Richview MANAGEMENT LTD

120 - 5640 Hollybridge Way, Richmond, B.C., V7C 4N3 Phone (604) 276-8888

Fax (604) 214-0712

MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN VR 2160, GOVERNOR POINT, HELD IN THE SOCIAL ROOM, 2189 WEST 42ND AVENUE, VANCOUVER, B.C.

DATE: June 26, 2008

TIME: 9:15 AM

COUNCIL IN ATTENDANCE: Nancy Kirk, Maynard Atkinson, Walt Lyman, Shirley van der Hoop, Paul Lau, Joan Walker.

REGRETS: Gerry Pugh

PROPERTY MANAGER: Bob Howlett, Richview Management Ltd.

1. **CALL TO ORDER:** The meeting was called to order by the President, Nancy Kirk at 9:15 AM.
2. **MINUTES OF THE PREVIOUS MEETING:** It was moved and seconded (van der Hoop/Atkinson) that the minutes of May 22, 2008 be adopted as circulated. Motion carried.
3. **BUSINESS ARISING FROM THE PREVIOUS MINUTES** - None
4. **CORRESPONDENCE** – None
5. **FINANCIAL REPORT** - Mr. Atkinson reviewed the operating statement to April 30, 2008 noting income year to date was $71,572.00 and expenses $47,340.99. Total liabilities & equity at April 30, 2008 was $131,954.08. Mr. Atkinson advised that $7500.00 had been transferred to the Contingency Reserve. It was moved and seconded (Atkinson/Walker) to receive the April 30, 2008 statement as presented. Motion carried.



GOVERNOR POINT
STRATA PLAN VR 2160

Please note that the driveway adjacent to the building lobby is a passenger loading zone only.

Cars parked in the loading zone are liable for removal at the vehicle owner's expense.

If you are being picked up and your driver has entered the building to assist you, please advise the driver that they must use the four way flasher in their vehicle and that the vehicle must not occupy the space for more than 20 minutes.

Thank you.

Strata Council and Property Manager
VR 2160

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MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN VR 2160, GOVERNOR POINT, HELD IN THE SOCIAL ROOM, 2189 WEST 42ND AVENUE, VANCOUVER, B.C.

DATE: May 22, 2008

TIME: 9:15 AM

COUNCIL IN ATTENDANCE: Nancy Kirk, Maynard Atkinson, Gerry Pugh, Walt Lyman, Shirley van der Hoop, Paul Lau, Joan Walker.

GUESTS: Enid Underhill, Paula Hatiras.

PROPERTY MANAGER: Bob Howlett, Richview Management Ltd.

1. **CALL TO ORDER:** The meeting was called to order by the President, Nancy Kirk at 9:15 AM.
2. **MINUTES OF THE PREVIOUS MEETING:** It was moved and seconded (Atkinson/Pugh) that the minutes of April 10, 2008 be adopted as circulated. Motion carried.
3. **BUSINESS ARISING FROM THE PREVIOUS MINUTES** - None
4. **CORRESPONDENCE** – None
5. **FINANCIAL REPORT** - Mr. Atkinson reviewed the operating statement to March 31, 2008 noting income year to date was $53,694.00 and expenses $33,445.42. Total liabilities & equity at March 31, 2008 was $125,813.27. Income from interest on term deposits to date was $2,000.00. Mr. Atkinson advised that he would instruct the accountant to transfer $7500.00 to the

6. COMMITTEE REPORTS-

HOUSE – It was noted that the House Committee and Security Committee had submitted a joint report concerning short and long term projects for consideration of the Owners and Council. The projects are as follows: A) Reinforcement of garbage room security, B) Improved security in social room, C) No parking area-east curb, D) Restoration of building sign, E) Refurbishment/repair of elevator cabs and panels, F) Replacement of garage gate and opener, G) Replacement of common keys with electronic key fob system.

It was noted that Sunbiotek had been contacted to review water quality particularly with respect to green staining on bathroom fixtures. (Copper pipes) Possible water treatments utilizing the existing equipment will be reviewed. Balcony touch up painting is required on two east side balconies. Luna Management Ltd., manager for the Kerrisdale parking garage will be contacted by the House Committee to advise them of unauthorized use of Level D.

Water treatment to arrest green staining on fixtures is being investigated

EXPEDITING – List attached.

SECURITY – Mr. Lau advised that the committee was investigating costs with respect to an electronic key system for common area access. As this project would entail an extra cost above and beyond budget allocations, the Manager was asked to prepare a draft Special Levy for consideration of the Council and Owners.

LANDSCAPING – Council was advised that the sprinkler system had been serviced and was operational. Moss killer had been applied and pruning was in progress.

RULES AND REGULATIONS – A draft of rules for procedures during renovations was presented for Council consideration. The Manager was directed to review and edit the report to ensure compliance with existing bylaws.

7. **OTHER BUSINESS –**

   a. **Window Washing** – The Manager advised that the window washing had been deferred pending roof anchor upgrades required by law. The Manager advised that upgrades to the anchors had been ordered and that on completion, window washing would be completed. It is expected that the work will be completed by mid August 2008. The Manager further noted that no window replacement or repair work that required outside access could be completed until the anchor work was finished.

   b. **Condolences** – The President advised Council that former Councilor and Vice President, Cathy Dalton had recently passed away. Ms. Kirk expressed sympathy to Ms. Dalton's family on behalf of Governor Point.

8. **ADJOURNMENT:** The meeting was adjourned at 10:45 AM until 9:15 AM, July 24, 2008.

Contingency Reserve. It was moved and seconded (Atkinson/Walker) to receive the March 31, 2008 statement as presented. Motion carried.

6. COMMITTEE REPORTS-

HOUSE – Mr. Pugh advised that remotes for the front door opener had been located and ordered. Garage security to be improved with the completion of mesh installation on the garage door and stepped up security on behalf of the Kerrisdale Parking Garage. It was agreed to install a towing company sign at the entrance way in conjunction with the no parking sign. The Strata Council and Manager will be authorized to have vehicles removed. The wording on the parking will be changed to be more explicit as to the rules. Carpet cleaning is to be completed by Avenue Property Services and will include the Social Room. The garbage room is to be painted. Mrs. Kirk advised that the roof anchors were being upgraded and that no window cleaning or replacement could be completed until this work was done. It was reiterated that no renovations by outside trades were to be scheduled on the weekends.

Water treatment to arrest green staining on fixtures is being investigated

EXPEDITING – List attached.

SECURITY – Mr. Lau, with the Manager advised that the garbage room could be secured by the addition of a security bar on the inside of the bin door with key access given to the bin removal service. The Manager will arrange for this to be completed.

LANDSCAPING – No Report.

RULES AND REGULATIONS – No Report

7. OTHER BUSINESS – None

8. ADJOURNMENT: The meeting was adjourned at 10:30 AM until 9:15 AM, June 26, 2008.

Action List **May 22, 2008**

Item #	Item	Action Required
10	Emergency Contact File	Ongoing
110	By Laws & rules update	Ongoing
220	Cleaning of electrical room	2008
229	Garage Door Mesh	In progress
234	Key Control Program	AGM 2008
235	Drain Maintenance	In progress/ongoing
236	Parking Lot drains – Luna	Ongoing
238	Floor Monitors	Ongoing
239	Window washing	May/October 2008
240	Front door openers	TBA
241	Repairs to front sign	TBA
242	Luna Mgt. garage signs	June 2008
244	Garbage Room Security	July 2008
245	Loading Zone sign change	June 2008
246	Elevator Refurbishment	AGM 2008
247	Social Room Security	June 2008
248	Electronic entry system	AGM 2008
249	Painting and flashing repair-roof	In progress
250	Carpet cleaning	In progress

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MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN VR 2160, GOVERNOR POINT, HELD IN THE SOCIAL ROOM, 2189 WEST 42ND AVENUE, VANCOUVER, B.C.

DATE: April 10, 2008

TIME: 9:15 AM

COUNCIL IN ATTENDANCE: Nancy Kirk, Maynard Atkinson, Gerry Pugh, Walt Lyman, Shirley van der Hoop, Paul Lau, Joan Walker

PROPERTY MANAGER: Bob Howlett, Richview Management Ltd.

1. **CALL TO ORDER:** The meeting was called to order by the President, Nancy Kirk at 9:15 AM.
2. **MINUTES OF THE PREVIOUS MEETING:** It was moved and seconded (Walker/van der Hoop) that the minutes of February 28, 2008 be adopted as circulated. Motion carried.
3. **BUSINESS ARISING FROM THE PREVIOUS MINUTES** - None
4. **CORRESPONDENCE** – None
5. **FINANCIAL REPORT** - Mr. Atkinson reviewed the operating statement to February 28, 2008 noting income year to date was $35,786.00 and expenses $19,267.14. Total liabilities & equity at February 29, 2008 was $116,138.28. It was moved and seconded (Atkinson/Pugh) to receive the February 29, 2008 statement as presented. Motion carried.
6. **COMMITTEE REPORTS-**

HOUSE – Mr. Pugh advised that the security mesh for the upper portion of the garage door would be completed at a cost of $400.00 by J. Anderson Ltd. The managing agent for the parking garage will be approached as to general garage sweeping. Additional signs prohibiting unauthorized use of the garage will be requested. The portable no parking sign will be changed to be more specific. It was suggested that Sunbiotek be contacted as to water treatment possibilities to reduce green water stains.

Fire equipment testing was completed in all but one suite with special thanks to Nancy Kirk for her organizing access.

Cleaning of dryer vents is scheduled for the last week in April.

EXPEDITING – List attached.

SECURITY – Mr. Lau advised that garbage room security could be improved but would require lock changes which could impact owners. It was agreed that this matter would be best reviewed by the general ownership prior to proceeding.

LANDSCAPING – Ms. Kirk advised that 2008 program was well underway with the spring cleanup in progress.

RULES AND REGULATIONS – It was moved and seconded (Lau/Lyman) to establish a rule requiring owners completed renovations of a duration of one week to supply Council with a scope of work including the expected duration of the work. Motion carried.

Mr. Lyman provided a draft of bylaw updates compiled by Mr. van der Hoop. The manager will prepare the updates for consideration at the next general meeting of the corporation. Council expressed thanks to both Mr. van der Hoop and Mr. Lyman for their efforts.

7. **OTHER BUSINESS –**

   a. **Elevator Upgrades –** Upgrades to the elevator cabs will be tabled until completion of renovations on the 5th and Penthouse floors.

8. **ADJOURNMENT:** The meeting was adjourned at 10:45 AM until 9:15 AM, May 22, 2008.

Action List **April 10, 2008**

Item #	Item	Action Required
10	Emergency Contact File	Ongoing
110	By Laws & rules update	Ongoing
220	Cleaning of electrical room	Spring 08
229	Garage Door Mesh	In progress
234	Key Control Program	Summer 2008
235	Drain Maintenance	In progress/ongoing
236	Parking Lot drains – Luna	Ongoing
237	Dryer Vents	Spring 2008
238	Floor Monitors	Ongoing
239	Window washing	May/October 2008
240	Front door openers	TBA
241	Repairs to front sign	TBA
242	Luna Mgt. garage signs	June 2008
243	Fire Extinguisher Social Rm	May 2008
244	Garbage Room Security	TBA re Owners input
245	Loading Zone sign change	June 2008

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MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN VR 2160, GOVERNOR POINT, HELD IN THE SOCIAL ROOM, 2189 WEST 42ND AVENUE, VANCOUVER, B.C.

DATE: February 28, 2008

TIME: 9:15 AM

COUNCIL IN ATTENDANCE: Nancy Kirk, Maynard Atkinson, Gerry Pugh, Walt Lyman, Shirley van der Hoop, Paul Lau.

