

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-1491

HELD: On Wednesday, January 11, 2006 at 6:30 p.m. in the Common Area Office at 1500 Pendrell Street, Vancouver, B.C.

PRESENT:

Jeff Kingsley	(President)	#421
Janet Brien	(Vice President)	#318
Sherry Caves	(Treasurer)	#415
Larry Bauer	(Secretary & Landscaping)	#407
Frank Froebel	(Security)	#111
Marc Antonich	(Building Maintenance)	#422 (Arrived 6:40 p.m.)
Martin Brook	(Landscaping)	#424

GUEST: Dave Patterson, Caretaker (6:30 to 6:45 p.m.)

STRATA AGENT: Jarvie Way, Vancouver Condominium Services Ltd.

The meeting was called to order at 6:30 p.m.

CARETAKER'S REPORT

Dave Patterson, Caretaker was present at the meeting.

Council reviewed the caretaker's report prepared by Dave Patterson. Some of the details of the report are as follows:

1. Kone Elevator was called out to repair the call button in the lobby as it had been vandalized.
2. Trotter & Morton was on site to replace a ballast in the second level parkade and to install a new timer in the men's sauna.
3. Professional Mechanical was on site to adjust the new boiler and domestic hot water to increase the heating and water pressure. It was noted that the pressure of the hot water cannot be increased any further due to the warranty.
4. Power West was on site to service the generator and replace a battery.
5. One resident has been seen continually using the main back yard despite a request in the last meeting minutes to please not use the back yard during the rainy season.

6. Some residents have been smoking and drinking in the gym as cigarette butts and empty beer bottles were found.
7. David Patterson has noticed that seams are coming up from some areas of the carpets. He has been repairing them as he finds them.

Council thanked Mr. Patterson for his report and he departed the meeting.

MINUTES

It was moved, seconded and carried to adopt the minutes of November 23, 2005 council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statements:** It was moved, seconded and carried to adopt the November and December, 2005 financial statements, as presented. Any owner wishing a copy of the strata corporation's financial statements may 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 4TH month ending December 31, 2005 in the appropriate funds are as follows:
 - Total Cash Balance \$5,392.12 (including CRF Balance)
 - CRF Balance \$1068.56 (Contingency Reserve Fund)
3. **Arrears:** The agent advised that the parents of the owners whose strata lot has been for sale have since come forward and advised the lawyer that they will attempt to make full payment. The strata corporation's lawyer has given them until January 19, 2006 to pay the entire outstanding amount. Failing which will result in further legal proceedings.
4. **Invoice:** The following invoice was approved for payment:
 - Cambridge Plumbing, per progress draw #4, for the repiping and boiler replacement project at a cost \$13,612.86 including GST.

BUSINESS ARISING

1. **Bearing Wall Replacement – Phase I:** It was moved, seconded and carried to award the contract to Western International Development Contracting in the amount of \$99,934 (plus GST) and the contract is effective February 6, 2006.

The strata corporation will be moving the three owners affected out of the building into furnished apartments within the area at the beginning of February, as well as arranging for storage for all their belongings.

ACTION: Agent

2. Repiping: The repiping project is all but completed as there are some deficiencies that have been found are yet to be rectified.

ACTION: Cambridge Plumbing

3. Unit #111 – Structural Investigation: Council directed the agent to advise Marsh Touwslager that the bearing wall replacement will begin in February and that they can return to perform further investigation during that time.

ACTION: Agent

4. Parkade Door: Overhead Door has been on site and replaced the main parkade door.
5. Garbage Area: This item was deferred to the next council meeting.
6. Key Fobs: This item was tabled.
7. #307 Entry Door: Council reviewed a quote from Restoratech in the amount of \$860 plus GST to remove and replace the suite door at #307. It was noted that the quote did not identify whether or not the door would be identical to the door being replaced. Also the painting of the suite door was not identified. Council directed the agent to obtain more details on the proposed quote and will review at the next meeting.

