M I N U T E S
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1399
THE BENTLEY

Held on Tuesday, July 3, 2007
Within the Lounge
1001 Homer Street, Vancouver, B.C.

COUNCIL IN ATTENDANCE:	June Wyse	President
	Connie Coy	Vice President
	Maryann Nazary	
	Todd Ingle	Maintenance
	Colin McBride	Treasurer
REGRETS:	Nolan Peterson	
SENIOR PROPERTY MANAGER:	Fern Barker	Crosby Property Management Ltd.

The meeting was called to order at 7:00 p.m. by the Property Manager.

GUEST: An owner attended and asked Council what their plans were with regard to the dead trees and plants which had been removed. The Council explained that the original landscaper had never returned to replace them so they were pulled out and will be replaced with similar plants. As well, upgrades to the landscaping is being planned over the next year.
Painting of the hallways was a concern of the owner and it was explained that painting of hallways was being slightly deferred to fall, to ensure that the budget is on line. As well, discussion had taken place with regard to changing two colours and therefore, a committee would need to be struck to discuss and propose colours.
He noted that debris had blown off the roof some time back and wanted to make sure working materials from the Polygon contractors had been secured.
The elevator is again making clunking noises when it is in operation. Richmond Elevator and the Developer had been informed of the situation and Richmond Elevator had responded that they had not heard any such sounds.
He suggested that a new sign by P3 parking be installed and noted that "was there not to have been a car wash area at the Bentley". The Council had discussed this issue several times and there is no location on site for a car wash.

APPROVAL OF COUNCIL MEETING MINUTES

The Minutes of the Council Meeting held May 16, 2007 were approved as previously distributed.

APPROVAL OF FINANCIAL STATEMENTS

The financial statements for May 2007 were adopted as presented.

REPORT ON UNAPPROVED EXPENDITURES

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

CARETAKER BUSINESS

The weekend staff was changed and it was felt that the person on site was not doing a good job as the building was dirty the last weekend, especially the elevators. Quotations for other cleaning companies will be obtained.

It was felt that the Resident Manager was working in a positive manner and was trying diligently to follow the directions and goals of the Strata Council. The Council expressed their pleasure with this positive change.

DEFICIENCIES

2nd Year Warranty Review:

RDH had completed their report and the report has been forwarded to both the warranty provider and the developer. The Developer has not responded to the report, however some work on the roof flashings was taking place earlier in the month.

Elevators:

The inspection report has been received. As well, copies of any correspondence relating to the elevators was sourced. The report and a letter will be forwarded to Richmond Elevator, the warranty provider and developer. No response from either the developer or Richmond Elevator had been received. Faxes had been sent to both advising that the continual shut down on the elevators was unacceptable and whatever needed to be corrected must be done. The response from Richmond Elevator was that they did not hear any clunk in the elevator rooms, that the first double elevator shut down was a result of someone locking it off and the second most recent was that the elevators were operating when they arrived. Since then, two more incidents with both elevators being down at the same time had taken place. The lawyers will be asked to put Richmond Elevator and the Developer on notice of legal action if these elevators continue to operate in such an unacceptable manner. Not only is having both elevators going out of service on a regular basis an extreme inconvenience to all residents, it also devaluates the property for resale. It is felt that the fiduciary duty of the Developer is to ensure that all mechanical systems are operating correctly and this has not occurred with the elevators.

Stairwell Access:

Cobra had reviewed the drawings with regard to installing card readers on each floor on one stairwell and had advised that the cost to install the wiring, card readers, computer components and the cables would be around $80-$100,000. As the cost is so high, it was felt that if the Strata might want to pursue legal action to get the elevators operational instead, therefore the idea will be dropped

Leaks:

A small leak which had occurred around the air intake equipment on the roof had occurred which was addressed by the developer, who will also arrange for insuite repairs.

Two other old leaks were being addressed as well. These being one from the courtyard into a locker room and another into a locker room and garbage room for a parkade exhaust vent. These remain in progress without the developer yet doing any work.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Exercise Equipment**
   A letter asking for the developer to pay for upgrades on the equipment has been sent with no response as yet.
2. **Parkade Cleaning**
   A general wash down of the parkade will take place every couple of months, with degreasing and removal of all vehicles being done twice per year. Any residents with leaking vehicles must remove and repair the vehicles, as well as clean their parking spaces. Oily parking stalls will be cleaned at cost to the owner of the strata lot if not done by the resident.
3. **Utility Savings**
   In a newsletter from Crosby it was noted that the City was offering an incentive to Power Smart their buildings. The Property Manager will complete the on-line application.
4. **Photo Cells**
   The photo cells for the roof area lights will be installed by Power Pro.
5. **Maintenance**
   The following is in progress
   - Line to be painted on driveway where residents/visitors are to stop and wait for gate to close completely before proceeding
   - Stop sign to be installed on wall adjacent to gate
   - Carpet Cleaning will be done in fall
   - Dryer vent cleaning for fall
6. **Miscellaneous**
   The timers on the gates had been shortened although the main gate does not seem to be short enough as yet. Cobra will be changing the time delay from the front door enterphone to the elevators the next time they are on site. The key fob registrations are now all in and it was agreed to have Arash do the clean up of the computer key fob system.

CORRESPONDENCE

1. Correspondence received dealt with excessive noise from neighbours. All complaints had been followed up with by a letter to the violators warning them of the consequences if the noise continued.

NEW BUSINESS

1. **Landscaping**
   Some areas are not getting properly irrigated and this is something that the Resident Manager should be monitoring as well, he should be replacing broken heads. The Property Manager will follow up with this.
2. **Phone/Fax**
   It was agreed to install a phone/fax line in the office, as well as purchase a printer for the computer. The Property Manager will make arrangements for this over the next couple of months.

3. **Ground Lights**
   It was noted that more of the ground lights had been damaged with one leaving live wires for the past week. The Resident Manager should immediately call the electricians to cap these wires when this type of incident occurs as it is extremely important that he monitor these types of dangerous situations. It was agreed that all ground lights should be removed for the time being with options presented by Power Pro for different lighting. A quotation to install all inground lights had been received early in the year however, Council deferred the decision as a result of the cost being approximately $7,000 to do lights on Nelson and Homer.
4. **New Council Members**
   Two owners had asked if they could join the Strata Council and both will be asked to attend the next Council meeting. As this term will soon be over, it was suggested that they may wish to sit as adhoc members until the next AGM. Two current Council members noted that they were considering resigning due to the amount of work and time they have been putting in however, both agreed to stay until the AGM.
5. **Lockers**
   It had been suggested that the room adjacent to the bike room, which had originally been for construction storage, be made into a locker room for additional revenue. This will be discussed further at an upcoming meeting.

There being no further business the meeting adjourned at 8:50 pm

The next Council meeting is scheduled for August 22nd, October 10th, November 7, 2007 at 7:00 pm in the lounge.

The AGM is tentatively scheduled for December 5, 2007

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Fern Barker, Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours), www.crosbypm.com

Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.

MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1399
THE BENTLEY

Held on Wednesday, August 22, 2007
Within the Lounge
1001 Homer Street, Vancouver, B.C.

COUNCIL IN ATTENDANCE:	June Wyse	President
	Nolan Peterson	
	Colin McBride	Treasurer
REGRETS:	Connie Coy	Vice President
	Maryann Nazary	
	Todd Ingle	Maintenance
SENIOR PROPERTY MANAGER:	Fern Barker	Crosby Property Management Ltd.

The meeting was called to order at 7:10 p.m. by the Property Manager.

GUESTS: Two owners were in attendance to "sit in" on the Council meeting.

