

**STRATA CORPORATION BCS2478
SPECTRUM "I & II"
111 WEST GEORGIA STREET
668 CITADEL PARADE
VANCOUVER, BC**

MINUTES OF THE STRATA COUNCIL MEETING OF THE OWNERS OF STRATA PLAN BCS2478 SPECTRUM "I & II", HELD IN THE MEETING ROOM, ADJACENT TO THE LOBBY OF TOWER "I", 111 WEST GEORGIA STREET, VANCOUVER, B.C. ON MONDAY, JANUARY 21, 2008 AT 6:30 P.M.

IN ATTENDANCE

Fiona Burke – President
Tom Mah – Vice President
Pasha Pourfallah – Treasurer

Ana Knight
Curtis Morrison

REPRESENTING RANCHO MANAGEMENT SERVICES (B.C.) LTD.

Joseph Tsang, Senior Property Manager Monika Siniarski, Junior Property Manager

REGRETS

Amita Gill

GUESTS

Cliff Chin

1. **CALL TO ORDER**

There being a quorum present, the meeting was officially called to order at 6:35 p.m.

2. **GUEST PRESENTATION**

Mr. Cliff Chin of Tunnel Vision Transit Advertising Ltd., the firm retained by VANOC to do the banner advertising, was in attendance to discuss with Council the possibility of leasing the "East" and "West" elevations of "Spectrum 1 & 2" to hang the 2010 Olympic banners similar to those seen on buildings at the recent winter Olympic held in Salt Lake City. In doing so, strata will be able to receive Revenue of up to \$4,000 per month for a 10 x 22 square foot of exterior surface space used. Following a fifteen (15) minute question and answer period, Council thanked Mr. Chin for his time and advised him that Council will likely call for a Special General Meeting to consult with the Owners and get back to him.

3. **COUNCIL RESIGNATION**

Mr. Ali Safaie informed Council that he has to resign from Council due to a recent job transfer to Calgary.

4. **ADOPTIONS OF PREVIOUS MEETING MINUTES**

There being no errors or omissions, Council adopted the minutes of the previous meeting held on November 19th, 2007 as presented.

5. COMMITTEE REPORT

a) Bylaws:

The Property Manager provided Council with three (3) copies of sample bylaws from other strata buildings. Council was told that the Committee will meet in the foreseeable future to put together a draft bylaw package for Council's approval on or before the March Council Meeting.

b) Club Ozone:

Council was told that "Spectrum 3 & 4" recently had their Annual General Meetings and expects to appoint a Council Member to represent them on the "Club Ozone" Management Committee. Council then reviewed the rules and regulations for "Club Ozone", which was passed at the November Council Meeting. A suggestion was made to include a new rule governing the need to have proper swimwear while in the pool, sauna or steam room. The Property Manager was asked to write to Concord to have the existing treadmills replaced with commercial quality treadmills as the current ones are for home use only and have already broken down.

c) Deficiency:

Council was presented with a copy of the letter to Concord requesting that they provide strata with two (2) benches for the changing rooms and to install a second enterphone system by the Concierge desk, as well as FOB readers on the respective changing room doors. A response was received from Concord that they will supply the benches and will get back to the strata on other issues.

- i. Common Area Defects: Council was told that the Committee has not met but is expected to meet soon in order to compile the common area deficiency. The Committee hopes to have the list ready by February's meeting. The Committee was told to focus on everywhere else except the hallway areas as Concord and Rancho have already conducted a walk through and noted any deficiencies for the hallways back in November, 2007.

Finally, Council was informed that Concord has taken initiatives to retrofit all the bathroom and kitchen faucets in the suites to prevent future potential damages. The windows were also cleaned, even though, not to Council's satisfaction. Council requested that the Property Manager solicit three (3) quotes for the window cleaning with the first (1st) cleaning to be done in late May.

6. FINANCIAL REPORT

The November's financial statements were reviewed and it was observed that the strata has incurred an operating surplus of \$8,795. There being no questions or discussion, it was **MOVED, SECONDED, and CARRIED** to approve the November's financial statements as presented.

