

COUNCIL MEETING MINUTES**MONDAY JULY 16TH, 2007****DISCOVERY PLACE 2 - STRATA PLAN NW 2364****TIME & LOCATION:**

7:00 p.m. – Multi-Purpose Room
3980 Carrigan Court
Burnaby, BC

**STRATA COUNCIL
2007****PRESIDENT**

Lorraine Siem

VICE-PRESIDENT

Pete Abley

TREASURER

Christie Scott

AT LARGE/SECURITY

Stefan Munteanu

AT LARGE/SOCIAL

Dan Florescu

AT LARGE/SECRETARY

Barry Botsford

**AT LARGE/
BUILDING MAINTENANCE**

Hew D McConnell

SITE OFFICE

Rada Tesovic

Phone: 604 421-7705

Cell: 604 454-7110

Fax: 604 421-7756

Email: dp2@shaw.biz.ca

Office: # 103

STRATA MANAGER

David Parsons

Direct Phone: 604 714-1541

Email: dparsons@baywest.ca

Fax: 604 592-3699

ACCOUNTANT

Natasia Pang – 604 714-6380

Email: npang@baywest.ca

BAYWEST MANAGEMENT

Unit 300 – 1770 Burrard Street

VANCOUVER, BC V6J 3G7

24 Hour Line: 604 257- 0325

PRESENT:

Lorraine Siem

Stefan Munteanu

Dan Florescu

Barry Botsford

Hew D McConnell

David Parsons, Strata Manager, Baywest Management Corporation

REGRETS:

Pete Abley

Christie Scott

(1) CALL TO ORDER

The meeting was called to order at 6:42 p.m. and a quorum established.

(2) ADOPTION OF PREVIOUS MINUTES

It was noted that the termination of the previous meeting was at 9:30 pm rather than 10:00 pm as recorded in the previous minutes. With that noted, it was moved and seconded to adopt the Strata Council meeting minutes of Thursday, May 31, 2007 as corrected.

CARRIED

(3) BUSINESS ARISING FROM PREVIOUS MEETING**3.1 SITE OFFICE – CARETAKER'S REPORT**

Council reviewed the inspection report for June 1st to July 16th as provided by the Senior Caretaker.

3.1.1 BACK UP GENERATORS

Simson Maxwell examined the generators and found that the fuel in them needs polishing. Council instructed the agent to get another opinion and quote for doing this work.

3.2 BUILDING ENVELOPE CONDITION ASSESSMENT

A draft of the Chatwin Engineering's Building Envelope Condition Assessment is being reviewed by Council and will be followed shortly by the final version.

3.3 WATER LEAK – SMALL CLAIMS COURT – UPDATE

Another half-day appearance will be necessary in Court to resolve a dispute between an owner and his/her tenant over the payment of a water damage incident. The Council President, who has been representing the Strata in Court, was authorized by Council to seek legal advice on this matter.

3.4 UNIT DOOR UPGRADES

A quote has been received for unit door upgrades. The matter was tabled for future consideration.

3.5 DISPUTE RESOLUTION PROCEDURE

Council discussed a method for the resolution of any potential dispute over shared expenses with Discovery Place 1. It was decided to draft a proposal based on the arbitration procedure provided in the Strata Property Act. The draft will be written, reviewed and, if acceptable to Council, the proposal sent to DP1 shortly.

3.6 EASEMENT EXPENSES

The agent was instructed to get quotes for the installation of gas and electricity meters on the Easement. He was also instructed to ask the Senior Caretaker for a breakdown of staff hours to establish the proportion of time spent by them working in different parts of the site.

The Council has drafted a letter regarding the business arrangements between DP1 and DP2 which is being reviewed and will be sent to DP1 shortly. The letter communicates Council's desire to clarify the strata's obligations and the nature, extent and basis of shared expenses in time for the next AGM.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENT

DISCOVERY PLACE 2

Consideration of the financial statements for the months of April and May was tabled due to the absence of the Treasurer.

EASEMENT

Consideration of the financial statements for the months of April and May was tabled due to the absence of the Treasurer.

4.2 ACCOUNTS RECEIVABLE

The accounts receivable balance as of the date of the meeting was \$8,108.25.

All owners are again required to ensure that they pay the strata fees on the first of each month, according to the Strata's Bylaws in order to avoid penalties.

(5) CORRESPONDENCE

5.1 CORRESPONDENCE

Several requests for Laminate flooring were received. The agent will be sent a copy of the conditions upon which such permission can be given and will then reply to the petitioners.

Correspondence was received about a door that is to be replaced by Strata due to a break-in. The agent will contact the caretaker and have the door ordered.

Several units were charged back for deferred bathroom maintenance.

A unit was fined for a noise disturbance caused by a barking dog.

The recent towing of vehicles from visitor parking resulted in a complaint from a resident whose guest pass was not clearly visible. The vehicle was not towed when he proved that the pass was in fact in the vehicle.

A complaint was received from an owner about a dust duct soiling his vehicle. Council approved relocation of this persons parking stall for the duration of his ownership at NW2364.

