MINUTES OF COUNCIL MEETING

STRATA PLAN VR-408

HELD: On Monday, March 27, 2006 at 4:00 p.m. in Unit 01 – 330 East 7th Avenue, Vancouver, B.C.

PRESENT:	Diane Carruthers	(President)	Unit #102
	Julia Arkos	(Secretary)	Unit #301
	Mack Skinner		Unit #312
	Fred Flores		Unit #101
REGRETS:	Alice Miani	(Vice President)	Unit #216
	Alex Forest	(Finance)	Unit #111

STRATA AGENT: Manmit Ludu, Vancouver Condominium Services Ltd.

The meeting was called to order at 4:00 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the January 30, 2006 council meeting, as circulated.

FINANCIAL REPORT

1. Monthly Statement: Following review, it was moved, seconded and carried to adopt the February, 2006 financial statement, as presented. Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

2. The current balances for the 11th month as at February, 2006 in the appropriate funds are as follows:

• Total Cash Balance	$72,202.25	(including CRF Balance)
• CRF Balance	$65,126.85	(Contingency Reserve Fund)

3. 2006/2007 Draft Budget: The agent presented the draft budget for councils review. The draft budget was discussed and changes were made accordingly and council agreed upon the final budget. The agent will finalize and attach to the AGM notice.

4. Arrears: The agent reviewed with council those accounts in arrears due to non-payment of strata fees. *The agent will ensure that correspondence and statements are forwarded to those* whose accounts are currently in arrears requesting them to bring their accounts up-to-date as soon as possible.

BUSINESS ARISING

1. Plumbing Quotes: Further to the minutes of January 30, 2006, the agent contacted Corona Plumbing & Heating and was informed Corona Plumbing & Heating has decided not to submit a quote due to their busy season. After review, council requested the agent carry out the monthly contract in the amount of $359.52 with Milani Plumbing & Heating and thank Artisan Plumbing & Heating for quoting on annual maintenance.

2. Chimney Cleaning: Dicken's Chimney Service was on site February 4th to clean in-suite chimneys. The report of outstanding suites has yet to be received. The agent will contact Dicken's Chimney Service to confirm a re-inspection date if necessary, and notices will be posted prior to inspection.

3. Landscaping Quotes: Quotes were submitted by Premier Landscaping, Weedbusters and Westgreen Landscaping. As per the January 30, 2006 minutes, the agent contacted Weedbusters and requested a breakdown of the quote which was obtained and provided to council for their review. Council member, Diane Carruthers presented a quote from Westgreen Landscaping in the amount of $727.60 per month for landscaping.

   Following discussion, council requested the agent contact Weedbusters to revise the quote submitted to include the lawn being mowed every second week, not once a week as previously quoted and re-submit for discussion and approval at the next meeting.

   Westgreen Landscaping submitted a quote in the amount of $1,700 plus GST for pruning of all trees on site. Following discussion, council approved the quote. Diane Caruthers will contact Westgreen Landscaping and request pruning begin immediately.

4. Roof: The agent provided council with the report from ATC. Upon review, council requested the agent contact ATC and request clarification of the following:

   a) Is it necessary to do the flat roof at the same time as the siding is repaired?
   b) What is the difference in cost between cement board and vinyl siding?
   c) Will roofing companies do siding repairs?

   The agent will contact ATC immediately and provide answers for council.

5. Front Ramp Quotes: Further to the minutes of January 30, 2006, the agent obtained information from Nikls Property Services for front ramp upgrades and removal of the carpet and was informed that the options are limited when installing new flooring materials. Dat Contracting has yet to submit a quote. The agent will contact Dat Contracting to request that a quote be submitted immediately for council's review.

6. Gas Fireplace Inspection: Further to the minutes of January 30, 2006, the agent contacted Artisan Plumbing to submit quotes for gas fireplace inspection, as well as a quote for adjustment levels of the fireplaces so that residents are able to adjust their fireplaces accordingly. The

quotes were provided for council's review. Following discussion, council agreed they will follow-up with this item after the AGM.

7. Garage Storage: Council would like to remind residents once again not to store personal items in the garage. Council requests that all residents remove their belongings immediately as the items being stored are flammable and pose a fire hazard.

8. Safety: As per the January 30, 2006 council meeting minutes, an owner presented council and the agent with a detailed list of safety upgrades that should be followed to protect the residents. Council has now reviewed the package which the owner kindly put in priority sequence. The safety and security package is attached for residents to review.

   Council member Diane Caruthers will be purchasing a 5-gallon can of paint to paint the entrance of the garage under the awning, as well as part of the stairwell going into the garage in order for it to be bright and vibrant. This will help deter unwanted people from lurking around the perimeter of the building.

9. Unit #111 Sink Valve: The owner of unit #111 advised council at the January 30, 2006 meeting that the bathroom sink valve was not functioning properly. Council approved that the owner hire a plumber to inspect and repair the valve issue. Repairs have now been completed in the unit, but, subsequently the repair work caused water damage to adjoining units. The issue has now been resolved.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters. Owners are advised that, pursuant to the Strata Property Act, correspondence which is addressed to the strata corporation must be made available to any other owner interested in such correspondence, and to certain other persons in specified circumstances. What this means is that any correspondence which is sent to the strata council in confidence might not be protected and privileged, subject to any other overriding and applicable law.

1. Renovation Request: Council acknowledged receipt of correspondence from an owner requesting permission to proceed with the installation of new kitchen cabinets and counters, removal of the non-load bearing partition wall, new plumbing and electrical fixtures, new carpeting in living room and bedroom, new tiles in the bathroom and kitchen, replacement of exhaust fan in the bathroom, new baseboards and painting. Following discussion, council directed the agent to forward correspondence to the owner advising the approval of their request and to advise that work permits must be forwarded to council prior to work commencing.

2. Puppy Request: Council acknowledged receipt of correspondence from an owner requesting permission to adopt a puppy. Following discussion, council directed the agent to forward correspondence to the owner advising the approval of the request and to advise that council must be made aware of the age, name and breed of the puppy.

3. Exterior Wall Cleaning: Council acknowledged receipt of correspondence from an owner requesting exterior wall cleaning be done as soon as possible as it is in poor condition. Council directed the agent contact the cleaning company and request the walls be cleaned on the next regularly scheduled cleaning date.

4. Washer/Dryer Request: Council acknowledged receipt of correspondence from an owner requesting installation of a washer/dryer into their unit. Following discussion, council directed the agent forward correspondence to the owner advising of the approval of their request and to advise that they must ensure proper venting accompanies the washer/dryer.

5. #114 - Drain Pipe: Council acknowledged receipt of correspondence from an owner requesting inspection of the drain at unit #114. Following discussion, council directed the agent to obtain three quotes for work required.

NEW BUSINESS

1. Gas Meter - Rusting: The agent informed council that a concerned owner telephoned to advise council of the gas meter in the meter room is rusty. Council would like to thank the owner for bringing this matter to their attention; however, the meters are in good working order and do not require replacement.

2. Annual Leave: Rod MacDonnell will be on vacation from August the 14th to September the 1st.

3. Gate at Back Entrance: Council requested the agent obtain quotes for the security upgrade of the back entrance gate.

4. Annual General Meeting: The AGM will be held on:

Tuesday, April the 18th, 2006 at 6:30 p.m.
(Registration at 6:15 p.m.)
in the lobby of the Landmark Belvedere
Vancouver, B.C.

Notices will be mailed out 21 days prior to the meeting.

There being no further business, the meeting was adjourned at 5:45 p.m. The next meeting will be held on Monday, May 29 at 4:00 p.m.

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MINUTES OF COUNCIL MEETING
STRATA PLAN VR-408

HELD: On Monday, May 15, 2006 at 6:00 p.m. in Unit 108 – 330 East 7th Avenue, Vancouver, B.C.

PRESENT:	Richard Lien	Unit #309
	Colleen Browning	Unit #108
	Diana Milanovic	Unit #218
	Tricia Meneghello	Unit #214
	Alexander Forrest	Unit #111
REGRETS:	Frank Hannig	Unit #304

STRATA AGENT: Grant Grayson, Vancouver Condominium Services Ltd.

The meeting was called to order at 6:15 p.m.

ELECTION OF COUNCIL OFFICERS:

The agent was instructed to defer this item until the next council meeting when two other owners are expected to join council.