BENTLEY OFFICE PHONE NUMBER: (604) – 669 – 7221

RESIDENTS ARE TO LEAVE A MESSAGE ON THE OFFICE NUMBER, NOT THE CELL PHONE, WITH REGARD TO KEY FOBS, MOVES, RENTALS, PARKING PASSES, ETC. THE CELL NUMBER IS ONLY TO BE CALLED IN CASE OF EMERGANCY (fire, flood, security breach) or for trades. THE RESIDENT MANAGER WILL RETURN ALL CALLS FROM THE OFFICE PHONE, AGAIN, TO REDUCE THE COST OF THE CELL PHONE.

APPROVAL OF COUNCIL MEETING MINUTES

The Minutes of the Council Meeting held July 3, 2007 were approved as previously distributed.

APPROVAL OF FINANCIAL STATEMENTS

The financial statements for June 2007 were adopted as presented.

REPORT ON UNAPPROVED EXPENDITURES

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all

owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

CARETAKER BUSINESS

The Resident Manager has been given a log book to keep record of all activities which take place on a daily basis. As well, a phone/fax line has been ordered and the printer and fax machine will be purchased. The stairwells will be swept and washed down over the next few weekends and also the edges of the carpets will get an extra vacuuming to remove some of the dirt build up, prior to carpet cleaning, even though the Resident Manager vacuums the edges of the carpet on a regular basis with the wand. The hallway vents will be the next cleaning project for the weekend staff.
A recent theft of artwork and mirror took place with a resident letting the thieves into the building by not stopping them at the door and securely closing the door after they entered. The artwork and mirror may be replaced however, in the meantime the walls will be patched and painted.
The Resident Manager has not been doing the monthly load test on the generator as each time he conducted the test the elevators went out of service. He will begin this monthly testing within a week and every month will conduct the test.

DEFICIENCIES

2nd Year Warranty Review: The developer has responded advising they want pictures in colour before doing any work. RDH will be asked to provide colour pictures. As well, Clayton Wong from Polygon has advised he will respond to all outstanding deficiencies in writing within the week.
Elevators: Richmond Elevator has been advised that legal action may be taken if they do not correct the problems with the elevators.
Leaks: The opening of the areas where two of the leaks are apparently coming from have not yet been addressed or refilled. The developer was notified again of the problems and Clayton Wong advised that they would be responding to the leaks and repairs within the week.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Exercise Equipment**
   A letter asking for the developer to pay for upgrades on the equipment has been sent with no response as of yet. – No response has been received from the developer with regard to this matter.
2. **Utility Savings**
   In progress for next years budget.
5. **Maintenance**
   The following is in progress:
   - Line to be painted on driveway - Stop signs
   - Hallway painting: It was agreed to proceed with suite hallway painting for September/October. Painting of the elevator frames, suite door frames and baseboards will be scheduled for late October, early November to coincide with the budgeting.
   - Carpet Cleaning: It was agreed to schedule carpet cleaning for early November.
   - Dryer vent cleaning: It was agreed to schedule dryer vent cleaning from the exterior for late October, early November. Interior dryer vent cleaning will be done as well however, at a minimal cost to the owner.

- Annual fire inspection will be scheduled for mid November.
- Pressure washing and degreasing of the parkade will be schedule for November and again in the spring with regular wash downs conducted every few months.
- The Property Manager will attempt to set up the in suite fire safety inspection and interior dryer vent cleaning on a Saturday which is generally easier for residents to be available. Residents are reminded that they, or a friend, must arrange suite access as the Resident Manager will not hold keys or permit entry to any strata lot.
- It was agreed that the chemical cleaning of the windows be scheduled for late fall. The cost of this to be billed to Polygon, as they had agreed to pay for a portion of the costs for the first window cleaning. The Property Manager will try to locate a copy of the letter from Polygon which stated this.
- Notices will be posted well in advance for each of the projects taking place.

6. **Key fobs**
Key fobs are recorded under suite number, tenant names, owner names, trades, old tenants and old owners. Therefore the process for purging is taking longer than expected however it should be completed within the next couple weeks.

7. **Filming**
The Strata Council had approved the use of the front entrance for filming however, the company decided to film at another location.

8. **Truck Damage – Reimbursement**
It was noted that the truck which damaged the grates (repairs were approximately $5,500.00) has not responded to the requests for reimbursement. The truck was a "2 small men" moving truck, associated and operated out of Maple Leaf Moving, in Alberta. The lawyers have prepared a letter on behalf of the Strata Corporation to forward to the company however they are unable to locate an address. The insurance company has also been apprised of the situation as they may consider collecting the deductible from the company or insurer of the truck. No insurance claim has been filed as yet and an ICBC claim has not been initiated as the truck is registered with an Alberta plate.

CORRESPONDENCE

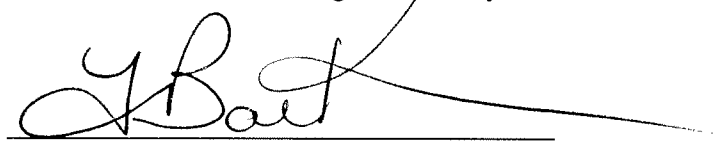
1. Correspondence received dealt with excessive noise from neighbours. All complaints have been followed up with a letter to the violators warning them of the consequences if the noise continued.
2. An issue of note is one resident accusing the other of smoking marijuana and the other resident stating emphatically they are not. As well, the accusing resident has access to the other floors and has been advised that the keys must be returned as this breaches security.

NEW BUSINESS

1. **Landscaping**
A quotation for improvements to the landscaping was received from Premier Landscaping. It was agreed to proceed with the recommendations which include removal of the ivy as it will take over all other plants, the planting and rearranging of others by the front entrance and gravel in the flower beds immediately outside the gym area. As well, the paving stones located on the north east corner are to be repacked and levelled.

2. **Ground Lights**
   Deferred to next year's budget
3. **Lockers**
   This will be discussed further at an upcoming meeting and would need to be taken to the owners at an Annual General Meeting as it would be considered a change in common property.
4. **Improvement**
   An owner asked for approval to improve their patio which the Strata Council was to view following the meeting however, the owner was not available.
5. **Attendance at Council Meetings**
   As the Strata Council has a full agenda of items for discussion at each meeting, it is important to ensure there is time to address the agenda items as well as plan time for guests. Therefore: Owners/Residents are reminded that if they wish to address Council on a matter at the Council Meeting, they must advise the Property Manager in advance of the meeting by one week of their attendance and issue of discussion.
6. **Power Factor**
   BC Hydro is billing for a power factor surcharge of 9% on the last few invoices, which has been and extra charge of around $250.00 on a monthly basis. Discussion as to whether this should be checked out by Houle Electrical now or if the problem, possibly with the transformers, should be checked when the hydro vault cleaning takes place next year ensued. It was agreed that it was best to have this checked by Houle now as the cost to research and repair the problem may be less costly than paying the surcharge for another year.
7. **New Council Member**
   It was moved/seconded to accept Jennifer Bergman as the new Council Member for the remaining portion of the year. CARRIED

There being no further business the meeting adjourned at 8:35 p.m.
The next Council meeting is scheduled for October 10, November 7, 2007 at 7:00 pm in the lounge.
The Annual General Meeting is tentatively scheduled for December 5, 2007



Fern Barker, Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours), www.crosbypm.com

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M I N U T E S
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1399
THE BENTLEY

Held on Wednesday, October 10, 2007
Within the Lounge
1001 Homer Street, Vancouver, B.C.

