

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-2891

HELD: On Monday, February 12, 2007 at 7:00 p.m. in Unit #102, 2161 West 12th Avenue, Vancouver, B.C.

PRESENT: Herbert Chan (President)
Ken Mbugua (Vice President/Secretary)
Michael Solkshinitz (Treasurer)
Tom Hamilton
Nair Kumaran

STRATA AGENTS: Irina Kuleshova, Vancouver Condominium Services Ltd.
Gerry Fanaken, Vancouver Condominium Services Ltd.

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

INTRODUCTIONS:

Mr. Fanaken and Ms. Kuleshova introduced themselves as the new property managers for Strata Plan LMS-2891. The strata council welcomed both agents and the meeting commenced.

MINUTES

It was moved, seconded and carried to adopt the minutes of the January 9, 2007 council meeting, as circulated. It was agreed to defer the formal adoption of the November, 2006 strata council meeting minutes until the next council meeting.

The agent discussed with council VCS policies pertaining to advance agendas and minute circulation. Following discussion, it was agreed that strata council Vice President will communicate with the agent on revisions to the draft minutes before finalization and circulation to the owners. Minutes will be circulated to all residents and mailed to non-resident owners. VCS will provide advance draft agendas to council members.

FINANCIAL REPORT

1. **Monthly Statements:** The strata council Treasurer advised that he has reviewed the November and December, 2006 financial statements, and he recommended acceptance. Following discussion, it was moved, seconded and carried, to adopt the November and December, 2006 financial statements, as presented.

Mr. Fanaken advised that the January, 2007 statement will be prepared by Gateway Property Management and, starting February, 2007, VCS will prepare the financial statements for the strata corporation. The council requested VCS to provide the monthly financial statements on a "cash" basis, but the October (12th month) statement is to be prepared on an "accrual" basis.

Any owner wishing a copy of the strata corporation's annual 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. Audit: VCS advised it would be beneficial for the strata corporation to undertake an audit of the strata corporation's accounting records. The strata council agreed to discuss this matter further during the budget preparation time for the next fiscal year.
3. Arrears: The agent updated council regarding owners' account arrears to February 12, 2007. Council wishes to remind all owners that their strata fee payments are due on the first of each month, and if they fail to make such payments, they are liable for fines and interest charges.
4. Cash Transfer: The agent reported that \$38,026.66 was received from Gateway Management representing all but \$3,346 of the Operating Fund to January 31, 2007. The Contingency Reserve Fund balance in the amount of \$100,000 was also turned over to VCS by Gateway, representing all but \$1,067.97 of the Contingency Reserve Fund to January 31, 2007. Council and the agent expect to receive the remaining amounts shortly.
5. Invoices: Several invoices were presented to council for their consideration. VCS was instructed to follow up with the electrical contractor on a few items pertaining to the work outlined in one of the invoices, and pay the invoice, provided the contractor complied with the terms of contract previously specified by the strata council.

VCS was also instructed to follow up with Genesis Security and Dash Janitorial Services on charges incorrectly billed to the strata corporation in 2006.

VCS was also instructed to contact an adjuster with an Insurance Corporation of British Columbia on the matter of parkade floor damage caused by a vehicle of their insured. The strata council instructed the agent to advise ICBC that the strata corporation is unable to undertake the parkade floor repairs as it is not feasible to close down the parking garage for several days in order to complete this job. Instead, the strata corporation is seeking a cash settlement from ICBC for this incident.

6. Capital Expenditures: The strata council Treasurer reviewed the 2007 capital expenditure items including hallway painting and carpet replacement in the 2181 building, re-painting of the metal structure at the front entrance and computer entry system upgrade. The council requested VCS to provide an opinion on the expenditure of monies from the Capital Replacement Fund without the need to seek further approvals since the owners had already given tacit approval at the 2006 AGM when these items were specifically discussed and included in the budget.

The council requested VCS to provide an opinion on the council's authority to expend monies from these Funds without the need to call an SGM to seek owner's approval since the owners had already given tacit approval when the Funds were created through the annual budgetary process.

OLD BUSINESS

1. Management Change: The management of the strata corporation changed on February 1, 2007 from Gateway Property Management to Vancouver Condominium Services Ltd. Correspondence has been sent to all owners advising of the change and owners are reminded that, if they were paying their strata fees on an automatic payment program through Gateway, that program is no longer in effect. In order to have strata fees deducted automatically each month owners must sign a new application form with Vancouver Condominium Services Ltd. It should be noted also that internet banking is available from VCS. If you are interested please log on to www.vancondo.com.

The strata council executed a contract with Vancouver Condominium Services and a copy will remain on file with the strata corporation President.

2. Security Upgrade: The agent advised council that the computer entry system upgrade work is scheduled to commence on Monday, February 19th with Cobra Integrated Systems.
3. 2161 Hallway Water Damage: The strata council was in receipt of a quotation from Phoenix Restoration for remedial repairs to the water damaged areas on the fourth and third floors of 2161 building in the amount of \$2,243.27 (inclusive of GST). VCS was instructed to discuss with Latham's Mechanical the cause of the leaking pipes in the hallway and determine whether or not further repairs are required to prevent future leaks from re-occurring. Furthermore, VCS was instructed to obtain an alternate quote for drywall repairs and painting to determine whether or not the strata corporation should file a water damage claim with the insurance provider.
4. Temperature Probe Installation: The strata council instructed VCS to obtain another quotation for the installation of a temperature probe for the pipe heating system in the building parking/storage area. The original contractor or sub-trades who built our building did not finish installing this required pipe heating system for the fire sprinkler pipes. This uncompleted installation was recently discovered by a Strata Council member.

5. Lighting Retrofits: The strata council Treasurer advised that he has reviewed the proposed quotation for changing the building lights to a more energy efficient type and determined it is not a cost-effective proposal for the strata corporation. The agent advised she will obtain an alternate quotation for the lighting upgrade and present it to the strata council Treasurer for review.

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. Correspondence was received from an owner complaining of a crack in the unit's ceiling possibly due to the building settlement. The strata council reviewed the complaint and instructed VCS to advise the owner the ceiling crack will be painted during the same time the strata corporation will schedule the hallway painting at 2181 building.
2. Correspondence was received from an owner requesting permission to rent out their strata lot for the duration of at least one year. The strata council reviewed and approved this request provided the owner complies with the strata corporation rental bylaws. Furthermore, the owner complained about white liquid dripping on to their vehicle in the parkade. VCS was instructed to investigate the source of the leak.
3. Correspondence was received from an owner requesting permission for renovations in his strata lot. The strata council reviewed the request and instructed VCS to advise the owner that the strata corporation will approve the request provided the owner signs an indemnity agreement.
4. Correspondence was received from an owner advising of water damage possibly caused by a dishwasher or sink leaking in the strata lot above. The strata council instructed VCS to dispatch a plumber to the unit above to investigate the cause of the leak.
5. Correspondence was received from an owner advising the strata corporation of their objection to the removal of trees on the property. The strata council acknowledged the receipt of this correspondence and advised the owner the strata council is not planning to remove any trees without the owners' input. Further, if any trimming of trees will be undertaken by an arborist this year, the owners will be notified well in advance of this work.

