



1110 Howe Street, Vancouver, BC V6Z 1R2 Phone: 604-684-9940 Fax: 604-684-6735 www.facilitech.ca

**MINUTES**  
**CONFERENCE PLAZA RESIDENTIAL EXECUTIVE**  
**STRATA PLAN LMS 2371**

**Held:** Tuesday, September 9, 2008  
**Time:** 6:30 p.m.  
**Location:** Dalton Room, 438 Seymour Street, Vancouver, BC  
**Present:** Residential Executive:  
Barbara Forsyth. President  
John Nieboer. Vice President  
Joshua Keshet. Treasurer  
Kal Gosal. Secretary  
Henrietta Gauba.  
Cheeta Gauba  
Sam Lam  
**Facilitech:**  
Bob Adams, General Manager  
**Astra:**  
Dan Vlasceanu, Operations Manager

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1. Barbara Forsyth, President of the Residential Executive Council, **declared a quorum** and called the meeting to order at 6:37 p.m.
  2. **Approval of minutes dated August 12, 2008** - It was moved, seconded and carried to approve the minutes as presented.
  3. **Financial**
    - a. **Approval of Financial Statements** – It was moved, seconded and carried to approve the financial statements for June 2008 and July 2008.

There was a request for a detailed report concerning elevator costs, both operating and capital. The current surplus in this account needs further explanation.
    - b. **Receivables** – The receivables are sitting at \$36,467. 3 units are going to forced sale and 9 units will have liens attached to their Strata Lots. All charges will have to be paid by the owners. Owners should know the following rule is now in place.

“That a lien be placed on any owner who is 3 months in arrears or owes \$1,000. After 6 months or \$2,000 owed, the file is sent to the Strata Lawyer to begin forced sale proceedings”.

#### 4. Current Business

- a. **Sprinklers** – It is mandatory to replace the sprinkler heads in all Strata Lots. The present ones may be faulty and will be replaced under warranty by the manufacturer.

This will take place over a 6 week period and will require 6 visits to each unit:

- 2 for sprinkler head replacement
- 2 for plastering and repair (if required)
- 2 for painting (if required)

It is **mandatory** for all Strata Lot owners to provide access to their suite. A key can be left with the Building Manager. A note will be posted on your unit door 24 hours prior to work being done in your suite.

It was moved, seconded and carried to approve the following rule:

**If a Strata Lot owner does not provide a key or access to their suite, a locksmith will be on site to open the door and all charges will be assessed to the Strata Lot.**

The work will be performed by bonded contractors. We cannot guarantee exact times. Please leave a suite key with the security guard or the Building Manager. Strata Lot owners must advise their tenants to provide a key or access to their units to avoid any charges assessed to their Strata Lot.

- b. **Hotel, Cost Sharing Agreement** – The Strata lawyer has been asked to start proceedings against the Hotelier for unpaid maintenance costs. They have not paid since October, 2007. The lawyer has been provided with all documentation. The lawyer will advise us the best method to proceed.
- c. **New Security System** - This will be installed within 3 months.
- d. **Parking Computer** – This will be completed as part of the security upgrade.
- e. **Joint Issues** - There was a brief discussion regarding by-law changes affecting governance of the Strata (Joint) Council. This will be discussed at the next Strata (Joint) Council meeting on October 14, 2008.
- f. **Special General Meeting** - The SGM minutes will be mailed out this week.
5. **Future Meetings** - The next meeting will be held on **Tuesday, October 14, 2008.**
6. **Adjournment** – It was moved, seconded and carried to adjourn the meeting at 8:45 p.m.



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**MINUTES**  
**CONFERENCE PLAZA RESIDENTIAL EXECUTIVE**  
**STRATA PLAN LMS 2371**

**Held:** Tuesday, August 12, 2008  
**Time:** 6:30 p.m.  
**Location:** Dalton Room, 438 Seymour Street, Vancouver, BC  
**Present:** Residential Executive:  
Barbara Forsyth. President  
John Nieboer. Vice President  
Joshua Keshet. Treasurer  
Kal Gosal. Secretary  
Henrietta Gauba.  
Cheeta Gauba  
Sam Lam  
**Facilitech:**  
Bob Adams, General Manager  
**Astra:**  
Dan Vlasceanu, Operations Manager

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Barbara Forsyth, President of the Residential Executive Council, **declared a quorum and called the meeting to order** at 6:30 p.m.

1. An owner made a presentation on the condition of the Building. The owner advised that some residents had verbally abused him. The owner recommended that the Council should aggressively enforce all by-laws especially those relating to tenancy. They should also consider increased security patrols. The council agreed to consider his views
2. The Council reviewed the comments and a letter will be sent to the owner advising that Council generally agreed with him and are in the process of implementing changes to achieve a safer and more secure building. This will start with owners voting on a new security system at an SGM on Aug.18, 2008. This will restrict anyone who does not live on a floor from accessing that floor. The council will then evaluate this and determine the next steps.
3. **Approval of minutes dated May 13, June 10, 2008, and July 8, 2008** - It was moved, seconded and carried to approve the minutes as presented.

