

ANNUAL GENERAL MEETING MINUTES**TUESDAY, NOVEMBER 28, 2006****DISCOVERY PLACE 2 - STRATA PLAN NW 2364****LOCATION:**

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

**STRATA COUNCIL
2006**

Lorraine Siem
Pete Abley
Stefan Munteanu
Dan Florescu
Barry Botsford
Rodrigo Boca
Ashif Gulamhusein

STRATA PROPERTY AGENT

Julia Beschea

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

Phone: 604-257-0325
Fax: 604-592-3683
Direct Line: 604-714-1539
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jbeschea@baywest-mgt.com

SITE ADMINISTRATOR

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

PRESENT:

At 7:10 pm
44 Strata Lots Represented
41 In Person
3 By Proxy

Julia Beschea, Strata Manager

(1) CALL TO ORDER

At 7:00 pm a quorum was not met. According to the Strata Corporation Bylaws 25(2) if at the appointed time a quorum is not present, the meeting shall stand adjourned for a period of thirty (30) minutes, whereupon the adjourned meeting shall be reconvened at the same place and the persons present, entitled to vote, and those persons present in person or by proxy, shall constitute a quorum for the conduct of business.

The meeting was called to order at 7:10 p.m. by Lorraine Siem the strata President. Mrs. Siem welcomed the owners to the Annual General Meeting, and then continued with the Presidents' Report as follows:

President's Report - 2006 fiscal year:

The strata President reviewed the major projects completed during the year. Special reference was made to:

- Replacement of the roof above the Gym building
- Replacement of the make up air units on the tower, above the Swimming Pool, and the Gym buildings
- Additional security cameras installed in the parkade
- A new anchor system on the roof
- Replacement of the flat roof area above the Swimming Pool building.

(2) CALLING THE ROLL AND CERTIFICATION OF**PROXIES**

Two hundred and seventeen strata lots at Discovery Place 2 were eligible to vote at the Annual General Meeting. As a quorum according to the Strata Corporation Bylaws 25(1) requires representation by 20% of the eligible strata lots, a quorum in this instance would require representation by 44 strata lots. 44 strata lots were represented, 41 in person and 3 by proxy, and a quorum in this instance was established in accordance with the Strata Corporation Bylaw 25. The meeting was therefore declared competent to proceed with the business at hand.

(3) **PROOF OF NOTICE OF MEETING**

It was moved by # 1508 and seconded by # 1506 that proper notice of meeting had been provided according to the requirements of the Act. **CARRIED**

(4) **ADOPTION OF THE 2005 ANNUAL GENERAL MEETING MINUTES**

It was moved by # 702 and seconded by # 1508 to adopt the minutes of the Annual General Meeting of November 29, 2005 as distributed. **CARRIED**

The President then turned the floor to Julia Beschea, the Strata Agent representing Baywest Property Management.

(5) **REPORT ON STRATA CORPORATION INSURANCE COVERAGE**

The Strata Manager, Julia Beschea gave the Strata Corporation an overview of the current insurance policy. The Strata Corporation's Insurance Agent is BFL Canada Insurance Services Ltd. The insurance coverage provided is as attached to the notice package. The policy covers the period between September 11, 2006 to September 11, 2007. The Strata Agent highlighted the following insurance coverage:

- \$47,735,000.00 – All Property
- \$10,000,000.00 – Commercial General Liability
- \$ 5,000,000.00 – Director & Officers Liability
- \$48,261.00 – Annual Premium

A number of deductible amounts were listed as follows:

- \$5,000.00 – All risk
- \$5,000.00 – Water Damage
- \$250.00 up to \$10,000.00 Repair Limit – Locks and Keys
- \$100.00 – Glass Damage

Owners are reminded that they must purchase content or homeowner's insurance for any in-suite upgrades they make and for their personal effects, as the strata corporation's insurance does not cover these items.

(6) **CONSIDERATION OF 2007 OPERATING BUDGET**

A. EASEMENT

It was moved by # 1202 and seconded by # 1506 to present the 2007 operating budget for the Recreation Facility (Easement).

The floor was then opened for discussion, after which the strata President called for the vote, the result being:

FORTY FOUR (44) IN FAVOUR, NONE (0) OPPOSED, NONE (0) ABSTAINED

CARRIED

B. DISCOVERY PLACE 2 (TOWER AND TOWN HOMES)

It was moved by # 1508 and seconded by #1202 to present the 2007 operating budget for Discovery Place 2 (tower and town homes).

