Minutes of Council Meeting
Strata Plan VR-408
January 20th, 2008, at 7pm.

Held: Sunday January 20th, 2008, at Suite 202
In attendance: Julia Arkos #301, Shannon Bradley #305, Christa Kaufman #202, Tricia Meneghello #214
Regrets: Jody Gartner #208
Absent: Karmel Aberly, Strata Manager (SM), Colleen Browning #108

The meeting was called to order at 7:40pm.

Council has agreed to meet once per month until the end of term. Our Strata Manager (SM) Karmel, per ATIRA's contract, can only attend every second month. Council agreed to meet without the SM to complete more strata business and to avoid additional charges for our SM's time outside the contracted hours.

1. **Adoption of Previous Minutes**
Before the Minutes from Dec.17th could be adopted, a few points of correction/clarification needed to be made:

A). Rod's name was misspelled as "Ron" in the preamble; council apologizes for this error.

B). Under "Business Arising from the Minutes", point "g" should have read, "....this should leave approximately $24,000. A vote will be held at the AGM to decide whether the money should be returned to owners or whether owners wish to transfer this money over to cover the deficit found in the 2005-2006 audit (approximately $24,000). Council will recommend voting to use the funds for deficit recovery to avoid assessing owners for the $24,0000 (approx.) deficit. Per the Strata Property Act (herein referred to as the SPA) a Strata cannot operate in a deficit, so this money cannot remain owing and must be recovered.

C). Under "Financial Statements", regarding the amounts "written off", it should read that the amounts "written off" were in the amounts of $209.38+ $30.00 in unpaid maintenance fees by the previous owners of #212 and #218 respectively, who had both sold in 2006 and from whom that money was never collected by VCS. Our SM recommended that these funds be written off rather than sitting on the books, as they would be extremely difficult and more expensive to recover than the sum out-standing.

With these changes it was moved, seconded and carried to adopt the minutes from December 17, 2007.

2. **Financial Statements**
As of the November statement there is $23, 613.38 left in the roofing fund. All invoices for the roof have now been paid.

The Plumbing and Building portion of the budget has $11, 716.89

It still appears the Strata paid for one additional hot water tank in early 2007. The SM has been instructed to follow up with Milani about this over-charge and council is waiting to hear back.

There is an outstanding balance of $4, 545.89 for unpaid maintenance fees owed by several owners and these funds are in arrears between 1-30 and 30-60 days (these owners have been in arrears from one to two months). The SM has been instructed to write letters to all owners in arrears notifying them that these monies are past due and must be paid immediately. Owners who fail to pay their fees will be fined $50 per infraction (as per bylaw 2.4 "Payment of Strata Fees"). Owners are reminded that, per

the bylaws, Strata Fees are due the first day of the month and all owners must provide ATIRA with 12 post-dated-cheques for payment of these fees (or use the PAW program for payment). Any owners who have not arranged payment through one of these two methods are in contravention of the bylaws and will be additionally fined $50 for failing to comply.

There is still approximately $17,000.00 outstanding in Roofing Levy arrears. The owners who are in arrears have been sent letters notifying them that their money is overdue. The SM has now been instructed to approach the mortgage companies of these owners for full payment of these funds if these owners do not clear their arrears by the end of February. These owners will also be subject to a $50 fine and 10% (compound per annum) late charge as set out by bylaw 2.7.

The treasurer (Colleen Browning) reviewed the financial statements for November and emailed her approval to council. December financials were not yet available from ATIRA and will be approved at the next council meeting. It was moved, seconded and carried to approve the financials from November 2007.

3. **Business Arising from Minutes**

a) Spare dryer – The dryer has still not been sold. Council will be re-posting the dryer aggressively on craigslist and kijiji with a photo.

b) Flooring quote for basement entrance and stairwells - Given the current operating budget numbers, council will not be moving forward with these repairs at this time but hopes the work will be done first thing in the new fiscal year.

c) Rain Barrel - This has been purchased (for $75) and will be installed near the front entrance attached to the downspout. Council is installing this barrel as a pilot project in the hopes of expanding this program to all first floor suites (which have downspouts). Water stored during the wet months will be used for watering the gardens in the summer thus saving some of the increased water expenses the strata experiences in the summer months.

d) Drain pan for parking stall leak – Council has approved this work to be done with the quote provided.

e) Building Keys – The additional building keys ordered have been delivered. Owners who wish to purchase an additional front door key are asked to contact ATIRA.

f) Fire Doors, Repair of Latches - This work was completed last week, and council is very pleased with the job done by Brent Hampton the workman who was hired.

g) Additional Commuter Bike Rack - Council was furnished with one quote for a bike rack but will be researching a few other options before making a decision.

4. **Correspondence from Owners**

A Letter was received requesting some clarification on the minutes from Dec.17th, 2007. This owner requested that his letter be responded to in detail in these minutes and the response follows:

a) *There was a request for some clarification on the need for boiler replacement that was mentioned by Rod MacDonnell at the last council meeting. This owner wished to have some financial context and information on whether the cost of repair justified wholesale replacement of the boilers at this time.*

Reply - Council took Mr. MacDonnell's concerns under advisement but other then instructing the SM to get quotes to understand the cost of this replacement council has not moved forward with this work at this time (any work of this scope would have to be presented to owners to vote on at an SGM or AGM in any case). Council is exploring the ongoing costs of repair to the boiler and how much "life" it still has in it; it has been mentioned by every building inspector and repairman that attends our building that our boiler is "beyond its service life" and could stop working at any time. Council is attempting to be proactive and prepare for this event, which would leave the building without heat and scrambling to undertake a very expensive repair under a time crunch. Additionally, the boiler is original to the building and highly inefficient by today's standards.

b) *In regards to the money left over from the Roof Levy, this owner pointed out that any money left over needed to be returned to owners and could not be used towards payment of the deficit without first consulting owners at an SGM or AGM.*

Reply - Council asks this owner to please read the "corrections to Dec. 17th minutes" found at the top of these minutes which addresses his concern.

c) *In regards to the funds "written off", this owner expressed concern and mentioned that council does not have authority to dismiss debt per the Strata Property Act (SPA) and that all owners must pay their portion of the roof levy.*

Reply - Council asks this owner to read the "corrections to the Dec. 17th's minutes" and additionally mentions that no roof levy arrears have been dismissed.

d) *In regards to the quotes obtained by council for a Relining or Re-piping of our building, this owner asked whether an owner had requested that council explore a re-pipe at this time, and if not, he requests that council provide a detailed rational for why they have initiated this action of obtaining quotes.*

Reply - Per the SPA, it is council's responsibility to maintain the property and as there have been major leaks in our building mentioned in the minutes dating back as far as 2002 (when a re-pipe fund was started for an "imminent" building re-piping) it was obvious to council that to properly "maintain" our building the pipes need to be repaired/replaced. Council is only following through on the "Five Year Plan" that was presented to council in June of 2006 by the "Major Works Committee" who recommended pipes be the next major project tackled after the roof. Council mentions that the longer this building waits to tackle this inevitable repair the more the cost of this repair increases (not to mention the money wasted out of the operating budget for plumber fees, drywall replacement and restoration services, each time a leak occurs). In 2003 an estimate for the re-pipe came in at $175,000 and by July 2006 this cost had risen to $220,800; our latest numbers place the re-pipe cost at approximately $309,000.00. Dragging our heels on this issue has cost owners an additional $134,000 over the past 5 years and this number will only increase the longer we wait.

e) *This owner mentioned that the roof hatches are unsecured and the expensive re-keyed locks are missing.*

Reply - Council was unaware the locks were missing and we thank the owner for bringing this to our attention. Council will instruct our SM follow up with Cambie Roofing to find the whereabouts of the locks.

A letter was received from another owner concerning renovation noise and other small business items. Council thanks this owner for their letter and will be instructing our SM to follow up on the items mentioned within.

A letter was received from an owner requesting that the city take back maintenance of the bulge/garden on the North West corner of the building. Council has called the city and they will clean up and maintain our decorative bulge. Any owners wishing to volunteer to care for this bulge once it is cleaned up are asked to contact ATIRA.