ACTION: Agent

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata corporation 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. Various Issues: An owner wrote council advising of the following concerns:
 - (a) The seals were broken on the skylight windows.

- (b) During the replacement of their appliances, they have noticed in the corner of the kitchen where the wall joins the wall was cracked.
- (c) A neighbour has been disturbing them in the late evening and early morning hours with loud music.

Council directed the agent to advise the owner that the strata corporation would have the seals replaced on the skylight windows and advised that it is the owner's responsibility to repair any interior walls. The agent was also directed to send a noise violation warning letter to the owner causing the noise disturbance.

ACTION: Agent

- 2. Clock: An owner wrote council asking about the clock that was placed in the lobby as they feel it is unsightly and wonder if there are any bylaws against owners hanging items on common walls. Council directed the agent to follow up and thank the owner for their letter and advise that as the clock has since been removed, there is no further action needed.
- 3. Pest: An owner wrote council advising that during the repiping project they had noticed a few mice in their unit and enquired what can be done to rectify the problem. Council advised the agent to contact Propec Pest Control to coordinate with the owner in order to remove the mice from the suite.

ACTION: Agent

- 4. Storage Locker: An owner wrote council advising that their neighbour's storage locker has a huge pile of junk which has continued to grow and is a fire hazard concern. As well, they can barely get by to access their locker. Council directed the agent to advise the owner that Dave Patterson would be asked to clean up the area as soon as possible.

ACTION: Dave Patterson

NEW BUSINESS

- 1. Rekey: Council directed the agent to obtain quotes to rekey the building.

ACTION: Agent

- 2. Elevator: Council directed the agent to follow up with the engineer who performed an inspection on the elevators some years ago to re-inspect at the elevators and advise of the expected life span.

ACTION: Agent

3. Parkade: Council directed the agent to have the lower parkade gate be connected to the generator. Currently, when the power goes out, the lower parkade gate is inoperable.

ACTION: Agent

4. Gym: With the recent vandalism and some theft in the gym area, council directed the agent to have the gym lock re-keyed. If any owner wants a new key for the gym, they must pay a \$25 deposit for the key, payable to 'Strata Plan LMS-1491'. The payment and request for a new key should be forwarded to Dave Patterson, the Caretaker.

As well, all residents are reminded that at no time are your pets allowed in the gym area.

ACTION: Agent

5. Carpets: Council is in the process of obtaining quotes for replacement of the common area hallway carpets and stairwells.

ACTION: Council

6. Bathrooms: Council directed the agent to have Dave Patterson perform a thorough cleaning of the bathrooms and continue to upkeep the bathrooms.

ACTION: Dave Patterson

7. Holiday Decorations: Council noted that there was a 'Scrooge' out and about over the holidays and they had stolen some of the strata corporation's holiday decorations.

8. **Parkade Clean Up: All residents are to be advised that as per the strata corporation bylaws, there is to be no storage of any items in the parkade at any time. Residents are asked to remove such items by February 1, 2006. All items that are on site after this time will be disposed of by the strata corporation.**

9. Insurance Renewal: Council recently received insurance renewal documentation from VCS. The documentation provides details of coverage for 2006. Any owner wishing a copy of the insurance certificate may contact the strata agent.

All owners and residents are reminded that the strata corporation's insurance policy does not provide coverage for individual contents, betterments or improvements (i.e., storage locker contents, clothing, furniture, decorating, upgrading of carpets, flooring, etc.). Owners and residents must carry their own "Owner/Tenant Package" insurance for this coverage, including any improvements. You should contact your home insurance company to determine if you have this coverage or not.

There being no further business, the meeting was adjourned at 8:25 p.m. The next meeting will be held on Thursday, February 23, 2006 at 6:30 p.m. in the Common Area Office, 1500 Pendrell Street, Vancouver, B.C.

