

SPARBROOK MANOR

**MINUTES OF THE COUNCIL MEETING
THE OWNERS, STRATA PLAN VR 662 "SPARBROOK MANOR"
HELD ON WEDNESDAY OCTOBER 6, 2004 WITHIN
#403 - 975 EAST BROADWAY, VANCOUVER, B.C.**

**PRESENT: Stan Gabriel
Gary Tietje
Divinia Pacturayan
Issac Cabrera
Henry Quan**

Prudential: Donna Pooghkay

The meeting was called to order and chaired by Stan Gabriel.

MINUTES OF THE PRECEEDING MEETING

It was moved and seconded to waive the reading of the minutes dated July 27, 2004 and accept them as sent out.

CARRIED UNANIMOUSLY

FINANCIAL STATEMENT

After a report from Stan, it was moved and seconded to accept the financial statement dated August 31, 2004 as presented.

CARRIED UNANIMOUSLY

BUDGET

After a discussion on how to finance a future plumbing refit, Council decided to recommend to the owners at the annual General Meeting a 5% increase in the 2004/2005 budget with the 5% going directly into the contingency funds to save up for the future plumbing refit. This would insure less money would have to be raised by special assessment when the time comes. It was moved and seconded to recommend to the owners at the Annual General Meeting a 5% increase in the budget to go directly into the contingency fund to help pay for a plumbing refit in the future.

CARRIED UNANIMOUSLY

NEW BUSINESS

Mice

There has been an explosion of mice this year. If any owners are having a mouse problem, please contact the property manager in writing or by fax, the fax number is 604-263-0864.

Laundry

Council instructed management to fine the owner that is hanging laundry on their patio or windows. This is not allowed under the bylaws.

Report on the 4th Floor Roof Balconies

Management presented a report from Kevin Adair on the 4th floor north facing balconies. Generally they are in good shape with a few minor repairs and calking to be done. Management will acquire quotes on the work and present them at the next council meeting.

Satellite Dishes

No satellite dish can be attached to the building or fences. This compromises the integrity (potential leaks) of the building. An owner on the south side, ground floor will be asked to remove the satellite dish attached to the front fence or be fined monthly.

Security

Management will bring quotes on installing a timer on the mailpersons access lock. The hours that the mailperson can access the building with a key will be restricted to 9:00 a.m. to 3:00 p.m.

Roof Lock

Management will give the cleaner Frank, a key to the roof lock

Garbage

The garbage collection people will not take furniture or any renovation material (dry wall etc.) Owners will have to get rid of their own furniture or renovation materials. The owners must tell their tenants as they are liable for a fine under the bylaws.

Council called for the Annual General Meeting to be held on November 2, 2004 in the lobby at 7:00 p.m.

There being no further business the meeting was adjourned

The next Council meeting will be called by the new council.

Donna Pooghkay

Property Manager for the Owners, Strata Plan VR 662

**MINUTES OF THE ANNUAL GENERAL MEETING
THE OWNERS, STRATA PLAN VR 662 "SPARBROOK MANOR"
HELD ON TUESDAY NOVEMBER 2, 2004, WITHIN
THE LOBBY OF 975 EAST BROADWAY, VANCOUVER, B.C.**

**PRESENT: 13 OWNERS
2 PROXIES**

MANAGEMENT: Donna Pooghkay, Prudential United

The meeting was called to order at 7:29 p.m. and was chaired Stan Gabriel.

CALLING THE ROLL AND CERTIFICATION OF PROXIES

The chairperson presented the roll which was a sign in sheet that all the owners in person or by assigned proxy had signed and reported that a sufficient number of owners were present in person or by proxy to form a quorum. The meeting was declared duly constituted and competent to proceed with the business at hand.

PROOF OF NOTICE

Proof of notice was supplied, being a letter dated October 13, 2004 which had been forwarded to all owners.

MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING

It was moved and seconded to accept the minutes dated October 22, 2003 and accept them as sent out

CARRIED UNANIMOUSLY

FINANCIAL CONSIDERATIONS

The chairperson gave a report on expenses for the preceding year. He reported that the largest expense was the repair work done to suite #208, which was \$12,000.00. This repair was due to the fact that the builders of the building did not insulate the west footing wall of the building, they put the drywall directly on the concrete wall and this created water seepage into the suite.

The other large expense was the flushing out of all the major drains from the building to the street, which cost \$2,500.00. It was moved and seconded to accept the financial statement dated August 31, 2004 as presented

CARRIED BY MAJORITY

Budget

The chairperson reported that Council had decided to that because of the age of the plumbing in the building, Council was recommending a 5% increase in strata fees to be put directly into the contingency fund, to offset the cost of a plumbing refit in the future. It was moved and seconded to accept the recommendation of council for a 5% increase in the 2004/2005 budget, to go directly into the contingency fund.

CARRIED UNANIMOUSLY

NEW BUSINESS

SECURITY

Postal Lock

Management will bring a quote from the locksmith for a timer to be installed on the postal lock. The hours of access to the building would be between 9:00 a.m. and 3:00 p.m.. When the new timer is in place we will request that the post office install a new lock.

Council would like to remind all owners to make sure no stranger gets into the building. This can be done by not leaving doors propped open, not letting strangers in the building either by buzzing them in with the intercom or letting them in with you when you enter or exit the building. There will be a sign on the door that owners can point to when someone they do not know wants to enter the building.

