

INFORMATIVE MEETING MINUTES**MONDAY, JUNE 26, 2006****DISCOVERY PLACE 2 - STRATA PLAN NW 2364****TIME & LOCATION:**

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

**STRATA COUNCIL
2006**

PRESIDENT
Lorraine Siem

VICE-PRESIDENT
Pete Abley

TREASURER
Stefan Munteanu

AT LARGE/SECURITY
Dan Florescu

AT LARGE
Ashif Gulamhusein

AT LARGE
Barry Botsford

AT LARGE
Rodrigo Boca

**BAYWEST MANAGEMENT
300 – 1770 BURRARD STREET
VANCOUVER, BC V6J 3G7**

Phone: 604-257-0325

Fax: 604-592-3683

Direct Line: 604-714-1539

Email:

jbeschea@baywest-mgt.com

SITE ADMINISTRATOR

Marcella Krupa

Phone: 604 421-7705

Cell: 604 454-7110

Fax: 604 421-7756

Office: # 103

This is not considered minutes of a regular Council meeting. The meeting took place during the Discovery Place 1's meeting. The purpose for this meeting was to discuss the situation of the make up air units located on the Gym facility building and for both Councils to make a decision for further action.

PRESENT:

Council of Discovery Place 1 (six members) and
Council of Discovery Place 2:

PRESENT:

Lorraine Siem
Stefan Munteanu
Rodrigo Boca
Barry Botsford

REGRETS:

Pete Abley
Dan Florescu
Ashif Gulamhusein

Julia Beschea, Baywest Management Corporation

GUESTS:

Representatives from PML Professional Mechanical:
Ron Angelini, Service Manager
Clive Yule, Technician

The meeting was called to order at 7:00 p.m. by Gordon Howard, the Strata President of Discovery Place 1. A quorum was established.

The following took place:

As a result of the latest findings about the make up air units Council members from Discovery Place 1 and 2 were invited to a joint meeting with representatives from PML Mechanical to explore feasible options for the units. It was discussed that the units are 21 years old and investing money in repairs of various components would not be financially effective. Prior to replacing the heat exchangers of the units located above the Gym Building, PML Professional investigated the units and determined that their condition has deteriorated to the point that replacing the heat exchanger would not be sufficient to bring them to a satisfactory operable condition. According to PML the units should be shut off. Further PML stressed the fire and safety concerns related to the make up air units. Non-functional units may jeopardize the use of

the recreation facilities, due to the following:

- compromised air quality and quantity
- no pressurization in the hallways (a fire hazard).

PML therefore recommended Councils to replace all five units. A quote in the amount of \$17,500+GST/unit was also provided for Councils' consideration.

Upon findings, Councils determined that this is an emergency situation and therefore the units should be replaced with no delay.

Councils discussed that each strata corporation may fund this project from their Contingency Reserve Fund until the owners make a final decision at their Annual General Meeting.

It was then moved and second by Council of Discovery Place 1 to replace all five make up air units above the Gym Building for a shared contribution of ½ of the total cost, representing \$46,812.50.

FIVE (5) IN FAVOUR, ONE (1) AGAINST, NONE (0) OPPOSED **CARRIED**

It was then moved and second by Council of Discovery Place 2 to replace all five make up air units above the Gym Building for a shared contribution of ½ of the total cost, representing \$46,812.50.

FOUR (4) IN FAVOUR, NONE (0) AGAINST, NONE (0) OPPOSED **CARRIED**

Councils thanked the representatives from PML Mechanical and they left the meeting.

After a brief discussion, Council members of Discovery Place 2 left the meeting at 7:40 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**WEDNESDAY, MAY 24, 2006****DISCOVERY PLACE 2 - STRATA PLAN NW 2364****TIME & LOCATION:**

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

**STRATA COUNCIL
2006****PRESIDENT**

Lorraine Siem

VICE-PRESIDENT

Pete Abley

TREASURER

Stefan Munteanu

AT LARGE/SECURITY

Dan Florescu

AT LARGE

Ashif Gulamhusein

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Fax: 604 421-7756

Office: # 103

PRESENT:

Lorraine Siem
Stefan Munteanu
Dan Florescu
Barry Botsford

REGRETS:

Pete Abley
Rodrigo Boca
Ashif Gulamhusein

GUEST:

J.J. Myers – Agent for an owner

Julia Beschea, Strata Manager, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Julia Beschea, the Strata Manager. A quorum was established.

Prior to proceeding with the agenda J.J. Myers from Sunstar Realty Ltd., representing an owner, was introduced to the meeting in order to discuss the late payment fees applied to the account and request Council to waive the fees.

The owner's Agent explained that, during an audit of the company she represents, it was determined that there was a surplus representing unpaid fees for the respective strata lot. A payment was then made late; however the following payments, in her opinion, were made on time, thus the late charges were incorrectly applied.

