

FORM B

Strata Property Act

[am. B.C. Reg. 28/2011, Sch. 2.]

INFORMATION CERTIFICATE

(Section 59)

The Owners, Strata Plan LMS 554 certify that the information contained in this certificate with respect to Strata Lot 13 (unit 2) is correct as of the date of this certificate.

- | | | |
|-------|--|--------------|
| (a) | Monthly strata fees payable by the owner of the strata lot described above. | \$499.47 |
| (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>). | \$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?

<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes [if yes, copies attached] | |
| (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. | \$NIL |
| (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. | \$NIL |
| (f) | Amount in the contingency reserve fund minus expenditures which have already been approved but not yet taken from the fund [as at As of January 31 st 2021] | \$191,311.67 |
| (g) | Are there any amendments to the bylaws that are not yet filed in the land title office?

<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes [if yes, copies attached] | |
| (h) | Are there any resolutions passed by a ¾ vote or unanimous vote that are required to be filed in the land title office but have not yet been filed in the land title office?

<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes [if yes, copies attached] | |
| (h.1) | Are there any winding-up resolutions that have been passed?

<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes [if yes, copies attached] | |
| (i) | Has notice been given for any resolutions, requiring a ¾ vote or unanimous vote or dealing with an amendment to the bylaws, that have not yet been voted on?

<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes [if yes, copies attached] | |
| (j) | Is the strata corporation party to any court proceeding, arbitration or tribunal proceeding in which the strata corporation is a party and any judgments or orders against the strata corporation?

<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes [if yes, copies attached] | |
| (k) | Have any notices or work orders been received by the strata corporation that remain outstanding for the strata corporation, the common property or the common assets?

<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes [if yes, copies attached] | |

(l) The number of strata lots in the strata plan that are rented: 2 (Two) that the strata corporation is aware of

(m) Are there any parking stall(s) allocated to the strata lot?

☐ No

☒ Yes

(i) If no indicated:

☐ No parking stall is available

☐ No parking stall is allocated to the strata lot but parking stall(s) within common property might be available

(ii) If yes indicated:

☐ parking stall(s) number(s) _____ is/are part of the strata lot

☐ 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]

☒ Parking stall(s) number(s) 2 _____ is/are limited common property

☐ Parking stall(s) number(s) _____ is/are common property

(iii) For each parking stall allocated to the strata lot that is common property:

☐ Parking stall(s) number(s) _____ is/are allocated with strata council approval

☐ Parking stall(s) number(s) _____ is/are allocated with strata council approval and rented at \$_____ per month

☐ Parking stall(s) number(s) _____ may have been allocated by owner developer assignment

Details:

See Attached

[Provide background on allocation of parking stalls referred to in whichever of the 3 preceding boxes have been selected and attached are 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?

☒ No

☐ Yes

(i) If no indicated:

☐ No storage locker is available

☒ No storage locker is allocated to the strata lot but storage locker(s) within common property might be available

(ii) If yes indicated:

☐ Storage locker(s) number(s) _____ is/are part of the strata lot

☐ 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 storage locker that is a separate strata lot or part of a separate strata lot]

☐ Storage locker (s) number(s) _____ is/are limited common property

☐ Storage locker (s) number(s) _____ is/are common property

(iii) For each storage locker allocated to the strata lot that is common property:

☐ Storage locker (s) number(s) _____ is/are allocated with strata council approval

☐ Storage locker (s) number(s) _____ is/are allocated with strata council approval and rented at \$_____ per month

☐ Storage locker (s) number(s) _____ may have been allocated by owner developer assignment

Details:

See Attached

[Provide background on allocation of storage lockers referred to in whichever of the 3 preceding boxes have been selected and attached are 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:

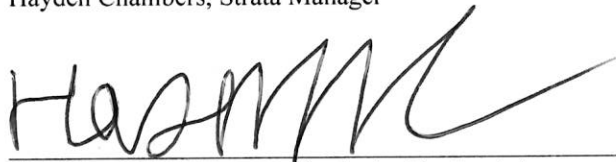
- X the rules of the corporation
- X the current budget of the corporation
- X the owner developer's Rental Disclosure Statement under section 139, if any
- X the most recent depreciation report, if any, obtained by the strata corporation under section 94

Date: March 19th 2021

C & C PROPERTY GROUP LTD.

Per:

Hayden Chambers, Strata Manager

A handwritten signature in black ink, appearing to read 'Hayden Chambers', written over a horizontal line.

Signature of Strata Manager, if authorized by the strata corporation

Reserve Fund Study of Hamilton Court, LMS 554

828 West 16th Street
North Vancouver, British Columbia



Presented to:

Owners, Strata Plan LMS 554 – Hamilton Court
c/o C&C Property Group Ltd.
Attn: Ms. Donna-Jean Parsons, Strata Manager
530 – 171 West Esplanade Ave
North Vancouver, BC V7M 3J9

Report No. 1400.DR.180

October 26, 2018

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1.0 Introduction

McArthur Vantell Limited (MVL) was retained by Ms. Donna-Jean Parsons of C & C Property Group Ltd. on behalf of The Owners, Strata Plan LMS 554 to prepare a Depreciation Report for Hamilton Court, a residential complex located at 828 West 16th Street in North Vancouver, B.C.

1.1 Scope of Service

Project Overview

MVL provides Reserve Fund Studies to Owners, to assist them in determining the contributions to the Reserve Fund which are appropriate for each individual property.

Typically, property management firms, accountants and appraisers prepare Reserve Fund Studies based on design drawings and specifications, and on the “textbook” life expectancies of the components of the complex. Unfortunately, construction deficiencies, which cannot be identified on the drawings, often result in the failure of components prior to the expiry of the “textbook” lifespans or expected service lives. Service life is defined in CSA S478-95 Guideline on Durability of Buildings, as follows; *“the actual period of time during which the building or any of its components performs without unforeseen costs or disruption for maintenance or repair.”*

In our opinion, the predicted life expectancies of the components of the complex must be based on an engineering assessment of the actual “as-built” and “as-maintained” conditions. Only in this way can one establish realistic reserve fund allocations.

The reserve fund study is performed after a limited condition assessment of common area facility systems, including the building enclosure – roofs, exterior walls, mechanical, electrical, plumbing, fire and life safety systems, elevator and landscaping. This assessment includes a review of the design drawings and specifications, and a limited visual review of the complex in order to ascertain whether or not the various components of the building or complex have been constructed in accordance with the drawings and specifications. This visual review also allows us to determine the existing conditions of the various components and enables us to estimate their expected service lives. We then prepare estimates of renewal (replacement) costs, based on our observations and experience. Our final report will include: a list of the major components; their estimated lifespans; replacement costs in current dollars; and a calculated annual contribution, which will be based on current interest and inflation rates, and on the existing reserves. The costs do not include value added taxes and soft costs such as consulting fees and contingency allowances. This will assist the Strata in determining the appropriate annual contributions to the contingency reserve fund to avoid special levies, if possible, for a period of 30 years.

Scope of Services

The scope of our work includes visual reviews of major components and systems, to observe and document existing conditions, and interviews with Site representatives. The major components and systems to be observed include site improvements, building structure, building envelope, common interior elements, a representative sampling of residential units, mechanical and electrical systems, and life safety / fire protection systems.

Our proposed scope of services is as follows:

1. Review of the original construction drawings and specifications and other documentation (requested below) provided by the Strata.
2. Visual examination of the complex by our team of qualified consultants to develop a general assessment of the “as constructed” condition of the various building components and systems. This review will include, but is not limited to the following items:
(Note: Structural analysis, material sampling and testing, quantity surveys, and detailed opinions on any deficiencies, and procedures for recommended repairs are not within the scope of this proposal. These services, along with others, can be provided at a later date, if required.)
 - building enclosure;
 - exterior wall systems, including doors and windows;
 - roof system, flashing and caulking, downspouts and gutters;
 - balconies, flashing and caulking and drainage system;
 - mechanical system;
 - electrical system including heating, exterior lighting;
 - fire and life safety systems;
 - typical suite;
 - common area – finishes, furnishings and equipment;
 - Parking garage and patios;
 - courtyard, walkways and landscaping.
3. The report includes financial forecasting tables (up three 30 year Cash Flow charts) that will assist the Strata in determining the necessary annual contribution to the contingency reserve , which will include a listing of the components, estimated lifespans, anticipated maintenance, repair and replacement costs (in current year dollars).
4. The report includes Inspection Checklists for the maintenance activities to assist the Strata with their maintenance program.

5. MVL will discuss this report with the Strata's representatives. Meetings, structural analysis, material sampling and testing, quantity surveys, our detailed opinions as to the reasons for any deficiencies and detailed recommendations for repairs are not included within the scope of this proposal. These services, along with others, can be provided at a later date, if required.

1.2 General Service Conditions

The findings of this report generally capture the conditions that existed at the time of our site visits. The report is deemed to be in accordance with generally accepted standards for maintenance plans and reserve studies in BC as established by the Real Estate Institute of Canada and the Homeowner Protection Office. Nothing in the Report is or is intended to act as a guarantee or express warranty regarding any matter herein.

This report is to be used only for the specific purpose(s) stated herein and any other use is invalid. No reliance may be made by any third party without our prior written consent. You may show our report in its entirety to those third parties that need to review the information contained herein. No one should rely on our report as a substitute for his or her own due diligence.

1.3 Assumptions and Limiting Conditions

1. Opinions and recommendations in the Report will be rendered in accordance with generally accepted professional standards and are based a review of the original construction drawings, information obtained during our visual review of building components and information provided by the Strata/Property Manager. McArthur Vantell Limited (MVL) shall not be responsible for the impact of any design or construction defects, whether or not described in the Report, or any unknown factors that might adversely affect the accuracy our projections. Legal surveys, soil tests, detailed engineering calculations and/or a quantity survey are not within the scope of the Report.
2. For the purpose of this Report, the existing buildings, property development and related structures are assumed to have been reviewed and approved by local authorities at the time of construction and/or subsequent renovations and inspections. Although in the Report, applicable codes may be referenced, an evaluation (detailed or otherwise) of the Property's compliance with national and/or provincial Building Codes and Fire Codes (as well as local/municipal by-laws, etc.) is not part of the scope of this Report.
3. MVL will rely upon all information provided by the Client, including but not limited to the all existing studies, reports and other available data and work done by the Client or other contractors retained by the client pertinent to the services. MVL shall not attempt to independently verify and shall not have any responsibility for the accuracy, completeness, workmanship, or any other aspect of the information described above.

4. The Report relates solely to the services for which MVL has been retained is prepared for the exclusive use of the Client and shall not be used or relied upon by the Client or any third-party for any variation or extension of the services, any other project or any other purpose. The Report may not be used or relied upon by any other party, without our written consent. We accept no responsibility for damages suffered by a third party resulting from decisions made or actions based on this report.
5. The estimates of probable costs are subject to change and are contingent upon factors over which MVL has no control. Therefore, MVL does not guarantee the accuracy of such estimates. These estimates are intended for planning purposes and not for accounting use Actual costs will be determined only when tenders have been received for the Work, and when the Work has been performed.

1.4 Basic Information

The following information was provided to MVL by the Strata:

1. “Wood Cladding Review” dated April 4, 2008 by McArthur Vantell Ltd.
2. Crown Roof and Gutter Warranty, 10 Year Labour, 20 Year Material dated April 30, 2015.
3. Certainteed - SureStart Plus Roof Warranty, 20 Year, dated April 27, 2015.
4. Jupiter Aluminum Corp, Gutter Warranty, 20 Year Material dated March 2015.
5. Annual Update of Insurance Appraisal LMS 554, by Valuations West Property Appraisals, dated March 26, 2018.
6. 2018 Budget Comparison, February - May 2018, prepared by C& C Property Group.
7. 2018 Financial Statements, April 2018, prepared by C& C Property Group.

1.5 Property/Building Description & History

Below is a summary of some of the key physical parameters of Hamilton Court:

Original Construction Date:	1992
Building Age:	26 years
Property Type:	Multi-family residential

# of Buildings:	5
# of Storeys:	8 units are two storey units 15 units are two storey with basements
# of Basement Levels:	1 level basement, parking garage
# of Residential Units:	23 Total Residential Townhouse style units. Bldg 1 – 5 units Bldg 2 – 6 units Bldg 3 – 4 units Bldg 4 – 6 units Bldg 5 – 2 units
Gross Floor Area:	51,930 square feet (approx.)
Gross Site Area:	N/A square feet (approx.)

The building enclosure investigation consisted of a review of documents provided by the Strata and site visits by Art McArthur, P.Eng. of McArthur Vantell Limited (MVL) in May and June 2018. We met with Owners who gave us with access to various locations in the complex, and provided valuable information of Strata Maintenance & Renewals activities.

According to the information provided, recent maintenance activities and renewals (capital improvements) at Hamilton Court that are known to have been undertaken over the recent past include:

Date	Item
2000	Balcony deck restoration and replacement of the waterproofing membranes, including re-building of the parapet walls installation of rain screen vinyl siding and replacement of the waterproofing membranes.
2001	Sloped Roof - asphalt shingle replacement, completed under Warranty.
2002	Balcony deck restoration and replacement of the waterproofing membranes, including re-building of the parapet walls installation of rain screen vinyl siding and replacement of the waterproofing membranes.
2005	Flat roof replacement (SBS) – Phase 1.
2006	Flat roof replacement (SBS) – Phase 2.
2006	Painting of wood siding and trim and front doors.
2015	Sloped Roof Shingle and Gutter replacement.
Localized exterior repairs have been completed and ongoing throughout the complex, as	

required including Courtyard waterproofing membrane repairs.

