

Minutes
Mansion House Meeting
Jan. 16th, 2013
Meeting held @ 7:00 in Suite 401

Attendance:

Dan Feliciano-Secretary
Mark Goodall-Vice-President
Peggy Hilman-Treasurer
Sandi Evans-President
Doreen Dawson- Director

1. Call to Order

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

2. Approve Agenda

- a. Moved/Seconded Sandi and Mark and carried to approve the agenda with amendments added as necessary.

3. Approve Last Meeting Minutes:

- a. Moved/Seconded (Peggy & Doreen) and Carried to approve the minutes of Dec. 5th, 2012

4. Treasurer's Report:

Peggy presented the proposed budget for 2013. It was Moved/Seconded (Mark & Dan)

5. New Business / Continuing Business

- Board of Directors made a resolution regarding recovery and repayments to residents based on budget surplus and deficit. The board made a unanimous decision to stop processing both recovery statements and repayments to residents. In the future, surpluses will be entered into The Contingency Reserve Fund and all deficits will roll over into the next year's budget. As the recovery statements and issuing of repayment cheques to residents is a very expensive and time consuming procedure, the board has made a resolution to eliminate these practices. This resolution has been drafted, signed and legally registered. (Moved and seconded Peggy/Sandi)

***Note: Please bring minutes from last EGM and AGM to the EGM meeting. Copies are available upon request up to two days prior to the meeting.**

**Minutes
Mansion House Meeting
February 20, 2013**

Meeting held @ 7:00 in Suite 601

Attendance:

Sandi Evans-President
Mark Goodall-Vice-President
Peggy Hillman-Treasurer
Dan Feliciano-Secretary
Doreen Dawson

1. **Drains.** The Board discussed the situation regarding MHE drains. To ensure that the drains are in good working order, there should be a qualified company such as Roto-Rooter that could inspect them regularly. A yearly maintenance schedule may be appropriate.

Action: The Board will contact Colyvan to get their recommendations regarding regular drain maintenance.
2. **Monthly Maintenance Fees.** Due to the reduction made in MHE's 2013 operating budget during the last EGM, Shareholders will see a slight reduction in their 2013 monthly maintenance fees.
3. **Volunteers.** The Board continues to look for more volunteers to assist in MHE activities. Some Board members have a great deal on their plate with respect to managing MHE issues and would appreciate if other Shareholders would help out. Help would be particularly appreciated on weekdays when most business occurs at MHE (e.g., attending to contractors). Shareholders are encouraged to sign up on the volunteer sheet located in the Mailroom.
4. **Tenants.** Only immediate family members of MHE Shareholders are permitted to live in Shareholder units. If a Shareholder wishes to have a family member live in their unit, such Shareholder must present proof of the family relationship to the Board. The Board will take the actions necessary to evict tenants who are not immediate family members.
5. **Fire Inspection.** Thanks to the cooperation of most Shareholders, the inspection of in suite smoke detectors went smoothly. A reminder to those who ignored the notice, it is the responsibility of Shareholders to make arrangements for access to their units if they cannot be present.



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The fire inspector indicated that the in suite smoke detectors are due to be replaced next year. As before, Shareholders will be charged for this expense.

6. **Allstar Report.** The Board decided that a qualified entity was needed to investigate the leaks in Units 805 and 705. The Board contracted Allstar Waterproof & Restorations Systems based on strong recommendations by five references. Mark Goodall spent much time with Allstar while they conducted their onsite investigation. On January 21, Allstar submitted their report. The report found five areas of suspected leaking areas and several recommendations to address them. The board authorized Allstar to do the following:

(a) Stucco Crack Repair, at a cost of \$ 1,100.

(b) Electrical Wire Penetration Sealant Replacement, at a cost of \$200.00

Allstar's report was \$1,500.

7. **Second Floor Repiping.** – MHE continues the process of replacing the building piping system on a staggered basis. The second floor piping was recently completed. There is budget to replace another floor piping system this year.
8. **Transfer of Shares Resolution.** – Currently, all Board members have to sign documents related to the transfer of shares of a suite. It is not easy to get all Board members to sign on a timely basis. The Board decided that it would be reasonable that only three Board members be required to sign future transfer of share documents: this would allow for more timely approval of documents that usually require very quick sign-offs..

Action: The Board will request that Kerfoot draft a Resolution requiring a minimum of three Board members to sign off on transfer of share documentation.

