

**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 WEDNESDAY, MARCH 5, 2008 AT 6:30 P.M.**

IN ATTENDANCE

Fiona Burke – President
Amita Gill

Ana Knight

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

Joseph Tsang, Senior Property Manager

REGRETS

Tom Mah – Vice President
Pasha Pourfallah – Treasurer

Curtis Morrison

1. CALL TO ORDER

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

2. PREVIOUS MEETING MINUTES

There being no errors or omissions, Council adopted the minutes of the previous meeting held on January 21, 2008 as presented.

3. COMMITTEE REPORT

a) Bylaws:

The Committee continues to work on the proposed bylaws package and expected to be ready for Council to review shortly.

b) "Club Ozone":

In light of the fact that two (2) treadmills were broken down recently due to the inferior quality of the treadmills being provided by the builder, a letter was sent to Concord Pacific Group on January 29th, 2008, requesting that those treadmills be replaced with commercial grade treadmills which are more suitable for a complex the size of "Spectrum." As of tonight's meeting, no response has been forthcoming from the Builder in this regards.

3. **COMMITTEE REPORT – CONT'D**

b) **"Club Ozone" – Cont'd:**

In accordance with the documents registered at the Land Titles Office, "Spectrum I & II" has been entrusted with the primary responsibility and authority to manage all facets of "Club Ozone", which includes repair and replacement of the south playground area on a day to day basis, and is obligated to consult with "Spectrum 3 and 4" only to ensure the efficient operation of such entities.

Two (2) new benches for the changing rooms have arrived and will be installed this week.

c) **Deficiencies:**

The common area deficiencies list is being compiled and Council asked that the following items be included:

- a proper handicap door closure and button be installed to operate the handicap door adjacent to the lobby of "111 West Georgia Street", and
- the playground area on the second (2nd) floor courtyard be more accessible to Residents by installing a ramp and that the Developer should be asked to provide a FOB reader on the doors in front of the courtyard to the elevator lobby.

4. **FINANCIAL REPORT**

The Property Manager provided the Council with a cursory review of the December and January financials. It was noted that the strata has incurred an operating surplus of approximately \$48,000 as of January 31st, 2008. There being no questions or discussions, it was **MOVED, SECONDED, and CARRIED** to approve the financial statements as presented.

Accounts Receivable:

Council is concerned that the Accounts Receivable remain quite high, at approximately \$50,000 as of tonight's meeting. Council asked that the Property Manager continues to issue lien warning letter, followed by lien registrations against those Owners who have not fulfil their obligations in paying their monthly strata fees on a timely manner.

5. **BUSINESS ARISING FROM PREVIOUS MEETING**

a) **Security Improvements:**

Council was informed that the LED indicator light has been installed and that a memo will be circulated to all Residents explaining its usage shortly. It was suggested to have the sign "*wait for the gate to close completely*" relocated from its current location and placed adjacent to the LED light so that it is more visible to the Residents, most vehicles are required to take a right turn going down the ramp and may have missed the sign.

5. **BUSINESS ARISING FROM PREVIOUS MEETING – CONT'D**

a) **Security Improvements – Cont'd:**

The fence to reduce the pedestrian's traffic between the "West Georgia Street" and "Dunsmuir Street" via duct has been installed, and a two (2) way lock will be installed and keyed to the same key which opens the amenity area.

b) **Small Parcel Delivery:**

A letter has been issued to Canada Post requesting that they continue to deliver small parcels to "Spectrum I & II", and confirmed that such services have been resumed. However, it was brought to Council's attention that the Head Concierge is still refusing to accept packages. The Property Manager was instructed to write to the Concierge Company expressing Council's concern in that the Head Concierge is required to accept small parcels.

c) **Window Cleaning:**

Four (4) quotations were received for the window cleaning, and a motion was passed to retain Champion Window Cleaning to have "Spectrum I & II" windows cleaned in early May.

d) **Trash Containers:**

Samples of exterior trash containers along with the cost were presented to Council for consideration. It was **MOVED, SECONDED, and CARRIED** to purchase the aggregate outdoors receptacle from Costco at a cost of \$376.13 each, a total of three (3) separate containers is to be purchased and placed in front of the respective sidewalk areas so that the Residents can dispose of their pets' excrement.

e) **Olympic Banner:**

The expected revenue generated from allowing Olympic banners to be hung from "Spectrum" towers is expected to be a significant amount. Council asked that such issue be included on the agenda of the next Annual General Meeting for the consideration of the General Membership.

f) **Stairwell Access:**

All the stairwell doors have been re-keyed to the designated floor so that only Residents living on the floors will have a key. This is to allow Residents an opportunity to use the stairs to get back up to their respective floors in the event both elevators are down. Residents can pick up such key at the Concierge desk by paying the applicable fee.

6. **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 josephsang@ranchogroup.com

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

7. **NEW BUSINESS**

a) **Sprinkler Head Leak:**

Council was informed that on the early morning hours of February 10th, 2008, a Resident of unit 1503 has inadvertently hung clothes on the fire sprinkler head in their suite, causing the sprinkler head to burst and resulting in water damages to approximately twenty-five (25) suites. Consequently, an insurance claim has to be filed against the strata's insurance for water damages, with the deductible amount of \$2500 being charged back to unit 1503. As a result of such incident, a motion was passed unanimously to have the Property Manager purchased a protective cage to be installed in all the sprinkler heads inside the individual suites, with the cost of the cage be charged back to the Owner along with a \$25 installation cost. This is done to prevent similar mishaps resulting unnecessary increase in the strata's insurance.

b) **Bulletin board:**

It was suggested that a bulletin board be mounted on the wall outside the changing rooms for conducting business by the Residents of the "Spectrum" towers with the materials posted being updated every Mondays.

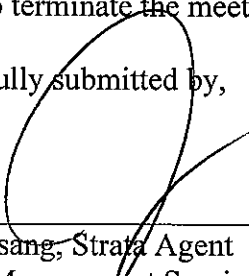
8. **NEXT MEETING**

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

9. **TERMINATION**

There being no other business to discuss, it was **MOVED, SECONDED** and **CARRIED** to terminate the meeting at 7:30 p.m.

Respectfully submitted by,



Joseph Tsang, Strata Agent
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COMMUNICATION WITH STRATA COUNCIL

Strata Council welcomes the opportunity to serve you by keeping the lines of communication open at all times. Owners are therefore invited to write the Strata Council, via Rancho Management Services at 701-1190 Hornby Street, Vancouver, BC, V6Z 2K5, on any Strata Corporation matter. Correspondence received will be presented and reviewed by Strata Council. In the event Rancho can answer your questions about standard Strata Corporation-related matters, please call us at 604 684-4508.