The following photographs show elevations and partial elevations of the building:



1. South Elevation – (West 16th Avenue).



2. North Elevation Bldg 1 (Tobruk Avenue) - Parking garage entrance.



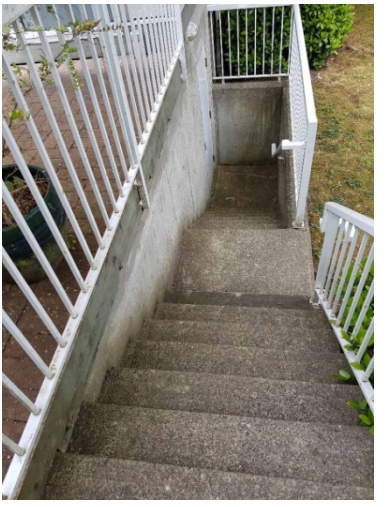



3. Courtyard.


2.0 Inventory and Assessment of Assets


2.1 Site Elements


Item:	Site 1
Description:	Utilities: domestic water supply, storm and sanitary sewer hook-ups are provided by the City of North Vancouver.
Location:	-
Current Age:	26 years
Service Life:	indefinite
Assessment:	<p>The site spans between 16th Avenue in the south to Tobruck Avenue in the north. A trench drain and storm sewer is located at the bottom of the entrance ramp to the parkade off Tobruck Avenue. The sumps are connected to the municipal storm water system. The landscaped areas to the east and west of the parkade also absorb storm water by natural infiltration. Storm water from gutters flow into downspouts also discharge into the municipal storm water system.</p> <p>The storm water drainage system was reported to be adequate and no major deficiencies were reported or noted, such as ponding, erosion, water runoff, etc. The majority of the on-site storm water management system, which is concealed, could not be assessed. No significant deficiencies were reported by the Strata or observed.</p>
Recommendation:	<p>Based on our observations and discussions with the Strata, the quantity and pressure of the utilities appear to be adequate for the property.</p> <p>Underground culverts and pipes are considered to have an “indefinite” service life, however these systems can require periodic repairs due to wear and/or unforeseen circumstances over the life of the complex. A contingency allowance for repairs/replacements of site utilities, as required.</p>

	Item:	Site 2
<p>Access to the parking garage.</p>	Description:	Parking garage entrance, concrete sidewalks and stairs, access ramps.
	Location:	Parking Garage Entrance of Tobruck Avenue. Sidewalks, stairs, access ramps throughout complex.
<p>Concrete ramp - northwest corner of the site.</p>	Current Age:	26 years
	Service Life:	N/A years
<p>Stairs to parking garage.</p>		
Assessment:	Parking garage entrance, concrete sidewalks and stairs, handicapped access ramps and pavers are original. The parking garage entrance, concrete stairs and ramp are in good condition for their age. Some cracking of the concrete has started to occur at the top of the ramp.	
Recommendation:	Localized maintenance repairs are recommended, as required to extend the service life. A contingency allowance for repairs/replacements is included in the Tables.	

	Item:	Site 3
	Description:	Courtyard, Patios & Walkways– interlocking pavers over PG membrane.
	Location:	Courtyard over the Parking Garage.
	Current Age:	26 years
	Service Life:	35 years
Assessment:	The repairs done to the courtyard/parking garage concrete suspended slab waterproofing membrane to date have been successful. A repair of courtyard membrane over the Telephone/CV/Electrical Room is scheduled for this fall.	
Recommendation:	The original PG membrane is near the end of the expected service life and a cost for replacement is included in the Tables. Localized maintenance repairs are recommended, as required, to extend the service life.	


	Item:	Site 4
	Description:	Parking Garage Door
	Location:	Parking Garage Entrance (south)
	Current Age:	26 years
	Service Life:	35 years
Assessment:	Parking garage door was in reasonable condition for its age.	
Recommendation:	Regular service of equipment is required to extend the service life - Operating Budget. Replacement based on the expected service life.	


	Item:	Site 5
	Description:	Landscaping
	Location:	Planters and courtyard
	Current Age:	N/A years
	Service Life:	N/A years
Assessment:	<p>Shrubs, plants and trees make up the soft landscaping in the courtyard and the property. The landscaping appears to be in acceptable condition with no major problems observed or reported. The Strata currently has a service contract for landscaping services.</p> <p>There are a number of planters constructed of landscape ties and some of the ties are deteriorated and should be replaced.</p>	
Recommendation:	<p>Based on site observations, no action outside of routine maintenance is anticipated for the landscaping and planters (Operating Budget). The Strata should be aware of any larger trees, whose roots have a potential to damage the existing waterproofing membrane over the parking garage, along with shrubs, trees and branches up against the exterior walls.</p>	

	Item:	Site 6
	Description:	Fences and metal railings.
	Location:	Cedar fences and metal railings. Cedar fences at patios and boundaries & metal railing in courtyard.
	Current Age:	26 years
	Service Life:	Metal Railing –50 years; Cedar Fences – 30 years
Assessment:	<p>The metal railings appear to be in sound condition with no evidence of deterioration or instability.</p> <p>Wood fences (lattice and panels) is in satisfactory condition. Regular application of stain and localized repairs are required.</p>	
Recommendation:	<p>Regular painting/staining as well as localized repairs of the cedar fencing is recommended to extend the service life of the fence every 8 - 10 years (cost provided in the table).</p>	


2.2 Building Envelope


Item:	Encl 1
Description:	Flat roof areas - SBS 2-ply Soprema roofing system
Location:	Flat roof areas on all buildings
Current Age:	13 years
Service Life:	35 years
Assessment:	New SBS roof system installed in 2005.
Recommendation:	SBS roofing system, installed in 2005 and 2006, should perform 35 years with routine maintenance. A cost for the eventual replacement is based on the expected service life.


	Item:	Encl 2
	Description:	Sloped Shingle roof (laminated) and RWL (gutters).
	Location:	Around the perimeter of flat roof.
	Current Age:	3 years
	Service Life:	35 years
Assessment:	New shingles and RWL (gutters and down pipes) were installed in 2015 with a 20 Year Warranty. No roofing problems were reported or observed.	
Recommendation:	Recommend routine maintenance. A cost for the eventual replacement is based on the expected service life.	

		Item:	Encl 3
		Description:	<p>There are 35 balconies at the complex (5 types, A-E), all of which have framed balcony guards with a top aluminum, glazed railing:</p> <p><u>A –type Balconies (7 only)</u> - located on top floors (3rd), mostly covered by roof, with the outer guard exposed. Cantilevered deck structure with a wood support post.</p> <p><u>B-type Balconies (9 only)</u> - located on the 2nd floor with wood posts supporting the corners. They are fully covered by pitched asphalt shingle sloped roofs (approx. 2 ft. overhang).</p> <p><u>C-type Balconies (9 only)</u> – 3rd floor with 3 of 9 over B-type balconies. Remainder (6 only) are cantilevered off 3rd floor. They are partially covered by 2 ft. overhangs.</p> <p><u>D-type Balconies (6 only)</u> - located under A-type balconies and have similar structures to the A-types. Three of the six balconies of this type have cantilevered concrete decks, while the remainder has semi-cantilevered wood frame structures.</p> <p><u>E-type Balconies/Roof Deck (4 only)</u> - on 2nd floor of Bldg #2, constructed over living spaces, protected by approx. 2 ft. roof overhang.</p>
		Location:	Various – see above.
		Current Age:	17 years
		Service Life:	Sheet Vinyl – 25 years Aluminum glazed railing –50 years.
Assessment:	<p>New vinyl deck membranes, and new vinyl siding on guardrails and exterior walls were applied in 2000 to 2002.</p> <p>The balcony decks reviewed were in good condition and are expected to reach their service life of 25 years.</p>		
Recommendation:	<p>Regular maintenance should be completed on all the balcony decks which should include cleaning of the membrane as well as ensuring</p>		

	the deck drains are clear of debris and are functioning correctly. The Tables include a cost for the deck membrane replacement is based on the expected service life.
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	Item:	Encl 4
	Description:	Exterior Walls - The original siding consists of pre-finished, particle board with wood trim. In some locations this has been replaced with rain screen vinyl siding.
	Location:	Exterior walls.
	Current Age:	Original walls–26 years. Balcony guards and balcony perimeter walls (Vinyl siding) – 16 to 18 years. Walls - approx. 1200 sq. ft. (Vinyl Siding) – 10 years.
	Service Life:	Original - 35 years Vinyl Siding (replacement) - 50 years
Assessment:	<p>The original particle board type appeared in reasonable condition for its age but should be painted regularly (8 - 10 years) to extend its life.</p> <p>Vinyl siding applied on the balcony guardrails and perimeter walls, in 2000 to 2002 and in targeted wall repairs in 2008 is in excellent condition.</p>	
Recommendation:	<p>Paint the original siding, replace deteriorated sealants, as required – Operating budget.</p> <p>Replacement of the original wood siding in the Tables is based on the expected service life.</p>	


	Item:	Encl 6
	Description:	Windows non thermally broken aluminum frame, double glazed
	Location:	All elevations
	Current Age:	26 years
	Service Life:	35 years
Assessment:	The original windows are in reasonable condition for their age in the areas reviewed.	
Recommendation:	<p>The original windows, with routine maintenance including cleaning and re-sealing of caulked joints, should reach the expected service life of 35 years.</p> <p>The Tables schedule the window and balcony/patio door replacement with the exterior wall cladding replacement program.</p>	

	Item:	Encl 7
	Description:	As with the windows the balcony/patio sliding doors are also non-thermally broken aluminum frame, double glazed.
	Location:	All balconies and patios
	Current Age:	26 years
	Service Life:	35 years
Assessment:	Original balcony/patio doors are in reasonable condition for their age in the areas reviewed.	
Recommendation:	<p>Original balcony/patio doors, with routine maintenance including cleaning and re-sealing of caulked joints, should reach the expected service life of 35 years.</p> <p>The Tables schedule the window and balcony/patio door replacement with the exterior wall cladding replacement program.</p>	


2.3 Mechanical

Item:	Mech 1
Description:	Plumbing pipes – domestic water supply
Location:	Throughout building
Current Age:	26 years
Service Life:	30 years
Assessment:	Not accessible.
Recommendation:	The existing units should be maintained, repaired and/or replaced by Mechanical Contractor, as required (Operating budget). A Contingency for repairs/replacement is included in the Tables.


	Item:	Mech 2
	Description:	Domestic Hot Water Heaters
	Location:	In each suite
	Current Age:	N/A years
	Service Life:	10 years
Assessment:	N/A	
Recommendation:	The existing units should be maintained, repaired and/or replaced by Mechanical Contractor, as required (Owner responsibility).	



	Item:	Mech 3
	Description:	Parking Garage Exhaust Ventilation Fan
	Location:	Parking Garage
	Current Age:	26 years


	Service Life:	25 years
Assessment:	The exhaust screen was partially plugged with particulates and in need of cleaning.	
Recommendation:	No reported problems, service as required. Replacement is based on expected service life.	

	Item:	Mech 4
	Description:	Gas Fireplaces
	Location:	In all suites
	Current Age:	26 years
	Service Life:	Indefinite with annual maintenance service.
Assessment:	No reported problems, continue annual inspection and maintenance.	
Recommendation:	Requires annual maintenance service (Owner responsibility).	

2.4 Electrical


	Item:	Elect 1
	Description:	Electrical Distribution Panel and meters fed to panels in each Suite.
	Location:	Electrical rooms in parking garage - Electrical Room North (Photo 1), Electrical Room West (Photos 2 & 3), Electrical Room East, panels in each Suite.
	Current Age:	26 years
	Service Life:	N/A years
1. Main Electrical Room		


		
<p>2.</p> 		
<p>3. Electrical meters in Electrical/CV/BCTel Room</p>		
<p>Assessment:</p>	<p>Electrical service was reported to be adequate for the needs of the building with no reported problems.</p>	
<p>Recommendation:</p>	<p>Electrical equipment is expected to operate adequately over the 30 year evaluation of this report with routine maintenance. Contingency for this inspection and maintenance repairs/replacement is included in the Tables.</p>	

	Item:	Elect 2
	Description:	Exterior and Interior Lighting: variety of fixtures.
	Location:	Exterior lighting provided at the front entrances, balconies, driveway, and parkade, mounted on exterior walls.
	Current Age:	26 years
	Service Life:	25 years
Assessment:	Exterior and Interior lighting service was reported to be adequate for the needs of the building with no reported problems.	
Recommendation:	Exterior/interior lighting is replacements and upgrades on an as needed basis - Contingency.	

Item:	Elect 3
Description:	Base Board Heaters
Location:	Each Suite
Current Age:	26 years
Service Life:	40 years
Assessment:	Appeared in good working order with no reported problems.
Recommendation:	Replacement as required – Owners responsibility.

2.5 Life Safety/Fire Protection

	Item:	Fire 1
	Description:	Fire Suppression System
	Location:	Fire Sprinkler room in parking garage
	Current Age:	26 years
	Service Life:	N/A years
Assessment:	Indefinite service life - appeared in acceptable condition with no major deficiencies observed or reported.	
Recommendation:	Continue with regular testing/inspection. – Voltech Fire Prevention. Service/replacement, as required (Operating budget).	

	Item:	Fire 2
	Description:	Alarm/smoke detection system, emergency lighting and exit signage, fire extinguishers. Carbon Monoxide detector in parking garage that works the exhaust fan.
	Location:	In the parking garage. Smoke detection in each residential unit, electrical and utility rooms
	Current Age:	N/A - Fire extinguishers replaced as required under service contract.
	Service Life:	N/A years
Assessment:	No reported or observed problems.	
Recommendation:	Continue with regular testing/inspection – Voltech Fire Prevention Service/replacement, as required (Operating budget).	

3.0 Maintenance of Building Envelope Components – Owner Inspections

A Maintenance Program of Building Envelope Components should be incorporated into the ongoing operation of the building, to assist Owners in maintain/improve the current condition of the building and extending the life of their building enclosure. It is recommended that professional annual reviews should be included in the program.

