

COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
THURSDAY, APRIL 2, 2009

STRATA COUNCIL MEETING MINUTES
STRATA PLAN, V.R. 837 – HASTINGS MANOR
Thursday, April 2, 2009

In Attendance:

Frances Cross	#102
Paul Miller	#205
Karen Bertram	#308
Jeff Wood	#210
Mike Burton	

With Regrets:
Craig Kelly
Renata Sarkozi

1. Call to Order

Meeting called to order at 7.44 p.m.

2. Approval of the Previous Meeting Minutes

The minutes of the Strata Council meeting held on March 7, 2009 were reviewed. It was **MOVED** and **SECONDED** that the minutes of the previous Strata Council meeting be included in these minutes.
MOTION CARRIED.

3. Business Arising from the Previous Meeting Minutes – March 7, 2009

Action

a. Laundry Room Upgrades

The laundry rooms in both Buildings A and B are undergoing upgrades to facilitate the new washer/dryer machines. The items that will be addressed during the upgrades include electrical, piping, the drains, the floor, the ceiling, drywall and finishing.

The contract for the new machines has been signed. Once complete, Building A will have 3 full washer/dryer stacks and 2 full washer/dryer stacks.

Everything is anticipated to be completed by the end of April assuming no unforeseen circumstances

Ascent
Management/Strata
Council

b. Building "A" Flood Update

Due to the cost of the repairs to the affected suites, the Strata Council will be putting in a claim through the Strata insurance. The \$15,000 deductible will be paid through the Contingency Fund and will need to be recouped at the fiscal year end.

A repair to one of the suites is well underway and the other suites repairs will start on April 6th.

Ascent
Management/
Strata Council

Building Envelope
Committee/Strata
Council

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c. Building Envelope In March, the Building Envelope committee created requests for proposal (RFPs) for both engineering firms and contractors. The RFP for contractors covered immediate repairs to the planter box near the entrance to Building A and the little roof in Building A over the entrance and laundry roof. The RFP for engineering firms covered the development of a comprehensive repair plan, a long-term maintenance plan, and the oversight of any repair work. The committee has received responses from 6 companies. The committee reviewed the engineering firm proposals and made a proposal to the Strata Council as to their recommendation for the engineering firm to oversee upcoming repairs. The Strata Council has made their decision and is in the process of securing a contract with the chosen company. Once the contract is secured, the Strata Council will ask the engineering firm to define a scope of work and the review the contractor's proposals. The scope of work will include immediate repairs to the planter box near the entrance to Building A and the little roof in Building A over the entrance and laundry roof. A resolution will be raised at the AGM for a special levy to cover the cost of the immediate repairs along with the development of the comprehensive repair plan and long-term maintenance plan. d. New and Revised Bylaws Strata Council is expecting to call a meeting in the next few months to present the new and amended bylaws to the owners for approval. e. Building B Repair: NE corner All repairs are completed except for staining, which will be completed in drier weather. f. AGM Date and Proposed Budget June 4, 2009 has been set as the date for the Annual General Meeting. The Annual General Meeting information package will be delivered to all owners by mid May. If you are unable to make the meeting, please be sure to give your proxy vote to someone that will be at the meeting. g. Financials As of March 31, 2009, we are over our operating budget by approximately \$25,000. This overage is due to lawyers fees incurred by the Strata in attempt to recover outstanding amounts owed on two suites, unexpected boiler and plumbing repairs, the repairs completed to the NE corner of Building B, the pipe replacement in Building A that supplied the main water supply to both buildings and the \$15,000 insurance deductible for Building A flood. These amounts will need to be recouped through a special assessment that will be proposed at the AGM.	Strata Council Ascent Management /Strata Council Ascent Management/Strata Council Ascent Management/Strata Council Ascent Management/Strata Council Ascent Management/Strata Council
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h. Outstanding Payments Strata lot SL10 has made a partial payment. Council is still working with the owner to recover the remaining amount. SL34 has notified Council that they will attempt to make full payment. Council is still awaiting payment i. Landscaping: Council will be renewing the contract with Cornerstone Landscaping. Council will be discussing with Cornerstone the options for removing or repairing the areas that were damaged during last year's snowfall.	Council
4. New Business	
a. Building A: Bathroom leak While repairs were being completed on a suite due to a leak, a hole was discovered in one of the pipes in the wall of the bathroom. Latham's was called in to replace the pipe. b. Correspondence from owner A letter was received from an owner in Building A that outlines some areas that the owner is requesting the Strata to address. The areas of concern include a crack discovered in the bathroom after a flood, an air intake valve from the hallway blows cold air directly into the owner's suite and the owner's fence is falling down. The Council will investigate these areas of concern and work towards fixing these areas of concern. c. Building A - Discovery of Mold During the recent repairs to the suites after the flood in Building A, there was a fair bit of mold found in the suites. The mold will be removed and the areas cleaned. TO OWNERS: The help curb the spread of further mold, The Canada Mortgage and Housing Corporation has an article on their website that describes how to clean mold when discovered and things that can be done to stop the spread of mold. The website is listed below: <u>http://www.cmhc-schl.gc.ca/en/co/maho/yohoyohe/momo/momo_005.cfm</u> d. 15 minute towing A reminder that the 15 minute parking spot is only for temporary use (i.e. 15 minutes). Any vehicles found parked there for longer than 15 minutes will be towed away at the owner's expense. e. Fire Lane –subject to immediate towing The fire lanes for our buildings are the entire driveway. A reminder that any vehicles parking in the fire lane are subject to immediate towing at the expense of the owner.	Ascent Management/ Strata Council Ascent Management/Strata Council Strata Council/OWNERS Ascent Management/ Strata Council Ascent Management/ Strata Council

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5. Home Owner Reminders	
a. Process for Emergency Callouts IMPORTANT: Please note the following process for the handling of emergency callouts. 1. If an owner has an emergency, please contact Ascent's Emergency Call Out number (604)293-2459 and do not <u>directly</u> contact a Council member. Ascent will ensure Strata Council is contacted as necessary. 2. Any costs incurred due to the call out, inclusive of the entire bill, <u>will be</u> charged back directly to the owner if it was determined that the call out was not of an emergency level or not strata's responsibility. b. Procedure if experiencing problems opening the garage door. 1. Look for notification of a garage door code change posted in the lobby. 2. Contact Mike Burton at Ascent Management to get the new code. His contact information is: Phone: (604) 293-2459 E-mail: mburton@ascentpm.com c. Clearing of Debris from Balconies and Patios The rainy season is now here. Please ensure to keep your drains clean to avoid and possible water damage and/or ingress. d. Payments Left in Strata Mailbox Council is requesting that owners do not leave any payments in the Strata Mailbox. Council can not guarantee the security of these payments as well as ensuring timely payments. Please send all payments directly to Ascent Management. e. Security Issues For the benefit of all owners, please be diligent in ensuring that the buildings remain secure. This includes ensuring that all doors are closed and locked, that the garage door clickers do not remain in your vehicle and that you wait for the garage door to close completely before driving away. It has been noted that there are still a number of people that do not wait for the garage door to close completely. This is very big security issue, which is costly to all owners. f. Insurance Council would like to remind all owners the importance of having up to date insurance for their homes, contents and cars. Recently there was a reminder that was put under each person's door. g. Emergency Fire Plans As a security issue, please review and practice your emergency plans with your family.	O W N E R S O W N E R S

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h. Pet owners Please ensure that you pick up after your pet to ensure that our property remains clean and does not incur any extra landscaping charges. Reminder: It is bylaw infraction to not pick up after your pet. Anyone who does not pick up after their pet will be immediately charged \$200.00 per offence. i. Smoking in Parkades and Hallways Please remember that smoking in all common areas is restricted. This includes parkades, hallways, and balconies or decks. j. Playing in Parkades and Hallways Please remember that playing in the parkades and hallways is restricted as it can be dangerous and can cause a disturbance for other owners. Please try to be respectful of other owners' private belongings (i.e. vehicles and bikes) and of the potential noise issue. k. Repairs/Upgrades A reminder that any repairs/upgrades for flooring must be approved by Council prior to any action being taken. When renovating suites, please take extra caution when doing any flooring, including baseboards. The heating pipes seem to be very close to floor and to the bottom of baseboards. Please use adhesive when installing baseboards to help decrease the chance of any extensive damage occurring (e.g. nails in piping). Any damages to your suite or any other owner's suites that occur due to any of your renovations will be charged to your suite. i. Fire Inspection Please remember the following are violations of the fire code: - Leaving personal items in the hallway - Your parking stall is to only have bikes; one set of tires, and insured trailers. All other items are in violation of the fire code. - Your parking stall is not to be used as storage. - Please do not prop open the garbage bins. - The garbage bins are to contain only personal household garbage. All other garbage must be disposed of at the owners cost and this includes building materials, furniture, cribs, other large plastic toys, etc. - If you place items near the garbage can to give away, please put a sign that indicates the suite that placed them there and the date placed there. If in 1 week's time, the item has not been taken, the owner is responsible for removal of the item. - All vehicles parked in the underground must have insurance.	
6. Strata Council Meetings	
The next strata meeting is tentatively scheduled for the end of April	

7. Adjournment and Next Meeting

There being no further business to transact, the meeting was adjourned at 9:45 p.m.

COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
SATURDAY, MARCH 7, 2009

STRATA COUNCIL MEETING MINUTES
STRATA PLAN, V.R. 837 – HASTINGS MANOR
Saturday, March 7, 2009

In Attendance:

Frances Cross #102
Paul Miller #205
Karen Bertram #308

With Regrets:
Craig Kelly
Jeff Wood
Renata Sarkozi

1. Call to Order

Meeting called to order at 10:00 a.m.

2. Approval of the Previous Meeting Minutes

The minutes of the Strata Council meeting held on February 2, 2009 were reviewed. It was **MOVED** and **SECONDED** that the minutes of the previous Strata Council meeting be included in these minutes **MOTION CARRIED.**

3. Business Arising from the Previous Meeting Minutes – February 2, 2009

3. Business Arising from the Previous Meeting Minutes – February 2, 2009	Action
a. Outstanding Payments Strata lots SL10 and SL34 are not up to date with payments owing to strata company. SL10 has been notified and will be paying the outstanding amount, in accordance with the terms set out in the agreement with Strata and Ascent Management. SL34 has not made any attempt to respond the lawyers. A lien has been placed against the unit and foreclosure proceedings has commenced against the owner.	Ascent Management/Strata Council
b. Building "A" Flood Update Repairs and mold remediation are on-going on the suites that were affected by the flood in Building A on December 21, 2008. The cost of the repair will be significantly higher than the \$15,000 insurance deductible therefore a claim will be made through our insurance. The Strata will be using funds from the contingency fund to pay the \$15,000 deductible. This amount will need to be recouped at year-end via special assessment.	Ascent Management/Strata Council
c. Laundry Room Upgrade Weststar has supplied a quote to upgrade the laundry rooms in both Building A & B. The upgrades will allow the new washers/dryers that have been ordered to be installed. The quote has been approved and the upgrades will start with the electrical work.	Ascent Management/Strata Council

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d. Boiler/Hot Water Heating Safety Inspections Lathams completed a safety inspection of both boilers. It has supplied to Council some safety recommendations and the cost to complete those items. Council is reviewing the items against previous work done. Any work that may be done will be done in the new fiscal year.	Strata Council
e. Building Repairs – Building B (Northeast corner) Westar has tracked the issue that was causing the leak in to the owner's suite. They have completed the repair to stop this leak. The new siding will be stained after the rainy season ends. The work to complete the repairs to the inside of the suite is on-going.	Ascent Management /Strata Council
f. Building Envelope Committee The deadline for receiving replies from the Request for Quotation ("RFQ") sent to the contractors and the Request for Proposal ("RFP") sent to the engineering is March 19. There were 6-7 contractors and engineering that were contacted. Currently we have had responses from 4 engineering and contracting firms each stating that they will bid on the work. The work that they are currently bidding on is to fix the small roof in Building A and to correct the water ingress issue in Building A caused by the planter box by the front entrance. The work that was recently completed on Building B's northeast corner will not be bidden on by the companies because it was deemed an emergency due to the amount of water and mold that was found in the suite. This is the main construction work that has been planned for this year. Any other non-immediate repairs will be considered for the following year. The Building Envelope Committee will be creating a plan/checklist that will be used to review all the submitted bids from the contractors and engineering firms. The items that the Building Envelope Committee has asked for in the RFP and RFQ are the following: - A plan that prioritizes work that needs to be completed on the buildings and estimated costs for this work. - Costs to repair the items that we have outlined in the RFQ. - Review the work that was recently completed on Building B. - Completion of a detailed maintenance plan for the buildings. - Hourly rates for any ad-hoc that needs to be completed by the engineer and contractor. The next meeting for the committee is April 2. At this meeting the responses to the RFP and RFQ will be reviewed by the Building Envelope Committee and their recommendation will be provided to Strata Council for the April 6 Strata Council meeting. If suitable responses have been received the Strata Council will prepare an information package and resolution(s) for the owners to vote on at the AGM to be held in May.	Building Envelope Committee/Strata Council

