MINUTES OF ANNUAL GENERAL MEETING

STRATA PLAN VR-408

HELD: On Wednesday, April 18, 2007 at 7:00 p.m. in the Lobby, Hallmark Belvedere, 330 East 7th Avenue, Vancouver, BC.

STRATA AGENT: Isaac Nelson, Vancouver Condominium Services Ltd.

QUORUM REPORT

There being a quorum present the meeting was called to order at 7:00 p.m. Introductions were made and the meeting commenced. 34 owners present or via proxy.

ELECTION OF CHAIR

Moved, seconded and carried that Richard Lien, the Secretary, chairperson the meeting.

PROOF OF NOTICE

Moved, seconded and carried to accept notice that at March 29, 2007 is proper notice meeting.

APPROVAL AGENDA

It was moved, seconded and carried to accept the Agenda.

MINUTES

It was moved, seconded and carried to adopt the minutes of the April 18, 2006 Annual General Meeting. There was no business arising. It was moved, seconded and carried to adopt the minutes of the July 20, 2006 Special General Meeting. There was no business arising.

UNFINISHED BUSINESS

There was none.

PRESIDENT'S REPORT

At last year's Annual General Meeting, owners put forward their mandate to council. This directive consisted of nine projects. We are pleased to report eight out of the nine items have been completed or are in the process of completion.

Our new roof is also underway. With luck and good weather, this major works project should be completed sometime in June.

This term council also took on the task of researching new flooring options for second and third floor units. Tonight we will vote on resolutions put forward by owners in hopes of amending our current flooring bylaw to satisfy the needs of a wider spectrum of owners. Thank you to all who participated with valuable input and research. It was greatly appreciated.

Finally, I would like to extend thanks to our manager, council members, major works committee and the many volunteers which make our home a desirable place to live.

Colleen Browning, President

INSURANCE REPORT

The insurance policy for Strata Corporation VR-408 as attached to the Annual General Meeting Notice was reviewed by the owners and approved.

2007/2008 BUDGET – YEAR-END MARCH 31, 2007

The 2007/2008 budget was presented to the owners for a detailed review and analysis. After a brief discussion there was a motion from the floor to make one revision. Code 8870, Envelope Review to be deleted, re-inserted with Deficit Recovery. After the revision was made it was moved, seconded and **carried** to adopt the budget in the total amount of $154,583.

Owners please note there will NOT be an increase in strata fees for the 2007/2008 fiscal year.

¾ VOTE RESOLUTION #1
BYLAW AMENDMENT – CHANGE OF FLOORING

This resolution failed.

In favour: 24 Opposed: 8 Abstain: 2

¾ VOTE RESOLUTION #2
BYLAW AMENDMENT – CHANGE OF FLOORING

This resolution failed.

In favour: 0 Opposed: 30 Abstain: 4

¾ VOTE RESOLUTION #3
BYLAW AMENDMENT – CHANGE OF FLOORING

This resolution failed.

In favour: 25 Opposed: 7 Abstain: 2

¾ VOTE RESOLUTION #4
BYLAW AMENDMENT – CHANGE OF FLOORING

This resolution failed.

In favour: 24 Opposed: 9 Abstain: 1

¾ VOTE RESOLUTION #5
BYLAW AMENDMENT – RENOVATIONS/ALTERATIONS

This resolution failed.

In favour: 5 Opposed: 21 Abstain: 8

¾ VOTE RESOLUTION #6
TRANSFER OF FUNDS TO THE OPERATING FUND AND THE BUILDING AND STRUCTURE FUND

This resolution passed.

In favour: 33 Opposed: 0 Abstain: 1

NEW BUSINESS

1. Strata Rules: An owner suggested the strata consider the following rule: *Council is required to do an annual audit.*

   Owners considered the rule and voted in favour of this rule being added to the strata rules.

2. Recycling: Owners are reminded that recycling should not be dumped near the recycling bins but inside the recycling bins. If the bins are full please place your recycling items in your parking stall until the bins have been emptied, an extra paper bin has been requested. Recycling items should not be left in the recycling area when the bins are outside waiting to be collected. Volunteer owners spend their valuable time taking out these bins and council requests owners not make more work for these volunteers.

3. Junk in Parking Area: Residents are requested to not leave junk lying in the parking area. If they have items they wish to give away, please put a note on the notice board.

4. Laundry Room: Residents are also reminded to not leave junk lying in the laundry room. If your recyclable items have not been picked up within two weeks, please remove your items from the laundry room.

5. Bike Rack: An owner suggested that the bike racks be cleaned up of unused bicycles. Council will attend to this matter.

6. Gas Fireplaces: An owner suggested that council look into replacement of all gas fireplaces by perhaps installing more energy efficient fireplaces. Council will investigate.

ELECTION OF STRATA COUNCIL

Members of council for 2006/2007 automatically retired from the positions. Pursuant to this *Strata Property Act* the owners expressed their appreciation of a job well-done by their outgoing council and council thanked the strata agent for his diligence. A call was made for volunteers to serve on a new council for 2007/2008. Seven owners were nominated and/or came forward:

- Tricia Meneghello #214
- Julio Arkos #301
- Richard Lien #309
- Shannon Bradley #305
- Christa Kaufmann #202
- Gary Ouilmet #103
- Jody Gardner #208

There being no further nominations, it was moved, seconded and carried to cease nominations. The owners nominated were declared elected by acclamation.

There being no further business, the Annual General Meeting was adjourned at 8:50 p.m. The next strata council meeting will be held on May 30, 2007 at 7:00 p.m. Unit number to be verified.

Isaac Nelson
Vancouver Condominium Services Ltd.
#400 - 1281 West Georgia Street
Vancouver, B.C.
V6E 3J7

Telephone: 604-684-6291 (24 Hour Emergency Services)
Toll free: 1-877-684-6291
Fax: 604-684-1539