COUNCIL IN ATTENDANCE:	June Wyse	President
	Todd Ingle	Maintenance
	Nolan Peterson	
REGRETS:	Connie Coy	Vice President
	Jennifer Bergman	
	Colin McBride	Treasurer
SENIOR PROPERTY MANAGER:	Fern Barker	Crosby Property Management Ltd.

The meeting was called to order at 7:00 p.m. by the Property Manager.

BENTLEY OFFICE PHONE NUMBER: (604) – 669 – 7221

Residents are to leave a message on the office number, not the cell phone, with regard to key fobs, moves, rentals, parking passes, etc. The cell number is only to be called in case of an emergency (fire, flood, security breach) or for trades. The resident manager will return all calls from the office phone, again, to reduce the cost of the cell phone.

APPROVAL OF COUNCIL MEETING MINUTES

The Minutes of the Council Meeting held August 22, 2007 were approved as previously distributed.

APPROVAL OF FINANCIAL STATEMENTS

The financial statements for July and August 2007 were adopted as presented.

The Property Manager reviewed the financial position of the Strata with the Council as the Treasurer was not in attendance. She noted that there were five strata lots where liens had been placed for non-payment of strata fees/charge backs. As well, there were several strata lots assessed moving fees which remained outstanding, as well as fines.

The outstanding amount due from owners as at August 31st was $15,034. She noted that the Strata Corporation, as a result, was short cash of $15,000 to pay contractors, utilities, wages, etc as a result of owners not paying.

Following discussion on whether to proceed with foreclosure action (forced sale of the strata lot) against these owners or taking these owners to Small Claims Court for collection, it was agreed that a demand letter from the lawyers would be sent to these owners first giving them another opportunity to pay in full before further action was taken.

One of the owners had been assessed the costs for emergency and restoration work as a result of a flood in their suite, which was considered an owner responsibility and this amount remains outstanding as well. Thus, the account will incur fines for non-payment and if remaining outstanding, would as well receive a demand letter from the lawyers.

OWNERS ARE REMINDED THAT STRATA FEES ARE DUE ON THE FIRST OF THE MONTH. MOVING FEES, CHARGE BACKS, FINES AND INTEREST ARE DUE AND PAYABLE UPON RECEIPT OF NOTICE.

Strata fees, put simply, pay the bills to keep the hydro on, the water flowing, the security systems in place, pays for the fire safety and monitoring, and many other maintenance costs, as well as your resident manager salary.

Moving fees were discussed as a result of the unpaid fees, payment and arrangements in advance are not being made and it was agreed by the Strata Council that the following would be put into effect immediately:

MOVING FEES

- **All moving fees will be paid at the time of move in cash or cheque directly to the Resident Manager on duty.**
- **The resident moving in or out, is to receive a numbered, signed and stamped receipt showing in detail of the "transaction"**
- **No moves are to occur without the moving fee being paid in advance or at the time of move.**
- **No elevators are to be locked off to accommodate those who have not paid or do not pay**
- **If the payment has been made in advance by the landlord or owner and a confirmation of the payment by Crosby Property Management accounting is made, payment at the time of move is not required.**
- **The only exception will be for a registered owner at the time of conveyance as moving fees are paid at the time of sale.**
- **Any duplication of payment will be refunded**

REPORT ON UNAPPROVED EXPENDITURES

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

CARETAKER BUSINESS

The caretaker log book has been started which records trades on site, moves and anything unusual which may occur, as well as when additional duties are done by the relief staff.
The security system has been updated with active key fobs, with a paper log being kept as well.
A Resident Manager training seminar is being put on by Crosby Property Management, which Council will consider for attendance by Frank.

DEFICIENCIES

Elevators: No response to the letter to Richmond Elevator from Clark Wilson has been received from Richmond Elevator, the developer or the warranty provider. Elevators continue to break down and problems have again been encountered with elevator A.
Discussion took place again on how to get these issues resolved. These ongoing issues affect the value of the strata lots as well the quality of life of the residents and the reputation of the building. Council has taken further action to consolidate information on dates and times of attendance to the property by Richmond Elevator due to the ongoing elevator issues. Council discussed as well, a proposal to put forward to the owners at an AGM for direction as to what action should be taken against Richmond Elevator.
2nd Year Warranty Review: No follow-up action has taken place by the developer with regard to the warranty review provided by RDH, by the developer that the Strata is aware of.
Water Ingress: The two areas which had been opened up by the developer to source out a leak into the garbage room and one of the locker rooms remained open for some time. The landscapers filled the areas back in. However, a follow up from Polygon was that the water ingress is as a result of cleaning of the air intake ducts, which the strata must clean. This has not been received in writing and apparently the developer had advised that they would be putting in hatches to allow access to these areas for cleaning. This has not happened as yet.
Exercise Equipment: A letter had been sent to the developer advising that the exercise equipment was far from adequate for commercial use in a strata building of a (Number) of units and, as such, must be considered a deficiency. As well, a comparison of what had been put into another building built by Polygon, a costing of what would be considered adequate, had been included. No response had been received.
Action
As a result of the lack of response to these ongoing issues, the Strata Council agreed to proceed with a letter to the warranty provider asking for their assistance with these outstanding matters.

DRYER VENT COVERS

Please check your exterior building dryer vent covers to see if any are missing. If so, please advise the Property Manager (by email), as vent covers were noted as missing in the RDH report. As an open area such as this can be the cause of moisture getting into the building these should be addressed as soon as possible by the developer.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Landscape Upgrades**
A walk around had been done with Premier Landscaping with an agreement made for additional soil to be brought in at the front entrance areas, a few of the shrubs moved and another 3 or so added to fill in the open areas, a small rock border around the edges to prevent the dirt from going onto the entrance, removal of the ivy and filling in the planters in the centre courtyard by the gym where the plants have completely died. Strata Council was unaware that bark mulch was going to be placed in the front entrance beds and asked that it be removed as soon as possible as it is a fire safety issue. The rocks placed around the edges were fairly large and not what was anticipated to be used and the Strata asked that these be removed as well.

2. **Utility Savings**
In progress for next years budget.

3. **Key Fob Review**
This project has been completed.

4. **Timer on Front Door to Elevators/Additional Cameras at Gate/Additional Camera in Hall**
Cobra was on site to adjust the timer and provided a quotation for installation of another camera in the parkade. The intention of the camera is to photograph licence plate numbers of the vehicles which are not stopping to ensure the gates are fully closed before proceeding. These residents/visitors would possibly be fined if they continued to ignore the security of the building in this manner. Budget item for discussion.

5. **Window Cleaning**
Discussion again took place with regard to cleaning, chemical cleaning and scraping. One of the Council members had contacted Champion Window Cleaners for clarification on these issues and reported to Council their understanding. It was agreed (as the cost to clean, chemical clean and wash the building was extremely expensive) that the North side (Nelson) would be chemically cleaned and that side only washed (necessary to wash the chemical off the building) and the remaining sides be window cleaned only, this time. If it was found that the chemical made a significant difference on the windows, the remaining windows would be done this way in the early spring. A reviewed cost would be requested from Champion.

6. **Power Factor**
Houle Electric had attended the site and installed a new regulator which should correct the problem of the surcharges for hydro usage. The next billing after September 21st should reflect a difference.

5. **Maintenance**
The following is in progress:

- Line to be painted on driveway - Stop signs - The Strata Council had decided that the stop signs ordered were not what they had in mind. These were returned for a credit toward other signage for the gates, once Council members had a chance to determine the type of sign they would like. The lines were deferred as upon further review of the area, it was felt that possibly the yellow lines may detract from the general appearance of the driveway area. This will be discussed at a later date.
- Hallway painting: Is scheduled to begin the week of October 22nd.
- Carpet Cleaning: Is scheduled to take place upon completion of the painting.
- Dryer Vent Cleaning: Exterior dryer vent cleaning had been completed, with interior cleaning scheduled for November 3rd by Power Vac.

