

**MINUTES
OF THE FIRST ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN BCS 1882
UNO**

Held on Monday, August 28, 2006 at 6:30 p.m.
Within the Howard Johnson Plaza Hotel
395 Kingsway, Vancouver, BC

The meeting was called to order at 6:37 p.m. by Property Manager, Jason Black, of Crosby Property Management Ltd. who acted as Chairperson.

Additional guests noted as being in attendance were:

**Nathan Enns, Senior Property Manager, Crosby Property Management Ltd.
Linda Taphorn, General Manager of Crosby Property Management Ltd.
Parmjit Gill, Accounts Receivable of Crosby Property Management Ltd.
Susan Isard, representing the Developer, Intracorp**

CALLING THE ROLL AND CERTIFICATION OF PROXIES

The attendance register confirmed that, at the time of commencement of the meeting, there were 53 eligible voters in attendance and 10 represented by proxy, for a total of 63. The quorum requirements had been achieved, and the meeting proceeded.

An owner of a townhouse unit, whose unit had not yet closed due to construction delays, asked if they would be allowed to participate at the annual general meeting. The chairperson brought their request and the motioned the floor to allow them to participate in the meeting. It was then moved/seconded, to allow the owners to participate. **CARRIED.**

PROOF OF NOTICE

It was moved/seconded that the notice dated August 08, 2006 complied with the notice requirements. **CARRIED.**

ACKNOWLEDGEMENT OF INSURANCE COVERAGE

It was moved/seconded that the report on insurance coverage had been received. **CARRIED.**

At this point in the meeting, the Chairperson took the opportunity to advise those in attendance of the following information regarding strata lot ownership and other matters concerning the Strata Corporation.

Strata Corporation Insurance

Section 149 of the Strata Property Act requires the strata corporation to have adequate full replacement value insurance for the common property, common assets, buildings shown on the strata plan and fixtures built or installed on a strata lot. The insurance must cover major perils and have liability coverage for property damage and bodily injury of at least \$2,000,000. Your Strata Corporation's insurance policy is

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currently held with BFL Canada Insurance Services Inc. and is insured for a full replacement value of \$19,500,000.

Please refer to the attached Certificate of Insurance included with your Notice of Meeting, which outlines the insured perils, the limits of coverage and the applicable deductibles.

The Chairperson recommended that all owners obtain their own insurance coverage for personal property as well as third party liability coverage. Individual insurance coverage is strongly recommended. Owners are reminded that content/liability insurance is the responsibility of individual owners. It is important that owners carry “**betterment’s and improvements**”. Displacement coverage would also assist owners who would have to move out of their suites during a major loss. Loss of rental coverage is recommended for those individual who rent out their units for investment purposes.

Owners should be aware if in the course of a fire, flood or some other incident, and a resident’s possessions are damaged, that person must make a claim for compensation to his/her own insurance. This is **NOT** covered by the building insurance policy. Non-residents should be sure that their tenants clearly understand this.

Commercial owners should review their requirements with their insurance agent.

OWNER/DEVELOPER RESPONSIBILITIES

The Chairperson welcomed Susan Isard from Intracorp to the floor.

Susan Isard thanked all the owners for attending tonight’s First Annual General Meeting for UNO and apologised to the ownership in respect to the budget calculation error made by Intracorp in the filing of the disclosure statement. Assurances were provided that expenses occurring during the interim period will be properly recorded. Adjustments have now been made to this evening’s First Annual Budget that will be presented to the owners for approval later in the meeting.

Section 20 of the *Strata Property Act* requires the owner/Developer to provide certain information, documents and records of the Strata Corporation. The Developer advised that the requested information has been (or is in the process of being) received and is (will be) filed with the Strata Corporation’s records. The Strata Council will be responsible for reviewing the above documents to ensure that all required information, documents and records have been received in accordance with the *Strata Property Act*.

The Developer’s representative, Susan Isard, provided comments to the owners regarding ongoing issues of interest affecting the owners for which the Developer is responsible. It was noted that the primary ongoing issue of concern is the identification of in-suite deficiencies and procedures and timelines on which these deficiencies are being addressed. Susan Isard noted that it can be anticipated that owners will require a degree of patience in having deficiencies responded to, noting that deficiencies requiring immediate attention are prioritized and that smaller (aesthetic) issues will be scheduled and addressed as time and resources permit.

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It was emphasized that all claims for in-suite deficiencies must be provided in writing to the attention of the Developer (sisard@intracorp.ca) In the same way, owners will have the opportunity (once the work is completed) to “sign off” and acknowledge that the deficiencies have been completed to their satisfaction. While owners are responsible for dealing with the Developer directly for all in-suite issues, the Strata Council will coordinate with the Developer identified issues of concern affecting common areas.

Susan Isard also stated that the developer would be responsible for paying the costs associated with the building envelope inspection in the first year and 50% of the costs in year three (3) and year five (5).

The following warranty information was provided:

Under the term of the *Homeowners Protection Act* and Regulations, the common property, common facilities and other assets of the Strata Corporation are covered under warranty, commencing on July 5, 2006, as follows:

- In the first fifteen (15) months, for any defects in materials and labour; and for violation of the building code if the non-compliance constitutes an unreasonable health or safety risk, or has resulted in, or is likely to result in, material damage to the new home
- In the first twenty-four (24) months, for any defect in materials and labour supplied for the electrical, plumbing, heating, ventilation and air conditioning delivery and distribution systems; and for any defect in materials and labour supplied for the exterior cladding, caulking, windows and doors that may lead to the detachment or material damage to the new home; and for any defect in materials and labour which renders the new home unfit to live in; and for violation of the building code, if the non-compliance constitutes an unreasonable health or safety risk, or has resulted in, or is likely to result in, material damage to the new home
- In the first five (5) years, for defects in the building envelope of a new home including a defect, which permits unintended water penetration such as it causes, or is likely to cause, material damage to the new home
- In the first ten (10) years, for any defect in materials and labour that results in the failure of a load bearing part of the new home, and any defect which causes structural damage that materially and adversely affects the use of the new home for residential occupancy
- This same warranty coverage is in place for individual owner's units, with the difference being that twelve (12) month coverage for defect in materials and labour is provided for in-suite deficiencies, and that warranty dates commence with the closing dates of individual strata units

Susan Isard thanked the owners at UNO for their patience in respect to the seven remaining townhomes that are in the process of being completed.