Council reviewed the statement account of the respective strata lot as provided by the accounting department of Baywest Management and noted that several payments were not made on time, such as for the months of July, August, September, and October 2005.

After discussion, Council thanked Ms. J.J. Myers and then the agent for the owner left the meeting at 7:45 pm.

Council directed the strata agent to request Ms. Myers to provide proof of the dates the respective payments were made.

After note: Notes of the accounting department with respect to the owner's account, show that on October 14, 2005 J.J. Myers delivered some cheques intended for the owner's account,

but in fact, they were for two other strata corporations. Ms. Myers was informed of such.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the Strata Council meeting minutes of March 20, 2006 as distributed.

CARRIED

(3) BUSINESS ARISING FROM PREVIOUS MEETING

3.1 SITE ADMINISTRATION INSPECTION REPORT – APRIL AND MAY

Council reviewed the inspection report provided by the Site Administrator. Several contraventions to the strata corporation's bylaws were noted such as:

- an illegally installed air conditioner unit
- brown curtains in a window
- a satellite dish attached to the balcony railing

NOTE: Council reminds all owners that the satellite dishes MUST NOT BE ATTACHED IN ANY WAY TO THE BUILDING'S EXTERIOR WHICH INCLUDES THE BUILDING'S WALLS, BALCONY WALLS AND BALCONY RAILINGS. Satellite dishes must be free standing and must not hang over the edge of a balcony.

Council directed the Agent to send letters to the respective strata lot owners and assess the appropriate fines as per the strata corporation's bylaws.

A number of items were also discussed as follows:

- Sweeper: the caretaker staff suggested that Council purchase a sweeper, which would be used on a regular basis by the in house staff to clean the parkade. The cost for such a machine varies from \$6,000 to \$10,000. A contractor's charge for professionally sweeping the parkade was estimated at \$2,000.00. Prior to making any decision, Council requested the staff to test the machines, if permitted by the vendor, and inquire what the cost differences would be of a gas sweeper versus an electric sweeper as well as obtain details about maintenance.
- Truck Repairs: an estimate for various repairs required for the strata corporations' truck was presented to Council. Council suggested the staff to obtain a second quote at a car shop recommended by one of the Council's members.
- Laundry Facilities: in the last few months, Coinmatic charged the strata corporation a substantial amount, as they stated that not enough money was collected from the washers and dryers, which are rented from the company. The Agent contacted Coinmatic for an explanation, as there were no related reasons that may affect this business. Coinmatic could not provide any explanation to this matter; therefore they decided to waive 2/3 of the invoice. A decision was then made to reduce the number of machine to two washers and two dryers for the time being. This issue will be monitored in the interim. Council requested the Agent to investigate the cost of purchasing washers and dryers as opposed to renting.

3.2 SWIMMING POOL – ROOF LEAK AND ENGINEER'S REPORT

Following Discovery Place 1's decision regarding the roofer contractor, Council revisited the details of the job and awarded the contract to Hunter Roofing based on the following:

- COST:
 - A. roof above the gym: \$37,003.00,

- B. roof above the swimming pool: \$3,477.50
- WARRANTIES: 10 years for labor and materials
- INSPECTIONS: during the project, NorthWest Inspection Ltd. will make 2 inspections at no cost to the strata.

In addition, Council reviewed the engineer report from VVV Services with respect to the condition of the swimming pool and gym buildings. The report provided a summary of the deficiencies and maintenance issues and included recommendations for monitoring, repairs and costs estimates.

It was determined that in addition to the failure of the roof membrane above the gym, the caulk sealant around the windows has failed in many areas, gaps existing between the metal flashings are channeling water into the pool, concrete has delaminated on a structural suspended slab, membrane has failed directly above the stairwell to the party room and a negative slope towards the gym's emergency door is allowing water ingress

A budget cost for recommended repairs was estimated in the range of \$30,000 to \$35,000.

Council requested the Agent to obtain several quotes based on the engineers report.

3.3 MUAU – UPDATES

The Agent advised that this project is in progress.

3.4 EXTERIOR LIGHTING

Stefan Munteanu gave Council an overview of the exterior lighting project as he sees suitable for the property, including details of the light type, size, and distribution.

Council reviewed a fourth quote from RC&T Contracting, which in Stefan's opinion is reasonable and close to the strata's expectation. After discussion with Council, Stefan suggested the Agent to coordinate another meeting with RC&T Contracting to discuss further details of this project after which Stefan will obtain another quote.

Council approved and thanked Stefan for his input.

3.5 SECURITY CAMERA

Council reviewed two quotes for the installation of security cameras in the parkade. A quote provided by Stefan appeared to Council as being more suitable and reasonably priced.

After discussion, Council decided to replace the three stolen security cameras for \$320 + tax each and install an additional camera for \$400 + tax. The cost for installation would be at no cost to the strata, as Stefan volunteered to perform the installation. Council thanked Stefan.

