

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2728,
THE POINTE, HELD ON MONDAY, APRIL 25, 2011, AT 7:00 P.M., IN THE MEETING
ROOM, 1331 WEST GEORGIA STREET, VANCOUVER, B.C.**

Council in Attendance:	Ali SanaieFard	President / Budget Committee Chair
	Geoff Kershaw	Vice-President / Budget Committee
	Hanieh Khataee	Secretary / Upgrade Committee Co-chair
	Marko Borck	Treasurer / Upgrade Committee Co-chair
	Jameson Lee	Budget Committee
	Jeffrey Chesko	
Property Manager:	Jim Christiansen	The Wynford Group
Regrets:	Kaien Shimizu	
Guest:	Randy Christie	Curaflo of BC Ltd.

1. **CALL TO ORDER**

The meeting was called to order at 7:00 p.m.

2. **GUEST BUSINESS**

Randy Christie, from Curaflo of BC Ltd., attended the Council Meeting to discuss the copper pipe pin hole leaks that occur in Vancouver and to describe the epoxy lining solution that is available to resolve the situation.

It was noted that the soft water and chlorine accelerate pin hole leaking in copper pipes and that corrosion in copper pipes is a function of the temperature of the water and rate of flow through the pipes wears out the copper pipes as well. Areas of Canada where the water contains more minerals than in British Columbia surface water apparently do not experience pin hole leaking in copper pipes to the extent that Vancouver does.

Curaflo of BC Ltd. has been resolving pin hole leaks in copper pipes in BC for 15 years and has approximately 350 installations to its credit. It was noted that there are no other Vancouver companies installing epoxy lining in copper pipes and that there are two other companies outside Vancouver in Washington and Toronto with any degree of expertise in this method of restoration.

~~Epoxy lining is reported to be less expensive than complete pipe replacement and is less intrusive in suites during the restoration process. Clients would be without water in their suites for approximately 30 hours during the epoxy curing process.~~

Council discussed alternate quotations for the epoxy lining project, if approved, by the Owners. The Property Manager advised Council that, in order to send out tenders for bids, they would need to engage an engineer to draw up the plans, prepare the specifications and tender the project. The engineer would also be required to supervise the installation, do destructive tests to determine the effectiveness of the lining and to certify the payments and completion of the project.

The Property Manager will provide the Council President the name of an engineer who has done this work previously for other clients. Council discussed the urgency for either an epoxy lining project or complete copper pipe replacement of the hot water re-circulation line only and it was noted that the cost of the most recent water escapes, due to pin hole leaks, makes immediate attention to this project

important. The Property Manager advised Council that Brighter Mechanical Ltd. is providing a quotation for complete replacement of the hot water re-circulation line and that it will be forwarded to Council as soon as it is received.

Council noted that there are sufficient funds in the Contingency Reserve Fund to apply an epoxy lining in the hot water re-circulation line if that is the stop point for addressing current copper pipe pin hole leaks. More complete programs addressing the cold water supply system or partial or complete pipe replacement programs would deplete the fund or require a Special Levy.

Council thanked Randy Christie for his presentation.

3. **MINUTES OF THE PREVIOUS MEETING**

It was **MOVED** and **SECONDED** that the Minutes of the April 7 2011 Strata Council be approved.
CARRIED

4. **BUSINESS ARISING FROM THE MINUTES**

A. Roof Anchor Inspection

Work completed. A copy of the roof anchor inspection report will be delivered to the Concierge for retention on-site.

B. Common Area Upgrade Committee Report

Council provided direction to the Committee on the disposition of the old furnishings.

C. Budget Committee Report

Council received a spreadsheet showing all the quotations received for window / exterior vane washing, powerwashing, waterscape powerwashing, exterior walks powerwashing and dryer vent cleaning. It was noted that three quotations were received for each annual service program and Council approved the bidders for the dryer vent cleaning program to be conducted from both the inside and outside and for the window / vane cleaning and powerwashing programs. The Property Manager will inform the successful bidders to schedule the work.

D. Form K Compliance / Move-in Fees

Work in progress. The Property Manager reported that the Form K list, when compared with the audit performed during the fob audit, showed a number of discrepancies for tenancies reported.

