

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93,
FRANCISCO LANE, HELD ON TUESDAY, JUNE 21, 2005, AT 7:00 PM IN THE
EXERCISE ROOM, 6700 RUMBLE STREET, BURNABY, BC**

Council in attendance:

Paul Cipywnyk, President
Mark Cockle
Brian Kingsley

Allan Grandy,
Strataco Management Ltd.

Absent with leave:

Michael Layne
Carol Cruickshank
Gordon World

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Paul Cipywnyk, at 7:20 pm.

MINUTES OF THE MEETING OF MAY 17, 2005:

It was

MOVED & SECONDED:

That the minutes of the meeting of May 17, 2005 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 all matters of concern would come up for discussion during the course of the meeting, and as such he had nothing further to report at this time.

PROPERTY MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Manager tabled the financial statement for the month of April 2005. The financial statements were tabled pending review by the Treasurer.

Receivables Report

The 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 strata lot 92 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

**DRAFT
FOR DISCUSSION**

Investment Statements

The Manager tabled copies of investment statement documentation from Coast Capital Savings, Prospera Credit Union and Raymond James for Council's information.

2) Staff Report

BW Contracting

The Manager tabled copies of correspondence from BW Contracting, wherein the owner of the company advised that he would be turning over the contract for grounds sweeping duties to the individual who has been performing the duties on site for some time, Neal Weatherspoon. Council noted that they had no objection to this assignment; however, the new company would have to provide verification of insurance coverage, etc.

3) Completed Items

The Manager reported that the following had been completed since the last meeting of the Strata Council: preparation and opening of the swimming pool for the swimming season; repair to the spa heater; repair to the chlorinator for the main pool; roof leak investigation at strata lot 95; repair to dryer vent connection at strata lot 94; request for quotations for roof repairs in keeping with the QAI report forwarded to Bollman Roofing, Design Roofing, Marine Roofing, Carlson Roofing; receipt of quotation from Messenger Restoration regarding wood repair at strata lot 36; wasp nest removal at strata lot 3.

It was noted that roofing quotations were received from Marine Roofing & Sheet Metal and Design Roofing & Sheet Metal. Carlson Roofing advised that they would not be able to undertake the work at this time, and Bollman Roofing advised that due to heavy work loads they would not be able to complete the work if awarded the contract.

Council members noted that the quotations received for roofing repairs were very close together in cost and that the costs as quoted would exceed any allowances within the operating budget. It was therefore suggested that a Special General Meeting be called to enable the ownership to reach a decision on the awarding of the repair contract for roofs, and that at the same time the Strata Corporation can reach a decision on the retention of an engineer to undertake handrail replacement work as discussed at the previous Annual General Meeting. Staff were requested to investigate the possibility of holding a Special General Meeting prior to the end of July.

Council reviewed the quotation of Messenger Restoration for wood repairs at strata lot 36, after which it was

MOVED AND SECONDED:

That staff be authorized to award the wood repair contract to Messenger Restoration as per their submitted quotation.

MOTION CARRIED

4) In Progress

The Manager advised that the following items remained in progress: fence repairs and painting.

It was suggested that a number of privacy fences require painting and that some of the decorative fences on site require repair. Staff were requested to check on the possibility of using synthetic fencing products which may provide a longer lasting solution for the Strata Corporation. It was further suggested that the repainting of privacy fences be considered as a discussion item at the Annual General Meeting.

Staff were then requested to obtain an estimate (based upon staff's recommendations) for the supply of specifications from the Master Painters & Decorators Association for the painting of all wood trim, fences, etc. It was noted that these specifications could be used as a guideline upon which tenders would be called in future.

5) **Landscaping**

Chafer Beetle Treatment

It was noted that this matter had been tabled as a result of comments and suggestions of the Strata Council.

Discussion then took place as to whether or not an environmentally friendly approach to controlling the chafer beetle (by way of use nematodes) or a synthetic application method using chemical treatments should be used. The effectiveness as reported upon through various sources of each alternative, and the costing differences between them were reviewed. It was then agreed by Council members that this matter be tabled until next year as it did not appear to be completely necessary to undertake this work at this time.

6) **Correspondence**

The Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: parking infractions 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:

Parking

Staff were requested to forward correspondence to an owner with regard to the parking of a motor vehicle on the roadway surface.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:00 pm, until Tuesday, August 30, 2005 at 5:00 pm in the exercise room.

STRATACO MANAGEMENT LTD.

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/kp

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93, FRANCISCO LANE, HELD ON TUESDAY, MAY 30, 2006, AT 7:00 PM IN THE EXERCISE ROOM, 6700 RUMBLE STREET, BURNABY, BC

Council in attendance: Paul Cipywnyk, President
Mark Cockle
Brian Kingsley
Gordon World (7:30)
Carol Cruickshank (7:54)

Allan Grandy,
Strataco Management Ltd.

Absent with leave: Michael Layne

Guest in attendance: Nancy Shangguan (Strata lot 36).

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Paul Cipywnyk, at 7:15 pm.

DELEGATION:

The owner of strata lot 36 addressed the Strata Council with regard to the chargeback of costs from Restoration Services to their strata lot as a result of an earlier water escape which affected their unit.

The owner discussed with Council the circumstances surrounding the water leak, and the work that was performed by Restoration Services, and advised that in their opinion, they felt that the chargeback of additional costs, which were felt to be avoidable as identified by Restoration Services, was not fair and reasonable.

Council asked the owner several questions and thanked the owner for attending the meeting, after which the owner left the meeting.

MINUTES OF THE MEETING OF APRIL 25, 2006:

It was

MOVED & SECONDED:

That the minutes of the meeting of April 25, 2006 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 despite earlier efforts and signs of improvement with parking, the overall parking concern issue had improved and then became worse.

It was noted that one owner had been granted short term use of a visitor parking stall (2 days) by the Strata Council.

DRAFT
FOR DISCUSSION

In discussing the parking issues, it was agreed by Council that more aggressive enforcement of the parking regulations would be in order, including the towing of vehicles.

The Strata Council wishes to continue to remind all residents that the parking of vehicles owned by residents in the visitor parking area is totally prohibited.

PROPERTY MANAGER'S REPORT:

1) Finance Report

Financial Statement

The Manager tabled the financial statement for the month of April 2006. The Treasurer advised that he had reviewed the financial statement and found it to be in order by way of an earlier memo forwarded to Council. It was

MOVED AND SECONDED:

That the financial statement for the month of April 2006 be adopted as distributed.

MOTION CARRIED

Receivables Report

This matter was tabled for discussion until a later point in the meeting.

2) Completed Items

The Manager advised that since the last meeting of the Strata Council, the following items have been completed: receipt of quotation for wood trim repairs at strata lot 8; receipt of quotation for balcony deck repair at strata lot 11; posting of swimming pool opening notice; servicing of swimming pool heaters by Imperial Paddock Pools; repair to missing picket at entrance gate system by Overhead Door Company; receipt of quotation from Overhead Door Company for additional repairs; replacement of car wash bay hose; resurfacing of balconies at strata lots 27 and 88 by Arbutus Vinyl; completion of catch basin cleaning by Restoration Services; request for quotation for wood trim repairs from PacWest Enterprises in conjunction with exterior painting program for 2007; completion of fire extinguisher servicing by Royal City Fire Supply; window leak repair at strata lot 44 by Restoration Services; gutter leak repair at strata lot 44 by Restoration Services; inspection of back flow preventors and report concerning the same to the City of Burnaby by University Sprinklers; repair to small water leak to clubhouse area by Restoration Services; vandalism repairs to fencing system by Restoration Services; repair to pool deck tile by Restoration Services and treadmill repairs by Exer-Tech.

Concerning the above, and after reviewing the quotations submitted, it was

MOVED AND SECONDED:

That staff be authorized to accept the proposal from Restoration Services for wood repairs at strata lot 8.

MOTION CARRIED

Quotations were as well then tabled for balcony deck repairs at strata lots 11 and 39 (front and back). After review of the quotations submitted by Arbutus Vinyl, it was

MOVED AND SECONDED:

That staff be authorized to proceed with the balcony resurfacing work as identified and quoted upon.

MOTION CARRIED

With regards to the swimming pool and spa heaters, it was noted that despite the early season servicing completed, that the pool and spa heaters were at or near the end of their useful life. The heating systems have provided service well beyond their estimated original life span, and a quotation was received from Imperial Paddock Pools for the replacement of both units.

It was not anticipated that the two heaters would remain functional throughout the completion of the current swimming season.

It was then

MOVED AND SECONDED:

That staff be authorized to proceed with the replacement of the swimming pool spa and pool heaters, after the receipt of an additional quotation from Argosy Pools, as an emergency expense. Staff were authorized to accept the lowest bid.

MOTION CARRIED

It was noted that several lampposts are remaining on, which is believed to be caused by a defective photocell. An electrician has been requested to inspect and affect the required repairs.

3) In Progress

The Manager advised that the following items remained in progress: fence vandalism repairs; painting out of graffiti to fence; repair to fence gate mechanism; receipt of final quotations for roof repairs.

With regard to roof repair quotations, it was noted that quotations have been received from Marine Roofing & Sheet Metal and Design Roofing & Sheet Metal. Additional quotations are expected to be received from Harvard Roofing, Cambie Roofing and from Arbutus Roofing.

4) Landscaping

Paraspace Landscaping

The Manager tabled copies of a quotation from Paraspace Landscaping with regard to an annual flower planting. After review of the quotation, it was

MOVED AND SECONDED:

That staff be authorized to instruct Paraspace Landscaping to proceed with the flower planting.

MOTION CARRIED

5) **Railing Replacement Program**

The Manager tabled copies of correspondence to and from VVV Services with regards to the railing replacement program. Correspondence included the authorization to take out a permit for replacement with the City of Burnaby with the specifications prepared by the engineering consultant; clarification documents as provided to the various bidders, along with addendums to the scope of work as prepared by the engineer and forwarded to the bidders. A bid report on the quotations submitted was then provided for Council's information.

It was noted that included within the bid report, which has just been received in the last few days, was a recommendation from the engineer on wood step repairs, which should take place in conjunction with the railing work. It was agreed that staff would obtain costing estimates for the wood carpentry repairs so that the Strata Council could affect a final decision on the awarding of the railing replacement contract at a subsequent meeting.

6) **Correspondence**

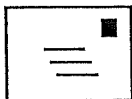
The Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: welcome packages and interior alterations within of a strata lot.

With regard to interior modifications, Council reviewed the request from strata lot 37 for permission to undertake interior modifications. After review of the documentation provided, it was

MOVED AND SECONDED:

That permission be granted to strata lot 37 to undertake interior renovations as per their submission to Council, subject to the owner's completion of an Indemnity Agreement and compliance with any and all City of Burnaby Building Department guidelines and requirements.

MOTION CARRIED



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:

Strata Lot 36

Council then reviewed the earlier presentation by the owner of strata lot 36 with regard to the chargeback of costs to the strata lot as a result of water damage repairs. After review of the information provided by the owner, and a lengthy discussion, it was

MOVED AND SECONDED:

That staff be instructed to delete the chargeback against strata lot 36 for \$270.00.

MOTION CARRIED

Lawn Damage

Staff were requested to have Paraspace Landscaping inspect lawn damage near strata lot 5 and to report on repairs that are required.

Fence Repairs

It was noted by Council that virtually as soon as repainting over the graffiti takes place on the exterior fence system, fresh graffiti appears, and almost as fast as fence repairs are completed, further vandalism to the fence system occurs.

Discussion then took place regarding the possibility of replacing the existing wooden fence system with an alternative style fence system which would be less prone to graffiti and vandalism.

While no funding is available for such work in the operating budget, discussion continued, after which it was agreed that this matter would be tabled for further discussion at a later time.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:20 pm, until Tuesday, June 27, 2006, at 7:00 pm in the Exercise Room, 6700 Rumble Street, Burnaby, BC

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**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93,
FRANCISCO LANE, HELD ON TUESDAY, APRIL 25, 2006, AT 7:00 PM IN THE
EXERCISE ROOM, 6700 RUMBLE STREET, BURNABY, BC**

Council in attendance: Paul Cipywnyk, President
Michael Layne
Mark Cockle
Brian Kingsley (7:15)
Carol Cruickshank (7:22)

Allan Grandy,
Strataco Management Ltd.

Absent with leave Gordon World

Guest in attendance: Liz Eisner – Strata Lot 68

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Paul Cipywnyk, at 7:09 pm.

DELEGATION:

Ms. Eisner then addressed the Strata Council with regard to some concerns pertaining to parking. The Strata Council reviewed with Ms. Eisner the actions as taken by the Strata Council in attempting to identify and deal with owners/residents who have been improperly parking their motor vehicles on site.

In response to a question on a specific motor vehicle, it was noted that the vehicle in question had been issued two prior warnings, and if this vehicle is found to be improperly parked on the common property in the future, it will be towed.

Ms. Eisner advised that the contractor, who has recently been attending to the balcony deck at strata lot 69, had left some debris on site and needs to be reminded to properly clean up after the work is completed. The owner further advised that she had cleaned up this debris.

In regards to a question raised, it was noted that a contract has been awarded for the annual cleaning of the catch basins on site.

In response to the balcony railings and the status of the placement of the same, it was noted that the Strata Council had authorized the retention of an engineer to prepare the specifications. The engineer has advised that a site meeting has been held with prospective contractors, and that final tenders for the work are anticipated to be received within the next week or two.

It was noted that the above work has been in keeping with the authorization granted by the ownership pertaining to the railings at the most recent Annual General Meeting.

MINUTES OF THE MEETING OF APRIL 3, 2006:

It was

MOVED & SECONDED:

That the minutes of the meeting of April 3, 2006 be adopted as distributed.

MOTION CARRIED

DRAFT
FOR DISCUSSION

BUSINESS ARISING FROM THE MINUTES:

It was noted that the Overhead Door Company had attended to repairs to the main entry gate system, but had not yet returned to complete the welding repairs to the damaged or missing fence pickets. Overhead Door will be providing a welder to complete this work.

PRESIDENT'S REPORT:

The President reported that one motor vehicle found to be parked in a reserved parking stall has been towed from the site since the last meeting of the Strata Council.

The Strata Council wishes to continue to remind all residents that the parking of vehicles owned by residents in the visitor parking area is totally prohibited.

PROPERTY MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Manager tabled the financial statement for the month of March 2006. The Treasurer advised that he had reviewed the financial statement and found it to be in order. It was

MOVED AND SECONDED:

That the financial statement for the month of March 2006 be adopted as distributed.

MOTION CARRIED

Receivables Report

The 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 the supplemental parking privileges of a strata lot be revoked if the supplemental parking charges are not brought current within 30 days.

MOTION CARRIED

2) Staff Report

Meeting Schedule

The Manager confirmed the following Strata Council meeting dates for the balance of the year: May 30, June 27, July 25, September 26, October 4, and November 28, 2006. The Annual General Meeting is scheduled for October 24, 2006.

Indemnity Agreement Summary

The Manager tabled copies of the amended Indemnity Agreement summary as amended since the last meeting of the Strata Council.