- The annual fire inspection will be scheduled for mid November with Fire-Pro, with in suite testing scheduled for November 3rd.
- Pressure washing and degreasing of the parkade will be schedule for November and again in the spring with regular wash downs conducted every few months.
- Stairwells have been swept and washed, hallway vents are now being cleaned and storage lockers and bike rooms will be swept next. These are being done as extra projects for the weekend relief staff and will be continued on a rotation basis.

7. **Truck Damage – Reimbursement**

A letter from Clark Wilson had been sent to the company to reimburse the Strata Corporation for the costs incurred as a result of one of their drivers running over the grates in the laneway. The company had not responded. An insurance claim had then been filed and the insurance company will be pursuing the Alberta company for reimbursement as well, possibly the cost of the deductible for the strata corporation.

CORRESPONDENCE

1. Correspondence received and sent dealt with moves, stolen items as a result of a resident letting the thief in, Marijuana smoke, return of common key, elevator problems.
2. A resignation of Maryam Nazary as Council member as she had moved from the building.

NEW BUSINESS

1. **Bylaws/Rules**

Several revisions to the bylaws were discussed, such as enforcement of the City Bylaws with regard to dog droppings/clean up, increasing the fines to $200 and $50 for rules, insurance deducible and adding no satellite dishes.

Discussion ensued about rental restrictions, such as a minimum of a one year or six month lease however no decision was made as Council members had different opinions on this matter.

Several rules were suggested as well, such as no laundry on balconies or windows, no planters directly on patios/balconies, no planters over the sides of balconies, etc.

2. **Budget**

The Property Manager will prepare a draft budget for presentation to the Strata Council at their next meeting, which will include general operating costs and projects planned for the coming year. Council will review and decide on a budget for presentation to the owners at the AGM. Some of the projects which were deferred were as follows:

- In ground lighting for the common areas along Nelson and Homer
- Artwork for replacing the stolen art
- Landscape upgrades (Quotation from Para space to be obtained for maintenance)
- Treadmill for exercise room

3. **AGM Resolutions**

Resolutions which may be considered may address legal costs as a result of the elevator issues and collection of outstanding fees (strata lots would need to be named).

4. **AGM**
   It was agreed that the AGM would be held off site as the lounge would not provide enough room for a proper meeting and would entail the delivery and payment of chairs, tables, set up and cleaning. The AGM is scheduled to be held on December 5th.

5. **AGM Notices**
   The Property Manager advised that the budget would be pre-approved by the Strata Council prior to being sent to owners. As well, any bylaw changes, resolutions and or rules being proposed would as well, be reviewed and approved in advance by Strata Council. Notices with all supporting documentation will be mailed to all owners at least 20 days in advance of the meeting in accordance with the Strata Properties Act.

There being no further business the meeting adjourned at 9:35 p.m.

The next Council meeting is scheduled for November 7, 2007 at 7:00 pm in the lounge.

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Fern Barker, Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours), www.crosbypm.com

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M I N U T E S
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1399
THE BENTLEY

Held on Wednesday, November 13, 2007
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COUNCIL IN ATTENDANCE:	June Wyse	President
	Connie Coy	Vice President
	Colin McBride	Treasurer
	Nolan Peterson	
	Jennifer Bergman	
REGRETS:	Todd Ingle	Maintenance
SENIOR PROPERTY MANAGER:	Fern Barker	Crosby Property Management Ltd.

The meeting was called to order at 7:00 p.m. by the Property Manager.

APPROVAL OF COUNCIL MEETING MINUTES

The Minutes of the Council Meeting held October 10, 2007 were approved as previously distributed.

APPROVAL OF FINANCIAL STATEMENTS

The financial statements for September 2007 were adopted as presented.

REPORT ON UNAPPROVED EXPENDITURES

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

CARETAKER BUSINESS

There was no new caretaker business.

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Wednesday, October 10, 2007

DEFICIENCIES

Elevators: The Property Manager had met with a representative from Richmond Elevator on site (Council members were invited but unable to attend) to discuss the ongoing issues with the elevators. The representative had promised to have the elevators working "correctly" within 90 days of the meeting. It was noted the dates the elevators were down was at the end of every month on a general rule. The matter of the noise from the elevators, heard in the suites on the 24th floor was raised as it is still occurring and will need to be brought to the attention of Richmond Elevator again.
It was agreed that two council members would meet with a lawyer for advice on possible action.
2nd Year Warranty Review: A letter has been sent to the warranty provider asking for their intervention into the outstanding warranty related repairs as per the RDH report as no response had been received from the developer or ITC.
Water Ingress: Again, neither the warranty provider, developer nor ITC has responded to the formal request for intervention as a result of the water ingress into the garbage room and occasional into a locker room. Hallmark was called to assess the latest incident into the garbage room and they will be providing a report as to their findings as to where the water may be coming in and what they suggest needs to be done.
Exercise Equipment: No response to the letters with regard to the exercise equipment has been received.
Action: A letter had again been sent to the warranty provider asking for their intervention and as yet the only response received was with regard to the non-payment of a Richmond Elevator invoice. The Property Manager will follow up again with the warranty provider both by phone and letter to ask again for their assistance in particular with the water ingress and the elevators.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Landscape Upgrades**
   The upgrades are in progress with the rocks in the front of the building being removed within the week and the bark mulch being dug into the soil. The ivy has now been removed from the front of the town homes. Discussion as to whether Premier landscaping should be used next year or whether Para Space should be engaged ensued and it was decided to leave the decision to the new strata council.
2. **Utility Savings**
   In progress for next years budget.
4. **Timer on Front Door to Elevators/Additional Cameras at Gate/Additional Camera in Hall**
   Additional cameras were discussed and it was decided not to install a new camera but rather to spend the money on a card reader to be installed at the stairwell entrance on the main floor and key each stairwell door to a high security key, specific to the individual floors. Keys would then be issued only to the registered strata lot owner for a deposit of $100 or an amount determined by the next strata council.
5. **Window Cleaning**
   Underway with the north side being chemical cleaned and that side of the building washed.
6. **Maintenance**
   - Hallway painting: Underway- proceeding slowing as a result of the cash flow
   - Carpet Cleaning: Is scheduled to take place upon completion of the painting.
   - Dryer Vent Cleaning: Completed
   - The annual fire inspection: Completed

- Pressure washing and degreasing of the parkade will be scheduled spring with regular wash downs conducted every few months.

7. **Truck Damage – Reimbursement**
   Insurance claim filed with insurance company pursuing driver of the truck.

