

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-1491

Pendrell Mews

HELD: On April 26, 2007 at 5:30 p.m. in the Common Room Office at 1500 Pendrell Street, Vancouver, B.C.

PRESENT:

Jeff Kingsley	(President)	#421
Janet Brien	(Vice President)	#318
Christine Fretwell	(Treasurer)	#213
Marc Antonich	(Buildings/Maintenance)	#422
Sherry Caves	(Secretary)	#415
Martin Brook	(Project Manager/Landscaper)	#424
Frank Froebel	(Security)	#111

STRATA AGENT Bunny Porteous, Vancouver Condominium Services

The meeting was called to order at 5:30 p.m.

CARETAKER'S REPORT:

The council has reviewed the Caretaker's Report prepared by Dave Patterson. Highlights of the report including the following:

1. April 3rd: Attempted break-in on the first level of the parkade through the man door. The aluminium was pried open and has since then been repaired.
2. April 8th: Viking Fire Protection was contacted to investigate the ongoing beeping of the fire panel and discovered an air bubble in the line that dissipated and the system then reset itself.
3. April 12th: A water leak was reported in unit #322. It was discovered to be a leaking dishwasher in unit #420. The owner of unit #420 has advised the caretaker that a new dishwasher will be installed.
4. April 24: The common room upgrades have commenced. The caretaker requested a window remain for security reasons. Council directed the agent to contact the caretaker as to the benefits of a window for security purposes.

MINUTES

It was moved, seconded and carried to adopt the minutes of the March 28, 2007 council meeting, as circulated.

FINANCIAL REPORT

1. Monthly Statement: It was moved, seconded and carried to adopt the March, 2007 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 7th month ending March 31, 2007 in the appropriate funds are as follows:
 - Total Cash Balance \$457,601.75 (including CRF Balance)
 - CRF Balance \$ 90,993.18 (Contingency Reserve Fund)
3. Arrears: The agent reported that there are four owners in arrears with their strata fees and/or special levies. A Demand letter has been submitted to one owner who has not submitted levy payments for six months requesting payment within twenty-one days. If payment in full is not received within 21 days from receipt of the letter, the strata corporation will without further notice file a Certificate of Lien against the title of the strata lot pursuant to section 116 of the *Strata Property Act* at a cost of \$350 charged to the strata lot.
4. Invoice Approval: Western International Development (WID) submitted an invoice in the amount of \$21,200 for the first progress draw for urgent exterior/interior deck repairs. The council reviewed and approved the invoice.

BUSINESS ARISING

1. Exterior Building Assessment: RDH Engineering scheduled the week of April 16th weather permitting, to inspect the ground floor units to complete the exterior building assessment. WID was requested by RDH to make openings on several decks and around the perimeter of the decks for RDH Engineering to review. A draft report of the assessment should be available for council's review at the next council meeting on May 23rd.
2. Urgent Deck Repairs: WID provided an update for the deck repairs (interior and exterior) as follows:
 - (a) The deck membranes are projected to be completed by the first week of May
 - (b) Siding repairs, flashing, the patio door for #305 and interior repairs are projected for completion the end of May.

Following the council meeting, a Special General Meeting will be held to present a $\frac{3}{4}$ vote resolution to the owners to fund the urgent repairs from the CRF with a sum of money not exceeding \$55,000.

3. Caretaker Review: The council President, a council member and the agent met with the caretaker on April 16th to complete the caretaker an annual performance review.

4. Common Room Renovations: Council member Sherry Caves reported that the structural/carpentry work with the common room renovation upgrades have been completed and council would like to thank Sarah Porterfield of unit #305 and Darryl Caves of unit #415 for volunteering their time to complete the structure/carpentry work.
A notice will be posted seeking volunteers to complete the painting portion of the upgrades and to assist with project clean up. Volunteers are requested to submit their name and phone number under the door of unit #415.
5. Leaks in Units #313, #213, #113: The Restoration Shop has completed the minor deficiencies for the said units incurred from a broken valve in the baseboard heater of unit #313.
6. PML – Contract: Council member Mark Antonich reviewed Professional Mechanical's renewal contract for 2007/2008 for the maintenance service of the boiler and pumps and recommended obtaining two additional quotes for comparison purposes. The council agreed and Mr. Antonich will obtain two additional quotes and present to council at the next 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. Compost Bin: A letter was received from an owner requesting the strata install a compost bin outside the building. The council discussed the installation of a compost bin last year and denied the request as the council was informed that compost bins could attract rodents.
2. Landscaping: A letter was received from the owner of unit #112 requesting the bushes, shrubs and trees be restored outside his fence with the completion of the load bearing project and membrane repairs with his unit. The council has deferred the restoration of the landscaping around the unit until the results of the exterior building assessment has been received and reviewed.
3. Laminate Flooring: A letter was received from the new owner of unit #208 requesting council's approval to install bamboo flooring with a high grade underlay. The council approved and directed the agent to submit a letter to the owner ensuring that the renovation bylaws are adhered to and the neighbouring units are notified of the time frame of renovations.
4. Balcony Concern: A letter was received from the owner of unit #306 with concerns of water pooling on their balcony. The agent was directed to contact Arbutus Vinyl to investigate.

