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, SEPTEMBER 25th, 2008, 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
	Peter Regier	Privacy Officer
	Keith Anderson	
	Blaine Bray	
Property Manager:	Bettina Rodenkirchen	The Wynford Group
Regrets:	Marcello Pavan	Secretary

1. CALL TO ORDER

The Council President, Fern Jeffries, called the meeting to order at 6:32 p.m.

2. PROPERTY MANAGEMENT

The Council President advised that Mr. Brad Fenton, the owner of The Wynford Group, had called her prior to this meeting and advised that The Wynford Group was giving the Europa 60-day termination notice.

3. MINUTES FROM PREVIOUS MEETING

It was **MOVED** and **SECONDED** (Richards / Tulev) to approve the Minutes of the Council meeting held on July 24th, 2008. **CARRIED**

4. BUSINESS ARISING FROM THE MINUTES

A. Balcony Railings

Henderson Developments has conducted a walk through with their railing engineer and their railing contractor, and have reviewed a number of railings at the Europa. Their contractor will come up with a proposed repair and will use two different engineering firms to design and check the proposed repair. They will mock-up a typical balcony with this repair and, if found acceptable, they will proceed as immediately as possible and apply it to the rest of the building.

The Property Manager advised that she had contacted the engineer from Levelton's regarding the window cleaning, which was scheduled to be done in October, after Ocean West Construction has finished with the deficiency work. Due to the state of the balcony railings, the engineer advised that window washing should be postponed.

B. Trial – Strata Corporation v Colin Wrinch
A trial date has been set for early December 2008.

C. Deficiency Repairs
Ocean West Construction is scheduled to be finished with this work before mid-October.

D. Legal Action Against Cheng & Buck
The lawyer has advised that they have been unable to serve Buck with the legal action and has now applied to the courts for a substitute order. Cheng and co-owner have both filed a defence.

E. Third Party Action by Henderson
The insurance company has sent a letter requesting that an individual be appointed to be the Strata Corporation's representative who is not a current claimant, will not in future become a claimant, and has no other interest in the litigation commenced by various Owners against the developer, who has third partied the Strata Corporation into the matter. The Strata Council President is a claimant and, in the eyes of the insurance company, is in a conflict of interest and cannot provide them with instructions on behalf of the Strata Corporation.

Mr. Pavan is the only member of Council who is not a claimant and who would be willing to be the Strata Corporation's representative. Prior to requesting Mr. Pavan to take on this role, the Council requires elaboration on what the insurance company requires by way of a "representative." The Property Manager will write to the insurer requesting clarification.

The claimants have now filed an application to the court for the court to set a date for a settlement conference and this will be heard on October 3rd, 2008.

F. Electrical Vault Cleaning
The mall manager is continuing to negotiate with B.C. Hydro, also on behalf of the Europa. The increased cost has not yet been paid to Excel Power Services, as it had been anticipated that B.C. Hydro would come forward by now. As they have not, the increased invoice to Excel Power Services will be paid by the Strata Corporation and it is anticipated that this money will be recovered from B.C. Hydro.

5. COMMITTEE REPORTS

A. Repair & Maintenance
Council member Keith Anderson had met with a representative of The Restoration Shop regarding improvements in the lobby around the elevator, for which The Restoration Shop had quoted $1,146.04. In addition, they had quoted to paint the walls and ceilings in the P1 and P2 elevator lobbies, at a cost of $1,455.51. To install baseboards in the P1 and P2 elevator lobbies is an additional $547, plus GST.

It was then **MOVED** and **SECONDED** (Anderson / Tulev) that the quotations from The Restoration Shop be accepted. **CARRIED**

The Restoration Shop is presently discussing with the elevator company whether their attendance is required during the work in the lobby, as the buttons for the elevators will have to be removed. It is anticipated that the work will start in the near future.

The Restoration Shop has further given a verbal estimate for a proper janitor closet to be built, including a hot water tank, with a budget amount of app. $5,000. This is an item that would have to go before the general ownership at the Annual General Meeting via a 3/4 Vote Resolution.