3) Completed Items

The Manager advised that since the last meeting of the Strata Council, the following items have been completed: roof leak repair at strata lot 95 by Marine Roofing; receipt of quotation for installation of automatic rain sensor controls for irrigation system from University Sprinklers; replacement of damaged pressure reducing valve in the swimming pool equipment

room by Citywide Plumbing; repair to leaking toilet in men's washroom by Citywide Plumbing; authorization to Exer-Tech to proceed with repairs to the safety clips for the treadmills.

Council discussed the quotation as submitted by University Sprinklers for the installation of automatic rain sensor controls, and after discussion it was agreed that staff not be instructed to take any action on this matter.

It was then noted that recently a small leak had developed into the exercise room. Restoration Services has been retained to identify and correct the cause of the leak.

4) **In Progress**

Roof Repair Quotations

The Manager advised that roof repair quotations have been requested from a variety of roofing companies. One quotation from Marine Roofing has already been received.

Painting Report and Quotations

The Manager tabled copies of the specifications and tender documents received for the exterior trim painting. Quotations have been received from Remdal Painting, Prostar Painting and Citywide Painting. It was noted that this information would be used, along with the budgetary information to be established on wood repairs, to make a recommendation to the ownership at the next Annual General Meeting to undertake the exterior wood trim repainting commencing in the summer of 2007.

It was noted that balcony deck repair work has been affected at strata lots 69 and 28 as previously discussed with the Strata Council. Owners have reported further problems with balconies at strata lots 27 and 88. Quotations have been received from Arbutus Vinyl who has been undertaking balcony restoration work on site. Council reviewed the quotation as submitted, and after finding it to be in order, it was

MOVED AND SECONDED:

That Staff be instructed to proceed with the balcony resurfacing work for strata lots 27 and 88 as per the quotation from Arbutus Vinyl.

MOTION CARRIED

It was noted that an additional quotation would be obtained for the deck at strata lot 11.

It was noted that as a result of graffiti applications, repainting of the exterior fence would tentatively be scheduled during the summer months.

5) **Landscaping**

Paraspace Landscaping

The Manager confirmed that Paraspace Landscaping has been authorized to undertake the application of "BTK", as discussed at the previous Council meeting, to affect the application of merit to control chaffer worm activity in the lawns at the appropriate time.

6) **Correspondence**

The Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: parking, chargeback of expenses and alteration to a strata lot.

It was noted that prior to the Strata Council meeting, discussion had taken place with an owner of a strata lot regarding the manner in which a motor vehicle is parked in front of a garage, which impedes access to one of the supplemental stalls. It was noted that the owner in question had agreed to take appropriate steps to alleviate this problem.



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:

Wash Bay

Staff are requested to ask the custodian to replace the carwash bay hose.

Strata Council Member Phone Numbers

Owners are advised that the following phone numbers may be used to contact members of the Strata Council:

President	Paul Cipywnyk	Unit 74	604-525-5724
	Michael Layne	Unit 45	604-522-4399
	Carol Cruickshank	Unit 11	604-818-1029
	Brian Kingsley	Unit 46	604-525-6210
	Mark Cockle	Unit 75	604-540-0578

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:28 pm, until Tuesday, May 30, 2006, at 7:00 pm in the Exercise Room, 6700 Rumble Street, Burnaby, BC

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**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 93,
FRANCISCO LANE, HELD ON MONDAY, APRIL 3, 2006, AT 7:00 PM IN THE
EXERCISE ROOM, 6700 RUMBLE STREET, BURNABY, BC**

Council in attendance:

Paul Cipywnyk, President
Michael Layne
Carol Cruickshank
Gordon World
Mark Cockle

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. Paul Cipywnyk, at 7:02 pm.

MINUTES OF THE MEETING OF FEBRUARY 14, 2006:

It was

MOVED & SECONDED:

That the minutes of the meeting of February 14, 2006 be adopted as distributed.

MOTION CARRIED

BUSINESS ARISING FROM THE MINUTES:

It was noted by Council that they have initiated follow up on improperly parked vehicles. While all issues are not totally resolved at this time, it is noted that the situation is much improved.

PRESIDENT'S REPORT:

It was noted that painting of the back fence and repairs from graffiti damage will take place as weather improves.

With regards to the treadmills in the exercise room, Staff are requested to arrange for repairs to the safety clips for the two treadmills.

PROPERTY MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Manager tabled the financial statements for the months of January and February 2006. The Treasurer advised that he 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 January and February 2006 be adopted as distributed.

MOTION CARRIED

DRAFT
FOR DISCUSSION

Receivables Report

The 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 liens be registered against two strata lots for the collection of all outstanding monies and all costs incurred in the collection of the outstanding balances be assessed against the account of said strata lots.

MOTION CARRIED UNANIMOUSLY

2) Staff Report

Parking

A copy of a memo from the Strata Council President pertaining to parking enforcement activities was included for Council's information.

3) Completed Items

The Manager advised that since the last meeting of the Strata Council, the following items have been completed: receipt of memo from Restoration Services regarding clarification of invoice charges for water damage repairs to a strata lot; provision of emergency restoration and plumbing services for a strata lot experiencing a plumbing line leak; authorization to VVV Services to complete engineering for railing upgrade work as authorized by owners at the Annual General Meeting; repair to wall in exercise room; authorization to University Sprinklers to start up irrigation system; report from Marine Roofing on roofing repairs for a strata lot; completion of repairs to the entrance gate as recommended by Overhead Door Company.

With regards to the memo from Restoration Services, after review of the same, it was

MOVED AND SECONDED:

That staff be authorized to charge back to a strata lot the sum of \$270.00 as the cost identified by Restoration Services, which were incurred as a result of the owner's failure to cooperate with the drying activities resulting from a water leak affecting the strata lot.

MOTION CARRIED

4) In Progress

The Manager advised that the following items remained in progress: completion of annual fire system inspection by Royal City Fire Supply; repair to men's shower tap by Citywide Plumbing; preparation of pool for summer swimming season; receipt of tenders for exterior painting from MPDA; gutter repair at strata lot 31; and completion of deck repairs at strata lot 69 by Arbutus Vinyl.

5) Landscaping

Paraspace Landscaping

Council then reviewed costing estimates and recommendations from Paraspace Landscaping with regard to the BTK application for trees and chaffer worm control program.

With regards to the BTK program, it was

MOVED AND SECONDED:

That staff be authorized to accept the \$360.00 quotation from Paraspace Landscaping for the BTK treatment of trees to protect them from spanworm.

MOTION CARRIED

With regards to the chaffer worm treatment, it was noted that two alternatives exist for control of the chaffer worm, that being the use of merit, which was a chemical agent and the use of nematodes, which was a biological program. The cost of the biological program was approximately four times the cost of the chemical control program. Discussion continued regarding the various merits of each of the treatment alternatives. At the conclusion of the discussion, it was

MOVED AND SECONDED:

That the chaffer worm treatment program proceed utilizing the merit control option.

MOTION CARRIED (3 in favour, 2 opposed)

6) Insurance

Costal Insurance Services

The Manager tabled copies of correspondence to and from Coastal Insurance Services with regard to the request for a valuation endorsement, which has now been received from Coastal Insurance. The valuation endorsement sets the value of the Strata Corporation's insurance policy at the value identified by the independent appraisal company Ocean Province Appraisal.

The Manager further tabled correspondence concerning the receipt of proceeds from the insurance policy for a glass breakage claim filed earlier.

Ocean Province Appraisal

The Manager tabled copies of correspondence to Ocean Province Appraisal Company regarding the renewal of the three year appraisal program as previously approved by Council.

7) Correspondence

The Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: 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:

Parking

Council discussed further aspects concerning the parking of motor vehicles on site. It was agreed by Council in attendance that all Council members would assist the Council President in monitoring and helping to enforce the parking issues which are most prevalent in the evening hours.

Once again, Council wishes to remind owners that residents may not park in the visitor parking areas as these areas are reserved exclusively for guests of the residents of Francisco Lane. All residents are also reminded that the parking of motor vehicles on the roadway is expressly prohibited.

Gas Line Installation

Council then received correspondence from the owner of strata lot 83, wherein the owner has requested permission to install a natural gas supply line for servicing a stove. It was then

MOVED AND SECONDED:

That the owner of strata lot 83 be granted approval for the supply and installation of a natural gas line for the stove in the residence, subject to the completion of the required Indemnity Agreement and the owner obtaining all the required permits and inspections by the Gas Inspection Branch and returning copies of the same to the Strata Corporation for verification.

MOTION CARRIED

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:10 pm, until Tuesday, April 25, 2006, at 7:00 pm in the Exercise Room, 6700 Rumble Street, Burnaby, BC

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FRANCISCO LANE, HELD ON TUESDAY, FEBRUARY 14, 2006, AT 7:00 PM IN THE
EXERCISE ROOM, 6700 RUMBLE STREET, BURNABY, BC**

Council in attendance: Paul Cipywnyk, President
Michael Layne
Carol Cruickshank
Brian Kingsley

Allan Grandy,
Strataco Management Ltd.

Absent with leave: Gordon World
Mark Cockle

Guest in attendance: Elizabeth Eisner

CALL TO ORDER:

The meeting was called to order by the Property Manager, Mr. Allan Grandy, at 7:05 pm.

DELEGATION:

Ms. Eisner then addressed the Strata Council with regard to the ongoing concerns of improper parking of vehicles on site. Ms. Eisner reviewed her history of parking infractions that she has observed, some of which have been reported to the Strata Council.

It was noted that at the most recent Annual General Meeting, discussion did take place on the issues and concerns with regard to parking, and the Strata Council was asked to take a more aggressive approach to the enforcement of the parking regulations.

Ms. Eisner continued noting that while she had hoped that after the Annual General Meeting, and the minutes were distributed, that those residents who continuously continue to breach the parking regulations of the Strata Corporation would take note and amend their ways, and regrettably this has not been the case.

Ms. Eisner discussed with Council in attendance, past enforcement activities, the various notices issued to owners concerning this matter, and it was ultimately discussed that little alternative is left for the Strata Council other than to impose the towing of improperly parked vehicles.

Ms. Eisner then left the meeting with Council thanking her for attending.

Council then discussed the parking issues, as discussed at the Annual General Meeting, and as relayed to Council since that time.

It was noted that although efforts were made to obtain the cooperation of certain owners, who have been reported to have been abusing the parking regulations, full cooperation of those involved has not been obtained. Council feels that there is little alternative left other than to commence towing activities, and as such, it was

MOVED AND SECONDED:

That the Strata Council authorize and approve the towing of any improperly parked motor vehicles on the property, which in the Strata Council's opinion, are deemed necessary to remove. The towing of vehicles will be at the Strata Council's sole discretion and will be done

DRAFT
FOR DISCUSSION

without any further prior notice or warning to the owners of vehicles found to be improperly parked.

MOTION CARRIED UNANIMOUSLY

Council wishes to remind all owners of Francisco Lane that the visitor parking area is reserved exclusively for guests of residents of Francisco Lane, and that the roadways are designated fire lanes. The parking of vehicles along the roadways is expressly prohibited as per the resolution adopted by the Strata Council earlier in the meeting. The towing of motor vehicles found improperly parked on the property will be done at the Strata Council's sole discretion and without any further notice or warning to the vehicle owner, and at the vehicle owner's risk and expense.

ELECTION OF THE STRATA COUNCIL EXECUTIVE

Nominations were then called for the position of Strata Council President. Mr. Paul Cipywnyk 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. Mr. Brian Kingsley was duly nominated, and there being no further nominations was declared elected by acclamation.

The following Committee appointment was then confirmed. Mr. Michael Layne was appointed as Treasurer.

MINUTES OF THE MEETING OF OCTOBER 4, 2005:

It was

MOVED & SECONDED:

That the minutes of the meeting of October 4, 2005 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 further damage had been incurred to the perimeter fencing system, along with the application of graffiti. It will be necessary for the Strata Corporation to paint the fence once again, when the warmer dryer weather arrives.

Staff were requested to forward correspondence to several strata lots in question by the President with regard to breaches of the Strata Corporation bylaws.

PROPERTY MANAGER'S REPORT:

1) **Finance Report**

Financial Statements

The Manager tabled the financial statements for the months of September, October, November and December 2005. The Treasurer from the previous Strata Council term

of office advised 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 the months of September, October, November and December 2005 be adopted as distributed.

MOTION CARRIED

Receivables Report

The 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 collections matters other than those actions already initiated by the Strata Council.

Notice of Strata Fees

The Manager confirmed the distribution of the notice of strata fees to all strata lot owners after the Annual General Meeting.

Investment Statements

The Manager tabled for Council's information copies of the investment statements as submitted by Raymond James, Prospera Credit union, and Ubiquity.

2) Completed Items

The Manager advised that since the last meeting of the Strata Council, the following items have been completed: authorization for broken glass claim repair at strata lot 39; roof leak repair at strata lot 32 by Marine Roofing; gutter repair at strata lot 9 by Carlson Roofing; authorization for repairs to the entrance gate to the complex by Overhead Door Company; repair to entrance gate man door by Messenger Restoration; repair to roof leak and window flashing trim leak at strata lot 83 by Marine Roofing and PacWest Restorations; cleaning of gutters by Sherwood Services; repair to gutter system leak at strata lot 31 by Messenger Restorations; correspondence to the Burnaby Fire Department and Mundie's Towing regarding Strata Council members list; authorization to Restoration Services to affect repair to balcony and window trim at strata lot 11; authorization to Overhead Door Company to proceed with replacement of defective entrance gate pivot bearing; authorization to TNC Restoration to affect window leak repairs at strata lot 38; repair to exterior light fixture at strata lot 94; repair to keypad beside magnate at entrance to complex; handrail repair at strata lot 98.

3) In Progress

The Manager advised that the following items remained in progress: balcony repair at strata lot 69 by Hallmark Decking; window frame leak at strata lot 3 by Restoration Services; awarding of contract for providing engineering services for replacement of wooden handrails with metal handrails; receipt of revised roof repair quotations; interior repairs from roof leak at unit 32 by PacWest Restorations; finalization of invoice for repair services to strata lot 36.

With regard to the retention of the engineer, it was

MOVED AND SECONDED:

That staff be authorized to retain a qualified engineer to prepare the specifications for tendering the replacement of the wooden handrails with metal handrails as authorized by the ownership at the Annual General Meeting.

MOTION CARRIED

4) Landscaping

Paraspace Landscaping

The Manager tabled copies of the quotation for the renewal of the landscape maintenance contract with Paraspace Landscaping.

In light of the past satisfaction with the services as provided by Paraspace, it was

MOVED AND SECONDED:

That staff be instructed to renew the landscape maintenance contract for the ensuing 12 month period with Paraspace Landscaping.

MOTION CARRIED

It was noted that at the next meeting of the Strata Council, the Council will have to give direction on the treatment program to be used for control of the chafer beetle.

5) Insurance

Request for Renewal

The Manager tabled copies of correspondence forwarded to several insurance brokers, wherein quotations were requested for renewal of the Strata Corporation's insurance policy.

Costal Insurance Services

The Manager tabled copies of correspondence regarding the completion of the pollution endorsement application form, confirmation of the awarding of the insurance policy for the 2006 calendar year, and a valuation endorsement request for Council's information.