#### 4. Financial

- a. **Approval of Financial Statements** – It was moved, seconded and carried to approve the financial statement for May 2008. The financial statements for June 2008 were tabled.
- b. **Receivables** – The receivables are sitting at \$46,581. As of the meeting date, we have received \$12,203.88 from the Delta Hotel to settle the arbitration regarding the dehumidifier. The arrears by owners is \$34,378.00. It was moved, seconded and carried to approve the following rule:

**That a lien be placed on any owner who is 3 months in arrears or owes \$1,000. After 6 months or \$2,000 owed, the file is sent to the Strata Lawyer to begin forced sale proceedings.**

#### 5. Operation Manager's Report

- a. Maintenance painting of the common area was reduced during the summer time. However, we continued replacing the corridor light fixtures. This month, the 27<sup>th</sup> floor was repainted and the lights replaced.
- b. Window cleaning has been delayed again and the new cleaning schedule is set for August. It is not an easy decision to make to terminate a 6 years relationship with a trusted service provider but we are evaluating our options.
- c. Building perimeter clean-up started with pressure washing the walkways and the commercial loading bay. It will continue with gutters clean-up, cleaning of the glass canopy above walkways, mullions, light fixtures and glass cleaning for the retail stores.
- d. The garbage compactor breaks down and/or gets plugged with construction materials frequently. We already doubled the pick-up frequency and requested a quote for a complete replacement. We recommend allocation of \$20,000 in next year's budget for a new compactor.
- e. Building security was an issue in 2000 when we first met the Strata Council and the issue still exists in 2008. The main responsibility of the security guards is to keep people away from the building and the residents' support is required in this situation.
- f. Additional camera installation was approved at previous meetings and the project started one week ago. We will complete the installation soon with 6 new cameras installed at the garage entrance on ground floor, garage entrance on P3 parking level, elevators lobby on P6 and the main lobby.

- g. Owners should be aware that no glass or alcohol is allowed in the Pool and Patio areas as per rule 4 which states:  
**“In addition, no one, while in the pool, Jacuzzi, sauna, social/games/reading room or exercise room is permitted to:**
- a. eat or smoke
  - b. carry glass or metal containers
  - c. push, run or behave in a boisterous or belligerent manner
  - d. use the facilities other than within the posted hours”

**It was moved, seconded and carried to add:**

- e. **no alcohol shall be consumed.**
- h. **Construction:** Owners are reminded that any renovations or construction must be approved in advance in writing by the Strata Council. **Construction material MUST NOT be put down the Garbage Chute.**

## **6 Current Business**

- a. **SGM Preparation.** The SGM will take place on **Monday August 18<sup>th</sup> 2008.** There is only one motion on the table, which is to approve an expenditure of \$70,000 to upgrade the Access Control and security system. This will limit access to your floor to residents who live on the floor.
- b. **Sprinklers.** Facilitech advised that they had spoken to the strata lawyer. There is no reason not to proceed with this. This involves the replacement of all sprinklers in the building (under warranty). We have been advised, and the lawyer has agreed, that the Strata Corporation will be responsible for any gyproc repairs.
- c. **Hotel, Cost Sharing Agreement –** The Hotelier has not paid for maintenance costs since Oct. 2007. It was moved, seconded and carried to proceed to arbitration immediately for breach of agreement to recover these costs.
- d. **Arbitration –** A cheque from the Hotelier has been received by our lawyers to cover the cost of the dehumidifier. This item is now considered closed. A council member raised concerns over the length of time (3 years) this took to settle. He would like to know whether the fault lies with the management company or the Strata Lawyer.
- e. **Parking Computer –** This will be completed as part of the security upgrade, if approved.
- f. **Installation of Cameras -** This has been completed.

## **7. New Business**

**8. Future Meetings -** The next meeting will be held on **Tuesday September 9, 2008.**

**9. Adjournment –** It was moved, seconded and carried to adjourn the meeting at **9:30 p.m.**

**MINUTES  
SPECIAL GENERAL MEETING  
STRATA PLAN LMS 2371 RESIDENTIAL  
438 SEYMOUR STREET**

**Held:** Tuesday, August 18, 2008  
**Time:** 6:00 p.m.  
**Location:** The Dalton Room – 4<sup>th</sup> floor, Conference Plaza

1. **Registration** – The registration commenced at 6:00 p.m. Owners signed the register, submitted proxies and were provided with voting cards at the registration desk.

2. **Call to Order/ Declare Quorum/ Introductions:**

- a) There was no quorum declared at 6:30 p.m. and, as outlined in the bylaws, there was a waiting period of fifteen (15) minutes when thereafter the people present constituted a quorum.
- b) John Nieboer, Vice President declared a quorum and called the meeting to order at 6:45 p.m. and introduced the Executive members and Management.

Residential Executive  
John Nieboer  
Joshua Keshet, Treasurer  
Sam Lam  
Henrietta Gauba

Facilitech Property Management  
Bob Adams, General Manager  
  
Astra  
Dan Vlasceanu, Operations Manager

3. **Calling of the roll and certifying proxies, Residential Section** – Bob Adams advised that the total number of votes for the Residential Section is two hundred and fifty-two (252), 35 were ineligible leaving two hundred and seventeen (217) eligible votes. Of the two hundred and seventeen (217) eligible votes, one-third (1/3) or seventy-three (73) would declare a quorum. The attendance register was taken which confirmed thirty (30) persons present representing thirty-three (33) votes and twenty-one (21) by proxy representing twenty-one (21) votes resulting in fifty-four (54) votes available for the Residential Section.
4. **Filing Proof of Notice of Meeting** – The meeting was advised that the filing of the proof of notice was filed in the Strata Corporation's record at Facilitech's office.
5. **Residential Section Only – Approve by ¾ vote resolution #1 – On a motion by John Nieboer, seconded by Henrietta Gauba** to transfer \$70,000 from the Contingency Reserve Fund to a special project fund to cover the cost of installing a new security system. After a short discussion, the vote was called and the results were **52 in favour, 0 abstentions, 2 opposed, motion carried.**
6. **Adjournment** – On a motion by Joshua Keshet to adjourn the meeting, seconded by John Kerr, **all in favour, motion carried.** The meeting was adjourned at 7:15 p.m.