Jarvie Way
Vancouver Condominium Services Ltd.
#400 - 1281 West Georgia Street
Vancouver, B.C.
V6E 3J7

Telephone: (604) 684-6291 (24 Hour Emergency Services)
Toll Free: 1-877-684-6291 / Fax: 604-684-1539

JW/af

24-Hour Emergency Services

Clients using Telus Anonymous Call Blocking feature must deactivate this service (*87) to receive return calls from VCS after hours.

Please note that we will take no action on any emergency unless we have talked first to the person placing the call. If you have placed an emergency call, please keep the phone line clear so that VCS can return your call promptly.

PLEASE NOTE THAT THIS SERVICE IS FOR BUILDING EMERGENCIES ONLY: IT IS NOT FOR PERSONAL EMERGENCIES. Personal emergencies include lost building or suite access devices (i.e., keys, fobs, IRTs, garage remotes) access to relatives' apartments, inquiries about account balances, "someone parked in my stall", neighbours are having a loud party, neighbours' security alarm is going off and similar situations. We are also unable to provide assistance on calls such as "I saw a strange person enter the garage..." Suspicious activity and loud parties should be reported to the police. Break and enter and/or vandalism to your automobiles or suites should be reported to the police department.

Please feel free to report floods, broken water lines, fires, fire alarms, stuck elevators, garage gates not working and other similar building/property issues requiring immediate attention.

The 24-hour answering service is not available for general inquiries concerning accounts, council policies and other matters which are regular administration items.

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-1491

HELD: On Thursday, February 23, 2006 at 6:30 p.m. in the Common Area Office at 1500 Pendrell Street, Vancouver, B.C.

PRESENT:

Jeff Kingsley	(President)	#421
Sherry Caves	(Treasurer)	#415
Larry Bauer	(Secretary & Landscaping)	#407
Frank Froebel	(Security)	#111
Marc Antonich	(Building Maintenance)	#422 (Arrived 7:00 p.m.)
Martin Brook	(Landscaping)	#424

REGRETS: Janet Brien (Vice President) #318

GUESTS: David Patterson, Caretaker (6:30 p.m. to 6:40 p.m.)

STRATA AGENT: Jarvie Way, Vancouver Condominium Services Ltd.

The meeting was called to order at 6:30 p.m.

CARETAKER'S REPORT

David Patterson, Caretaker was present at the meeting.

Council reviewed the caretaker report prepared by David Patterson. Highlights from the Caretaker's Report included the following items:

1. Trotter & Morton was on-site on Wednesday, January 11th to replace east and west rear exit light fixtures.
2. Trotter & Morton hardwired the lower second level parkade gate to the generator.
3. Key Man locksmith replaced front door latch and electric strike as they were both defective and not latching properly.
4. On Saturday, January 28th, there was an attempted break and enter in the parkade. Fortunately, some residents subdued the culprit until the police arrived to arrest them.
5. Professional Mechanical tested the new boilers and pumps to make sure everything was working properly. They found that the re-circulating domestic hot water line valve had not been opened all the way. The issue had been rectified and the west wing should find that there is more hot water now.

6. Kone Elevator adjusted the main elevator, as it was not levelling properly on all floors. They have replaced the breakers, although it appears to still not be levelling properly. They will be sending a quote for the cost of new motors.

Council thanked Mr. Patterson for his report and he departed the meeting.

MINUTES

It was moved, seconded and carried to adopt the minutes of the January 11, 2005 council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statement:** It was moved, seconded and carried to adopt the January, 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 5th month as at January 31, 2006 in the appropriate funds are as follows:
 - Total Cash Balance \$518,336 (including CRF Balance)
 - CRF Balance \$109,576 (Contingency Reserve Fund)
3. **Arrears:** The agent advised council that the strata lot is in serious arrears has a sale pending. Both parties have been advised of the amount owing and that the amount must be paid in full before the sale can be completed. As well, the lawyers have been put on hold to not proceed any further at this time and not to incur any more legal expenses pending the sale of the strata lot.
4. **Invoice:** The following invoice was approved for payment:
 - Cambridge Plumbing Progress Draw #5 for re-piping and boiler replacement at a cost of \$8,358.84 including GST.
5. **Payment Reminder:** Residents are reminded that it is now a new year and you may need to re-issue cheques to Vancouver Condominium Services for your strata fees and your levy payments. If you have any questions with your account status, you may call Vancouver Condominium Services Account Department at 604-684-5329.

