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

Held on Wednesday, March 21, 2007
Within the Lounge
1001 Homer Street, Vancouver, B.C.

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

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

APPROVAL OF COUNCIL MEETING MINUTES

The Minutes of the Council Meeting held February 28, 2007 were approved as previously distributed.

APPROVAL OF FINANCIAL STATEMENTS

The financial statements for January and February were adopted as presented, with adjustments to Martello closing statements having been made.

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

Discussion ensued with regard to:

- The Resident Manager had been asked to provide a schedule of work for items such as cleaning the stairwells, bike and storage lockers once every few months, etc. which was not yet in progress. The Property Manager will set up the schedule.
- The Property Manager noted that several items remained outstanding which had been asked of the Resident Manager and would be followed up on to have completed in the next month.
- A copy of the Resident Manager Job description and Arash Building Services (weekend relief) had been attached to the agenda for Council's review.

- **For security reasons, RESIDENTS THAT HAVE LEFT KEYS WITH THE RESIDENT MANAGER ARE ASKED TO ENSURE THEY ARE PICKED UP.**
- **THE RESIDENT MANAGER WILL NOT HOLD KEYS FOR ANY RESIDENT UNDER ANY CIRCUMSTANCE. ANY KEYS NOT PICKED UP BY APRIL 15TH WILL BE DESTROYED.**
- **RESIDENTS ARE ASKED TO PROVIDE A KEY TO SOMEONE ELSE WHO CAN RESPOND QUICKLY IN AN EMERGANCY AND PROVIDE THE CONTACT INFORMATION TO THE RESIDENT MANAGER.**

DEFICIENCIES

Quotations from Levelton, McCuaig and Bemco had been received and were reviewed. However, the Property Manager had located a contract in the Martello files which related to building envelope reviews for an unknown period which had been set up by the Developer. The contract was with RDH, which the Property Manager will follow up with to determine how long the contract was for. If the contract continued for a period of the 5 years, it was agreed to not proceed with any of the other three companies but have RDH continue to provide the reviews.

It was noted that elevator B was still not working correctly, even though apparently new computor parts had been installed. A follow-up with Richmond Elevator has and will again be made.

A small leak which had occurred around the air intake equipment on the roof had occurred which was being addressed by the developer.

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.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Ground Light Fixtures**
   The Property Manager had attempted to find out who did the capping from Martello's records, however had not been able to source the electrician and therefore would be engaging Power Pro to do the work.
2. **Light Fixture in Lounge**
   This was one of the items outstanding noted under Resident Manager follow up.
3. **Security Fob Access to P1, Parkade Enterphone, Camera**
   The work is being arranged with Cobra and Richmond Elevator for early April. It was noted that notices should be in different colours as the notice with regard to the security changes was not noticeable.

RESIDENTS ARE REMINDED THAT ACCESS TO P1 WILL NO LONGER BE AVAILABE WITHOUT A KEY FOB, VISITORS WILL NO LONGER BE ABLE TO BUZZ IN THROUGH THE PARKADE ENTERPHONE AND ADDITIONAL CAMERAS WILL BE INSTALLED.

4. **Landscaping**
   Greenline Landscaping had advised that they had filled up their schedule of work for the year and would not be able to take on the contract. Three other companies were asked to quote, with only one quotation confirmed being received from Premier Landscaping.
5. **Window Cleaning**
   It was decided to proceed with Champion Window Cleaning for spring cleaning as well as including the scraping of windows where necessary, for a cost of $55 per hour.
6. **Exercise Equipment**
   A comparative quotation for exercise equipment based on what had been supplied to the Gallery and new equipment had been received. It was felt that the quotation provided was enough to write to the developer asking for either an upgrade in the equipment to match the Gallery's or compensation for the difference which would be used toward upgrading the equipment.
7. **Block Watch**
   A walk around with the VPD had occurred with two Council members present. No owners had come forward to volunteer for Block Watch. From the report, there were several areas where increased security was recommended. It was agreed however, to proceed with increasing the volume on the alarm on one of the parkade doors, check into whether postal timers had been installed and times activated, plugging all exterior door looks, covering windows on the storage lockers, changing signs on rooms in the parkade and continue with lock and astragal upgrades through time. Door closures should be checked and adjusted regularly by the Resident Manager. The interior gate should be changed from 9 to 5 seconds as well as the first gate being adjusted, if possible.
8. **Chairs**
   The Resident Manager had purchased 6 folding chairs, which were located in the janitorial room.

9. **Hydro Billing**
The owner who reported very high hydro bills had contacted BC Hydro again and they had advised that the billing was correct for that unit. It was suggested however, that the breaker to the suite be turned off and the hydro meter then checked to see if there was any movement. The owner will set this up with the Resident Manager, who has access to the hydro meters.

