



**MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN
LMS 265, CONNAUGHT POINT, HELD WEDNESDAY, JUNE 15th, 2005, AT 7:00 P.M., IN
THE LOBBY AT 2288 WEST 12th AVENUE, VANCOUVER, B.C.**

In Attendance: Sixteen Strata Lots represented in person.
 One Strata Lot represented by proxy.
 Total Seventeen.

Property Manager: Bettina Rodenkirchen The Wynford Group

1. CERTIFICATION OF PROXIES

The Property Manager advised that she had certified the Proxy, a Quorum was established and the meeting was duly constituted to proceed.

2. CALL TO ORDER

The Council President, John Lane, called the meeting to order at 7:05 p.m. He welcomed the Owners to this Annual General Meeting and explained the Agenda to them.

3. FILING OF PROOF OF NOTICE OF MEETING

The Property Manager confirmed that the Notice of Meeting had been mailed on May 25th, 2005, in accordance with the Strata Property Act of British Columbia.

4. APPROVAL OF THE AGENDA

It was **MOVED** (#107) and **SECONDED** (#106) to approve the agenda as circulated. **CARRIED.**

5. PRESIDENT'S REPORT

A report from John Lane, Council President had been sent out with the Agenda. John reviewed the highlights of this report. Last year there had been some uncertainty over what it would take to keep the building in good repair. This year, Council had a better handle on the situation. Council worked out a capital plan covering projected repair items over the next ten years. The plan is intended to be a guide only, but will hopefully help to stabilize maintenance fees over the period. The proposed Budget saw a reduction in maintenance fees.

There had been a lot of turnover in the building over the last year and Mr. Lane welcomed the new Owners. He urged Owners to think about getting involved on Council. Mr. Lane then invited Council Member, Brian Forster, to give a report on the building.

Mr. Forster reported that two years ago a report was done by Levelton Engineering, which indicated the need for a substantial contribution to the Contingency Reserve Fund, which was quite unrealistic. Council then hired Pacific Building Envelope and Maintenance (PBEM) who did a report after also receiving reviews from Owners. PBEM made certain recommendations to proceed on a number of items, which were completed. In general, PBEM reported that the building is in good condition and the roof in good shape. Mr. Forster recommended that the new Council continue with the services from PBEM.

Mr. Forster urged residents to ensure the balcony drains are kept unplugged. Further, if you have flowerpots, please put them on rollers, as otherwise the membrane on the balconies could be jeopardized while trying to move pots. Also ensure that you keep your balconies clean in order to prevent algae build up.

6. **ADOPTION OF THE PREVIOUS GENERAL MEETING MINUTES**

It was **MOVED** (#103) and **SECONDED** (#107) to adopt the Minutes of the Annual General Meeting of June 23rd, 2004 as circulated. **CARRIED.**

7. **REPORT ON INSURANCE**

A copy of the insurance cover note had been distributed to all Owners with the Agenda, in accordance with the *Strata Property Act*.

8. **CONSIDERATION OF THE 3/4 VOTE RESOLUTION**

3/4 VOTE RESOLUTION #1

It was **MOVED** (#109) and **SECONDED** (#309) to approve 3/4 Vote Resolution #1.

WHEREAS the Strata Property Act, Regulation 6.1, requires that should the balance of the Contingency Reserve Fund exceed 100% of the budgeted operating fund, a 3/4 Vote Resolution must be passed in order to continue contributing to the Contingency Reserve Fund;

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan LMS 265, Connaught Point, to elect to continue contributing to the Contingency Reserve Fund as outlined in the Operating Budget for the fiscal year 2005 / 2006.

The question was called and the vote taken. **CARRIED UNANIMOUSLY.**

9. **APPROVAL OF THE 2005 / 2006 OPERATING BUDGET**

It was **MOVED** (#106) and **SECONDED** (#105) to approve the 2005 / 2006 Operating Budget as presented in the amount of \$141, 400. Ms. Sue Shokar, Treasurer, introduced the proposed Budget to the Owners and noted that the Budget incorporates a 13% decrease in Strata fees.

After discussion, the question was called and the vote taken. **CARRIED UNANIMOUSLY.**

10. **APPROVAL OF 3/4 VOTE RESOLUTIONS #2, #3, #4 & #5**

3/4 VOTE RESOLUTION #2

It was **MOVED** (#107) and **SECONDED** (#5) to approve 3/4 Vote Resolution #2.

WHEREAS the Owners, Strata Plan LMS 265, Connaught Point, wish to transfer any year end operating surplus to the Contingency Reserve Fund or fund any unexpected deficit from the Contingency Reserve Fund;

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan LMS 265, Connaught Point, to transfer any year end operating surplus or deficit (fiscal year ending May 31st, 2005) to or from the Contingency Reserve Fund, as and when cash flow permits and Council deems appropriate.

The question was called and the vote taken. **CARRIED UNANIMOUSLY.**

3/4 VOTE RESOLUTION #3

It was **MOVED** (#105) and **SECONDED** (#110) to approve 3/4 Vote Resolution #3.

WHEREAS section 171 of the Strata Property Act of B.C. states the Strata Corporation must pass a 3/4 Vote Resolution before it sues an Owner;

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan LMS 265, Connaught Point, to authorize the Strata Council to sue any Owner for non-payment of Strata fees including an application to the Supreme Court for an Order for Sale any time during the period immediately following the Annual General Meeting of June 15th, 2005, until the next Annual General Meeting without referring the matter to the Owners for a 3/4 Vote Resolution.

The question was called and the vote taken. **CARRIED UNANIMOUSLY.**

3/4 VOTE RESOLUTION #4

The Council President suggested that Resolutions #4 and #5 be discussed together. When Council considered the Resolutions, there were different opinions on whether the matter, there was the painting of the interior common areas and the re-carpeting should be done together, or the painting done first and carpeting possibly one year later. The Owners discussed the pros and cons of doing the work at the same time or on a staggered basis. It was suggested that the same contractor could do both jobs. It was also suggested that having both jobs done at once might result in better coordination of the work and less disruption for the Owners.

It was then **MOVED** (#103) and **SECONDED** (#106) to approve 3/4 Vote Resolution #4.