PROPERTY MANAGER: Bob Howlett, Richview Management Ltd.

1. **CALL TO ORDER:** The meeting was called to order by the President, Nancy Kirk at 9:15 AM.
2. **MINUTES OF THE PREVIOUS MEETING:** It was moved and seconded (Lau/Pugh) that the minutes of January 24, 2008 be adopted as circulated. Motion carried.
3. **CORRESPONDENCE** – None
4. **FINANCIAL REPORT** - Mr. Atkinson reviewed the operating statement to January 31, 2008 noting income year to date was $17,878.00 and expenses $9,142.54. Total liabilities & equity at January 31, 2008 was $103,801.90. It was moved and seconded (Atkinson/Pugh) to receive the January 31, 2008 statement as presented. Motion carried.
5. **COMMITTEE REPORTS-**

   HOUSE – Mr. Pugh advised that the security mesh for the upper portion of the garage door would be completed at a cost of $400.00 and that the

invoice for the earlier work to the lower portion had been reduced to $600.00 thereby allowing the work to be completed at the budgeted amount. Recycling brochures were provided to council for information. Mr. Pugh noted that there had been vagrants using stairwells in the public parking garage and that they had been evacuated and that the locks to the areas had been changed. Mr. Pugh noted that the caretaker had cleaned the area. Lower drains will continue to be monitored and cleaned as required. A location map for all mechanical rooms and a lock consolidation will be completed.

EXPEDITING – List attached.

SECURITY – Mr. Lau advised that he would be investigating possible upgrades to the security of the garbage room. It was also noted that residents should not leave items for charity pick up out side the building as this practice attracts vagrants. Please make arrangements with the pick up service to call you on the intercom. Mr. Lau also advised that he would be investigating the costs of changing to electronic key access in order to better control the distribution of keys.

LANDSCAPING – Ms. Kirk advised that Waterloo Landscaping had commenced the 2008 program and that a spring cleanup was the first item to be completed in the New Year.

RULES AND REGULATIONS – Mr. Lyman advised that Mr. van der Hoop is reviewing the VR 2160 bylaws together with the Standard Bylaws in the Strata Property Act in order to suggest possible amendments to ensure the bylaws and rules were up to date.

6. **FINANCIAL REPORT** – Mr. Atkinson reviewed the operating statement to December 31, 2007 noting income year to date was $196,535 and expenses $191,659.40. Total liabilities & equity at December 31, 2007 was $99,323.20. It was moved and seconded (Atkinson/Pugh) to receive the December, 2007 statement as presented. Motion carried.

7. **OTHER BUSINESS** – A spring garden party will be planned for March 22 and residents will be advised by Council.

8. **ADJOURNMENT:** The meeting was adjourned at 10:45 AM until 9:15 AM, March 27, 2008.

Action List **February 28, 2008**

Item #	Item	Action Required
10	Emergency Contact File	Ongoing
110	By Laws & rules update	Ongoing
213	Locker use update	on going
220	Cleaning of electrical room	Spring 08
227	Passenger Zone 42nd Ave	City of Vancouver – in progress
229	Garage Door Mesh	In progress
234	Key Control Program	Spring 2008
235	Drain Maintenance	In progress/ongoing
236	Parking Lot drains – Luna	Ongoing
237	Dryer Vents	Spring 2008
238	Floor Monitors	Ongoing
239	Return Mail Container	Spring 2008

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MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN VR 2160, GOVERNOR POINT, HELD IN THE SOCIAL ROOM, 2189 WEST 42ND AVENUE, VANCOUVER, B.C.

DATE: January 24, 2008

TIME: 9:15 AM

COUNCIL IN ATTENDANCE: Nancy Kirk, Maynard Atkinson, Joan Walker, Gerry Pugh, Walt Lyman, Shirley Vander Hoop, Paul Lau.

PROPERTY MANAGER: Bob Howlett, Richview Management Ltd.

1. **CALL TO ORDER:** The meeting was called to order by the Manager at 9:15 AM.

    a. **Election of Council Executive** – The following were elected by acclamation: President – Nancy Kirk, Vice President – Joan Walker, Treasurer – Maynard Atkinson.

2. **MINUTES OF THE PREVIOUS MEETING:** It was moved and seconded (Walker/Pugh) that the minutes of November 22, 2007 be adopted as circulated. Motion carried.

3. **CORRESPONDENCE** – None

4. **COMMITTEE REPORTS:**

    HOUSE – Mr. Pugh was appointed chair of the House Committee. Mr. Pugh noted that servicing of the parkade drains was ongoing and that they would continue to be serviced on a rotational basis. Security mesh had been installed on garage stairwell exit doors. The work was

completed by the Kerrisdale Parking Garage Corporation. Repairs to a window seal in the recreation room were required. Mr. Pugh will install signs on fire doors

EXPEDITING – List attached.

SECURITY – Mr. Lau was appointed chair of the Security Committee. Mr. Lau advised that the operators of the Legion Building will be approached concerning security issues particularly those involving vagrants using stairwells. The front door closing mechanism had been serviced and will be serviced semi annually. A survey to establish a key control program will be developed by the committee

LANDSCAPING – Ms. Kirk will handle the landscape committee and will be contacting Waterloo Landscaping concerning the 2008 program.

RULES AND REGULATIONS – Mr. Lyman will chair the committee. Mrs. Vander Hoop will be responsible for monitoring the recycling system.

5. **FINANCIAL REPORT** – Mr. Atkinson reviewed the operating statement to December 31, 2007 noting income year to date was $196,535 and expenses $191,659.40. Total liabilities & equity at December 31, 2007 was $99,323.20. It was moved and seconded (Atkinson/Pugh) to receive the December, 2007 statement as presented. Motion carried.

6. **OTHER BUSINESS –**

   a. Fire Extinguisher – The Social room extinguisher is to be replaced.

   b. Towing Service – The manager will investigate setup of towing services for vehicles violating the no parking regulations on recycling days.

   c. The manager will investigate repairs to the building sign on 42nd Avenue.

   d. By Laws – Mr. Vander Hoop has volunteered to review the bylaws and recommend updates for consideration.

   e. Dining Table – The president noted that Mr. and Mrs. Schwenk had donated a dining table and art work for use in the Social Room. The Council expressed thanks on behalf of the Council and owners.

7. **ADJOURNMENT:** The meeting was adjourned at 10:30 AM until 9:15 AM, February 27, 2008.

Minutes prepared by:

Richview Management Ltd.

Action List **January 24, 2008**

Item #	Item	Action Required
10	Emergency Contact File	Ongoing
110	By Laws & rules update	Ongoing
213	Locker use update	on going
220	Cleaning of electrical room	Spring 08
226	Security Domes – Lobbies	In progress
227	Passenger Zone 42nd Ave	City of Vancouver – in progress
229	Garage Door Mesh	In progress
234	Key Control Program	Spring 2008
235	Drain Maintenance	In progress/ongoing
236	Parking Lot drains – Luna	Ongoing
237	Dryer Vents	Spring 2008

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Strata Plan VR 2160 – Governor Point
Operating Budget 2007

December 27, 2007.

Dear Owners,

At the Annual General Meeting of the Owners held on December 11, 2006, an Operating Budget in the amount of $224,620.00 was passed by the ownership.

A copy of the budget and minutes of the meeting are included with this memo.

This budget reflects a 10% increase in the Monthly Strata Fee.

If you are already using the preauthorized payment plan, you do not have to take any action with respect to your payments as the preauthorized payment will be adjusted automatically.

If you elect to make your payments by post dated cheque, please forward your cheques made payable to: Richview Management Ltd. in trust for Strata Plan VR 2160, to the management office at 120-5640 Hollybridge Way, Richmond, B.C. V7C 4N3.

If you are not already taking advantage of the automatic withdrawal plan and wish to do so, please complete the enclosed preauthorization form and return it with a void cheque to the management office.
Please note that the bylaws of Governor Point require that payments **must** be made by post dated cheques or automatic withdrawal.

Thank you.

Bob Howlett,
Property Manager.

Richview MANAGEMENT LTD

120 - 5640 Hollybridge Way, Richmond, B.C., V7C 4N3 Phone (604) 276-8888 Fax (604) 214-0712

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN VR 2160, GOVERNOR POINT, HELD IN THE SOCIAL ROOM, 2189 WEST 42ND AVENUE, VANCOUVER, B.C.

DATE: December 11, 2007

TIME: 7:00 PM

1. **CALL TO ORDER:** The meeting was called to order by the Strata Council President, Ms. Kirk, at 7:05 PM.

2. **CALLING OF THE ROLL AND CERTIFYING OF PROXIES:** Subsequent to the calling of the roll and certifying of proxies, the Manager advised that there were 29 votes represented in person or by proxy; that a quorum of 33% of eligible voters had been met and that the meeting was competent to proceed with the business at hand.

3. **FILING OF PROOF OF NOTICE OF MEETING:** The manager noted for the record that Notice of Meeting had been given to al Owners in accordance with the requirements set out in the Strata Property Act of B.C..

4. **MINUTES OF THE PREVIOUS GENERAL MEETING(S)** – It was moved and seconded (Atkinson/Dobbin) to approve the minutes of the 2006 AGM, December 5, 2006 Motion carried.

5. **BUSINESS ARISING FROM THE PREVIOUS MINUTES** - None

6. **STRATA COUNCIL REPORT:** The President welcomed the Owners to the Annual General Meeting and reported on the activities of the Corporation during the previous twelve months. The owners were advised that the Council had met 10 times during the year with the focus being the installation of the new enterphone system. After encountering some problems with the original building wiring, Van Delta Communications were able to modify and stabilize the system. The security committee was very active and had explores various security upgrades. The front door system was serviced and upgraded and security mesh had been installed in the garage door. Garage fans, make up air system and sanitary sewer drains have all been serviced and the garage power washed. The common room, lobby and garage entrance have been painted and the entrance soffit stucco has been sealed and resurfaced. Windows were washed in the fall and dryer vents will be cleaned in 2008.

7. **OPERATING BUDGET 2008** – Mr. Atkinson, Strata Council Treasurer, reviewed the proposed operating budget noting that the new budget called for a ten percent increase in fees

to be used primarily as reserve funding to meet long term expenditures with a view to minimizing special levies. In addition, Mr. Atkinson reviewed the financial report for 2006 and it was moved and seconded (Atkinson/Underhill) to approve the statement to December 31, 2006. Motion carried.

It was moved and seconded (Atkinson/Walker) to approve the operating budget for 2008 in the amount $224,620. Motion carried.

8. **ELECTION OF THE 2008 STRATA COUNCIL** – The following owners were elected by acclamation to the 2007 Strata Council:

   Maynard Atkinson, Nancy Kirk, Paul Lau, Gerry Pugh, Walt Lyman, Shirley Vander Hoop and Joan Walker.

   It was moved and seconded to give a vote of thanks to the retiring Council and in particular, Enid Underhill for their efforts on behalf of the strata corporation in 2007.

9. **OTHER BUSINESS**

   a. Insurance Confirmation – It was noted for the record that the Certificate of Insurance had been circulated to the Owners with Notice of Meeting and that the Corporation was insured as per the requirements of the Strata Property Act of BC.

   b. Key Control – The Strata Council was directed to investigate a lock change and/or a proximity reader system to improve building security.

10. **ADJOURNMENT:** The meeting was adjourned at 8:05 PM.

