



**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 265,
CONNAUGHT POINT, HELD ON WEDNESDAY, JANUARY 10th, 2007, AT 6:00 P.M., IN
UNIT #106 – 2288 WEST 12th AVENUE, VANCOUVER, B.C.**

IN ATTENDANCE:	Sue Shokar	#106
	Jacquie Suzuki	#105
	Duke Kuo	#405
	Sheryl Thomson	#110
	Bill Scott	#202

PROPERTY MANAGER:	John Sharkey	The Wynford Group
-------------------	--------------	-------------------

ABSENT (with regrets):	Kyrene Kerr	#412
	Dorothy McClelland	#103

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m. Introductions were made between Council and the Property Manager

2. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED / CARRIED** (Shokar / Scott) to approve the Minutes of the November 8th, 2006 Council Meeting, as circulated.

3. BUSINESS ARISING FROM THE MINUTES

A. Building Maintenance

The Property Manager advised Council that PBEM has been on site and reviewed the outstanding issues reporting that the repairs are substantially completed except for Units #301 and #307 where some balcony membrane work is still required and brick repairs at #310. PBEM will be returning to address those issues when weather permits

B. Stairwell Light Fixture Replacement

The Property Manager reported that a Quote had been received from Dave Berg Electrical for:

- Replacement of rusted light fixtures in the Stairwells
- Replacement of three (3) plug-in sockets with commercial grade sockets
- Repair of a bank of plug-in sockets on south wall – currently not energized
- Replacement of light fixture near garage entrance

Other Quotes were requested, however, these contractors have asked for further details with respect to the style of replacement light fixtures. These details will be made available to the contractors and then reviewed and assessed accordingly.

C. Dryer Vent Cleaning

Three quotes were assessed for dryer vent maintenance services for 2007 The contractor will be requested to make more than one attempt on the designated day to gain access to those suites that did not provide access on the first attempt.

It was **MOVED / SECONDED / CARRIED** (Kuo / Shokar) that National Air Technologies be awarded the contract at a cost of \$1,380 plus tax.

The Property Manager was asked to remind the successful contractor to make several attempts at gaining access to suites if they are not successful on the first attempt.

D. Building Maintenance Schedule

The Property Manger provided Council with a draft Maintenance Plan for 2007. Council reviewed the schedule and commented that it would act as a reasonable basis to transfer Strata maintenance information to the subsequent property management company

4. NEW BUSINESS

A. Accurate Glass Quote

A quote to replace several patio doors due to broken seals was reviewed by Council. Council was not aware of the problem until the date of this meeting. It was decided that a Council member would assess the state of the problem doors and the Property Manager would investigate the possibility of repairing the windows rather than replacing them.

B. Water Leak From Pipe in Parkade

It was brought to the attention of Council that a pipe located between the elevator door and the bike room in the parkade area is dripping. The Property Manager indicated that he would make arrangements to have it repaired.

C. Signatures Required For Bay West Contract

The Treasurer reminded Council of the requirement for several Council members to sign the new Property Management Contract to engage the services of Bay West.

D. Pre Authorized Payments (PAP) for February 2007

Council asked the Property Manager to investigate if The Wynford Group could process the PAP payments due February 1st then transfer the funds to Bay West.

E. Liability Associated with Skateboarders in the Parkade

Council asked The Property Manager to investigate the legal liability of the Strata Corporation with respect to damages arising from skateboarding activities taking place on the Strata Corporation's Property.

5. FINANCIAL REPORT

A. Operating Statements

Following a discussion of the October and November financial results, Council reached a consensus that operating costs were tracking to budget expectations. It was **MOVED / SECONDED / CARRIED** (Kuo / Thompson) to approve the Operating Statements for October and November 2006, as presented.

B. Receivables Report

The Property Manager reviewed unit Owner receivables. The Property Manager was directed to send letters to Owners reminding them that the Strata Corporation depends on the prompt payment of fees (on or before the 1st day of each and every month – as per the Bylaws) in order to meet its financial obligations.

6. COMMITTEE REPORT

A. Landscaping

A Council Member pointed out that four (4) cedar trees on the east side of the building are either dying or dead. The Property Manager was asked to have the landscaper make this determination and have the trees moved or disposed of.

7. PROPERTY MANAGER'S REPORT

The Property Manager's Site Inspection Report was reviewed by Council. The Property Manager was instructed to send three Owners letters concerning Bylaw infractions.

A. Correspondence

There was no written correspondence to be discussed this month.

8. MEETING TERMINATION

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

9. NEXT MEETING

TBD

NOTICE RE: DRYER VENT CLEANING – DRYER VENTS WILL BE CLEANED FROM THE INSIDE AND OUTSIDE OF EACH SUITE. THE DRYER VENT CONTRACTOR, NATIONAL AIR TECHNOLOGIES, WILL REQUIRE A BRIEF PERIOD OF ACCESS TO EACH SUITE AS PART OF THIS PROCEDURE. A UNIFORM WILL EASILY IDENTIFY TECHNICIANS. ALL RESIDENTS WILL BE NOTIFIED BY MEANS OF NOTICES POSTED IN THE LOBBY AND THE ELEVATOR WELL IN ADVANCE OF THE WORK TAKING PLACE. RESIDENTS ARE ASKED TO MAKE ARRANGEMENTS THAT WILL ALLOW THE CONTRACTOR ACCESS TO THEIR SUITE ON THAT DAY.