WHEREAS the Owners, Strata Plan LMS 265, Connaught Point, wish to paint the interior common hallways, stairwells, and doors;

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan LMS 265, Connaught Point, to paint the interior common hallways, stairwells, and doors, with the funds being taken from the Contingency Reserve Fund, in an amount not to exceed \$18,000.

After discussion, the question was called and the vote taken. **CARRIED UNANIMOUSLY.**

3/4 VOTE RESOLUTION #5

It was **MOVED** (#105) and **SECONDED** (#103) to approve 3/4 Vote Resolution #5.

WHEREAS the Owners, Strata Plan LMS 265, Connaught Point, wish to recarpet the interior common areas;

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan LMS 265, Connaught Point, to recarpet the interior common areas, with the funds being taken from the Contingency Reserve Fund, in an amount not to exceed \$20,000.

After discussion the question was called and the vote taken. **CARRIED UNANIMOUSLY.**

11. **NEW BUSINESS**

A. Home Owners' Manual

Council member, Michael Friedman had worked on the Home Owners' Manual, which is now complete. It shows every Owner how to prolong the life of various fixtures, such as the hot water heaters, and also sets out some emergency procedures. The Home Owners' Manual will be distributed to all Owners along with the Minutes of this Annual General Meeting. The Owners thanked Michael Friedman very much for his work on the manual.

B. East Side Door

An Owner reported that this door does not always shut properly. The janitorial firm will be asked to adjust the door closure.

C. Cardboard

Cardboard at Connaught Point has been building up. **Residents are reminded that the garbage removal company will only remove what is in the blue boxes. Please ensure you break down your cardboard and put it in the blue boxes. If this is not possible ensure that you remove the cardboard yourself and take it to a recycling depot.**

D. Vote of Thanks

The Council President thanked the Property Manager for her service. An Owner thanked John Lane, outgoing Council President, for all his hard work over the years. A thank you was also extended to the Gardening Committee.

12. **ELECTION OF COUNCIL**

The Property Manager on behalf of all the Owners thanked the outgoing Council for all their work throughout the year. The Owners showed their appreciation by a round of applause.

Nominations were taken from the floor and the following Owners agreed to stand for Council for the ensuing year.

Kyrene Kerr	#412
Michael Friedman	#309
Bill Scott	#202
Brian Forster	#107
Sheryl Thomson	#110
Jacquie Suzuki	#105
Duke Kuo	#405

The President then declared nominations closed.

The above Owners were declared elected by acclamation.

13. **MEETING TERMINATION**

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

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.
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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: _____

(06/17/05) (05-AGM-M.265)

Attachment: Home Owner's Manual

Homeowner's Operational Guide

The strata council arranges for annual service and inspection for fire/smoke alarms and sprinkler system, dryer and external vents fireplace. Each suite owner must make arrangements to be home during each service, or make the suite available by leaving the key with a neighbour. Any suites that are not accessible, must arrange for the service to be redone.

The following are seasonal recommendations for maintenance.

Fall

Have the fireplace serviced
Vacuum electric baseboard heaters to remove dust
Ensure all doors and windows to the outside are shut tightly
Store outdoor furniture

Winter

Drain a dishpan full of water from your hot water tank (see water tank maintenance section) to control sediment and maintain efficiency
Vacuum bathroom fan grill. To access the grill, grab the edge and pull straight down. Push up to close it again
Vacuum fire and smoke detectors, as dust or spider webs can prevent them from functioning
Vacuum the radiator grills at the back of refrigerators and freezers and empty and clean drip trays (located under or above the compressor at the rear of the refrigerator)
Monitor your home for excessive moisture levels such as condensation on your windows.
Check all faucets for signs of dripping and change washers as required.
Check with a member of council if you are unable to do this
If a tap is not being used frequently, run the water occasionally to keep it in the trap
Clean the drains in the shower, bathtubs, sinks and dishwasher
Test the plumbing shut of valves to ensure that they are in working order and to prevent them from seizing
Examine windows and doors for ice accumulation, cold air leaks or excess condensation. If found, report to Strata for repair/replacement in the spring
Check electrical cords, plugs and outlets for all indoor and outdoor seasonal lights
Keep drains clear of leaves and debris
If you will be out of your unit for an extended time, leave the heat set at 16 degrees or higher, shut off the water to the toilet, hot water tank

**CONNAUGHT POINT – STRATA PLAN 265
HOMEOWNER'S MANUAL**

EMERGENCY PROCEDURES

TOPIC	ACTION TO TAKE
FIRE	Call 911. See instructions on the fire emergency plaque location by the elevator on all floors. Do not take the elevator during a fire.
POWER OUTAGE	Check first to see if power in adjacent suites are also affected. If it is, then call BC Hydro's power outage hotline at 1-888-769-3766. If only your suite is affected, turn off all breakers, wait five minutes and then turn on again. If power is still not restored, then contact a council member or Wynford for advice.
GAS LEAK	If you smell gas, all occupants should leave the building immediately and contact the gas company and property management. Do not operate switches, doorbells, telephones or anything else that can cause a spark.
OTHERS (threat to personal safety or building damage)	Contact the Wynford group at 604-261-0285. If after hours, listen to the instructions.
Note: once you have asked to page the property manager, it is important that you keep the phone line available for a return call.	

Protocol for Message Boards

Main Lobby:

This board is reserved for the strata council, property manager, caretaker, and trades people acting on behalf of the strata to provide important messages to residents.

It can also be used by residents wanting to report lost items, post letters that need to be re-directed, or information regarding safety and security. (i.e. notice about a robbery, information about strangers lurking in the building).