Minutes prepared by:

Richview Management Ltd.
120-5640 Hollybridge Way, Richmond, B.C. V7C 4N3.
Telephone: 604.276.8888 Fax: 604.24.0712 email: richview@telus.net

VR 2160 Governor Point
Operating Budget 2008

Income	
Revenue	
Maintenance Shares	209320.00
Reserve Transfer	10000.00
Fireplace Gas Recovery	5000.00
Storage Rental	300.00
Total Income	224620.00
Expense	
Utilities	
House Electricity	11500.00
Heating Fuel Gas	24285.00
Fireplace Gas	5000.00
City Water/Sewer	15000.00
Total Utilities	55785.00
Contracts	
Elevator	12000.00
Enterphone Lease	5015.00
Garbage	3600.00
Recycling	
Security	600.00
Cleaning	9900.00
Total Contracts	31115.00
Administrative	
Insurance	19953.00
Management	15744.00
Bank Charges	450.00
Strata Expenses	1200.00
Expenses GST/Audit	1500.00
Total Administrative	38847.00
Building	
General Repairs	22000.00
Equipment/Supplies	5000.00
Locks, Keys, Glass	2000.00
Plumbing/Electrical	2000.00
Fire Alarm Service	2500.00
Window Cleaning	2200.00
Capital Reserve Projects	10000.00
Total Building	45700.00
Grounds	
Grass/Planters	7000.00
Parkade/Walkways	
Total Grounds	7000.00
Reserves	
Contingency Contribution	46173.00
Total Reserves	46173.00
Total Expense	224620.00
Surplus/Deficit	0.10

STRATA PLAN VR 2160
GOVERNOR POINT

2008 MONTHLY STRATA FEES

SUITE #	S.L.	UNIT ENT.	UNIT ENT %	BASIC MONTHLY PAYMENT	F/P GAS	TOTAL MONTHLY PAYMENT
201	4	118	0.02026	353	0	**353**
202	5	115	0.01974	344	0	**344**
203	1	117	0.02009	350	0	**350**
204	2	82	0.01408	246	0	**246**
205	3	68	0.01167	204	0	**204**
301	9	118	0.02026	353	0	**353**
302	10	115	0.01974	344	0	**344**
303	6	117	0.02009	350	0	**350**
304	7	82	0.01408	246	0	**246**
305	8	68	0.01167	204	0	**204**
401	14	118	0.02026	353	0	**353**
402	15	115	0.01974	344	0	**344**
403	11	117	0.02009	350	0	**350**
404	12	82	0.01408	246	0	**246**
405	13	68	0.01167	204	0	**204**
501	18	118	0.02026	353	0	**353**
502	19	115	0.01974	344	0	**344**
503	16	116	0.01991	347	0	**347**
504	17	142	0.02438	425	0	**425**
601	22	118	0.02026	353	0	**353**
602	23	115	0.01974	344	0	**344**
603	20	116	0.01991	347	0	**347**
604	21	142	0.02438	425	0	**425**
701	26	120	0.02060	359	16	**375**
702	27	117	0.02009	350	16	**366**
703	24	118	0.02026	353	16	**369**
704	25	143	0.02455	428	16	**444**
801	30	120	0.02060	359	16	**375**
802	31	117	0.02009	350	16	**366**
803	28	118	0.02026	353	16	**369**
804	29	143	0.02455	428	16	**444**
901	34	120	0.02060	359	16	**375**
902	35	117	0.02009	350	16	**366**
903	32	118	0.02026	353	16	**369**
904	33	143	0.02455	428	16	**444**
1001	38	120	0.02060	359	16	**375**
1002	39	117	0.02009	350	16	**366**
1003	36	118	0.02026	353	16	**369**
1004	37	143	0.02455	428	16	**444**
1101	42	120	0.02060	359	16	**375**
1102	43	117	0.02009	350	16	**366**
1103	40	118	0.02026	353	16	**369**
1104	41	143	0.02455	428	16	**444**
1201	46	124	0.02129	371	16	**387**
1202	47	122	0.02094	365	16	**381**
1203	44	123	0.02112	368	16	**384**
1204	45	148	0.02541	443	16	**459**
PH1	48	167	0.02867	500	16	**516**
PH2	49	169	0.02901	506	16	**522**

STRATA PLAN VR 2160 GOVERNOR POINT

Take notice that the Annual General Meeting of the Owners, Strata Plan VR 2160 will be held on:

DATE: Tuesday, December 11, 2007.

TIME: 7:00 PM.

PLACE: Social Room, Lobby Level
2189 West 42nd Ave.
Vancouver, B.C.

An agenda for the meeting along with explanatory notes concerning the business of the meeting are enclosed herewith.

1. PURPOSE: The purpose of the meeting is for the Owners to approve the 2008 Operating Budget, receive an operations report from Council, and to elect the Strata Council for the forthcoming year.

2. QUORUM: In order to conduct business at the general meeting, at least one-third of the persons entitled to vote must be present in person or by proxy.

3. ELIGIBILITY: Except in cases where, by or under the Strata Property Act a unanimous resolution is required, no owner is entitled to vote at any general meeting unless all the contributions payable in respect of his or her strata lot have been duly paid.

4. PROXY: An instrument appointing a proxy shall be in writing under the hand of the appointer or his attorney and may be either general or for a particular meeting. A proxy need not be an owner. A proxy form is enclosed.

ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN VR 2160, GOVERNOR POINT, TO BE HELD ON TUESDAY, DECEMBER 11, 2007.

AGENDA

1. CALL TO ORDER

2. CALLING OF THE ROLL AND CERTIFYING OF PROXIES.

3. FILING OF PROOF OF NOTICE OF MEETING.

4. MINUTES OF THE PREVIOUS GENERAL MEETING(S) - ATTACHED

5. BUSINESS ARISING FROM THE PREVIOUS MINUTES

6. STRATA COUNCIL - PRESIDENT'S REPORT – MS. NANCY KIRK

7. FINANCIAL

   7.1 Operating Budget – 2008 - attached
   7.2 Strata Fee Schedule 2008 – attached

8. ELECTION OF THE 2008 STRATA COUNCIL

9. OTHER BUSINESS

   9.1 INSURANCE CONFIRMATION – attached for information

10. ADJOURNMENT.

VR 2160 Governor Point
Operating Budget 2008

	2007 Budget	Actual to Nov 30 07	Projected to Dec 31 07	2008 Proposed	
Income					
Revenue					
Maintenance Shares	**190291**	180025	190291	209320	10%
Reserve Transfer	**20000**		10000	10000	
Fireplace Gas Recovery	**4680**	4290	4680	5000	
Storage Rental	**300**	250	300	300	
Total Income	**215271**	**184565**	**205271**	**224620**	
Expense					
Utilities					
House Electricity	**14400**	9276	10376	11500	
Heating Fuel Gas	**22800**	20407	22262	24285	
Fireplace Gas	**4680**	4290	4680	5000	
City Water/Sewer	**9600**	12751	12751	15000	
Total Utilities	**51480**	46724	50069	55785	
Contracts					
Elevator	**11022**	10860	12024	12000	
Enterphone Lease		4310	5144	5015	
Garbage	**5940**	2503	3000	3600	
Recycling	**900**				
Security	**1980**	494	600	600	
Cleaning	**9900**	8713	9900	9900	
Total Contracts	**29742**	26880	30668	31115	
Administrative					
Insurance	**19953**	18137	18137	19953	
Management	**15744**	13744	15744	15744	
Bank Charges		367	400	450	
Strata Expenses	**1100**	1020	1200	1200	
Expenses GST/Audit	**6000**			1500	
Total Administrative	**42797**	33268	35481	38847	
Building					
General Repairs	**18000**	20599	17000	22000	
Equipment/Supplies	**1200**	6629	7000	5000	
Locks, Keys, Glass	**1200**	1906	2000	2000	
Plumbing/Electrical	**0**	1645	2000	2000	
Fire Alarm Service	**1000**	3986	3986	2500	
Window Cleaning	**2100**	2150	2150	2200	
Capital Reserve Projects	**20000**	10000	10000	10000	
Total Building	**43500**	46915	44136	45700	
Grounds					
Grass/Planters	**9000**	5490	6000	7000	
Parkade/Walkways	**600**				
Total Grounds	**9600**	5490	6000	7000	
Reserves					
Contingency Contribution	**38152**	5000	38152	36173	
Total Reserves	**38152**	5000	38152	46173	
Total Expense	**215271**	**164277**	**204506**	**224620**	
Surplus/Deficit	**0**	**20288**	**765**	**0**	

STRATA PLAN VR 2160
GOVERNOR POINT

2008 MONTHLY STRATA FEES

SUITE #	S.L.	UNIT ENT.	UNIT ENT %	BASIC MONTHLY PAYMENT	F/P GAS	TOTAL MONTHLY PAYMENT
201	4	118	0.02026	353	0	**353**
202	5	115	0.01974	344	0	**344**
203	1	117	0.02009	350	0	**350**
204	2	82	0.01408	246	0	**246**
205	3	68	0.01167	204	0	**204**
301	9	118	0.02026	353	0	**353**
302	10	115	0.01974	344	0	**344**
303	6	117	0.02009	350	0	**350**
304	7	82	0.01408	246	0	**246**
305	8	68	0.01167	204	0	**204**
401	14	118	0.02026	353	0	**353**
402	15	115	0.01974	344	0	**344**
403	11	117	0.02009	350	0	**350**
404	12	82	0.01408	246	0	**246**
405	13	68	0.01167	204	0	**204**
501	18	118	0.02026	353	0	**353**
502	19	115	0.01974	344	0	**344**
503	16	116	0.01991	347	0	**347**
504	17	142	0.02438	425	0	**425**
601	22	118	0.02026	353	0	**353**
602	23	115	0.01974	344	0	**344**
603	20	116	0.01991	347	0	**347**
604	21	142	0.02438	425	0	**425**
701	26	120	0.02060	359	16	**375**
702	27	117	0.02009	350	16	**366**
703	24	118	0.02026	353	16	**369**
704	25	143	0.02455	428	16	**444**
801	30	120	0.02060	359	16	**375**
802	31	117	0.02009	350	16	**366**
803	28	118	0.02026	353	16	**369**
804	29	143	0.02455	428	16	**444**
901	34	120	0.02060	359	16	**375**
902	35	117	0.02009	350	16	**366**
903	32	118	0.02026	353	16	**369**
904	33	143	0.02455	428	16	**444**
1001	38	120	0.02060	359	16	**375**
1002	39	117	0.02009	350	16	**366**
1003	36	118	0.02026	353	16	**369**
1004	37	143	0.02455	428	16	**444**
1101	42	120	0.02060	359	16	**375**
1102	43	117	0.02009	350	16	**366**
1103	40	118	0.02026	353	16	**369**
1104	41	143	0.02455	428	16	**444**
1201	46	124	0.02129	371	16	**387**
1202	47	122	0.02094	365	16	**381**
1203	44	123	0.02112	368	16	**384**
1204	45	148	0.02541	443	16	**459**
PH1	48	167	0.02867	500	16	**516**
PH2	49	169	0.02901	506	16	**522**

Richview MANAGEMENT LTD

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MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN VR 2160, GOVERNOR POINT, HELD IN THE SOCIAL ROOM, 2189 WEST 42ND AVENUE, VANCOUVER, B.C.

DATE: December 5, 2006

TIME: 7:00 PM

1. **CALL TO ORDER:** The meeting was called to order by the Strata Council President, Ms. Kirk, at 7:05 PM.

2. **CALLING OF THE ROLL AND CERTIFYING OF PROXIES:** Subsequent to the calling of the roll and certifying of proxies, the Manager advised that there were 25 votes represented in person or by proxy; that a quorum of 33% of eligible voters had been met and that the meeting was competent to proceed with the business at hand.

3. **FILING OF PROOF OF NOTICE OF MEETING:** The manager noted for the record that Notice of Meeting had been given to al Owners in accordance with the requirements set out in the Strata Property Act of B.C..

