

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 163, CARTIER PLACE, HELD ON WEDNESDAY, MAY 30, 2007, 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
Carla Busnardo
Adam Nott (arrived at 8:00 pm)

Vivian Cornescu,
Strataco Management Ltd.

CALL TO ORDER:

The meeting was called to order by the Strata Council President, Mr. Ben Heyboer at 6:30 pm.

MINUTES OF THE MEETING OF MARCH 28, 2007:

The minutes of the meeting of March 28, 2007 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

Indemnity Agreement Summary

The President tabled for Council's information the Indemnity Agreement summary as of March 29, 2007.

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, March and April 2007 along with the supporting documents and found them to be in order. It was

MOVED AND SECONDED:

That the financial statements for the months of February, March and April 2007 be adopted as presented.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Manager advised that one strata lot had been liened. It was

MOVED AND SECONDED:

That the legal representative for the Strata Corporation, Kahn Zack Ehrlich Lithwick, be requested to proceed with foreclosure action against strata lot 43, and that all costs incurred in this action be charged against the account of the strata lot.

MOTION CARRIED UNANIMOUSLY

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 163,
CARTIER PLACE, HELD ON WEDNESDAY, JULY 18, 2007, AT 6:15 PM IN UNIT 212
– 189 EAST 16TH AVENUE, VANCOUVER, BC**

Council in attendance: Ben Heyboer, President
Lisa Kwan, Vice-President
Jerry Inkster, Treasurer
Jason Kurtz, Parking
Adam Nott

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 6:15 pm.

DELEGATION:

The owner of strata lot 36 attended the Council meeting, and thanked the Council members for the opportunity to appear before them. The owner advised that the purpose of his attendance was to request Council's permission to install film on the windows of his strata lot. The owner noted that his strata lot is on the south side of the building and on sunny days it gets very hot in the suite. The owner indicated that he had already purchased an air conditioner, which is not capable of cooling down the suite. The owner provided a sample of the heat control film, and noted that this type of film may reduce the heat by up to 70%. The film is good for installation on double-sealed windows.

Mr. Inkster expressed concern that once the film is installed on a double-glazed window the heat penetrating the glass may destroy the window seal, and that if this should occur it would be the responsibility of the owner to repair.

Mr. Heyboer expressed concern that the film may change the exterior appearance of the building as it would tint the window a silver colour, and that the building could develop a "checkerboard" appearance if several owners chose to install such film on their windows.

The owner then thanked the Council for considering his request, subsequent to which he left the meeting.

After discussion, it was

MOVED AND SECONDED:

That the owner of strata lot 36 be granted permission to install a clear heat control film on the windows of the strata lot which reduces the heat penetration by up to 40%, or to install the film that was presented to Council on one window, so that Council may review the appearance and make a final decision. Lastly, an Indemnity Agreement/Assumption of Responsibility is to be signed by the owner.

MOTION CARRIED UNANIMOUSLY

MINUTES OF THE MEETING OF MAY 30, 2007:

The minutes of the meeting of May 30, 2007 were adopted as distributed.

7) **Completed Items**

The Strata Manager advised that the following items had been completed since the last meeting of the Strata Council: windows and awning cleaning; distributed notices regarding various items, power washing of the parkade and permanent plumbing repairs; power washing of gate; repair of gate by Toshi.

8) **In Progress**

The Strata Manager reported that the following remained in progress: permanent plumbing repairs; installation of light fixture in Phase II lobby.

OTHER BUSINESS:

Roof Condition

The Strata Manager advised Council that during a site inspection it had been noted that the condition of the roofs at Phase II was deteriorating, and that management was recommending a roof consulting firm be retained to inspect the roofs. After discussion Council asked the Manager to obtain from various roof consultants a proposal for an inspection and the provision of a report on the condition of the roofs.

Raccoons

Council member Nott advised that a raccoon had been observed on a balcony on a main floor roof deck in the courtyard.

Garden Committee

Council member Kwan advised Council that the City Boulevard Parks Committee has awarded \$160.00 to the Strata Corporation Garden Committee in order to develop the garden section on the corner of 16th and Main Street, and that the garden should be completed before October 2007.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:25 pm, until Wednesday, September 12, 2007, at 6:15 pm in unit 301 – 3131 Main Street, Vancouver, BC.

