

**NOTICE TO ALL RESIDENTS AT
DHARMA -LMS 2690
1549 KITCHENER STREET**



RE: ANNUAL GENERAL MEETING

Date: July 3, 2008

Location: Room B, 3250 Commercial Drive, Vancouver, BC
Croatian Cultural Centre

Time: 7:30pm, Registration will begin at 7:15 pm

ATIRA Property Management Inc.

June 12, 2008

**Notice of Annual General Meeting
The Owners, Strata Plan LMS 2690
DHARMA**

To Be Held On: Thursday, July 3, 2008

Time: 7:30 p.m. (Registration will begin @ 7:15 p.m.)

**Place: Croatian Centre, Room B, 3250 Commercial Dr
Vancouver, BC.**

An Agenda for this meeting along with some explanatory notes concerning voting procedures is enclosed herewith. Please read this material prior to the meeting and bring it with you to the meeting for reference.

1. **QUORUM:** In order to conduct business at a General Meeting at least thirty-three percent (33%) of the persons entitled to vote must be present in person or by proxy. If within one-half hour from the time appointed for a general meeting a quorum is not present, the persons entitled to vote present shall constitute a quorum.
2. **VOTING:** No owner is entitled to vote unless all contributions in respect to his Strata Lot have been duly paid. If you are unsure as to the status of your account, please contact the accounting department @ ATIRA Property Management Inc. No payments will be received at the meeting.
3. **PROXIES:** An instrument appointing a proxy shall be in writing under the hand of his appointee or his attorney. A proxy need not be an Owner. A proxy form is attached.

Purpose:

- Approval of the Annual Budget for 2008/2009
- Approval of Resolutions
- Election of Strata Council

“Please bring this notice to the meeting”

ANNUAL GENERAL MEETING

- Electing the Chair of the Meeting
- Call Meeting to Order 7:30 pm
- Certification of Proxies
- Certification of Quorum
- File Proof of Notice of Meeting
- Approval of the Agenda
- Previous General Meeting Minutes – May 9, 2007
- Report on insurance coverage
- Chairman's Report
- Treasurer's Report
- Annual budget for 2008/2009 - Discussion/Approval
- $\frac{3}{4}$ Vote Resolution #1 – Bylaw Amendment
- $\frac{3}{4}$ Vote Resolution #2 – Surplus/Building Repairs
- Election of Strata Council
- New business
- Adjournment: 9:30 pm

ATIRA Property Management Inc.



COASTAL INSURANCE SERVICES LTD.

104 - 2331 Marpole Avenue, Port Coquitlam, BC V3C 2A1 Tel: 604-944-1700 Fax: 604-944-1734
 1322 Johnston Road, White Rock, BC V4B 3Z2 Tel: 604-531-1020 Fax: 604-531-2031
 Toll Free: 1-800-665-3310 Website - www.coastalinsurance.com - e-mail: info@coastalinsurance.com



1983-2008

Policy No. CLMS 2690

DECLARATIONS

Name of Insured:	The Owners of Strata Plan LMS 2690 Dharma
Location Address:	1549 Kitchener Street, Vancouver, BC, V5L 2V8
Additional Named Insured:	Atira Property Management Inc, 120 Columbia Street, Vancouver, BC V6A 3Z8
Policy Period:	05/24/08 to 05/24/09 (mm/dd/yy) 12:01 a.m. Standard Time
Loss Payable to:	The Insured or Order in Accordance with the Strata Property Act of British Columbia.
Insurers:	As Per List of Participating Insurers Attached.

Insurance is provided subject to the Declarations, Terms, Conditions, Limitations and Endorsements of this policy and only for those coverages for which specific limits or amounts of Insurance are shown on this Declaration Page.

