

**MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR 2691 HELD WEDNESDAY, OCTOBER 27<sup>th</sup>, 2004, SUITE #418-711 EAST 6<sup>th</sup> AVENUE, VANCOUVER, BC**

The meeting was called to order at 6:35 pm

Council members present:

Mike Cooke, Chair  
Chris Hawley  
David Smith  
Brenda Wheatley  
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 September 15<sup>th</sup>, 2004 as circulated. **CARRIED**

**2. Caretaker's Report:**

Resident caretaker, Alfonso Tang, provided Council with a report on recent maintenance activities in the building. Alfonso noted an owner had called Terasen Gas recently, as they smelled a strong odor of natural gas near their suite. It was noted the technician from Terasen Gas turned the gas off to the building, as a gas regulator required repair. It is to be noted residents should first contact either the caretaker or the Property Management Company in instances like this, rather than calling the utility directly. Alfonso noted a suite on the 2<sup>nd</sup> floor has expressed concern regarding their suite being too hot. Alfonso noted their suite is located directly above the boiler room and that no corrective action can be taken. A new security camera has recently been installed in the lobby area. Alfonso advised of several moves in and out of the building during the past six weeks. Following discussion and questions Council thanked Alfonso for his report.

**3. Owner Presentation:**

An owner from the 3<sup>rd</sup> floor made a presentation to the Strata Council regarding his concerns about fire safety procedures. The owner noted there had recently been a small fire in the 2<sup>nd</sup> floor laundry room and was querying what fire procedures were in place that were mentioned in the previous Council meeting minutes. The Council noted the building's fire alarm system is monitored by an outside monitoring company, and that when the fire alarm sounds, the monitoring company immediately contacts the Fire Department and dispatches a fire truck. The alarm company then contacts the caretaker or a Council member, if possible, to ascertain where the fire might be in the building.

Lengthy discussion was held on this item. The Council notes that should any owner see fire in the building they should immediately call 911 and advise of the situation. Once the alarm bells are sounded, all residents should immediately leave their suite and exit the building. Following further discussion and clarification the owner thanked Council for their input.

**4. Financial Statement:**

Council reviewed the September, 2004 financial statement. Following discussion and questions it was duly **MOVED AND SECONDED** to approve the statement as presented **CARRIED**

**5. Mail Security – Camera Installation:**

The Property Manager reported a new surveillance camera has now been installed in the lobby area, which is fixed on the mailboxes. Residents can tune into cable #59 to view both the front entranceway and the mailboxes. It is hoped the camera surveillance of the mailboxes will prevent further break-ins to the mail.

**6. East Retaining Wall:**

The Property Manager provided Council with an update on the corrective measures taken to the east retaining wall. It was noted the overall job has proceeded very well and the dangerous environment the old retaining wall posed has now been eliminated. The total job should be complete within the next few weeks. Council was most pleased with how the job has proceeded and agreed some decorative trees be planted in the newly excavated east side area. Council also agreed bark mulch would be placed on the newly excavated area for beautification.

**7. Correspondence:**

- a) Correspondence was received from a resident on the 2<sup>nd</sup> floor expressing concern and complaint regarding noise emanating from the suite above. It was noted the residents above have recently installed a hardwood floor in their suite. The Property Manager advised he had already forwarded a letter to the owners requesting they undertake measures to decrease the amount of noise transmitted to the suite below.
- b) Correspondence was received from a resident on the 3<sup>rd</sup> floor expressing concern regarding an altercation with another resident regarding usage of the laundry facilities. The resident noted the laundry facilities were being used for an extended period of time by another resident, which they found unfair. Following lengthy discussion and consideration Council noted it would be extremely difficult to implement a system of hours of usage for the laundry room and therefore requests all residents to be respectful of their neighbors and not to monopolize the laundry facilities for extended an period of time. Thank you for your cooperation.

**8. Other Business:**

- a) Council requested doorstops be purchased for installation on common area walls for handles of fire doors.
- b) Council requested the drain at the east side entrance door, lower level, be cleaned out.
- c) Council requested the 2<sup>nd</sup> floor laundry room have a section of the vinyl floor repaired following the small fire.

There being no further new business the meeting adjourned at 8:10 pm. The next Council meeting is scheduled to be held on **Wednesday, January 5<sup>th</sup>, 2005 at 6:30 pm.**

**Condex Property Management Ltd.**  
**210-2695 Granville Street**  
**Vancouver, BC V6H 3H4**  
**Tel: 604-682-5611**