

STRATAWEST MANAGEMENT LTD.
#202 – 224 West Esplanade, North Vancouver, B.C. V7M 1A4
Telephone (604) 904-9595 Facsimile (604) 904-2323

CONFIDENTIAL OWNER INFORMATION & EMERGENCY CONTACTS

Occasionally, a maintenance problem will occur when it is imperative to enter an individual strata lot to correct the problem. Repair work can be hampered when owners / residents are away on vacation or absent for extended periods of time. Sometimes extensive damage is done to the building or the individual strata lot simply because there is no way of contacting the Owner. To avoid such problems, we ask that you fill in the information needed below and return it to us. This information will be kept confidential, only to be used in cases of emergency by the Strata Council or Stratawest Management Ltd.

Please be assured that the intent is to protect your property to the very best of our ability.

STRATA PLAN NO. _____ STRATA LOT NO. _____

Name of Owner _____

Name of Tenant (if applicable) _____

Number of Occupants _____

Property Address _____ Apt No _____

City _____ Province _____ Postal Code: _____

Non - Resident Address _____

Home Tel. No (_____) _____ Work Tel. No (_____) _____

Cellular No (_____) _____ Email Address _____

Security System Contact Information _____

EMERGENCY CONTACT *It is advisable that your emergency contact have a key to your Strata Lot.*

Name _____

Address _____ Apt No _____

City _____ Province: _____ Postal Code: _____

Home Tel. No (_____) _____ Work Tel. No (_____) _____

Cellular No (_____) _____ Email Address _____

Please add any additional information you feel may assist us in notifying you in event of any emergency.

Date: _____

Signature

By signing above, I understand that the personal information contained herein is for the purpose of gaining access to my strata lot in times of emergency and agree that the strata corporation and Stratawest Management Ltd. as its agent are authorized to collect, use and disclose such personal information for this purpose.

Payment of strata fees and special levies

- 2.1 An owner must pay strata fees on or before the first day of the month to which the strata fees relate.
- 2.2 Where an owner fails to pay strata fees in accordance with bylaw 2.1, outstanding strata fees will be subject to an interest charge of 10% per annum, compounded annually until paid. In addition to interest, failure to pay strata fees on the due date will result in a fine of \$100.00 for each contravention of bylaw 2.1.
- 2.3 An owner must provide the strata corporation or its agent with twelve (12) consecutive, monthly post-dated cheques for strata fees for the fiscal year of the strata corporation, dated as of the first day of each month or, if applicable, written authorization for monthly automatic debit from the owner's bank account.
- 2.4 Failure by an owner to submit twelve (12) monthly, post-dated strata fee cheques or written authorization for automatic debit in accordance with bylaw 2.3 is a contravention of bylaw 2.3 and the strata corporation will levy a fine of \$100.00 for each contravention. Each dishonoured cheque or dishonoured automatic debit will be subject to a fine of \$100.00 and an administration charge of \$30.00.
- 2.5 A special levy is due and payable on the date or dates noted in the resolution authorizing the special levy.
- 2.6 Failure to pay a special levy on the due date will result in a fine of \$200.00 for each contravention of bylaw 2.5.
- 2.7 Where an owner fails to pay a special levy in accordance with bylaw 2.5, outstanding special levies will be subject to an interest charge of 10% per annum, compounded annually until paid.

STRATA PLAN BCS 1419 - LOGAN LANE
OPERATING BUDGET
OCTOBER 1, 2011 TO SEPTEMBER 30, 2012

		2010/2011	ACTUAL	2011/2012		
		BUDGET	YEAR END	BUDGET	VARIANCE	NOTES
<u>INCOME</u>						
410	Strata Fees	\$164,721	\$164,721	\$196,756	32,035	
430	Interest Income	200	238	250	50	
460	Parking Income	6,600	7,350	6,600	0	
485	Deposit Paid Recycling	500	555	500	0	
498	Previous Year Operating Surplus	4,152	4,152	0	(4,152)	
TOTAL INCOME		\$176,173	\$177,016	\$204,106		
<u>EXPENDITURES</u>						
GENERAL						
530	General Meetings	\$196	\$196	\$196	0	
540	Insurance / Appraisal	40,000	40,020	38,755	(1,245)	(1)
550	Management Fees	18,681	18,682	18,681	0	(2)
572	Fire Panel Monitoring	2,600	2,759	2,600	0	(3)
580	Legal	0	3,947	3,000	3,000	(3)
585	General Administration	2,500	2,569	2,500	0	
Total General		\$63,977	\$68,173	\$65,732		
BUILDING						
625	Pest Control	\$1,613	\$2,991	\$2,500	887	(4)
629	Janitorial	6,653	6,634	6,653	0	(5)
640	Capital Improvements	5,000	1,781	1,500	(3,500)	(6)
650	Repairs/Maintenance	20,000	26,476	23,500	3,500	
655	Garbage Removal/Recycling	12,430	13,435	13,705	1,275	(7)
657	Exterior Maintenance	5,000	4,010	5,000	0	
665	Supplies	1,000	1,137	1,000	0	
670	Water/Sewer	16,000	26,054	24,000	8,000	
675	Window Cleaning/Evestrough Cleaning	1,500	1,960	2,000	500	
680	Fire Equipment Inspection	1,200	641	1,200	0	
Total Building		\$70,396	\$85,119	\$81,058		
GROUNDS						
710	Electricity	\$25,000	\$25,407	\$26,000	1,000	
725	Gardening	15,000	14,717	20,765	5,765	(8)
780	Snow Removal	800	54	500	(300)	
785	Irrigation	1,000	1,542	250	(750)	
Total Grounds		\$41,800	\$41,720	\$47,515		
TOTAL EXPENDITURES		\$176,173	\$195,012	\$194,305		
SURPLUS/(DEFICIT)			(\$17,996)	\$9,801		
SURPLUS (DEFICIT), BEGINNING OF YEAR			\$8,195	(9,801)		(9)
SURPLUS (DEFICIT) AT YEAR END			(\$9,801)	\$0		