A leak occurred on August 18th, 2008 from the air conditioning unit in a 2nd floor suite and leaking into the ceiling of the main lobby. When Honeywell checked the air conditioning unit, they found the condensate drain plugged and it was cleared, as required. The drain, however, was still draining slowly and there was still a risk of water damage. The drain was consequently removed and the contractor pulled the pan and checked the P trap. They found that the plastic pipe had dropped, so the unit was not draining properly. They repaired the air conditioning piping and tested the drain, and also increased the slope of the pipe to ensure better drainage. The contractor considers this an Owner issue.

Reminder

It is an Owner's responsibility to maintain the air conditioning units and to call in certified tradesmen to conduct annual maintenance. Bylaw 3.15(b) states: "An Owner, Tenant or Occupant shall regularly maintain the filter on the air conditioning unit in a Strata Lot, and without limiting the generality of the foregoing, change such filter no less than every six months, provided that the Strata Corporation shall provide such filters to the Owners."

The internal dryer vent cleaning was recently carried out by Power Vac and there were only a few units who could not be accessed. This is a building safety issue and these dryer vents have to be cleaned. Failure to comply may result in fines. Letters will go out to those unit Owners where access could not be obtained, asking them to have their dryer vents cleaned, or otherwise provide proof that it has been done within the last two years. It was further reported that the Power Vac representative had indicated that in a few units the booster fan was not working.

All owners are reminded that the booster fan must be used in connection with the dryer. If your fan does not work, please have it replaced.

The Concierge telephone recently was not working and this also resulted in the elevator monitoring company getting trouble alarms. Telus has advised that a second line should be installed that is just for monitoring. It was suggested that the fax line, which is presently in the office, could be used for this and Telus will be contacted.

A quote will be obtained from The Restoration Shop to paint the doors in P1 and P2.

RDH Engineering has forwarded a letter regarding their fees for further development of the maintenance manual and for provision of maintenance custodian services at the Europa. To prepare a building enclosure maintenance and renewals manual, including the integration of the new enclosure system manual with other multi-system manual that was submitted in May 2007, would cost $14,000, plus GST. To provide maintenance custodian services for a period of 12 months and commencing upon completion of the enclosure maintenance manual would be $6,000, plus GST. This item was deferred.

B. Keefer Place Community Group & False Creek Residents Association
An all candidates meeting will be held at Science World on October 1st, 2008.

C. Keefer Steps
There has still not been any word from the City.

E. Emergency Planning
This is still in progress. Blaine Bray presented a draft report. Although there was still a bit of clean up to do, Council indicated enthusiastic acceptance of this excellent piece of work.

E. Gardening / Landscaping
Trees recently came down on the 5th floor and had to be removed. The landscaper suggested to plant trees that do not branch out and have no invasive roots. Council will make a list of trees and this will be incorporated into next year's budget.

F. Communications / Website / Newsletter
The Property Manager will draft a notice for the Concierge post seeking input from Owners as to what they would want on the website.

The newsletter is still in progress.

6. 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 statements for the month of July 2008, as prepared by The Wynford Group. **CARRIED**

B. Receivables
A number of Owners have still not paid the Special Levy and letters were sent out advising that a lien would be placed against the Strata Lots in arrears for the Special Levy. A notice will be distributed to each unit that has still not paid the Special Levy, advising that a list of the units that have been liened will be published in the next Council meeting Minutes.

C. Invoices for Approval
Council reviewed an invoice from Coconut Grove Inc. regarding removal of the trees on the 5th floor, which also involved an arborist, in the amount of $2,698.50.

It was then **MOVED** and **SECONDED** (Bray / Tulev) that this invoice paid. **CARRIED**

Brammy Bros. had been paid for the exterior painting and power washing on the 5th floor, all but $1,000

It was then **MOVED** and **SECONDED** (Anderson / Bray) that the remaining $1,000 be paid. **CARRIED**

An invoice was received from Ocean West Construction for work relative to TH 20, in the amount of $23,334.02.

It was then **MOVED** and **SECONDED** (Tulev / Anderson) that this amount be paid, to come from the deficiency repairs budget. **CARRIED**

Two invoices were received from Levelton's, the Strata Corporation's consulting enginner, in the amount of $2,097.62, and in the amount of $1,648.66.

It was then **MOVED** and **SECONDED** (Tulev / Richards) that these two invoices be paid. **CARRIED**

Levelton's forwarded their certificate for payment #1, together with the Ocean West Construction progress claim for the deficiency repairs and recommend that it be processed for payment. This certificate amounts to $102,883.57 and, in addition, the holdback, is in the amount of $10,887.15.

