THAT THE SURVEY AND
PLAN ARE CORRECT. THE FIELD SURVEY WAS COMPLETED ON
THE 17th DAY OF APRIL, 2008. THE PLAN WAS COMPLETED
AND CHECKED, AND THE CHECKLIST FILED UNDER # 79855
ON THE 18th DAY OF APRIL, 2008.

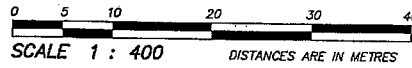
D. Mitchell
B.C.L.S.

THIS PLAN LIES WITHIN THE GREATER VANCOUVER REGIONAL DISTRICT

BUTLER SUNDICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32885 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T. 604-853-2700 F. 604-853-2710
FILE : A 4234
DWG : 4234-FSS

ORIGINAL

BUILDING LOCATION

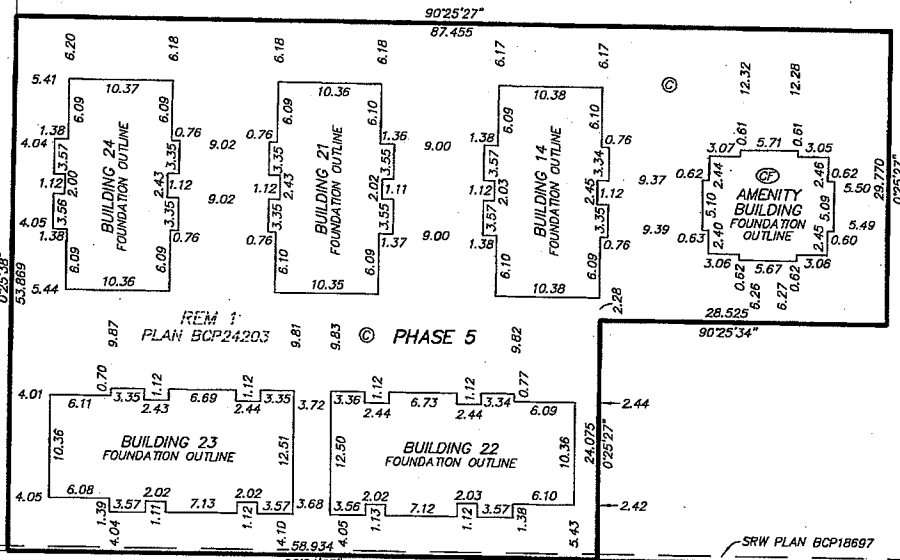


**STRATA PLAN BCS2401
PHASE 5**



**STRATA PLAN BCS2401
PHASES 1, 2, 3 & 4**

2
PLAN
BCP24203



66TH AVENUE

BUTLER SUNDWICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32885 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T. 604-853-2700 F. 604-853-2710

[Signature]

APRIL 18, 2008
FILE: A-4234
DWG: 4234-FS5

ORIGINAL

STRATA PROPERTY ACT

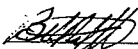
STRATA PLAN BCS2401
PHASE 5

OWNER

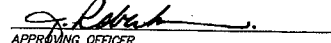
FRASER NORTH DEVELOPMENTS
(MANHATTAN SKYE) LTD.
(INC. No. 0705367)

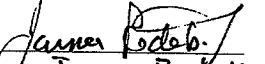
APPROVED AS PHASE 5 OF A 5 PHASE STRATA PLAN
UNDER SECTION 224 OF THE STRATA PROPERTY ACT.

DATE: May 29, 2008


Name Bill Reziuff

Authorized Signatory

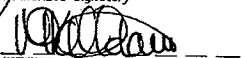

APPROVING OFFICER
CITY OF SURREY


Name James Redekop

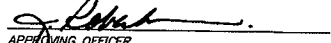
Authorized Signatory

I CERTIFY THAT THE COMMON FACILITY (AMENITY BUILDING)
WHICH ACCORDING TO THE PHASED STRATA PLAN
DECLARATION IN FORM P FILED FOR THIS STRATA PLAN
WAS TO HAVE BEEN CONSTRUCTED IN CONJUNCTION WITH
THIS PHASE, HAS BEEN PROVIDED FOR IN ACCORDANCE
WITH SECTION 225(2) OF THE STRATA PROPERTY ACT.

DATE: May 29, 2008

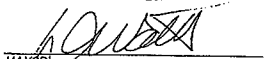
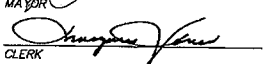

WITNESS AS TO BOTH SIGNATURES

Name Miranda Krebbendem

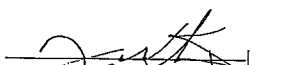

APPROVING OFFICER
CITY OF SURREY

ADDRESS 106-32119 South Fraser Way
Abbotsford, BC V2S 2B1
Administrative Assistant
OCCUPATION

THE CITY OF SURREY, REGISTERED OWNER
OF THE COVENANTS BAS15217, BAS15219,
BAS15221 AND BS517609, HEREBY
CONSENT TO THE DEPOSIT OF THIS PLAN.
AUTHORIZED SIGNATURES:

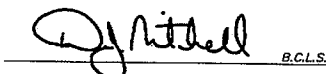

MAYOR

CLERK

MORTGAGE &
ASSIGNMENT OF RENTS
MCAP FINANCIAL CORPORATION
(INCORPORATION NO. A62340)


Name David C. Norton

Authorized Signatory

I, DARRYL J. MITCHELL, A BRITISH COLUMBIA
LAND SURVEYOR CERTIFY THAT THE BUILDINGS
INCLUDED IN THIS STRATA PLAN HAVE NOT, AS OF
APRIL 18th, 2008 BEEN PREVIOUSLY OCCUPIED.


B.C.L.S.

Name _____
Authorized Signatory


WITNESS AS TO BOTH SIGNATURES

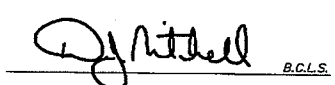
Name Ray Johnson

ADDRESS 1400-1140 W. Pender St.

Vancouver, BC V6E 4P1

Analyst
OCCUPATION

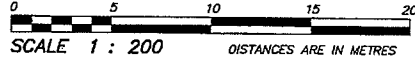
I, DARRYL J. MITCHELL, A BRITISH COLUMBIA LAND
SURVEYOR CERTIFY THAT THE BUILDINGS SHOWN ON
THIS STRATA PLAN ARE WITHIN THE EXTERNAL
BOUNDARIES OF THE LAND THAT IS THE SUBJECT
OF THE STRATA PLAN.
DATE: APRIL 18th, 2008


B.C.L.S.

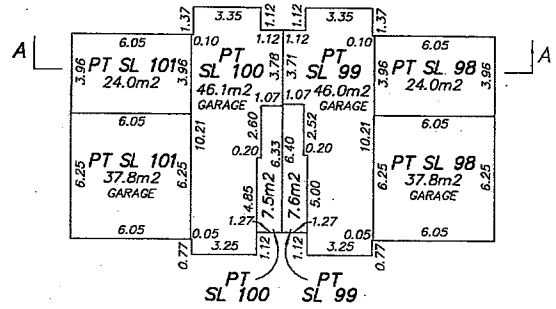
BUILDING 14

STRATA PLAN BCS2401

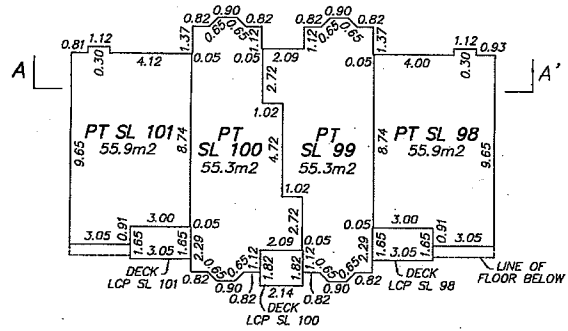
PHASE 5



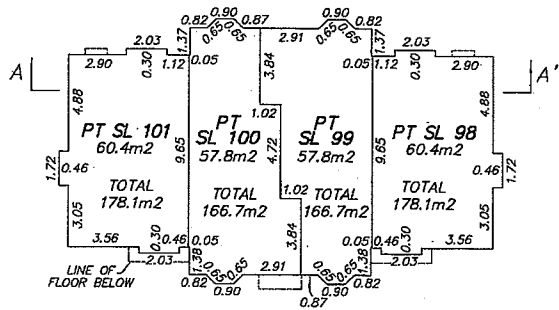
LOWER FLOOR



MAIN FLOOR



UPPER FLOOR



UPPER FLOOR

MAIN FLOOR

LOWER FLOOR

SL 101	SL 100	SL 99	SL 98
	GARAGE	GARAGE	

SECTION A-A'

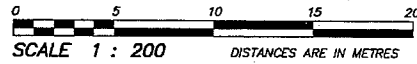
BUTLER SUNDVICK & ASSOCIATES
 PROFESSIONAL LAND SURVEYORS
 101, 32885 VENTURA AVENUE
 ABBOTSFORD, B.C. V2S 6A3
 T. 604-853-2700 F. 604-853-2710

APRIL 18, 2008
 FILE: A 4234
 DWG: 4234-FSS

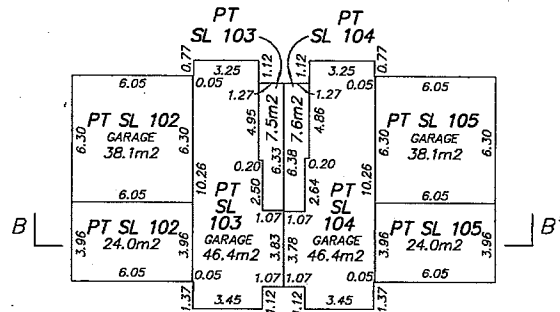
ORIGINAL

BUILDING 21

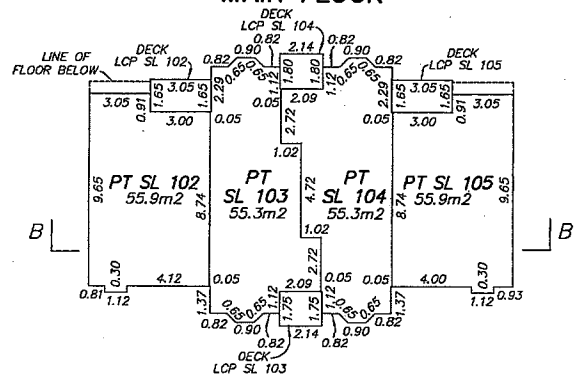
STRATA PLAN BCS2401
PHASE 5



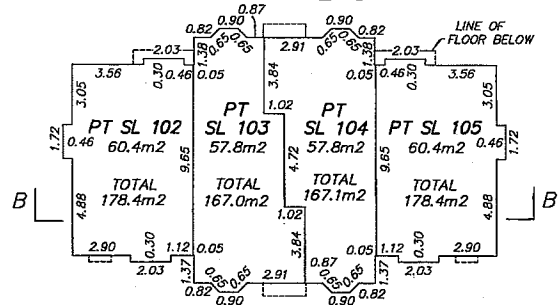
LOWER FLOOR



MAIN FLOOR



UPPER FLOOR



UPPER FLOOR

MAIN FLOOR

LOWER FLOOR

SL 102	SL 103	SL 104	SL 105
	GARAGE	GARAGE	

SECTION B-B'

BUTLER SUNDVICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32885 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T. 604-853-2700 F. 604-853-2710

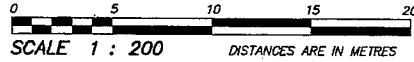
APRIL 18, 2008
FILE: A 4234
DWG: 4234-FSS

ORIGINAL

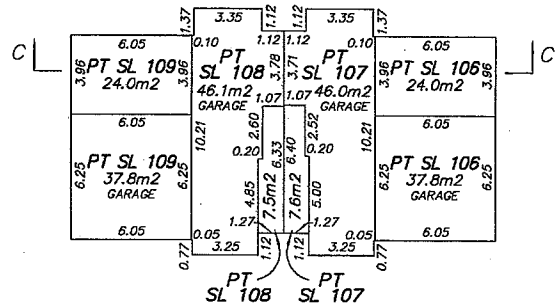
BUILDING 24

STRATA PLAN BCS2401

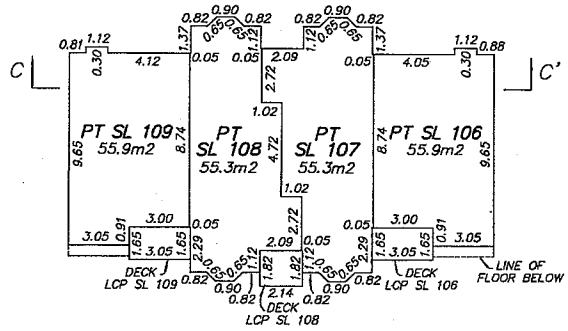
PHASE 5



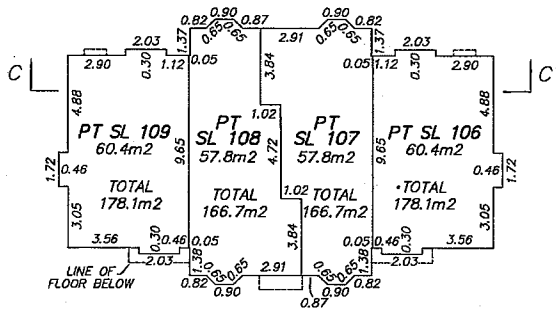
LOWER FLOOR



MAIN FLOOR



UPPER FLOOR



UPPER FLOOR

MAIN FLOOR

LOWER FLOOR

SL 109	SL 108	SL 107	SL 106
	GARAGE	GARAGE	

SECTION C-C'

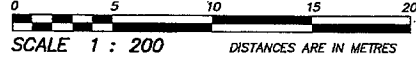
BUTLER SUNDWICK & ASSOCIATES
 PROFESSIONAL LAND SURVEYORS
 101, 32885 VENTURA AVENUE
 ABBOTSFORD, B.C. V2S 6A3
 T. 604-853-2700 F. 604-853-2710

APRIL 18, 2008
 FILE: A 4234
 DWG: 4234-F55

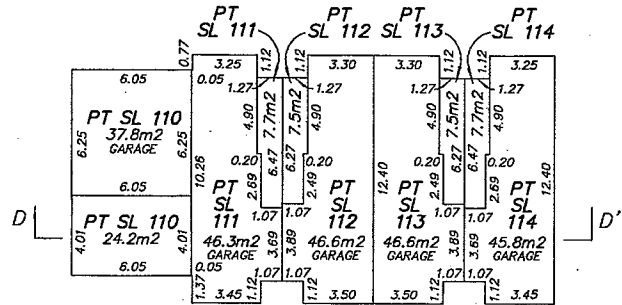
ORIGINAL

BUILDING 23

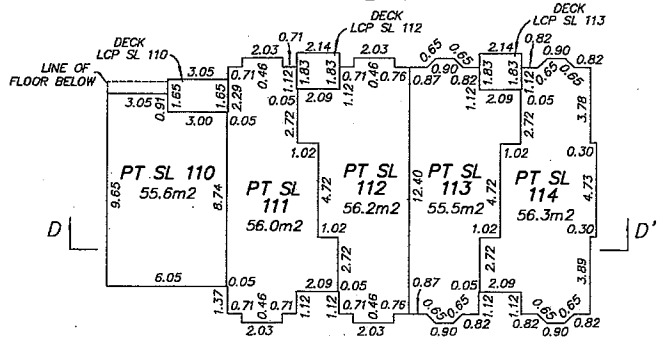
STRATA PLAN BCS2401
PHASE 5



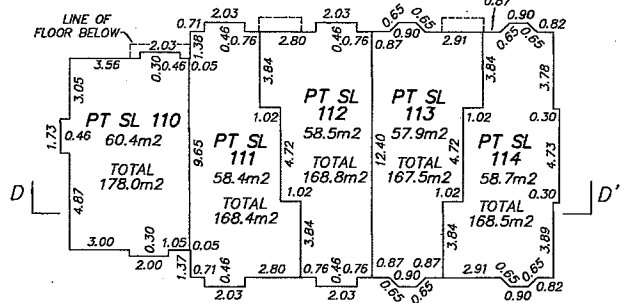
LOWER FLOOR



MAIN FLOOR



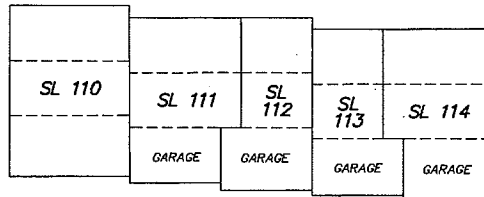
UPPER FLOOR



UPPER FLOOR

MAIN FLOOR

LOWER FLOOR



SECTION D-D'

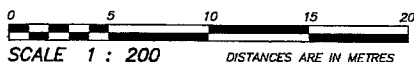
BUTLER SUNDVICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32885 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T. 604-853-2700 F. 604-853-2710

APRIL 18, 2008
FILE: A 4234
DWG: 4234-FSS

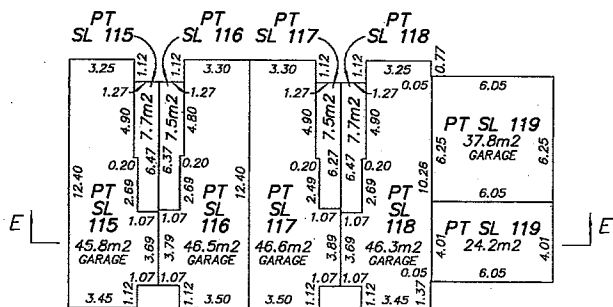
ORIGINAL

BUILDING 22

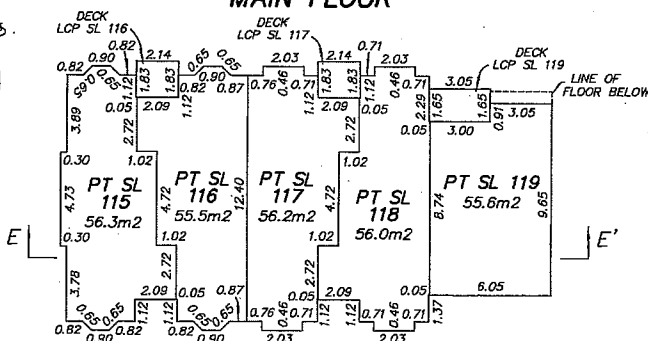
**STRATA PLAN BCS2401
PHASE 5**



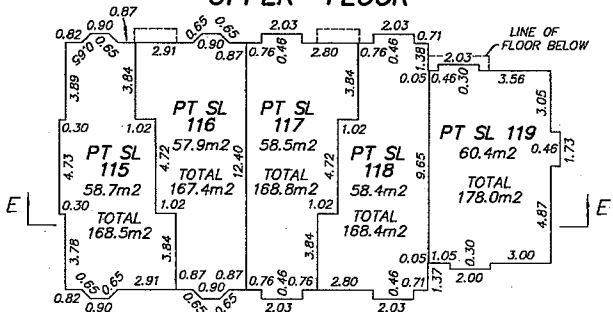
LOWER FLOOR



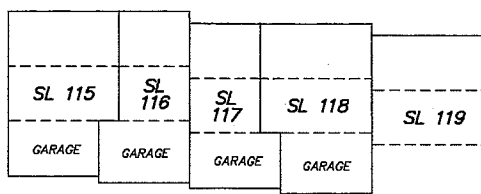
MAIN FLOOR



UPPER FLOOR



UPPER FLOOR
MAIN FLOOR
LOWER FLOOR



SECTION E-E'

BUTLER SUNDICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32885 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T. 604-853-2700 F. 604-853-2710

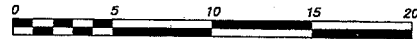
APRIL 18, 2008
FILE: A 4234
DWG: 4234-FS5

ORIGINAL

COMMON FACILITY — AMENTIY BUILDING

STRATA PLAN BCS2401

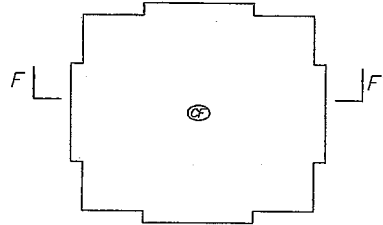
PHASE 5



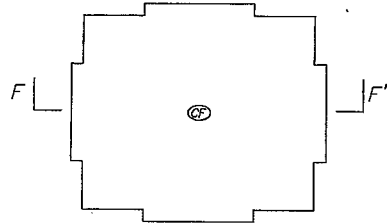
SCALE 1 : 200

DISTANCES ARE IN METRES

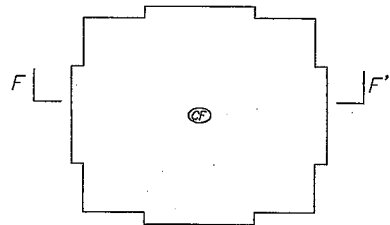
LOWER FLOOR



MAIN FLOOR



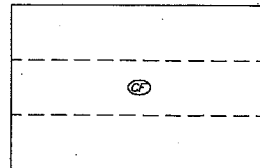
UPPER FLOOR



UPPER FLOOR

MAIN FLOOR

LOWER FLOOR



SECTION F-F'

BUTLER SUNDVICK & ASSOCIATES
PROFESSIONAL LAND SURVEYORS
101, 32985 VENTURA AVENUE
ABBOTSFORD, B.C. V2S 6A3
T. 604-853-2700 F. 604-853-2710

APRIL 18, 2008
FILE: A 4234
DWG: 4234-FSS

ORIGINAL

**MINUTES OF COUNCIL MEETING
STRATA CORPORATION BCS 2401**

HELD: Monday, January 30th, 2017 at 6:30 pm in the Clubhouse
at "Manhattan Skye" 19551 66th Avenue, Surrey, BC.

PRESENT: Matthew Sousa Council President / Treasurer
Ken Leslie Lighting
Darlene Dyson Annual Fire Inspections / Privacy Officer
Vanessa Zacharias Landscaping
Chris Madge
Ryan Nelson

AGENT: Tara Lynn Hooge Bayside Property Services Ltd.

REGRETS: Brian Thornburn Council Vice President / Amenity Building

For Clubhouse bookings, obtaining fobs, please contact Brian Thornburn via email at abm.manhattanskye@gmail.com. Brian will be in contact with you upon receipt of your email.

CALL TO ORDER

The meeting was called to order at 6:35 pm by Council President Matthew Sousa who chaired this evening's meeting.

PREVIOUS MEETING

It was moved, seconded (Madge/Dyson) and carried unanimously to approve the Minutes of the October 4th, 2016 Council Meeting as previously circulated.

BUSINESS ARISING FROM MINUTES

1. City of Surrey Reply: A letter was issued to the City of Surrey with a request for assistance to have the Strata's neighbor (large parcel behind unit #81) address the removal of the large cottonwood trees that are encroaching on the Strata's property and, as a result, have damaged the fence. In prior years a letter and discussion was had with the neighbouring Owner about these trees and the Owner refused to provide any assistance or permission to the Strata to address the removal of these trees. The Strata Council directed Bayside to issue one final letter to the registered Owner advising them of the work that needed to be done to save the portion of fence and, should the Owner refuse to complete the necessary work, then the Strata is requesting permission from the Owner to proceed. If the Owner does not comply, the City of Surrey advised that the portion of tree or limbs that are on the Strata's property can be removed by the Strata.
2. Parking Pass Reminder: A reminder to all residents that if you did not pick up your new visitor parking pass from Brian Thornburn at the recent AGM, then your old parking passes are not valid. If you were not present at the AGM and have not yet made arrangements, please email Brian directly (email above) to set up a date and time where you can retrieve your unit's visitor parking pass. Be advised that each unit is being provided with one pass.

3. Gutter Cleaning: The gutter cleaning was completed at the complex by Service Master. Council indicated that there is a downspout at units #44/#45 that needs to be fastened down. Bayside will request Service Master to attend to this matter at their earliest availability.
4. Dryer Vent Cleaning: The dryer vent cleaning was performed by Service Master.
5. Annual Fire Inspection: The annual fire inspection will be conducted in the month of March. Notices will be forthcoming. All Owners, Residents and Tenants must provide access for this mandatory inspection. Failure to comply will result in Mountain Fire having to return to the complex to perform the tests with the costs associated being charged back to those Owners who failed to provide access for the initial inspection.

If you are not able to provide access – Council Member Darlene Dyson has volunteered to hold keys and provide access to the units where someone is not home or cannot legitimately find someone who can provide access on their behalf. Due to the age of the complex, the smoke alarms need to be replaced – if not done so already. As this will be very costly, the Strata Council is contemplating having the work done based on the phases at the complex until they are all completed.

6. Annual Dumpster: Council reported that the organizing of the dumpster was again a success at Manhattan Skye and that it appears that all Residents really appreciate this being done. Council would like to make the same arrangements for next year, prior to the May 2017 long weekend.
7. Clubhouse Improvements: The Owners approved the Resolution at the AGM to make improvements to the clubhouse. Brian Thornburn was not present at this evening's Council Meeting therefore Council will discuss the matter with Brian directly as to when the clubhouse improvements will commence and by whom. Further discussion was tabled for the next Council Meeting.
8. Spring Cleaning: After review and discussion Council unanimously approved to have Sunrise Window Cleaners address the following annual spring cleaning maintenance items: washing of all exterior windows and doors glass by hand and or with water fed pole (tucker pole); power washing of all concrete patios, front entrances, concrete areas around; wiping of doors, power washing of concrete areas around garages, curb and pathways; and cleaning of all balcony floors, railings and edges. This work will commence in early March, if the contractor can be secured for this time. Notices will be posted and circulated to Owners in advance of this work commencing. Owners are asked to please comply with the instructions of removing items from your balconies or patios and ensuring that windows are closed and screens removed. Windows with screens left on will not be washed. Any deficiencies with the work are requested to be reported by Owners to Bayside within 5 days of completion.
9. Short Term Rentals: Council approved Bayside to have a Strata lawyer draft both a Resolution and Bylaw that will prohibit short term rentals or airBnB's at Manhattan Skye. To date Council is not aware of any short term rentals or any problems created by them, if they do exist in the complex, however Council feels that the Owners should have the

discussion on whether or not they want to allow this type of rental in the complex. This matter will be presented at the next general meeting for the strata.

10. Moss Removal: Council directed Bayside to obtain more quotes to address moss treatment or removal from the Strata's roofs.

FINANCIAL REPORTS

1. Monthly Reports: After review and consideration, it was moved, seconded (Sousa/Leslie) and carried unanimously to approve the September, October, November and December 2016 Financial Reports as prepared by Bayside Property Services.
2. Accounts Receivable: As of today's date, there are 12 Owners in arrears totaling \$3,832.88. Reminder to Owners: fines will be assessed to strata lots that fall into arrears for maintenance fees or special levies that have not been paid and no payment arrangements made for same. It is imperative for all Owners to ensure that prompt payment of your strata fees and special levies are received and paid on time. Council thanks you for your continued co-operation.

NEW BUSINESS

1. Bylaw Complaints: Bylaw complaint letters were issued to several Owners/Residents regarding vehicles being parked in fire lanes, vehicles parked in front of the clubhouse where it states no parking and barking dogs. Council levied no fines for such incidents as they will be noted as "warnings"; however should these issues not be corrected and continue, fines may be assessed in accordance with the Strata Bylaws.

GENERAL BYLAW REMINDERS

- Pets: A pet Owner must ensure that a permitted pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet Owner. A Resident or Visitor must not permit a loose or unleashed permitted pet (leashes cannot exceed 6 feet in length) at any time within or on the common property or on land that is a common asset. ONLY two dogs and/or two cats (for a total of two) are allowed. If a Resident contravenes the Bylaws, the Owner of the strata lot will be subject to a fine of \$100.00.
 - A Resident or Visitor must not feed birds, rodents or other wild animals from any strata lot, limited common property, common property or land that is a common asset. No bird feeders of any kind are permitted to be kept on balconies, strata lots, common property or land that is a common asset.
2. 2017 Council Meeting Dates: Council has tentatively scheduled their 2017 Council Meeting dates for Mondays at 6:30 in the clubhouse – dates as follows: January 30th, March 13th, May 1st, July 10th, September 11th Budget Meeting and November 27th AGM (tentative).
 3. Electrical Room Signage: Council Member Ken Leslie suggested to Council that they should consider having signs created and posted in each electrical room on what the

room services and where or how to gain access. Ken will work on the correct wording for the signs so that Council can make the signs and post them as necessary.

4. Location of Lockboxes: Bayside asked the Council members familiar with lockbox locations and access requirements to provide a tour to the newly elected Council members. Council will set a date on their own to tour these areas and have a better understanding of their locations and uses.
5. MDE Electrical: MDE Electrical was on site and replaced the necessary common property light bulbs. Ken Leslie reported that there is a section of wiring that has been damaged and, in order to repair it, a trench must be dug by another contractor so MDE can come in and make the necessary repair. Ken Leslie is not happy with the trench that Vista Landscaping dug and noted that the trench needs to be dug deeper and longer to access the buried conduit. Ken and Darlene will work on this as site contacts for Vista Landscaping and MDE Electrical.
6. Rat Sightings: AAA Wildlife has been out to the complex several times recently to address vermin matters. Council would like to remind Owners to please be aware that rodents can gain entry into your garages and or homes very easily and to be vigilant not to leave your BBQ's dirty, pet food outside, no bird feeders are permitted, pick up dog feces immediately after the dog(s) have defecated on common property and to keep your garage and doors closed at all times if you are not present while the doors are open. Please report vermin sightings to your Property Manager, Tara Hooge via email to thooge@baysideproperty.com and AAA will be out to assess and address the matter in your immediate area or home.
7. Window Concerns: An Owner recently expressed their opinion that the windows at the complex are not child friendly, safe or to code. Council would like to advise the Owners that the window design is not especially child friendly due to the low window sill but was to code at the time of construction and passed by the City of Surrey and Engineers for the developer. If Owners have children residing in the home or visiting, please ensure that you child proof your home; however this is not a Strata responsibility.
8. Front Brick Pillar: Over the Christmas holidays a vehicle hit one of the pillars at the Strata's entrance. The unit Owner reported this matter to the Strata Council and ICBC has now approved the work to be repaired. LJS Construction was awarded the scope of work and the Strata has requested that the repairs be addressed soon.
9. Fencing: Due to the fall/winter weather, the Strata Council noted several areas where fencing and gates have fallen due to high winds. The fences and gates have been repaired; however it has been noted that the fencing in almost all of the areas is poorly constructed and the posts are dug very shallow, which weakens the fence supports. A quote was obtained to remove and replace the fencing at the rear yards of units #108 to #120 (excluding units #112, #113 and #114) and the side yards of units #84 and #117. To replace approximately 330 lineal feet of 3' high cedar picket fencing at a cost of \$16,665.00, to remove approximately 183 lineal feet of 6' high privacy fencing and replace with approximately 6' high cedar privacy panels with a square lattice top (the proposed lattice will be stronger than the existing design) at a cost of \$10,980.00, to remove 19

gates and replace with 19 gates constructed from cedar c/w new hardware at a cost of \$2,850.00 and to remove and dispose of all construction waste from the job site at a cost of \$565.00 for a total of \$31,060.00 plus tax. Council is in agreement that the fences are in need of replacement in the very near future; however Council would like to consider other options such as Rock Solid Fencing and SimTek Fencing that are currently on the market with a life time warranty. Fencing is needed and it plays an important role within a large community; however the daunting task of maintaining it can be costly. Council would like to look at all of the options available, obtain quotes, discuss amongst the Strata Council and then present the ideas and costs to the Ownership for their review and consideration. Owners need to be prepared that the matter of fences may be presented by way of a Special Levy to the Owners in the near future.