**STRATA PLAN BCS 1419 - LOGAN LANE
CONTINGENCY RESERVE BUDGET
OCTOBER 1, 2011 TO SEPTEMBER 30, 2012**

		2010/2011 BUDGET	ACTUAL YEAR END	2011/2012 BUDGET	VARIANCE	NOTES
<u>INCOME</u>						
1410	Strata Fees	\$15,243	\$15,243	\$15,243	\$0	
1430	Interest Income	1,000	1,517	1,000	\$0	
TOTAL INCOME		\$16,243	\$16,760	\$16,243	\$0	
<u>EXPENDITURES</u>						
1645	Insurance Deductible (loss July 17, 2011)	0	10,000	0	0	
TOTAL EXPENDITURES		\$0	\$10,000	\$0	\$0	
SURPLUS (DEFICIT)		\$16,243	\$6,760	\$16,243	\$0	
RESERVE SURPLUS (DEFICIT), BEGINNING OF YEAR			\$119,544	126,304		
SURPLUS (DEFICIT) AT YEAR END			\$126,304	\$142,547		

NOTES:

- (1) Based on Insurable Value of \$18,608,000
- (2) Contract with Stratavest Management Ltd @\$1,390.00 per month plus HST
- (3) Contract with Prices' Alarms Monitall @ \$228.00 per quarter plus HST
(2 panels) plus cost of two telephone lines @ \$60.00 per month for each line.
- (4) Contract with Advantage Pest Control @ \$120.00 per month plus HST
Plus Allowance for Additional Services
- (5) Allowance of \$495.00 per month plus HST for janitorial services 1 x per week
- (6) Allowance for improvements
- (7) Contract with BFI for
 - 4 - 3 yd garbage containers @ \$364.00 per month plus HST
 - 2 - 3 yd cardboard recycling containers @ \$36.41 per month plus HST
 - 7 - 90/95 gallon recycling totes @ \$175.94 per month plus HST
 - Allowance for hauling @ \$325.00 per month plus HST
 - UBC Composting Program @ \$25.00 per month
 - Allowance for hauling compost @ \$25.00 per month plus HST
- (8) Contract with Busy Bee Gardening @ \$1,545.00 per month plus HST
which now includes 40 yards of soil amender on lawns and gardens
(Spring) labour for start up, and Winterization of Landscape Irrigation
Systems and treatment of trees for aphids (organic treatment applied in
spring).
- (9) Section 105 (2) of the Strata Property Act states:
"If operating expenses exceed the total contribution to the operating fund, the deficit must be eliminated
during the next fiscal year."

**LOGAN LANE
STRATA PLAN BCS 1419
SCHEDULE OF STRATA FEES
OCTOBER 1, 2011 TO SEPTEMBER 30, 2012**

	<u>OPERATING</u>	<u>CONTINGENCY</u>
TOTAL STRATA FEES	\$196,756	\$15,243
TOTAL UNIT ENTITLEMENT	9,616	9,616
TOTAL STRATA FEES/UNIT ENTITLEMENT/MON:	1.70511	0.13210

STRATA LOT	UNIT ENTITLEMENT	MONTHLY OPERATING	MONTHLY CONTINGENCY RESERVES	TOTAL MONTHLY STRATA FEES
1	156	\$266.00	\$20.61	\$286.61
2	181	308.62	23.91	332.53
3	143	243.83	18.89	262.72
4	150	255.77	19.81	275.58
5	143	243.83	18.89	262.72
6	150	255.77	19.81	275.58
7	143	243.83	18.89	262.72
8	150	255.77	19.81	275.58
9	145	247.24	19.15	266.39
10	151	257.47	19.95	277.42
11	145	247.24	19.15	266.39
12	152	259.18	20.08	279.26
13	143	243.83	18.89	262.72
14	150	255.77	19.81	275.58
15	143	243.83	18.89	262.72
16	150	255.77	19.81	275.58
17	143	243.83	18.89	262.72
18	150	255.77	19.81	275.58
19	143	243.83	18.89	262.72
20	150	255.77	19.81	275.58
21	146	248.95	19.29	268.24
22	151	257.47	19.95	277.42
23	154	262.59	20.34	282.93
24	152	259.18	20.08	279.26
25	151	257.47	19.95	277.42
26	150	255.77	19.81	275.58

LOGAN LANE
 STRATA PLAN BCS 1419
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STRATA LOT	UNIT ENTITLEMENT	MONTHLY OPERATING	MONTHLY CONTINGENCY RESERVES	TOTAL MONTHLY STRATA FEES
27	151	257.47	19.95	277.42
28	150	255.77	19.81	275.58
29	151	257.47	19.95	277.42
30	150	255.77	19.81	275.58
31	151	257.47	19.95	277.42
32	150	255.77	19.81	275.58
33	151	257.47	19.95	277.42
34	150	255.77	19.81	275.58
35	154	262.59	20.34	282.93
36	151	257.47	19.95	277.42
37	140	238.72	18.49	257.21
38	159	271.11	21.00	292.11
39	141	240.42	18.63	259.05
40	156	266.00	20.61	286.61
41	141	240.42	18.63	259.05
42	156	266.00	20.61	286.61
43	141	240.42	18.63	259.05
44	156	266.00	20.61	286.61
45	141	240.42	18.63	259.05
46	156	266.00	20.61	286.61
47	141	240.42	18.63	259.05
48	156	266.00	20.61	286.61
49	141	240.42	18.63	259.05
50	156	266.00	20.61	286.61
51	145	247.24	19.15	266.39
52	167	284.75	22.06	306.81
53	213	363.19	28.14	391.33

