

**MINUTES  
OF THE COUNCIL MEETING  
THE OWNERS STRATA PLAN BCS 1882  
UNO 1**

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Held on Monday, September 18, 2006 at 6:00 p.m.  
Within the 2<sup>nd</sup> Floor Amenities Room

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**COUNCIL IN ATTENDANCE:** Ayme Sharma  
Cameron Barker-Fyfe  
Craig Armour  
Joelle Ciona  
Trevor Baines

**REGRETS:** John Penhall

**PROPERTY MANAGER:** Jason Black Crosby Property  
Management Ltd.

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The meeting was called to order at 6:04 p.m. by Property Manager, Jason Black.

As this was the first scheduled meeting of the newly-elected Strata Council, the following appointments were agreed upon:

<b>Trevor Baines</b>	<b>President</b>
<b>Craig Armour</b>	<b>Vice President</b>
<b>Cameron Barker-Fyfe</b>	<b>Treasurer</b>

The Property Manager provided a brief summary of expected protocol and procedures for the newly-elected Council, noting that an introductory package providing similar information had been mailed to Council several weeks prior.

**APPROVAL OF FINANCIAL STATEMENTS**

Copies of the interim financial statements for the period of July 2006 – August 2006, 2006 are not completed as invoices are still pending for this period. By the next Council Meeting, the interim financial statements will have been completed and the first period “September 2006” will be presented to the Council for approval. The Property Manager provided an explanation of how the financial statements are prepared and extended an invitation to the newly-appointed Treasurer, Cameron Barker-Fyfe, to visit the offices of Crosby Property Management and meet with the financial support staff.

**REPORT ON UNAPPROVED EXPENDITURES**

The Property Manager explained that the reference to “unapproved expenditures” relates to potential expenditures that would be considered to be outside the scope of the Budget, as approved by the owners at the Annual General Meeting. Such expenditures would normally be drawn from the Contingency Reserve Fund and would be only accessed for emergency purposes.

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The Property Manager confirmed that, at present, there are no unapproved expenditures to report. The *Strata Property Act* requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

The Property Manager explained that it is a requirement of the *Strata Property Act* that owners be advised of any litigation matters involving the Strata Corporation. The Property Manager confirmed that, to the best of our knowledge, there is no litigation to report.

**CORRESPONDENCE**

To better expedite acknowledgements and replies to residents' queries, residents/owners are requested to submit their queries directly to the Property Manager. Residents may fax and/or mail their concerns directly to the Property Manager. This will ensure that the Property Manager can respond quickly to concerns that may require immediate attention. All correspondence is forwarded to the Strata Council for review/consideration and action as deemed necessary by the Council.

**Residents are welcome to phone, fax or mail all correspondence directly to:**

**Jason Black, c/o Crosby Property Management Ltd.,  
Suite 600 – 777 Hornby Street  
Vancouver, BC V6Z 1S4  
Fax (604) 689-4829/Phone (604) 683-8900**

**Note:** Many residents who call are not leaving their phone numbers.

**Reminder:** Residents who are calling into the Property Manager; please be sure that you leave your name and return telephone number clearly. **State the name of your building, “UNO 1” and “Strata Plan #BCS 1882” for reference.**

The Property Manager then introduced several pieces of correspondence received and/or sent by the Strata Corporation with the highlights being:

- A request for renovation of suite (indemnity form)
- Requests to install hardwood floor (indemnity form)
- Letters to Intracorp identifying mechanical and common area deficiencies
- A letter to Intracorp requesting a list of all suites that pre purchased upgrades for their suites from the developer.
- Letters to Intracorp for various chargeback of invoices.
- A letter from an owner in respect to dogs barking on the balconies in the neighbourhood and security concerns.

**NEW BUSINESS**

Building Signage

The Property Manager noted that a number of notices and existing signage that had been put into place prior to a Council being elected, should be reviewed by the newly-elected Council and, where appropriate, modified or installed in a more permanent manner.

Common Area Rules

A draft set of possible Rules for the use of the common areas was provided for Council's consideration.

**ADOPTED RULES  
for Strata Plan BCS 1882 – UNO**

***The enclosed Rules and policies have been adopted by your Strata Council to better enable residents to live in harmony using common sense and consideration for others. As a resident, it is extremely important that you read, understand and comply with the Rules and Bylaws of the Strata Corporation. In addition, residents are also responsible for their guests and visitors, and must ensure that they also adhere to the Rules and Bylaws of the Strata Corporation.***

**DISCLAIMER**

- Use of all common areas and amenities implies agreement with the rules governing its usage.
- The Strata Council or building management reserves the right to deny use of the facilities to any individual at any time for non-compliance with these rules.
- The Strata Corporation shall not be held responsible for any actions, claims, demands, liabilities, loss, damage, injury or expense of any kind, including legal fees, which may result of use of the meeting room and amenities by any reason.

**RULES OF THE LOUNGE**

- ***Hours of operation: 8 a.m. to midnight***
- ***Use of the lounge is for residents of UNO only, with a maximum of six (6) guests without reservation. Guests of residents using the lounge must at all times be accompanied by the resident.***
- ***For exclusive use of the lounge and or exceeding six (6) guests, a formal request to the Property Manager is required to book the Lounge.***
- ***For exclusive use, or for guests over six (6), a formal reservation is required 7 days in advance of the requested date and a refundable deposit of \$200.00 is payable by cheque to BCS 1882 UNO, and must be received by the Property Manger in advance of the function and will be returned upon confirmation the lounge has no damage and the area is clean. Any additional costs related to the clean up and/or repair of the lounge in excess of the \$200.00 deposit will be billed directly to the individual's strata unit.***
- ***The lounge can be booked in a six (6) hour block only, up to a maximum of two (2) times a month per resident. Exceptions apply to last minute bookings on availability for same day.***
- ***No animals are allowed in the meeting room.***
- ***Absolutely no smoking within the lounge, outside any exterior doors or courtyards.***

- *Report any damages to the Property Manager immediately.*

#### **RULES OF THE FITNESS AREA**

- *Hours of operation: 5:00 a.m. to midnight*
- *Use of the fitness area is for residents of UNO, and a maximum of one (1) guest, only. Guests of residents using the fitness area must at all times be accompanied by the resident.*
- *No persons under the age of fourteen (14) are permitted in the fitness area, unless accompanied by an adult nineteen (19) years or older. For safety reasons, no children under the age of ten (10) are allowed on the gym equipment.*
- *No animals are allowed in the fitness area.*
- *Proper footwear must be worn at all times.*
- *Wipe down and return equipment to its proper location after use.*
- *No equipment may be removed from the fitness area.*
- *Personal audio devices only. No stereos permitted.*
- *Report any fitness equipment malfunctions and/or damage to the Property Manager immediately.*

#### **RULES OF THE GARBAGE & RECYCLING ROOMS**

- *Hours of operation: 24 hours*
- *Use of the disposal area is for residents of UNO and their personal waste only.*
- *Only materials designated as "recyclable" are to be deposited in the recycling bins. Please ensure that all materials are sorted properly.*
- *Garbage for disposal must be securely bagged.*
- *No construction materials are allowed to be placed within the common areas or garbage room.*
- *Cardboard boxes are to be flattened and put in the container marked for their disposal.*
- *Larger items, such as personal furnishing, are not to be left in the disposal area or common areas of the building.*

#### **RULES OF THE LOCKER ROOMS**

- *Fire regulations prohibit the storage of items within two (2) feet of a sprinkler.*
- *Do not store perishable, volatile, or valuable items in your locker.*
- *All items must be stored within your storage locker. Any items found stored outside of the enclosed storage locker will be removed and disposed of immediately.*
- *Report any theft and/or suspicious activity to the Police, or damage to the Resident Manager immediately.*

#### **SECURITY**

- *Do not let strangers into the building, including parkade.*
- *Residents must use their own fob when entering or exiting the parkade.*
- *Pause after entering or exiting the parkade until the gate closes fully.*
- *Lost keys and/or fobs should be reported to the Property Manager immediately.*
- *Suspicious activities should be reported to the Police.*

#### **ACCESS FOBS**

- *Replacement fobs cost \$75.00 per fob.*
- *The number of fobs assigned to individual units is limited to three (3) only for studios and one-bedroom units, and four (4) only for two-bedroom units.*

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- ***Owners wishing to apply for additional fobs must do so in writing.***
- ***Any fobs authorized in excess of the amounts above will be charged at \$150.00 each.***

**SMOKING**

- ***Smoking is not permitted in any common areas including the lounge, parkades, common hallways, the exterior doors of the lounge and or courtyard, stairwells or outside of any common area doors including the front door.***

**GENERAL**

- ***Appliances, such as dishwashers, washers and dryers, vacuum cleaners and/or garburators, shall be used at reasonable hours, so as not to disturb other Strata unit owners.***
- ***Appliances must not be left running when residents are not at home.***
- ***No mats or other items are to be placed or left in common area hallways.***

**CITY OF VANCOUVER NOISE BYLAW**

- ***City of Vancouver bylaw requires minimum noise disruption between the hours of 10:00 p.m. and 7:00 a.m. Monday to Saturday and 10:00 p.m. and 10:00 a.m. Sundays and holidays.***
- ***Call 911 for Police for violations. Strata Bylaw fines apply for violations to the City of Vancouver Noise Bylaw.***

**HOLIDAY DECORATIONS**

- ***Cut Christmas trees are not permitted in the building whatsoever.***
- ***Holiday lights in windows and/or on balconies, decorations and/or wreaths on common area doors of suites, are permitted only between December 1 and January 15, and must not detract from the overall aesthetics of the building. All lights, decorations and/or wreaths must be removed no later than January 15. The above excludes religious holidays.***

It was then moved and seconded to approve the rules as presented. **CARRIED.**

**Common Area Contracts**

Several existing contracts (entered into prior to a Council being in place) were presented for Council's consideration and awareness, these being:

- Appraisal
- Fitness Lease
- Garbage
- Janitorial
- Landscaping
- Mechanical
- Security Lease

Several additions contracts were presented for Council's consideration, these being:

- Management Service Contract – The Property Management contract was presented for Council's consideration. Council will review contract and forward to the Property Manager within the week

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- Elevator Services – A contract, as prepared by ThyssenKrupp Elevators was presented for Council’s consideration. Council will review contract and forward to Property Manager within the week.
- Fitness Maintenance Contract – A contract was prepared by Fitness Depot for Council’s consideration in regards to quarterly servicing of the equipment. It was then moved and seconded to approve the contract as presented. **CARRIED.**

**Commercial Section Relationships**

**As referenced at the Annual General Meeting, residents of UNO 1 will have a special relationship with the Commercial Section located on the ground floor of the building, although residents are reminded that the Commercial and Residential Sections are separate.**

Once occupied, the Property Manager noted that there will be a number of operational issues that will be of shared interest to both parties and, in several instances, there are shared efforts currently in place to address these particular issues, specifically:

- Building Insurance – As referenced at the Annual General Meeting, it is appropriate that a single insurance policy be in place for the entire property and that the costs associated with the Commercial and Residential Sections be separated and shared jointly
- Garbage Service – There is only a single large garbage closet servicing the entire building’s garbage and recycling needs. The costs associated with garbage removal are being shared between the Commercial and Residential parties. The appropriate cost sharing is reviewed on a monthly basis in order to accurately reflect shared responsibilities.

**GARBAGE ETIQUETTE**

- **RESIDENTS ARE REMINDED TO SECURELY BAG ALL HOUSEHOLD GARBAGE THAT IS BEING PLACED IN THE GARBAGE CONTAINERS.**
- **ONLY HOUSEHOLD GARBAGE SHOULD BE PLACED IN THE GARBAGE CONTAINERS, NEVER PLACE CONSTRUCTION-RELATED DEBRIS IN THE GARBAGE CONTAINERS,**

**RECYCLING**

- **PLEASE USE THE RECYCLING BINS PROPERLY – FAILURE TO DO SO RESULTS IN ADDITIONAL COSTS FOR THE STRATA CORPORATION**
- **CARDBOARD PLACED IN THE CARDBOARD BINS SHOULD BE FLATTENED FIRST**
- **FOR LARGER ITEMS OF DISPOSAL, PLEASE CONTACT THE PROPERTY MANAGER FOR ASSISTANCE**

**IT IS IN THE INTERESTS OF ALL RESIDENTS TO COMPLY WITH THESE**

## **COMMON SENSE RULES!**

### In Suite Deficiencies

The Property Manager would like to remind owners that all claims for in-suite deficiencies must be provided in writing to the attention of the Developer (**sisard@intracorp.ca**) In the same way, owners will have the opportunity (once the work is completed) to “sign off” and acknowledge that the deficiencies have been completed to their satisfaction. While owners are responsible for dealing with the Developer directly for all in-suite issues, the Strata Council will coordinate with the Developer identified issues of concern affecting common areas.

The Strata Corporation and the Strata Council will not undertake any negotiations on behalf of the owners/residents with respect to in-suite deficiencies.

### Preventive Action Tips

Residents are reminded that if they are leaving their unit for long periods of time and/or away on extended work schedules. In-suite water taps should be turned off. This practice will isolate your water system contained within your unit.

Let a neighbour and/or the Property Manager know if you will be away for extended periods. Provide an emergency contact phone number of someone who has authority to act on your behalf.

Check your facets, bathroom tile caulking, clean out your dryer lint trap on a daily/weekly basis. These preventative tips will ensure that your unit is well maintained.\

### Security Concerns

As safety and security is of a concern to the Strata Council, much discussion has revolved around the upgrading of security. Improvements such as full length steel astragals on many of the exterior doors, encasing the parkade gates, reconfiguring the current security system so that restricted access is provided to key access points and residential floors will be implemented shortly.

The Property Manager and Strata Council have met with the various trades who would provide the upgrades such as the locking mechanisms and the full length astragals. It was noted that the costs for these upgrades would be in excess of the current budget.

**At this point on behalf of the Strata Council at Uno 1, BCS 1882 and the Management Team at Crosby, we thank Intracorp for the generous contribution of \$10,000.00 towards the buildings security improvements.**

**This measure will greatly assist Uno residents and the Strata Council in target hardening security.**

### Content Insurance

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Residents are reminded again that personal “content insurance” is required when living in a strata corporation. The Strata Corporation is not responsible for personal content should there be any damages to personal property occurring from water and/or any other type of incidences.

Also residents are reminded that should any improvements be done within a strata lot that alter the original design and/or flooring including renovations. Owners must be sure to carry “betterment improvements” on their policy. This reminder was provided in the annual general meeting minutes and also in the previous minutes.

After Hour Emergencies

The Strata Corporation is responsible for all emergencies that deal with all common area property.

Owners/residents are reminded to call Crosby Property Management Ltd. 604-683-8900 **for any after hour’s emergencies** during the weekday and/or weekend. You will be asked a series of questions to determine the emergency. Please be patient, courteous and answer all the questions that the On Call Service asks of you.

Be advised that not all after hour calls will be attended to immediately. The On Call service will determine very quickly if the situation can wait until the morning and advise you as such. Should the emergency be related to in-suite and is determined that immediate attention is not warranted in the evening hours, you will be asked to report the problem in the morning to the customer service department of Intracorp.

**REMINDER:**

**Owners should be aware that not all in-suite repairs fall under the Strata Corporation’s responsibility. The Property Manager and/or On Call service will ask specific questions of the residents to clarify and determine responsibility.**

**If the repair is the owner’s responsibility, the Property Manager will advise accordingly, inform the owner that the charge for the repair will be applied to their account, and will request an approval by the owner(s) to proceed with the repair.**

**REMINDER: The Strata Corporation is responsible for all common area property only.**

It should be noted that many times residents request the Property Manager to proceed with repairs within their suites assuming that it is the Strata Corporation’s responsibility. Although the Property Manager questions the residents quite thoroughly, quite often the resident does not give the issue of concern in complete detail.

Therefore, owners/residents should be aware that after the trade has visited the property and examined the repair in question and completed the work, the trade will mark very clearly on their invoices what all the work entailed. The Property Manager and/or the Council remind owners/residents that any repairs which are deemed to be the responsibility of the owner/residents those costs will be assessed back to the strata lot in question.



