MINUTES
OF THE SPECIAL GENERAL MEETING
THE OWNERS STRATA PLAN LMS 2446
SPACE

Held on Tuesday, April 22, 2008
Within the Meeting Room
1238 Seymour Street
Vancouver, BC

The meeting was called to order at 7:30 pm by Strata Council Vice President, Michael McHolm.

Crosby Property Management Ltd. was represented by Parmjit Gill, Property Manager.

CALLING THE ROLL AND CERTIFICATION OF PROXIES

The attendance register confirmed at the time of commencement of the meeting there were 13 eligible voters in attendance and 34 represented by proxy for a total of 47. The quorum requirements for LMS 2446 are a minimum of 74. The quorum requirements having not been achieved, the meeting was delayed for 30 minutes as per the Bylaws and proceeded at 7:30pm with the business at hand.

PROOF OF NOTICE

It was moved/seconded that the notice dated April 2, 2008 complied with the notice requirements. CARRIED.

APPROVAL OF GENERAL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Annual General Meeting held October 24, 2007 as circulated. CARRIED.

CONSIDERATION OF RESOLUTION "A" 3/4 VOTE AUTHORIZATION TO EXPEND FUNDS FROM THE CONTINGENCY RESERVE FUND - REPAIRS TO ENCLOSED BALCONY ROOFS

Preamble

At the time of the building envelope rehabilitation in 2002, RDH, the Consulting Engineers reported that the roofs of the enclosed balconies and the 20th floor roof decks had a limited life because of ultra violet deterioration and other deficiencies. It was decided to delay repairs until the performance of the roofs could be evaluated and funds were available. As part of the building's ongoing maintenance, the building envelope was inspected last year and RDH recommended that the roofs should be replaced as soon as possible. The problem was discussed at the Annual General Meeting held October 24, 2007. Repairs will be carried out starting in April 2008.

The TNC fixed price quote includes a $15,000 allowance for routine tower maintenance work such as replacement of missing window glazing stops and installing sealant. TNC expects to start the work in April 2008 and to last about 4 months. RDH has allowed two extra months in their estimate for weather and sub-trade delays (which they have experienced a lot of lately). The budget includes RDH fees for 6 months estimated at $4,500/month for field review and construction administration.

Funds are available to proceed with this work.

The estimated project cost is:

Repair roofs, TNC quote including tower maintenance:	$ 335,000.00
RDH Consultants Fees:	$ 27,000.00
Contingency 10%	$ 35,000.00
Subtotal:	$ 397,000.00
GST:	$ 19,850.00
Total	**$ 416,850.00**

Source of Funds:

Building Envelope / Roof Reserve Fund:	$ 305,000.00
Contingency Reserve Fund:	$ 111,850.00
Total:	**$ 416,850.00**

Balance remaining in Contingency Reserve Fund will be:	$ 136,150.00

It was moved/seconded to approve Resolution "A" as follows:

BE IT RESOLVED by a 3/4 vote of the owners Strata Plan LMS 2446, Space that the Strata Council be authorized to expend an amount not to exceed the sum of $87,000.00 (Eighty Seven Thousand Dollars) from the Contingency Reserve Fund to repair the balcony roofs.

Discussion

An owner noted that the funds showing in the Resolution "A" ($87,000.00) did not match the amount showing in the Preamble ($111,850.00) which is to be withdrawn from the Contingency Reserve Fund. The correct amount is $111,850.00.

It was moved/seconded to change the amount of Resolution "A" from $87,000.00 to $111,850.00. CARRIED.

It was moved/seconded to approve Resolution "A" as amended and as follows:

BE IT RESOLVED by a 3/4 vote of the owners Strata Plan LMS 2446, Space that the Strata Council be authorized to expend an amount not to exceed the sum of $111,850.00 (One Hundred and Eleven Thousand, Eight Hundred and Fifty Dollars) from the Contingency Reserve Fund to repair the balcony roofs.

Discussion
Owners expressed their concerns as to why there was only one quote for this work which was costly to the strata and felt that the Strata Council should obtain at least two more quotes.

Council explained that RDH, the engineering consultant for this project, strongly recommended that we obtain a single bid from TNC, a contractor which has satisfactorily completed other comparable projects including a major phase of the 2002 building envelope rehabilitation. TNC has quoted a price which is within the RDH job estimate and has a ten year warrantee.

There is a serious shortage of skilled and experienced trades and as a result RDH often negotiates with contractors that have trades suitable for a particular project instead of obtaining several bids. The Balcony Roof Replacement project is far from being a conventional roofing job and the advantages of working with a contractor of known experience and reliability outweighs the benefits of competitive bidding. The RDH recommendation to award the contract to TNC, subject to the price being within the RDH estimate was discussed, agreed, and reported in the January 9, 2008 Council meeting

Council advised that this was extra special circumstances. Otherwise it is the Council's practice to obtain three quotes.

Three more owners joined the meeting.

CONSIDERATION OF RESOLUTION "B" 3/4 VOTE
AUTHORIZATION TO WITHDRAW FUNDS FROM THE
BUILDING ENVELOPE/ROOF RESERVE FUND

It was moved/seconded to approve Resolution "B" as follows:

BE IT RESOLVED by a 3/4 vote of the owners Strata Plan LMS 2446, Space that the Strata Council be authorized to expend an amount not to exceed the sum of $305,000.00 (Three Hundred and Five Thousand Dollars) from the Building Envelope/Roof Reserve fund to repair the balcony roofs.

Following the discussion the Strata Council Vice President called for the vote. Owners were advised to vote on both Resolutions "A & B" and vote in consistency (yes to both Resolutions or no to both Resolutions) as all the funds are needed in order to proceed with this project.

The vote on resolution A & B was called with the result being 45 IN FAVOUR, 4 OPPOSED and 1 ABSTAINED. CARRIED.

INFORMATION ON CHANGE OF PROPERTY MANAGEMENT

Owners were informed that the Management Contract with the Strata Corporation had been terminated by Crosby Property Management Ltd. The *Real Estate Strata Act* (RESA) was passed in 2005 for protection and benefit of Strata Corporations. The Space Strata Corporation was requested to sign a new Agency Agreement in October 2007. The new Agreement included some increases such as an increase in processing payroll. The Council had received no answer when requested why this increase was necessary.

Crosby Property Management Ltd. also asked for a levy on Space's trust accounts to cover banking charges, which was also not accepted by the Strata Council. The Strata Council met with management of Crosby Property Management Ltd., but reached no agreement.