The audit was turned over to the Administration Department to update the Form K list and to send letters to all Owners / Landlords advising them to submit a Form K for each current Tenant along with the move-in fee, if not paid. ~~Owners / Landlords not submitting a Form K for each current tenancy will be subject to fines until the Form K is received and they will need to pay any move-in fees not already received for the current tenancy at the current rate for move-in fees.~~

The Property Manager advised that the Form K can be downloaded from www.wynford.com and that it must be faxed or mailed to The Wynford Group, #815 - 1200 West 73rd Avenue, Vancouver, BC V6P 6G5.

Form Ks left with the Concierge are not officially received until date stamped at The Wynford Group. Do not leave a Form K with Tenants and expect them to submit the form. It is the Owner / Landlords responsibility to obtain the signed Form K and to deliver it to the Strata Corporation c/o The Wynford Group within two weeks of a new tenancy and to provide the Tenants with a copy of the Bylaws / Rules within the same two weeks.

E. Move-in Reports / Summary

The Property Manager reported that moves reported in March by the Concierge will be reviewed to ensure that Form Ks and move-in fees were received.

F. Dual Radial Vault Maintenance

Work complete. The next vault maintenance will be due in 2014.

G. Annual Fire Alarm Test

The annual fire alarm test is complete, except for some deficiency correction.

5. **NEW BUSINESS**

A. Concierge Reports

Council received information from the Concierge reports and provided direction to the Property Manager on Bylaw warning letters and other matters that need further attention.

B. Copper Pipe Pin Hole Leaks

Council received copies of e-mail correspondence relating to copper pipe leaks.

C. Unit #909 Renovations

Council received correspondence from the above requesting permission to make some renovations including removal of the door at the solarium. It was noted that the Property Manager advised the Owner to address the building permit issue with the City of Vancouver planning department as the solarium is an unheated area and not designed to be opened up to the living area.

D. The Wynford Group – Request for a Fee Increase

Council received notice of a fee increase request that will be added into the proposed annual budget for consideration.

E. CHRA Membership Request

Council received notice of the above application to join in the local area condo owner's association for their consideration.

F. Annual General Meeting Planning

- Date / time / place – to be announced
- Bylaw Changes – Council to consider bylaw changes to be included on the agenda
- 3/4 Vote Resolutions or Special Levies – to be announced
- ~~Proposed Operating Budget – No fee increase considered for 2011/2012~~

Council requested an additional Council Meeting in May to finalize the budget and to discuss the copper pipe project, prior to presenting the options to the Owners at the Annual General Meeting.

G. Hytec Water Analysis Report

Council received a water analysis report for their consideration. Due to the length of the meeting and the copper pipe project under consideration, this matter will be deferred to a later date.

H. Bylaw Infraction Letters

Council received copies of letters sent to Tenants / Owners relating to Bylaw infraction notices.

I. Webb Solutions – Elevator Phone Upgrades and Security system upgrades

Council received information on the above for their consideration.

J. Beta Test – On Line Minutes / Forms – The Wynford Group

The Property Manager reported that several projects have been selected to participate in the beta test of the online project that would allow Owners with a password to access information electronically.

One Council Member is being asked to participate and report their experience to a contact in The Wynford Group. It was noted that Hanieh is willing to participate in the beta test.

Please note that this project is not available to any other Pointe Owners at this time and participation date will be announced once the beta test is completed.

K. AGR Fitness

Council received a quotation to repair the treadmill. It was noted that the technician has previously recommended upgrading the equipment due to its age and condition. The current repairs would be in the order of \$500.00 to restore the equipment to working order.

6. FINANCIAL REPORT

A. Operating Statements

No report due to the length of the Council Meeting. Bring forward.

B. Receivables Report

Council reviewed the Receivables Report. The Property Manager noted that some Owners have not paid their Strata Fees and that they will be receiving a demand letter that will cause a lien to be placed on their Strata Lot, if they do not comply with the demand to pay Strata Fees on the first day of each month, in accordance with the Bylaws. Fines are levied on a monthly basis on accounts in arrears.