IN/lc

Landmark Belvedere VR 408 Proposed Budget for 2008 - 2009

	Account	MTD Actual	MTD Budget	MTD Variance	MTD % Var	YTD Actual	YTD Budget	YTD Variance	YTD % Var	Annual	Proposed 08/09
Income	4000										
Income - Strata Fees	4010	145,233.72	145,233.00	0.72	0.00	145,233.72	145,233.00	0.72	0.00	145,233.00	152,550.00
Interest Income	4300	698.31	600.00	98.31	16.39	698.31	600.00	98.31	16.39	600.00	
Parking Income	4400	840.00	850.00	-10.00	-1.18	840.00	850.00	-10.00	-1.18	850.00	840.00
Laundry	4500	9,020.00	7,800.00	1,220.00	15.64	9,020.00	7,800.00	1,220.00	15.64	7,800.00	8,000.00
Locker Income	4550	120.00	0.00	120.00	0.00	120.00	0.00	120.00	0.00	0.00	120.00
Move In/Out	4600	500.00	100.00	400.00	400.00	500.00	100.00	400.00	400.00	100.00	200.00
Fines & Penalties	4620	50.00	0.00	50.00	0.00	50.00	0.00	50.00	0.00	0.00	
Other income	4655	139.26	0.00	139.26	0.00	139.26	0.00	139.26	0.00	0.00	
Total Income	4999	156,601.29	154,583.00	2,018.29		156,601.29	154,583.00	2,018.29		154,583.00	161,710.00
Administrative Expenses	5000										
Audit Fees	5030	1,941.45	1,400.00	-541.45	-38.68	1,941.45	1,400.00	-541.45	-38.68	1,400.00	2,500.00
Bad Debts	5040	239.38	0.00	-239.38	0.00	239.38	0.00	-239.38	0.00	0.00	
Bank Charges	5050	47.50	0.00	-47.50	0.00	47.50	0.00	-47.50	0.00	0.00	102.00
Insurance	5100	8,883.89	12,000.00	3,116.11	25.97	8,883.89	12,000.00	3,116.11	25.97	12,000.00	14,500.00
Insurance Appraisal	5105	0.00	600.00	600.00	100.00	0.00	600.00	600.00	100.00	600.00	600.00
Miscellaneous Admin Expenses	5160	1,599.95	2,500.00	900.05	36.00	1,599.95	2,500.00	900.05	36.00	2,500.00	
On Site Expenses	5180	11.87	0.00	-11.87	0.00	11.87	0.00	-11.87	0.00	0.00	
Property Management Fees	5220	10,885.80	12,465.00	1,579.20	12.67	10,885.80	12,465.00	1,579.20	12.67	12,465.00	13,860.00
Property Management - Office Expenses	5240	515.84	0.00	-515.84	0.00	515.84	0.00	-515.84	0.00	0.00	1,000.00
Total Administrative Expenses	5499	24,125.68	28,965.00	4,839.32		24,125.68	28,965.00	4,839.32		28,965.00	32,562.00
Utilities - Electrical	5510	4,352.29	7,000.00	2,647.71	37.82	4,352.29	7,000.00	2,647.71	37.82	7,000.00	7,500.00
Utilities - Gas	5520	33,330.75	34,000.00	669.25	1.97	33,330.75	34,000.00	669.25	1.97	34,000.00	37,500.00
Waste Removal	5540	3,351.10	3,500.00	148.90	4.25	3,351.10	3,500.00	148.90	4.25	3,500.00	3,800.00
Janitorial Service	5541	5,289.40	11,000.00	5,710.60	51.91	5,289.40	11,000.00	5,710.60	51.91	11,000.00	0.00
Water & Sewer	5560	7,904.44	8,100.00	195.56	2.41	7,904.44	8,100.00	195.56	2.41	8,100.00	8,500.00
Laundry Equipment Lease	5570	1,523.25	0.00	-1,523.25	0.00	1,523.25	0.00	-1,523.25	0.00	0.00	3,500.00
Total Utilitites & Taxes	5799	55,751.23	63,600.00	7,848.77		55,751.23	63,600.00	7,848.77		63,600.00	60,800.00
General R&M - Exterior	6050	27,842.74	35,000.00	7,157.26	20.45	27,842.74	35,000.00	7,157.26	20.45	35,000.00	20,000.00
Miscellanous Building Expenses	6055	1,197.77	0.00	-1,197.77	0.00	1,197.77	0.00	-1,197.77	0.00	0.00	1,200.00
Overhead Gates	6070	492.52	0.00	-492.52	0.00	492.52	0.00	-492.52	0.00	0.00	500.00
Total R&M Building - Exterior	6299	29,533.03	35,000.00	5,466.97		29,533.03	35,000.00	5,466.97		35,000.00	21,700.00
Appliance Repair	6310	1,218.60	3,700.00	2,481.40	67.06	1,218.60	3,700.00	2,481.40	67.06	3,700.00	
Doors & Locks	6390	538.58	0.00	-538.58	0.00	538.58	0.00	-538.58	0.00	0.00	600.00
Elevator	6420	1,973.33	2,500.00	526.67	21.07	1,973.33	2,500.00	526.67	21.07	2,500.00	2,500.00
Enterphone Services	6450	354.09	400.00	45.91	11.48	354.09	400.00	45.91	11.48	400.00	400.00

Landmark Belvedere VR 408 Proposed Budget for 2008 - 2009

	Account	MTD Actual	MTD Budget	MTD Variance	% Var	YTD Actual	YTD Budget	YTD Variance	% Var	Annual	Proposed 08/09
Fire Inspection	6470	1,451.37	0.00	-1,451.37	0.00	1,451.37	0.00	-1,451.37	0.00	0.00	800.00
Fire Systems - R&M	6480	714.17	0.00	-714.17	0.00	714.17	0.00	-714.17	0.00	0.00	700.00
General R&M - Interior	6510	2,400.12	0.00	-2,400.12	0.00	2,400.12	0.00	-2,400.12	0.00	0.00	11,000.00
Lighting Supplies	6550	883.10	0.00	-883.10	0.00	883.10	0.00	-883.10	0.00	0.00	1,000.00
Pest Control	6580	396.75	0.00	-396.75	0.00	396.75	0.00	-396.75	0.00	0.00	500.00
Plumbing	6590	3,284.46	0.00	-3,284.46	0.00	3,284.46	0.00	-3,284.46	0.00	0.00	4,000.00
Suite Repairs	6670	1,346.10	0.00	-1,346.10	0.00	1,346.10	0.00	-1,346.10	0.00	0.00	1,500.00
Total Building R&M - Interior	6899	**14,560.67**	**6,600.00**	**-7,960.67**		**14,560.67**	**6,600.00**	**-7,960.67**		**6,600.00**	**23,000.00**
Caretaker Expenses	7000										
Salaries & Wages - Caretaker	7010	2,400.00	0.00	-2,400.00	0.00	2,400.00	0.00	-2,400.00	0.00	0.00	9,000.00
Salaries, EI, CPP, Taxes	7035	59.32	0.00	-59.32	0.00	59.32	0.00	-59.32	0.00	0.00	200.00
WCB	7040	27.01	0.00	-27.01	0.00	27.01	0.00	-27.01	0.00	0.00	30.00
Total Caretaker Expenses	7399	**2,486.33**	**0.00**	**-2,486.33**		**2,486.33**	**0.00**	**-2,486.33**		**0.00**	**9,230.00**
Landscaping - R&M	7420	0.00	6,000.00	6,000.00	100.00	0.00	6,000.00	6,000.00	100.00	6,000.00	5,000.00
Total Landscaping & Grounds	7999	**0.00**	**6,000.00**	**6,000.00**		**0.00**	**6,000.00**	**6,000.00**		**6,000.00**	**5,000.00**
Total Expenses	8999	**126,456.94**	**140,165.00**	**13,708.06**	**9.78**	**126,456.94**	**140,165.00**	**13,708.06**	**9.78**	**140,165.00**	**152,292.00**
Deficit Recovery (2006/7)							5,000.00			5,000.00	0.00
Contingency Fund Allocation	9030	7,848.30	9,418.00	1,569.70	16.67	7,848.30	9,418.00	1,569.70	16.67	9,418.00	9,418.00
Net Income	9599	**22,296.05**	**5,000.00**	**17,296.05**	**-26.45**	**22,296.05**	**0.00**	**17,296.05**	**-26.45**	**0.00**	**0.00**