PROPERTY MANAGER'S REPORT

Strata lot ownership is having title to real property combining fee simple interest or leasehold interest in a strata lot with an undivided interest in the common property and common assets of a Strata Corporation with other owners as tenants in common. The term strata lot does not refer to any particular type of structure, but is a legal arrangement in the form of ownership. Strata lot may be apartments, townhomes, retail, commercial and industrial units or parking stalls.

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The boundaries of your strata lot are shown on the strata plan and consists of the area within your unit from the mid way point of the common walls inwards. In addition, the strata plan may have allocated you the exclusive use of some defined common property such as a patio, balcony, locker space or parking stall. This is referred to as limited common property.

If not defined on the strata plan, parking stalls, lockers and other areas can be assigned to a specific strata lot by the Council. Common property is all areas within the strata plan which are not included within any strata lot.

The term unit entitlement indicates the proportionate share that each owner has in the common property, facilities and assets of the Strata Corporation. This is the basis for the calculation of each owner's contribution to the operating fund and the contingency reserve fund of the Strata Corporation, which are referred to as strata fees. The unit entitlement for each strata lot is shown on the registered strata plan, which may differ from the Disclosure Statement.

All Strata Corporation's are governed by the *Strata Property Act* which includes the Bylaws which govern their affairs. These Bylaws are contained within the Standard Bylaws of the *Strata Property Act* and any amendments to these will be included in your Disclosure Statement. All Bylaws can be further amended at the owners' discretion.

Bylaws provide for the control, management, maintenance, use and enjoyment of the strata lots, common property and common assets of the Strata Corporation. Rules provide for the use, safety and condition of the common property and common assets of the Strata Corporation and can be established by the Council.

Owner Responsibilities

The responsibilities of an owner are detailed within the Strata Corporation's Bylaws. As you are living in a communal atmosphere each owner should act with due consideration for their neighbours. Should you wish to make any changes to your strata lot of a structural nature or that alter the external appearance in any way, you must receive prior written approval of the Council.

All owners must pay their strata fees on a timely basis in order to ensure the Strata Corporation has sufficient funds to meet their obligations.

If any owner wishes to lease their residential unit, they must provide a completed Form K (Notice of Tenant's Responsibilities) to the offices of Crosby Property Management Ltd. within two weeks of renting the unit. This will ensure that the tenant has been made aware of the Bylaws, the rules of the Strata Corporation and agrees to abide by them as well as complying with any other conditions contained within the *Strata Property Act*.

The Property Manager noted that, currently, there are no rental restrictions provided for in the Bylaws of the Strata Corporation.

Strata Council

The Council, which will be elected at this meeting, are responsible for the day to day operation of the Strata Corporation and must manage and maintain the common property and common assets of the Strata

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Corporation for the benefit of all owners. They will be elected by the eligible voters, and must conduct themselves in accordance with the *Strata Property Act*, the Bylaws and rules of the Strata Corporation, and any direction given by the owners at a General Meeting.

The Council will investigate the feasibility of specific Bylaws they feel are necessary for your Strata Corporation. Each project has different requirements and concerns depending on the physical characteristics, location, common property, common assets, and the type of people residing within the Strata Corporation. Once the Council has formulated a set of Bylaws, they will be presented to the eligible voters for formal adoption at a General Meeting.

Crosby Property Management Ltd.

The duties and responsibilities are outlined within a Management Contract and in general are as follows:

- Providing the Council with the necessary expertise and information, quotations and support documents in order to make informed decisions, which are in the best interests of the Strata Corporation.
- Providing administration and record keeping services as required under the *Strata Property Act*.
- Providing financial management services, including the preparing of monthly financial statements and accompanying reports and budget projections.
- Ensuring the building exterior and the common areas and common assets of the Strata Corporation are maintained in accordance with the Council's instructions with consideration to the financial resources available.
- Assisting the Council with the formation and enforcement of Bylaws, Rules and other policies of the Council and the Strata Corporation.
- Providing twenty-four (24) hour coverage for emergencies.

FIRST ANNUAL BUDGET

The owners were referred to the First Annual Budgets and the Schedule of Strata Fees. Although sufficient historical data on this project is not yet available, short-term contracts are now in place for necessary services which have dictated some of the funds required, while other areas are based on the experience of the Owner/Developer and of Crosby Property Management Ltd. in operating similar projects.

The Property Manager also provided an explanation on the Contingency Reserve Fund. The former Condominium Act did not require the developer to create a Contingency Reserve Fund, in most cases; Strata Corporations did not start saving money for contingencies until the passage of the first budget at the First Annual General Meeting. This often meant that Strata Corporations lacked any Contingency Reserve Fund for several years after construction of the project.

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The Strata Property Act requires the developer to make a lump sum payment to establish the Contingency Reserve Fund when the first strata lot is conveyed to a purchaser. The timing of the first conveyance determines the amount the developer must pay. If it occurs within one year from the deposit of the strata plan, the developer's minimum contribution is 5% of the estimated operating expenses in the interim budget.

At this time, questions from those owners present were received, with the highlights being:

- An owner asked for clarification in respect to the line item in the Joint Use Commercial & Residential Budget labelled "Building Envelope Maintenance, Service Inspection by RDH (50% Shared with developer) \$2,000.00". There was confusion from the floor in respect to this line item, as it was stated earlier by Susan Isard that the developer would be paying for the first year inspection in its entirety and 50% share in year 3 and 5. *The Property Manger reviewed the disclosure statement with owners and verified that the developer was to share the cost with the Strata 50/50. Several owners confirmed that was not the information provided by Susan Isard in her earlier presentation. The Property Manager will bring this matter forward to the developer and the newly elected Council for clarification and action.*
- An owner asked about the items within the budget labelled enterphone/security system lease and fitness equipment lease. The Property Manager verified that the items were lease to own with the Strata Corporation.
- The Chairperson noted that there is confidence in the general accuracy in the figures provided that these are (particularly for "Utilities") estimates only and that only actual history will confirm whether these figures should be, at some point in the future, amended. The Council will be encouraged to be cautious with discretionary spending during this first fiscal year in order to determine what the true actual Operating Expenses associated with the building will be.

Following the discussion, the six budgets were voted on separately as follows:

It was moved/seconded to approve the **Joint Use Commercial and Residential** budget as presented for the fiscal period September 1, 2006 to August 31, 2007, with the results being 63 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. CARRIED.

It was then moved/seconded to approve the **Joint Use Residential** budget as presented for the fiscal period September 1, 2006 to August 31, 2007, with the results being 63 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. CARRIED.

