

MINUTES OF THE COUNCIL MEETING OF STRATA PLAN VR 2118 – HENLEY PARK

HELD: Monday, February 12, 2007 at 7:00 p.m. at 2250 West 3rd Avenue, Vancouver, BC

PRESENT: Danielle Rippingale Peter Aspinall
Mandy Fisch Daniel Booy
Joseph Bellows

ABSENT: Monica Scoles Tamara Thompson

AGENT: York West Asset Management Group (BC) Inc
Aleksandar Riminchan, Telephone: 604-267-6399, ext.323; e-mail: ariminchan@yorkwest.com

NEXT MEETING

Wednesday, March 14, 2007 at 7:00 p.m. at 2250 West 3rd Avenue, Vancouver, BC

As the quorum requirement of the *Strata Property Act* was met, the meeting was called to order at 7:05 p.m.

MINUTES

MOVED and SECONDED, THAT the Minutes of January 9, 2007 be accepted as distributed.

MOTION CARRIED

FINANCIALS

Tabled

BUSINESS AT HAND

- 1) **Roof project:** The roof project is slowly proceeding. The payment approved at the prior council meeting is still pending due to an improper invoice received from the contractor. Some additional work will be required and the contractor was asked to submit a quote.
- 2) **Floods:** Strata Council approved the quote from Edenvale Restoration to do the final repairs to damage done by the sprinkler flood. The quote from Edenvale Restoration was more precise than others received, and the work is now in progress.
- 3) **Building repairs:**
 - a) Latham's has completed the insulation of the sprinkler line in the west staircase. Latham's will be asked for a quote to insulate the piping in the mechanical room and in the parkade.
 - b) York West presented quotes for the repair of the 4th floor walkway and for repair of cracks in the concrete ceiling of the parkade.

- c) A meeting with VKC Services was organized and the problems have been reviewed. The Council is waiting for quotes.

It was MOVED and SECONDED to approve the quote from VKC for replacement of a defective door on the first floor. MOTION CARRIED

- 4) **Block watch:** The Block watch program needs more members. If you want to participate in the program please contact Danielle at: blockwatchkits@gmail.com
- 5) **Parkade:** The update of the parking register is in progress.
- 6) **Gutter cleaning:** A quote for gutter cleaning was presented. It was reported that some of the gutters and down poles need to be repaired. After discussion it was MOVED, SECONDED AND CARRIED to approve the quote, subject to the contractor's ability to repair the damaged gutters.
- 7) **Building records:** A new filing cabinet was purchased and the building records have been organized.
- 8) **Landscaping:** The current landscaping company has submitted a proposal for the new season, with an increase in the price. The Council is not completely satisfied with the performance and price of the contractor and new quotes will be obtained before making a final decision.

NEW BUSINESS

- 1) The Council will review the new contract received from York West Asset Management.

CORRESPONDENCE

- 1) A letter with observations and suggestions regarding the maintenance of the building was received. The Council reviewed the letter and the items will be addressed as soon as possible.
- 2) An owner reported outstanding repair problems and some landscaping deficiencies. The contractor who did the repairs will be contacted in order to resolve the problems. The landscaping items will be approached when the landscaping company is hired.
- 3) A noise complaint was received. A reminder letter will be sent to the owner.

ADJOURNMENT

As there was no further business, the meeting adjourned at 9:50 p.m.

YORK WEST ASSET MANAGEMENT GROUP (BC) INC.

#430-1200 West 73rd Avenue

Vancouver, BC V6P 6G5

Tel: (604) 267-6399 Fax: (604) 267-6397

AR/li March 6, 2007

Please Note: The Real Estate Regulations requires a vendor to provide purchasers with copies of Strata minutes. Please retain these minutes for your records. Replacement copies will be subject to a cost per page and can be received upon a seven (7) day advance order from *York West Asset Management Group*.

MINUTES OF THE COUNCIL MEETING OF

STRATA PLAN VR 2118 – HENLEY PARK

HELD: Tuesday, January 9, 2007 at 7:00 p.m. at 2250 West 3rd Avenue, Vancouver, BC

PRESENT: Danielle Rippingale Tamara Thompson
Mandy Fisch Peter Aspinall
Joseph Bellows Daniel Booy

ABSENT: Monica Scoles

AGENT: York West Asset Management Group (BC) Inc
Aleksandar Riminchan, Telephone: 604-267-6399, ext.323; e-mail: ariminchan@yorkwest.com

NEXT MEETING

February 12, 2007 at 7:00 p.m. at 2250 West 3rd Avenue, Vancouver, BC

As the quorum requirement of the *Strata Property Act* was met, the meeting was called to order at 7:00 p.m.