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**MINUTES**  
**CONFERENCE PLAZA RESIDENTIAL EXECUTIVE**  
**STRATA PLAN LMS 2371**

**Held:** Tuesday, July 8, 2008  
**Time:** 6:30 p.m.  
**Location:** Dalton Room, 438 Seymour Street, Vancouver, BC  
**Present:** **Residential Executive:**  
Barbara Forsyth. President  
John Neiboer. Vice President  
Kal Gosal. Secretary  
Henrietta Gauba.  
Cheeta Gauba  
Sam Lam  
**Facilitech:**  
Bob Adams, General Manager  
**Astra:**  
Dan Vlasceanu, Operations Manager  
**Regrets**  
Joshua Keshet. Treasurer

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Barbara Forsyth, President of the Residential Executive Council, declared a quorum and called the meeting to order at 6:35 p.m.

1. **Approval of minutes dated June 10, 2008.** The minutes were tabled to the next meeting.
2. **Financial Business**
  - a) **Approval of Financial Statements** – There was a discussion regarding steam costs to date. The steam costs are over budget this year by \$ 13,815.23. The majority of these costs were related to a faulty heat exchanger. There was also an under accrual at year-end which accounted for about \$2000. Based on current trends it is expected that this budget item will be over at year-end by approx \$10,000. The financials were tabled to the next meeting because the treasurer was on vacation.

- b) **Receivables** – There are still five owners in substantial arrears, with a total receivable amount of \$37,594.87.  
All of the owners in arrears have received a statement. Accounts with substantial arrears have been forwarded to our lawyers for **forced sale** proceedings.

**It should be noted that owners in arrears would be charged for all legal costs.**

**Liens will continue to be placed on all strata lots with past due amounts over 60 days.**

### 3. **Operation Manager's Report**

- a) Security quotations presented were considered too high. It was decided at this time to remain with the incumbent security company. The existing company has some excellent guards. It was moved, seconded and carried that any guard who did an excellent job would be recognized with a gift certificate from the Executive.
- b) The enter phone had problems and has been shut down. Until the enter phone is up and running again, residents will have to collect their guests from the lobby.
- c) Signs have been posted regarding the City Bylaw pertaining to "No Smoking". There have been complaints of smoking on the roof garden, which is disturbing some owners. It was moved, seconded and carried to create a new rule designating the roof garden as a "No Smoking" area.
- d) A letter was presented from a sprinkler company regarding the recall notice on the buildings sprinklers. It was moved, seconded and carried to seek legal advice on the liabilities of moving ahead with this.
- e) Window Cleaning has been delayed. Notices will be posted when a firm date has been set.
- f) It was agreed that lavender would be installed in the flowerbeds on the Roof Garden.

### 4 **Other Business**

- a) **Hotel, Cost Sharing Agreement** – Our lawyers have advised that in the event of a sale of the hotel, a new owner would be aware of the cost sharing agreement that had been registered. The arbitration below would also advise them of the agreement.
- b) **Arbitration** – Our lawyers have been advised that payment is forthcoming. The council would like an opinion on whether accepting this offer would effect the collection of monies owed to the Strata Corporation from the hotelier. Facilitech was asked to contact our lawyers.



- c) **Parking Computer** – This will be completed shortly.
- d) **Cameras** - These are ready to be installed. It was agreed that they would be located at the entrances.
- e) **Letter of complaint from owner** – A letter was received from an owner regarding the state of the carpeting on his floor. There were also concerns regarding the garbage room and accumulated garbage. The council has advised that many of these problems have to do with overcrowding in suites and the type of tenants.

Council has advised the owner that replacement of carpets is on the top of the priority list but council feels that the money should only be spent once we have addressed the tenancy problems, overcrowding issues, and reduced the amount of abuses we are seeing in the building. Owners need to get involved to reduce the current trend.

- f) **Dalton Room** - A proposed rule was presented to council. The rule was amended at the meeting. It was moved, seconded and carried to approve the rule as amended. The rule is attached to these minutes.
5. **New Business**
- a) **Security Elevators** - It was moved, seconded and carried to have a Special General Meeting to withdraw money from the CRF to upgrade the Enter phone and the residential security system. The system will have the capability of restricting floor access. The SGM will take place in mid August. Facilitatech will advise of possible dates.
6. **Future Meetings** - The next meeting will be held on **Tuesday August 12, 2008.**
7. **Adjournment** – It was moved, seconded and carried to adjourn the meeting at **9:55 p.m.**

## Dalton Room Rules

### Overnight Stay

#### BOOKINGS

The room can only be booked in writing by the owner of a Strata Lot. Any owner in arrears will not be allowed to book the Dalton Room.

A \$250 damage deposit will be collected at the time of booking.

The strata lot owner is responsible for their guests' behavior. They must ensure that the room is left in a clean and good condition.

Cost \$50/ night Monday to Thursday (Weekdays)

Cost \$75/ night Friday, Saturday and Sunday (Weekends)

The room has two QUEEN size sofa beds

Suitable for 1- 4 persons . There is a limit of 4 persons allowed in this room for overnight stays.

#### CHECK IN and CHECK OUT TIMES

Check in time is 2 PM

Check out time is 12 Noon.

#### RESERVATIONS

The entire payment, damage deposit, and forms must be provided and approved by the Operations Manager before a reservation can be made.

Reservations are subject to availability and approval.

Maximum advance reservation is **five (5) consecutive nights**. Additional consecutive nights are subject to availability and approval of the Strata Corporation at the regular monthly Strata meetings.