A copy of the certificate is attached to the minutes for the information of the owners. 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 Manager also indicated that under the new policy, Strataco had negotiated with the underwriters the right to adjudicate claims up to a certain level. This was an important gain in terms of expediting the work when a claim needed to be processed. Adjusters often take considerable time in making decisions as to proceeding with repair work, often leaving the owners with an uncomfortable situation for unresolved repairs. It is anticipated that with the cooperation of the insurance company, Strataco can expedite the initiation of repairs in a more timely manner and thus shorten considerably the time needed for repairs to be undertaken. Claims of a larger nature would still require the insurance company's adjusters to attend.

6) **Correspondence**

The Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: election and re-election letters sent to Council; parking bylaw infractions; repair cost evaluation and welcome letters sent to new owners.



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.

7) **Meeting Schedule**

The Manager presented the proposed meeting schedule for 2006, calling for regular Strata Council meetings to be held on February 14, March 28, April 25, May 30, June 27, July 25, September 26, November 28, 2006, and the Annual General Meeting has been tentatively scheduled to be held on October 24, 2006. It was

MOVED & SECONDED:

That the 2006 meeting schedule be adopted as presented.

MOTION CARRIED UNANIMOUSLY

OTHER BUSINESS:

Railing

Staff were requested to inspect the handrail at strata lot 46 for unevenness.

Garbage Enclosure Repair

Staff were requested to ask a handyman to repair the sliding doors for the garbage enclosure near strata lot 50.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:26 pm, until Tuesday, March 28, 2006, at 7:00 pm in the Exercise Room, 6700 Rumble Street, Burnaby, BC

STRATACO MANAGEMENT LTD.

8553 Commerce Court

Burnaby, BC

V5A 4N4

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.

/eb



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

Replacing Policy No. - CON 4599 - -7

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. , 8553 Commerce Court, Burnaby, BC V5A 4N4
Policy Period:	12/31/05 to 12/31/06 (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 - Form STR09/98R All Property, All Risks, Stated Amount Co-Insurance, Bylaws, Replacement Cost Water Damage Backup of Sewers, Sumps, Septic Tanks or Drains Earthquake Damage Flood Damage Lock & Key Money Coverage	2,500 5,000 5,000 10% 25,000 250 1,000	18,220,000 Included Included Included Included 5,000 5,000
BLANKET EXTERIOR GLASS INSURANCE - Form 000102(Rev.11/98)	100	Blanket
COMMERCIAL GENERAL LIABILITY - Form 000102(Rev.11/98) Coverage A - Bodily Injury & Property Damage Liability Products & Completed Operations Coverage B - Personal Injury Liability Coverage C - Medical Payments Coverage D - Tenants Legal Liability Non-Owned Automobile Endorsement SPF #6 - Form 335002 Contractual Liability Endorsement SEF #96 Excluding Long Term Leased Vehicle Endorsement - S.E.F. No. 99 Limited Pollution Liability Coverage Endorsement Employee Benefit Liability - Form 000200 Advertising Liability - Form 000117	Per Occurrence Aggregate Per Occurrence Any One Person Per Occurrence Per Occurrence Per Occurrence Aggregate Aggregate Per Occurrence	500 500 500 2,500 25,000 500 10,000,000 50,000 10,000,000 1,000,000 1,000,000 500,000
DIRECTORS & OFFICERS LIABILITY - Form G/A2(04/01) Claims Made Form	500 Retention	2,000,000
POLLUTION & REMEDIATION LEGAL LIABILITY - Form LGIC-PARL3CP(12/99) Claims Made Form Aggregate	10,000 Retention	1,000,000
VOLUNTEER ACCIDENT INSURANCE PLAN - Plan II Principal Sum = \$100,000 Weekly Indemnity = \$500 (maximum 52 weeks) Accidental Medical = \$5,000 Dental Injury = \$2,500	7 Day Waiting Period	100,000
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION RIDER Form 500000(Rev.01/200) I. Employee Dishonesty Coverage - Form A II. Loss Inside the Premises III. Loss Outside the Premises		10,000 5,000 5,000
MACHINERY BREAKDOWN - Form 780014(11/98) Extra Expense	500 24 Hrs Waiting Period	18,220,000 100,000

****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: 12/31/05 to 12/31/06 (mm/dd/yy) 12:01 a.m. Standard Time

INSURER	COVERAGE	%	LIMIT (\$)
Aviva Insurance Company of Canada	Property	40	7,288,000
Axa Pacific Insurance Company	Property	40	7,288,000
The Citadel General Assurance Company	Property	20	3,644,000
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	Commercial Blanket Bond	100	10,000
Aviva Insurance Company of Canada	Inside/Outside Robbery Holdup	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	Machinery Breakdown	100	18,220,000
The Citadel General Assurance Company	Volunteer Accident Insurance Plan	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 Vassell, am licensed as a general insurance agent by the Insurance Council of British Columbia
2. This transaction is between you and , (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

\$21,472.

E&OE/SV

INSURED'S COPY

Francisco Lane

"THE OWNERS STRATA PLAN LMS 93"

8553 Commerce Court
Burnaby, BC
V5A 4N4
Phone: 604-294-4141
Fax: 604-294-8956

January 3, 2006

The Owners
Strata Plan LMS 93
Francisco Lane



Re: 2005/2006 operating budget and strata fees

Dear Owners:

Attached please find a copy of the 2005/2006 operating budget approved by the ownership at the recent General Meeting.

Your monthly strata fee, retroactive to October 1, 2005, is shown on the attached schedule. If you have made payment for October through December 2005 in the old amount, you will have to add the difference to your January 2006 payment.

Owners on the pre-authorized payment plan are asked to note that the February 2006 withdrawal will include the difference for October, November, December 2005 and January 2006, and commencing March 2006 the monthly withdrawal will be reduced to the amount shown on the attached schedule for the remainder of the fiscal year.

To ensure your account is current at all times, please consider one of the following payment options:

1. **Pre-Authorized Payment:**

The pre-authorized payment plan provides for an automatic transfer from your account to that of the Strata Corporation. If you wish to enroll on this plan, please contact our Accounting Department and an application form will be sent to you.

LMS 93 Owners
January 3, 2006

2. **Post-Dated Cheques:**

We would be pleased to accept a series of post-dated cheques for the upcoming fiscal year.

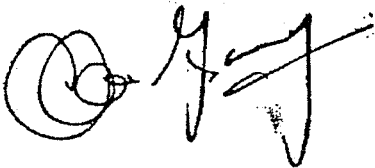
Should you choose to pay by cheque, your cheque should be made payable to your strata plan (the strata plan number appears at the top of this notice) and your strata lot and unit number written on the cheque. This will ensure proper credit to your account.

Please remember that all strata fees are due and payable on the 1st day of the month, in advance, and if not paid in a timely manner your account will be subject to late payment charges pursuant to the Strata Corporation's bylaws.

Thank you for keeping your account current, and should you have any questions or require further information please do not hesitate to contact our office.

Sincerely yours,

STRATACO MANAGEMENT LTD.

A handwritten signature in black ink, appearing to read 'Allan Grandy', with a stylized flourish at the end.

Allan Grandy,
Property Manager

/eb

attachments

STRATA PLAN LMS 93 - FRANCISCO LANE
2005-2006 OPERATING BUDGET

INCOME

Interest - operating fund	\$	500.00
Strata fees		262,580.00
Parking fees		4,600.00
CRF transfer - balconies		18,000.00
CRF transfer - insurance claims		<u>19,000.00</u>
 TOTAL INCOME	 \$	 304,680.00

EXPENDITURES

General

Audit	\$	1,000.00
Insurance		26,000.00
Insurance appraisal		850.00
Management fees		21,800.00
Janitorial contract		10,980.00
Legal		100.00
Council administration		100.00
Records storage		107.00
Duplicating/postage		2,800.00
Moving charges		320.00
Bank charges		<u>500.00</u>
 Sub-total General	 \$	 64,557.00

Building

Fire protection equipment	\$	300.00
Pest control services		1,400.00
Entry gate		800.00
General maintenance		5,500.00
Locks & keys		400.00
Repairs - exterior		50,000.00
Roof repairs/maintenance		6,000.00
Interior repairs		3,000.00
Refuse removal		6,100.00
Enterphone system		530.00
Insurance claims		<u>10,000.00</u>
 Sub-total Building	 \$	 84,030.00

Grounds

Electricity	\$	4,900.00
Improvements		3,000.00
Irrigation		750.00
Fire hydrants		400.00

Landscaping	33,700.00
Repairs	3,000.00
Supplies	100.00
Tree maintenance	3,000.00
Road/sewer maintenance	2,200.00
Snow removal	<u>3,000.00</u>

Sub-total Grounds	\$ 54,050.00
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Recreation Facilities

Chemicals	\$ 1,300.00
Pool electricity & heat	4,600.00
Building maintenance	1,000.00
Pool repairs	800.00
Supplies	200.00
Pool licenses	<u>350.00</u>

Sub-total Recreation Facilities	\$ 8,250.00
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Contingency Fund	\$ 56,793.00
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Total budget expenses	\$ 267,680.00
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Deficit/Surplus	\$ 37,000.00
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FRANCISCO LANE

STRATA PLAN LMS 93

2005/2006 SCHEDULE OF STRATA FEES

\$262,580.00

2005/2006 ANNUAL STRATA FEES \$ 205,787.00 \$ 56,793.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY ASSESSMENTS	MONTHLY OPERATING ASSESSMENTS	MONTHLY RESERVE CONTRIBUTION	TOTAL MONTHLY ASSESSMENTS
1	1	1480	\$ 2,604.09	\$ 170.07	\$ 46.94	\$ 217.01
2	2	1448	\$ 2,547.78	\$ 166.39	\$ 45.92	\$ 212.32
3	3	1448	\$ 2,547.78	\$ 166.39	\$ 45.92	\$ 212.32
4	4	1448	\$ 2,547.78	\$ 166.39	\$ 45.92	\$ 212.32
5	5	1628	\$ 2,864.50	\$ 187.08	\$ 51.63	\$ 238.71
6	6	2073	\$ 3,647.48	\$ 238.21	\$ 65.74	\$ 303.96
7	7	1603	\$ 2,820.51	\$ 184.21	\$ 50.84	\$ 235.04
8	8	1609	\$ 2,831.07	\$ 184.89	\$ 51.03	\$ 235.92
9	9	1484	\$ 2,611.13	\$ 170.53	\$ 47.06	\$ 217.59
10	10	1841	\$ 3,239.27	\$ 211.55	\$ 58.38	\$ 269.94
11	11	2023	\$ 3,559.51	\$ 232.47	\$ 64.16	\$ 296.63
12	12	1355	\$ 2,384.15	\$ 155.71	\$ 42.97	\$ 198.68
13	13	1616	\$ 2,843.38	\$ 185.70	\$ 51.25	\$ 236.95
14	14	1480	\$ 2,604.09	\$ 170.07	\$ 46.94	\$ 217.01
15	15	1836	\$ 3,230.48	\$ 210.98	\$ 58.23	\$ 269.21
16	16	1335	\$ 2,348.96	\$ 153.41	\$ 42.34	\$ 195.75
17	17	1340	\$ 2,357.75	\$ 153.98	\$ 42.50	\$ 196.48
18	18	1321	\$ 2,324.32	\$ 151.80	\$ 41.89	\$ 193.69
19	19	1330	\$ 2,340.16	\$ 152.83	\$ 42.18	\$ 195.01
20	20	1593	\$ 2,802.91	\$ 183.06	\$ 50.52	\$ 233.58
21	21	1389	\$ 2,443.97	\$ 159.61	\$ 44.05	\$ 203.66
22	22	1391	\$ 2,447.49	\$ 159.84	\$ 44.11	\$ 203.96
23	23	1385	\$ 2,436.93	\$ 159.15	\$ 43.92	\$ 203.08
24	24	1384	\$ 2,435.17	\$ 159.04	\$ 43.89	\$ 202.93
25	25	1386	\$ 2,438.69	\$ 159.27	\$ 43.96	\$ 203.22
26	26	1374	\$ 2,417.58	\$ 157.89	\$ 43.57	\$ 201.46
27	27	1636	\$ 2,878.57	\$ 188.00	\$ 51.88	\$ 239.88
28	28	1634	\$ 2,875.05	\$ 187.77	\$ 51.82	\$ 239.59
29	29	1499	\$ 2,637.52	\$ 172.25	\$ 47.54	\$ 219.79
30	30	1843	\$ 3,242.79	\$ 211.78	\$ 58.45	\$ 270.23
31	31	1335	\$ 2,348.96	\$ 153.41	\$ 42.34	\$ 195.75
32	32	1330	\$ 2,340.16	\$ 152.83	\$ 42.18	\$ 195.01
33	33	1343	\$ 2,363.03	\$ 154.33	\$ 42.59	\$ 196.92
34	34	1332	\$ 2,343.68	\$ 153.06	\$ 42.24	\$ 195.31
35	35	1829	\$ 3,218.16	\$ 210.18	\$ 58.00	\$ 268.18
36	36	1501	\$ 2,641.04	\$ 172.48	\$ 47.60	\$ 220.09
37	37	1324	\$ 2,329.60	\$ 152.14	\$ 41.99	\$ 194.13
38	38	1339	\$ 2,356.00	\$ 153.87	\$ 42.46	\$ 196.33
39	39	1329	\$ 2,338.40	\$ 152.72	\$ 42.15	\$ 194.87
40	40	1376	\$ 2,421.10	\$ 158.12	\$ 43.64	\$ 201.76
41	41	1384	\$ 2,435.17	\$ 159.04	\$ 43.89	\$ 202.93

