

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS
163, CARTIER PLACE, HELD ON WEDNESDAY, MAY 6, 2009, AT 6:15 PM IN
THE LOBBY, 3131 MAIN STREET, VANCOUVER, BC**

Council in attendance: Mike White, Vice-President
Jerry Inkster, Treasurer
Lin Parkinson
William Ng

J.P. Daem,
Strataco Management Ltd.

Absent with leave: Ben Heyboer, President
Carla Busnardo
Bill Yu

CALL TO ORDER:

The meeting was called to order by Mr. Mike White, Strata Council Vice-President, at 6:30 pm.

MINUTES OF THE MEETING OF MARCH 11, 2009:

The minutes of the meeting of March 11, 2009 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

There was no President's report.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

Mr. Inkster, Strata Council Treasurer, advised that he had reviewed the financial statements for the months of February and March 2009, and noted that a number of accounts, albeit of a small nature, were close to being fully spent or already slightly overspent. Management had indicated they would provide Mr. Inkster with a breakdown on the expenditures for building exterior repairs, roof repairs, interior repairs and requested that these be compared to the similar expenditures in these accounts for the previous fiscal year.

Mr. Inkster also reminded Council that the Strata Corporation was charged \$100.00 when items were left in the refuse disposal area that needed to be taken to the dump, and that some \$4,500.00 had been spent on the repairs to strata lot 63. He also noted that as a result of failures of some of the electronic ballast in the underground parking, a number of invoices had been received related to the replacement of these fixtures. The Treasurer questioned the number of hours, and asked if management could obtain a breakdown of the hours from the contractor.

It was then

MOVED AND SECONDED:

That subject to receipt of the above clarifications, the financial statements for the months of February and March 2009 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager reviewed the status of accounts receivables, noting that one strata lot currently owed for an outstanding invoice chargeback, one strata lot had been liened, two strata lots currently owed for the special levy for one month, and one strata lot was now in excess of 90 days in arrears.

It was

MOVED AND SECONDED:

That a lien be registered against strata lot 29, and all costs incurred in the collection of the outstanding balance be assessed against the account of said strata lot.

MOTION CARRIED UNANIMOUSLY

Collection Correspondence

The Strata Manager tabled various items of correspondence related to chargeback of legal costs and an invoice for repairs undertaken within the suite.

Request for Reimbursement

The Strata Manager tabled correspondence from the owner of strata lot 89, and acknowledged that this expense had been paid for by the owner and was a common expense; consequently, the owner had been reimbursed.

Request for Deletion of Move-in/Move-out Fee

The Strata Manager tabled correspondence from the owner of strata lot 86, noting that the change in the strata lot had not involved a physical change of residency as the tenants had purchased the strata lot, and that the owner objected to the Strata Corporation having billed the \$150.00 move-in fee, but rather that it should have been limited at best to the \$25.00 administration charge. Council reviewed the documentation provided by management, and it was

MOVED AND SECONDED:

That Council concur with the owner's request and the owner be credited \$125.00 from the move-in fee, as there had been no change in occupancy to the strata lot.

MOTION CARRIED (3 in favour, 0 opposed, 1 abstention (Ng abstained))

2) Staff Report

Site Inspection Reports

The Strata Manager informed Council that the site inspection reports were on file, and that any items noted during the reports which required attention would be dealt with by management. Mr. Daem indicated that the majority of the items were the subject of the obtaining of quotations that were to be dealt with by Council.

Indemnity Agreement Summary

The Strata Manager tabled for Council's information the most recent Indemnity Agreement summary updated as of March 23, 2009.

Rental Waiting List

The Strata Manager tabled for Council's information the rental waiting list as of March 30, 2009. One owner was presently on the list.

BC Safety Authority

The Strata Manager tabled for Council's information a copy of the elevator operating permit for Phase II.

Kodiak Signs

The Strata Manager tabled a quotation from Kodiak Signs for the installation of a sign in the underground parking warning people not to leave valuables in their vehicles.

