

STRATA PLAN VR 879 - COPELAND
Minutes of the Council Meeting held on Wednesday, November 12, 2008
at 6:30 p.m. in unit 3440.

COUNCIL PRESENT:	Ed Vanderhoeven Fran Harrison Johanna McLean David Hobden Wallace Murray
ABSENT:	Ellen Field
MANAGEMENT PRESENT:	Ken Thompson, Property Manager PACIFIC QUORUM PROPERTIES INC.

1. CALL TO ORDER:

The meeting was called to order at 6:32 p.m.

2. ADOPTION OF PREVIOUS MINUTES:

It was:
MOVED AND SECONDED (McLean/Vanderhoeven)
To adopt the minutes of September 10, 2008, as presented.
CARRIED

3. FINANCE:

It was:
MOVED AND SECONDED (McLean/Vanderhoeven)
To adopt the August/September 2008 financial statements, as presented.
CARRIED

4. BUSINESS ARISING:

a. Patio Project

After brief discussion it was noted that the test patio project has been completed by Rockport Property Services. Council will revisit this issue in the Spring to see if they would like to continue on with the rest of the complex.

b. Milani – Drainage Update

The Property Manager updated Council, noting that Milani had come in and used a camera to examine all rear drainage pipes. They concluded that the drainage system in the area is sufficient, however, the catch basin is not. Milani suggested an installation of the second if not third catch basin. Council tabled this issue until spring.

c. ICBC Claim – Curbs and Driveway Damage

It was noted that the damage to curbs and driveway caused by the garbage truck is being claimed through ICBC. The Property Manager will update Council as it proceeds.

d. Gate Lock

The lock on the gate had to be replaced as it was old and rusty. The door has also been adjusted and a new plate welded on the door for security purposes.

e. Roof Maintenance

It was noted that the roof maintenance was completed on all lower level roofs along with gutter cleaning and installation of new zinc strips.

f. Roof Leaks at 3412 and 3472

After brief discussion Council noted that they would like to obtain quotes for the replacement of the three main peaks of the three buildings at the Copeland, including new roof vents and new zinc strips. The Property Manager will obtain these quotes before the next meeting and present to Council at that time. The roof leaks at 3412 and 3472 were attended to by Circle Property Services. They were able to patch the roofs and stop the leaks with minor interior damage. The drying out process and interior repairs are in progress and should be completed within coming weeks.

g. **Deck Leak at 3428**

The ongoing issue of the deck leak at 3428 has finally been solved. This leak was attended to by Circle Property Services who found the copper pipe draining the deck has corroded and created the hole. Copper pipe is not correct type to be used in this application. Circle Property Services will remove the copper pipe and install appropriate drain pipe and close up the ceiling at 3428. Council would like to thank the owner of 3428 for their patience with this ongoing repair.

5. **NEW BUSINESS/CORRESPONDENCE**

a. **Speed Bumps and Curbs**

Quotes for addition of speed bumps, new curbing and repair of cracks were talked about and again tabled to spring due to weather conditions.

b. **Deck Coatings**

Council would like to revisit installing new deck membranes and coatings on the upper decks to reduce the chance of leaks over the coming years. The Property Manager will obtain quotes on this with a few different types of options to review at the next meeting.

c. **Recycling Bins**

Council would like an update as to why the City has not yet delivered the two new recycling bins. The Property Manager will follow up on this matter to ensure that the bins are in place before Christmas season with the increased volume of recycling.

d. **Water Pressure**

There was a report over the lack of water pressure at unit 3424. The Property Manager will investigate.

6. **ADJOURNMENT**

There being no further business this meeting was adjourned at 7:22 p.m.

**THE NEXT COUNCIL MEETING IS SCHEDULED FOR WEDNESDAY, JANUARY 21, 2009
AT 6:30 P.M. IN UNIT 3432**

THE ANNUAL GENERAL MEETING HAS BEEN SCHEDULED FOR MARCH 4, 2009 AT 7:00 P.M.

Please Note: The Real Estate Services Act Regulations require a vendor to provide purchasers with copies of Strata minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page.

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

430-1200 West 73rd Avenue

Vancouver, BC V6P 6G5

Telephone: (604) 685-3828 / Fax: (604) 685-3845

PLEASE NOTE THE NEW EMAIL ADDRESS: ken@pacificquorum.com.

PLEASE VISIT OUR WEBSITE: WWW.PACIFICQUORUM.COM

Parking

39. Parking

- 39.1 A resident must not permit any oversized, commercial or recreational vehicles including, but not exhaustively, boats, trailers and campers to enter or be parked or stored on common property, limited common property or land that is a common asset. (Feb. 28/2002)
- 39.2 A resident must not store unlicensed or uninsured vehicles on the common property, limited common property or on land that is a common asset. (Feb. 28/2002)
- 39.3 A resident storing a vehicle must provide proof of valid insurance to the strata corporation on the commencement date of the storage and of request thereafter. (Feb. 28/2002)
- 39.4 An owner must not sell, lease or licence parking stalls to any person other than an owner or occupant. (Feb. 28/2002)
- 39.5 A resident must park only in the parking stall assigned to the resident. (Feb. 28/2002)
- 39.6 A resident or visitor must not permit a vehicle to be parked or left unattended in a manner that interferes with parking stalls, access lanes or no parking zones. (Feb. 28/2002)
- 39.7 Any resident's vehicle parked in violation of bylaw 39.6 will be subject to removal by a towing company authorized by council, and all costs associated with such removal will be charged to the owner of the strata lot. (Feb. 28/2002)
- 39.8 A resident or visitor must not use any parking area as a work area for carpentry, renovations, repairs (including, but not exhaustively, sawing, drilling and the use of any adhesive or hardening compounds) or work on vehicles involving any automotive fluids or paints, motor tune ups or mechanical repairs. (Feb. 28/2002)
- 39.9 A resident or visitor operating a vehicle in the parking areas must activate the vehicle's headlights and not exceed 10 km/hour. (Feb. 28/2002)
- 39.10 A resident must wash a vehicle in the location designated for vehicle washing only. Once washing is completed, the resident must hose down and remove all dirt, refuse and excess water from the washing area. While washing, a resident must keep audio volume low. (Feb. 28/2002)
- 39.11 A resident must not park or store any vehicle that drips oil or gasoline. A resident must remove any dripped oil, gasoline or other automotive residue. (Feb. 28/2002)

5. **CORRESPONDENCE**

None.

6. **NEW BUSINESS**

REMINDER

Only household garbage is allowed in the complex garbage bin.

Your cooperation is appreciated.

REMINDER

Parking in the complex is regulated by the attached bylaws. Please read carefully and adhere to them to avoid future penalties.

Your cooperation is appreciated.

SLOW DOWN !!!

Council urges everyone to follow the posted speed limits of 10 km/hr or less, when entering and exiting the complex, as there are children playing constantly in the complex.

Your cooperation is appreciated.

a. **Speed Bumps**

Quotes will be obtained for more speed bumps in the complex.

b. **Driveway Cracks**

It was noted that quotes and recommendations for repair regarding the driveway cracks will be obtained.

c. **Annual Tree Banding and Fertilizing**

It was noted that some owners will be doing the annual tree binding and fertilizing over the next coming weeks and should be completed by the end of September.

7. **ADJOURNMENT**

There being no further business this meeting was adjourned at 7:47 p.m.

**THE NEXT COUNCIL MEETING IS SCHEDULED FOR WEDNESDAY, NOVEMBER 12, 2008
AT 6:30 P.M. IN UNIT 3440**

Please Note: The Real Estate Services Act Regulations require a vendor to provide purchasers with copies of Strata minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page.

Submitted by:
PACIFIC QUORUM PROPERTIES INC.
430-1200 West 73rd Avenue
Vancouver, BC V6P 6G5
Telephone: (604) 685-3828 / Fax: (604) 685-3845
e-mail: ken.pacificquorum@telus.net

STRATA PLAN VR 879 - COPELAND
Minutes of the Council Meeting held on Wednesday, September 10, 2008
at 6:30 p.m. in unit 3401.

COUNCIL PRESENT: Ed Vanderhoeven
Fran Harrison
Laara Sadiq
Johanna McLean
David Hobden

ABSENT: Wallace Murray
Ellen Field

MANAGEMENT PRESENT: Ken Thompson, Property Manager
PACIFIC QUORUM PROPERTIES INC.

1. CALL TO ORDER:

The meeting was called to order at 6:40 p.m.

2. ADOPTION OF PREVIOUS MINUTES:

It was:

MOVED AND SECONDED (Harrison/McLean)

To adopt the minutes of June 18, 2008, as presented.