MINUTES

MOVED and SECONDED, THAT the Minutes of November 6, 2006 be accepted.

MOTION CARRIED

ELECTION OF COUNCIL POSITIONS

The Council members introduced themselves.

After a brief review of the council positions and their duties the following officers were elected:

Daniel Booy	President
Monica Scoles	Treasurer
Mandy Fisch	Secretary
Danielle Rippingale	Security and Safety Coordinator
Joseph Bellows	Building Interior Supervisor
Tamara Thompson	Sustainability Coordinator
Peter Aspinall	Building Exterior Coordinator

FINANCIALS

Tabled

BUSINESS AT HAND

- 1) **Roof project:** John Taylor, the roofing consultant, has reviewed all roof documentation, the payments made to date and how well the project is proceeding. According to construction practice and legislation, he recommended a payment to the contractor when 85% of the roof project has been completed. The Council reviewed the proposal and in order to motivate the contractor to finish the project faster it was MOVED and SECONDED to approve Draw # 3 in the amount of \$18,520.09+ taxes.

MOTION CARRIED

Council's main goal is to have the work on the roof completed as soon as possible.

- 2) **Floods:** In the last couple of months, two water incidents affected the building.

The first incident was caused by a tap left open and the water overflowed the sink. This affected the units below and an insurance claim was made. The Council feels that the owner (tenant) has caused damage to the building and the insurance deductible will be charged back to his account.

The second water incident was caused by a burst sprinkler pipe in the west staircase. The repairs are still in progress. In order to prevent further problems with the pipe, two electricians have inspected the Heat Trace (they confirmed that it works) and the pipe will be professionally insulated.

- 3) **Building repairs:**

- a) The fence trellis on the ground floor was repaired.
- b) Latham's will be asked for a quote to insulate the piping in the mechanical room and in the parkade.
- c) York West presented quotes for the repair of the 4th floor walkway and for repair of cracks in the concrete ceiling of the parkade.
- d) A quote for replacement of an entrance door of a ground floor unit was presented (the unit had experienced water leaking into their suite). The Council reviewed all the quotes and then decided to organize a meeting with VKC Services in order to inspect the building and to obtain a detailed quote for all necessary repairs from one contractor.

- 4) **Block watch:** The BLOCKWATCH program, in partnership with the Vancouver City Police, was started. Crime statistics show clearly significant reduction in criminal activity in active BlockWatch neighbourhoods. If you want to participate in the program please contact Danielle at: blockwatchkits@gmail.com
- 5) **Parkade:** The Council will update the parking register with the idea of renting out all extra parking stalls, as extra income for the Strata Corporation.
- 6) **Tree trimming:** The trees in front of the building were trimmed.

NEW BUSINESS

- 1) The records of the building that are in the electrical room will be inspected and reorganized by the Council.
- 2) York West is to obtain quotes for gutter and window cleaning.
- 3) The Council will be provided with an updated contact list of the owners and tenants.
- 4) A register and rental waiting list will be created and maintained.
- 5) The Council members will review the Bylaws of the Strata Corporation.

CORRESPONDENCE

- 1) A letter with a request for reimbursement of the expenses accumulated for the repair of the entrance door following a break in to a unit was reviewed.

It was MOVED and SECONDED to approve the reimbursement.

MOTION CARRIED

- 2) A letter requesting reimbursement of lost rental income was received. The Council discussed the case and the details regarding the water incident that had occurred. An answer will be sent to the owner.
- 3) The Council was informed about the change of parking stalls between two units.
- 4) Please be advised that anonymous correspondence will not be reviewed.
- 5) A note regarding a leak in a parking stall was received. The Council knows about the problem and is trying to resolve it.
- 6) A noise complaint was received. A reminder letter will be sent to the owner.

ADJOURNMENT

As there was no further business, the meeting adjourned at 9:50 p.m.

YORK WEST ASSET MANAGEMENT GROUP (BC) INC.

#430-1200 West 73rd Avenue

Vancouver, BC

V6P 6G5

Tel: (604) 267-6399 Fax: (604) 267-6397

AR/li January 16, 2007

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