

COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
TUESDAY, APRIL 8, 2008

STRATA COUNCIL MEETING, MINUTES, BRIEFS & RESOLUTIONS
STRATA PLAN, V.R. 837 – HASTINGS MANOR

Tuesday, April 8, 2008
Suite 112, 3275 Mountain Hwy, North Vancouver

In Attendance:

Chris Versteeg - President	#306
Frances Cross – Treasurer	#102
Joanne Bower	#112
Tania Gheseger	#109
Paul Miller	#205
Karen Bertram	#308

1. Call to Order

Meeting called to order at 7:12 p.m.

2. Approval of the Previous Meeting Minutes

The minutes of the Strata Council meeting held on February 5, 2008 were reviewed. After discussion it was then **MOVED** and **SECONDED** that the minutes of the previous Strata Council meeting be approved. **MOTION CARRIED.**

3. Business Arising from the Previous Meeting Minutes

Action

a. Visit by owner, Strata Lot :

The owner of a suite requested time with the council to address a matter specific to the suite of the owner. Strata will follow up with a letter to the owner. Strata would like to thank him for bringing the issue forward.

Ascent
Management

b. Thank-you to all owners who donated for the cleaner

Through the tremendous donations of the owners, a total of \$655 was raised. Strata would love to thank everyone who was generous enough to donate to the cleaner. Council is sure that he will very much appreciate the funds raised.

c. Bylaw Infractions

Council reviewed several bylaw infractions and outstanding Strata issues. All outstanding items will be addressed directly with the owners via a letter.

Strata Council/
Ascent
Management

d. JRS – Request for Proposal

Council will request JRS to check for structural issues that were uncovered during renovations that were recently found in some suites.

Strata Council

e. Fire Inspection

Next inspection date is April 23, 2008. Please ensure that all items are permanently removed from your parking stalls and hallways.

Strata Council
Owners

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<p>f. Financial Report Update The Strata fiscal year-end is March 31. Council is working to ensure that all costs and revenue are attributed to the correct year.</p> <p>g. JRS Surveys The Council would like to thank everyone who has completed the surveys. We received surveys from 30 out of a total of 36 units.</p>	<p>Strata Council / Ascent Management</p> <p>Strata Council</p>
4. New Business	

a. Correspondence

Owner has requested that a planting area be made in available in a common area between two ground-floor units. Council will talk to the owners affected and see if there is any objection to having the planting area between their suites. Council will contact the owner who requested the planting area as to the final decision and any restrictions required.

Strata Council

b. JRS Contract

Council has received the contract from JRS. JRS will start their assessment process by compiling the information from the surveys. Once all the information is compiled from the surveys, JRS may need access to certain suites for further investigation. Adequate notice will be given to the owners where access is required.

Strata
Council/Ascent
Management

c. Doormaster & Door to Door

Council has received a quote from Doormaster to install the sound barriers and security measures on the garage door in Building B. Council is also investigating the cost of installing a solid door in Building B.

Strata Council

Council is contacting Door to Door to repair the many doors that have been identified as having issues.

The primary list of doors that have been identified are:

- Building A: northwest stairwell, 3rd floor
- Building A: fire door, 1st and 2nd floor
- Building A: 3rd floor Unit door: Repair because of crack
- Building B: Emergency door of Parkade
- Building B: north stairwell, 1st floor
- Building B: Both doors from parkade to elevator.

d. Laundry Room & Washer/Dryer Upgrades

Council is investigating a 2nd washer & dryer in Building B and another washer in Building A. Council is looking into the cost and opportunity to get new hi-efficiency, large-load machines in both buildings. New plumbing and electrical will be required before any new units can go in.

Strata Council

e. Interphone Status & Call

Building B was having issues with the "Cancel" button of the Enterphone. The button has been replaced. It was noted by the repair company that the Enterphone in both buildings are no longer being manufactured and that parts will be difficult to find for any future repairs. Council will need to investigate new options for the Enterphones.

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f. Latham's

As of April 1, 2008, Latham's are now on contract for Hastings Manor. Part of the contract includes scheduled visits to maintain the boiler and heating system. Council is also investigating doing a chemical flush of the entire heating system. This will increase the life of the heating pipes and will hopefully alleviate any future heating issues in either building.

Strata Council/
Ascent
Management

g. Recycling Bins – Building B

A replacement bin has been delivered to replace the broken blue bin in Building B.

h. Vancouver Fire and Safety

Vancouver Fire and Safety has informed Council that our sprinkler systems are due for their 3 year maintenance. To enable Vancouver Fire and Safety to do this maintenance, the water will need to be shut off to both buildings. Advanced notification will be given to the owners of when the water will be shut off.

Ascent
Management

Latham's will be brought in to shut down and restart the water for both buildings and will do the necessary bleeding of lines. Council will try to coordinate this Latham's callout with other identified heating issues in an effort to save money. The owners who have notified Council of heating issues, will be contacted to arrange access to their suites. If any other owner has heating issues, please write a letter to Council and drop in the Strata mailbox by April 20th.

i. Water Main Shutoff by District of North Vancouver (DNV)

The District will be shutting off the main water lines sometime between April 7 and May 31, 2008 for maintenance. The District is only required to provide 24 hours notice before a shutdown; Council will contact the DNV Engineering Department to see if we can obtain more than 24 hours notice.

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5. Home Owner Reminders

a. Payments Left in Strata Mailboxes

Council is requesting that owners do not leave any payments in the Strata Mailbox. Council can not guarantee the security of these payments as well as ensuring timely payments. Please send all payments directly to Ascent Management.

b. Security Issues

For the benefit of all owners, please be diligent in ensuring that the buildings remain secure. This includes ensuring that all doors are closed and locked, that the garage door clickers do not remain in your vehicle and that you wait for the garage door to close completely before driving away.

It has been noted that there are still a number of people that do not wait for the garage door to close completely. This is very big security issue, which is costly to all owners.

c. Pet owners

Please ensure that you pick up after your pet to ensure that our property remains clean and does not incur any extra landscaping charges.

Reminder: It is bylaw infraction to not pick up after your pet. Anyone who does not pick up after their pet will be immediately charged \$200.00 per offence.

d. Home Owner's Insurance Policy

A reminder that all owners must have their own condo homeowner's insurance policy. This policy must be kept current. Council is seeking to update Bylaws to include the requirement to provide proof of insurance to Ascent Management on annual basis.

e. Repairs/Upgrades

A reminder that any repairs/upgrades for flooring must be approved by Council prior to any action being taken. Council is seeking to update Bylaws to include the requirement for ground floor units to obtain approval prior to conducting any flooring upgrades.

When renovating suites, please take extra caution when doing any flooring, including baseboards. The heating pipes seem to be very close to floor and to the bottom of baseboards. Please use adhesive when installing baseboards to help decrease the chance of any extensive damage occurring (e.g. nails in piping). Any damages to your suite or any other owner's suites that occur due to any of your renovations will be charged to your suite.

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COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
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6. Strategic Planning Update	
<p>Strata Council has hired JRS to complete an envelope assessment. After Council receives the finished report, a timeline and strategic plan will be created to address the main and most critical areas that were identified in the report. Over and above the envelope assessment, Council is also investigating the issues of:</p> <ul style="list-style-type: none">• Plumbing• Windows/Doors• Balconies• Electrical Panel	Council

7. Adjournment and Next Meeting

There being no further business to transact, the meeting was adjourned at 9:48 p.m.



ASCENT

REAL ESTATE MANAGEMENT CORPORATION

Email: ascent@ascentpm.com

Website: www.ascentpm.com

June 3, 2008

**ALL OWNERS
STRATA PLAN VR 837
"Hastings Manor"
3275 Mountain Highway
North Vancouver, BC**

Dear Owners:

STRATA FEES EFFECTIVE – APRIL 1, 2008

As a result of the new budget approved at the recent A.G.M., your monthly strata fees have been determined. A schedule of the new monthly strata fees is attached.

If you are currently on the pre-authorized payment plan (PAP), there will be no need to contact our offices, as the amount of your strata fees will be adjusted accordingly. Please note strata fee retroactive adjustment will be debited from your account on July 1, 2008.

However, if you are not presently on the PAP Plan but wish to enroll, a PAP form can be obtained on our website (www.ascentpm.com) and look under forms. Please complete and return it to Kyle Kingston, Strata Accountant, as soon as possible.

Should you choose not to enroll in the PAP program, kindly forward your twelve post-dated cheques, for your monthly strata fees, to Ascent Real Estate Management Corporation for the fiscal year beginning April 1, 2008 to March 31, 2008 inclusive. If you have already paid for April to June, please also submit a cheque for the difference between the old and new amounts. Please generate cheques made payable to "OWNERS' STRATA PLAN VR 837", with your strata lot number quoted on the bottom left side.

Should you require any assistance, or have any questions in this regard, please do not hesitate to contact myself or Kyle.

Yours truly,

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners' Strata Plan VR 837

Mike Burton
Strata Agent
Direct Line: 604-293-2417
Email: mburton@ascentpm.com
MB/ra

cc: Kyle Kingston, Strata Accountant

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Head Office: 2176 Willingdon Avenue, Burnaby, BC Canada V5C 5Z9 Tel: (604) 431-1800 Fax: (604) 431-1818

Surrey Branch: 214 - 10070 King George Highway, Surrey, BC Canada V3T 2W4 Tel: (604) 582-8336 Fax: (604) 582-8312

**STRATA PLAN VR 837
HASTINGS MANOR
APPROVED STRATA FEES SCHEDULE
APRIL 1, 2008 TO MARCH 31, 2009**

ANNUAL OPERATING	112,860.00
ANNUAL CRF	5,940.00
ANNUAL STRATA FEES	<u>118,800.00</u>

2008-2009 STRATA FEES					
SL	UNIT	UE	OPERATING	CRF	MONTHLY FEE
1	101	1	261.25	13.75	275.00
2	102	1	261.25	13.75	275.00
3	103	1	261.25	13.75	275.00
4	104	1	261.25	13.75	275.00
5	105	1	261.25	13.75	275.00
6	106	1	261.25	13.75	275.00
7	107	1	261.25	13.75	275.00
8	201	1	261.25	13.75	275.00
9	202	1	261.25	13.75	275.00
10	203	1	261.25	13.75	275.00
11	204	1	261.25	13.75	275.00
12	205	1	261.25	13.75	275.00
13	206	1	261.25	13.75	275.00
14	207	1	261.25	13.75	275.00
15	301	1	261.25	13.75	275.00
16	302	1	261.25	13.75	275.00
17	303	1	261.25	13.75	275.00
18	304	1	261.25	13.75	275.00
19	305	1	261.25	13.75	275.00
20	306	1	261.25	13.75	275.00
21	307	1	261.25	13.75	275.00
22	108	1	261.25	13.75	275.00
23	109	1	261.25	13.75	275.00
24	110	1	261.25	13.75	275.00
25	111	1	261.25	13.75	275.00
26	112	1	261.25	13.75	275.00
27	208	1	261.25	13.75	275.00
28	209	1	261.25	13.75	275.00
29	210	1	261.25	13.75	275.00
30	211	1	261.25	13.75	275.00
31	212	1	261.25	13.75	275.00
32	308	1	261.25	13.75	275.00
33	309	1	261.25	13.75	275.00
34	310	1	261.25	13.75	275.00
35	311	1	261.25	13.75	275.00
36	312	1	261.25	13.75	275.00

	36	9,405.00	495.00	9,900.00
		X 12	X 12	X 12
TOTALS		<u>112,860.00</u>	<u>5,940.00</u>	<u>118,800.00</u>

ASCENT

REAL ESTATE MANAGEMENT CORPORATION

Email: ascent@ascentpm.com

Website: www.ascentpm.com

June 3, 2008

**ALL OWNERS
STRATA PLAN VR 837
"Hastings Manor"**
3275 Mountain Highway
North Vancouver, BC,

SPECIAL LEVY I – DEFICIT RECOVERY
EFFECTIVE SEPTEMBER 1, 2008

Further to the Annual General Meeting, held May 29, 2008, please be advised that the Special Levy has been approved and is therefore due and payable as per the attached Schedule.