COUNCIL RESIGNATION:

Owners please note, Mr. Frank Hannig has resigned from council for personal reasons.

MINUTES

Council instructed the agent to correct the minutes from the March 27, 2006 council meeting.

Under Business Arising, Item #3, the last paragraph stating Westgreen Landscaping submitted a quote in the amount of $1,700 plus GST for pruning all trees on site, to read "for the pruning of the trees beyond the fence only".

FINANCIAL REPORT

1. Monthly Statements: Council discussed the March and April, 2006 financial statements and instructed the agent to obtain further information on a Terasen Gas invoice in the amount of $7,792.74 covering the period from March 7, 2006 to April 5, 2006. It was moved, seconded and carried to adopt the March and April, 2006 financial statements as presented.

   Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

2. The current balances for the 1st month as at April 30, 2006 in the appropriate funds are as follows:

   - Total Cash Balance $78,090.42 (including CRF Balance)
   - CRF Balance $66,807.99 (Contingency Reserve Fund)

3. Arrears: Council was advised that currently three owners have missed their strata fee payments and 26 have missed their levy payments. The agent was instructed by council to forward correspondence to alert these owners and advise them of their responsibilities to pay their strata fees and levy payments on time.

4. Invoices: Council approved payment of the following invoices:

   - Milani Plumbing $229.79 For a leak in a second floor unit.
   - Hunter Roofing $422.65 For a leak in a third floor unit.
   - Propec Pest Control $270.71 For rodent control in two units on the third floor.

BUSINESS ARISING

1. Chimney Cleaning: The agent apologized to council for being unable to provide council with the Dicken's Chimney Service Cleaning deficiency list, but that he will provide this list at the next council meeting.

2. Weedbusters: The agent advised council that as per their instructions, Weedbusters Landscaping commenced their contract with Landmark Belvedere on May 9, 2006. Council instructed the agent to contact Weedbusters and advise them that council is not pleased with some of the work. The lawn appears to be far too long and there are a number of areas in the back of the building that have not been cleaned up.

3. Roof: The agent reported to council that ATC Consulting has attended the site to obtain quotations for the roof replacement project. The agent was instructed by council to obtain a quote from ATC Consulting as soon as possible and he was instructed to arrange for a Special General Meeting to be called for Thursday, June 22, 2006 at 7:00 p.m.

(registration at 6:45 p.m.) in the Lobby of the Landmark Belvedere to approve funding for the re-roofing project. Notices will be sent to all owners closer to that date.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters. Owners are advised that, pursuant to the Strata Property Act, correspondence which is addressed to the strata corporation must be made available to any other owner interested in such correspondence, and to certain other persons in specified circumstances. What this means is that any correspondence which is sent to the strata council in confidence might not be protected or privileged, and is subject to any other overriding and applicable law.

1. Laundry Money Collection: The agent advised council that the owner who has been responsible for the collection of the laundry money, has sold her unit and will no longer be able to collect these funds. The owner explained to the agent that a previous council member has made arrangements for another person to collect this money. The agent advised council that he will contact this council member to clarify this situation and explain further at the next council meeting.

2. Eaves Cleaning: An owner wrote council requesting the eaves' troughs and gutters be cleaned. Council instructed the agent to obtain quotations and present at the next council meeting.

3. Water Shut Down Notices: Council reviewed correspondence from an owner who was surprised at the amount of water shut off notices recently posted in the building. The agent explained to council that there were a number of people requiring water shut downs and he hoped that this was an isolated situation. This information was relayed to the owner.

4. Water Shut Off Day: An owner has written to council suggesting a single day per month when the water would be shut off in the building to arrange for plumbing and repair work by owners. The agent was instructed by council to thank this owner for the suggestion and that council will take it under consideration.

5. Strata Lot Size: Council reviewed correspondence from an owner requesting clarification of her unit entitlement. The agent provided reply correspondence which was sent to this owner which clarified the formula for unit entitlement.

6. Roof Condition: An owner has suggested that council investigate the roof replacement project. Council would like to thank this owner for their observations and will take her suggestions under advisement.

7. Reimbursement: An owner has requested that council reimburse them for the number of hours he has spent working inside the building on various problems and projects. Council advised the agent that this owner has been a council member on previous strata councils and should understand that strata council work is on a volunteer basis; and council will not

approve reimbursement to this owner. Council would like to thank this owner for helping the strata corporation.

NEW BUSINESS

1. Electrical Room Door: Council instructed the agent to investigate an electrical room door. It was suggested through a recent safety investigation that there should be two secure locks and/or a more secure locking system installed on this door. The agent is to provide information at the next council meeting.

2. Boiler: Council reviewed a report from Milani Plumbing & Heating regarding a water test report which was recently conducted on the building's heating system. The agent was instructed to obtain a quotation for the flushing of the system.

3. Milani Deficiency Report: Milani Plumbing & Heating provided a report from a quarterly inspection of the building's mechanical services. The agent was advised by council to file this report.

4. Annual General Meeting Suggestions: A number of owners made suggestions for the new strata council to investigate:

   (a) Gas Fireplaces: An owner suggested that all gas fireplaces be inspected throughout the building. The agent was instructed to arrange for this work and post the appropriate notices.

   (b) Rodents: An owner suggested council contact the pest control company to inspect the building more thoroughly. The agent was instructed by council to arrange for Propec Pest Control to attend to this problem.

   (c) No Heat: Four owners requested council investigate the lack of heat in two third floor units which may be as of a result of construction in a second floor unit. The agent was instructed to investigate and report at the next council meeting.

   (d) Front Entry Ramp: An owner requested council investigate the front ramp system. The agent advised council that quotations have been sought and will be available at the next council meeting.

   (e) Bike Room: An owner suggested council investigate the installation of a bicycle Room. Council wished to thank this owner for his suggestion and council will take it under advisement.

   (f) Renovations: A number of owners requested an investigation into the supply of permits for a second floor unit for renovation work. The agent was instructed to obtain the information for the next council meeting. The agent was also instructed to contact this owner and advise him that he has been in violation of a number of the terms and conditions set out in council's approval of the renovation work.

(g) Washer/Dryer Installation: An owner requested an investigation into a previous council's approval of a washer and dryer installation in a unit. The agent provided council with correspondence from the previous council where approval was given to the owners for installation of a washer and dryer. The agent was instructed by council to investigate this situation further and provide information for the next council meeting.

(h) Balcony Repair Status: Three owners requested further investigation into the repair of their balconies. The agent reported to council that he has no information in the files and requests that those owners requesting repair of their balconies contact the agent directly at Vancouver Condominium Services Ltd.

5. Management Contract Signing: The agent provided council with a management contract which is a requirement of the Real Estate Services Act of British Columbia. The agent emphasized to council that their existing contract has not expired, nor is it invalid, but that RESA (Real Estate Services Act) specified that a RESA worded management contract must be signed as per the Act. Council requested further information regarding a line under "Appointment and Duration" where it states that the contract agreement shall be 99 years from the effective date of the contract. The agent advised council that he will research at the office and provide that information in the minutes.

Under "Appointment and Duration", in compliance with the statutory requirement, the duration of this agreement shall be 99 years from the effective date of the contract. The agent advises all owners that this strata management services agreement does not affect the Vancouver Condominium Services Ltd. contract with the owners of Strata Plan VR-408. The agent will defer the signing of the management contract to the next council meeting.

6. Water Leak: The agent advised council that on the evening of April 26th, a pipe broke between the walls of two third floor units which cascaded down, to two second floor units and damaging two first floor units. The agent advised council that the insurance company and Easy Care Restoration are currently arranging the final repair work for these units and he will report on the status at the next council meeting.

7. Hot Water Tank Quotations: The agent presented two quotations to replace one of the hot water tanks for the building. Milani Plumbing Drainage & Heating $5,734 (plus GST), Artisan Plumbing & Heating Ltd. $6,925 (plus GST). Council instructed the agent to provide this as part of a resolution for owner approval at the SGM meeting which is scheduled for Thursday, June 22nd.

8. Drain Inspection: Council discussed a video and report on a drain inspection which was conducted approximately one and half years ago. Council will research further and provide this information at the next council meeting.

