

LOCATION:

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

**STRATA COUNCIL
2004/2005**

Pete Abley
Lorraine Siem
Stefan Munteanu
Dan Florescu
Ashif Gulamhusein

STRATA MANAGER

Julia Beschea

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

ibeschea@baywest.ca

Phone: 604-257-0325

Fax: 604-736-5044

Direct Line: 604-714-1539

SITE ADMINISTRATOR

Marcella Krupa

Phone: 604 421-7705

Pager: 604 605-7486

Fax: 604 421-7756

Office: # 103

PRESENT:

36 Strata Lots Represented

31 In Person

5 By Proxy

Julia Beschea, Strata Manager

Bruce Friesen, Owner of Baywest Management Corporation

(1) CALL TO ORDER

At 7:00 pm the Strata President announced to the owners that a quorum was not met. According to the Strata Corporation Bylaws 5 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 7:30 p.m. by Pete Abley the strata President. Mr. Abley welcomed the owners to the Annual General Meeting, and then continued with the Presidents' Report as follows:

President's Report - 2005 fiscal year:

The President reviewed the major projects completed during the year including special reference to the improvements to the entrance hall, the new advisory and instructional signage outside and inside the underground parking entrance gate, and implementation of the new fob security system.

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

Prior to proceeding with the next item on the agenda, Julia Beschea welcomed the owners present at the meeting and then introduced Mr. Bruce Friesen, the owner of Baywest Property Management.

(2) CALLING THE ROLL AND CERTIFICATION OF PROXIES

Two hundred and eighteen (218) strata lots at Discovery Place 2 were eligible to vote at the Annual General Meeting. As a quorum according to the Strata Corporation Bylaws #4 requires representation by 20% of the eligible strata lots, a quorum in this instance would require representation by 44 strata lots. 36 strata lots were represented, 31 in person and 5 by proxy, and a quorum in this instance was established in accordance with the Strata Corporation Bylaw #5. The meeting was therefore declared competent to proceed with the business at hand.

(3) PROOF OF NOTICE OF MEETING

It was moved by # 2603 and seconded by # 1003 that proper notice of meeting had been provided according to the requirements of the Act. **CARRIED**

(4) ADOPTION OF THE 2004 ANNUAL GENERAL MEETING MINUTES

It was moved by # 1306 and seconded by # 901 to adopt the minutes of the Annual General Meeting of November 29, 2004 as distributed. **CARRIED**

(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 Stewarts Insurance Service Ltd. The insurance coverage provided is as attached to the notice package. The policy covers the period between September 11, 2005 to September 11, 2006. The Strata Manager highlighted the following insurance coverage:

- \$36,171,000.00 – All Property
- \$5,000,000.00 – Commercial General Liability
- \$5,000,000.00 – Director & Officers Liability
- \$45,423.00 – 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 \$5,000.00 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 2006 OPERATING BUDGET

It was moved by # 905 and seconded by # T273 to present the 2006 operating budgets for Easement and Discovery Place 2.

Following the discussion the Strata Manager called for the vote, the result being

THIRTY-SIX (36) IN FAVOUR, NONE (0) 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, 2006. 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 January 01, 2006 – December 31, 2006.

If you have any questions regarding your account, please contact Vanessa Zhang in our accounting department at 604 714-1537.

(7) CONSIDERATION OF 3 / 4 VOTE "A" – CONSIDERATION OF PAYMENT FOR THE PHOTOCOPY MACHINE

It was moved by # T273 and seconded by # 1506 to present 3 / 4 Vote "A" – *Consideration of Payment for the Photocopy Machine* as follows:

Be it resolved by the Owners of Strata Plan NW 2364 that the strata corporation be authorized to incur an expenditure of \$4,028 for the purchase of the new photocopier from the Contingency Reserve Fund (CRF).