6. Correspondence was received from ThyssenKrupp Canada advising of an increase in price for quarterly preventative maintenance of the handicapped lift in The Carlings, to \$147.00 (plus GST). The strata council acknowledged this increase.

The strata council advised VCS that the strata council allows Vancouver Condominium Services Ltd. and its representatives to dispatch the elevator contractors in case of an emergency for repairs without prior approval of the strata council members.

NEW BUSINESS

1. Fire Panel Trouble: The agent advised council that Upper Valley Fire Service continues to investigate the cause of the fire panel trouble at The Carlings. VCS suggested that a different contractor be contacted for fire panel trouble repairs, due to the lengthy response from Upper Valley Fire Service firm, in this case. The strata council instructed VCS to follow up with Upper Valley on how much work has been completed to address the current fire panel trouble, and determine whether or not an alternate contractor should be contacted to finish this job. The strata council instructed VCS to dispatch an alternate contractor on the VCS approved contractor list next time there is panel trouble.
2. Insurance Appraisal: VCS advised the strata council that a three year appraisal program with Normac Appraisals has been renewed effective February 2007. Under contract, Normac Appraisals will provide the strata corporation with an updated insurance appraisal information on an annual basis for the next two years following the first year review.
3. Bulletin Board Postings: It was recently brought to the strata council's attention that many businesses use the strata corporation's bulletin board for advertising purposes. Following discussion, the strata council has agreed that the building bulletin board should be designated for non-commercial postings only. Residents are advised that postings are allowed to be kept on the bulletin boards up to a maximum of three weeks.

There being no further business, the meeting was adjourned at 8:57 p.m. The next strata council meeting will be scheduled at a later date.

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MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-2891

HELD: On Monday, March 12, 2007 at 7:00 p.m. in Unit #102, 2161 West 12th Avenue, Vancouver, B.C.

PRESENT:

Herbert Chan	(President)
Ken Mbugua	(Vice President/Secretary)
Michael Solkshinitz	(Treasurer)
Tom Hamilton	
Nair Kumaran	

STRATA AGENT: Irina Kuleshova, 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 February 12, 2007 council meeting, with the following amendment: Under Financial Report #1 Monthly Statement: The sentence that reads "the council requested VCS to provide the monthly financial statement on cash basis but that the October 12th statement is to be prepared on accrual basis, should read as follows: *The council requested VCS to provide the annual financial statements on the accrual basis.*

FINANCIAL REPORT

1. Monthly Statements: The strata council Treasurer advised that he is still in the process of reviewing the January 2007 financial statement prepared by Gateway Property Management. The agent had advised that the February, 2007 financial statement will be re-run on an accrual basis and sent to council shortly. Following discussion, it was moved, seconded and carried to postpone the formal adoption of the January and February, 2007 financial statements until the next council meeting.
2. Arrears: The agent updated council regarding the owners' accounts in arrears to March 12, 2007. The strata council noted that some owners are now two months in arrears and instructed the agent to send reminder letters to all owners advising them to bring their accounts up-to-date as soon as possible.

3. Cash Transfer: The agent confirmed that all strata corporation funds have now been received from Gateway Management. A complete reconciliation has been provided also by Gateway.
4. Invoices: The strata council was in receipt of an invoice from Upper Valley Fire Protection for attending to the fire alarm panel trouble and pull station at exit P2 and replacing the pull station box with a waterproof box and changing the pipe connections. The strata council noted that the technician came back twice to replace the pull station and has agreed that the second visit was not necessary, as the technician should have replaced the pull station with a waterproof box the first time the problem was discovered. The agent was instructed to advise Upper Valley Fire Protection that the strata corporation will only pay for half the portion of labour as stated on the invoice. The agent further presented council with the statements issued from Genesis Security outlining a credit of \$900 to the strata corporation from October 31, 2006. The strata council Treasurer will reconcile statements against the strata corporation financial statements and advise the strata council accordingly. Furthermore, the agent advised that the amount owed to the strata corporation was charged against Dash Janitorial Services invoice for the services in February of 2007.
5. Capital Expenditure Fund: VCS provided the strata council with recommendations for expenditures of money from the Capital Expenditure Fund. The strata council will keep the recommendations on file for future consideration.
6. ICBC: The agent is continuing to pursue the claim for the parkade floor damage caused by a vehicle of their insured.

OLD BUSINESS

1. Security Upgrade: Cobra Integrated Services has started working on the security upgrade project at The Carlings. During the first week, it was discovered that the strata corporation's computer needs to be upgraded to hold the appropriate amount of data as provided by the upgrade. "The strata's newly donated computer needs to be upgraded to run the application as provided by the upgrade. The council voted to purchase a new updated computer that meets the upgrade specifications. This purchase fits within the original approved budget". Upon receipt, Cobra Integrated will complete the installation as soon as possible.
2. #2161 Hallway Water Damage: The agent advised that she discussed the cause of the pipe leak in the hallway at #2161 with Latham's Mechanical. Latham's has advised that a pinhole leak was discovered and the technician has replaced the defective portion of pipe during the repair. Latham's confirmed that no additional work is required and the strata corporation can hire a contractor to do the remedial repairs. The agent was instructed to schedule drywall repairs as soon as possible.

3. Temperature Probe Installation: The agent has advised the strata council that Vancouver Fire & Security has been engaged to review the proposed work for a temperature probe installation and determine if the scope of work is appropriate and quote on the recommended repairs.
4. Lighting Retrofit: The strata council Treasurer and the strata agent have reviewed the proposed quotations for changing the building lights and determined that it is not a cost effective proposal for the strata corporation.
5. Parkade Water Drainage: The agent advised that Allstar Holdings has agreed to do a walk-around with the strata council to determine what areas in the parkade require repairs and provide a cost quotation for the proposed work. The agent will schedule a walk-around shortly.
6. Indemnity Agreement: The strata council was in receipt of the proposed Indemnity Agreement prepared by VCS for the strata corporation. The strata council will review the agreement and advise the agent of any changes.

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. Correspondence was received from an owner complaining of several items:
 - The owner has enquired whether or not the strata corporation is planning to do any touch-up painting in building #2161. The strata council has agreed that it will be beneficial to schedule touch-up painting in #2161 simultaneously with hallway painting project at #2181.
 - The owner complained about The Carlings' sign that is constantly being vandalized and asked that the broken pieces be re-attached immediately. The strata council requested the agent to contact a handyman to secure the broken off pieces and the rest of the lettering on the sign. The sign has not been vandalized and the problem is with the failure of the glue holding the sign together.
 - The owner complained about fluid emanating from the front of the front of the patio at suite #103. The strata council did a walk-around and requested the agent to investigate this issue further. The owner also enquired if the strata council is considering power washing the exterior of the building to get rid of the algae deposits. It was noted that the majority of the algae is from the balconies where owners have hanging plants. The strata council would like to remind all owners that it is important

to clean their balconies periodically to get rid of the algae deposits. In addition, the strata corporation will undertake a stucco re-painting project in several years on the entire building, at which point, the entire exterior will be power washed to get rid of staining.