It was moved/seconded to approve the **Apartment** budget as presented for the fiscal period September 1, 2006 to August 31, 2007, with the results being 63 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. CARRIED.

It was moved/seconded to approve the **Townhome** budget as presented for the fiscal period September 1, 2006 to August 31, 2007, with the results being 63 IN FAVOUR, 0 OPPOSED, 0 ABSTAINED. CARRIED.

It was moved/seconded to approve the **Outdoor** budget as presented for the fiscal period September 1, 2006 to August 31, 2007, with the results being 62 IN FAVOUR, 1 OPPOSED, 0 ABSTAINED. CARRIED.

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No one was present to represent the commercial section and therefore the Commercial budget was deemed to be passed as presented for the fiscal period September 1, 2006 to August 31, 2007.

OWNERS ARE REMINDED THAT THIS NEW BUDGET WILL BECOME EFFECTIVE ON SEPTEMBER 1, 2006.

PLEASE SEND (12) TWELVE POST-DATED CHEQUES PAYABLE TO STRATA PLAN BCS 1882 COMMENCING SEPTEMBER 1, 2006.

IF THERE IS ANY CHANGE IN STRATA FEES, ANY OWNER ON P.A.C. WILL AUTOMATICALLY HAVE THEIR WITHDRAWAL FOR STRATA FEES ADJUSTED.

If you have any questions regarding your account, please contact Joan Ladera in our accounting department at 604-689-6951.

CONSIDERATION OF RESOLUTION "A" 3/4 VOTE-BYLAW AMENDMENT- PARKING BYLAW

Preamble:

We are writing to amend section 7.5(2)(d) of the Strata Corporation bylaws for UNO, which deals with the commercial/visitor stalls of the Development. There is one less commercial/visitor stall than anticipated as a result of City requirements. This Amendment contemplates that visitors and guests may park in the secured parking stalls, which are under the control or management of the Strata Corporation. The Strata Corporation could establish rules to govern such use.

Therefore,

BE IT RESOLVED that the Strata Corporation BCS 1882, UNO be authorized to repeal and replace the current Parking Bylaw 7.5 (2)(d) as follows:

Repeal

Bylaw 7.5 (2)(d)

An owner, tenant or occupant of a strata lot will not park any vehicle on the common property of the development or permit any guest to park any vehicle on the common property, except in commercial/visitor stalls as permitted under bylaw 8.2. Only guests of the owners, tenants or occupants of the strata lots will be entitled to use the visitor parking stalls located within the underground parking facility in the development.

and replace with

Revised bylaw 7.5 (2)(d)

"(d) An owner, tenant or occupant of a strata lot will not park any vehicle on the common property of the development or permit any guest to park any vehicle on the common property, except in

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commercial/visitor stalls as permitted under bylaw 8.2 **or any other parking stalls now or in the future controlled or managed by the strata corporation.** Only guests of the owners, tenants or occupants of the strata lots will be entitled to use the visitor parking stalls located within the underground parking facility in the development."

Discussion:

There were several concerns in respect to the wording of Resolution A and in general, owners were confused to the wording and how the bylaw would affect the usage of the visitors and residential parking. Owners suggested that this resolution be deferred until the next General Meeting once a better explanation could be presented to owners. It was then moved, seconded. **CARRIED.**

GENERAL DISCUSSION

At this time, issues of a more general nature were brought forward for discussion, with some of the highlights being:

- Concern was expressed regarding the operation of the elevator systems and floor restriction.

The Chairperson confirmed that this in fact has been the case and further stated that it is a reality that, during the first number of months of operation, a number of "glitches" could be expected, this in regards to the newness of the elevator systems and the fact that a large number of move-ins do also contribute to occasional breakdowns.

Concerns were expressed regarding the operation of the three enterphone cameras that were to be installed by Cobra Integrated Services and linked to residents television sets.

Concerns were raised in respect to the on going issues in respect to the enterphones and how they are programmed.

Concerns were brought up in respect to the condition of the underground parking and owners inquired if the developer would be power washing the parkade in the near future.

An owner suggested that the water distribution hoses that service the toilet tanks in side the suites are too short and should be reviewed immediately.

Concerns were mentioned in respect to the sensitivity of the smoke detectors located within the suites.

ELECTION OF COUNCIL

The Chairperson advised that under the Bylaws of the Strata Corporation, the Council must consist of a minimum of three (3) to a maximum of seven (7) members. One of the members must be a commercial representative.

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The Property Manager provided a brief summary of the role of the Strata Council and their anticipated responsibilities. Following which, the following persons agreed to stand for election:

John Penhall	Unit 808
Joelle Ciona	Unit 601
Cameron Baker-Fyfe	Unit 905
James Nielsen	Unit 401
Amy Sharma	Unit 607
Trevor Baines	Unit 502
Craig Armour	Unit 318 East 11th
Marlon Tang	Unit 307
Jens Kage	Unit 611

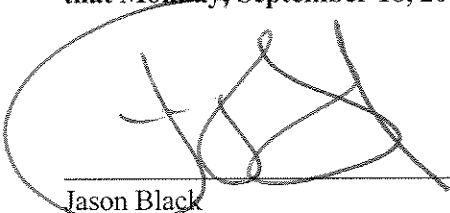
There being no further nominations, the ballots were called for and counted by independently-assigned scrutineers, whereupon the following seven (6) owners and (1) commercial represented were declared elected to Council:

John Penhall	Unit 808
Joelle Ciona	Unit 601
Cameron Baker-Fyfe	Unit 905
Amy Sharma	Unit 607
Trevor Baines	Unit 502
Craig Armour	Unit 318 East 11th
Chiccone Simone	355 Kingsway – Commercial Rep.

The Chairperson thanked all of the other nominees for putting their names forward for consideration, noting that it could be anticipated that during the course of the upcoming year, Committees will be formed and opportunities would exist for owners (not already on Council) to become involved in various aspects of the building's operation.

There being no further business, the meeting was adjourned at 9:01 p.m.

Following this meeting, a brief discussion took place with the newly elected Council and it was agreed that Monday, September 18, 2006 would be the date for the first scheduled Council Meeting.