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

THIRTY-SIX (36) IN FAVOUR, NONE (0) OPPOSED, NONE (0) ABSTAINED **CARRIED**

(8) CONSIDERATION OF 3 / 4 VOTE "B" – REPLACEMENT OF THE MAKE UP AIR UNIT (MUAU) AT DISCOVERY PLACE 2 TOWER

It was moved by # 1101 and seconded by # 606 to present 3 / 4 Vote "B" – *Replacement of the Make up Air Unit (MUAU) at Discovery Place 2 Tower* as follows:

Be it resolved by the Owners of Strata Plan NW 2364 that the strata corporation be authorized to spend an amount not to exceed \$36,000.00 from the Retained Earnings for the purpose of installing a new make up air unit for the tower.

The make-up air unit is the machine that supplies air to the hallways. Discovery Place 2 has one make-up air unit located on the rooftop. PML Mechanical, the Strata Corporation's mechanical contractor, advised that the MUAU requires repairs in the amount of \$20,000.00 to \$25,000.00. To replace with a new unit will be \$36,000.00. The existing unit is 20 years old whereas its life expectancy is 15-20 years.

Replacement is recommended due to the age and the unavailability of parts to service this type of unit.

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

THIRTY-SIX (36) IN FAVOUR, NONE (0) OPPOSED, NONE (0) ABSTAINED **CARRIED**

(9) CONSIDERATION OF 3 / 4 VOTE "C" – REPLACEMENT OF THE MAKE UP AIR UNIT (MUAU) IN THE RECREATION BUILDING

It was moved by # 2407 and seconded by # 2603 to present 3 / 4 Vote "C" – *Replacement of the Make up Air Unit (MUAU) in the Recreation Building* as follows:

Be it resolved by the Owners of Strata Plan NW 2364 that the strata corporation be authorized to spend an amount not to exceed \$16,000.00 from the Contingency Reserve Fund for the purpose of replacing one of the existing faulty make up air units and installing a new heat exchanger in each of the other four make-up air units.

The Recreation Center has five small make up air units. One unit servicing the Pool area was found to have three severe cracks in the Heat Exchanger. This unit was shut off for safety reasons in January 2005. Due to the age of this pool area unit and the excessive corrosion from chlorine, the

unit has deteriorated quite badly over the years and has past its life expectancy. A quote to replace the MUAU of the Recreation Building has been provided in the amount of \$18,575.00 + GST.
Discovery Place 2 pays half.

The other four units were found to have small hairline cracks in the Heat Exchanger and require repairs in the total amount of \$11,200.00 + GST. Discovery Place 2 pays half.

After a brief discussion the strata Manager called for a vote, the result being

THIRTY-THREE (33) IN FAVOUR, ONE (1) OPPOSED, TWO (2) ABSTAINED **CARRIED**

(10) CONSIDERATION OF 3 / 4 VOTE "D" – REPLACEMENT OF THE ROOF AT RECREATION BUILDING

It was moved by # T273 and seconded by # T351 to present 3 / 4 Vote "D" – *Replacement of the Roof at Recreation Building* as follows:

Be it resolved by the Owners of Strata Plan NW 2364 that the strata corporation be authorized to spend an amount not to exceed \$19,000.00 from the Contingency Reserve Fund for the purpose of replacing the roof and the installation of a fence around the roof perimeter of the Recreation Building.

The roof above the Recreation Building is leaking badly into the Gym Room. The roof is beyond repairs. A quote to replace the roof has been provided in the amount of \$33,615.00 + GST. Extra funds were budgeted for the installation of a fence around the roof perimeter in order to avoid pedestrian's access on the roof. Discovery Place 2 pays half.

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

THIRTY-THREE (33) IN FAVOUR, ONE (1) OPPOSED, TWO (2) ABSTAINED **CARRIED**

(11) CONSIDERATION OF 3 / 4 VOTE "E" – RESERVE FUNDS TRANSFER

It was moved by # T273 and seconded by # 106 to present 3 / 4 Vote "E" – *Reserve Funds Transfer* as follows:

Be it resolved by the Owners of Strata Plan NW 2364 that the strata corporation be authorized to transfer the balance of the following funds:

- *Security Reserve Fund - \$338.54*
- *Parking Reserve Fund - \$16,018.77*
- *Pipe Replacement Reserve - \$333.78*

and the accumulated interests by the end of the fiscal year (December 31, 2005) into the Contingency Reserve Fund.

