MINUTES OF COUNCIL MEETING

STRATA PLAN VR-408

HELD: On Wednesday, January 17, 2007 at 7:00 p.m. in Unit #309 - 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	(Treasurer)	Unit #111
	Diana Milanovic		Unit #218

STRATA AGENT: Isaac Nelson, Vancouver Condominium Services Ltd.

The meeting was called to order at 7:00 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of December 6, 2006 council meeting, as circulated.

FINANCIAL REPORT

1. Monthly Statements: It was moved, seconded and carried to adopt the September, October, November and December 2006 financial statements, as presented. Any owner wishing a copy of the strata corporation's financial statements may 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 9th month ending December 31, 2006 in the appropriate funds are as follows:

   - Total Cash Balance $240,739.86 (including CRF Balance)
   - CRF Balance $75,123.60 (Contingency Reserve Fund)

3. Arrears: The agent was instructed to send notices to all owners informing them of their strata fees payable or their levy amounts.

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: The agent was requested to contact Clean Sweep about a charge of $162.50 for snow removal. The agent was requested to contact Weedbusters regarding an invoice for $477.00. Council instructed the agent to contact Windmill regarding being over-billed for the elevator carpet installation.

5. Laundry Money Collection Amount: The agent was advised that laundry monies will be ready to pick up within the next seven days.

BUSINESS ARISING

1. Chimney Fireplace Cleaning: Both Sure Fire and Dicken's Chimney attended and inspected all fireplaces. The cost was $45.00 plus tax for eleven fireplaces and $40.00 plus tax for nine fireplaces.

2. Boiler Heating Flush: Milani attended and flushed the boiler on January 5th at a total cost of $842.00 plus GST.

3. Hot Water Tank: Milani installed the new hot water tank at the cost of $6,144.00 plus tax.

4. Balcony Repair List - #202, #203, #301, #302, #311, #318, #310: The agent still awaits a quotation from Restoratech and Nikls.

5. Patio/Ground Floor Leaks – #108, #114: Restoratech completed the patio work at #114 at a total cost of $5,652.98. Restoratech also completed the work at suite #108 at a total cost $4,024.82.

6. Perimeter Fence Quotation: Restoratech have a detailed quote in place and Nikls will quote in the springtime.

7. Landscaping: Council approved a quotation from David Kuklo in the amount of $2,910.00 for annual landscaping. Council also approved an invoice in the amount of $1,950.00 for the pruning of the outside gardens.

8. Flooring Bylaw Review: Council has contacted BKL Consultants Acoustics Ltd. to request a quotation for acoustic testing as outlined in the August minutes. BKL provided a quotation and a report specific to the subject of impact noise issues in multi-unit residential dwellings. They advised that testing would likely confirm the information they are providing free of charge. As such, they recommend we not proceed with the testing. The quote for acoustically testing ranges from $1,800.00 to $5,000.00. The report is attached for owner reference. Please note that BKL is not contracted to the Landmark Belvedere and have provided the attached report as a courtesy to council, owners are requested to not contact the consultants directly. The council continues to review the flooring bylaw and further information will be forthcoming.

9. Our New Roof & 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 are responsible for inspecting Cambie Roofing's work throughout the project. Cambie Roofing has indicated to the agent they are extremely busy and will be responsible for any types of leaks created from not attending the site at an earlier time.

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. Pest Control: Council approved a plan by Propec to attend the building on February 3, 2007, as mentioned on the notice, all owners will be required to clean out their cupboards underneath their sinks so that Propec can access and block any type of entrance way rodents may use to enter suites. Propec will be monitoring the building for several weeks after all suites have been accessed.

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.

12. Fire Equipment Deficiencies: Bartec attended on January 17th and the agent was requested to supply a report to council once it is received.

13. Dryer Purchase: The dryer has been moved into the room off the laundry room and is available at the price of $300.00.

14. 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.

Council has decided to maintain Clean Sweep as temporary cleaners for the present.

15. Lock Replacement: Council has hired Safe and Secure Locksmith to rekey all of the utility doors in the building as of Wednesday, January 17th.

16. Unit Keys Return: Please note that all owner unit keys that where stored in the building safe have been returned. Below is the summary of keys and their status:

C – Claimed by Owner							N – No Key Available							U – Unclaimed & Destroyed							
101	C	106	N	111	N	116	U	204	C	209	C	214	C	301	C	306	U	311	C	316	C
102	C	107	C	112	C	117	U	205	N	210	C	215	N	302	C	307	N	312	C	317	C
103	C	108	C	113	U	201	U	206	C	211	C	216	U	303	U	308	U	313	C	318	C
104	C	109	C	114	C	202	C	207	U	212	U	217	C	304	C	309	C	314	C		
105	N	110	N	115	N	203	U	208	N	208	N	218	N	305	C	310	C	315	C		

For all scheduled service, please note that Vancouver Condominium Services will always attempt to provide adequate notification. When a specific service requires access to your home, please note it is each individual owners responsibility to coordinate access at the scheduled date and time.

17. Parking Drip Pan: Council approved a quotation from Nikls at $975.00 not including GST to install a drip pan over a parking stall in the garage area. No other quotes were available.

18. Appraisal: A copy of the building appraisal was given to council.

19. Audit: Reid Hurst Nagy will perform an audit of the strata corporation's financial statements for the year ended March 31, 2006 at a total cost of $1,175.00 tax included.