Jason Black
Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office: (604) 683-8900 (24 hours) www.crosbypm.com

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

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**STRATA PLAN BCS 1882
UNO
JOINT USE COMMERCIAL & RESIDENTIAL
APPROVED FIRST ANNUAL BUDGET
EFFECTIVE SEPTEMBER 1, 2006**

General

Insurance	\$36,000
Appraisal	300
Legal Fees	200
Management Fees	25,000
Miscellaneous	1,200

Buildings

Alarm Monitoring	1,700
Cleaning & Janitorial	5,000
Electricity	8,000
Fire Equipment Maintenance	4,000
Garbage/ Recycling	11,500
Mechanical Equipment Maintenance	2,500
Repairs & Maintenance	5,000
Water & Sewer	16,000
Window Cleaning	5,000

Building Envelope Maintenance

Service inspections by RDH (50% cost shared with Developer)	2,000
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Grounds

Landscape Maintenance	2,000
Snow Removal	1,200
Drinking Fountain Maintenance	200

Sub-total	<hr/> \$126,800
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Contingency Reserve Fund: 10%	<hr/> 12,680
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Total Budget	<hr/> <hr/> \$139,480
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Note: Each Strata Lot's monthly contribution to the contingency reserve fund is calculated as follows:

$\frac{\text{unit entitlement of strata lot}}{\text{total unit entitlement of all strata lots}} \times \text{Contingency Reserve Fund Contributions}$

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**STRATA PLAN BCS 1882
UNO
JOINT USE RESIDENTIAL
APPROVED FIRST ANNUAL BUDGET
EFFECTIVE SEPTEMBER 1, 2006**

General

Miscellaneous \$1,500

Buildings

Cleaning & Janitorial 1,500

Electricity 1,200

Enterphone/ Security System Lease 11,400

Fitness Equipment Lease 6,500

Gas:

Domestic hot water and gas ranges 27,000

Mechanical Equipment Maintenance 2,000

Recreational Facilities/Amenities 1,000

Repairs & Maintenance 3,500

Building Envelope Maintenance

Dryer vent cleaning 3,850

Gutter cleaning 1,000

Touch up painting and caulking 3,170

Grounds

Landscape Maintenance 9,000

Sub-total \$72,620

Contingency Reserve: 10% 7,262

Total Budget \$79,882

Note: Each Strata Lot's monthly contribution to the contingency reserve fund is calculated as follows:

$$\frac{\text{unit entitlement of strata lot}}{\text{total unit entitlement of all strata lots}} \times \text{Contingency Reserve Fund Contributions}$$

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**STRATA PLAN BCS 1882
UNO
APARTMENTS
APPROVED FIRST ANNUAL BUDGET
EFFECTIVE SEPTEMBER 1, 2006**

General

Miscellaneous \$1,500

Buildings

Cleaning & Janitorial 18,000

Electricity 14,000

Elevator Maintenance 10,000

Enterphone/ Security System Lease 1,500

Gas:

 Make-up air 11,000

Mechanical Equipment Maintenance 750

Repairs & Maintenance 13,000

Sub-total \$69,750

Contingency Reserve: 10% 6,975

Total Budget \$76,725

Note: Each Strata Lot's monthly contribution to the contingency reserve fund is calculated as follows:

$$\frac{\text{unit entitlement of strata lot}}{\text{total unit entitlement of all strata lots}} \times \text{Contingency Reserve Fund Contributions}$$

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**STRATA PLAN BCS 1882
UNO
TOWNHOMES
APPROVED FIRST ANNUAL BUDGET
EFFECTIVE SEPTEMBER 1, 2006**

General

Miscellaneous \$1,000

Buildings

Enterphone/ Security System Lease 1,500

Repairs & Maintenance 1,500

Sub-total \$4,000

Contingency Reserve: 10% 400

Total Budget \$4,400

Note: Each Strata Lot's monthly contribution to the contingency reserve fund is calculated as follows:

$$\frac{\text{unit entitlement of strata lot}}{\text{total unit entitlement of all strata lots}} \times \text{Contingency Reserve Fund Contributions}$$

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**STRATA PLAN BCS 1882
UNO
OUTDOOR
APPROVED FIRST ANNUAL BUDGET
EFFECTIVE SEPTEMBER 1, 2006**

Buildings

Gas:

Outdoor Gas Fire Pits	\$3,050
Sub-total	<hr/> \$3,050
Contingency Reserve: 10%	<hr/> 305
Total Budget	<hr/> <hr/> \$3,355

Note: Each Strata Lot's monthly contribution to the contingency reserve fund is calculated as follows:

unit entitlement of strata lot x Contingency Reserve Fund Contributions
total unit entitlement of all strata lots

Aug 29, 06

**STRATA PLAN BCS 1882
UNO
COMMERCIAL
APPROVED FIRST ANNUAL BUDGET
EFFECTIVE SEPTEMBER 1, 2006**

General	
Miscellaneous	\$1,000
Buildings	
Cleaning & Janitorial	2,400
Repairs & Maintenance	1,500
Sub-total	<hr/> \$4,900
Contingency Reserve: 10%	<hr/> 490
Total Budget	<hr/> <hr/> \$5,390

Note: Each Strata Lot's monthly contribution to the contingency reserve fund is calculated as follows:

$$\frac{\text{unit entitlement of strata lot}}{\text{total unit entitlement of all strata lots}} \times \text{Contingency Reserve Fund Contributions}$$