5. **Noise Violation:** A letter was received from an owner with concerns of excessive noise emanating from the unit above during late hours of the night. The agent was directed to submit a letter to the residents reminding them of the strata corporation bylaws 3.1 and 3.2:

- 3.1 *No resident shall make noise in or about the strata lot or common area which, in the opinion of the Strata council, interferes with the enjoyment of the use of any common area by other residents of the Strata Corporation.*
- 3.2 *Noise shall be kept to a minimum level between the hours of 11 PM and 7 AM.*

Residents who continue to violate the strata corporation bylaws can be assessed a \$100 fine assessed against the owner's account.

REMINDER

The residents of 1500 Pendrell is home to people of various ages, family sizes, cultures and lifestyles. Please keep in mind the challenges and limits of high density living and keep noise levels to a reasonable limit. Disturbing other occupants is not acceptable and the bylaws will be enforced.

6. **Kitchen Renovations:** The owner of unit #422 requested council's approval to proceed with kitchen renovations. Included in the renovations will be to raise the ceiling. The owner has contacted Viking Fire Protection to adjust the height of the existing sprinkler head. Should the fire sprinkler system require a shut down to complete the repairs, the owner will ensure a fire watch is in place during the shutdown. The owner's request was approved and the agent will ensure that the owner abides by the renovation bylaws and submit notices to the neighbouring units with the time frame of the renovations.
7. **Balcony Door:** The owner of unit #419 submitted a letter requesting the replacement of their living room sliding glass door due to age and difficulty opening and closing. With repairs and maintenance budget constraints the non-urgent request has been deferred until the new fiscal year budget commencing September 2, 2007.

NEW BUSINESS

1. **Lattice Repairs:** The council directed the agent to submit reminder letters to the owners of units #101 and #105 requesting that the repairs to the damaged lattice work be repaired by May 15th. The owners have yet to complete the repairs requested last month. The strata will assess a bylaw fine in the amount of \$100 against the owner's unit if the repairs are not completed by May 15th in accordance with strata corporation bylaw 12.1 as follows:

- 12.1 *An owner must repair and maintain the owner's strata lot, except for repair and maintenance that is the responsibility of the Strata Corporation under these bylaws.*

There being no further business, the meeting was adjourned at 6:30 p.m. to be followed by the Special General Meeting at 7:00 p.m. The next council meeting will be held on May 23, 2007 at 7:00 p.m.

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BP/md

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

PENDRELL MEWS

HELD: On Wednesday, May 23, 2007 at 6:30 p.m. in the Common Room Office at 1500 Pendrell Street, Vancouver, B.C.

PRESENT:

Jeff Kingsley	(President)	#421
Janet Brien	(Vice President)	#318
Christine Fretwell	(Treasurer)	#213
Marc Antonich	(Buildings/Maintenance)	#422
Frank Froebel	(Security)	#111

REGRETS:

Sherry Caves	(Secretary)	#415
Martin Brook	(Project Manager/Landscaper)	#424

STRATA AGENT Bunny Porteous, Vancouver Condominium Services

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

CARETAKER'S REPORT:

The council reviewed the Caretaker's Report prepared by Dave Patterson. Highlights of the report include the following:

1. Tuesday, April 30th: Person-door off lobby not latching properly. Hinges require replacement. Agent will contact Devak Lock & Key.
2. Thursday, May 3rd:
 - (a) Alumni Painters were on site to complete the paint-touch-ups.
 - (b) Water leak in unit #110 discovered to be from a disconnected laundry drain hose. Caretaker advised owners not to use machine until new hose is attached.
3. Monday, May 14th: Kone Elevators on site to replace the slippers in the small elevator car.
4. Friday, May 18th: PML on site to complete boiler maintenance.

MINUTES

It was moved, seconded and carried to adopt the minutes of the April 26, 2007 council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statement:** It was moved, seconded and carried to adopt the April, 2007 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 eighth month ending April 30, 2007 in the appropriate funds are as follows:
 - Total Cash Balance \$493,917.78 (including CRF Balance)
 - CRF Balance \$ 41,580.75 (Contingency Reserve Fund)
3. **Arrears:** The agent reported that a certificate of lien has been filed against the title of a strata lot owner who has yet to submit payment after a demand letter was sent requiring payment within 21 days.

The council would like to thank all owners for ensuring that their strata fees and special levies are paid. In December, 2006, the outstanding arrears for owners were approximately \$26,000. As of April 30, 2007 the outstanding arrears are \$2,300.

4. **Audit:** The agent was directed to obtain a quote to conduct an audit for the fiscal year ending August 31, 2007.

BUSINESS ARISING

1. **Exterior Building Assessment:** RDH Engineering has completed the field survey for the existing at-grade conditions at 1500 Pendrell Street. Western International Development has been requested to reinstate the concrete and soft surfaces that were dug up to expose the underlying membranes for testing. A draft report of the assessment will be available for council's review before the next meeting on June 27th. The council has requested Ed Thiessen from RDH attend the next meeting to review the report.
2. **Deck Repairs:** Western International Development is proceeding with the urgent interior and exterior deck repairs. Completion of the repairs have been delayed while waiting for the patio doors to be delivered. Completion is projected for the end of June.
3. **Common Room Reno:** Council member Sherry Caves reported that the common room renovation upgrades are in progress. The council would like to thank Derek Moersch of unit #410 for volunteering his time to complete the drywall and painting with the common room upgrades.

