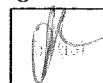


**INFORMATION CERTIFICATE**  
**FORM B**  
**STRATA PROPERTY ACT (SECTION 59)**

The Owners, Strata Plan VR 547 certify that the information contained in this certificate with respect to Strata Lot 30 is correct as of the date of this certificate.

(a)	Monthly strata fees payable by the owner of the strata lot described above.	\$272.99
(b)	Any amount owing to the Strata Corporation by the owner of the strata lot described above (other than an amount paid into court, or to the Strata Corporation in trust under Section 114 of the <i>Strata Property Act</i> ). <i>(NOTE: \$50 Move In fee &amp; \$50 Move Out fee)</i>	\$Nil
(c)	Are there any agreements under which the owner of the strata lot described above takes responsibility for expenses relating to alterations to the strata lot, the common property, or the common assets? <i>(if Yes, attach copy of all agreements)</i> <i>Note: Previous owner should be consulted regarding possible agreements or previous alterations to their strata lot.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Unknown
(d)	Any amount that the owner of the strata lot described above is obligated to pay in the future for a special levy that has already been approved. The amount to be paid is due by February 1, 2017.	\$1,643.12
(e)	Any amount by which the expenses of the Strata Corporation for the current fiscal year are expected to exceed the expenses budgeted for the fiscal year.	\$Unknown
(f)	Amount in the contingency reserve fund minus any expenditures which have already been approved but not yet taken from the fund.	\$92,877.72
(g)	Are there any amendments to the bylaws that are not yet filed in the land title office? <i>(if Yes, attach copy of all amendments)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(h)	Are there any resolutions passed by a 3/4 vote or unanimous vote that are required to be filed in the land title office but that have not yet been filed in the land title office? <i>(if Yes, attach copy of all resolutions)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(i)	Has notice been given for any resolutions, requiring a 3/4 vote or unanimous vote or dealing with an amendment to the bylaws, that have not yet been voted on? <i>(if Yes, attach copy of all notices)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(j)	Is the Strata Corporation party to any court proceeding or arbitration, and /or are there any judgments or orders against the Strata Corporation? <i>(if Yes, attach details)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(k)	Have any notices or work orders been received by the Strata Corporation that remain outstanding for the strata lot, common property, or common assets? <i>(if Yes, attach copies of all notices or work orders)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(l)	Number of strata lots in the Strata Plan that are rented	Ten (10)



(m)	Are there any parking stall(s) allocated to the strata lot? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(i)	<i>If no, complete the following by checking the correct box</i> <input type="checkbox"/> No parking stall is available <input type="checkbox"/> No parking stall is allocated to the strata lot but parking stall(s) within common property might be available
(ii)	<i>If yes, complete the following by checking the correct box(es) and indicating the parking stall(s) to which the checked box(es) apply.</i> <input type="checkbox"/> Parking stall(s) number(s) _____ is/are part of the strata lot <input type="checkbox"/> Parking stall(s) number(s) _____ is/are separate strata lot(s) or parts of a strata lot _____ [strata lot number(s), if known, for each parking stall that is a separate strata lot or part of a separate strata lot] <input type="checkbox"/> Parking stall(s) number(s) _____ is/are limited common property <input type="checkbox"/> Parking stall(s) number(s) <u>13</u> is/are common property
(iii)	<i>For each parking stall allocated to the strata lot that is common property, check the correct box and complete the required information.</i> <input checked="" type="checkbox"/> Parking stall(s) number(s) <u>13</u> is/are allocated with strata council approval * <input type="checkbox"/> Parking stall(s) number(s) _____ is/are allocated with strata council approval and rented at \$ _____ per month * <input type="checkbox"/> Parking stall(s) number(s) _____ may have been allocated by owner developer assignment

Details:

---



---

[Provide background on the allocation of parking stalls referred to in whichever of the 3 preceding boxes have been selected and attach any applicable documents in the possession of the strata corporation.]

\*Note: The allocation of a parking stall that is common property may be limited as short term exclusive use subject to section 76 of the *Strata Property Act*, or otherwise, and may therefore be subject to change in the future.



(n)	Are there any storage locker(s) allocated to the strata lot? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(i)	<i>If no, complete the following by checking the correct box</i> <input type="checkbox"/> No storage locker is available <input type="checkbox"/> No storage locker is allocated to the strata lot but storage locker(s) within common property might be available
(ii)	<i>If yes, complete the following by checking the correct box(es) and indicating the storage locker(s) to which the checked box(es) apply.</i> <input type="checkbox"/> Storage locker(s) number(s) _____ is/are part of the strata lot <input type="checkbox"/> Storage locker(s) number(s) _____ is/are separate strata lot(s) or parts of a strata lot _____ [strata lot number(s), if known, for each locker that is a separate strata lot or part of a separate strata lot] <input type="checkbox"/> Storage locker(s) number(s) _____ is/are limited common property <input type="checkbox"/> Storage locker(s) number(s) <u>* 5</u> is/are common property
(iii)	<i>For each storage locker allocated to the strata lot that is common property, check the correct box and complete the required information.</i> <input checked="" type="checkbox"/> Storage locker(s) number(s) <u>* 5</u> is/are allocated with strata council approval * <input type="checkbox"/> Storage locker(s) number(s) _____ is/are allocated with strata council approval and rented at \$ _____ per month * <input type="checkbox"/> Storage locker(s) number(s) _____ may have been allocated by owner developer assignment

Details: \_\_\_\_\_

[Provide background on the allocation of storage lockers referred to in whichever of the 3 preceding boxes have been selected and attach any applicable documents in the possession of the strata corporation.]

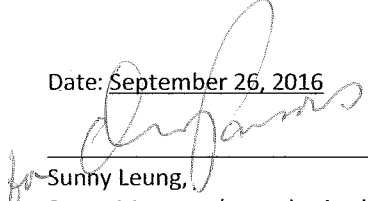
\*Note: The allocation of a storage locker that is common property may be limited as short term exclusive use subject to section 76 of the *Strata Property Act*, or otherwise, and may therefore be subject to change in the future.

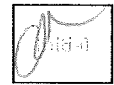
**Required Attachments**

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

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

Date: September 26, 2016

  
 \_\_\_\_\_  
 Sunny Leung,  
 Strata Manager (as authorized by the Strata Corporation)



Harbour Court (vr0547)

Balance Sheet

August 2016

Unaudited

August 2016

<b>ASSETS</b>		
11100-000	Bank Operating	31,850.80
11100-111	Bank Contingency	92,877.72
11100-333	Bank Special Levy 2	12,291.00
12100-000	Receivables	10,111.34
12200-000	Chargebacks	-231.77
13100-000	Prepays General	8,282.36
13110-000	Prepaid Insurance	3,900.00
<b>TOTAL ASSETS</b>		<u><u>159,081.45</u></u>
<b>LIABILITIES AND OWNERS' EQUITY</b>		
<b>Liabilities</b>		
22100-000	Accounts Payable	2,207.13
22200-000	Accrued Liabilities	3,266.30
23310-000	Unearned Income	301.80
<b>Total Liabilities</b>		<u>5,775.23</u>
<b>Owners' Equity</b>		
Operating Fund		
35000-000	Operating Fund - Opening Balance	39,838.32
35010-000	Operating Fund - Surplus (Deficit) for the year	4,328.23
<b>Total Operating Fund</b>		<u>44,166.55</u>
Contingency Fund		
35000-111	Contingency Fund - Opening Balance	92,202.36
35010-111	Contingency Fund - Appropriation for the year	616.75
35020-111	Contingency Fund - Revenue for the year	58.61
<b>Total Contingency Fund</b>		<u>92,877.72</u>
Special Levy 2 Fund		
35010-333	Special Levy 2 - Appropriation for the year	35,000.16
35020-333	Special Levy 2 - Revenue for the year	193.84
35030-333	Special Levy 2 - Expense for the year	-31,417.87
<b>Total Special Levy 2 Fund</b>		<u>3,776.13</u>
Special Levy 3 Fund		
35010-444	Special Levy 3 - Appropriation for the year	95,000.16
35030-444	Special Levy 3 - Expense for the year	-82,514.34
<b>Total Special Levy 3 Fund</b>		<u>12,485.82</u>
<b>Total Owners' Equity</b>		<u>153,306.22</u>
<b>TOTAL LIABILITIES AND OWNERS' EQUITY</b>		<u><u>159,081.45</u></u>

**Harbour Court (vr0547)**  
**Budget Comparison**  
**1 month ended August 2016**  
**Unaudited**

	MTD Actual	MTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual Budget
<b>Revenue</b>							
47100-000 Maintenance Fee Revenue	13,125.05	13,125.00	0.05	13,125.05	13,125.00	0.05	157,500.00
47350-000 Interest Income	16.42	8.33	8.09	16.42	8.33	8.09	100.00
47240-000 Laundry Revenue	1,336.83	375.00	961.83	1,336.83	375.00	961.83	4,500.00
47220-000 Move In Move Out Fees	100.00	0.00	100.00	100.00	0.00	100.00	0.00
47520-000 Parking Revenue	20.00	20.00	0.00	20.00	20.00	0.00	240.00
<b>Total Revenue</b>	<b>14,598.30</b>	<b>13,528.33</b>	<b>1,069.97</b>	<b>14,598.30</b>	<b>13,528.33</b>	<b>1,069.97</b>	<b>162,340.00</b>
<b>Expenses</b>							
<b>Administration</b>							
81010-000 Administration	549.29	250.00	-299.29	549.29	250.00	-299.29	3,000.00
81100-000 Insurance	1,300.00	1,541.67	241.67	1,300.00	1,541.67	241.67	18,500.00
81200-000 Management Fees	1,203.15	1,203.17	0.02	1,203.15	1,203.17	0.02	14,438.00
<b>Total Administration</b>	<b>3,052.44</b>	<b>2,994.84</b>	<b>-57.60</b>	<b>3,052.44</b>	<b>2,994.84</b>	<b>-57.60</b>	<b>35,938.00</b>
<b>Building</b>							
82170-000 Elevator	224.65	350.00	125.35	224.65	350.00	125.35	4,200.00
82320-000 Fire Equipment Maintenance	132.56	316.67	184.11	132.56	316.67	184.11	3,800.00
82370-000 Garage Door	0.00	133.33	133.33	0.00	133.33	133.33	1,600.00
82450-000 HVAC	0.00	116.67	116.67	0.00	116.67	116.67	1,400.00
82500-000 Janitorial	845.71	833.33	-12.38	845.71	833.33	-12.38	10,000.00
82650-000 Pest Control	0.00	100.00	100.00	0.00	100.00	100.00	1,200.00
82670-000 Plumbing	0.00	333.33	333.33	0.00	333.33	333.33	4,000.00
82720-000 R&M - General	1,036.88	750.00	-286.88	1,036.88	750.00	-286.88	9,000.00
<b>Total Building</b>	<b>2,239.80</b>	<b>2,933.33</b>	<b>693.53</b>	<b>2,239.80</b>	<b>2,933.33</b>	<b>693.53</b>	<b>35,200.00</b>
<b>Utilities</b>							
83050-000 Cablevision	2,119.98	2,250.00	130.02	2,119.98	2,250.00	130.02	27,000.00
83100-000 Electricity	0.00	510.00	510.00	0.00	510.00	510.00	6,120.00
83150-000 Garbage Disposal	219.74	225.00	5.26	219.74	225.00	5.26	2,700.00
83200-000 Gas	0.00	1,833.33	1,833.33	0.00	1,833.33	1,833.33	22,000.00
83250-000 Recycling	254.58	291.67	37.09	254.58	291.67	37.09	3,500.00
83300-000 Water & Sewage	1,674.38	1,708.33	33.95	1,674.38	1,708.33	33.95	20,500.00
<b>Total Utilities</b>	<b>4,268.68</b>	<b>6,818.33</b>	<b>2,549.65</b>	<b>4,268.68</b>	<b>6,818.33</b>	<b>2,549.65</b>	<b>81,820.00</b>
<b>Landscaping</b>							
84070-000 Landscaping	92.40	166.67	74.27	92.40	166.67	74.27	2,000.00
<b>Total Landscaping</b>	<b>92.40</b>	<b>166.67</b>	<b>74.27</b>	<b>92.40</b>	<b>166.67</b>	<b>74.27</b>	<b>2,000.00</b>
<b>Total Expenses</b>	<b>9,653.32</b>	<b>12,913.17</b>	<b>3,259.85</b>	<b>9,653.32</b>	<b>12,913.17</b>	<b>3,259.85</b>	<b>154,958.00</b>
<b>89110-000 Transfer to Reserves</b>	<b>616.75</b>	<b>615.17</b>	<b>-1.58</b>	<b>616.75</b>	<b>615.17</b>	<b>-1.58</b>	<b>7,382.00</b>
<b>Surplus (Deficit)</b>	<b>4,328.23</b>	<b>-0.01</b>	<b>4,328.24</b>	<b>4,328.23</b>	<b>-0.01</b>	<b>4,328.24</b>	<b>0.00</b>

## VR 547 - PROPOSED BUDGET

Fiscal Year: August 1st to July 31st

Invoice Code		Change	Actual July 2016	2015-2016 Approved Budget	2016-2017 Proposed Budget
	<b>REVENUE</b>				
47100	MAINTENANCE FEE	0.00%	157,500.62	157,500	157,500
	LATE FEE REVENUE	0.00%	-	-	-
47220	MOVE IN/OUT FEES	0.00%	200.00	-	-
47240	LAUNDRY REVENUE	0.87%	4,539.34	4,500	4,500
47360	INTEREST INCOME	68.90%	168.90	100	100
47350	MISCELLANEOUS REV	0.00%	-	-	-
47520	PARKING REVENUE	0.00%	240.00	240	240
47400	PRIOR YEAR DEFICIT/SURPLUS		(1,479.00)	(1,479)	
	<b>Total Revenue</b>		<b>161,169.86</b>	<b>160,861</b>	<b>162,340</b>
	<b>GENERAL EXPENSE</b>				
81010	ADMINISTRATION	46.96%	4,408.67	3,000	3,000
13110	INSURANCE	12.54%	17,443.48	15,500	18,500
81200	MANAGEMENTS FEES	4.93%	14,437.80	13,760	14,438
	<b>Total General Expense</b>		<b>36,289.95</b>	<b>32,260</b>	<b>35,938</b>
	<b>BUILDING EXPENSE</b>				
82170	ELEVATOR	19.75%	3,832.09	3,200	4,200
82320	FIRE INSPECTION	12.16%	2,691.89	2,400	3,800
82370	GARAGE DOOR	183.93%	1,419.63	500	1,600
82450	HVAC	-47.40%	1,051.94	2,000	1,400
82500	JANITORIAL	-3.34%	9,666.00	10,000	10,000
82650	PEST CONTROL	-36.17%	1,148.90	1,800	1,200
82670	PLUMBING	-93.60%	448.35	7,000	4,000
82720	REPAIRS - GENERAL	-84.58%	1,387.37	9,000	9,000
82760	SUPPLIES		-	-	-
	<b>Total Building</b>		<b>21,646.17</b>	<b>35,900</b>	<b>35,200</b>
	<b>UTILITIES</b>				
83050	CABLE VISION	10.03%	25,307.14	23,000	27,000
83100	ELECTRICITY	-2.80%	5,831.91	6,000	6,120
83150	GARBAGE DISPOSAL	-11.49%	3,628.73	4,100	2,700
83200	GAS	-33.69%	18,567.38	28,000	22,000
83250	RECYCLING CHARGES	-12.14%	3,250.83	3,700	3,500
83300	WATER/SEWER	5.69%	19,553.02	18,500	20,500
	<b>TOTAL UTILITIES</b>		<b>76,139.01</b>	<b>83,300</b>	<b>81,820</b>
	<b>LANDSCAPING</b>				
84070	LANDSCAPING	-16.95%	1,661.09	2,000	2,000
	<b>Total Landscaping</b>	-16.95%	<b>1,661.09</b>	<b>2,000</b>	<b>2,000</b>
	<b>TOTAL OPERATING EXP</b>		<b>135,736.22</b>	<b>153,460</b>	<b>154,958</b>
89110	CONTRIBUTION TO CRF	0.00%	7,401.00	7,401	7,382
	<b>TOTAL CFR CONTRIBUTE</b>	0.00%	<b>7,401.00</b>	<b>7,401</b>	<b>7,382</b>
	<b>SURPLUS / (DEFICIT)</b>		<b>18,032.64</b>	<b>-</b>	<b>0.00</b>

