

MINUTES OF ANNUAL GENERAL MEETING

STRATA PLAN LMS-1491

HELD: On Wednesday, October 18, 2006 at 7:00 p.m. at the Coast Plaza Hotel, 1753 Comox Street, Vancouver, B.C.

PRESENT: 48 owners in person or proxy, as per the registration sheet.

STRATA AGENT: Bunny Porteous, Vancouver Condominium Services Ltd.

QUORUM REPORT

There being a quorum present, the meeting was called to order at 7:00 p.m. by Bunny Porteous. Introductions were made and the meeting commenced.

ELECTION OF CHAIR

It was moved, seconded and carried to elect Jeff Kingsley as Chairperson for the meeting.

PROOF OF NOTICE

It was moved, seconded and carried to accept the notice dated September 28, 2006 as proper Notice of Meeting.

APPROVAL OF AGENDA

It was moved, seconded and carried to accept the agenda distributed with the Notice of Meeting.

MINUTES

It was moved, seconded and carried to adopt the minutes of the October 4, 2005 Annual General Meeting. There was no business arising.

It was moved, seconded and carried to adopt the minutes of the July 25, 2006 Special General Meeting. There was no business arising.

UNFINISHED BUSINESS

There was no unfinished business.

5. August 31st - Viscount System was on-site to install the new enterphone system.

The agent received a call from an owner with concerns that the caretaker is recycling mail from owners who no longer live at the building. The caretaker indicated that he has recycled one piece of mail to an owner who now lives in Australia and has no forwarding address. The council requested that the caretaker ensure that all mail for residents who have moved be clearly marked on the envelope "Moved" and be returned to Canada Post. It is a federal offence to recycle or discard off owner's mail.

Council thanked Dave Patterson for his report and he departed the meeting at 6:55 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the July 25, 2006 council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statement:** It was moved, seconded and carried to adopt the July, 2006 financial statement, as presented. Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.
2. The current balances for the 11th month as at July 31, 2006 in the appropriate funds are as follows:
 - Total Cash Balance \$460,690.98 (including CRF Balance)
 - CRF Balance \$ 65,612.81 (Contingency Reserve Fund)
3. **Arrears:** The agent indicated that there are several owners who are in arrears of their strata fees and special levy payments. Letters will be sent to the owners requesting payment in full.
4. **Invoices:** The following invoices were reviewed and approved:

Kone Elevator	\$5,109.20	To supply and install security sensor detectors on two elevators.
PCO Ltd.	\$ 524.70	Treatment of wasp nest and replacement of stolen skunk cage.
Restoratech	\$1,696.00	Deposit for materials for the sliding glass door at unit #424.
Restoration Shop	\$1,244.55	Drywall repairs in unit #305.
Superglass	\$1,017.00	Replacement of two skylight panels at unit #503.
Superglass	\$ 796.65	Replacement of three skylight panels at unit #109.
Superglass	\$ 901.00	Replacement of two skylights at unit #506.
Restoration Shop	\$ 968.79	Emergency water extraction at unit #112.

5. Audit: The agent will contact Reid Hurst Nagy to proceed with the audit for the fiscal year 2005/2006 and request a draft audit be available for the next council meeting on September 20, 2006.
6. AGM:
- (a) Date: The Annual General Meeting has been scheduled for Wednesday, October 18, 2006 at 7:00 p.m. in the Barclay Room at the Coast Plaza Hotel, 1753 Comox Street, Vancouver.
- (b) Budget: The agent distributed an updated draft budget for the council to review. At this time, the council is proposing no increase in strata fees for the 2006/2007 fiscal year. The budget will be finalized at the next council meeting and distributed with the Annual General Meeting notice.
- (c) AGM: Council discussed the following items for the AGM Agenda:
- (i) ¾ Vote Resolution #1: To transfer \$14,554.97 from the operating surplus to recover the deficit in the re-piping project.
- (ii) ¾ Vote Resolution #2: Rental Bylaw Amendment

Internet banking is available for owners if they wish to utilize the service and there is no charge from VCS. Go to www.vancondo.com click "online banking", complete the form online, etc.