4. **PML Contract:** Council member Marc Antonich is obtaining two quotes for the quarterly maintenance service contract for the boiler and pumps to compare with the quote submitted by the existing contractor Professional Mechanical.

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. **Drywall Repairs:** A letter was received from the owner of unit #413 requesting the drywall repairs from a leaking pipe repair be completed. The agent was directed to add the repair to the list of drywall/painting repairs to be completed once funding is available. The new owner also expressed concerns with squirrels on their patio, chimney and in their condo which could cause problems to the drain pipes, lanes and gutters. The agent will contact the pest control company to investigate during their monthly maintenance.
2. **Awning:** A letter was received from the owners of unit #508 requesting council's approval to install an awning over the sundeck. The awning would be of identical size, colour and design as of other units with awnings in the building. The agent will submit a letter of approval to the owners requesting that the strata bylaws for renovations and alterations are adhered to.
3. **Rental:** A letter was received from the owner of unit #309 requesting council's approval to extend the rental of unit #309 for another one year period with the current tenant. The agent will submit a letter of approval to the owner.
4. **Water Leak:** A letter was received from the owner of unit #308 with inquiries on the interior repairs with the deck repair project. The agent was directed to contact Western International Development to investigate.
5. **Roof Top Exhaust Fan:** An owner has requested the strata investigate the ongoing excessive noise from the roof top fan which is a disturbance in their unit. A council member volunteered to review and complete any repairs required.
6. **Skylight Window/Drain Pipe:** A letter was received from the owner of unit #220 requesting the cracked skylight window in their unit be replaced along with the broken drain pipe outside the window. The agent was directed to add the cracked skylight to the list of failed windows to be replaced within the new fiscal year budget commencing September 1, 2007. The caretaker will contact the owner to investigate the drain pipe.

7. Bathroom/Kitchen Renovations: A letter was received from the owners of unit #217 requesting council's approval to replace existing sinks, vanities, toilets, bathtub in the bathroom, flooring in the foyer, bathrooms and kitchen as well as counter top and sink in the kitchen. The request was approved and the agent will submit a letter to the owner to ensure the renovation bylaws are adhered and request the owner submit notices to the neighbouring units with the timeframe of the renovations.
8. Gym Facility: The owner of unit #310 has requested council's approval to paint the gym facility in the building in accordance with the colour approved by council. The council would like to thank the owner for volunteering to paint the gym facility and will provide paint once the common area office upgrades are completed.
9. Lattice: At the last council meeting, the agent was directed to submit a letter to unit #101 informing the owner that the recently installed lattice work outside the unit is not uniform with the requirements of installing lattice work. The owner submitted a letter requesting further information with council's request. A council member volunteered to contact and assists the owner.

NEW BUSINESS

1. Back Door Issue: An owner has requested that council address the lobby back door with the floor transition piece held together by duct tape. The issue will be investigated.
2. Roof Top Deck Flowers: The council would like to thank Gary Mason from unit #511 for continuing to donate beautiful plants on the roof top deck.
3. Parkade Lease: The council has noted that the corporation that is leasing the 27 units in the parkade is in default with three monthly lease payments. The council will contact a lawyer to obtain an opinion on the cancellation of the lease.
4. Lock Box: A letter was received from Vancouver Fire & Rescue Services requesting that the strata corporation install a new approved high security lock box for the Fire Department Emergency Responders. In North America, more than 5,000 Police and Fire Departments rely on security key lock box system to enter property quickly and safely during an emergency response. Lock boxes never contain keys other than for the main lobby, entrance, common areas, roof access, elevator or other public access in the building. The only authorized specialized keys for the lock box are under the strict control of Fire Department senior officers. Installation of the lock boxes can benefit, as follows:
 - (i) Provide immediate emergency entry in case of fire, medical or other type of emergency.
 - (ii) Prevent costly forced entry damage to doors or windows.

- (iii) Undamaged doors can be re-secured after an emergency without the response of a building manager or hired security or it allows faster fire department entry which reduces the potential damages from fire.
- (iv) It allows first responders to enter a building if the occupant is unable to open the door.
- (v) Increases fire department image and efficiency.

The agent was requested to contact Action Lock & Security to obtain a quote for the next council meeting.

There being no further business, the meeting was adjourned at 7:50 p.m. The next meeting will be held on Wednesday, June 27, 2007 at 6:30 p.m.

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BP/md

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

PENDRELL MEWS

HELD: On Wednesday, June 27, 2007 at 6:30 p.m. in the Common Room Office at 1500 Pendrell Street, Vancouver, B.C.

