

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 163,
CARTIER PLACE, HELD ON WEDNESDAY, JANUARY 16, 2008 AT 6:15 PM IN THE
LOBBY – 3131 MAIN STREET, VANCOUVER, BC**

Council in attendance: Ben Heyboer, President
Lisa Kwan, Vice-President
Jerry Inkster, Treasurer
Jason Kurtz, Parking
Adam Nott (arrived at 7:00 pm)
Carla Busnardo

Vivian Cornescu,
Strataco Management Ltd.

Guest: Mike White, #314 – 189 East 16th Avenue.

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Ben Heyboer, at 6:15 pm.

MINUTES OF THE MEETING OF DECEMBER 5, 2007:

The minutes of the meeting of December 5, 2007 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

The Strata Manager advised Council that the roofing consultants were not able to provide the roof inspection report prior to the meeting date.

PRESIDENT'S REPORT:

Annual General Meeting Agenda Draft

The Strata Manager tabled for Council's review the proposed agenda for the Annual General Meeting to be held on February 13, 2008, noting that pursuant to the Strata Property Act, Council sets the agenda for the meeting. Council reviewed the agenda, after which it was

MOVED AND SECONDED:

To approve the proposed agenda for the Annual General Meeting to be held on February 13, 2008.

MOTION CARRIED UNANIMOUSLY

Indemnity Agreement Summary

Council reviewed the Indemnity Agreement summary as of December 28, 2007, along with correspondence sent to an owner requesting the submission of the completed Indemnity Agreement.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

Mr. Jerry Inkster, Strata Council Treasurer, advised that he had reviewed the financial statement for the month of November 2007 along with the supporting documentation and invoice copies and found it to be in order. It was

Moved and Seconded:

That the financial statement for the month of November 2007 be accepted.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager reviewed the receivables report, noting that three strata lots were over 90 days in arrears. It was

Moved and Seconded:

That liens be registered against strata lots 61, 93, and 33, and all costs related to registration of the liens (\$450.00) be assessed against the accounts of said strata lots.

MOTION CARRIED UNANIMOUSLY

2008 Operating Budget Draft

Council reviewed the second draft of the proposed 2008 operating budget draft #3 along with a draft of the December 2007 financial statement. Council noted that as of December 31, 2007 there was \$49,698.93 spent on heating fuel and that the budget allocation for 2007 was only \$44,000.00. Council also noted that under water/sewer, there was \$41,870.06 spent when the allocated budget was \$38,000.00; therefore, the 2008 operating budget proposed has been modified to include an increase in these above noted items. It was

Moved and Seconded:

That the 2008 operating budget calling for an increase in the combined strata fees of 5.4% (4.4% increase in strata fees for the residential owners, 8.3% increase in strata fees for the commercial units).

MOTION CARRIED UNANIMOUSLY

As discussed at the last Annual General Meeting, several owners were in favour of increasing the extra contribution to reserves for future capital projects from \$10,000.00 to \$20,000.00. It was

Moved and Seconded:

That a special levy be presented to the owners for ratification to boost up the contribution to the reserves in the amount of \$20,000.00.

MOTION CARRIED UNANIMOUSLY

Council is proposing that funds be allocated for window replacement, roof condition report and a plumbing system condition report. After consideration, it was

Moved and Seconded:

That for the above noted projects, a special levy be presented for the owner's approval in the total amount of \$25,000.00.

MOTION CARRIED UNANIMOUSLY

Reserve Fund Investments

The Strata Manager reviewed the statement of account summary as of October 31, 2007, representing a portion of the reserve fund investments.

Collections

The Strata Manager presented for Council's information correspondence sent to an owner pertaining to a fine being assessed; invoice charged back to an owner; invoice charged back to an owner for legal fees; invoice charged back to an owner for plumbing repairs; and invoice charged back to an owner to reset the fire alarm panel.

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 addressed by staff or presented to the Council for decision.

Pro King Maintenance

The Strata Manager advised Council that the janitorial contract had been confirmed. One Council member asked the Strata Manager to ensure that the janitorial contractor vacuums the building every week.

2008 Annual Calendar

Council reviewed the 2008 annual calendar.

City of Vancouver

The Strata Manager advised Council that authorization had been given to the dental office to review the plumbing drawings at City Hall.

Quotations

Enterphone Phase II: The Strata Manager advised Council that correspondence had been sent to three contractors requesting their quotation for replacement/repairs for Phase II to ensure that the 778 numbers can be updated. To date no quotations have been received.

3) Correspondence

The Strata Manager advised that since the last Council meeting correspondence had been sent to one owner pertaining to various items.



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) **Landscaping**

2008 Landscape Maintenance

The Strata Manager advised Council that correspondence had been sent to Rakes & Ladders Landscaping confirming that the 2008 maintenance contract had been awarded to them. The Strata Manager advised Council that the landscape contractor had been requested to ensure that aeration of the lawns will be performed in the Spring, as well as fertilization of the lawns will be performed throughout the 2008 landscape season.

5) **Mechanical**

Safety Authority

The Strata Manager presented for Council's information the elevating device operating permit which was received.

Quotations

Replacement of shower cartridges and washing machine hoses: The Strata Manager advised Council that to date quotations have not been received from the contractors that had been requested to provide quotations.

6) **Legal**

Kahn Zack Kahn Zack Ehrlich Lithwick

Correspondence had been sent to the legal representative of the Strata Corporation requesting clarification pertaining to one invoice.

7) **Insurance**

2008 Insurance Policy

The Manager provided for Council's information a copy of the certificate of insurance for the 2007 policy. A copy of the certificate is attached to the minutes for the information of the owners. Please note in particular the water loss deductible.

Owners are reminded that the Strata Corporation's insurance policy does not cover personal belongings or improvements which may have been made to the strata lots since originally built. Owners who have made improvements to their strata lots, such as flooring upgrades, appliance upgrades, cabinet upgrades, or the installation of other fixtures or chattels, must ensure that all of these are reported to their homeowner insurers, and that they have coverage to allow for these improvements to be restored in case of a major loss. Owners are also responsible to ensure that they obtain insurance for their personal belongings as well as for personal liability in case of a civil lawsuit against them.

Owners are further reminded to ensure that they query their broker about obtaining coverage to "buy down" the Strata Corporation's insurance deductibles (which can be a significant amount) to the level of their homeowner's insurance deductible. A number of homeowner insurance policies do not provide this coverage as a matter of course, and this should be specifically requested.

If owners have any questions regarding their insurance requirements or their current homeowner policy, they are urged to take the Strata Corporation's insurance certificate to their personal brokers so that they can discuss coverages to avoid any financial hardship in case of an insurable claim.

The Manager also indicated that the policy allowed management to adjudicate claims up to a certain level, which would help to expedite the work when a claim needed to be processed. Adjusters often take considerable time in making decisions as to proceeding with repair work, frequently leaving the owners with an uncomfortable situation of unresolved repairs. With the cooperation of the insurance company, Strataco is able to expedite the initiation of repairs and thus shorten considerably the time needed for repairs to be undertaken. Claims of a larger nature still require the insurance company's adjusters to attend.

Coastal Insurance Services

The Strata Manager advised Council that correspondence had been sent to Coastal Insurance Services requesting that they open an insurance claim for water damage at strata lots 7, 18, and 28, and that all supporting invoices had been forwarded to Coastal Insurance for payment.

8) Completed Items

The Strata Manager advised that the following items had been completed since the last meeting of the Strata Council: distributed notices regarding pet bylaws, and live Christmas trees; painted walls at various locations.

9) In Progress

The Strata Manager advised that the following remained in progress: doorframe repairs at strata lot 7.

OTHER BUSINESS:

Power Outage

Council discussed the situation of the power outage that had occurred on January 10, 2008, at 4:00 am, and that the power outage lasted until almost 12:00 noon. The Strata Manager advised Council that contractors had been requested, after the power came back on, to attend to reset or repair the elevators, the make up air unit system, the underground garage gates, to reset the fire alarm system, to reset the lights at the back lane and at the front, and to inspect the batteries on the exit lights.

The Strata Manager informed Council that several owners advised that the exit lights were not working during the power outage, and that the reason is that the batteries that power these exit lights last only 45 minutes up to one hour.

Council asked the Strata Manager to request the contractor to provide a quotation to install a battery back up at the underground garage gates so that in future if another power outage occurs that the gates will automatically go into the open position to ensure that residents are not trapped in the underground parkade. The Strata Manager advised Council that during the power outage the fob system does not work and that only the doors at the back lane will work which will get the residents into the commercial back hallways and then the residents will have to use the regular common area key to get into the stairwell and then into the hallways.