9. Deck Power Washing: Council instructed the agent to contact a former owner to obtain a price for the power washing of the ground floor deck areas and provide at the next council meeting.

10. Water Leak: The agent was advised that there is a water leak below an air circulating fan near parking stall #24. The agent was instructed to contact a contractor to investigate and provide a price for the repair of this leak at the next council meeting.

There being no further business, the meeting was adjourned at 9:30 p.m. The next meeting will be a Special General Meeting on Thursday, June 22, 2006 at 7:00 p.m. (registration at 6:45 p.m.) p.m. in the Lobby of the Landmark Belvedere, 330 E. 7th Ave. Vancouver, B.C.

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LIEN CHARGES

As per the bylaws, strata fees are due on the 1st day of every month. Please be sure to have your payment in our office by the 1st of each month or risk having a fine levied on, and/or interest charges added to your account. Accounts which remain unpaid are potentially also subject to a lien at a further cost of $350. It is expensive not to pay.

MINUTES OF COUNCIL MEETING

STRATA PLAN VR-408

HELD: On Thursday, June 22, 2006 at 7:00 p.m. in unit #214 – 330 East 7th Avenue, Vancouver, B.C.

PRESENT:	Richard Lien	Unit #309
	Colleen Browning	Unit #108
	Diana Milanovic	Unit #218
	Tricia Meneghello	Unit #214
	Gary Ouimet	Unit #103
REGRETS:	Alex Forrest	Unit #111

STRATA AGENT: Grant Grayson, Vancouver Condominium Services Ltd.

The meeting was called to order at 7:10 p.m.

ELECTION OF OFFICERS

The following officers were elected for the 2006/2007 fiscal year:

Colleen Browning	- President
Alex Forrest	- Vice President
Gary Ouimet	- Treasurer
Tricia Meneghello	- Committee Co-ordinator
Richard Lien	- Secretary

MINUTES

It was moved, seconded and carried to adopt the minutes of the May 15, 2006 council meeting, as circulated.

FINANCIAL REPORT

1. Monthly Statement: It was moved, seconded and carried to adopt the May, 2006 financial statement, as presented. Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

2. The current balances for the second month ending May 31, 2006 in the appropriate funds are as follows:

- Total Cash Balance $82,887.36 (including CRF Balance)
- CRF Balance $67,644.26 (Contingency Reserve Fund)

3. Arrears: The agent advised council that 32 owners are fully paid of all levies and strata fee payments, 14 owners are in arrears of their levy payments and one owner is almost three months in arrears of strata fees. Council instructed the agent to forward the appropriate correspondence to those owners concerned.

4. Invoices: Council reviewed an invoice from Artisan Plumbing & Heating for a plugged gutter and drain on a third floor unit in the amount of $141.78 (including GST). Council approved payment of this invoice.

BUSINESS ARISING

1. Chimney Cleaning: Council reviewed correspondence from Dickens Chimney Service which is a report on deficiencies for chimney cleaning which was conducted in January of this year. A council member will forward a list of all the gas and wood fireplaces, by suite number, to the agent who is to arrange for a cleaning of all chimneys.

2. Roof: Council reviewed a number of proposals from ATC Consulting Inc. who contracted a bid tender for the roof project of VR-408. The agent was instructed to schedule a Special General Meeting for 7:00 p.m. on Thursday, July 20th. The owners will be asked to a vote on a resolution to spend $240,000 for a re-roofing project, such funds to be raised by a special levy.

3. Front Entrance Ramp: The agent provided council with a quotation from Brawn Restorations in the amount of $5,400 plus GST, for the installation of a rubberized membrane with non-slip grip to a plywood sub-floor on the front entrance ramp. Council instructed the agent to investigate a lower cost product and report at the next council meeting.

4. Laundry Money: Council advised that, effective immediately, council will collect the laundry money and give it to the agent at council meetings and report the amount in the minutes of each meeting.

5. Eaves: The agent was instructed by council to obtain quotations to clean the gutters and eaves.

6. Boiler Flush: Council reviewed a proposal from Milan Plumbing Drainage & Heating in the amount of $842 plus GST to flush the heating system. The agent was instructed to arrange for this procedure, post the appropriate notices and arrange for all third floor units

to be accessible on that day in order to bleed the excess air out of the heating system during this flushing.

7. Hot Water Tank Quotations: Council has previously reviewed quotations for the replacement of the hot water tank as follows:

- Milani Plumbing & Heating - $5,734 plus GST
- Artisan Plumbing & Heating - $6,925

At this meeting the agent provided a quotation from Xpert Mechanical in the amount of $18,162.95 plus GST for the installation of a new boiler system upgrade in place of the domestic hot water tanks currently in place. The agent was instructed to obtain further boiler system upgrade quotations for the next council meeting.

8. Remedial Projects: The following items arise as a result of discussion at the last Annual General Meeting:

a) Washer/Dryer Installation: The agent provided council correspondence to new owners in a second floor unit who had requested former council's approval of a washer and dryer installation into their unit. The agent was instructed to forward correspondence to these new owners and inquire as to whether this equipment has been installed as yet.

b) Balcony Repair Status: The agent reported that three owners have requested further investigation into the repairs of their balconies. Council instructed the agent to obtain quotations for the next council meeting.

c) Gas Fireplaces: As previously reported, the agent has been instructed to obtain quotations for the cleaning of the fireplaces.

d) Front Entry Ramp: As previously reported, the agent has obtained a quotation for the front entry ramp. Council is investigating other options.

9. Water Leak From Third Floor Unit – Status: The agent reported that work is continuing after a leak from a third floor unit. The agent was instructed to provide further information at the next council meeting.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters. Owners are advised that, pursuant to the Strata Property Act, correspondence which is addressed to the strata corporation must be made available to any other owner interested in such correspondence, and to certain other persons in specified circumstances. What this means is that any correspondence which is sent to the strata council in confidence might not be protected and privileged, subject to any other overriding and applicable law.

1. Insects: An owner wrote to council regarding carpenter ants near the front entrance ramp area. Propec Pest Control has attended and applied bait and Propec will continue to monitor.

2. Patio Leak: Two ground floor units have reported ground water leaking into their units, during heavy rainstorms. The agent was instructed to have a contractor inspect the perimeter drainage near these units. Council advised that they are trying to find a video that was apparently taken of the perimeter drainage lines. A council member is trying to provide the contractor's name to the agent and he will report at the next council meeting.

3. Flooring Request: An owner wrote council requesting the installation of marmoleum flooring in their unit. This correspondence made note of two units that have apparently installed similar flooring. The agent was instructed to forward correspondence to the two units identified, advising them of the strata corporation's bylaws. The agent was also instructed to forward correspondence to the owner requesting the installation of marmoleum flooring and advise them that council will defer this decision until the next council meeting.

4. City Letter: An owner wrote council requesting council write the developer regarding a new project contemplated nearby which may be an eyesore in the area. Council wishes to thank this owner for their correspondence and advise that the strata corporation will not write the developer as instructed; however, some owners may wish to do so on their own.

NEW BUSINESS

1. Special Council Meeting: The strata council conducted their own meeting, on Wednesday, June 7th and reviewed the minutes taken at that meeting. The minutes are attached hereto.

2. Storage Room Lockers: A council member wrote requesting information about unlocked lockers in the building and the strata corporation's responsibilities. The agent advised council that the contents of lockers are not covered under the strata corporation's insurance policy; and therefore, it is the owners' responsibility to ensure that they lock their lockers and that their contents are covered under their own 'home owner' insurance policies.

3. Flooring: Council instructed the agent to provide flooring bylaws from other strata corporations at the next council meeting.

4. Rear Alley Door: Council noted that a southwest stairwell alley door needs repairs. The agent was instructed to have a contractor attend and repair this problem.

5. Garage Clean-up: Council was not pleased with the current condition of the underground parking garage and instructed the agent to provide council with bright coloured stickers where during a site tour, council will sticker any items that are stored in the garage and storage locker areas, that should not be.

Any items that are stickered by council must be removed from the building immediately and any items left will be removed after August 1st and the cost of their removal may be charged back to the owner.

6. Meter Room: Council noted that a resident is storing his bicycle in the Meter Room. The agent was instructed to contact the strata corporation's lock company, have this lock changed and new keys given to council members.