**STRATA PLAN OF LOT  
BLOCK 132 DISTRICT LOT 274  
GROUP 1 NEW WESTMINSTER DISTRICT  
PLAN**

(CITY OF NORTH VANCOUVER)

STRATA PLAN VR 547  
STRATA PLAN VR \_\_\_\_\_, DEPOSITED AND  
REGISTERED IN THE LAND REGISTRY OFFICE  
AT VANCOUVER, B.C. THIS \_\_\_\_\_  
DAY OF \_\_\_\_\_ 197\_\_

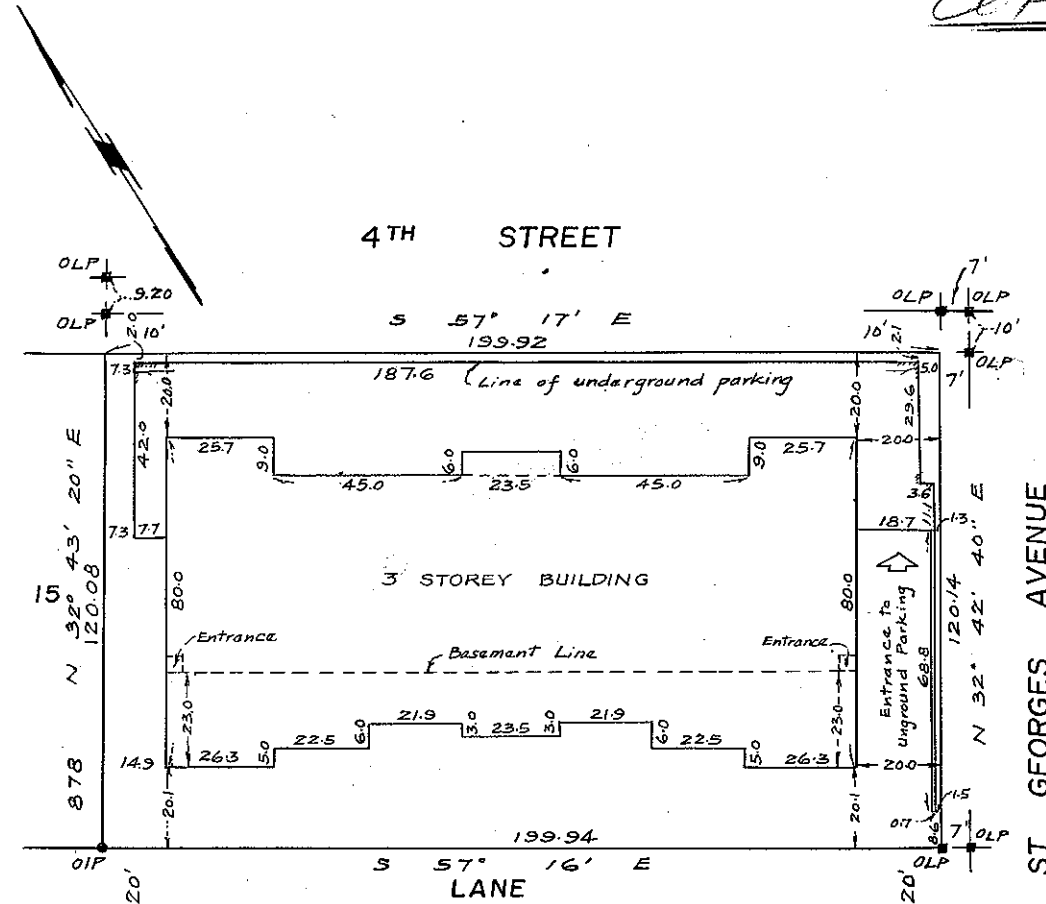
SCALE: 1 INCH = 30 FEET

CIVIC ADDRESS: 175 E 4TH STREET,  
NORTH VANCOUVER, B.C.

BUILDING NAME: HARBOUR COURT

REGISTRAR

OFFICE  
COPY



15  
PLAN

"G"  
PLAN 15023

The address for service of documents  
on the Strata Corporation is:  
The Owners, Strata Plan VR. \_\_\_\_\_

#401 - 789 W. Pender St.  
Vancouver, B.C.  
VGZ 1H4

I, Dick F. Mak of Municipality of Delta,  
a British Columbia Land Surveyor, hereby  
certify that the building erected on the  
parcel, described above is wholly within  
the external boundaries of that parcel.  
Dated at Burnaby, B.C.  
This 13th day of April, 1978

Dick F. Mak  
B.C.L.S.

**LEGEND**

- ★ OLP denotes old lead plug found
- OIP denotes old iron post found

Ken K. Wong & Associates  
Dominion & B.C. Land Surveyors  
1-3853 E. Hastings Street  
Burnaby, B.C. V5C 2H7

STRATA PLAN VR \_\_\_\_\_

STRATA TITLES ACT

STRATA LOT NO.	SHEET NO.	FORM 1	FORM 2	FORM 3
		SCHEDULE OF UNIT ENTITLEMENT	SCHEDULE OF INTEREST UPON DESTRUCTION	SCHEDULE OF VOTING RIGHTS
		UNIT ENTITLEMENT	INTEREST UPON DESTRUCTION	NUMBER OF VOTES
1	7	✓ 843 132.27	32,000	
2	7	487 76.41	20,000	
3	7	642 100.73	26,000	
4	7	636 99.79	25,000	
5	7	610 95.71	25,500	
6	7	635 99.63	25,000	
7	7	610	25,500	
8	7	636	25,000	
9	7	642	26,000	
10	7	487	20,000	
11	7	843	32,000	
12	7	617 96.81	23,000	
13	7	611 95.87	23,000	
14	7	796 124.90	30,000	
15	7	617	23,000	
16	8	843	32,000	
17	8	487	21,000	
18	8	642	27,000	
19	8	636	26,000	
20	8	610	26,500	
21	8	635	26,000	
22	8	610	26,500	
23	8	636	26,000	
24	8	642	27,000	
25	8	487	21,000	
26	8	843	32,000	
27	8	617	24,000	
28	8	611	24,000	
29	* 8	582 91.32	23,000	
30	8	623 97.75	24,000	
31	8	617	24,000	
32	9	843	33,000	
33	9	487	22,000	
34	9	642	28,000	
35	9	636	27,000	
36	9	610	27,500	
37	9	635	27,000	
38	9	610	28,000	
39	9	636	27,000	
40	9	642	28,000	
41	9	487	22,000	
42	9	843	33,000	
43	9	617	25,000	
44	9	611	25,000	
45	9	582	24,000	
46	9	623	25,000	
47	9	617	25,000	
AGGREGATE		29,954	1,217,500	

Accepted as to Forms 1, 2 and 3  
This \_\_\_ day of \_\_\_\_\_, 197\_\_

\_\_\_\_\_  
Superintendent of Insurance

D. J. m.  
APRIL 13, 1978



STRATA PLAN VR \_\_\_\_\_

STATUTORY DECLARATION

I, the undersigned, do solemnly declare that:

- (1) I, the undersigned, am the duly authorized agent for the owner-developer.
- (2) The strata plan is entirely for residential use.

I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Declared before me at \_\_\_\_\_ B.C.  
This \_\_\_\_ day of \_\_\_\_\_, 197\_\_

Agent for the Owner-Developer:

\_\_\_\_\_  
A Commissioner for taking Affidavits in  
and for the Province of British Columbia

Owner-Developer  
\_\_\_\_\_

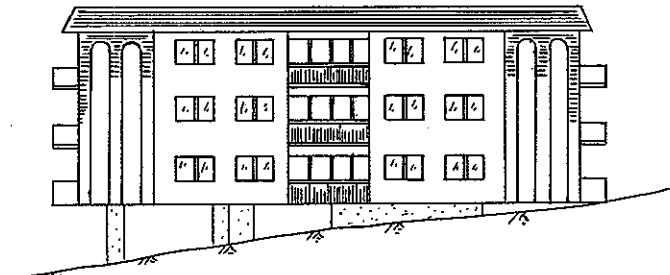
Approved this \_\_ day of \_\_\_\_\_, 197\_\_

\_\_\_\_\_  
Approving Officer, City of North Vancouver

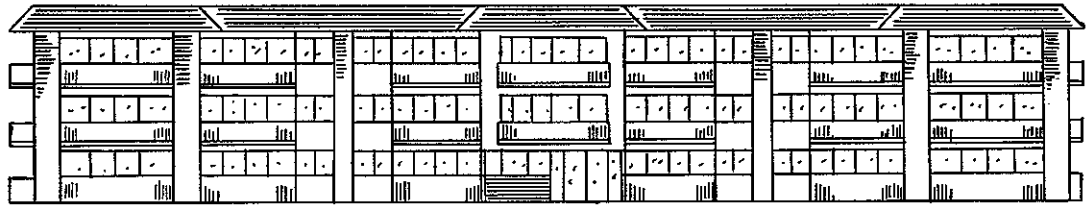
D. J. M.  
APRIL 13, 1978

STRATA PLAN VR \_\_\_\_\_

SOUTH EASTERLY ELEVATION  
VIEWED FROM ST. GEORGES AVENUE  
SCALE: 1 INCH = 20 FEET



NORTH EASTERLY ELEVATION  
VIEWED FROM 4TH STREET  
SCALE: 1 INCH = 20 FEET



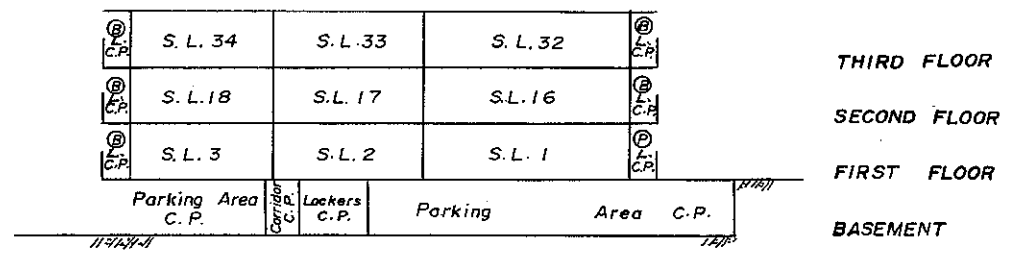
*D.F.M.*  
APRIL 13, 1978

STRATA PLAN VR \_\_\_\_\_

SOUTH EASTERLY DIAGRAMMATIC ELEVATION

SECTION B - B

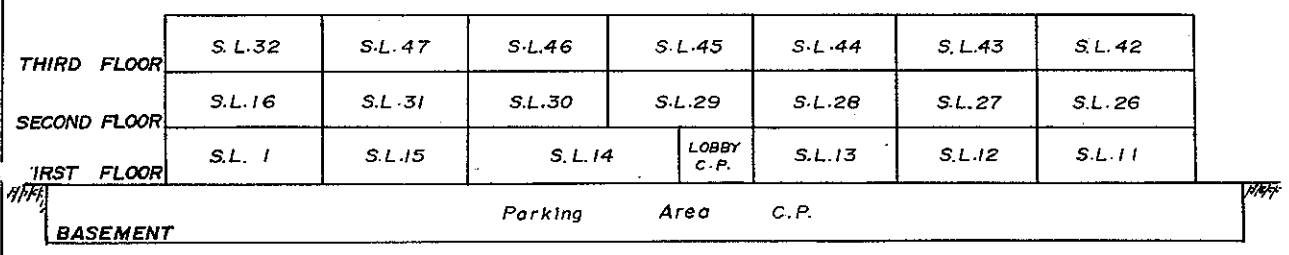
SCALE: 1 INCH = 20 FEET



NORTH EASTERLY DIAGRAMMATIC ELEVATION

SECTION A - A

SCALE: 1 INCH = 20 FEET



LEGEND

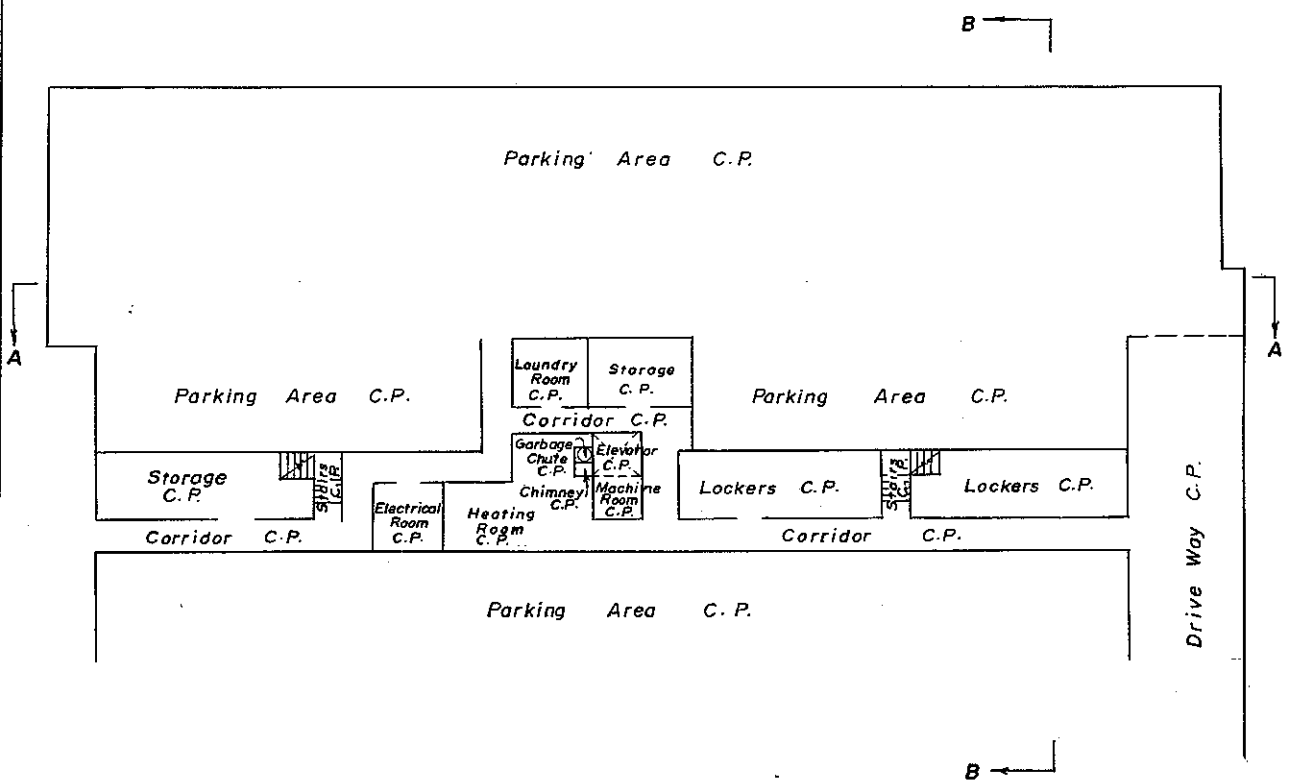
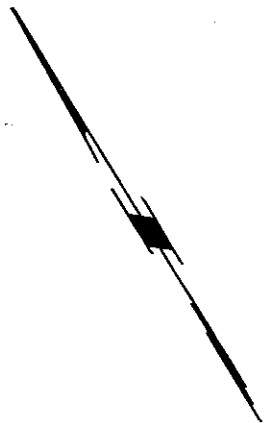
- S.L. denotes Strata Lot
- C.P. denotes Common Property
- Ⓟ denotes Balcony
- Ⓢ denotes Patio
- L.C.P. denotes Limited Common Property