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g. Insulation of pipe	The water pipe was replaced late in 2008 will need to be insulated to ensure no freezing up in the winter. With spring approaching and the chance of extremely cold weather low, Strata will be completing this item in the new fiscal year. Council is in the process of receiving quotes to complete this project.	Ascent Management /Strata Council
h. Landscaping:	Council is reviewing options to repair the areas that were damaged during this past year's snowfall. One area of focus is the shrubs lining the alleys.	Strata Council
i. Financial Report	As of Jan 31, 2009, we have a surplus of \$1771.57 for our operating budget, this is expected to be a deficit of about 4-5000 by March 31, once final utility bills are in. Please note that this does not include any money required during the year from the Contingency Reserve Fund. That will also require a contribution from all suites at year-end, as we drew against it for the incoming water pipe replacement done in November.	Strata Council
4. New Business		
a. Building B Gas Leak	Two owners from Building B notified Ascent management of the smell of gas outside the southeast corner of Building B. Terasen investigated and found that the pipe between Building A and Building B was faulty. The gas was shutoff to Building B and the Lathams completed the required repairs.	Ascent Management/ Strata Council
b. Garage Door – Building A	There have been 3 separate occurrences in Building A in the last month of the garage door being stuck in an open position. This is due to a garage door clicker stuck in the "ON" position being left in an owner's vehicle. Council is again requesting that all owners DO NOT leave their garage door clickers in their vehicles. There is a great deal of time and money that is spent correcting this issue and it would not be an issue if there were no garage door clickers left in vehicles. If an owner is found to be the cause of the garage door being stuck open, a \$200 fine will be charged to the owner as well as any service costs incurred. To help correct this issue, Strata is making a suggestion to purchase a new garage door opener that is quite small and can be attached to your key ring. These openers can be found at Canadian Tire.	Strata Council/OWNERS

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SATURDAY, MARCH 7, 2009

Procedure to follow if you are experiencing problems opening the garage door. 1. Look for notification of a garage door code change posted in the lobby. 2. Contact Mike Burton at Ascent Management to get the new code. His contact information is: Phone: (604) 293-2459 E-mail: mburton@ascentpm.com c. Garage Door Security Due to the break-ins that occurred at the beginning of February, anti-pry plates have been installed on all pedestrian entrances and exits of the garages. There was an issue with one of the doors in Building B having problems closing and locking. Door to Door corrected this issue. d. Zone Valve Repair Strata council received a request from an owner in Building B to correct their heating issue. The heat in their suite would not shut off. Latham's investigated and found that the zone valve needed to be repaired. This repair was completed. e. 15 minute towing A reminder that the 15 minute parking spot is only for temporary use (i.e. 15 minutes). Any vehicles found parked there for longer than 15 minutes will be towed away at the owner's expense. f. Fire Lane –subject to immediate towing The fire lanes for our buildings are the entire driveway. A reminder that any vehicles parking in the fire lane are subject to immediate towing at the expense of the owner.	Ascent Management/ Strata Council Ascent Management/ Strata Council Strata Council/OWNERS Strata Council/OWNERS
5. Home Owner Reminders	
a. Process for Emergency Callouts IMPORTANT: Please note the following process for the handling of emergency callouts. 1. If an owner has an emergency, please contact Ascent's Emergency Call Out number (604)293-2459 and do not <u>directly</u> contact a Council member. Ascent will ensure Strata Council is contacted as necessary. 2. Any costs incurred due to the call out, inclusive of the entire bill, <u>will be</u> charged back directly to the owner if it was determined that the call out was not of an emergency level or not strata's responsibility. b. Clearing of Debris from Balconies and Patios The rainy season is now here. Please ensure to keep your drains clean to avoid and possible water damage and/or ingress.	O W N E

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c. Payments Left in Strata Mailboxes

Council is requesting that owners do not leave any payments in the Strata Mailbox. Council can not guarantee the security of these payments as well as ensuring timely payments. Please send all payments directly to Ascent Management.

d. Security Issues

For the benefit of all owners, please be diligent in ensuring that the buildings remain secure. This includes ensuring that all doors are closed and locked, that the garage door clickers do not remain in your vehicle and that you wait for the garage door to close completely before driving away.

It has been noted that there are still a number of people that do not wait for the garage door to close completely. This is very big security issue, which is costly to all owners.

e. Insurance

Council would like to remind all owners the importance of having up to date insurance for their homes, contents and cars. Recently there was a reminder that was put under each person's door.

f. Emergency Fire Plans

As a security issue, please review and practice your emergency plans with your family.

g. Pet owners

Please ensure that you pick up after your pet to ensure that our property remains clean and does not incur any extra landscaping charges.

Reminder: It is bylaw infraction to not pick up after your pet. Anyone who does not pick up after their pet will be immediately charged \$200.00 per offence.

h. Smoking in Parkades and Hallways

Please remember that smoking in all common areas is restricted. This includes parkades, hallways, and balconies or decks.

i. Playing in Parkades and Hallways

Please remember that playing in the parkades and hallways is restricted as it can be dangerous and can cause a disturbance for other owners. Please try to be respectful of other owners' private belongings (i.e. vehicles and bikes) and of the potential noise issue.

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SATURDAY, MARCH 7, 2009

j. Repairs/Upgrades A reminder that any repairs/upgrades for flooring must be approved by Council prior to any action being taken. When renovating suites, please take extra caution when doing any flooring, including baseboards. The heating pipes seem to be very close to floor and to the bottom of baseboards. Please use adhesive when installing baseboards to help decrease the chance of any extensive damage occurring (e.g. nails in piping). Any damages to your suite or any other owner's suites that occur due to any of your renovations will be charged to your suite. i. Fire Inspection Please remember the following are violations of the fire code: - Leaving personal items in the hallway - Your parking stall is to only have bikes; one set of tires, and insured trailers. All other items are in violation of the fire code. - Your parking stall is not to be used as storage. - Please do not prop open the garbage bins. - The garbage bins are to contain only personal household garbage. All other garbage must be disposed of at the owners cost and this includes building materials, furniture, cribs, other large plastic toys, etc. - If you place items near the garbage can to give away, please put a sign that indicates the suite that placed them there and the date placed there. If in 1 week's time, the item has not been taken, the owner is responsible for removal of the item. - All vehicles parked in the underground must have insurance.	
6. Strata Council Meetings	
The next scheduled meeting for council is April 6. The remaining days will be confirmed with the new strata meeting to be elected at the next AGM.	

7. Adjournment and Next Meeting

There being no further business to transact, the meeting was adjourned at 11:30 a.m.

COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
MONDAY, FEBRUARY 2, 2009

STRATA COUNCIL MEETING MINUTES
STRATA PLAN, V.R. 837 – HASTINGS MANOR
Monday, February 2, 2009

In Attendance:

Frances Cross	#102
Paul Miller	#205
Karen Bertram	#308
Craig Kelly	#104
Jeff Wood	#210

With Regrets:
Renata Sarkozi

1. Call to Order

Meeting called to order at 7:07 p.m.

2. Approval of the Previous Meeting Minutes

The minutes of the Strata Council meeting held on January 5, 2009 were reviewed. It was **MOVED** and **SECONDED** that the minutes of the previous Strata Council meeting be included in these minutes
MOTION CARRIED.

3. Business Arising from the Previous Meeting Minutes – Jan 5/09

Action

a. Elevator Maintenance

Council has received the elevator maintenance contract. Council is reviewing the contract before renewing the contract.

Ascent
Management/Strata
Council

b. Laundry Room Upgrades

Council is arranging for companies to quote on the electrical and plumbing work that is required to install more washers.

Ascent
Management/
Strata Council

c. Building "A" Flood Update

Repairs have started on the areas affected by the flood in Building A on December 21, 2008. These repairs are still ongoing.

Ascent
Management/
Strata Council

Mold has been discovered in one of the suites. Council is receiving quotes on having the mold remediation.

d. Repairs & Maintenance Procedures & Protocol

Ascent Management is the main contact for all owners if there are any emergency, repair or maintenance issues, Ascent is also the main contact for any Strata queries.

Ascent
Management

Council members should not be contacted directly.

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e. Outstanding Payments Strata lots SL10 and SL34 are not up to date with payments owing to strata company. The units in question have been notified and the deadline for suites to have contacted Ascent has passed. Legal proceedings will be commenced against each of these suites. f. Financial Report As of December 31, 2008 Income Statement, we are on track to being \$4-5,000 over budget assuming no emergency issues occur. The Strata fiscal year end is March 31. The Strata borrowed \$16,000 from the CRF to cover operating expenses. g. Fence Council is still trying to contact the church regarding installing barriers to stop people from running into the fence.	Strata Council Ascent Management/ Strata Council Strata Council
4. New Business	
a. Correspondence from owners 105 – disputing charge - wrong time A letter was received in response to check the heating in a suite in Building A. Latham's has been called to investigate the source of the problem. A letter was received in response to a warning letter that was sent to suite in Building A regarding improper wiring in a suite that caused the main breaker to the suite to blow. Electricity was restored to the suite. The owner is disputing the fact that the fuse blew due to improper wiring. Council is still working to resolve the issue. A letter was received to dispute a chargeback to the owner's suite. The chargeback resulted from an after-hours call that was placed to fix the garage door that was stuck open. It was determined that the cause of the door being stuck open was due the button of the door clicker, which was left in the vehicle, being depressed. b. Roof Cleaning Council is working on getting a quote to clean the roofs of debris and moss and to have any areas that could be a potential problem fixed. This will lengthen the lives of both roofs to avoid having to have the roofs replaced in the near future. c. Pest Control Contract Council and Ascent Management are in the process of finding a new pest control company to have on file to resolve any pest issues. The new company will need to use environmentally friendly methods and substances to avoid any issues with any owners that have pets. d. Repair to the North East corner of Building B Council will be receiving a quote from Westar to look at doing a repair to the Northeast corner of Building B. The quote will be to discover where the leak is originating from and to fix the area of concern. The repair will be enough	Ascent Management/ Strata Council Strata Council Ascent Management/ Strata Council Strata Council

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to correct the immediate problem but will not be permanent so that it will not affect any future potential siding repairs done to that area of the building.	
e. Unit #104 – Mold Remediation Council has received quotes to investigate and fix the mold issues discovered in Suite 104 – Building A due to the recent flooding.	Strata Council
f. Annual General Meeting The next annual general meeting will be held in May, 2009. Once the date has been finalized, owners will be notified. The Annual General meeting package will be delivered to owners in mid-April.	Ascent Management/ Strata Council
g. Landscaping: Cornerstone has been on-site to complete some heavy pruning along the south-east side of Building A and along Mountain Highway. Council is looking at some options to fix some of the areas that were damaged during the snowfall.	Strata Council
h. Building “B” Laundry Shut-offs: Council is investigating putting in insulated water-shutoffs in the laundry room in Building B to avoid the pipe freezing that was experience in the past few months. These shut-offs will be completed during the laundry room repairs/upgrades that will need to be done to input the new efficient washer/dryers.	Strata Council
i. Parkade Break-In On January 21, parkades in both Building A and B were broken into. Many items were stolen, including garage door clickers, GPS, money, and bikes. Some vehicles had their windows smashed or other vehicles were damaged in an attempt to gain access. A second break-in occurred on February 2 in Building A. Vehicles were damaged and personal items stolen. Door to Door was called in to install anti-pry devices on all the garage entry doors.	Strata Council/OWNERS
j. 15 minute towing A reminder that the 15 minute parking spot is only for temporary use (i.e. 15 minutes). Any vehicles found parked there for longer than 15 minutes will be towed away at the owner’s expense.	OWNERS
k. Fire Lane –subject to immediate towing The fire lanes for our buildings are the entire driveway. A reminder that any vehicles parking in the fire lane are subject to immediate towing at the expense of the owner.	OWNERS
l. Water Main Insulation Council has approved that the water main for both buildings that was recently replaced will be insulated to avoid any potential freezing issues and water main repairs.	Strata Council

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MONDAY, FEBRUARY 2, 2009

m. Smoking in Parkades and Hallways It has been observed by other owners that people have been smoking in restricted areas. Please remember that smoking in all common areas is restricted. This includes parkades, hallways, and balconies or decks. n. Playing in Parkades and Hallways It has been observed by other owners that people have been playing in the parkades and hallways. Please remember that playing in the parkades and hallways is restricted as it can be dangerous and can cause a disturbance for other owners. Please try to be respectful of other owners' private belongings (i.e. vehicles and bikes) and of the potential noise issue.	OWNERS OWNERS
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f. Emergency Fire Plans

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h. Repairs/Upgrades

A reminder that any repairs/upgrades for flooring must be approved by Council prior to any action being taken.

