

**MINUTES OF A STRATA COUNCIL MEETING
1188 HOWE STREET, STRATA PLAN LMS 1468**

DATE: Monday, July 24, 2006

PLACE: Meeting Room, 1188 Howe Street, Vancouver, B.C.

PRESENT: Andrew Adams
Linda Buss
P.K. Chan
Jenn Parsons
Suzanne Allemeier
Harvey Douglas

REGRETS: Tricia Arundell
Suzanne Allemeier

GUESTS: Chris and Jackie Latval, resident managers

Also present from Colliers Macaulay Nicolls Inc. was Ken Woollard, property manager.

Colliers Macaulay Nicolls Inc. will be minuted as CMN.

CALL TO ORDER

The Strata Council president, Andrew Adams called the meeting to order at 6:37 p.m.

RESIDENT MANAGERS' REPORT

The resident managers' made a presentation and provided a written report to the Strata Council. Council reviewed the report and discussed the necessary items that required attention. September 28, 2006.

APPROVAL OF COUNCIL MEETING MINUTES

It was noted that there was an error on the minutes of the council meeting held on May 25th, 2006, as the minutes should have read that there was one council member against approving the minutes.

MOVED and **SECONDED** to amend the minutes of May 25, 2006 under approval of minutes to read One Against Six In Favour.

MOTION CARRIED

The Strata Council reviewed the minutes of the council meeting held on June 22, 2002.

MOVED and **SECONDED** to approve the council meeting minutes June 22, 2006 as circulated.

MOTION CARRIED UNANIMOUSLY

REVIEW OF ADMINISTRATIVE AND FINANCIAL MATTERS

Receivables Update

CMN reported on the receivables up to July 24, 2006, which includes monthly strata fees outstanding, late fines and liens. CMN was directed by council to forward all owners that are in arrears, letters regarding their arrears and to commence the procedure in placing liens on strata lots in arrears for 3 months or more.

Financial Statements

P.K. Chan reported on the financial statements for May and June 2006. Mr. Chan recommended that the financial statements be approved as circulated. It was noted that the financial statements are currently showing a deficit. The treasurer and CMN will be reviewing the invoices as a majority of the invoice for HVAC were to be taken from the contingency fund, not the operating budget, as the repairs were considered emergency repairs.

MOVED and **SECONDED** to approve the financial statements up to and including June 2006.

MOTION CARRIED UNANIMOUSLY

MOVED and **SECONDED** that CMN and the Treasurer review the HVAC invoices and HVAC emergency repairs are to be taken from the contingency fund, the expenses to be ratified at the next annual general meeting.

MOTION CARRIED UNANIMOUSLY

Correspondence

The Strata Council received four letters of correspondence since the last strata council meeting. The letters of correspondence made references to the resident managers, owners concerns, dog defecating on common property, common room availability, access to resident managers and intruder in parking area.

An owner commended the resident managers on the efforts that they have made to make the building a better place to live. The significant improvements to the security of the building have improved drastically.

A letter was received from a owners requesting clarification on issue pertaining to the operation of the building. CMN was directed to forward a letter to the owner.

An owner requested that the council waive a fine assessed against the owners strata lot account due to the owner's dog defecating in the common area hallway.

MOVED and **SECONDED** to deny the owners request to waive the fine assessed against the owners account.

MOTION CARRIED UNANIMOUSLY

The council reviewed a letter regarding numerous concerns and the reason that the common room has been closed. Council directed CMN respond to the owner.

A commercial unit requested permission to have table installed outside their unit.

MOVED and **SECONDED** to permit the owner to place tables outside their unit subject to; the tables be removed by 10:00 p.m. each day, permit from city must be forwarded to council prior to the tables and chairs being erected, area must be kept clean at all times and no loitering is permitted by individuals at anytime. Council will require the table and chairs be removed if any of the above items are breached and/or if the Strata Corporation Bylaws and/ or rules are violated in any way. The owner is responsible to carry the appropriate insurance including liability insurance.

MOTION CARRIED UNANIMOUSLY

BUILDING/GROUNDS UPDATE

- **Building Committee – The chair and sofa that were located in the lobby have been removed as on a continuous basis unwanted individuals have gained access to the building to sleep on the furniture**

and the area was becoming a place for loitering.

- Landscapings – The landscaper has recommended that soil be placed in the lower garden areas. At this time council has decided to defer this issue due to budget restraints.
- Roof Anchors - j
- Window Cleaning – The window cleaning has be deferred as there is a major problem with the roof anchors roof a
- Garbage in Lane area –
- Roof anchors –

NEW BUSINESS

- AON Insurance -
- ThyssenKrupp Eleavator –
- Easycare Restoration –
- Budget/AGM discussion-
- Bed Bugs -

NEXT MEETING DATE

The next strata council meeting is scheduled for Thursday, September 28, 2006 at 6:30 p.m. in the first floor meeting room.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:10 p.m.