(6) NEW BUSINESS

6.1 WINDOW REPLACEMENT

Council authorized the replacement of a window broken from the outside.

6.2 FIRE PUMP TESTING

Council approved a quote for testing the fire pumps.

6.3 DISCOLOURED LENSES

A quote for the replacement of two discoloured lenses in the parkade lighting was approved.

6.4 PML CONTRACT

Council approved renewing its maintenance contract with Professional Mechanical Ltd. for one year.

(7) NEXT MEETING

The next Council Meeting will be held on Monday October 1st, 2007.

(8) TERMINATION

There being no further business, the meeting terminated at 9:46 p.m.

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

COUNCIL MEETING MINUTES**THURSDAY, MAY 31, 2007****DISCOVERY PLACE 2 - STRATA PLAN NW 2364****TIME & LOCATION:**

7:00 p.m. – Multi-Purpose Room
3980 Carrigan Court
Burnaby, BC

**STRATA COUNCIL
2007**

PRESIDENT
Lorraine Siem

VICE-PRESIDENT
Pete Abley

TREASURER
Christie Scott

AT LARGE/SECURITY
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STRATA MANAGER

Julia Beschea
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ACCOUNTANT

Natasia Pang – 604 714-6380
Email: npang@baywest.ca
BAYWEST MANAGEMENT
300 – 1770 Burrard Street
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24 hours Line: 604 257-0325

PRESENT:

Lorraine Siem
Stefan Munteanu
Christie Scott
Dan Florescu

REGRETS:

Pete Abley
Barry Botsford
Hew D McConnell

Julia Beschea, Strata Manager, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 7:15 p.m. by Julia Beschea, the Strata Agent. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the Strata Council meeting minutes of March 5, 2007 and May 7, 2007 as distributed. **CARRIED**

(3) BUSINESS ARISING FROM PREVIOUS MEETING**3.1 SITE OFFICE – CARETAKER'S REPORT**

Council reviewed the inspection report for the month of April as provided by the Senior Caretaker. The report contains information related to cleaning of the premises and the day to day maintenance issues and the course of them.

1. NEW CARETAKER COUPLE

The Agent advised that Ludmila and Vladimir Bureacenco were hired as the new caretaker couple commencing May 01, 2007.

2. CARETAKERS' CONTRACT REVIEW

Council reviewed a proposed salary and vacation grid for the caretakers, suggested by Discovery Place 1. The grid's purpose is to serve as a guide; however any increases will be based on individual performance reviews. The proposal was directly emailed by DP 1 prior to the meeting.

At this time, Council approved the vacation grid for the caretakers. The discussion for the salary grid was tabled.

A bonus was proposed by DP 1 to be given to the caretakers that worked during the staff shortage period of time (March and April) – Council did not approve the bonus.

In addition, Council revisited the outstanding items from the joint meeting of January 2007 with Discovery Place 1 and decided as follows:

- increase of the Resident Senior Caretakers' salary to reflect their new position after the Site Administrator's request for working part time – Council approved the increase retroactively from March 1, 2007;
- annual salary increase of the Resident Caretaker couple – Council approved the increase retroactively from March 1, 2007.

3.2 SWIMMING POOL

1. Repairs in Progress: The Agent reported that since March representatives from Council of Discovery Place 1 and 2 met on site with Port Moody Contracting Services (PMC), the engineer from VVV Services, the Agent, and the maintenance caretaker to discuss and decide a number of new issues related to the renovation, as follows:

- the new windows must be raised by 3"; this will improve the installation and will allow for better connection detail with the roof;
- the glass skylights also require adjustment in order to comply with the current BC Building Code;
- PMC to finish the south wall in the swimming pool as per original Contract and revised quote. Due to the unforeseen concrete condition and extensive wiring, outside contractors will finish the upper portion of the wall and re-route the electrical wiring.
- PMC to finish floor detail of the pool deck towards the west and south walls using tiles similar to the existing ones.
- PMC to complete at least one additional coat of varnish to the pool's wood beams.

The Strata Councils (DP 1 and DP2) agreed that some unforeseen issues have arisen since the work started, and therefore will accept an increase of \$12,000 to the original quote; however this is subject to full completion of the project as described above.

Recently, the following items have been completed

- the new windows have been installed,
- the rough upper portion of the south concrete wall has been made smooth which now allows the wall to be painted,
- the electrical wires have been re-routed and are in a conduit running between the beams and the ceiling,
- an additional coat of varnish was applied to the wood beams, however Council discussed with the engineer that a third coat of varnish is needed - to be followed up with the engineer,
- new tiles matching the existing ones have been installed on the floor around the perimeter of the walls.

2. Jacuzzi and Pool Repairs: The Agent reported that the Jacuzzi renovation is completed. A new membrane, tiles, and lighting were installed. Council expressed their satisfaction for the quality of work performed by Driftwood Design. Repairs of the pool are in progress.

Council reviewed a quote in the amount of \$2,571.00 + GST to power wash and acid wash the basin once the repair work is completed and decided that this work will be completed by the in house staff. If after power washing there are still stains, Council may hire a contractor to remove them.