Maximum number of nights per strata lot is **ten (10) nights per calendar year**.

## **CANCELLATION**

If a reservation is cancelled more than 2 weeks before the arrival date, the entire deposit is refunded. If it is cancelled within the 2-week period, the cancellation fee is \$50 for a weekday reservation or \$75 for a weekend reservation. No refunds allowed after check in.

## **PAYMENT**

Personal cheque. Cheques are payable to "Strata Plan LMS 2371"

## **LINENS**

Towels, Sheets, Pillows, and Linens are not provided.

There is no shower in this room.

## **EXTRA CHARGES**

On check out, the owner is responsible after their guest's departure to ensure that the room is cleaned (based on the Operations Manager's opinion) and ready for another guest by 2 pm. If the room is not cleaned by check out time, the owner will be charged at a rate of **\$35 per hour** for cleaning, with a minimum charge of one hour.

Late Check out is available, by request, at a charge of **\$35 per hour**.

**PETS – NO pets allowed.**

**SMOKING – NO smoking allowed.**



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**MINUTES  
CONFERENCE PLAZA RESIDENTIAL EXECUTIVE  
STRATA PLAN LMS 2371**

**Held:** Tuesday, June 10, 2008  
**Time:** 6:30 p.m.  
**Location:** Dalton Room, 438 Seymour Street, Vancouver, BC  
**Present:** **Residential Executive:**  
Barbara Forsyth, President  
John Neiboer, Vice President  
Kal Gosal, Secretary  
Joshua Keshet, Treasurer  
Henrietta Gauba.  
Cheeta Gauba  
Sam Lam  
**Facilitech:**  
Bob Adams, General Manager  
**Astra:**  
Dan Vlasceanu, Operations Manager

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Barbara Forsyth, President of the Residential Executive Council, **declared a quorum and called the meeting to order** at 6:35 p.m.

1. **Approval of minutes dated April 8, 2008 and May 13, 2008** - It was moved seconded and carried to approve the minutes for April 8, 2008 and May 13, 2008 as presented.

2. **Financial Business**

a) **Approval of Financial Statements** – A discussion was held on the financials.

The financial statements were approved at the last meeting. There was a question regarding steam costs. Facilitech will get back to the treasurer with answers.

b) **Receivables** – There are still owners in substantial arrears, with a total receivable amount of \$38,478.76. All of the owners in arrears will receive a statement. Accounts with substantial arrears have been forwarded to our lawyers for foreclosure proceedings. *It should be noted that owners in arrears will/would be charged for all legal costs.*

**It was agreed that Liens will continue to be placed on all strata lots with past due amounts over 60 days.**

### 3. **Operation Manager's Report**

- a) A small pinhole in a 1" hot water recirculation line located in the ceiling of the bathroom of a suite was undetected for a few weeks and damaged the suite and spread slightly into adjacent suites. The damage in total is approximately \$2,000. This is the second incident regarding recirculation lines and we recommended that an amount be budgeted to rebuild the three recirculation loops for the hot water supply.
- b) Swimming pool has been re-opened. It was observed during the repair work that the pool lining is in need of a second coating. The paint application will provide a temporary appeal but we recommend future reinforcement with a fiberglass fabric and epoxy glue. The sauna should also be completely rebuilt in the next 2 years.
- c) As reported before, the annual fire inspection of the building was completed and we are waiting for the final report. The additional repairs this year exceeded \$10,000 and will continue to be high in the future. Starting December 2008, we will employ a new fire protection company. They have better qualified technicians, better work scheduling and employees available to provide the service customers are expecting.
- d) We will continue to replace the corridor light fixtures. The materials arrived for the 28th floor and the electricians will be on site soon.
- e) The non-smoking City bylaw will be enforced at Conference Plaza. Signs have been posted at the residential and commercial entrances.
- f) May was the spring cleaning month for most of the residents and the recycling company was swamped with abandoned property and construction materials. Things are settling during the last week, but next year the building should allow more money for removal of this miscellaneous garbage left in residential lockers and residential recycling room.

### 4. **Other Business**

- a) **Hotel, Cost Sharing Agreement** – The Strata Corporation continues to bill the Hotelier for all costs. There are some concerns that the Hotel may be sold. In order to protect the Strata Corporation it was moved, seconded and carried that a separate arbitration be started to recover lost revenues. Facilitech will check to ensure that the Cost sharing agreement is registered in the land title office and would be available to any potential purchasers of the Hotel.
- b) **Arbitration** - Facilitech advised that the humidifier arbitration is still going forward on an expedited basis. The Hotelier has not followed up on his offer to settle. A letter has been sent advising the Hotelier that the arbitration will proceed.
- c) **Parking Computer** – Tabled until next meeting.
- d) **Cameras** - Still awaiting quotes.

- e) **Insurance** – The insurance has been placed with Co-operators Ltd. It was moved, seconded and carried that the insurance invoice be paid in full and not financed.
- f) A letter was sent to an owner regarding an illegal cat. The cat has been removed.

**5. New Business**

- a) **Dalton Room** - There was a discussion regarding the use of the Dalton room in particular overnight stays. A proposed rule will be presented to council at the next Strata Meeting.