NOTICE RE: GARBAGE / CARDBOARD – RESIDENTS ARE ADVISED THAT YOU MUST FLATTEN YOUR CARDBOARD BOXES PRIOR TO PLACING THEM INTO THE APPROPRIATE BIN. SHOULD YOU FIND THE BIN FULL, PLEASE HOLD ON TO YOUR CARDBOARD UNTIL THERE IS ROOM, OR OTHERWISE DISPOSE OF IT ELSEWHERE.

RESIDENTS ARE REMINDED – DO NOT LET ANY STRANGERS INTO THE BUILDING.

RESIDENTS ARE REMINDED THAT YOU CANNOT LEAVE ANYTHING IN THE HALLWAY OUTSIDE YOUR SUITE, INCLUDING MATS.

NOTE: PLEASE MAKE YOUR CHEQUES PAYABLE TO “STRATA PLAN LMS 265” AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF EACH OF YOUR CHEQUES.

Do you have a question regarding payment of your account?
If so, please call 604-261-0285 and ask for Local 335.

ATTENTION

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.

THE WYNFORD GROUP OFFICE HOURS ARE MONDAY TO FRIDAY, 9:00 A.M. TO 5:00 P.M. FOR AFTER-HOUR EMERGENCIES ONLY, PLEASE CALL 604-261-0285, THEN PRESS “1” TO BE CONNECTED TO THE ANSWERING SERVICE.

APPROVED _____
BY
COUNCIL: _____

DATE: _____

(01/12/07) min-01-10.265

LOCATION:

6:00 p.m.
Unit # 105
2288 – West 12 Avenue
Vancouver, B.C.

STRATA COUNCIL
2006-07

PRESIDENT / LANDSCAPING

Dorothy McClelland - 103

VICE PRESIDENT

Jacquie Suzuki - 105

TREASURER

Duke Kuo - 405

AT LARGE

Bill Scott – 202
Sheryl Thomson – 110
Sue Shokar - 106

STRATA MANAGER

Jack Foo
Direct Line: 604-714-1542
Direct Fax: 604-592-3684
Email: jfoo@baywest.ca

Strata Accountant

Calvin Hui
Direct Line: (604) 714-1537
Email: chui@baywest.ca

BAYWEST MANAGEMENT

300 – 1770 BURRARD STREET
VANCOUVER, BC V6J 3G7
24 Hr: 604-257-0325

PRESENT:

Dorothy McClelland
Jacquie Suzuki
Duke Kuo
Bill Scott
Sheryl Thomson
Sue Shokar

Jack Foo, Strata Manager, Baywest Management Corporation

The meeting was called to order at 6:05 p.m. by the President.
A quorum was established.

The President reported she had received Kyrene Kerr's resignation from Council on March 11, 2007 due to personal family matters. Council requested that a letter of appreciation from Jack Foo be provided to Kyrene for her time and effort on Council.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the minutes of the Council meeting of January 10, 2007, as distributed. **CARRIED**

(3) FINANCIAL REPORTS**3.1 TREASURER REPORT**

Due to transition from the previous management company to Baywest, the accounting is yet to be fully updated and re-coded correctly. Thus, it was moved and seconded to defer the Financial Statement adoption for the month of January and February 2007 to the next meeting. **CARRIED**

3.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that the current accounts receivable was \$1,371.56 as at the date of the meeting, and that a PAC form will be enclosed with these minutes for those who have yet to sign up for the automatic withdrawal payment of their maintenance fees.

(4) OPERATION PROCEDURE / COUNCIL MANUAL

Council members and the Strata Manager reviewed the operating procedures and Council Manual published by Baywest Management. These covered the needs of Connaught Point going forward, and the areas of interest and/or of expertise of Council members.

(5) BUSINESS ARISING FROM PREVIOUS MEETING

5.1 DYER VENT CLEANING

The Strata Manager reported that National Air Technology had recently completed a thorough dryer vent cleaning on the 22nd of February. Two units were inaccessible at the time of cleaning, and therefore only exterior cleaning was done to those units.

5.2 BUILDING ENVELOPE PROGRAM (PBEM)

The Strata Manager received the Envelope Maintenance Review #3. The review was conducted during January 2007. "Prompt Repairs" have been identified for the Roof, Vertical Surface, Deck and Patio and Building Base and Site. We have received quotations to complete some of the work and will follow with PBEM for further quotations to repair/replace wood trims, repaint wood trims and redirect down pipe drainage from building foundation.

5.3 BUILDING MAINTENANCE SCHEDULE

At the request of the Council, the Strata Manager has come up with a draft Maintenance Schedule, which needs further modifications in accordance to the needs of Connaught Point. The Strata Manager will consult the President and Treasurer on items so that the schedule may be completed.

5.4 STAIRWELL LIGHT FIXTURES

The Council had noticed numerous lighting fixtures were not functioning during the recent walkabout with the Strata Manager. The President will request Dave Berg Electrical Services to replace all fixtures in the stairwells due to corrosion, fix the elevator light, replace broken plug-in sockets and determine cause of garden light outages.