3. Interior Painting: The Agent reported that the painting of the interior of the swimming pool building and adjacent hallways was completed to Council's satisfaction.

3.3 MUAU – UPDATES

The Agent reported that PML Professional Mechanical was able to reduce the comprehensive contract price by \$500/per year due to the new units.

3.4 EXTERIOR LIGHTING

Council reported that the installation of the new posts is in progress. Representatives from Council and the Agent met with Power Pro Electrical to review the type of fixture and discuss details of the installation in order to ensure that the posts will be firmly grounded.

3.5 BUILDING ENVELOPE PROPOSAL REVIEW

The Agent reported that Chatwin Engineering has completed the building envelope review which included a number of units tested for moisture. A report with findings is expected in the next few weeks.

3.6 WATER LEAK – SMALL CLAIMS COURT – UPDATE

The Agent reported that a new hearing is scheduled for June 6, 2007 in regards to the claim between the owner and the tenant.

The tenant claimed the Strata Corporation to pay court fees in the amount of \$156..52 for not attending the settlement on December 2006. The decision for not attending was made based on the information received from a court clerk who instructed the strata's insurance agent that their attendance for the settlement is not necessary unless it is in the Strata's intention to dispute the claim, which was not the case.

After discussion, Council moved and seconded to pay the fees at the hearing on June 6, 2007. **CARRIED**

3.7 UNIT DOOR UPGRADES

This item was tabled for further consideration.

3.8 TREE CARE

Council approved the removal of the hazardous trees as per the quote received.

3.9 WATER DAMAGE – INSURANCE CLAIMS

The Agent reported that repairs of several units affected by water leaks have been completed. Invoices from Edenvale are expected in order to finalize the claim.

NOTE:

IT WAS DETERMINED THAT MOST OF THE WATER LEAKS HAVE OCCURRED DUE TO LACK OF MAINTENANCE AND AGE OF VARIOUS ITEMS WITHIN THE SUITES. OWNERS ARE THEREFORE REMINDED TO INSPECT THEIR SUITE(S) ON A REGULAR BASIS FOR LOOSE TILES, CRACKED GROUT, CRACKED TOILETS / TANKS AND OLD SEALANT AROUND THE BATHROOM / KITCHEN FIXTURES. ALSO, THE OWNERS ARE REMINDED TO REPLACE OLD FAUCETS, OR APPLIANCES SUCH AS DISHWASHERS AND WASHERS, ESPECIALLY IF THEY ARE THE ORIGINAL APPLIANCES.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENT

DISCOVERY PLACE 2

The adoption of the financial statements for the month of December 2006 was tabled as the package was exchanged between the current and former treasurers at the meeting.

It was moved and seconded to adopt the financial statements for the months of January, February, and March 2007 as distributed.

CARRIED

EASEMENT

The adoption of the financial statements for the month of December 2006 was tabled as the package was exchanged between the current and former treasurers at the meeting.

It was moved and seconded to adopt the financial statements for the months of January, February, and March 2007 as distributed.

CARRIED

4.2 ACCOUNTS RECEIVABLE

The accounts receivable balance as of the date of the meeting was \$6,951.79.

The Agent reported that demand letters and liens have been sent and applied accordingly.

All owners are again required to ensure that they pay the strata fees on the first of each month, according to the Strata's Bylaws in order to avoid penalties.

(5) CORRESPONDENCE

5.1 RESPONSE TO CORRESPONDENCE

Council received a letter from an owner complaining about on site management. She was misled by the former site administrator with respect to the owners' permission to attend Council meetings. When contacted by the owner, the Strata Agent explained that owners ARE allowed to participate at Council meetings where they can bring forward their issue for discussion, however prior notice for participation is required in order for Council to properly organize the time at the meeting.

In addition, the owner suggested Council a number of security upgrades, including a security post with a security guard, and a gate installed at the beginning of the driveway to the building.

Council advised the owner that the recommendations would be considered.

5.2 REQUEST FOR LAMINATE FLOORING INSTALLATION

Further to the Council Meeting Minutes of March 5, 2007 in which two owners requested Council's permission for installation of laminate flooring in their strata lot, Council decided after the meeting to withhold approval until Council has a opportunity to amend the Strata Corporation Bylaw – *Hardwood Flooring* by including a number of technical details related to the installation.

The Agent advised Council that they must consider the respective owners' request in accordance with the existing Strata Corporation Bylaws. Consequently, discussion ensued as to the correct interpretation of the current bylaw and how it should be applied. The Agent stressed that amendments to the Strata Corporation's Bylaws may only be made if approved by $\frac{3}{4}$ of the owners at an Annual or Special General Meeting.

Council then revisited the request and directed the Agent to send a letter to the respective owners that they acknowledged the request; however the owners will be held responsible for the noise concerns associated with hard flooring.

Council further reviewed three additional requests for laminate flooring installation. Council directed the Agent to verify the noise history on each strata lot and to respond accordingly.

In addition, Council reviewed a letter from an owner complaining of noise in a form of foot steps, voices, and drawers closing coming from the unit above. The complaint suspected that laminate flooring may have been installed without proper underlay.