When renovating suites, please take extra caution when doing any flooring, including baseboards. The heating pipes seem to be very close to floor and to the bottom of baseboards. Please use adhesive when installing baseboards to help decrease the chance of any extensive damage occurring (e.g. nails in piping). Any damages to your suite or any other owner's suites that occur due to any of your renovations will be charged to your suite.

i. Fire Inspection

Please remember the following are violations of the fire code:

- Leaving personal items in the hallway
- Your parking stall is to only have bikes; one set of tires, and insured trailers. All other items are in violation of the fire code.
- Your parking stall is not to be used as storage.
- Please do not prop open the garbage bins.
- The garbage bins are to contain only personal household garbage. All other garbage must be disposed of at the owners cost and this includes building materials, furniture, cribs, other large plastic toys, etc.
- If you place items near the garbage can to give away, please put a sign that indicates the suite that placed them there and the date placed there. If in 1 week's time, the item has not been taken, the owner is responsible for removal of the item.
- All vehicles parked in the underground must have insurance.

OWNERS

6. Strata Council Meetings

The next scheduled meetings for council are March 2 and April 6. The remaining days will be confirmed with the new strata meeting to be elected at the next AGM.

COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
MONDAY, FEBRUARY 2, 2009

7. **Adjournment and Next Meeting**

There being no further business to transact, the meeting was adjourned at 8:45 p.m.

COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
MONDAY, FEBRUARY 2, 2009

Building Envelope Update

Origination of the Committee:

A Building envelope committee was formed to deal with the building envelope, long-term maintenance and some immediate repairs required to areas in Building A and B. The committee is comprised of owners in both buildings. The committee is meeting once a month.

Committee Findings:

Based on the engineering report developed by JRS Engineering in September 2008 and feedback from the owners at the recent information meeting, the building repair committee is working toward developing a plan for a set of staged repairs. This staged repair process is expected to last for 3-5 years. This is consistent with JRS's findings that the building envelope is in good shape with a few specific areas of concern.

Actions Items:

There are a few immediate repairs that need to be undertaken. These include the Laundry Room in Building A, the small roof over the entrance to Building A, and the north-east corner of Building B.

At this time we have contacted Weststar construction to begin an immediate short term repair to the north-east corner. This is to make the suite affected livable until the proper repairs are completed. We have outlined the scope of work for the repair and the project will be incorporated into the operating budget for this year.

An engineering firm will be retained to define the repair plan (i.e., what specific repairs will be done, the order in which the repairs will be done, the timing and duration of the repairs), estimate costs for these repairs, assist in the selection of an appropriate construction firm, oversee the repairs, and develop an ongoing maintenance plan. The Building Envelope Committee is creating a shortlist of potential firms and will be sending them a Scope of Services in the near future for them to bid on. The engineering firms will first be contacted to provide cost quotes associated with overseeing the process. The engineering firm will act in our best interests to ensure work is complete, on-time and also prevent cost overruns.

We are recommending to Strata council to contact JRS at this time to provide assistance for the scope of work contract bid. This is to ensure the scope of work is complete and clear to any construction company, and to expedite the bid process. Strata Council will identify an appropriate contractor to undertake these repairs. This will be done by sending out a scope of work contract which the construction firms can bid on. The bids tendered will then be reviewed by the Building Envelope Committee and forwarded to Strata with our recommendations. The bid contract is being sent out this February 2009 to ensure Strata council has an opportunity to present a resolution to Strata owners. For the spring 2009 general meeting (i.e. likely at the AGM) we will have a resolution to present to the owners that will include;

- Costs for the immediate repairs, with an expected time line (August 2009) for completion.
- Costs for the engineering work to develop the repair plan, oversee the immediate repairs, and develop the maintenance plan.
- Once the engineers complete the repair plan (fall 2009), we will have;
 - o Cost estimates for the staged repairs (both construction and engineering) and cost estimates for ongoing maintenance. The scope of work will be part of the resolutions offered to Strata owners.

Thank you;
The Building Envelope Committee
Jeff, Fletcher, Karen, Paul, Lisa, Frances, Sebastian

COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
MONDAY, JANUARY 5, 2009

STRATA COUNCIL MEETING MINUTES
STRATA PLAN, V.R. 837 – HASTINGS MANOR

Monday, January 5, 2009
Waves Coffee House, North Vancouver

In Attendance:

Frances Cross	#102
Karen Bertram	#308
Craig Kelly	#104
Jeff Wood	#210

With Regrets:

Paul Miller
Renata Sarkozi

1. Call to Order

Meeting called to order at 7:15 p.m.

2. Approval of the Previous Meeting Minutes

The minutes of the Strata Council meeting held on December 11, 2008 were reviewed. Due to extenuating circumstances, the minutes of the December 11, 2008 meeting were not released before this meeting. It was proposed that all items covered in the December 11, 2008 meeting be covered in these minutes. It was **MOVED** and **SECONDED** that the minutes of the previous Strata Council meeting be included in these minutes.

MOTION CARRIED.

3. Business Arising from the Previous Meeting Minutes – Dec 11/08 and Jan 5/09

Action

b. Outstanding Payments

Strata lots SL10 and SL34 are not up to date with payments owing to strata company. The units in question have been notified and the deadline for suites to have contacted Ascent has passed. Ascent and Strata Council is working towards resolution of the outstanding issues.

Ascent
Management

c. Financial Report

There are still some outstanding balances from the last assessment and so letters have been sent to the suites in question.

Ascent
Management/
Strata Council

Based on the November 30 financials, it shows that we expect to be slightly over budget.

REMINDER: Levy #3 assessment was due November 1, 2008. Please ensure that your account is up-to-date.

Some owners are in arrears of the past levies. The suites in question have been sent letters. There three suites have been sent Notices of Default since September 2008 are SL27, SL29, SL34.

Levy 3 was due November 1, 2008 and as of December 31; Levy 3 was still showing as outstanding for suites SL, SL10, SL27, SL29, SL30, SL16, and SL34.

COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
MONDAY, JANUARY 5, 2009

As illustrated above, there are still many suites that are in arrears for the Levy 3 that was due November 1. To ensure that we have adequate cash flow, please make certain that all outstanding balances are brought up to date and all future payments are made when required. NOTE: Please remember that all outstanding levies and strata fees are subject to an ongoing interest charge of 10 percent per annum compounded annually.	Strata Council
d. Everyday Allstar The timer has been changed so that the lights in the front entrance areas will come at an earlier time. Everyday Allstar will also be attending to cleaning the roofs once we have confirmed that Everyday Allstar has WCB coverage.	Strata Council
e. Lathams The main water pipe from the district to the Buildings A and B had to be repaired before a major leak occurred. Pipe replacement to this main water line occurred to resolve the problem. Final cost of the pipe replacement has not been finalized as we are waiting for the insulation of the pipe. The final amount will be paid from the contingency fund as this was deemed an emergency. This amount will need to be recouped at the end of the fiscal year. There have been complaints as to the issue of the decreased water pressure. Lathams has increased the pressure of the water at their last quarterly visit. The Safety Authority of B.C. inspected the boilers in Building A and B and some repairs will be completed. Some of the issues that must be addressed are a low water cut off sensor, seal bearing assembly and some covers must be installed. Also must look at bringing the boilers up to speed to handle an increase in pressure.	Strata Council
f. Fence Council will be contacting the church regarding installing barriers to stop people from running into the fence.	Strata Council
g. Landscaping There have been complaints as the amount of leaves in the bed as it looks messy. The leaves were placed there as natural mulch. Council has requested that Cornerstone put less leaves to still have mulch in the beds. The front bed of Building B has also been cleaned out.	Strata Council
h. Door to Door Building A's garage door was stuck open. An emergency callout was placed with Door to Door to fix the door. It was found that a faulty clicker from SL5 was the cause of the door being stuck open. The cost of this callout will be charged back to the suite at fault. The cost of the callout is \$200.	OWNERS

COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
MONDAY, JANUARY 5, 2009

Please remember to not leave your garage door clicker in your vehicle. If your garage door opener is found to be at fault for any garage door problems, the full cost of the call out will be charged back to your suite. i. Everyday Allstar We have finalized the contract with Everyday Allstar with respect to the cleaning services provided to both buildings. Council is continuing to monitor adherence to the contract. Abdul is the new cleaner. j. Elevators A member of council will be reviewing the contract with Schindler to ensure adherence with the contract items. Council will be investigating the potential of changing contracts and will be attaining quotes for a new service contract	Strata Council Strata Council
3. New Business (December 11, 2008)	
k. Holiday Party Council would like thank all the participants and attendees. The party was a great success and good time was had by everyone. All refreshments and food was donated by the owners. l. Washer Dryer Council is still requesting receiving quotes for new washers and dryers as well as the upgrades needed to install the new washers and dryers. m. Parkade The parkade fan in Building B was originally turned on due to some complaints of exhaust coming up the pipes to some of the ground floor suites. The exhaust will be an issue in the winter due to the vehicles being run. The parkade fan in Building B has since been turned off due to noise complaints. Building B is a vented garage and exhaust from vehicles can still be an issue. The Council is therefore going to consider putting a timer on parkade fan. <u>NOTE:</u> In the winter, the exhaust can become an issue due to the vehicles being run to warm up. Please try not to run your vehicles any longer than required. n. Fire lane and 15 minute visitor parking Reminder that parking in the fire lane and over the time limit of the visitor parking is PROHIBITED. One vehicle was found to be parked over time in the visitor's parking spot and was towed. Any vehicles found to be in violation will be towed at the owner's expense. o. Parking space Please ensure to keep your parking stalls free of debris that could be a fire hazard.	Strata Council Strata Council Strata Council Owners Owners Owners

COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
MONDAY, JANUARY 5, 2009

p. Return to Contingency Fund There were some extra funds left over the JRS assessment. The amount outstanding equates to less than \$100 per suite therefore the amount will be deposited back to the contingency fund.	Strata Council
q. Junk and Garbage Removal There was a large amount of junk and garbage that had been dumped in the Building A locker area. The amount started to inhibit some owners' access to their storage lockers. Since there was no way to determine who or what suite had dumped the items, Council needed to get rid of the items as they were a fire hazard. Council hired a truck to remove the items. As a courtesy to the owners, we gave everyone the opportunity to remove any of their unwanted items since there was no extra cost to remove these items. Council received two complaints about this service offered as a courtesy. Due to these complaints, the council will not be offering this service in the future. Please be aware that all renovation debris <u>can not</u> be put into the garbage bins. Owners must remove their renovation debris themselves.	Strata Council
r. Free Flo At the end of November, Free Flo was on-site and cleaned our dryer ducts. The maintenance on the ducts will be done on a yearly basis. Next scheduled service is November 2009.	Strata Council
s. Minutes by Email Council has reestablished the service for obtaining minutes by email. If you would like to take part in this service, please email contact Ascent via phone (604) 431-1800 or email mburton@ascent.ca to inform them that you would like to receive the minutes by email. Council would like to encourage all owners to consider receiving their minutes by email as this will save mailing costs and are more environmentally friendly. If there is not enough participation in this service, Council will be forced to cancel this service.	OWNERS
t. C.H.O.A. Training Meetings A member of Council has attended a C.H.O.A. course and found very helpful. More Council members may attend other training sessions in the future.	Strata Council
u. Complaint Process If an owner has a complaint, please put your complaint in writing with your name and suite number and deposit into the Strata mailbox located in the lobby of each building. If your name and suite number is <u>not</u> on the complaint, Council will not be able to address the issues within the complaint and will not be lodged as a complaint in the minutes.	Owners

COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
MONDAY, JANUARY 5, 2009

v. Process for Emergency Callouts IMPORTANT: Please note the following process for the handling of emergency callouts. 1. If an owner has an emergency, please contact Ascent's Emergency Call Out number (604-431-1800) and do not directly contact a Council member. Ascent will ensure Strata Council is contacted as necessary. 2. Any costs incurred due to the call out, inclusive of the entire bill, will be charged back directly to the owner if it was determined that the call out was not of an emergency level or not strata's responsibility.	Owners
3. New Business (January 5, 2009)	
w. Resignation of Council Members Due to personal reasons, Joanne resigned as President from the Strata Council in December. Council would like to thank Joanne for her limitless effort and guidance. Joanne was a very valued member of the Council and she will be sorely missed. Anyone who would like to join the Council please put your name, phone number and suite number in the Strata Mailbox or contact Mike Burton at Ascent Management (604) 431-1800 or email mburton@ascent.ca. x. Snow Removal Council would like to extend a thank-you to everyone who has participated in removing the snow from the sidewalks, plants and driveway. y. Building A – Dryer The dryer in building A stopped working early in January. Council has contacted Coin-A-Matic to repair the machine. z. Flood in Building A Early in the morning on December 21, 2008 a hot water heating pipe broke (probably due to an air lock that froze) right beside the exit door across from suite SL3. Hot water flooded the suite completely so that she had to move out. Hot water flooding also occurred to suite SL4. Cold water flooding occurred to Suite SL4 and they have also moved out while repairs are occurring. Cold water also flooded SL2 by flooding the bedroom, closet, bathroom & hallway. Angel Restoration was called in to start repairs to the suites. The pipe in question was repaired immediately by Latham's so that the heat and domestic hot water could be restored to all suites as soon as possible. aa. Financials As of December 31, our accounts receivable was \$18, 687, which constitutes approximately 2 months of our operating budget. All owners are requested to ensure that their accounts are up to date to ensure	Strata Council/ Owners Strata Council/ Owners Strata Council Ascent Management Strata Council/ Ascent Management

COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
MONDAY, JANUARY 5, 2009

that the Strata Corporation has sufficient cash flow. Any cash flow challenges could result in financing charges that be borne by the Strata Corporation (i.e. all of the owners). bb. Electrical work Some electrical work was done in a suite in Building A. This work resulted in the main breaker in the electrical room for their suite to be blown. A letter was sent to the suite and the suite was fined due to contravention of a bylaw for improper electrical procedures. Ascent is in contact with the owner for resolution of this contravention. cc. Drain Cleaning Because the patio drains can become a liability for the owner and the building, Council is discussing an inspection procedure for all common area drains, which would include patios and balconies. <u>NOTE:</u> Please ensure your patio drains are clear of debris to ensure no flooding. dd. Landscaping Contract The landscaping contract with Cornerstone is coming up for renewal. Council will be looking at renegotiating the contract. ee. Building Plans and Specifications The council has copies of most of the plans for Hastings Manor that is on file with the District of North Vancouver. If anyone is interested in getting a copy of this information, please contact Mike Burton at Ascent Management at (604) 431-1800 or email mburton@ascent.ca.	Strata Council Strata Council Owners Strata Council
3. Home Owner Reminders a. Clearing of Debris from Balconies and Patios The rainy season is now here. Please ensure to keep your drains clean to avoid and possible water damage and/or ingress. b. Payments Left in Strata Mailboxes Council is requesting that owners do not leave any payments in the Strata Mailbox. Council can not guarantee the security of these payments as well as ensuring timely payments. Please send all payments directly to Ascent Management. c. Security Issues For the benefit of all owners, please be diligent in ensuring that the buildings remain secure. This includes ensuring that all doors are closed and locked, that the garage door clickers do not remain in your vehicle and that you wait for the garage door to close completely before driving away. It has been noted that there are still a number of people that do not wait for the garage door to close completely. This is very big security issue, which is costly to all owners. d. Insurance Council would like to remind all owners the importance of having up to date insurance for their homes, contents and cars. Recently there was a reminder	O W N E R

that was put under each person's door.

e. Emergency Fire Plans

As a security issue, please review and practice your emergency plans with your family.

f. Pet owners

Please ensure that you pick up after your pet to ensure that our property remains clean and does not incur any extra landscaping charges.

Reminder: It is bylaw infraction to not pick up after your pet. Anyone who does not pick up after their pet will be immediately charged \$200.00 per offence.

g. Repairs/Upgrades

A reminder that any repairs/upgrades for flooring must be approved by Council prior to any action being taken.

When renovating suites, please take extra caution when doing any flooring, including baseboards. The heating pipes seem to be very close to floor and to the bottom of baseboards. Please use adhesive when installing baseboards to help decrease the chance of any extensive damage occurring (e.g. nails in piping). Any damages to your suite or any other owner's suites that occur due to any of your renovations will be charged to your suite.

h. Process for Emergency Callouts

IMPORTANT:

Please note the following process for the handling of emergency callouts.

1. If an owner has an emergency, please contact Ascent's Emergency Call Out number (604-431-1800) and do not directly contact a Council member. Ascent will ensure Strata Council is contacted as necessary.
2. Any costs incurred due to the call out, inclusive of the entire bill, will be charged back directly to the owner if it was determined that the call out was not of an emergency level or not strata's responsibility.

i. Fire Inspection

Please remember the following are violations of the fire code:

- Leaving personal items in the hallway
- Your parking stall is to only have bikes; one set of tires, and insured trailers. All other items are in violation of the fire code.
- Your parking stall is not to be used as storage.
- Please do not prop open the garbage bins.
- The garbage bins are to contain only personal household garbage. All other garbage must be disposed of at the owners cost and this includes building materials, furniture, cribs, other large plastic toys, etc.
- If you place items near the garbage can to give away, please put a sign that indicates the suite that placed them there and the date placed there. If in 1 week's time, the item has not been taken, the owner is responsible for removal of the item.
- All vehicles parked in the underground must have insurance.

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COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
MONDAY, JANUARY 5, 2009

6. Strata Council Meetings	Page and Numbering
The next scheduled meetings for council are February 2, March 2 and April 6. The remaining days will be confirmed with the new strata meeting to be elected at the next AGM.	

7. Adjournment and Next Meeting

There being no further business to transact, the meeting was adjourned at 8:45 p.m.

STRATA COUNCIL MEETING MINUTES

STRATA PLAN V.R. 837 – HASTINGS MANOR

Held: Thursday, November 20, 2008
In: Suite 112, 3275 Mountain Hwy, North Vancouver, BC

In Attendance:

Joanne Bower	#112
Frances Cross	#102
Karen Bertram	#308
Renata Sarkozi	#309
Craig Kelly	#104
Jeff Wood	#210

With Regrets: Paul Miller

1. Call to Order

Meeting called to order at 7:10 p.m.

2. Approval of the Previous Meeting Minutes

The minutes of the Strata Council meeting held on September 25, 2008 were reviewed. After discussion it was then **MOVED** and **SECONDED** that the minutes of the previous Strata Council meeting be approved.

MOTION CARRIED.

3. Business Arising from the Previous Meeting Minutes

Action

a. Outstanding Payments

Two suites are not up to date with payments owing to strata company. The units in question have been notified and the deadline for suites to have contacted Ascent has passed and so legal proceedings will be commenced against the suites.

Ascent
Management

b. Financial Report

There are still some outstanding balances from the last assessment and so letters have been sent to the suites in question.

Ascent
Management/
Strata Council

REMINDER: Levy #3 assessment was due November 1, 2008. Please ensure that your account is up-to-date.

To ensure that we have adequate cash flow, please make certain that all outstanding balances are brought up to date and all future payments are made when required.

NOTE: Please remember that all outstanding fines, levies, strata fees are subject to an ongoing interest charge every 7 days that they are outstanding.

c. Lathams

1. Council has been reviewing the invoices from Lathams to ensure accuracy of billing.
2. The hot water heating lines were bled on October 7 to return the heat to Building B and on November 21, 2008 to return the heat to Building A.
3. There was an emergency callout for a backup in a suite in Building A. This emergency callout had a cost of \$1,500.

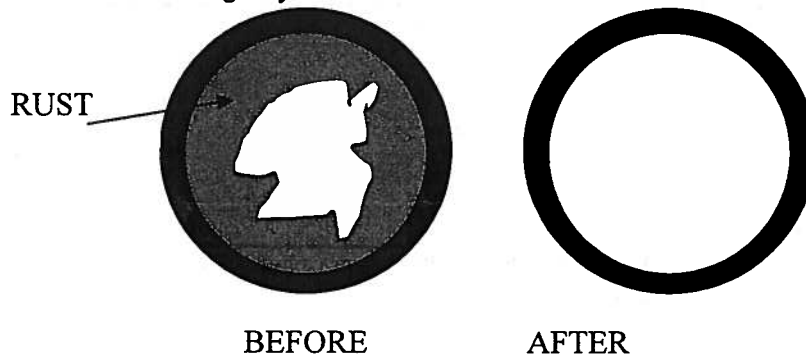
Strata Council

REMINDER: To help avoid situations that could cause situations where an emergency callout must be made, please be aware of what is being put down your sinks and flushed down your toilets. Please never flush rice or oats down your kitchen sink and if you have children, make sure your toilet seat remains closed.

OWNERS

4. Council is looking at having a camera and flush done to the pipes in both Building A and B to try to ascertain what is causing the backup problems. This will cost in the neighborhood of \$5,000.
5. The main water supply from the city to both buildings has had numerous leaks over the past few months. We temporarily clamped at a cost of \$200/ clamp. It was recommended to replace the entire pipe as the pipe was rusting and was starting to fail. Council requested to see if we could only do a portion of the pipe. It was explained to Council that this would not be adequate as the leaks would just spring up where it had not been replaced. This pipe replacement repair was deemed an emergency repair to ensure that we did not have complete water failure. The funds to pay for this repair will be taken out of the contingency fund. When the final invoice arrives, we will inform owners of the amount of money removed from the contingency fund.

Strata Council



6. All suites with heating issues have been repaired.
7. In Building B boiler room, the isolation gate valves were replaced. These replacements were recommended as the valves were the originals and were thought likely to fail. Without new valves, the entire system had to be drained whenever work was done on the boiler at a significant labour cost. There was the additional benefit that valve replacement was thought to help alleviate some noise issues.

8. Council is asking the owners to use Latham's for any in suite / personal plumbing issues to ensure that Latham's can stay on top of all plumbing repairs done to the buildings. d. CHOA Owners can go onto the CHOA website, www.choa.bc.ca, to find a variety of information with respect to condominium ownership. Log onto the member services using the password "pine" e. Everyday Allstar We have finalized the contract with Everyday Allstar with respect to the cleaning services provided to both buildings. Council is continuing to monitor adherence to the contract. Abdul is the new cleaner. f. Elevators Copies of the permits are posted in elevator rooms. A member of council will be reviewing the contract with Schindler to ensure adherence with the contract items.	OWNERS Strata Council Strata Council
4. New Business	
a. Rental Requests There have been two requests for rental properties. Council has approved these. b. Fire lane and 15 minute visitor parking Reminder that parking in the fire lane and over the time limit of the visitor parking is PROHIBITED. One vehicle was found to be parked over time in the visitor's parking spot and was towed. Any vehicles found to be in violation <u>will be</u> towed at the owner's expense. c. Request for parking space There has been a request for an extra parking stall in Building A. Council has approved this request. Currently there are no extra parking spots in Building B and 2 spots in Building A. The charge is \$20/month and the owner of the parking spot is responsible for getting their own garage door clicker. d. Garage Gate Reminder There are 8 seconds before the garage door begins to close. This <u>does not give enough</u> time for two cars to go fully or partly through. Please wait for the garage door to start closing before depressing your garage door opener and wait for the door to start opening before proceeding through. Please be cognizant of this fact to avoid any issues with the garage door hitting your vehicles. PLEASE NOTE: There are precautions in each garage to help avoid the situation of the garage door hitting something or someone. THEREFORE, if the garage door does hit your vehicle, the cost of repairs to the garage doors and your vehicle will be 100% of the owner's responsibility.	Strata Council OWNERS Strata Council Strata Council Owners Owners

e. Change in Insurance deductible

Due to the number of water damage and sewer backups claims that have been made in the past year on the Strata insurance, the insurance deductible has been increased to **\$15,000 per incident** from \$5,000.

Owners should be aware that they need to increase their personal homeowners insurance to be able to cover the new deductible limit.

Owners should also take all preventive measures to help decrease the chance of water damage or backup.

Please be:

- proactive to be sure that their pipes in the suites are clear and in good working order
- garburators should be inspected to ensure adequate functioning
- be careful with what is being put down or in toilet, garburators, sinks, etc
- Diligent on keeping your toilet lids down if you have children to avoid items being mistakenly flushed down the toilet.

It is imperative for people to ensure that they are careful

Please remember that when using your garbarator:

- do not rinse rice or oats down the sink
- that only material that can be broken down by the blades can be put down the garbarator (bones, plastic, labels can not be put down the garbarator).
- to let the garburator run until it sounds like no further material is in there.
- to use lots of cold water to flush the items from the garbarator down.

