

**DHARMA - STRATA PLAN LMS 2690**  
**STRATA COUNCIL MEETING**  
**Location: #305 Kitchener Street, Vancouver BC**  
**Held: Monday February 16, 2009 @ 7 pm**

**ATTENDANCE**

Roger Mahler	President
Samantha Gill	Vice-President
Jordan Bryan	Treasurer
Guy Albert	
Mark Eckerman	
Sara Young	Atira Property Management.

**CALL TO ORDER**

The meeting was called to order at 7:10pm.

**APPROVAL OF THE AGENDA**

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

**APPROVAL OF THE PREVIOUS MINUTES**

It was **MOVED / SECONDED / CARRIED** to approve the minutes of the meeting held November 3, 2009.

*NOTE: The January 19<sup>th</sup> 2009 meeting was rescheduled to this date.*

**FINANCIAL REPORT**

**Monthly statements** – It was **MOVED / SECONDED / CARRIED** to approve the financial statements for the period up to and including December 30, 2008.

**Accounts receivable** – The Property Manager was directed to follow up on outstanding accounts. Effective immediately the friendly reminder will also be a warning and the second month an Owner is late will result in a \$50 fine for every bylaw infraction.

Strata fees are due and payable on the first of each month. Atira conducts collections in accordance with the bylaws governing your strata corporation. Fines may be issued to those with an outstanding account. We encourage you to complete the Pre-Authorized Payment Form and submit it to Atira. Alternatively you may submit 12 post-dated cheques. Please include the name of your building or strata plan and unit number.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. **Roof Replacement** - Council reviewed numerous quotes to supply and install a new roof. Council member, G. Albert went through the process and discussed the scope of work. Council discussed the roof replacement as it relates to the damaged balconies and the possibility of combining the two projects. They will continue with the project planning and will be presenting the ideas to the Owners at an "Information Meeting" tentatively scheduled for April, well before the Annual General Meeting (AGM). The final question (3/4 vote) will be put before the Owners at the AGM set for June. Very preliminary estimates come in at approximately \$2000

per unit. Naturally there will be variations in the exact amount based on the final quotes and unit entitlement. More Information to come.

2. **Gutter Cleaning** – The gutters were cleaned in early January and Council will call for gutter cleaning as and when necessary with the knowledge the roof replacement is pending. Should the roof replacement not go through the gutters will be cleaned on a recurring schedule, monthly in the fall if necessary.

## NEW BUSINESS

1. **Leak 204** – A leak was reported by the Owners in 204 and the council instructed the trades to investigate the source. It took some time to isolate the problem which initially presented as a plumbing problem. It has been identified as a membrane failure. The Property Manager was directed to obtain two additional quotes to repair it. The scope of work is much larger than anticipated; consequently the time frame to repair it will be longer. The Property Manager will forward the three quotes to council for discussion at a meeting scheduled for March.
2. **Elevators** – There was discussion regarding the process for responding to elevator shut-downs after hours and on weekends. The Property Manager reports that there are elevator technicians on call 24/7. If and when they are called after hours they are travelling from their homes to the site. If they attend after hours, they will fix what they can on site, they carry some supplies and equipment with them, but they do not have access to any major components during that time and all the suppliers are closed on weekends. As was the case last time, there was a major repair required and the parts had to be ordered and the work scheduled. Therefore Council advises that should the elevator go down after hours, the elevator company will be called to attend – but it may be the repairs will take place in the days following once the diagnostics have taken place and the work scheduled in accordance with the service agreement.
3. **Parkade Leak** – Council discussed correspondence received from an Owner regarding a leak above the Owners dedicated parking stall. It has been an on-going issue because the nature of the repair will be very expensive. Council will attempt redirect the leak to an area away from stall and the Property Manager will obtain quotes for semi-annual maintenance on the property to check and clean the perimeter drains located adjacent to the first floor patios to ensure they are not blocked and contributing to the problem.
4. **Phelps Laundry Cards** – An Owner wrote to Council to discuss the service provided by Phelps for the laundry cards. The Property Manager reports that she has addressed the issue with the service providers. Council would like to remind users that the cards are very sensitive and can be deactivated easily. In the event your card fails and has an outstanding balance on it you will have to call Phelps to request a new one so they can transfer the balance. In the event you need a new card and do not require the balance transferred you can purchase one from the treasurer.
5. **Heating Systems** – There have been numerous problems with the heating in the building ranging from electrical problems being overloaded and the boiler shutting off. We have sorted out the electrical problems however there are on-going problems with the system and there

have been numerous calls to the service provider/supplier for "no heat". As at tonight's meeting the supplier reports that he will be attending to what he thinks may be causing the problem and will report back to council.