BUSINESS ARISING

1. **Bearing Wall Replacement Phase I:** Western International Development has commenced the Bearing Wall Phase I project. There was some delay in obtaining permits but the

permits have since been received. The shoring and curb preparation has been completed and they are now starting to pour the concrete.

ACTION: Western International

2. Re-piping: Cambridge Plumbing is continually working on some final deficiencies as discovered by Quadra Pacific Consultants.

ACTION: Cambridge Plumbing

3. Unit #111 Structural Investigation: Marsh Touwslager has been contracted to do further analysis of the structural investigation of unit #111 and is doing this inspection in conjunction with the bearing wall replacement.

ACTION: Marsh Touwslager

4. Garbage Area: Council reviewed a quote from Nikls Property Services to raise the gate and fence to a height of eight feet at a cost of \$1,100 plus GST. As there is some discrepancy in the details of the quote, council advised the agent that the quote of \$1,100 is approved provided that Nikls Services does raise both the gate and the fence line to eight feet and install razor wire at the top.

ACTION: Agent

5. 307 Suite Entry Door: Council reviewed a revised quote from Restoratech explaining the details of having to replace the suite door in unit #307, at a cost of \$749 plus GST. It was moved, seconded and carried to proceed with the quote as provided.

ACTION: Agent

6. Re-keys: Council reviewed the following two quotes to re-key the common area locks and provide new keys for the building:

- (a) Key Man Locksmith - Cost per ASSA Cylinder is \$20 each. Cost of ASSA keys if ordering 100 or more is \$7 each.
- (b) City Lock Systems – Cost per ASSA Cylinder is \$21 each. Cost of ASSA keys is \$9.50 each.

Council determined to wait until Western International Development has completed the Bearing Wall Project before proceeding with the re-keying of the building, in order to ensure the security of the building.

ACTION: Tabled

7. Kone Elevator: Council reviewed the following quote from Kone Elevator to perform the following upgrades to each elevator:

- (a) To install new car operating panel with sub-standard push \$10,789 plus GST buttons.

- | | | |
|-----|--|-------------------|
| (b) | To install new hall stations | \$ 3,688 plus GST |
| (c) | To install cab interior upgrades in both elevators | \$12,785 plus GST |

As council found the cost to be quite significant, they asked the agent to follow up with Kone Elevator, to include a quote for the cost to replace the entire cab.

ACTION: Agent

8. Carpeting: This item was deferred to the next council meeting.

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. Gym Room Key: The owner of #108 wrote to council advising they have a problem about paying a \$25 fee to access the building's gym.

The strata council would like to remind all residents that the lock was changed on the gym room key, due to the vandalism and security problems that have been occurring recently in the gym. In order to re-secure the gym area in the best interest of all the residents and to ensure the security of the building, the strata council elected to re-key the gym room and residents are to pay a **\$25 DEPOSIT**. This is not a fee. At any time you do not wish to use the gym room any longer or you move, you can return the key to the strata corporation and your \$25 deposit will be refunded.

2. Flooring: The owner of unit #322 wrote to council questioning what the strata corporation would pay towards the cost of re-finishing her hardwood flooring in her unit, that was as a result of a leaking pipe within the walls. The strata council directed the agent to advise the owner that the strata insurance policy, is to cover the cost of repair of the flooring that was installed by the developer, but it does not provide coverage for betterments.