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

THIRTY-THREE (33) IN FAVOUR, ONE (1) OPPOSED, TWO (2) ABSTAINED **CARRIED**

(12) CONSIDERATION OF 3 / 4 VOTE "F" – STRATA CORPORATION BYLAWS

It was moved by # 2603 and seconded by # T273 to present 3 / 4 Vote "F" – *Strata Corporation Bylaws* as follows:

Be it resolved by the Owners of Strata Plan NW 2364 that any and all current bylaws of the Strata Corporation be repealed in their entirety and the following bylaws be adopted to replace them.

It was moved by # 1101 and seconded by # 2504 to amend Bylaw 3(3)(q), by deleting the words *erect on or*. Bylaw 3(3)(q) should read:

3 (3) An owner, tenant or occupant must not:

(q) fasten to the strata lot, the common property or any limited common property any television or radio antenna, satellite or similar structure or appurtenance thereto;

Originally, this read as follows:

3 (3) An owner, tenant or occupant must not:

(q) *erect on or fasten to the strata lot, the common property or any limited common property any television or radio antenna, satellite or similar structure or appurtenance thereto;*

THIRTY-SIX (36) IN FAVOR, NONE(0) OPPOSED, NONE (0) ABSTAINED **AMENDMENT CARRIED**

It was moved by # 702 and none seconded to add the following paragraph to Bylaw 3(3)(q):

Any television or radio antenna, satellite or similar structure or appurtenance thereto be installed on common property in a manner established by Council from time to time. **AMENDMENT WITHDRAWN**

It was moved by # 1506 and seconded by # 2103 to delete Bylaw 30(3).

THIRTY-SIX (36) IN FAVOR, NONE(0) OPPOSED, NONE (0) ABSTAINED **AMENDMENT CARRIED**

It was moved by # 2603 and seconded by # 2103 to delete Bylaw 40(2).

THIRTY-SIX (36) IN FAVOR, NONE(0) OPPOSED, NONE (0) ABSTAINED **AMENDMENT CARRIED**

It was moved by # 1506 and seconded by # T273 to amend Bylaw 43(3), by adding the words *or a tenant*. Bylaw 43(3) should read:

(3) In the event that an owner, **or a tenant**, or any member of their family or their guests, servants or agents cause damage to common property, limited common property or common facilities and the damage so caused is not covered by insurance, the Strata Lot owner shall be held responsible for such loss and promptly reimburse the Strata Corporation for the full costs of repair or replacement of the damage done.

THIRTY-SIX (36) IN FAVOR, NONE(0) OPPOSED, NONE (0) ABSTAINED **AMENDMENT CARRIED**

As there was no further discussion on the resolution a vote was called to approve $\frac{3}{4}$ Vote "F" – Strata Corporation Bylaws as amended.

THIRTY-TWO (32) IN FAVOUR, FOUR (4) OPPOSED, NONE (0) ABSTAINED

CARRIED

NOTE: A COPY OF THE ADOPTED STRATA CORPORATION BYLAWS IS ATTACHED TO THE MINUTES.
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(13) ELECTION OF A NEW 2005-2006 STRATA COUNCIL

The Strata Manager 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 2005 fiscal year. As per the Strata Corporation Bylaws, up to seven Strata Council members can be elected. Given the foregoing, the Strata Manager 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	Ashif Gulamhusein
Lorraine Siem	Barry Botsford
Dan Florescu	Merry Williams
Stefan Munteanu	Hew D McConnell
	Rodrigo Freig

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

The nominees introduced themselves and a closed ballot was conducted. As a result of the ballot, the following owners were elected to Strata Council:

Ashif Gulamhusein	Stefan Munteanu
Peter Abley	Barry Botsford
Lorraine Siem	Rodrigo Freig
Dan Florescu	

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:

- Exterior caulking: Strata Council will follow up with this project.
- Carpet cleaning: will be done in the next few days
- Maintenance plan: An owner with expertise in asset management and planning volunteered to assist the strata Council in the next fiscal year in incorporating an asset management plan to address the regular maintenance and repairs of the building.
- Townhome intercom system: Discussion ensued regarding whether the current system can be improved. Currently, visitors to the townhomes have a hard time finding and contacting residents. It was also noted that there is lack of uniformity between the suite numbers on the doors and the numbers on the intercom system.
- Elevators: It was noted that there are some problems such as the elevators stopping on the incorrect floor sometimes and some button lights are dim.
- Hedges in front of townhomes: Owner suggested the hedges be trimmed on a yearly basis.
- Exterior lighting project: Council will review this item.
- Paint on doors in townhome complex: Owner asked that these be inspected as the paint has deteriorated.

- Hose handle: missing from hose in wash bay

(15) **ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:05 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	Dan Florescu – At Large
Pete Abley – Vice President	Barry Botsford – At Large
Stefan Munteanu – Treasurer	Rodrigo Freig – At Large
Ashif Gulamhusein – At Large	

The first Council meeting was scheduled for December 12, 2005 at 6:00 pm in the Multi Purpose Room with the Strata Council of Discovery Place 1.

There being no further business, the meeting was adjourned at 10:30 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 25, 2005****DISCOVERY PLACE 2 - STRATA PLAN NW 2364****TIME & LOCATION:**

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

**STRATA COUNCIL
2005**

PRESIDENT
Steve Vranjes

VICE-PRESIDENT
Pete Abley

TREASURER
Stefan Munteanu

AT LARGE
Lorraine Siem

AT LARGE/SECURITY
Dan Florescu

AT LARGE
Ashif Gulammhusein

**BAYWEST MANAGEMENT
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Direct Line: 604-714-1539

SITE ADMINISTRATOR

Marcella Krupa
Phone: 604 421-7705
Pager: 604 605-7486
Fax: 604 421-7756
Office: # 103

PRESENT:

Steve Vranjes
Ashif Gulammhusein
Stefan Munteanu
Lorraine Siem
Dan Florescu

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.

(2) ADOPTION OF PREVIOUS MINUTES

The adoption of the Council minutes of September 20, 2005 was tabled for the next meeting.

(3) PROPOSED 2006 BUDGET**(a) EASEMENT**

Council reviewed the proposed budget for the Easement for the 2006 fiscal year. A number of questions and clarifications were requested and the Strata Manager provided the information as necessary. A deficit of \$31,899.25 was carried over from previous fiscal year. As the *Strata Property Act* does not permit Strata Corporations to carry deficits forward into future fiscal years, it was decided to bring the amount into the 2006 budget to offset the deficit.

(b) DISCOVERY PLACE

Council reviewed a proposed draft of the 2006 budget and adjusted figures as necessary. At this time, Council did not propose any increase in maintenance fees.

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 the Strata Corporation undertake a number of Special Projects in 2006, such projects to include:

- Replacement of the MUAU (Make up Air Unit) of Discovery Place 2
- Replacement of the MUAU of Recreation Building

- Replacement of the Roof at the Recreation Area
- Continue with the loan for the photocopier machine from the Contingency Reserve Fund

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

The AGM will be held on Tuesday, November 29, 2005.

(4) PROPOSED STRATA CORPORATION BYLAWS

The discussion of this item was tabled, as the meeting ran late. However, the Strata Manager gave Council a brief overview of her proposed corrections/modifications to the draft bylaws. Council decided to meet in the next few days to review the draft and the proposed corrections. A final document will be then presented to the Strata Corporation at the Annual General Meeting.