Council directed the Agent to send a letter to the owners of the respective strata lot requesting to provide information about the underlay and address the noise issue with their tenants in order to avoid fines.

5.3 VARIOUS ISSUES

Council reviewed a letter from an owner requesting to waive a late payment penalty of \$50.00.

After consideration, Council removed the fine.

(6) NEW BUSINESS

6.1 SECOND ANNUAL FIRE INSPECTION

The Agent reported that the second fire inspection was completed. However, a number of units have still not provided access to their suites. Those units are now required to organize an inspection on their own and provide proof of such an inspection to the Site Office.

All owners must comply with fire alarm testing as per the City of Burnaby's Bylaws.

6.2 SIMSON MAXWELL – CONTRACT COST INCREASED

Council reviewed a letter from Simson-Maxwell, the contractor for maintenance of the generator, advising that they increased their service cost to \$719.25/visit/generator as they have not increased their price since 1998.

A reduction of 5% to the initial cost was requested by the Agent, due to short notice provided, bringing the cost down to \$685/visit/generator.

6.3 GYM EQUIPMENT

Council received quotes from West Coast Fitness Fixations Inc. for repairs to the treadmill. Council tabled this item for the next fiscal year budget.

(7) NEXT MEETING

Council requested Baywest Management to replace the Strata Agent.

The next Council meeting will be coordinated with the new appointed Strata Agent.

(8) TERMINATION

There being no further business, the meeting terminated at 10:00 p.m.

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

COUNCIL MEETING MINUTES**MONDAY, MAY 7, 2007****DISCOVERY PLACE 2 - STRATA PLAN NW 2364****TIME & LOCATION:**

6:30 p.m. – Multi-Purpose Room
3980 Carrigan Court
Burnaby, BC

**STRATA COUNCIL
2007****PRESIDENT**

Lorraine Siem

VICE-PRESIDENT

Pete Abley

TREASURER

Christie Scott

AT LARGE/SECURITY

Stefan Munteanu

AT LARGE/SOCIAL

Dan Florescu

AT LARGE/SECRETARY

Barry Botsford

AT LARGE/**BUILDING MAINTENANCE**

Hew D McConnell

SITE OFFICE

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STRATA MANAGER

Julia Beschea

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ACCOUNTANT

Natasia Pang – 604 714-6380

Email: npang@baywest.ca

BAYWEST MANAGEMENT

300 – 1770 Burrard Street

VANCOUVER, BC V6J 3G7

24 hours Line: 604 257-0325

PRESENT:

Lorraine Siem

Stefan Munteanu

Barry Botsford

REGRETS:

Pete Abley

Christie Scott

Hew D McConnell

Dan Florescu

GUEST:

Michelle Reid – owner

Julia Beschea, Strata Manager, Baywest Management Corporation

At 6:30 pm a quorum was not reached.

Council members and the Agent waited until 7:15 pm, after that, the quorum was still not reached, therefore the meeting was declared unable to proceed.

The next meeting was rescheduled for May 30, 2007 at 7:00 pm.

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

COUNCIL MEETING MINUTES**MONDAY, MARCH 5, 2007****DISCOVERY PLACE 2 - STRATA PLAN NW 2364****TIME & LOCATION:**

6:30 p.m. – Multi-Purpose Room
3980 Carrigan Court
Burnaby, BC

**STRATA COUNCIL
2007****PRESIDENT**

Lorraine Siem

VICE-PRESIDENT

Pete Abley

TREASURER

Christie Scott

AT LARGE/SECURITY

Stefan Munteanu

AT LARGE/SOCIAL

Dan Florescu

AT LARGE/SECRETARY

Barry Botsford

**AT LARGE/
BUILDING MAINTENANCE**

Hew D McConnell

SITE ADMINISTRATOR

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STRATA MANAGER

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ACCOUNTANT

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BAYWEST MANAGEMENT

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24 hours Line: 604 257-0325

PRESENT:

Lorraine Siem

Christie Scott

Stefan Munteanu

Hew D McConnell

Barry Botsford

Dan Florescu

REGRETS:

Pete Abley

Julia Beschea, Strata Manager, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 6:40 p.m. by Julia Beschea, the Strata Agent. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the Strata Council meeting minutes of January 15, 2007 as distributed. **CARRIED**

(3) BUSINESS ARISING FROM PREVIOUS MEETING**3.1 CARETAKERS' REPORT**

Council was provided with the inspection report for the months of January and February. The report contains not only information related to cleaning of the premises but also ongoing maintenance issues as well. Council decided to review and discuss the report after the meeting.

Further Council discussed and acknowledged the following items:

- Overtime: it was stressed that overtime should not occur unless there is an emergency that requires additional staff. Therefore, all the caretakers doing On Call service must receive appropriate training in order to be able to deal with a situation on their own, avoiding unnecessary expenses to the owners. A checklist of all the potential emergencies (i.e. flood, power outage, fire etc) will be made along with the required knowledge of procedures. This will be used as a guide for training. Lorraine Siem will review the overtime log book and report back to Council.
- Caretaker Couple Resignation: Council acknowledged a letter of resignation effective March 1, 2007. The Agent advised that interviews for new caretaker couple is in progress.