In Suite fire Testing

Management will find out when the in suite fire equipment testing is scheduled.

Laundry Machines

Management was instructed to find out from Phelps if they can exchange one of the washing machines for a larger one.

Pots on Balconies

Please don't put your planting pots directly on the surface of your balconies, as this rots the surface eventually. Put them onto something to leave airspace between the pots and the surface.

Re-plumbing Quote

Management was instructed to get a quote from Brighters Mechanical for re-plumbing the building and bring it to the Council.

Caretaker

Because of how the caretaker looks after the building and the extra jobs he does for no cost to us, it was moved and seconded to give the caretaker a bonus of \$400.00 as a thank you to him.

ELLECTION OF COUNCIL MEMBERS

The chairperson declared that nominations for council members were called for:

Stan Gabriel	Stand
Gary Tietje	Stand
Divinia Pacturaya	Stand
Veronica Reid	Stand
Henry Quan	Stand
Isaac Cabrera	Stand
Louie Banta	Stand

As there were no nominations, the chairperson declared nominations closed and the proceeding people elected to council unanimously.

The next Council Meeting will called by the chairperson in the new year.

There being no further business the meeting was adjourned.

Donna Pooghkay

Property Manager for the Owners, Strata Plan VR 662

SPARBROOK ESTATES (VR 662)
 APPROVED BUDGET OF OPERATING EXPENSES
 975 EAST BROADWAY

OCTOBER 1, 2004 TO SEPTEMBER 30, 2005

5.00%

G.L.
 ACCOUNT
 NO.'s

		2003/04 BUDGET	2004/5 BUDGET	monthly
REVENUE				
3432	Assessments(increase= 5.00%)	70831.20	74372.76	6197.73
3417	Fine/Lien income	350.00	350.00	29.17
3430	Interest income	1200.00	1000.00	83.33
3415	Laundry income	4900.00	3500.00	291.67
3431	Transfer from Reserves	0.00	1	0.00
		-----	-----	
		77281.20	79222.76	
		-----	-----	
CONTINGENCY ALLOCATION 13%				
EXPENSES				
Administration:				
4950	Contingency	8241.53	11783.09	981.92
4835	Insurance/Appraisal	5500.00	8000.00	666.67
4820	Legal/Audit/Bank	500.00	500.00	41.67
4775	Management Fees	7146.84	7146.84	595.57
4957	Miscellaneous/Office	700.00	700.00	58.33
		-----	-----	
	Total Administration expenses	22088.37	28129.93	
		-----	-----	
Operating:				
4796	Recycling Taxes	500.00	425.00	35.42
4713	Building Exterior	0.00		0.00
4740	Elevator Contract	2600.00	2200.00	183.33
4745	Enterphone	400.00	400.00	33.33
4772	Fire Alarm/Security	4000.00	3000.00	250.00
4956	Garage	1200.00	500.00	41.67
4765	Heating/Ventilation/ A/C	700.00	700.00	58.33
4715	Janitorial	8600.00	8400.00	700.00
4731	Electricity/Gas	17500.00	17500.00	1458.33
4955	Janitorial Supplies	100.00	100.00	8.33
4770	Landscaping	100.00	100.00	8.33
4720	Repairs/Maintenance	9492.83	6092.83	507.74
4790	Water/Sewer	7000.00	8200.00	683.33
4795	Waste Removal	3500.00	3900.00	325.00
	Capital Project Expense			
		-----	-----	
	Total Operating expenses	55192.83	51092.83	
		-----	-----	
	Total Expenditures	77281.20	79222.76	
		-----	-----	
	Net Income (Loss)	-0.00	-0.00	
		=====	=====	

SPARBROOK ESTATES (VR 662)
 APPROVED ASSESSMENT OF OPERATING EXPENSES
 975 EAST BROADWAY
 OCTOBER 1, 2004 TO SEPTEMBER 30, 2005