As well, Owners should initiate periodic inspections, carefully recorded, so that appropriate action can be taken.

This is an ongoing process and as such the maintenance plan will require updating, usually every two to three years.

The Owner Inspections are not intended to replace the Annual inspections. The frequency of inspections stated is a minimum and should be increased as conditions warrant. The guidelines listed are for individual owners and should not be confused with the guidelines for professional annual reviews. Any maintenance work performed on the building should be reviewed by a Consultant in order to avoid affecting existing warranties. See Appendix B for Owner Inspection Checklists.

4.0 Reserve Fund Study – Estimate of Probable Costs

Reserve Fund Study Table

The Reserve Fund Study Table provides a general listing of the inventory of assets, including building components, site services, notes the approximate age, typical expected service life, and remaining useful life based on conditions observed and information gathered during the assessment. Capital replacement reserve costs are based on the anticipated action required for each component over the next 30 years.

The financial analysis presented on the reserve fund study tables, reports on the depreciation of assets, the current replacement costs, future replacement costs, current reserve fund and future reserve fund requirements, accumulations and possible adjustments via special assessments or contributions. Opinions of probable cost (adjusted for inflation) are provided over an evaluation period of 30 years for major operational maintenance expenditures and for renewals (capital replacements). (Note: Soft costs, such as consultant's fees, code reviews and value added taxes are not included).

Financial Input

The balance of the Capital Reserve Fund, as of January 31, 2018 was reported to be \$121,181.09 (Fiscal Year: February 1, 2018 - January 31, 2019). A contribution of \$32,400.00 is anticipated to be added to the Reserve Fund for this fiscal year (ending January 31, 2019).

One Cash Funding Model was been prepared (Appendix A, # 1) for the Strata's consideration:

Model #1 includes the recommended repair costs, as currently required, based on priority, expected service life, current funding and evaluation. Cash Funding Model # 1 meets the requirements of the Reserve Fund Study until the year 2025, when additional contributions to the Capital Reserve Fund, or Special Levies are required. Model #1 includes Special Levies of \$420,000 in 2025, \$450,000 in 2026 and \$550,000 in 2027, to offset the anticipated costs of future repair and replacement of building components. Note: Model # 1 – CRF contribution in 2018-19 is \$32,400, Interest = 2.00%, Bank of Canada, October 2018; Annual inflation = 2.20%, Statistics Canada, September 2018.

It is recommended that the contributions be reviewed annually so that adjustments can be made to reflect actual costs of work, changes to timing and cost of work expected for future years, as well as the effects of variations in actual interest and inflation rates.

We trust this report is satisfactory. Please contact the undersigned should you have any questions regarding this report.

McArthur Vantell Limited



A handwritten signature in cursive script, reading "asm", positioned above a horizontal line.

**Art McArthur P. Eng.
Senior Engineer**

APPENDIX A

RESERVE FUND TABLES 1 and 2

APPENDIX B

INSPECTION CHECKLISTS

INSPECTION CHECKLIST

SLOPED ROOF

Date: _____

Name: _____

General

- 1.0** Debris
Cupping/Cracks/
Degranulation/Splitting
Staining/Moss Growth
Fascia
Misc. Caulking

OK	Minor	Major	Comments/Location	Photo	Recommendation	Completed

Gutters/Downspouts

- 2.0** Slope
Bent/Damaged
Plugged
Discharge
Missing
Leaking

OK	Minor	Major	Comments/Location	Photo	Recommendation	Completed

Soffits

- 3.0** Damaged/Sagging
Stained

OK	Minor	Major	Comments/Location	Photo	Recommendation	Completed

Flashings

- 4.0** Physical Damage/Missing
Seams/Laps
Caulking
Corrosion
Slope

OK	Minor	Major	Comments/Location	Photo	Recommendation	Completed

INSPECTION CHECKLIST

--	--	--	--	--	--	--

Penetrations

5.0 Skylights
Roof Vents

OK	Minor	Major	Comments/Location	Photo	Recommendation	Completed

Additional Comments

BALCONIES

Date: _____

Name: _____

General

1.0 Staining
Cuts
Blisters
Punctures
Seams
Delamination
Debris
Membrane Upturn
Penetrations
Misc. Caulking
Fascias

OK	Minor	Major	Comments/Location	Photo	Recommendation	Completed

Soffits

2.0 Damaged/Cracked
Staining
Sagging

OK	Minor	Major	Comments/Location	Photo	Recommendation	Completed

INSPECTION CHECKLIST

Misc. Caulking
Dryer Vent Condition

Drainage

3.0 Ponding
Plugged/Blocked Drains
Screens

OK	Minor	Major	Comments/Location	Photo	Recommendation	Completed

Flashings

4.0 4.1 Cap Flashings

Slope
Staining
Ponding
Seams
Damaged/Missing
Saddle Joints
Caulking
Felt Underlayment
Dissimilar Materials

OK	Minor	Major	Comments/Location	Photo	Recommendation	Completed

4.2 Wall/Counter/Base

Flashings

Slope
Staining
Vertical Joints
Seams
Adequately Fastened
Lap Under Cladding
Damaged/Missing
Caulking
Dissimilar Materials
Penetrations

INSPECTION CHECKLIST

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Railings

OK	Minor	Major	Comments/Location	Photo	Recommendation	Completed
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5.0 Overall Condition

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Additional Comments

INSPECTION CHECKLIST

EXTERIOR WALLS

Date: _____

Name: _____

General

- 1.0** Stained/Dirty
 Bent/Damaged
 Caulking
 Cracks
 Fastened/Loose
 Delamination
 Weep Holes
 Mortar Joints
 Efflorescence
 Height Above Grade/Patios

 Terminations/Interfaces
 Trim
 Architectural Features
 Penetrations
 Shrubs/Trees

OK	Minor	Major	Comments/Location	Photo	Recommendation	Completed

Wall Vents

- 2.0** Back-slope
 Bug Screen/Plugged
 Rusted/Damaged
 Caulking

OK	Minor	Major	Comments/Location	Photo	Recommendation	Completed

Flashings

- 3.0 3.1** Cap Flashings

OK	Minor	Major	Comments/Location	Photo	Recommendation	Completed
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INSPECTION CHECKLIST

Slope
Staining
Ponding
Seams
Damaged/Missing
Saddle Joints
Caulking
Felt Underlayment
Dissimilar Materials

3.2 Wall/Counter/Base

Flashings

Slope
Staining
Vertical Joints
Seams
Adequately Fastened
Lap Under Cladding
Damaged/Missing
Caulking
Dissimilar Materials
Penetrations

Additional Comments

INSPECTION CHECKLIST

WINDOWS AND DOORS

Date: _____

Name: _____

	OK	Minor	Major	Comments/Location	Photo	Recommendation	Completed
Type Broken or cracked glass							
A. Condensation in sealed units							
B. Condensation on frames							
C. Damaged glazing stops							
D. Plugged weep holes							
E. Mitre joints							
Deteriorated/delaminated							
F. caulking							
G. Window flashings							
H. Operation							
Debris at tracks, sills or end							
I. dams							
J. _____							
K. _____							
L. _____							

Additional Comments

INSPECTION CHECKLIST

OTHER

Date: _____

Name: _____

	OK	Minor	Major	Comments/Location	Photo	Recommendation	Completed
1.0 Patios							
Debris							
Slope							
Concrete Topping							
2.0 Fences/Gates							
Stained/Damaged							
3.0 Exterior Stairs							
Stained/Damaged							
4.0							

Strata Plan LMS-554 – HAMILTON COURT
Annual General Meeting Minutes

Held: Wednesday February 27, 2019 at 7:00 PM at Harry Jerome Community Centre
Mahon Meeting Room, at 123 East 23rd St, North Vancouver.

Registration and Report on Attendance

Persons representing the owners of four (4) strata lots were present in person and four (4) by proxy for a total of eight (8) units represented according to the registration sheet. (Quorum is 8).

Agent: C & C PROPERTY GROUP LTD.
Jeff Chambers, Representing

Call to Order

The meeting was called to order at 7:25 PM by Jeff Chambers. There were no objections to the Agent chairing the meeting.

Proof of Notice

It was **MOVED** and **SECONDED** and **CARRIED** to accept the notice dated February 7, 2019 as proper notice of the meeting.

Minutes

It was **MOVED** and **SECONDED** and **CARRIED** to accept the minutes from the January 22, 2018 Annual General Meeting.

Insurance Report

The Insurance Policy for Hamilton Court is held with CMW. A summary of coverages was included with the Notice of the Meeting and can be taken with Owners to their insurance agent when purchasing individual policies. Owners are reminded the insurance policy does not cover contents of a strata lot or any improvements. Coverage under that policy is also subject to deductibles detailed on the policy. Owners are encouraged to consult with an insurance broker about additional contents, alternate accommodation, earthquake, liability, improvements and other coverage they may require.

Strata Plan LMS-554 – HAMILTON COURT
Annual General Meeting Minutes

Resolution # 1 (By ¾ Vote)

WHEREAS the Owners of Strata Plan LMS-554 recommend the replacement fixtures, in the parking garage and new post lights and sconces;

BE IT RESOLVED that the Owners Strata Plan LMS-554 authorize an expenditure of up to \$37,500 from the Contingency Reserve Fund to replace light and post fixtures at LMS554 in 2019.

It was **MOVED** and **SECONDED** and **CARRIED** to accept Resolution #1.

Resolution #2 (By Majority Vote)

WHEREAS the Owners Strata Plan LMS-554 authorize the transfer of the 2018-2019 Operating Surplus to the CRF by Majority vote and;

BE IT RESOLVED that the Owners Strata Plan LMS-554 agree to transfer the actual 2018-2019 Operating Surplus to the Contingency fund.

It was **MOVED** and **SECONDED** and **CARRIED** to accept Resolution #2.

2018 Financial Report and 2019 Budget

Contingency Fund Statement

Opening Balance (February 1, 2018):	\$129,181.09
Current Appropriation:	\$ 32,400.00
Interest:	\$ 2,537.86
Expenditures	\$ (8,347.50)
Closing Balance (January 31, 2019)	\$155,771.45

2019 Operating Budget

It was **MOVED** and **SECONDED** and **CARRIED** to accept the 2019 budget as presented.

Strata Plan LMS-554 – HAMILTON COURT
Annual General Meeting Minutes

2018 Strata Fee Schedule (February 1, 2019)

Strata Fee Schedule - 2019/2020 (Effective February 1, 2019)						
Unit	U/E	2018/2019 Fee	Operating 2019/2020	Contingency 2019/2020	Total Fee 2019/2020	Change
1	1572	\$ 533.35	\$ 395.86	\$ 137.49	\$ 533.35	\$ -
2	1298	\$ 440.39	\$ 326.86	\$ 113.52	\$ 440.39	\$ -
3	1296	\$ 439.71	\$ 326.36	\$ 113.35	\$ 439.71	\$ -
4	1267	\$ 429.87	\$ 319.06	\$ 110.81	\$ 429.87	\$ -
5	1249	\$ 423.76	\$ 314.52	\$ 109.24	\$ 423.76	\$ -
6	1289	\$ 437.33	\$ 324.60	\$ 112.74	\$ 437.33	\$ -
7	1291	\$ 438.01	\$ 325.10	\$ 112.91	\$ 438.01	\$ -
8	1593	\$ 540.47	\$ 401.15	\$ 139.32	\$ 540.47	\$ -
9	1548	\$ 525.21	\$ 389.82	\$ 135.39	\$ 525.21	\$ -
10	1203	\$ 408.15	\$ 302.94	\$ 105.22	\$ 408.15	\$ -
11	1205	\$ 408.83	\$ 303.44	\$ 105.39	\$ 408.83	\$ -
12	1205	\$ 408.83	\$ 303.44	\$ 105.39	\$ 408.83	\$ -
13	1293	\$ 438.69	\$ 325.60	\$ 113.09	\$ 438.69	\$ -
14	1318	\$ 447.17	\$ 331.90	\$ 115.27	\$ 447.17	\$ -
15	1230	\$ 417.31	\$ 309.74	\$ 107.58	\$ 417.31	\$ -
16	1834	\$ 622.24	\$ 461.84	\$ 160.40	\$ 622.24	\$ -
17	1584	\$ 537.42	\$ 398.88	\$ 138.54	\$ 537.42	\$ -
18	1200	\$ 407.14	\$ 302.18	\$ 104.95	\$ 407.14	\$ -
19	1209	\$ 410.19	\$ 304.45	\$ 105.74	\$ 410.19	\$ -
20	1209	\$ 410.19	\$ 304.45	\$ 105.74	\$ 410.19	\$ -
21	1209	\$ 410.19	\$ 304.45	\$ 105.74	\$ 410.19	\$ -
22	1206	\$ 409.17	\$ 303.69	\$ 105.48	\$ 409.17	\$ -
23	1563	\$ 530.29	\$ 393.59	\$ 136.70	\$ 530.29	\$ -
Totals	30871	\$ 10,473.92	\$ 7,773.92	\$ 2,700.00	\$ 10,473.92	\$ -
Annual		\$125,687.00	\$93,287.00	\$ 32,400.00	\$ 125,687.00	\$ -

*12 Post-Dated cheques, made payable to Strata Plan LMS-554,
should be sent to the management company.*

**Those owners already using the PAP service need do nothing further
as the adjustment will be made in the February PAP.**

Strata Plan LMS-554 – HAMILTON COURT
Annual General Meeting Minutes

2019 Strata Council

The following owners volunteered and were elected for service on the 2019 strata council:

Hanif Ladha	Unit 09
Shervin Shapourian	Unit 14
Nicole Blanchard	Unit 16
Lisa Austin	Unit 19

New Business

1. There was a general discussion around updating the strata corporation's bylaws and the owners agreed to ask the new council to work towards achieving this in time for the next AGM. An SGM will be needed sometime in 2019 in order to ask owners to authorize an expenditure from the CRF to pay the legal costs to do so.