20. Dry Sprinkler Winterization: Bartec attended on December 29, 2006 and winterized the dry sprinkler system at a cost of $132.50 GST included.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata corporation 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 in Unit #208: Owner(s) of unit #208 proceeded to renovate prior to requesting and receiving council approval. The agent contacted the owner(s) twice by telephone to inquire about their activities and inform them of the bylaws and their responsibility with respect to renovations. The renovations continued and council instructed the agent to issue them a bylaw infraction letter. On January 17th council met for the scheduled monthly council meeting. Among the business conducted was a review of the correspondences from #208 – one being a request to renovate. Additionally, by owner request, council and the agent met with the owner(s) from 8:30 p.m. till 9:00 p.m. on Wednesday, January 17, 2007 to discuss the matter further. The agent has advised that a number of fines are warranted. Council is currently considering the best course of action.

   Please note that our bylaws have been created and shaped by the owners of The Landmark Belvedere. It is each owner's responsibility to be familiar with them. It is your council and Vancouver Condominium Services responsibility to see that the bylaws are adhered to. It is council's opinion that The Landmark Belvedere is a quality building because the majority of owners demonstrate respect for their neighbours by respecting the bylaws.

2. Scalding Water Unit #301: Council would like to thank the owner for their correspondence regarding scalding water during showering. Milani was sent to attend and the agent awaits a report from Milani regarding recommendations.

NEW BUSINESS

1. Leak at Unit #313: Cambie Roofing attended to replace shingles on the roof. The strata corporation was invoiced, however, Cambie had agreed to repair any leaks based on their inability to replace the roof several months ago. The agent was requested to contact Cambie regarding this invoice and report to council.

2. Leak in Vent on Main Floor: Restoratech attended and assured council that all of the roof vents on the rooftop have been secured.

3. West Fence: Restoratech quoted $1,050.00 tax not included to repair the fence on the west end of the building. This quote was approved. Council requested the agent contact Restoratech concerning painting the fence outside of suite #108. Quote for fence painting at #108 is $901.00 tax included.

4. Bartec Monthly Inspection: The agent was requested to contact Bartec to see if they inspect the fire panel on a month basis. The agent will report to council.

5. Access to Garage: Waste Management was not able to access the garage on their last visit and the agent has been requested to have the locking mechanism inspected and repaired if necessary.

6. New Arrival at Unit #114: Council would like to congratulate Kerri and Gareth Knox on their new baby that is due shortly and automatically approves our new resident.

There being no further business, the meeting was adjourned at 9:10 p.m. in the Lobby after meeting with the owner of unit #208. The next meeting will be held on Wednesday, February 21, 2007 at 7:00 p.m. in unit #108.

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IN/jj

24-Hour Emergency Services

Clients using Telus Anonymous Call Blocking feature must deactivate this service (*87) to receive return calls from VCS after hours.

Please note that we will take no action on any emergency unless we have talked first to the person placing the call. If you have placed an emergency call, please keep the phone line clear so that VCS can return your call promptly.

PLEASE NOTE THAT THIS SERVICE IS FOR BUILDING EMERGENCIES ONLY: IT IS NOT FOR PERSONAL EMERGENCIES. Personal emergencies include lost building or suite access devices (i.e., keys, fobs, IRTs, garage remotes) access to relatives' apartments, inquiries about account balances, "someone parked in my stall", neighbours are having a loud party, neighbours' security alarm is going off and similar situations. We are also unable to provide assistance on calls such as "I saw a strange person enter the garage..." Suspicious activity and loud parties should be reported to the police. Break and enter and/or vandalism to your automobiles or suites should be reported to the police department.

Please feel free to report floods, broken water lines, fires, fire alarms, stuck elevators, garage gates not working and other similar building/property issues requiring immediate attention.

The 24-hour answering service is not available for general inquiries concerning accounts, council policies and other matters which are regular administration items.

MINUTES OF COUNCIL MEETING
STRATA PLAN VR-408

HELD:	On February 21, 2007 at 7:00 p.m. in Unit #218 - 330 East 7th Avenue, Vancouver, B.C.		
PRESENT:	Colleen Browning	(President)	Unit #108
	Richard Lien	(Secretary)	Unit #309
	Diana Milanovic		Unit #218
REGRETS:	Alex Forrest	(Treasurer)	Unit #111
	Tricia Meneghello	(Committee Coordinator)	Unit #214

STRATA AGENT: Isaac Nelson, Vancouver Condominium Services Ltd.

The meeting was called to order at 7:00 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the January 17, 2007 council meeting, as circulated.

FINANCIAL REPORT

1. Monthly Statement: The January, 2007 financial statement was deferred. 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 tenth month ending January 31, 2007 in the appropriate funds are as follows:

   - Total Cash Balance $233,852.88 (including CRF Balance)
   - CRF Balance $ 75,979.43 (Contingency Reserve Fund)

3. Arrears: The agent was instructed to send notices to all owners informing them of their strata fees payable or their levy amounts.

NOTE: Fines will not be levied until the 12th 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. The current levy is from August 1, 2006 to July 1, 2007.

4. Invoices:

(a) Council approved two invoices from Cambie Roofing for roof repairs in the amounts of $265.00 and $1,034.56, tax included.

(b) The agent has contacted Windmill regarding over billing on an invoice and will inform council of his findings.

(c) VCS will pay for the December invoice from Weedbusters in the amount of $477.00 due to a misunderstanding between Weedbusters and VCS.

5. Laundry Money Collection: The agent received $2,100.00 in laundry funds to be deposited into the strata account.

BUSINESS ARISING

1. Balcony Repairs: Nikls quoted $6,125.00 plus tax to perform balcony repairs at units #202, #203, #301, #302, #311 and #318. The agent was instructed to contact Resotratech to obtain a second quote.

