

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-2891

THE CARLINGS

HELD: On Thursday, January 10, 2008 at 6:30 p.m. in Unit #311 – 2181 West 12th Avenue, Vancouver, B.C.

PRESENT: Nair Kumaran
Tom Hamilton
Stu Julien
Diane Peel
Ron Schrenkenback
Carol Storoz

REGRETS: Phillip Horner

STRATA AGENT: Olga Vergunova, Vancouver Condominium Services Ltd.

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

ELECTION OF OFFICERS

It was agreed to elect the strata corporation Officers as follows:

- Tom Hamilton - President
- Stu Julien - Vice-President
- Diane Peel - Treasurer

MINUTES

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

FINANCIAL REPORT

1. Monthly Statements: It was moved, seconded and carried to approve the September, 2007 financial statement, as presented. Approval of the October and November, 2007 financial statements was deferred until the next meeting.
2. Arrears: Council reviewed the account receivable list and noted that several owners are in arrears for paying their monthly strata fees. Owners are advised of the strata corporation bylaw – Payment of Strata Fees:

Payment of strata fees

- (1) *An owner must pay strata fees on or before the first day of the month to which the strata fees relate.*
- (2) *After two months of arrears in maintenance fee payments, the Strata Council may, at its discretion, place a lien on the Strata Lot after serving a 14-day notice.*

After a lien is placed on the Strata Lot and the arrears continue to accumulate, the Strata Council may, at its discretion, hire a collection agency to recover the arrears, including all expenses associated with the recovery, without approval from Owners through a Special Resolution at a General Meeting.

Council instructed the agent to send a lien warning letter to an owner in substantial arrears and place a lien on the strata lot if the arrears are not paid as requested. Also, it was moved, seconded and carried to charge a fine for every month of late strata fee payments.

3. Audit: Council has decided not to have the strata corporation audit for the year 2006/2007 and have it performed for the 2007/2008 fiscal year.

OLD BUSINESS

1. Parkade Caulking /Column Repair: All Star Waterproofing & Restoration Systems repaired a crack on the ceiling in the underground parkade at stall #18 and a column damage at unit #111 – 2181 W. 12th as per the quote.
2. Hallway Carpet Replacement/Painting: Sunwest Flooring provided more samples for new carpets in common hallways in building 2181. Council decided to review the samples and choose the carpets for the hallways immediately after the meeting. Hallway painting will be scheduled upon completion of the Carpet Replacement Project.

3. Powerwashing: Following discussion, council approved to have powerwashing done at the complex by Tiley Smiley Powerwashing as per their quote of \$1,600 for parkade powerwashing and \$650 for brick sidewalks, perimeter walls and planter retaining walls around the entire building complex. The contractor will also power wash individual patios on ground floors at owners' cost. Further notice for the residents will be posted.
4. Roof Inspection/Repair: Arbutus Roofing carried out recommended roof repairs of the roof at both buildings at a quoted cost of \$1,150 plus GST. The invoice has been paid.
5. Annual Fire Inspection: Fire Pro Fire Protection performed the annual fire equipment testing at The Carlings. The report is pending. The agent will follow up with the contractor regarding malfunctioning in-suite fire safety equipment.
6. Unit #308 – 2161 Ceiling Crack/Repair: The agent presented to council a quote from WHS Building Services in the amount of \$850 for repairs of a crack in the ceiling of unit #308 – 2161. Following discussion and review of the strata corporation bylaws, council concluded that repair of the crack in the ceiling would be the owner's responsibility as there is no evidence to state there is structural failure at this location.
7. Hallway MUA Replacement: Latham's has replaced the rooftop make-up air unit heating section as per their quote.
8. Tree Trimming: JPM Tree Service has been contracted to carry out the tree trimming around the complex.
9. Dryer Vent Cleaning Quotes: Council reviewed three quotes for dryer vent cleaning at the complex. Following discussion, it was agreed to proceed with Michael A. Smith Duct Cleaning for dryer exhaust duct cleaning from the outside only at a cost of \$27.95 plus GST per dryer vent. The agent will schedule the service; notices for the residents will be posted. No access to units will be required as the cleaning will be done from the outside only.

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. A letter was received from an owner in unit #203 – 2181 reporting cracks in the drywall and an electrical problem in the unit. Council advised that electrical repairs would be an owner's responsibility; council members will inspect cracks in the drywall and advise the agent on further action.

2. A letter was received from an owner regarding items stored in parking stalls. In this regard, owners are advised of the strata corporation bylaw 34.4:

34.4 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.

Owners and residents are reminded that the following personal items are the only approved items that can be left in the parking stalls besides insured vehicles: bicycles, tires and foldable shopping carts. All other items such as steel table frames, blankets, pails, car batteries, roof racks, strollers, etc. should not be left in the parking stalls.

3. A letter was received from an owner on the fourth floor at 2161 building about strong air flow through the ventilation grate located next to their unit. Following discussion, council requested Latham's inspect the air flow and adjust it as necessary and repair the vent grate if required during their next regular maintenance visit.

NEW BUSINESS

1. Building Exterior Cleaning: It was decided to have the building exterior cleaned some time in June this year.
2. Fire/Elevator Monitoring: The agent advised that Chubb Security has been contacted to verify payments for the systems at the building covered by the monitoring contract, such as the fire alarm system and elevator. The agent will report to council at the next meeting.
3. Computer Relocation: Council discussed an on-going leak coming into the room where the computer is currently located. Following discussion, council agreed that the leak should be investigated. In the meantime, the computer should be relocated to another service room in the underground parkade. Council requested the agent obtain two quotes for relocation of the computer.
4. Unit Break-In: It was reported that a ground floor unit at 2181 was broken into through the patio door. Nikls Property Services has been contacted to carry out emergency repairs and secure the patio door. The agent advised that an insurance claim has been filed. The underwriters approved to proceed with the patio door replacement as quoted by Nikls Property Services.
5. Pipe Leak – 4th Floor – 2161/Re-piping/Hallway Repair: The agent advised that Latham's has been contacted with a request to provide a quote on replacement of the piping in the hallway on the fourth floor at 2161 building where three leaks occurred in the last year. Latham's advised that repiping of the domestic hot water recirculation lines is a big project and recommended to contact Brighter Mechanical, the company that specialized in this type of work.

Following discussion, council requested the agent to have another contractor investigate the piping condition and quote on the piping replacement at this particular location. Repair of drywall in the hallway will be carried out upon investigation.

6. Hallway Recycling Baskets: This item was deferred to the next meeting.
7. Security/Front Door Monitoring: This item was deferred to the next meeting.
8. Caretaker/Maintenance Service: Council decided to form a committee to deal with issues related to caretaker/maintenance service.
9. Visitor Parking: It was brought to council's attention that some owners at the building abuse the visitor parking using visitor parking stalls instead of stalls assigned to the unit. Council requested the owners follow the rules posted in the visitor parking. The caretaker has been requested to monitor the situation.
10. Unit 111 – 2181 Enterphone: The agent will follow up with the caretaker and the contractor regarding enterphone problems in the above-stated unit.
11. Storage in Locker Rooms: Residents are advised of the strata corporation bylaw 34.5 (e)

34.5 An owner, tenant or occupant shall not:

- (e) use any part of the common property (other than established storage rooms or lockers) for storage, without the written consent of the council.*

Any items left in common hallways in locker rooms will be removed and disposed of on or shortly after February 1, 2008.

12. Landscaping Contract Review: This item was deferred to the next meeting.
13. Leak Behind Unit #103 – 2161: In regard to the water coming out at the back of the building 2161, Latham's advised that they investigated the water leak from under the deck outside unit #103 – 2161 last summer but were unable to locate the source of the leak. The contractor noted that oil was present in the water. Following discussion, council has decided to defer further investigation until the weather improves.
14. Insurance Appraisal: Normac Appraisal submitted an update for the property's appraisal for insurance purposes. The cost for reproduction new is \$19,380,000 as of January 3, 2008. The insurance company has been contacted to update the coverage to match the appraisal.

15. In-Suite Shut Off Valve: It was brought to council's attention that the location of in-suite shut off valves to many units is unknown and should be investigated and the valves labelled. Following discussion, council decided to form a committee to deal with this matter.

There being no further business, the meeting was adjourned at 9:25 p.m. The next meeting will be determined at a later date.

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MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-2891

THE CARLINGS

HELD: On Wednesday, February 13, 2008 at 7:00 p.m. in unit #313 – 2161 West 12th Avenue, Vancouver, B.C.

<u>PRESENT:</u>	Tom Hamilton	President
	Stu Julien	Vice President
	Diane Peel	Treasurer
	Ron Schrenkenback	
	Carol Storoz	
	Phillip Horner	
	Nair Kumaran	

STRATA AGENT: Olga Vergunova, 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 January 10, 2008 council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statement:** It was moved, seconded and carried to approve the October, November & December, 2007 financial statements, as presented. Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.
2. **Arrears:** The agent updated council on the account receivable list and advised that the owner in significant arrears has not paid their strata fees despite a warning letter. Council instructed the agent to place a lien on the delinquent strata lot. The cost of the lien is \$150 and charged back to the strata lot.

Owners are reminded that strata fees are due on the first on the month to which the strata fees relate. Late payment is subject to a \$25 fine per month.