Parkade Lobby:

This board may be used by the strata council and residents to share useful information i.e. recommending trades people, etc. Residents may also use it to advertise an item they have for sale, or a one-time event that other residents may be interested in knowing about. We respectfully request that residents not use it for the on-going promotion of their own or outside businesses.

and washing machine. Leave a key to your unit with a neighbour and inform the strata who has it

Spring

Carefully test (see hot water heater section of this manual) the temperature and pressure relief valve of the hot water heater to ensure that it is not stuck

Turn off gas fireplace pilot lights (see fireplace section)

Clean windows, screens and hardware. To clean screens, use a dust brush or vacuum. Check screens and replace/repair as required

Summer

If a tap is not being used frequently, run the water occasionally to keep it in the trap

Deep clean carpets and rugs

Vacuum the areas surrounding the clothes dryer and the dryers filter

Check for damaged weather stripping around windows and doorways

Regular Maintenance

Make sure air vents (bathroom and kitchen) are not blocked

Check and clean range filters on a monthly basis-place them in the dishwasher to clean

Regularly check for safety hazards such as lifting or buckling carpets

Ensure that the humidistat is set at 45%

Consult with the strata before installing hanging baskets or other items that require attachment to the building

Miscellaneous

Garberator-

To maintain the life of the garberator, do not place any of the following items down the drain:

- Any fibrous or stringy food such as celery, artichoke or cornhusks

- Animal fat

- Any nutshells or fruit pits/seeds

- Any no food item

If it starts to smell, garberate an orange or lemon

Protocol re: Parking garage

Do not store any boxes, tires, signs, bikes or anything else in your parking stall, as it is a fire hazard. In addition, do not store any toxic or flammable chemicals in your vehicle.

The parking garage is for parking cars only and must not be used as a work area for renovations, repairs or work on vehicles involving automotive fluids or paints, motor tune ups or mechanical repair.

If your vehicle leaks oil or gasoline, soak up the stain with cat litter and then use an industrial stain remover to clean the stall.

Washing of cars should only be done in the designated car wash area, located in the first parking stall in from the main entrance. Once washing is complete, hose down and remove all excess water and soap from the washing area

Protocol re: Storage Lockers and Bicycle Storage

All bicycles must be stored only in the designated basement storage areas, or in your suits, but not on the balcony or patio

Do not store any hazardous or flammable substances in storage lockers

Protocol re: Balconies

Keep the drains clear and clean of debris and in the winter spread "ice melt" on any snow, but avoid using salt as it is corrosive and can harm the membrane.

Barbeques are allowed, but must be gas or electric only. If you wish to store plants on the balcony, do not put them directly on the membrane, use a trolley or cart instead

Protocol re: Putting Out Garbage

- Please ensure that garbage is deposited into the locked bins, and not left on the ground where animals can get at it.
- Large cardboard boxes can be left beside the recycling bins – please flatten the boxes.

Materials Not Accepted

Remember: Hazardous and banned materials are not collected in the garbage.

Other materials that will **NOT** be collected as garbage:

X paint, solvents, motor oil, pesticides
 X propane tanks
 X drywall board (gypsum)
 X animal excrement and carcasses
 X explosives, including ammunition
 X automotive parts, including tires, oil filters and batteries
 X liquids of any type
 X corrugated cardboard, newsprint and office paper. Clean corrugated cardboard and office paper go in your yellow bag or paper products cart. Cut cardboard to fit in the yellow bag or paper products cart. Newsprint goes in your blue bag or newsprint cart.

To learn alternate disposal or recycling options, please call:

- The BC Recycling Hotline at 604-732-9253 for bottle deposits, pesticides and other household hazardous waste.
- Vancouver's Recycling Hotline at 604-326-4600 for drywall, propane tanks, large appliances and large loads.
- The Regional Compost Hotline at 604-736-2250 for composting and grass

Disposal of Old Furniture, Computers, Clothes, etc.

Old furniture and mattresses, etc. are NOT to be deposited in the garbage or recycling areas. The disposal of such items is the responsibility of the individual owners not the strata or the city.

The owners are responsible for calling private companies or charities to arrange pick-up of such items. To assist you, here is a list of some companies and charities that may take away large items at little or no charge:

- Sleep Country (only if you have purchased a mattress from them)
- McIvers (only if you purchase an appliance from them) 604-879-5222
- BC Hydro Power Smart Program (will remove old, functioning refrigerators) 604-881-4357
- Salvation Army – 604-293-1711
- Union Gospel Mission – 604-254-8721
- Big Brothers Renew Crew – 604-521-4393
- Or items can be dropped off at the Vancouver Landfill located at 377 West Kent Avenue North 604-323-7737



Apartment Recycling Program

As of January 1, 2005 Vancouver residents can recycle their "clean" pizza boxes. Residents of single-family homes can put their pizza boxes in their yellow "Paper Products" bag. Residents of apartments can put their pizza boxes in their building's "Paper Products" cart. Before recycling the pizza box be sure to remove all toppings,

crusts, waxed paper and plastic (sauce) containers...and flatten the box as much as possible

About the Program

The City of Vancouver's Apartment Recycling Program has been operating since the Summer of 1999. The program enables residents in apartments, condominiums, co-ops, townhouses and other multi-family buildings to recycle the same materials as single-family residents. The Apartment program includes more than 120,000 residential suites and 4500 multi-family buildings in Vancouver.



How does it work?

Most multi-family buildings* are supplied with wheeled carts for the collection of Newsprint, Paper Products and Containers. Each residential suite gets a reusable tote bag for storing and transporting recyclables to the wheeled carts. On collection day, the recycling carts are emptied into the collection vehicles and then delivered to a processing facility for further sorting in preparation for the recycling market.

* Although most apartment buildings and townhouses will use wheeled carts some small multi-family buildings (5 suites or less) will use blue boxes and bags for their recyclables. Go to [Blue Box Recycling](#) for more information.

What materials can I recycle?

There are 3 streams of materials corresponding to the 3 compartments in the recycling truck.

- Your newspapers, newspaper inserts and TV guides go into the **newsprint** cart
- Your magazines, office paper, small pieces of cardboard and phone books go into the **paper products** cart
- Your plastic bottles and jugs (types 1,2,4 and 5), glass bottles and jars and metal cans go into the **containers** cart

For full details on what materials can be recycled and how to prepare them go to [How to Recycle](#).

For a copy of our brochure go to [Apartment Recycling Program Brochure](#). The brochure is available in English, Chinese, Punjabi, Spanish and Vietnamese.

Where can I get an apartment tote bag?

Apartment tote bags can be picked up in person from:

City Hall
1st floor Client Centre (west side of building)
453 West 12th Ave (at Cambie)
Open 8:30 am to 5:00 pm Monday to Friday

OR

Recycling Depot
377 West Kent Avenue

Open daily: 7:00 am to 7:00 pm (except Christmas and New Year's Day)
Need directions to the depot?

****When picking up your apartment tote bag please bring ID showing that you live in Vancouver.**

What does it cost?

All residential properties share the cost of the City's recycling programs.
For information on current fees go to Fees or call 604.873.7644.

