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STRATACO MANAGEMENT LTD.
WILL BE RELOCATING TO:**

**#101 - 4126 NORLAND AVENUE
BURNABY, BC
V5G 3S8**

**TELEPHONE: (604) 294-4141
FAX: (604) 294-8956**



MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 3179, GLENBOROUGH, HELD ON TUESDAY, JUNE 19, 2007 AT 7:00 PM IN THE SOCIAL ROOM, 2925 GLEN DRIVE, COQUITLAM, BC

Council in attendance: Tony Lorage, President/Gardening
Ryan Furtado, Vice-President/Parking
Janet Hotra, Treasurer
Catherine Paquette, Security

Allan Grandy,
Strataco Management Ltd.

Absent with leave: Michael Osman

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Tony Lorage, at 7:03 pm.

MINUTES OF THE MEETING OF MAY 22, 2007:

It was

MOVED AND SECONDED:

That the minutes of the meeting of May 22, 2007 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

In the discussion of the minutes of the previous meeting staff were requested, where possible, to list completed items in point form to make it easier for owners to follow.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

The President noted that he was somewhat disappointed that there was not a larger turnout of owners at the Annual General Meeting.

The President noted that he was pleased that members of Council from the previous year had returned, and was happy to welcome a new member to the Strata Council, namely Michael Osman.

The President noted that in the past a news brief had been prepared and circulated by the Strata Council to convey information to all owners on various matters affecting the Strata Corporation. The President was pleased to advise that as the minutes of the Council meetings prepared by Strataco Management Ltd. are more detailed and provide greater information, it will not be necessary to prepare and distribute the news brief in the future.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Manager tabled the financial statement for the month of April 2007. The Treasurer reported that she had reviewed the financial statement and had found it to be in order. Staff were requested to review the Terasen Gas invoices to ensure that the change of

**DRAFT
FOR DISCUSSION**

billing address has finally been made and that Terasen Gas will not be issuing any further late notices. It was then

MOVED AND SECONDED:

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

MOTION CARRIED UNANIMOUSLY

Receivables Report

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

MOVED AND SECONDED:

That the supplemental parking privileges for strata lot 49 be revoked as a result of the failure of the owner to pay for the supplemental parking stall fees.

MOTION CARRIED

It was further

MOVED AND SECONDED:

That foreclosure action be authorized against strata lot 115 for the collection of all outstanding monies and associated costs of collection, pursuant to the provisions of the Strata Property Act and the bylaws of the Strata Corporation.

MOTION CARRIED

It was

MOVED AND SECONDED:

That foreclosure action be authorized against strata lot 119 for the collection of all outstanding monies and associated costs of collection, pursuant to the provisions of the Strata Property Act and the bylaws of the Strata Corporation.

MOTION CARRIED

It was

MOVED AND SECONDED:

That a lien be authorized for placement against strata lot 134 for the collection of all outstanding monies and associated costs of collection, pursuant to the provisions of the Strata Property Act and the bylaws of the Strata Corporation.

MOTION CARRIED

Supplemental Parking

The Manager tabled copies of correspondence received pertaining to an owner renting two additional supplemental parking stalls.

Salary Adjustment

The Manager confirmed that as authorized by the Strata Council, the salary paid to the resident caretaker had been adjusted retroactive to February 1, 2007.

2) Mechanical Report

Quotations

The Manager noted that quotations have been requested from several service providers for boiler repairs/replacement work. It was noted that this information is being collected to confirm the details contained in the capital plan for the Strata Corporation for the 2008 fiscal year.

Fire System Inspection

It was noted that fire alarm system inspection quotations have been requested from various contractors for the annual inspection of the building's fire alarm/fire fighting systems.

3) Staff Report

Resident Caretaker

The Manager confirmed that the resident caretaker will be scheduling vacation time and that arrangements have been made for Custom Care Cleaning to provide relief services. It was agreed by members of Council that 4 hours per day, 5 days per week, would be reasonable for relief caretaking services.

It was further confirmed that Council has provided staff with a copy of the existing job description for the resident caretaker. It was agreed that staff would be reviewing this document and making modifications, after which the job description would be brought back to Council for further discussion and consideration.

4) Completed Items

The Manager advised that since the last meeting of the Strata Council the following items had been completed:

- authorization to Alumni Painters to proceed with vinyl siding cleaning and trim painting
- advice to MPDA of awarding of contract and that they are to complete inspections of the painting program to ensure compliance with the specifications
- notice posted regarding parkade cleaning on June 20, 2007
- notice posted regarding treatment of walkways for grass and weed growth by Nishi Gardenscape
- authorization to Restoration Services to install real estate yard arm sign near entranceway to complex
- authorization to A.A. Anderson to proceed with drain cleaning work in parkade as per Council decision
- authorization to Angel Restoration to complete first phase of carpet maintenance program
- patio repairs at seven lower level patios (uneven interlocking brick) by Creative Handyman

- repairs to several areas of common walkways (uneven interlocking bricks) by Creative Handyman

It was noted that notices have now been posted concerning Angel Restorations initiating the carpet maintenance program the following week.

5) In Progress

The Manager advised that the following items remain in progress:

- receipt of carpet replacement quotations for use with capital plan/budget for 2008
- receipt of revised quotation from Global Electric regarding lighting upgrades
- completion of painting of garbage room by resident caretaker
- completion of painting of basement elevator lobbies by resident caretaker
- hosing out of underground parkade by resident caretaker

It was noted that the quotation had now been received from Global Electric for lighting upgrades, and that it had been passed on to Council for review.

6) Landscaping

Davey Tree Service

It was confirmed that Davey Tree Service has been authorized to complete tree maintenance work pursuant to the capital plan approved by the Council. It was further confirmed that an adjustment to the scope of work has been agreed upon as the pollarding of trees has been completed by Nishi Gardenscape and would not be required to be completed by Davey Tree Services.

Nishi Gardenscape

It was noted that while Nishi Gardenscape has made improvements in the overall appearance of the landscaped areas, there are additional areas where further improvement is required. More attention is required to garden areas as well as inside the fence line on the west side. Staff were requested to forward a copy of the quotation and service agreement between the Strata Corporation and Nishi Gardenscape to the Strata Council President for his information.

7) Underground Parkade

The Manager tabled copies of a quotation from JRS Engineering to provide an inspection and report on leakage into the underground parkade. It was noted that additional quotations were expected from Dubas Engineering and VVV Services, and agreed that further discussion of the matter would be held in abeyance until all quotations had been received.

8) Correspondence

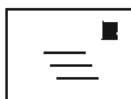
The Manager tabled for Council's information copies of correspondence regarding an access card charge, and laminate flooring.

Council reviewed correspondence from the owner of strata lot 83, seeking permission to install laminate flooring. It was

MOVED AND SECONDED:

That the owner's request be approved and staff be requested to provide to the owner a copy of the standard letter containing the terms and conditions of approval.

MOTION CARRIED



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

OTHER BUSINESS:

Meeting with Owner

It was noted that arrangements were still to be made with regards to a meeting between the Strata Council and owner of strata lot 136 regarding noise complaints.

Security

All residents of Glenborough are reminded to ensure that their suite entry doors are kept locked, even when they are at home. Residents are also reminded that should they lose a security access card, this should be immediately reported to staff.

Barbecues

Council reminds all residents that the use of charcoal barbecues is prohibited at the Strata Corporation. Propane barbecues are permitted, and owners are again reminded that barbecues should be kept a safe distance away from vinyl siding to avoid damage to the siding.

Patio Cleanup

Staff were requested to ask the resident caretaker to clean up broken glass and debris from the patio area outside of the social room.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:45 pm, until Tuesday, July 10, 2007 at 7:00 pm in the Social Room, 2925 Glen Drive, Coquitlam, BC.

STRATACO MANAGEMENT LTD.

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**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 3179,
GLENBOROUGH, HELD ON TUESDAY, MAY 22, 2007 AT 7:00 PM IN THE SOCIAL
ROOM, 2925 GLEN DRIVE, COQUITLAM, BC**

Council in attendance: Tony Lorage
Janet Hotra
Catherine Paquette (arrived at 7:18 pm)
Ryan Furtado

Allan Grandy,
Strataco Management Ltd.

Absent with leave: Michael Osman

Guests in attendance: Ms. Ramona Nejatghafari, strata lot 128

CALL TO ORDER:

The meeting was called to order by the Strata Manager at 7:07 pm.

ELECTION OF STRATA COUNCIL OFFICERS:

It was agreed that the election of the officers would be tabled until a later point in the meeting due to the presence of the strata lot owner who was present and needed prior attention.

DELEGATION:

The owner of strata lot 128 addressed the Strata Council with regard to her submission wherein she requested permission to install a laminate flooring system. The owner noted that the appropriate underlay would be utilized. After a brief discussion, it was

MOVED AND SECONDED:

That permission be granted to the owner of strata lot 128 to install laminate flooring as per the owner's request, subject to the standard alteration letter being provided to the owner outlining the conditions for approval.

MOTION CARRIED UNANIMOUSLY

MINUTES OF THE MEETING OF APRIL 17, 2007:

It was

MOVED AND SECONDED:

That the minutes of the meeting of April 17, 2007 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES:

It was noted that staff were continuing to send notices to owners with regards to oil spill clean up in the underground parkade.

PRESIDENT'S REPORT:

There was no President's report pending the election of Strata Council officers.

**DRAFT
FOR DISCUSSION**

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statement

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

MOVED AND SECONDED:

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

MOTION CARRIED UNANIMOUSLY

Receivables Report

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

Notice of Strata Fees

The Manager confirmed the distribution of the notice of strata fees to all owners after the Annual General Meeting with regards to the approved operating budget.

Payment Plan

Correspondence was then received from an owner with regards to a request for permission to pay to the Strata Corporation the fee adjustment resulting from a retroactive increase of strata fees from the approved operating budget. It was noted that the Strata Council had already considered this matter and had approved the owner's repayment plan to the Strata Corporation.

Collections

The Manager tabled for Council's information copies of correspondence with regards to collection activities involving strata lots 22, 115 and 119.

Balance Sheet

The Manager tabled copies of information, which was provided by the Strata Corporation's auditor concerning the answering of a question for an entry on the Strata Corporation's balance sheet.

2) Staff Report

Nat Fele

Council then reviewed the salary adjustment for the resident caretaker, Mr. Nat Fele. It was noted that as per previous discussion, and as per the operating budget as approved by the ownership, funding for the recommended increase has now been provided. It was then

MOVED AND SECONDED:

That staff be authorized to provide a salary increase adjustment to Mr. Nat Fele retroactive to February 1, 2007.

MOTION CARRIED UNANIMOUSLY

Pet Bylaw Infraction

The Manager tabled copies of correspondence pertaining to a pet bylaw infraction involving strata lot 99. It was noted that the owner has agreed to have the tenant remove the dog from the premises as required by the Bylaws of the Strata Corporation.

Parking

The Manager tabled copies of correspondence with regards to an adjustment to the assigned parking for strata lot 82.

Memo

The Manager tabled for Council's information copies of a memo as received by staff from the owner of strata lot 90.

3) Completed Items

The Manager advised that since the last meeting of the Strata Council the following items had been completed: receipt of lighting improvement quotation for Global Electric; notice distributed to owners with regards to ground floor patio repairs; distribution of the Annual General Meeting minutes; inspection of toilet drain line at strata lot 141 by Citywide Plumbing; correspondence to Poco Auto Recovery with regards to Strata Council members list; correspondence to Coquitlam Fire Department with regards to Strata Council members list; elevator repair by Thyssen Elevator on April 14, 2007; advice to Webnet with regards to owners' decision at Annual General Meeting concerning roof antenna system.

With regards to the above, it was noted that Global Electric had met with a member of Council concerning the quotation submitted for lighting improvements. Global Electric had not provided the requested quotation for the lamppost etc. and staff were requested to contact the contractor regarding the required revisions to their quotation.

With regards to the toilet drain stacks, Council noted that it has been some time since the vertical drain stacks had been cleaned. Staff were requested to obtain a costing estimate for the cleaning of the vertical drain stacks.

With regards to carpet maintenance, it was noted that contained within the operating budget an allowance has been made for a carpet maintenance program. The Strata Council had previously received quotations from various carpet maintenance firms to provide such services. Council further advised of their past satisfaction with the performance of Angel Restorations with regards to carpet maintenance efforts, and as such, it was

MOVED AND SECONDED:

That staff be authorized to retain Angel Restorations to undertake carpet maintenance and cleaning work as per the budgetary allowance.

MOTION CARRIED UNANIMOUSLY

4) In Progress

The Manager advised that the following items remain in progress: ground floor patio repairs to seven (7) units; exterior trim painting; exterior vinyl siding cleaning; underground parkade drain cleaning; receipt of quotations for engineering services and underground parkade leak repairs.

With regards to the above, it was noted that as authorized by the ownership with regards to the Capital Plan program to be implemented for the 2007 fiscal year, that the Strata Council was now in a position to accept the quotation of Alumni Painters for the exterior trim painting. It was noted that Council had received quotations from various painting contractors based on the specifications prepared by the Master Painter & Decorators Association (MPDA). It was

MOVED AND SECONDED:

That staff be authorized to accept the quotation of Alumni Painters for the painting of all exterior trim, as per their submission, with all work to be completed in accordance with the requirements of the specifications as prepared by MPDA and that MPDA shall provide inspection services to verify the quality of the work performed and the cost of this work shall be paid for from the contingency reserve fund as authorized by the ownership.

MOTION CARRIED UNANIMOUSLY

The Manager then tabled copies of a quotation from Alumni Painters to undertake the cleaning of the vinyl siding. It was noted that this work was permitted by the Capital Plan as approved by the ownership and that Alumni Painters had provided a quotation that was very competitive when compared to the other quotations already received for this work.

It was

MOVED AND SECONDED:

That staff be authorized to accept the quotation of Alumni Painters for the vinyl siding washing work and that this work be completed in conjunction with the Capital Plan as previously approved by the ownership.

MOTION CARRIED UNANIMOUSLY

It was further noted that as authorized in the operating budget and as per earlier quotations considered by the Strata Council, a drain cleaning in the underground parkade was to be completed. It was then

MOVED AND SECONDED:

That staff be authorized to accept the quotation as previously submitted by A. A. Anderson for the cleaning of the underground drainage system.

MOTION CARRIED UNANIMOUSLY

5) Landscaping

Nishi Gardenscape

The Manager tabled for Council's information copies of the maintenance logs as submitted by Nishi Gardenscape. It was noted by Council that they were pleased with the progress made by Nishi in the maintenance of the common grounds.

Tree Maintenance

The Manager referred Council to the previously submitted quotation for tree maintenance work, which was included in the Capital Plan. After review of this matter, it was

MOVED AND SECONDED:

That staff be authorized to accept the quotation of Davey Tree Service for the tree maintenance work subject to Davey Tree Service deducting the cost of the work for trees that have already been completed by Nishi Gardenscape.

MOTION CARRIED UNANIMOUSLY

Professional Lawn Care

The Manager tabled copies of correspondence to Professional Lawn Care with regards to work initiated on site without authorization.

6) Insurance

CGI

The Manager tabled copies of the Proof of Loss as submitted with regards to fire damage. Council noted that to the best of their knowledge, all work with regards to the impact from the fire damage of the adjoining building has been attended to. It was

MOVED AND SECONDED:

That staff be authorized to sign the document as submitted and return the same to the insurance adjusters.

MOTION CARRIED UNANIMOUSLY

ICBC

The Manager tabled copies of documentation, which was signed and returned to ICBC with regards to a landscape damage claim from the previous year.

7) Correspondence

The Manager tabled for Council's information copies of correspondence regarding election/re-election letters to members of the Council; noise complaints; pet bylaw infractions; security cards; administrative charges; disturbance caused by light; repair to strata lot; parking stall storage; Form K submission; welcome packages; copies of bylaws; late charges; disposal of cigarette butts.

In reviewing the correspondence, Council reviewed correspondence from the owner of strata lot 136 regarding a noise disturbance as reported and discussed by the Strata

Council at their previous meeting. Correspondence has subsequently been received from the owner of the strata lot in response to this correspondence.

It was agreed by Council that the owner of the strata lot be invited to attend a meeting with the Strata Council to review this matter and the enforcement of the Bylaws.

Staff were requested to forward correspondence to a strata lot having a potted tree on a balcony, which exceeds bylaw allowances concerning the height of objects to be stored on balconies.



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

OTHER BUSINESS:

Disposal of Rubbish

Council noted that the Strata Corporation has incurred significant costs for the disposal and removal of rubbish being left behind by some residents. Council wishes to remind all residents that it is their responsibility to make arrangements for the disposal of unwanted furniture, materials from renovations and the like, rather than to leave the same for the Strata Corporation to dispose of.

Real Estate Sign

It was agreed that a wooden real estate yardarm sign is authorized to be constructed and installed near the driveway entrance to the complex on Pacific.