There being no further business, the meeting was terminated at 7:40 PM.

Council meet briefly to set up meeting dates and to elect positions for the 2019 year.

Hanif Ladha	Unit 09	President
Shervin Shapourian	Unit 14	Treasurer
Nicole Blanchard	Unit 16	Gardening Liaise
Lisa Austin	Unit 19	Vice-President

1. The Agent reminded council that management of the lighting upgrade, while available, is not part of the base management services.
2. Council reviewed correspondence received from Telus about installing fiber optic services and agreed they did not wish to proceed with their offer at this time.
3. Council asked the Agent to arrange for a contractor to inspect an area of siding below a window at unit 19.
4. The property manager will contact the President in regards to setting up the first council meeting.

At 8:05 PM the meeting was terminated.

Jeff Chambers
C & C PROPERTY GROUP LTD.

Strata Plan LMS-554

Meeting of the Strata Council

Minutes

Monday, April 8th, 2019 (7:00 pm) – #16

Present:

Hanif Ladha	#09	President
Shervin Shapourian	#14	Treasurer
Nicole Blanchard	#16	Gardening Liaise
Lisa Austin	#19	Vice-President
Elizabeth Chambers		Agent Representative
Hayden Chambers		Agent Representative

1. Call to Order – the meeting was called to order at 7:06pm by the Property Manager. Council requested that the Property Manager chair the meeting.

2. Previous Minutes Approval The December 3, 2018 Council meeting minutes were approved as circulated.

3. Financial Statements

- a. November 2018 – February 2019 - these financial statements were approved as circulated.
- b. A/R Aging Review – it was noted that the Voltech Electric Fire Alarm replacements had been back billed to unit owners but letters informing the owners of the billing had not yet been sent out to the owners. Some owners (but not all) will be receiving a letter in the mail shortly asking them to pay for the installation or repair of their smoke alarms if this work occurred on the alarm in their unit.

4. Business Arising

- a. Election of Officers – the election of officers occurred at a short Council meeting following the AGM. Two additional positions were delegated at this Council meeting.
 - i. Privacy Officer – Shervin Shapourian
 - ii. Hazardous Materials Officer – Nicole Blanchard
- b. Storage Locker Leak And Membrane Repair – Council reported that this work is ongoing. The contractor has suggested and Council has agreed to water test one of the planters when the weather dries out to try and determine the cause of the remaining water ingress. Council agreed that the drywall in the area of the leak does need some form of temporary repair. The Property manager will arrange for the repair.
- c. Maintenance
 - i. *Annual Inspection* – Voltech, quote for the annual inspection of the fire safety equipment was approved. The Agent will arrange for the inspection. The inspection is scheduled for April 25th, 2019.
 - ii. *Fire Inspection North Vancouver City* – The fire department has identified the storage of items in the electrical rooms as a deficiency that must be rectified. Council requested the Agent ask the janitor to move all items from the Electrical Rooms and place them in the Sprinkler Room to be sorted by Council.
 - iii. *Window Unit #19* – Rick Drew Attended and assessed the window moisture in this unit. the damage to the drywall is due to condensation and is an owner responsibility to fix. The window itself is original to the building and may be part of the problem. Council briefly discussed an overall strategy for the windows in the building.
 - iv. *Spot Cleaning of Exterior* – Council indicated that the building should be spot cleaned as some of the siding and railings are a bit green.
 - v. *Pressure Washing* – Quotes will be obtained for pressure washing the exposed aggregate surfaces in the courtyard and cleaning the paver areas.
- d. Contracts
 - i. *Modern Niagra* – Formally Keith Plumbing and Heating – the contract renewal was presented and agreed to at the meeting. A slight increase in fees was agreed to for 2019.
- e. Gardening Report

- i. Chafer Beetle – Council has contracted with the gardener to apply a treatment for Chaffer Beetle as this pest is very active in the local area.
- f. *Lighting Project* (Council Project)– Council reviewed a quotation received from Lornco Electric Ltd. for the project work. Council also examined an example fixture for the front door areas of the complex. Council agreed to meet again to further discuss the project prior to any decisions being made.

5. Correspondence

- a. Correspondence was received about a modification to common property (gas fireplace).
- b. Correspondence was received – Permission to operate a home based business – Approved February 8th, 2019 and the owner was informed.

6. New Business

- a. *Telus Fiber Optic* – Council reviewed a proposal from Telus regarding Fiber Optic Installation. Council decided not to engage with Telus at this time.
- b. *Strata By-Laws* – Council briefly discussed the review process with the Property Manager.
- c. *Camera in the Garbage Room* – The Agent informed the Council of By-law requirements and will provide a written article on security cameras and strata corporations to Council.
- d. *Door Closer Parking Garage Gate Man Door* – It was noted that this was broken, it has now been repaired by Silverline Security.

7. Adjournment the meeting was adjourned at 8:50pm. The next meeting of Strata Council has been arranged for June 17th at 7:00pm in unit #14.

Elizabeth –Anne Chambers, Agent Representative

C&C Property Group Ltd.

530 – 171 West Esplanade Ave.

North Vancouver, B.C., V7M 3J9 liz@cccm.bc.ca Phone: 604 987-9040 Fax: 604 987-9045

Strata Plan LMS-554

Meeting of the Strata Council

MINUTES

Monday, June 17, 2019 (7:00 pm) – #19

Present: Hanif Ladha #09
 Shervin Shapourian #14
 Nicole Blanchard #16
 Lisa Austin #19

 Elizabeth Chambers Agent Representative
 Hayden Chambers Agent Representative

1. Call to Order 7:01pm

2. Previous Minutes Approval

- a) Minutes from April 8, 2019 were approved as circulated

3. Financial Statements

- a) March-April 2019 Financial Statements – The Financial Statements from March and April 2019 were approved.
- b) Arrears – The agent reported that a number of owners were in arrears for a smoke alarm chargeback. Owners are reminded that at Hamilton Court, the smoke alarms in the units are NOT part of the buildings system and that work done on these alarms is the responsibility of the individual unit owners and is not included in the strata budget.

4. Business Arising

- a) **Insurance** – The agent reported that the strata's insurance policy was renewed through to May 2020 with Capri/CMW.
- b) **Maintenance:**
 - i) Watering Plants - Owners are reminded that it is important to water the common area plantings as we move into the summer months. Owner's assistance is requested.
 - ii) Dryer Vent Cleaning – Council instructed the agent to have the buildings dryer vents cleaned in August. Owners can expect notification of this as the date approaches.
- c) **Lighting Project Update** – Council instructed the agent to pay an invoice to Lornco Electric Co in relation to the Lighting Project approved at the last AGM.
- d) **Membrane Issue** – An owner reported a leak into their basement through the ceiling. Council discussed that this may be related to an issue with the roof. Council instructed the agent to make the contractor who completed the building's roof aware of the situation. The leak will be monitored by the owner and when it re-occurs, a roofing contractor will be contacted.
- e) **Electrical Rooms** – The agent reported the buildings janitorial staff have been instructed multiple times to remove items from the two electrical rooms in the parkade into the Sprinkler Room. Council reported that the items remain in the electrical rooms. Council instructed the agent to arrange to have another contractor complete this job so that the items can be disposed of if appropriate.

- f) **Window/Condensation Issues** – Council discussed this issue at length and agreed that it will be brought up again at the next council meeting. Council is considering having an engineer view the problem and determine a solution.

5. Correspondence

- a) **Rental Request:** A request to rent a strata lot was made by an owner. Council agreed to approve the request if there was space for another rental in the building. Council instructed the agent to confirm the amount of rentals in the building before approving the request.

6. New Business

- a) **Pressure Washing and Building Washing** – The agent presented 3 quotes for common area pressure washing and exterior building washing. Council ultimately selected Retro Cleaning Company to complete the job. The Agent will arrange for this work.
- b) **Dog Clean Up Signs** – Council instructed the agent to consult with the city of North Vancouver and see if they would be able to install dog cleanup reminder signs along the Tobruck Avenue and 16th St sides of the building.
- c) **Electrical Vehicle Charging in the Parkade** – Council discussed the logistics of having electric vehicle charging in the Parkade. The agent recommended that an electrical engineer be consulted before any decision is made.

7. Adjournment

Next Meeting: September 9, 2019 at 7pm.

Strata Plan LMS-554

Meeting of the Strata Council

Minutes

Monday, September 9, 2019 (7:00 pm) – #14

Present:	Hanif Ladha	#09
	Shervin Shapourian	#14
	Lisa Austin	#19
	Elizabeth Chambers	Agent Representative
	Hayden Chambers	Agent Representative
Absent:	Nicole Blanchard	#16

1. Call to Order

- a) The Meeting was called to order at 7:01pm.
- b) Council instructed the agent to facilitate the meeting.

2. Previous Minutes Approval

- a) The minutes from June 17, 2019 were approved by council as circulated.

3. Financial Statements

- a) The May to July 2019 Financial Statements were approved.
- b) **Arrears Report** – The agent reported that two owners were in arrears. Council instructed the agent to follow up with each owner in writing and attempt to collect payment.

4. Business Arising

- a) **Windows / Condensation Issue** – Council instructed the agent to send a survey to all owners towards the end of October asking whether or not their unit is experiencing condensation issues during the fall, winter and spring months.
- b) **Fire Safety Inspection** – The Agent reported that all deficiencies that were identified by the fire department have been corrected.
- c) **Smoke Alarm Bylaw** – Council instructed the agent arrange to have a bylaw drafted that would make the maintenance of all smoke alarms included in the strata's operating budget.
- d) **Lighting Project** – Council reported that the lighting project has been completed.

5. New Business

a) Winter Maintenance

- i) **Snow Removal** – The agent was instructed to obtain 3 quotes for snow removal services.

ii) Gutter Cleaning – The agent was instructed to obtain 3 quotes to clean the buildings gutters.

b) **Electric Vehicle Charging** – Council instructed the agent to obtain 2 quotes for a professional opinion from an electrical engineer on the logistics of installing electric vehicle charging stations in the parkade.

6. **Adjournment** – The meeting was adjourned at 7:48pm.

Hayden Chambers, Agent Representative

C&C Property Group Ltd.

530 – 171 West Esplanade Ave.

North Vancouver, B.C., V7M 3J9 liz@cccm.bc.ca Phone: 604 987-9040 Fax: 604 987-9045

Strata Plan LMS-554

Meeting of the Strata Council

MINUTES

Monday, December 2nd 2019 (7:00 pm)

Present:	Shervin Shapourian	#14
	Nicole Blanchard	#16
	Lisa Austin	#19
	Elizabeth Chambers	Agent Representative
	Hayden Chambers	Agent Representative
Absent:	Hanif Ladha	#09

Call to Order

a) The meeting was called to order at 7:09pm

1. Previous Minutes Approval

a) The Minutes of September 9th 2019 were approved as circulated.

2. Financial Statements

a) The Financial Statements from August 2019 to October 2019 were approved.

b) Arrears Report – One owner was in arrears. Council instructed the agent to continue collection efforts.

3. Business Arising

a) **Window Condensation Survey** - The agent presented results from the Window Condensation Survey to council. It was determined that a majority of the units surveyed were experiencing issues with condensation. Council decided to put forth a resolution for the upcoming AGM that would allocate funds so that an engineer could be consulted.

b) **Gutter Cleaning** – Council approved the quote submitted by Gorilla Property Services to clean the complexes gutters. Council instructed the agent to schedule this work.

c) **Smoke Alarm Bylaw Proposal** – Council reviewed a proposed bylaw that would make the smoke alarms in the building a strata responsibility.

4. New Business

a) **2020 Proposed Budget** – Council reviewed the proposed 2020 Budget. Owners should understand that the cost of living for people in Strata Corporations is increasing due to some factors out of the Strata Corporation's control. Insurance for the 2020-2021 year is forecast to increase sharply due to current market conditions and business decisions made by the insurers independent of the claims history of their clients. These increases could be at 50%. These markets are narrowing as Strata Corporations are not performing well as a sector for insurance companies so quotes are becoming harder to obtain. This will affect the annual budget most definitely. Other categories are also expected to increase.

b) **Air Compressor** – Council instructed the agent to dispatch Voltech to determine if any maintenance is required on the air compressor located in the parking garage.

c) **Dog Poop Signs** – Council indicated that they would be acquiring signs to put up on the grass on both sides of the building asking for people to clean up after their dogs.

d) **Adjournment** – The meeting was adjourned at 8:27pm.

Strata Plan LMS-554 – HAMILTON COURT
Annual General Meeting Minutes

Held: Wednesday February 5, 2020 at 7:00 PM at John Braithwaite Community Centre
Meeting Room 2, at 145 West 1st St North Vancouver, BC.

Registration and Report on Attendance

Persons representing the owners of Six (6) strata lots were present in person and Eight (8) by proxy for a total of Fourteen (14) units represented according to the registration sheet. (Quorum is 8).

Agent: C & C PROPERTY GROUP LTD.
Hayden Chambers & Elizabeth Chambers Representing

Call to Order

The meeting was called to order at 7:02 PM by Elizabeth Chambers. The agent was requested to chair the meeting. There were no objections to the Agent chairing the meeting.

Proof of Notice

It was **MOVED/SECONDED (14, 16)** to accept the notice dated January 13, 2020 as proper notice of the meeting.

ABSTAIN: 0
APPROVE: 14
OPPOSE: 0
MOTION CARRIED

Minutes

It was **MOVED/SECONDED (14, 16)** to accept the minutes from the February 27, 2019 Annual General Meeting.