2. Correspondence was received from an owner complaining about neighbouring units leaving bathroom fans on during the night and causing a nuisance to this owner. The strata council would like to remind all owners and residents that it is important to adjust the bathroom humidifiers to be set so that the fans do not automatically come on during the night and disturb other owners.
3. Correspondence was received from an owner who has previously written about a water leak originating from the strata lot above, advising that the leak has been continuing for several weeks and the owner has placed a note under the door of the strata lot above advising the other party that legal action will be taken if the situation is not resolved immediately. The agent has advised that a letter was issued to the owner of the strata lot above advising them to submit proof in writing that the cause of the water leak has been determined and the necessary repairs have been performed to prevent the leak from reoccurring. Following this, the agent will schedule drywall and other remedial repairs in the unit below the strata lot where the leak is originating.
4. Correspondence was received from an owner complaining that, during a recent visit to the parkade, the owner was trapped inside and was unable to get out of the parkade for a while because the recycling bins were blocking the only fire exit downstairs. The agent has advised that she has discussed this issue with an owner and advised Dash building maintenance immediately after to re-position the bins as soon as possible and ensure that they are never blocking the fire exit in the future.
5. Correspondence was received from an owner requesting permission for the installation of hardwood flooring in their strata lot. The strata council has advised that all the necessary documentation has been forwarded to the owner for signing and the strata council will advise the owner of their approval in person.

NEW BUSINESS

1. Earthquake Bulletin: The strata council was in receipt of an earthquake bulletin prepared by VCS for the strata corporation. The strata council has instructed the agent to attach the Earthquake Bulletin to the minutes of the meeting for all owners' information.
2. Building Caretaker Update: The strata council has advised that they have short-listed several candidates for the position of a non-resident building caretaker and the final selection will be made shortly.

There being no further business, the meeting was adjourned at 8:40 p.m. The next strata council meeting will be scheduled at a later date.

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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 LMS-2891

HELD: On Monday, April 16, 2007 at 7:00 p.m. in Unit #102, 2161 West 12th Avenue, Vancouver, B.C.

PRESENT:

Herbert Chan	(President)
Ken Mbugua	(Vice President/Secretary)
Michael Solkshinitz	(Treasurer)
Tom Hamilton	
Nair Kumaran	

STRATA AGENT: Irina Kuleshova, Vancouver Condominium Services Ltd.

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

COUNCIL MEMBER RESIGNATION:

Mr. Ken Mbugua announced that he will be resigning from his position on council effective next month as he has sold his strata lot at The Carlings and will no longer be an owner. The strata council thanked Mr. Ken Mbugua for his services with the strata corporation. It was then moved, seconded and carried to appoint Mr. Tom Hamilton as the Vice-President and Secretary for Strata Plan LMS-2891.

MINUTES

It was moved, seconded and carried to adopt the minutes of the March 12, 2007 council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statements:** The agent presented the Treasurer, at the meeting, with mortgage statement so the Treasurer may complete the review of the January 2007 statement. The agent also presented the Treasurer the revised February 2007 Financial Statement. The agent still needs to provide the Treasurer copies of invoices from February and March 2007 so he may complete his review of those financial statements.
2. **Arrears:** The agent updated council regarding owners' accounts in arrears to April 16, 2007. Some owners' accounts continue to remain in arrears; the strata council instructed the agent to advise these owners that if their accounts are not brought up to date by April 30, 2007, fines will be levied for late payment in accordance with the strata corporation bylaws.

OLD BUSINESS:

1. Security Upgrades: The agent advised council that Cobra Integrated Services has completed a security upgrade project at The Carlings. Furthermore, the agent added that the new caretaker has been trained to operate the system including programming the new FOBs and clickers. All owners and residents are advised that garage clickers and front door remotes will be available through the building's caretaker at a cost of \$70 for each device. The agent advised that Action Lock & Security has been dispatched to secure the electrical room door to prevent any further break-ins from re-occurring.

The strata council instructed the agent to discuss with Cobra Integrated Services why no lockdown case has been installed for the new computer as it was part of the original quotation.

2. #2161 Hallway Water Damage: The agent advised council that the remedial work in the hallway at building 2161 has been completed by Alpha Building Maintenance. Upon receipt of the invoice, the strata corporation will determine whether or not an insurance claim should be filed for this incident.
3. Temperature Probe Installation: The agent advised council that Vancouver Fire & Security will be providing the strata corporation with a quotation on temperature probe installation at the building by the end of this week.
4. Parkade Water Drainage: The council President will meet with a contractor from Allstar Holdings to do a walkaround and determine what areas of the parkade require repairs and what would be a proposed cost for this work.
5. Leak Outside Unit #103: The agent advised council that Latham's Mechanical has been on site to investigate the cause of the leak outside unit #103. It was noted that the leak may have originated from a shut-off in a backflow preventor device part of the irrigation system in the area. The presence of oil in the water could be the result of run-off from the soil. The strata council was advised to monitor the situation over the next two months and see if further repairs are required.

CORRESPONDENCE

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1. Correspondence was received from a new owner requesting permission to install hardwood flooring in the owner's strata lot. The strata council reviewed the request and approved

provided the owner complies with the strata corporation's regulations for installation of hardwood flooring. Furthermore, the owner requested permission to install a retractable screen door and a security system in the owner's strata lot. The strata council instructed the agent to advise the owner that they require further details on the type of door that will be installed and the type of security the owner plans to purchase in order to approve this request.

2. Correspondence was received from an owner requesting permission to install hardwood floor in the owner's strata lot. The strata council reviewed and approved the request provided the owner complies with the strata corporation's regulations for installation of hardwood floors.
3. Correspondence was received from an owner complaining of window condensation in the owner's strata lot caused by failed window seals. Strata council instructed the agent to dispatch Action Glass to replace the window seals as soon as possible.
4. Correspondence was received from Latham's Mechanical advising the strata corporation of an increase in the price of the preventative maintenance contract in the amount of \$60. Council acknowledged this notification. Furthermore, the agent was instructed to obtain a copy of the annual service agreement with Latham's Mechanical and supply it to the strata council prior to the next council meeting.

NEW BUSINESS

1. Non-Resident Caretaker: The strata council is pleased to announce that the strata corporation has hired Judy Williams to be the non-resident caretaker at The Carlings. Mrs. Williams will be on site Monday to Friday, from 8:00 a.m. to 4:00 p.m. The strata agent will liaise with the caretaker and report back to the strata council of any issues at the regular council meetings. The strata council Treasurer will do a thorough walkaround with the caretaker to help Mrs. Williams familiarize herself with the building.
2. Patio Cleaning: The strata council would like to remind all residents that the annual spring cleaning at The Carlings will be scheduled for Saturday, May 19th 2007. On that day, all owners can schedule to wash their patios and do any other spring cleaning without having to advise their neighbours.

Residents are reminded that on this date, water will be running off balconies. Please remove any items of your patios you do not wish to get wet.

