

Francisco Lane

"THE OWNERS STRATA PLAN LMS 93"

101 - 4126 Norland Avenue
Burnaby, BC
V5G 3S8
Phone: 604-294-4141
Fax: 604-294-8956

February 05, 2009

The Owners/Residents
Strata Plan LMS 93
Francisco Lane

Re: Snow Removal

Dear Owners/Residents:

During the recent record snow falls, we received complaints regarding the timelines of snow removal. We need not remind you that many thousands of dollars are spent on snow removal, and this year the costs will far exceed that which the Strata Corporation's budget allowed for.

We are obligated to maintain the roadways and walkways to the best of our abilities within reasonable costs, and this is the level of service that has been provided.

The Strata Corporation is not responsible for clearing individual strata lot walkways and driveways as this would cost the Strata Corporation excessive amounts of money. Likewise, where the snow is piled is out of our control and is the function of availability of space and limitations of the equipment used by our contractors.

Both your Strata Council and management work very hard in clearing the snow as quickly as possible in order to alleviate any inconvenience in accessing the roadways and walkways, and trust that you can appreciate their efforts in this regard. The unusual conditions over the past month have caused problems for all those responsible for snow clearing - the Provincial Highway Department, Municipalities and private contractors.

The patience and cooperation shown by the vast majority of owners has been greatly appreciated. We will endeavour to minimize the impact of any future snowfalls as best we can, and we thank you in advance for your understanding.

Sincerely yours,

STRATACO MANAGEMENT LTD.



J.P. Daem,
President

/cc



**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93,
FRANCISCO LANE, HELD ON TUESDAY, JANUARY 27, 2009, AT 7:00 PM IN THE
EXERCISE ROOM, 6700 RUMBLE STREET, BURNABY, BC**

Council in attendance: Dave Davies, President
Mark Cockle, Vice President
Lars Bach, Treasurer
Brian Kingsley
Gordon Kishkan

Allan Grandy,
Strataco Management Ltd.

Absent with leave: Michael Layne
Augustus Cruickshank

Guest in attendance: Dean Shiskowski, Unit 7

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Dave Davies at 7:01 pm.

ROOFING:

The President noted that he had requested the owner of unit 7 to attend the meeting, to assist the Strata Council in discussions on preparing for re-roofing work, as the owner works in a related profession.

A review of the current status of the roofing situation was then provided, along with the report received from Roof Tech around the time of the October 2008 Annual General Meeting. It was noted that the Strata Council will have to determine whether the preparatory work will move forward and include the use of a roofing consultant, and if so, which consultant. The anticipated target date for re-roofing will have to be determined and once known this will allow the Strata Corporation to establish the horizon to be used for funding.

The report submitted by Roof Tech was then reviewed. Mr. Shiskowski noted that it would be his recommendation that the Strata Corporation use the services of a qualified consultant to ensure a good bidding process. He further noted that it would appear at this time that prices in the marketplace are stabilizing, and that this may be a more favourable time to be considering tenders when compared to one year ago.

Discussions was held regarding the time period over which the re-roofing work would be completed. It was noted that completing the re-roofing work as a single large project would make it more attractive to bidders and may result in a more favourable pricing scenario.

After further lengthy discussion on the re-roofing issue, Mr. Shiskowski left the meeting, with members of Council thanking him for taking the time to attend.

In summarizing the discussions it was

MOVED AND SECONDED:

That it be agreed that a qualified roofing consultant will be involved in the roofing process.

MOTION CARRIED UNANIMOUSLY

DRAFT FOR DISCUSSION
--

In discussing the anticipated time of re-roofing, it was suggested by members of Council that a target date of spring 2010 be established, and that the work be completed as a single contract.

It was agreed that staff would obtain proposals for consulting services from two other roofing consultants, and that one of the consultants would be requested and paid to provide an estimated budget for re-roofing. It was noted that as the economy continues to slow there may be more favourable pricing available for the Strata Corporation moving into 2009 when compared to the costs available in 2008, which may have significant monetary benefit to the owners.

MINUTES OF THE MEETING OF NOVEMBER 25, 2008:

It was noted that the dryer vent cleaning notice is still to be distributed.

It was then

MOVED AND SECONDED:

That the minutes of the meeting of November 25, 2008 be adopted as distributed.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

The President extended his thanks to staff for their assistance in scheduling snow clearing contractors, and in finding replacement plow operators when the original operator's equipment failed. The President offered his sincere thanks to members of the Strata Council and owners who assisted with shoveling and salting during the extremely long and unusual snowfall conditions.

The President noted that from time to time an owner make take exception to the actions of a contractor working on site. The President asked that such concerns not be communicated directly to the contractor, and that instead they be passed on directly to a member of the Strata Council or staff for follow up.

It was noted that the repairs to the men's and women's washrooms had been held back due to the contractor's unavailability, but that work was expected to be starting shortly. It was further noted that Harmony Restorations would when on site be removing the Mundie's Towing signs affixed to trees on the property.

It was noted that a response was still to come from Para Space Landscaping regarding tree planting questions.

The President was pleased to report that since the last Council meeting no further graffiti had been placed on the Strata Corporation's fence.

The President noted that several balconies were currently awaiting resurfacing and that this work is being held off as a result of weather conditions.

The President advised that Council had requested that onsite staff exchange the shovel purchased for use on site, and that the new shovel seemed to work very well and should be kept.

Lastly, the President noted that discussions would be held on security camera issues at the next Council meeting.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled the financial statements for the months of November and December 2008. The statements were tabled pending review and report by the Treasurer.

Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. No action was recommended by staff on any collection matters other than those actions already initiated by the Strata Council.

2) Staff Report

It was noted that the non-resident caretaker is currently on vacation and has made arrangements for individuals to handle the duties during his absence.

3) Completed Items

The Strata Manager advised that since the last meeting of the Strata Council the following items had been completed: arrangements for snow clearing services; plowing services by Champion Property Services and Tara Cole; clearing out of roadway drains by Tara Cole; salting services to main roadways by Champion Property Services; ramp salting by Right Choice Property Services; notification by Exer-Tech of change of ownership of exercise equipment maintenance company; receipt of information quotation for replacement of rear entry gate system; extra bagging of garbage by Right Choice Property Services; roof leak repairs by Marine Roofing; frozen pipe repair by Harmony Restoration; replacement of address sign by Kodiak Signs; notice posted regarding personal safety on rear pathway; supply of additional ice melt; gutter cleaning by Right Choice Property Services.

4) In Progress

The Strata Manager advised that the following remained in progress: jacuzzi tile repair by Imperial Paddock Pools (April); sign installation in jacuzzi area by Kodiak Signs (April); washroom cleanup and repairs by Harmony Restoration; installation of new entry gate by Overhead Door Company; discussion on security camera systems for February meeting; drainage improvement at unit 11 by Harmony Restoration.

It was noted that Overhead Door Company is in possession of the new entry gate and will be installing it shortly. The installation of the gate was delayed because of inclement weather. Once the new gate has been installed the gate being replaced will be removed to allow for proper painting to match the new gate, and then it will be reinstalled.

The drainage repairs at unit 11 have been delayed because of the snowfall but are expected to start shortly.

5) Insurance

The Strata Manager referred to the insurance quotations received from CMW Insurance Services and Coastal Insurance Services Ltd. for the Strata Corporation, and advised that on the basis of these quotations the insurance policy had been renewed with Coastal Insurance Services Ltd. The Strata Manager briefly reviewed the differences between the CMW Insurance and Coastal Insurance Services proposals, and noted that the Coastal Insurance Services premium was slightly lower than CMW's, and that they also provided some additional benefits, in particular with respect to self-adjusting rights for the Strata Corporation and guaranteed replacement costs. It was then

MOVED AND SECONDED:

That Council concur with staff's recommendations and renew its insurance policy with Coastal Insurance Services Ltd. at a cost of \$27,573.00.

MOTION CARRIED UNANIMOUSLY

Please refer to the insurance certificate attached hereto as well as a highlight of the insurance coverages for your Strata Corporation and retain these documents for future reference. Please note in particular the water loss deductible.

Owners are reminded that the Strata Corporation's insurance policy does not cover personal belongings or improvements which may have been made to the strata lots since originally built. Owners who have made improvements to their strata lots, such as flooring upgrades, appliance upgrades, cabinet upgrades, or the installation of other fixtures or chattels, must ensure that all of these are reported to their homeowner insurers, and that they have coverage to allow for these improvements to be restored in case of a major loss. Owners are also responsible to ensure that they obtain insurance for their personal belongings as well as for personal liability in case of a civil lawsuit against them.

Owners are further reminded to ensure that they query their broker about obtaining coverage to "buy down" the Strata Corporation's insurance deductibles (which can be a significant amount) to the level of their homeowner's insurance deductible. A number of homeowner insurance policies do not provide this coverage as a matter of course, and this should be specifically requested.

If owners have any questions regarding their insurance requirements or their current homeowner policy, they are urged to take the Strata Corporation's insurance certificate to their personal brokers so that they can discuss coverages to avoid any financial hardship in case of an insurable claim.

The Strata Manager also indicated that the policy allowed management to adjudicate claims up to a certain level, which would help to expedite the work when a claim needed to be processed. Adjusters often take considerable time in making decisions as to proceeding with repair work, frequently leaving the owners with an uncomfortable situation of unresolved repairs. With the cooperation of the insurance company, Strataco is able to expedite the initiation of repairs and thus shorten considerably the

time needed for repairs to be undertaken. Claims of a larger nature still require the insurance company's adjusters to attend.

6) **Landscaping**

The Strata Manager tabled the proposal from Para Space Landscaping for renewal of the landscape maintenance contract. After discussion of the services provided by the contractor it was

MOVED AND SECONDED:

That the basic contract with Para Space Landscaping be renewed, and that the contractor be notified that they will not be requested to undertake winter planting during the next winter season.

MOTION CARRIED

Staff were requested to obtain an explanation from Para Space Landscaping on a potential extra cost for health care services for some of the trees. It was noted that the cost of this particular service has increased significantly when compared to that of the previous year.

7) **Roofing**

It was noted that this matter had been discussed earlier in the meeting.

8) **Correspondence**

The Strata Manager tabled copies of correspondence regarding the chargeback of an insurance deductible.



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Thank you for your assistance.

OTHER BUSINESS:

Landscaping Improvement

Staff were requested to forward correspondence to the owners/residents of units 1 – 5 seeking their choice for landscape improvements.

Photocopying

Staff were requested to check on the quality of the first page of the balance sheet forming part of the monthly financial statement forwarded to Council.

Shrubbery

It was noted that in preparation for drainage improvements at unit 11 some bushes and shrubs have been removed. It is expected these shrubs will be lost and will require replacement.

Deck Replacement

Staff were requested to pass on to Arbutus Vinyl a need for some work on a front deck.

Porch Repair

Staff were requested to have a contractor inspect the front entry porch at unit 10 for possible repair.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:41 pm, until Tuesday, February 24, 2009, at 7:00 pm in the exercise room, 6700 Rumble Street, Burnaby, BC.

STRATACO MANAGEMENT LTD.

#101 - 4126 Norland Avenue

Burnaby, BC

V5G 3S8

Tel: 604-294-4141

Fax: 604-294-8956



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

/dc



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. CLMS 93

DECLARATIONS

Name of Insured:	The Owners of Strata Plan LMS 93 Francisco Lane
Location Address:	6700 Rumble Street, Burnaby, BC, V5E 4H7
Additional Named Insured & Mailing Address:	Strataco Management Ltd. 101 - 4126 Norland Avenue, Burnaby, BC, V5G 3S8
Policy Period:	12/31/08 to 12/31/09 (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, Guaranteed Replacement Cost, Bylaws		2,500	21,735,000
Water Damage		10,000	Included
Backup of Sewers, Sumps, Septic Tanks or Drains		10,000	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)		100	Blanket
COMMERCIAL GENERAL LIABILITY - Form 000102(Rev.11/98)			
Coverage A - Bodily Injury & Property Damage Liability	Per Occurrence	500	10,000,000
Products & Completed Operations	Aggregate	500	10,000,000
Coverage B - Personal Injury Liability	Per Occurrence	500	10,000,000
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		10,000,000
Contractual Liability - SEF #96	Per Occurrence	500	50,000
Excluding Long Term Leased Vehicle - S.E.F. No. 99	Per Occurrence		10,000,000
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			2,000,000
Condominium Discrimination Defense Costs	Per Occurrence	500 Retention	10,000
	Aggregate	500 Retention	25,000
POLLUTION & REMEDIATION LEGAL LIABILITY - Form XLICL-PARLSCP(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 Form 9224344- Plan II			
Principal Sum - \$ 100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks)		7 Day Waiting Period	100,000
Accident Expenses - various up to \$5,000 (see policy wording) Dental Expense - \$2,500			
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	21,735,000
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.