Owners are reminded that The Pointe has a pre-authorized payment plan (PAP) available through The Wynford Group and that this program is the most effective way to avoid late payment fines. Please refer to your "Welcome" package for a copy of the PAP form or call The Wynford Group at 604-261-0285 for further information.

Owners should note that Bylaw fines for non-payment of monthly Strata Fees are substantial and any Strata Lot in arrears of three months or more will have a lien placed on the Strata Lot after one warning letter, with the legal charges assessed against the Strata Lot. The Strata Corporation may also apply to the Supreme Court of B.C. for a Judicial Order for Sale of a Strata Lot if the account becomes substantial. Your monthly Strata Fees are required on time to ensure that your common area expenses are paid in a timely manner. Thank you for your co-operation.

7. PROPERTY MANAGER'S REPORT

A. Property Report

The Property Manager reported that routine inspections did not reveal any fire safety issues. Repeat Visitor Parking area violators who choose to ignore repeat notices posted on their vehicles by the Concierge may re-claim their vehicle from Buster's Towing if they find it missing. **The Visitors Parking area is for VISITORS ONLY and permits must be clearly displayed on the dashboard.**

Pet Owners are reminded that they must comply with the Pet Bylaw at The Pointe and register their pets with the Concierge. Failure to do so will result in fines or a Council Order to remove the pet from the premises. **Also note that the City of Vancouver requires mandatory licensing of dogs and any unlicensed dogs may be reported to the City Bylaw Enforcement Officer.**

- Discussed copper pipe pin hole leak solutions with Brighter Mechanical Ltd. and also met with Webb Solutions to discuss security system upgrades including elevator phones and cameras.
- Discussed waterscape maintenance issues with Pioneer Plumbing due to the number of plugged pump reports due to leaves / flowers.

B. Correspondence

Council reviewed correspondence as noted in the agenda above.

8. MEETING TERMINATION

There being no further business, the meeting was terminated at 9:35 p.m. **CARRIED**

Next meeting: Monday, May 9, 2011 Budget Meeting / Annual General Meeting Planning

Insurance

Personal Insurance – Tenant or Condominium Owner’s Policy

The Strata Corporation’s Insurance Policy does not cover all the risks a Tenant or Owner should consider while renting or owning a Strata Lot in British Columbia. The Strata Corporation’s Insurance Broker, Coastal Insurance Services Ltd., would be pleased to advise you on the risks that you should consider. They can be contacted at 604-944-1700.

Owners / Residents should be aware of the new insurance deductible Bylaw passed at the 2009 Annual General Meeting to ensure that they have adequate liability insurance to cover any insurance deductible that they become “responsible” for under Section 133 of the *Strata Property Act* and the Bylaws of LMS 2728. The current water escape insurance deductible is \$50,000.00 and if any Owner or Tenant causes a water escape, whether or not they are careless or negligent, they will be held “responsible” for the water escape or any other insurable cause up to the amount of the insurance deductible for the type of claim. **VERY IMPORTANT!**

Tailgating

Always wait for the garage door to close behind you when entering or exiting the parkade. Council may assess fines to Residents who do not wait for the garage doors to close. Do not “tailgate” through the doors. Wait for the vehicle in front of you to clear the area and use your Proximity Entry Card to open the gate. Thank you.

Slow down in the parkade – Thank you.

The fire lane is a tow away zone – do not leave unattended vehicles.

The visitor parking area at P1 is for visitors only – Residents may be towed away. Do not park in the visitor parking area if you reside in The Pointe. Visitor permits must be displayed on the dashboard and can be obtained from the Owner or Concierge.

SECURITY

Awareness and the reporting of suspicious persons will help eliminate personal property crime. The Strata Council is improving security. Owners should also consider security improvements to Strata Lot doors and locks – consider installing an alarm system as well. Leave nothing in your vehicle that will attract a thief, and please do not leave the garage door gate area until the door has closed behind you. Call 911 if you are concerned about suspicious behaviour.

Furniture in Garbage Room

The waste removal contractor will not remove furniture or construction debris. All Residents must make their own arrangements to remove unwanted furniture, beds, mattresses, etc., from the Strata Corporation's common areas. Please refer to the Yellow Pages for contractors who will provide this special service for you.