3. Beverage Container Recycling: The strata council President informed the council that there is a new contractor available on the market who will offer to pick up depositable beverage containers from the strata corporation and share the revenue with the building, provided they are allowed to install their own bins and are able to pick up items on a weekly basis. The strata council discussed this proposal and agreed that it would not be very beneficial to

the strata corporation as they would have to provide access to the building to yet another contractor.

4. Electrical Room Leak: The agent advised council that there was a leak in the electrical room noted by the building caretaker. The agent advised that she has dispatched Latham's Mechanical to address the leak as soon as possible. Once the repair report from Latham's is received, the strata council will determine if the next course of action is required.
5. Building Caulking: It was recently noted by strata council that the caulking has failed in one of the columns in a patio of a ground level strata lot. The agent advised that Allstar Holdings will inspect the column and do the necessary repairs. The strata council will also discuss the appropriate time to schedule an inspection and re-caulking of the entire building closer to the budget preparation time for the next fiscal year.
6. Hallway Painting & Carpet Replacement: The strata council has started to discuss the replacement of the carpet and hallway painting in building 2181 originally scheduled to take place this year. The strata council will design a scope of work and instruct the agent to obtain competitive quotations for the job.
7. Cardboard Bins: It was recently noted that some residents continue to place unflattened cardboard boxes in the cardboard bin. The agent was instructed to contact Waste Management to put a lid and lock on the bin so the owners will have to flatten the cardboard in order to dispose of it

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

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Insurance Coverage

All owners and residents are reminded that the strata corporation's insurance policy does not provide coverage for any individual contents, betterments, or improvements (i.e. storage locker contents, clothing, furniture, decorating, upgrading of carpets, flooring, etc.). Owners and residents must carry their own "Owner Package" insurance for this coverage, including any and all improvements. You should contact your home insurance company to determine if you have this coverage or not.

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-2891

THE CARLINGS

HELD: On Monday, June 4, 2007 at 7:00 p.m. in unit #102 – 2161 West 12th Avenue, Vancouver, B.C.

PRESENT: Herbert Chan (President)
Michael Solkshinitz (Treasurer)
Nair Kumaran

REGRETS: Tom Hamilton

STRATA AGENT: Irina Kuleshova, 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 April 16, 2007 council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statements:** The strata council Treasurer reviewed with council the January, February and March, 2007 financial statements and recommended acceptance. Following discussion, it was moved, seconded and carried to adopt the January, February and March, 2007 financial statements, as presented.
2. **Arrears:** The agent updated council on the status of accounts in arrears to May 30, 2007. The agent advised that three owners continue to be in serious arrears and lien warning letters have been issued to all advising that, if the accounts are not brought up to date within 21 days of the date of the letter, the strata corporation is entitled to register a Certificate of Lien against the strata lot. Following discussion, the strata council has agreed to register a Certificate of Lien against all three strata lots in serious arrears and instructed the agent to continue to follow up on this matter.

3. Invoices: The strata council was in receipt of three invoices from Cobra Integrated Systems for installation of an upgraded access control system in the building, the purchase of a new desktop computer, and installation of the necessary software and the purchase of 26 key FOBs for the access system. The total cost of these invoices was \$8,059.87. The strata council approved payment of the invoices in full to CIS.

OLD BUSINESS

1. Temperature Probe Installation: The strata council is in receipt of two quotations for relocation of heat trace sensing unit from Latham's Mechanical in the amount of \$980 plus GST and Vancouver Fire & Safety in the amount of \$1,680 plus the cost of material and system verification plus GST. Following discussion, it was moved, seconded and carried to award the contract to relocate the heat tracing unit to Latham's Mechanical at the quoted cost. The agent was also instructed to advise Latham's to schedule the verification of the system upon completion of the relocation.
2. Parkade Caulking: The strata council is still in the process of organizing a meeting with Allstar Holdings to inspect the parkade walls and recommend the necessary caulking repairs. Allstar will also repair the caulking on a column outside unit #103 as previously discussed at the last strata council meeting.
3. Hallway Painting: The strata council is in receipt of a quotation from WHS Building Services for painting of the hallways in building 2161. It was noted that the removal of wallpaper will be an extra cost in the one area where the wallpaper is currently applied due to the labour intensity of this job. The strata council has approved to grant the common hallway painting contract to WHS Building Services at the quoted cost. The agent was instructed to contact the carpet replacement outlet first and obtain a quotation as soon as possible for replacement of carpet in 2161 as the strata council prefers to schedule the painting after the carpets have been replaced to avoid having to reattach the baseboards.
4. Security Upgrades: The agent advised council that Cobra Integrated Systems have completed the security upgrade project on the property. Payment of the invoices to CIS has been approved by the strata council. For discussion on this item, please see Financial Report, item #3, Invoices.
5. Electrical Room Mechanical Unit: The agent advised council that Latham's Mechanical has inspected the water dripping from the mechanical unit at the last strata council meeting. Latham's advised that they could not find the source of the water and the strata corporation was instructed to monitor the mechanical unit until the dripping water reoccurs. The strata council has also reviewed Latham's mechanical preventative maintenance contract with the strata corporation and instructed the agent to keep the contract on file for future referral and re-evaluation.

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. Correspondence was received from an owner who had previously written requesting permission for structural renovations in his strata lot. The strata council instructed the agent to issue the owner a copy of the indemnity agreement with the strata corporation as well as request the owner to forward to the strata council all permits associated with the renovations for review.
2. Correspondence was received from an owner requesting permission for non-structural renovations including installation of laminate flooring. The strata council has reviewed and approved this request provided the owner complies with the strata corporation bylaws related to hardwood floors installation.
3. Correspondence was received from an owner requesting the strata council to schedule the power washing of the concrete walkways and ground floor patios at the Carlings. The strata council advised the agent to contact and use the previous contractor and to arrange to provide a notice to each ground floor suite owner so they can pre-arrange with the contractor to have their patios pressure washed at a discounted rate. Owners are reminded that pressure washing of their ground floor patios is the owner's individual responsibility and is not a cost covered by the strata corporation.

NEW BUSINESS

1. Window Washing: The strata council was in receipt of a quotation from Allstar Window & Pressure Cleaning Systems in the amount of \$1,770 for cleaning of all exterior, inaccessible windows at The Carlings. Following discussion, it was moved, seconded and carried to approve this work at the quoted cost. The agent was instructed to schedule the work shortly.
2. Outstanding Mechanical Maintenance: The strata council was in receipt of a few recommend repair items from Latham's Mechanical discovered during previous preventative maintenance inspections. Following a thorough review, the strata council approved all the work recommended by Latham's Mechanical and instructed the agent to schedule it shortly.
3. Maintenance Schedule: The strata council reviewed an annual maintenance schedule for the building. It was noted that the roof inspection should be done semi-annually and the agent was instructed to request quotations from roofing companies for such inspections, and a quotation from Allstar to perform the exterior stucco pressure washing.

There being no further business, the meeting was adjourned at 8:35 p.m. The next meeting will be scheduled at a later date.

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IK/md

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 LMS-2891

THE CARLINGS

HELD: On Wednesday, August 22, 2007 at 7:00 p.m. in Unit #102 – 2161 West 12th Avenue, Vancouver, B.C.