3.2 SWIMMING POOL

1. Repairs in Progress: The Agent provided Council with a copy of two reports of the status of the project and the findings. The reports reveal that the stains on the curved wood beams above the pool have been removed and proper treatment was applied to the respective areas. It was further determined that, for protection from humidity, the entire surface of all the beams should be lightly sanded and varnished. As this was not included in the initial scope of work, a quote in the amount of \$3,250.00 was provided by Port Moody Contracting Services, the contractor hired for the repair project. Since the pool was drained (on the maintenance caretaker's initiative), making the beams more easily accessible, Council agreed with the completion of such. Council further requested the Agent to obtain clarification from VVV Engineering Services as to whether or not the rusty elements supporting the beams are to be addressed within the scope of the project.

The reports also provided the following observations:

- Jacuzzi: tile grout appears to be distressed and there is missing grout in between some tiles. It was recommended that the existing grout be removed and replaced with an epoxy grout. Some tiles are cracked and need to be replaced.
- Pool – corrosion is present. A quote for repairs in the amount of \$750 was provided.
- Control joint – (located on the floor) is cracked and leaking.
- Studs behind the removed drywall are in rusty condition, due to accumulated condensation over the years. It was recommended that the tracks should be replaced during the project - funds to come from the project's contingency.
- Ventilation ducts directly below the windows are dirty. It was recommended cleaning of such since scaffolding is in place and may be used for easy access.

2. Roof Replacement between Swimming Pool and Gym Building: The Agent reported that the replacement of the roof between the gym and swimming pool has been completed. The cost of this project was \$27,342.70 (GST included).

As the roof has made extended leaks in the common hallways, gym room, and meeting room, Council approved their share of 50% of the total cost, in the amount of \$13,671.35, to be paid from the Contingency Reserve Fund as this was an emergency.

3. Railings Installation: The Agent reported that railings have been installed around the swimming pool area to prevent any traffic on the roof area.

3.3 MUAU – UPDATES

The Agent reported that discussions with PML Professional Mechanical related to comprehensive contract adjustments are in progress.

3.4 EXTERIOR LIGHTING

Council reported that the project has been partially completed such as:

- lighting under the awning between Discovery Place 2 and the Recreation Facility,
- lighting at the front of the building and along the parkade ramp.

The installation of the lights on the exterior wall of the Recreation Facility building as well the lighting posts in the courtyard and parking lot are in progress.

Extended thanks have been given to Council member Stefan Munteanu for his expertise in selecting the lights and posts for this project.

3.5 BUILDING ENVELOPE PROPOSAL REVIEW

Council reported that the contract with Chatwin Engineering Ltd. for a building envelope condition assessment and maintenance and renewals plan was signed and the project is expected to start in the following week.

Council would like Chatwin Engineering Ltd. to have a close look at one of the units where water is penetrating through the canopy above during the project.

3.6 COMBUSTION FAN – RECREATION FACILITY

The Agent reported that this project is in progress.

3.7 WATER LEAK – SMALL CLAIMS COURT – UPDATE

Further to Section 6.2 of the Council Meeting Minutes of October 24, 2006, the Settlement Conference date was announced for March 30, 2007 in Small Claims Court.

3.8 POWER OFF – ELECTRICAL UPGRADES

Council reported that the electrical upgrades in the amount of \$2,226.00 to connect the doors of the tower and the town homes, transformer room, garbage room, and mechanical room to the emergency generator have been completed. In the event of a power failure access to those areas will no longer be an issue.

Due to the emergency need for such upgrades, the project was approved via email and paid from the Contingency Reserve Fund.

3.9 UNIT DOOR UPGRADES

Discussion on this item was tabled until Council receives a second quote.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENT

The adoption of the financial statements for the month of December 2006 was tabled. The 2006 fiscal year has just been finalized, a copy of which was forwarded to Council at the meeting.

4.2 ACCOUNTS RECEIVABLE

The accounts receivable balance as of the date of the meeting was \$11,139.44. This figure includes part of the special levy amount.

(5) CORRESPONDENCE

5.1 DRAFT – NEW CORRESPONDENCE FROM THE OWNER

Council received another letter from the owner that previously complained about draft in the suite coming from the garbage room.

Council reported that a detailed resolution of this case was provided in the Council meeting minutes of January 15, 2007; however, Council directed the Agent to send the owner a formal letter advising accordingly.

5.2 REQUEST FOR LAMINATE FLOORING INSTALLATION

Council reviewed a letter from an owner living in the strata lot and a letter from an owner renting their strata lot, both requesting Council's permission for laminate flooring installation in their units.

Prior to a decision being made, Council reported that they would like to review and approve a letter format, including details of the installation and the noise concerns associated with hard flooring. Such decision will be made via email.

The Agent will respond to the owners, accordingly.

5.3 LETTER OF COMPLAINT

Council reviewed a letter from an owner complaining about noise coming from the unit above in a form of heavy foot steps. The complaint suspected that hardwood flooring may have been recently installed in the above unit as the noise situation was noticed only a few weeks ago.