President

Coastal Insurance Services Ltd.



COASTAL INSURANCE SERVICES LTD.

104 - 2331 Marpole Avenue, Port Coquitlam, BC V3C 2A1 Tel: 604-944-1700 Fax: 604-944-1734
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SCHEDULE OF PARTICIPATING INSURERS

For The Owners of Strata Plan LMS 93 Francisco Lane
Policy # CLMS 93

Term: 12/31/08 to 12/31/09 (mm/dd/yy) 12:01 a.m. Standard Time

Insurer	Coverage	%	Limit (\$)
Aviva Insurance Company of Canada	Property	35	7,607,250
Axa Pacific Insurance Company	Property	35	7,607,250
Royal & SunAlliance Insurance Company	Property	30	6,520,500
Aviva Insurance Company of Canada	Commercial General Liability	100	10,000,000
Aviva Insurance Company of Canada	Directors & Officers Liability	100	2,000,000
Aviva Insurance Company of Canada	Employee Dishonesty – Form A	100	10,000
Aviva Insurance Company of Canada	Comprehensive Dishonesty, Disappearance and Destruction	100	5,000
Aviva Insurance Company of Canada	Glass	100	Blanket Exterior Coverage
XL Insurance Company Ltd.	Pollution & Remediation Legal Liability	100	1,000,000
Aviva Insurance Company of Canada	Equipment Breakdown	100	21,735,000
Axa Assurances Inc.	Volunteer Accident Insurance Plan II	100	100,000
DISCLOSURE NOTICE - UNDER THE FINANCIAL INSTITUTIONS ACT The Financial Institutions act requires that the information contained in this Disclosure Notice be provided to a customer in writing at the time of entering into an insurance transaction. 1. I, Sandra Krenz, am licensed as a general insurance agent by the Insurance Council of British Columbia 2. This transaction is between you and Aviva Insurance Company of Canada, Axa Pacific Insurance Company Royal & Sunalliance Insurance Company (Insurer) and as indicated on the policies. 3. In soliciting the transaction described above, I am representing Coastal Insurance Services Ltd. who does business with the Insurer 4. The nature and extent of the Insurer's interest in the agency is none. 5. Upon completion of this transaction, the agent will be remunerated by way of commission or fee by the Insurer 6. The Financial Institutions act prohibits the Insurer from requiring you to transact additional or other business with the Insurer or any other person or Corporation as a condition of this transaction.		Total Premium:	\$27,573.

EA0E/SK

Insured's Copy

INSURANCE GUIDELINES FOR OWNERS OF A STRATA CORPORATION

THE FOLLOWING OUTLINES COVERAGES PROVIDED BY THE INSURERS PRESENTLY INSURING YOUR STRATA CORPORATION. WHILE IT IS NOT POSSIBLE TO PROVIDE AN IN-DEPTH ANALYSIS, WE HOPE THAT THE FOLLOWING INFORMATION IS OF VALUE.

• WHO IS AN INSURED?

The Strata Property Act directs (Section 155) that, regardless of the terms of the policy,

- (a) The Strata Corporation
- (b) The Owners and Tenants from time to time of the Strata Lots shown on the Strata Plan
- (c) The persons who normally occupy the strata lots shall be deemed to be included as the Named Insured relative to insurance for the buildings, common property and common assets owned by the Strata Corporation.

Take special note here that the Insurer of the Corporation does not insure any personal property of the individual Strata Lot owner nor of any tenant.

• WHAT DOES YOUR CORPORATION'S POLICY INSURE?

This Insurer provides coverage generally for the buildings, including Strata Lots, and all common property as defined by the Strata Property Act together with common facilities.

Common Property is defined as so much of the land and buildings comprised in a Strata Plan that is NOT comprised in a Strata Lot, and includes pipes, wires, cables, chutes, ducts and other facilities for the passage or provision of water, sewage, drainage, gas, oil, electricity, telephone, radio, TV services, garbage, heating and cooling systems, and other services if they are located:

Within a floor, wall or ceiling that forms a boundary

- a) between a strata lot and another strata lot,
- b) between a strata lot and the common property, or
- c) between a strata lot or common property and another parcel of land, or

Wholly or partially within a strata lot, if they are capable of being and intended to be used in conjunction with the enjoyment of another strata lot or the common property.

Common Asset is defined as:

- a) personal property held by or on behalf of a Strata Corporation, and
- b) land held in the name of or on behalf of a Strata Corporation, that is
 - i) not shown on the Strata Plan, or
 - ii) shown as a Strata Lot on the Strata Plan

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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

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INSURANCE GUIDELINES FOR OWNERS OF A STRATA CORPORATION

Definition of Fixtures

It should be noted that "fixtures" built or installed on a Strata Lot, where they were built or installed as part of the ORIGINAL construction on the Strata Lot, are insured under the Strata Corporation policy. Once they are changed, the Corporation insurance no longer applies. The regulations define "Fixtures" as items attached to the building, including wall and floor coverings and electrical and plumbing fixtures, but does not include, if they can be removed without damage to the building, refrigerators, stoves, dishwashers, microwaves, washers, dryers or other items.

Section 152 of the Strata Property Act states:

"The Strata Corporation may obtain and maintain insurance in respect of the following:

- (b) fixtures built or installed on a strata lot that were not built or installed by the Owner, Developer as part of the original construction on the Strata Lot.

It is recommended that Strata Corporations pass resolutions to this effect to cover replacement items of similar value, such as carpets, cupboards etc. The Strata Corporation policy will then automatically extend to cover these items without picking up major upgrades and improvements that are the Unit Owner's responsibility. Be sure to notify your Insurer if you do this. It will affect how they settle claims.

The agreement of guiding principles regarding property insurance for condominiums is more explicit. Your policy on the Corporation also Insures within the Strata Unit:

- i) Storm doors, sashes and shades, blinds, screens, screen doors and awnings - but not curtains or drapes
- ii) Permanently installed heating, ventilating and air conditioning units
- iii) Permanently installed lighting fixtures, plumbing, kitchen and bathrooms fixtures plus cooking appliances. Note that residential refrigerators are not included.
- iv) Floor coverings that are glued, nailed, tacked or secured by moldings or otherwise fixed to floor, including wall to wall carpeting

All of the foregoing refers to the replacement, being the amount required to restore the fixtures and fittings originally installed in the individual units but NOT FOR IMPROVEMENTS OR BETTERMENTS.

• WHAT ARE IMPROVEMENTS & BETTERMENTS?

Improvements and betterments are deemed to be upgrading of items or fixtures in excess of those originally installed at the time of first occupancy; alterations, carpet upgrade, alternate wall coverings, more expensive bathroom fixtures, replaced or upgraded appliances, are a few of such items.

Improvements and betterments are not just those items that you have done personally but those upgrades or alterations that have been done by prior owners and acquired by you. Your Unit Owner's policy should respond to any excess cost for substituted items with others of improved quality or enhanced value. Floor and wall coverings are prime examples.

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INSURANCE GUIDELINES FOR OWNERS OF A STRATA CORPORATION

• WHAT YOUR CORPORATION'S POLICY DOES NOT INSURE?

- It does not insure any personal property owned by a Strata Lot Owner. The Strata Corporation has no insurable interest in that property;
- It does not insure the buildings as a warranty of fitness against such perils as settling, expansion, contraction, moving, shifting, or cracking;
- It does not insure against defective construction or faulty materials or workmanship nor against gradual deterioration or wear and tear;
- It does not insure against wet or dry rot - this is a building deficiency. Nor does it insure against fading colours or finish;
- It does not insure against damage caused by water derived from natural sources that passes through basement walls, basement floors or foundations. Once again this is classed as a building deficiency;
- It does not insure automobiles or other licensed vehicles, even if damage occurs on private property - this is an ICBC matter.

• WHAT DOES THE CORPORATION'S POLICY INSURE AGAINST?

Because the policy is an "All Risk" policy, the Insurer agrees to insure against All Risks of Direct Physical Loss or damage except for the exclusions. Just to name a few of the more common perils, it insures the Corporation against damage caused by fire, lightning, windstorm, smoke damage, hail, falling objects, malicious damage, water escape, sewer back-up, freezing, explosion, theft, landslide, flood, earthquake, riot, vandalism, and a multitude of other common events.

• WHAT IS THE BASIS OF SETTLEMENT IN THE EVENT OF A LOSS?

The vast majority of Stratas' insured by Coastal Insurance Services Ltd., are insured under the Coastal Manuscript wording, STR09/06R. The following comments refer to that wording only:

In case of loss, destruction or damage caused by an insured peril, it is understood and agreed to by the Corporation Insurer that settlement shall be based on the cost of repairing, reconstructing or replacing the insured property with like kind and quality without deductions for depreciation. If there are additional costs to repair where like kind and quality is no longer an acceptable standard or electrical, fire codes or zoning call for excess expenditure, the Insurer will also honour those additional costs if they are caused by the insured occurrence.

If, for some reason, civic code requires that an undamaged portion of a building (following a loss) is required to be torn down, the Insurer also agrees to pay for the value of the undamaged portion and the accompanying costs to tear down that portion and clearing of the site ready for rebuilding.

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INSURANCE GUIDELINES FOR OWNERS OF A STRATA CORPORATION

• WHAT IS THE BASIS OF SETTLEMENT IN THE EVENT OF A LOSS? contd..

All, of course, to the full policy limits. It's important therefore to have adequate insurance limits. While the Insurer agrees to replace your property on a "new for old" basis, the repairs must be carried out with all reasonable dispatch and if, for some reason, it is decided not to rebuild by you, then the Insurer has the option to reimburse on the basis as if the replacement endorsement had not been added to your policy. The basis is then depreciated value.

The Insurer also agrees that because of a current Appraisal on file with us as your representatives, that they will remove the Co-insurance Clause and pre-agree that the amount insured is correct and no co-insurance penalty will be a consideration in the event of loss.

If the property has a current professional rebuilding appraisal on file and the appraisal is accepted, and is less than 14 months old at the date of loss, the Insurer gives *GUARANTEED REPLACEMENT COST COVERAGE*. The Insurer guarantees to replace the property insured if damaged by an insured peril regardless of the cost even if it exceed the limit shown on the policy declarations. The only proviso being that you continue to insure to the appraised value.

In addition to the foregoing, you also insure Blanket Glass in all common property areas against any accidental breakage. There is no limit to the amount payable per pane other than the actual costs of the item and the labour to install it. The policy also insures any lettering, ornamentation, tape or foil that is lost in the event of breakage. The policy deductible is applicable to this portion. Separate coverage is available. If you have a glass company contract, you must deal only with that company and different terms may apply.

• COMMERCIAL GENERAL LIABILITY

Your Corporation also insures broad Commercial General Liability. The Insured's are the Owners of the Strata Plan, its Officers and Directors and any Employees of the Strata Corporation. You are insured against all sums that you may become legally obligated to pay by reason of the liability imposed by law for damages because of bodily injury (to a third party) occurring during the policy period. In addition, the Insurer will respond to sums which you are legally obliged to pay by reason of the liability imposed by law due to property damage caused by an accident to a third party occurring during the policy period, arising out of the premises or business operations of the Strata Corporation.

The Insurer also agrees to defend you in a civil action, which may be brought against you on account of such bodily injury or property damage. The Insurer requires prompt notification of any incident that you feel may lead to suit and if a writ is issued, you must promptly notify your Broker or the Insurer. You may prejudice your position if you appoint your own lawyer prior to the approval by the Insurer. The policy covers "compensatory" damages but not "punitive or exemplary" damages. Coverage is "triggered" by an occurrence happening during the policy term.

Note the policy covers the Strata Corporation, but does not cover the personal interests of the Owners. The Owner still requires a Unit Owner's Policy to cover their personal liability exposure.

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

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INSURANCE GUIDELINES FOR OWNERS OF A STRATA CORPORATION

• DIRECTORS & OFFICERS LIABILITY

A Strata Council is charged with extremely onerous responsibilities on behalf of all of the Owner's of a Strata Corporation. In part, the Strata Property Act (Part 2, Section 3) directs that the Corporation shall manage and maintain the common property and common assets of the Strata Corporation for the benefit of the Owners.

The Council is empowered to conduct and carry out the wishes of the Corporation. The Council and the Strata Corporation may sue and (10 (163) be sued on any matter relating to the common property, common facilities or assets of the Corporation.