The Council was provided two months in accordance with the agency agreement in which to find a new property management company. Four companies were interviewed and Wynford Group was selected. There was not much of a difference in management fees, but it will be higher than what is currently being paid to Crosby Property Management Ltd.

An owner queried how the management companies change hands? The Property Manager advised that Crosby will forward all of the owners contact information to the new management company. Owners will have to forward their banking information for the pre-authorized payment plan for strata fees to the new management company.

An owner questioned the new management company's reputation as he was concerned about companies going bankrupt.

Owners were advised that all funds are in trust accounts and all accounts are under the Strata Corporation's name and are not under the management company's name.

GENERAL DISCUSSION

Q: An owner asked if there is any future plan to renovate the common rooms.
A: It was suggested that a committee be formed, where different ideas and plans can be formed, and then forward them to the Strata Council. The Strata Council will then see if any of the plans/ideas are affordable.

Q: An owner queried if there is any discussion on development across the street.
A: Owners were advised to pay attention to the Council Meeting Minutes. Owners not whishing the development to go ahead were advised in the council meeting minutes to dispute the developer/

An owner suggested contacting other Stratas in this area to join in.

Q: At the last Annual General Meeting it was discussed to roll back the strata fees if the Strata's budget ends up with surplus.
A: It was advised that the operating budget is in a surplus so far, but it is hard to say how it will be by the year end, especially with the recent expenses of the elevator, fire panel and HVAC system.

Many owners reported condensation problems with their single pane windows. Owners were advised to sign up to have their windows changed from single pane to double pane. In order to get discount rates from the contractors, as the cost will be the owners' responsibility to have their windows changed.

There being no further business, the meeting was adjourned at 8:35 pm.

Parmjit Gill
Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office #(604) 683-8900
www.crosbypm.com

Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.

MINUTES
OF THE COUNCIL MEETING
THE OWNERS OF SPACE STRATA PLAN LMS 2446
SPACE

Held on Tuesday, May 20, 2008
In Meeting Room
1238 Seymour Street
Vancouver, BC

COUNCIL IN ATTENDANCE:	Barry Promislow	President
	Michael McHolm	Vice-President
	Peter White	Treasurer
	Adora Provinciano	
	Gina Juliano	
	Channa Pelpola	
REGRETS:	Parmjit Gill	Crosby Property Management Ltd.

The meeting was called to order at 6:35 pm by Strata Council President, Barry Promislow

RESIDENT MANAGER REPORT

No report was submitted. Jayde, the Resident Manager resigned with effect May15, 2008

APPROVAL OF COUNCIL MEETINGS MINUTES

The Minutes of the Council Meeting held April 15, 2008 have not been circulated and approval was deferred.

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the April 2008 financial statements. CARRIED.

REPORT OF UNAPPROVED EXPENDITURES

There are no unapproved expenditures to report.

REPORT OF LITIGATION

To the best of our knowledge there is no litigation to report.

BUSINESS ARRIVING FROM PREVIOUS MINUTES

1. **Roof Anchors**: The roof anchors on the podium that are used for window cleaners staging have been replaced. The original anchors were removed when the 4th floor roof membrane was replaced.

2. **Window Cleaning**: The window cleaning will proceed as quoted by Sea to Sky window Cleaners.

Minutes of the Council Meeting
The Owners Strata Plan LMS 2446
Held on Tuesday, May 20, 2008

CORRESPONDENCE

1. An owner has requested a third garage door remote opener. Council will request clarification from the owner before issuing a response. The limit is two garage door remotes per suite.

2. The Building Valuation has been increased from $33,240,000 to $37,440,000. Council approved increasing the insurance value to the revised valuation.

NEW BUSINESS

1. **Resident Manager Replacement**: The position has been advertised and although many applications have been received for the position, few are suitable. Council is interviewing those with the necessary qualifications and experience.

2. **Part Time Cleaner**: Julio has taken over the duties of Resident Manager and arrangements have been made for a part time cleaner to assist Julio until a Resident Manager is hired.

3. **Water Damage**: Arrangements have been made to repair the water damage in #2002 and #2003 which was caused by a leaking sprinkler pipe.

4. **Balcony Upgrades**: The repair of enclosed balcony roofs is scheduled to start on June 9. Details of the effect on residents are included in the mailing by Wynford, the new Property Managers that take over on June 1

5. **Strata Newsletter**. Council appreciates the time Mitch Kenyon has taken to prepare newsletters during the many years that he has been a resident in Space and wishes to point out that the recent newsletter reflects his opinions which are not necessarily those of Council. We wish him the best in his new residence.

6. **Notice of Parkade Washing and Alarm Testing**: During the recent parkade washing it was necessary to employ Busters tow truck to move 34 cars in the parkade for a total cost of $866. There are 45 fire alarms that have not been tested. In hindsight it might have been better to leave the parkade washing and alarm testing until the new Property Manager and Resident Managers had taken over, but very admirably, the Crosby Property Manager did not want to leave any half finished jobs for the new Managers. Because of the insufficient notice Council has decided not to charge the residents who did not move their cars from the parking lot. The disruption to residents caused by the parkade washing and testing of fire alarms is below the standard Council considers acceptable. Council will work to avoid future situations like this whenever possible.

   Council appreciates your patience during this unusually busy period of engaging a Property Manager, hiring a Resident Manager, dealing with a major elevator failure and setting up the Enclosed Balcony Roof repair project at a time when one Council Member has resigned and two others have been unavailable due to previous commitments.

7. **Elevator Failures**: Space has a service, maintenance, and repair contract with ThyssenKrupp. Council is extremely disappointed by the failures of the elevators, the lack of spare parts and shortage of qualified tradesmen, but there are no easy options to resolve these problems. Council is advised that repairs will be completed as soon as physically possible and regret the inconvenience residents are experiencing. Council is considering terminating the contract with ThyssenKrupp upon its expiry.

8. **Change of Property Manager Company**: Council looks forward to working with Wynford, the new Property Management company to help facilitate a smooth transition. The instructions for payment of Strata fees to Wynford will be mailed by May 23 latest.

9. **Council Vacancy**: There is one vacancy on Strata Council. Interested owners are encouraged to bring forward their names to Council for consideration by June 11.

There being no further business, the meeting was adjourned at 8:40 pm. The next meeting will be held on Thursday June12, 2008 at 6:30 pm.