5.00%

SUITE NO.	STRATA LOT NO.	UNIT ENTITLEMENT	-----ANNUAL-----		-----MONTHLY-----	
			---ASSESSMENT---	---ASSESSMENT---	---ASSESSMENT---	---ASSESSMENT---
			2003/4	2004/5	2003/4	2004/5
106	1	712	1716.94	1802.79	143.08	150.23
105	2	768	1851.99	1944.58	154.33	162.05
104	3	578	1393.81	1463.50	116.15	121.96
103	4	756	1823.05	1914.20	151.92	159.52
102	5	579	1396.22	1466.03	116.35	122.17
101	6	856	2064.19	2167.40	172.02	180.62
207	7	613	1478.21	1552.12	123.18	129.34
208	8	613	1478.21	1552.12	123.18	129.34
209	9	590	1422.75	1493.89	118.56	124.49
210	10	727	1753.12	1840.77	146.09	153.40
211	11	575	1386.58	1455.91	115.55	121.33
212	12	724	1745.88	1833.18	145.49	152.76
213	13	801	1931.56	2028.14	160.96	169.01
214	14	795	1917.09	2012.95	159.76	167.75
201	15	861	2076.25	2180.06	173.02	181.67
202	16	579	1396.22	1466.03	116.35	122.17
203	17	773	1864.04	1957.24	155.34	163.10
204	18	594	1432.39	1504.01	119.37	125.33
205	19	768	1851.99	1944.58	154.33	162.05
206	20	712	1716.94	1802.79	143.08	150.23
307	21	613	1478.21	1552.12	123.18	129.34
308	22	613	1478.21	1552.12	123.18	129.34
309	23	590	1422.75	1493.89	118.56	124.49
310	24	723	1743.47	1830.64	145.29	152.55
311	25	604	1456.51	1529.33	121.38	127.44
312	26	712	1716.94	1802.79	143.08	150.23
313	27	594	1432.39	1504.01	119.37	125.33
314	28	616	1485.45	1559.72	123.79	129.98
315	29	795	1917.09	2012.95	159.76	167.75
301	30	861	2076.25	2180.06	173.02	181.67
302	31	579	1396.22	1466.03	116.35	122.17
303	32	773	1864.04	1957.24	155.34	163.10
304	33	594	1432.39	1504.01	119.37	125.33
305	34	768	1851.99	1944.58	154.33	162.05
306	35	712	1716.94	1802.79	143.08	150.23
408	36	673	1622.90	1704.04	135.24	142.00
407	37	635	1531.26	1607.83	127.61	133.99
406	38	764	1842.34	1934.46	153.53	161.20
405	39	604	1456.51	1529.33	121.38	127.44
404	40	758	1827.87	1919.26	152.32	159.94
403	41	482	1162.31	1220.43	96.86	101.70
402	42	594	1432.39	1504.01	119.37	125.33
401	43	742	1789.29	1878.75	149.11	156.56
		29373	70831.20	74372.76	5902.60	6197.73
		=====	=====	=====	=====	=====

SPARBROOK MANOR

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**MINUTES OF THE COUNCIL MEETING
THE OWNERS, STRATA PLAN VR 662 "SPARBROOK MANOR"
HELD ON TUESDAY MARCH 29, 2005 WITHIN
#403 - 975 EAST BROADWAY, VANCOUVER, B.C.**

**PRESENT: Stan Gabriel
Gary Tietje
Divinia Pacturayan
Issac Cabrera
Henry Quan**

REGRETS: Veronica Reid

Prudential: Donna Pooghkay

The meeting was called to order at 6:40 p.m. and chaired by Stan Gabriel.

FINANCIAL CONSIDERATIONS

The chairperson gave a report on the ongoing leak repair problems in suites #105 and #405 and the emergency replacement of the 2 hot water heaters. The hot water heaters were approximately \$10,000.00 and the repairs to #105 and #405 will be approximately \$10,000.00. Firm figures will be supplied as the bills come in.

REPAIR QUOTE

Management will obtain a quote on the domestic water re-piping of the building for the next council meeting.

FINANCIAL STATEMENT

It was moved and seconded to approve the financial statement dated February 28, 2005 as presented.

CARRIED UNANIMOUSLY

NEW BUSINESS

Election of Council Officers

Nominations were opened for Council President and Financial Secretary

Stan Gabriel Stand

As there were no further nominations, Stan Gabreil was declared Council President and Financial Secretary by acclamation

Sample Bylaws

Management will bring sample bylaws for rental restrictions to the next Council meeting.

Jumbo Washing Machine

It was pointed out to the property manager that the water in the middle washing machine is not emptying properly, she will phone the machine company and suggest that this machine be replaced by a larger one.

The next Council meeting will held on June 8, 2005 within #403 at 6:30 p.m.

There being no further business the meeting was adjourned

Donna Pooghkay

Property Manager for the Owners, Strata Plan VR 662

SPARBROOK MANOR

**MINUTES OF THE COUNCIL MEETING
THE OWNERS, STRATA PLAN VR 662 "SPARBROOK MANOR"
HELD ON WEDNESDAY JUNE 8, 2005 WITHIN
#403 - 975 EAST BROADWAY, VANCOUVER, B.C.**

**PRESENT: Stan Gabriel
Gary Tietje
Divinia Pacturayan
Issac Cabrera
Henry Quan
Veronica Reid**

Prudential: Donna Pooghkay

The meeting was chaired and called to order by Stan Gabriel.

MINUTES OF THE PREVIOUS MEETING

It was moved and seconded to waive the reading of the minutes dated March 29, 2005 and accept them as circulated.

CARRIED UNANIMOUSLY

FINANCIAL STATEMENT

Stan gave a report on the financial statement dated April 30, 2005 and it was moved and seconded to accept it as presented.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE PREVIOUS MEETING

Future Plumbing Quote

Management presented a quote from Brighters Mechanical Ltd. for the domestic water re-piping of the building for \$138,200.00 plus GST. Council discussed that it was good to know approximately what it would cost when the time comes to do the job. The property manager and Council agreed that it would be looked at again in the future when the time comes to do the work. They agreed that it did not need to be done now.

Management will ask Brighters to quote on individual shut off valves for the suites.

Sample Bylaw

Sample bylaws on rental restrictions were presented to Council. Council will look them over and discuss them at the next Council meeting.

Jumbo Washing Machines

Management reported that she had talked to Phelps the current supplier of laundry machines. They do not supply large machines.

NEW BUSINESS

Rug Cleaning

Management will contact our cleaner Frank and ask him if he does rug cleaning and if so, how much he would charge.