A letter was received complaining about the state of the work-site next to our building. Owners are asked to write to the city to complain about the garbage left on the site; the owner of this site will be holding the property for a year, not developing it, and in the meantime he must maintain his site and keep it free of debris (per city bylaws).

A letter was received from an owner concerning violations of the bylaws by another owner. Council will investigate and address these allegations.

5. New Business

a) Re-line and Re-pipe quotes:

Council has received one quote for a re-line and one quote for a re-pipe of the building with the intent of putting forth a vote for a special assessment at the AGM. More quotes will be obtained and reports on the options will be circulated to owners for review before the AGM.

b) Vote Miscount on the Flooring Bylaw (AGM 2007):

Our SM Karmel discovered, while reviewing the minutes from last year, that the flooring-bylaw-vote held at the last AGM was miscounted by our previous SM and resulted in a "mistaken-defeat" of the flooring

motions presented. SPA rules stipulate that all abstaining votes are to be removed from the total count, therefore resolutions #1 and #3 both passed by several votes rather than being defeated by one vote. However, due to SPA rules that stipulate bylaw changes must be registered within 60 days of a vote, the VCS mistake cannot be rectified without another vote taking place at an SGM or AGM. Council will not be pursuing a re-vote on the flooring bylaw unless council receives instructions from owners to do so.

c) Gas Fireplace Metering Quote:
Council has received a quote from Surefire Gas Services in the amount of $5717.25 for the installation of separate metering for the (11) gas fireplaces within the building. Council will be putting forward a motion to meter the gas fireplaces at the next AGM, thus removing the cost of gas for those fireplaces (a cost of $4400/year) from the operating budget. The cost of the installation would pay for itself in 16 months.

d) Garbage Regulations:
There will be a notice posted on the corkboards outlining the new garbage regulations for the City and owners are asked to familiarize themselves with these new rules. If banned items end up in our bins this will result in our garbage removal company leaving the bins un-emptied. Our current collection company is the only company in the city that does pickup from within our parking garage, and we do not wish to lose this privilege. Council would like to alert owners that the cost to drop items at the transfer station is only $6.00 and owners are responsible for removal of waste that does not comply with the new regulations.

e) Boiler Replacement:
Council is looking into how much life is left on the boiler and the cost for it's replacement as well as what operational savings can be obtaining from newer, more efficient models.

f) Roof Leak update:
Cambie attended and fixed a leak in 306; as the roof was just completed in June 2007 and is still under a 10-year warranty council expects there to be no additional costs associated with this repair.

g) Utility Consumption and Costs:
Although we are consuming approximately the same amount as last year for this time period, cost have risen and owners should conserve and reduce energy consumption. Council will be exploring the replacement of our washer/dryers with more energy efficient models. Council instructs all owners who have not done so already to replace their patio/balcony lights with Compact Fluorescent Bulbs. Council would also like to suggest that all owners who are replacing their appliances purchase "energy star" models.

h) Update on Garage Cracks and Leaks:
Centimark was contacted re: the leaks in the underground and will be attending some time next week to give an assessment of the cause of (and a repair strategy for) these leaks.

i) Garbage/Storage in Parking Stalls:
Letters will be sent to all owners who currently have items stored (including garbage and renovation debris) in their parking stalls. Council has undertaken a clean up of the parking garage for the past two years and fines will now be issued to owners who have continued to keep items (other than bikes and cars) in their parking stalls. Owners are reminded that that items cleared from the parking stalls are not to be dumped in our communal bins and that the cost to drop items at the transfer station is only $6.00 per load.

j) Storage Room/Laundry Room Door Needs to be Locked:
Owners are reminded to lock the storage room and laundry room every time they exit.

The meeting was adjourned at 8:50pm.
The next meeting is scheduled for **Wednesday February 20th, 2008 at 7pm** in suite 202.

FYI: The AGM is fast approaching (in April) and owners are encouraged to run for council at that time.

ATIRA PROPERTY MANAGEMENT
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Caring Property Management For Your Community

Minutes of the Council Meeting of Strata Plan 408, held February 20, 2008 in suite 202, 330 7th Avenue East, Vancouver at 7:00 PM.

In Attendance:	Julia Arkos	# 301	Christa Kaufmann	# 202
	Shannon Bradley	# 305	Jody Gartner	# 208
	Tricia Meneghello	# 214		

Karmel Aberly – Strata Manager [referred to as S/M in minutes]

Absent: Colleen Browning # 108

The meeting was called to order at 7:05 PM

1. **Adoption of Previous Minutes**

   It was moved, seconded and carried to adopt the minutes of the January 20, 2008 Council Meeting as circulated.

2. **Business Arising from Minutes**

   a) Spare dryer – an offer of $200 was received. Council decided to accept it as the dryer doesn't seem to have generated much interest even though it is new.

   b) Boiler/Building Piping – Xpert Mechanical. A quote of $39,325 + GST was received from this company to replace the boiler and replace hot water tanks with a boiler storage system. The S/M spoke with Don from Xpert Mechanical and he gave many valid reasons why the boiler system should be replaced soon. The system now runs at 65% efficiency. A new system would run at 85% efficiency. Most boilers have a 20 year life span. If the boiler goes before replacement is arranged the building will be without heat/hot water for 4 to 6 weeks while a new boiler is ordered. The present system may last 2 or 3 more years but there is no guarantee that it will.

   Due to the complexity of the building's piping and boiler system, the tight timeline Council finds themselves under, and the lack of an owner ratified five year plan for our building, Council will not be presenting a motion to assess owners for a re-pipe/re-line/boiler replacement at the AGM. Council will, at the AGM, ask owners to vote whether they would sanction:
   A) hiring an engineer to assess the building as a whole and all it's systems in order to develop a ratified repair plan for the building or
   B) whether owners wish to move ahead with a re-pipe or re-line and hire an engineer to assess the buildings piping and hot-water system and act as a consultant in the tendering process for this work. If owners choose this option and the engineer finds a new system is required, the engineer's results will be presented to owners at an SGM later in the year where a vote will take place to assess owners for this work.

   b) Hot Water Tanks – Milani – The S/M contacted the company and their accounts receivable person will check invoicing for the strata to see how many tanks were charged for and how many were installed.

c) Roof Hatch Locks – The S/M contacted Cambie Roofing to see what happened to the locks. They were going to check with the supervisor for the job and get back to her.

d) Bike Rack – a company was found that does the same type of bike rack that is downstairs. It will cost $645 + both taxes. Delivery and installation is free. Council decided to go ahead with the new bike rack. This rack will be for commuters to use so it will be easier to lock/unlock their bikes. The two bike racks that are down stairs will have to be moved to accommodate the new one. This means that all the bikes locked to these racks will have to be removed for a couple of days. Residents will be informed in plenty of time to move their bikes. Any bikes left locked to the racks will be moved with the racks. The Council will not be held responsible for any damage to bikes not removed from the racks as residents will receive plenty of notice and a reminder at the AGM.

3. **Financial Statements**

December Financials Approved: Colleen Browning reviewed the financial statements for December 2007 and emailed her approval of these statements to Julia Arkos. It was moved, seconded and carried to approve the financial statements for December 2007. The January statements were just received by Council so were tabled for the next meeting.

Laundry Money: The laundry money has been collected and will be deposited directly into the bank account by the Council member[s] that collected, rolled and counted the funds.

Arrears Update: One of the owners that had a lien put on their unit due to non payment of special levy and strata fees has paid in full. The other owner with the lien has until February 29th, 2008 to pay. If funds are not received Atira will contact the mortgage company for this unit to request payment.

The Council wishes to thank everyone for clearing up their strata fee arrears.

4. **Strata Manager's Report**

Centimark: They will be on site next week to investigate the leaks in the underground.

Rental Waitlist: there is a rental waitlist for the building. It is not clear if one of the names on the list is that of a present owner or of a previous owner. The S/M has written to the owner to inquire if their name should be on this list. The S/M could not call the owner as no phone number for the unit has been provided to the property management company and they are not listed in the directory. Once a response has been received form this owner then the waitlist will be updated.