2. Perimeter Fencing Quote: Restoratech quoted $54,401.32 plus tax. Nikls will quote in the spring.

3. Flooring Bylaw Review: Below is the current flooring bylaw.

47. Interior Flooring Surfaces

47.1 To protect the reputation of our building as a quiet and desirable place to live and in doing so protect the property values of the strata lots, it is forbidden to install a ceramic tile floor, wooden floor, or a floor of any other hard surface material in a strata lot on the second or third floors. This is due to the noise factor and annoyance to the resident who lives under the second and third floor apartments.

47.2 Should a resident install any section of tiling (except in the bathroom) or wooden or cement floor, a fine of $100.00 will be levied against the strata lot and the offending floor must be removed or the council shall decide on a further series of fines until the floor is removed.

47.3 A register shall be kept by council of those strata lots which have tiles, wooden or cement floors as at March, 1995.

Also, we have included a SAMPLE bylaw supplied by VCS, which is typical in most apartment style dwellings for your perusal.

Sample Bylaw:

> *"An owner wishing to install hardwood, laminate, or similar floors or carpet shall request written approval from the strata council prior to the installation of this flooring, and as part of this request shall demonstrate to council that the proposed installation will incorporate a floor underlayment which meets or exceeds an IIC rating of 70."*

Durason brand underlayment is highly recommended as well as cork. Check the rating with your supplier before purchasing.

If any owners have any input into the current or sample bylaw, they may wish to forward a possible ¾ vote resolution which could be added to the AGM agenda, to council through the property manager. As indicated in the free report attached to the January 17, 2007 minutes this SAMPLE bylaw is congruent with the report from BKL Consultants.

4. Hose Bib Shut-Off Valves: The shut-off valves have not been mapped for units #106, #109, #113, #114, #115 and #117.

5. Pest Control: Propec Pest Control has attended and will continue to attend until all suites have been secured.

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.

6. Fire Equipment Deficiencies: Units #106, #314 and #315 did not provide access for the annual fire equipment testing. Council requests the residents of these suites to contact the agent to make arrangements to have their suite inspected.

7. Janitorial Quotations: Council is satisfied with the work being done by Clean Sweep.

NOTE: Council has decided not to supply paper towels in the laundry room due to theft of the paper towels from the dispensers.

8. Clothes Dryer: The agent will advertise to sell the dryer at a cost of $300.00. The dryer is a Samsung and is in excellent condition.

9. Audit: Council approved to have an audit performed from Reid Hurst Nagy for the 2005 fiscal year at a cost of $1,175.00 plus tax, and an audit done for 2006 fiscal year at a cost of $500.00. Reid Hurst Nagy offered the 2006 audit at a reduced rate so they could do both audits at the same time.

10. Renovations - #208: The owner of unit #208 has paid the fines issued by council and his renovations have been approved under the condition the appropriate bylaws are strictly followed.

11. Scalding Water – Unit #301: Milani and Koala-T Mechanical have contacted the owner of unit #301 and the agent. Koala-T has recommended a shower cartridge be installed in the tap at the expense of the owner and Koala-T will follow up with the owner of this suite.

12. Fence Repairs: The agent was requested to contact Restoratech to confirm the quotes for painting at units #108 and #106.

13. Elevator: Several owners have contacted the agent about the shuddering elevator and Richmond Elevator has attended.

14. Monthly Fire Testing: Council accepted a quote from Bartec to do monthly inspections at $143.10 tax included.

15. Waste Management: The agent supplied a new key fob to Waste Management.

16. FOBs: Council sent the FOBs to the agent and would like to thank Bruce Robertson for his past assistance with the FOBs.

17. Garage Gate Key: The garage gate key was disabled some time ago so access to the parking area can only be done with a fob.

18. Cambie Roofing: Ongoing because contractors are very busy. Council instructed the agent to ask Cambie Roofing to re-shingle the overhang in the front entrance way when they attend to the roof. The agent will inquire once Cambie is on-site.

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. #305 – Leak: Council received a letter from this owner who was not pleased with how VCS had handled the coordination of contractors. The agent will talk to the supervisor at VCS to clarify the situation. The agent would like to remind owners of the information posted in the previous minutes.

For all scheduled services, please note that Vancouver Condominium Services will always attempt to provide adequate notification. When a specific service requires access to your home, please note it is each individual owner's responsibility to coordinate access at the scheduled date and time.

NOTE: Any damage to personal belongings must be covered by your own personal content insurance.

2. Unit #208: Council reviewed a letter sent to the Chief Executive Officer of Vancouver Condominium Services. The agent informed council this is a strata issue and instructed the council to reply to this owner. Council recommends to any owners who are not familiar with the *Strata Property Act* and the laws governing strata properties in B.C. that they can familiarize themselves by going to the following internet website: www.gp.gov.bc.ca/stateg/stat/S/98043 01.htm

3. Community Plan: Council was supplied with a pamphlet from the City of Vancouver regarding the community plan.

4. VCS Service Contract: Council reviewed the recommendations given by Vancouver Condominium Services to have meetings every six weeks rather than every month to keep down management fees. Council approved this recommendation which will begin after the next scheduled council meeting.

5. Unit #212: Council received correspondence from this owner regarding a learning patio at #113, trees pushing against a fence at #114, #115, #116 and #117. The agent was requested to get a quote to repair the learning patio at #113. Gardening issues will be resolved in the spring. Please see note #7 under Business Arising regarding paper towels in the laundry room.