Walkway Grass and Weed Control

With regards to landscaping, Council noted that they had no objection to Nishi Gardenscape treating the common walkways to control grass and weed growth so long as the appropriate notices are posted to inform owners.

Election of Strata Council Officers

With regards to the election of the Strata Council, nominations were called for the position of Strata Council President. Tony Lorage was duly nominated, and there being no further nominations, was declared elected by acclamation.

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

The following Committee appointments were then confirmed.

Treasurer	Janet Hotra
Security Committee	Catherine Paquette
Landscaping Committee	Tony Lorage
Parking Committee	Ryan Furtado

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:42 pm, until Tuesday, June 19, 2007 at 7:00 pm in the Social Room, 2925 Glen Drive, Coquitlam, BC.

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MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA
PLAN NW 3179, GLENBOROUGH, HELD ON WEDNESDAY, APRIL 18, 2007, AT
7:00 PM IN THE SOCIAL ROOM, 2925 GLEN DRIVE, COQUITLAM, BC

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Tony Lorage, at 7:07 pm.

Mr. Lorage welcomed the owners to the 16th Annual General Meeting of Glenborough.

CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:

Mr. Allan Grandy, Strata Manager, advised that subsequent to the calling of the roll and certification of proxies, it had been determined that there were 137 eligible voting members at Glenborough. Quorum consisted of one-third of those eligible to vote, or 46 voting members. There were currently 35 owners present in person, 13 represented by proxy, for a total of 48 voting members. The meeting was therefore quorated and competent to proceed with the business at hand.

FILING OF PROOF OF NOTICE OF MEETING:

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

MINUTES OF THE MEETING OF FEBRUARY 21, 2006:

It was

MOVED AND SECONDED:

That the minutes of the meeting of February 21, 2006, be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

STRATA COUNCIL REPORT:

On behalf of the Strata Council, the President then addressed the ownership. A copy of the President's report is attached hereto and becomes part of the record of the meeting.

FINANCE REPORT:

The Treasurer, Janet Hotra, then addressed the ownership. Ms. Hotra's report is attached to and becomes part of the record of the meeting.

The Strata Manager was then called upon to review the proposed operating budget with owners in attendance, and did so on a line-by-line basis.

It was noted that a change in the budgetary format had been affected in that an increase in the number of expense accounts had been established within the proposed operating budget so as to enable the Strata Corporation to keep better control and identify area cost centers.

Some significant budgetary changes were affected to the allowances for insurance premium expenses, natural gas costs and electricity costs. It was noted that in particular, the previous operating budget had established a sizable account for repairs and maintenance, and this account became a catchall account. A number of small expense accounts were established eliminating the category previously titled repairs and maintenance.

DRAFT
FOR DISCUSSION

The Manager advised that the Strata Council had expressed considerable concern for the failure of the Strata Corporation to plan for future major capital expenses, and as a result of financial restraints placed upon the Strata Corporation, as a result of its budgetary deficit position of the previous fiscal year, some maintenance and repair items had been deferred.

The Capital Plan (attached to the notice of meeting) identified a number of significant cost non-annual reoccurring expenses looking forward in time over the next fifteen years. The Capital Plan assumes that the level of funding to the contingency reserve fund would remain consistent as per the operating budget as proposed, and as a result of significant expenses as contained within the Capital Plan, at various times over the fifteen year period of time, the Strata Corporation will find itself short of having adequate funds on hand to contend with things such as replumbing, reroofing, etc., therefore, one of the purposes of the Capital Plan is to draw attention to the owners of the need to be prepared for future special levies which may be required to enable the Strata Corporation to complete certain repairs, if and when the repair items are realized. The proposed operating budget includes a provision for the Capital Plan recommendations for 2007 to be included with the cost of these repairs to be paid for from the contingency reserve fund.

It was stressed that the adoption of the operating budget, in its current form, includes the provision for completing the Capital Plan items as outlined for 2007 only, and does not include special levy authorizations or authorizations for funding in any other year.

The Manager then reviewed the incomes to the operating budget noting that the budget as presented would call for an increase in the strata fee payments by approximately 20%.

As outlined in the budgetary information provided to owners, of the total cost of the increase in strata fees, approximately \$23,448.00 goes towards increased contributions to the contingency reserve fund, approximately \$18,000.00 to natural gas expenses and \$3,000.00 towards electricity expenses.

An owner then commented that while he was pleased to see the introduction of a Capital Plan, he felt that the proposed inclusions for the fiscal year was too much at this time for the Strata Corporation to handle. The owner noted that differing attitudes will exist between short and long term approaches to thinking for planning for the future, and that many owners may not wish to be planning to pay money towards Capital Plan expenses for assets that they may not be here to enjoy the benefit from at a later point in time. Therefore, it was suggested that it might be best for the Strata Corporation to plan for utilizing special levies at the time or near the time that major costs are to be incurred to fund such significant cost items.

A lengthy discussion then ensued on this matter, noting that different philosophies exist. Some owners prefer to plan for the future over the longest time possible, some owners do not.

After further discussion, it was then

MOVED AND SECONDED:

That:

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

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

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

BE IT THEREFORE RESOLVED THAT:

- ⇒ The Owners, Strata Plan NW 3179, hereby authorize a 2007/2008 reserve contribution in the amount of \$33,448.00. (refer to Section 93 of the Strata Property Act)
- ⇒ The Owners, Strata Plan NW 3179, hereby authorize a transfer from reserves in the 2007/2008 fiscal year in the amount of \$84,000.00 to fund repairs as outlined in the Capital Plan for 2007/2008. (refer to Section 96 of the Strata Property Act)
- ⇒ The Owners, Strata Plan NW 3179, hereby authorize operating expenses in the amount of \$421,947.00 (exclusive of the reserves and capital expenses). (refer to Section 103 (1) of the Strata Property Act)

It was then

Moved that the proposed operating budget be amended to reduce the strata fee increase 10%.

Some discussion then took place as to additions to the motion will be included to balance the budget in as much as the proposed amending motion would decrease the income to the Strata Corporation, but would not decrease expenses to the operating budget thereby creating a budgetary deficit.

Discussion continued after which the mover of the motion withdrew the motion.

In discussing the interests of several owners to amend the budget to reduce the strata fee payments, it was noted that the contingency fund contribution offsets the Capital Plan expenses, and as such altering the Capital Plan does not have an impact upon the strata fees that would be payable through the operating budget. In order to reduce the strata fees, it would then be necessary to balance the budget by either reducing the contribution to the contingency reserve fund or reducing other line item expenses in the operating budget. After further discussion, it was

MOVED AND SECONDED:

That the proposed operating budget be amended to change the contribution to the contingency reserve fund from \$33,448.00 to \$10,000.00, and the budget be balanced by reducing the strata fees payable by the same amount of reduction to the contingency reserve fund.

After further discussion of this proposed amending motion, question was called on the amending motion and it was declared

DEFEATED (7 IN FAVOUR, 41 OPPOSED)

Question was then called on the original motion, and it was

CARRIED (39 in favour, 7 opposed)

INSURANCE POLICY RATIFICATION:

The Manager then introduced the proposed $\frac{3}{4}$ vote resolution with regards to the ratification of the insurance policy. In speaking to the insurance policy of the Strata Corporation, the Manager noted that the insurance policy as renewed called for an increase in the water loss deductible to \$5,000.00 per claim from \$2,500.00 per claim. It was noted that in the long term, the advice provided to the Strata Corporation was that this would be a more favourable financing arrangement for the Strata Corporation, as should the Strata Corporation experience water losses that after three or more water loss claims, the insurance companies have indicated that the water loss deductible would most likely be increased to \$5,000.00 per claim without the associated premium decrease for doing the same. The current change to the insurance policy to reflect the changing deductibles saves the Strata Corporation approximately \$7,000.00 per annum.

The Manager did point out, that as the bylaws of the Strata Corporation contain a chargeback provision, meaning that should a loss originate from internal to a strata lot or is as a result of the actions of a resident or guest of a strata lot that the Strata Corporation could conceivably chargeback a deductible of up to \$5,000.00 to a strata lot owner. Therefore, it is imperative for all owners to ensure that they have adequate homeowner's insurance policies, and that their homeowner's policies provide adequate coverage to indemnify the homeowner in whole or in part for the potential costs of a deductible chargeback to them by the Strata Corporation.

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

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

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

After further discussion of the proposed resolution, it was

MOVED AND SECONDED:

That:

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

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

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

BE IT THEREFORE RESOLVED THAT The Owners, Strata Plan NW 3179, hereby approve the insurance policy and the terms as set out in the Insurance Certificate dated January 31, 2007, setting out the coverages for the benefit of The Owners, Strata Plan NW 3179, in accordance with Section 149 of the Strata Property Act and related regulations.

Question was called and the motion was

CARRIED UNANIMOUSLY

ELECTION OF THE 2007/2008 STRATA COUNCIL:

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

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

Janet Hotra
Tony Lorage
Catherine Paquette
Ryan Furtado
Michael Osman

There being no further nominations, it was

MOVED AND SECONDED:

That nominations be closed.

MOTION CARRIED

The above-noted owners were then declared elected to the 2007/2008 Strata Council by acclamation.

OTHER BUSINESS:

Council Appreciation

Appreciation was then extended to the Strata Council for their efforts on behalf of the ownership during the past year.

WebNet

Owners were then advised that WebNet has approached the Strata Corporation with regards to the possibility of installing an antenna system on top of the roof of one of the two buildings. The antenna system itself would be approximately five (5) metres in total height. In exchange for

the ability to lease roof space from the Strata Corporation, WebNet would pay to the Strata Corporation the cost of utilities consumed in powering the antenna system and a fee of approximately \$250.00 - \$300.00 per month depending upon which leasing option is chosen by the Strata Corporation. It was noted by the Strata Council President, which before the Strata Council embarks on any further discussion regarding this matter with WebNet, the Strata Council wish to take this opportunity, as owners were present, to determine whether owners had any interest in this matter. If owners do express interest in the Strata Corporation proceeding with the roof lease agreement, it would be necessary to hold a Special General Meeting in the future to allow for a formal resolution on the same to be approved.

After a brief discussion, a show of hands revealed that the vast majority of owners in attendance did not wish the Strata Council to proceed with pursuing the possibility of a roof lease agreement with WebNet.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:18 pm.

STRATACO MANAGEMENT LTD.
8553 Commerce Court
Burnaby, BC
V5A 4N4

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



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

/eb

AGM April 18th 2007.

Intro: Head table: Cathy Paquette – security controller. Jan Hotra – Treasurer. Ryan Furtado – Key Master & Parking warden. Allan Grandy – our property manager from Strataco who is also The VP for Strataco with over 25 years of experience in the business. Allan is amply qualified to be our property manager with a university education from UBC and meets all the current government legislated requirements for the trade.

The past year on council has been one of the most frustrating and yet one of the most rewarding years of my tenure on council. For the benefit of new owners in attendance today, I have been a resident owner since the very inception of this building and am also one of the longest serving councilors on our strata.

Let me explain briefly some of the frustration we have encountered in the past year. At our last AGM I informed you that we had a surplus budget and requested you to approve the surplus be credited into our contingency account. Naturally you agreed unanimously. We also presented you a zero increase budget which you approved. In fact we learned shortly after the AGM that we were fed a bunch of baloney by the former property management company. Jan Hotra our finance treasurer will explain in greater detail the finance aspects of the past year. Our frustrations eventually culminated in our terminating the services of York West Asset Management Inc, having first given them every opportunity to rectify the problems that beset their company, all of which was to no avail.

Cathy Paquette our Security controller took on the task of searching out new property management companies for our council. Let me tell you finding a new property management company is no cake walk. It takes hours and days and weeks of hard work searching talking to people getting advice physically going out and examining conditions of properties that they managed and the list goes on before we finally narrowed the field and went through the interview process to choose Strataco management Ltd of Burnaby to be our property management

company. Ladies and gentlemen, we on council did precious little else during the last council year except to make the change over of our property management companies and NOT spend a dime except where absolutely necessary so that we could finish the year 2006 / 2007 with as small a deficit as possible. To all of you sitting on the out side looking in it may not sound that great a deal but I would appreciate a big round of applause as a show of appreciation for the four people on council that have pulled through to bring you today's AGM and the new property management company.----- Thank you.

And now to illustrate the rewarding aspects which I spoke about at the beginning, since the beginning of this year I have not had to be engaged in doing any of the strata property manager's works which I had been handling before in addition to the responsibility of being the president of your strata. My dear wife is delighted at the mere fact that we do not get calls at all odd hours of the day or night from contractors or owners or tenants requesting assistance of one nature or the other. Strata councilors have had less hassle and our strata meetings have been a pleasure to attend. Look at the presentations in our minutes; they are grammatically correct and understandable to say the least. The AGM package you got did not have to have my customary NEWS BEIFE explaining what was contained in the AGM package as it was all done by the property management company.

In closing I can honestly say without hesitation that we on council feel confident that we made the right choice in going with Strataco and further more that all of you can truly look forward to seeing progress being achieved during the coming year with our property and for the years ahead of us. One final remark or should I say request. We have been but four on council for most part of last year. A full council comprises of seven people. Come join us, 2 / 3 hours a month should not be too hard for any one to give up in order to assist in the operation of our strata council. THANKS.

At the AGM last year council and Yorkwest reported a budget surplus of 6552.00 and voted to move that money to the contingency fund. That didn't happen and I am going to try to provide you with an explanation. + results

When the actual fiscal year ended Yorkwest reported a deficit of 23,000. We immediately wanted an explanation for how this could happen. We were given several excuses, none of which are worth mentioning here, it just came down to incompetence.

In order to deal with the deficit we had to do a bunch of creative accounting. We moved several purchases from 2005 in to 2006 cancelled some extra work we wanted to do to make around security and landscaping and a couple other things.

The more I dug into the finances the more problems I discovered. So we ordered an audit. The audit revealed a deficit of 1200 from 2004 that we carried into 2005 with us. and deficit for 2005 (after our creative rearrangements of 6300 for a total deficit of 7400.

Then I dug deeper and started to look more closely at the newly approved 2006 budget. only to discover that the budget presented a budget to owners

- a) Did not balance the expenses exceed income by 3000
- b) Was 8% less than the current expenses that reported for the previous year
- c) And did not account for the deficit of 7400.

This may have happened for a couple of reasons

- o In the past we have held our AGM prior to the end of the fiscal year when we could have accurate financial information.
- o Yorkwest would have relied on "anticipated expenses" 11 months worth of information and project the final month.

- o The cost of gas increased from 6.93 per gigajoule to 9.69. the YW budget reduced gas by 25%, when in fact it had increased by 38% over the previous year

This does not negate the previous errors of YorkWest but rather (in my opinion) inflate the error when they prepared a budget that was less than the actual expenses for the 11-month period.

It was always our plan to come back to the owners for a Special AGM and present a new operating budget for 2006. We didn't get the audit results back until late August. When I was able to process all the information and review the work YorkWest had done, council knew that YW needed to be terminated. It was at that point that we as a council decided that we would have to make due because we had a new job. Hire a new management company.

None of us want to look an increase in our strata fees, but according to the records we should have had an increase in for both 2005 and 2006. Unfortunately, we will face up to that now. I'm happy to report that I think we put together a budget, that is both tough and forward thinking.

I will now turn this over to Allen Grandy from Strataco for budget.

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 3179,
GLENBOROUGH, HELD ON TUESDAY, APRIL 17, 2007 AT 7:00 PM IN THE
SOCIAL ROOM, 2925 GLEN DRIVE, COQUITLAM, BC

Council in attendance: Tony Lorage, President
Janet Hotra, Treasurer
Catherine Paquette, Security Committee
Ryan Furtado, Parking (arrived 7:45 pm)

Allan Grandy,
Strataco Management Ltd.

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Tony Lorage, at 7:12 pm.

MINUTES OF THE MEETING OF MARCH 20, 2007:

It was

MOVED AND SECONDED:

That the minutes of the meeting of March 20, 2007 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

COUNCIL REPORTS:

There were no Council Reports.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Manager tabled copies of the financial statements for the months of January and February 2007. The Finance Committee Chairperson reported that she had reviewed the financial statements.

After several questions had been answered by staff, it was

MOVED AND SECONDED:

That the financial statements of January and February 2007 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

Receivables Report

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

DRAFT
FOR DISCUSSION

Move-in Fee

The Manager tabled copies of correspondence forwarded to an owner with regards to the assessment of a move-in fee.

Audit

It was noted that the previously approved audit remained in progress at this time.

2) Staff Report

Site Inspection Notes

The Manager confirmed that site inspection notes were on file for referral as required.

Rental Information Sheet

The Manager advised that as of March 16, 2007, there were 64 strata lots known to be rented out at NW 3179.