10. No Stopping/Parking in Front of the Clubhouse: Council is continually having to mail reminders and Bylaw complaint letters out to Owners and Residents at Manhattan Skye concerning vehicles parked and or stopped in front of the clubhouse, even though there is huge lettering on the pavement stating that there is to be no parking in this area. The residents who live near the clubhouse are continually impacted by these cars. At times they cannot get out of their own garage and encounter close calls with pedestrians/vehicles when backing out of their unit. It is not permitted to park/stop in front of the clubhouse at any time, not even if you are only running in for a minute or so. Should any vehicles be witnessed parking in this fashion, letters will be issued with the possibility of fines being levied. Council has authorized the wording in front of the Clubhouse to be changed from No Parking to No Stopping.

There being no further business to discuss, the Council Meeting was terminated at 8:29 pm on a motion by Darlene Dyson.

The next Strata Meeting has been scheduled for Monday, March 13th, 2017 at 6:30 pm in the Amenity Room of "Manhattan Skye".

EMERGENCIES

For after hours, holiday, or weekend emergencies, **DO NOT** call the Property Manager's direct line or send an e-mail. **You need to call 604.432.7774** if you are calling regarding anything that cannot wait until the next business day.



Tara Lynn Hooge, Senior Property Manager

BAYSIDE PROPERTY SERVICES LTD.

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

Direct: 604.629-8770

Tel: 604.432.7774 (24 hrs, after office hours emergencies only please)

Fax: 604.430-2698

Email: thooge@baysideproperty.com

N.B.: OWNERS: Please retain all Minutes as required by Real Estate Regulations

**MINUTES OF COUNCIL MEETING
STRATA CORPORATION BCS 2401**

HELD: Tuesday January 30th, 2018 at 6:30 PM in the Amenity Building at
"Manhattan Skye" 19551 66th Avenue, Surrey, BC

PRESENT: Ryan Nelson President
Brian Thornburn Vice President
Matthew Sousa Treasurer
Brandie Howe Secretary
Darlene Dyson
Vanessa Zacharias

GUEST: Maggie Lopez Owner

For Clubhouse bookings, obtaining fobs, please contact Brian Thornburn via email at abm.manhattanskye@gmail.com. Brian will be in contact with you upon receipt of your email.

CALL TO ORDER

The meeting was called to order at 6:32 PM.

COUNCIL RESIGNATION

Matthew Sousa resigned from Council, effective immediately, and left the meeting. With this resignation a seat on Council is now available if anyone would like to join.

BUSINESS ARISING FROM MINUTES

1. Landscaping: Council approved renewing the landscaping contract with Vista Landscape Services for 2018, but will discuss concerns with the company and address accountability issues. Council will also speak with them regarding moving back to a one-day plan rather than their two half-day plans. Brandie noted that she has an option to obtain a quote from a Strata lawn maintenance company for possible future services.
2. Bartlett Tree: Council will follow up with Bartlett regarding their report for the completed work.
3. Step Repairs: The step repair on the NW corner is pending; LJS Construction has been contacted.
4. Downspout Site Inspection: Some downspouts are squashed and broken.
5. Paladin Security Systems: Paladin was called regarding the small heater in the fire alarm box. They advised of a future potential repair.
6. Neighbouring Property Drainage Concerns: Council discussed the following:

- Flooding on the west side from the City property; the City should be notified of the issue.
 - Property survey of the location of the fence.
 - Possibly having an engineer attend to look at the drainage on the Strata property.
7. Fencing Options: Council reviewed and discussed options for future repairs, and the possibility of providing the Owners with a special presentation regarding same.
8. Unit #117: The Owner requested that the chargeback for AAA Wildlife be waived. Council unanimously agreed to waive the chargeback as it cannot be determined who left the garbage on the common property next to this unit, which precipitated the service call.
9. Visitor Parking: Council discussed the current visitor parking bylaws, and how to deal with persistent violations and long term parking. Council agreed that each member should have the code to authorize a tow. Council also discussed a possible bylaw amendment to clarify the length of stay for parking, overnight parking and limiting how many days per month it should be permitted. Residents are reminded to review the parking bylaws, so that they are aware that a vehicle may be towed without notice at any time of night or day if found to be parking without a pass, parking in handicapped without a valid handicap pass, or if the vehicle is determined to be that of a resident's parked in visitor parking in contravention of the bylaw.

Residents are reminded of the following:

39.7 Residents are responsible to ensure that all visitor vehicles park only in designated visitor parking stalls and have a visitor parking pass displayed.

There being no further business to discuss, the Council Meeting was terminated at 8:00 PM.

Minutes Prepared by Strata Council.

4. Deficiencies from the Annual Fire Inspection: As Owners are aware, Mountain Fire has completed the annual fire hydrant inspection/certification and also the back flow preventers. Council has approved the deficiency corrections as well as the re-inspections for missed suites. Re-inspection dates for those Owners with deficiencies or re-inspection for missed suites will commence on August 29th, 2017. Notices to those Owners and Residents have been circulated. Council is aware that a “chosen date” by others is not convenient for all, but the inspections and deficiency corrections are mandatory. If you are not available, you will need to make arrangements to have someone provide access on your behalf. Those Owners who do not comply will need to be re-visited, and as a result, all associated charges for the re-inspection will be at your sole cost.
5. Annual Dumpster: The annual spring dumpster was a success again this year. Council noted there was some abuse by Owners/Residents discarding unapproved items for others to clean up and discard. Should this continue, next year Council may decide to cancel the event.
6. Line Painting: P3 Parkade has been approved to address the power sweeping, roadway catch basin cleaning, line painting preparation and line painting to the bollards, speed bumps, and all roadway line painting and stall identification.
7. Arborist: Council has had the opportunity to review extensive quotes for the complex tree trimming, pruning and dead tree removals/replacements. After review and discussion. Council unanimously approved to proceed with Bartlett Tree Experts. Council representatives will be meeting with Bartlett on site prior to the work commencing.
8. Tree Removal: Council has approved to have BC Plant remove the dead trees and stumps at Units 2 and 108. Tree replacements will follow.
9. Pest Control: Council is responding to Owners’ requests where wasp nests, rodents/vermin and/or ants are problematic. If you find that you require treatment, please email Bayside at thooge@baysideproperty.com – requesting service. Please ensure that you include your name, telephone number, Unit number, Strata Plan and/or address, as well as a description of the problem.

FINANCIAL REPORTS

1. Monthly Reports: After review and consideration, it was moved, seconded (Sousa/Dyson) and carried unanimously to approve the April and May, 2017 Financial Reports, as prepared by Bayside Property Services.
2. Accounts Receivable: As of today’s date, there are 7 Owners in arrears totaling \$5,384.78. **Reminder to Owners**: fines will be assessed to Strata Lots that are in arrears for Strata Fees or Special Levies, and who fail to make payment arrangements with Strata Council. It is imperative for all Owners to ensure that prompt payment of Strata Fees and Special Levies are received and paid on time. Council thanks you for your continued co-operation.

BYLAW INFRACTIONS

Several Bylaw complaint letters were issued regarding the following notifications: children in the gym and Owners parking in visitor parking stalls. Council did not fine for these Bylaw complaints and noted that these letters serve as warnings. Should the same infractions be repeated, fines may then be applied.

NEW BUSINESS

1. 2017 Council Meeting Dates: The 2017 Council Meeting dates are as follows: September 11th (Budget Meeting) and November 27th, 2017 (tentative date for the AGM).
2. Remdal Painting: Remdal Painting completed the wood trim painting in August, 2014, and as part of the guaranteed work agreement, Remdal completed a visual review from the ground, and have identified some areas that require touch ups. Remdal will be on site in the near future to touch up a variety of areas noted from their visual review.
3. Converting Garages: Recently an Owner requested Council's permission to convert their garage, or a portion of the garage, into living space. Subsequent to this meeting, the City of Surrey advised that they would not issue permits for this work due to the parking limitations.
4. Quarterly Gym Maintenance: Council has approved a quarterly gym maintenance contract with Fitness Town for the Strata's gym equipment.
5. Dryer Vent Cleaning: ServiceMaster will be performing the annual dryer vent cleaning in the near future. Council will notify Owners by posting a Notice at the mail kiosk.
6. Gutter Cleaning: ServiceMaster, as per their existing maintenance contract, will be cleaning gutters twice a year. The gutters will be cleaned in the near future and then again after the leaves fall.
7. Landscape: Reminder to Owners: If you fail to clean up after your pet, your yard will not be maintained by the gardeners.

Council would like to advise Owners that there is little to no money in the operating budget for backyard/grounds improvements. Owners are encouraged to make the improvements to your liking but first please advise Council what your thoughts are before proceeding. ALL changes to common property require prior written approval by Council.

There being no further business to discuss, the Council Meeting was terminated at 7:19 pm on a motion by Darlene Dyson.

The next Council/Budget Meeting has been scheduled for Monday, September 11th, 2017 at 6:30 pm in the Amenity Room of "Manhattan Skye".

EMERGENCIES

For after hours, holiday, or weekend emergencies, **DO NOT** call the Property Manager's direct line or send an e-mail. **You need to call 604.432.7774** if you are calling regarding anything that cannot wait until the next business day.



Tara Lynn Hooge, Senior Property Manager

BAYSIDE PROPERTY SERVICES LTD.

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

Direct: 604.629-8770

Tel: 604.432.7774 (24 hrs, after office hours emergencies only please)

Fax: 604.430-2698

Email: thooge@baysideproperty.com

N.B.: OWNERS: Please retain all Minutes as required by Real Estate Regulations

**MINUTES OF COUNCIL MEETING
STRATA CORPORATION BCS 2401**

HELD: Monday, March 13th, 2017 at 6:30 pm in the Clubhouse
at "Manhattan Skye" 19551 66th Avenue, Surrey, BC.

PRESENT: Matthew Sousa	Council President / Treasurer
Ken Leslie	Lighting
Darlene Dyson	Annual Fire Inspections / Privacy Officer
Vanessa Zacharias	Landscaping
Chris Madge	

AGENT: Tara Lynn Hooge Bayside Property Services Ltd.

REGRETS: Brian Thornburn Council Vice President / Amenity Building
Ryan Nelson

GUEST: Strata Lot 114

For Clubhouse bookings, obtaining fobs, please contact Brian Thornburn via email at abm.manhattanskye@gmail.com. Brian will be in contact with you upon receipt of your email.

CALL TO ORDER

The meeting was called to order at 6:34 pm by Council President, Matthew Sousa, who chaired this evening's meeting.

PREVIOUS MEETING

It was moved, seconded (Dyson/Madge) and carried unanimously to approve the Minutes of the January 30th, 2017 Council Meeting as previously circulated.

BUSINESS ARISING FROM MINUTES

- Clubhouse Improvements:** Council Vice President, Brian Thornburn, was not present at this evening's Council Meeting to speak to the clubhouse improvements. Council will provide Brian's recommendations upon further discussion with Council.
- Moss Removal Quote:** Council is currently awaiting a quote for the removal of moss from the roofs at the complex. Council will make a decision on the matter once they have had an opportunity to review and discuss the quote.
- 2017 Spring Cleaning:** Sunrise Window Cleaners are currently addressing the spring cleaning as per the notice that was circulated to all Owners and Residents at the complex. If you note any deficiencies, please send an email to thooge@baysideproperty.com as soon as possible so it can be rectified immediately.
- Strata Walkabout:** Council had not yet had the opportunity to do an annual walkabout for the new Council Members. Council will organize this at a later date with Brian Thornburn and Darlene Dyson.

5. **Annual Fire Inspection:** The annual fire inspection will be conducted in the month of April. Notices will be forthcoming. **All Owners, Residents and Tenants must provide access for this mandatory inspection.** Failure to comply will result in Mountain Fire having to return to the complex to perform the tests with the costs associated being charged back to those Owners who failed to provide access for the initial inspection.

If you are not able to provide access – Council Member Darlene Dyson has volunteered to hold keys and provide access to the units where someone is not home or cannot legitimately find someone who can provide access on their behalf. Due to the age of the complex, the smoke alarms need to be replaced – if not done so already. As this will be very costly, the Strata Council is contemplating having the work done based on the phases at the complex until they are all completed.

FINANCIAL REPORTS

1. **Monthly Reports:** After review and consideration, it was moved, seconded (Sousa/Dyson) and carried unanimously to approve the January 2017 Financial Reports, as prepared by Bayside Property Services.
2. **Accounts Receivable:** As of today's date, there are 9 Owners in arrears totaling \$2,594.28. Reminder to Owners: fines will be assessed to strata lots that fall into arrears for strata fees or special levies and fail to make payment arrangements with the Strata Council. It is imperative for all Owners to ensure that prompt payment of your strata fees and special levies are received and paid on time. Council thanks you for your continued co-operation.

NEW BUSINESS

1. **Bylaw Complaints:** Bylaw complaint letters were issued to several Owners/Residents regarding barking dogs, vehicles being parked in fire lanes and vehicles parked in front of the clubhouse where it states no parking. Council decided that no fines would be levied for these incidents as they will be noted as "warnings"; however should further complaints be received for the same units, fines may be assessed in accordance with the Strata Bylaws.

GENERAL BYLAW REMINDERS

- **Pets:** A pet Owner must ensure that a permitted pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet Owner. A Resident or Visitor must not permit a loose or unleashed permitted pet (leashes cannot exceed 6 feet in length) at any time within or on the common property or on land that is a common asset. **ONLY** two dogs and/or two cats (for a total of two) are allowed. If a Resident contravenes the Bylaws, the Owner of the strata lot will be subject to a fine of \$100.00.
- A Resident or Visitor must not feed birds, rodents or other wild animals from any strata lot, limited common property, common property or land that is a common asset. No bird feeders of any kind are permitted to be kept on balconies, strata lots, common property or land that is a common asset.

2. 2017 Council Meeting Dates: The 2017 Council Meeting dates are as follows: May 3rd, July 10th, September 11th (Budget Meeting) and November 6th, 2017 (tentative date for the AGM).
3. Christmas Lights & Decorations: It was noted at this evening's Council Meeting that there are two units that currently have Christmas decorations/lights up. Please note that all Christmas decorations and lights must be removed no later than January 15th, as per the Strata Corporation's Bylaws. Council instructed Bayside to issue letters to those Owners to ensure that the lights and decorations are removed or fines may be applied.
4. Easter Egg Hunt: Ken Leslie and Darlene Dyson have agreed to run the annual Easter Egg Hunt again this year. Council will be posting notices advising of the date, time and location. All Residents of "Manhattan Skye" are encouraged to attend and participate as it is a great way to get to know your neighbours.
5. No Stopping/Parking in Front of the Clubhouse: Council is continually having to send reminders and Bylaw complaint letters out to Owners and Residents at "Manhattan Skye" regarding vehicles being parked and/or stopping in front of the clubhouse, even though there is huge lettering on the pavement stating that parking is not permitted in this area. The Residents who live near the clubhouse are continually impacted by these cars. At times they cannot get out of their own garage and encounter close calls with pedestrians/vehicles when backing out of their unit. It is not permitted to park/stop in front of the clubhouse at any time, not even if you are only running in for a minute or so. Any Residents that are found to be parking their vehicles in this area will have a Bylaw complaint letter issued with the possibility of fines being assessed as per the Strata Corporation's Bylaws.
6. Garage Door Post: Recently, an Owner reported damage that they had caused to a garage door post at their unit. As a result, a contractor was called in and the associated costs will be charged back to the Resident. Council would like to thank the Owner for reporting the damage.
7. Location of a Visitor Parking Stall: Council received a complaint from an Owner with respect to the original design of the visitor parking stalls and claiming that the area is not suitable for unit Owner access. After review and discussion, Council unanimously agreed with the Owner but advised that the parking will remain the same. Some of the visitor parking stalls are tight and, as a result, visitors should use care when parking certain vehicles in the parking stalls available inside the complex.
8. Dead Tree: The dead tree reported at unit #109 has now been removed by the gardeners.
9. Arborist Maintenance: Two quotes were received for arborist maintenance. Council will make a decision on which quote to accept and will advise Bayside so that the work can be scheduled.
10. Drain Cover at Unit #68: The drain cover at unit #68 has since been repaired by LJS Construction.

There being no further business to discuss, the Council Meeting was terminated at 7:48 pm on a motion by Matthew Sousa.

The next Council Meeting has been scheduled for Wednesday, May 3rd, 2017 at 6:30 pm in the Amenity Room of "Manhattan Skye".

EMERGENCIES

For after hours, holiday, or weekend emergencies, **DO NOT** call the Property Manager's direct line or send an e-mail. **You need to call 604.432.7774** if you are calling regarding anything that cannot wait until the next business day.



Tara Lynn Hooge, Senior Property Manager

BAYSIDE PROPERTY SERVICES LTD.

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

Direct: 604.629-8770

Tel: 604.432.7774 (24 hrs, after office hours emergencies only please)

Fax: 604.430-2698

Email: thooge@baysideproperty.com

N.B.: OWNERS: Please retain all Minutes as required by Real Estate Regulations

**MINUTES OF COUNCIL MEETING
STRATA CORPORATION BCS 2401**

HELD: Monday, March 19th, 2018 at 6:30 pm in the Amenity Building at
"Manhattan Skye" 19551 66th Avenue, Surrey, BC

PRESENT: Ryan Nelson	President / Treasurer
Darlene Dyson	Annual Fire Inspections / Privacy Officer
Vanessa Zacharias	Landscaping
Brandie Howe	Council Member

AGENT: Tara Lynn Hooge Bayside Property Services Ltd.

REGRETS: Brian Thornburn Vice President / Amenity Building

<p>For Clubhouse bookings, obtaining fobs, please contact Brian Thornburn via email at abm.manhattanskye@gmail.com. Brian will be in contact with you upon receipt of your email.</p>
--

CALL TO ORDER

The meeting was called to order at 7:07 pm by Council President, Ryan Nelson who requested Bayside chair the meeting.

PREVIOUS MEETING

It was moved, seconded (Nelson/Dyson) and carried unanimously to approve the Minutes of the September 11th, 2017 & January 30th, 2018 Council Meetings as previously circulated.

BUSINESS ARISING FROM MINUTES

1. Fencing: Council has been discussing the fencing replacement project and options for materials have been sought and quotes have been provided. Council would like to call a Town Hall Meeting at the complex to present their ideas to the Owners for their review and feedback before proceeding further.

2. Arborist Review: This item was tabled due to the absence of Brian Thornburn.

3. Remdal: Council reviewed and approved an offer from Remdal Painting to address deficiency work that was noted during a recent inspection conducted by Remdal for warranty purposes. Remdal to attend when the weather permits.

4. Drainage Report: Residents on the North side of the complex/fence line have been experiencing problems with drainage and tree root ingress from the neighboring property. This creates safety issues and negatively impacts the usability of the back yards. Council is actively seeking options for the improvement of this area, but in order to proceed the Strata is first obtaining a legal survey and a drainage inspection report. Additional information will be forthcoming via Council Meeting minutes. Depending on the final results of the report and inspection, plans for improvements in this area may be brought to the Owners at a General Meeting for their review and approval.

FINANCIAL REPORTS

1. Monthly Reports: After review and consideration, it was moved, seconded (Dyson/Nelson) and carried unanimously to approve the Financial Reports for the months of August to December 2017, inclusive, and January 2018, as prepared by Bayside Property Services.
2. Accounts Receivable: As of today's date, there are 9 Owners in arrears totaling \$5,102.21. **Reminder to Owners**: fines will be assessed to Strata Lots that are in arrears for Strata Fees or Special Levies, and who fail to make payment arrangements with Council. Council thanks you for your continued co-operation.

BYLAW INFRACTIONS

Several Bylaw complaint letters were issued regarding the following complaints: Residents parking in visitor parking, improper disposal of pet feces, Resident vehicles impeding the roadway when collecting mail at the front of the Amenity Building, Residents smoking on common property (resulting in cigarette smoke ingress into neighboring units), and Residents not storing their garbage cans away in a timely manner after pick up and/or failing to properly secure their garbage in plastic bags. **Council levied one fine of \$100.00 to SL 27 for failure to pick up their garbage bins which results in garbage debris being left on common property for the seagulls and vermin to get into. No other Owners received fines at this time and the letters issued will act as a warning.**

NEW BUSINESS

1. 2018 Council Meeting Dates: The Strata Meeting dates for 2018 are as follows: Tuesday May 29th, Tuesday July 24th, Tuesday September 18th (Budget Meeting) and Monday, November 26th, 2018 (Annual General Meeting). Meeting times are at 6:30 pm with all meetings being held in the Strata's Amenity Building.
2. Dog Feces: Residents failing to pick up after their dog defecates on common property has been an ongoing issue for many years. The landscapers will not tend to yards where Owners have failed to pick up dog feces. At the start of the year Council issued bylaw complaint letters to Residents whose yards were littered with dog feces, as reported by the landscapers. It appears that approximately 5 of the units that the landscapers reported were reported incorrectly and the letters should have been issued to the neighboring unit. **Council would like to thank those unit Owners who replied to the bylaw complaint letters noting that their unit was incorrectly reported and thank the Owners who responded advising that they would ensure that the dog feces would be properly disposed of going forward.** Council recognizes the issuing of some of these letters as an error and has now asked the landscapers to post a notice to the unit Owner's door, to notify them that their yards were not serviced due to dog feces. A list of units that fail to comply with keeping their yards clear of dog feces – (not on just the days that the landscapers attend but every day) will receive a bylaw complaint letter and fines may be applied as per the bylaws.
3. Entrance Arbor: Council unanimously agreed to have Remdal Painting repaint the front entrance arbor when they are on site to address warranty work as previously noted in these minutes.

4. **Fence Repairs:** LJS Construction was recently on site to perform a variety of fence gate, latch and hinge repairs. Owners experiencing difficulties with their gates, latches and/or hinges please contact the Property Manager at thooge@baysideproperty.com prior to Tuesday, May 1st, 2018, so that the contractor can address these items.
5. **Easter Egg Hunt:** As Owners may have expected there will be no Easter Egg Hunt this year due to a lack of volunteers.
6. **Amenity Building Misuse:** Recently it was reported that Owners at the complex gained unauthorized access to the Amenity Room basement by forced entry (no damage). The Owners left a mess that included food waste, an unflushed toilet, overflowing garbage, toilet paper strewn around the bathroom, food debris on furniture and soiled floors. The Owners also were allegedly smoking marijuana outside the common doors. The Strata's computer records show that these Owners made multiple attempts to gain entry to the Amenity Room with their Fob throughout the day, and failed to contact Council via email (as indicated on the first page of all Council Meeting minutes) for access. Council would like to remind all Residents to please follow the Strata's bylaws and rules, failure to do so may result in fines, charge backs and may also be reported to the RCMP.
7. **Water Loss Insurance Claim:** Recently there was a water loss claim made due to an overflowing toilet at a SL. The resultant damage was over \$30,000.00 with the deductible being \$10,000.00, which will be charged back to the unit Owner. Unfortunately the unit Owner did not have content insurance and therefore the insurance deductible will need to be paid in full by the unit Owner. This serves as a reminder to all Owners to obtain content insurance to avoid this happening to you. Council recognizes that some Owners may feel that content insurance is unnecessary or too expensive, but encourages Owners to enquire about their options and seek quotes. For ease of reference Owners may wish to contact Michelle Elliott, Insurance Representative at HUB International Coastal Insurance Brokers for the Strata Corporation. Michelle Elliott can be contacted at 604-269-1723.
8. **Concrete Landing at the Bottom of Stairs - Unit #81:** The Owners of Unit #81 reported a puddle of water (that remains after a rainfall) at the bottom of the stairs over the existing concrete drain. Council asked LJS Construction to look at the issue and provide a recommendation.
9. **Roof Leak:** Abney Roofing completed repairs to the roof leak above Unit #9.
10. **Annual Fire Inspection:** It is nearing the time of year when Owners are requested to provide access to their units for the Annual Fire Inspection. Please be reminded that in suite fire inspections are MANDATORY. If you are unable to provide access on the scheduled date then you will need to make arrangements to provide access. If you are unable to have a friend, family member or neighbour provide access on your behalf, a Council member will be available to do so. Notice of the Annual Fire Inspection and information on how to contact the Council member who will be assisting with access, will soon be circulated. Council will aim to have the Annual Fire Inspections conducted in mid-June before the majority of people's summer holidays commence.
11. **Roadway Cleaning & Line Painting:** Council considered having the roadway swept, power washed and re-line painted every year. After review Council agreed that this item can be skipped for 2018 and will be revisited in 2019.

12. Spring Clean Up: Council will organize the annual dumpster bin to be delivered on site to make it convenient for Residents to discard unwanted items. Council has requested Bayside have AJM Disposal deliver the bin Monday, May 14th, 2018 and have the bin removed the following Monday, May 21st, 2018. Council will call for the bin to be emptied and a new bin delivered as the bin becomes full. Council asks Owners not to overfill the bin and not to discard items beside the bin. If the bin is full, the bin will be emptied and another one delivered. Mattresses are not permitted to be discarded in the bins. A notice will be posted closer to the date so Owners are aware of what they can and cannot discard. Council looks forward to another successful year of the Manhattan Skye Spring Clean Up.
13. Common Property Spring Cleaning: Council reviewed the quote received from Gregory at Sunrise Window Cleaning, and unanimously approved to continue with the Annual Spring Cleaning at the complex. The scope of work includes the power washing of all concrete patios, front entrances and common concrete areas, concrete areas around garages, curbs, pathways and common stairs. As well as the cleaning of doors, all balcony floors, railings and edges and the washing of all exterior windows and doors glass by hand or with water fed tucker pole. The total cost for this work is \$14,448.00 including tax.
14. Gutter Cleaning: As per the regular annual maintenance at Manhattan Skye, Service Master will be on site to address the cleaning and clearing of the gutters. Gutters are cleaned twice per year by Service Master – the first clean occurs in the early spring, the second clean in December.
15. Dryer Vent Cleaning: Notice of the upcoming exterior dryer vent cleaning will be circulated in due course. Council has the dryer vents cleaned from the outside on an annual basis. If Owners would like to have their dryer vent also cleaned from the inside they may make their own arrangements and pay the dryer vent company directly for that service. Further information will be on the notice.

There being no further business to discuss, the Council Meeting was terminated at 8:09 pm on a motion by Darlene Dyson. The next Council Meeting has been scheduled for Tuesday, May 29th, 2018 at 6:30 pm in the Amenity Building of "Manhattan Skye".

EMERGENCIES

For after hours, holiday, or weekend emergencies, **DO NOT** call the Property Manager's direct line or send an e-mail. **You need to call 604.432.7774** if you are calling regarding anything that cannot wait until the next business day.



Tara Lynn Hooge, Senior Property Manager
BAYSIDE PROPERTY SERVICES LTD.
#100- 6400 Roberts Street, Burnaby, BC V5G 4C9
Direct: 604.629-8770
Tel: 604.432.7774 (24 hrs, after office hours emergencies only please)
Fax: 604.430-2698
Email: thooge@baysideproperty.com

N.B.: OWNERS: Please retain all Minutes as required by Real Estate Regulations

**MINUTES OF COUNCIL MEETING
STRATA CORPORATION BCS 2401**

HELD: Monday, May 2nd, 2016 at 6:30 pm in the Clubhouse
at "Manhattan Skye" 19551 66th Avenue, Surrey, BC.

PRESENT: Brian Thornburn Ken Leslie Darlene Dyson Matthew Sousa	Amenity Building Lighting Annual Fire Inspections Privacy Officer
---	--

AGENT: Tara Lynn Hooge Bayside Property Services Ltd.

REGRETS: Vanessa Kernel Tina Gordon	President Vice President
---	-----------------------------

For Clubhouse bookings, obtaining fobs, please contact Brian Thornburn via email at abm.manhattanskye@gmail.com. Brian will be in contact with you upon receipt of your email.

CALL TO ORDER

The meeting was called to order at 6:49 pm by Brian Thornburn. Tara Hooge chaired this evening's meeting at Council's request.

RESIGNATION

Council Member, Deryk Mortensen advised Council due to the recent sale of his townhome he would be resigning from Council.

PREVIOUS MEETING

It was moved, seconded (Leslie/Thornburn) and carried unanimously to approve the Minutes of the March 14th, 2016 Council Meeting as previously circulated.

BUSINESS ARISING FROM MINUTES

- Attic Venting Improvements:** Council is pleased to report that Abney Roofing has successfully completed the attic ventilation and ducting upgrade to all units and the clubhouse at Manhattan Skye. Please see attached the Certificate of Completion.
- Annual Fire Inspection:** The annual fire inspection has been completed at Manhattan Skye. Mountain Fire advised that 13 units failed to provide access and still require testing to be completed (#19, #21, #32, #48, #56, #79, #84, #91, #99, #101, #103, #108 and #109). The Strata Council has rebooked the re-inspection for missed suites and deficiencies with suites for Thursday, June 2nd, 2016. Owners, please remember that if you are not available to provide access, you will need to make the necessary arrangements to have someone provide access on your behalf or you can make arrangements with Darlene Dyson, the Council Member who assists with the annual fire inspections.