4. **MINUTES OF THE PREVIOUS GENERAL MEETING(S)** – It was moved and seconded (Atkinson/Dobbin) to approve the minutes of the 2005 AGM, December 6, 2005 and the Special General Meeting, April 27, 2006 as circulated. Motion carried.

5. **BUSINESS ARISING FROM THE PREVIOUS MINUTES** - None

6. **STRATA COUNCIL REPORT:** The President welcomed the Owners to the Annual General Meeting and reported on the activities of the Corporation during the previous twelve months. The owners were advised that the Council had met 10 times during the year with the focus being building improvements and security together with the day to day concerns of the corporation. A Security committee will be established headed by Mr. Paul Lau to investigate possible improvements to building security. Ms. Kirk passed on thanks to the Councillors and committee chairs for their efforts on behalf of the owners. Retiring councilors, Mary Austin and Thelma Friedman were thanked for their years of service to the Corporation.

7. **OPERATING BUDGET 2007** – Mr. Atkinson, Strata Council Treasurer, reviewed the proposed operating budget noting that the new budget called for a ten percent increase in fees to be used primarily as reserve funding to meet long term expenditures with a view to minimizing special levies. In addition, Mr. Atkinson reviewed the financial report for 2005 and it was moved and seconded (Atkinson/Underhill) to approve the statement to December

31, 2005. Motion carried.

It was moved and seconded (Atkinson/Friedman) to approve the operating budget for 2007 in the amount $215, 271.00. During discussion, it was moved (Zack/Vanderhoop) to amend the proposed fee increase from 10% to 15%. After a brief discussion, it was agreed that the ten percent increase for 2007 would be adequate and that further increases would be reviewed at year end for possible implementation in 2008. The motion was withdrawn. Question was called on the original motion. Motion carried.

8. **ELECTION OF THE 2007 STRATA COUNCIL** – The following owners were elected by acclamation to the 2007 Strata Council:

   Maynard Atkinson, Cathy Dalton, Nancy Kirk, Paul Lau, Gerry Pugh, Enid Underhill and Joan Walker.

9. **OTHER BUSINESS**

   a. Insurance Confirmation – It was noted for the record that the Certificate of Insurance had been circulated to the Owners with Notice of Meeting and that the Corporation was insured as per the requirements of the Strata Property Act of BC.

10. **ADJOURNMENT:** The meeting was adjourned at 8:35 PM.

Minutes prepared by:

Richview Management Ltd.
120-5640 Hollybridge Way, Richmond, B.C. V7C 4N3.
Telephone: 604.276.8888 Fax: 604.24.0712 email: richview@telus.net

COASTAL INSURANCE SERVICES LTD.

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

Policy No. CVR 2160 | **DECLARATIONS** | **Replacing Policy No. - n/a**

Name of Insured:	The Owners of Strata Plan VR 2160 Governor's Point
Location Address.	2189 West 42 Avenue, Vancouver, BC, V6M 2B7
Additional Named Insured:	Richview Property Management Service Ltd, 120 - 5640 Hollybridge Way, Richmond, BC V7C 4N3
Policy Period:	06/20/07 to 06/20/08 (mm/dd/yy) 12:01 a.m. Standard Time
Loss Payable to:	The Insured or Order in Accordance with the Strata Property Act of British Columbia
Insurers	As Per List of Participating Insurers Attached.

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

INSURING AGREEMENTS		Deductibles ($)	Limits ($)
PROPERTY COVERAGES – STR09/06R			
All Property, All Risks. Stated Amount Co-Insurance, Bylaws, Replacement Cost		1,000	15,422,200
Water Damage		2,500	Included
Backup of Sewers, Sumps, Septic Tanks or Drains		2,500	Included
Earthquake Damage		10%	Included
Flood Damage		10,000	Included
Key & Lock		250	10,000
BLANKET EXTERIOR GLASS INSURANCE Aviva Insurance Company of Canada - Form 820000 (11/98)	Residential	100	Blanket
	Commercial	250	
COMMERCIAL GENERAL LIABILITY - Form 000102(Rev.11/98)			
Coverage A - Bodily Injury & Property Damage Liability	Per Occurrence	500	5,000,000
Products & Completed Operations	Aggregate	500	5,000,000
Coverage B - Personal Injury Liability	Per Occurrence	500	5,000,000
Coverage C - Medical Payments	Any One Person		2,500
	Per Occurrence		25,000
Coverage D - Tenants Legal Liability		500	500,000
Non-Owned Automobile - SPF #6 - Form 335002	Per Occurrence		5,000,000
Contractual Liability - SEF #96	Per Occurrence	500	50,000
Excluding Long Term Leased Vehicle - S.E.F. No. 99	Per Occurrence		5,000,000
Limited Pollution Liability Coverage	Aggregate		1,000,000
Employee Benefit Liability - Form 000200	Aggregate	1,000	1,000,000
Advertising Liability - Form 000117	Per Occurrence		500,000
DIRECTORS & OFFICERS LIABILITY - Form G/A2(04/01) Claims Made Form		500 Retention	2,000,000
POLLUTION & REMEDIATION LEGAL LIABILITY - Form XLICL-PARL5CP(05/04) Claims Made Form - Limit of Liability - Each Loss, Remediation Expense or Legal Defense Expense		10,000 Retention	1,000,000
VOLUNTEER ACCIDENT INSURANCE PLAN			Not Insured
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION Form 500000 (Rev.01/2000)			
I Employee Dishonesty – Form A			10,000
II Loss Inside the Premises			5,000
III Loss Outside the Premises			5,000
IV Money Orders and Counterfeit Paper Currency			5,000
V Depositors Forgery			5,000
EQUIPMENT BREAKDOWN			
I Physical Damage, Direct Damage, Standard Comprehensive Plus, Replacement Cost – Form C780016(02/06)		1,000	15,422,200
II Consequential Damage, 90% Co-Insurance – Form C780032 (02/06)		1,000	10,000
III Extra Expense – Form C780033 (02/06)		24 Hour Waiting Period	100,000
IV Ordinary Payroll – 90 Days – Form C780034 (02/06)		24 Hour Waiting Period	100,000

ALL COVERAGES SUBJECT TO POLICY DEFINITIONS
This Policy contains a clause(s), which may limit the amount payable.
This policy shall not be valid or binding unless countersigned by a duly Authorized Representative of the Insurer.

Authorized Representative
Coastal Insurance Services Ltd.

June 20, 2007 - EA/OE/AW

Richview MANAGEMENT LTD

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MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN VR 2160, GOVERNOR POINT, HELD IN THE SOCIAL ROOM, 2189 WEST 42ND AVENUE, VANCOUVER, B.C.

DATE: July 26, 2007

TIME: 9:15 AM

COUNCIL IN ATTENDANCE: Maynard Atkinson, Joan Walker, Gerry Pugh, Cathy Dalton.

PROPERTY MANAGER: Bob Howlett, Richview Management Ltd.

1. **CALL TO ORDER:** The meeting was called to order by the Vice President, Cathy Dalton, at 9:15 AM. It was noted that this meeting was the second meeting held in July and was convened to consider any matters before Council prior to the summer break.

2. **MINUTES OF THE PREVIOUS MEETING:** It was moved and seconded (Walker/Dalton) that the minutes of July 6, 2007 be adopted as circulated. Motion carried.

3. **BUSINESS ARISING FROM THE PREVIOUS MINUTES:**

    a. Street Parking 42nd – This item is brought forward and will be revisited on settlement of the current labour dispute at the City of Vancouver.

    b. Parking Survey – Completed.

    c. Floor Cupboards – The Manager advised that all cupboards had been checked and that a usage list will be developed and posted in the second floor cupboard.

4. **CORRESPONDENCE – None received.**

5. **COMMITTEE REPORTS:**

HOUSE – Mr. Pugh noted that the front door had not presented any recent operational problems. A new fan unit for the hallway ventilation system has been ordered and will be installed on delivery of the parts. VanDelta, the enterphone contractor will be contacted as to the possibility of modifying the enterphone system for the hearing impaired.

A portable No Parking Sign to be used at the building entrance will be ordered for use during recycling pickup days.

The lock system for roof access will be reviewed and updated.

a. EXPEDITING – List attached.

6. **FINANCIAL REPORT** – Mr. Atkinson reviewed the operating statement to June 30, 2007 noting income year to date was $99,500.62 and expenses $98,978.34. Total liabilities & equity at June 30, 2007 was $105,671.20. It was moved and seconded (Atkinson/Pugh) to receive the June30, 2007 statement as presented. Motion carried.

7. **OTHER BUSINESS – None**

8. **ADJOURNMENT:** The meeting was adjourned at 10:00 AM until 9:15 AM, September 27, 2007.

Action List

July 26, 2007

Item #	Item	Action Required
10	Emergency Contact File	Ongoing
110	By Laws & rules update	Ongoing
123	Carpet repairs 1201	on hold
179/80	Top Floor balcony demossing	Summer 07
190	Soffit Overhang repair	completed
213	Locker use update	on going
220	Cleaning of electrical room	in progress (spring or summer 07)
222	704 Restoration	completed
223	Window Washing	July 07
224	Parking Survey	In progress
225	Power Wash Garage	July 07
226	Security Domes – Lobbies	In progress
227	Passenger Zone 42nd Ave	City of Vancouver – in progress
229	Garage Door Mesh	In progress

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MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN VR 2160, GOVERNOR POINT, HELD IN THE SOCIAL ROOM, 2189 WEST 42ND AVENUE, VANCOUVER, B.C.

DATE: July 6, 2007

TIME: 9:15 AM

COUNCIL IN ATTENDANCE: Nancy Kirk, Maynard Atkinson, Joan Walker, Gerry Pugh, Enid Underhill, Cathy Dalton.

PROPERTY MANAGER: Bob Howlett, Richview Management Ltd.

1. **CALL TO ORDER:** The meeting was called to order by the President, Nancy Kirk, at 9:15 AM.
2. **MINUTES OF THE PREVIOUS MEETING:** It was moved and seconded (Pugh/Underhill) that the minutes of May 24, 2007 be adopted as circulated. Motion carried.
3. **BUSINESS ARISING FROM THE PREVIOUS MINUTES:**
    a. Street Parking 42nd – The Manager advised that he had been provided with an alternate contact at the City of Vancouver concerning the conversion of a metered stall to a passenger zone. The Manager noted that this matter had been ongoing for an extended period of time and that, while the City advised that the request was under review that actual conversion may be unlikely. It was agreed to continue to bring the matter forward.

    b. Parking Survey – It was noted that this item was in progress and that following receipt of information, an update of the owners list would be made available.
4. **CORRESPONDENCE – None received.**
5. **COMMITTEE REPORTS:**
    a. RULES AND REGULATIONS – Residents are reminded that the recycling bins are not to be used for the disposal of large cardboard boxes. Cardboard boxes should be placed in the garbage room where the janitorial service will prepare them for disposal. The House committee will post signs to this effect.

It was noted that #802 had changed the hard surfaced floor in the suite to a different material and while the area included only that portion which is permissible to be covered with a hard surface, that no permission had been sought as per the requirements of the bylaws. This is noted for the record and to remind residents to check the bylaws and rules prior to making changes to their strata lot or the common property.

HOUSE – Mr. Pugh noted that the front door had not presented any recent operational problems. Council was advised that the wiring repair had been completed to the Enterphone System by Van Delta Communications Ltd. Mr. Pugh expressed thanks to the President, Nancy Kirk, for making herself available during the repair in order to provide access to all the suites. Her assistance provided an orderly completion of the work.

b. SECURITY – Mr. Lau was unable to attend but provided a brief report through the President. Residents are reminded that the servicing of gas fireplaces is the responsibility of the suite owner and that properly maintained fireplaces were important to the security of the building particularly with respect to reducing fire hazards. Residents are also reminded that fireplaces must not be left on while the suite is unoccupied.

c. GARDENING - No Report.

d. EXPEDITING – List attached.