When is my pick-up day?

To get a copy of the Apartment Recycling Collection Schedule:

Go to: <http://www.city.vancouver.bc.ca/engsvcs/solidwaste/recycling/schedule.htm>

- Download our schedule or
- Call the City's Hotline at 604-326-4600 and we will mail you a paper copy

Please note that this schedule is for buildings served by City crews only. If your building is serviced by one of the City's contractors please contact your service provider (contractor) directly to find out your pickup day.

If you don't know who is picking up your recycling call the Hotline at 604-326-4600 or e-mail us at recycle@city.vancouver.bc.ca.

Questions? Call the City's Recycling Hotline at 604-326-4600 or e-mail us at recycle@city.vancouver.bc.ca with your questions.

Setting out Recyclables

How to Set Out Your Recyclables

Newsprint



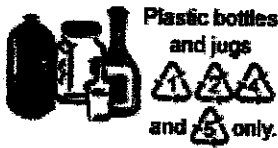
Material	Newspaper, newspaper inserts, TV guides.
Preparation	Leave newspapers loose. Do not bundle or tie.
Unacceptable Material	NO envelopes, junk mail, phone books, magazines, string or plastic bags.

Paper Products



Material	Magazines, cardboard, junk mail, phone books, writing paper, envelopes, pizza boxes - NEW in 2005.
Preparation	Remove plastic liners. Flatten all boxes (this saves space in the truck). Cut cardboard into small pieces that fit easily into the yellow bag or the Paper Products cart. Remove food, paper and plastic from pizza boxes - NEW in 2005.
Unacceptable Material	NO waxed paper, milk cartons, drink boxes, paper towels, or plastic bags.

Containers



Material	Metal cans, glass bottles and jars, plastic bottles and jugs (types 1, 2, 4, and 5 only).
Preparation	Rinse all containers clean. Remove and discard lids. Flatten all containers. Leave labels on.
Unacceptable Material	NO paper, plastic bags, aerosol cans, dishes, mirrors, windows, toys, Styrofoam, juice boxes or plastic containers other than types 1, 2, 4 or 5.

Container Tip:

Rather than toss that pop can or water bottle in your blue box or "containers" cart why not return it to an Encorp Return-It Centre or to your local retailer to get your deposit back. All ready-to-drink beverage containers are covered by the deposit system except milk, milk substitute and meal replacement containers. For more information and a list of depots go to www.encorpinc.com (please note: site will open into a new window) or call the BC Recycling Hotline at 604.732.9253.

Other Recycling Options

- Drop off large loads of flattened cardboard at Vancouver's main recycling depot at 377 West Kent Avenue North. This depot also accepts small and large metal appliances, along with other types of materials. Drop off at the depot is no charge. For more information, call 604-326-4600 or go to **Recycling Depot**.
- Call the BC Recycling Hotline at 604-732-9253 for bottle deposits, paint, solvents, pesticides and other household hazardous waste.

THE CITY WILL NOT COLLECT CARBOARD THAT IS NOT IN THE BLUE CONTAINER. IF YOUR CARDBOARD WILL NOT FIT INTO THE CONTAINER, EITHER WAIT UNTIL IT HAS BEEN EMPTIED OR HAUL IT TO THE CEYCLING DEPOT (see above). DO NOT LEAVE IT AT THE END OF THE GARBAGE AREA

Return Your Beverage Containers



In BC, all ready-to-drink beverage containers except milk, milk substitutes and meal replacements have a deposit on them. You can return these beverage containers to your retailer or a depot to get your deposit back. For more information, call the BC Recycling Hotline at 604-732-9253 or click on the link to their web page below.

Recycling Council of British Columbia - www.rcbc.bc.ca (Note: Link will open into a new window.)

Last Modified: Tuesday, January 18, 2005

Fire Safety

(From the City of Vancouver Fire and Rescue Services)

THE VANCOUVER FIRE BY-LAW REQUIRES ALL FIRE PROTECTION EQUIPMENT TO BE TESTED AND INSPECTED AT INTERVALS OUTLINED IN THIS GUIDE.

A QUALIFIED PERSON OR COMPANY, ACCEPTABLE TO THE FIRE CHIEF, MUST DO THESE TESTS AND INSPECTIONS. This service is arranged by the strata, however each owner must make arrangements to be in their suites or leave a key with a neighbour at the designated time to complete the testing.

FIRE ALARM AND DETECTION SYSTEMS

MAINTENANCE

1. Fire alarm and detection system components shall be maintained at all times in operating condition by qualified personnel.
2. Access to fire alarm and detection system components requiring inspection or servicing shall be kept unobstructed.
3. Proprietary signaling systems shall be maintained in conformance with ULC Standard 536, for the Installation, Maintenance and Use of Proprietary Protective Signaling Systems.

NOTE: The Vancouver Building By-Law allows a delay of a maximum of five (5) seconds upon activation of a manual pull station.

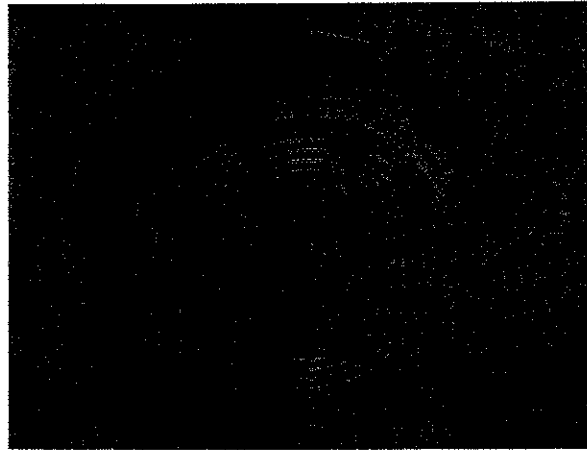
INSPECTION AND TESTING OF FIRE ALARM SYSTEMS

Daily

The following daily visual checks shall be conducted and if a fault is established, appropriate corrective action shall be taken.

1. Check the principal and remote trouble lights for trouble. This is located in a panel by the building front door which shows trouble lights for various areas throughout the building and that is connected to a panel in the main electrical room located in the garage.