Your cheques should be made payable to "OWNERS' STRATA PLAN VR 837" with your strata lot number quoted on the bottom left side and forwarded to our office.

Please be advised that pre-authorized payments cannot be used to pay special levies.

Should you require any assistance, or have any questions in this regard, please do not hesitate to contact myself or Mary Ward.

Yours truly,

Ascent Real Estate Management Corporation
Managing Agents
On behalf of Owners' Strata Plan VR 837

Mike Burton
Strata Agent

MB/ra

Enclosure

cc: Kyle Kingston, Strata Accountant

**STRATA PLAN VR 837
HASTINGS MANOR
SPECIAL LEVY - DEFICIT RECOVERY
May 29, 2008**

Deficit Recovery

\$14,220.96

S.L. #	Unit Entitlement	UNIT #	Total Assessment
1	1	101	\$395.03
2	1	102	\$395.03
3	1	103	\$395.03
4	1	104	\$395.03
5	1	105	\$395.03
6	1	106	\$395.03
7	1	107	\$395.03
8	1	201	\$395.03
9	1	202	\$395.03
10	1	203	\$395.03
11	1	204	\$395.03
12	1	205	\$395.03
13	1	206	\$395.03
14	1	207	\$395.03
15	1	301	\$395.03
16	1	302	\$395.03
17	1	303	\$395.03
18	1	304	\$395.03
19	1	305	\$395.03
20	1	306	\$395.03
21	1	307	\$395.03
22	1	108	\$395.03
23	1	109	\$395.03
24	1	110	\$395.03
25	1	111	\$395.03
26	1	112	\$395.03
27	1	208	\$395.03
28	1	209	\$395.03
29	1	210	\$395.03
30	1	211	\$395.03
31	1	212	\$395.03
32	1	308	\$395.03
33	1	309	\$395.03
34	1	310	\$395.03
35	1	311	\$395.03
36	1	312	\$395.03



ASCENT

REAL ESTATE MANAGEMENT CORPORATION

Email: ascent@ascentpm.com

Website: www.ascentpm.com

June 3, 2008

ALL OWNERS
STRATA PLAN VR 837
"Hastings Manor"
3275 Mountain Highway
North Vancouver, BC,

SPECIAL LEVY VII – MEMBRANE REPAIR
EFFECTIVE November 1, 2008

Further to the Annual General Meeting, held May 29, 2008, please be advised that the Special Levy has been approved and is therefore due and payable as per the attached Schedule.

Your cheques should be made payable to "OWNERS' STRATA PLAN VR 837" with your strata lot number quoted on the bottom left side and forwarded to our office.

Please be advised that pre-authorized payments cannot be used to pay special levies.

Should you require any assistance, or have any questions in this regard, please do not hesitate to contact myself or Mary Ward.

Yours truly,

Ascent Real Estate Management Corporation
Managing Agents
On behalf of Owners' Strata Plan VR 837

Mike Burton
Strata Agent

MB/ra

Enclosure

cc: Kyle Kingston, Strata Accountant

**STRATA PLAN VR 837
HASTINGS MANOR
SPECIAL LEVY - MEMBRANE REPAIR
May 29, 2008**

Membrane Repair

\$15,492.99

S.L. #	Unit Entitlement	UNIT #	U/E	Total Assessment
1	1	101	108	\$430.36
2	1	102	105	\$430.36
3	1	103	108	\$430.36
4	1	104	108	\$430.36
5	1	105	105	\$430.36
6	1	106	105	\$430.36
7	1	107	108	\$430.36
8	1	201	108	\$430.36
9	1	202	108	\$430.36
10	1	203	86	\$430.36
11	1	204	84	\$430.36
12	1	205	84	\$430.36
13	1	206	88	\$430.36
14	1	207	108	\$430.36
15	1	301	105	\$430.36
16	1	302	108	\$430.36
17	1	303	108	\$430.36
18	1	304	105	\$430.36
19	1	305	105	\$430.36
20	1	306	108	\$430.36
21	1	307	108	\$430.36
22	1	108	84	\$430.36
23	1	109	86	\$430.36
24	1	110	86	\$430.36
25	1	111	84	\$430.36
26	1	112	84	\$430.36
27	1	208	84	\$430.36
28	1	209	84	\$430.36
29	1	210	86	\$430.36
30	1	211	108	\$430.36
31	1	212	105	\$430.36
32	1	308	108	\$430.36
33	1	309	108	\$430.36
34	1	310	108	\$430.36
35	1	311	108	\$430.36
36	1	312	108	\$430.36

**ANNUAL GENERAL MEETING MINUTES
STRATA PLAN VR 837 - "HASTINGS MANOR"
3275 Mountain Hwy, North Vancouver, BC**

HELD: Thursday May 29, 2008 at 7:00 p.m.

PLACE: Sandpiper Room, Lynn Valley Recreation Centre,
3590 Mountain Highway, North Vancouver, BC.

MANAGING AGENT: Mike Burton, *Ascent Real Estate Management Corporation*

REGISTRATION

Upon arrival all owners were asked to sign the owner's registration sheet provided to determine a tally for quorum. Voting cards were issued to eligible voters.

CALL TO ORDER

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

QUORUM REPORT

Registration confirmed that there were twenty two (22) owners present in person or by proxy. This exceeds the 1/3 quorum requirement of the Strata Property Act of British Columbia, and the meeting was declared competent to proceed.

PROOF OF NOTICE

The Notice of Call was mailed to all owners on May 8, 2008. It was **MOVED** by Unit 211 and **SECONDED** by Unit 210 to accept the notice, as delivered. **MOTION CARRIED.**

APPROVAL OF GENERAL MEETING MINUTES

There being no errors or omissions noted in the minutes of the Annual General Meeting held on May 30, 2007, it was **MOVED** by Unit 109 and **SECONDED** by Unit 306 to approve the minutes, as circulated. **MOTION CARRIED.**

There being no errors or omissions noted in the minutes of the Special General Meeting held on March 11, 2008, it was **MOVED** by Unit 306 and **SECONDED** by Unit 311 to approve the minutes, as circulated. **MOTION CARRIED.**

COUNCIL REPORTS

Strata President Chris Versteeg addressed the owners and gave a report on the year's activities. (See Attached Report)

REPORT ON INSURANCE

A summary of the insurance coverage for the strata corporation provided by CMW Insurance Services Ltd. was attached to the Annual General Meeting Notice of Call for the owners' information. The strata agent reminded the ownership that personal belongings and self-funded home improvements were not covered by the strata corporation's policy and urged all owners to ensure their homeowners policies included a clause covering any possible insurance deductible chargeback.

APPROVAL OF BUDGET

The strata agent spoke to the budget. The actual financial statements to date and the proposed budget were reviewed. The proposed budget calls for strata fees to be increased to \$275.00 per month. It was **MOVED** by unit 206 and **SECONDED** by unit 308 to approve the budget as presented. The matter was then opened to the floor for discussion. After several questions were raised from the floor and answered by strata treasurer Frances Cross a vote was called.

MOTION CARRIED UNANIMOUSLY.

3/4 VOTE RESOLUTION #1 – ELIMINATION OF 2007 – 2008 DEFICIT

Whereas the operating budget for the 2007-2008 fiscal year has resulted in a deficit for the year, and

Whereas, subject to Part 6, Division 3, Clause 105(2) of the Strata Property Act of British Columbia, "If operating expenses exceed the total contribution to the operating fund, the deficit must be eliminated during the next fiscal year."

BE IT HEREBY RESOLVED, by $\frac{3}{4}$ Vote of the owners Strata Plan VR 837, Hastings Manor, that an amount of \$14,221.08 (Fourteen Thousand Two Hundred and Twenty One Dollars and Eight cents) be raised by means of a special levy based on unit entitlement as registered at the Land Titles Office, and in accordance with the attached schedule, to eliminate the trading budget deficit for the 2007-2008 fiscal year. This special levy is due and payable upon passage of this resolution. As a matter of convenience only the amount due may be paid on or before July 1st, 2008.

It was **MOVED** by unit 306 and **SECONDED** by unit 212 to approve the resolution as presented. The matter was then opened to the floor for discussion.

The issue of the payment date was discussed, and it was **MOVED** by unit 104 and **SECONDED** by unit 108 to amend the payment date to September 1st, 2008. After a brief discussion a vote on the proposed amendment was called.

Votes For: 19

Votes Against: 2

Abstentions: 0

MOTION CARRIED.

A vote on the amended resolution was the called:

Votes For: 21

Votes Against: 1

Abstentions: 0

MOTION CARRIED.

3/4 VOTE RESOLUTION #2 BYLAW AMENDMENT – INSURANCE DEDUCTIBLE CHARGEBACK

Whereas, a strata corporation pursuant to Section 128 of the Strata Property Act, S.B.C. 1998. C. 43 may amend its bylaws by a resolution passed by a $\frac{3}{4}$ vote; and,

Whereas, the Strata Council of Strata Plan VR 837 is recommending amending the existing Strata Corporation Bylaws to include a bylaw covering the charging back of any insurance deductible relating to the repair or replacement rendered necessary to the common property, limited common property, common assets or to any strata lot,

BE IT RESOLVED by a $\frac{3}{4}$ vote of the owners, Strata Plan VR 837, pursuant to Section 128 of the Strata Property Act of British Columbia, that the bylaws of the strata corporation be and hereby adopt the following bylaw:

Use of Property – Liability/Recovery of Insurance Deductible

- 3.(23) 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. Bylaw 3. (23) does not, in any way, limit the ability of the strata corporation to sue an owner pursuant to section 158(2) of the Act.

It was **MOVED** by unit 306 and **SECONDED** by unit 102 to approve the resolution as presented. The matter was then opened to the floor and after a brief discussion a vote was called.

MOTION CARRIED UNANIMOUSLY.

3/4 VOTE RESOLUTION # 3 – BYLAW AMENDMENT – COUNCIL ELIGIBILITY

Whereas, a strata corporation pursuant to Section 128 of the Strata Property Act, S.B.C. 1998. C. 43 may amend its bylaws by a resolution passed by a $\frac{3}{4}$ vote; and,

Whereas, the Strata Council of Strata Plan VR 837 is recommending amending the existing Strata Corporation Bylaws relating to council eligibility,

BE IT RESOLVED by a $\frac{3}{4}$ vote of the owners, Strata Plan VR 837, pursuant to Section 128 of the Strata Property Act of British Columbia, that the bylaws of the strata corporation be and hereby adopt the following bylaw:

Division 3 - Council

(3) Council eligibility

- 3.1 An owner, the spouse or common law spouse of an owner may stand for council, but not both.
- 3.2 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.
- 3.3 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.

It was **MOVED** by unit 306 and **SECONDED** by unit 109 to approve the resolution as presented. The matter was then opened to the floor, and after a brief discussion a vote was called:

Votes For: 21

Votes Against: 1

Abstentions: 0

MOTION CARRIED.

3/4 VOTE RESOLUTION # 4 – OBTAIN APPROVAL BEFORE ALTERING A STRATA LOT

Whereas, a strata corporation pursuant to Section 128 of the Strata Property Act, S.B.C. 1998. C. 43 may amend its bylaws by a resolution passed by a $\frac{3}{4}$ vote; and,

Whereas, the Strata Council of Strata Plan VR 837 is recommending amending the existing Strata Corporation Bylaws relating to alterations to a strata lot or common property,

BE IT RESOLVED by a $\frac{3}{4}$ vote of the owners, Strata Plan VR 837, pursuant to Section 128 of the Strata Property Act of British Columbia, that current bylaws 5 and 6 be revoked and the following bylaws be added:

5. Obtain approval before altering a strata lot

An owner must obtain the written approval of the strata corporation before making or authorizing any alterations or renovations to a strata lot that involves any of the following:

the structure of a building;

the exterior of a building;

patios, chimneys, stairs, balconies or other things attached to the exterior of a building;

doors, windows or skylights on the exterior of a building, or that front on the common property;

fences, railings or similar structures that enclose a patio, balcony or yard;

common property located within the boundaries of a strata lot;

those parts of the strata lot which the strata corporation must insure under section 149 of the Act; and

wiring, plumbing, piping, heating, air conditioning and other services.

The strata corporation must not unreasonably withhold its approval under bylaw 5.1, 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.