LOGAN LANE
STRATA PLAN BCS 1419
SCHEDULE OF STRATA FEES
OCTOBER 1, 2011 TO SEPTEMBER 30, 2012

		<u>OPERATING</u>	<u>CONTINGENCY</u>
TOTAL STRATA FEES		\$196,756	\$15,243
TOTAL UNIT ENTITLEMENT		9,616	9,616
TOTAL STRATA FEES/UNIT ENTITLEMENT/MON.		1.70511	0.13210

STRATA LOT	UNIT ENTITLEMENT	MONTHLY OPERATING	MONTHLY CONTINGENCY RESERVES	TOTAL MONTHLY STRATA FEES	
54	194	330.79	25.63	356.42	
55	210	358.07	27.74	385.81	
56	210	358.07	27.74	385.81	
57	193	329.09	25.49	354.58	
58	193	329.09	25.49	354.58	
59	210	358.07	27.74	385.81	
60	193	329.09	25.49	354.58	
61	213	363.19	28.14	391.33	
TOTAL		9,616	\$16,396.39	\$1,270.24	\$17,666.63
TOTAL ANNUAL			\$196,756.68	\$15,242.88	211,999.56



SUMMARY OF COVERAGES

Named Insured:	The Owners, Strata Plan BCS1419, acting on their own behalf or as a Strata Corporation &/or as Trustees or Agents on behalf of all Registered Unit Owners.	
Project Name:	LOGAN LANE	
Property Manager:	Stratawest Management Ltd.	Policy Period September 30, 2011 to September 30, 2012
Policy Number:	Coverages	Subscribers
BFL04BCS1419	PROPERTY EXTERIOR GLASS CRIME COMMERCIAL GENERAL LIABILITY CONDOMINIUM DIRECTORS & OFFICERS LIABILITY EQUIPMENT BREAKDOWN POLLUTION LIABILITY VOLUNTEER ACCIDENT LEGAL EXPENSES	Aviva Insurance Company of Canada AXA Pacific Insurance Company Chartis Insurance Company of Canada Economical Mutual Insurance Company as arranged by Can-Sure Underwriting Ltd. Aviva Insurance Company of Canada Aviva Insurance Company of Canada Aviva Insurance Company of Canada Great American Insurance Group Zurich Insurance Company Ltd Zurich Insurance Company Ltd AXA Assurances Inc. DAS Legal Protection Insurance Company Limited
Insured Locations:	2537 - 2579 East Mall, Vancouver, BC V6T 2K8 6202 - 6288 Logan Lane, Vancouver, BC V6T 2K9	
Perils Insured:	All risks as defined subject to \$1,000.00 Deductible Except; \$20,000.00 Deductible Sewer Backup Damage; \$20,000.00 Deductible Water Damage; 10.00% Deductible Earthquake Damage; \$10,000.00 Deductible Flood Damage; \$250.00 Deductible Lock & Key; Stated Amount Co-Insurance, Replacement Cost, 110% Margin Clause; Blanket By-Laws; Data Exclusion; Terrorism Exclusion; Mould Exclusion.	
PROPERTY	\$ 18,608,000 \$ 10,000 \$ 2,340	All Property Lock & Key. Subject to \$250 deductible. Equipment - Replacement Cost. Subject to \$1,000 deductible.
CRIME	\$ 10,000 \$ 5,000	Comprehensive Dishonesty, Disappearance and Destruction Broad Form Money and Securities
COMMERCIAL GENERAL LIABILITY	\$ 10,000,000 \$ 10,000,000 \$ 10,000,000 \$ 1,000,000	Bodily Injury & Property Damage. Subject to \$500 deductible. General Aggregate Limit. Subject to \$500 deductible. Non-Owned Automobile Limited Pollution Liability. Subject to \$500 deductible.
CONDOMINIUM DIRECTORS & OFFICERS LIABILITY	\$ 3,000,000	Claims Made Form (Including Property Manager)
EXTERIOR GLASS	Blanket	Residential. Subject to \$100 deductible. Commercial. Subject to \$250 deductible.
EQUIPMENT BREAKDOWN	\$ 18,608,000 \$ 250,000 \$ 18,608,000	Per Occurrence Maximum Limit of Loss. Subject to \$1,000 deductible. Extra Expenses - Rents, Indemnity Period (Months): 0 Direct Damage. Subject to \$1,000 deductible.
POLLUTION LIABILITY	\$ 1,000,000 \$ 3,000,000	Pollution Liability. Subject to \$25,000 deductible. Aggregate
VOLUNTEER ACCIDENT	\$ 100,000	See Policy Wordings
LEGAL EXPENSES	\$ 200,000 \$ 1,000,000	Per Occurrence Maximum Limit of Loss Annual Aggregate
Loss Payable:	All Registered Unit Owners &/or other Mortgagees as their interest may appear and as shown in the Land Registration District Office applicable to the said Property.	
This record sheet is intended for reference only. Please refer to your polic(ies) for complete details.		

STRATA PLAN BCS 1419 – LOGAN LANE

INSURANCE

All Owners and Residents are reminded that the Strata Corporation Insurance Policy does not provide for individual contents, betterments or improvements (i.e., clothing, furniture, decorating, upgrading of flooring, etc.). Owners and Residents must carry their own "tenants package" insurance for this coverage. You should contact your personal insurer to determine if you have adequate insurance coverage. Attached to these Minutes is an outline of personal insurance that should be carried by each Resident.

Section 149 (1-4) and Regulation 9.1 both of the Strata Property Act, set out the responsibilities of the Strata Corporation regarding insurance:

Section 149 states:

Property insurance required for strata corporation

149 (1) The strata corporation must obtain and maintain property insurance on

- (a) common property,
- (b) common assets,
- (c) buildings shown on the strata plan, and
- (d) fixtures built or installed on a strata lot, if the fixtures are built or installed by the owner developer as part of the original construction on the strata lot.

(2) For the purposes of subsection (1) (d) and section 152 (b), "fixtures" has the meaning set out in the regulations.

(3) Subsection (1) (d) does not apply to a bare land strata plan.

