The Wynford Group

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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.

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.

PLEASE DO NOT THROW LIT CIGARETTE BUTTS OUT THE WINDOW OF YOUR UNIT. This is AGAINST THE LAW and EXTREMELY DANGEROUS. Fires have occurred in The Space building as a result of Residents throwing lit cigarette butts out their windows. Please dispose of your hazardous waste responsibly.

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.

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: _____

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