

**NOTICE
of the
ANNUAL GENERAL
MEETING**

for

**NORFOLK HOUSE
LMS 2865**

TUESDAY – OCTOBER 28, 2008

**6:45 PM - REGISTRATION
7:00 PM - CALL TO ORDER**

**SOUTH GRANVILLE SENIORS CENTRE
LOUNGE
1420 WEST 12TH AVENUE, VANCOUVER, B.C.**

October 8, 2008

NOTICE OF THE ANNUAL GENERAL MEETING

TO: THE OWNERS, STRATA PLAN LMS 2865 - NORFOLK HOUSE

DATE: TUESDAY – OCTOBER 28, 2008

**TIME: 6:45 PM – REGISTRATION
7:00 PM - CALL TO ORDER**

**PLACE: SOUTH GRANVILLE SENIORS CENTRE - LOUNGE
1420 WEST 12TH AVENUE, VANCOUVER, B.C.**

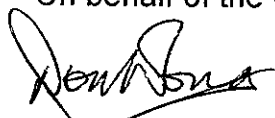
Please be advised of the upcoming Annual General Meeting of the Owners of Norfolk House. The purpose of the meeting is to approve a 2008-2009 operating budget, elect a 2008-2009 Strata Council.

There is a proposed 4.9% increase in 2008-2009 strata maintenance fees.

If you cannot attend, please provide the attached proxy form (pg 12) to someone who can attend on your behalf.

Please review the attached information package prior to attending the Annual General Meeting and remember to bring this package with you to the meeting. We look forward to receiving your input on **Tuesday – October 28, 2008** and invite you to contact the undersigned between now and the meeting date should you have any questions.

Yours truly,
On behalf of the Owners, LMS 2865



Don Wong – Strata Manager
Baywest Management
Tel: (604) 714-1536
Fax: (604) 592-3679
E-Mail: dwong@baywest.ca

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**NORFOLK HOUSE – LMS 2865
ANNUAL GENERAL MEETING
TUESDAY – OCTOBER 28, 2008**

AGENDA

1. REGISTRATION 6:45 - 7:00 PM
2. CALL TO ORDER 7:00 PM
3. CALLING THE ROLL AND CERTIFICATION OF PROXIES
4. PROOF OF NOTICE OF MEETING
5. ADOPTION OF THE MINUTES OF THE:
 - AGM – OCTOBER 30, 2007
6. INSURANCE REPORT – Renewal Summary (pg 3)
7. PRESIDENT'S REPORT (pgs 4 & 5)
8. FINANCIAL REPORT – August 31, 2008 Financials (pgs 6 to 8)
9. CONSIDERATION OF:
 - PROPOSED 2008 / 2009 OPERATING BUDGET (pgs 9 to 11)
10. ELECTION OF 2008 / 2009 STRATA COUNCIL
11. GENERAL DISCUSSION
12. ADJOURNMENT



COASTAL INSURANCE SERVICES LTD.



Independent Insurance Brokers

RENEWAL SUMMARY FOR: OWNERS OF STRATA PLAN LMS 2865 NORFOLK HOUSE

PROPERTY LOCATION: 1675 WEST 10 AVENUE, VANCOUVER, B.C. V6J 2A3
POLICY TERM: October 1, 2008 to October 1, 2009

- \$ 7,800,000. **All Property** - "All Risks" Form including **Guaranteed Replacement Cost**, Blanket Bylaws and Stated Amount Co-Insurance, subject to \$1000 Deductible except Water Damage \$2500, Sewer Backup \$2500, Earthquake 10% and Flood \$10,000.
- Replacement **Blanket Glass** - Subject to \$100 Deductible Residential Units and \$250 Deductible Commercial Units (if any).
- \$10,000,000. **Commercial General Liability** - insurance for claims presented by a third party for Bodily Injury or Property Damage, including Medical Payments of up to \$2,500 per person and \$25,000 per occurrence, Broad Form "occurrence" Property Damage, Cross Liability Clause, Personal Injury (nil participation), Non-Owned Automobile Liability, Contingent Employer's Liability, Contractual Liability, Employees as Additional Named Insured's including any Property Management firms while acting on behalf of the Corporation, subject to a \$500 Deductible per occurrence.
- \$1,000,000. **Pollution and Remediation Legal Liability** - subject to a \$10,000 Retention.
- Comprehensive Dishonesty, Disappearance and Destruction**
- \$10,000 Employee Dishonesty - Form A.
- \$5,000 Loss Inside/Outside the Premises, Money Orders and Counterfeit Paper Currency and Depositors Forgery.
- \$ 7,800,000. **Equipment Breakdown** - insuring Electrical and Mechanical Equipment, all Fired & Unfired Pressure Vessels & Refrigeration Systems. Subject to Repair or Replacement clause and \$1,000 Deductible and a 24 hour waiting period for Business Interruption (if applicable).. **INCLUDES:** Hot Water Supply & Storage tanks, Pool Boiler and Filter Tanks, all Electrical Motors, Fans, Tanks, Pumps, Compressors, Switchgear, Switchboard, Air-Conditioning Units, Intercom, Phone and Security Systems.
- \$2,000,000. **Directors & Officers Liability** - (Errors & Omissions), Claims Made Form - TO INCLUDE PROPERTY MANAGERS AS ADDITIONAL NAMED INSUREDS for no additional premium, subject to \$500 Retention.
- Condominium Discrimination Defense Costs** - Covers legal defense costs for non compensatory damages from an unsuccessful action or complaint. \$10,000 per action, \$25,000 aggregate.
- Not Insured. **Volunteer Accident Insurance Plan** - Accidental Death and Disability for owners who perform work on a volunteer basis