9. **Copper Recycling.** On February 16, Mark Goodall organized the collection of around 160 lbs of copper to be transported to North Star Recycling. At a rate of \$2.80/lb, MHE received a cheque for \$445.20. Transportation charges for the truck that transported the copper was \$109.70, resulting in a net \$335.50 amount for MHE. The Board thanks Mark for organizing this.

The Meeting was adjourned at 8:45

**MINUTES
OF THE BOARD OF DIRECTORS
THE MANSION HOUSE ESTATES LTD.**

Held Wednesday, April 10, 2013 at 7:00 p.m.
Within Suite 402 – Mansion House Estates
6076 Tisdall Street, Vancouver, BC

ATTENDANCE:

Sandi Evans	President
Peggy Hillman	Treasurer
Dan Feliciano	Secretary
Doreen Dawson	

STRATA MANAGER:

Beverly Kapush	ColyVan Pacific Real Estate Management Services Ltd.
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CALL TO ORDER

The meeting was called to order at 7:05 p.m.

RESIGNATION OF DIRECTOR AND APPOINTMENT OF OFFICER

On March 12, 2013, a Director reported that Mark Goodall had tendered his resignation in writing as Director and Vice-President for the Corporation.

MOVED/SECONDED and CARRIED; in the interim until a new Board of Directors is elected at the upcoming Annual General Meeting to be held on June 5th, Doreen Dawson be appointed Vice-President.

ADOPT MINUTES OF THE LAST BOARD OF DIRECTORS MEETING

MOVED/SECONDED and CARRIED; there being no errors and/or omissions, the minutes of the Board of Directors held **February 20, 2013** be approved.

APPROVAL OF FINANCIAL STATEMENTS

MOVED/SECONDED and CARRIED; the financial statements for the two months ending February 28, 2013, be approved.



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REVIEW ACCOUNTS RECEIVABLE

Accounts receivable report was reviewed.

REVIEW ANY UNAPPROVED EXPENDITURES

No unapproved expenditures were reported.

BUSINESS ARISING

1) Drain Cleaning

Roto-Rooter cleaned the drains leading from the pool, laundry and boiler rooms.

2) Volunteers Wanted

Board received commitment from three Shareholders for volunteer services. Shareholders are strongly encouraged to offer their assistance as the Corporation relies on this, there being no full time person onsite. If you would like to volunteer, please sign up on the notice posted on the bulletin board.

3) Suite 901 – Issues

Shareholder of unit 901 is repairing their apartment in order to sell it in the near future.

4) Illegal Tenancy

The Board reminds Shareholders of the following clauses contained within the House Rules and Articles of Association.

- 1. Suite Occupancy:** (Ref. Lease p. 3, item 5 (c)) & (Lease p. 6 item 6 (b)). Each suite shall be occupied exclusively as a private residence by Shareholders and their immediate family.
- (Lease: Page 3 Item 5 (c) "To use the demised premises and all parts thereof for no other purpose than as a private residence for the Lessee and his immediate family..."*
- "Lease: Page 6 item 6 (b) "In this lease the words "immediate family" shall mean husband or wife, father or mother, son or daughter, brother or sister of such Lessee shareholder.")*

The Board is aware of a 9th floor Shareholder who is currently allowing a non-relative to live in the suite and are endeavoring to have this party vacate the unit as soon as possible, as their residency contravenes both the House Rules and Articles of Association. The board is considering levying a hefty fine on shareholders who rent or allow outsiders to

occupy their suites. Heavy fines are customary in strata buildings. As we are a co-op, the Corporation needs members who can participate in running the building.

5) Stucco Crack Repairs by Allstar

Allstar was issued a work order for the following items from their quotation Reference #28693: Item 3. - Stucco Crack Repair - \$1,100.00; Item 4 - Electrical Wire Penetration Sealant Replacement - \$200.00 for a total \$1,300.

NEW BUSINESS

1) Fortis Gas Energy Report

G. Wenzel conducted a walk through with Fortis Gas to assess the energy efficiency of the building, a report for which continues pending.