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 as well as all appropriate permits.

6. Obtain approval before altering common property

6.1 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.

6.2 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 9.1.

6.3 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.

6.4 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.

6.5 An owner who, subsequent to the passage of bylaws 9.1 to 9.3 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.

It was **MOVED** by unit 104 and **SECONDED** by unit 205 to approve the resolution as presented. The matter was the opened to the floor, and after a brief discussion a vote was called.

MOTION CARRIED UNANIMOUSLY.

3/4 VOTE RESOLUTION # 5 – BYLAW AMENDMENT – UPDATING OF EXISTING FLOORING BYLAW

Whereas, due to the number and regularity of complaints received with respect to living noise created after the installation of hardwood or other hard surface floors, and

Whereas, the strata council has unanimously agreed that the minimum underlay requirements for permission to be granted to an owner for the installation of hard surface floors should be 60 FIIC. (Please refer to the following specifications)

FIIC is a measure of impact level. The higher the FIIC rating the better the sound absorption.

Reinforced concrete slab - FIIC 33

Felt products - FIIC 61

Cork - FIIC 62

Hard Rubber - FIIC 63

Frothed Urethane - FIIC 63

Durason - FIIC 65,

BE IT RESOLVED by a 3/4 vote of the owners, Strata Plan VR 837 pursuant to section 128 of the Strata Property Act of British Columbia, that current bylaw 3 be revoked and that the following bylaw relating to the installation of hard surface flooring be adopted:

Hard Surface Flooring

1. An owner wishing to install or re-install flooring must first obtain pre-approval from the council by requesting these alterations in writing. For the purposes of this bylaw, hard surface flooring includes flooring made out of wood, ceramic, tile, marble or like substances. Except under special circumstances (e.g. Re-tiling of a foyer, bathroom or kitchen), hard flooring will be approved only if a satisfactory sound insulating underlay is installed. For the purposes of this bylaw, satisfactory sound insulation includes those underlays with a stated field-tested impact insulation class (FIIC) of 60 or higher.
2. If hardwood flooring is to be installed, only floating hardwood or flooring with equivalent noise insulation properties may be installed. To reduce the potential for sound transfer, if a baseboard is to be used it must be installed with a gap between it and the floor surface or a thin layer of foam insulation installed between the baseboard and the flooring surface to limit the potential for impact sound to travel from the floor up and through the baseboard to the wall. In addition, hard surface flooring must be installed so that it does not touch the adjoining vertical wall surface. See diagram.



3. Applications for hard surface flooring will be reviewed no later than thirty (30) days after receiving the application, and if the proposed floor covering complies with the requirements and sound insulation values in this bylaw, then approval of the application shall not be unreasonably withheld.
4. Following or near completion of installation of the underlay, and prior to installation of hard surface flooring, a council member or the property manager is to be provided with a valid receipt and visual inspection to confirm that both materials and installation match the specifications of the original application.
5. Owners with altered flooring agree to use it with consideration to their neighbours and are obliged to take all precautions necessary to limit impact and other noise transfer. Two reasonable noise complaints shall be cause for the council to take appropriate action. After hard surface flooring has been installed in accordance with this by-law, the Strata Council will investigate the complaints and make recommendations on remedies for resolving the conflict.
6. Before installing, altering or replacing hard-surface flooring in a strata lot, and must:
 - (a) obtain written approval from the Strata Council;
 - (b) agree to adhere to the conditions set out in this Bylaw; and
 - (c) Submit a signed Floor Covering Alterations & Floor Covering Release Documents to the Strata Council.
7. Hard surface flooring includes, but is not limited to, ceramic, vinyl, linoleum or hardwood (laminate/engineered) flooring.

8. When installing, altering or replacing hard surface flooring, an owner must use only material that provides adequate sound insulation between strata lots as determined by the Strata Council.
9. An owner, who subsequent to the passage of this Bylaws alters a strata lot without adhering strictly to this Bylaw, must:
 - (a) restore the strata lot to its condition prior to the alteration at the owner's sole expense; or,
 - (b) if the owner refuses or neglects to restore the alteration to its original condition, the Strata Corporation may authorize the restoration, at the expense of the owner who altered the strata lot;

It was **MOVED** by unit 306 and **SECONDED** by unit 109 to approve the resolution as presented. The matter was opened to the floor and after discussion a vote was called. **MOTION CARRIED UNANIMOUSLY.**

3/4 VOTE RESOLUTION # 6 – BYLAW AMENDMENT – FLOWER BOXES AND PLANTERS

Whereas, a strata corporation pursuant to Section 128 of the Strata Property Act, S.B.C. 1998. C. 43 may amend its bylaws by a resolution passed by a 3/4 vote; and,

Whereas, there are currently a number of residents that have placed flower boxes and/or planters on their deck or patios railings, and,

Whereas, the strata council is concerned about liability issues should a planter or flowerbox fall from a deck and cause injury to a person or persons, and

Whereas, the Strata Council of Strata Plan VR 837 is recommending amending the existing Strata Corporation Bylaws to include a bylaw prohibiting the placing of unsecured planters and flower boxes on patio/deck railings,

BE IT RESOLVED by a 3/4 vote of the owners, Strata Plan VR 837, pursuant to Section 128 of the Strata Property Act of British Columbia, that the bylaws of the strata corporation be and hereby adopt the following bylaw:

Use of Property

Flower Boxes and Planters

3. (24) A resident must not place or erect flower boxes or planters of any description, permanently or temporarily on deck/patio railings of limited common property or common property which can not be secured by means of pressure mounting only, including decks and patios. (i.e. must not be affixed using nails, screws or similar).

It was **MOVED** by unit 104 and **SECONDED** by unit 205 to approve the resolution as presented. The matter was opened to the floor and after discussion a vote was called. **MOTION CARRIED UNANIMOUSLY.**

3/4 VOTE RESOLUTION # 7 – RECOVERY OF MEMBRANE REPAIR OVERCOST BY SPECIAL ASSESSMENT

Whereas the targeted membrane repairs previously undertaken resulted in an over cost for unforeseen work that was carried out, and

Whereas, to fund these repairs an amount of \$15,492.99 (Fifteen Thousand Four Hundred and Ninety Two Dollars and Ninety Nine Cents) was borrowed from the Contingency Reserve Fund, and

Whereas, Council is recommending the raising of a special assessment to repay the amount of \$15,492.99

(Fifteen Thousand Four Hundred and Ninety Two Dollars and Ninety Nine Cents) to the Contingency Reserve Fund,

BE IT HEREBY RESOLVED, by $\frac{3}{4}$ Vote of the owners Strata Plan VR 837, Hastings Manor, that an amount of \$15,492.99 (Fifteen Thousand Four Hundred and Ninety Two Dollars and Ninety Nine Cents) be raised by means of a special levy based on unit entitlement as registered at the Land Titles Office, and in accordance with the attached schedule, to repay the amount borrowed from the Contingency Reserve Fund. This special levy is due and payable upon passage of this resolution. As a matter of convenience only the amount due may be paid on or before August 1st, 2008.

It was **MOVED** by unit #306 and **SECONDED** by unit #102 to approve the resolution as presented. The matter was then opened to the floor for discussion.

The issue of the payment date was discussed, and it was **MOVED** by unit 205 and **SECONDED** by unit 108 to amend the payment date to November 1st, 2008. After a brief discussion a vote on the proposed amendment was called.

Votes For: 17 Votes Against: 5 Abstentions: 0 **MOTION CARRIED.**

A vote on the amended resolution was the called:

Votes For: 21 Votes Against: 1 Abstentions: 0 **MOTION CARRIED.**

$\frac{3}{4}$ VOTE RESOLUTION # 8 – TRANSFER OF MEMBRANE REPAIR OVER COST TO CONTINGENCY RESERVE FUND.

Due to the approval of Special Resolution # 7, Resolution # 8 was withdrawn.

NEW BUSINESS

1. **Security:** Owners are once again reminded to ensure they wait for the garage doors to close behind them when entering or exiting the building.
2. **Dogs:** Residents are requested to ensure they clean up after their dogs.
3. **Fire Protection:** Residents are reminded that there are no sprinklers inside the suites. The fire pull handles do not connect to the fire department, and in case of fire, residents should call 911 after activating the fire pull alarm.
4. **Maintenance Items:** Several minor maintenance items were raised from the floor and these will be addressed by council during the new fiscal period.

ELECTION OF STRATA COUNCIL

As per the Strata Property Act, all council members are deemed to retire from office at the Annual General Meeting. The following owners were nominated for the positions on council for 2008/09:

Craig Kelly	#104 A	Christopher Versteeg	#306 A
Karen Bertram	#308 B	Paul Miller	#205 A
Frances Cross	#102 A	Joanne Bower	#112 B
Renata Sarkozi	#309B		

There were no further nominations. The strata bylaws provide for a maximum of seven (7) members of council and these seven members were then elected by acclamation.

ADJOURNMENT

There being no further business to transact, the meeting was adjourned at 8:50 p.m.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners' Strata Plan VR 837

Mike Burton
Strata Agent

MB/ra



When you sell your property, you may be requested to produce at least two years of strata council meeting minutes. Therefore, it is recommended to retain all of your strata records. Service charges may be applied to obtain additional copies of the strata council meeting minutes from the managing agency.

*Ascent Real Estate Management Corporation – 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9
Phone: 604-431-1800 Fax: 604-431-1818 Website: www.ascentpm.com*

Hastings Manor (vr837)
APPROVED BUDGET
Effective April 2008 to March 2009

Account		Budget 2008-2009
Income		
Operating Income	3000-0000	112,860.00
Contingency Reserve Income	3010-0000	5,940.00
Bylaw Fine Income	3020-0000	500.00
Interest Income	3030-0000	500.00
Move In/Out Fee	3040-0000	1,000.00
Parking Income	3050-0000	2,000.00
Laundry Income	3060-0000	8,000.00
Total Income		130,800.00
Expense		
Agent Fee	4000-0000	12,537.00
Council Administration	4018-0000	1,200.00
Insurance	4040-0000	8,500.00
Utilities	4051-0000	37,500.00
Garbage Collection	4056-0000	3,950.00
Enterphone	4116-0000	1,000.00
Elevator	4130-0000	3,223.00
Fire Protection	4142-0000	2,000.00
Garage Door Maintenance	4148-0000	2,000.00
Boiler/Mechanical	4150-0000	2,000.00
Repairs & Maintenance - General	4160-0000	13,000.00
R & M - Plumbing/Heating	4174-0000	16,750.00
Building Improvements	4190-0020	5,000.00
Supplies	4217-0000	300.00
Pest Control	4222-0000	500.00
Janitorial	4232-0000	6,750.00
Landscaping	4300-0000	5,000.00
Snow Removal	4310-0000	150.00
Leased Equipment	4410-0210	3,500.00
Total Expense		124,860.00
Surplus(deficit) from operations		5,940.00
Contingency Reserve Transfer	4800-0000	5,940.00
Total operating surplus(deficit)		0.00

STRATA VR837 – HASTINGS MANOR
Annual General Meeting – May 29, 2008

Strata Council Report

Hello owners:

The following provides an update on the progress at Hastings Manor over the past year.

Elected Council

We are very close to ending the year with a majority of the elected Council, even with changes that occurred throughout the year. Craig Kelly stepped down half-way through the year, due to personal commitments; and Joanne Bower, a council member at large, was good enough to step into his place. We lost our President, Lori Earl, early in 2008 due to her putting her place on the market, and Chris Versteeg volunteered as acting President for the remainder of the term. Joanne Bower took a brief hiatus from Council when she decided to list her unit; however, she has since returned to her council duties after taking her place off the market. All other members are the original elected Council. The remaining Council members would like to extend a thank-you to those that served in the past.

As a council, one of the top priorities was to initiate a long-term plan for repairs and improvements to the buildings. As such, the Council was having two meetings per month: one for Strata/building business and the second for strategic planning. The Council was active throughout the year dealing with issues via email, telephone, and visits within the buildings. Additionally, Council members liased with trades people for routine and emergency visits during the year.