The Wynford Group

Airport Square, #815 – 1200 West 73rd Avenue, Vancouver, B.C., Canada V6P 6G5 ♦ 604-261-0285 ♦ FAX 604-261-9279
PROPERTY MANAGEMENT SERVICES

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2446, SPACE, HELD ON THURSDAY, JUNE 12th, 2008, AT 7:00 P.M., IN THE SOCIAL LOUNGE AT 1238 SEYMOUR ST., VANCOUVER, B.C.

In Attendance:	Barry Promislow Gina Iuliano Channa Pelpola Adora Provinciano	President
Guest:	Michelle Audet	#206
Regrets:	Michael McHolm Peter White	Vice President Treasurer
Property Manager:	Michael Chess	The Wynford Group

1. **CALL TO ORDER**

The meeting was called to order by the Council President at 7:00 p.m. The Council President welcomed all to the meeting. The Property Manager, Michael Chess, introduced himself to Council and gave a brief overview of his qualifications and experience.

Michelle Audet, a recent Owner in SPACE, was in attendance at the meeting with the intent of joining Council as a replacement member. Michelle Audet was welcomed to sit through the meeting although formal appointment to Council would occur later in the meeting.

2. **MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** (Iuliano / Provinciano) to approve the Minutes of the May 26th, 2008 Council meeting, with the following amendment under Correspondence: "An Owner contacted Council with questions about the garage door clickers and access fobs. Council will request clarification from the Owner before issuing a response." **CARRIED UNANIMOUSLY**.

3. **FINANCIAL REPORT**

A. Operating Statements

The Council Treasurer, Peter White, provided copies of the April 2008 Financial Statements along with a report to Council Members for review. However, since the Treasurer was not in attendance, approval of the April Statements was deferred until the next meeting.

B. Receivables Report

The Property Manager reviewed the receivables report with Council noting that, due to the changeover in management, there are a large number of arrears at this time. Owners are requested to ensure that Strata Fee payment arrangements are made as soon as possible. Please contact The Wynford Group if you are in doubt as to what to do.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

A. Balcony Roofs Renewal Project

Council reviewed the colour samples chart to select the colour of the balcony flanges, which are visible from the street and other suites. Council selected a colour very similar to the existing blue grey.

Council also discussed the project planning which has progressed over the past two years in view of the claims of Residents and Owners that they were not aware that the project was commencing June 9th, 2008.

Council also discussed and agreed to storage of fourth floor Residents' patio furniture and other items that would have to be moved for the project. Council suggested that a moving company be retained to assist with moving and storing items, if required, to avoid possible Strata Corporation liability in the event of damage to Residents' belongings. Plants may be stored on the common patio, if necessary. However, the Strata Corporation will not accept responsibility for care, damage, or loss of the plants. Residents must, however, pack their belongings and should store valuable or fragile items in their suites.

Two fourth floor Residents have also requested that the work above their patios be scheduled for later in the summer to previously planned events. Council agreed to the adjustment in the schedule to suit those Residents' needs, if possible.

The Property Manager was also requested to check with the Engineer as to work required on the fourteenth floor.

B. Water Damage / Sewer Back-up Incidents

Two separate water damage incidents have occurred over the past few weeks. The most serious incident involved a toilet back up which caused damage to multiple suites. The Owner of the suite where the damage originated had apparently refused to provide access so that damage could be assessed and proper remediation conducted. The Property Manager was requested to correspond with the Owner to advise that access under these circumstances is mandatory.

An earlier incident where a sprinkler head caused water damage to two suites was also discussed. The scope of work was submitted by First On Site Restoration in the amount of $3,400 and reviewed by Council. It was **MOVED / SECONDED** (Provinciano / Iuliano) to approve the water damage repairs to units #2002 and #2003 as per the First On Site scope of work. **CARRIED UNANIMOUSLY.**

C. Caretaker Recruitment

Interviews for potential Caretakers continue. Council is intent on locating the best possible candidate for the building. Other issues were discussed such as weekend coverage and updating the Caretaker suite. The Property Manager was requested to have a contractor paint the suite and, perhaps, replace the flooring as well as install new laundry equipment.

D. Elevator Repairs

The repairs to the elevator are now complete and the elevator has been returned to operation. The cost of the failed drive system will likely be covered by the Strata Corporation's boiler and machinery insurance and the cost to repair the failed gearbox is covered under the elevator maintenance agreement.

In order to prevent a future gearbox failure, the Property Manager was requested to find out from the elevator contractor if there is a preventative maintenance inspection or other procedure to warn if a similar failure is a possibility and have the unit repaired before it fails.

E. Exercise Room Air Conditioner
Council reviewed a quote from Latham's to repair the air-conditioning unit at a cost of $640 plus GST. Council agreed to the cost of repairs if it is determined that the unit is not covered under warranty. Subsequent to the meeting, it was determined that the warranty has expired.

F. Strata Corporation Suite
Council members signed the Form 15, which transfers the mailing address for the Caretaker suite as recorded in the Land Titles office to The Wynford Group.

5. NEW BUSINESS

A. Maintenance Schedule
Council requested that a maintenance schedule be prepared by the Property Manager to cover routine items such as window cleaning, dryer duct servicing, and all other maintenance items, which is primarily used for scheduling but will also assist with budget planning in the future.

B. Planter Drainage
The Property Manager was requested to find out from the Engineer if they have previously been asked to investigate planter drainage problems.

C. Social Rooms Upgrade
Council will be considering ideas to change the use or configuration of the social rooms. Owners will be consulted at the Annual General Meeting before any plans are finalized. Further discussion will ensue once the new staff is hired.

D. Replacement Council Member
It was **MOVED / SECONDED** (Provinciano / Pelpola) to approve the appointment of Michelle Audet as replacement Council Member. **CARRIED UNANIMOUSLY.** Michelle Audet will be invited to accept the position until the next annual general meeting.

6. PROPERTY MANAGER'S REPORT

A. Site Inspection Report
The Property Manager will, for future meetings, be preparing a site inspection report intended to supplement the report submitted by the Caretaker.

B. Correspondence
Six items of correspondence were sent and/or received on behalf of the Strata Corporation and were attached to the agenda for Council's review.

The following items were discussed:

- Council reviewed two separate noise complaints and requested that the Property Manager send warning letters to the offending Residents and to advise the complainants of the intended action.
- Council reviewed an email correspondence pertaining to the replacement of enclosed balcony glass with double paned. The Property Manager will arrange for quotations through Accurate Glass and two Council Members offered to use their suites as samples. The Property Manager will also let the Owner know of these plans.