INSURING AGREEMENTS	Deductibles (\$)	Limits (\$)
PROPERTY COVERAGES - STR09/06R		
All Property, All Risks, Guaranteed Replacement Cost, Bylaws	1,000	6,713,000
Water Damage	2,500	Included
Backup of Sewers, Sumps, Septic Tanks or Drains	2,500	Included
Earthquake Damage	10%	Included
Flood Damage	10,000	Included
Key & Lock	250	10,000
BLANKET EXTERIOR GLASS INSURANCE Aviva Insurance Company of Canada - Residential	100	Blanket
Form 820000 (11/98) Commercial	250	
COMMERCIAL GENERAL LIABILITY - Form 000102(Rev.11/98)		
Coverage A - Bodily Injury & Property Damage Liability	Per Occurrence	500
Products & Completed Operations	Aggregate	500
Coverage B - Personal Injury Liability	Per Occurrence	500
Coverage C - Medical Payments	Any One Person	2,500
	Per Occurrence	25,000
Coverage D - Tenants Legal Liability		500
		500,000
Non-Owned Automobile - SPF #6 - Form 335002	Per Occurrence	10,000,000
Contractual Liability - SEF #96	Per Occurrence	500
Excluding Long Term Leased Vehicle - S.E.F. No. 99	Per Occurrence	10,000,000
Limited Pollution Liability Coverage	Aggregate	1,000,000
Employee Benefit Liability - Form 000200	Aggregate	1,000
Advertising Liability - Form 000117	Per Occurrence	500,000
DIRECTORS & OFFICERS LIABILITY - Form G/A2(04/01) Claims Made Form		2,000,000
Condominium Discrimination Defense Costs	Per Occurrence	500 Retention
	Aggregate	500 Retention
POLLUTION & REMEDIATION LEGAL LIABILITY - Form XLICL-PARL5CP(05/04)		
Claims Made Form - Limit of Liability - Each Loss, Remediation Expense or Legal Defense Expense.		10,000 Retention
VOLUNTEER ACCIDENT INSURANCE PLAN Form 9224344- Plan II		
Principal Sum - \$100,000 Weekly Accident Indemnity - \$500 (maximum 52 weeks)		7 Day Waiting Period
Accident Expenses - various up to \$5,000 (see policy wording) Dental Expense - \$2,500		100,000
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION		
Form 500000 (Rev.01/2000)		
I Employee Dishonesty - Form A		10,000
II Loss Inside the Premises		5,000
III Loss Outside the Premises		5,000
IV Money Orders and Counterfeit Paper Currency		5,000
V Depositors Forgery		5,000
EQUIPMENT BREAKDOWN		
I Physical Damage, Direct Damage, Standard Comprehensive Plus, Replacement Cost - Form C780016(02/06)		1,000
II Consequential Damage, 90% Co-Insurance - Form C780032 (02/06)		1,000
III Extra Expense - Form C780033 (02/06)		24 Hour Waiting Period
IV Ordinary Payroll - 90 Days - Form C780034 (02/06)		24 Hour Waiting Period
		100,000
		100,000

****ALL COVERAGES SUBJECT TO POLICY DEFINITIONS****

This Policy contains a clause(s), which may limit the amount payable.
 This policy shall not be valid or binding unless countersigned by a duly authorized Representative of the Insurer.

President
 Coastal Insurance Services Ltd.