CORRESPONDENCE

1. Correspondence received and sent dealt with moves, elevators, key fobs and rental of the lounge.

NEW BUSINESS

1. **Bylaws/Rules**
   Several bylaw suggestions were presented for council review, which were approved for including in the AGM package.
   Discussion of a tenant and their rental agent aggressively pursuing the rental of the lounge, without the required notice and requirements for the owner to pay the deposit briefly ensued. The manner in which they treated both the property manager and resident manager was unacceptable. The tenant was not listed on the Form K and as per the rules had no right to rent the lounge.
   It was agreed to reduce this type of situation occurring again, the rules would be amended to permit tenants to rent the lounge under certain criteria.
   TENANTS/OWNERS AND AGENTS ARE REMINDED THAT THE RULES ARE IN PLACE TO BE FOLLOWED BY EVERYONE. THEY ARE APPROVED BY THE STRATA COUNCIL AND ENFORCED BY THE MANAGEMENT FOR THE STRATA CORPORATION.
2. **Budget**
   The budget draft was reviewed in detail and a proposed budget approved for presentation. There is a projected surplus from the prior year as a result of tight control of the budget during 2007. This surplus will be used to offset the increase in the budget and only a 2% increase in fees is being proposed for the year. With control on the expenditures in the coming year it is hoped that there will be a carry over next year again.
3. **AGM Resolutions**
   Resolutions were considered and approved for legal action against three strata lots in arrears for strata fees, two who have not paid fees from December 2005 and another who had not paid the increase in strata fees, requesting an explanation on why they had increased before they would pay. This owner had been advised to review the budgets from the prior year and the annual general meeting minutes from 2006.

4. **AGM**

The AGM is scheduled to be held at the Chateau Granville on December 5th. It was noted that it would be good for the Strata if resident owners would stand for election at the AGM. Several of the current council will volunteer for another year however Connie and June felt they might not run again as they had already been on council for two years but would decide at the AGM. Owners are encouraged to step forward and participate on Council for next year.

5. **AGM Notices**

The agenda package, budget notes and budget would be forwarded by email to all Council members on November 14, (the day following this meeting) for final review, with the packages being in the mail on the November 16, to meet the required 20 day notice.

There being no further business the meeting adjourned at 9:50 p.m.

The next Council meeting is scheduled following the election of the new council.

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Fern Barker, Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours), www.crosbypm.com

Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the Strata Property Act, will be assessed for replacement copies.

M I N U T E S
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1399
THE BENTLEY

Held on Tuesday, January 8, 2008
Within the Lounge
1001 Homer Street, Vancouver, B.C.

COUNCIL IN ATTENDANCE:	Jennifer Bergman Ryan Hills Todd Lingle Colin McBride Garrett Munroe Seng Jin Ooi	
REGRETS:	Nolan Peterson	
SENIOR PROPERTY MANAGER:	Fern Barker	Crosby Property Management Ltd.

The meeting was called to order at 7:10 p.m. by the Property Manager.

ELECTION OF EXECUTIVE

The following members agreed to hold the following positions:

Jennifer Bergman	President
Colin McBride	Treasurer
Ryan Hills	Secretary/Vice President
Tod Lingle	Maintenance/Landscaping

At this point of the meeting, former Council member, June turned over the strata books which included a copy of contracts, minutes and agendas, to the new President. The keys for the office were turned over to the President as well, with the key to the cabinet in the mail room being given to the Secretary who will take over posting the minutes.

APPROVAL OF COUNCIL MEETING MINUTES

The Minutes of the Council Meeting held November 13, 2007 were approved as previously distributed.

APPROVAL OF FINANCIAL STATEMENTS

The financial statements for November 2007 were adopted as presented.

The owner of Strata Lot 41 has not paid their strata fees and as per the resolution approved by the owners, foreclosure action will be initiated.

One other owner is in arrears for an insurance deductible of $2500.00, several owners are in arrears for charge backs, moving fees and as well, the retroactive amounts as a result of the increase in strata fees.

Collection will be vigorously pursued to collect all outstanding amounts.

A council member suggested sending the outstanding accounts to a collection agency. The strata council advised however, that collection of strata fees and interest was by way of foreclosure through the lawyers. Collection of the other outstanding amounts was by way of Small Claims Court.

The Property Manager referred Council members to the BC Assessment on all Caretaker strata lots (caretaker suites owned by a strata), which had, in 2007 been assessed at $100,000, noting the City had "re-examined" the matter and would be assessing taxes on the suite on a revised assessed value. This will affect the budgeted amount for taxes on the caretaker suite.

REPORT ON UNAPPROVED EXPENDITURES

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

CARETAKER BUSINESS

There was no new caretaker business, however it was noted that the Resident Manager will be away beginning early March. An in camera meeting took place with regard to this matter.

DEFICIENCIES

Elevators:
There had been less shut downs during December than in the previous past couple of months bringing some hope that maybe some of the problems had been corrected. The manufacturer was expected to be on site within the next couple of weeks to try to determine what the problems with the elevator are so that they can be properly rectified. As well, the noise heard in the penthouses is to be addressed again by Richmond Elevator. The developer has advised that they cannot be of any assistance and that the problems are most likely related to maintenance of the elevators.

One of the council members felt that the council should pursue taking all parties to court for restitution for the frustration experienced by the residents as a result of the number of elevator shut downs and felt that Richmond Elevator would be liable if the fire department or ambulance service could not attend to a call if the elevators were not operating. The remaining council members felt that as Richmond Elevator was attempting to fix the problems and that the manufacturer was going to be on site in the near future, further discussion with regard to a potential law suit should be temporarily put on hold to see what the outcome would be.

It was agreed to wait until the meeting in February to make a decision as to meeting with the lawyer again, to pursue the possibility of legal action.

2nd Year Warranty Review:

No response has been received.

Water Ingress:

ITC had dug holes in the grounds in late summer in preparation for investigation/repairs to stop the water ingress into one of the locker rooms and the garbage room. As the holes remained open for a significant length of time, with no work being done, the strata landscapers refilled the holes in late fall. ITC has again arranged for the areas to be dug up in early December, however the holes remain open with no work having been done as yet.

Exercise Equipment:

No response to the letters with regard to the exercise equipment has been received.

Action:

The warranty provider has been asked to intervene. A call has been received that they will be investigating however, they needed further information. All reports and copies of all letters sent to the developer were forwarded as well to the warranty provider at the same time, however, the Property Manager has completed another report for them and the hope is that someone will soon look into the outstanding deficiencies and arrange for work to be done.

BUSINESS ARISING FROM PREVIOUS MINUTES

Window Cleaning

The window cleaning and chemical clean of the north side by Champion Window Cleaning was completed on November 13th. Todd reported that the chemical clean made all the difference and was satisfied with the results. June (previous council member) however, still seems to have a problem with cloudiness and a scratch on one of her windows. This will be further investigated when the window cleaning is done in the spring. A chemical clean of the other sides of the building will be considered for the fall.

Carpet Cleaning

Carpet cleaning was completed by Service Master on December 18th. A monthly proposal had been previously submitted, which will be reviewed at a future meeting.

Timer on Front Door to Elevators/Additional Cameras at Gate/Additional Camera in Hall

The timer has been changed, with the printer and fax machine set up by Cobra. A quotation for additional cameras is in progress and will be received in time for the next council meeting.

Hallway Painting

Completed with touch-ups on a couple floors to be done.

Common Area Cleaning

Pressure washing and degreasing of the parkade will be scheduled for spring.

Truck Damage – Reimbursement

Insurance claim filed with insurance company pursuing driver of the truck who caused the damages to the grate, as the Strata has not yet been reimbursed for the costs to repair the grate. As well, the damage by the tow truck to the fire sprinkler line in the parkade was turned over to the strata insurance to deal with ICBC for reimbursement for repairs and call outs as a result of the broken line. Reimbursement for the cost to the strata has not yet been received.

CORRESPONDENCE

1. Correspondence received and sent dealt with moves, elevators, key fobs and rental of the lounge.

NEW BUSINESS

Review of Budget

The Property Manager reviewed briefly with the Strata Council the budget and the various items which Council had approved and planned for in this operating year.

Landscaper

It was agreed, as the cost to engage Para Space was significant, to continue the contract for 2008 with Premier Landscaping. The additional budget could then provide Council an opportunity to engage the services of a landscape designer to provide ideas on further upgrades which could be done to enhance the landscaping around the Bentley.