3. Invoice: The strata council reviewed an invoice in the amount of \$2,500 from Edenvale Restoration for insurance deductible for the water damage claim in year 2007. It was moved, seconded and carried to pay the invoice from the Contingency Reserve Fund. Council also approved to pay three late invoices dated May and September, 2007 from Chubb Security for the enterphone system repair. The agent advised that a reimbursement cheque was received from the insurance company for repairs of the patio frame damaged in the break-in. The cheque has been deposited to the strata corporation's account.

OLD BUSINESS

1. Hallway Carpet Replacement/Painting – 2181 Building: The agent advised that Sunwest Floors expects carpet delivery within two weeks. The project date will be scheduled upon the delivery; notice for the residents will be posted. Hallway painting will be carried out after the carpet replacement project.
2. Power Washing: Following discussion, council decided to have power washing at the complex done in early May.
3. Annual Fire Inspection: Fire Pro Fire Protection submitted a report on the annual fire inspection and a quote for the fire safety equipment deficiency repairs. Following discussion, it was moved, seconded and carried to proceed with the deficiency repairs as quoted. It was noted that during the in-suite fire testing 10 units in building 2161 and 5 units in 2181 were not inspected due to no access. Council requested the agent schedule the second in-suite inspection along with deficiency repairs. Notice to the owners who missed the first inspection will be distributed in advance. Failure to provide access to the unit during the second inspection will result in a \$50 fine.
4. Tree Trimming: JPM Tree Service carried out the tree trimming at the complex as per their quote. The invoice has been paid.
5. Dryer Vent Cleaning: Michael A. Smith Duct Cleaning performed dryer vent cleaning at both buildings; the cleaning was done from the outside only. It was moved, seconded and carried to pay the invoice in the total amount of \$2,934.75.
6. Building Exterior Cleaning: Council requested the agent obtain another quote for the building exterior cleaning. The cleaning is planned to be performed in June.
7. Fire Monitoring Quotes: Council reviewed a quote from Vancouver Fire & Security for fire alarm and elevator emergency monitoring. Following discussion and comparison to the existing contract with Chubb Security it was decided not to pursue the matter further.
8. Computer Relocation: Council discussed an issue with a water leak into the computer room and relocation of the computer. Council agreed to continue investigating the water leak to determine the location of the water entry before moving the computer.

9. Pipe Leak – 4th Floor 2161 Hallway Repair: Council reviewed a quote submitted by Xpert Mechanical for replacing of the existing copper recirculation piping in the boiler room in the amount of \$1,730 plus GST. It was moved, seconded and carried to proceed with the work, as quoted.
10. Hallway Recycling Baskets: Following discussion, council decided not to put additional baskets for recycling paper in the lobby.
11. Security/Front Door Monitoring: Council discussed security issues during residents moving in or out at the building. It was agreed that the caretaker should monitor moves during regular business hours, and special arrangements will be made for after hours and during weekend moving.
12. Caretaker/Maintenance Service: The sub-committee appointed by council to deal with the caretaker/maintenance service issues advised that they met with the caretaker to conduct a performance review. The next meeting with a follow up is scheduled in a month. The caretaker was requested to maintain a log on service and maintenance items at the complex.
13. In-suite Shut-off Valve: The main shut off valves to each individual suite is still under investigation. In the meantime, owners are advised that each separate water source in their suite has a shut off valve. The sinks and toilets have their shut off valve underneath in the cabinet, the washer has a shut off switch beside it (this should be in shut off position when not in use). The bathtub shut off is behind the control valve cover plate (above the faucet), this plate can be removed with a screwdriver for access.
14. Landscaping Contract Review: Council reviewed the landscaping contract. It was decided to have a meeting with the contractor on site sometime in early spring to discuss current issues and ways to improve landscaping on the property grounds.

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. A letter was received from an owner in #308 – 2161 regarding a repair of the ceiling in their unit. Due to the fact that the previous council verbally approved the repair, the current council agreed to honour the decision in this particular case. It was moved, seconded and carried to have WHS Building Service repair the ceiling in this unit.

2. A letter was received from an owner in #103 – 2161 regarding the leak on the back sidewalk. The matter will be attended to later this year.

NEW BUSINESS

1. Energy Saving/Quote: Council reviewed a quote from Lumatron Lighting for replacement of the existing parkade fluorescent lighting with energy-efficient electronic ballasts. The cost to replace the equipment, including the lamps would be within a range between \$5,500 & \$6,000. It was agreed to present the matter to the owners at the next Annual General Meeting and consider it for the next year's budget.
2. Carpet Maintenance Contract: Council reviewed the existing agreement on common area carpet maintenance. Council requested the agent obtain recommendation on carpet cleaning and maintenance from Sunwest Floors. The agreement renewal will be further discussed at the next meeting.
3. Solicitation: It was brought to council's attention that an owner at the complex distributes door to door advertising.

Owners are requested not to engage in any door to door solicitation of any kind.

There being no further business, the meeting was adjourned at 9:30 p.m. The next meeting will be held on Thursday, March 13, 2008 at 6:30 p.m.

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OV/mc

LIEN CHARGES

As per the bylaws, strata fees are due on the 1st day of every month. Please be sure to have your payment in our office by the 1st of each month or risk having a fine levied on, and/or interest charges added to your account. Accounts which remain unpaid are potentially also subject to a lien at a further cost of \$150. It is expensive not to pay.

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-2891

THE CARLINGS

HELD: On Thursday, March 13, 2008 at 6:30 p.m. in Unit #311 – 2181 West 12th Avenue, Vancouver, B.C.

PRESENT: Tom Hamilton President
Diane Peel Treasurer
Carol Storoz
Nair Kumaran

REGRETS: Stu Julien Vice President
Ron Schrenkenback
Phillip Horner

STRATA AGENT: Olga Vergunova, Vancouver Condominium Services Ltd.

The meeting was called to order at 6:35 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the February 13, 2008 council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statements:** Council decided to defer approval of the January and February, 2008 financial statements to the next meeting. Ms. Peel noted that an invoice for the elevator service maintenance was wrongly billed to the strata corporation's account, and requested the agent adjust the entry accordingly.

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. **Arrears:** Agent reported to council on the accounts receivable list and advised that a lien has been placed on the strata lot in significant arrears.

Owners are reminded that strata fees are due on the 1st of each month; late payments are subject to a \$25 fine per month.

OLD BUSINESS

1. Hallway Carpet Replacement/Painting: Sunwest Flooring has been working on carpet replacement in common hallways in building 2181 this week. WHS Building Service submitted a revised quote for common area painting. The building contractor quoted \$12,354 plus GST, which is a substantial increase from the quote given last year. Following discussion, council requested the agent obtain another quote for common area painting.
2. Power Washing: Power washing of the underground parkade, sidewalks and other areas at the complex will be scheduled in early May.
3. Annual Fire Inspection/Deficiency Repairs: Deficiency repairs in common areas and in-suite testing of fire safety devices has been scheduled for Tuesday, March 18, 2008. Proper notice to the residents in the units that missed the first inspection has been distributed. In accordance with the strata corporation bylaws, council instructed the agent to charge a \$50 fine to the owners that did not provide access to their units as requested.
4. Building Exterior Cleaning: The agent presented council with a quote from Prostar Painting & Restoration to clean the building exteriors. The contractor quoted \$6,240 plus GST per building to perform the cleaning. Following discussion, council requested the agent follow up with Allstar Pressure Cleaning Systems to review their quote in the amount of \$9,240 of the last year to verify the cost and obtain details on the exterior cleaning.
5. Computer Room Leak/Sidewalk Leak behind 2161: Council instructed the agent to obtain a quote for investigation of the leak coming into the computer room, and the sidewalk leak behind building 2161.
6. Pipe Leak - 4th Floor 2161 Re-piping/Hallway Repair: Xpert Mechanical carried out replacement of the copper recirculation piping in the boiler room as per their quote. Water damage in the hallways has been repaired.
7. Caretaker/Maintenance Service: The committee advised that they met with the caretaker last month to discuss job performance and will be following up shortly.
8. Landscaping Contract Review: Council will set up a meeting with the landscaper to discuss the current issues and possible improvements to the property grounds.
9. Carpet Cleaning Contract: The agent advised that Sunwest Flooring will be obtaining recommendations on maintenance and cleaning of the carpets in common hallways.

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. A letter was received from an owner requesting notices such as water shut-down or similar, be distributed from door to door. The owner is advised that the date when repair is scheduled depends on the contractor's availability or repair urgency. Council agreed that posting notices in the elevator, bulletin boards, and by mailboxes is sufficient. The agent will follow up with the caretaker to ensure that notices are posted properly.
2. An owner in unit #104 – 2181 requested cedar tree tops by their unit be cut down 10 inches lower for security purposes and to allow more light in the rooms. Council will look into the issue.

NEW BUSINESS

1. Storm Pump Quote: Latham's advised that, following the February preventative maintenance service, they found the storm pump SP1 has failed and should be repaired or replaced. The contractor quoted \$1,950 to repair the pump or \$3,050 to replace it. Following discussion, council requested the agent obtain a quote from another contractor for the storm pump repair or replacement.
2. Condensing Unit Cleaning: Latham's reported that condensing units located in the parkade are partially blocked due to parkade dust and recommended these units be pressure washed for improved efficiency. The contractor quoted \$875 plus GST to clean the units. Council requested the agent obtain another quote for the cleaning.
3. Pump Motor Mounts: Further to the February preventative maintenance service, Latham's reported that hot water recirculation pumps located at 2161 and 2181 buildings require new motor mounts. The price to remove both pump motors delivered to repair to depot and re-install would be \$560 plus GST. Following discussion, council directed the agent to obtain a quote for this work from another contractor. Mr. Kumaran volunteered to contact Latham's and obtain details on motor mount repairs.
4. Insurance Renewal: BFL Canada submitted insurance renewal proposal for the strata insurance for the period from March 31, 2008 to March 31, 2009 with the annual premium of \$32,805. BFL advised that all perils deductible will be increased from \$1,000 to \$2,500 due to the frequency and/or severity of losses, as there have been two break-ins to the units at the complex in the past three months. Council requested the agent obtain another quote for the strata corporation insurance. The agent advised that VCS is currently working on obtaining another quote.