CARRIED

3. FINANCE:

Recent finances were reviewed and discussed, noting that the Corporation was under budget by \$4,632.00 at the end of July, 2008

It was:

MOVED AND SECONDED (McLean/Vanderhoeven)

To adopt the May, June & July 2008 financial statements, as presented.

CARRIED

4. BUSINESS ARISING:

a. Patio Project

Council discussed the colour choice for the test patio and the color **pewter** was chosen. The test patio should be ready for viewing in mid October.

b. Ongoing Work around the Complex

A quote from Circle Property Services was obtained and reviewed by Council for the roof maintenance and gutter cleaning for the entire complex. Council was happy with the quote.

It was then:

MOVED AND SECONDED (Vanderhoeven/Sadiq)

To approve Circle Property Services quote in the amount of \$3,888.64 (including taxes) for the roof maintenance, gutter cleaning, soffit and gate repairs as well as cleaning of rear gutters on time and material basis.

CARRIED

c. Updated Quote from Orka re: Drainage

This quote was tabled until the next meeting.

d. Second Quote from Circle Services re: Drainage

This quote was tabled until the next meeting.

e. AAA Wildlife – Recommended Work

This item was removed from the agenda

f. Recycling Paper Bins

There was discussion regarding recycling bins constantly being stolen. Council concluded that if the City will continue to replace the containers for free we will just continue to order more containers as needed.

STRATA PLAN VR 879 - COPELAND
Minutes of the Council Meeting held on Wednesday, June 18, 2008
at 6:30 p.m. in unit 3440.

COUNCIL PRESENT: Ed Vanderhoeven
Wallace Murray
Johanna McLean
Fran Harrison
David Hobden
Ellen Field

ABSENT: Laara Sadiq

MANAGEMENT PRESENT: Ken Thompson, Property Manager
PACIFIC QUORUM PROPERTIES INC.

1. **CALL TO ORDER:**
The meeting was called to order at 6:33 p.m.
2. **INTRODUCTION OF NEW PROPERTY MANAGER:**
The Property Manager, Ken Thompson shared some of his background with Council. Council was happy with the presentation of the new Property Manager and we moved along.
3. **ADOPTION OF PREVIOUS MINUTES:**
It was:
MOVED AND SECONDED (Harrison/Hobden)
To adopt the minutes of April 14, 2008, as presented.
CARRIED
4. **FINANCE:**
Recent finances were reviewed and discussed, noting that the Corporation was under budget by \$3,223.00 at the end of April, 2008
It was:
MOVED AND SECONDED (Vanderhoeven/Hobden)
To adopt the March & April 2008 financial statements, as presented.
CARRIED
5. **BUSINESS ARISING:**
 - a. **Fence Damage by Owner's Car**
It was:
MOVED AND SECONDED (Vanderhoeven/McLean)
To approve Bill Cummings's quote in the amount of \$415.00 and proceed with the repair of the damaged fence, with all cost charged back to unit #3470.
CARRIED
 - b. **Fence @3422 Repairs/Replacement**
It was:
MOVED AND SECONDED (Vanderhoeven/Harrison)
that the fence at 3422 will be repaired and painted by Dave Hobden.
CARRIED

This project will commence in the near future.
 - c. **Window Replacement @3422**
After review of the report from Action Glass, Council agreed that these windows do not need to be replaced at this time.

- d. **Drainage @ 3424 & 3452**
Council agreed to revisit the quote from Orca Property Services and move forward after review of quote and scope of work.
- e. **Recycling and Mixed Paper Products**
The Property Manager updated Council on the status of the missing bin replacement. It was also noted that green waste pick up should be back on schedule.
- f. **Outdoor Lights - Quotes**
This item was tabled until the next meeting.
- g. **Wooden Patio Cribbing Quotes**
Council has agreed to try one test unit. Unit 3422 was chosen for this project due to being the worst in the complex. More details regarding this item will be provided as the project moves along.
- h. **Curbs**
It was noted that Council will obtain quotes from a curbing company for reinforced rolling curb.
- i. **Bill Cummings - Ongoing Work**
It was noted that the handrail outside 3422 is loose and will be added to Bill's "To Do" list.

6. **CORRESPONDENCE**

- a. **Note from Owners Regarding Plastic Drain Protector**
It was noted that this item will be added to Bill's "To Do" list.

7. **NEW BUSINESS**

- a. **Garage Sale**
Council is happy to announce the date of the VR 879 Copeland garage sale to be held **July 26, 2008 from 10:00 a.m. to 2:00 p.m.**
- b. **Dumpster Bin**
It was noted that the day after the VR 879 Copeland garage sale Council will obtain a 40 cubic yard Dumpster bin for Spring/Summer clean up.
- c. **Copeland Barbecue**
Council is happy to announce the date of the VR 879 Copeland annual barbecue on **Sunday, August 3, 2008, starting at 4:30 P.M.** Council will provide food. Barbecue will be held weather permitting.

NOTICE

Council is obtaining a large bin for clean up to avoid future use of garbage bin areas as a dumpsters.

Your cooperation is appreciated.

- d. **Contract Termination**
Council decided to terminate contract with Ove for grounds maintenance as Council is not happy with the work.
- e. **Driveway Cracks**
It was noted that the cracks in the driveway are getting worse. Council would like to have them looked at and quotes obtained for repair.

f. **Security**

Council agreed to have a locking system on the chain link fence at the end of the complex upgraded in the upcoming weeks.

8. **ADJOURNMENT**

There being no further business this meeting was adjourned at 7:58 p.m.

**THE NEXT COUNCIL MEETING IS SCHEDULED FOR WEDNESDAY, SEPTEMBER 10, 2008
AT 6:30 P.M. IN UNIT 3454**

Please Note: The Real Estate Services Act Regulations require a vendor to provide purchasers with copies of Strata minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page.

Submitted by:
PACIFIC QUORUM PROPERTIES INC.
430-1200 West 73rd Avenue
Vancouver, BC V6P 6G5
Telephone: (604) 685-3828 / Fax: (604) 685-3845
e-mail: ken.pacificquorum@telus.net

MINUTES

STRATA PLAN VR 879

Copeland

April 14, 2008

Strata Council 2008

PRESIDENT

Ed Vanderhoeven
T/H 3440

VICE-PRESIDENT

Fran Harrison
T/H 3414

FINANCE

Johanna McLean
T/H 3444

LANDSCAPE

Ellen Field
T/H 3454

David Hobden
T/H 3452

Wallace Murray
T/H 3432

Laara Sadiq
T/H 3402

Property Manager

Ken Thompson

**York-West Asset Management
Group (BC) Inc.**

430- 1200 West 73rd Avenue
Vancouver, BC V6P 6G5
Phone: 604-267-6399 ext. 315

Email:
ken.pacificquorum@telus.net

COUNCIL MEETING

**3414 Copeland Avenue
Vancouver, BC**

Monday, April 14, 2008 at 6:30 pm

Council Members Present

Ed Vanderhoeven
David Hobden
Johanna McLean
Laara Sadiq

Fran Harrison
Ellen Field
Wallace Murray

YORK-WEST ASSET MANAGEMENT GROUP (BC) INC.

Aleks Riminchan and Michael Henson

1. Call to Order

The Meeting was called to order at 6:35 p.m.

2. Election of Strata Council Officers

The following members were elected as officers of the Strata Council –

President – Ed Vanderhoeven
Vice-President – Fran Harrison
Treasurer – Johanna McLean
Landscaping – Ellen Field

3. Approval of Previous Minutes

Moved and Seconded to adopt the strata council meeting minutes of January 15, 2008

MOTION CARRIED

4. Financial

The Treasurer reviewed the financial statements and paid invoices with the Strata Council. The Treasurer asked that a schedule of Owners' Arrears be included with the financial statements that are distributed to the strata council members.

MOVED and SECONDED, TO accept the January and February 2008 financial statements.

MOTION CARRIED

ALL OWNERS ARE ADVISED THAT MONTHLY STRATA FEES ARE DUE ON THE FIRST OF EACH MONTH.

5. General Maintenance

- **Window Washing and Pressure washing:** Review of quotes and discussion of work to be performed.

Moved and Seconded to accept and quote from International Business Maintenance and schedule the work as soon as possible.