ABSTAIN: 3
APPROVE: 11
OPPOSE: 0
MOTION CARRIED

Insurance Report

The Insurance Policy for Hamilton Court is held with CMW. A summary of coverages was included with the Notice of the Meeting and can be taken with Owners to their insurance agent when purchasing individual policies. Owners are reminded the insurance policy does not cover contents of a strata lot or any improvements. Coverage under that policy is also subject to deductibles detailed on the policy. Owners are encouraged to consult with an insurance broker about additional contents, alternate accommodation, earthquake, liability, improvements and other coverage they may require. Owners are advised to expect a

Strata Plan LMS-554 – HAMILTON COURT

Annual General Meeting Minutes

significant increase to their insurance premium in 2020 due to market conditions. This has been reflected in the 2020 operating budget. Owners who wish an electronic copy of this summary should email the property manager.

Resolution # 1 (By Majority Vote)

WHEREAS the Owners of Strata Plan LMS-554 recommend the examination of the window condensation issue using an engineer;

BE IT RESOLVED that the Owners Strata Plan LMS-554 authorize an expenditure of up to \$10,000 from the Contingency Reserve Fund to engage the services of an engineer to properly investigate the window condensation issue currently experienced by some unit owners in the complex and report on a solution.

The owners discussed the resolution and decided to include engineering specifications in the resolution. The above resolution was amended:

WHEREAS the Owners of Strata Plan LMS-554 recommend the examination of the window condensation issue using an engineer and the drafting of specifications;

BE IT RESOLVED that the Owners Strata Plan LMS-554 authorize an expenditure of up to \$10,000 from the Contingency Reserve Fund to engage the services of an engineer to properly investigate the window condensation issue currently experienced by some unit owners in the complex and draft specifications for the solution.

IT WAS MOVED/SECONDED (05, 09) to amend the resolution as noted above.

ABSTAIN: 0
APPROVE: 14
OPPOSE: 0
MOTION CARRIED

IT WAS MOVED/SECONDED (5, 16) to approve the resolution as amended.

ABSTAIN: 0
APPROVE: 14
OPPOSE: 0
MOTION CARRIED

Strata Plan LMS-554 – HAMILTON COURT
Annual General Meeting Minutes

Resolution #2 (By Majority Vote)

The strata corporation is expected to have a surplus in the operating budget at the January 31st year end. Council recommends that the actual 2019-2020 surplus be transferred to the Contingency Fund.

WHEREAS the Owners Strata Plan LMS-554 authorize the transfer of the 2019-2020 Operating Surplus to the CRF by Majority vote and;

BE IT RESOLVED that the Owners Strata Plan LMS-554 agree to transfer the actual 2019-2020 Operating Surplus to the Contingency fund.

IT WAS MOVED/SECONDED (14, 18) to approve the resolution as noted above.

ABSTAIN: 0
APPROVE: 14
OPPOSE: 0
MOTION CARRIED

2019 Financial Report and 2020 Budget

Contingency Fund Statement

Opening Balance (January 31 2020):	\$199,481.84
Current Appropriation:	\$ 32,400.00
Interest:	\$ 3,471.88
Expenditures	\$ (13,901.62)
Closing Balance (January 31, 2020)	\$155,771.45

Strata Plan LMS-554 – HAMILTON COURT
Annual General Meeting Minutes

2020 Operating Budget

Budget Comparison 2019 & Approved Budget 2020 (Accrual)						
HAMILTON COURT - (lms554)						
Year End Janaury 31						
				2019 Projected	Annual	Approved 2020
REVENUE						
4710-0000 Operating Strata Fees				92,687.10	93,287.00	100,975.40
4710-0000 - Contingency Strata Fee				32,400.00	32,400.00	32,400.00
4720-0000 Interest				459.64	200.00	300.00
4750-0000 Parking				780.00	800.00	720.00
4780-0000 Other Income				2,080.00	1,600.00	1,920.00
TOTAL REVENUE				128,406.74	128,287.00	136,315.40
EXPENSES						
5010-0000 Annual Trust Review				420.00	420.00	420.00
5040-0000 Insurance				19,647.78	17,810.00	25,493.00
5045-0000 Legal & Professional				0.00	150.00	1,000.00
5050-0000 Management Fees				15,573.60	15,570.00	16,041.00
5060-0000 Miscellaneous				1,080.76	2,194.00	2,200.00
5200-0000 Electricity				3,745.26	4,600.00	3,970.00
5250-0000 Gas (Natural Gas)				5,361.19	8,080.00	5,844.00
5300-0000 Municipal Sewer/Water				12,808.70	11,560.00	13,448.40
5350-0000 Recycling				420.42	800.00	441.00
5500-0000 Waste & Compost				2,651.70	2,350.00	2,705.00
5655-0000 Fire Prev./Monitor				872.79	2,000.00	2,000.00
5680-0000 Janitorial				5,673.98	5,395.00	5,395.00
5750-0000 Landscaping/Grounds				6,930.00	8,500.00	8,500.00
5900-0000 Repair & Maintenance				7,514.53	15,858.00	15,858.00
5930-0000 Supplies				0.00	600.00	600.00
TOTAL OPERATING EXPENSES				82,700.71	95,887.00	103,915.40
6000-0000 Transfer to Contingency				32,400.00	32,400.00	32,400.00
TOTAL EXPENSES				115,100.71	128,287.00	136,315.40
NET INCOME				13,306.03	0.00	0.00

Strata Plan LMS-554 – HAMILTON COURT
Annual General Meeting Minutes

It was **MOVED/SECONDED (18, 5)** to accept the 2020 budget as presented.

ABSTAIN: 0
APPROVE: 14
OPPOSE: 0
MOTION CARRIED

2020 Strata Fee Schedule (February 1, 2020)

Unit	U/E	2019 Fee	Operating 2020	Contingency 2020	Total Fee 2020	Change
1	1572	\$ 533.35	\$ 428.49	\$ 137.49	\$ 565.97	\$ 32.63
2	1298	\$ 440.39	\$ 353.80	\$ 113.52	\$ 467.32	\$ 26.94
3	1296	\$ 439.71	\$ 353.26	\$ 113.35	\$ 466.60	\$ 26.90
4	1267	\$ 429.87	\$ 345.35	\$ 110.81	\$ 456.16	\$ 26.30
5	1249	\$ 423.76	\$ 340.44	\$ 109.24	\$ 449.68	\$ 25.92
6	1289	\$ 437.33	\$ 351.35	\$ 112.74	\$ 464.08	\$ 26.75
7	1291	\$ 438.01	\$ 351.89	\$ 112.91	\$ 464.80	\$ 26.79
8	1593	\$ 540.47	\$ 434.21	\$ 139.32	\$ 573.53	\$ 33.06
9	1548	\$ 525.21	\$ 421.94	\$ 135.39	\$ 557.33	\$ 32.13
10	1203	\$ 408.15	\$ 327.91	\$ 105.22	\$ 433.12	\$ 24.97
11	1205	\$ 408.83	\$ 328.45	\$ 105.39	\$ 433.84	\$ 25.01
12	1205	\$ 408.83	\$ 328.45	\$ 105.39	\$ 433.84	\$ 25.01
13	1293	\$ 438.69	\$ 352.44	\$ 113.09	\$ 465.52	\$ 26.83
14	1318	\$ 447.17	\$ 359.25	\$ 115.27	\$ 474.53	\$ 27.35
15	1230	\$ 417.31	\$ 335.27	\$ 107.58	\$ 442.84	\$ 25.53
16	1834	\$ 622.24	\$ 499.90	\$ 160.40	\$ 660.30	\$ 38.06
17	1584	\$ 537.42	\$ 431.76	\$ 138.54	\$ 570.29	\$ 32.87
18	1200	\$ 407.14	\$ 327.09	\$ 104.95	\$ 432.04	\$ 24.90
19	1209	\$ 410.19	\$ 329.54	\$ 105.74	\$ 435.28	\$ 25.09
20	1209	\$ 410.19	\$ 329.54	\$ 105.74	\$ 435.28	\$ 25.09
21	1209	\$ 410.19	\$ 329.54	\$ 105.74	\$ 435.28	\$ 25.09
22	1206	\$ 409.17	\$ 328.72	\$ 105.48	\$ 434.20	\$ 25.03
23	1563	\$ 530.30	\$ 426.03	\$ 136.70	\$ 562.73	\$ 32.44
Totals	30871	\$ 10,473.93	\$ 8,414.62	\$ 2,700.00	\$ 11,114.62	\$ 640.69
Annual		\$ 125,687.10	\$ 100,975.40	\$ 32,400.00	\$ 133,375.40	\$ 7,688.30

Strata Plan LMS-554 – HAMILTON COURT
Annual General Meeting Minutes

*12 Post-Dated cheques, made payable to Strata Plan LMS-554,
should be sent to the management company.*

**Those owners already using the PAP service need do nothing further
as the adjustment will be made in the March PAP withdrawal.**

2020 Strata Council

The following owners volunteered and were elected for service on the 2019 strata council:

Hanif Ladha	Unit 09
Shervin Shapourian	Unit 14
Nicole Blanchard	Unit 16
Lisa Austin	Unit 19
John Tonks	Unit 05

New Business

1. Overhead Door- There was a general discussion around implementing a system to lift the Garage Door in the event of a power outage. The agent will consult with Overhead Door on available options.
2. Mail Room Light – The agent was instructed to arrange to have a burnt out light bulb near the mail boxes replaced.
3. Front Door Painting – An owner brought up Front Door Painting. There was a brief discussion surrounding this issue and the logistics behind it. This will be put on the agenda for the next council meeting.
4. EV Charging – One owner inquired if council had looked into the possibility of adding electric vehicle charging stations into the parking garage. Council went into detail on the next steps which would include bringing in an electrical engineer to determine the feasibility for charging stations in the building and making necessary changes to the buildings bylaws around the distribution of electricity. Council will discuss this at the next scheduled council meeting.

Council met briefly to set up the next scheduled council meeting date. The next council meeting was scheduled for March 2nd 2020 at 7:00pm in unit no. 9.

Present:

Hanif Ladha	Unit 09	Member
Shervin Shapourian	Unit 14	Member
Nicole Blanchard	Unit 16	Member
John Tonks	Unit 05	Member

Absent:

Lisa Austin	Unit 19	Member
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Strata Plan LMS-554 – HAMILTON COURT

Annual General Meeting Minutes

1. The next scheduled council meeting was scheduled for Monday March 2nd. Council decided to elect positions at the meeting on March 2nd.
2. At 8:05PM the meeting was terminated.

Hayden Chambers, Strata Manager
C & C PROPERTY GROUP LTD

Strata Plan LMS-554

Meeting of the Strata Council Minutes

Monday, March 2nd 2020 at 7:00 pm – In Unit #9

Present: Hanif Ladha #09
Nicole Blanchard #16
Lisa Austin #19
John Tonks #05

Elizabeth Chambers Agent Representative

Absent: Shervin Shapourian #14

1. Call to Order The meeting was called to order at 7:02 pm. Council requested that the Agent representative chair the meeting.

2. Minutes Approval

a. The December 2nd, 2019 Council meeting minutes were approved as circulated.

3. Financial Statements

- a. The November 2019 – January 2020 Financial statements were deferred as the treasurer was not present.
- b. A/R Aging Review – Accounts receivable were discussed. One unit owner owes one month maintenance fee. The Agent will follow up.

4. Business Arising

- a. *Election of Officers* – Council elected officers at this meeting.
- | | |
|--------------------------|--------------------|
| i. President | Lisa Austin |
| ii. Vice-President | Hanif Ladha |
| iii. Treasurer | Shervin Shapourian |
| iv. Landscaping/Grounds | Nicole Blanchard |
| v. Privacy Officer | Shervin Shapourian |
| vi. Hazardous Materials | Nicole Blanchard |
| vii. Project Coordinator | John Tonks |
- b. *Front Door Painting* - Council agreed that the front doors of the buildings require painting. Council instructed the Agent to obtain quotations for painting the exterior of the doors and also to paint the door plus the frames.
- c. *House Numbers* – Council will be systematically refinishing the house numbers and the plaques they are mounted on.
- d. *Electric Vehicle Charging* – Council agreed to consult with an electrician as a first step to determining what is actually required if anything, to upgrade the infrastructure to allow for electric vehicle charging in unit owner parking stalls. This is a council led project.
- e. *Window Condensation* – Council authorized the Agent to contact McArthur Vantell and request a proposal for the specifications and tender for the Window Condensation Project. Council determined that they would like the engineer to visit each unit if possible to determine the full extent of the problem in conjunction with the information from the Council survey. Council agreed that this project should be administered by C&C Property Group Ltd.

f. Spring Maintenance

- i. Annual Inspection – Shortly, Voltech will be on site to conduct the annual fire safety equipment inspection. Lisa agreed to be the site contact for the inspection. Owners may recollect that Council was contemplating making smoke detectors a strata responsibility. This did not get discussed at the AGM but may be placed on the agenda at an upcoming general meeting. Council will review the fire safety report when received and determine what the best approach is for 2020.
- ii. Siding Repairs – Drew Enterprises has repaired two areas with minor concerns.
- iii. Pressure Washing – Council determined that only minor power washing is required this spring and instructed the Agent to obtain quotes for power washing areas that are important for safety.
- iv. Soft Wash of Building – Council instructed the Agent to obtain quotations for the soft wash of the building exterior.
- v. Downspout near Unit #19 – this downspout is not aligned correctly. Council requested that it be repaired.
- vi. Leak in Electrical Room – Council continues to monitor this area and will advise the Agent if the wall can be repaired.
- vii. Trim Replacement #9 – Council noted that the pest company did not replace the trim around the French doors of unit #9 after a wasp nest was removed. Council requested the Agent contact the Orkin and arrange for them to replace the trim.
- viii. Trees – Council will conduct a walk about with the gardener and discuss strategies and pruning of trees on the property and also the trees on 16th street.

5. Correspondence

- a. No correspondence was received.