Please **note** that according to bylaw Division 1: 3.9 all owners "shall endeavor to conserve the plumbing and water systems and the sewers and drains which service the building" and "the repair of any damage that can be shown to have been caused by the wrongful act or neglect of any owner, tenant, occupant or visitor shall be charged back to the applicable owner".

f. Fireplace Inspection

Our next inspection is scheduled in 2009. Details to follow.

g. Fire Inspection

It was completed on November 12 and 13.

Thank-you to the owners for their assistance as we had 100% participation and no major issues were found.

Strata Council

OWNERS

Strata Council

Strata
Council/Owners

h. Contact Information Update

Council is attempting to update the contact information for each suite. Please contact Ascent via phone(604) 431-1800 or email mburton@ascent.ca to notify Ascent of following:

- Owners/Renters name
 - Name
 - Address
 - Contact phone number(s) and email
- Emergency Contact
 - Name
 - Address
 - Contact phone number
- Key Holder
 - Name
 - Address
 - Contact phone number(s) and email

OWNERS

i. Landscaping

There have been some issues brought up with respect to landscaping. Council is reviewing the items in question with the Cornerstone.

Strata Council

j. Winter preparation

With the oncoming winter season, Council will place buckets of snow melt in the lobby of each building. Please feel free to place where issues may arise.

Strata
Council/Owners

k. Envelope Information meeting - #2

The next informational meeting for the envelope repair will occur on December 2, 2008 at 7:00 p.m. at the Mollie Nye House. A CHOA rep, mortgage broker and realtor will be in attendance. Please make every effort to attend this meeting.

Strata
Council/Owners

l. Fence

Council is approaching the church to see about installing some barriers to stop the vehicles from backing into the fence.

Strata Council

m. Duct Cleaning for Laundry Rooms

The dryer ducts in the laundry room in both Building A & B will be cleaned in the near future to avoid any fire hazards.

Strata Council

n. Parking Storage

There are still some spots that have issues. A letter will be sent to the offending owners.

Ascent
Management/Strata
Council

o. Door to Door

Door to Door replaced the tube sensor in Building A for the garage door. They also repaired the pedestrian door in Building A to the parkade as it was not closing fully.

Strata Council

All owners should be encouraged to comment immediately if they see an issue with any of the doors or the garage door as these items pose a security hazard for the other owners/resident and their belongings.

p. Fuse for parkade fan The fuse for Building B exhaust fan will be turned on. q. Request for additional locker in Building A Council received a request from an owner in Building A for rental of an additional locker in Building A. As there are no additional lockers, the request was declined. If you do have a locker that you could free up and would like to rent to another owner, please contact Council through mailbox. r. Request for carpet and baseboard replacement in Building A Council received a request from an owner in Building A to lay down replacement carpet and replace the baseboards. Council has approved this request as long as the owner complies to the bylaws with respect to altering a strata lot and glues the baseboards on to avoid a potential water damage claim. s. Electronic storage of building drawings Council has transferred all of the building drawings onto electronic media. A copy of this information will be kept on-site as well as with the Ascent Management. The original copies will be stored in a water tight container.	Strata Council Strata Council Strata Council Strata Council
5 Home Owner Reminders	
a. Clearing of Debris from Balconies and Patios The rainy season is now here. Please ensure to keep your drains clean to avoid and possible water damage and/or ingress. b. Payments Left in Strata Mailboxes Council is requesting that owners do not leave any payments in the Strata Mailbox. Council can not guarantee the security of these payments as well as ensuring timely payments. Please send all payments directly to Ascent Management. c. Security Issues For the benefit of all owners, please be diligent in ensuring that the buildings remain secure. This includes ensuring that all doors are closed and locked, that the garage door clickers do not remain in your vehicle and that you wait for the garage door to close completely before driving away. It has been noted that there are still a number of people that do not wait for the garage door to close completely. This is very big security issue, which is costly to all owners. d. Insurance Council would like to remind all owners the importance of having up to date insurance for their homes, contents and cars. Recently there was a reminder that was put under each person's door. e. Emergency Fire Plans As a security issue, please review and practice your emergency plans with your family.	O W N E R S

OWNERS

f. Pet owners

Please ensure that you pick up after your pet to ensure that our property remains clean and does not incur any extra landscaping charges.

Reminder: It is bylaw infraction to not pick up after your pet. Anyone who does not pick up after their pet will be immediately charged \$200.00 per offence.

g. Repairs/Upgrades

A reminder that any repairs/upgrades for flooring must be approved by Council prior to any action being taken. Council is seeking to update Bylaws to include the requirement for ground floor units to obtain approval prior to conducting any flooring upgrades.

When renovating suites, please take extra caution when doing any flooring, including baseboards. The heating pipes seem to be very close to floor and to the bottom of baseboards. Please use adhesive when installing baseboards to help decrease the chance of any extensive damage occurring (e.g. nails in piping). Any damages to your suite or any other owner's suites that occur due to any of your renovations will be charged to your suite.

h. Process for Emergency Callouts

IMPORTANT:

Please note the following process for the handling of emergency callouts.

1. If an owner has an emergency, please contact Ascent's Emergency Call Out number and do not directly contact a Council member as they will be contacted via the emergency number.
2. Any costs incurred due to the call out, inclusive of the entire bill, will be charged back directly to the owner if it was determined that the call out was not of an emergency level or not strata's responsibility.

h. Fire Inspection

Please remember the following are violations of the fire code:

- Leaving personal items in the hallway
- Your parking stall is to only have bikes; one set of tires, and insured trailers. All other items are in violation of the fire code.
- Your parking stall is not to be used as storage.
- Please do not prop open the garbage bins.
- The garbage bins are to contain only personal household garbage. All other garbage must be disposed of at the owners cost and this includes building materials, furniture, cribs, other large plastic toys, etc.
- If you place items near the garbage can to give away, please put a sign that indicates the suite that placed them there and the date placed there. If in 1 week's time, the item has not been taken, the owner is responsible for removal of the item.
- All vehicles parked in the underground must have insurance.

6. Strata Council Meetings

The next scheduled meeting for council is December 11, 2008

7. Adjournment and Next Meeting

There being no further business to transact, the meeting was adjourned at 9:30 p.m.

COUNCIL MEETING MINUTES – VR 837 – HASTINGS MANOR
THURSDAY, SEPTEMBER 25, 2008

STRATA COUNCIL MEETING MINUTES
STRATA PLAN VR 837 – HASTINGS MANOR

Thursday, September 25, 2008
Suite 112, 3275 Mountain Hwy, North Vancouver

In Attendance:

Joanne Bower	#112
Paul Miller	#205
Frances Cross	#102
Karen Bertram	#308
Renata Sarkozi	#309
Craig Kelly	#104
Jeff Wood	#210

1. Call to Order

Meeting called to order at 7:06 p.m.

2. Approval of the Previous Meeting Minutes

The minutes of the Strata Council meeting held on August 21, 2008 was reviewed. After discussion it was **MOVED** and **SECONDED** that the minutes of the previous Strata Council meeting be approved.
MOTION CARRIED.

3. Business Arising from the Previous Meeting Minutes

Action

a. Outstanding Payments

Two suites are not up to date with payments owing to strata company. The units in question have been notified and the deadline for suites to have contacted Ascent has passed and so legal proceedings have been commenced against the suites.

Ascent
Management

b. Financial Report

There are still some outstanding balances from the last assessment and so letters have been sent to the suites in question.

Strata Council

REMINDER: Levy #2 assessment was due September 1, 2008. Letters will be sent to any suites with outstanding balances.

To ensure that we have adequate cash flow, please ensure that outstanding balances are brought up to date and all future payments are made when required.

NOTE: Please remember that all outstanding fines, levies, strata fees are subject to an ongoing interest charge every 7 days that they are outstanding.

c. Door to Door

The garage security gate (expanded sheet metal) has been installed in Building B.

Strata Council

COUNCIL MEETING MINUTES – VR 837 – HASTINGS MANOR
THURSDAY, SEPTEMBER 25, 2008

There were also minor adjustments to various doors in Building A and B: Building A: - Pedestrian entrance to the parkade in Building A - South exit to Building A parkade - South side stairwell exit to Building A Building B: - Pedestrian entrance to the parkade in Building B - North stairwell exit door to lobby - South stairwell exit to outside landing d. Silverline Building B storage locker was rekeyed to match the front entrance key. Notices were given to the suites affected. The rekeying was completed to ensure consistency between building A and B and to reduce the number of keys required by the fire inspector. e. Heating The heating is turned on in Building B but Lathams requires access to the top floor suites to bleed the system. The system must be bled of excess air to allow for proper hot water circulation and to help decrease the noise of air in the pipes. <u>BUILDING B RESIDENTS:</u> Lathams will be here on October 7. They will arrive at 8:00 am and should be completed by 11:00 am. Access will be required to all top floor suites in Building B. If you are not able to meet with Lathams, please arrange for access to your suite. PLEASE NOTE: If Lathams is unable to gain access to your suite and/or you do not make arrangements to allow for access, there will be a chargeback to the suite(s) in question for the full amount of the cost to have Lathams return to complete the bleeding process. f. Lathams Isolation valves were installed in suites in Building A and B that had heating issues. Council was notified of a leaking pipe in the Building A parkade. Lathams will address this issue on their next visit. g. Bylaw Infractions Vehicles and various items parked in fire lane and parkades have been noticed. Letters have been issued to the offending suites. NOTE: Vehicles improperly parked in the fire lane and the 15 minute parking will be towed away at the <u>owner's expense</u>. Any owners in contravention of bylaws that are subject to fine will be subject to an ongoing fine every 7 days if the infraction has not been corrected.	Strata Council Strata Council BUILDING B Owners Strata Council Strata Council/ Owners
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COUNCIL MEETING MINUTES – VR 837 – HASTINGS MANOR
THURSDAY, SEPTEMBER 25, 2008

4. New Business

a. Condominium Homeowners Association (“CHOA”)

Council has become a member of CHOA. With the recent envelope assessment, CHOA membership will allow council access to additional tools, expertise and guidance to deal with the envelope assessment.

Ascent
Management

The membership is annual and council will reassess the benefits of membership each year.

b. Janitorial Services

Council has been notified of several issues with the recent janitorial services provided. Council has contacted Everyday Allstar and addressed the issues with the owner of the company. Council is also in the process of renegotiating the contract.

Strata Council

c. Lathams

Due to an overflow in Building A, Lathams was called out after-hours to clear the overflow. It is believed that the overflow was caused by a garbarator.

Strata Council

Please remember that when using your garbarator:

- Please remember that only material that can be broken down by the blades can be put down the garbarator (bones, plastic, labels can not be put down the garbarator).
- Please let the garbarator run until it sounds like no further material is in there.
- Please use lots of water to flush the items from the garbarator down.

Owners

Please note that according to bylaw Division 1: 3.9 all owners “shall endeavor to conserve the plumbing and water systems and the sewers and drains which service the building” and “the repair of any damage that can be shown to have been caused by the wrongful act or neglect of any owner, tenant, occupant or visitor shall be charged back to the applicable owner”.

Owners

d. Schindler

Council is working on getting the updated contract and current permits for the elevator.

Strata Council

e. JRS Report

Council expects to be delivering the revised report to the owners within the next 10 days.

Strata Council

ATTENTION: An informational meeting for all owners to meet and discuss the report with a representative from JRS will be held on October 16, 2008 at the Mollie Nye House at 7:00 pm. Please mark this day in your calendars and please attend.

Owners

f. Altering of a Strata Lot

It has been brought to council’s attention that there may have been alterations to a strata lot without prior approval by the council. Ascent will contact the suite in question to determine the extent of the renovations and depending on the outcome, proper action will be taken against the suite.

Strata Council

COUNCIL MEETING MINUTES – VR 837 – HASTINGS MANOR
THURSDAY, SEPTEMBER 25, 2008

REMINDER:

Any owner wishing to do any repairs/alterations to their suite must obtain approval by the council before anything can be done. Please refer to the amended Strata Bylaws: Division 1: Section 5 – Obtain approval before altering a strata lot. Any owner who does not abide by the bylaws is subject to a \$200 fine for each occurrence and will be responsible for returning the suite to its original condition at their own cost should the repairs/alterations be determined to be problematic.

Owners

Please send any request for alteration, in writing, to Mike Burton at Ascent Management, who will distribute the request to council for consideration. Only after the owner has received their approval in writing, can they proceed.

Owners

Without a written request and written approval, any renovations will be considered to have proceeded without permission and if any problems occur, they are completely 100% at the owners cost.

Please refer to the amended bylaws Division 1: Section 3.23 and Section 5 and Section 6 for owner liability pertaining to any repairs/alterations completed to an owners strata lot.

g. Landscaping

Cornerstone has been notified of the outstanding landscaping issues and these items will be rectified over the next few visits.