7. Cigarettes: Council instructed the agent to send correspondence to a third floor resident who is discarding cigarettes onto a second floor unit's balcony.

Food Storage

All residents are requested to store food products such as flour, rice and baking products, in plastic food storage containers with locking lids. Many of these storage containers can be purchased fairly economically at any hardware or discount store. The purpose of these storage containers is to provide protection for food products which is an attractor to rodents into the building.

8. ** The strata council would like to thank the Major Works Committee for their submission **

9. Building Landscapers: Council member Tricia Meneghello reported on having conducted a walk around of the building with Weedbusters to discuss a number of issues. She reported to council that Weedbusters is now fully aware of what council expects for landscaping.

10. Front Entrance: Council approved an expenditure of approximately $100 for flowers/plants at the front entrance that a council member has volunteered to purchase and plant.

There being no further business, the meeting was adjourned at 10:15 p.m. The next meeting will be a SGM to be held on Thursday, July 20, 2006 in the lobby of the Landmark Belvedere, 330 East 7th Avenue, Vancouver, B.C. with registration at 6:45 p.m., and the meeting to commence at 7:00 p.m. After the meeting, the strata council will conduct a regular council meeting.

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MINUTES OF COUNCIL MEETING
STRATA PLAN VR-408

HELD: On, Monday, August 28, 2006, at 7:00 p.m. in unit #214, 330 East 7th Avenue, Vancouver, B.C.

PRESENT:

Colleen Browning	(President)	Unit #108
Tricia Meneghello	(Committee Coordinator)	Unit #214
Diana Milanovic		Unit #218
Alex Forrest		Unit #111
Richard Lien	(Secretary)	Unit #309

REGRETS: Gary Ouimet (Treasurer) Unit #103

STRATA AGENT: Grant Grayson, Vancouver Condominium Services Ltd.

The meeting was called to order at 7:05 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the July 20th, 2006 council meeting, as circulated.

FINANCIAL REPORT

1. Monthly Statement: It was moved, seconded and carried, to adopt the July, 2006 financial statement, as presented. Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

2. The current balances for the 4th month as at July 31st, 2006 in the appropriate funds are as follows:

- Total Cash Balance $107,258.36 (including CRF Balance)
- CRF Balance $ 69,325.72 (Contingency Reserve Fund)

3. Arrears: The agent advised council that three owners are one month in arrears of their strata fees and 16 owners are in arrears of either their strata fees and/or levy payments. Council instructed the agent to forward the appropriate correspondence to those owners concerned.

4. Invoices: There were no invoices for council's approval.

A message from the Strata Council of Strata Plan VR-408

Each year a number of units in the Landmark Belvedere are renovated. Prior to each renovation, your strata council is tasked with the responsibility to review these requests to ensure that the renovation conforms to this building's bylaws. Adherence to these bylaws ensure that our common property (collective) is not altered or damaged and that individual property (strata lot) is renovated to a prescribed standard intended to uphold quality and ensure that the comfort of all owners is maintained. Additionally, bylaws provide a means for council (past, present and future) to manage and maintain this building in a consistent manner.

Owner requests to renovate frequently, include the request to upgrade flooring. Council approval is routine when the owner's request describes the upgrade or replacement of a flooring type that is permitted, as defined by our bylaws. When an owner requests permission to install a flooring type that is not permitted, as defined by our bylaws, your council is required by the Strata Property Act to not provide approval. Each year, council receives requests from owners requesting permission to install flooring types, which they interpret to be permissible within the description of our bylaws. This is an ongoing challenge.

Bylaws can periodically be reviewed by council and proposed improvements presented to owners for review and approval. Council strongly believes the issue of flooring upgrade options is a subject that requires a thorough expert review. As such, your council intends to take the following actions:

1. Hire a building acoustical expert to test a number of 'typical' units on each floor within this building. These readings will form an acoustical profile of the building. This profile will provide a reasonable means of comparing various flooring types. Note: it is common knowledge within the flooring industry that the noise level ratings noted by various manufacturers are largely subjective. Each manufacturer tests their own products in a building structure of their choosing selected to provide the most attractive outcome.

2. Hire a flooring consultant to prepare simple installation specifications for the various flooring options that offer a noise level rating consistent with the Belvedere's noise level profile and accepted residential noise levels. We will present details s this work progresses.

3. Prepare and distribute a draft amendment to the flooring bylaw that references the proposed installation specifications for approved flooring products.

4. Call an SGM to address changes to the flooring bylaw. Council will have the flooring consultant present at the SGM to field questions prior to vote.

Council recognizes this is a complicated issue and welcomes all questions, comments and suggestions.

5. Laundry Money: The agent was given $1,200.00 that council collected from the laundry machines and this is to be deposited into the laundry fund for the building.

Internet banking is available for owners if they wish to utilize the service and there is no charge from VCS. Go to www.vancondo.com, click "Online Banking", complete the form online, etc.

BUSINESS ARISING

1. Chimney Fireplace Cleaning: The agent reported to council that Dicken's Chimney Service has not confirmed that they have cleaned the two unit's fireplaces that were on the previous deficiency report. The agent will arrange for this information to be supplied and report at the next council meeting.

2. Front Entrance Ramp: The agent provided council with a quotation from Direct Floors in the amount of $2,170.35 (including GST) to remove the front entrance ramp carpet and replace it with a weather resistant carpet. This quotation was obtained in response to a request from an owner.

   Council is investigating owner volunteer work to remove the carpet and to install a non-slip surface material in place of the carpet. The agent has been instructed by council to obtain other quotations for alternate resurfacing products. Council is aiming to have this work completed before the winter.

3. Gutter Cleaning: Council reviewed two quotations for gutter cleaning:

   - Pacific Heights – $320 (plus GST);
   - Pure Pressure - $400 (plus GST).

   Council instructed the agent to schedule Pure Pressure for the cleaning of the gutters. The contractor is also to install a sample of their gutter baskets so that council may monitor whether they work or not, and decide at a future council meeting whether to proceed with further installations of this product.

4. Boiler Heating System Flush: Council was advised by the agent that Milani Plumbing and Heating has recommended that the boiler heating system flush be conducted during cold weather in order for this flush to be conducted properly. Council will defer this item to their December council meeting.

5. Hot Water Tank Quotations: Council will defer this item until after the completion of the roofing project.

6. Balcony Repairs: Council reviewed a revised quotation from Steelhead Contracting for repairs to approximately six balconies. The agent was instructed to have this contractor

remove the base application and painting portion from their quotation. The agent is to provide a revised quotation at the next council meeting.

7. Flooring Bylaws: The agent provided council with a sample bylaw for flooring applications. Council will discuss this subject further at the next council meeting.

8. Patio Leak: The agent reported to council that Restoratech Restoration and Maintenance Service recently surveyed two ground floor units, but has not supplied a quotation for this proposed work. Council instructed the agent to also obtain a quotation from another contractor and present both at the next council meeting.

9. Garage Clean Up: The strata council is extremely pleased with the efforts of a large number of residents in cleaning up the garage area. Council would like to remind all residents not to store paint or petroleum products in the garage area, as these products are against city Fire Bylaws. Council will monitor the cleanliness of the garage area and report any infractions at future council meetings.

10. Perimeter Fence Quotation: Council reviewed two quotations from Restoratech Restoration and Maintenance Service, one in the amount of $5,329 (plus GST) for restoration of a deteriorated wall section of the south side of the complex. This quotation is intended to address a leak into the parkade area and to enclose a ventilation system which has been vandalized in the past. The second quotation was in the amount of $53,400 (plus GST) for replacement of the perimeter fence around the entire building. Council noted that this contractor has failed to break down the quotation into zonal areas as was requested. Council instructed the agent to obtain a revised fence quote and clarification on the deteriorated wall section quotation for the next council meeting.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters. Owners are advised that, pursuant to the Strata Property Act, correspondence which is addressed to the strata corporation must be made available to any other owner interested in such correspondence, and to certain other persons in specified circumstances. What this means is that any correspondence which is sent to the strata council in confidence might not be protected and privileged, subject to any other overriding and applicable law.

1. Obtain Approval: Council reviewed correspondence from a new owner who requested council's approval for a number of interior alterations to their newly purchased unit. The agent reported to council that this new owner has received council's written approval and the proper etiquette to be followed with regards to interior alterations and the responsibility of this owner. Council would like to thank this new owner for following the proper procedures in obtaining approval from the strata council prior to their conducting any interior renovations.