5.5 PATIO DOOR REPLACEMENT

The Strata Manager was informed by Council that a patio door on the 4th floor has a seal problem and that the Strata should request replacement of the door as soon as possible as this has been an outstanding issue for the past year.

(6) STRATA MANAGER REVIEW

The Strata Manager reviewed the following directives completed since the last meeting.

Parkade

- ☐ Quote for Plexi-Glass to cover side of Garage Door – to protect infra-red censor.
- ☐ Quote from Super Glass for a Curvex Mirror
- ☐ Exit Signage need to have a second bulbs install.
- ☐ Bike Room – Need cleaning
- ☐ Get quote for Parkade signage – Stop –wait for Garage door to be fully down before driving away.

Building Exterior

- ☐ Superior Disposal to provide locks on Garbage Bin.
- ☐ Replace Exterior (stairwell) light fixtures.
- ☐ Quote for Emergency Key-lockbox.

Building Interior

- ☐ Quote for Pipes and drainage auguring
- ☐ Quotes for Electronic card entry system
- ☐ Dryer Vent to be cleaning

Administration

- ☐ Send updated list of Trades contact list
- ☐ Scan and email Financial Statement in PDF format to treasurer.
- ☐ Submit CHOA Membership Update Form

Others:

- ☐ Bylaw proposal
- ☐ Maintenance Schedule

(7) CORRESPONDENCE

Council received a letter from an owner requesting permission to house a dog. The Strata Manager informed the owner that there is a Pet-Bylaw that indicates a maximum of 4 dogs are allowed in the building, and as at meeting time, only 2 dogs in the building are officially registered. Council approved the application and the owner will be advised that he needs to register the dog within 3 months of the application being approved.

Council received a letter from an owner who is requesting permission to renovate their unit. Enclosed with their application were the drawings and trades information. Council, after some deliberation, agreed to grant permission on the condition that the Alteration Agreement and Assumption of Liability be completed and forwarded to the Strata Manager before commencing the work.

Council received a letter from an owner indicating that there is a hole on the window pane which is greatly reducing the effectiveness of the insulation in her unit. The Strata Manager had already dispatched Accurate Glass to repair the window prior to the meeting.

(8) LANDSCAPING COMMITTEE REPORT

The Landscaping Committee presented the following report to Council:

- 1) All trees were pruned in late February at an extra cost of \$250
- 2) Lime was applied on February 16
- 3) Cedars were removed from suite #110
- 4) Requests have been made for quotes to be submitted to Baywest on:
 - a) Soil for the City and our private boulevards along 12th Avenue and to fill in where cedars were removed from suite #110.
 - b) Replacement plant material for suite #110 – cotoneaster or move camellia back
 - c) Cedars identified that need replacement along 12th Avenue
- 5) Contract from Border to Border yet to be received
- 6) Lawn Mowing to commence March 15
- 7) Lawn seed to be applied to boulevards (City and Private) once the rain eases
- 8) Moss killer to be applied once rain eases.

(9) NEW BUSINESS

9.1 ELEVATOR REFURBISHMENT

ThyssenKrupp Elevator had presented a detailed proposal on the recommended extensive refurbishing of the current elevator system. Council will be looking into this matter before presenting their recommendations to the owners.

9.2 LATHAM'S CONTRACT

The Strata Manager reported that Latham's has officially advised that the service contract will be raised by \$10.00 per annum to the new rate of \$680 per year. The Council felt that the service rendered by Latham's has been satisfactory and that the increase is minimal and justifiable. It was MOVED/SECONDED to accept the increase in contract fee of \$10 with Latham's. **CARRIED**

9.3 VANCOUVER CITY BY-LAW

Council received a letter from the City of Vancouver indicating that access was not made available to carry out an inspection on Building Bylaw compliance. Council has since contacted Levelton on the matter where Letters of Assurance should have been submitted right after the completion of rainscreen project in 2003. In following up on this matter, a second submission was made by Levelton after the first one was likely misplaced by the City Engineering officer in-charge at that time. Finalization of Building Permit is anticipated on March 22 after an on-premise inspection by the City District Building Inspector.

9.4 PROPOSED BY-LAW AMENDMENT

At the request of Council, the Strata Manager has provided some recommendations for Bylaw Amendments, which could render a more effective and efficient set of Bylaws. The Bylaw amendments will be presented in the upcoming AGM material.

9.5 AIR CONDITION UNIT

Council received a letter from an owner wishing to install an Air-conditioning unit in within their strata unit. This request is under consideration by Council and further research is being conducted on various types of air conditioning units.

(10) NEXT MEETING

The next Council meeting was scheduled for Wednesday, 2nd May 2007 at 6:00 p.m.

(11) TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:30 p.m.