PRESENT:

Jeff Kingsley	(President)	#421
Janet Brien	(Vice President)	#318
Marc Antonich	(Buildings/Maintenance)	#422
Frank Froebel	(Security)	#111

REGRETS:

Christine Fretwell	(Treasurer)	#213
Sherry Caves	(Secretary)	#415
Martin Brook	(Project Manager/Landscaper)	#424

GUEST: Ed Thiessen, RDH Engineering (Left at 7:30 p.m.)

STRATA AGENT Bunny Porteous, Vancouver Condominium Services

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

CARETAKER'S REPORT:

The council reviewed the Caretaker's Report prepared by Dave Patterson. Highlights of the report include the following:

1. May 24th: Replaced the door handle on the set third floor east wing door.
2. May 25th: Removed and cleaned the domestic hot water boiler filter as per Professional Mechanical's instructions.
3. June 8th: Kone elevator contacted to adjust the brake in the large elevator.
4. June 20th: Kone Elevator on site to replace the door close button in the smaller car and to replace burnt out call button on the third floor.

5. June 25th: Caretaker recommended obtaining a second recycling bin for paper products and containers due to a weekly overflow issue. The caretaker will contact the City of Vancouver to request a second bin.
6. Skylight: It was noted that the skylight on the fourth floor in the alcove on the north side is leaking during heavy rains. Due to budget constraint the repair will be included on the general maintenance list to be completed within the next fiscal year's budget.
7. Remote Control Monitoring System: The caretaker is proceeding to establish a tracking system for the remotes to ensure there is an adequate control system to maintain the maximum level of security.

IMPORTANT NOTICE

Residents are reminded to not leave remotes, keys or valuables in their car. Should a resident lose their key or remote, they are required to contact the caretaker or VCS to deter from a security breach.

GUEST

Mr. Ed Thiessen of RDH was invited to attend the council meeting to review the draft report of the existing grade membrane conditions at 1500 Pendrell Street. RDH indicated there is a high probability that the parkade membrane is leaking at various locations around the perimeter of the building which likely has caused the decay of the sill plates of the interior stud walls reported in several units. The existing membrane (30 years of age) was found to be in good condition considering its age but there are some deficient details that limit the long term effectiveness of the membrane. Mr. Thiessen has recommended further testing to complete the assessment and will submit a quote for council's review.

Following further discussion, the council thanked Mr. Thiessen for his review of the draft report and he departed the meeting at 7:30 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of May 23, 2007 council meeting, as circulated.

FINANCIAL REPORT

1. Monthly Statement: It was moved, seconded and carried to adopt the May, 2007 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 9th month ending May 31, 2007 in the appropriate funds are as follows:
 - Total Cash Balance \$494,363.63 (including CRF Balance)
 - CRF Balance \$44,530.29 (Contingency Reserve Fund)
3. Arrears: The agent reported that the two owners with Certificate of Liens filed against the title of their strata lots have submitted partial payments for the outstanding levy payments on their account.
4. Audit: A quote was received and approved from Reid Hurst Nagy in the amount of \$2,200 plus GST to complete the audit for the fiscal year ending August 31, 2007.
5. Annual General Meeting:
 - (a) Date: The AGM has been scheduled for Wednesday, October 24, 2007 at 7:00 p.m. at the Coast Plaza Hotel, 1753 Comox St.
 - (b) Budget: The agent distributed a draft copy of the budget for the fiscal year commencing September 1, 2007. The council reviewed the draft and will continue discussion at the next meeting. Once the draft audit is received in September, the budget will be prepared in final form for presentation at the Annual General Meeting.

BUSINESS ARISING

1. RDH/Assessment: See Guest Business.
2. Deck Repairs: WID has submitted an invoice in the amount of \$10,050 for additional unforeseen costs to complete the deck repair project. The council will review the invoice and additional work for further discussion at the next council meeting. WID reported that the new patio doors which have delayed the project for four weeks have arrived and been installed. The contractors will proceed with the exterior stucco work next week and the completion of the project within four weeks.

WID reported to council the difficulty obtaining access to owners unit to complete the repairs which has proven costly for WID to reschedule the contractors. Residents are required to ensure that access is available to complete the stucco work, on the patio decks and if you are unavailable a key should be left with a neighbour or the caretaker. If access is not available, the residents will be submitted the invoice for the extra cost for the contractors to return.

3. Common Room Upgrades: Council member, Sherry Caves reported that the common room renovation upgrades are 90% complete. Once caretaker's supplies and furniture are moved into the new office area, the volunteers will proceed with the painting of the common room walls to complete the project.
4. PML Contract: Council has approved PML's renewal mechanical maintenance contract in the amount of \$2,182 from May 1, 2007 to April 30, 2008.
5. Fire Inspection: The agent will contact Viking Fire Protection to schedule the common area fire equipment testing in August. Notices will be posted as fire bells may ring intermittently.
6. Parkade Lease: The council is proceeding to obtain a legal opinion on the cancellation of the parkade lease with the corporation that is leasing 27 parking stalls and is in default with the monthly payments.
7. Lock Box: An estimated quote in the amount of \$550 was received from Safe and Secure Locksmith to install a lock box for Vancouver Fire and Rescue Services emergency access into the building. The installation will be completed within the next fiscal year's budget.
8. Caretaker Walkabout: The agent and two council members will complete a walkabout through the building's storage areas to ensure there are not items being stored in the rooms as per The Vancouver Fire Code. Residents are required to remove any items in the storage room by July 31, 2007. The junk removal contractor will remove any items left in the storage rooms after July 31, 2007.