Noodle Restaurant

Council noted that despite correspondence sent to the Noodle Restaurant to install a commercial ashtray, this has not been completed. Council requested the Strata Manager to direct correspondence to the Noodle House requesting them to install a commercial ashtray at the front of the building within thirty (30) days, and if it is not done, the Strata Corporation will supply and install an ashtray with all costs being charged back to the Noodle House. It was

MOVED AND SECONDED:

That the Noodle House be requested to install a commercial ashtray at the front of the building within thirty (30) days, and if this is not done, then the Strata Corporation will supply and install an ashtray with all costs being charged back to the Noodle House.

MOTION CARRIED UNANIMOUSLY

ADJOURNMENT:

There being no further business, the meeting adjourned at 7:45 pm, until Wednesday, February 13, 2008, being the Annual General Meeting. The location will be announced in the Annual General Meeting notice.

STRATACO MANAGEMENT LTD.

#101 – 4126 Norland Avenue

Burnaby, BC

V5G 3S8

Tel: 604-294-4141

Fax: 604-294-8956



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

/eb

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN LMS 163, CARTIER PLACE, HELD ON WEDNESDAY, FEBRUARY 13, 2008, AT 7:00 PM IN MOUNT PLEASANT COMMUNITY CENTRE (PRESCHOOL ROOM), 3161 ONTARIO STREET, VANCOUVER, BC

CALL TO ORDER:

The meeting was called to order by Mr. Ben Heyboer, Strata Council President, at 7:00 pm.

CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:

The Strata Manager advised that subsequent to the calling of the roll and certification of proxies it had been determined that there were 20 owners present, 4 represented by proxy, for a total of 24 voting members. A quorum for the meeting consisted of 31 owners. Pursuant to Strata Corporation bylaw 32 (2) the meeting was adjourned for a period of 30 minutes, at which time it was reconvened and those persons present or represented by proxy were deemed quorum and the meeting was declared competent to proceed with the business at hand.

FILING OF PROOF OF NOTICE OF MEETING:

The President read into the record the Notice of Meeting sent to all registered strata lot owners in accordance with the provisions of the Strata Property Act, stating the date, time, place and purpose of the Annual General Meeting.

MINUTES OF THE MEETING OF FEBRUARY 21, 2007:

The minutes of the meeting of February 21, 2007 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

STRATA COUNCIL REPORT:

Mr. Ben Heyboer, Strata Council President, read the Strata Council report into the record, as follows:

"Good Evening ...

I would like to welcome you all and thank you for taking the time out of your busy schedule to attend our Annual General Meeting.

I would like to begin by introducing the members of your Strata Council, and I would ask them to raise their hand so they can be recognized.

Carla Busnardo,
Adam Nott, (unable to attend the meeting, but represented by his spouse)
Jason Kurtz,
Jerry Inkster – Treasurer,
Lisa Kwan – Vice-President,
representing Strataco Management – Vivian Cornescu,
and myself, Ben Heyboer.

I will just take a few minutes to report on some of the major activities and accomplishments over the past year.

As in previous years, the buildings' security was and continues to be one of our primary focuses. Throughout the year there were improvements made to ensure our buildings' security, more specifically metal screening was added to some of the parkade door windows when a Council member discovered an on going tempering and attempt to break in. I would ask that all

residents remain vigilant in doing what they can to report and reduce crime opportunities. Our combined efforts do seem to be having an impact as the number of break-ins is down considerably, and we have not experienced any further copper pipe theft either.

This past spring we also saw our first "work bee" come together in the form of our Garden Committee. I would like to thank Lisa and the owners that formed this Committee for their work in planting the new flower bed at the corner of Main and 16th Avenue, as well as buying, planting and maintaining (all year long) the two flower boxes in front of each of the Main doorways.

In an effort to maintain the buildings' appearance, some housekeeping issues were also dealt with, for example all inaccessible windows were cleaned, as well all the buildings' awnings, and a new light fixture was installed in the lobby of Phase II. Touch up painting of high traffic areas was also completed in both phases.

One of the main challenges and focuses of Council throughout the past year has always been to maintain our buildings at a satisfactory level while keeping the buildings' operating expenses down and under control. To that end, last summer the Strata Council authorized converting all of the incandescent light bulbs in both Phases to the more energy efficient bulbs, and we are now looking at options regarding the florescent tubes. We continually look for ways to obtain the best value for our money when dealing with various services provided. To that end, last fall Council conducted a review of maturing contracts covering some of our most expensive services, such as heating, cooling and plumbing. We obtained new pricing quotes from existing, as well as new service providers, and as a result of our findings signed new contracts, in some cases with new service providers offering reduced prices and/or a better value for our money.

And that brings me to one of the highlights of my report and of the year, and that is that for the first time in the buildings' history we have a very modest budget surplus. But I will leave it up to our Treasurer Jerry to say more about that a bit later.

I closing, I would like to thank all of the Council members for their efforts and dedication throughout the year, and all of you for your ongoing support.

Thank you."

The owners thanked the President and Council for their efforts over the past year.

It was

Moved and Seconded:

That the President's report be accepted with gratitude.

MOTION CARRIED UNANIMOUSLY

GOVERNANCE:

Bylaw Amendment - Indemnity Agreements

The Strata Manager tabled the proposed bylaw amendment to confirm the modifications made by the owners of strata lots 21, 27, 35, 58 and 65, and advised the ownership that when an owner was considering a modification to the strata lot or common property/limited common

property, permission had to be received from the Strata Council pursuant to the Strata Corporation's bylaws. In most cases, as part of this approval, the Strata Corporation requires the completion of an Indemnity Agreement, in which the owner agrees to take full responsibility for the maintenance and repair of, as well as any liability arising from, the modification. Once executed by the Strata Council and owner, the Indemnity Agreement is presented to the ownership at a General Meeting for ratification as a bylaw amendment. The particulars of the modification are added to the Schedule of Indemnity Agreements which forms part of the Strata Corporation's bylaws. The Strata Manager confirmed that this process ensures that a permanent record of common property modifications is available for the information of the ownership and future purchasers.

The President then read the resolution into the record, as follows:

WHEREAS the Bylaws of the Strata Corporation provide for the manner and conditions whereby owners may alter common property or the strata lot; and

WHEREAS said bylaws require that the owners accept responsibility for the expenses incurred in the maintenance of the common property and/or the strata lot, in accordance with Section 72 (3) of the Strata Property Act, and bylaw 6 (3) of the Strata Corporation; and

WHEREAS The Owners and Strata Council have executed the Indemnity Agreement related to said alterations;

BE IT THEREFORE RESOLVED THAT The Owners, Strata Plan LMS 163, hereby ratify the approval of said alterations to the strata lot by the owners of strata lots 21, 27, 35, 58 and 65; and

BE IT FURTHER RESOLVED THAT bylaw 6 (3) of the Strata Corporation's bylaws be amended to reflect the execution of an Indemnity Agreement related to modifications to the strata lot as between the owners of strata lots 21, 27, 35, 58 and 65, and the Strata Corporation.

MOVED & SECONDED:

That the resolution be accepted as presented.

MOTION CARRIED UNANIMOUSLY

FINANCE REPORT:

Mr. Jerry Inkster, Strata Council Treasurer, referred the owners to the balance sheet provided dated December 31, 2007, along with the proposed operating budget. The Treasurer noted that for the first time in its history the Strata Corporation ended the fiscal year with a small surplus.

Mr. Inkster noted that the proposed combined operating budget called for a 5.4% increase overall, with a 4.4% increase for the residential strata lots and an 8.3% increase for the commercial strata lots. The main reasons for the increase in strata fees are heating fuel costs, for which the budget allocation has been increased by \$8,000.00 (to a total of \$52,000.00). This expense is paid only by the residential strata lots. The water and sewer budget allocation has been increased by \$5,000.00 (to a total of \$43,000.00). Water and sewer costs are an expense to both the residential and commercial strata lots.

The Treasurer then referred the owners to the capital plan cash flow analysis included in the Annual General Meeting notice. Mr. Inkster pointed out that the costs and suggested times for future replacement of different components of the building are just guidelines, and that the analysis was intended to assist owners in understanding that non-annual repairs will be needed in future due to the fact that the building is aging. The capital plan cash flow and the depreciation report were compiled based on current costs and anticipated future costs for the replacement of various components of the common property and the assets of the Strata Corporation.

The Treasurer advised that in keeping with the owners' recommendation at the last Annual General Meeting, the Strata Council is recommending a special levy of \$20,000.00 to boost the reserves. Council is recommending a further special levy of \$25,000.00 for window replacement, building envelope maintenance, a plumbing system condition report, and a roof system condition report. The Strata Manager advised Council that during Phase I of the building envelope remediation repairs the owners approved the reinstallation of the existing windows, with the knowledge that at some point in time the windows would require replacement. In the past few years several windows have been replaced, and Council is now recommending a budget allocation of \$10,000.00 (to be paid by special levy) for window replacement at one strata lot. The Strata Manager noted that in the last fiscal year the windows at various strata lots had been caulked, but that one strata lot is still experiencing water ingress around the windows.