Submitted by:
Jack Foo, Strata Manager

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

PERSONALLY APPROVED PAYMENT SERVICE AGREEMENT
(To automatically pay monthly strata fees)

The undersigned hereby authorises *BAYWEST MANAGEMENT CORPORATION* to draw monthly debits by paper or electronic entry covering payments due by the undersigned to:

Strata Plan: _____

Name: _____

Address: # _____ - _____

Phone Number: _____

for monthly strata fees in the amount of \$ _____, commencing the first day of _____, 20 ____

The undersigned:

1. Warrants that all persons whose signatures are required to sign on this account have signed this agreement;
2. Acknowledges that, in order to cancel this agreement written notice of revocation shall be given to Baywest Management Corporation. This authorisation may be cancelled at any time;
3. Acknowledges that any delivery of this authorisation by you constitutes delivery by the undersigned to the processing institution;
4. Agrees to inform Baywest Management Corporation in writing of any change of account information provided in this authorisation prior to the next due date of the pre-authorised debit;
5. Authorises Baywest Management Corporation to increase/decrease amounts drawn on the account from year to year as future budgets adopted by my Strata Corporation affect monthly strata fees.

PLEASE ATTACH A VOID CHEQUE

Please return this form to Baywest Management Corporation before the 24th of the month to be effective the 1st day of the following month.

I understand the personal information provided above is for the purposes of identifying and communicating with me, processing payments, ensuring the orderly management of the strata corporation and complying with legal requirements. I hereby authorize the strata corporation to collect, use and disclose my personal information for these purposes.

Signature _____

Date _____

BAYWEST MANAGEMENT CORPORATION
#300 - 1770 Burrard Street
VANCOUVER, BC, V6J 3G7
Tel: 604- 257-0325 Fax: 604- 592-3950

LOCATION:

6:00 p.m.
Unit # 105
2288 – West 12 Avenue
Vancouver, B.C.

**STRATA COUNCIL
2006-07****PRESIDENT / LANDSCAPING**

Dorothy McClelland - 103

VICE PRESIDENT

Jacquie Suzuki - 105

TREASURER

Duke Kuo - 405

AT LARGE

Bill Scott – 202
Sheryl Thomson – 110
Sue Shokar - 106

STRATA MANAGER

Jack Foo
Direct Line: 604-714-1542
Direct Fax: 604-592-3684
Email: jfoo@baywest.ca

Strata Accountant

Calvin Hui
Direct Line: (604) 714-1537
Email: chui@baywest.ca

BAYWEST MANAGEMENT
300 – 1770 BURRARD STREET
VANCOUVER, BC V6J 3G7
24 Hr: 604-257-0325

PRESENT:

Jacquie Suzuki
Duke Kuo
Bill Scott
Sheryl Thomson
Sue Shokar

REGRET:

Dorothy McClelland

Jack Foo, Strata Manager, Baywest Management Corporation

The meeting was called to order at 6:10 p.m. by the Vice President. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the minutes of the Council meeting of March 14, 2007, as distributed. **CARRIED**

(3) FINANCIAL REPORTS**3.1 TREASURER REPORT**

The Treasurer reported that he had reviewed the Financial Statements for the month of February 2007, and all appear to be in order.

It was then MOVED and SECONDED to adopt the Financial Statements for the month January, February and March 2007 as distributed. **CARRIED**

3.2 ACCOUNTS RECEIVABLE

The Strata Manager reported that the current accounts receivable was \$819.57 as at the date of the meeting. This is an improvement from the previous month of \$1,371.56.

(4) BUSINESS ARISING FROM PREVIOUS MEETING**4.1 BUILDING MAINTENANCE SCHEDULE**

In follow up to Section 5.2 of the previous minutes The Strata Manager presented a report from PBEM (Pacific Building Envelope Maintenance Inc) on the recommended repairs to the Roof, Vertical Surface, Deck and Patio and Building Base and

Site. Other than the repainting work on the wood trims on the bay panels, balconies and the entrance balcony, Council has accepted the remaining recommendation work and work is to proceed immediately. The project will be funded from the CRF.

4.2 ALTERATION AGREEMENT / ASSUMPTION OF LIABILITY

As per request by the council president, the Strata Manager presented the Alteration Agreement and Assumption of Liability agreement that to be used when council approves in-suite renovation work..

It was MOVED/SECONDED to adopt the said forms into the Connaught Point's Rules and Regulations. **CARRIED**

4.3 LATHAM'S CONTRACT

In follow up to Section 9.2 of the previous minutes, the Strata Manager presented a copy of the Latham's' Preventive Maintenance Schedule which outlined the frequency and scope of work to be performed at the building, as per requested by the President.

4.4 VANCOUVER CITY BY-LAW

In follow up to Section 9.3 of the previous minutes, the President reported in her letter that on March 22nd, Erv Hildebrandt, District Building Inspector had conducted the final building inspection with respect to the Building Permit that was issued for the remediation of the building in 2003. The Inspector has accepted the Letters of Assurance issued by Levelton Engineering, therefore officially closing the file.

4.5 PROPOSED BY-LAW AMENDMENT

In follow up to Section 9.4 of the previous minutes, Council has agreed to propose the following Bylaws for consideration at the coming AGM;

- a) Insurance Deductible
- b) Spending Restriction
- c) Order of Business

4.6 ELEVATOR REFURBISHMENT

In follow up to Section 9.1 of the previous minutes, Council will present the ThyssenKrupp Elevator refurbishment recommendation to the owners at the coming AGM. It was also agreed that the cost of the project will be funded solely from the CRF.