**WHILE EVERYONE EXPECTS TO HAVE HEAT IN THE BUILDING WHEN THEY TURN ON THE HEAT, IT IS A 30 YEAR OLD BUILDING AND THINGS CAN (AND DO) GO WRONG. IF YOU HAVE ANY CONCERNS ABOUT BEING WITHOUT HEAT IT IS RECOMMENDED THAT YOU PURCHASE A SMALL ELECTRICAL HEATING UNIT TO HAVE ON HAND SHOULD YOU NEED IT. THE PROPERTY MANAGER REPORTS THAT THIS IS A VERY COMMON PRACTICE IN OLDER BUILDINGS THAT RELY ON HOT WATER HEAT.**

6. **The Role Of the Property Manager** – The Property Manager is to support the administration, financial and operational functions of the Strata Corporation. She is a third party agent and takes all direction from the duly elected council members who volunteer for the Strata Corporation. The Property Manager forwards all issues to the Council immediately if they are urgent and waits for direction from the group. In some cases there is a quick turnaround and other times it will take time due to the nature of the problem. The Property Manager has a trained assistant and office support to help with this process and she may delegate work to those support staff depending on the nature of the issue.

Currently the Property Manager attends to your after-hour emergency calls. Effective March 2009, Atira Property Management will be contracting out "on-call" to a company to attend to all after-hour emergency calls. They are trained professionals who work at a call centre dispatching trades to attend to emergencies. An emergency is defined as a threat to person or property. The Council will help further develop the criteria for responding to emergencies afterhours. Nothing will change for the caller – the emergency telephone number will remain the same 604-439-8848.

7. **Front Entrance Camera** - The Property Manager was directed to contact Shaw Cable to fix the problem associated with having the front door camera working with one of the channels.

#### CORRESPONDENCE

Correspondence was received from numerous Owners of which some issues have been addressed in these minutes and the Property Manager was directed to follow up with the others accordingly.

#### ADJOURNMENT

There being no further business the meeting was adjourned @ 9:00 pm.

#### NEXT MEETING

The next council meeting is tentatively set for Thursday March 19, 2009.

Note: this meeting is to address the roof and membrane plans. Atira will not be attending.

**Atira Property Management**

**120 Columbia Street, Vancouver, BC, V6A 3Z8**

**Tel: 604-439-8848 Fax: 604-439-8804**

**DHARMA - STRATA PLAN LMS 2690**  
**STRATA COUNCIL MEETING**  
**Location: #405 Kitchener Street, Vancouver BC**  
**Held: Monday November 3<sup>rd</sup> 2008 @ 7 pm**

**ATTENDANCE**

Samantha Gill	Vice-President
Jordan Bryan	Treasurer
Mark Eckerman	
Guy Albert	
Sara Young	Atira Property Management.

**REGRETS**

Roger Mahler	President
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**CALL TO ORDER**

The meeting was called to order at 7:10pm.

**APPROVAL OF THE AGENDA**

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

**APPROVAL OF THE PREVIOUS MINUTES**

It was **MOVED / SECONDED / CARRIED** to approve the minutes of the meeting held September 18, 2008.

**FINANCIAL REPORT**

**Monthly statements** – It was **MOVED / SECONDED / CARRIED** to approve the financial statements for the period up to and including September 30, 2008.

**Accounts receivable** – At the previous meeting the Property Manager was directed to send out 21 day demand letters to Owner with over \$1000.00 owing strata fees and fine \$50.00 each owner in arrears. The new Property Manager will follow up to see ensure this is done.

**Strata fees are due and payable on the first of each month. Atira conducts collections in accordance with the bylaws governing your strata corporation. Fines may be issued to those with an outstanding account. We encourage you to complete the Pre-Authorized Payment Form and submit it to Atira. Alternatively you may submit 12 post-dated cheques. Please include the name of your building or strata plan and unit number.**

## **BUSINESS ARISING FROM PREVIOUS MINUTES**

1. **Roof Issues** – Previously Council reviewed 3 quotes to replace the roof. It was agreed they were too high and Council set about looking at obtaining competitive quotes. Council member, Guy Albert will continue to work on the scope of work with the contractors and will bring forth recommendations and revised quotes for consideration by Council.
2. **For Sale Signage** - Council directed the PM to purchase a sign post for realtors to post the small “shingle” style for “sale signs”. Realtors will have one week following the day of installation to change the signage and install new ones. All real estate signage either by agent or Owner must be installed on the post provided. No individual for sale signs will be allowed on the common property. Owners are responsible to ensure that their agents are aware of the rule.