The Strata Manager noted that in 2008, National Home Warranty will perform the two year warranty inspection for Phase II of the building envelope repairs, and that funds have been allocated to attend to the necessary work recommended by the warranty provider.

The Strata Manager reported that in the past fiscal year an inspection of the condition of the Phase I building envelope remediation was done, and that the recommended work, which could not be attended to due to the weather, should be completed in 2008.

Mr. Inkster stated that Council is recommending that a roof inspector be retained to provide a report on the condition of the roofs, and that a plumbing system condition report also be retained as when a water shutdown takes place, leaks and flooding occur when the water is turned back on. Once these reports are obtained they will be provided to the owners for their review. An informal meeting of the owners will be scheduled at that time.

There being no further questions on the budget, Mr. Inkster read the resolution into the record, as follows:

WHEREAS The Strata Property Act sets out the required information to be submitted with the proposed budget; and

WHEREAS The Strata Property Act requires the Strata Corporation to report on the contingency reserve funds, operating expenses and unapproved expenses; and

WHEREAS The Strata Property Act establishes the approval process for the various components of the budget for the coming fiscal year;

BE IT THEREFORE RESOLVED THAT:

- ⇒ The Owners, Strata Plan LMS 163, hereby authorize the carry over of anticipated operating surplus funds in the amount of \$2,000.00, to be carried forward as a surplus. (refer to Section 105 (1) of the Strata Property Act)
- ⇒ The Owners, Strata Plan LMS 163, hereby authorize a 2008 reserve contribution in the amount of \$27,000.00. (refer to Section 93 of the Strata Property Act)
- ⇒ The Owners, Strata Plan LMS 163, hereby authorize operating expenses in the amount of \$278,566.00 (exclusive of the reserves and capital expenses). (refer to Section 103 (1) of the Strata Property Act)
- ⇒ The Owners, Strata Plan LMS 163, approve a capital levy in the amount of \$20,000.00 to provide additional reserve funding in accordance with the requirement of the reserve analysis and capital cash flow projection, said levy to be payable by the owners of record as at February 13, 2008, based upon unit entitlement, with payments to be made in twelve (12) equal monthly installments commencing January 1, 2008. (refer to Section 94 (1) of the Strata Property Act)
- ⇒ The Owners, Strata Plan LMS 163, approve a capital levy in the amount of \$25,000.00 to provide funds for the window replacement, building envelope maintenance, roof condition report and plumbing system condition report, said levy to be payable by the owners of record as at February 13, 2008, based upon unit entitlement, with payments to be made in twelve (12) equal monthly installments commencing January 1, 2008. (refer to Section 94 (1) of the Strata Property Act)

It was

MOVED AND SECONDED:

That the resolution be accepted as presented.

MOTION CARRIED UNANIMOUSLY

INSURANCE – POLICY REVIEW AND APPROVAL:

The Strata Manager reminded the owners that the Strata Corporation's insurance policy does not cover personal belongings or improvements which may have been made to the strata lots since originally built. Owners who have made improvements to their strata lots, such as flooring upgrades, appliance upgrades, cabinet upgrades, or the installation of other fixtures or chattels, must ensure that all of these are reported to their homeowner insurers, and that they have coverage to allow for these improvements to be restored in case of a major loss. Owners are also responsible to ensure that they obtain insurance for their personal belongings as well as for personal liability in case of a civil lawsuit against them.

The owners were also reminded to ensure that they query their broker about obtaining loss assessment coverage to "buy down" the Strata Corporation's insurance deductibles (which can be a significant amount) to the level of their homeowner's insurance deductible. A number of homeowner insurance policies do not provide this coverage as a matter of course, and this should be specifically requested.

The Strata Manager strongly recommended that if owners have any questions regarding their insurance requirements or their current homeowner policy, they take the Strata Corporation's insurance certificate to their personal brokers so that they can discuss coverages to avoid any financial hardship in case of an insurable claim.

The proposed insurance resolution was read into the record, as follows:

WHEREAS the Strata Corporation currently insures considerable assets over which it has an insurable interest but no beneficial ownership; and

WHEREAS the Strata Corporation is required in its mandate to deal with matters affecting not only the common property, common facilities and common assets, but also those fixtures built or installed by the owner/developer as part of the original construction; and

WHEREAS the Strata Council is recommending that the Strata Corporation approve the property insurance policy and related risks in accordance with the Certificate of Insurance attached to the notice of meeting, which sets out the current level of insurance coverage;

BE IT THEREFORE RESOLVED THAT The Owners, Strata Plan LMS 163, hereby approve the insurance policy and the terms as set out in the Insurance Certificate dated December 31, 2007, setting out the coverages for the benefit of The Owners, Strata Plan LMS 163, in accordance with Section 149 of the Strata Property Act and related regulations.

It was

MOVED & SECONDED:

That the resolution be adopted as presented.

MOTION CARRIED UNANIMOUSLY

ELECTION OF 2008 STRATA COUNCIL:

The President indicated that the Strata Council retired at the Annual General Meeting, and while existing members were eligible for re-election if they were nominated and chose to stand, any interested owners were urged to place their name in nomination. The following owners were duly nominated:

⇒ Carla Busnardo	310 II
⇒ Jerry Inkster	109 I
⇒ Ben Heyboer	301 I
⇒ Mike White	314 II

It was

MOVED & SECONDED:

That nominations be closed.

MOTION CARRIED UNANIMOUSLY

The above-noted owners were declared elected to the 2008 Strata Council by acclamation.

OTHER BUSINESS:

Garden Committee

Ms. Lisa Kwan thanked the owners who volunteered to be part of the Garden Committee: Rachel and Teresa from Phase I, Lynn, Robin and Jennifer from Phase II. Ms. Kwan advised that the circle garden that was formed at the corner of 16th and Main Street was funded by a neighbourhood grounds committee, with love and the volunteer efforts of several owners from Cartier Place. Ms. Kwan requested that any owner interested in becoming part of the Garden Committee contact management, who will refer them to the proper person.

Garage Gates

An owner asked the Council if it was possible to service the garage gates in order to ensure that they close more quickly than at present.

Security System in Elevator

An owner recommended that the incoming Strata Council look into obtaining prices for the installation of a fob card reader in the elevator.

Janitorial Services

An owner asked the Strata Manager to request the janitorial contractor to try to dry the elevator floor after it is washed, to reduce the time when the elevator is locked off. The owner observed that the janitorial contractor provides excellent service.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:00 pm.

STRATACO MANAGEMENT LTD.

#101 – 4126 Norland Avenue

Burnaby, BC

V5G 3S8

Tel: 604-294-4141

Fax: 604-294-8956



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

/dc

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 163,
CARTIER PLACE, HELD ON TUESDAY, MARCH 11, 2008, AT 6:15 PM IN THE
LOBBY – 3131 MAIN STREET, VANCOUVER, BC**

Council in attendance: Ben Heyboer, President
Mike White, Vice-President
Jerry Inkster, Treasurer
Gordon Cowan

Vivian Cornescu,
Strataco Management Ltd.

Absent with leave: Carla Busnardo

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Ben Heyboer, at 6:25 pm.

ELECTION OF OFFICERS:

The following Council members were appointed to the noted positions:

President	Ben Heyboer
Vice-President	Mike White
Treasurer	Jerry Inkster

MINUTES OF THE MEETING OF JANUARY 16, 2008:

The minutes of the meeting of January 16, 2008 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

Bylaw Amendments

The Form I – Notification of Change of Bylaws, reflecting the bylaw amendments approved by the owners at the Annual General Meeting, was signed by two Council members and will be registered in the Land Title Office.

Indemnity Agreement Summary

Council reviewed the Indemnity Agreement summary as of February 28, 2008, along with correspondence sent to an owner requesting the completion and return of an Indemnity Agreement. As the Agreement had not been returned, it was

MOVED AND SECONDED:

That if the owner of strata lot 63 fails to submit an Indemnity Agreement related to the modifications made to the strata lot by April 30, 2008, the owner be requested to remove the modifications and restore the area to its original condition.

MOTION CARRIED UNANIMOUSLY

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

Mr. Jerry Inkster, Strata Council Treasurer, advised that he had reviewed the financial statements for the months of December 2007 and January 2008 along with the supporting documentation and had found them to be in order. It was

MOVED AND SECONDED:

That the financial statements for the months of December 2007 and January 2008 be approved.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager advised that one strata lot was in excess of 90 days in arrears. It was

MOVED AND SECONDED:

That if the account of strata lot 29 is not paid in full within 14 days of receipt of a demand letter, a lien be registered against the strata lot, and all costs related to registration of the lien (\$450.00) be assessed against the account of said strata lot.

