

Form B

Strata Property Act

[am. B.C. Reg. 238/2011, Sch. 2.]

INFORMATION CERTIFICATE

(Section 59)

The Owners, Strata Plan*VR340*.....[the registration number of the strata plan] certify that the information contained in this certificate with respect to Strata Lot*3*.....[strata lot number as shown on strata plan] is correct as of the date of this certificate.

[Attach a separate sheet if the space on this form is insufficient].

(a) Monthly strata fees payable by the owner of the strata lot described above

\$ *200*.....

(b) Any amount owing to the strata corporation by the owner of the strata lot described above (other than an amount paid into court, or to the strata corporation in trust under section 114 of the *Strata Property Act*)

\$.....*0*.....

(c) Are there any agreements under which the owner of the strata lot described above takes responsibility for expenses relating to alterations to the strata lot, the common property or the common assets?

no yes [attach copy of all agreements]

(d) Any amount that the owner of the strata lot described above is obligated to pay in the future for a special levy that has already been approved. The payment is to be made by[month day, year].

\$.....*0*.....

(e) Any amount by which the expenses of the strata corporation for the current fiscal year are expected to exceed the expenses budgeted for the fiscal year

\$.....*62*.....
See Draft budget

(f) Amount in the contingency reserve fund minus any expenditures which have already been approved but not yet taken from the fund

approved in principle

\$..... ϕ
see draft budget

(g) Are there any amendments to the bylaws that are not yet filed in the land title office?

no yes [*attach copy of all amendments*]

(h) Are there any resolutions passed by a 3/4 vote or unanimous vote that are required to be filed in the land title office but that have not yet been filed in the land title office?

no yes [*attach copy of all resolutions*]

(i) Has notice been given for any resolutions, requiring a 3/4 vote or unanimous vote or dealing with an amendment to the bylaws, that have not yet been voted on?

no yes [*attach copy of all notices*]

(j) Is the strata corporation party to any court proceeding or arbitration, and/or are there any judgments or orders against the strata corporation?

no yes [*attach details*]

(k) Have any notices or work orders been received by the strata corporation that remain outstanding for the strata lot, the common property or the common assets?

no yes [*attach copies of all notices or work orders*]
See Arbutus Roofing

(l) Number of strata lots in the strata plan that are rented ϕ

Required Attachments

In addition to attachments mentioned above, section 59 (4) of the *Strata Property Act* requires that copies of the following must be attached to this Information Certificate:

- The rules of the strata corporation;
- The current budget of the strata corporation; *draft budget attached*
- The owner developer's Rental Disclosure Statement under section 139, if any; and
- The most recent depreciation report, if any, obtained by the strata corporation under section 94.

Date: *April 24, 2013*[month day, year].

.....

Signature of Council Member

[Handwritten Signature]

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

OR

[Handwritten Signature]

Signature of Strata Manager, if authorized by strata corporation

Strata VR340
DRAFT
Year Ending December 31, 2013

	DRAFT 2013
Strata Balance - December 31st	7,834
Fees	
Strata Fees (\$200 x 7 units x # Months)	16,800
Interest and other	<u> </u>
	16,800
Expenses (excluding repairs/special)	
Hydro	573
Garbage	1,004
Miscellaneous	1,000
Gardening	3,672
Insurance	6,514
Bank Charges	50
Water	2,235
Recycling	<u>648</u>
	15,696
Change in Operating (excluding R&M)	1,104
Additional Fees	
Assessment (proposed/actual)	<u>-</u>
	-
Expenses	
Building Maintenance	-
Special Projects	9,000
	<u>9,000</u>
Change in Contingency (including R&M)	(9,000)
Strata Balance - December 31st	(62)

ARBUTUS

ROOFING & DRAINS (2006) LTD.

4260 VANGUARD ROAD, RICHMOND, B.C. V6X 2P5

Tel: 604-272-7277 General Fax: 604-270-2075

Service Fax: 604-270-2095

Email: info@arbutusroofing.com

Website: www.arbutusroofing.com



WE COVER B.C.

NAME Don Black DATE April 2, 2013

ADDRESS 7-2888 Heather St Vancouver, BC PHONE 604-999-3518

V5Z 3J6

don.black@ubc.ca

WE ARE PLEASED TO OFFER YOU THE FOLLOWING QUOTATION:

PROJECT AT: 2888 Heather St Vancouver, BC

PER ESTIMATE DETAILS ATTACHED

TOTAL CONTRACT PRICE :

\$4,506.00

PRICES DO NOT INCLUDE H.S.T.

PAYMENTS CAN BE MADE BY VISA OR MASTERCARD.