The floor was then opened for discussion.

It was moved by # 702 and seconded by # 1303 to amend the budget by removing the surplus of \$40,250.00, brought forward to offset the strata fees, and increasing the contribution to the strata fees to 18%.

TWO (2) IN FAVOUR, FORTY ONE (41) OPPOSED, ONE (1) ABSTAINED DEFEATED

The strata President called for the vote of the budget as presented, the result being:

FORTY THREE (43) IN FAVOUR, ONE (1) OPPOSED, NONE (0) ABSTAINED CARRIED

A copy of the approved budget and the schedule of maintenance fees are attached. The maintenance fees are effective January 01, 2007. Owners making payment by way of automatic withdrawal need not to take any action, as the management company will continue to withdraw the strata fee amount. Owners making payment through post-dated cheques are encouraged to forward a new series of 12 cheques to Baywest Management.

Cheques should be made payable to *Strata Plan NW 2364* and cover the period from January 01, 2007 – December 31, 2007.

If you have any questions regarding your account, please contact Eva Tang in our accounting department at 604 714-1549.

(7) CONSIDERATION OF 3 / 4 VOTE "A" – PAYMENT OF THE FIVE (5) ADDITIONAL MAKE UP AIR UNITS (MUAU) INSTALLED ABOVE THE GYM BUILDING FROM THE CONTINGENCY RESERVE FUND

It was moved by # 1508 and seconded by # 1202 to present 3 / 4 Vote "A" – *Payment of the Five (5) Additional Make Up Air Units (MUAU) Installed above the Gym Building from the Contingency Reserve Fund* as follows:

Be it resolved by the Owners of Strata Plan NW 2364 – Discovery Place 2 that the strata corporation be authorized to incur an expenditure of an amount not to exceed \$47,000.00 from the Contingency Reserve Fund for the purpose of the installation of the additional five (5) make up air units (MUAU) above the Gym building.

After a discussion, the Strata President called for a vote, the result being

FORTY FOUR (44) IN FAVOUR, NONE (0) OPPOSED, NONE (0) ABSTAINED CARRIED

(8) **CONSIDERATION OF 3 / 4 VOTE "B" – CONSIDERATION OF THE EXTERIOR REPAIRS OF THE SWIMMING POOL BUILDING**

It was moved by # t273 and seconded by # 1506 to present 3 / 4 Vote "B" – *Consideration of the Exterior Repairs of the Swimming Pool Building* as follows:

Be it resolved by the Owners of Strata Plan NW 2364 – Discovery Place 2 that an amount not exceeding \$80,000.00 be approved for the purpose of the exterior repairs of the swimming pool building.

Such expenditures are to be funded by a special levy on each strata lot based on the individual strata lot's unit entitlement. Payment is due and payable on January 15, 2007 by the owners on record at the Land Title Office. Payment received after the due date is subject to a late penalty in accordance with the provision of the Strata Corporation Bylaws.

Any amount remained unspent will be refunded it to the owners on title at the time the project is completed according to the provision of the Strata Property Act, Division 4, Section 108. (Special Levy Schedule attached)

After a brief discussion the Strata President called for a vote, the result being

FORTY ONE (41) IN FAVOUR, THREE (3) OPPOSED, NONE (0) ABSTAINED

CARRIED

A copy of the approved SPECIAL LEVY schedule is attached. Payment is due on January 15, 2007. Owners making payment of strata fees by way of automatic withdrawal need to send a cheque, as the management company will NOT withdraw the special levy from your account.

Cheques should be made payable to Strata Plan NW 2364 and dated January 15, 2007.

(9) **CONSIDERATION OF 3 / 4 VOTE "C" – CONSIDERATION OF THE BUILDING ENVELOPE ASSESSMENT REVIEW – TOWER AND THE TOWN HOMES**

It was moved by # 702 and seconded by # 1508 to present 3 / 4 Vote "C" – *Consideration of the Building Envelope Assessment Review – Tower and the Town homes* as follows:

Be it resolved by the Owners of Strata Plan NW 2364 – Discovery Place 2 that the strata corporation be authorized to spend an amount not to exceed \$38,000.00 from the Contingency Reserve Fund for the purpose of undertaking a building envelope assessment review.