(4) The property insurance must

- (a) be on the basis of full replacement value, and
- (b) insure against major perils, as set out in the regulations, and any other perils specified in the bylaws.

Regulation 9.1 states:

9.1 (1) For the purposes of sections 149 (1) (d) and 152 (b) of the Act, "fixtures" means items attached to a building, including floor and wall coverings and electrical and plumbing fixtures, but does not include, if they can be removed without damage to the building, refrigerators, stoves, dishwashers, microwaves, washers, dryers or other items.

(2) For the purposes of section 149 (4) (b) of the Act, "major perils" means the perils of fire, lightning, smoke, windstorm, hail, explosion, water escape, strikes, riots or civil commotion, impact by aircraft and vehicles, vandalism and malicious acts.

***Owners who will be away for an extended period of time are encouraged to leave a suite entry key in care of the Strata Council. Failing that please leave a key with a neighbour or agent and advise the Property Management Company or your contact person.**

Most personal insurance policies require that you have a neighbour or agent check your suite every 48 to 72 hours.



The Lorenzetti Group of Companies

BFL Canada Insurance Services Inc.
1177 West Hastings Street, Suite 200
Vancouver, British Columbia V6E 2K3
Tel.: (604) 689-9600
Fax: (604) 683-9316
Toll Free: 1-866-669-9602

INSURANCE FOR STRATA CORPORATIONS AND FOR STRATA UNIT OWNERS

What the Strata Corporation Insures:

In British Columbia, the Strata Property Act governs insurance for strata corporations.

The Strata Corporation must insure:

- To Full Replacement Value, common property, common assets, the buildings shown on the Strata Plan plus fixtures built or installed on a Strata Lot, if the fixtures are built or installed by the owner developer as part of the original construction on the strata lot. The Property Insurance for Strata Corporations is normally arranged on an "All Risks" form including protection for damage caused by Flood or Earthquake.
- Public Liability Insurance for bodily injury or property damage to protect the Strata Corporation.
- The Strata Corporations insurer has no way of knowing what improvements have been made to the unit by you or your predecessors. It's therefore up to you on your personal insurance policy to insure the value of any upgrading, improvements or generally anything that had been paid for by you or the previous owners in improving your unit from its original state. These items are called "Improvements & Betterments". (See "What the strata lot owner should insure?")

In addition, the Strata Corporation may insure:

- Strata Council Directors & Officers Liability Insurance.
- Exterior Glass Insurance.
- Boiler & Machinery Breakdown Insurance.
- Accident Insurance for Volunteers, including Council Members.
- Pollution & Remediation Insurance.

These optional coverage's traditionally form part of insurance programs designed specifically for strata corporations. Prudent strata corporations choose to transfer their risks to insurance companies by subscribing to these broadly based programs.

BFL *makes a difference*



THE IMPORTANCE OF UNIT OWNER'S PERSONAL INSURANCE

Most strata unit owners dutifully attend the strata corporation's Annual General Meeting, doing their best to contribute to the community a strata corporation constitutes. When owners are provided with the strata's insurance report, some mistakenly believe the corporation's insurance policy will protect their personal assets in the event of a loss; such is not the case.

Unit owners, whether living in the unit or as an investor, should always make sure their personal assets and liabilities are adequately protected by their own personal insurance policy.

A typical unit owner's policy provides a variety of coverage:

- Personal Property: in general terms, this coverage includes all the content items a unit owner brings into the unit or keeps in a storage locker on premises, such as furniture, electronics, clothing, etc. Most policies will also cover the personal property while it is temporarily off premises, on vacation for example.
- Additional Living Expenses: this coverage helps unit owners and their families deal with the extra expenses which can often result if the home is made unfit for occupancy due to an insured loss or damage. Whether it is a fire or significant water damage due to no fault of their own, unit owners may have to move out while their unit is being repaired. In the case of an investment unit, this coverage helps pay the owner's rental income loss due to the tenant moving out.
- Betterments & Improvements: many unit owners spend considerable money making the unit their own; old carpet is replaced with hardwood flooring, cabinets and counter tops are updated and fixtures modernized to the 21st century. The unit owner's personal insurance policy provides coverage for these items, which are specifically excluded from coverage under all strata corporations' insurance policies.
- Strata Deductible Assessment: more and more strata corporations have by-laws in place to facilitate charging back the strata deductible to the unit owner responsible for a loss or damage. Unit owners or their tenants need not be liable for this significant assessment to be made, in many cases the mere fact the damage originates in the unit is sufficient to make the assessment valid. Strata deductibles can be as low as \$1,000 and as high as \$500,000. Unit owners' personal policies cover this risk to a specific limit; owners need to make sure they are fully insured.
- Personal Liability: at home or pretty much anywhere in the world, unit owners' policies also provide comprehensive protection for claims against them for property damage and bodily injury.

Why get personal insurance? Because not getting it is much too risky and expensive!

NOTE: each unit owner has specific insurance requirements which should be discussed with an insurance broker to ensure the right protection is in place for the right price.

BFL *makes a difference*

NOTICE TO OWNERS

****OWNERS DUTY TO REPAIR****

An owner must repair and maintain:

1. Any of the following items in the owner's strata lot:
 - (A) Dishwasher;
 - (B) Range;
 - (C) Microwave;
 - (D) Refrigerator;
 - (E) Garburator;
 - (F) Hot water tank;
 - (G) Washing machine and dryer;
 - (H) Toilets, sinks, bathtubs, and where located wholly within the strata lot and accessible to the owner, plumbing pipes and fixtures;
 - (I) Fireplaces;
 - (J) Anything introduced to the strata lot by the owner;

2. Any alterations or additions to the strata lot, the limited common property or the common property made by the owner or by prior owner(s) of the strata lot;

An owner may be liable for payment of a Strata Corporation Insurance Deductible for damage caused by matters discussed in 1 and 2 above and:

- a) The freezing and bursting of any pipes in the owner's strata lot or located in the common property adjacent to the strata lot that arises from failure to adjust the heating in the strata lot appropriately for the weather.