2) New Rules Proposed re: Carpark

Board proposes the following new rules for review and approval by Shareholders at the upcoming Annual General Meeting:

1. There shall be no unlicensed vehicles in any parking space within the common property except where an owner or resident has a vehicle which is in good repair but he/she wishes to have the vehicle unlicensed and off the road the owner or resident may make application to the strata council for permission to park the vehicle in an approved parking spot. With written proof of storage insurance the strata council shall not withhold this permission unduly.
2. There shall be no derelict vehicles parked anywhere on the common property. A derelict vehicle is one which shall be defined as being not presently roadworthy.
3. A resident shall not rent or lease his assigned parking space(s) to other than a shareholder of the corporation.

3) Preparation of the AGM package.

Board reviewed proposed items for the upcoming Annual General Meeting of the Shareholders to be held on June 5, 2013. Included for Shareholders will be the report of the Directors; financial statement review by Accountant's Reid, Hurst & Nagy (RHN) for the fiscal year ended December 31, 2012; approval to waive an audit for 2013 (if this is defeated, a resolution to appoint RHN to undertake the 2013 audit); approval of any proposed resolutions; transacting such other business as may properly come before the meeting or any adjournment thereof; and election of a new Board of Directors.

Current Board strongly urges those who have not yet served on the Board of Directors to please put their name forth for the ensuing year term. Failure to have a volunteer Board of Directors will result in the corporation being forced to hire people to do this work.

4) Spring Clean Up

Shareholders are requested to sign up to assist with the spring clean up. Board relies on volunteers for this type of work. Alternatively, if no volunteers come forth, the Board will have no option but to hire out for this service for which the Corporation will be charged.

5) Pool Upkeep, Cleaning & Opening.

Pool permit is pending receipt from West Coast Health.

Board seeks a volunteer pool coordinator to maintain the pool's chemical balance on a weekly basis and to monitor the general pool upkeep.

6) Pool deck repairs

NuWest Contracting will be requested to quote on the pool deck repairs.

7) Window Cleaning

Arrangement will be made for Frank Geddert of Coast Window Cleaning to wash the exterior windows (date is dependent upon his schedule). Any Owner wishing to have their interior windows washed will be asked at the time, to sign up for this service.

8) Cooking Odour Complaints

Shareholders located in the '01 suites have complained from time to time about strong cooking odours permeating from their overhead fan/duct located above the stove. To mitigate this issue, the Board recommends that whenever cooking, a window be opened and the stove fan be turned on.

9) Pump on Deck

Shareholder of a unit on the 8th floor has a pump running on their deck for over 3 years. On speaking with the 7th floor shareholder below, they indicated no evidence of water in their apartment for over 2 months despite heavy rains. Shareholder wants to know if there any reason to continue pumping the water. They note that there has always been water on the roof below the planks of their deck and the pump does not remove all of the water.

Board notes no drains installed at this 8th floor unit and therefore, recommends continued use of the pump to maintain the water level.

10) Bathroom and Hallway Heat

The heat to the building is normally shut off from June 21st to September 22nd.

Some shareholders have reported that their bathroom radiator does not shut off despite the heat being turned off and their turning the radiator knob to the 'off' position. Board Member noted that the knob may have to be turned in the opposite direction as it appears some have been installed backwards.

Similar issues have been reported about the hallways. Hallway heat has been discussed in past for which a quote was sought some time ago to conduct repairs that would regulate the hallway heat. This was not followed through at the time, due to the high cost to do this.

11) North Carport Roof Maintenance

Until such time as the north carport roof is replaced, Board recommends it be cleaned of moss build up and inspected. The roof does not leak at this time and it would be prudent to extend its life a few more years (if possible) by routine annual maintenance.

12) FOB Maintenance

Vandelta will set up a designated computer to maintain FOB entry updates (current one is outdated) - cost approx. \$1,000.

13) Smoking Complaint

Shareholders are kindly requested to please be cognizant of your fellow neighbours and refrain from smoking on balconies or on common property.

14) Fire Inspection Deficiency Follow Up

Vancouver Fire is in process of following up with deficiencies arising from the last inspection.

15) Revaluing Assets to Fair Market Value

Reid Hurst Nagy (RHN) requires knowing if the Corporation wishes to revalue its assets to 'fair market value'. They note further that; it usually comes down to a cost/benefit scenario as the Corporation would require an appraisal of said assets to revalue them to fair market value. Account #2410 Furniture and Equipment would likely not be worth it however, as the furniture and equipment would need to be appraised which would likely not be worth the money.