3. Fence Repairs at Unit #57: Recently Nihad of Krups Design has completed a fence repair at unit #57.
4. Spring Cleaning: After review and consideration of all quotes received it was unanimous amongst Council to award the contract to Sunrise Window Cleaners. Council is awaiting the dates, times and instructions from the contractor. When this information has been received, Council will have Bayside circulate a notice to all Owners and tenants as well as post in the mail kiosk. For Owners' information, the following work has been approved: washing of all exterior glass windows and doors by hand and or with a water fed pole (tucker pole), washing the exterior of all gutters and downspouts (cleaning includes removal of accumulation of dirt but DOES NOT include removal of permanent stains), cleaning of all interior gutters and flushing of downspouts where necessary, power washing of all concrete patios, power washing of front entrances and concrete areas, wiping of doors, power washing of concrete areas around garages, curbs and pathways, power washing of stairs, cleaning of all balcony floors, railings and edges, wiping of balcony doors, and washing of all siding by hand and / or with a water fed pole (tucker pole). **SHOULD THE WATER RESTRICTIONS BE ENFORCED EARLIER THAN EXPECTED, THIS WORK WILL NOT BE PERFORMED.**
5. Dryer Vent Cleaning: ServiceMaster has completed the exterior annual dryer vent cleaning.
6. Success of the Easter Egg Hunt: The Annual Easter Egg Hunt at Manhattan Skye was a hit. A great time was had by all. Thank you to the volunteers, Owners, children and residents who came out, mingled and helped roll in another great Spring.
7. Leaning Tree at Unit #84: Council has approved BC Plant to address the leaning tree at the back of unit #84. The Douglas Fir tree will be propped up with stakes and supporting anchors to help re-establish the root system for long term retention.
8. Overhang Damage: The fascia that was recently damaged at unit #76 has been repaired by Abney Roofing. The invoice will be charged back to the Owner's contractor, Jiffy Move.
9. Stair Treads: Multiple quotes had been obtained to have grip strips installed on the stairs at Manhattan Skye. Grip strips will be installed at the following locations: units #1-#15 (facing the front of 66th Ave.), #16-#33, #28-#57, #34-#53, #53-#77, #78-#84, #98-#107 (facing the front of 66th Ave.) and #108-#120. For each step there will be two grip strips installed.
10. Amenity Room: Due to the diversity of opinions regarding the amenity building's recreation room, Council has agreed to bring forward the matter to the Owners at the upcoming Annual General Meeting. Council would like to remind Owners that should you wish to access the downstairs of the amenity room, please email Brian Thornburn 24 to 48 hours in advance. Brian's email is: brian.thornburn@gmail.com.
11. Annual Dumpster: Notice of the annual dumpster dates and requirements has now been posted at the mail kiosk. Owners are asked to please be respectful when disposing of

your items, follow the rules posted and clean up after yourself. Ken Leslie will monitor the bin and call for a delivery of a new one, if necessary. Should Owners / residents fail to adhere to the rules, the dumpster may not be ordered for the complex in the future. Thank you for your understanding and co-operation.

FINANCIAL REPORTS

1. **Monthly Reports:** After review and consideration, it was moved, seconded (Dyson/Leslie) and carried unanimously to approve the March 2016 Financial Reports as prepared by Bayside Property Services.
2. **Accounts Receivable:** As of today's date, there are 16 Owners in arrears totaling \$7,617.83. Reminder to Owners: fines will be assessed to strata lots that fall into arrears for maintenance fees or special levies that have not been paid and no payment arrangements made for same. It is imperative for all Owners to ensure that prompt payment of your strata fees and special levies are received and paid on time. Council thanks you for your continued co-operation.

NEW BUSINESS

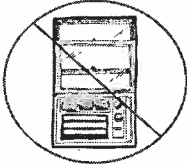
1. **Bylaw Complaints:** Bylaw complaint letters were issued to several Owners/Residents regarding backyard storage, dead Christmas tree in the backyard, vehicles stopping in front of clubhouse, resident parked in visitor parking and resident parking in a fire lane. After review and discussion Council unanimously agreed to assess a fine to the following strata lot:

Strata lot 81: \$50.00 fine Vehicle parked in fire lane.

GENERAL BYLAW REMINDERS

- **Pets:** A pet Owner must ensure that a permitted pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet Owner. A Resident or Visitor must not permit a loose or unleashed permitted pet (leashes cannot exceed 6 feet in length) at any time within or on the common property or on land that is a common asset. ONLY two dogs and/or two cats (for a total of two) are allowed. If a Resident contravenes the Bylaws, the Owner of the strata lot will be subject to a fine of \$100.00.
 - A Resident or Visitor must not feed birds, rodents or other wild animals from any strata lot, limited common property, common property or land that is a common asset. No bird feeders of any kind are permitted to be kept on balconies, strata lots, common property or land that is a common asset.
2. **Abney Roofing:** An Owner reported drywall deficiencies in the master bedroom that are believed to have been caused by condensation on the windows. Council approved having Abney Roofing attend to investigate and will review the report upon receipt.
 3. **Correspondence:** An Owner recently requested permission to place a small patio set with four chairs and an umbrella on the patio of the unit as well as an 8' trampoline with sides like the ones in the complex in the gardens by the open green space. After review and

discussion Council unanimously approved the patio set and umbrella; however the trampoline request was denied.

4. Correspondence: An Owner requested permission to have pea gravel installed to fill their back yard or a floating deck. Council has requested that the Owner provide additional details with drawings and pictures to support the request.
5. Parking: Council would like to advise Owners that they are **not** permitted to park their vehicles in the visitor parking at any time. If for some reason there are arrangements with your guest(s) or a medical reason why you require the use of visitor parking for a period of time – please notify Council in advance. Doing so will eliminate the need for unnecessary notices to be posted on vehicles, towing of vehicles and/or Bylaw complaint letters being issued. Please email your Strata Council via thooge@baysideproperty.com. Bayside will communicate your requests and concerns directly to Council.
6. Pest Control: The issues reported at the complex involved ants, rodents and bees. Council unanimously agreed to authorize Bayside to call in the necessary pest control companies when needed for ant, bee and rodent matters.
7. Birds: Birds were entering the soffit at unit #57. Pigeon Patrol attended and has now addressed the necessary repair.
8. 2016 Council Meeting Dates: After review and consideration, Council approved the proposed Council Meeting dates for 2016 as follows (to be held on Mondays at 6:30 pm): July 18th, September 26th (Budget Meeting) and November 28th, 2016 (Annual General Meeting- tentative).
9. Air Conditioner Reminder: All Residents are reminded of the Strata Corporation's Bylaws regarding air conditioners which state: *44.16 Only temporary air conditioners that do not protrude from the window are permitted between the months of June – September.* 
10. Stove Fire at Unit #95: There was recently a stove fire in unit #95. After review and inspection there was no need for an insurance claim and the unit Owner and tenant have addressed the matter successfully on their own.
11. Backyard Conditions: A complaint was received from an Owner regarding the condition of the backyard at their unit. Council has reviewed this matter and unanimously agreed that the condition of the yard is a result of the dog that resides in the unit and no improvements will be made to the yard. The gardeners have been advised to report when dog feces is not picked up and service to those backyards will not be provided so long as only dog feces are present.
12. Basin Cleaning: After review and discussion Council unanimously agreed not to have the catch and lawn basins cleaned; however they will address them in the spring of 2017.
13. Roadway Line Painting: The roadway line and bollard painting will be performed upon completion of the powerwashing and spring cleaning.

14. Backyard Trees at Unit #115: BC Plant has provided recommendations for a large Maple tree at the back of unit #115. Recommendations were to either remove the tree, which would require obtaining a permit, and replacement with a new tree, or to supply enough soil to top dress the yard by about 3 inches and apply grass seed. The installation of soil would cover the Maple tree's exposed roots and help alleviate trip hazards. Council has approved proceeding with the recommendation of top soil/seed as well as requesting that BC Plant provide their recommendations regarding a Maple tree located at unit #44.
15. Moss on Roofs: Council is awaiting a quote from Abney Roofing for addressing roof moss where present. Abney Roofing has advised that a quote can be expected in approximately 2 to 3 weeks. Abney Roofing's method is usually to manually harvest by hand, removing 90% of the visible moss (heavier growth), followed by a moss kill treatment that will improve the color of the roofs and kill all residual moss, algae and lichen.
16. No Stopping/Parking in Front of the Clubhouse: Council is continually having to mail reminders and Bylaw complaint letters out to Owners and residents at Manhattan Skye concerning vehicles parked and or stopped in front of the clubhouse, even though there is huge lettering on the pavement stating that there is to be no parking in this area. The residents who live near the clubhouse are continually impacted by these cars. At times they cannot get out of their own garage and encounter close calls with pedestrians/vehicles when backing out of their unit. It is not permitted to park out front of the clubhouse at any time, not even if you are only running in for a minute or so. Should any vehicles be witnessed parking in this fashion, letters will be issued with the possibility of fines being levied.

There being no further business to discuss, the Council Meeting was terminated at 8:40 pm on a motion by Darlene Dyson.

The next Council Meeting has been scheduled for Monday, July 18th, 2016 at 6:30 pm in the Amenity Room of "Manhattan Skye".

EMERGENCIES

For after hours, holiday, or weekend emergencies, **DO NOT** call the Property Manager's direct line or send an e-mail. **You need to call 604.432.7774** if you are calling regarding anything that cannot wait until the next business day.



Tara Lynn Hooge, Senior Property Manager
BAYSIDE PROPERTY SERVICES LTD.
#100- 6400 Roberts Street, Burnaby, BC V5G 4C9
Direct: 604.629-8770
Tel: 604.432.7774 (24 hrs, after office hours emergencies only please)
Fax: 604.430-2698
Email: thooge@baysideproperty.com

N.B.: OWNERS: Please retain all Minutes as required by Real Estate Regulations



PHONE: 604-534-5715

1-800-577-9977

Email: abneyroofingltd@telus.net

FAX: 604-857-9801

GST #866643141RT0001

24943 – 58 Ave., Aldergrove, V4W1T5

CERTIFICATE OF COMPLETION OF PROJECT

Cloverdale, BC

(Country/District or Regional Municipality/City in which premises are situated)

19551 – 66th Avenue, Cloverdale, BC


(Street address and city, town, etc., or if there is no street address, the location of the premises)

This is to certify that the following improvements have been completed on: April 12, 2016:

Attic Ventilation & Ducting Upgrade to Manhattan Skye, Units 1 – 120 + Club House

(Short description of the improvement)

Date certificate signed: April 12, 2016


Bob Abney, President

Name of Owner: BCS2401 – Manhattan Skye C/O Bayside Property Management

Address: 100-6400 Roberts Street, Burnaby, BC V5G 4C9

Name of Contractor: Abney Roofing Ltd

Address: 24943 58th Avenue, Aldergrove, BC V4W 1T5

**MINUTES OF COUNCIL MEETING
STRATA CORPORATION BCS 2401**

HELD: Wednesday, May 3rd, 2017 at 6:30 pm in the Clubhouse
at "Manhattan Skye" 19551 66th Avenue, Surrey, BC

PRESENT: Matthew Sousa Council President / Treasurer
Brian Thornburn Council Vice President / Amenity Building
Darlene Dyson Annual Fire Inspections / Privacy Officer
Vanessa Zacharias Landscaping
Ryan Nelson

AGENT: Tara Lynn Hooge Bayside Property Services Ltd.

GUEST: Brandie Howe Council Member

REGRETS: Chris Madge Council Member

For Clubhouse bookings, obtaining fobs, please contact Brian Thornburn via email at abm.manhattanskye@gmail.com. Brian will be in contact with you upon receipt of your email.

CALL TO ORDER

The meeting was called to order at 6:30 pm by Council President, Matthew Sousa, who chaired this evening's meeting. Council asked the Owner of Unit #78 if she would like to become a Member of the Strata Council after the resignation of Ken Leslie who recently sold his Unit. After review and consideration, the Owner of Unit #78 agreed to accept the position of former Council Member Ken Leslie. Welcome, Brandie Howe as the newly appointed Council Member.

PREVIOUS MEETING

It was moved, seconded (Thornburn/Sousa) and carried unanimously to approve the Minutes of the March 13th, 2017 Council Meeting as previously circulated.

BUSINESS ARISING FROM MINUTES

1. Clubhouse Improvements: Brian Thornburn and the Clubhouse Committee reported that the clubhouse improvements are underway. All areas of the clubhouse will see improvements throughout. Council is eager to have the improvements completed. Council is calling on volunteers at the complex to make a variety of improvements in and about the complex. Council will be circulating a Notice with dates and times associated with the improvement work and prizes will be given out in a draw for those Owners and/or Residents attending.
2. Moss Removal Quote: Council is awaiting a second quote for Moss Removal. The matter was tabled until the next meeting.
3. 2017 Spring Cleaning: Sunrise Window Cleaners have successfully completed the spring cleaning. Council is pleased with their work to date and indicated this will now be an annual cleaning event. Siding washing will only be completed as necessary.

4. Strata Walkabout: Council Members had an opportunity to meet on site with one another to review various common areas and identify electrical room doors etc. Council will review the signage previously prepared by Ken Leslie and confirm the location of these signs for the electrical room doors.
5. Balcony Repair at Unit #59: LJS Construction has completed the cosmetic repairs to the balcony at Unit #59.
6. MDE Electrical Repair/Vista Landscaping Trench: MDE has completed the new conduit repair to the lamp post. A trench was dug by Vista Landscaping.
7. Fencing Discussions/Ideas/Quotes: Council is currently discussing many options for fencing on the market today, and will be comparing composite fencing vs. wood cedar fencing. The initial cost for composite fencing is higher, but requires little to no maintenance, and does not rot nor wear the same as wood fencing. Should wood fencing be considered, Council will need to compare the costs for maintenance, fence staining and/or painting throughout the life of the fence and intermittent repairs that wood fencing requires throughout the years. These costs will be discussed with Owners at a General Meeting in order that Owners are familiar with the associated costs and levies associated with capital projects. Owners are again encouraged to review the Strata's Depreciation Report to gain a full understanding of the Strata's responsibility for repair and replacement costs over the next 30 years.
8. Dumpster Date: As per the previous Council Meeting Minutes, AJM Disposal will be dropping off the Strata's dumpster for the convenience of Owners to discard and dump their "no longer wanted" belongings on May 19th, 2017. The container will then be picked up on May 28th, 2017.
9. Easter Egg Hunt: The Annual Easter Egg Hunt was again a great success this year and fun was had by all. Thank you to Council Members who made the necessary arrangements for this to happen.
10. Arborist Quotes: Council has obtained quotes to perform maintenance and pruning to the existing trees at the complex. Council requested Bayside to forward the quotes again for final review before selecting the arborist to perform the work.
11. Roadway Cleaning & Line Painting: Council will have P3 Parkade attend to clean the roadways and paint the lines, speed bumps and bollards, weather permitting.
12. Visitor Parking: An Owner reported that the visitor parking space at the complex is impeding access to their Unit when larger vehicles are parked in the visitor parking spot. After review and consideration of the information received, Council has decided that the visitor parking spot in question will not be removed, however, when the line painting is done, "small vehicle" will be indicated in the parking spot.

FINANCIAL REPORTS

1. Monthly Reports: After review and consideration, it was moved, seconded (Sousa/Thornburn) and carried unanimously to approve the February and March, 2017 Financial Reports, as prepared by Bayside Property Services.
2. Accounts Receivable: As of today's date, there are 7 Owners in arrears totaling \$2,591.58. **Reminder to Owners**: fines will be assessed to Strata Lots that are in arrears for Strata Fees or Special Levies, and who fail to make payment arrangements with Strata Council. It is imperative for all Owners to ensure that prompt payment of Strata Fees and Special Levies are received and paid on time. Council thanks you for your continued co-operation.

NEW BUSINESS

1. Bylaw Complaints: Bylaw complaint letters were issued to several Owners/Residents regarding barking dogs, Christmas lights still up, excessive loud music, vehicles being parked in fire lanes and vehicles parked in front of the clubhouse where it states no parking. Council decided that no fines would be levied for these incidents as they will be noted as "warnings", however, should further complaints be received against the same Units, fines may be assessed in accordance with the Strata Bylaws.
2. Excessive Noise: Several complaints were received against Strata Lot 74 for excessive noise emanating from the Unit on April 9th, 2017. As Bylaw complaint letters have been written in the past about the same issues, Council unanimously agreed that a \$200.00 fine would be levied on this Strata Lot Account.

GENERAL BYLAW REMINDERS

- **Pets**: A pet Owner must ensure that a permitted pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet Owner. A Resident or Visitor must not permit a loose or unleashed permitted pet (leashes cannot exceed 6 feet in length) at any time within or on the common property or on land that is a common asset. **ONLY two dogs and/or two cats (for a total of two) are allowed.** If a Resident contravenes the Bylaws, the Owner of the Strata Lot will be subject to a fine of \$100.00.
 - **A Resident or Visitor must not feed birds, rodents or other wild animals from any Strata Lot, limited common property, common property or land that is a common asset. No bird feeders of any kind are permitted to be kept on balconies, Strata Lots, common property or land that is a common asset.**
3. 2017 Council Meeting Dates: The 2017 Council Meeting dates are as follows: July 10th, September 11th (Budget Meeting) and November 27th, 2017 (tentative date for the AGM).

4. BC Plant: BC Plant has removed the large fallen pine tree at Unit #2. BC Plant has provided quotes for tree replacement at Units 2 and 108. After review and discussion, Council unanimously approved to have BC Plant grind the two stumps located at Units 2 and 108 and to replace trees that had previously been removed.
5. Rats: The Owner of Unit #71 reported rats and as a result, AAA Wildlife attended and treated the areas of concern. The rats had found their way into the floor space of Unit #71. It appears they had entered through a vent outlet at the backyard buildout under the back door. Traps have been placed inside the cold air return vent in the living room. There were no other obvious openings they could see on the adjoining Units. AAA Wildlife and the Owners will continue treatment as needed.
6. Unit #111: The Owner at Unit #111 forwarded a written request to lay artificial turf across the entire back yard and purchase a large overhead gazebo. After review and discussion, Council agreed to the turf, however the patio cover was denied.
7. No Stopping/Parking in Front of the Clubhouse: Council is continually having to send reminders and Bylaw complaint letters to Owners and Residents at "Manhattan Skye" regarding vehicles being parked and/or stopping in front of the clubhouse, even though there is huge lettering on the pavement stating that parking is not permitted in this area. Residents who live near the clubhouse are continually impacted by these cars and at times they cannot get out of their own garage and encounter close calls with pedestrians/vehicles when backing out of their Unit. It is not permitted to park/stop in front of the clubhouse at any time, not even if you are only running in for a minute or so. Any Residents that are found parking their vehicles in this area will have a Bylaw complaint letter issued with the possibility of fines being assessed as per the Strata Corporation's Bylaws.
8. Privacy Screen: An Owner requested permission to purchase and place a large privacy screen on their balcony. After review and discussion, Council unanimously agreed that the screen would not be permitted.
9. Gate Repair: The Owner at Unit #42 notified Strata that the gate required maintenance and or rebuilding. LJS Construction was called to address the repair and the work has been completed.
10. Backyard Request: The Owner at Unit #58 forwarded an email to Council advising of the condition in their backyard, including photos showing water accumulation, and to request permission to remove shrubs, roots from neighboring trees, and cement tiles, and to install artificial turf. After review and consideration, Council decided to allow the Owner to remove the shrubs and roots that are encroaching into the backyard and to install artificial turf. Council instructed Bayside to issue a SP letter (special privilege letter) allowing the Unit Owner to commence with the improvements at their own cost, including future repair and maintenance costs for the changes made.

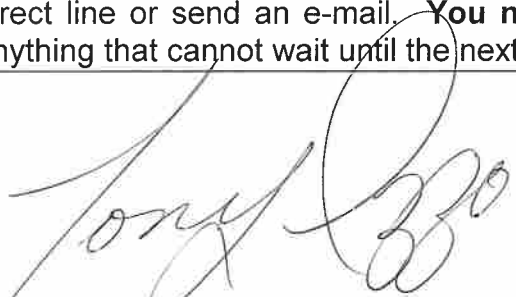
11. Reminder for Requests: Owners are reminded that if you are making a request for service, changes and or improvements to common property you must include all of your contact information including your name, Unit number, address or Strata Lot, telephone number and an email address. Without this information your correspondence response will be delayed. It is also noted that if you have the need to have common property repaired and/or maintained, you must report and/or notify the management company first and have said repairs conducted by the Strata Corporation. Please do not make arrangements for repairs and seek reimbursement following repairs that you have arranged for common property.
12. Unit #58: Council instructed Bayside to issue a Bylaw complaint letter to the Owner of Unit #58 suggesting that they consider having Tanners Turf installed in their backyard which would improve the outside grounds. Strata is not making backyard improvements such as turf installations, but is allowing Owners to proceed on their own should they choose to do so.
13. Landscape Wood Ties: It was noted at the Council Meeting that in several areas the wood landscape ties are starting to rot and require replacement. Bayside will inquire with Vista Landscaping as to the cost associated for replacement.

There being no further business to discuss, the Council Meeting was terminated at 8:13 pm on a motion by Matthew Sousa.

The next Council Meeting has been scheduled for Monday, July 10th, 2017 at 6:30 pm in the Amenity Room of "Manhattan Skye".

EMERGENCIES

For after hours, holiday, or weekend emergencies, **DO NOT** call the Property Manager's direct line or send an e-mail. **You need to call 604.432.7774** if you are calling regarding anything that cannot wait until the next business day.



AS PER Tara Lynn Hooge, Senior Property Manager
BAYSIDE PROPERTY SERVICES LTD.
#100- 6400 Roberts Street, Burnaby, BC V5G 4C9
Direct: 604.629-8770
Tel: 604.432.7774 (24 hrs, after office hours emergencies only please)
Fax: 604.430-2698
Email: thooge@baysideproperty.com

N.B.: OWNERS: Please retain all Minutes as required by Real Estate Regulations

**MINUTES OF COUNCIL MEETING
STRATA CORPORATION BCS 2401**

HELD: Tuesday, May 29th, 2018 at 6:30 pm in the Amenity Building at
"Manhattan Skye" 19551 66th Avenue, Surrey, BC

PRESENT: Ryan Nelson President / Treasurer
 Brian Thornburn Vice President / Amenity Building
 Vanessa Zacharias Landscaping
 Brandie Howe Council Member

AGENT: Tara Lynn Hooge Bayside Property Services Ltd.

REGRETS: Darlene Dyson Annual Fire Inspections / Privacy Officer

<p>For Clubhouse bookings, obtaining fobs, please contact Brian Thornburn via email at abm.manhattanskye@gmail.com. Brian will be in contact with you upon receipt of your email.</p>

CALL TO ORDER

The meeting was called to order at 6:30 pm by Council President, Ryan Nelson who requested that Bayside chair the meeting.

PREVIOUS MEETING

It was moved, seconded (Nelson/Zacharias) and carried unanimously to approve the Minutes of the March 19th, 2018 Council Meeting as previously circulated.

BUSINESS ARISING FROM MINUTES

1. **Fencing Replacement:** This work is a capital project and a project that is in need of planning, funding and will need to be scheduled in the not too distant future. Currently the majority of fencing at Manhattan Skye is wood fencing which has never been stained nor painted and is in need of replacement due to age and deterioration. Council would like to hold a Townhall Meeting to discuss the ideas and costs Council has for future fencing projects. Council would like to discuss the costs for fence removal, replacement and product such as wood versus vinyl or composite fencing. Council would like all Owners to attend the Townhall Meeting once it is scheduled so that the Strata Council can have an open conversation with the Ownership as to what their ideas and or concerns are with this capital project.

2. **Strata Lots 78 - 84:** Owners will soon receive notice that a Special General Meeting has been scheduled to request approval from the Owners to fund the much needed improvements behind Strata Lots 78 – 84. Unfortunately, the trees at the neighboring lot have created and added to the drainage problems at these locations and the only way to address the matter is to have the trees and roots in question removed, which will require the fence to be taken down and replaced as it is damaged, and to complete the necessary drainage improvements. The drainage improvements would include the addition of sod, river rock or a \$500.00 credit to those Strata Lot Owners should they wish to have artificial turf installed upon completion of the project.

3. Dryer Vent Cleaning: The annual exterior dryer vent cleaning will be addressed by Service Master Clean on June 11th, 12th and 13th, 2018. Unit access will not be required unless an Owner has made arrangements with the contractor to have their interior dryer vent cleaned which is to be paid to the contractor directly at a cost of \$25.00 per unit plus GST. Should you wish to schedule the cleaning of the interior of your unit and or seek additional information, please contact the contractor directly at 604-435-1135.
4. Annual Dumpster Bin: As Owners are aware, the dumpster arrived on site and was well used by the Owners at Manhattan Skye. Unfortunately, the bin was also used by other residents of neighboring strata lots and or friends and family members of residents of Manhattan Skye. It was reported that a mattress was disposed of in the bin (which is not permitted) and items were left outside the bin which resulted in other residents/Council having to clean them up. This is not the intent of the bin. The annual garbage bin is to provide the residents with the convenience of discarding your unused items. Council is considering cancelling this for next year as it now appears to need to be managed by others which should not be necessary. If you wish to dispose of your old unused items, alternative arrangements must be made by yourself by calling a junk removal firm on your own and or take to the dump yourself.

FINANCIAL REPORTS

1. Monthly Reports: After review and consideration, it was moved, seconded (Howe/Nelson) and carried unanimously to approve the Financial Reports for the months of February, March and April 2018, as prepared by Bayside Property Services.
2. Accounts Receivable: As of today's date, there are 8 Owners in arrears totaling \$13,164.37. **Reminder to Owners**: fines will be assessed to Strata Lots that are in arrears for Strata Fees or Special Levies, and who fail to make payment arrangements with Council. Council thanks you for your continued co-operation.

BYLAW INFRACTIONS

Several Bylaw complaint letters were issued regarding the following complaints: residents parking in visitor parking, unauthorized entry into the clubhouse and residents failing to put away their garbage cans in a timely manner after pick up and/or failing to properly secure their garbage in plastic bags. No fines have been assessed at the time of this Council Meeting as all matters have since been corrected.

NEW BUSINESS

1. 2018 Council Meeting Dates: The Strata Meeting dates for 2018 are as follows: Tuesday June 26th, 2018 (tentatively scheduled for an SGM), Tuesday September 18th (Budget Meeting) and Monday, November 26th, 2018 (Annual General Meeting). Meeting times are at 6:30 pm with all meetings being held in the Strata's Amenity Building. Council is considering holding the Budget Meeting in combination with a Townhall Meeting. Council would like to ensure that Owners are aware of what their monthly maintenance fees pay for, what money from the Operating Budget is being saved for emergencies and future capital projects as well as a general understanding of upcoming capital projects to avoid any surprises moving forward.

2. Window at Unit #4: As previously discussed, the bay windows have settled over the years, the windows are heavy in design and, as a result, the window itself and its design may require changes in the future. Some Owners with these bay windows are finding it difficult to open and close them. Council will be making arrangements to inspect a number of units to review and plan for future changes that may ultimately be needed. A quote was recently obtained for the window at unit #4; however after review Council felt that the overall quote was too high and would like to explore other options that may be available to them.
3. Roof Moss Quote: Council obtained a quote to have the roofs sprayed to eliminate the current moss and stop the potential future growth of moss. Rotban Ultra Cleaning provided a quote to spray each of the buildings individually (approx. \$975.00 - \$1,200.00) with the total cost to do all roofs at Manhattan Skye being \$28,665.00 including GST. Council will be discussing this treatment and warranty with the Owners at the Townhall Meeting in order to gain feedback from the Owners and to determine if they should move forward with this work. If the general consensus is to move forward, a resolution will be proposed at the November 2018 Annual General Meeting. As this cost is not in the Strata's Operating Budget, the funding would either need to come from the CRF (Contingency Reserve Fund), by way of a Special Levy to the Owners or a combination of both. If the Owners approve to have this work completed, the application (which is sprayed on) has a four year warranty for all areas of the roof.
4. Spring Cleaning: **After review and consideration the spring cleaning for BCS 2401 – Manhattan Skye has been approved. The work that will be addressed is: power washing of all concrete patios, front entrances, concrete areas around garages, curbs, pathways and wiping down front doors, cleaning all balcony floors, edges, railings, and washing of all exterior window and door glass by hand and or with water fed tucker pole. Council is currently awaiting a date from the contractor for the work to be completed.**
5. Stairs at Units #50 and #112: The Owner of unit #50 had concerns with her front and back stairs. With Council's permission, LJS Construction attended to inspect and quote on the repairs. Council is awaiting a second quote for comparison. Council has authorized GK Property Solutions to do an inspection of all of the common property stairs to advise if there are others that may require maintenance attention and if so, at what cost. Council is wondering if it is necessary to have treads on the stairs and whether or not to change from the regular wood to a Trex "lik" product to avoid the need for future painting or premature failure.
6. Amenity Building Server: Recently, as residents are aware, the server in the Amenity Building failed on a Monday and was replaced on the Friday (4 days later). Council realizes that it was an inconvenience to many, but this type of equipment failure is not planned nor ignored. Council did their best to have the equipment replaced as soon as it could be purchased and installed. Council would like to thank everyone for your patience and understanding during that time.

7. Gravel Parking Lot: Owners and Residents of Manhattan Skye are reminded that the gravel parking lot is not the responsibility of the Strata Corporation as it is not common property and belongs to the City of Surrey. It appears that the parking which is marked as "angled parking only" has been ignored and, at times, there are Owners who are parking two or three cars in a row and possibly parking uninsured vehicles at this location.

Please note that should your vehicle be found parking in this area illegally, you are subject to being towed without warning. This parking area, that has been so convenient for many years, may be altered for the twinning of 196th Street.

8. Amenity Building Security Cameras: The Strata Council will be investigating the costs associated with installing new video cameras at the Amenity Building for security purposes only.
9. Clubhouse Rentals: Council discussed the many noise complaints that were received during an event that was booked in the Amenity Building. Council would like to remind Owners that you are living in a strata community therefore you may be exposed to different noises within close quarters and, although residents should be able to hold celebrations from time to time, there still is an expectation that the level of noise will be controlled. If an event is found to have excessively loud noise levels, you could be subject to a Bylaw complaint letter. Council would like those renting and or using the clubhouse for the purpose of a celebration to please be respectful of your neighbours regarding noise and commotion created at the group gatherings. Council will be looking at reviewing the Rules for general use of the Clubhouse in the coming months. Council would like to thank everyone for their co-operation.

There being no further business to discuss, the Council Meeting was terminated at 8:48 pm on a motion by Vanessa Zacharias. The next Meeting will be a Special General Meeting that has been scheduled for Tuesday, June 26th, 2018 at 6:30 pm in the Amenity Building. All Owners are encouraged to attend. If you cannot attend the Special General Meeting, please feel free to provide your proxy to a neighbour and or Council Member that you know will be attending the Special General Meeting who can then vote on your behalf.

EMERGENCIES

For after hours, holiday, or weekend emergencies, **DO NOT** call the Property Manager's direct line or send an e-mail. **You need to call 604.432.7774** if you are calling regarding anything that cannot wait until the next business day.



Tara Lynn Hooge, Senior Property Manager
BAYSIDE PROPERTY SERVICES LTD.
#100- 6400 Roberts Street, Burnaby, BC V5G 4C9
Direct: 604.629-8770
Tel: 604.432.7774 (24 hrs, after office hours emergencies only please)
Fax: 604.430-2698
Email: thooge@baysideproperty.com

N.B.: OWNERS: Please retain all Minutes as required by Real Estate Regulations

308 - 788 Beatty Street
Vancouver, BC, V6B 2M1
Tel: 604-221-8258
Fax: 604-224-1445



Strata BCS 2401 Manhattan Skye Depreciation Report

Presented to:

The Owners, Strata BCS 2401

Manhattan Skye

19551 – 66 Avenue

Surrey, BC, V4N 0Z5

c/o Tara Hooge, Property Manager

Bayside Property Services Ltd.