Strata Council

h. Fire Drill

Fire drill to be scheduled for the fall. Please look for notices posted.

Strata Council

i. Coinmatic

With the potential of new low energy washers being installed in both buildings, council is seeking quotes for the electrical and plumbing that is required for the new machines and installation of new laminate flooring in the laundry rooms.

Strata Council

j. Door to Door

Council has approved the replacement of the rubber tube that operates the garage door in Building A.

Strata Council

k. Placement of items on Balconies

A reminder to all owners that the membrane on the balconies/patios can be subject to damage if sharp, heavy objects are placed on them. Please use caution when storing items on balconies/patios so that the PVC membrane is not damaged.

Owners

COUNCIL MEETING MINUTES – VR 837 – HASTINGS MANOR
THURSDAY, SEPTEMBER 25, 2008

5. Home Owner Reminders	
a. Payments Left in Strata Mailboxes Council is requesting that owners do not leave any payments in the Strata Mailbox. Council can not guarantee the security of these payments as well as ensuring timely payments. Please send all payments directly to Ascent Management. b. Security Issues For the benefit of all owners, please be diligent in ensuring that the buildings remain secure. This includes ensuring that all doors are closed and locked, that the garage door clickers do not remain in your vehicle and that you wait for the garage door to close completely before driving away. It has been noted that there are still a number of people that do not wait for the garage door to close completely. This is a very big security issue, which is costly to all owners. c. Insurance Council would like to remind all owners the importance of having up to date insurance for their homes, contents and cars. Recently there was a reminder that was put under each person's door. d. Emergency Fire Plans As a security issue, please review and practice your emergency plans with your family. e. Pet owners Please ensure that you pick up after your pet to ensure that our property remains clean and does not incur any extra landscaping charges. Reminder: It is bylaw infraction to not pick up after your pet. Anyone who does not pick up after their pet will be immediately charged \$200.00 per offence. f. Repairs/Upgrades A reminder that any repairs/upgrades for flooring must be approved by council prior to any action being taken. Council is seeking to update Bylaws to include the requirement for ground floor units to obtain approval prior to conducting any flooring upgrade. When renovating suites, please take extra caution when doing any flooring, including baseboards. The heating pipes seem to be very close to floor and to the bottom of baseboards. Please use adhesive when installing baseboards to help decrease the chance of any extensive damage occurring (e.g. nails in piping). Any damages to your suite or any other owner's suites that occur due to any of your renovations will be charged to your suite.	O W N E R S

COUNCIL MEETING MINUTES – VR 837 – HASTINGS MANOR
THURSDAY, SEPTEMBER 25, 2008

g. Process for Emergency Callouts IMPORTANT: Please note the following process for the handling of emergency callouts. 1. If an owner has an emergency, please contact Ascent's Emergency Call Out number and do not directly contact a council member as they will be contacted via the emergency number. 2. Any costs incurred due to the call out, inclusive of the entire bill, will be charged back directly to the owner if it was determined that the call out was not of an emergency level or not strata's responsibility. h. Fire Inspection Please remember the following are violations of the fire code: - Leaving personal items in the hallway - Your parking stall is to only have bikes; one set of tires, and insured trailers. All other items are in violation of the fire code. - Your parking stall is not to be used as storage. - Please do not prop open the garbage bins. - The garbage bins are to contain only personal household garbage. All other garbage must be disposed of at the owners cost and this includes building materials, furniture, cribs, other large plastic toys, etc. - If you place items near the garbage can to give away, please put a sign that indicates the suite that placed them there and the date placed there. If in 1 week's time, the item has not been taken, the owner is responsible for removal of the item. - All vehicles parked in the underground must have insurance.	O W N E R S
6. Strata Council Meetings	
Council has tentatively booked the Strata meetings till the end of the year. - October 16, November 20, December 11	

7. Adjournment and Next Meeting

There being no further business to transact, the meeting was adjourned at 9:30 p.m.

COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
THURSDAY, AUGUST 21, 2008

STRATA COUNCIL MEETING MINUTES
STRATA PLAN, V.R. 837 – HASTINGS MANOR

Thursday, August 21, 2008
Suite 112, 3275 Mountain Hwy, North Vancouver

In Attendance:

Joanne Bower	#306
Paul Miller	#205
Frances Cross	#102
Karen Bertram	#308
Renata Sarkozi	#308
Craig Kelly	#104
Jeff Wood	#210

1. Call to Order

Meeting called to order at 7:05 p.m.

2. Approval of the Previous Meeting Minutes

The minutes of the Strata Council meeting held on July 10, 2008 were reviewed. After discussion it was then **MOVED** and **SECONDED** that the minutes of the previous Strata Council meeting be approved.
MOTION CARRIED.

3. Business Arising from the Previous Meeting Minutes

Action

a. Heating Update – Lathams

Lathams has completed the warm weather shutdown in both buildings by turning off the circulation pumps. This will conserve energy, heating expenditures and will take off extra strain from the boilers and allow for regular maintenance on the boilers. There is also the added benefit of no heat blaring through the hallways during the summer months.

Lathams has also repositioned the circulation pump in both buildings as this was determined to be a safety issue. While Lathams was on site, an isolation valve was installed and a zone valve was replaced to a suite in Building A to help resolve heating issues in the suite.

Strata Council

b. Bylaw Infractions

Vehicles and various items parked in fire lane and parkades have been noticed. Letters have been issued to the offending suites.

NOTE: Vehicles improperly parked in the fire lane and the 15 minute parking will be towed away at the owner's expense.

Strata Council

Any owners in contravention of bylaws that are subject to fine will be subject to an ongoing fine every 7 days if the infraction has not been corrected.

COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
THURSDAY, AUGUST 21, 2008

c. Bylaws Council has received the bylaw template and is in the process of reviewing and customizing the template. Before the new bylaws can be put into effect, a majority vote will be required.	Strata Council
d. Financial Report Update As of July 31, 2008, overall we are on budget for the year. Council is working to ensure that all items are kept up to date and on budget. Please refer to the attached financial report for details. There are still some suites that have Levy 1 outstanding (due in March) and some suites that have payables that are 30-60-90 days overdue. All the suites in questions will be contacted via letter NOTE: Please remember that all outstanding fines, levies, strata fees are subject to an ongoing interest charge every 7 days that they are outstanding.	Strata Council
4. New Business	

- | | |
|--|------------------------------|
| <p>a. Outstanding payables for 2 suites
 Two suites are not up to date with payments owing to strata company. Have been given notice that proceedings will be commenced if reasonable efforts toward payment is not made</p> | <p>Ascent Management</p> |
| <p>b. Fire Talk – August 6, 2008
 A summary of the fire talk is attached to the end of the minutes. Please review with your family and make the appropriate arrangements to ensure safe exit of your family in the event of an emergency.</p> | <p>Strata Council/Owners</p> |
| <p>c. Door to Door
 The security gate to be installed on Building B's garage door has been ordered and will be installed once the materials have arrived.</p> | <p>Strata Council</p> |
| <p>d. New Lathams Issues
 A suite in Building A is experiencing a faucet dripping in the inside wall. Council has received a quote from Lathams to fix the issue.</p> <p>On the next water shut down in Building B, a suite will have their isolation valve replaced to correct heating issues with the suite.</p> <p>The Heat exchanger on the boiler will be cleaned in both buildings in the fall.</p> | <p>Strata Council</p> |
| <p>e. New Garbage Bins
 Due to the fire hazard of propping open the garbage bin lids and the request by many owners of the lids being awkward and heavy, council requested new lighter lids and in response, we received brand new bins with the new lighter lids.</p> | <p>Strata Council</p> |
| <p>f. Coinamatic
 Council has ordered high efficiency stacking washer/dryer for both buildings. There will some electrical and plumbing issues that need to be resolved to have any extra machines installed. In the interim, council will replace the current washer/dryers with the high efficiency models.</p> | <p>Strata Council</p> |

COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
THURSDAY, AUGUST 21, 2008

g. Renovations

A reminder that any renovations that alter a strata lot must first be requested in writing. Please send the request, in writing, to Mike Burton at Ascent Management, who will distribute the request to council for consideration. Only after the owner has received their approval in writing, can they proceed.

Owners

Without a written request and written approval, any renovations will be considered to have proceeded without permission and if any problems occur, they are completely 100% at the owners cost.

h. Keys

If an owner requires a "Do Not Copy" key, please contact Mike Burton at Ascent Management and he will give the authority to Silverline to cut a key.

Ascent
Management/Owners

i. Silverline

The key entry to the storage lockers in Building B will be changed so that the front door key works on the door lock. Please note that the large deadbolt will still require extra "Do Not Copy" key.

Strata Council

j. Dryer Vent Cleaning

Council has requested quotes for dryer vent cleaning. Coinamatic covers from the dryers to the wall and it is Strata's responsibility for remainder of the vent. In our recent inspections, the Fire inspector has reminded us of the importance of this step and that if proper cleaning is not maintained, that it can become a fire hazard.

Strata Council

This cleaning should occur every 2 years.

k. Building A – Fence in the front of building A(facing Mountain Hwy)

A portion of the fence facing Mountain Highway requires restructures.

Council has approved this request.

A quote on getting the proper stain is to be obtained and Council will purchase this stain. The stain will be used to stain the unfinished wood on the fences facing Mountain Highway.

Strata Council/
Owners

Some of these items will be completed by the owners. All items are to be completed by September 30 and must be completed to the Strata's approval and if not completed on time will be subject to a fine.

l. Ventilation Unit – Building A (south side)

The structure containing the ventilation unit in Building A is becoming unstable. Council is receiving quotes to correct the issue.

Strata Council

m. Fire Drill

Fire drill to be scheduled for the fall. Please look for notices posted.

Owners//Strata
Council

n. Garage Door – Building B Update

Door to Door was called to repair the garage door after an incident between the door and a car. This item has been resolved to Strata's satisfaction.

Strata Council

COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
THURSDAY, AUGUST 21, 2008

o. Building A – Parkade Leak

Building A experienced a leak in the parkade due to corrosion of a pipe. This leak was in the water pipe of Building B that runs through Building A. The pipe was clamped to stop the leak. It was brought to Council's attention that the pipe has been clamped a couple of times and may leak again.

Strata Council

Lathams was notified to get a quote on repairing this for a future maintenance issue

p. Landscaping Issues

There are some landscaping issues (i.e. pruning, lawn cutting, and cleaning of the debris) that have been brought to Council's attention. Cornerstone will be contacted to discuss these issues.

Strata Council

q. JRS

The report from JRS has been received by Council. Council will review and the report will be distributed by mid-September to all owners. A follow-up meeting with the owners will be held to discuss the report.

Strata
Council/Owners

r. Building A Planter Box (North Side by front entrance)

Council has been notified of an ongoing water leakage issue on the inside hallway of Building A near the front entrance. Council is looking into options to correct the problem inside and outside.

Strata Council

5. Home Owner Reminders

a. Payments Left in Strata Mailboxes

Council is requesting that owners do not leave any payments in the Strata Mailbox. Council can not guarantee the security of these payments as well as ensuring timely payments. Please send all payments directly to Ascent Management.

b. Security Issues

For the benefit of all owners, please be diligent in ensuring that the buildings remain secure. This includes ensuring that all doors are closed and locked, that the garage door clickers do not remain in your vehicle and that you wait for the garage door to close completely before driving away.

It has been noted that there are still a number of people that do not wait for the garage door to close completely. This is very big security issue, which is costly to all owners.

c. Insurance

Council would like to remind all owners the importance of having up to date insurance for their homes, contents and cars. Recently there was a reminder that was put under each person's door.

d. Emergency Fire Plans

As a security issue, please review and practice your emergency plans with your family.

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COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
THURSDAY, AUGUST 21, 2008

OWNERS

e. Pet owners

Please ensure that you pick up after your pet to ensure that our property remains clean and does not incur any extra landscaping charges.

Reminder: It is bylaw infraction to not pick up after your pet. Anyone who does not pick up after their pet will be immediately charged \$200.00 per offence.

f. Repairs/Upgrades

A reminder that any repairs/upgrades for flooring must be approved by Council prior to any action being taken. Council is seeking to update Bylaws to include the requirement for ground floor units to obtain approval prior to conducting any flooring upgrades.

When renovating suites, please take extra caution when doing any flooring, including baseboards. The heating pipes seem to be very close to floor and to the bottom of baseboards. Please use adhesive when installing baseboards to help decrease the chance of any extensive damage occurring (e.g. nails in piping). Any damages to your suite or any other owner's suites that occur due to any of your renovations will be charged to your suite.

g. Process for Emergency Callouts

IMPORTANT:

Please note the following process for the handling of emergency callouts.