Quotation for Common Area Hallway Carpet Cleaning

The Manager tabled copies of a quotation from Angel Restorations noting that this carpet cleaning quotation was outstanding as of the date of the last Strata Council meeting.

Quotations for Vinyl Siding Cleaning

The Manager tabled copies of the quotations from Champion Property Services and Right Choice Property Services with regards to the cleaning of the vinyl siding, inaccessible windows, and gutter cleaning.

Lighting Upgrade

It was noted that Global Electric has met with the Strata Council President to review areas for the purposes of submitting quotations for lighting upgrades on site.

Webnet

The Manager tabled copies of correspondence from Webnet with regards to the installation of a roof antennae system at the Glenborough. It was agreed by members of Council in attendance that this matter would be brought up as a discussion item at the Annual General Meeting, scheduled for the following evening.

3) Correspondence

The Manager tabled for Council's information copies of correspondence regarding the following: welcome packages; water seepage; oil spillage; noise complaint; pet registration.

Members of Council then considered correspondence from the owner of strata lot 118 with regard to a noise complaint against strata lot 136. After review of the correspondence, and noting a history of complaints of this nature, staff were requested to forward correspondence to the owners and residents of strata lot 136 with regards to the noise complaints, and the need to comply with the bylaws of the Strata Corporation.

It was noted that Council member Jan Hotra was absent during the course of discussion on this matter.

4) Completed Items

The Manager advised that the following items had been completed since the last meeting of the Strata Council: installation of signs on suggestion boxes; distribution of Annual General Meeting notices; commencement of landscape maintenance service contract with Nishi Gardenscape.

With regards to the landscaping contractor, members of Council noted that they were very satisfied with the early performance of the contractor.

5) In Progress

The Manager advised that the following items remained in progress: ground floor patio repairs by Creative Handyman; change of door handle to lever type for ease of access for a physically handicapped owner; receipt of walkway lighting improvement proposal from Global Electric; receipt of quotations for engineering review of water leakage into the underground parking area; receipt of quotations for injection work to seal cracks in underground parking area.



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

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

There being no further business, the meeting adjourned at 7:57 pm, until Tuesday, May 22, 2007 at 7:00 pm in the social room, 2925 Glen Drive, Coquitlam, BC.

STRATACO MANAGEMENT LTD.

8553 Commerce Court
Burnaby, BC
V5A 4N4

Tel: 604-294-4141

Fax: 604-294-8956



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/mr

Glenborough

"THE OWNERS STRATA PLAN NW 3179"

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

April 20, 2007

The Owners
Strata Plan NW 3179
The Glenborough



Re: 2007/2008 operating budget and strata fees

Dear Owners:

Attached please find a copy of the 2007/2008 operating budget approved by the ownership at the recent General Meeting.

Your monthly strata fee, retroactive to February 1, 2007, is shown on the attached schedule. If you have made payment for February, March and April 2007 in the old amount, you will have to add the difference to your May 2007 payment.

Owners on the pre-authorized payment plan are asked to note that the May 1, 2007 withdrawal will include the difference for February, March and April 2007, and commencing June 1, 2007 the monthly withdrawal will be reduced to the amount shown on the attached schedule for the remainder of the fiscal year.

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

1. **Pre-Authorized Payment:**

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

2. **Post-Dated Cheques:**

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

NW 3179 Owners
April 20, 2007

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

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

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

Sincerely yours,

STRATACO MANAGEMENT LTD.

A handwritten signature in black ink, appearing to read 'Allan Grandy', written over a circular stamp or logo.

Allan Grandy,
Strata Manager

/eb

attachments

STRATA PLAN NW 3179 – THE GLENBOROUGH
2007/2008 OPERATING BUDGET

INCOME

Fines/penalties	\$	200.00
Move in fees		2,500.00
Interest - operating fund		1,000.00
Strata fees		350,395.00
Suite rental		10,400.00
Parking		6,500.00
CRF Capital Plan transfer		84,000.00
Security cards		600.00
TOTAL INCOME	\$	455,595.00

EXPENDITURES

General

Audit	\$	2,000.00
Insurance		33,000.00
Insurance appraisal		875.00
Property taxes		1,940.00
Management fees		33,072.00
Wages caretaker		43,000.00
Wages casual		1,000.00
Records storage		80.00
Duplicating/postage		4,000.00
Deficit recovery		600.00
Moving charges		300.00
Bank charges		330.00
Sub-total General	\$	120,197.00

Building

Fire alarm system	\$	4,000.00
Boiler and mechanical		1,400.00
Elevator and license		7,000.00
Electricity		16,000.00
Pest control		1,100.00
Garage door		600.00
General maintenance		2,000.00
Carpet management program		3,000.00
Dryer vent cleaning		3,800.00
Heating fuel		110,000.00
Capital plan 2007		84,000.00
Mortgage payable		6,482.00
Telephone		810.00
Locke and keys		500.00
Exterior repairs		10,000.00

Interior repairs	10,000.00
Refuse removal	11,000.00
Enterphone system	800.00
Supplies	3,000.00
Window cleaning	1,650.00
Insurance claims	<u>5,000.00</u>

Sub-total Building	\$ 282,142.00
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Grounds

Landscaping	\$ 15,408.00
Repairs	3,000.00
Sewer/drain maintenance	<u>1,200.00</u>

Sub-total Grounds	\$ 19,608.00
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Contingency Fund	\$ 33,648.00
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Total budget expenses	\$ 455,395.00
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GLENBOROUGH

STRATA PLAN NW 3179

\$350,395.00

2007/2008 SCHEDULE OF STRATA FEES

2007/2008 ANNUAL STRATA FEES \$ 316,947.00 \$ 33,448.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
1	101-2925	656	\$ 1,895.51	\$ 142.88	\$ 15.08	\$ 157.96
2	102	739	\$ 2,135.34	\$ 160.96	\$ 16.99	\$ 177.94
3	103	880	\$ 2,542.76	\$ 191.67	\$ 20.23	\$ 211.90
4	104	872	\$ 2,519.64	\$ 189.93	\$ 20.04	\$ 209.97
5	105	810	\$ 2,340.49	\$ 176.42	\$ 18.62	\$ 195.04
6	106	973	\$ 2,811.48	\$ 211.93	\$ 22.36	\$ 234.29
7	107	719	\$ 2,077.55	\$ 156.60	\$ 16.53	\$ 173.13
8	108	980	\$ 2,831.71	\$ 213.45	\$ 22.53	\$ 235.98
9	109	819	\$ 2,366.50	\$ 178.38	\$ 18.83	\$ 197.21
10	110	746	\$ 2,155.57	\$ 162.48	\$ 17.15	\$ 179.63
11	111	972	\$ 2,808.59	\$ 211.71	\$ 22.34	\$ 234.05
12	112	719	\$ 2,077.55	\$ 156.60	\$ 16.53	\$ 173.13
13	114	973	\$ 2,811.48	\$ 211.93	\$ 22.36	\$ 234.29
14	115	806	\$ 2,328.94	\$ 175.55	\$ 18.53	\$ 194.08
15	116	873	\$ 2,522.53	\$ 190.14	\$ 20.07	\$ 210.21
16	117	881	\$ 2,545.65	\$ 191.89	\$ 20.25	\$ 212.14
17	118	741	\$ 2,141.12	\$ 161.39	\$ 17.03	\$ 178.43
18	119	659	\$ 1,904.18	\$ 143.53	\$ 15.15	\$ 158.68
19	201	885	\$ 2,557.21	\$ 192.76	\$ 20.34	\$ 213.10
20	202	739	\$ 2,135.34	\$ 160.96	\$ 16.99	\$ 177.94
21	203	899	\$ 2,597.66	\$ 195.81	\$ 20.66	\$ 216.47
22	204	895	\$ 2,586.10	\$ 194.94	\$ 20.57	\$ 215.51
23	205	810	\$ 2,340.49	\$ 176.42	\$ 18.62	\$ 195.04
24	206	973	\$ 2,811.48	\$ 211.93	\$ 22.36	\$ 234.29
25	207	719	\$ 2,077.55	\$ 156.60	\$ 16.53	\$ 173.13
26	208	980	\$ 2,831.71	\$ 213.45	\$ 22.53	\$ 235.98
27	209	1005	\$ 2,903.95	\$ 218.90	\$ 23.10	\$ 242.00
28	210	828	\$ 2,392.50	\$ 180.34	\$ 19.03	\$ 199.38
29	211	972	\$ 2,808.59	\$ 211.71	\$ 22.34	\$ 234.05
30	212	719	\$ 2,077.55	\$ 156.60	\$ 16.53	\$ 173.13
31	214	973	\$ 2,811.48	\$ 211.93	\$ 22.36	\$ 234.29
32	215	806	\$ 2,328.94	\$ 175.55	\$ 18.53	\$ 194.08
33	216	874	\$ 2,525.42	\$ 190.36	\$ 20.09	\$ 210.45
34	217	901	\$ 2,603.44	\$ 196.24	\$ 20.71	\$ 216.95
35	218	741	\$ 2,141.12	\$ 161.39	\$ 17.03	\$ 178.43
36	219	1018	\$ 2,941.51	\$ 221.73	\$ 23.40	\$ 245.13
37	301	885	\$ 2,557.21	\$ 192.76	\$ 20.34	\$ 213.10
38	302	739	\$ 2,135.34	\$ 160.96	\$ 16.99	\$ 177.94
39	303	899	\$ 2,597.66	\$ 195.81	\$ 20.66	\$ 216.47
40	304	895	\$ 2,586.10	\$ 194.94	\$ 20.57	\$ 215.51
41	305	866	\$ 2,502.31	\$ 188.62	\$ 19.91	\$ 208.53

GLENBOROUGH

STRATA PLAN NW 3179

\$350,395.00

2007/2008 SCHEDULE OF STRATA FEES

2007/2008 ANNUAL STRATA FEES \$ 316,947.00 \$ 33,448.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
42	306	973	\$ 2,811.48	\$ 211.93	\$ 22.36	\$ 234.29
43	307	719	\$ 2,077.55	\$ 156.60	\$ 16.53	\$ 173.13
44	308	980	\$ 2,831.71	\$ 213.45	\$ 22.53	\$ 235.98
45	309	1005	\$ 2,903.95	\$ 218.90	\$ 23.10	\$ 242.00
46	310	828	\$ 2,392.50	\$ 180.34	\$ 19.03	\$ 199.38
47	311	972	\$ 2,808.59	\$ 211.71	\$ 22.34	\$ 234.05
48	312	719	\$ 2,077.55	\$ 156.60	\$ 16.53	\$ 173.13
49	314	973	\$ 2,811.48	\$ 211.93	\$ 22.36	\$ 234.29
50	315	863	\$ 2,493.64	\$ 187.97	\$ 19.84	\$ 207.80
51	316	874	\$ 2,525.42	\$ 190.36	\$ 20.09	\$ 210.45
52	317	901	\$ 2,603.44	\$ 196.24	\$ 20.71	\$ 216.95
53	318	741	\$ 2,141.12	\$ 161.39	\$ 17.03	\$ 178.43
54	319	1018	\$ 2,941.51	\$ 221.73	\$ 23.40	\$ 245.13
55	401	885	\$ 2,557.21	\$ 192.76	\$ 20.34	\$ 213.10
56	402	739	\$ 2,135.34	\$ 160.96	\$ 16.99	\$ 177.94
57	403	900	\$ 2,600.55	\$ 196.03	\$ 20.69	\$ 216.71
58	404	900	\$ 2,600.55	\$ 196.03	\$ 20.69	\$ 216.71
59	405	866	\$ 2,502.31	\$ 188.62	\$ 19.91	\$ 208.53
60	406	966	\$ 2,791.26	\$ 210.40	\$ 22.20	\$ 232.60
61	407	718	\$ 2,074.66	\$ 156.38	\$ 16.50	\$ 172.89
62	408	973	\$ 2,811.48	\$ 211.93	\$ 22.36	\$ 234.29
63	409	1005	\$ 2,903.95	\$ 218.90	\$ 23.10	\$ 242.00
64	410	828	\$ 2,392.50	\$ 180.34	\$ 19.03	\$ 199.38
65	411	965	\$ 2,788.37	\$ 210.18	\$ 22.18	\$ 232.36
66	412	714	\$ 2,063.10	\$ 155.51	\$ 16.41	\$ 171.93
67	414	967	\$ 2,794.14	\$ 210.62	\$ 22.23	\$ 232.85
68	415	863	\$ 2,493.64	\$ 187.97	\$ 19.84	\$ 207.80
69	416	873	\$ 2,522.53	\$ 190.14	\$ 20.07	\$ 210.21
70	417	901	\$ 2,603.44	\$ 196.24	\$ 20.71	\$ 216.95
71	418	741	\$ 2,141.12	\$ 161.39	\$ 17.03	\$ 178.43
72	419	1018	\$ 2,941.51	\$ 221.73	\$ 23.40	\$ 245.13
73	101-2915 CS	0	\$ -	\$ -	\$ -	\$ -
74	102	723	\$ 2,089.11	\$ 157.47	\$ 16.62	\$ 174.09
75	103	885	\$ 2,557.21	\$ 192.76	\$ 20.34	\$ 213.10
76	104	876	\$ 2,531.20	\$ 190.80	\$ 20.14	\$ 210.93
77	105	801	\$ 2,314.49	\$ 174.46	\$ 18.41	\$ 192.87
78	106	895	\$ 2,586.10	\$ 194.94	\$ 20.57	\$ 215.51
79	107	669	\$ 1,933.07	\$ 145.71	\$ 15.38	\$ 161.09
80	108	908	\$ 2,623.66	\$ 197.77	\$ 20.87	\$ 218.64
81	109	813	\$ 2,349.16	\$ 177.08	\$ 18.69	\$ 195.76
82	110	781	\$ 2,256.70	\$ 170.11	\$ 17.95	\$ 188.06

GLENBOROUGH

STRATA PLAN NW 3179

121.08

\$350,395.00

2007/2008 SCHEDULE OF STRATA FEES

2007/2008 ANNUAL STRATA FEES \$ 316,947.00 \$ 33,448.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
83	111	722	\$ 2,086.22	\$ 157.26	\$ 16.60	\$ 173.85
84	112	882	\$ 2,548.54	\$ 192.10	\$ 20.27	\$ 212.38
85	114	875	\$ 2,528.31	\$ 190.58	\$ 20.11	\$ 210.69
86	115	810	\$ 2,340.49	\$ 176.42	\$ 18.62	\$ 195.04
87	116	898	\$ 2,594.77	\$ 195.59	\$ 20.64	\$ 216.23
88	117	668	\$ 1,930.18	\$ 145.49	\$ 15.35	\$ 160.85
89	118	899	\$ 2,597.66	\$ 195.81	\$ 20.66	\$ 216.47
90	119	828	\$ 2,392.50	\$ 180.34	\$ 19.03	\$ 199.38
91	201	880	\$ 2,542.76	\$ 191.67	\$ 20.23	\$ 211.90
92	202	723	\$ 2,089.11	\$ 157.47	\$ 16.62	\$ 174.09
93	203	906	\$ 2,617.89	\$ 197.33	\$ 20.82	\$ 218.16
94	204	876	\$ 2,531.20	\$ 190.80	\$ 20.14	\$ 210.93
95	205	801	\$ 2,314.49	\$ 174.46	\$ 18.41	\$ 192.87
96	206	895	\$ 2,586.10	\$ 194.94	\$ 20.57	\$ 215.51
97	207	669	\$ 1,933.07	\$ 145.71	\$ 15.38	\$ 161.09
98	208	908	\$ 2,623.66	\$ 197.77	\$ 20.87	\$ 218.64
99	209	815	\$ 2,354.94	\$ 177.51	\$ 18.73	\$ 196.25
100	210	886	\$ 2,560.10	\$ 192.98	\$ 20.37	\$ 213.34
101	211	722	\$ 2,086.22	\$ 157.26	\$ 16.60	\$ 173.85
102	212	900	\$ 2,600.55	\$ 196.03	\$ 20.69	\$ 216.71
103	214	875	\$ 2,528.31	\$ 190.58	\$ 20.11	\$ 210.69
104	215	810	\$ 2,340.49	\$ 176.42	\$ 18.62	\$ 195.04
105	216	898	\$ 2,594.77	\$ 195.59	\$ 20.64	\$ 216.23
106	217	668	\$ 1,930.18	\$ 145.49	\$ 15.35	\$ 160.85
107	218	899	\$ 2,597.66	\$ 195.81	\$ 20.66	\$ 216.47
108	219	828	\$ 2,392.50	\$ 180.34	\$ 19.03	\$ 199.38
109	301	880	\$ 2,542.76	\$ 191.67	\$ 20.23	\$ 211.90
110	302	723	\$ 2,089.11	\$ 157.47	\$ 16.62	\$ 174.09
111	303	906	\$ 2,617.89	\$ 197.33	\$ 20.82	\$ 218.16
112	304	876	\$ 2,531.20	\$ 190.80	\$ 20.14	\$ 210.93
113	305	856	\$ 2,473.41	\$ 186.44	\$ 19.68	\$ 206.12
114	306	895	\$ 2,586.10	\$ 194.94	\$ 20.57	\$ 215.51
115	307	669	\$ 1,933.07	\$ 145.71	\$ 15.38	\$ 161.09
116	308	908	\$ 2,623.66	\$ 197.77	\$ 20.87	\$ 218.64
117	309	815	\$ 2,354.94	\$ 177.51	\$ 18.73	\$ 196.25
118	310	886	\$ 2,560.10	\$ 192.98	\$ 20.37	\$ 213.34
119	311	722	\$ 2,086.22	\$ 157.26	\$ 16.60	\$ 173.85
120	312	900	\$ 2,600.55	\$ 196.03	\$ 20.69	\$ 216.71
121	314	875	\$ 2,528.31	\$ 190.58	\$ 20.11	\$ 210.69
122	315	864	\$ 2,496.53	\$ 188.18	\$ 19.86	\$ 208.04
123	316	898	\$ 2,594.77	\$ 195.59	\$ 20.64	\$ 216.23