MOTION CARRIED

- **Flower Boxes – Retaining Ties:** Review of quotes and discussion of work to be performed. Decision tabled until one more quote is received. The new quote will be communicated to the Strata Council and a decision made via email.
- Follow-up with contractor regarding installation of zinc strips on some of the north side roof areas.
- Obtain quote to install new rebar reinforced curbs by the garbage bin areas
- Engineer to contact one council member re suggestions to improve the rear drainage
- Discussion of replacement of wooden cribbing in some of the patio areas – suggestion to see if some material other than wood (plastic composite?) is available.
- The Landscaping Committee presented some invoices from the landscaper for payment.
- **NEW YARD WASTE BINS** – see attached notice – the bins must remain in their current location as these areas are mandated by the City of Vancouver.
- **Recycling:** Contact the City of Vancouver and see if another Mixed Paper bin can be obtained.
- Replace some of the curbing ties to prevent vehicles from hitting the evergreen trees (by stall E)
- **Exterior Lighting:** obtain quotes to install more energy efficient exterior light fixture

- Landscaping Committee to look at doing some planting in front of a makeshift pathway in one of the corners.

6. Correspondence

- **Unit #3444:** An owner of unit #3444 advised that she experiencing some problem with the window condensation on the upper floor of her unit. This issue will be investigated.

7. New Business

- The Strata Council President and Vice-President signed a form so that the new Bylaws approved at the February Annual General Meeting could be registered.
- The representatives from York West reviewed a letter with Strata Council advising that the strata management contract with York West will be assigned to the parent company of York West, Pacific Quorum Properties Inc., effective May 1, 2008

NEXT MEETING:

To be announced

As there was no further business to discuss, the meeting was adjourned at 7:40 pm.

Attention All Residents

STRATA VR 879 - COPELAND



YARD WASTE BINS

The new yard waste bins have arrived. These bins will be picked up every two weeks. These bins are for **YARD WASTE ONLY**, **NO PLASTIC AND NO SOIL.**

Thank you for your co-operation,

STRATA COUNCIL AND MANAGEMENT

AGENDA

For the Council Meeting
Of Strata Plan VR 879

3414 Copeland, Vancouver

Monday, April 14th, 2008 – 6:30 PM

Mike
Alex

1. Call Meeting to Order
2. Election of Strata Council Officers
3. Adoption of Minutes of Previous Council Meeting – January 15, 2008
4. Review of Financial Statements
5. General Maintenance
 - Quote – power washing / windows
 - Quote – flower boxes
 - Unfinished business
6. Correspondence - #3444 letter re window condensation
7. New Business
 - Sign new Bylaw Registration Form
 - Yard waste bins circular
8. Set Date for Next Meeting
9. Adjournment

Balance Sheet (Accrual)
VR 879 Copeland - (vr879)
March 2008

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ASSETS

Bank - Operating	9,152.85
Contingency Reserve Bank	44,401.31
Acct Receivable - Fees/Levy	1,145.21
Prepaid Insurance	7,199.50

TOTAL ASSETS	<u>61,898.87</u>
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LIABILITIES & EQUITY

Liabilities	
Accounts Payable	5,811.28
Prepaid Maintenance Fees	4.27

Total Liabilities	<u>5,815.55</u>
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Equity	
Surplus (Deficit)	1,944.56
Pr Year Surplus(Deficit)	9,737.45
Contingency Reserve Fund	44,401.31

Total Equity	<u>56,083.32</u>
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TOTAL LIABILITIES & EQUITY	<u>61,898.87</u>
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Income Statement (Accrual)
VR 879 Copeland - (vr879)
March 2008

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	Month to Date	%	Year to Date	%
INCOME				
3110 Strata Fees	5,926.22	87.67	11,852.44	87.45
3120 Interest	0.00	0.00	34.11	0.25
3131 Surplus Allocation	833.33	12.33	1,666.66	12.30
TOTAL INCOME	6,759.55	100.00	13,553.21	100.00
EXPENSES				
4210 Wages & Benefits	0.00	0.00	17.02	0.13
4215 Bank Charges	0.00	0.00	53.81	0.40
4220 Management Fees	887.25	13.13	1,774.50	13.09
4225 Administration/Misc	0.00	0.00	79.42	0.59
4230 Electricity	116.37	1.72	116.37	0.86
4235 Water & Sewer	0.00	0.00	1,688.08	12.46
4240 Waste Disposal/Recycling	206.29	3.05	412.58	3.04
4250 Landscaping	1,071.00	15.84	2,142.00	15.80
4255 Repairs & Maintenance	245.00	3.62	2,139.31	15.78
4260 Insurance	983.95	14.56	1,783.90	13.16
4265 Insurance Appraisals	735.00	10.87	735.00	5.42
Total Operating Expenses	4,244.86	62.80	10,941.99	80.73
4590 Contingency Reserve Fund	333.33	4.93	666.66	4.92
TOTAL EXPENSE	4,578.19	67.73	11,608.65	85.65
NET INCOME	2,181.36	32.27	1,944.56	14.35

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Budget Comparison Cash Flow (Accrual)
VR 879 Copeland - (vr879)
March 2008

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	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
INCOME									
3110 Strata Fees	5,926.22	5,926.25	-0.03	0.00	11,852.44	11,852.50	-0.06	0.00	71,115.00
3120 Interest	0.00	0.00	0.00	0	34.11	0.00	34.11	0	0.00
3131 Surplus Allocation	833.33	833.33	0.00	0.00	1,666.66	1,666.66	0.00	0.00	10,000.00
TOTAL INCOME	6,759.55	6,759.58	-0.03	0.00	13,553.21	13,519.16	34.05	0.25	81,115.00
EXPENSES									
4210 Wages & Benefits	0.00	216.67	216.67	100.0	17.02	433.34	416.32	96.07	2,600.00
4215 Bank Charges	0.00	29.17	29.17	100.0	53.81	58.34	4.53	7.76	350.00
4220 Management Fees	887.25	689.00	-198.25	-28.77	1,774.50	1,378.00	-396.50	-28.77	8,268.00
4225 Administration/Misc	0.00	91.67	91.67	100.0	79.42	183.34	103.92	56.68	1,100.00
4230 Electricity	116.37	75.00	-41.37	-55.16	116.37	150.00	33.63	22.42	900.00
4235 Water & Sewer	0.00	833.33	833.33	100.0	1,688.08	1,666.66	-21.42	-1.29	10,000.00
4240 Waste Disposal/Recycling	206.29	308.33	102.04	33.09	412.58	616.66	204.08	33.09	3,700.00
4245 Supplies	0.00	16.67	16.67	100.0	0.00	33.34	33.34	100.0	200.00
4250 Landscaping	1,071.00	1,168.67	95.67	8.20	2,142.00	2,333.34	191.34	8.20	14,000.00
4255 Repairs & Maintenance	245.00	2,173.50	1,928.50	88.73	2,139.31	4,347.00	2,207.69	50.79	26,082.00
4260 Insurance	983.95	763.75	-220.20	-28.83	1,783.90	1,527.50	-256.40	-16.79	9,165.00
4265 Insurance Appraisals	735.00	62.50	-672.50	-1,076	735.00	125.00	-610.00	-488.0	750.00
Total Operating Expenses	4,244.86	6,426.26	2,181.40	33.95	10,941.99	12,852.52	1,910.53	14.87	77,115.00
4590 Contingency Reserve Fund	333.33	333.33	0.00	0.00	666.66	666.66	0.00	0.00	4,000.00
TOTAL EXPENSE	4,578.19	6,759.59	2,181.40	32.27	11,608.65	13,519.18	1,910.53	14.13	81,115.00
NET INCOME	2,181.36	-0.01	2,181.37	-21.81	1,944.56	-0.02	1,944.58	-9,722	0.00
CASH FLOW	2,181.36	-0.01	2,181.37	-21.81	1,944.56	-0.02	1,944.58	-9,722	0.00
Beginning Cash	10,471.14								
Ending Balance	9,152.85								

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FAX Transmission Sheet

TOMAS Construction Ltd.

202-3170 Quebec St. Vancouver B.C. V5T 3B4 tel/fax 604 877 7799
Mobile 778 896 1966

To: Ms. Mike Henson

Company: York West Asset Management Group

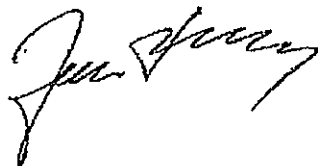
Date: Apr.02.2008

Number of pages including cover: 2

Regarding:

As per your request , estimate for Garden work at Copeland.

Sincerely yours,



Jan.J.Tomas



TOMAS CONSTRUCTION LTD.

