The Wynford Group

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PROPERTY MANAGEMENT SERVICES

IMPORTANT INFORMATION Please have this translated	重要資料 請找人爲你翻譯
RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire	これはたいせつなお知らせです。 どなたかに日本語に訳してもらってください。
INFORMACIÓN IMPORTANTE Busque alguien que le traduzca	알려드립니다 이것을 번역해 주십시오
CHỈ DẪN QUAN TRỌNG *Xin nhờ người dịch hộ*	ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 4071, THE EUROPA, HELD ON THURSDAY, NOVEMBER 22nd, 2007, AT 6:30 P.M., IN THE THEATRE, 63 KEEFER STREET, VANCOUVER, B.C.

Council in Attendance:	Fern Jeffries	President
	John Tulev	Vice-President
	Tim Richards	Treasurer
	Marcello Pavan	Secretary (left at 7:40 p.m.)
Property Managers:	Geraldine Svisdahl	The Wynford Group
	Bettina Rodenkirchen	The Wynford Group
Regrets:	David Holtzman	Privacy Officer
Guests:	Richard Baker	
	Michael Gyori	
	John King	
	Alfred Anderson	
	Marjalisa Vartiainen	
	Michelle McClarty	Honeywell
	Todd Langenfeld	Honeywell

1. CALL TO ORDER

The Council President, Fern Jeffries, called the meeting to order at 6:34 p.m.

2. INTRODUCTION OF NEW PROPERTY MANAGER

Geraldine Svisdahl will be retiring at the end of the year and Bettina Rodenkirchen is her replacement.

Bettina has been involved in the real estate and property management industry, in varying capacities, for over 29 years. During that time, she has managed a diversified portfolio of large stratas, commercial, industrial and rental properties. Bettina has also served as a strata property adviser for the Condominium Home Owners' Association of B.C. and was most recently employed by the Real Estate Council of B.C. as its Strata & Rental Property Management Information & Compliance Officer.

Bettina was welcomed to the Europa.

3. PRESENTATION BY HONEYWELL

Honeywell gave a brief introduction on the reasons for the problems in the heating systems for the townhouses and the tower, and the air conditioning systems for the tower. There is air and contaminates in the system. The contaminates are iron oxide and copper oxide, plus dirt and sand from the City water.

Honeywell is recommending the installation of Spiro vents – air and dirt separaters, at a cost of $45,630, plus GST. Air is getting into the system, possibly from a leak in the heat pump loop.

This is a fairly common problem in buildings of all ages. Three large pumps were repaired earlier this year, at a cost of $5,000-$6,000 each. If the water is clear and free of contaminates, a pump should last 10 to 15 years.

Honeywell has installed at least seven of these systems over the past five years and they seem to be working well. The systems are guaranteed for one year, parts and labour, and will go a long way to preventing oxidation. Side stream filters will be changed daily until the system is cleared and then every three months. The cost per filter is $15-$20, plus an hour's labour, at a cost of $90, plus GST.

Should the Strata Corporation vote to proceed with this project, the system will be custom-made and the lead-time is six to eight weeks.

Insofar as the townhouse heating system is concerned, the problem is with the zone valves. Honeywell is recommending installing a bypass valve, at a cost of $5,540, plus GST. It may well be that some of the townhouse zone valves will have to be replaced, after the bypass valve is installed.

The Honeywell representative stated that there is no building code with respect to heating systems and signing off on the heating system.

The Honeywell representative then left the meeting with the thanks of Council.

4. OWNERS' FORUM

An Owner was present to appeal a fine, levied for failure to provide proof of insurance. The Owner was asked to put his appeal in writing.

An Owner was present to complain about people who use the pool and spa without showering. The Council agreed to discuss this matter later in the Agenda.

Two Owners were present to discuss the Concierge remuneration. These Owners were advised that the Strata Corporation is not the employer of the Concierge staff and has, therefore, no control over this issue.

Three owners were present to express an interest on serving on the Strata Council.

5. COUNCIL RESIGNATION

Jim Clark has resigned from Council.

As noted above, three Owners have indicated an interest in serving on Council and they were asked to put their interest in writing, and to state which committees they would like to serve on.

6. MINUTES FROM PREVIOUS MEETING

It was **MOVED** and **SECONDED** (Richards / Pavan) to approve the Minutes of the Council meeting held on October 25th and November 7th, 2007. **CARRIED**

7. BUSINESS ARISING FROM THE MINUTES

A. Maintenance Manual

Bring forward.