Discovery Place 2 is 21 years old. As a proactive approach, Council is recommending to the strata corporation to undertake a building envelope review by a professional engineer consultant firm in order to assess the condition of the exterior building elements i.e. exterior walls, balconies, windows, and balcony's doors. The review will include a report of any feasible repairs and a maintenance plan to assist the strata corporation to better plan the funds for future maintenance.

Due to the age of the building and that Council acknowledged that there has been no regular maintenance of the building's exterior elements, Council is recommending the strata corporation to approve the inspection of the exterior of the building.

After a brief discussion the Strata President called for a vote, the result being

FORTY FOUR (44) IN FAVOUR, NONE (0) OPPOSED, NONE (0) ABSTAINED

CARRIED

(10) CONSIDERATION OF 3 / 4 VOTE "D" – CONSIDERATION OF THE AMENDMENT TO THE STRATA CORPORATION BYLAW: OBTAIN APPROVAL BEFORE ALTERING A STRATA LOT

It was moved by # T273 and seconded by # 1508 to present 3 / 4 Vote "D" – *Obtain Approval Before Altering a Strata Lot* as follows:

Be it resolved by the Owners of Strata Plan NW 2364 – Discovery Place 2 that the Bylaw 5.1 (d) – "Obtain approval before altering a strata lot" be amended as follows:

Obtain approval before altering a strata lot

5 (1) An owner must obtain the written approval of the strata corporation before making an alteration to a strata lot that involves any of the following:

(a) the structure of a building;

(b) the exterior of a building;

(c) chimneys, stairs, balconies or other things attached to the exterior of a building;

*(d) doors or windows (including the casings, the frames, unit numbers and the sills of such doors and windows) on the exterior of a building, or that front on the common property; **Such doors must be consistent with the building's original appearance of the doors. Any replacement of the unit numbers, doorknobs, locks, or knockers must be the same style and color. Any additional security devices such as dead bolt protectors or interior latch protectors must be silver and of the same finish as the original doors' knobs, locks and numbers.***

(e) fences, railings or similar structures that enclose a patio, balcony or yard;

(f) common property located within the boundaries of a strata lot;

(g) those parts of the strata lot which the strata corporation must insure under section 149 of the Act.

After a brief discussion the Strata President called for a vote, the result being

FORTY (40) IN FAVOUR, FOUR (4) OPPOSED, NONE (0) ABSTAINED

CARRIED

(11) CONSIDERATION OF 3 / 4 VOTE "E" – CONSIDERATION OF THE AMENDMENT TO THE STRATA CORPORATION BYLAW: PARKING

It was moved by # 1508 and seconded by # T273 to present 3 / 4 Vote "E" – *Consideration of the Amendment to the Strata Corporation Bylaw: Parking* as follows:

Be it resolved by the Owners of Strata Plan NW 2364 – Discovery Place 2 that the Bylaw 34 – "Parking" be amended by adding the following section:

Parking

34 (10) *All residents must purchase a parking sticker for \$5.00 fee from the Site Office. Stickers will be applied to each resident's car for identification purposes. For security purposes, cars that are found in the parkade without a valid parking sticker will be towed and/or the police will be called if the car cannot be identified (ie. Stolen vehicles). All cars found in the visitors parking with a parking sticker for the parkade will be fined and/or towed.*

After a brief discussion the Strata President called for a vote, the result being

NONE (0) IN FAVOUR, FORTY FOUR (44) OPPOSED, NONE (0) ABSTAINED **DEFEATED**

(13) ELECTION OF A NEW 2007 STRATA COUNCIL

The Strata Agent thanked the outgoing Council for their time and efforts contributed to the Strata Corporation. Ms. Beschea also noted that it was a pleasure working with the past Council during the 2006 fiscal year. As per the Strata Corporation Bylaws, up to seven Strata Council members can be elected. Given the foregoing, the Strata Agent opened the floor for nominations or volunteers for the new Strata Council. The following owners volunteered or were nominated to stand for office:

Peter Abley	Barry Botsford
Lorraine Siem	Hew D McConnell
Dan Florescu	Christie Scott
Stefan Munteanu	

There being no further nominations, it was then moved/seconded to close nominations.