2. Inspection of the AC power-on light shall be carried out to ensure its normal operation only if the main power supply failure is not electrically supervised. Make sure the red AC power-on light is visible. If it is out, inform a strata council member



Monthly and Annual

The person the strata has designated responsible for the proper operation of the buildings fire alarm system will conduct monthly and yearly testing. It is the responsibility of the strata to ensure that these tests are carried out and are properly recorded. It is the responsibility of each owner to ensure access to their suite during the annual test so that the devices within the suites can be tested and verified. If you are not available during the designated time, arrange to leave a key with a neighbour. If the technician is not able to test your suite, you will be charged to have him come back and recheck it.

CONDOMINIUM FIRE SAFETY TIPS FROM THE SACRAMENTO METROPOLITAN FIRE DISTRICT

Responsibility for the fire safety of your building lies with each and every resident. That's why it is so important to plan together to keep our building as fire safe as possible and learn the right thing to do should fire break out. The first place to start is to learn the facts.

-Smoking is the #1 cause of all fatal apartment fires and nearly someone smoking in bed causes nearly a third of them.

-Most residential fires occur at night when condos and apartments are most heavily populated.

Be Prepared! Plan Ahead for Everyone's Safety!

Check the fire escape plans outside the elevators on each floor and explore the building. Know every possible exit, including exits from storage and electrical rooms. If hallways become smoky in a fire, your memory can help you find a way out. Remember never to use elevators in a fire. Keep exit and stairwell doors closed at all times, but not locked. And, keep exits clear of debris and storage.

Focus on these four key elements in your fire safety plan: **prevention, detection, escape planning and practice, and fire department notification.**

Prevention

An ounce of prevention can save your life. Prevention is your best insurance against fire. Take these simple fire safety precautions in your own unit to prevent fire from starting.

- Be careful with smoking materials. Keep large ashtrays for smokers and never smoke in bed!
- Keep matches and lighters out of the reach of children. Store matches and lighters in a locked cabinet up high out of the reach of children.
- Check regularly for electrical hazards, such as worn electrical cords, overloaded extension cords and outlets, and broken appliances.
- Don't store flammable liquids in your home, car, or anywhere else inside your building.
- Don't use balconies, porches, or laundry rooms for storage. Fires starting in these areas can burn undetected.

Detection

Make sure the fire detection system works! If fire strikes smoke detectors and fire alarms alert you to a fire right away, so you can get out of the building safely. Be sure your building has a working fire alarm system and learn to recognize the sound of the alarm. Know where the alarms are located in your building and how to operate them in an emergency.

Escape Planning and Practice

In a fire, there is no time to stop and think. You need to know in advance the two quickest safe ways out of your unit and your building. That is why it is critical that you make and practice escape plans. Plans are posted outside the elevators on each floor. Make a point to review the floor plans now - because in a fire, smoky conditions and urgency can make this impossible

Make a point to review the floor plans now - because in a fire, smoky conditions and urgency can make this impossible

Fire Department Notification

With your fire department representative, decide how and when to notify the fire department in an emergency and how to warn your neighbors. As a general rule, get out of the building, and then call the fire department from a safe place. When you call, be ready to provide your locations and any other information about the fire.

What To Do If Fire Strikes

- Don't rush out of your apartment into the hallway. First, feel the door. If it is hot, use another way out. If the door is cool, leave by the nearest exit.

-Never use elevators in a fire! Use the stairs. Close all doors behind you to slow fire spread.

-If your planned escape route becomes smoky, get down on your hands and knees and crawl. Smoke rises, so the cleanest air is near the floor.

-Never go back into the building. Go directly to your planned meeting place and stay there. If you think someone is trapped inside, notify the fire department.

-If you can't escape your apartment, stuff wet towel, sheets, or clothes around the door and vents to keep smoke out. Call the fire department and tell them where you are. If no smoke is coming into the room you are in, open a window slightly both at the top and the bottom. Stay low and wave a bright cloth, towel, or sheet out the window to signal your location.

Have a safe and happy holiday season by following these safety tips.

Trees

- When purchasing an artificial tree, look for the label "Fire Resistant." Although this label does not mean the tree won't catch fire, it does indicate the tree will resist burning and should extinguish quickly.
- When purchasing a live tree, get a tree that is freshly cut. It will stay green longer and be less of a fire hazard.
- Always test for freshness before buying a fresh tree is green; needles are hard to pull from branches and when bent between your fingers, needles should bend, but do not break. The trunk butt of a fresh tree is sticky with resin, and when tapped on the ground, the tree should not lose many needles.
- Before setting up the tree, saw two inches (5 cm) diagonally off the butt.
- Use a tree stand that has widespread legs for better balance and a large water reservoir in which to immerse the tree butt. If necessary, use guy wires to steady the tree. Maintain the water supply in the reservoir.
- When setting up a tree at home, place it away from fireplaces, baseboard heaters and sunny windows. Because heated rooms dry live trees out rapidly, be sure to keep the stand filled with water. Place the tree out of the way of traffic and do not block doorways.
- After the holidays, remove the tree to the outdoors as soon as possible. Be sure to clean up any loose needles that may fall on the floors in the hallways and elevator.

Lights

-
- Use Canadian Standards Association (CSA) certified light strings/sets.
- Use the proper light string/set for the environment. Indoor light strings/sets should not be used outdoors because they lack weatherproof connections. Some outdoor light strings/sets burn too hot indoors.
- Inspect light strings/set before use. Check for cracked bulbs and for frayed, broken or exposed wires, and discard if faulty.
- Do not use electric light strings/set on metallic trees. A faulty system could energize the tree and shock or electrocute anyone coming into contact. Illuminate metallic trees with colored floodlights placed at a safe distance from the tree and out of reach of everyone.
- Turn off all tree and display lights before retiring for the night or before leaving the house.
- Choose decorations that are flame-retardant, non-combustible and non-conductive.
- If there are young children or pets in your home, avoid decorations that are very small.
- Avoid using angel hair (glass wool) together with spray-on snowflakes. This combination is highly combustible.
- Do not use metallic ornaments on the tree. If they make contact with defective wiring they could become a shock hazard.
- Never use lighted candles on the tree.
- Fasten outdoor lights securely to trees, house walls, or other firm supports to protect the lights from wind damage. Use only insulated staples, not nails or tacks, to hold strings in place. Or, run strings of lights through hooks (available at hardware stores).