It was **MOVED / SECONDED / CARRIED** to create a rule governing the use of real estate signage on the common property. No “For Sale” signage is allowed on the common property except the approved signage in the designated place.

3. **New Laundry Equipment** - The transfer of equipment from Coinamatic to Phelps was successful. All Owners/Residents received instructions on how to apply for a refund for the Coinamatic cards, as well as, instructions on how to load the new Phelps cards under their suite doors. Please read the information carefully.
4. **New Property Manager** – Sara Young introduced herself as the new Property Manager for Dharma. Donna Gavra has resigned from Atira Property Management for personal reasons. As a result there are a few items that remain outstanding and are reflected in these minutes. Owners are encouraged to contact Sara at the Atira office should they have questions or concerns, telephone: 604-439-8848, email: [sara@atira.ca](mailto:sara@atira.ca).

## **NEW BUSINESS**

1. **FOBS** - The Property Manager reported that new FOBS have been ordered and will be delivered to the building for programming. The Property Manager will provide copies of instructions for Council on how to program the FOBS.
2. **Gutter Cleaning** – The Property Manager was directed to obtain quotes for gutter cleaning as soon as possible and forward to Council for action.

### **CORRESPONDENCE**

Correspondence was received from an Owner who requested approval to install laminate flooring. Council approved the improvements providing the Owner abide by the recommendations for sound proofing, insurance and hours of work. The Property Manager was directed to advise the Owner accordingly.

### **ADJOURNMENT**

There being no further business the meeting was adjourned @ 8:36 pm.

### **NEXT MEETING**

The next council meeting is scheduled for Monday, January 19, 2009, unit #308.

**Atira Property Management  
120 Columbia Street,  
Vancouver, BC, V6A 3Z8  
Tel: 604-439-8848  
Fax: 604-439-8804**

**DHARMA - STRATA PLAN LMS 2690**  
**STRATA COUNCIL MEETING**  
**Location: #308 Kitchener Street, Vancouver BC**  
**Held: Thursday, September 18, 2008 @ 6:30 pm**

**ATTENDANCE**

Roger Mahler, President  
Samantha Gill, Vice-President  
Jordan Bryan, Treasurer  
Mark Eckerman  
Guy Albert

Donna Gavra was present representing Atira Property Management. The meeting was called to order at 6:40 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 August 5, 2008.

**MOTION CARRIED UNANIMOUSLY**

**FINANCIAL REPORT**

**Monthly statements** – The statements of June and July 2008 were reviewed by the treasurer, who recommended approval. The August statement was deferred for the next meeting.

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

**MOTION CARRIED UNANIMOUSLY**

**Accounts receivable** – Atira provided a current list of the owners' strata accounts. Council requested Atira to send a 21 days' notice to an owner with over \$1000.00 owing strata fees and fine \$50.00 each owner 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 required 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. **Roof Issues** - Atira provided three quotations to replace  $\frac{3}{4}$  of the roof and to install proper gutters. Council discussed each one and considered that the quotations are too high. G. Albert would provide the contact information for a trustful contractor for one more quotation.
2. **Elevator Contract** - Atira reported on the change in elevator service provider. Otis Elevator is the new company that will service the elevator.
3. **Graffiti** - Atira reported that Goodbye Graffiti attended the site and clean the exterior wall. Council deferred a decision on the mural painting.
4. **Dryer Cleaning** - Council will help Victor to undertake the work.

### NEW BUSINESS

1. **Phelps Contract-** Atira reported on, and Council formally confirmed, the email decisions made by Council and which followed directly from previous Council discussions. Council decided to look for a new service provider for laundry and a contract with Phelps has been approved by email. Atira reported that the contract with Phelps is signed; there could be a gap between the removal of the old washers and dryers and placing the new machines. Atira will coordinate the replacement of the equipment.
2. **Realtor Sign-** Council noted that the realtor's signs at the front of the building are not the best choice and requested Atira to install a proper sign support to hold a smaller advertising.