6. Unit #212: Council received correspondence from this owner regarding a flattened downspout. Pure Pressure will repair when they install the gutter baskets.

7. Unit #102: Council received correspondence from this owner regarding carpet stains on the third floor at #305 and #306, and at the centre stairwell. Clean Sweep will be asked to spot clean these areas.

NOTE: Residents are reminded to flatten empty containers before placing in the recycling bin.

NEW BUSINESS

1. Five Year Plan: The agent was instructed to contact a building inspector to prioritize the following items: Re-piping, siding, fencing/balconies drainage/boilers. The agent suggested a CRF reserve fund study might be appropriate and will get quotes for such a study.

2. Back Flow Preventor: Council approved a quote to inspect the back flow preventor at a cost of $159.00 plus tax.

3. Fireplace Repairs: Sure Fire quoted #370.00 to repair two firebox back walls. Council approved the quotation. Dickens quoted $58 per chimney cap to install pest screens. Council did not approve this quote.

4. Gutters: Council approved a quote from Pure Pressure to install gutter baskets at a cost of $10 plus tax per gutter basket as the test gutter basket installed several months ago seems to be working to retard downspout blockage. Quantity of gutter baskets is to be verified.

5. Council Mailbox: Pursuant to recommendations from VCS the council mailbox will not longer be available. All residents are requested to forward all correspondence to the agent at Vancouver Condominium Services.

6. Draft Budget: Council was supplied with a draft budget for their review.

7. Annual General Meeting: The AGM has been scheduled for Wednesday, April 18, 2007 in the lobby of Landmark Belvedere at 7:00 p.m.

Reminder: Please bring your own chair and if you would like a vote to alter the flooring bylaw, the agent will need the suggested amendment and/or a 75% resolution on or before March 18, 2007.

There being no further business, the meeting was adjourned at 9:10 p.m. The next meeting will be announced.

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IN/lc

A WORD OF APPRECIATION

Many thanks to all owners who provide their monthly strata fees promptly and without problems - either by PAC or post-dated cheques. Your co-operation is most appreciated. Please remember if you write cheques, to make them payable to your strata plan and to identify your suite number or strata lot. Payments are due on the first of each month.

MINUTES OF COUNCIL MEETING
STRATA PLAN VR-408

HELD: On Wednesday, March 21, 2007 at 7:00 p.m. in Suite #108, 330 East 7th Avenue, Vancouver, B.C.

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

STRATA AGENT: Isaac Nelson, Vancouver Condominium Services Ltd.

The meeting was called to order at 7:00 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the February 21, 2007 council meeting, as circulated.

FINANCIAL REPORT

1. Monthly Statements: The January and February, 2007 financial statements were deferred until 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.

2. The current balances for the 11th month as at February 28, 2007 in the appropriate funds are as follows:

   - Total Cash Balance $233,865.92 (including CRF Balance)
   - CRF Balance $ 76,838.17 (Contingency Reserve Fund)

3. Arrears: The agent was instructed to send notices to all owners informing them of their strata fees payable or their levy amounts.

NOTE: Fines will not be levied until the 12th 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. The current levy is from August 1, 2006 to July 1, 2007.

4. Laundry Monies Collected: Council will drop off recent laundry funds to Vancouver Condominium Services within the next seven days.

BUSINESS ARISING

1. Balcony Repairs: Nikls quoted $6,125.00 plus tax to perform balcony repairs at units #202, #203, #301, #302, #311 and #318. The agent was requested to obtain another quote from Nikls Property Services for deck #310. Council has approved the quotation in the amount of $6,125 for repair to the said balconies. Restoratech will be repairing damages at suite #305.

2. Flooring Bylaw Review: The agent was instructed to send a letter to all owners regarding a survey to obtain the owners perspective on the current flooring bylaw. As noted in this letter, the agent will need to receive a new resolution to change the flooring bylaw on or before March 28, 2007.

3. Hose Bib Shut-Off Valves: The shut-off valves have not been mapped for units #106, #109, #113, #114, #115 and #117.

4. Pest Control: Propec Pest Control has attended and will continue to attend until all suites have been secured.

5. Fire Equipment Deficiencies: Units #106, #314 and #315 did not provide access for the annual fire equipment testing. Council requests the residents of these suites to contact the agent to make arrangements to have their suite inspected.

6. Janitorial Quotations: Council is satisfied with the work being done by Clean Sweep.

   NOTE: Council has decided not to supply paper towels in the laundry room due to theft of the paper towels from the dispensers.

7. Scalding Water: The agent informed council that, due to the age of the building, pressure balance valves and shower cartridges are not original equipment. These valves and cartridges blend both hot and cold water so that scalding can be eliminated. Because these devices are not original equipment, owners are responsible to have these items installed if they wish to have the water temperature more consistent.

8. Contingency Reserve Fund Study: The agent provided council with a quotation from RDH in the amount of $14,000 and from Halsall in the amount of $7,900 for a Contingency Reserve Fund Study. This item will be discussed at the upcoming Annual General Meeting scheduled for Wednesday, April 18, 2007.

9. Back Flow Preventor: Milani tested the backflow preventor at a cost of $159.

10. Renovations in Suite #208: Council responded to this owner about his inquiries to Vancouver Condominium Services. The agent was requested to send a letter to this owner to enquire about permits for renovations in his suite.

11. Fences #106 & #108: Fence repairs to #106 have been completed at a cost of $1,050. Painting at #108 has been approved at $460. The agent was requested to obtain a quote for painting the repaired fence at #106.