GLENBOROUGH

STRATA PLAN NW 3179

\$350,395.00

2007/2008 SCHEDULE OF STRATA FEES

2007/2008 ANNUAL STRATA FEES \$ 316,947.00 \$ 33,448.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
124	317	668	\$ 1,930.18	\$ 145.49	\$ 15.35	\$ 160.85
125	318	899	\$ 2,597.66	\$ 195.81	\$ 20.66	\$ 216.47
126	319	828	\$ 2,392.50	\$ 180.34	\$ 19.03	\$ 199.38
127	401	880	\$ 2,542.76	\$ 191.67	\$ 20.23	\$ 211.90
128	402	723	\$ 2,089.11	\$ 157.47	\$ 16.62	\$ 174.09
129	403	907	\$ 2,620.77	\$ 197.55	\$ 20.85	\$ 218.40
130	404	877	\$ 2,534.09	\$ 191.02	\$ 20.16	\$ 211.17
131	405	856	\$ 2,473.41	\$ 186.44	\$ 19.68	\$ 206.12
132	406	896	\$ 2,588.99	\$ 195.15	\$ 20.59	\$ 215.75
133	407	670	\$ 1,935.96	\$ 145.93	\$ 15.40	\$ 161.33
134	408	910	\$ 2,629.44	\$ 198.20	\$ 20.92	\$ 219.12
135	409	815	\$ 2,354.94	\$ 177.51	\$ 18.73	\$ 196.25
136	410	886	\$ 2,560.10	\$ 192.98	\$ 20.37	\$ 213.34
137	411	722	\$ 2,086.22	\$ 157.26	\$ 16.60	\$ 173.85
138	412	901	\$ 2,603.44	\$ 196.24	\$ 20.71	\$ 216.95
139	414	877	\$ 2,534.09	\$ 191.02	\$ 20.16	\$ 211.17
140	415	864	\$ 2,496.53	\$ 188.18	\$ 19.86	\$ 208.04
141	416	897	\$ 2,591.88	\$ 195.37	\$ 20.62	\$ 215.99
142	417	668	\$ 1,930.18	\$ 145.49	\$ 15.35	\$ 160.85
143	418	901	\$ 2,603.44	\$ 196.24	\$ 20.71	\$ 216.95
144	419	828	\$ 2,392.50	\$ 180.34	\$ 19.03	\$ 199.38
121265						

TAKE NOTICE THAT THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN NW 3179, THE GLENBOROUGH, WILL BE HELD ON:

DATE: WEDNESDAY, APRIL 18, 2007

TIME: 7:00 PM (REGISTRATION STARTS 6:30 PM)

PLACE: SOCIAL ROOM
2925 GLEN DRIVE
COQUITLAM, BC

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

1. **PURPOSE:** The purpose of the meeting is to consider a $\frac{3}{4}$ resolution to approve the 2007/2008 operating budget including Capital Plan projects for 2007/2008; to consider a $\frac{3}{4}$ resolution to ratify the insurance policy; and to elect the 2007/2008 Strata Council.
2. **QUORUM:** In order to conduct business at this Annual General Meeting, at least thirty-three percent (33%) of the persons entitled to vote must be present in person or by proxy. Failure to reach a quorum will result in the adjournment of the meeting and another meeting being held in accordance with the bylaws of the Strata Corporation.
3. **VOTING:** No owner is entitled to vote on a Resolution if the Strata Corporation is entitled to register a lien against that strata lot under Section 116 (1) of the Strata Property Act.
4. **$\frac{3}{4}$ VOTE RESOLUTION:** A $\frac{3}{4}$ vote resolution must be approved by at least $\frac{3}{4}$ of the votes cast by eligible voters who are present in person or by proxy at the time the vote is taken and who have not abstained from voting.
5. **PROXIES:** An instrument appointing a proxy shall be in writing under the hand of his appointer or attorney. A proxy need not be an owner.

/eb

ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN NW
3179, THE GLENBOROUGH, TO BE HELD ON WEDNESDAY, APRIL
18, 2007 AT 7:00 PM IN THE SOCIAL ROOM, 2925 GLEN DRIVE,
COQUITLAM, BC

AGENDA

1. CALL TO ORDER
2. CALLING OF THE ROLL AND CERTIFICATION OF PROXIES
3. FILING OF PROOF OF NOTICE OF MEETING
4. MINUTES OF THE MEETING OF FEBRUARY 21, 2006 SEE ATTACHED
5. BUSINESS ARISING FROM THE MINUTES
6. STRATA COUNCIL REPORT – TONY LORAGE, PRESIDENT
7. FINANCE REPORT:
 - A) BALANCE SHEET TO JANUARY 31, 2007 SEE ATTACHED
 - B) 2007/2008 OPERATING BUDGET SEE ATTACHED
 - C) SCHEDULE OF STRATA FEES SEE ATTACHED
 - D) CAPITAL PLAN SEE ATTACHED
 - E) BUDGET RESOLUTION SEE ATTACHED
8. INSURANCE - POLICY REVIEW AND APPROVAL SEE ATTACHED
9. ELECTION OF 2007/2008 STRATA COUNCIL
10. OTHER BUSINESS
11. ADJOURNMENT

PROXY FORM

Date _____

I/WE _____

of _____

in the City of Coquitlam, in the Province of British Columbia, being the registered owner(s) of

Strata Lot _____ of Strata Plan NW 3179, hereby appoint:

or failing him/her _____

or failing him/her _____

as my/our proxy for me/us and on my/our behalf at the Annual General Meeting of The Owners,
Strata Plan NW 3179, to be held on Wednesday, the 18th day of April, 2007, and at any
adjournment thereof.

SIGNED this _____ day of _____, 2007

**STRATA PLAN NW-3179
FOR THE FISCAL YEAR
ENDING January 31st, 2007**

	PREVIOUS BUDGET	APPROVED BUDGET
	Feb. 1st - Jan 31 2005-06	Feb. 1st - Jan 31 2006-07
Suite Rent	\$9,350.00	\$9,350.00
Strata Fees	291,996.00	291,996.00
Misc Income/Visitor Cards	600.00	600.00
Move in fee	1,200.00	2,000.00
Parking	6,000.00	6,000.00
Bank Interest	550.00	550.00
Security Cards	300.00	500.00
	\$309,996.00	\$310,996.00
Appraisal	\$0.00	\$0.00
Audit/Review	1,500.00	1,500.00
Bank Charges	500.00	400.00
Contingency Reserve Fund	10,000.00	10,000.00
Fire Control	0.00	2,000.00
Insurance	38,737.00	40,000.00
Insurance Deductible	2,500.00	2,500.00
Legal	0.00	0.00
Landscape	15,000.00	13,000.00
Management Fees	26,125.00	26,125.00
Mortgage	8,480.00	7,000.00
Pest Control	1,700.00	1,700.00
Property Tax, Water, Sewer	1,500.00	1,600.00
R & M Building	33,729.00	34,000.00
R & M Elevator	6,000.00	6,500.00
Strata Fees Caretaker Suite	1,962.00	1,962.00
Administration	4,000.00	3,000.00
Office S & S	4,000.00	1,000.00
Electricity	16,000.00	13,000.00
Gas	80,000.00	91,709.00
Wages	42,000.00	42,000.00
Wages Other	2,500.00	1,000.00
Waste Removal	8,500.00	11,000.00
Deficient Recovery	5,263.00	0.00
	\$309,996.00	\$310,996.00
Current Year Surplus (Deficit)		\$0.00

Glenbouborough NW-3179

Approved Strata Fees

BUDGET: \$281,996.00

CRF \$10,000.00

TOTAL \$291,996.00

2006 - APPROVED FEES

STRATA LOT	UNIT	UNIT ENTITLEMENT	CRF MONTHLY CONTRIBUTION.	OPERATING MONTHLY CONTRIBUTION.	TOTAL MONTHLY FEE
---------------	------	---------------------	---------------------------------	---------------------------------------	-------------------------

2925 Glen Drive

1	2-101	656	4.48	126.27	130.75
2	2-102	739	5.04	142.25	147.29
3	2-103	880	6.01	169.39	175.39
4	2-104	872	5.95	167.85	173.80
5	2-105	810	5.53	155.91	161.44
6	2-106	973	6.64	187.29	193.93
7	2-107	719	4.91	138.40	143.31
8	2-108	980	6.69	188.64	195.33
9	2-109	819	5.59	157.65	163.24
10	2-110	746	5.09	143.59	148.69
11	2-111	972	6.63	187.10	193.73
12	2-112	719	4.91	138.40	143.31
13	2-114	973	6.64	187.29	193.93
14	2-115	806	5.50	155.14	160.65
15	2-116	873	5.96	168.04	174.00
16	2-117	881	6.01	169.58	175.59
17	2-118	741	5.06	142.63	147.69
18	2-119	659	4.50	126.85	131.35
19	2-201	885	6.04	170.35	176.39
20	2-202	739	5.04	142.25	147.29
21	2-203	899	6.14	173.05	179.18
22	2-204	895	6.11	172.28	178.38
23	2-205	810	5.53	155.91	161.44
24	2-206	973	6.64	187.29	193.93
25	2-207	719	4.91	138.40	143.31
26	2-208	980	6.69	188.64	195.33
27	2-209	1,005	6.86	193.45	200.31
28	2-210	828	5.65	159.38	165.03
29	2-211	972	6.63	187.10	193.73
30	2-212	719	4.91	138.40	143.31

Glenbouborough NW-3179
Approved Strata Fees

BUDGET: \$281,996.00
CRF \$10,000.00
TOTAL \$291,996.00

2006 - APPROVED FEES

STRATA LOT	UNIT	UNIT ENTITLEMENT	CRF MONTHLY CONTRIBUTION	OPERATING MONTHLY	TOTAL MONTHLY FEE
---------------	------	---------------------	--------------------------------	----------------------	-------------------------

2925 Glen Drive

61	2-407	718	4.90	138.21	143.11
62	2-408	973	6.64	187.29	193.93
63	2-409	1005	6.86	193.45	200.31
64	2-410	828	5.65	159.38	165.03
65	2-411	965	6.59	185.75	192.34
66	2-412	714	4.87	137.44	142.31
67	2-414	967	6.60	186.13	192.73
68	2-415	863	5.89	166.12	172.01
69	2-416	873	5.96	168.04	174.00
70	2-417	901	6.15	173.43	179.58
71	2-418	741	5.06	142.63	147.69
72	2-419	1018	6.95	195.95	202.90

2915 Glen Drive

73	1-101	820	5.60	157.84	163.44
74	1-102	723	4.94	139.17	144.10
75	1-103	885	6.04	170.35	176.39
76	1-104	876	5.98	168.62	174.60
77	1-105	801	5.47	154.18	159.65
78	1-106	895	6.11	172.28	178.38
79	1-107	669	4.57	128.77	133.34
80	1-108	908	6.20	174.78	180.98
81	1-109	813	5.55	156.49	162.04
82	1-110	781	5.33	150.33	155.66
83	1-111	722	4.93	138.97	143.90
84	1-112	882	6.02	169.77	175.79
85	1-114	875	5.97	168.43	174.40
86	1-115	810	5.53	155.91	161.44
87	1-116	898	6.13	172.85	178.98

Glenbouborough NW-3179

Approved Strata Fees

BUDGET: \$281,996.00
 CRF \$10,000.00
 TOTAL \$291,996.00

2006 - APPROVED FEES

STRATA LOT	UNIT	UNIT ENTITLEMENT	CRF MONTHLY CONTRIBUTION.	OPERATING MONTHLY	TOTAL MONTHLY FEE
=====					
2925 Glen Drive					
118	1-310	886	6.05	170.54	176.59
119	1-311	722	4.93	138.97	143.90
120	1-312	900	6.14	173.24	179.38
121	1-314	875	5.97	168.43	174.40
122	1-315	864	5.90	166.31	172.21
123	1-316	898	6.13	172.85	178.98
124	1-317	668	4.56	128.58	133.14
125	1-318	899	6.14	173.05	179.18
126	1-319	828	5.65	159.38	165.03
127	1-401	880	6.01	169.39	175.39
128	1-402	723	4.94	139.17	144.10
129	1-403	907	6.19	174.58	180.78
130	1-404	877	5.99	168.81	174.80
131	1-405	856	5.84	164.77	170.61
132	1-406	896	6.12	172.47	178.58
133	1-407	670	4.57	128.97	133.54
134	1-408	910	6.21	175.16	181.37
135	1-409	815	5.56	156.88	162.44
136	1-410	886	6.05	170.54	176.59
137	1-411	722	4.93	138.97	143.90
138	1-412	901	6.15	173.43	179.58
139	1-414	877	5.99	168.81	174.80
140	1-415	864	5.90	166.31	172.21
141	1-416	897	6.12	172.66	178.78
142	1-417	668	4.56	128.58	133.14
143	1-418	901	6.15	173.43	179.58
144	1-419	828	5.65	159.38	165.03

TOTAL:	122,085	833.33	23,499.67	24,333.00
TOTAL ANNUAL FEE		\$10,000.00	\$281,996.00	\$291,996.00

THE GLENBOROUGH - STRATA PLAN NW 3179

BALANCE SHEET (CASH)

JANUARY 31, 2007

(Unaudited)

JAN 07

ASSETS

CURRENT

Cash

1050 Petty Cash	\$	400.00
1100 Scotia Bank - Chequing Account		2,419.13
1110 Scotia Bank - CRF Savings Account		152,358.94
1300 Accounts Receivable		15,094.86
1326 A/R Previous Management		2,621.53
1401 Prepaid Property Taxes		719.27
1403 Prepaid Vacation		3,996.00

		177,609.73

FIXED ASSETS

1520 Equipment	\$	1,602.99
1540 Land		20,000.00
1550 Building		78,475.00
1580 Security System Purchase		34,024.58
Less: Accumulated Depreciation		
1620 Equipment-Depreciation		635.76
1640 Building-Depreciation		38,210.53
1660 Security Depreciation		14,426.42

TOTAL ASSETS

\$ 258,439.59
=====

LIABILITIES

2119 A/P Previous Management	\$	2,918.00
2120 Accrued Liabilities		15,557.22
2130 Long Term Debt		4,683.12
2200 Refundable Security Deposits		354.41
2250 Mortgage Payable		34,309.86

	\$	57,822.61

MEMBER'S EQUITY

OPERATING SURPLUS (DEFICIT)	6,420.70
RESERVES	152,358.94
EQUITY - STRATA SUITE	44,632.36
Equity-Principal Reduction	4,465.51
Equity-Amortization	(7,260.53)

	200,616.98

TOTAL LIABILITIES AND EQUITY

\$ 258,439.59
=====

March 30, 2007

The Owners
Strata Plan NW 3179
The Glenborough

Re: Finance Report

Dear Owners:

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

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

Past Fiscal Year

As required by Section 103 (2) of the Strata Property Act, we attach for your information a copy of the unaudited balance sheet for the Strata Corporation to the period ending January 31, 2007. It is anticipated that the Strata Corporation will end the fiscal year with an approximate operating deficit of \$583.39.

During the 2006/2007 fiscal year it was realized by the Strata Council that the budget in place did not provide adequate funding for natural gas expenses. This account realized a budget deficit of approximately \$14,500.00 during the 2006/2007 fiscal year.

The Strata Council accordingly took steps to minimize discretionary spending on repairs and maintenance to try and reduce the overall impact of the funding shortfall on the Strata Corporation's budget. This resulted in some maintenance/repair items not being done or deferred to a later time.

As required by Section 105 (2), the estimated operating deficit of \$583.39 must be eliminated during the ensuing fiscal year, and the proposed budget has been structured to ensure that this is done.