Council directed the Agent to respond to the owner that the owner should contact the caretakers or the security guard right away should the problem continue.

(6) NEW BUSINESS

6.1 ANNUAL FIRE INSPECTION

Fire Code Plus Engineering had completed the annual fire inspection. A report with deficiencies is expected. A list of the missed suites was forwarded to Council. A second inspection was scheduled for April 11, 2007. Residents will be informed of details.

Those owners, who fail to have their alarms tested during the second inspection, will be responsible for making their own arrangement and for payment of the inspection.

All owners must comply with fire alarm testing as per the City of Burnaby's Bylaws.

6.2 WATER DAMAGE – INSURANCE CLAIMS

The Agent reported that two water damage claims have been recently filed with BFL Canada, the Strata Corporation insurance agent. The source of the leak was from a dishwasher in one case and from a faulty toilet in the second case.

Repairs in several units affected by the water leaks are in progress by Edenvale Restoration.

6.3 YEAR END FINANCIAL AUDIT

The Agent reported that McLaren Trefanenko has completed the audit of the 2005 year end financial business of the Strata Corporation. A number of adjustments have been made as indicated by the auditor.

6.4 JACUZZI AND SWIMMING POOL REPAIRS

Council reviewed quotes from Driftwood Designs and Port Moody Contracting Services for repairs of the Jacuzzi, swimming pool, and change rooms as recommended by VVV Services' reports.

In addition, Council requested quotes to completely upgrade the Jacuzzi including repair of rusty rebar, new lights, jets and membrane. The Agent will forward the quotes to Council who may award all the jobs to one contractor for budget purposes.

Council advised that the interior painting project may commence as approved.

6.5 TREE CARE – QUOTE

Council received a quote from Davey Tree Expert to remove a number of trees as suggested by the maintenance caretaker.

Council tabled this pending further clarification.

6.6 MISCELLANEOUS

- **Parking** – A significant number of vehicles are using Visitor Parking without the required parking pass. Burnaby Towing no longer exists and so a new towing contract will be entered into with Mundie Towing. Residents who experience problems with vehicles parked in their underground parking stalls must contact the caretaker staff or the security guard, as they will check the underground parking list and then contact Mundie Towing. Council will inform Mundie Towing of who is authorized to request a tow. Mundie Towing will NOT respond to any requests for towing from any person outside from the authorized list.

Council would like to warn all residents that parking rules will soon be enforced.

- **Satellite TV** – Mr. Botsford presented Council with a proposal to install satellite service in the building. The new service will include 25 channels and regular maintenance. The cost for the subscription is \$19/month/unit, based on full strata's participation. Council will investigate what would be the minimum required number of subscribers in order to receive this pricing.

- **Robert Rules of Order** – It was recommended to Council that Robert's Rules of Order could be used for Council meetings to make them more efficient. This will be considered at a later time.

(7) NEXT MEETING

The next Council meeting will be held on Monday, May 7, 2007 at 6:30 pm.

Prior to terminating the meeting, Council President Lorraine Siem brought a letter from Marcella Krupa, in reference to her working on a part time basis. Details will be communicated to the owners after the issue is further discussed between Council of Discovery Place 2 and Council of Discovery Place 1.

(8) TERMINATION

There being no further business, the meeting terminated at 10:00 p.m.

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

COUNCIL MEETING MINUTES**MONDAY, JANUARY 15, 2007****DISCOVERY PLACE 2 - STRATA PLAN NW 2364****TIME & LOCATION:**

6:30 p.m. – Multi-Purpose Room
3980 Carrigan Court
Burnaby, BC

**STRATA COUNCIL
2007**

PRESIDENT
Lorraine Siem

VICE-PRESIDENT
Pete Abley

TREASURER
Christie Scott

AT LARGE/SECURITY
Stefan Munteanu

AT LARGE/SOCIAL
Dan Florescu

AT LARGE/SECRETARY
Barry Botsford

**AT LARGE/
BUILDING MAINTENANCE**
Hew D McConnell

SITE ADMINISTRATOR

Marcella Krupa
Phone: 604 421-7705
Cell: 604 454-7110
Fax: 604 421-7756
Email: dp2@shaw.biz.ca
Office: # 103

STRATA MANAGER

Julia Beschea
Direct Phone: 604 714-1539
Email: jbeschea@baywest.ca
Fax: 604 592-3683

ACCOUNTANT

Eva Tang – 604 714-1549
Email: etang@baywest.ca
BAYWEST MANAGEMENT
300 – 1770 Burrard Street
VANCOUVER, BC V6J 3G7
24 hours Line: 604 257-0325

The first part of this meeting was a joint meeting of Council members from Discovery Place 1 and Discovery Place 2. The purpose was to discuss the Easement expense of both buildings.

PRESENT:

Lorraine Siem
Christie Scott
Stefan Munteanu
Barry Botsford
Dan Florescu

REGRETS:

Pete Abley
Hew D McConnell

Council Members of Discovery Place 1:

6 (six) present at 6:30 pm, 1 (one) absent

Julia Beschea, Strata Manager, Baywest Management Corporation

(4) CALL TO ORDER

order at 7:05 p.m. by Julia Beschea, the
s established.