CORRESPONDENCE

1. Correspondence had been received from an owner who wanted the following addressed and noted by Council:
   - Install mirror at entrance to laneway. Completed
   - Adjust mirrors in parkade. Completed
   - Residents discarding items from the balconies and washing of balconies.

Residents are reminded that it is illegal to throw anything from a balcony. It is extremely dangerous and can injure those below and damage property. Washing of balconies is to be done only with mop and pail. Residents below get the benefit of the dirty water from suites above. Be respectful to those below you.

2. **Chargeback**
A resident had written with regard to a chargeback for an item left in the garbage area. The resident advised that they were not the culprits. It was agreed that the resident had not been in previous violation of any rules or bylaws and therefore, the chargeback would be waived, however the resident would be advised that if it did occur again, the chargeback would be due and payable.

3. **Lounge Use/Key Fob Purchase**
The new rule was now in place and Form K's and powers of attorney were being received. A couple of non-resident owners were trying to rent the lounge for their own private functions however, using their tenant as the "renter". Residents and owners are finding this change of policy frustrating; however the rules will be closely enforced to ensure that all owners are protected.

NEW BUSINESS

1. **Pull out**
It was noted that people are parking in the pull out in the laneway. The Resident Manager is to enforce towing in this area, as well as visitor parking.

RESIDENTS/VISITORS miss-using parking passes and visitor parking will be notified and then towed. There are a couple residents who are switching reserved parking and visitor parking use, some who are using visitor parking on a regular basis and another who is does not reside at the property that are using a reserved stall. All offenders to date have been advised and towing, fining and key fob deactivation will take place if they do not comply with the rules.
Visitor parking is to be used only for occasional visitors, not cleaning staff, babysitters, regular overnight guests, or additional vehicles to a strata lot. Reserved stalls are to be used only by residents of the building.

2. **Painting**
As it is important to watch the budget, it was agreed to determine which hallways need painting first and then set up a plan to have all hallways painted throughout the year.

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. **Key Fob Registration**

All residents and owners will be asked to verify the key fobs they have in their possession. Any fob not recorded will be deactivated. Dates for the first week of May will be arranged and residents will be asked to come to the office to have their key fob registered. At the same time, Form K's will be enforced for those not on record. Non-resident owners will be given an opportunity to provide the numbers on their key fobs, in writing, through the mail.

5. **Maintenance**
Following discussion on the need to maintain the common areas, the following was agreed:
- Line to be painted on driveway where residents/visitors are to stop and wait for gate to close completely before proceeding – Spring, when ground is warm
- Stop sign to be installed on wall adjacent to gate - March
- Carpet Cleaning will be done in fall
- Dryer vent cleaning for fall

6. **Suggestions for Future Discussion**
Bylaw and Rules Review, Welcome Package, Long Term Maintenance Planning.

There being no further business the meeting adjourned at 9:10 pm.

Council meetings are scheduled for:

April 25th, May 16, 2007 at 7:00 pm in the meeting room.

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, April 25, 2007
Within the Lounge
1001 Homer Street, Vancouver, B.C.

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

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

APPROVAL OF COUNCIL MEETING MINUTES

The Minutes of the Council Meeting held March 21, 2007 were approved as previously distributed.

APPROVAL OF FINANCIAL STATEMENTS

The financial statements for March 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

Discussion ensued with regard to several items of concern with regard to the Resident Manager. The Property Manager will arrange a meeting to discuss these issues.

The Resident Manager was asked to change the timers on the gates to a shorter time and was waiting for Overhead Door to change the spring and show him how to change the timers. The spring on the overhead gate needs to be changed and apparently there is an extended warranty that as yet, Overhead Door cannot locate. The developer has advised that there was an extended warranty and therefore, the springs should be replaced at no charge. The Resident Manager and Property Manager are following up on this issue.

- **For security reasons, ALL KEYS PREVIOUSLY HELD BY THE RESIDENT MANAGER WILL BE DESTROYED.**

DEFICIENCIES

2nd Year Warranty Review:

RDH had been contacted and agreed to provide the 2nd year warranty report for the amount of approximately $3,000 as per the agreement made with the developer. Questionnaires had been forwarded to all owners by mail, with the drops having been arranged.

Elevators:

Follow up with Richmond Elevator had been ongoing without results. No response to correspondence had been received as yet, and a full week with one of the elevators not operating had been unacceptable. It was agreed that it was time to take legal action if necessary, to make sure the elevators were operating correctly, the doors opening quicker and the levelling of the elevators done. As well, the continual problems with one or both elevators going down causing great distress and inconvenience to all residents was not being resolved.