FRANCISCO LANE

STRATA PLAN LMS 93

2005/2006 SCHEDULE OF STRATA FEES

\$262,580.00

2005/2006 ANNUAL STRATA FEES

\$ 205,787.00

\$ 56,793.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY ASSESSMENTS	MONTHLY OPERATING ASSESSMENTS	MONTHLY RESERVE CONTRIBUTION	TOTAL MONTHLY ASSESSMENTS
42	42	1384	\$ 2,435.17	\$ 159.04	\$ 43.89	\$ 202.93
43	43	1381	\$ 2,429.90	\$ 158.69	\$ 43.80	\$ 202.49
44	44	1741	\$ 3,063.32	\$ 200.06	\$ 55.21	\$ 255.28
45	45	1601	\$ 2,816.99	\$ 183.98	\$ 50.77	\$ 234.75
46	46	1448	\$ 2,547.78	\$ 166.39	\$ 45.92	\$ 212.32
47	47	1445	\$ 2,542.50	\$ 166.05	\$ 45.83	\$ 211.88
48	48	1454	\$ 2,558.34	\$ 167.08	\$ 46.11	\$ 213.20
49	49	1469	\$ 2,584.73	\$ 168.81	\$ 46.59	\$ 215.39
50	50	1515	\$ 2,665.67	\$ 174.09	\$ 48.05	\$ 222.14
51	51	1451	\$ 2,553.06	\$ 166.74	\$ 46.02	\$ 212.76
52	52	1442	\$ 2,537.23	\$ 165.70	\$ 45.73	\$ 211.44
53	53	1452	\$ 2,554.82	\$ 166.85	\$ 46.05	\$ 212.90
54	54	1561	\$ 2,746.61	\$ 179.38	\$ 49.50	\$ 228.88
55	55	1588	\$ 2,794.12	\$ 182.48	\$ 50.36	\$ 232.84
56	56	1321	\$ 2,324.32	\$ 151.80	\$ 41.89	\$ 193.69
57	57	1321	\$ 2,324.32	\$ 151.80	\$ 41.89	\$ 193.69
58	58	1343	\$ 2,363.03	\$ 154.33	\$ 42.59	\$ 196.92
59	59	1475	\$ 2,595.29	\$ 169.50	\$ 46.78	\$ 216.27
60	60	1842	\$ 3,241.03	\$ 211.67	\$ 58.42	\$ 270.09
61	61	1585	\$ 2,788.84	\$ 182.14	\$ 50.27	\$ 232.40
62	62	1340	\$ 2,357.75	\$ 153.98	\$ 42.50	\$ 196.48
63	63	1338	\$ 2,354.24	\$ 153.75	\$ 42.43	\$ 196.19
64	64	1340	\$ 2,357.75	\$ 153.98	\$ 42.50	\$ 196.48
65	65	1475	\$ 2,595.29	\$ 169.50	\$ 46.78	\$ 216.27
66	66	1820	\$ 3,202.32	\$ 209.14	\$ 57.72	\$ 266.86
67	67	1336	\$ 2,350.72	\$ 153.52	\$ 42.37	\$ 195.89
68	68	1324	\$ 2,329.60	\$ 152.14	\$ 41.99	\$ 194.13
69	69	1320	\$ 2,322.56	\$ 151.69	\$ 41.86	\$ 193.55
70	70	1336	\$ 2,350.72	\$ 153.52	\$ 42.37	\$ 195.89
71	71	1637	\$ 2,880.33	\$ 188.11	\$ 51.92	\$ 240.03
72	72	1638	\$ 2,882.09	\$ 188.23	\$ 51.95	\$ 240.17
73	73	1530	\$ 2,692.06	\$ 175.82	\$ 48.52	\$ 224.34
74	74	1831	\$ 3,221.68	\$ 210.41	\$ 58.07	\$ 268.47
75	75	1637	\$ 2,880.33	\$ 188.11	\$ 51.92	\$ 240.03
76	76	1651	\$ 2,904.97	\$ 189.72	\$ 52.36	\$ 242.08
77	77	1521	\$ 2,676.23	\$ 174.78	\$ 48.24	\$ 223.02
78	78	1833	\$ 3,225.20	\$ 210.64	\$ 58.13	\$ 268.77
79	79	1330	\$ 2,340.16	\$ 152.83	\$ 42.18	\$ 195.01
80	80	1322	\$ 2,326.08	\$ 151.91	\$ 41.93	\$ 193.84
81	81	1310	\$ 2,304.97	\$ 150.54	\$ 41.54	\$ 192.08
82	82	1327	\$ 2,334.88	\$ 152.49	\$ 42.08	\$ 194.57

FRANCISCO LANE

STRATA PLAN LMS 93

2005/2006 SCHEDULE OF STRATA FEES

\$262,580.00

2005/2006 ANNUAL STRATA FEES

\$ 205,787.00 \$ 56,793.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY ASSESSMENTS	MONTHLY OPERATING ASSESSMENTS	MONTHLY RESERVE CONTRIBUTION	TOTAL MONTHLY ASSESSMENTS
83	83	1573	\$ 2,767.72	\$ 180.76	\$ 49.89	\$ 230.64
84	84	1380	\$ 2,428.14	\$ 158.58	\$ 43.76	\$ 202.34
85	85	1372	\$ 2,414.06	\$ 157.66	\$ 43.51	\$ 201.17
86	86	1372	\$ 2,414.06	\$ 157.66	\$ 43.51	\$ 201.17
87	87	1381	\$ 2,429.90	\$ 158.69	\$ 43.80	\$ 202.49
88	88	1364	\$ 2,399.98	\$ 156.74	\$ 43.26	\$ 200.00
89	89	1365	\$ 2,401.74	\$ 156.86	\$ 43.29	\$ 200.15
90	90	1381	\$ 2,429.90	\$ 158.69	\$ 43.80	\$ 202.49
91	91	1377	\$ 2,422.86	\$ 158.24	\$ 43.67	\$ 201.90
92	92	1379	\$ 2,426.38	\$ 158.46	\$ 43.73	\$ 202.20
93	93	1384	\$ 2,435.17	\$ 159.04	\$ 43.89	\$ 202.93
94	94	1379	\$ 2,426.38	\$ 158.46	\$ 43.73	\$ 202.20
95	95	1368	\$ 2,407.02	\$ 157.20	\$ 43.38	\$ 200.59
96	96	1373	\$ 2,415.82	\$ 157.78	\$ 43.54	\$ 201.32
97	97	1385	\$ 2,436.93	\$ 159.15	\$ 43.92	\$ 203.08
98	98	1389	\$ 2,443.97	\$ 159.61	\$ 44.05	\$ 203.66
99	99	1381	\$ 2,429.90	\$ 158.69	\$ 43.80	\$ 202.49
100	100	1382	\$ 2,431.65	\$ 158.81	\$ 43.83	\$ 202.64
101	101	1600	\$ 2,815.23	\$ 183.86	\$ 50.74	\$ 234.60
149234			\$ 106,011.00	\$ 6,923.50	\$ 1,910.75	\$ 8,834.25

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN LMS-93, FRANCISCO LANE, HELD ON THURSDAY, DECEMBER 29, 2005 AT 7:00 PM AT THE EDMONDS COMMUNITY CENTER, ARTS ROOM, 7282 KINGSWAY, BURNABY, BC

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Paul Cipywink, at 7:30 pm.

CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:

Mr. Allan Grandy, Property Manager, advised that subsequent to the calling of the roll and certification of proxies, it had been determined that there were 101 eligible voting members at Francisco Lane. Quorum consisted of one-third of those eligible to vote, or 34 voting members. There were currently 28 owners present in person, 5 represented by proxy, for a total of 33 voting members.

While the meeting had not achieved the required number for quorum, pursuant to the bylaws of the Strata Corporation, the meeting waits 30 minutes, adjourns and then reconvenes at the same date, time and place, with those owners present in person or by proxy being deemed to be quorum. As such, the meeting is therefore quorated and competent to proceed with the business at hand.

FILING OF PROOF OF NOTICE OF MEETING:

The Manager read into the record the notice of meeting which had been sent to all registered strata lot owners in accordance with the provisions of the Strata Property Act and the bylaws of the Strata Corporation, stating the date, time, place and purpose of the meeting.

MINUTES OF THE MEETING OF NOVEMBER 22, 2004:

It was

MOVED AND SECONDED:

That the minutes of the meeting of November 22, 2004 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

STRATA COUNCIL REPORT:

The Strata Council President then addressed the ownership, thanking them for taking the time to attend the Annual General Meeting, and apologizing for the late date for the General Meeting.

The President extended his thanks to the current Strata Council members: Vice President, Brian Kingsley; Treasurer, Carol Cruickshank; Michael Layne; Mark Cockle and Gordon World.

The President extended his appreciation to Allan Grandy and Strataco Management Ltd. for their services on behalf of the Strata Corporation during the past year.

The President noted that during the past year, several issues had been of significant concern to the Strata Corporation and the Strata Council. Firstly, parking has once again become an issue. Some residents are choosing to park in the visitor parking area, despite the rules and regulations which prohibit such. The visitor parking areas are reserved exclusively for guests of residents and are not to be used by residents of Francisco Lane.

DRAFT
FOR DISCUSSION

As well, an increase in the frequency of residents parking on the street for prolonged periods of time has been noted, despite all of the signage and requests to residents not to do so. The roadway areas are designated fire lanes and the parking of motor vehicles in the fire lanes is prohibited.

As noted and discussed at the previous Annual General Meeting, the towing of motor vehicles that are found to be improperly parked, while available as an option to the Strata Council, has not been undertaken. While on at least one occasion during the past year, the Strata Council came close to towing a vehicle; however, the vehicle was ultimately removed before the towing contractor could arrive on site. The President called upon all residents to observe the parking regulations.

With regard to graffiti, it was noted that while a decrease had been observed for a period of time, the frequency and prevalence of graffiti and vandalism to the Strata Corporation's fences was once again increasing.

With regard to garbage, it was noted that from time to time, individuals improperly place refuse in recycling containers and pile debris into overflowing containers or leaving it on the ground. The refuse disposal contractors will not pick up garbage left on the ground, and all owners are reminded of the need to compact boxes before disposal. Please note that the recycling totes are not to be used for the disposal of general household garbage.

As discussed at previous times, the high costs of undertaking repairs, and in particular repairs to balconies, is a significant issue that the Strata Corporation is facing. Please report deterioration or problems with your balcony as soon as they are found, rather than waiting for the damage to become significant, which can result in huge cost increases to be faced when structural repairs have to be done to a balcony.

It was noted that at a later point in the meeting, the ownership will be discussing the operating budget, the approval of handrail replacement work, and roofing work.

The President concluded by noting that he would encourage owners to step up and consider running for the Strata Council.

FINANCE REPORT:

The Manager was then called upon to introduce the proposed operating budget. The Manager reviewed the budget on a line by line basis.

A lengthy discussion ensued, during which information was provided to the owners to assist them with their knowledge and understanding of the operating budget and the changes proposed for the next fiscal period.

After this review, it was

MOVED AND SECONDED:

That:

WHEREAS The Strata Property Act sets out the required information to be submitted with the proposed budget; and

WHEREAS The Strata Property Act requires the Strata Corporation to report on the contingency reserve funds, operating expenses and unapproved expenses; and

WHEREAS The Strata Property Act establishes the approval process for the various components of the budget for the coming fiscal year;

BE IT THEREFORE RESOLVED THAT:

- ⇒ The Owners, Strata Plan LMS 93, hereby authorize a 2005/2006 reserve contribution in the amount of \$56,793.00. (refer to Section 93 of the Strata Property Act)
- ⇒ The Owners, Strata Plan LMS 93, hereby authorize a transfer from reserves in the 2005/2006 fiscal year in the amount of \$37,000.00, to refund cost coverages for balconies and insurance related matters incurred during the past fiscal year. (refer to Section 96 of the Strata Property Act)
- ⇒ The Owners, Strata Plan LMS 93, hereby authorize operating expenses in the amount of \$215,087.00 (exclusive of the reserves and capital expenses). (refer to Section 103 (1) of the Strata Property Act)

An owner then advised that after her careful review and consideration of the budget, she wished to recommend for consideration by the ownership a number of changes to save money and reduce the impact of the proposed strata fee increase. The owner recommended the following budgetary amendments:

- ⇒ Deletion of the audit expense account
- ⇒ Reduction of the management fee account, to the amount of the prior fiscal reporting period.
- ⇒ Deletion of the locks and key expense account
- ⇒ Reduction of the exterior repair expense account from \$50,000.00 to \$45,000.00
- ⇒ Reduction of the interior repair expense account from \$3,000.00 to \$2,500.00
- ⇒ Deletion of the window washing expense account
- ⇒ Reduction of the insurance deductible expense account from \$10,000.00 to \$5,000.00
- ⇒ Reduction of the grounds improvement expense account from \$5,000.00 to \$3,000.00
- ⇒ Reduction of the landscape maintenance account from \$33,700.00 to \$30,000.00
- ⇒ Deletion of the grounds supply account, road and sewer maintenance account and tree maintenance account.

A lengthy discussion then took place on each of the recommended amendments presented by the owner. At the conclusion of the discussion, it was

MOVED AND SECONDED:

That the proposed operating budget be amended so as to call for the deletion of the window cleaning expense account and a reduction in the grounds improvement account from \$5,000.00 to \$3,000.00; with the net \$4,200.00 savings to be balanced by way of a reduction in the strata fees of \$4,200.00.

MOTION CARRIED

Question was called and the amended budgetary resolution was

CARRIED UNANIMOUSLY

INSURANCE POLICY RATIFICATION:

The Manager then introduced the proposed ¾ vote resolution to ratify the insurance policy.

The Manager reminded the owners 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.

The Manager also reminded the owners to ensure that they query their broker about obtaining loss assessment 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 Manager strongly recommended that if owners have any questions regarding their insurance requirements or their current homeowner policy, they 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.

After a brief review of insurance related issues, it was

MOVED AND SECONDED:

That:

WHEREAS the Strata Corporation currently insures considerable assets over which it has an insurable interest but no beneficial ownership; and

WHEREAS the Strata Corporation is required in its mandate to deal with matters affecting not only the common property, common facilities and common assets, but also those fixtures built or installed by the owner/developer as part of the original construction; and

WHEREAS the Strata Council is recommending that the Strata Corporation approve the property insurance policy and related risks in accordance with the Certificate of Insurance attached to the notice of meeting, which sets out the current level of insurance coverage;

BE IT THEREFORE RESOLVED THAT The Owners, Strata Plan LMS 93, hereby approve the insurance policy and the terms as set out in the Insurance Certificate dated December 29, 2004, setting out the coverages for the benefit of The Owners, Strata Plan LMS 93, in accordance with Section 149 of the Strata Property Act and related regulations.

Question was called and the motion was

CARRIED UNANIMOUSLY

NEW BUSINESS:

Aluminum Step Handrail Replacement

The Manager then introduced a proposed $\frac{3}{4}$ resolution, which would permit funding for the replacement of the existing wooden handrails with an aluminum handrail system for steps leading to the strata lots. It was noted that this matter had been discussed at a previous Annual General Meeting, and that budgetary estimates for this work along with engineering estimates have been provided. After review of the resolution and the potential benefit to the Strata Corporation of this modification, it was

MOVED AND SECONDED:

That:

WHEREAS the Strata Council and ownership have discussed the benefit of converting the existing wood railings on the steps to aluminum style railing systems; and

WHEREAS it is recommended that the cost of this work be paid for from the contingency reserve fund; and

WHEREAS the Strata Property Act establishes the manner by which a Strata Corporation may withdraw funds from its contingency reserve fund;

BE IT THEREFORE RESOLVED THAT The Owners, Strata Plan LMS 93, hereby authorize the Strata Council to proceed with the conversion of the wooden handrails on the steps to aluminum style handrails. The cost of this work is not to exceed \$43,250.00 and shall be paid for from the Strata Corporation's contingency reserve fund. The Strata Council shall review final tenders for this work and make the final decision on acceptance of the tender.

Question was called and the motion was

CARRIED (31 in favour, 2 opposed)

Roof Repairs

The Manager then introduced the $\frac{3}{4}$ vote resolution which would authorize the roof maintenance repairs recommended by Quality Auditing Institute. The cost of the repairs would be paid for from the contingency reserve fund. It was noted that the roofing consultant has indicated that the Strata Corporation's roofing systems have an estimated useful life remaining of five years if certain maintenance repair work is done. It is proposed to complete the roofing maintenance work so as to afford the Strata Corporation time to plan for the replacement of the roofs over the next five years.