The new nominees introduced themselves and the following owners were elected to Strata Council:

Peter Abley	Barry Botsford
Lorraine Siem	Hew D McConnell
Dan Florescu	Christie Scott
Stefan Munteanu	

A round of applause and congratulations were then offered to the newly appointed Strata Council members.

(14) GENERAL DISCUSSION

The floor was opened for questions and a variety of items were discussed including:

- MUAU: Discussion ensued regarding warranty for the new units – Council confirmed that the units come with a warranty and also they will be regularly inspected through the comprehensive maintenance program by PML Mechanical, the strata corporation's mechanical contractor;
- Envelope Review: it was specified that Council has received a quote from a very reputable company highly recommended by Pete Abley and the review will be done in depth, including core tests in some units. A report with findings will be presented to Council for consideration.
- Bark mulch: the second phase will be completed in the upcoming fiscal year.

- Baywest On Line Service: Council specified that this service was not requested from Baywest. It was further discussed that the Administration Office now has an email address to be used for communications between the office, residents, the Strata Agent, and Council.
- Block Watch: Barry advised the owners of the implementation of this program and requested volunteers.

(15) ADJOURNMENT

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

A brief meeting was then held with the newly-elected Strata Council members to elect Strata Council Officers as follows:

Lorraine Siem – President	Stefan Munteanu – Security
Pete Abley – Vice President/Maintenance	Dan Florescu – Social
Christie Scott – Treasurer	Hew D McConnell – Building Maintenance
Barry Botsford – Secretary	

The first Council meeting was scheduled for January 15, 2007 at 6:30 pm in the Multi Purpose Room.

There being no further business, the meeting was 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**TUESDAY, OCTOBER 24, 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 Gulamhusein

AT LARGE

Barry Botsford

AT LARGE

Rodrigo Boca

STRATA PROPERTY AGENT

Julia Beschea

BAYWEST MANAGEMENT

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SITE ADMINISTRATOR

Marcella Krupa

Phone: 604 421-7705

Cell: 604 454-7110

Fax: 604 421-7756

Email: dp2@shaw.biz.ca **NEW**

Office: # 103

PRESENT:

Lorraine Siem
Stefan Munteanu
Barry Botsford
Rodrigo Boca
Dan Florescu

REGRETS:

Pete Abley
Ashif Gulamhusein

Julia Beschea, Strata Manager, Baywest Management Corporation

GUESTS:

Val Varga and Don Lee, VVV Services Engineering Consulting Ltd.

(1) CALL TO ORDER

The meeting was called to order at 6:30 p.m. by Lorraine Siem, the Strata President. A quorum was established.

Council invited representatives from VVV Services to discuss about the assessment report of the Swimming pool building and the related quotes received from contractors. The quotes submitted, between \$116,000 to \$178,000, were substantially high compared with the engineers' initial estimated cost of approx. \$40,000, therefore Council requested some clarification.

Mr. Varga and Mr. Lee iterated the factors, which determined the high costs, such as the high demand for reputable contractors, the increase in their costs, and the complexity of the project due to the input required from various trades.

In conclusion, they stressed the utmost need for repairs of the swimming pool, as the present condition will deteriorate to a grade that will cost the strata corporation a substantial additional amount of money to repair it.

After discussion, Council thanked Mr. Varga and Mr. Lee for their presentation and the guests left the meeting at 7:30 pm.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the Strata Council meeting minutes of September 18, 2006 as distributed. **CARRIED**

(3) PROPOSED 2007 BUDGET**(a) EASEMENT**

Council reviewed the proposed budget for the Easement for the 2007 fiscal year. Council made a number of adjustments within the

categories. The proposed budget also included funds for the interior painting of the Recreation Facility building, expected to be undertaken following to the completion of the exterior repairs of the swimming pool.

(b) DISCOVERY PLACE

Council reviewed a proposed draft of the 2007 budget and adjusted figures as necessary. At this time, Council proposed an increase in maintenance fees to cover a number of repairs and maintenance due in 2007.

All owners will receive a copy of the budget proposal in early November with the delivery of the Annual General Meeting packages.