STRATA PLAN BCS 1882
UNO

APPROVED FIRST ANNUAL BUDGET
STRATA FEES SCHEDULE
EFFECTIVE SEPTEMBER 1, 2006

Strata Lot Number	Civic Address	Unit Entitlement	Joint Use		Apartments Strata Fees	Townhomes Strata Fees	Outdoor Strata Fees	Commercial Strata Fees	Total Monthly Strata Fees
			Commercial & Residential Strata Fees	Residential Strata Fees					
1	355 Kingsway	672	\$827.16					\$449.17	\$1,276.33
2	318 East 11th Ave.	100	123.09	\$75.90	\$85.97				284.96
3	338 East 11th Ave.	68	83.70	51.61	58.46				193.77
4	380 East 11th Ave.	127	156.32	96.39		\$34.91	\$15.16		302.78
5	390 East 11th Ave.	141	173.56	107.01		38.76	16.83		336.16
6	2709 Prince Edward	120	147.71	91.08		32.98	14.33		286.10
7	2711 Prince Edward	120	147.71	91.08		32.98	14.33		286.10
8	2713 Prince Edward	120	147.71	91.08		32.98	14.33		286.10
9	2715 Prince Edward	120	147.71	91.08		32.98	14.33		286.10
10	2717 Prince Edward	122	150.17	92.59		33.53	14.56		290.85
11	203-328 East 11th Ave.	100	123.09	75.90	85.97				284.96
12	201-328 East 11th Ave.	68	83.70	51.61	58.46				193.77
13	202-328 East 11th Ave.	83	102.16	62.99	71.36				236.51
14	2719 Prince Edward	102	125.55	77.41		28.04	12.18		243.13
15	2721 Prince Edward	91	112.01	69.07		25.01	10.86		216.95
16	2723 Prince Edward	91	112.01	69.07		25.01	10.86		216.95
17	2725 Prince Edward	91	112.01	69.07		25.01	10.86		216.95
18	2727 Prince Edward	89	109.55	67.55		24.46	10.62		212.18
19	317-328 East 11th Ave.	107	131.71	81.21	91.99				304.91
20	318-328 East 11th Ave.	66	81.24	50.09	56.74				188.07
21	319-328 East 11th Ave.	68	83.70	51.61	58.46				193.77
22	301-328 East 11th Ave.	66	81.24	50.09	56.74				188.07
23	302-328 East 11th Ave.	68	83.70	51.61	58.46				193.77
24	303-328 East 11th Ave.	82	100.93	62.23	70.50				233.66
25	304-328 East 11th Ave.	115	141.55	87.28	98.87		13.73		341.43
26	305-328 East 11th Ave.	100	123.09	75.90	85.97		11.94		296.90
27	306-328 East 11th Ave.	99	121.86	75.14	85.11		11.82		293.93

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UNO

APPROVED FIRST ANNUAL BUDGET
STRATA FEES SCHEDULE
EFFECTIVE SEPTEMBER 1, 2006

Strata Lot Number	Civic Address	Unit Entitlement	Joint Use		Apartments Strata Fees	Townhomes Strata Fees	Outdoor Strata Fees	Commercial Strata Fees	Total Monthly Strata Fees
			Commercial & Residential Strata Fees	Residential Strata Fees					
28	307-328 East 11th Ave.	99	121.86	75.14	85.11		11.82		293.93
29	308-328 East 11th Ave.	97	119.40	73.62	83.39		11.58		287.99
30	309-328 East 11th Ave.	100	123.09	75.90	85.97		11.94		296.90
31	310-328 East 11th Ave.	99	121.86	75.14	85.11		11.82		293.93
32	311-328 East 11th Ave.	99	121.86	75.14	85.11		11.82		293.93
33	312-328 East 11th Ave.	99	121.86	75.14	85.11		11.82		293.93
34	313-328 East 11th Ave.	101	124.32	76.65	86.83		12.06		299.86
35	314-328 East 11th Ave.	61	75.08	46.30	52.44				173.82
36	315-328 East 11th Ave.	60	73.85	45.54	51.58				170.97
37	316-328 East 11th Ave.	55	67.70	41.74	47.28				156.72
38	407-328 East 11th Ave.	106	130.47	80.45	91.13				302.05
39	408-328 East 11th Ave.	66	81.24	50.09	56.74				188.07
40	409-328 East 11th Ave.	68	83.70	51.61	58.46				193.77
41	401-328 East 11th Ave.	65	80.01	49.33	55.88				185.22
42	402-328 East 11th Ave.	68	83.70	51.61	58.46				193.77
43	403-328 East 11th Ave.	82	100.93	62.23	70.50				233.66
44	404-328 East 11th Ave.	72	88.62	54.65	61.90				205.17
45	405-328 East 11th Ave.	59	72.62	44.78	50.72				168.12
46	406-328 East 11th Ave.	55	67.70	41.74	47.28				156.72
47	509-328 East 11th Ave.	106	130.47	80.45	91.13				302.05
48	510-328 East 11th Ave.	66	81.24	50.09	56.74				188.07
49	511-328 East 11th Ave.	68	83.70	51.61	58.46				193.77
50	501-328 East 11th Ave.	66	81.24	50.09	56.74				188.07
51	502-328 East 11th Ave.	68	83.70	51.61	58.46				193.77
52	503-328 East 11th Ave.	82	100.93	62.23	70.50				233.66
53	504-328 East 11th Ave.	51	62.78	38.71	43.85				145.34
54	505-328 East 11th Ave.	50	61.54	37.95	42.99				142.48

STRATA PLAN BCS 1882

UNO

APPROVED FIRST ANNUAL BUDGET
STRATA FEES SCHEDULE
EFFECTIVE SEPTEMBER 1, 2006

Strata Lot Number	Civic Address	Unit Entitlement	Joint Use		Apartments Strata Fees	Townhomes Strata Fees	Outdoor Strata Fees	Commercial Strata Fees	Total Monthly Strata Fees
			Commercial & Residential Strata Fees	Residential Strata Fees					
55	506-328 East 11th Ave.	102	125.55	77.41	87.69				290.65
56	507-328 East 11th Ave.	53	65.24	40.22	45.57				151.03
57	508-328 East 11th Ave.	56	68.93	42.50	48.14				159.57
58	609-328 East 11th Ave.	106	130.47	80.45	91.13				302.05
59	610-328 East 11th Ave.	66	81.24	50.09	56.74				188.07
60	611-328 East 11th Ave.	68	83.70	51.61	58.46				193.77
61	601-328 East 11th Ave.	66	81.24	50.09	56.74				188.07
62	602-328 East 11th Ave.	68	83.70	51.61	58.46				193.77
63	603-328 East 11th Ave.	82	100.93	62.23	70.50				233.66
64	604-328 East 11th Ave.	51	62.78	38.71	43.85				145.34
65	605-328 East 11th Ave.	50	61.54	37.95	42.99				142.48
66	606-328 East 11th Ave.	51	62.78	38.71	43.85				145.34
67	607-328 East 11th Ave.	107	131.71	81.21	91.99				304.91
68	608-328 East 11th Ave.	55	67.70	41.74	47.28				156.72
69	709-328 East 11th Ave.	106	130.47	80.45	91.13				302.05
70	710-328 East 11th Ave.	66	81.24	50.09	56.74				188.07
71	711-328 East 11th Ave.	68	83.70	51.61	58.46				193.77
72	701-328 East 11th Ave.	65	80.01	49.33	55.88				185.22
73	702-328 East 11th Ave.	68	83.70	51.61	58.46				193.77
74	703-328 East 11th Ave.	82	100.93	62.23	70.50				233.66
75	704-328 East 11th Ave.	51	62.78	38.71	43.85				145.34
76	705-328 East 11th Ave.	50	61.54	37.95	42.99				142.48
77	706-328 East 11th Ave.	51	62.78	38.71	43.85				145.34
78	707-328 East 11th Ave.	92	113.24	69.82	79.09				262.15
79	708-328 East 11th Ave.	70	86.16	53.13	60.18				199.47
80	809-328 East 11th Ave.	106	130.47	80.45	91.13				302.05
81	810-328 East 11th Ave.	66	81.24	50.09	56.74				188.07