5. **New Business**

Car Alarm: There is a car in the parkade that has a very sensitive alarm. It activates when another vehicle is started in the parkade. A letter will be written to the owner to request that they reset the alarm so it is not as sensitive.

Items stored in Parking stalls in contravention: There are many stalls in the parkade that have inappropriate items stored in them. Council will be going through the parkade some time in the next two weeks. Only vehicles are permitted to be in the parking stalls. "Vehicle" includes bikes and wheeled carts. Anyone with items other than a vehicle in their stall will be fined as per strata bylaws [$50 per violation].

Non-permitted Pet: There is a suite that has two large dogs. A letter will be written to the owner of the unit as only one dog per strata lot is permitted as per strata bylaws. The resident also lets the dogs run off leash in the building. This is also against the strata's bylaws.

6. **Correspondence from Owners**

Re-piping/Gas metering concern: A letter was received from an owner expressing concerns about re-piping the building and metering the gas fireplaces. Due to the tight timeline and complexity of the re-piping/re-lining/boiler replacement Council will not be bringing forward a motion to assess for the pipes/boiler at the AGM.

In regards to the metering of the gas fireplaces, Council now understands that to change the system 100% of the owners must agree to this. Council feels that this will not happen but they still want to look into having the fireplace switches upgraded so they will be more efficient. S/M will call the company back to get a quote for upgrading the switches so the temperature of the fire places can be regulated.

Rental Request: An owner requested to rent their unit. The Council approved this request. This brings the total number of rented units to 4.

Exterior Painting: A letter was received from an owner telling the Council the name of the company that has painted the siding over the past few years. Council thanks the owner for this information. Should exterior painting be required they will contact this company for a quote.

Cork Flooring Request: As one of the Council members was in a conflict of interest with the next item, they left the meeting while the remaining members discussed the request. An owner, on the second floor, requested permission to install cork flooring through out their suite. Based on the strata's bylaws that state "soft flooring only" for suites on the second and third floors, the Council denied this request. Council is bound by the bylaws, as written, and is not allowed to interpret them. As the bylaws do not give council any meter by which to judge a floorings "softness", Council can only approve carpet in second and third floor units as long as the bylaw stands as written. Previous councils made bad judgments by interpreting the bylaws to allow Marmoleum and Cork in order to get around the wording of the bylaw and give owners on the 2nd and 3rd floor options for flooring.

The next meeting is scheduled Thursday March 20, 2008 at 7:00 PM in unit 202. This will be the budget meeting

The meeting adjourned at 9:12 PM

A set of keys was found in the lobby on February 20, 2008 in the evening. If you lost a set of keys please contact Atria Property Management Inc at 604.439.8848 or karmel@atira.ca to describe the keys or key chain and arrange pick up. Thanks

ATIRA PROPERTY MANAGEMENT
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Caring Property Management For Your Community

Minutes of the Council Meeting of Strata Plan 408, held March 20, 2008 in suite 202, 330 7th Avenue East, Vancouver at 7:00 PM.

In Attendance:	Julia Arkos	# 301	Christa Kaufmann	# 202
	Shannon Bradley	# 305	Jody Gardner	# 208

Karmel Aberly – Strata Manager [referred to as S/M in minutes]
Regrets: Tricia Meneghello # 214
Absent: Coleen Browning # 108

The meeting was called to order at 7:07 PM

1. **Adoption of Previous Minutes**

   It was moved, seconded and carried to adopt the minutes of February 20, 2008 Council Meeting as circulated.

2. **Business Arising from Minutes**

   a) Spare dryer – the dryer has been sold for $200.00.

   b) Roof Hatch Locks – S/M is to call Cambie Roofing again to see if they located the locks

   c) Bike Rack – the new bike rack will be order for delivery one month after the AGM to give residents plenty of time to move their bikes. The new rack will be a different colour as it is for daily commuters use only.

   d) Parking Stalls/Lockers – the list received from the previous property management company was almost all incorrect. Thank you to every person that sent their information so far. Anyone that has not forwarded their parking stall and locker number to Atira Property Management Inc. please do so as soon as possible so this information can be updated.

3. **Financial Statements**

   There are two owners that had significant arrears. One owner has paid in full. The S/M will contact the mortgage company of the other owner to get payment of their debt.

   Colleen Browning reviewed the financial statements for January 2008 and emailed her approval of these statements to Julia Arkos. It was moved, seconded and carried to approve the financial statements for January 2008. Colleen asked that the S/M look into a couple of Bartec invoices from previous months.

4. **Strata Manager's Report**

   Rental Waitlist – there are a maximum of 5 rentals allowed. This maximum has now been reached. Two of the units have not been rented as yet but will be in the near future. There are four names on the rental waitlist.

5. Correspondence from Owners

   Letter re: Flooring – the Council has responded to this owners request and asks that they wait until the AGM where this issue will be raised once again.

   Letter re: Fund Raising – an owner requested permission to post a notice about fundraising at Mount Pleasant Elementary School. Council gave their permission as long as the notice is

removed when the fundraising is finished and the owner should note that if an important Strata notice is required then their notice may be moved.

Letter re: Emergency Preparedness/Recycling/Railing Boxes – an owner is interested in organizing a presentation from Emergency Fire and Rescue in order to help organize the building for a disaster such as an earthquake. Council thought this was a great idea and she should proceed with her plan.
The recycle is arranged by the City of Vancouver. If you notice it is not being picked up you can call 604.326.4600 or email recycle@vancouver.ca to request a pick up.
Railing boxes are permitted on the balconies as long as they do not sit on top of the railing as it rots the wood. Hanging railing boxes must hang on the inside of the balcony railing to prevent injury/damage should they fall and prevents pouring water on balconies below when they are watered.

A member of Council withdrew from the meeting due to issues that were related to their unit coming up for discussion. This was to protect owner privacy and avoid any conflicts of interest for this council member.

Letter re: Recycle and Fire Panel Room – another owner wrote to complain about the recycle. Please see the information above. The Council directed the S/M to get a quote for a lock box outside the fire panel room so the fire department will have access should they require it when Council members are not available.

Cold Air in Hallways - some owners have complained about the cold air in the hallways. This cold air comes from the HVAC system on the roof. These fans are supposed to run all day, every day. They pressurize the air in the halls and it is a requirement of the fire department. If the hallways are properly pressurized then cooking smells will not come into the halls and should there be a fire in a suite the smoke will stay in the suite and no go into the hallways. If you find there is cold air entering your suite from these fans you should install a door sweep to the bottom of your entrance doors.

Letter re: Too Much Heat - An owner who called in an issue regarding too much heat in his unit (which required a repair for a segment of the building) wrote a letter of complaint that his neighbors, who were experiencing the same problem, had not contacted Atira to report the problem. Council reminds owners that they must report any issues to Atira immediately; having the heat running all day and night is expensive and it is all owners' responsibility to report these types of situations to Atira when they occur to reduce waste and facilitate speedy repair.

Complaint re: Renovation on Balcony – a complaint was received about an owner carrying out renovations on their balcony using a power saw. A letter will be sent to the owner who is in contravention of the bylaws.

6. **New Business**

   a. Budget – the S/M gave Council copies of a sample budget she prepared. Julia Arkos had some figures that she wanted to change. After a lot of discussion a budget with a small increase was decided on.

   b. Flooring Bylaw – In the January minutes Council stated that they would put forward a motion to change the flooring bylaw at the AGM if instructed by owners to do so (due to the miscount that took place at last years AGM). Several owners have written and phoned in requesting that a re-vote of the floor flooring bylaw take place at the AGM. Council will be distributing packages with information on the flooring bylaw to owners shortly, as well as making copies of information on IIC available to owners in the lobby to read.

   c. AGM – the date of the 2008 Annual General Meeting is April 23, 2008. Meeting packages will be mailed out.

The next meeting is the AGM. It will be held on April 23, 2008 at 7:00 PM in the lobby.