PRESENT: Herbert Chan (President)
Michael Solkshinitz (Treasurer)
Tom Hamilton
Nair Kumaran

STRATA AGENT: Olga Vergunova, 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 June 4, 2007 council meeting, with the following amendment:

Item #3 under Old Business: the building number should be "2181", not "2161".

FINANCIAL REPORT

1. Monthly Statements: Council decided to defer approval of the April, May and June, 2007 financial statements to the next meeting.
2. Arrears: The agent updated council on the accounts receivable list and advised that two owners are behind in paying their strata fees for one month.

Owners are reminded that strata fees are due on the 1st of each month.

3. Invoices: Council has authorized the purchase of a new commercial upright vacuum cleaner at a cost of \$716.33. It was moved, seconded and carried to pay the invoice. Council disputed the invoice from Troy Sprinkler in the amount of \$620.10 for repairs of the fire alarm panel P2 east exit pull station, due to the fact that the work was not done properly during the first visit.
4. Draft Budget: The agent distributed to council draft budget for the fiscal year commencing November 1, 2007 for their review. Discussion will continue at the next meeting.
5. Audit: The agent presented to council a quote in the amount of \$1,975 plus GST submitted by Reid Hurst Nagy for the strata corporation's audit. Following discussion, council decided that they will obtain quotes from other auditing firms for comparison and will decide on the audit at the next meeting.

OLD BUSINESS

1. Temperature Probe Installation: Latham's relocated the heat tracing sensor as per their quote of \$986 plus GST. The invoice has been paid.
2. Parkade Caulking/Column Repair: Council discussed a quote submitted by Allstar Waterproof & Restoration Systems for repair of cracks in the underground parkade.

Following discussion, it was decided that the scope of work needed refinement and the agent should obtain a quote for repairs required immediately. Council will address repairs of parkade cracks if necessary in the next fiscal year and budget for it accordingly.

Council advised that the column that needs to be repaired is located at unit #111 – 2181. The agent will obtain quotes for the column repair.

3. Hallway Carpet Replacement/Painting - 2181: Following discussion, it was moved, seconded and carried to proceed with Sunwest Floors for replacement of the carpet in common hallways at 2181 building as per their quote of \$10,796.29 plus GST. A contract for common hallway painting was awarded to WHS Building Services as per their quote of \$8,334 plus GST. Hallway painting will be carried out after the carpet replacement. Treatment for existing wallpapered walls is yet to be determined and is not included in the quoted price. Notices for the residents regarding the projects will be posted.
4. Window Washing: Council discussed window washing at the complex. It was agreed that window washing with a tucker pole does not provide desired quality. Council directed the agent to obtain a quote for window cleaning from a company that provides a man lift in order to budget appropriate cost in the next fiscal year.

The agent will follow up with Allstar regarding the window cleaning in the units with reported deficiencies.

Following discussion, it was moved, seconded and carried to pay the invoice for the window washing.

5. Power Washing: Following discussion, council agreed to have common walks and sidewalks power washed by Old English Window Cleaning as per their quote at \$880 plus GST. The cost for power washing of the 1st floor patios would be \$45 plus GST. **Owners are advised to contact the agent if they want their first floor patios cleaned for the price indicated.**
6. Roof Inspection: The agent presented to council quotes submitted by Arbutus Roofing, Broadway Roofing and Design Roofing to provide a roof inspection and recommendations for maintenance program. Following discussion, it was moved, seconded and carried to contract Arbutus Roofing & Drains to perform the roof inspection at a cost for inspection at \$250 per building.
7. Exterior Stucco Cleaning: Allstar Window & Pressure Cleaning Systems submitted a quote in the amount of \$9,230 plus GST to pressure clean all vertical stucco surfaces to remove algae. Council decided to have the work performed in the next fiscal year and will budget for it accordingly.

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. Letters were received from the owners in units #206 – 2181 and #309 - 2161 with complaints regarding window washing. The agent will follow up with the contractor.
2. A letter was received from an owner #406 -2161 expressing concerns regarding the caretaker's service and communication between the owners and the caretaker. Council advised that they will meet with the caretaker to discuss the issues.
3. A letter was received from an owner in unit #313 – 2181 requesting council's permission to rent their unit. Council approved the request.

4. A letter was received from an owner in unit #104 – 2181 regarding the water leak in the computer room, landscaping improvements and installation of bollards to prevent cars using the sidewalk as a turnaround. Council advised that investigation is required to determine the way water is ingressing into the computer room. Council will budget for investigation and repair of the water leak for the next fiscal year. It was agreed that the agent will contact landscapers and request their recommendations for removal of dead clematis between the buildings and replacing it with other plants. Council advised that the strata is not in a position to install bollards on the pedestrian crosswalk as requested by the owner as it is not the strata property.
5. A letter was received from unit #103 – 2161 regarding the building exterior cleaning around the door and balcony above, and of the brick outside patio of their unit. Council advised that cleaning of the building exterior is planned to be done in the next fiscal year. Cleaning of the outside patio brick would be the owner's responsibility.

Also, owners requested council's permission to replace the existing carpets in their unit with hardwood flooring. Council approved the request, subject to compliance with the strata corporation bylaws and owners signing the proper agreement.

6. A letter was received from a resident regarding parkade entrance and exit rules.

Residents are reminded that only one vehicle at a time should go through the open garage gate. Please allow the gate to close completely after a vehicle enters or exits. This applies to both doors. Please open the gates with your own remote and do not allow other vehicles to follow you into or out of the parkade.

Owners are reminded that all letters should be signed by the residents stating the name and unit number. Council cannot take action based on anonymous letters.

NEW BUSINESS

1. Annual Fire Inspection: Council instructed the agent to obtain quotes from FirePro Fire Protection and Vancouver Fire & Security for the annual fire inspection at the complex, which is due in November.
2. Unit #410/#309 – 2161 Sprinkler Pipe Leak: An owner in unit #309 – 2161 reported water leaking from the sprinkler head in their unit. Firepro was called out to investigate and discovered that when the building was built, a nail went into a sprinkler pipe and slowly corroded over time eventually rusting out and causing the leak. The leak has been repaired. The agent advised that a contractor was requested to provide a quote for the restoration of the drywall in units #309 and #410.

3. 2161 Hallway Leak/Insurance Claim: A water leak was reported on the 4th floor in building 2161. The leak occurred due to a pinhole in the pipe supplying water to the boiler room on the roof. Latham's attended to plumbing repair; Phoenix Restoration carried out water extraction and emergency repairs. An insurance claim has been filed with BFL Canada. Edenvale Restoration was contracted to do the restoration work. Council will advise the agent at the next meeting if the insurance deductible in the amount of \$2,500 should be payable from the Contingency Reserve Fund or the Operating Fund.

4. Wall Hydrant Leak/Catch Basin Cleaning: Latham's investigated leaking wall hydrants at the south east corner of 2181 building and at the front of 2181 building. The contractor quoted \$1,285 plus GST to repair both hydrants. It was approved to proceed with repairs as quoted.