6. New Business

- a. Garage Gate – Council requested that the Agent ask the Garage gate company if there is a way that the gate can be outfitted with a crank to help manually lift the gate when there are power outages. In addition, when the gate is lifted manually, the gate does not sit high enough for larger vehicles to pass underneath. Council is wondering if there is a way to secure the gate fully open in these circumstances.
- b. By-Laws – Council agreed that the by-laws do require review as their format is confusing and not practical and they have not been revised in quite a while.
- c. Grimefighters Snow Removal Invoice – Council reviewed a recent invoice for snow removal and requested that the Agent contest the invoice on their behalf.
- d. Snow Removal – General – Council noted that during the last snowfall, somehow units 13-16 were missed. The Agent was instructed to inform the snow removal company of this. Council also discussed the feasibility of keeping the snow removal in house for the next winter season.

- e. Visitor Parking – One unit is currently using visitor parking in a way that is contrary to the by-laws. Owners are reminded that the by-laws state:

- (c) Four parking stalls shall be reserved for short term visitor use and shall not be used by occupants of the development. Except with written permission of council, visitor parking is limited to no longer than 24 hours at one time and no more than four days in any 30 day period.

Council requested that the Agent inform the unit owner and tenant of the by-law so that they are aware.

7. Adjournment

The meeting was adjourned at 8:36pm. the Council agreed upon pre-arranged meeting dates as follows:

June 11th, 2020 at 7:00pm

September 17th, 2020 at 7:00pm

December 10th, 2020 at 7:00pm

Elizabeth Chambers, Agent Representative

C&C Property Group Ltd.

530 – 171 West Esplanade Ave.

North Vancouver, B.C., V7M 3J9 liz@cccm.bc.ca Phone: 604 987-9040 Fax: 604 987-9045

Insured	The Owners of Strata Plan LMS554, Hamilton Court C & C Property Group Ltd.		Property Policy Number: CMW M0285
Policy Period	From: May 1, 2020	To: May 1, 2021	Effective May 1, 2020
Location(s)	828 West 16th Street, North Vancouver, BC V7P 1R3		
Description of Coverages		Limits of Liability	Deductibles
Property of Every Description – Per Occurrence, Form CMWM-October 2019, Appraisal: May 1, 2020, Year of Cycle: 4		\$ 7,631,000.	See Below
Business Interruption		Not Covered	
Earthquake – Annual Aggregate – Extended Replacement Cost Applies		\$ 7,631,000.	
Flood – Annual Aggregate – Extended Replacement Cost Applies		\$ 7,631,000.	
Blanket Glass		Included	
Equipment Breakdown – By-laws Included		\$ 7,631,000.	\$1,000.
Business Interruption – Loss of Profits (Gross Rentals)		Not Covered	
Included – Debris Removal, \$500,000. Ammonia Contamination, \$500,000. Hazardous Substances, \$1,000,000. Expediting Expense, \$500,000. Water Damage, \$250,000. Extra Expense, \$100,000. Service Interruption		Included	
General Liability – Bodily Injury, Personal Injury and Property Damage Liability – Each Accident or Occurrence		\$ 10,000,000.	*\$1,000.
Products and Completed Operations – Aggregate Limit		\$ 10,000,000.	
Non-Owned Automobile		\$ 10,000,000.	
Advertising Injury Liability		\$ 10,000,000.	
Medical Payments – Each Person		\$ 50,000.	
Tenants' Legal Liability – Any One Premises		\$ 500,000.	\$1,000.
Voluntary Compensation Extension – Strata Volunteers Coverage (Weekly Indemnity of 2/3 of Employee's Weekly Wage, but not exceeding \$500/week & set at \$500/week for Volunteer Workers)		\$ 50,000.	
Strata Corporation Directors & Officers Liability – Annual Aggregate – Claims Made, Defense Costs Outside limit of liability – No limitation		\$ 5,000,000.	Nil
Professional Liability Extension for Property Manager per Wrongful Act – Annual Aggregate – Claims Made		Included	Nil
Discrimination Defense Costs		Included	
Employment Practices Liability		Included	
Broad Form Money & Securities – Loss Inside & Outside Premises, Depositors Forgery		Not Covered	
Employee Dishonesty, Coverage – Form A		Not Covered	
Pollution Liability – Each Pollution Event, Including Bodily Injury or Property Damage and Clean-up Costs		\$ 1,000,000.	\$10,000.
Aggregate (Master) Policy Limit		\$ 5,000,000.	
Terrorism and Sabotage Coverage		\$ 500,000.	\$2,500
Volunteer Accident Coverage		\$ 100,000.	7 Day Waiting Period
Principal Sum - \$100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks)			
Accident Expenses - various up to \$15,000. (please see wording) Dental Expenses \$5,000.			
Intellect Privacy & Data Breach			Nil.
Liability		\$ 50,000.	
Expense		\$ 10,000.	
Earthquake Deductible Buy-Down Coverage – Annual Aggregate		\$ 381,550.	5 %

Deductibles – Property

- All Losses \$10,000 except
- Water Damage \$50,000
- Sewer Back-up \$50,000
- Flood \$25,000
- Earthquake 10%, minimum \$100,000
Earthquake Deductible Buy - Down: 5 %
- Residential Glass Breakage \$2,500
- Canopy Glass Breakage \$5,000
- Master Key Coverage \$2,500
- Lock and Key Coverage \$2,500
- Illegal Drug Activity \$50,000
- All Losses arising from Vacant Units \$50,000
- Sprinkler Discharge \$50,000

Conditions – Property

- All Risks of direct physical loss or damage to property described at Location(s) of Risk shown above.
- Basis of Loss Settlement – Replacement Cost including by-laws.
- Co-insurance Basis – Stated Amount
- Extended Replacement Cost – 30%
- Any Property additions, renovations or installation work will be subject to a limit of 15% of the insured value, with a maximum of \$1,000,000.

Conditions – General Liability

- Property Manager is an Additional Named Insured for their management of the Strata Plan.
- *\$1,000. Bodily Injury Deductible shall be waived on the first bodily injury loss/claim if there is no prior bodily injury loss within 5 years from the effective date of the coverage term

Notable Exclusions & Endorsements

- Property Cyber and Data Endorsement
- Communicable Disease Endorsement / Communicable Disease Exclusion / Virus, Bacteria or Microorganism Exclusion

Strata Plan LMS-554

Meeting of the Strata Council Minutes

Thursday June 11th 2020 at 7:00 pm – Electronically

Present:

Hanif Ladha	#09
Nicole Blanchard	#16
Lisa Austin	#19
John Tonks	#05
Shervin Shapourian	#14
Hayden Chambers	Agent Representative C&C Property Group

- 1. Call to Order**- The meeting was called to order at 6:59 pm. Council requested that the Agent representative chair the meeting.
- 2. Minutes Approval**
 - a. The February 27, 2020 Council meeting minutes were approved as circulated.
- 3. Financial Statements**
 - a. The November 2019 – April 2020 Financial statements were approved as circulated.
 - b. A/R Aging Review – Accounts receivable were discussed. One unit owner owes one month maintenance fee. Council instructed the agent to follow up via phone and continue collection efforts.
- 4. Business Arising**
 - a. *Voltech Fire Protection Deficiencies Quotation* - Council approved the quotation submitted by Voltech Fire Protection to correct the deficiencies noted during the 2020 Annual Fire Inspection.
 - b. *Building Washing Quotes* – The agent presented two quotes to wash the buildings siding, railings, outside of the gutters, fascia and flashing. Council approved the work and selected Blue Bird Maintenance Services for the Job.
 - c. *Window Condensation* – The agent reported that due to the ongoing situation with COVID-19 McArthur Vantell is currently not able to complete in suite inspections. Council instructed the agent to work towards planning for in suite inspections in the fall. Council is hopeful to obtain a specification for the project in the fall.
 - d. *Presentation & Review of Common Area Pressure Washing Quotes* – The agent presented two quotes for common area pressure washing. A council member noted that in previous years council had completed the building washing and pressure washing on alternating years. After a brief discussion council agreed to defer this work until the 2021 fiscal year.
 - e. *Presentation & Review of Front Door Painting Quotes* – Council discussed two quotes from PLE Painting and Top Notch Painting to repaint the complexes front doors. Council instructed the agent to confirm whether PLE painting includes the painting of “side pods”. Council also instructed the agent to confirm whether the quotes include scraping and sanding before painting in order to ensure the job includes fixing the chipped paint on some doors. Council agreed to defer this item for the time being noting the 2020 repairs and maintenance budget.
 - f. Gardening Report – Council briefly discussed the condition of the garden. A council member reported that the garden looked good and that the work being done was sufficient for the time being.
 - g. *Loan From Contingency Reserve Fund* – The agent reported that it was necessary to take a loan from the Contingency Reserve Fund in the amount of \$25,000 to pay for the 2020 Insurance Premium. The agent

noted that this loan was strictly for cash flow purposes and is intended to be paid back in full at the end of the fiscal year. The loan was approved by council in between meetings.

- h. *Trim Replacement* – The agent reported that Orkin Canada was unwilling to attend a unit to repair the trim which they removed in order to access a wasp nest. Council instructed the agent to continue efforts to have Orkin Canada attend to repair the trim. If Orkin Canada continues to refuse council instructed the agent to have Rick Drew attend to complete the job.
- i. *Leak in Electrical Room* – A council member noted that they would look into the ongoing intermittent electrical room leak and report back to the agent if service is required.
- j. *Electric Vehicle Charging* – Council reported that they were still intending on consulting with an electrician to evaluate the electrical capacity in the Parkade.
- k. *Siding Repairs* – Council instructed the agent to confirm with Rick Drew that all rotten siding noticed during his inspection had now been fixed.
- l. *Staircase Damage* – Council briefly discussed damage that was occurring on some of the complexes staircases that result from large items being carried up. Council reminds owners to please use the complexes ramps when moving large items.

5. Correspondence

- a. One unit submitted a request for the immediate area behind their unit to be pressure washed. Council signaled its intention identify the area however noted that the pressure washing work will be deferred until 2021. The owner also submitted a request for the strata to repair the rotting wood in the units back retaining wall area and front planter. This request was approved and council asked the agent to have Rick Drew attend to complete this repair.

6. New Business

- a. *Overhead Door Planned Maintenance Contract* – The agent presented a quote for Overhead Door to implement planned scheduled recommended preventative maintenance for the Garage Door. Council approved the quote with the condition that the time period of the contract be amended from two years to one year.
- b. *New Garage Door Motor and Backup System* – Council briefly discussed a quote submitted by Overhead Door for the installation of a Garage Door system with a backup battery which ensures that the door would be in the open position if a power outage occurred. Council instructed the agent to obtain additional quotes for this job.
- c. *Garage Attempted Break In* – Council discussed an attempted break-in in the parkade area which occurred in late April. Council discussed the prospect of placing cameras in the area in an attempt to deter future break-in attempts. The agent laid out the process for obtaining cameras and council agreed to defer the item for the time being.
- d. *Records at Land Titles Office* – Council instructed the agent to obtain pricing to obtain all the strata's records currently held at the Land Titles Office.

7. Adjournment

- a. The meeting was adjourned at 8:02pm. The next scheduled council meeting is on September 17th 2020 at 7:00pm.

Hayden Chambers, Agent Representative

C&C Property Group Ltd.

530 – 171 West Esplanade Ave.

North Vancouver, B.C., V7M 3J9

Phone: 604 987-9040 - Ext: 234 Fax: 604 987-9045 Email: hayden@cccm.bc.ca

Strata Plan LMS-554

Meeting of the Strata Council Minutes

Thursday September 17th, 2020 at 7:00 pm – Electronically

Present: Shervin Shapourian #14
Nicole Blanchard #16
Lisa Austin #19
John Tonks #05

Hayden Chambers Agent Representative

Absent: Hanif Ladha #09

Hayden Chambers Agent Representative
C&C Property Group

1. Call to Order- The meeting was called to order at 7:00 pm. Council requested that the Agent representative facilitate the meeting.

2. Minutes Approval

- a. The June 11, 2020 Council meeting minutes were approved as circulated.

3. Financial Statements

- a. The May 2020 – July 2020 Financial statements were approved as circulated.
- b. Accounts Receivable Summary– Accounts receivable were discussed. One unit owner owes one month maintenance fee. The agent reported that the owner had reported that they were intending on sending authorization to have their account brought current on October 1st, 2020.

4. Business Arising

- a. *Rick Drew Work Day* – The agent reported that the work council requested Rick Drew complete during the summer of 2020 was still outstanding as he has been too busy to attend the site. The agent reported that the contractor was still unable to provide a timeline for getting the work completed but had made contact with a council member and attended the site on at least one occasion to review a portion of the required work.
- b. *Drywall Repair* – Council instructed the agent to obtain a quote from Canstar Restorations and Rick Drew to have a hole repaired in the drywall near in the storage locker area. It is expected that this repair will take place during the 2021 fiscal year. Council instructed the agent to inform the owner who was using the storage locker closest to the hole of the expected timeline for having the repair completed.
- c. *Window Condensation Project*– Council instructed the agent to arrange to have the engineer attend to conduct an inspection of the windows. Owners will be contacted in the coming weeks if access to their unit is required.
- d. *Garage Door System* – Council reviewed and discussed an additional quote for a new garage door system. Council instructed the agent to obtain a quote to have the garage door programmed differently as it was noted that the door had not been re programmed in a long period of time. Council also requested that the agent obtain pricing for new garage door remotes.
- e. Broken Fence – Council requested that the agent arrange to have an area of broken fence repaired.

- f. Dryer Vent Cleaning – Council instructed the agent to schedule dryer vent cleaning for an October date.
- g. Pressure Washing – It was noted that pressure washing would be deferred until the 2021 fiscal year due to budget constraints.
- h. Gutter Cleaning – Council instructed the agent to obtain three quotes to clean the complexes gutters.
- i. Voltech Fire Inspection – Council reported that the deficiency corrections visit took place on September 15th as scheduled. Council instructed the agent to remind Voltech to get in touch with the designated site contact during their next visit first as it was reported that this did not take place.
- j. Front Door Painting – Council briefly discussed the front door painting project. Council will discuss this item further during the budget meeting.