The meeting adjourned at 9:41 PM

MINUTES OF THE ANNUAL GENERAL MEETING

STRATA CORPORATION – VR 408
330 East 7th Avenue, Vancouver, BC

Wednesday, April 23, 2008 at 7:00 p.m.
Lobby – 330 East 7th Avenue, Vancouver BC

Quorum/Attendance

The Strata Property Act states that a quorum of owners shall be present, in person or represented by proxy, holding no less than one-third of the ownership entitled to vote at the meeting. The roll was then taken by Karmel Aberly of ATIRA Property Management Inc., who advised that thirty four (34) owners were represented this evening; 22 in person and 12 by proxy. With 53 units, a third being 18, a quorum of owners was deemed present.

For a ¾ vote resolution to be carried there must be a minimum of 26 owners voting in favour of the resolution.

Call to Order

The Annual General Meeting of Strata Corporation VR 408 was called to order at 7:08 p.m.

Elect Chairperson for Meeting

The Council President and remaining Council members declined to chair the meeting and requested that Karmel Aberly (Strata Manager) chair the meeting; there being no objections from the floor the meeting continued.

Notice of Meeting

The Strata Property Act states that it must be established that proper notice was given for a General Meeting in order for it to proceed. The Act states that 14 days hand-delivered notice or 20 days mailed notice is required. Notices for this meeting were mailed to all Owners by April 3, 2008, which meets the 20 day notice requirement. The Property Manager asked for a motion to accept the proof of notice.

It was moved by 301, seconded by 307 and CARRIED BY ALL to approve the Proof of the Notice of meeting dated April 1, 2008.

The Property Manager indicated that the meeting was deemed competent to proceed as the notice requirements had been met.

Approval of the Agenda

It was moved by 203, seconded by 305 and CARRIED BY ALL to approve the agenda as presented.

Approval of the 2007 Annual General Meeting Minutes

It was moved by 301, seconded by 102, and CARRIED BY ALL to approve the minutes of the Annual General Meeting held April 18, 2007.

Unfinished Business from the 2007 AGM

There was no unfinished business from the 2007 AGM.

Chairman's Report

Please see the attached report.

¾ Vote Resolution 1

Whereas a strata corporation pursuant to section 128 of the Strata Property Act, S.B.C. 1998, C.43, may amend its bylaws by a resolution passed by a ¾ vote;

And Whereas the Owners', Strata Plan VR 408 wish to amend their bylaws;

Be It Therefore Resolved by a ¾ vote of the Owners', Strata Plan VR 408 (the "Strata Corporation"), at this general meeting held April 23, 2008 that the bylaws of the strata corporation be and are hereby amended as follows – the existing bylaws # 47.1, 47.2 and 47.3 are to be deleted and replaced with the following:

47. Interior Flooring Surfaces

47.1 An owner living on the 2nd or 3rd floor wishing to install any type of flooring in their unit shall request written approval from the strata prior to installation of this flooring, and as part of this request shall demonstrate to council that the proposed installation will incorporate a floor underlay that meets or exceeds an IIC rating of 68 (when coupled with the flooring product placed over it).

47.2 Owners may install any type of cork, tile, or linoleum-like-product in bathrooms and/or kitchens. However, any owner on the 2nd or 3rd floor extending their kitchen or bathroom (i.e. a kitchen renovation which increases space by expanding into the original-floor-plan dinning room area) must first apply to council for written approval and demonstrate the flooring to be installed in these extended areas meets or exceeds the IIC rating of 68.

47.3 Should a resident install any flooring in contravention of bylaw 47.1 or 47.2, a fine of $250.00 will be levied against the offending strata lot and the offending floor must be removed. If the offending floor is not removed Council shall enforce bylaw 28.1 Continuing Contravention.

47.4 The strata shall keep a flooring registry for the building. Any strata unit with flooring that was approved under the old bylaw, or put in place prior to the inclusion of the flooring bylaw in 1995, will be "grandfathered-in" regardless of whether that flooring may be in contravention of current bylaws 47.1 and 47.2. Owners who unknowingly purchased a unit with an illegal floor installed shall not be subject to bylaw 47.3 (so long as the existence of this illegal floor was not discovered prior to their purchase of the unit). If these owners choose to change or upgrade their illegal flooring at any time they will be subject to the terms and conditions of bylaws 47.1 through to 47.3.

After some discussion and with information provided by two owners that have investigated this issue thoroughly it was moved by 307, seconded by 218 AND CARRIED BY ALL to amend the proposed bylaw as follows:

Whereas a strata corporation pursuant to section 128 of the Strata Property Act, S.B.C. 1998, C.43, may amend its bylaws by a resolution passed by a ¾ vote;

And Whereas the Owners', Strata Plan VR 408 wish to amend their bylaws;

Be It Therefore Resolved by a ¾ vote of the Owners', Strata Plan VR 408 (the "Strata Corporation"), at this general meeting held April 23, 2008 that the bylaws of the strata corporation be and are hereby amended as follows – the existing bylaws # 47.1, 47.2 and 47.3 are to be deleted and replaced with the following:

47. Interior Flooring Surfaces

47.1 An owner living on the 2nd or 3rd floor wishing to install any type of flooring in their unit shall request written approval from the strata prior to installation of this flooring, and as part of this request shall demonstrate to council that the proposed installation will incorporate a floor underlay that meets or exceeds an IIC rating of 65 (when coupled with the flooring product placed over it). Council will send in a qualified person to inspect the flooring during installation to ensure the approved product is the one being installed.

47.2 Owners may install any type of cork, tile, or linoleum-like-product in bathrooms and/or kitchens. However, any owner on the 2nd or 3rd floor extending their kitchen or bathroom (i.e. a kitchen renovation which

increases space by expanding into the original-floor-plan dinning room area) must first apply to council for written approval and demonstrate the flooring to be installed in these extended areas meets or exceeds the IIC rating of 65.

47.3 Should a resident install any flooring in contravention of bylaw 47.1 or 47.2, a fine of $250.00 will be levied against the offending strata lot and the offending floor must be removed. If the offending floor is not removed Council shall enforce bylaw 28.1 Continuing Contravention.

47.4 The strata shall keep a flooring registry for the building. Any strata unit with flooring that was approved under the old bylaw, or put in place prior to the inclusion of the flooring bylaw in 1995, will be "grandfathered-in" regardless of whether that flooring may be in contravention of current bylaws 47.1 and 47.2. Owners who unknowingly purchased a unit with an illegal floor installed shall not be subject to bylaw 47.3 (so long as the existence of this illegal floor was not discovered prior to their purchase of the unit). If these owners choose to change or upgrade their illegal flooring at any time they will be subject to the terms and conditions of bylaws 47.1 through to 47.3.

With a vote of 31 in favour and 3 against the motion passed as the motion required 26 votes in favour to pass.

Annual Report on Insurance

Included in the notice of meeting package were details of the Insurance for the Strata Corporation. The Strata Property Act requires the Council to report on the insurance coverage to the Owners annually at the AGM. Please keep the insurance documents that were included in your AGM Notice of Meeting package, as you may need them when you are renewing your mortgage or obtaining homeowner's insurance.

2008/2009 Proposed Operating Budget

There was very little discussion regarding the proposed budget.

With a vote of 34 in favour and 0 against the motion passed as the motion required 26 votes in favour to pass.

¾ Vote Special Resolution 2

Whereas a strata corporation may expend monies from the contingency reserve fund by way of a special resolution at a general meeting;

And Whereas the Owners', Strata Plan VR 408 wish to expend monies from the contingency reserve fund to hire an engineering firm to do a study of the building to determine what major maintenance issues need to be addressed in the near future and in what order;

Be It Therefore Resolved by a ¾ vote that the owners of Strata Corporation VR 408 approve an expenditure from the contingency reserve fund of not greater than $10,000 to fund a "building study" to determine what repairs/replacements need to be addressed and in what order.

After some discussion it was moved by 312, seconded by 301 AND CARRIED BY 29 with 5 abstaining to amend the proposed bylaw as follows:

Whereas a strata corporation may expend monies from the contingency reserve fund by way of a special resolution at a general meeting;

And Whereas the Owners', Strata Plan VR 408 wish to expend monies from the contingency reserve fund to hire an engineering firm to do a study of the building to determine what major maintenance issues need to be addressed in the near future and in what order;

Be It Therefore Resolved by a ¾ vote that the owners of Strata Corporation VR 408 approve an expenditure from the contingency reserve fund of not greater than $30,000 to fund a "building study" to determine what repairs/replacements need to be addressed and in what order.