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**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 163,
CARTIER PLACE, HELD ON WEDNESDAY, SEPTEMBER 12, 2007, AT 6:15 PM IN
THE LOBBY – 3131 MAIN STREET, VANCOUVER, BC**

Council in attendance: Jerry Inkster, Treasurer
 Jason Kurtz, Parking
 Adam Nott
 Carla Busnardo

 Vivian Cornescu,
 Strataco Management Ltd.

Absent with leave: Ben Heyboer, President
 Lisa Kwan, Vice-President

CALL TO ORDER:

The meeting was called to order by the Strata Council Treasurer, Mr. Jerry Inkster, at 6:15 pm.

DELEGATION:

A representative of strata lot 85 attended the Council meeting, and thanked the Council members for the opportunity to appear before them.

Council expressed concern that over the past several weeks, the tidiness and appearance of the front and rear of the commercial strata lot had deteriorated, and requested the representative to ensure that all cigarette butts are picked up regularly from the front of the building throughout the business day, and that a commercial ashtray be installed in the area for use by customers.

Council raised concerns over the untidiness of the back lane area, and suggested that a lock be installed on the garbage container used by the commercial strata lot. The representative of strata lot 85 advised that persons from other buildings throw their garbage into the container.

In response to a question, the representative stated that the oil containers located at the back of the unit are emptied on a regular basis.

Council expressed concerns over the frequency of the cleaning of the ventilation system servicing the strata lot. Over the past several weeks different residents had observed in the early hours of the morning (when the establishment is closed) thick gray smoke emanating from the ventilation system, and an odour had been noticed. Council asked that a copy of the invoice or report from the contractor cleaning the ventilation system be provided to verify it is being cleaned on a regular basis.

The representative stated that they were doing everything in their power to ensure that all areas around the commercial unit (both at the front and back) are clean and tidy.

The representative thanked the Council for their time, and then left the meeting.

After discussion, Council requested that a warning be given to strata lot 85 and that they be requested to ensure that the front and rear areas are kept clean and inspected on a regular basis throughout the business day. Further, a copy of the inspection report or invoice from the contractor who cleaned/inspected the ventilation system is to be provided to verify service.

MINUTES OF THE MEETING OF JULY 18, 2007:

The minutes of the meeting of July 18, 2007 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

Indemnity Agreement Summary

Mr. Inkster presented for Council's information the Indemnity Agreement summary as of August 29, 2007. It was further confirmed that the owner of strata lot 51 had cancelled the improvements to be made to the strata lot.

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 July 2007, and pointed out several invoices which had been paid for work done within the past two weeks. It was then

MOVED AND SECONDED:

That the financial statement for the month of July 2007 be adopted as presented.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager reviewed the status of accounts receivable, noting that one strata lot was under foreclosure, and another strata lot was 90 days in arrears. It was

MOVED AND SECONDED:

That a lien be registered against strata lot 29, and all costs incurred in lien registration (\$450.00) be assessed against the account of said strata lot.

MOTION CARRIED UNANIMOUSLY

Collections

The Strata Manager presented for Council's information correspondence sent to a mortgagee requesting payment of an outstanding debt owed by a strata lot, and correspondence to an owner advising of the assessment of a move-in fee.

Reserve Fund Investments

The Strata Manager presented for Council's information a statement of account received from RBC Dominion Securities to June 29, 2007, 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

The Strata Manager tabled for Council's information the rental information sheet as of July 19, 2007, noting that seven strata lots were rented at Cartier Place at that date.

Vancouver Fire Department

The Strata Manager advised Council that correspondence had been sent to the Vancouver Fire Department requesting an inspection of the area where oil containers have been placed by commercial units. Council expressed concern that the containers may present a fire hazard. The Strata Manager advised Council that no information has been received from the Fire Department to date.

Quotation

Cleaning of fireplace vents: The Strata Manager presented a quotation received from Dickens Chimney for cleaning of the fireplaces in the amount of \$42.00 per unit, with an inspection fee of \$16.00. Council asked the Strata Manager to obtain clarification on the cleaning procedure.