A letter from the lawyers asking for the number of call outs, the number of times the elevators were out of service and the repairs done will be sent. As well, the Property Manager will search the files to source any information which may have been collected by Martello. The Resident Manager will also be asked to check his records as the number of times and dates he had called.

As well,the independent inspection has been done, with the report pending.

Stairwell Access:

The Council discussed the idea of providing a key to residents to the stairwells, a deposit on the key and the many security related issues which would arise. It was agreed to maintain the security of the building and hopefully either the caretaker, Resident Manager or a Council member would be available during those times when both elevators were down or one was being used for a move, to open the stairwell doors. It was agreed however, to have Cobra provide a quotation for installation of fob readers on each hall from the stairwell and as the issue is of great security importance, if necessary, the cost would be brought to the owners at an SGM for a vote.

Emergency Contact:

One of the Council members was under the impression that during an emergency such as the recent elevator shut downs, the Property Manager would be contacted and would be able to address the issue. However, the Property Manager explained that during the evenings and weekends there was an answering service who would contact the appropriate trade or contact listed. For the Bentley the first call on a weekend would be dispatched to Arash Bldg. Services to determine the problem and course of action. The second call, if necessary, would be made by Arash Bldg. Services to the appropriate trade. In some cases residents would report that the elevator was not operating however, a move could be taking place. In others, residents may report a leak, when in fact it is a dryer vent leak from a build up of lint.

If a fire or flood occurred the restoration company would be contacted first. In rare situations the back up Senior Property Manager would be contacted to confirm an insurance claim etc.

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. **Ground Light Fixtures**
   Power Pro had advised that the ground light fixtures had been capped. A Council Member reported that one of the lights was not capped and wires were showing. This will be followed up on.
2. **Security Fob Access to P1, Parkade Enterphone, Camera**
   The work is completed; however Cobra was unable to move the camera as they were unable to affix it to the cement wall. Other options are being looked at.
3. **Landscaping**
   It had been agreed to proceed with Premier Landscaping, who would be on site shortly to cut the grass and take care of weeds. Removal of the dead trees and replacement, as well as flowers was not included in the maintenance quotation and what would be done would be determined at a later date.
4. **Window Cleaning**
   Champion Window Cleaning had begun the window cleaning and scrapping. However, they advised that some of the film on some windows would not come off even with the scraping and a chemical clean was recommended for late fall. A Council Member asked if the work could be done now, rather than the fall, which the Property Manager will follow up on.
5. **Exercise Equipment**
   One of the Council Members agreed to review the quotations received and provide an idea on what should be written with regard to the comparisons of equipment between the Gallery and the Bentley.
6. **Block Watch**
   All work as requested from the last meeting had been completed, except the removal and changing of signs from the various areas in the parkade. These will be changed in the near future.
7. **Painting**
   Planning which hallways will be done first is in progress. It was noted that the second floor elevator frame had been scratched shortly after painting. A Council Member noted that there was a new paint which was easy to apply, more expensive, but would only scratch rather than scrape. This will be looked into. Meanwhile, regular touch-ups on the lower hallways are being done every couple of months.
8. **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.

9. **Key Fob Registration**

All residents and owners will be asked to verify the key fobs they have in their possession. Any fob not recorded will be deactivated.
KEY FOB REGISTRATION FORMS ARE ATTACHED TO THIS SET OF MINUTES. ANY RESIDENT WHO CAN NOT READ THE KEY FOB NUMBER IS ASKED TO CONTACT FRANK, THE RESIDENT MANAGER.
RESIDENTS ARE REMINDED THAT FORM K'S MUST BE ON FILE FOR EACH TENANT.

10. **Pressure Washing**
The pressure washing and degreasing of the parkade was complete. However, it was noted that several vehicles had not been moved from the parkade making it difficult to get all areas as vehicles had to be pressure washed around.

11. **Truck/Grate**
The invoices for the repair to the grate have been sent to the truck company owner in Alberta for reimbursement. If reimbursement is not received, a follow-up with ICBC to locate the insurance company for the truck will be done.

12. **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 - Spring when ground is warm
- Stop sign to be installed on wall adjacent to gate - May
- Carpet Cleaning will be done in fall
- Dryer vent cleaning for fall

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. **Photo Cells**
The Resident Manager had found that the lights on the roof were on timers not photocells and a quotation for putting the lights on photo cell was being obtained.

2. **Taps/Signs**
It was noted that the taps in the underground parkade had not yet been locked off. The Property Manager will follow up with this as this was to have been completed. As well, new signs will be posted appropriately throughout the building.