With a vote of 6 in favour and 28 against the motion failed as the motion required 26 votes in favour to pass.

¾ Vote Resolution 3

Whereas a strata corporation may expend monies from the contingency reserve fund by way of a special resolution at a general meeting;

And Whereas the Owners', Strata Plan VR 408 wish to expend monies from the contingency reserve fund to hire an engineering firm to do a study of the building's plumbing to determine what major maintenance issues need to be addressed in the near future;

Be It Therefore Resolved by a ¾ vote that the owners of Strata Corporation VR 408 approve an expenditure from the contingency reserve fund of not greater than $7,000 to hire an engineer to complete a "plumbing and boiler systems study" to determine what repairs/replacements need to be addressed and to act as a consultant for any work recommended.

With a vote of 30 in favour and 4 against the motion passed as the motion required 26 votes in favour to pass.

¾ Vote Resolution 4

Whereas a strata corporation may expend monies from a designated contingency reserve fund by way of a special resolution at a general meeting;

And Whereas the Owners', Strata Plan VR 408 wish to change the name of the designated contingency reserve fund, totaling $11,716.89, from Plumbing and Building to Interior Upgrade Fund and expend monies from this designated contingency reserve fund to go towards replacing the carpet in the East & West stairwells, replacing the carpet in the basement entrances/lobby with vinyl tile, replacing the elevator flooring with linoleum, completing minor painting work, and upgrading the laundry room.

Be It Therefore Resolved by a ¾ vote that the owners of Strata Corporation VR 408 approve the renaming of the Plumbing and Building contingency reserve fund, totaling $11,716.89, to the Interior Upgrade fund and spend the monies in this fund as explained above.

With a vote of 32 in favour and 2 against the motion passed as the motion required 26 votes in favour to pass.

New Business

Owners were told about the new bike rack that will be installed on May 23, 2008. This bike rack is to be used by residents that use their bikes to commute on a regular basis. It is not for storage of recreational bikes. The two bike rack in the parkade will have to be moved to accommodate the new rack. Please remove your bike[s] from the rack to make this job easier. Bikes left attached to the rack will be moved at the owners' risk.

Attached are some suggestions received from a fireplace company for gas savings in regards to the gas fireplaces.

The developer of the lot across the street has put in an application at City Hall to build a seven story building. If you have concerns about this building and wish to express them to City Hall please write to:

Allison Higginson
Project Facilitator, City of Vancouver
453 West 12th Avenue
Vancouver, BC
V5Y 1V4
Email: Alison.Higginson@vancouver.ca Phone: 604-871-6478

It is important to be involved with your neighbourhood. There will be a poster addressing this issue put up in May.

Election of Strata Council

The following owners volunteered to be on Council for the 2008 / 2009 term:

Christa Kaufmann Unit 202, Colleen Browning Unit 108, Jody Gartner Unit 208
Richard Lien Unit 309, Gareth Knox Unit 114

Some issues that the owners would like the new Council to address in the coming year are:

The plumbing
Fence/siding
Increase in garbage on the property and street

Adjournment

There being no further business it was motioned, seconded, and CARRIED to adjourn the meeting at 8:57 p.m.

Respectfully Submitted by Karmel Aberly,
Strata Manager ATIRA Property Management Inc.
120 Columbia Street, Vancouver, BC V6A 3Z8
Phone: 604.439.8848 Fax: 604.439.8804
Email: karmel@atira.ca
on behalf of the Strata Corporation Landmark Belvedere VR 408

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Caring Property Management For Your Community

Minutes of the Council Meeting of Strata Plan 408, held June 2, 2008 in suite 202, 330 7th Avenue East, Vancouver at 7:00 PM.

In Attendance:	Christa Kaufmann	# 202	Colleen Browning	# 108
	Gareth Knox	# 114	Jody Gardner	# 208

Karmel Aberly – Strata Manager [referred to as S/M in minutes]
Regrets: Richard Lien and Gary Ouimet

The meeting was called to order at 7:01 PM

1. **Election of Council Executive Adoption of Previous Minutes**

   Christa Kaufmann volunteered to be the President and Colleen Browning is the Treasurer.

2. **Business Arising from Minutes**

   It was moved, seconded and carried to adopt the minutes of March 20, 2008 Council Meeting as circulated.

3. **Financial Statements**

   Tabled to next meeting.

4. **New Business**

   Main Building Keys – the Council is trying to find out who has the master keys for the common area service rooms. The S/M did not receive a copy from the previous property management company. If you do have a master key and you are not the janitor or on Council please return it to Christa in 202. You can slide it under her door. Thank you.

   Interior Leak from 308 to 208 and 108 –This will be worked out between the strata's insurance and the owner of unit 308's insurance. The repairs have been started.

   Artisan Plumbing – there was a zone valve that wasn't working properly. The water had to be shut down to replace it. Artisan made two trips to the building as they did not have access the first time. Strata wanted to know if they were charged for 2 visits. S/M is to check the invoice.

   Update on Elderly Owner – the S/M will check with another owner to see what the status of this owner is and if they have moved to an assisted living facility.

   Leak Damage in 108 – 108 is still waiting for repairs from another leak. S/M had made arrangements to have it repaired but the company didn't do the work. S/M is to call company.

   New Flooring Bylaw – the new flooring bylaw has been registered with the Land Titles Office

   Notices and Minutes – when a notice is required to go up in the building the Council will take care of it. The minutes will be photocopied by Atira Property Management Inc and mailed to all owners.

   Fire Alarm – why did it take so long to get the pump for the dry sprinklers fixed? The quote was received in April and forwarded to the Council for approval immediately. Once it was approved the work was scheduled. The S/M did not know why the fire inspection company took so long after the annual inspection in December to forward this information. The deficiency report received in January did not mention the need to replace this pump.

   Laundry Room Upgrade – the Council discussed the proposal from Phelps. Colleen had met with Ryan Ma from Phelps and he recommended that the strata start out with one new front

loading washer and one new dryer with a 45 minute drying time. The new machines will be energy saving machines so will reduce costs and energy use. If the owners like these new machines then the Council will look at getting all the machines upgraded.

Landscaping and Pruning – the current landscaper has not done any work recently to the grounds. The S/M was asked to get a couple of quotes for grass maintenance and for pruning the trees and bushes.

Updated Copies of Bylaws – the Council would like an electronic copy of updated bylaws to be made available to owners. The S/M is to arrange to have them updated and put on the computer. Owners that do not have computer access will be given a paper copy

Renovation Approval Letter – Council would like the S/M to draft a generic letter for all renovation requests.

Gas Fire Place Controls – there were suggestions included with the AGM package on how to lower the use of gas. This item will be discussed more when Richard Lien is at the meeting as he asked about this item.

Uninsured Vehicle in Parkade – this item was submitted by Richard but not enough information was supplied so S/M will contact Richard for more information.

Roofing – an owner reported at the AGM that a roof hatch was leaking. S/M is to check with Rod to find out which hatch is leaking and why. She will arrange for any repairs needed.

Locks for Roof Hatches – Cambie Roofing did not return the S/M call regarding the locks. She is to call them back.

Roof Edging – S/M is to check with Cambie Roofing to see if these have been properly installed.

Gutters – S/M is to arrange to get the gutters cleaned/repaired.

Bike Rack – the Council would like a sign put up to indicate that the red bike rack is for commuters only. S/M is to arrange.

Bike Tags – the Council wanted to ensure that new owners are being informed about the bike tags. The S/M suggested that the strata have a welcome letter to send to new owners to let them know about building rules. The S/M is to write one up and send it to Council for approval

Building Upgrades – the Council would like to begin the building upgrades voted on at the AGM. S/M is to get quotes for painting the laundry room, new flooring in the laundry room and basement entrance and side stairwells. . Council is looking for an engineer that can access the pipes in the building to see if re-piping or re-lining is required. The engineer will also oversee the project.

Carpet Cleaning – the S/M is to arrange cleaning of the common area carpets.