Dharma (Ims2690)
Budget Comparison

Period = June 2007-Mayl 2008

		2007 / 2008	2007 / 2008	Projected	2008 / 2009
Account		Annual Budget	YTD Actual	31-May	Budget
	Income				
4010	Income - Strata Fees	115,852.00	106,355.00	115,852.00	115,852.00
4300	Interest Income	0.00	1,087.90	1,100.00	0.00
4500	Laundry	9,000.00	9,697.34	10,000.00	9,000.00
4600	Move In/Out	0.00	200.00	300.00	0.00
4620	Fines & Penalties	0.00	125.00	125.00	0.00
4655	Other income	0.00	203.00	203.00	0.00
	Surplus/Deficit from previous year				0.00
	Total Income	124,852.00	117,668.24	127,580.00	124,852.00
	Administrative Expenses				
5040	Bad Debts	0.00	100.00	100.00	0.00
5050	Bank Charges	150.00	102.00	115.00	120.00
5080	Dues & Subscriptions	0.00	235.00	250.00	250.00
5100	Insurance	11,700.00	1,000.00	1,000.00	12,674.00
5120	Fire Alarm Monitoring	2,350.00	1,214.04	1,400.00	1,500.00
5160	Miscellaneous Admin Expenses	0.00	126.00	150.00	0.00
5210	Professional Fees	1,500.00	0.00	0.00	1,500.00
5220	Property Management Fees	13,000.00	10,748.50	11,700.00	11,700.00
5240	Property Management - Office Expenses	1,640.00	1,111.27	1,300.00	1,500.00
	Total Administrative Expenses	30,340.00	14,636.81	16,015.00	29,244.00
	Utilitites & Contracts				
5510	Utilities - Electrical	6,500.00	4,290.00	5,000.00	5,000.00
5520	Utilities - Gas	31,000.00	22,085.20	25,000.00	26,400.00
5540	Waste Removal	5,100.00	4,935.10	5,400.00	5,400.00
5541	Janitorial Service	8,960.00	8,250.00	8,960.00	9,500.00
5543	Elevator Service	0.00	0.00	0.00	0.00
5548	Telephone	720.00	659.30	720.00	805.00
5560	Water & Sewer	4,500.00	7,049.22	8,000.00	8,200.00
	Total Utilitites & Contracts	56,780.00	47,268.82	53,080.00	55,305.00
	R&M Building-Exterior				
6030	Electrical & Lighting Supplies - Exterior	500.00	0.00	350.00	600.00
6050	General R&M - Exterior	10,000.00	530.00	5,500.00	9,921.00
6070	Overhead Gates	0.00	673.40	673.40	2,000.00
6075	Mechanical contract	0.00	0.00	0.00	0.00
6100	Roof Repairs	5,000.00	2,049.63	2,049.00	5,000.00
	Total R&M Building - Exterior	15,500.00	3,253.03	8,572.40	17,521.00
	R&M Building-Interior				
6350	Cleaning Supplies	100.00	336.66	400.00	400.00
6410	Electrical	100.00	0.00	0.00	0.00
6420	Elevator	2,700.00	1,925.00	2,300.00	4,300.00
6450	Enterphone Services	600.00	0.00	0.00	0.00
6460	Enterphone R&M	0.00	282.70	282.70	300.00
6510	General R&M - Interior	0.00	650.00	650.00	750.00
6530	HVAC	800.00	405.13	500.00	500.00
6580	Pest Control	300.00	0.00	0.00	300.00

6590	Plumbing	1,000.00	954.32	954.32	1,000.00
6600	Security	1,800.00	339.00	339.00	100.00
6620	Security Systems - R&M	0.00	0.00	0.00	0.00
	Total R&M Building - Interior	7,400.00	4,892.81	5,426.02	7,650.00
	Caretaker Expenses				
7010	Salaries & Wages - Caretaker	0.00	0.00	0.00	0.00
7035	Salaries, EI, CPP, Taxes	0.00	0.00	0.00	0.00
7040	WCB	0.00	0.00	0.00	0.00
	Total Caretaker Expenses	0.00	0.00	0.00	0.00
	Landscaping & Grounds				
7400	Landscaping - R&M	4,300.00	3,991.95	4,300.00	4,500.00
	Total Landscaping & Grounds	4,300.00	3,991.95	4,300.00	4,500.00
	Total Operating Expenses	114,320.00	74,043.42	87,393.42	114,320.00
	Contingency				
9030	Contingency Fund Allocation	10,532.00	9,654.00	10,532.00	10,532.00
	Total Contingency Contribution	10,532.00	9,654.00	10,532.00	10,532.00
	Total Expenses	124,852.00	83,697.42	97,925.42	124,852.00
	Surplus/Deficit	0.00	33,970.82	30,532.58	0.00

DHARMA - STRATA PLAN LMS 2690
STRATA COUNCIL MEETING
Location: #209-1549 Kitchener Street, Vancouver
Held: Tuesday, May 20, 2008 @ 7:30 pm

ATTENDANCE

Roger Mahler, President

Sandi Callender, Secretary/Treasurer

Mark Eckerman

Regrets: Simon Garber, Dave Thompson, Samantha Gill

Donna Gavra was present representing Atira Property Management. The meeting was called to order at 7:50 pm.

APPROVAL OF THE AGENDA

Council added one more item as agenda. It was **MOVED** and **SECONDED** to approve the council meeting agenda as distributed, amended.