100–6400 Roberts Street

Burnaby, BC, V5G 4C9

—This Page Intentionally Left Blank—

July 18, 2014

The Owners, Strata BCS 2401

Manhattan Skye
19551 - 66 Avenue
Surrey, BC, V2Y 1J4

c/o Tara Hooge, Property Manager
Bayside Property Services Ltd.
100-6400 Roberts Street
Burnaby, BC, V5G 4C9

Thank you for the opportunity to produce your Strata's Depreciation Report (the "Report" or "DR"). The Report was prepared at the request of Ms. Hooge, on behalf of the Owners, Strata BCS 2401—Manhattan Skye ("Strata").

The purpose of the Report is to help the Strata make informed decisions about managing the renewal of common property assets. The Report describes the reserve fund concepts and major reserve fund items. It provides current and future replacement costs and provides alternative funding plans. The financial model is a complex document and should be reviewed in detail and within the context of this report. A list of definitions is included in the appendices.

A draft financial model report was presented to members of the Strata Council and updates were made based on the feedback provided.

We recommend that a review of the Reserve Fund capital spending, income and funding assumptions be carried out annually by the Strata Corporation to monitor the Reserve Fund balance at or near the time of the Annual Budget meetings.

As the physical and financial state of the commonly owned assets change, the Report will require updating. We recommend that a new Report be carried out every 3 years as per the Strata Property Act. Normac Appraisals Ltd. would be pleased to continue as your provider in the future.

We appreciate the opportunity to prepare this report for you.

Respectfully submitted,

A handwritten signature in black ink that reads "Normac" followed by a horizontal line and "LTD." to its right.

NORMAC APPRAISALS LTD.

Copyright by Normac Appraisals Ltd.

PRIVATE AND CONFIDENTIAL—Information contained in this report is confidential in nature. All rights reserved. No part of this report shall be reproduced or used in any form by any means, graphic, electronic or mechanical, including photocopying, recording, typing or information storage and retrieval, without the written permission of the author.

Notwithstanding the foregoing, the applicant herein has permission to reproduce the report in whole or in part for the legitimate purposes of providing information to the Strata Council or unit owners and a Form B inclusion.

TABLE OF CONTENTS

1.0	INTRODUCTION	7
1.1	Strata Overview.....	7
1.2	Major Renewal and Repair Planning	8
1.3	Financial Review	9
1.4	Benchmark	10
1.5	Funding Options.....	10
2.0	RECOMMENDATIONS	12
3.0	CERTIFICATION	13
4.0	DEPRECIATION REPORT PROCESS	14
5.0	PROPERTY DESCRIPTION AND BUILDING COMPONENTS	15
5.1	Substructure & Structural Components.....	16
5.2	Exterior Enclosure Components.....	19
5.3	Interior Components.....	24
5.4	Plumbing Components	25
5.5	Electrical Components	27
5.6	Safety and Security Components.....	28
5.7	Site Services Components	31
5.8	Site Components	32
6.0	FINANCIAL ANALYSIS	38
6.1	Benchmark Analysis, Overview and Explanation.....	38
6.2	Financial Assumptions.....	40
6.3	Cash Flow Funding Models and Projections.....	41
6.4	Statutory Minimum Funding.....	43
7.0	THE BENCHMARK ANALYSIS	44
8.0	CASH FLOW SUMMARIES.....	45
8.1	Adequacy Cash Flow.....	45
8.2	Full Funding Cash Flow	46
8.3	Alternative Cash Flow	47
9.0	EXPENDITURE TABLE	48
10.0	PROJECTION SUMMARIES.....	49
11.0	GRAPHS AND ILLUSTRATIONS.....	50
12.0	APPENDIX A — TERMS OF REFERENCE	51
13.0	APPENDIX B—STRATA FEEDBACK	53
14.0	APPENDIX C—B.C.'S STRATA PROPERTY ACT—DEPRECIATION REPORT	54
15.0	APPENDIX D—DEFINITIONS	56
16.0	APPENDIX E—TEAM BIOGRAPHIES (PROVIDED AS REQUIRED BY THE STRATA ACT) .	58
17.0	APPENDIX F—MAINTENANCE ACTIVITIES.....	60

LIST OF COMPONENTS

SUBSTRUCTURE & STRUCTURAL

S 1 — Foundation & Structure	16
S 2 — Balconies & Terraces.....	17
S 3 — Balconies & Terrace Guards	18

EXTERIOR ENCLOSURE

EE 1 — Roofing (Including Soffits & Fascia	19
EE 2 — Exterior Cladding.....	20
EE 3 — Windows	21
EE 4 — Exterior Doors.....	22
EE 5 — Painting & Caulking.....	23

INTERIORS

I 1 — Interior Finishes – Amenity Building.....	24
---	----

PLUMBING

P 1 — Domestic Water Systems – Amenity Building.....	25
P 2 — Domestic Water System - General	26

ELECTRICAL

EL 1 — Electrical Systems (Building Distribution, Panels & Switches).....	27
---	----

SAFETY AND SECURITY

SS 1 — Amenity Fire Alarm System & Emergency Lights	28
SS 2 — Suppression	29
SS 3 — Amenity - Access Control & Security System	30

BURIED SITE SERVICES

SRV 1 — Buried Site Services	31
------------------------------------	----

SITE COMPONENTS

Site 1 — Paving & Curbing.....	32
Site 2 — Concrete Staircases, Patios, & Walkways.....	33
Site 3 — Wood Framed Entrance & Backyard Decks.....	34
Site 4 — Site & Staircase Guards.....	35
Site 5 — Fencing & Yard Dividers.....	36
Site 6 — Landscaping & Miscellaneous.....	37

1.0 INTRODUCTION

Normac Appraisals Ltd was retained by the owners of the Strata BCS 2401 or their representative to prepare a Deprecation Report (the "Report"). The Strata, constructed circa 2007, consists of 119 suites in 22 buildings, amenity building, and various site improvements.

The purpose of the Report is to help the Strata make informed decisions about managing the renewal of common property assets. We inspected the complex, discussed the complex with a representative of the owners and reviewed the documents made available to us. From these interviews, documents and visual review we prepared this report. A list of definitions is included in the appendices.

The report is prepared to meet the requirements of the BC legislation and follows established Reserve Fund Planning Standards of the Real Estate Institute of Canada that exceed the regulatory requirements. These standards, presented throughout this Report, consist of investigations, analyses and calculations that provide realistic and supportable reserve fund estimates.

This report outlines our review of the common assets and our estimates of the assets' life-cycle as well as the cost to replace these assets. As the common assets change and age, the Report will require updating.

1.1 STRATA OVERVIEW

All building components are subject to physical deterioration as a result of exposure to elements, general usage, impact damage, or due to technological advancements. This deterioration results in the requirement for maintenance and/or renewal strategies over time.

This report identifies the common asset components and assesses their quality, normal life span, and present condition. To further help with planning a time schedule for repairs and/or replacement is presented.

The property assets are considered to be in good condition overall. In preparing this report we noted that the Strata takes great pride in the property and is quite active in its management and maintenance. The table below provides a summary of the key property information

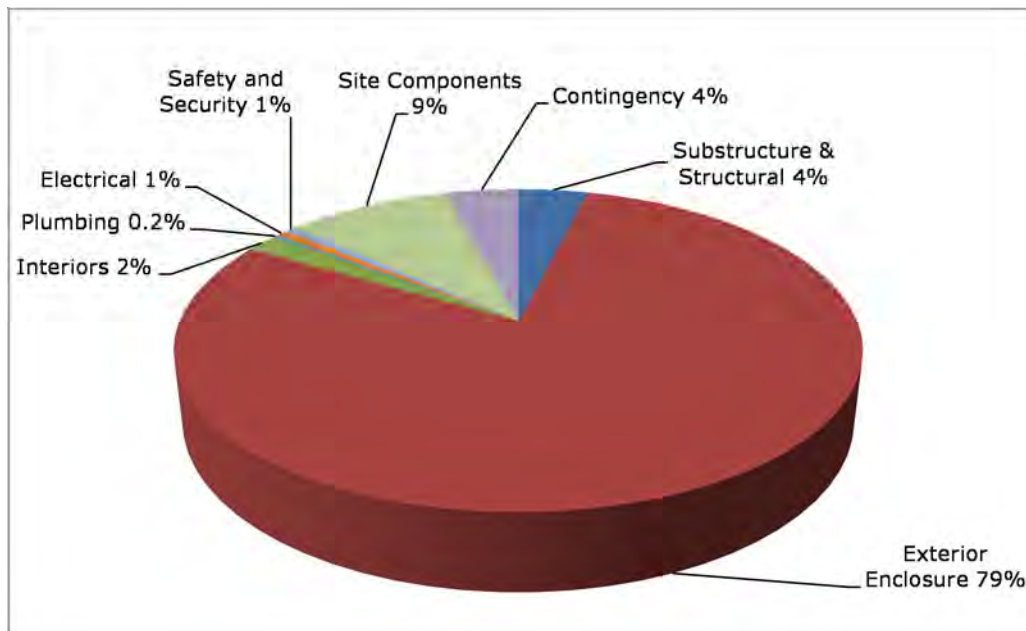
Property Overview	
Strata type	Residential
Usage	Residential Townhomes
Date of construction	2007
Number of buildings	22
Number of strata lots	119
Number of stories above grade	4
Total site area (square feet)	192,230
Combined building area with garages/parkade (square feet)	218,710

1.2 MAJOR RENEWAL AND REPAIR PLANNING

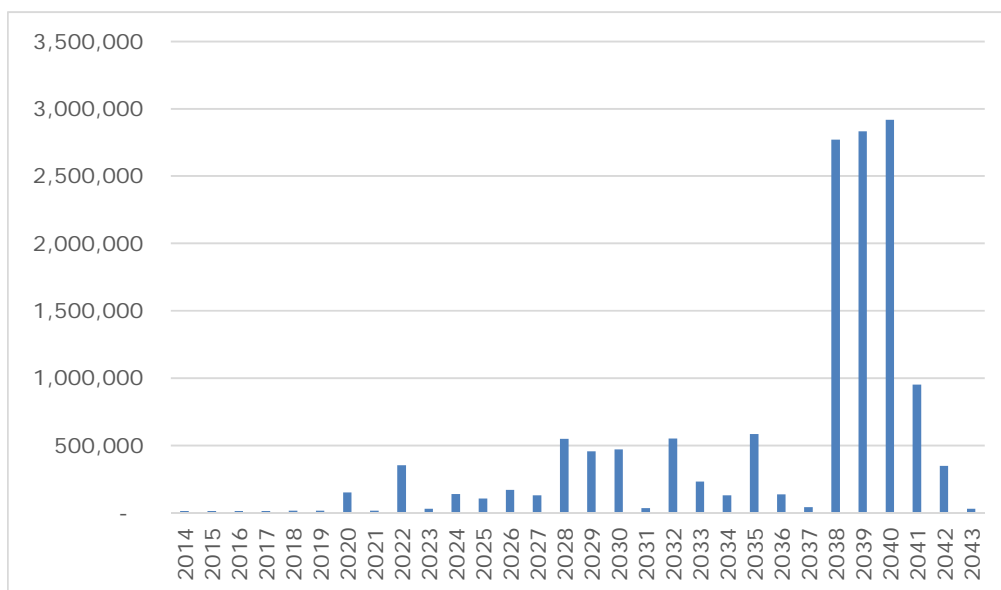
It is estimated that over the next 30 years, there will need to be an investment in renewing assets. Estimated costs have been calculated using cost guides, contractor quotations, historical repair costs, and our own programs and databases. The breakdown of expenditures by major component is listed below.

Major Expenditures	Replacement Costs in Current \$
Substructure and Structural	228,800
Exterior Enclosure	5,349,100
Interiors	67,200
Plumbing	17,800
Electrical	50,000
Safety and Security	34,500
Site Components	679,800
Contingency	11,900
	6,439,100

The graph below shows the breakdown of expenditures by major component type over 30 years.



The chart below shows the value of expenditures by year



1.3 FINANCIAL REVIEW

A key part of preparing a Depreciation Report is the financial planning and review. We reviewed the documents available to determine the starting position of the Strata’s operating and renewal planning and historical expenditures.

Below are key financial figures that form the starting point for the financial model.

Financial Overview (Note)	
Last complete fiscal year end	\$ 41,547
Budgeted total strata fees	\$ 319,872
Budgeted fees for operating expenses/maintenance	\$ 290,910
Average maintenance fees per unit per month	\$ 204
Budgeted fees for contingency reserve fund contributions	\$ 28,962
Average CRF fees per unit per month	\$ 20
Reserve balance at end of last fiscal year	\$ 87,142
Material threshold	\$ 14,546

Note: As of September 30, 2013 the Strata had a painting fund, clubhouse fund, landscaping fund , and building washing fund in addition to the CRF fund. The total of these other funds was approximately \$105,000. They are not included in the CRF fund because we assume they relate to 2012 expenditures and are just a matter of invoice payment timing.

1.4 BENCHMARK

After physically reviewing the components, reviewing the documents, assessing the lifespan of the components a Benchmark Analysis was prepared. The Benchmark Analysis shows the reserve components, including the life cycle analysis and the cost estimates on a single spreadsheet. The Benchmark Analysis can be found in Section 7.0 of the report.

The estimates represent the optimum reserve fund contributions without regard to the current financial position of the Strata Corporation or the current reserve fund contributions by unit owners. Actual costs may vary depending on the time of tendering, the scope of work and the economic climate. However costs used assume quality construction and current standards.

A summary of the Benchmark Analysis figures is shown below:

Summary Benchmark Analysis Data	
Current replacement costs	\$ 6,439,100
Future replacement costs	\$ 12,426,663
Current reserve fund requirements	\$ 1,250,392
Future reserve fund accumulation	\$ 1,888,019
Future reserve fund requirements	\$ 10,550,544
Annual optimal reserve fund contributions	\$ 415,916
Average annual optimal reserve contribution per month per unit	\$ 291
Interest rate	2%
Inflation rate	3%

1.5 FUNDING OPTIONS

After reviewing the components, estimating costs and renewal dates for major building components, three funding scenarios are developed and presented. These variations of funding can help the Strata make informed decisions about funding levels, timing of funding, and different types of funding.

We noted that the Strata is currently meeting the statutory minimum contributions required under the legislation. However the current legislation does not optimally determine the amount of funding required to maintain and renew assets in an optimal condition or present methods to avoid, minimize or plan for special levies.

The three funding scenarios presented are described in more detail starting in Sections 8 & 10 but can be summarized as follows.

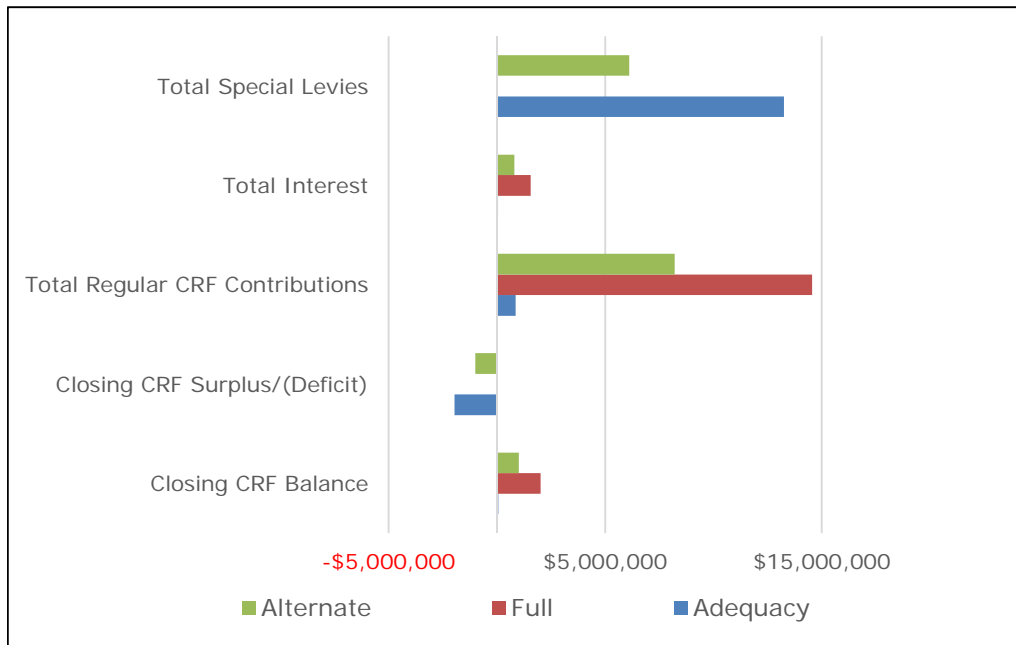
- **Adequacy**—this is a minimally funded model. The bottom line for this funding model is that sufficient funds are available for expenditures just as needed but no more.
- **Full Funding**—as the name describes this is a maximum funding model. Monthly CRF are increased early and there are minimal special levies.

- **Alternate Funding**—this funding model is a hybrid between the minimum and fully funded models. Monthly contributions are increased over time with a varying amount of special levies.

There are many different variations of funding that can be prepared. The table below shows a summary of the three funding options presented.

	Funding Type		
	Adequacy	Full	Alternate
Average annual CRF contributions	\$ 28,962	\$ 484,888	\$ 273,720
Average CRF contributions per month per unit	\$ 20	\$ 340	\$ 192
Average annual special levies	\$ 441,893	\$ 900	\$ 203,907
Average annual special levies per month per unit	\$ 309	\$ 1	\$ 143
Average CRF and special levies per month per unit	\$ 330	\$ 340	\$ 334
Percent of full funding value	3%	100%	50%

The graph below shows a summary of the results of the three funding options, over 30 years.



2.0 RECOMMENDATIONS

Due to its past performance, the reserve fund for the Strata, with proper funding, will be in a good position.

Normac's recommendations, set out below and detailed in this report, will assist the Strata to achieve and maintain an appropriate Reserve Fund. The sufficiency of a reserve fund not only requires the test of an estimated fully funded reserve fund, but also requires a test as to sufficient cash resources to fund all potential repairs and replacements, including unforeseen events and contingencies. Therefore, a reserve fund deficiency or shortfall does not automatically mean that the reserve fund is not sufficient.

In our opinion, the current reserve fund balance, recommended annual contributions and earned investment income will sufficiently fund immediate and future reserve fund expenditures.

1. The Strata should continue to review and execute a long-term contingency reserve fund strategy.
2. Major repairs and replacements should continue to be recorded in, and funded from, a separate reserve fund account.
3. The reserve fund should be fully invested in guaranteed securities, yielding at least 2.0% per annum.
4. The Strata Corporation should make such expenditures as necessary to maintain the property in optimum condition.
5. The Strata may wish to consider forming a sub-committee to the Strata Council for contingency reserve fund planning.
6. The Reserve Fund should be reviewed every year to ensure that the underlying assumptions are still valid and that the estimates remain current.
7. The Strata should update the Depreciation Report Plan every three (3) years.
8. Estimates from contractors should be obtained for repairs within 1-2 years of the component's expected major repair or replacement.
9. Approval for Reserve Fund spending is required. The accumulated funds in the Reserve Fund are available for any major repairs or replacements of a common asset, so long as prior Strata Corporation approval has been granted.

The Strata Property Act provides that the Strata Corporation prepares their own plan for future funding of the contingency reserve fund and that the Strata is not bound by the recommendations of the reserve fund planner. Subject to the requirements set out in the strata Property Regulation, the Strata must determine the amount of the annual contribution to the contingency reserve fund.

3.0 CERTIFICATION

We hereby certify that we are prescribed persons empowered to conduct Depreciation Reports, as stipulated in Section 94 of the Strata Property Act, Revision 2009 and that Amanda McIntyre and Cathy Lau personally reviewed the property on October 1st, 2013, and that they personally examined the building plans and/or documents as identified herein. Also assisting in the Report was Cameron Carter and Gina Arsens. A Draft Depreciation Report was provided to the Strata Council on November 27, 2013. Feedback from the Strata Council has been included in this Final Report. To the best of our knowledge and belief, the information and data used herein are true and correct.

We have no interest, present or prospective, in the property or its management. Neither the employment to prepare this Depreciation Report Plan nor the compensation is contingent on the amount of the Reserve Fund estimates reported. Moreover, we are solely responsible for the Reserve Fund estimates reported herein. Those signing the report are covered by the Errors & Omissions Insurance of Normac.

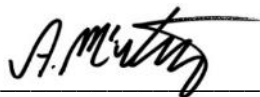
The Depreciation Report Plan was prepared in conformity with the Reserve Fund Study Standards, published by the Real Estate Institute of Canada, and it complies with the Strata Property Act 1998, Regulation 238/2011 (please refer to Appendix—C).



Cameron Carter, B.Comm., RIBC, CRP | President



Gina Arsens, CA, CBV, CRP | Vice President



Amanda McIntyre, Dipl. Arch. Tech. | Depreciation Report Planner



Cathy Lau, B. Comm. | Depreciation Report Coordinator

4.0 DEPRECIATION REPORT PROCESS

PURPOSE AND METHODOLOGY

A Depreciation Report is a financial planning tool used to establish long term planning for common property and common assets—and to establish a Contingency Reserve Fund (“CRF”) schedule for these assets.

The Report is comprised of the following elements:

1. it identifies the common reserve components and assesses their quality, normal life span, and present condition;
2. it estimates the remaining serviceable years for each of the common reserve components and proposes a time schedule for repairs and/or replacement;
3. it provides current replacement cost estimates including the cost of removing worn-out items and special safety provisions;
4. it projects the future value of current replacement costs at an appropriate and compounded inflation rate;
5. it projects the future value of current reserve funds compounded at a long term interest rate;
6. it calculates current reserve fund contributions required, along with investment interest projected, in order to fund future reserve fund expenditures.

The Depreciation Report is a practical guide to assist the Strata Council in planning budgets, maintenance programs, and major repairs and replacements of assets.

REPORT ASSUMPTIONS

The Report is not intended to accurately predict the failure of building systems. The scheduling provided for capital projects is based on a number of factors—both technical and non-technical in nature—which may be interdependent with other work. The actual year during which the various items of work are carried out will depend on a number of factors that may not exist or be apparent at the time the Report was prepared.

Reviews in the Report are based on random sampling and a visual review of the surface conditions. Estimating reserves for major structural repairs, major mechanical components such as sewage, or common components not visible, are difficult to predict or quantify. As a result, the report provides estimates for these components.

This Report covers common expenses that usually occur less often than once a year or that do not usually occur. Expenses that usually recur are assumed to be covered by the Operating Fund and are not included in this report. There is also a material threshold test for common reserve expenses which is the greater of \$5,000 or 5% of the current operating budget. Items less than the material threshold are not included in the financial model for practical purposes. In some cases, an aggregate for an asset will be included in the report even though the individual components that form the assets have a replacement cost of less than the material threshold.

Reserve fund estimates have been prepared without regard to the current financial position of the Strata Corporation or the current reserve fund contributions by unit owners, and as such, they represent the optimum reserve fund operation, which assumes that the Strata Corporation has continuously assessed adequate reserve funding from the beginning.

NORMAC PLANNING STANDARDS

Regulation 238/2011 under the Strata Property Act, 1998, requires that a Depreciation Report Plan consist of a physical analysis of the building components and a financial analysis of the Strata's Contingency Reserve Fund (please refer to Appendix—C).

Normac Appraisals Ltd. follows established Reserve Fund Planning Standards of the Real Estate Institute of Canada that exceed the regulatory requirements and are now recognized and emulated across Canada. These standards, presented throughout this Report, consist of investigations, analyses and calculations that provide realistic and supportable reserve fund estimates.

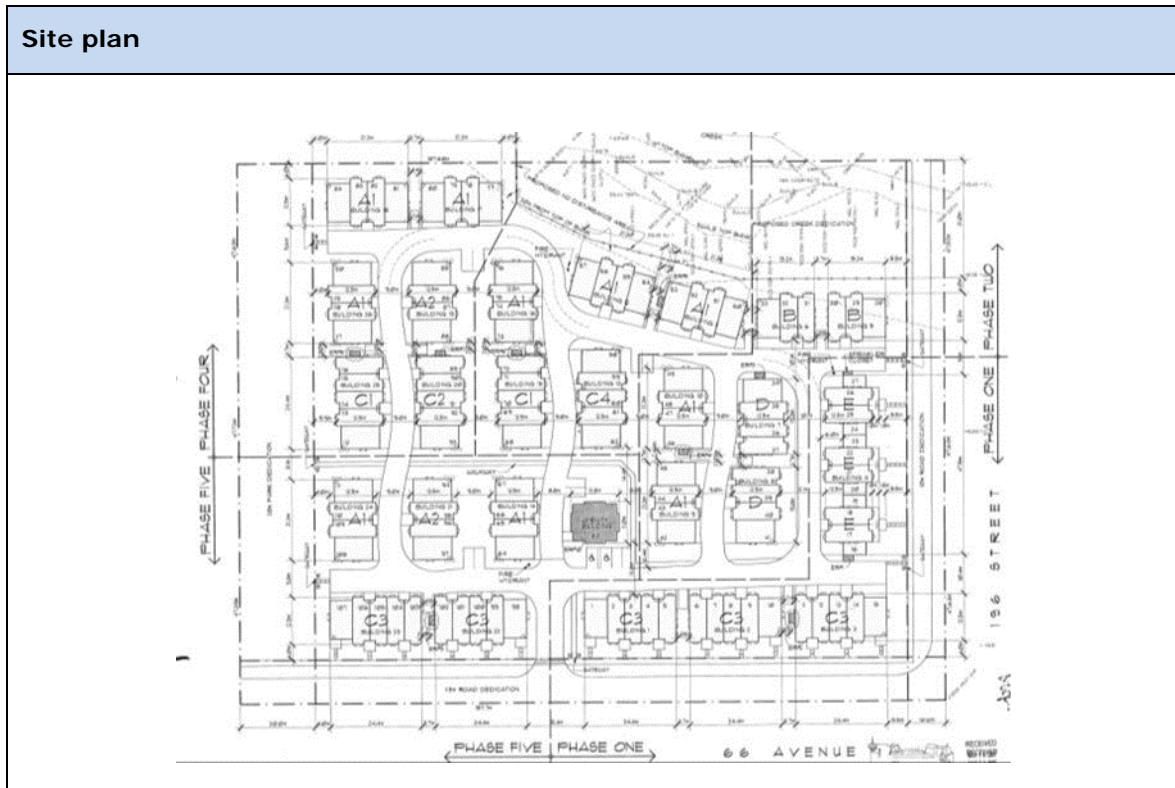
REVIEW OF RECORDS

Our review and analysis on the Strata's common assets is based on the complex statistics detailed above as well as on a review of the documents the Property Manager and Strata provided to Normac. These records may include:

1. Strata Plans and Architectural Drawings
2. Financial Records
3. Maintenance records
4. Past remediation work performed
5. Insurance appraisals
6. Bylaws

5.0 PROPERTY DESCRIPTION AND BUILDING COMPONENTS

The Strata, constructed circa 2007, consists of 119 suites in 22 buildings, an amenity building, and various site improvements. The buildings are typically 3 storey on-grade structures with attached garages. There is one main drive aisle that provides access to all of the buildings and various visitor parking spaces throughout the property.



5.1 SUBSTRUCTURE & STRUCTURAL COMPONENTS

S 1 – Foundation & Structures		
Year Installed	2007	Description: The buildings sit on cast-in-place concrete foundations. According to the Structural Drawings the basement or ground floor of each building consist of concrete slabs-on-grade. Where observed, the foundation walls appeared to be protected with a spray-applied waterproofing or damp proofing membrane with plastic drainage board (right photo). The above grade structures consist of conventional wood framing. The sloped roofs are constructed of engineered wood trusses and rafters. The floors consist of wood joists that are supported on wood-framed exterior and interior load bearing walls.
Expected Life Span	60+	
Observed Condition	5	
Repair or Replace	13	
		
Financial Review: We understand that all structural components are original to the construction and that no major repairs have been completed since.		
Visual Review: Generally most of the structural components of the buildings are concealed by exterior cladding. The structural components of the buildings, where viewed, appeared to be in good condition.		
<p>Recommendations: The foundations and structures can deteriorate due to several factors such as hydrostatic pressure, building settlement, seismic activity, and moisture infiltration through any cracks in the foundation walls, and exterior wall cladding. Foundation walls located below grade are susceptible to leakage if cracks form along the walls allowing moisture to penetrate into the interior of the buildings. Structural components are typically expected to last the life of the buildings, so full replacements have not been considered in this Report. However, there is potential for failure for some of the waterproofing on the foundation walls.</p> <p>The repair project allows for localized excavation around the foundation walls, concrete repairs and replacement of localized areas of the waterproofing/damp proofing materials. Since it is not expected that all foundation walls will require repairs each time, we have allowed for approximately 5% of the total area to be addressed with each cycle, recurring every 20 years.</p>		

S 2 — Balconies & Terraces

Year Installed	2007	Description: There are wood-framed balconies (left photo) and terraces (right photo). Terraces are similar to balconies, but are located over interior spaces. Both assemblies are constructed of wood-framed flooring that extends past the 2nd floor exterior walls. The wood flooring is protected with a single-ply vinyl sheet membrane. There are terraces at the rear side of the buildings located at the east side of the property. These terraces are concrete-framed, and are finished with a painted concrete finishing mortar.
Expected Life Span	10-20	
Observed Condition	8	
Repair or Replace	7	



Financial Review: We understand that all balcony and terrace components are original to the construction of the buildings. We understand that there have been no major repairs since.

Visual Review: We accessed and reviewed the balconies at the amenity building. We assume that all balconies and terraces are similar to the ones accessed during our review. Where seen, we noted a few drip edges, along the outer edges of some of the membranes, with missing retention clips.

Furthermore, the supplied Architectural Drawings describe the floor type over the garages (F15) to be finished with a 2-ply torch applied traffic grade approved waterproofing membrane. We noted that areas over interior spaces, referred to as terraces, are finished with a single-ply vinyl membrane, which is inconsistent with the reviewed drawings.

Recommendations: The use of vinyl membranes as a roofing membrane (over terraces) is typically not a common practice in current construction standards. Repairing this type of material often involves heat welding seams and precise accuracy that is difficult to accomplish, even by professionals, and can be quite costly. Typically full membrane replacement is recommended instead of repairs.

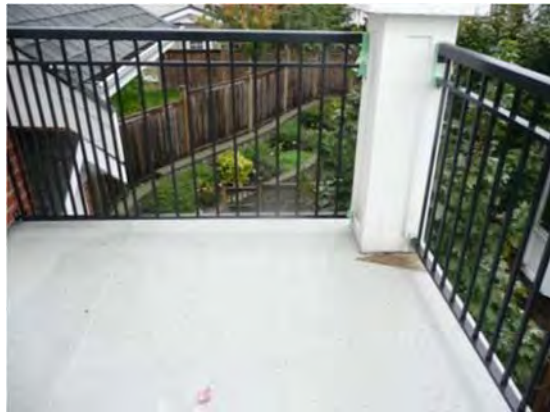
The plan allows for periodic repair projects of the 2nd floor balconies and terraces. The budgets include allowances for removal and replacement of the vinyl membranes at terrace locations with a single-ply asphalt based modified bitumen roofing membrane, and removal and replacement of the vinyl membrane at balcony locations. The first occurrence is planned for in 7 years.

