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, FEBRUARY 28th, 2008, AT 6:00 P.M., IN THE THEATRE, 63 KEEFER STREET, VANCOUVER, B.C.

Council in Attendance:	Fern Jeffries	President
	Tim Richards	Treasurer
	Marcello Pavan	Secretary
	David Holtzman	Privacy Officer
	Keith Anderson	
Property Manager:	Bettina Rodenkirchen	The Wynford Group
Regrets:	John Tulev	Vice-President
Guests:	Marjalisa Vartiainen	Unit #901
	Dennis Siefriet	Unit #2008
	James Lee	Unit #1103
	Peter Regier	Townhouse 11

1. OWNERS' FORUM

An Owner was present showing his interest in keeping the building in good shape. The hallways, particularly P1 and P2 and the main floor, need to be painted. He further advised that he does not feel that the Strata is getting its moneys-worth out of the Concierge service and suggested that the times be scaled back. Council advised that options would be presented at the Annual General Meeting. Further, there are a number of maintenance issues that Council will be aggressive about during the next fiscal year. The Contingency Reserve Fund is very low, as the Corporation had to borrow to meet its operating expenses. This is mainly due to a number of Owners owing money. This Owner also asked about the issue with the balcony railings and glass panel. The Corporation's engineer, Levelton's, position has been that there is a design flaw, which would be the fault of the original engineer. This engineer reported it to his insurance company, who appointed an adjuster, who has contacted the Council and wants a lot of information. Legal advice is being sought regarding this matter.

An Owner asked about the court case. The Strata Corporation has been third partied, but is not itself suing the developer. The Strata Corporation's insurance coverage will be triggered should any fault be found with the Strata Council or its officers.

Another Owner was present with respect to a letter he received pertaining to insurance coverage. He advised that he does not have a tenant occupying his unit, rather that there is a relative staying there and no rent is being charged. He was asked to contact the Concierge with proof of Owner's insurance, and tenant's insurance would not be required, as his Owner's insurance will cover his guests.

Another Owner was in attendance, advising that some areas deserve more maintenance attention. There is a planned maintenance program, which will be reflected in the new budget.

This Owner also mentioned that, when moving, there is a high elevator use and that the move in / move out fees should be raised.

2. CALL TO ORDER

The Council President, Fern Jeffries, called the meeting to order at 6:30 p.m.

3. MINUTES FROM PREVIOUS MEETING

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

4. BUSINESS ARISING FROM THE MINUTES

A. Balcony Railings

The adjuster for the engineer has visited the building with an expert and now has several questions. Council is obtaining legal advice regarding this matter. The adjuster will be informed accordingly.

B. Door Security

Citilock Systems has forwarded a quotation to upgrade the door security, at a total cost of $4,957, plus GST. This will be a budget consideration.

C. Insurance

The Strata Corporation's insurance has been renewed via a payment plan. Due to the cash flow problem, the amount of $11,000 had to be borrowed from the Contingency Reserve Fund in order to make the first payment.

It was then **MOVED** and **SECONDED** (Richards / Holtzman) to approve borrowing $11,000 from the Contingency Reserve Fund. **CARRIED**

D. Meeting with Insurance Broker

This item was deferred.

E. Elevator Contract

A new five-year contract has been entered into with ThyssenKrupp. The contract includes a two-year rollover clause.

F. Bylaw Review

A 3/4 Vote Resolution, amending the Corporation's Bylaws pertaining to window coverings, will be presented to the Owners at the Annual General Meeting. This is a follow-up to an issue raised at last year's AGM.

5. COMMITTEE REPORTS

A. Repair & Maintenance
Council member, David Holtzman, volunteered to meet with a representative of the janitorial company to conduct a walkthrough of the building.

B. Communications / Website
Marcello Pavan had a look at the Corporation's computer equipment. A bigger hard drive should be purchased for monitor A, which will then enable to record for approximately 8-10 days. Casi Installations will be asked to install this bigger hard drive. The computer in the office will be replaced.

C. Keefer Place Community Group & False Creek Residents Association
There was nothing to report. For up-dates, see: falsecreekresidents.org

D. Keefer Steps
There was nothing to report.

E. Emergency Planning
There was nothing to report.

F. Gardening / Landscaping
An Owner volunteered to meet with the Corporation's landscaping company, Coconut Grove. There is no sign of the hostas that were planted last year. These were chosen because they are perennials, with good colour year round.

G. Communications
There was nothing to report.

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 / Anderson) to approve the operating statements for the months of December 2007 and January 2008, as prepared by The Wynford Group. **CARRIED**

B. Receivables
Council reviewed the accounts receivables and directed the Property Manager to follow up, as necessary.

C. Cash Flow
At present, the amount owing to the Contingency Reserve Fund from operating is $104,900.

D. Invoices for Approval
Two legal invoices have been received. One from Hammerberg Altman Beaton & Maglio, in the amount of $307.16 and another one from Jenkins Marzban Logan, in the amount of $168.00.