2. Cork Flooring Installation: Council reviewed a letter from an owner advising that cork flooring has been installed in their unit and that a sample could be provided for council to review. Council would like to thank this owner for their letter.

3. Minutes Analysis: Council received a letter from an owner regarding the minutes of their council meeting of July 20th. Council would like to thank this owner for their correspondence and they will take their suggestions under consideration.

4. Minutes – Flooring: Council has received a number of letters from owners regarding flooring. Council would like to advise all residents that the flooring bylaws are being investigated by council and further information will follow from future council meetings.

5. Raccoons: An owner has written council regarding a raccoon problem near the front entrance area. Council reported that the raccoons have recently re-located and there appears to be no further problem at this time.

6. Balcony Repair: A third floor owner has written council requesting an assessment of their balcony caps. The agent was instructed to contact Steelhead Contracting and request that they include this repair work on their revised quotation for council's consideration at the next council meeting.

7. Garage Storage: Council reviewed extensive correspondence from a third floor owner regarding proper storage of items in the garage area. Council would like to thank this owner for their suggestions and they will take all of these under consideration.

NEW BUSINESS

1. Side Stream Filter: The agent provided council with a quotation form Milani Plumbing and Heating in the amount of $189 (plus GST) for replacement of a side stream filter. The agent was instructed to arrange for this work immediately.

2. Roof Advisory: Council instructed the agent to provide the owners with information regarding the intended starting date of the roof project.

3. New Cleaner: Council would like to thank Diane Carruthers and Phyllis Roberts for their help in assisting Ed Dufour in his training period. Strata council is very appreciative of these two owners for their hard work and assistance in Ed's training. Thank you.

4. Barbeque: Strata council would like to thank all those residents for their assistance in the recent barbeque event which was held on Sunday, August 27th. A fair number of residents turned out and it is hoped that a larger number will turn out to another event to be planned for next year. Council would like to post a special thank you to Frank Hannig for his kind donation of a large fish for this event.

5. Landscaping: The agent was instructed to discontinue the contract with Weedbusters Landscaping as a number of owners have written council expressing their dissatisfaction in the work by this contractor. The agent advised council that he will research the contract that is in place with this contractor and ascertain the proper method for cancellation of the contract and advise council. The agent will also obtain quotations from other landscaping companies to present at the next council meeting to fill in for the interim until next year's contracts are revisited.

There being no further business, the meeting was adjourned at 9:30 p.m. The next meeting will be held on Monday, September 18, 2006 at 7:00 p.m. in a unit # to be advised.

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GG/sp

Water Restrictions

GVRD Sprinkling Regulations will be in effect June 1st through September 30th.

Lawn sprinkling is permitted:

- **Two days per week from 4:00 a.m. - 9:00 a.m. and 7:00 p.m. - 10:00 p.m.**
- **Even-numbered addresses can sprinkle on Wednesdays and Saturdays**
- **Odd-numbered addresses can sprinkle on Thursdays and Sundays**

While these restrictions apply only to grass (lawn areas) at this time, the GVRD may introduce more stringent regulations on outdoor water use as the summer progresses.

MINUTES OF COUNCIL MEETING
STRATA PLAN VR-408

HELD: On Thursday, October 12, 2006 at 7:00 p.m. in Unit #214 – 330 East 7th Avenue, Vancouver, B.C.

PRESENT:	Colleen Browning	(President)	Unit #108
	Alex Forrest	(Vice President)	Unit #111
	Richard Lien	(Secretary)	Unit #309
	Tricia Meneghello	(Committee Coordinator)	Unit #214
	Diana Milanovic		Unit #218
REGRETS:	Gary Ouimet	(Treasurer)	Unit #103

STRATA AGENT: Isaac Nelson, Vancouver Condominium Services Ltd.

Council met Isaac Nelson and welcomed him as the new strata agent for Strata Plan VR-408.

The meeting was called to order at 7:06 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the August 28, 2006 council meeting, as circulated.

FINANCIAL REPORT

1. Monthly Statements: It was moved, seconded and carried to adopt the August, 2006 financial statement, as presented. The September statement will be reviewed and approved at the next council meeting. Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

> Internet banking is available for owners if they wish to utilize the service and there is no charge from VCS. Go to www.vancondo.com, click "Online Banking", complete the form online, etc.

2. The current balances for the 9th month as at September 30, 2006 in the appropriate funds are as follows:

- Total Cash Balance $185,383.75 (including CRF Balance)
- CRF Balance $ 72,558.13 (Contingency Reserve Fund)

3. Arrears: The agent advised council that there are several owners who are in arrears and the agent was instructed to send notices to all owners with breakdown of strata and levy fees.

NOTE:	*Fines will not be levied on the present levy until the 12th month period has expired.*

4. Invoices: There were no invoices for the council to approve at this time.

5. Laundry Money: Laundry money was collected in the amount of $1,330.

BUSINESS ARISING

1. Chimney Cleaning: The agent will enquire as to whether Dickens Chimney Service has completed the work. Council would like to have the gas fireplaces inspected and approved the agent will get quotes.

2. Front Entrance Ramp: End of the Roll was contracted to install carpet on the front entry ramp. This work was completed at a cost of $1,121. Council had reviewed a number of options; However, all but the carpet replacement totalled greater than $2,000.00 which would require a Special General Meeting. Because of the costly re-roofing, council decided at this time to opt for a cost-effective solution. The carpets life expectancy is 3 to 5 years.

3. Elevator Flooring: Carpet was installed in an elevator without council approval. Council has instructed the agent to investigate and provide council with options for the November council meeting.

4. Gutters & Eaves: Peer Pressure was to have completed work at $424.00. The agent will enquire with Peer Pressure to make sure work has been done before paying invoice.

5. Boiler Flush: Council reviewed quote for $189 from Milani and instructed the agent to contract Milani to complete this work in December.

6. Hot Water Tank Quotations: Council will review information provided by the agent.

7. Balcony Repairs: The Steelhead quote presented by the agent was again incomplete. Council instructed the agent to direct Steelhead to provide a comprehensive quotation for the required balcony railing repairs. Additionally, council instructed the agent to obtain a quote for the same scope of work from Restoratech. Council would like to apologize to the affected owners for this unusual delay.

8. Flooring Bylaws: Council has instructed the agent to investigate options for available experts that may be contracted to manage the building acoustical tests and preparation of installation specifications for the proposed flooring options. Options are to be reviewed at the November council meeting.

9. Patio Ground Floor Leaks in Suite #108 & #104: Consistent with council's July instructions, council has instructed the agent to obtain a quotation from Restoratech for the required repairs.

10. Garbage: Council notified the agent of a missed garbage pick-up and to pursue compensation from Waste Management. The agent confirmed Waste Management has provided one month's credit to account and offered special rates for extra pick-ups if required.

11. Fencing: Council instructed the agent to direct Restoratech to restructure their quote per instructions provided in August and to obtain additional quotations for the same scope of work. The agent is to present quotations for council review at the November council meeting.

12. Tool Request: The agent was asked to provide council with a copy of correspondence from the building custodian requesting the purchase of a number of tools and equipment. Council instructed the agent to contact the custodian and request clarification for the intended use of a couple of items.

Roofing: Council instructed the agent to contact Cambie Roofing and confirm start date for re – roofing. The agent will to post an updated schedule in common areas of the building.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters. Owners are advised that, pursuant to the Strata Property Act, correspondence which is addressed to the strata corporation must be made available to any other owner interested in such correspondence, and to certain other persons in specified circumstances. What this means is that any correspondence which is sent to the strata council in confidence might not be protected or privileged, and is subject to any other overriding and applicable law.

1. Shut-off Valves for Exterior Water Lines: The agent will get a contractor to give quotes for all shut-off taps for exterior water lines. The shut-off for suite #111 has been replaced at a cost of $100.

2. Flooring Report: Council would like to thank suite #301 for information supplied. Council will review.

3. Pest Control: The agent will speak with Propec about a more aggressive approach toward pest control and the agent will obtain information from Propec and provide it to council.

4. Parking Stalls: Council thanks unit #105 for their correspondence.

5. Roof Repairs: Council thanks unit #107 for their correspondence. This issue has been noted above regarding levies and the timeline for payment of levies.