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There being no further business, the meeting was adjourned at 8:15 p.m.

**The next scheduled Council Meeting will be held on Monday, October 23, 2006 at 6:00 p.m.**

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Jason Black  
Property Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office: (604) 683-8900 (24 Hours)  
www.crosbypm.com

**Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the *Strata Property Act*, will be assessed for replacement copies.**

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OF THE COUNCIL MEETING  
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UNO 1**

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Held on Monday, October 23, 2006 at 6:00 p.m.  
Within the 2<sup>nd</sup> Floor Amenities Room

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<b>COUNCIL IN ATTENDANCE:</b>	Trevor Baines	President
	Craig Armour	Vice President
	Cameron Barker-Fyfe	Treasurer
	Ayme Sharma	
	Joelle Ciona	
<b>REGRETS:</b>	John Penhall	
<b>GUESTS:</b>	Geoff Calvert	Thyssen Krupp Elevator
<b>PROPERTY MANAGER:</b>	Jason Black	Crosby Property Management Ltd.

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The meeting was called to order at 6:02 p.m. by President, Trevor Baines. A quorum was established.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Council Meeting held on September 18, 2006 as circulated. **CARRIED.**

**APPROVAL OF FINANCIAL STATEMENTS**

It was moved/seconded to approve the September 2006 financial statements as previously circulated. **CARRIED.**

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Directives

The Property Manager introduced the directives that resulted from the September 18, 2006 Council meeting. The Property Manager reviewed the directives on a line by line basis.

Council recognized that some directives are ongoing issues that required problem solving and work is continuing to bring closure to these issues. The Property Manager will continue to bring forward on-going directives so that updates can be given on a regular basis.

2. Elevator Maintenance Contract Terms – Thyssen Krupp Elevator – Geoff Calvert

The Strata Council welcomed Mr. Calvert to tonight's council meeting. Mr. Calvert stated that given the current economic climate projected for the next ten years in British Columbia concerning both construction and the ability of trained elevator technicians, consideration should be discussed amongst the Council as to extending the maintenance contract options up to and including fifteen years agreement for service. This is becoming increasingly more important in order to establish the degree of costs certainly within the buildings' projected budget.

As for the on-going maintenance of the elevating equipment, Thyssen Krupp Elevators has more technicians and field supervisors in the downtown core than any other elevating company in British Columbia. Thyssen Krupp technicians have the technical training and the necessary diagnostic equipment to ensure that any service interruptions are kept to a minimum. As long as the owners of the Uno retain Thyssen Krupp Elevators as the service provider, the elevating equipment will retain a lifetime service warranty.

The Strata Council thanked Geoff Calvert for attending the meeting and for explaining the differences between the two.

The Strata Council reviewed the two proposals in respect to a seven and a fifteen year contract. By signing the fifteen year contract, the Strata Corporation would save approximately \$27,000.00 over a fifteen year period. As this elevator system is proprietary, the Council felt it was in the best interests of all the owners that they proceed with a fifteen year contract at \$900.00 per month plus GST.

In addition, it was mentioned that at least one year from the contractual commencement date and as soon as practical after Thyssen Krupp have received notice of change in the labour rates, this price shall be increased or decreased. Such increase or decrease shall be in direct proportion to the increase or decrease in the same time hourly labour cost (the sum of the straight time hourly labour rates plus any other related costs and the average cost of fringe benefits paid by Thyssen for elevator examiners in the locality where the equipment is to be serviced) and will occur annually on the contract and receipt date as compared with the previous years labour costs apportionable to its contract.

It was then moved/seconded to approve the above noted contract. **CARRIED.**

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3. Security Audit

Please ensure that the security audit form is received in our offices no later than October 31, 2006.

**CORRESPONDENCE**

To better expedite acknowledgements and replies to residents' queries, residents/owners are requested to submit their queries directly to the Property Manager. Residents may fax and/or mail their concerns directly to the Property Manager. This will ensure that the Property Manager can respond quickly to concerns that may require immediate attention. All correspondence is forwarded to the Strata Council for review/consideration and action as deemed necessary by the Council.

**Residents are welcome to phone, fax or mail all correspondence directly to:**

**Jason Black, c/o Crosby Property Management Ltd.,  
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**Note:** Many residents who call are not leaving their phone numbers.

**Reminder:** Residents who are calling into the Property Manager; please be sure that you leave your name and return telephone number clearly. **State the name of your building, “UNO 1” and “Strata Plan #BCS 1882” for reference.**

The Property Manager then introduced several pieces of correspondence received and/or sent by the Strata Corporation with the highlights being:

- A letter sent from an owner in respect to a smoking concern on limited common property balconies.
- An indemnity form in respect to the instillation of hardwood floors.
- An indemnity form sent to two owners in respect to renovation requests
- A letter from an owner in respect to security concerns.
- A letter from the developer reminding the Strata that once the commercial parcel is occupied, the main entrance gate will remain open during normal business hours.
- A letter forwarded to Intracorp from Latham's Mechanical in respect their most recent quarterly preventative maintenance review with mechanical recommendations for the developer's review and consideration.
- A letter from Intracorp in respect to an additional parking stall allocation.

**NEW BUSINESS**

1. Common Area Deficiencies – (work in progress)

The Common Areas Deficiencies Committee reported to Council that the majority of the list provided to Intracorp has been completed except for those items still outstanding. The Property Manager has reviewed the list and the various areas mentioned in the deficiency report and concur with Council's notes. The PM will update the list and include the most recent Latham's Mechanical report and forward the revised list to Intracorp for review and consideration on the last few remaining issues. Council thanks Intracorp for their quick response to these issues.

2. Generator Servicing – Simson-Maxwell

It was brought to Council's attention by the Property Manager that the building's generator needs to be run monthly and serviced and tested on a semi annual basis. Quotes have been obtained for the semi annual servicing of the generator and after the review of the quotes, it was decided that Simson-Maxwell's quote of \$795 plus GST per servicing was the best option. Council advised the Property Manager to inquire if the cost would be reduced if a three year contract was signed. In addition, the Council requested that before signing the contract, that Simson-Maxwell include the cost associated with the instruction and review with the Council on running the generator monthly. It was then moved, seconded and **CARRIED**.

3. Insurance Rule - to be ratified into bylaws at next AGM

Preamble

In response to the issue of Strata Corporation's responsibilities versus individual homeowners' responsibilities and the recognized reality of increasing insurance deductibles, the following points of clarification are provided.

The Strata Property Act is clear that in instances where damages result in an insurable claim being made, that the Strata Corporation is generally responsible. One exception to this responsibility is when the cause of the incident can be proven to be an owner's responsibility (through negligence or malice); in this instance, the Strata Corporation may hold the offending owner responsible for payment.

For damages resulting to common areas where the subsequent repairs are less than an existing insurance deductible, the above scenarios would still apply, i.e. under general circumstances the Strata Corporation would be responsible, but if an owner can be considered accountable then they might be held responsible for necessary repairs

The Strata Council and Property Manager is recommending that they add this rule and in passing of this rule, owners will be responsible for the Strata's insurance deductible in the event of a claim resulting from within the owners unit (examples: such as negligence or malice).

Owners are advised to investigate coverage for such deductible charge backs through their individual homeowner's insurance broker.

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Owners were also advised that in order to prevent floods and damage to the property, they should take the time to carry out some preventative maintenance by checking the following:

- Check caulking in the areas of showers, bathtubs, toilets and drains
- Check the shut-off valves on toilets, bathroom sinks, kitchen sink, dishwasher, washer/dryer for moisture and leakage.
- Check the condition of the seals on dishwasher doors.

Therefore,

It was the moved, seconded to approve the following Insurance Rule,

An owner shall indemnify and save harmless the Strata Corporation from the expense of any maintenance, repair or replacement rendered necessary to the common property, limited common property, common assets or to any strata lot by the owner's act, omission, negligence or carelessness or by that of an owner's visitors, occupants, guest, employees, agents, tenants or a member of the owner's family, but only to the extent that such expense is not reimbursed from the proceeds received by operation of any insurance policy. In such circumstances, and for the purposes of bylaws 2.8 and 2.9, any insurance deductible paid or payable by the Strata Corporation shall be considered an expense not covered by the proceeds received by the Strata Corporation as insurance coverage and will be charged to the owner. **CARRIED.**

4. Strata Corporation Parking Stall – Special Resolution

Intracorp has provided the Strata Council with a letter in respect to a special resolution presented at the Annual General Meeting regarding the visitor parking stall allocation. Basically, because of city requirements, there are only five instead of six visitor/commercial stalls at Uno, which are to be shared by the residential and commercial visitors in accordance with section 8.2 of the Uno bylaws.

In recognition of this, Intracorp offered the Strata Corporation an extra parking stall in the secured residential section at no cost to the owners. There thought was that this additional parking stall could be used for residential visitor parking. They note, however that section 7.5.2 (d) of the Uno bylaws provide that "an owner, tenant or occupant of the strata lot will not ..... permit any guest to park any vehicle on the common property, except in commercial/visitor stalls as permitted under bylaw 8.2." Accordingly, unless section 7.5.2 (d) of the Uno bylaws is amended, use of the extra parking stall for visitor parking will technically contravene 7.5.2 (d) of the Uno bylaws. Therefore, Intracorp has proposed in the special resolution presented to the AGM, that section 7.5.2 (d) of the Uno bylaws be amended to specifically permit guests to park in parking stalls which are controlled or managed by the Strata Corporation.

Intracorp has enclosed the parking assignment for parking stall #30. They have requested the Strata Council sign both copies and return two of the executed copies for their records. The Strata Corporation does not wish to permit these extra stalls to be used for visitor parking, and therefore have presented the following rule in respect to maintaining and servicing parking stall #30.

Therefore,

It was then moved and seconded to add the following rules as presented,

*Parking Stall #30 will be controlled and maintained by the Strata Corporation for visiting trade parking and/or if Council wished, for possible rental to a resident owner of the building at a cost of \$50.00 per month for a minimum term of 1 year, prepaid in advance. **CARRIED.***

5. Security Upgrade:

The Strata Council has just about completed a \$10,000 security upgrade to the building thanks to seed money provided by Intracorp. If residents do not follow the below simple protocol when entering and exiting the building, the security upgrade is fundamentally useless:

**STOP AND WAIT!! EVERYONE WILL YOU PLEASE!!**

**A MESSAGE FROM THE 80'S**

**THIS INCLUDES BMX'ERS, NORDIC POLE WALKERS, RUNNERS, CRAB WALKERS,  
GUESTS, BREAK DANCERS, AND SKATE BOARDERS.**

**99% OF BREAK INS WILL OCCUR BECAUSE YOU JUST DROVE OFF**

**UNWANTED PEOPLE IN THE NEIGHBOURHOOD ARE WATCHING YOU AND ARE  
JUST WAITING FOR YOU NOT TO STOP AND WAIT, SO THEY CAN GET PAST THE  
GATES AND:**

- ✓ **STEAL THE GARAGE REMOTE THAT YOU ARE NEVER TO LEAVE IN YOUR VEHICLE.**
- ✓ **STEAL YOUR 1980 PONTIAC GRAND PRIX SJ THAT YOU JUST LOWERED**
- ✓ **STEAL YOUR TWO FAVOURITE "JOHNNY HATES JAZZ" CD'S**
- ✓ **STEAL ALL YOUR STARBUCKS SPARE CHANGE AND OR PARKING METER MONEY**
- ✓ **STEAL HOLIDAY GIFTS**

**\*\*AND FOR THOSE PEOPLE WHO DON'T UNDERSTAND WHY THE PERSON IN FRONT OF YOU JUST STOPPED AND WAITED- PLEASE DO NOT HONK AT THEM.**

**HONKING IS RUDE AND NOT NEIGHBOURLY**

In addition to the security upgrade it was approved to purchase the software associated with the enterphone system that will assist the Council in updating enterphone names and numbers. The cost for this software was 459.00 plus taxes.

**Minutes of the Council Meeting**  
**The Owners Strata Plan BCS 1882**  
**Held on Monday, October 24, 2006**

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In addition the Council moved, seconded to enhance the chain link fence between the residential and commercial parking area with steel tubing frame. The cost associated with this work is above a beyond the \$10,000 provided by Intracorp and therefore will be expensed in the joint use budget repair and maintenance for the Strata. The cost for this upgrade is approximately \$2,260.00 plus GST and will be installed by F& L.

A quotation from Cobra Integrated Systems was received by Council for adding an addition level of security to a sensitive door within the building. This additional level of security would assist the strata in limiting and identifying individuals using this high traffic room. Council deferred action for this security upgrade to a later date as additional upgrades to this door will be implemented shortly. Council will table this discussion for a later date.

6. Content Insurance-Reminder

Residents are reminded again that personal **“content insurance”** is required when living in a strata corporation. The Strata Corporation is not responsible for personal content should there be any damages to personal property occurring from water and/or any other type of incidences.

Also residents are reminded that should any improvements be done within a strata lot that alter the original design and/or flooring including renovations. Owners must be sure to carry **“betterment improvements”** on their policy. This reminder was provided in the annual general meeting minutes and also in the previous minutes.

7. Snow Removal

The Property Manager discussed the importance of having a snow removal contract in place before the snow and ice season starts for UNO 1.

Typically, snow removal companies are landscapers in the off season and in some buildings, caretakers or janitorial companies include the removal of snow and de-icing services within their contract or for an additional charge.

**In each case, it should be clearly outlined in a separate signed contract or indemnity letter between the contractor and the Strata Corporation outlining the areas of responsibility.**

By having a snow removal contract in place, the Strata may eradicate the possible liability if someone was to slip or fall and sue the Strata. The Strata Corporation could produce a snow removal contract to show they have attempted to mitigate any safety concerns.

Some buildings have Council members and residents who volunteer their time to remove snow. It should be noted that Council and residents may be putting the Strata Corporation at risk by taking on this noble and thankless cause.

Therefore it was moved, seconded that the Strata Council sign the contract with Great Canadian Landscaping for snow and de-icing for the 2006-2007 season. The cost for de icing will be \$250 per trip and \$500 for snow removal plus GST. This includes the areas and sidewalks on Kingsway and the inner court yard. **CARRIED.**



**8. Bicycles Use: Bylaw fines to be initiated**

**Bicycles are not permitted in elevators, hallways or any other indoor common areas except the underground parking facility. No bicycles are to be kept on the patios, balconies, terraces or roof terraces; instead, they will be stored within the bicycle storage rooms. All bicycles must enter or exit the building by way of the vehicle entry to the underground parking facility only.**

**Individuals who are identified bringing bikes into the building will be fined \$100.00 as outlined in the Strata Corporation bylaws.**

**Please note there are now 2 large secure bike rooms located on the P2 level for residents use.**

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

**The next scheduled Council Meeting will be held on Tuesday, December 5, 2006 at 6:00 p.m.**

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Jason Black  
Property Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office: (604) 683-8900 (24 Hours)  
www.crosbypm.com

**Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the *Strata Property Act*, will be assessed for replacement copies.**

**MINUTES  
OF THE COUNCIL MEETING  
THE OWNERS STRATA PLAN BCS 1882  
UNO 1**

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Held on Tuesday, December 5, 2006 at 6:00 p.m.  
Within the 2<sup>nd</sup> Floor Amenities Room

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<b>COUNCIL IN ATTENDANCE:</b>	Trevor Baines Ayme Sharma Joelle Ciona John Penhall	President
<b>REGRETS:</b>	Craig Armour Cameron Barker-Fyfe	Vice President Treasurer
<b>PROPERTY MANAGER:</b>	Jason Black	Crosby Property Management Ltd.

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The meeting was called to order at 6:02 p.m. by President, Trevor Baines. A quorum was established.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Council Meeting held on October 23, 2006 as circulated. **CARRIED.**

**APPROVAL OF FINANCIAL STATEMENTS**

It was moved/seconded to approve the October 2006 financial statements as previously circulated. **DEFERRED.**

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Directives

The Property Manager introduced the directives that resulted from the September 18, 2006 Council meeting. The Property Manager reviewed the directives on a line by line basis.