5. Correspondence

- a. Telus Fiber Optics – Council reviewed correspondence submitted by an owner requesting permission for Telus to install fiber optic wiring into the complex in order to supply faster internet to their unit. Council discussed the request with the agent and ultimately rejected it. Council noted that a request from Telus had been reviewed at a previous council meeting in April 2019 and council had decided not to engage with them at that time.
- b. Cameras – A council member reported that they had received correspondence from an owner inquiring if council was intending on installing CCTV cameras in the complex. Council reported that they were not intending on moving forward with this at this time.

6. New Business

- a. Keys – Council briefly discussed the concept of obtaining a master key for the complex. **Council would like to remind all owners to have new keys copied at Silverline Security and to contact Hayden at C&C Property Group to obtain an authorization letter.**
- b. Snow Removal – Council instructed the agent to obtain quotes for snow removal for the 2020/21 winter. Council instructed the agent to explore the possibility of giving potential snow removal companies caps on the amount of salt they are authorized to use. Council cited problems with excessive salt use in prior years as the reason for this request.
- c. Preventative Maintenance Inspection – Council instructed the agent to confirm that Modern Niagara was able to conduct its latest preventative maintenance inspection as they reported that they were unable to obtain access to the building during their last visit.

7. Adjournment

- a. The meeting was adjourned at 7:46pm. The next scheduled council meeting is on December 10th 2020 at 7:00pm.

Hayden Chambers, Agent Representative

C&C Property Group Ltd.

530 – 171 West Esplanade Ave.

North Vancouver, B.C., V7M 3J9

Phone: 604 987-9040 - Ext: 234 Fax: 604 987-9045 Email: hayden@cccm.bc.ca

Strata Plan LMS-554

Meeting of the Strata Council Minutes

Monday December 10th 2020 at 7:00 pm – Electronically

Present: Shervin Shapourian #14
Nicole Blanchard #16
Lisa Austin #19
Hanif Ladha #09

Hayden Chambers Agent Representative

Absent: John Tonks #05

Hayden Chambers Agent Representative
C&C Property Group

1. Call to Order- The meeting was called to order at 7:01 pm. Council requested that the Agent representative facilitate the meeting.

2. Minutes Approval

- a. The September 17th 2020 Council meeting minutes were approved as circulated.

3. Financial Statements

- a. The August 2020 – October 2020 Financial statements were approved as circulated.
- b. Accounts Receivable Summary– One owner was reported to be in arrears. The agent reported that they had received authorization to bring the owners account current on January 4th 2020.

4. Business Arising

- a. *Rick Drew Work Day* – The agent reported that the work council requested Rick Drew complete during the summer of 2020 had been completed.
- b. *Drywall Repair* – The agent presented a quote submitted by Canstar Restorations to repair a section of drywall in the storage locker area. Council approved the quote and instructed the agent to schedule the work in February 2021.
- c. *Dryer Vent Cleaning* – The agent reported that the dryer vents were cleaned from the outside only. Council instructed the agent to arrange to have the dryer vents cleaned from the insides in January.
- d. *Gutter Cleaning* – Council reviewed three quotes to clean the complexes gutters and selected Retro Cleaning for the job. This work will be completed in after February 2021.
- e. *Courtyard Pressure Washing* – Council differed this item but is intending on revisiting in the next fiscal year.
- f. *Window Condensation Project* – Due to the recent increase in COVID cases council decided not to proceed with inspections as noted at the September 17th council meeting. Knowing that the engineer will follow the appropriate COVID protocols when inspecting unit's council instructed the agent to re schedule the inspections. Owners will be contacted if they are required to provide access to the engineer.

5. New Business

- a. *Recycling Bins* – The agent reported that the City of North Vancouver’s recycling contractor Emterra Environmental had asked to install a new bin or increase service to the building due to the current recycling bin being consistently full. Council decided against this and instead asks that all owners please remember to break down their cardboard boxes before putting them in the recycling bin. Owners are also reminded that very large boxes can be brought to the local recycling depot.
- b. *2021 AGM Process* – Due to the ongoing COVID -19 pandemic Council decided that owners would not be asked to attend this year’s AGM in person but instead record their votes for the proposed resolutions on a restricted proxy form. More information on the 2021 AGM will be made available on the 2021 AGM notice.
- c. *Depreciation Report Review* – Council reviewed the current Depreciation Report and noted that there was no recommended work for 2021.
- d. *Building Membrane Issue* – Council reviewed and approved a quote submitted by Bole Construction to make a repair to the building membrane near unit 22. The work will be scheduled for February 2021.
- e. *Garden* – Council delivered a report on the status of the Gardens. Council reported that the gardener had said that this year was expected to be worse than usual for chafer Beetles. Council also reported that they were intending on replacing a dead tree near unit 18 in the spring.
- f. *Items in Parking Garage* – Council instructed the agent to send letters to a number of units who are storing items other than motor vehicles or bikes in the parking garage. All owners are reminded that only motor vehicles and bicycles are permitted to be stored in the parking garage.

6. Adjournment

- a. The meeting was adjourned at 7:54PM. The next meeting was scheduled for January 25th 2020 at 7:00PM.

Hayden Chambers, Agent Representative

C&C Property Group Ltd.

530 – 171 West Esplanade Ave.

North Vancouver, B.C., V7M 3J9

Phone: 604 987-9040 - Ext: 234 Fax: 604 987-9045 Email: hayden@cccm.bc.ca

Strata Plan LMS-554

Meeting of the Strata Council Minutes

Monday January 25th 2021 at 7:00 pm – Electronically

Present: Shervin Shapourian #14
Nicole Blanchard #16
Lisa Austin #19
Hanif Ladha #09

Hayden Chambers Agent Representative

Absent: John Tonks #05

Hayden Chambers Agent Representative
C&C Property Group Ltd

1. Call to Order- The meeting was called to order at 7:01 pm. Council requested that the Agent representative facilitate the meeting.

2. Minutes Approval

- a. The December 10th 2020 Council meeting minutes were approved as circulated.

3. Financial Statements

- a. Approval of the November and December 2020 financial statements was deferred.
- b. Accounts Receivable Summary – The agent reported that no owners were currently in arrears.

4. Business Arising

- a. *Storage Locker Drywall Repair* – The agent reported that this work would be completed in February.
- b. *Dryer Vent Cleaning* – The agent reported that National Air was unable to clean the dryer vents from the inside only as the lint and dust would result in needing to have the vents cleaned from the outside as well. In light of this information Council instructed the agent to arrange to have the dryer vents cleaned from the inside and outside in June or July 2021.
- c. *Gutter Cleaning* – The agent confirmed that the Gutters will be cleaned by Retro Cleaning in February or March 2021.
- d. *Window Condensation Project* – The agent informed council that the initial inspection for the Window Condensation Project had been completed. The agent reported that they expect to receive the recommended scope of work for the project shortly.
- e. *Recycling Area* – Council discussed the buildings recycling area and the ongoing problem of overflowing bins. Council approved obtaining two additional recycling bins for the room.
- f. *Building Membrane Repair* – The agent confirmed that a membrane repair near unit 22 would be completed in February 2021.

5. Correspondence

- a. One owner submitted correspondence requesting that a missing exterior fence board be replaced and their planter be repaired. Council approved the request and instructed the agent to contact Rick Drew to examine the area of concern.

6. New Business

- a. *Review and Approval of the 2021 Operating Budget* - Council reviewed and approved a proposed 2021 operating budget for presentation to owners. Council decided that they would propose contributing the 2021 budget surplus to the contingency fund.
- b. *2021 Management Addendum* – The agent informed council the management fees would be rising by approximately 3.13% starting at the beginning of the 2021 fiscal year. The agent asked council to sign and return the management contract addendum.
- c. *Depreciation Report* – Council decided to recommend deferring the Depreciation Report requirement for the 2021 fiscal year as the window condensation project had not yet been completed.
- d. *AGM Date* – Council attentively set the AGM date for March 16th 2021. This year's AGM will look different compared to past years. Due to the inability to meet in person council will ask owners to instead submit a restricted proxy indicating how they vote on each resolution instead of attending in person. More information will be provided on the 2021 AGM Notice. Owners will be able to take part in an electronic informal information meeting currently scheduled to take place on March 3rd 2021.
- e. *2021 Council* – Owners who are interested in being on Council for the 2021 fiscal year are asked to email Hayden Chambers at hayden@cccm.bc.ca before February 16th 2021. Owners can also call 604-987-9040 Ext 234 in order to be considered for council.

7. Adjournment

- a. The meeting was adjourned at 7:51PM.

Hayden Chambers, Agent Representative

C&C Property Group Ltd.

530 – 171 West Esplanade Ave.

North Vancouver, B.C., V7M 3J9

Phone: 604 987-9040 - Ext: 234 Fax: 604 987-9045 Email: hayden@cccm.bc.ca

Notes to Financial Statements
Hamilton Court (LMS554)
January 31, 2021

Fiscal Year End - January

Cash Positions	Operating Fund	Contingency Reserve Fund
Bank Balance	\$ 9,082.61	\$ 246,182.55
O/S Cheques	(208.23)	-
Bank G.L. Balance	\$ 8,874.38	\$ 246,182.55
Working Capital		
CRF Loan due from Operating		
Equity		\$ 246,182.55
<u>Prepaid Expenses</u>		
<u>Insurance</u>		
Invoice May/20 CapriCMW	\$ 28,113.00	
Expensed Year To Date <i>For the year ending Apr. 30 2021</i>	(21,084.75)	
Prepaid Insurance		7,028.25
<u>Water & Sewage</u>		
Invoice Jan/21 City of North Vancouver	\$ 13,294.00	
Expensed Year To Date <i>For the year ending Dec. 31, 2021</i>	(1,107.83)	
Prepaid Water & Sewage		12,186.17
Prepaid Expense Total		\$ 19,214.42
<u>Accrued Liabilities</u>		
Miscellaneous Y/E T2 Filing		210.00
Electricity BC Hydro		472.73
Gas Fortis BC		148.05
R&M Orkin Canada (Jan'21 Pest Control)		133.35
R&M Retro Cleaning (Jan'21 Salting & Sanding)		283.50
Total Accrued Liabilities		\$ 1,247.63

Balance Sheet (Accrual)
HAMILTON COURT - (lms554)
January 2021

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Prepared For:
The Owners, Strata Plan LMS-554
828 West 16th St., North Vancouver
Fiscal Year End - January

Prepared By:
C & C Property Group Ltd.
530 - 171 West Esplanade Ave
North Vancouver, BC V7M 3J9

CASH

1011-0000 TD Operating Fund	8,874.38
1016-0000 TD Contingency Fund	246,182.55
TOTAL CASH	255,056.93

Owner Receivable Accounts

1200-0000 Accounts Receivable	24.07
1210-0000 Prepayments	-24.07

CURRENT ASSETS

1350-0000 Prepaid Expenses	19,214.42
----------------------------	-----------

TOTAL ASSETS

274,271.35

LIABILITIES

2100-0000 Accounts Payable	16,770.84
2220-0000 Accrued Liabilities	1,247.63

TOTAL LIABILITIES

18,018.47

CONTINGENCY RESERVE FUND (CRF)

CAPITAL

3010-0000 Opening Balance	199,848.19
---------------------------	------------

Current Year CRF Revenues

3015-0000 Current Year Appropriations	32,400.00
3020-0000 Current Year Interest	2,123.53
3024-0010 Contribution of Surplus	11,810.83

Total Current Year CRF Revenues

46,334.36

TOTAL CONTINGENCY RESERVE FUND

246,182.55

OPERATING FUND

3500-0000 Opening Balance	21,810.83
3552-0000 Operating Fund Transfers In (Out)	-11,810.83
3600-0000 Current YTD Surplus (Deficit)	70.33

TOTAL OPERATING FUND

10,070.33

TOTAL CAPITAL

256,252.88

TOTAL LIABILITIES & CAPITAL

274,271.35

Budget Comparison (Accrual)
HAMILTON COURT - (lms554)
January 2021

Page 1
2/19/21
11:17 AM

Prepared For:
The Owners, Strata Plan LMS-554
828 West 16th St., North Vancouver
Fiscal Year End - January

Prepared By:
C & C Property Group Ltd.
530 - 171 West Esplanade Ave
North Vancouver, BC V7M 3J9

