

**STRATA PLAN NW 2040  
NOTICE OF ANNUAL GENERAL MEETING**

**To all Strata Owners, Proxy-Holders, or Persons Otherwise  
Entitled to Attend General Meetings of Strata Plan NW 2040**

Please be advised that an Annual General Meeting of Strata Plan NW 2040 is hereby called. The meeting will be held as follows:

**Date/Time:** **Wednesday, October 27, 2010** at 7:00 p.m.  
Registration will begin at 6:45 p.m.  
**Location:** Forest Grove Elementary School, Community Room  
8525 Forest Grove Drive  
Burnaby, British Columbia

**Please note**

- 1) Proxy form – to be completed and given to the designated proxy prior to the AGM meeting if you are unable to attend.
- 2) Email consent form – to be completed and delivered to the AGM council on the AGM date OR delivered to the Strata Chair on or before the AGM date.
  - a. Email consent forms can be delivered to 9085 Moorside Place.
- 3) Maintenance fee cheques – to be given to the AGM Council on the AGM date or within 5 business days after the AGM date.
  - a. 12 post dated cheques from November 1, 2010 through October 1, 2011 can be delivered to the treasurer at 9125 Ridgemoor Place by November 3, 2010
  - b. See appendix A for proposed amounts.
- 4) There is a special assessment of \$3891.88 per inside unit and \$3941.44 per outside unit to pay for the cost of replacing the roofs and gutters at Mountaingate in 2010-2011. See appendix C for details.
- 5) There is a council member position open for volunteers: landscaping. You are encouraged to volunteer for any position and contribute to our council and our community.

**STRATA PLAN NW 2040**  
**NOTICE OF ANNUAL GENERAL MEETING**  
**Notice Date: Wednesday, October 13, 2010**

**To all Strata Owners, Proxy-Holders, or Persons Otherwise  
Entitled to Attend General Meetings of Strata Plan NW 2040**

Please be advised that an Annual General Meeting of Strata Plan NW 2040 is hereby called. The meeting will be held as follows:

**Date/Time:** **Wednesday, October 27, 2010** at 7:00 p.m.  
Registration will begin at 6:45 p.m.  
**Location:** Forest Grove Elementary School, Community Room  
8525 Forest Grove Drive  
Burnaby, British Columbia

The purpose of the meeting is to review the past year's business, approve an annual budget for the 2010/2011 fiscal year, discuss new business, vote upon any resolutions as per the attached agenda, and elect a new Strata Council.

We encourage everyone to attend this meeting. If you are unable to be present, please consider supporting the affairs of the Strata by proxy. If you wish, you may provide your proxy to the Strata Council – contact Andrew Boden, 9085 Moorside Place.

**NOTES**

- a) **NOTIFICATION:** Fourteen (14) days notice of every general meeting, specifying the date, hour, place and purpose of the meeting, shall be given to all owners, proxy-holders and persons otherwise entitled to attend general meetings of Strata Plan NW 2040 (and first mortgagees who have notified the Strata Corporation of their interest).
- b) **QUORUM:** One third (1/3) of all persons entitled to vote at any general meeting must be present in person or by proxy to constitute a quorum. Strata Plan NW 2040's quorum is twelve (12) eligible voters.
- c) **PROXY FORMS:** Should an owner wish to issue a proxy, the form must be signed by the registered owner(s), or his/her appointed attorney, and be delivered to the Strata Corporation at the Annual General Meeting. A proxy-holder is not required to be an owner.
- d) **VOTING MAJORITIES:** Once a quorum is established, the meeting may deal with any resolutions, including special resolutions where proper notice has been given. Passage of a resolution requires simple majority support of the voters present. Passage of a special resolution (e.g. a special assessment) requires

75% support of the voters present.

- e) **VOTING ELIGIBILITY:** Each strata lot has one vote. An owner or proxy-holder is entitled to vote at any general meeting **provided all** contributions payable for the respective Strata Lot have been paid, including any fines. An owner's account may be brought up to date at the meeting by providing payment in full, in form of cash, bank draft, or money order. Please note that at such meeting the Strata Corporation cannot accept cheques, certified or otherwise.

## **MONTHLY ASSESSMENTS**

Please note that all owners will be required to provide cheques to the Strata Corporation for their 2010/2011 monthly assessments. The amount of each cheque will be confirmed once the new annual budget is approved at the AGM. The proposed amount is shown in the attached proposed budget.