STRATA PLAN BCS 1882

UNO

APPROVED FIRST ANNUAL BUDGET
STRATA FEES SCHEDULE
EFFECTIVE SEPTEMBER 1, 2006

Strata Lot Number	Civic Address	Unit Entitlement	Joint Use		Apartments Strata Fees	Townhomes Strata Fees	Outdoor Strata Fees	Commercial Strata Fees	Total Monthly Strata Fees
			Commercial & Residential Strata Fees	Residential Strata Fees					
82	811-328 East 11th Ave.	68	83.70	51.61	58.46				193.77
83	801-328 East 11th Ave.	65	80.01	49.33	55.88				185.22
84	802-328 East 11th Ave.	68	83.70	51.61	58.46				193.77
85	803-328 East 11th Ave.	82	100.93	62.23	70.50				233.66
86	804-328 East 11th Ave.	51	62.78	38.71	43.85				145.34
87	805-328 East 11th Ave.	50	61.54	37.95	42.99				142.48
88	806-328 East 11th Ave.	51	62.78	38.71	43.85				145.34
89	807-328 East 11th Ave.	92	113.24	69.82	79.09				262.15
90	808-328 East 11th Ave.	71	87.39	53.89	61.04				202.32
91	907-328 East 11th Ave.	106	130.47	80.45	91.13				302.05
92	908-328 East 11th Ave.	66	81.24	50.09	56.74				188.07
93	909-328 East 11th Ave.	68	83.70	51.61	58.46				193.77
94	901-328 East 11th Ave.	95	116.93	72.10	81.67				270.70
95	902-328 East 11th Ave.	76	93.55	57.68	65.34				216.57
96	903-328 East 11th Ave.	49	60.31	37.19	42.13				139.63
97	904-328 East 11th Ave.	51	62.78	38.71	43.85				145.34
98	905-328 East 11th Ave.	92	113.24	69.82	79.09				262.15
99	906-328 East 11th Ave.	70	86.16	53.13	60.18				199.47
100	1007-328 East 11th Ave.	106	130.47	80.45	91.13				302.05
101	1008-328 East 11th Ave.	66	81.24	50.09	56.74				188.07
102	1009-328 East 11th Ave.	68	83.70	51.61	58.46				193.77
103	1001-328 East 11th Ave.	95	116.93	72.10	81.67				270.70
104	1002-328 East 11th Ave.	76	93.55	57.68	65.34				216.57
105	1003-328 East 11th Ave.	49	60.31	37.19	42.13				139.63
106	1004-328 East 11th Ave.	51	62.78	38.71	43.85				145.34
107	1005-328 East 11th Ave.	107	131.71	81.21	91.99				304.91
108	1006-328 East 11th Ave.	56	68.93	42.50	48.14				159.57

STRATA PLAN BCS 1882
UNO

APPROVED FIRST ANNUAL BUDGET
STRATA FEES SCHEDULE
EFFECTIVE SEPTEMBER 1, 2006

Strata Lot Number	Civic Address	Unit Entitlement	Joint Use Commercial & Residential		Apartments Strata Fees	Townhomes Strata Fees	Outdoor Strata Fees	Commercial Strata Fees	Total Monthly Strata Fees	
			Strata Fees	Residential Strata Fees						
109	PH1102-328 East 11th Ave.	108	132.94	81.97	92.85				307.76	
110	PH1103-328 East 11th Ave.	107	131.71	81.21	91.99				304.91	
111	PH1101-328 East 11th Ave.	97	119.40	73.62	83.39				276.41	
			9,443	\$11,623.30	\$6,656.88	\$6,393.71	\$366.65	\$279.60	\$449.17	\$25,769.31

Yearly Strata Fees

\$309,231.72

Total U/E Joint Use Commercial & Residential

Total U/E Joint Use Residential

Total U/E Apartments

Total U/E Townhomes

Total U/E Outdoor

Total U/E Commercial

9,443
8,771
7,437
1,334
2,342
672

**MINUTES
OF THE ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN BCS 1882
UNO**

Held on Tuesday, October 23, 2007
Within Howard Johnson Plaza Hotel
395 Kingsway, Vancouver, B.C.

The meeting was called to order at 7:30 pm. by Trevor Bains, Council President who acted as the Chairperson.

Crosby Property Management Ltd. was represented by Danny Marfisi.

CALLING THE ROLL AND CERTIFICATION OF PROXIES

The attendance register confirmed at the time of commencement of the meeting there were 28 eligible voters in attendance and 13 represented by proxy for a total of 41. The quorum requirements had been achieved, and the meeting proceeded.

PROOF OF NOTICE & RECEIPT OF FINANCIAL STATEMENTS

It was moved/seconded that the notice dated October 3, 2007 complied with the notice requirements and that the financial statements had been received. CARRIED.

APPROVAL OF GENERAL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Annual General Meeting held August 28, 2006 as circulated. CARRIED.

PRESIDENT'S REPORT

Strata Achievements 2006-2007:

OPENING:

We have had achieved a lot at Uno in our first year. You elected a great council and the council members have been very active in attending to Uno business.

Council was also fortunate to have Jason Black and Crosby Property management on board to set Uno and council off on a solid footing. Jason was able to provide council with the insight needed to set up a structure and system that we could easily follow. We welcome Danny who took over for Jason and continues to service us well.

**Minutes of the Annual General Meeting
The Owners Strata Plan BCS 1882
Held on Tuesday, October 23, 2007**

We have also been pleased with the support we have received from Intracorp. I will give a lot of that credit to Doug who was the on site construction supervisor for Intracorp. The insight he was able to provide to the building was invaluable. Also, the people at Intracorp Customer Service were helpful in addressing our concerns throughout the year. Council again thanks them for the \$10000 contribution Uno received for building security improvements.