1. If an owner has an emergency, please contact Ascent's Emergency Call Out number and do not directly contact a Council member as they will be contacted via the emergency number.
2. Any costs incurred due to the call out, inclusive of the entire bill, will be charged back directly to the owner if it was determined that the call out was not of an emergency level or not strata's responsibility.

h. Fire Inspection

Please remember the following are violations of the fire code:

- Leaving personal items in the hallway
- Your parking stall is to only have bikes; one set of tires, and insured trailers. All other items are in violation of the fire code.
- Your parking stall is not to be used as storage.
- Please do not prop open the garbage bins.
- The garbage bins are to contain only personal household garbage. All other garbage must be disposed of at the owners cost and this includes building materials, furniture, cribs, other large plastic toys, etc.
- If you place items near the garbage can to give away, please put a sign that indicates the suite that placed them there and the date placed there. If in 1 week's time, the item has not been taken, the owner is responsible for removal of the item.
- All vehicles parked in the underground must have insurance.

6. Strata Council Meetings

Council has tentatively booked the Strata meetings till the end of the year.

- September 18, October 16, November 20, December 11

COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
THURSDAY, AUGUST 21, 2008

7. Adjournment and Next Meeting

There being no further business to transact, the meeting was adjourned at 9:30 p.m.

Fire Safety Talk
August 6, 2008

1. DON'T run appliances when you are not home. This is one of the most common ways fires are started.
2. DO phone 911 if you hear the alarm. Our building's alarm system is not wired to the fire department.
3. DO be aware our buildings only have sprinkler in the parkade. We have only smoke detectors and heat sensors in the suites.
4. DO feel the door when you hear an alarm and make sure it is not hot before you open it to exit. If it is hot, or if you smell a lot of smoke, block the door with towels, etc. and find another way out of the building.
5. If you are on one of the upper floors and you smell smoke or see flame and it is not safe to leave via the stairs, DO go to your balcony, close your balcony door and call for help.
6. DO purchase the proper extinguisher and learn how to use it. A good all purpose household extinguishers can be bought from West Van Fire Department (on 16th Avenue) for \$35 (including tax). Note: they only accept cash or cheque. No credit cards.
7. DO talk to your family about your fire exit plan and practice, practice, practice. You will be surprised how in a real event, you forget what you have only talked about. Make sure your body remembers what to do even if your brain does not.
8. DO remember that most people are killed by smoke inhalation – not fire. So block the smoke from getting in and if you must exit in a smoky hall, stay low as smoke rises.
9. DO knock on everyone's door as you exit the building. Tell them to get out.
10. DON'T stay and fight a fire with an extinguisher if you are not comfortable using one. Get out, close your door and call 911.
11. DO check your fire extinguisher if you have one. Shake it (the contents should be fluid). Check the pressure gauge – make sure it is in the green. Make sure that the pin is in place and that the extinguisher has no dents.
12. DO keep a lid beside your stove at all times while cooking and slide it over a burning grease (stovetop) fire.
13. DO come to the next fire meeting!

**COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
THURSDAY, JULY 10, 2008**

**STRATA COUNCIL MEETING, MINUTES, BRIEFS & RESOLUTIONS
STRATA PLAN, V.R. 837 – HASTINGS MANOR**

Thursday, July 10, 2008
Suite 112, 3275 Mountain Hwy, North Vancouver

In Attendance:

Joanne Bower	#112
Paul Miller	#205
Frances Cross	#102
Karen Bertram	#308
Renata Sarkozi	#309
Craig Kelly	#104
Jeff Wood	#210

1. Call to Order

Meeting called to order at 7:06 p.m.

2. Approval of the Previous Meeting Minutes

The minutes of the Strata Council meeting held on June 19, 2008 were reviewed. After discussion it was then **MOVED** and **SECONDED** that the minutes of the previous Strata Council meeting be approved. **MOTION CARRIED.**

3. Business Arising from the Previous Meeting Minutes

Action

a. JRS

JRS has completed inspections and is currently working on the report. The report is expected by the end of July.

Strata Council

b. Lathams

There are several maintenance issues in Building A and Building B that will be completed throughout the summer.

Strata Council

A warm weather shutdown will be completed in Building A. The shutdown has been completed in Building B already. The shutdown will be done to help save heating costs, deal with suites with heating issues as well as allow for regular boiler and heating maintenance.

The owners that require maintenance to their suites will be contacted to ensure availability to their units.

c. Planter Bylaw

At the AGM in May, the planter bylaw was passed. Please be aware of the bylaw and that Council will start to enforce this bylaw. A copy of the bylaw

Strata Council

**COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
THURSDAY, JULY 10, 2008**

was sent with the AGM package. If you do not have a copy of this bylaw, please contact Ascent directly for a copy. d. Bylaw Infractions Council reviewed several bylaw infractions and outstanding Strata issues. All outstanding items will be addressed directly with the owners via a letter. Bylaws Council has ordered a template that will assist Council in revamping and updating the current bylaws for the Strata. e. Financial Report Update As of May 31, 2008, overall we are on budget for the year. Council is working to ensure that all items are kept up to date and on budget. Please refer to the attached financial report for details.	Strata Council Strata Council Strata Council
4. New Business	
a. New Council Member Jeff Wood in 210 has volunteered to step in to take Chris Veersteg's place on council. Jeff's background is an electrical engineering and he will be a great asset to Council. Thank-you to Jeff for volunteering. b. Building B – Garage Door Door to Door was called to repair the garage door after an incident between the door and a car. Please use caution when entering or exiting the garage. The garage doors are on a short cycle and that the sensors are there are a safety measure and for emergency only. c. Building B - Laundry Room Fire Due to overloading of a machine, the machine overheated and burnt the belt out with a large amount of smoke. This incident could have caused extensive fire damage. The fire department was called out to deal with the issue. PLEASE REMEMBER: Those found responsible for overloading the machines will be charged the cost of any and all repairs. d. Coinmatic Council has ordered high efficiency stacking washer/dryer for both buildings. Expected to arrive in approximately one month. e. Volunteer Jobs Council is investigating small jobs that can be done by volunteers to help improve the look of the buildings.	Strata Council Strata Council Strata Council Strata Council Strata Council/ Owners

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Strata Council

f. Parking Stall Request

A request was received from an owner in Building B for an extra parking stall.

The request was approved.

Strata Council

g. Building A – Garbage Bin Smell

The smell has now dissipated from the garage bin in Building A. Please be cognizant of what you throw into the bins.

Strata
Council/Ascent
Management

h. Viscount

Council has cancelled the contract with Viscount which was to deal with the Intercom. The contract was not of any value to the Strata. Any service issues will still be handled even without any contract.

Strata Council

i. Intercom

If you would like to have your name changed on the intercom, please put a note in the Strata mailbox.

Strata Council

j. Fire Talk

The fire talk is scheduled for 4:00 p.m. on August 6. It will be held in suite 112. If you have not already registered for the talk and would like to attend, please put a note in the Strata mailbox by August 1.

Ascent
Management

k. Monthly Strata Fees

Owners on automatic withdrawal for monthly strata fees will notice that the July payment was higher. This was due to the increase in strata fees retroactive to April 1.

5. Home Owner Reminders	
a. Payments Left in Strata Mailboxes Council is requesting that owners do not leave any payments in the Strata Mailbox. Council can not guarantee the security of these payments as well as ensuring timely payments. Please send all payments directly to Ascent Management.	O W N E R S
b. Security Issues For the benefit of all owners, please be diligent in ensuring that the buildings remain secure. This includes ensuring that all doors are closed and locked, that the garage door clickers do not remain in your vehicle and that you wait for the garage door to close completely before driving away. It has been noted that there are still a number of people that do not wait for the garage door to close completely. This is very big security issue, which is costly to all owners.	
c. Insurance Council would like to remind all owners the importance of having up to date insurance for their homes, contents and cars. Recently there was a	

**COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
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reminder that was put under each person's door.

d. Emergency Fire Plans

As a security issue, please review and practice your emergency plans with your family.

e. Pet owners

Please ensure that you pick up after your pet to ensure that our property remains clean and does not incur any extra landscaping charges.

Reminder: It is bylaw infraction to not pick up after your pet. Anyone who does not pick up after their pet will be immediately charged \$200.00 per offence.

f. Repairs/Upgrades

A reminder that any repairs/upgrades for flooring must be approved by Council prior to any action being taken. Council is seeking to update Bylaws to include the requirement for ground floor units to obtain approval prior to conducting any flooring upgrades.

When renovating suites, please take extra caution when doing any flooring, including baseboards. The heating pipes seem to be very close to floor and to the bottom of baseboards. Please use adhesive when installing baseboards to help decrease the chance of any extensive damage occurring (e.g. nails in piping). Any damages to your suite or any other owner's suites that occur due to any of your renovations will be charged to your suite.

g. Process for Emergency Callouts

IMPORTANT:

Please note the following process for the handling of emergency callouts.

1. If an owner has an emergency, please contact Ascent's Emergency Call Out number and do not **directly** contact a Council member as they will be contacted via the emergency number.
2. Any costs incurred due to the call out, inclusive of the entire bill, **will be** charged back directly to the owner if it was determined that the call out was not of an emergency level or not strata's responsibility.

h. Fire Inspection

Please remember the following are violations of the fire code:

- Leaving personal items in the hallway
- Your parking stall is to only have bikes; one set of tires, and insured trailers. All other items are in violation of the fire code.
- Your parking stall is not to be used as storage.
- Please do not prop open the garbage bins.
- The garbage bins are to contain only personal household garbage. All other garbage must be disposed of at the owners cost and this includes building materials, furniture, cribs, other large plastic toys, etc.
- If you place items near the garbage can to give away, please put a sign that indicates the suite that placed them there and the date placed there.

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COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
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If in 1 week's time, the item has not been taken, the owner is responsible for removal of the item. - All vehicles parked in the underground must have insurance.	
6. Strata Council Meetings	
Council has tentatively booked the Strata meetings till the end of the year. - August 21, September 18, October 16, November 20, December 11.	

7. Adjournment and Next Meeting

There being no further business to transact, the meeting was adjourned at 9:30 p.m.

Hastings Manor (vr837)
Income Statement
 Unaudited for 3 Months
 For the period ending June 30, 2008

Account	MTD Actual	MTD Budget	YTD Actual	YTD Budget	Variance	Annual Budget
Income						
Operating Income (Strata) 3000-0000	9,405.00	9,405.00	28,215.00	28,215.00	0.00	112,860.00
Contingency Reserve Income 3010-0000	495.00	495.00	1,485.00	1,485.00	0.00	5,940.00
Bylaw Fine Income 3020-0000	0.00	41.67	200.00	125.01	74.99	500.00
Interest Income 3030-0000	36.11	41.67	89.48	125.01	(35.53)	500.00
Move In/Out Fee 3040-0000	150.00	83.33	150.00	249.99	(99.99)	1,000.00
Parking Income 3050-0000	260.00	166.67	740.00	500.01	239.99	2,000.00
Laundry Income 3060-0000	705.00	666.67	2,165.00	2,000.01	164.99	8,000.00
Total Income	11,051.11	10,900.01	33,044.48	32,700.03	344.45	130,800.00
Expense						
Agent Fee 4000-0000	1,044.75	1,044.75	3,134.25	3,134.25	0.00	12,537.00
Council Administration 4018-0000	848.06	100.00	1,013.06	300.00	(713.06)	1,200.00
Insurance 4040-0000	575.58	708.33	1,726.74	2,124.99	398.25	8,500.00
Utilities 4051-0000	3,694.91	3,125.00	5,767.30	9,375.00	3,607.70	37,500.00
Garbage Collection 4056-0000	326.93	329.17	969.11	987.51	18.40	3,950.00
Enterphone 4116-0000	115.70	83.33	347.10	249.99	(97.11)	1,000.00
Elevator 4130-0000	179.28	268.58	537.84	805.74	267.90	3,223.00
Fire Protection 4142-0000	0.00	166.67	406.35	500.01	93.66	2,000.00
Garage Door Maintenance 4148-0000	507.15	166.67	507.15	500.01	(7.14)	2,000.00
Boiler/Mechanical 4150-0000	0.00	166.67	0.00	500.01	500.01	2,000.00
Repairs & Maintenance - General 4160-0000	4,970.09	1,083.33	5,252.59	3,249.99	(2,002.60)	13,000.00
R & M - Plumbing/Heating 4174-0000	1,627.60	1,395.83	6,851.07	4,187.49	(2,663.58)	16,750.00
Building Improvements 4190-0020	0.00	416.67	0.00	1,250.01	1,250.01	5,000.00
Supplies 4217-0000	24.64	25.00	229.42	75.00	(154.42)	300.00
Pest Control 4222-0000	0.00	41.67	0.00	125.01	125.01	500.00
Janitorial 4232-0000	520.64	562.50	1,561.92	1,687.50	125.58	6,750.00
Landscaping 4300-0000	404.25	416.67	808.50	1,250.01	441.51	5,000.00
Snow Removal 4310-0000	0.00	12.50	0.00	37.50	37.50	150.00
Lease Equipment 4410-0210	265.97	291.67	901.91	875.01	(26.90)	3,500.00
Total Expense	15,105.55	10,405.01	30,014.31	31,215.03	1,200.72	124,860.00
Surplus(deficit) from operations	(4,054.44)	495.00	3,030.17	1,485.00	1,545.17	5,940.00
Contingency Reserve Transfer 4800-0000	495.00	495.00	1,485.00	1,485.00	0.00	5,940.00
Total operating surplus(deficit)	(4,549.44)	0.00	1,545.17	0.00	1,545.17	0.00

COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
THURSDAY, JUNE 19, 2008

STRATA COUNCIL MEETING, MINUTES, BRIEFS & RESOLUTIONS
STRATA PLAN, V.R. 837 – HASTINGS MANOR

Thursday, June 19, 2008
Suite 112, 3275 Mountain Hwy, North Vancouver

In Attendance:

Joanne Bower	#112
Paul Miller	#205
Frances Cross	#102
Karen Bertram	#308
Renata Sarkozi	#309
Craig Kelly, with regrets	

1. Call to Order

Meeting called to order at 7:12 p.m.

