

MINUTES OF STRATA COUNCIL MEETING
GREENWICH ON 5TH - LMS 4180
1858/1868 W. 5th Ave & 2150 – 2158 Cypress Street, Vancouver, BC
Monday, September 24, 2007

ATTENDANCE

Gary Thandi	#408E	Joyce Connors	#108E
Sharon Turner	#311W		
Adam Vasilevich	#310W		

Regrets

Eric Douglas #201E
Katherine Franke #2158

Lyndon King was present representing AWM-Alliance Real Estate Group Ltd (AWM). The meeting was called to order at 6:35 pm

MINUTES OF THE MEETING

Following discussion it was moved, seconded and carried to approve the previous minutes of July 30, 2007.

FINANCIAL REPORT

Following discussion, it was moved, seconded and carried to approve the June and July 2007 financial statements as provided.

Accounts Receivable – The Property Manager and Council reviewed the accounts receivable where the Property Manager was instructed to affect collection as necessary. There was 1 Owner identified to be followed up for collection.

AWM-Alliance conducts collection in accordance with the bylaws each month on all outstanding accounts. Owners, please be advised that your monthly maintenance payments are due and payable on the first of each month. Non-compliance may result in the Strata Council assessing fines, interest charges applied to outstanding balances, removal of access to common facilities, and/or having a legal lien placed on the unit with a collection fee of \$450.00 plus GST charged to the suite. **Owners are encouraged to correspond with Council if they expect delays/experience financial difficulties.**

*****Owners are advised all payments should be made by either post-dated cheques or pre-authorized payment form (EFT).*****

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Heritage Home Painting** – The Property Manager advised that the painting of the Heritage Buildings is now complete. A deficiency walkabout was conducted and minor deficiencies identified. The contractor will be paid out minus the 10% holdback. It was noted that the trellis in the courtyard will be reviewed along with the fences of the Heritage Homes next year for painting.
2. **Landscaping Improvements**—The Strata Council and Property Manager discussed work to date. It was noted that the irrigation work is now complete at the front by the new lights and that additional planting will be done shortly. These plants will be donated from residents of the building. It was further noted that an owner with concerns will meet with the landscape committee. Tree pruning will take place in October as well as a walkabout with the landscaper and the irrigation company to plan for improvements in 2008. An additional walkabout will be conducted and residents invited to attend as the landscape committee will at that time provide details pertaining to the improvements that will occur in 2008.
3. **Elevator 1858 Building**—The Property Manager advised that he has spoken and written to the elevator company regarding the break downs and that Richmond Elevator has addressed problems and that the elevator will be monitored for breakdowns. Richmond Elevator will be requested to provide responses as to why it took so long to respond to the breakdowns and to ensure that a better maintenance program be implemented to prevent breakdowns.
4. **Carpet Replacement 3rd and 4th Floor 1868 Building**—The Property Manager advised that the common hall carpet replacement is complete. Unit 309 was not completed at the time of the meeting. However, the contractor will be contacting the unit to complete the work. It was noted that the unit may be charged with the cost of the return trip by the contractor.
5. **Garbage Doors**—The Property Manager advised that they have completed all repairs in the garbage rooms.
6. **Boiler Invoice**—The Property Manager advised that a cheque has been received from CT Control Temp regarding a payment made regarding a warranty item in the amount of \$3,129.96.
7. **First Floor Painting**—It was noted that the first floor painting of both buildings is complete. The contractor will be paid out.

Correspondence—A letter was received regarding a pet owner allowing their pet to defecate in the courtyard. It was also noted that an owner knows of the unit and has placed the excrement on the patio of the unit owner.

Please make sure you pick up after your pets. The courtyard grass is now beginning to look much better.

IMPORTANT SECURITY PRECAUTIONS

We request that all residents take these necessary precautions:

- Never leave your remote control in your vehicle
- Do not leave anything in your vehicle
- Do not leave any items in your parking stall
- Do not allow strangers into the building (behind you or through entry phone)
- Meet delivery personnel at the front door
- Watch garage gate close after driving in/out of parking garage

Condo Reminders

Rentals: In accordance with the legislation and the bylaws, all owners renting their strata lots are reminded that it is mandatory to have an updated *"Form K", Notice of Tenants Responsibilities*, given to the strata corporation each time a new tenant moves into the strata lot. It is requested at this time that all tenanted strata lots provide an updated "Form K".

AS PER THE BYLAWS, IF AN UPDATED "FORM K" IS NOT FILED WITH AWM A FINE WILL BE ISSUED TO THE STRATA LOT EACH MONTH OF \$50.00.
TO OBTAIN A "FORM K" PLEASE SEE WEB SITE: WWW.FIC.GOV.BC.CA.

Move In/Out: Please note that seven days notice must be provided in writing to AWM-Alliance for all move in/out stating the date, time, and duration of the move, along with a contact phone number to confirm the appointment. Non-compliance may result in fines being assessed by the council.

Exterior Alteration: All Owners please be advised that any alterations, changes or modifications to the exterior of your suite/building must be presented to and approved in writing by the strata council prior to any work beginning. Non-compliance will result in the owner restoring the exterior to its original condition at their cost.

NEW BUSINESS

1. **Minute Distribution**—Following discussion, it was determined that a notice will be posted after each meeting to advise Residents that a meeting has been held and to go online to read them. Owners are encouraged to access AWM-Alliance's website (www.awmalliance.com, there after click on "Strata Owner's Login") and download the minutes for the Strata Council Meetings by typing: USERNAME: LMS4180 PASSWORD: GREENWICH. If Owners wish to continue having the minutes mailed to them, please inform AWM-Alliance in writing via fax: 604-893-1721 or email to info@awmalliance.com with the subject heading Greenwich on 5th Minutes Request". Please ensure you indicate your unit number in the email.
2. **Carpet Cleaning**—Following discussion the council approved a carpet maintenance program. Cleaning will take place twice per year with the first cleaning taking place in September 2007.
3. **Insurance Renewal**—The Property Manager presented the renewal documents from CMW to council which was approved.
4. **Raccoon Trap**—The Property Manager was requested to provide a trap to an owner in the building who will trap the animal and release it.
5. **Gutter Cleaning**—This item has been tabled until further notice.

ADJOURNMENT

There being no further business the meeting was adjourned @ 7:50 pm.

NEXT MEETING – The next meeting is scheduled for October 29, 2007 at 6:30 pm in unit 108-1858.

These minutes submitted by Lyndon King, Senior Property Manager
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