Projects Completed

Minor

1. Grounds Clean-up: In Fall 2007, Council and many volunteers cleaned and removed a great deal of debris from the grounds in preparation for the new fence to be installed and did some much needed general clean-up of the property (e.g. removed discarded items such as pots and old wood and reset some paving stones). It was a fun and productive day. Thank you all!
2. Home Owner Survey: In Summer 2007, Council created and distributed a survey to home owners to inventory specific problems within each unit. We received feedback from 50% of owners. The survey was collated and served as a launching point to initiate strategic planning sessions to establish direction for the buildings.
3. Building B Window, Railing, and Light Repairs: A tree from the church lot fell on the south side of Building B, resulting in repairs required to: a broken window, the south side garage door stair railing, and an exterior light.
4. Fire Inspection: The Fire Marshall made approximately four visits through the year, (more than the standard two visits), requiring a Council member to liaise with him and/or Vancouver Fire each time. Due to delays in completing repairs (for numerous reasons), there were more visits than should be necessary; Hastings Manor was almost fined due to non-compliance and owner delinquency. Over the past year, fire extinguishers, smoke detectors, exit signs, fire doors, emergency lighting and sprinkler systems were repaired and/or replaced where necessary. With a few very minor repairs, Hastings Manor will be in complete compliance.

5. Roto Rooter: Due to an increase in sewer back-ups, Roto Rooter was brought in to clean the horizontal piping in the garages. This seems to have alleviated some of these issues. Because this maintenance was not done for a very long time, it was recommended to Council that it should be done yearly until 2010 and every five years thereafter.
6. Garage Doors: There have been many concerns with both garage doors including mechanical noise, security breeches and remote issues. The Building B garage door noise has been rectified. Council is investigating alternatives to the current garage doors and entry system.
7. Landscaping: A contract was signed in 2007 with Cornerstone Landscaping. There was an initial one-time clean-up, conducted in June 2007, after not having had any landscaping services for in excess of nine months. A monthly maintenance contract was initiated in July 2007. This new contract will result in a \$1,000 savings to our 2008/09 budget from previous years.
8. Tree Work: Two dead trees on Mountain Highway and one Maple on the creek side were removed, additionally the large Cedars along the creek were pruned.
9. Bylaw Infractions: A number of complaints were received from residents regarding bylaw infractions. During the past year, Council was busy following-up and resolving on-going bylaw infractions. Owners: Please review Hastings Manor Bylaws.

Major

1. New Heating/Plumbing Contract: Council elected to terminate the long standing relationship with Keith Plumbing due to lack of service/maintenance. In May 2008, after meeting with several companies, Council hired Latham's plumbing and heating to maintain the boilers, heating and plumbing.
2. Building B Heat Issue: For approximately four months, starting November, 2007, some of the owners in Building B were without heat. After extensive investigation, the issue was finally resolved in February 2008. From this, it was found that the Building B boiler system requires repairs. It was also recommended that both buildings have chemical flushing incorporated into the boiler system to remove corrosion/ sediment build-up in the pipes and to discourage further build-up and perhaps extend the life of the boilers and pipes.
3. Renovation Repairs/Angel Restoration: Several units in Building A and B had flooding occur due to renovations from the suites above. Angel Restoration did most of the repairs to the damaged suites. Additionally, while on-site, Angel Restoration conducted mold assessments in some suites in both buildings and completed necessary remedial work.
4. Strata Insurance: Over the past year, three claims were made by owners against the Strata insurance to cover the cost of repairs to their suites and neighboring suites that were damaged due to renovations. One claim has been resolved and two claims are outstanding. Each claim has a deductible of \$5,000, which must temporarily come out of the Contingency Reserve Fund (CRF).
5. New Fence: After much discussion and a vote by owners, the new fence on the south side of the property was installed late in 2007. Depending on finances, either crushed gravel will be placed adjacent to the fence line to improve aesthetics, or vegetation will be planted, or a combination of the two.
6. Water Ingress: Milano was hired in 2007 to address water ingress issues in two suites within Buildings A and B. Milano finished the project in late 2007. Due to unexpected issues found, once the repairs were started, the project had a cost overrun of \$15,492.99. There are still some outstanding issues that Council is working with Milano to resolve.
7. Engineering Envelope Assessment: From the Council's strategic planning sessions, it was determined that the best course of action to look at the needed repairs was to have an envelope

assessment completed. After a search, Council found that JRS Engineering had the most to offer and put the idea to owners. Owners voted at a Special General Meeting and agreed to hire JRS to complete the assessment. JRS distributed survey forms to all owners and the feedback received from the completed forms was excellent.

8. Westar Repairs: Westar conducted exterior repairs to the east wall of Building B.

Projects On-going

1. Envelope Assessment: JRS will start their on-site investigation on May 29th and the final report is expected by the end of June, 2008, which will provide direction to resolve the ongoing water ingress issues.
2. Other Projects:
 - Complete minor drywall repairs throughout Buildings A and B
 - Building A laundry room ceiling replacement and replace damaged beam
 - Sign-off insurance claims and ensure repairs completed satisfactory
 - Monitor bylaw infraction status
 - Resolve on-going noise issue of Building B boiler pump replacement
 - Determine feasibility of recommended boiler upgrades (e.g. chemical injection)
 - Follow-up on building structure issues as a result of renovations (i.e. have Engineer inspect areas of concern – this work will be an “add-on” to the investigation JRS is conducting, as it is beyond the scope of work defined in Contract).

Future Projects

1. Paint north fence
2. Paint main entrance railings
3. Improve aesthetics of south fence (i.e. gravel and/ or vegetation)
4. Paint Building A garage door
5. Clean hallway carpets
6. Replace “15 minute parking” sign and update parking area
7. Fix heaved/ sunken concrete walkways
8. Update common area window coverings
9. Secure interior stairwell railings
10. Paint lobbies and hallways
11. Update laundry facilities



ASCENT

REAL ESTATE MANAGEMENT CORPORATION

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**NOTICE OF CALL: FEBRUARY 20, 2008
TAKE NOTICE THAT THE SPECIAL GENERAL MEETING
OF STRATA PLAN VR 837 "HASTINGS MANOR"
LOCATED AT 3275 MOUNTAIN HIGHWAY, NORTH VANCOUVER, B.C.
WILL BE HELD:**

DATE: TUESDAY, MARCH 11, 2008

TIME: 7:00 p.m. Registration starts at 6:45 p.m.

PLACE: Molly Nye House – 940 Lynn Valley Road, North Vancouver

An agenda for the meeting is enclosed herewith. Please read this material prior to the meeting and bring it with you to the meeting for reference.

Owners may not be able to vote if all strata fees, fines or other charges owing to the Strata Corporation are not paid. Cheques will not be accepted at the meeting unless certified. If you are uncertain of the status of your account please call 431-1800 between 8:30 a.m. and 4:30 p.m.

AGENDA

1. Registration
2. Call to Order
3. Quorum Report
4. Proof of Notice
5. ¾ Vote Resolution – Envelope Condition Assessment
6. Adjournment

PROXY APPOINTMENT
(Section 56)

Re: Strata Lot _____ of Strata Plan VR 837

I/We, _____, the owner(s)/tenant(s)/mortgagee of the strata lot
described above, appoint _____ to act as my/our proxy at the
special general meeting to be held on March 11, 2008.

Signature of Owner/Tenant/Mortgagee

Signature of Owner/Tenant/Mortgagee

3/4 VOTE RESOLUTION #1 –BUILDING ENVELOPE CONDITION ASSESSMENT:

WHEREAS, A series of "Targeted Exterior Repairs" were undertaken over the past 3 years to address water ingress issues, and,

WHEREAS, these repairs have been found to be unsuccessful, and the frequency of the problems is increasing, and,

WHEREAS, Council is seeking approval to engage a building envelope assessment engineering company to conduct a building envelope condition assessment and provide recommendations and an estimate of the cost to complete repairs to the building envelope at Hastings Manor, at a cost not to exceed \$10,000.00 (Ten thousand dollars), and,

WHEREAS, the cost of the investigation will include:

1. Building envelope assessment report.
2. Acquiring existing architectural plans of Hastings Manor.
3. Copying.
4. A 10% contingency for unforeseen costs.

BE IT RESOLVED, that the Owners Strata Plan VR 837 do hereby authorize by a ¾ vote resolution that the Strata Corporation engage a building envelope assessment engineering company to carry out a building envelope condition assessment at Hastings Manor at a cost not to exceed \$10,000.00 (Ten thousand dollars). The cost is to include for the Building Envelope Assessment Report, Acquiring copies of existing architectural plans of Hastings Manor, All costs relating to copying, and a 10% contingency amount to cover unforeseen costs. To fund the project an amount of \$10,000.00 (Ten Thousand Dollars) will be raised by means of a special Levy. Any surplus remaining from the funds collected at the end of the contract will be paid into the contingency reserve fund. Each strata lot's share of the special levy is calculated based on the unit entitlement of each strata lot and is in accordance with the attached schedule.

This special levy shall be assessed on March 11, 2008, and shall become due and payable in full immediately on the passing of this resolution by the owners on title as at the end of that day and any owner who sells, conveys or transfers his/her title, or re-mortgages, before payment of this special levy is made in full, shall then pay the full amount outstanding.

As a matter of financial convenience only, the owners may pay this special levy at any time up until May 1, 2008. Notwithstanding the foregoing, this special levy is not considered as an "installment" levy as contemplated by Section 108(3)(e) of the *Strata Property Act*, and Section 109 of the *Strata Property Act* therefore does not apply.

**STRATA PLAN VR 837
HASTINGS MANOR
ENVELOPE CONDITION ASSESSMENT
DUE: MARCH 11, 2008**

Total Assessment

\$10,000.00

S.L. #	Unit Entitlement	UNIT #	Total Assessment
1	1	101	\$277.78
2	1	102	\$277.78
3	1	103	\$277.78
4	1	104	\$277.78
5	1	105	\$277.78
6	1	106	\$277.78
7	1	107	\$277.78
8	1	201	\$277.78
9	1	202	\$277.78
10	1	203	\$277.78
11	1	204	\$277.78
12	1	205	\$277.78
13	1	206	\$277.78
14	1	207	\$277.78
15	1	301	\$277.78
16	1	302	\$277.78
17	1	303	\$277.78
18	1	304	\$277.78
19	1	305	\$277.78
20	1	306	\$277.78
21	1	307	\$277.78
22	1	108	\$277.78
23	1	109	\$277.78
24	1	110	\$277.78
25	1	111	\$277.78
26	1	112	\$277.78
27	1	208	\$277.78
28	1	209	\$277.78
29	1	210	\$277.78
30	1	211	\$277.78
31	1	212	\$277.78
32	1	308	\$277.78
33	1	309	\$277.78
34	1	310	\$277.78
35	1	311	\$277.78
36	1	312	\$277.78

**STRATA PLAN, V.R. 837 – HASTINGS MANOR
STRATA COUNCIL MEETING, MINUTES, BRIEFS & RESOLUTIONS**

Held: Tuesday, February 5, 2008
In: Suite 112, 3275 Mountain Hwy, North Vancouver

In Attendance:

Lori Earl – President	#108
Chris Versteeg	#306
Frances Cross – Treasurer	#102
Joanne Bower	#112
Tania Gheseger	#109
Paul Miller	#205
Karen Bertram	#308

1. Call to Order

Meeting was called to order at 7:07 p.m.