(5) ADJOURNMENT

There being no further business, the meeting adjourned at 10:30 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, SEPTEMBER 20, 2005****DISCOVERY PLACE 2 - STRATA PLAN NW 2364****TIME & LOCATION:**

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

**STRATA COUNCIL
2005**

PRESIDENT
Steve Vranjes

VICE-PRESIDENT
Pete Abley

TREASURER
Stefan Munteanu

AT LARGE
Lorraine Siem

AT LARGE
Erica Wickes

AT LARGE/SECURITY
Dan Florescu

AT LARGE
Ashif Gulammhusein

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SITE ADMINISTRATOR

Marcella Krupa
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Pager: 604 605-7486
Fax: 604 421-7756
Office: # 103

PRESENT:

Steve Vranjes
Ashif Gulammhusein
Stefan Munteanu
Lorraine Siem
Dan Florescu

REGRETS:

Pete Abley
Erica Wickes

Julia Beschea, Strata Manager, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 6:45 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 18, 2005 as distributed. **CARRIED**

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

Prior to proceeding with the work, James Neil and Associates was contacted to recommend specialized contractors capable to perform the installation as per Mr. Abley's specification. The Agent presented Council estimates from Heatherbrae Builders Co. Ltd. in the amount of \$18,125.00 + GST and S.J.L. Construction Co. Ltd. in the amount of 20,000.00 + GST.

S.J.L. Construction also provided Council a report highlighting the fact that the garbage room was extremely sanitary with no noticeable unpleasant odour. The same observation was made to the garbage chute area adjacent to the unit in discussion. In their opinion, by installing a false ceiling in the garbage room will not only be extremely expensive considering the amount of piping, HVAC, fire guard systems, appropriate authorities inspection and approval, but mostly, there is no reasonable necessity of doing such an installation.

After consideration, since the amount estimated for such a project exceeds the budget of \$1,000.00 allocated, and due to the specialist above noted consideration, Council advised that it will be irrational to proceed with such an expensive project.

The Agent was directed to send a letter to the owner's lawyer advising accordingly.

3.2 MECHANICAL SYSTEM

The Agent advised that PML Professional Mechanical completed the recommended repairs, except for the re-piping of the circulation pump serving the boilers. PML advised that after a close analysis, the cost to complete this work would exceed the budget of \$1,000.00 as approved by Council.

Since no complaints regarding lack of cold water were received, further consideration was not given to this issue.

3.3 SITE ADMINISTRATION OFFICE – REPORT FOR JULY AND AUGUST UPDATE ON TREADMILL

Council reviewed the July and August inspection report provided by the Site Administrator.

Treadmill – The Agent informed Council that she contacted the exclusive distributor for fitness equipment from Cybex in BC. They provided Council three options for a new treadmill as follows:

- prices vary from \$5,325.00 to \$6,167.00,
- they are all designed for commercial use,
- warranty: in general 3 years parts and 1 year labour (extra warranty applies to some models)

The Agent further advised that considering the relatively short period of time of the use of the treadmill (approx 5 years only), Council of Discovery Place 1, decided to revisit the option of repairing the existing one. One of the Council members of Discovery Place 1 volunteered to review the repair quote versus the damages, as some of the items listed may not be required to be repaired.

This item was tabled for further discussion with Council of Discovery Place 1.

3.4 YEAR END FINANCIAL AUDIT

The Agent advised that she met with McLaren Trefanenko, the auditor, to discuss the status of the previous financial year situation. It was noted that the financial statements of the 2004 fiscal year have been prepared in accordance with the generally accepted accounting principles. However, it appeared that a number of funds such *Pipe Replacement Reserve Fund* (\$333.78), *Security Reserve Fund* (\$338.54) should have been transferred back into the Contingency Reserve Fund after the completion of the project, and prior to the 2004 fiscal year ended.

It was also reported that there is a balance of \$15,690.54 in the *Parkade Repair Fund*. It appeared that after the parkade project was completed, funds in the amount of \$190,000.00 was to be refunded to the owners, however, only \$173,555.57 was refunded.