It was **MOVED** and **SECONDED** to approve the agenda as distributed, amended.

MOTION CARRIED UNANIMOUSLY

APPROVAL OF THE PREVIOUS MINUTES

It was **MOVED** and **SECONDED** to approve the council meeting minutes dated April 01, 2008.

MOTION CARRIED UNANIMOUSLY

FINANCIAL REPORT

Monthly statements – The treasurer stated that the strata is on budget for the monthly expenses and the strata is currently in a surplus position. The statements of February, 2008 were reviewed by the treasurer, who recommended approval. Approval of March, 2008 statements was tabled for the next meeting.

It was **MOVED** and **SECONDED** to approve the statements of February, 2008.

MOTION CARRIED UNANIMOUSLY

Accounts receivable – Atira provided a current list of the owners' strata accounts. Appropriate action and fines will be levied against those owners in arrears.

All owners are reminded that Atira conducts collections each month in accordance with the bylaws on all outstanding accounts. Fines will be issued to those with an outstanding account. If you have not already done so, all owners are encouraged to submit a series of 12 post-dated cheques for the year or complete the Pre-Authorized Payment Form and submit it to Atira as soon as possible. Please note, when paying strata fees by cheque, the payment is due at the first of each month and must include the name of your building and unit number.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Balcony Assessment** - R. Mahler had previously volunteered to visit the balconies throughout the building to take pictures of the condition of the balconies to get more complete data for planning those repairs. Based on this inspection, council will schedule the work. Council requested Atira to arrange for a contractor to send a quote to repair one balcony.
2. **Carpet Cleaning** – Atira reported that the carpet cleaning is scheduled for April 29, 2008.
3. **Building Re-key** – the council requested to have the keys ready for the AGM so the majority of the owners will be able to pick up the new keys at the AGM meeting. The owners who cannot attend the annual general meeting can pick up their keys for Atira's office. Two keys will be handed for each unit and if owners would need more than two keys, they will be charged \$5.00 for an extra key. An extra week will be allowed before the lock will be replaced.

NEW BUSINESS

1. **Bylaw Issues** – council agreed that we need to review the current bylaws and clarify the wording in three sections. Council gave recommendation about how they might be simplified to eliminate some provisions that had no relationship to the current context.
The amended bylaws will be sent to all owners with the AGM package.
2. **AGM Planning** –council agreed to set the date for the next annual general meeting of owners for July 3, 2008. The meeting will be held at Croatian Centre, 3250 Commercial Drive, Vancouver.
3. **Budget 2008/2009** – council reviewed the current budget status and concurred that everything was on target as approved at the last annual general meeting and

there is a comfortable surplus in the operating budget. The treasurer requested Atira to send a draft budget for the next fiscal year.

4. **Garage Electrical Wiring-** An owner requested information about having electrical wiring in the parkade to be able to accommodate cars with new technologies. Atira provided him the contact name of an electrician since the cost of work of this nature would be the responsibility of the individual owner after receiving approval from strata council.
5. **Elevator Contract-** Atira reported that Otis Elevator was requested to send us a quote to service the elevator. The current service provider has send notification of an increase to the monthly fee.
6. **Split Tree-** Atira reported that the City of Vancouver is willing to cut the split tree when they will service this area in the middle of July, 2008. Council requested Atira to make contact with the landscaper who had previously quoted for the work to brace the tree.
7. **Communication-** the treasurer asked for improvement of the communication between strata and Atira. After discussion council agreed that the communication regarding decisions to go through the chair and the property manager should send the emails to all council members.

CORRESPONDENCE

A letter from a first floor unit was received requesting permission for minor renovations and for installing a dishwasher with a properly installed water hammer arrestor. Council approved the request.

ADJOURNMENT

There being no further business the meeting was adjourned @ 9:35 pm.

NEXT MEETING – The next council meeting is scheduled for TBA.

These minutes submitted by Donna Gavra, Property Manager.