6. Pet Request: Council received communication from the owner of unit #104 requesting permission for their tenant(s) to have a medium sized dog. Council has provided approval.

7. Leak from #308: Unit #208 was notified to call The Restoration Shop after there was a leak from unit #308. Unit #208 was notified that The Restoration Shop will need to investigate their suite, otherwise the owner of that suite will be responsible for any potential damage not addressed by The Restoration Shop.

8. Carpet Cleaning: Council requested that the agent obtain a quote to clean common area carpets.

Note to Absentee Owners: Council would like to remind absentee owners that it is their responsibility to manage the distribution of building keys and parking fobs. Council has instructed VCS to only provide keys and fobs to owners.

NEW BUSINESS

1. Landscaping:

Note to Owners: It has been brought to council's attention that an unauthorized individual has been pruning trees and shrubbery on the property. Please stop immediately as we have a landscaper who is responsible for those duties.

2. Fire Inspection: There will be an annual fire equipment testing in November and the agent will supply information to council and owners regarding the date and time of the testing.

3. New Owners Introductions: Council instructed the agent to provide council with a copy of VCS Welcome correspondence so that council can welcome new owners in the monthly minutes.

4. Absentee Owner/Tenant Information: Council has instructed the agent to confirm that they have current contact information for all absentee owner and tenants. Additionally, absentee owners are reminded that they are required to keep VCS informed of any changes.

There being no further business, the meeting was adjourned at 9:05 p.m. The next meeting will be held on Wednesday, November 8, 2006 at 7:00 p.m. in Unit #218 - 330 East 7th Avenue, Vancouver, B.C.

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IN/sp

WHAT YOU NEED TO KNOW ABOUT AN EARTHQUAKE

1. You are on your own. Do not count on your strata council or management company for assistance.

2. There is not a supply of food, water, blankets or other survival provisions stored anywhere on the property. You are on your own.

3. If there is natural gas service to your strata corporation there is no plan for shutting off the gas supply.

4. There are no arrangements for alternate living quarters if you are unable to return to your strata lot. You are on your own.

5. Depending on the severity of the earthquake, you may not be able to telephone/email the management company for assistance.

6. The contents of your strata lot, your automobile(s) and other personal property are not insured by the strata corporation. If you have made improvements to your strata lot, such improvements or betterments are not insured by the strata corporation either.

7. The strata corporation is insured for earthquake damage; HOWEVER, there is a deductible which means that there is no coverage for damages within that deductible. Generally the deductible is 10% of the value of the strata corporation although in some instances (ie. Richmond) the deductible could be 15% or 20% of the value of the property. In most cases this will amount to millions of dollars. Your strata corporation does not have reserve funds available to meet such a huge deductible. Repairs will have to be funded by one or more special levies. These could be substantial.

8. There is NO government plan or fund to assist either you or your strata corporation. You are on your own.

While it would be nice to hear that there are plans and that there is a safety net, your strata council and VCS bring you the above information in an effort to alert you to the reality of an earthquake scenario. Accordingly, you need to develop your own personal plans for survival. Like many people, you will not be adequately prepared and that is "human nature". Please remember, however, that "You are on your own" is the only rule that counts.

For further information, visit the following websites:

Ministry of Energy & Mines (Gov. of BC)
http://www.em.gov.bc.ca/Mining/Geolsurv/Surficial/quake/

Ministry of Public Safety & Solicitor General
http://www.pep.bc.ca/hazard_preparedness/earthquake_preparedness.html

City of Vancouver Emergency Preparedness
http://www.city.vancouver.bc.ca/corpsvcs/emerg/prepyourself/earthquaketips.htm

Neighbourhood Emergency Preparedness Program
http://www.city.vancouver.bc.ca/corpsvcs/emerg/nepp/NEPPworkshops.htm

MINUTES OF COUNCIL MEETING

STRATA PLAN VR-408

HELD:	On Wednesday, November 8, 2006 at 7:00 p.m. in Unit #108 – 330 East 7th Avenue, Vancouver, B.C.		
PRESENT:	Colleen Browning	(President)	Unit #108
	Richard Lien	(Secretary)	Unit #309
	Tricia Meneghello	(Committee Coordinator)	Unit #214
REGRETS:	Alex Forrest	(Vice President)	Unit #111
	Diana Milanovic		Unit #218

STRATA AGENT: Isaac Nelson, Vancouver Condominium Services Ltd.

The meeting was called to order at 7:05 p.m.

COUNCIL STATUS:

Gary Ouimet tendered his resignation from council. Council would like to thank Gary for his efforts as his input and guidance has been of great benefit to this year's council. Council would like to invite another owner to fill the role of treasurer for the remainder of this fiscal year. If you are interested, please contact the VCS strata agent – Isaac Nelson.

MINUTES

It was moved, seconded and carried to adopt the minutes of the October 12, 2006 council meeting, with the following amendment:

Under Financial Report, Item #2 shall be revised to read: "The current balances for the 6th month . . ."

FINANCIAL REPORT

1. Monthly Statements: Council deferred adoption of the September and October, 2006 financial statements until the December 6, 2006 council meeting as the council Treasurer was absent. Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

2. The current balances for the 7th month as at October 31, 2006 in the appropriate funds are as follows:

- Total Cash Balance $207,558.70 (including CRF Balance)
- CRF Balance $ 73,421.24 (Contingency Reserve Fund)

3. Arrears: The agent advised council that there are several owners who are in arrears with their strata fees and levy payments. The agent was instructed to send notices to all owners requesting that they bring their account balances up to date.

NOTE: Fines will not be levied on the present levy until the 12th month period has expired.

REMINDER: Strata fees are due the first of each month. Please check your bank statements to verify strata fee payment has been made.

4. Invoices: There were no invoices for council to approve at this time.

5. Laundry Money: Laundry money was collected in the amount of $750.00.

BUSINESS ARISING

1. Chimney Fireplace Cleaning: Council reviewed several quotes supplied by three contractors for chimney and fireplace cleaning. Gas fireplaces will be inspected in the next few weeks and chimney service will proceed after the gas fireplaces have been inspected.

   Gas fireplace inspections will be done by Sure Fire at a cost of $45.00 (plus tax). Chimney cleaning will be done by Dickens Chimney cleaning at a cost of $40.00 (plus tax). The following units have gas fireplaces: 101, 109, 117, 201, 209, 210, 218, 301, 309, 310, and 318. The following units have wood burning fireplaces: 302, 303, 307, 308, 311, 312, 315, 316, and 317. Notices will be sent to residents of the above suites.

2. Elevator Flooring: The agent confirmed for council that neither council nor the agent authorized the carpet installation and council will consider their options.

3. Gutter Cleaning: Pure Pressure has completed the gutter cleaning at the complex at a cost of $424.00 including tax.

4. Boiler/Heating System Flush: Milani has been instructed to complete the boiler/heating system flush. A report will follow.

5. Balcony Repairs: The agent advised council that Steelhead was not particularly interested in doing the balcony repair work at units #202, #203, #301, #302, #311, #318 and #310. The agent will obtain additional quotations per council's September instructions. The agent expects a quote from Restoratech within two weeks.

6. Patio/Ground Floor Leaks – Units #108 & #114: Council has approved repairs to be done by Restoratech at a cost of $4,500 plus applicable tax per patio for leaks at units #108 and #114 which will be conducted within the next couple of weeks weather permitting.

7. Perimeter Fencing Quotation: Restoratech supplied a detailed quote for perimeter fencing replacement, and council will review the quote of $54,401.32 plus tax. Council instructed the agent to have the quote structured by building section so owners have the option to contract this work one section at a time. Council will present a plan for this work at either a SGM or the AGM in the New Year.

8. Landscaping Quotations: Think Green will provide a quote for landscaping services. The agent was instructed to call Evergreen Landscaping for another quote.

9. Flooring Bylaw Review: The agent has arranged for council to meet with a flooring expert to review soundproofing and flooring materials, Try Solid Wood Home Services will advise council.

10. Request for New Vacuum: The custodian requested a new vacuum. As council decided the present vacuum is satisfactory at this time, the request was denied.