It was then moved and seconded to proceed with the installation.

CARRIED

3.6 MANAGEMENT AGREEMENT AS PER THE REQUIREMENTS OF THE REAL ESTATE BOARD

This item was tabled for further consideration.

3.7 SECOND FIRE INSPECTION

The Agent reported that the second fire inspection was completed. However, 20 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. A letter was sent to the owners of respective units advising accordingly.

Council directed the Agent to verify with the Site Office if any of these units are among those not inspected last year. If the owners are unable to provide proof of an inspection done last year, then the Agent will apply fines accordingly.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENT

DISCOVERY PLACE 2

It was moved and seconded to adopt the financial statements for the month of February to April 2006 as distributed.

CARRIED

EASEMENT

It was moved and seconded to adopt the financial statements for the month of February to April 2006 as distributed.

CARRIED

Council would like to install a separate meter for gas and hydro in the Recreation Building. Currently, there is only one gas meter and one hydro meter which are for the combined consumption of both the Recreation Building and Discovery Place I.

Stefan volunteered to install the electrical meter. A gas meter installation will be coordinated with a gas company.

The project is pending for discussion with Discovery Place 1.

4.2 ACCOUNTS RECEIVABLE

The accounts receivable balance as of the date of the meeting was \$9,207.71.

All owners are requested 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 – pending from Council meeting of March 20, 2006

5.1 PIANO NOISE COMPLAINT RESPONSE

Council acknowledged the response letter received from the owners of the piano. They advised that they purchased a digital piano and trust that the noise level will no longer disturb any neighbors.

Neither Council nor the Agent received any more complaints since; however, Council directed the Agent to send a letter to the owner complaining about the piano noise and advise of the change and request to report if the situation has not been improved.

5.2 NOISE COMPLAINT – RESPONSE

Council reviewed a letter from on owner in response to a noise complaint.

They acknowledged the owner's agreement to abide by the appropriate process for dealing with noise complaints as advised by the Agent. In a previous letter to the owner, it was advised that they should contact the Site Office or Security should they have a noise complaint.

NOTE: Residents are reminded that noise complaints between 10:00 pm – 6:00 am should be directed to Security, and from 6:00 pm to 10:00 pm to the after hours cell phone.

5.3 LETTER OF COMPLAINT

Council reviewed a complaint from on owner continually disturbed by their neighbors smoking on their balcony.

Council directed the Agent to send a letter to the respective neighbors requesting them to refrain from producing any unpleasant smell/smoke within the property as per the Strata Corporation's bylaws.

5.4 REQUEST FOR PARKING PASS

This item was discussed before the meeting and a response was given to the owner accordingly.

An owner whose parking pass was stolen from their car while being parked within the property, requested Council to replace the parking pass at no cost to the owner. Although sympathizing with the owner's loss, Council advised that it is the car owner's responsibility to ensure that any valuable items are not left in the car. The owner was suggested to claim the loss through their personal insurance.

5.5 REQUEST FOR LAMINATE FLOOR INSTALLATION

Council reviewed a letter from an owner requesting Council's permission to install laminate floor in their strata lot.

Council advised that the owner will be responsible for ensuring that their laminate flooring will not affect the peace and quiet of other surrounding units. In this regard it is strongly recommended that an appropriate underlay material is used to effectively reduce the transmission of sound and that the laminate flooring is installed by qualified professionals.

Council acknowledged the owner's request and directed the Agent to advise the owner that they will be held responsible for any noise complaints stemming from their suite due to the laminate flooring as per the Strata Corporation's noise bylaws.

(6) NEW BUSINESS

6.1 HOT WATER TANK REPLACEMENT

A leak was reported in the mechanical room at the tower. PML Professional Mechanical determined that the leak was coming from an older hot water tank which required replacement. The cost for a new tank was \$8,179.52 + GST.

Prior to the meeting, Council approved the repairs via email. Funds for repairs will be taken from the operating budget.

As of the meeting date, the Agent advised that the replacement of the tank was completed.

6.2 GENERATOR REPAIRS

Following to caretaker staff reporting a leak from the generator, Simpson Maxwell was contacted and they determined that the upper tank of the radiator is leaking. The estimate for repairs was either \$1,410.00 or \$3,895.50 + GST depending on the extent of additional repairs.

Prior to the meeting, Council approved the repairs via email. Funds for repairs will be taken from the operating budget.

As of the meeting date, the Agent advised that the replacement of the tank required additional repairs and was in progress to be completed.

6.3 ANCHOR SYSTEM

Following a previous discussion and concern about the condition of the anchor system on the roof, required for maintenance activities such as window cleaning, the Agent reported that she contacted a number of companies to test the system and issue a certificate of operation. None of the companies agreed to provide such a certificate, as the system did not comply with the new requirements and standards. The existing system was installed by Eagles Anchor, a company no longer in business, and doesn't have a current warranty.