OVERDUE ACCOUNTS SUBJECT TO INTEREST AT 2% PER MONTH. PAYMENT DUE ON RECEIPT

ARBUTUS ROOFING AND DRAINS LTD.

WE ARE FULLY INSURED AND BONDED

****REPAIRS DO NOT CARRY ANY GUARANTEE****

ARBUTUS IS NOT RESPONSIBLE FOR INTERIOR DAMAGE. WHILE EVERY EFFORT IS MADE TO MINIMIZE THE PROBLEM DUST AND DIRT MAY FALL INTO THE BUILDING DURING RE-ROOFING.

WE RECOMMEND THAT YOU COVER ANY SURFACES THAT MAY BE SUSCEPTIBLE TO DAMAGE. PONDING WATER IS THE RESPONSIBILITY OF THE OWNER.

ARBUTUS WILL NOT ALTER THE ROOF SLOPE UNLESS SPECIFIED. SKYLIGHT CONDENSATION AND DRAINAGE BELOW ROOF LEVEL ARE THE RESPONSIBILITY OF THE OWNER.

CANOPES AND OVERHANGS ARE NOT INCLUDED UNLESS SPECIFIED. LABOUR IS GUARANTEED BY ARBUTUS ROOFING. MATERIALS ARE GUARANTEED BY THE MANUFACTURER.

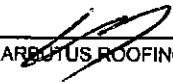
ALL GUARANTEES ARE PRORATED. ALL ASSERTIONS ARE IN EFFECT AS OF ESTIMATE DATE.

WARRANTY DOES NOT COVER DAMAGE CAUSED BY TRAFFIC OR STORAGE OF MATERIALS ON ROOF, POWER WASHING, ALTERATIONS MADE ON OR THROUGH THE ROOF, DAMAGE CAUSED BY OTHER TRADES, FAILURE OF OWNER TO MAINTAIN THE ROOF INCLUDING SEALANTS AND CAULKING, FAILURE OF ATTIC VENTILATION OR SUBSTRATE, FAILURE TO IMMEDIATELY REPORT ANY LEAKS TO US.

THIS CONTRACT CONSTITUTES THE ENTIRE UNDERSTANDING OF THE PARTIES, AND NO OTHER UNDERSTANDING, COLLATERAL, OR OTHERWISE SHALL BE LEGALLY BINDING, UNLESS IN WRITING.

ACCEPTED _____ 20 _____

SIGNED _____
PURCHASER


_____ GARRY TYSICK
ARBUTUS ROOFING AND DRAINS (2006) LTD.



BC Mainland

ARBUTUS

ROOFING & DRAINS (2006) LTD.

4260 VANGUARD ROAD, RICHMOND, B.C. V6X 2P5

Tel: 604-272-7277 General Fax: 604-270-2075

Service Fax: 604-270-2095

Email: info@arbutusroofing.com

Website: www.arbutusroofing.com



WE COVER B.C.

NAME Don Black DATE April 2, 2013
ADDRESS 7-2888 Heather St Vancouver, BC PHONE 604-999-3518
V5Z 3J6 don.black@ubc.ca

WE ARE PLEASED TO OFFER YOU THE FOLLOWING QUOTATION:

QUOTATION FOR: 2888 Heather St Vancouver, BC

ROOF REPAIRS AND MAINTENANCE

- * Remove siding from around windows in two areas.
- * Remove damaged plywood near trough and replace damaged plywood.
- * Remove damaged plywood and replace.
- * Re-roof areas as required with 2-ply SBS membrane.
- * Install new siding.

MAINTENANCE

- * Clean up debris from roof area.
- * Apply liquid Alsan membrane to base of roof vents.
- * Clean and caulk flashing as required.
- * Apply mastic and granules to base of plumbing stacks.



Strata VR340

Annual General Meeting – April 4, 2013, 7:00 pm, held in unit #5

Present:

Unit #1 Toru and Nanako Nakada
Unit #2 Jerry Brabrooke – Chairman
Unit #3 Toru and Nanako Nakada
Unit #4 Felix Wong
Unit #5 Betty Wall – Secretary
Unit #6 Brent Kennedy
Unit #7 Don Black - Vice-Chairman

Don Black, Vice-Chairman, opened the meeting by ensuring everyone had an agenda.