RHN further noted that; the appraisal that is currently done on a yearly basis for Mansion House appraises the value that it would cost to **replace** the Mansion House Estates for insurance purposes if it needed to be rebuilt from scratch. It does not indicate what the appraised value would be for somebody to buy the entire Mansion House Estates at a given moment or date if they wanted to buy the entire complex. So, if the Mansion House Estates were to revalue their assets, they would have to have an appraised value obtained as at December 31, 2010 for their assets which is likely not worth it.

Board suggests that perhaps Shareholders would like to have the property appraised to establish the market value in the event the Corporation may contemplate selling the property in its entirety to another entity.

TERMINATION OF MEETING

There being no further business, the meeting terminated at 8:35 p.m.

Respectfully submitted by;

Beverly A. Kapush, Strata Manager

COLYVAN PACIFIC REAL ESTATE MANAGEMENT SERVICES LTD.

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ADVANCE NOTICE: ANNUAL GENERAL MEETING – JUNE 5, 2013 AT 7:00 P.M.

These Minutes are in draft form until approved at the next Annual General Meeting

Please retain a copy of these Minutes for your records. Replacement copies will be charged to the Owner and not the Strata Corporation.
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Minutes
Mansion House Meeting
June 4, 2013

Meeting held @ 7:00 in Suite 402

Attendance:

Sandi Evans-President
Peggy Hillman-Treasurer
Dan Feliciano-Secretary
Doreen Dawson

1. **Resolution – New House Rule: 25. Enforcement of Rules.** The Board signed *New House Rule: 25, Enforcement of Rules*. In accordance with this new Rule, unless otherwise provided for in the House Rules, MHE may fine a Shareholder as follows:
 - (a) A maximum of up to \$200 for each contravention of a House Rule.
 - (b) A maximum of up to \$500 for each contravention of House Rule 1 (i.e., *“Each suite shall be occupied exclusively as a private residence by Shareholders and their immediate family.”*).
 - (c) In accordance with fines noted separately in various subsections in the House Rules.

If Shareholders are aware of any contraventions of a House Rule, they are encouraged to report them to ColyVan so that appropriate measures may be taken.

2. **Resolution – Additions to House Rules: 14. Parking.** The Board signed *Additions to House Rules: 14. Parking*. The following additions to §:14 Parking have been made:
 - (a) There shall be no unlicensed vehicles in any parking space within the common property except where a Shareholder has a vehicle which is in good repair but he/she wishes to have the vehicle unlicensed and off the road; in such event, the Shareholder may make application to the Board of Directors for permission to park the vehicle within an approved parking spot. With written proof of storage insurance the Board of Directors shall not withhold this permission unduly.
 - (b) There shall be no derelict vehicles parked anywhere on the common property. A derelict vehicle is one which shall be defined as being not presently roadworthy.

- (c) A Shareholder shall not rent or lease their assigned parking space(s) to other than another shareholder of the corporation.

If Shareholders are aware of any contraventions, they are encouraged to report them to ColyVan so that appropriate measures may be taken.

3. **Modification to Assignment of Leases of Parking Garages.** The Shareholders of Units 805 and 806 signed a *Modification to Assignment of Leases*, effective May 29, 2013. The purposes of the *Modification* is as follows:
- (a) The Shareholder of Unit 806 agreed to assign to the Shareholder of Unit 805 his right, title and interest in Parking Garage # 18, meaning that Parking Garage # 18 now belongs to the Shareholder of Unit 805.
 - (b) The Shareholder of Unit 805 agreed to assign to the Shareholder of Unit 806 his right, title and interest in Parking Garage # 16, meaning that Parking Garage # 16 now belongs to the Shareholder of Unit 806.

The *Modification* was witnessed by two Board Members. All costs related to the *Modification* were assumed by the respective Shareholders.

Shareholders must ensure that any changes to Parking Garages be done in accordance with a *Modification to Assignment of Leases* document, as indicated above. If changes are not recorded as stated above, they will not be recognized nor enforced by MHE.

4. **Changes to Laundry Times and Storage Stalls.** If Shareholders wish to exchange laundry times or storage stalls, changes must be agreed to by the relevant parties **in writing** and communicated to ColyVan **in writing**. If changes are not made as specified, they will not be recognized nor enforced by MHE.
5. **Idling Cars.** Several Shareholders have complained of individuals leaving their cars idling for excessive periods of time. Under section 2.7 of the City of Vancouver's Motor Vehicle Noise and Emission Abatement Bylaw 9344, it is illegal to idle a vehicle:
- For more than three consecutive minutes in a 60-minute period, *or*
 - While unattended and unlocked

If Shareholders become aware of any individuals who contravene the Bylaw on MHE property, they are encouraged to report the offense to ColyVan so that appropriate measures may be taken.