Treadmill

Several proposals for treadmills were presented to Council. The Property Manager noted that $5,500 had been accrued for purchase of a treadmill in the prior year. Seng Jin and Garrett volunteered to investigate the many options available and present to council at the next meeting a proposal for the type of machine they recommend for purchase.

Card Reader/Keys for Stairwells

The quotation will be presented at the next council meeting.

Exterior In-ground Lights

A quotation had been obtained in the prior year for installation of in-ground lighting. Two previous quotations had been received in the first year as well. A council member asked if there was an incentive with BC Hydro for exterior lighting and as well, the possibility of installing lighting from the top of the building rather than in-ground.

The Property Manager will investigate incentives for exterior lighting with BC Hydro and advised that lighting from the top of exterior of the building would require additional costs for re wiring. As a result of the cost for this work it was agreed that two updated quotations would be obtained and a decision made at the next council meeting.

Additional Security Improvements

Camera quotations are in progress. At this point a brief discussion took place with regard to the significant number of damages which occurred over the New Year's holiday and how to charge these back to residents who caused the damages.

A council member suggested contacting the police and filing a vandalism report for each incident. The strata council felt however, that charging back the residents for damages was sufficient; as well, a process was in place for evictions for any resident or resident's guests who were wilfully damaging property on more than one occasion.

General Questions

A council member asked if the strata council was insured for liability, did the council approve the minutes, asked that agendas come out to council well in advance of a meeting and be mailed instead of emailed and advised that there was a problem with hot water in the building.

The Property Manager responded that yes, the strata council was covered if they acted in good faith, a council member generally reviews the minutes prior to distribution and the Council approves the minutes at each subsequent meeting, the council agreed that the agendas by email was fine with the agendas being sent as usual the Friday prior to the meeting and the problem with the hot water in the shower may relate to valves in the taps and/or shower connections and as this is an insuite matter, the council member should contact a plumber to look at this matter.

The Property Manager noted as well, that owners should ensure that bathtubs, taps, toilets, showers and shower walls be re-caulked on a very regular basis to reduce chances of leaking to the suite below.

Owners should also be reminded to check overflows in the bath tubs to ensure they are tight and that dishwasher and washer hoses are checked regularly. Water damage to a suite and or suites below are the responsibility of the owner of source to repair at their cost. Therefore, checking and maintaining is extremely important. Owners are as well reminded that if you have tenants in your suite, you should ensure these tenants are made aware to notify the owner of any possible water related problems so they can be quickly addressed.

The Council member asked for information on what the role of the Property Manager and Crosby was and what the terms of the contract were. The Property Manager briefly explained and suggested that the council member may wish to read the Agency Agreement which would provide more detailed information and explanation.

Another council member asked if there were other ways of generating income such as films, outside rental of the lounge, etc.

The Property Manager advised that yes, if a filming company approached the strata corporation, filming would be considered. Rental of the lounge however, was not considered as a result of the monitoring and control, damages, upkeep and security related to outside rental. Rental and/or use of the lounge had already been a problem with residents in the building. Any proposal for towers or dishes on the roof would need to go to the owners for approval as it would be considered a change to common property. However, Council is always open to other sources of revenue suggestions.

A question was raised as to removing the current garbage containers in the front and back of the building and replacing them with small ashtrays. This will be discussed at the next strata council meeting.

Art Work

An owner had been researching pictures to hang in the hallway where the original black and white photo's had been hung, before they and the mirror were stolen. A recommendation with regard to the other art work as well, was presented. The strata council was most interested in the information and will make a determination at the next council meeting.

There being no further business the meeting adjourned at 9:30 p.m.

The next Council meetings are scheduled for 7:00 pm: February 6th, March 18th, April 29th, June 3rd, July 29th, September 9th, October 7th, November 5th, AGM - December 2, 2008.

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Fern Barker, Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours), www.crosbypm.com

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M I N U T E S
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1399
THE BENTLEY

Held on Wednesday, February 6, 2008
Within the Lounge
1001 Homer Street, Vancouver, B.C.

COUNCIL IN ATTENDANCE:	Jennifer Bergman	President
	Ryan Hills	Secretary/Vice President
	Colin McBride	Treasurer
	Nolan Peterson	
	Todd Lingle	Maintenance/Landscaping (joined the meeting at 7:50 pm.)
REGRETS:	Garrett Munroe	
	Seng Jin Ooi	
SENIOR PROPERTY MANAGER:	Fern Barker	Crosby Property Management Ltd.
PROPERTY MANAGER:	Ron Buzikievich	Crosby Property Management Ltd.

The meeting was called to order at 7:05 p.m. by the Property Manager.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the minutes of the Council meeting held January 8, 2008 as previously distributed. CARRIED

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the December 2007 financial statements as previously distributed. CARRIED

REPORT ON UNAPPROVED EXPENDITURES

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

REPORT ON LITIGATION

The Strata Council is initiating foreclosure on a strata lot that is in arrears for strata fees, with all legal costs associated with the collection and foreclosure begin assessed to the strata lot owner.

DEFICIENCIES

Elevator
The elevators has not been down as often as previously, with about 4 callouts in the past couple months. The manufacturer from Quebec was on site over a period of a week in order to determine what the source of the shutdowns might be. No follow up report from Richmond Elevator or the manufacture has been received as yet.

Roof
The water ingress into one of the penthouses is continuing to be addressed by Polygon, with further repairs/work being done to locate and correct the source of entry. Polygon is now providing regular updates of work being done around the property under warranty.

Water Ingress in the Locker Room
The holes in the landscaping have been filled in by Premier Landscaping (with ITC paying them directly) following resealing of the concrete over the locker room. There has been no further report of water ingress in this area.

St. Paul's Insurance and Polygon
The Property Manager expressed concern with regard to the communication from the warranty provider and the manner and type of information which had been presented to them several times. An on site appointment has now been scheduled with St. Paul's and Polygon for Wednesday, February 20th at 10:00 am. at which time, matters like the roof, garbage room leak, locker room follow-up and RDH report will be addressed. It was noted however that some of the deficiencies are now being aggressively addressed by Polygon/ITC.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Treadmill**
   An appreciation of thanks was expressed to Seng for the amount of time and work that he had done outing together a spreadsheet with many treadmill options, pricing and warranties. It was agreed that as Seng had done the research and would be most knowledgeable on recommending one or two treadmills, council would rely on his recommendation and take a vote by way of email. It was noted in his report as well that the electrical may need to be changed to accommodate a new machine.

2. **Exterior Grounds Lights**
   An additional quotation had been received from Houle Electric for $12,000.00. Commercial lighting had quoted previously with several options however their pricing did not include labour and they were higher than Power Pro Electric. Houle Electric had noted in conversation with the Property Manager that in ground lighting generally causes problems over time as wiring breaks, or rusts as water enters the conduit and the best option long term option is to install above ground lighting pots.

However, as posts would be extremely expensive to install and would probably be damaged as easily as the current lighting system, it was agreed the best option at this time was for the in ground. It was moved/seconded to approve the quotation from Power Pro to install in ground lighting on Homer and Nelson for approximately $7,000.00. CARRIED

3. **Ashtrays**

It was agreed to leave the garbage containers/ashtrays as they are but to monitor the situation and re-address in the future, if needed.