Annual Premium: \$14,439.00

Your Property Value has increased by \$ 974,000

These terms are subject to losses being satisfactory at the time of renewal and the continuing availability of existing insurers terms, conditions, and limitations contained in the policies to which this Summary is based.

DATE: September 4, 2008

E/OE / DP

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President's Report for Norfolk House for the Fiscal Year 2007 - 2008

Replaced the janitorial and landscaping services as their service had deteriorated to the point where the contractors needed constant follow up to have the contracted work done properly.

Had a flat plate installed on the upper sill above the parkade gate as well as a lexan (plexiglass) sheet on the parkade gate to prevent break-ins to the building.

Completely upgraded the enterphone and parkade entrance security systems by having installed a new digital video colour camera system.

Replaced the stainless steel astragal on the front door with a new 3 bend astragal to prevent thieves from prying the door and pushing back the door plungers to gain access. New door plungers were also installed, as well as a front door lock anti-pry template to prevent thieves from twisting the front door lock out of its socket to get in.

A Roof Management Agreement has been negotiated and signed with Metro Roofing (the original roofers) to provide routine inspections of the roof and do necessary maintenance and repairs to ensure a longer life span of the roof and prevent water leaks and water damage to the building.

Council decided on a Tree Management Program to effectively manage the maintenance and trimming of the shrubs and trees, the costs of such program to be paid from the Contingency Reserve Fund, as such expenditure is to prevent possible future damage and furthers costs.

2.

David Reich Handyman Services has completed repairs on the building including replacing rotted wood trim boards, caulking, painting of fences, steel fence post brackets, gates, trellis, roof wood trim, metal housings and vent outlets, installing stainless steel screws, and cleaning eaves troughs.

The carpet was professionally cleaned in February and September of this year, which has restored the texture of the carpet and to ensure the longevity of the carpet.

Numerous call/e-mails to the Property Manager, Don Wong, for repairs or adjustments to the elevator, garage door, irrigation system, arranging for emergency repairs from break-ins, water damage from leaking appliances , and following up on insurance claims for same.

Balance Sheet
Norfolk House (lms2865)
August 31, 2008



Account	Aug 2008	Jul 2008	Change
ASSETS			
Current Assets			
Bank	4,136.31	2,114.82	2,021.49
Accounts Receivable	(690.36)	(742.11)	51.75
Interest Accrual	185.68	0.00	185.68
Prepaid Insurance	1,102.87	2,205.74	(1,102.87)
Total Current Assets	\$ 4,734.50	\$ 3,578.45	\$ 1,156.05
Other Assets			
CRF - General Contingency	60,942.27	59,905.96	1,036.31
Total Other Assets	\$ 60,942.27	\$ 59,905.96	\$ 1,036.31
TOTAL ASSETS	\$ 65,676.77	\$ 63,484.41	\$ 2,192.36
LIABILITIES & EQUITY			
Current Liabilities			
Accrued Liabilities	18.50	0.00	18.50
Total Current Liabilities	\$ 18.50	\$ -	\$ 18.50
Equity			
Retained Earnings Current Year	7,539.02	6,561.76	977.26
Retained Earnings Prior Years	(2,983.31)	(2,983.31)	0.00
Total Equity	\$ 4,555.71	\$ 3,578.45	\$ 977.26
CRF / Reserve			
Contingency Reserve	61,102.56	59,905.96	1,196.60
Total CRF / Reserve	\$ 61,102.56	\$ 59,905.96	\$ 1,196.60
Total LIABILITIES & CAPITAL	\$ 65,676.77	\$ 63,484.41	\$ 2,192.36