Vents

Management will bring quotes on the cleaning of the building vents.

Fridge

Someone has stored a fridge in the storage room area behind the laundry room. Management will phone B.C. Hydro and see if they still take them away for free.

Exterior Painting

Management will bring quotes on the exterior painting of the building.

Roof Repair Work

Kevin Adair is doing some roof work over #406 and #307. Management will report on the progress at the next meeting.

Suite Repair Work

Inside repairs are being done on suites #203, #202, #309 and #208 and should be completed soon.

The next Council meeting will be held on September 7, 2005 at 6:30 p.m. within #403.

Management will bring budget work sheets for Council.

There being no further business the meeting was adjourned

Donna Pooghkay

Property Manager for the Owners, Strata Plan VR 662

SPARBROOK MANOR

**MINUTES OF THE COUNCIL MEETING
THE OWNERS, STRATA PLAN VR 662 "SPARBROOK MANOR"
HELD ON WEDNESDAY SEPTEMBER 28 , 2005 WITHIN
#403 - 975 EAST BROADWAY, VANCOUVER, B.C.**

**PRESENT: Stan Gabriel
Gary Tietje
Divinia Pacturayan
Issac Cabrera
Veronica Reid**

Prudential: Donna Pooghkay

The meeting was chaired and called to order by Stan Gabriel.

MINUTES OF THE PREVIOUS MEETING

It was moved and seconded to waive the reading of the minutes dated June 8, 2005 and accept them as circulated.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE PREVIOUS MEETING

Rug Cleaning

The rug cleaning of all common areas has been completed.

Vents

Management will bring quotes for vent cleaning in the new year due to overcharges on this years budget.

Fridge

The fridge has been removed.

Exterior Painting

The exterior painting has been tabled until the new year.

Roof Repairs

The roof and inside repairs have been completed.

NEW BUSINESS

FINANCIAL CONSIDERATIONS

Budget Overages for 2004/2005 Budget

A list of overages is attached itemizing all of the emergency work on replacing hot water tanks, roof and inside repairs for the past year, resulting in a \$23,000.00 overage on the 2004/2005 budget.

Management presented two options for paying these overages:

1. Take the money from the Contingency Fund
2. Have a Special Assessment for the Owners

Council discussed the options and decided to recommend to the Owners that they take the money from the contingency Fund.

It was moved and seconded to recommend to the Owners at the Annual General Meeting that the Owners take from the Contingency Fund \$23,000.00 to pay for the overages on the 2004/2005 budget.

CARRIED UNANIMOUSLY

Budget

Management presented work sheets on the 2005/2006 budget to Council. Management advised Council that they could not go with the same budget as last year because of the increases coming up on elevator, insurance and the largest of all gas, already there is a 5% increase in July and an 18.2% increase in September with other increases expected in the new year.

After a discussion the Council it was moved and seconded to recommend to the Owners at the Annual General Meeting a 15% increase in the budget for 2005/2006.

CARRIED UNANIMOUSLY

The Annual General Meeting was called for October 26, 2005 at 7:00 p.m.

There being no further business the meeting was adjourned

The next Council meeting will be called by the new Council

Donna Pooghkay

Property Manager for the Owners, Strata Plan VR 662

October 5, 2005

The Owners, Strata Plan VR 662
"Sparbrook Manor"
975 East Broadway
Vancouver, B.C.

Dear Owner:

RE: ANNUAL GENERAL MEETING

Please be advised that an Annual General meeting of the Owners, Strata Plan VR 662 will be held on Wednesday October 26, 2005 at 7:00 p.m. in lobby of 975 East Broadway. Please bring your own chair.

Enclosed please find:

1. Notice of meeting together with an agenda and proxy form.
2. Financial Statement
3. Proposed Budget and Payment Schedule

WE WISH TO TAKE THIS OPPORTUNITY TO REMIND OWNERS THAT IT IS A SPECIFIC REQUIREMENT OF STRATA PROPERTY ACT THAT NO OWNER IS ENTITLED TO VOTE AT THE ANNUAL GENERAL MEETING UNLESS ALL ASSESSMENTS OWING AGAINST THE STRATA LOT HAVE BEEN PAID. KINDLY ENSURE THAT YOUR ACCOUNT IS UP-TO-DATE OR CONTACT BECKY AT OUR OFFICE FOR FURTHER CLARIFICATION IF NEEDED.

The primary purpose of this meeting is to approve the 2005/2006 Budget. In order to achieve the required quorum of one-third of the owners, we urge you to attend this utmost important meeting. Should you be unable to attend, please complete the attached proxy form and forward it to a representative of your choice (e.g. a council member or to our office) thereby enabling your vote to be registered.

We look forward to meeting with you on this occasion, and if you require further information or assistance, please do not hesitate to contact this office.

Yours very truly,

PRUDENTIAL UNITED REALTY

Donna Pooghkay
Property Manager for The Owners, Strata Plan VR 662

October 5, 2005

The Owners, Strata Plan VR 662
"Sparbrook Manor"
975 East Broadway
Vancouver, B.C.