- b) A blocked drain on the deck, balcony or patio designated as limited common property for the owner's strata lot.

- c) Any pets residing in or visiting at the owner's strata lot.

Thank you.
Strata Council

- IMPORTANT -
NOTICE TO RESIDENTS
STRATA PLAN BCS 1419 – LOGAN LANE

*****PREVENTIVE MAINTENANCE INITIATIVES*****

Bylaw 3.1 states, "An owner must repair and maintain the owner's strata lot, except for repair and maintenance that is the responsibility of the strata corporation under these bylaws." The Strata Corporation is not responsible for repairs and maintenance within a Townhouse.

We herewith summarize Preventive Maintenance Initiatives that should be attended to in a timely manner:

Initiative

Replace water supply line to toilets and sinks with steel braided hose*;

Consult Yellow Pages
For Trades

Replace hot and cold water hoses that supply water to washing machine using high quality steel braided hose*;

Consult Yellow Pages
For Trades

Replace dishwasher supply and drain lines as Required.

Consult Yellow Pages
For Trades

Your diligence in following up with these initiatives is required to insure potential water escape issues are eliminated.

Thank You
Strata Council

***PLEASE FAMILIARIZE YOURSELF WITH THE LOCATION OF THE WATER SHUTOFFS FOR THE DOMESTIC WATER.**

Notice to Residents
strata Plan BCS 1419 - Logan Lane

Cleaning of Balcony Drains and Patio Drains

The balcony deck drains must be cleaned on a regular basis.

To accomplish this task, remove the pavers from around the surface mounted deck drain and clean the “small” drain holes at the base of the drain where the drain is flush mounted to the black waterproofing membrane.

If you need help with this task, please contact Stratawest Management Ltd. (hhorsak@stratawest.com) who will refer you to a person that can perform this work.

Thank you
Strata Council

STRATA PLAN BCS 1419 – LOGAN LANE

Safety Initiatives

1. WHEN ABSENT FROM YOUR SUITE

Please do not leave washer, dryer, self-cleaning oven, dishwasher or gas fireplace in operation.

When absent from your suite for an extended period of time:

PLEASE:

- Turn off incoming water supply lines (familiarize yourself with the location of your water shut off valves)
- Drain system including toilet tanks
- Leave a key to your suite with a neighbour or Resident Manager (as applicable)
- Ensure instructions given on how to deactivate suite alarm system (if applicable)

2. CARBON MONOXIDE DETECTOR(S)

It is highly recommended that all Residents purchase and install a carbon monoxide detector in their suite.

Residents with gas ranges should ensure the venting system is in proper working order.

3. USE OF BATHROOM HUMIDISTAT

The humidistat is used to eliminate excessive moisture in the home which can cause condensation on the windows. The recommended relative humidity for the home is 40% - 60%. The humidistat is wired to your bathroom fan to operate it automatically should the humidity level exceed the percentage level set on the humidistat dial. Please note that the humidistat overrides the switch in the bathroom.

Excessive condensation should not be allowed to persist. If this problem does appear, it is suggested that the windows be opened until the problem is alleviated.

Owners are encouraged to activate the bathroom fans when showering.

The recommended relative humidity for the suites is as follows:

Outside Temperature	Interior Humidity
-18°	25%
- 12°	30%
- 6°	35%
- 0°	40%
Over 0°	50% - 60%

Also open a couple of windows for 15 minutes daily to allow moist, stale air out and cool fresh air in.

4. SMOKE DETECTORS

Failure of a smoke detector is followed by a high-pitched scream emanating from the detector when no smoke is present in the suite. This is an indication that the smoke detectors may be nearing the end of their useful life. It would be prudent for Residents to consider replacing the smoke detectors in their suites as a preventative maintenance initiative.

Note: If a smoke detector activates in a non-emergency situation you may silence the detector by turning off the appropriate breaker switch in your in-suite electrical panel. As this breaker switch is tied into other electrical circuits in your suite, please turn all switches off and on until you locate the correct breaker switch which should be then left in the "off" position until the smoke detector is replaced.

5. FIRE EXTINGUISHER

Please keep a portable fire extinguisher in the kitchen area.

6. HOT WATER TANKS

Routinely check hot water tanks for leaks. If your water tank is more than 10 years old, it may be time to have it checked and/or replaced.

7. ELECTRICAL PANEL

It is recommended you retain an electrician every 5 years to service the electrical panel to include an inspection and tightening of all connections, the neutral bar, the branch neutrals, and the ground wires.

NOTICE TO RESIDENTS
LOGAN LANE

Maintenance Initiatives – Interior of Suites

1. CAULKING

Owners are reminded to periodically check the grouting in all tiled areas to ensure that grouting has not failed which may allow water to escape into a Suite below.

Owners should especially check the grouting around bathroom tiled areas, paying particular attention to the grouting around the bathtub rim and where the base of the bathtub meets the floor, around water faucets, and the base of the shower.

Additionally, Owners should check around the base of the toilets for evidence of the failure of the wax seal at the base of the toilet. If you notice the start of a black line around the base of the toilet, it is an indication that the wax seal should be replaced. Failure to do so may result in water leaking into the Suite below.

2. SERVICING OF GAS FIREPLACES

It is recommended that the insuite gas fireplaces be serviced periodically and furthermore if the gas fireplace is used on a regular basis that the fireplaces be serviced annually.

NOTE: IF the pilot light on your fireplace has a yellow flame, your fireplace needs servicing. The fireplace pilot light should burn showing colours of blue and orange.

3. USE OF CLOTHES DRYER

The dryer ducting system is equipped with a sensor operated power booster system. When operating the dryer please ensure the booster fan system is in correct working order. The switch for the power booster system on the dryer ducting system must be left in the "on" position at all times. This switch is a typical light switch which is located on the wall of the washer / dryer closet.