B. Sprinkler Recall

The Property Manager was directed to discuss this matter with the Strata Corporation's fire safety contractor and to report back to Council.

C. Balcony Railings

A new adjuster has been appointed and she will arrange to inspect next week.

D. Website

Marcello Pavan will provide the Property Manager with information on what is required on the website.

E. Step Ladder

The Property Manager was directed to ask the janitorial service contractor where the stepladder will be stored.

F. Door Security

We are still awaiting a proposal from Citiloc.

G. Garage Doors

The cost to install a system, which would allow the garage gates to close immediately a car has passed through the gate, is approximately $700 per gate, plus GST. The Property Manager was directed to place a 3/4 Vote Resolution on the Agenda for the next Annual General Meeting to fund this project.

H. Steam Heat

Central Heat Distribution Ltd. has advised there is a problem with the meter and that a credit is forthcoming.

I. Honeywell's Recommendations

The Property Manager was directed to place a 3/4 Vote Resolution on the forthcoming Annual General Meeting Agenda to fund the Honeywell recommendations.

The Property Manager was directed to ask Honeywell if they will hold their price until the Annual General Meeting.

J. Signage for the Pool Area

The Property Managers will inspect and make recommendations to the Council at the next meeting.

8. COMMITTEE REPORTS

A. Repairs & Maintenance

Nil.

B. Communications / Website
Nil.

C. Keefer Place Community Group
The Keefer Place Community Group met last Tuesday. Action items and Minutes will be circulated.

The next meeting will be held on January 29th, 2008, at Paris Place, with Corporal Manon Chounaird, Community Relations 2010 Olympics RCMP, in attendance, and February 20th, 2008, at Firenza, with Piet Rutgers, Director of Planning, Park Department, City of Vancouver, in attendance.

D. Keefer Steps
No report.

E. Emergency Planning
No report.

F. Grounds & Landscaping
No report.

9. FINANCIAL REPORT

A. Operating Statements
Following a review of the statement of receipts and disbursements and invoices paid on behalf of the Strata Corporation, it was **MOVED** and **SECONDED** (Richards / Tulev) to approve the operating statement for the month of October 2007, as prepared by The Wynford Group. **CARRIED**

The Council Treasurer, Tim Richards, informed Council that the following categories are over budget: postage and photocopying, legal, steam heat, mechanical maintenance.

B. Invoices for Approval
A letter has been received from Henderson, advising that the Strata Corporation's share for the Keefer Steps has been increased from 9.3% to 9.46%, based on updated information from the City of Vancouver and backdated to September 1st, 2007. Fern Jeffries volunteered to check these calculations with the City of Vancouver and the Property Manager was directed to send a letter to Henderson, indicating that the calculations will be checked and that any increase in percentage charged to Europa, if confirmed, will not take effect until December 1st, 2007.

It was **MOVED** and **SECONDED** (Richards / Tulev) to authorize payment to Henderson for Keefer Steps expenses, in the amount of $3,554.79, less the 0.16% increase. **CARRIED**

10. PROPERTY MANAGER'S REPORT

A. Staff Reports
Copies of the Property Manager's site inspection reports were presented to Council.

The Concierge report was provided to Council by e-mail and the Property Manager advised the pest control reports are on file.

B. Correspondence
Sixteen items of correspondence were reviewed.

Central Heat Distribution Ltd. has advised the Strata Corporation with respect to increases approved by the B.C. Utilities Commission. Central Heat Distribution Ltd. has offered to assist the Strata Corporation with budgeting for next year and this offer will be accepted.

C. Items in Progress

1. Balcony railing repairs.
2. Building deficiency work.
3. Seal / paint over old stain #1809 – still leaks.
4. Repair P4 pump.

D. Completed Items

1. Leak repaired in P2 mechanical room.
2. A/C problems repaired.
3. Penthouse hallway door re-keyed.
4. Dry sprinkler system in the parkade winterised.
5. Quarterly service, exercise equipment.
6. Emergency callout – gate at P2.
7. Electric strikes repaired.
8. Video monitor A repaired.
9. Access computer keyboard problems solved.
10. Fountain lights repaired.
11. Fountain head repaired.
12. Spare fountain lights in storage.
13. Storm sewers cleaned out.
14. Irrigation system winterised.
15. Parkade pressure washing (November 19th, 2007).
16. Stuck valve on 5th floor repaired.
17. The contract between Tunnel Vision Advertising and the Strata Corporation, with respect to the Banner Project, has been signed.

