

MINUTES FOR THE STRATA COUNCIL MEETING SEPTEMBER 04/08
OWNER'S STRATA PLAN VR2480
1225 BARCLAY STREET, VANCOUVER, BC V6E 1H5

MINUTES FOR STRATA COUNCIL MEETING, **SEPTEMBER 04, 2008.**

Date Council Meeting Held: September 04, 2008

Location: Unit 401

In Attendance: Judy McVeigh, Robert Brown, Dan Ip, Dale Henning, Tom Chiu / Pacifica First Management Ltd., and Owners from Units 404 and 802.

Absent:

Call to Order: Judy called meeting to order at 7:09pm.

Reading / Approval of Minutes from previous Council Meetings: Minutes of the August 07, 2008 Strata Council Meeting was reviewed. Motion to approve by Dan, 2nd by Robert. Approved.

Reports: None.

Unfinished Business:

1. **Current Cleaning Contract:** Discussed current cleaning contract. Current contract is a month to month contract with Wild West Services. Attempts to contact them failed as their phone number has been disconnected. They are no longer in business. Tom Chiu has been requested to contact with the former employee of Wild West Services, Benedicto, in relation to negotiating a cleaning contract. Tom will advise Council as soon as possible in relation to finalizing a cleaning contract.
2. **Window Replacements:** Robert will review and obtain the current and detailed quotes and coordinate a plan with Extreme Glass to commence with replacing broken or failed windows. While a specific plan has not been finalized it is expected that Robert and the Project Manager with Extreme Glass, Marcelo Frazao, will contact Owners directly to coordinate confirmation of the windows that require replacement and access on the date when they will be replaced.
3. **Status of Current Supplier Contracts:** Tom Chiu is to provide copies and report to Council on the status of all contracts with various suppliers and VR2480. Dale to work with Tom to review contracts and report for AGM.
4. **Form K and/or Emergency Contact List:** Tom Chiu will review the status and advise Council of Owners that have not provided these forms by the OCTOBER 15, 2008 deadline. Owners who have not complied will be fined.
 - i. The Minutes of June 12/08 included the Form K and Emergency Contact List as required by the Strata Property Act and VR2480 By-laws.
 - ii. ALL Owners and Tenants are required to complete the Emergency Contact List and return it to the attention of Tom Chiu, Pacific First Strata Management not later than OCTOBER 15, 2008.
 - iii. Owners who have rented their Units are required to complete and update the Form K and return it to the attention of Tom Chiu, Pacific First Strata Management not later than OCTOBER 15, 2008.

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iv. **If there are any questions please contact Tom Chiu, Pacific First Strata Management. For Telephone, Mail and/or Fax information please see the Contact List at the end of this document.**

5. VR2480 Web Site: The web site has been discontinued. Owners are requested to direct ALL communications for any services, information, problems or issues directly to Tom Chiu, Pacifica First Management Ltd. Tom will make contact with the Strata Council if he is not able to resolve the request. The white mail box in the Lobby and the email address (vr2480@gmail.com) will remain available for the present time. Directing ALL communications through Pacifica First Management Ltd will ensure better control and consistency in responding to the requests of our Owners as Strata Council members are often times not available for several days or longer due to commitments with their employers. Please see the Contact List at the end of these Minutes on how to reach Tom Chiu and Pacifica First Management Ltd.

New Business:

1. Request For Volunteer Strata Council Member: Due to the recent resignation of one of our Strata Council Members we have an opening for one Owner that would like to volunteer on Strata Council. If you are interested, please advise Tom Chiu, Pacifica First Management Ltd., as soon as possible. Please see the Contact List at the end of these Minutes on how to reach Tom Chiu and Pacifica First Management Ltd.
2. Replace Burned Out Lights in Parking Garage: JD Electric have received approval to replace burned out lamps in the parking garage and the elevator penthouse. JD Electric has been requested to have this completed before the end of September.
3. Storage Cages: Shelving has been installed by Dale and locks added.
4. New Computer Control for Security System: When the security access system was acquired a computer was donated on a temporary basis as it was needed to provide monitoring, control and management. As the computer was needed by the donor it was discussed and agreed to by Dan, Robert and Dale on August 24, 2008 at 2:27pm, to approve funding not in excess of \$1000.00 to acquire a replacement computer. Dale obtained details on the technical and operating requirements needed to support both the current access system and proposed future video surveillance system and purchased a packaged computer system consisting of computer, monitor, keyboard, mouse, printer, cable lock, dust covers, Windows XP Professional operating system and additional harddrive within the specified budget.
5. Lock and Door Maintenance: Council reviewed a quote from Greg Saczuk / Unit 204 for the replacement of the current door closures on the exterior gates. It was motioned by Robert and 2nd by Judy that approval be given to fund \$250.00 to Mr. Saczuk to replace the closures. Approved.
6. Request for Permission to Renovate: The Owner of Unit 701 has requested approval to renovate within their Unit. Tom has been requested to send a letter to the Owner confirming approval to proceed. Motioned by Robert, 2nd by Judy. Approved
7. Coordinating ALL Communications: Council discussed procedures that would ensure that all communications from Owners, Occupants, Tenants, Contractors and/or Service Companies are handled as efficiently as possible. Due to the Building not having a full time on-site manager /

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caretaker and all Strata Council members having full time employment it was agreed that, commencing immediately, that ALL communications be directed to Tom Chiu at Pacifica First Management Ltd., for appropriate action. Tom will call or email Strata Council members should their involvement be required. For the time being the white mailbox in the lobby will remain and will be checked daily or as frequently as possible for communications / mail for VR2480 and/or Strata Council. Owners are requested to update their address list with Tom's contact information. Please see the Contact List at the end of these Minutes on how to reach Tom Chiu and Pacifica First Management Ltd.

8. Requests to Rent: Council has received requests from Owners of Unit's #401 and #503. Motioned by Robert, 2nd by Dale that approval be granted. Tom Chiu, Pacifica First Management will send a letter to each of the Owners confirming approval of their request. Owners that rent their Units are requested to ensure they fully understand and comply with both VR2480 Bylaws and the Strata Property Act in relation to rental practices and procedures.
9. Damaged Bicycle: The recent installation of the storage cage in the bicycle room resulted in damaged to a bicycle. The Owner of the bicycle requested reimbursement of \$262.00 for damages. Motioned by Dale, 2nd by Robert. Approved. Pacifica First Management will issue a cheque and mail it to the Owner. If you have a bicycle in the bicycle room please ensure that your Unit Number is clearly marked and visible on the bicycle.
10. Project Management: Chris Worthy submitted an invoice for \$200.00 to Council for project management of the installation of the 3 storage cages. Motioned by Robert, 2nd by Judy. Approved. Pacific First Management will issue a cheque and mail it to Chris.

Unfinished Business: None

Next Strata Council Meeting: Date: Thursday, October 16, 2008. Time: 7:00pm. Location: Unit #603

Adjournment: Motioned by Judy, 2nd by Dan that the Meeting be adjourned / 09:10pm. Approved.
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MINUTES PREPARED BY STRATA COUNCIL

CONTACT LIST: Please Contact Pacifica First Management Ltd. For Maintenance Services or Any Questions Relating to Strata Plan VR2480 or Your Unit.....Thank You.

EMERGENCY: Fire Police Ambulance / Dial 911

NON-EMERGENCY:

Fire / Dial 604-665-6000

Police / Dial 604-717-3321

Ambulance / Dial 604-872-5151

Pacific First Management Ltd., / Dial 604-876-6400

218 – 2006 Main Street, Vancouver, BC V5T 3C2

Property Manager Tom Chiu / Tel 604-876-6400 Extension 305

Email: tom.c@pacificfirst.ca

Fax: 604-876-5198

Office Hours Monday to Friday 9am to 5pm

Closed During Lunch 12:30pm to 1:30pm

Emergency & Non-Emergency During Office Hours / Dial 604-876-6400

AFTER HOURS Emergency / Dial 604-622-6345