It is important to clean the dryer lint trap after every load is dried.

It is also beneficial to run the dryer for a few minutes after the load is removed to dry the duct and expel any remaining lint, and it is desirable to occasionally disconnect the dryer hose and clean it out.

NOTE: The Owners/Residents of Townhomes 6272 – 6288 Logan Lane must pay particular attention to ensure that the laundry ducting vent grille serving the dryer in the lower suite is inspected bi-weekly to remove any accumulation of lint that will be trapped in the grille. This grille is one of a series of three grilles on the west wall of the ground floor suite.

**NOTICE TO OWNERS/RESIDENTS
LOGAN LANE**

GENERAL HOME EXTERIOR MAINTENANCE

- Exterior lawn and patio drains – check for any clogging or obstructions.
- Landscape Areas - ensure that the vegetation is kept 18” away from the wood structure of the building either by action or reporting. Also ensure that any dirt is moved away from wood surfaces.
- Irrigations Systems - report any instances where the landscape irrigation system water is being directed onto the building. Sprinkler heads can be moved accidentally.
- Roofs – check for signs of overflows from gutters indicating plugged down pipes and visually check for loose or missing shingles. Notify your neighbour’s if you see something on their roof that is not visible from their home.
- Siding and trims – check for any loose pieces. Does caulking require replacement? Are there any open mitres or loose knots?
- Pest Control - Take action to control and report the presence of rodents, insects, particularly ants and silverfish.
- Collection of planters on balconies should be reduced. Over the course of time, accumulation of dirt and water may penetrate underneath the planters, causing damage to the balcony membrane. Also, large weight bearing items should not be placed on balcony decks as they can permanently dent the membrane which in turn can cause failure of the surface. Do not use weed killer on any planted material in the balcony deck planters. The chemicals will filter through the concrete pavers and damage the waterproof membrane.
- Homeowners should exercise care with their barbeques and propane tanks in order to prevent damage to the deck membrane covering;
- Indoor/outdoor carpets installed over balcony membranes must be removed. These carpets over time will trap moisture, which will jeopardize the warranty of the deck membrane from the applicator;
- Unauthorized attachments (exterior hose reels) should be removed, as they may penetrate the building envelope. Freestanding hose reels are preferred, since they do not require mounting on to the building envelope.
- General - Any Owner should feel free to draw attention to any common property situation which they feel is unusual and an imposing liability to the Owners of Logan Lane.
- The Cleaning Maintenance and care of patio surfaces and balcony decks is the responsibility of each individual Owner/Resident. Owners/Residents are reminded to periodically clean the accumulation of dirt and the green algae from balcony and patio deck surfaces. This is particularly important if your deck is covered with synthetic material, such as vinyl. The green algae, which is very predominant in this climate, can damage and eventually destroy the deck surface. There are several cleaning agents available. One suggested cleaner is “Shell Busey’s Cleaner which is easy to apply. Do not use bleach or any other strong chemical cleaner on your deck surface. The chemicals will filter through the concrete pavers and damage the waterproof membrane.

Any Repairs required to surfaces of patios and balcony decks are the responsibility of the Strata Corporation. Please advise in writing should repairs be required to your patio surface or balcony deck. The concrete pavers around the balcony deck drain should be lifted and debris is removed on an annual basis.

***The above items should be reviewed by Homeowners and any concerns passed on in writing to Strata Council through the Property Manager.**

NOTICE TO RESIDENTS

STRATA PLAN BCS 1419 - LOGAN LANE

VESTIBULE PRESSURIZATION SYSTEM

Units with direct access to the parkade all have a vestibule – a small entrance room between the parkade and the interior of the building. These vestibules are are pressurized by HVAC systems located in the parkade. The temperature of air circulated to the vestibules is heated to 18⁰C as required by the BC Building Code. Heating this air is very expensive during the fall and winter months.

This system does not work as intended if the owners leave the inner vestibule door open. For the pressurization to work, this door needs to be kept closed whenever possible. If the inner vestibule doors are left open, the HVAC will also generate excessive air flow in a futile attempt to pressurize the vestibules, and this extra air needs to be heated inside each unit to a more comfortable level. This in turn costs both the strata and the individual owner.

It is recommended that proper weather stripping be installed on the interior vestibule door.

Thank you
Strata Council

GENERAL SECURITY AWARENESS

Under no circumstances allow anyone that you do not know into the building when you are entering through the garage gate.

When using any exit door from the building, please ensure that the door is locked securely behind you.

Ensure you watch the garage gate completely close before proceeding when entering or leaving the garage. **Do not leave valuables or remote transmitters in your vehicles.**

When leaving your Suite vacant, ensure all windows and doors are locked, even if you live above the ground floor. Thieves are capable of scaling the side of a building and entering unlocked sliding doors and windows. Also, leave your blinds closed, one or two lights and your radio on while away. If away for extended periods of time, please ensure that someone removes mail/flyers from your postal box. Also, cancel delivery of newspaper(s) or have someone remove them from in front of your entry door each day.

Consider upgrading your Suite door locking system; Install a deadbolt; Provide locks for patio sliding doors and windows; Install a security system.

Keep Suite entry doors locked at all times.

Thank you.

NOTICE TO RESIDENTS

- USE OF GARBURATORS -

MOST OF SINK BACK UPS ARE CAUSED BY THE USE OF GARBURATORS. RESIDENTS ARE REMINDED TO RUN AT LEAST ONE MINUTES OF **COLD** WATER PRIOR TO THE OPERATION OF THE GARBURATOR, KEEP THE WATER RUNNING DURING THE OPERATION OF THE GARBURATOR AND THEN RUN **HOT** WATER FOR AT LEAST TWO MINUTES AFTER THE GARBURATOR IS TURNED OFF. IN THIS MANNER THE PROPENSITY FOR PIPING TO CLOG WILL BE REDUCED. A MONTHLY CLEANING BY DEPOSITING A FULL TRAY OF ICE CUBES IN THE GARBURATOR, TURNING ON THE **COLD** WATER AND GRINDING ALL THE ICE CUBES IS RECOMMENDED.