The Strata Property Act, Section 22 (1) of the Standard Bylaws, states that "a Council Member who acts honestly and in good faith is not personally liable because of anything done or omitted in the exercise or intended exercise of any power or the performance or intended performance of any duty of the council". It should be noted that to arrive at a judgement as to whether or not an act is in "good faith" substantial court time and costs are involved, even if the case is won.

The exposure of Councils to suits for wrongful acts, Errors or Omissions is very real indeed and include the possibility of suit for acts of discrimination regarding age, race and whether or not you can have animals and so on.

A Commercial General Liability policy provides protection for acts of negligence involving bodily injury and property damage and the defense of those suits.

Council's Directors & Officers Liability provides protection for Council Members and Committee Members for "loss which the insured shall be legally obligated to pay for any civil claim or claims first made against them because of a wrongful act or omission". There are of course qualifications and extensions in the policy that cannot be addressed in a brief summary such as this. In all cases, the full policy conditions do apply.

• MACHINERY BREAKDOWN

The Strata Corporation also insures Comprehensive Boiler and Machinery Breakdown on all boilers, fired and unfired pressure vessels and refrigerating systems. The policy extends to include mechanical and electrical breakdown and among other extensions includes damage to transformers and electrical panels. This is not a maintenance contract against items that wear out and need replacing. The purpose of the coverage is to provide

protection for resulting damage from an incident of a sudden and accidental nature which includes "pressure" explosions of steam heating, hot water heating or hot water supply boilers, hot water tanks, air conditioning or other pressure vessels.

The policy pays the costs as of the date of the mishap, either (a) to repair the damaged property, or (b) to replace it with property of similar kind, quality, capacity and size except in the case of obsolete cast iron boilers. The policy also contains an extension to cover \$25,000 on Extra Expense which pays for the added cost of continuing "business as usual" by the use of alternate premises or facilities.

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**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93,
FRANCISCO LANE, HELD ON TUESDAY, NOVEMBER 25, 2008, AT 7:00 PM IN THE
CLUBHOUSE, 6700 RUMBLE STREET, BURNABY, BC**

Council in attendance: Dave Davies
Mark Cockle
Michael Layne
Lars Bach
Brian Kingsley

Allan Grandy,
Strataco Management Ltd.

Absent with leave: Gordon Kishkan
Augustus Cruickshank

CALL TO ORDER:

The meeting was called to order by Dave Davies at 7:02 pm.

ELECTION OF STRATA COUNCIL EXECUTIVE:

Nominations were called for the position of Strata Council President. Dave Davies was duly nominated, and there being no further nominations, was declared elected by acclamation.

Nominations were then called for the position of Strata Council Vice-President. Mark Cockle and Brian Kingsley were duly nominated. A secret ballot was then held, subsequent to which Mark Cockle was declared elected.

It was

MOVED AND SECONDED:

That the ballots be destroyed.

MOTION CARRIED

Lars Bach was appointed Strata Council Treasurer.

MINUTES OF THE MEETING OF SEPTEMBER 30, 2008:

It was

MOVED AND SECONDED:

That the minutes of the meeting of September 30, 2008 be adopted as distributed.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

It was noted that gutter cleaning work has been authorized and that the contractor had indicated the work would commence on December 8, 2008, with approximately one week being required to finish the job.

As authorized by the ownership at the Annual General Meeting, Overhead Door Company has been instructed to order the replacement gate. It is anticipated the gate will be available for installation in approximately mid-December.

DRAFT FOR DISCUSSION
--

Repairs to the men's and women's washrooms in the clubhouse will be scheduled during the next few months. A repair to the missing tile in the hot tub will be undertaken by Imperial Paddock Pools prior to the opening of the pool facility in 2009.

The President reported that since the last meeting of the Strata Council there had been two fence tagging incidents, and that the graffiti has been painted out.

An additional balcony requires completion by Arbutus Vinyl, and it is expected the work will begin shortly.

A lengthy discussion took place regarding discussions held at the Annual General Meeting concerning the possible installation of a security camera system at the entrance to the complex. The President reported on investigative work he had undertaken concerning the possibility of purchasing equipment directly; however, a number of questions had arisen related to where the equipment should be installed, how power would be brought to the equipment, and the actual effectiveness of the system. It was agreed that staff would be asked to have a security company provide a costing estimate for a professionally installed system.

It was noted that a discussion will have to be held with regards to roofing and funding of this project. It was agreed that the matter would be held over to the January 2009 Strata Council meeting, when all Council members can attend.

Lastly, it was noted that the contract for services between the Strata Corporation and Strata Management Ltd. concluded on December 31, 2008. Management has provided Council with the terms of renewal for a two year period. Council noted that they were satisfied with the services provided by Strataco Management Ltd. and the terms of renewal. It was then

MOVED AND SECONDED:

That the contract for services between the Strata Corporation and Strataco Management Ltd. be extended for a two year period commencing January 1, 2009 and concluding on December 31, 2010, as per the terms and conditions contained in the renewal proposal.

MOTION CARRIED UNANIMOUSLY

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled the financial statements for the months of September and October 2008. It was agreed that the financial statements would be tabled pending review by the Treasurer.

Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. Subsequent to this review it was

MOVED AND SECONDED:

That a lien be authorized for placement against a strata lot significantly in arrears, for the collection of all outstanding monies and associated costs of collection, pursuant to the provisions of the bylaws of the Strata Corporation and the Strata Property Act.

MOTION CARRIED

Notice of Strata Fees and Special Levy

The Strata Manager confirmed the distribution of the notice of strata fees and special levy subsequent to the Annual General Meeting.

Collections

The Strata Manager confirmed that an insurance deductible chargeback would be assessed against a strata lot as per the bylaws of the Strata Corporation, relating to an interior water leak which caused water damage to that strata lot as well as an adjoining strata lot.

Audit

The Strata Manager tabled correspondence to Donald G. Guthrie, C.A., concerning his retention to perform audit services, and the audit report subsequently received. Council noted that they had reviewed the report and found it to be in order. It was

MOVED AND SECONDED:

That the audit be received.

MOTION CARRIED

2) Completed Items

The Strata Manager advised that since the last meeting of the Strata Council the following items had been completed: closure of pool for winter season; room rental for Annual General Meeting; distribution of Annual General Meeting notice; authorization to Harmony Restorations to complete concrete repair to driveway entrance at strata lot 43; correspondence to Mundie's Towing regarding updated Strata Council members list; correspondence to Burnaby Fire Department regarding Strata Council members list; receipt of final schedules from City of Burnaby regarding railing installations of two summers ago; authorization to PacWest Enterprises to complete interior roof damage repairs at strata lot 2; request to City of Burnaby to attend to lighting repairs at south perimeter area; receipt of Roof Tech report on estimated life of roofing system and budgetary estimate for replacement; fence repairs by Harmony Restorations; request to BC Hydro to clean transformer boxes; window repair at strata lot 15; approval of final invoice from DC Roofing by Quality Auditing Institute; authorization to Overhead Door Company to complete entry gate system repair.

It was noted that one of the Mundie's Towing signs has been removed and placed on a tree near unit 44.

3) In Progress

The Strata Manager advised that the following remained in progress: gutter cleaning; deck repairs by Arbutus Vinyl; installation of address sign ordered from Kodiak Signs; installation of sign from Kodiak Signs in jacuzzi area; men's and women's washroom repairs; drainage repair by unit 11.

It was noted that staff have met with Harmony Restorations concerning the drainage repair work to be performed by unit 11. Work was scheduled to start the following week, and it was noted that it would be necessary to remove the flowering tree in front of unit 11 in conjunction with the repair work.

4) **Landscaping**

The Strata Manager tabled copies of various quotations from Para Space Landscaping. After review of the quotations it was

MOVED AND SECONDED:

That staff be authorized to accept the quotation from Para Space Landscaping for cleaning of the foliage on the outside of the chain link fence, so as to not hinder the growth of ivy on the chain link fence to the south perimeter, and to proceed with dormant oil spray.

MOTION CARRIED

Council discussed a report and costing estimate from Para Space Landscaping for replacement tree planting. It was noted that despite discussions held with the Strata Council President the quotation received was not in keeping with what had been requested. Staff were asked to forward correspondence to Para Space to obtain clarification on the quotation, to ensure that the trees recommending for planting are suitable for the area.

5) **Insurance**

Policy Renewal Quotations

The Strata Manager confirmed that quotations had been requested for renewal of the Strata Corporation's insurance policy effective December 31, 2008.

Coastal Insurance Services

The Strata Manager tabled a copy of correspondence to Coastal Insurance Services requesting an endorsement to the policy to reflect the recently received appraisal report from Ocean Province Appraisal, as well as correspondence from the insurer confirming the valuation endorsement.

6) **Correspondence**

The Strata Manager tabled copies of correspondence concerning appearance before Council, noise complaint, disturbance from private party, election/re-election to Council, appreciation to those running for but not elected to Council, and welcome packages.



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Thank you for your assistance.

OTHER BUSINESS:

Dripping Gutter

It was reported that there was a drip from the gutter at strata lot 46, and staff were requested to make repair arrangements.

Roofs

To assist the Strata Council with discussion on roofing issues, staff were requested to review past records to determine the locations of previous roof leak problems for the next meeting of the Strata Council.

Parking Stall Conversion

Council noted that a request had been received from an owner to have two side parking stalls converted to a single parking stall to allow greater access clearance to the owner's garage. It was noted that such a change to the common property would require a decision by the ownership at a General Meeting, and that the request would have to be included in the notice of meeting distributed to all owners. Council agreed to table the matter for possible consideration at a future General Meeting.

Rear Gate

Staff were requested to make arrangements for a costing estimate for a heavy duty steel frame for the rear gate system.

Step Repair

Staff were requested to check on possible deterioration of the front edge of a step leading to the porch at strata lot 46.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:50 pm, until Tuesday, January 27, 2009, at 7:00 pm in the clubhouse, 6700 Rumble Street, Burnaby, BC.

STRATACO MANAGEMENT LTD.

#101 - 4126 Norland Avenue

Burnaby, BC

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**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93,
FRANCISCO LANE, HELD ON TUESDAY, SEPTEMBER 30, 2008, AT 7:00 PM IN
THE EXERCISE ROOM, 6700 RUMBLE STREET, BURNABY, BC**

Council in attendance: Dave Davies, President
Mark Cockle, Vice-President
Michael Layne, Treasurer
Gordon Kishkan
Lars Bach
Carol Cruickshank
Brian Kingsley (arrived at 8:00 pm)

Allan Grandy,
Strataco Management Ltd.

Guest in attendance: Liz Eisner, unit 68

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Dave Davies, at 7:05 pm.

DELEGATION:

The owner of strata lot 68 addressed the Strata Council with regards to the status of the tree replacement work to be performed in front of her strata lot as previously considered by the Strata Council earlier in the year. It was noted during the course of discussion that in the spring of this year the Strata Council had authorized the replacement of the dying tree in front of the owner's strata lot, along with two other trees, and that in the case of the owner's strata lot (and at the owner's request) Para Space Landscaping has been requested to transplant a maple tree into the space created.

Discussion then took place with regards to the trees to be planted in the remaining two locations opened up as a result of the removal of the two other trees, after which it was

MOVED AND SECONDED:

That replanting option #3 as provided by Para Space Landscaping, which calls for the installation of Japanese maple trees in two of the three locations, along with the transplanting of the one maple tree as previously discussed, be approved.

MOTION CARRIED

It was noted that despite promises to do so, the dryer vent inspection company has not provided a date when Saturday inspections could be performed. As such, it would be the individual owner's responsibility to ensure that their dryer vents are cleaned. It was agreed that a notice would be distributed to all residents containing the names of possible companies who could be contacted to provide dryer vent cleaning services.

The owner suggested that an amendment to the bylaws be considered for recommendation to the ownership at the Annual General Meeting, in an attempt to obtain more involvement by owners and to encourage owners to attend and participate at Strata Council meetings. It was suggested that the need to contact the Strata Council President 24 hours in advance of attending a Council meeting be removed from the existing bylaws. The owner asked whether the Strata Council would consider including this bylaw amendment as an agenda item for the Annual General Meeting.

The owner then left the meeting, with members of Council thanking her for attending.

DRAFT FOR DISCUSSION
--

MINUTES OF THE MEETING OF JULY 29, 2008:

It was

MOVED AND SECONDED:

That the minutes of the meeting of July 29, 2008 be adopted as distributed.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

The President reported that rear fence gate lock repairs had taken place. As previously discussed by the Strata Council, Strataco Management Ltd. had been requested to change the lock on the rear entry gate to a non-locking type mechanism. An owner had taken it upon himself to undertake his own lock repairs. Council noted that the work was performed as requested by Council, and in Council's opinion should be left as is.