Landmark Place - VR 408 Proposed 2008/2009 Strata Fees

Suite	Strata Plan	Unit Entitlement	2007/2008 Strata Fees	Proposed 2008/2009 Strata Fees	5.0% Increase	Retroactive for April 1,08	Amount Due May 1st	Amount Due June1st
101	10	190	$229.95	$241.54	$11.59	$11.59	$253.13	$241.54
102	11	171	$206.96	$217.38	$10.42	$10.42	$227.81	$217.38
103	12	145	$175.49	$184.33	$8.84	$8.84	$193.17	$184.33
104	13	249	$301.36	$316.54	$15.18	$15.18	$331.72	$316.54
105	14	179	$216.64	$227.55	$10.91	$10.91	$238.47	$227.55
106	15	246	$297.73	$312.73	$15.00	$15.00	$327.73	$312.73
107	16	170	$205.75	$216.11	$10.36	$10.36	$226.48	$216.11
108	17	233	$281.99	$296.20	$14.21	$14.21	$310.41	$296.20
109	1	173	$209.38	$219.93	$10.55	$10.55	$230.47	$219.93
110	2	174	$210.59	$221.20	$10.61	$10.61	$231.81	$221.20
111	3	169	$204.54	$214.84	$10.30	$10.30	$225.14	$214.84
112	4	241	$291.68	$306.37	$14.69	$14.69	$321.06	$306.37
113	5	179	$216.64	$227.55	$10.91	$10.91	$238.47	$227.55
114	6	179	$216.64	$227.55	$10.91	$10.91	$238.47	$227.55
115	7	180	$217.85	$228.83	$10.98	$10.98	$239.80	$228.83
116	8	173	$209.38	$219.93	$10.55	$10.55	$230.47	$219.93
117	9	193	$233.58	$245.35	$11.77	$11.77	$257.12	$245.35
201	28	190	$229.95	$241.54	$11.59	$11.59	$253.13	$241.54
202	29	171	$206.96	$217.38	$10.42	$10.42	$227.81	$217.38
203	30	146	$176.70	$185.60	$8.90	$8.90	$194.51	$185.60
204	31	253	$306.20	$321.63	$15.43	$15.43	$337.05	$321.63
205	32	179	$216.64	$227.55	$10.91	$10.91	$238.47	$227.55
206	33	249	$301.36	$316.54	$15.18	$15.18	$331.72	$316.54
207	34	169	$204.54	$214.84	$10.30	$10.30	$225.14	$214.84
208	35	170	$205.75	$216.11	$10.36	$10.36	$226.48	$216.11
209	18	174	$210.59	$221.20	$10.61	$10.61	$231.81	$221.20
210	19	174	$210.59	$221.20	$10.61	$10.61	$231.81	$221.20
211	20	174	$210.59	$221.20	$10.61	$10.61	$231.81	$221.20
212	21	173	$209.38	$219.93	$10.55	$10.55	$230.47	$219.93
213	22	249	$301.36	$316.54	$15.18	$15.18	$331.72	$316.54
214	23	179	$216.64	$227.55	$10.91	$10.91	$238.47	$227.55
215	24	183	$221.48	$232.64	$11.16	$11.16	$243.80	$232.64
216	25	179	$216.64	$227.55	$10.91	$10.91	$238.47	$227.55
217	26	173	$209.38	$219.93	$10.55	$10.55	$230.47	$219.93
218	27	193	$233.58	$245.35	$11.77	$11.77	$257.12	$245.35
301	46	190	$229.95	$241.54	$11.59	$11.59	$253.13	$241.54
302	47	171	$206.96	$217.38	$10.42	$10.42	$227.81	$217.38
303	48	146	$176.70	$185.60	$8.90	$8.90	$194.51	$185.60
304	49	253	$306.20	$321.63	$15.43	$15.43	$337.05	$321.63
305	50	179	$216.64	$227.55	$10.91	$10.91	$238.47	$227.55
306	51	249	$301.36	$316.54	$15.18	$15.18	$331.72	$316.54
307	52	169	$204.54	$214.84	$10.30	$10.30	$225.14	$214.84
308	53	170	$205.75	$216.11	$10.36	$10.36	$226.48	$216.11
309	36	174	$210.59	$221.20	$10.61	$10.61	$231.81	$221.20
310	37	174	$210.59	$221.20	$10.61	$10.61	$231.81	$221.20
311	38	174	$210.59	$221.20	$10.61	$10.61	$231.81	$221.20
312	39	173	$209.38	$219.93	$10.55	$10.55	$230.47	$219.93
313	40	249	$301.36	$316.54	$15.18	$15.18	$331.72	$316.54
314	41	179	$216.64	$227.55	$10.91	$10.91	$238.47	$227.55
315	42	183	$221.48	$232.64	$11.16	$11.16	$243.80	$232.64
316	43	179	$216.64	$227.55	$10.91	$10.91	$238.47	$227.55
317	44	173	$209.38	$219.93	$10.55	$10.55	$230.47	$219.93
318	45	193	$233.58	$245.35	$11.77	$11.77	$257.12	$245.35
Total		10000	$12,102.81	$12,712.50	$609.69	$609.69	$13,322.19	$12,712.50

Annual Fees $152,550.00

¾ VOTE RESOLUTION # 2 – CONTINGENCY EXPENDITURE

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.

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

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Council Member Signature

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Council Member Signature

Should Resolution # 2 not pass then the owners will be asked to consider the following

¾ VOTE RESOLUTION # 3 – CONTINGENCY EXPENDITURE

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

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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.