6. **Elevator.** Several Shareholders have complained that Schindler has sometimes shut the elevator down without putting up appropriate signage. This has caused inconvenience to some Shareholders.

Action: The Board will instruct ColyVan to inform Schindler of the following:

- (a) Schindler is put up a sign whenever they shut the elevator down for maintenance.
- (b) Schindler is to provide several days advance notification to ColyVan whenever Schindler will be at MHE premises.

Note that advance notice may not always be possible, particularly during unforeseen events. If Schindler does provide advance notice, volunteers are encouraged to put up signs to notify Shareholders accordingly.

7. **Leak in Units 202/302.** There has been a leak reported in the ceiling of Unit 202/floor of Unit 302. The leak appears to be connected.

Action: The Board will request that ColyVan contact AllStar Waterproof & Restorations Systems to have them investigate the issue.

8. **Fire Department List.** – There are currently six Shareholders on the list to be contacted/assisted by the Fire Department in case of a fire. If a Shareholder anticipates needing assistance in the event of a fire (e.g., difficulty walking down stairs on his/her own), he/she is encouraged to be placed on the list. Please contact ColyVan to request that your name and contact information be put on the list.

9. **Property Tax Home Owner Grant.** – The Property Tax Home Owner Grant form will need to be filled out by Shareholders in June. The Board will inform Shareholders of the date by which signatures are due.

The Meeting was adjourned at 8:30

Approved by President

Approved by Director

Minutes
Mansion House Meeting
June 17, 2013

Meeting held @ 6:00 in the Cabana Room

Attendance:

Judy Ashton – President
Mabel Chau – Vice-President
Peggy Hillman - Treasurer
Dan Feliciano - Secretary
Sandi Evans - Guest

1. **Additional Board Member Needed.** Due to the lack of volunteers to run for the Board, and the need for Board members to attend to tradespeople, the Board is looking for an additional Board member to be the primary contact for tradespeople. No computer knowledge is needed for this position.

Shareholders are responsible for admitting and supervising trades people when repairs are needed in their apartments.

If there are no volunteers for this position, the Board will consider hiring outside help.

2. **Leak in Units 202/302.** The Board authorized ColyVan to contact AllStar Waterproof & Restorations Systems to have them investigate the leak on the ceiling of Unit 202 and floor of Unit 302. AllStar contacted the Board and confirmed that they would be at MHE premises to conduct the investigation. Once the results are known, they will be included in a future Minutes.
3. **Summer Pool Party.** The Board has scheduled a Pool Party for Thursday, August 22, at 6:00 PM. Volunteers are needed to plan for the Party (e.g., food, drinks, etc.). A sign-up sheet will be put in the mailroom.
4. **Property Taxes.** The property tax documentation was accidentally sent to the wrong address; however, in spite of the delay this caused, the Board will be able hold sessions to collect Shareholder signatures prior to the submission deadline. Due to the Board's existing responsibilities, the Board has requested the assistance of Marcelle Lacasse to prepare the property tax documentation. Ms. Lacasse, former MHE Treasurer, is experienced in preparing such documentation from her years on previous Boards.

5. **Sales of Shareholder Units.** There have been recent incidences of Shareholders putting their units on the market without notifying the Board. Note that Shareholders are required to notify the Board in writing prior to putting their units up for sale. Many times realtors will call Board members with sales-related inquiries but if the Board was not notified that the unit was put up for sale, the Board cannot answer the realtor inquiries.
6. **Transfer of Investment Funds.** The Board approved transfer of GIC investments from ScotiaBank to Vancity. The interest rate is slightly higher than what it was with ScotiaBank. Furthermore, given that MHE's principal bank account is with VanCity, the transfer of this investment will simplify MHE financial matters.
7. **Building Heat.** Heat to MHE will be turned off for the summer, as of Friday, June 21.

Action: The Board will instruct ColyVan to get Webir to turn off the heat at MHE.

8. **Increasing the Contingency Reserve Fund for Special Projects.** The CRF has been increasingly depleted over the last several years to fund various projects (e.g., balconies, elevator, piping, carport roofs, etc.). While these projects have improved MHE, ongoing maintenance is needed to keep things running smoothly.