Discussion on this matter continued for some time, during which consideration was given to the potential benefit to the Strata Corporation that may arise if planning for reroofing work is done earlier rather than later, along with the potential concern for rapidly escalating reroofing costs.

After further discussion it was

MOVED AND SECONDED:

That:

WHEREAS the Strata Council has received a report recommending roof maintenance items be completed; and

WHEREAS it is recommended that this work be completed during 2006; and

WHEREAS it is recommended that this work be paid for from the contingency reserve fund; and

WHEREAS the Strata Property Act establishes the manner by which a Strata Corporation may withdraw funds from its contingency reserve fund.

BE IT THEREFORE RESOLVED THAT The Owners, Strata Plan LMS 93, hereby authorize the Strata Council to proceed with roof repairs and maintenance as recommended by Quality Auditing Institute. The cost of this work shall be paid for from the contingency reserve fund.

Question was called and the motion was

CARRIED (31 in favour, 2 opposed)

ELECTION OF THE 2006 STRATA COUNCIL:

It was noted that at this time the current Strata Council retires and it is the owners' responsibility to elect a minimum of three to a maximum of seven owners to represent them as the Strata Council until the next Annual General Meeting.

Nominations were then called for election to Council and the following owners were duly nominated:

Carol Cruickshank	Unit 11
Paul Cipywnyk	Unit 74
Mark Cockle	Unit 75
Michael Layne	Unit 45
Brian Kingsley	Unit 46
Gordon World	Unit 30

There being no further nominations, it was

MOVED AND SECONDED:

That nominations be closed.

MOTION CARRIED

The above-noted owners were then declared elected to the 2006 Strata Council by acclamation.

OTHER BUSINESS:

Parking

The owners discussed the issues and concerns pertaining to the abuse of the parking regulations on site. An owner noted her ongoing concerns and frustrations with the abuse of the parking regulations by certain residents, and it was suggested during the course of discussion that more aggressive enforcement of the parking regulations is required.

The owners noted their support for the Strata Council towing improperly parked vehicles.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:59 pm.

STRATACO MANAGEMENT LTD.

8553 Commerce Court

Burnaby, BC

V5A 4N4

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.

/eb

TAKE NOTICE THAT THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN LMS 93 FRANCISCO LANE, WILL BE HELD ON:

DATE: THURSDAY, DECEMBER 29, 2005

TIME: 7:00 PM (REGISTRATION AT 6:45 PM)

PLACE: ARTS ROOM
EDMONDS COMMUNITY CENTER
7282 KINGSWAY
BURNABY, BC

An Agenda for the meeting and supporting documents are attached hereto. Please read this material prior to the meeting and bring it with you to the meeting for reference.

1. **PURPOSE:** The purpose of the meeting is to approve the 2005/2006 operating budget, to consider $\frac{3}{4}$ vote resolutions to ratify the insurance policy, authorize roofing repairs/maintenance, and convert wood step handrails to aluminum railings; to discuss parking; and to elect the Strata Council.
2. **QUORUM:** In order to conduct business at this Annual General Meeting, at least thirty-three percent (33%) of the persons entitled to vote must be present in person or by proxy. Failure to reach a quorum will result in the adjournment of the meeting and another meeting being held in accordance with the bylaws of the Strata Corporation.
3. **VOTING:** No owner is entitled to vote on a Resolution if the Strata Corporation is entitled to register a lien against that strata lot under Section 116 (1) of the Strata Property Act.
4. **$\frac{3}{4}$ VOTE RESOLUTION:** A $\frac{3}{4}$ vote resolution must be approved by at least $\frac{3}{4}$ of the votes cast by eligible voters who are present in person or by proxy at the time the vote is taken and who have not abstained from voting.
5. **PROXIES:** An instrument appointing a proxy shall be in writing under the hand of his appointer or attorney. A proxy need not be an owner.

/eb

**ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN LMS
93, FRANCISCO LANE, TO BE HELD ON THURSDAY, DECEMBER 29,
2005 AT 7:00 PM IN THE ARTS ROOM, EDMONDS COMMUNITY
CENTER, 7282 KINGSWAY, BURNABY, BC**

A G E N D A

1. CALL TO ORDER
2. CALLING OF THE ROLL AND CERTIFICATION OF PROXIES
3. FILING OF PROOF OF NOTICE OF MEETING
4. MINUTES OF THE MEETING OF NOVEMBER 22, 2004 SEE ATTACHED
5. BUSINESS ARISING FROM THE MINUTES
6. STRATA COUNCIL REPORT – PAUL CIPYWNYK, PRESIDENT
7. FINANCE REPORT:
 - A) BALANCE SHEET TO SEPTEMBER 30, 2005 SEE ATTACHED
 - B) 2005/2006 OPERATING BUDGET SEE ATTACHED
 - C) SCHEDULE OF STRATA FEES SEE ATTACHED
 - D) DEPRECIATION REPORT SEE ATTACHED
 - E) CAPITAL CASH FLOW ANALYSIS SEE ATTACHED
 - F) CONTRACT SUMMARY SEE ATTACHED
 - G) BUDGET RESOLUTION SEE ATTACHED
8. INSURANCE - POLICY REVIEW AND APPROVAL SEE ATTACHED
9. NEW BUSINESS:
 - A) ¾ RESOLUTION – ALUMINUM STEP RAILINGS SEE ATTACHED
 - B) ¾ RESOLUTION – ROOF REPAIRS/MAINTENANCE SEE ATTACHED
 - C) PARKING – DISCUSSION ITEM
10. ELECTION OF 2005/2006 STRATA COUNCIL
11. OTHER BUSINESS
12. ADJOURNMENT

PROXY FORM

Date _____

I/WE _____

of _____

in the City of Burnaby, in the Province of British Columbia, being the registered owner(s) of
Strata Lot _____ of Strata Plan LMS 93, hereby appoint:

or failing him/her _____

or failing him/her _____

as my/our proxy for me/us and on my/our behalf at the Annual General Meeting of The Owners,
Strata Plan LMS 93, to be held on Thursday, the 29th day of December, 2005, and at any
adjournment thereof.

SIGNED this _____ day of _____, 2005

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN LMS-93, FRANCISCO LANE, HELD ON MONDAY, NOVEMBER 22, 2004 AT 7:00 PM AT THE EASTBURN COMMUNITY CENTER, MULTIUSE ROOM #2, 7435 EDMONDS STREET, BURNABY, BC

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Paul Cipywynk, at 8:10 pm.

CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:

Mr. Allan Grandy, Property Manager, advised that subsequent to the calling of the roll and certification of proxies, it had been determined that there were 96 eligible voting members at Francisco Lane. Quorum consisted of one-third of those eligible to vote, or 32 voting members. There were currently 22 owners present in person, 6 represented by proxy, for a total of 28 voting members.

As the meeting had not achieved quorum at the scheduled start time of 7:00 pm, it was adjourned for thirty minutes. The bylaws of the Strata Corporation indicate that should the Strata Corporation not achieve quorum at the scheduled start time for a General Meeting, the meeting waits thirty minutes, after which those owners present in person or by proxy are deemed to be a quorum. After the required thirty minutes, the meeting was declared quorated and competent to proceed.

FILING OF PROOF OF NOTICE OF MEETING:

The Manager read into the record the notice of meeting which had been sent to all registered strata lot owners in accordance with the provisions of the Strata Property Act, stating the date, time, place and purpose of the meeting.

MINUTES OF THE MEETING OF OCTOBER 29, 2003:

It was

MOVED AND SECONDED:

That the minutes of the meeting of October 29, 2003 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

STRATA COUNCIL REPORT:

The Strata Council President then addressed the owners, thanking them for taking the time to attend the Annual General Meeting. It was noted that the Annual General Meeting location had been changed from its former venue of the exercise room to an off site location as a result of a lack of space being available in the exercise room after the addition of new exercise equipment.

Mr. Cipywynk thanked the members of Council for their efforts on behalf of all owners during the past year. The President introduced the current members of the Strata Council: Michael Layne, Mark Cackle, Joanne Bauer and Lars Bach (noting that Mr. Bach was unable to attend the meeting).

The President then extended his thanks to Allan Grandy of Strataco Management Ltd. for his assistance during the past year.

Mr. Cipywynk noted that several issues need to be considered by the ownership during the course of this meeting, and in particular graffiti removal, parking problems, and maintenance of the handrails.

It was noted that parking was not permitted on the roadways, as they are designated fire lanes. Residents may park a vehicle on the concrete aprons of the driveways entering garages if all wheels of the vehicle are not on the roadway. Parking continues to be a problem, with residents leaving vehicles on the roadways, and this represents a significant problem for the Strata Corporation.

The President noted that graffiti has and continues to be an issue for the Strata Corporation. Some graffiti has been observed to be applied by children of residents of the complex. The President called upon all parents to consult with their children to ensure that they are not applying graffiti, as the cost of dealing with graffiti is a significant cost that is borne by all owners.

Mr. Cipywynk reminded all owners that garbage cannot be left on the road or beside garbage bins. Garbage must be placed directly into the garbage bins for pick up. The municipal garbage service will not pick up garbage left on the road or around the bins.

FINANCE REPORT:

The Manager introduced the proposed 2004/2005 operating budget, reviewed the costs incurred during the previous fiscal reporting period, and provided an explanation of changes in the proposed operating budget when compared to the previous year. During the course of discussion, emphasis was placed upon insurance premium costs, bylaw enforcement costs, insurance deductible costs and funding of the contingency reserve fund.

Owners were referred to the depreciation report outlining anticipated costs to be incurred by the Strata Corporation in future years. The Manager pointed out that while the proposed operating budget does call for a significant contribution to the contingency reserve fund, the amount of the contribution is significantly less than made in prior years. In previous years, the Strata Corporation has realized significant annual operating surpluses; however, over the past few years, as strata fees have not increased and the costs of operating the Strata Corporation have increased, the amount of the surplus has decreased considerably, to the point where there has been a reduction in funding to the contingency reserve fund. The Strata Council recommends to the ownership an increase in the monthly strata fees to ensure proper funding of the contingency reserve fund.

In discussing the proposed operating budget, it was noted that with the next window washing and/or vinyl siding cleaning, a deficiency notice will be forwarded to residents to ensure that any items missed by the attending contractors can be reported and attended to.

With regard to gutter cleaning, it was noted that cleaning of the exterior gutter system had been scheduled with Sherwood Cleaners for December 7, 8, 9 and 10, 2004. In the interim period, gutter leaks are attended to on a call out basis.

After further discussion of the proposed operating budget, it was

MOVED AND SECONDED:

That:

WHEREAS The Strata Property Act sets out the required information to be submitted with the proposed budget; and

WHEREAS The Strata Property Act requires the Strata Corporation to report on the contingency reserve funds, operating expenses and unapproved expenses; and

WHEREAS The Strata Property Act establishes the approval process for the various components of the budget for the coming fiscal year;

BE IT THEREFORE RESOLVED THAT:

- ⇒ The Owners, Strata Plan LMS 93, hereby authorize the carry over of anticipated operating surplus funds in the amount of \$8,475.00, as an operating fund surplus (refer to Section 105 (1) of the Strata Property Act)
- ⇒ The Owners, Strata Plan LMS 93, hereby authorize a 2004/2005 reserve contribution in the amount of \$57,158.00. (refer to Section 93 of the Strata Property Act)
- ⇒ The Owners, Strata Plan LMS 93, hereby authorize operating expenses in the amount of \$191,722.00 (exclusive of the reserves and capital expenses). (refer to Section 103 (1) of the Strata Property Act)

Question was called and the motion was

CARRIED UNANIMOUSLY

Collections

The Manager advised that pursuant to the Strata Property Act, the Strata Council was required to obtain authorization from the ownership prior to commencing any legal action against an owner. It had earlier been recommended by legal counsel that the ownership approve a resolution to enable the Strata Corporation to pursue delinquent accounts up to and through foreclosure without the need to obtain ratification at a General Meeting for each and every action which might occur. The Manager noted that while such actions are not frequent, they are often time-sensitive, especially if an impending bankruptcy or foreclosure by another party is imminent, and that it was important for the Strata Council to be able to protect the Strata Corporation's interest in a timely manner. It was then

MOVED AND SECONDED:

BE IT RESOLVED, in compliance with Section 171 (2) of the Strata Property Act, as a resolution by a $\frac{3}{4}$ vote of The Owners, Strata Plan LMS 93, that the Strata Council be hereby authorized and directed to commence legal proceedings (including the recordation of a lien and/or an application to the courts for forcible sale) against any owners in arrears of strata fees, special levies or other common expenses, as the case may be, without the need to convene a further meeting of The Owners. This resolution to be effective from October 1, 2004 to September 30, 3005.

Question was called and the motion was

CARRIED UNANIMOUSLY

INSURANCE POLICY RATIFICATION:

The Manager then introduced the proposed $\frac{3}{4}$ vote resolution to ratify the insurance policy. It was noted that this resolution was a requirement of the Strata Property Act.

It was reported that the changes in the insurance policy when compared to that of the previous year, were the addition of St. Paul Fire and Marine as a 50% underwriter of the insurance policy

(along with Commonwealth Insurance Company) and the provision of a \$50,000.00 deductible should a grow-op be found in a unit and result in an insurable claim.

The Manager reminded the owners 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.

The Manager also reminded the owners to ensure that they query their broker about obtaining loss assessment 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 Manager strongly recommended that if owners have any questions regarding their insurance requirements or their current homeowner policy, they 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.

In response to an owner's query, it was noted that condensation can be a problem within a strata lot. Each of the strata lots is equipped with a humidity control system, and this system should be utilized when the weather becomes cold enough for the system to engage. Instructions are normally located on the system, and the control is normally located near a master or main bathroom. Should the humidity control system not be utilized, residents should ensure that windows are left open slightly to allow for airing out of the unit and the venting of heavy moisture laden air from the unit to reduce condensation problems.

After further discussion, it was

MOVED AND SECONDED:

That:

WHEREAS the Strata Corporation currently insures considerable assets over which it has an insurable interest but no beneficial ownership; and

WHEREAS the Strata Corporation is required in its mandate to deal with matters affecting not only the common property, common facilities and common assets, but also those fixtures built or installed by the owner/developer as part of the original construction; and

WHEREAS the Strata Council is recommending that the Strata Corporation approve the property insurance policy and related risks in accordance with the Certificate of Insurance attached to the notice of meeting, which sets out the current level of insurance coverage;

BE IT THEREFORE RESOLVED THAT The Owners, Strata Plan LMS 93, hereby approve the insurance policy and the terms as set out in the Insurance Certificate dated January 8, 2004, setting out the coverages for the benefit of The Owners, Strata Plan LMS 93, in accordance with Section 149 of the Strata Property Act and related regulations.

Question was called and the motion was

CARRIED UNANIMOUSLY

NEW BUSINESS:

Handrails

The Manager reported that recently, the Strata Corporation has expended funds for the maintenance and upkeep of deteriorating wooden handrails. It was noted that the nature of the wooden handrails would lead to ongoing maintenance costs, and that the Strata Council has identified that there may be a cost savings to the Strata Corporation by converting the wooden handrails to an aluminum style handrail system with a prefinished surface.