#202-3170 Quebec St.
Vancouver, B.C. V6T 3B4
Canada

Apr.02.2008

Mike Henson
York West Management Group
430 - 1200 West 73rd Ave
VANCOUVER B.C. V6P 6G5

Our file # 1555

Strata Plan Copeland

-----Scope of Work-----

Remove and dispose of rotted garden ties by 2 large trees .
Supply and install 4x4 treated garden ties and per discussion with Mrs. Ellen Field.
All exposed and new cuts will be treated as well.
General clean up and haul away debris

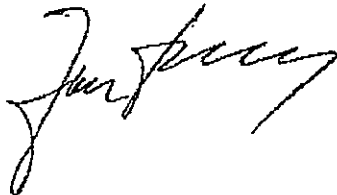
Material and labour

665.00\$ plus 5% GST

This quote is valid for period of 30 days.

Thank you

Yours truly Jan Tomas



(15)

mike henson

From: Kim Daigle [kdaigle@skywalkerhighrise.com]
Sent: April 3, 2008 11:29 AM
To: mhenson@yorkwest.com
Subject: 3454 Copeland

Hi Mike,

Attached is our quote for work to be done at 3454 Copeland. Should you have any questions please contact me.

Thanks,

Kim

Kim Daigle
Office Manager
Skywalker High-Rise Services Ltd.
12-1395 W.14th Avenue
Vancouver, BC V6H 1R2
Ph: 604-733-7180
Fx: 604-733-7185
e-mail: kdaigle@skywalkerhighrise.com

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04/04/2008

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QUOTE

12-1395 W14th. Avenue, Vancouver, BC, V6H 1R2
Phone 604-733-7180 Fax 604-733-7185
info@skywalkerhighrise.com

PROPOSAL # 2008-084
Date: April 3, 2008

EXPIRATION DATE: JULY 3, 2008

TO Yorkwest Property Management
Attn: Mike Henson

RE: 3454 Copeland

SKYWALKER CONTACT	JOB	PAYMENT TERMS	COMPLETION DATE
Sebastien Nault		Net 30	TBA

DESCRIPTION	LINE TOTAL
Power washing of sidewalks, front steps, garages, upper and lower back decks	\$3400.00
Cleaning by squeegee of all windows, including balconies	\$850.00

Quotation prepared by: Sebastien Nault

This is a quotation on the services named, subject to the conditions noted below:

Price quoted is for services described in proposal and doesn't apply to any additional work. The customer understands that in the event of unforeseen additional work (ie: silicone or heavy concrete removal from glass and frames, mineral or silicate deposit removal from glass), a separate quote will be provided. Prices do not include 5% GST.

Price includes all glass installed at the time of quotation as well as glass shown in plans. Add-ons such as additions and canopies will be priced separately.

The customer understands that the use of razor scrapers is standard in construction window cleaning. Due to the high risk of scratching, tempered or heat-strengthened glass surfaces will be clearly identified by the hiring company and will not be scraped. Location of all tempered units must be submitted in writing by the hiring company before beginning of contract. Skywalker will not be liable for any scratches on tempered glass.

Skywalker is covered under Work Safe BC and carries a liability insurance policy of \$ 2,000,000.00. Supporting documentation will be provided upon request.

To accept this quotation, please sign here and return: _____

Thank you for your business!

(12)

mike henson

From: JohannaE@webtv.net
Sent: April 9, 2008 6:52 PM
To: mike henson
Subject: RE: Mould and Mildew

Johanna Mclean
3444 Copeland Ave.
VR879
604-436-6053

To Mike Henson and Council

I have a big problem in my bedroom.
I have complained about severe window condensation since last fall.
January 2008 was the last time.
I now notice I have mould along the ceiling ,wall and window sill, and still no end to the
severe condensation.

Please help.
Thank you
Johanna



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

The Owners, Strata Plan VR 879 certify that the following or attached amendments to the bylaws of the strata corporation were approved by a resolution passed in accordance with section 128 of the *Strata Property Act* at an annual general meeting held on February 26, 2008.

Be it Resolved, that the Owners, Strata VR 879, authorize the following addition to the Strata Corporation's registered Bylaws:

Bylaw 39.12 – Parking

A resident may park only one (1) additional vehicle on the common property at any time. Failure to comply with this by-law will be subject to a fine.

Signature of Council Member

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

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

Attention All Residents

STRATA VR 879 - COPELAND



YARD WASTE BINS

The new yard waste bins have arrived. These bins will be picked up every two weeks. These bins are for **YARD WASTE ONLY**, **NO PLASTIC AND NO SOIL.**

Thank you for your co-operation,

STRATA COUNCIL AND MANAGEMENT

20

February 28, 2008

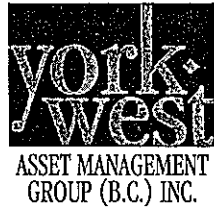
All Owners of Strata Plan VR-879
3402-3474 Copeland
Vancouver, BC

****PLEASE READ CAREFULLY****

Dear Owner(s):

RE: ANNUAL GENERAL MEETING

Enclosed please find the Minutes of your recent Annual General Meeting held Tuesday, February 26, 2008. The operating budget was approved with no increase in the monthly strata fees. We are pleased to offer two options for payment of your strata fees.



STRATA
CONDOMINIUM
MANAGEMENT

RENTAL
MANAGEMENT

CONSULTING
SERVICES

SALES

#430 - 1200 W 73rd Avenue
Vancouver, B.C. V6P 6G5
Phone: (604) 267-6399
Fax: (604) 267-6397

A. STRATA FEE PAYMENT – BY PAC SYSTEM
(Pre-authorized Withdrawal from your Account)

If you are already on the PAC System, DO NOT DO ANYTHING as your strata fees will continue to be withdrawn automatically.

If you would like to go on the PAC System, please complete the attached form and return it to our office.

B. STRATA FEE PAYMENT – BY POST DATED CHEQUES

Please forward post dated cheques to our office, which are dated for the first day of each successive month.

Your cheques should be made payable to '**Strata Plan VR 879**' and mailed to our office at #430-1200 West 73rd, Avenue, Vancouver, BC V6P 6G5. Please ensure that your unit number is clearly marked in the "memo" section of your cheques.

If you have any questions, please contact the accounting department at (604) 267-6399.

Yours truly,
YORK WEST ASSET MANAGEMENT GROUP (BC) INC.
For the Owners of Strata Plan VR 879

A handwritten signature in dark ink, appearing to read "Dali Janic".
Dali Janic
Strata Property Manager

MINUTES OF THE ANNUAL GENERAL MEETING OF STRATA PLAN VR-879

HELD: Tuesday, February 26, 2007 at 7:30 p.m.
Meeting Room at Champlain Heights Community Centre,

PRESENT: Twenty (20) owners in person or represented by proxy, as per the registration sheet.

AGENT: Dali Janic, York West Asset Management Group.

QUORUM REPORT

As the quorum requirement of the *Strata Property Act* was met, the Strata Council President called the meeting to order at 7:35 p.m., at which time Fifteen (15) owners were present in person and five (5) owners were represented by proxy.

ELECTION OF CHAIR

Ed Vanderhoeven, Council President, chaired the meeting. The Chair welcomed the owners to the meeting.

PROOF OF NOTICE

It was moved (#3414) and seconded (#3472) to accept the Notice dated January 22nd, 2008 as proper notice for the February 26th, 2008 Annual General Meeting. A vote was taken, resulting in all owners being in favour of the motion.

MOTION CARRIED

APPROVAL OF AGM MINUTES

As no errors or omissions were noted, it was moved (#3406) and seconded (#3414) to adopt the Minutes of the Annual General Meeting dated February 14th, 2007 as circulated. A vote was taken, resulting in all owners being in favour of the motion.

MOTION CARRIED

INSURANCE

The Agent advised that a copy of the current insurance certificate was included with the Annual General Meeting package and that the building is insured to its appraised value, which is annually updated. The owners were advised to ensure that they had personal coverage for personal liability and all in-suite improvements and betterments and that the buildings were insured to the standard of the original construction.

The property manager has consulted with the insurance company and they have confirmed that the insurance coverage is to the standard of the original construction notwithstanding the purchase date. Therefore it is important for all current owners to be certain that all betterments and improvements, no matter when they were completed or who completed them, are covered under their own policy.

PRESIDENT'S REPORT

The Strata Council President, Ed Vanderhoeven, presented a report to the owners. Strata Council responded to questions and comments from the owners, including:

- Engaged a new property management company, York West, as of September 1, 2007.

- Some small projects were done last year: window washing, garbage area/chain link, gutters cleaning.
- Drainage will be the main project for the upcoming year.