4.7 TERMINATION OF FIRE CODE PLUS ENGINEERING

The Strata Manager reported that as per the instructions from Council, Fire Code Plus Engineering has been served the termination notice with immediate effect. Vancouver Fire & Security has therefore been engaged to provide the Annual and Monthly inspection on 15th of May 2007. The 1st schedule Annual Fire Inspection has been set on May the 17th, and all residents are expected to fully cooperate in the mandatory inspection by providing access to their units.

4.8 POWER FLUSHING

The Strata Manager reported that only the Lathams' quotation has been received as of meeting time, and that Milani has yet to submit their quotation for power flushing the underground pipes. Council felt that a second quotation is needed to ensure that a fair price is given by Lathams' before awarding the contract.

4.9 RENTAL RESTRICTION BYLAW

The Strata Manager informed Council that the wording under the Rental Disclosure of Connaught Point may be flawed, as the statement that owners may lease their units for an "indefinite" period may be rendered ineffective as a result of a recent Court decision, thus it may end the exclusion for original owners from the rental restriction. The Strata Manager also suggested that legal opinion be sought for confirmation.

It was MOVED/SECONDED to proceed to engage legal advice on the Connaught Point Rental Restriction Bylaw.

4.10 AIR CONDITIONING UNIT

In follow up to Section 9.5 of the previous minutes, Council has decided to approve the request to install the Air conditioning unit provided that the unit's compressor be mounted on the window above the balcony and that it not be visible from the street level so as not to alter the aesthetic appearance of the building.

(5) PRESIDENT'S REPORT

The Strata Manager presented the following report from the President;

- i) Stairwell Light Fixtures**
with the exception of the garden lights (2) – work completed on March 22 and 23
- ii) Patio Door Replacement**
Patio doors and window replaced at #404
- iii) Landscaping Committee - During the month of April:**
 - a. Aerated boulevard and lawn along 12th Avenue
 - b. Installed top dressing soil, grass seed and fertilizer for over seeding of boulevard and lawn along 12th Avenue.
 - c. Installed Garden Mix soil at Unit #110 and planted 5 cotoneaster plants to replace dead cedars.
 - d. Installed 3 cedars along 12th Avenue to replace dead cedars.
 - e. Commenced trimming of cedar hedges from inside (building side).
- iv) Carpet Cleaning**
Jacquie has this organized for May 25th at 2:30 p.m. with service provided by Park ChemDry Carpet Cleaners. A notice in advance will be posted to limit traffic during this time.
- v) Broken Cover to Lock in Elevator**
The Strata Manager is to coordinate with ThyssenKrupp and to have the said lock replaced.
- vi) Parkade - Pressure Washing**
Completed on March 30th, and had to be redone by the same contractor on April 2nd as the quality of work rendered was unsatisfactory after the first wash.
- vii) Parkade – Door to Elevator Vestibule**
Work on the door has been fixed.
- viii) Parkade – Outside Door at Southwest Stairwell**
A metal strip was installed April 23.

ix) Parkade – Curvex Mirror

The Curvex Mirror was installed by Aberdeen locksmith, to provide better visibility for on-coming traffic in the parkade.

x) Parkade – Concrete Fix of Broken Cement

The Strata Manager is to follow up with the quotation to repair the crack on the parkade flooring.

xi) Failed Window Seals

PBEM Report #3 advised that some of the units have failed window seals, and that the Strata Manager is to have Accurate Glass to give quotation for the said repairs. PBEM recommended that residents should be reminded to frequently check for signs of moisture ingress around window perimeters to prevent possible water ingress that may result in water damage.

xii) Heavy Pots and/or Planters

In the PBEM Report #3, it was pointed out that heavy pots or planters on some balconies are positioned directly on the vinyl surface. This should be avoided as abrasive debris will accumulate around the perimeter of pots and planters, which accelerate the wear and tear of the vinyl surface. If possible, planters with padded feet or posts with coaster bases will be most preferred.

xiii) Capital Plan

The President seeks volunteers among the Council to update the Capital Plan prepared by Council in 2004. Bill Scott has offered his assistance to have the plan updated .

xiv) Painting – Stairwells

Council felt that the stairwell does not need repainting, and time and resources should be spent on more pressing issues...

(6) NEW BUSINESS

6.1 2007-2008 BUDGET

The Strata Manager presented a Draft Operation Budget for the 2007-2008 fiscal year for Council's review. The coming budget will see an increase of about 25% from the previous budget, as new budget items such as Roof Reserve Fund and Building Painting Reserve fund will be created to lessen the dependency of Special Levies in future. The final draft budget will be presented to the Council by the Strata Manager before presenting to the owners in the AGM.

(7) NEXT MEETING & TERMINATION

The next meeting will be the AGM, scheduled for the September 19th 2007 at 6.00p.m.

There being no further business, the meeting was terminated at 8.05 p.m.

Submitted by:

Jack Foo, Strata Manager

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.



BAYWEST

300 - 1770 Burrard Street Vancouver
British Columbia, Canada V6J 3G7
Phone (604) 257-0325
Fax (604) 736-5044

June 12, 2007

TO THE OWNERS OF
STRATA PLAN LMS 265 - CONNAUGHT POINT
2288 - West 12 Avenue,
Vancouver, B.C.

Dear Owners:

**RE: STRATA PLAN LMS 265 - CONNAUGHT POINT
2007 / 2008 STRATA FEES**

Please find enclosed the Minutes of the 2007 Annual General Meeting held on May 30, 2007.