Oracle
Sql Server

STATEMENT OF OPERATIONS
Norfolk House (lms2865)
For the 11th Month Ending August 31, 2008

Account	Account Name	Current Actual	Year To Date Actual	Annual Budget	YTD - BUDGET %
RECEIPTS / REVENUE					
5500-0000	Owners' Contributions	11,233.58	123,569.34	134,802.70	92%
5600-0000	Interest Income	25.39	354.77	650.00	55%
5610-0000	Keys/Remotes	0.00	91.05	400.00	23%
5630-0000	Late Payment Penalty	0.00	300.00	0.00	0%
5655-0000	Move In/Out Fee	200.00	300.00	700.00	43%
5680-0000	Other Income	0.00	(0.03)	0.00	0%
5690-0000	Parking Income	20.00	220.00	240.00	92%
TOTAL RECEIPTS / REVENUE		\$ 11,478.97	\$ 124,835.13	\$ 136,792.70	91%
EXPENSES					
ADMINISTRATIVE EXPENSES					
6030-0000	Appraisal	551.25	551.25	560.00	98%
6052-0000	Statutory Review of Books	0.00	0.00	400.00	0%
6053-0000	Additional Services	2.10	16.80	0.00	0%
6070-0000	Bank Charges	18.50	145.00	150.00	97%
6150-0000	Insurance Deductibles / Claims	0.00	5,018.25	2,500.00	201%
6170-0000	Insurance Premium	1,102.87	12,131.54	13,235.00	92%
6230-0000	Miscellaneous	0.00	0.00	150.00	0%
6290-0000	Postage/Copies/Office Exp.	77.34	826.33	900.00	92%
TOTAL ADMINISTRATIVE EXPENSES		1,752.06	18,689.17	17,895.00	104%
UTILITIES					
6520-0000	Electricity	1,086.69	5,256.90	7,000.00	75%
6530-0000	Gas	1,482.60	26,984.63	27,500.00	98%
6540-0000	Water & Sewer	0.00	1,217.17	6,500.00	19%
TOTAL UTILITIES		2,569.29	33,458.70	41,000.00	82%
CONTRACT / BLDG EXPENSES					
7010-0000	Alarm Monitoring	0.00	1,420.20	1,200.00	118%
7110-0000	Elevator & License	261.45	3,072.42	2,900.00	106%
7230-0000	Garbage Collection	446.03	5,004.18	4,500.00	111%
7310-0000	Janitorial	1,747.05	9,328.65	9,500.00	98%
7350-0000	Landscaping	0.00	3,718.45	7,400.00	50%
7570-0000	Pest Control	55.13	586.93	650.00	90%
7590-0000	Property Management	892.50	9,843.00	10,812.00	91%
TOTAL CONTRACT / BLDG EXPENSES		3,402.16	32,973.83	36,962.00	89%
REPAIRS & MAINTENANCE EXPENSES					
8030-0000	Carpet Cleaning	0.00	532.35	1,400.00	38%
8060-0000	Elevator	0.00	0.00	1,000.00	0%
8092-0000	Fire Protection	0.00	2,741.73	3,000.00	91%
8100-0000	Garage Door	0.00	716.45	900.00	80%
8110-0000	General Repair & Maintenance	890.97	9,347.75	13,000.00	72%
8160-0000	Landscaping Improvement	0.00	2,257.50	2,000.00	113%
8180-0000	Mechanical	0.00	2,161.70	2,500.00	86%
8200-0000	Pest Control	129.68	360.69	400.00	90%
8235-0000	Security Repairs & Upgrades	99.49	718.35	2,500.00	29%
8286-0000	Dryer Vent Clean/Maintenance	0.00	614.25	800.00	77%
TOTAL REPAIRS & MAINTENANCE EXPENSES		1,120.14	19,450.77	27,500.00	71%
GROUND EXPENSES					

STATEMENT OF OPERATIONS
Norfolk House (lms2865)
For the 11th Month Ending August 31, 2008

Account	Account Name	Current Actual	Year To Date Actual	Annual Budget	YTD - BUDGET %
8735-0000	Irrigation System	621.75	1,324.25	800.00	166%
8770-0000	Snow Removal	0.00	0.00	200.00	0%
TOTAL GROUND EXPENSES		621.75	1,324.25	1,000.00	132%
RESERVE FUNDS					
9010-0000	Contingency Reserve Fund	1,036.31	11,399.39	12,435.70	92%
TOTAL RESERVE FUNDS		1,036.31	11,399.39	12,435.70	92%
TOTAL EXPENSES / RESERVES		10,501.71	117,296.11	136,792.70	86%
SURPLUS / (DEFICIT)		977.26	7,539.02	-	0%