D.F.M.  
APRIL 13, 1978

STRATA PLAN VR

BASEMENT FLOOR

SCALE: 1 INCH = 20 FEET



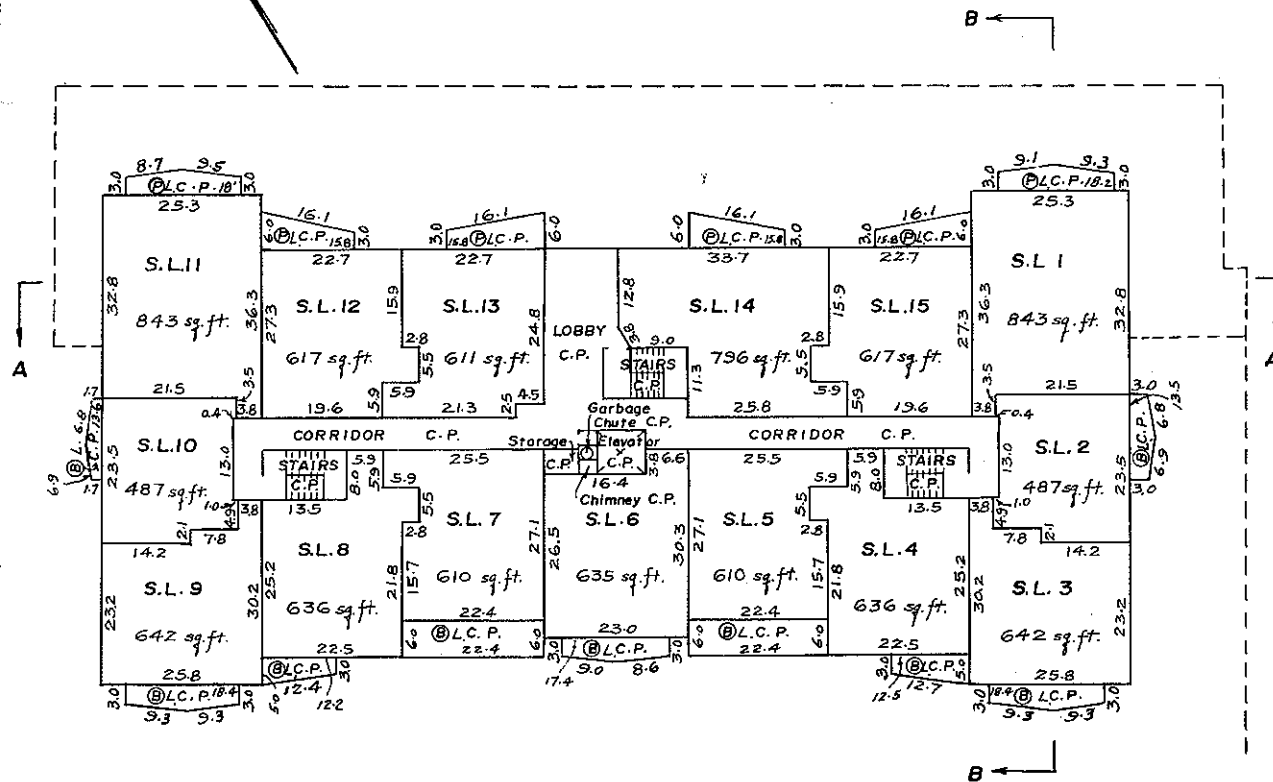
LEGEND

*c.p. denotes Common Property*

*D. Am.*  
APRIL 13, 1978

STRATA PLAN VR \_\_\_\_\_

FIRST FLOOR  
STRATA LOTS 1 TO 15 INCLUSIVE  
SCALE: 1 INCH = 20 FEET

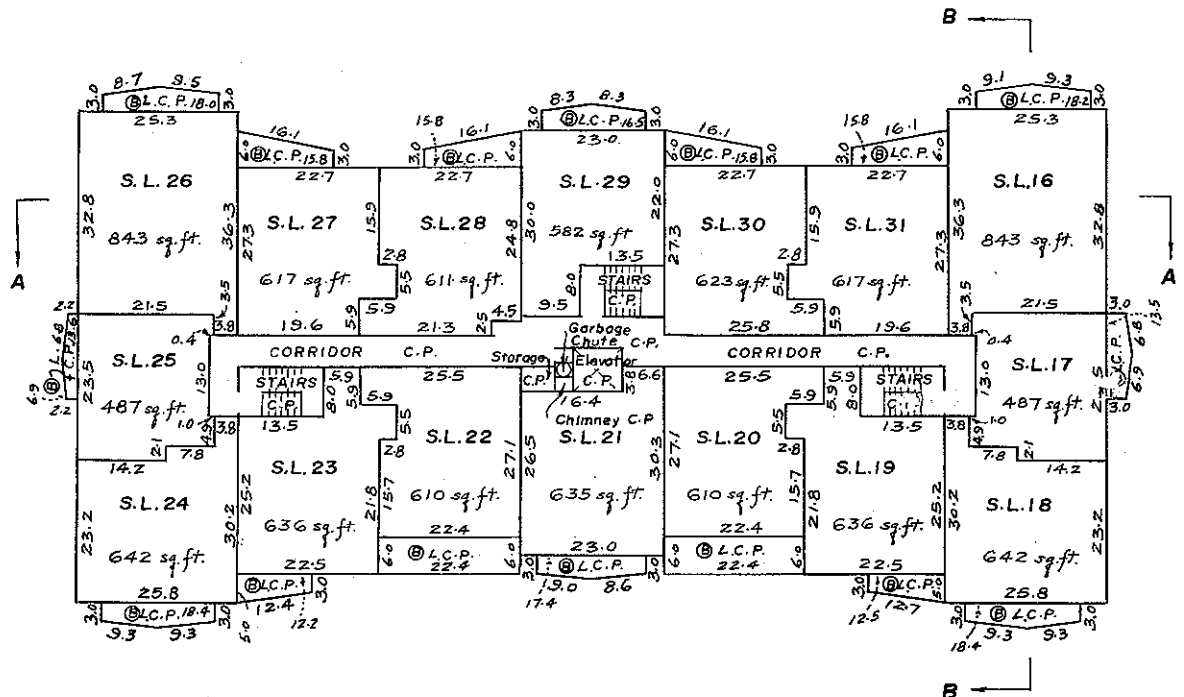


LEGEND

- S.L. denotes Strata Lot
- C.P. denotes Common Property
- ⊙ denotes Balcony
- ⊕ denotes Patio
- sqft. denotes square feet
- L.C.P. denotes Limited Common Property

D. Ann.  
 APRIL 13, 1978

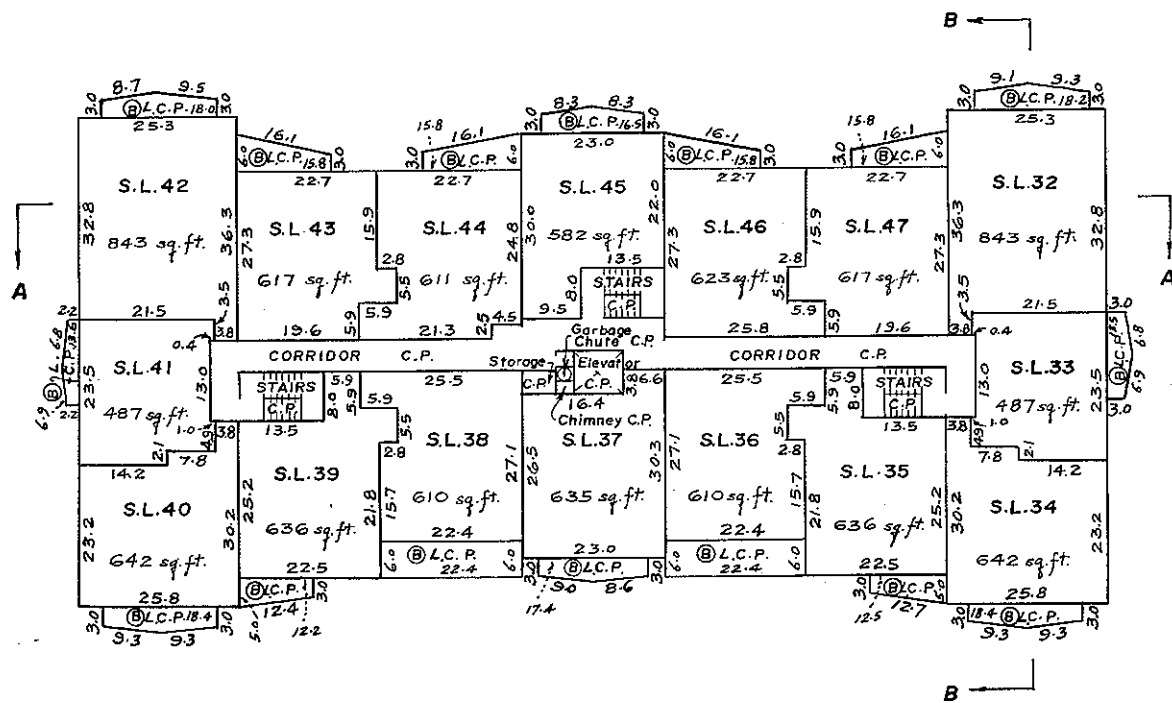
SECOND FLOOR  
STRATA LOTS 16 TO 31 INCLUSIVE  
SCALE: 1 INCH = 20 FEET



LEGEND

- S.L. denotes Strata Lot.
- C.P. denotes Common Property
- ⊙ denotes Balcony
- sq.ft. denotes square feet
- L.C.P. denotes Limited Common Property

THIRD FLOOR  
STRATA LOTS 32 TO 47 INCLUSIVE  
SCALE : 1 INCH = 20 FEET



LEGEND

- S.L. denotes Strata Lot
- C.P. denotes Common Property
- ⊙ denotes Balcony
- sq. ft. denotes square feet
- L.C.P. denotes Limited Common Property







**MINUTES OF THE ANNUAL GENERAL MEETING****Strata Plan VR 547 – Harbour Court**

Held on Wednesday, September 30, 2015 at 7:00 pm

In the lobby of 175 East 4<sup>th</sup> Street, North Vancouver, BC

---

**Units In Attendance:** Twenty-one (21) units represented in person  
Four (4) units represented by proxy  
Twenty-five (25) units represented in total

**Property Manager:** Sunny Leung; **Peterson Residential Property Management Inc.**

**1. CALL TO ORDER**

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

**2. CERTIFYING PROXIES, ISSUE VOTING CARDS, AND DETERMINE QUORUM**

The Property Manager advised that the proxies were certified to be correct. With a total of 47 votes, 46 of them being eligible, there needed to be 16 eligible votes present to constitute a quorum. There being 25 eligible votes, a quorum was present in accordance with Section 48 of the Strata Property Act so the meeting was duly constituted to proceed.

**3. ELECTION OF A CHAIRPERSON, IF NECESSARY**

The Council President, Gisela Klotz, agreed to chair the meeting. The meeting was facilitated by the Property Manager.

**4. PRESENT TO THE MEETING PROOF OF NOTICE OF MEETING**

The Property Manager confirmed that the Notice of this Annual General Meeting was distributed to all Owners on title in accordance with Section 45 of the Strata Property Act.

**5. APPROVE THE AGENDA**

The agenda was presented. It was **MOVED (107) / SECONDED (311)** and unanimously approved.

**6. APPROVAL OF THE PREVIOUS GENERAL MEETING MINUTES**

It was, **MOVED (313) / SECONDED (114)** and unanimously approved that the Minutes of the Annual General Meeting held on September 17, 2014 be adopted as distributed.

**7. DEAL WITH UNFINISHED BUSINESS**

There was no unfinished business.

**8. RECEIVE REPORTS OF COUNCIL ACTIVITIES**

The Council President spoke and reviewed the current and completed tasks for the building. In order to try to minimize costs to the strata, the Council President and the Vice President have volunteered their time in maintaining the building. They have completed the following tasks – gardening, drain cleaning, mulching, cleaning of the trees in the back of the building, changing the globe lights, changing of the front door latch and cleaning up of the tool room.

The current tasks at hand include some further work that needs to be done with the lights on the front and the back of the building.

**9. RATIFY ANY NEW RULES**

There were no new rules to ratify.

**10. INSURANCE SUMMARY**

The Property Manager advised that in keeping with the provisions of the Strata Property Act, the insurance coverage provided through BFL Canada reflects a replacement cost of \$6,025,000.00. Owners were further advised that an annual appraisal is undertaken in accordance with the requirements of the Insurance provider to ensure an update to date replacement cost.

**VR 547 Harbour Court – Deductibles:** All risks as defined are subject to a \$2,500.00 deductible except for a \$5,000 deductible for water damage/sewer backup damage, \$10,000.00 for flood damage and, 10% deductible for earthquake damage.

The Property Manager noted that it is incumbent upon Owners to review the Strata Corporation's Summary of Coverage with their own personal insurance broker to ensure that their liability, betterments and improvements, and personal coverage ties with what is provided by the Corporation. Owners may wish to obtain Loss Assessment insurance coverage from their home insurance broker to the extent that it is available, to cover the deductible if necessary. Having appropriate and adequate insurance is now more important for Owners than ever before.

**11. APPROVAL OF BUDGET**

After some discussion, it was **MOVED (103) / SECONDED (114)** and unanimously approved to accept the budget proposed.

Please see the attached schedule for the new strata fees.

**Owners not currently participating in the Pre-Authorized Payment Plan (PAP) are urged to take advantage of this payment method. Please return the completed form to Peterson Residential. All Owners currently using PAP to pay their monthly strata fees, please note that the catch up fees for August, September, October 2015 will be withdrawn along with your November 1, 2015 strata fees.**

**For those Owners who pay monthly strata fees by post-dated cheque, please forward their cheques to Peterson Residential and make the cheques payable to "STRATA PLAN VR 547" up to and including July 1, 2015.**

**12. RESOLUTIONS**

**3/4 VOTE RESOLUTION #1 – DEPRECIATION REPORT WAIVER**

**WHEREAS** depreciation reports are, in accordance with the *Strata Property Act of BC*, mandatory unless the Owners, Strata Plan VR 547, exempts themselves by a 3/4 vote resolution;

**BE IT RESOLVED** as a 3/4 vote resolution of the Owners, Strata Plan VR 547, that pursuant to Section 94 of the Strata Property Act, the Owners, Strata Plan VR 547, agree to exempt themselves and waive the requirements of this section during the period immediately following the Annual General Meeting of September 30, 2015, or any adjournment thereof, until the next Annual General Meeting.

After some discussion, it was **MOVED (311) / SECONDED (211)** to call the vote. With twenty-two (22) votes in favour, one (1) opposed, and two (2) abstained, the resolution was approved.