11. Cambie Roofing: Cambie Roofing has confirmed work is tentatively scheduled to commence on November 14th. The agent was informed the roof replacement would take four to six days to complete, weather permitting. Council has instructed the agent to coordinate the start date with ATC who is responsible to inspect Cambie Roofing's work at interim phases during installation.

12. Exterior Faucet Shut Off Valves: Owners of all ground floor units are responsible to shut off exterior faucets/exterior hose bibs for the winter. Council has posted a sign in the mailbox nook that describes the proper shut-off procedure.

    Council will provide all ground floor units with a letter, which provides direction. If an owner is uncertain about the procedure please call the agent for further instructions.

    Council will provide the agent with a list of all ground floor units that have shut-off valves for exterior faucets. The agent will arrange for an inspection of all valves.

13. Custodian: The agent and council wish to inform all owners to not give direction to the custodian regarding required work. Please contact the agent at Vancouver Condominium Services if you have any enquiries.

14. Pest Control: Propec Pest Control Inc. has recommended the entire building be monitored over several weeks to assist with the elimination of mice.

Reminder:	Residents are to keep their property clean of garbage and unwanted food as Propec has suggested unclean properties will attract unwanted pests and rodents.

15. Carpet Cleaning: Council reviewed a quote from Easycare Restoration Ltd. to clean the common area carpets in December at a total cost of $503.50 plus tax. Council approved the quote.

16. Annual Fire Inspection: Bartec Fire Safety Systems will be inspecting fire equipment on November 20, 2006. Notices have been sent to residents.

    Suites will be inspected from 8:30 a.m. to 11:30 a.m. (approximately) and residents will need to allow access at this time.

17. New Owner Introduction: The agent will supply an information sheet to council so that council can welcome new residents when they move into the building.

18. Owner/Tenant Information: A notice is attached to these minutes in order for owners to update owner/tenant information. Please fill in the form and place in the council mailbox before December 1, 2006.

19. Dryer Purchase: A letter was sent to the individual who sold the dryer to the strata corporation requesting contact information for this individual. The agent was instructed to keep the council informed.

URGENT:

Building residents are informed NOT TO TOUCH the alarm panel or alter it in any way. If the fire alarms are ringing, residents are required to evacuate the building and call "911". Note: The fire panel is not linked to the fire department – you must call 911 immediately and please do not assume someone else has made the call. Attending fire department personnel will reset the panel. If the fire department responds to a call and they find that an owner has tampered with the panel a $2,500 fine may be imposed.

Council has instructed the agent to prepare a warning notice, which will be posted adjacent to the alarm panel.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters. Owners are advised that, pursuant to the Strata Property Act, correspondence which is addressed to the strata corporation must be made available to any other owner interested in such correspondence, and to certain other persons in specified circumstances. What this means is that any correspondence which is sent to the strata council in confidence might not be protected or privileged, and is subject to any other overriding and applicable law.

1. Renovations: Council reviewed correspondence from an owner on the 1st floor requesting approval of renovations to replace cabinets and flooring. The agent has been instructed to contact the owners of this suite.

2. Information Requested from 3rd Floor Owner:

   (a) Some residents have mentioned noise problems from the heating system. The boiler will be flushed within the next 60 days which may assist in reducing the noise levels from the heating. Council will monitor the situation.

   (b) Fireplaces will be inspected within the next 30 days. Notices will be sent out to owners.

   (c) As noted above, flooring specialists will be making recommendations to council.

NEW BUSINESS

1. Snow Removal/Salt: The agent was instructed to check with the custodian to enquire as to whether or not more salt was required. The agent will inform council.

2. Insurance Claim: In May, 2006 a pipe burst in the 3rd floor causing considerable damage. The agent will investigate the insurance claim and report back to council.

3 Leak in Storage Locker: The pans for the heating system overflow in the storage locker were full. The custodian emptied the pans and the problem has been solved. No damage was caused.

4. Registry Change: Gaynor, a resident, will be taking care of changes to the front registry and mailboxes. Please call the agent at Vancouver Condominium Services if you have any alterations to be made.

5. Leak – Unit #316: Restoratech attended and made repairs as necessary.

6. Lack of Hot Water: Council informed the agent that one of the hot water tanks is not functioning properly and council is waiting for completion of the roof repairs to see if there are funds left over to replace the hot water tank.

7. Cleaned Gutters: Restoratech cleaned a gutter on the first floor where there was excessive water dripping onto the patio and the problem has been resolved.

8. No Heat in Some Suites: Residents are reminded to call the agent if they are having heating problems. The zone valves are the responsibility of the strata corporation and the thermostats are the responsibility of the owners.

9. Buzzer: Residents are reminded that when they move into the building, they will need to contact the intercom company through the agent so their buzzer can be coordinated with their telephone line. Council will prepare a list of helpful tips to help new owners make a smooth move into the building. Note: The agent will be responsible to provide this form to all new owners.

There being no further business, the meeting was adjourned at 9:45 p.m. The next meeting will be held on Wednesday, December 6, 2006 at 7:00 p.m.

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IN/md

Rain Rain Go Away . . .

Unfortunately, the rain is not going to go away and, in fact, here comes the very heavy rainy season. Now is the time to check any gutters and drains around the exterior of your unit to make sure that they are free of leaves and other debris. You can save yourself a lot of grief and save your strata corporation some money by having a quick look at these areas which normally create floods and great inconvenience and expense. Please report these to your strata agent who will take action to make sure that they are cleaned.

VANCOUVER CONDOMINIUM SERVICES LTD.

OWNER/TENANT INFORMATION FORM

Strata Plan # _____ Unit # _____

Required Information

Are you a tenant or owner: (circle one) Owner Tenant
If you are a tenant please supply owner and tenant information

Owner Name #1 _____

Owner Name #2 _____

Parking Stall(s) #: _____ Locker #: _____

Are you a non-resident owner? ☐ Yes ☐ No
If yes, what is your mailing address?
Mailing Address: _____

_____

Owner #1 Telephone Home: ( ) _____ Work / Cell: ( ) _____

Owner #2 Telephone Home: ( ) _____ Work / Cell: ( ) _____

Emergency Contact:

1) Name: _____ Tel #: _____

Do they have a key to your suite? _____

Make of Vehicle(s): 1) _____ Colour: _____ Lic #: _____

2) _____ Colour: _____ Lic #: _____

Pets (if any):

1) Name: _____ Kind: _____ Age: _____

2) Name: _____ Kind: _____ Age: _____

Name(s) requested on enterphone panel (if applicable):

_____

The above information is for internal use only and kept in confidence.

Please fill out and mail to:

Vancouver Condominium Services Ltd.
#400 – 1281 West Georgia Street
Vancouver, B.C. V6E 3J7

Telephone: (604) 684-6291 Fax: (604) 684-1539
You may also place this form in the condominium mailbox if there is one available.

MINUTES OF COUNCIL MEETING

STRATA PLAN VR-408

HELD: On Wednesday, December 6, 2006 at 7:00 p.m. in Unit #108 - 330 East 7th Avenue, Vancouver, B.C.

PRESENT:	Colleen Browning	(President)	Unit #108
	Alex Forrest	(Treasurer)	Unit #111
	Richard Lien	(Secretary)	Unit #309
REGRETS:	Tricia Meneghello	(Committee Coordinator)	Unit #214
	Diana Milanovic		Unit #218

STRATA AGENT: Isaac Nelson, Vancouver Condominium Services Ltd.

The meeting was called to order at 7:30 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the November 8, 2006 council meeting, as circulated.

FINANCIAL REPORT

1. Monthly Statements: Council deferred adoption of the September, October and November, 2006 financial statements until the January 17, 2007 meeting, as a new Treasurer has been appointed. The new Treasurer is Alex Forrest.

   Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

2. The current balances for the eighth month as at November 30, 2006 in the appropriate funds are as follows:

   - Total Cash Balance $219,976.41 (including CRF Balance)

- CRF Balance $ 74,271.29 (Contingency Reserve Fund)

3. Arrears: The agent advised council there are several owners who are in arrears with their strata fees. The agent was instructed to send notices to all owners requesting that they bring their account balances up to date.

NOTE:

Fines will not be levied until the twelfth month period has expired and a reminder that strata fees are due on the first of the month. Please check your bank statements to verify strata fee payments have been made.