We assume that minor localized repairs, should they be required, are likely to be less than the Report threshold and covered by operating funds.

We recommend that the Strata perform annual inspections of the balcony and terrace assemblies to take note and monitor their condition.

S 3 — Balcony & Terrace Guards

Year Installed	2007	Description: The balcony and terrace guards consist of prefinished aluminum picket-style assemblies, that are supported by aluminum posts secured to the front fascia. Adjacent terraces and balconies are separated with wood divider screens.
Expected Life Span	30-40	
Observed Condition	8	
Repair or Replace	22	



Financial Review: We understand that all balcony and terrace guards are original to the construction of the buildings and that no major repairs have been completed.

Visual Review: We assume that all balcony and terrace guard assemblies are similar to the guards reviewed, at the amenity building, at the time of our visit.

We did not perform any physical test to ensure torque or bolt embedment of the fasteners. Where checked, the guards appeared to be securely fastened.

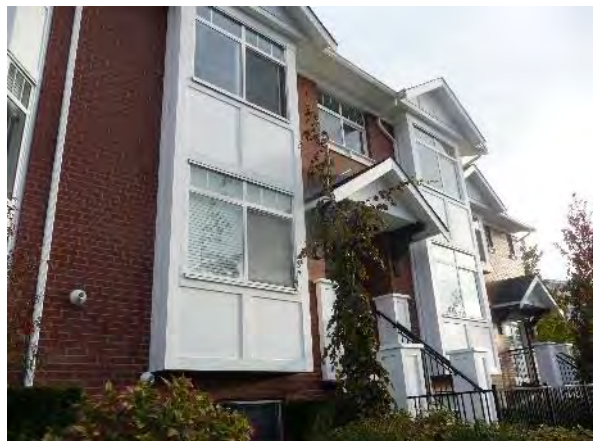
Recommendations: Aluminum guard assemblies have a typical life expectancy of 30-40 years. Allowances have been included in the plan for the removal and replacement of the guard assemblies, starting in the year 2035. Guard replacement projects are scheduled to occur with every other balcony repair project. We recommend that along with the annual inspection of the balcony and terrace assemblies, the Strata review the condition of the guards as well.

5.2 EXTERIOR ENCLOSURE COMPONENTS

EE 1 — Roofing, Soffits, Gutters & Downspouts		
Year Installed	2007	Description: The sloped roofs are protected with asphalt shingles. At overhangs the soffits consist of perforated vinyl panels. The roof valleys are protected with prefinished metal flashing. At the perimeter of the sloped roofs there are prefinished aluminum gutters that connect downspouts, directing rain water to drainage piping that extends below grade. There are small sections of flat, or low-sloped, roof areas located over the electrical rooms. These areas are protected with a 2-ply asphalt based SBS modified bitumen membrane with a granule embedded cap sheet.
Expected Life Span	20-25	
Observed Condition	5	
Repair or Replace	15	
		
<p>Financial Review: We understand that the majority of the roofing materials are original to the construction of the property. According to the Strata documents, localized repairs have been completed at isolated areas throughout the history of the complex. We understand that due to roof leaks, localized repair of the roof areas over units 9 and 83 were completed in 2012.</p>		
<p>Visual Review: The roof areas were viewed from grade and the balconies of the amenity building.</p> <p>Where checked, the roofs and gutters appeared to be generally clear of debris and the soffits were intact. Localized moss growth was observed on the surface of some shingles. We noted several locations where downspout extensions were missing at lower sloped roof areas, discontinuing the connection of the downspouts from the upper roof gutters and the lower gutters. This can likely be rectified during the next scheduled maintenance of the roofs.</p>		
<p>Recommendations: Asphalt shingles and exposed modified bitumen membranes typically last 20-25 years with regular maintenance. Common factors that may result in premature failure of these roofing materials are weather exposure, manufacturing defects, poor installation, poor flashing details, inadequate slope (drainage issues), and general design issues.</p> <p>Based on our visual review and understanding of the component, the plan allows for replacement of the roof areas to be completed in approximately 15 years. As it is expected to be a large project, we have phased it over a 3 year term. Budgets have also been included for the replacement of the aluminum gutter, soffits and downspouts to occur with every other roof replacement.</p> <p>As a good maintenance practice, we recommend annual reviews and or associated condition assessment reports of the roof and attic spaces by a roofing professional.</p>		

EE 2 — Exterior Cladding

Year Installed	2007	Description: The buildings are primarily clad in vinyl siding. Portions of the second and third floors are also clad in painted fiber cement board siding with painted wood battens. There are also areas of the exterior walls that are clad with masonry veneer. There is painted wood trim work around window and door perimeters, and painted wood fascia boards at all sloped gable roof ends.
Expected Life Span	30-35	
Observed Condition	5	
Repair or Replace	25	



Financial Review: We understand that the cladding materials are part of the original construction. We are unaware of any significant repairs or replacements of this component.

Visual Review: We reviewed the exterior cladding from grade and the balconies of the amenity building. Where checked, the vinyl siding, fiber cement panels, wood battens, fascia and wood trim were generally free of visual damage.

The masonry was generally free of cracking or mortar deterioration, where checked. We noted some areas where efflorescence was present on the surface. Efflorescence is staining that forms on the exterior surface of some construction materials. It is typically a result of crystalized salt deposits that are left on the surface after moisture has evaporated. This is mostly an aesthetic issue and cleaning can be performed to remove it.

Recommendations: Typically, with regular maintenance (washing, sealing and painting), the exterior cladding systems have expectant life spans between 30-35 years. The materials are susceptible to cracking formed by building settlement, typical wear, and impact damage. We assume that the masonry veneer walls will last the life of the buildings, but may require localized repair over time.

Replacement of the vinyl siding and fiber cement cladding systems is budgeted to occur in about 25 years, on a 30 year cycle. Replacement of the wood trim components and fascia boards are also included in the cladding replacement budgets. We have also included for localized repair to the masonry veneer with each occurrence.

For maintenance, we also recommend periodic, perhaps seasonal, cleaning of the cladding to reduce the amount of moss growth and dirt on the surfaces. The use of powerful pressure washers is not recommended as it can possible damage the materials. It is assumed that such maintenance will be included as a part of regular building maintenance that is funded from the annual operating budget.

EE 3 — Windows & Sliding Doors		
Year Installed	2007	Description: The windows consist of double-glazed insulated glazing units (IGUs) in vinyl frames. There is an assortment of fixed, sliding and awning style window assemblies. Access to the balconies and terraces is provided by vinyl-framed sliding door assemblies with double-glazed sealed IGUs. Metal flashing is provided at the head and sills of the windows. Weep holes are provided at the base of the windows to allow for drainage.
Expected Life Span	25-35	
Observed Condition	5	
Repair or Replace	15/25	



Financial Review: We understand that the windows and sliding doors are original to the construction of the property. According to the Strata documents, the Strata has repaired isolated damaged window assemblies, on an as needed basis, at costs less than the threshold of this Report.

Visual Review: Our visual review, from grade, revealed no noted fogging or condensation between the glazing units, which would indicate broken seals within the IGUs.

Where checked, the sliding door assemblies, which were reviewed from grade, did not appear to have major issues or visual defects.

Recommendations: Vinyl-framed assemblies typically have a life expectancy of 25-35 years. As the systems age, and with exposure to the wet BC climate, seals may fail prematurely causing condensation or fogging between the glazing panes. Operable windows are susceptible to premature frame twisting as well as damaged or broken hardware and hinges.

Allowances for periodic glazing replacement of the glazing units (IGUs) have been budgeted to occur, on a yearly basis, starting in 15 years, until the time of full replacement. This project has been projected to recur on 20 year cycles.

We have planned for the replacement of window and sliding door assemblies in 25 years, on a 30 year cycle. This is to coincide with the cladding replacement projects.

EE 4 — Exterior Doors		
Year Installed	2007	Description: The main entrance door assemblies consist of painted metal skinned wood doors in metal frames. The doors have window sections with sealed IGU panels. The balconies and patio areas at the amenity building are accessed by single swing patio doors with full height sealed IGUs. Exterior doors at the electrical rooms and to the basement of the amenity building are painted hollow metal doors in metal frames. Where checked, the exterior doors have dry-gasket weather-stripping and aluminum thresholds. The garages, located at the front of each unit, have single and double painted metal overhead sectional doors.
Expected Life Span	Various	
Observed Condition	5	
Repair or Replace	20/28	



Financial Review: We understand that the exterior doors are original to the construction of the property. We are not aware of any major replacements or repairs to this component.

Visual Review: The exterior doors, including the garage overhead doors, are generally sheltered by the second and third floor framing of the buildings.

Where checked, we did not observe any major defects or functional issues regarding the exterior doors.


Recommendations: The exterior main entrance doors typically have a life expectancy of 30-35 years, and overhead garage doors 20-25. Since the exterior doors at this property are generally sheltered we have assumed that replacement will be required in the later part of the expectancy.

The plan allows for the replacement of the balcony and terrace swing doors to occur in 25 years. Costs for their replacement are included in the Window Replacement Project, Benchmark component EE3a.

Replacement of the main entrance doors are planned for in 28 years, on a 35 year cycle. We have allowed for the replacement to occur in phases; 50% of the doors will be replaced per year over the course of 2 years.

Replacement of the overhead garage doors have been planned for starting in 20 years, on a 25 year cycle. We have also allowed for the replacement to occur in phases; 25% of the doors will be replaced per year over a 4 year term.

Service room doors, such as electrical closets, and storage room doors are assumed to be replaced on an as needed basis at a cost less than the Report threshold and have been excluded from the Report.

EE 5 — Painting & Caulking		
Year Installed	2012	Description: Paint is applied at the exterior fiber cement cladding and wood battens, as well as the various exposed wood framing and trim work. Exterior sealants are in place around window and door perimeters, where checked.
Expected Life Span	10-12	
Observed Condition	1	
Repair or Replace	9	
		
<p>Financial Review: According to the reviewed Strata documents, the caulking and painting of all wood trim, fascia and sealing of the masonry veneer was completed in 2012 by Remdal Painting & Restoration costing approximately \$150,000. We understand that a 5-year warranty from the contractor was also included in the above cost.</p>		
<p>Visual Review: In many locations, it appeared that a silicone based sealant may have been used to seal the majority of the exterior joints (left photo). Silicone based sealant is typically used for interior applications and is generally not recommended for use as an exterior sealant. Silicone based sealant tends to harden and become quite stiff, typically not allowing for movement between a sealed joint.</p> <p>We also identified several locations, around the wood knee brace perimeters, where the backer rod was visible and the sealant was completely missing (right photo, yellow arrows).</p>		
<p>Recommendations: Regular wall maintenance including cleaning and painting will generally assist in mitigating premature deterioration and failure of the exterior cladding materials. The noted deficiencies in our visual review are assumed to be covered under the 5-year warranty from Remdal Painting & Restoration; therefore costs for their rectifications have not been included in the plan.</p> <p>The plan allows for painting of the fiber cement cladding and exterior wood components, along with removal and replacement of caulking, to occur every 10 years, with the first instance starting in 2022.</p>		

5.3 INTERIOR COMPONENTS

I 1 – Interior Finishes – Amenity Building		
Year Installed	2007/ 2012	<p>Description: The amenity building is located near the complex entrance on 66 Avenue. The building is a 2-storey structure with a finished basement.</p> <p>The upper floor of the amenity building consists of a children’s play area and an exercise room that is partitioned by an aluminum framed glass wall. The interior finishes on the upper floor include painted drywall walls and ceilings and laminate wood flooring. The main floor consists of a mail room, a recreation room, a kitchen and two washrooms with painted metal partitions. The flooring in the recreation room is finished with laminate wood flooring and there is tile flooring in the washrooms. The kitchen is equipped with a refrigerator, a stove with hood vent, a stainless steel sink and laminated wood upper and lower cabinetry with granite countertops. Located in the basement is a multi-purpose room, one standard size washroom with painted metal partitions, and one accessibility washroom. There is a pool table, an air hockey table, a couch and a small television located in the multi-purpose room.</p> <p>Lighting throughout the amenity building is accomplished with ceiling-mounted fixtures and recessed pot lights. There are electrical baseboard heaters and small exhaust fans at the kitchen and exercise room.</p>
Expected Life Span	Various	
Observed Condition	Various	
Repair or Replace	14	
		
<p>Financial Review: According to the reviewed Strata documents, the interior finishes were upgraded in 2012. The refurbishments included the flooring (laminate wood) and painting, as well as some furniture and exercise equipment upgrades. The cost of the project was approximately \$22,000.</p>		
<p>Visual Review: The interior finishes within the amenity building were generally free of visual damage, where checked. We are unaware of any current functional issues regarding the equipment within the building.</p>		
<p>Recommendations: A component such as the amenity building includes several different sub-components. Each sub-component will require replacement at different times, depending on their type, quality and original installation process. Furthermore, components may be replaced for aesthetic reasons, before they become functionally obsolete. We have included interior finishes, lighting and heating and electrical service equipment in the amenity building component. Exterior components are included in the cladding and site sections of this report.</p> <p>We have included a budget for a major refurbishment of the interior finishes starting in 2027, recurring every 15 years thereafter. The budget allows for renovations and upgrades to the finishes and upgrades to some of the service equipment within the building.</p>		

5.4 PLUMBING COMPONENTS

P 1 — Domestic Water Systems – Amenity Building

Year Installed	2007	Description: Domestic water enters the amenity building into the mechanical room that is located in the basement. Where viewed, the piping consisted of PEX. There is a 184 litre electric hot water heater tank, manufactured by John Wood, also located in the mechanical room.
Expected Life Span	Various	
Observed Condition	5	
Repair or Replace	19	





Financial Review: We understand that all domestic water supply distribution piping and equipment within the amenity building is original to the construction of the property. We are unaware of any major repairs or replacements have taken place since.

Visual Review: Generally, we noted no significant physical damage or defects to the domestic hot water heater tank. Where checked, we did not observe any staining or damage to the interior finishes within the amenity building to indicate any current issues or leaks regarding the plumbing system.


Recommendations: The use of plastic-based piping, such as PEX, is generally a newer practice in construction standards. Although some manufacturers give the material a life span that can exceed 50 years, it is still unknown how long it will realistically last in our environment. Known issues with such systems include leaks that occur at connection points, such as clamps between two sections. It is likely, at some point within the lifespan of the building, that some of the piping will require localized or partial repairs/replacement within the 30 year term of this Report.

We recommend the replacement of the amenity building hot water heater tank occur on 10 year cycles. Since costs for its replacement will likely be less than the Report threshold, we assume it will be covered by operating funds.

A project has been budgeted for the replacement of the domestic water distribution piping within the amenity in 19 years, coinciding with the major renovation of the building interiors. The project has been planned to occur on a 30 year cycle. Without Plumbing Drawings we have estimated the length of piping and number of risers from the typical floor plan of the amenity building. We recommend the Strata engage a plumbing consultant prior to the replacement to assist with planning.



P 2 — Domestic Water System - General		
Year Installed	2007	Description: Domestic water is provided to the townhouse buildings via buried piping lines that are fed from the main municipal lines below the adjacent municipal street. Plumbing Drawings were not available for our review during the writing of this Report. Through our experience and on site observations, it is likely that a main domestic cold water line runs below the private roadway and branches off to each Strata Unit. Before entering the buildings, shut off valve chambers are provided at grade, and are located at each unit's driveway or at front entrance walkways. (photos below). Within each unit is a domestic hot water heater tank and domestic water distribution piping, which are assumed to be the sole responsibility of each owner.
Expected Life Span	50+	
Observed Condition	n/a	
Repair or Replace	n/a	
		
<p>Financial Review: We understand that all domestic water supply distribution piping is original to the construction of the property and that no major repairs or replacements have taken place since.</p>		
<p>Visual Review: Where checked, we observed no noticeable settlement or elevated shut-off valves, which may indicate an issue or possible break (detachment) of the buried service piping. We were unable to review majority of the buried services due to their concealment. We are unaware of any current issues regarding the domestic water supply systems or buried site services.</p>		
<p>Recommendations: While the buried piping may have a life expectancy that extends beyond the 30 year Report threshold, however it is quite possible that localized replacement and or repairs may be required. Allowances have been made for localized repairs to the buried piping, and are included with each asphalt repaving project. Refer to component S1 – Paving for further discussion.</p> <p>Distribution piping within individual units is assumed to be the responsibility of each Owner and has been excluded from this Report.</p>		

5.5 ELECTRICAL COMPONENTS

EL 1 — Electrical Systems (Building Distribution, Panels and Switches)		
Year Installed	2007	<p>Description: Electricity is supplied to the site via buried conduits that are fed from two pad-mounted transformers, located on the property. The transformers are marked and are assumed to be the property of B.C. Hydro. The transformers step the incoming service down to 120/240V. There are ten electrical closets throughout the site; one within the basement of the amenity building and nine that are attached to the ends of Buildings 3, 4, 7, 10, 11, 15, 20, 22 and 25. The electrical rooms distribute the service to attached units and the adjacent buildings.</p> <p>The electrical equipment in the amenity building has a meter center, service fourteen units, rated at 800A, 120/240V. There is a house panel rated at 600A, 120/240V and main switches rated at 600A, 120/240V in each electrical room.</p>
Expected Life Span	45+	
Observed Condition	5	
Repair or Replace	22	
		
<p>Financial Review: We understand that all electrical equipment and service lines are original to the construction of the property. We are unaware of any significant repairs or replacements that have taken place since.</p>		
<p>Visual Review: The electrical equipment, where checked, appeared to be functioning well with no visual defects.</p>		
<p>Recommendations: Electrical closets will typically last beyond 45 years. However, there is the possibility of failure due to material defects or poor installation. Animal infestation can also lead to damage to wiring.</p> <p>While we do not anticipate a full scale replacement of this component over the next 30 years, the plan allows for periodic upgrades occurring every 25 years. The plan allows for partial replacement of panels, switches and upgrades to electrical closets. The first instance is planned to occur in 2035.</p>		

5.6 SAFETY AND SECURITY COMPONENTS

SS 1 — Amenity Fire Alarm System & Emergency Lights		
Year Installed	2007	Description: The amenity building is equipped with a fire alarm system that was manufactured by Edward Signaling Technology (EST). The panel is located in the basement. The amenity building and individual units are equipped with heat detectors and battery operated smoke detectors.
Expected Life Span	15-20	
Observed Condition	5	
Repair or Replace	10	<p>There is a second system attached to Building 4. The control panel for the second system is located in the electrical room in the south elevation of Building 4. The annunciator is located on the exterior wall of the sprinkler room at the north elevation.</p> <p>There are hard-wired dual-head emergency light fixtures powered by battery packs with LED lamps installed within the amenity building and illuminated exit signs above emergency exits.</p>
		
<p>Financial Review: The fire alarm system is serviced by Fraser Valley Fire Protection Ltd. We are not aware of any significant issues regarding the alarm system.</p>		
<p>Visual Review: We are not aware of any major issues with the system. The fire alarm systems and emergency power lights appeared to be in functioning well at the time of our visit.</p>		
<p>Recommendations: Over time new technologies emerge and older systems become obsolete due to difficulty in finding replacement parts. Code requirements and municipal bylaws change with time and additional upgrades may be required at the time of replacement. The suite heat and smoke detectors are not considered common equipment so they have not been considered.</p> <p>Based on the age of the system, we have planned for its replacement in 10 years. We recommend the Strata engage their fire safety systems contractor, to assist them in the project, prior to the replacement. We assume individual lamp replacement and exit signage to be less than the threshold of the Report; and will be included in the annual fire safety service agreement with Fraser Valley Fire Protection Ltd.</p>		

SS 2 — Suppression		
Year Installed	2007	Description: The site has a 4-inch buried main fire suppression line that runs below the main drive aisle that is fed from the municipal line below 196 Street. The line is assumed to enter the site at the south entrance of the property. The main line branches off to each individual unit.
Expected Life Span	30+	
Observed Condition	5	
Repair or Replace	19	<p>The amenity building is equipped with wall-mounted fire extinguishers.</p> <p>Building 4 is equipped with a sprinkler system. The sprinkler room is located at the north elevation of the building, where the wet sprinkler valve is located.</p> <p>There are three fire hydrants located on the property that are the responsibility of the Strata. The hydrants are serviced annually by Fraser Valley Fire Protection Ltd.</p>
		
<p>Financial Review: The suppression system is serviced by Fraser Valley Fire Protection Ltd. We are not aware of any significant issues regarding the system or equipment.</p>		
<p>Visual Review: Our visual review revealed no noticeable damage to the suppression equipment, where checked.</p>		
<p>Recommendations: Eventually the fire hydrants and sprinkler system within Building 4 will require replacement, but are expected to surpass the 30 year term of this Report.</p> <p>Although full replacements are not expected to occur within the next 30 years, the plan allows periodic repairs including partial replacement of some suppression piping, should it be required, and replacement or major repair of the hydrants. The allowances are budgeted to occur every 20 years, with the first instance starting in 2032.</p>		

SS 3 — Amenity - Access Control & Security System

Year Installed	2013	Description: Access into the amenity building, and its various rooms, is granted with a fob access control system. There are about 5 fob scanners located throughout the building. The amenity building also has a security system with interior and exterior security cameras. The cameras are monitored onsite and the digital equipment is located in the electrical room in the basement.
Expected Life Span	15-20	
Observed Condition	1	
Repair or Replace	14	




Financial Review: In 2013 the strata upgraded the security system at the amenity building including the installation of the fob access control system.

Visual Review: We are unaware of any major issues with the system. Because they were installed this year, and our visual review revealed no defects, we assumed that they were in good condition.


Recommendations: Over time new technologies are expected to emerge making older systems eventually obsolete, due to difficulty in finding replacement parts. As the systems installed at the amenity building are quite new, the plan allows for future upgrades to occur at the later part of their typical life expectancies.

The plan allows for the replacement of the amenity building security and access control systems at the end of their expected life term in 15 years.

5.7 SITE SERVICES COMPONENTS

SRV 1 – Buried Site Services		
Year Installed	2007	Description: Site services including domestic water, incoming gas and sanitary and storm drainage systems are all located below grade. Concrete catch basins with steel grate covers are located throughout the site for drainage. The site has PVC sanitary and sewage piping lines that are connected to the buried municipal sewage line.
Expected Life Span	50+	
Observed Condition	5	
Repair or Replace	28	
		
<p>Financial Review: We understand that all buried site service lines are original to the construction of the property. We are unaware of any major repairs or replacements that have taken place since.</p>		
<p>Visual Review: We were unable to review the buried lines at the time of our visit. The site was generally free of ponding water and appeared to have adequate drainage.</p>		
<p>Recommendations: We assume that the underground services and drainage have a remaining life that extends beyond the scope of this Report; therefore full replacements have not been considered. However, over time it is expected that repairs and localized replacement of sections of the buried piping will be required due to unplanned damage from occurrences such as natural settlement above and below the buried piping, soil erosion and seismic activity.</p> <p>We have included in the plan allowances for periodic repairs to buried site services to occur as part of the paving and landscaping repairs or replacements. Refer to component box Site 1 – Paving and Curbing for further discussion.</p>		

5.8 SITE COMPONENTS

Site 1 — Paving & Curbing		
Year Installed	2007	Description: The site is accessed by a main curb cut that is located at the south side of the property, off of 66 Avenue. There is a main drive aisle that is primarily paved with asphalt. There is a fire lane entrance located at the northeast corner of the site, off of 196 Street, that is partially paved with precast concrete pavers (right photo). Visitor parking spaces consist of asphalt and some concrete paved areas. Cast-in-placed rolled-style concrete curbing outlines the perimeter of the main drive aisle. There are small concrete driveways at garage entrances. The driveways also extend to the unit entrances in many locations.
Expected Life Span	30-35	
Observed Condition	5	
Repair or Replace	28	
		
Financial Review: We understand that paving throughout the site is original to the construction of the property. We are unaware of any significant repairs or replacements that have taken place since.		
Visual Review: We noted no major cracking or settlement at the time of our visit. Localized settlement was noted at some edges of the precast paver area along the curbing.		
Recommendations: The paved areas are susceptible to damage including cracking due to settlement and overloading, soil erosion and wear due to frequent traffic. An allowance for repaving all areas of the asphalt drive aisle has been included in the plan to occur in 28 years, on a 30 year cycle. This budget also allows for replacement of 10% of the cast-in-place concrete curbing each cycle. Localized re-setting and levelling of the pavers at the visitor parking areas is assumed to be minimal and to be funded by general maintenance and or landscaping funds.		

Site 2 – Concrete Staircases, Patios & Walkways

Year Installed	2007	Description: There are some cast-in-place concrete staircases located at entrances of units along 66 th Avenue and 196 th Street. There are also walkways, patios and outdoor areas that are constructed of cast-in-place concrete and concrete pavers.
Expected Life Span	25+	
Observed Condition	5	
Repair or Replace	20	




Financial Review: We understand that the staircases, patios and walkways are original to the construction of the property and that no major repairs or replacements have taken place since.

Visual Review: There was generally no significant settlement of the walkways, where checked. Overall the staircases, patios and walkways appeared to be well maintained and in good condition.

Recommendations: Similar to the asphalt paved areas, concrete paved areas are susceptible to damage including cracking due to settlement and overloading, soil erosion and wear due to frequent traffic.

The plan allows for localized replacement of approximately 25% of the component to occur every 25 years, the first project has been planned in 2033. As the property is relatively newer, and if conditions change as it ages, future updates can be adjusted.

We assume that minor maintenance including localized repairs and/or replacements to settled and cracked areas will be addressed under the general landscaping budget.

Site 3 – Wood-Framed Entrance & Backyard Decks		
Year Installed	2007	Description: There are wood-framed decks at the front and rear entrances some of the units. The decks consist of pressure-treated wood decking that is supported on framing including joists and beams. The floor framing is supported on pressure-treated wood posts, which sit in steel saddle bracket plates at the base, that are set on top of circular concrete pier footings.
Expected Life Span	15-20	
Observed Condition	5	
Repair or Replace	11	
		
<p>Financial Review: We understand that the wood-framed decks are part of the original construction of the property.</p>		
<p>Visual Review: The decks are typically exposed to the elements. We did not note any significant settlement or cracking of the exposed wood framing components or of the concrete pier footings, where checked.</p> <p>We noted a few areas where landscaping was in close proximity to wood components. This may promote premature deterioration of the wood components over time and monitoring and maintenance of the vegetation should be devoted to ensure that proper clearance of the vegetation from the wood is kept.</p>		
<p>Recommendations: Exposed wood-framed decks of this type can be expected to typically last 15-20 years, assuming proper sealing and maintenance is completed.</p> <p>Based on our observations, the plan allows for replacement of the decks to occur in 11 years, recurring every 20 years thereafter.</p>		

Site 4 – Site & Staircase Guards		
Year Installed	2007	Description: Guards and railings are installed along the top of the concrete retaining walls and at staircases throughout the site. The assemblies consist of prefinished aluminum picket-style guards that are supported by aluminum posts, which are anchored to the concrete retaining walls.
Expected Life Span	20-40	
Observed Condition	5	
Repair or Replace	12	




Financial Review: We understand that the site and staircase guard assemblies are original to the construction of the property. We are unaware of any significant repairs or upgrades that have been completed since.

Visual Review: We did not perform any physical testing regarding strength and code compliance of the guards. We assume that the necessary safety procedures including physical testing was performed after the construction and installation of the guards. We did not note any gaps greater than 4 inches, where checked.

Recommendations: Aluminum guards, when properly installed and maintained, have a typical lifespan of between 20-40 years.

While we do not expect a full replacement during the term of this report, we do anticipate periodic repair projects to sections. We have included in the budget a replacement of 20% of the aluminum site guards and railings in 12 years on a 20 year cycle.

We recommend that along with the annual inspection of the balcony and terrace assemblies the Strata also take note and monitor the condition of the guards.

Site 5 — Fencing & Yard Dividers		
Year Installed	2007	Description: The property has various types of fencing. The west side of the property has pressure-treated wood, painted wood and galvanized chain-link fencing. Interior yard fencing consists of pressure-treated wood privacy fencing.
Expected Life Span	15-25	
Observed Condition	5	
Repair or Replace	15	
		
<p>Financial Review: We understand that all fencing components are original to the construction of the site and that no major upgrades or replacements have occurred since.</p>		
<p>Visual Review: We noted no major deterioration along the wood fencing, where checked. The galvanized steel chain-link fencing was standing freely with no signs of tilting or leaning at the areas reviewed. The base of the fencing support posts were typically in direct contact with the ground.</p>		
<p>Recommendations: As the materials age and are exposed to the elements they will begin to deteriorate. Areas of concern are the base of the wood support posts, where the wood is in direct contact with the soil, and where metal hinges at gates and locks begin to rust due to prolonged exposure to the elements.</p> <p>The plan allows for a replacement project of fencing occurring in 15 years, on a 20 year cycle.</p> <p>For maintenance, we recommend periodic monitoring and maintenance including painting and treating the wood components and replacement of corroded metal hinges will assist in premature replacement.</p> <p>We assume that isolated repair and replacement of sections of fencing will be covered under regular maintenance and operation funds.</p>		

Site 6 – Landscaping & Miscellaneous		
Year Installed	2007	Description: Site landscaping consists of various hard and soft landscaping components. Trees, shrubbery, flowerbeds and sodded areas are incorporated throughout the site. Planter and flower bed areas are enclosed with Pisa stone concrete block retaining walls. Miscellaneous improvements include wood-framed trellises and exterior lighting. The landscaping lights including bollard-style fixtures at walkways and stairs as well as wall-mounted sconces on the exterior walls of the buildings.
Expected Life Span	15-30	
Observed Condition	5	
Repair or Replace	13	
 		
<p>Financial Review: The landscaping is maintained by an independent landscaping contractor. We understand that the landscaping components are original to the construction of the property. We are unaware of any significant upgrades or replacements since.</p>		
<p>Visual Review: Generally, we noted no significant deterioration of the exposed wood structure of the trellises, where checked.</p> <p>Where checked, the bollard lights appeared to be anchored properly with adequate support. Our site visit was during the day, and we did not notice any of the lights being on which leads us to believe that they are on a timer. Where viewed, the fixtures appeared to be securely fastened to the walls, and did not show signs of corrosion, discolouration, or mildew. The bollard lights appeared to be standing true and where tested were not loose.</p> <p>The site vegetation, where viewed, appeared to be well-kept and properly pruned. Where checked, we did not note any major cracking or rotation along the site retaining walls.</p>		
<p>Recommendations: Although landscaping is typically maintained by the landscape contractor, as some components age, they will require removal and replacement.</p> <p>The plan includes periodic landscaping repair/replacement allowances to occur every 20 years. The first project is planned in 13 years. The allowances intended to address more major upgrades that extend beyond the regular maintenance of and accounts for projects like the periodic repair and or replacement of some vegetation, buried site services, retaining walls and or exterior lighting.</p>		

6.0 FINANCIAL ANALYSIS

6.1 BENCHMARK ANALYSIS, OVERVIEW AND EXPLANATION

We have prepared a Benchmark Analysis, found in Section 6.0, which forms the foundation for the financial part of the Report. The Benchmark shows the reserve components, including the life cycle and cost estimates. The estimates follow reserve fund practices, which provide for inflationary cost increases over time and interest income from reserve fund investments.