2. Approval of the Previous Meeting Minutes

The minutes of the Strata Council meeting held on January 7, 2008 were reviewed. After discussion it was then **MOVED** and **SECONDED** that the minutes of the previous Strata Council meeting be approved. **MOTION CARRIED.**

3. Business Arising from the Previous Meeting Minutes		Action
a. Fire Inspection Deficiencies The North Vancouver City Fire has given a deadline of February 29, 2008 for getting all outstanding issues completed. Outstanding issues included getting <ul style="list-style-type: none">• Emergency Lighting 1st Floor – Building B• Emergency Exit Sign – Building B• Stairwell and Fire Doors – Building A & B• Replacement of Butterfly Valve for Sprinkler System – Building B• Building identification signs – Building A & B• Clearing of items from hallways and parking stalls – owners with items in question will be notified by letter from Ascent Areas of concern specific to residents: (owner's responsibilities) <ul style="list-style-type: none">i. NO PARKING in the fire lanes.ii. Storage items in the underground parking in both Building A and B need to be removed. There is allowance for tires, bikes, and trailers (assuming current insurance is evident).iii. Items kept in the hallway are a fire hazard and need to be removed in both Building A & B. We would appreciate the entire owner's assistance in the above items. The District of North Vancouver has informed us that non-compliance of the above and outstanding areas of concern will levy a fine against the strata if not rectified upon final inspection later this month.		Strata Council
		Owners

<p>Areas of concern for the buildings: (strata's responsibilities)</p> <ul style="list-style-type: none"> i. Emergency Lighting 1st Floor – Building B ii. Emergency Exit Sign – Building B iii. Maintenance of Stairwell Doors and Fire Doors – Building A & B iv. Replacement of Butterfly Valve for Sprinkler System – Building B <p>b. Unit Repairs</p> <ul style="list-style-type: none"> • 106 – Sewer Backup – Repairs underway • 103 – Repairs complete • 104 – Repairs to be completed soon • 204 – No further repairs required • 310 – Awaiting an engineering report to ensure work done to date is up to code • 108 – Repairs (mold and water ingress) now complete. The owner paid for the repairs to expedite the process and was done under the guidance and requirements of Ascent management. <p>Garage Door – Building B</p> <p>Doormaster will be installing the bushings on the rails and motor to help to decrease the noise.</p>	<p>Strata Council</p> <p>Ascent Management</p> <p>Ascent Management</p>
<p>4. New Business</p>	
<p>a. Review of Financial Report</p> <p>We currently are on budget but anticipate a shortfall for the end of our fiscal year (March 31) because of unanticipated operating costs and emergency repairs.</p> <p>There are still outstanding liabilities for some suites. A reminder letter will be sent out to every suite that still has outstanding liabilities.</p> <p>b. Roto Rooter</p>	<p>Strata Council</p>

<p>Roto Rooter was called out on an emergency call due to a sewer backup in Building A. The backup was a result of debris from garbage disposal not completely liquefied.</p> <p>NOTE: Owners are responsible for and must monitor all fixtures within their suites. This includes in-suite garbage disposals. Because of the difficulty of who is fault with this last emergency call out for the sewer backup in Building A, the cost will be paid by the Strata through Strata funds which essentially means that all owners are paying for this.</p> <p>Please be diligent with items that you are putting down the drain as well as your use of your garbage disposals. Please ensure that a lot of water follows any use of your garbage disposal to ensure that all items are flushed from the system and do not garbage dispose material that can not be completely liquefied (e.g. chicken bones). Please check your garbage disposal to ensure that it is good working order and that the blades have not worn out.</p> <p>c. Stepping down of President Council received notification that Lori Earl is resigning her position as President. The council would like to thank Lori for all her work and help in the last year. Chris Versteeg has agreed to be the interim acting President until the next election of council.</p>	<p>Owners</p>
<p>5. Home Owner Reminders</p> <p>a. Security Issues For the benefit of all owners, please be diligent in ensuring that the buildings remain secure. This includes ensuring that all doors are closed and locked, that the garage door clickers do not remain in your vehicle and that you wait for the garage door to close completely before driving away. It has been noted that there are still a number of people that do not wait for the garage door to close completely. This is very big security issue, which is costly to all owners.</p> <p>b. Pet owners Please ensure that you pick up after your pet to ensure that our property remains clean and does not incur any extra landscaping charges. Reminder: It is bylaw infraction to not pick up after your pet. Anyone who does not pick up after their pet will be immediately charged \$200.00 per offence.</p> <p>c. Home Owner's Insurance Policy A reminder that all owners must have their own condo homeowner's insurance policy. This policy must be kept current. Council is seeking to update Bylaws to include the requirement to provide proof of insurance to Ascent Management on annual basis.</p>	

<p>d.</p>	<p>Repairs/Upgrades</p> <p>A reminder that any repairs/upgrades for flooring must be approved by Council prior to any action being taken.</p> <p>When renovating suites, please take extra caution when doing any flooring, including baseboards. The heating pipes seem to be very close to floor and to the bottom of baseboards. Please use adhesive when installing baseboards to help decrease the chance of any extensive damage occurring (e.g. nails in piping). Any damages to your suite or any other owner's suites that occur due to any of your renovations will be charged to your suite.</p>	
<p>6. Strategic Planning Update</p>		
	<p>Strata Council is in the process of creating a strategic plan for building maintenance. The issues being investigated include:</p> <ul style="list-style-type: none"> • Siding • Roof • Plumbing • Windows/Doors • Balconies • Electrical Panels <p>Council is reviewing quotes rec'd from Engineering firms to conduct a siding/ envelope assessment report. Council will select a firm, offering the best value, to present at a SGM in March to obtain approval to hire an Engineer to complete the report. A call for the SGM and information package will be delivered during February.</p>	<p>Council</p>

7. Adjournment and Next Meeting

There being no further business to transact, the meeting was adjourned at 9:48 p.m.

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN VR 837 – HASTINGS MANOR
3275 MOUNTAIN HIGHWAY
NORTH VANCOUVER, BC**

Held Thursday December 6, 2007
In Suite 108, with thanks to Lori Earl.

PRESENT:	Lori Earl (LE)	President	#108 B
	Paul Miller (PM)		#205 A
	Karen Bertram (KB)		#308 B
	Frances Cross (FC)	Treasurer	#102 A
	Chris Versteeg (CV)		#306 A
	Tania Gheseger (TG)		#109 B
	Joanne Bower (JB)		#112 B

REGRETS:

MANAGING AGENT: Mike Burton, Strata Agent, Ascent Real Estate Management Corporation

CALL TO ORDER

The meeting was called to order at 7:10 pm.

APPROVAL OF MINUTES

There being no errors or omissions noted on the minutes of the strata council meeting held on August 28, 2007, it was **MOVED** and **SECONDED** to approve the minutes as circulated. **MOTION CARRIED.**

BUSINESS ARISING

1. **Building Security:** Residents are reminded to be more security conscious and to ensure doors close properly when entering and exiting the buildings.
2. **Door Master Update:** The strata agent will contact Door Master to obtain a quote for the installation of rubber mounting bushes and side rails to the new operator. The quote is also to include a metal anti tampering security plate.
3. **Church Side Fallen Tree:** The damaged window has been replaced and the replacement blinds and damaged aluminium hand rail ordered. The broken glass bowl for the external light will be replaced.
4. **Fencing Project:** Twenty eight owners responded to the fencing questionnaire. There were six votes for option 1 (Cedar fence supplied and erected by fencing contractor); nineteen votes for option 2 (coated chain link fence) and three votes for cedar fence erected by the Strata Corporation volunteers. Raybern erectors have now completed the installation. Council would like to thank all volunteers for their assistance with the fencing project.
5. **Milano Construction:** A meeting was held on site with Michael Incantalupo and council members to review the work done to date by Milano Construction. The membrane repairs as quoted in the original scope of work have now been completed. The unforeseen extra work was far more extensive than originally anticipated and lead to a larger cost overrun than expected. Council has approved the extra funding for these cost overruns to be taken from the contingency reserve fund. This issue will be explained in detail at the Annual General Meeting.

FINANCIAL REPORT:

1. **Financial Statements:** The financial statements for November 2007 were presented and reviewed by Treasurer, Frances Cross. The special assessment for the membrane repairs has now been fully paid. Currently the operating budget is on track and council anticipates completing the fiscal year within the budget allowable. In an effort to reduce administration and mailing costs, council would like to encourage owners to opt for receiving their minutes via e-mail. Details are included in these minutes.
2. **Accounts Receivable:** The strata agent was instructed to follow up on all owners in arrears. The procedure for collection of arrears is as follows:
 - a) After 30 days – Reminder letter to be sent to owner.
 - b) After 60 days – Notice of default to be sent (Includes a \$53.00 charge for title search charged back to owner.)
 - c) After 90 days – Lien will be placed on strata lot. (All legal charges and lien costs of approximately \$550.00 will be charged back to owner)
 - d) If still no payment is received the issue will be handed over to the Strata Corporation's lawyers for collection. This could result in foreclosure.

NEW BUSINESS

1. **Resignation of Council Member:** Due to family commitments and pressure of work, Craig Kelly has submitted his resignation as Vice President and member of council. Council would like to thank Craig for his assistance and help over the previous years. Joanne Bower has joined council as a member at large.
2. **Snow Removal:** Council is looking for volunteers to assist with snow clearing around the complex. Any interested parties are asked to contact Joanne Bower at (604) 988-9837.
3. **Fire Safety Inspection:** The majority of deficiencies have been addressed. Residents are reminded to remove all items from their parking stalls as directed by the fire department. The strata agent will order three signs designating the two buildings.
4. **Water Shut-Off:** The water will be shut off to both buildings on Tuesday December 11th to allow Roto Rooter to clean out the sanitary sewer system to both buildings in an effort to prevent further backups to the system.
5. **Unit Repair Updates:**
 - a) Unit #106: The quote for repairs to flooring caused by a sewer back-up has been approved. The strata agent will notify Angel Restoration accordingly.
 - b) Unit #206: Speedy Glass has ordered the tempered glass for the sliding door and will carry out the installation as soon as the glass is delivered.
 - c) Units #204; #104 and #103: The repairs caused by an accidental burst pipe have been authorized and will be covered by insurance. The deductible portion of the claim will be charged back to the strata lot responsible.
 - d) Unit #310 – Enterphone: Tania Gheseger will contact the owner of unit #310 and try different phones in alternate connections to verify if the problem is being caused by a faulty connection.
6. **Parking Stall Rental Request:** Two parking stall rental requests were received. Unit #306 will be allocated stall #23 and Unit #307 will be allocated stall #18. Lori Earl, Frances Cross and Chris Versteeg will investigate the availability of further stalls.
7. **Trellis Fence Installation:** Lori Earl will contact the relevant owner to discuss the application to install a trellis fence and the requirements and conditions that apply to the installation.
8. **New Agency Agreement:** The new agency agreement with Ascent Real Estate Management has been signed and returned to the management company. The agency fees have been increased as of January 1st, 2008.

9. **Strategic Planning:** Starting in January council will meet twice monthly: 1. Strategic Planning meetings, and 2. Operations meetings. Strategic Planning meetings will be reserved for planning specific to future building envelope repairs. After various repair options are investigated, a Special General Meeting will be held to allow the owners to vote on the issue. Operations meetings will be devoted to regular general business.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:30 pm.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners' Strata Plan VR 837

Mike Burton
Strata Agent
MB/jb

Direct Line:
After Hours Paging Service
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(604) 293-2417
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mburton@ascentpm.com

When you sell your property, you may be requested to produce at least two years of strata council meeting minutes. Therefore, it is recommended to retain all of your strata records. Service charges may be applied to obtain additional copies of the strata council meeting minutes from the managing agency.

RECEIVE YOUR MINUTES BY EMAIL!

BENEFITS

1. Receive minutes fast and convenient.
2. Store your minutes electronically, easy retrieval.
3. Print your hard copy only when needed.
4. Saves Strata Corporation some costs of distribution.
5. Emailed as a secure PDF file.

To arrange for your minutes to be emailed to you, provide your name, strata corporation #, or building name, unit #, or strata lot #, to Jackie Bowen at jb Bowen@ascentpm.com.

Ascent Real Estate Management Corporation – 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9
Phone: 604-431-1800 Fax: 604-431-1818 Email: ascent@ascentpm.com Website: www.ascentpm.com



ASCENT

REAL ESTATE MANAGEMENT CORPORATION

2176 WILLINGDON AVENUE, BURNABY, BC CANADA V5C 5Z9

Email: ascent@ascentpm.com
Website: www.ascentpm.com

Tel: (604) 431-1800
Fax: (604) 431-1818

TO ALL OWNERS/TENANTS
PLEASE PURCHASE PERSONAL INSURANCE COVERAGE
Personal belongings-Additional Living Expenses-Laminate/Hardwood Flooring-
Strata

1. Personal Belongings-Additional Living expenses

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

2. Laminate/Hardwood Flooring

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

3. Strata Deductible-Negligence

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

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

4. Other-Repairs and Maintenance within a strata lot

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

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

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

**STRATA COUNCIL MEETING MINUTES
STRATA PLAN VR 837 – HASTINGS MANOR
3275 MOUNTAIN HIGHWAY
NORTH VANCOUVER, BC**

Held Tuesday August 28, 2007
In Suite 306, with thanks to Chris Versteeg.