(a) certify proxies and corporate representatives and issue voting cards; **Nanako provided a proxy from the mortgagee for unit #1.**

(b) determine that there is a quorum (eligible voters holding 1/3 of the strata corporation's votes, present in person or by proxy); **all units were represented. It was established that in the case of Strata VR340, a quorum would mean 3 representatives.**

(c) elect a person to chair the meeting; **Don Black was elected to chair the meeting.**

(d) present to the meeting proof of notice of meeting or waiver of notice; **everyone present received an agenda at least 3 weeks in advance of the meeting date; notification was sent by registered mail to the mortgagee for unit 1**

(e) approve the agenda; **Brent motioned to approve the agenda; seconded by Jerry. Motion carried.**

(f) approve minutes from the last annual or special general meeting (see attached minutes); **Jerry motioned to approve the minutes from the last annual or special general meeting; seconded by Toru. Motion carried.**

(g) deal with unfinished business;

The following items are carried over from the 2012 AGM and the Feb 17, 2013 Special Meeting:

(g.1) Painting: planter boxes and deck in courtyard need to be painted, along with the small metal door.

Jerry had received a quote some time ago for ca. \$700; new quote will be received. Cost is likely about \$1,000 now. The small metal door will be painted when the workmen come to repair water build-up problem in unit #4.

(g.2) Repairs: Fence above garage door and gate.

We will get quote to replace fence above garage door and all the way to the end of the building, including the gate. As far as the light is concerned, one solution is to place foil inside fixture to diminish brightness of the light. Jerry and Brent to take care of this.

(g.4) Eavestroughs to be cleaned - check with roofers to see whether they can also take care of the eavestroughs when they're working on the roof. **Completed**

(g.5) When workmen are up on the roof, vent pipes should be checked to see if they are tilted. Water sometimes dripping into unit #7 on very windy and rainy days. **Completed.**

(g.6) Unit #4 - water build-up at front door.

The workmen are scheduled to arrive next Thursday, April 11 and will provide a quote. Felix and Jerry will handle scheduling.

(g.7) Roof repair: contact Arbutus roofing to repair exterior rotten wood under unit 1's bathroom window.

When Arbutus Roofing removed the leaves from the flat roof, they uncovered a number of soft spots under which the plywood has clearly rotted out. Don met with the estimator and asked him to submit a new quote for the larger job. The new quote is \$4506 compared to the earlier quote of \$1920. During the Special Meeting on February 17th, a motion was put forward, seconded and passed that, if the work could be done for less than \$5,000, we should go ahead and have it done. Don will sign the new contract with Arbutus Roofing.

(g.8) Water shut-off valves

Each unit should have an independent water shut-off valve. The status of each unit must be checked, i.e. does each unit have its own water shut-off valve or do some units share the same shut-off valve? Jerry to head up this investigation.

(h) receive reports of council activities and decisions since the previous annual general meeting, including reports of committees

No reports issued.

(i) ratify any new rules made by the strata corporation under section 125 of the Act

No new rules

(j) report on insurance coverage in accordance with section 154 of the Act

All insurance coverage as required is in place.

(k) approve the budget for the coming year in accordance with section 103 of the Act

Don Black and Susan Kennedy (Treasurer) will redo the budget based on maintenance and repair work discussed during this meeting. According to the Strata Act, the contingency fund required is 25% of the annual operating budget, which comes to approximately \$3,500. A suggestion was put forth that, if there is not enough money to make up the required contingency fund by the time the repair and maintenance monies have been allocated, a certain amount per unit will be assessed. This is subject to further discussion, once the budget has been revised.

(l) deal with new business, including any matters about which notice has been given under section 45 of the Act (Section 45 (3) states: "The notice of the annual or special general meeting must include a description of the matters that will be voted on at the meeting, including the proposed wording of any resolution requiring a 3/4 vote or unanimous vote").

(l.1) Depreciation Report

Motion: to waive the requirement for a depreciation report for 18 months.

Felix motioned to waive the depreciation report at this time; motion seconded by Jerry. Motion carried.

Depreciation report should be carried out at some point, as insurance might increase if this is not done. The requirement for a depreciation report applies to any building comprising more than 4 units. The depreciation report should be signed off by an independent, not by the Strata.

(l.2) Repair unit #7 balcony – material only

When workmen come to look at unit #4 to estimate cost to repair water build-up, they should also look at unit #7 balcony. This same group of workmen repaired balcony in unit #5.

(l.2) Repair unit #1 deck – material only

Estimate for materials to repair deck - \$800

There are several things to be taken into account. It appears the roots of the cherry tree are may be pushing up the deck. This needs to be investigated. Jerry will speak with our gardeners, Rakes and Ladders, to see if, when the deck is replaced, parts of these roots can be removed. The cherry tree cannot be cut down without approval of rest of the strata members as it is common property. If cut down, it would have to be

replaced. A quote is required for replacement of cherry tree. It was agreed that deck replacement would be postponed until next year.