- Turn off all lights when you go to bed or leave the house. The lights could short out and start a fire.
- For added electric-shock protection, plug outdoor electric lights and decorations into circuits protected by ground fault circuit interrupters (GFCIs). Portable outdoor GFCIs can be purchased where electrical supplies are sold. GFCIs can be installed permanently to household circuits by a qualified electrician.

Decorations

- Use only non-combustible or flame-resistant materials to trim a tree. Choose tinsel or artificial icicles of plastic or nonleaded metals. Leaded materials are hazardous if ingested by children.
- Never use lighted candles on a tree or near other evergreens. Always use non-flammable holders, and place candles where they will not be knocked down.
- In homes with small children, take special care to avoid decorations that are sharp or breakable, keep trimmings with small removable parts out of the reach of children to avoid the child swallowing or inhaling small pieces, and avoid trimmings that resemble candy or food that may tempt a child to eat them.
- Wear gloves to avoid eye and skin irritation while decorating with spun glass "angel hair." Follow container directions carefully to avoid lung irritation while decorating with artificial snow sprays.

Electrical Outlets

Use no more than three standard-size sets of lights per single extension cord.

- There is often a tendency to overload wall outlets during the holiday season. This is an unsafe practice and should be avoided even for short durations.
- Inspect all cords before using. Look for loose connections or frayed or exposed wire. Discard any defective cords.
- Use cords that are CSA certified. Consult your supplier and read the labels and manufacturer's instructions to ensure proper use.
- Insert plugs fully into outlets. Poor contact may cause overheating or produce shock.
- To avoid possible overheating, do not coil or bunch an extension cord which is in use and do not run it under carpets or rugs.



**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 265,
CONNAUGHT POINT, HELD ON WEDNESDAY, JULY 13TH, 2005, AT 6:00 P.M., IN UNIT
#105 - 2288 WEST 12TH AVENUE, VANCOUVER, B.C.**

IN ATTENDANCE:	Bill Scott	President	#202
	Jacquie Suzuki	Vice-President	#105
	Brian Forster	Building Committee	#107
	Sheryl Thomson	Secretary	#110
	Duke Kuo	Treasurer	#405
	Michael Friedman		#309

PROPERTY MANAGER: Bettina Rodenkirchen The Wynford Group

REGRETS: Kyrene Kerr #412

1. CALL TO ORDER

The Property Manager called the meeting to order at 6:10 p.m.

2. COUNCIL POSITIONS

The following will be the positions for the ensuing year:

Bill Scott	President
Jackie Suzuki	Vice-President
Duke Kuo	Treasurer
Sheryl Thomson	Secretary

3. MINUTES OF THE PREVIOUS MEETING

Following a review of the Minutes of the Council meeting held on May 11th, 2005, as there were no additions or amendments to note, it was **MOVED** and **SECONDED** (Suzuki / Forster) to approve the Minutes as circulated by The Wynford Group. **CARRIED.**

4. BUSINESS ARISING FROM THE MINUTES

A. Building Maintenance

Brian Forster agreed to again head the Building Maintenance Committee this year. PBEM (Pacific Building Envelope Maintenance Limited) has forwarded its quotation for completing an annual review and report at a cost of \$3,200 (plus GST). It was then **MOVED** and **SECONDED** (Forster / Thomson) that the quotation from PBEM be accepted. **CARRIED.**

One item of work that requires to be undertaken this summer is to caulk and paint the window brows. Brian Forster will meet with John Bramwell of Brammy Bros. Painting to obtain a quotation for this work.

B. Interior Redecorating

The interior redecorating project, consisting of painting the common areas and replacing the carpet was approved by the Owners at the Annual General Meeting. A committee was formed for the interior redecorating project consisting of Kyrene Kerr, Brian Forster, Jackie Suzuki and Sue Shokar.

5. NEW BUSINESS

A. Arbutus Area Patrol

The Property Manager had been contacted by an Owner of a neighbouring building regarding a Security and Patrol Committee that has been formed from amongst neighbouring buildings. This Committee is asking whether Connaught Point also would be interested in partaking. Council then reviewed some information received from the Committee. The Arbutus Area Patrol Plan is a two stepped plan. Step #1 is to decide whether the building could participate in a one or two month pilot project, during which a security guard would be hired on a month-to-month basis to patrol the Arbutus Walk Area. Step #2 would be to possibly enter into a long-term contract with a security company to patrol Arbutus Walk. Connaught Point has not had any reported security breaches this year and there have been no funds set aside in the budget to participate in hiring a security company. After discussion Council members agreed that Connaught Point would not participate in the pilot project due to the expense, but would ask the Owner of the neighbouring building to inform Council of the results of the pilot project, at which time Council might reconsider participating.

Sheryl Thomson volunteered to contact the neighbours and obtain further information.

6. FINANCIAL REPORT

A. Operating Statements

The year-end May interim 2005 financial statements were deferred pending the final year-end statements.

B. Receivables Report

Council reviewed the accounts receivables as of the date of this meeting. There are two Owners in arrears for maintenance fees and statements are being sent out to Owners in arrears.

C. Audit

BME + Partners, the chartered accountant firm who has undertaken the yearly audits for the year ending May 31st, have provided a quotation for this year's audit at a cost of \$1,250 (plus GST). It was then **MOVED** and **SECONDED** (Forster / Scott) to approve the audit fee quotation from BME + Partners. **CARRIED.**

7. COMMITTEE REPORT

A. Landscaping

There was nothing to report at this time.

8. **PROPERTY MANAGER'S REPORT**

A. Correspondence

Following the last Council meeting a welcome package has been forwarded to Unit #203 – Malette. Correspondence has been forwarded to Units #202, #302, #407 and #408. The outgoing and incoming Council also received letters. Notices were delivered to all residents regarding dryer vent cleaning and window washing, as well as all Owners received letters regarding follow-up from the Annual General Meeting.

B. Items in Progress

1. Annual Fire System Inspection Deficiencies
2. Wasps nest at Unit #109.

9. **MEETING TERMINATION**

There being no further business to discuss, the meeting was terminated at 7:15 p.m.

The next meeting will be held on Wednesday, September 14th, 2005 in Unit #309.

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 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 the Strata Corporation's.