Council recognized that some directives are ongoing issues that required problem solving and work is continuing to bring closure to these issues. The Property Manager will continue to bring forward on-going directives so that updates can be given on a regular basis.

**Minutes of the Council Meeting  
The Owners Strata Plan BCS 1882  
Held on December 5, 2006**

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2. Common Area Deficiencies – (work in progress)

The Common Areas Deficiencies Committee reported to Council that the majority of the list provided to Intracorp has been completed except for those items still outstanding. The Property Manager has reviewed the list and the various areas mentioned in the deficiency report and concur with Council's notes. The PM will update the list and include the most recent Fire Pro Ltd. report and forward the revised list to Intracorp for review and consideration on the last few remaining issues. Council thanks Intracorp for their quick response to these issues.

3. Security Update:

Your strata council has been compiling and maintaining a list of all thefts and break-ins within your building. We need your help in order to do this!

If you are one of the residents who have experienced a break-in since moving in (car, locker, home, etc):

Please take a moment to contact Jason Black at Crosby Property Management (604) 689-6921, with specific dates and times of incidents and please include police file numbers.

**RESIDENTS WITNESSING ANY UNUSUAL OR STRANGE ACTIVITIES IN THE SECURED AREAS OR AROUND THE BUILDING– ARE ASKED TO CALL THE VPD 911 AND THEN THE PROPERTY MANAGER IMMEDIATELY. DO NOT CONFRONT UNKNOWN INDIVIDUALS ON YOUR OWN.**

This way, Council can review any suspicious activity, assess the pattern of these break-ins, and address any deficiencies or further improvements to the security.

This will be an ongoing, and ever-adapting, problem that we need to stay on top of.

**CORRESPONDENCE**

To better expedite acknowledgements and replies to residents' queries, residents/owners are requested to submit their queries directly to the Property Manager. Residents may fax and/or mail their concerns directly to the Property Manager. This will ensure that the Property Manager can respond quickly to concerns that may require immediate attention. All correspondence is forwarded to the Strata Council for review/consideration and action as deemed necessary by the Council.

**Residents are welcome to phone, fax or mail all correspondence directly to:**

**Jason Black, c/o Crosby Property Management Ltd.,  
Suite 600 – 777 Hornby Street  
Vancouver, BC V6Z 1S4  
Fax (604) 689-4829/Phone (604) 683-8900**

**Minutes of the Council Meeting  
The Owners Strata Plan BCS 1882  
Held on December 5, 2006**

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**Note:** Many residents who call are not leaving their phone numbers.

**Reminder:** Residents who are calling into the Property Manager; please be sure that you leave your name and return telephone number clearly. **State the name of your building, “UNO 1” and “Strata Plan #BCS 1882” for reference.**

The Property Manager then introduced several pieces of correspondence received and/or sent by the Strata Corporation with the highlights being:

- A letter sent from an owner in respect to a move in violation.
- A letter from an owner in respect to security concerns.
- A letter sent from a owner in respect to a pet disturbance.
- A letter sent from a owner in respect to a noise complaint.
- A letter sent from owners in respect to the current bike bylaw.
- Council directed an invoice charged back to an owner in respect to parkade gate damage.

**NEW BUSINESS**

1. Rekeying

Council is continuing to target harden and upgrade security at Uno.

Key access restriction to all doors is now in effect. Only fobs can be used to enter various areas of the buildings, some doors you will no longer be able to access.

However, the areas behind those doors can be accessed through an alternate fobbed door. You still have the same access to the same areas as before.

A new key will be distributed to you for the garbage room and lobby stairwell. You will have 2 copies slipped under you door. Contact Jason for additional copies.

Bike and locker keys remain the same.

Please discard the old key common area key.

Council is committed to make Uno as safe and secure as possible and we appreciate your continued support and understanding.

2. Building Envelope Report

The Property Manager is obtaining a quotation from RDH in respect to the required building envelope report that is required as per the disclosure statement.

3. Bicycles Use: Bylaw

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**Minutes of the Council Meeting  
The Owners Strata Plan BCS 1882  
Held on December 5, 2006**

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**Bicycles are not permitted in elevators, hallways or any other indoor common areas except the underground parking facility. No bicycles are to be kept on the patios, balconies, terraces or roof terraces; instead, they will be stored within the bicycle storage rooms. All bicycles must enter or exit the building by way of the vehicle entry to the underground parking facility only.**

**Individuals who are identified bringing bikes into the building will be fined \$100.00 as outlined in the Strata Corporation bylaws.**

**Please note there are now 2 large secure bike rooms located on the P2 level for residents use.**

There being no further business, the meeting was adjourned at 8:37 p.m.

The next scheduled Council Meeting will be held on Tuesday, February 20, 2007 at 6:00 p.m.

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Jason Black  
Property Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office: (604) 683-8900 (24 Hours)  
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**MINUTES  
OF THE COUNCIL MEETING  
THE OWNERS STRATA PLAN BCS 1882  
UNO 1**

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Held on Tuesday, February 20, 2007 at 6:00 p.m.  
Within the 2<sup>nd</sup> Floor Amenities Room

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<b>COUNCIL IN ATTENDANCE:</b>	Trevor Baines	President
	Cameron Barker-Fyfe	Treasurer
	Ayme Sharma	
	Joelle Ciona	
	John Penhall	
<b>REGRETS:</b>	Craig Armour	Vice President
<b>PROPERTY MANAGER:</b>	Jason Black	Crosby Property Management Ltd.

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The meeting was called to order at 6:02 p.m. by President, Trevor Baines. A quorum was established.

**GUEST BUSINESS**

1. The Strata Council welcomed the owners of Strata lot #28 and Strata lot #89 and reviewed their concerns in respect to the current strata corporation bicycle bylaws and what they feel is inadequate bike storage security.

The owners presented the Council with comments in respect to their view and made some recommendation for Council's consideration.

After some discussion and clarification from Council, it was determined by Council President that he would meet a representative of the owners and discuss the matter further and explore further possibilities.

2. The Strata Council welcomed an owner representative to this evenings meeting. The owner made a presentation to the Council in respect damages that were charged back to the owner as a result of a tenant's negligence when moving into the building.

The owner's representative presented the Council with comments in respect to a letters and invoices sent to him on behalf of the Strata Council. Council thanked the owner for attending. Council directed the Property Manager to charge back the owner the full amount.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Council Meeting held on December 5, 2006 as circulated. **CARRIED.**

**APPROVAL OF FINANCIAL STATEMENTS**

It was moved/seconded to approve the October, November and December 2006 financial statements as previously circulated. **CARRIED.**

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Directives

The Property Manager introduced the directives that resulted from the December 5, 2006 Council meeting. The Property Manager reviewed the directives on a line by line basis.

Council recognized that some directives are ongoing issues that required problem solving and work is continuing to bring closure to these issues. The Property Manager will continue to bring forward on-going directives so that updates can be given on a regular basis.

2. Common Area Deficiencies – (work in progress)

The Property Manager reviewed the list briefly with Council and the various areas that are outstanding and also the most recent work completed by Intracorp. Council thanks Intracorp for their quick response to these issues and look forward to the last few items remaining.

3. Security Upgrade- Completed

The Strata Council is pleased to report that target hardening scope is complete.

Residents should continue to be diligent in respect to security around the building. Please get to know your neighbour and do not let people follow behind you when entering or exiting the parkade or any exterior perimeter doors. Ask that they wait to use there fobs.

The chain link fence between the residential and commercial parking area with steel tubing frame has been installed. Several perimeter doors have been re-keyed and steel metal astragals and metal bars have been installed in the sensitive areas throughout the property.

4. Postal Theft

Owners are requested to review this important information:

**Theft of Mail After Delivery**

**Security of your mail and mail theft prevention**

“Mail theft” like any theft of personal property can lead to financial loss and considerable inconvenience. Once Canada Post has delivered your mail, it becomes your personal property.

Minimize the opportunities for mail theft by following a few simple steps:

- Pick up your mail as soon as possible after it's been delivered.
- If you're planning a holiday, have someone pick up your mail on a daily basis or take advantage of Canada Post's [Hold Mail](#) service. For a small fee, Canada Post will keep your mail at the delivery office while you're away and deliver it upon your return.
- If you receive mail that's not yours, please don't leave it in an unprotected area. If the mail has been delivered incorrectly, please write, "delivered to wrong address" on the front of the envelope. If addressed to someone not living at your address, write "not at this address." In either case, deposit the mail into a red street letter box or the outgoing mail slot of your community mailbox at your earliest convenience.

If you see suspicious activity, call police at 911.

#### **Delivery to apartment mail boxes**

- Never use your intercom to let a stranger enter your building.
- Never hold the outer door open for strangers when you're entering or leaving your building.
- Check the physical security of your apartment mailbox to ensure there's no significant gap between the box door and the frame which could allow it to be pried open. **Notify your Canada Post if you find the mailboxes unlocked 604-482-4198 and then advise your Property Manager.**

#### **Disposing of your correspondence**

It is essential that your sensitive financial documents be shredded prior to disposal.

The inconvenience and potential financial losses caused as a result of mail theft can be prevented with the help of the tips in this brochure. **If you suspect that your mail has been stolen from your mailbox – notify the Vancouver Police Department, call Equifax or Trans Union Canada.**

#### **Important links**

Phonebusters\*

1-888-495-8501, [www.phonebusters.com](http://www.phonebusters.com)

#### **Credit Bureaus:**

Equifax Canada

1-800-465-7166, [www.equifax.com/EFX\\_Canada](http://www.equifax.com/EFX_Canada)

Trans Union Canada

1-877-525-3823, [www.tuc.ca/TUCorp/home.asp](http://www.tuc.ca/TUCorp/home.asp)

### **CORRESPONDENCE**

To better expedite acknowledgements and replies to residents' queries, residents/owners are requested to submit their queries directly to the Property Manager. Residents may fax and/or mail their concerns directly to the Property Manager. This will ensure that the Property Manager can respond quickly to concerns that may require immediate attention. All correspondence is forwarded to the Strata Council for review/consideration and action as deemed necessary by the Council.



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Vancouver, BC V6Z 1S4  
Fax (604) 689-4829/Phone (604) 683-8900**

**Note:** Many residents who call are not leaving their phone numbers.

**Reminder:** Residents who are calling into the Property Manager; please be sure that you leave your name and return telephone number clearly. **State the name of your building, “UNO 1” and “Strata Plan #BCS 1882” for reference.**

The Property Manager then introduced several pieces of correspondence received and/or sent by the Strata Corporation with the highlights being:

- Letters sent from owners in respect to several noise complaints of one particular unit and direction from Council to fine the owner as outlined by The Strata Property Act.
- A letter sent to an owner in respect an unauthorised satellite dish
- A letter sent from an owner in respect to a bylaw violation in respect to smoking outside the amenity lounge and courtyard area.
- Letters sent from owners in respect to a bicycle use throughout the property.
- A letter sent to an owner in regards to the over flow of a laundry machine purchased after market.
- A letter sent from owners in respect to the current bike bylaw.
- Council directed an invoice(s) charged back to an owner in respect to parkade gate damage.
- Letters sent to the VPD and Canada Post Security and copy of DVD in respect to the mail box security breach.

### **NEW BUSINESS**

1. **Building Envelope Report**

The Property Manager is awaiting a quotation from RDH in respect to the required building envelope report that is required as per the disclosure statement.

2. **Newspaper and Water Deliveries**

Many residents have enquired about the delivery of newspapers and water. Arrangements will be made to have the papers delivered to the inside of the main lobby only. Residents will need to make sure they pick up their papers and water accordingly.

**RESIDENTS ARE ASKED TO BE CONSIDERATE AND NOT TO TAKE SOMEONE ELSE'S NEWSPAPER THAT IS LABELLED WITH THE RESIDENT'S NAME. PLEASE DO NOT TAKE WHAT IS NOT YOURS.**

**Minutes of the Council Meeting**  
**The Owners Strata Plan BCS 1882**  
**Held on February 20, 2007**

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3) In-Suite Renovations-Hardwood Floors

Residents are reminded that permission must be obtained before proceeding with in-suite renovations and permission is granted accordingly as per the Strata Corporations Rules and Bylaws. Please note the following reminder.

Obtain approval before altering a strata lot

5. (1) An owner must obtain the written approval of the strata corporation before making an alteration to a strata lot that involves any of the following:

- (a) the structure of a building;
- (b) the exterior of a building;
- (c) chimneys, stairs, balconies or other things attached to the exterior of a building;
- (d) *doors, windows or skylights* [amendment SPAA s. 51(a)] on the exterior of a building, or that front on the common property;
- (e) fences, railings or similar structures that enclose a patio, balcony or yard;
- (f) common property located within the boundaries of a strata lot;
- (g) those parts of the strata lot which the strata corporation must insure under section 149 of the Act.

(2) The corporation must not unreasonably withhold its approval under subsection (1), but may require as a condition of its approval that the owner agree, in writing, to take responsibility for any expenses relating to the alteration.

(3) This section does not apply to a strata lot in a bare land strata plan.

4. Owners are reminded of the following:

- Pets – Owners are responsible for their pets. Please do not allow your pets to defecate in the parking garage, on balconies, or anywhere else inside of the building. If an accident were to occur, owners are responsible to clean up after their pets. Thank-you.
- Washing of Balconies – Owners are requested when cleaning your balcony please ensure that your dirty water does not drain onto the balconies below. Please be conscientious of your neighbours. Thank-you.
- Parking – Owners are reminded that towing procedures are in place and any vehicle that is parked in a no parking zone or a visitor parking spot will be towed. Thank you.
- Noise – Owners are reminded to please be conscientious of your neighbours. There have been complaints of noisy pets, noise from in suite alterations and noisy appliances and owners are asked to please communicate with your neighbour regarding these issues. Thank you.
- Bicycle Storage – Bikes are not permitted on the balconies, in elevators or in the common areas (and limited common areas) above the parking level.

5. Carpet Cleaning/ Window Washing/Parkade Power Washing/Dryer Duct Cleaning

The Strata Corporation will tender for quotes in regards to carpet cleaning, window washing, parkade and courtyard power washing and various others as necessary. The Strata Council will review and approve in order of priority.

**Minutes of the Council Meeting**  
**The Owners Strata Plan BCS 1882**  
**Held on February 20, 2007**

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6. Commercial Parking Area – Visitors Only!!

Please note that the Commercial Parking area located in front of the second gate is for use by visitors to the building only and **not for owner or tenants use**. Residents of UNO who park in this area may be towed. Please refer to the Strata Corporation bylaws if you have any concerns to this matter.

There being no further business, the meeting was adjourned at 8:20 p.m. The next scheduled Council Meeting will be held tentatively held on Tuesday, April 24, 2007 at 6:00 p.m.

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Jason Black  
Property Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office: (604) 683-8900 (24 Hours)  
www.crosbypm.com

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**MINUTES  
OF THE COUNCIL MEETING  
THE OWNERS STRATA PLAN BCS 1882  
UNO 1**

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Held on Tuesday, April 24, 2007 at 6:00 p.m.  
Within the 2<sup>nd</sup> Floor Amenities Room

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<b>COUNCIL IN ATTENDANCE:</b>	Trevor Baines	President
	Craig Armour	Vice President
	Cameron Barker-Fyfe	Treasurer
	Ayme Sharma	
	Joelle Ciona	
	John Penhall	
	Doug Ramsey	Commercial
<b>GUEST:</b>	Cory Cuthbert	CEG ENERGY
<b>PROPERTY MANAGER:</b>	Jason Black	Crosby Property Management Ltd.

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The meeting was called to order at 6:00 p.m. by Council President, Trevor Baines. A quorum was established and the meeting proceeded. The Council welcomed the Commercial Owner Doug Ramsey to the Strata Council.