The anchor system is required to be inspected every year to ensure that safety requirements are met.

Therefore, the Agent consulted a building engineer and they recommended Cascadia Safety, a consulting specialist, to inspect the existing system and make recommendation. It was determined that the current system is obsolete and failed the requirements. A quote to install a new system in accordance with the BC Work Safe Regulation (24 anchors) was provided in the amount of \$5,200.00 + tax. The cost also includes a structural engineer to test and approve the installation, complete logbooks with drawings, warranty, and a letter of assurance registered in the Province of B.C.

Prior to the meeting, Council approved the repairs via email. Funds for repairs will be taken from the operating budget.

As of the meeting date, the Agent reported that the project has been coordinated and it will start soon, weather permitting.

6.4 BUILDING ENVELOPE ASSESSMENT PROPOSAL

In order to determine the condition of the exterior of the building, as a proactive approach, Council had requested the Agent to obtain a quote for such an assessment for budget purposes. A quote was provided by VVV Services Engineering Building Science in the amount of \$3,000 + GST and disbursements for the tower and \$1,500 + GST and disbursements for the townhouses.

Council will also meet with a second engineer consultant recommended by Pete Abley.

6.5 YEAR-END FINANCIAL AUDIT

Council received a letter from McLaren Trefanenko to complete the audit for the 2005 fiscal year.

Council moved and seconded to approve the audit of the 2005 year end financial business of the Strata Corporation by McLaren Trefanenko.

CARRIED

(7) **NEXT MEETING**

The next Council meeting will be held on Monday, July 24, 2006 at 6:30 pm.

(8) **ADJOURNMENT**

There being no further business, the meeting adjourned at 10:20 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, MARCH 20, 2006****DISCOVERY PLACE 2 - STRATA PLAN NW 2364****TIME & LOCATION:**

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

**STRATA COUNCIL
2006**

PRESIDENT
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Dan Florescu
Barry Botsford
Rodrigo Boca

REGRETS:

Pete Abley

Julia Beschea, Strata Manager, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Julia Beschea, the Strata Manager. A quorum was established.

Prior to proceeding with the agenda Council invited Marcella Krupa, the Site Administrator, to provide details related to illegal occupants of one of the units believed as being in connection with the recent breaking in the parkade. Council was informed that the RCMP has been contacted and will be coming to collect information including the recordings from the security camera.

Council thanked Marcella for her input and Marcella left the meeting.

The Agent for the unit was contacted and requested to evict the occupants as long as they don't have a contract, and they have not registered with the Site Office. In addition, it was determined that the Form K providing the Agent's contact information was not accurate, as the Agent, although privately representing his parents' suite, was registered under the corporation's name he works for. All correspondence for the unit was therefore forwarded to the incorrect address. As the Agent for the unit is a real estate agent, Council requested the Strata Manager to file an official complaint with the Real Estate Board.

Council would like to urge ALL residents to report immediately any unusual activity, behavior, or person(s) to the Site Administration, Building Security Patrol, or the Police.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the Strata Council meeting minutes of February 06, 2006 as distributed.

CARRIED

(3) BUSINESS ARISING FROM PREVIOUS MEETING

3.1 SITE ADMINISTRATION INSPECTION REPORT

Council reviewed the inspection report provided by the Site Administrator. It was noted that any activity that required action is followed up on and that most of the residents comply with the strata corporation's bylaws. Owners of units noted as breaching the bylaws (i.e. untidy balconies, equipment illegally installed, etc) will be fined accordingly.

In addition, Council discussed that the members should be kept informed regarding any incidents in the complex on a regular basis. It was then suggested that via e-mail would be the fastest and the most efficient way to communicate between the Site Office, Council, and the Strata Manager.

Council member Dan Florescu volunteered to search for an in-expensive computer to be installed in the Site Office.

3.2 SWIMMING POOL ROOF LEAK – QUOTE FOR AN ENGINEER REPORT

Council reviewed a summary of roof replacement quotes for the swimming pool and gym from four companies. Each quote was based on the same specifications, however the prices varied from approximately \$40,000 to \$50,000 including GST. Each contractor offered warranties ranging from 5-10 years for labour and 10-15 years for materials. Authorized inspections were either included in the cost, in some cases they were partially included, or they were an additional expense.

After discussion, Council chose between two companies as follows:

(i) Cambie Roofing:

- \$41,227.10 including GST,
- 5 year labour and 15 year material warranty,
- 2 roof inspections provided, of which one is an additional amount of \$275 + GST paid by the strata or,

(ii) Hunter Roofing:

- \$40,480.50 including GST,
- 10 year labour and material warranty,
- 2 roof inspections provided at no additional cost to the strata.