4. **Resident Manager**

The Resident Manager will be taking a four month leave of absence to be effective February 29th, and a Temporary Resident Manager has been engaged to cover this time. The Property Manager drew up specific contracts to cover the temporary employment and occupancy of the Resident Manager suite for the Temporary Resident Manager and the leave of absence and return to work by the Resident Manager. The temporary Manager, Peter, will begin work on February 18 for 4 hours per day and full 8 hours beginning February 25th.

5. **Card Readers for the Stairwell**

It was moved/seconded to approve the CIS quote for approximately $6,000.00 to install a card reader at the entry to one stairwell from the lobby and to move and install additional cameras in key areas. CARRIED

The Property Manager noted that there should be an allowance of approximately 50% for additional and possibly unknown expenses for moving and installation of wires, set up to the security system and patching/painting.

6. **Truck Incident & the Grate/Tow Truck Incident & Parkade Sprinklers**

The Property Manager continues to follow up with the insurance adjusters with regard to the grate incident and the sprinkler line as reimbursement for expense incurred by the strata has not been received as yet.

NEW BUSINESS

1. **Spring Cleaning**

One window cleaning has been budgeted for this fiscal year however it was decided to proceed with a spring cleaning and consider a late fall window cleaning and chem-clean which could be allocated to next year's budget.

Parkade and common area pressure washing and degreasing is scheduled for April as well.

2. **Rentals/Insurance**

The Property Manager noted that the insurance company had provided some information as to number of rentals vs insurance as a result of damages from an illegal activity. Further information is being obtained by Crosby on this issue.

3. **Other**

A Council member reported that the crack in the wall on the 11th floor as a result of damages caused by one of the occupants of the floor was still showing after touch ups were done. The Property Manager will ask that Style Pro return to assess and make repairs as necessary.

There being no further business the meeting adjourned at 8:50 p.m.

The next Council meeting is scheduled for March 18th, 2008 at 7:00 pm.

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Fern Barker, Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours), www.crosbypm.com

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M I N U T E S
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1399
THE BENTLEY

Held on Tuesday, March 18,, 2008
Within Starbucks
Nelson Street, Vancouver, B.C.

COUNCIL IN ATTENDANCE:	Jennifer Bergman	President
	Ryan Hills	Secretary/Vice President
	Colin McBride	Treasurer
	Seng Jin Ooi	
REGRETS:	Garrett Munroe	
	Nolan Peterson	
	Todd Lingle	Maintenance/Landscaping
SENIOR PROPERTY MANAGER:	Fern Barker	Crosby Property Management Ltd.

The meeting was called to order at 7:15 p.m. by the Property Manager. The meeting was held at Starbucks as a private function was being held in the Bentley lounge.

Guest: An owner attended and addressed Council with regard to concerns about the towing of the vehicle of a guest. The owner was asking for clarification regarding visitor parking rules and for reimbursement for the towing bill. The Strata Council listened to the points raised and advised that they would review the rules and signage again to ensure that the parking rules are clear. The Strata Council did not approve the reimbursement of the towing bill. The guest remained only for the discussion regarding the visitor parking issues and was not present for the balance of the meeting.

APPROVAL OF COUNCIL MEETING MINUTES

The Property Manager apologized for the draft set of minutes being sent to owners in error which was not charged to the Strata as a result.

It was moved/seconded to approve the minutes of the Council meeting held February 6, 2008 as previously distributed. CARRIED

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve the January 2008 financial statements as previously distributed. CARRIED

REPORT ON UNAPPROVED EXPENDITURES

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

REPORT ON LITIGATION

The Strata Council has delayed the foreclosure action against a strata lot owner in arrears for strata fees as the owner has made another partial payment and promises to have the remaining amount paid in full by the end of April and has finally submitted a preauthorized debit form for monthly strata fees.

DEFICIENCIES

Elevator

No follow up report from Richmond Elevator or the manufacturer has been received as yet, which the Property Manager will follow up with again.

Roof

The water ingress into one of the penthouses is continuing to be addressed by Polygon, who was not only the original roofing company on site, but as well, two engineering companies. During the walk around with Polygon, the warranty provider and the Property Manager, the area and proposed solutions were reviewed.

Water Ingress in the Locker Room

There has been no further report of water ingress in this area however, a report was received with regard to dampness around the repair done in one of the other locker rooms which will be monitored.

St. Paul's Insurance and Polygon

An on site walk around was conducted with Robert Pol from St. Paul's, two representatives of Polygon, the Resident Manager and the Property Manager on Wednesday, February 20th at 10:00 am.
The area where repairs to the roof are taking place, the garbage room leak, and possible solutions and the locker room were viewed. ITC faxed over a report advising what would be under warranty and what would not from the RDH report previously submitted to them.
A discussion ensued about responsibility of the dryer vent covers which are missing and the one removed as it was falling out of the wall. The Property Manager noted concern that if there were several missing or loose or if they did not fit properly back into the wall, the cost should not be borne completely by the Strata. It was agreed that when the window cleaners were on the building, they would be asked to advise on how many were missing and if only a couple require attention, to screw them back in. If there are several missing or loose, discussion with regards to possibly sharing the cost would take place.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Treadmill**
   The treadmill has been ordered and was to be delivered by mid March. It was noted as a reminder that as the treadmill will be under warranty, the Resident Manager be reminded to contact the correct company to service the equipment. Power Pro will need to install a 20 amp outlet to accommodate the new treadmill.

2. **Work Approved and Time Frames**
   To ensure that the costs for work can be covered within the monthly cash flow, work was scheduled over several months.

Champion Window Cleaning- March 26th-April 1st
Style Pro - Common area pressure washing - April
Style Pro - Parkade pressure washing/degreasing - April 14,15,16
Downtown Lock - Re keying all stairwells - May
Cobra Security - Installation of card reader, new camera and relocation - July & August
Power Pro Electrical - Installation of new common area light fixtures - August-September
November – Possible hydro vault cleaning
Style Pro - Minor painting touch ups take place every couple months or as needed

3. **Temporary Resident Manager**

The temporary Resident Manager, Peter, has been working out quite well and has an enthusiastic attitude, as well as taking great care to follow instructions carefully and make sure rules and bylaws are being followed. It is unknown at this point when and if Frank will return to this position in July.

4. **Resident Manager**

Frank had spoken with a few people stating he had not received his increase which the Property Manager had heard by way of the "grape vine". She confirmed that the increase, as approved by the owners at the December AGM, was retroactive to December 1, 2007 and had indeed been on Frank's January 2008 pay cheque.

The Property Manager reported as well, that $250 petty cash provided to Frank through Crosby Property Management had been reconciled and receipts received to back up the $250.00. However, $250 had been issued by Martello and not cleared from the books and Frank had adamantly advised that he had forwarded all receipts for this $250 to the previous Martello Property Manager, at the AGM in 2007. This $250 had been written off to repairs and maintenance.

The Property Manager reported that there was no record of $250.00 being received for a damage deposit from Frank however, Frank assured her that it had been paid and Martello Property Management had advised him that although they had no record of the payment, they felt it had been paid.

Upon review of the pay slips that Frank did have for August-December 2006, the Property Manager noted that there had been no August 2006 rent charged/paid and no record of a security deposit deducted. The records from Martello Property Management showed a charge on the caretaker suite account with no offsetting payment, a reversal of the charge and no deposit shown on the balance sheet.

It was agreed by the Strata Council that the damage deposit would not be reimbursed to Frank unless proof that it was paid was forwarded.

5. **Truck Incident & the Grate/Tow Truck Incident & Parkade Sprinklers**

The Property Manager continues to follow up with the insurance adjusters with regard to the grate incident and the sprinkler line as reimbursement for expenses incurred by the Strata Corporation has not been received as yet.