- A request from a new Owner to obtain additional fobs for a contractor was declined by Council noting security of the building in general as a primary concern.

7. **MEETING TERMINATION**

As there was no further business to discuss, the meeting was terminated at 8:45 p.m.

The next meeting is scheduled for Thursday, July 10th, 2008, at 6:30 p.m.

NOTE: PLEASE MAKE YOUR CHEQUES PAYABLE TO "STRATA PLAN LMS 2446" AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF EACH OF YOUR CHEQUES.

Do you have a question regarding payment of your account?
If so, please call 604-261-0285 and ask for the Accounts Receivable Department.

ATTENTION

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.

THE WYNFORD GROUP OFFICE HOURS ARE MONDAY TO FRIDAY, 9:00 A.M. TO 5:00 P.M. FOR AFTER-HOUR EMERGENCIES ONLY, PLEASE CALL 604-261-0285, THEN PRESS "1" TO BE CONNECTED TO THE ANSWERING SERVICE.

APPROVED BY COUNCIL: _____ DATE: _____

(06/20//08) (MIN-06.12.2446)

The Wynford Group

Airport Square, #815 – 1200 West 73rd Avenue, Vancouver, B.C., Canada V6P 6G5 ♦ 604-261-0285 ♦ FAX 604-261-9279
PROPERTY MANAGEMENT SERVICES

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2446, THE SPACE, HELD ON THURSDAY, JULY 10th, 2008, AT 6:30 P.M., IN THE SOCIAL LOUNGE, 1238 SEYMOUR STREET, VANCOUVER, B.C.

In Attendance:	Barry Promislow	President
	Michael McHolm	Vice-President
	Peter White	Treasurer
	Gina Iuliano	
	Adora Provinciano	
Regrets:	Channa Pelpola	
	Michelle Audet	
Property Manager:	Michael Chess	The Wynford Group

1. CALL TO ORDER

The Council President called the meeting to order at 6:30 p.m.

2. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED** (White / McHolm) to approve the Minutes of the June 12th, 2008 Council Meeting, as circulated. **CARRIED UNANIMOUSLY.**

3. FINANCIAL REPORT

A. Operating Statements

It was **MOVED / SECONDED** (White / Iuliano) to approve the May 2008 Financial Statements, as prepared by Crosby Property Management. **CARRIED UNANIMOUSLY.**

Council approved the invoice from Diversified Systems for video camera installation in the bike room and for Sea to Sky Window Cleaning for cleaning all exterior windows and included an extra, which increased the cost from the original quote.

B. Receivables Report

The Property Manager reviewed the receivables report with Council noting that, due to the changeover in management, there are still a large number of arrears at this time.

Important Notice

Owners are requested to ensure that Strata Fee payment arrangements are made as soon as possible. Please contact The Wynford Group if you are in doubt as to what to do.

C. Financial Audit

Council discussed having a full audit conducted for LMS 2446 in consideration of the change in Property Managers. The Property Manager will obtain a quotation.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

A. Balcony Roofs Renewal Project

The Balcony Roof Renewal Project is underway and progressing well. All current issues concerning the fourth floor Residents affected by the project have been resolved for time being.

The colour for the balcony flanges has been selected and was intended to be as close to the original colour as was available.

B. Water Damage / Sewer Back-up Incidents

Access has still not been gained to Suite #801 where a serious incident involving a toilet backup causing damage to multiple suites. The Strata's Insurance Adjuster has sent a letter to the Strata Lot Owner advising that proper remediation for the water damage is essential. Council directed the Property Manager to provide the Owner with forty-eight hours notice for access in accordance with Section 10.1 of the Strata Corporation's Bylaws to ensure that the suite was adequately dried and repaired.

The remedial work for the other suites affected has been approved and is expected to commence within one week.

The remedial work for Suites #2002 and #2003 caused by a leaking fire sprinkler is underway as well as the repairs to Suite #213 resulting from a kitchen sink back-up.

Council discussed the recurring issue of drainage problems in the building and will be working with the Plumbing Contractor, Latham's, who suggests that the problem relates to blocked drainage vents. In order to be proactive and ensure no further or major damages occur, Council requested a quotation be prepared to clean all drainage vents in the building. Quotes will be presented to Council in the next meeting and will be approved via email prior to the next meeting if possible. Depending on the cost, a second quotation may be required.

A Council Member pointed out that, recently, the water to certain suites was shut-off without notice to the Residents and, although this was an emergency, the Caretaker is expected to advise affected Residents of how long the shutdown will be required.

C. Caretaker Recruitment

Suitable candidates were selected and initially accepted the position as Resident Caretakers. Unfortunately, the candidates later decided not to accept the position due to various communication and timing problems.

Council requested that The Wynford Group take over recruiting for potential Caretakers although Gina Iuliano will continue to act as the point person. Council has already posted the position on various online sites and has received potential applicantions but, to ensure that we have various options for a suitable manager, Council has also approved an interim budget of $250 for newspaper advertising expenses.

Council reviewed the work required in the Caretaker suite. The Property Manager advised that the first quote received was for $3,000 plus GST. Two additional quotes are expected shortly.

Council approved a quote to replace the laundry equipment with a Whirlpool combination washer and dryer in the amount of $847 plus tax and shipping.

D. Elevator Repairs

Parts to rectify a levelling problem are still on order.

Council approved the proposal from J.W. Gunn Consultants at a cost of $1,000 plus GST to review the elevator equipment to ensure reliability.

E. Exercise Room Air Conditioner
Repairs complete.

5. NEW BUSINESS

A. City of Vancouver – Bylaw Violations
Approximately thirteen suites have been cited by the City of Vancouver for alterations conducted when the building was first occupied. These violations relate to additional floor space and installation of stairs to loft areas. Owners who have received a letter from the City of Vancouver must apply for a development permit in order to have the alterations approved or the alterations must be removed.

It was **MOVED / SECONDED** (Provinciano / McHolm) to approve the Property Manager preparing and providing a letter of approval to Owners upon request in order to obtain the necessary City permit. **CARRIED UNANIMOUSLY.**

B. Social Rooms Upgrade
Due to other priorities, a request for Owners' proposals for the social room upgrades and reccomendations will be deferred to February 2009. However, to ensure we have funds set aside for the project, Council will ask for a vote at the Annual General Meeting to add a line item budget for expenses for the social room upgrade in February 2009.