Inspection of plumbing: The Strata Manager advised that she had met with a representative of Quadra Pacific and together they had toured the building, in order that the consultant could provide a fee proposal for an inspection of the condition of the plumbing system. It was noted that several plumbing leaks had been reported over the past month. This matter was tabled to the next Council meeting.

Roof inspection: Council reviewed a quotation from a roofing consultant containing a fee proposal for an inspection of the condition of the roof system. Council noted that in the past year only two minor roof leaks had occurred, but that there was evidence that the condition of the roof, especially at Phase II, is deteriorating. This matter was tabled to the next Council meeting.

Fence at Back Lane

The Strata Manager advised Council that a contractor had been requested to provide a quotation for installing a fence at the back lane exit by Phase II, in order to prevent pigeons from entering the area and nesting around the bicycle rack. Council asked the Strata Manager to ensure the area in question is cleaned and power washed again.

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; painting deficiencies; insuite repairs due to flood; appreciation for volunteering to water planters (sent to two owners); Phase II: welcome to three new owners and one new tenant; newspapers and bamboo blinds; owner requested to remove washer from parking stall; appreciation for volunteering to water planters (sent to three owners); marks on carpet in hallway; odour emanating from commercial unit.



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**

Latham's

The Strata Manager presented a quotation received from Latham's pertaining to replacement of a pipe between two commercial units. This matter was tabled.

DW Optimum

The Strata Manager presented for Council's decision quotations received from the preventative mechanical maintenance contractor pertaining to replacement of a motor for the exhaust fans in the elevator rooms; replacement of bolts, rubber feet and fan belts on makeup air system; and replacement of belts and fans in the parkade levels. It was

MOVED AND SECONDED:

That the quotations received from DW Optimum for the above-noted work be approved.

MOTION CARRIED UNANIMOUSLY

5) **Insurance**

The Strata Manager presented correspondence received from Coastal Insurance Services requesting that one commercial unit comply with the recommendations from the insurer, and that the janitorial contractor provide confirmation of adequate liability protection in the event of a slip and fall injury involving the exterior walkway and sidewalk areas.

6) **Completed Items**

The Strata Manager advised that the following items had been completed since the last meeting of the Strata Council: distributed notice regarding water shutdown; emergency repairs at several units damaged by plumbing leaks; final plumbing repairs at boiler room; repaired elevator in Phase II; repaired garage gate; updated enterphone for various strata lots.

7) **In Progress**

The Strata Manager reported that the following remained in progress: plumbing repairs at hair salon; wall painting in 1st floor hallway, Phase I.

OTHER BUSINESS:

Garage Gate

Council member Kurtz provided a quotation received from Nikls One Call pertaining to quarterly maintenance of the underground garage gate. After discussion it was

MOVED AND SECONDED:

To approve the quotation received from Nikls One Call for quarterly maintenance of the garage gate, in the total amount of \$940.00 per year + GST.

MOTION CARRIED UNANIMOUSLY

Cigarette Smoke and Odours

Residents are requested to ensure that any odours or cigarette smoke which may bother their neighbours and other residents is not allowed to emanate from their strata lot.

ADJOURNMENT:

There being no further business, the meeting adjourned at 7:45 pm, until Wednesday, October, 24, 2007.

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**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 163,
CARTIER PLACE, HELD ON TUESDAY, OCTOBER 30, 2007, AT 6:15 PM IN UNIT
301- 3131 MAIN STREET, VANCOUVER, BC**

Council in attendance: Ben Heyboer, President
Lisa Kwan, Vice-President
Jerry Inkster, Treasurer
Jason Kurtz, Parking

Vivian Cornescu,
Strataco Management Ltd.

Absent with leave: Adam Nott
Carla Busnardo

CALL TO ORDER:

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

MINUTES OF THE MEETING OF SEPTEMBER 12, 2007:

The minutes of the meeting of September 12, 2007 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 October 19, 2007, along with correspondence sent to an owner requesting an Indemnity Agreement be completed in conjunction with approval given to the owner to make improvements within the strata lot.