MOTION CARRIED UNANIMOUSLY

2008 Operating Budget and Strata Fees

The Strata Manager confirmed that notice of the 2008 operating budget and strata fees had been sent to all owners subsequent to approval of the budget at the Annual General Meeting.

Collections

The Strata Manager presented for Council's information correspondence sent to two owners disputing the chargeback of an invoice, and correspondence to an owner regarding a chargeback for electrical repairs.

One of the owners disputing a chargeback for plumbing repairs has paid the costs for shower cartridge repairs, but is disputing the chargeback for similar repairs done previously. Council asked the Strata Manager to direct correspondence to Latham's asking that they provide details concerning the initial repairs to the shower cartridge at the strata lot.

Council reviewed correspondence from an owner pertaining to an invoice chargeback for plumbing repairs, after which it was

MOVED AND SECONDED:

That the request from the owner for a reversal of the charges for plumbing repairs be approved.

MOTION DENIED

Council noted that the Floor Manager at Strataco Management Ltd. had informed the owner at the time the call was made that the repair costs may be the owner's responsibility and that the owner would have to accept the charges.

Reserve Fund Investments

Council reviewed a statement of account summary from RBC Dominion Securities as of December 31, 2007, representing a portion of the reserve fund investments.

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 addressed by staff or presented to the Council for decision.

Vancouver Fire Department

Council noted that correspondence had been sent to the Vancouver Fire Department along with a list of Strata Council members for emergency contact purposes.

ACME Protective Systems

Council reviewed correspondence from ACME Protective Systems indicating that the fire alarm monitoring company had upgraded the circuit and changed the transmitting equipment connecting the fire alarm system to the monitoring station.

2008 Meeting Schedule

Council reviewed a revised 2008 meeting schedule, calling for regular Council meetings to be held on May 28, July 16, September 10, October 22 and December 3, 2008

2008 Annual Calendar

Council reviewed the annual calendar outlining the scheduled activities for the year with respect to general maintenance of the buildings and grounds, and contract renewal dates.

National Home Warranty

Council noted that the two year warranty inspection for phase II of the repairs had been attended to by National Home Warranty, and that the field inspector had indicated some maintenance issues such as cracking of the stucco cladding in a diagonal fashion, and some lint accumulation on dryer vent screens. The inspector has commented that the remediated building envelope appears to be performing as expected. Council asked the Strata Manager to include the repairs recommended by the inspector in the general maintenance to be done to the building.

Quotations

Enterphone Phase II: Council reviewed for budget purposes quotations from Viscount and Full Spectrum for an update of the Phase II enterphone. As previously noted, the Phase II enterphone does not accept "778" numbers, which causes difficulty for owners who only have a cellular phone and not a land line. The quotations were tabled at this time.

Installation of backup battery at garage gate: Council reviewed a quotation received from Nikls One Call in the amount of approximately \$7,800.00, for the installation of a backup battery at the garage gate which would open the gate in the event of a power failure. The quotation was tabled.

Plumbing system condition report: The Strata Manager reviewed a quotation from Quadra Pacific Consultants for a plumbing system condition report. Several quotations

were requested but to date only the one from Quadra Pacific had been received. After discussion it was

MOVED AND SECONDED:

That Quadra Pacific Consultants be authorized to proceed with preparing a system report on the domestic water piping, for their quoted fee of \$3,000.00 + GST plus disbursements.

MOTION CARRIED UNANIMOUSLY

Roofing condition report: Council reviewed a quotation received from a roofing consultant. Council asked the Strata Manager to attempt to obtain at least two more quotations.

3) Correspondence

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: election and re-election to Council; appreciation to former Council members; Phase I: replacement of washing machine hoses and shower cartridges; Phase II: welcome to one new owner; loss of keys; noise emanating from neighbouring unit; ongoing minor roof leak; request for permission to make improvements to strata lot; inquiries pertaining to emergency procedures during power outage; concerns pertaining to power outage; Commercial: ashtray and disposal of oil and grease in drain.



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) Mechanical

Safety Authority

Council reviewed the boiler permit issued to the Strata Corporation.

DW Optimum

Council reviewed the preventative mechanical service report for the month of January 2008.

Quotations

Council reviewed a report from Latham's regarding cleaning of the sump pit and catch basins in the parkade, as well as a quotation from Artison Plumbing for shower cartridge and washing machine supply tube replacement. To replace the shower cartridge and washing machine supply tube in one unit would be \$340.00 + GST; if five units are done the price is reduced to \$290.00 + GST. It is recommended that owners have not only their shower cartridges and washing machine supply tubes inspected and replaced if necessary, but also that the entire plumbing system within the suite be inspected by a professional plumber to prevent flooding and the subsequent damage. At this time the Strata Corporation does not plan to schedule shower cartridge or washing machine supply tube replacement on behalf of the owners.

5) **Legal**

Council reviewed information from Kahn Zack Ehrlich Lithwick pertaining to clarification of an invoice, and foreclosure documentation pertaining to one strata lot.

6) **Completed Items**

The Strata Manager advised that the following items had been completed since the last meeting of the Strata Council: repaired door closer at one strata lot; cleared snow.

OTHER BUSINESS:

Pet Bylaw

Council observed that a dog has been seen several times in the building, and asked the Strata Manager to direct correspondence to the owner of the dog reminding the owner of pet bylaw 16 (a) which states: "A residential Owner or occupant shall not keep any dog of any kind in any Strata Lot of the Strata Corporation, with the exception of dogs existing in the building as at November 15, 1992."

ADJOURNMENT:

There being no further business, the meeting adjourned at 7:45 pm, until Wednesday, May 28, 2008.

STRATACO MANAGEMENT LTD.

#101 – 4126 Norland Avenue

Burnaby, BC

V5G 3S8

Tel: 604-294-4141

Fax: 604-294-8956



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

/dc

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 163,
CARTIER PLACE, HELD ON WEDNESDAY, MAY 14, 2008 AT 6:15 PM IN THE
LOBBY, 3131 MAIN STREET, VANCOUVER, BC**

Council in attendance: Ben Heyboer, President
Mike White, Vice-President
Jerry Inkster, Treasurer
Gordon Cowan
Carla Busnardo

Vivian Cornescu,
Strataco Management Ltd.

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Ben Heyboer, at 6:25 pm.

DELEGATION:

An owner thanked Council for the opportunity to speak, and stated that the main reason for her attendance at the meeting is to obtain information about procedures in case of an emergency. Council noted that an invoice has been charged back to the owner of the strata lot for insuite plumbing repairs. The owner stated that she was aware it might be her responsibility to pay the invoice if it was determined that the source of the leak was from a component exclusive to the strata lot, but she is disputing the invoice as she was not informed that there was an extra charge due to overtime. Council explained that when an emergency call is placed to the management company, it is the staff's responsibility to ensure that the damages to the particular strata lot or other strata lots or common property are decreased, and that the source of the water leak is repaired. Council noted that it is the owner's responsibility to make a decision if it is an emergency call or if the repairs can wait until the next business day, not knowing if there are any damages to other strata lots.

The owner thanked Council and left the meeting.

MINUTES OF THE MEETING OF MARCH 11, 2008:

The minutes of the meeting of March 11, 2008 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

Strataco Disclosure

The Strata Manager provided a memo from Mr. J.P. Daem, the owner of Strataco Management, disclosing pursuant to the requirements of the Real Estate Services Act that his son is an employee of Harmony Restoration Services, a company that may be retained from time to time to carry out work on behalf of the Strata Corporation.

Indemnity Agreement Summary

Council reviewed the Indemnity Agreement summary as of April 29, 2008, along with correspondence sent to an owner confirming receipt of an Indemnity Agreement.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

Mr. Jerry Inkster, Strata Council Treasurer, advised that he had reviewed the financial statements for the months of February and March 2008, and had found them to be in order.

The Treasurer referred to an invoice from Terasen Gas where the consumption for the month of February 2008 for the gas had doubled compared to the same month in the previous year. Council asked the Strata Manager to request Terasen Gas to check the meter for any malfunctions. Council noted that this increase may be due to the increase in consumption. Owners are reminded that the fireplaces are only for decorative purposes, and they are not to be used as the main source of heating.

It was

MOVED AND SECONDED:

That the financial statements for the months of February and March 2008 be approved.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager advised that one strata lot is in foreclosure proceedings, and two strata lots were liened. No collections action was being recommended at this time.

Reserve Fund Investments

Council reviewed the statement of account summary as of March 31, 2008 from Royal Bank of Canada, representing a portion of the reserve fund investments.