Fencing – the fence replacement will be addressed once the cause of the leaks in the parkade is determined. Two quotes for fence replacement were received last year. These will have to be updated before they can accepted by Council.

Cracks in Parkade Ceiling – S/M is to arrange for a quote for repairs

Rain Barrels – S/M will check out the cost of getting more rain barrels

5. **Correspondence**

Unit 301 wrote to inform that their renovation has been delayed to June 3rd & 4th.
Unit 313 had emailed a request to do some cosmetic renovations in their suite. Council had approved this last week.
Unit 305 requested an extension on her request to rent her suite. Her job transfer has been delayed to September. Council agreed to extend the request.

The next meeting will be held on July 30 at 7:00 PM in unit 202

The meeting adjourned at 8:35 PM

¾ VOTE RESOLUTION # 1 –

To approve a ¾ vote resolution to be passed by the owners of the Strata Corporation VR 408 on April 23, 2008

****

Whereas a strata corporation pursuant to section 128 of the *Strata Property Act, S.B.C. 1998, C.43*, may amend its bylaws by a resolution passed by a ¾ vote;

And Whereas the Owners', Strata Plan VR 408 wish to amend their bylaws;

Be It Therefore Resolved by a ¾ vote of the Owners', Strata Plan VR 408 (the "Strata Corporation"), at this general meeting held April 23, 2008 that the bylaws of the strata corporation be and are hereby amended as follows – the existing bylaws # 47.1, 47.2 and 47.3 are to be deleted and replaced with the following:

47. Interior Flooring Surfaces

47.1 An owner living on the 2nd or 3rd floor wishing to install any type of flooring in their unit shall request written approval from the strata prior to installation of this flooring, and as part of this request shall demonstrate to council that the proposed installation will incorporate a floor underlay that meets or exceeds an IIC rating of 68 (when coupled with the flooring product placed over it).

47.2 Owners may install any type of cork, tile, or linoleum-like-product in bathrooms and/or kitchens. However, any owner on the 2nd or 3rd floor *extending* their kitchen or bathroom (i.e. a kitchen renovation which increases space by expanding into the original-floor-plan dinning room area) must first apply to council for written approval and demonstrate the flooring to be installed in these extended areas meets or exceeds the IIC rating of 68.

47.3 Should a resident install any flooring in contravention of bylaw **47.1** or 47.2, a fine of $250.00 will be levied against the offending strata lot and the offending floor must be removed. If the offending floor is not removed Council shall enforce bylaw **28.1** *Continuing Contravention.*

47.4 The strata shall keep a flooring registry for the building. Any strata unit with flooring that was approved under the old bylaw, or put in place prior to the inclusion of the flooring bylaw in 1995, will be "grandfathered-in" regardless of whether that flooring may be in contravention of current bylaws 47.1 and 47.2. Owners who unknowingly purchased a unit with an illegal floor installed shall not be subject to bylaw 47.3 (so long as the existence of this illegal floor was not discovered prior to their purchase of the unit). If these owners choose to change or upgrade their illegal flooring at any time they will be subject to the terms and conditions of bylaws 47.1 through to 47.3.

This resolution was approved and passed on April 23, 2008.

_____ _____

Council Member Signature Council Member Signature

President's Report: 2007/08

This past year Council attended to the issues brought up at the last AGM, completed the re-roofing project, attended to some minor interior & exterior cosmetics, and helped secure new management for our building.

We had a mandate from the AGM to clean up the bike area and work toward the creation of a bike room (and a special thanks goes to Christa for all her hard work in this regard); we have ordered and soon will have in place our first "commuter bike rack" to give those who commute to work easier access to their transportation. We were also asked to explore ways to save money by increasing the efficiency of the in-suite gas fireplaces; we will be sharing some recommendations we've received during "new business" at tonight's meeting. We inherited the Re-Roofing project and saw it through to completion. We also spent a great deal of time upholding the bylaws for our building; tonight we will be voting to change the flooring bylaw, as requested by owners.

In addition to the mandate we received at last years' AGM we charged ourselves with taking care of some smaller aesthetic work which shows that our building is loved: we had the East & West stairwells and basement "lobby" area painted, the underground parking power-washed, and organized a building wide junk removal. We also have a few quotes in place for replacement of the carpeting in the East & West stairwells, and replacement of the carpet in the basement "lobby"; we will be voting tonight to turn the "Plumbing and Building Structure Fund" into the "Interior Upgrade Fund" which would allow us to complete this work, and other small cosmetic upgrades, this new fiscal year. This year we also started to "green" our building and a big thank-you to Tricia for installing our first Rain-Barrel; Council hopes this pilot project will be expanded to all the downspouts on the first floor in the coming year. Not only will this save money as the cost of water increases but it will also help the environment.

At the end of July, Vancouver Condominium Services (who had been our management company for 15 years) withdrew their full management services and ATIRA was voted in as our new Management Company as of October 1st, 2007. VCS has made the transfer of information over to ATIRA difficult for us, but we are finally sorted out enough to start moving forward effectively. The new Council, voted in tonight, will benefit greatly from the experience that ATIRA, and our Strata Manager Karmel, have to offer.

Your out-going Council would like to extend great thanks to Rod who came back on, part-time, as our Building Caretaker in November. His commitment to this building, depth of knowledge, and care in his work are greatly appreciated and we hope to have him working in greater capacity in the near future.

Out-going Council would also like to thank those owners who did their part this year: Thank you to every person who didn't fill up the recycling boxes once they were already over-flowing, who read the bylaws and upheld them, who stepped up to the plate to volunteer for building tasks, and who were considerate of their neighbors. Without you this building would not run properly and it is due to you doing your part (and more) that the Landmark Belvedere remains a sought after place to live.

With many thanks,

Julia Arkos, Out-going Council President 2007/08

Landmark Belvedere – VR 408

Here are some recommendations for gas savings at 330 East 7th Ave.

1. Turn off the pilot lights for the summer. Each pilot uses $11.00 per month of gas plus normal use. Turning off the pilots costs $90.00 for all and $15.00 each to relight in fall (can be done yourself)

2. Turn down burner output of fireplaces. This could save up to 30% of fireplace gas and could be done with general service $45.00

3. Add timers or thermostats so fireplaces will not be left on all day. Cost would be $60 each.

4. Add $40.00 per month gas surcharge to units with gas fireplaces.

5. Upgrade existing fireplaces to high efficiency models. Fireplaces would not need to be on as long to warm room. Approximate cost would be $2000.00 each.

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Caring Property Management For Your Community

Minutes of the Council Meeting of Strata Plan 408, held October 8, 2008 in suite 202, 330 7th Avenue East, Vancouver at 7:00 PM.

In Attendance: Christa Kaufmann, Alex Forrest and Jody Gardner

Karmel Aberly – Strata Manager [referred to as S/M in minutes]

Regrets: Gary Ouimet, Colleen Browning and Richard Lien

The meeting was called to order at 7:10 PM

1. Adoption of Previous Minutes

It was moved, seconded and carried to adopt the minutes of the July 30, 2008 Council meeting as circulated.

2. Business Arising from Minutes

Leaks in 108, 208 and 308 – the work has been completed in each unit.

Zone Valve – the report from the plumbing company was received. They did not have the proper key as the locks had been changed since they were on site. The second visit was necessary as the water needed to be shut off and a notice had to go out to the owners.

Upgrading Gas Fireplaces – on going

Hardship Rental – a letter had been sent to the owner requesting a hardship rental outlining the terms of the hardship rental. A Form K has been received from the owner.

Flooring in 314 – a response was received from the letter requesting information re the flooring in this unit. The owner stated that at the time of the installation marloleum was an acceptable flooring cover. Council will check to see if documentation is available regarding approved floor coverings for that time period.

Ant Problem – Propec was on site to check for activity but found none. This problem should disappear until the spring

Laundry Room Upgrade – this is ongoing. The S/M has an appointment with a flooring company on October 9th to meet on site to discuss possible flooring solutions

Old Dryer – the S/M called Phelps to pick up the old dryer. The Council discussed going with all new equipment. The S/M is to check the cost.

Cracked ceiling in Parkade – the S/M has an appointment on October 9th to meet with a Centimark representative to discuss solutions to the water ingress.