It was then moved and seconded to approve Cambie Roofing quote subject to them providing a 10 years warranty in labour in order to match Hunter Roofing's warranty, and subject to the Discovery Place 1's decision. If Cambie Roofing does not agree to change the warranty coverage, Council decided to then choose Hunter Roofing's services. **CARRIED**

In addition, the Agent provided Council with an estimate in the amount of \$1,500.00 + GST from VVV Services, an engineering building envelope consultant, to conduct an assessment of the swimming pool and gym buildings. Through a visual inspection it was determined a deteriorated condition of the sealant, flashing, and other building elements, were believed as being sources of water ingress.

It was then moved and seconded to hire VVV Services to proceed with the investigation as proposed. **CARRIED**

3.3 LANDSCAPING EXTRA – HAZARDOUS TREES

After reviewing the site, Dave Tree Expert provided Council with a revised quote which included an additional 6 hazardous trees located on Discovery Place 2's property for a total of 18 trees. The cost to remove them was \$2,520.00 + GST.

After discussion it was moved and seconded to have Dave Tree Expert to remove the trees. **CARRIED**

3.4 EXTERIOR LIGHTING

The Agent advised that she met with Power Pros Electrical and Miodrag (building manager) on site to determine the location, the type, and the number of the electrical posts necessary around the property. Besides the existing walkway lighting, Power Pros and the Agent inspected the condition of lighting at the south side entrance, parkade ramp, and visitor parking by the tennis court. A quote was provided for each area.

A Council member working in the industry advised that his company may be available to provide an additional quote. As an alternative, Council requested the Agent to obtain a third quote, and to investigate whether or not the outside lighting was part of the power smart program undertaken in 2004.

Council tabled the item until further information and a third quote is received.

3.5 MISCELLANEOUS ITEMS AS PER ANNUAL GENERAL MEETING

A. DRAINAGE CLEANING

The Agent reported that cleaning of the drainage of the first and second floor units was completed by Milani Drainage and Plumbing.

B. MAKE UP AIR UNIT

Upon receiving a second opinion from Pro Air Systems Ltd, which recommended refurbishing the make up air units of the tower and recreation building instead of replacing with completely new equipment, the Agent contacted PML Professional Mechanical, the strata corporation's mechanical contractor to request a quote for this option.

After further investigation with the manufacturer of the existing equipment, PML Mechanical advised that Engineered Air, the manufacturer, was of the opinion that refurbishing the units is improper, as new components are not suitable with existing ones in order to operate properly. PML Professional Mechanical then provided a revised quote as follows:

- to install a new make up air unit for the tower: \$33,500.00 + GST
- to install a new make up air unit for the swimming pool: \$18,000.00 + GST,
- to replace the broken heat exchangers of 4 make up units at the Recreation building: \$3,000.00 + GST/each

Bonus: If both towers and the Recreation building are to be done at the same time, PML Professional offered a \$5,000.00 discount in price, a \$2,500 for each strata corporation.

It was then moved and seconded to approve replacement of the MUAU at the tower and the Recreation building by PML Professional Mechanical as per the revised quote. **CARRIED**

In addition, Council reviewed a proposal from PML in the amount of \$1,200.00 + GST to apply insulation to the cold and hot water pipes located in the mechanical room as missing in some areas, which may contribute to a modification of water temperature.

Council tabled this item for consideration in the next fiscal year budget.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENT

DISCOVERY PLACE 2

It was moved and seconded to adopt the financial statements for the month of August to December 2005 and January 2006 as distributed.

CARRIED

EASEMENT

It was moved and seconded to adopt the financial statements for the month of August to December 2005 and January 2006 as distributed.

CARRIED

4.2 ACCOUNTS RECEIVABLE

The accounts receivable balance as of the date of the meeting was \$9,765.40. Owners are requested to bring their accounts up to date. A lien was placed on an outstanding account over \$2,000.00 in accordance with the provisions of the *Strata Property Act*.

All owners are requested 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

This category was tabled in order to accommodate the rest of the agenda. Council will direct the Agent for responses via e-mail.

(6) NEW BUSINESS

6.1 PARKING STRUCTURE PERFORMANCE – PROPOSAL FOR ASSESSMENT REPORT

Council reviewed a proposal from James Neil and Associates Ltd. to determine the existing condition of the parking structure, deck waterproofing, suspended deck surface and soffit prior to the 5-year warranty on the membrane expiring in 2007-2008. The proposal would provide the strata with a program with budget estimates for regular maintenance in order to preserve the concrete elements in a serviceable condition.

Council directed the Agent to confirm the warranty term and time permitting, defer this project for the next fiscal year.

6.2 SECURITY CAMERA IN THE PARKING GARAGE

This item was tabled subject to Council members Rodrigo Boca and Stefan Munteanu providing extra quotes.

In order to increase security in the garage and protect the gate against vandalisms, the Agent recommended that a clear plastic mesh called Lexan to be installed to the inside of the gate. The cost for the Lexan was estimated by Precision Door and Gate at \$900.00 + taxes.