### CORESPONDANCE

Atira reported that there is an owner who requested approval for kitchen renovation. Council noted that there will be structural changes and, because of that, the approval is condition to provide an engineering report and an inspection certificate sends after the final inspection.



**ADJOURNMENT**

There being no further business the meeting was adjourned @ 8:30 pm.

**NEXT MEETING** - The next council meeting is scheduled for Monday, November 3, 2008, unit #308.

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, August 5, 2008 @ 6:30 pm**

**ATTENDANCE**

Roger Mahler

Samantha Gill

Mark Eckerman,

Guy Albert

Jordan Bryan

Guest: Marino Romero, Flynn Roofing Company

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

**ELECTION OF OFFICERS**

As this was the first council meeting held after the Annual General Meeting of July 3, 2008, it was necessary to elect council officers. The following people were nominated:

President: Roger Mahler

Vice President: Samantha Gill

Treasurer: Jordan Bryan

As there were no further nominations, these council members were elected by acclamation.

**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 May 20, 2008.

**MOTION CARRIED UNANIMOUSLY**

**FINANCIAL REPORT**

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

**Accounts receivable** – Atira provided a current list of the owners' strata accounts.

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) **Roof Issues/ Balconies** – Atira invited an engineer, Marino Romero from Flynn, to help Council prioritize the outside repairs. The built in gutters (part of the roof) is the reason we have problems with the rotten balconies. Council is looking to get more information and requested Atira to provide three quotations to undertake a  $\frac{3}{4}$  roof replacement and installing new gutters. A decision will be made at the next council meeting and, depending on that, a Special General Meeting might be required so the owners would make the final decision. For your information the tender documentation will be attached to the minutes.
- 2) **Exterior Lighting**- This item was tabled for the next meeting.
- 3) **Elevator Contract**- Atira reported that, with council decision, she had obtained a quotation from Otis Elevator to replace the elevator services currently being provided by West Coast Elevator. Council authorized Atira to enter into a service contract with Otis Elevator starting September 01, 2008.

### NEW BUSINESS

1. **Parkade Leak**- The leak was investigated for two days and the walls have been opened in the unit above. Because the plumber could not find anything wrong with the pipes above and leak miraculously stopped, council decided to leave the wall open and Victor will check and repair the drywall.
2. **Graffiti**- This item was tabled for next meeting.
3. **Landscaping**- Atira reported that Barlett Tree Experts pruned the five tulip trees and removed the lower branches to improve clearance. They installed one cable in the tulip tree located at the southeast corner of property to provide mechanical support to weak branch unions.

4. **Aphids-** Atira reported that the City released the ladybugs for the sidewalk trees. Council noted that is getting worst every year and an action is needed to remove the city trees and replace them with new trees.

**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.

#### **ADJOURNMENT**

There being no further business the meeting was adjourned @ 9:30 pm.

**NEXT MEETING** – The next council meeting is scheduled for September 18, 2008 at 7:00 pm.

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

# MINUTES OF THE ANNUAL GENERAL MEETING

## DHARMA – STRATA LMS 2690

Held: Wednesday, July 3, 2008

Location: Croatian Centre, 3250 Commercial Dr Vancouver, BC

### INTRODUCTION

The property manager welcomed all of the owners to the meeting and thanked them for their attendance. She thanked the current strata council members for their hard work and for all their help and understanding over the transition period.

### CALL TO ORDER

The chair called the Annual General Meeting of Strata Corporation LMS 2690 to order @ 7:35 pm.

### CERTIFICATION OF PROXIES

The four proxies have been certified by Atira.

It was **MOVED** (#209), **SECONDED** (#201) to accept the certification of the proxies by the staff of Atira.

**CARRIED UNANIMOUSLY**

### CERTIFICATION OF QUORUM

A total of 19 owners were represented, with 15 in person and 4 by proxy. As per the requirements of the Strata Property Act a quorum was therefore established.

### PROOF OF NOTICE

There were no returns of the advanced meeting notice dated June 12, 2008, as previously sent to owners by mail.

It was **MOVED** (#317), **SECONDED** (#405) to accept the notice of June 12, 2008 as circulated.

**CARRIED UNANIMOUSLY**

### APPROVAL OF AGENDA

The agenda for this meeting is included in the AGM package.

It was **MOVED** (#408), **SECONDED** (#308) to accept the agenda as circulated.