**NOTICE OF THE ANNUAL GENERAL MEETING
VR 662 "SPARBROOK MANOR"
DATE: WEDNESDAY OCTOBER 26, 2005
PLACE: LOBBY OF 975 EAST BROADWAY, VANCOUVER
TIME 7:00 P.M.**

AGENDA

1. Chairperson calls the meeting to order at 7:00 p.m.
2. Calling of the roll and certification of proxies
3. Proof of notice of the meeting or waiver of notice
4. Financial Considerations
5. New Business
6. Adjournment

PROXY

I/We _____

of _____

being the registered owner(s) of strata lot _____, Strata Plan VR 662

Address _____

hereby appoint _____

of _____

or failing him/her _____

of _____

To be my/our proxy to vote for me/us on my/our behalf at the Annual General Meeting of the Strata Plan VR 662 to be held Wednesday October 26, 2005

Signature

SPARBROOK ESTATES (VR 662)
 PROPOSED SCHEDULE OF ASSESSMENTS
 975 EAST BROADWAY
 OCTOBER 1, 2005 TO SEPTEMBER 30, 2006

15.00%

SUITE NO.	STRATA LOT NO.	UNIT ENTITLEMENT	-----ANNUAL-----		-----MONTHLY-----	
			---ASSESSMENT---	---	---ASSESSMENT---	---
			2004/5	2005/6	2004/5	2005/6
106	1	712	1802.79	2073.19	150.23	172.77
105	2	768	1944.58	2236.25	162.05	186.35
104	3	578	1463.50	1683.01	121.96	140.25
103	4	756	1914.20	2201.31	159.52	183.44
102	5	579	1466.03	1685.93	122.17	140.49
101	6	856	2167.40	2492.49	180.62	207.71
207	7	613	1552.12	1784.93	129.34	148.74
208	8	613	1552.12	1784.93	129.34	148.74
209	9	590	1493.89	1717.96	124.49	143.16
210	10	727	1840.77	2116.87	153.40	176.41
211	11	575	1455.91	1674.28	121.33	139.52
212	12	724	1833.18	2108.14	152.76	175.68
213	13	801	2028.14	2332.34	169.01	194.36
214	14	795	2012.95	2314.87	167.75	192.91
201	15	861	2180.06	2507.05	181.67	208.92
202	16	579	1466.03	1685.93	122.17	140.49
203	17	773	1957.24	2250.81	163.10	187.57
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307	21	613	1552.12	1784.93	129.34	148.74
308	22	613	1552.12	1784.93	129.34	148.74
309	23	590	1493.89	1717.96	124.49	143.16
310	24	723	1830.64	2105.22	152.55	175.44
311	25	604	1529.33	1758.72	127.44	146.56
312	26	712	1802.79	2073.19	150.23	172.77
313	27	594	1504.01	1729.60	125.33	144.13
314	28	616	1559.72	1793.66	129.98	149.47
315	29	795	2012.95	2314.87	167.75	192.91
301	30	861	2180.06	2507.05	181.67	208.92
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303	32	773	1957.24	2250.81	163.10	187.57
304	33	594	1504.01	1729.60	125.33	144.13
305	34	768	1944.58	2236.25	162.05	186.35
306	35	712	1802.79	2073.19	150.23	172.77
408	36	673	1704.04	1959.63	142.00	163.30
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406	38	764	1934.46	2224.61	161.20	185.38
405	39	604	1529.33	1758.72	127.44	146.56
404	40	758	1919.26	2207.14	159.94	183.93
403	41	482	1220.43	1403.48	101.70	116.96
402	42	594	1504.01	1729.60	125.33	144.13
401	43	742	1878.75	2160.55	156.56	180.05
		29373	74372.76	85527.98	6197.73	7127.33
		=====	=====	=====	=====	=====

SPARBROOK ESTATES (VR 662)
 PROPOSED BUDGET OF OPERATING EXPENSES
 975 EAST BROADWAY
 OCTOBER 1, 2005 TO SEPTEMBER 30, 2006

15.00%

G.L.
 ACCOUNT
 NO.'s

		2004/5 BUDGET	2005/6 BUDGET	monthly
REVENUE				
3432	Assessments(increase= 15.00%)	74372.76	85527.98	7127.33
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3415	Laundry income	3500.00	4000.00	333.33
3431	Transfer from Reserves			0.00
		-----	-----	
		79222.76	90977.98	
		-----	-----	
CONTINGENCY ALLOCATION 19%				
EXPENSES				
Administration:				
4950	Contingency	11783.09	11783.04	981.92
4835	Insurance/Appraisal	8000.00	8000.00	666.67
4820	Legal/Audit/Bank	500.00	500.00	41.67
4775	Management Fees	7146.84	7504.18	625.35
4957	Office/Administration	700.00	1000.00	83.33
		-----	-----	
	Total Administration expenses	28129.93	28787.22	
		-----	-----	
Operating:				
4796	Recycling Taxes	425.00	400.00	33.33
4740	Elevator Contract	2200.00	3500.00	291.67
4745	Enterphone	400.00	450.00	37.50
4772	Fire Alarm/Security	3000.00	3000.00	250.00
4956	Garage	500.00		0.00
4765	Heating/Ventilation/ A/C	700.00	500.00	41.67
4715	Janitorial	8400.00	9500.00	791.67
4731	Electricity/Gas	17500.00	20000.00	1666.67
4955	Janitorial Supplies	100.00	100.00	8.33
4770	Landscaping	100.00	100.00	8.33
4720	Repairs/Maintenance	6092.83	9740.76	811.73
4790	Water/Sewer	8200.00	11000.00	916.67
4795	Waste Removal	3900.00	3900.00	325.00
	Capital Project Expense			
		-----	-----	
	Total Operating expenses	51517.83	62190.76	
		-----	-----	
	Total Expenditures	79647.76	90977.98	
		-----	-----	
	Net Income (Loss)	-425.00	-0.00	
		=====	=====	