Bylaws in Softcopy – this is ongoing.

Fence – once a decision regarding the parkade repair has been made quotes for a new fence will be requested

Garage Door Service – the Council had requested that the S/M get a quote for quarterly visits to service the door. The Council asked how much a call out would be if there was no service contract. S/M to check.

Plumbing Invoice – the owner that was charged back for a plumbing invoice has paid the invoice.

RFP – a sample letter was sent to Richard Lien for review. The RFQ is beyond the scope of the S/M so a company will need to be hired to write it. The Council requested this paperwork before plumbing engineers were contacted re a system study of the plumbing in the building.

Laminated Signs – the signs for the elevator and the front entrance were left with Christa Kaufmann.

Arrears – the owner that had the large arrears has paid his/her account in full

New Bulletin Board – Colleen Browning is working on this.

Landscaping – The S/M is to write to the old landscape company to cancel the contract.

3. Financial Statements

Colleen Browning was not present at the meeting but she emailed her approval of the July and August 2008 financial statements. It was moved, seconded and carried to approve the financials as presented. The September statements were tabled until the next meeting.

5. New Business

Pest Control for Wasps – Propec was called. Issue resolved

Riser for New Washer/Dryer – this has been added to the laundry room upgrade

Squealing Fan by 202 – the S/M thought this had been fixed but the resident of 202 said it has not. The S/M will arrange for repairs.

Form T1044 – this is a form from the auditors that has to be signed by a Council member and sent to Revenue Canada by September 30, 2008. This was arranged by the audit company.

Parking Stall 36 – this stall has a vehicle that does not have a valid insurance sticker. The S/M is to write a letter to the resident that uses this stall. This stall was not updated when requested last spring so the S/M will send a letter to the owner that was listed as using the stall by the previous management company.

Front Door Slamming – this seems to be ok now as no more complaints were received.

Cat – the owners of unit 203 sent in the paperwork to register their cat with the Council. Council accepted the paperwork and approved the residency of the pet in the building.

6. Correspondence

An owner of a ground floor unit had complained that cigarette butts were being thrown from a unit above. The S/M was to write to the two units above them but an email was received from the owner saying the situation has been resolved. The Council would like to remind residents that items, no matter how small, should not be thrown from balconies.

An owner wrote stating that the wood is rotten and the retaining walls by the front entrance need to be repaired. These will be repaired/replaced when the fence is replaced.

An owner that had received some complaint letters responded to Councils letters.

An owner had requested to be added to the rentals waitlist. Done.

Two suites required repairs from a leaking baseboard. The S/M arranged for repairs to the two units.

The next meeting will be held on November 25th at 7:00 PM in unit 202

The meeting adjourned at 8:15 PM

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Caring Properly Management For Your Community

Minutes of the Council Meeting of Strata Plan 408, held July 30, 2008 in suite 202, 330 7th Avenue East, Vancouver at 7:00 PM.

In Attendance:	Christa Kaufmann	# 202	Colleen Browning	# 108
	Richard Lien	# 309	Alex Forrest	# 111

Karmel Aberly – Strata Manager [referred to as S/M in minutes]

Regrets: Gary Ouimet, Gareth Knox and Jody Gardner

The meeting was called to order at 7:20 PM

1. Adoption of Previous Minutes

It was moved, seconded and carried to adopt the minutes of the June 2, 2008 Council meeting as circulated.

2. Business Arising from Minutes

Main Building Key Distribution – Council is still working on who has master keys for the building. The S/M has keys 10 & 11. Vancouver Condo gave several keys to regular building contractors. S/M is to contact them to see if they still have the list they complied as it was not in the records received from them.

Zone Valve Replacement – Artisan Plumbing and Heating came on site in May to replace a zone valve in a unit. They had to make two trips as they said they did not have a key. S/M is to check with the company to see where their key is and to ask why they billed for 10 to replace a zone valve.

Leaks in 108, 208 and 308 – S/M is to contact Milani about their invoice as it has incorrect units marked on it. This invoice is to be charged back to the owner of the unit that had the problem.

Broken Fire Alarm – the alarm has been repaired

Upgrading Gas Fireplaces – S/M is to contact a gas company to check into the cost of having a control for the pilot lights.

Uninsured Vehicles in the Parkade – There are three vehicles in the parkade with expired insurance stickers. The S/M is to write to the owners requesting proof of storage insurance

3. Financial Statements

It was moved, seconded and carried to approve the financials as presented.

4. S/M Report

Rental Waitlist – An owner request a hardship rental. Permission was given for one year. If need be the owner can re-apply at the end of the year for a one year extension. If they still need to rent their suite at the end of two years they can go on the regular rental waitlist.

Signage for New Bike Rack and Dumpster – The S/M had some signs made for the new bike rack informing residents the red bike rack is for the use of regular commuters. Please use the black bike racks if you do not use your bicycle on a weekly basis. The signs for the dumpster inform residents about items that have been banned form the dumpster by the City of Vancouver and the consequences when these items are found in the dumpster. Colleen Browning volunteered to hang the signs.

Generic Letter re Reno Approvals – the S/M was asked to present a letter that can be used for any requests for renovation approvals. The Council made some adjustments and then approved the letter for use. When an owner requests approval for renovations they will be required to sign a letter stating that they have read, understood and agree to abide by the renovation bylaws. Before renovations can begin acknowledgement of receipt of the signed letter must be received from the S/M.

Laundry Room Facelift – The S/M will get quote for painting the laundry room, new flooring and having the fan and the light on separate switches. The new flooring will match the new flooring for the basement entrance area and the elevator. A quote for the two stairwells' carpet will be requested at the same time. This carpet is to coordinate with the present hallway carpets.

Cracks in Parkade Ceiling – The SM has been trying to get Centimark on site to give an opinion of what is causing the cracking and give a quote for repairing the ceiling. The S/M will continue to request this work from Centimark as they are a reputable company and do very good work. This should take place in the next few weeks.

Rain Barrels – The Council had requested more rain barrels but decided to put this project on hold until after the required work by Centimark is completed and the new fence is installed.

Minutes in Soft Copy – Christa Kaufmann requested a copy of all the minutes since Atira took over in electronic form. S/M is to send them to her by email. Atira Property Management Inc. is working on a new website that will have minutes from all of their properties available for download by anyone with the correct password for their strata. Any owners who do not have web access or prefers to receive a hard copy will still have minutes mailed to them. The Council requested that the strata's bylaws also be available in soft copy. The S/M has arranged to have them typed in a word document.

Welcome Package – The S/M gave the Council a sample welcome package from another strata that they can adapt to suite VR 408. This will be worked on by a couple of Council members.

Cambie Roofing – There is an outstanding invoice from Cambie Roofing for repairs that had nothing to do with the new roof. Council approved it for payment.

Roof Hatches – The locks for the roof hatches have been found and put in place

5. New Business

Garage Door Quotes – The S/M presented two quotes for monthly service of the garage door. Canadian Doormaster quoted $152.25 per monthly visit and Valley All-Door quoted $85 per monthly visit. Council wondered if they would do a quarterly visit and how much would it be. S/M is to check.

Door Unattended – Someone was moving in or out of the building this week and they left the front door propped opened and unattended. The Council discussed different ways of discouraging this. One suggestion was to put a buzzer on the door if it is held opened too long. S/M is to investigate this idea.

Carpenter Ants – Propec has been on site to deal with this problem. There seems to be a nest near the front of the building by the rotten fence post. S/M is to check with Mike from Propec to see what is being done about the nest.

Engineers for Plumbing Project – The S/M was requested to prepare a draft request for proposal (RFP) for Council's review. Once it has been approved the S/M is to contact five engineering firms to request a proposal.

Resignation of Council Member/Approval of New Council Member – It was moved, seconded and carried to accept Gareth Knox's resignation from Council. It was moved, seconded and carried to accept the appointment of Alexander Forrest as a new Council member.

Emergency Procedure – The sign in the elevator that informs residents how to contact Atira Property Management Inc. in an emergency has been replaced with a new one as the old one has been vandalised. The S/M is to supply a laminated one to discourage future damage.