BUSINESS ARISING

1. Unit #112 – Patio Decking: Western International Development (WID) was on-site to investigate the membrane of the patio decking around unit #112. Water testing of the exterior planter confirmed water movement under the temporary repair and up to the old and new membrane interface. WID recommended that due to the extent of the interior damage to the flooring of unit #112, the membrane of the patio area be replaced. WID have submitted a quote in the amount of \$12,000 plus GST which involves the following work:
- Remove existing cedar fence
 - Remove existing soil and planter to enable new membrane installation
 - Jack hammer existing concrete topping
 - Remove existing membrane to expose foundation slab
 - Remove existing down pipes for reuse
 - Supply and install two ply SPC torch applied membrane to prepared areas, approximately 200 square feet
 - To core new drain in planter area to parkade
 - To supply and install new drainage mat and concrete pavers on deck surface and planter area

The quote was approved by council and Western International will proceed with the repairs.

2. Envelope Assessment: At the last council meeting, the agent was directed to obtain two quotes on a Building Envelope Assessment before proceeding with Phase II of the load bearing wall project. The following quotes were received:

- Henry Towslager Engineering \$8,500
- RDH \$8,500
plus \$1,000 for contractor exploratory openings

The Building Envelope Assessment quote will be included in the new fiscal year budget for owners' discussion and approval at the Annual General Meeting scheduled for October 18, 2006.

3. Cambridge Plumbing/Owner Chargeback: The agent has forwarded invoices to owners for upgrades that were completed by Cambridge Plumbing during the re-piping project.
4. Enterphone: On Friday August 11th the enterphone system on the exterior of the building was stolen. The Vancouver Police were contacted and were on-site to investigate. The strata corporation's insurance was notified and have approved the supply and installation of a new enterphone at a cost of \$7,825 plus GST. An insurance claim was opened and the deductible for the strata corporation is \$1,000. Viscount Systems recommended installing a coloured camera into the panel to be modulated into the Shaw cable system for residents to view at a cost of \$1,500 plus GST. Council approved the extra expenditure of \$1,500 plus GST to install a new colour camera in the lobby along with maintaining the existing black and white camera in the lobby area to create a split screen of the lobby and entrance area for all owners to view on channel #59.

Viscount completed the installation of the new enterphone system on Thursday, August 31st.

5. Painting: A quote was submitted from Alumni Painters in the estimated amount of \$28,000 plus GST for the repainting of the hallways, stairwells, fire doors/frames and unit door frames. Further discussion on funding for the painting will take place at the next council meeting.
6. Vinyl Membrane Deck Replacement: Arbutus Vinyl is proceeding with the replacement of the vinyl membranes on the identified decks of units #205, #207, #305, #306, #307, #308 and #406 in the amount of \$14,204 plus GST.
7. Carpeting: The agent contacted Lonsdale Flooring to proceed with the installation of the new carpeting in the common area hallways, three stairwells and lobby area with the colour selected by the owners. Notices will be posted for all owners with the scheduled date of installation.

8. **Patio Door:** A quote was received from Superglass to replace the patio doors in unit #103 at a cost of \$2,342.60. Council approved the quote and Superglass will be contacted to proceed with the installation.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters. Owners are advised that, pursuant to the Strata Property Act, correspondence which is addressed to the strata corporation must be made available to any other owner interested in such correspondence, and to certain other persons in specified circumstances. What this means is that any correspondence which is sent to the strata council in confidence might not be protected or privileged, and is subject to any other overriding and applicable law.