Atira Property Management
120 Columbia Street, Vancouver, BC, V6A 3Z8
Telephone: 604-439-8848
Fax: 604-439-8804 Email: donna@atira.ca

DHARMA - STRATA PLAN LMS 2690
STRATA COUNCIL MEETING
Location: #311-1549 Kitchener Street, Vancouver
Held: Tuesday, April 01, 2008 @ 6:30 pm

ATTENDANCE

Roger Mahler, President
Sandi Callender, Secretary/Treasurer
Simon Garber
Samantha Gill
Mark Eckerman,
Dave Thompson

Donna Gavra was present representing Atira Property Management. The meeting was called to order at 6:45pm.

APPROVAL OF THE AGENDA

It was **MOVED** and **SECONDED** to approve the agenda as distributed.

MOTION CARRIED UNANIMOUSLY

APPROVAL OF THE PREVIOUS MINUTES

It was **MOVED** and **SECONDED** to approve the council meeting minutes dated February 26, 2008.

MOTION CARRIED UNANIMOUSLY

FINANCIAL REPORT

Monthly statements - approval of February, 2008 statements was tabled for the next meeting.

Accounts receivable – Atira provided a current list of the owners' strata accounts. Council noted there were a number of owner accounts with amounts owing less than one dollar or with credits of less than dollar. It was felt these were likely a result of the switch between Property Management companies so Council directed the Property Manager to write-off these balances.

All owners are reminded that Atira conducts collections each month in accordance with the bylaws on all outstanding accounts. Fines will be issued to those with an outstanding account. If you have not already done so, all owners are encouraged to submit a series of 12 post-dated cheques for the year or complete the attached Pre-Authorized Payment Form and submit it to Atira as soon as possible. Please note, when paying strata fees by cheque, the payment is due at the first of each month and must include the name of your building and unit number.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Boiler Follow-up** – the work has been completed on the boiler replacement. In order to address the complaints about the noise in the heating system, Channel Plumbing requested access to all upper floor units in order to bleed out the air trapped in the system. Atira and Council will schedule and coordinate with the owners to ensure access to all upper floor units at the same time.
2. **Roof Issues** – Atira presented a quote to supply and install roofing system with flashing. Council will make a decision after receiving the second quote. Atira negotiated an adjustment to the invoice presented by E.W. Hamilton LTD and considering this reduction council approved the payment. Cambie Roofing attended the site to replace the missing downpipe.
3. **Balcony Report** – R. Mahler and M. Eckerman have volunteered to visit the units throughout the building to take pictures of the condition of the balconies and to get more complete information from the owners. Atira will coordinate the access in each unit; residents' cooperation with this initiative is greatly appreciated.
4. **Exterior Lighting** – Atira presented a quote to install a light next to the walkway from the garbage bin to the west side of the building, near the stairs. Council approved the quote and Atira will schedule the work.
5. **Parkade Gate Repair** – Atira contacted Ideal Door to investigate patchwork fix requirements to the parkade gate; the contractors' suggestion was to consider replacing the old gate. Council requested a quote to, potentially, address this in the new fiscal year.
6. **Driveways Repairs**- property manager reported that the work has been scheduled for the April 8, 2008.
7. **Elevator Contract** – the elevator contract expires August 31, 2008. The council requested Atira obtain quotes from other providers for this service.

8. **Carpet Cleaning** – Atira presented two quotes for carpet cleaning and after discussion council approved the quotation submitted by Point Three Carpet cleaning. Atira will follow-up and schedule the work.
9. **Split Tree/Aphids** – a tree at the front of the property has split and may now be a hazard. Atira reported that City of Vancouver will address this in the late spring. Atira will ask an arborist about the best way to deal with aphids and lady bugs.
10. **Laundry Machine Increase** – the laundry machine provider has requested an increase the cost per load of laundry. The council did not agree to this increase and Atira informed the supplier.
11. **Garbage Collection** –Atira reported the contract with the garbage collection company expires on June 01, 2010 and requires at least three months notice to cancel.

NEW BUSINESS

1. **#404 Leak**- Plumbing issue was repaired as well as the repairs to the unit below. The owners of #404 were advised they would be responsible for the repair cost.