### **MAJORITY VOTE RESOLUTION #2 – DEPRECIATION REPORT FUNDING**

**WHEREAS** resolution #1 has failed to pass;

**BE IT THEREFORE RESOLVED** as a majority vote resolution of the Owners, Strata Plan VR547, as per Section 96 of the Strata Property Act, to approve a maximum expenditure of **five thousand dollars and zero cents (\$5,000.00)** from the Contingency Reserve Fund for the purpose of obtaining a depreciation report.

Because resolution #1 passed, this resolution was not considered.

### **3/4 VOTE RESOLUTION #3 – MAIN FLOOR PIPE REPLACEMENT**

**WHEREAS** the Strata Council has been working with contractors to obtain quotes for replacing the domestic water pipes (hot, cold and recirculation lines) and the ceiling in the main floor common hallway because the building has experienced many leaks in this part of the building throughout the years;

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan VR 547, to approve an expenditure of **\$45,000.00** for the purpose of replacing the main floor pipes as required to reduce the leaks in the hallway; with said funds being realized by a one-time Special Levy in the amount of **\$45,000.00** charged to the registered owners based on unit entitlement as per the attached schedule.

Please see the attached documents for each Owner's proportional amount of the Special Levy.

*All funds are due and payable immediately, by the Owner(s) of record at the time and on the date the 3/4 Vote Resolution is passed. For the convenience of Owners, the Special Levy may be paid on November 1, 2015.*

Failure to pay the amount of the Special Levy payment(s) on the specified day will be subject to fines, as shown in the Strata Corporation Bylaws. Should Owners fail to remit such Special Levy payment(s) the Strata Corporation will exercise full rights of remedies, as amended from time to time.

In the event of a funding shortfall, the Strata Council shall be authorized to use Contingency Reserve Funds as deemed necessary to ensure timely payment of invoices as relating to the project. Any Contingency Reserve Funds so used will be reimbursed to the Contingency Reserve Fund as soon as funds are available from the Special Levy payment(s).

In the event that a Strata Lot is sold or there are changes to title, prior to all the installments being paid, the outstanding balance of the Special Levy must be paid in full before a "Form F – Certificate of Full Payment" can be issued pursuant to Section 115 of the Strata Property Act.

That for the purpose of this Resolution, the term "Assessment Fees" shall have the same meaning as regular Strata Fees with all applicable penalties, as per the registered Bylaws for non-payment (i.e. late or returned NSF cheques), legal costs, administration fees and collection costs, and all other sums and fees due and payable of any nature or any kind whatsoever.

Pursuant to Section 108(5) and 108(6) of the Strata Property Act, if any Owner is entitled to receive a refund of over \$100.00 from any unused portion of this special levy, a refund will be issued to the current Owner(s) on title at the time of the refund. In the event of a sale, Strata Lot Owners are responsible to make their own private arrangements with the purchaser with regard to the disposition of any refund without recourse to the Strata Corporation or its agents.

After some discussion, it was **MOVED (303) / SECONDED (114)** to call the vote. With twenty five (25) votes in favour, zero (0) opposed, and zero (0) abstained, the resolution was unanimously approved.

#### **3/4 VOTE RESOLUTION #4 – HEATING BOILER REPLACEMENT**

**WHEREAS** the Strata Council has been working with contractors to obtain quotes for replacing the heating boiler as recommended by the contractor and because the boiler is experiencing a leak and replacement parts are no longer obtainable;

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan VR 547, to approve an expenditure of **\$35,000.00** for the purpose of replacing the heating boiler; with said funds being realized by a one-time Special Levy in the amount of **\$35,000.00** charged to the registered owners based on Unit Entitlement as per the attached Schedule.

Please see the attached documents for each Owner's proportional amount of the Special Levy.

*All funds are due and payable immediately, by the Owner(s) of record at the time and on the date the 3/4 Vote Resolution is passed. For the convenience of Owners, the Special Levy may be paid on December 1, 2015.*

Failure to pay the amount of the Special Levy payment(s) on the specified day will be subject to fines, as shown in the Strata Corporation Bylaws. Should Owners fail to remit such Special Levy payment(s) the Strata Corporation will exercise full rights of remedies, as amended from time to time.

In the event of a funding shortfall, the Strata Council shall be authorized to use Contingency Reserve Funds as deemed necessary to ensure timely payment of invoices as relating to the project. Any Contingency Reserve Funds so used will be reimbursed to the Contingency Reserve Fund as soon as funds are available from the Special Levy payment(s).

In the event that a Strata Lot is sold or there are changes to title, prior to all the installments being paid, the outstanding balance of the Special Levy must be paid in full before a "Form F – Certificate of Full Payment" can be issued pursuant to Section 115 of the Strata Property Act.

That for the purpose of this Resolution, the term "Assessment Fees" shall have the same meaning as regular Strata Fees with all applicable penalties, as per the registered Bylaws for non-payment (i.e. late or returned NSF cheques), legal costs, administration fees and collection costs, and all other sums and fees due and payable of any nature or any kind whatsoever.

Pursuant to Section 108(5) and 108(6) of the Strata Property Act, if any Owner is entitled to receive a refund of over \$100.00 from any unused portion of this special levy, a refund will be issued to the current Owner(s) on title at the time of the refund. In the event of a sale, Strata Lot Owners are responsible to make their own private arrangements with the purchaser with regard to the disposition of any refund without recourse to the Strata Corporation or its agents.

After some discussion, it was **MOVED (107) / SECONDED (311)** to call the vote. With twenty five (25) votes in favour, zero (0) opposed, and zero (0) abstained, the resolution was unanimously approved.

#### **3/4 VOTE RESOLUTION - # 5 – BALCONY REPAIR**

**WHEREAS** the Strata Council has been working with a contractor to obtain a quote for repairing the balconies as recommended by the contractor and the Strata Council;

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan VR 547, to approve an expenditure of **\$95,000.00** for the purpose of repairing the balconies; with said funds being realized by a one-time special levy in the amount of **\$95,000.00** charged to the registered owners based on Unit Entitlement as per the attached Schedule. The estimated cost of the first phase of the balcony repairs will be approximately \$95,000. Any funds unspent from this Special Levy will be put towards the rest of the balcony repairs.

Please see the attached documents for each Owner's proportional amount of the Special Levy.

*All funds are due and payable immediately, by the Owner(s) of record at the time and on the date the 3/4 Vote Resolution is passed. For the convenience of Owners, the Special Levy may be paid in two equal installments due on November 1, 2015 and December 1, 2015.*

Failure to pay the amount of the Special Levy payment(s) on the specified day will be subject to fines, as shown in the Strata Corporation Bylaws. Should Owners fail to remit such Special Levy payment(s) the Strata Corporation will exercise full rights of remedies, as amended from time to time.

In the event of a funding shortfall, the Strata Council shall be authorized to use Contingency Reserve Funds as deemed necessary to ensure timely payment of invoices as relating to the project. Any Contingency Reserve Funds so used will be reimbursed to the Contingency Reserve Fund as soon as funds are available from the Special Levy payment(s).

In the event that a Strata Lot is sold or there are changes to title, prior to all the installments being paid, the outstanding balance of the Special Levy must be paid in full before a “Form F – Certificate of Full Payment” can be issued pursuant to Section 115 of the Strata Property Act.

That for the purpose of this Resolution, the term “Assessment Fees” shall have the same meaning as regular Strata Fees with all applicable penalties, as per the registered Bylaws for non-payment (i.e. late or returned NSF cheques), legal costs, administration fees and collection costs, and all other sums and fees due and payable of any nature or any kind whatsoever.

After some discussion, it was **MOVED (311) / SECONDED (208)** and approved to change the date the **Special Levy can be paid from November 1, 2015 and December 1, 2015 to March 1, 2016 and April 1, 2016.** It was **MOVED (103) / SECONDED (213)** and the vote was called with the revised dates. With twenty four (24) votes in favour, zero (0) opposed, and one (1) abstained, the resolution was approved.

### **3/4 VOTE RESOLUTION - # 6 – CONTINGENCY RESERVE FUND TRANSFER**

**WHEREAS** the Strata Council has changed the strata’s insurance from 12 months to 18 months as noted in Section 6C of the August 13, 2014 Council Meeting Minutes in order to allow for more favourable terms when the insurance is up for renewal; and

**WHEREAS** the 2014-2015 insurance premium in the amount of \$21,806 was paid by funds borrowed from the Contingency Reserve Fund as allowed under Section 6.3 of the Strata Property Regulations;

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan VR 547, to approve to allow under Section 96(B) of the Strata Property Act, that the 2014-2015 insurance premium in the amount of \$21,806 be a permanent transfer from the contingency reserve fund.

Note that, as of July 2015, the contingency reserve fund is \$84,109.58 which has accounted for the funds already used to pay the insurance premium.

After some discussion, it was **MOVED (107) / SECONDED (211)** to call the vote. With twenty five (25) votes in favour, zero (0) opposed, and zero (0) abstained, the resolution was unanimously approved.

### **13. NEW BUSINESS**

**Pet** – an owner’s representative wished to clarify the pet policy and to indicate that she had been bringing in a pet that was classified as a therapy dog.

**Balcony Repairs** – owners who wish to obtain more information about their balconies are instructed to contact the Property Manager. Council wished to clarify that the contractor has examined the balconies and have identified the balconies that require immediate attention. Council will use this information and, along with the suggestions of the contractor, to make a decision on which balconies to repair during this phase of the project. As well, Council explained that the second phase of the balcony repair work will be considered after the first phase.

**14. ELECTION OF THE 2015-2016 COUNCIL**

At this point, two persons eligible to vote, unit 202 and 203 left the meeting at 8:35pm. Quorum was still established so the meeting continued.

Owners were advised that the present Council must step down and a new Council be elected for the upcoming year. The outgoing Council members were thanked for their volunteer efforts. The bylaws of Strata Plan VR 547 requires the council must have at least 3 and not more than 7 members. The following Owners were nominated and accepted the nomination:

Gisela Klotz, Pauline Smee, Jennifer Eastwood, Kevin La Face, Gisela Temmel, and Chris Cameron

There being no further nominations of eligible owners, nominations were closed and it was **MOVED (311) / SECONDED (208)** and unanimously approved to accept the nominations.

**COUNCIL POSITIONS**

Following the Annual General Meeting, Council met to elect members for specific positions. The results were as follows:

Gisela Klotz	<b>President</b>
Pauline Smee	<b>Vice-President</b>
Jennifer Eastwood	<b>Treasurer</b>
Chris Cameron	<b>Member At-large</b>
Kevin La Face	<b>Member At-large</b>
Gisela Temmel	<b>Member At-large</b>

**15. TERMINATION**

There being no further business, it was **MOVED (107) / SECONDED (311)** and unanimously approved to terminate the meeting at 8:48pm. Please note the next Strata Council Meeting will be held on Wednesday November 25, 2015 in unit 107.

**ATTENTION: Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.**  
**Property Manager:** Sunny Leung | D. 604. 699.5274 | E. [SunnyL@petersonbc.com](mailto:SunnyL@petersonbc.com)  
**Property Manager Assistant:** Trudy Dong | D. 604.699.5258 | E. [TrudyD@petersonbc.com](mailto:TrudyD@petersonbc.com)  
**Strata Property Accountant:** Etsuko Akiyama | D. 604.699.5259 | E. [EtsukoA@petersonbc.com](mailto:EtsukoA@petersonbc.com)





VR 547 HARBOUR COURT  
APPROVED 2015 / 2016 BUDGET

Fiscal Year: August 1st to July 31st

Invoice Code		Change	Actual	2014-2015 Approved Budget	2015-2016 Approved Budget
	<u>REVENUE</u>				
47100	MAINTENANCE FEE	0.00%	150,000.80	150,000	157,500
	LATE FEE REVENUE	0.00%	-	-	-
47220	MOVE IN/OUT FEES	0.00%	-	-	-
47240	LAUNDRY REVENUE	33.97%	6,028.66	4,500	4,500
47360	INTEREST INCOME	125.59%	225.59	100	100
47350	MISCELLANEOUS REV	0.00%	-	-	-
47520	PARKING REVENUE	0.00%	240.00	240	240
47400	PRIOR YEAR DEFICIT				(1,479)
	Total Revenue		156,495.05	154,840	160,861
	<u>GENERAL EXPENSE</u>				
81010	ADMINISTRATION	3.95%	3,118.39	3,000	3,000
13110	INSURANCE	-8.67%	15,392.52	16,854	15,500
81200	MANAGEMENTS FEES	0.00%	12,978.00	12,978	13,760
	Total General Expense		31,488.91	32,832	32,260
	<u>BUILDING EXPENSE</u>				
82170	ELEVATOR	4.38%	3,131.49	3,000	3,200
82320	FIRE INSPECTION	591.89%	10,032.38	1,450	2,400
82370	GARAGE DOOR	-100.00%	-	600	500
82450	HVAC	95.02%	2,437.70	1,250	2,000
82500	JANITORIAL	-6.97%	9,303.22	10,000	10,000
82650	PEST CONTROL	58.26%	1,740.90	1,100	1,800
82670	PLUMBING	90.36%	9,518.15	5,000	7,000
82720	REPAIRS - GENERAL	-61.30%	3,715.57	9,600	9,000
82760	SUPPLIES		-	-	-
	Total Building		39,879.41	32,000	35,900
	<u>UTILITIES</u>				
83050	CABLE VISION	-1.43%	24,641.88	25,000	23,000
83100	ELECTRICITY	4.93%	5,456.33	5,200	6,000
83150	GARBAGE DISPOSAL	3.90%	3,636.65	3,500	4,100
83200	GAS	-16.18%	24,140.55	28,800	28,000
83250	RECYCLING CHARGES	-11.88%	3,525.00	4,000	3,700
83300	WATER/SEWER	2.67%	18,481.35	18,000	18,500
	TOTAL UTILITIES		79,881.76	84,500	83,300
	<u>LANDSCAPING</u>				
84070	LANDSCAPING	48.65%	3,716.25	2,500	2,000
	Total Landscaping	48.65%	3,716.25	2,500	2,000
	TOTAL OPERATING EXP		154,966.33	151,832	153,460
89110	CONTRIBUTION TO CRF	0.00%	3,008.04	3,008	7,401
	TOTAL CFR CONTRIBUTE	0.00%	3,008.04	3,008	7,401
	SURPLUS / (DEFICIT)		(1,479.32)	-	-