5. **Security: Residents are reminded that exterior doors must be closed and shut tight, especially locker room doors, both front and all exit doors. Please make sure that you turn the lights off when exiting the locker rooms.**

Residents are also advised that it was noted that somebody tried to cut and remove the iron fencing around the complex. The screw bolts were insecure or removed including the front door plate at the base and there was a large cut in the iron fence next to the front entrance of 2161.

Residents are requested to be security conscious and call the police immediately in case of any suspicious activity.

There being no further business, the meeting was adjourned at 8:00 p.m. The next meeting will be held on Tuesday, May 6, 2008 at 6:30 p.m.

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MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-2891

THE CARLINGS

HELD: On Tuesday, May 6, 2008 at 6:30 p.m. in Unit #313 – 2181 West 12th Avenue, Vancouver, B.C.

PRESENT: Tom Hamilton President
Diane Peel Treasurer
Carol Storoz
Nair Kumaran

REGRETS: Stu Julien Vice President
Ron Schrenkenback
Phillip Horner

STRATA AGENT: Olga Vergunova, Vancouver Condominium Services Ltd.

The meeting was called to order at 6:33 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the March 13, 2008 council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statements:** It was moved, seconded and carried to approve the January, 2008 financial statement, as presented. Approval of the February and March financial statements was deferred to 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. **Arrears:** The agent reported to council on the account receivable list. Council instructed the agent to continue charging fines for the late strata fee payments. It was noted that one of the units is in significant arrears. Council will consider legal action against the unit owner if the arrears are not paid as requested. Owners are reminded that strata fees are due on the first of each month; late payments are subject to a \$25 fine per month.

3. Invoice Payment: It was moved, seconded and carried to pay an invoice dated August 31, 2007 in the amount of \$1,599.06 from Fire Pro Fire Protection dated August 31, 2007. The invoice was initially sent by the contractor to the previous management company in error.

OLD BUSINESS

1. Hallway Carpet Replacement/Painting: Installation of new carpets in the hallways of building 2161 has been completed. It was moved, seconded and carried to pay the invoice in the amount of \$10,796.29 plus GST to Sunwest Floors.

Council discussed replacement of carpets in 2161 building and requested the agent obtain a quote from Sunwest for replacement of carpet in the hallway and stairways in building 2181, and also a quote for replacement of the existing carpets in stairways of 2181 building. Council requested the agent obtain a quote for installation of the same kind of carpet from another contractor for comparison purposes.

Council reviewed quotes submitted by Prostar Painting and EasyCare Restoration for painting and minor repairs of the hallways of 2181 building in the respective amounts of \$17,500 and \$25,252, GST extra. Following discussion, council approved to proceed with WHS Building Services as per their quote of \$12,354 plus GST. Council requested the agent negotiate the contract with WHS Building Services to have hallways in both buildings painted one after another upon completion of carpet installation in building 2161.

2. Power Washing: Power washing at the complex is scheduled for Thursday, May 22nd and Friday, May 23rd as follows: May 22nd - P1 Level and May 23rd - P2 level. Residents are requested to remove their vehicle from the underground parkade on the stated dates to accommodate the power washing. The contractor and the strata corporation will take no responsibility for any damage to vehicles left in the parkade during the power washing. Further notices to residents will be posted.

The contractor will perform power washing of individual patios on the ground floor only at the owner's request. Residents will be responsible to pay for the individual patio power washing directly to the contractor. In order to schedule the work, residents are requested to contact the contractor via email at tylerredpath@shaw.ca or call 604-617-2529. Please contact Mr. Redpath directly preferably via email as indicated above and leave your unit number and telephone number to confirm the price.

3. Annual Fire Inspection/Deficiency Repairs: Fire Pro Fire Protection has not completed fire equipment deficiency repairs due to stocking issues. The contractor will return to complete the repairs. Notice to the residents will be posted.

Another attempt will be made to access the units missed during the first and second visits. Following discussion, it was moved, seconded and carried to a charge \$100 fine to units that did not provide access as requested.

4. Building Exterior Cleaning: Council reviewed a revised quote from Allstar Window Pressure Cleaning Systems for pressure cleaning of vertical stucco surfaces of the building exterior in the amount of \$9,930, and a quote from Pro Star Painting & Restoration in the amount of \$11,880. Following discussion, it was moved, seconded and carried to proceed with Allstar as per their quote. Further notice to the residents will be posted.
5. Computer Relocation/Water Leak: Allstar Waterproofing & Restoration System investigated a leak coming into the computer room. The contractor advised that, to their opinion, the leak is getting inside the conduit underground and draining into the computer room. Council directed the agent contact the cable provider and request they investigate the leak. Council also reviewed a quote from Steelhead Contracting with a budget between \$1,500 and \$2,000 to investigate the source of the leak.
6. Insurance Renewal: The agent advised that the strata corporation insurance was renewed with The Co-Operators with an annual premium of \$22,518 and an additional coverage from BFL Canada for Director and Officers' liability.
7. Landscaping Contract Review: Council discussed landscaping services at the complex and agreed to continue with Cordeiro Landscape Contractors. The contractor's performance will be reviewed at the end of the contract term.
8. Carpet Cleaning Contract: The agent provided council with recommendations on carpet maintenance from the manufacturer. Following discussion, it was agreed to renew the contract for regular carpet maintenance with The Cleaning Connection for the period from May 1, 2008 to April 31, 2009.
9. Storm Pump Repairs: Council reviewed quotes for repairs of the storm pump submitted by Latham's and Xpert Mechanical. Xpert Mechanical's report indicated that at the time of their inspection, the pumps appeared to be functioning properly. Council deferred their decision on the storm pump replacement and will review the next quarterly preventative maintenance report from Latham's that is due in May. Milani Plumbing was also requested to investigate the problem with the storm pump.
10. Condensing Unit Cleaning: Cleaning of the three condensing units in the underground parkade is pending. Milani Plumbing will provide their quote for the cleaning.
11. Pump Motor Mounts: Xpert Mechanical quoted \$180 plus GST to repair the mounts for the recirculation pump in the mechanical room on the roof. Council decided to defer their decision until the quote from Milani Plumbing is received.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters.

1. Complaints were received from the residents on the ground level regarding cigarette butts thrown down from a unit above. The agent advised that a warning letter was sent to the unit in question but no response has been received. Following discussion, it was moved, seconded and carried to charge a \$200 bylaw violation fine to the unit responsible.
2. A letter was received from an owner in unit #109 – 2161 regarding water damage repair in their unit. Following discussion, it was moved, seconded and carried to charge the cost for the water damage repair to the unit responsible.
3. A letter was received from owners in unit #402 – 2161 requesting council's permission to replace the existing carpet with hardwood flooring and perform other renovations in the unit. Council approved the owners' request, subject to compliance with the strata corporation bylaws.

NEW BUSINESS

1. Hot Water Tank Replacement: Latham's advised that one of the domestic hot water tanks located in the rooftop mechanical room was leaking, was shut off and needs be replaced. The contractor quoted \$7,675 plus GST to replace the tank. Following discussion, it was moved, seconded and carried to proceed with the tank replacement as quoted and charge the expense to the Contingency Reserve Fund.
2. Unit #308 – 2161 Exterior Leak: An exterior leak was reported coming into unit #308 – 2161. Allstar Waterproofing investigated the leak and advised that the deck membrane in the unit above has failed and requires replacement. The contractor quoted \$8,740 to replace the membrane and carry out related repairs. It was moved, seconded and carried to proceed with the work as quoted and charge the expense to the Contingency Reserve Fund considering the expense as an emergency.
3. Bark Mulch/Soil Amender: Council reviewed quotes from Pacific Bark Blowers for installation of bark mulch and soil amender on the property grounds, and it was moved, seconded and carried to proceed with the soil amender installation at a cost of \$1,920 plus GST.
4. Sod Replacement – West Side 2181: This item was deferred to the next meeting.
5. Ground Settling West Foundation Wall – 2181: This item was deferred to the next meeting.

6. Irrigation System Start Up: University Sprinklers prepared the lawn irrigation system for the season and carried out necessary repairs. The contractor found a large lateral line break at the north boulevard where the tree roots had completely encompassed the irrigation line. The cost of the system start up and repairs was \$369.30
7. Caretaker's Vacation/Relief Coverage: The caretaker will be taking some time off in the end of May. Council requested the agent arrange for the relief coverage.
8. Garbage Room Clean Up: Previous owners at The Carlings left behind their possessions after they moved out from the building. The items were stored in the garbage room. Council has requested the agent to arrange for the garbage room clean up, which was done.
9. Unit Occupancy: Council instructed the agent to write a letter to the owners in building 2181 requesting information on the unit occupancy status.
10. Preventative Maintenance Contract Renewal: The agent advised that the contract on the mechanical equipment preventative maintenance on the mechanical equipment at The Carlings with Latham's is due for renewal. The contractor quoted \$3,384 plus GST for the 12 months contract commencing on May 1, 2008. Council requested the agent obtain a quote from Milani Plumbing on performing the maintenance program at the complex.
11. Window Cleaning: It was moved, seconded and carried to proceed with the window cleaning with Allstar Window & Pressure Cleaning System at a cost of \$2,910 plus GST upon completion of the building exterior cleaning. The contractor will clean exterior inaccessible windows only using hand cleaning method from the man lift to clean all upper windows.
12. #202/102 – 2181 Water Leak: A water leak occurred in unit #202 – 2181 causing damage to the unit below. It was moved, seconded and carried to charge the cost of repairs to the unit responsible for the damage.