G/L	NORFOLK HOUSE - LMS 2865					
	Aug 31/2008	Sept 30/2008	2007 - 2008	2007 - 2008	2007 - 2008	
	YTD	YTD	APPROVED	PROPOSED	BUDGET	
	ACTUAL	PROJECTED	BUDGET	BUDGET	BUDGET	
RECEIPTS / REVENUE						
5500	123,569.34	134,802.92	134,802.70	141,414.00	141,414.00	4.9% increase
5600	354.77	376.00	650.00	375.00	375.00	
5610	91.05	176.00	400.00	200.00	200.00	
5630	300.00	300.00	0.00	0.00	0.00	
5655	300.00	500.00	700.00	500.00	500.00	
5680	-0.03	0.00	0.00	0.00	0.00	
5690	220.00	240.00	240.00	240.00	240.00	
	124,835.13	136,394.92	136,792.70	142,729.00	142,729.00	
EXPENSES						
ADMINISTRATIVE						
6030	551.25	551.25	560.00	0.00	0.00	Prepaid for 3 yrs
6052	0.00	315.00	400.00	315.00	315.00	Real Estate Service Act : req't
6053	16.80	18.90	0.00	0.00	0.00	
6070	145.00	163.50	150.00	225.00	225.00	HSBC \$18.50 service charge/month
6150	5,018.25	2,500.00	2,500.00	2,500.00	2,500.00	1 claim
6170	12,131.54	13,234.41	13,235.00	14,440.00	14,440.00	\$974,000 property value increase
6230	0.00	0.00	150.00	150.00	150.00	
6290	826.33	900.00	900.00	900.00	900.00	
	18,689.17	17,683.06	17,895.00	18,530.00	18,530.00	
UTILITIES						
6520	5,256.90	6,000.00	7,000.00	6,500.00	6,500.00	Projected usage & rates
6530	26,984.63	30,200.00	27,500.00	30,000.00	30,000.00	BC Hydro
6540	1,217.17	4,725.00	6,500.00	5,600.00	5,600.00	Terasen Gas
	33,458.70	40,925.00	41,000.00	42,100.00	42,100.00	City of Vancouver
CONTRACT / BLDG						
7010	1,420.20	1,200.00	1,200.00	1,200.00	1,200.00	Arpel \$94.50/month
7110	3,072.42	3,400.00	2,900.00	3,400.00	3,400.00	Thyssen \$265/month & Permit
7230	5,004.18	5,500.00	4,500.00	5,500.00	5,500.00	BFI \$445/month
7310	9,328.65	10,106.70	9,500.00	9,828.00	9,828.00	KP Cleaning \$819/month
7350	3,718.45	6,700.00	7,400.00	8,500.00	8,500.00	Westcoast \$706/month
7570	586.93	645.00	650.00	700.00	700.00	Canadian Pest
7590	9,843.00	10,736.00	10,812.00	11,246.00	11,246.00	5% increase (89 cents/suite/month)
	32,973.83	38,287.70	36,962.00	40,374.00	40,374.00	

		NORFOLK HOUSE - LMS 2865						
G/L		Aug 31/2008	Sept 30/2008	2007 - 2008	2007 - 2008			
		YTD	YTD	APPROVED	PROPOSED			
		ACTUAL	PROJECTED	BUDGET	BUDGET			
	REPAIRS & MAINTENANCE							
8030	Carpet Cleaning	532.35	1,064.70	1,400.00	1,300.00	1st Class Carpet Cleaners 2x		
8060	Elevator	0.00	300.00	1,000.00	800.00	After hr call-out		
8092	Fire Protection	2,741.73	2,741.73	3,000.00	3,000.00	Vancouver Fire		
8100	Garage Door	716.45	716.45	900.00	900.00	Creative Door		
8110	General Repair & Maintenance	9,347.75	13,000.00	13,000.00	13,000.00			
8160	Landscaping Improvement	2,257.50	2,257.50	2,000.00	2,000.00			
8180	Mechanical	2,161.70	2,161.70	2,500.00	2,500.00	Lathams		
8200	Pest Control	360.69	443.12	400.00	500.00	Canadian Pest call-outs		
8235	Security Repairs & Upgrades	718.35	3,634.99	2,500.00	2,500.00			
8240	Snow Removal	0.00	0.00	200.00	200.00	Salt, de-icer supplies		
8286	Dryer Vent Cleaning	614.25	614.25	800.00	650.00			
	TOTAL REPAIRS & MAINTENANCE	19,450.77	26,934.44	27,700.00	27,350.00			
	GROUPS							
8735	Irrigation System	1,324.25	1,324.25	800.00	1,400.00	University Sprinklers		
	TOTAL GROUNDS	1,324.25	1,324.25	800.00	1,400.00			
	TOTAL OPERATING EXPENSES	105,896.72	125,154.45	124,357.00	129,754.00			
9010	Contingency Reserve Fund	11,399.39	12,435.70	12,435.70	12,975.00	10% contribution		
	TOTAL EXPENSES	117,296.11	137,590.15	136,792.70	142,729.00			
	SURPLUS / DEFICIT	7,539.02	-1,195.23	0.00	0.00			