REMINDER TO OWNERS – Plumbing issues are often the responsibility of the strata lot owner. You are responsible to maintain the plumbing within your unit including, but not limited to, toilets, drains, supply lines, shut off valves, faucets and showers, etc. Owners are reminded to ensure that the plumber is qualified and has adequate insurance to cover damages caused in the event of a flood. Channel Plumbing & Heating (604-708-5947) or DMS Mechanical (604-291-8919) are familiar with the building plumbing, and are recommended for use by owners. Turning off the water in the building for in-suite work is not an option, so plumbing fixes must be performed by freezing the pipes.

2. **Building Re-Key**- council requested Atira contact Pacific Lock to proceed with installing two new locks and re-keying all existing common property locks with one key. Atira will coordinate and owners/residents will be advised regarding next steps.
3. **Welcome Package**- council will work with Atira to create a Welcome Package for owners to outline the rules, specifications and by-laws of Dharma. If any owner is interested in working on this initiative, please contact the Property Manager.

CORRESPONDENCE

1. **Request for in-suite laundry and built-in dishwasher-** a letter was received requesting permission to install in-suite laundry and a built-in dishwasher. After discussion, council approved the installation of the dishwasher with a properly installed water hammer arrestor, but declined the installation of in-suite laundry, **due to the condition of building's plumbing.**

ADJOURNMENT

There being no further business the meeting was adjourned @ 8:45 pm.

NEXT MEETING – The next council meeting is scheduled for May 13, 2008 at 7:00 pm.

These minutes submitted by Donna Gavra, Property Manager.

Atira Property Management
120 Columbia Street, Vancouver, BC, V6A 3Z8
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DHARMA - STRATA PLAN LMS 2690
STRATA COUNCIL MEETING
Location: #308-1549 Kitchener Street, Vancouver
Held: Thursday, February 21, 2008 @ 7:30 pm

ATTENDANCE

Brendan Piovesan, President

Sandi Calender, Treasurer

Simon Garber

Samantha Gill

Regrets: Roger Mahler, Vice President, Mark Ekerman, Secretary, Dave Thompson

Tyler Johnson and Donna Gavra were present representing Atira Property Management. The meeting was called to order at 7:50 pm.

APPROVAL OF THE AGENDA

It was **MOVED** and **SECONDED** to approve the agenda as distributed.

MOTION CARRIED UNANIMOUSLY

APPROVAL OF THE PREVIOUS MINUTES

It was **MOVED** and **SECONDED** to approve the council meeting minutes dated December 5, 2007.

MOTION CARRIED

FINANCIAL REPORT

Monthly statements – The treasurer stated that the strata is on budget for the monthly expenses and the strata is currently in a surplus position. The statements for November, December 2007, and January 2008 were reviewed by the treasurer, who recommended approval.

It was **MOVED** and **SECONDED** to approve the statements for November, December 2007, and January 2008.

MOTION CARRIED UNANIMOUSLY

Accounts receivable – Atira provided a current list of the owners' strata accounts. Appropriate action and fines will be levied against those owners in arrears.

All owners are reminded that Atira conducts collections each month in accordance with the bylaws on all outstanding accounts. Fines will be issued to those with an outstanding account. If you have not already done so, all owners are encouraged to submit a series of 12 post-dated cheques for the year or complete the attached Pre-Authorized Payment Form and submit it to Atira as soon as possible. Please note, when paying strata fees by cheque, the payment is due at the first of each month and must include the name of your building and unit number.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Boiler** – the work has been completed on the boiler replacement. The council asked that Atira confirm that a final sign off is received for this work.
2. **Roof Report** – a roof report was prepared by a consultant in 2007. The report offered a differing view on the condition of the roof when compared with the report that was prepared in 2006. Council requested that the original report be given to roofing companies to obtain quotes for the recommended maintenance on the roof. The council does not feel that they received value in the report that was done in 2007, and have not yet paid the invoice. Atira will discuss this with the consultant that prepared the report to determine if an adjustment may be made to the invoice.
3. **Roof Repairs** – Cambie Roofing attended the site to make the repairs made necessary by windstorms. Shingles were replaced and gutters/downpipes repaired as needed. Council noted that one of the downpipes had not been replaced, and requested that Atira follow up with Cambie.
4. **Balcony Report** – the same consultant that prepared the 2007 roof report also reported on the condition of several balconies. The council was not satisfied with this section of the report either. R. Mahler had previously volunteered to visit the balconies throughout the building to take pictures of the condition of the balconies to get more complete data.
5. **Exterior Lighting** – the council had previously reviewed a quote to upgrade the exterior lighting at the complex, and this work was tabled. The council did wish to install a light next to the walkway from the garbage bin to the west side of the building, near the stairs. A low light standard would likely be appropriate. Atira will contact an electrician to arrange for a quote.
6. **Interior Hall Repairs** – several drywall repairs were done by the site maintenance man and they have not yet been painted. Council requested that Atira arrange for this work to be completed.