1. Correspondence was received from the owner in unit 317 who received a \$100 invoice to reconnect the water filter hook-up in their unit. The owner indicated that there was no water filter hook-up. The council directed the agent to contact Cambridge Plumbing regarding the charge.
2. Correspondence was received from the owner of unit #205 requesting council's approval to rent their unit. Council directed the agent to contact the owner with approval to rent their unit on a one-year rental term.
3. Correspondence was received from an owner requesting repairs to a broken hinge in a bedroom window. The agent will contact Superglass to proceed with the repairs. The owner has also requested clarification on what items may be stored in the parking stalls. The strata corporation bylaw 35.9 reads as follows:

35.9 *There is to be no storage of any items in parking stalls and general parking area except as allowed by Strata Council (e.g. bicycle storage).*
4. Correspondence was received from the owner of unit 103 requesting the replacement of their sliding glass patio door. The agent was directed to contact Superglass to proceed with the replacement.
5. Correspondence was received from an owner who received an invoice in the amount of \$100 plus GST for services to reconnect a water line in their fridge. The owner indicated that their fridge does not have an ice maker and therefore they do not need a water line for their fridge. The agent will address the issue with Cambridge Plumbing.
6. Correspondence was received from the owner of unit #511 requesting repairs to the balcony's outer railing. The owner stated that a piece of balcony railing on the outside of the plexiglass has rotted and fallen down onto the lower ledge. A council member has volunteered to investigate the issue.

7. Correspondence was received from the owner of unit #418 requesting clarification of the rental bylaws. The owner has been approved to rent the unit for a one year period. The owner is unaware of the exact timeline of his absence. He may require the rental period for more than one year.

The owner requested clarification on the following items:

- (a) May the rental period be extended beyond one year
- (b) At one point before the year expires does the owner need to contact the council to extend the period
- (c) Assuming that once the owner has been given permission to rent the unit as long as there have been no problems with the tenant, would the owner automatically be granted an extension to rent the unit longer than the year.

Council indicated that a decision was made to restrict rental periods to one year to ensure owners who may require more time are in contact with the strata corporation. The annual renewal to rent a unit is to ensure that no resident owner is prevented the opportunity to rent their unit. A rental period may be extended past one year. The owner is requested to contact the council three months in advance of the term expiring.

8. Correspondence was received from the owner of unit 410 requesting council's approval for proposed renovations to the unit. Renovations will include the installation of two new interior doors and frames to the bathroom and bedroom, the removal of all existing floor finishing, the levelling of the existing concrete floors, the installation of new plywood sub flooring and maple hardwood floors throughout the unit. With regards to the levelling of the floor, the owner intends to make all adjustments by using fir wood joist material (sleepers) on 12" centres that are tapered to correct the unevenness and then apply a light 5" X 8" TNG sub floor. The owner indicated that adding concrete to level would not be the best solution as it would add an extreme amount of weight to an already overloaded framing system. The owner would be able to get a considerable amount of acoustic soundproofing by having an actual air space between the concrete floor and the new maple hardwood floor.

Council has approved the owner's request and renovations and thanks the owner for submitting the correct procedure to level the flooring.

9. Correspondence was received from the owner of unit #409 with concerns of large cracks in the living room wall areas. A council member has volunteered to contact the owner and review the cracks.
10. Correspondence was received from an owner requesting approval to install lattice on top of the owner's fence. Council approved the installation as long as the owner ensures that the lattice and paint colour matches the existing lattices in the area.

NEW BUSINESS

1. Council would like to thank the owner of unit #511 for looking after the rooftop deck area, including the care of the planter boxes, planting of flowers and painting the patio furniture.
2. Council would like to thank all the residents for volunteering to ensure the back lawns were watered this summer to maintain the building's beautiful surroundings.

There being no further business, the meeting was adjourned at 8:30 p.m. The next meeting will be held on Wednesday, September 20, 2006 at 6:30 p.m.

Bunny Porteous
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BP/md

Water Restrictions

GVRD Sprinkling Regulations will be in effect June 1st through September 30th.
Lawn sprinkling is permitted:

- Two days per week from 4:00 a.m. - 9:00 a.m. and 7:00 p.m. - 10:00 p.m.
- Even-numbered addresses can sprinkle on Wednesdays and Saturdays
- Odd-numbered addresses can sprinkle on Thursdays and Sundays

While these restrictions apply only to grass (lawn areas) at this time, the GVRD may introduce more stringent regulations on outdoor water use as the summer progresses.