THANK YOU
STRATA COUNCIL

LOGAN LANE

GUIDELINES FOR QUIETER LIVING

1. Be conscious of noise shoes make on hard surfaces – change footwear and consider using small area rugs - install felt pads on the bottom of chair legs.
2. Quietly close cupboards and drawers – felt pads are available at the hardware store.
3. Move stereo speakers and television sets away from walls. Use headsets if playing stereos and television sets at high volume.
4. Observe respectful hours when using the garburator, washer, dryer and vacuum.
(PLEASE DO NOT USE AFTER 10:00 P.M. OR PRIOR TO 7:00 A.M.)
5. Renovations – Hours of work are restricted to 8:00 a.m. to 5:00 p.m., Monday through Friday and 10:00 a.m. to 5:00 p.m., Saturdays, Sundays and Holidays. (To perform work on Statutory Holidays an Owner must apply for permission in writing to the Council at least five business days before the holiday date.)
6. If exercising or jumping around (children) please be aware how that sound might affect those below.
7. Where hardwood or tiles floors exist consider placing carpeting over all traffic areas.
8. Pianos should be placed against inside walls only, never against outside, adjoining walls. Hours of piano playing should be 11:00 a.m. to 8:00 p.m. Doors and windows must be kept closed when the piano is being played.
9. Balconies/Patios: Please be aware that loud talking and use of cell/portable telephones outside can disturb other Residents.

Thank you for being considerate of others.
Strata Council

NOTICE TO OWNERS/RESIDENTS
LOGAN LANE

Several complaints have been recently received by the Strata Council regarding excessive noise generated by children.

PARENTS ARE REQUESTED TO SUPERVISE CHILDREN PLAYING ON PATIOS, BALCONIES AND IN LOGAN PARK TO ENSURE THAT THEIR PLAY DOES NOT DISTURB THE NEIGHBOURS.

OWNERS ARE ALSO REMINDED THAT DOORS AND WINDOWS MUST BE CLOSED WHEN MUSICAL INSTRUMENTS (PIANO, VIOLIN, FLUTE, etc.) ARE BEING PLAYED.

THANK YOU
STRATA COUNCIL

A Stroke Above Painting Contractors Ltd.

August 2, 2005

VanMar Constructors 1007 Inc.
9110-196A Street, RR#5
Langley, BC.V1M-3B4

Attn: Art Van Maren
Re: **Maintenance Manuals**

This is a list of product and colours used at **The UBC- LOT 17 & 20 LOGAN LANE TOWNHOUSES # 6200 Logan Lane/ 2500 East Mall, Vancouver, BC.**

INTERIOR:

Main colour

Benjamin Moore HC-93 eggshell latex throughout units
Wood, trim and baseboards etc. Benjamin Moore (#2143-50 semi-gloss latex HP 3000)

Product used on walls-

(2P-035 Tradesman-eggshell.)

EXTERIOR:

2x6 Wood fascia boards & all exterior wood trims P & L #1487 (Shadowy Evergreen)
exterior solid stain
2x2 wood fascia P & L #2334 (Midnight Black) exterior solid stain
Wood shingles P & L #2210 (Sage Gray) exterior solid stain
Wood fence P & L # 2210 (Sage Gray) Exterior acrylic latex with alkyd undercoat
Suite Entry doors P& L #2334 Midnight Black Semi-gloss latex HP 2000

Parkade:

Metal doors & frames P&L # 2210 (Sage Gray)
Concrete walls and columns (White flat acrylic latex)
All materials supply by General paint Contact: Chris Roper at (604 617-8028)
General (Sales Rep.)

THANK YOU!

SALVADOR GUTIERREZ
(President)

*Venebles Location - Vinay
Arbuts Location - Patrick.*

A STROKE ABOVE PAINTING CONTRACTORS LTD.

#36-7875 122nd Street, Surrey, BC V3W 0Y8 Ph/Fax: (604) 599-7219

From: "Jennifer Craig" <jcraig@ubcproperties.com>
Date: Tue, Sep 13, 2005 2:56 PM
Subject: Logan Lane - Interior Paint Specifications

Dear Owner:

On Thursday, September 8th, I forwarded Interior Finish Schedules provided by our Interior Designer that include the specifications for the interior paint colours.

We have since been informed that the painting contractor for the project, A Stroke Above Painting, used the Benjamin Moore paint supplied and tinted by General Paints.

Should you require paint for touchups, you can purchase the exact matches at the following locations:

General Paints
1250 Venables
Tel: 604-254-4788
Contact: Vinay

General Paints
2555 Arbutus
Tel: 604-731-6505
Contact: Patrick

Please give them the following paint codes and specify that you are with the Logan Lane Townhouses project:

Paint throughout: Benjamin Moore HC-93 Eggshell Latex, 28-035 Tradesman Eggshell

Trim and baseboards: Benjamin Moore HP 3000 2143-50 Semi-gloss latex

Best regards,

Jennifer Craig
Co-Development Manager
UBC Properties Trust
Ste. 101 - 555 Great Northern Way
Vancouver, BC V5T 1E2

Direct Ph. (604) 742-3249
Ph. (604) 731-3103 ext. 249
Fax. (604)731-2130

CC: "Bob DeWolfe" <rdewolfe@stratawest.com>



VANMAR
CONSTRUCTORS INC.