(4) ANNUAL GENERAL MEETING RESOLUTIONS AND DATE

Council will be proposing that the Strata Corporation undertake a number of Special Projects in 2007, such projects to include:

- Building envelope assessment for the Discovery Place 2 Tower and the Townhomes
- Refund the funds borrowed from the Contingency Reserve Fund to pay for the replacement of the additional 5 MUAU of Recreation Building – Gym as per Council meeting of June 26, 2006
- Swimming Pool exterior repair project

Council proposed that these resolutions to be funded by money traditionally earmarked for the Contingency Fund and special levy. Project and funding details will be included in the Notice of Annual General Meeting.

The Annual General Meeting will be held on Tuesday, November 28, 2006.

(5) ADJOURNMENT

There being no further business, the meeting was adjourned at 11:00 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, SEPTEMBER 18, 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 Gulamhusein

AT LARGE
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PRESENT:

Lorraine Siem
Stefan Munteanu
Barry Botsford
Rodrigo Boca

REGRETS:

Pete Abley
Dan Florescu
Ashif Gulamhusein

Julia Beschea, Strata Manager, Baywest Management Corporation

(1) CALL TO ORDER

At 6:30 p.m. a quorum was not established. Council requested an extension of the waiting time for a ½ hour, as one of the owners advised that he would attend after 6:30 p.m.

The meeting was then called to order at 7:20 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 July 25, 2006 as distributed. **CARRIED**

(3) BUSINESS ARISING FROM PREVIOUS MEETING**3.1 SITE ADMINISTRATION INSPECTION REPORT – AUGUST AND SEPTEMBER**

Council reviewed the report as provided by the Administrative Office. The Agent was requested to provide a schedule for the staff outlining their duties.

It was further discussed that Council should allocate funds in the next fiscal year budget for painting of the Gym Room, Games Room, and Change Rooms (Men and Women).

3.2 GYM ROOF AND SWIMMING POOL**1. Gym:**

- a) Roof Replacement – The Agent reported that the replacement of the roof has been completed. An inspection report from Northwest Inspection Ltd. is expected.

- b) Additional Roof – following to a recent noted leak in the Recreation Building, Hunter Roofing determined the location of the leak as being the small roof area between the Gym and Swimming Pool, but on a lower level. Hunter provided a quote for repairs in the amount of \$4,500.00 + GST. Council also requested an estimate for replacing the roof. Council agreed to

approve the replacement of the roof versus repair, if the quote does not exceed \$6,000.00. The Agent was requested to determine the warranty of both the repair and replacement of the roof.

2. Swimming Pool:

The Agent reported that the engineers from VVV Services Ltd. met on site with the contractors interested in providing quotes for the exterior repairs. Once the quotes are received, Council will select the contractor to perform the work.

3.3 MUAU – UPDATES

The Agent reported that PML Professional Mechanical received the make up air units from the manufacturer. The project has already started in Discovery Place 1 tower. Upon completion, the projects in the Recreation Building and Discovery Place 2 will follow.

3.4 EXTERIOR LIGHTING

This item was tabled, as the contractor had not contacted Stefan Munteanu.

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

Council reported that they requested Baywest a number of amendments to the agreement. A revised document was provided to Council for their review.

A discussion was made with respect to the Council meeting's duration as Council requested Baywest 3 hours for a regular Council meeting. The Agent advised that common practice in the industry is to provide a maximum of 2 hours for a Council or Annual General meeting. Baywest however, agreed to extend Council meetings from 2 to 2 ¾ hours. It was advised that meetings run efficiently within the 2 hours limit if Council members attend meetings on time, focus on the topic, and are prepared to make decisions.

3.6 BUILDING ENVELOPE PROPOSAL – 3RD QUOTE

Council reviewed the proposal from E.W. Hamilton Ltd. for a building envelope assessment. This company undertook a building envelope remediation project for Concord Place, a similar tower that is located adjacent Discovery Place.

Council directed the Agent to clarify with the engineer on a number of details, such as qualifications of the contractor and inspection methods. Council also requested Pete Abley's input in reviewing the quotes. The Agent was requested to obtain a reference on the contractor from Concord Place.

3.7 PARKADE ASSESSMENT WARRANTY

James Neill and Associates Limited provided a report with the warranty expiration dates. Although two of the four phases have passed the warranty term, Council was interested in learning of the existing condition of the entire parkade membrane and thus directed the Agent to obtain a cost for undertaking a review of the two expired phases, and phase three which expires in August 2007. A fourth phase expires in September 2008.