**Please deliver your cheques to the Council at the AGM. Thank you.**

Cheques are to be made payable to Strata Plan NW 2040. See Appendix A: 2010/2011 Budget for amounts.

## **ATTACHMENTS TO THIS NOTICE**

- 2010 AGM Agenda
- Proposed 2010/2011 Budget
- 2009/2010 Financial Statements
- Minutes of the 2010 Annual General Meeting
- Proxy Form
- Email Consent Form

**STRATA PLAN NW 2040 AGENDA**  
**2010 ANNUAL GENERAL MEETING**  
**October 27, 2010**

1. Registration of voters (including validation of proxies) and issuance of voting cards.
2. Meeting call to order.
3. Display of proof of notice of the 2010 Annual General Meeting ("AGM"). Motion to approve the notice of the AGM. (See attached copy.)
4. Determination if quorum present.
5. Opening remarks and introduction of the current 2009-2010 Council members:
  - Strata Chair (Interim) – Andrew Boden
  - Treasurer – Shanna Burgess
  - Secretary – Inga Zvolanekova
  - Maintenance – Ron Brimacombe
  - Landscaping – Andrew Boden
  - Member-at-Large - Carolyn Carpenter
6. Motion to approve and adopt the Minutes of the Annual General Meeting of October 21, 2009.
7. Report by the Maintenance Liaison regarding maintenance issues, past and future.
8. Report by the Landscape Liaisons regarding landscape improvements, past and future.
9. Report by the Treasurer on the past year's operations and finances.
10. Motion to approve and adopt the 2009/2010 Financial Statements, as prepared by Marsh & Marsh, Chartered Accountants.
11. Motion to retain Marsh & Marsh, Chartered Accountants, for the purpose of maintaining and reviewing the Strata Corporation's financial records for the 2010/2011 fiscal year.
12. Motion to approve the proposed 2010/2011 budget.
  - (a) See Appendix A: 2010-2011 Budget.
13. Report by the Strata Chair.
14. Discussion and disposition of any new business/additions to the Agenda.
  - Roofs and Gutters
    - (a) Motion to move all the funds in the painting contingency into the roofing contingency.
    - (b) Motion to approve Council's use of the roofing contingency to replace the roofs and gutters in the 2010/2011 fiscal year.
    - (c) Motion to approve the replacement of the roofs in the 2010/2011 fiscal year.

(d) Motion to approve the replacement of the gutters in 2010/2011 fiscal year.

(e) Motion to adopt the special assessment of \$141,000 for roofs and gutters and repair of related damage (see Appendix C for additional background and information).

i. Purpose of the assessment: to remove and replace Mountaingate's roofs and gutters and repair related damage.

ii. Total amount of the assessment: \$141,000

iii. Method for determining each strata's lots share of the assessment: Council will use the same formula used to calculate inside and outside unit shares of the monthly assessment.

iv. Amount each Strata lot must pay:

<b>Inside Units</b>	<b>\$3891.88</b>
<b>Outside Units</b>	<b>\$3941.44</b>

Bylaw change

(f) New business requiring strata rules and bylaws change – discussion of motion to change Bylaw 20: Spending Restrictions (See Appendix D)

15. Nominations and election of the 2010/2011 Strata Council.

(a) See Appendix B: Nominations.

16. Adjournment.

## Appendices

### Appendix A: 2010/2011 Budget

Maintenance fees for the 2010/2011 fiscal year are:

<b>inside units</b>	<b>\$211.65</b>
<b>outside units</b>	<b>\$214.35</b>

Please provide the Strata Council with 12 post-dated cheques (payable to Strata Plan NW 2040) for the first of each month, beginning with November 1, 2010 and ending with October 1, 2011.

**Note:** Mountaingate's fiscal year is September 1 of each year to August 31 of each year. November 1, 2010 cheques should reflect the 2010/2011 fee increase for September and October 2010. **November 1, 2010 cheques, to make up the balance, should be**

<b>inside units</b>	<b><math>\\$211.65 + 2(\\$24.84) = \\$261.33</math></b>
<b>outside units</b>	<b><math>\\$214.35 + 2(\\$25.16) = \\$264.67</math></b>

The cheques for the rest of the year should be at the lower amounts above.

## Appendix A: Strata NW2040 2010/2011 Proposed Budget

Note: item categories apply to 2010-2011 budget only.