**6. Future Meetings** - The next meeting will be held on **Tuesday, July 8, 2008.**

**7. Adjournment** – It was moved, seconded and carried to adjourn the meeting at **9:45 p.m.**



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**MINUTES**  
**CONFERENCE PLAZA RESIDENTIAL EXECUTIVE**  
**STRATA PLAN LMS 2371**

**Held:** Tuesday, May 13, 2008  
**Time:** 6:30 p.m.  
**Location:** Dalton Room, 438 Seymour Street, Vancouver, BC  
**Present:** **Residential Executive:**  
Barbara Forsyth, President  
John Neiboer, Vice President  
Kal Gosal, Secretary  
Joshua Keshet, Treasurer  
Henrietta Gauba  
Cheeta Gauba  
**Facilitech:**  
Bob Adams, General Manager  
**Astra:**  
Dan Vlasceanu, Operations Manager  
**Guests:**  
One Owner  
**Regrets:**  
Dale Stranaghan. (Resigned)  
Sam Lam

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1. Barbara Forsyth, President of the Residential Executive Council, declared a quorum and called the meeting to order at 6:45 p.m.
  2. Arun Datta of CEG made a presentation to council regarding gas costs and consumption. The purpose of the presentation was to ask the Strata Corporation to sign a contract guaranteeing the purchase cost of gas for 5 years. Council discussed this matter at the end of the meeting and the executive decided to interview other companies before making a decision.
  3. Dale Stanaghan resigned from council. Under the by-laws the existing executive members can appoint a replacement. At this point, all guests were asked to leave the meeting. Henrietta Gauba was also asked to leave due to a conflict of interest as the Council was considering appointing her husband who is an experience past member.

It was moved, seconded and carried to appoint Cheeta Gauba to the Residential Executive.

At this point, Henrietta Gauba and a guest rejoined the meeting. Cheeta Gauba also rejoined the meeting as a full member of the Residential Executive.

4. **Approval of minutes dated April 8,2008** - Minutes were tabled pending changes.

## 5. Financial Business

- a) **Approval of Financial Statements** – A discussion was held on the financials. A question was raised regarding credits on elevators. This was due to revised billing to the hotel and recoding of accounts. It was moved, seconded and carried to approve the financial statements for March and April 2008.

It was reported that all bill payments between the Commercial and Residential sections had been cleared and all monies owed by the Commercial section to the Residential section have been paid.

- b) **Receivables** – There are still owners in substantial arrears, with a total receivable amount of \$47,833.04. All of the owners in arrears will receive a statement. Accounts with substantial arrears have been forwarded to our lawyers for foreclosure proceedings.

**It was agreed that Liens will continue to be placed on all strata lots with past due amounts over 60 days.**

## 6. Operation Manager's Report

- a) A follow-up visit for the replacement of defective smoke alarms was completed. Letters will be mailed to the owners of suites where problems have not been addressed. During this inspection, we installed higher quality, photocell type smoke alarms to avoid false alarms. During the last year, we had difficulties with the existing service provider and the problems were at every department: specialized technicians were not available to repair the fire panel, work scheduling did not take into consideration the volume of work and field technicians had other priorities than completing work during business hours. We will look for another fire inspection company.
- b) Swimming pool is closed for maintenance for the month of May. Maintenance includes cleaning of the pool deck, repair and painting of the pool lining, repair of broken tiles, repair of pool ladders and lights, grouting the jacuzzi and rebuilding three 100gallons sand filters.
- c) Maintenance of the parking ventilation system is complete and several control boards and propane & carbon dioxide sensors were replaced for a total cost of \$2,000. The next inspection will be in 24 months. Parking ventilation system can consume up to \$2,000/month in electricity but proper adjustments have reduced costs significantly.
- d) We are observing frequent ceiling damage in bathrooms. This is caused by water leaks from toilet, bathtub overflow and shower water on the bathroom floor from the suite above. Owners should realize that they are responsible for these types of incidents. Delays in repair may include the cost of mould abatement, which is expensive. Preventive maintenance of the property should take place on an ongoing basis.
- e) A discussion was held on items that owners are responsible to maintain, in particular washing machine hoses. There was some discussion regarding including this item in the annual budget. This was deferred at this time.

**Facilitech was asked to send a letter to all owners outlining their areas of responsibility for maintenance within their suites.**

- f) There is a new schedule for window cleaning. Starting this year, we will clean the exterior windows in June and December. Excelsior Building Maintenance confirmed that the window cleaning is on their schedule.



## 7. Other Business

- a) **Hotel Cost Sharing Agreement** – The Strata Corporation is continuing to bill the Hotelier for all costs. The lawyer is not sure if a lien can be placed against the hotel. They will study the agreement. It is expected that we may have to use the arbitration process.
- b) **Arbitration** - Facilitech advised that the humidifier arbitration is still going forward on an expedited basis. The Hotelier has advised that they wish to settle prior to arbitration hearing. Council has accepted a verbal offer from the Hotelier to pay the full amount with no interest or legal fees. As of today, no formal offer or payment has been received. It was moved, seconded and carried to instruct Facilitech to send a letter advising the Hotelier that the arbitration will proceed until payment is received.
- c) **Parking Computer** – This is still being sourced. There are some problems with the supplier and other companies will be used.
- d) **Cameras** - We are still attempting to get reasonable quotes. The operations manager is reviewing piping in order to reduce costs.
- e) **Insurance** - Our insurance is due for renewal on May 31, 2008. We are waiting for two quotes and Council will be advised of costs.

## 8. New Business

- a) **Garbage** - The storage area on P6 has become a dumping ground for furniture, etc. This is a fire hazard as well as costing the strata approximately \$2,300 so far this year in extra disposal costs. Disposing of all furniture and other household items is not the Strata's responsibility and any resident caught dumping any items may be fined up to \$200 plus the cost of disposal. A camera will be installed to monitor this area.
- b) **Security** - A council member pointed out that security was lax in ensuring that only residents enter the building. The Operations manager will talk to the security company. It was also agreed that a sign would be posted on the front door advising residents that only people with FOBs should be entering the Building.
- c) It was also pointed out that there was some graffiti on the 25<sup>th</sup> floor. Any resident caught defacing strata property can be fined as well as having to cover repair costs.

