

**MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR 2691 HELD
WEDNESDAY, JANUARY 14th, 2004 IN SUITE #418-711 EAST 6th AVENUE, VANCOUVER, BC**

The meeting was called to order at 6:35 pm.

Council members present:

Mike Cooke, Chair
Dave Smith
Brenda Wheatley
Camilla Berry
Regina Van Berckel
Robert McCandless

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 December 3rd, 2003 as circulated. **CARRIED**

2. Caretaker's Report:

Resident caretaker, Alfonso Tang, provided Council with a report on recent maintenance activities in the building. Alfonso advised a vehicle was broken into recently in the underground garage area. A main drain sump located in the upper parking area was backing up and the plumber has been called to clear the line. An additional roof leak was noted above a suite on the 4th floor. Temporary repairs to the roof have been made for the interim. Alfonso advised Council that numerous tenants in the building are requesting he undertake minor repairs in the suites in which they reside. Obviously this is an owner responsibility and Council instructed Alfonso to inform the tenants they should be contacting their landlord for in-suite repair work. It was noted a sprinkler pipe in the underground garage area broke during the recent freeze. Repairs will be undertaken shortly. Alfonso also advised the main garage door for the underground garage was recently repaired. It was noted there has been recent theft of mail from the lobby. Residents are again urged not to allow anyone into the building via the enterphone who is not personally known to them. Council thanked Alfonso for his report.

3. Financial Statement:

Council reviewed of the November, 2003 financial statement. Following discussion and questions it was duly **MOVED AND SECONDED** to approve the statement as presented. **CARRIED**

All maintenance arrears accounts of various owners were reviewed in detail.

4. Correspondence:

- a) Correspondence was received from an owner on the 2nd floor requesting numerous dead cedar trees be removed from the complex. Following discussion Council agreed the dead shrubs be removed.
- b) Correspondence was received from an owner on the 3rd floor expressing concern and complaint regarding excessive noise emanating from a suite above. The owner also noted there was a hairline crack in the plaster of the living room ceiling. Council requested a letter be forwarded to the offending unit and noted the hairline crack in the plaster was most likely due to building settlement and is not a strata responsibility for repair.

5. Reroofing:

The Property Manager advised Council specifications for the reroofing project have now been finalized and the job has been put to tender. The Property Manager advised the quotations for the reroofing project will be ready for Council review at the next scheduled Council meeting. Quotations are also being obtained for the replacement of all rooftop decks. The Property Manager confirmed the aluminum railing along the rooftop decks will be removed and stored for reinstallation following the construction of the new wood decks.

6. Other Business:

- a) General discussion was held with regards to bicycle storage. It is noted a large bicycle room located on the 1st floor is available for resident use. Council noted several residents are storing their bicycles on their balconies in contravention of Strata Corporation bylaws. Council requested any offending resident be fined in accordance with the bylaws for storage of bicycles on balconies.
- b) Further discussion was held with regards to the caretaker's duties. It is again noted the caretaker is not responsible for any in-suite repairs other than those dealing with the heating system. Please do not approach the caretaker for these types of repairs other than in the case of an emergency. Tenants are requested to contact their landlord for various in-suite repairs that are necessary. All residents are advised the resident caretaker's hours of work are 8:00 am to 4:00 pm, Monday through Friday. Again, please do not contact the caretaker outside of these hours unless it is an emergency situation. Thank you for your cooperation.

There being no further new business the meeting adjourned at 8:50 pm. The next Council meeting is scheduled to be held on **Wednesday, February 11th, at 6:30 pm in suite #418.**

Condex Property Management Ltd.

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IMPORTANT NOTICE....

The second special assessment for reroofing is due **February 1st, 2004**. Those owners who have not paid the previous special assessment and other outstanding maintenance fees, together with the February 1st assessment will have their accounts turned over to the law firm offices of Clark Wilson for collection. It is to be noted all legal fees incurred in the collection of outstanding funds will be charged back to the owner. Typically, these legal fees will amount to between \$2,000.00 and \$2,500.00 for collection. Your Strata Council strongly urges you to make immediate arrangements for full payment for all outstanding moneys to avoid these legal charges being applied against you. Those owners who are short of funds and in arrears should consult their financial institution where their mortgage is held, and ask that they pay the outstanding funds and have the payment applied to their mortgage.