	MTD Actual	MTD Budget	\$ Var.	% Var.	YTD Actual	YTD Budget	\$ Var.	% Var.	Annual
REVENUE									
4710-0000 Strata Fees	11,114.56	11,114.58	-0.02	0.00	133,374.76	133,375.40	-0.64	0.00	133,375.40
4720-0000 Interest	7.84	25.00	-17.16	-68.64	176.60	300.00	-123.40	-41.13	300.00
4750-0000 Parking	60.00	60.00	0.00	0.00	848.00	720.00	128.00	17.78	720.00
4780-0000 Other Income	160.00	160.00	0.00	0.00	1,993.20	1,920.00	73.20	3.81	1,920.00
TOTAL REVENUE	11,342.40	11,359.58	-17.18	-0.15	136,392.56	136,315.40	77.16	0.06	136,315.40
EXPENSES									
5010-0000 Annual Trust Review	0.00	35.00	35.00	100.0	420.00	420.00	0.00	0.00	420.00
5040-0000 Insurance	2,342.75	2,124.38	-218.37	-10.28	25,719.00	25,493.00	-226.00	-0.89	25,493.00
5045-0000 Legal & Professional	0.00	83.37	83.37	100.0	224.00	1,000.00	776.00	77.60	1,000.00
5050-0000 Management Fees	1,337.70	1,336.75	-0.95	-0.07	16,052.40	16,041.00	-11.40	-0.07	16,041.00
5060-0000 Miscellaneous	289.22	183.37	-105.85	-57.72	1,128.92	2,200.00	1,071.08	48.69	2,200.00
5200-0000 Electricity	386.20	330.87	-55.33	-16.72	3,543.95	3,970.00	426.05	10.73	3,970.00
5250-0000 Gas (Natural Gas)	1,500.00	487.00	-1,013.00	-208.0	9,510.51	5,844.00	-3,666.51	-62.74	5,844.00
5300-0000 Municipal Sewer/Water	1,107.83	1,120.70	12.87	1.15	12,534.96	13,448.40	913.44	6.79	13,448.40
5350-0000 Recycling	0.00	36.75	36.75	100.0	-34.50	441.00	475.50	107.8	441.00
5500-0000 Waste & Compost	208.23	225.38	17.15	7.61	2,498.82	2,705.00	206.18	7.62	2,705.00
5655-0000 Fire Prev./Monitor	0.00	166.63	166.63	100.0	1,377.92	2,000.00	622.08	31.10	2,000.00
5680-0000 Janitorial	872.92	449.62	-423.30	-94.15	5,237.52	5,395.00	157.48	2.92	5,395.00
5750-0000 Landscaping/Grounds	525.00	708.36	183.36	25.89	7,728.00	8,500.00	772.00	9.08	8,500.00
5900-0000 Repair & Maintenance	1,451.78	1,321.50	-130.28	-9.86	17,211.86	15,858.00	-1,353.86	-8.54	15,858.00
5930-0000 Supplies	0.00	50.00	50.00	100.0	768.87	600.00	-168.87	-28.15	600.00
TOTAL OPERATING EXPENSES	10,021.63	8,659.68	-1,361.95	-15.73	103,922.23	103,915.40	-6.83	-0.01	103,915.40
6000-0000 Transfer to Contingency	2,700.00	2,700.00	0.00	0.00	32,400.00	32,400.00	0.00	0.00	32,400.00
TOTAL EXPENSES	12,721.63	11,359.68	-1,361.95	-11.99	136,322.23	136,315.40	-6.83	-0.01	136,315.40
NET INCOME	-1,379.23	-0.10	-1,379.13	-1,379	70.33	0.00	70.33	0	0.00

Parking Stall Assignments Strata Plan LMS-554

Unit	Strata Lot	Stall	Type
1	12	1	LCP
1	12	39	LCP
2	13	2	LCP
3	14	4	LCP
4	15	5	LCP
5	16	9	LCP
6	17	10	LCP
7	18	12	LCP
8	19	13	LCP
8	19	31	LCP
9	20	11	LCP
9	20	32	LCP
10	21	7	LCP
10	21	14	LCP
11	22	15	LCP
12	23	27	LCP
13	1	33	LCP
13	1	34	LCP
14	2	28	LCP
14	2	29	LCP
15	3	30	LCP
16	4	8	LCP
16	4	23	LCP
17	5	25	LCP
17	5	26	LCP
18	6	24	LCP
19	7	35	LCP
20	8	6	LCP
21	9	3	LCP
22	10	36	LCP
23	11	37	LCP
23	11	38	LCP
Strata	Visitor	18	CP
Strata	Visitor	19	CP
Strata	Visitor	20	CP
Strata	Visitor	22	CP
Strata	Rental	16	CP
Strata	Rental	17	CP
Strata	Rental	21	CP

Unit	Strata Lot	Stall	Type
1	12	1	LCP
2	13	2	LCP
21	9	3	LCP
3	14	4	LCP
4	15	5	LCP
20	8	6	LCP
10	21	7	LCP
16	4	8	LCP
5	16	9	LCP
6	17	10	LCP
9	20	11	LCP
7	18	12	LCP
8	19	13	LCP
10	21	14	LCP
11	22	15	LCP
Strata	Rental	16	CP
Strata	Rental	17	CP
Strata	Visitor	18	CP
Strata	Visitor	19	CP
Strata	Visitor	20	CP
Strata	Rental	21	CP
Strata	Visitor	22	CP
16	4	23	LCP
18	6	24	LCP
17	5	25	LCP
17	5	26	LCP
12	23	27	LCP
14	2	28	LCP
14	2	29	LCP
15	3	30	LCP
8	19	31	LCP
9	20	32	LCP
13	1	33	LCP
13	1	34	LCP
19	7	35	LCP
22	10	36	LCP
23	11	37	LCP
23	11	38	LCP
1	12	39	LCP

LCP Limited Common Property

CP Common Property

Locker Assignments

Strata Plan LMS-554

Unit	Strata Lot	Locker	Type
Strata	Rental	1	CP
Strata	Rental	2	CP
Strata	Rental	3	CP
16	4	NL	LCP
18	6	NL	LCP
19	7	NL	LCP
20	8	NL	LCP
21	9	NL	LCP
22	10	NL	LCP
10	21	NL	LCP
11	22	NL	LCP
12	23	NL	LCP

NL Not Labeled

LCP Limited Common Property

CP Common Property

EXPLANATORY PLAN AMENDING STRATA PLAN LMS554
TO DESIGNATE LIMITED COMMON PROPERTY
FOR THE BENEFIT OF STRATA LOT 21

AMENDED SHEET 5 OF 10
STRATA PLAN LMS554

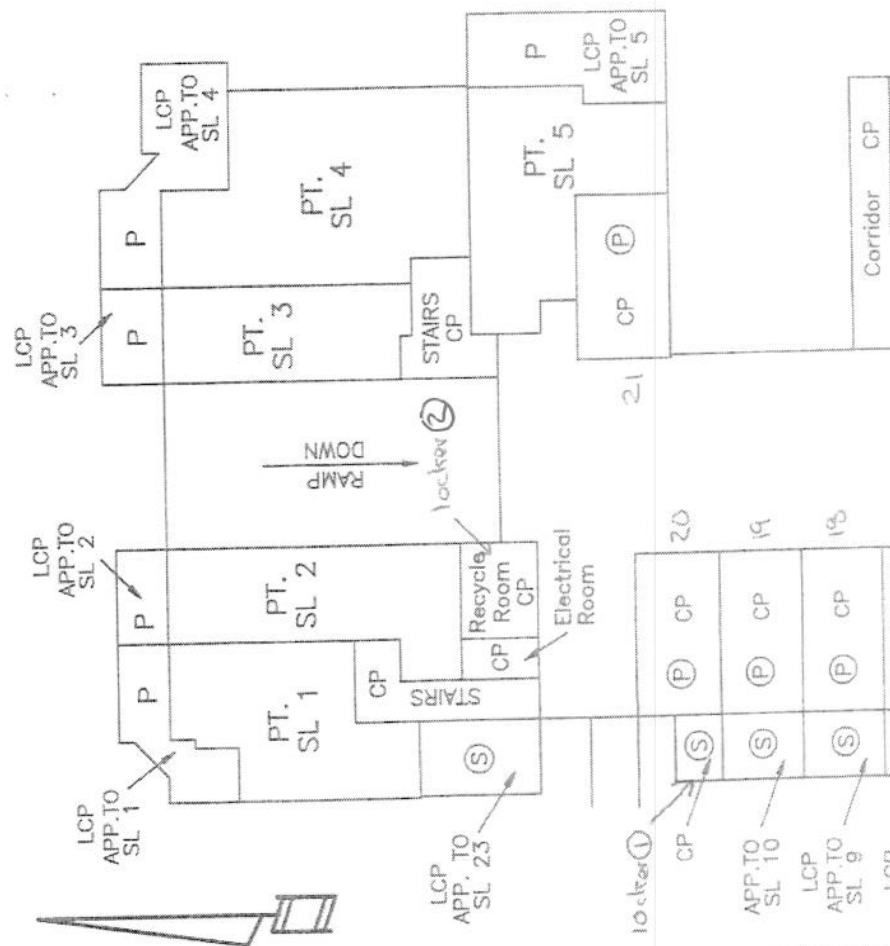
Deposited in the Land Title
Office at NEW WESTMINSTER, B.C.
This ____ day of _____, 2003

SCALE = 1:250



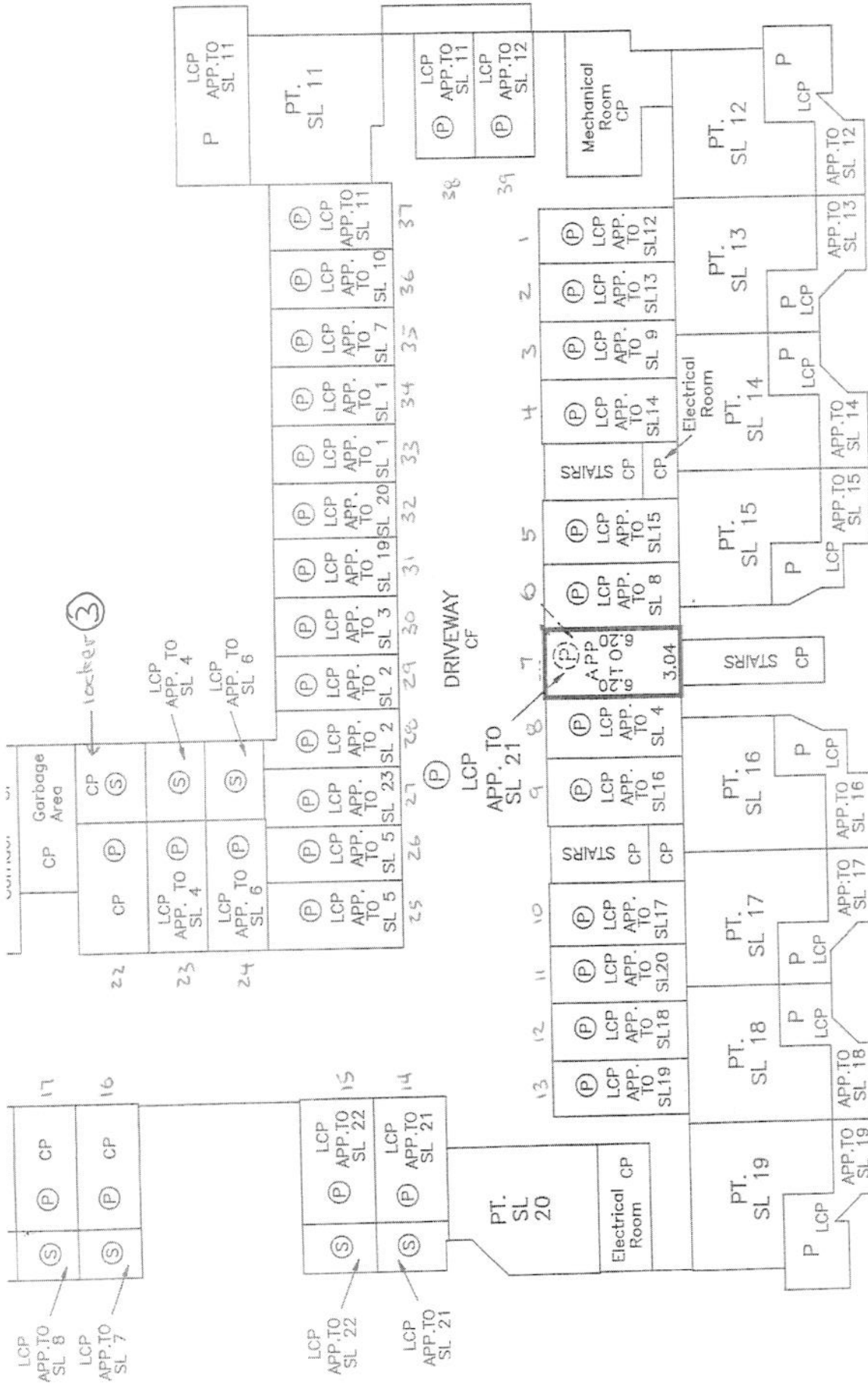
"ALL DISTANCES ARE IN METRES"

BASEMENT



LEGEND

- (P) INDICATES PARKING STALL
(S) INDICATES STORAGE AREA
P INDICATES PATIO
SL INDICATES STRATA LOT
PT. INDICATES PART OF
CP INDICATES COMMON PROPERTY
CF INDICATES COMMON FACILITY
LCP INDICATES LIMITED COMMON PROPERTY
APP. INDICATES APPURTENANT
m² INDICATES SQUARE METRES



W. LAMMERTS ©
 B.C. LAND SURVEYOR
 14649 108 AVENUE
 SURREY, B.C.
 604-584-6828
 03023/92023

MARCH 19, 2003

W. Lammerts

B.C.L.S.

03023/92023

CONDOMINIUM ACT
(Section 31)

RENTAL DISCLOSURE STATEMENT

1. The proposed strata plan in respect of which this statement is made is described as the Strata Plan of Lot K, Block B, District Lots 265 and 552, Plan LMP 1853 and contains 23 residential strata lots.
2. The residential strata lots described below are under lease as of the date of this statement and the owner-developer intends to lease each strata lot until the date set out opposite its description.

DESCRIPTION OF STRATA LOT	DATE LEASE PERIOD ENDS
None	Not applicable
<ol style="list-style-type: none">3. In addition to the number of strata lots described in paragraph 2, the owner-developer intends to lease all residential strata lots in the strata plan indefinitely.4. There is no bylaw of the strata corporation which limits the number of strata lots which may be leased by the owners.	

TOBRUCK DEVELOPMENT LTD.

Leendert Noort, Authorized Signatory

Dated: _____

Ralph Jordan, Authorized Signatory

Dated: _____

Strata Plan LMS-554

New Rule: **Effective Immediately, owners or tenants moving into or out of the property must do so through the Tobruck side of the property. No moving in or out is permitted through the 16th Street side of the property.**