The boiler has exceeded its scheduled lifetime and to prevent a significant one-time assessment, an ongoing levy could be considered - all amounts collected would be added to the CRF. Instead of paying a several thousand dollar assessment at once, it would be better to raise an average of \$100.00 per month to pay for a special necessary project.

This could raise an average of \$54,000 per year, or \$270,000 over 5 years .

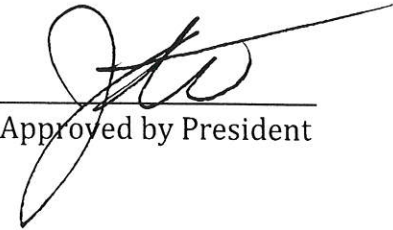
9. **Boiler Committee.** – Judy Ashton volunteered to head the Boiler Committee. She will be researching the boiler and looking for possible solutions to extend its lifetime/replace it. The Committee would report its recommendations to the Board for further action. If you are interested in this project and would like to join this committee please contact Judy.
10. **Illegal Tenant in Unit 901.** Despite Board attempts at appealing to the owner of Unit 901 to evict the illegal tenant from Suite 901, the illegal tenant remains on the premises. The Board will request that ColyVan issue a letter to the owner of Unit 901 demanding that the illegal tenant move from the

premises within 30 days after receipt of the notice. If the illegal tenant is still at MHE after the 30 day period, MHE will start assessing a monthly fine of \$500.00 to the owner, and reserves the right to impose a lien against the unit. It is hoped that these measures will convince the owner of Unit 901 to take the actions necessary to evict the illegal tenant.

11. **Uninsured Vehicles.** It appears that some vehicles parked at MHE do not have the required insurance. For such vehicles, the Board will request that ColyVan send letters to the owners of the relevant parking stalls asking to show proof of insurance within ten days after receipt of the letter. Uninsured vehicles could cause damage to another person's vehicle or MHE property; therefore, it is essential that they are properly insured to protect against such an incident.
12. **Security.** – On June 19 at around 1:45p.m. a Shareholder noticed a suspicious character fiddling with the intercom. It looked like the individual was trying to enter the building by getting someone to buzz him in. Fortunately, the individual had no luck and left the premises.

Shareholders are reminded **NEVER to buzz anyone via the intercom unless they are 100% sure who the party is.** If Shareholders have any doubt who is on the other end of the intercom, they are to go down to the lobby and see who it is.

The Meeting was adjourned at 7:50



Approved by President

Approved by Director

**MINUTES
OF THE BOARD OF DIRECTORS
THE MANSION HOUSE ESTATES LTD.**

Held Monday, July 15, 2013 at 7:00 p.m.
Within Suite 204 – Mansion House Estates
6076 Tisdall Street, Vancouver, BC

ATTENDEES:

BOARD OF DIRECTORS:

Judy Ashton	President
Mabel Chau	Vice-President
Peggy Hillman	Treasurer
Dan Feliciano	Secretary

SHAREHOLDERS:

Barbara Mitchell
Gunter Wenzel

PROPERTY MANAGER:

Beverly Kapush ColyVan Pacific Properties

CALL TO ORDER

The meeting was called to order at 7:02 p.m.

SHAREHOLDERS: GUNTER WENZEL AND BARBARA MITCHELL

The Board invited G. Wenzel and B. Mitchell (each having prior history in the matter) to participate in a discussion about Suite #801 as it relates to a list of deficiencies and the deferred resolution from the 2012 AGM

The privacy wall and wooden decking between units 801 and 805 has deteriorated and requires replacement that will include removal of all material on the roof deck and the roofing replaced and sloped toward the drain so that water does not accumulate and pool on the roof. This is in an effort to stop the leak into unit 705. A resolution of the Shareholder was put forth at the September 26, 2012 AGM that; the Corporation approve an expenditure of \$10,000.00 from the contingency reserve fund for the purpose of replacing the privacy wall between units' 801 and 805 that has deteriorated.

The motion to approve an expenditure of \$10,000.00 from the contingency reserve fund for the purpose of replacing the privacy wall between units' 801 and 805 was struck pending the Shareholder's receipt of additional supportive information.