ACHIEVEMENTS:

Over the year we have accomplished the following: (in no particular order)

- perimeter security (more), rekeying, reducing door access
- front landscaping
- warranty follow ups Intracorp (more)
- elevator
- bottle recycling
- Blockwatch
- Contracts renegotiation, Crosby, 5 Star
- Building cleaning, mats
- Noise complaints
- Bike storage issues, authorizing bike bags in suite
- Camera and door intercom issues
- Update new property manager
- Car break ins (more)
- Gate repair issues (more)
- Insurance claim procedures (more)
- Garbage detail
- Party room
- Block party
- Deficiencies
- Renovation requests
- Move ins
- Generator testing
- Reviewed alarm codes and monitoring assignments

CHALLENGES:

We were not without our challenges.

Crosby replaced Jason with Danny in the middle of our term. Council welcomed Danny into the fold but can say the timing and the handoff could have been dealt with better. I spoke at length to Linda Taphorn, the General Manager at Crosby about the transition. I believe we are now on track and the new council can move forward.

**Minutes of the Annual General Meeting
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Held on Tuesday, October 23, 2007**

We also had some challenges with Intracorp. Their reluctance to address the issue of the inoperable dryer fans was curious. With considerable time and effort on council's part, we were able to at least get them to offer a reimbursement for repair.

There are still some warranty issues to be addressed. Our 15 month common property warranty expired mid October of this year. Again, with considerable effort on council's part, these items have been documented before the expiry date. We await resolutions to these issues from Intracorp.

We have had also had the usual concerns that arise with strata living. Council has dealt with all issue from barking dogs, noisy patios, smoking, loud music, and bicycles. Lockers and garbage. We did our due diligence in all these matters to inform the owners of the bylaws and rules they agreed to when they bought or took residence in Uno. We believe we have achieved resolution to all concerns to date.

SECURITY:

Some larger concerns remain. The biggest is building security.

We have had theft from lockers, theft and vandalism to cars, theft of mail and now actual car theft from the underground. I personally have had my car window smashed twice. As stated earlier, council has spent considerable money on building perimeter security. Most indications are however that the bad guys are walking in through the front door or entering through the gate. Despite our premier security efforts we are still vulnerable.

We have had the bad guys caught on camera. We call the police. We show them the tapes. We have all sorts of alarm monitoring done on the building. We wait for the gate to close. We post notices to all residents. But we still get hit on a bi monthly basis. I don't believe that more cameras will do anything, or more locks on the doors, or any more alarm monitoring. Certainly the VPD are not going to come to our rescue.

We must continue to build on our sense of community and take ownership of this place. We need all our eyes on everything to keep Uno secure. We need to know our building and know our neighbors. We need to understand we are all responsible for security. When you are out with the dog, take a look around. Try the exterior doors. Are they locked? Do you see anyone suspicious? If you come home at 4am might it be unusual that someone is leaving at 4am? Say hello to those you meet in the lobby. What floor are they going to? Do you know where your fob is? I'm not sure what else we can do to prevent ongoing break ins.

CLOSING:

The new council must keep a few things in perspective.

**Minutes of the Annual General Meeting
The Owners Strata Plan BCS 1882
Held on Tuesday, October 23, 2007**

Uno is only one of a few hundred buildings Crosby manages. In turn, Uno is only one building out of a dozen that our property manager is in charge of. We are only one building out of dozens and dozens of buildings each contractor maintains be it the cleaners, gardeners, locksmiths, waste disposal company and on and on.

Council must take the initiative on achieving action on building issues. You will hear the stock answer time and time again about how busy it is in the city and how trades are just too busy address our concerns. I tell you, that as council, you must be proactive in getting results.

You should get to know the person in charge at each vendor. Talk to the president of the alarm company. Talk to the president of Doormaster. Talk to the general manager at 5 Star Cleaning. For example, we pay \$25000 a year in property management fees, \$30000 in janitorial, \$11000 in gardeners and so on. Uno is the customer. These trades work for you and the Strata Corporation. You pay more to the Strata per year than you do to the city. If you are not satisfied with the quality or timeliness of issue addressed, let them know personally. A phone call, email or letter from the strata as well as correspondence generated from Crosby is, in my opinion, needed to get anything done. We have a right to expect a high quality of service in all aspects of the trades.

FINAL:

I again thank all of this past year's council members and our property managers for all their hard work.

I am no longer a resident of Uno and therefore not running for council this time around. I feel that I could not achieve the same level of service if I was not on site. I leave it to all of you consider joining council and continuing the work we have achieved this past year.

RATIFICATION OF RULES

It was moved/seconded to ratify the Rules or changes to the Rules as circulated. CARRIED.

REPORT ON INSURANCE COVERAGE

It was moved/seconded that the report on insurance coverage had been received. The Property Manager recommended that all owners provide a copy of this certificate to their home owner insurance policy holders. It's important that owners carry coverage for betterments and improvements in the event that they make any changes to their strata lot.

Owners should be aware that in the event of a claim for water damages that resulted from their strata lot, the Strata Corporation can hold the strata lot owner responsible and the home owner insurance policy could include coverage for deductible charges. Displacement coverage and/or loss of rental coverage should also be considered by the home owner.

A vote was held and the motion CARRIED.

**Minutes of the Annual General Meeting
The Owners Strata Plan BCS 1882
Held on Tuesday, October 23, 2007**

APPROVAL OF PROPOSED OPERATING BUDGET

It was moved/seconded to approve the proposed operating budget(s) as circulated for the fiscal year September 1, 2007 to August 31, 2008.

The Treasurer made a motion to add a separate line item for parkade gate expenses to the joint budget. The motion was seconded and CARRIED by all.

Following the discussion the six budgets were APPROVED UNANIMOUSLY. No one was present to represent the Commercial Section and therefore, the Commercial budget was deemed to be passed as presented for the fiscal period September 1, 2007 to August 31, 2008.

PLEASE SEND (12) TWELVE POST-DATED CHEQUES PAYABLE TO STRATA PLAN BCS 1882. ANY CHANGE IN STRATA FEES IS EFFECTIVE FROM SEPTEMBER 1, 2007.

IF THERE IS ANY CHANGE IN STRATA FEES, ANY OWNER ON P.A.P. WILL AUTOMATICALLY HAVE THEIR WITHDRAWAL FOR STRATA FEES ADJUSTED. PLEASE NOTE, THIS MAY BE RETROACTIVE BASED ON THE FISCAL YEAR END.

OWNERS THAT PAY THEIR STRATA FEES THROUGH AUTOMATIC E-BANKING MUST RE-SUBMIT THE NEW STRATA FEE AMOUNT FOR FUTURE MONTHS AS WELL AS ANY RETROACTIVE PAYMENT IF NECESSARY.