Council moved and seconded to proceed with the installation as per above.

CARRIED

After note: During their visit after the Council meeting, Precision Door and Gate noticed that the gate had a broken spring. A temporary repair was performed at no cost of the strata. It was recommended that the following actions be taken:

- Upgrade the torsion assembly which will increase the gate's cycle life from 100,000 to 800,000 cycles – cost: \$895.00 + taxes
- Replace the vandalized pickets in the gate with new aluminum weld ones – cost: \$205.00 + taxes.

Bonus: If the above three projects are to be performed at the same visit, the adjusted cost will be \$1,860 + taxes.

In addition, Precision Door and Gate recommended the implementation of a preventive maintenance program for the gate and motor operator. Service will be done four times / year for a cost of \$75 + taxes / visit in order to minimize the breakdowns and maximize the life of the overall gate system.

Council approved the *repair and upgrade* project in the amount of \$1,860.00 + taxes and the preventive maintenance program via e-mail.

6.3 BAYWEST ON LINE SERVICE

The Strata Manager informed Council that the Baywest website and on line service is now available for the owners. This will allow Council to have direct access to important financial and operating information. It will be also beneficial for owners, as they will be able to access their own account information, pay fees online, connect with neighbours through the strata 's bulletin board and obtain the most recent set of minutes. To implement this service would be a one time set up fee of \$250 as well as an annual fee of \$850. The fee will help to cover the licensing fees, computer system, connection and security costs, online fee payments and the development of additional services.

A one-month demo free of charge is also available. Council agreed to use the demo for now.

To view the demo site interested owners may go to Internet:
<http://online.baywest.ca/>, username: councilmember@baywest.ca and password: baywest.

6.4 MANAGEMENT AGREEMENT AS PER NEW REQUIREMENTS OF THE REAL ESTATE BOARD

The Agent provided Council with a proposed management agreement contract as per the new requirements of the Real Estate Board. The agreement outlines the services provided by the management company along with the cost for such services aligned with all competitive companies in the industry.

A discussion was tabled until Council reviews the contract.

6.5 ANNUAL FIRE INSPECTION – REPORT OF DEFICIENCIES

The Agent advised that Fire Code Plus Engineering Inc. has completed the annual inspection of the fire protection system. A summary of deficiencies and the cost to correct those items in the amount of \$1,605.99 + GST was provided to Council for their review and approval.

Also, a total of 20 units did not provide access for the inspection. The cost to reschedule the inspection of those suite is \$198.00 + GST and will be charged back to the respective owners. Any owners whose suits are still not inspected after the 2nd round of inspections will be required to make their own arrangements and provide Council with proof.

It was moved and seconded to proceed with the reported deficiencies and coordinate a second inspection of the missed suites. **CARRIED**

(7) NEXT MEETING

The next Council meeting will be held on Wednesday, May 24, 2006 at 6:30 pm.

(8) ADJOURNMENT

There being no further business, the meeting adjourned at 9:30 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, FEBRUARY 06, 2006****DISCOVERY PLACE 2 - STRATA PLAN NW 2364****TIME & LOCATION:**

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

**STRATA COUNCIL
2006**

PRESIDENT
Lorraine Siem

VICE-PRESIDENT
Pete Abley

TREASURER
Stefan Munteanu

AT LARGE/SECURITY
Dan Florescu

AT LARGE
Ashif Gulammhusein

AT LARGE
Berry Botsford

AT LARGE
Rodrigo Boca

**BAYWEST MANAGEMENT
300 – 1770 BURRARD STREET
VANCOUVER, BC V6J 3G7**

Email:
jbeschea@baywest-mgt.com

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SITE ADMINISTRATOR

Marcella Krupa
Phone: 604 421-7705
Cell: 604 454-7110
Fax: 604 421-7756
Office: # 103

PRESENT:

Lorraine Siem
Ashif Gulammhusein
Berry Botsford
Rodrigo Boca

REGRETS:

Pete Abley
Stefan Munteanu
Dan Florescu

Julia Beschea, Strata Manager, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Julia Beschea, the Strata Manager. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the Strata Council meeting minutes of September 20 and October 25, 2005 as distributed.
CARRIED

(3) BUSINESS ARISING FROM PREVIOUS MEETING**3.1 INSULATION OVER PARKADE**

On December 15, 2005 the owner sent another letter to Council complaining that they continue to experience a draft coming in their suite and requested an inspection to determine the source.

The caretakers followed up on the owner's request and inspected the areas noted as being a problem (hallway, kitchen, living room and dining room). There was no evidence of a draft at all at the time of the inspection.

After a few days, the Strata Manager also attended the suite with one of the caretakers to investigate the problem. A draft was not detected during this inspection either. The owners agreed with the conclusion that there was no evidence of a draft at the time of inspection.

The Strata Manager suggested to the owners to monitor the area and contact the caretakers right away should they experience a draft again.