6. **FINANCIAL REPORT** – Mr. Atkinson reviewed the operating statement to May 31, 2007 noting income year to date was $83,320.62 and expenses $63,429.05. Total liabilities & equity at May 31, 2007 was $103,185.96. It was moved and seconded (Atkinson/Pugh) to receive the May 31, 2007 statement as presented. Motion carried. Mr. Atkinson advised that the interest income from the contingency had been credit to the operating account incorrectly and that an adjustment of $505.12 back to the Contingency account was required.

7. **OTHER BUSINESS –**

a. Presidents Report – The President presented a written report outlining items of concern and highlighted a number of items for council information:

i. Floor cupboards – Council was advised that the floor cupboards had been identified as to content and use noting that the primary purpose of the cupboards was to house the electric meters for the units. The Manager confirmed that a list would be prepared and posted on the inside door of the second floor cupboard.

ii. Mechanical rooms – A location map of mechanical rooms will be prepared and posted in the second floor cupboard.

iii. Occupancy status – A listing of the occupancy status of each suite will be developed and posted in the kitchen cupboard of the Social room. The list will

include which suites are vacant, which residents require assistance in vacating the suite in emergency and other relevant information.

iv. Information Drop – An envelope for collection of information for vacant suites will be kept in the Social room. Non residents will be made aware of this service.

v. Dryer Vents – It was confirmed that the dryer vents will be cleaned by the Corporation on a two year rotation basis. The next cleaning will be in 2008.

vi. Hall Ventilation system – Council was advised that the hall air system was undergoing repairs and that it had been necessary to order a new fan unit. Worn out bearings had been the source of the gas smell reported by owners in June. It is expected that the parts would arrive and the job completed in late July.

vii. Roof Door Lock – It was agreed by Council that the roof door lock from the roof to the stairwell be removed to allow escape from the roof should the access door close accidentally. The lock from the stairwell to the roof will remain in place.

viii. Driveway Parking – It was agreed to obtain a portable no parking sign that could be placed at the entrance on recycling days.

ix. Drain Cleaning – It was agreed to have the basement drains cleaned to prevent back up to second and third floor suites.

x. Bylaw/dogs – Residents are reminded that dogs are not permitted in the building whether or not they are carried.

8. **ADJOURNMENT:** The meeting was adjourned at 11:00 AM until 9:15 AM, July 26, 2007.

Action List

July 6, 2007

Item #	Item	Action Required
10	Emergency Contact File	Ongoing
110	By Laws & rules update	Ongoing
123	Carpet repairs 1201	on hold
179/80	Top Floor balcony demossing	Summer 07
190	Soffit Overhang repair	In progress
213	Locker use update	on going
220	Cleaning of electrical room	in progress (spring or summer 07)
222	704 Restoration	completed
223	Window Washing	July 07
224	Parking Survey	In progress
225	Power Wash Garage	July 07
226	Security Domes – Lobbies	In progress
227	Passenger Zone 42nd Ave	City of Vancouver – in progress
228	Garage cleanup	Ongoing
229	Garage Door Mesh	In progress

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MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN VR 2160, GOVERNOR POINT, HELD IN THE SOCIAL ROOM, 2189 WEST 42ND AVENUE, VANCOUVER, B.C.

DATE: May 24, 2007

TIME: 9:15 AM

COUNCIL IN ATTENDANCE: Nancy Kirk, Maynard Atkinson, Joan Walker, Gerry Pugh, Paul Lau, Enid Underhill.

PROPERTY MANAGER: Bob Howlett, Richview Management Ltd.

1. **CALL TO ORDER:** The meeting was called to order by the President, Nancy Kirk, at 9:15 AM.

2. **MINUTES OF THE PREVIOUS MEETING:** It was moved and seconded (Pugh/Walker) that the minutes of April 26, 2007 be adopted as circulated. Motion carried.

3. **BUSINESS ARISING FROM THE PREVIOUS MINUTES:**

   a. Street Parking 42nd – The Manager advised that this item was ongoing and would continue to be brought forward.

   b. Chair cleaning/repair – The President noted that an owner had accepted responsibility for cleaning a chair in the social room following a tea spill but the cleaning had been delayed. It was agreed that the council would arrange the cleaning and bill the appropriate strata lot.

   c. Parking Survey – The Manager was directed to proceed with the parking survey to update the existing list.

4. **CORRESPONDENCE –** A letter from a new owner requesting permission to enclose a balcony was received. The owner had been advised by council that permission from the City prior to any approval from the Strata Corporation.

   A letter from Penthouse Two was received requesting permission to replace living room windows with the new windows having fewer mullions. (dividers) It was moved and seconded, to approve the request as presented noting that the exterior appearance of the

building would not be affected and that the suite owner will be responsible for all costs for installation, maintenance and damage resulting from the alteration. Motion carried.

5. **COMMITTEE REPORTS:**

   a. RULES AND REGULATIONS – No changes in rules & regulations. The committee will try to supply recycle brochures prepared by the city.

   b. HOUSE – Mr. Pugh noted that during a fire alarm triggered by a damaged smoke detector, that the response by owners to the alarm had been very poor. Development of the floor monitor system by Council is in progress.

      Owners are encouraged to provide duplicate keys to their suites. These keys will be used for emergencies or common service maintenance and will be kept in the corporation vault. Please supply your duplicate key to the House committee chair, Gerry Pugh - #401 or the Council President, Nancy Kirk - #704.

      Van Delta Communications will be on site on May 25 to make repairs to the Enterphone wiring.

      The east elevator fan motor requires service.

   c. SECURITY – Mr. Lau advised that a security dome and light had been ordered and would be installed. Residents are again reminded to wait until the garage gate and front door close before leaving the area.

   d. GARDENING - No Report.

   e. EXPEDITING – List attached.

6. **FINANCIAL REPORT** – Mr. Atkinson reviewed the operating statement to April 30, 2007 noting income year to date was $66400.62 and expenses $51894.33. Total liabilities & equity at April 30, 2007 was $103,046.23. It was moved and seconded (Atkinson/Pugh) to receive the April 30, 2007 statement as presented. Motion carried. Mr. Atkinson advised that there were a number of minor adjustments to be made to the statement which would be discussed with the accounting department.

7. **OTHER BUSINESS –**

   a. Action List – attached for information.

   b. Soffit repair – The Manager noted that the stucco repair on the east and south side soffit was scheduled to begin in June.

   c. Electrical room cleaning – To be scheduled for the summer.

8. **ADJOURNMENT:** The meeting was adjourned at 10:30 AM until 9:15 AM, June 28, 2007.

Action List **May 24, 2007**

Item #	Item	Action Required
10	Emergency Contact File	Ongoing
110	By Laws & rules update	Ongoing
123	Carpet repairs 1201	on hold
179/80	Top Floor balcony demossing	Spring 07
190	Soffit Overhang repair	June 07
213	Locker use update	on going
220	Cleaning of electrical room	in progress (spring or summer 07)
222	704 Restoration	Spring 07
223	Window Washing	May 07
224	Parking Survey	Spring 07
225	Power Wash Garage	May 07
226	Security Domes – Lobbies	In progress
227	Passenger Zone 42nd Ave	City of Vancouver – in progress
228	Garage cleanup	Ongoing
229	Garage Door Mesh	June 07



Richview MANAGEMENT LTD

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MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN VR 2160, GOVERNOR POINT, HELD IN THE SOCIAL ROOM, 2189 WEST 42ND AVENUE, VANCOUVER, B.C.

DATE: September 27, 2007

TIME: 9:15 AM

COUNCIL IN ATTENDANCE: Nancy Kirk, Maynard Atkinson, Joan Walker, Gerry Pugh, Cathy Dalton, Paul Lau, Enid Underhill

PROPERTY MANAGER: Bob Howlett, Richview Management Ltd.

1. **CALL TO ORDER:** The meeting was called to order by the President, Nancy Kirk, at 9:15 AM.
2. **MINUTES OF THE PREVIOUS MEETING:** It was moved and seconded (Walker/Pugh) that the minutes of July 26, 2007 be adopted as circulated. Motion carried.
3. **BUSINESS ARISING FROM THE PREVIOUS MINUTES:**
    a. Street Parking 42nd – This item is brought forward and will be revisited on settlement of the current labour dispute at the City of Vancouver.
    b. Key Vault – The President advised that she would be setting up a rotation schedule to replace batteries for the digital lock system on the key vault.
    c. Parking Sign – The Manager advised that the portable No Parking sign for use on recycling days had been delayed and would be delivered as soon as possible.

d. Garage Exhaust Fan – Council was advised that a new motor had been installed in one of the garage exhaust fans by Reid Bros.

e. Fire Tags – The Manager was asked to follow up on a number of inspection tags on fire hoses that were out of date.

f. Sanitary Sewer Drains – The Manager advised that A-1 Plumbing would be on site to correct slow drainage in some lower floor sink and bath drains and to generally service the sanitary sewer drains.

Residents are reminded that the use of "Ultra" detergents is not recommended as the detergents create flow problems in the drain system.

4. CORRESPONDENCE – None received.

5. COMMITTEE REPORTS:

HOUSE – Mr. Pugh advised that extra entry keys had been ordered by the Manager. It was noted for the record that residents purchasing additional keys would be charged $30.00 per key.

Mr. Pugh also advised that he had obtained an estimate for the installation of steel mesh on the garage door to improve garage security. Following review of the estimate, it was moved and seconded (Pugh/Lau) to proceed with the installation of the garage door mesh at a cost of $985.00. Motion carried.

In regards to the use of the Social Room, residents are reminded that the only permitted alcoholic beverages permitted in the room are wine and beer.

EXPEDITING – List attached.

SECURITY – Mr. Lau and Ms. Walker have surveyed a number of owners as to their interest in obtaining electronic openers for the front door. Van Delta Communications will be quoting on supply of the openers and the information will be available to the owners at the Annual General Meeting.

The Security committee is recommending that the Corporation consider the purchase and installation of security cameras and a recorder. The cameras would be installed to monitor the main door, the garage pedestrian entrance and the garage gate. The cost is estimated at

$5000.00. This item will be brought forward for consideration in the preparation of the 2008 Operating Budget.

LANDSCAPING – It was noted that disposal of cuttings continued to be a problem for the Landscape crew during the City labour dispute and that there would be a general cleanup after the dispute is settled.

The Landscaper will be winterizing the sprinkler system in October.

6. **FINANCIAL REPORT** – Mr. Atkinson reviewed the operating statement to August 31, 2007 noting income year to date was $131,465 and expenses $131,245.63. Total liabilities & equity at August 31, 2007 was $83,444.52. It was moved and seconded (Atkinson/Pugh) to receive the August, 2007 statement as presented. Motion carried.

7. **OTHER BUSINESS –**

   a. Window washing – It was agreed to fix dates for window washing in 2008. It was noted that this had not been possible in 2006 and 2007 due to exterior repairs taking scheduling priority.

8. **ADJOURNMENT:** The meeting was adjourned at 11:00 AM until 9:15 AM, October 25, 2007.

Action List **September 27, 2007**

Item #	Item	Action Required
10	Emergency Contact File	Ongoing
110	By Laws & rules update	Ongoing
123	Carpet repairs 1201	on hold
213	Locker use update	on going
220	Cleaning of electrical room	in progress (spring or summer 07)
226	Security Domes – Lobbies	In progress
227	Passenger Zone 42nd Ave	City of Vancouver – in progress
229	Garage Door Mesh	In progress
230	Portable No Parking Sign	October 07
231	Roof Lock	October 07
232	Enterphone Flasher	November
233	Garage Fan Motor	completed

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MINUTES OF THE STRATA COUNCIL MEETING, STRATA PLAN VR 2160, GOVERNOR POINT, HELD IN THE SOCIAL ROOM, 2189 WEST 42ND AVENUE, VANCOUVER, B.C.