2007/2008 Proposed Operating Expenses

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

The budget attached reflects the anticipated operating expenses for the ensuing fiscal year, estimated at \$421,947.00. The allocations in certain accounts have increased where we are aware of increases in contract prices or the costs of service. The individual line items contained within the budget will identify the purpose of the expenditure; however, we wish to mention specifically the following:

The proposed budget establishes an increase in the number of separate expense accounts for the Strata Corporation. The purpose for this is to allow for increased identification and therefore control over the various expense areas where costs are incurred.

Some expense account allocations have increased, such as for management, electricity, natural gas, insurance claims provisions, and landscaping, and some expense accounts have reduced such as for insurance.

The Strata Council has noted previously a concern for longer term financial planning of non-annual re-occurring expenses. With this in mind, a Capital Projects Plan has been established and attached for your consideration.

The Capital Plan identifies a number of major costs items looking forward in time. Based upon current contingency reserve fund levels and current funding of the contingency reserve fund, the Strata Corporation will not have sufficient funds available to meet these costs assuming that the maintenance items are not to be deferred.

As Council has already advised the ownership, increased funding is required to the operating budget to allow funding of regular operating expenses and routine maintenance items. For example, a significant funding increase for electricity and natural gas costs.

As well, in order to better prepare for items that would normally be paid for from the contingency reserve fund, increased funding is required. Otherwise, special levies will be required in future years of a more significant amount than noted in the Capital Plan.

The proposed budget calls for a total increase in strata fees of approximately \$58,399.00 when compared to the previous year's budget. Of this increase, \$18,300.00 will go towards increased natural gas costs, \$3,000.00 towards increased electricity costs, \$2,400.00 towards landscaping costs, \$3,000.00 towards ground repairs, and \$23,448.00 extra to the contingency reserve fund. These items amount to approximately \$50,000.00 of the total strata fee increase. The balance of the increase being spread out among the various expense accounts of the Strata Corporation.

The recommended Capital Plan expenses for 2007/2008 are shown as an expense to the operating budget. This cost is offset by an equal transfer from the contingency reserve fund so that the net effect upon the budget for these expenses is zero.

The proposed budget calls for a significant increase in strata fees, approximately 20%. While Council recognizes that no one would want such an increase, Council believes the increase is necessary to adequately fund the operating budget, and to increase the level of funding to the contingency reserve fund. Council notes that even with this increased contingency reserve funding, special levies are likely in future years to meet major capital cost items such as replumbing.

Proposed Reserve Contributions

The Strata Council is recommending that \$33,448.000 (or 10% of the operating costs) be set aside in the upcoming fiscal year as a contribution to the reserve fund, to help offset future capital costs and to establish adequate funding for any unexpected non-annual costs such as emergency repairs to the common property. The importance of adequate contributions to the reserves cannot be stressed enough, and they are just as important as contributions for annual operating expenses. They are so important that one of the primary questions asked by realtors and prospective purchasers of a strata lot relates to the adequacy of the reserves.

Proper planning and contributions satisfy the fiduciary requirements of the owners to prepare the Strata Corporation for future non-annual expenses. The courts have reaffirmed this obligation in

past decisions, and the Strata Council agrees that a reasonable and prudent part of fiscal planning is to make certain that the reserves are adequate to ensure the success of the Strata Corporation.

Capital Plan Cash Flow - Depreciation Report

Please find attached a capital plan cash flow and a depreciation report. These documents have been compiled based on current costs and anticipated future costs for replacement of various components of the common property and assets of the Strata Corporation. While the time frame for this work may be specific or an approximation, there is little doubt that the work will be required in the future as the components described have a fixed life span. While the owners today may not be obligated to provide funding for 100% of the replacement cost of these components, there is an obligation to plan for their replacement in the future, and to contribute accordingly so as not to leave the Strata Corporation in a deficit situation when the work comes due. Proper fiscal planning will ensure that the work will be performed in a timely manner so as to prevent further deterioration and additional unnecessary costs.

Conclusion

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

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

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

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

Respectfully,

NW 3179 Strata Council
The Glenborough

/eb

attachments

2007/08 Operating Budget Draft
 Nw 3179 Glenborough
 Fiscal Year : Feb. 1 2007 - Jan. 31 2008
 Draft # 7

Strataco Management Ltd.
 8553 Commerce Court
 Burnaby , B C., V5C 4N4

Income	Year to Date Jan. 31 2007	Year End Est. Jan. 31 2007	Variance To Budget	Current Budget	Proposed Budget
# 320 Fines/Penalties	26.50	26.50			200.00
# 325 Move in Fees	3,000.00	3,000.00	1.50	2,000.00	2,500.00
# 335 Interest-Operating Fund	1,199.56	1,260.00	2.29	550.00	1,000.00
# 336 Interest- CRF	4,005.58	4,005.58		0.00	0.00
# 340 Strata Fees	292,177.12	292,177.12	1.00	291,996.00	350,395.00
# 350 Suite Rental	10,200.00	9,350.00		9,350.00	10,400.00
# 356 Parking	6,527.50	6,527.50		6,000.00	6,500.00
# 358 Misc	941.67	941.67	1.57	600.00	0.00
# 360 CRF Capital Plan Transfer	0.00	0.00		0.00	84,000.00
# 390 Security Cards	700.00	700.00		500.00	600.00
Total Incomes	318,777.93	317,988.37		310,996.00	455,395.00
General Expenses					
#410 Audit	80.24	2000.00		1500.00	2000.00
# 420 General Meeting	0.00	0.00		0.00	0.00
# 430 Insurance	38228.00	38228.00	0.96	40000.00	33000.00
# 431 Insurance appraisal	0.00	0.00		0.00	875.00
# 432 Property Taxes /	1498.34	1700.00	1.06	1600.00	1940.00
# 440 Management Fees	24404.70	24404.70	0.93	26125.00	33072.00
# 450 Strata Fees Caretakers Suite	1797.84	1961.28	1.00	1962.00	0.00
# 453 Administration	0.00	0.00		0.00	0.00
# 454 Office	0.00	0.00		0.00	0.00
# 455 Wages Caretaker	41135.21	41135.21	0.98	42000.00	43000.00
# 457 Wages Casual	600.00	600.00	0.60	1000.00	1000.00
# 465 Legal	50.00	50.00		0.00	0.00
# 473 Record Storage	0.00	0.00		0.00	80.00
# 475 Duplicating / Postage	4105.07	4105.07		4000.00	4000.00
# 480 Deficit Recovery	0.00	0.00		0.00	600.00
# 482 Moving Charges	0.00	0.00		0.00	300.00
# 485 Bank Charges	278.80	320.00	0.80	400.00	330.00
Total General Expenses	112178.20	114504.26		118587.00	120197.00

2007/08 Operating Budget Draft**Nw 3179 Glenborough**

Fiscal Year : Feb. 1 2007 - Jan. 31 2008

Draft # 7

Building Expenses

	Year to Date Jan. 31 2007	Year End Est. Jan. 31 2007	Variance To Budget	Current Budget	Proposed Budget
# 505 Hot Water System Upgrade	0.00	0.00		0.00	0.00
# 508 Fire Alarm System	5,540.40	5,540.40	2.77	2,000.00	4,000.00
# 512 Boiler and Mechanical	0.00	0.00		0.00	1,400.00
# 516 Elevator and Licence	7,042.18	7,229.80	1.11	6,500.00	7,000.00
# 520 Electricity	12,758.51	13,900.00	1.07	13,000.00	16,000.00
# 524 Pest Control	1,306.32	1,306.32	0.77	1,700.00	1,100.00
# 528 Garage Door	0.00	0.00		0.00	600.00
# 532 General Maintenance	0.00	0.00		0.00	2,000.00
# 533 Carpet Maintenance Program	0.00	0.00		0.00	3,000.00
# 534 Dryer Vent Cleaning	0.00	0.00		0.00	3,800.00
# 540 Heating Fuel	106,046.78	106,046.78	1.16	91,709.00	110,000.00
# 541 R & M Building	20,988.29	22,000.00		34,000.00	0.00
# 544 Capital Plan 2007	0.00	0.00		0.00	84,000.00
# 546 Mortgage Payable	6,482.34	6,482.34		7,000.00	6,482.00
# 552 Telephone	67.18	67.18		0.00	810.00
# 560 Locks and Keys	0.00	0.00		0.00	500.00
# 564 Exterior Repairs	0.00	0.00		0.00	10,000.00
# 572 Interior Repairs	161.07	200.00		0.00	10,000.00
# 576 Refuse Removal	10,486.48	11,300.00	1.03	11,000.00	11,000.00
# 580 Enterphone System	0.00	0.00		0.00	800.00
# 584 Supplies	0.00	0.00		0.00	3,000.00
# 596 Window Cleaning	0.00	0.00		0.00	1,650.00
# 598 Insurance Claims	2,499.98	2,499.98	1.00	2,500.00	5,000.00
Total Building Expenses	173,379.53	176,572.80	1.04	169,409.00	282,142.00

2007/08 Operating Budget Draft
Nw 3179 Glenborough
 Fiscal Year : Feb. 1 2007 - Jan. 31 2008
 Draft # 7

	Year to Date Jan. 31 2007	Year End Est. Jan. 31 2007	Varlance To Budget	Current Budget	Proposed Budget
Grounds Expenses					
#620 Equip. Mlce. & Repair	0.00	0.00		0.00	0.00
# 630 Improvements	0.00	0.00		0.00	0.00
# 636 Tree Maintenance	0.00	0.00		0.00	0.00
# 650 Landscaping	5104.82	5800.00	0.45	13000.00	15408.00
# 655 Repairs	300.00	300.00		0.00	3000.00
# 680 Snow Removal	0.00	0.00		0.00	0.00
# 670 Sewer / Drain Maintenance		0.00		0.00	1200.00
Total Grounds Expenses	5404.82	6100.00	0.47	13000.00	19608.00
Subtotal Expenses	290962.55	297177.06	0.99	300996.00	421947.00
Contingency Fund Expense	10000.00	10000.00	1.00	10000.00	33448.00
Interest Reinvested	4005.58	4005.58		0.00	0.00
From Contingency Fund	0.00	0.00		0.00	0.00
Total Budget Expenses	304968.13	311182.64	1.00	310996.00	455395.00
Deficit / Surplus	13809.80	6805.73		0.00	0.00

2007/08 Operating Budget Draft
Nw 3179 Glenborough
 Fiscal Year : Feb. 1 2007 - Jan. 31 2008
 Draft # 7

Operating Fund

	Year to Date Jan. 31 2007	Year End Est. Jan. 31 2007	Variance To Budget	Current Budget	Proposed Budget
Opening Balance	-7389.12	-7389.12	1.00	-7389.12	16.61
Deficit / Surplus	13809.80	6805.73		0.00	0.00
Closing Balance	6420.68	-583.39	0.08	-7389.12	16.61

Contingency Fund

Opening Balance	138353.36	138353.36	1.00	138353.36	152358.94
Contribution	14005.58	14005.58	1.40	10000.00	33448.00
Withdrawals	0.00	0.00		0.00	84000.00
Estimated Interest Earned					4570.77
Closing Balance	152358.94	152358.94	1.03	148353.36	106377.71

March 30, 2007

The Owners
Strata Plan NW 3179
The Glenborough

Re: Strata fee calculations

Dear Owners:

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

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

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

Sincerely yours,

STRATACO MANAGEMENT LTD.



Allan Grandy,
Strata Manager

/eb

attachment

GLENBOROUGH

STRATA PLAN NW 3179

\$350,395.00

2006/2007 SCHEDULE OF STRATA FEES

2006/2007 ANNUAL STRATA FEES \$ 316,947.00 \$ 33,448.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
1	101-2925	656	\$ 1,895.51	\$ 142.88	\$ 15.08	\$ 157.96
2	102	739	\$ 2,135.34	\$ 160.96	\$ 16.99	\$ 177.94
3	103	880	\$ 2,542.76	\$ 191.67	\$ 20.23	\$ 211.90
4	104	872	\$ 2,519.64	\$ 189.93	\$ 20.04	\$ 209.97
5	105	810	\$ 2,340.49	\$ 176.42	\$ 18.62	\$ 195.04
6	106	973	\$ 2,811.48	\$ 211.93	\$ 22.36	\$ 234.29
7	107	719	\$ 2,077.55	\$ 156.60	\$ 16.53	\$ 173.13
8	108	980	\$ 2,831.71	\$ 213.45	\$ 22.53	\$ 235.98
9	109	819	\$ 2,366.50	\$ 178.38	\$ 18.83	\$ 197.21
10	110	746	\$ 2,155.57	\$ 162.48	\$ 17.15	\$ 179.63
11	111	972	\$ 2,808.59	\$ 211.71	\$ 22.34	\$ 234.05
12	112	719	\$ 2,077.55	\$ 156.60	\$ 16.53	\$ 173.13
13	114	973	\$ 2,811.48	\$ 211.93	\$ 22.36	\$ 234.29
14	115	806	\$ 2,328.94	\$ 175.55	\$ 18.53	\$ 194.08
15	116	873	\$ 2,522.53	\$ 190.14	\$ 20.07	\$ 210.21
16	117	881	\$ 2,545.65	\$ 191.89	\$ 20.25	\$ 212.14
17	118	741	\$ 2,141.12	\$ 161.39	\$ 17.03	\$ 178.43
18	119	659	\$ 1,904.18	\$ 143.53	\$ 15.15	\$ 158.68
19	201	885	\$ 2,557.21	\$ 192.76	\$ 20.34	\$ 213.10
20	202	739	\$ 2,135.34	\$ 160.96	\$ 16.99	\$ 177.94
21	203	899	\$ 2,597.66	\$ 195.81	\$ 20.66	\$ 216.47
22	204	895	\$ 2,586.10	\$ 194.94	\$ 20.57	\$ 215.51
23	205	810	\$ 2,340.49	\$ 176.42	\$ 18.62	\$ 195.04
24	206	973	\$ 2,811.48	\$ 211.93	\$ 22.36	\$ 234.29
25	207	719	\$ 2,077.55	\$ 156.60	\$ 16.53	\$ 173.13
26	208	980	\$ 2,831.71	\$ 213.45	\$ 22.53	\$ 235.98
27	209	1005	\$ 2,903.95	\$ 218.90	\$ 23.10	\$ 242.00
28	210	828	\$ 2,392.50	\$ 180.34	\$ 19.03	\$ 199.38
29	211	972	\$ 2,808.59	\$ 211.71	\$ 22.34	\$ 234.05
30	212	719	\$ 2,077.55	\$ 156.60	\$ 16.53	\$ 173.13
31	214	973	\$ 2,811.48	\$ 211.93	\$ 22.36	\$ 234.29
32	215	806	\$ 2,328.94	\$ 175.55	\$ 18.53	\$ 194.08
33	216	874	\$ 2,525.42	\$ 190.36	\$ 20.09	\$ 210.45
34	217	901	\$ 2,603.44	\$ 196.24	\$ 20.71	\$ 216.95
35	218	741	\$ 2,141.12	\$ 161.39	\$ 17.03	\$ 178.43
36	219	1018	\$ 2,941.51	\$ 221.73	\$ 23.40	\$ 245.13
37	301	885	\$ 2,557.21	\$ 192.76	\$ 20.34	\$ 213.10
38	302	739	\$ 2,135.34	\$ 160.96	\$ 16.99	\$ 177.94
39	303	899	\$ 2,597.66	\$ 195.81	\$ 20.66	\$ 216.47
40	304	895	\$ 2,586.10	\$ 194.94	\$ 20.57	\$ 215.51
41	305	866	\$ 2,502.31	\$ 188.62	\$ 19.91	\$ 208.53