Pet Care

Pet ownership in a Strata Corporation is a privilege that may be removed for irresponsible pet handling. Please leash and control all dogs on the common area and scoop all droppings.

Did your pet have an accident waiting for their handler to get them into the elevator and to their favourite spot? Please clean the area up promptly with a damp towel and report the accident to the Concierge so that the janitor can treat the area properly to remove the stain / odours. Thank you.

ATTENTION

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not the Strata Corporation's.

The Wynford Group's Office Hours & Contact Information

Office Hours: Monday to Friday (except for statutory holidays)
9:00 a.m. to 5:00 p.m.
Contact Numbers: Main: 604-261-0285 Fax: 604-261-9279
After-hour Emergencies: Please call our main number and press "1" to be connected to the answering service. **Note this is for emergencies ONLY.**
Accounts Receivable: Please call our main number and press "3"

APPROVED _____
BY _____
COUNCIL: _____

DATE: _____

**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2728,
THE POINTE, HELD ON MONDAY, MAY 9, 2011, AT 7:00 P.M., IN THE MEETING
ROOM, 1331 WEST GEORGIA STREET, VANCOUVER, B.C.**

Council in Attendance:	Geoff Kershaw	Vice-President / Budget Committee
	Marko Borck	Treasurer / Upgrade Committee Co-chair
	Jameson Lee	Budget Committee
	Kaien Shimizu	
	Jeffrey Chesko	
Property Manager:	Jim Christiansen	The Wynford Group
Regrets:	Ali Sanaiefard	President / Budget Committee Chair
	Hanich Khataee	Secretary / Upgrade Committee Co-chair

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m.

2. MINUTES OF THE PREVIOUS MEETING

It was **MOVED** and **SECONDED** that the Minutes of the May 25, 2011 Council Meeting be approved. **CARRIED**

3. BUSINESS ARISING FROM THE MINUTES

A. Roof Anchor Inspection

Council received a copy of the roof fall protection anchor system for their information.

B. Common Area Upgrade Committee Report

Council provided direction to the Committee on the disposition of the old furnishings.

C. Budget Committee Report

Council received the proposed Operating Budget for 2011 / 2012 along with supporting ledger information to assist them in finalizing the proposed Operating Budget for the upcoming fiscal year.

D. Copper Pipes – Hot Water Re-circulation Lines

Council received an order of magnitude estimate for complete replacement of the domestic hot water circulation line using Uponor PEX piping to replace the copper piping that experiences pin hole leaks in the lower mainland area. The Owners will be asked to consider copper pipe remedial options at the upcoming Annual General Meeting in June 2011.

E. 2011 / 2012 Insurance Policy Renewal

Council received a copy of the insurance policy renewal for April 22, 2011 to April 22, 2012. The Property Manager reported that the water escape deductible was negotiated down to \$25,000.00. Owners should report this change to their personal insurers, as it may affect their premiums for the water escape liability endorsement. A copy of the certificate of insurance will be attached to the Notice of meeting for the upcoming Annual General Meeting.

It was **MOVED** and **SECONDED** that the Property Manager be permitted to use the Contingency Reserve Fund to pay the annual insurance premium, in advance, if required, for cash flow purposes. **MOTION CARRIED**

The Property Manager noted that this is an acceptable practice under the *Strata Property Act*, and that the borrowed funds need to be re-paid back to the Contingency Reserve Fund prior the fiscal year end.

F. Annual Fire Alarm Test

No report – deficiency resolution in progress.

G. Annual General Meeting Planning

- Date: Monday, June 20, 2011
- Place: 1331 West Georgia Street – Main Floor Lounge
- Time: Registration at 6:00 p.m. – Meeting to start at 6:30 p.m.
- Agenda:
 - Proposed 2011 / 2012 Operating Budget (no proposed Strata Fee increase).
 - 3/4 Vote Resolutions will be on the Agenda, including approval for a Special Levy to partially fund a hot water domestic pipe upgrade or replacement. Failing this Resolution, the Owners will be asked to approve 100% use of the Contingency Reserve Fund for this purpose. Bylaw and Rules changes will also be on the Agenda.
 - Election of the 2011 / 2012 Strata Council.