4. Invoices: There were no invoices for the council to approve.

5. Laundry Money Collection Amount: Laundry money was collected in the amount of $700.

BUSINESS ARISING

1. Chimney Fireplace Cleaning: Council reviewed several quotes supplied by three contractors for chimney and fireplace cleaning. Gas fireplaces will be inspected in the next few weeks and chimney service will proceed after the gas fireplaces have been inspected.

   Gas fireplace inspections will be done by Sure Fire at a cost of $45.00 (plus tax). Chimney cleaning will be done by Dickens Chimney cleaning at a cost of $40.00 (plus tax). The following units have gas fireplaces: 101, 109, 117, 201, 209, 210, 218, 301, 309, 310, and 318. The following units have wood burning fireplaces: 302, 303, 307, 308, 311, 312, 315, 316, and 317. Notices will be sent to residents of the above suites.

   Surefire Gas Services will inspect the gas fireplaces on Friday, January 5th. The schedule has been posted by the mailboxes.

   Dicken's Chimney Service will clean the fireplaces, January 14, 2007 from 12:00 noon to 4:00 p.m.

2. Boiler Heating System Flush: Council reviewed a quotation from Milani Plumbing Drainage & Heating in the amount of $842 plus GST to flush the heating system. Work will proceed the third week of December.

3. Hot Water Tank: Council reviewed and approved a quotation from Milani Plumbing Drainage & Heating in the amount of $5,900 to replace the faulty hot water tank. The agent has been instructed to contact Milani and have the hot water tank replaced.

4. Balcony Repairs: The agent informed council that Steelhead was not available to do the work and the Restoratech quotation has been delayed. The agent was requested to obtain quotations regarding balcony repairs from Nikls Property Services for units no. 202, 203, 301, 302, 311, 318 & 310

5. Patio/Ground Floor Leaks - #108 & # 114: Council instructed the agent to give Restoratech a timeline for repairs to the balconies. The agent will inform Restoratech the work needs to be completed by January 15th, otherwise, the council will go with another contractor.

6. Perimeter Fencing Quotation: Restoratech supplied a detailed quote for perimeter fencing replacement, and council will review the quote of $54,401.32 plus taxes. Council instructed the agent to have the quote structured by building section so council has the option to contract this work one section at a time. Council will present a plan for this work at either a SGM or the AGM in the New Year. The agent was instructed to obtain another quotation from Nikls Property Services for the same work.

7. Landscaping: Think Green will provide a quote for landscaping services. The agent was instructed to call Evergreen Landscaping for another quote.

8. Flooring: Council met with Ian Cordey from Sunwest Floors Inc. and council will be drafting flooring bylaws in the next couple of months.

9. Cambie Roofing: The agent was informed the roof replacement would take four to six days to complete, weather permitting. Council has instructed the agent to coordinate the start date with Aqua Thermal Consultants who is responsible for inspecting Cambie Roofing's work throughout the project.

10. Shut-off Valves: Council supplied a list to the agent regarding some units and the condition of, and access to, their shut-off valves. The agent was instructed to contact the other residents regarding their shut-off valves.

11. Custodian: Edmond Dufour resigned as custodian and his last day of employment was November 23, 2006. Council would like to thank Mr. Dufour for his work in the strata.

12. Pest Control: Council approved the suggestion from Propec to inspect the suites and monitor the suites and the building over a two to six week period.

Reminder:	Residents are to keep their property clean of garbage and unwanted food as Propec has suggested unclean properties will attract unwanted pests and rodents.

13. Carpet Cleaning: EasyCare will be cleaning the common area carpeting on Monday, December 11, 2006, at a cost of $503.50 including taxes.

14. Annual Fire Inspection: Voltech attended the building on November 20, 2006. council instructed the agent to send a letter to all owners/residents who did not provide access. The cost of the annual inspection was $539 plus taxes.

15. Dryer Purchase: The dryer has been moved into the room off the laundry room and is available at a price $300.

16. Previous Insurance Claim: On April 27, 2006 Easy Care Restoration attended to an emergency call where a pipe broke in suite #305 causing damage to #206 and #105. The total cost of repairs - $2553.20. The insurance deductible is $2500 and council has instructed the agent to pay the invoice of $2553.20 to conclude this matter.

17. Janitorial Quotations: Clean Sweep Building Maintenance is the temporary cleaning company for the building. Janitorial quotations:

- Clean Sweep $ 795.00 Per month plus GST
- Fire Star Cleaning Services $1,498.00 Per month plus GST (This quote includes some handyman services.
- Lucy Janitorial $ 275.00 Per week, including taxes.

18. Building Appraisals: Normac Appraisals quoted $556.50 (tax included) to appraise the property. Council has approved the quotation.

19. Safe Combination: The combination on the safe has been changed and council has the new combination which will be kept confidential amongst council members.

20. Racoons: Propec attended to the matter and removed the racoons and blocked the racoon access to the building. Costs to be verified.

URGENT:

Building residents are informed NOT TO TOUCH the alarm panel or alter it in any way. If the fire alarms are ringing, residents are required to evacuate the building and call "911". Note: The fire panel is not linked to the fire department – you must call 911 immediately and please do not assume someone else has made the call. Attending fire department personnel will reset the panel. If the fire department responds to a call and they find that an owner has tampered with the panel a $2,500 fine may be imposed.

Council has instructed the agent to prepare a warning notice, which will be posted adjacent to the alarm panel.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters. Owners are advised that, pursuant to the Strata Property Act, correspondence which is addressed to the strata corporation must be made available to any other owner interested in such correspondence, and to certain other persons in specified circumstances. What this means is that any correspondence which is sent to the strata council in confidence might not be protected and privileged, subject to any other overriding and applicable law.

1. Lack of Hot Water: Residents from the third floor sent a letter to council regarding replacement of the hot water tank. As noted above, council has approved replacement of the hot water tank.

2. Custodian: A resident of the second floor inquired about the custodian contract. Council will be hiring a janitorial company, however, council would be interested in having a handyman available. The agent was instructed to contact the resident and will inform council.

3. Unauthorized Ingress: A suite on the second floor was entered without the resident's permission. Council have investigated and security measures have been put in place.

4. New Resident: Council would like to welcome the new resident in suite #105.

NEW BUSINESS

1. Door Repair: Council has authorized repair of a door on the first floor. Repairs to be done by Nikls Property Services Ltd. Costs - $425 plus GST.

2. Planter Repair: Council has authorized the residents on the first floor to repair the planter located on their deck at their own cost.

3. Drip Pan - Garage: Council received a quote from Nikls Property Services to install a drip pan over a parking stall. Nikls Property Services quoted $925 plus taxes. The agent was instructed to obtain another quote.

4. Re-keying of Common Area Doors: Council instructed the agent to have the locks re-keyed and will supply the agent with a list of the rooms that need to be re-keyed.

5. Air Vents: Residents on the first floor have noticed unusual smells and the agent has been requested to contact Nikls Property Services to investigate.

6. Dry Sprinkler System: The agent was requested to contact the fire maintenance company to have the dry sprinkler system serviced.

7. Holiday Cheer: Residents are invited to the lobby tree decorating Wednesday, December 20, 2006 at 6:30 p.m. Council would like to thank the owners who helped out at the previous barbeque.

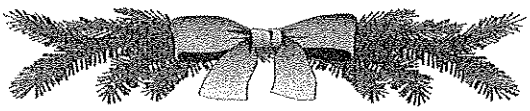
8. Second Floor Resident: Council would like to thank the resident on the second floor for the letter. Please refer to the minutes regarding your concerns.

There being no further business, the meeting was adjourned at 9:30 p.m. The next meeting will be held on Wednesday, January 17, 2007 at 7:00 p.m. in Suite #108.

Isaac Nelson
Vancouver Condominium Services Ltd.
#400 - 1281 West Georgia Street
Vancouver, B.C.
V6E 3J7

Telephone: 604-684-6291 (24-Hour Emergency Services)
Toll free: 1-877-684-6291
Fax: 604-684-1539

IN/lc



HAPPY HOLIDAYS

Please note that our office will be closed on Monday, December 25th, Tuesday, December 26th and Monday, January 1st. Emergency service is available if necessary: please call the usual telephone number, 604-684-6291, for assistance. We take this opportunity to wish everyone a very Happy Holiday Season.