PRESENT:	Lori Earl (LE)	<i>President</i>	#108 B
	Paul Miller (PM)		#205 A
	Karen Bertram (KB)		#308 B
	Frances Cross (FC)	<i>Treasurer</i>	#102 A
	Chris Versteeg (CV)		#306 A
REGRETS:	Craig Kelly (CK)	<i>Vice President</i>	#104 A
	Tania Gheseger (TG)		#109 B
MANAGING AGENT:	Mike Burton, <i>Strata Agent, Ascent Real Estate Management Corporation</i>		

CALL TO ORDER

The meeting was called to order at 7:07 pm.

APPROVAL OF MINUTES

There being no errors or omissions noted on the minutes of the strata council meeting held on July 11, 2007, it was **MOVED** by Paul Miller and **SECONDED** by Chris Versteeg to accept the minutes as circulated. **MOTION CARRIED.**

BUSINESS ARISING

1. **Building Security – Friendly Reminders:** Some residents are still not waiting for the garage doors to close when entering or leaving the building. Friendly reminder notices have been printed and will be placed on the cars of the relevant residents. A log will be kept of all notices issued.
2. **Door Master Update:** The strata agent will contact Door Master to have the insulation from the underside of the slab replaced and the remote access push button re-activated.
3. **Drywall Repairs:** Al Dyck has completed the required drywall repairs in Bldg A & B satisfactorily. The strata agent will forward a copy of the invoice to Frances Cross.
4. **Landscaping Update:** A regular site contact (Ryan Johnson) has been appointed for Hastings Manor by Cornerstone. Tania Gheseger is to forward a copy of the Cornerstone contract to Frances Cross as well as details regarding the frequency of site visits and scope of work. A request was received from an owner to place bark mulch around the trees in front of the building in Mountain Highway. The trees concerned need to be pruned and cut back by the District of North Vancouver and the issue will be addressed at that time.
5. **New Fence:** A memorandum will be distributed to all owners requesting their input on the new fence. There will be three options detailed in the memorandum and owners are requested to vote on the option of their choice and return the completed form to council by the due date. A decision on the installation of the new fence will then be made.
6. **Deck Flooding – Maple Tree:** An arborist has inspected the maple tree behind building "B" accompanied by members of council. The arborist has recommended the removal of the main branch of the tree and to keep the secondary branch. A quote for this was submitted and the issue was discussed at length. It was **MOVED** and **SECONDED** to proceed with the work as recommended by the arborist. The strata agent will notify Burley Boys to proceed. **MOTION CARRIED.**

FINANCIAL REPORT

1. **Financial Statements:** The financial statements for July 2007 were presented and reviewed. The strata agent was instructed to investigate the charges for photocopying and for legal fees concerning the recovery of outstanding strata fees relating to one of the suites. It was then **MOVED** by Frances Cross and **SECONDED** by Paul Miller to approve the statements subject to these items being resolved. **MOTION CARRIED.**
2. **Accounts Receivable:** The strata agent will follow up on all outstanding accounts receivable and send letters to all owners in arrears.

NEW BUSINESS

1. **Archived Documents:** The strata agent delivered a box of archived documents to council for storage. Chris Versteeg will check through the items and place the box in storage.
2. **Drainage Pipes:** Keith Plumbing was called out to attend to a back up in one of the drain pipes. These pipes have not been augured for some time and the plumbers recommended that this be done to avoid a reoccurrence of this problem. The strata agent will contact Keith Plumbing and obtain a quote for this.
3. **Water Back-up:** The strata agent will write to the owner of unit #106 concerning damage caused by water back-up into the suite. A quote will be obtained for repairs required.
4. **Milano Construction:** Milano Construction is to return to site to complete the remaining items outstanding. A quotation for the balance of the remedial work to both buildings is still outstanding. The strata agent will follow up with Milano to have this expedited and to ensure that there will be no cost for the provision of the quotation.
5. **Fallen Tree:** During the night of Friday August 24th a tree on the church property alongside Hastings Manor fell onto our property, "Hastings Manor". Some damage was done to building "B" and the strata agent has written to the church in this regard. The matter has also been reported to the Strata Corporation's insurance company. A quote will be obtained from Burley Boys then the tree will be cut up and removed from site.
6. **Water Shut – Off:** The water will be shut off in building "A" on Wednesday September 5th between 8.30 am and 12.30pm to enable the installation of shut off valves to one of the suites. All owners are requested to have shut off valves to their suites installed when carrying out any alterations or renovations to their units.
7. **Skunks:** The presence of a family of skunks has been noticed on the property. Care pest control visited the site and has submitted a quote to attend to the problem. The strata agent will contact Dr. Myles Price and obtain a second quotation before a decision is taken.
8. **Wasps:** Dr. Price will be notified of the presence of a large wasps nest outside building "B". He will also inspect the property for the presence of any other visible nests and have them treated.
9. **Bylaw Infraction:** Fines have been levied for bylaw infraction and the agent will follow up on this issue.
10. **Noise Complaint:** A complaint was received concerning noise emanating from the meetings being held on the church property on Saturday evenings. The strata agent will write to the church in this regard.
11. **Volunteer Projects:** Various Volunteer projects are scheduled. Lori Earl will place notices on the notice boards with details concerning the activities and dates. All owners are encouraged to volunteer their time and to make an effort to assist with these projects.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:00 pm.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners' Strata Plan VR 837

Mike Burton
Strata Agent
MB/jb

Direct Line:
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**STRATA COUNCIL MEETING, MINUTES, BRIEFS & RESOLUTIONS
STRATA PLAN, V.R. 837 – HASTINGS MANOR**

July 11, 2007

Suite 108, 3275 Mountain Hwy, North Vancouver

In Attendance:

Lori Earl	#108
Frances Cross	#102
Tania Gheseger	#109
Paul Miller	#205
Karen Bertram	#308
Chris Versteeg	#306

Regrets: Craig Kelly #104

1. Call to Order

Meeting called to order at 7:05 p.m.

2. Approval of the Previous Meeting Minutes

The minutes of the previous minutes were reviewed. After discussion it was then **MOVED** and **SECONDED** that the minutes of the previous" Strata Council Meeting be approved.

MOTION CARRIED

Business Arising from the Previous Meeting Minutes

a. Building Security

Building security seems to be an on-going issue at Hastings Manor. In the past little while, we have had number of security issues, including a vehicle stolen and another broken into and mail stolen. The Council has made mention of these security issues in the past minutes and would like to ask owners to please be more diligent in watching for areas that could cause potential problems. Below is a list of a few items that we ask owners to adhere it for the security of the buildings.

- When leaving the parking garage, please wait to ensure that the door closes completely.
- Please do not prop open any doors.
- Please do not alter the door locks to allow for future entry without key(e.g. stuffing items in the door locks so that it can't lock)
- Please ensure that all doors close and lock behind you.
- Ensure that any workmen/movers do not prop open any access doors to the buildings
- Don't let strangers into the building

The issue of not waiting for the parking garage door is a real concern and so council will be watching for vehicles not waiting. If a vehicle is spotted, council will be putting notices on the vehicles, reminding the owner to please wait for the door to close.

These security issues are a rising cost not only to the owners but to the building. Council is asking for a more due diligence on the part of the owners to help fight against these costs.

COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
WEDNESDAY, JULY 11, 2007

b. Building B – Garage Door Sensor

Door Master has installed the new garage door sensor and garage opener in Building B. Since the install, it has been brought to council's attention that the door is a lot louder and can now be heard by some of the first floor units. As well, it has been noted that some of the wires to the door are looking worn. Door Master will be contacted to come and correct these issues. It was brought to past council's attention that there was a vehicle stolen from the parking garage in Building A on Tuesday, May 29. The security code to the Building A's garage has been changed and all owners in Building A have been notified of the change.

c. Protocol for handling issues of concern **IMPORTANT**

Council requests that any issues of concern be put in writing and dropped in the strata mailbox, located in the front entrance of each building or emailed to Mike Burton at Ascent Management, mburton@ascentpm.com. At least once a week, the mailboxes will be emptied and the items will be dealt with at the next council meeting.

Notices of an upcoming meeting will be placed on the bulletin boards in the each of the front lobbies. There will be a deadline for accepting items to the upcoming meeting. Any items received after the deadline will be held and dealt with at the next council meeting.

d. Milano Construction - Water Ingress

i. Current Project Suites 107 , 108 & Front Entrance Building B

The current project has been completed. A walkaround was held with Milano and council members to ensure all small items of concern are completed before final payment would be made. All items outstanding have now been completed

ii. New Project Suite 112

Council is waiting on a quote to repair the water ingress issue on the East and North Face of the corner of Building B. This issue must be addressed immediately as there is a significant water ingress issue.

Once council receives a quote, a Notice for Call of a Special AGM will be delivered to owners to discuss funding options to repair the problem. Council is anticipating the Special AGM to possibly be held in September. With the Notice of Call will include an information package outlining the problem and required funding.

e. Burly Brothers

Burly Brothers were on-site and trimmed trees in front of Building A, back of Building B including a Maple (back of Building B). Council has agreed to have Burly Brothers come back to reassess the Maple tree issue (i.e. removal or more trimming) and to further reduce the foliage overhang.

f. Drywall Repairs

Council will contact Ascent to contract out the remaining drywall repairs that need to be addressed in both building A and B.

g. Laundry Room Upgrade Building A

The laundry room repairs in Building A are almost complete. Volunteers will then paint it.

h. Landscaping

Cornerstone Landscaping has been on-site and have done an initial major clean-up. Some areas that have not been addressed (i.e. winter pruning) will be picked-up in their regular monthly maintenance.

COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
WEDNESDAY, JULY 11, 2007

i. Property Survey Results

The initial response to the property survey was not what council had hoped. Surveys have recently been placed under everyone's door. The survey will help council to manage repair costs and assess new areas of concern that need to be addressed by council. The survey will also help council to start to create a long-term renovation plan for the building.

Please take a couple of minutes to complete the survey and drop in the Strata mailbox by August 1, 2007.

j. Fencing

Council has received a variety of quotes for different fencing options. Council will review the options and propose to the owners 2 different options that are the most reasonable, economical and that can be done quickly.

The council would like to utilize some volunteers to help to remove the fence. When a decision has been made for the fence, volunteers will then be requested. Please check the strata bulletin boards for updates on the project.

k. Volunteer Projects

Council has determined that all items/issues that require contract work will be done by an outside contractor only.

Volunteers will be utilized for projects that don't require contractors. Please watch the strata bulletin board for updates.

New Business Arising from the Previous Meeting Minutes

a. Financial Report

Council reviewed the financial report and outstanding payables. All outstanding payables will be addressed with the owners in question in the near future.

b. Hard Surface Flooring Requests

Suite SL12 has requested to install hardwood flooring. Council has approved the request subject to the owner provided the bylaws are followed and a final inspection will be done by Ascent.

Suite SL25 has installed hardwood flooring. As per the bylaws, prior approval by council was not required as the suite is on the main floor.

c. Parking Stall Requests

Suite SL4: Ascent is confirming the empty stall numbers to determine which stall to use.

Suite SL28: There was a question as to the number of stalls that the suite has. Ascent is confirming the stall number and will contact the owner to inform them of the correct stall to use.

d. Bylaw Infractions

Ascent will be sending out the second of three letters to the suites that are in contravention of the bylaws. The third step in the process is the issuing of a \$200 fine for bylaw infraction.

**COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
WEDNESDAY, JULY 11, 2007**

e. Deck Fence

The fence between suits SL25 and SL26 has been replaced; however it still needs to be painted. The cost of the reinstallation will be charged back to the owner of SL25 as they originally moved it without prior approval.

f. Deck Flooding

Ascent is trying to contact the owner of Suite SL36 to make arrangements to have a contractor come in and inspect the patio to help determine the problem.

g. Fire Alarm – Building B

On July 1, 2007, the fire alarm in Building B went off. After a thorough walkaround of each floor, stairway, maintenance and boiler rooms, parkade and exterior of the building, no cause of the alarm could be found. The alarm will be monitored for future potential issues.

h. Move In/Move Out Procedure

The fees for the move in/move out will be incurred by the owner's moving in.