Collections

Council reviewed correspondence sent to several owners pertaining to the chargeback for Indemnity Agreement processing, and correspondence sent to two owners for lien registration.

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 addressed by staff or presented to the Council for decision.

2008 Annual Calendar

The Strata Manager provided a copy of the annual calendar outlining the scheduled activities for the year with respect to general maintenance of the buildings and grounds, and contract renewal dates. Council noted that all activities for the months of April and May 2008 had been completed.

Rental Information Sheet

Council reviewed the rental information sheet as of March 13, 2008, noting that there were eight strata lots rented at this time.

Quadra Pacific

Council reviewed correspondence sent to Quadra Pacific authorizing them to provide the piping assessment condition report. The Strata Manager informed Council that a history of repairs for the last three years had been forwarded to the engineer, hoping that it will give them a better picture of the condition of the plumbing system.

City of Vancouver

Council noted that correspondence had been sent to the City of Vancouver authorizing persons to review the drawings.

Annual Fire Prevention

Council reviewed the annual fire inspection deficiency report, as well as a notice of violation from Vancouver Fire & Security. The Strata Manager advised that Vancouver Fire & Security had performed an annual fire inspection, and requested the Strata Corporation to correct the deficiencies.

The Strata Manager noted that the deficiency report had been received from Ace Fire Prevention on April 28, 2008, and that Vancouver Fire & Security had inspected the building on May 5, 2008, advising the Fire Department that there was not enough time to complete the deficiencies.

Quotations

Roofing condition report: Council reviewed quotations from two roofing consultants to provide a roofing condition report. After deliberation and consideration, it was

MOVED AND SECONDED:

That BC Roof Inspections be authorized to provide the roofing condition report for the total amount of \$1,200.00 + GST.

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: welcome letter sent to new tenant; owner requested to comply with Strata Corporation pet bylaws; concerns pertaining to appearance of lobby; Phase II: welcome letters sent to new owners; owner disputing invoice chargeback for building repairs; reports of stain on bedroom ceiling; owner requested to inspect plumbing of strata lot; request for permission for improvements at strata lot; Commercial: reports of homeless persons at rear entrance.

Arising from the correspondence, the following was duly resolved:

Reports of homeless persons at rear entrance: It was noted in the past several months that homeless persons are sleeping at the rear entrance of the building by the back lane. Owners are requested to call the Vancouver RCMP non-emergency line, and

request them to patrol the area more often and ensure that there are no homeless persons present in that area.

Concerns with appearance of lobby: Council agreed with the owner requesting that the table in the lobby on 3131 Main Street be removed, and a new stand be placed. Council noted that over the past years, several times new tables had been purchased and after a while they will disappear. Council asked the owner expressing his request to volunteer and purchase the table from a store at a cost not to exceed \$25.00.



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) **Legal**

Kahn Zack Ehrlich Lithwick

Council reviewed correspondence from Kahn Zack Ehrlich Lithwick pertaining to the order for foreclosure against strata lot 43; multiple listing forms had been signed by management.

5) **Mechanical**

Safety Authority

Council noted that the elevating devices operating permit had been received.

Artisan Plumbing

The Strata Manager advised that the sump pumps and drain lines had been cleared on the parkade levels.

DW Optimum

Council reviewed the preventative mechanical maintenance service report for the month of April 2008, and noted that several recommendations for repairs were made. It was

MOVED AND SECONDED:

That the fan motors to the elevator rooms be replaced, make up air units be repaired, bolts and fan belts be replaced, and new fan belts be purchased.

MOTION CARRIED UNANIMOUSLY

Richmond Elevator

Council reviewed a fee increase proposal from Richmond Elevator for the elevator maintenance contract. Council noted that a request had been received by management on March 26, 2008, with the effective date of increase of a monthly rate being April 1, 2008. Council expressed disappointment with such short notice being given. After consideration and deliberation, it was

MOVED AND SECONDED:

That Richmond Elevator be awarded the preventative maintenance contract for a monthly rate of \$454.41 + GST.

MOTION CARRIED UNANIMOUSLY

OTHER BUSINESS:

Enterphone in Phase II

Council noted that no other quotations had been provided for the replacement of an enterphone in Phase II, and requested the Strata Manager to follow up on this matter.

Bricks Missing

Council requested the Strata Manager to obtain a contractor to replace the missing red bricks on Main Street.

Garbage Room Door

Owners are asked to ensure that the upper lock is locked at all times.

Request for Change of Parking Stall

Council reviewed correspondence received from an owner requesting a change of parking stall as he needs more room for entering and exiting his vehicle for medical reasons. Council reviewed the parking assignment list, and noted that there are no other parking stalls available. Council will look for a way to accommodate this owner.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:15 pm, until Wednesday, July 16, 2008 in the lobby, 3131 Main Street, Vancouver, BC.

STRATACO MANAGEMENT LTD.

#101 – 4126 Norland Avenue

Burnaby, BC

V5G 3S8

Tel: 604-294-4141

Fax: 604-294-8956



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

/mk

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS
163, CARTIER PLACE, HELD ON WEDNESDAY, JULY 16, 2008 AT 6:15 PM IN
THE LOBBY, 3131 MAIN STREET, VANCOUVER, BC**

Council in attendance: Ben Heyboer, President
Mike White, Vice-President
Jerry Inkster, Treasurer
Gordon Cowan
Carla Busnardo

Vivian Cornescu,
Strataco Management Ltd.

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Ben Heyboer, at 6:15 pm.

MINUTES OF THE MEETING OF MAY 14, 2008:

The minutes of the meeting of May 14, 2008 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

Indemnity Agreement Summary

Council reviewed the Indemnity Agreement summary as of June 19, 2008, along with correspondence from owners requesting permission for improvements at their strata lots (Indemnity Agreement received), request for permission to install laminate flooring (Indemnity Agreement requested).

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

Mr. Jerry Inkster, Strata Council Treasurer, advised that he had reviewed the financial statements for the months of April and May 2008, and asked the Strata Manager to provide clarification pertaining to the May financial statement to GL Account clearing special levy and to ensure that the replacement of the smoke alarms in the suites are charged back to the owners of those strata lots. It was

MOVED AND SECONDED:

That the financial statements for the months of April and May 2008 be approved subject to the clarification noted above.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager advised that one strata lot had been liened, and that the unit that was in foreclosure proceedings had paid all outstanding fees. No collections action was being recommended at this time.

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 addressed by staff or presented to the Council for decision.

BC Roof Inspectors

Council reviewed the roof condition report which noted that the tar and gravel type of roof is in very poor condition and that the recommendations from the inspection is to replace this system this summer or roof leaks may appear during the winter. The report noted that the ABS membrane type of roof is in fair to poor condition and that with maintenance, the roof system may last another year to year and a half. The Strata Council ask the Strata Manager to obtain fees from BC Roof Inspectors to provide a scope of work, tender bids and field review during the roof replacement project.

Council decided that the recommendation from the roof report such as the replacement of the roof system on Phase I and/or Phase II be presented to the owners for approval at a Special General Meeting at the same time as the recommendations from the plumbing report. The Strata Manager stated that the plumbing report has not been received yet.

Richmond Elevator

The Strata Council noted a request for a fee increase from the elevator company had been approved.

City of Vancouver

Council noted correspondence sent to the City of Vancouver requesting that commercial companies comply with the City bylaws.

3) **Correspondence**

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: owners requested to provide access to unit for insuite fire alarm inspections; Phase I: welcome letter sent to new owner; table lobby furniture; Phase II: welcome letter sent to new owner; parking space; roof leak permanent repairs completed; invoice charged back to owner; garbage left at front door at strata lot; owner requested to not leave garbage bags outside of front door on common property; Commercial: welcome letter sent to new resident; request to attend to fire inspection deficiencies sent to six commercial units.



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) **Mechanical**

DW Optimum

The Strata Manager advised Council that various repairs had been completed such as replacement of the motors to the exhaust fans in the elevator room, adjusting bolts and belts at the make up air unit systems.

5) **Legal**

Kahn Zack Ehrlich Lithwick

Council reviewed correspondence from Kahn Zack Ehrlich Lithwick pertaining to the foreclosure proceedings against one strata lot, and the invoice charged back for legal fees against the strata lot.

6) **Insurance**

Coastal Insurance Services

Council noted that correspondence had been sent to Coastal Insurance Services pertaining to the increase of the All Property Limit.

Aviva Insurance

Council noted that the claim from the power outage has not been pursued by the Strata Corporation at this time.

7) **Completed Items**

The Strata manager advised that the following had been completed since the last Strata Council meeting: annual fire inspection deficiencies; power washing north sidewalk walkways; repaired doors; repaired plumbing leak in one commercial unit; power washed parkade; cleaned graffiti.