A 2007 / 2008 operating budget was approved with an about 10.46% increase in strata fees as of June 1, 2007. All payments must be made payable to Strata Plan LMS 265 by either post-dated cheques or pre-authorized payment plan. If you are on a pre-authorized payment plan, the strata fees will be drawn automatically on the first of every month unless we are informed in writing to do differently.

Should you have any questions regarding the information, please do not hesitate to contact the writer.

Yours truly,
On behalf of Owners of Strata Plan LMS 265



Jack Foo
Strata Manager
Direct line: 604-714-1542
Direct Fax: 604-592-3684
Email: jfoo@baywest.ca

CONNAUGHT POINT - STRATA PLAN LMS 265**TIME & LOCATION:**

6:30 p.m.
2288 – West 12 Avenue
Vancouver, B.C.

STRATA COUNCIL

2006 - 2007

PRESIDENT / LANDSCAPING

Dorothy McClelland - 103

VICE PRESIDENT

Jacquie Suzuki - 105

TREASURER

Duke Kuo - 405

AT LARGE

Bill Scott – 202
Sheryl Thomson – 110
Sue Shokar - 106

STRATA MANAGER

Jack Foo
Direct Line: 604-714-1542
Direct Fax: 604-592-3684
Email: jfoo@baywest.ca

STRATA ACCOUNTANT

Calvin Hui
Direct Line: (604) 714-1537
Email: chui@baywest.ca

BAYWEST MANAGEMENT

300-1770 BURRARD ST.
VANCOUVER, BC V6J 3G7
24 Hr: 604-257-0325
(EMERGENCY NUMBER)

PRESENT:

23 Strata Lots Represented
18 In Person
5 By Proxy

Guest: Geoff Calvert – ThyssenKrupp Elevator Corporation
Jack Foo, Strata Manager, Baywest Property Management

(1) CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Council President, Dorothy McClelland.

(2) CALLING THE ROLL AND CERTIFICATION OF PROXIES

A total of 46 strata lots were eligible to vote at the Annual General Meeting. The *Strata Property Act* requires one third of eligible owners be present in person or by proxy to constitute a quorum. A quorum in this instance required representation by 16 strata lots. As 23 strata lots were represented, 18 in person and 5 by proxy, a quorum was established. The meeting was therefore declared competent to proceed with the business at hand.

(3) PROOF OF NOTICE OF MEETING

It was Moved/Seconded that proper notice of meeting had been provided according to the requirements of the *Strata Property Act*.
CARRIED

(4) ADOPTION OF THE AGENDA

It was MOVED/SECONDED to adopt the Agenda as presented.
CARRIED

(5) ADOPTION OF THE PREVIOUS ANNUAL GENERAL MEETING MINUTES

It was Moved / Seconded to adopt the minutes of the Annual General Meeting of June 28, 2006, as previously distributed.
CARRIED

(6) INSURANCE REPORT

Each owner was provided with a copy of the insurance Cover Note for the building as part of the Notice of Annual General Meeting package. The cover note set out the coverage and deductibles the Strata Corporation currently holds on the property.

Owners are encouraged to purchase content or homeowner's insurance for any in-suite upgrades they make and for their personal effects, as the Strata Corporation's insurance does not cover these items.

(7) PRESIDENT'S REPORT

Dorothy McClelland introduced herself and the new Baywest Strata Manager, Jack Foo to the owners. Ms McClelland welcomed everyone present at the meeting.

The Presidents' report stated the following:

"As your Council, we have had a very busy year. Besides the highlights, there are day-to-day decisions on the operation of our building. I would like to express thanks to the hardworking Council volunteers – Duke Kuo, Jacquie Suzuki, Bill Scott, Sue Shokar, Sheryl Thomson and Kyrene Kerr.

We welcome the expertise of our new property management company, Baywest, and thank Jack Foo, our Property Manager, for his efforts in getting up to speed with our building operations.

There are also people behind the scenes who volunteer their time. Dianne Slimmon is recognized and appreciated for her contribution in keeping our planters at the entranceway attractive and keeping our palm trees in the lobby thriving. Brian Forster was the coordinator for the interior painting. Thank you, Brian.

During the year we were given notice by Wynford Property Management that we were no longer a viable property for their portfolio profile because our building is small with 46 units. In pursuit of finding a new property management company, Maria Masci stepped forward to help with the process and spent hours analyzing the individual proposals. Thank you, Maria.

We have had a number of new owners move into the building and I would like to welcome them to our community.

We do require volunteers from the ownership to have an active participation as Council members. In this context, should you wish to be nominated for election, please let us know under Item 12 of the Agenda. In addition to officers of the strata, we need people for:

Privacy Officer, under the Personal Privacy Protection Act.
Fire Safety Deputy and Vice Deputy
Landscaping Committee
Exterior Building Maintenance
Building keys and garage remote control fobs
Dealing with contractors

We are looking forward to seek your input at this meeting for the Elevator Refurbishment."

(8) TREASURER'S REPORT

Duke Kuo began by stating that the coming year's budget requires an increase of approximately 10% to strata fees. The bulk of the increase is allocated to building up the Building Reserve funds, mainly the Building Painting and Roofing funds.