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. Kitchen & Bathroom Renovations: A letter was received from the owner of unit 206 requesting council's approval to proceed with kitchen and bathroom renovations, including raising of the kitchen ceiling, which will require the adjustment of a sprinkler head.

Council approved the renovations with the following conditions:

- Should the fire sprinkler system require shut down to address the height of the existing sprinkler head, the owner must contact Viking Fire Protection to complete the adjustment and ensure a fire watch is in place during the shut down.
 - Notices for the time frame for scheduled renovations be submitted to the neighbouring units with the scheduled time frame of the renovations.
2. Kitchen and Bathroom Renovations: A letter was received from the owner of unit 420 requesting council's approval to replace the kitchen and bathroom cabinets, remove the half wall that separates the entry from the kitchen and replace the kitchen and bathroom flooring. The agent was directed to submit a letter to the owner with approval that a maximum available sound proofing be installed between the hardwood and underlying structure and the Strata Renovation Bylaws are adhered to.
 3. Awning: Letters were received from the owners in 505 and 405 requesting council's approval to install awnings over the patio area. The agent directed a letter to both owners ensuring that the awnings are uniform with the other awnings in the building.
 4. Bathroom Renovations: The owners of unit #104 have submitted a letter requesting council's approval to complete bathroom renovations. The agent will contact the owner requesting further details of the bathroom renovations. The owner has also requested the rollers under the patio door be replaced due to the difficulty at times to open and close the door. Due to budget constraints, the repairs will be added to the outstanding maintenance deficiencies to be completed within the next fiscal year's budget commencing September 1st.
 5. Lien: A letter was received from an owner requesting the Certificate of Lien filed against the owner's strata lot for outstanding levy payments be removed, as the owner is submitting partial payments on a monthly basis for the outstanding levy payments. The request was denied as the responsibility of the owner is to ensure they abide by the strata bylaws 2.5 and 2.6 which state:
 - 2.5 A special levy is due and payable on the date or dates noted in the resolution authorizing the special levy.
 - 2.6 Failure to pay a special levy on the due date will result in a fine of \$100.00 for each contravention of bylaw 2.5.

NEW BUSINESS

1. No new business.

There being no further business, the meeting was adjourned at 8:40 p.m. The next meeting will be held on Tuesday, August 4, 2007 at 6:30 p.m.

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Bunny Porteous
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BP/mc

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.

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-1491

PENDRELL MEWS

HELD: On Thursday, August 30, 2007 at 6:30 p.m. in the Common Area Office – 1500 Pendrell Street, Vancouver, B.C.

PRESENT:

Janet Brien	(Vice President)	#318
Frank Froebel	(Security)	#111
Christine Fretwell	(Treasurer)	#213
Sherry Caves	(Secretary)	#415
Martin Brook	(Project Manager/Landscaper)	#424

REGRETS:

Jeff Kingsley	(President)	#421
Marc Antonich	(Buildings/Maintenance)	#422

STRATA AGENT: Bunny Porteous, Vancouver Condominium Services Ltd.

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

CARETAKER'S REPORT

Council reviewed the caretaker's report prepared by Dave Patterson. Highlights of the report include:

1. July 10th: The caretaker has contacted the City of Vancouver to request two additional recycling bins for paper products and containers.
2. July 11th: Garbage gates have been vandalized twice within the last week. The caretaker has recommended a security bar be installed across all three gates to prevent further vandalism.
3. July 23rd: Man door to parkade area has been repaired by Nikls Property Services.
4. July 30th: The hand rail pulled off the wall on the south west stairwell between the 3rd and 2nd floor of the west wing has been repaired.

5. August 1st: Viking Fire Services were on-site to complete the common area annual fire system inspection.
6. August 6th: The caretaker noted one of the larger planter pots outside the main entrance was vandalized.
7. August 10th: Viking Fire Services on-site to replace the batteries fire panel power supply back up.
8. August 22nd: The caretaker completed the cleaning of the storage rooms and office as requested by council and the refuse was hauled away on August 29th by Doug's Rubbish.
9. August 29th: Cambridge Plumbing was contacted to repair a leak on the hot water main line outside of unit #208. The repair was included in the re-piping warranty.

Council thanked the caretaker and he departed the meeting at 6:45 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the June 27, 2007 council meeting, as circulated.

FINANCIAL REPORT

1. Monthly Statements: It was moved, seconded and carried to adopt the June and July, 2007 financial statements, 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, 2007 in the appropriate funds are as follows:
 - Total Cash Balance \$525,370.83 (including CRF Balance)
 - CRF Balance \$ 51,365.91 (Contingency Reserve Fund)
3. Invoices: The council reviewed the invoice in the amount of \$10,665 from Western International Development for the extra repair costs for the emergency balcony repair project. The council approved \$5,000 of the \$10,665 for payment.
4. Arrears: The agent reported that one of the two owners with certificates of lien filed against the title of their strata lots, has submitted full payment for the outstanding levy payments on their account and the lien will be released.