9. **Future Meetings** – The next meeting will be held on Tuesday, June 10, 2008.

10. **Adjournment** – It was moved, seconded and carried to adjourn the meeting at 9:45 p.m.



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**MINUTES**  
**CONFERENCE PLAZA RESIDENTIAL EXECUTIVE**  
**STRATA PLAN LMS 2371**

**Held:** Tuesday, April 8, 2008  
**Time:** 6:30 p.m.  
**Location:** Dalton Room, 438 Seymour Street, Vancouver, BC  
**Present:** **Residential Executive:**  
Barbara Forsyth, President  
Kal Gosal, Secretary  
Joshua Keshet, Treasurer  
Sam Lam  
Henrietta Gauba  
**Facilitech:**  
Bob Adams, General Manager  
**Astra:**  
Dan Vlasceanu, Operations Manager  
**Guests:**  
One Owner  
**Regrets:**  
John Neiboer, Vice President  
Dale Stranaghan

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1. Barbara Forsyth, President **declared a quorum and called the meeting** to order at 6:40 p.m.
  2. **Approval of Minutes** – It was moved seconded and carried to approve the minutes for **February 12, 2008 and March 11, 2008** as presented.
  3. **Financial Business**
    - a) **Approval of Financial Statements** – There was still some concern raised regarding the transfer of money between commercial and residential. This also raised the issue of joint expenses and the effect that it would have on their suppliers. It was moved, seconded and carried that the following motion be adopted:

“All due bills have to be paid on time including past due bills”

The purpose of the resolution is to request that not only do the commercial pay the amount that they owe residential that also take steps to ensure that all shared expense are paid on time.
    - b) **Receivables** – There are still owners in substantial arrears with a total receivable amount of \$50,488 Two of the suites have been put up for sale. Lawyer letters have been sent to all of the suites in substantial arrears.

It was agreed that liens will continue to be placed on all strata lots with past due amounts over 60 days.

#### 4. Operations Manager's Report

- a) Flood incidents are increasing in 2008 and the first two this year were caused by "cheap" contractors. A simple faucet washer replacement in a suite ended with a ruptured water line at the bathroom sink. Another superficial contractor called for a dryer repair in a suite broke the cold water line when moving the washer-dryer, then panicked and moved further the washing machine and broke the hot water line. The cost incurred by the Strata is minimal, a few hundred dollars, but owners are reminded again to purchase **additional insurance for their suite**, because the Strata insurance will cover only damage exceeding the deductible of \$10,000.
- b) A different kind of flood, this time premeditated, is reported in the commercial side of the building. It is possible that an unhappy tenant or visitor decided to get satisfaction by opening a hydrant in the fire stairwell, ground floor, and commercial section. Again damages to the Strata property were minimal, although one foot of water cascading in the fire stairwell suggested more extensive damage to the property. For safety reasons we will remove the plastic caps installed on the building hydrants. The positive side of this experience is that we will not perform the fire pump flow test scheduled this year at a cost of \$700.
- c) During the last month we also completed the annual test of the emergency generator and refilled the diesel tank for an additional \$800. In case of power failure we can provide 2 days of emergency power supply.
- d) One of the most demanding maintenance routines is the power shutdown during the maintenance of the power transfer switch. On April 1 and 15, 2008 and every 3 years, we employ specialized electricians to perform the maintenance of the main electrical vault at a cost of approximately \$3,000 per inspection. All building systems: water supply, electricity supply, steam supply, elevators, swimming pool, security systems, office equipment, HVAC performed well when restarted at the end of the maintenance work in the electrical vault.
- e) New light fixtures were installed on the 29<sup>th</sup> floor and the old ones were used on the lower floors, to replace broken or graffiti marked lenses.
- f) We will double the pick-up rate for residential garbage compactors. Pick-up will be weekly for the commercial section and twice per week for the residential section. This will represent a few thousand dollars increase in the operations budget.

#### 5. Other Business

- a) **Hotel, Cost Sharing Agreement** – The strata corporation are continuing to bill the Hotelier for all costs. Facilitech were asked to arrange to have a lien placed on the hotel to ensure that we are paid.
- b) **Arbitration** - Facilitech advised that the Arbitration is going forward on an expedited basis. And presented papers that were filed on February 25, 2008 Council expressed concern regarding the delay. Facilitech advised that there was a mix up as they had advised the lawyer to proceed to arbitration in May 2007 and had received documentation in August 2007 advising that Arbitration is proceeding. At this stage the documents have been filed and the Hotelier advised we are now awaiting a date.
- c) **Parking Computer** – This is in progress.

6. **New Business**

- a) **Damage** - An owner was sent a bill for damage caused by a move in. We are awaiting a reply.
- b) **Privacy** – A draft document on privacy was presented to council it was recommended that council member approve the posting of their names in minutes. It was moved seconded and carried to post council members names in the minutes. Guest's names will not be posted.
- c) **Fire System Repairs** – Letters have been sent out to 130 owners in regards to in-suite fire system repairs. Some suites had smoke detectors missing or defective and in others we had no access. Owners are reminded that they are responsible to allow access to their suite for fire inspection. It was agreed that the operations manager will arrange for one more visit of the Fire Inspection Company at the Strata Expense. Any further visits will be at the Suite Owners expense. It was moved seconded and carried to adopt the following rule:

*“An owner shall with 48 hours allow access to their unit for maintenance purposes if after the 48 hour notice access is not made available the Strata Corporation will hire a locksmith to gain access”*

- 7. **Future Meetings** - The next meeting will be held on Tuesday May 13, 2008.
- 8. **Adjournment** – It was moved to adjourn the meeting by Kal Gosal, seconded by Sam Lam, **all in favour, motion carried.** The meeting was adjourned at 9:10 p.m.