RESOLUTION 'A' – Majority Vote

Be it resolved, in compliance of the *Strata Property Act*, that a resolution be passed by way of a majority vote of a quorum of the Owners of Strata Plan VR 879, that the Owners approve the proposed budget for the 2008-09 fiscal year, commencing February 1, 2008 and completing January 31, 2009.

The Agent discussed the proposed operating budget.

It was then moved by (#3422) and seconded (#3414) to approve Resolution 'A'. A vote was taken, resulting in all owners in favour of the motion.

MOTION CARRIED

RESOLUTION 'B' – ¾ VOTE – NEW BYLAW – PARKING

Be it Resolved, That the Owners, Strata VR 879, authorize the following addition to the Strata Corporation's registered Bylaws:

Bylaw 39.12 – Parking

A resident may park only one (1) additional vehicle on the common property at any time. Failure to comply with this by-law will be subject to a fine.

The Chair and the management company responded to comments and questions regarding the proposed special assessment, including:

- Discussion on the problem with visitor parking; all residents are advised that numbered parking stalls are for owners and the lettered stalls are for visitors.

It was then moved by (#3414) and seconded (#3452) to approve Resolution 'B'. A vote was taken, resulting in all owners in favour of the motion.

MOTION CARRIED

GENERAL DISCUSSION

There was a general discussion amongst the owners and Strata Council including the following topic:

- There was discussion regarding new recycling program; yard trimmings and green waste is banned and restricted from the garbage. The Strata Council will supply the tarp and will notify on tarp placement. Jim gardener will pick-up on either Tuesday or Wednesday. All residents are advised that only green waste can be taken to the tarp, no plastic or cardboard.

RESIGNATION AND ELECTION OF STRATA COUNCIL

The management company thanked the outgoing Council members for all their efforts and time spent on the affairs of the Strata Corporation over the past year. This was endorsed by a round of applause. Nominations were then taken for the new Strata Council, resulting in the following nominees:

Ed Vanderhoeven (P)	Fran Harrison (VP)
Wallace Murray	Ellen Field (Land)
Johanna McLean (Tr)	Laara Sadiq
David Hobden	

As there were no further nominees and all nominees agreed to stand, the above owners were elected by acclamation.

As there was no further business to discuss, the meeting adjourned at 8:35 pm.

Next Strata Council Meeting will be held on April 14, 2008 in unit #3414 at 6:30pm.

Many thanks to all owners who provide their monthly strata fees promptly and without problems either by PAC or post-dated cheques. Your co-operation is most appreciated. Please remember if you write cheques, to make them payable to your strata plan and to identify your suite number or strata lot. Payments are due on the first of each month.

YORK WEST ASSET MANAGEMENT GROUP (BC) INC.

#430-1200 West 73rd Avenue

Vancouver, BC V6P 6G5

Tel: (604) 267-6399 Fax: (604) 267-6397

Please Note: The Real Estate Services Act Regulations require a vendor to provide purchasers with copies of Strata minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page.

PROPOSED BUDGET FOR COPELAND, VR 879

		2007/2008	Actual	2008/2009
		APPROVED	Year To Date	APPROVED
		BUDGET	DECEMBER	BUDGET
REVENUE				
3110	Strata Fees	\$ 71,115.00	\$ 65,293.26	\$ 71,115.00
3120	Bank Interest	\$ 840.00	\$ 625.48	\$ -
3131	PR Years Surplus (Deficit)	\$ 12,930.00	\$ 11,416.43	\$ 10,000.00
3135	Fines	\$ -	\$ -	\$ -
	Sub-Total	\$ 84,885.00	\$ 77,335.17	\$ 81,115.00
EXPENSES				
Administration				
4210	Wages & Benefits	\$ 2,500.00	\$ 2,331.80	\$ 2,600.00
4215	Bank Charges	\$ 120.00	\$ 395.18	\$ 350.00
4220	Management Fees	\$ 8,268.00	\$ 8,405.80	\$ 8,268.00
4225	Administration	\$ 1,800.00	\$ 985.22	\$ 1,100.00
	Sub-Total	\$ 12,688.00	\$ 12,118.00	\$ 12,318.00
Utilities				
4230	Electric	\$ 900.00	\$ 530.95	\$ 900.00
4235	Water & Sewer	\$ 10,500.00	\$ 7,055.97	\$ 10,000.00
4240	Waste Removal/Recycling	\$ 3,500.00	\$ 2,578.06	\$ 3,700.00
	Sub-Total	\$ 14,900.00	\$ 10,164.98	\$ 14,600.00
Repairs & Maintenance				
4250	Landscaping	\$ 14,000.00	\$ 12,388.98	\$ 14,000.00
4255	R & M Building Maintenance	\$ 27,297.00	\$ 19,562.61	\$ 26,082.00
4260	Insurance	\$ 10,500.00	\$ 8,580.50	\$ 9,165.00
4265	Insurance Appraisal	\$ -	\$ -	\$ 750.00
4270	Audit Fee	\$ 1,300.00	\$ -	\$ -
4275	Supplies	\$ 200.00	\$ -	\$ 200.00
	Sub-Total	\$ 53,297.00	\$ 40,532.09	\$ 50,197.00
	Total Expenses	\$ 80,885.00	\$ 62,815.07	\$ 77,115.00
2095	Contingency	\$ 4,000.00	\$ 3,666.63	\$ 4,000.00
	TOTAL	\$ 84,885.00	\$ 66,481.70	\$ 81,115.00
	BALANCE	\$ -	\$ 10,853.47	\$ -

MONTHLY STRATA FEES			VR - 879	
UNIT	S/L	U/E	STRATA FEES	
3402	1	135	\$	196.57
3404	7	104	\$	151.43
3406	2	97	\$	141.24
3408	3	97	\$	141.24
3410	8	122	\$	177.64
3412	9	122	\$	177.64
3414	4	97	\$	141.24
3416	5	97	\$	141.24
3418	10	122	\$	177.64
3420	11	104	\$	151.43
3422	6	97	\$	141.24
3424	12	113	\$	164.54
3426	20	104	\$	151.43
3428	13	97	\$	141.24
3430	14	107	\$	155.80
3432	21	122	\$	177.64
3434	22	122	\$	177.64
3436	15	97	\$	141.24
3438	16	107	\$	155.80
3440	23	122	\$	177.64
3442	24	122	\$	177.64
3444	17	97	\$	141.24
3446	18	107	\$	155.80
3448	25	122	\$	177.64
3450	26	104	\$	151.43
3452	19	108	\$	157.26
3454	27	135	\$	196.57
3456	33	104	\$	151.43
3458	28	97	\$	141.24
3460	29	107	\$	155.80
3462	34	122	\$	177.64
3464	35	122	\$	177.64
3466	30	97	\$	141.24
3468	31	107	\$	155.80
3470	36	122	\$	177.64
3472	37	104	\$	151.43
3474	32	108	\$	157.26
		4070	\$	5,926.25

PRE-AUTHORIZED PAYMENT APPLICATION

York West Asset Management Group (BC) Inc.
430 - 1200 West 73rd Avenue, Vancouver, BC V6P 6G5

Identification

Name of Owner _____

Building Name _____ Strata Plan # _____

Building Address _____

City _____ Province _____ Postal Code _____

Unit # _____ Strata Lot # _____

P.A.P. Start Date

Disclosure: P.A.P. is submitted to the Agent's bank on or before the 25th day of each month. If this application is received after the 20th of the preceding month, the P.A.P. withdrawal will be made on the first day of the subsequent month retroactive to the start date above.

AMOUNT AUTHORIZED

Monthly Maintenance Fee _____

Additional Parking _____

TOTAL _____

Note: Annual increases in maintenance fees and/or parking are deemed authorized when this application is submitted.

The undersigned hereby authorize YORK WEST ASSET MANAGEMENT GROUP (BC) INC., as Agents for the Owners to withdraw the listed monthly amounts due from the identified bank accounts.

ALL SIGNATURES

Of the depositor as shown on drawee records _____

Date Submitted _____

PLEASE ATTACH A VOID CHEQUE TO THIS APPLICATION

Date Received _____



ASSET MANAGEMENT
GROUP (B.C.) INC.