It was advised that such funds require to be addressed at the next Annual General Meeting. An official report will follow.

3.5 REPAIRS ON THE 20TH FLOOR

The Agent advised that the installation of the baseboards has been almost completed and the painting of the doors (leading to the staircase) is still in progress.

3.6 BALCONY REPAIRS – UPDATE

The Agent advised that Bemco adjusted the initial cost to \$750.00 + GST and thus the repairs will proceed as per Council's direction of the meeting of July 18, 2005.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENT

DISCOVERY PLACE 2

It was moved and seconded to adopt the financial statements for the months of June and July 2005, Discovery Place 2 as distributed. **CARRIED**

EASEMENT

It was moved and seconded to adopt the financial statements for the months of August and October 2004, and June and July 2005 for the Easement. **CARRIED**

4.2 ACCOUNTS RECEIVABLE

The accounts receivable balance as of the date of the meeting was \$5,587.01. Owners are requested to bring their accounts up to date. A demand letter was sent to an owner whose account is in excess of \$1,000.00. If payment is not received, a lien will be placed on the outstanding account in accordance with the provisions of the *Strata Property Act*.

(5) CORRESPONDENCE

5.1 FCI - LETTERS OF RESPONSE

Council acknowledged the correspondence forwarded to the owners as per the directives of the July 18, 2005 meeting.

5.2 MISCELLANEOUS FROM COUNCIL

Council reviewed e-mail from one of the Council members regarding the following issues:

- Sauna installed on deck – has been already removed.
- A/C unit installed without prior written consent of Council – although letters have been sent to the owner of the suite advising that the air conditioning unit is illegally installed, the situation remained unchanged. This issue will be addressed at the Annual General Meeting.
- Elevator doors scratches and marks – Otis investigated and reported that the scratches are a result of the age of the elevator. The doors have been routinely monitored and adjusted, however, there is only a certain amount of adjustment possible.

(6) NEW BUSINESS

6.1 DRY SPRINKLER SYSTEM – 5 YEARS COMPLETE SERVICE

Council reviewed a letter from Fire Code Plus Engineering Inc. advising the Strata Corporation that the dry sprinkler system should be flushed during the summer months every five years. The service may be implemented without disrupting the residents. The cost for such a service would be determined following to a detailed investigation of the existing sprinkler system.

6.2 REVIEW OF THE BUDGET ITEMS FOR THE ANNUAL GENERAL MEETING

The Agent presented Council a summary of items for consideration when preparing the budget for the next fiscal year. Items related to the maintenance of the Recreation Facility building and Easement contribution will be also discussed with representatives from Discovery Place 1.

Consideration has been given to all items; however, a decision of those items to be addressed in the next fiscal year will be reached subject to discussion with Discovery Place 1.

(7) NEXT MEETING

The next Council meeting will be held on Tuesday, October 11, 2005. This meeting will address the next fiscal year budget and a new set of proposed bylaws drafted in according to the *Strata Property Act*.

(8) ADJOURNMENT

There being no further business, the meeting adjourned at 8:45 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, JULY 18, 2005****DISCOVERY PLACE 2 - STRATA PLAN NW 2364****TIME & LOCATION:**

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

**STRATA COUNCIL
2005**

PRESIDENT
Steve Vranjes

VICE-PRESIDENT
Pete Abley

TREASURER
Stefan Munteanu

AT LARGE
Lorraine Siem

AT LARGE
Erica Wickes

AT LARGE/SECURITY
Dan Florescu

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Ashif Gulammhusein

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PRESENT:

Steve Vranjes
Stefan Munteanu
Lorraine Siem
Dan Florescu

REGRETS:

Pete Abley
Erica Wickes
Ashif Gulammhusein

Julia Beschea, Strata Property Agent
Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Steve Vranjes, the Strata President. A quorum was established.