September 1st 2010 - August 31st 2011

	2009-2010 Budget	2009-2010 Actual	2010-2011 Budget
<b>Income - sub-total</b>	<b>\$81,216.00</b>	<b>\$82,091.00</b>	<b>\$92,766.00</b>
Assessments	\$81,216.00	\$81,216.00	\$92,016.00
Interest		\$640.00	\$750.00
Miscellaneous		\$235.00	
Contingency			
<b>Expenditures - sub-total</b>	<b>\$20,448.25</b>	<b>\$19,240.00</b>	<b>\$22,567.00</b>
Accounting & Legal	\$2,000.00	\$2,109.00	\$2,235.00
Administration	\$696.00	\$294.00	\$600.00
Bank Charges	\$200.00	\$125.00	\$200.00
Electricity	\$500.00	\$518.00	\$525.00
Insurance	\$16,186.00	\$16,194.00	\$19,007.00
Insurance – Suncorp appraisal (due again 2012)	\$866.25	\$0.00	\$0.00
<b>Landscaping- sub-total</b>	<b>\$18,750.00</b>	<b>\$20,171.00</b>	<b>\$20,966.40</b>
Landscaping - piper	\$14,970.00	\$17,260.98	\$16,766.40
Landscaping - pruning (AI's Tree Service)	\$2,730.00	\$2,730.00	\$2,000.00
Landscaping - flower boxes	\$200.00	\$180.02	\$200.00
Landscaping – Grass reseeding	\$400.00	\$0.00	\$0.00
Landscaping - Landscaping - log removal	\$450.00	\$0.00	\$0.00
Landscaping – bark mulch	\$0.00	\$0.00	\$2,000.00
<b>Grounds- sub-total</b>	<b>\$3,500.00</b>	<b>\$3,655.00</b>	<b>\$2,500.00</b>
Grounds – Pest Control	\$0.00	\$0.00	\$1,500.00
Grounds - Security	\$3,500.00	\$3,540.60	\$0.00
Grounds – Snow Removal			\$1,000.00
Grounds - Misc		\$114.40	
<b>Building- sub-total</b>	<b>\$18,000.00</b>	<b>\$22,010.00</b>	<b>\$25,400.00</b>
Building – Regular maintenance	\$14,800.00		\$20,756.00
Building - Roof related		\$14,573.88	
Building - Gutter related	\$1,800.00	\$2,245.40	
Building - Stairs/siding		\$4,594.06*	
Building - Misc.		\$596.66	
Building - Window washing	\$1,400.00		\$1,400.00
Building - Windows replacement			\$1,244.00
Building – Door painting			\$2,000.00
<b>Total Expenditures</b>	<b>\$60,698.25</b>	<b>\$65,076.00</b>	<b>\$71,433.40</b>
	<b>2009-2010 Budget</b>	<b>2009-2010 Actuals</b>	<b>2010-2011 Budget</b>
<b>Total Income</b>	<b>\$81,216.00</b>	<b>\$82,091.00</b>	<b>\$92,766.00</b>
<b>Excess of income over expenditures</b>	<b>\$20,517.75</b>	<b>\$17,015.00</b>	<b>\$21,332.60</b>

\* Overage from 2008/2009 maintenance budget carried forward to 2009/2010 fiscal year.

## **Justification for the proposed increase**

### **Maintenance**

Mountaingate's present maintenance budget for 2009-2010 was approximately \$18,000 per year or \$500 per unit. In 2008-2009, it was \$16,450 or \$457 per unit. In both these years, budgets were exceeded. In both these years, all discretionary spending was frozen to ensure budgets were not exceeded beyond what Council considered necessary. For the latter half of 2009-2010, maintenance expenditure was almost nil, as our funds had been used up on leak repair.

Just six weeks into Mountaingate's new fiscal year, maintenance/leak expenditures for 2010-2011 are approximately \$18,700 or 104% of last year's budget. Our anticipated expenditures for 2010-2011 also include:

<b>Item</b>	<b>Estimated Cost</b>
Door painting	\$2000
Windows	\$1244
Replacement of rotten sill plates at base of 9 foundations and repair of 2 deck support enclosures	\$47,500*

\*Council learned of these problems October 9, 2010. At present, we only have one quote for this work. We will be seeking additional quotes and working on a strategy to phase-in repair over two fiscal years.