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 2007, and requested that an invoice received from the fire prevention contractor be charged back to a commercial strata lot. It was then

MOVED AND SECONDED:

That the financial statements for the months of August and September 2007 be adopted as presented.

MOTION CARRIED UNANIMOUSLY

Receivables Report

Council reviewed the status of accounts receivable, noting that one strata lot was under foreclosure and that three strata lots were 60 days in arrears. Council asked the Strata Manager to direct correspondence to the strata lots in arrears, demanding payment and advising that fines will be assessed if payment is not received.

Reserve Fund Investments

Council reviewed a statement of account received from RBC Dominion Securities to July 31, 2007, reflecting a portion of the Strata Corporation's reserve fund investments.

2008 Operating Budget Draft

Council carefully reviewed the proposed 2008 operating budget and made various changes, after which it was

MOVED AND SECONDED:

That the proposed 2008 operating budget be tabled to the next Council meeting.

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.

Nikls One Call Property Services

The Strata Manager advised Council that correspondence had been sent to the contractor advising of approval of the garage gate maintenance contract.

Quotations

Plumbing system condition report: Council reviewed a quotation received from Quadra Pacific Consultants (for budget purposes) to inspect and provide a report on the plumbing system. It has been noted that major water leaks are occurring, especially after a scheduled water shutdown to attend to repairs.

Roof condition report: Council reviewed correspondence from Inter-Provincial Roof Consultants pertaining to their fees for a roof condition report. The quotation was obtained for budgetary purposes only.

Maintenance at phase one: Council reviewed a quotation from a contractor for maintenance of phase one of the building envelope repairs, obtained for budget purposes. This work will require completion in Spring 2008.

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 provide copy of valid vehicle insurance; request for front door frame repairs; update for pet registry; water ingress around windows; Phase II: welcome to three new owners; strange odour emanating from commercial unit; evidence of cockroaches in strata lot; vehicle storage insurance received; report of vehicle break-in; 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) **Mechanical**

Council reviewed the mechanical maintenance service report received from DW Optimum for August 2007.

5) **Legal**

Council reviewed correspondence sent to the Strata Corporation's legal representative pertaining to foreclosure proceedings against a strata lot, and correspondence sent to an owner regarding a chargeback of legal costs.

6) **Completed Items**

The Strata Manager advised that the following items had been completed since the last meeting of the Strata Council: painted wall on 1st floor, Phase I; replaced ceiling tiles at one commercial unit; removed washer from parking stall; repaired P2 garage gate; repaired plumbing leak at one strata lot and in Phase II lobby.

OTHER BUSINESS:

Emergency Procedures

Council reviewed the procedures to be followed in case of emergencies as well as the communication between owners and management.

Enterphone Update

Council noted that a contractor had been requested to attend to update the enterphone in regards to several units in Phase II, as the system had been malfunctioning.

ADJOURNMENT:

There being no further business, the meeting adjourned at 7:55 pm, until Wednesday, December 5, 2007, at unit 106 – 189 East 16th Avenue, Vancouver, BC.

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 163, CARTIER PLACE, HELD ON WEDNESDAY, DECEMBER 5, 2007, AT 6:15 PM IN UNIT 106 – 189 EAST 16TH AVENUE, VANCOUVER, BC

Council in attendance: Ben Heyboer, President
Lisa Kwan, Vice-President
Jerry Inkster, Treasurer
Adam Nott

Vivian Cornescu,
Strataco Management Ltd.

Absent with leave: Jason Kurtz, Parking
Carla Busnardo

CALL TO ORDER:

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

MINUTES OF THE MEETING OF OCTOBER 30, 2007:

The minutes of the meeting of October 30, 2007 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

Council asked the Strata Manager to obtain bulk pricing quotations for replacement of the shower cartridges and washing machine hoses in order that this information can be passed along to the owners. Council noted that replacement of these components is the responsibility of the owner pursuant to the Strata Corporation's bylaws.