If you have any questions regarding your account, please contact Marilyn On in our accounting department at 604-689-6982.

**CONSIDERATION OF RESOLUTION "A" 3/4 VOTE
ADDITION OF QUORUM BYLAW 5.6**

It was moved/seconded to approve Resolution "A" as follows:

Be it resolved, by a $\frac{3}{4}$ vote of owners of the Strata Corporation BCS 1882, Uno in attendance at this meeting in person or by proxy that the Strata Corporation be authorized to add the following bylaw in accordance with section 48(3) of the Act to the current Bylaws.

Quorum Bylaw

5.6 If within 1/2 hour from the time appointed for an annual or special general meeting a quorum is not present, the eligible voters, present in person or by proxy, constitute a quorum.

**Minutes of the Annual General Meeting
The Owners Strata Plan BCS 1882
Held on Tuesday, October 23, 2007**

Discussion

Following the discussion, the Chairperson called for the vote, the result being 38 IN FAVOUR, 3 OPPOSED, 0 ABSTAINED. CARRIED.

**CONSIDERATION OF RESOLUTION "B" 3/4 VOTE
MOVE IN/OUT PROCEDURES**

It was moved/seconded to approve Resolution "B" as follows:

Be it resolved, by a ¾ vote of owners of the Strata Corporation BCS 1882, Uno in attendance at this meeting in person or by proxy that the Strata Corporation be authorized to repeal and replace Bylaw #7.6 as follows:

- 7.6 (1) The strata corporation may regulate the times and manner in which any moves into or out of residential strata lots may be made and require that such moves be co-ordinated with the manager of the building at least 7 days in advance of such moves, or such lesser period as the council may, in its sole discretion, permit, provided that if an owner carries out, or permits any tenant or occupant, or any guest, employee, agent or invitee of the owner or his or her tenant or an occupant of the strata lot, to carry out, any move into or out of his or her strata lot otherwise than in accordance with such prior arrangements made with the manager of the building, the owner will be subject to a fine of \$100, such fine to be paid on or before the due date of the next monthly assessment payable by such owner.
- (2) An owner of a residential strata lot must notify the strata corporation in advance of the date and time that the owner or an occupant of his or her strata lot will be moving into or out of the strata lot.

And replace with the following bylaws:

7.6 Moving in/out procedures

- (1) An owner must conform and ensure that any tenants conform to the Move In and Move Out rules established by council from time to time.
- (2) A move in/out fee of \$100.00 will be charged for each move into the building.
- (3) The strata corporation may regulate the times and manner in which any moves into or out of residential strata lots may be made and require that such moves be co-ordinated with the manager of the building at least 7 days in advance of such moves, or such lesser period as the council may, in its sole discretion, permit,

**Minutes of the Annual General Meeting
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- (4) A resident using the elevator during a move must ensure that the **ELEVATOR SERVICE KEY** is used to control the elevator and the doors not jammed open in any manner.
- (5) A resident must ensure that the lobby doors are not left open, ajar or unattended and that furniture is not left piled in the lobby area.
- (6) A resident must ensure that all common areas are left damage free, clean and all hallways and lobby areas vacuumed immediately upon completion of the move.
- (7) A resident contravening bylaws 40.1 to 40.6 (inclusive) shall be subject to a fine of \$200.00.

Discussion

There was a motion to amend the Bylaw Part 7 under 7.6 to read “A resident contravening bylaw 7.6(1) to 7.6(6) inclusive shall be subject to a fine of \$200.00”. This will replace 40.1 and 40.6 which was an error.

Following the discussion, the Chairperson called for the vote, the result being 38 IN FAVOUR, 3 OPPOSED, 0 ABSTAINED. CARRIED

GENERAL DISCUSSION

1. **Security**

Owners discussed improving security within the building. One suggestion was decals for the vehicles to identify that they are an occupant of the building. Getting to know the neighbours was suggested as they are hard to tell who are owners or occupants unless they are approached. These suggestions for improved security will be addressed by the new Council at the next Council meeting.

2. **For Sale Signs**

The current for sale signs on the property were discussed by the owners. Owners are reminded about bylaw 7.1 Section 12 regarding signs which are not allowed.

3. **Gate Repairs Update**

Owners received a summary of the issues regarding gate repairs and all expenditures throughout the year. The summary was provided by Trevor Baines, Council President. Council is monitoring the repairs and is in discussions with the President of Doormaster to try and resolve the issues over the past year. This will be addressed by the new Council.

**Minutes of the Annual General Meeting
The Owners Strata Plan BCS 1882
Held on Tuesday, October 23, 2007**

4. **Commercial Tenant**

Ramsay Warden Architects are the new tenants in the commercial section of the Uno building. They were welcomed by the Council and a great relationship is expected. Some of the issues regarding the parkade gate must be coordinated with the commercial tenant.

ELECTION OF COUNCIL

Residential Section

The following persons agreed to stand for Council and were elected by acclamation:

John Penhall	Unit 808
Joelle Ciona	Unit 601
Cameron Barker-Fyfe	Unit 905
Ayme Sharma	Unit 607
Craig Armour	Unit 318
Mark Lavitt	Unit 311

Commercial Section

As no Commercial representative was present, the one Commercial Executive will be declared as an Executive member for the Strata Council.

The six members of the Residential Section and the one Commercial Executive member will make up the Strata Council for the entire Strata Corporation.

The meeting terminated at 9:15 pm.

Danny Marfisi
Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office #(604) 683-8900
www.crosbypm.com

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

ONLINE/TELEPHONE BANKING
Crosby offers you convenience!

Crosby Property Management Ltd. has established electronic banking relationships with the major chartered banks and all participating credit unions in BC (i.e. Vancity, Coast Capital Savings, etc.) to make it easier for you to remit your strata fees, special levies, etc.

I'M INTERESTED, HOW DO I DO THIS?

1. Go to bill payment option and set up “**Crosby Property Management Ltd. (Strata)**” as a vendor.

2. You will be required to provide your **Crosby personally assigned unique reference number** (without dashes or spaces). This number can be found in your Crosby correspondence.

3. Enter your payment amount and payment date. You should also be able to set this up as a recurring payment every month.

WHEN SHOULD I MAKE MY PAYMENTS?

It takes 1 to 3 business days for us to receive your payment depending on your financial institution. Please note it is the customer's responsibility to ensure that payments are received by Crosby Property Management Ltd. by the due date to avoid any late payment fines.