12. Cambie Roofing: Ongoing because contractors are very busy. Council instructed the agent to ask Cambie Roofing to re-shingle the overhang in the front entrance way when they attend to the roof. The agent will inquire once Cambie is on-site.

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. Suite #209 Request Letter: The new owner of this suite will be taking possession on April 15, 2007 and the renovations have been approved, except for the laminate flooring requested to be placed in the living room and dining room.

2. Roof Leak #301: The agent supplied council with a letter from the owner of this suite indicating the roof was leaking onto their balcony and they were able to wait until the re-roofing was complete.

NEW BUSINESS

1. AGM Notice: The AGM notice will be sent to owners on March 29th.

2. Parking Garage:

Reminder

Residents are reminded not to leave televisions, electronic equipment or junk of any kind in the parking area.

There being no further business, the meeting was adjourned at 9:00 p.m. The next meeting will be announced after the AGM.

Isaac Nelson
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IN/sp

A WORD OF APPRECIATION

Many thanks to all owners who provide their monthly strata fees promptly and without problems - either by PAC or post-dated cheques. Your co-operation is most appreciated. Please remember if you write cheques, to make them payable to your strata plan and to identify your suite number or strata lot. Payments are due on the first of each month.

MINUTES OF COUNCIL MEETING

STRATA PLAN VR-408

BELVEDERE

HELD:	On Thursday, May 17, 2007 at 7:00 p.m. in Unit #301 – 330 East 7th Avenue, Vancouver, B.C.	
PRESENT:	Tricia Meneghello	#214
	Julio Arkos	#301
	Christa Kaufmann	#202
REGRETS:	Shannon Bradley	#305
	Gary Ouimet	#103
	Jody Gardner	#208

(Richard Lien #309 had to withdraw himself from council due to schedule conflicts. Council wishes to extend thanks to Richard for his service last year and for his assistance with the transfer of information to the new council.)

ELECTION OF COUNCIL OFFICERS

It was decided to defer this item to the next council meeting on May 29, 2007 when more council members would be in attendance.

MINUTES

It was moved, seconded and carried to adopt the minutes of the April 18, 2007 Annual General Meeting, as circulated with one small adjustment to item #5 (under New Business). Owners requested that unused bikes be cleaned up, but also that council explore the creation of a bike room.

BUSINESS ARISING

1. Keys: Building keys #1 and #5 were handed out to the current council. Previous council members who still have building keys are asked to drop them off with suite #310. (Keys #2 and #3 are still outstanding.)

MINUTES OF COUNCIL MEETING

STRATA PLAN VR-408

LANDMARK BELVEDERE

HELD: On Tuesday, May 29, 2007 at 7:00 p.m. in Unit #202 – 330 East 7th Avenue, Vancouver, B.C.

PRESENT:	Julia Arkos	(President)	#301
	Christa Kaufmann	(Vice President)	#202
	Tricia Meneghello		#214
	Shannon Bradley		#305
	Jody Gardner		#208
REGRETS:	Gary Ouilmet	(Treasurer)	#103

STRATA AGENT: Isaac Nelson, Vancouver Condominium Services Ltd.

The meeting was called to order at 7:00 p.m.

MINUTES

Approved at the previous council meeting.

FINANCIAL REPORT

1. Monthly Statement: Because of the new council, the agent was requested to have the previous Treasurer approve the January, February and March, 2007 financial statements. The new Treasurer will approve the financial statements for April, 2007. 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.

6. Fire Equipment Deficiencies: The following units have not had their fire equipment checked: #106, #314 and #315. The owners of these suites are instructed to contact the agent to have their suites inspected. They are also informed that they are at potential risk and liability if they do not have their fire equipment checked.

7. Janitorial Quotations: Council is satisfied with the work being done by Clean Sweep.

8. Dryer in Janitorial Room: Council will advertise this dryer on Craig's List.

9. Scalding Water: The agent informed council that, due to the age of the building, pressure balance valves and shower cartridges are not original equipment. These valves and cartridges blend both hot and cold water so that scalding can be eliminated. Because these devices are not original equipment, owners are responsible to have these items installed if they wish to have the water temperature more consistent. This item may be resolved at the time of re-piping which is being investigated by council

10. Dicken's Chimney Service: The agent was instructed to contact this contractor to inquire as to whether the fire box back walls were repaired in #312 and #316.

11. Permits: Suites #208 and #209 supplied council with permits for renovation work. The agent was instructed to contact the owner of #208 to obtain more information about renovations to a load-bearing wall.

12. Fence Painting at #106: The agent was instructed to contact this owner to see if they were interested in painting the fence themselves and council will pay for the painting supplies.

13. #209 – Renovations: Council has approved all renovations at #209, except for the hardwood flooring.

14. Elevator: Richmond Elevator replaced a valve at the cost of $2,170.

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. Milani Maintenance Report: Council was given the quarterly maintenance report from Milani and will review this report and inform the agent.

5. Garbage Bins:

REMINDER

Owners are reminded that the garbage bins are not for renovation debris, large pieces of furniture or appliances. Owners will need to hire their own contractor to get rid of large household items.

6. Re-piping: Council was supplied quotes for re-piping the building and council will review these quotations.

7. Roof Fans: The agent was instructed to contact Cambie Roofing to inquire as to whether they have shut off the roof fans while they have been replacing the roof.

8. Window in Suite #202: The agent was instructed to obtain a quotation for replacement of a window in this suite. Council approved the window replacement.