Latham's advised that their technician noted that the catch-basins and sump pits have a heavy build up of debris and should be cleaned out. Latham's quoted \$2,955 plus GST for cleaning of catch-basins and sump pits. Following discussion, council requested the agent to obtain a quote from A & A Anderson Tank and McRae Environmental Services for this work.

5. Unit #308 – 2161 Ceiling Crack Repair Request: Edenvale Restoration investigated the crack on the drywall ceiling of unit #308 – 2161 and quoted \$1,888.63 to repair the crack and re-texture the ceiling. The contractor noted that to re-texture the entire ceiling if the texture blend is not acceptable would cost extra. Most likely, the crack appeared due to the building settlement or shifting. Following discussion, it was agreed that council President will contact the owner and inspect the ceiling.

6. Hallway Make-up Air Unit Replacement: The agent presented to council two quotes for replacement of the heating section in the make-up air unit at 2161 building submitted by Latham's and Milani Plumbing in the respective amounts of \$11,500 and \$10,474 GST extra. Council requested the agent negotiate the price with Latham's to match the lower bid as Latham's carries a maintenance contract on plumbing and mechanical equipment at the complex.

7. Door Monitoring/Security: It was brought to council's attention that residents leave the front door to the building unattended during moving in or out.

Please be reminded of the strata corporation Bylaw #48.6 which states: *All common area building entrance doors including the garage door, must be monitored at all times during your move*". Failure to comply with the strata corporation bylaws may result in fines.

Council requested the agent contact Dash Building Maintenance regarding entrance door monitoring service when residents move in or out.

8. Tree Trimming: Following discussion, council approved to have JPM Tree Service to trim the trees on the strata property.
9. Dryer Vent Cleaning: Council will advise the agent regarding a schedule on dryer vent cleaning. It was agreed to have the dryer vent cleaning done from the outside only. Further notice to the residents will be posted.
10. Parkade CO Sensor Calibration: The agent advised that parkade CO sensor calibration is due in August and is carried out by Latham's under the existing mechanical contract.

There being no further business, the meeting was adjourned at 9:45 p.m. The next council meeting will be determined at a later date.

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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 LMS-2891

THE CARLINGS

HELD: On Monday, September 24, 2007 at 7:00 p.m. in Unit #313 – 2181 West 12th Avenue, Vancouver, B.C.

PRESENT: Herbert Chan (President)
Tom Hamilton

REGRETS: Michael Solkshinitz (Treasurer)
Nair Kumaran

STRATA AGENT: Olga Vergunova, 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 August 22, 2007 council meeting, with the following amendment: Under New Business, item #2 should read: "Unit #409/#310 – 2161 Sprinkler Pipe Leak:"

FINANCIAL REPORT

1. **Monthly Statements:** Council deferred approval of April, May, June and July financial statements to the next meeting. 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. **Arrears:** The agent updated council on the accounts receivable list. Owners are reminded that strata fees are due on the first of each month.
3. **Draft Budget:** The agent distributed to council updated draft budget for the fiscal year commencing November 1, 2007. Council will finalize the budget at the October meeting.
4. **Audit:** This item was deferred to the next meeting.
5. **Strata Suite Mortgage Renewal:** The agent advised that mortgage renewal terms for the strata suite is being negotiated with the Bank of Montreal.

OLD BUSINESS

1. Parkade Caulking/Column Repairs: The agent advised that Allstar Holdings has been requested to re-quote on repair of ceiling cracks in the underground parkade as determined by council.

Nikls Property Services submitted a quote for repairs of the column by unit #111 - #2181 in the amount of \$1,137 plus GST. Allstar will be providing a second quote. Council agreed to proceed with the column repairs as per the lesser quote, subject to Allstar submitting their quotation by October 1st.
2. Hallway Carpet Replacement/Painting – 2181 Building: Sunwest Flooring provided carpet samples for replacement of the carpet in common area hallways. The new carpets will be of similar kind, like and quality as existing. WHS Building Services will paint the walls in the hallways upon completion of the carpet replacement project.
3. Power Washing: Old English Window Cleaning has submitted a revised quote on pressure washing at the complex as the previous quote term has expired. The cost to pressure wash common walkways, dwarf walls and concrete posts would be \$1,075 and to pressure wash individual patios \$55 each plus GST. Council deferred their decision and will further discuss if the power washing should be done this fall or next spring.
4. Roof Inspection – Repair: The agent advised that Arbutus Roofing & Drains attended the site to inspect the roof at both buildings and provide recommendations for maintenance program. A report is pending.
5. Annual Fire Inspection: The agent provided council with quotations on annual fire inspection at the complex submitted by Fire Pro Fire Protection and Vancouver Fire & Safety. Following discussion, it was moved, seconded and carried to have Fire Pro Fire Protection conduct annual inspection at the complex as per their quote of \$1,170 plus GST. Further notice to the residents will be posted.
6. Drywall Repairs: The agent advised that Nikls Property Services and Edenvale Restorations have been requested to provide a quote for repairs of the drywall damage in units #310 and #409 – 2161 caused by the sprinkler fire system leak. Nikls Property Services quoted \$545 to repair unit #310 and \$735 to repair unit #409, GST extra. A quote from Edenvale Restoration has not been received yet. Following discussion, it was moved, seconded and carried to proceed with Nikls Property Services as quoted.
7. 2161 Hallway Leak Repair/Insurance Claim: Repairs of the common hallway at 2161 West 12th have been completed.
8. Wall Hydrant Repair: Latham's carried out repairs of two wall hydrants at 2181 building as per their quote of \$1,285 plus GST.

9. Catch Basin Cleaning Quotes: MacRae's Environmental Services quoted \$650 plus disposal fees for cleaning of storm pump, sump drains and the storm pump station in the underground parkade. The agent advised that a quote from A & A Anderson Tank is pending. Council will decide on their choice of contractor as soon as the second quote is received.
10. Caretaker: Council conducted a six-month performance review with Ms. Judy Williams, a non-resident caretaker.

Council has agreed to activate the strata corporation's cell phone for the caretaker's use. The agent advised that VCS is working with Gateway Management, the previous management company for The Carlings to reactivate the cell.
11. Unit #308 – 2161 Ceiling Crack/Repair: It was agreed that council will inspect the crack in the ceiling in unit #308 – 2161 immediately after the meeting.
12. Hallway MUA Replacement: Latham's advised that they have ordered the heating section for the make-up air unit for building 2161. The MUA repair should be completed within two to three weeks.
13. Tree Trimming: JPM Tree Services quoted \$700 to trim the trees at 2161 building and \$600 for 2181 building. Council has approved the quote. The agent advised that contract award has been forwarded to JPM Tree Service.
14. Window Washing Quote: Allstar Window & Pressure Cleaning Systems submitted a quote to clean exterior inaccessible windows using the hand clean method from a man-lift to clean all upper windows. The contractor quoted \$2,910 plus GST for the cleaning. The cost will be included in the next fiscal year's budget for further discussion and approval by the owners at the Annual General Meeting in December 2007.
15. Front Door Monitoring: The agent advised that Dash Maintenance quoted to a flat rate fee of \$150 to monitor the front doors during the moves at the complex. To avoid the expense, council decided the caretaker should periodically check the door monitoring during move in or out to the complex advising the owners that front door should not be left unattended at any time.