The purpose of creating these reserved funds is to reduce the dependency on Special levies to fund future capital projects, and to fairly apportion the costs to both current and future owners.

(9) CONSIDERATION OF ¾ VOTES

¾ VOTE "A" - ELEVATOR REFURBISHMENT

"Be it resolved, as a three-quarter (3/4) vote of the Owners of Strata Plan LMS 265, Connaught Point, to authorize an amount up to \$50,000.00 (Fifty Thousands) be taken from the CRF (Contingency Reserve Fund) for refurbishing the elevator cylinder and installing a Emergency Mechanical Rupture Valve."

It was MOVED/SECONDED to adopt ¾ Vote "A" as presented.

Following a presentation from the Geoff Calvert of ThyssenKrupp Elevator and discussion from the owners, a vote was called to adopt ¾ Vote "A" as presented

11 In Favour, 11 Opposed, 1 Abstained

DEFEATED

¾ VOTE "B" - BYLAW REPLACEMENTS

"Be it resolved, as a three-quarter (3/4) vote of the Owners of Strata Plan LMS 265, Connaught Point, that the Bylaws of the Strata Corporation LMS 265 be amended as follows.

TO replace Bylaw 37.1 with the following :

37. Spending Restrictions

- (1) A person may not spend the Strata Corporation's money unless the person has been delegated the power to do so in accordance with these Bylaws.
- (2) Despite subsection (1), a Council member may spend the Strata Corporation's money to repair or replace common property or common assets if the repair or replacement is immediately required to ensure safety or prevent significant loss or damage.
- (3) Subject to subsection (4) below, if a proposed expenditure has not been approved in the budget or at an annual or special general meeting, the strata corporation may only make such expenditures out of the operating fund if the expenditure, together with all other expenditures, whether of the same type or not, that were made pursuant to this subsection (3) in the same fiscal year, is less than:
 - a. \$2000.00; or
 - b. 5 % of the total contribution to the operating fund for the current year; whichever is less.
- (4) If the strata corporation makes an expenditure under subsection (3) above, the strata corporation must inform the owners as soon as feasible about the expenditure of more than \$2000.00 on any single item.
- (5) Notwithstanding subsection (3) above, the strata corporation can make an expenditure out of either the operating fund or the contingency reserve fund if there are reasonable grounds to believe that an immediate expenditure is necessary to ensure safety or to prevent significant loss or damage, whether physical, financial or otherwise.

To replace Bylaw 45 (l) and (m) to read:

- 45.1(l) elect a council, if the meeting is an Annual General Meeting
- 45.1(m) deal with new business, including any matters about which notice has been given under section 45 of the Act"

It was MOVED/SECONDED to adopt ¾ Vote "B" as presented.

Following discussion on the item, a vote was called to adopt ¾ Vote "B" as presented.
23 In Favour, 0 Opposed, 0 Abstained

CARRIED

¾ VOTE "C" – BYLAW ADDITION

"Be it resolved, as a three-quarter (3/4) vote of the Owners of Strata Plan LMS265, Connaught Point, that the following bylaws be added to those of the Strata Corporation bylaws:

49. Insurance

- (1) In the event that loss or damage occurs to common property or limited common property or common facilities that gives rise to a valid claim under the Strata Corporation's insurance policy, it is agreed and understood that if the origin of the loss is within the interior confines of an individual Strata Lot, the deductible of the Strata Corporation's policy relative to the loss shall be paid by the individual Strata Lot owner in whose lot the cause of the damage originated.
- (2) The foregoing will also hold true if the careless, negligent or inattentive acts of a Strata Lot owner cause damage outside the Strata lot and the origination of the loss is anywhere on the premises.
- (3) In the event that an owner or any member of their family or their guests or agents cause damage to common property, limited common property or common facilities and the damage so caused is not covered by insurance, the Strata Lot owner shall be held responsible for such loss and promptly reimburse the Strata Corporation for the full cost of repair or replacement of the damage done.
- (4) The only exception to the foregoing is where loss originates from the rupture or malfunction of a permanent public facility supply line or sewer system that extends from common property into an individual unit, in which case the deductible shall be the responsibility of the Strata Corporation. It is further agreed and understood that where any loss or damage originates from "common property" as defined in the Strata Property Act and is not the responsibility of the Strata Lot owner as previously defined, the deductible shall then be the responsibility of the Strata Corporation.
- (5) Damage to personal property of an owner or occupant of the unit, together with any upgrading, substituting or improvements or betterments to the unit that have been made or acquired by the present owner from those originally installed shall be the responsibility of the owner."

It was MOVED/SECONDED to adopt ¾ Vote "C" as presented.

Following discussion on the item, a vote was called to adopt ¾ Vote "C" as presented.
23 In Favour, 0 Opposed, 0 Abstained

CARRIED

Owners will find attached, the newly adopted bylaws to add to their files.

(10) CONSIDERATION OF 2007-2008 OPERATING BUDGET

It was MOVED/SECONDED to adopt the 2007-2008 operating budget as presented.

Following questions from owners, a vote was called to adopt the 2007-2008 Operating Budget as presented.