Our recent budgeting for maintenance does not allow us to do any pro-active, preventative repair to ensure that small problems now do not grow into huge ones later. Most of our maintenance funds are spent on "reactive repair:" fixing those things that are broken (leaking, damaged, etc.) now. A 36 unit, 27 year-old townhouse complex cannot expect to continue to be in good repair and appearance on \$18,000 a year.

### **Insurance**

Strata insurance costs rose from \$17,052.25 in 2009-2010 to \$19,007 in 2010-2011. Insurers have increased their costs due to increased fire and water-related claims and their estimates of damage caused by earthquakes in our region.

### **Impact of the HST**

All our maintenance and landscaping costs now include the HST.

### **Forward-looking budget**

The contingency fund needs to be sufficient to support expenditures of approximately \$90,000 for complex repainting in 2016. At present, our calculations suggest that we will



have restored sufficient contingency reserves to achieve this.

**Disclaimer:** Forward-looking statements give our current expectations and projections relating to our financial condition, results of operations, plans, objectives, future performance and business. You can identify these statements by the fact that they do not relate strictly to historical or current facts. These forward-looking statements may include words such as “approximately”, “may”, “will”, “anticipate”, “believe”, “budget”, “could”, “estimate”, “expect”, “future”, “forecast”, “intend”, “plan”, “predict”, “project”, “should”, or “continue” and other words and terms of similar meaning in connection with any discussion of the timing or nature of future operating or financial performance or other events. Such statements include, in particular, the statements about our plans, strategies and prospects and statements that address activities, events or developments that we expect, believe or anticipate will or may occur in the future relating to, among other things:

- The amount, nature and timing of capital expenditures
- Reserve estimates
- Operating costs
- Estimates of increases, cost of living, planned or un-planned expenditures.

## Appendix B: Nominations

As per the Strata Property Act, all members of the Strata Council resign at the AGM, and an election is held to form the Council for the next year. Our bylaws require a minimum of three (3) and a maximum of seven (7) members on a Council.

The following owners have expressed their willingness to continue on the Strata Council.

Strata Chair/President	Andrew Boden
Vice-President/Treasurer	Shanna Burgess
Secretary	Inga Zvolanekova
Maintenance	Ron Brimacombe
Landscaping	<b>Open</b>
Member-at-large	Carolyn Carpenter

## Appendix C: Special Assessment for Roofs and Gutters

### Roofs

Currently our roofs are covered with duroid shingles, which were installed in 1996 by Arbutus Roofing. Duroid shingles have a paper base-mat which is saturated with hard-type asphalt in the manufacturing process. As rain, heat, snow and cold age them, the paper begins to absorb moisture, either from precipitation or from attic condensation. This moisture absorption causes the shingles to curl and buckle.

The assumption built into our previous two budget forecasts was that our roofs would last until 2020, the manufacturer's predicted life of our duroid shingles. Subsequent research by Council has revealed that the actual, serviceable life of a duroid shingled roof is 10 to 15 years. Most duroid shingle manufacturers exaggerated the durability of their product to compete with manufacturers of fibreglass shingles. Unfortunately, the manufacturer of our duroid shingles went out of business a few years after our roofs were re-roofed in 1996. This makes warranty recourse virtually impossible.

In general, our shingles are buckling, degranulating and cracking. In places, there is visible bare plywood and we are finding disintegrating shingles blown off the roof to the ground. These are all signs of a failing roof, which is further evidenced by the numerous leaks we have had to repair in the 2009/2010 fiscal year alone at a cost of approximately \$15,078 (or 84% of our Strata Maintenance budget). Our failing shingles are compounded, in many instances, by inadequate installation by our previous roofing company. In many places, our previous installer didn't use a proper underlay, didn't flash our scuppers correctly on our flat roofs and the like. There are other, similar examples, which we will point out in our Power Point display at the AGM.

We have selected, from over 10 quotes and site visits by roofing companies, Pacific Shores Roofing to re-roof with a fibreglass shingle. Fibreglass shingles have a base-mat of fibreglass, which is then saturated with asphalt. These shingles are stronger, more durable than the duroid type and their warrantied life matches their actual, serviceable life.

We hope to have Pacific Shores at our AGM to give a brief talk about the products they use.

We had hoped to re-roof prior to this fall, but to thoroughly assess our roofs, vet roofing companies (including Council site visits to previous installations) and negotiate contracts in the interest of the Strata took longer than we anticipated. Moreover, without adequate funds in our contingencies, we had to delay re-roofing until next year. Our proposed contract with Pacific Shores includes temporary repair of the areas most likely to leak, as well as leak repair throughout the fall and winter. Any interior damage caused by roof and gutter leaks, for which the Strata is responsible, will be borne by the Strata.