C. Latham's Mechanical Preventative Maintenance Agreement
After review, it was determined that preventive maintenance is not required monthly as a savings to the building. Council agreed to reduce the frequency of the preventative maintenance agreement from monthly to quarterly, as monthly service is not necessary. The Property Manager was requested to negotiate the renewal accordingly.

Council also reviewed a quotation from Latham's to repair fan ducting and to investigate a problem with a make-up air unit. Council declined to proceed as building staff can complete this work.

D. Electrical Vault Servicing
The Property Manger was requested to obtain quotations for servicing the electrical vault equipment, as this work is a B.C. Hydro requirement that must be conducted every two years.

E. Fire Safety Equipment
Council reviewed a letter received from the fire safety contractor, Fire Pro, suggesting that the main fire panel be replaced as parts are no longer available and the panel cannot be reset. The Property Manager will obtain quotations for presentation to Council.

It was **MOVED / SECONDED** (Iuliano / Provinciano) to approve all deficiency work relating to the annual fire safety test as per Fire Pro's recommendations. **CARRIED UNANIMOUSLY**. In-suite devices not tested during the initial inspection will require testing upon Fire Pro's return. Residents who do not provide access to suites for the second round of testing will be held responsible for the costs associated with the third visit. In-suite testing is mandatory every year.

F. Bylaw Violations

Council reviewed five Bylaw violation forms completed by the Caretaker. Council agreed that all alleged offenders should receive an initial warning letter.

G. Parkade Gate Repairs

A quote to replace the parkade gate operator and motor has been received from the Overheard Door Company in the amount of $2,101 plus GST. It was **MOVED / SECONDED** (Provinciano / McHolm) to approve the Overhead Door Company quote. **CARRIED UNANIMOUSLY**.

H. Garbage & Recycling Contract

Council approved the Waste Management contract renewal, which included a $30 per month increase. The Property Manager was authorized to sign the renewal on behalf of the Strata Corporation.

I. Strata Insurance Renewal

Council approved the Strata Insurance Renewal with BFL Canada originally presented to Council via email. The renewal premium was $44,623 representing an insurance limit of $37,447,500.

J. Planter Drainage

Council Member, Peter White, explained the problem with planters that have drainage problems resulting in leaks; in particular, a leak into the bike room as well as ponding at one of the front entrance planters. RDH Engineering has offered to investigate the problem but requires the soil and rocks to be removed. Council approved up to $300 to remove the soil and rock from the front entrance planter.

K. Shut-off Valve Replacement Program

It is recommended that shut-off valves be replaced as we have had situations where these valves proved to be faulty and caused additional water damage. Council requested that a previous program to replace toilets, sinks and laundry shut-off valves be re-instituted. A sign-up list for Owners who wish to take part in the program will be posted. The cost of the replacement valves will be the Strata Lot Owner's responsibility. Peter White will contact the former Property Manager for the details as this program was initiated some time ago. As well, it was suggested that thermostats be replaced with electronically controlled units at the same time.

L. Towing Contract

There has been an increase of violators parking vehicles in the fifteen minute short-term parking area and Owners parking in the visitors stall. Council requested that the Property Manager find out from Buster's Towing if they can patrol our short-term parking on a regular basis.. Another option is Council Member contact information can also be provided to Buster's so that a Council Member could potentially contact Buster's to have vehicles removed from the short-term parking area for violation of the parking Rules.

M. Moving Procedures

Council will be formalizing moving procedures with new policies to ensure security of the building while moves are in progress. A $200 moving deposit was suggested as well as to have a security guard available to watch the front door. Other possible options are to establish a maximum time limit for moves, require a premium for moves on holidays and to retain a portion of the deposit should a move be cancelled at the last minute.

N. Bike Racks
It was pointed out that the new bike racks have different numbering and, therefore, Residents will have to advise the Strata Corporation of the new number. A notice with a tear-off section, to be returned to the Strata Corporation, will be distributed to all Residents so that a new list can be compiled.

O. Bylaw Review
In advance of the 2008 Annual General Meeting, Adora Provinciano has been working on the revised Bylaws. Once the Bylaws have been re-formatted as a completely new set, they will be proposed to the Owners for approval.

P. Video Cameras & Security
A representative of Diversified Systems will be invited to attend the next Council meeting to discuss recommendations for additional security and surveillance upgrades.

Q. Movie Shoots
A movie company has requested permission to use a suite as a set for filming. Council does not object; however, a Bylaw will be added to deal with specific concerns such as approval by Council, fees, insurance, and times of the day that filming would be permitted.

R. Council Communication
Council discussed email communication procedures with the Property Manager noting that only one Council member will provide direction on any particular issue.

S. Annual General Meeting
Council agreed to hold the Annual General Meeting on ***Thursday, September 25th, 2008, at 7:00 p.m.*** Further details including preparation of the 2008 / 2009 Operating Budget will be discussed at the next Council meeting.

6. PROPERTY MANAGER'S REPORT

A. Site Inspection Report
The Property Manager provided Council with a copy of a recent site inspection report, which outlined several deficiency and repair items that will be addressed over the next month.

B. Correspondence
Six items of correspondence were sent and / or received on behalf of the Strata Corporation and were attached to the Agenda for Council's review.

The following items were discussed:

- Council reviewed a request for a detailed explanation as to the number of key fobs distributed to Residents. Council advised that the primary purpose for restricting the number of fobs is security of the building.

- Council reviewed a request from an Owner to exchange lockers with the purchaser of the suite. Council approved the exchange subject to a notarized agreement between the parties and the inclusion of the agreement in the contract of purchase and sale.

- An Owner has offered assistance with redesign of the common area planters at a cost of $250. Although Council appreciates the offer, Council cannot endorse payment to an Owner for work as all other Owners provide assistance as volunteers.

- Council reviewed but declined to approve a request from a ground floor Resident to install an air conditioning unit above their entrance door. The Strata Corporation's Bylaws do not permit such an installation.

7. **MEETING TERMINATION**

As there was no further business to discuss, the meeting was terminated at 9:30 p.m.

The next meeting is scheduled for **Monday, August 18th, 2008**, at 6:30 p.m.

NOTE: PLEASE MAKE YOUR CHEQUES PAYABLE TO "STRATA PLAN LMS 2446" AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF EACH OF YOUR CHEQUES.

Do you have a question regarding payment of your account?
If so, please call 604-261-0285 and ask for the Accounts Receivable Department.