8) **In Progress**

The Strata Manager advised that the following remained in progress: power washing of the sidewalks on the south side, exterior walls on south and west sides.

OTHER BUSINESS:

Pigeons in the Parkade

Council asked the Strata Manager to request a pest control company to provide recommendations for pigeon control in the underground parkade.

Door Repairs

Council asked the Strata Manager to ensure that a locksmith will be requested to attend to minor repairs and adjustments at various doors throughout the building.

ADJOURNMENT:

There being no further business, the meeting adjourned at 7:45 pm, until Wednesday, September 10, 2008 in the lobby, 3131 Main Street, Vancouver, BC.

STRATACO MANAGEMENT LTD.

**#101 – 4126 Norland Avenue
Burnaby, BC
V5G 3S8**

Tel: 604-294-4141

Fax: 604-294-8956



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

/eb

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS
163, CARTIER PLACE, HELD ON WEDNESDAY, SEPTEMBER 10, 2008, AT 6:15
PM IN THE LOBBY, 3131 MAIN STREET, VANCOUVER, BC**

Council in attendance: Ben Heyboer, President
Mike White, Vice-President
Jerry Inkster, Treasurer
Gordon Cowan
Carla Busnardo

Vivian Cornescu,
Strataco Management Ltd.

Guest in attendance: Adam Nott

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Ben Heyboer, at 6:20 pm.

MINUTES OF THE MEETING OF JULY 16, 2008:

The minutes of the meeting of July 16, 2008 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

Council Member Appointment
It was

MOVED AND SECONDED:

That Mr. Adam Nott be appointed to the Strata Council for the balance of the term to the next Annual General Meeting.

MOTION CARRIED UNANIMOUSLY

The President thanked Mr. Nott for rejoining the Strata Council.

Indemnity Agreement Summary

Council reviewed the status of Indemnity Agreements as of September 2, 2008, along with correspondence from owners requesting permission to install laminate flooring within their strata lots. It was

MOVED AND SECONDED:

That the requests from the owners of strata lots 6 and 36 to install laminate flooring within their strata lots be approved subject to compliance with the Strata Corporation's bylaws and conditions, assurances that an STC flooring of minimum 65 is installed, and an Indemnity Agreement being signed and returned to the Strata Corporation.

MOTION CARRIED UNANIMOUSLY

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

Mr. Jerry Inkster, Strata Council Treasurer, advised that he had reviewed the financial statements for the months of June, July and August 2008, and had questions pertaining to invoices from Artisan Plumbing for cleaning of the sumps, drains and catch basins in the parkade, as well as the final invoices for cleanup of the exterior of the building. Council asked the Strata Manager to check with Artisan Plumbing to determine whether the sump pump cleaning had been double-invoiced. It was then

MOVED AND SECONDED:

That the financial statements for the months of June, July and August 2008 be approved.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager advised that two strata lots had been liened and two strata lots were 30 days in arrears. No collections action was recommended.

Collections

Council reviewed correspondence sent to several strata lot owners pertaining to invoice chargebacks for plumbing repairs, electrical repairs, and suite access.

Reserve Fund Investments

Council reviewed a statement of account from RBC Dominion Securities for the period ending July 31, 2008, representing a portion of the Strata Corporation's reserve fund investments.

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 addressed by staff or presented to the Council for decision.

Rental Information Sheet

Council reviewed the rental information sheet dated July 30, 2008, noting that ten strata lots were rented and that the Strata Corporation's bylaws permit ten rentals.

BC Hydro

Council reviewed correspondence received from BC Hydro pertaining to proposed changes to the rate structure for electricity consumption.

Telephone Entry System Phase II

Council reviewed three quotations for the upgrading/replacement of the telephone entry system at Phase II to accommodate the 778 area code. Council considered all quotations carefully and after lengthy deliberation it was

MOVED AND SECONDED:

That the quotation received from Omni Security for upgrading the telephone entry system at Phase II, in the total amount of \$2,050.00 + GST, be approved.

MOTION CARRIED (6 in favour, 1 opposed)

Quadra Pacific

Council reviewed the plumbing system condition report, noting the reason why the domestic water system had deteriorated, options for remedial work, and a history of the water leaks. It was noted that the majority of the water leaks had occurred in Phase I. Council also reviewed a fee proposal for preparing a scope of work for re-piping Phase I. After careful consideration it was

MOVED AND SECONDED:

That a Special General Meeting be called for October 22, 2008, to seek the ownership's approval for funding in the amount of approximately \$30,000.00 to allow preparation of the scope of work for the re-piping of Phase I (3131 Main Street).

MOTION CARRIED UNANIMOUSLY

BC Roof Inspection

Council reviewed the roof inspection report, noting that the inspector had recommended that the roofs at both Phases be replaced within a year or so. Council considered the fee proposal from BC Roof Inspection for project specification preparation, after which it was

MOVED AND SECONDED:

That at the Special General Meeting to be held on October 22, 2008, the ownership be asked to approve funding for the preparation of roof project specifications for the replacement of the roofs at 3131 Main Street and 189 East 16th Avenue.

MOTION CARRIED UNANIMOUSLY

Owners wishing to obtain a copy of the plumbing condition and/or roof inspection report are asked to contact Strataco Management Ltd.

Ace Fire Prevention

Council reviewed the fire inspection deficiency report, observing that the contractor had noted that at one strata lot a significant amount of combustible material was stored therein. Council asked the Strata Manager to request the Fire Department to inspect the strata lot in question.

3) Correspondence

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: Phase I: welcome to new owner; owner requested to remove bicycle stored in parking stall; request for permission to rent strata lot approved; owner requested to remove items stored in parking stall; Phase II: welcome to new tenant; owner requested to remove items from parking stall (sent to two owners); fire inspection deficiencies completed; owner requested to remove items stored on patio; handicap parking request; concerns with items stored on patio; concerns pertaining to janitorial services; Commercial: welcome to new owner/resident; owner requested to remove items from parking stall; pigeon control.

Council reviewed the correspondence as follows:

Concerns with janitorial services: Council reviewed correspondence received from an owner expressing concerns with the janitorial services, which the owner observed had declined over the past several months. The Strata Manager advised that she had observed the decline in service and had discussed the matter with the owner of the janitorial company. Changes have been made within the company and the owner of Pro King Maintenance will ensure that the service provided is in keeping with the expectations of the owners of Cartier Place.

Pigeon control: The Strata Manager advised that she had met with a representative of Canadian Pest Control to review the pigeon control situation in the commercial parkade. The contractor is recommending that the commercial gate be closed at all times and that wire mesh be installed on the gate in order to prevent pigeons from entering the underground parkade. Council asked the Strata Manager to obtain quotations for this work, and to also seek alternative solutions from other contractors.



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) **Mechanical**

DW Optimum

Council reviewed the preventative mechanical maintenance report for July 2008 received from DW Optimum.

Artisan Plumbing

Council reviewed a quotation received from the contractor for plumbing repairs at a commercial strata lot and noted that the repairs would require a water shutdown of the entire building. The Strata Manager advised that another plumbing leak on the cold water line of the boiler system has been temporarily repaired and clamped, and that permanent repairs are required, which will also necessitate a water shutdown. Council asked the Strata Manager to arrange for both repairs to be done at the same time.

5) **Completed Items**

The Strata manager advised that the following had been completed since the last Strata Council meeting: power washed sidewalk at south side exterior walls; repaired elevator; repaired garbage room door; repaired garage gate; repaired various doors; repaired chain link gate at bicycle room; temporary plumbing repairs at one commercial unit; repairs to Phase I makeup air unit.

OTHER BUSINESS:

Refurbishment of Phase II Lobby

Council reviewed a proposal from a strata lot owner who had volunteered to refurbish the lobby at Phase II, noting that the owner proposed a colour scheme for the painting of the walls. Council would like to form a Decorating Committee in order to review the colour

scheme. Any owner interested in serving on a Decorating Committee for the Phase II lobby is asked to contact the Strata Manager, Vivian Cornescu, by no later than October 17, 2008.

Planters at Front Entrance

Council noted that the planters that had been purchased and maintained by the Landscape Committee had been stolen. They will not be replaced at this time. Special thanks were extended to Lisa Kwan, Lynn Parkinson and Teresa Tomsics in keeping the planters clean and tidy and watering them over the past months.

Returned Mail

Residents are reminded that Canada Post will not pick up returned mail unless "Unknown" or "Moved" is written on the envelope.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:30 pm, until Wednesday, October 22, 2008, at 6:00 pm at a location to be determined. The Council meeting will be followed by a Special General Meeting at 7:00 pm.

STRATACO MANAGEMENT LTD.