STRATA
CONDOMINIUM
MANAGEMENT

RENTAL
MANAGEMENT

CONSULTING
SERVICES

SALES

#430 - 1200 W. 73rd Avenue
Vancouver, B.C. V6P 6G5
Phone: (604) 267-6399
Fax: (604) 267-6397

FINANCIAL STATEMENT SUMMARY REPORT

VR 879 - COPELAND

For the Period Ending: February 29, 2008

Contingency / Special Levy Account Balance (if Levy applicable)	44,068
Operating Account Balance	10,471
Total Strata Fee/Levy Arrears	1,030

Monthly Revenue	6,794
Monthly Expenses	7,030

Year to Date Revenue	6,794
Year to Date Expenses	7,030
Under / (Over) Budget	(237)

Submitted by: Doli Jovic

Balance Sheet (Accrual)
VR 879 Copeland - (vr879)
February 2008

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copeland

ASSETS

Bank - Operating	10,471.14
Contingency Reserve Bank	44,067.98
Acct Receivable - Fees/Levy	1,030.18
Prepaid Insurance	7,999.45

TOTAL ASSETS	<u><u>63,568.75</u></u>
---------------------	-------------------------

LIABILITIES & EQUITY

Liabilities	
Accounts Payable	9,162.52
Prepaid Maintenance Fees	4.27

Total Liabilities	<u>9,166.79</u>
-------------------	-----------------

Equity	
Surplus (Deficit)	-236.80
Pr Year Surplus(Deficit)	10,570.78
Contingency Reserve Fund	44,067.98

Total Equity	<u>54,401.96</u>
--------------	------------------

TOTAL LIABILITIES & EQUITY	<u><u>63,568.75</u></u>
---------------------------------------	-------------------------

**Income Statement (Accrual)
VR 879 Copeland - (vr879)
February 2008**

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copeland**

	<u>Month to Date</u>	<u>%</u>	<u>Year to Date</u>	<u>%</u>
INCOME				
3110 Strata Fees	5,926.22	87.23	5,926.22	87.23
3120 Interest	34.11	0.50	34.11	0.50
3131 Surplus Allocation	833.33	12.27	833.33	12.27
TOTAL INCOME	<u>6,793.66</u>	<u>100.00</u>	<u>6,793.66</u>	<u>100.00</u>
EXPENSES				
4210 Wages & Benefits	17.02	0.25	17.02	0.25
4215 Bank Charges	53.81	0.79	53.81	0.79
4220 Management Fees	887.25	13.06	887.25	13.06
4225 Administration/Misc	79.42	1.17	79.42	1.17
4235 Water & Sewer	1,688.08	24.85	1,688.08	24.85
4240 Waste Disposal/Recycling	206.29	3.04	206.29	3.04
4250 Landscaping	1,071.00	15.76	1,071.00	15.76
4255 Repairs & Maintenance	1,894.31	27.88	1,894.31	27.88
4260 Insurance	799.95	11.77	799.95	11.77
Total Operating Expenses	<u>6,697.13</u>	<u>98.58</u>	<u>6,697.13</u>	<u>98.58</u>
4590 Contingency Reserve Fund	333.33	4.91	333.33	4.91
TOTAL EXPENSE	<u>7,030.46</u>	<u>103.49</u>	<u>7,030.46</u>	<u>103.49</u>
NET INCOME	<u><u>-236.80</u></u>	<u><u>-3.49</u></u>	<u><u>-236.80</u></u>	<u><u>-3.49</u></u>

Budget Comparison Cash Flow (Accrual)
VR 879 Copeland - (vr879)
February 2008

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copeland

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
INCOME									
3110 Strata Fees	5,926.22	5,926.25	-0.03	0.00	5,926.22	5,926.25	-0.03	0.00	71,115.00
3120 Interest	34.11	0.00	34.11	0	34.11	0.00	34.11	0	0.00
3131 Surplus Allocation	833.33	833.33	0.00	0.00	833.33	833.33	0.00	0.00	10,000.00
TOTAL INCOME	6,793.66	6,759.58	34.08	0.50	6,793.66	6,759.58	34.08	0.50	81,115.00
EXPENSES									
4210 Wages & Benefits	17.02	216.67	199.65	92.14	17.02	216.67	199.65	92.14	2,600.00
4215 Bank Charges	53.81	29.17	-24.64	-84.47	53.81	29.17	-24.64	-84.47	350.00
4220 Management Fees	887.25	689.00	-198.25	-28.77	887.25	689.00	-198.25	-28.77	8,268.00
4225 Administration/Misc	79.42	91.67	12.25	13.36	79.42	91.67	12.25	13.36	1,100.00
4230 Electricity	0.00	75.00	75.00	100.0	0.00	75.00	75.00	100.0	900.00
4235 Water & Sewer	1,688.08	833.33	-854.75	-102.5	1,688.08	833.33	-854.75	-102.5	10,000.00
4240 Waste Disposal/Recycling	206.29	308.33	102.04	33.09	206.29	308.33	102.04	33.09	3,700.00
4245 Supplies	0.00	16.67	16.67	100.0	0.00	16.67	16.67	100.0	200.00
4250 Landscaping	1,071.00	1,166.67	95.67	8.20	1,071.00	1,166.67	95.67	8.20	14,000.00
4255 Repairs & Maintenance	1,894.31	2,173.50	279.19	12.85	1,894.31	2,173.50	279.19	12.85	26,082.00
4260 Insurance	799.95	763.75	-36.20	-4.74	799.95	763.75	-36.20	-4.74	9,165.00
4265 Insurance Appraisals	0.00	62.50	62.50	100.0	0.00	62.50	62.50	100.0	750.00
Total Operating Expenses	6,697.13	6,426.26	-270.87	-4.22	6,697.13	6,426.26	-270.87	-4.22	77,115.00
4590 Contingency Reserve Fund	333.33	333.33	0.00	0.00	333.33	333.33	0.00	0.00	4,000.00
TOTAL EXPENSE	7,030.46	6,759.59	-270.87	-4.01	7,030.46	6,759.59	-270.87	-4.01	81,115.00
NET INCOME	-236.80	-0.01	-236.79	2,367.	-236.80	-0.01	-236.79	2,367.	0.00
CASH FLOW	-236.80	-0.01	-236.79	2,367.	-236.80	-0.01	-236.79	2,367.	0.00
Beginning Cash	11,137.16								
Ending Balance	10,471.14								

January 22, 2008

To All Owners
Copeland
Strata Plan VR 879



Annual General Meeting – Tuesday, February 26th, 2008

We are pleased to advise that your Annual General Meeting has been called for Tuesday, February 26, 2008 at 7:30 pm.

STRATA
CONDOMINIUM
MANAGEMENT

Please find enclosed the Notice of Meeting together with an Agenda, a Proxy Form and other information, which you should bring with you to the meeting for reference.

RENTAL
MANAGEMENT

We look forward to seeing you at the meeting which we strongly urge you to attend. You will be electing a new strata council to represent you for the next year and also it is a good opportunity to meet other owners and find out more about your strata corporation.

CONSULTING
SERVICES

SALES

If you are not able to attend the Annual General Meeting, you can leave your proxy with another owner, with a member of the Strata Council or you can fax it to York West (604) 267-6397, or e-mail it to djanic@yorkwest.com and your proxy will be given to a Strata Council member. Please note that the Property Manager cannot hold a proxy for an owner.

#430 - 1200 W. 73rd Avenue
Vancouver, B.C. V6P 6G5
Phone: (604) 267-6399
Fax: (604) 267-6397

If you require further information or assistance regarding the foregoing or attached, please do not hesitate to contact me.

Yours truly,

YORK WEST ASSET MANAGEMENT (BC) INC.

A handwritten signature in cursive script that reads "Dali Janic".

Dali Janic,
Strata Property Manager
On Behalf of the Strata Corporation
Copeland VR 879

Several handwritten scribbles and marks. One is a large, loopy scribble on the right side of the page. Another is a smaller, more compact scribble below it. There are also some faint, less distinct marks.

PLEASE BRING THIS NOTICE TO THE MEETING

MEMO TO: The Owners, Strata Plan VR 879

January 22nd, 2008

FROM: York West Asset Management Group (BC) Inc.
#430-1200 West 73rd, Avenue,
Vancouver, BC, V6P 6G5
Tel: (604) 267-6399 Fax: (604) 267-6397



TAKE NOTICE THAT an ANNUAL GENERAL MEETING of STRATA PLAN VR 879 will be held:

DATE & TIME: Tuesday, February 26th, 2008 at 7:30 P.M.

LOCATION: Meeting Room at Champlain Heights Community Centre,
3350 Maquinna Drive, Vancouver

If the Strata Corporation is entitled to register a lien against a strata lot under Section 116(1) of the *Strata Property Act* then the owner of that strata lot is not eligible to vote.

If you are uncertain of the status of your account, please contact our office during regular office hours, Monday to Friday 9:00 a.m. to 4:30 p.m., as only cash, money order or a certified cheque for the entire outstanding amount will be accepted at the meeting.