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. A letter was received from the owners in unit #111 – 2181 requesting to put their name on the rental waiting list. The agent will advise the owners when rental availability occurs.

NEW BUSINESS

1. Annual General Meeting: The AGM for the owners is tentatively scheduled for Monday, December 10, 2007. Proper notice to the owners will be distributed in advance.
2. Storage in Parkade: It was brought to council's attention that some residents store various items in their parking stalls. Residents are reminded of the Strata Corporation Bylaw 34(4) - Bicycle Storage and Parking, which states:

(4) *An owner, tenant or occupant must use parking stalls only for the parking of licensed and insured motor vehicles, trailers, motorcycles or bicycles, and not for the parking of any other type of vehicle or the storage of any other item, unless otherwise approved in writing by the council.*

Residents storing personal possessions other than permitted are requested to remove them as soon as possible to avoid fines for contravention of the strata corporation bylaws.

3. VCS RESA Contract: Council discussed the new management service agreement which was sent to the council president's attention by VCS. The new service agreement contains Real Estate Services Act (RESA) wording which is now mandatory for all service agreements from all management companies. The agent explained that the basic terms of the agreement have not changed, but that RESA requires full disclosure of any and all fees or charges that may be contemplated, which are now included in the Appendix C portion of the agreement.

Council will discuss the service agreement further and follow up with VCS management in due course.

4. Council Status: Mr. Herbert Chan advised that he will be resigning from council effective October 11, 2007 as they are selling their unit and moving out.

There being no further business, the meeting was adjourned at 8:20 p.m. The next meeting date will be determined.

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MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-2891

THE CARLINGS

HELD: On Monday, October 29, 2007 at 7:00 p.m. in Unit #311 – 2181 West 12th Avenue, Vancouver, B.C.

PRESENT: Michael Solkshinitz (Treasurer)
Nair Kumaran
Tom Hamilton

STRATA AGENT: Olga Vergunova, Vancouver Condominium Services Ltd.

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

MINUTES

It was moved, seconded and carried to adopt the minutes of the September 24, 2007 council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statements:** It was moved, seconded and carried to approve the April, May, June, July, & August, 2007 financial statements, as presented. The September 2007 financial statement is under council's review.
2. **Arrears:** The agent updated council on the account receivable list and advised that several owners are one or two months behind in paying their strata fees.

Owners are advised that strata fees are due on the first of each month, late payments are subject to fines. As per the strata corporation bylaws, after two months of arrears in strata fee payments, the strata council may, at its discretion, place a lien on the strata lot after serving proper notice.

3. **Draft Budget:** Council discussed the draft budget for the fiscal year commencing November 1, 2007. It was agreed that council will hold a special meeting to further discuss the proposed budget and finalize the draft at the meeting on Wednesday, October 31st.

4. Audit: Mr. Solkshinitz will obtain quotes for performing the strata corporation audit.

OLD BUSINESS

1. Parkade Caulking/Column Repairs: Allstar Holdings advised that they will be doing repairs of the ceiling crack in the underground parkade and repair the column by unit #111 - 2181 in the first week of November.
2. Hallway Carpet Replacement/Painting: Council reviewed samples provided by Sunwest Flooring and advised that while the samples are a very close match in colour, the pattern of the carpet is not as large as the existing. Council has asked the agent to contact Sunwest and request they provide samples of the carpet with a larger pattern to better match the existing carpet in the lobby.
3. Power Washing: The agent advised that the contractor who did the power washing at the complex last year is available again to provide the service at The Carlings. Following discussion, it was agreed to defer power washing at the complex until early spring next year. Owners of the ground floor units will be advised in advance regarding the pressure washing in order to make individual arrangements for patio deck pressure washing.
4. Roof Inspection/Repair: Arbutus Roofing & Drains inspected roofs at both buildings and reported that the roofs appear to be in good condition though some caulking repair should be done this year. The contractor quoted \$1,150 plus GST to perform minor repairs on the roofs. It was moved, seconded and carried to proceed with the work as quoted.
5. Annual Fire Inspection: The annual fire inspection at The Carlings is scheduled for Monday, November 5th and Tuesday, November 6th. In-suite testing will be carried out on Monday, November 5th between 3:00 p.m. and 8:00 p.m. starting on the top floor of 2161 building. Please ensure that access to your suite is made available on the stated date and time.
6. Unit #409/#310 – Water Pipe Leak: Nikls Property Services carried out repairs in unit #409 and #310 – 2161 as per their quote.
7. Catch Basin Cleaning: A & A Anderson Tank cleaned catch basins, drains and a storm pump station in the underground parkade as per their quote of \$800 plus GST as it has been approved by the strata council.
8. Unit #308 – 2161 Ceiling Cracks/Repair: The agent advised that a second quote has been requested for the ceiling repair in unit #308 – 2161.
9. Hallway MUA Replacement: Latham's has scheduled make up air unit repair for Tuesday, October 30th.

10. Tree Trimming: JPM Tree Services advised that tree trimming at the complex will be carried out before year's end. Further notice for the residents will be posted.
11. Annual General Meeting: The Annual General Meeting for the owners at The Carlings is scheduled for Tuesday, December 11th at 7:00 p.m. in St. John's School gymnasium, 2215 West 10th Avenue Vancouver, B.C. Proper notices to the owners will be distributed in advance.
12. New Management Contract: Two council members have signed the new management service agreement between the strata corporation and Vancouver Condominium Services. The rest of the council will review the agreement by the end of this week.

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. Unit #203 – 2181 Window Cleaning: A letter was received from an owner advising that the window washers did not wash their windows. The owner is advised that such deficiencies should be reported shortly after the cleaning. Council is considering an option of having the windows cleaned manually from a man lift instead of using tucker pole method to improve quality of the cleaning.
2. A letter was received regarding renovations in a third floor unit in building 2181 and the noise associated with the renovation. The agent will follow up with the owners of the unit in question.
3. A letter was received from an owner in unit #109 – 2161 reporting water damage to their unit due to the leak from the suite above. Council advised that cost for repair of a strata lot or common property for the damage caused by an owner's negligence may be charged to the strata lot responsible for the damage.

NEW BUSINESS

1. Dryer Duct Cleaning: Council requested the agent obtain quotes for dryer vent cleaning at the complex.

There being no further business, the meeting was adjourned at 8:50 p.m. The next meeting will be the Annual General Meeting scheduled for Tuesday, December 11, 2007 at 7:00 p.m. at St. John School Gymnasium, 2215 West 10th Avenue, Vancouver, B.C.

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OV/mc

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/Geosurv/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.cty.vancouver.bc.ca/corpsvcs/emerg/prepyourself/earthquaketips.htm>

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

MINUTES OF ANNUAL GENERAL MEETING

STRATA PLAN LMS-2891

THE CARLINGS

HELD: On Tuesday, December 11, 2007 at 7:00 p.m. in St. John's School Gymnasium, 2215 West 10th Avenue, Vancouver, B.C.

PRESENT: 41 owners in person or proxy, as per the registration sheet.

STRATA AGENT: Olga Vergunova, Vancouver Condominium Services Ltd.