It was **MOVED** and **SECONDED** (Anderson / Pavan) that these two legal bills be approved for payment. **CARRIED**

7. PROPERTY MANAGER'S REPORT

A. Staff Reports

Copies of the Property Manager's site visit 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

Various items of correspondence were reviewed.

C. Items in Progress

1. Repairs to the water fountain recirculating pump motor.
2. Computer service.
3. Replace pool light.
4. Replace door strike for garbage room.
5. Drywall repairs in hallways – 5th floor down.
6. Computer purchase.
7. Certificate of Completion – Ocean West Construction.

D. Completed Items

1. Repairs to video – P2 quad.
2. Computer repair.
3. Lighting supplies received.
4. Repair exit light 5th floor and four lights in parkade.
5. Repair fountain lights #1 and #21.
6. Back up access computer.
7. Repair pump #1 – P1 – mechanical room.
8. Safety roof anchor inspection.

8. NEW BUSINESS

A. Settlement Conference

The settlement conference related to the Small Claims Court action against townhouse Owner, Colin Wrinch, will be resumed on March 31st, 2008. This is to reclaim the cost of repairs made to his unit.

B. Maintenance & Repair Work

The Strata Corporation's engineer has suggested that a certificate of completion be issued and for the Strata Corporation to pay the holdback amounts to Ocean West Construction. Council instructed the engineer to issue the certificate. A new contract will then be entered into with Ocean West Construction for the remainder of the work repairing building deficiencies. This work will be completed this year.

C. Roof Anchor Systems

The roof anchor systems had its annual safety inspection.

D. Water Damage

This is pertaining to significant water damage caused during the night of January 30th, 2008, from the 5th floor and which also went into the elevator shafts. Council is still investigating the cause. The repairs to the affected hallways will be conducted by Easy Care Restoration.

E. Annual General Meeting Preparation

(i) Budget

Council then spent significant time on the proposed 2008 / 2009 Operating Budget. Firstly, the present fiscal year is expected to end in a deficit of close to $50,000. A 3/4 Vote Resolution will be presented to the Owners that this deficit be covered by Special Levy of the Owners. If this should be turned down, then the deficit will have to be incorporated into the new budget and will see an increase in Strata Fees accordingly. Items that will be significantly over budget will be mechanical/ generator and steam heat.

Council reviewed each line item of the proposed Budget. The most significant expense is that of the Concierge services. Council will be presenting two options regarding Concierge services to the Owners. One based on 24 hours service, the status quo. The other one based on 18 hours per day. Due to increased operating expenses, either budget option will see increases in Strata Fees.

A number of amendments were made, after which it was **MOVED** and **SECONDED** (Pavan / Richards) that the 2008 / 2009 Operating Budget options A and B be presented to the Owners at the Annual General Meeting. **CARRIED**

(ii) 3/4 Vote Resolutions

A number of Resolutions will be put on the Agenda of the up-coming AGM. The first one will be, as mentioned, to raise funds to cover the deficit of the Corporation.

There will be two 3/4 Vote Resolutions to sue two Owners for monies owed to the Strata Corporation, with the legal fees being raised by Special Levy from amongst the Owners, as required by the *Strata Property Act*.

Another Resolution will be to improve the heating systems for the tower and the town homes, and the air conditioning for the tower, by recommending the installation of spiral vents, as well as a bypass valve for the town homes' heating system. The cost for this expenditure is in the amount of $50,000, to be raised by the Owners via Special Levy. This will save maintenance costs in the long run, and maintain the integrity of the system.

In addition, there will be a standard Resolution regarding suing any Owner for non-payment of Strata Fees, as well as a Bylaw amendment Resolution regarding window coverings.

F. Elevator Floors

A quotation had been received from the Restoration Shop to repair the elevator floors by installing new, commercial grade, vinyl sheet flooring. The cost for this would be $326.60, plus GST, per elevator. The samples provided did not meet with the approval of the Council, and The Restoration Shop will be asked to come up with some other samples more like the textured samples provided by the Council President. The work will be scheduled as soon as possible as the appearance of the elevator floors is unacceptable. Owners will be asked to consider a longer-term option of installing marble or granite. These heavier products will require rebalancing of the elevators at considerable cost.

9. MEETING TERMINATION

There being no further business, the Council meeting was terminated at 9:17 p.m.

The next meeting will be the Annual General Meeting, to be held on Thursday, March 27th, 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: _____ (03/06/08) (Min-02.28.4071)

These Minutes have been reviewed by the Council President.