This resolution was approved and passed on April 23, 2008

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Council Member Signature

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Council Member Signature

¾ VOTE RESOLUTION # 2 – CONTINGENCY EXPENDITURE

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.

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

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Council Member Signature

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Council Member Signature

Should Resolution # 2 not pass then the owners will be asked to consider the following

¾ VOTE RESOLUTION # 3 – CONTINGENCY EXPENDITURE

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 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.

This resolution was approved and passed on April 23, 2008

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Council Member Signature

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Council Member Signature

Atira Property Management Inc.

¾ VOTE RESOLUTION # 4 – BUILDING IMPROVEMENTS

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

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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.

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

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Council Member Signature

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Council Member Signature

Atira Property Management Inc.

MINUTES OF COUNCIL MEETING

STRATA PLAN VR-408

BELVEDERE

HELD:	On Thursday, May 17, 2007 at 7:00 p.m. in Unit #301 – 330 East 7th Avenue, Vancouver, B.C.	
PRESENT:	Tricia Meneghello	#214
	Julio Arkos	#301
	Christa Kaufmann	#202
REGRETS:	Shannon Bradley	#305
	Gary Ouimet	#103
	Jody Gardner	#208

(Richard Lien #309 had to withdraw himself from council due to schedule conflicts. Council wishes to extend thanks to Richard for his service last year and for his assistance with the transfer of information to the new council.)

ELECTION OF COUNCIL OFFICERS

It was decided to defer this item to the next council meeting on May 29, 2007 when more council members would be in attendance.

MINUTES

It was moved, seconded and carried to adopt the minutes of the April 18, 2007 Annual General Meeting, as circulated with one small adjustment to item #5 (under New Business). Owners requested that unused bikes be cleaned up, but also that council explore the creation of a bike room.

BUSINESS ARISING

1. Keys: Building keys #1 and #5 were handed out to the current council. Previous council members who still have building keys are asked to drop them off with suite #310. (Keys #2 and #3 are still outstanding.)

2. Report From Previous Council: Current council was informed of projects that were initiated by the previous council and how far along those projects were. Council will follow up on these projects.

3. Vancouver Condominium Management Contract: Council will get a copy of the current contract and review it to know fully what are VCS responsibilities.

4. Discussion of Projects for 2007/2008 Council Term: Council reviewed New Business in the minutes from the AGM (namely efficiency of gas fireplaces and bike clean-up/creation of a bike room) to get an idea of what owners were instructing council to investigate and/or undertake in the 2007/2008 term.

NEW BUSINESS

1. Elevator: Richmond Elevator attended and found that the hydraulic valve on the elevator needed to be replaced at a cost of $2,170 which council approved. Isaac has been asked to get a timeline for the completion of this repair from Richmond Elevator. The elevator will be out of service until this part is replaced. Richmond Elevator also mentioned that the total pumping unit be replaced within the next five years. Council will investigate the best way to prepare for this replacement cost of $15,000.

2. Bartec Fire Test Follow-up: Two people were missed during the original Bartec inspections and are still to be inspected. Council will ask Isaac to follow up with those owners.

With no further new business, the meeting was adjourned at 8:20 p.m.

Strata Council
VR-408

IN/af

MINUTES OF COUNCIL MEETING

STRATA PLAN VR-408

LANDMARK BELVEDERE

HELD: On Tuesday, May 29, 2007 at 7:00 p.m. in Unit #202 – 330 East 7th Avenue, Vancouver, B.C.

PRESENT:	Julia Arkos	(President)	#301
	Christa Kaufmann	(Vice President)	#202
	Tricia Meneghello		#214
	Shannon Bradley		#305
	Jody Gardner		#208
REGRETS:	Gary Ouilmet	(Treasurer)	#103

STRATA AGENT: Isaac Nelson, Vancouver Condominium Services Ltd.

The meeting was called to order at 7:00 p.m.

MINUTES

Approved at the previous council meeting.

FINANCIAL REPORT

1. Monthly Statement: Because of the new council, the agent was requested to have the previous Treasurer approve the January, February and March, 2007 financial statements. The new Treasurer will approve the financial statements for April, 2007. Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

2. The current balances for the first month as at April 30, 2007 in the appropriate funds are as follows:

• Total Cash Balance	$254,192.46	(including CRF Balance)
• CRF Balance	$ 78,485.24	(Contingency Reserve Fund)

3. Arrears:

REMINDER

Council would like to remind owners the last levy payment is due July 1, 2007.

4. Laundry Money Collection:

$1,100	for March
$ 450	to April 18, 2007
$1,150	to May 28, 2007

BUSINESS ARISING

1. Election of Officers: As noted above, these are the new officers for the strata council:

Julio Arkos	-	President
Christa Kaufmann	-	Vice President
Gary Ouilmet	-	Treasurer

2. Balcony Repairs: Nikls Property Services was on site to repair the balconies and any residents who have not had their balconies repaired, please contact the agent: suite #202, #203, #301, #302, #311, #318 and #310.

3. Perimeter Fencing: Restoratech has a detailed quote in place for $54,401.32. The agent was instructed to forward this quotation to council and the agent was also instructed to contact Nikls to quote for fence replacement.

4. Shut-off Valves: The following suites: #106, #109, #113, #114, #115 and #117 are requested to call the agent to inform the council where their shut-off valves for the exterior hose-bib is located.

5. Pest Control: Propec attended the building over the last several months and owners are requested to contact the agent if their suite has not been inspected. The agent was instructed to contact Propec to confirm which suites have not been attended to.

6. Fire Equipment Deficiencies: The following units have not had their fire equipment checked: #106, #314 and #315. The owners of these suites are instructed to contact the agent to have their suites inspected. They are also informed that they are at potential risk and liability if they do not have their fire equipment checked.

7. Janitorial Quotations: Council is satisfied with the work being done by Clean Sweep.

8. Dryer in Janitorial Room: Council will advertise this dryer on Craig's List.

9. Scalding Water: The agent informed council that, due to the age of the building, pressure balance valves and shower cartridges are not original equipment. These valves and cartridges blend both hot and cold water so that scalding can be eliminated. Because these devices are not original equipment, owners are responsible to have these items installed if they wish to have the water temperature more consistent. This item may be resolved at the time of re-piping which is being investigated by council

10. Dicken's Chimney Service: The agent was instructed to contact this contractor to inquire as to whether the fire box back walls were repaired in #312 and #316.

11. Permits: Suites #208 and #209 supplied council with permits for renovation work. The agent was instructed to contact the owner of #208 to obtain more information about renovations to a load-bearing wall.