The cost of the assessment along with budget cost for potential repairs of the first two phases is intended to be included 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 July and August 2006 as distributed.

CARRIED

EASEMENT

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

CARRIED

4.2 ACCOUNTS RECEIVABLE

The accounts receivable balance as of the date of the meeting was \$6,397.86. The Agent reported that demand letters have been sent to all outstanding accounts.

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 LETTER OF RESPONSE AS PER COUNCIL'S DIRECTIONS

Council acknowledged the receipt of a copy of the correspondence as per Council meeting directives of July 25, 2006.

5.2 DRAFT – FIELD INSPECTION REPORT

The Agent reported that as of the meeting date Emerald Inspection & Consulting Services has not provided information as requested.

5.3 LAMINATE FLOORING – ALTERATION AGREEMENT

The Agent advised that the owner requesting permission for laminate flooring installation has not yet submitted an Alteration Agreement.

5.4 LAMINATE FLOORING INSTALLATION – REQUEST FOR PERMISSION

Council reviewed a letter from an owner requesting Council's permission to install laminate floor in their strata lot. The owner provided details related to the installations such as appropriate underlay material will be used to effectively reduce the transmission of sound and that the laminate flooring will be installed by qualified professionals.

Council approved the installation subject to the owner accepting responsibility for ensuring that their laminate flooring will not affect the peace and quiet of other surrounding units as per the Strata Corporation's noise bylaws and the owner agrees to confirm such by signing an Alteration Agreement.

In addition, Council acknowledged a letter from an owner advising that they had installed laminate flooring when they moved in 2002. The letter was intended to assure Council that they have and will

continue to comply with the noise bylaws and that they will not hold the Strata responsible for any actions related to the installation of the laminate flooring.

(6) NEW BUSINESS

6.1 COMBUSTION FAN – RECREATION FACILITY

During a preventive maintenance service, PML Professional Mechanical noted that there is not enough air circulation in the Mechanical Room located in the Recreation Facility building and recommended the installation of two combustion air fans in order to increase the airflow as the room requires more air for its two boilers and two water heaters.

The cost for such installation was \$4,150.00 + GST.

After discussion, Council moved and seconded to approve the installation, subject to the approval of Discovery Place 1. The project will be funded from the Easement's operating budget. **CARRIED**

6.2 WATER LEAK – SMALL CLAIM COURT

In November 2005, a water leak occurred in a unit, coming from the unit above, due to the tenant's negligence. The unit below was flooded.

The incident was not reported immediately by the tenant, but discovered a day after by an agent showing a unit. The owner of the suite causing the leak was contacted right away and assumed the responsibility for repairs of the suite below.

The total cost of repairs was \$5,017.38. The owner agreed to pay the total cost of repairs directly to the contractor and pursued legal action to recover money from the tenant, as it was their negligence.

The tenant wanted to claim the amount from the Strata Corporation and filled a *Third Party Claim* in Small Claims Court.

The Strata Corporation has no business in the matter, as an insurance claim was not feasible to file under the circumstances (the strata corporation's insurance deductible for a water claim is \$5,000, versus \$5,017.38 for the cost of repairs). Had the Strata filed an insurance claim, the tenant would still be responsible for the payment of the deductible due to their negligence causing the water leak.

The Agent will advise Council of the mitigation date once it is determined.

6.3 WINDOW CLEANING

The Agent reported that the window cleaning has been completed, except for areas where access was not given or the cleaners abstained from serving the area, due to a prior incident.

6.4 SECURITY CAMERA

Council reported that the Digital Video Recorder serving the security system was not performing satisfactory since the installation. Although requested to fix it on numerous occasions, Sentinel Security was unable to determine the problem. Recently the equipment warranty expired and Sentinel proposed a replacement for an approximate cost of \$7,000.00.

Council rejected the proposal and directed the Agent to contact Sentinel Security and bring the issue to their management's attention.

In the meantime, Council will explore other options.

(7) NEXT MEETING

The next Council meeting will be the budget meeting and will be held on Tuesday, October 24 2006 at 6:30 pm.