**MINUTES OF THE ANNUAL GENERAL MEETING
THE OWNERS, STRATA PLAN VR 662 "SPARBROOK MANOR"
HELD ON OCTOBER 26, 2005 WITHIN
THE LOBBY OF 975 EAST BROADWAY, VANCOUVER, B.C.**

**PRESENT: 16 OWNERS
1 PROXIES**

MANAGEMENT: Donna Pooghkay, Prudential United

The meeting was called to order at 7:20 p.m. and was chaired Stan Gabriel.

CALLING THE ROLL AND CERTIFICATION OF PROXIES

The chairperson presented the roll which was a sign in sheet that all the owners in person or by assigned proxy had signed and reported that a sufficient number of owners were present in person or by proxy to form a quorum. The meeting was declared duly constituted and competent to proceed with the business at hand.

PROOF OF NOTICE

Proof of notice was supplied, being a letter dated October 5, 2005 which had been forwarded to all owners.

MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING

It was moved and seconded to accept the minutes dated November 2, 2004 as circulated.

CARRIED UNANIMOUSLY

FINANCIAL CONSIDERATIONS

Financial Statement

It was moved and seconded to accept the Financial Statement dated August 31, 2005 as presented.

CARRIED BY MAJORITY

The chairperson gave a talk on the overages on the 2004/2005 budget (explanation was attached to your notice for the meeting). He explained that we had a very bad year for emergency repairs that were not budgeted for last year.

It was moved and seconded to take the budget overages of \$22,000.00 from the contingency fund.

CARRIED UNANIMOUSLY

Stan also explained the reasons for the proposed 15% increase in strata fees for the 2005/2006 budget. This is largely due to the expected increases in Gas, Electricity and Insurance, and other contracts will likely increase by anywhere from 1% - 5%.

It was moved and seconded to accept Council's recommendation of a 15% increase in strata fees for the 2005/2006 budget. (New fee schedule attached)

CARRIED BY MAJORITY

NEW BUSINESS

Exterior Repair

There is one more leak to fix. It is the last 30' outside of suite #106. The quote is for \$1,799.00 plus GST which will come out of the new budgets repairs and maintenance

Plumbing Project

The plumbing project was tabled until next year.

Fire Testing

As soon as the property manager gets the list of people who were not available to have their insuite detectors tested, she will be making arrangements for Vancouver Fire Prevention to come back for a second time. To not have them tested is a violation of the City Bylaws and the fire code. Anyone who does not have it tested on the second time around, will have to have it done by an independent fire testing company at their own expense and will have to send the documents to the property management company or be subject to a \$100.00 per month fine.

ELLECTION OF COUNCIL MEMBERS

The chairperson declared that nominations for Council members were now open for Council members.

Stan Gabriel	Stand
Gary Tietje	Stand
Henry Quan	Stand
Isaac Cabrera	Stand
Jason Gross	Stand
Megan Kaneen	Stand
Aaron Brown	Stand

As there were no nominations, the chairperson declared nominations closed and the proceeding people elected to Council by acclamation.

The next Council Meeting will called by the new Council

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

Donna Pooghkay

Property Manager for the Owners, Strata Plan VR 662

SPARBROOK ESTATES (VR 662)
 APPROVED BUDGET OF OPERATING EXPENSES
 975 EAST BROADWAY

OCTOBER 1, 2005 TO SEPTEMBER 30, 2006

15.00%

G.L.
 ACCOUNT
 NO.'s

		2004/5 BUDGET	2005/6 BUDGET	monthly
REVENUE				
3432	Assessments(increase= 15.00%)	74372.76	85527.98	7127.33
3417	Fine/Lien income	350.00	450.00	37.50
3430	Interest income	1000.00	1000.00	83.33
3415	Laundry income	3500.00	4000.00	333.33
3431	Transfer from Reserves			0.00
		-----	-----	
		79222.76	90977.98	
		-----	-----	
CONTINGENCY ALLOCATION 19%				
EXPENSES				
Administration:				
4950	Contingency	11783.09	11783.04	981.92
4835	Insurance/Appraisal	8000.00	8000.00	666.67
4820	Legal/Audit/Bank	500.00	500.00	41.67
4775	Management Fees	7146.84	7504.18	625.35
4957	Office/Administration	700.00	1000.00	83.33
		-----	-----	
	Total Administration expenses	28129.93	28787.22	
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Operating:				
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	Capital Project Expense			
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	Total Operating expenses	51517.83	62190.76	
		-----	-----	
	Total Expenditures	79647.76	90977.98	
		-----	-----	
	Net Income (Loss)	-425.00	-0.00	
		=====	=====	