It was

MOVED AND SECONDED:

That a sign be posted at the entrance near the elevators at a cost of \$260.00.

MOTION CARRIED UNANIMOUSLY

National Home Warranty

The Strata Manager tabled a report subsequent to a failed review by National Home Warranty, suggesting some items of maintenance to be considered by the Strata Corporation. Mr. Daem indicated that quotations were being sought for the completion of this work.

ServiceMaster

The Strata Manager tabled for Council's information the various reports and scope of work from ServiceMaster for the repairs to strata lots 83 and 8 as a result of the recent water leakages.

Action Glass

The Strata Manager tabled for Council's information a quotation from Action Glass for the replacement of a panel on the entrance canopy to Phase II. The Strata Manager indicated that there was no urgency to this matter, and the quotation had been obtained while Action Glass was on site to do some other work. It was

MOVED AND SECONDED:

That the quotation be tabled.

MOTION CARRIED UNANIMOUSLY

Pigeon Control

The Strata Manager tabled a quotation received from Pigeon Patrol, as well as a cost breakdown of the responsibilities between the residential and commercial sections. Mr. Daem advised that the contractor that had provided a verbal quotation to a Commercial Executive member had advised that the scope of work had not been properly represented to them, and that in order to accomplish the work to the Strata Corporation's satisfaction, the cost would have arisen from some \$900.00 to

\$10,000.00. Mr. Daem advised that the original quotation which had been received from Pigeon Patrol was significantly less than that. It was noted that a significant portion of this cost related strictly to the parking area that was the responsibility of the commercial section.

A discussion then ensued as to the actions that the commercial section could take to clean up some of the pigeon mess, and Council indicated that the Strata Corporation would have no objection to the commercial owners attending to this clean up if they so desired.

It was further suggested that there did not appear to be a significant problem at this time with the remaining portions of the common property, including the residential area, and it was therefore

MOVED AND SECONDED:

That the quotation and proposals for the pigeon control be tabled at this time.

MOTION CARRIED UNANIMOUSLY

It was suggested that the Strata Corporation proceed with the powerwashing of the ramp area at the previously received estimate of \$600.00. It was

MOVED AND SECONDED:

That Council approve an expenditure of \$600.00 for the powerwashing of the ramp.

MOTION CARRIED UNANIMOUSLY

The Strata Council again reiterated that the commercial section was at liberty to proceed with the powerwashing of the limited common property commercial area if they do so desire.

Western Fence and Gate

The Strata Manager tabled correspondence to and from the owner of strata lot 67 with respect to the chain link fence that had been installed without prior authorization and consent of the Strata Council. A lengthy discussion ensued on the need to enclose the entire area to prevent homeless individuals from gaining access to the property, and determined that ultimately this may still be required. The Strata Council further understood that the strata lot owner had proceeded with the chain link enclosure to the stairwell leading to the back door to their strata lot for the safety and protection of the staff working within the unit. The Strata Council further noted and recognized that the owner had been put on notice that he would be required to remove the fence at his expense as it had not been authorized, and that the Strata Corporation may ultimately install a chain link fence that would incorporate a greater portion of the common property so as to protect not only the commercial owners, but also the residential owners from the intrusion by unauthorized individuals.

In the meantime, it was agreed that the existing fence installed without authorization and at the strata lot owner's expense seems to have resolved their immediate problem. The Strata Council saw little purpose at this time in requiring the owner to remove the fence, if the owner were to retroactively make an application for permission to install said fence and execute the Indemnity Agreement, holding the

Strata Corporation harmless from any maintenance repair and liability related to this addition to the common property. It was then

MOVED AND SECONDED:

That management correspond with the owner of strata lot 67 to advise that the Strata Corporation is prepared to allow the chain link enclosure installed by the owner to remain subject to:

1. an application being made by the owner for permission to retain the fence;
2. the owner executing an Indemnity Agreement related to this common area modification;
3. all expenditures related to the enclosure being paid by the strata lot owner;
4. the Strata Corporation being at liberty to, at some future date, remove and/or amend the fence without compensation to the owner to incorporate a greater portion of the common property if deemed necessary.