(8) ADJOURNMENT

There being no further business, the meeting adjourned at 9:15 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**TUESDAY, JULY 25, 2006****DISCOVERY PLACE 2 - STRATA PLAN NW 2364****TIME & LOCATION:**

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

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2006**

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VICE-PRESIDENT
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PRESENT:

Lorraine Siem
Stefan Munteanu
Dan Florescu
Barry Botsford
Ashif Gulamhusein

REGRETS:

Pete Abley
Rodrigo Boca

GUEST:

Tony Towe – Agent for an Owner
Hew McConnell – Owner, observer

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 Mr. Tony Towe, Agent representing an owner, was introduced to the meeting in order to discuss the account which has an outstanding amount of \$4,283.56 representing late payment fees, bylaw infraction fines, lien, and costs for repairs of the common area as a result of numerous acts of vandalism in Discovery Place1 and 2 by their tenants.

The owner's Agent advised that they have had a very difficult time with their tenants and requested Council to waive some of the charges and remove the lien applied to their strata lot, as they would like to sell the suite. Council explained to the owner's Agent that it is the owner's responsibility to ensure that their tenants comply with the Strata Corporation Bylaws and if any bylaw fines assessed to the account are not paid by the tenants, the owner is responsible for such payments.

After presentation, Council thanked Mr. Tony Towe and then Mr. Towe left the meeting at 7:15 pm.

Council reviewed the account statement and noted that from the total amount outstanding, only \$600 was in late payment penalties. Council decided to reverse \$300 and directed the Strata Agent to proceed accordingly.

At this point in time Mr. Hew McConnell was invited at the meeting as he requested to participate as an observer. Mr. McConnell was requested a few times to leave the room while Council was dealing with private information.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the Strata Council meeting minutes of May 24 and June 26, 2006 as distributed.

CARRIED

Lorraine Siem, Council President on behalf of Council extended her appreciation to Pete Abley's contribution as a valuable and knowledgeable Council member whose active involvement via email in a day-to-day strata business has helped the other members in making the right decision.

(3) BUSINESS ARISING FROM PREVIOUS MEETING

3.1 SITE ADMINISTRATION INSPECTION REPORT – JUNE AND JULY

Council reviewed the inspection report provided by the Site Administrator. It was noted that the same units continue to be in contravention to the strata bylaws despite letters being sent and charges being applied.

The Agent was directed to continue applying fines on the respective strata lot accounts.

A number of items were also discussed as follows:

- Sweeper: Prior to making any decision, Council requested the staff to test the machine, if permitted by the vendor. The caretaker staff reported that they tested the machine and they are satisfied with it. As funds for purchasing such a machine were not included in the current budget, it was suggested to rent the machine, following that consideration for purchasing to be given at the next fiscal year budget. A *rent to own* plan was provided by the vendor.

After reviewing the plan Council moved and seconded to rent the machine for 3 months probation for \$843.92/month, following that, consideration for purchasing will be made by the owners at the Annual General Meeting.

CARRIED

- Truck Repairs: repairs in progress.
- Strata Lot Doors: During an inspection of the common area hallways, Council noticed that the color of the unit numbers displayed on the door, the doorknobs, locks, knockers, and the metal safety devices (ie. interlatch protectors and deadbolt covers) is not consistent, as some are gold or silver. As the original colour of the suite door's accessories/finishings is silver, Council is of the opinion that over time, the appearance of the common property has been negatively altered by the changes that were made by some owners from silver to gold accessories/finishings. This issue will be further considered at the Annual General Meeting.

NOTE: The owners are requested that in order to be consistent with the building's original appearance of the doors, replacements of any door devices such as numbers, door knobs, locks, knockers, deadbolt protectors, interlatch protectors and any other safety devices must be in silver.
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3.2 GYM ROOF AND SWIMMING POOL

1. Gym Roof Replacement – in progress. Due to an extended time required for the make up air

units to be delivered, it was decided to proceed with the roof replacement as long as the weather permits.

2. Engineer Specs Report – Further to the engineers' recommendation for repairs of the swimming pool building, VVV Service Ltd. prepared a detailed report of specifications. The report will be forwarded to the tenders in order to obtain quotes. After receiving the quotes, VVV Services will assist the Strata Corporation in selecting a contractor. Fees for the specification work were included in the total cost of the project, estimated between \$30,000-\$35,000.00.