5. Audit: Reid Hurst Nagy will proceed to complete the audit for the fiscal year ending October 31, 2007. The draft audit will be available for council's review at the September 19th meeting.
6. Annual General Meeting Date:
 - (a) The Annual General Meeting has been scheduled for:

Wednesday, October 24, 2007
at 7:00 p.m.
at the Coast Plaza Hotel, 1753 Comox Street.
 - (b) Budget: The agent distributed an updated draft copy of the budget for the fiscal year commencing September 1, 2007. The council reviewed the draft and will continue discussion at the next meeting. Once the draft audit is received in September, the budget will be prepared in final form for presentation at the AGM.

BUSINESS ARISING

1. RDH Assessment: Council approved RDH Engineering to proceed with the assessment of the perimeter membrane and include a detailed estimated cost of repairs with a maximum additional cost of \$3,000. The final assessment report will be available for owners at the AGM.
2. Deck Repairs: With the completion of the deck repair project, the agent was requested to submit sign-off letters to the units included in the repair project before final holdback payment is submitted to WID.
3. Common Room Upgrades: Council member Sherry Caves reported that common room renovation upgrades are nearing completion. **The council would like to thank all volunteers who volunteered their time at no cost to the strata to complete the common room renovation upgrades. The council will establish rules hours and usage of the room etc. at the next council meeting.**
4. Fire Inspection: Viking Fire Protection was on-site on Friday, August 10th to complete the annual fire inspection of the common area fire systems.
5. Parkade/Lease: Council President Jeff Kingsley contacted Mr. Patrick Williams from Clark Wilson Law Firm to obtain a legal opinion on the cancellation of the parkade lease due to the default in monthly payments as per the lease agreement. Mr. Williams has recommended formal notice be provided to the leasee requesting the outstanding payments be submitted and should it remain unpaid for a further 18 days from the date of the letter submission, the strata will be entitled to cancel the lease.

The agent will submit a letter to Amin Karssan (leasee) requesting payment within 18 days receipt of the letter.

6. Window Repairs: The agent contacted Action Glass to submit a quote to complete the following window repairs before the completion of the fiscal year end August 31, 2007.

- #220 - skylight cracked
- #403 – failed skylight
- #506 – failed window seal
- #503 – living room window concerns
- #104 – rollers/patio door
- 4th floor alcove – skylight
- 4th floor alcove – failed window seal

Due to the present busy market conditions, Action Glass was unable to complete the repairs in August. Owners will be contacted in September with the schedules dates.

7. Kick Plate/Door: The agent will contact The Restoration Shop to follow up on the quote for the installation of the kick plates on various doors throughout the building.
8. Window Washing: IBM will be on-site on Thursday, August 30th and Friday, August 31st to complete the cleaning of all inaccessible windows and skylights. A memo will be posted to submit window washing deficiencies before September 6th.

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. Common Room: A letter was received from the owner of unit #420 enquiring as to the completion date of the upgrades and the rules of the room. The owner has also requested to use the room at pre-arranged times for occasional acoustic music band practices.

Due to the minimum sound transmission levels between the common area room and the unit above, residents are requested to continue using the squash court for instrument/band practices to ensure the noise levels do not travel through the building and disturb residents. The council will be establishing rules concerning hours and usage in the common room at the next council meeting.

2. Squirrels: An owner submitted a letter with concerns of squirrels nesting in the eaves. The agent will contact PCO to review.

3. Fridge on Balcony:

- (a) A letter was received from an owner requesting the owner with the fridge stored on their balcony be contacted to remove it as not only is it unsightly but also a bylaw violation.

45.7 Balconies are not to be used for storage purposes.

The agent was requested to contact the owner to remove the fridge within 10 days of receipt of the written request to deter from a bylaw violation fine assessed to their account.

- (b) Plumbing Shutoff: The owner has also requested a rule or bylaw be established that owners completing renovations be required to schedule water shut downs after 10:00 a.m. The council recommended residents as a courteous gesture to other residents to not schedule water shut-downs before 10:00 a.m.

- 4. Dog Feces: A letter was received from an owner noting that three times during the month dogs have urinated and defecated in the 3rd floor hallway, as well as in front of the 3rd floor elevator. The owner has also observed dog urine in the main lobby in front of the elevators.

Residents are reminded of the strata corporation bylaw 6.9:

- 6.9 A pet owner must ensure that a permitted pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet owner in the rear garbage dumpster.*

Residents seen violating such bylaw will be subject to fines as per bylaw 30.1(a). Residents are reminded that accidents do happen but it is extremely important that they clean up after their dogs. This is not only a health hazard but is also unsightly, with new carpeting upgrades within the last fiscal year.

NEW BUSINESS

- 1. It has been noted that, during fire alarms, there are only several residents who exit the building.

Residents are reminded that should the fire alarm sound, for security and safety reasons residents are requested to please exit the building until the Fire Department is dispatched and can permit owners to re-enter their homes.