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

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MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-2891

THE CARLINGS

HELD: On Tuesday, June 10, 2008 at 6:30 p.m. in Unit #313 – 2181 West 12th Avenue, Vancouver, B.C.

PRESENT:

Tom Hamilton	President
Stu Julien	Vice President
Diane Peel	Treasurer
Carol Storoz	
Ron Schrenkenback	
Phillip Horner	

REGRETS: Nair Kumaran

STRATA AGENT: Olga Vergunova, Vancouver Condominium Services Ltd.

The meeting was called to order at 6:35 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the May 6, 2008 council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statements:** Approval of the February to April, 2008 financial statements was deferred to 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. **Arrears:** The agent updated council on the account receivable list. Council noted that the owner in significant arrears has not paid the outstanding balance. Council directed the agent to send a final warning letter to the owner and to proceed with legal action if the arrears are not paid as requested.

Owners are reminded that strata fees are due on the first of each month. Late payments are subject to a \$25 fine per month.

3. **Invoice Payment:** Council reviewed invoices from Latham's in the amount of \$1,593.24 and Genesis Security Group in the amount of \$868 and requested the agent obtain details from the contractors for the work invoiced.

OLD BUSINESS

1. Hallway Carpet Replacement/Painting: Council reviewed a quote from Sunwest Floors for replacement of common hallway carpets at 2161 building in the amount of \$10,979.85 plus GST. It was moved, seconded and carried to proceed with the work as quoted.

It was moved, seconded and carried to award the contract for hallway painting in both buildings to WHS Building Service at a cost of \$12,684 plus GST per building.

2. Power Washing: Tiley Smiley Power Washing carried out power washing at the complex. It was moved, seconded and carried to pay the invoice in the total amount of \$2,300.
3. Annual Fire Inspection/Deficiency Repairs: The agent will contact Fire Pro Fire Protection to confirm completion of deficiency repairs in common areas. The contractor will make another attempt to access units that were missed during the previous visits or require repair of fire equipment on Friday, June 27th. Further notice will be distributed.

This inspection is for insurance and safety purposes and required that all owners provide access for the inspectors. Failure to do so will result in a fire and leaves a gap in the building protection.

4. Building Exterior Cleaning/Window Cleaning: Allstar Window & Pressure Cleaning System commenced the project on the building stucco cleaning and window washing.
5. Computer Room: The agent advised that Shaw Cable has been requested to inspect the conduit where the water appears to be entering the computer room.

Shaw technicians attended the site two days after the meeting and advised that the water is not entering the computer room through the cable conduit. Further investigation will be required.

6. PPM Contract Renewal: Council reviewed a quote submitted by Milani Plumbing Drainage & Heating on planned preventative maintenance of mechanical equipment at the complex. Following discussion, council requested the agent to contact Latham's, the current service provider, and verify charges on backflow preventors and CO sensor calibration.
7. Storm Pump Replacement: It was moved, seconded and carried to proceed with Latham's for replacement of the failed storm pump as per their quote of \$3,050 plus GST.
8. Condensing Unit Cleaning: It was moved, seconded and carried to proceed with Latham's for cleaning of plugged condensing units in the parkade as per their quote.
9. Pump Motor Mounts: It was moved, seconded and carried to proceed with repairs of pump motor mounts as quoted by Latham's at \$560 plus GST.
10. #308 – 2161 Exterior Repairs: Allstar Waterproofing & Restoration System commenced exterior repairs at units #407/#308 - 2161. Following the water test at this location

Allstar advised that the leak has not been isolated completely. The agent will follow up with the contractor to obtain a report on their findings.

Allstar further advised that more extensive repair is required, including membrane replacement and drain repairs and quoted \$3,770 to complete. Council authorized the expense in order to carry out the repairs as soon as possible to avoid any further damage.

11. Car Wash Pit Repair: The agent advised that a quote on repairs of the car wash pit were requested from Nikls Property Services and Allstar Waterproofing.
12. Soil Amender/Pest Control: Pacific Bulk Blowers installed soil amender as per their quote. It was moved, seconded and carried to pay the invoice. Following discussion, it was moved, seconded and carried to approve the pest control service proposal in the amount of \$1,080 plus GST for a one year term as submitted by Propec Pest & Wildlife Management.
13. Sod Replacement/Ground Cover: Following discussion, council agreed to obtain an estimate from the landscaper on installation of ground cover at the west side of 2181 building.
14. Ground Settling: Council requested the agent obtain a quote to repair ground settling along the foundation of the west wall at 2181 building.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters.

1. A letter was received from an owner of a ground level unit at 2161 West 12th regarding the use of the outside water tap. Council will inspect the outside water taps around the complex. In the meantime, the owners are advised that the outside water tap should not be used on a regular basis to avoid potential water damage to the building.
2. A letter was received from an owner in unit #109 – 2161 requesting reimbursement for repairs in their bathroom in the amount of \$560. It was moved, seconded and carried to reimburse the owner as requested and charge the cost of repairs to unit #209 – 2161 who were responsible for the water damage.
3. A letter was received from an owner regarding cracks on the ceiling in their unit. Council advised that owners are responsible for drywall cracks caused by settling and normal expansion and contraction. Only where damage is caused by a structural failure or water ingress would be investigated by council.
4. A letter was received from owners in unit #303 – 2161 requesting council's permission to install hardwood flooring. Council approved the request, subject to compliance with the strata corporation bylaws.

5. A letter was received from an owner requesting council reverse a fine for not providing access to their unit during the annual fire inspection. Following discussion, council agreed that it is the owner's responsibility to ensure that access is provided for the safety of all residents at the building and confirmed that the fine would stand.

NEW BUSINESS

1. CO Sensor: Latham's inspected carbon monoxide sensor malfunctioning in P2 parkade level in building 2181 and advised that they found corrupted software on the CO monitor. The monitor's complete unit should be replaced; the quoted cost was \$1,375 plus GST. Following discussion, it was moved, seconded and carried to proceed with the work as quoted by the contractor.
2. Water Leak/Insurance Claim: A water leak occurred on the 1st floor of the common hallway in the 2181 building due to a pin hole in the water pipe. The agent has filed an insurance claim and Phoenix Restoration was awarded the contract to carry out the repairs.
3. Roof Fan: Council received a complaint about a noisy rooftop fan on the 2181 building. Latham's has been requested to look into the problem and provide options for noise reduction.
4. Balcony Cleaning: When cleaning the balcony, residents are requested to let the residents below know when you are going to do the cleaning. Please be careful and mindful of minimizing any water spillage onto the patio below. Thank you for your cooperation.

There being no further business, the meeting was adjourned at 8:38 p.m. The next meeting will be held on Tuesday, July 8, 2008 at 6:30 p.m.

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MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-2891

THE CARLINGS

HELD: On Tuesday, July 8, 2008 at 6:30 p.m. in Unit #313 – 2161 West 12th Avenue, Vancouver, B.C.

PRESENT: Tom Hamilton President
Diane Peel Treasurer
Carol Storoz
Phillip Horner
Nair Kumaran

REGRETS: Stu Julien Vice President
Ron Schrenkenback

STRATA AGENT: Olga Vergunova, Vancouver Condominium Services Ltd.

The meeting was called to order at 6:40 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of June 10, 2008 council meeting as circulated.

FINANCIAL REPORT

1. **Monthly Statement:** It was moved, seconded and carried to approve the March, April, and May 2008 financial statements, as presented. It was noted that gas expense is over the budget due to increase in commodity pricing as per Terasen Gas regulations.

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. **Arrears:** Council reviewed the account receivable list and instructed the agent to engage a legal council to proceed with legal action against the delinquent owner of the strata lot in significant arrears for non-payment of the strata fees. Council also instructed the agent to send a lien warning letter to another unit in arrears; the cost of lien is \$150 and is charged back to the strata lot.

3. Invoice Approval: Following discussion, it was moved, seconded and carried to pay the invoice in the amount of \$2,983.68 to Latham's for a repair of the cracked water pipe in the lobby of 2181 building. Council discussed Latham's invoice in the amount of \$1,593.24 for a repair of the water leak of the laundry in suite #109 – 2161. Repair of the leak required water shut down at the complex. It was moved, seconded and carried to charge back to the owner the cost of parts and materials, and 50% of the labour cost on this repair. The agent advised that Genesis Security Group has been contacted with the request to provide a copy of the outstanding invoice, no reply has been received yet.