Concerned by the existing condition of the swimming pool building and in order to prevent further damages to the building with the rainy season approaching, Council determined that this is an emergency situation and therefore it was moved and seconded to proceed with the exterior repairs of the swimming pool building as per VVV Service Ltd. report. Funds will be taken from the Contingency Reserve Funds.

CARRIED

3.3 MUAU – UPDATES

The Agent advised that this project is in progress.

3.4 EXTERIOR LIGHTING

Stefan Munteanu reported that he met with RC&T Contracting, however the level of response received has been less than satisfactory.

The Agent suggested contacting Power Pros Electrical, who previously provided a reasonable quote. Stefan will meet for details with Power Pros Electrical in the next few days.

3.5 SECURITY CAMERA

Stefan Munteanu reported that he completed the installation of the security cameras. Council was very satisfied with the work and thanked Stefan for his time and efforts.

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

This item was tabled for further consideration.

3.7 ANCHOR SYSTEM

The Agent reported that Cascadia Safety Systems Inc. has completed the installation of the new anchor system in accordance with the regulations set out by B.C. Work Safe Regulation. The system is required to be inspected every year.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENT

DISCOVERY PLACE 2

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

CARRIED

EASEMENT

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

CARRIED

4.2 ACCOUNTS RECEIVABLE

The accounts receivable balance as of the date of the meeting was \$11,662.07. The Agent reported that payment of repairs charged back to an owner's strata lot has been made. Demand letters have been sent to all outstanding accounts.

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 DRAFT – FIELD INSPECTION REPORT

Council received a report from Emerald Inspection & Consulting Services, hired by the owner complaining about draft coming into their unit located above the garbage room.

The report iterated that all the plumbing risers are fire stopped with grout with no voids to allow air flow in to the suite above. In his opinion, the concrete floors are cooling the suite during the winter months due to a lack of insulation. The report stated that *the BC Building Code requires the floors to be insulated or the space below to be heated to keep the floors in the living space warm.*

Council determined that the statement was fairly vague as the report made no concrete reference to a specific regulation of the BC Code.

Council directed the Agent to contact Emerald Inspection & Consulting Services to provide such information.

5.2 ANONYMOUS LETTER

Council does not consider anonymous letters.

5.3 LAMINATE FLOORING

Council reviewed a response from an owner confirming that they agreed to be held responsible for any noise complaints stemming from their suite due to the laminate flooring as per the Strata Corporation's noise bylaws.

5.4 LAMINATE FLOORING INSTALLATION – REQUEST FOR PERMISSION

Council reviewed a letter from an owner requesting Council's permission to install laminate floor in their strata lot. The owner provided details related to the installations such as appropriate underlay material will be used to effectively reduce the transmission of sound and that the laminate flooring will be installed by qualified professionals.

Council approved the installation subject to the owner accepting responsibility for ensuring that their laminate flooring will not affect the peace and quiet of other surrounding units as per the Strata Corporation's noise bylaws and the owner agrees to confirm such by signing an Alteration Agreement.

(6) NEW BUSINESS

6.1 BUILDING ENVELOPE ASSESSMENT PROPOSAL

Council received a second quote (first provided by VVV Services Ltd. – reference made in May 24, 2006 meeting) for a building envelope assessment review from Chatwin Engineering Ltd. in the amount of \$23,000.00. In addition, Chatwin provided a proposal for preparation of a Maintenance and Renewal Plan for the building in the amount of \$6,700.00.

Council member Stefan Munteanu recommended Ted Hamilton, a building envelope consultant specialized in high-rises, who has undertaken a similar project for a high-rise close to Discovery Place.

The Agent was directed to contact Ted Hamilton for a third quote.

6.2 PARKADE ASSESSMENT WARRANTY PHASE REPORT

The Agent reported that she met with Duane Hatch from James Neil and Associates to conduct an inspection of the parkade in order to determine the performance of the membrane prior to the warranty expiration. The total cost of the assessment review as provided by James Neil and Associates was \$5,990.00 + GST.

As the membrane was installed in three different stages, the warranty limits are different. For budget consideration, the Agent requested James Neil and Associates to provide the warranty expiration dates along with a break down in cost for each warranty phase.

A decision is pending based on the information provided.

(7) NEXT MEETING

The next Council meeting will be held on Monday, September 18, 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.