ACTION: Agent

3. Rental: The owner of unit #309 wrote to council requesting permission to rent their unit. As it was determined the rental limit has not been reached, the strata council granted this owner's request. Consent was for a one year term which will be re-considered after one year.

ACTION: Agent

4. Chargeback: The owner of unit #311 wrote to council disputing a charge back letter they had received for clearing blocked drains in their unit as they already paid a levy for the re-piping project. The strata council directed the agent to explain to this owner that clearing

blocked drains has nothing to do with the re-piping project, that this was a blocked drain in their unit, which is an owner's responsibility.

ACTION: Agent

5. Patio Door: The owner of unit #408 wrote to council advising that they have a problem with their patio door track leaking, as well, the balcony above has started to leak along the seam of the wall, which should be investigated. The strata council directed the agent to have Restoratech investigate this issue further and report back to council.

ACTION: Agent

6. Suite Door: The owner of unit #206 wrote to council advising of a problem with the framing around their suite door as it is very hard for the door to be closed and locked. The strata council directed the agent to have Restoratech investigate further and report back to the strata council.

ACTION: Agent

7. Gym Key: The owner of #503 wrote to council advising they have a problem about paying a \$25 fee to access the building's gym.

The strata council would like to remind all residents that the lock was changed on the gym room key due to the vandalism and security problems that have been occurring recently in the gym. In order to re-secure the gym area in the best interest of all the residents and to ensure the security of the building, the strata council elected to re-key the gym room and residents are to pay a **\$25 DEPOSIT**. This is not a fee. At any time you do not wish to use the gym room any longer or you move, you can return the key to the strata corporation and your \$25 fee will be refunded.

8. Living Room Walls: The owner of unit #409 wrote to council advising of some cracks that have recently appeared on the living room wall. The strata council directed the agent to advise Marsh Touwslager.

ACTION: Agent

NEW BUSINESS

1. Mail Box: The strata council directed the agent to obtain quotes to install a new mail box system that is front accessible for locking and higher security.

ACTION: Agent

2. Security Guard: The strata council directed the agent to ensure that a security guard is hired when the owners of Phase I Bearing Wall Project move back to their suites, to watch the door, as well as being on-site during construction phases.

3. Boilers: Council advised the agent that there may be an electrical voltage problem to the boiler. The agent was directed to follow up with Professional Mechanical further and ask them to submit a proposal for a preventative maintenance program for the boilers.

ACTION: Agent

4. Info Update: The strata corporation would like to update the files. This has not been done for many years. Attached to these minutes is a form requesting residents to complete, advising of their unit number, parkade stall numbers and locker numbers. Residents are asked to complete the form and slip it under the door of the common area office by Monday, March 20, 2006.

The strata council thanks for you for your co-operation.

There being no further business, the meeting was adjourned at 8:05 p.m. The next meeting will be held on Thursday, March 23, 2006 at 6:30 p.m. to be held in the Common Area Office at 1500 Pendrell Street, Vancouver, B.C.

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#400 - 1281 West Georgia Street
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Fax: 604-684-1539

JW/ae

INSURANCE COVERAGE

All owners and residents are reminded that the strata corporation's insurance policy does not provide coverage for any individual contents, betterments or improvements (i.e., storage locker contents, clothing, furniture, decorating, upgrading of carpets, flooring, etc.). Owners and residents must carry their own "Owner Package" insurance for this coverage, including any and all improvements. You should contact your home insurance company to determine if you have this coverage or not.

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-1491

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PRESENT:

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Frank Froebel	(Security)	#111
Marc Antonich	(Building Maintenance)	#422 (Arrived 6:50 p.m.)
Martin Brook	(Landscaping)	#424

GUEST: David Patterson, Caretaker (6:30 p.m. to 6:40 p.m.)

STRATA AGENT: Jarvie Way, Vancouver Condominium Services Ltd.

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

CARETAKER'S REPORT

David Patterson, the Caretaker was present at the meeting.