VR 547 HARBOUR COURT  
APPROVED 2015 / 2016 BUDGET

Fiscal Year: August 1 to July 31

		Current Strata Fees	Approved Operating Fees	Approved Contingency Fees	Approved Strata Fees
Strata Fees		\$ 150,000.00	\$ 150,099.00	\$ 7,401.00	\$ 157,500.00
TOTAL UNIT ENTITLEMENT		29,954	29,954	29,954	29,954
Total Assessment/Unit Entlmt/Mth		\$ 0.42	\$ 0.42	\$ 0.02	\$ 0.44
Special Levy Payment Dates					
UNIT #	Unit Entitlement	Current Monthly Strata Fees	Approved Monthly Operating Fees	Approved Monthly Contingency Fees	Approved Monthly Strata Fees
101	610	254.56	254.72	12.56	267.28
102	636	265.41	265.58	13.10	278.68
103	642	267.91	268.09	13.22	281.31
104	487	203.23	203.36	10.03	213.39
105	843	351.79	352.02	17.36	369.38
106	617	257.48	257.65	12.70	270.35
107	611	254.97	255.14	12.58	267.72
108	796	332.18	332.40	16.39	348.78
109	617	257.48	257.65	12.70	270.35
110	843	351.79	352.02	17.36	369.38
111	487	203.23	203.36	10.03	213.39
112	642	267.91	268.09	13.22	281.31
113	636	265.41	265.58	13.10	278.68
114	610	254.56	254.72	12.56	267.28
115	635	264.99	265.16	13.07	278.24
201	610	254.56	254.72	12.56	267.28
202	636	265.41	265.58	13.10	278.68
203	642	267.91	268.09	13.22	281.31
204	487	203.23	203.36	10.03	213.39
205	843	351.79	352.02	17.36	369.38
206	617	257.48	257.65	12.70	270.35
207	611	254.97	255.14	12.58	267.72
208	582	242.87	243.03	11.98	255.02
209	623	259.98	260.15	12.83	272.98
210	617	257.48	257.65	12.70	270.35
211	843	351.79	352.02	17.36	369.38
212	487	203.23	203.36	10.03	213.39
213	642	267.91	268.09	13.22	281.31
214	636	265.41	265.58	13.10	278.68
215	610	254.56	254.72	12.56	267.28
216	635	264.99	265.16	13.07	278.24
301	610	254.56	254.72	12.56	267.28
302	636	265.41	265.58	13.10	278.68
303	642	267.91	268.09	13.22	281.31
304	487	203.23	203.36	10.03	213.39
305	843	351.79	352.02	17.36	369.38
306	617	237.00	257.65	12.70	270.35
307	611	254.97	255.14	12.58	267.72
308	582	242.87	243.03	11.98	255.02
309	623	259.98	260.15	12.83	272.98
310	617	257.48	257.65	12.70	270.35
311	843	351.79	352.02	17.36	369.38
312	487	203.23	203.36	10.03	213.39
313	642	267.91	268.09	13.22	281.31
314	636	265.41	265.58	13.10	278.68
315	610	254.56	254.72	12.56	267.28
316	635	264.99	265.16	13.07	278.24

VR 547 HARBOUR COURT  
APPROVED 2015 / 2016 BUDGET

Special Levy Schedule

		Special Levy 1	Special Levy 2	Special Levy 3	
		Main Floor Pipes	Heating Boiler	Balcony Repair	
Estimated Cost		\$45,000.00	\$35,000.00	\$95,000.00	
TOTAL UNIT ENTITLEMENT		29,954	29,954	29,954	
Total Assessment/Unit Ent		1.50	1.17	3.17	
Special Levy Payment Dates		1-Nov-15	1-Dec-15	1-Mar-16	1-Apr-16
UNIT #	Unit Entitlement	Special Levy 1	Special Levy 2	Special Levy 3	Special Levy 3
101	610	916.41	712.76	967.32	967.32
102	636	955.47	743.14	1,008.55	1,008.55
103	642	964.48	750.15	1,018.06	1,018.06
104	487	731.62	569.04	772.27	772.27
105	843	1,266.44	985.01	1,336.80	1,336.80
106	617	926.92	720.94	978.42	978.42
107	611	917.91	713.93	968.90	968.90
108	796	1,195.83	930.09	1,262.27	1,262.27
109	617	926.92	720.94	978.42	978.42
110	843	1,266.44	985.01	1,336.80	1,336.80
111	487	731.62	569.04	772.27	772.27
112	642	964.48	750.15	1,018.06	1,018.06
113	636	955.47	743.14	1,008.55	1,008.55
114	610	916.41	712.76	967.32	967.32
115	635	953.96	741.97	1,006.96	1,006.96
201	610	916.41	712.76	967.32	967.32
202	636	955.47	743.14	1,008.55	1,008.55
203	642	964.48	750.15	1,018.06	1,018.06
204	487	731.62	569.04	772.27	772.27
205	843	1,266.44	985.01	1,336.80	1,336.80
206	617	926.92	720.94	978.42	978.42
207	611	917.91	713.93	968.90	968.90
208	582	874.34	680.04	922.92	922.92
209	623	935.94	727.95	987.93	987.93
210	617	926.92	720.94	978.42	978.42
211	843	1,266.44	985.01	1,336.80	1,336.80
212	487	731.62	569.04	772.27	772.27
213	642	964.48	750.15	1,018.06	1,018.06
214	636	955.47	743.14	1,008.55	1,008.55
215	610	916.41	712.76	967.32	967.32
216	635	953.96	741.97	1,006.96	1,006.96
301	610	916.41	712.76	967.32	967.32
302	636	955.47	743.14	1,008.55	1,008.55
303	642	964.48	750.15	1,018.06	1,018.06
304	487	731.62	569.04	772.27	772.27
305	843	1,266.44	985.01	1,336.80	1,336.80
306	617	926.92	720.94	978.42	978.42
307	611	917.91	713.93	968.90	968.90
308	582	874.34	680.04	922.92	922.92
309	623	935.94	727.95	987.93	987.93
310	617	926.92	720.94	978.42	978.42
311	843	1,266.44	985.01	1,336.80	1,336.80
312	487	731.62	569.04	772.27	772.27
313	642	964.48	750.15	1,018.06	1,018.06
314	636	955.47	743.14	1,008.55	1,008.55
315	610	916.41	712.76	967.32	967.32
316	635	953.96	741.97	1,006.96	1,006.96





October 9, 2015

**To All Owners**

**Strata Plan VR 547 – Harbour Court**

Dear Owner(s):

At the **Annual General Meeting held on** September 30, 2015, the Owners voted to approve the 2015 / 2016 **Operating Budget**. There is an increase in the total Annual Strata Fee Contribution which will be effective August 1, 2015. A schedule of fees has been attached to this letter for your reference.

**Owners who pay your strata fees by Pre-Authorized Payment (PAP) you need take no further action. We will adjust the debit to your bank account.** The retroactive "Catch Up Fee" amount for the months of August, September and October will be deducted November 1<sup>st</sup>, 2015 on the next withdrawal.

**If you pay your Strata Fees by cheque, please ensure that your new cheques are written for the correct amount.** Also, please remember to provide a series of post-dated cheques for 2015 / 2016, **made payable to "Strata Plan VR 547"**, and ensure that your unit number is clearly marked on the face of each of your cheques. Please refer to the attached schedule for the correct amounts.

**Owners are advised that a special levy resolution was approved and payments for this Special Levy can be withdrawn through their existing "Pre-Authorized Payment" plan, please complete authorization at the bottom of the page. You may mail, email or fax the form to the attention of the undersigned.**

Alternatively, you can submit your cheque (dated on or before November 1<sup>st</sup>, December 1<sup>st</sup>, March 1<sup>st</sup>, and April 1<sup>st</sup>) for the amount of your Special Levy payments. Your cheque is payable to "Strata Plan VR 547".

For further details of business conducted at the Annual General Meeting, please refer to the attached Minutes.

Sincerely,

Sunny Leung  
Strata Manager  
PETERSON RESIDENTIAL  
Agents for Strata Plan VR 547 – **Harbour Court**  
**Direct Line:** 604-699-5274 / **Email:** [SunnyL@petersonbc.com](mailto:SunnyL@petersonbc.com)  
Pc: Accounting

To **PETERSON RESIDENTIAL:**                      **Strata Plan #** \_\_\_\_\_ **– Suite** \_\_\_\_\_

This is authorization for you to take the Special Levy payment, in the amount of \$ \_\_\_\_\_ on **November 1<sup>st</sup>, 2015**, \$ \_\_\_\_\_ on **December 1st, 2015**, \$ \_\_\_\_\_ on **March 1st, 2015** and \$ \_\_\_\_\_ on **April 1<sup>st</sup>, 2015** along with my Pre-Authorized Payment withdrawal.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_





# PRE-AUTHORIZED DEBIT (PAD) PLAN AGREEMENT

Strata Plan: \_\_\_\_\_

Please complete the Pre-Authorized Debit (PAD) Plan agreement below and return to Peterson Residential Property Management Inc. by fax or mail. Please note: Fields marked with an asterisk (\*) must be completed

New Enrollment     Change in Banking Information

PLEASE PRINT

Name(s) of Registered Owner\*: \_\_\_\_\_

Name(s) of Bank Account Holder\*: \_\_\_\_\_

(if different from registered owner)

Unit No.\*: \_\_\_\_\_ Address\*: \_\_\_\_\_

City/Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Commencement Date\*: The first day of \_\_\_\_\_, 20\_\_\_\_\_.

**NOTE:** This form, together with either an acceptable VOID pre-printed cheque or a PRE-AUTHORIZED DEBIT (PAD) PLAN AGREEMENT provided by your Bank, both from a Canadian fund account, must be received by PETERSON RESIDENTIAL PROPERTY MANAGEMENT INC. no later than the **15th day** of the month **prior to** the Commencement Date in order to be effective on the Commencement Date.

**IMPORTANT:** The account from which PETERSON RESIDENTIAL PROPERTY MANAGEMENT INC. is authorized to draw upon is indicated below.

**A specimen pre-printed cheque from a Canadian fund account has been marked "VOID" and attached in this space.**

The undersigned hereby authorizes PETERSON RESIDENTIAL PROPERTY MANAGEMENT INC., on behalf of the Strata Corporation, to debit their account on the first day of each month for all applicable charges due by the undersigned to the Strata Corporation, unless otherwise specified as follows:

The undersigned acknowledges that the amounts for each fee will be those prescribed/approved by the Owners and due to the Strata Corporation. The amounts may be increased/decreased as approved by the Owners of the Strata Corporation.

The undersigned undertakes to inform PETERSON RESIDENTIAL PROPERTY MANAGEMENT INC. of any change in the account or address information provided in this authorization within 15 days after the change occurs. If the account is transferred to another financial institution, this authorization becomes null and void on the date of the transfer and it will be necessary to provide a new authorization to PETERSON RESIDENTIAL PROPERTY MANAGEMENT INC.

This authorization may be cancelled at any time upon 15 days written notice to PETERSON RESIDENTIAL PROPERTY MANAGEMENT INC. Further information on cancellation rights, including sample cancellation forms, may be obtained from any financial institution or by visiting [www.cdnpay.ca](http://www.cdnpay.ca).

The undersigned acknowledges that delivery of this authorization to PETERSON RESIDENTIAL PROPERTY MANAGEMENT INC. constitutes delivery by the undersigned to their financial institution.

The undersigned has certain recourse rights if any debit does not comply with this agreement. For example, the undersigned has the right to receive reimbursement for any debit that is not authorized or is not consistent with this agreement. To obtain more information on recourse rights, the undersigned may contact their financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

## ACCEPTANCE

The undersigned hereby confirms their authorization in accordance with the provisions contained herein; warrants that all persons whose signatures are required to sign on this account have signed below; guarantees all information contained herein is correct to the best of their knowledge; and is/are solely responsible for any consequences due to providing fraudulent information contained herein.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.\*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Second Signature (if required)

PETERSON RESIDENTIAL PROPERTY MANAGEMENT INC.

1166 Alberni Street, Suite 1701, Vancouver, BC, Canada V6E 3Z3 | T. 604.688.4885 | F.604.688.3245 | [www.petersonbc.com](http://www.petersonbc.com)

June26/15



**MINUTES OF THE ANNUAL GENERAL MEETING****Strata Plan VR 547 – Harbour Court**

Held on Monday, September 12, 2016 at 7:00 pm

In the lobby of 175 East 4<sup>th</sup> Street, North Vancouver, BC

---

**Units In Attendance:** Twenty (20) units represented in person  
Five (5) units represented by proxy  
Twenty-five (25) units represented in total

**Property Manager:** Sunny Leung; **Peterson Residential Property Management Inc.**

**1. CALL TO ORDER**

The meeting was called to order at 7:00 pm.

**2. CERTIFYING PROXIES, ISSUE VOTING CARDS, AND DETERMINE QUORUM**

The Property Manager advised that the proxies were certified to be correct. With a total of 47 votes, 46 of them being eligible, there needed to be 16 eligible votes present to constitute a quorum. There being 25 eligible votes, a quorum was present in accordance with Section 48 of the Strata Property Act so the meeting was duly constituted to proceed.

**3. ELECTION OF A CHAIRPERSON, IF NECESSARY**

The Council President, Gisela Klotz, agreed to chair the meeting. The meeting was facilitated by the Property Manager.

**4. PRESENT TO THE MEETING PROOF OF NOTICE OF MEETING**

The Property Manager confirmed that the Notice of this Annual General Meeting was distributed to all Owners on title in accordance with Section 45 of the Strata Property Act.

**5. APPROVE THE AGENDA**

The agenda was presented. It was **MOVED (106) / SECONDED (303)** and unanimously approved.

**6. APPROVAL OF THE PREVIOUS GENERAL MEETING MINUTES**

It was, **MOVED (106) / SECONDED (313)** and unanimously approved that the Minutes of the Annual General Meeting held on September 30, 2015 be adopted as distributed.

**7. DEAL WITH UNFINISHED BUSINESS**

An owner asked about the P1 balcony project from the last AGM. The Property Manager informed the owner which balconies were done and that that project is now complete.

**8. RECEIVE REPORTS OF COUNCIL ACTIVITIES**

The Property Manager informed the owners about the major projects that the Council took on during the fiscal year: heating boiler replacement, main floor recirculation line replacement, and the P1 balcony replacement project. A Council Member also mentioned that the council meeting minutes also informed owners of the activities that the Council was involved in.



## 9. RATIFY ANY NEW RULES

There were no new rules to ratify.

## 10. INSURANCE SUMMARY

The Property Manager advised that in keeping with the provisions of the Strata Property Act, the insurance coverage provided through BFL Canada reflects a replacement cost of \$6,097,000.00. Owners were further advised that an annual appraisal is undertaken in accordance with the requirements of the Insurance provider to ensure an update to date replacement cost.

**VR 547 Harbour Court – Deductibles:** All risks as defined are subject to a \$2,500.00 deductible except for a \$5,000 deductible for water damage/sewer backup damage, \$10,000.00 for flood damage and, 10% deductible for earthquake damage.

**It is incumbent upon Owners to review the Strata Corporation's Summary of Coverage with their own personal insurance broker to ensure that their liability, betterments and improvements, and personal coverage ties with what is provided by the Corporation. Owners may wish to obtain Loss Assessment insurance coverage from their home insurance broker to the extent that it is available, to cover the deductible if necessary. Having appropriate and adequate insurance is now more important for Owners than ever before.**

## 11. APPROVAL OF BUDGET

It was **MOVED (107) / SECONDED (103)** to put the budget onto the floor for discussion. After discussions, unit 103 called the question. The proposed budget was unanimously approved.

Please see the attached schedule for the new strata fees. The strata fees remain the same.

**Owners not currently participating in the Pre-Authorized Payment Plan (PAP) are urged to take advantage of this payment method. Please return the completed form to Peterson Residential to take part in the PAP.**

**For those Owners who pay monthly strata fees by post-dated cheque, please forward their cheques to Peterson Residential and make the cheques payable to "STRATA PLAN VR 547" up to and including July 1, 2017.**

## 12. RESOLUTIONS

### 3/4 VOTE RESOLUTION #1 – DEPRECIATION REPORT WAIVER

**WHEREAS** depreciation reports are, in accordance with the *Strata Property Act of BC*, mandatory unless the Owners, Strata Plan VR 547, exempts themselves by a 3/4 vote resolution;

**BE IT RESOLVED** as a 3/4 vote resolution of the Owners, Strata Plan VR 547, that pursuant to Section 94 of the Strata Property Act, the Owners, Strata Plan VR 547, agree to exempt themselves and waive the requirements of this section during the period immediately following the Annual



General Meeting of September 12, 2016 or any adjournment thereof, until the next Annual General Meeting.