COMPONENT CLASSIFICATION

Reserve fund components are classified in terms of building groups, common element facilities and site improvements.

LIFESPAN ANALYSIS

Each reserve component has been analyzed in terms of life cycle condition and expected remaining useful life. The lifespan analysis considers the following factors:

1. Type of Component
2. Utilization
3. Material
4. Workmanship
5. Quality
6. Exposure to Weather Conditions
7. Functional Obsolescence
8. Environmental Factors
9. Regular Maintenance
10. Preventive Maintenance
11. Observed Condition

The critical aspect of a Life Span Analysis is the observed condition of each reserve component, which includes:

1. Actual age of the component
2. Maintenance of the component
3. Observed deficiencies of the component
4. Repair and replacement experience
5. Probability of hidden conditions

The Lifespan analysis culminates in component life span estimates, as follows:

1. **Expected Life Span**—each reserve component is analyzed in terms of component type, quality of construction, statistical records and normal life experience.
2. **Observed Condition Analysis**—this is the critical analysis of a reserve component and consists of determining the effective age of the reserve component within its normal life cycle based on the observed condition of the reserve component. The validity of this analysis depends on the experience of the Depreciation Report planner or analyst, as this is a subjective estimate rather than an objective assessment.
3. **Repair or Replacement Analysis**—this refers to an estimate of the number of years before the first instance of major repair or full replacement. When the first instance is a full replacement the number years is simply the expected lifespan minus the observed condition. In the event of a repair, the number presented indicates the estimated remaining life before a major repair should be done. Reserve expenditures should and must be made during the remaining life span to maintain building components and facilities in good condition.

A lifespan analysis is a subjective, or empirical, assessment of the life cycle status of a reserve component. The lifespan of a reserve component is subject to change due to numerous factors. The actual date of repair or replacement can only be viewed as an approximation; we believe that the larger goal is to understand that funds should be reserved for these components so that they can be maintained in optimum condition, thereby maximizing their lifespan.

COST ESTIMATES

Reserve fund component assessments and current cost estimates are based on our investigation, observation, analyses and our experience.

Estimated costs have been calculated using construction cost services including RS Means, National Construction Estimator, Get-A-Quote, Marshall & Swift Valuation System, modified as to time, location and quality of construction. We also verified estimates by quotations from contractors, fabricators and suppliers. Moreover, we have used our own programs and cost compilations and databases.

All costs are estimates and are subject to confirmation at the time competitive bids are obtained from contractors specializing in the repair or replacement work required. Actual costs may vary depending on the time of tendering, the scope of work and the economic climate. Major repair and replacement of components requires detailed design, preparation of tender documents as well as tendering and quality assurance during construction.

Reducing standards of renewal/repairs for Contingency Reserve Fund items or deferring items would result in lower required annual contributions, but may also result in collateral deterioration and/or damage— which may end up inflating remedial costs considerably.

The following factors have been considered in calculating the Major Repair and Replacement Costs Estimates:

1. **Quality of construction**—replacement cost estimates are based on the assumption of using quality materials, as specified or built, or in the case of older developments, as required under current building code regulations, at contractors' prices, using union labour and current construction techniques, and including contractors' overhead and profit. The costs of repairs and/or replacements of many reserve components are invariably higher than original building costs when contractors have considerable latitude in planning their work and can utilize economies of scale to keep costs within construction budgets. In contrast, repair work must frequently be performed in an expedient manner with proper safety precautions and within certain constraints. Cost estimates take into account such additional costs as special construction, safety installations, limited access, noise abatements, and the convenience of the occupants.
2. **Demolition and Disposal Costs**—the estimates herein include provisions for demolition and disposal costs including dumping fees. These costs have been rising in recent years. Particularly, dumping of certain materials has become problematic and very costly. It appears that certain codes and environmental regulations will become more stringent in future years, all of which will further increase disposal costs.
3. **Taxes**—the Goods and Services Tax ("GST") and where applicable the Provincial Sales Tax ("PST") applies to all repairs and replacements including disposal costs. Therefore, these costs are included in the reserve fund estimates hereinafter.

RENEWAL STRATEGIES

In implementing a renewal of an asset, the Strata can consider different implementation strategies namely:

Localized Renewal—these are projects that are localized to a particular part of the building or property. Different areas of the building or property may be subject to accelerated wear and tear due to different weather exposure or different usage.

Phased Repairs—these are projects where a repair or a renewal of a component is undertaken in a phased approach. They are carried out over multiple periods. The financial toll, in a particular year, on Owners is reduced when the work occurs, but overall, due to remobilization costs and the fluctuations of inflation and market conditions the total completion costs may be higher.

Complete Replacements—these are projects that are implemented as one complete repair. Owners can leverage economies of scale and thereby reduce the overall cost but the financial burden for a particular year is often high.

Co-ordinating—this is when more than one project is completed all at once to take advantage of economies of scale or favorable market conditions. The Owners shorten the duration of the burden as well as lowering their overall costs.

6.2 FINANCIAL ASSUMPTIONS

LONG TERM INFLATION RATE

Inflation measurement in reserve fund projections must be based on construction indices rather than the widely quoted Consumer Price Index (CPI), which measures the cost of a basket of consumer goods, not construction costs.

The most widely recognized construction cost service providing periodic cost indices is Statistics Canada.

Overall Average Annual Cost Changes , last 23 years (1989 – 2012)	2.93%
Average Annual Cost Changes, last 10 years (2003 – 2012)	4.04%
Average Annual Cost Changes, last 5 years (2006-2011)	-0.5%
Annual Change Data, 4th quarter 2011 to 4th quarter 2012	3.1%
<i>Source: Statistics Canada</i>	

We have selected an inflation rate of **3.0%** for calculating the future major repairs and replacement of assets' cost for the Strata Corporation's Reserve Fund.

LONG TERM INTEREST RATE

Investment income can be a significant source of reserve fund revenue and it is important that reserve funds are continuously and prudently invested.

Reserve fund investments must be directly or indirectly guaranteed by governments. Bank deposits and various investment instruments are insured by the Canada Deposit Insurance Corporation up to a maximum of \$100,000, covering principal and interest. Of note, British Columbia Credit Unions have no limits on amounts insured in their regular accounts.

The ability of Strata Corporations to earn the highest rate of interest available in the marketplace, given the restricted conditions of investments, depends on the expertise of financial management and the amount of available funds for investment. The benchmark calculations and the Reserve fund projections are based on the assumption that reserve fund contributions are constantly and continuously invested.

Prudent reserve fund investment practices require that investments are reasonably matched with anticipated expenditures, ensuring liquidity. Therefore funds should be invested in a laddered portfolio, which ensures that reserve funds are available when needed.

Investment opportunities are widely advertised, ranging from bank deposits, term deposits and guaranteed investment certificates (GICs) to money market instruments and government bonds. The following are investment returns achievable for Strata Corporations, given various reserve fund balances:

GIC's, up to \$99,999 balance		Gov. Canada Bonds Yield	
Term (years):		Term (years):	
1 – 1.5	1.13%	1 – 3	1.25%
1.5 – 2	1.28%	3 – 5	1.77%
5	2.08%	5 – 10	2.38%
10	2.30%	10+	3.03%

Source: RBC, BoM, TD Canada Trust, Bank of Canada

Considering the investment opportunities available, a policy of investing in secured guaranteed investments, and having examined the historical rate of return, we have selected a **2.0%** interest rate in the Report. Actual rates of return will vary according to minimum balances, term, and financial instruments chosen.

ROUNDING

Due to rounding of calculations, there may be minor discrepancies in the data, which are not deemed significant.

6.3 CASH FLOW FUNDING MODELS AND PROJECTIONS

CASH FLOW MODELS

Three cash flow models along with their respective graphs, cash-flow tables, and projections are presented for review as detailed bellow. The Cash Flow Models are similar to the projections except that they only present cash inflows and outflows by year. The three different funding scenarios run for the Strata are described as follows:

Adequacy—this is a minimum financial model. It is a summary of the cash flow and projections if minimum efforts are made. Any shortfalls in the Contingency Reserve Fund against needed expenditures are funded with one yearly contribution increase and the rest via special levies. The bottom line for this funding model is that sufficient funds are available for expenditures as needed but no more.

Full Funding—this financial model works towards getting the Strata to a full funding position by the end of 30 years whereby the amount of asset that's depreciated is reflected the Contingency Reserve Fund balance. Monthly contributions to the Contingency Reserve Fund are increased at the beginning of the cycle and then level off over time with minimal special levies.

Alternative Funding—this financial model works towards getting the Strata to 52% of the Full Funding model position by the end of 30 years, whereby the amount of asset that's depreciated is reflected the Contingency Reserve Fund balance. Monthly contributions to the Contingency Reserve Fund are increased over time and level off over time with a varying amount of special levies.

PROJECTIONS

The projections are similar to the cash flow models except they show additional detail. In particular the projections show the reserve fund requirement relative to the reserve fund balance and determines a surplus or a deficit. Like the cash flow models, the projections show cash positions, cash inflows, cash available, cash expenditures and a calculated reserve deficiency or surplus. You will find the following terms in the projections:

Reserve Fund – Opening Balance—this is the reserve fund position at the beginning of each and year which consist of 1) bank deposits, 2) qualified investments, and 3) accrued interest earned.

Annual CRF Contributions—these are total regular reserve fund contributions.

Annual Special Levies—these are total special levies raised in that particular year.

Annual Reserve Fund Interest Income—this is calculate interest on the opening cash balance.

Total Cash Resource—these represent the total cash resources available in any fiscal year and include the current year's cash flow.

Expenditures—these are annual expenditures listed in the categories established by the Depreciation Report.

Reserve Fund Closing Balance—this is the reserve fund position at the end of each and every fiscal year, which is carried forward to the next year.

Reserve Fund Requirement— this is the amount required to be in the reserve fund assuming full funding as adjusted and calculated each year.

Reserve Surplus (Deficiency)—this figure shows the difference between the actual Reserve Fund Closing Balance and the Reserve Fund Requirements, as calculate from year to year.

THE RESERVE SURPLUS (DEFICIENCY) EXPLAINED

A sufficient Contingency Reserve Fund may be defined as the reserve fund balance together with regular contributions and investment income, which constitutes sufficient cash resources available for reserve fund expenditures, required repairing or replacing common elements or assets of the corporation when needed.

The most direct and stringent measure of the sufficiency of the reserve fund is the Reserve fund deficiency analysis, whereby the actual Reserve Fund Closing Balance is compared with the Reserve Fund Requirement. The most lenient measure of the sufficiency is that sufficient funds are available for an expenditure just before its needed but no more without regard to the deficiency analysis.

Any significant difference between the actual reserve fund balance and the required balance will show as a surplus or deficiency (shortfall).

A reserve fund surplus, particularly when such surplus is increased by excessive Reserve fund contributions, means that unit owners have contributed too much to the reserve fund too quickly. A reserve fund deficit indicates that owners have not contributed enough to a fully

funded reserve fund, causing the difference between a fully funded reserve fund and the actual reserve fund balance.

Therefore the sufficiency of a reserve fund not only requires the test of an estimated fully funded reserve fund, but also requires a test as to sufficient cash resources to fund potential repairs and replacements, including unforeseen events and contingencies. Therefore, a reserve fund deficiency or shortfall does not automatically mean that the reserve fund is not sufficient.

6.4 STATUTORY MINIMUM FUNDING

We have reviewed the statutory minimum funding reserve requirements of the Strata Regulation en. B.C. Reg. 238/2011, Sch. 1, s. 2., which states that:

6.1 For the purposes of section 93 of the Act, the amount of the annual contribution to the contingency reserve fund for a fiscal year, other than the fiscal year following the first annual general meeting, must be determined as follows:

(a) if the amount of money in the contingency reserve fund at the end of any fiscal year after the first annual general meeting is less than 25% of the total amount budgeted for the contribution to the operating fund for the fiscal year that has just ended, the annual contribution to the contingency reserve fund for the current fiscal year must be at least the lesser of

(i) 10% of the total amount budgeted for the contribution to the operating fund for the current fiscal year, and

(ii) the amount required to bring the contingency reserve fund to at least 25% of the total amount budgeted for the contribution to the operating fund for the current fiscal year;

(b) if the amount of money in the contingency reserve fund at the end of any fiscal year after the first annual general meeting is equal to or greater than 25% of the total amount budgeted for the contribution to the operating fund for the fiscal year that has just ended, additional contributions to the contingency reserve fund may be made as part of the annual budget approval process after consideration of the depreciation report, if any, obtained under section 94 of the Act.

We have assumed 25% of the current operating budget to be the minimum statutory funding.

7.0 THE BENCHMARK ANALYSIS

Benchmark Analysis									
Strata BCS 2401		119							
Inflation Rate		3.00%							
Interest Rate		2.00%							
		Replacement Cost				Reserve Fund			
Reserve Components	Origin	Years To Repair/ Replace	Current	Future	Current Requirement	Future Accumulation	Future Requirement	Annual Requirement	
S1	Foundations - Repair Allowance	2007	13	42,300	62,119	14,805	19,152	42,967	2,927
S2	Balconies & Terraces, Repairs	2007	7	110,300	135,655	58,827	67,573	68,082	9,158
S3	Balconies & Terraces, Guards	2007	22	76,200	146,007	20,320	31,414	114,593	4,198
EE1	Roofing, Soffits, Gutters & Downspouts	2007	15	795,900	1,239,986	198,975	267,794	972,192	56,217
EE2	Exterior Cladding & Fascia, Replace - Phased	2007	25	3,309,300	6,928,939	551,550	904,876	6,024,063	188,074
EE3a	Windows - IGU replacements	2007	15	78,000	121,521	19,500	26,244	95,277	5,509
EE3b	Windows & Sliding Doors, Replace - Phased	2007	25	596,700	1,249,357	99,450	163,158	1,086,199	33,912
EE4a	Exterior Doors - Re/re Garage OH Doors	2007	20	196,400	354,720	39,280	58,368	296,352	12,197
EE4b	Exterior Doors - Re/re Swing Doors	2007	28	114,400	261,739	17,333	30,178	231,561	6,250
EE5	Painting & Caulking	2012	9	258,400	337,153	25,840	30,881	306,272	31,398
I1	Interior Finishes - Amenity Building	2007	14	67,200	101,646	4,480	5,911	95,735	5,993
P1	Domestic Water System - Amenity Building	2007	19	17,800	31,212	4,272	6,223	24,989	1,094
EL1	Electrical Systems, Allowance	2007	22	50,000	95,805	9,259	14,315	81,491	2,985
SS1	Amenity - Fire Alarm System & Emergency Lights, Upgrade	2007	10	10,000	13,439	3,333	4,063	9,376	856
SS2	Suppression - Allowance	2007	19	18,500	32,440	4,440	6,468	25,972	1,137
SS3	Amenity - Access Control & Security, Upgrade	2012	14	6,000	9,076	400	528	8,548	535
Site 1	Paving & Curbing, Replace	2007	28	341,300	780,870	51,712	90,032	690,838	18,645
Site 2	Concrete Stairs, Patios, Driveways & Walkways, Replace Allowance	2007	20	59,200	106,922	11,840	17,594	89,328	3,676
Site 3	Wood Framed Entrance & Backyard Decks, Replace	2007	11	88,500	122,505	39,825	49,517	72,987	5,998
Site 4	Site Guards, Replace	2007	12	61,200	87,257	24,480	31,047	56,210	4,191
Site 5	Fencing & Yard Dividers, Replace	2007	15	67,900	105,786	16,975	22,846	82,940	4,796
Site 6	Landscaping & Miscellaneous	2007	13	61,700	90,609	21,595	27,935	62,673	4,269
	Contingency		0	11,900	11,900	11,900	11,900	11,900	11,900
	Totals			\$ 6,439,100	\$ 12,426,663	\$ 1,250,392	\$ 1,888,019	\$ 10,550,544	\$ 415,916

8.0 CASH FLOW SUMMARIES

8.1 ADEQUACY CASH FLOW

Adequacy-Cash flow Summary												
Strata BCS 2401												
Total Reserve Fund Contributions Collected												
Total for the Strata						Avg per Unit per Month						
Year	Reserve Fund Opening Balance	Regular Annual	% Change	Special Levy	Total	Regular	Special Levy	Total**	Interest Earned	Total Cash Inflow	Estimated Expenses	Reserve Fund Closing Balance
2014	\$ 87,142	\$ 28,962	n/a	\$ 27,000	\$ 55,962	\$ 20	\$ 19	\$ 39	\$ 1,743	\$ 57,705	\$ 12,257	\$ 132,590
2015	132,590	28,962	0%	-	28,962	20	-	20	2,652	31,614	12,625	151,579
2016	151,579	28,962	0%	-	28,962	20	-	20	3,032	31,994	13,003	170,569
2017	170,569	28,962	0%	-	28,962	20	-	20	3,411	32,373	13,394	189,549
2018	189,549	28,962	0%	-	28,962	20	-	20	3,791	32,753	13,795	208,507
2019	208,507	28,962	0%	-	28,962	20	-	20	4,170	33,132	14,209	227,430
2020	227,430	28,962	0%	-	28,962	20	-	20	4,549	33,511	150,291	110,650
2021	110,650	28,962	0%	-	28,962	20	-	20	2,213	31,175	15,075	126,750
2022	126,750	28,962	0%	256,000	284,962	20	179	200	2,535	287,497	352,680	61,567
2023	61,567	28,962	0%	-	28,962	20	-	20	1,231	30,193	29,432	62,328
2024	62,328	28,962	0%	108,000	136,962	20	76	96	1,247	138,209	138,977	61,560
2025	61,560	28,962	0%	74,000	102,962	20	52	72	1,231	104,193	104,223	61,530
2026	61,530	28,962	0%	140,000	168,962	20	98	118	1,231	170,193	170,203	61,519
2027	61,519	28,962	0%	99,000	127,962	20	69	90	1,230	129,192	128,721	61,991
2028	61,991	28,962	0%	519,000	547,962	20	363	384	1,240	549,202	549,807	61,386
2029	61,386	28,962	0%	427,000	455,962	20	299	319	1,228	457,190	457,341	61,234
2030	61,234	28,962	0%	441,000	469,962	20	309	329	1,225	471,187	471,062	61,359
2031	61,359	28,962	0%	120,000	148,962	20	84	104	1,227	150,189	33,538	178,010
2032	178,010	28,962	0%	405,000	433,962	20	284	304	3,560	437,522	551,302	64,230
2033	64,230	28,962	0%	201,000	229,962	20	141	161	1,285	231,247	231,182	64,295
2034	64,295	28,962	0%	98,000	126,962	20	69	89	1,286	128,248	127,988	64,554
2035	64,554	28,962	0%	555,000	583,962	20	389	409	1,291	585,253	584,986	64,821
2036	64,821	28,962	0%	106,000	134,962	20	74	95	1,296	136,258	135,783	65,297
2037	65,297	28,962	0%	9,000	37,962	20	6	27	1,306	39,268	40,046	64,519
2038	64,519	28,962	0%	2,742,000	2,770,962	20	1,920	1,940	1,290	2,772,252	2,771,953	64,818
2039	64,818	28,962	0%	2,804,000	2,832,962	20	1,964	1,984	1,296	2,834,258	2,833,545	65,531
2040	65,531	28,962	0%	2,888,000	2,916,962	20	2,022	2,043	1,311	2,918,273	2,918,552	65,252
2041	65,252	28,962	0%	921,000	949,962	20	645	665	1,305	951,267	950,863	65,657
2042	65,657	28,962	0%	316,800	345,762	20	222	242	1,313	347,075	347,593	65,138
2043	65,138	28,962	0%	-	28,962	20	-	20	1,303	30,265	28,884	66,519

* Note: figures presented are rounded.

**Note: Avg per Unit per Month is calculated as the total divided by the number of units. Entitlement unit calculations will differ.

8.2 FULL FUNDING CASH FLOW

Full Funding-Cash flow Summary												
Strata BCS 2401												
Total Reserve Fund Contributions Collected												
Total for the Strata						Avg per Unit per Month						
Year	Reserve Fund Opening Balance	Regular Annual	% Change	Special Levy	Total	Regular	Special Levy	Total**	Interest Earned	Total Cash Inflow	Estimated Expenses	Reserve Fund Closing Balance
2014	\$ 87,142	\$ 28,962	n/a	\$ 27,000	\$ 55,962	\$ 20	\$ 19	\$ 39	\$ 1,743	\$ 57,705	\$ 12,257	\$ 132,590
2015	132,590	57,924	100%	-	57,924	41	-	41	2,652	60,576	12,625	180,541
2016	180,541	75,301	30%	-	75,301	53	-	53	3,611	78,912	13,003	246,450
2017	246,450	94,127	25%	-	94,127	66	-	66	4,929	99,055	13,394	332,112
2018	332,112	117,658	25%	-	117,658	82	-	82	6,642	124,300	13,795	442,617
2019	442,617	147,073	25%	-	147,073	103	-	103	8,852	155,925	14,209	584,332
2020	584,332	183,841	25%	-	183,841	129	-	129	11,687	195,527	150,291	629,569
2021	629,569	229,801	25%	-	229,801	161	-	161	12,591	242,392	15,075	856,887
2022	856,887	287,251	25%	-	287,251	201	-	201	17,138	304,389	352,680	808,596
2023	808,596	359,064	25%	-	359,064	251	-	251	16,172	375,236	29,432	1,154,400
2024	1,154,400	448,830	25%	-	448,830	314	-	314	23,088	471,918	138,977	1,487,341
2025	1,487,341	561,038	25%	-	561,038	393	-	393	29,747	590,784	104,223	1,973,903
2026	1,973,903	617,141	10%	-	617,141	432	-	432	39,478	656,619	170,203	2,460,319
2027	2,460,319	667,006	8%	-	667,006	467	-	467	49,206	716,213	128,721	3,047,810
2028	3,047,810	667,006	0%	-	667,006	467	-	467	60,956	727,963	549,807	3,225,966
2029	3,225,966	667,006	0%	-	667,006	467	-	467	64,519	731,526	457,341	3,500,151
2030	3,500,151	667,006	0%	-	667,006	467	-	467	70,003	737,009	471,062	3,766,099
2031	3,766,099	667,006	0%	-	667,006	467	-	467	75,322	742,328	33,538	4,474,889
2032	4,474,889	667,006	0%	-	667,006	467	-	467	89,498	756,504	551,302	4,680,091
2033	4,680,091	667,006	0%	-	667,006	467	-	467	93,602	760,608	231,182	5,209,517
2034	5,209,517	667,006	0%	-	667,006	467	-	467	104,190	771,197	127,988	5,852,726
2035	5,852,726	667,006	0%	-	667,006	467	-	467	117,055	784,061	584,986	6,051,800
2036	6,051,800	667,006	0%	-	667,006	467	-	467	121,036	788,042	135,783	6,704,060
2037	6,704,060	667,006	0%	-	667,006	467	-	467	134,081	801,088	40,046	7,465,102
2038	7,465,102	667,006	0%	-	667,006	467	-	467	149,302	816,308	2,771,953	5,509,458
2039	5,509,458	667,006	0%	-	667,006	467	-	467	110,189	777,196	2,833,545	3,453,108
2040	3,453,108	667,006	0%	-	667,006	467	-	467	69,062	736,069	2,918,552	1,270,625
2041	1,270,625	667,006	0%	-	667,006	467	-	467	25,412	692,419	950,863	1,012,181
2042	1,012,181	667,006	0%	-	667,006	467	-	467	20,244	687,250	347,593	1,351,838
2043	1,351,838	666,531	0%	-	666,531	467	-	467	27,037	693,568	28,884	2,016,521

* Note: figures presented are rounded.

**Note: Avg per Unit per Month is the result of dividing the total by the number of units. Entitlement unit calculations will differ.

8.3 ALTERNATIVE CASH FLOW

Alternate -Cash flow Summary												
Strata BCS 2401												
Total Reserve Fund Contributions Collected												
Total for the Strata						Avg per Unit per Month						
Year	Reserve Fund Opening Balance	Regular Annual	% Change	Special Levy	Total	Regular	Special Levy	Total**	Interest Earned	Total Cash Inflow	Estimated Expenses	Reserve Fund Closing Balance
2014	\$ 87,142	\$ 28,962	n/a	\$ -	\$ 28,962	\$ 20	\$ -	\$ 20	\$ 1,743	\$ 30,705	\$ 12,257	\$ 105,590
2015	105,590	43,443	50%	-	43,443	30	-	30	2,112	45,555	12,625	138,520
2016	138,520	65,165	50%	-	65,165	46	-	46	2,770	67,935	13,003	193,452
2017	193,452	78,197	20%	-	78,197	55	-	55	3,869	82,066	13,394	262,124
2018	262,124	89,927	15%	-	89,927	63	-	63	5,242	95,169	13,795	343,499
2019	343,499	98,920	10%	-	98,920	69	-	69	6,870	105,790	14,209	435,079
2020	435,079	108,812	10%	119,000	227,812	76	83	160	8,702	236,513	150,291	521,302
2021	521,302	116,428	7%	-	116,428	82	-	82	10,426	126,855	15,075	633,082
2022	633,082	124,578	7%	238,000	362,578	87	167	254	12,662	375,240	352,680	655,642
2023	655,642	137,036	10%	-	137,036	96	-	96	13,113	150,149	29,432	776,359
2024	776,359	150,740	10%	-	150,740	106	-	106	15,527	166,267	138,977	803,649
2025	803,649	165,814	10%	-	165,814	116	-	116	16,073	181,887	104,223	881,313
2026	881,313	182,395	10%	-	182,395	128	-	128	17,626	200,022	170,203	911,131
2027	911,131	200,635	10%	238,000	438,635	141	167	307	18,223	456,858	128,721	1,239,268
2028	1,239,268	220,698	10%	535,500	756,198	155	375	530	24,785	780,984	549,807	1,470,445
2029	1,470,445	242,768	10%	297,500	540,268	170	208	378	29,409	569,677	457,341	1,582,781
2030	1,582,781	267,045	10%	416,500	683,545	187	292	479	31,656	715,201	471,062	1,826,920
2031	1,826,920	293,750	10%	-	293,750	206	-	206	36,538	330,288	33,538	2,123,670
2032	2,123,670	323,125	10%	357,000	680,125	226	250	476	42,473	722,598	551,302	2,294,965
2033	2,294,965	355,437	10%	178,500	533,937	249	125	374	45,899	579,836	231,182	2,643,619
2034	2,643,619	390,981	10%	-	390,981	274	-	274	52,872	443,853	127,988	2,959,484
2035	2,959,484	410,530	5%	452,200	862,730	287	317	604	59,190	921,919	584,986	3,296,417
2036	3,296,417	431,056	5%	119,000	550,056	302	83	385	65,928	615,985	135,783	3,776,619
2037	3,776,619	452,609	5%	119,000	571,609	317	83	400	75,532	647,141	40,046	4,383,714
2038	4,383,714	475,239	5%	1,190,000	1,665,239	333	833	1,166	87,674	1,752,914	2,771,953	3,364,675
2039	3,364,675	499,001	5%	600,000	1,099,001	349	420	770	67,294	1,166,295	2,833,545	1,697,425
2040	1,697,425	523,952	5%	840,000	1,363,952	367	588	955	33,949	1,397,900	2,918,552	176,774
2041	176,774	550,149	5%	417,000	967,149	385	292	677	3,535	970,685	950,863	196,595
2042	196,595	577,657	5%	-	577,657	405	-	405	3,932	581,588	347,593	430,590
2043	430,590	606,539	5%	-	606,539	425	-	425	8,612	615,151	28,884	1,016,857

* Note: figures presented are rounded.

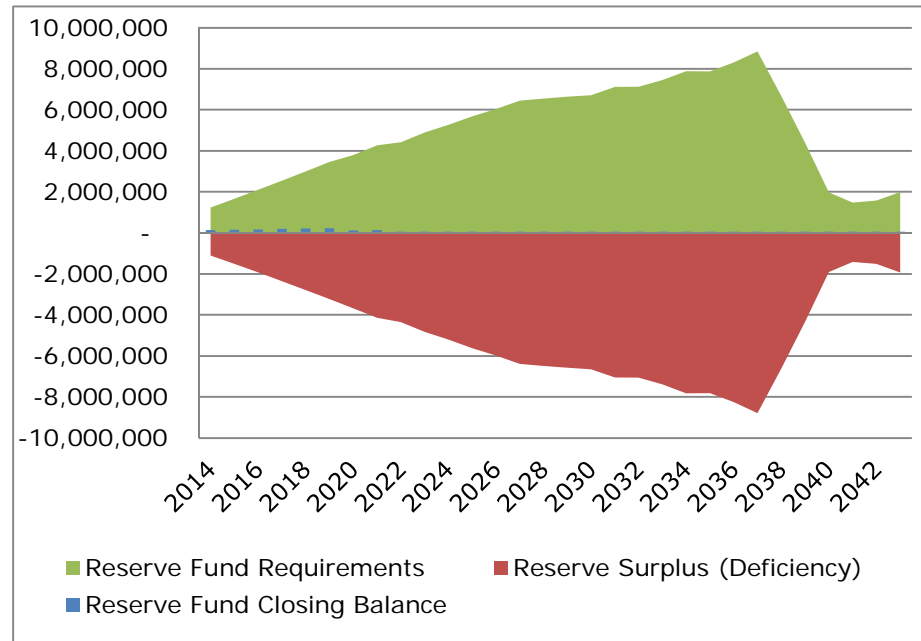
**Note: Avg per Unit per Month is the result of dividing the total by the number of units. Entitlement unit calculations will differ.