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**MINUTES**  
**CONFERENCE PLAZA RESIDENTIAL EXECUTIVE**  
**STRATA PLAN LMS 2371**

**Held:** Tuesday, March 11, 2008  
**Time:** 6:30 p.m.  
**Location:** Dalton Room, 438 Seymour Street, Vancouver, BC  
**Present:** **Residential Executive:**  
Barbara Forsyth President  
John Neiboer Vice President  
Kal Gosal Secretary  
Joshua Keshet Treasurer  
Sam Lam  
Henrietta Gauba  
Dale Stranaghan  
**Facilitech:**  
Bob Adams, General Manager  
**Astra:**  
Dan Vlasceanu, Operations Manager

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1. Barbara Forsyth, President, **declared a quorum and called the meeting** to order at 6:45 p.m.
  2. An owner addressed council regarding access fobs for the parkade. It was explained that the Parking Lot owner had changed the system whereby the Operations Manager has to send an e-mail to the parking company to have a FOB activated. The computer was previously housed in the parking lot booth and the Manager had immediate access and response. Council has complained about this without avail. We will be installing the Strata's own system in order to have control. This is not the only complaint and the council has complained to the Parking Lot owner regarding the change in system. The owner was given a temporary FOB which will allow her to park without any problems. It is expected that the Strata Corporation will have their own access system within a month.
  3. There was a presentation to council on a distributor of internet and phone services through the electrical line. **This was tabled to be discussed at the next meeting.**
  4. **Approval of Minutes** – The minutes were tabled until the next meeting.

## 5. Financial Business

- a) **Approval of Financial Statements** – The treasurer had some concerns regarding the financials and was concerned mainly about cash flow and the fact no contributions have been made to the contingency reserve fund. It was moved by Barbara Forsyth, seconded by Kal Gosal to approve the financial statements as presented. **All in favour, motion carried.**
- b) **Payment of bills** - The payment of bills was discussed and Facilitech advised that different cheques are now being issued for commercial and residential and there is still an amount owed to the Residential Section from the Commercial Section. This will be discussed at the next Commercial meeting as well as the Joint Strata meeting.
- c) **Receivables** – There are still owners in substantial arrears with a total receivable amount \$48,118 Two of the suites have been put up for sale. Lawyer letters will be sent to all of the suites in substantial arrears. It was agreed that liens will continue to be placed on all strata lots with past due amounts over 60 days.

## 6. Operation Manager's Report

- a) At the Annual General Meeting, the owners approved a budget of \$20,000 for security improvements in the parking area. Action Lock was invited to quote for the installation of several cameras, a digital recording system and to duplicate the garage gate controls to allow programming of security access cards in the Building's Management Office.
- b) Following previous parking walls repairs, we continued injecting an epoxy-concrete compound into the hairline cracks on parking levels P1 to P6. The repair will cost approximately \$7,000 and will stop further water stains mostly in the lower levels and the lockers area on P6.
- c) Another parking related item, the parking ventilation malfunctioned during the last few months and the electricity consumption increased significantly. If any of the fifty CO2 or propane sensors located between P1 and P6 is defective, the ventilation system will not cycle off and the electricity consumption increases with \$1,000 per month. We have eliminated the defective sensors and will schedule a general inspection and maintenance of the entire exhaust system.
- d) We continue the floor-by-floor replacement of the residential light fixtures. We purchased new lights for the 29<sup>th</sup> floor and will have them replaced in March. Removed light fixtures will be reused on the lower floors. As previously reported, the \$100 moving fee is covering only a small part of the damage generated during move-ins and move-outs. This summer we will also strip and re-coat the main lobby wood panels.
- e) Two retail pizzerias decided to expand the business at the street level and installed tables on Pender Street. The owners were advised that the building bylaws are controlling this issue and both of them followed the recommendation to clear the walkways. We thank all the retail businesses for maintaining a fluid traffic on Pender Street and remind the residents that cleanliness around the building is everyone's responsibility. More than that, retail stores should hose down the store front at least weekly.

- f) Swimming pool plants were replaced and the sound system was restored. We are playing radio music; channel FM103.5, between 5 in the morning and midnight. We will also replace the broken chairs and have a general spring clean-up.
- g) More repairs in the swimming pool are scheduled for the entire month of May, when the swimming pool will be closed for repairs and repainting of the pool lining. Another problem is the Jacuzzi loosing several gallons of water per day. A similar issue happened 3 years ago ended with an expensive repair bill. We hope to be able to control the costs by doing in house testing and repairs.

## **7. Other Business**

- a) **Hotel, Cost Sharing Agreement** – The strata corporation are continuing to bill the Hotelier for all costs.
- b) **Arbitration** - Facilitech advised that the Arbitration is going forward on an expedited basis. Council expressed concern regarding the delay and asked that Facilitech request the reason for the delay from the lawyers and determine who is at fault.
- c) **Taxi Parking** – Considered closed.
- d) **Parking Computer** – Previously discussed.

## **8. New Business**

- a) **Damage** - There was a discussion on damage to a floor regarding a partial move-in. After the move-in, damage was noticed on the floor and the owner who was moving materials will be sent a bill for the repair of the damage.
- b) **Dogs** – There have been complaints regarding unregistered dogs on a floor. The owner will be sent a letter advising they are in breach of the by-laws and asked to rectify the situation.