The owners in attendance discussed the relative merits of such a conversion, and a show of hands indicated that a large majority supported the concept of converting the existing wooden handrails to metal handrails. Should such a conversion take place, the owners expressed a preference for all to be done at the same time. It was further agreed that the Strata Council would investigate the cost of undertaking this work, after which a Special General Meeting could be called to enable the ownership to vote on this matter and give direction to the Strata Council.

Parking

It was noted that parking remains a significant issue. Owners are complaining about improperly parked vehicles, and despite notices and requests some residents continuously park their vehicles improperly. It was noted that residents are not allowed to park in the visitor parking areas, as these areas are reserved exclusively for guests of residents of strata lots, nor may residents park across driveways, as this impedes the ability of other residents to access their garages. In the past, the Strata Council has forwarded correspondence to offenders, and has assessed fines as authorized by the bylaws.

The Strata Council has been somewhat reluctant to initiate towing, but feels that its alternatives are being reduced and that towing may be the only recourse.

In discussing the consequences of towing, it was agreed by the owners that a final reminder notice should be sent out to all units regarding parking issues, stressing the fact that towing can take place. A majority of the owners in attendance (by way of a show of hands) supported the concept of towing problematic cars.

ELECTION OF THE 2005 STRATA COUNCIL:

It was noted that at this time the current Strata Council retires and it is the owners' responsibility to elect a minimum of three to a maximum of seven owners to represent them as the Strata Council until the next Annual General Meeting.

Nominations were then called for election to Council and the following owners were duly nominated:

Michael Layne	Unit 45
Mark Cockle	Unit 75
Paul Cipywnyk	Unit 74
Gordon World	Unit 30
Brian Kingsley	Unit 46
Carol Cruickshank	Unit 11

There being no further nominations, it was

MOVED AND SECONDED:
That nominations be closed.

MOTION CARRIED

The above-noted owners were then declared elected to the 2005 Strata Council by acclamation.

OTHER BUSINESS:

Graffiti

Members of the Strata Council noted that efforts have been made to remove graffiti, and that the Strata Council has instructed staff through the winter months to send in a contractor to undertake this work every other month. The owners were questioned as to whether they wished a more aggressive and faster response in graffiti removal. A show of hands indicated the owners' preference for graffiti removal to be done on a periodic basis as opposed to as soon as it is seen and reported.

Appreciation

Appreciation was then extended to the outgoing Strata Council for their efforts on behalf of the ownership during the past year, and for their timely response to issues and concerns expressed by owners.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:25 pm.

STRATACO MANAGEMENT LTD.

8553 Commerce Court

Burnaby, BC

V5A 4N4

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.

/eb

BALANCE SHEET (CASH)

SEPTEMBER 30, 2005

(Unaudited)

SEP 05

ASSETS

CURRENT

Cash

1100 Scotia Bank - Chequing	\$	5,687.88
1110 Scotia Bank - CRF Plan 24		265,426.76
1131 Coast Capital Savings GIC		80,000.00
1132 Coast Capital Savings GIC(Surplus)		10,000.00
1143 Prospera Credit Union		50,000.00
1155 Raymond James Ltd.		105,536.86
1157 Scotia Bank GIC		39,850.00
1300 Accounts Receivable		(372.55)
1320 A/R To Reserves		30,000.00
1400 Prepaid Insurance		6,053.72

592,182.67

FIXED ASSETS

Less: Accumulated Depreciation

TOTAL ASSETS

\$ 592,182.67
=====

LIABILITIES

2100 Accounts Payable	\$	4,604.05
2251 Payable To Reserves		30,000.00

\$ 34,604.05

MEMBER'S EQUITY

OPERATING SURPLUS (DEFICIT) (13,235.00)

RESERVES 570,813.62

557,578.62

TOTAL LIABILITIES AND EQUITY

\$ 592,182.67
=====

December 12, 2005

The Owners
Strata Plan LMS 93
Francisco Lane

Re: Finance Report

Dear Owners:

On behalf of the Strata Council, we are pleased to present the Finance Report for the Strata Corporation, which includes:

- ⇒ a summary of the Strata Corporation's performance over the past fiscal year
- ⇒ an explanation of the operating expenses proposed for the ensuing fiscal year
- ⇒ an explanation of the unapproved expenditures incurred during the previous fiscal year (as required by Section 98 of the Strata Property Act)
- ⇒ an explanation of the proposed reserve contributions for the ensuing fiscal year

Past Fiscal Year

As required by Section 103 (2) of the Strata Property Act, we attach for your information a copy of the unaudited balance sheet for the Strata Corporation to the period ending September 30, 2005. It is anticipated that the Strata Corporation will end the fiscal year with an approximate operating deficit of \$15,021.80.

During the past year, the Strata Corporation experienced higher than anticipated costs for balcony repairs (account 564), water damage repairs and vehicle impact repairs (account 598).

Exterior repairs have ended the year \$17,592.00 above the budgetary allowances set one year ago, and insurance related costs have exceeded the budgetary allowance by \$19,870.00. These costs are net of coverages provided by the insurance policy. In the case of the vehicle impact claim, subrogation against ICBC is expected to recover the \$2,500.00 deductible paid by the Strata Corporation.

The Corporation found it necessary to deal with several water loss claims, including two basement floods from January 2005.

As required by Section 105 (2), the estimated operating deficit of \$15,021.80 must be eliminated during the ensuing fiscal year, and the proposed budget has been structured to ensure that this is done.

2005/2006 Proposed Operating Expenses

A budget is a guideline and a fiscal representation of the management programs of the Strata Corporation.

The budget attached reflects the anticipated operating expenses for the ensuing fiscal year, estimated at \$215,087.00. The allocations in certain accounts have increased where we are aware of increases in contract prices or the costs of service. The individual line items contained within the budget will identify the purpose of the expenditure; however, we wish to mention specifically the following:

- ⇒ Account 564 has been increased from \$40,000.00 to \$50,000.00 to provide additional funding for exterior repairs. It is anticipated that balcony repairs will continue to be of a significant cost during the 2005/2006 fiscal year.
- ⇒ Account 598 has been increased from \$5,000.00 to \$10,000.00. While the past year has been unique in that expenses in this area have not been incurred to such a sizable amount as before, Council recognizes that with a \$5,000.00 per claim water loss deductible, costs can escalate quickly in this area, and stronger funding for the future is recommended.
- ⇒ In previous years, operating surpluses have been used to supplement transfers to the contingency reserve fund to help bolster funding. As previously discussed, when these surplus funds no longer exist, and if similar contingency reserve fund contributions are to be maintained, the strata fees will have to be adjusted to compensate. In the previous budget, \$21,000.00 of surplus funds were transferred from the operating account to the contingency reserve fund. The Strata Council strongly recommends that the budgeted contribution to the contingency reserve fund be maintained at its current level. Major capital costs to be faced by the Strata Corporation for things such as roofing, painting, etc. in the future are escalating, and reducing funding levels of the contingency reserve fund will increase special levy needs in future years.

The proposed budget calls for an overall \$44,000.00 increase in strata fees. Of this increase, \$21,000.00 is due to the loss of an operating fund surplus for transfer to the contingency reserve fund, \$10,000.00 represents the increase in account 564, and \$5,000.00 represents the increase in account 598.

Based on the anticipated expenditures for the ensuing fiscal year, the strata fees have been increased by 20%.

Proposed Reserve Contributions

The Strata Council is recommending that \$56,793.00 (or 26% of the operating costs) be set aside in the upcoming fiscal year as a contribution to the reserve fund, to help offset future capital costs and to establish adequate funding for any unexpected non-annual costs such as emergency repairs to the common property. The importance of adequate contributions to the reserves cannot be stressed enough, and they are just as important as contributions for annual operating expenses. They are so important that one of the primary questions asked by realtors and prospective purchasers of a strata lot relates to the adequacy of the reserves.

Proper planning and contributions satisfy the fiduciary requirements of the owners to prepare the Strata Corporation for future non-annual expenses. The courts have reaffirmed this obligation in past decisions, and the Strata Council agrees that a reasonable and prudent part of fiscal planning is to make certain that the reserves are adequate to ensure the success of the Strata Corporation.

Capital Plan Cash Flow - Depreciation Report

Please find attached a capital plan cash flow and a depreciation report. These documents have been compiled based on current costs and anticipated future costs for replacement of various components of the common property and assets of the Strata Corporation. While the time frame for this work may be specific or an approximation, there is little doubt that the work will be required in the future as the components described have a fixed life span. While the owners

today may not be obligated to provide funding for 100% of the replacement cost of these components, there is an obligation to plan for their replacement in the future, and to contribute accordingly so as not to leave the Strata Corporation in a deficit situation when the work comes due. Proper fiscal planning will ensure that the work will be performed in a timely manner so as to prevent further deterioration and additional unnecessary costs.

Conclusion

Recent court decisions and the requirements of the Strata Property Act, have reinforced the Strata Council's fiduciary obligation to recommend to the owners a budget which not only provides funding for annual operating expenses, but also funding for preventative maintenance which will increase the serviceable life of various common assets. In addition, it is imperative that contributions to the reserve fund continue at a level which will preempt special levies for capital works projects (roof replacement, painting, etc.)

The Strata Council recommends adoption of the budget by the owners, as it believes the budget will enable repair and maintenance of the Corporation's assets, and satisfy the Corporation's fiscal responsibility to continue to contribute an adequate sum to the reserves to reduce the necessity to levy special levies for future capital works projects.

In developing the budget, the Strata Council attempts to respond to the needs and expectations of the ownership, and wishes to ensure that sufficient funds are set aside to enable the incoming Strata Council to continue to meet these demands. While it is the Strata Council's obligation to ensure that owners obtain good value for dollar, there is a corresponding obligation by the owners to ensure that the Strata Council is provided with sufficient funds to enable it to perform its duties and to respond to the needs of the owners.

We hope the owners will support the budget proposed by the Strata Council, which has been developed after careful analysis of the expenses in previous years, upcoming work to be done, and the requirements of the Strata Property Act. If you have questions concerning any of the proposed allocations please do not hesitate to contact a member of Council or Strataco Management Ltd., and we look forward to your attendance at the upcoming Annual General Meeting.

Respectfully,

LMS 93 Strata Council
Francisco Lane

/eb

2005/06 Operating Budget Draft**Lms 93 Francisco Lane**

Fiscal Year : Oct. 1 - Sept. 30 th

Draft # 6

Strataco Management Ltd.

8553 Commerce Court

Burnaby, B.C., V5C 4N4

Income	Year to Date	Year End Est.	Variance To	Current	Proposed
	Sept. 30 2005	Sept. 30/05	Budget	Budget	Budget
# 320 Interest Charges	1113.72	1113.72		0.00	0.00
# 325 Move In Fees	900.00	900.00		0.00	0.00
# 335 Interest-Operating Fund	198.12	198.12	0.40	500.00	500.00
# 336 Interest-Plan 24 Reserves	5235.56	5235.56		0.00	0.00
# 337 Investment Income	6815.88	8000.00		0.00	0.00
# 340 Strata Fees	222782.04	222782.04		222780.00	266780.00
# 360 Parking Fees	4800.00	4800.00		4600.00	4600.00
# 361 Surplus Transfer Reserves	21000.00	21000.00		21000.00	0.00
# 362 CRF Transfer - Balconies	0.00	0.00		0.00	18000.00
# 370 CRF Trans - Insurance Claims	0.00	0.00		0.00	19000.00
Total Incomes	262845.32	264029.44		248880.00	308880.00

General Expenses

# 410 Audit	0.00	0.00	0.00	1000.00	1000.00
# 420 General Meeting	0.00	0.00	0.00	0.00	0.00
# 430 Insurance	24677.28	24677.28	0.97	25500.00	26000.00
# 431 Insurance Appraisal	0.00	0.00		0.00	850.00
# 440 Management Fees	19260.00	19260.00	1.00	19260.00	21800.00
# 456 Janitorial Contract	9951.00	10785.60		10980.00	10980.00
# 465 Legal	563.07	563.07		100.00	100.00
# 470 Council Administration	0.00	0.00	0.00	100.00	100.00
# 473 Record Storage	107.00	107.00		107.00	107.00
# 475 Duplication / Postage	2903.81	2903.81		2800.00	2800.00
# 482 Moving Charges	417.30	417.30		320.00	320.00
# 485 Bank Charges	430.61	430.61	0.86	500.00	500.00
Total General Expenses	58310.07	59144.67		60667.00	64557.00

2005/06 Operating Budget Draft**Lms 93 Francisco Lane**

Fiscal Year : Oct. 1 - Sept. 30 th

Building Expenses	Year to Date		Year End Est. Sept. 30/05	Variance To		Current Budget	Proposed Budget
	Sept. 30 2005			Budget			
# 508 Fire Protection Equipment	362.73	362.73		0.00	300.00	300.00	
# 524 Pest Control Services	995.10	995.10		0.00	1400.00	1400.00	
# 528 Entry Gate	1780.82	1780.82		2.23	800.00	800.00	
# 532 General Maintenance	6986.23	6986.23		1.32	5300.00	5500.00	
# 544 Improvements	0.00	0.00			0.00	0.00	
# 545 Vinyl Siding Cleaning	0.00	0.00			0.00	0.00	
# 560 Locks and Keys	46.01	46.01		0.12	400.00	400.00	
# 564 Repairs Exterior	57592.09	57592.09		1.44	40000.00	50000.00	
# 568 Roof Repairs / Maintenance	8286.83	8286.83		2.76	3000.00	6000.00	
# 572 Interior Repairs	2090.98	2090.98		0.70	3000.00	3000.00	
# 576 Refuse Removal	5994.70	6100.00		1.30	4700.00	6100.00	
# 580 Enterphone System	498.72	498.72		0.78	640.00	530.00	
# 584 Supplies	783.93	783.93		1.57	500.00	0.00	
# 585 By-Law Enforcement Costs	0.00	0.00		0.00	640.00	0.00	
# 586 By-Law Enforcement Recovery	0.00	0.00		0.00	500.00	0.00	
# 596 Window Washing	0.00	0.00		0.00	2200.00	2200.00	
# 598 Insurance Claims	24870.69	24870.69		4.97	5000.00	10000.00	
Total Building Expenses	110288.83	110394.13			68380.00	86230.00	