GLENBOROUGH

STRATA PLAN NW 3179

\$350,395.00

2006/2007 SCHEDULE OF STRATA FEES

2006/2007 ANNUAL STRATA FEES \$ 316,947.00 \$ 33,448.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
42	306	973	\$ 2,811.48	\$ 211.93	\$ 22.36	\$ 234.29
43	307	719	\$ 2,077.55	\$ 156.60	\$ 16.53	\$ 173.13
44	308	980	\$ 2,831.71	\$ 213.45	\$ 22.53	\$ 235.98
45	309	1005	\$ 2,903.95	\$ 218.90	\$ 23.10	\$ 242.00
46	310	828	\$ 2,392.50	\$ 180.34	\$ 19.03	\$ 199.38
47	311	972	\$ 2,808.59	\$ 211.71	\$ 22.34	\$ 234.05
48	312	719	\$ 2,077.55	\$ 156.60	\$ 16.53	\$ 173.13
49	314	973	\$ 2,811.48	\$ 211.93	\$ 22.36	\$ 234.29
50	315	863	\$ 2,493.64	\$ 187.97	\$ 19.84	\$ 207.80
51	316	874	\$ 2,525.42	\$ 190.36	\$ 20.09	\$ 210.45
52	317	901	\$ 2,603.44	\$ 196.24	\$ 20.71	\$ 216.95
53	318	741	\$ 2,141.12	\$ 161.39	\$ 17.03	\$ 178.43
54	319	1018	\$ 2,941.51	\$ 221.73	\$ 23.40	\$ 245.13
55	401	885	\$ 2,557.21	\$ 192.76	\$ 20.34	\$ 213.10
56	402	739	\$ 2,135.34	\$ 160.96	\$ 16.99	\$ 177.94
57	403	900	\$ 2,600.55	\$ 196.03	\$ 20.69	\$ 216.71
58	404	900	\$ 2,600.55	\$ 196.03	\$ 20.69	\$ 216.71
59	405	866	\$ 2,502.31	\$ 188.62	\$ 19.91	\$ 208.53
60	406	966	\$ 2,791.26	\$ 210.40	\$ 22.20	\$ 232.60
61	407	718	\$ 2,074.66	\$ 156.38	\$ 16.50	\$ 172.89
62	408	973	\$ 2,811.48	\$ 211.93	\$ 22.36	\$ 234.29
63	409	1005	\$ 2,903.95	\$ 218.90	\$ 23.10	\$ 242.00
64	410	828	\$ 2,392.50	\$ 180.34	\$ 19.03	\$ 199.38
65	411	965	\$ 2,788.37	\$ 210.18	\$ 22.18	\$ 232.36
66	412	714	\$ 2,063.10	\$ 155.51	\$ 16.41	\$ 171.93
67	414	967	\$ 2,794.14	\$ 210.62	\$ 22.23	\$ 232.85
68	415	863	\$ 2,493.64	\$ 187.97	\$ 19.84	\$ 207.80
69	416	873	\$ 2,522.53	\$ 190.14	\$ 20.07	\$ 210.21
70	417	901	\$ 2,603.44	\$ 196.24	\$ 20.71	\$ 216.95
71	418	741	\$ 2,141.12	\$ 161.39	\$ 17.03	\$ 178.43
72	419	1018	\$ 2,941.51	\$ 221.73	\$ 23.40	\$ 245.13
73	101-2915 CS	0	\$ -	\$ -	\$ -	\$ -
74	102	723	\$ 2,089.11	\$ 157.47	\$ 16.62	\$ 174.09
75	103	885	\$ 2,557.21	\$ 192.76	\$ 20.34	\$ 213.10
76	104	876	\$ 2,531.20	\$ 190.80	\$ 20.14	\$ 210.93
77	105	801	\$ 2,314.49	\$ 174.46	\$ 18.41	\$ 192.87
78	106	895	\$ 2,586.10	\$ 194.94	\$ 20.57	\$ 215.51
79	107	669	\$ 1,933.07	\$ 145.71	\$ 15.38	\$ 161.09
80	108	908	\$ 2,623.66	\$ 197.77	\$ 20.87	\$ 218.64
81	109	813	\$ 2,349.16	\$ 177.08	\$ 18.69	\$ 195.76
82	110	781	\$ 2,256.70	\$ 170.11	\$ 17.95	\$ 188.06

GLENBOROUGH

STRATA PLAN NW 3179

\$350,395.00

2006/2007 SCHEDULE OF STRATA FEES

2006/2007 ANNUAL STRATA FEES \$ 316,947.00 \$ 33,448.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
83	111	722	\$ 2,086.22	\$ 157.26	\$ 16.60	\$ 173.85
84	112	882	\$ 2,548.54	\$ 192.10	\$ 20.27	\$ 212.38
85	114	875	\$ 2,528.31	\$ 190.58	\$ 20.11	\$ 210.69
86	115	810	\$ 2,340.49	\$ 176.42	\$ 18.62	\$ 195.04
87	116	898	\$ 2,594.77	\$ 195.59	\$ 20.64	\$ 216.23
88	117	668	\$ 1,930.18	\$ 145.49	\$ 15.35	\$ 160.85
89	118	899	\$ 2,597.66	\$ 195.81	\$ 20.66	\$ 216.47
90	119	828	\$ 2,392.50	\$ 180.34	\$ 19.03	\$ 199.38
91	201	880	\$ 2,542.76	\$ 191.67	\$ 20.23	\$ 211.90
92	202	723	\$ 2,089.11	\$ 157.47	\$ 16.62	\$ 174.09
93	203	906	\$ 2,617.89	\$ 197.33	\$ 20.82	\$ 218.16
94	204	876	\$ 2,531.20	\$ 190.80	\$ 20.14	\$ 210.93
95	205	801	\$ 2,314.49	\$ 174.46	\$ 18.41	\$ 192.87
96	206	895	\$ 2,586.10	\$ 194.94	\$ 20.57	\$ 215.51
97	207	669	\$ 1,933.07	\$ 145.71	\$ 15.38	\$ 161.09
98	208	908	\$ 2,623.66	\$ 197.77	\$ 20.87	\$ 218.64
99	209	815	\$ 2,354.94	\$ 177.51	\$ 18.73	\$ 196.25
100	210	886	\$ 2,560.10	\$ 192.98	\$ 20.37	\$ 213.34
101	211	722	\$ 2,086.22	\$ 157.26	\$ 16.60	\$ 173.85
102	212	900	\$ 2,600.55	\$ 196.03	\$ 20.69	\$ 216.71
103	214	875	\$ 2,528.31	\$ 190.58	\$ 20.11	\$ 210.69
104	215	810	\$ 2,340.49	\$ 176.42	\$ 18.62	\$ 195.04
105	216	898	\$ 2,594.77	\$ 195.59	\$ 20.64	\$ 216.23
106	217	668	\$ 1,930.18	\$ 145.49	\$ 15.35	\$ 160.85
107	218	899	\$ 2,597.66	\$ 195.81	\$ 20.66	\$ 216.47
108	219	828	\$ 2,392.50	\$ 180.34	\$ 19.03	\$ 199.38
109	301	880	\$ 2,542.76	\$ 191.67	\$ 20.23	\$ 211.90
110	302	723	\$ 2,089.11	\$ 157.47	\$ 16.62	\$ 174.09
111	303	906	\$ 2,617.89	\$ 197.33	\$ 20.82	\$ 218.16
112	304	876	\$ 2,531.20	\$ 190.80	\$ 20.14	\$ 210.93
113	305	856	\$ 2,473.41	\$ 186.44	\$ 19.68	\$ 206.12
114	306	895	\$ 2,586.10	\$ 194.94	\$ 20.57	\$ 215.51
115	307	669	\$ 1,933.07	\$ 145.71	\$ 15.38	\$ 161.09
116	308	908	\$ 2,623.66	\$ 197.77	\$ 20.87	\$ 218.64
117	309	815	\$ 2,354.94	\$ 177.51	\$ 18.73	\$ 196.25
118	310	886	\$ 2,560.10	\$ 192.98	\$ 20.37	\$ 213.34
119	311	722	\$ 2,086.22	\$ 157.26	\$ 16.60	\$ 173.85
120	312	900	\$ 2,600.55	\$ 196.03	\$ 20.69	\$ 216.71
121	314	875	\$ 2,528.31	\$ 190.58	\$ 20.11	\$ 210.69
122	315	864	\$ 2,496.53	\$ 188.18	\$ 19.86	\$ 208.04
123	316	898	\$ 2,594.77	\$ 195.59	\$ 20.64	\$ 216.23

GLENBOROUGH

STRATA PLAN NW 3179

\$350,395.00

2006/2007 SCHEDULE OF STRATA FEES

2006/2007 ANNUAL STRATA FEES \$ 316,947.00 \$ 33,448.00

STRATA LOT #	UNIT NO.	UNIT ENTITLEMENTS	YEARLY STRATA FEES	MONTHLY OPERATING CONTRIBUTIONS	MONTHLY RESERVE CONTRIBUTIONS	TOTAL MONTHLY STRATA FEES
124	317	668	\$ 1,930.18	\$ 145.49	\$ 15.35	\$ 160.85
125	318	899	\$ 2,597.66	\$ 195.81	\$ 20.66	\$ 216.47
126	319	828	\$ 2,392.50	\$ 180.34	\$ 19.03	\$ 199.38
127	401	880	\$ 2,542.76	\$ 191.67	\$ 20.23	\$ 211.90
128	402	723	\$ 2,089.11	\$ 157.47	\$ 16.62	\$ 174.09
129	403	907	\$ 2,620.77	\$ 197.55	\$ 20.85	\$ 218.40
130	404	877	\$ 2,534.09	\$ 191.02	\$ 20.16	\$ 211.17
131	405	856	\$ 2,473.41	\$ 186.44	\$ 19.68	\$ 206.12
132	406	896	\$ 2,588.99	\$ 195.15	\$ 20.59	\$ 215.75
133	407	670	\$ 1,935.96	\$ 145.93	\$ 15.40	\$ 161.33
134	408	910	\$ 2,629.44	\$ 198.20	\$ 20.92	\$ 219.12
135	409	815	\$ 2,354.94	\$ 177.51	\$ 18.73	\$ 196.25
136	410	886	\$ 2,560.10	\$ 192.98	\$ 20.37	\$ 213.34
137	411	722	\$ 2,086.22	\$ 157.26	\$ 16.60	\$ 173.85
138	412	901	\$ 2,603.44	\$ 196.24	\$ 20.71	\$ 216.95
139	414	877	\$ 2,534.09	\$ 191.02	\$ 20.16	\$ 211.17
140	415	864	\$ 2,496.53	\$ 188.18	\$ 19.86	\$ 208.04
141	416	897	\$ 2,591.88	\$ 195.37	\$ 20.62	\$ 215.99
142	417	668	\$ 1,930.18	\$ 145.49	\$ 15.35	\$ 160.85
143	418	901	\$ 2,603.44	\$ 196.24	\$ 20.71	\$ 216.95
144	419	828	\$ 2,392.50	\$ 180.34	\$ 19.03	\$ 199.38
121265						

March 14 2007

Nw 3176 Glenborough

Capital Projects Plan

Year

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2018	2020	2021
Exterior Trim Paint	45000						65000						85000		
Exterior Vinyl Wash	10000														
Carpet Replacement															
1st Floor			6000												
2nd Floor				7000											
3rd Floor					7000										
4th Floor						7000									
Stairwells		7000													
Bollers Replace															
2915			10000												
2925		10000													
Roofing															
2915													200000		
2925													200000		
Balcony Resurface															
2915							50000	50000	50000	50000					
2925							50000	50000	50000	50000					
Interior Painting															
2915	3000	3000				4000	4000				5000	5000			
2925	3000	3000				4000	4000				5000	5000			
Parkade Waterproofing	5000	5000	5000	5000		5000		5000		5000		5000		5000	
Parkade Engineering Report	5000														

Nw 3179
Glenborough

Year

	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Replumbing				420000											
2915					420000										
2925															
Landscaping															
Garden Sc		5000			5000			5000			5000			5000	
Lawn topc		4000													
Tree Main	6000		3000		3000		3000		3000		3000		3000		3000
Exterior Lighting Up	7000														

Cost of Work	84000	37000	24000	432000	435000	20000	176000	110000	103000	105000	18000	15000	488000	10000	3000
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CRF Open Balance	152358	107900.32	108664.333	122458.906	40805.2624	40885.4729	55968.8918	40655.6474	40729.8733	40807.0683	40887.35	57970.845	78737.6788	40335.186	65396.5934
CRF Contribution	33448	33448	33448	33448	33448	33448	33448	33448	33448	33448	33448	33448	33448	33448	33448
Funds From Budget	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interest	6094	4316	4347	4898	1632	1635	2239	1626	1629	1832	1835	2319	3150	1613	2616
Funds From CRF	84000	37000	24000	432000	435000	20000	176000	110000	103000	105000	18000	15000	488000	10000	3000
Funds From Spec Levy	0	0	0	312000	400000	0	125000	75000	68000	70000	0	0	413000	0	0
CRF Balance End of Year	107900.32	108664.33	122458.91	40805.26	40885.47	55968.89	40655.65	40729.87	40807.07	40887.35	57970.85	78737.68	40335.19	65396.59	98460.46

Total Special Levy over 10 years 1463000
Cost per unit 10160

STRATA PLAN NW 3179 – THE GLENBOROUGH BUDGET RESOLUTION - ¾ VOTE

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

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

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

BE IT THEREFORE RESOLVED THAT:

- ⇒ The Owners, Strata Plan NW 3179, hereby authorize a 2007/2008 reserve contribution in the amount of \$33,448.00. (refer to Section 93 of the Strata Property Act)
- ⇒ The Owners, Strata Plan NW 3179, hereby authorize a transfer from reserves in the 2007/2008 fiscal year in the amount of \$84,000.00 to fund repairs as outlined in the Capital Plan for 2007/2008. (refer to Section 96 of the Strata Property Act)
- ⇒ The Owners, Strata Plan NW 3179, hereby authorize operating expenses in the amount of \$421,947.00 (exclusive of the reserves and capital expenses). (refer to Section 103 (1) of the Strata Property Act)

STRATA PLAN NW 3179 – THE GLENBOROUGH PROPERTY INSURANCE - ¾ VOTE RESOLUTION

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

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

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

BE IT THEREFORE RESOLVED THAT The Owners, Strata Plan NW 3179, hereby approve the insurance policy and the terms as set out in the Insurance Certificate dated January 31, 2007, setting out the coverages for the benefit of The Owners, Strata Plan NW 3179, in accordance with Section 149 of the Strata Property Act and related regulations.



COASTAL INSURANCE SERVICES LTD.

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

1322 Johnston Road, White Rock, BC V4B 3Z2 Tel: 604-531-1020 Fax: 604-531-2031

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

Policy No. CNW 3179 DECLARATIONS Renewal

Name of Insured:	The Owners of Strata Plan NW 3179 Glenborough
Location Address:	2915 & 2925 Glen Drive, Coquitlam, BC, V3B 7H8
Additional Named Insured & Mailing Address:	Strataco Management Ltd., 8553 Commerce Court, Burnaby, BC V5A 4N4
Policy Period:	01/31/07 to 12/31/2007 (mm/dd/yy) 12:01 a.m. Standard Time
Loss Payable to:	The Insured or Order in Accordance with the Strata Property Act of British Columbia.
Insurers:	As Per List of Participating Insurers Attached.

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

INSURING AGREEMENTS		Deductibles (\$)	Limits (\$)
PROPERTY COVERAGES - STR09/06R			
All Property, All Risks, Stated Amount Co-Insurance, Bylaws, Replacement Cost		2,500	25,256,000
Water Damage		5,000	Included
Backup of Sewers, Sumps, Septic Tanks or Drains		5,000	Included
Earthquake Damage		10%	Included
Flood Damage		10,000	Included
Key & Lock		250	10,000
BLANKET EXTERIOR GLASS INSURANCE Aviva Insurance Company of Canada - Form 820000 (11/98)	Residential	100	Blanket
COMMERCIAL GENERAL LIABILITY - Form 000102 (Rev. 11/98)			
Coverage A - Bodily Injury & Property Damage Liability	Per Occurrence	500	10,000,000
Products & Completed Operations	Aggregate	500	10,000,000
Coverage B - Personal Injury Liability	Per Occurrence	500	10,000,000
Coverage C - Medical Payments	Any One Person		2,500
	Per Occurrence		25,000
Coverage D - Tenants Legal Liability		500	500,000
Non-Owned Automobile - SPF #6 - Form 335002	Per Occurrence		10,000,000
Contractual Liability - SEF #96	Per Occurrence	500	50,000
Excluding Long Term Leased Vehicle - S.E.F. No. 99	Per Occurrence		10,000,000
Limited Pollution Liability Coverage	Aggregate		1,000,000
Employee Benefit Liability - Form 000200	Aggregate	1,000	1,000,000
Advertising Liability - Form 000117	Per Occurrence		500,000
DIRECTORS & OFFICERS LIABILITY - Form G/A2(04/01) Claims Made Form			
Condominium Discrimination Defense Costs	Per Occurrence	500 Retention	10,000
	Aggregate	500 Retention	25,000
POLLUTION & REMEDIATION LEGAL LIABILITY - Form XLICL-PARLSCP(05/04)			
Claims Made Form - Limit of Liability - Each Loss, Remediation Expense or Legal Defense Expense		10,000 Retention	1,000,000
VOLUNTEER ACCIDENT INSURANCE PLAN Form 9224344- Plan II			
Principal Sum - \$100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks)		7 Day Waiting Period	100,000
Accident Expenses - various up to \$5,000 (see policy wording) Dental Expense - \$2,500			
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION			
Form 500000 (Rev. 01/2000)			
I Employee Dishonesty - Form A			10,000
II Loss Inside the Premises			5,000
III Loss Outside the Premises			5,000
IV Money Orders and Counterfeit Paper Currency			5,000
V Depositors Forgery			5,000
EQUIPMENT BREAKDOWN			
I Physical Damage, Direct Damage, Standard Comprehensive Plus, Replacement Cost - Form C780016(02/06)		1,000	25,256,000
II Consequential Damage, 90% Co-Insurance - Form C780032 (02/06)	24 Hour Waiting Period		10,000
III Extra Expense - Form C780033 (02/06)	Period		100,000
IV Ordinary Payroll - 90 Days - Form C780034 (02/06)	24 Hour Waiting Period		100,000

ALL COVERAGES SUBJECT TO POLICY DEFINITIONS

This Policy contains a clause(s), which may limit the amount payable.