12. Fence Painting at #106: The agent was instructed to contact this owner to see if they were interested in painting the fence themselves and council will pay for the painting supplies.

13. #209 – Renovations: Council has approved all renovations at #209, except for the hardwood flooring.

14. Elevator: Richmond Elevator replaced a valve at the cost of $2,170.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters. Owners are advised that, pursuant to the Strata Property Act, correspondence which is addressed to the strata corporation must be made available to any other owner interested in such correspondence, and to certain other persons in specified circumstances. What this means is that any correspondence which is sent to the strata council in confidence might not be protected and privileged, subject to any other overriding and applicable law.

1. Milani Maintenance Report: Council was given the quarterly maintenance report from Milani and will review this report and inform the agent.

2. Owner Correspondence & Contact:

Owners are reminded that council members are volunteers and if there are any issues or concerns about the building, please contact the agent at Vancouver Condominium Services.

3. #206 – Requests: The owner of this unit proposed that the parkade and several other areas be power washed. Council has approved the power washing and it will be scheduled during the summer after the spring clean-up. This owner also requested that council consider replacing the carpeting located on the lower level between the elevator and the laundry room. Council will obtain quotations for replacement of the carpeting. A council member suggested linoleum for the lower levels and linoleum for the elevator. The agent was instructed to obtain quotes and will forward these quotes to council.

4. #202- Renovations: Council approved the counter-top replacements in this unit and the owner informed the agent that their deck did not require painting.

5. Mechanical Repairs: Milani quoted $190 to calibrate the CO and propane sensors and $782 to replace the motor for the heat pump. Council approved these quotations.

6. Fence Repairs at #113: Council approved fencing repairs at this unit and the agent was instructed to contact Restoratech and the owner of this unit to arrange repairs.

7. Attached to these minutes are minutes for a council meeting held on May 17, 2007.

NEW BUSINESS

1. Recycling: The agent was instructed to contact the recycling company in order for them to pick up the bins from the inside out of the building. Council would like to thank the volunteer who has been taking the recycling bins out on a weekly basis.

2. Draft Audit: Council was supplied a draft audit and the agent requested the audit be reviewed and signed.

3. Roofing: ATC supplied an inspection report to council and council will review.

4. Spring Cleaning: The agent was instructed to contact '1800-GOT-JUNK' to make arrangements for the spring clean-up. The agent was instructed to get a list from '1800-GOT JUNK' to clarify what items will be picked up and how they will be disposed of. Notices will be posted in the near future regarding the spring cleaning date and the date for pressure washing.

5. Garbage Bins:

REMINDER

Owners are reminded that the garbage bins are not for renovation debris, large pieces of furniture or appliances. Owners will need to hire their own contractor to get rid of large household items.

6. Re-piping: Council was supplied quotes for re-piping the building and council will review these quotations.

7. Roof Fans: The agent was instructed to contact Cambie Roofing to inquire as to whether they have shut off the roof fans while they have been replacing the roof.

8. Window in Suite #202: The agent was instructed to obtain a quotation for replacement of a window in this suite. Council approved the window replacement.

9. **Screens on Windows and Doors: Owners are reminded that screens on windows and patio doors are not original equipment so owners are responsible to repair and replace their screens.**

There being no further business, the meeting was adjourned at 8:25 p.m. The next meeting will be held on Wednesday, August 22, 2007 at 7:00 p.m. Location to be verified.

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IN/af

MINUTES OF COUNCIL MEETING

STRATA PLAN VR-408

LANDMARK BELVEDRE

HELD: On Wednesday, July 11, 2007 at 7:00 p.m. at The Whip Restaurant located at Main Street and 6th Avenue, Vancouver, B.C.

PRESENT:	Tricia Meneghello	#214
	Jody Gardner	#208
	Julio Arkos	#301
	Christa Kaufmann	#202
REGRETS:	Shannon Bradley	#305
	Gary Ouimet	#103

AGENT: Isaac Nelson, Vancouver Condominium Services Ltd.

The meeting was called to order at 7:00 p.m.

MINUTES

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

FINANCIAL REPORT

1. Monthly Statements: Financial statements for January, February and March, 2007 were approved by the previous Treasurer. Financial statements for April and May, 2007 were approved by the current Treasurer. Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

2. The current balances for the third month ending June 30, 2007 in the appropriate funds are as follows:

   - Total Cash Balance $146,898.64 (including CRF Balance)
   - CRF Balance $ 80,076.15 (Contingency Reserve Fund)

3. Arrears: The agent informed there are several owners in arrears. Council is considering placing liens on two separate properties due to lack of payment of strata fees and/or levy fees.

REMINDER

Council would like to remind owners the last levy payment is due July 1, 2007.

4. Laundry Money: Collection in the amount of $1,095.

BUSINESS ARISING

1. Balcony Repairs: Balconies were repaired at suites #202, #203, #301, #302, #311, #310 and #318. The owner of suite #202 was not satisfied with her repairs and the agent was instructed to contact Nikls Property Services to re-attend to this suite balcony. Council instructed the agent to contact Nikls Property Services to send out another workman to re-repair the balcony at unit #202.

2. Shut-Off Valve: The owners of suites #106, #109, #113, #114, #115 and #117 are requested to call the agent to inform the council where their shut-off valves for the exterior hose-bib is located.

3. Dryer in Janitorial Room: Council will advertise this dryer on Craig's List and on Kijiji.

4. Dicken's Fireplace Repairs: The agent informed council that repairs have been scheduled for fireboxes at units #312 and #316 for October 1, 2007. The cost of repairs is $370 per firebox.

5. Finalized Building Permits: The agent requested finalized building permits from suites #207 and #208.

6. Fence at Suite #106: The agent was instructed to contact the owner of this suite and enquire if they would like to paint their fence as council will supply the paint.

7. Parking Area Pressure Washing: John Boy finished the pressure washing at a cost of $900. The council would like to thank those who moved the necessary items from the parking area. Those who did not remove items have hindered a complete job being done by the pressure cleaners.

8. Carpeting in Stairwells: AAA Flooring provided a quotation in the amount of $3,228 to replace the carpeting in two stairwells. They also supplied a quote in the amount of $1,980 for vinyl sheeting and $1,180 for vinyl tiles to replace the flooring outside of the laundry room and in front of the elevator on the lower floor. Council is reviewing these quotes.

9. ATC Reports: The agent supplied council with reports from the roofing consulting company, ATC, for their review.

10. Fence Replacement at Suite #113: Restoratech quoted $2,756 to replace the fencing outside of this unit owner's suite. Council approved this quotation.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters. Owners are advised that, pursuant to the Strata Property Act, correspondence which is addressed to the strata corporation must be made available to any other owner interested in such correspondence, and to certain other persons in specified circumstances. What this means is that any correspondence which is sent to the strata council in confidence might not be protected or privileged, and is subject to any other overriding and applicable law.