2005/06 Operating Budget Draft**Lms 93 Francisco Lane**

Fiscal Year : Oct. 1 - Sept. 30 th

	Year to Date		Year End Est.		Variance To		Current		Proposed	
	Sept. 30 2005	4781.52	Sept. 30/05	4781.52	Budget	Budget	Budget	Budget	Budget	Budget
Grounds Expenses										
# 605 Electricity	4781.52			4781.52	0.98		4900.00		4900.00	
# 630 Improvements	0.00			0.00	0.00		5000.00		5000.00	
# 635 Irrigation	428.28			428.28	0.57		750.00		750.00	
# 645 Fire Hydrants	1007.94			1007.94	2.69		375.00		400.00	
# 650 Landscaping	33373.30			33373.30	1.03		32300.00		33700.00	
# 655 Repairs	2344.37			2344.37	0.78		3000.00		3000.00	
# 660 Supplies	0.00			0.00	0.00		100.00		100.00	
# 665 Tree Maintenance	0.00			0.00	0.00		3000.00		3000.00	
# 670 Road / Sewer Maintenance	0.00			0.00	0.00		2200.00		2200.00	
# 680 Snow Removal	813.20			813.20	0.27		3000.00		3000.00	
Total Grounds Expenses	42748.61			42748.61			54625.00		56050.00	
Recreation Facilities										
# 710 Chemicals	1281.72			1281.72	0.99		1300.00		1300.00	
# 730 Pool Electricity / Heat	3493.10			4000.00	0.91		4400.00		4600.00	
# 745 Building Maintenance	1795.67			1795.67	2.24		800.00		1000.00	
# 750 Pool Repairs	0.00			0.00	0.00		1000.00		800.00	
# 760 Exercise Equipment	0.00			0.00			0.00		0.00	
# 770 Supplies	0.00			0.00	0.00		200.00		200.00	
# 780 Pool Licenses	0.00			350.00	1.00		350.00		350.00	
Total Recreation Expenses	6570.49			7427.39			8050.00		8250.00	

2005/06 Operating Budget Draft
Lms 93 Francisco Lane
Fiscal Year : Oct. 1 - Sept. 30 th

Total Operating Expenses	217918.00	219714.80	1.15	191722.00	215087.00
Contingency Fund Expense	57158.00	57158.00	1.00	57158.00	56793.00
Interest Reinvested	12051.44	13235.56		0.00	0.00
From Contingency Fund	0	0.00		0	0.00
Total Budget Expenses	287127.44	290108.36	1.17	248880.00	271880.00
Deficit / Surplus	-24282.12	-26078.92		0.00	37000.00
Operating Fund	Year to Date	Year End Est.	Variance To	Current	Proposed
	Sept. 30 2005	Sept. 30/05	Budget	Budget	Budget
Opening Balance	11057.10	11057.12		11057.10	-15021.80
Deficit / Surplus	-24282.12	-26078.92		0.00	37000.00
Closing Balance	-13225.02	-15021.80		11057.10	21978.20
Contingency Fund					
Opening Balance	501604.18	501604.18		501604.18	571997.74
Contribution	69209.44	70393.56		57158.00	56793.00
Withdrawals	0.00	0.00		0.00	37000.00
Interest Estimate					17753.72
Closing Balance	570813.62	571997.74		558762.18	\$ 609,544.46

December 12, 2005

The Owners
Strata Plan LMS 93
Francisco Lane

Re: Strata fee calculations

Dear Owners:

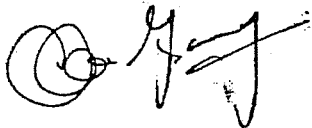
From time to time, owners question the manner in which their monthly strata fees are calculated, and we take this opportunity to provide you with information which will enable you to verify the documentation being sent to you through the Strata Council.

- ◆ The Strata Corporation's budget is divided into 2 components: an operating fund for common expenses which usually occur once a year or more often than once a year, and a contingency reserve fund for common expenses which usually occur less often than once a year or do not normally occur.
- ◆ Each owner must contribute to the Strata Corporation his or her strata lot's share of the total contributions budgeted for the operating fund and contingency reserve fund, by means of "strata fees", which are calculated in accordance with the requirements of the Strata Property Act. The strata fees for a strata lot's share of the contribution to the operating fund and contingency reserve fund are calculated as follows: unit entitlement of the strata lot, divided by total unit entitlements of all strata lots, multiplied by the total contributions and then divided by 12.
- ◆ The unit entitlement for a strata lot is the number indicated in the schedule of unit entitlements on the registered Strata Plan, and is the only number which can be used to determine the strata lot's share of the common property and common expenses of the Strata Corporation. The unit entitlement is usually based on the habitable area of the strata lot as determined by the surveyor at the time of registration of the Strata Plan, rounded to the nearest whole number. The unit entitlement does not necessarily have to be based on this figure, however, and may be altered by the developer subject to approval by the Superintendent of Real Estate. We have attached for your information the schedule of unit entitlements for the strata lots in your building, which determine the manner in which your yearly and monthly fees have been calculated.

We hope that this information will assist you in verifying the figures shown on the schedule of strata fees.

Sincerely yours,

STRATACO MANAGEMENT LTD.



Allan Grandy,
Property Manager

/eb

attachment

FRANCISCO LANE

STRATA PLAN LMS 93

2005/2006 SCHEDULE OF STRATA FEES

\$266,780.00

2005/2006 ANNUAL STRATA FEES

\$ 209,987.00

\$ 56,793.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY ASSESSMENTS	MONTHLY OPERATING ASSESSMENTS	MONTHLY RESERVE CONTRIBUTION	TOTAL MONTHLY ASSESSMENTS
1	1	1480	\$ 2,645.74	\$ 173.54	\$ 46.94	\$ 220.48
2	2	1448	\$ 2,588.54	\$ 169.79	\$ 45.92	\$ 215.71
3	3	1448	\$ 2,588.54	\$ 169.79	\$ 45.92	\$ 215.71
4	4	1448	\$ 2,588.54	\$ 169.79	\$ 45.92	\$ 215.71
5	5	1628	\$ 2,910.31	\$ 190.90	\$ 51.63	\$ 242.53
6	6	2073	\$ 3,705.82	\$ 243.08	\$ 65.74	\$ 308.82
7	7	1603	\$ 2,865.62	\$ 187.96	\$ 50.84	\$ 238.80
8	8	1609	\$ 2,876.35	\$ 188.67	\$ 51.03	\$ 239.70
9	9	1484	\$ 2,652.89	\$ 174.01	\$ 47.06	\$ 221.07
10	10	1841	\$ 3,291.09	\$ 215.87	\$ 58.38	\$ 274.26
11	11	2023	\$ 3,616.44	\$ 237.21	\$ 64.16	\$ 301.37
12	12	1355	\$ 2,422.28	\$ 158.88	\$ 42.97	\$ 201.86
13	13	1616	\$ 2,888.86	\$ 189.49	\$ 51.25	\$ 240.74
14	14	1480	\$ 2,645.74	\$ 173.54	\$ 46.94	\$ 220.48
15	15	1836	\$ 3,282.15	\$ 215.29	\$ 58.23	\$ 273.51
16	16	1335	\$ 2,386.53	\$ 156.54	\$ 42.34	\$ 198.88
17	17	1340	\$ 2,395.47	\$ 157.13	\$ 42.50	\$ 199.62
18	18	1321	\$ 2,361.50	\$ 154.90	\$ 41.89	\$ 196.79
19	19	1330	\$ 2,377.59	\$ 155.95	\$ 42.18	\$ 198.13
20	20	1593	\$ 2,847.75	\$ 186.79	\$ 50.52	\$ 237.31
21	21	1389	\$ 2,483.06	\$ 162.87	\$ 44.05	\$ 206.92
22	22	1391	\$ 2,486.64	\$ 163.11	\$ 44.11	\$ 207.22
23	23	1385	\$ 2,475.91	\$ 162.40	\$ 43.92	\$ 206.33
24	24	1384	\$ 2,474.12	\$ 162.29	\$ 43.89	\$ 206.18
25	25	1386	\$ 2,477.70	\$ 162.52	\$ 43.96	\$ 206.47
26	26	1374	\$ 2,456.25	\$ 161.11	\$ 43.57	\$ 204.69
27	27	1636	\$ 2,924.62	\$ 191.83	\$ 51.88	\$ 243.72
28	28	1634	\$ 2,921.04	\$ 191.60	\$ 51.82	\$ 243.42
29	29	1499	\$ 2,679.71	\$ 175.77	\$ 47.54	\$ 223.31
30	30	1843	\$ 3,294.66	\$ 216.11	\$ 58.45	\$ 274.56
31	31	1335	\$ 2,386.53	\$ 156.54	\$ 42.34	\$ 198.88
32	32	1330	\$ 2,377.59	\$ 155.95	\$ 42.18	\$ 198.13
33	33	1343	\$ 2,400.83	\$ 157.48	\$ 42.59	\$ 200.07
34	34	1332	\$ 2,381.17	\$ 156.19	\$ 42.24	\$ 198.43
35	35	1829	\$ 3,269.63	\$ 214.47	\$ 58.00	\$ 272.47
36	36	1501	\$ 2,683.28	\$ 176.00	\$ 47.60	\$ 223.61
37	37	1324	\$ 2,366.86	\$ 155.25	\$ 41.99	\$ 197.24
38	38	1339	\$ 2,393.68	\$ 157.01	\$ 42.46	\$ 199.47
39	39	1329	\$ 2,375.80	\$ 155.84	\$ 42.15	\$ 197.98
40	40	1376	\$ 2,459.82	\$ 161.35	\$ 43.64	\$ 204.99
41	41	1384	\$ 2,474.12	\$ 162.29	\$ 43.89	\$ 206.18

FRANCISCO LANE

STRATA PLAN LMS 93

2005/2006 SCHEDULE OF STRATA FEES

\$266,780.00

2005/2006 ANNUAL STRATA FEES \$ 209,987.00 \$ 56,793.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY ASSESSMENTS	MONTHLY OPERATING ASSESSMENTS	MONTHLY RESERVE CONTRIBUTION	TOTAL MONTHLY ASSESSMENTS
42	42	1384	\$ 2,474.12	\$ 162.29	\$ 43.89	\$ 206.18
43	43	1381	\$ 2,468.76	\$ 161.93	\$ 43.80	\$ 205.73
44	44	1741	\$ 3,112.32	\$ 204.15	\$ 55.21	\$ 259.36
45	45	1601	\$ 2,862.05	\$ 187.73	\$ 50.77	\$ 238.50
46	46	1448	\$ 2,588.54	\$ 169.79	\$ 45.92	\$ 215.71
47	47	1445	\$ 2,583.17	\$ 169.44	\$ 45.83	\$ 215.26
48	48	1454	\$ 2,599.26	\$ 170.49	\$ 46.11	\$ 216.61
49	49	1469	\$ 2,626.08	\$ 172.25	\$ 46.59	\$ 218.84
50	50	1515	\$ 2,708.31	\$ 177.65	\$ 48.05	\$ 225.69
51	51	1451	\$ 2,593.90	\$ 170.14	\$ 46.02	\$ 216.16
52	52	1442	\$ 2,577.81	\$ 169.09	\$ 45.73	\$ 214.82
53	53	1452	\$ 2,595.69	\$ 170.26	\$ 46.05	\$ 216.31
54	54	1561	\$ 2,790.54	\$ 183.04	\$ 49.50	\$ 232.55
55	55	1588	\$ 2,838.81	\$ 186.21	\$ 50.36	\$ 236.57
56	56	1321	\$ 2,361.50	\$ 154.90	\$ 41.89	\$ 196.79
57	57	1321	\$ 2,361.50	\$ 154.90	\$ 41.89	\$ 196.79
58	58	1343	\$ 2,400.83	\$ 157.48	\$ 42.59	\$ 200.07
59	59	1475	\$ 2,636.80	\$ 172.96	\$ 46.78	\$ 219.73
60	60	1842	\$ 3,292.87	\$ 215.99	\$ 58.42	\$ 274.41
61	61	1585	\$ 2,833.44	\$ 185.85	\$ 50.27	\$ 236.12
62	62	1340	\$ 2,395.47	\$ 157.13	\$ 42.50	\$ 199.62
63	63	1338	\$ 2,391.89	\$ 156.89	\$ 42.43	\$ 199.32
64	64	1340	\$ 2,395.47	\$ 157.13	\$ 42.50	\$ 199.62
65	65	1475	\$ 2,636.80	\$ 172.96	\$ 46.78	\$ 219.73
66	66	1820	\$ 3,253.55	\$ 213.41	\$ 57.72	\$ 271.13
67	67	1336	\$ 2,388.32	\$ 156.66	\$ 42.37	\$ 199.03
68	68	1324	\$ 2,366.86	\$ 155.25	\$ 41.99	\$ 197.24
69	69	1320	\$ 2,359.71	\$ 154.78	\$ 41.86	\$ 196.64
70	70	1336	\$ 2,388.32	\$ 156.66	\$ 42.37	\$ 199.03
71	71	1637	\$ 2,926.40	\$ 191.95	\$ 51.92	\$ 243.87
72	72	1638	\$ 2,928.19	\$ 192.07	\$ 51.95	\$ 244.02
73	73	1530	\$ 2,735.12	\$ 179.41	\$ 48.52	\$ 227.93
74	74	1831	\$ 3,273.21	\$ 214.70	\$ 58.07	\$ 272.77
75	75	1637	\$ 2,926.40	\$ 191.95	\$ 51.92	\$ 243.87
76	76	1651	\$ 2,951.43	\$ 193.59	\$ 52.36	\$ 245.95
77	77	1521	\$ 2,719.03	\$ 178.35	\$ 48.24	\$ 226.59
78	78	1833	\$ 3,276.79	\$ 214.93	\$ 58.13	\$ 273.07
79	79	1330	\$ 2,377.59	\$ 155.95	\$ 42.18	\$ 198.13
80	80	1322	\$ 2,363.29	\$ 155.02	\$ 41.93	\$ 196.94
81	81	1310	\$ 2,341.84	\$ 153.61	\$ 41.54	\$ 195.15
82	82	1327	\$ 2,372.23	\$ 155.60	\$ 42.08	\$ 197.69

FRANCISCO LANE

STRATA PLAN LMS 93

2005/2006 SCHEDULE OF STRATA FEES

\$266,780.00

2005/2006 ANNUAL STRATA FEES

\$ 209,987.00

\$ 56,793.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY ASSESSMENTS	MONTHLY OPERATING ASSESSMENTS	MONTHLY RESERVE CONTRIBUTION	TOTAL MONTHLY ASSESSMENTS
83	83	1573	\$ 2,811.99	\$ 184.45	\$ 49.89	\$ 234.33
84	84	1380	\$ 2,466.97	\$ 161.82	\$ 43.76	\$ 205.58
85	85	1372	\$ 2,452.67	\$ 160.88	\$ 43.51	\$ 204.39
86	86	1372	\$ 2,452.67	\$ 160.88	\$ 43.51	\$ 204.39
87	87	1381	\$ 2,468.76	\$ 161.93	\$ 43.80	\$ 205.73
88	88	1364	\$ 2,438.37	\$ 159.94	\$ 43.26	\$ 203.20
89	89	1365	\$ 2,440.16	\$ 160.06	\$ 43.29	\$ 203.35
90	90	1381	\$ 2,468.76	\$ 161.93	\$ 43.80	\$ 205.73
91	91	1377	\$ 2,461.61	\$ 161.46	\$ 43.67	\$ 205.13
92	92	1379	\$ 2,465.19	\$ 161.70	\$ 43.73	\$ 205.43
93	93	1384	\$ 2,474.12	\$ 162.29	\$ 43.89	\$ 206.18
94	94	1379	\$ 2,465.19	\$ 161.70	\$ 43.73	\$ 205.43
95	95	1368	\$ 2,445.52	\$ 160.41	\$ 43.38	\$ 203.79
96	96	1373	\$ 2,454.46	\$ 161.00	\$ 43.54	\$ 204.54
97	97	1385	\$ 2,475.91	\$ 162.40	\$ 43.92	\$ 206.33
98	98	1389	\$ 2,483.06	\$ 162.87	\$ 44.05	\$ 206.92
99	99	1381	\$ 2,468.76	\$ 161.93	\$ 43.80	\$ 205.73
100	100	1382	\$ 2,470.55	\$ 162.05	\$ 43.83	\$ 205.88
101	101	1600	\$ 2,860.26	\$ 187.61	\$ 50.74	\$ 238.35
149234			\$ 107,706.66	\$ 7,064.81	\$ 1,910.75	\$ 8,975.55