It was **MOVED (108) / SECONDED (106)** to put the resolution onto the floor for discussion. After discussions, the question was called by unit 303. With twenty-five (25) votes in favour, zero (0) opposed, and zero (0) abstained, the resolution was approved.

## **MAJORITY VOTE RESOLUTION #2 – DEPRECIATION REPORT FUNDING**

**WHEREAS** resolution #1 has failed to pass;

**BE IT THEREFORE RESOLVED** as a majority vote resolution of the Owners, Strata Plan VR547, as per Section 96 of the Strata Property Act, to approve a maximum expenditure of **eight thousand dollars and zero cents (\$8,000.00)** from the Contingency Reserve Fund for the purpose of obtaining a depreciation report.

Because resolution #1 passed, this resolution was not considered.

## **3/4 VOTE RESOLUTION #3 – BALCONY REPAIR**

**WHEREAS** the Strata Council has been working with a contractor to obtain a quote for repairing the balconies as recommended by the contractor and the Strata Council;

**BE IT THEREFORE RESOLVED** as a 3/4 Vote Resolution of the Owners, Strata Plan VR 547, to approve an expenditure of up to \$103,000.00 for the purpose of repairing the balconies; with said funds being realized by a one-time special levy in the amount of \$79,000.00 charged to the registered owners based on Unit Entitlement as per the attached Schedule. The remaining outstanding expenditure will be funded with the surplus from the 2015-2016 balcony repair project, 2015-2016 heating boiler replacement project, and 2015-2016 year surplus. The special levy will be applied to the expenditure first and the remaining outstanding expenditure will be expensed using the previously mentioned surplus funds. Any funds unspent from this Special Levy or surplus will be put towards the contingency reserve fund. The balcony repair is expected to start in early spring of 2017.

Please see the attached documents for each Owner's proportional amount of the Special Levy.

*All funds are due and payable immediately, by the Owner(s) of record at the time and on the date the 3/4 Vote Resolution is passed. For the convenience of Owners, the Special Levy may be paid on February 1, 2017.*

Failure to pay the amount of the Special Levy payment(s) on the specified day will be subject to fines, as shown in the Strata Corporation Bylaws. Should Owners fail to remit such Special Levy payment(s) the Strata Corporation will exercise full rights of remedies, as amended from time to time.

In the event of a funding shortfall, the Strata Council shall be authorized to use Contingency Reserve Funds as deemed necessary to ensure timely payment of invoices as relating to the project. Any



Contingency Reserve Funds so used will be reimbursed to the Contingency Reserve Fund as soon as funds are available from the Special Levy payment(s).

In the event that a Strata Lot is sold or there are changes to title, prior to all the installments being paid, the outstanding balance of the Special Levy must be paid in full before a “Form F – Certificate of Full Payment” can be issued pursuant to Section 115 of the Strata Property Act.

That for the purpose of this Resolution, the term “Assessment Fees” shall have the same meaning as regular Strata Fees with all applicable penalties, as per the registered Bylaws for non-payment (i.e. late or returned NSF cheques), legal costs, administration fees and collection costs, and all other sums and fees due and payable of any nature or any kind whatsoever.

It was **MOVED (304) / SECONDED (106)** to put the resolution onto the floor for discussion. After much discussion, the question was called by unit 106. With twenty-five (25) votes in favour, zero (0) opposed, zero (0) abstained, the resolution was approved.

At this point, 8:03pm, unit 202 and unit 204 left the meeting. As there was still a quorum, the meeting was allowed to continue.

### 13. NEW BUSINESS

**Tree** – An owner was concerned about a notice that indicated that a tree on the property was to be cut. Council clarified the tree that needed to be removed and the reason why the tree removal was recommended by the neighbouring strata’s arborist. Council also informed the owners that the cost for the tree removal was to be shared with the neighbouring strata.

**Carpet cleaning** – Owners expressed their concern about the need to have the carpets cleaned again as some stains have not been removed. The Property Manager informed the owners that a request will be made to have the carpet cleaners come back again with hopes of having them remove the stains again.

**Janitorial** – An owner suggested to have the areas within the building cleaned once or twice a year such as the walls, common areas, laundry rooms and storage areas.

**Gardening** – An owner suggested an area where a potential garden could be set up which is near the entrance to the parking garage by the cement fence. Another owner suggested setting up a gardening committee.

**Pets/cats** – An owner wanted clarification of the bylaws regarding pets. The Property Manager read section 3(3) and 3(4) of the Strata Corporation’s bylaws. Owners should refer to the bylaws for clarification. Owners were also asked to not let the cats into the building and to not feed the cats.

**Patios** – Two owners informed others that their patio drains were still plugged when it rained. The Property Manager will follow up with the plumbing contractor to ensure drain cleaning was completed.



**Parking stall** – An owner informed others that a vehicle parked in a parking stall will be moved before the end of September.

**Minutes** – An owner asked the Property Manager to have a hard copy of the minutes sent to her.

**14. ELECTION OF THE 2016-2017 COUNCIL**

At this point of the meeting, a new Strata Council is to be elected. The bylaws of Strata Plan VR 547 requires the Council must have at least 3 and not more than 7 members. As there were more than 7 nominations, a secret ballot was held. Each owner was asked to write down on a ballot who they wished to be the Strata Council. Unit 316, unit 211, and unit 210 volunteered to count and witness the counting of the ballots. The three volunteers counted the nominations. The following Owners were elected for Council by the Owners:

Gisela Klotz	Kevin La Face	Chris Cameron	Taylor Lodge
Jennifer Eastwood	Gisela Temmel	Gloria Apacway	

It was then **MOVED (304) / SECONDED (108)** and unanimously approved to destroy the nomination ballots.

**COUNCIL POSITIONS**

Following the Annual General Meeting, Council met to elect members for specific positions. The results were as follows:

Gisela Klotz	<b>President</b>
Gloria Apacway	<b>Vice-President</b>
Jennifer Eastwood	<b>Treasurer</b>
Chris Cameron	<b>Secretary</b>
Kevin La Face	<b>Member At-large</b>
Gisela Temmel	<b>Member At-large</b>
Taylor Lodge	<b>Member At-large</b>

**15. TERMINATION**

There being no further business, it was **MOVED (103) / SECONDED (311)** and unanimously approved to terminate the meeting at 9:00 pm. Please note the next Strata Council Meeting will be held on Thursday, November 17, 2016 in unit 108.

**ATTENTION: Please keep these Minutes on file as a permanent legal record of your Strata Corporation’s business. Replacement of either Minutes or Bylaws will be at the Owner’s expense and not at the expense of the Strata Corporation.**

**Property Manager:** Sunny Leung | D. 604. 699.5274 | E. [SunnyL@petersonbc.com](mailto:SunnyL@petersonbc.com)

**Property Manager Assistant:** Pablo Prado | D. 604.699.5269 | E. [PabloP@petersonbc.com](mailto:PabloP@petersonbc.com)

**Strata Property Accountant:** Etsuko Akiyama | D. 604.699.5259 | E. [EtsukoA@petersonbc.com](mailto:EtsukoA@petersonbc.com)

**Minutes of the Strata Council**  
**Strata Plan VR 547 – Harbour Court**  
Held on Thursday, October 16, 2014  
In Unit 107 - 175 East 4<sup>th</sup> Street, North Vancouver, BC

---

**IN ATTENDANCE**

Gisela Klotz	#107	President
Pauline Smee	#211	Vice President
Jennifer Eastwood	#103	Treasurer
Gisela Temmel	#313	Member at Large
Kevin La Face	#311	Member at Large
Lorraine Codville	#309	Member at Large

**Strata Manager:** Amber Lepin, **PETERSON RESIDENTIAL**

**1. CALL TO ORDER**

The meeting was called to order at 7:10pm by the Property Manager.

**2. MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the previous Strata Council meeting minutes of May 14, 2014.

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

**A. Fire Safety Upgrades**

The Strata Council informed the Property Manager that Phoenix Restorations completed all the drywall repairs.

**B. Elevator Mat**

The Council discussed the elevator mat and instructed the Property Manager to contact McCrann Cyrus Manufacturing to confirm the date for delivery and installation of the mat.

**4. FINANCIAL REPORT**

**A. Operating Statement Approval August and September 2014**

It was **MOVED / SECONDED** to approve the Operating Statements for August 2014 and September 2014.

**B. Receivables Report**

Council reviewed the receivables report dated October 16, 2014, that was presented by the Property Manager. Council instructed the Property Manager to send correspondence to any unit Owners in arrears for their maintenance fees.

**5. NEW BUSINESS**

**A. Decks**

The Strata Council discussed and instructed the Property Manager to contact at least two engineering companies to conduct inspections on the 2<sup>nd</sup> and 3<sup>rd</sup> floor decks to identify if repairs are required as there are concerns about fascia board rot and potential other problems and to obtain quotation for completing the work.



The completion of work would ideally be scheduled over a longer period of time with those decks in worst condition repaired first, therefore the work can be paid from the operating fund.

## B. Elevator

Strata Council requested the Property Manager to follow up with West Coast elevator for an estimate of the remaining lifespan of the elevator and a quote for refurbishment and/or repairs, if applicable and for a service report every 6 months. They also requested estimates from other providers.

## C. Lighting

The Strata Council discussed and deferred the upgrade of the lighting on the lobby and hallways until Spring.

## D. Piping

The Council discussed and requested the Property Manager to obtain at least two quotes for installation of auto bleeder valves on the heating pipes, to eliminate the noise coming from some of the pipes in units over the Fall and Winter.

## 6. STRATA MANAGER'S REPORT

### A. Correspondence

#### Smoking Issues:

It has come to the Council's attention that there have been complaints regarding smell of smoking at the property. The Council requested the Property Manager for original correspondence regarding this issue. The Property Manager will forward any letters via email to Council for further review.

#### Noise Issue:

The Strata Council has received complaints regarding a resident stomping on floor and disturbing their neighbour. Council discussed and asked the Property Manager to look for original correspondence. Property Manager will forward any correspondence related to this issue via email to Council for further review.

## 7. NEXT MEETING DATE

The next Council meeting is scheduled for **Wednesday, February 11, 2015** at 7 pm in unit #107.

## 8. MEETING TERMINATION

It was **MOVED / SECONDED** to terminate the meeting at 8:55 pm.

**ATTENTION: Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.**

Property Manager: Amber Lepin | D. 604. 699.5258 | E. [AmberL@petersonbc.com](mailto:AmberL@petersonbc.com)

Strata Property Accountant: Etsuko Akiyama | D. 604.699.5259 | E. [EtsukoA@petersonbc.com](mailto:EtsukoA@petersonbc.com)

**Minutes of the Strata Council**  
**Strata Plan VR 547 – Harbour Court**  
Held on Wednesday, November 25, 2015  
In Unit 107 - 175 East 4<sup>th</sup> Street, North Vancouver, BC

---

**IN ATTENDANCE**

Gisela Klotz	#107	President
Pauline Smee	#211	Vice President
Jennifer Eastwood	#103	Treasurer
Gisela Temmel	#313	Member at Large
Chris Cameron	#208	Member at Large
Kevin La Face	#311	Member at Large

**Strata Manager:** Sunny Leung, **PETERSON RESIDENTIAL**

**1. CALL TO ORDER**

The meeting was called to order at 7:13 p.m. by the Strata Manager.

**2. MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the meeting minutes of Wednesday, August 12, 2015.

**CARRIED**

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

**A. Balconies**

As discussed in the annual general meeting, Council intends to start work on the balconies that are in dire need of repair in early spring as soon as funds are available. Council will pay the invoice for the balcony report provided by the contractor and it will be credited when the work is done. The Strata Manager will inquiry about more work that was not mentioned in the balcony report that may need to be addressed and report back to Council.

**4. FINANCIAL REPORT**

**A. Operating Statement Approval**

It was **MOVED / SECONDED** to approve the Operating Statements for October 2015. A Council Member had a question about insurance and the Strata Manager will clarify.

**B. Receivables Report**

The Strata Manager will issue letters to owners who are in arrears. The Strata Manager will clarify with Council their question about liens.

**5. NEW BUSINESS**

**A. Drain Cleaning**

The Strata Manager will forward a quote from the contractor who installed the heating boiler in hopes of obtaining a better price for drain cleaning. The Strata Manager will also ask for a quote for cleaning the patio drains.

**B. Rentals**

A rental spot has opened up recently as one unit that was a rental was sold. The Strata Manager will contact owners on the rental wait list to see if those owners are still interested in renting.



**C. Garbage/organics**

Council would like to remind residents to separate their food scraps out of their garbage as it is banned from the landfills. Please refer to previous educational material that was distributed for guidance.

**D. Strata Insurance**

As the insurance expires at the end of November, Council reviewed the insurance proposal presented by the Strata Manager. It was agreed to accept the proposal. A copy of the insurance policy is included with these minutes. Residents/owners are asked to update their unit insurance policy to ensure adequate coverage.

**E. Neighbouring Tree**

Council received a letter from the Strata Council next door with a request to share in the cost of removing a large walnut tree. After discussions, the majority of Council has decided to leave the tree as is.

**F. Carpet Cleaning**

Council asked the Strata Manager to forward a quote for carpet cleaning and suggested using the previous company that was recommended by the janitor. A quote will be forwarded to Council for approval.

**G. Heating Boiler and Issues**

The heating boiler has been replaced. Residents are asked to contact the Strata Manager to report any heating problems as soon as possible.

**6. CORRESPONDENCE**

**A.** A new resident on the third floor is seeking permission to renovate that strata lot that involved the connecting to the plumbing. Council will review the renovation that pertains to common property such as plumbing once it becomes available.

**B.** Residents have informed the Strata Manager of no heat in their unit or of excessive noise in the heating pipes. Council has approved a budget for the plumber to investigate the problems.

**7. NEXT MEETING DATE**

The next meeting is scheduled for **Wednesday, February 10<sup>th</sup>, 2015** at 7:00 p.m. to be held in unit 107.

**8. MEETING TERMINATION**

It was **MOVED / SECONDED** to terminate the meeting at 9:10 p.m.

**ATTENTION: Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.**

Property Manager: Sunny Leung | D. 604. 699.5274 | E. [SunnyL@petersonbc.com](mailto:SunnyL@petersonbc.com)

Property Manager Assistant: Trudy Dong | D. 604.699.5258 | E. [TrudyD@petersonbc.com](mailto:TrudyD@petersonbc.com)

Strata Property Accountant: Etsuko Akiyama | D. 604.699.5259 | E. [EtsukoA@petersonbc.com](mailto:EtsukoA@petersonbc.com)

**Minutes of the Strata Council**  
**Strata Plan VR 547 – Harbour Court**  
Held on Wednesday, November 25, 2015  
In Unit 107 - 175 East 4<sup>th</sup> Street, North Vancouver, BC

---

**IN ATTENDANCE**

Gisela Klotz	#107	President
Pauline Smee	#211	Vice President
Jennifer Eastwood	#103	Treasurer
Gisela Temmel	#313	Member at Large
Chris Cameron	#208	Member at Large
Kevin La Face	#311	Member at Large

**Strata Manager:** Sunny Leung, **PETERSON RESIDENTIAL**

**1. CALL TO ORDER**

The meeting was called to order at 7:13 p.m. by the Strata Manager.

**2. MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the meeting minutes of Wednesday, August 12, 2015.

**CARRIED**

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

**A. Balconies**

As discussed in the annual general meeting, Council intends to start work on the balconies that are in dire need of repair in early spring as soon as funds are available. Council will pay the invoice for the balcony report provided by the contractor and it will be credited when the work is done. The Strata Manager will inquiry about more work that was not mentioned in the balcony report that may need to be addressed and report back to Council.