**MINUTES OF A STRATA COUNCIL MEETING
1188 HOWE STREET, STRATA PLAN LMS 1468**

DATE: Thursday, September 28, 2006

PLACE: Meeting Room, 1188 Howe Street, Vancouver, B.C.

PRESENT: Andrew Adams
Linda Buss
P.K. Chan
Jenn Parsons
Harvey Douglas

REGRETS: Tricia Arundell
Suzanne Allemeier

GUESTS: Chris and Jackie Latval, resident managers.

Also present from Colliers Macaulay Nicolls Inc. was Ken Woollard, property manager. Colliers Macaulay Nicolls Inc. will be minuted as CMN.

CALL TO ORDER

The Strata Council president, Andrew Adams called the meeting to order at 6:35 p.m.

RESIDENT MANAGERS' REPORT

The resident managers made a presentation and provided a written report to the Strata Council. Council reviewed the report and discussed the necessary items that required attention.

APPROVAL OF COUNCIL MEETING MINUTES

It was noted that there was a typing error on the minutes of the council meeting held on July 24, 2006, as the minutes under approval of council meeting minutes should have read, the Strata Council reviewed the minutes of the council meeting held on June 22, 2006 instead of June 22, 2002.

It was **MOVED** and **SECONDED** to approve the July 24, 2006 minutes with the above amendment.

MOTION CARRIED

REVIEW OF ADMINISTRATIVE AND FINANCIAL MATTERS

Receivables Update

CMN reported on the receivables up to September 28, 2006, which includes monthly strata fees outstanding, late fines and liens. CMN was directed by council to forward all owners notification that they are in arrears, and to commence the procedure in placing liens on strata lots, if required.

Financial Statements

It was **MOVED** and **SECONDED** to table the July and August financial statements until the next Strata Council meeting.

MOTION CARRIED

Correspondence

The Strata Council received five letters of correspondence since the last strata council meeting. The letters of correspondence made references to the pool, juczuzzi, garbage room, outdoor fountain, fire damage, repairs required to a unit and noise complaints.

An owner was concerned as the pool and juczuzzi have been closed on several occasions and the owner feels that the facilities are being closed to punish residents. The owner was also concern regarding the outdoor fountain as it has overflowed which resulted in water flowing down the sidewalk in front of the building. The owner is concern regarding the garbage room door being left open and the HVAC system is not being used to ventilate the hallways

CMN forwarded a letter to the owner explaining that the pool and juczuzzi have been closed due to vandalism and/or repairs that were required. These facilities have never been closed to punish residents. The outdoor fountain has overflowed due to individuals throwing garbage in the fountain, which clogs the overflow drains. The resident managers are cleaning the drains on a daily basis. The garbage room doors are only open on garbage days as this is a requirement of the garbage disposal company. The fresh air intake fan is located on the roof of the building, which determines the airflow into the common hallways and the air vent in the elevator determines the elevator airflow. The fans were installed as per the City of Vancouver requirements and there are no immediate plans to upgrade the system.

Two letters were received regarding noise complaints. CMN sent letters to the strata lots in violation of the Strata Corporation's bylaws.

A quotation was received from an owner for damages caused by a previous roof leaks. The Council will be obtaining further quotations as the roof has be replaced and the strata lot can now be repaired.

Council received a letter from a strata lot owner's insurance company regarding a recent fire in the unit caused by the resident flame broiling steaks, which activated the fire safety sprinkler system resulting in the strata lot being damaged by water. The owner's insurance company believes the Strata Corporation's insurance should cover the residents living expenses and damage to the resident's personal property. A letter has been forwarded to the Strata Corporation insurance company requesting they respond to the owner's insurance company, to advise that it is the responsibility of each resident to obtain homeowners insurance to cover such items, as they are not covered under the strata corporations insurance policy.

BUILDING/GROUNDS UPDATE

- **Building Committee** – The sofa and chair have been removed from the lobby area. Council feels this will help prevent unwanted individuals gaining access to the building to sleep on the sofa and will deter individuals from loitering in the lobby area.
- **Landscaping** – The landscaper provided a quotation to install soil in the lower garden beds. Council decided at this time they would defer the installation due to budget restraints.
- **Window Cleaning** – The window cleaning will not take place until the roof anchors are inspected and approved for usage by a professional roof anchor inspection company.
- **Garbage in Lane area** – The City of Vancouver have been contact by CMN in regards to the garbage bin in the lane, which belongs to a business located on Granville Street which is continuing overflowing.
- **Roof Anchors** – The council discussed the report on the roof anchors as Silverline is recommending that the entire system be replaced with a system compliant to correspond with current standards. Silverline will be forwarded a quotation to replace the system.