None was received.

NEW BUSINESS

1. Damage in Suites #110 and #111: The agent was requested to get some background information regarding a potential insurance claim due to flooding in unit #111 which created damage to #110. The agent will inform council as to potential options available.

2. Repair List: Council will be posting a repair list in the laundry room and owners are encouraged to note burnt out light bulbs, damage to walls, carpeting, any other repairs that may need to be addressed.

3. Call for Volunteers: Council would like to ask residents to volunteer to allow trades people into the building when council members are not available. If you are interested in volunteering, please contact the agent at Vancouver Condominium Services.

4. Bike Rack Clean Up: Council will be re-tagging bikes for removal and any bikes not claimed by September 1st will be removed and donated.

5. Stairwell & Basement Lobby Painting: John Boy quoted $700 per stairwell and $400 for the painting of the basement lobby in front of the elevator and laundry room on the lower floor. The agent was instructed to obtain one additional quote.

6. Roof: The agent was instructed to contact Cambie Roofing regarding some downspouts that have not been connected. Residents are instructed to call Cambie Roofing at (604) 874-4444 to get their downspouts connected. The agent was also instructed to contact Cambie regarding carpet cleaning located at the middle and west stairwells and by #305 in the hallway.

7. Rain Barrels: The agent was instructed to order a rain barrel from the rain barrel pilot program offered by the City of Vancouver and a council member will install the barrel at a cost of $70.

8. Storage Room: Owners are reminded that items in the storage room not in locker rooms will be tagged and removed.

REMINDERS:

1. **Condominium Living: Residents are reminded to clean up after themselves in common areas, not to leave things laying around in storage or parking areas or in hallways, and to keep noise levels down in order to be respectful of their neighbours and condominium lifestyle.**

2. **Insurance: Owners are reminded to have their own insurance in place to cover any types of damage to their upgrades or contents of their suites.**

3. **Renovations: Owners are reminded renovations are allowed between 8:00 a.m. to 5:00 p.m. Monday to Saturday.**

There being no further business, the meeting was adjourned at 8:30 p.m. The next meeting will be held on Wednesday, August 22, 2007 at 7:00 p.m. location to be verified.

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IN/md

Water Restrictions

GVRD Sprinkling Regulations will be in effect June 1st through September 30th.
Lawn sprinkling is permitted:

- Two days per week from 4:00 a.m. - 9:00 a.m. and 7:00 p.m. - 10:00 p.m.
- Even-numbered addresses can sprinkle on Wednesdays and Saturdays
- Odd-numbered addresses can sprinkle on Thursdays and Sundays

While these restrictions apply only to grass (lawn areas) at this time, the GVRD may introduce more stringent regulations on outdoor water use as the summer progresses.

MINUTES OF COUNCIL MEETING
STRATA PLAN VR-408
LANDMARK BELVEDRE

HELD: On Wednesday, August 22, 2007 at 7:00 p.m. at Unit 202 – 330 East 7th Avenue, Vancouver, B.C.

PRESENT:	Jody Gardner		#208
	Christa Kaufmann	(Vice President)	#202
	Shannon Bradley		#305
REGRETS:	Tricia Meneghello		#214
	Julia Arkos	(President)	#301
RESIGNATION:	Gary Ouimet		#103

Council would like to thank Gary for his assistance on council.

AGENT: Isaac Nelson, Vancouver Condominium Services Ltd.

The meeting was called to order at 7:00 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of July 11, 2007 council meeting, as circulated.

FINANCIAL REPORT

1. Monthly Statements: Council deferred approval of financial statements for June and July, 2007. Any owner wishing a copy of the strata corporation's financial statements may contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

2. The current balances for the 4th month ending July 31, 2007 in the appropriate funds are as follows:

- Total Cash Balance $158,325.48 (including CRF Balance)
- CRF Balance $80,874.67 (Contingency Reserve Fund)

3. Arrears: The agent informed council there are several owners in arrears. A lien has been placed on a property on the first floor. Another lien will be placed on another property on the first floor and council is considering placing a third lien on a third property on the first floor. The agent instructed the council that he will contact the mortgage companies of the liened properties.

4. Laundry Money: Council deferred collection of the laundry money until a later date.

BUSINESS ARISING

1. Balcony Repairs: Council informed the agent the balcony repairs at #202 are not satisfactory. The agent will contact Nikls Services to review and re-do the work.

2. Shut-off Valves: The following suites: #106, #109, #113, #114, #115 and #117 are requested to call the agent to inform the council where their shut-off valves for the exterior hose-bib is located.

3. Dicken's Fireplace Repairs: The agent informed council that repairs have been scheduled for fireboxes at units #312 and #316 for October 1, 2007. The cost of repairs is $370 per firebox.

4. Carpeting in Stairwells: AAA Flooring provided a quotation in the amount of $3,228 to replace the carpeting in two stairwells. They also supplied a quote in the amount of $1,980 for vinyl sheeting and $1,180 for vinyl tiles to replace the flooring outside of the laundry room and in front of the elevator on the lower floor. Council is reviewing these quotes. Council has requested a second quote.

5. Finalized Building Permit: The agent informed council that a finalized permit was received from unit #207 and the agent is awaiting the finalized permit from suite #208 which renovations may take several more months.

6. Dryer in Janitorial Room: Council will advertise this dryer on Craig's List.

7. Draft Audit: Council is still reviewing the draft audit which indicates that the strata corporation has a deficit of $24,805 at the end of the previous fiscal year due to extraordinary maintenance expenses.

8. Front Sign: Nikls Property Services will quote on replacing the numbers and the letters on the front sign.

9. Insurance Settlement: The strata corporation received a cheque in the amount of $2,500 from the insurance company for suite #111 for the damage caused to the common area in suite #110.

10. Janitorial List: Owners are reminded the list for the janitor in the laundry room is for janitorial purposes only which include cleaning the common area. Council is considering having another list available to address building repairs.

11. Bike Rack Clean Up: Council will distribute the new bike tags to owners on or before September 9th. Any bikes not tagged by September 30th will be removed.

12. Stairwell Painting: John Boy's painted the stairwells at a cost of $700 and the lobby area in front of the laundry room at a cost of $400.

13. Garage Door: Overhead Door quoted $105 per visit and will be maintaining the door twice per year. Council approved this quote.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata corporation matters. Owners are advised that, pursuant to the Strata Property Act, correspondence which is addressed to the strata corporation must be made available to any other owner interested in such correspondence, and to certain other persons in specified circumstances. What this means is that any correspondence which is sent to the strata council in confidence might not be protected or privileged, and is subject to any other overriding and applicable law.