Waste Management Flyers - Included with these minutes is a small flyer that was distributed by the City of Vancouver earlier in the year. This flyer lists items banned from dumpsters. Please refer to this list if you are unsure of what you cannot put into dumpsters.

6. Correspondence

Unit 203 requested permission to change their flooring. Council approved the request. S/M to send new reno approval letter.
Unit 218 requested permission to change their flooring. Council approved the request. S/M to send new reno approval letter.
A unit that had changed their flooring earlier had been requested to supply the proper IIC rating documentation. This was not received so the S/M is to contact them again.
A noise complaint was received regarding a suite that did renovation work outside the stated hours in the bylaws. S/M is to send a letter
A response was received from a unit that had received a noise complaint letter stating that the unit was empty. The S/M is to contact the owner that made the complaint to verify details.
An owner had request a rental waitlist extension but then was able to rent their unit so the request was considered moot.

The next meeting will be held on September 24th at 7:00 PM in unit 202

The meeting adjourned at 10:05 PM

COUNCIL MEETING MINUTES **November 25, 2008**
THE LANDMARK BELVEDERE - STRATA PLAN VR 408

HELD:
7:00 pm – Unit # 202
330 East 7th Avenue
Vancouver, BC

2008 / 2009
STRATA COUNCIL

PRESIDENT
Christa Kaufmann

TREASURER
Colleen Browning

AT LARGE
Alexander Forrest
Richard Lien
Gary Ouimet

ATIRA MANAGEMENT
120 Columbia St.
VANCOUVER, BC V6A 3Z8
(as of October 1, 2007)

STRATA MANAGER
Karmel Aberly

Office: (604) 439-8848
Fax: (604) 439-8804
E-mail:
karmel@atira.ca

Strata Manager Assistant
Arianne Reimer
arianne@atira.ca

PRESENT:
Christa Kaufmann
Alexander Forrest
Colleen Browning

REGRETS:
Gary Ouimet
Richard Lien

Karmel Aberly: Strata Manager (referred to as S/M in minutes)

(1) CALL TO ORDER
The meeting was called to order at 7:16 pm.

(2) GUESTS
Phyllis Roberts

(3) APPROVAL OF PREVIOUS COUNCIL MINUTES
It was moved and seconded to adopt the minutes of the Council meeting of October 8, 2008. **CARRIED**

(4) FINANCIAL REPORT

(4.1) FINANCIAL STATEMENTS
The financial statements for September 2008 were received and adopted. **CARRIED**

Letters were sent to owners with arrears.

(5) BUSINESS ARISING FROM PREVIOUS MINUTES

(5.1) Gas Fireplace Upgrades
On going, The S/M had information for thermostats but apparently they will not work on this type of fireplace. The S/M will get more information about how to adjust the pilot light to control the heat from the fireplaces.

(5.2) Laundry Room Upgrade
A quote was received from Lakewood Maintenance for $1825 + GST. This includes 2 coats of paint for the walls and ceilings, risers for the washers and dryers, new sink, cabinet and taps. The Council discussed the renovation and decided that risers will not work in this situation. They chose a new lino for the floor and decided the wall will remain white. In order to separate the fan from the light a new electrical line will need to be installed. The S/M is to get a quote from an electrician for this work.

(5.3) Laundry Room Equipment
The Council decided that the remaining washer/dryers should be upgraded to match the new set. This will increase the monthly lease to $85.00 a set but there will be savings in the amount of electricity and hot water used that will offset the new lease amount.

(5.4) Old Dryer
The old dryer has been picked up by Phelps

(5.5) Parkade
The S/M met with a representative from Centimark, Lance Hansford, and Rod McDonnell to review the parkade leaks. Lance said there are two ways to go with this project. One way is to put up panels that redirect the water towards the drains and the other is to try and repair the leaks from the outside. All of the landscape and patios would need to be removed so the membrane could be removed, the leaks repaired and the membrane replaced. Lance gave a estimated cost of $200,000 to $300,000 to do it this way. The panels that re-direct the water are much cheaper but they do not solve the problem of water ingress. Council will look at this issue once the plumbing re-pipe project is underway.

(5.6) Bylaws
A soft copy of the bylaws for VR 408 will be emailed to the Council. Any owner wanting an electronic copy please contact the S/M.

(5.7) Garage Door Service
Overhead door charged $139.50 + taxes for an emergency visit to the strata to repair the parkade gate. There were other charges for parts and fuel surcharge. If we had a contract with them to visit the site twice a year to service the door they would charge $130 plus GST for the call. This price does not include parts. It is not much cheaper to have a contract that it is to call them out when needed. Council decided not to go with scheduled visits. They will be called on an as needed basis.

(5.8) RFP & RFQ
These documents will be submitted to the S/M so they can go out to appropriate firms.

(5.9) Major Pruning
A quote for the necessary pruning of the strata's trees and shrubs was received from the current landscape company. It was for between $2,000 and $2,820. The trees and shrubs were overgrown as they had not been pruned for a couple of years. The contract with the previous landscape company did not include pruning. This pruning will be done before the end of November.

(5.10) Squealing Fan by 202
The fan has been fixed.

(5.11) Parking Stall 36
A response was received from the owner that was sent a letter requesting proof of insurance for the vehicle parked in their stall. The letter was sent to the wrong owner as the information received from the previous property management company was incorrect. That is why owners had been asked to contact the S/M with their parking stall number and their locker number. If you have not done so please forward this information to the S/M.

(5.12) Letter to Previous Landscape Company
A letter was mailed to David Kuklo cancelling the contract for grass cutting services

(6) NEW BUSINESS

(6.1) Council Member
Jody Gartner is no loner on the Council as she is no longer a suite owner in the building.

(6.2) Insurance Appraisal
The building is currently appraised at $7,935,000.00.

(6.3) Elevator Permit
The new elevator permit was given to Colleen Browning to put up in the elevator room.

(6.4) New Order of Fobs
A new order of fobs has been ordered and received. Diane Carruthers requested the directions for programming them into the system. S/M gave the instructions to Alex Forrest and he will program them for Diane.

(6.5) Updated Rental List
The S/M gave the Council an updated rental list.

(6.6) Reid Hurst Nagy
The auditors were requesting a signed form from the Council approving the 2007 audit. This paperwork had been forwarded to them but the S/M will resend to be sure they receive it.

(7) CORRESPONDENCE

An owner wrote to express their concern about the strong smell of pungent smoke in the first floor hallway. Council decided that the door to that hallway should be removed to help with the air circulation in that area and for security reasons.

An owner wrote to say the gutter above their unit is plugged. Due to the needles from the coniferous trees some gutters are plugging up. The S/M is to get the same company that did them in June to come back and do them again.

An owner wrote with a few concerns/questions. They wanted to know about RFP/RFQ. These are letters and documents that are used when hiring an engineering firm to do a study. They outline the expectations of deadlines and scope of work. Council now has these documents ready to be sent out to a few companies to get bids for the

system study. The financial statements/audit are still being reviewed. Funds left over from the roof reassessment will be dealt with at the AGM for this fiscal year. As a re-pipe is coming in the near future it may be requested to use these funds for that project. A quote for re-carpeting the stairs has been received along with samples. The Council has decided for continuity that the three stairwells be re-carpeted. A style/colour of carpet has been approved. The S/M will call the contractor to arrange this installation.

An owner wrote saying they were going to change their flooring in a first floor unit. They did not request this renovation in advance. They also did more than just the flooring. This long time owner did not follow the proper procedure for renovations. More information will be requested from this owner.

(8) NEXT COUNCIL MEETING
The next meeting will be January 27, 2009 starting at 7:00 pm in the unit 202.

(9) ADJOURNMENT
There being no further business, the meeting was adjourned at 9:25 pm.

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

Please address all correspondence to Atira Property Management, attn: Karmel Aberly

Reminder to all first floor residents: please remember to winterize your outdoor taps.

Reminder to owners that are going away on holidays. Please leave your heat on low in case we have a cold snap while you are away. This will prevent pipes from freezing.

Reminder re renovations. All renovations must be approved by Council. Please request permission well in advance of the work so the proper procedures will be followed and paperwork can be processed before the work begins.