

MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR 2691 HELD WEDNESDAY, SEPTEMBER 15th, 2004, SUITE #418-711 EAST 6th AVENUE, VANCOUVER, BC

The meeting was called to order at 6:30 pm

Council members present:

Mike Cooke, Chair
Chris Hawley
David Smith
Brenda Wheatley
Camilla Berry
Robert McCandless
Damaris Sargent

Condex Property Management Ltd.

Edward N. Whitlock, Property Manager

1. Previous Minutes:

It was duly **MOVED AND SECONDED** to approve the minutes of the previous Council meeting held July 29th, 2004 as circulated. **CARRIED**

2. Caretaker's Report:

Resident caretaker, Alfonso, provided a report to Council with on recent maintenance activities. Alfonso reported a resident utilizing a barbeque on their balcony, allowed smoke from the barbecue to enter their suite and when they opened the suite door, activated the alarm system for the building. Alfonso also noted a resident on the 2nd floor activated the smoke alarm system when they burned some food on their stove. All residents are requested to ensure proper care and attention is taken during cooking, either on stove or barbeque, so as to not cause smoke which will activate the alarm system. Alfonso advised kids in the neighborhood have been playing on the east side retaining wall wherein they have loosened the telephone posts which make up the retaining wall, and they have fallen over into the driveway below. The east side entrance door was recently broken into. Alfonso advised he has undertaken repairs to the door. Alfonso advised of a fire in the 2nd floor laundry room which was caused by the exhaust fan overheating. It was noted the fire department attended the building. Alfonso advised Council he put out the fire with a fire extinguisher from the hallway. Alfonso advised of numerous moves in and out of the building during the past six weeks. Following discussion and questions Council thanked Alfonso for his report.

3. Financial Statement:

Council member, David Smith, provided a review of the July, 2004 financial statement. Following discussion and questions it was duly **MOVED AND SECONDED** to approve the statement as presented **CARRIED**

The Property Manager advised the legal action initiated against one owner on the 3rd floor has resulted in full payment of all outstanding arrears on that account.

4. Mail Security:

Lengthy discussion was held with regards to security measures being undertaken for the building's mail. It was noted the mailboxes have now been relocated into the main lobby room, which is more visible and will hopefully discourage theft. A quotation was received for the installation of a monitoring camera which would be trained on the mailboxes. Following discussion Council agreed a second quote be

obtained before proceeding with the installation. Council also requested a small shelf be installed for the collection of junk mail.

5. East Retaining Wall:

The Property Manager advised Council of a very serious situation with regards to the east retaining wall. It was noted the retaining wall is made up of a large number of old telephone poles, which have loosened and rotted at the base. Recently, kids from the neighborhood have been playing in the area, wherein they loosened a number of the poles and pushed them over onto the driveway below. This represents a serious liability issue for the building. The Property Manager recommended immediate action be taken to remedy the collapsing retaining wall. The Property Manager presented to Council a quotation in the amount of \$25,000.00 to have the entire land area along the retaining wall, 15 feet back, reduced in height by approximately four feet. By removing the earth in this fashion, would result in the retaining wall being pushed back 15 feet away from the cement retaining wall, wherein a new fence could be installed. Following discussion Council agreed the Property Manager would set up an on-site meeting with the Council to review the proposal and associated costs. It was also agreed an alternate quotation be obtained. Council agreed remedial work should be initiated as soon as possible. The Property Manager advised temporary wooden barricades have been placed along the retaining wall where a number of the telephone poles have fallen away.

6. Correspondence:

- a) Correspondence was received from a resident on the 2nd floor expressing concern regarding the recent fire in the laundry room. The resident suggested some form of fire notification system be set up so that the fire department is contacted in the event of an emergency. Council discussed this item thoroughly and noted proper procedures are in place and recommended any owner seeing fire or smoke immediately contact 911 and report.
- b) Correspondence was received from a resident on the 2nd floor expressing concern and complaint regarding noise emanating from a suite directly above them. It was noted the resident above has recently installed a hardwood floor. Council requested a letter be forwarded to the owner on the 3rd floor, asking that high-traffic areas be carpeted with area carpets to reduce the noise.
- c) Any resident making written suggestions for the Strata Council must sign their suggestion or letter, as anonymous notes will not be acknowledged.
- d) Correspondence was received from an owner on the 3rd floor expressing concern regarding usage of the bicycle room. The owner noted there are numerous bikes in the room which are not being used at all, and recommended they be removed. The owner also recommended a new light be installed. The Property Manager advised a new light has recently been installed in the bicycle room. The owner also expressed concerns with regards to the recent relocation of the mailboxes in the lobby. The owner asked that the mailboxes be relocated back to their original location. Council agreed the mailboxes will remain as relocated due to security concerns. The owner requested their balcony be inspected for necessary repairs.

7. Other Business:

- a) Council agreed the lighting in the lobby area will be reviewed following completion of the mailbox relocation. Council member, Damaris Sargent, reported on City regulations with regards to any wall removal within a suite. Damaris noted a City of Vancouver building permit is required should an owner wish to remove any wall within a suite.

- b) Council requested a letter be forwarded to an owner on the 4th floor, requesting items stored on their balcony be removed in accordance with Strata Corporation bylaws.
- c) Residents are reminded the door immediately to the right of the enterphone unlocks when actuated by the enterphone system.

There being no further new business the meeting adjourned at 8:50 pm. The next Council meeting is scheduled to be held on **Wednesday, October 27th, 2004 at 6:30 pm.**

**Condex Property Management Ltd.
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Please Read...

Residents are reminded moves in or out of the building must be conducted between the hours of 9:00 am and 9:00 pm

All dogs are to be leashed while on common property