(l.3) Gardening

Brent to give Don a list of gardening suggestions.

(l.4) Telus box – wrapping with something more attractive.

Brent to check with Telus to see if this is a possibility.

(l.5) General maintenance and repairs

- **It was suggested that we find a “handyman” who could help us out with repairs and maintenance. Jerry will check with the workmen next week when they’re here whether they’d be interested in something like this. If you know of a bonded and insured handyman, please send the information to Don.**
- **Pest control: it was agreed that the building be checked annually for carpenter ants, etc.**

(l.6) Recycling bins:

Unit #1 will take on the task of taking out the recycling bins.

(m) elect a council;

Bylaw 9 (1) Subject to subsection (2), the council must have at least 3 and not more than 7 members.

Motion: to elect a representative from each strata unit to the council (7 members).

The council will hold its first meeting right after the AGM and elect a president, vice president, secretary and treasurer. Motion seconded by Toru and Nanako. Motion carried.

Motion: to terminate the meeting.

Motion seconded by Brent. Motion carried.

The next Annual General Meeting will be held in January 2014. Exact date to be determined.

First Meeting of the Strata VR 340 Council

April 4, 2013

Unit #5 – 2888 Heather Street

The purpose of this council meeting is to elect a president, vice president, secretary and treasurer.

1. **Nomination to elect Don Black as President put forth by Jerry Brabrooke.
Nomination seconded by Betty Wall. Unanimous. Don Black elected President.**

2. **Nomination to elect Jerry Brabrooke as Vice-President put forth by Betty Wall.
Nomination seconded by Felix Wong. Unanimous. Jerry Brabrooke elected Vice-President.**

3. **Nomination to elect Susan Kennedy put forth by Don Black. Nomination seconded by Jerry Brabrooke. Unanimous. Susan Kennedy elected Treasurer.**

4. **Nomination to elect Betty Wall Secretary put forth by Brent Kennedy. Nomination seconded by Jerry Brabrooke. Unanimous. Betty Wall elected Secretary.**

Don Black motion to terminate the meeting. Motion seconded by Jerry Brabrooke. Motion carried.

**Strata VR340
Annual Statement
Year Ending December 31, 2013**

DRAFT FOR DISCUSSION

	To Date 2013	Projected Expenses	Projected 2013	DRAFT BUDGET 2013	Change	Dec 31 2012	Change
Strata Balance - December 31st	7,834	7,834	7,834	7,834	-	13,209	(5,375)
Revenue							
Strata Fees (\$200 x 7 units x # Months)	2,800	14,000	16,800	16,800	-	16,800	-
Interest and other			-		-		-
	<u>2,800</u>	<u>14,000</u>	<u>16,800</u>	<u>16,800</u>	<u>-</u>	<u>16,800</u>	<u>-</u>
Expenses							
Hydro	-	518	518	518	-	516	2
Garbage	81	891	972	972	-	968	4
Miscellaneous	-	-	-	-	-	18	(18)
Building Maintenance	639	1,687	2,326	2,326	-	3,962	(1,636)
Gardening	-	2,950	2,950	2,950	-	3,368	(418)
Insurance	-	5,428	5,428	5,428	-	5,988	(560)
Bank Charges	5	54	59	59	-	126	(67)
Water	-	2,201	2,201	2,201	-	2,210	(9)
Recycling	-	589	589	589	-	589	-
Special Projects	-	-	-	-	-	4,430	(4,430)
	<u>725</u>	<u>14,318</u>	<u>15,043</u>	<u>15,043</u>	<u>-</u>	<u>22,175</u>	<u>(7,132)</u>
Change in Year	2,075	(318)	1,757	1,757	-	(5,375)	7,132
Strata Balance - December 31st	9,908	7,515	9,590	9,590	-	7,834	1,757

Susan Kennedy
Treasurer
Strata VR340

Strata VR340

Annual General Meeting – May 8th, 2012, 7:00 pm, held in unit #5

Present:

Unit #1 Toru Nakada

Unit #2 Jerry Brabrooke – Chairman

Unit #3 Absent

Unit #4 Felix Wong and Jennifer Perez

Unit #5 Betty Wall – Secretary

Unit #6 Susan Kennedy, Treasurer, Brent Kennedy

Unit #7 Don Black - Vice-Chairman

1. Financial Report

Financial Statements accepted as is. Minutes of 2011 AGM accepted as is.