#101 – 4126 Norland Avenue

Burnaby, BC

V5G 3S8

Tel: 604-294-4141

Fax: 604-294-8956



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

/dc

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS
163, CARTIER PLACE, HELD ON WEDNESDAY, OCTOBER 22, 2008, AT 6:00 PM
AT THE HOWARD JOHNSON PLAZA HOTEL, 395 KINGSWAY, VANCOUVER, BC**

Council in attendance:

Ben Heyboer, President
Mike White, Vice-President
Jerry Inkster, Treasurer
Gordon Cowan
Adam Nott

Val Sabau,
Strataco Management Ltd.

Absent with leave:

Carla Busnardo

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Ben Heyboer, at 6:00 pm.

MINUTES OF THE MEETING OF SEPTEMBER 10, 2008:

The minutes of the meeting of September 10, 2008 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

Management Agreement Renewal

The President advised that a proposal for renewal of the management agreement had been received, which called for a nominal increase in management fees effective January 1, 2008 through December 31, 2008. It was

MOVED AND SECONDED:

That the management agreement be renewed in accordance with the terms and conditions put forward by Strataco Management Ltd., and the signing officers be authorized to execute the management agreement addendum attesting thereto.

MOTION CARRIED UNANIMOUSLY

Indemnity Agreement Summary

The President presented the Indemnity Agreement summary updated as of September 11, 2008, along with correspondence to an owner requesting return of a signed Indemnity Agreement, and to an owner who had requested permission to proceed with modifications. After considering the letter requesting permission to proceed with modifications at a strata lot, analyzing the drawings submitted by the owner (which were approved by the City), and reviewing the letter from the owner which addressed questions raised by the Council at the previous meeting, it was

MOVED AND SECONDED:

To approve the modifications at strata lot 93 subject to installation of a separate water meter for the strata lot.

MOTION CARRIED UNANIMOUSLY

Change in Strata Manager

The President confirmed the memo from staff concerning the change in Strata Manager for Cartier Place.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

Mr. Jerry Inkster, Strata Council Treasurer, advised that he had reviewed the financial statements for the months of August and September 2008, and queried charges assessed by Pro King Maintenance to take items to the City dump. It was then

MOVED AND SECONDED:

That the financial statements for the months of August and September 2008 be approved.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager presented the most recent receivables report for Council's information.

Collections

Council reviewed correspondence sent to several strata lot owners pertaining to invoice chargebacks for plumbing repairs, and the assessment of a move in fee.

2009 Operating Budget Draft

The Strata Manager presented the first draft of the proposed operating budget for 2009. Council briefly reviewed the budget and requested various changes. Staff were requested to inquire about the allocation for extermination. It was then

MOVED AND SECONDED:

That the budget draft be adopted as amended.

MOTION CARRIED UNANIMOUSLY

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 addressed by staff or presented to the Council for decision.

Rental Information Sheet

Council reviewed the rental information sheet dated September 30, 2008, noting that nine strata lots were rented and that the Strata Corporation's bylaws permit ten rentals.

Ace Fire Prevention

The Strata Manager presented a letter addressed to Ace Fire Prevention requesting the placement of a new fire safety plan in the lobby.

Omni Security

The Strata Manager presented correspondence sent to Omni Security confirming Council's approval of a quotation for a telephone entry system.

Pro King Maintenance

The Strata Manager advised that Pro King Maintenance would be responsible for snow removal for the 2008/2009 winter season.

3) Correspondence

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: Phase I: welcome to new tenant; owner requested to remove bicycle and basket stored in parking stall; Form K received; owner requested to remove box stored in parking stall; appreciation for watering plants; owner requested to remove items stored in parking stall; Phase II: owner requested to remove box stored in parking stall; appreciation for watering plants; lobby decorating proposal; leaking window; Commercial: pigeon infestation in parkade; odor emanating from neighbouring hair salon.



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) Mechanical

Artisan Plumbing

Council reviewed a letter from the plumbing contractor indicating that extensive pipe replacement is required and providing costs to remediate the problem.

Quotations

Council reviewed quotations from various contractors to address the pigeon infestation in the commercial parking area, and tabled the matter to the next meeting.

5) Completed Items

The Strata Manager advised that the following had been completed since the last Strata Council meeting: replaced tank in boiler room; plumbing repairs; graffiti removed from back lane walls.

6) In Progress

The Strata Manager advised that the following remained in progress: installation of mother board at phase II enterphone.

OTHER BUSINESS:

Refuse Removal Services

Staff were requested to obtain rates from refuse removal contractors for comparison purposes.

ADJOURNMENT:

There being no further business, the meeting adjourned at 7:00 pm, until Wednesday, December 3, 2008, at 6:15 pm in the lobby, 3131 Main Street, Vancouver, BC.

STRATACO MANAGEMENT LTD.

#101 – 4126 Norland Avenue

Burnaby, BC

V5G 3S8

Tel: 604-294-4141

Fax: 604-294-8956



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

/dc

MINUTES OF THE SPECIAL GENERAL MEETING OF THE OWNERS, STRATA PLAN LMS 163, CARTIER PLACE, HELD ON WEDNESDAY, OCTOBER 22, 2008, AT 7:00 PM AT THE HOWARD JOHNSON PLAZA HOTEL, 395 KINGSWAY, VANCOUVER, BC

CALL TO ORDER:

The meeting was called to order by Mr. Ben Heyboer, Strata Council President, at 7:10 pm.

CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:

Mr. J.P. Daem, Strata Manager, advised that subsequent to the calling of the roll and certification of proxies it had been determined that there were 28 owners present, 12 represented by proxy, for a total of 40 voting members. A quorum for the meeting consisted of 32 owners, and the meeting was therefore competent to proceed with the business at hand.

FILING OF PROOF OF NOTICE OF MEETING:

The President entered into the record the notice of the Special General Meeting sent to all registered strata lot owners in accordance with the provisions of the Strata Property Act, stating the date, time, place and purpose of the Special General Meeting.

MINUTES OF THE MEETING OF FEBRUARY 13, 2008:

The President noted that a minor amendment was being recommended to the minutes, as Mr. Adam Nott, while introduced as a member of Council, was unfortunately unable to attend the meeting and had been represented at the meeting by his spouse. It was

MOVED AND SECONDED:

That the minutes of the meeting of February 13, 2008, be adopted as amended.

MOTION CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

CAPITAL PROJECTS:

The President then introduced the members of the Strata Council and representatives of management, and thanked the owners for attending the meeting to discuss the two proposed Capital Projects. The President indicated that this was the first step in proceeding with consideration of these projects, and indicated that Mr. Daem representing Strataco Management, on behalf of the Strata Council, would introduce the resolutions and answer any questions owners may have with regards to the proposals.

Mr. Daem then reviewed the materials provided with the Notice of Meeting pertaining to the roof conditions and recommendations that consideration be given to the replacement of the roofs, as well as the report from Quadra Pacific indicating that based on the failures that had been noted in the pipes in Phase I in particular, consideration should be given to the repiping of this building.

A lengthy discussion then ensued with regards to some of the comments in the roofing report pertaining to original construction and repairs. Mr. Daem reviewed some of the history of the buildings, noting that the condition of the roofs had already previously been reported on by Dubas Engineering at the time of the building exterior repairs that were done over a period of time, and that some of the patchwork that had been done to the roofs was an attempt to extend the life of the roofs, and had not been intended as long term solutions to some of the leaks that were reported from time to time, as this would have been deemed a waste of money given the need to replace the roofs.

With respect to the repiping, a number of owners queried the procedures, as well as the costs involved in the anticipated repiping. Mr. Daem reviewed some of the changes which had occurred in the plumbing industry, and the technological changes which now allowed for the installation of pex piping, rather than copper piping, which should extend the life of the plumbing systems.

Some owner queried as to whether any warranties were available either for the roof and/or whether any recourse was available with respect to the failure of the copper pipes. It was noted that the original developer had declared bankruptcy, and that the piping which was installed in the building was unfortunately to code at the time of construction, but failed due to a number of environmental conditions that exist in the Metro Vancouver area, as well as some of the design issues in causing excess of velocity in pressure in the pipes causing premature failure.

The Strata Council emphasized that the problems which had been experienced over the past three to four years were primarily centered in Phase I, and that the proposal at this time was only to consider the repiping of Phase I, although some of the design work would enable the repiping of Phase II should the need arise in the foreseeable future.

Some owners suggested that it may be more prudent to do the design and obtain prices to do both phases. The Council President noted that the Strata Council had some concern that if owners needed to re-roof the building, as well as re-pipe, the total value involved in both projects may be in excess of the ability of some owners to pay.