Council reviewed the caretaker's report prepared by David Patterson. Highlights from the Caretaker's Report included the following items:

1. Kone Elevator replaced the indicator light on the panel of the small elevator car on the third floor.
2. Trotter & Morton replaced the back of a light fixture that was broken.
3. Kone Elevator and Trotter & Morton worked on the big elevator car. This has been an ongoing issue for over a week because of difficulties trying to diagnose why the fuses kept blowing. The electrician was on site twice to replace fuses and the Kone Elevator technician was on site several times to try and diagnose the problem. The elevator technician is fairly certain now that the problem has been resolved by replacing the contractor switch in the electrical panel.

MINUTES

It was moved, seconded and carried to adopt the minutes of February 23, 2006 council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statement:** It was moved, seconded and carried to adopt the February, 2006 financial statement, as presented. Any owner wishing a copy of the strata corporation's financial statements may 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 sixth month ending February 28, 2006 in the appropriate funds are as follows:
 - Total Cash Balance \$521,898 (including CRF Balance)
 - CRF Balance \$112,249 (Contingency Reserve Fund)
3. The following invoice was approved for payment:
 - Western International Development Contracting, progress draw #2 for the Bearing Wall Project in the amount of \$24,075 including GST (*net of 10% holdback*).
4. The following invoice was reviewed and not approved for payment by the strata council:
 - Cambridge Plumbing Systems for the extra work completed on the repiping project at a cost of \$32,896 including GST. It was found that many of these extras that were charged to the strata corporation should be charged directly to the owners. As it is Cambridge's responsibility to charge those owners individually and the strata corporation is only to pay for what extra work was incurred in the common area.

Council directed the agent to follow up with Cambridge Plumbing and have them re-review the invoice and ensure the owners responsible for the individual charges are charged by Cambridge and reimburse the strata corporation for their portion.

BUSINESS ARISING

1. **Bearing Wall Replacement Phase I:** The Bearing Wall Phase I project is ongoing. The concrete floor has been poured and Western International Development will begin the finishing work shortly. Council is still awaiting a detailed report from Mr. Martin Warble in this regard.

ACTION: Western International
2. **Re-piping:** Cambridge Plumbing has been asked to complete a few minor deficiencies and, upon completion, the Certificate for Completion will be issued by Quadra Pacific Consultants.

ACTION: Cambridge Plumbing

3. Unit #111 Structural Investigation: Marsh Touwslager has been on site and further investigated unit #111. It was found that the settlements observed in the units above unit #111 are almost certainly caused by the damage of the sill plate relating to the bearing wall project and are not a result of the renovations done in unit #111.
4. Garbage Area: Nikls Property Services have completed enclosing and raising the gate and fence around the garbage to a height of 8 feet. Since it has been raised, council noticed that unwanted guests were unable to enter the enclosed garbage area. Therefore, council found no reason to install a razor wire.

Residents are reminded to please ensure you don't let unwanted guests into the garbage area as it ensures the security and safety of you and your neighbours.

5. Elevator: Council re-reviewed the following quotes from Kone Elevator to perform the following upgrades to each elevator:
 - (a) To install new operating panel with sub-standard push buttons at \$10,789 plus GST.
 - (b) To install new hall stations at \$3,688 plus GST.
 - (c) To install new motion detectors at \$4,820 plus GST.
 - (d) To install cab interior upgrades in both elevators at \$12,780.

Council had requested that the agent obtain a quote for replacing the entire elevator cab for comparison. Kone Elevator has since replied and advised that it is not feasible to replace the entire cab and nearly impossible as the cabs are custom-fitted to the building when the building was built. If the cab was to be replaced, it would require replacement of the entire mechanics and mechanisms along with the cab. Therefore, the cost would be substantial.