**CARRIED**

**UNANIMOUSLY**

**APPROVAL OF THE LAST GENERAL MEETING MINUTES**

The minutes of the previous General Meeting held on May 9, 2007 were considered.

It was **MOVED** (#311), **SECONDED** (#206) to accept the AGM minutes of May 9, 2007 as distributed.

**CARRIED UNANIMOUSLY**

**CERTIFICATE OF INSURANCE**

Atira provided a copy of the current insurance cover note to the owners for their information.

**APPROVAL OF THE ANNUAL BUDGET 2008/2009**

Donna Gavra reviewed with the owners present the operating expense budget that was prepared by the council and Atira. She pointed out that there is a surplus from the previous financial year that is not part of the 2008/2009 budget. There were less building emergency issues, savings from the boiler replacement and \$11,000.00 left for the insurance payment. Also, after a brief discussion, the budget was put to a vote.

It was then **MOVED** (#408), **SECONDED** (#405) to approve the 2008/09 budget as distributed in the AGM package.

**CARRIED 19-0**

**¾ VOTE RESOLUTION #1 – BYLAW AMENDMENTS**

To approve a ¾ vote resolution to be passed by the owners of the Strata Corporation LMS 2690 on July 3, 2008.

.....  
**Whereas** a strata corporation pursuant to section 128 of the *Strata Property Act*,

S.B.C. 1998, C.43, may amend its bylaws by a resolution passed by a ¾ vote;

**And Whereas the Owners'**, Strata Plan LMS 2690 wish to amend their bylaws;

**Be It Therefore Resolved** by a ¾ vote of the Owners', Strata Plan LMS 2690(the "Strata Corporation"), at this general meeting held July 3, 2008, that the bylaws of the strata corporation as currently registered be withdrawn in their entirety and replaced by the attached bylaws.

It was then **MOVED** (#403), **SECONDED** (#302) to approve this resolution.

**CARRIED 19-0**

**¾ VOTE RESOLUTION #2 – SURPLUS/BUILDING REPAIRS**

To approve a ¾ vote resolution to be passed by the owners of the Strata Corporation LMS 2690 on July 3, 2008.

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**Whereas the Owners'**, Strata Plan LMS 2690 wish do some exterior repairs;

**Be It Therefore Resolved** by a ¾ vote of the Owners', Strata Plan LMS 2690 (the "Strata Corporation"), at this general meeting held July 3, 2008, that the surplus from the 2007/08 fiscal year be used to fund repairs to the gutters, balconies and other related exterior details.

Owners agreed that the surplus of \$29816.93 from the 2007/2008 fiscal year be used for exterior repairs. There were concerns about the conditions of the west side roof and comments about replacing the gutters. It was agreed that before approving the balcony repairs we should look for repairing/replacing the build in gutters. Atira will provide quotations to undertake the work and a decision will be made based on the priorities set by the council.

It was then **MOVED** (#403), **SECONDED** (#302) to approve this resolution.

**CARRIED 19-0**

## ELECTION OF THE STRATA COUNCIL

Nomination from the floor was requested and the following owners were nominated or volunteered to fill the seats on the Strata Council for the coming year:

Roger Mahler #209  
Samantha Gill #308  
Mark Ekerman #310  
Dave Thomson #403  
Jordan Bryan #405  
Guy Albert #201

There being no further nominations, the Chair declared these members elected by acclamation.

## GENERAL DISCUSSION NEW BUSINESS

1. Dryer Cleaning
2. Pets Issues
3. Clean Graffiti
4. Landscaping

The owners were in a general agreement with those suggestions, and those items will be considered by the new council.

## ADJOURNMENT

There being no further business the meeting was adjourned at 9:30 pm.

The minutes were taken and respectfully submitted by:

**Donna Gavra, Property Manager**

**Emergency/General Inquiries: 604-439-8848**

**Email: donna@atira.ca**

**Owners are reminded to keep these documents for their future reference in the event that they wish to sell their suite. Please note that any replacement copies may be purchased from Atira Management.**

## CONCERNS/COMPLAINTS:



Owners are requested to put their *non-emergency concerns* in writing to Atira. This will ensure that proper documentation is maintained and that concerns will be addressed at the next Council meeting. Please email, mail or fax correspondence to Atira. Please note that all letters must be identified by suite address and must be signed and dated; otherwise Council will not consider them. All correspondence is confidential.