7. **Parkade Gate Repair** – the council noted that a previous repair to the parkade gate was not done well. Atira will investigate arranging to repair the gate with the proper aluminum bars.
8. **Driveways Repairs**- property manager provided a quote to repair the west side driveway, witch was approved. Atira will follow-up with contractor.
9. **Enterphone Programming** – a volunteer system is currently in place to update the enterphone board at the front of the building. The council wished to discuss/review this system, but due to the absence of some council members from this meeting, this item was TABLED.
10. **Site Staff Contract/Job Description** – these documents need to be updated and Atira will forward draft copies to the council for their review.

NEW BUSINESS

1. **Elevator Contract** – the elevator contract expires August 31, 2008. The council requested that Atira obtain quotes for this service.
2. **Parkade leak** – a minor drip was reported on the parkade ceiling. Atira will investigate this item.
3. **Storm Drains** – council requested that Atira determine whether the storm drains had been serviced.
4. **Carpet Cleaning** – council requested that Atira obtain quotes to clean the common area carpets.
5. **Split Tree/Aphids** – a tree at the front of the property has split and may now be a hazard. These trees at the front also have an aphid infestation. A quote was obtained by Atria for this work. A question arose as to whether the tree was the responsibility of the City of Vancouver. Atira will investigate this issue.

LANDSCAPING VOUNTEER – a volunteer is needed to assist with the overseeing the exterior landscaping and directing the landscaping contractor. If any owner is interested, please contact Atira.

6. **Laundry Machine Increase** – the company who is currently supplying the laundry machines requested an increase to the cost per load of laundry. The council did not agree to this increase and Atira will inform the supplier.

7. **Garbage Collection** – council requested that Atira review the terms of the current waste removal contract and report back to council.

ADJOURNMENT

There being no further business the meeting was adjourned @ 9:35 pm.

NEXT MEETING – The next council meeting is scheduled for TBA.

These minutes submitted by Donna Gavra, Property Manager.

Atira Property Management
120 Columbia Street, Vancouver, BC, V6A 3Z8
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Fax: 604-439-8804 Email: donna@atira.ca

**STRATA PLAN LMS 2690 – DHARMA
MINUTES OF COUNCIL MEETING
December 5, 2007**

Attending

Roger Mahler, Sandi Callender, Samantha Gill, Mark Eckerman, Peter Fairchild (property manager); regrets: Simon Garber, Dave Thompson, Brendan Piovesan.

Call to Order

The meeting was called to order at 7:40 pm

Approval of Agenda

The agenda was approved as circulated

Approval of Prior Minutes

The minutes of the council meeting held on October 3, 2007 were approved as distributed.

Maintenance Issues

1. Boiler Replacement

The property manager reported that this project was now completed though he was still waiting for the engineering firm to sign-off before recommending final payment. The engineer is waiting for the property manager to report that all of the noise complaints from residents have been resolved. Council agreed that there might still be some problems in the building; Atira will post a resident advisory notice giving them a contact person to call if they are still having noise issues. The property manager will contact the engineering company to defer sign-off on the project until residents have the chance to report any further concerns. *Note: the notice has been posted and the engineering firm advised.*

2. Roof Assessment

Council reviewed the report from the structural engineer, Ted Hamilton. The report indicated that the roof was in reasonable shape apart from some moss build-up on the older roof areas. Council was concerned that this report did not accord with some of the recommendations of another company and requested the property manager to follow-up with Mr. Hamilton to resolve the differences (at no cost to the strata).