(2) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the Strata Council meeting minutes of May 16, 2005 as distributed. **CARRIED**

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

Further to section 3.1 of the Council Meeting Minutes of May 16, 2005 Mr. Abley suggested building an extra ceiling using a special interior panel (Fibrock Aqua Tough) caulked with durabond 90" and insert insulation between the panels such as fiberglassbatts, or expanded polystyrene.

Council was served a letter from the owner's lawyer with respect to owner's concerns regarding the insulation of the garbage room, which in the lawyer's opinion may pose a *potential health and safety risk in addition to the lack of livability of the strata lot, which is periodically pervaded by odors.*

Council advised that for 20 years, there were never complaints from previous owners occupying the same strata lot.

On July 18, 2005 Council received a letter from the owner of the respective strata lot advising that in the following days the owner intends to replace the carpet and to apply a cement floor at the same time prior to installing a new carpet, thus feeling confident that this would address the problem.

The Agent was directed to obtain quotes for the work suggested by Mr. Abley. A budget of \$1,000 was already allocated for such work. In addition, Council requested the site administrator to search if any odour travels into the strata lot from the garbage room.

3.2 MECHANICAL SYSTEM

As requested by Council, PML Professional Mechanical, the strata mechanical contractor, reviewed the report from Latham's, confirmed the recommendation, and provided estimates for repairs.

After discussion, Council moved and seconded to proceed with the following recommendations:

- re-pipe the circulation pump serving the boilers in order to operate continuously preventing the cold water from shocking the boilers – cost to be confirmed with PML not to exceed **\$1,000.00 + GST**,
- install a thermal expansion tank – **\$695.00 + GST**,
- relocate the flow switch on boiler #1 from top to the bottom of the boiler in order to work properly – **\$989.00 + GST**,
- remove the defective flow switch from boiler #2 and replace it with a better quality one – **\$495.00 + GST**.

CARRIED

3.3 SITE ADMINISTRATION OFFICE – REPORT FOR MAY AND JUNE

Council reviewed the inspection report as provided by the Site Administrator.

After note: The caretakers reported that there is not much request for the office to be open on Saturday, and thus the time may be efficiently used for cleaning activities. Council agreed with the recommendation same as Council of Discovery Place 1.

The updated office schedule will be posted on the door of the Site Administration Office located within Discovery Place 1 – 103 – 3980 Carrigan Court.

3.4 BLOCK WATCH

There was nothing to report at this time.

3.5 STRATA CORPORATION BYLAWS – PROPOSAL

Steve Vranjes the Strata Council President advised that he will continue to work on the bylaws. A draft will be ready for Council to review prior to the Annual General Meeting.

3.6 YEAR END FINANCIAL AUDIT

McLaren Trefanenko reviewed the financial statements for the fiscal year ended December 31, 2004. The Strata Agent gave Council a brief update of the results stressing that the strata corporation meets the requirements of the contribution to the Contingency Reserve Fund, and funds remained unspent after the completion of the projects (i.e. power smart and plumbing) must be transferred into the Contingency Reserve Fund.

A complete report will be forwarded to Council in the next days.

3.7 SAUNA REPAIRS

This item was tabled; priority was given to the treadmill that must be either repaired or replaced. The Strata Agent will obtain a quote for a new treadmill.

3.8 REPAIRS ON THE 20TH FLOOR – UPDATE

The Agent advised that a new carpet has been installed on the 20th floor hallway. It was noted a few uncompleted items such as baseboard to be installed and two exit doors facing the stairs to be painted to match the existing ones.

(4) FINANCIAL REPORT

4.1 FINANCIAL STATEMENT

DISCOVERY PLACE 2

It was moved and seconded to adopt the financial statement for the month of May 2005 for Discovery Place 2.

CARRIED

EASEMENT

It was moved and seconded to adopt the financial statement for the month of May 2005 for the Easement.

CARRIED

4.2 ACCOUNTS RECEIVABLE

The accounts receivable balance as of the date of the meeting was \$2,942.73. Late payment charges are applied to all overdue balances and letters are mailed out monthly.