**3.2 SITE ADMINISTRATION INSPECTION REPORT – ON CALL OVERTIME
REQUEST FOR VACUUM CLEANER – RECREATION AREA**

Council reviewed the inspection report provided by the Site Administrator. It was reported that a number of units continue to contravene the Strata Corporation's Bylaws such as:

- air conditioning unit illegally installed in a window,
- satellite dish incorrectly installed,
- fridge/cooler stored on a balcony,
- brown blinds displayed in a window,
- debris on a balcony.

After reviewing the report Council requested the Site Administrator to follow up with the respective units by way of warning letters. If the residents do not comply, the Strata Manager will be informed and bylaw fines will be applied accordingly.

Council was informed that the Council of Discovery Place 1 requested the staff, as an experiment, to record their activity (time, duration) while being *On Call*, which requires them to leave their homes.

Council acknowledged the request and advised that the caretaker work contract includes *On Call* services for two days/week as part of their duties; therefore their request is not feasible.

In addition, Council discussed the request for a new vacuum cleaner for the Recreation building. The caretaker staff obtained two quotes. The quote from Janitor Warehouse appeared to be the most suitable.

Council approved the purchase of a new vacuum, subject to the caretakers being allowed to test it first.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENT

The adoption of the financial statements for the month of August – December 2005 was tabled due to the Treasurer being unavailable for the meeting.

4.2 ACCOUNTS RECEIVABLE

The accounts receivable balance as of the date of the meeting was \$8,564.59. Owners are requested to bring their accounts up to date. A demand letter was sent on September 27, 2005 to an owner whose account is in excess of \$1,000.00. Since payment was not received, a lien will be placed on the outstanding account in accordance with the provisions of the *Strata Property Act*.

All owners are requested 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 FCI - LETTERS OF RESPONSE

Council acknowledged the correspondence forwarded to the owners as per the directives of the September 20, and October 25, 2005 meeting.

5.2 EMERGENCY CALL – RESPONSE FROM THE CARETAKER

Council reviewed a letter from an owner in regards to a caretaker's inappropriate response and lack of service while being *On Call*.

Council agreed with the owner's concerns and directed the Strata Manager to advise the owner that their call to the building's emergency number was correct and that the caretaker responded inappropriately to their emergency call. The respective caretaker is no longer an employee of the strata corporation.

5.3 NOISE COMPLAINT

Council reviewed a letter from an owner complaining about noise in the form of daily piano playing from a neighbor unit.

Council is aware of the situation as presented at the Annual General Meeting and suggested the following alternatives in order to avoid further noise complaints:

- use headphones while practicing,
- use the meeting room for practicing. If this option is chosen, the strata corporation would like to stress that the owner will assume any risks involved with this and that the strata corporation will not be held liable or responsible in any way.

5.4 PARKING SIGN REPAIR – DISPUTE OF THE COST

Council reviewed a letter from an owner disputing the cost for the reinstallation of the parking sign pushed over by one of their family members. The owner apologized for the incident and agreed to absorb the cost for re-installation. However, when installed, the contractor was directed by the site office to secure the post better to avoid being pushed over easily again. This was done by adding 6 bags of concrete to the post base raising the cost to over \$200.00.

The owner considered the charge for extra concrete as an improvement and therefore agreed to pay \$45 + GST, the amount the contractor would have charged to reinstall the sign as it was.

Council found the request adequate.

5.5 MOISTURE REPORTED IN TWO UNITS

a) Request for investigation by the owner. In follow up to an owner's report about the presence of moisture in the closet bedroom, the site manager inspected the suite (located on the eighth floor) and determined that the owner wasn't ventilating the suite enough and that the closet was overstuffed. The owner was recommended to remove the items from the closet, let it dry, ventilate the suite and report if any further damage occurs.

No further complaints were reported.

b) Reported by a roofing contractor. In follow up to an owner's report of a ceiling leak, Hunter Roofing was contacted for investigation and repair. While accessing the unit to inspect the ceiling, the contractor noticed a strong odour of mould in the suite and recommended the strata corporation to investigate the mould level and air quality in the unit.

Immediately after this report, Edenvale Restoration was requested to perform an extended investigation in the unit. After measurements, Edenvale reported in a letter dated January 23, 2006 that they checked the unit using a thermographic camera and a non-destructive moisture meter. In both cases they found no moisture in the walls or ceiling of the suite. Furthermore, they inspected the hardwood flooring which is normally one of the first indicators of the presence of moisture as it is very susceptible to it and found that there was no cupping present.

The owners were requested to monitor the unit and report any evidence of water immediately.

5.6 NOISE COMPLAINT RESPONSE

Council reviewed a letter from an owner complaining about the inappropriate behavior of a downstairs neighbor who came several times to the owner's door and aggressively accused the owner of making noise. The owner called the Police and reported the incident to the building security.