In answer to a question with respect to the state of reserves, the Treasurer reviewed the current level of reserves, and management noted that a small amount (\$60,000.00) was currently designated to roofs. Mr. Inkster, Treasurer, expressed concern, however, that the Strata Corporation had over the years consistently faced unforeseen expenses, and that depleting the reserves beyond a safety level could place undue pressure on the Strata Corporation's operating budget, and cause increases in strata fees or continued demand for smaller special levies from year to year.

A number of technical questions were raised, and Mr. Daem suggested that the owners may wish to keep these questions in abeyance, as the intent of the Strata Corporation would be to bring forward the tenders, along with capital budgets, either at the Annual General Meeting to be held in late January/early February 2009, or, if the information is not available, at the Special General Meeting to be held in late winter/early spring. The consultants would be in attendance at that time, and could then answer any of the specific technical questions that some owners may wish to raise with respect to the proposed rehabilitation project.

In response to a question from the ownership with regards to the proposal to transfer the monies for the preparation of the specification and obtaining of tenders for the reroofing and the repiping of Phase I from the reserves, the Treasurer noted that these funds had been specifically earmarked in the last budget as a special levy to reserves for the purpose of undertaking this work. The reason for bringing it forward at this Special General Meeting was to enable the Strata Council to obtain the tenders prior to the Annual General Meeting to be held in January or February 2009.

It was then

MOVED AND SECONDED:

That:

WHEREAS The Owners, Strata Plan LMS 163, have acknowledged the roof condition report; and

WHEREAS The Strata Council wishes to engage BC Roof Inspections to prepare the specifications for roof replacement at Phases I and II; and

WHEREAS The Strata Council estimates that a budget of \$1,900.00 + GST (\$1,995.00) will be required to proceed with the specifications for roof replacement;

BE IT THEREFORE RESOLVED THAT The Owners, Strata Plan LMS 163, hereby approve a transfer of \$1,995.00 from the contingency reserve fund to fund the drafting of the specifications for roof replacement at Phases I and II.

MOTION CARRIED UNANIMOUSLY

It was then

MOVED AND SECONDED:

That:

WHEREAS The Owners, Strata Plan LMS 163, have acknowledged the plumbing system report; and

WHEREAS The Strata Council wishes to engage Quadra Pacific Consultants to prepare the specifications for repiping at Phase I; and

WHEREAS The Strata Council estimates that a budget of \$27,500.00 + GST (\$28,875.00) will be required to proceed with the specifications for repiping;

BE IT THEREFORE RESOLVED THAT The Owners, Strata Plan LMS 163, hereby approve a transfer of \$28,875.00 from the contingency reserve fund to fund the drafting of the specifications for repiping at Phase I.

MOTION CARRIED UNANIMOUSLY

OTHER BUSINESS:

Funding Options

An owner noted that there appeared to be little doubt that the owners would be facing a fairly significant special levy if the reroofing and repiping of Phase I is to proceed as planned. She inquired as to the options that would be available to the owners at that time. Both the Strata Manager and Treasurer indicated that every option that is possible would be made available to the owners, including payments in a lump sum, payments over a period of time without interest, and an extended payment period by way of a loan secured by the Strata Corporation. The Strata Manager reminded the owners, however, that such loans are unsecured and consequently at a higher rate of interest. Owners were advised that, where possible, owners should seek their personal financing through their preferred lender, many of whom provide low interest loans for major repairs or improvements such as those being proposed.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:00 pm.

STRATACO MANAGEMENT LTD.

#101 – 4126 Norland Avenue

Burnaby, BC

V5G 3S8

Tel: 604-294-4141

Fax: 604-294-8956



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

/mk

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS
163, CARTIER PLACE, HELD ON WEDNESDAY, DECEMBER 3, 2008, AT 6:15
PM IN THE LOBBY, 3131 MAIN STREET, VANCOUVER, BC**

Council in attendance: Mike White, Vice-President
Jerry Inkster, Treasurer
Gordon Cowan
Adam Nott

Carey Grandy & J.P. Daem
Strataco Management Ltd.

Absent with leave: Ben Heyboer, President
Carla Busnardo

CALL TO ORDER:

The meeting was called to order by the Strata Council Vice-President, Mr. Mike White, at 6:15 pm.

MINUTES OF THE MEETING OF OCTOBER 22, 2008:

The minutes of the meeting of October 22, 2008 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

Renewal of Management Agreement

The Strata Manager advised that the management agreement was signed.

Annual General Meeting - Draft

The Treasurer queried certain components of the proposed 2009 budget. Council expressed their desire to avoid a maintenance fee increase to the possibility of special levies in the upcoming fiscal year. The Treasurer recommended some minor adjustments to retain the current strata fees and requested management to update the budget draft for the next meeting.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

Mr. Jerry Inkster, Strata Council Treasurer, advised that he had reviewed the financial statement for the month of October 2008. The Treasurer queried the cost of graffiti removal, but agreed that it was necessary, requested more information on the proposal by Markic Developments & Restoration to replace two windows and expressed concerns with an invoice from Artisan Plumbing & Heating. It was then

MOVED AND SECONDED:

That the financial statement for the month of October 2008 be approved.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager presented the most recent receivables report for Council's information and advised no accounts required any action by Council at this time.

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.

2009 Meeting Schedule

The Strata Manager presented the 2009 meeting schedule for Council's approval. It was

MOVED AND SECONDED:

That the 2009 regular Strata Council meetings be held on: January 7, March 11, May 6, July 8, September 9, October 28 and December 2 and the Annual General Meeting to be held on February 11, 2009.

MOTION CARRIED UNANIMOUSLY

2009 Annual Calendar

The Strata Manager presented the revised 2009 annual calendar for Council's approval. Council queried whether items such as pressure washing and inaccessible window cleaning would be necessary. It was noted that the schedule did contain an "if necessary" provision. It was

MOVED AND SECONDED:

That the revised 2009 annual calendar be accepted.

MOTION CARRIED UNANIMOUSLY

Enterphone Updated List – Phase II

The Strata Manager presented the updated Phase II enterphone list as of November 21, 2008. It was reported that a number of owners had failed to submit their information to be added to the system. It was suggested that the Strata Manager circulate a follow up information bulletin requesting those who have not yet submitted the required information to be added to the enterphone to do so. Mike White, Strata Council Vice-President, volunteered to assist in updating the enterphone panel.

Rental Information Sheet

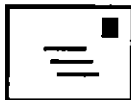
The Strata Manager presented the rental information sheet as of November 17, 2008, noting that there were currently 11 rentals and that the Strata Corporation's bylaws permit 10 rentals. It was noted that Council has received two new requests for permission to rent under the Strata Property Act exemptions. The Strata Manager was asked to provide Council with more information on the options available to Council in considering these requests.

Western Fence and Gate

Council reviewed the proposed installation of a fence and gate system in the north west corner of the lane to prevent homeless people from sleeping in the stairwells. Council discussed the proposal and additional alternatives, and recommended that staff investigate improving the lighting in the area to discourage loitering as an initial deterrent to these activities.

3) Correspondence

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: Phase I: welcome to new tenant; appointment to Strata Council; request for access to strata lot (x2); receipt of Form K; concerns with water ingress; concerns with odor from hair salon; concerns with odors emanating from strata lot; Phase II: uninsured vehicle; permission to upgrade strata lot; concerns with storage in parking stall (x2); approval to rent strata lot (x2).



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) Mechanical

Artisan Plumbing

Council reviewed a quotation for pipe replacement and requested that staff obtain additional prices.

DW Optimum

Council reviewed a maintenance report that recommended the replacement of a sump pump and garbage room fan. After discussion, it was

MOVED AND SECONDED:

That Council approve the replacement of the sump pump in the amount of \$724.00 + GST and not to approve the garbage room fan replacement.

MOTION CARRIED UNANIMOUSLY

5) Insurance

2009 Insurance Quotations

The Strata Manager presented correspondence requesting insurance quotations for the 2009 fiscal year.

ServiceMaster Restoration

Council reviewed an invoice from ServiceMaster for emergency response to a flood on October 24, 2008. It was noted that this invoice was to be charged back to the responsible strata lot.

6) Completed Items

The Strata Manager advised that the following had been completed since the last Strata Council meeting: installed enterphone motherboard (phase II); removed graffiti from back lane; Static Industries replaced breaker (phase II).

7) In Progress

The Strata Manager advised that the following remained in progress: enterphone panel update; investigation of use of mailbox 316; installation of fence in back lane; fire door replacement in back lane; graffiti removal in back lane; repair of doorknob on P1 at phase II

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:10 pm, until Wednesday, January 7, 2009, at 6:15 pm in the lobby, 3131 Main Street, Vancouver, BC.

STRATACO MANAGEMENT LTD.

#101 – 4126 Norland Avenue

Burnaby, BC

V5G 3S8

Tel: 604-294-4141

Fax: 604-294-8956



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

/ss