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APPROVED BY COUNCIL: _____ DATE: _____

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The Wynford Group

Airport Square, #815 1200 West 73rd Avenue, Vancouver, B.C., Canada V6P 6G5 • 604-261-0285 • FAX 604-261-9279
PROPERTY MANAGEMENT SERVICES

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2446, THE SPACE, HELD ON MONDAY, AUGUST 18th, 2008, AT 6:30 P.M., IN THE SOCIAL LOUNGE, 1238 SEYMOUR STREET, VANCOUVER, B.C.

In Attendance:	Barry Promislow	President
	Michael McHolm	Vice-President
	Peter White	Treasurer
	Gina Iuliano	
	Adora Provinciano	
	Michelle Audet	
Property Manager:	Geraldine Svisdahl	The Wynford Group
Resident Manager:	Naile Gega	
Guests:	John Pelletreau	Diversified Systems
	Ken Wong	Genesis Alarms
Absent:	Channa Pelpola	

1. **CALL TO ORDER**

The Council President called the meeting to order at 6:30 p.m.

2. **INTRODUCTION OF RESIDENT MANAGER & PROPERTY MANAGER**

Naile Gega, the New Resident Manager, was introduced to members of the Council and she then left the meeting.

Mike Chess has resigned from The Wynford Group. Geraldine Svisdahl has been assigned to The Space until such time as a permanent Property Manager is hired by The Wynford Group.

3. **PRESENTATION BY DIVERSIFIED SYSTEMS**

The two guests were present to talk to Council about installing more security cameras. A coloured camera has been installed, on a temporary basis, in the rear lobby and it is suggested that two more cameras be installed in the rear lobby. It was confirmed that there are sufficient channels on the current DVR equipment to accommodate more cameras.

Discussion also took place with respect to building access. To make the access system work with the same fob for the garage gate and for building door access, the garage door system would have to be changed. However, this project could be implemented in stages. It was suggested that a committee be formed to look into additional cameras and the access system and the guests agreed to provide estimates as soon as possible.

The guests then left the meeting with the thanks of Council.

4. **MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED** (White / McHolm) to approve the Minutes of the Council meeting held July 10th, 2008, as circulated. **CARRIED UNANIMOUSLY.**

5. FINANCIAL REPORT

A. Operating Statements

Deferred until the final statement for the month of July 2008 is received, including all accruals.

B. Receivables Report

Owners are indebted to the Strata Corporation in the amount of $85,176.86. This is mostly caused by Owners who have not made arrangements to pay their Strata Fees to the new property management company.

The Property Manager advised that she had sent 91 letters to Owners who are in arrears.

It was **MOVED / SECONDED** (Provinciano / White) to direct the Property Manager to send lien warning letters to all Owners who are three months or more in arrears. **CARRIED UNANIMOUSLY.**

6. BUSINESS ARISING FROM PREVIOUS MINUTES

A. Audit

Following discussion, it was agreed that the Strata Corporation would not conduct an audit for the fiscal year end.

B. Drainage / Venting Problems

The work to clean out the sewer vents will start on August 21st, 2008.

C. City of Vancouver Bylaw Violations

Nine suites have been contacted by the City of Vancouver with respect to unauthorized changes made to the Strata Lot. The City has advised that it is possible for these Strata Lot Owners to buy extra density. The Strata Council will take no further action, as the City is dealing directly with the Owners concerned.

D. Latham's Contract

The Property Manager was directed to provide members of the Council with a copy of the Latham's contract, specifying exactly what they do for the Strata Corporation.

It was **MOVED / SECONDED** (White / McHolm) to continue with the monthly contract, excluding service of the generator. **CARRIED UNANIMOUSLY.**

E. Fire Panel

Fire-Pro Fire Protection Ltd. has provided an estimate, in the amount of $75,455, plus GST, plus permits, plus fire watch services (if necessary), plus wall repairs, to replace the obsolete fire alarm panel. The Property Manager was directed to obtain two more proposals, so that this project can be presented to the Annual General Meeting.

F. Planter Drainage

It was suggested that the contractors be changed to a smaller drainage contractor and that a second opinion be obtained. The Council President will follow up on this issue.

G. Shut Off Valves

The Property Manager was directed to post a sign up sheet so that Owners can sign up to have their shut off valves replaced. It was noted that, as the building ages, these valves become weak and have a propensity to leak. If they are not replaced, water damage can be extensive and the resultant costs would be the responsibility of the Strata Lot Owner where the leak originated.

The Property Manager will confirm the latest costs and post the appropriate sign up sheet.

H. Towing / Busters

The Property Manager advised that Busters checks the rear driveway every 15 to 30 minutes. The Property Manager was asked to contact Busters and make arrangements for them to be more diligent in the evenings and weekends.

I. Moving Procedures

Discussion will take place with respect to the new Building Manager, in an attempt to make moving procedures more efficient. In addition, a proposed change to the Bylaw governing moving in and out of the building will be presented to the Annual General Meeting.

J. Building Bylaw Review

Adora Provinciano had previously provided members of the Council with the proposed new Bylaws, which will be presented to the Annual General Meeting on September 25th, 2008. Council will review these Bylaws and provide a final copy to the Property Manager by August 30th, 2008. The proposed Bylaws will be posted on the Strata Corporation's website, so that Owners will have an opportunity to discuss and review the Bylaws prior to the Annual General Meeting. The Strata Corporation's website is www.spacebuilding.ca and the log in code is FG0695.

K. Hydro Vault Servicing

The Property Manager provided Council with three proposals for cleaning out the Strata Corporation's hydro vault, which is due in April 2009. The issue was tabled, but will be presented as a Resolution to the Annual General Meeting.

L. Bottle Recycling

In an effort to find a solution to bottle recycling, the Property Manager was directed to obtain information from organizations that give back to the community, such as "United We Can."

M. Elevator Repairs

Considerable discussion took place and it was agreed that the invoice for the major elevator repairs would be provided to the Strata Corporation's insurance company, so that an insurance claim can be made. Once this issue is resolved, the Property Manager was directed to review the elevator maintenance contract.

7. NEW BUSINESS

A. New Home Warranty Program

Final distribution of funds from the New Home Warranty Program is forthcoming.

B. Storage Lockers

The Property Manager was directed to have the Resident Manager check to make sure that everyone who is using a new locker is paying for same.

C. Rear Fences
Tabled.

D. Landscaping
The quote for landscaping work on the north patio was reviewed and it was agreed to table this matter until the drainage issue is solved.