Council also reviewed invoice #00657272 received from Silverline Contracting for the testing of the roof anchor system.

It was **MOVED** and **SECONDED** the invoice be approved for payment.

MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

- **AON Insurance** – Council received the amended Certificate of Insurance and statement of values increasing the property value to \$40,139,000.00. The additional insurance premium for the increase is \$5,477.00.
- **ThyssenKrupp Elevator** – Council has been advised that the elevator contract will be increased to \$3,330.00 plus GST for the quarterly inspections.
- **Easycare Restoration** – A quotation was received for ceiling repairs required in unit #1808 due to a water leak. Council is in the process of obtaining further quotations.
- **Budget/AGM** – Council discussed the proposed operating budget for the fiscal year November 1, 2006 to October 31, 2007. Each council member will review the proposed budget and advise CMN if they would like have any changes made to the proposed budget. Owners will be notified of the Annual General Meeting in the near future.

NEXT MEETING DATE

The next strata council meeting is scheduled for Thursday, October 26, 2006 at 6:30 p.m. in the first floor meeting room.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:10 p.m.

**MINUTES OF A STRATA COUNCIL MEETING
1188 HOWE STREET, STRATA PLAN LMS 1468**

DATE: Thursday, October 26, 2006

PLACE: Meeting Room, 1188 Howe Street, Vancouver, B.C.

PRESENT: Andrew Adams
P.K. Chan
Jenn Parsons
Harvey Douglas
Suzanne Allemeier

REGRETS: Tricia Arundell
Linda Buss

GUESTS: Chris and Jackie Latval, resident managers

Also present from Colliers Macaulay Nicolls Inc. was Ken Woollard, property manager. Colliers Macaulay Nicolls Inc. will be minuted as CMN.

CALL TO ORDER

The Strata Council president, Andrew Adams called the meeting to order at 6:40 p.m.

RESIDENT MANAGERS' REPORT

The resident managers made a presentation and provided a written report to the Strata Council. Council reviewed the report and discussed the necessary items that required attention.

APPROVAL OF COUNCIL MEETING MINUTES

It was **MOVED** and **SECONDED** to approve the September 28, 2006 minutes as circulated.

MOTION CARRIED

REVIEW OF ADMINISTRATIVE AND FINANCIAL MATTERS

Receivables Update

CMN reported on the receivables up to October 26, 2006, which includes monthly strata fees outstanding, late fines and liens. CMN was directed by council to forward all owners notification that they are in arrears, and to commence the procedure in placing liens on strata lots, if required.

Financial Statements

It was **MOVED** and **SECONDED** to approve the financial statements up to and including September 2006.

MOTION CARRIED

Correspondence

The Strata Council received two letters of correspondence since the last strata council meeting. The letters of correspondence made references to a request to install laminate flooring, and cigarette butts and dog facia being thrown from balconies.

It was **MOVED** and **SECONDED** to approve strata lot #77 request to install laminate floors, subject to the assumption of responsibility form being completed and returned to CMN.

MOTION CARRIED

A letter was also received from a resident regarding cigarette butts being thrown from strata lots and the resident discovered dog defecation on their balcony. Council is requesting all residents cooperation to ensuring cigarette butts are not thrown from strata lots and please ensure dog ecrements are properly disposed of and not thrown from strata lots.

BUILDING/GROUNDS UPDATE

- **Building Committee** – The building committee will be supplying refreshments and other items at the Annual General Meeting so everyone can enjoy a Christmas cheer.
- **Landscaping** – There are no issues to report in regards to the landscaping at this time.
- **Window Cleaning** – The windows cannot be washed until the roof anchor system is replaced. Owners will vote on the roof anchors at the Annual General Meeting. Council also received a quotation from National Air Technologies for their records.
- **Roof Anchors** – Council will be obtaining another quotation for the replacement of the buildings roof anchor system. This will be discussed at the upcoming general meeting.
- **Dryer vents** – The dryer vent cannot be cleaned until the roof anchors are replaced. Council is suggesting all residents check there dryers as some may not be capable of blowing air the current distance of the air ducts in the building. The dryer may require booster pump, which will be each owner's responsibility. Prior to any booster pumps being installed, owners will be required to forward a letter to council requesting permission to install the booster pump.

NEW BUSINESS

- **Fire Pro invoice** – Council reviewed an invoice from Fire Pro for the inspection of suites missed from the annual fire inspection and to replace smoke alarms in suites that were not operating as required.