(5) CORRESPONDENCE

5.1 FCI - LETTERS OF RESPONSE AS PER COUNCIL'S DIRECTIVES

Council acknowledged the correspondence forwarded to the owners as per the directives of the May 16, 2005 meeting.

5.2 REQUEST FOR REPAIRS

Council reviewed a letter from an owner advising of a number of necessary repairs within their strata lot, questioning whether it is the strata corporation's responsibility to repair, or the owner. Council directed the Agent to respond to the owners in accordance with the strata corporation bylaws as follows:

- Condensation between the window panels is the owner's responsibility. Council suggested the owner to contact DEFOGGIT, a company specializing in condensation extraction, at 604 444-4545,
- Patio door difficult to open – suggested to spray silicon at the top and bottom of the door frame to smooth the sliding,
- Coating/sealant of the patio wall is starting to peel – the site administrator inspected the area and advised that since the owners previously painted the respective wall, the owners are responsible for maintenance,
- Cracks on the cement on the patio floor – the strata's responsibility. Council reviewed an estimate from Bemco Services to repair the crack on the balcony in the amount of \$1,450.00 + GST (including application of a urethane membrane). Council directed the Strata Agent to inform Bemco that there is no such a membrane on the deck and thus to review the cost. It was

then moved and seconded to allow Bemco to proceed with repairs, subject to adjusting the cost to meet the repairs requirements. **CARRIED**

5.3 REQUEST FOR REIMBURSEMENT

Council reviewed a response from an owner requested previously to repair the broken tiles in the bathroom as water leaked into a unit below. The owner did the repairs and requested reimbursement from the strata corporation as in the owner's opinion the broken tiles were unlikely the cause for the leak downstairs.

Council confirmed that the origin of the leak was confirmed to be from the area where the broken tiles were and since fixed the leak appears to have stopped. It is an owner's responsibility to repair and maintain their own strata lot and therefore the request for reimbursement was denied. Further Council directed the Agent to coordinate painting of the ceiling in the unit below and the respective cost be charged back to the owner above.

5.4 RESPONSE FROM TENANT RE: CONSTANT NOISE COMPLAINTS

Council reviewed a letter from a tenant in response to Council's numerous letters relating to constant noise complaints of loud stereo base on various hours reported by the residents, the security patrol, and the caretakers. Due to the repetitive number of incidents and the tenant's behavior while approached by the security guard and the site administrator and asked to cease disturbing the other residents, the owner was referred to the strata corporation's bylaws, which states that in incidents such this one, the strata corporation may ask the owner to commence eviction process.

The Agent for the unit and the tenant met with the strata Agent and the Site Administrator to discuss the matter. The tenant denied his presence at home and therefore the noise at all dates of the incidents. The owner's Agent requested time to discuss with the tenant.

As of the meeting day a response was not yet received from the owner's agent.

(6) NEW BUSINESS

6.1 BALCONY REPAIRS – QUOTE

The item was discussed in section 5.2 of the minutes.

6.2 CARETAKER REQUEST FOR REIMBURSEMENT

During the powerwashing of the common areas, the caretaker damaged his own protection equipment and requested Council 's approval to be reimbursed for the cost of it in the amount of \$108.26.

It was moved and seconded to approve the reimbursement from the Easement account. **CARRIED**

6.3 MISCELLANEOUS ITEMS

Council discussed a number of miscellaneous items as follows:

- Council expressed their satisfaction and would like to thank the caretakers for their hard work in powerwashing and painting the curbs within the complex,
- Council acknowledged the receipt of an estimate to clean the kitchen drains in the second floor units and tabled review for the next fiscal year budget meeting,

- Council requested a quote for the outside lighting project similar with the project completed by Discovery Place 2.

(7) **NEXT MEETING**

The next Council meeting will be held on Monday, September 12, 2005 at 6:30 pm.

(8) **ADJOURNMENT**

There being no further business, the meeting adjourned at 9:45 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.