Allstar Waterproofing & Restoration Systems Ltd. conducted a leak investigation in January. Following is their report: *"A series of water tests were completed on the 8th floor roof deck. The tests showed excessive water ponding, close to 2" in depth before the central drain would function.*



THIS PONDING ISSUE WOULD BEST BE DEALT WITH DURING THE NEXT RE-ROOFING WORK. The water test provided no membrane failure evidence on the roof deck".

Allstar stopped the leak into #705 by sealing cracks in the stucco wall on the roof and replacing damaged sealant at electrical wire penetration at a cost of \$840.

Following this discussion, G. Wenzel and B. Mitchell exited the meeting.

Post-Script: On the day following the Board Meeting, G. Wenzel provided the following report:

"Unit 801's requests have to be attended to; however, prior to calling in NuWest to correct the concerns the Board should address Point #5 first and fix the problem. Barbara Mitchell and I lifted the decking, yesterday evening. There is about 5 cms of water ponding on the roof even with water being pumped out every other day. The past week has been dry and sunny.

I understand that there is no internal drainage at #801. We need to find the drain opening at #805 and look at a way of directing the stagnant water from #801 to the drain opening and correct the problem permanently. The effects of long term ponding on a roof are known. I will be willing to contact the roofers to help us on this matter. Otherwise we may have to remove the wooden decks altogether."

ADOPT MINUTES OF THE LAST BOARD OF DIRECTORS MEETING

MOVED/SECONDED and CARRIED; there being no errors and/or omissions, the minutes of the Board of Directors meeting held **June 17, 2013** be approved.

COMMITTEE REPORTS

1) Boiler: J. Ashton/M. Chau

Boiler Committee has been struck comprised of the above captioned Board Members with the assistance of Shareholders; Francis Collier, Gunter Wenzel and Mark Goodall.

2) Social:

P. Hillman will post advance notice in the mail room for a combination Summer Potluck/Pool Party to be held on August 22nd.

REPORTING LEGAL AND FINANCIAL MATTERS

Property Manager informed the Board that their Meeting Agendas and Minutes should include information relative to any Legal and Financial matters.

It is important that; included on every agenda and in every set of minutes are the following items:

- A report on all legal actions to which the corporation is party to.
- This means when the corporation is sued or suing, this must be reflected in the minutes; also, if there is no legal action underway or contemplated the Board should also report that.
- It is important that; also included on every agenda and in every set of minutes are any monies borrowed from the CRF for any purpose and how this money is going to be paid back. This includes when the corporation borrows from the CRF to pay insurance they need to show how it

is being paid back. Also indicated in the minutes must be the current balance of monies borrowed and not repaid and any additional funds borrowed and for what purpose.

Doing this will focus on these items and ensure that the Board and Property Manager are always aware of these two very important issues.

FINANCIAL REPORT

1) Approve Financial Statements

Treasurer, P. Hillman respectfully submits the following financial reporting as at June 30, 2013:

Accounting Transfers

- June 30 2013 GIL Account Transfers: Kerfoot Burroughs & Co. Inv.#52066 - \$2,169.84 Kerfoot Burroughs & co. Inv.#52069 - 519.55;
- Transfer total \$2,689.39 From 6191 — Legal to 6190 — Prof. Fees Webir Inv. #30284 \$246.75 — Transfer from #9330 — Pool to #8141 — Boiler;
- CRF @ June 30/13 - \$137,091.10

Elevator Modernization Holdback: An amount of \$14,237.44 continues outstanding. This leaves a balance of \$122,853.66 in the CRF. The Schindler holdback will not be paid until the Corporation receives the refund of over \$5,000 for maintenance payments billed and paid in error.

Budget: At the half way point in the year, most expenses are on or under budget with a few exceptions;

- **Strata Post/Copies:** This item was reduced from \$1,800 to \$1,000 by shareholders at the EGM budget approval meeting but the costs are already over \$1,000;
- **Fire Safety Systems:** There were several deficiencies noted after the inspection i.e. 10 fire hoses were due for testing and most of the Fire Extinguishers had to be replaced. MHE also had a lockbox installed as a safety measure for the Vancouver Fire Dept. to access keys to the building in the event of a fire;
- **Laundry Equipment:** Budget for laundry repairs should be increased next year to reflect aging laundry equipment;
- **Carport/Fencing:** Motion Lights installed as a safety measure have been charged to this account. There is also need for repair to the garden wall between the carport and garden;
- **Enterphone:** TELUS costs have increased this year and for security reasons we have signed up for a maintenance contract with Vandelta

Investments: Three GIC's that were invested at Scotiabank have been combined and transferred to Vancity at 40th and Cambie. Amount is \$59,095.70 Interest rate is 1.4%, GIC is for one year but cashable after 30 days. We also have another GIC of \$30,000 invested with Vancity which is locked in for a year.