E. Exterior Metal
Shine Guard has agreed to do a "no charge" test patch on the exterior metal, so that this company can provide the Strata Corporation with a firm quote for maintenance of this metal. The Property Manager was directed to make these arrangements.

F. Maintenance Schedule
The Property Manager advised that she is in the process of preparing a maintenance schedule for the Strata Corporation and the timeline to finish this project is approximately two months.

G. Lobby Floor Maintenance
The Property Manager was directed to obtain more information from Slate Renew with respect to exactly what is included in the proposal and the quality of the penetrating sealer.

H. Plaques for the Roof Anchors
Mike McHolm volunteered to obtain two additional plaques.

I. Annual General Meeting Agenda
It was agreed that the following items would be on the Annual General Meeting Agenda:

- Bylaw changes.
- Replace the fire panel.
- Service the hydro vault.
- Adoption of the 2008 / 2009 Operating Budget.
- Upgrade of the common rooms.
- Resolution to the north side patio drainage and leaking issues.

It was noted that financing of the hydro vault clean, replacing the fire alarm panel, resolving the north side drainage and leakage issue and upgrade of the common rooms will be funded outside of the Operating Budget, as they are non-annual expenses.

The Annual General Meeting Agenda will also include the President's Report.

J. Draft Operating Budget
A second draft was presented to Council and Council agreed to review, and make recommendations and suggestions to the Council Treasurer, who will then provide the finalized budget to the Property Manager.

K. Dryer Vents – Units #712 & #1012
The dryer vents in these suites will need to be modified, at the Strata Corporation's expense, as part of the balcony membrane project.

L. Dryer – Unit #104

The Property Manager was directed to refer the Owner to Suite #104 to previous correspondence.

M. Dryer Vent Cleaning

The Property Manager advised that she had recently arranged for dryer vent cleaning for three Strata Lots (one of which was the Strata Corporation's suite) from the inside. The Property Manager was directed to follow up with one of the Owners with respect to the efficacy of this clean out.

N. Extra Garage Door Openers & Fobs

Following a review of the Strata Corporation's Bylaws, the Property Manager was directed to advise an Owner that the Strata Corporation cannot provide additional garage door openers and key fobs, in contravention of the Bylaws.

O. Pet Bylaw

A request from an Owner to have a visiting pet, in contravention of the Strata Corporation's Bylaws, was denied.

8. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

Copies of the Property Manager's recent site inspection report and the latest inventory were presented to Council.

B. Correspondence

Forty-nine items of correspondence were reviewed, including welcome letters to the new Owners of Units #308, #412 and #1703.

C. Completed items

1. Insurance policy renewed.
2. Garbage contract renewed.
3. Fitness room air conditioning unit repaired.
4. Resident Manager hired.
5. Strata's suite painted, carpets and blinds cleaned, laundry taps repaired, washer / dryer delivered, dryer vent cleaned from inside.
6. Two lobby lights repaired.

D. In Progress

1. Drainage work.
2. Balcony roof renewal project.
3. Fire safety deficiencies.
4. Repairs 2002 / 2003 post sprinkler head leak.
5. Repair parkade sprinkler compressor.
6. Repair fan in exercise room.
7. Miscellaneous lock / door closer repairs.
8. Repair elliptical trainer.
9. Elevator consulting by J.W. Gunn.
10. Repairs #213 – post sewer backup.

11. Repairs #601, #701, #702, #712, #802 – post leak from #801.
12. Auger drains – #505, #1504.
13. Repairs 7th floor (charge back).

9. **MEETING TERMINATION**

Due to the lateness of the hour, it was agreed to defer the remaining items on the Agenda under the New Business category. The meeting was terminated at 9:20 p.m.

The next meeting will be held on **Thursday, September 11th, 2008**.

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If you witness anyone throwing anything out of the windows, please report it to the Property Manager. If you are able to record anyone throwing cigarette butts, or any other objects, out of their windows on video, please contact the police and The Space Strata Council.

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APPROVED BY COUNCIL: _____ DATE: _____

The Wynford Group

Airport Square, #815 – 1200 West 73rd Avenue, Vancouver, B.C., Canada V6P 6G5 ♦ 604-261-0285 ♦ FAX 604-261-9279
PROPERTY MANAGEMENT SERVICES

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2446, THE SPACE, HELD ON THURSDAY, SEPTEMBHER 11th, 2008, AT 6:30 P.M., IN THE SOCIAL LOUNGE, 1238 SEYMOUR STREET, VANCOUVER, B.C.

In Attendance:	Barry Promislow	President
	Michael McHolm	Vice-President
	Peter White	Treasurer
	Gina Iuliano	(arrived at 7:56 p.m.)
	Adora Provinciano	
Property Manager:	Geraldine Svisdahl	The Wynford Group
Resident Manager:	Naile Gega	(left at 7:35 p.m.)
Guests:	Bill Lietzow	
Regrets:	Michelle Audet	
Absent:	Channa Pelpola	

1. **CALL TO ORDER**

The Council President called the meeting to order at 6:30 p.m.

2. **GUEST BUSINESS**

Mr. Lietzow was present to express concern over the fact that the Strata Corporation had charged him for Latham's to come out with respect to drainage problems. The Owner then left the meeting with the thanks of Council. Council directed the Property Manager to get a full report from Latham's, in order that Council can make an informed decision on this matter.

3. **RESIDENT MANAGER'S REPORT**

The Resident Manager presented her written report to Council and the following items were discussed:

- Arrangements will be made to remove all of the "junk" which has been left in locker rooms; not properly stored in the lockers, but left in the aisles, and any other "stuff" which has been disposed of inappropriately in the garbage room.

Residents are reminded that the garbage room is for normal household garbage only. Anything else must be disposed of off-site by the Owner of the items and this particularly refers to renovation materials.

- A price will be obtained to install a camera at the entrance to the garbage room.
- "No Smoking" signs are to be ordered to discourage smoking by the exit doors.
- The Property Manager will send a letter to Covenant House, expressing concern over their clients smoking close to Space.

It has been noted that Residents are smoking and spitting in the stairwells. This is a fire and health hazard and is very unpleasant for the cleaning staff to have to remedy. Please do not smoke or spit in the stairwells.

- The recycling company will be asked to make recommendations for a ramp and an elevator company will be asked to give a price for a lift option, in order for the staff to move the recycling bins in and out of the garbage room with ease.
- Locks will be installed on the remote access panels.
- A garbage bin will be ordered to remove the dirt on the north side of the building.
- Updated quotations are to be obtained for replacing the light fixture at the rear of the building and / or cover it with a metal plate.
- The empty planter at the front of the building is a work in progress.