**4. FINANCIAL REPORT**

**A. Operating Statement Approval**

It was **MOVED / SECONDED** to approve the Operating Statements for October 2015. A Council Member had a question about insurance and the Strata Manager will clarify.

**B. Receivables Report**

The Strata Manager will issue letters to owners who are in arrears. The Strata Manager will clarify with Council their question about liens.

**5. NEW BUSINESS**

**A. Drain Cleaning**

The Strata Manager will forward a quote from the contractor who installed the heating boiler in hopes of obtaining a better price for drain cleaning. The Strata Manager will also ask for a quote for cleaning the patio drains.

**B. Rentals**

A rental spot has opened up recently as one unit that was a rental was sold. The Strata Manager will contact owners on the rental wait list to see if those owners are still interested in renting.

**C. Garbage/organics**

Council would like to remind residents to separate their food scraps out of their garbage as it is banned from the landfills. Please refer to previous educational material that was distributed for guidance.

**D. Strata Insurance**

As the insurance expires at the end of November, Council reviewed the insurance proposal presented by the Strata Manager. It was agreed to accept the proposal. A copy of the insurance policy is included with these minutes. Residents/owners are asked to update their unit insurance policy to ensure adequate coverage.

**E. Neighbouring Tree**

Council received a letter from the Strata Council next door with a request to share in the cost of removing a large walnut tree. After discussions, the majority of Council has decided to leave the tree as is.

**F. Carpet Cleaning**

Council asked the Strata Manager to forward a quote for carpet cleaning and suggested using the previous company that was recommended by the janitor. A quote will be forwarded to Council for approval.

**G. Heating Boiler and Issues**

The heating boiler has been replaced. Residents are asked to contact the Strata Manager to report any heating problems as soon as possible.

**6. CORRESPONDENCE**

**A.** A new resident on the third floor is seeking permission to renovate that strata lot that involved the connecting to the plumbing. Council will review the renovation that pertains to common property such as plumbing once it becomes available.

**B.** Residents have informed the Strata Manager of no heat in their unit or of excessive noise in the heating pipes. Council has approved a budget for the plumber to investigate the problems.

**7. NEXT MEETING DATE**

The next meeting is scheduled for **Wednesday, February 10<sup>th</sup>, 2015** at 7:00 p.m. to be held in unit 107.

**8. MEETING TERMINATION**

It was **MOVED / SECONDED** to terminate the meeting at 9:10 p.m.

**ATTENTION: Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.**

Property Manager: Sunny Leung | D. 604. 699.5274 | E. [SunnyL@petersonbc.com](mailto:SunnyL@petersonbc.com)

Property Manager Assistant: Trudy Dong | D. 604.699.5258 | E. [TrudyD@petersonbc.com](mailto:TrudyD@petersonbc.com)

Strata Property Accountant: Etsuko Akiyama | D. 604.699.5259 | E. [EtsukoA@petersonbc.com](mailto:EtsukoA@petersonbc.com)

### SUMMARY OF COVERAGES

Named Insured:	The Owners, Strata Plan VR547, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners.	
Project Name:	HARBOUR COURT	
Property Manager:	Peterson Residential Property Management Inc.	Policy Period November 30, 2015 to November 30, 2016
Policy Number:	Coverages	Subscribers
BFL04VR0547	PROPERTY  BLANKET GLASS - Includes Lobby Glass CRIME COMMERCIAL GENERAL LIABILITY CONDOMINIUM DIRECTORS & OFFICERS LIABILITY DATA SECURITY WRONGFUL ACTS AND PRIVACY EQUIPMENT BREAKDOWN POLLUTION LIABILITY VOLUNTEER ACCIDENT LEGAL EXPENSES TERRORISM	AIG Insurance Company of Canada Allianz Insurance Company Lloyds Underwriters under Contract No PG818/14 B0750RNAFB1403143, as arranged by Premier Canada Assurance Managers Ltd. Lloyds Underwriters under Contract No PG820/14 B0750RNAFB1403170, as arranged by Premier Canada Assurance Managers Ltd. QBE Services Inc. on behalf of Lloyds Underwriters under Agreement B6006B1153315 Royal & Sun Alliance Insurance Company of Canada Starr Insurance & Reinsurance Limited The Sovereign General Insurance Company, as arranged by Premier Canada Assurance Managers Ltd. Economical Mutual Insurance Company Intact Insurance Company of Canada Economical Mutual Insurance Company Great American Insurance Group Great American Insurance Group Intact Insurance Company of Canada Zurich Insurance Company Ltd ACE INA Life Insurance DAS Legal Protection Insurance Company Limited Binding Authority B0713PRPNA1201175 underwritten by certain underwriters at Lloyd's
Insured Locations:	175 East 4th Street, North Vancouver, BC V7L 1H8	
Perils Insured:	All risks as defined subject to \$2,500.00 Deductible Except; \$5,000.00 Deductible Sewer Backup Damage; \$5,000.00 Deductible Water Damage; 10.00% Deductible Earthquake Damage; \$10,000.00 Deductible Flood Damage; \$250.00 Deductible Lock & Key; Stated Amount Co-Insurance, Replacement Cost, 130% Extended Replacement Cost; Blanket By-Laws; Data Exclusion; Terrorism Exclusion; Mould Exclusion, Earthquake and Flood limit in the annual aggregate not to exceed 100% of policy limit.	
PROPERTY	\$ 6,097,000 \$ 25,000 \$ 50,000 \$ 1,000,000	All Property Lock & Key. Subject to \$250 deductible. Additional Living Expenses Endorsement - Per Unit Additional Living Expenses Endorsement - Annual Aggregate
CRIME	\$ 25,000 \$ 10,000	Comprehensive Dishonesty, Disappearance and Destruction Broad Form Money and Securities
COMMERCIAL GENERAL LIABILITY	\$ 5,000,000 \$ 5,000,000	Bodily Injury & Property Damage. Subject to \$500 deductible. Non-Owned Automobile. Subject to \$500 deductible.
CONDOMINIUM DIRECTORS & OFFICERS LIABILITY	\$ 2,000,000	Claims Made Form (Including Property Manager).
DATA SECURITY WRONGFUL ACTS AND PRIVACY	\$ 50,000	Per Incident
BLANKET GLASS - Includes Lobby Glass	Blanket	Residential. Subject to \$250 deductible. Commercial. Subject to \$250 deductible. Canopy. Subject to \$1,000 deductible.
EQUIPMENT BREAKDOWN	\$ 6,097,000 \$ 250,000	BM31: Standard Comprehensive Form including Production Machines and Electronic Equipment. Subject to \$1,000 deductible. BM34: Extra Expense - 100% available in first month
POLLUTION LIABILITY	\$ 1,000,000 \$ 5,000,000	Pollution Liability. Subject to \$10,000 deductible. Aggregate Policy Limit
VOLUNTEER ACCIDENT	\$ 100,000	See Policy Wordings
LEGAL EXPENSES	\$ 300,000 \$ 1,500,000	Per Occurrence Maximum Limit of Loss. Annual Aggregate.
TERRORISM	\$ 350,000	Per Occurrence.. Subject to \$1,000 deductible.



**SUMMARY OF COVERAGES**

TERRORISM	\$ 350,000	Aggregate.
Loss Payable:	All Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property.	
This record sheet is intended for reference only. Please refer to your polic(ies) for complete details.		



**TO ALL OWNERS AND RESIDENTS OF  
VR 547 – HARBOUR COURT**

---

**RE: BOILER REPLACEMENT**

Please be advised that MV Mechanical will be onsite for boiler replacement work:

Those units still experiencing heat loss or noise, please email the property manager with a description of the problem by January 8<sup>th</sup>, 2016. The plumber will then schedule a time to inspect the units. Contact information below.

Thank you for your cooperation.

Your Strata Council  
VR 547 – Harbour Court

Sunny Leung, Property Manager  
sunnyl@petersonbc.com / 604 699 5274

**Minutes of the Strata Council**  
**Strata Plan VR 547 – Harbour Court**  
Held on Wednesday, August 12, 2015  
In Unit 107 - 175 East 4<sup>th</sup> Street, North Vancouver, BC

---

**IN ATTENDANCE**

Gisela Klotz	#107	President
Pauline Smee	#211	Vice President
Jennifer Eastwood	#103	Treasurer
Gisela Temmel	#313	Member at Large
Lorraine Codville	#309	Member at Large
Kevin La Face	#311	Member at Large

**Strata Manager:** Sunny Leung, **PETERSON RESIDENTIAL**

**1. CALL TO ORDER**

The meeting was called to order at 7:05 p.m. by the Strata Manager.

**2. MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the previous Strata Council meeting minutes of Wednesday, May 13, 2015.

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

**A. Fire Pro**

Fire-Pro Protection has completed the work. Confirmation from the City of North Vancouver was received to indicate that the Life Safety Upgrade was completed. As a result, Council approved the final invoices and instructed the Strata Manager to pay for them.

**B. Balconies**

Council received a quote/report from the contractor to help guide Council on how best to proceed with the balcony repairs. After some discussion, the Strata Manager was advised to obtain a quote for the balconies that are first in need of repair.

**4. FINANCIAL REPORT**

**A. Operating Statement Approval**

It was **MOVED / SECONDED** to approve the Operating Statements for June 2015.

**B. Receivables Report**

The Strata Manager will issue letters to owners who are in arrears.

**5. NEW BUSINESS**

**A. Budget Discussion**

Council was presented a budget for the upcoming year. After some discussion, the Strata Manager will revise the budget to reflect Council's requests.

**B. Heating Boiler**

The boiler used to heat the building has gone well beyond its useful life and is in need of a replacement. Council was presented with several quotes and has instructed the Strata Manager to ask one contractor for details and for better pricing for the quote.

**C. Main Recirculation Line**

The copper pipes, mostly on the main floor, that service the domestic hot and cold water are in need of replacement. The Strata Manager is working with a few contractors to obtain quotes on replacing most of the copper pipes on the main floor of the building.

**D. Leak on Third Floor Unit**

A leak that occurred in a unit on the third floor affected a second floor unit and the common hallway. A restoration company was contacted and the repairs are now complete.

**E. Garage Gate**

The garage gate was in need of repair as a rubber belt was found to be broken which resulted in the gate being left open. The gate has since been repaired.

**F. Pets**

Council would like to remind residents of the bylaw that no dogs are allowed in the building. As well, Council would like to remind residents to not feed the wildlife as the uneaten food may attract rodents onto the property resulting in increased pest control costs.

**6. CORRESPONDENCE**

**A.** A resident expressed concern over other people leaving food for birds on their patios. As well, the resident expressed concern about cats being allowed to roam the hallways. Council would like to remind residents to be familiar with the bylaws as noted above. Please contact the Strata Manager for any questions.

**B.** A resident reported a wasp nest on their patio area. Council has instructed the Strata Manager to contact the pest control to handle the problem.

**7. NEXT MEETING DATE**

The next meeting will be the annual general meeting scheduled for **Wednesday September 30th, 2015** at 7:00 p.m. to be held in the lobby. Notices will be mailed.

**8. MEETING TERMINATION**

It was **MOVED / SECONDED** to terminate the meeting at 9:00 p.m.

**ATTENTION: Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.**

Property Manager: Sunny Leung | D. 604. 699.5274 | E. [SunnyL@petersonbc.com](mailto:SunnyL@petersonbc.com)

Property Manager Assistant: Trudy Dong | D. 604.699.5258 | E. [TrudyD@petersonbc.com](mailto:TrudyD@petersonbc.com)

Strata Property Accountant: Etsuko Akiyama | D. 604.699.5259 | E. [EtsukoA@petersonbc.com](mailto:EtsukoA@petersonbc.com)



**Minutes of the Strata Council**  
**Strata Plan VR 547 – Harbour Court**  
Held on Wednesday, May 13, 2015  
In Unit 107 - 175 East 4<sup>th</sup> Street, North Vancouver, BC

---

**IN ATTENDANCE**

Gisela Klotz	#107	President
Pauline Smee	#211	Vice President
Jennifer Eastwood	#103	Treasurer
Gisela Temmel	#313	Member at Large
Lorraine Codville	#309	Member at Large

**REGRETS**

Kevin La Face	#311	Member at Large
---------------	------	-----------------

**Strata Manager:** David Parsons, **PETERSON RESIDENTIAL**  
Sunny Leung, **PETERSON RESIDENTIAL**

**1. CALL TO ORDER**

The meeting was called to order at 7:05 pm by the Strata Manager.

**2. MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the previous Strata Council meeting minutes of Wednesday, February 11, 2015.

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

**A. Fire Pro**

Council was presented with another requirement from the City of North Vancouver in regards to the Life Safety Upgrade Program. After some discussion, Council approved the addition of a pull station in the boiler room as per the requirement. Fire-Pro Fire Protection will commence work as soon as possible.

**B. Green Bins**

The Strata Manager presented a quote for the organics waste removal to Council. Council has accepted the quote and the Strata Manager will contact the waste management company to implement the organics waste removal tote as soon as possible as the requirement by Metro Vancouver is to have a program in place by July 1st. Residents will be given a kitchen container to hold their food scraps.

**C. Balconies**

Council and the Strata Manager discussed the best approach in dealing with the contractor for the balcony repairs. The Strata Manager will try to obtain a revised quote from the contractor that outlines a detailed scope of work required so Council can make decisions on these balcony repairs with the pertinent information available.

**D. Drywall Repair**

A Council member along with the Strata Manager will each obtain a quote for the ceiling drywall repair in front of the ground floor elevator and present to Council for a decision as soon as possible.

#### 4. FINANCIAL REPORT

##### A. Operating Statement Approval January and February 2015

It was **MOVED / SECONDED** to approve the Operating Statements for January and February 2015.

##### B. Receivables Report

The Strata Manager will issue letters to owners who are in arrears.

#### 5. NEW BUSINESS

##### A. Landscaping

Council has decided to engage the services of a landscaping company, Stratascape, to maintain the landscaping of the building.

##### B. Drain Lines

As a preventative maintenance measure, Council has instructed the Strata Manager to obtain quotes for cleaning the drain lines. These quotes will be presented to Council for a decision.

##### C. Pest Control

Some residents have expressed concern about pests around the building. Residents are advised to report pest concerns to the Strata Manager and the necessary action will be taken to remedy these concerns.

##### D. Strata Manager

The current Strata Manager, David Parsons, announced that a new Strata Manager, Sunny Leung, would be assisting him while Sunny gets to know the building. A transition will occur where Sunny will eventually look after the building. Afterwards, David will be able to assist should the need arise.

#### 6. NEXT MEETING DATE

The next Council meeting is scheduled for **Wednesday, August 12<sup>th</sup>, 2015** at 7:00 pm in unit #107.

#### 7. MEETING TERMINATION

It was **MOVED / SECONDED** to terminate the meeting at 8:55 pm.