OLD BUSINESS

1. Hallway Carpet Replacement/Painting: Sunwest Floors advised that carpet replacement project in 2161 building is scheduled from July 21st to 24th. Notice for the residents will be posted. Following the carpet replacement project, WHS Building Service will carry out painting of common hallways in building 2161 as per the contract. Currently the contractor is painting common area walls in building 2181.
2. Building Exterior Cleaning/Window Cleaning: Allstar Window & Pressure Cleaning System carried out cleaning of the exterior stucco services as per their quote \$9,930. It was moved, seconded and carried to pay the invoice. The contractor also cleaned exterior inaccessible windows from a manlift at a cost of \$2,910 plus GST. It was moved, seconded and carried to pay the invoice.
3. Annual Fire Inspection/Deficiency Repairs: Fire Pro Fire Protection advised that there have been some outstanding deficiency repairs. The contractor will schedule another visit to the complex to complete the deficiency repairs.
4. Computer Room: Following discussion, council requested the agent to obtain a quote for investigation/repair of the water leak coming into the room through the conduit lines.
5. PPM Contract Renewal: Latham's confirmed that cost to test backflow preventors and carbon monoxide testing and calibration is included in the contract price on planned preventative maintenance of the mechanical equipment at the complex. It was moved, seconded and carried to renew the maintenance contract with Latham's for another year at a cost of \$3,384 plus GST per year.
6. Storm Pump Replacement: Latham's advised that storm pump in the underground parkade has been replaced. It was moved, seconded and carried to pay the invoice in the amount of \$3,050 plus GST.
7. Condensing Unit Cleaning: Cleaning of the condensing units in the underground parkade is scheduled within a week.
8. Pump Motor Mounts: Pump motor mounts repair is scheduled within the next week.

9. #308/#407 – 2161 Exterior Repairs: Allstar Waterproofing & Restoration System advised that the repair at unit #308 and #407 – 2161 should be completed on July 9th. Council requested the agent have WHS Building Services carry out interior repairs in unit #308 – 2161.
10. Car Wash Pit Repair: Council reviewed quotes from Nikls Property Services and Allstar Waterproofing for repairs of the car wash drain in the respective amount of \$5,696 and \$6,560. It was agreed to budget for the repair in the next fiscal year repair and maintenance category and have the car pit repaired next year.
11. Soil Amender/Ground Cover – West Side 2181: Cordeiro Landscaping was requested to provide a quote for soil amender and ground cover at the west side of 2181 building.
12. Ground Settling - West Foundation Wall 2181: The agent will follow up with the contractor regarding leveling of ground settling at the west foundation wall at 2181 West 12th.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters.

1. A letter was received from an owner in unit #310-2181 requesting council's permission to rent their unit as they are the original owners at the complex. Council requested the owner provide confirmation that the owner purchased their suite from the developer in order to permit the unit rental as currently rentals at both buildings are at the limit.
2. A letter was received from an owner in unit #403-2161 requesting to put their name on the waiting list for rental. The agent advised that it has been done.
3. A letter was received from an owner in unit #308-2161 advising that the seal on their window pane has failed. Council requested the agent send a contractor to investigate and give a quote for repairs of the window.
4. A letter was received from an owner in unit #408-2161 requesting council's permission to install hardwood floors in the unit. Council approved their request, subject to compliance with the strata corporation bylaws.
5. A letter was received from an owner requesting council's permission to rent their unit based on hardship. The agent advised that the unit has been sold and no further action is required.
6. Letters were received from two owners on the 4th floor in building 2161 complaining about loud noise made by their rooftop make-up air unit. The agent will follow up with Latham's requesting the contractor inspect the unit and give their suggestions on minimizing the noise.

NEW BUSINESS

1. #408/410 – 2161 Assignment of Parking Stalls: Owners of units #408 – 2161(S/L#97) and #410 – 2161(S/L#99) advised council that they wish to exchange parking stalls currently assigned to their units. Council had no objection to the transfer and confirmed that the strata record for the parking stalls should read as follows:

Parking stall assigned to unit #408 – 2161 (S/L#97) W. 12th is #47

Parking stalls assigned to unit #410 – 2161 (S/L#99) W. 12th are #71 and #72

It would be the owners' responsibility to fully inform the prospective owners of the units about the parking stall numbers assigned to the units.

2. Building Envelope Evaluation: It was brought to council's attention that the last update on the building envelope performance was done in 2001. With the building growing older, it would be necessary to engage an engineering company to review condition of the building main components in order to perform preventative maintenance program and attend to required repairs. Following discussion, council requested the agent obtain quotations from three engineering companies on building envelope and 4th floor decks review. Discussion will continue at the next council meeting.
3. Key Fob/Garage Remote Update: Council has decided to distribute a survey to the residents at The Carlings requesting update on key fob, garage remote, locker and parking stall information. **Residents will be requested to fill-in the survey and return to VCS for further update of the records.**

Council members will also perform general update on the strata computer records.

4. Sprinkler System: Council requested the agent follow up with the caretaker regarding the lawn sprinklers system set up and have University Sprinklers on-site to adjust the timer on the system if required.

There being no further business, the meeting was adjourned at 9:00 p.m. The next meeting is scheduled for Tuesday, August 26, 2008 at 6:30 p.m.

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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.city.vancouver.bc.ca/corpsvcs/emerg/prepyourself/earthquaketips.htm>

Neighbourhood Emergency Preparedness Program

<http://www.city.vancouver.bc.ca/corpsvcs/emerg/nepp/NEPPworkshops.htm>

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-2891

THE CARLINGS

HELD: On Tuesday, August 26, 2008 at 6:30 p.m. in Unit #404 – 2161 West 12th Avenue, Vancouver, B.C.

PRESENT: Tom Hamilton (President)
Diane Peel (Treasurer)
Carol Storoz
Phillip Horner
Nair Kumaran
Ron Schrenkenback

STRATA AGENT: Olga Vergunova, Vancouver Condominium Services Ltd.

The meeting was called to order at 6:40 p.m.

COUNCIL STATUS

Mr. Stu Julien submitted his resignation from council. The strata council accepted resignation with regret.

CARETAKER'S SERVICE

Residents are advised that non-resident Caretaker, Ms. Judy Williams, is no longer with the strata. Bar-El Building Services was engaged to provide full caretaker coverage in the interim.

MINUTES

It was moved, seconded and carried to adopt the minutes of the July 8, 2008 council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statements:** Approval of the June and July, 2008 financial statements was deferred to the next 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. **Arrears:** Council reviewed the accounts receivable list. The agent advised that a legal counsel has been engaged to proceed with legal action against the delinquent owner. Council requested the agent follow up with other owners in arrears.

Owners are reminded that strata fees are due on the first of each month. Late payments are subject to a \$25 fine per month.

3. Invoice Approval: It was moved, seconded and carried to pay an outstanding invoice to Genesis Security Services.
4. Draft Budget: The agent distributed to council a draft budget for the fiscal year commencing November 1, 2008 for their review. Discussion will continue at the next meeting.
5. Audit: Council requested the agent obtain a quote from Reid Hurst Nagy for performing the strata corporation audit for the fiscal year ending October 31, 2008.

OLD BUSINESS

1. Hallway Carpet Replacement/Painting: Sunwest Floors completed replacement of the carpet in building #2161. It was moved, seconded and carried to pay the invoice in the amount of \$10,979.45 plus GST. WHS Building Services will commence painting of common areas in the building during the first week of September.
2. Fire Inspection/Deficiency Repairs: Fire Pro Fire Protection completed fire equipment deficiency repairs.
3. Computer Room: Columbus Construction & Restoration quoted an amount between \$450 and \$750 plus GST to investigate the area above the computer room to determine a cause of the water leak. Following discussion, council approved to proceed with the work as quoted.
4. Unit #308 – 2161 Repair: Following discussion, council approved to have entire ceiling in unit #308 – 2161 re-textured, as partial repair of the ceiling was not satisfactory. Council also approved to proceed with the replacement of the failed window seal in the unit as per the quote in the amount of \$233 plus GST submitted by Action Glass.
5. Ground Settling West Foundation Wall – 2181: It was agreed that a council member will meet with a contractor on site to determine the scope of work required at the west foundation wall at building 2181.
6. Building Envelope Evaluation Quotes: The agent presented council with building envelope evaluation quotes presented by Morrison Hershfield and RDH Building Engineering. The quote from JRS Engineering is pending. It was decided to review and discuss the submitted quotes at the next council meeting.
7. Survey: Residents who have not submitted the survey for parking stalls, lockers, key fobs and garage remotes are requested to provide information to the agent as soon as possible. Residents who do not submit the survey may risk their key fob/remote codes being deleted from the system.

8. Garbage Room Fan: Due to residents' complaints about a noisy garbage room fan on top of the roof on building 2181, council decided to have the fan turned off at night and if acceptable, an automatic time clock will be installed to keep the fan off during the night. Latham's submitted a quote in the amount of \$1,200 plus GST to supply and install a hood to quiet down the garbage room exhaust fan but advised that it will not guarantee the result.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters.

1. Owners in units #106 – 2161 and #310 – 2161 advised council that they wish to re-assign parking stalls currently allocated to their units. Council had no objections to the transfer and confirmed that the strata records for the parking stalls should read as follows:

Parking stalls assigned to unit #106 – 2161, (SL #57) are #25 and #26.

Parking stall assigned to unit #310 – 2161, (SL #87) is #24.

It would be the owner's responsibility to fully inform the prospective owners of the units about the parking stall numbers assigned to the units.