Storage lockers are available for rent. Please contact Naile at 604-688-1177.

- The Property Manager was directed to ask the Vancouver Health Department for guidance with respect to noise, etc.

It was **MOVED** and **SECONDED** (McHolm / Provinciano) to levy a fine against Strata Lot 199 for Bylaw infractions. **CARRIED UNANIMOUSLY**.

Naile left the meeting at 7:35 p.m. with the thanks of Council.

4. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED** (McHolm / Provinciano) to approve the Minutes of the Council meeting held August 18th, 2008, as circulated. **CARRIED UNANIMOUSLY**.

5. FINANCIAL REPORT

A. Operating Statements

Following a review of the receipts and disbursements and invoices paid on behalf of the Strata Corporation, it was **MOVED** and **SECONDED** (White / Provinciano) to approve the operating statements for the months of June and July 2008, as prepared by The Wynford Group. **CARRIED UNANIMOUSLY.**

B. Receivables Report

The receivables list was reviewed and it was noted that Owners are indebted to the Strata Corporation in the amount of $77,704. The Property Manager advised that she had sent out 44 lien warning letters.

Members of the Council were given an update with respect to the database software changes at The Wynford Group.

Council reviewed invoices for approval and directed the Property Manager to obtain a full report from Latham's with respect to the recent plumbing vent cleanout.

6. BUSINESS ARISING FROM PREVIOUS MINUTES

A. Latham's Contract
The Property Manager advised she is waiting for a revised contract from Latham's.

B. Fire Panel Replacement
Quotations are expected from two other fire protection companies. However, the Property Manager advised that she had been advised that, if the Strata Corporation proceeds with installation of the notifier 3030 fire panel, the heat and smoke detectors in the building will have to be replaced.

This may require additional funding.

C. Planter Draining
This is in the quotation stage.

D. Moving Procedures
Work in progress.

E. Bottle Recycling
It was **MOVED** and **SECONDED** (Provinciano / McHolm) to enter into an agreement with United We Can to place two toters on site in which Residents can place their refundable containers, with a cost sharing agreement of 60% to United We Can and 40% to the Strata Corporation. **CARRIED UNANIMOUSLY**.

It was noted that United We Can is a charity that supports employment opportunities to people living in Vancouver's inner city.

F. Consultant's Report on the Elevator
We are awaiting the official report.

G. Storage Lockers
See above re: storage lockers for rent.

H. Rear Fence
Deferred.

I. Drainage – North Side
Awaiting a quotation.

J. Metal Work
The Property Manager reported on a meeting with Shine Guard and advised the Strata Corporation that the exterior metal is sheet metal that is rusting at the bottom. The only real solution is to replace the metal, or paint it. Council agreed that painting was not an option and it was decided to place the metal work remediation on a "to do list."

K. Maintenance Schedule
Work in progress.

L. Lobby Floors
The Property Manager advised that she is awaiting a quotation from Slate Renew with respect to the lounge floor. The Property Manager provided Council with information on the sealing product, which Slate Renew plans to use.

M. Dryer – Unit #104
When the dryer vents were blocked and new dryers purchased, a dryer was not installed in Unit #104. The Property Manager was directed to offer the Owner of this unit the same option that was offered to other Owners on the 1st floor in 2006, with the Strata Corporation agreeing to pay the lowest cost of a machine and the cost to close the dryer vent.

7. NEW BUSINESS

A. Rear Door Glass Panel
Council reviewed the quotation and agreed that the fixed rear door does not require replacement at this time.

B. Double Glazing
Considerable discussion took place and it was agreed to defer this issue, as it is a complicated one. It was noted that some Owners have simply installed another glass panel on the interior of their windows. Council is of the opinion that it is up to individual Owners to take on this project.

C. Make Up Air Unit Repairs
Peter White is investigating and will report back to the Strata Council.

D. Move In Fees
Council was in agreement that if there is a move in between suites in the building, the move in fee will be reduced by 50%.

E. Exercise Room Air Conditioning Unit
These units are not in the current contract. The Property Manager advised they are being added to the contract, which is shortly expected from Latham's.

F. Garage Gate
It was **MOVED** and **SECONDED** (Provinciano / McHolm) to replace the springs on the garage gate, at a cost of $800-$850, plus GST. **CARRIED UNANIMOUSLY**.

G. Camera Upgrade
As noted above, the Property Manager will obtain a quotation to install a camera at the entrance to the garbage room door.

H. Web Site
We are awaiting information on the access codes for the web site so that Naile can update the information.

8. PROPERTY MANAGER'S REPORT

A. Staff Reports
Copies of the Property Manager's recent site inspection reports were presented to Council.

B. Correspondence

Thirty-seven items of correspondence were reviewed.

A thank-you letter has been received from the Owners of Unit #108 on behalf of their daughter, with respect to the bottle drive. The Space bottle drive raised $315.65 towards Theo and her team's trip to the Canadian National Soccer Championship.

Council discussed the policy with respect to fining and it was agreed that first warning letters would be sent by the Resident Manager, second warning letters would be sent by the Property Manager, and the third warning letter would result in a fine.

C. Completed Items

1. Fire safety deficiencies (September 9th / 10th).
2. Repair parkade sprinkler compressor.
3. Repair air conditioning fan in exercise room.
4. Repair 2002 / 2003 post sprinkler head leak.
5. Miscellaneous lock / door closer repairs.
6. Repair elliptical trainer.
7. Elevator consulting J.W. Gunn.
8. Repair #213 – post sewer backup.
9. Repair 7th floor (charge back).
10. Auger drains.
11. Carpets cleaned, blinds cleaned #216.
12. Glass awning replaced.
13. Operator / motor installed on garage door.
14. Access hole / panel provided for dryer vent #1503.
15. Exercise equipment repairs.

D. In Progress

1. Drainage work.
2. Balcony roof renewal project.
3. Repairs #601, #701, #702, #712, #802 post leak from #801.
4. Relocate dryer vents.
5. Repairs to closet / stove #216.
6. Auger drains / vents.
7. Repair damage 9th floor (charge back).

9. MEETING TERMINATION

There being no further business, the Council meeting was terminated at 9:00 p.m.

The next meeting will be the Annual General Meeting, scheduled for **Thursday, September 25th, 2008**, and the next Council meeting will be arranged by the newly elected Strata Council.

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