9110 196A Street, RR #5, Langley, BC V1M 3B4

Phone: (604) 882-0700

Fax: (604) 882-0770

TABLE OF CONTENTS

UBC-LOT 17 & 20 LOGAN LANE TOWNHOUSES

6200 Logan Lane/ 2500 East Mall , Vancouver, B.C.

TABLE OF CONTENTS

1	Warranty Work Description & Deficiency Report	
2	List of Consultants	
3	List of Appliances	
4	Electrical	Bert's Electric (2001) Ltd. 604-856-8681
5	Plumbing & Gas Piping	Connelly Mechanical Systems Ltd. 604-543-3000
6	Fire Protection & Sprinkler	Martex Sprinkler Installations Ltd. 604-309-4090
7	Sheet Metal & HVAC	Tangent Sheet Metal Ltd. 604-945-9432
8	Doors & Hardware	Accurate Door & Hardware 604-299-8914
9	Insulation	A-1 Insulators Inc. 604-864-2343
10	Tile Work	Southland Tiles Inc. 604-875-0983
11	Supply of Floor Coverings	J.W. Building Consultants Ltd. 604-530-8299
12	Cabinetry	Benson Industries Limited 1-250-652-3530
13	Masonry	Empire Masonry Ltd. 604-539-9955
14	Cladding / Envelope/ Siding / Flashings	Trident Exteriors Ltd. 604-230-3069
15	Vinyl Windows & Patio Doors	Starline Windows (2001) Ltd. 604-882-5101
16	Waterproofing	Solid Ground Contracting 604-688-6326
17	Membrane Roofing	Roy Dennis Roofing Ltd. 604-278-0442
18	Security System & Prewire	Citiloc Systems Ltd. 604-879-0404
19	Granite Counter Tops	Pebo Stones Corp. 604-270-8201
20	Gas Fireplace	Fireplaces Unlimited 604-599-4333
21	Aluminum Railing	East & West Alum Craft Ltd. 604-438-6261
22	Overhead Door	Val Mart Door Sales Ltd. 604-888-6116
23	Interior & Exterior Painting	A Stroke Above Painting Contractors Ltd. 604-599-7210
24	Gutters & Downspouts	Pro Image Gutters Ltd. 604-533-7325
25	Residential Appliances	Coast Wholesale Appliances Ltd. 1-800-665-24
26	Vinyl Decking	Ultimate Sundecks Ltd. 604-572-6535
27	Window Coverings	MGR Installations Ltd. 604-521-2732
28	Landscaping	D.S. Badger Earthworks Ltd. 604-574-4520
29	Mirrors, Shower Doors & Wire Shelving	Glassworld 1-800-818-8399
30	Fireplace Mantel	T.S. Manufacturing Ltd. 604-576-2511



VANMAR
CONSTRUCTORS INC.

9110 196A Street, RR #5, Langley, BC, V1M 3G4

Phone: (604) 882-0700

Fax: (604) 882-0770

TABLE OF CONTENTS

UBC-LOT 17 & 20 LOGAN LANE TOWNHOUSES

6200 Logan Lane/ 2500 East Mall, Vancouver, B.C.

TABLE OF CONTENTS

31	Cedar Fencing	Sunbury Cedar	604-589-1900
32			
33			
34			
35			
36			
37			
38			
39			
40			
41			
42			
43			
44			
45			

STRATA PLAN BCS 1419 – LOGAN LANE

LANDSCAPED AREAS RULE #1

Given the Interest of Owners in maintaining the integrity of landscape planting and maintenance, the following guidelines have been established by the Strata Corporation:

1. East Mall/Logan Lane/Eagles Drive/Community Park

The Strata Corporation under the direction of the Landscape Committee shall maintain garden areas fronting East Mall, Logan Lane, Eagles Drive and Community Park . No alterations to existing planting or additions to the planted areas shall be made without the express authority of the Landscape Committee.

2. Planting Areas Adjacent to Patios

All planting areas shall be maintained and planted by the Strata Corporation under the direction of the Landscape Committee. No alterations to existing planting or additions to the planted areas shall be made without the express authority of the Landscape Committee.

3. Limited Common Property Adjacent to Patios

The Strata Corporation under the direction of the Landscape Committee shall maintain the original plant material as specified on the approved landscape plan. Original plant material may be removed or altered by the owners with written consent from the Landscape Committee.

Owners wishing to add plant material to the Limited Common Property areas adjacent to patios may do so at their own expense and shall maintain the additional plant material. No plant material shall be introduced into the Limited Common Property areas that in any way will cause harm to the original plant material. In addition, owners should not add invasive plants to the Limited Common Property areas without written consent from the Landscape Committee.

4. Owners are responsible for the cost of repair and/or replacement of original plant material damaged by an owner by the application of this Rule.

**Ratified at the Annual General Meeting held Wednesday, November 8, 2006*

STRATA PLAN BCS 1419 – LOGAN LANE

Rule #2

Policies for creating a respectful community

1. **Noise between units.** Please do not place pianos, speakers, etc. against shared walls. If you have hardwood floors, please be aware that noise transfer may be magnified between units. Area rugs can help absorb noise. If playing musical instruments, please keep windows closed.
2. **Quiet hours.** The official policies of UBC and UEL mandate quiet hours after 11:00 PM. We suggest 10:00 PM-to-7:30 AM as hours when neighbours would especially appreciate quiet. **Please refrain from using carburetors, dishwashers, vacuums, etc. during these hours.** If you are planning renovations, please be aware that work hours are restricted to 7:30 AM to 7:00 PM, Monday through Friday, and 9:00 AM to 5:00 PM on Saturdays. No renovation work may be done on Sundays or statutory holidays unless specific relief is granted in advance by UBC Properties.
3. **Outdoor noise.** Outdoor noise (patios and park) can be disruptive. Please be conscious of evening noise. For disruptive noise past 11:00 PM, please contact the RCMP at 604-224-1322.
4. **Noise problems.** If you perceive a noise problem from a neighbour, please consider expressing your concerns directly. If the issue is not addressed adequately, or you are uncomfortable approaching a neighbour, please contact the property manager at 604- 904-9595 or kdahl@stratawest.com

**Ratified at Annual General Meeting November 6, 2007*