2. Several letters were received from the residents about excessive noise from a unit on the third floor of building 2181. Council believes the strata bylaws violation has occurred and instructed the agent to impose a \$200 fine charged to the strata lot for the bylaw violation.
3. A letter was received from an owner in unit #411 – 2181 about a water stain that appeared on the ceiling in their unit. The agent advised that Columbia Restoration was requested to investigate. The owner also advised council about some issues with a fireplace in the unit. The owner was advised that fireplace repairs and maintenance is the owner's responsibility. Council recommended the owner contact a qualified contractor to have the fireplace inspected and repaired, if required.
4. A letter was received from owners in unit #405 – 2181 requesting council's permission to install hardwood flooring in their unit. Council approved the request, subject to compliance with the strata corporation bylaws.
5. A letter was received from owners in unit #104 – 2181 requesting council's permission to install hardwood flooring in their unit. Council approved the request, subject to compliance with the strata corporation bylaws.
6. A letter was received with complaints about cigarette butts thrown from the unit on the third floor in building 2181. Council instructed the agent to charge a \$200 fine to the unit for the bylaw violation for each occurrence.

7. A letter was received from an owner in unit #407 – 2161 regarding repairs at their unit. Council reviewed the letter and duly noted the complaint. Following discussion, council approved to reimburse the owner for loss of the plants that were removed from the balcony without notification to the owner during strata repairs.
8. A letter was received from an owner on the third floor in building 2161 regarding installation of an air conditioner in their unit. The owner was advised of the strata corporation bylaws addressing installation of air conditioning devices.
9. Letters were received from units #113 and #213 in building 2161 regarding a leak from the dishwasher in unit #213. In regard to the leaking dishwasher council recommended owners consider replacing their appliances with newer models as the life span of appliances is limited and old machines may cause water damage to the strata lot(s) and common property. Please also consider replacing supply hoses to your washer, dishwasher and toilet tank, with metal braided hoses.

Owners in units #113 and #213 brought some other issues to council's attention. Council will review the letters and advise the agent on further action.

NEW BUSINESS

1. Annual Fire Inspection: The agent advised that the annual fire inspection is due in October. Council requested a quote from Fire Pro for the service.
2. Water Leak – Building 2161: An owner in unit #309 advised council about damaged hardwood flooring in their unit due to a leak. It appears that the water came from unit #408 – 2161. Further investigation will be required to determine the source of the leak. Owners in unit #209 reported minor damage on the ceiling of their unit.
3. Common Area Lights: This item was deferred to the next meeting due to the lack of time.
4. Visitor Parking: It was brought to council's attention that residents at the building use visitor parking on a regular basis. Residents are reminded of the strata corporation bylaws:

Bicycles, Storage and Parking

34 (5) *An owner, tenant or occupant shall not:*

- (a) *use any parking space in the building or on the common property or on any limited common property, except the parking space which has been specifically assigned to his strata lot, a parking space leased by the owner or, when specifically agreed with another owner, the parking space assigned to the strata lot of that other owner;*

Council will monitor the situation with parking and visitor stalls. Residents' vehicles parked in visitor stalls in violation of the strata corporation bylaws will be towed away at the vehicle owner's expense.

5. Water Turnoff: Residents are reminded to turn the water supply to the unit off when going away to avoid potential water damage. Please make sure that the washing machine valve is turned off as well.
6. Window Coverings: All residents at The Carlings are reminded of the strata corporation bylaw 3.10(I):

3 (10) *An owner, tenant or occupant must not:*

- (I) *install any window coverings, visible from the exterior of his strata lot, which are different in size or colour from those of the original building specifications;*

Please make sure you comply with the bylaws.

7. Noise Issues: Council has been receiving complaints from the residents about excessive noise. Residents are reminded of the strata corporation bylaw 3. Use of Property, which states:

3 (1) *An owner, tenant, occupant or visitor must not use a strata lot, the common property or common assets in a way that*

- (a) *causes a nuisance or hazard to another person,*
- (b) *causes unreasonable noise,*
- (c) *unreasonably interferes with the rights of other persons to use and enjoy the common property, common assets or another strata lot,*

Please do not use your dishwasher and washing machine between 10:00 p.m. and 7:00 am as the noise travels through the building frame. Also, please be considerate to your neighbours when in common areas and be as quiet as possible, especially at night.

There being no further business, the meeting was adjourned at 8:55 p.m. The next meeting will be held on Tuesday, October 7, 2008 at 6:30 p.m.

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MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-2891

THE CARLINGS

HELD: On Tuesday, October 7, 2008 at 6:30 p.m. in Unit #313 – 2161 West 12th Avenue, Vancouver, B.C.

PRESENT: Tom Hamilton (President)
Diane Peel (Treasurer)
Carol Storoz
Phillip Horner

REGRETS: Nair Kumaran
Ron Schrenkenback

STRATA AGENT: Olga Vergunova, Vancouver Condominium Services Ltd.

The meeting was called to order at 6:35 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the August 26, 2008 council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statements:** It was moved, seconded and carried to approve the June 2008 financial statement, subject to audit adjustment, if required. It was moved, seconded and carried to approve the July and August 2008 financial statements, as presented. Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.
2. **Arrears:** The agent reported to council on the accounts receivable list and advised that in result of a legal action against the owner in significant arrears, the outstanding strata fees have been recovered. Council instructed the agent to continue charging a \$25 fine per month for late strata fee payment to the strata lots in arrears. Delinquent owners are requested to pay the outstanding strata fees as soon as possible.

STRATA FEES ARE DUE ON THE FIRST OF EACH MONTH.

3. Draft Budget: Council discussed the draft budget for the fiscal year commencing November 1, 2008. The draft budget will be finalized at the next meeting.
4. Audit: The agent presented council with a quotation from the auditing firm Reid Hurst & Nagy to perform the strata corporation audit at a cost of \$2,750 plus GST and disbursements. Following discussion, council requested the agent obtain another quote for the audit.

OLD BUSINESS

1. Hallway Painting: WHS Building Services is working on the painting of the hallways in building 2161.
2. Annual Fire Inspection: Council reviewed three quotes for the annual fire inspection at the complex that is due in November. Following discussion, it was moved, seconded and carried to proceed with Firepro Fire Protection at a quoted cost of \$1,370 plus GST.
3. Computer Room: Columbia Restoration investigated the water leak into the computer room and performed a water test at the entrance and on the roof of the building. The contractor determined that water is entering the computer room through the conduit pipe in the ceiling; the wires coming out of the conduit were traced to Rogers TV box. The contractor believes that the source of the water ingress is where the conduit pipe and wires enter the building. The agent will contact the service provider to follow up.
4. Unit #308 - 2161 Repairs: WHS Building Services repaired the ceiling in unit #308 – 2161. The owner advised that the second ceiling repair did not reduce the obviousness of the patch. Following discussion, council instructed the agent to obtain two other quotes for repair of the ceiling in the unit.
5. Ground Settling West Foundation Wall 2181/Paving Stones: Nikls Property Services submitted a quote in the amount of \$9,696 plus GST to level the paving stones around three ground level patios on the west side of building 2181. Following discussion, council decided to re-visit the quote at a later time due to the budget restraints.

Council also discussed concerns about uneven paving between two buildings and instructed the agent to obtain a quote for leveling the paving stones at the back of the building breezeway.

6. Building Envelope Evaluation Quotes: Council reviewed a quotation presented by JRS Engineering in the amount of \$8,500 plus GST for the building envelope evaluation. Following discussion, it was agreed to present a $\frac{3}{4}$ vote resolution to the owners at the Annual General Meeting to approve the expense not exceeding \$11,500 for the building envelope evaluation, such expense to be charged against the Contingency Reserve Fund.

7. Unit #308 – 2161 Window Repair: Action Glass repaired the window in unit #308 – 2161 as per their quote.
8. Parking and Locker Survey/Visitor Parking: The agent updated council on the results of the survey on locker and parking stall assignment at the complex. Owners who have not submitted their survey are requested to provide it by October 31st. Key fob and transmitter codes for the units that have not provided the survey may be deleted from the system after October 31st.

Council discussed situation with parking in visitor parking stalls. It was noted that some owners use visitor parking on a regular basis.

Residents are reminded of the strata corporation bylaw Bicycle, Storage and Parking:

(5) *An owner, tenant or occupant shall not:*

- (a) *use any parking space in the building or on the common property or on any limited common property, except the parking space which has been specifically assigned to his strata lot, a parking space leased by the owner or, when specifically agreed with another owner, the parking space assigned to the strata lot of that other owner;*

All visitors at The Carlings should comply with the rule posted in the visitor parking in the underground parkade. Please leave a note with the apartment number you are visiting, clearly on the dash of your vehicle or it will be towed away without notice at the vehicle owner's expense.

The bylaw will be strictly enforced.