1. Bike Tags: An owner on the first floor requested additional bike tags. Council has approved this request. Owners are reminded that if they need additional bike tags, please put it in writing and address to council.

2. Fence Repair at #110: The owner of suite #110 requested a fence repair. The agent was instructed to contact Restoratech to quote on the fence.

3. Leak in #108: The agent called an owner on the second floor about a leak coming from their bathroom and the owner agreed to place plastic inside of the tub surround to alleviate the leaking. The owner mentioned that they will be renovating over the next several months.

4. Bike Racks: An owner on the third floor requested that bikes used infrequently be moved to the back area and for those who used bikes frequently to access the more accessible bike racks. Council will investigate and thank this owner for their suggestion.

5. Rental Request #114: Council has approved this rental request and the owners in this unit are instructed to contact the agent when and if they obtain a new tenant.

6. Request for Renovation of Flooring: Suite #208 was approved for carpet throughout excepting the kitchen and bath which were approved for cork. One council member abstained from this vote to approve renovations. All other council members approved.

7. Fence Repair #102: The owner of this unit requested their fence be repaired. The agent was instructed to obtain a quotation from Restoratech for the fence repair.

NEW BUSINESS

1. Volunteers: Council would like to thank the volunteers in the building who are assisting with trades people having access.

2. Rental List: The rental list was updated and at present we have three renters and three owners on the waiting list. The maximum number of renters allowed is five (5).

3. Drains: Recently, Milani Plumbing attended to clogged drains on a main floor suite. Owners are reminded to not put unusual items in your sinks.

REMINDERS:

1. **Condominium Living: Residents are reminded to clean up after themselves in common areas, not to leave things laying around in storage or parking areas or in hallways, and to keep noise levels down in order to be respectful of their neighbours and condominium lifestyle.**

2. **Insurance: Owners are reminded to have their own insurance in place to cover any types of damage to their upgrades or contents of their suites.**

3. **Renovations: Owners are reminded renovations are allowed between 8:00 a.m. to 5:00 p.m. Monday to Saturday.**

There being no further business, the meeting was adjourned at 8:30 p.m. The next meeting will be verified.

Isaac Nelson
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IN/mc

WATER RESTRICTIONS

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Lawn sprinkling is permitted:

- Two days per week from 4:00 a.m. - 9:00 a.m. and 7:00 p.m. - 10:00 p.m.
- Even-numbered addresses can sprinkle on Wednesdays and Saturdays
- Odd-numbered addresses can sprinkle on Thursdays and Sundays

While these restrictions apply only to grass (lawn areas) at this time, the GVRD may introduce more stringent regulations on outdoor water use as the summer progresses.

ATIRA
PROPERTY MANAGEMENT

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Caring Property Management For Your Community

Minutes of the Council Meeting of Strata Plan 408, held October 24, 2007 in suite 202, 330 7th Avenue East, Vancouver at 7:00 PM.

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

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

The meeting was called to order at 7:00 PM

As this was the first meeting between Council and the new property management company, Atira Property Management Inc., everyone introduced themselves. There was a brief discussion to answer some of the S/M questions regarding the running of the building, pets, bylaws, rentals and collection of laundry money.

1. **Adoption of Previous Minutes**

   It was moved, seconded and carried to adopt the minutes of August 22, 2007 Council Meeting as circulated.

2. **Business Arising from Minutes**

   a) Balcony repairs for 202 – dealt with
   b) Perimeter fence – S/M is to get quotes for a new fence
   c) Shut off valves – dealt with
   d) Spare dryer – this was offered for sale on Craig's List. Someone is coming to check it out.
   e) Re-keying laundry equipment – Council decided to not proceed with this. It was noted that there are changes in the amount of laundry income over the summer months. It was decided that re-keying was not necessary at this time.
   f) Dickens fireboxes for 312 and 316 – this has been completed
   g) Finalized permit for 208 – done
   h) Carpet quote – this is for out side the laundry room, in front of the elevator and the stairwell. Council felt that vinyl tile would be a better floor cover for this area as carpet gets too dirty and vinyl sheet flooring may be too easily damaged. S/M is to get another quote for this project
   i) 113 deck replacement – not done yet
   j) Rain barrel – now that the strike is over at City Hall this item can be picked up and installed
   k) Janitor repair list – this list is posted downstairs
   l) Bike rack clean up – done
   m) Garage door maintenance schedule – S/M is to call the door company to see if there is a scheduled maintenance contract
   n) Restoratech fence quote – this is out dated, new quote needed, S/M to arrange
   o) Bike rack for commuters – if the two bike racks are moved closer together there is room to add another one for residents that use their bikes everyday. S/M to get a quote
   p) Final Numbers on Roof – S/M is to check with ATC regarding the sign off of the roof work and to see what amount, if any, of the special assessment remains.

q) Re-piping – S/M is to get a quote for re-piping and re-lining that includes replacing the boiler
r) Fence – Council was interested in having locked gates installed at the back of the building to make it more secure

3. **Financial Statements**

Coleen Browning agreed to review the statements for Council even though she does not attend the meetings. She approved the statements for June, July and August. She did not have a report about September's Financial Statements as they were received late from Vancouver Condo Service. She had a question regarding the audit. S/M was able to answer this question so it was moved, seconded and carried to accept the audit and the Financial Statements for June, July and August 2007.

4. **Correspondence from Owners**

A new owner requested to have his name put on the enterphone
An owner requested a bike tag

5. **New Business**

a) Waste Management fob – they found their fob and are now able to pick up the garbage
b) Annual Fire Inspection – S/M is to arrange
c) Units 108 & 308 were discussed. S/M is to send a letter to owner re damage caused to lower suite
d) Fireplaces upgrade – S/M is to check out the cost of upgrading the fireplaces, control switches and possibly separate metering
e) After hour emergency calls – the Council explained how they would like these calls handled. The S/M has the authority to call in whoever is necessary to handle the situation.
f) Fall landscaping – S/M is to get a quote from the landscaper for mulch and trimming the bushes
g) Needles [used by drug users] have been found on the grounds. Please be careful if doing any landscaping work and do not allow children or pets to play under the rhododendron bushes
h) S/M was instructed to write a letter to the residents that chain their bikes to the outside of the pole in the basement. They extend out into the parkade and are a nuisance to drivers as it blocks the driving area.
i) S/M was instructed to call a plumbing company about getting the pipes bled so they will stop knocking and pinging.