There being no further business, the meeting was adjourned at 8:00 p.m. The next meeting will be held on Wednesday, September 19, 2007 at 6:30 p.m.

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BP/mc

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.

MINUTES OF COUNCIL MEETING
STRATA PLAN LMS-1491
PENDRELL MEWS

HELD: On Wednesday, September 19, 2007 at 6:30 p.m. in the Common Area Room at 1500 Pendrell Street, Vancouver, B.C.

<u>PRESENT:</u>	Jeff Kingsley	(President)	#421
	Janet Brien	(Vice President)	#318
	Frank Froebel	(Security)	#111
	Sherry Caves	(Secretary)	#415
	Martin Brook	(Project Manager/Landscaper)	#424
	Marc Antonich	(Buildings/Maintenance)	#422

REGRETS: Christine Fretwell (Treasurer) #213

STRATA AGENT Bunny Porteous, Vancouver Condominium Services

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

CARETAKER'S REPORT

The council reviewed the Caretaker's Report prepared by Dave Patterson. Highlights of the report include the following:

1. September 14th: The railing on the wall in the lobby area by the elevator was pulled off the wall from children climbing on it. The caretaker and Mr. Vaughn Manley of unit #401 repaired the railing. Please ensure children do not climb on the railings as this could cause serious injury.
2. September 17th: PML was on site to disassemble a domestic hot water boiler to clean out the intake tubes that were inhibiting combustion.

MINUTES

It was moved, seconded and carried to adopt the minutes of August 30, 2007 council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statement:** It was moved, seconded and carried to adopt the August, 2007 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 12th month ending August 30, 2007 in the appropriate funds are as follows:
 - Total Cash Balance \$547,087.95 (including CRF Balance)
 - CRF Balance \$54,313.97 (Contingency Reserve Fund)
3. **Invoice:** Council reviewed and approved an invoice from Clark Wilson in the amount of \$1,271.25 to obtain a legal opinion on whether the strata corporation is entitled to cancel a lease with 4714014 BC Limited for outstanding payment.
4. **Annual General Meeting:**
 - (a) **Date:** The AGM has been scheduled for Wednesday, October 24, 2007 at 7:00 p.m. at the Coast Plaza Hotel, 1753 Comox Street.
 - (b) **Budget:** The agent distributed an updated draft copy of the budget for the fiscal year commencing September 1, 2007. Following discussion, the council finalized the budget with a recommendation to increase the strata fees. The draft budget will be circulated to all owners as part of the AGM notice.
 - (c) **Agenda:** The following resolutions will be presented to the owners:
 - (1) **¾ Vote Resolution #1 – Carpet Replacement:** To transfer the surplus funds of \$3,265.49 from the Carpet Replacement Fund into the Contingency Reserve Fund.
 - (2) **¾ Vote Resolution #2 – Interior Paint Fund Deficit:** To pay the deficit of \$3,993.38 in the Interior Painting Fund from the Operating Fund Surplus.
 - (3) **¾ Vote Resolution #3 – Parkade Membrane Replacement (Option 1):** That a sum of money not exceeding \$1,200,000 be raised and spent for the purpose of the replacement of the parkade membrane on the parkade slab surface around the perimeter of the building. Such expenditure of \$1,200,000 to be charged as a special levy upon owners in proportion to the unit entitlement of their respective strata lots, assessed over a six month period, commencing on January 1, 2008 and ending on June 1, 2008.

- (4) ¾ Vote Resolution #4 – Parkade Replacement Membrane (Option 2): That a sum of money not exceeding \$1,200,000 be raised and spent for the purpose of the replacement of the parkade membrane system on the concrete slab surface around the perimeter of the building, such expenditure to be charged as follows:

- (i) \$717,544 as a special levy upon the owners in proportion to the unit entitlement of their respective strata lots, and
- (ii) Transfer \$483,456 from the Load Bearing Carpet Fund to the Parkade Membrane Fund.

This special levy shall be assessed over a period of six months. Payments will be made in six equal payments on the first day of each month commencing on January 1, 2008 and ending on June 1, 2008.

5. Audit: The agent distributed the draft audit prepared by Reid Hurst Nagy for the fiscal year ending August 30, 2007 for council's review. A copy of the draft audit will be distributed with the AGM notice.

BUSINESS ARISING

1. RDH/Assessment: RDH Assessment submitted the parkade membrane assessment on the current condition of the at-grade water-proofing membrane around the building of 1500 Pendrell Street. The detailing of the original building construction around the perimeter of the building has several fundamental flaws that limits its long term durability. These flaws include the following:
- (a) The built-up membrane is only on horizontal surface and it would have been better to extend the membrane up the vertical space of the building foundation wall or curb above the finished grade.
 - (b) The joint between the edge of the membrane and the foundation wall is difficult to seal and will over time separate.
 - (c) The top of the parkade slab does not positively slope away from the building and in some cases is reversed slope. This allows ponded water to remain against the foundation wall and curbs for extended periods of time.
 - (d) The patio drains do not allow drainage at membrane level which is below the concrete topping. The recess patio areas can be subject to significant amounts of ground water build-up as they are generally well below the surrounding grades outside of the patio areas.