9. Common Area Lights: It was brought to council's attention that fluorescent fixtures in common areas are deteriorating and should be replaced. Nikls Property Services quoted \$74 plus GST for replacement of one fixture based on repair of ten fixtures at the time. Following discussion, council approved to gradually change the light fixtures in common areas as quoted.
10. #309 – 2161 Hardwood Floor Damage: The agent updated council on the water leak that damaged hardwood floor in unit #309 – 2161. A plumbing technician inspected the area and found no active leak from the plumbing system. The leak has not reoccurred. Following discussion, council requested the agent have a waterproofing contractor inspect the unit to determine a possible water entry into the unit.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters.
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1. A letter was received from an owner in unit #109 – 2161 disputing a charge back to their unit for a repair of the laundry shut-off valve. Council advised that they stand by their decision and the owner should be responsible for the portion of the invoice that was charged back to their unit, as the shut-off valve for the laundry machine is the owner's responsibility to repair and maintain.
2. A letter was received from an owner in unit #308 – 2161 regarding ceiling repair in their unit.
3. A letter was received from owners in building 2161 with a noise complaint about a unit on the 4th floor. Following discussion, it was moved, seconded and carried to charge a \$200 fine to the unit responsible for each occurrence of noise disturbance.
4. A letter was received from an owner in building 2161 about a dog off leash on common property. Council requested the agent follow up with the owner responsible. The owner also requested council have a contractor to fix the patio stones throughout the common walking area. Council will be obtaining and discussing quotes for this work.
5. A letter was received from an owner in unit #107 – 2181 advising council that three or four mature cedar trees have been recently removed at the south-west of 2181 building and requesting to replace the trees. Council will contact the landscaper to discuss the matter.
6. A letter was received from unit #108 – 2181 requesting council's permission to rent their unit. Council advised that rental limit at the building has been achieved and did not consider the owner's circumstances as hardship, and denied the owner's request for rental. The owner also offered his assistance to manage the commissioning of the building envelope condition report. Council advised that the decision to proceed with the engineer's report should be first approved by the ownership at the Annual General Meeting.
7. Several letters were received from owners regarding bylaw violations by the unit on the 3rd floor in building 2181. It was moved, seconded and carried to charge a \$200 fine to the unit responsible for each infraction of the strata corporation bylaws.
8. A letter was received from unit #309 – 2161 regarding damaged hardwood floor and ceiling in the bedroom closet in their unit due to the water leak. Please see item #10 under Old Business.
9. A letter was received from an owner in unit #403 – 2181 requesting to place their name on the rental waiting list. Council approved the request.
10. A letter was received from an owner in building 2181 about their neighbour smoking cigars on the balcony and requesting that the strata post appropriate signage in the building informing residents of the City of Vancouver's smoking bylaw.

NEW BUSINESS

1. Bylaw Violation: Council discussed continuous bylaw violations by some residents at the complex and requested the agent obtain a legal opinion and engage a legal counsel to proceed with eviction of the tenants responsible for multiple violations of the strata corporation bylaws.
2. Unit Occupancy Status: Council instructed the agent to contact the owners of the unit in building 2161 who appear to be renting their unit without council's permission and in violation of the strata bylaws. The agent will follow up.
3. Annual General Meeting: The Annual General Meeting for owners at The Carlings is tentatively scheduled for Tuesday, December 9th at 7:00 p.m., subject to room availability. The meeting will be held in the St. John's School Gymnasium, 2215 West 10th Avenue, Vancouver, B.C. Proper notice to the owners will be distributed in advance.

Council instructed the agent to prepare a $\frac{3}{4}$ vote resolution for the Annual General Meeting to collect \$10,000 by a special levy in proportion to the unit entitlement for upgrading the lights in the underground parkade with energy saving lights.

There being no further business, the meeting was adjourned at 9:30 p.m. The next meeting will be held on Thursday, November 13, 2008 at 6:30 p.m.

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OV/lmc

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-2891

THE CARLINGS

HELD: On Thursday, November 13, 2008 at 6:30 p.m. in Unit #313 – 2161 West 12th Avenue, Vancouver, B.C.

PRESENT: Tom Hamilton (President)
Diane Peel (Treasurer)
Carol Storoz
Nair Kumaran
Ron Schrenkenback

REGRETS: Phillip Horner

STRATA AGENT: Olga Vergunova, Vancouver Condominium Services Ltd.

The meeting was called to order at 6:40 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the October 7, 2008 council meeting, as circulated.

FINANCIAL REPORT

1. **Monthly Statements:** Approval of the September and October, 2008 financial statements was deferred to the next 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. **Arrears:** Council reviewed the accounts receivable list.

Owners are reminded that strata fees are due on the first of each month. Late payment is subject to a \$25 fine per month.

3. **Draft Budget:** Council finalized the draft budget for the fiscal year commencing November 1, 2008 in the total amount of \$386,255. The proposed budget will be presented to the owners at the Annual General Meeting scheduled for December 9, 2008.

4. **Audit:** Council reviewed a quote for the strata corporation audit presented by an auditing firm, Herd & Co. Following discussion, it was moved, seconded and carried to proceed

with Reid Hurst Nagy for the preparation of the strata audit at a cost of \$2,750 plus GST and disbursements.

OLD BUSINESS

1. Hallway Painting: The work on the common hallway painting in building 2161 is currently in progress and is expected to be completed by the end of the next week.
2. Annual Fire Inspection: The annual fire inspection at the Carlings is scheduled for Thursday, December 18th and Friday, December 19th as follows:

Thursday, December 18 th	Between 12:00 p.m. and 8:00 p.m.
Friday, December 19 th	Between 8:00 a.m. and 1:00 p.m.

In-suite fire equipment testing will be conducted on Thursday, December 18th between 3:00 p.m. and 8:00 p.m. starting on the top floor of 2161 building.

All in-suite fire safety devices must be tested in accordance with the Fire Code. Please ensure that access to your suite is made available on Thursday, December 18th between 3:00 p.m. and 8:00 p.m.

3. Computer Room: Further investigation of the leak in the computer room will be required.
4. Unit #308 – 2161 Repair: Council reviewed quotes presented by The Restoration Shop and Phoenix Restoration for repairs in unit #308 – 2161 West 12th. Following discussion, it was moved, seconded and carried to proceed with The Restoration Shop per their total quote of \$1,181.09.
5. Paving/Sidewalk Repair: Council reviewed a quote presented by Nikls Property Services to repair the existing paving stones on the back walkway half circle between the two buildings at a cost of \$1,196 plus GST. It was moved, seconded and carried to proceed with the work as quoted.
6. Building Envelope Evaluation: The building envelope evaluation will be discussed at the Annual General Meeting scheduled for December 9, 2008.
7. Unit Occupancy Status: It was confirmed that the unit in question for occupancy status has been granted permission from council to rent their unit two years ago.
8. Visitor/Rental Parking: Council reviewed status of parking in the visitor's stalls. It was noted that the situation with unauthorized parking has improved after notices were placed on the vehicles parked in violation of the rules.

Residents are requested to use the visitor parking passes attached to the minutes. Please fill in information required on the visitor parking pass and clearly display it on the dash of the vehicle in visitor parking.

Following discussion, it was moved, seconded and carried that any council member can authorize a vehicle being towed away at the vehicle owner's expense, if the vehicle is parked in violation of the parking rules at the Carlings.

9. #309 – 2161 Hardwood Floor Damage: Council discussed damage to hardwood flooring in unit #309 – 2161 and requested the agent obtain a legal opinion on this matter. Council also recommended the owner of the unit follow up with their insurance company and file a claim for the damage caused to the hardwood flooring.
10. Cedar Trees Replacement: Council advised that cedar trees on the southwest corner of 2181 building were not a part of the original landscaping as they were put at this location in planter boxes apparently by previous owners and therefore the strata is not responsible for replacing of the cedar trees.
11. Bylaw Violations/Eviction: Council authorized the agent to sign a rental termination notice to the tenant in the unit responsible for obnoxious behaviour and multiple violations of the strata corporation bylaws. It was agreed that the notice will be served to the tenant immediately after the meeting.
12. Annual General Meeting: The Annual General Meeting for owners at the Carlings is scheduled for Tuesday, December 9th at 7:00 p.m. in the St. John's School gymnasium, 2215 West 10th Avenue, Vancouver, B.C. Proper notice to the owners will be distributed in advance.

CORRESPONDENCE

<i>Owners are invited to write council via the management company regarding any strata matters.</i>

Letters were received from the following units:

1. #305 – 2181: Reporting indentation in their balcony floor. Council requested the agent send a contractor to investigate the problem.
2. #302 – 2161: Requesting reimbursement from the strata in the amount of \$560.30 for repair of the water shut-off valve to their washing machine. Council advised that such kind of repair would be the owner's responsibility and denied the request.
3. From an owner and a tenant in the unit on the fourth floor in building 2161 apologizing to other residents at the complex for the noise disturbance from their unit.
4. #309 – 2161 regarding the floor damage in their unit.
5. #109 – 2161 requesting to meet with the strata council to discuss responsibility for the repair of the laundry shut-off valve in their unit. Council agreed to have a hearing with the owner on Thursday, November 20th at 6:30 p.m.

6. Unit #105 – 2161: Requesting council's permission to install hardwood flooring in their unit. Council approved the request, subject to compliance with the strata corporation bylaws.
7. Unit #110 – 2181: Requesting to put their name on the rental waiting list. The request has been approved.
8. Unit #109 – 2161: Regarding a pest control issue.
9. A letter was received from an owner with a noise complaint from the unit on the fourth floor in building 2161.
10. A letter was received from an owner with a noise complaint about the unit on the third floor in building 2181.

NEW BUSINESS

1. Landscaping Contract Renewal: Council discussed renewal of the contract for landscaping services for the strata and it was moved, seconded and carried to renew the contract with the existing landscaping company, Cordeiro Landscaping, for the term from January 1, 2009 to December 31, 2009.

There being no further business, the meeting was adjourned at 9:45 p.m. The next meeting will be the Annual General Meeting scheduled for Tuesday, December 9, 2008 at 7:00 p.m. in the Gymnasium of St. John School, 2214 West 10th Avenue, Vancouver, B.C.

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OV/ae

Rain Rain Go Away . . .

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

MINUTES OF ANNUAL GENERAL MEETING

STRATA PLAN LMS-2891

THE CARLINGS

HELD: On Tuesday, December 9, 2008, at 7:00 p.m. in St. John's School Gymnasium, 2215 West 10th Avenue, Vancouver, B.C.