**9. Future Meetings** - The next meeting will be held on **Tuesday, April 8, 2008.**

**10. Adjournment** – It was moved to adjourn the meeting by Kal Gosal, seconded by Sam Lam, **all in favour, motion carried.** The meeting was adjourned at **9:10 p.m.**

**MINUTES**  
**CONFERENCE PLAZA RESIDENTIAL EXECUTIVE**  
**STRATA PLAN LMS 2371**

**Held:** Tuesday, February 12, 2008  
**Time:** 6:30 p.m.  
**Location:** Dalton Room, 438 Seymour Street, Vancouver, BC  
**Present:** **Residential Executive:**  
Kal Gosal  
Barbara Forsyth  
John Neiboer  
Sam Lam  
Henrietta Gauba  
Joshua Keshet  
Dale Stranaghan  
**Facilitech:**  
**Bob Adams, General Manager**  
**Astra:**  
**Dan Vlasceanu, Operations Manager**

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1. In the absence of a President, Bob Adams declared a quorum and called the meeting to order at 6:45 p.m.
2. **Election of Officers** - The following were nominated for Council positions as follows:

<b>President</b>	<b>Barbara Forsyth</b>
<b>Vice President</b>	<b>John Neiboer</b>
<b>Treasurer</b>	<b>Joshua Keshet</b>
<b>Secretary</b>	<b>Kal Gosal</b>

There being no more nominations, it was moved by Sam Lam and seconded by Dale Stranaghan to accept the slate as nominated, **all in favour, motion carried.**

3. **Approval of Minutes** - On a motion by Kal Gosal to approve the minutes dated November 13, 2007, seconded by John Neiboer, **all in favour, motion carried.**
4. **Financial Business**
  - a) **Approval of Financial Statements** – The financials were presented in draft form and were tabled. A discussion was held on the draft with concern being raised regarding inter strata payments. Recently, due to lack of funds, the Commercial Section owed the Residential Section a lot of money. Council was not in favour of this practice and advised that they should not be paying Commercial section bills or vice versa.



Bob Adams explained that this has been the practice since the start of the Strata. It was agreed that this practice shall cease and all monies owed to the Residential Section from Commercial Section shall be paid back forthwith. The Commercial Section is in the process of taking money from their CRF to cover these costs. It was moved by Joshua Keshet and seconded by John Nieboer, not to lend money to any third parties. All in favour, motion carried.

Joshua Keshet had advised that he had received documentation to sign regarding investments. These are standard forms and it was agreed that he could sign on behalf of the Residential Section of the Strata Corporation.

The payment of bills was discussed and it was agreed that all bills would be paid within the due date. The Council expressed concern that if bills were not paid on time then trades would not be prepared to work for Conference Plaza.

- b) **Receivables** – There are still owners in substantial arrears with a total receivable amount \$15,148.00. Two of the suites have been put up for sale. Lawyer letters will be sent to all of the suites in arrears. Liens will continue to be placed on all strata lots with past due amounts over \$1,000.00.

#### 5. **Operation Manager's Report**

**The report was the same as the AGM with nothing new to report except:**

- a) **Parking Lot Cracks** - The Operation Manager advised that there are cracks in the basement walls that have recently appeared. The cost to repair them with epoxy injection is approx. \$7,000. This should be part of the building maintenance project. It was agreed to transfer the balance of the money from the Building Maintenance Project to the CRF. The basement walls repairs will have to be funded as an emergency repair using money from the CRF.

#### 6. **Other Business**

- a) **Review AGM Minutes** - These were reviewed and amended and will be sent out to owners.
- b) **Pet Bylaw** - The motion was reviewed and management will enforce the bylaws based on complaints.
- c) **Hotel, Cost Sharing Agreement** - As previously discussed, the Hotelier has sent an email advising that the Hotel will no longer use the Conference Plaza amenities. Bob Adams presented a previous letter from the Strata Corporation's lawyer that is still applicable. The letter outlines the Strata Corporation's options in this situation. The Strata has chosen to continue to bill the Hotel for the services. In discussion with the lawyer, this does not affect the agreement. Facilitatech will continue to bill the Hotelier. The money that would be generated from this cost sharing agreement was not included in the last budget presented to owners.

- d) **Arbitration** - Facilitech advised that the Arbitration is going forward and the delay was that it was put on hold for two month awaiting a possible settlement.
- e) **Taxi Parking** – Considered closed.
- f) **Parking Computer** - As previously minuted, the Parking Company has been advised that the Strata Corporation requires access to the computer for the parking lot. The Council feels that, by not having access to this computer, they cannot react to owners' needs or allow the Manager to answer questions regarding parking passes. The Strata was advised that the cost to implement its own access system would be approximately \$8,000 shared with the Commercial Section. The new security system was not approved at the AGM, and this would have to be funded from the \$20,000 that was approved for security upgrades. It was moved by Sam Lam and seconded by Kal Gosal to use part of this money to implement a Strata Corporation access system for the parking area.

**7. New Business**

- a) **Security** - Council expressed concern that residents are allowing people to follow them into the building. Security needs to be more diligent in stopping this practice. Residents should not allow others to follow them into the building or onto an elevator, every resident should have an access fob.
  - b) **Smoking** - There have been reports of smoke smells within the building and residents are asked to report any smoking violations. Security will monitor the situation.
- 8. Future Meetings** - The next meeting will be held on **Tuesday, March 11, 2008.**
- 9. Adjournment** – It was moved to adjourn the meeting by Kal Gosal, seconded by Sam Lam, **all in favour, motion carried.** The meeting was adjourned at 10:30 p.m.