Based on the findings of test openings, moisture was found below the existing at-grade membrane. Once moisture is below this membrane, it can travel under the concrete curbs and foundation walls of the perimeter wall building through pore joints and cracks. If there is sufficient water pressure build-up on the membrane the flow of water will be continual and once inside of the building, it will flow under the concrete topping unobstructed until it comes in contact with the interior stud walls.

Given the systemic concerns with the upgrade membrane system, RDH is recommending a full replacement of the membrane system on the parkade slab surface. This would include the removal of soil and vegetation from the foundation wall building to the edge of the parkade slab to allow the installation of a new SBS type membrane over the horizontal surface and up the vertical foundation wall or curbs. In addition, the concrete topping and the recess patios would be removed to allow full membrane and drain replacement. Re-sloping of the top of the structural slab may be required at some units. The patios would be reinstated with pavers rather than concrete topping to allow easier maintenance work on the membrane and drain. In the courtyard the extensive membrane removal could be limited to a few feet from the perimeter of the building to avoid the additional cost of re-doing the area over the parkade as it is well beyond the building's perimeter. The cost for the potential renewal program based on the scope of work is as follows:

- Construction cost estimate of \$670,000
- General conditions, an additional \$100,000
- Owner Contingency (allowance 15%) - \$115,000
- Consulting engineer allowance 10 to 15% - \$95,000
- Plumbing allowance (sprinklers and storm drains) \$10,000
- Electrical allowance \$3,000
- Landscaping allowance \$30,000
- Permit/legal review \$5,000
- Projected cost estimates \$1,027,000 plus GST.

The extra cost to renew the courtyard areas including landscaping is \$650,000.

The above figures are an estimated budget and should not be considered as the final cost. Due to labour market conditions, prices could vary.

After reviewing the report and estimated costs, the council will present two $\frac{3}{4}$ vote resolutions to the owners at the Annual General Meeting on November 20th to replace the membrane system on the parkade slab surface around the perimeter of 1500 Pendrell Street with an estimated cost of \$1,200,000. The council is not recommending the extra cost to renew the courtyard area including landscaping at an estimated cost of \$650,000 as it is only a recommendation and does not affect the interior living space of owners.

See AGM Resolutions for details.

RDH has estimated a 24-week time frame for the replacement of the parkade membrane.

Owners may contact Vancouver Condominium Services to obtain a copy of the RDH building engineer's review of the parkade membrane replacement.

2. Deck Repairs: Sign off forms were submitted to the owners whose units were included in the deck repair project to ensure owners' satisfaction with the completed work. Two small deficiencies were noted which have been forwarded to Western International Development. Upon completion the 10% final holdback payment will be submitted to WID.
3. Common Room Upgrades: Council member, Sherry Caves reported that the common room renovation upgrades are completed. The council is seeking donations for a coffee table and book shelves for the library. If you have any donations please submit a note under the door of #415. Council would like to thank all volunteers who volunteered their time at no cost to the strata corporation to complete the common room renovation upgrade. The council will establish rules, hours and usage of the common room at the next council meeting.
4. Parkade Lease: A legal opinion was obtained from Clark, Wilson law firm on the cancellation of the parkade lease due to default with the monthly payments as per the lease agreement. Mr. Patrick Williams of Clark Wilson recommended a formal notice be provided to both the leaser, 4414014 the valet operator, and Macaroni Grill that if the compensation for the lease for the months of July and August are unpaid and have remained unpaid for a further 18 days from the date the notice was received, the lease will be terminated. The agent was directed to submit a letter as per the direction of Clark Wilson requesting payment for July and August be submitted within 18 days from the date of the letter or the lease will be terminated effective immediately. The original lease agreement signed between Strata Plan LMS-1491 and the leaser, 4414014 required rent payment be submitted on the first day of every month. In the last year payments have been received every two months.
5. Window Repairs: Action Glass will be on site within the next two weeks to complete the window repairs in units #104, #220, #406, #403, #506 and 4th floor alcove. Owners will be notified and access will be required.
6. Deficiency Survey: A survey has been attached for owners to complete with outstanding deficiencies with windows, drywall/paint, or balcony issues. The council will review the surveys and prioritize the repairs as per available funding.

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. **Window Issues:** A letter was received from the owners of units #406 and #315 with failed window seal concerns. The agent will contact Action Glass to review the windows.

Residents who submit letters to VCS with concerns/issues are requested to please ensure they submit their phone numbers as it is difficult for a caretaker or VCS to contact with scheduled dates for repairs.

NEW BUSINESS

1. **Landscaping:** It has been noted that the landscaping around the complex is being compromised with residents' children using the landscaped areas as their playground. With the rainy season around the corner residents are reminded to use good judgment when running the dogs in the backyard, not to create muddy conditions. Please ensure your dog paws and children shoes do not track mud through the building. The strata corporation dollars are spent to maintain the well manicured beautiful gardens/landscaping for owners' enjoyment.

There being no further business, the meeting was adjourned at 8:00 p.m. The next meeting be the AGM on October 24, 2007 at 7:00 p.m. at the Coast Plaza Hotel, 1753 Comox Street.

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