### **Gutters**

Our current gutters were installed at the time Mountaingate was built in 1983. 80% of our gutters leak at the seams, many of the plastic downspouts are broken, many of our gutters overflow during heavy rains, many leak behind the fascia boards and too many leak or spill directly onto our cedar siding. Numerous, custom-fit end caps have failed and the majority of the angled gutters at corners were inadequately installed. Our gutters also do not have a proper "leaf guard" in place to prevent clogging by fall leaves and other debris. The latter necessitates yearly cleaning of the gutters. Continual clogging throughout the winter months is a constant source of roof, fascia and siding damage.

The result is that we have failing gutters not only causing leaks in conjunction with our failing shingles, but our siding in key areas is being continuously water damaged. The latter concerns us especially, as it can lead to a failed building envelope in these areas, which is expensive to repair.

After 5 quotes and Council site visits, we have selected Signature Gutters to replace our gutters. We've had numerous recommendations to re-install new gutters at the time of re-roofing, as this ensures a proper gutter installation. Pacific Shores Roofing and Signature Gutters have worked jointly on numerous other re-roofing/gutter replacement projects.

### **Special Assessment Costs**

<b>Item</b>	<b>Cost (taxes included)</b>
Roof removal and replacement	\$165,000.00
Gutter removal and replacement	\$22,400.00
Temporary roof patching	\$4150.00
Temporary gutter repair	\$2500.00
Sub-total	\$194,050.00
25% for overage*	\$48,512.50
<b>Total</b>	<b>\$242,562.50</b>

\* Without having removed the roofs, gutters and chimney caps (which are also to be replaced by Pacific Shores), we do not know what associated damage we will find. The overage is to cover this damage.

### **Total Amount of Special Assessment**

<b>Item</b>	<b>Amount</b>
Amount available from contingency reserves per 2010/2011 budget	\$151,875.47
Contingency reserves from 2010/2011 retained for future expenditures	(\$50,312.97)*
Sub-total funds available for roofing/gutter project	\$101,562.50
Total cost for roof/gutter project	(\$242,562.50)
<b>Total amount of special assessment</b>	<b>(\$141,000)</b>

*\* In light of the rot discovered in 9 sill plates (near the foundation at the base of chimneys) and 2 rotten deck enclosures on October 9, 2010, which have an estimated repair cost of \$47,500, Council has decided to retain more money in the contingencies than previously calculated. Council maintains that this strategy will be better received than a second assessment later in the 2010/2011 fiscal year or early in the 2011/2012 fiscal year.*

### **Cost per unit**

<b>Inside Units</b>	<b>\$3891.88</b>
<b>Outside Units</b>	<b>\$3941.44</b>

### **Dates of Payment of Assessment**

50% of each unit's special assessment (\$1945.94 for Inside Units; \$1970.72 for Outside Units) is to be paid by Friday, March 18, 2011. The balance is to be paid by Friday, May 20, 2011.

### **Assessment Refunds**

Per the *Strata Property Act*, if the assessment refund is equal to or less than \$100 per unit, there will be no refund. The funds will go back into the strata contingencies.

If the assessment refund is greater than \$100 per unit, there will be a full refund.

## **Appendix D: Bylaw Change**

### **Existing: Spending restrictions**

20.

- (1) A person may not spend the strata corporation's money unless the person has been delegated the power to do so in accordance with these bylaws.
- (2) Despite subsection (1), a council member may spend the strata corporation's money to repair or replace common property or common assets if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.

### **Proposed: Spending restrictions**

20.

- (1) A person may not spend the strata corporation's money unless the person has been delegated the power to do so in accordance with these bylaws.
- (2) No council member is singularly permitted to authorize an expenditure over \$500 that is not already accounted for as a named itemized line within the budget. Examples of an itemized line would be a contract for landscaping or a specific entry for maintenance such as window washing that has been pre-quoted or pre-assigned funds. Approval for expenditures that exceed \$500 must be approved by 3/4 council vote at the next council meeting or by written communication.
- (3) Despite subsections (1) and [2] a council member may spend the strata corporation's money to repair or replace common property or common assets if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage. For example, authorization is not required if the expenditure is to repair a threat or compromise to building exterior envelope. However, this does not include repair to interior once the immediate threat or compromise of building envelope has been rectified.