**GUEST BUSINESS**

1. Gas Consumption Review – CEG Energy

With the recent de-regulation of the gas commodity, the Property Manager submitted the consumption analysis for UNO 1 to CEG Energy for review. The purchasing of gas through a company like CEG, is similar to purchasing a mortgage on a variable or fixed rate.

The review and analysis provided by CEG suggests that the Strata Corporation purchase gas on fixed rate 5 year term at a fixed rate of \$8.95 pr GJ. (no hidden fees). This commodity is volatile; and it is unclear what the gas rate would look like next month let alone this time next year. What is clear, is that the delivery fee and midstream costs is a variable set by Terasan and can not be fixed.

Council will review the analysis and may consider entering into a five year agreement fixed rate. Council is all in favour that gas rates will not likely decline in the near future. Additional rates will be obtained from Access Gas and Direct Energy for a comparison. In addition, it was noted that there are no hidden administration fees or surcharged associated with purchasing of gas from CEG Energy.

It was noted by the Council Treasurer that purchasing gas over a five year term would assist in budgeting and cost certainty for the Strata Corporation.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Council Meeting held on February 20, 2007 as circulated.  
**CARRIED.**

### **APPROVAL OF FINANCIAL STATEMENTS**

It was moved/seconded to approve the January, February and March 2007 financial statements as previously circulated. **CARRIED.**

### **REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

### **REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

### **JOINT USE ISSUES**

As a courtesy to the Commercial Section, The Property Manager suggested that in future any items related to Joint Use be moved to the top of the agenda for discussion and approval from both sections. It was moved/seconded. **CARRIED.**

### **BUSINESS ARISING FROM PREVIOUS MINUTES**

#### 1. Directives

The Property Manager introduced the directives that resulted from the February 20, 2007 Council meeting. The Property Manager reviewed the directives on a line by line basis.

Council recognized that some directives are ongoing issues that required problem solving and work is continuing to bring closure to these issues. The Property Manager will continue to bring forward on-going directives so that updates can be given on a regular basis.

Some of the highlights being:

- Camera for enterphone off of Prince Edward Street is now connected to the system. **Completed**
- Contact John Holley Landscaping. **O/S**
- Window washing **Completed**
- Anchor inspection **Completed**
- Dryer duct cleaning next fiscal. **2007-2008**
- Building envelope review (RDH). **2007-2008**
- Power wash Parkade and Courtyard **Completed**
- Semi Annual roof maintenance and caulking **Completed**
- Semi annual carpet cleaning **Completed**
- Annual fire inspection **Completed**

#### 2. Common Area Deficiencies – (work in progress)

The Property Manager reviewed the ongoing list briefly with Council and the various areas that are outstanding and also the most recent work completed by Intracorp. Council directed the Property Manager to summarise the remaining items and send the list to Intracorp in letter format.

## **CORRESPONDENCE**

To better expedite acknowledgements and replies to residents' queries, residents/owners are requested to submit their queries directly to the Property Manager. Residents may fax and/or mail their concerns directly to the Property Manager. This will ensure that the Property Manager can respond quickly to concerns that may require immediate attention. All correspondence is forwarded to the Strata Council for review/consideration and action as deemed necessary by the Council.

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Suite 600 – 777 Hornby Street  
Vancouver, BC V6Z 1S4  
Fax (604) 689-4829/Phone (604) 683-8900**

**Note:** Many residents who call are not leaving their phone numbers.

**Reminder:** Residents who are calling into the Property Manager; please be sure that you leave your name and return telephone number clearly. **State the name of your building, “UNO 1” and “Strata Plan #BCS 1882” for reference.**

The Property Manager then introduced several pieces of correspondence received and/or sent by the Strata Corporation with the highlights being:

- Letters and an email sent from owners in respect to bicycle use throughout the common property.
- A letter sent to an owner in regards to the over flow of a laundry machine purchased after market and direction from Council to charge back the owner.
- Letters sent from owners in respect to more noise complaints of one particular unit and direction from Council to fine the owner as outlined by The Strata Property Act.
- A response sent from an owner in respect an unauthorised satellite dish.
- A letter sent from an owner, requesting a renovation to their limited common property deck.
- A letter and indemnity form sent to an owner in respect to a tenant improvement.
- A request from an owner to renovate their suite.
- A letter from Intracorp clarifying what is allowed in regards to non conforming window covering for the townhouse units.

## **NEW BUSINESS**

### **1. Commercial Parking Area – Visitors Only!!**

Please note that the Commercial Parking area located in front of the second gate is for use by visitors to the building only and **not for owner or tenant use**. Residents of UNO who park in this area may be towed. Please refer to the Strata Corporation bylaws if you have any concerns to this matter.

### **2. Semi Annual Roof Review Maintenance**

An allowance is made for semi annual roof maintenance and inspection to clean and maintain the drains and to remove moss and vegetation when necessary as recommended by the developer. Marine Roofing has conducted an inspection and has reported that the roof and caulking is in excellent condition.

**Minutes of the Council Meeting**  
**The Owners Strata Plan BCS 1882**  
**Held on April 24, 2007**

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3. Window Washing

The annual anchor inspection system has been tested and has passed as per WCB regulations, the Property Manager informed the Strata Council that the window washing for UNO 1 is complete with the exception of the Juliette Balconies. All Star Windows have been requested to return to complete the cleaning of these inaccessible windows.

4. Power Washing of Parkade and Courtyard

The Annual Power Washing of the Parkade and Courtyard has been completed by Five Star Maintenance. The pressure washing of the outside courtyard concrete wall was power washed to remove the 'water lines'. This concrete area is 5 ft high by about 30-40 ft long and the pressure washing of this entire area was completed. After, a selected area was also scrubbed manually. It was noted that these areas may have to be repainted.

5. Semi- Annual Carpet Cleaning

The Carpet Cleaning for the building has been completed by Coit Services and charged back to the apartment budget.

6. Annual Fire Inspection

The annual fire inspection conducted by Fire Pro Fire Protection was completed and all deficiencies and in-suite testing has been completed.

7. Landscaping

The Property Manager and two members from Council met with John Holley from the Landscaping Company to discuss the front boulevard leading to the main lobby tower and the surrounding grassy area. It was determined that Mr. Holley would plant several of the remaining boxwoods by the front side walk/ramp to the tower to try to attempt to redirect traffic to the pavement portion only. In addition, pavers will be placed between the boulevard and the sidewalk to help mitigate the damage from residents and trades using this grassy area as a path to the front door.

Residents and guests are encouraged to walk on the pavers.

8. Lighting Audit

A Lighting Audit has been conducted by a volunteer on the Council and the member updated Council on the ongoing work that has been completed to date. Bob Sterling from Commercial Lighting, who supplies lights to UNO has been working closely to help identify areas where the Strata can save in respect to hydro costs.

9. Additional Security Camera

It was suggested that an additional camera be installed in the underground parkade. The Council will review if it is necessary and may consider installing an additional camera in this area or whether the movement of an existing camera would suffice.

**Minutes of the Council Meeting  
The Owners Strata Plan BCS 1882  
Held on April 24, 2007**

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10. Commercial Signage

Visitors to the UNO who park in front of the second gate are reminded to abide by the parking rules to avoid towing. **PLEASE NOTE THAT RESIDENTS WHO LIVE AT UNO ARE STRICTLY FORBIDDEN FROM PARKING IN THE COMMERCIAL PARKING AREA AT ANY TIME.**

There being no further business, the meeting was adjourned at 7:45 p.m. The next scheduled Council Meeting will be held tentatively held on Tuesday, June 26, 2007 at 6:00 p.m.

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Jason Black  
Property Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office: (604) 683-8900 (24 Hours)  
www.crosbypm.com

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**MINUTES  
OF THE COUNCIL MEETING  
THE OWNERS STRATA PLAN BCS 1882  
UNO**

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Held on Thursday, June 28, 2007 at 6:00 pm.  
Within the Amenity Room

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<b>COUNCIL IN ATTENDANCE:</b>	Trevor Baines Craig Armour Cameron Barker-Fyfe Ayme Sharma Joelle Ciona John Penhall	President Vice-President Treasurer
<b>GUEST:</b>	Constable Dave Krenz	Block Watch
<b>PROPERTY MANAGER:</b>	Danny Marfisi	Crosby Property Management Ltd.

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The Chairperson called the meeting to order at 6:05 pm. with the introduction of Danny Marfisi from Crosby Property Management as the new Property Manager. Council discussed the transition. Council welcomed Danny Marfisi as the Property Manager after a brief description of his past experience.

**GUEST BUSINESS – Block Watch**

Constable Krenz discussed break-in tools and security issues. Also discussed were options for improvement for security like interlock plates, commercial grade deadbolts, mailbox upgrades and good practices on the bottom floor regarding drapes, radios, lights, etc. giving an illusion of being at home. Also recommended for owners was a web site regarding tenant verification services at this link [www.tenantverification.com](http://www.tenantverification.com)

**APPROVAL OF COUNCIL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Council Meeting held April 24, 2007. Council briefly discussed the gas purchasing options. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

It was moved/seconded to approve the April and May 2007 financial statements. CARRIED.

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**Minutes of the Council Meeting**  
**The Owners Strata Plan BCS 1882**  
**Held on Wednesday, June 27, 2007**

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**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. **Directives**

- Council reviewed the directives from the previous meeting and window washing was not complete. Council directed the Property Manager to not pay the bill until the missed section was cleaned.
- Council directed the Property Manager to speak with Intracorp to discuss warranty issues.
- Council directed the Property Manager to contact Intracorp concerning replacement of dead or dying plants.
- Council confirmed that dryer duct cleaning will commence in the spring of 2008.
- Council discussed booster fan installation and an offer from Intracorp to complete the upgrades. Council will draft a letter to Intracorp on behalf of the owners for the dryer units that were not upgraded.

2. **Light Audit Update**

Council discussed the update and is expecting a review from John Holly and Ayme. This will be addressed at the next Council meeting.

**CORRESPONDENCE**

1. **Strata Lot 27 - Fine**

Council directed the Property Manager to fine \$100.00 on any further complaints.

2. **Strata Lot 13 - Correspondence**

Council directed the Property Manager to send a letter to the strata lot owner to re-submit a request for alterations with all the necessary details. Council noted that the approval may be given and may require an Indemnity letter from the owner.

3. **Strata Lot 78 - Request**

Correspondence was received regarding a request for added equipment in the fitness room. Council will obtain quotes for the added equipment and decide whether the expenditure can be made according to the budget.

4. **Intracorp Dryer Booster**

This agenda item was discussed under the directives under "Business Arising From the Previous Minutes" – see #1 above.

**Minutes of the Council Meeting  
The Owners Strata Plan BCS 1882  
Held on Wednesday, June 27, 2007**

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**NEW BUSINESS**

1. **Council Procedures**  
Council discussed procedures for decision making on important issues. Council agreed that certain items should be discussed at Council meetings as opposed to the decision being made via email.
2. **Insurance**  
Council directed the Property Manager to get an update on the flood and upcoming repairs to the units from the washing machine. The Property Manager will email Council as soon as we get an update on the insurer.
3. **Security - Cobra**  
Council discussed the approval process for the quote of approximately \$3,000.00 that was approved via email. This item was discussed in #1 above. Council agreed that they will be more specific when making decisions regarding large amounts via email.
4. **New Correspondence**  
Correspondence was received by the new commercial tenant requesting additional parking. Council discussed the request and agreed to post the letter for all owners to respond, if they wish. Council recommended that the new tenant talk to the developer to enquire about additional spots. Council discussed security issues and/or procedures that may need to be outlined if additional parking is granted. Council directed the Property Manager to phone a lawyer and ask for advice and report back to Council.

The next meeting date will be Saturday, August 25, 2007.

There being no further business, the meeting was adjourned at 8:15 pm.

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Danny Marfisi  
Property Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office # (604) 683-8900 (24 Hours)  
www.crosbypm.com

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**MINUTES  
OF THE COUNCIL MEETING  
THE OWNERS STRATA PLAN BCS 1882  
UNO**

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Held on Tuesday, September 11, 2007  
Within the Amenity Room

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<b>COUNCIL IN ATTENDANCE:</b>	Trevor Baines	President
	Cameron Barker-Fyfe	Treasurer
	Ayme Sharma	
	Joelle Ciona	
	John Penhall	
	Doug Ramsay	Commercial
<b>REGRETS:</b>	Craig Armour	Vice-President
<b>PROPERTY MANAGER:</b>	Danny Marfisi	Crosby Property Management Ltd.

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The Chairperson called the meeting to order at 6:08 pm.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Council Meeting held June 28, 2007 with one minor amendment to change the name under "Business Arising from Previous Minutes" Item #2 from "John Holly" to "Bob Sterling". CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

It was moved/seconded to approve the June and July 2007 financial statements. CARRIED.

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. **Deficiencies Update**

The Property Manager provided Council with an updated copy of the 2/5/10 Home Warranty sticker with the revised dates for expiration of the various warranty periods and also, a copy of the updated deficiency list with remarks as to status of completion. Council expressed concern over some of the items on the deficiency list that were requiring a lengthy period of time to complete by the developer. Council directed Crosby to contact the developer to request the status or a schedule of these outstanding items on the deficiency list in order to provide a schedule of repairs by the developer.

Council is also developing and submitting a landscaping deficiency list which will be provided to the developer prior to the deadline. Council identified several other items that are deficient which will be included with the landscaping list to the developer. Council would also like to confirm that the items on the list are actually complete. Council requested assistance from the warranty specialist at Crosby Property Management.

2. **Light Audit Update**

Council is continuing to try to obtain an audit of all the common area lighting at the Strata complex in order to obtain a quote giving the recommendations to save the Strata some money.

3. **Cobra Integrated Systems Update**

Council discussed the security upgrades for the Strata Corporation. Council will call Cobra and competitive contractors to get a quote for installation of a camera at the parkade entrance.

4. **Parking Information re: Commercial Request for Spaces**

The commercial tenant, Ramsay Warden, bought two spaces from Intracorp and had one parking space from the original sale that are within the second gate. Ramsay Warden requested to lease or purchase additional spaces if Council would agree. Council agreed to permit the rentals to Ramsay Warden from owners if they are interested, according to the Strata Bylaws. All owners will be required to follow the Strata Bylaws and Rules as established for parking. It was agreed that a Form K which is required for rentals of units would be used in conjunction with parking space rental to identify and track the users of the parking spaces. Any owners interested should contact Ramsay Warden via the Property Manager.

5. **#807/808 Repairs Update**

Insurance claim is proceeding and the insurance company has been issued a cheque for payment for flooring and installation. Council discussed the lengthy time in resolving this particular insurance claim. Council would like clear guidelines for all owners in the event of any insurance claim where the owner is responsible for damage and could be billed back the insurance deductible by the Strata Corporation. Council requested Crosby to draft some guidelines to present to all the owners.

6. **Window Cleaning Update**

Council will be obtaining a quote from the window cleaning company for work that was not originally in the scope for cleaning in April. The quote will be presented to Council for approval.

**CORRESPONDENCE**

1. **Alteration Request Update**

A strata lot alteration request was submitted by an owner for approval by Council. A letter will be sent to the owner with conditional approval by Council to allow the owner to obtain building permits and other necessary documents prior to final approval by the Council before work may commence.

2. **Storage Lockers**

An owner requested from Council consideration for the addition of bike storage lockers. Council discussed the extra space that seems to be available in the bike locker rooms. Council will research with the City of Vancouver bylaws regarding bike storage requirements and inform Crosby. Crosby will obtain clarification on whether there is space available by the developer for conversion. A response letter will be sent to the owner who requested the information.

3. **Move-out**

Council reported an unauthorized move-out by an occupant in the building where there is a breach of security with regards to the door and no protection for the elevators. The Property Manager will post a friendly reminder on the notice board regarding the move-in and out bylaws. Council will propose a bylaw resolution at the Annual General Meeting regarding a move-in and out fee. Council directed the Property Manager to send a warning letter regarding the move-out and/or lack of a Form K as required by the Strata Property Act.