Council reviewed the proposed Operating Budget and considered a journal entry to debit the Contingency Reserve Fund for insurance deductibles (uninsured losses) occurring during the past fiscal year.

It was **MOVED** and **SECONDED** to debit the CRF insurance deductible account \$43,563.00 and credit the Operating account for this insurance deductible amount, and to also charge a current invoice for \$13,079.66 to the same CRF insurance deductible account. **MOTION CARRIED**

Council was advised that the total of the two above amounts relate to the costs incurred for water escape insurance deductibles in 2010 / 2011 that the Strata Corporation was responsible for. It was noted that the Strata Corporation has no budget for insurance deductibles and the *Strata Property Act* recognizes that Strata insurance deductibles are acceptable Contingency Reserve Fund expenses.

Council noted that the above need to consider expenses due to Strata water escapes as a good reason to upgrade the domestic hot water copper pipes in order to reduce these expenses. Owners will still be responsible for water escape insurance deductibles in their own Strata Lots and need to insure this liability in their personal Condominium insurance policies. This liability is currently limited to \$25,000.00 per occurrence.

4. NEW BUSINESS

A. Concierge Reports

Council received information from the Concierge reports and provided direction to the Property Manager on Bylaw warning letters and other matters that need further attention. Council approved improvements to the Residential garage gate header.

B. Hytec Water Analysis Report

Council received information on how to control corrosion in copper pipes using a system designed to adjust the water quality. Council noted that this item should be brought forward for consideration to the new Council for 2011 / 2012 and after hot water copper pipe remediation is considered by the Owners.

C. Webb Solutions – Elevator Phone Upgrades

Council discussed the code requirements to upgrade the elevator phones, and deferred discussion to the 2011 / 2012 Strata Council following the Annual General Meeting.

D. Beta Test – Online Forms / Minutes

Work in progress. Hanieh volunteered to participate in the test for LMS 2728.

E. AGR Fitness – Equipment Report

Council was advised that it would cost approximately \$500.00 to repair the treadmill. Council noted that the equipment in the exercise room is nearing the end of its useful lifespan and that upgrades should be considered by the Upgrade Committee. The Property Manager will provide the Committee some information on recommended equipment available for upgrading the equipment.

F. Unit #1209 – Unapproved Strata Lot Renovations

Council received correspondence relating to modifications to a Strata Lot not approved by the Strata Corporation. These included a laminate or hardwood floor upgrade and removal of the wall / door assembly leading into the solarium. It was noted by Council that the City of Vancouver requires a building permit to modify walls in a Strata Lot, as it may increase the liveable square footage beyond the allowable square footage stated in the development permit for LMS 2728. The Owner was put on notice of the deficiency and was invited to the Council Meeting to appeal the Bylaw infraction notice that included consideration of a \$200.00 Bylaw infraction fine.

In the absence of the Owner, the Strata Council **MOVED** and **SECONDED** to assess a \$200.00 fine against the Owner's Strata Lot account, and to file the Bylaw infraction notice in the Owners Strata Lot file for the information of potential buyers until the deficiencies are addressed. These include applying for permission to upgrade the flooring to a laminate / hardwood floor and obtaining a City of Vancouver building permit to modify the wall assembly leading into the solarium. **MOTION CARRIED**

IMPORTANT REMINDER RE: FORM K COMPLIANCE

Form K Compliance / Move-in Fees

Owners / Landlords who have not submitted Form Ks for current tenancies will be receiving a letter requesting the required information. Fines and overdue move-in fees will be assessed for non-compliance of this important document required under the *Strata Property Act*. The Property Manager advises that the Form K can be downloaded from www.wynford.com and that it must be faxed or mailed to The Wynford Group, #815-1200 West 73rd Avenue, Vancouver, BC V6P 6G5.

Form Ks left with the Concierge are not officially received until date stamped at The Wynford Group office. Do not leave a Form K with Tenants and expect them to submit the form – it is the Owner / Landlords responsibility to obtain the signed Form K and to deliver it to the Strata Corporation c/o The Wynford Group, within two weeks of a new tenancy, and to provide the Tenants with a copy of the Bylaws / Rules within the same two weeks.