9.0 EXPENDITURE TABLE

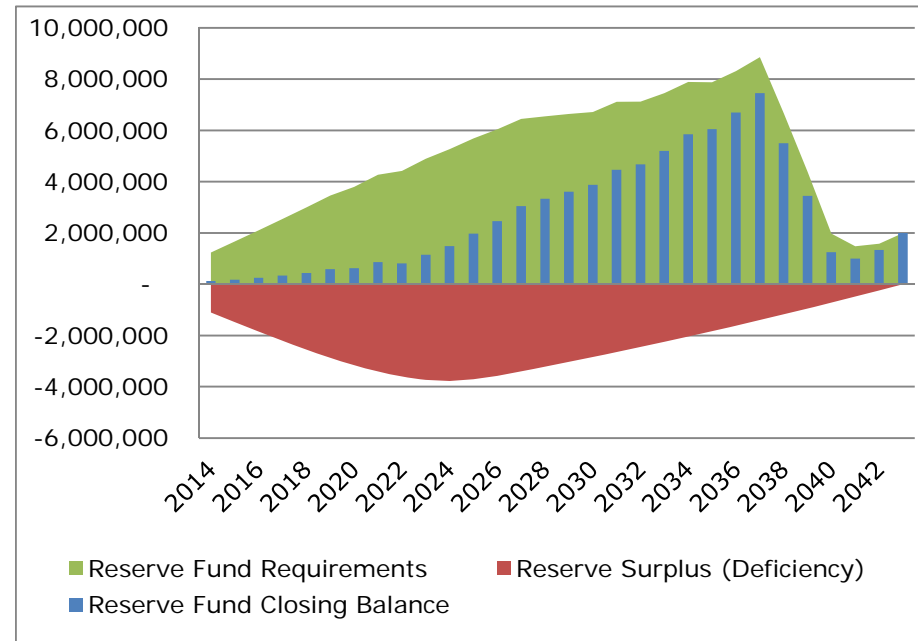
Strata BCS 2401		119	Units																																
Current Year		2013	Inflation Rate	3%																															
Fiscal Period End Date		41547	Interest Rate	2%																															
				2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	2037	2038	2039	2040	2041	2042	2043		
Expenditures		First Yr	Repeat X Yrs																																
S1	Foundations - Repair Allowance	2026	20	-	-	-	-	-	-	-	-	-	-	-	-	62,119	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
S2	Balconies & Terraces, Repairs	2020	15	-	-	-	-	-	-	135,655	-	-	-	-	-	-	-	-	-	-	-	-	-	-	211,346	-	-	-	-	-	-	-	-	-	
S3	Balconies & Terraces, Guards	2035	30	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	146,007	-	-	-	-	-	-	-	-	-	-	
EE1	Roofing, Soffits, Gutters & Downspouts	2028	20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	413,329	425,729	438,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
EE2	Exterior Cladding & Fascia, Replace - Phased	2038	30	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,309,646	2,378,936	2,450,304	-	-	-	-	
EE3a	Windows - IGU replacements	2028	20	-	-	-	-	-	-	-	-	-	-	-	-	-	12,152	12,517	12,892	13,279	13,677	14,088	14,510	14,946	15,394	15,856	-	-	-	-	-	-	-		
EE3b	Windows & Sliding Doors, Replace - Phased	2038	30	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	416,452	428,946	441,814	-	-	-	-
EE4a	Exterior Doors - Refre Garage OH Doors	2033	25	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	88,680	91,340	94,081	96,903	-	-	-	-	-	-	-	-	
EE4b	Exterior Doors - Refre Swing Doors	2041	35	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	142,767	147,050	-	-
EE5	Painting & Caulking	2022	10	-	-	-	-	-	-	-	-	337,153	-	-	-	-	-	-	-	-	-	-	453,106	-	-	-	-	-	-	-	-	-	-	-	-
I1	Interior Finishes - Amenity Building	2027	15	-	-	-	-	-	-	-	-	-	-	-	-	-	101,646	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	158,361	-
P1	Domestic Water System - Amenity Building	2032	30	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	31,212	-	-	-	-	-	-	-	-	-	-	-	-
EL1	Electrical Systems, Allowance	2035	25	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	95,805	-	-	-	-	-	-	-	-	-	-	-
SS1	Amenity - Fire Alarm System & Emergency Lights, Upgrade	2023	15	-	-	-	-	-	-	-	-	-	13,439	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,938	-	-	-	-	-	-
SS2	Suppression - Allowance	2032	20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	32,440	-	-	-	-	-	-	-	-	-	-	-	-
SS3	Amenity - Access Control & Security, Upgrade	2027	15	-	-	-	-	-	-	-	-	-	-	-	-	-	9,076	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	14,139	-
Site 1	Paving & Curbing, Replace	2041	30	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	780,870	-	-
Site 2	Concrete Stairs, Patios, Driveways & Walkways, Replace Allowance	2033	25	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	106,922	-	-	-	-	-	-	-	-	-	-	-
Site 3	Wood Framed Entrance & Backyard Decks, Replace	2024	20	-	-	-	-	-	-	-	-	-	-	122,505	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Site 4	Site Guards, Replace	2025	20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Site 5	Fencing & Yard Dividers, Replace	2028	20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Site 6	Landscaping & Miscellaneous	2026	20	-	-	-	-	-	-	-	-	-	-	-	-	90,609	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Contingency	n/a	n/a	12,257	12,625	13,003	13,394	13,795	14,209	14,635	15,075	15,527	15,993	16,472	16,967	17,476	18,000	18,540	19,096	19,669	20,259	20,867	21,493	22,138	22,802	23,486	24,190	24,916	25,663	26,433	27,226	28,043	28,884		
	Total Expenditures			\$12,257	\$12,625	\$13,003	\$13,394	\$13,795	\$14,209	\$150,291	\$15,075	\$352,680	\$29,432	\$138,977	\$104,223	\$170,203	\$128,721	\$549,807	\$457,341	\$471,062	\$33,538	\$551,302	\$231,182	\$127,988	\$584,986	\$135,783	\$40,046	\$2,771,953	\$2,833,545	\$2,918,552	\$950,863	\$347,593	\$28,884		

11.0 GRAPHS AND ILLUSTRATIONS

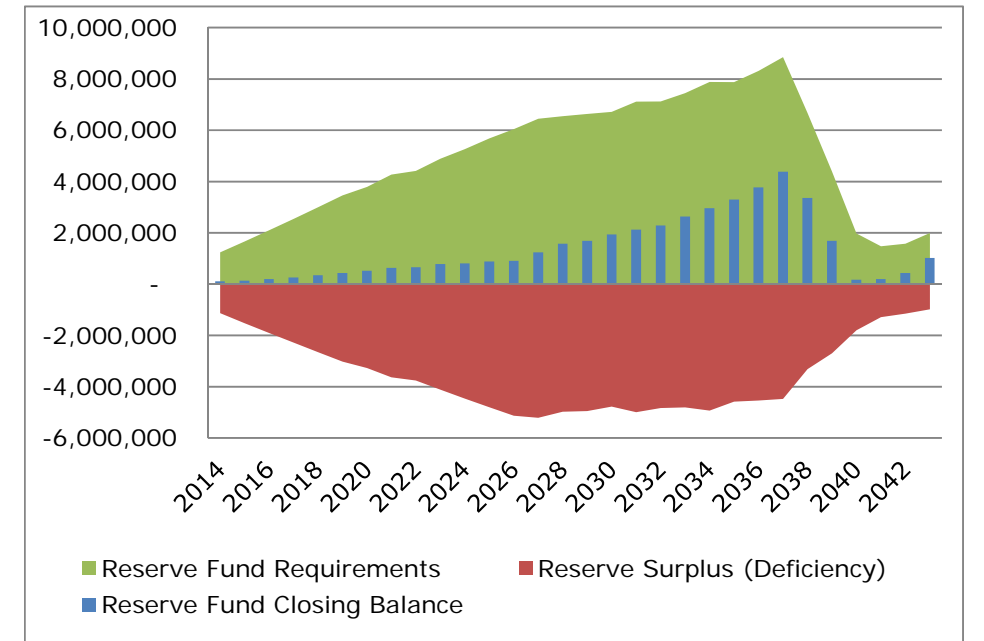
ADEQUACY – RESERVE REQUIREMENTS, SURPLUS (DEFICIT) AND FUND BALANCE



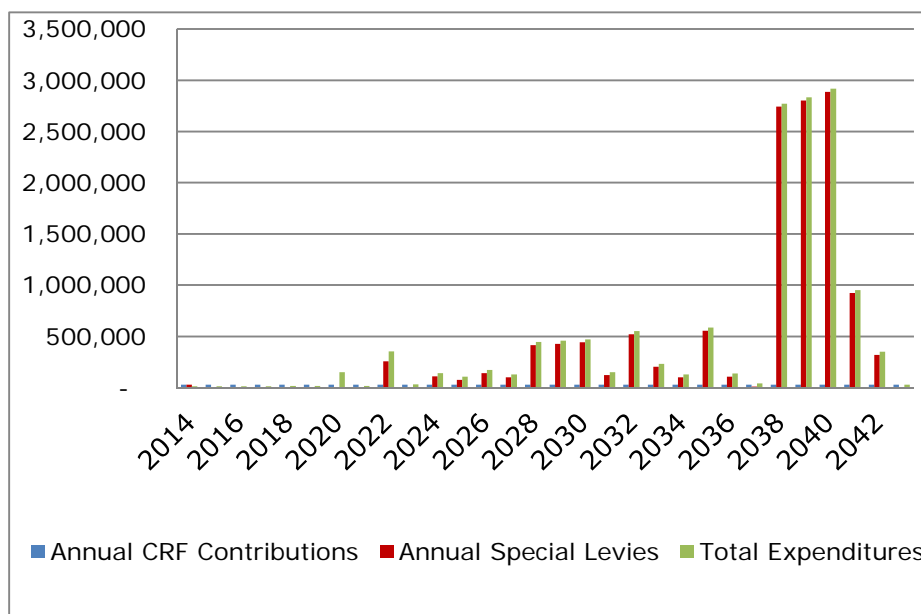
FULL FUNDING – RESERVE REQUIREMENTS, SURPLUS (DEFICIT) AND FUND BALANCE



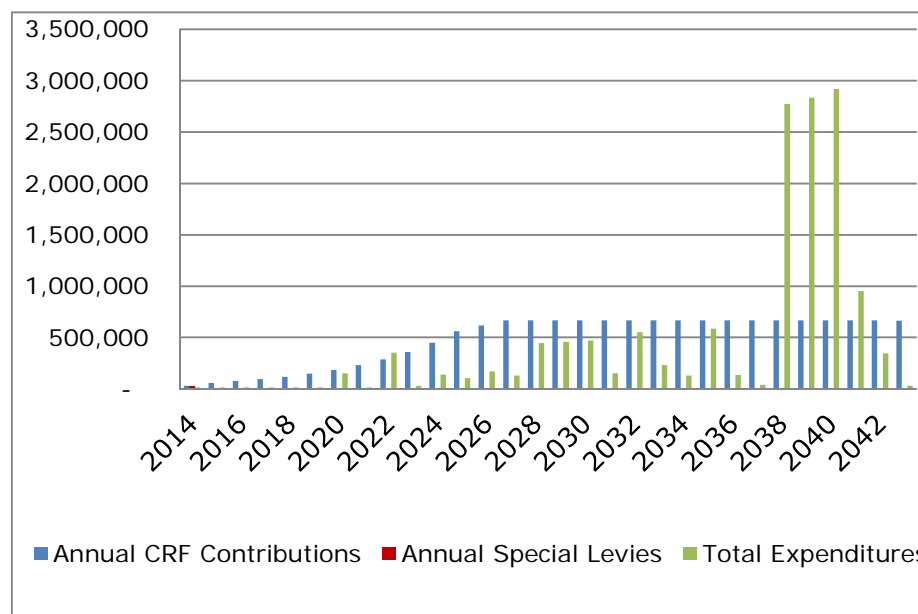
ALTERNATIVE – RESERVE REQUIREMENTS, SURPLUS (DEFICIT) AND FUND BALANCE



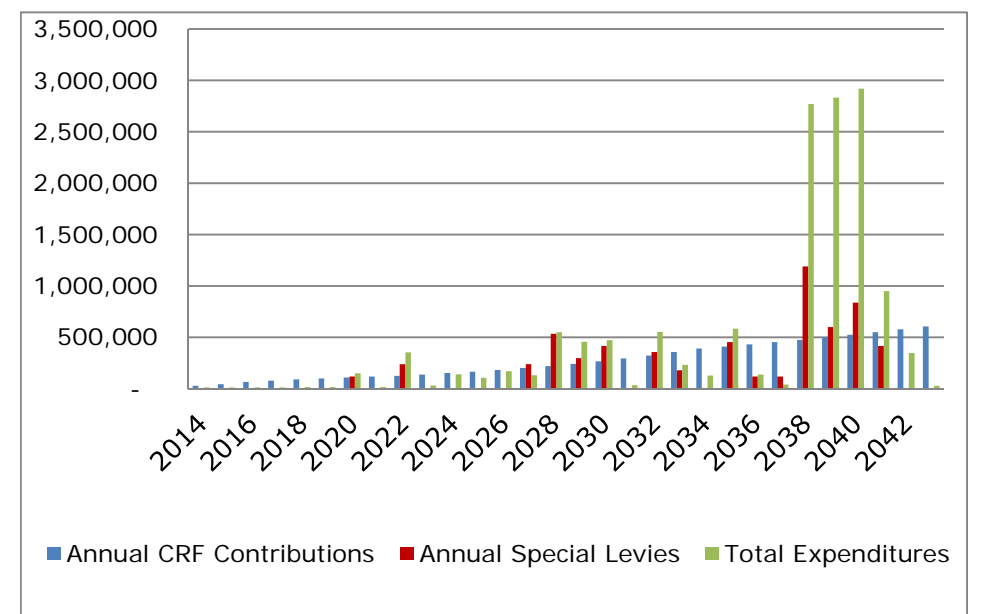
ADEQUACY – CONTRIBUTIONS COMPARED TO EXPENDITURES



FULL FUNDING – CONTRIBUTIONS COMPARED TO EXPENDITURES



ALTERNATIVE – CONTRIBUTIONS COMPARED TO EXPENDITURES



12.0 APPENDIX A — TERMS OF REFERENCE

The Client to whom this Depreciation Report is addressed may use it in deliberations affecting the subject property only, and in doing so, the report must not be extracted—it must be read and used in its entirety for the specific property.

We assumed that the subject property is structurally sound, complies with all environmental standards, and is void of any condition that may affect this report. We provided sufficient information to aid the Strata in selecting suitable renewal and maintenance strategies while endeavouring to limit the cost of obtaining this information.

Conclusions are based on a visual review of a sample of each component. No permanent finish or fixture will be removed for the purpose of inspecting components. No building envelope condition assessment, exploratory openings, testing, structural audit, destructive testing, moisture-test, legal survey, soil tests, environment assessment, detailed quantity survey compilations, engineering or exhaustive physical examinations were conducted as these are not within the Scope of the Report.

The condition of visible components was observed and the status of maintenance in general was reported, but there was no comment on functional operation. Our employees were not required to operate any shut down heating or air conditioning system or operate any such system during periods of weather which could possibly damage that system. They were not required to clear snow or ice, foliage, furniture or any other obstacle which prevents visual inspection of any component, finish or fixture. Our employees may report on, but were not obligated to report hazardous substances or other contaminants.

Our employees were not required to light or extinguish any gas pilot light or solid fuel fire. Our employees were not required to enter any area of the building: 1. where head room is less than three (3) feet, 2. where the access opening is less than thirty (30) inches square, 3. where access could possibly cause damage to the structure or finish and 4. where there is a possible threat of personal injury.

We prepared the Depreciation Report using our best efforts with the information and practices that are available to us at the time of preparing the report. We further used our best efforts to make assumptions as to future costs and interest rates to predict future funding however these assumptions are based on future events that may not be foreseeable at the time of the report.

This report is considered a Restricted Report. The use of this document is restricted to the Strata named in this proposal for the assessment and planning their capital funding. It cannot be used for any other purpose. Possession of this report, or a copy thereof, does not carry with it the right of publication. Notwithstanding the foregoing, the applicant herein has permission to reproduce the report in whole or in part for the legitimate purposes of providing information to the Strata Council or unit owners such as attaching the report to a Form B. The Client agrees that Normac Appraisals Ltd. ("Normac") does not assume any responsibility or liability for any losses suffered by the Strata or any other parties as a result of any use of this report contrary to the provisions of this paragraph. This report is not intended to be used for mortgage nor for insurance purposes or for use as a pre-purchase inspection for potential buyers.

We reserve the right, but will be under no obligation, to review our calculations referred to in the report and, if we consider it necessary, to revise our conclusions in the light of any information existing at the date of the report which becomes known to us after the date of the report.

The Client agrees that any and all claims, whether such claims sound in contract or tort, which the Client has or hereafter may have against Normac (including all staff), in any way arising out of or related to Normac's duties and responsibilities pursuant to this Contract, shall be limited to three times the fee charged under this Contract. In addition to the limitation of liability listed above, Normac will not assume any liability for any consequential loss, injury or damages suffered by the client, including, but not limited to, loss of use, earnings and business interruption.

The Client expressly agrees that Normac's officers, directors, employees, agents and sub-consultants shall have no personal liability to the client in respect of a claim, whether in contract, or tort. The Strata expressly agrees that it will bring no proceedings and take no action in any court of law against any of Normac's officers, directors, employees, agents, and sub-consultants in their personal capacity.

Information used in the creation of the report furnished by others such as explanations, surveys, building plans, and strata plans are assumed to be correct. However, Normac assumes no liability for the accuracy of such information. Reference to a sketch, blueprint, or strata plan appearing in the report is only for the purpose of assisting the reader to visualize the property.

The Report does not intend to record all existing deficiencies. It is likely that these deficiencies—or conditions not uncovered during the Report—may affect the costs, timing or effectiveness of the provided recommendations.

The recommendations in this Report are based on our experience and on generally accepted practise. The long-term effectiveness of these recommendations cannot be assessed beyond present knowledge and experience. A detailed assessment of previous financial records, studies and reports has not been made to substantiate the Strata Corporation's current financial position. The recommendations in this Report are based on the information available at the time of carrying out the DR. Should associated repair/restoration/renewal work reveal additional information; the recommendations may have to be revisited.

Cost estimates presented in this Report are based on approximate quantities and our judgement and experience with similar projects. The cost estimates are to be interpreted as an order of magnitude budget estimate, subject to confirmation by competitive tendering. The cost estimates are also subject to change and are dependent upon some factors over which we have no control, namely market condition, contractor availability, methods and bidding practices, and the cost of labour, materials, and equipment etc.

In issuing this Report, Normac Appraisals Ltd. does not assume any of the duties or liabilities of the designers, builders or past or present owners of the subject property. Owners, prospective purchasers, tenants or others who use or rely on the contents of the report do so with the understanding as to the limitations of the cursory field review undertaken and the understanding that the Consultant cannot be held liable for damages they may suffer in respect to the purchases, ownership, or use of the subject property.

13.0 APPENDIX B—STRATA FEEDBACK

Strata Comments	Normac Response

14.0 APPENDIX C—B.C.'S STRATA PROPERTY ACT—DEPRECIATION REPORT

With respect to the Strata Property Act, [SBC 1998] CHAPTER 43, Part 1 — Definitions and Interpretation

"bare land strata plan" means

(a) a strata plan on which the boundaries of the strata lots are defined on a horizontal plane by reference to survey markers and not by reference to the floors, walls or ceilings of a building, or

(b) any other strata plan defined by regulation to be a bare land strata plan;

"common property" means

(a) that part of the land and buildings shown on a strata plan that is not part of a strata lot, and

(b) pipes, wires, cables, chutes, ducts and other facilities for the passage or provision of water, sewage, drainage, gas, oil, electricity, telephone, radio, television, garbage, heating and cooling systems, or other similar services, if they are located

(i) within a floor, wall or ceiling that forms a boundary

(A) between a strata lot and another strata lot,

(B) between a strata lot and the common property, or

(C) between a strata lot or common property and another parcel of land, or

(ii) wholly or partially within a strata lot, if they are capable of being and intended to be used in connection with the enjoyment of another strata lot or the common property;

For the purposes of section 94 of the Act, a depreciation report must include all of the following:

1.0 A physical component inventory and evaluation that complies with section 2 and includes:

1.1 A summary of repairs and maintenance work for common expenses respecting the items listed in section 2.2 that usually occur less often than once a year or that do not usually occur

1.2 A financial forecasting section that complies with section 3

1.3 The name of the person from whom the depreciation report was obtained and include:

1.3.1 That person's qualifications

1.3.2 The error and omission insurance, if any, carried by that person

1.3.3 The relationship between that person and the strata corporation

1.4 The date of the report

1.5 Any other information or analysis that the strata corporation or the person providing the depreciation report considers appropriate

2.0 For the purposes of sections 1.1 and 1.2, the physical component inventory and evaluation must:

2.1 Be based on an on-site visual inspection of the site and, where practicable, of the items listed in section 2.2

2.2 Include a description and estimated service life over 30 years of those items that comprise the common property, the common assets and those parts of a strata lot or limited common property, or both, that the strata corporation is responsible to maintain or repair under the Act, the strata corporation's bylaws or an agreement with an owner, including, but not limited to, the following items:

2.2.1 The building's structure

2.2.2 The building's exterior, including roofs, roof decks, doors, windows and skylights

2.2.3 The building's systems, including the electrical, heating, plumbing, fire protection and security systems

2.2.4 Common amenities and facilities

2.2.5 Parking facilities and roadways

2.2.6 Utilities, including water and sewage

2.2.7 Landscaping, including paths, sidewalks, fencing and irrigation

- 2.2.8 Interior finishes, including floor covering and furnishings
- 2.2.9 Green building components
- 2.2.10 Balconies and patios
- 2.3 Identify common property and limited common property that the strata lot owner, and not the strata corporation, is responsible to maintain and repair
- 3.0 For the purposes of subsection 1.2 the financial forecasting section must include:
 - 3.1 The anticipated maintenance, repair and replacement costs for common expenses that usually occur less often than once a year or that do not usually occur, projected over 30 years, beginning with the current or previous fiscal year of the strata corporation, of the items listed in subsection
 - 3.2 A description of the factors and assumptions, including interest rates and rates of inflation, used to calculate the costs referred to in 3.1
 - 3.3 A description of how the contingency reserve fund is currently being funded
 - 3.4 The current balance of the contingency reserve fund minus any expenditures that have been approved but not yet taken from the fund
 - 3.5 At least 3 cash-flow funding models for the contingency reserve fund relating to the maintenance, repair and replacement over 30 years, beginning with the current or previous fiscal year of the strata corporation, of the items listed in subsection 2.2
- 4.0 For the purposes of section 3.5, the cash-flow funding models may include any one or more of the following:
 - 4.1 Balances of, contributions to and withdrawals from the contingency reserve fund
 - 4.2 Special levies
 - 4.3 Borrowings
- 5.0 If a strata corporation contributes to the contingency reserve fund based on a depreciation report, the contributions in respect of an item become part of the contingency reserve fund and may be spent for any purpose permitted under section 96 of the Act
- 6.0 A qualified person is:
 - 6.1 Any person who has the knowledge and expertise to understand the individual components, scope and complexity of the strata corporation's common property, common assets and those parts of a strata lot or limited common property, or both, that the strata corporation is responsible to maintain or repair under the Act, the strata corporation's bylaws or an agreement with an owner and to prepare a depreciation report that complies with sections 1.0 to 4.0.
- 7.0 The following periods are prescribed to obtain a Depreciation Report:
 - 7.1 3 years after the strata corporation has obtained a Depreciation Report
 - 7.2 18 months after the strata corporation has waived the requirement with a $\frac{3}{4}$ resolution passed at an AGM or special general meeting
 - 7.3 12 months within the prescribed period after the strata corporation, by a $\frac{3}{4}$ resolution passed at an AGM or special general meeting has waived the requirement

Strata Property Regulation:

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/12_43_2000#section6.2

Strata Property Act:

http://www.bclaws.ca/EPLibraries/bclaws_new/document/LOC/freeside/--%20S%20--/Strata%20Property%20Act%20SBC%201998%20c.%2043/00_Act/98043_06.xml

15.0 APPENDIX D—DEFINITIONS

Adequacy—refers to a term used to describe one of the financial models presented. It is a summary of the cash flow and projections if current funding levels continue and minimum efforts are made. Any shortfalls in the Contingency Reserve Fund against needed expenditures are funded with one yearly contribution increase and the rest via special levies. The bottom line for this funding model is that sufficient funds are available for expenditures as needed but no more.

Alternative Funding— refers to one of the financial models presented. This financial model works towards getting the Strata to an alternative funding position by the end of 30 years. Annual Contingency Reserve Fund Contributions to the Contingency Reserve Fund are increased early in the cycle and level off over time with minimal special levies.

Annual Contingency Reserve Fund Contributions— refers to the annual payments made by owners towards the contingency reserve fund.

Annual Reserve Fund Requirement—refers to the hypothetical ideal amount of annual Contingency Reserve Fund Contributions made by the owners to fund major repair or replacement of the Building Component at the end of their life.

Building Component—refers to the various parts of the Strata’s assets under discussion. For example the Strata’s roof, exterior cladding or domestic hot water system is a building component.

Change in Monthly Contributions—refers to the percentage rate at which the Annual Contingency Reserve Fund Contribution is increased or decreased when compared to the prior year.

Complete Replacements—refers to projects that are implemented as one complete repair. Owners can leverage economies of scale and thereby reduce the overall cost but the financial burden for a particular year is often high.

Co-ordinating—refers to projects when more than one repair is completed all at once to take advantage of economies of scale or favorable market conditions. The Owners thus shorten the duration of the burden as well as lowering their overall costs.

Current Replacement Costs—refers to the total amount for all major repairs and replacements for all building components at current prices.

Current Reserve Fund Requirements—refers to a hypothetical ideal balance of the Contingency Reserve Fund at the current date, if full funding of the Contingency Reserve Fund had taken place since the first day of the Strata’s inception. It is a notion of a “pay a portion for usage” contribution to the Contingency Reserve Fund, based on the effective age of building components and their repair or replace date. This is used in the Benchmark as part of the calculation to determine a hypothetical ideal annual Contingency Reserve funding amount.

Expected Lifespan—refers to the anticipated life span of a Building Component, starting from the date of original construction/installation until the date of replacement of the component. The life-cycle is usually discussed in terms of frequency.

Full Funding—refers to one of the financial models presented. This financial model works towards getting the Strata to a full funding position by the end of 30 years whereby the Contingency Reserve Balance equals the Reserve Fund Requirements. Regular contributions to

the Contingency Reserve Fund are increased at the beginning of the cycle and then level off over time with minimal special levies.

Future Replacement Cost—refers to the amount for major repair and replacement of a Building Component in the future at the end of its expected life span.

Future Reserve Fund Accumulation—refers to the hypothetical amount that would be in the future Contingency Reserve Fund at the end of the components' life, by adding the Current Reserve Fund Requirement plus compound interest on the Current Reserve Fund Requirement. This is used in the Benchmark as part of the calculation to determine a hypothetical ideal annual Contingency Reserve funding amount.

Future Reserve Fund Requirements—refers to the amount of future funding of the Contingency Reserve Fund required to pay for major repair or replacements of Building Components at the end of their life, assuming the current Contingency Reserve Fund balance equalled the Current Reserve Fund Requirement or the hypothetical ideal contributions was made. It is the mathematical difference between the Future Replacement Cost and the Future Reserve Fund Accumulation. This is used in the Benchmark as part of the calculation to determine an ideal annual Contingency Reserve contribution.

Inflation Rate—refers to the annual inflation rate, used to reflect assumed increases to current cost estimates, and used to arrive at future expenditure predictions. For this Report we use Statistics Canada's Construction Price Index as it reflects more closely construction materials and services fluctuations.

Interest Rate—refers to the assumed annual interest earned on the Contingency Reserve Fund Balance. Any interest gained is added to the Contingency Reserve Fund.

Localized Renewal—refers to repair or replacement projects that are localized to a particular part of the building or property. Different areas of the building or property may be subject to accelerated wear and tear due to different weather exposure or different usage.

Minimum Contingency Reserve Balance—refers to statutory minimum required Contingency Reserve Fund balance.

Operating Fund—refers to a Strata's regular annual budget where regular annual repair and maintenance costs are funded and where we assume costs of repairs of less than \$5,000 are funded.

Phased Repairs—refers to projects that present a repair or a renewal of a component in a phased approach. They are carried out over multiple periods. The financial toll in a particular year to Owners is reduced when the work occurs, but overall, due to remobilization costs and fluctuations in inflation and market conditions, the total completion costs may be higher.

Reserve Fund Opening Balance—refers to the balance in the Reserve Fund at the start of the Strata's fiscal year.

Years Remaining Until Repair or Replacement—refers to the anticipated life span of a component, starting from the date of original construction/installation until major repair or full replacement of the component is required. This estimate is based on apparent conditions and not limited to the time remaining for the component's "standard" expected life. The actual service life achieved of a building component is dependent on a number of factors and assumes that regular maintenance is carried out.

16.0 APPENDIX E—TEAM BIOGRAPHIES (PROVIDED AS REQUIRED BY THE STRATA ACT)

Cameron Carter, B. Comm., RI (BC), CRP

President, Normac Appraisals Ltd.

Cameron Carter is a seasoned professional in the real estate industry. He is the founder and president of Normac and has been successfully serving Strata Corporation clients for 15 years, having completed thousands of replacement cost appraisals. His knowledge and experience with strata construction costs, building code upgrades, and municipal bylaws is significant. A member of the Real Estate Institute of Canada (REIC), Cameron is a designated Certified Reserve Planner (CRP).

Gina Arsens, CA, CBV, CRP

Vice President, Normac Appraisals Ltd.

Gina Arsens has 20 years of business and financial experience. She has prepared and reviewed hundreds of financial plans and models during her career. She's held various financial and leadership roles in her career starting with a successful articling period with PricewaterhouseCoopers where she became a Chartered Accountant (CA) and a Chartered Business Valuator (CBV). She has significant experience as a CFO and a CEO. In 2009, Gina had the distinction of being named one of BC's Top 40 under 40 by Business in Vancouver. A member of the REIC, she is a designated CRP.

Amanda McIntyre, Dipl. Arch. Tech.

Depreciation Report Planner

Amanda McIntyre has a deep level of knowledge of building systems, condition assessments, costing, planning and construction. She has conducted hundreds of building condition assessments and depreciation reports. Hailing from Ontario, Amanda started her career at a well-respected building engineering company. After opening a new office for her engineering firm in BC in 2009 she established a strong reputation in her field by successfully managing high-rise development projects, building inspections, condition surveys, depreciation reports, envelope investigations, and site analyses. In 2013 Amanda joined Normac. She holds a Diploma of Architectural Technology from St. Clair College in Ontario. She is currently a CRP, and a member of the REIC.

Aaron Wittstock, BBA, PGCV, CRP

Insurance Appraiser and Depreciation Report Planner

After completing his Post-Graduate Certificate in Real Property Valuation (PGCV) at the Sauder School of Business at UBC, Aaron started his appraisal career at the BC Assessment Authority in their Vancouver-North Shore office where he was an integral team member of a pilot GIS-based appraisal initiative. He joined Normac at the beginning of 2011 carrying out numerous property inspections, municipal bylaw research, and replacement cost estimates for both residential and commercial properties. Aaron is a Candidate Member of the Appraisal Institute of Canada working toward the AACI – P.App. Designation. He is also a member of the REIC and is a CRP.

Alfred HY Lam, BAsC in Civil Engineering, IIT

Depreciation Report Planner

Alfred joined Normac in 2013 with experience designing and inspecting residential and commercial buildings. He started his career in the UBC Department of Civil Engineering in 2003 performing concrete strength tests, compared steel reinforcements. After working in operations and in an engineering firm he joined Normac. He obtained his degree in Civil Engineering from the University of BC in 2005 and completed the Home Inspection Program from BCIT in 2011. Alfred is currently a CRP, and a member of the REIC.