SPARBROOK ESTATES (VR 662)
 APPROVED SCHEDULE OF ASSESSMENTS
 975 EAST BROADWAY
 OCTOBER 1, 2005 TO SEPTEMBER 30, 2006

15.00%

SUITE NO.	STRATA LOT NO.	UNIT ENTITLEMENT	-----ANNUAL-----		-----MONTHLY-----	
			---ASSESSMENT---	---ASSESSMENT---	---ASSESSMENT---	---ASSESSMENT---
			2004/5	2005/6	2004/5	2005/6
106	1	712	1802.79	2073.19	150.23	172.77
105	2	768	1944.58	2236.25	162.05	186.35
104	3	578	1463.50	1683.01	121.96	140.25
103	4	756	1914.20	2201.31	159.52	183.44
102	5	579	1466.03	1685.93	122.17	140.49
101	6	856	2167.40	2492.49	180.62	207.71
207	7	613	1552.12	1784.93	129.34	148.74
208	8	613	1552.12	1784.93	129.34	148.74
209	9	590	1493.89	1717.96	124.49	143.16
210	10	727	1840.77	2116.87	153.40	176.41
211	11	575	1455.91	1674.28	121.33	139.52
212	12	724	1833.18	2108.14	152.76	175.68
213	13	801	2028.14	2332.34	169.01	194.36
214	14	795	2012.95	2314.87	167.75	192.91
201	15	861	2180.06	2507.05	181.67	208.92
202	16	579	1466.03	1685.93	122.17	140.49
203	17	773	1957.24	2250.81	163.10	187.57
204	18	594	1504.01	1729.60	125.33	144.13
205	19	768	1944.58	2236.25	162.05	186.35
206	20	712	1802.79	2073.19	150.23	172.77
307	21	613	1552.12	1784.93	129.34	148.74
308	22	613	1552.12	1784.93	129.34	148.74
309	23	590	1493.89	1717.96	124.49	143.16
310	24	723	1830.64	2105.22	152.55	175.44
311	25	604	1529.33	1758.72	127.44	146.56
312	26	712	1802.79	2073.19	150.23	172.77
313	27	594	1504.01	1729.60	125.33	144.13
314	28	616	1559.72	1793.66	129.98	149.47
315	29	795	2012.95	2314.87	167.75	192.91
301	30	861	2180.06	2507.05	181.67	208.92
302	31	579	1466.03	1685.93	122.17	140.49
303	32	773	1957.24	2250.81	163.10	187.57
304	33	594	1504.01	1729.60	125.33	144.13
305	34	768	1944.58	2236.25	162.05	186.35
306	35	712	1802.79	2073.19	150.23	172.77
408	36	673	1704.04	1959.63	142.00	163.30
407	37	635	1607.83	1848.99	133.99	154.08
406	38	764	1934.46	2224.61	161.20	185.38
405	39	604	1529.33	1758.72	127.44	146.56
404	40	758	1919.26	2207.14	159.94	183.93
403	41	482	1220.43	1403.48	101.70	116.96
402	42	594	1504.01	1729.60	125.33	144.13
401	43	742	1878.75	2160.55	156.56	180.05
		29373	74372.76	85527.98	6197.73	7127.33

SPARBROOK MANOR

**MINUTES OF THE COUNCIL MEETING
THE OWNERS, STRATA PLAN VR 662 "SPARBROOK MANOR"
HELD ON MARCH 14, 2006 WITHIN
#403 - 975 EAST BROADWAY, VANCOUVER, B.C.**

**PRESENT: Isaac Cabera
Gary Tietje
Aaron Brown
Stan Gabriel
Megan Kaneen
Jason Gross**

Prudential: Donna Pooghkay

The meeting was chaired and called to order by Stan Gabriel.

MINUTES OF THE PREVIOUS MEETING

It was moved and seconded to waive the reading of the minutes dated October 26, 2005 and accept them as circulated.

CARRIED UNANIMOUSLY

FINANCIAL STATEMENT

After a report on the financial statement dated February 28, 2006, it was moved and seconded to accept the financial statement as presented.

CARRIED UNANIMOUSLY

ELECTION OF COUNCIL OFFICERS

Nominations for Council President/Financial Secretary were called for.

Stan Gabriel Stand

As there were no further nominations Stan Gabriel was elected President/Financial Secretary by acclamation.

The council has requested that all Council members be sent monthly financial statements.

NEW BUSINESS

Bird Feeding

Council would like to remind Owners to not feed birds from your balconies. This practice attracts rats, mice, squirrels and raccoons. Some owners do not appreciate bird droppings and other garbage around their children's play area.

Council would like to remind all Owners to report any water leaks or leak damage as soon as possible. Please use your kitchen and bathroom fans when cooking or showering otherwise the condensation accumulates and rots your walls and window sills.

Council would like to thank all residents for their continuing co-operation for the good of the building.

Suite Damage

An owner is disputing the charge for damage to the suite below. Council will study the matter further.

Roof Report

Council requested that a report be done on the condition of the roof with remedial suggestions. Management will bring it to the next meeting.

Elevator Pads

Management will find out the cost of buying elevator pads.

Vents

Management will have the laundry room vents and roof vents cleaned.

The next Council meeting will be held on June 6, 2006 within suite #403 at 7:00 p.m.