It was then **MOVED** and **SECONDED** (Richards / Anderson) to approve this for payment. **CARRIED**

An invoice was received from Hammerberg Altman Beaton & Maglio LLP regarding the court action between the Owners, Strata Plan LMS 4071, and Frank Buck, in the amount of $687.08.

It was **MOVED** and **SECONDED** (Tulev / Regier) that this invoice be approved for payment. **CARRIED**

Another invoice was received Hammerberg Altman Beaton & Maglio LLP relative to the legal action between the Owners, Strata Plan LMS 4071, and Cheng & Wang, in the amount of $975.03.

It was **MOVED** and **SECONDED** (Richards / Tulev) that this invoice be approved for payment. **CARRIED**

D. Final Audit

Berris Mangan Chartered Accountants has forwarded the final audited statements, which was signed by Council, and the adjusting journal entries will be recorded in the September statements

7. PROPERTY MANAGER'S REPORT

A. Staff Reports

Copies of the Property Manager's site visit reports were presented to Council. It was reported that various debris is being thrown down on the west side of the building onto the fifth floor and Council will issue a notice to suite residents on the west side.

Council expressed its sincere thanks to the concierges Dominic and Richard for their assistance in organizing the dryer vent and parkade cleaning.

B. Correspondence

Various items of correspondence were reviewed.

An Owner forwarded a letter asking that the move-in fee be refunded, as the elevator booked for the day of her move was out of order, which resulted in her having to pay extra time to the moving company.

It was then **MOVED** and **SECONDED** (Tulev / Regier) that this move-in fee be refunded. **CARRIED (5 in favour, 1 opposed)**.

A letter was received from an Owner asking that the move-in fee be waived, as her tenants moved from a suite on the same floor into her suite.

It was then **MOVED** and **SECONDED** (Regier / Richards) that this move-in fee be waived. **CARRIED**

The agent of an Owner asked that a fifth key fob be issued to the suite.

After discussion, it was **MOVED** and **SECONDED** (Tulev / Richards) that this request be granted. **CARRIED**

C. Items in Progress

1. Ocean West Construction – Phase II.
2. Exterior repairs – Units #2709 / #2708 – replace weather stripping in glass panels.
3. Mechanical repairs, as per priority 2 list.
4. Installation of air / dirt separator and bypass valve.
5. Replace seal – pump #11 – P2 – pump P7.
6. Repair leak – P2 mechanical room.
7. Delivery of new fobs.
8. Servicing garage gates.
9. Repair access system readers – small gates.
10. Investigate problem at duplex pump control system.
11. Apply zinc pellets on town home roofs.
12. Wrap irrigation pipe P-1 and open up small area of ceiling.
13. Parkade pressure washing.
14. Cleaning of walls, etc.
15. Computer repairs.
16. Lobby repairs / upgrades by elevators.

D. Completed Items

1. Deficiency repairs from annual fire system test.
2. Computer service and checking of door alarms.
3. Lobby floor polishing.
4. Delivery of cleaning supplies.
5. Delivery of lighting supplies.
6. Repair door lock – P2 – stair P1.
7. Replace glass – stair – C6 door.
8. Emergency service – proxies / fobs.
9. Various small electrical repairs.
10. Ant bait stations.
11. Lock repair – 3F gas meter room.
12. Repair fountain jets.
13. Fix problem with air on heat pump loop system.
14. Repair leak in P2 mechanical room.
15. Troubleshoot pump P7 in P2.
16. Painting 5th floor and power washing, also front entrance.
17. Cleaning of electrical vault.
18. Carpet cleaning
19. Tree removal – 5th floor.
20. Painting – 5th floor.

8. NEW BUSINESS

A. Insurance Appraisal

Sun Corp Valuations has provided a quotation for a three-year appraisal program for insurance purposes, in the amount of $1,650, plus GST.

It was **MOVED** and **SECONDED** (Richards / Tulev) that this quotation be accepted. **CARRIED**

9. MEETING TERMINATION

There being no further business, the Council meeting was terminated at 8:32 p.m.

The next meeting will be held on **Thursday, October 23rd, 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 Accounts Receivable.

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

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: _____

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These Minutes have been reviewed by the Council President.