4. **Dryer Booster Fans Update**

Council sent a letter to the developer regarding the installation of booster fans in the strata lots that were missed. The developer has agreed to assume the cost of the fan and installation for the strata lot owner up to \$200.00 but the owner must contact the company to schedule the installation and then submit the invoice to the developer for reimbursement.

5. **Patio Modification Request**

An owner has requested permission to modify the patio. Council awaits the details of the modifications before they will consider the request.

**NEW BUSINESS**

1. **Garage Gate Issues**

Council discussed the expenditures for garage gate repairs over the year which amounted to close to \$9,000.00. In some cases, carelessness by owners caused damage to the gate requiring emergency repairs. A maintenance contract was proposed by Doormasters for regular maintenance of the garage gate. Council decided to table this subject as the repairs would not have been covered under regular maintenance items. Council requested that all invoices by Canadian Doormaster be forwarded to the Council President for review and approval. Council also requested that a letter be drafted and sent to all owners to discuss the repairs and costs for the past year of the garage gate.

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**The Owners Strata Plan BCS 1882**  
**Held on Tuesday, September 11, 2007**

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2. **Exterior Handrail Damage**

An exterior handrail was damaged by accident by an owner and a contractor on site will be looking at the repairs as soon as possible. The owner will be billed for the cost of repairs.

3. **Annual Management Fee Review**

The Property Manager asked the Council to review the letter for an annual management fee increase and talk to the General Manager or Vice President of Crosby to discuss any issues with the addendum. The Council President requested a phone call from the General Manager or Vice President of Crosby Property Management to discuss the addendum.

4. **Proposed Budget 2007/2008**

The Property Manager presented the proposed budget for 2007/2008 to the Council for approval. The operating expenses of all of the budgets were reviewed, line item by line item. A summary sheet was also prepared by the Property Manager to cover over-expenditures and under-expenditures of each budget to better understand variances. The proposed budgets were approved by the Council with one minor amendment and will be proposed to the owners at the Annual General Meeting and included in the notice along with the budget notes.

5. **Bottle Guy**

The Council hired Mirad Shakur, called the "Bottle Guy" to help with recycling. In exchange for helping keeping the area tidy, Mirad will give 40% of the money redeemed to the Strata Corporation.

6. **Five Star Cleaning Contract**

Council President negotiated with Five Star to maintain the contract at the same price as last year. In addition to the contract, Council agreed to annual parkade pressure washing and pressure washing common area concrete hallways, stairs, retaining walls and fence railings in the courtyard, as well as bi-annual lobby and elevator floor tile maintenance.

7. **Other Issues**

The commercial tenant, Doug Ramsay proposed to Council an upgrade to landscaping in the front of their space. They will submit a proposal for approval by the Council.

The next meeting date will be the Annual General Meeting scheduled for October 23, 2007.

There being no further business, the meeting was adjourned at 9:40 pm.

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Danny Marfisi, Property Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office # (604) 683-8900 (24 Hours)  
www.crosbypm.com

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**MINUTES  
OF THE COUNCIL MEETING  
THE OWNERS STRATA PLAN BCS 1882  
UNO**

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Held on Tuesday, November 27, 2007 at 6:30 pm.  
Within the Amenity Room

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<b>COUNCIL IN ATTENDANCE:</b>	Cameron Barker-Fyfe Ayme Sharma Joelle Ciona John Penhall Doug Ramsay Mark Lavitt	Treasurer    Commercial
<b>REGRETS:</b>	Craig Armour	Vice-President
<b>PROPERTY MANAGER:</b>	Danny Marfisi	Crosby Property Management Ltd.

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The Chairperson called the meeting to order at 6:36 pm.

**ELECTION OF OFFICERS**

It was moved/seconded and Carried to elect the following positions for Council for the 2007/2008 fiscal period:

President	John Penhall
Vice President	Mark Lavitt
Secretary	Ayme Sharma
Treasurer	Cameron Barker-Fyfe

It was also motioned/seconded and Carried to approve Doug Ramsay as the Council member for the commercial section of the Strata Corporation.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Council Meeting held September 11, 2007 with two amendments. The first amendment is Section 2 under "Correspondence" and should read "the addition of storage lockers" not "bike storage lockers". Second amendment under "New Business" is the name of the bottle guy which should be "Murad Shukur" and secondly, that the arrangement is 50% of the money not 40% CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

It was moved/seconded to approve the September and October 2007 financial statements. CARRIED.



**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. **Repair Guidelines**

Council reminded the Property Manager to draft some guidelines with regards to emergency repairs in the event that there are damages to an interior of an owner's strata lot and the sequence of events that should follow.

2. **Garage Gate Issues**

Council reported repair issues that have occurred on the parkade gate since the AGM. Council met with Kyle from Doormaster and discussed the past expenses and how important it is that the Strata gets a handle on the large amount of repairs being undertaken. Council requested a follow-up from Doormaster to analyze the original specs for the installation of the parkade gate to determine whether the proper and most efficient gate was installed originally. Council will be monitoring all expenses that occur and expect that Doormaster will communicate with the Property Manager or a Council member before proceeding with any work unless it is an emergency and even then a detailed follow up is required by Doormaster. The Property Manager reminded Council that there is an invoice outstanding that has been put on hold by the Council awaiting Council's approval. Council will also be investigating quotes for modifying the gate if it is deemed appropriate. Council asked the Property Manager to arrange for companies to contact the Council for follow-up.

3. **Light Audit**

Council summarized the investigation to the lighting energy audit for the Strata Corporation. Council has been communicating with Bob Sterling of Commercial Lighting Products in hopes to be more efficient with the lighting energy being used by the Strata Corporation. Council is looking at various recommendations and rebates offer by B.C. Hydro and will be considering whether the expenditures are within the budget. Council will further update the ongoing investigation at the next Council meeting as far as costs and payback analysis is concerned.

4. **Cobra Integrated Systems Update**

A quote for security upgrades was provided by CIS in Spring of 2007 and the quote has resurfaced to be discussed. Council requested that a second quote from another security company be provided for comparison before a decision is made. Council requested that the Property manager contact D & L Security to remind them about the quote that is expected. Council also discussed the intermittent system crashes of some of the software and will be looking into alternatives.

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**The Owners Strata Plan BCS 1882**  
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5. **Intracorp Deficiency Updates**  
Council reported that Intracorp has been on site several times to address the deficiencies on a list provided by the Council in the fall. The items on the list which have not been addressed by Intracorp will be the subject of a conversation between Intracorp and Council to determine the timelines in regard to the completion.
6. **Intracorp Landscaping Issues**  
Council contacted Intracorp and expected a response by mid-November but have not heard from Intracorp as of yet. Council will follow-up with Intracorp to deal with the landscaping issues that were submitted.
7. **Repair Issues & Quote from Rudy Fehr**  
Rudy Fehr provided a quote for a variety of repair issues including common hallway painting, and paint touch-ups on walls where there have been regular wear and tear. Council will be seeking second quotes to compare with the total costs of the painting and touch-ups.
8. **Exterior Handrail Damage**  
This repair still needs to be done and Council will follow-up with the individual who originally was assigned the task.
9. **Annual Management Fee Review and Agency Agreement**  
Council discussed with the General Manager of Crosby Property Management the fee increase proposal as well as the Agency Agreement. The General Manager agreed not to increase fees for this year and Council agreed to sign the Agency Agreement which will be forwarded upon review by the Council members.

**CORRESPONDENCE**

1. **Smoking Concerns**  
Council received a request from a concerned owner to address smoking issues on common and limited common property. The request included a smoking ban in these areas. The Council will be formulating a response to the issues that were raised in the letter.
2. **Storage Locker Requests**  
Council received a request for a storage locker if available. It was reported by Intracorp that there are no more storage lockers available. Council is investigating the conversion of bike storage space to storage locker space although the Strata Corporation has a requirement to provide a minimum amount of bike storage space for the Strata Corporation and the Strata Corporation meets these guidelines currently.
3. **Alteration Request**  
Council received a request for an alteration. The owner provided a letter from an engineer regarding the proposed changes. Council approved the alteration request.

**Minutes of the Council Meeting**  
**The Owners Strata Plan BCS 1882**  
**Held on Tuesday, November 27, 2007**

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4. **New Year's Eve Party Request**

The common room has been booked for a New Year's Eve Party and Council approved the extension of the closure to 2:00 am on this evening.

**NEW BUSINESS**

1. **Garbage & Totes**

Council reports that the City of Vancouver will be increasing the number of totes in the garbage room to three plastic containers, three mixed paper and one newsprint for a total of seven. Council reported that the Bottle Guy is continuing to work well with the Strata Corporation and the recycling area. Council also approved the use of the garbage area for the commercial tenant. The commercial tenant will provide their own recycling totes.

2. **Ramsay Worden Requests**

- a) **Landscaping Proposal** – A proposal was given to the Council for the addition of landscaping upgrades to the exterior of the commercial tenant location. It was moved/seconded and Carried to approve the proposal for the upgrades by the commercial tenant.
- b) Request was given to Council to allow access to the exterior doors by pedestrians and cyclists that work for Ramsay Worden to decrease the use of the parkade gate. Council will be reviewing alternatives for an entry system for the doors for pedestrians and cyclists.
- c) Ramsay Worden requested permission to install a sign on a visitor's spot to identify the location of a vehicle used solely for car-pooling during business hours after which the visitor spot converts to use by all owners in the Strata. Council approved this request conditional on approving the sign.

3. **Parking Spaces for Sale**

A letter was sent to Council and posted for all owners regarding parking stalls that are available for sale by Intracorp, Uno Development. The parking stalls are available for \$6,000 and anyone interested should contact Brent Anderson at [banderson@Intracorp.ca](mailto:banderson@Intracorp.ca)

4. **Car Theft/Security**

Council reported a follow-up on the theft of a vehicle from the Uno parking area. A video identifying the thief was provided to Police which assisted the Police in their investigation. . The investigation and charges are still pending.

5. **For Sale Sign**

Council reported a for sale sign posted on common property which is against the Bylaws. Owners are reminded to refer to the Bylaws with regards to signage. Council will send the contact information to the Property Manager for follow-up and removal of the sign.

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6. It was moved seconded to amend the access fob rules to read more clearly:

ACCESS FOBS

- Outside of what was originally provided by the developer to the first purchaser, additional or replacements fobs cost \$75.00 per fob and are non refundable.
- The maximum number of fobs allowed to be assigned to any individual unit is limited to three (3) only for studios and one-bedroom units, and four (4) only for two-bedroom units.
- Owners wishing to apply for additional fobs must do so in writing.
- Any fobs authorized in excess of the amounts above will be charged at \$150.00 each.
- Access fobs are non refundable.

CARRIED

The next meeting date will be Tuesday, February 5, 2008 at 6:30 pm. in the Amenity Room.

The meeting terminated at 8:30 pm.

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Danny Marfisi, Property Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office # (604) 683-8900 (24 Hours)  
[www.crosbypm.com](http://www.crosbypm.com)

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**MINUTES  
OF THE COUNCIL MEETING  
THE OWNERS STRATA PLAN BCS 1882  
UNO**

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Held on Tuesday, February 5, 2008  
Within the Amenity Room

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<b>COUNCIL IN ATTENDANCE:</b>	John Penhall Mark Lavitt Cameron Barker-Fyfe Ayme Sharma Joelle Ciona	President Vice-President Treasurer Secretary
<b>REGRETS:</b>	Doug Ramsay Craig Armour	Commercial
<b>PROPERTY MANAGER:</b>	Dan Craig (& Jason Black)	Crosby Property Management Ltd.

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The Chairperson called the meeting to order at 6:30 pm.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Council Meeting held November 27, 2007 CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

It was moved/seconded to approve the November and December 2007 financial statements. CARRIED.

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

**1. Directives**

The Property Manager introduced the directives that resulted from the November 27, 2007 Council meeting with the highlights being:

Contact realtor to remove the sign upon provision of name and number by Council. It was noted the realtor signs are not permitted on common property, including the exterior of the building (temporary "Open House" signs are allowed).

Council recognized that some directives are ongoing issues that required problem solving and work is continuing to bring closure to these issues. The Property Manager will continue to bring forward on-going directives so that updates can be given on a regular basis.

**2. Garage Gate**

The Council obtained quotes for the upgrading of the parking gates in order to determine the approximate expense. The Council is proposing to leave the exterior garage gate open during normal business hours to limit the wear and tear of the garage gate and motor. However, before doing so, the fire exit door located within the commercial parking area must be secured so that access to the inner courtyard is restricted. The Council directed the Property Manager to obtain a quote from Cobra Security to explore the possibilities of having this fire door on a magnetic lock timer that would ensure that the fire exit door would lock while the main gate is open. The Council has also approached the developer regarding covering the cost of this upgrade since it is potentially a building design flaw.

**3. Cobra Integrated Systems Update- Camera**

The Strata Council reviewed a quote from Cobra Integrated Systems in respect to the installation of an additional camera for the residential (interior) overhead gate. The Council directed the Property Manager to obtain a quote for a high resolution camera.

**4. Painting Quotes**

The Council has started to implement painting in various common area hallways throughout the Strata. The Lobby area has now been painted. The Strata Council requested that the Property Manager verify what invoices to date have been paid and what is left outstanding. The Council expressed an interest in protecting corners in high traffic areas such as the lobby and stated that they will review costs before proceeding.

**CORRESPONDENCE**

To better expedite acknowledgements and replies to residents' queries, residents/owners are requested to submit their queries directly to the Property Manager. Residents may fax and/or mail their concerns directly to the Property Manager. This will ensure that the Property Manager can respond quickly to concerns that may require immediate attention. All correspondence is forwarded to the Strata Council for review/consideration and action as deemed necessary by the Council.

**Residents are welcome to phone, fax or mail all correspondence directly to:**

**Dan Craig, c/o Crosby Property Management Ltd.,  
Suite 600 – 777 Hornby Street  
Vancouver, BC V6Z 1S4  
Fax (604) 689-4829/Phone (604) 683-8900**

**Note:** Many residents who call are **not leaving their phone numbers.**

**Reminder:** Residents who are calling the Property Manager; please be sure that you leave your name and return telephone number clearly. **State the name of your building, “UNO” and “Strata Plan #BCS 1882” for reference.**

The Property Manager then introduced correspondence received and/or sent by the Strata Corporation with the highlights being:

1. **Alteration Request Update**

A strata lot alteration request was submitted by an owner for approval by Council. A letter has now been sent to the owner with conditional approval by Council to allow the owner to obtain building permits and other necessary documents prior to final approval by the Council before work may commence. Council still awaits a signed and executed indemnity agreement. The Property Manager will follow up and obtain this document.

2. **Deductible Charge Back**

As directed by Council, an owner was charged back the Strata Corporation’s \$2,500 deductible as a result of a leaking washing machine. Owners should be aware that the Strata Corporation will be charging back any insurance deductibles incurred by The Strata Corporation to the owner responsible for the incident. Owners should speak with their individual insurance provider to ensure that they are covered for any deductible that may be charged back to the owner by the Strata Corporation. The current deductible for the Strata is \$2,500.00.

The Property Manager would like to remind all owners to obtain their own insurance coverage for personal property contents as well as third party liability coverage. Individual insurance coverage is strongly recommended. Owners should ensure that they obtain “betterments and improvements” coverage if they make any major improvements within their strata lots, such as upgrading of appliances, fixtures, floor coverings, hard wood floors etc. Displacement coverage would also assist owners or tenants who would have to move out of their suites during a major loss. Loss of rental (or loss of revenue) coverage is recommended for those individual who rent out their units for investment purposes.

Owners should be aware that if a resident’s possessions are damaged in the course of a fire, flood or any other incident, that person must make a claim for compensation on his/her own insurance policy. Damage to personal property is NOT covered by the Strata Corporation’s building insurance

**Minutes of the Council Meeting**  
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policy. Non-resident owners should be sure that their tenants clearly understand this.

Owners should make personal arrangements as they see fit.