There being no further business the meeting was adjourned

Donna Pooghkay

Property Manager for the Owners, Strata Plan VR 662

SPARBROOK MANOR

**MINUTES OF THE COUNCIL MEETING
THE OWNERS, STRATA PLAN VR 662 "SPARBROOK MANOR"
HELD ON JUNE 7, 2006 WITHIN
#403 - 975 EAST BROADWAY, VANCOUVER, B.C.**

PRESENT: Stan Gabriel
Isaac Cabera
Gary Tietje
Megan Kaneen
Aaron Brown
Jason Gross

Guests: Richard Farley
Veronica Reid
Debohah

Prudential: Donna Pooghkay

The meeting was chaired and called to order by Stan Gabriel.

The chairperson suspended the usual order of business to deal with the owner of suite #304 disputing his liability in the water leak repairs required to suite #204 (suite below) which happened during the renovations to his suite. After Mr. Fairley was thanked for his presentation. The council discussed it and decided that they would offer to split the cost of the repairs' 50% - 50%. Management will write him a letter with the offer and report back to Council. - *SENT LETTER = NO RESPONSE*

MINUTES OF THE PREVIOUS MEETING

It was moved and seconded to accept the minutes dated March 14, 2006 and accept them as circulated.

CARRIED UNANIMOUSLY

FINANCIAL STATEMENT

It was moved and seconded to accept the financial statement dated April 30, 2006 as presented.

CARRIED UNANIMOUSLY

NEW BUSINESS

Roof Report

Management presented the roof report from Kevin Adair and Council asked management to get quotes for the first priority, the cedar roof on the south side of the building.

Paint

Council instructed management to re-inburse the owner of suite #405 for the primer/paint for their deck and thank them for volunteering to do the painting themselves.

Dryer Vents

The owner of suite #207 complained about the odor from the dryer vents. Management will have them cleaned.

Roof Vents

Management will have the roof vents cleaned.

Elevator Pads

Management will phone the elevator company to find out the cost of purchasing elevator pads for move ins and outs.

Awnings

The pros and cons of taking down the awning on the building or replacing them was discussed and tabled until a future meeting.

Fans

A short reminder to make sure all of your fans (bathroom, kitchen stove) are working. The quickest way to test them is to hold a piece of toilet paper up to it once you switch it on, and if it sucked up it is working. if it falls to the floor it is not working.

Council would like to remind all owners and tenants that under the bylaws of the building the only items you can have on your balcony are table and chairs and plants.

Council wishes to thank all residents for their co-operation in running of the building.

Elevator Door

Council instructed the property manager to call the elevator company and have them inspect the elevator doors as they are clanging/banging. *llm*

The next Council meeting will be held on September 9, 2006 within suite #403 at 6:30 p.m.

There being no further business the meeting was adjourned.

Donna Pooghkay

Property Manager for the Owners, Strata Plan VR 662

***OWNERS ARE RESPONSIBLE TO ADVISE THEIR TENANTS OF THE
APPLICABLE ITEMS OF THESE MINUTES!***

Please keep a copy of these minutes for further reference. They will be required at the time of sale. A charge, as per the Strata Property Act, will be assessed for replacement copies.

SPARBROOK MANOR

**MINUTES OF THE COUNCIL MEETING
THE OWNERS, STRATA PLAN VR 662 "SPARBROOK MANOR"
HELD ON SEPTEMBER 5, 2006 WITHIN
#403 - 975 EAST BROADWAY, VANCOUVER, B.C.**

PRESENT: Stan Gabriel
Megan Kaneen
Isaac Cabera

Guests: Frank Gong

Prudential: Donna Pooghkay

The meeting was chaired and called to order by Stan Gabriel.

MINUTES OF THE PREVIOUS MEETING

It was moved and seconded to accept the minutes dated June 7, 2006 as sent out.
CARRIED UNANIMOUSLY

FINANCIAL CONSIDERATIONS

A report on finances was given by Stan Gabriel and it was moved and seconded to accept the financial statement dated July 31, 2006 as presented.
CARRIED UNANIMOUSLY

PROPOSED BUDGET

After a discussion on rising costs of electricity, gas and almost all monthly contracts (elevator, fire prevention, security and repair work) the council decided that they would recommend to the Annual General Meeting a 5% increase in the budget for 2006/2007.

CARRIED UNANIMOUSLY

NEW COUNCIL MEMBER

It was moved and seconded to appoint Frank Gong to fill the vacancy left by Gary Tetje leaving the building. Council would like to thank Gary for his years of service to the building.

BUSINESS ARISING

Management will look into getting quotes on the hallway fan system and will hire a new company to do the maintenance on it.

INFORCING BYLAWS

INFORCING BYLAWS

It was pointed out to council that an owner is fixing cars in the underground parkade. This is in violation of the Vancouver Fire code as well as the building bylaws. Management was directed to investigate and levee fines on the owner that is doing this.

BREAK INS

Council received a number of letters about break ins on cars in the underground. Frank Gong the new Council member is going to look into ways to make the underground more secure. In the meantime council asked that all Owners not let anyone into the building (by intercom or in person) that they do not know and please do not leave doors propped open at any time.

Council wishes to thank the Owners for their continuing co-operation on the security of the building.

WINDOW

It was moved and seconded to allow the owner of suite #209 to install a window.
CARRIED UNANIMOUSLY

The annual General Meeting was called for Tuesday, October 24, 2006 within the lobby of 975 East Broadway at 7:00 p.m.

There being no further business the meeting was adjourned.

Donna Pooghkay

Property Manager for the Owners, Strata Plan VR 662

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