E. Deferred

1. Bylaw review prior to next Annual General Meeting.

11. NEW BUSINESS

A. Appraisal

Members of the Council were provided with a copy of the latest insurance appraisal, which puts a value on the buildings at Europa in the amount of $37,957,800, up from $32,123,800.

B. Car Cover for a Vehicle on P1

Approved.

C. Garbage

Attached to these Minutes is a list of items that are banned from garbage, as of January 1st, 2008. The Property Manager was directed to have the notice translated into Chinese and to post both the English notice and the Chinese notice on the garbage bin at Europa.

D. Staff Seasonal Gifts

The Property Manager was given direction with respect to staff seasonal gifts.

E. Insurance
The latest appraisal has resulted in an increased premium, in the amount of $2,758.

F. Elevators
The Property Manager reported to Council on the recent elevator problems and advised that Thyssen-Krupp has been informed that whenever the elevators malfunction at Europa, regardless of the time of day, it is to be considered an emergency, as with one elevator down that leaves us with only one elevator for the entire building.

G. 2008 Meeting Schedule
The Council will continue to meet on the third Thursday of each month.

H. Management Contract
The Management Contract has been modified to bring it into compliance with the *Real Estate Services Act*. This contract was signed by two members of the Council.

I. Rules
The Property Manager advised Council that many of the Rules are now Bylaws and that the Rules need to be modified. The Property Manager will present a report to Council at the next meeting.

J. Receivables
All guests had left the meeting at this juncture.

It was **MOVED** and **SECONDED** (Tulev / Richards) to approve payment to Hammerberg Altman Beaton & Maglio, in the amount of $1,259.58, covering legal consulting work with respect to collections. **CARRIED**

The Owner of Strata Lot 19 has been given a deadline of November 30th, 2007 to respond.

The receivables list was reviewed and it was **MOVED** and **SECONDED** (Richards / Tulev) to commence lien proceedings against Strata Lot 34 and Strata Lot 65, and that any and all costs involved in registering a lien be charged back to said Strata Lot. **CARRIED**

The Property Manager was directed to send a letter to the Owner of Strata Lot 142, advising that, as the Owner has failed to respond to the small claims action, the Strata Corporation will now apply for a default judgement, which will result in the Sheriff's Department attending the suite and removing the Owner's possessions in order to satisfy the debt.

12. MEETING TERMINATION
There being no further business, the Council meeting was terminated at 8:46 p.m.

The next Council meeting will be held on Thursday, January 24th, 2008.

NOTE: PLEASE MAKE YOUR CHEQUES PAYABLE TO "STRATA PLAN LMS 4071" AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF YOUR CHEQUES.

Do you have a question regarding payment of your account?
If so, please call 604-261-0285 and ask for Local 335.

ATTENTION

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.

Please note that The Wynford Group office has a multiple phone line system and that there are several different numbers that may appear on your call display. These numbers are for outgoing calls and cannot be used to return calls. Please use only the main contact number: 604-261-0285 to ensure a proper response. Thank you for your cooperation.

The Strata Corporation's website is: www.theeuropa.com
The Council's e-mail address is: europacouncil@novuscom.net

PLEASE NOTE
HOLIDAY SEASON OFFICE HOURS

The Offices of The Wynford Group will be closed over the holidays as follows:

Friday, December 21st	**At 12:00 Noon (Staff Function)**
Monday, December 24th	**At 2:00 p.m.**
Tuesday, December 25th	**All Day (Statutory Holiday)**
Wednesday, December 26th	**All Day (Statutory Holiday)**
Monday, December 31st	**At 2:00 p.m.**
Tuesday, January 1st, 2008	**All Day (Statutory Holiday)**

Our "On Call" Property Manager will be available for emergencies.

THE WYNFORD GROUP OFFICE HOURS ARE MONDAY TO FRIDAY, 9:00 A.M. TO 5:00 P.M. FOR AFTER-HOUR EMERGENCIES ONLY, PLEASE CALL 604-261-0285, THEN PRESS "1" TO BE CONNECTED TO THE ANSWERING SERVICE.

APPROVED BY COUNCIL: _____ DATE: _____ (11/28/07) (Min-11.22.4071)

Attachment: Notice re: banned garbage items.

These Minutes have been reviewed by the Council President.