NORFOLK HOUSE LMS 2865					
PROPOSED STRATA FEES					
OCT 1, 2008 - SEP 30, 2009					
SUITE	STRATA LOT	UNIT ENTITLEMENT	BASE FEE	CONTRIBUTION TO CRF	TOTAL STRATA FEE
101	9	653	196.02	19.80	215.83
102	10	657	197.22	19.92	217.15
103	11	650	195.12	19.71	214.83
104	12	795	238.65	24.11	262.76
105	13	741	222.44	22.47	244.91
106	14	792	237.75	24.02	261.77
107	15	767	230.25	23.26	253.50
108	16	764	229.34	23.17	252.51
109	1	761	228.44	23.08	251.52
110	2	764	229.34	23.17	252.51
111	3	792	237.75	24.02	261.77
112	4	741	222.44	22.47	244.91
113	5	795	238.65	24.11	262.76
114	6	650	195.12	19.71	214.83
115	7	657	197.22	19.92	217.15
116	8	653	196.02	19.80	215.83
201	25	653	196.02	19.80	215.83
202	26	657	197.22	19.92	217.15
203	27	708	212.53	21.47	234.00
204	28	865	259.66	26.23	285.90
205	29	741	222.44	22.47	244.91
206	30	792	237.75	24.02	261.77
207	31	767	230.25	23.26	253.50
208	32	770	231.15	23.35	254.50
209	17	766	229.95	23.23	253.17
210	18	764	229.34	23.17	252.51
211	19	807	242.25	24.47	266.73
212	20	741	222.44	22.47	244.91
213	21	865	259.66	26.23	285.90
214	22	708	212.53	21.47	234.00
215	23	657	197.22	19.92	217.15
216	24	653	196.02	19.80	215.83
301	41	653	196.02	19.80	215.83
302	42	657	197.22	19.92	217.15
303	43	708	212.53	21.47	234.00
304	44	865	259.66	26.23	285.90
305	45	741	222.44	22.47	244.91
306	46	792	237.75	24.02	261.77
307	47	767	230.25	23.26	253.50
308	48	770	231.15	23.35	254.50
309	33	766	229.95	23.23	253.17
310	34	764	229.34	23.17	252.51
311	35	807	242.25	24.47	266.73
312	36	741	222.44	22.47	244.91
313	37	865	259.66	26.23	285.90
314	38	708	212.53	21.47	234.00
315	39	657	197.22	19.92	217.15
316	40	848	254.56	25.72	280.28
TOTAL		35655	10,703.25	1,081.25	11,784.50
ANNUALLY			128,439.00	12,975.00	141,414.00

Strata Property Act
FORM A
PROXY APPOINTMENT

Re: Strata Lot _____

AND/OR

Civic address _____ of

Strata Plan LMS 2865 – Norfolk House

I/We, _____, the owner(s) of the
strata lot described above, appoint _____

to act as my/our proxy at the **Annual General Meeting to be held on Tuesday –
October 28, 2008.**

Date: _____

Signature of Owner

Signature of Owner

NOTE: This Proxy Appointment should only be used if an owner is unable to attend the meeting in person and wishes to appoint a Strata Council member or person the authority to vote on his/her behalf. A person who acts on behalf of another person is called a Proxy. A Proxy does not have to be another owner in the building. It can be anyone over the age of 18.

Complete and sign this form and give it to the Strata Council member or person who will be representing you. That person will present this form at the registration desk at the meeting and will act on your behalf at the meeting. Please remember that by giving someone your Proxy, you are permitting them to make important decisions about your building and how you will live.