9. **Screens on Windows and Doors: Owners are reminded that screens on windows and patio doors are not original equipment so owners are responsible to repair and replace their screens.**

There being no further business, the meeting was adjourned at 8:25 p.m. The next meeting will be held on Wednesday, August 22, 2007 at 7:00 p.m. Location to be verified.

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

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MINUTES OF COUNCIL MEETING

STRATA PLAN VR-408

LANDMARK BELVEDRE

HELD:	On Wednesday, July 11, 2007 at 7:00 p.m. at The Whip Restaurant located at Main Street and 6th Avenue, Vancouver, B.C.	
PRESENT:	Tricia Meneghello	#214
	Jody Gardner	#208
	Julio Arkos	#301
	Christa Kaufmann	#202
REGRETS:	Shannon Bradley	#305
	Gary Ouimet	#103
AGENT:	Isaac Nelson, Vancouver Condominium Services Ltd.	

The meeting was called to order at 7:00 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the May 29, 2007 council meeting, as circulated.

FINANCIAL REPORT

1. Monthly Statements: Financial statements for January, February and March, 2007 were approved by the previous Treasurer. Financial statements for April and May, 2007 were approved by the current Treasurer. 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 third month ending June 30, 2007 in the appropriate funds are as follows:

   - Total Cash Balance $146,898.64 (including CRF Balance)
   - CRF Balance $ 80,076.15 (Contingency Reserve Fund)

3. Arrears: The agent informed there are several owners in arrears. Council is considering placing liens on two separate properties due to lack of payment of strata fees and/or levy fees.

10. Fence Replacement at Suite #113: Restoratech quoted $2,756 to replace the fencing outside of this unit owner's suite. Council approved this quotation.

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.

None was received.

NEW BUSINESS

1. Damage in Suites #110 and #111: The agent was requested to get some background information regarding a potential insurance claim due to flooding in unit #111 which created damage to #110. The agent will inform council as to potential options available.

2. Repair List: Council will be posting a repair list in the laundry room and owners are encouraged to note burnt out light bulbs, damage to walls, carpeting, any other repairs that may need to be addressed.

3. Call for Volunteers: Council would like to ask residents to volunteer to allow trades people into the building when council members are not available. If you are interested in volunteering, please contact the agent at Vancouver Condominium Services.

4. Bike Rack Clean Up: Council will be re-tagging bikes for removal and any bikes not claimed by September 1st will be removed and donated.

5. Stairwell & Basement Lobby Painting: John Boy quoted $700 per stairwell and $400 for the painting of the basement lobby in front of the elevator and laundry room on the lower floor. The agent was instructed to obtain one additional quote.

6. Roof: The agent was instructed to contact Cambie Roofing regarding some downspouts that have not been connected. Residents are instructed to call Cambie Roofing at (604) 874-4444 to get their downspouts connected. The agent was also instructed to contact Cambie regarding carpet cleaning located at the middle and west stairwells and by #305 in the hallway.

7. Rain Barrels: The agent was instructed to order a rain barrel from the rain barrel pilot program offered by the City of Vancouver and a council member will install the barrel at a cost of $70.

8. Storage Room: Owners are reminded that items in the storage room not in locker rooms will be tagged and removed.

IMPORTANT NOTICE TO OWNERS.

August 2, 2007

From: **Council, VR-408**
RE: **Termination of Contract by Vancouver Condominium Services.**

Dear Owners,

As of September 30th 2007 VCS will terminate their contract with the Landmark Belvedere. For some time VCS has been sending us correspondence detailing how difficult it is for them to keep agents and that losing agents means that they cannot keep all their clients. On Monday they served us notice of termination, which can legally be done with 60 days notice pursuant "Section 39 of the *Strata Property Act*". Our current agent, Isaac Nelson will be leaving VCS on August 30, 2007. Our options are:

1. **Terminate** the contract with VCS and locate another company.

2. **Convert** our current VCS contract from full management to financial management. This would only provide accounting and financial services but no site trips, meetings, correspondence, minutes or emergency services.

Council feels our best option is to find another management company, and we would like to do this, if at all possible, by the time Mr. Nelson leaves. We could sever our contract with VCS prior to September 30th without penalty. What we require from owners is:

- Input on reputable companies which are taking on new buildings of our size.

- Recommendations based on experience with other strata management companies.

- Help with some of the duties of running the building when Mr. Nelson leaves August 30th, 2007.

Council is currently exploring a few companies but we need feedback from owners and assistance in finding the right management company for our building. Prior to having Mr. Nelson as our Agent at VCS, the Landmark Belvedere was not treated particularly well by VCS so we are looking at this unexpected change as a positive move for our building.

If you have experience with another strata management company or would like to make a recommendation to council please contact:

Julia Arkos	email: arkosj@telus.net	phone: 604-251-1737
Christa Kaufmann	email: christa@angeldrawers.com	phone: 778-228-3005

We appreciate your help through this challenging time and look forward to your input.

Sincerely,
Council, VR - 408

MINUTES OF COUNCIL MEETING
STRATA PLAN VR-408
LANDMARK BELVEDRE

HELD: On Wednesday, August 22, 2007 at 7:00 p.m. at Unit 202 – 330 East 7th Avenue, Vancouver, B.C.

PRESENT:	Jody Gardner		#208
	Christa Kaufmann	(Vice President)	#202
	Shannon Bradley		#305
REGRETS:	Tricia Meneghello		#214
	Julia Arkos	(President)	#301
RESIGNATION:	Gary Ouimet		#103

Council would like to thank Gary for his assistance on council.

AGENT: Isaac Nelson, Vancouver Condominium Services Ltd.