Janet Au, AACI, P.App, RI (BC), MUrb, BA, Dip(ULE), CRP

Senior Appraiser

Janet is a professional appraiser having 8 years of experience appraising properties in BC and Alberta. She joined Normac in 2009 as an Insurance Appraiser and prior to joining Normac, performed fair market appraisals for residential properties. In totality Janet has inspected and prepared appraisals on thousands of properties. For Normac, she is responsible for carrying out appraisal inspections, research and replacement cost estimates and reviewing other employee's work. Janet is a member of the REIC and the Appraisal Institute of Canada (AIC) and is an Accredited Appraiser Canadian Institute Professional Appraiser (AACI, P.App) with the AIC. In 2003 she obtained a Bachelor of Arts degree from the University of Hong Kong, in 2007 a Master of Urban Studies from Simon Fraser University and in 2012 a Diploma in Urban Land Economics from the University of British Columbia. She is a member of the REIC and is a CRP.

Lynda Davies, CRP

Client Services Manager

Lynda joined Normac 10 years ago and has been an integral part of the company's growth ever since. Formerly a successful real estate agent, Lynda joined Normac from GE Capital in 2003. Lynda is responsible for all client service interaction and satisfaction. Lynda is highly skilled and knowledgeable having performed thousands of administrative reviews on cost appraisals. She ensures all processes are followed, reports meet the criteria set by the company, proposals are issued and co-ordinates all office activity. Lynda is a member of the REIC and is a CRP.

Cathy Lau, B. Comm.

Depreciation Report Coordinator

Cathy recently joined Normac as a Depreciation Report Coordinator. Cathy started her career with the BC Assessment Authority in the Okanagan and has performed hundreds of property appraisals. In 2009 she obtained a Bachelor of Commerce Degree with a focus in Real Estate Finance from the University of British Columbia.

Liam Bailey, BSc.

Depreciation Report Coordinator

Liam has recently joined the team at Normac as a Depreciation Report Coordinator. Liam is beginning his career here at Normac after recently moving to Vancouver from Ireland. In 2008 he obtained his Diploma in Construction from Southern Regional College and in 2012 a Bachelor of Science Degree in Construction Engineering and Management from the University of Ulster.

17.0 APPENDIX F—MAINTENANCE ACTIVITIES

Below are some maintenance activities that the Strata can undertake to promote longevity of some of the Strata's common assets:

For the outside envelope or enclosure

- Inspect for cracks, leaks, broken items, staining, efflorescence
- Report water ingress
- Regularly undertake sealing & painting, including touch ups
- Remove vegetation or any matter away from the building(s)
- Review downspouts & flashing for water being directed away from the building and there are no clogs or build up
- Watch out that cleaning doesn't affect the quality of the product or sealants or seals
- Review for corrosion of metal fasteners, joints, downspouts & flashing

For the roof

- Inspect for missing granules, shingle quality (curled, broken, cracked or missing), excessive moss growth
- Remove foreign objects from the roof
- Check for missing or damaged flashing, eaves troughs, downpipes, caulking or sealing
- Check for standing or pooling water
- Check for overflowing eaves troughs or downspouts
- Check for staining

For decks, balconies, or terraces

- Remove dirt, leaves, twigs and moss regularly
- Report water ponding
- Keep vents clear of dirt and debris
- Report and inspect for peeling of deck or balcony membrane from the wall
- Report and inspect for seams of the membranes coming apart
- Check strength of guard rails
- Check and report and concrete spalling, cracking and rust marks
- Keep barbecues away from the building's enclosure

Windows and Exterior Doors

- Clean any accumulation of dirt at the window or door sills
- Clean glass regularly with soap and water. Use a professional to wash your windows, be careful of pressure washing as water may be driven into the building envelope
- Report any worn out weather stripping
- Report loose or missing seals
- Report black staining inside walls, in corners
- Report any condensation between the layers of glass
- Keep humidity inside the house to a minimum
- Promote good air circulation and ventilation in each home (use exhaust fans, open windows, humidifiers)

More information can be found on BC Housing, Homeowner Protection Office For more in-depth information of maintenance activities look go to <http://www.hpo.bc.ca/homeowners>.

Normac Adds Value:

- ✓ Unparalleled Experience
- ✓ Exceptional Service
- ✓ Independent and unbiased
- ✓ Clear reporting
- ✓ Value Added Benefits

normac
appraisals ltd.

308 - 788 Beatty Street, Vancouver, BC V6B 2M1
phone: 604-221-8258 fax: 604-224-1445
E-mail: info@normac.ca

**MINUTES OF COUNCIL MEETING
STRATA CORPORATION BCS 2401**

HELD: Tuesday, October 4th, 2016 at 6:30 pm in the Clubhouse
at "Manhattan Skye" 19551 66th Avenue, Surrey, BC.

PRESENT:	Matthew Sousa	Council President / Treasurer
	Brian Thornburn	Council Vice President / Amenity Building Lighting
	Ken Leslie	Annual Fire Inspections / Privacy Officer
	Darlene Dyson	

AGENT: Tara Lynn Hooge Bayside Property Services Ltd.

For Clubhouse bookings, obtaining fobs, please contact Brian Thornburn via email at abm.manhattanskye@gmail.com. Brian will be in contact with you upon receipt of your email.

CALL TO ORDER

The meeting was called to order at 6:38 pm by Brian Thornburn. Tara Hooge chaired this evening's meeting at Council's request.

PREVIOUS MEETING

It was moved, seconded (Dyson/Thornburn) and carried unanimously to approve the Minutes of the May 2nd, 2016 Council Meeting as previously circulated.

BUSINESS ARISING FROM MINUTES

- Windows:** There are still a few units that remain with windows that do not close properly or with ease and, as a result, Council has requested that Bayside obtain a quote from RDH Engineering as to what the costs will be to have them assist with the correction of these windows.
- Annual Fire Inspection:** Council is pleased that as of September 13th, 2016, there was only one unit Owner who had not yet provided access to the unit to be inspected and have any deficiencies addressed. These annual fire inspections are mandatory and Owners / residents must provide access or make arrangements to have someone available to open the door so that all units can be tested and certified and, if deficiencies are found, they can be addressed. The Strata has a Bylaw in place that will permit the Strata Council to assess fines to Strata Lot Accounts for non-compliance in the future. Council thanks you for your continued co-operation and assistance in ensuring fire safety for all at the complex. The next annual fire inspection is scheduled to be completed in February 2017. Owners and residents will be notified of the date and time of the next inspections once they have been scheduled.
- Annual Dumpster:** Council reported that the organizing of the dumpster was again a success at Manhattan Skye and that it appears that all residents really appreciate this being organized. Council would like to make the same arrangements for next year, prior to the May 2017 long weekend.

4. Stair Treads: The Strata Council has confirmed that the installation of the stair treads at the complex is now complete.
5. Clubhouse Improvements: The Strata Council unanimously approved that two resolutions be brought forward to the Owners for approval at the upcoming Annual General Meeting. The Strata Council is proposing both resolutions to be intended for improvements in the clubhouse (total proposed cost of \$24,000.00); however the Owners will be provided with two different options for funding this work. The first option will be to spend up to \$14,000.00 which will be funded from the Repairs and Maintenance portion of the Operating Budget. The second option will be to use the funds that are remaining from the Special Levy Account (following the attic ventilation project) which has a balance of \$12,646.68.
6. Clubhouse Access: A resolution will be presented to the Owners to allow Council to continue to have the lower level recreation room closed unless access is required or a request is made to rent the room. Some residents like to frequently use the recreation room to play pool or air hockey which is fine with approval at present. For groups or family gatherings the Strata has been charging \$50.00 per booking, similar to the kitchen recreation room. Brian Thornburn has been the contact person for clubhouse use and gym equipment maintenance, etc.
7. Short Term Rentals: Council will be proposing a Bylaw change that will address short term rentals and AirBnB. Council has agreed that all Bylaw changes and resolutions will be written by a Strata lawyer.
8. Collection of Clubhouse Funds: Brian Thornburn provided Bayside with the funds collected from Owners for clubhouse rentals. The funds collected were: 4 cheques for a total of \$800.00 and \$50.00 cash. These funds will be deposited into the clubhouse fund which is kept separate from the Operating Budget funds.

FINANCIAL REPORTS

1. Monthly Reports: After review and consideration, it was moved, seconded (Dyson/Thornburn) and carried unanimously to approve the April to August 2016 inclusive, Financial Reports as prepared by Bayside Property Services.
2. Accounts Receivable: As of today's date, there are 9 Owners in arrears totaling \$7,111.33. Reminder to Owners: fines will be assessed to strata lots that fall into arrears for maintenance fees or special levies that have not been paid and no payment arrangements made for same. It is imperative for all Owners to ensure that prompt payment of your strata fees and special levies are received and paid on time. Council thanks you for your continued co-operation.
3. 2016 / 2017 Proposed Operating Budget: As Owners will recall from previous discussions in the Council Meeting Minutes and at the 2015 Annual General Meeting, the persons who created the Strata's Depreciation Report attended the AGM to advise the Owners that the current funding model for the Strata was underfunded. As a result, if Owners did not want to be too badly impacted by special levies in the future for capital projects, the Strata's

monthly maintenance fees would need to be significantly increased in order to avoid large special levies in the future. Increased maintenance fees, depending on the size of the increase, may soften the impact of the special levies or address the capital projects but was totally dependent on future Operating Budget increases and contribution to the Contingency Reserve Fund. For Owners' clarification, out of 119 units there were only 17 Owners represented at the most recent AGM (15 in person / 2 by proxy). There was no strata fee increase for the last fiscal year. Bayside provided the Strata Council with a Proposed Operating Budget that had a significant increase of approximately \$46.00 per unit per month. Although Council indicated that they understood the rationale for the increase, they did not feel that the increase would pass at the Annual General Meeting and, as a result, requested Bayside to revisit the Operating Budget to amend it so that it did not exceed an increase of \$25.00 per month per unit. Bayside provided a revised Operating Budget, as per Council's request, which they reviewed and discussed at this evening's Council/Budget Meeting. After review and consideration Council unanimously approved the Strata's Proposed Operating Budget. For Owners' information, the Strata Corporation's Operating Budget for 2015/2016 had a deficit of \$30,128.50 at the end of the Strata's fiscal year end. This does not need to be funded as the previous years' cumulative Operating Budget "surplus" was able to absorb this deficit.

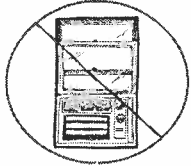
NEW BUSINESS

1. **Bylaw Complaints:** Bylaw complaint letters were issued to several Owners/Residents regarding vehicles being parked in fire lanes, vehicles parked in front of the clubhouse where it states no parking and barking dogs. Council levied no fines for such incidents as they will be noted as "warnings"; however should these issues not be corrected and continue, fines may be assessed in accordance with the Strata Bylaws.

GENERAL BYLAW REMINDERS

- **Pets:** A pet Owner must ensure that a permitted pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet Owner. A Resident or Visitor must not permit a loose or unleashed permitted pet (leashes cannot exceed 6 feet in length) at any time within or on the common property or on land that is a common asset. ONLY two dogs and/or two cats (for a total of two) are allowed. If a Resident contravenes the Bylaws, the Owner of the strata lot will be subject to a fine of \$100.00.
 - A Resident or Visitor must not feed birds, rodents or other wild animals from any strata lot, limited common property, common property or land that is a common asset. No bird feeders of any kind are permitted to be kept on balconies, strata lots, common property or land that is a common asset.
2. **2017 Council Meeting Dates:** Council has tentatively scheduled their 2017 Council Meeting dates for Mondays at 6:30 in the clubhouse – dates as follows: January 30th, March 13th, May 1st, July 10th, September 11th Budget Meeting and November 6th AGM (tentative).
 3. **Back-up Battery:** The Strata has completed the installation of the back-up battery at the clubhouse. This back-up battery will allow the fobs to work in the case of a power outage.

For those Owners who are not aware, the mailboxes are located in the clubhouse and require fob access to obtain your mail.

4. Clubhouse Access: Brian Thornburn had made arrangements to have Blue Mountain attend to set up the access server so that, in the case where Brian is not available to provide access for residents to use the recreation room or something similar at the clubhouse, he can allow access through the server.
5. Post & Gate Repairs: The post and gate repairs have now been completed.
6. Parking: Council would like to advise Owners that they are **not** permitted to park their vehicles in the visitor parking at any time. If for some reason there are arrangements with your guest(s) or a medical reason why you require the use of visitor parking for a period of time – please notify Council in advance. Doing so will eliminate the need for unnecessary notices to be posted on vehicles, towing of vehicles and/or Bylaw complaint letters being issued. Please email your Strata Council via thooge@baysideproperty.com. Bayside will communicate your requests and concerns directly to Council.
7. Pest Control: The issues reported at the complex involved ants, rodents and bees. Council unanimously agreed to authorize Bayside to call in the necessary pest control companies when needed for ant, bee and rodent matters.
8. Back Flow Preventers (BFP): Mountain Fire has completed the inspection testing and certification needed on the back flow preventers in the complex. All required documentation has been forwarded to the City of Surrey.
9. Vermin: Recently AAA Wildlife attended to address vermin sightings at or near the building and, as a result, Owners are encouraged to ensure that issues such as this are to be reported so that the Strata Council can have pest control attend to assess and address the matter.
10. Air Conditioner Reminder: All Residents are reminded of the Strata Corporation's Bylaws regarding air conditioners which state: *44.16 Only temporary air conditioners that do not protrude from the window are permitted between the months of June – September.* 
11. Garage Conversions: Recently a unit Owner requested Council's permission to convert their garage into living space. The Strata Council unanimously agreed that the Owner would need to first obtain information from the City of Surrey on whether or not they would approve such a change to be made to the home and, if approved, what permits would be required. The garages are registered as "part of the strata lot" and not common property; therefore the Strata Council will not be approving any work until the necessary information has been obtained from the City.
12. Snow Clearing: Council has approved Vista Landscaping Services Ltd. to perform the Strata's 2016/2017 snow clearing services at Manhattan Skye. The clearing of the snow will commence when a minimum of 2" of snow has fallen. A de-icing agent will be applied to prevent ice and snow build up and may continue at periodic intervals throughout the

storm, depending on the severity of the storm. Council may, depending on the weather and amount of snow and ice present, open the fire lanes to allow residents to exit using these two locations.

13. Concrete Patio Repair: The repair to the concrete patio at unit #82 has been successfully completed by King Services.
14. Cherry Tree at Unit #72: Recently AAA Wildlife attended to address a vermin issue at the complex and advised that one of the issues that may draw the vermin to this area is a cherry tree. Such information has been provided to BC Plant and the Strata is awaiting their review and proposal as to how best to address this claim.
15. Parking Passes: At this evening's Council Meeting it was unanimously agreed that the color of the visitor parking passes will change every year and Owners must pick up their new visitor parking pass at the Annual General Meeting. Council will provide the Owners with the newly updated parking pass, however if the visitor parking passes are lost or not transferred from Owner to Owner during the sale of a townhome, replacement passes will be provided at a cost of \$100.00. Fob replacements are also \$100.00 and can be purchased from Council member Brian Thornburn.
16. Common Property Repairs Near Unit #50: Previously Nihad of Krups Design had performed a repair beside the concrete pad and asphalt near unit #50. Council was not satisfied with the repair and requested the contractor come back to address it which he has and the work has now been completed to Council's satisfaction.
17. Roadway Line Painting: Council has requested that Bayside make arrangements to have the speedbumps, roadway lines and bollards painted in the complex as soon as possible and as the weather permits.
18. Roadway & Lawn Catch Basin Cleaning: Council would like to proceed with the cleaning of the roadway and lawn catch basins in the New Year. Bayside will make arrangements with Spectratech Services for this work to be completed.
19. Dryer Vent Cleaning: Council has authorized Bayside to make the arrangements to have the dryer vents cleaned in 2017 as an annual maintenance item.
20. Gutter Cleaning: Council has authorized Bayside to make the arrangements to have the gutters cleaned as a bi-annual maintenance item.
21. Disputing a Fine: An Owner recently submitted a complaint regarding a \$50.00 fine that was levied to the Strata Lot Account. Council reviewed the past correspondence on the unit and complaints to date and unanimously agreed that the fine would stand. Bayside was instructed to advise the Owner of same.
22. Request to Alter Common Property: Recently the Owners at unit #62 provided Council with a detailed list of improvements they would like to perform to their backyard. After review and discussion Council unanimously approved the request and Bayside was instructed to issue the special privilege letter allowing the Owners to proceed.

23. Trees on the Fence Line: Recently an Owner reported that the trees on the outside of the Manhattan Skye fence and directly behind units #81 and #82 are pressing on the fence and will eventually cause damage to the fence. Council requested Bayside to issue a letter to the City of Surrey to have them contact the neighbouring home Owner to ensure that permission can be obtained to have the trees removed. The Owner whose trees are in question is not co-operating with the Strata's request to address the matter.
24. Clubhouse Wifi: Recently the Strata's clubhouse was set up with Wifi. The login information is as follows: ManhattanAB and the password is: Manskye19551.
25. Moss Removal: It has been reported that in some areas of the complex – roof moss is starting to grow and, as a result, Council requested Abney Roofing to comment on the procedures which the Strata could take to address this and treat the issue. The recommendations from Abney Roofing were for the Strata to set aside approximately \$30,000.00 to address the issue. After review and consideration Council indicated that they will not approve Abney Roofing's proposal and will request that the contractor attempt to remove some of the moss while the gutters are being cleaned. Council will continue to monitor the roof moss issue and possibly seek other ways to address it.
26. Dumping: Council would like to remind Owners that it is not okay to discard your unwanted furniture on common property at any time. If you have something that you would like taken away and disposed of, you will need to make the necessary arrangements yourself. Recently it was reported that furniture had been dumped on site and, as a result, Council needs to make the arrangements for removal which will be paid for using the Strata's Operating Budget which all of the Owners pay for. If you witness anyone doing this in the future, please report it to your Strata Council and or Bayside so that the associated costs can be charged back to the applicable Strata Lot Account.
27. Reporting Bylaw Infractions: As Owners are aware – children playing in the roadways is not permitted with your current Bylaws. Recently there was an incident where an Owner was photographing the Bylaw violation and, as a result, a dispute arose. This matter was brought forward to the Strata Council and Bayside's attention and a legal opinion was obtained from Strata lawyers, Clark Wilson. The results of the legal opinion were that the unit Owner whose children were being photographed had some merits to the complaint raised. The lawyer added: Video and camera surveillance can only be used for significant Bylaw breach that involves safety and security issues and the Strata will also need a privacy Bylaw and security Bylaw to that effect before the Strata can use the invasive measures to enforce a significant Bylaw breach. If the Strata receives a Bylaw breach complaint, then the Bylaw infraction letter will just indicate that the Strata has received a complaint that your children were doing such and such in breach of the Bylaws (quote the subject Bylaws) and provide the Owner an opportunity to answer, including a hearing, if requested. **THE STRATA COUNCIL DOES NOT NEED PHOTOS IN ORDER TO DECIDE WHETHER THERE WAS A BREACH OR NOT.**

As a result of this information, the Strata Council had the opportunity to meet with a couple of unit Owners to discuss these matters and the results were: a letter be issued to the person taking the photos that this is not to occur again and, if there is a specific

alleged breach of the Bylaws, simply reporting the date, time, unit number and breach of Bylaw is sufficient. Council will clarify Bylaw 43.3 with a strata lawyer and hopefully have the Bylaw amendment ready to be voted on by the Owners at the upcoming AGM which is scheduled to be held in November 2016. Bayside was advised by Council not to suggest that Owners take pictures of Bylaw violations.

28. Chalk: Council is aware that some children are playing with roadway chalk and the roadway chalk can be easily removed by spraying it down with a hose, however the chalk is now also appearing on the siding and walls at the complex. The Strata Council is requesting that, if your children have roadway chalk, please ensure that it does not end up on the walls of the complex.
29. No Stopping/Parking in Front of the Clubhouse: Council is continually having to mail reminders and Bylaw complaint letters out to Owners and residents at Manhattan Skye concerning vehicles parked and or stopped in front of the clubhouse, even though there is huge lettering on the pavement stating that there is to be no parking in this area. The residents who live near the clubhouse are continually impacted by these cars. At times they cannot get out of their own garage and encounter close calls with pedestrians/vehicles when backing out of their unit. It is not permitted to park/stop out front of the clubhouse at any time, not even if you are only running in for a minute or so. Should any vehicles be witnessed parking in this fashion, letters will be issued with the possibility of fines being levied. Council has authorized the wording in front of the Clubhouse to be changed from No Parking to No Stopping.

There being no further business to discuss, the Council Meeting was terminated at 8:34 pm on a motion by Darlene Dyson.

The next Strata Meeting will be the Annual General Meeting which is tentatively scheduled for Monday, November 28th, 2016 at 6:30 pm in the Amenity Room of "Manhattan Skye". Formal Notice to follow.

EMERGENCIES

For after hours, holiday, or weekend emergencies, **DO NOT** call the Property Manager's direct line or send an e-mail. **You need to call 604.432.7774** if you are calling regarding anything that cannot wait until the next business day.



Tara Lynn Hooge, Senior Property Manager
BAYSIDE PROPERTY SERVICES LTD.
#100- 6400 Roberts Street, Burnaby, BC V5G 4C9
Direct: 604.629-8770
Tel: 604.432.7774 (24 hrs, after office hours emergencies only please)
Fax: 604.430-2698
Email: thooge@baysideproperty.com

N.B.: OWNERS: Please retain all Minutes as required by Real Estate Regulations

**MINUTES OF COUNCIL MEETING
STRATA CORPORATION BCS 2401**

HELD: Monday, September 11th, 2017 at 6:30 pm in the Amenity Building at
"Manhattan Skye" 19551 66th Avenue, Surrey, BC

PRESENT: Matthew Sousa Council President / Treasurer
 Brian Thornburn Council Vice President / Amenity Building
 Darlene Dyson Annual Fire Inspections / Privacy Officer
 Vanessa Zacharias Landscaping
 Ryan Nelson Maintenance
 Brandie Howe Council Member

AGENT: Tara Lynn Hooge Bayside Property Services Ltd.

GUESTS: Kevin Nguyen Ledcor
 Nizad Nizam Ledcor

For Clubhouse bookings, obtaining fobs, please contact Brian Thornburn via email at abm.manhattanskye@gmail.com. Brian will be in contact with you upon receipt of your email.

GUEST BUSINESS

Ledcor representatives attended the meeting to provide a brief overview of Telus Fiber Optics. The representatives provided Council with an agreement to allow access to the electrical room to assess the potential of Residents at Manhattan Skye to receive Fiber Optics. There was also a request from the representatives to have a date set aside where Telus could speak with each of the Unit Owners and inspect the cable connection located in their garages. Council unanimously approved to have Telus inspect the electrical room and in the near future will post a Notice at the mail kiosk advising Owners that Telus will be out to knock on doors to request access to the garage if they are interested in a fiber optic upgrade once the conduit is in place. Owners and Residents are NOT obligated to provide access or be home for the inspection, only if they wish to discuss Fiber Optics, upgrades and obtaining such services when implemented at the complex. Fiber Optics has been explained to Council as the way of the future. Such installation of Fiber Optics from Ledcor would be a free installation based on the initial inspection, an audit of the Strata's wiring system and determining interest from Owners.

CALL TO ORDER

The meeting was called to order at 7:15 pm by Council President, Matthew Sousa, who chaired the meeting.

Roots at Units 81/83

Bartlett Tree has confirmed with Council that due to staff shortages, there has been a delay in addressing the clearing of roots at Units 81 and 83. The matter has not been forgotten, just delayed, and the Owner of Unit 83 has been advised of same.

PREVIOUS MEETING

It was moved, seconded (Dyson/Sousa) and carried unanimously to approve the Minutes of the July 10th, 2017 Council Meeting as previously circulated.

BUSINESS ARISING FROM MINUTES

1. **Pest Control**: Reminder to Residents that Council will normally assist with pest control issues but they must be reported to thooge@baysideproperty.com. Should your concern be vermin, AAA Wildlife will be called, and for bees/ants, Carol from Pest Free will be requested to attend. If forwarding your request for pest control service please be sure to include your Unit number, Strata Plan number, telephone number and email address, as well as the details of your concern.
2. **Annual Fire Inspections**: Based on the Annual Fire Inspection Deficiencies List, Council authorized Mountain Fire to address a portion of the deficiencies, however the Units that require smoke alarm replacement when it is not tied into the sprinkler system will be addressed by Council at a significantly reduced cost (approved unanimously by all Council members). Council can purchase the correct smoke alarms/detectors for a reduced cost as well as eliminating the charge for the fire attendants' installation fee. After review and discussion, it was moved, seconded (Sousa/Dyson) and carried unanimously (with one abstention by Council member Ryan Nelson) to have Ryan purchase and install the smoke alarms, charging the Strata \$25.00 per Unit. Brian Thornburn will circulate a Notice to those Units that are on the deficiency list for smoke alarm replacements.
3. **P3 Parkade**: P3 Parkade has completed the roadway power sweep, cleaning of the road basins, painting prep and line painting. Council is satisfied with the work performed and will consider having P3 Parkade quote on the cleaning/clearing of the landscape drains and drain tiles at the complex. Council will review the roadway cleaning work and line painting on an annual basis and perform as they feel is needed.
4. **Remdal**: Remdal attended to address deficiencies they had noted as part of their 5 year warranty, however Council feels that many areas were missed and as a result, requested that Bayside obtain a quote to have a consultant review the deficiencies and report back to Remdal to perform under the terms of the 5 year warranty. Council asks Owners to please report any painting deficiencies you feel need to be addressed at your Unit so they can be reviewed by the consultant and Remdal.
5. **Annual Dryer Vent Cleaning – Exterior Only**: Service Master Clean completed the annual dryer vent cleaning at the complex. A call back to Unit 29 has been requested by the Owner advising that the dryer vent appears to be clogged and was possibly missed during the annual cleaning. Service Master has made arrangements with the Owner to attend.
6. **Gutter Cleaning**: Service Master Clean will be performing the gutter cleaning in the near future as approved by Council.
7. **Fencing**: Council realizes that fencing in the coming years will need to be replaced and options are being considered. Council is at the beginning stages of discussion fencing options, costs associated and costs involved for future maintenance that is required based on the types of fences that are installed. Council is working with a fencing contractor to get an

understanding of how much lineal feet there is and what fencing designs will be used, including gates etc. Council would like to advise Owners that fencing replacement costs are significant and as such more money will need to be put towards the Contingency Reserve Fund or plan for a Special Levy in the coming years to finance it. Council would like to remind Owners to familiarize themselves with the Depreciation Report so they can understand the future costs for repairs and maintenance to the common assets such as roofing, fencing and exterior painting, to name a few. If you do not have a copy of the Depreciation Report, please request a copy from thooge@baysideproperty.com.

FINANCIAL REPORTS

1. **Monthly Reports:** After review and consideration, it was moved, seconded (Sousa/Dyson) and carried unanimously to approve the June and July 2017 Financial Reports, as prepared by Bayside Property Services.
2. **Accounts Receivable:** As of today's date, there are 7 Owners in arrears totaling \$4,102.72. **Reminder to Owners:** fines will be assessed to Strata Lots that are in arrears for Strata Fees or Special Levies, and who fail to make payment arrangements with Council. Council thanks you for your continued co-operation.

BYLAW INFRACTIONS

Several Bylaw complaint letters were issued regarding the following complaints: Residents parking in visitor parking, children playing on the roadways, dogs off leash, improper disposal of cigarette butts and household garbage. **Council did not levy fines for the letters issued but would like to advise Owners that if repeat incidents are recorded, fines will be assessed.**

NEW BUSINESS

1. **2017 Council Meeting Dates:** The final Strata Meeting date for 2017 will be the Annual General Meeting tentatively scheduled for Monday, November 27th, 2017. Council would like to remind Owners that if you are not able to attend the meeting, please leave your proxy with a neighbour, friend or Council Member who will attend and vote on your behalf.
2. **Landscaping:** Council expressed to Vista Landscaping their disappointment in landscaping services this year and should they wish to keep the contract, an improvement in services is required. Council will be obtaining cost comparison quotes to convert back yards from their current state to artificial turf. Council will be inquiring as to what the cost savings will be for back yard maintenance (lawn cutting and trimming) if backyards are converted to artificial turf, and put that savings towards the cost to do the conversion.
3. **Gravel Edge Repair:** Recently Council Members Ryan Nelson and Brian Thornburn corrected the gravel edge repair. Council will continue to make these minor repairs as they arise.
4. **Lights:** Winter daylight hours are approaching and as such Council has approved for MDE Electrical to attend at the building and adjust the light timers to winter hours.

5. Bylaw Proposals: Council will be proposing two changes to the Strata's Bylaws 1) no smoking on common property, and 2) no short term rentals. Owners will have the opportunity to present their questions and concerns to Council prior to casting their vote at the upcoming Annual General Meeting.

6. 2017/2018 Operating Budget: Council has been informing Owners for approximately the last 3 years that the monthly maintenance fees must be increased to help fund future capital projects via the contingency reserve fund. Please review your Depreciation Report to help understand the audit of common property assets and the estimated costs to repair, maintain and replace. Council reviewed the draft operating budget prepared by Bayside (25% proposed increase). Council realizes that this increase is significant, but it is needed considering future capital projects over the course of the next 10 years (fencing, painting and roofing). Operating costs will probably see a slight increase keeping in line with the rate of inflation, so it is the INCREASE IN MONTHLY MAINTENANCE FEES THAT IS ASSOCIATED WITH THE SIGNIFICANT INCREASE TO THE CRF going from, in previous years, a \$36,000.00 annual contribution, to the proposed increase of \$119,000.00 per year. Council realizes that \$119,000.00 dollars is a lot of money, almost \$86.00 per month. However, Council is concerned that if Owners cannot see the benefit of a forced savings account for future capital projects to significantly reduce special levies that may be needed, it will be difficult to pass future capital projects due to Owners being unable to pay for them. The newly elected Council Members voiced their opinions that becoming an active Member on Council has increased their understanding of Strata finances, the need for ongoing maintenance and the need for saving for the future.

There being no further business to discuss, the Council Meeting was terminated at 9:20 pm on a motion by Darlene Dyson.

The next Meeting will be the Annual General Meeting tentatively scheduled for Monday, November 27th, 2017 at 6:30 pm in the Amenity Room of "Manhattan Skye".

EMERGENCIES

For after hours, holiday, or weekend emergencies, **DO NOT** call the Property Manager's direct line or send an e-mail. **You need to call 604.432.7774** if you are calling regarding anything that cannot wait until the next business day.



Tara Lynn Hooge, Senior Property Manager
BAYSIDE PROPERTY SERVICES LTD.
#100- 6400 Roberts Street, Burnaby, BC V5G 4C9
Direct: 604.629-8770
Tel: 604.432.7774 (24 hrs, after office hours emergencies only please)
Fax: 604.430-2698
Email: thooge@baysideproperty.com

N.B.: OWNERS: Please retain all Minutes as required by Real Estate Regulations