3. Adjournment and Next Meeting

There being no further business to transact, the meeting was adjourned at 9:20 p.m.

The next scheduled meeting is for August, 2007.

REMINDER

All issues or concerns must be put to council, in writing, or by email to Mike Burton at Ascent Management.

For an issue or concern to be addressed at the next council meeting, the request must be placed in the strata mailbox by the due date outlined on the meeting notice placed on the bulletin board.

**STRATA COUNCIL MEETING, MINUTES, BRIEFS & RESOLUTIONS
STRATA PLAN, V.R. 837 – HASTINGS MANOR**

June 5, 2007

Suite 108, 3275 Mountain Hwy, North Vancouver

In Attendance:

Lori Earl	#108
Frances Cross	#102
Tania Gheseger	#109
Paul Miller	#205
Karen Bertram	#308
Chris Versteeg	#306
Craig Kelly	#104

1. Call to Order

Meeting called to order at 7:24 p.m.

New Business

a. Election of Council Positions

After much discussion of the various positions available and the responsibilities that each position entails, it was decided that the new 2007-08 council will be:

President – Lori Earl 108B
Vice President – Craig Kelly 104A
Treasurer - Frances Cross 102A
Building A Rep – Chris Versteeg 306A
Building B Rep/ Secretary – Karen Bertram 308B
Member at Large – Tania Gheseger 109B
Member at Large – Paul Miller 205A

Council has agreed to regular monthly meetings.

b. Building A – Car Theft

It was brought to past council's attention that there was a vehicle stolen from the parking garage in Building A on Tuesday, May 29. The security code to the Building A's garage has been changed and all owners in Building A have been notified of the change.

As has been brought up in past minutes, it is each owner's responsibility and due diligence to ensure that the buildings are always secure. As can be seen from this incident and the break-in in to a vehicle in Building B in early May, more awareness to ensure the building is secure whenever leaving is required from all owners.

COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
TUESDAY, JUNE 5, 2007

Council will be looking at ways to help increase the security of the building. Some things that owners can do immediately are:

- Ensure the garage door closes completely before driving way
- Do not prop open any access doors to the buildings
- Ensure that any workmen/movers do not prop open any access doors to the buildings
- Ensure that all doors close and lock when leaving the building.

If anyone sees any areas of concern, please notify council in writing as soon as possible.

As a measure of security the garage door codes in both buildings will be changed twice a year: beginning of June and December. Owners will be notified of the change in code with notes left under each suite. Council will be looking at changing the code in Building B within the next couple of weeks.

c. Protocol for handling issues of concern **IMPORTANT**

Council requests that all any issues of concern be put in writing and dropped in the Strata mailbox, located in the front entrance of each building. At least once a week, the mailboxes will be emptied and the items will be dealt at the next council meeting.

If the issue can not wait to be dealt with until the next council meeting, please contact Ascent Management.

d. Enforcement of the bylaws

Council will be more diligent on the enforcement of bylaws. The process for handling bylaw infractions will be:

1. a warning letter
2. a second warning letter
3. fine to the maximum \$200/infraction

e. Status Billboard

Council has agreed to have a status billboard in each of the buildings front entrances. This billboard will be used to keep owners informed of up-to-date information between the delivery of each meetings minutes.

COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
TUESDAY, JUNE 5, 2007

Business Arising from the Previous Meeting Minutes

a. Building B Garage Door Sensors

Council has agreed to continue with the installation of the sensors for the garage door for Building B. Ascent will contact Door Master to have them install the sensors.

b. Water Ingress – Milano Construction – Building A and B

The front entrance to Building B is getting closer to completion. The rock cover has been laid on the front entrance, the ants have been eliminated, a new door to the side entrance has been installed, and the siding has been replaced around the side entrance door. There is still some work that needs to be completed on the deck of 107 and Building B's front entrance.

c. Burly Brothers – Tree Trimming

Burly Brothers was scheduled to be on-site on June 5. Due to some illnesses, they were unable to make the appointment. Craig Kelly will contact Burly Brothers and reschedule for as soon as possible. All owners will be notified when they are planning to be on-site. Please ensure that all planters and items on the patio/balcony ledges are removed to ensure that nothing will be knocked off.

d. Drywall Repairs

As was previously noted in the minutes, there are various issues of drywall that requires repair in both Building A and B. Drywall work is expected to be completed by end of June.

e. Water ingress in Suite 112

Council has agreed to have Milano look at the issue of water ingress and give council an estimate as to the repair cost. Council will review the quote.

f. Landscaping

Council will review the references and other properties handled by Cornerstone Landscaping. Assuming no issues with either the references or drive-by, Council has agreed to go ahead with establishing a landscaping contract with Cornerstone. They will do a full cleanup of the property and then maintain the property on a monthly basis. This is expected to start within the next month. Tania Gheseger is working as our liason with the landscaper. Please address any requests or concerns to Tania directly and she will pass them onto the landscaper.

g. Fencing(shared with the church)

Council is still reviewing fencing options. Council will obtain quotes on three different fencing types: wood, colored chain link with colored slats and a composite that resembles wood. Council will look at the benefits, maintenance, longevity and cost of each option.

h. Volunteer Survey Status

Council received a great response from the volunteer survey. As projects are undertaken throughout the year, volunteers will be notified.

Council would like to thank everyone that volunteered and appreciates the effort. If there is anyone who did not hand in their volunteer survey, please complete it and drop it in the strata mailbox in each building.

COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
TUESDAY, JUNE 5, 2007

i. Items stored in the hallways

As has been stated in the previous minutes, items are not to be stored in the hallways as this is a violation of the fire code. Suites in violation of this code will be notified by a letter from Ascent.

j. Garbage

Please ensure that your garbage is disposed of correctly. The garbage bins are for **PERSONAL HOUSEHOLD items only**. Please dispose of any other objects on your own (i.e. furniture). Please ensure that any boxes are cut up and put into the recycle bins or garbage bins and not left beside them or outside on the property.

It is the owner's responsibility to dispose of their **own** garbage.

Anyone found violating this will be subject to a fine.

k. Fire Inspection – Items of Concern

One of the last few areas of concern with respect to the last fire inspection has been completed. All fire signs have been put up in each of the buildings. Beside each of the elevators there are maps of the escape routes and over each of the fire alarms there is a note to remind owners that the alarms are local building only and that "911" must be called in the event of a fire.

The reconstruction of the laundry room in Building A is expected to be completed by the end of June.

2. Adjournment and Next Meeting

There being no further business to transact, the meeting was adjourned at 9:54 p.m.

The next scheduled meeting is July 11, 2007 at 7:00 p.m.

ANNUAL GENERAL MEETING MINUTES
STRATA PLAN VR 837 - "HASTINGS MANOR"
3275 Mountain Hwy, North Vancouver, BC

HELD: Wednesday May 30, 2007 at 7:00 p.m.

PLACE: Mollie Nye House
940 Lynn Valley Road, North Vancouver

MANAGING AGENT: Mike Burton, *Ascent Real Estate Management Corporation*

REGISTRATION

Upon arrival all owners were asked to sign the owner's registration sheet provided to help determine a tally for quorum. Voting cards were issued to eligible voters.

CALL TO ORDER

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

QUORUM REPORT

Registration confirmed that there were twenty four (24) owners present in person or by proxy. This exceeds the 1/3 quorum requirement of the Strata Property Act of British Columbia, and the meeting was declared competent to proceed.

PROOF OF NOTICE

The Notice of Call was mailed to all owners on May 9, 2007. It was **MOVED** by Unit 308 and **SECONDED** by Unit 104 to accept the notice, as delivered. **MOTION CARRIED.**

APPROVAL OF GENERAL MEETING MINUTES

There being no errors or omissions noted on the minutes of the General Meeting held on March 13, 2006, it was **MOVED** by Unit 104 and **SECONDED** by Unit 308 to approve the minutes, as circulated. **MOTION CARRIED.**

COUNCIL REPORTS

Strata President Jim Parsons distributed a copy of a report from council to all owners present. (See Attached Report)

REPORT ON INSURANCE

A summary of the insurance coverage for the strata corporation provided by CMW Insurance Services Ltd. was attached to the Annual General Meeting Notice of Call for the owners' information. The strata agent reminded the ownership that personal belongings and self-funded home improvements were not covered by the strata corporation's policy. It is strongly recommended that homeowners carry sufficient household insurance.

APPROVAL OF BUDGET

Strata President Jim Parsons spoke to the budget. He noted that there was an increase in the strata agent fee for the year, but due to saving in other areas, notably in the annual insurance premium, there would be no increase in strata fees for this fiscal year. A report detailing the financial statement for the previous year was distributed to the owners present. (See attached report) It was then **MOVED** by Unit 206 and **SECONDED** by Unit 109 to approve the budget as presented.

MOTION CARRIED UNANIMOUSLY.

3/4 VOTE RESOLUTION #1 – TRANSFER OF PRIOR YEAR'S DEFICIT TO THE CONTINGENCY RESERVE FUND

WHEREAS, as stated in the *Strata Property Act*, subsection 105 (2) subject to section 14, "If operating expenses exceed the total contribution to the operating fund, the deficit must be eliminated during the next fiscal year."

BE IT RESOLVED, that the Owners Strata Plan VR 837 do hereby authorize by a ¾ vote resolution pursuant to subsection 105 (2) of the *Strata Property Act of British Columbia*, the transfer of the prior year's deficit amount to the Contingency Reserve Fund.

It was **MOVED** by Unit 108 and **SECONDED** by Unit 205 to approve the resolution as presented. The matter was then opened to the floor for discussion. A vote was then called.

MOTION CARRIED UNANIMOUSLY.

3/4 VOTE RESOLUTION #2 – BYLAW AMENDMENT – QUORUM REQUIREMENT

WHEREAS the strata council, Strata Plan VR 837 wish to ensure a quorum is established for each and every general meeting,

AND WHEREAS, the current quorum requirement under the Strata Property Act is as follows:

Quorum for annual or special general meeting

48 (1) *Business must not be conducted at an annual or special general meeting unless a quorum is present.*

(2) *Subject to the bylaws, a quorum for an annual or special general meeting is*

(a) *eligible voters holding 1/3 of the strata corporation's votes, present in person or by proxy, or*

(b) *if there are fewer than 4 strata lots or fewer than 4 owners, eligible voters holding 2/3 of the strata corporation's votes, present in person or by proxy.*

(3) *Unless otherwise provided in the bylaws, 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 to the same day in the next week at the same place and time but, if on the day to which the meeting is adjourned a quorum described in subsection (2) is not present within 1/2 hour from the time appointed for the meeting, the eligible voters present in person or by proxy constitute a quorum.*

Proposed Bylaw Change:

48 If within 15 minutes from the time appointed for an annual or special general meeting, a quorum of the owners entitled to vote, present in person or by proxy is not present, the meeting stands adjourned for a further 15 minutes on the same day and at the same place. If within a further 15 minutes 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 (o) 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.

It was **MOVED** by Unit 104 and **SECONDED** by Unit 308 to approve the resolution as presented. The matter was then opened to the floor. After discussion a vote was called.

There were twelve (12) votes for the resolution and seven (7) against with two (2) abstentions.

MOTION DEFEATED.

3/4 VOTE RESOLUTION #3 – BARBEQUE RESTRICTIONS

WHEREAS, the Strata Council, Strata Plan VR 837, hereby recommends the ownership allow for the use of BBQs on any open balcony, deck or patio

AND WHEREAS, the use of such BBQ is powered by propane or electricity;

AND WHEREAS, charcoal BBQ's and hibachis are not permitted for use at anytime on the premises;

AND WHEREAS, propane tanks are to be stored in open areas only, on the balcony, deck or patio;

AND WHEREAS, a fire proof mat or other like safeguard is to be placed under the BBQ on the balcony, deck or patio surface to protect the balcony, deck or patio;

AND WHEREAS, the BBQ must be positioned in such a manner to prevent heat damage to the building;

AND WHEREAS, BBQs must not be left unattended when in use;

BE IT THEREFORE RESOLVED, by a $\frac{3}{4}$ vote of the Owners, Strata Plan VR 837, to approve the use of a BBQ on open balconies in compliance with each rule as outlined by the strata corporation.