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: _____

(07.21.05) (min 07.13.265)



**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 265,
CONNAUGHT POINT, HELD ON WEDNESDAY, SEPTEMBER 14th, 2005, AT 6:00 P.M., IN
UNIT #309 - 2288 WEST 12TH AVENUE, VANCOUVER, B.C.**

IN ATTENDANCE:	Bill Scott	President	#202
	Jacquie Suzuki	Vice-President	#105
	Brian Forster	Building Committee	#107
	Sheryl Thomson	Secretary	#110
	Duke Kuo	Treasurer	#405
	Michael Friedman		#309

PROPERTY MANAGER: Bettina Rodenkirchen The Wynford Group

REGRETS: Kyrene Kerr #412

1. CALL TO ORDER

The Property Manager called the meeting to order at 6:05 p.m.

2. MINUTES OF THE PREVIOUS MEETING

Following a review of the Minutes of the Council meeting held on July 13th, 2005, as there were no additions or amendments to note, it was **MOVED** and **SECONDED** (Suzuki / Forster) to approve the Minutes as circulated by The Wynford Group. **CARRIED.**

3. BUSINESS ARISING FROM THE MINUTES

A. Building Maintenance

The Annual Review by PBEM (Pacific Building Envelope Maintenance Ltd.) will be coordinated by Brian Forster and should be carried out some time in November. At that time, PBEM will be asked to look at a 4th floor deck, which is not sloped well and where water is pooling.

Brammy Bros. Painting had forwarded a quotation to perform exterior work at the bay window header brows in the amount of \$2,095, plus GST. A Purchase Order was issued to Brammy Bros. prior to this meeting after consultation with Council members. It was then **MOVED** and **SECONDED** (Thomson / Friedman) to formally accept the quotation from Brammy Bros. in the amount of \$2,095, plus GST. **CARRIED.**

B. Interior Redecorating

The committee has not yet been able to meet in this regard and a meeting will be scheduled in the very near future.

C. Arbutus Area Patrol

Sheryl Thomson had sent an email to a committee member in a neighbouring building. She advised that at this time, Connaught Point will not partake in the pilot program, but asked to be kept informed. Nothing further has been heard.

4. **NEW BUSINESS**

A. Fireplace Servicing

Sure Fire has advised that to inspect and service the fireplaces this year will be at a cost of \$45.00 per suite, which cost must be paid by the individual Owner. It is important that the fireplaces be inspected and serviced, as last year hardly any of the fireplaces were inspected. Owners are encouraged to have this work done, as it is a safety issue and also if the fireplace works well, it will potentially result in gas cost savings. The Property Manager will be coordinating the work with Sure Fire and a sign-in sheet will be posted.

5. **FINANCIAL REPORT**

A. Operating Statements

Council reviewed the Operating Statements for May through July 2005, after which it was **MOVED** and **SECONDED** (Kuo / Forster) to approve the Financial Statements to July 31, 2005. **CARRIED**

B. Receivables Report

Council reviewed the Accounts Receivable reports as of the date of this meeting. Statements will be sent to the three Owners who are in arrears.

C. Audit

Council reviewed a draft of the year-end audited statements as prepared by the Corporation's auditors, BME & Partners. It was reported that the year-end surplus is in the amount of \$39,605.40, which will be transferred to the Contingency Reserve Fund. It was then **MOVED** and **SECONDED** (Suzuki / Kuo) to approve the audited Financial Statements for the year ending May 31, 2005, as prepared by BME & Partners. **CARRIED.**

7. **COMMITTEE REPORT**

A. Landscaping

There was nothing to report at this time.

8. **PROPERTY MANAGER'S REPORT**

A. Correspondence

Following the last Council meeting, welcome packages were forwarded to Suite #302 – Wozny and Suite #303 – Riley. Correspondence has been forwarded to Units #201 and #402. A letter was received from the new Owners in Suite #302 requesting permission to have their dog, a small miniature Schnauzer, live with them. The number of dogs presently is under the allowable limit; it was therefore **MOVED** and **SECONDED** (Suzuki / Forster) that the dog be allowed, with the proviso that all Bylaws and Rules are followed in this regard. **CARRIED.**

A letter was received from the Owner of Suite #408 regarding a safety issue with the garbage bin in that the bar had fallen down, striking her hand on the forehead. Council member, Brian Forster, will discuss this matter with the Owner and demonstrate the proper procedure.

B. Items in Progress

1. Exterior painting of the header brows.
2. Interior redecorating

9. MEETING TERMINATION

There being no further business to discuss, the meeting was terminated at 6:55 p.m.

The next scheduled meeting will be held on Tuesday, November 22nd, 2005, in Suite #105.

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.

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APPROVED _____
BY
COUNCIL: _____

Date: _____



Balsam Place, 202 - 5704 Balsam Street, Vancouver, B.C., Canada V6M 4B9 ♦ (604) 261-0285 ♦ FAX (604) 261-9279
PROPERTY MANAGEMENT SERVICES

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 265,
CONNAUGHT POINT, HELD ON TUESDAY, NOVEMBER 22nd, 2005, AT 6:00 P.M., IN
UNIT #105 - 2288 WEST 12TH AVENUE, VANCOUVER, B.C.**

IN ATTENDANCE:	Jacque Suzuki	Vice-President	#105
	Brian Forster	Building Committee	#107
	Sheryl Thomson	Secretary	#110
	Duke Kuo	Treasurer	#405
	Michael Friedman		#309
	Kyrene Kerr		#412
PROPERTY MANAGER:	Brian Suhner	The Wynford Group	
REGRETS:	Bill Scott	President	#202

1. CALL TO ORDER

The meeting was called to order at 6:10 p.m.

2. MINUTES OF THE PREVIOUS MEETING

It was MOVED and SECONDED (Thomson / Kuo) to approve the Minutes of the Council meeting dated September 14, 2005, as previously circulated. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

A. Building Maintenance

The annual review of the building envelope by PBEM (Pacific Building Envelope Maintenance Ltd.) will be conducted in the coming few weeks. PBEM will also be asked to look at the water pooling concern on the balcony at suite #412 and a concern that was raised by an Owner of an uneven floor within their suite.

B. Interior Decorating

General Paint has created specifications for the interior painting work. At this time, two contractors' quotations have been received. After discussion, Council agreed that another quotation would be solicited. Council will arrange to solicit a third quotation. Also, Council will arrange to solicit two more quotations for the re-carpeting of all common areas. Further discussion will take place at the next Council meeting.