MOTION CARRIED UNANIMOUSLY

Window Replacement Proposals

The Strata Manager tabled proposals from Markic Development & Restoration and Total Projects for the replacement of windows at strata lots 52 and 55, and recommended approval of the quotation from Total Projects, noting that it was \$1,000.00 less than Markic Development & Restoration and included a design built contract, thereby eliminating the additional cost of outside engineering as the work would be certified by a professional engineer. It was

MOVED AND SECONDED:

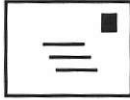
That Council approve the contract for the replacement of the windows at strata lots 52 and 55 from Total Projects at a cost of \$19,800.00 plus taxes.

MOTION CARRIED UNANIMOUSLY

3) Correspondence

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: Phase I: request for change of special levy payment plan from three instalments to monthly payments; confirmation of registration of Indemnity Agreements; reimbursement for invoice as a result of Council's last meeting; concerns with windows; Phase II: damage to back door; request to be placed on rental waiting list; suggestion for replacement of hot water heaters to all strata lots; interior repairs and roof concerns; deletion of interest fees; submission of special levy cheques; confirmation of registration of Indemnity Agreement; Commercial: installation of fence; various concerns related to the Strata Corporation; authorization for new signage to commercial unit.

In dealing with the above, the Strata Manager indicated that the window concern was being reviewed and would be reviewed as part of the warranty review, and that all other matters did not require any further Council intervention at this time.



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Thank you for your assistance.

4) Re-roofing

The Strata Manager tabled a copy of the project management agreement, correspondence to Harvard Industries with respect to roof colour choices and access through the building, correspondence to ACE Fire Prevention with regards to the modifications to the fire stand pipe, and the project summary notes of the onsite construction meetings, as well as communication with regards to skylight concerns to a number of owners.

The Strata Manager indicated that while a project management report was to be submitted shortly by the Project Manager, the re-roofing was presently on schedule and that there had been no additional expenditures, other than the stand pipe modifications to date.

5) Re-piping

The Strata Manager indicated that Quadra Pacific (now MMM Group) was in the process of preparing the final drawings for tendering of the re-piping of Phase I.

Mr. Daem requested confirmation from the Strata Council that the Strata Corporation would proceed with the vertical, rather than the horizontal system. It was

MOVED AND SECONDED:

That Council confirm the specifications for the re-piping of Phase I to include a vertical distribution system.

MOTION CARRIED UNANIMOUSLY

Mr. Daem indicated that the engineer of record had recently passed away, and that management had met with the new engineering team and anticipated receiving the specifications and tender documents in short order.

6) Completed Items

The Strata Manager advised that the following items had been completed since the last meeting of the Strata Council: graffiti removal; repairs to locks and door knobs on numerous doors due to break-ins; installation of flush bolts to back lane door; repair to bike enclosures in back lane and underground parking area; replacement of glass door at 189 East 16th Avenue; replacement of glass in Phase I – P1 elevator lobby; hose bib repair and water damage restoration at strata lot 8; repair to locker room light switch.

7) In Progress

The Strata Manager advised that the following remained in progress: warranty maintenance follow up; installation of back lane fence; re-roofing project; tendering of re-piping specifications.

OTHER BUSINESS:

Building Appearance

Council expressed some concern over the overall appearance of some of the window coverings, and suggested that a notice be sent to all owners reminding them that window coverings must be in a state of good repair, and must comply with the Strata Corporation's bylaws to maintain a uniform appearance on the outside of the building.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:15 pm, until Wednesday, July 8, 2009, at 6:15 pm in the lobby, 3131 Main Street, Vancouver, BC.

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