DATE: April 26, 2007

TIME: 9:15 AM

COUNCIL IN ATTENDANCE: Nancy Kirk, Maynard Atkinson, Cathy Dalton, Joan Walker, Gerry Pugh, Paul Lau, Enid Underhill.

PROPERTY MANAGER: Bob Howlett, Richview Management Ltd.

1. **CALL TO ORDER:** The meeting was called to order by the President, Nancy Kirk, at 9:15 AM.
2. **MINUTES OF THE PREVIOUS MEETING:** It was moved and seconded (Pugh/Underhill) that the minutes of March 22, 2007 be adopted as circulated. Motion carried.
3. **BUSINESS ARISING FROM THE PREVIOUS MINUTES:**
    a. **Parking Garage – It was noted that the general condition of the garage was good with no items being stored in stalls.**
    b. **Street Parking 42nd – The Manager advised that this item was ongoing and would continue to be brought forward.**
4. **CORRESPONDENCE** – None received.
5. **COMMITTEE REPORTS:**
    a. RULES AND REGULATIONS – Residents are reminded that the building security is compromised when residents do not wait for the garage gate to close.
    b. HOUSE – Mr. Pugh advised that the front door was now closing properly but that the frame may require adjustment from time to time. The social room schedule book has been modified and will be the responsibility of Joan Walker.

c. SECURITY – Mr. Lau advised that he was obtaining quotes on security domes.

There had been a report of unexpected loud knocking on a suite door. Residents are reminded:

Do Not open your door to anyone with first checking the "peep hole".

Do Not let anyone into the building if you do not know them.

It was agreed to look into placing metal mesh on the garage door.

d. GARDENING - No Report.

e. EXPEDITING – List attached.

6. **FINANCIAL REPORT** – Mr. Atkinson reviewed the operating statement to March 31, 2007 noting income year to date was $49,150 and expenses $34,656. Total liabilities & equity at March 31, 2007 was $93,522.44. It was moved and seconded (Atkinson/Pugh) to adopt the March 2007 statement as presented. Motion carried.

7. **OTHER BUSINESS –**

a. Enterphone – Council expressed thanks to Nancy Kirk for her efforts in coordinating access during the Enterphone replacement.

b. Alteration request – A request was received from the owner of penthouse #2 to install new windows in the living room. The new units will be of the same design and colour as the existing windows and frames with the exception that there will be fewer mullions (dividers) between panes. It was moved and seconded (Walker/Pugh) to approve the alteration subject to final inspection by the Corporation and with all costs and responsibilities with respect to maintenance be the responsibility of the current and subsequent unit owner(s). Motion carried

c. Informal Owner's Meeting – It was agreed to hold an informal meeting of the owners on May 27, 2007 at 10:30 AM. Refreshments will be served.

d. Painting – Painting of the social room and lobby trim was completed in February. Additional painting will be done in the basement lobby as required.

8. **ADJOURNMENT:** The meeting was adjourned at 10:30 AM until 9:15 AM, May 24, 2007.

Minutes prepared by:

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BY-LAWS OF STRATA CORPORATION VR 2160

Division 1 - Duties of Owners, Occupants and Visitors

1 Payment of Strata Fees

1.01 An owner must pay strata fees on or before the first day of the month to which the strata fees relate.

1.02 Common expenses shall be allocated to all strata lots and borne by the owners in proportion to the unit entitlement of their strata lots.

1.03 The monthly maintenance payments shall be made to the Strata Corp. VR 2160.

2 Repair and Maintenance of Property

2.01 An owner must repair and maintain the owner's strata lot including windows, doors and enclosed balconies, except for repair and maintenance that is the responsibility of the Strata Corporation under these By-Laws.

2.02 An owner who has the use of limited property must repair and maintain it, except for repair and maintenance that is the responsibility of the Strata Corporation under these By-Laws.

3 Use of Property

3.01 No owner shall do anything or permit anything to be done that is contrary to any of the provisions of these By-Laws, the Strata Corporation Rules and Regulations, or any statute or city bylaw.

3.02 An owner, occupant or visitor must not use a strata lot, the common property or common asset in a way that

a) causes a nuisance or a hazard;
b) causes unreasonable noise;
c) unreasonably interferes with the rights of other persons to use and enjoy common property, common assets or another strata lot;
d) is illegal; or
e) is contrary to a purpose for which the strata lot or common property is intended as shown expressly or by necessary implication on or by the strata plan.

3.03 An owner, occupant or visitor must not cause damage, other than reasonable wear and tear, to the common property, common assets or those parts of the strata lots, which the Strata Corporation must repair and maintain.

3.04 An owner shall permit the Strata Corporation and its agents, at all reasonable times on notice, except in case of emergency, when no notice is required, to enter his strata lot for the purpose of inspecting the same and maintaining, repairing or renewing pipes, wires, cables and ducts capable of being used in connection with the enjoyment of any other strata lot or common property or other assets of the Strata Corporation, or for the purpose of ensuring that By-Laws are being observed.

3.05 An owner shall promptly carry out all work that may be ordered by the Strata Council or any competent public authority in respect of his strata lot other than work for the benefit of the building generally. In the event that the owner fails to carry out such work within a reasonable time, the Strata Council may carry out such work at the expense of that owner.

3.06 Residents shall not invite or keep any animals, reptiles or birds in or about the strata lots and the common property and shall not feed birds or animals from their strata lot and the common property. This provision does not apply to dogs that are required for medical reasons to assist an occupant.

3.07 An owner shall not sell his strata lot to persons that would occupy the lot with a family with a child or children under 19 years of age.

3.08 No signs, billboards or advertising material of any kind shall be placed on any strata lot or the common property, including the limited common property.

3.09 A resident shall have exclusive use of the parking space(s) designated to the strata lot by the Strata Council.

3.10 The number of strata lots that may be leased is limited to zero.

3.11 Strata lots shall be used exclusively as private dwelling homes for one family, which may include a live-in housekeeper or nurse.

3.12 A strata lot shall be occupied by not more than four (4) persons without the written consent of the Strata Council.

4 Inform Strata Corporation

4.01 An owner shall notify the Strata Corporation promptly of any change of ownership or of any mortgage or other dealing in connection with his strata lot.

5 Obtain Approval Before Altering Strata Lot

5.01 No structural alterations to the interior of any strata lot shall be made affecting the bearing or party walls, and the subdivision of strata lots shall not be permitted.

5.02 An owner must obtain the written approval of the Strata Corporation before making any alterations to his strata lot, including limited common property, which affect the exterior of the building.

5.03 The Strata Corporation shall not unreasonably withhold its approval under 5.02, but may require that the owner agree, in writing, to comply with all municipal requirements and to take responsibility for any expenses relating to the alteration.

5.04 Interior alterations to wiring, plumbing, piping and other services may be made by an owner provided that these alterations do not affect the other strata lots and comply with all applicable building codes and municipal requirements.

Division 2 - Powers and Duties of Strata Corporation

6 Budget and Assessments

6.01 Before each Annual General Meeting, the Strata Corporation shall prepare a budget, setting out its best estimate of the common expenses, including a reasonable provision for contingencies and replacements, for the next fiscal year.

6.02 At least 15 days before the Annual General Meeting the Strata Corporation shall deliver or mail to each owner, at the municipal address of his strata lot, a copy of the budget for the following year, together with a notice of the assessments for his or her share of the common expenses for that year.

6.03 The Strata Corporation shall have the authority to raise by special resolution of the owners, a special assessment or levy upon the owners in proportion to the unit entitlement for the individual strata lots.

6.04 The Strata Council may impose a fine of one hundred dollars ($100.00) for each and every breach of these By-Laws and a fine of fifty dollars ($50.00) for each and every breach of a rule or regulation.

6.05 If an activity or lack of activity that constitutes a contravention of a By-Law or rule continues for longer than 7 days, a fine may be imposed every 7 days.

6.06 The Strata Corporation shall:

a) control, manage and administer the common property, common facilities or other assets of the corporation for the benefit of all owners;
b) keep in a state of good and serviceable repair and properly maintain the fixtures and fittings, including the elevators and the social room, and other apparatus and equipment used in connection with the common property, common facilities, or other assets of the corporation;
c) maintain all common areas, both internal and external, including lawns, gardens, parking and storage areas;

d) maintain and repair, including renewal where necessary, pipes, wires, cables and ducts existing in the parcel and capable of being used in connection with the enjoyment of more than one strata lot or common property;
e) on the written request of an owner or mortgagee of a strata lot, produce to him or a person authorized by him in writing the insurance policies effected by the Corporation and the receipts for the last premiums;
f) maintain and repair the exterior of the building excluding windows, doors and balconies included in a strata lot;
g) collect and receive all contributions and assessments towards the common expenses and deposit same with a savings institution; and
h) pay all sums of money properly required to be paid for all services, supplies, maintenance and repairs pertaining to, or for the benefit of, the Strata Corporation.

6.07 The Strata Corporation may:

a) purchase, hire or otherwise acquire personal property for use by owners in connection with their enjoyment of common property;
b) borrow money required by it in the performance of its duties or the exercise of its powers;
c) secure the repayment of money borrowed by it, and the payment of interest, by negotiable instrument or mortgage of unpaid contributions, or mortgage of any property vested in it, or by combination of those means;
d) invest as it may determine in separate accounts money in the fund for administrative expenses, or in the contingency reserve fund;
e) make an agreement with an owner or occupier of a strata lot for the provision of amenities or services by it to the strata lot or to the owner or occupier;
f) make rules and regulations as it considers/necessary or advisable from time to time in relation to the enjoyment, safety, and cleanliness of the common property, common facilities or other assets of the Corporation and for the safety, health, comfort and well-being of the strata owners or occupants;
g) do all things necessary for the enforcement of the by-laws and the rules and regulations of the Strata Corporation and for the control, management and administration of the common property, common facilities or other assets of the Corporation;
h) join any organization serving the interest of Strata Corporation and assess the membership in the organization as part of the common expense.

6.08 If at any time it appears that the annual maintenance contributions towards the common expenses will be insufficient to meet the common expenses or such expenses may not have been included in the annual operating budget of the Corporation, the Strata Corporation may assess and collect a special contribution or contributions against each strata lot in proportion to the unit entitlement for the individual strata lots, following a 3/4 vote resolution of the owners.

Division 3 - Strata Council

7 Powers and Size

7.01 The powers and duties of the Strata Corporation shall, subject to any restriction imposed or direction given at a general meeting, be exercised by the Council of the Strata Corporation.

7.02 The Council shall be elected by and from the owners and shall consist of not less than 3 or more than 7 members.

7.03 The Council shall keep in one location or in the possession of one person, and shall make available to an owner, or a person authorized by him

a) a copy of the *Strata Property Act* and of changes in the By-Laws of the Strata Corporation;
b) a copy of special unanimous resolutions;
c) a copy of all the legal agreements to which the Strata Corporation is a party, including management contracts, insurance policies, insurance trustee agreements, deeds, agreements of sale, licences or assessments;
d) a register of members of Council;
e) a register of the strata lot owners, setting out the strata lot number, the name(s) of the owner(s), the unit entitlement, the parking stall(s) allocated, and the name and address of any mortgagee who has notified the Strata Corporation;
f) the annual budget for each year; and
g) minutes of all general and council meetings.