The President reported that the front entry gate had been once again hit by a motorist. There has been repeated damage and vandalism to the entry gate system over the years, and the costs of continuously repairing the entry gate system have mounted. It was suggested that perhaps the ownership should consider whether or not they wish to replace the entry gate. It was noted that the cost to repair the gate does not exceed the applicable insurance deductible. Instructions had been given to management to not proceed with the replacement of the damaged gate until such time as the Strata Council has an opportunity to discuss this matter. After discussion it was agreed by Council that the matter would be referred to the ownership at the Annual General Meeting, to determine whether the owners wished to have the entry gate repaired/replaced, or removed.

The President reported that as requested, an owner has removed an unauthorized exterior fan system from a window.

The President indicated that an owner has withdrawn his request for the installation of a drainage line, and that he has checked into a report of leaking gutters and hot tub tile repairs.

The President was pleased to report that no recent tagging by graffiti artists has occurred on the Strata Corporation's fences.

It was lastly noted that Arbutus Vinyl is still to attend to the resurfacing of a balcony at strata lot 89.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled the financial statements for the months of July and August 2008. The Treasurer reported that the financial statements had been reviewed and had been found to be in order. It was

MOVED AND SECONDED:

That the financial statements for July and August 2008 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. No action was recommended by staff on any collection matters.

2008/2009 Operating Budget Draft

A lengthy discussion ensued concerning the operating budget draft. The proposed budget was reviewed on a line-by-line basis. It was noted that while the basic expenses of the Strata Corporation are relatively well established, major capital repair expenses, such as re-roofing in particular, remain a potential significant uncovered expense. It was noted that with the fluctuating costs of work, in particular as one looks further into the future, it would be difficult to establish a firm price for the estimated cost of re-roofing. It was suggested that a roofing consultant could be retained to undertake an update review of the roofs of the Strata Corporation, with a view to commenting on the estimated life remaining in the roofing system and to provide a budgetary estimate for the costs to replace the roofs. It was noted that a fixed price could not be obtained until such time as actual tenders are called. This additional information would hopefully assist the Council and ownership in understanding the magnitude of the expenses involved in roof replacement, and perhaps provide greater clarity on the estimated time when re-roofing should be expected. It was then

MOVED AND SECONDED:

That staff be authorized to retain a roofing consultant to provide the additional information as discussed.

MOTION CARRIED

It was further

MOVED AND SECONDED:

That the proposed 2008/2009 operating budget be approved and recommended to the ownership at the Annual General Meeting.

MOTION CARRIED

2) Staff Report

Parking Memos

The Strata Manager tabled copies of parking memos distributed since the last meeting of the Strata Council.

Vehicle Removal

It was reported that a motor vehicle has been removed from the site as a result of it being identified as a stolen vehicle.

Rear Gate

It was noted that this matter had been discussed at an earlier point in the meeting.

3) Completed Items

The Strata Manager advised that since the last meeting of the Strata Council the following items had been completed: review of report on tile damage to jacuzzi; change

of locking mechanism on rear gate; delivery of "pool closed" sign to custodian; updating of directory board by custodian; investigation of gutter leak at several units by Harmony Restorations; confirmation of re-roofing work authorized for completion by DC Roofing at units 1 – 5; completion of garage leak repairs at strata lot 11 by PacWest Enterprises; receipt of invoice from ServiceMaster for authorized fence repairs; door frame repair at strata lot 89 by Harmony Restorations; emergency gate repairs by Overhead Door Company; investigation of odor complaint at strata lot 88 by PacWest Enterprises; receipt of quotation from Harmony Restorations for drainage repairs; roof shingle repair at strata lots 92/93 by Marine Roofing; fence repairs in various areas by Harmony Restorations; fence repairs at unit 101 – quotation for repairs.

It was agreed that effective October 15, 2008 the swimming pool and jacuzzi would be closed.

With regards to the investigation of a gutter leak, it was noted that due to the water flow off roofs the existing gutter system was being overwhelmed and the contractor has recommended that additional drainpipes be installed to control water runoff during heavy rainfalls. Council requested that no action take place at this location at this time.

With regards to the ServiceMaster invoice for fence repairs, it was

MOVED AND SECONDED:

That staff be authorized to pay the invoice from ServiceMaster for fence repairs.

MOTION CARRIED

A lengthy discussion was held regarding drainage repairs to be performed at strata lot 11. Additional concerns were expressed by the contractor concerning the work, and after some discussion it was agreed that a final discussion be held with the contractor. If the contractor can complete the repairs as per the original discussions and agreements then work is to proceed. If not, the work will have to be held off and a redesign considered.

With regards to fence repairs near unit 101, it was

MOVED AND SECONDED:

That staff be authorized to accept the quotation for fence repairs in this area.

MOTION CARRIED

4) In Progress

The Strata Manager advised that the following remained in progress: completion of window repairs at strata lot 15; jacuzzi tile repair (after closure of jacuzzi); pool closure for season; exchange of snow shovel; fence repairs at two additional areas; gutter cleaning; snow clearing arrangements.

Staff were requested to make arrangements for snow plowing services as required. The contractor is to be reminded to maintain clearance from existing gas meters.

5) Landscaping

The Strata Manager tabled copies of various quotations from Para Space Landscaping for sticky banding applications, cherry tree blight control and tree removal and replacement at three strata lots. After some discussion it was

MOVED AND SECONDED:

That staff be authorized to accept the quotation from Para Space Landscaping for sticky banding and blight control.

MOTION CARRIED

6) Insurance

The Strata Manager tabled copies of various items of correspondence and reports regarding the resolution of a fire damage loss at a strata lot. It was noted that all repairs have been reported to have been satisfactorily completed.

7) Correspondence

The Strata Manager tabled copies of correspondence concerning an insurance deductible chargeback, window repairs, removal of a fan from a window, rear gate repairs, and welcome packages.



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Thank you for your assistance.

OTHER BUSINESS:

Annual General Meeting

Council discussed the Annual General Meeting notice to be distributed to all owners. It was noted that the agenda will include consideration of the proposed operating budget for 2008/2009, including continuation of the existing special levy to augment funding of the contingency reserve fund, a ¾ resolution to ratify the insurance policy of the Strata Corporation, and a ¾ resolution on whether or not the entry gate should be repaired.

In consideration of the comments of the delegation heard earlier in the meeting, Council did not support proposing a bylaw amendment to the ownership regarding owner attendance at Strata Council meetings.

Audit

It was

MOVED AND SECONDED:

That an audit of the Strata Corporation's financial statements be performed for the 2007/2008 fiscal year, and that Mr. Donald G. Guthrie, C.A., be retained to perform the audit.

MOTION CARRIED (4 in favour, 3 opposed)

Transformer Box Cleaning

Staff were requested to ask BC Hydro to complete the cleaning of their transformer boxes located on site.

Driveway Repair

It was noted that a concrete repair was required to the driveway at unit 43. Quotations will be obtained for this work.

Washroom Wall Repairs

Staff were requested to make arrangements for cleaning and repair of both the men's and women's shower room walls after closure of the pool for the season.

Drainage Control

It was reported that Harmony Restorations has completed drainage control measures at unit 10, and that at this time the steps taken have been reported to be satisfactory in controlling water runoff.

Signs

Staff were requested to make arrangements with Kodiak Signs for the replacement of the 6700 address sign removed from the front entrance to the complex, and to obtain a sign reminding users of the jacuzzi to replace the cover when finished using the facility.

ADJOURNMENT:

There being no further business, the meeting adjourned at 10:40 pm, until the Annual General Meeting, scheduled for Tuesday, October 28, 2008.

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93, FRANCISCO LANE, HELD ON TUESDAY, JUNE 25, 2008, AT 7:00 PM IN THE EXERCISE ROOM, 6700 RUMBLE STREET, BURNABY, BC

Council in attendance: Dave Davies, President
Mark Cockle, Vice-President
Michael Layne, Treasurer
Gordon Kishkan
Lars Bach
Carol Cruickshank

Allan Grandy,
Strataco Management Ltd.

Absent with leave: Brian Kingsley

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Dave Davies, at 7:00 pm.

MINUTES OF THE MEETING OF MAY 27, 2008:

The Strata Council discussed the ordering of the "No Parking – Fire Lane" signs to be placed along the section of roadway leading to the visitor parking area to the north side of unit 75. After review of the minutes it was

MOVED AND SECONDED:

That the minutes of the meeting of May 27, 2008 be adopted as distributed.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

The President reported that the south gate lock appeared to be functioning acceptably at this time.

In response to a question from the President, it was noted that a contractor had been consulted regarding the installation of the drainage line behind unit 84. The contractor has reported that they have attended to the site to inspect the area; however, the quotation has yet to be received.

Council discussed the planting of several trees in the area behind units 83 and 84 in the fall. It was noted that to save money members of Council would take on this work themselves.

It was noted that a deficiency involving strata lot 20 resulting from the painting work done the previous summer had been reported to Pro Star Painting.

The President noted that since the last meeting of the Strata Council no graffiti tagging of the south side fence has been observed.

It was reported that the siding cleaning has now been completed and appears to be well done.

**DRAFT
FOR DISCUSSION**

It was noted that while the groundskeeper had been requested by both staff and the President to replace the map at the directory board, this had not yet been done. It was further noted that despite requests, the City of Burnaby has not yet provided replacement stickers for the tops of the recycling bins. Staff were requested to check with the City of Burnaby once again on this matter.

It was noted that Para Space Landscaping would be requested to attend to weeding work along the south fence where ivy had recently been planted.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled copies of the financial statements for the months of April and May 2008. The Treasurer reported that the April financial statement had been reviewed and recommended for adoption. It was

MOVED AND SECONDED:

That the financial statement for April 2008 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

The financial statement for May 2008 was tabled until the next meeting of the Strata Council, pending review by the Treasurer.

Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. No action was recommended by staff on any collection matters at this time, other than those actions already initiated by the Strata Council.

2) Staff Report

Parking Notices

The Strata Council President reported on parking notices issued since the last meeting of the Strata Council. It was noted that two-part parking tickets have been ordered to replace the stock currently on hand.

3) Completed Items

The Strata Manager advised that since the last meeting of the Strata Council the following items had been completed: receipt of pool operating permits; testing of back flow preventers as required by the City of Burnaby; servicing of the Strata Corporation's fire hydrant; renting of room for Special General Meeting; distribution of Special General Meeting notice.

4) In Progress

The Strata Manager advised that the following remained in progress: installation of "No Parking – Fire Zone" signs once received from Kodiak Signs; receipt of quotation for drainage line behind units 83 – 88; completion of remaining painting deficiencies by Pro Star Painting; soffit repairs by Right Choice Property Services; receipt of quotation for

cribbing repair beside driveway at unit 10; receipt of quotations for fence repairs in various areas from Servicemaster, Pac West and Harmony Restorations; completion of wood repairs and drainage repairs by unit 11; completion of deck repairs by Arbutus Vinyl; gutter repair at strata lot 88.

Council discussed the installation of landscape cribbing beside the driveway of unit 10 to help control water runoff, after which it was

MOVED AND SECONDED:

That staff be authorized to instruct the repair contractor to proceed with this work.

MOTION CARRIED

5) Landscaping

Para Space Landscaping

Council discussed the steps to be taken to control European chaffer, after which it was

MOVED AND SECONDED:

That staff be authorized to instruct Para Space Landscaping to proceed with the application of Merit to control European chaffer.

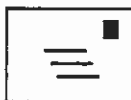
MOTION CARRIED

Alterations at Units 1 - 5

A report and quotation was received from Para Space Landscaping as a result of a site meeting held with owners of units 1 – 5, relating to repairs behind said units. A lengthy discussion ensued regarding the report and quotation submitted, and it was agreed that Council member Gordan Kishkan would communicate with the group of owners regarding the report and costing estimate received from Para Space, and report back to the Strata Council at a subsequent meeting. It was agreed that Davey Tree Service would be requested to provide a report and recommendation on tree maintenance work to the west side of the property.

6) Correspondence

The Strata Manager tabled copies of correspondence regarding a welcome package, for Council's information.



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Thank you for your assistance.

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:30 pm, until Tuesday, July 29, 2008, at 7:00 pm in the exercise room.

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**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93,
FRANCISCO LANE, HELD ON TUESDAY, JULY 29, 2008, AT 7:00 PM IN THE
EXERCISE ROOM, 6700 RUMBLE STREET, BURNABY, BC**

Council in attendance: Dave Davies, President
Mark Cockle, Vice-President
Michael Layne, Treasurer
Gordon Kishkan
Lars Bach
Carol Cruickshank

Allan Grandy,
Strataco Management Ltd.