It was **MOVED** by Unit 306 and **SECONDED** by Unit 303 to approve the resolution as presented. The matter was then opened to the floor. After discussion a vote was called.

There were eighteen (18) vote for the resolution and two (2) against with one (1) abstention.

MOTION CARRIED.

3/4 VOTE RESOLUTION #4 – INCREASE IN MOVE-IN/OUT FEES

Whereas a strata corporation pursuant to Section 128 of the Strata Property Act, S.B.C. 1998. C. 43 may amend its bylaws by a resolution passed by a $\frac{3}{4}$ vote;

Whereas, the current bylaws of the strata corporation provided for a non refundable move-in/out fees be assessed against the incoming owner, tenant or occupant of \$75.00; and,

Whereas, the strata council is recommending increasing the move-in/out fee to \$150.00;

BE IT RESOLVED that the owners Strata Plan VR 837 do hereby authorize by a 3/4 vote resolution that Bylaw 3 (22) be amended to increase the non refundable move-in/out fee to \$150.00.

It was **MOVED** by Unit 205 and **SECONDED** by Unit 112 to approve the resolution as presented. The matter was then opened to the floor. After discussion a vote was called.

There were nineteen (19) votes for the resolution with two (2) against.

MOTION CARRIED.

NEW BUSINESS

1. **Membrane Repair Update:** A report detailing the current financial position of the membrane repair project with Milano Construction was distributed to all owners present. Jim Parsons explained various aspects of the report and answered several questions regarding the current status of the project (See attached report).
2. **Landscaping:** The proposed trimming or removal of a tree at the northwest corner of the property was discussed at length and it was agreed by the majority of the owners present that the tree should be trimmed rather than removed if possible. The matter will be discussed with the arborist, and if possible the tree will be suitably pruned and trimmed. Tania Gheseger gave a comprehensive update on the current situation regarding the landscaping in the complex and the various options available to the owners. The new council will investigate the possibilities further and formulate a plan for the new-fiscal year.

ELECTION OF STRATA COUNCIL

As per the Strata Property Act, all council members are deemed to retire from office at the Annual General Meeting. The following owners were nominated for the positions on council for 2007/08:

Craig Kelly	#104 A	Christopher Versteeg	#306 A
Karen Bertram	#308 B	Lori Earl	#108 B
Paul Miller	#205 A	Tania Gheseger	#109 B
Frances Cross	#102 A	Joanne Bower	#112 B

There were no further nominations. The strata bylaws provide for a maximum of seven (7) members of council and after discussion Joanne Bower withdrew her nomination. The remaining seven members were then elected by acclamation.

On behalf of the owners Lori Earl thanked the outgoing council for their hard work and effort throughout the previous year. She presented the council members with hanging baskets of flowers as a token of their appreciation.

ADJOURNMENT

There being no further business, the meeting adjourned at 9:10 p.m.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners' Strata Plan VR 837

Mike Burton
Strata Agent



When you sell your property, you may be requested to produce at least two years of strata council meeting minutes. Therefore, it is recommended to retain all of your strata records. Service charges may be applied to obtain additional copies of the strata council meeting minutes from the managing agency.

RECEIVE YOUR MINUTES BY EMAIL!

BENEFITS

1. Receive minutes fast and convenient.
2. Store your minutes electronically, easy retrieval.
3. Print your hard copy only when needed.
4. Saves Strata Corporation some costs of distribution.
5. Emailed as a secure PDF file.

To arrange for your minutes to be emailed to you, provide your name, strata corporation #, or building name, unit #, or strata lot #, to Jackie Bowen at jbowen@ascentpm.com.

Ascent Real Estate Management Corporation – 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9
Phone: 604-431-1800 Fax: 604-431-1818 Website: www.ascentpm.com

**STRATA 837 HASTINGS MANOR
ANNUAL GENERAL MEETING – May 31, 2007**

STRATA COUNCIL REPORT

Greetings to all the owners.

We began the year with our management company, Ascent Real Estate Management, being fairly new to us. After Kevin Duguid left Ascent, we had only a temporary manager until they were able to send us Mike Burton as a permanent manager. Thanks to Mike for all his help during the year.

For the second year in a row, we ended the year with most of the elected council still with us. We only lost Mike Blumes, who has sold his unit and moved.

Attendance at meetings and involvement on committees and projects has been excellent, with most council members being available. Other than regular council meetings, we communicate mainly by E-mail rather than trying to make several phone calls. Most phone calls are from Ascent Management and are to the President.

MINOR PROJECTS

1. Garage floors near the elevators – In both Building A and building B, we removed the old, dirty and damaged carpets, applied filler, sanded and painted the floors. In Building A, we also painted the walls in the elevator entrance with some left-over paint.
2. Insurance – The insurance coverage was switched from Stewart Insurance Services to CMW Insurance which is a group plan for clients of Ascent Management. This resulted in a savings of \$3,200. from the budgeted amount for the year and partially offset the costs to correct fire safety deficiencies – see MAJOR PROJECTS.
3. Garage Doors – After several service calls and a recommendation from Doormaster that the door opening mechanism was worn out, the council decided rather than continue to spend on emergency calls, we would replace it and add as a safety measure, a system with photo-cells. This cost was around \$2,500. and the council is budgeting to do the same for Building B in the coming year.
4. Entrance door-Building A – Due to a break-in to a vehicle and the theft of keys, it was necessary to change the lock and provide new keys to owners, with costs being charged to the owners.
5. Insuite Washer/Dryers – Following requests to install special washer/dryer units it was decided to check with Keith Plumbing for an opinion. They advised us that our plumbing system was not adequate for any type of in-suite washer/dryer and further advised that we should not allow them unless we upgrade the plumbing system.

6. Fireplace Inspections – In March/07 chimney inspection and cleaning was carried out. There are still a few follow-ups and repairs to be done.

MAJOR PROJECTS

1. Membrane Restoration and Deck Repairs – A Special General Meeting was called on Nov.15, 2006 to approve a ¾ Vote Resolution to raise \$108,000. for the above purpose and if possible other related work. This project is now almost complete and unfortunately will be well over our original allocation for project but will still be under the \$108,000. Carey Royce will be reporting on this and providing details.

2. Fire Inspection – DVD Fire Safety Department – This inspection identified deficiencies requiring updating and service of fire extinguishers, sprinkler system , emergency lighting and fire alarm systems in both buildings, new self-locking, single action closers on garage exit doors in both buildings, recommended replacement of all smoke alarms and detectors over ten years of age as well as many other technical deficiencies in both buildings, including required signs at elevators and alarm-pulls. To comply with all of this required several thousand dollars and were considered to be emergency repairs. It was partially financed by the savings on the new insurance policy. This inspection was done in July of 2006 and on a subsequent inspection in February of 2007 there were only a few items to be dealt with, mainly signage. The inspector was very pleased with the progress and we agreed to make this serve as the 2007 inspection. As usual, Vancouver Fire Preventive services will be providing us with update extinguishers and testing the alarm system later this year.

3. South Fence – throughout the year, the council has discussed the problem of the condition of the fence on the south side of our property. We hope that, with the assistance of volunteers and perhaps someone paid to lead the project, we will be able to replace it this year. In this regard we have put an allocation of \$7,000.in the budget called “Building Improvements”. These funds will not necessarily be all used for that purpose. We hope the AGM will provide some discussion and direction in this regard.

ON-GOING ISSUES

Some issues which are in progress or are on-going are:

- a) Landscaping.
- b) Completion of Building A laundry room
- c) Delinquent accounts receivable.
- d) Sliding door repairs in some suites.
- e) Water leak in suite #112B

We are presently setting up a team of volunteers and a list of small projects which could be undertaken in the coming year. This list should have been distributed with the :Notice of Call”. There is also a questionnaire being circulated to determine what repair issues

should be addressed in the future. These would only be items for which the Strata is responsible.

Conclusion

The foregoing are not, by any means, the full extent of the work carried out by your council during the past year. Other issues have been complaints on noise, pets, smoke from balconies, unwanted garbage and things left in the hallways and garages. There have been applications for laminate floors, pets, washer/dryers and a satellite dish. We did a complete review of the extra parking stalls in both buildings, as well as keeping up with changes to postal and enter-phone names due to the several ownership changes. We have had to investigate break-ins and vandalism.

Thank you to all Owners for your patience in waiting for responses to your needs and requests.

Respectfully submitted,

Strata Council

HASTINGS MANOR – STRATA PLAN #837

High-lites to the Financial Report

REVENUE

1. The parking income was under budget by \$380. This was due to the available spaces being under-utilized until a survey was done and most of the extra spaces rented out.
2. Washer/dryer income exceeded the budgeted amount by \$1,805.

EXPENSES

1. Insurance – With the change to a new insurance company and the group policy we participate in, thanks to Ascent management, the budgeted amount of \$11,000. was reduced to \$7,756. Please refer to the Council Report.
2. Utilities – The utilities came in under budget by \$4,950.
3. Fire Protection – This category exceeded the budgeted amount by \$7,283. This resulted from the need to replace all smoke alarms/detectors which were over ten years old – please refer to the Council report.
4. Garage Door Maintenance – This item exceeded the budget by \$1,706. This was due to the installation of an improved system in Building A – Please refer to the Council Report.
5. Boiler/Mechanical & Plumbing /Heating repairs – These two items should be combined and they exceeded the budget amount by \$2,550. This resulted from an expensive repair late in the year to the heating pipes in the wall on the first floor of Building A. The pipe had simply deteriorated and had to be replaced all the way down to the Boiler Room. The cost was \$3,900. and, where we had been expecting a small surplus, the result is a deficit.
6. General Repair & Maintenance – This came in over budget by \$1,605. This was mainly due to extra costs arising from the compliance report of the fire inspector.

OTHER COMMENTS

Overall, the result for the year is a deficit of \$2,685. Normally, this is added to the next year budget as a cost. This will not be necessary since there is a prior year surplus arising from before the 2003-04 deficit.

The difficulty in budgeting for last year arose from the following:

1. The changeover of management and a lack of good information from prior years. This was compounded by lack of experience of the new council.
2. Switching from a nine month fiscal period back to a full year. This seemed to have the biggest effect on utilities.

Submitted by Jim Parsons, in the absence of former Treasurer, Mike Blumes.

HASTINGS MANOR - VR 837

MILANO CONSTRUCTION LTD.

<u>DATE</u>	<u>DETAILS</u>	<u>TOTALS</u>
June 26/06	Study and Estimates	<u>\$ 6,305.30</u>
Feb. 9/07	Building A - Suite #107 as quoted Master Bedroom	\$ 26,288.00
Feb.13/07	Building A Suite # 107 Extras Master Bedroom	\$ 12,453.94
Mar.15/07	Building A Suite #107 as quoted - Guest Bedroom	\$ 16,387.60
Mar.17/07	Building A Suite #107 Extras - Guest Bedroom	<u>\$ 11,511.60</u>
	Total Cost of Building A	<u>\$ 66,641.14</u>
May 31/07	Building B - Entrance & Suite #108 as quoted	\$ 22,943.70
May 31/07	Estimated Extras to complete this area	<u>\$ 10,976.30</u>
	Total Cost on Building B	<u>\$ 33,920.00</u>
	Total estimated final cost	<u><u>\$ 106,866.44</u></u>
<u>PAYMENTS</u>		
August 25/06	Payment As billed	\$ 6,302.30
Feb.15/07	Payment As billed	\$ 26,288.00
March 30/07	Payment As billed	\$ 12,453.94
April 14/07	Payment As billed	\$ 16,387.60
April 16/07	Payment As billed	\$ 11,511.60
May 28/07	Progress payment on final phase	<u>\$ 15,900.00</u>
	Total payments to date	<u>\$ 88,843.44</u>
	Balance required on Completion	<u><u>-\$ 18,023.00</u></u>
	Funds being raised through 3/4 Vote Resolution - Nov. 15/06	\$ 108,000.00
	Estimated final cost	<u>\$ 106,866.44</u>
	Balance for future projects	<u><u>\$ 1,133.56</u></u>