It was **MOVED** and **SECONDED** to approve invoice # 38913 received from Fire Pro for the above-mentioned work.

MOTION CARRIED

- **Care Pest Control** – Council received for their records a quotation from Care Pest Control for the monthly pest control maintenance program. At this time a change in pest control companies for the monthly services will not change. Council would like to ask all residents to check their units thoroughly due to a serious problem in the Vancouver area with bedbug. If you believe you have bedbugs, please call CMN immediately, so the pest control company can be contacted to deal with the issue.

- **Aquataur Services** – Council received a quotation for repair work that is required at a number of units. They will discuss the repair work further at the next council meeting, as further quotations will be obtained.
- **Relief manager** – Council discussed in detail the current company providing the relief manager duties for the resident managers on their days off. The resident managers are continually receiving telephone call on their days off, as the current company hired for the relief duties and they are not efficiently dealing with incoming calls. Council also reviewed a quotation from another company to provided relief manager duties.

It was **MOVED** and **SECONDED** that CMN cancel the contract between the Strata Corporation and Easy Care Restoration and sign a new contract with Met Homes for relief manager duties.

MOTION CARRIED

- **Budget/AGM** – Council discussed the proposed operating budget for the fiscal year. The council president and treasurer will be meeting with CMN to discuss the budget further and review the other items to be put on the Annual General Meetings agenda.

NEXT MEETING DATE

The next strata council meeting is scheduled for Thursday, November 30, 2006 at 6:30 p.m. in the first floor meeting room.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:04 p.m.

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**MINUTES OF A STRATA COUNCIL MEETING
1188 HOWE STREET, STRATA PLAN LMS 1468**

DATE: Thursday, November 30, 2006

PLACE: Meeting Room, 1188 Howe Street, Vancouver, B.C.

PRESENT: Andrew Adams
Linda Buss
Harvey Douglas

REGRETS: Suzanne Allemeier
Jenn Parsons
P.K. Chan

GUESTS: Chris and Jackie Latval, resident managers

Also present from Colliers Macaulay Nicolls Inc. was Ken Woollard, property manager. Colliers Macaulay Nicolls Inc. will be minuted as CMN.

CALL TO ORDER

The Strata Council president, Andrew Adams called the meeting to order at 6:42 p.m.

RESIDENT MANAGERS' REPORT

The resident managers made a presentation and provided a written report to the Strata Council. Council reviewed the report and discussed the necessary items that required attention.

Met Homes will commence relief manager duties beginning December 1, 2006. They will be relieving the resident managers on their days off and holidays. Lloyd of Met Homes can be reached at 604- 690-5315.

APPROVAL OF COUNCIL MEETING MINUTES

It was **MOVED** and **SECONDED** to approve the October 26, 2006 minutes as circulated.

MOTION CARRIED

REVIEW OF ADMINISTRATIVE AND FINANCIAL MATTERS

Receivables Update

CMN reported on the receivables up to November 30, 2006, which includes monthly strata fees outstanding, late fines and liens. CMN was directed by council to forward all owners notification that they are in arrears, and to commence the procedure in placing liens on strata lots, if required.

Financial Statements

It was **MOVED** and **SECONDED** to approve the financial statements for October 2006.

MOTION CARRIED

Correspondence

The Strata Council received one letter of correspondence since the last strata council meeting. The letters of correspondence made references to the mailbox being vandalized, elevator, pool, and garbage container concerns. The council directed CMN to invite the owner to the next council meeting to discuss the concerns.

BUILDING/GROUNDS UPDATE

- **Building Committee** – The building committee chair was unable to attend the meeting, therefore there was no report.
- **Landscaping** – There are no issues to report in regards to the landscaping at this time.
- **Window Cleaning** – The windows cannot be washed until the roof anchor system is replaced.
- **Roof Anchors** – The replacement of the roof anchors will be voted on at the Annual General Meeting.
- **Suite Repairs** - Council discussed repairs that are required in numerous suites due to damage caused by previous roof leaks, and water overflow from other units. Council will discuss this issue at the first council meeting in 2007.

NEW BUSINESS

- **ICBC invoice** – Council reviewed an invoice ICBC for damage caused to a vehicle due to the underground parking gate not operating correctly.

It was **MOVED** and **SECONDED** to approve invoice # 6018156882 from ICBC.

MOTION CARRIED

- **Budget/AGM** – The Annual General Meeting will be held on December 14, 2006. Council looks forward to seeing all owners at the meeting.

NEXT MEETING DATE

The next strata council meeting is scheduled for Thursday, January 25, 2007 at 6:30 p.m. in the first floor meeting room.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:45 p.m.