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

AGENDA

1. Registration
2. Call to Order
3. Quorum Report
4. Proof of Notice
5. Approval of AGM Minutes of February 14, 2007
6. Report of Council Chair
7. Report on Insurance Coverage – sec 154
8. New Business:
 - a. Resolution 'A' (Proposed 2008-09 Fiscal Year Budget)
 - b. Resolution 'B' (New Bylaw)
 - c. Owners' New Business, if any
9. Resignation and Election of Strata Council
10. Adjournment



COASTAL INSURANCE SERVICES LTD.

104 - 2331 Marpole Avenue, Port Coquitlam, BC V3C 2A1 Tel: 604-944-1700 Fax: 604-944-1734
 1322 Johnston Road, White Rock, BC V4B 3Z2 Tel: 604-531-1020 Fax: 604-531-2031
 Toll Free: 1-800-665-3310 Website: www.coastalinsurance.com e-mail: info@coastalinsurance.com

Policy No. CVR879 **DECLARATIONS** Replacing Policy No. - n/a

Name of Insured:	The Owners of Strata Plan VR 879 - Copeland
Location Address:	3402 - 3474 Copeland Avenue, Vancouver, BC, V5S 4B6
Mailing Address:	430 - 1200 West 73rd Avenue, Vancouver, BC V6P 6G5
Policy Period:	12/31/07 to 12/31/08 (mm/dd/yy) 12:01 a.m. Standard Time
Loss Payable to:	The Insured or Order in Accordance with the Strata Property Act of British Columbia.
Insurers:	As Per List of Participating Insurers Attached.

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

INSURING AGREEMENTS		Deductibles (\$)	Limits (\$)
PROPERTY COVERAGES - STR09/06R			
All Property, All Risks, Guaranteed Replacement Cost, Bylaws		1,000	5,300,000
Water Damage		2,500	Included
Backup of Sewers, Sumps, Septic Tanks or Drains		2,500	Included
Earthquake Damage		10%	Included
Flood Damage		10,000	Included
Key & Lock		250	10,000
BLANKET EXTERIOR GLASS INSURANCE Aviva Insurance Company of Canada -	Residential	100	Blanket
Form 820000 (11/98)	Commercial	250	
COMMERCIAL GENERAL LIABILITY - Form 000102 (Rev. 11/98)			
Coverage A - Bodily Injury & Property Damage Liability	Per Occurrence	500	10,000,000
Products & Completed Operations	Aggregate	500	10,000,000
Coverage B - Personal Injury Liability	Per Occurrence	500	10,000,000
Coverage C - Medical Payments	Any One Person		2,500
	Per Occurrence		25,000
Coverage D - Tenants Legal Liability		500	500,000
Non-Owned Automobile - SPF #6 - Form 335002	Per Occurrence		10,000,000
Contractual Liability - SEF #96	Per Occurrence	500	50,000
Excluding Long Term Leased Vehicle - S.E.F. No. 99	Per Occurrence		10,000,000
Limited Pollution Liability Coverage	Aggregate		1,000,000
Employee Benefit Liability - Form 000200	Aggregate	1,000	1,000,000
Advertising Liability - Form 000117	Per Occurrence		500,000
DIRECTORS & OFFICERS LIABILITY - Form G/A2(04/01) Claims Made Form		500 Retention	2,000,000
POLLUTION & REMEDIATION LEGAL LIABILITY - Form XLICL-PARL5CP(05/04)		10,000 Retention	1,000,000
Claims Made Form - Limit of Liability - Each Loss, Remediation Expense or Legal Defense Expense			
VOLUNTEER ACCIDENT INSURANCE PLAN Form 9224344- Plan II		7 Day Waiting Period	100,000
Principal Sum - \$100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks)			
Accident Expenses - various up to \$5,000 (see policy wording) Dental Expense - \$2,500			
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION			
Form 500000 (Rev. 01/2000)			
I Employee Dishonesty - Form A			25,000
II Loss Inside the Premises			10,000
III Loss Outside the Premises			10,000
IV Money Orders and Counterfeit Paper Currency			5,000
V Depositors Forgery			5,000
EQUIPMENT BREAKDOWN			
I Physical Damage, Direct Damage, Standard Comprehensive Plus, Replacement Cost - Form C780016(02/06)		1,000	5,300,000
II Consequential Damage, 90% Co-Insurance - Form C780032 (02/06)		1,000	10,000
III Extra Expense - Form C780033 (02/06)	24 Hour Waiting Period		100,000
IV Ordinary Payroll - 90 Days - Form C780034 (02/06)	24-Hour Waiting Period		100,000

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

This Policy contains a clause(s), which may limit the amount payable.

This policy shall not be valid or binding unless countersigned by a duly
 Authorized Representative of the Insurer.

Ch Vallette

President
Coastal Insurance Services Ltd.

INFORMATION BULLETIN

WHAT TO DO IN THE EVENT OF LOSS

We hope that nothing ever happens to you that causes you to have an insurance claim, but if you do, we're here for you. At Coastal we have a full time Claims Manager in our office to guide you through those difficult times, and to help you with how to present your claim.

Your insurance policy provides protection for a wide range of occurrences that can happen to your property. There are, of course, some items and some perils that are not covered no matter how broad your coverages. The Insurers and you, the Insured, have certain legal responsibilities to carry out in the event of a loss. The following information will assist in providing you with fast and efficient claims service.

- (A) When a loss occurs your first duty is to take all immediate steps necessary to be sure that no further loss occurs. Proceed in a manner as if no insurance existed as far as preventing further damage is concerned.
- (B) Organize the details of the loss for reporting - time, date, location, type of loss, witnesses if any, phone numbers of people to contact on site and so on.
- (C) Call your Property Manager so they can report the claim to us. This will also allow your Property Manager to keep a record of all of the details on behalf of your Strata Corporation. **If you have an after hours emergency and for any reason cannot reach your Property Manager, please contact SCM Adjusters Canada Ltd. at 1-866-55-COAST (1 866 552 6278).**
- (D) Don't start any repairs of the **resultant damage** until you have directions on how to proceed. If you do start repairs without that prior approval the Insurers could deny your claim. The Insurer has a legal right to view damage before repairs are started.
- (E) If the damage happens to be caused by toilet tank rupture, be sure and save the tank. There is a possibility that it's one of the many faulty tanks that were manufactured and your Insurer may be able to recover for you - including your deductible.

If a third party suffers a bodily injury or damage to their property, this may become a liability claim. Please report the details of the incident to your Property Manager, even if you don't think that the Strata is in any way responsible. Don't accept any responsibility to the claimant - that's for the Adjuster or the Courts to decide. If you receive a writ claiming for damages or compensation, please forward this to your Property Manager immediately.

If your Strata owns any "Contents" such as furniture, appliances, paintings, exercise equipment, tools or similar items, we suggest that you do an inventory of these items, take some pictures and keep these with any receipts that you have for these purchases. This will help you to prove your loss and it will speed up the settlement of your claim.

****DON'T LEAVE ITEMS IN YOUR VEHICLE TO BECOME TARGETS OF THEFT****



COASTAL INSURANCE SERVICES LTD.

Port Coquitlam: Tel: 944-1700 Fax: 944-1734 - White Rock: Tel: 531-1020 Fax: 531-2031 - Toll Free: 1-800-665-3310

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RESOLUTIONS

RESOLUTION 'A' – Majority Vote

Be it resolved, in compliance of the *Strata Property Act*, that a resolution be passed by way of a majority vote of a quorum of the Owners of Strata Plan VR 879, that the Owners approve the proposed budget for the 2008-09 fiscal year, commencing February 1, 2008 and completing January 31, 2009.

RESOLUTION 'B' – ¾ VOTE – NEW BYLAW – PARKING

Be it Resolved, That the Owners, Strata VR 879, authorize the following addition to the Strata Corporation's registered Bylaws:

Bylaw 39.12 – Parking

A resident may park only one (1) additional vehicle on the common property at any time. Failure to comply with this by-law will be subject to a fine.