7.04 The Council shall

a) keep minutes of its proceedings;
b) cause minutes to be kept of all general meetings;
c) cause proper books of account to be kept of all sums of money received and spent by it and the matters in respect of which receipts and expenditures take place; and
d) prepare proper accounts relating to all the money of the Strata Corporation and the income and expenditure of it, for each annual general meeting.

7.05 All acts done in good faith by the Council are, notwithstanding it is later discovered that there was some defect in the appointment or continuance in office of a member of Council, as valid as if the member had been duly appointed or had duly continued in office.

7.06 A member of Council is not personally liable for an act done in good faith in carrying out his duties as a member of the Council.

8 Council Members Terms

8.01 The term of office of a council member ends at the end of the annual general meeting at which the new council is elected.

8.02 A person whose term as council member is ending is eligible for re-election.

9 Removing Council Member .

9.01 The Strata Corporation may, by a resolution passed by a 3/4 vote at an annual or special general meeting, remove one or more council members.

9.02 After removing a council member, the Strata Corporation must hold an election at the same annual or special general meeting to replace the council member for the remainder of the term.

10 Replacing Council Member

10.01 If a council member resigns or is unwilling or unable to act for a period of 2 or more months, the remaining members of the council may appoint a replacement council member for the remainder of the term.

10.02 A replacement council member may be appointed from any person eligible to sit on the Council.

10.03 The Council may appoint a council member under this section even if the absence of the member being replaced leaves the Council without a quorum.

10.04 If all the members of the Council resign or are unwilling or unable to act for a period of 2 or more months, persons holding at least 25 percent of the Strata Corporation's votes may hold a special general meeting to elect a new Council by complying with the provisions of the *Act*, the regulations and the by-laws respecting the calling and holding of meetings.

11 Officers

11.01 At the first meeting of the Council held after each annual general meeting of the Strata Corporation, the Council must elect, from among its members, a president, a vice president, a secretary and a treasurer.

11.02 A person may hold more than one office at a time, other than the offices of president and vice president.

11.03 The vice president has the powers and duties of the president

a) while the president is absent or is unwilling or unable to act, or
b) for the remainder of the president's term if the president ceases to hold office.

11.04 If an officer other than the president is unwilling or unable to act for a period of 2 or more months, the council members may appoint a replacement officer from among themselves for the remainder of the term.

11.05 The president of the Council shall have a casting vote in addition to his original vote.

11.06 In the absence of both the president and the vice president, the members shall from among themselves appoint a president for that meeting who shall have all the duties and powers of the president while so acting.

12 Calling Council Meetings

12.01 Any council member may call a council meeting by giving the other council members at least one week's notice of the meeting, specifying the reason for calling the meeting.

12.02 The notice does not have to be in writing.

12.03 A council meeting may be held on less than one week's notice if

a) all council members consent in advance of the meeting, or
b) the meeting is required to deal with an emergency situation, and all council members either
    i) consent in advance of the meeting, or
    ii) are unavailable to provide consent after asonable atterripts to contact them.

12.04 The Council must inform owners about a council meeting as soon as feasible after the meeting has been called.

13 Requisition of Council Hearing

13.01 By application in writing, stating the reason for the request, an owner may request a hearing at a council meeting.

13.02 If a hearing is requested under subsection 13.01, the Council must hold a meeting to hear the applicant within one month of the request.

13.03 If the purpose of the hearing is to seek a decision of the Council, the Council must give the applicant a written decision within one week of the hearing.

14 Quorum of Council

14.01 A quorum of the Council is

a) 3, if the Council consists of 5 or 6 members, and
b) 4, if the Council consists of 7 members.

14.02 Council members must be present in person at the council meeting to be counted in establishing quorum.

15 Council Meetings

15.01 At the option of the Council, council meetings may be held by electronic means, so long as all council members and other participants can communicate with each other.

15.02 If a council meeting is held by electronic means, council members are deemed to be present in person.

15.03 Owners may attend council meetings as observers.

15.04 Despite subsection 15.03, no observers may attend those portions of council meetings that deal with any of the following:

a) by-law contravention hearings under section 135 of the *Act;*
b) rental restriction by-law exemption hearings under section 144 of the *Act;*
c) any other matters if the presence of observers would, in the Council's opinion, unreasonably interfere with an individual's privacy.

16 **Voting at Council Meetings** 16.01 At council meetings, all matters shall be

d e t e e d by simple majority vote.

16.02 If there is a tie vote at a council meeting, the president may break the tie by casting a second, deciding vote.

16.03 The Council must inform owners of the minutes of all council meetings within 2 weeks of the meeting, whether or not the minutes have been approved.

17 Delegation of Council's Powers and Duties

17.01 The Council may employ for and on behalf of the Strata Corporation agents and employees as it thinks proper for the control, management and administration of the common property, common facilities, or other assets of the Corporation, and the exercise and performance of the powers and duties of the Strata Corporation.

17.02 Subject to subsections 17.03 to 17.05, the Council may delegate some or all of its powers and duties to one or more council members or persons who are not members of the Council, and may revoke the delegation.

17.03 The Council may delegate its spending powers or duties, but only by a resolution that a) delegates the authority to make an expenditure of a specific amount for a specific purpose, or

b) delegates the general authority to make expenditures in accordance with subsection 17.04.

17.04 A delegation of a general authority to make expenditures must
a) set a maximum amount that may be spent, and
b) indicate the purposes for which, or the conditions under which, the money may be spent.

17.05 The Council may not delegate its powers to determine, based on the facts of a particular case,
a) whether a person has contravened a by-law or rule,
b) whether a person should be fined, and the amount of the fine, or
c) whether a person should be denied access to a recreational facility.

18 Spending Restrictions

18.01 Strata Council may not spend in excess of $5,000.00 over and above budgeted expenditures without the approval of a 3/4 vote at a special meeting of the owners.

18.02 A person may not spend the Strata Corporation's money unless the person has been delegated the power to do so in accordance with these by-laws.

18.03 Despite subsection 18.01, a council member may spend the Strata Corporation's money to repair or replace common property or common assets if the repair or replacement is immediately required to ensure/safety or prevent significant loss or damage.

Division 4 - Annual and Special General Meetings

19 Notice of Meeting

19.01 An annual general meeting must be held once in each year and no later than one month after the fiscal year end.

19.02 A special general meeting may be convened by Strata Council whenever it thinks proper or within four weeks of receiving a request from 25% of owners. Both Council and owners must be specific as to the business to be transacted.

19.03 Seven days notice of an annual or special general meeting shall be given specifying the place, date and hour of the meeting and the general nature of any special business.

19.04 Accidental omission to give notice to an owner or failure to receive the notice by an owner does not invalidate proceedings at the meeting.

20 Person to Chair Meeting

20.01 Annual and special general meetings must be chaired by the president of the Council.

20.02 If the president of the Council is unwilling or unable to act, the meeting must be chaired by the vice president of the Council.

20.03 If neither the president nor the vice president of the Council can chair the meeting, a CHAIR must be elected by the eligible voters present in person or by proxy from among those persons who are present at the meeting.

21 Participation by other than Eligible Voters

21.01 Occupants may attend annual and special general meetings, whether or not they are eligible to vote.

21.02 Persons who are not eligible to vote, including occupants, may participate in the discussion at the meeting, but only if permitted to do so by the Chair of the meeting.

21.03 Persons who are not eligible to vote, including occupants, must leave the meeting if requested to do so by a resolution passed by a majority vote at the meeting.

22 Quorum

22.01 One third of persons entitled to vote, present in person or by proxy, shall constitute a quorum.

22.02 Save as in these by-laws otherwise provided, business must not be transacted at an annual or special general meeting unless a quorum of persons entitled to vote is present or by proxy at the time of the commencement of the meeting.

22.03 If, within 'h hour from the time appointed for an annual or special general meeting, a quorum is not present, the meeting stands adjourned to the same day in the next week in the same place and at the same time. If at the adjourned meeting a quorum is not present within th hour from the time appointed for the meeting, the persons present or by proxy entitled to vote constitute a quorum.

23 Proxies

23.01 An instrument appointing a proxy must be distributed with the notice of meeting, signed by the owner and returned prior to the commencement of the meeting.

23.02 A proxy need not be an owner.

24 Voting

24.01 At an annual or special general meeting, voting cards must be issued to eligible voters.

24.02 At an annual or special general meeting, a vote is decided on a show of voting cards unless an eligible voter requests a precise count.

24.03 If a precise count is requested, the Chair must decide whether it will be by show of voting cards or by roll call, secret ballot or some other method.

24.04 The outcome of each vote, including the number of votes for and against the resolution if a precise count is requested, must be announced by the Chair and recorded in the minutes of the meeting.

24.05 If there is a tie vote at an annual or special general meeting, the Chair of the meeting is entitled to cast a deciding vote in addition to his or her original vote.

24.06 Despite anything in this section, an election of council or any other vote must be held by secret ballot if the secret ballot is requested by an eligible voter.

24.07 Except in cases where, under the *Strata Property Act* a unanimous resolution is required, an owner is not entitled to vote at a general meeting unless all contributions for his/her strata lot have been paid.

25 Order of Business

25.01 The order of business at annual and special general meetings is as follows:

a) certify proxies and issue voting cards;
b) determine that there is a quorum;
c) elect a person to chair the meeting, if necessary;
d) present to the meeting proof of notice of meeting or waiver of notice;
e) approve the agenda;
f) approve minutes from the last annual or special general meeting;
g) deal with unfinished business;
h) receive reports of council activities and decisions since the previous annual general meeting, including reports of committees, if the meeting is an annual general meeting;
i) ratify any new rules or regulations made by the Strata Council under section 125 of the *Act;*
j) report on insurance coverage in accordance with section 154 of the *Act* if the meeting is an annual general meeting;
k) approve the budget for the coming year in accordance with section 103 of the *Act,* if the meeting is an annual general meeting;
1) deal with new business, including any matters about which notice has been given under section 45 of the *Act;*
m) elect a council if the meeting is an annual general meeting;
n) terminate the meeting.

Division 5 - Voluntary Dispute Resolution

26 Voluntary Dispute Resolution

26.01 A dispute among owners/occupiers, the Strata Corporation or any combination of them may be referred to a dispute resolution committee by a party to the dispute if:

a) all the parties to the dispute consent, and
b) the dispute involves *the Act,* the regulations, the by-laws or the rules.

26.02 A dispute resolution committee consists of:

a) one owner or occupier of the Strata Corporation nominated by each of the disputing parties, and one owner/occupier chosen to chair the committee by the persons nominated by the disputing parties, or
b) any number of persons consented to, or chosen by a method that is consented to, by all the disputing parties.

26.03 The dispute resolution committee must attempt to help the disputing parties to voluntarily end the dispute.

Division 6 - Marketing Activities by Owner

27 Real Estate Sales

27.01 The intent of the provisions restricting the advertising and showing of strata lots for sale is to preserve the security and the exclusive nature of the building and the private residences in Governor Point.

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tents only and through off-site advertising.

27.03 The placement of real estate "For Sale" signs on common property or on the boulevards of Governor Point shall not be permitted.

4 The holding of an open house for the purpose of showing a strata lot for sale shall not be permitted.

27.02 Strata lots shall be shown t o u g h yrivate

RULES AND REGULATIONS
OF
GOVERNOR POINT

1. USE OF STRATA LOTS

1.01 No owner shall do anything or permit anything to be done that is contrary to any of the provisions of these rules and regulations, the Strata Corporation by-laws, or any statute or city by-law.

1.02 Balconies are limited common property for the exclusive use of the strata lot to which they are attached, subject to the right of the Strata Corporation to pass and re-pass for the purpose of maintaining and preserving the structure.