Council noted there is a continual problem with the levelling of the elevator and the consistent break down of the panels. There have been several call outs to repair these items as they are continually failing due to age. Council must move forward and ensure the safety of all residents and, to ensure the elevators are working in proper order, they must proceed with the following:

- | | |
|---|-------------------|
| (a) New car operating panels with sub-standard push buttons | \$10,789 plus GST |
| (b) New hall stations | \$ 3,688 plus GST |
| (c) New detectors | \$ 4,820 plus GST |

It was noted that there is no need for item (d) which is just a cosmetic upgrade.

Council directed the agent to follow up with Kone Elevator and ask that if these repairs were performed, would the levelling problem be rectified. Additionally, the agent is to determine if these items could be included as part of the repairs and report back at their next council meeting.

ACTION: Agent

6. Carpeting: As one contractor has failed to show any further interest in submitting a proposal for recarpeting the common area, the strata council directed the agent to follow up with other contractors and obtain quotes for council's review at the next meeting.

ACTION: Agent

7. Mailbox: The agent presented council with a quote from Accurate Door & Hardware to install front landing mailboxes at a cost of \$4,389 plus GST. The agent advised council that he is still awaiting two other quotes from contractors that have yet to respond and he is continually following up with them. The strata council will wait until the next meeting to compare the other two quotes.

ACTION: Agent

8. Boilers:

- (a) Electrical Voltage: Council reviewed a proposal from Professional Mechanical to boost the electrical voltage that is coming from the building's main electrical line to the boilers to ensure that the boilers do get the required voltage and to prevent them from shutting down when the voltage is not being maintained at a cost of \$1,944 plus GST. It was moved, seconded and carried to proceed with the quote.
- (b) Preventative Maintenance: Council reviewed a proposal from Professional Mechanical to provide preventative maintenance on a quarterly basis to the boilers at a cost of \$545 plus GST per quarterly visit. As the strata corporation had spent significant money on the new boilers, council feel they should be properly maintained to ensure the investment of 1500 Pendrell. It was moved, seconded and carried to award the contract to Professional Mechanical.

ACTION: Agent

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata corporation 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. Building Settlement: The owner of unit #424 wrote council advising that they are experiencing the same building settlement problems in their unit, as well many other units have reported the same problem. The owner also noted that there is a problem with their balcony door where, although it has been adjusted, it will not completely close due to a possible framing problem that needs to be addressed. The strata council directed the agent to have Restoratech investigate this issue further.

ACTION: Agent

2. Awning: The owner of unit #411 wrote council asking permission to install an awning identical to the one that was installed on the patio of unit 420. The strata council directed the agent to follow up with the owner advising that they have approval to install the awning in their unit.

ACTION: Agent

3. Gym Room Key: The owner of unit 503 wrote council yet again thanking council for their letter regarding the gym key but again don't see how a deposit for the key is going to prevent any theft or vandalism. They also wonder what they were to do if they were to put their unit up for sale and how their realtor could show the gym room to potential buyers. Council directed the agent to follow up with the owner and advise that since the deposit and re-keying has been initiated, there has not been one case of theft nor vandalism in the gym room area. If any owner is showing their unit and a potential buyer wishes to gain access to the gym area or common area, such as the boiler room for an inspection, then they may do so through Dave Patterson.

ACTION: Agent

4. Skylight: The owner of unit #406 wrote council advising that there appears to be a problem with their one skylight as there is a large draft coming through. It appears the seal has worn out. The strata council directed the agent to have Super Glass contact this owner and investigate further.

ACTION: Agent

5. Rental: The owner of unit #221 wrote council requesting permission to temporarily rent out their unit for a period of six months. As it was determined the rental limit has not been reached, the strata council granted this owner's request to rent out their suite for a period six months.

ACTION: Agent

6. Rental: The owner of unit #318 wrote council requesting permission to rent out their unit. As it was determined the rental limit has not been reached, the strata council granted this owner's request. Council consented to a one-year lease term which will be reconsidered after the one-year term.