The next meeting is scheduled for Monday December 17, 2007 at 7:00 PM in unit 202

The meeting adjourned at 9:30 PM

The Strata Council would like to thank everyone who helped clean up the bike rack. Your cooperation is greatly appreciated. An annual bike rack cleanup, around the time of the AGM, is being scheduled.

Council asks that owners that borrow the items for shared use in the locker room [i.e. ladder, dolly] must return them when they have finished with them. These items must be signed out and in, in the log book kept in the locker room.

ATIRA PROPERTY MANAGEMENT
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Email: info@atira.ca Web: www.atira.ca

Caring Property Management For Your Community

Minutes of the Council Meeting of Strata Plan 408, held December 17, 2007 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 7:04 PM

Ron MacDonnell, the building's superintendent, stopped by to discuss his maintenance concerns and discuss the line of communication between Atira and himself. He feels that the boiler should be replaced in the near future and the outside of the building needs to be painted. Council is aware of these issues and as they are very expensive items feel that they need to be looked into in more detail. Melani Plumbing has already quoted on replacing the boiler. The S/M was instructed to get an updated copy of this quote and to get another quote from a different company. After expressing his concerns Rod left the meeting.

Shannon Bradley explained to the S/M that when emails are being sent she would prefer if there was more of an explanation in the body of the email when an attachment is sent. She would also like to know if a decision is required. Christa Kaufmann said she would like more information in the minutes. If a project is completed she would like a little information about the project given in stead of a simple "done".

1. **Adoption of Previous Minutes**

   It was moved, seconded and carried to adopt the minutes of October 24, 2007 Council Meeting as circulated.

2. **Business Arising from Minutes**

   a) Spare dryer - Council is still trying to sell the spare dryer. It is new and they are listing it on Craig's List and Kijiji Canada Classifieds site.
   b) Flooring quote for basement entrance - TEC Flooring will contact Rod MacDonnell to do a quote on replacing the flooring in the basement entrance by the elevator, stairwell and laundry room.
   c) Perimeter fence – S/M received two quotes for a new perimeter fence. One by Restoratech for $54,401.32 and one from Dunright Repairs for $55,175.95. As there are other pressing maintenance issues these quote will be kept for future reference.
   d) Rain barrel - Tricia Meneghello will pick this up at City Hall and install it.
   e) 113 deck replacement - these repairs have been added to the list of other deck repairs and will take place at a future date. Council may look into hiring a company to do deck maintenance if owners are not willing to do this maintenance themselves. If approved, this new maintenance cost would be added to the strata fees when a new budget is presented.
   f) Garage door maintenance schedule – S/M called the company that services the door but has yet to hear back from them. She will contact them again.

g) Roof project – the final invoice was received from Cambie Roofing. The flat roof cost $125,000 and the sloped roof was $70,000. Both these prices are plus GST so the total re-roofing cost $206,700.00. As we raised $240,000 by special levy this should leave approximately $24,000. This will go towards debt recovery to avoid an assessment for the $24,000 owing from the 2005-2006 years.

3. **Financial Statements**

There are two owners that have a significant amount of arrears. Leans have been placed against these units but payment has not received from either owner. The S/M will check to see if mortgages are held by these owners. If they do have mortgages the S/M will contact the mortgage companies to request payment of the outstanding arrears.

There were two outstanding amounts from two owners, that have sold, that were not collected by the previous property management company. These amounts will be "written off".

There is $17,000 outstanding from the assessment for the roof repair (which was due in July 2007). Atira will be contacting owners to arrange payment of these outstanding funds prior to approaching the mortgage companies of these owners units to get payment. Council has instructed Atira to approach the mortgage companies for payment if these owners, who are in arrears, fail to make timely payments.

Coleen Browning reviewed the financial statements and emailed her approval of these statements to Julia Arkos. It was moved, seconded and carried to approve the financial statements for September and October 2007.

4. **Strata Manager's Report**

The top floor plumbing pipes are making noises again. S/M was asked to get two quotes to get the pipes bleed. She asked Melani Plumbing and DMS Mechanical for quotes but has not received them as yet.

One of the leaks in the parkade causes water and debris to fall on an owner's car. The owner has requested that a pan be installed above her vehicle to prevent this from happening. A quote was received from Nikls to install a custom made galvanized pan for $655 plus GST. Council requested that the S/M check with Rod MacDonnell to see if he can do something less expensive.

The S/M contacted Curaflo regarding an updated quote for re-lining/re-piping the building. It has not been received as yet. It will be forwarded to the Council once it has been received.

According to the financial statements received from the previous property management company it looks like two hot water tanks were paid for. Council thought only one hot water tank had been replaced. S/M is to check into this.

A quote for $412.51 to install a sign at the front of the building with the building's address on it was received from Restoratech. Council asked the S/M to see if Rod MacDonnell could do something.

A quote of $2,865 plus GST to repair the fence by unit 110 was received from Restoratech. As there are leak issues in the underground that may require major work on the first floor decks that can impact fencing, fence repairs are put on hold until more information is received.

4. **Correspondence from Owners**

A letter was received from an owner expressing concerns about the calling of the fire department and the fact that the fire doors did not close properly, the deficit, and overseeing the furnace room. The S/M is to arrange for repairs to the doors so they latch properly, the deficit will be discussed at the AGM and Rod MacDonnell will be asked to check the furnace room daily.

An owner requested that the leak over their vehicle in the parkade be attended to. A quote has been received to install a pan and the S/M was asked to check another source for possible solutions.

An email was received from a resident complaining about a resident that leaves a stroller in the hallway blocking the hallway and the nearby exit. The S/M wrote to the owner requesting that the stroller be removed the common area.

5. **New Business**

a) Building keys – There are no spare building keys so the S/M was asked to order some. These will be available at a cost of $50.00.
b) Business Consent Form – This is a form that allows Atira Property Management Inc to make inquires at Revenue Canada regarding the strata's BIN and payroll. This had to be signed by a Council member.
c) Unit that flooded out he units below it with an overflowing toilet. S/M is to let the owner know they will be responsible for repairs to the lower unit or for the insurance deductible, which ever is less.
d) Fireplace quotes – S/M didn't get the name of the company for this work. Julia Arkos said the name of the company would be in the minutes. The S/M will check for the name of the company and get this information for the next meeting.
e) Trimming the bushes and putting down mulch – the S/M asked the landscape company for a quite but did not receive one in time for this meeting.
f) Bike rack – S/M got a quote from a company that makes and installs bike racks. This information was left with a Council member for further investigation.

The next meeting is scheduled January 17, 2008 at 7:00 PM in unit 202

The meeting adjourned at 8:39 PM