1.03 Storage of household items and bicycles on balconies is prohibited.

1.04 Hanging baskets on balconies are prohibited due to the risk of damage in the event of high wind.

1.05 Plant containers shall be placed in containers lined to prevent surplus water from running out on the balcony floor.

1.06 Washing of balconies is limited to damp mppping. Any excess water shall be mopped up and not swept out the drain.

2. SECURITY

2.01 The building shall be operated on a neighborhood watch basis. Owners are required to report to the manager any instances that may affect the security and welfare of the residents and the property of the Strata Corporation.

2.02 Owners and residents are required to question other person's business and right to be on the premises if such other person seeks to gain entry when an owner or resident unlocks a door for entry to the building or is leaving the building. No person shall be permitted to enter the building who does not have a proper entry key or approval of a resident.

2.03 The alarm system within a strata lot shall be the exclusive responsibility of the owner or resident. If such system involves monitoring or maintenance, the owner or resident shall give the name of a contact person with the alarm company to the manager.

2.04 Owners may change the lock and key for the private entry to their strata lot and on doing so, shall accept the responsibility for the loss of keys and for any additional costs for gaining entry to the strata lot in the event of an emergency that requires the Strata Corporation to gain entry to the strata lot.

2.05 In the parkade, after passing through the overhead door while going into or out of the secured parking area, the driver shall stop until the overhead door is closed. In the event of the entry of any unauthorized person to the restricted parking area, the driver shall immediately notify the police or, in the event of the failure of the door to close properly, shall promptly notify the manager.

For residents' own safety, the door between the car park and the elevator hall must be securely closed at all times to ensure that it is properly locked.

2.06 Loss of building door keys or door remotes shall be reported immediately to the manager or a member of Council.

2.07 In the event that Council rekeys the building for security reasons, one new key shall be issued for each old key turned in. Additional keys and remotes may be acquired at a price set by Council, which shall be repaid upon return of the key and remote.

2.08 The security keys supplied by the Strata Corporation, which open the front lobby door, the overhead door for parking, the storage locker doors, the stairwell doors and the social room shall not be duplicated.

2.09 Owners and residents shall inform the manager where a spare key to their unit may be located in their absence or in the case of an emergency.

2.10 Owners and residents, before being absent, shall make arrangements for the pick-up of any material left by their door.

3. **MOVING** INTO AND **OUT** OF **GOVERNOR** POINT AND **SALE** OF UNIT

3.01 The manager shall be notified at least two days before the moving date.

3.02 The manager shall be notified of:

a) the name of the moving company
b) the telephone number of the moving company
c) the time and date of the move

3.03 A person authorized by the manager shall monitor the lobby to ensure that no unauthorized person enters the building during the move and to ensure that the front door is never left open or propped open.

3.04 The manager shall arrange for the use of the elevator key and the hanging of protective pads in the elevator.

3.05 All personal effects and moving cartons shall be removed from the building by the mover of the person moving in or out. Cardboard and cast-off belongings shall not be placed in the garbage room.

3.06 Moving shall take place on Monday to Saturday between the hours of 9 a.m. and 5 p.m.

3.07 The sum of $125.00 shall be paid to the Strata Corporation for each move in and each move out to cover expenses, including any cleaning or repairing of common areas.

3.08 Strata lots shall be shown through private appointments only.

3.09 The placement of real estate "for sale" signs on common property or on the boulevards shall not be permitted.

3.10 The holding of an open house to show a strata lot for sale shall not be permitted.

4. RESIDENT PARKING

4.01 Parking for residents shall be provided on level "D" of the parkade.

4.02 The parking stalls shall be held as common pfoperty and shall ,not form part of the individual strata lots.

4.03 The control and assignment of parking stalls shall be subject to review by the Strata Council.

4.04 Upon the purchase of a strata lot, a new owner must check with the manager to determine the parking stall(s) assigned to that owner.

4.05 Owners may rent parking stalls only to residents of the Strata Corporation and only with the approval of the Strata Council.

4.06 Parking in other than the designated stall(s) without the approval of the owner shall result in a tow-away situation without notice, and the owner of the towed vehicle shall be responsible for all charges.

4.07 Parking stalls shall not be used for storage and may be used only for the parking of a motor vehicle, motorcycle, electric cart or bicycle except with approval of the Strata Council.

4.08 Unlicensed motor vehicles shall be insured, with proof of insurance to be supplied to the manager.

4.09 Vehicles shall not be parked or left unattended for any period of time on the travelled portion of the parking area.

4.10 The loss of a garage door electronic opener shall be immediately reported to the manager.

5. STORAGE LOCKERS

5.01 Owners shall be responsible for insurance coverage for items stored.

5.02 Owners shall be responsible for locking hardware on their individual lockers.

5.03 Dangerous substances and chemicals shall not be stored in lockers, nor toxic or odoriferous substances, including perishables.

5.04 Food stuffs that attract insects or vermin shall not be stored in lockers.

5.05 Lockers may be rented out but only to other owners, and the manager must be notified immediately of such rental.
The main doors leading into the storage areas shall be closed securely and the deadbolt secured.

5.06

6. BICYCLES, MOTORCYCLES AND ELECTRIC CARTS

6.01 Bicycles shall be-stored in the parking stall of the owner or in the storage locker of the owner.

6.02 Bicycles shall not be left in suites, corridors or on balconies.

6.03 Guest bicycles shall not be parked in the lobby or the corridors but may be left in a parking stall with the permission of the owner of the stall.

6.04 Electric carts shall, where possible, be parked in the owner's parking stall. If electric power is not readily available in the parking stall, the Strata Council may authorize the owner to have a power outlet installed by an approved electrician at the owner's expense.

6.05 If use of an electric cart in an owner's suite is necessary, the owner shall notify the Strata Council, which may levy a charge for any damage to the common areas resulting therefrom.

7. CLEANING SERVICES

7.01 Concerns about the cleaning of the common property, or the operations of the garden, which are the responsibility of the Strata Council, shall be registered with the manager or a member of council.

7.02 The manager shall be called immediately for any emergency cleaning required.

8. THE SOCIAL SUITE

8.01 The social suite is for the quiet enjoyment of all residents and shall be a non-commercial venue with a focus on multiple use for all residents.

8.02 When the social suite is not reserved for a resident's exclusive use, residents shall be able to enjoy its facilities on a casual basis.

8.03 Residents using the social suite exclusively, shall sign the ledger provided for this purpose.

8.04 Reservations for the exclusive use of the social suite shall be made with the manager.

8.05 A damage deposit in the amount of $50.00 shall be paid to tlie manager when the social suite is reserved, to be returned if n6 expense is required by the Strata Corporation after the event.

8.06 If the Strata Corporation incurs expense after an event to return the social suite to its condition before the event, such cost will be taken from the damage deposit, and any excess cost shall be charged to the exclusive user's strata lot account.

8.07 The resident reserving the social suite shall be present in the social suite throughout the event.

8.08 There shall be no smoking in the social suite.

8.09 Damage to or soiling of the facilities shall be reported immediately to the manager. No abrasives or sprays shall be used on the lamps as they require only dusting with a soft cloth.

8.10 The host resident shall provide coasters to protect tables.

8.11 The washroom in the social suite shall be for the exclusive use of residents and their guests. No tradesmen or service persons working in an owner's suite shall use the social suite washroom.

8.12 Before vacating the social suite, a resident user shall:

8.12.01 clean and tidy up
8.12.02 return stacking tables to the storeroom
8.12.03 return furniture and tables to their original positions
8.12.04 close all windows, doors and blinds 8.12.05 ensure that stove elements and oven are off 8.12.06 clean and check the washroom
8.12.07 remove all personal belongings and equipment
8.12.08 turn off all lights and turn down thermostats
8.12.09 close the door to the lobby firmly and secure the deadbolt

9. CLEANLINESS

9.01 An owner shall not allow her/his strata lot to become unsanitary, nor shall an owner harbor any item or thing that may be harmful to the safe and quiet enjoyment of other owners.

9.02 Residents shall double bag all garbage in leak proof containers before depositing it in the receptacle in the garbage room.

9.03 All recyclable material must be placed as required in the designated recycling bins outside the building. Plastic bags, pizza or other food boxes, are NOT recyclable material.

9.04 Residents at their own expense shall remove from the building all waste and cast-off materials and other articles other than garbage and recycling material.

10. DISTURBANCE OF OTHER RESIDENTS

10.01 Residents shall not cause, nor allow anyone invited on the premises by residents, to cause willful or malicious damage to the premises, nor to use profane language when speaking to others.

10.02 Residents shall not permit or make disturbing noises, including jacuzzis, dishwashers and laundry machines between the hours of 11:00 p.m. and 8:00 a.m.

10.03 The sidewalks, walkways, passages and driveways shall not be obstructed or used for any purpose other than entering or leaving the strata lots and the parking areas. Residents making donations of clothing to charity shall not leave cartons in the lobby.

10.04 No mops or dusters shall be shaken and no refuse shall be thrown out of the windows or doors or from the balconies.

10.05 Canvassing the building for commercial, charitable or political purposes is not allowed.

10.06 Children shall not be permitted to play in the common areas of the building.

11. HAZARDS

11.01 Residents shall not do anything or permit anything to be done that will increase the risk of fire or the rate of fire insurance premiums on the building or any part thereof.

11.02 Residents shall not permit a condition to exist within a strata lot that results in wasting or excessive consumption of domestic water or electricity.

11.03 The installation of a waterbed shall be at risk of the resident, who shall be responsible for all costs and damages that may result from a leak in the waterbed.

11.04 Damage to common property, water or fire damage to a strata lot, and the occurrence of a break-in shall be reported immediately to the manager.

11.05 Flooding or electrical problems that could result in property damage or injury shall be reported immediately to the manager.

11.06 Common area hallways and corridors shall 6e kept clear of all personal items, including mats, umbrella stands, chairs, outdoor shoes and art objects.

11.07 No fireplace, stove or heater that uses any fuel other than electricity, shall be operated in any strata lot below the seventh floor of the building.

12. RENOVATIONS AND REPAIRS

12.01 Except in an emergency, renovations and repairs requiring hammering or drilling shall be carried out only between 9:00 a.m. and 4:00 p.m. Monday to Friday.

12.02 Building hall carpeting between the elevator and the suite undergoing repair or renovation shall be protected at all times. Should vacuuming be needed, it shall be done at the end of each day.

12.03 All paint cans and debris shall be taken from the premises and not left in the garbage.

12.04 Flooring areas of all strata lots other than the second floor that are carpeted shall remain covered with carpeting and underlay except for foyer, kitchen and bathrooms.

13. THE ROOF

13.01 Access to the roof shall be restricted to the normal servicing of equipment located there and to emergencies.

14. **FIREPLACES** 14.01 Owners of strata lots with fireplaces are responsible for their operation.

14.02 Owners of strata lots with fireplaces are required to pay a monthly charge for the gas service.

14.03 The strata corporation shall reserve the right to arrange for the cleaning of fireplace chimneys, and to charge the cost to each of the strata lots with fireplaces.

15. MAIL

15.01 Each strata lot shall have its own mailbox off the main entrance lobby and each owner shall have a key to the strata corporation mailbox.

15.02 Residents shall remove all of their mail, including junk mail, and shall not leave any of it in the common areas.

15.03 The mailbox of a strata lot is the exclusive property of the owner and any key or lock service work shall be at the expense of that owner.

15.04 Mail that has been mistakenly placed in a mailbox shall be returned to Canada Post or personally delivered to the rightful owner.

15.05 Pamphlets, newspapers or flyers left on the counter for pick-up by residents shall not be held in the lobby for more than two days.

15.06 Mail destined for the council or the manager may be placed in the designated strata corporation mailbox or in the drawer beside the refrigerator in the social suite.