Council directed the Strata Manager to send a letter to the neighbour and request that they contact the site administration or the building security officer and not the owner directly.

(6) NEW BUSINESS

6.1 HOT WATER TANK REPLACEMENT

In January 2006, one of the electric hot water tanks serving the townhouses was found leaking and required immediate replacement. PML Professional Mechanical provided an estimated in the amount of \$4,814.71 + GST.

Prior to the meeting, Council approved the repairs, as this was an emergency. Funds for repairs were taken from the Contingency Reserve Fund.

The Agent advised that repairs have been completed.

6.2 GENERATOR LEAK REPAIR

In January 2006 Simson Maxwell, the company that maintains the generator determined that there was a leak in one of the head gasket. Depending on the extent of the damage, the cost was estimated to be between \$4,154.00 to \$6,154.00 + GST.

Prior to the meeting, Council approved the repairs as an emergency. Funds for repairs were taken from the Contingency Reserve Fund.

The Agent advised that repairs have been completed.

6.3 SWIMMING POOL ROOF LEAK

Council reviewed quotes from two roofing companies to repair the roof above the swimming pool. There is a substantial difference in cost due to a number of extra items included in one of the quotes, which is believed to be unnecessary. The Strata Manager reported that a third quote is expected from Campbell Roofing, the company that replaced several roofs at Discovery Place 1.

Rodrigo Boca, one of the Strata Council members volunteered to review the quotes with a roofing specialist and report the results to Council.

In addition, Council reviewed a report from Polycrete Restoration Ltd., which determined a number of repairs as being necessary. Council decided that the strata corporation should retain a consulting engineer prior to embarking on any repair work.

The Strata Manager was directed to consult an engineer company and report the cost associated with their investigation and recommendation.

6.4 LANDSCAPING CONTRACT AND EXTRA

Council acknowledged the renewal of the landscaping contract. It was discussed that a number of items listed in the contract require more attention in the next year, such as trimming.

In addition, Council reviewed a report from Davey Tree Expert who after conducting a site inspection of both Discovery Place 1 and 2 advised that 16 trees within both properties were hazardous and a potential problem as they are expanding towards the building. Discussion ensued as to how the cost should be shared between both properties as there are trees surrounding the easement (i.e. tennis court and recreation building). There was also question as to whether the cost should be considered as part of landscaping which the two buildings equally share expenses for.

Council asked the Strata Manager clarify how the cost should be properly shared between both buildings. The cost of the removal of the trees is \$2,240.00 + GST. Currently, 12 trees have been identified as belonging to DP 2 which would make the portion of the cost \$1,680.00 + GST.

After discussion, Council decided to have a close look at the respective trees prior to making any decision.

6.5 EXTERIOR LIGHTING

Council reviewed a quote in the amount of \$13,800.00 + GST from Conco Electrical Services Ltd. to upgrade the pathway lighting around Discovery Place 2, similar to the lighting project completed by Discovery 1. The Strata Manager reported that two more quotes are expected.

Council asked the Strata Manager to see if it would be possible for the contractor to install a demo post and light.

6.6 MISCELLANEOUS ITEMS AS APPROVED AT THE AGM – UPDATES

The Strata Manager reported that as of the meeting date the following items approved at the 2005 Annual General Meeting are completed or in progress as follows:

- Cellular for the staff – provided as of February 1, 2006. **The cellular number is 604 454-7110** and replaced the pager.
- Water filter for the swimming pool cold water supply line to minimize dirty water from the pool system - completed
- Heater installed in the Site Office – completed,
- Cleaning of kitchen drains on the 1st and 2nd floor strata lots – in progress.

6.7 OPERATING PROCEDURE

On Council's request, the Strata Manager provided Council with the *Operating Procedure*, a document outlining operating policies and procedures to ensure the smooth operation of the Strata Corporation. The Strata Manager will liaise with the President on any concern especially between Council meetings. Council members will contact the President for issues that may arise. This will enable the Strata Manager to work with the Council efficiently and effectively. The Strata Manager will carry out directives from the Council arising from a Council meeting and address inquiries from owners and residents.

6.8 REAL ESTATE SERVICE ACT

The Strata Manager informed Council of the Real Estate Service Act (RESA) that came in effect in 2006. This act requires an accountant report for the trust account of the strata corporations. The RESA

audit is different from the audit of the strata financial statements and it is based on the management company's year end. The corporate accountant has to file an Accountant's Report with the Real Estate Council. This will be for the benefit of the strata corporations, as the report will determine the accuracy of the financial operation of the management company in trust for their client.

The cost for such a report is estimated at approximately \$400.00 paid to the accountant by each strata corporation. Discovery Place 2 will be required to file an Accountant Report before October 2006.

(7) NEXT MEETING

The next Council meeting will be held on Monday, March 20, 2006 at 7:00 pm.

(8) ADJOURNMENT

There being no further business, the meeting adjourned at 9:15 p.m.

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