TOR POSITION

After discussion, Councils directed the Strata Agent to send them a
warning letter requiring immediate improvement and their
performance to be reviewed in 3-month.

will be cancelled.

Councils moved and seconded to terminate the site administrator
position and give proper notice, according to the Employment
Standard Act.

CARRIED

After note: After the meeting, Council of Discovery Place 2
contacted the Strata Agent requesting to consult with a labour
lawyer prior to giving proper notice.

1.2 CARETAKERS

In addition, Councils reviewed the performance of all caretakers. It
was reported that one of the caretaker couples are not performing
their daily duties in accordance with the Strata Corporations'
expectations.

After discussion, Councils directed the Strata Agent to send them a
warning letter requiring immediate improvement and their
performance to be reviewed in 3-month.

1.3 OLD BUSINESS

(a) SWIMMING POOL – EXTERIOR REPAIRS – CONTRACT

The Agent reported that the coordination of the exterior repairs of the swimming pool building has started. A copy of the contract has been forwarded to both Councils for signature.

(b) CARETAKER WRITTEN REPORT – MISCELLANEOUS

Councils reviewed a letter from the Site Office reporting the following issues:

- Snow clearing machine: the machine is not suitable for ice removal, slushy snow, and stairs – **Councils resolution**: the strata corporations rent a blade and attached it to the truck.
- New radio required: **Councils resolution**: will address this issue in the next few weeks.
- Rules for On Call/Overtime, snow removal, doctor appointments: **Councils resolution**: the overtime does not include any time when the employees are providing any service during their *On Call* service. Employees required working after business hours and/or outside from their *On Call* service due to an emergency situation including snow removal will be paid overtime. Doctor appointments for the employees and sick days will be recorded in the office on an individual basis.
- Jacuzzi leaking in the pump room P3: **Councils resolution**: this problem will be addressed during the swimming pool repairs.

There being no further business, the meeting between Discovery Place 1 and 2 was terminated at 8:15 p.m.

The Council meeting for Discovery Place 2 continued in conformity with the Council Meeting Agenda as distributed.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the Strata Council meeting minutes of October 24, 2006 as distributed. **CARRIED**

(3) BUSINESS ARISING FROM PREVIOUS MEETING

3.1 SITE ADMINISTRATION INSPECTION REPORT

A written report from the Site Office was not provided for this meeting. Lorraine Siem, the Strata President contacted the Site Office and reviewed the performance of each caretaker during the last fiscal year. Lorraine suggested to Council that she would like to meet regularly with the Site Office in regards to caretakers' related issues.

The Agent advised Council that the new regulations from the Real Estate Board encourage the strata corporations to include reports from the caretaker, the Strata Agent, and from various committees at each meeting. The Agent recommended inviting the caretaker in charge of the staff to attend the meetings for a 15-20 min. "*caretaker report*". Thus Council will have a direct update of the incidents/events that occurred within the complex and an opportunity to discuss any issues related to the caretaker service.

Council agreed with this procedure.

3.2 GYM ROOF AND SWIMMING POOL

1. Gym:

- a) Roof Replacement – The Agent reported that the replacement of the roof has been completed.
- b) Additional Roof – The Agent reported that the replacement of the additional roof between the gym and pool has been completed.

2. Swimming Pool:

The Agent reported that the coordination of the exterior repairs of the swimming pool as approved at the Annual General Meeting of November 2006 has started. The engineers from VVV Services Ltd. will be involved in the project ensuring the project is completed as indicated in the specifications.

3.3 MUAU – UPDATES

The Agent reported that PML Professional Mechanical completed the installation of the make up air units as approved at the Annual General Meeting of November 2006.

The Agent reminded Council that the comprehensive contract with PML Professional Mechanical should be reviewed, as the maintenance of the new units will not require the same amount of service as the previous units. The Agent will follow up with PML Professional Mechanical in the next few days.

3.4 EXTERIOR LIGHTING

Council reported that this item was tabled and is pending appropriate weather condition.

3.5 BUILDING ENVELOPE PROPOSAL REVIEW

Council reported that, after reviewing three quotes for a building envelope assessment, the quote provided by Chatwin Engineering Ltd. pleased them the most. This quote includes a building envelope condition assessment, and maintenance and renewals plan in order to assist the Strata Corporation with the development of a maintenance program.

Prior to proceeding with the work, Council reported that a contract from Chatwin Engineering is expected.

3.6 PARKADE ASSESSMENT WARRANTY – SUMMARY FROM JAMES NEIL AND ASSOCIATES

The Agent reported that the investigation of the condition of the parkade membrane is in progress. In anticipation to the formal report, the engineer from James Neil and Associates advised that, the condition of the membrane of the area inspected so far appears to be satisfactory.

3.7 COMBUSTION FAN – RECREATION FACILITY

The Agent reported that the installation of the combustion fan as approved by Council of Discovery Place 2 was delayed due to Council of Discovery Place 1 requesting clarification on several items.

A final decision is pending until the meeting with Discovery Place 1.