23 In Favour, 0 Opposed, 0 Abstained

CARRIED

(11) ELECTION OF 2007/2008 STRATA COUNCIL

A round of applause was extended to the out-going Strata Council members for their efforts on behalf of the Strata Corporation over the past year. As per the bylaws, a maximum of seven Strata Council members could be elected. Given the foregoing, the Strata Manager opened the floor for nominations or volunteers for the Council positions. The following owners volunteered or were nominated and agreed to stand for office for the 2007/2008 term.

Dorothy McClelland	-103	Jacquie Suzuki	- 105
Duke Kuo	- 405	Bill Scott	- 202
Sheryl Thomson	- 110	Kyrene Kerr	- 412
Michael Friedman	- 309		

The following six owners were elected to the 2007/2008 Strata Council by acclamation and after a brief discussion, it was agreed that officers would hold the following positions:

President	Bill Scott
Vice-President	Michael Friedman
Treasurer	Duke Kuo
Secretary	Kyrene Kerr
Privacy Information officer	Sheryl Thomson
At Large	Dorothy McClelland

The Strata Council will hold its first meeting at 7:00 p.m., Monday, June 11th, 2007.

(12) GENERAL DISCUSSION AND QUESTIONS

Some basic housekeeping items were also discussed:

- Baywest 24 hours Emergency Service
- Water ponding on the front yard
- Landscaping maintenance
- Bicycle being vandalized
- Drainage problem on the top floor need to be periodically check by trades person

(13) TERMINATION OF MEETING

There being no further business, the meeting terminated at 9:00 p.m.

Submitted by:
Jack Foo, Strata Manager

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

APPROVED MONTHLY STRATA FEES CONTRIBUTION SCHEDULE

FOR THE COMING FISCAL YEAR OF 2007 -2008

Strata Lot	Unit Number	Unit Entitlement	common area %	Monthly Strata Fee	Monthly Operating Fund	CRF - Monthly
1	101	246	2.46%	\$319.17	\$267.92	\$51.25
2	102	234	2.34%	\$303.60	\$254.85	\$48.75
3	103	242	2.42%	\$313.98	\$263.57	\$50.42
4	104	234	2.34%	\$303.60	\$254.85	\$48.75
5	105	286	2.86%	\$371.07	\$311.49	\$59.58
6	106	234	2.34%	\$303.60	\$254.85	\$48.75
7	107	264	2.64%	\$342.53	\$287.53	\$55.00
8	108	234	2.34%	\$303.60	\$254.85	\$48.75
9	109	244	2.44%	\$316.58	\$265.74	\$50.83
10	110	194	1.94%	\$251.71	\$211.29	\$40.42
11	201	316	3.16%	\$409.99	\$344.16	\$65.83
12	202	234	2.34%	\$303.60	\$254.85	\$48.75
13	203	242	2.42%	\$313.98	\$263.57	\$50.42
14	204	178	1.78%	\$230.95	\$193.86	\$37.08
15	205	234	2.34%	\$303.60	\$254.85	\$48.75
16	206	183	1.83%	\$237.43	\$199.31	\$38.13
17	207	234	2.34%	\$303.60	\$254.85	\$48.75
18	208	182	1.82%	\$236.14	\$198.22	\$37.92
19	209	234	2.34%	\$303.60	\$254.85	\$48.75
20	210	234	2.34%	\$303.60	\$254.85	\$48.75
21	211	194	1.94%	\$251.71	\$211.29	\$40.42
22	212	192	1.92%	\$249.11	\$209.11	\$40.00
23	301	316	3.16%	\$409.99	\$344.16	\$65.83
24	302	234	2.34%	\$303.60	\$254.85	\$48.75
25	303	237	2.37%	\$307.50	\$258.12	\$49.38
26	304	178	1.78%	\$230.95	\$193.86	\$37.08
27	305	234	2.34%	\$303.60	\$254.85	\$48.75
28	306	183	1.83%	\$237.43	\$199.31	\$38.13
29	307	234	2.34%	\$303.60	\$254.85	\$48.75
30	308	182	1.82%	\$236.14	\$198.22	\$37.92
31	309	234	2.34%	\$303.60	\$254.85	\$48.75
32	310	234	2.34%	\$303.60	\$254.85	\$48.75
33	311	194	1.94%	\$251.71	\$211.29	\$40.42
34	312	192	1.92%	\$249.11	\$209.11	\$40.00
35	401	273	2.73%	\$354.20	\$297.33	\$56.88
36	402	211	2.11%	\$273.76	\$229.80	\$43.96
37	403	155	1.55%	\$201.10	\$168.81	\$32.29
38	404	154	1.54%	\$199.81	\$167.72	\$32.08
39	405	211	2.11%	\$273.76	\$229.80	\$43.96
40	406	159	1.59%	\$206.29	\$173.17	\$33.13
41	407	211	2.11%	\$273.76	\$229.80	\$43.96
42	408	159	1.59%	\$206.29	\$173.17	\$33.13
43	409	211	2.11%	\$273.76	\$229.80	\$43.96
44	410	211	2.11%	\$273.76	\$229.80	\$43.96
45	411	162	1.62%	\$210.19	\$176.44	\$33.75
46	412	162	1.62%	\$210.19	\$176.44	\$33.75
Monthly		10000	100.00%	\$12,974.50	\$10,891.17	\$2,083.33
Yearly				\$155,694.00	\$130,694.00	\$25,000.00