**STRATA PLAN NW 2040**  
**Minutes of the 2009 Annual General Meeting**  
**Held at Forest Grove Elementary School**  
**8525 Forest Grove Drive**  
**Burnaby, British Columbia**  
**On October 21, 2009**  
**Approved by Council January 19, 2010**

1. Registration commenced at 6:45 pm with the sign-in of owners and proxy holders, the validation of proxies, and the issuance of voting cards.
2. The meeting was called to order at 7:00 pm.
3. Proof of notice of the 2009 Annual General Meeting (AGM) was displayed and motion called for to approve the notice of the AGM. It was moved and seconded and unanimously resolved that proper notice was given for the AGM.
4. Results of the registration. Of the thirty-six (36) strata lots, twenty-two (22) were represented in person and two (2) were represented by proxy for a total of twenty-four (24). A quorum was established.
5. The 2008/2009 Strata Council members and officers were introduced.
  - a. Strata President - Douglas Kronlund
  - b. Treasurer - Shanna Burgess
  - c. Landscape Liaison - Andrew Boden
  - d. Maintenance Liaison - Cory Wolk
  - e. Secretary - Tessa Wright
  - f. Member at Large - Carolyn Carpenter (absent)
6. The minutes of the Annual General Meeting of October 22, 2008 were put forward for approval. It was moved and seconded, and unanimously resolved to approve the minutes of the Annual General Meeting of October 22, 2008.
7. Report by Maintenance Liaison (Cory Wolk) regarding maintenance issues, past and future: Projects for the coming year include replacing the lighting on the street signs and providing paint for posts and lattices if owners wish to do that work for themselves next summer. Routine roof maintenance will be done twice a year in November and January. There is no routine wood maintenance planned as most of the work has been done this year.
8. Report by Landscaping Liaison (Andrew Boden) regarding landscape improvement, past and future: The Strata Council is very pleased with the work done by our

landscaping company this year and will be signing another contract with them for the coming year. The lawns were reseeded this past year but as this was not as productive as expected there will be reseeding again this year. Those who assisted with watering the seeded areas throughout the complex were thanked. Tree work will soon be done on two dead Hemlocks on Ridgemoor and pruning will be done on Braemoor though the trees on Ash Grove cannot be taken down as requested as they are on City of Burnaby property.

9. Report by the Treasurer (Shanna Burgess) on the past year's operations and finances:

Goals set last year to save more money to the contingency funds are succeeding. Maintenance exceeded its budget and the overage has been carried forward into this year's budget. The contingency has increased from \$84,000 last year to \$105,000. There will be large expenditures five, ten and twenty years and the Council is planning to minimize or avoid future special assessments by saving now. It was moved and seconded, and resolved to move \$25,000 of the \$54,000 in the cash account to term deposits.

10. The 2008/2009 Financial Statements (as prepared by Marsh and Marsh, Chartered Accountants) were put forward for approval. It was moved and seconded, and resolved that the financial statements be approved.

11. A motion was presented to retain Marsh and Marsh Chartered Accountants, for the purpose of maintaining and reviewing the Strata Corporation's financial records for the 2009/2010 fiscal year. It was moved and seconded, and resolved to maintain Marsh and Marsh, Chartered Accountants.

12. The 2009/2010 budget was put forward for approval. It was moved and seconded, and resolved that the 2009/2010 budget be approved.

13. Report by the Strata Chair (Douglas Kronlund):

Residents were reminded to turn off outside taps located under the kitchen sink and beside the furnace and open their outside taps to prevent freezing and pipes splitting. Residents were also reminded about the bylaw regarding maintaining carports. The chair thanked council for its service.

14. New Business

a. Andrew Boden reported that this will be his final year as landscaping liaison but he is willing to assist his replacement in the coming year if someone wishes to come forward.

b. Discussion of a motion to put in a community garden plot was defeated.

c. Issues of the new city composting program were discussed and residents will be kept informed as more information is made available by the City of Burnaby

d. Douglas Kronlund reported that money has been set aside in the 2009/2010 budget for snow removal should we have a winter as severe as 2008/2009. This will not be a shoveling service, but rather one that would remove large piles of snow.

e. Ron Brimacombe brought forward information on sliding door screens. Council agreed to investigate this further and if suitable vote on the possibility of owners installing the screens if they so choose.

f. Bike racks can now be mounted in carports. The maintenance liaison will work owners who wish to install them.