**NEW BUSINESS**

**1. Annual Window Washing**

Annual Window Washing will commence in May and All Star Window Washing will be completing the work for a cost of \$4,452.00 including GST. Council will ensure that the Juliette balconies will be included in this cost. A notice of reminder will be posted prior to window cleaning. It was moved/seconded. CARRIED.

**2. Main Lobby & P1/P2 Cleaning**

The cleaning of the main lobby tile & P2/P3 Lobby floor coverings will commence in May by Five Star Cleaning. This cost is included in the contract with Five Star Maintenance. It was moved/seconded. CARRIED.

**3. Power Washing of Parkade and Courtyard**

The Annual Power Washing of the parkade and courtyard will be completed by Five Star Maintenance in the month of March. This includes the pressure washing of the outside courtyard concrete wall. The cost of \$4,486.00 plus GST is included in their contract as approved by Council. It was moved/seconded. CARRIED.

**4. Annual Fire Inspection**

The Annual Fire inspection will be booked in the month of April and a special notice will go out to all owners and residents reminding them that they will need to provide access to their suites. This inspection is mandatory. Fire-Pro will return to gain access to those units that were not available during the first inspection. The cost is \$3,556.00 including GST. It was moved/seconded. CARRIED.

**5. Annual Dryer Duct Cleaning**

The Strata Council was presented quotations for the annual dryer vent cleaning. Air Vac's quotation was \$6,000.00 plus GST and Power Vac's quotation was \$5,495.00 plus GST. It was moved and seconded to proceed with Power Vac's quote. This is part of important building envelope maintenance and fire safety. It was moved/seconded. CARRIED.

Although the cleaning of the ducts are necessary, owners also have a responsibility to clean and maintain the lint filter within their dryer units. Lint filters should be cleaned after each drying cycle to avoid clogging of the filters. Should an owner be found negligent with respect to regular cleaning of their filter, whereby causing moisture to seep into the walls and/or cause damage to the building envelope, the owner may find themselves paying for damages caused by dryer vent moisture.

Note: Dryers should also be run once a week with nothing inside the drum to ensure that



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condensation does not accumulate in the venting systems.

**6. RDH Engineer Report**

The Strata Council instructed the Property Manager to forward the RDH engineer report on the warranty review of the building enclosure to the developer, Intracorp, for their review of the findings. In addition the warranty provider “Travellers” will be notified. Council will bring forward the remarks that the developer may have on the report at the next council meeting

**7. Latham’s Mechanical Quotes**

The Property Manager provided Council with two quotations from Latham’s Mechanical that may fall under the warranty of the building. The description, cost, and location of the quotes are as follow:

Latham’s Mechanical provided a quotation for a new flushing tube upgrade from copper to stainless steel tubing and fittings located in water entry room for a cost of \$1,495.00 plus GST.

The other quote from Latham’s Mechanical is to replace a Carbon Monoxide sensor that failed testing located on P2 level of the parkade at stall #35. To replace the gas monitor circuit board in the carbon monoxide sensor is a cost of \$695.00 + GST.

The Council directed the Property Manger to forward these quotations to Intracorp for repair or comment as these may be considered building deficiencies.

**8. Insurance Claim**

There was minor flood in one of the suites in December 2007 and it was determined that a washing machine was the fault of the associated damage. The water was confined to one of the bedrooms within the suite and as well some water leaked out into the hallway of the same suite. The leak was resolved and mitigated by a restoration company. As noted above the deductible from the insurance claim will be charged back to the owner in the amount of \$2500. The owner is advised to contact their insurance broker to recover the insurance deductible charge back.

**9. St. Paul’s – 2, 5 & 10 Year Home Warranty**

Please note the following building warranty information as per Travellers Insurance.

**2 Years Materials and Labour Warranty** - which includes defects in materials and labour supplied for:

- a. the gas, electrical, plumbing, heating, ventilation, and air conditioning delivery and distribution systems; and
- b. the exterior cladding, caulking, windows and doors that may lead to detachment or material damage to the new home. **Expiry Date: June 11/2008**

**5 Years Building Envelope Warranty** **Expiry Date: June 11/ 2011**

**10 Years Structural Defects Warranty** **Expiry Date: June 11/ 2016**

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**10. Exterior Fire Place Maintenance**

A Council member noted that the outside fireplaces located on the rooftop terraces should be reviewed by a mechanical company. Council directed the Property Manager to contact Latham's Mechanical to review the exterior fireplaces gas fittings.

The next meeting date will be tentatively on Tuesday, March 25, 2008.

There being no further business, the meeting was adjourned at 8:05 pm.

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Dan Craig, Property Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office # (604) 683-8900 (24 Hours)  
[www.crosbypm.com](http://www.crosbypm.com)

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**MINUTES  
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THE OWNERS STRATA PLAN BCS 1882  
UNO**

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Held on Tuesday, March 25, 2008  
Within the Amenity Room

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<b>COUNCIL IN ATTENDANCE:</b>	John Penhall Mark Lavitt Cameron Barker-Fyfe Doug Ramsay Craig Armour Joelle Ciona	President Vice-President Treasurer Commercial
<b>REGRETS:</b>	Ayme Sharma	Secretary
<b>PROPERTY MANAGER:</b>	Dan Craig	Crosby Property Management Ltd.

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The Chairperson called the meeting to order at 6:40 pm.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Council Meeting held February 5, 2008. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

It was moved/seconded to approve the January and February 2008 financial statements. CARRIED.

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Directives

The Property Manager introduced the directives that resulted from the February 5, 2008 Council meeting with the highlights being:

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The Property Manager contacted Cobra Integrated Systems Ltd. for a quote to install a Mag lock on the P1 door leading to the courtyard.

The Strata Council directed the Property Manager to send Intracorp two invoices from Latham's Mechanical for work they performed recently to see if they will be covered under the warranty.

Property Manager reported to Council that he has contacted the owners of a unit who wished to have some renovations done to their unit for the appropriate documentation holding the Strata Council harmless.

The Property Manager was also instructed to contact the owner of another unit who completed renovation work without Council's prior approval. The Property Manager was asked to send this same paperwork to this owner to sign in order that Council has all the appropriate documentation in place.

**Council wishes to remind all owners that renovations have to be approved by the Strata Council before work can begin.**

Council recognizes that some directives concern ongoing issues and that work is continuing to bring closure to these issues. The Property Manager will continue to bring forward ongoing directives so that the updates can be given on a regular basis.

2. Garage Gate - Update

The Property Manager obtained a quote from Canadian Door Master (CDM) for upgrading the outside and inner parkade gate, the objective being to reduce the number of breakdowns and resulting costs associated from repairs. There are several options that Council is exploring, such as leaving the exterior gate open during normal business hours to limit the wear and tear of the gate and motor, or upgrading the gate motors to better handle the weight of the doors.

Council has been in discussion with CDM and has forwarded our concerns, and CDM's recommendations, to the Developer, Intracorp. Council will be addressing these options with Intracorp at a meeting to be held in April regarding the remaining building deficiencies. It is hoped that Intracorp will cover at least part of these upgrades.

3. Insurance Claim

As directed by Council, an owner was charged back for a plumbing invoice as a result of a owner's error.

Another owner, who had water damage in his apartment due to a washing machine leak, was directed to pay a portion of the strata's deductible back to the strata now that the repair has been completed. The claim was covered under the strata's insurance policy and the deductible portion was charged back to the owner who can then claim this against their individual owner's policy.

Owners should be aware that if a resident's possessions are damaged in the course of a fire, flood or any other incident, that person must make a claim for compensation on his/her own insurance policy. Damage to personal property is NOT covered by the Strata Corporation's building insurance policy. Non-resident owners should be sure that their tenants clearly understand this.

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Owners should also speak with their individual insurance provider to ensure that they are covered for any deductible that may be charged back to the owner by the Strata Corporation. The current deductible for the Strata is \$2,500.00.

The Property Manager would like to remind all owners to obtain their own insurance coverage for personal property contents as well as third party liability coverage. Individual insurance coverage is strongly recommended. Owners should ensure that they obtain “betterments and improvements” coverage if they make any major improvements within their strata lots, such as upgrading of appliances, fixtures, floor coverings, hardwood floors, etc. Displacement coverage would also assist owners or tenants who would have to move out of their suites during a major loss. Loss of rental (loss of revenue) coverage is recommended for those individuals who rent out their units for investment purposes.

4. Intracorp Follow up on Deficiencies and Warranty

The Property Manager will be attending a meeting, with a Council member and with the developer, Intracorp in respect to the ongoing deficiencies and warranty issues throughout the building. The meeting has been scheduled for April 17, 2008.

5. Scheduled Maintenance and Cleaning for March, April and May

- The semi-annual carpet cleaning by 5 Star Cleaning Services will commence in late May 2008.
- Annual dryer duct cleaning by Power Vac will commence from March 31 – April 4.
- Exterior window washing by Champion Window Cleaning will commence from May 5 – May 16.
- Power washing of the courtyard, parkade and common areas by 5 Star Cleaning Services has successfully been completed on March 17 & 18.

**Please note that notices will be posted as a reminder to residents.**

**CORRESPONDENCE**

To better expedite acknowledgements and replies to residents’ queries, residents & owners are requested to submit their queries directly to the Property Manager. Residents may fax and/or email their concerns directly to the Property Manager. This will ensure that the Property Manager can respond quickly to concerns that may require immediate attention. All correspondence is forwarded to the Strata Council for review/consideration and action as deemed necessary by the Council.

**Reminder:** Residents who are calling the Property Manager; please be sure that you leave your name and return telephone number clearly. **State the name of your building, “UNO” and “Strata Plan #BCS 1882” for reference.**

The Property Manager then introduced correspondence received and/or sent by the Strata Corporation with the highlights being:

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1. Ceiling Stain

It was reported that there was a minor ceiling stain reported by an owner. It was identified by the owner that there was a small water stain on the ceiling located in the suite by the fire sprinkler head. Fire Pro was called in to investigate. The technician did not suspect a leak as there are no pipes in the concrete ceiling and the stain could have been caused by moisture in the concrete/drywall. It was suggested to the owner to paint over the stain and monitor it. Council will also monitor the situation for any further occurrences.

2. Noise Complaint

Council received a noise complaint from an owner regarding another suite. A notice has been sent to the owners and Council is waiting for a response from the owner in regards to the noise complaint.

3. Smoking Complaint

It was brought to the attention of Council that a unit has been affected by second hand smoke from another unit's balcony in the complex. It is noted that owners are permitted to smoke on their balconies as long as it does not cause a nuisance for other owners in other suites. This matter will be brought up at the next AGM and a possible resolution put forward to pass a bylaw that prohibits smoking on balconies.

4. Doormat

It was brought to the attention of Council that a doormat was observed in the hallway in front of a residential door. The doormat was removed and this issue has been resolved.

Owners are reminded not to leave any items in their parking stall and/or hallways in front of their door.

5. Oil Leak

Owners are reminded oil leaks in the parkade are not permitted and they are responsible for cleaning any leaks in their stall.

**NEW BUSINESS**

1. Garbage in P2 Storage

It was reported that garbage has been accumulating in several P2 storage rooms. Council will be putting up a notice in the lobby notifying owners to remove these items by a specific date. Items not removed by the prescribed date will be disposed of at strata's expense.

2. Graffiti outside Ramsay's Warden Architect's Office

Goodbye Graffiti was called in to remove the graffiti that was found on the south side on Kingsway on the exterior windows of the Ramsay Warden Architect's office.

3. Landscape Renewal

The annual landscape contract with Great Canadian Landscaping has been renewed for one more full year. It was moved/seconded to renew the contract as Council was pleased with Great Canadian Landscaping work within the 2007 – 2008 contract term. CARRIED.

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4. Under Sink Water Leak

There was a minor water leak that was brought to the attention of Council by an owner. The minor leak was located under a sink and located at the cold and hot water valves. Progressive Plumbing was called in and resolved the minor leak.

5. Recycling Pick Up

It was noted by Council that the complex has had some issues with the City of Vancouver with regards to missed pick up days and City workers losing key and/or fobs. For the time being, Council and the Property Manager seem to have resolved the issues and will closely monitor the pickups with the City of Vancouver.

6. Communication Room

It was moved/seconded that the communication room will be upgraded at a cost of approximately \$500.00. Cobra Integrated Systems will be called in to do the upgrades. CARRIED.

7. Mail Breach/Mail Theft

It was brought to the attention of Council that the mail boxes in the main lobby were tampered with in late March by two unknown individuals. A notice of the incident was immediately posted up in the main lobby as well as a picture of the suspect involved was posted. The Vancouver Police Department were also immediately notified of the incident and a police file has been created. Pertinent footage of the two suspects involved was also handed over to the Vancouver Police Department for their file and records.

**Residents witnessing any unusual or strange activities in the secured areas or around the building are asked to call the Vancouver Police Department “911” and then the Property Manager immediately. Do not confront unknown individuals on your own.**

**Please ensure that you verify who you are allowing to enter the building. Know where your keys/Fobs are at all times. If you suspect criminal activity, by anyone, please call the police department and the Property Manager immediately.**

There being no further business, the meeting was adjourned at 8:30 pm. The next Council meeting is tentatively scheduled for May 13, 2008.

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Dan Craig, Property Manager  
Direct Line: 604-689-6926  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office # (604) 683-8900 (24 Hours) Fax: (604) 689-4829  
[www.crosbypm.com](http://www.crosbypm.com)

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**MINUTES  
OF THE COUNCIL MEETING  
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UNO**

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Held on Tuesday, May 13, 2008  
Within the Amenity Room

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<b>COUNCIL IN ATTENDANCE:</b>	John Penhall	President
	Mark Lavitt	Vice-President
	Cameron Barker-Fyfe	Treasurer
	Doug Ramsay	Commercial Representative
<b>REGRETS:</b>	Craig Armour	
	Joelle Ciona	
	Ayme Sharma	Secretary
<b>PROPERTY MANAGER:</b>	Jason Black & Dan Craig	Crosby Property Management Ltd.

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The meeting was called to order at 6:42 p.m.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Council Meeting held March 25, 2008 as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

It was moved/seconded to approve the March and April 2008 financial statements. CARRIED.

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Directives

The Property Manager introduced the directives that resulted from the March 25, 2008 Council Meeting with the highlights being:

1. The Property Manager was requested to follow-up with Canada Post regarding the cost associated with new crown locks. **Completed** - Canada Post covers the cost of replacement



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(see item 3 below as well).

2. The Property Manager was directed to ask both Power Vac and Fire Pro to provide a detailed report by floor after the Annual Dryer Vent Cleaning and Smoke Alarm testing respectively. **Completed** – see items 5 & 6.
3. The Property Manager co-coordinated a meeting with Intracorp and council to review various possible outstanding deficiencies. **Completed** – meeting was held May 1, 2008 (see item 5 below).

Council recognized that some directives are on-going issues that required problem solving and work is continuing to bring closure to these issues. The Property Manager will continue to bring forward on-going directives so that the updates can be given on a regular basis.

2. Mail Theft Update

Council would like to inform residents that 2 suspects were arrested in connection with the recent mail thefts at Uno. Council would like to thank everyone for their help on this matter.

The Vancouver Police was able to tell us that the thieves were primarily looking for easy-to-grab items such as cash or credit cards. The VPD does not feel that they were part of an identity theft ring, nor that the residents need to take any further precautions at this time against ID theft due to these thefts.

**Council wishes to remind residents to not let their mail accumulate in mailboxes over-night.**

3. Mailbox Crown Lock Update

Canada Post has replaced the crown locks on the mailboxes inside the lobby. These locks are apparently tamper-proof and are part of a cross-country program Canada Post has implemented to deal with the increase in mail theft. Canada Post will replace the Crown Lock on the outside enterphone in the near future. The Property Manager will follow up with Canada Post to confirm the exact date.

4. Garbage in Storage Lockers and Parking Stalls

It was reported in last month's minutes that garbage has been accumulating in several P2 & P3 storage rooms. Council put a notice up in the lobby, asking residents to remove these items by April 30, 2008. Many items still remain and council will now be disposing of them at the strata's expense .