This policy shall not be valid or binding unless countersigned by a duly Authorized Representative of the Insurer.

Authorized Representative
Coastal Insurance Services Ltd.

January 25, 2007 - ELO/ESH



COASTAL INSURANCE SERVICES LTD.

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

SCHEDULE OF PARTICIPATING INSURERS

For The Owners of Strata Plan NW 3179 Glenborough
 Policy # CNW 3179

Term: 01/31/07 to 12/31/2007 (mm/dd/yy) 12:01 a.m. Standard Time

Insurer	Coverage	%	Limit (\$)
Aviva Insurance Company of Canada	Property	35	8,839,600
Axa Pacific Insurance Company	Property	23	5,808,880
Royal & SunAlliance Insurance Company	Property	42	10,607,520
Aviva Insurance Company of Canada	Commercial General Liability	100	10,000,000
Aviva Insurance Company of Canada	Directors & Officers Liability	100	2,000,000
Aviva Insurance Company of Canada	Employee Dishonesty - Form A	100	10,000
Aviva Insurance Company of Canada	Comprehensive Dishonesty, Disappearance and Destruction	100	5,000
Aviva Insurance Company of Canada	Glass	100	Blanket Exterior Coverage
XL Insurance Company Ltd.	Pollution & Remediation Legal Liability	100	1,000,000
Aviva Insurance Company of Canada	Equipment Breakdown	100	25,256,000
Axa Assurances Inc.	Volunteer Accident Insurance Plan II	100	100,000

DISCLOSURE NOTICE - UNDER THE FINANCIAL INSTITUTIONS ACT

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

1. Sandra Kline, is licensed as a general insurance agent by the Insurance Council of British Columbia.
2. The transaction is between you and Aviva Insurance Company of Canada, Axa Pacific Insurance Company, Royal & SunAlliance Insurance Company (Insurer) and is disclosed on the policy.
3. In soliciting the transaction described above, I am representing Coastal Insurance Services Ltd. who does business with the Insurer.
4. The entire and sole interest of the Insurer in the Agency is 100%.
5. Upon completion of this transaction, the agent will be remunerated by way of commission or fee by the Insurer.
6. The Financial Institutions Act prohibits the Insurer from requiring you to transact additional or other business with the Insurer or any other person or Corporation as a condition of the transaction.

Total Pro Rata
 Premium

\$26,943.00

FAIRBANK

Insured's Copy

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 3179, GLENBOROUGH, HELD ON TUESDAY, MARCH 20, 2007 AT 7:00 PM IN THE SOCIAL ROOM, 2925 GLEN DRIVE, COQUITLAM, BC

Council in attendance: Tony Lorage, President
Janet Hotra, Treasurer
Catherine Paquette, Security Committee
Ryan Furtado, Parking

Allan Grandy,
Strataco Management Ltd.

Guests in attendance: Mr. & Mrs. Pehar, strata lot 38

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Tony Lorage, at 7:02 pm.

DELEGATION:

The owner of strata lot 38 addressed the Strata Council with regards to correspondence submitted concerning late payment charges assessed against her strata lot during the later half of 2006. The owner has noted that she did not receive notification from the previous managing agents with regard to the arrears situation and as such was unable to respond to correct the situation.

The owner, therefore, is appealing the late charges as assessed.

It was noted by Council that this matter would then be discussed and a decision reached by the Strata Council on the owner's request at a later point in the meeting.

MINUTES OF THE MEETING OF FEBRUARY 20, 2007:

It was

MOVED AND SECONDED:

That the minutes of the meeting of February 20, 2007 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES:

The President noted that a final revision to the proposed management contract wording was currently awaited by the Strata Council.

In response to the Strata Council President's queries, it was noted that the audit remained in progress at this time, as was a response from WebNet regarding their interest in the possibility of installing an antenna system at The Glenborough.

Staff were requested to follow up with regards to a floor covering installation request.

It was noted that a contractor known by a member of the Strata Council was unable to provide a sketch of a proposed real estate yard arm sign, and as such staff were requested to provide a sketch for a suitable real estate yard arm sign to Council member Janet Hotra.

It was noted that staff would be altering the sign for the suggestion boxes in the lobby area.

DRAFT
FOR DISCUSSION

With respect to a proposed bylaw amendment pertaining to pets, it was noted that in order to meet the deadline for finalization of the Annual General Meeting notice, members of Council would have to provide their final draft of the proposed wording to staff by March 23, 2007.

PRESIDENT'S REPORT:

The President was pleased with the special budget meeting that took place one week earlier, and the efforts extended by all parties in reviewing and preparing the budget for presentation to the ownership, at the Annual General Meeting.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statement

The Manager tabled copies of the financial statement for the month of January 2007. The financial statement was then tabled to a later point in the meeting.

Receivables Report

The receivables report was tabled to a later point in the meeting.

Strata Lot

The owner's correspondence was then tabled until a later point in the meeting

2007/2008 Operating Budget

The Manager tabled copies of the revised operating budget as modified by the Strata Council at the March 14, 2007 budget meeting. As well, a copy of the 2007/2008 Capital Plan and assessment schedule, which would be applicable with the proposed operating budget, was provided for Council's information. Council noted that all modifications have been made to the revised budget, and that the budget along with the Capital Plan can now be presented to the ownership at the Annual General Meeting.

2) Staff Report

Cigarette Butts

It was agreed that this matter would be tabled for discussion to a later point in the meeting.

Access Issues

It was agreed that this matter would be tabled for discussion to a later point in the meeting.

Pet Bylaw Infraction

It was agreed that this matter would be tabled to a later point in the meeting.

3) Completed Items

The Manager advised that since the last meeting of the Strata Council the following items had been completed: receipt of quotation from Global Lighting Services with regards to lighting improvements to the exterior of lobbies; receipt of carpet cleaning quotations from ServiceMaster and Pro Carpet, and staff were currently awaiting quotations from Angel Restoration and PacWest Restorations; receipt of window

cleaning quotations from ServiceMaster and Right Choice Property Services and staff were currently awaiting a quotation from Champion Property Services; finalization of parking notices for distribution to Council; receipt of certificate of inspection of fire hydrants from Fraser Valley Hydrant Services; authorization to WebNet to undertake survey to determine whether or not the building's location would be suitable for an antenna installation; supply of additional cards to the Security Committee person.

With regards to lighting, staff were advised that they could ask Global Electric Ltd. to meet with the Strata Council President to review the specifics of the walkway lighting quotation, which is desired in addition to the exterior lobby lighting quotations.

4) In Progress

The Manager advised that the following items remain in progress: completion of ground floor patio repairs by Creative Handyman Services; receipt of quotations for underground parkade leakage repairs; quotation for engineering services review of parkade leakage.

With regards to the above, it was noted that Creative Handyman had previously advised that it would be approximately mid April before they would be in a position to commence work on the ground floor patio.

5) Landscaping

The Manager tabled copies of a proposal from Professional Lawn Care with regard to on site service charges that would be applicable on an hourly basis.

Council noted that a previous discussion had taken place with regard to landscape maintenance proposals requested by Council and supplied at an earlier Strata Council meeting. It was then

MOVED AND SECONDED:

That staff be authorized to retain the services of Nishi Gardenscape and that they are authorized to commence work at their earliest opportunity.

MOTION CARRIED

6) Exterior Painting

The Manager tabled copies of quotations as submitted by Alumni Painters, Citywide Painting and Remdal Painting for exterior trim painting. As well, correspondence was tabled to and from Master Painter and Decorators Association with regards to the completion of specifications for the exterior trim painting and the onsite bidders meeting, as well as a request for a separate proposal from the bidders for soft washing of the vinyl sided surfaces.

With regards to the painting quotations, it was noted that the Capital Plan has been amended so as to include a funding allowance for the lowest bid received for exterior trim painting, that being Alumni Painters.



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

OTHER BUSINESS:

Annual General Meeting

It was noted that at the Annual General Meeting, the following items would be presented. Minutes of the previous Annual General Meeting, the 2007/2008 operating budget and Capital Plan, a $\frac{3}{4}$ resolution to ratify the insurance policy, and a bylaw amendment pertaining to pet bylaws, if a final draft can be reached by the Strata Council in time for inclusion of the Annual General Meeting notice.

As the discussions at the Strata Council meeting would now entail confidential or private matters, the guests in attendance then left the meeting.

Strata Lot 38

Council then reviewed the presentation and submission of the owner of strata lot 38 with regards to the owner's request to the deletion of late charges assessed against the owner's account as a result of the failure on the part of the previous management company to notify the owner of the arrears.

In discussing this matter, council noted that the first month's arrears penalty should apply; however, subsequent months should not be charged to the owner as the owner was not made aware of the charges by the previous management company.

It was

MOVED AND SECONDED:

That of the \$250.00 in late charges assessed against strata lot 38, \$200.00 of the charges be deleted.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting.

It was noted that despite earlier reminder and demand letters, eight strata lots remain significantly in arrears at this time.

It was then

MOVED AND SECONDED:

That liens be registered against strata lots 22, 29, 71, 95, 115, 119, 134, and 122, and all costs incurred in the collection of the outstanding balances be assessed against the account of said strata lot.

MOTION CARRIED UNANIMOUSLY

Cigarette Butts

Council then reviewed correspondence as submitted by an owner with regards to the damage and potential damage, which may incur as a result of individuals throwing cigarette butts over the sides of balconies or out of windows.

Council wishes to remind all owners that the throwing of cigarette butts out of windows or over the sides of balconies is strictly prohibited.

Access

Council then reviewed correspondence from an owner with regards to the owner's request pertaining to a change of door handles from the current doorknobs to lever style handles in building 2915.

After some discussion, it was

MOVED AND SECONDED:

That staff be authorized to replace two parkade doorknobs with lever style handles of a commercial grade quality, and staff are requested to communicate as to what additional changes the owner is referring to in his correspondence.

MOTION CARRIED

Pet Bylaw

Some discussion then took place with regards to the possible wording for an amendment of the pet bylaw as previously noted in the meeting.

After further discussion, it was agreed that members of Council would communicate with each other via email to hopefully arrive at a final wording draft of a proposed amendment, and that this information would be conveyed to staff no later than Monday, March 26, 2007, at 9:00 am so that it can be incorporated into the Annual General Meeting notice.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:37 pm, until Tuesday, April 17, 2007 at 7:00 pm in the social room, 2925 Glen Drive, Coquitlam, BC.

STRATACO MANAGEMENT LTD.
8553 Commerce Court
Burnaby, BC
V5A 4N4

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



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

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 3179,
GLENBOROUGH, HELD ON TUESDAY, FEBRUARY 20, 2007 AT 7:00 PM IN THE
SOCIAL ROOM, 2925 GLEN DRIVE, COQUITLAM, BC**

Council in attendance: Tony Lorage, President
Janet Hofra, Treasurer
Ryan Furtado, Parking

Allan Grandy,
Strataco Management Ltd.

Regrets: Catherine Paquette, Security Committee

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Tony Lorage, at 7:08 pm.

MINUTES OF THE MEETING OF JANUARY 16, 2007:

It was noted that on page 1 of the minutes Catherine Paquette is the Security Committee Chairperson, and not the Strata Council Secretary.

It was then

MOVED AND SECONDED:

That the minutes of the meeting of January 16, 2007 be adopted as amended.

MOTION CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

The President referred several questions regarding the revised contract for management services provided to Council for follow up and response. Further consideration of the revised management contract was then tabled until the next Strata Council meeting.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statement

It was noted that the financial statement for the month of January 2007 was currently in progress.

Receivables Report

The Manager reviewed with Council those strata lots having outstanding balances as of the date of the meeting.

2007/2008 Operating Budget

The Manager provided Council with an updated draft of the proposed 2007/2008 operating budget, along with an introductory Capital Project Plan. After discussion on the proposed information, it was agreed that the budget and Capital Plan would be tabled until a Special Budget Meeting to be held with the Strata Council at a date to be finalized.

DRAFT
FOR DISCUSSION

Audit

It was confirmed that the audit engagement letter had been forwarded to the Strata Corporation's auditor, and as such the audit remained in progress at this time.

2) Staff Report

Noise Concern

The Manager tabled copies of memos forwarded to staff with regards to noise transmission. It was noted that the dates of the complaints were approximately three months earlier, and as such no further action would take place on this matter at this time.

Webnet

The Manager tabled copies of correspondence for Council's information regarding interest expressed by Webnet for the possibility of installing antenna systems on the Strata Corporation's buildings. If the buildings prove to be a suitable location for antennas, the Strata Corporation would be receiving monthly fees as part of a roof lease agreement. It was noted that the first step in determining the suitability of the buildings for use of an antenna relay system would be the Strata Council authorizing Webnet to inspect the buildings to determine the suitability from a signal reception prospective. After some discussion, it was

MOVED AND SECONDED:

That staff be authorized to advise Webnet of the approval granted to determine whether a roof antenna system is feasible for the buildings' location.

MOTION CARRIED UNANIMOUSLY

Flooring Change

The Manager tabled copies of correspondence from a strata lot owner in 2925 with regards to a flooring upgrade for Council's information.

3) Completed Items

The Manager advised that since the last meeting of the Strata Council the following items had been completed: water leak repair at 2915 building by Xpert Mechanical on January 30, 2007; interior water damage repairs by Al Dyck Enterprises to affected strata lot and common hallways; investigation and repair of water leak at strata lots 43 and 61 on February 13, 2007 by Xpert Mechanical and Citywide Plumbing.

Request for quotations and receipt of bids for re-leveling of patios; request for quotation for soft washing of vinyl siding; letters to suppliers regarding change of management company; repair to defective door lock at lower lobby to parking area at 2915 building; correspondence to Master Painters & Decorators Association regarding request for specification and tenders for exterior trim painting; correspondence to A & A Anderson regarding request for tender for drain system cleaning; correspondence to Global Lighting regarding request for lighting improvement quotation.

Adjustment of hallway ventilation timer for 2915 building; verification that hallway carpets have been given their final cleaning after the fire in building next door; forwarding of petty cash remittance forms to resident caretaker; vinyl siding repair near roof level by

Restoration Services; vinyl siding repair at ground level side entrance area at 2915 building.

Concerning the above, Council reviewed quotations received from Creative Handyman and Restoration Services for patio re-leveling work for ground floor patios. After review of the quotations submitted, it was

MOVED AND SECONDED:

That the quotation submitted by Creative Handyman be accepted.

MOTION CARRIED UNANIMOUSLY

Quotations were then reviewed for vinyl siding soft washing from ServiceMaster, Champion Property Services and Right Choice Property Services. It was noted by Council that funding was not available in the current operating budget to allow for completion of this work; however, funding would be made available in the Capital Plan which would be presented to the ownership at the Annual General Meeting. As such, this matter was tabled until review of the Capital Plan by the ownership at the Annual General Meeting.

Council then reviewed the quotation submitted by A & A Anderson for the cleaning of the storm drains. It was agreed that this matter would be tabled pending the approval of the operating budget at the Annual General Meeting.

4) In Progress

The Manager advised that the following items remain in progress: inspection and servicing of fire hydrant by Fraser Valley Fire Hydrant; repair to fire door on fourth floor at 2925 building by Restoration Services; receipt of quotation for decorative metal real estate sign; window washing; receipt of carpet cleaning quotations.

With regard to window washing, Council requested that staff obtain costing estimates for the washing of inaccessible windows via tucker pole system twice per year.

With regards to the metal real estate sign, a Council member noted that she knew of a welder who could provide the Strata Corporation with a quotation for this work and would be in contact with that contractor on behalf of the Strata Corporation.

5) Landscaping

Landscape Maintenance Proposals

The Manager tabled copies of proposals submitted by Blades Garden Service, Rocksolid Landsculpting, Nishi Gardenscape and Precision Landscaping for the maintenance of the landscape areas, including both gardens and lawn areas. Costing estimates range from \$1,550.00 per month to \$2,580.00 per month. Three of the bidders were in the range of \$1,550.00 per month to \$1,800.00 per month plus taxes.

It was noted by Council that funding was available in the operating budget to allow for the retention of a full service maintenance contractor for the landscaped areas. The retention of a full service contractor would allow for the reduction in landscaping work being performed by the resident caretaker, thereby freeing up the resident caretaker's

time to be spent on other maintenance and repair matters which would be of benefit to the Strata Corporation.

After further discussion, it was agreed that this matter would be tabled pending review and decision by the ownership on the budget at the Annual General Meeting.