5. FINANCIAL REPORT

A. Operating Statements

Council reviewed the operating statements as part of the proposed Operating Budget discussions.

B. Receivables Report

Council reviewed the Receivables Report. The Property Manager noted that some Owners have not paid their Strata Fees, and that they will be receiving a demand letter that will cause a Lien to be placed on their Strata Lot if they do not comply with the demand to pay Strata Fees on the first day of each month, in accordance with the Bylaws. Fines are levied on a monthly basis on accounts in arrears.

Owners are reminded that The Pointe has a Pre-Authorized Payment Plan (PAP) available through The Wynford Group, and that this program is the most effective way to avoid late payment fines. Please refer to your "Welcome" package for a copy of the PAP form, or call The Wynford Group at 604-261-0285 for further information.

Owners should note that Bylaw fines for non-payment of monthly Strata Fees are substantial, and any Strata Lot in arrears of three months or more will have a Lien placed on the Strata Lot after one warning letter, with the legal charges assessed against the Strata Lot. The Strata Corporation may also apply to the Supreme Court of B.C. for a Judicial Order for Sale of a Strata Lot if the account becomes substantial. Monthly Strata Fees are required on time to ensure that your common area expenses are paid in a timely manner. Thank you for your co-operation.

6. PROPERTY MANAGER'S REPORT

A. Property Report

- The Property Manager reported that routine inspections did not reveal any fire safety issues.
- Repeat Visitor Parking area violators who choose to ignore repeat notices posted on their vehicles by the Concierge may re-claim their vehicle from Buster's Towing if they find it missing. **The Visitors Parking area is for visitors only and permits must be clearly displayed on the dashboard.**
- Pet Owners are reminded that they must comply with the Pet Bylaw at The Pointe and register their pets with the Concierge. Failure to do so will result in fines or a Council Order to remove the pet from the premises. **Also note that the City of Vancouver requires mandatory licensing of dogs and any unlicensed dogs may be reported to the City Bylaw Enforcement Officer.**
- Annual General Meeting preparation is underway for a June 20, 2011 meeting. The Property Manager was notified of a potential mail disruption by Canada Post and meeting notices may need to be sent out without all the supporting information for the copper pipe upgrades.

If this matter is important to Owners, they should consider attending the meeting to hear the discussions or ensure that they select one Council Member or another person to hold their Proxy votes. The Proxy form will include the names of the current Council members, specific instructions to Proxies, and for Owners to circle one name only if they want their proxy voted.

Council noted that due to the number of Proxies that automatically were given to the

chairperson, it was an unfair practice and has decided to allow Owners to select the Council Member or any other person of their choice to hold their Proxy vote in accordance with their instructions on how they would prefer their votes to be cast. It is important to note however that discussions at the Annual General Meeting may affect the Proxy holder's decision on how the vote should be cast regardless of the Owner's preference noted on their Proxy form. Owners should do their best to attend the meeting and participate in matters affecting the future of LMS 2728.

- An emergency call out to repair the residential parkade gate was required on overtime basis.

B. Correspondence

Council reviewed correspondence as noted in the agenda above.

7. MEETING TERMINATION

There being no further business, the meeting was terminated at 9:35 p.m. **CARRIED**

Next meeting: **Monday, June 20, 2011 (Annual General Meeting)**

Insurance

Personal Insurance – Tenant or Condominium Owner's Policy

The Strata Corporation's Insurance Policy does not cover all the risks a Tenant or Owner should consider while renting or owning a Strata Lot in British Columbia. The Strata Corporation's Insurance Broker, Coastal Insurance Services Ltd., would be pleased to advise you on the risks that you should consider. They can be contacted at 604-944-1700.

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Tailgating

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The Wynford Group's Office Hours & Contact Information

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Contact Numbers:	Main: 604-261-0285 Fax: 604-261-9279
After-hour Emergencies:	Please call our main number and press "1" to be connected to the answering service. Note this is for emergencies ONLY.
Accounts Receivable:	Please call our main number and press "3".

APPROVED _____
BY _____
COUNCIL: _____

DATE: _____