4. NEW BUSINESS

A. Snow Removal

Snow removal services (if required) will be performed by the maintenance contractor, Yeomans.

B. Fireplace Servicing

Sure Fire has satisfactorily completed work to inspect and service all suite fireplaces.

C. Fire Protection System - Winterization

Fire Pro has satisfactorily completed the annual service to winterize the building's dry sprinkler system.

D. Disposal Company Service Agreement

The Property Manager provided Council with a copy of the disposal company service agreement, which required signing to acknowledge updated information to the agreement.

E. Lock Missing from Garbage Bin

The disposal company has recently replaced a lock for one of the garbage bins.

F. Common Area Storage Room Lock Repair

The locksmith, Al Scott, has satisfactorily completed required lock repairs for the common area Storage Room door.

G. Volunteer Accident Insurance Coverage

After discussion regarding volunteer work that is performed by members of Council and Owners from time to time within and around the building, it was agreed by Council to incorporate volunteer accident coverage to the Strata Corporation's main policy. The Property Manager will make the necessary arrangements.

H. Bothersome Odour – Suite #405

The Property Manager will contact the contractor, The Restoration Shop, to inspect and resolve a bothersome odour concern, which is emanating from under the bathroom sink at suite #405.

5. FINANCIAL REPORT

A. Operating Statements

It was **MOVED** and **SECONDED** (Kuo / Thomson) to approve the operating statements for August and September 2005, as presented. **CARRIED**

B. Receivables Report

The accounts receivables as at November 22, 2005 were reviewed and the Property Manager was directed to effect collection, as necessary.

6. COMMITTEE REPORT

A. Landscaping

Nothing to report at this time.

7. PROPERTY MANAGER'S REPORT

A. Correspondence

Received:

- Suites #201 and #212.

Council reviewed all letters of correspondence and the Property Manager was asked to respond on Council's behalf.

8. **MEETING TERMINATION**

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

The next meeting is scheduled to be held on Wednesday, January 18th, 2006 at 7:00 p.m. in Suite #105.

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APPROVED _____
BY
COUNCIL:

Date: _____

Attachment: Seasonal Message

(11.25.05) (min 11.22.265)



**The
Wynford
Group**

Balsam Place, 202 - 5704 Balsam Street, Vancouver, B.C., Canada V6M 4B9 ♦ (604) 261-0285 ♦ FAX (604) 261-9279
PROPERTY MANAGEMENT SERVICES

A SEASONAL MESSAGE FROM THE WYNFORD GROUP



It's that time of year again when the weather turns cooler and we all prepare our "nests" for the winter. As an owner it is important to take an active role in maintaining your strata lot to help prevent damage during the winter months.

With this in mind we thought the following information would be helpful.

Balconies

Keep your drains clear of leaves and debris. When (if) it snows, make a trough in the snow leading towards the drain on your balcony. This will help guide the water to where you want it to go – the drain. You may also want to spread "ice melt" on the snow – but try to avoid using salt as it can be corrosive.

BC Hydro

BC Hydro offers the following general information on energy consumption:

- sitting, reading or watching T.V. – set thermostat to 21C or 70F
- working around the house – set thermostat to 20C or 68F
- sleeping – set thermostat to 18C or 64F
- on vacation – set thermostat to 16C or 61F
- avoid using portable electric space heaters
- avoid heating outside spaces such as attics, garages, etc.
- close the chimney damper between fires
- avoid heating unused rooms
- clean your furnace filter regularly
- if you have single glazed windows put plastic sheeting on the inside
- insulate your hot water tank
- repair leaking faucets and install aerators/water saving shower heads
- ensure your freezer, refrigerator and oven doors close tightly
- insulate recessed pot lights
- turn off unnecessary lights

Condensation (oh! those wet walls and windows)

As the outside temperature drops, so does the ability of inside air to absorb moisture. To reduce the humidity in your strata lot, use your humidistat, exhaust fans and/or from time to time open your windows to exchange the inside air.

Exterior Taps (hosebibs) – Winterizing

If you have a tap on your balcony or patio it is your responsibility to winterize it. How? Find the shut-off valve for the tap, this will be located in your unit; turn it off; go outside to the tap and turn it on; all the water that is left in the pipe will drain out.



If there is a small drain plug on your shut-off valve, make sure to open it up to release air and provide final drainage after you have completed the first two steps (a container should be held underneath the plug as you loosen it to collect any small amounts of water). Then put the plug back in and tighten it well - but gently. Note also that if you have a hose attached it should be removed and drained - do not leave it attached.

Fireplaces – Gas

Have your fireplace serviced and ensure the pilot light is set at the right pressure to save on natural gas consumption. If you want your fireplace serviced, call a certified fireplace technician (look under Fireplace Equipment-Retail in the Yellow pages).

Fireplaces – Wood

If your Strata Corporation does not inspect chimneys on an annual basis, make sure you have it done. Birds may have nested in your chimney during the warmer months (and how will Santa get down the chimney?).

Leaks - YIKES!

With the 'leaky condo crisis' facing many owners, it is essential that you report any water ingress to your property manager immediately.



Snow Birds

For those of you who winter elsewhere, please remember to leave your heat at 16 degrees or higher; shut off the water to your toilet (s), hot water tank, washing machines and dishwashers (if possible).

Check your Homeowner Insurance policy before you go to find out how often your unit should be checked while you are away.

REMEMBER – YOU MAY BE HELD FINANCIALLY RESPONSIBLE FOR ANY DAMAGE TO YOUR UNIT AND/OR OTHER UNITS.

It is essential that someone has a key to your unit while you are away and that either the property manager or resident manager (if you have one) knows who has it.

Snow Removal – Apartments

Refer to the item on the first page regarding your balconies.

Snow Removal – Townhouses

If it snows, carefully shake excess snow off shrubs adjacent to your strata lot; the weight of the snow can be too heavy for bushes. Keep your own sidewalks cleared and free of ice and snow (your strata corporation may or may not do snow removal of the common roadways and sidewalks).



...Winter is also a good time to inspect your unit from top to bottom, inside and out. Look for signs of moisture, mildew, and stains. If you find any of these symptoms, please contact your property manager. If you have ceramic tiles in your bathrooms, i.e. shower stalls, caulk/fill any cracks to prevent water from getting into the wall behind the tiles.

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