NEW BUSINESS

1. **Sign Holders**
   It was agreed to purchase additional notice holders to post the rules in the gym and lounge and as well, install in each of the parkade elevator lobbies.

2. **Trades**
   A Council member reported that on or about February 21st, someone appeared on an outer ledge without notice and no signs with regard to anyone being on the side of the building had been posted. The Property Manager noted that a discussion with Polygon had taken place some time ago, with regard to any of their trades being on site, without proper notice to owners and will follow-up with them to ensure this does not happen again. Notices are posted well in advance to ensure all residents are aware of what is happening when trades are engaged or work scheduled by the Strata.

3. **Reminders**
   Residents are reminded that throwing anything over the sides of balconies is not permitted and can be a fire or safety concern. Washing of balconies, hanging planters on the outside of the railings, placing any planter directly onto the deck membrane and or installing or hanging anything on the exterior of the building are not permitted.

There being no further business the meeting adjourned at 8:20 p.m.

The next Council meeting is scheduled for April 29, 2008 at 7:00 pm.

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Fern Barker, Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office # (604) 683-8900 (24 Hours), www.crosbypm.com

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M I N U T E S
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 1399
THE BENTLEY

Held on Tuesday, April 29, 2008
Within the Lounge
1001 Homer Street, Vancouver, B.C.

COUNCIL IN ATTENDANCE:	Jennifer Bergman	President
	Ryan Hills	Secretary/Vice President
	Colin McBride	Treasurer
	Nolan Peterson	
	Garrett Munroe	
	Seng Jin Ooi	
REGRETS:	Todd Lingle	Maintenance/Landscaping
SENIOR PROPERTY MANAGER:	Fern Barker	Crosby Property Management Ltd.

GUESTS

An owner attended at 7:00 pm. to address concerns with regard to the visitor parking being misused by residents and frequent visitors and as well, with regard to the revitalization of the landscaping.
The Property Manager will contact each of the residents whose vehicle plate numbers were provided, as well as contact the patrolling company to have the vehicles towed if parked in visitor parking again. The landscaping improvements will be addressed this spring.

Another owner attended and addressed Council with regard to a charge back as a result of caulking in their bathroom which needed to be re done, as water was leaking into the suite below. The owner felt that the tenant should not have been contacted first but rather the owner. The Property Manager explained that the first course of action is to contact the individual residing in the suite to mitigate damages. The owner is then contacted thereafter. The Council agreed that the course of action taken was appropriate and that the owner was responsible for the costs to the call out for the suite below them.

Owners are reminded to please advise the Property Manager at least a week in advance of a meeting, if they wish to attend a Council meeting.

The Chairperson calls the meeting to order at 7:40 pm.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the minutes of the Council meeting held March 18, 2008 as previously distributed. CARRIED

Minutes of the Council Meeting
The Owners Strata Plan BCS 1399
Held on Tuesday, April 29, 2008

APPROVAL OF FINANCIAL STATEMENTS

Approval of the financial statements for February and March 2008. It was moved/seconded to approve the February financial statement. CARRIED.

The March financial statement was deferred as the Treasurer had not had an opportunity to review. The Property Manager noted that she was watching the cashflow carefully as many owners had not yet paid their increase in strata fees and some of the costly work, such as the window cleaning, the fire inspection, the new treadmill, keys and card reader and spring work has been done or is in progress.

REPORT ON UNAPPROVED EXPENDITURES

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

DEFICIENCIES

1) **Elevator – Richmond Elevator**
It was noted by Council that there have been improvements in the operation of the elevators, with a significant drop in incidents having been noted in recent months. Council reviewed correspondence from Richmond Elevator regarding the most recent elevator incident and noted that the information provided was factually incorrect. Council noted that further correspondence had been sent by the Property Manager to Richmond Elevator to clarify these misconceptions. Council also noted that, despite being pleased with the improvements in elevator operation, Council would continue to monitor the situation closely as well as continuing to pursue receipt of the reports on the elevators requested from Richmond Elevator and their advice as to how they will continue to work towards ensuring the maintenance of an acceptable level of elevator operation

2) **Leaks: Garbage Room, Locker Room**
The locker rooms have not experienced leakage since repairs were done by ITC; however they are being closely monitored. The garbage room leak is still ongoing and the repair/and or hatch to access the vent has not been done.

BUSINESS ARISING FROM PREVIOUS MINUTES

1) **Resident Manager- Notice to Return**
The temporary manager is working out very well and it will not be known if the Resident Manager is returning or not until the end of May.

2) **Treadmill**
The new treadmill has now been installed.

3) **Truck Incident - Grate/Tow Truck Incident**
Parkade sprinkler (insurance claims) - these claims are ongoing through insurance.

NEW BUSINESS

1) **Insuite Pipe Leak**
A leak in a pipe inside a suite was reported with Edenvale attending and the plumbers. The shut off valves for this particular suite appear to be located approximately 6 feet into the suite, however Hallmark (plumbers) had not yet provided a report on the location of additional shut offs which will affect the repair to the pipe. The pipe will be repaired this week with the costs billed to the owner. The owner did take appropriate action

2) **Visitor Parking Rules**
Discussion ensued again with regard to the visitor parking rules. It was decided that the rules shall be those posted in the visitor parking area, which may be amended from time to time. Warnings are not issued, residents or frequent visitors using visitor parking will be towed at their cost.

3) RESIDENTS AND THEIR VISITORS ARE AGAIN REMINDED TO STOP AT THE GATES TO ENSURE THEY ARE FULLY CLOSED BEFORE PROCEEDING. LESS THAN ONE MINUTE OF YOUR TIME COULD SAVE OTHERS AND YOURSELF HUNDREDS OF DOLLARS IN DAMAGED VEHICLES, STOLEN AND DAMAGED PROPERTY.

4) **Fire Safety Work**
Repairs and replacement of a few fire extinguishers has been arranged. The Property Manager noted that fire extinguishers will need to be budgeted for in coming years as they will need to be replaced or refilled every 3rd-4th year.

5) **CIS Replacement of Transmitter**
Cobra advised that Rogers was no longer providing the second wireless line for the fire panel. Therefore, the transmitter needed to be replaced with a Telus one to provide the second monitoring line.

6) **Request to Re-connect Parking Enterphone**
Following discussion with regard to the reason why the enterphone had been disconnected, it was agreed not to reconnect it.

7) **Request to Increase Hot Water Capacity**
A Council member asked if the hot water capacity could be increased to ensure availability of hot water during peak hours. The Property Manager will ask Hallmark if they can increase the temperature the next time they are on site doing their preventive maintenance.

8) **Garbage Cans**
It was agreed that as the cans are attracting neighbourhood dog owners to drop their dogs' faeces into the bins, they would be removed. It was further agreed to use them as planters in another location and to install moon shaped ashtrays on the side of the building at both entrances.

9) **Camera**
The temporary Resident Manager had suggested that he could install additional cameras throughout the building, in particular, the garbage room and elevators.

The Council was very pleased with the proactiveness of the temporary Resident Manager however, felt that Cobra should be doing the installation as the cost of the security equipment was extremely expensive to replace and if "tampered" with, may no longer carry a warranty if something went wrong. However, the Council also felt that any suggestions would be considered. Costs for the parkade camera had already been obtained ($5,000) and as well, a cost to install cameras in the elevators was in progress.

Attached as a reminder are the rules as currently posted in the parkade.

The meeting was adjourned at 9:20 pm.

The next scheduled meetings are:
June 3, 2008, July 29, 2008, Sept 9, 2008, October 7, 2008 and November 5, 2008.

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