Absent with leave: Brian Kingsley

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Dave Davies, at 7:05 pm.

MINUTES OF THE MEETING OF JUNE 24, 2008:

It was noted that under the President's report, the minutes should reflect that a request was made for a quotation to undertake balcony deck repairs to both the front and back decks at strata lot 89.

With regards to in progress items, the minutes should reflect that wood repairs remain outstanding at strata lot 11.

It was then

MOVED AND SECONDED:

That the minutes of the meeting of June 24, 2008 be adopted as amended.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

The President reported that a small retaining wall near unit 71 appeared to be leaning and required repair. Staff were requested to contact Kodiak Signs to delay the installation of no parking signs until the retaining wall has been fixed.

It was noted that the wood fence in the southeast corner of the property had been vandalized. While Harmony Restorations had been called to attend to the repairs to the damaged section, an owner had undertaken repairs prior to the arrival of the contractor.

It was noted that a downpipe repair at strata lot 88 remained outstanding.

The President reported that a stolen motor vehicle had been left on the property. The vehicle had been identified and towed from the site.

The President reported that graffiti tagging of the wooden fence had occurred on one occasion since the last meeting of the Strata Council.

**DRAFT
FOR DISCUSSION**

It was noted that the custodian had installed a new map at the entry board to the complex; however, the wrong map had been installed. Council will review the map which has been installed to determine whether it is adequate or should be replaced.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled the financial statement for the month of June 2008. The Treasurer reported that he had reviewed the financial statement and found it to be in order. It was

MOVED AND SECONDED:

That the financial statement for June 2008 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. No action was recommended by staff on any collection matters other than those actions already initiated by the Strata Council.

RBC Dominion Securities

The Strata Manager tabled for Council's information the most recent investment statement received from RBC Dominion Securities.

Operating Budget Draft

It was noted that the first draft of the proposed operating budget for the next fiscal year would be shortly forwarded to all members of the Strata Council, and would be a topic for discussion at the next Strata Council meeting.

2) Staff Report

Parking Memo

The Strata Manager tabled copies of a parking memo received since the last meeting of the Strata Council.

3) Completed Items

The Strata Manager advised that since the last meeting of the Strata Council the following items had been completed: receipt of quotation for drainage repair from Harmony Restorations; receipt of quotation from Harmony Restorations for cribbing repair beside driveway at strata lot 10; receipt of summary of fence repairs required within the Strata Corporation; receipt of fence repair quotations; room rental for Special General Meeting; distribution of Special General Meeting notice; plumbing services to a strata lot experiencing drain backup.

Council reviewed the proposal from Harmony Restorations for a drainage line installation behind units 84 and 85. Staff were requested to have Harmony Restorations

provide a sketch of the proposed installation plan so that more information is available on exactly where and how the drainage line will be placed.

Council reviewed quotations received for repairs to deficient privacy fencing within the Strata Corporation, after which it was

MOVED AND SECONDED:

That staff be authorized to accept the quotation from ServiceMaster for carpentry repairs.

MOTION CARRIED

It was noted that this work was done as the remaining carpentry work from the previous year's painting program.

4) In Progress

The Strata Manager advised that the following remained in progress: installation of no parking signs by Kodiak Signs; completion of deck repairs to strata lots 88 and 56 by Arbutus Vinyl; drainage repair at strata lot 11; receipt of new stickers for recycling totes from City of Burnaby; completion of re-roofing of units 1 – 5 by DC Roofing, with inspection services provided by Quality Auditing Institute; completion of painting deficiencies by Prostar Painting.

A lengthy discussion was held regarding the drainage repairs at strata lot 11. It was noted that the previously submitted quotation from Harmony Restorations for drainage repairs had been withdrawn by the contractor as a result of concern for the possible existence of poor backfilling material, which could cause problems during the excavation of the area in order to install the new drainage line. The contractor had taken this position as a result of undertaking work elsewhere in the complex to repair a broken water line. At that location a considerable amount of sand was used as backfill, which caused problems in the excavation to properly expose the water line. Harmony Restorations has indicated that as a result of this concern they would only be willing to complete this work on a time and materials basis. Another contractor was consulted concerning the matter, and it was noted that the same terms and conditions would be offered to the Strata Corporation by this contractor. It was suggested that if the contractors were pressed to provide a fixed price for the work they would be making a substantial allowance for possible problems, thereby elevating their fixed priced quotations to cover themselves in the event of problems being experienced. Should the problems not arise (and at this time it is not believed that the backfill material discovered during the water line repair elsewhere in the complex has been used at strata lot 11) a fixed price contract could result in the Strata Corporation paying a considerably higher price for the work than what could be reasonably expected given the requirements of the job.

Council discussed the work to be performed, the likelihood of problems being experienced, and the difficulty which has arisen in finding contractors willing to take on this particular repair. After further discussion it was

MOVED AND SECONDED:

That staff be authorized to proceed with this work utilizing the services of Harmony Restorations on a cost plus basis as proposed.

MOTION CARRIED

This work has been included in the capital plan approved by the owners for completion this year.

Council reviewed the submission of an owner regarding repairs to a cap flashing on a balcony wall, and after discussion it was

MOVED AND SECONDED:

That staff be authorized to retain a contractor to undertake repairs to the cap flashing.

MOTION CARRIED

5) Landscaping

Davey Tree Service

The Strata Manager tabled a report and recommendations from the arborist regarding work to trees along the west perimeter of the property. The arborist has outlined a number of maintenance items to be attended to, which includes the removal of some trees (mostly birch trees) and other maintenance work. A tree-by-tree costing breakdown has been provided for all of the recommended work. It was noted by Council that funding for this work would be placed in the operating budget for the next fiscal year.

Para Space Landscaping

It was noted that Para Space Landscaping has indicated that their quotation for alterations behind units 1 – 5 would stand as originally submitted. The owners of units 1 – 5 will meet to review alterations behind the units as allowed for in the capital plan of the Strata Corporation's budget for the current fiscal year.

6) Insurance

The Strata Manager confirmed the payout of an insurance claim by the Strata Corporation's insurers to contractors working on the site.

OTHER BUSINESS:

Cribbing Repairs

In response to a question from a Council member, it was noted that as authorized by Council, the contractor submitting the quotation for cribbing repairs beside the driveway of strata lot 10 has been advised to proceed with this work.

Garbage Enclosure Repair

Staff were requested to arrange for repairs to the lattice work of the garbage enclosure by unit 50.

Downpipe Repair

It was noted that a downpipe in the flat roof area near strata lot 44 has moved and requires re-securing.



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Thank you for your assistance.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:10 pm, until Tuesday, September 30, 2008, at 7:00 pm in the exercise room.

STRATACO MANAGEMENT LTD.

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/dc

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93,
FRANCISCO LANE, HELD ON TUESDAY, MAY 27, 2008, AT 7:00 PM IN THE
EXERCISE ROOM, 6700 RUMBLE STREET, BURNABY, BC**

Council in attendance: Dave Davies, President
Mark Cockle, Vice-President
Gordon Kishkan
Lars Bach
Carol Cruickshank

Allan Grandy,
Strataco Management Ltd.

Absent with leave: Michael Layne, Treasurer
Brian Kingsley

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Dave Davies, at 7:05 pm.

MINUTES OF THE MEETING OF APRIL 22, 2008:

It was

MOVED AND SECONDED:

That the minutes of the meeting of April 22, 2008 be adopted as distributed.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

A lengthy discussion took place regarding the problems associated with repairs to the south side gate. It was noted that the repair contractor has reported problems with bent posts and kicking of the fence assembly, which result in problems with the operation of the locking system. The contractor suggested that the Corporation consider the use of a more heavy-duty design structural system in light of the associated problems.

During the course of discussion it was suggested that the gate system does not prevent people from accessing the property as those that want to do so could simply jump the fence or gate.

After further discussion, it was

MOVED AND SECONDED:

That the next time the gate locking system breaks down, that it be replaced with a passage style set without a locking mechanism. Question was called and

MOTION CARRIED (4 in favor, 1 opposed)

The President then reported on discussions held with some residents regarding drainage improvements, which could be done behind strata lots 83 to 88. It was noted that one strata lot owner wished to install his own drainage system.

DRAFT FOR DISCUSSION
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A discussion took place regarding whether or not the Strata Corporation should allow owners to undertake such improvements, whether or not the Strata Corporation should provide those owners who wish to undertake the improvements with materials if the owners provide the labour, or whether or not the Strata Corporation should have a contractor undertake this work.

After a lengthy discussion, it was agreed that staff be requested to obtain a costing estimate from Harmony Restorations for drainage repairs behind strata lot 84. This matter was then tabled for discussion after receipt of the quotation.

Members of Council considered the request of the owner of strata lot 84 for permission to plant a tree. After some discussion it was agreed that the owner not be granted permission to plant a tree as the Council was looking at tree planting options for the area.

It was noted that an owner had contacted the Council President advising that a balcony cap flashing repair for the railing had not yet been completed by Prostar Painting at strata lot 20.

With regards to an owner's inquiry regarding the railing replacement work done two summers ago, it was noted that some of the bumps left on porches were specifically designed by the engineer at the time.

It was been noted that some owners have taken it upon themselves to place signs or notices on vehicles parked on the common property that may be parked in violation of the bylaws of the Strata Corporation. The notices have been interpreted poorly by some residents as the Strata Council is monitoring the parking situation. Members of Council request that owners allow Council to initiate the placement of notices on vehicles parked improperly.

The President reported a motor vehicle that had been given a final notice for abuse of the visitor parking area and will be towed if found in that area again.

Some discussion then took place regarding the suggestion of a member of Council that the Strata Corporation initiate an annual lottery system whereby owners can bid for the use of visitor stalls, and the stalls be awarded to the higher bidder.

Members of Council in discussing this matter generally did not support this suggestion, however it was agreed that consideration be given to increasing the rental rate for the supplemental parking stalls at the Annual General Meeting.

The President reported that one graffiti tagging had been observed since the last meeting of the Strata Council.

It was reported that Right Choice Property Services would be attending to soffit repairs, which resulted from the cleaning of the vinyl siding, to several areas. A loose gutter was report near strata lot 88.

Discussion then took place regarding a water runoff complaint by the owner of strata lot 10. After review of photographs of the area, staff were requested to obtain a costing estimate on the possibility of installing a wood cribbing beside the driveway, one landscape tie in an attempt to divert water away from the entrance to the owner's garage.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled copies of the financial statements for the months of March and April 2008. The Finance Committee reported that financial statements had been reviewed for the month of March and recommended adoption of the same.

MOVED AND SECONDED:

That the financial statement for March 2008 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

The financial statement for April 2008 was tabled until the next meeting of the Strata Council.

Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. No action was recommended by staff on any collection matters at this time, other than those actions already initiated by the Strata Council.

Investment Statement

The Strata Manager tabled copies of the most recent investment statement submitted by RBC Dominion Securities for Council's information.

Collections

The Strata Manager tabled for information copies of correspondence pertaining to collection activities involving strata lot 25 for Council's information.

2) Staff Report

Parking Notices

It was noted that this matter had already been discussed at an earlier point in the meeting.

Members of Council then discussed a complaint as received by Council regarding the improper parking of motor vehicles along the roadway beside strata lot 75. It was agreed that staff be authorized to acquire two, "no parking in fire lanes" signs for installation on both sides of the entrance to the garage areas to the north side of strata lot 75.

Members of Council wish to note for all owners that effective July 1, 2008, vehicles found improperly parked in the fire lanes will be towed without further notice or warning.

3) Completed Items

The Strata Manager advised that since the last meeting of the Strata Council the following items had been completed: rear gate repair, three call outs; jacuzzi tile repairs by Paddock Pools; fire preparation and opening of the swimming pool; gutter repairs at strata lots 9, 16, and 84; distribution of deficiency notice regarding vinyl siding cleaning;

report from PacWest Enterprises regarding internal pipe leak at strata lots 1 and 2; hydrant servicing; receipt of re-roofing quotations for strata lots 1 to 5; authorization to Arbutus Vinyl to complete deck repairs at strata lots 55 and 72; quotation request to Harmony Restorations; receipt of report from VVV Engineering Services regarding roof truss repair at strata lot 11; correspondence from Harmony Restorations regarding dryer vent repair; leak repair at strata lot 54 by PacWest Enterprises; adjustment of timer for entry gate system.

Concerning the annual servicing of the fire hydrant system, it was

MOVED AND SECONDED:

That permission be granted for the annual servicing of the fire hydrants.