**ATTENTION: Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.**

Property Manager: Sunny Leung | D. 604. 699.5274 | E. [SunnyL@petersonbc.com](mailto:SunnyL@petersonbc.com)

Property Manager: David Parsons | D. 604. 699.5232 | E. [DavidP@petersonbc.com](mailto:DavidP@petersonbc.com)

Property Manager Assistant: Trudy Dong | D. 604.699.5258 | E. [TrudyD@petersonbc.com](mailto:TrudyD@petersonbc.com)

Strata Property Accountant: Etsuko Akiyama | D. 604.699.5259 | E. [EtsukoA@petersonbc.com](mailto:EtsukoA@petersonbc.com)

**Minutes of the Strata Council**  
**Strata Plan VR 547 – Harbour Court**  
Held on Wednesday, February 11, 2015  
In Unit 107 - 175 East 4<sup>th</sup> Street, North Vancouver, BC

---

**IN ATTENDANCE**

Gisela Klotz	#107	President
Pauline Smee	#211	Vice President
Jennifer Eastwood	#103	Treasurer
Gisela Temmel	#313	Member at Large
Lorraine Codville	#309	Member at Large

**REGRETS**

Kevin La Face	#311	Member at Large
---------------	------	-----------------

**Strata Manager:** David Parsons, **PETERSON RESIDENTIAL**

**1. CALL TO ORDER**

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

**2. MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the previous Strata Council meeting minutes of Thursday, October 16, 2014.

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

**A. Noise Complaint**

Council discussed enforcement of the bylaws in a case of an ongoing nuisance from noise.

**B. Fire Pro**

Council has approved payment of final invoices for the fire equipment upgrades but asked that the Strata Manager hold back \$676.00 from the total as it was thought that the Strata ought not to pay for a procedure that failed and had to be undone by Fire-Pro technicians.

**C. Green Bins**

The Strata Manager was asked to arrange for green bins to accommodate the recent municipal ban on organic waste in the garbage. The manager will ensure the regular haulers price is competitive.

**D. Synergy Bill**

Council also asked that the Strata Manager question the charges on a bill from the mechanical company.

**E. Floor Repairs**

A resident recently discovered that the wax ring under his/her toilet has been leaking for some time and has damaged the floor of the bathroom. Owners are reminded they are responsible for the maintenance and repair of toilets (and everything in the strata lot) and responsible for damages resulting from assets for which they are responsible. In this regard owners are urged to make sure the caulking around bathtubs is renewed frequently and any tiled surrounds treated with silicon.

**F. Drain Lines**

Flushing the drain lines in the building was discussed and tabled.

**G. Pest Control**

There was a brief discussion about the need for pest control in this and other buildings in the area.

**4. FINANCIAL REPORT**

**A. Operating Statement Approval October, November and December of 2014**

It was **MOVED / SECONDED** to approve the Operating Statements for October, November and December of 2014. There were a few questions raised that the Strata Manager will clarify by email.

**B. Receivables Report**

Tabled

**5. NEW BUSINESS**

**6. STRATA MANAGER'S REPORT**

**7. NEXT MEETING DATE**

The next Council meeting is scheduled for **Wednesday, May 13<sup>th</sup>, 2015** at 7 pm in unit #107.

**8. MEETING TERMINATION**

It was **MOVED / SECONDED** to terminate the meeting at 9:00 pm.

**ATTENTION: Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.**

Property Manager: David Parsons | D. 604. 699.5232 | E. [DavidP@petersonbc.com](mailto:DavidP@petersonbc.com)

Strata Property Accountant: Etsuko Akiyama | D. 604.699.5259 | E. [EtsukoA@petersonbc.com](mailto:EtsukoA@petersonbc.com)

**Minutes of the Strata Council**  
**Strata Plan VR 547 – Harbour Court**  
Held on Wednesday, February 10, 2016  
In Unit 107 - 175 East 4<sup>th</sup> Street, North Vancouver, BC

---

**IN ATTENDANCE**

Gisela Klotz	#107	President
Pauline Smee	#211	Vice President
Jennifer Eastwood	#103	Treasurer
Gisela Temmel	#313	Member at Large
Chris Cameron	#208	Member at Large

**REGRETS**

Kevin La Face	#311	Member at Large
---------------	------	-----------------

**Strata Manager:** Sunny Leung, **PETERSON RESIDENTIAL**

**1. CALL TO ORDER**

The meeting was called to order at 7:03 p.m. by the Strata Manager.

**2. GUEST**

Unit 304 – The owners attend the meeting as observers and to provide further information about their request to renovate. The owners left the meeting when it came time to discuss issues relating to specific units.

**3. MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the meeting minutes of Wednesday, November 25, 2015.

**CARRIED**

**4. BUSINESS ARISING FROM THE PREVIOUS MEETING MINUTES**

**A. Balconies**

The Strata Manager updated Council on scheduling the balcony repairs. The contractor intends to start work in mid-April/early-May on the balconies considered priority one which consists of mainly the balconies at the rear of the building. Further details will be provided closer towards the start date.

**B. Drain Cleaning**

Council reviewed the quote presented and approved the additional work of cleaning the drain in the laundry room. Council also asked to have the drain outside the front entrance cleared and for a proper debris catcher installed. The Strata Manager will schedule the cleaning as soon as possible.

**C. Organics/Garbage**

It was agreed by Council to reduce the garbage service to once of week and to keep the organics service to once a week. Council will review this to ensure the building needs are met. Council



wanted to remind residents to use the proper recycling receptacles to avoid potential fines that the building would incur. No plastic bags are to be put into the recycling bins.

**D. Rental**

An owner has confirmed that they wish to rent their unit out. Council has given time for the owner to find a tenant.

**E. Re-piping Project**

The work is progressing as outlined in the work scheduled that was posted previously. Please report any issues to the Strata Manager.

**F. Neighbouring Tree**

Council asked to get a quote to have the tree removed.

**5. FINANCIAL REPORT**

**A. Operating Statement Approval**

It was **MOVED / SECONDED** to approve the Operating Statements for December 2015.

**B. Receivables Report**

The Strata Manager reviewed the arrears with Council and will issue letters to owners who are in arrears.

**6. NEW BUSINESS**

**A. Cement Fencing**

The Strata Manager was informed by the building janitor that a few blocks of cement fencing next to the entrance to the underground parking has fallen down. Council has asked the Strata Manager to provide a quote for repair.

**B. Carpet Cleaning**

Council was presented with a carpet cleaning quote and, after review, has accepted the offer but will wait until the repiping work is finished before beginning work.

**C. Storage in parking stall reminder**

Council wanted to remind residents to not store propane tanks in the underground parking as this is a fire hazard.

**D. Special Levy Due**

Council would like to remind residents that there are two special levies coming due, one on March 1<sup>st</sup>, 2016 and another on April 1<sup>st</sup>, 2016. Please refer to the AGM minutes for each owner's proportional share of the special levy.

**7. CORRESPONDENCE**

**A.** Council reviewed a renovation request and has approved the request.

**B.** A unit on the second floor informed the Strata Manager of no heat. Council approved the investigation work by the contractor who installed the heating boiler.

**8. NEXT MEETING DATE**

The next meeting is scheduled for **Wednesday, May 11, 2016** at 7:00 p.m. to be held in unit 107.

**9. MEETING TERMINATION**

It was **MOVED / SECONDED** to terminate the meeting at 9:18 p.m.

**ATTENTION: Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.**

Property Manager: Sunny Leung | D. 604. 699.5274 | E. [SunnyL@petersonbc.com](mailto:SunnyL@petersonbc.com)

Property Manager Assistant: Pablo Prado | D. 604.699.5269 | E. [PabloP@petersonbc.com](mailto:PabloP@petersonbc.com)

Strata Property Accountant: Etsuko Akiyama | D. 604.699.5259 | E. [EtsukoA@petersonbc.com](mailto:EtsukoA@petersonbc.com)

**Minutes of the Strata Council**  
**Strata Plan VR 547 – Harbour Court**  
Held on Wednesday, May 11, 2016  
In Unit 107 - 175 East 4<sup>th</sup> Street, North Vancouver, BC

---

**IN ATTENDANCE**

Gisela Klotz #107 President  
Pauline Smee #211 Vice President  
Jennifer Eastwood #103 Treasurer  
Gisela Temmel #313 Member at Large

**REGRETS**

Kevin La Face #311 Member at Large  
Chris Cameron #208 Member at Large

**Strata Manager:** Sunny Leung, **PETERSON RESIDENTIAL**

**1. CALL TO ORDER**

The meeting was called to order at 7:04 p.m. by the Strata Manager.

**2. MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the meeting minutes of Wednesday, February 10, 2016.

**CARRIED**

**3. BUSINESS ARISING FROM THE PREVIOUS MEETING MINUTES****A. Balconies**

Work has started on the balconies and near completion. Council obtained a quote from the contractor to include additional work that the contractor recommended. After discussions, Council approved to repair the vertical crack on the south elevation.

**B. Drain Cleaning**

The work is scheduled for late June but exact date will be posted via notice.

**C. Re-pipe Update**

The re-pipe is almost done. There was a delay due to the contractor and a decision to upgrade the electrical lights. Council agreed to upgrade to LED lights after receiving a quote from a lighting contractor.

**D. Cement Fence**

Council received a quote for repairs to the cement fence by the entrance to the parking garage. After discussions, Council approved the quote so the Strata Manager will schedule the work.

**E. Carpet Cleaning**

The carpet cleaning is to be scheduled after all the major work is done.

**F. Neighbouring Tree/Landscaping**

The Strata Manager will forward a quote for removal of the tree sandwiched between the strata and the neighbouring building. The tree will likely be removed. Council approved the grass cutting.





**4. FINANCIAL REPORT**

**A. Operating Statement Approval**

It was **MOVED / SECONDED** to approve the Operating Statements for March, 2016. Council had a few questions which the Strata Manager will review and respond to.

**B. Receivables Report**

Council reviewed the arrears report and asked the Strata Manager to remove rounding differences for each owner's account. There are a few accounts in arrears. Council wishes to remind all owners to pay on time as paying late affects the strata's cash flow which may result in contractors refusing to conduct further work for the strata or late payment assessments.

**5. NEW BUSINESS**

**A. Laundry Contract**

The Strata Manager presented to Council the new contract for laundry services. Council discussed the contract and the Strata Manager will seek answers to Council's questions prior to committing to the contract.

**B. Lighting**

Council was made aware that a light is out in the parking garage and on the outside rear of the building. The Strata Manager will contact a contractor to repair.

**C. Storage in parking stall reminder**

Council wanted to remind residents once again to not store propane tanks in the underground parking as this is a fire hazard. Everything else except vehicles needs to be removed.

**D. Hallway Air**

Council was made aware that the common hallway temperature was hot which may be due to lack of air circulation. The Strata Manager will contact the HVAC contractor to investigate.

**E. Maintenance Work**

Council has asked the Strata Manager to obtain a quote for the second phase of the balcony work and also a quote for exterior painting of the building. Quotes will be forwarded to Council once obtained.

**6. CORRESPONDENCE**

**A.** An owner on the second floor forwarded the required information needed for council to provide authorization to rent. As all documents are in order, Council authorized the rental of this unit.

**B.** An owner on the third floor is disputing a plumbing chargeback. Council asked the Strata Manager to obtain more details of the chargeback from the plumber who conducted the work.

**C.** Council would like to acknowledge receiving a note regarding bird deterrents for the roof and the possibility of not reusing the existing balcony railings.

**7. NEXT MEETING DATE**

The next meeting is scheduled for **Wednesday, August 3, 2016** at 7:00 p.m. to be held in unit 107.

**8. MEETING TERMINATION**

It was **MOVED / SECONDED** to terminate the meeting at 8:51 p.m.

**ATTENTION:** Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.

Property Manager: Sunny Leung | D. 604. 699.5274 | E. [SunnyL@petersonbc.com](mailto:SunnyL@petersonbc.com)

Property Manager Assistant: Pablo Prado | D. 604.699.5269 | E. [PabloP@petersonbc.com](mailto:PabloP@petersonbc.com)

Strata Property Accountant: Etsuko Akiyama | D. 604.699.5259 | E. [EtsukoA@petersonbc.com](mailto:EtsukoA@petersonbc.com)

**Minutes of the Strata Council**  
**Strata Plan VR 547 – Harbour Court**  
Held on Wednesday, August 3, 2016  
In Unit 107 - 175 East 4<sup>th</sup> Street, North Vancouver, BC

---

**IN ATTENDANCE**

Gisela Klotz	#107	President	Kevin La Face	#311	Member at Large
Pauline Smee	#211	Vice President	Chris Cameron	#208	Member at Large
Jennifer Eastwood	#103	Treasurer	Gisela Temmel	#313	Member at Large

**Strata Manager:** Sunny Leung, **PETERSON RESIDENTIAL**

**1. CALL TO ORDER**

The meeting was called to order at 7:02 p.m. by the Strata Manager.

**2. MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** to approve the meeting minutes of May 11, 2016.

**CARRIED**

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

**A. Balconies**

The repairs to the P1 balconies are complete. Council reviewed deficiencies and they were repaired by the contractor at no extra cost. Council has obtained a quote for repairing the rest of the balconies and will present a resolution to owners for a decision at the upcoming annual general meeting to fund the next phase of the project.

**B. Re-pipe/Lighting Update**

The re-pipe and ceiling light work are both complete.

**C. Drain Cleaning**

The horizontal and vertical waste water drains have been cleaned along with the drain for rain water in the front lobby of the building and the drain for the laundry room. [Update]The Strata Manager forwarded an email from the plumber informing Council that the rain water drain at the front of the building is undersized and may require further action to correct the problem.

**D. Miscellaneous exterior repairs**

The cement wall by the parking garage entrance has been repaired. Bolts were used to attach the cement blocks together. The realtor sign and the wood pillar at the front entrance of the building has also been repaired.

**E. Carpet Cleaning**

The carpet cleaning is complete.

**F. Neighbouring Tree**

Council discussed the removal of the walnut tree that neighbours the building next door. Council was informed by the neighbouring strata's arborist that the tree is fast growing in girth, height, canopy size and roots. Issues can arise as a result of this such as pest gaining entry, unintended

shading and excessive moss growth, and a pervasive root system affecting the building membrane. [Update] Council members from both buildings met with the arborist and agreed to have the tree removed. Residents will be informed before the tree is cut. Costs will be shared amongst both stratas.

#### 4. FINANCIAL REPORT

##### A. Operating Statement Approval

It was **MOVED / SECONDED** to approve the Operating Statements for June 2016.

#### 5. NEW BUSINESS

##### A. Budget

Council discussed the budget for the upcoming fiscal year. It was agreed to keep the strata fees the same. A special levy will be proposed in order to proceed with the remaining balcony work.

##### B. Future work

Council also discussed future projects such as painting the ceiling on the 2<sup>nd</sup>/3<sup>rd</sup> floor and exterior painting of the building which may require special levies.

##### C. Fire inspection deficiencies

Council reviewed the deficiencies and authorized the work.

##### D. Parking garage signage

Council mentioned that some vehicles did not wait for the gate to close before leaving. The Strata Manager will obtain signage to remind residents.

#### 6. CORRESPONDENCE

A. An owner on the first floor still reported wasps so the pest control company was called back again to remediate the problem.

B. An owner on the third floor is requesting to renovate their unit. They have been sent a renovation request document and once return completed, it will be forwarded to Council for approval.

#### 7. NEXT MEETING DATE

The next meeting is the annual general meeting which is scheduled for **Monday, September 12, 2016** at 7:00 p.m. in the lobby.

#### 8. MEETING TERMINATION

It was **MOVED / SECONDED** to terminate the meeting at 9:10 p.m.

**ATTENTION: Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.**

Property Manager: Sunny Leung | D. 604. 699.5274 | E. [SunnyL@petersonbc.com](mailto:SunnyL@petersonbc.com)

Property Manager Assistant: Pablo Prado | D. 604.699.5269 | E. [PabloP@petersonbc.com](mailto:PabloP@petersonbc.com)

Strata Property Accountant: Etsuko Akiyama | D. 604.699.5259 | E. [EtsukoA@petersonbc.com](mailto:EtsukoA@petersonbc.com)