QUORUM REPORT

There being a quorum present, the meeting was called to order at 7:10 p.m. by Mr. Tom Hamilton who chaired the meeting. Introductions were made and the meeting commenced.

PROOF OF NOTICE

It was moved, seconded and carried to accept the notice dated November 20, 2007 as proper Notice of Meeting.

APPROVAL OF AGENDA

It was moved, seconded and carried to accept the agenda.

MINUTES

It was moved, seconded and carried to adopt the minutes of the December 5, 2006 Annual General Meeting. There was no business arising.

UNFINISHED BUSINESS

There was no unfinished business.

PRESIDENT'S REPORT

Mr. Hamilton gave the owners a brief review of the highlights of the past year, please see the attached.

INSURANCE REPORT

The insurance policy for Strata Corporation LMS-2891 as attached to the AGM notice was reviewed by the owners and approved.

All owners and residents are reminded that the strata corporation's insurance policy does not provide for individual contents, betterments or improvements (i.e., storage locker contents, clothing, furniture, decorating, upgrading of carpets, flooring, etc.). Owners and residents must carry their own "Owner Package" insurance for this coverage, including any improvements. You should contact your home insurance company to determine if you have this coverage or not.

2007/2008 BUDGET (YEAR END OCTOBER 31ST)

The 2007/2008 budget was presented to the owners for a detailed review and analysis by the strata corporation's Treasurer, Mr. Michael Solkshinitz. Following discussion, it was moved, seconded and **carried** to adopt the budget in the total amount of \$332,419 (unanimous).

OWNERS PLEASE NOTE: THERE WILL BE NO INCREASE IN STRATA FEES.

FOR THOSE OWNERS WHO PAY BY CHEQUE, YOU ARE REQUESTED TO FORWARD NEW POST-DATED CHEQUES MADE PAYABLE TO "STRATA PLAN LMS-2891". PLEASE SEE THE ATTACHED STRATA FEE PAYMENT SCHEDULE FOR DETAILS.

IF YOU ARE ON THE PAC AUTOMATIC PAYMENT PROGRAM, YOU NEED DO NOTHING AS YOUR PAYMENTS WILL CONTINUE AUTOMATICALLY FOR THE 2007/2008 FISCAL YEAR.

NEW BUSINESS

Owners requested the new council attend to the following issues:

1. Repair the pipe leak on the fourth floor in building 2161.

2. Put baskets in the lobby to dispose of flyers.
3. Have security guard at the front door during move-in/move-out.
4. Repair sidewalk at the back of both buildings.
5. Define caretaker performance expectations and assess job performance.
6. Consider other options for the provision of caretaker/maintenance services at The Carlings.
7. Address concern about owners parking in visitor parking.
8. Look into unit 111 – 2181 enterphone problem.
9. Address storage outside individual lockers in the locker room.
Residents are advised that any items left in the locker storage room outside individual lockers will be removed and disposed of without further notice.
10. Review landscaping contract/scope of work.

Owners also discussed some other issues related to the property maintenance.

ELECTION OF STRATA COUNCIL

The members of council for 2006/2007 automatically retired from their positions, pursuant to the *Strata Property Act*. The owners expressed their appreciation for a job well done by their outgoing council.

The following owners were nominated for council for 2007/2008:

Tom Hamilton	Unit #311 - 2181
George Julien	Unit #107 - 2181
Diane Peel	Unit #405 - 2161
Phillip Horner	Unit #404 - 2161
Michael Solkshinitz	Unit #101 – 2161 Declined
Ron Schrenkenback	Unit #404 - 2181
Carol Storoz	Unit #313 - 2161
Kumaran Nair	Unit #201 – 2161

There being no further nominations, it was moved, seconded and carried to cease nominations. The owners nominated were declared elected by acclamation.

There being no further business, the meeting was adjourned at 8:40 p.m. The next council meeting will be held on Thursday, January 10, 2008 at 6:30 p.m.

Olga Vergunova
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OV/mc

PLANE HITS CONDO BUILDING

Recently there was a very tragic accident in Richmond, as you likely know, where a plane flew into a condominium complex. This building is managed by VCS and some important lessons and advice are offered to you as a consequence. Because of the incident, a number of residents were not permitted to occupy their units for several months, and some of them called VCS to ask that arrangements be made to "put them up in hotels". Unfortunately, strata corporation insurance policies do not include this sort of benefit or coverage. We urge all owners and residents, therefore, to ensure that they make arrangements for their own coverage. Planes do not fly into buildings very often but there are other emergencies that occur routinely such as fires and floods that may prevent you from living in your unit. Please note carefully: The strata corporation insurance policy does not provide coverage benefits for hotel accommodations. You should contact your own insurance agent for a policy that provides such coverage as well as compensation for loss or damage to your personal property and to any improvements (i.e. hardwood floors) that you have made to your strata lot. You may wish to consider using the strata corporation's insurance agent for your personal coverage.

Also note: in this incident a number of residents refused to vacate their apartments despite an emergency evacuation order issued by the police and fire departments. As a consequence, the fire department broke down the doors to the apartments and literally carried out these occupants. If you should be faced with a similar emergency situation where you live, we urge you to vacate when ordered. It is much better to do it voluntarily than be literally carried out.

President's Report - 2007 Review

Thank you all for coming out tonight

Brief summary of Strata Councils work over the past year.

members elected to 07 council:

Herb Chan (president) resigned Oct
Kennedy Mibugwa (vice president) resigned May
Mike Solkshinitz (treasurer)
Nair Kumaran
Tom Hamilton

During the year Herb and Ken sold their units and were forced to resign.

At 06 AGM certain management changes were proposed and voted upon:

1) Previous council announced their decision to change management companies from Gateway West to Vancouver Condominium Services.

VCS started as Carlings Property Management Co. on Feb 1 and Irina Kuleshova became our property manager. Irina was replaced by our present manager Olga Vergunova in July.

The transition from Gateway West to VCS was fine and we are pleased with the service we are receiving from VCS.

2) Carlings owners voted to hire a non-resident caretaker

At Jan council meeting a three member committee was formed to hire a non-resident caretaker.

This committee created a job description and posted in the local papers.
Approx. 20 resumes were received and of these three were short listed for interview.

Following interviews and reference checks the position was offered to Judy Williams.

Council was also undertook certain upgrades and maintenance projects as discussed and budgeted for at last years AGM:

The computerized access system was upgraded and special thanks goes to Mike for his oversight of this project. I think his knowledge and research of these systems and installation companies saved Carlings owners a significant amount of money.

Council was also undertook to replace the hallway carpeting and paint the lobby and hallway walls in the 2181 building. This project is still underway as we are awaiting appropriate materials.

One unexpected and significant expense was incurred to replace a broken down heating section in the hallway Makeup Air Unit in the 2161 building.

Most recently council came up with the 2008 budget that will be presented here tonight.

Once again a special thanks goes to Mike for his expertise, oversight, and dedication on behalf of the owners in taking the leading role in drafting this budget.

Finally I would just like to thank my fellow council members and property manager for their hard work and dedication to managing The Carlings.

Thank you