3.8 WATER LEAK – SMALL CLAIMS COURT – UPDATE

Further to Section 6.2 of the Council Meeting Minutes of October 24, 2006, the Agent reported that the Settlement Conference date was announced for March 30, 2007 in Small Claims Court.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENT

DISCOVERY PLACE 2

It was moved and seconded to adopt the financial statements for the months of September to November 2006 as distributed. **CARRIED**

EASEMENT

It was moved and seconded to adopt the financial statements for the months of September to November 2006 as distributed. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

Council reviewed the accounts receivable report. At this time the report included the special levy amounts due on January 15, 2007.

All owners are reminded to ensure that they pay their strata fees on the first of each month, according to the Strata's Bylaws in order to avoid penalties and the **special levy due on January 15, 2007** as per the Levy Schedule attached to the Annual General Meeting Minutes of November 2006.

(5) CORRESPONDENCE

5.1 DRAFT – NEW CORRESPONDENCE FROM THE OWNER

Council received a new letter from the owner that previously complained about draft in the suite coming from the garbage room.

Council reported that as of the meeting date a response with clarifications of the code referred to by the owner's inspector in his letter has not been provided as requested. Council reported that they have taken every possible step to investigate this issue, as follows:

- Suite inspections – the unit was inspected several times by the caretakers and one time by the caretakers assisted by the Strata Agent and no draft was detected during any of the inspections. The owners agreed with the conclusion that there was no evidence of a draft at the time of inspection with the Strata Agent.
- Garbage room inspection – Council hired specialized contractors to inspect the room and determine if there is any cause coming from that room that may contribute to the owner's reported discomfort. A written report was issued by a specialized contractor highlighting the fact that the garbage room was extremely sanitary with no noticeable unpleasant odor. Further, it was reported that there is no detectable draft that may travel into the unit in discussion.

Due to the above, Council reported that there is no need for further action. Therefore, in Council's opinion the case is closed.

5.2 WINDOW CLEANING – INCOMPLETE SECTION

Council reviewed a letter from an owner complaining about their windows being missed from the annual window cleaning. Although the owners appreciated that there was a safety concern from the contractor in attending the cleaning of the respective section due to previous history, the owner however requested Council to determine a way to solve this issue.

After discussion, Council decided to hire a security guard during the cleaning process to ensure that a similar incident does not occur.

5.3 REQUEST FOR LAMINATE FLOORING INSTALLATION

Council reviewed a letter from an owner requesting Council's permission for laminate flooring installation in the owner's strata lot.

As the unit is rented and Council is aware of several noise complaints coming from the tenants of the unit, Council advised the owner that due to the noise history of the unit and concerns of possible further noise complaints related to a hard floor surface, the request was denied at this time.

5.4 REPORT OF WATER STAINS

Council reviewed a letter from an owner advising that a leak has developed between the glass canopy and the cement wall that support the glass canopy.

The caretaker in charge of repairs reported that he inspected the area and he noticed dry marks on the cement at the time of inspection.

Council requested the caretaker to perform regular inspections of the area and report any further water leak development. In addition, Council requested that Chatwin Engineering investigate the area during the envelope assessment review.

(6) NEW BUSINESS

6.1 LANDSCAPING – CONTRACT RENEWAL

Council received a proposal from TCL Maintenance Ltd., the Strata Corporation's landscaping contractor advising of an increase in their fees for 2007, due to an increase in dumping services.

Prior to making a decision, Council directed the Agent to:

- obtain details as to why TCL Maintenance Ltd. is required to use a dumping location as far as Port Kells, and
- obtain another quote for landscaping service provided to Discovery Place 2 property, only.

6.2 SECURITY GUARD SERVICE – CONTRACT RENEWAL

Council reviewed a notice from Securiguard, the Strata Corporation's security company, advising of their intention to increase the cost of their service in 2007. Securiguard offered two options for the Strata Corporation to choose from:

- A. Increase the cost of service / hour from \$13.50 to \$17.50, providing the existing level of service and guards, or

- B. Increase the cost of service / hour to \$16.50, providing a basic level of service and different guards from a security provider that has partnered with Securiguard.

After discussion, Council directed the Agent to obtain further details on the two options.

6.3 UNIT DOOR UPGRADES – UPDATE FROM COUNCIL

Council was provided with a quote from Precision Locksmith Corp. to replace the gold finish accessories/security devices of the strata lot doors to silver.

This item was tabled for future consideration.

6.4 POWER OFF – ELECTRICAL UPGRADES

Council reported that following to a power outage that affected Discovery Place 1, it was determined that the electrical doors at Discovery Place 1 and 2 are not connected to the emergency generator.

The respective doors are connected to a battery system, however this service is limited to a few hours, only. In case of a power failure that will last longer, the access of those doors would not be possible.

The Strata Agent advised Council that she is in process of obtaining a quote to connect the doors to the generator. Once received, the quote will be presented to Council for a decision, via email.

(7) NEXT MEETING

The next Council meeting will be held on Monday, March 05, 2007 at 6:30 pm.

(8) TERMINATION

There being no further business, the meeting terminated at 10:10 p.m.

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