The meeting was called to order at 7:00 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of July 11, 2007 council meeting, as circulated.

FINANCIAL REPORT

1. Monthly Statements: Council deferred approval of financial statements for June and July, 2007. Any owner wishing a copy of the strata corporation's financial statements may contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

8. Front Sign: Nikls Property Services will quote on replacing the numbers and the letters on the front sign.

9. Insurance Settlement: The strata corporation received a cheque in the amount of $2,500 from the insurance company for suite #111 for the damage caused to the common area in suite #110.

10. Janitorial List: Owners are reminded the list for the janitor in the laundry room is for janitorial purposes only which include cleaning the common area. Council is considering having another list available to address building repairs.

11. Bike Rack Clean Up: Council will distribute the new bike tags to owners on or before September 9th. Any bikes not tagged by September 30th will be removed.

12. Stairwell Painting: John Boy's painted the stairwells at a cost of $700 and the lobby area in front of the laundry room at a cost of $400.

13. Garage Door: Overhead Door quoted $105 per visit and will be maintaining the door twice per year. Council approved this quote.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata corporation 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. Bike Tags: An owner on the first floor requested additional bike tags. Council has approved this request. Owners are reminded that if they need additional bike tags, please put it in writing and address to council.

2. Fence Repair at #110: The owner of suite #110 requested a fence repair. The agent was instructed to contact Restoratech to quote on the fence.

3. Leak in #108: The agent called an owner on the second floor about a leak coming from their bathroom and the owner agreed to place plastic inside of the tub surround to alleviate the leaking. The owner mentioned that they will be renovating over the next several months.

There being no further business, the meeting was adjourned at 8:30 p.m. The next meeting will be verified.

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/mc

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.

ATIRA PROPERTY MANAGEMENT

120 Columbia Street, Vancouver, B.C. V6A 3Z8
Suite 204 - 15210 North Bluff Road., White Rock, B.C. V4B 3E6
Business Phone: 604-439-8848 or 604-531-9100
Business Fax: 604-439-8804 or 604-604-531-9145
Email: info@atira.ca Web: www.atira.ca

Caring Property Management For Your Community

September 14, 2007

Raymond & Heather Harrison
210-330 East 7th Avenue
Vancouver BC V5T 4K5

RE: Landmark Belvedere – VR 408

Dear Owner(s):

I am writing to welcome and introduce you to Atira Property Management Inc. We are delighted to have your business and will work very hard to ensure you remain happy with the decision to contract with us.

As you may already know, your Strata Council has entered into an agency agreement with Atira. Effective October 1st, 2007 Atira will be the Property Manager of Record for Strata Place VR 408.

ATIRA Property Management Inc. is a company specializing in Strata property management. We are committed to excellence in customer service and outstanding team orientated owner and tenant relations. For more information about our company and the services we provide, please visit our website at **www.ATIRA.ca**.

PAYMENT OF MONTHLY STRATA FEES
As per your Strata Corporation, an owner must pay strata fees on or before the first day of the month to which the strata fees relate.

Please find attached to this letter, a form for *Pre-Authorized payment of monthly Strata fees*. To avail yourself of the pre-authorized debit system, you must fill in and sign the enclosed form, attach a void cheque, and return it to our office by September 25. The automated monthly debits will take effect on **October 1, 2007**. **Any pre-authorized debit authorization given to the previous management company (Vancouver Condo) will be cancelled and is not transferable to ATIRA Property Management Inc.**

If you have post-dated cheques on file with the previous management company, they will be passed over to ATIRA Property Management Inc. and will be deposited when they become due. It is not necessary to re-issue these cheques.

Please feel free to contact us should you have any further questions. Issues or concerns relating specifically to your Strata Corporation must be forwarded in writing unless it is an emergency. We can be reached at **Tel**: ***604.439-8848*** or **fax: *604.439-8804*. Our mailing address is located at 120 Columbia Street, *Vancouver, BC, V6A 3Z8***

Thank you again. We look forward to working with you.
Sincerely
Strata Plan VR 408
Per:
Karmel Aberly

ATIRA Property Management Inc.
Karmel Aberly
Strata Manager

ATIRA PROPERTY MANAGEMENT

120 Columbia Street, Vancouver, B.C. V6A 3Z8
Business Phone: 604-439-8848 Business Fax: 604-439-8804
Suite 204 - 15210 North Bluff Road, White Rock, B.C. V4B 3E6
Business Phone: 604-531-9100 Business Fax: 604-531-9145
Email: info@atira.ca Web: www.atira.ca

Caring Property Management For Your Community

Minutes of the Council Meeting of Strata Plan 408, held October 24, 2007 in suite 202, 330 7th Avenue East, Vancouver at 7:00 PM.

In Attendance:	Julia Arkos	# 301	Christa Kaufmann	# 202
	Tricia Meneghello	# 214	Shannon Bradley	# 305
	Jody Gardner	# 208		

Karmel Aberly – Strata Manager [referred to as S/M in minutes]

The meeting was called to order at 7:00 PM

As this was the first meeting between Council and the new property management company, Atira Property Management Inc., everyone introduced themselves. There was a brief discussion to answer some of the S/M questions regarding the running of the building, pets, bylaws, rentals and collection of laundry money.

1. **Adoption of Previous Minutes**

   It was moved, seconded and carried to adopt the minutes of August 22, 2007 Council Meeting as circulated.