3. **Elevator time**
   A Council Member noted that the time for access to the elevator should be changed to 5 minutes, as access to the floor sometimes does not happen. Cobra will be asked to do this when they are on site next.
4. **Suggestions for Future Discussion**
   Bylaw and Rules Review, Welcome Package, Long Term Maintenance Planning.

There being no further business the meeting adjourned at 9:10 pm.

Council meeting is scheduled for:
May 16, 2007 at 7:00 pm in the meeting room.

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

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

Held on Wednesday, May 16, 2007
Within the Lounge
1001 Homer Street, Vancouver, B.C.

COUNCIL IN ATTENDANCE:	June Wyse	President
	Connie Coy	Vice President
	Nolan Peterson	
	Maryann Nazary	
	Todd Ingle	Maintenance
REGRETS:	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.

APPROVAL OF COUNCIL MEETING MINUTES

The Minutes of the Council Meeting held April 25, 2007 were approved as previously distributed.

APPROVAL OF FINANCIAL STATEMENTS

The financial statements for April 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

A meeting had been held with the Resident Manager to discuss some ongoing issues. The Property Manager will prepare a spread sheet for the Resident Manager to use for reporting on the daily activities within the building. As well, she will work with him in completing the forms as well as recording parking passes issued, follow up on outstanding issues ect.

DEFICIENCIES

2nd Year Warranty Review:

RDH had completed their report and the report will be forwarded to both the warranty provider and the developer. Follow up with the developer will take place with regard to some of the items noted as well as any warranty work vs maintenance.

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.

Stairwell Access:

A quotation is coming from Cobra with regard to installing card readers on each floor on one stairwell.

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. **Window Cleaning**
   Champion Window Cleaning had completed the window cleaning, however several Council members had reported that their windows had not been done. A follow up with Champion had occurred with them coming back to do these windows. As well, Todd was going to meet with them to show them the problem areas.
2. **Exercise Equipment**
   Colin was going to assist with preparing a letter with comparison costs for exercise equipment which would be sent to the developer. However, he had not had the time to do as yet. As well, discussion with regard to the repair vs replacement of the treadmill ensued and as there are many options to choose from, it was agreed to enlist the help of one of the owners who is knowledgeable on the different makes and models. A decision as to whether to replace or repair will be made in the near future.
3. **Parkade Cleaning/Painting**
   Parkade pressure washing and degreasing was completed, however, it was noted that several vehicles were not removed from the parkade as requested, thus making it very difficult to clean around them. Painting is ongoing as needed, in the elevator lobbies and second floor hall. The elevator frames, suite hallways, painting around the mail room and front lobby area will be done over time.
4. **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.
5. **Photo Cells**
   A quotation for the photo cells had not been received, however the Property Manager had been advised that the lights were on timers and should be operating correctly without the photo cells.

6. **Taps/Signs**
The Resident Manager had not yet had the lock covers installed on the taps. The Property Manager will make arrangements directly. As well, signs had been prepared and new signage will be posted throughout.

7. **Elevator Time**
A Council member noted that the time for access to the elevator should be changed to 5 minutes, as access to the floor sometimes does not happen. Cobra will arrange this change to be made.

8. **Resignation**
It was noted that Nadia had resigned from Council due to personal commitments.

9. **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 - Spring when ground is warm
- Stop sign to be installed on wall adjacent to gate - May
- Carpet Cleaning will be done in fall
- Dryer vent cleaning for fall

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**
June and Connie will arrange purchase of plants for the flower pots and some of the beds, with Premier landscaping doing the plantings. Discussion with regard to the ivy causing damage to the buildings and staining the glass areas where it grows up, had taken place with the landscapers. It had been recommended to consider removal and planting another non aggressive type plant in the area. This will be looked at in more detail later in the year.

2. **Elevator Contract**
It was agreed to renew the elevator contract for a period of one year only to ensure that all deficiencies were addressed by the original elevator company.

3. **Miscellaneous**
It was agreed to extend the time from the enterphone release at the front door to the elevators. It was noted that there was no 2 year warranty on the gates and the spring had been ordered to be installed as soon as possible.

4. **Notice**
A notice will be posted reminding residents that throwing items from a balcony is not only dangerous, but extremely destructive of others and their belongings of those below them. Throwing cigarettes over the balcony has burned holes in patio furniture and anyone seen doing this, will be severely reprimanded and fined. Residents are reminded that it is unlawful to throw anything over a balcony.

There being no further business the meeting adjourned at 8:35 pm

The next Council meeting is scheduled for June 13, 2007 at 7:00 pm in the lounge.

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

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MINUTES
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

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

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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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MINUTES
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 offiee 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.

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

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