Feb - Feb Fiscal Year
(Jan 31st)

PROPOSED BUDGET FOR COPELAND, VR 879				
		2007/2008	Actual	2008/2009
		APPROVED	Year To Date	PROPOSED
		BUDGET	DECEMBER	BUDGET
REVENUE				
3110	Strata Fees	\$ 71,115.00	\$ 65,293.26	\$ 71,115.00
3120	Bank Interest	\$ 840.00	\$ 625.48	\$ -
3131	PR Years Surplus (Deficit)	\$ 12,930.00	\$ 11,416.43	\$ 10,000.00
3135	Fines	\$ -	\$ -	\$ -
	Sub-Total	\$ 84,885.00	\$ 77,335.17	\$ 81,115.00
EXPENSES				
Administration				
4210	Wages & Benefits	\$ 2,500.00	\$ 2,331.80	\$ 2,600.00
4215	Bank Charges	\$ 120.00	\$ 395.18	\$ 350.00
4220	Management Fees	\$ 8,268.00	\$ 8,405.80	\$ 8,268.00
4225	Administration	\$ 1,800.00	\$ 985.22	\$ 1,100.00
	Sub-Total	\$ 12,688.00	\$ 12,118.00	\$ 12,318.00
Utilities				
4230	Electric	\$ 900.00	\$ 530.95	\$ 900.00
4235	Water & Sewer	\$ 10,500.00	\$ 7,055.97	\$ 10,000.00
4240	Waste Removal/Recycling	\$ 3,500.00	\$ 2,578.06	\$ 3,700.00
	Sub-Total	\$ 14,900.00	\$ 10,164.98	\$ 14,600.00
Repairs & Maintenance				
4250	Landscaping	\$ 14,000.00	\$ 12,388.98	\$ 14,000.00
4255	R & M Building Maintenance	\$ 27,297.00	\$ 19,562.61	\$ 26,082.00
4260	Insurance	\$ 10,500.00	\$ 8,580.50	\$ 9,165.00
4265	Insurance Appraisal	\$ -	\$ -	\$ 750.00
4270	Audit Fee	\$ 1,300.00	\$ -	\$ -
4275	Supplies	\$ 200.00	\$ -	\$ 200.00
	Sub-Total	\$ 53,297.00	\$ 40,532.09	\$ 50,197.00
	Total Expenses	\$ 80,885.00	\$ 62,815.07	\$ 77,115.00
2095	Contingency	\$ 4,000.00	\$ 3,666.63	\$ 4,000.00
	TOTAL	\$ 84,885.00	\$ 66,481.70	\$ 81,115.00
	BALANCE	\$ -	\$ 10,853.47	\$ -

Contingency 43,000

**COPELAND VR -879
FISCAL YEAR 2008 / 2009
BUDGET NOTES**

Introduction:

The fiscal year 2007 ended with an operating surplus of \$10,000.00.

In spite of the projected increase in the operating expenses, by carrying forward the surplus to the new fiscal year as part of the operating funds, no increase in maintenance fees will be required to balance the proposed budget.

REVENUE

Strata Fees – No increase required

Bank Interest – Estimated income from the operating account

Prior Year Surplus (Deficit) – \$10,000.00 of the 2007 surplus to be carried over in the operating budget

Fines – revenue from bylaw fines

OPERATING EXPENSES

Wages & Benefits– Based on actual figures

Bank Charges – Regular bank statements or NSF administration charge.

Contingency Contributions – The strata corporation has reached the minimum amount of 25% of the annual contribution to the operating funds.

Management Fees – No increase

Administration – Office services, fax, postage, photocopies, etc.

IF YOU ARE UNABLE TO ATTEND THIS GENERAL MEETING, PLEASE COMPLETE AND
ENDORSE THIS FORM, AND GIVE IT TO YOUR CHOSEN REPRESENTATIVE TO TAKE
WITH THEM TO THE MEETING.

Strata Property Act

FORM A – PROXY APPOINTMENT

(Section 56)

Re: Strata Lot / Suite Number of Strata Plan VR 879

GENERAL PROXY

I/We, [name(s)], the **owner(s)** of the strata lot described above, hereby
do revoke any and all proxies previously issued.

I/We, [name(s)], the **owner(s)** of the strata lot described above, appoint
..... [name of appointee] to act as my/our proxy at the **Annual
General Meeting** to be held on February 26, 2008

Date: [month, day, year].

Signature of Owner/Tenant/Mortgagee

Signature of Owner/Tenant/Mortgagee

.....

.....

MINUTES

STRATA PLAN VR 879

Copeland

January 15, 2008

Strata Council 2008

PRESIDENT

Ed Vanderhoeven
T/H 3440

VICE-PRESIDENT

Charles Myers
T/H 3422

FINANCE

Johanna McLean
T/H 3444

LANDSCAPE

Ellen Field
T/H 3454

Fran Harrison
T/H 3414

Wallace Murray
T/H 3432

Property Manager

Dali Janic

York-West Asset Management
Group (BC) Inc.

430- 1200 West 73rd Avenue
Vancouver, BC V6P 6G5
Phone: 604-267-6399 ext. 315

Email: djanic@yorkwest.com

COUNCIL MEETING

3440 Copeland Avenue
Vancouver, BC

Tuesday, January 15, 2008 at 6:30 pm

Council Members Present

Ed Vanderhoeven
Charles Myers
Johanna McLean

Fran Harrison
Ellen Field
Wallace Murray

YORK-WEST ASSET MANAGEMENT GROUP (BC) INC.

Dali Janic

1. Call to Order

The Meeting was called to order at 6:35 p.m.

2. Adoption of Previous Meeting Minutes

MOVED, SECONDED, and CARRIED that the Minutes of the Council meeting held on September 17th, 2007 be adopted, as presented.

MOTION CARRIED

3. Financial

The Treasurer reviewed the paid invoices with Council and the Property Manager.

MOVED and SECONDED, TO accept the August, September, October and November 2007 financial statements.

MOTION CARRIED

ALL OWNERS ARE ADVISED THAT MONTHLY STRATA FEES ARE DUE ON THE FIRST OF EACH MONTH.

4. General Maintenance

- **Appraisal:** Provided for the Strata Council information was an authorization form to proceed with an insurance valuation appraisal that will cover three year program. The Strata Council reviewed and approved the quote for the appraisal.
- **Window Replacement:** The Strata Council approved the quote for the replacement of the window in unit #3428. Action Glass will replace the window in the next two weeks.
- **BFI Garbage Disposal:** Provided for the Strata Council information was information from BFI regarding the fee increase and new recycling program 'Zero Waste Challenge' program. Residents and businesses in the Lower Mainland generate 3 million tonnes of garbage and recyclables every year. Because of the economic and environmental costs of handling this material, reducing the amount of garbage – also called solid waste – is important. As a result, the Board adopted a "Zero Waste Challenge" on May 26, 2006. This Challenge is a step towards developing a new Solid Waste Management Plan for the region. In addition to higher disposal costs, effective January 1st, 2008 several items have been banded from disposal site.

Corrugated cardboard, Newsprint, Office Paper, Gypsum drywall, Lead-acid (car) batteries, *
Electronic waste including personal computers, printers and TV's, Paints, solvents, and
flammable liquids, gasoline, pesticides and other household hazardous waste, Vehicle tires, Oil,
oil filters and empty containers,
Yard trimmings and green waste,

Blue box recyclables: Beverage containers (all except milk cartons), Medications/
pharmaceuticals

- All residents are advised that if the above items are found in the garbage, Strata Corporation will be charged, that will be reflected in the Strata fees increase.

5. Correspondence

- **Unit #3406:** An owner of unit #3406 reported a leak, 'Steelhead Contracting' investigate a leak and the report will be sent regarding the cause of the leak.
- **Unit #3444:** An owner of unit #3444 advised that she experiencing some problem with the window condensation on the upper floor of her unit. This issue will be investigated.

Bylaw 44: Miscellaneous

44.10 A resident must ensure that balcony drains are kept free and clear of any obstructions including leaves.

6. New Business

➤ Review of 2008/09 Operating Budget

Strata Council reviewed a draft of 2008/09 Operating Budget prepared by the Property Manager. Strata Council discussed the various income and expense allocations. After the discussion it was agreed that the Budget is approved for the AGM. Strata Council discussed and agreed to schedule the Annual General Meeting for February 26th, 2008 at the 'Champlain Heights Centre' from 7:30pm, the AGM package will follow.

- Strata Council is sending out friendly reminder to all residents of Copeland Avenue that the Bylaws of the Strata Property Act regarding pets reads as follows:

5. Pets and animals

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

Bylaw 44: Miscellaneous

44.8 A resident who installs seasonal lights must install them after December 1st of the year approaching Christmas and must remove them before January 30th of the year following Christmas.

- A RESIDENT MUST PARK ONLY IN THE PARKING STALL ASSIGNED TO THE RESIDENT

NEXT MEETING:

AGM – February 26th, 2008

As there was no further business to discuss, the meeting was adjourned at 8:00 pm.

Please Note: The Real Estate Regulations require a vendor to provide purchasers with copies of Strata Council and Corporation Meeting minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon a seven (7) day advance order from York West Asset Management Group (BC) Inc.

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