MOTION CARRIED UNANIMOUSLY

Council reviewed quotations as received from DC Roofing and Marine Roofing with regards to the roofing needs of strata lots 1 to 5. After review of the quotations submitted it was

MOVED AND SECONDED:

That staff be authorized to call a Special General Meeting to enable the ownership to consider the approval of the roofing work. It is the Strata Council's recommendation that the quotation of DC Roofing be accepted.

MOTION CARRIED

With regards to the repairs to a wood garden trim near the entrance to the complex, staff were requested to proceed with this repair when the contractor is working onsite.

Council noted that the timer mechanism appeared to be working acceptably for the entry gate system.

4) In Progress

The Strata Manager advised that the following items remained in progress: completion of final deck repairs by Arbutus Roofing; dryer vent inspection by E & H Duct Cleaners; completion of painting deficiencies by Prostar Painting; receipt of fence repair quotation; servicing of exercise equipment by Exer-Tech.

5) Landscaping

Para Space Landscaping

The Strata Manager tabled copies of correspondence to Para Space Landscaping regarding various to do items.

It was reported that Para Space Landscaping had met with the owners of strata lots 1 to 5 regarding landscape improvements to be considered behind their units. Para Space Landscaping would be submitting a report and quotation to the Strata Council concerning these discussions at a future time.

City of Burnaby

It was noted that the City of Burnaby had granted its approval for the removal of the large evergreen tree beside strata lot 1. Davey Tree Service has been authorized to proceed with the work. It was anticipated that the tree would be removed in the next few weeks.

6) Correspondence

The Strata Manager tabled copies of correspondence regarding: gutter leak, parking and welcome packages for Council's information.

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:20 pm, until Tuesday, June 24, 2008, at 7:00 pm in the exercise room.

STRATACO MANAGEMENT LTD.

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**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93,
FRANCISCO LANE, HELD ON TUESDAY, APRIL 22, 2008, AT 7:00 PM IN THE
EXERCISE ROOM, 6700 RUMBLE STREET, BURNABY, BC**

Council in attendance: Dave Davies, President
Mark Cockle, Vice-President
Gordon Kishkan
Lars Bach
Carol Cruickshank
Brian Kingsley

Allan Grandy,
Strataco Management Ltd.

Absent with leave: Michael Layne, Treasurer

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Dave Davies, at 7:10 pm.

MINUTES OF THE MEETING OF MARCH 25, 2008:

It was

MOVED AND SECONDED:

That the minutes of the meeting of March 25, 2008 be adopted as distributed.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES:

Staff were requested to follow up on correspondence to an owner regarding parking in the visitor parking stalls.

PRESIDENT'S REPORT:

The President advised that the south entry gate lock had been fixed again. Vandalism to the gate mechanism was suspected.

The men's shower repair is now complete.

The President noted that as per the bylaws of the Strata Corporation, residents of Francisco Lane may not park in the visitor parking area. This bylaw was established by the ownership some time ago and is to be enforced in a fair and equitable manner.

The President was pleased to report that no further graffiti problems have arisen since the last meeting.

It was noted that the front entry gate code had been changed in keeping with the notice distributed to all owners. While the replacement map for the directory board panel has been provided to the custodian for installation, it has not yet been installed.

The President noted that balcony repairs remained in progress at this time.

The President lastly noted a comment from an owner regarding the possibility of transplanting a Japanese maple into the owner's yard to fill in an area where a tree is scheduled to be removed in October. This matter will be passed on to Para Space Landscaping for comment.

**DRAFT
FOR DISCUSSION**

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled copies of the financial statement for the month of March 2008. The statement was tabled pending review by the Treasurer and Council.

Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. No action was recommended by staff on any collection matters other than those actions already initiated by the Strata Council.

Investment Statement

The Strata Manager tabled the most recent investment statement submitted by RBC Dominion Securities for Council's information.

Collections

The Strata Manager tabled for information copies of correspondence concerning collections action initiated by Kahn Zack Ehrlick Lithwick as previously authorized by Council.

Strata Fee Adjustment

The Strata Manager confirmed that a notice had been distributed to owners with outstanding balances in their accounts as a result of the change in strata fees.

2) Staff Report

Parking Notices

The Strata Manager tabled for Council's information copies of the parking notices issued since the last meeting. It was noted that Council continues to attempt to enforce the parking regulations in a fair and equitable manner.

Harmony Restorations

The Strata Manager tabled copies of a memo to Council regarding a staff member from Harmony Restorations who works as a flood control technician and his relationship to Strataco Management Ltd. It was noted that Strataco Management Ltd. does not use Harmony Restorations for flood control or fire damage services at Francisco Lane.

3) Completed Items

The Strata Manager advised that since the last meeting of the Strata Council the following items had been completed: request to groundskeeper to recheck timer for entry gate system and to exchange snow shovel for a full metal shovel; directory board update by groundskeeper; notice distributed to all residents regarding recoding of the entry gate and vinyl siding cleaning; provision of map to custodian to update directory board panel; copy of site map to Council President; receipt of contract renewal documents from Exertech for servicing of the exercise equipment in the clubhouse; report from Harmony Restorations regarding siding repair at strata lots 66/68 and 88; completion of men's shower repair; recoding of entry gate system by Overhead Door Co.

Council noted that they would check the time the entry gate system is operating and would advise staff on whether the time adjustment has in fact been completed properly.

Council reviewed the proposal from Exertech for renewal of the agreement for maintenance and repair of the exercise equipment, after which it was

MOVED AND SECONDED:

That staff be authorized to accept the proposal from Exertech.

MOTION CARRIED

The Strata Manager reported that in discussions with E & H Duct Cleaners they had indicated that as the Strata Corporation was a long-standing client they would make efforts to schedule a Saturday inspection of units to determine what dryer vents require cleaning. Staff were awaiting advice from the contractor on the inspection day.

4) In Progress

The Strata Manager advised that the following items remained in progress: receipt of report on roof repair at strata lot 11 from VVV Services; receipt of quotations from D.C. Roofing and Marine Roofing for re-roofing units 1 – 5; repair beside carport area; drainage repair in front of strata lot 11 by Harmony Restorations; final preparation and opening of pool for swimming season; completion of balcony repairs by Arbutus Vinyl; siding cleaning by Right Choice Property Services; attendance to painting deficiencies by Pro Star Painting.

A lengthy discussion was held regarding the quotation submitted by D.C. Roofing for replacement of the roofs at units 1 – 5. It was noted that the quotation from Marine Roofing, while expected to be received, had not been received to date. Questions were raised regarding the quotation from D.C. Roofing and staff were requested to pass these on to D.C. Roofing and the roofing consultant.

5) Landscaping

Para Space Landscaping

The Strata Manager confirmed authorization to Para Space Landscaping to complete the BTK application to trees as previously approved by the Strata Council.

Council reviewed the invoice from Para Space Landscaping for improvement work completed on site, after which it was

MOVED AND SECONDED:

That staff be authorized to pay the invoice as submitted.

MOTION CARRIED

It was confirmed that Para Space Landscaping will attend to the top seeding of the lawn area beside unit 15 and complete the garden planting near unit 75 as previously approved by Council.

A member of Council reported that discussions had taken place with the affected owners on the options provided by Para Space Landscaping for back yard area improvements in accordance with the allowance in the capital plan approved by the

ownership as part of the 2008 operating budget. The owners have requested that the rear of the units be re-sodded as opposed to modified to include river rock, and that the river rock and fern plants be installed only at the sides of the building. It was suggested that the installation of some paver stones may be beneficial as well. It was anticipated that the work preferred by the owners would result in a lower cost to the Strata Corporation, and staff were requested to ask Para Space Landscaping to meet with the owners' representative to review their preferences for the manner in which the repairs are to be completed behind units 1 – 5.

Tree Removal

The Strata Manager reported that staff were currently awaiting receipt of the permit from the City of Burnaby to allow the completion of the tree removal beside unit 1.

OTHER BUSINESS:

Garden Trim

Staff were requested to check on rotting timbers along the garden edge at the front of the property.

Blocked Gutter

Staff were requested to arrange for repairs to a possible blocked gutter at the rear of strata lot 9.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:55 pm, until Tuesday, May 27, 2008, at 7:00 pm in the exercise room.

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**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93,
FRANCISCO LANE, HELD ON TUESDAY, MARCH 25, 2008, AT 7:00 PM IN THE
EXERCISE ROOM, 6700 RUMBLE STREET, BURNABY, BC**

Council in attendance: Dave Davies, President
Mark Cockle, Vice-President
Michael Layne, Treasurer
Gordon Kishkan
Carol Cruickshank
Brian Kingsley

Allan Grandy,
Strataco Management Ltd.

Absent with leave: Lars Bach

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Dave Davies, at 7:10 pm.

MINUTES OF THE MEETING OF FEBRUARY 26, 2008:

It was

MOVED AND SECONDED:

That the minutes of the meeting of February 26, 2008 be adopted as distributed.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

The President advised that repairs have been affected, once again, to the locking mechanism on the south gate.

Members of Council have checked the snow shovel purchased by the custodian for next winter's snowstorms. Staff were requested to ask the custodian to replace the shovel with an all steel type of shovel.

The President advised that he had met with an owner regarding some flaking of paint, which had been applied the previous summer by ProStar Painting. The painting deficiencies have been passed on to the painting contractor.

As well, discussions took place with the owner regarding a repair to the vinyl siding, and it was noted that this repair is now completed.

The President lastly noted that the owner wished to express concerns regarding abuse of the visitor parking area by residents and to this effect the President has been monitoring the visitor parking area in that location. One vehicle has been towed, and four warnings have been issued.

The President then reported that during the past month, graffiti has been applied to the south fence area four times and has been painted out four times.

DRAFT FOR DISCUSSION

It was noted that the recoding of the entrance gate remained outstanding at this time, as well as final improvements to the front entry directory board area.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled copies of the financial statement for the month of February 2008. It was reported that the Treasurer had reviewed the financial statement and had found it to be in order. It was

MOVED AND SECONDED:

That the financial statement for the month of February 2008 be adopted as distributed.

MOTION CARRIED

Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. Subsequent to this review, it was noted that arrangements would be made for the collection of retroactive fee adjustments that remained outstanding for certain strata lots since the change of the operating budget.

2) Staff Report

Parking

The Strata Manager tabled for Council's information, copies of the parking notices issued by the Council since the last Strata Council meeting.

3) Completed Items

The Strata Manager advised that since the last meeting of the Strata Council the following items had been completed: authorization to VVV Engineering to provide inspection and review, along with recommendations for roof truss repair at unit 11; authorization to Harmony Restoration to proceed with repairs to the men's shower; correspondence to PacWest Restoration regarding rejection of quotation for men's shower repair; authorization to Right Choice Property Services regarding cleaning of the vinyl siding; authorization to Kodiak Signs to provide "Pool Closed" sign; repair to south gate lock by Dependable Lock & Security; completion of underground water piping repair at units 20 – 22 by Harmony Restorations; light fixture repair at unit 79 by custodian; completion of interior damage repairs at unit 45 by PacWest Restoration; completion to water damage repairs in the garage area at unit 6 by PacWest Restoration.

With regards to the above, it was reported that Right Choice Property Services has indicated that commencing April 21, 2008, the cleaning of the vinyl siding will take place. A notice will be distributed to all residents in advance of the cleaning and after the cleaning has been completed a final notice will be distributed to residents so that any missed areas can be reported.

4) In Progress

The Strata Manager advised that the following items remained in progress: final clean up of entrance gate directory board by Harmony Restoration; installation of new map for

directory board; completion of vinyl deck repairs by Arbutus Vinyl; start up of irrigation system by University Sprinklers; receipt of report from Harmony Restorations regarding siding repairs at units 68 and 88; advice from E & H Duct Cleaners on inability to provide Saturday service inspection; recoding of entry gate system; receipt of report from VVV Engineering on repairs at unit 11; completion of previously authorized drainage repairs at unit 11 by Harmony Restorations; receipt of new labels for recycling totes from City of Burnaby Sanitation Department; gutter leak repair at unit 84 by Harmony Restoration.

As E & H Duct Cleaners has advised that it would not be possible for them to provide an inspection to determine which dryer vents require cleaning on a weekend when most owners would be at home to provide access to their strata lots, it was agreed by Council that a notice would be forwarded to all owners advising that they must clean, or at least check on the condition of their dryer vents to ensure that they are in proper working order. This checking will reduce fire hazard potential, improve the operation of dryers and protect against dryers failing due to their inability to vent properly.