PRESENT: 39 owners in person or proxy, as per the registration sheet.

STRATA AGENT: Olga Vergunova, Vancouver Condominium Services Ltd.

QUORUM REPORT

The agent reported that 36 owners present in person or proxy at the time when the meeting was called to order at 7:00 p.m., represent a quorum. The meeting was called to order by Mr. Tom Hamilton, the strata President, 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 18, 2008, 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 11, 2007, Annual General Meeting.

UNFINISHED BUSINESS

There was no unfinished business.

PRESIDENT'S REPORT

The strata corporation President, Mr. Tom Hamilton, presented his report. Please see the attached.

At this point, the quorum of the meeting changed to 37.

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.

At this point, the quorum of the meeting changed to 38.

2008/2009 BUDGET (YEAR END OCTOBER 31ST)

The 2008/2009 budget was presented to the owners for a detailed review and analysis, for the strata corporation Treasurer, Ms. Diane Peel. Following discussion, it was moved, seconded and **carried** to adopt the budget in the total amount of \$386,255 (unanimous).

OWNERS PLEASE NOTE: THERE WILL BE AN INCREASE IN STRATA FEES RETROACTIVE TO NOVEMBER 1, 2008.

FOR THOSE OWNERS WHO PAY BY CHEQUE, PLEASE ISSUE POST-DATED CHEQUES AT THE NEW STRATA FEE RATE COMMENCING JANUARY 1, 2009, MADE PAYABLE TO "STRATA PLAN LMS-2891". PLEASE SEE THE ATTACHED STRATA FEE PAYMENT SCHEDULE FOR DETAILS. IT WILL BE NECESSARY FOR YOU TO SEND A "CATCH-UP" CHEQUE FOR THE MONTHS OF NOVEMBER AND DECEMBER, 2008. PLEASE REFER TO THE CATCH-UP FEE SCHEDULE FOR DETAILS.

IF YOU ARE ON THE PAC AUTOMATIC PAYMENT PROGRAM, YOUR PAYMENTS WILL BE AUTOMATICALLY ADJUSTED TO THE NEW RATE JANUARY 1, 2009 FOR THE 2009 FISCAL YEAR. THEREFORE, IT WILL BE NECESSARY FOR YOU TO SEND A "CATCH-UP" CHEQUE MADE PAYABLE TO "STRATA PLAN LMS-2891" FOR THE MONTHS OF NOVEMBER AND DECEMBER, 2008. PLEASE REFER TO THE CATCH-UP FEE SCHEDULE FOR DETAILS.

3/4 VOTE RESOLUTIONS

The following 3/4 vote resolution was presented to the owners for their consideration:

3/4 VOTE RESOLUTION #1 ENGINEER'S REPORT/BUILDING ENVELOPE REVIEW

WHEREAS The Owners, Strata Plan LMS-2891, wish to engage an engineering firm to perform a comprehensive professional review of the building envelope condition for the purpose of the building maintenance;

BE IT RESOLVED by a $\frac{3}{4}$ vote resolution of The Owners, Strata Plan LMS-2891, that a sum of money not exceeding \$11,500 be spent for the purpose of conducting of the building envelope review by a professional engineer, such expenditure to be charged against the Contingency Reserve Fund.

Following discussion, it was moved, seconded and **carried** by more than 75% of the vote (unanimous) to adopt $\frac{3}{4}$ Vote Resolution #1 – Engineer's Report/Building Envelope Review as presented.

The following 3/4 vote resolution was presented to the owners for their consideration:

3/4 VOTE RESOLUTION #2 PARKADE LIGHTING UPGRADE

WHEREAS The Owners, Strata Plan LMS-2891, wish to upgrade the existing parkade fluorescent lighting with energy efficient electronic ballast lighting;

BE IT RESOLVED by a $\frac{3}{4}$ vote resolution of The Owners, Strata Plan LMS-2891, that a sum of money not exceeding \$10,000 be raised and spent for the purpose of the parkade lighting upgrade, such expenditure to be charged as a special levy upon the owners in proportion to the unit entitlement of their respective strata lots.

Subject to Sections 108(5) and (6) of the Strata Property Act (see attached), in the event that the actual cost of the proposed project is less than the special levy amount, the remaining funds shall be transferred to the Contingency Reserve Fund. Interest earned on funds raised pursuant to this resolution will be allocated to the special levy fund.

This special levy of \$10,000 shall be assessed on December 9, 2008, and shall become due and payable in full immediately on the passing of this resolution by the owners on title as at the end of that day and any owner who sells, conveys or transfers his/her title, or remortgages, before payment of this special levy is made in full, shall then pay the full amount outstanding.

As a matter of financial convenience only, the owners may pay this special levy at any time up until January 1, 2009. Notwithstanding the foregoing, this special levy is not considered as an "installment" levy as contemplated by Section 108(3)(e) of the Strata Property Act, and Section 109 of the Strata Property Act therefore does not apply.

Any owner who fails to make any payment(s) in accordance with this resolution shall be assessed a fine of \$25.00 on each such late payment. The strata corporation may further add interest charges on overdue payments at the rate of 10% per annum compounded annually (if bylaws provide for such).

Sections 116, 117 and 118 of the Strata Property Act (see attached) shall be applicable where an owner fails to make the required payment as authorized by the passing of this $\frac{3}{4}$ vote.

At this point the quorum of the meeting changed to 39.

Following discussion, it was moved, seconded and **carried** by more than 75% of the vote (36 in favour, 3 opposed, 0 abstention) to adopt $\frac{3}{4}$ Vote Resolution #2 – Parkade Lighting Upgrade as presented.

NEW BUSINESS

Owners requested the new council consider looking into the following in the next fiscal year:

1. Improve situation with rentals at the complex.
2. Repair pavers at the back of the complex.
3. Investigate an option of changing the existing garage remote system from 1 to 2 button clickers.
4. Look into installation of pole(s) on the sidewalk at the back, between the buildings, to prevent cars driving onto the sidewalk.
5. Have a junk removal day for all residents at the complex.

Owners also discussed other issues and concerns related to the strata matters.

ELECTION OF STRATA COUNCIL

The members of council for 2007/2008 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 2008/2009:

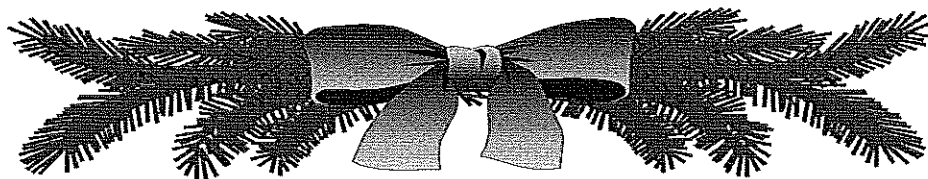
Dylan Bliss	Unit #110 - 2161
Phillip Horner	Unit #404 - 2161
Tom Hamilton	Unit #311 - 2181
Diane Peel	Unit #405 - 2161
Carol Storoz	Unit #313 - 2161
Jessie Bobinski	Unit #212 - 2181

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 8:50 p.m. The next meeting will be held on Tuesday, February 3, 2009 at 6:30 p.m.

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OV/jms



HAPPY HOLIDAYS

Please note that our office will be closed on Thursday, December 25th, Friday, December 26th, Thursday, January 1st and Friday, January 2nd. Emergency service is available if necessary: please call the usual telephone number, 604-684-6291, for assistance. We take this opportunity to wish everyone a very Happy Holiday Season.

Council President's Report - 2008 Review

Thank you all for coming out tonight.

Brief summary of Strata Councils work over the past year.

Introductions:

Property Manager: Olga Vergunova of Vancouver Condominium Services Ltd.

2008 Council:

Carol Storoz
Phil Horner
Diane Peel (Treasurer)
Nair Kumaran
Ronald Schreckenbach
Tom Hamilton (President)

Stu Julien (Vice-President) Resigned in August

This past year was a busy one for strata council and I was glad that, for the most part, we had a full council to share in the business of managing the Carlings. Council meeting agendas were quite full at times and strata council often stayed beyond the two hour time frame allotted for meetings in order to deal with all the issues at hand.

The major accomplishments of 2008 involved seeing through to completion the planned and budgeted maintenance and replacement projects, including carpet replacement and interior painting of the common areas of both buildings, and pressure cleaning of the building exterior.

Council also formed a committee to undertake a review of the non-resident caretaker as requested by the owners at the 2007 AGM. This review involved the reiteration of caretaker duties, responsibilities and performance expectations, and included feedback from committee members to the non-resident caretaker as to what improvements were needed. A follow up review was conducted after a period of time, which resulted in council deciding to exercise the option to terminate the strata's contract with Judy Williams. Caretaker services are presently contracted out to Bar-El Building Services.

In addition to the regular day-to-day issues involved in managing The Carlings, council dealt with several unexpected issues that occurred over the course of the year and which resulted in considerable unplanned expenditures. The more significant of these issues involved: damage to an owner's ceiling caused by a balcony leak above – the leak was located and repaired; a hot water tank was found to be leaking and had to be replaced; a faulty storm pump and a CO sensor also had to be replaced; and a broken pipe in the hallway of 2181 caused water damage to the walls and ceiling, which had to be repaired immediately.

Council saw these issues as reminders that The Carlings are now 11 years old and we will need to plan for more such issues in the future as the buildings age.

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

Thank you.

* * * * *