15. For the year 2009-2010, the following owners have offered to volunteer for Strata NW 2040:

- a. Strata President - Douglas Kronlund
- b. Treasurer - Shanna Burgess
- c. Landscape Liaison - Andrew Boden
- d. Maintenance Liaison - Cory Wolk
- e. Secretary – Inga Zvolanekova
- f. Member-at-Large - Carolyn Carpenter
- g. Member-at-Large - Ron Brimacombe

16. A motion was put forward to accept the new Strata Council as listed above. The motion was moved and seconded, and unanimously approved to accept the new Strata Council.

17. The meeting was adjourned at 8:20 pm.



**Strata Property Act  
Form A  
PROXY APPOINTMENT**

**STRATA PLAN NW 2040  
Mountain Gate**

Re: Strata Lot ..... *[as shown on strata plan]* of Strata Plan NW 2040, Mountain Gate.

*[Check only one]*

**1. \_\_\_\_\_ General proxy**

I/We, \_\_\_\_\_, owner(s), of the strata lot described above, appoint \_\_\_\_\_, to act as my/our proxy beginning \_\_\_\_\_ until \_\_\_\_\_  
*[month, day, year]*.

**2. \_\_\_\_\_ Proxy for a specific meeting**

I/We, \_\_\_\_\_, owner(s), of the strata lot described above, appoint \_\_\_\_\_, to act as my/our proxy at the annual or special general meeting to be held on **October 27, 2010**.

**3. \_\_\_\_\_ Proxy for a specific resolution**

I/We, \_\_\_\_\_, owner(s), of the strata lot described above, appoint \_\_\_\_\_, to act as my/our proxy with respect to the following resolution at the annual or special general meeting to be held on **October 27, 2010**.

*Wording of the resolution*


*Voting Instructions*


*Limitations on proxy, if any*


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

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

# STRATA NW2040 E-MAIL CONSENT FORM

## 1. Introduction

The council members of Strata NW2040 also known as Strata NW2040, Mountaingate, Ridgemoor, Braemoor, or Moorside, (Herein referred to as Strata NW2040 ) are committed to protecting the privacy of people whose personal information is held by the strata through responsible information management practices.

**ALL RESIDENTS/OWNERS** must complete the following to receive/decline email communication from Strata NW2040. The form must be completed to be handed in at the annual AGM or delivered to the mail slot of the president at 9085 Moorside Place prior to or on the notified AGM meeting date.

## 2. STRATA TITLE OWNER INFORMATION

Please complete all of the following:

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Strata title owner's name (printed first, last)

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Strata title primary resident name (EG: a renter - if different from owner - printed first, last)

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Strata NW2040 unit address

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Strata title owner's legal address (if different from Strata NW2040 address)

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Strata title owner's e-mail address

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Strata title owner's phone number

---

Strata unit resident e-mail address  
(if different from owner)

---

Strata unit resident phone number  
(if different from owner)

**Circle one to receive Strata NW2040 email communication:**      **YES**      **NO**

### **3. EMERGENCY or URGENT PROBLEMS**

E-mail should never be used for emergencies. Call 911 in the event of an emergency. E-mail should never be used for urgent matters. Please call a member of the strata council, beginning with the president, regarding urgent matters. Please leave a message if you are connected to voicemail then attempt to contact the next council member until you speak with a member directly.

### **4. CONDITIONS FOR THE USE OF E-MAIL**

Strata NW2040 will use reasonable means to protect the security and confidentiality of e-mail information sent and received.

- A. Strata NW2040 may forward e-mails to other council members.
- B. Strata NW2040 will not, however, forward emails to independent third parties without the legal title holder's prior written or electronic consent, except as authorized or required by law.
- C. If the legal title owner's e-mail requires a response from Strata NW2040, and the legal title owner has not received a response within a reasonable time period, it is the legal title owner's responsibility to follow up to determine whether the intended recipient received the e-mail and when the recipient will respond.
- D. The legal title owner is responsible for informing Strata NW2040 of any information the legal title owner does not want to be sent by e-mail
- E. The recipient is responsible for his/her personal computer or other means of access to e-mail. Appropriate anti-virus and anti-spyware programs are recommended.
- F. Strata NW2040 shall not engage in e-mail communication that is unlawful.