5) Landscaping

ParaSpace Landscaping

The Strata Manager confirmed the distribution of correspondence to ParaSpace Landscaping regarding tree removal services at unit 68. ParaSpace Landscaping has confirmed receipt of the correspondence and they will cooperate with the same.

A quotation was then received from ParaSpace Landscaping regarding the application of BTK to help protect some of the trees located on site. It was

MOVED AND SECONDED:

That staff be authorized to accept the quotation of ParaSpace Landscaping for the BTK application.

MOTION CARRIED

Unit 1

It was noted that staff were awaiting authorization from the City of Burnaby to remove the large tree at unit 1.

6) Roofing

Quality Auditing Institute

The Strata Manager tabled copies of the specifications as prepared and used for tender purposes from Quality Auditing Institute. The Strata Manager noted that staff were currently awaiting receipt of quotations for the replacement of roofs at units 1 through 5.

Due to the heavy workloads in the general industry, the roofing consultant has reported difficulties in finding contractors who are available and interested to provide a quotation on this work.

The Strata Manager then reported to Council on discussions held with a contractor who provides an alternative roof repair method. It was noted that this investigation work was done at the suggestion of a member of Council at the previous Strata Council meeting.

The Strata Manager reported on comments from the alternative roof repair company with regards to their warranty, the lack of endorsement of their repair by any of the roofing consulting engineers, etc.

After discussion on this matter, Council requested that staff not pursue further investigations in this area.

OTHER BUSINESS:

ParaSpace Landscaping

Staff were requested to remind ParaSpace Landscaping of the need to top seed the lawn area beside unit 15.

It was further noted that authorization to undertake repairs to the rear lawn areas at units 1 through 5 had been approved by the ownership with the Capital Plan. A member of Council will be inspecting the area and making recommendations on lawn repairs to the Council at the next meeting.

It was noted that ParaSpace Landscaping has not completed the planting of authorized shrubs beside unit 75.

Irrigation System

Staff reviewed with Council the means by which the irrigation system can be turned on when warmer dryer weather exists.

Front Gate Timer

It was noted that the front gate timer should be set to be open from 7:00 am to 9:00 am, and from 4:00 pm to 6:00 pm on a daily basis.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:15 pm, until Tuesday, April 22, 2008, at 7:00 pm in the exercise room.

STRATACO MANAGEMENT LTD.

#101 - 4126 Norland Avenue

Burnaby, BC

V5G 3S8

Tel: 604-294-4141

Fax: 604-294-8956



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**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93,
FRANCISCO LANE, HELD ON TUESDAY, FEBRUARY 26, 2008, AT 7:00 PM IN THE
EXERCISE ROOM, 6700 RUMBLE STREET, BURNABY, BC**

Council in attendance:

Dave Davies, President
Michael Layne, Treasurer
Gordon Kishkan
Carol Cruickshank
Brian Kingsley
Lars Bach

Allan Grandy,
Strataco Management Ltd.

Absent with leave:

Mark Cockle, Vice-President

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Dave Davies, at 7:01 pm.

MINUTES OF THE MEETING OF JANUARY 29, 2008:

It was

MOVED AND SECONDED:

That the minutes of the meeting of January 29, 2008 be adopted as distributed.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

The President reported that graffiti recently applied to the fencing system had been painted over. It was further noted that the rear locking mechanism striker plate required repair as the screws for the plate appeared to be loosening.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled copies of the financial statements for the months of December 2007 and January 2008. It was reported that the Treasurer had reviewed the financial statements and had found them to be in order. It was

MOVED AND SECONDED:

That the financial statements for the months of December 2007 and January 2008 be adopted as distributed.

MOTION CARRIED

Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. No action was recommended by staff on any collection matters other than those actions already initiated by the Strata Council.

**DRAFT
FOR DISCUSSION**

Collections

The Strata Manager tabled copies of correspondence from Kahn Zack Ehrlich Lithwick with regards to foreclosure action authorized against strata lot 25.

2) Staff Report

Supplemental Parking Waiting List

The Strata Manager tabled copies of the supplemental parking waiting list for Council's information. Staff were advised that one owner could be removed from the waiting list as the owner no longer requires an extra parking stall.

3) Completed Items

The Strata Manager advised that since the last meeting of the Strata Council the following items had been completed: exterior repairs at strata lot 45 for water leakage by Pac West Enterprises; roof leak inspection/repair at strata lot 11 by Marine Roofing & Sheet Metal; downpipe repair at strata lot 44 by Harmony Restorations; PCO Pest Control authorized to attend to strata lot 45 for rodent control; supply of additional metal snow shovel; removal of North Burnaby Towing signs by Harmony Restorations; repair to fence system.

4) In Progress

The Strata Manager advised that the following items remained in progress: emergency water line repairs at units 20 – 22 by Harmony Restorations, Blue Mountain Plumbing and McRae's Tank Service; interior water damage repairs at strata lot 45 by Pac West Enterprises; water damage repairs at strata lot 11; receipt of specifications and tenders for re-roofing at units 1 – 5 from Quality Auditing Institute; quotations for shower repairs to men's shower in exercise room; jacuzzi tile repair by Imperial Paddock Pools; start up of irrigation system and inspection of backflow preventers by University Sprinklers.

A lengthy discussion was held regarding emergency plumbing repairs in front of strata lot 21. It was noted that two water line leaks below ground level were ultimately uncovered, one leak being from the plumbing manifold approximately 2 ½' below ground level, and one from another water line located approximately 2 ½' - 3' below the manifold. Harmony Restorations provided emergency services while Blue Mountain Plumbing attended to the repairs to the manifold and plumbing line. It was noted that as a result of the size of the excavation required and the amount of water involved, which necessitated a considerable amount of water and sand to be removed by McRae's Tank Service to provide working access to the leaking plumbing lines, staff have retained the services of VVV Engineering to provide recommendations on the proper backfilling of the hole and to ensure that proper precautions are taken to prevent damage to the foundation of the adjoining strata lot. The contractor is in the process of completing the repairs in keeping with the recommendations and guidelines of VVV Engineering. It was noted by Council that the repairs were necessitated by an unanticipated emergency, and consequently it was

MOVED AND SECONDED:

That staff be authorized to pay for the emergency plumbing repairs at strata lots 20, 21 and 22 from the contingency reserve fund as an unanticipated expense.

MOTION CARRIED

With regards to roofing repairs, the roofing contractor and restoration contractor involved in repairs at strata lot 11 have reported that the leak in question would appear to result from an original construction defect, and it was their recommendation that staff have an engineering consultant inspect the area before final repairs are completed to ensure all proper repairs have been done. It was then

MOVED AND SECONDED:

That staff be authorized to retain the services of an engineer to inspect the structural repairs required at strata lot 11 to ensure all proper repairs are completed.

MOTION CARRIED

Staff were requested to contact Pac West Enterprises to have the contractor provide a costing estimate to do a sampling throughout the complex to determine whether such construction-related defects and subsequent leakage may be evident in other areas.

Council reviewed quotations for repairs to the men's shower in the exercise facility, after which it was

MOVED AND SECONDED:

That staff be authorized to accept the quotation from Harmony Restorations.

MOTION CARRIED

5) Landscaping

The Strata Manager tabled copies of correspondence to Para Space Landscaping with regards to renewal of their landscape maintenance for 2008, and concerns regarding deficiencies noted by the Strata Council in the performance of the contractor during the previous growing season.

Quotations were received from Para Space Landscaping for the planting of spring and summer annuals as well as the application of a fixed copper spray. After discussion it was

MOVED AND SECONDED:

That staff be authorized to accept the quotation of Para Space Landscaping for the planting of summer annuals and the fixed copper spray application.

MOTION CARRIED

Council discussed the previously authorized removal of a tree in front of unit 68. After feedback from the owner in question it was agreed that instructions would be given to Para Space Landscaping to undertake this work in mid-October, to minimize the inconvenience the removal will cause to the owner and the effect on the plantings in the garden.

OTHER BUSINESS:

Recycling Bins

Staff were requested to ask Burnaby Sanitation to provide additional information to replace the worn labels on the existing recycling bins.

"Pool Closed" Sign

Staff were requested to purchase a "pool closed" sign for installation at the pool.

Front Gate Code

It was noted that this matter remained outstanding at this time.

Roofing

A member of Council submitted documentation concerning a possible alternative method to replacing the Strata Corporation's roofs, which involved the recoating of the existing shingles. This matter was passed on to staff for their review and comment.

Enterphone System

Some discussion took place regarding the cleanup requested to the enterphone system by a member of Council. It was agreed that the fascia trim would be painted and cleaned up around the enterphone system, and an updated colour map would be ordered for the enterphone. It was further noted that a light is burned out over the enterphone and should be replaced by the custodian.

Vinyl Siding Cleaning

As the exterior trim painting program is reported to be substantially complete, staff were requested to give instructions to Right Choice Property Services to commence planning for vinyl siding cleaning.

Contractors

Staff were requested to remind contractors called to the site to not park in the car wash bay areas.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:17 pm, until Tuesday, March 25, 2008, at 7:00 pm in the exercise room.

STRATACO MANAGEMENT LTD.
#101 - 4126 Norland Avenue
Burnaby, BC
V5G 3S8

Tel: 604-294-4141
Fax: 604-294-8956



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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93, FRANCISCO LANE, HELD ON TUESDAY, JANUARY 29, 2008, AT 7:00 PM IN THE EXERCISE ROOM, 6700 RUMBLE STREET, BURNABY, BC

Council in attendance:

Dave Davies, President
Mark Cockle, Vice-President
Michael Layne, Treasurer
Gordon Kishkan
Carol Cruickshank
Brian Kingsley
Lars Bach

Allan Grandy,
Strataco Management Ltd.

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Dave Davies, at 7:00 pm.

MINUTES OF THE MEETING OF NOVEMBER 27, 2007:

It was noted that with regards to discussions concerning Pro Star Painting, it was agreed by the Strata Council that copies of all invoices for Pro Star would be forwarded to Council member Mark Cockle, to enable an additional review of same. It was then

MOVED AND SECONDED:

That the minutes of the meeting of November 27, 2007 be adopted as amended.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES:

Mr. Cockle reported that he had received from staff copies of all invoices paid on behalf of Pro Star Painting. It was reported that the invoices had been scrutinized and that no irregularities were evident. It was further noted that the invoices contained considerable detail and breakdowns on all expenses, and that a 20% holdback has been kept from the contractor. Council was advised by Mr. Cockle that the invoices appeared to be in order.

PRESIDENT'S REPORT:

The President advised that the new common area keys had been distributed and that only two strata lot owners had failed to pick up the new keys.

It was pointed out that the dog droppings sign has been installed near the pathway leading to the rear gate area, as requested. It was noted that the dog droppings sign near the mailbox area has been removed, and agreed that staff would not be requested to arrange for replacement of the sign at this time.

The President noted that the painting out of graffiti had been undertaken during a break in the weather, and that no repeat graffiti has been seen since that time.

Mr. Davies reported that he had met with the owner of a strata lot, and that with respect to the possible replacement of fencing along the eastern perimeter of the property, the owner had suggested that perhaps the shrubs along the fence area should be allowed to grow to a greater height in light of the possibility that the fence may be replaced with a chain link style fence in the future.

DRAFT FOR DISCUSSION
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The President advised that snow clearing had been undertaken on the site and that one owner had suggested that the plowing contractor try to keep snow away from existing gas lines and gas meters. It was agreed that staff would be requested to obtain a metal shovel/plow, which might be better suited to cleaning the ramp area, which is done by volunteers in addition to the service contractor retained.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled copies of the financial statement for the month of November 2007. The Treasurer reported that he had reviewed the financial statement and had found it to be in order. It was

MOVED AND SECONDED:

That the financial statement for the month of November 2007 be adopted as distributed.

MOTION CARRIED

Receivables Report

The Strata Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting. Subsequent to this review it was

MOVED AND SECONDED:

That foreclosure action be authorized against a strata lot having outstanding balances owing to the Strata Corporation, pursuant to the provisions of the bylaws of the Strata Corporation and the Strata Property Act, and that all related costs be assessed against the account of said strata lot.

MOTION CARRIED

Correction Memo

The Strata Manager confirmed the forwarding of a correction memo to all owners regarding special levy payments, and apologized for any inconvenience caused to the owners.

Investment Statement

The Strata Manager tabled for Council's information copies of the most recent investment statement submitted by RBC Dominion Securities.