**Residents are also reminded to remove all items from the parking stalls, including tires, and other car accessories. Seasonal tires must be stored in individual storage lockers or they may be disposed without further notice.**

5. Intracorp Meeting Update

On Thursday, May 1, the Property Manager and members of council met with Susan Isard of Intracorp, the developer, to discuss Uno's outstanding building deficiencies. At this meeting we reviewed and addressed 3 areas of concern that council still has after the first year and a half of occupancy.

1. General Deficiencies Including Landscaping

Council and Intracorp reviewed the few remaining items that Intracorp had pledged to repair. These

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last few items have since been addressed.

2. RDH Building Envelope Report

The developer stated that many of the items in the report will be addressed during the summer months. Council will monitor the progress of this work over the next few months to resolve these deficiencies in a timely manner.

Intracorp paid for the first year's building envelope report as noted in the disclosure statement for Uno; and will pay 50% of the 3<sup>rd</sup> & 5<sup>th</sup> year building envelope reviews. Council would like to thank Intracorp for their partnership on this very important building envelope review.

3. P1 Overhead Gates Problems

Council and the Property Manager explained to the developer that the overhead gates have been costing the strata an exorbitant amount of money, that they breakdown frequently and that something needs to be done. It is Intracorp's opinion that the gates were properly designed and installed for their required use. Council then asked if the developer could help Uno formulate a plan with Canadian Door Master so that Uno can have properly functioning gates in the very near future.

That meeting will take place Tuesday, June 6 (also see Item 1 – New Business).

**CORRESPONDENCE**

1. Unapproved Alterations (Urban Fireplace)

An owner submitted plans for the removal of their urban fireplace from the wall within their strata lot. An indemnity form was sent to the owners. It was executed by the owners and has been received by council.

**Council would like to remind owners that approval from the council prior to any alteration within your suite is required as outlined in your strata corporation bylaws.**

2. Hardwood Floor Alteration Request

Council received information that an owner installed hardwood floors without prior consent. The Property Manager was directed to send an indemnity letter to be signed by the owner.

3. Alteration of limited Common Area Deck

An owner submitted a proposal for improvements to his outdoor area. The detailed plans were reviewed by Council and approved, subject to certain conditions outlined in the indemnity form.

4. Building Improvement Proposal

An owner submitted two building improvement proposals for council to consider:

The first proposal was to widen the cement pavers in the boulevard grass in front of the main entrance of the building. The purpose would be to extend the pavers over more of the dead grass used by pet owners, and thereby cut down on the mud being tracked into the lobby. Moved/ seconded. CARRIED.

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The second proposal was to install keyed locks on all interior stairwell doors in the tower in order to keep non-residents from moving between the floors they were invited to. For reasons of fire safety it was moved/ seconded not to lock these fire exit doors located in the interior stairwells.

Council sincerely thanks this owner for these proposals and encourages other owners to bring their ideas forward in future.

5. Water Leak Under Sink

An owner brought a minor water leak to Council's attention. The leak came from the hot water pipe under the sink in the insuite bathroom and Progressive Plumbing was called in to resolve it. This was the 2<sup>nd</sup> leak in the same unit; previously the cold water pipe had leaked and a plumber was called out.

**Council would like all owners to review under their sinks, dishwasher, and washer machines, and any other area that may leak water. Owners should be aware that they are responsible for the repair and upkeep of their interior fixtures and appliances.**

6. Noise Complaints

Council received a noise complaint from an owner regarding heavy bass music coming from another unit late at night. A notice has been sent to the owner and Council is awaiting a response.

Council received a noise complaint from several owners regarding excessive dog barking in another unit. A notice has been sent to the owner and Council is awaiting a response.

Council received 2 separate noise complaints regarding repeated loud music from another unit. A notice had already been sent to this owner regarding an earlier incident. Since Council has not received any correspondence from this owner, the Property Manager was directed to fine the owner \$100 for each of the two noise complaints.

7. Lost fob and keys - City of Vancouver

The Property Manager reported that he was successful in recouping the cost of replacing the fobs and keys lost by the Vancouver's Sanitation Department in February and March of this year.

The City requires a fob and garbage room key to access our recycling totes. The total recovery was \$200.00. Council hopes this will provide sufficient incentive for City management and their drivers to take better care of our property from now on.

8. Garbage Room Etiquette

Council would like to thank the owners for their patience when the above problems arise, and to especially thank those who continue to do their part by recycling their garbage correctly, by taking advantage of the bottle guy, and generally trying to leave the garbage room as clean and orderly as they found it.

**NEW BUSINESS**

1. Overhead Security Gates – Canadian Door Master

Due to the high rate of failure and repair the outer gate has experienced recently, council has decided to

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leave the outer overhead gate open 7 days/week from 7am to 7pm. This will drastically reduce or eliminate the number of breakdowns, and the expensive repairs we have had to endure. It was moved/ seconded. CARRIED.

Council is also having the height of the entrance of the outer overhead security gate lowered to 8 feet to further cut down on its wear and tear. It was moved/ seconded. CARRIED.

Regarding the P1 Fire Door that leads up to the courtyard, and which must remain unlocked by order of the Fire Dept., council directed the Property Manager to have Cobra Integrated Systems install an alarm on this door. This alarm will sound whenever the door is opened. It was moved/ seconded. CARRIED.

With only one gate closed during the day, it is now even more vital that owners wait for the gate to close behind them. To assist in this, council has authorized Cobra Integrated Systems to install a second camera pointing towards the inner gate. It was moved/ seconded. CARRIED.

2. Landscaping Quotes

The Property Manager received a quote from Great Canadian Landscaping for additional landscaping to be done to the Uno gardens and flowerbeds. After review, council approved many items on the quote. The Property Manager will contact the landscaper to have them replace the 3 dead courtyard cedars, straighten and re-stake the 5 courtyard trees, install more concrete pavers in the grass in front of the main entrance, and to improve the landscaping beds along Kingsway and main entrance for a cost of \$2475.00 PLUS GST. It was moved/ seconded. CARRIED.

3. Electrical Vault Heat Pump Report

Broadway Mechanical reviewed the heat pump system that is used to regulate the temperature in the electrical rooms,. The Property Manager will follow up with Broadway Mechanical as to the nature of their findings and provide a copy of the report to council.

4. Scheduled Maintenance and Cleaning for Spring 2008

- Exterior window washing by All Star Window Cleaning Services. **Completed.**
- Power washing of the courtyard, parkade and common areas by 5 Star Services. **Completed.**
- Cleaning of the lobby & elevator floors by 5 Star Cleaning Services. **Completed.**
- Annual dryer duct cleaning by Power Vac. **Completed (several units still need to be attended to – see Item 5 below).**
- Annual Fire Inspection by Fire Pro of all fire alarms in suites and common property (**several owners were not home and their alarms still need to be tested – see Item 6 below**)
- Semi-annual carpet cleaning by Coit Cleaning Services. **Scheduled for May 28<sup>th</sup>, 2008.**

5. Booster Fans

It was reported by Power Vac that booster fans several units were in need of repair or not working. A letter will be going out to these owners reminding them to get their booster fan attended to and giving them the number of the contractor to call.

Council would like to remind all owners and residents to ensure their booster fan is working at all times and to make sure that the dryer vent is cleaned annually with the rest of the building. Owners and residents are asked to contact the Property Manager if you think your booster fan is not working

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properly.

6. Smoke Alarm Testing and Alarm Replacement

Those owners who were not home when the smoke alarms were tested still need to have this work done. The Property Manager will be setting a date for Fire Pro to return and circulating a notice to these owners reminding them to confirm with Fire Pro at their earliest convenience.

Some owners have also expressed concern that their smoke alarm may be too sensitive for their apartment. If an owner wishes to purchase a less sensitive smoke alarm they may contact Fire Pro directly at 604-299-1030.

**Council reminds all owners that replacing smoke alarms would be at the owner's expense.**

7. Lighting Audit

Due to the large number of items on this month's agenda discussion of the Lighting Audit was tabled until our next meeting.

There being no further business, the meeting was adjourned at 8: 30 pm. The next meeting will be held on June 24, 2008 at 6:30 pm.

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Dan Craig  
Property Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office # (604) 683-8900 (24 Hours)  
www.crosbypm.com

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Held on Tuesday, June 24, 2008  
Within the Amenity Room

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<b>COUNCIL IN ATTENDANCE:</b>	John Penhall Cameron Barker-Fyfe Joelle Ciona	President Treasurer
<b>REGRETS:</b>	Mark Lavitt Doug Ramsay Craig Armour	Vice-President Commercial Representative
<b>PROPERTY MANAGER:</b>	Dan Craig	Crosby Property Management Ltd.

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The meeting was called to order at 6:52 p.m.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Council Meeting held May 13, 2008 as circulated.  
CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

It was moved/seconded to approve the May 2008 financial statements. CARRIED.

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. Review of Directives

The Property Manager reviewed the directives that resulted from the May 13, 2008 Council meeting with the highlights being:

- 1) Contact Canadian Door Master to have them decrease the height of the Visitor Gate to 8 feet, and to install a steel header, painted yellow, and clearly marked 6'10' to prevent taller vehicles from accidentally hitting the gate. **Work in Progress.**

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- 2) Contact Cobra Integrated Systems to have them program the Visitor Gate to remain open from 7:00 a.m. to 7:00 p.m. daily to help ease the wear and tear this gate has been experiencing; then alarm the P1 fire exit door to the courtyard and. **Completed.**
- 3) Fine a unit \$200.00 for two separate noise violations. **Completed.**
- 4) Send an indemnity agreement to a unit for deck improvements. **Completed.**
- 5) Contact Great Canadian Landscaping to confirm landscaping updates and improvements. **Completed.**

Council recognized that other directives are ongoing and that work is continuing to bring closure to these issues. Council is pleased with the completed directives thus far. The Property Manager will continue to bring forward ongoing directives so that updates can be given on a regular basis.

2. Landscaping Update

The Property Manager informed Council that Great Canadian Landscaping was on site during the month of June and completed most of the landscaping items along 11<sup>th</sup> Avenue that were approved in the May minutes. The Property Manager was directed to follow up with Great Canadian Landscaping regarding the remaining work.

3. Lighting Audit

The Property Manager was directed to contact Power Pros regarding the following items:

1. To have several exterior lights, which are currently on 24/7, to be placed on daylight sensors for a cost of \$260.00 plus GST. It was moved/seconded. CARRIED.
2. Install light switches in the Janitor's Room and the Garbage Room. In the Garbage Room it was requested to have a motion sensor installed rather than a light switch. Total cost would be \$575.00 plus GST. It was moved/seconded. CARRIED.
3. The Property Manager was also directed to request a quote for the installation of daylight sensors for the lights in the front entrance off of East 11<sup>th</sup> Av and the courtyard entrance off the second floor – all these lights are currently on 24/7.

4. Break-ins

The Property Manager was notified by several owners that sometime during the night of June 17, 2008 up to 8 vehicles were broken into in the parkade. The Property Manager was also notified that two bikes were also stolen from the bike locker rooms in the parkade.

The Property Manager wishes to thank everyone who called regarding their stolen property as it gives council a clearer idea of the scale of the crime and helps to narrow down the window of time it took place.

After careful review of the video camera footage, council has not been able to find any sign suspicious activity that evening. Nor was there any suspicious activity prior to 7pm while the Visitor gate was still open. Nevertheless, further review of these tapes is ongoing.

After a thorough discussion of this incident, Council will continue to leave the outer gate up during business hours. Council will continue to monitor the success of this gate being open and adjust the hours from season to season. It was moved/seconded. CARRIED.

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Council would like to note that the outer gate was originally intended to be left open for the commercial unit. Council feels that having the outer gate down for the past year and a half has greatly contributed to its wear and tear.

Council would like to remind residents to always lock your bike up when securing it in the bike locker rooms.

The Property Manager was directed to contact CIS and Accurate Door & Glass for hardening the door locks on the bike cages. Council is also awaiting the installation of a second camera in the P1 level facing the inner gate.

**Council would like to remind all residents not to leave any valuables behind in your car and to ensure that you have security devices installed and visible to further deter criminals in the future.**

**Council would advise all residents to please immediately notify any suspicious activities you may observe while in the parkade or any common areas in Uno to VPD and also the Property Manager.**

**CORRESPONDENCE**

To better expedite acknowledgements and replies to residents' queries, residents/owners are requested to submit their queries directly to the Property Manager. Residents may fax and/or mail their concerns directly to the Property Manager. This will ensure that the Property Manager can respond quickly to concerns that may require immediate attention. All correspondence is forwarded to the Strata Council for review, consideration and action as deemed necessary by the Council.

**Residents are welcome to phone, fax, mail or email all correspondence directly to:**

**Dan Craig, c/o Crosby Property Management Ltd.,  
Suite 600 – 777 Hornby Street  
Vancouver, BC V6Z 1S4  
Fax (604) 689-4829/Phone (604) 683-8900  
[dcraig@crosbypm.com](mailto:dcraig@crosbypm.com)**

**Reminder:** Residents who are calling the Property Manager; please be sure that you leave your name and return telephone number clearly. **State the name of your building, “UNO” and “Strata Plan #BCS 1882” for reference.**



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The Property Manager then introduced correspondence sent to the Strata Corporation with the highlights being:

- 1) **Parking Stalls - P1, 2, 3** Council would like to remind residents that parking stalls are for motor vehicles only, cars, motorcycles or scooters, and/or trailers for recreational vehicles such as boat. All vehicles must have the appropriate insurance.

Bicycles, snow tires and other accessories should be stored in the appropriate locker rooms provided.

- 2) **Hardwood floor alteration:** Council was pleased to learn that an outstanding hardwood floor alteration indemnity agreement had been signed by an owner and sent in. Council thanks the owner for following the guidelines.

Council would like to remind all owners when selling your unit the indemnity form will go along with the Form B and is kept on-file at Crosby Property Management, to be requested by the REALTOR or purchasing owner.

- 3) **Noise complaint:** Council received a second noise complaint from a resident in regards to noise emanating from a particular suite. This being the second offence from this suite and no correspondence has been received by Council to date, Council has directed the Property Manager to fine the owner \$100.00 for the noise violations.
- 4) **Noise complaint:** A noise complaint was received by council in regards to a dog barking. A letter was sent to the owner of the dog and a reply was received, outlining the many steps being taken to reduce the noise from occurring in the future. Council is satisfied that the owner is doing everything in their power to address the issue; at this time no further action will be taken.
- 5) **Noise complaint:** It was brought to council's attention that a unit continues to cause many noise complaints within the building due to the playing of excessively loud bass music at all hours of the day or night. Council to date have not received any correspondence from the owner for such occurrences. Council has directed the Property Manager to fine the owner \$100 for each of the noise violations.
- 6) **Smoking concerns:** It has been brought to the attention of Council that there are a number of lower suites in the tower that are causing second-hand smoke issues for residents above. Letters have been sent to the owners of these lower units outlining that they are effecting the livelihoods of others and to please respect and limit their use of smoking on the balconies.
- 7) **Heat issue in unit:** Council received a complaint from a resident that their south-facing suite was found to be too hot at times during the day. The Property Manager and a council member walked through the unit and found nothing out of the ordinary.

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However, it was suggested that the resident implement more air flow to mitigate the problem, either by electric fans or programming the Air Vac fans to come on during the hot part of the day (this holds true for any of the south-facing units that are experiencing uncommon heat at this time of year). The resident was pleased this issue was investigated by council.

\* Council would like to advise all owners to be proactive in their units and to call in a trade of their choice should they experience or observe anything that may cause a problem down the road. **IE. Residents should have a plumber called in each year to check all hoses, bids, lines, all appliances, and anything else that may leak water in your suite.**

- 8) **Move in/out fee reversal request:** Council received a letter from an owner who rents out their unit querying why they were charged for both a Move-in and Move-out fee since both the tenant leaving and the tenant arriving were able to coordinate their respective moves on the same day and the elevator only had to be locked off once.