Balance as at May 15: \$13,199

2. Old Business

Felix opened up the question about replacing doors and windows. Don explained that there was some division among owners about whether or not to replace the doors and windows with new, double-pane glass. The building has been very well maintained over its lifetime with no building envelope problems. One concern with having doors and windows replaced was having to open up the building envelope. Strata owners as a whole had not made a decision on a supplier. Something that was discussed in 2010 was to reach a consensus on a single supplier so that, in the event individual owners wanted to go ahead, the same supplier would be used and uniformity would be maintained. In 2010, it was also a matter of dollars and cents and how and if these costs would be recouped to make it worthwhile.

It is a topic we can always open up again.

3. New Business

Update on unit #3 is currently in probate. No one is occupying the unit at the moment, but Norma Bourne's family will be in and out. There is no insurance on the car, which is currently in the parking garage. It was suggested that storage insurance be taken out on the car, to protect the building and its owners.

Recycle bins - unit #4 will be in charge this year.

Painting: planter boxes and deck in courtyard need to be painted, along with the small metal door. Jerry will get quotes.

Repairs: Fence above garage door and gate. Jerry to look into price of cedar to repair or replace gate.

A light with same type of fixture to be added at the gate.

Shake roof - the moss needs to be removed. An acceptable option is to have the moss removed mechanically (i.e. swept or brushed off manually) and to install zinc strips to prevent moss from forming or growing. Betty to check with trades to get a quote.

Eavestroughs to be cleaned - check with roofers to see whether they can also take care of the eavestroughs when they're working on the roof.

When workmen are up on the roof, vent pipes should be checked to see if they are tilted. Water sometimes dripping into unit #7 on very windy and rainy days.

Chimney cleaning: Jerry has a contact for a chimney sweep. Maximum cost of \$100/chimney. All chimneys will be cleaned; strata will pay.

Unit #4 - water build-up at front door. Betty to contact waterproofing company for quote.

Carpenter ants – ongoing problem in unit #5. Pest control will be contacted again. Occasional silverfish found in building. As they like to live in moist habitats, this is quite difficult to control. Brent suggested getting a hydrometer, which measures humidity and, when humidity reaches a certain level, the fan starts up.

Guest parking: cars with no "visitor" signs appear to be parking in the guest parking spots. Buster's Towing can be called, however, cars must be ticketed before Buster's can tow. Jerry will call Buster's for additional tickets and distribute.

Window screens: these can be ordered from the glass company. There are some issues with screen doors and foot locks in #5. Betty will call Super Glass (company that handled the last repairs) and arrange for them to come back.

4. **Next strata meeting** – the next strata meeting will be held in May 2013 in Unit #6.

Meeting adjourned by Jerry Brabrooke. Betty seconded the motion.

**Strata VR340
Annual Statement
Year Ending December 31, 2012**

DRAFT FOR DISCUSSION

	Dec 31 2012	BUDGET 2012	Change	Dec 31 2011	Change	Notes
Strata Balance - December 31st	13,209	13,209	(0)	9,007	4,202	
Revenue						
Strata Fees (\$200 x 7 units x # Months)	16,800	16,800	-	16,800	-	
Interest and other			-		-	
	<u>16,800</u>	<u>16,800</u>	-	<u>16,800</u>	-	
Expenses						
Hydro	516	350	166	343	173	
Garbage	968	919	48	919	48	
Miscellaneous	18	-	18	-	18	
Building Maintenance	3,962	2,000	1,962	444	3,518	1
Gardening	3,368	2,700	668	2,016	1,352	2
Insurance	5,988	5,100	888	4,972	1,016	3
Bank Charges	126	50	76	20	107	
Water	2,210	2,500	(290)	2,582	(372)	
Recycling	589	600	(11)	568	21	
Special Projects	<u>4,430</u>	<u>5,000</u>	<u>(570)</u>	<u>734</u>	<u>3,696</u>	4
	22,175	19,219	2,956	12,598	9,577	
Change in Year	(5,375)	(2,419)	(2,956)	4,202	(9,577)	
Strata Balance - December 31st	7,834	10,790	(2,956)	13,209	(5,375)	

Susan Kennedy
Treasurer
Strata VR340

Notes:

- 2012 Building Maintenance includes charges for J.Brabrooke totalling \$3.1k. \$1.3k of this relates to 2011.
- We changed gardeners in late 2011 to Rakes and Ladders. 2012 includes \$600 of 2011 fees, as invoice not received until February 2012.
- Insurance included a real estate appraisal which is required by our insurers every 2nd year costing \$560.
- Special Projects In 2012:

Wespec - Electrical Alterations	3,543
Classic Chimney & Window Cleaning	887