2. **Business Arising from Minutes**

   a) Balcony repairs for 202 – dealt with
   b) Perimeter fence – S/M is to get quotes for a new fence
   c) Shut off valves – dealt with
   d) Spare dryer – this was offered for sale on Craig's List. Someone is coming to check it out.
   e) Re-keying laundry equipment – Council decided to not proceed with this. It was noted that there are changes in the amount of laundry income over the summer months. It was decided that re-keying was not necessary at this time.
   f) Dickens fireboxes for 312 and 316 – this has been completed
   g) Finalized permit for 208 – done
   h) Carpet quote – this is for out side the laundry room, in front of the elevator and the stairwell. Council felt that vinyl tile would be a better floor cover for this area as carpet gets too dirty and vinyl sheet flooring may be too easily damaged. S/M is to get another quote for this project
   i) 113 deck replacement – not done yet
   j) Rain barrel – now that the strike is over at City Hall this item can be picked up and installed
   k) Janitor repair list – this list is posted downstairs
   l) Bike rack clean up – done
   m) Garage door maintenance schedule – S/M is to call the door company to see if there is a scheduled maintenance contract
   n) Restoratech fence quote – this is out dated, new quote needed, S/M to arrange
   o) Bike rack for commuters – if the two bike racks are moved closer together there is room to add another one for residents that use their bikes everyday. S/M to get a quote
   p) Final Numbers on Roof – S/M is to check with ATC regarding the sign off of the roof work and to see what amount, if any, of the special assessment remains.

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Email: info@atira.ca Web: www.atira.ca
Caring Property Management For Your Community

Minutes of the Council Meeting of Strata Plan 408, held December 17, 2007 in suite 202, 330 7th Avenue East, Vancouver at 7:00 PM.

In Attendance:	Julia Arkos	# 301	Christa Kaufmann	# 202
	Shannon Bradley	# 305	Jody Gardner	# 208

Karmel Aberly – Strata Manager [referred to as S/M in minutes]
Regrets: Tricia Meneghello # 214
Absent: Coleen Browning # 108

The meeting was called to order at 7:04 PM

Ron MacDonnell, the building's superintendent, stopped by to discuss his maintenance concerns and discuss the line of communication between Atira and himself. He feels that the boiler should be replaced in the near future and the outside of the building needs to be painted. Council is aware of these issues and as they are very expensive items feel that they need to be looked into in more detail. Melani Plumbing has already quoted on replacing the boiler. The S/M was instructed to get an updated copy of this quote and to get another quote from a different company. After expressing his concerns Rod left the meeting.

Shannon Bradley explained to the S/M that when emails are being sent she would prefer if there was more of an explanation in the body of the email when an attachment is sent. She would also like to know if a decision is required. Christa Kaufmann said she would like more information in the minutes. If a project is completed she would like a little information about the project given in stead of a simple "done".

1. **Adoption of Previous Minutes**

   It was moved, seconded and carried to adopt the minutes of October 24, 2007 Council Meeting as circulated.

2. **Business Arising from Minutes**

   a) Spare dryer - Council is still trying to sell the spare dryer. It is new and they are listing it on Craig's List and Kijiji Canada Classifieds site.
   b) Flooring quote for basement entrance - TEC Flooring will contact Rod MacDonnell to do a quote on replacing the flooring in the basement entrance by the elevator, stairwell and laundry room.
   c) Perimeter fence – S/M received two quotes for a new perimeter fence. One by Restoratech for $54,401.32 and one from Dunright Repairs for $55,175.95. As there are other pressing maintenance issues these quote will be kept for future reference.
   d) Rain barrel - Tricia Meneghello will pick this up at City Hall and install it.
   e) 113 deck replacement - these repairs have been added to the list of other deck repairs and will take place at a future date. Council may look into hiring a company to do deck maintenance if owners are not willing to do this maintenance themselves. If approved, this new maintenance cost would be added to the strata fees when a new budget is presented.
   f) Garage door maintenance schedule – S/M called the company that services the door but has yet to hear back from them. She will contact them again.

4. **Correspondence from Owners**

A letter was received from an owner expressing concerns about the calling of the fire department and the fact that the fire doors did not close properly, the deficit, and overseeing the furnace room. The S/M is to arrange for repairs to the doors so they latch properly, the deficit will be discussed at the AGM and Rod MacDonnell will be asked to check the furnace room daily.

An owner requested that the leak over their vehicle in the parkade be attended to. A quote has been received to install a pan and the S/M was asked to check another source for possible solutions.

An email was received from a resident complaining about a resident that leaves a stroller in the hallway blocking the hallway and the nearby exit. The S/M wrote to the owner requesting that the stroller be removed the common area.

5. **New Business**

a) Building keys – There are no spare building keys so the S/M was asked to order some. These will be available at a cost of $50.00.
b) Business Consent Form – This is a form that allows Atira Property Management Inc to make inquires at Revenue Canada regarding the strata's BIN and payroll. This had to be signed by a Council member.
c) Unit that flooded out he units below it with an overflowing toilet. S/M is to let the owner know they will be responsible for repairs to the lower unit or for the insurance deductible, which ever is less.
d) Fireplace quotes – S/M didn't get the name of the company for this work. Julia Arkos said the name of the company would be in the minutes. The S/M will check for the name of the company and get this information for the next meeting.
e) Trimming the bushes and putting down mulch – the S/M asked the landscape company for a quite but did not receive one in time for this meeting.
f) Bike rack – S/M got a quote from a company that makes and installs bike racks. This information was left with a Council member for further investigation.

The next meeting is scheduled January 17, 2008 at 7:00 PM in unit 202

The meeting adjourned at 8:39 PM