ACTION: Agent

NEW BUSINESS

1. **Back Gate:** As the strata is having significant problems with people trying to climb over the back gate, it was determined to have Nikls attend and enclose the back gate area the same way as they had the garbage area.

ACTION: Agent

2. **Landscaping:** Council reviewed a proposal from Natural Realm to brighten up the front entrance and prepare for spring and summer by planting some new flowers at a cost of \$450 plus GST. It was moved, seconded and carried to proceed to award the proposal to Natural Realm.

ACTION: Martin Brook

3. **Lobby Plantings:** It was approved to have Larry Bauer purchase up to \$80 worth of Hydrangea for the lobby area.

ACTION: Larry Bauer

4. **Backyard:** Residents with dogs are advised that, starting in May, your dogs may use the backyard again.

5. **Janitorial:** As Mr. Dave Patterson is now working Monday through Friday; council determined that it is not required for clean sweep to be on site on Mondays anymore. The agent is to advise Clean Sweep to be on site only on Saturday.

ACTION: Agent

6. **Info Update:** The strata council has received about 50% of the info update sheets back from the residents and would like to thank those residents who have taken the time to return those items. Residents who have yet to complete them are asked to please take a moment and complete and return them under the door of the common area office as soon as possible. Thank you for your cooperation.

There being no further business, the meeting was adjourned at 8:45 p.m. The next meeting will be held on Wednesday, April 26, 2006 at 6:30 p.m. in the Common Area Office at 1500 Pendrell Street, Vancouver, B.C.

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JW/md

VERY IMPORTANT NOTICE

Regarding Your Payments

Effective January 1, 2006, *The Real Estate Service Act* is law and, among many other requirements, money belonging to your strata corporation must be segregated into different and distinct "bank" accounts. The independent accounts are for:

- Operating Fund
- Contingency Reserve Fund
- Special Levy Fund (there could be more than one at any given time)

The new law requires VCS as your management company to maintain these funds separately.

For you, as an owner, it means that you have to identify your payments, failing which VCS will not be able to process them. Note:

1. Your "regular" strata fee payments, whether paid by cheque, cash, automatic (PAC) deposit or internet banking will be deposited to the Operating Fund and Contingency Reserve Fund. The amount of your strata fee which includes the CRF portion is known and VCS will deposit your payment and transfer the appropriate amount to the CRF account.

This part is easy and we have been doing this since July 2000 when the *Strata Property Act* became law.

2. If your strata corporation passes a Special Levy (say for a new roof project), VCS will now have to open a new account (at a bank or credit union) to hold these monies. You will have to make separate cheques which we will deposit to the separate levy account, i.e., in this example, the Roof Fund. Please remember that cheques should always be made payable to your strata plan, not to VCS.
3. Now the hard part. Let's say that your account with your strata plan is in arrears. You owe any combination of strata fees, fines, interest, parking, special levy, etc. You have a balance owing of \$1,500 and you make a payment on your account of \$1,000. Hmmm. Where does that money go? If you identify your payment specifically, VCS will ensure that it goes into the appropriate "bank" account. If you do not identify it specifically, if you simply send in a "payment on account" of \$1,000 VCS will deposit the money as follows:
 1. strata fees (including CRF)
 2. special levies which take precedent over other charges
 3. parking and other charges.

All this is quite complicated and we don't blame you if you become a bit confused but, unfortunately, we cannot do it any other way. The law requires that strata corporation money be segregated into different funds and accounts; therefore, VCS must do it.

The solution for you:

1. Always be current with your strata fees by:
 - Using the PAC method of payment
 - Using internet banking
 - Submitting post-dated cheques
2. If there is a special levy, issue separate post-dated cheques (payable to your strata plan and noting "special levy" on the memo line) which we can deposit directly into the separate fund. (If the levy is payable over 12 or more months, VCS can add it to your PAC plan if you use the PAC plan.)
3. Abide by your strata corporation's bylaws so that you do not get fined.

Thank you.