Tree Maintenance Quotes

The Manager tabled copies of a proposal for tree maintenance work submitted by Davey Tree Services. It was noted that a quotation from Al's Tree Service was anticipated to arrive shortly. It was further noted that funding allowance for the tree maintenance program has been included in the Capital Plan which will be considered at the Annual General Meeting.

6) Insurance

Policy Renewal Certificate

The Manager tabled copies of the insurance policy renewal certificate submitted by Coastal Insurance Services for Council's information. After review of the insurance policy renewal certificate, it was

MOVED AND SECONDED:

That Council ratify the renewal of the insurance policy with Coastal Insurance Services.

MOTION CARRIED UNANIMOUSLY

Insurance Appraisal

The Manager tabled copies of the most recent insurance appraisal report submitted by Normac Appraisals for Council's information.

7) Correspondence

The Manager tabled copies of correspondence regarding the following: pet bylaw infractions; tenancy documentation; appearance before Council; parking stall assignment; use of supplemental parking stalls.



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

OTHER BUSINESS:

Suggestion Box

Staff were requested to make arrangements for the change of signage on the suggestion boxes to reflect the change of management companies.

Bulletin Board

Staff were provided with the keys to the suggestion boxes and bulletin boards.

Supplemental Parking

Staff were requested to check on whether the postdated cheques turned in by a particular owner with regards to a supplemental parking stall had in fact been turned over to Strataco Management Ltd.

Courtesy Notices

Staff were requested to provide the Parking Committee Chairperson with replacement parking courtesy notices. It was agreed that 500 notices would be acceptable.

Bylaws

The Manager provided copies of a sample bylaw draft, along with pet bylaw drafts, for Council's review and consideration.

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:02 pm, until Tuesday, March 20, 2007 at 7:00 pm in the social room, 2925 Glen Drive, Coquitlam, BC.

STRATACO MANAGEMENT LTD.

8553 Commerce Court
Burnaby, BC
V5A 4N4

Tel: 604-294-4141

Fax: 604-294-8956



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/mk

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN NW 3179,
GLENBOROUGH, HELD ON TUESDAY, JANUARY 16, 2007 AT 7:00 PM IN THE
SOCIAL ROOM, 2915/2925 GLEN DRIVE, COQUITLAM, BC

Council in attendance: Tony Lorage, President
Janet Hotra, Treasurer
Ryan Furtado, Parking
Catherine Paquette, Secretary

Allan Grandy,
Strataco Management Ltd.

CALL TO ORDER:

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

DELEGATION:

The owner of strata lot 98 addressed the Strata Council with regards to correspondence forwarded to the Council regarding air quality issues. The owner advised Council of her physical susceptibility to air quality concerns and noted difficulties which have been encountered as a result of second hand smoke, painting odors and the like.

The owner reviewed efforts which she has made to try and eliminate such odors from permeating into her strata lot by sealing up possible access points into her suite and running exhaust fans internal to her residence on an ongoing basis. The owner noted that she seeks the Strata Council's cooperation in running the hallway ventilation system from at least 7:00 pm to 10:00 pm daily to help her with this concern.

During the course of discussion it was suggested that as an experiment the owner refrain from running her exhaust fans continuously within her strata lot as this may be creating negative air pressure, and drawing odors and the like into her strata lot. The owner agreed to try this to see what results might follow.

The Strata Council noted that they would be discussing this matter at a later point in the meeting and would consider the owner's request for operation of the hallway ventilation fans.

The owner advised Council of her concerns for gang activity in the vicinity of the building. Graffiti concerns as well as security issues were noted. The owner stressed the importance of individuals stopping after entering or exiting the underground parkade to ensure that the entrance gates close properly to help ensure security.

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

Council then addressed the issues as brought forth by the owner of strata lot 98, and after further discussion it was

MOVED AND SECONDED:

That authorization is granted to run the hallway ventilation fans at the 2915 Glen Drive building from 7:00 pm to 10:00 pm daily seven days per week.

MOTION CARRIED

DRAFT
FOR DISCUSSION

MINUTES OF THE MEETING OF NOVEMBER 14, 2006:

The minutes of the meeting of November 14, 2006 were approved as presented.

NOTE: Due to obvious reasons, Strataco staff; i.e., the Strata Manager, did not have an agenda for this our first meeting with him. To fill the need, the Strata President used the previous meeting's minutes to report on the status of several outstanding items as discussed and noted with the previous property company.

BUSINESS ARISING FROM THE MINUTES:

Parking fees: It was noted that the supplemental parking stall fee is established at \$25.00 per month.

Duct cleaning: It was reported that the work has now been completed in full and paid for.

Window cleaning: It was reported that the window cleaning work is now completed and paid for.

Fire inspection: With regard to the fire inspection for four missed strata lots, it was reported that the four missed strata lots have now been inspected and this work is considered completed.

The emergency fire plan has as well been completed and posted as required.

ICBC: The Strata Manager was requested to check on correspondence to ICBC with regard to a chargeback to ICBC in the amount of \$300.00 for the replacement of a rose bush.

Cleaning of carpets: With regard to the clean up resulting from the fire at the adjoining property, staff was requested to check on the final cleaning of the common hallway carpets.

Patio repairs: it was noted that seven strata lots at ground floor level still require re-leveling of sunken paving stones. Staff were requested to obtain costing estimates for this work.

Exterior lobby entrances: Staff were requested to obtain a quotation for upgrading of lighting at the two main entrance doors for both buildings.

Door closers: Staff was requested to arrange for a handyman to adjust door closers on the fourth floor of the 2925 Glen Drive building, in particular, for the middle of the hallway areas.

Real estate post: Staff was requested to obtain an estimate for the supply and installation of a decorative metal real estate yard arm to which realtors can affix their name should they be listing a unit for sale.

Petty cash: Staff was requested to include the reconciliation of the petty cash in the transfer of accounts from the previous property management company.

Cleaning of parkade drains and sump: Staff was requested to forward correspondence to obtain an estimate for the cleaning of the underground parkade drains and sump.

Pet bylaws: Staff was requested to provide sample bylaws for Council's review.

It was noted that a concern exists for the possibility of unauthorized pets in units in violation of the bylaws.

Improper storage: Staff were requested to forward correspondence as appropriate for improper storage in the underground parking area.

Fire hydrant servicing: It was noted that the servicing of a fire hydrant near the entrance to the complex remains outstanding. Staff were requested to make arrangements for the completion of this work.

Security access cards: Staff was requested to follow up on two temporary cards issued for access to the underground parking.

Council provided an overview for staff on procedures followed regarding temporary access card provisions should circumstances warrant the issuance of the same.

Door repair: Staff was requested to act on a parkade door repair for security control to the 2915 Glen Drive building.

GENERAL BUSINESS:

Landscaped Areas

Some discussions then took place regarding the maintenance of the landscaped areas. Staff was requested to obtain estimates for the provision of landscape maintenance services for Council's information.

Audit

The Manager then tabled copies of correspondence from the Strata Corporation's auditor with regard to the signing of the audit engagement letter. It was then

MOVED AND SECONDED:

That Ms. Janet Hotra be authorized to sign the audit engagement letter on behalf of the Strata Council.

MOTION CARRIED

Draft Operating Budget

The Manager then reported and tabled a copy of the first draft of the proposed operating budget for the next fiscal year 2007 / 08. The Manager noted that he had met with the Strata Council's Treasurer to review financial information provided to staff and staff's preliminary budget projections for the upcoming fiscal year.

It was noted that this matter would be tabled for further discussion at a subsequent meeting of the Strata Council.

Painting of Exterior Trim

Members of Council then noted that they wish to begin planning for the exterior painting of the trim of the buildings. It was then

MOVED AND SECONDED:

That staff be authorized to retain the services of Master Painters Decorator's Association (MPDA) to prepare specifications for this work.

Council was advised that by utilizing a painting consultant, standardized specifications can be prepared and bidders for the job would then be bidding on an "apples for apples" basis.

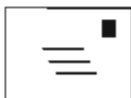
MOTION CARRIED

Council Meetings

With regard to future Strata Council meetings it was mutually agreed that the 3rd Tuesday of each month would be suitable for Council.

Minutes

Staff were then requested to forward a copy of the minutes to the Strata Council President for review prior to distribution.



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

ADJOURNMENT:

There being no further business, the meeting adjourned at 9:35 pm, until Tuesday, February 20, 2007 at 7:00 pm in the social room.

STRATACO MANAGEMENT LTD.

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

NEWS BRIEF.

Greetings to all our fellow owners, whether you are a resident or an off site owner. We are halfway through our fiscal strata year and summarized below are events, thoughts, and facts you should be aware of, in our Glenborough strata, NW 3179.

STRATA COUNCIL:

We started the year with a team of six strata councilors but two have left due to personal reasons. However, the main players are still with us. Namely, Jan Hotra tendering the finance role, Cathy Paquette handling the security aspects, with Ryan Furtado handling everything to do with our parkade. I try to keep the team coordinated and dive in where ever I am needed.

PROPERTY MANAGEMENT:

As you are aware, York West Asset Management (BC) Inc, are our property managers. They are now one of the larger management companies in BC and Alberta, having started years ago as Waverly and York. Growing to be a large property management company has its own particular sets of pluses and minuses. I personally preferred the quality of service offered by the smaller York West operation. Knowledge and first class property managers such as Janet McAllister, who helped us immensely during our retrofit, are very hard to replace. When one equates the likes of Ms. McAllister to the fact we had to educate countless numbers of property managers and office staff at York West during the past 8 / 9 months, the resulting quality of service or indeed the lack thereof, has made our task of being strata councilors extremely frustrating and difficult to say the least. (More on this topic under the MONEY caption). Do not be surprised if we call you to attend a Special General Meeting (SGM), to request your approval to change our property management company. As I pen you this News Brief, it is a probability, but not a certainty.

PARKADE: By strata councilor Ryan Furtado.

The parking situation needs to be audited. We need to perform some house cleaning of the existing records and implement an effective system for future use. Constant renter changes make stall assignments difficult to maintain. To facilitate, we may request your vehicle information and cooperation and patience, once again.

I would like to remind everyone that the visitor parking lot is ONLY for visitors, and not for residents of our building (or nearby buildings!) to park extra cars overnight. If you require an additional parking stall, please contact York West for the necessary rental forms. The visitor lot also REQUIRES the display of a valid visitor-parking pass. Violation notices have been handed out, as a reminder. Repeat violations WILL result in a call to the towing company. If you loose your pass and require a new one, please contact York West.

Resident parking INSIDE the underground garage with an inactive vehicle MUST display valid proof of storage insurance placed on the dash. It's for everyone's safety as well as financial protection. Failure to comply would result in fines.

Your continued diligence in the matter of parkade security is appreciated by all. PLEASE make sure the gate closes before you drive away, whether entering OR exiting. The gate closes in 7 seconds-- isn't building security worth an extra 7 seconds?

THANK YOU.

SECURITY: By strata councilor Cathy Paquette

The focus for security this year has changed from internal uses to those outside our gates. I am sure you are aware, several police incidents have recently occurred on our doorsteps. On behalf of council, I have been voicing our concerns to the RCMP, Coquitlam City Council, our Member of Parliament and the federal department of Public Housing. Answers are slim and solutions slow to come, but I will keep pushing on our behalf.

Some facts I gleaned from my conversation with community officials in regards to crime deterrents are: Rental screening. The importance of researching potential tenants cannot be stressed enough. For the safety on the building and the protection of your assets, we request all off-site owners develop a rigid screening process for potential renters.

Building Maintenance. The better maintained a property, the less likely it will become a hot spot for crime. In order to keep our property maintained, thus keeping our investment safe, council requires an increase to the operating fund. Please anticipate a significant strata fee increase for the 2007-year.

On a final note, please make every effort to protect our Glenborough property. In other words, clean up the common areas after yourself, keep an eye on your children, be selective with renters, and be proactive.

MONEY: (This topic would have been handled by our Finance councilor Jan Hotra but, unfortunately the demands of her new employer and a sudden family emergency in Australia has made it all but impossible to permit quality time to tend the needs of our strata. Notwithstanding, she is still our Finance chair). Here is the best I can offer you in simple terms, regarding our finances.

At our last Annual General Meeting (AGM) in February of this year, we informed you of a budget surplus and you approved the surplus be deposited in our contingency account.

Guess what, in reality that never happened. Why, you ask? 1st we did not have a finance councilor on strata, as the incumbent had sold her unit and moved onto a new residence two months before our AGM. 2nd I depended on All the figures provided by York West to be accurate. The property manager of the day was the most incompetent person we have ever had to deal with and was released from his duties from York West shortly thereafter.

Subsequent to the figures we presented you at the AGM, we were informed by York West that we may indeed be facing a deficit of any where between 15 & 30 thousand dollars!!!! You can imagine how we felt on council. I called for an immediate audit and curtailed ALL spending that could be postponed, pending the results of the audit. We received the final results of the audit in late June. Here are the results in round figures.

- There was a deficit in the 2004 / 2005 fiscal year of approximately \$1,400.
- In addition there was a deficit in the 2005 / 2006 fiscal year of approximately \$6,300.
- There was an accumulation of approximately \$38,000 in an insurance reserve fund that we on council were not aware of.

In view of the above, we took the following action, with the aide of the insurance reserve funds.

- Cleared deficits from both fiscal years.
- Cleared accumulated outstanding supplier accounts, (some were in arrears for months and refusing further credit).

End result was achieving a solvent and an ON BUDGET financial climate for our 2005/6 strata year. We expect to conclude the current year 2006 / 7 with a small deficit, pending Hydro / gas consumption in the coming months.

Did we go through a rough period? Darn right we did. How rough? Under pressure and with extended dialogs with the principles of York West, Namely Mr. Bart Bardsley, the chairman, York West withdrew two full months of their administrative charges against our strata AND provided us with an unsolicited letter of apology for all the teething problems encountered in the recent past. In conclusion, are we out of the woods yet? ----- Financially, we have cleared the backlogs & deficits up to date. As mentioned previously and below strata fees will be going up in the next budget. Administratively, York West would have to continue attempting to prove themselves, if they wish to be our property management provider.

GENERAL CONCLUSION: As mentioned above, we may have to call an SGM in the foreseeable near future. Strata fees will definitely be increasing commencing our next budget. Consider next years major expenses of "hand washing" the exterior of both buildings, ~~handle extra maintenance~~ repairs per the recommendations from two years ago by the engineers inspection, possibility of insurance hikes as we had two insurance claims in the past year, major gardening work as suggested by the RCMP, painting all the green colored wood work on the exterior of our buildings, gas and electricity increases and other projects that have been on hold due to past finance concerns.

I hope the foregoing has enlightened you with useful information, which in turn makes you feel content with the state of your investment in our Glenborough property and your strata council.

CHEERS,

Tony Lorage
President, Strata NW 3179.
p.p. your strata council.
September 22, 2006.

IMPORTANT

THE FOLLOWING IS A REMINDER TO RESIDENT OWNERS AND IMPORTANT INFORMATION TO NON-RESIDENT OWNERS. I BELIEVE THE CONTENTS TO BE SELF EXPLANATORY.

Bartec fire alarm testing / repairs:

Tuesday, September 26th, 2915 Glen Drive.

Suites for testing from 5:30 p.m. on wards, starting from the 4th floor,

103 – 109 – 110 – 116 – 117 – 201 – 202 – 204 – 207 – 209 – 210 – 211- 212 – 214 – 215 – 216 – 307 – 309 – 310 – 312 – 314 – 315 – 316 – 317 – 404 – 405 – 407 – 409 – 410 – 411 & 414.

Suites for repairs starting at 5 p.m.

303 – 311 & 419

Wednesday September 27th 2925 Glen drive

Suites for testing from 5:45 p.m. onwards, starting from the 4th floor.

107-112-116-201-203-294-211-219-302-309-310-312-314- 315-317-405-411-412-415-417& 418

Suites for repair, starting at 5 p.m.

115 – 119 – 209- 214 - 319 – 406 & 409.

+++++

Dryer Vent Cleaning:

Has two parts to the operation. Cleaning from within the suite and from the outside of the suite.
2915 Glen

Saturday October 28th starting at 9 a.m. inside cleaning will commence, starting from the top floor down. YOU GOT TO BE HOME FOR THIS.

Tuesday October 31st and Wednesday November 1st, starting at 9 a.m. all the outside vents will be cleaned by means of ladder entry on to your patio.

2925 Glen

Saturday November 4th starting at 9 a.m. for the inside suite cleaning, starting from the top floor down. YOU GOT TO BE HOME FOR THIS.

Tuesday November 7th & Wednesday November 8th, starting at 9 a.m. the outside will be cleaned with the aide of ladder entry to your patios.

If you are not able to attend for any of the following, please make sure that you arrange with a neighbor or some other person to attend on your behalf.

Return visits by the technicians are costly and YOU would have to pay for all of it