2005/06 Operating Budget Draft

Lms 93 Francisco Lane

Fiscal Year : Oct. 1 - Sept. 30 th

Depreciation Report

	Inflation Rate	Life Left	Current Value	Future Value	Current Reserve Allocated	Outstanding Amount	Annual Payment Required
Asphalt Repairs	3%	6	\$ 120,000.00	\$ 143,633.82	\$ -	\$ 143,633.82	\$ 23,938.97
Fence Replacement	3%	8	\$ 60,000.00	\$ 76,252.11	\$ -	\$ 76,252.11	\$ 9,531.51
Roofing	3%	5	\$ 660,000.00	\$ 766,667.08	\$ 285,997.00	\$ 480,670.08	\$ 96,134.02
Exterior Painting 2006	3%	1	\$ 100,000.00	\$ 103,041.60	\$ 103,000.00	\$ 41.60	\$ 41.60
Exterior Painting 2007	3%	2	\$ 100,000.00	\$ 106,175.70	\$ 106,000.00	\$ 175.70	\$ 87.85
Exterior Painting 2012	3%	7	\$ 100,000.00	\$ 123,335.48	\$ -	\$ 123,335.48	\$ 17,619.35
Exterior Painting 2013	3%	8	\$ 100,000.00	\$ 127,086.85	\$ -	\$ 127,086.85	\$ 15,885.86
Exterior Painting 2012	3%	12	\$ 100,000.00	\$ 143,268.56	\$ -	\$ 143,268.56	\$ 11,939.05
Exterior Painting 2013	3%	13	\$ 100,000.00	\$ 147,626.21	\$ -	\$ 147,626.21	\$ 11,355.86
Concrete Repairs	3%	11	\$ 150,000.00	\$ 208,559.31	\$ -	\$ 208,559.31	\$ 18,959.94
Retaining Walls	3%	11	\$ 25,000.00	\$ 34,759.89	\$ -	\$ 34,759.89	\$ 3,159.99
Vinyl Siding Repairs	3%	16	\$ 30,000.00	\$ 48,453.20	\$ -	\$ 48,453.20	\$ 3,028.32
Balcony Repairs	3%	11	\$ 200,000.00	\$ 278,079.09	\$ -	\$ 278,079.09	\$ 25,279.92
Pool Resurfacing	3%	1	\$ 9,000.00	\$ 9,273.74	\$ -	\$ 9,273.74	\$ 9,273.74
Hot Tub Repairs	3%	1	\$ 3,000.00	\$ 3,091.25	\$ -	\$ 3,091.25	\$ 3,091.25
Pool Mechanical	3%	1	\$ 7,000.00	\$ 7,212.91	\$ -	\$ 7,212.91	\$ 7,212.91
Wood Trim Repairs	3%	1	\$ 75,000.00	\$ 77,281.20	\$ 77,000.00	\$ 281.20	\$ 281.20
			\$ 1,939,000.00	\$ 2,403,797.99	\$ 571,997.00	\$ 1,831,800.99	\$ 256,821.33

Cash Flow Analysis

Draft # 6

Lms 93 Francisco Lane

Fiscal Year: Oct. 1 - Sept. 30 th

Work Done	Year	Interest Rate	Opening Balance	Contribution	Withdrawls	Assesment Needed	Closing Balance
	2006	3%	556975.94	56793.00	195000.00	0.00	435478.22
	2007	3%	435478.22	56793.00	115000.00	0.00	390335.56
	2008	3%	390335.56	56793.00	0.00	0.00	458838.63
	2009	3%	458838.63	56793.00	0.00	0.00	529396.79
	2010	3%	529396.79	56793.00	767000.00	205000.00	40071.69
	2011	3%	40071.69	56793.00	144000.00	87000.00	41066.85
	2012	3%	41066.85	56793.00	123400.00	66000.00	41691.85
	2013	3%	41691.85	56793.00	205000.00	147000.00	41735.61
	2014	3%	41735.61	56793.00	0.00	0.00	99780.67
	2015	3%	99780.67	56793.00	0.00	0.00	159567.09
	2016	3%	159567.09	56793.00	530000.00	350000.00	41147.11
	2017	3%	41147.11	56793.00	143000.00	87000.00	43174.52
	2018	3%	43174.52	56793.00	147000.00	89000.00	43262.76
	2019	3%	43262.76	56793.00	0.00	0.00	101353.64
	2020	3%	101353.64	56793.00	0.00	0.00	161187.25
	2021	3%	161187.25	56793.00	48000.00	0.00	174815.87
	2022	3%	174815.87	56793.00	0.00	0.00	236853.34
	2023	3%	236853.34	56793.00	0.00	0.00	300751.94
			1022274.00		2417400.00	1031000.00	
					10207.92 per strata lot		

2005/06 Operating Budget Draft

Lms 93 Francisco Lane

Fiscal Year : Oct. 1 - Sept. 30 th

Contract Summary

	Contract Amount	Expiry Date	Budget Allocation
Strataco Management Ltd.	19260.00	Dec. 2005	21800.00
Refuse Removal	5994.00	Month to Month	61000.00
Coastal Insurance	24677.00	Dec. 31 2005	25000.00
BW Contracting	10785.00	Month to Month	10900.00
Ocean Province Appraisal	850.00	Sept. 2006	850.00
Landscape Maintenance	33373.00	March 1 2006	33700.00

STRATA PLAN LMS 93 – FRANCISCO LANE

BUDGET RESOLUTION - ¾ VOTE

WHEREAS The Strata Property Act sets out the required information to be submitted with the proposed budget; and

WHEREAS The Strata Property Act requires the Strata Corporation to report on the contingency reserve funds, operating expenses and unapproved expenses; and

WHEREAS The Strata Property Act establishes the approval process for the various components of the budget for the coming fiscal year;

BE IT THEREFORE RESOLVED THAT:

- ⇒ The Owners, Strata Plan LMS 93, hereby authorize a 2005/2006 reserve contribution in the amount of \$56,793.00. (refer to Section 93 of the Strata Property Act)
- ⇒ The Owners, Strata Plan LMS 93, hereby authorize a transfer from reserves in the 2005/2006 fiscal year in the amount of \$37,000.00, to refund cost coverages for balconies and insurance related matters incurred during the past fiscal year. (refer to Section 96 of the Strata Property Act)
- ⇒ The Owners, Strata Plan LMS 93, hereby authorize operating expenses in the amount of \$215,087.00 (exclusive of the reserves and capital expenses). (refer to Section 103 (1) of the Strata Property Act)

STRATA PLAN LMS 93 – FRANCISCO LANE PROPERTY INSURANCE - ¾ VOTE RESOLUTION

WHEREAS the Strata Corporation currently insures considerable assets over which it has an insurable interest but no beneficial ownership; and

WHEREAS the Strata Corporation is required in its mandate to deal with matters affecting not only the common property, common facilities and common assets, but also those fixtures built or installed by the owner/developer as part of the original construction; and

WHEREAS the Strata Council is recommending that the Strata Corporation approve the property insurance policy and related risks in accordance with the attached Certificate of Insurance, which sets out the current level of insurance coverage;

BE IT THEREFORE RESOLVED THAT The Owners, Strata Plan LMS 93, hereby approve the insurance policy and the terms as set out in the Insurance Certificate dated December 29, 2004, setting out the coverages for the benefit of The Owners, Strata Plan LMS 93, in accordance with Section 149 of the Strata Property Act and related regulations.



COASTAL INSURANCE SERVICES LTD.

104 - 2331 Marpole Ave., Port Coquitlam, BC V3C 2A1 Tel: 604-944-1700 Fax: 604-944-1734

1322 Johnston Road, White Rock, BC V4B 3Z2 Tel: 531-1020 Fax: 531-2031

Toll Free: 1-800-665-3310 Website - www.coastalinsurance.com/e-mail - info@coastalinsurance.com

INSURANCE COVER NOTE

Policy # CON 4599 -7

INSURED: Owners of Strata Plan LMS 93
LOCATION: 6700 Rumble St, Burnaby, BC, V5E 4H7
EFFECTIVE: 12/31/04 (mm/dd/yy) 12:01 a.m. Standard Time
EXPIRING: 12/31/05 (mm/dd/yy) 12:01 a.m. Standard Time

DATE: December 29, 2004

The Underwriters designated below are hereby bound by an insurance undertaking for account of the insured in accordance with the following:

LIMITS OF	\$	17,775,000	All Property
LIABILITY:	\$	5,000,000	Commercial General Liability
	\$	2,000,000	Directors & Officers Liability
	\$	Full Value	Comprehensive Boiler & Machinery
	\$	5,000	Inside/Outside Robbery Hold Up

CONDITIONS & SPECIAL CLAUSES:

- "All Risk", subject to policy exclusions
- Stated Amount Co-insurance
- Water Damage: \$ 5,000 Deductible
- Flood: \$ 25,000 Deductible
- Glass: \$ 100 Deductible
- *Guaranteed* Replacement Cost including Blanket By-Laws
- All Perils: \$ 2,500 Deductible
- Sewer Backup: \$ 5,000 Deductible
- Earthquake: 10% Deductible

LOSS IF ANY: Insured or Order in accordance with the Strata Property Act

ADDITIONAL NAMED INSURED: Strataco Management Ltd.
8553 Commerce Court,
Burnaby, BC, V5A 4N4

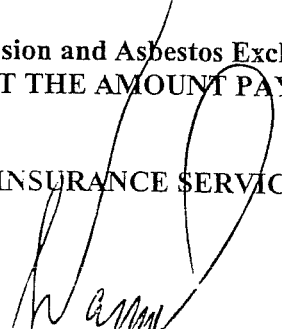
INSURERS: As per list of Subscribing Companies on file with Coastal Insurance Services Ltd.

THIS COVER NOTE is issued in accordance with Underwriter's standard policy wordings usual to this class of risk issued through Coastal Insurance Services Ltd. and will automatically terminate on the issuance of insurance policies covering the above risks. All terms, conditions and reference used in this Cover Note will be in effect as if the policy had been issued on the effective date of this Cover Note.

****Subject to Data Exclusion, Terrorist Exclusion, Mould Exclusion and Asbestos Exclusion****
****THIS POLICY CONTAINS A CLAUSE WHICH MAY LIMIT THE AMOUNT PAYABLE****

E&OE/SV

COASTAL INSURANCE SERVICES LTD.

Per: 
AUTHORIZED REPRESENTATIVE

December 12, 2005

The Owners
Strata Plan LMS 93
Francisco Lane

Re: Balcony Railings

Dear Owners:

At the last Annual General Meeting, owners discussed the feasibility of converting existing wooden handrails to aluminum style baked enamel finish railings. This conversion would reduce the ongoing costs of repairing and maintaining the existing wooden handrails.

Dubas Engineering has estimated the cost of developing specifications to install new handrails, and inspecting the installation to ensure compliance with building code requirements, is \$6,200.00 plus taxes and disbursements.

Two contractors have estimated the cost to supply and install new handrails at between \$32,000.00 and \$34,000.00 plus taxes.

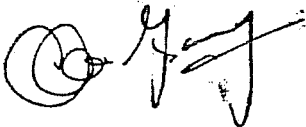
The following budget has been established based upon this information:

Engineering fees	\$ 6,200.00
Disbursements	\$ 250.00
Railing supply/installation	\$ 34,000.00
Change order allowance	\$ 2,500.00
	<u>\$ 42,950.00</u>
Taxes (GST)	<u>\$ 300.65</u>
	\$ 43,250.65

Attached please find a $\frac{3}{4}$ vote resolution to authorize this upgrade work, with the costs to be paid for from the contingency reserve fund. Please note final tenders will be obtained based upon the specifications prepared. The Strata Council will award the contract to the bidder deemed the most appropriate.

Sincerely yours,

STRATACO MANAGEMENT LTD.



Allan Grandy,
Property Manager

/eb

attachment

STRATA PLAN LMS 93 – FRANCISCO LANE RAILING UPGRADE - $\frac{3}{4}$ VOTE RESOLUTION

WHEREAS the Strata Council and ownership have discussed the benefit of converting the existing wood railings on the steps to aluminum style railing systems; and

WHEREAS it is recommended that the cost of this work be paid for from the contingency reserve fund; and

WHEREAS the Strata Property Act establishes the manner by which a Strata Corporation may withdraw funds from its contingency reserve fund;

BE IT THEREFORE RESOLVED THAT The Owners, Strata Plan LMS 93, hereby authorize the Strata Council to proceed with the conversion of the wooden handrails on the steps to aluminum style handrails. The cost of this work is not to exceed \$43,250.00 and shall be paid for from the Strata Corporation's contingency reserve fund. The Strata Council shall review final tenders for this work and make the final decision on acceptance of the tender.

December 12, 2005

The Owners
Strata Plan LMS 93
Francisco Lane

Re: Roof Maintenance

Dear Owners:

During the past summer, Quality Auditing Institute (QAI) was retained as a roofing consultant to inspect and comment on the condition of the existing roofs.

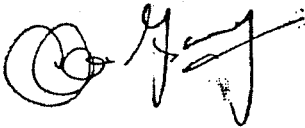
QAI has recommended that certain repairs be completed to the roofing system in the short term, and has suggested that the Strata Corporation be prepared to replace the roofs in approximately 5 years time.

Roofers were asked to provide tenders to complete the recommended repairs/maintenance. Costing estimates were received from several firms ranging between \$29,000.00 and \$36,000.00. Those quoting indicated that this work could not be scheduled for 2005 but could be done in 2006. Several firms declined to bid due to existing work loads.

Council recommends that this work be authorized for completion during 2006. It is further recommended that this work be paid for from the contingency reserve fund.

Sincerely yours,

STRATACO MANAGEMENT LTD.



Allan Grandy,
Property Manager

/eb

attachment

STRATA PLAN LMS 93 – FRANCISCO LANE
ROOFING REPAIRS/MAINTENANCE - $\frac{3}{4}$ VOTE RESOLUTION

WHEREAS the Strata Council has received a report recommending roof maintenance items be completed; and

WHEREAS it is recommended that this work be completed during 2006; and

WHEREAS it is recommended that this work be paid for from the contingency reserve fund; and

WHEREAS the Strata Property Act establishes the manner by which a Strata Corporation may withdraw funds from its contingency reserve fund.

BE IT THEREFORE RESOLVED THAT The Owners, Strata Plan LMS 93, hereby authorize the Strata Council to proceed with roof repairs and maintenance as recommended by Quality Auditing Institute. The cost of this work shall be paid for from the contingency reserve fund.