Accounts Receivable

Council is very concerned that the Accounts Receivable as of tonight's meeting is around \$89,000 for both towers, and instructed Rancho to issue lien warning letters to be followed up with lien registration to those Owners who are in arrears.

7. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Building Security**

A lengthy discussion was held with respect to ways of improving the overall security. It was noted that cameras are being installed in the respective lobby areas as well as the elevator cabs. Additionally, Council approved the installation of a gate adjacent to the lobby of '111 West Georgia Street' to reduce pedestrian traffic between 'Dunsmuir and West Georgia Street', as well as a LED light to be installed by the overhead gate to the "Spectrum 1 & 2" parkade entrance to prevent unauthorized entry into the parking area.

Notes: Residents are reminded that security is everyone's business and please do your part by waiting for all common doors, including the overhead gate to close behind you when entering and exiting to not allow strangers into the building.

8. **CORRESPONDENCE**

Owners are invited to write Strata Council, via Rancho Management Services on any Strata related matters and send them to Rancho's office at 701-1190 Hornby Street, Vancouver, BC, V6Z 2K5, or by fax to 604-684-1956 or by e-mail to josephtsang@ranchogroup.com

Correspondence received from Owners was presented to Council for review and instruction was given to the Property Manager on how to respond.

9. **NEW BUSINESS**

a) **Dishwasher Leak:**

Council was advised that a recent leak from a dishwasher in one of the suites has resulted in the Strata Corporation having to file a claim to have the damaged laminated floor replaced. The deductible will be charged-back to the unit Owner, due to the nature of the leak.

b) **Problemated Tenant:**

Council was informed that an investor Owner was forced to evict a tenant recently due to the large number of complaints received against the tenant. Additionally, the unit Owner was also charged with thousands of dollars in repair costs due to damages done by the former tenant.

c) **Move In & Move Out Hours:**

Council is in receipt of a large number of complaints in regards to the long hours allotted for moving. On occasions, it has been observed that only one (1) elevator is available to the Residents while the second elevator is used for moves. Accordingly, by a unanimous resolution, Council adopted the following rule governing moving activities allowed from:

**Mondays to Fridays
10 AM to 1 PM and 1 PM to 4 PM**

**Weekends
8 AM to 11 AM,
11 AM to 2 PM and,
2 PM to 5 PM**

9. **NEW BUSINESS – CONT'D**

c) **Move In & Move Out Hours – Cont'd:**

Council also approved having all the stairwell doors re-keyed with each strata lot be issued the first two (2) keys at \$10 each and subsequent replacement keys at \$100 each. This is to allow Residents the mean to get up to their floors in the event that both elevators are out of order.

d) **Debris from Towers:**

A large number of complaints have been received from Residents on the lower floors with large patios/decks in regards to debris, such as live cigarette butts, beer bottles, etc., being discarded from the towers. The Property Manager was asked to circulate a memo to all Residents asking that such practice be ceased in consideration of their neighbours, and that anyone caught doing so will be fined and possibly their access to "Club Ozone" be taken away. Council also asked the Property Manager to source prices for exterior garbage bins to be placed on the side walks.

e) **Small Parcel Delivery:**

It has been brought to Council's attention that the Concierge has been refusing to accept reasonable sized packages at the desk, and hence forth, the postal office has forced Residents to pick up their parcels from the post office. Council asked that this protocol be amended to have the Concierge staff accept small parcels on behalf of the Residents.

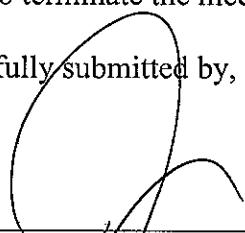
10. **NEXT MEETING**

The next Council Meeting has been tentatively scheduled for **Wednesday, March 5th, 2008 at 6:30 p.m.**

11. **TERMINATION**

There being no other business to discuss, it was **MOVED, SECONDED** and **CARRIED** to terminate the meeting at 8:17 p.m.

Respectfully submitted by,



Joseph Tsang, Senior Property Manager
Rancho Management Services (B.C.) Ltd.
#701-1190 Hornby Street, Vancouver, BC V6Z 2K5
Phone: (604) 684-4508
Direct Line: (604) 331-4253
Email: josephsang@ranchogroup.com