2) Completed Items

The Strata Manager advised that since the last meeting of the Strata Council the following items had been completed: receipt of quotation for drainage improvement at strata lot 11; gutter/roof leak repair at strata lot 6 by Marine Roofing (during November 2007); completion of interior water leak repairs at strata lot 2 by Pac West Enterprises; enterphone system update; light repair in parking stall "E"; roof leak repair at strata lot 34 by Marine Roofing; downpipe repair at strata lot 10 by Harmony Restorations; gutter repairs at strata lots 7, 11, 18 and 58 by Harmony Restorations; installation of sign in exercise room by Kodiak Signs; inspection of porch column at strata lot 95 by Harmony Restorations; installation of "no soliciting" sign at entrance to complex; repairs and ultimate replacement of locking mechanism at rear gate by Dependable Lock & Security;

provision of paint to be used to paint out graffiti on fences; distribution of rekeying notices to all owners; supply of new keys to onsite service providers; authorization to Harmony Restorations to complete repairs at strata lot 27; authorization to Right Choice Property Services to undertake gutter cleaning work; enterphone buzzer repair at strata lot 15 by Viscount Communication; leak investigation at strata lot 72 balcony area by Arbutus Vinyl.

Council discussed at some length the proposal submitted for the drainage improvement to be completed at strata lot 11. It was noted that this matter had been discussed at the Annual General Meeting and formed part of the capital plan approved by the ownership. It was then

MOVED AND SECONDED:

That staff be authorized to accept the quotation from Harmony Restorations, with the cost of the work to be paid for from the contingency reserve fund as per the capital plan work scheduled for 2008.

MOTION CARRIED

With regards to strata lot 2, it was reported that despite earlier work done additional roof leakage problems have been experienced during the past ten days. After review of the roofing area in question it has been recommended by the contractors that the Strata Corporation replace the roof as it has now passed beyond the reasonableness of normal repairs to correct leakage problems. After discussion concerning the roof leakage at this strata lot it was

MOVED AND SECONDED:

That staff be authorized to retain the services of a consultant to provide specifications and obtain tenders for replacement of the roofs at the block of units housing strata lot 2 (units 1 – 5).

MOTION CARRIED

Staff were requested to have the consultant arrange for the provision of a separate quotation which would allow for replacement of the gutter system.

3) In Progress

The Strata Manager advised that the following items remained in progress: balcony repairs by Arbutus Vinyl; gutter cleaning by Right Choice Property Services; roof leak repair over eaves at strata lot 11 by Marine Roofing; repair for water leak at strata lot 45 by Pac West Enterprises; tile repair at hot tub (spring 2008); receipt of final quotations for men's shower repairs from Pac West Enterprises and Harmony Restorations.

4) Landscaping

Grass Repair

It was noted that a lawn seeding repair is scheduled for the area of unit 15 during the spring of 2008.

Landscaping Quotations

The Strata Manager noted that landscaping quotations have been requested from a number of contractors. Only two contractors have submitted proposals: Precision

Landscaping and Para Space Landscaping. Council discussed both submissions at considerable length. It was noted that both proposals, when considering all items to be included, were very similar in price. Council reviewed the concerns over the performance of Para Space Landscaping over the past year, and noted that in years prior to that the owners had been pleased with the contractor's performance. Council observed that a change in landscape maintenance contractor does not necessarily guarantee an improvement in the situation. Para Space Landscaping had experienced manpower issues during the 2007 growing season, and there is no guarantee that another contractor will not experience the same problems in 2008. The proposal submitted by Para Space Landscaping indicates that the contractor has taken the appropriate steps to alleviate the concerns previously raised. After further lengthy discussion concerning the awarding of the landscape maintenance contract for 2008, it was

MOVED AND SECONDED:

That staff be authorized to accept the proposal from Para Space Landscaping for renewal of the Strata Corporation's landscape maintenance contract effective March 1, 2007. The contractor is to be reminded of the concerns previously expressed by the Strata Council, and the expectation that these concerns will be addressed during the course of their service to the Strata Corporation.

MOTION CARRIED

Quotations

Council reviewed a quotation from Para Space Landscaping for the planting of ivy along the south fence. After some discussion it was

MOVED AND SECONDED:

That staff be authorized to accept the quotation of Para Space Landscaping for the planting of ivy along the south perimeter fence.

MOTION CARRIED

It was noted that this work will not be done until the spring.

Council discussed a report and quotation from Para Space Landscaping for the replacement of trees along the south perimeter bank, and the contractor's recommendation for the removal and possible replacement of the ornamental trees located in front of units 66, 67 and 68. After considering the possible removal and replacement of the trees in question, it was agreed to table this matter for further discussion at the next Council meeting. It was then

MOVED AND SECONDED:

That staff be authorized to proceed with the removal of a dead tree near the car wash area as per the quotation submitted by Para Space Landscaping.

MOTION CARRIED

5) **Insurance**

The Strata Manager referred Council to a report within the agenda regarding renewal of the Strata Corporation's insurance policy. It was noted that the policy has been renewed with Coastal Insurance Services. The Strata Corporation's rate has not

changed; however, due to the increasing value of the buildings to be insured the policy premium will increase from the valuation perspective.

A copy of the 2008 insurance certificate is attached to the minutes for information. Please note in particular the water loss deductible.

Owners are reminded that the Strata Corporation's insurance policy does not cover personal belongings or improvements which may have been made to the strata lots since originally built. Owners who have made improvements to their strata lots, such as flooring upgrades, appliance upgrades, cabinet upgrades, or the installation of other fixtures or chattels, must ensure that all of these are reported to their homeowner insurers, and that they have coverage to allow for these improvements to be restored in case of a major loss. Owners are also responsible to ensure that they obtain insurance for their personal belongings as well as for personal liability in case of a civil lawsuit against them.

Owners are further reminded to ensure that they query their broker about obtaining coverage to "buy down" the Strata Corporation's insurance deductibles (which can be a significant amount) to the level of their homeowner's insurance deductible. A number of homeowner insurance policies do not provide this coverage as a matter of course, and this should be specifically requested.

The policy also allows management to adjudicate claims up to a certain level, which will help to expedite work when a claim needs to be processed. Adjusters often take considerable time in making decisions as to proceeding with repair work, frequently leaving the owners with an uncomfortable situation of unresolved repairs. With the cooperation of the insurance company, Strataco is able to expedite the initiation of repairs and thus shorten considerably the time needed for repairs to be undertaken. Claims of a larger nature still require the insurance company's adjusters to attend.

If owners have any questions regarding their insurance requirements or their current homeowner policy, they are urged to take the Strata Corporation's insurance certificate to their personal brokers so that they can discuss coverages to avoid any financial hardship in case of an insurable claim.

6) Correspondence

The Strata Manager tabled for Council's information copies of correspondence regarding welcome packages.

OTHER BUSINESS:

Insurance

It was noted that an article had been found by the Strata Council President concerning the charging back of insurance deductibles and repair costs to strata lot owners. This article supports the position conveyed to owners at recent Annual General Meetings. All owners are reminded that should a loss or damage occur which results in a claim against the Strata Corporation's insurance policy, and the loss have originated from a component of a strata lot for which normal maintenance and upkeep is the responsibility of the owner, or be caused as a result of the actions of an owner, tenant or a guest, the cost to repair the damage or the insurance deductible can be charged back to the strata lot owner as per the bylaws of the Strata Corporation. As the water loss deductible for the Strata Corporation is \$5,000.00 per claim, owners must be aware of the magnitude of this potential chargeback. Owners should

make certain that their personal insurance policies provide them with protection (in whole or in part) for the charging back of such costs by the Strata Corporation. Owners should further ensure that their homeowner insurance policies provide coverage to the values that would adequately reflect the cost of items that they are intended to insure. In other words, owners should be careful not to under insure their personal belongings, betterments or improvements.

Rodents

Staff were requested to arrange for a pest control contractor to investigate a possible rodent issue at strata lot 45.

Supplemental Parking Stall Waiting List

Staff were requested to check on the possible availability of a supplemental parking stall.

Sign Removal

It was agreed that staff would make arrangements for the removal of the North Burnaby Towing signs within the complex.

Downpipe Repair

It was reported by a member of Council that recently a downpipe had come off of strata lot 44 and requires reinstallation.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:18 pm, until Tuesday, February 26, 2008, at 7:00 pm in the exercise room.

STRATACO MANAGEMENT LTD.

#101 - 4126 Norland Avenue

Burnaby, BC

V5G 3S8

Tel: 604-294-4141

Fax: 604-294-8956



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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. CLMS 93 **DECLARATIONS** Renewal

Name of Insured:	The Owners of Strata Plan LMS 93 Francisco Lane
Location Address:	6700 Rumble Street, Burnaby, BC, V5E 4H7
Additional Named Insured & Mailing Address:	Strataco Management Ltd., 101-4126 Norland Avenue, Burnaby, BC, V5G 3S8
Policy Period:	12/31/07 to 12/31/2008 (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	2,500	20,800,000
Water Damage	5,000	Included
Backup of Sewers, Sumps, Septic Tanks or Drains	5,000	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)	100	Blanket
COMMERCIAL GENERAL LIABILITY - Form 000102(Rev.11/98)		
Coverage A - Bodily Injury & Property Damage Liability	Per Occurrence 500	10,000,000
Products & Completed Operations	Aggregate 500	10,000,000
Coverage B - Personal Injury Liability	Per Occurrence 500	10,000,000
Coverage C - Medical Payments	Any One Person 2,500	
Coverage D - Tenants Legal Liability	Per Occurrence 500	25,000
Non-Owned Automobile - SPF #6 - Form 335002		500,000
Contractual Liability - SEF #96	Per Occurrence 500	10,000,000
Excluding Long Term Leased Vehicle - S.E.F. No. 99	Per Occurrence 500	50,000
Limited Pollution Liability Coverage	Per Occurrence 500	10,000,000
Employee Benefit Liability - Form 000200	Aggregate 1,000	1,000,000
Advertising Liability - Form 000117	Per Occurrence 500	1,000,000
DIRECTORS & OFFICERS LIABILITY - Form G/A2(04/01) Claims Made Form		2,000,000
Condominium Discrimination Defense Costs	Per Occurrence 500 Retention	10,000
	Aggregate 500 Retention	25,000
POLLUTION & REMEDIATION LEGAL LIABILITY - Form XLICL-PARLSCP(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 Form 9224344- Plan II		
Principal Sum - \$100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks)	7 Day Waiting Period	100,000
Accident Expenses - various up to \$5,000 (see policy wording) Dental Expense - \$2,500		
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	20,800,000
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.



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

SCHEDULE OF PARTICIPATING INSURERS

For The Owners of Strata Plan LMS 93 Francisco Lane
 Policy # CLMS 93

Term: 12/31/2007 to 12/31/2008 (mm/dd/yy) 12:01 a.m. Standard Time

Insurer	Coverage	%	Limit (\$)
Aviva Insurance Company of Canada	Property	35	7,280,000
Axa Pacific Insurance Company	Property	35	7,280,000
Royal & SunAlliance Insurance Company	Property	30	6,240,000
Aviva Insurance Company of Canada	Commercial General Liability	100	10,000,000
Aviva Insurance Company of Canada	Directors & Officers Liability Condominium Discrimination Defense Costs	100	2,000,000 10,000
Aviva Insurance Company of Canada	Employee Dishonesty – Form A	100	10,000
Aviva Insurance Company of Canada	Comprehensive Dishonesty, Disappearance and Destruction	100	5,000
Aviva Insurance Company of Canada	Glass	100	Blanket Exterior Coverage
XL Insurance Company Ltd.	Pollution & Remediation Legal Liability	100	1,000,000
Aviva Insurance Company of Canada	Equipment Breakdown	100	20,800,000
Axa Assurances Inc.	Volunteer Accident Insurance Plan II	100	100,000

DISCLOSURE NOTICE - UNDER THE FINANCIAL INSTITUTIONS ACT

The Financial Institutions act requires that the information contained in this Disclosure Notice be provided to a customer in writing at the time of entering into an insurance transaction.

- I, Sandra Krenz, am licensed as a general insurance agent by the Insurance Council of British Columbia
- This transaction is between you and AVIVA Insurance Company of Canada AXA Pacific Insurance Company Royal & SunAlliance Insurance Company (Insurer) and as indicated on the policies.
- In soliciting the transaction described above, I am representing Coastal Insurance Services Ltd. who does business with the Insurer
- The nature and extent of the Insurer's interest in the agency is none.
- Upon completion of this transaction, the agent will be remunerated by way of commission or fee by the Insurer
- The Financial Institutions act prohibits the Insurer from requiring you to transact additional or other business with the Insurer or any other person or Corporation as a condition of this transaction.

Total Premium:

\$24,371

E&O/ESK

Insured's Copy