2. Approval of the Previous Meeting Minutes

The minutes of the Strata Council meeting held on May 29, 2008 were reviewed. After discussion it was then **MOVED** and **SECONDED** that the minutes of the previous Strata Council meeting be approved. **MOTION CARRIED**

3. Business Arising from the Previous Meeting Minutes	Action
a. JRS <u>Building envelope</u> JRS is well into the first stage of the assessment. They have been on site to do visual inspection on the siding as well as the roofs. The next step is to perform the invasive procedures but have been hampered by recent weather issues. <u>Other issues</u> During the repairs required by the Fire Marshall for Laundry room A, the drywaller noticed two sections of rot. Pictures were taken & forwarded to JRS for review. JRS is to find the origin of the leaks, and deal with rot. (see section "d: Fire Inspection" for more info)	Strata Council
b. Lathams (604) 683-2321 A faulty pump had to be replaced in Building B as it turned out to be the source for a very sudden and loud vibration noise in April in Building B. This pump was replaced as was a flow switch, which was determined by Lathams to be an immediate safety issue. Council is working on setting up a time with Latham's to coordinate the repair of various outstanding issues that have been accounted for in this year's budget	Strata Council

COUNCIL MEETING MINUTES – VR837 – HASTINGS MANOR
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Building A 1. Replace/relocate flow switch 2. Install thermostat Building B 1. Replace isolation valves 2. Replace appropriate zone valves at same time as isolation valves 3. Replace pump c. Bylaw Infractions Council issued several warning letters and fines for bylaw infractions primarily involving continued storage in the parkade of banned items. Please be aware that Council will continue to monitor this issue and warnings and fines will be issued as necessary. d. Fire Inspection We passed the fire inspection completed on June 5, 2008. Next inspection is expected later this year. <u>Repairs Completed:</u> - Various closures on the doors throughout both buildings were repaired - The ceiling of laundry room A was repaired as per the Fire Marshall's instructions. The installed drop ceiling cut off access to the smoke sensor. Despite the ongoing concern of leaking into the room we brought in a drywaller and an electrician to re-run the wire which hung from the ceiling and refinish the room correctly. During this process rot was found in two areas. Pictures were taken & forwarded to JRS. We decided to close the drywall so as to pass the Fire Marshall's requirements and chose to leave the room unpainted, as we expect to need to repair the rot in the near future. <u>PLEASE NOTE:</u> As a reminder to owners, we must always be diligent to stay up to code as the inspector can make a surprise visit at any time. If our buildings fail inspection and it is due to the negligence of a particular suite, <u>any fines incurred from the district will be charged back to the owner at fault.</u> To ensure that this does not happen, please remember the following are violations of the fire code: - Leaving personal items in the hallway - Your parking stall is to only have bikes; one set of tires, and insured trailers. All other items are in violation of the fire code. - Your parking stall is not to be used as storage. - Please do not prop open the garbage bins. - The garbage bins are to contain only personal household garbage. All other garbage must be disposed of at the owners cost and this includes building materials, furniture, cribs, other large plastic toys, etc. - If you place items near the garbage can to give away, please put a sign that indicates the suite that placed them there and the date placed there. If in 1 week's time, the item has not been taken, the owner is responsible for removal of the item. - All vehicles parked in the underground must have insurance.	Strata Council Strata Council Owners
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The council would like to thank the owners in advance for adhering to all the fire codes. <u>If an owner is found in violation of the code, that owner will be notified of the violation by mail and if the items are still not removed, that owner will be fined.</u> e. Bylaws As the Bylaws have not been completely overhauled in some time, Council has ordered a template that will assist them in completely updating the bylaws for the Strata so that they will adhere with the current standards and court rulings. f. Financial Report Update As of May 31, 2008, overall we are on budget for the year. Council is working to ensure that all items are kept up to date and on budget. Warning letters will be sent and applicable fines will be issued to the suites with outstanding accounts payable. g. Laundry Room & Washer/Dryer Upgrades See repair notes to Building A laundry room in Fire Inspection section. Council is still investigating a 2nd washer & dryer in Building B and another washer in Building A.	Strata Council Strata Council Strata Council
4. New Business	
a. Election of Council Positions The Council has elected and filled the new council positions. President – Joanne Bower Vice – President – Paul Miller Treasurer – Frances Cross Secretary – Karen Bertram b. Resignation of Council Member Council received the resignation of Chris Versteeg. Unfortunately due to time commitments, Chris will not be able to serve on Council this year. The Council would like to thank Chris for all his hard work over the past year and his contribution to the Council will be sorely missed. c. ****Process for Emergency Callouts**** <u>IMPORTANT:</u> Please note the following process for the handling of emergency callouts. a. If an owner has an emergency, please contact Ascent's Emergency Call Out number and do not directly contact a Council member as they will be contacted via the emergency number. b. Any costs incurred due to the call out, inclusive of the entire bill, <u>will be charged back directly to the owner if it was determined that the call out was not of an emergency level or not strata's responsibility.</u>	Strata Council Owners

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d. Transfer from the Contingency Reserve Fund Council has approved a transfer of approximately \$7500 from the contingency reserve fund (CRF) to the Strata's operating fund as a temporary cash flow until all approved levies are paid. As was discussed at the AGM, if you can pay your levies early, please attempt to do so. This will decrease the chance that any future transfers will need to be made from the CRF. The levies outstanding are: \$395.03 – Due September 1, 2008 \$430.36 – Due November 1, 2008	Strata Council
e. Water Damage – 2 Suites A ground floor suite in Building B discovered water on a bedroom floor, which also penetrated the adjoining wall of another suite. The cause was determined to be a baseboard nail installed by a previous owner, which had punctured a supply pipe for the hot water heating. As a preventative measure, all baseboards in this suite will be removed to look for any nails that could be problematic in the future. Once restoration efforts were started on the next-door suite, mold from a previous leak was discovered. Angel Restoration has been on site to take care of the mold issue as well as to dry out and commence repairs on both suites. It was also found that the one of the outside taps in Building B may have been not insulated correctly. Angel Restoration is to look at this issue and if it is found to be faulty and in need of repair, Council will attend to all taps at time of envelope repair.	Strata Council
<u>IMPORTANT REMINDER:</u> Council would like to remind owners to be very careful when installing baseboards and would strongly suggest using adhesive versus nails. The water pipes which supply our heaters run very close to the floor and there is a good chance that if nails are used, this situation may happen to someone else. In the past year, there have been 3 instances of nails in pipes causing flooding to suites.	Owners
f. Laundry Room – Building B It was recently discovered that the hallway outside of Building B's laundry room was very wet. A cause could not be determined so Council will continue to monitor.	Strata Council
g. Sewage Overflow There was recently a sewage overflow in Building A. The owner contacted the Ascent Emergency hotline to resolve the issue. The owner subsequently was able to get the overflow under control, and cancelled the emergency callout to the plumber.	Strata Council

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<u>REMINDER:</u> Please remember that the sewer backups are generally into the first floor suites; please be respectful of your neighbors by ensuring that garburators are in working order. <u>PLEASE NOTE:</u> To help avoid these issues and any expensive emergency callouts in the future which we often all have to pay for, please try to remember the following: - Please do not flush foreign objects down the toilet. - Please remember that only material that can be broken down by the blades can be put down the garburator (bones, plastic, labels can not be put down the garburator). - Please let the garburator run until it sounds like no further material is in there. - Please use lots of water to flush the items from the garburator down.	Owners
<u>PLEASE NOTE:</u> To help avoid these issues and any expensive emergency callouts in the future which we often all have to pay for, please try to remember the following: - Please do not flush foreign objects down the toilet. - Please remember that only material that can be broken down by the blades can be put down the garburator (bones, plastic, labels can not be put down the garburator). - Please let the garburator run until it sounds like no further material is in there. - Please use lots of water to flush the items from the garburator down.	Owners
h. Insurance Council would like to remind all owners of the importance of having their own insurance for their suites. It is designed to do much more than just protect your personal belongings. A separate handout on was delivered under the door to each suite regarding insurance. Please take the time to read it.	Owners
i. Rental Update Council has confirmed that the proper documentation has been received by Ascent Management for the new rental suite. There are now 2 documented rental suites between both buildings. If your suite is being rented, Council would like to remind owners, that it is your obligation to seek approval first from Council.	Strata Council/ Owners
j. Garage Door – Building B Council received two quotes to address the noise problem in relation to the garage door in Building B noticed particularly by the ground floor suites since the motor was upgraded. Council hired Door to Door to address this problem. The noise problem has now been rectified. Council has also approved a quote to fix the security issue with regard to the Building B gate. Door to Door will be adding a layer of aluminum expanded sheet metal to cover the door. The sheet metal will be colored to match the existing color and will have no impact on ventilation. This work is expected to occur later this summer.	Strata Council
k. Emergency Personnel Access During our recent fire inspections, it was suggested to Council that we look at installing an abloy box to house the emergency access keys. Upon further investigation it was discovered that these are possibly linked to a rash of break-ins in the downtown core. Council is investigating other options to secure the access keys for emergency personnel.	Strata Council

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1. Fire Talk The fire marshal has agreed to come by and do a presentation on fire safety. Council will arrange a couple of dates with the inspector and will notify owners as the time and date via the bulletin boards located above the mailboxes in the entrances of both buildings.	Strata Council/ Owners
5. Home Owner Reminders	
a. Payments Left in Strata Mailboxes Council is requesting that owners do not leave any payments in the Strata Mailbox. Council can not guarantee the security of these payments as well as ensuring timely payments. Please send all payments directly to Ascent Management. b. Security Issues For the benefit of all owners, please be diligent in ensuring that the buildings remain secure. This includes ensuring that all doors are closed and locked, that the garage door clickers do not remain in your vehicle and that you wait for the garage door to close completely before driving away. It has been noted that there are still a number of people that do not wait for the garage door to close completely. This is very big security issue, <u>which is costly to all owners.</u> c. Pet owners Please ensure that you pick up after your pet to ensure that our property remains clean and does not incur any extra landscaping charges. Reminder: It is bylaw infraction to not pick up after your pet. Anyone who does not pick up after their pet will be immediately charged \$200.00 <u>per offence.</u> d. Repairs/Upgrades A reminder that any repairs/upgrades for flooring must be approved by Council prior to any action being taken. The Bylaws were just recently updated to extend the requirement to the ground floors so that they to must <u>obtain approval prior to conducting any flooring upgrades.</u> When renovating suites, please take extra caution when doing any flooring, including baseboards. The heating pipes seem to be very close to floor and to the bottom of baseboards. Please use adhesive when installing baseboards to help decrease the chance of any extensive damage occurring (<u>e.g. nails in piping</u>). Any damages to your suite or any other owner's suites that occur due to any of your renovations will be charged to your suite.	O W N E R S
6. Strata Council Meetings	
Council has tentatively booked the Strata meetings till the end of the year. - July 10, August 21, September 18, October 16, November 20, December 11	

7. Adjournment and Next Meeting

There being no further business to transact, the meeting was adjourned at 9:30 p.m. The next strata meeting is scheduled for July 10, 2008. Please have any issues or concerns you wish addressed inserted in the strata mailbox before July 8, 2008.