PRESIDENT'S REPORT:

Indemnity Agreement Summary

Council reviewed the Indemnity Agreement summary as of November 13, 2007, 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 statement for the month of October 2007 along with the supporting documentation and invoice copies. It was

MOVED AND SECONDED:

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

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager reviewed the receivables report, noting that two strata lots were 90 days in arrears and one strata lot was under foreclosure. It was

MOVED AND SECONDED:

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

MOTION CARRIED UNANIMOUSLY

Collections

Council reviewed correspondence sent to a strata lot owner regarding invoice chargebacks related to the removal of storage from a parking stall and legal fees.

2008 Operating Budget Draft

Council reviewed the second draft of the proposed 2008 operating line-by-line, after which it was

MOVED AND SECONDED:

That approval of the proposed 2008 operating budget be tabled to the next Council meeting.

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.

2008 Meeting Schedule

Council reviewed the proposed meeting schedule for 2008, after which it was

MOVED AND SECONDED:

That regular Strata Council meetings be held on January 16, April 2, May 28, July 16, September 10, October 22 and December 3, 2008, and the Annual General Meeting be held on February 13, 2008.

MOTION CARRIED UNANIMOUSLY

Pro King Maintenance

Council reviewed a request from the janitorial maintenance contractor for a fee increase to \$1,500.00 per month effective January 1, 2008, with said fee to remain in effect until December 31, 2009. The Strata Manager noted that the last increase in janitorial contract fees was on January 1, 2005. After discussion it was

MOVED AND SECONDED:

That Pro King Maintenance be authorized to increase their monthly fee to \$1,500.00 + GST effective January 1, 2008 through December 31, 2009.

MOTION CARRIED UNANIMOUSLY

Monitall Monitoring

Council reviewed the steps for programming the enterphone in Phase II. The Strata Manager advised Council that the contractor had indicated that the enterphone system is not compatible with phones having an area code of 778. The Strata Manager was asked to determine whether the system can be upgraded or must be replaced.

National Home Warranty

Council reviewed correspondence sent to National Home Warranty requesting a two year warranty inspection of phase two building remediation work.

3) **Correspondence**

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: welcome to new owner; request for pest control.



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**

Council noted that the 2008 landscape maintenance contract had been awarded to Rakes & Ladders Landscaping. Council asked the Strata Manager to request the landscape contractor to provide their fees for aeration of the lawns in the spring and fertilization of the lawns throughout the season.

5) **Mechanical**

Council reviewed the preventative mechanical inspection report for October 2007 received from DW Optimum.

6) **Insurance**

The Strata Manager advised that requests for proposals for renewal of the Strata Corporation's insurance policy effective January 1, 2008 had been sent to various insurance brokers.

7) **Completed Items**

The Strata Manager advised that the following items had been completed since the last meeting of the Strata Council: repaired leak in hair salon; repaired commercial mailboxes; repaired electrical.

8) **In Progress**

The Strata Manager advised that the following remained in progress: plumbing leak in commercial unit; insuite repairs at hair salon; ceiling repairs in Phase II lobby; painting walls in various locations.

OTHER BUSINESS:

Roof Condition Report

Council noted that one quotation had been obtained from Inter-Provincial Roof Consultants for a roof condition report. After discussion it was

MOVED AND SECONDED:

That Inter-Provincial Roof Consultants be authorized to proceed with preparation of a roof condition report for a fee of up to \$2,000.00 + GST, on the condition that the report be delivered before January 16, 2008.

MOTION CARRIED

Phase I Elevator

Council noted that over the past several weeks numerous callouts had been made to Richmond Elevator concerning the elevator in Phase I, which becomes stuck, making it very difficult for residents to enter or exit the building. The Strata Manager advised that correspondence had been sent to Richmond Elevator requesting a summary of the service calls, noting the problem, recommendations for repair and a quotation for addressing the problem to ensure the elevator functions properly.

Snow Removal

The Strata Manager advised Council that the 2008 snow removal contract had been awarded to Pro King Maintenance.

Break-ins

Council noted that a vehicle had been broken into and the items stolen dumped in the Phase II elevator. Residents are asked to not allow anyone to enter the building unless they can show a fob.

Pet Bylaws

Residents and owners are reminded that dogs are not allowed in the building pursuant to the Strata Corporation's pet bylaw.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:15 pm, until Wednesday, January 16, 2008.

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