Council would like to clarify that these fees are levied *per move* to safe-guard against wear and tear to the hallways, and have nothing to do with how many times the elevator is padded or locked off. All money generated by these fees goes to the painting and touching up the hallways on an ongoing basis (see Item 3 below, under New Business).

- 9) **Request for community garden:** Council has reviewed a general inquiry from a resident for a community garden. The Property Manager was directed to put this owner in touch with residents of Uno who have taken it upon themselves to do some improvements around the inner courtyard, as approved by Council, to see if there is sufficient interest to generate a proposal.
- 10) **Canadian Door Master quote:** Council obtained a quote from CDM for a scheduled Maintenance Program to service both P1 & P2 gates at a cost of \$230.00/quarter (\$920/yr) PLUS GST. It is hoped that a regular, quarterly, maintenance program will help ease the high cost of repairs these gates have been experiencing. It was moved/ seconded. CARRIED.
- 11) **Fire Pro report:** The fire inspection report was received by Council that took place between April 14, 2008 to the April 18, 2008. In addition to testing the limited and common areas' fire alarm system throughout the building and testing, Fire Pro made a few of the following recommendations, 2 of which were approved by council. To adjust three low air pressures for a cost of \$180.00 plus GST. It was moved/seconded. CARRIED. The second recommendation was to replace the battery in the emergency light pack in the P1 sprinkler room for the cost of \$90.00 plus GST. It was moved/ seconded. CARRIED.

Fire Pro's remaining recommendations were forwarded to the developer to see if they would fall under the 2-year warranty for defects in materials and labour for the common areas that is set to expire on July 3, 2008 for Uno.

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**NEW BUSINESS**

- 1) **Urban Fireplace Upgrade** – The first phase of installation of the metal soffits by Intracorp was completed on June 20, 2008. The second phase has been scheduled for Saturday, July 5, 2008, and a floor-by-floor schedule has been posted in the lobby.

This work has been going much quicker than originally anticipated and as a result there is some latitude to accommodate any late requests to have this work done.

- 2) **Green Roof** –Council has determined that the Green Roof located above the townhomes along Kingsway will benefit from semi-annual maintenance by a landscaper specializing in such roofs. Landscaping At Heart provided a quote for \$480.00/year, PLUS GST, to quarterly maintain the green roof. It was moved/seconded. CARRIED.

Council would like to note that watering is not part of the contract and may need to be done by volunteers during the summer months. Council asks anyone interested in volunteering to water the garden roof to please contact the Property Manager.

- 3) **Painting of the Common Hallways** – A painting quote from Rudy Fehr Repairs Ltd was received by council to continue the regular painting and touch-up of each floor at a cost of \$375.00/floor, PLUS GST. It was moved/seconded. CARRIED.

Floors 9, 8, & 6 will be addressed next (the lobby and 3<sup>rd</sup> floor were done recently) and remaining floors will be completed on a quarterly basis.

- 4) **Council member resigns** – As Ayme Sharma is out of the country and intends to be away for the foreseeable future it was felt to be in Uno's best interest for her to step down at this time. Her input will be missed and council wants to recognize her contribution over the past 2 years, in particular spearheading the lighting audit and her tremendous help in organizing the block party last year.

There being no further business, the meeting was adjourned at 8:30 pm. The next meeting will be held on Tuesday, July 29<sup>th</sup>, 2008 at 6:30 pm in the Amenity Room.

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Dan Craig, Property Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
General Office # (604) 683-8900 (24 Hours)  
[www.crosbypm.com](http://www.crosbypm.com)

**Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.**

**MINUTES  
OF THE COUNCIL MEETING  
THE OWNERS STRATA PLAN BCS 1882 - UNO**

Held on Tuesday, August 5, 2008  
Within the Amenity Room

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<b>COUNCIL IN ATTENDANCE:</b>	John Penhall Mark Lavitt Cameron Barker-Fyfe Joelle Ciona	President Vice-President Treasurer
<b>REGRETS:</b>	Doug Ramsay Craig Armour	Commercial Representative
<b>PROPERTY MANAGER:</b>	Dan Craig	Crosby Property Management Ltd.

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The meeting was called to order at 6:35 p.m.

**COMMERCIAL BUSINESS**

An Indemnity Form which stated the residential strata section will be responding for the removal of the exterior parkade header was signed by the residential section of the Strata Corporation within Uno. The indemnity form was requested by the commercial section of Strata Corporation.

**APPROVAL OF COUNCIL MEETING MINUTES**

It was moved/seconded to approve the Minutes of the Council Meeting held June 24, 2008 as circulated. CARRIED.

**APPROVAL OF FINANCIAL STATEMENTS**

It was moved/seconded to approve the June and July 2008 financial statements. CARRIED.

**REPORT ON UNAPPROVED EXPENDITURES**

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

**REPORT ON LITIGATION**

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. **Directives to the Property Manager:**

A detailed listing of directives to the Property Manager resulting from the June 24, 2008 Strata Council meeting was presented for review. The Property Manager reported on the completion of the following directives:

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- Providing Council with a quote from Power Pro for installing daylight sensors for the main and courtyard entrance lighting of Uno. **Completed.**
  - Correspondence sent to a unit that Council approved to fine with respect to a noise violation. **Completed.**
  - To cross reference last year's Fire Pro inspection reports against individual units that were also missed this year as well as the 29 were missed this year, 13 of which were missed last year as well. **Completed.**
  - Request quotations from Rudy Fehr Repairs Ltd. for various work around the common areas of Uno. **Completed.**
  - To Contact Canadian Door Master and Security Machine and obtain quotes for hardening the door locks on the bike cages. (Both quotes came in very high and the Property Manager was directed to get further clarification before proceeding). **Completed.**
  - Review with accounting the proper addresses for all council members on file are correct. **Completed.**
  - Correspondence to owners who have left flammable items and bicycles in their parking stalls. **Completed.**
2. **Exterior & Interior Lighting**  
Power Pro Electrical has completed the exterior and interior sensor lighting updates within Uno. Council noted that the garbage room's sensor was still flickering and needs adjustment. The Property Manager was directed to follow up with Power Pro Electrical to address this concern.
3. **Urban Fireplace**  
Council reported that the metal soffits for the Urban Fireplaces were installed successfully by the developer, Intracorp. Council would like to thank Intracorp for promptly installing the metal soffits.
4. **Interior Common Hallway Painting**  
Rudy Fehr Repairs Ltd. completed painting of the floors 7, 8 and 9 and disposed of debris left by owners in the month of July for a total cost of \$1286.25 including tax. Council will be scheduling more floors that are in need of painting.
5. **Canadian Door Master**  
The quarterly maintenance contract for servicing the P1 & P2 parkade gates by Canadian Door Master started on August 6, 2008. The maintenance program was initiated to hopefully ease the high cost of repairs that the parkade gates have been experiencing. Council is continually optimistic with the program and looks forward to reducing the number of after hour service calls for both the P1 and P2 parkade gates.
6. **Cobra Integrated Systems**  
Council received quotations from Cobra Integrated Systems for adding an additional key pad in the computer room, installing a more effective alarm for the fire exit door from P1 to the courtyard, and a quotation for adding cameras around Uno. Council reviewed the quotations and have noted that some of these items will be budgeted for in the coming fiscal year. Council also directed the Property Manager to follow up with Cobra Integrated Systems for a more refined break down of cost for the remaining items mentioned above.
7. **Semi Annual Generator Service**  
Simpson Maxwell completed their semi annual testing in the month of June for a cost of \$834.75 including GST. Simpson Maxwell reported that the generator is in excellent condition.

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**CORRESPONDENCE**

To better expedite acknowledgements and replies to residents' queries, residents/owners are requested to submit their queries directly to the Property Manager. Residents may fax and/or mail their concerns directly to the Property Manager. This will ensure that the Property Manager can respond quickly to concerns that may require immediate attention. All correspondence is forwarded to the Strata Council for review, consideration and action as deemed necessary by the Council.

**Residents are welcome to phone, fax, mail or email all correspondence directly to:**

**Dan Craig, c/o Crosby Property Management Ltd.,  
Suite 600 – 777 Hornby Street  
Vancouver, BC V6Z 1S4  
Fax (604) 689-4829/Phone (604) 683-8900  
[dcraig@crosbypm.com](mailto:dcraig@crosbypm.com)**

**Reminder:** Please be sure that you leave your name and return telephone number clearly. **State the name of your building, “UNO” and “Strata Plan #BCS 1882” for reference.**

The Property Manager then introduced correspondence sent to the Strata Corporation with the highlights being:

- A letter was sent to an owner who had secured their bike to the wire mesh located in P2 of the parkade. The bike has not been removed to date.
- Council received complaints from an owner that is experiencing second hand smoke from their unit. Council reviewed the detailed letters and will be speaking with the owners. Council is also considering a request from one of the Owners for a resolution for a non-smoking bylaw on balconies and patios for owners to vote on at the next Annual General Meeting held in the fall of 2008.
- Council received a noise complaint from a resident about another unit. A letter was sent to the owner and to date no correspondence has been received for such occurrences by Council on this matter. Council has directed the Property Manager to fine the owner \$100.00 for each noise violation.
- Council received a noise complaint from an owner about respect to wind-chimes installed on a roof top terrace of a townhouse unit. Council reviewed the letter and directed the Property Manager to contact the owners to reach a solution amongst themselves.
- Council received a proof of loss form for a past insurance claim that occurred earlier this year. It was moved/seconded to approve the proof of loss. Council would like to remind all residents to check that their Strata Deductible Insurance for water damage. The Strata's deductible for water damage is \$5,000.00. **CARRIED.**

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\* Council would like to remind all residents to contact their insurance provider and to update their insurance coverage to ensure that they are fully covered to pay back the deductible of \$5,000 in the event of a claim. As well, Council would like to remind all owners that if they have installed additional hardwood flooring or similar updated flooring to contact their insurance provider to ensure they have "Betterments and Improvements" Insurance.

**NEW BUSINESS**

**1. Natural Gas Fixed Rate Quotations**

- 1) With the recent de-regulation of the gas commodity, the Property Manager submitted the consumption analysis for UNO 1 to CEG Energy & Access Gas services for their review. The purchasing of gas at a fixed rate through a companies like CEG or Access Gas, is similar to purchasing a mortgage on a variable or fixed rate.
- 2) The review and analysis provided by CEG suggests that the Strata Corporation purchase gas on fixed rate 5 year term at a rate of \$9.29 pr GJ. (no hidden fees). The review and analysis provided by Access Gas Services suggested that the Strata Corporation purchase gas on fixed rate 5 year term at a fixed rate of \$9.19 pr GJ. (no hidden fees). This commodity is volatile; and it is unclear what the gas rate would be next month let alone this time next year.
- 3) It was noted by the Council Treasurer that purchasing gas over a five year term would assist in budgeting and cost certainty for the Strata Corporation.
- 4) It was moved/seconded to approve Access Gas Services for a year 5 year term at a fixed rate of \$9.19. pr GJ. CARRIED.

**2. Five Star Janitorial Service contract renewal**

Five Star Janitorial Service contract was up for renewal. Council noted that they are pleased with the services of Five Star Janitorial Services has provided in the past, therefore the contract was renewed for another year for a cost of \$2,245.00 per month PLUS GST. It was moved/ seconded. CARRIED.

Within the contract, Council will also be assigning next year's Annual pressure washing of the parkade and common areas to Five Star Cleaning Services for a cost of \$4,486.00 PLUS GST. It was moved/ seconded. CARRIED.

Council will also be assigning Five Star Cleaning Services with the Bi-annual main lobby, elevator lobby, tile and grout cleaning contract for a cost of \$350.00 PLUS GST per visit. It was moved/ seconded. CARRIED.

**3. Courtyard Gates (Installation of Springs)**

Council received a quotation from Accurate Doors and Glass for adding hydraulic springs to the two exterior courtyard gates within the property of Uno. Council noted that the addition of the springs would eliminate the occasions on which the exterior gates have been found left open. The cost of installing these springs to both exterior courtyard gates would be \$210.00 PLUS GST. It was moved/ seconded. CARRIED.

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**4. University Sprinkler Quotation (Additional Sprinklers for boulevard)**

Council reviewed a quotation from University Sprinklers Inc. for the addition of sprinkler heads along the boulevard beds along East 11th and Prince Edward Street. The request of quotations were due to lack of water filtering into the boulevard beds and trees planted along Prince Edward St. These additional sprinkler heads and upgrades will be added next year during spring time and will be included in the budget during the budgeting process for Uno.

**5. Latham's Mechanical Preventative Maintenance Contract Renewal**

Council noted that they are pleased with Latham's Mechanical service has provided in the past and is pleased to award Latham's Mechanical another year of service for a total cost of \$4,120.00 PLUS GST. It was moved/ seconded. CARRIED.

**NEW RULES FOR UNO**

**1. Parkade and Overhead Gate Rule**

Council has discussed on many occasions that vehicles have been found not stopping to wait for the gate(s) to close before exiting or entering the parkade. These residents have been putting fellow owners and the building at risk.

After some discussion, Council approved to adopt the parkade and overhead gate rule. Council would like to remind all residents that if you are found to be violating the new rule for the gate, your strata lot may be levied a fine (currently \$25) for each violation of this rule. Please see below for the wording of the new rule. It was moved/seconded. CARRIED.

**RULES OF THE PARKADE AND OVERHEAD GATES**

- While entering or exiting the parkade, all drivers must stop and wait for the gate to close behind them. ("Stop" is defined as a vehicle coming to a full stop with its rear no further than one vehicle length beyond the closing gate).
- All drivers must use their own fob to access the overhead gates. Do not allow other vehicles to enter behind your vehicle while you have the gate open.
- Failure to comply with either of the above rules will result in the maximum allowable fine under Section 4.1 (1) (b) of the Uno Bylaws.

**2. Rules for the Parking Stalls**

Council has noted on numerous occasions many flammable and non-flammable items stored in resident's assigned parking stalls over the past year. Council wants to ensure a clean and safe parkade and as such have approved a new parking stall rule.

Council reminds all residents that only insured vehicles are allowed in the assigned parking stalls and if found in violation owners can be fined up to \$25.00 for each violation. Please see below for the new rules regarding the storage of items in parking stalls. It was moved/ seconded. CARRIED.



**RULES OF THE PARKING STALLS**

- Only properly insured vehicles may be parked or stored in resident parking stalls. Additionally, trailers; such as boat or moving trailers, may also be parked or stored in a resident's parking stall.
- No other items shall be placed or stored in a resident's parking stall.
- Failure to comply with either of the above rules may result in the maximum fine under Section 4.1 (1) (b) of the Uno Bylaws.

**3. 11<sup>th</sup> Floor Roof Access (in the event of an emergency)**

Council has approved to have Fire Pro Protection install a latch cover box at the 11th floor roof exit. Currently residents do not have access to this door, however the latch cover box will have a key inside and will provide residents access to the roof in the event of an emergency. The cost of materials and labour would be approximately \$250.00 + GST.

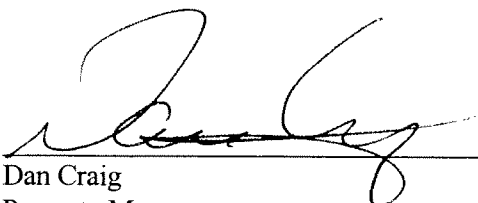
**Discussion and planning of AGM in Fall**

The Annual General Meeting for has been scheduled for October 28, 2008. A notice will go out in early October to all owners and residents. Owners of Uno and are reminded to review the notice prior to attending the Annual General Meeting and are encouraged to make every effort to attend or assign their proxy to an attending owner.

Refreshments will be available for all owners attending the Annual General Meeting on October 28, 2008.

Council would also like to encourage all owners to put forward any resolutions and/or concerns a month prior to the AGM, should you have any. All correspondence **must** be forwarded to Council for further review.

There being no further business, the meeting was adjourned at 8:36 pm. The next meeting will be a budget meeting held on September 23, 2008 at 6:30 pm in the Amenity Room.



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Dan Craig  
Property Manager  
CROSBY PROPERTY MANAGEMENT LTD.  
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