MOVED/SECONDED and CARRIED; the Board of Directors approve the financial statements for the six months ending June 30, 2013

2) Review Accounts Receivable

Accounts receivable report was reviewed. Any Shareholder in arrears is subject to the following Collection Procedures:

- A late payment notice in the form of a statement will be mailed to delinquent Shareholder on or about the 15th of the month, providing a breakdown of the outstanding balance.
- If the account remains delinquent, the property manager will correspond directly with the Shareholder requesting the account be brought up to date within 14 days.
- If the account continues to remain delinquent, collection proceedings will ensue in order to protect the interests of the corporation.
- New Shareholders will be given a grace period and will not be penalized in the first month of ownership for failure to pay their maintenance fees on time.

3) Review any Amounts Borrowed from the CRF

Corporation borrowed \$10,000 from the contingency reserve fund February 7, 2013 with which to pay outstanding bills. As at July 12th, there is approximately \$11,000 in the operating bank account. So as not to be cash depleted for any upcoming expenditures, Board will address paying back the funds to the CRF prior to the fiscal year end.

4) Review Previously Approved Amounts Paid from the CRF

An amount of \$20,000 was paid to Hay's Roof Management Ltd. for carport repairs as approved by Shareholders at the September 26, 2012, Annual General Meeting.

This sum as previously ratified by the Shareholders and therefore, will be rolled into the CRF thereby reducing it by \$20,000.

LEGAL REPORT

One Shareholder whose account has been in continuing arrears has been sent to the lawyers for collection proceedings.

UNFINISHED BUSINESS

1) Volunteers Requested to Assist Board

No Shareholders have come forward as yet to assist with building access as from time to time required by trades people. This roll is currently being performed by the Board Members when and as available.

2) Suites 202/302: Leak Investigations

Allstar sealed cracks on the N.E. side of building near suites.202/302. Restoration Hardware tested the floor in #302, noted that it was still wet and advised that it would take at least a month to dry out. Repairs to floor in #302 and ceiling in #202 will be completed when the area is dry.

Restoration Hardware will conduct follow up repairs to the floor in #302 and Nuwest will repair the ceiling in #202.

3) Resolution re: separation of property tax from maintenance fees

Some Shareholders feel that property taxes should be charged directly to the Shareholder and should not be included in the maintenance fees. This was a topic of discussion held with the Board in the Fall of 2012. However, it remained unresolved.

P. Hilman will consult with Shareholder, M. LaCasse who volunteered some time to establish a program in which MHE could initiate this plan.

4) Status of Illegal Occupant

Pursuant to prior letters sent dated October 19th, 2012 and February 18th, 2013, Board directed a further letter to an owner respecting the unauthorized tenant residing in their suite. The Board was informed that the tenant would live temporarily in the suite to work on the suite in preparation for selling it. The Board was further advised that the tenancy would end in approximately March, 2013, however residency continues.

This is in direct contravention of Mansion House Estates, Ltd. Articles of Association, House Rules and Lease, as stated below:

Articles of Association: Article 25.5 “Each Shareholder, occupant and subtenant of any suite shall at all times be bound by and subject to the Articles and House Rules of the Company and the form of Lease entered into with the Company”

House Rules: 1 “Suite Occupancy: (Ref. Lease p.3 item 5 (c)) & (Lease p.6 item 6 (b) Each suite shall be occupied exclusively as a private residence by Shareholders and their immediate family.”

Lease: Page 3 Item 5 (c “To use the demised premises and all parts thereof for no other purpose than as a private residence for the Lessee and his immediate family...”

Lease: Page 6 item 6 (b) “In this lease the words “immediate family” shall mean husband or wife, father or mother, son or daughter, brother or sister of such Lessee shareholder.”

Board directed the Property Manager draft a further letter advising the Shareholder that as of August 1st, 2013, the Board of Directors of Mansion House Estates gives thirty (30) days’ notice for the tenant(s) to vacate the suite. If the suite is not vacated by August 31st, 2013, the Board will impose a fine of \$500.00 per month on the Owner’s maintenance fee account.

5) Suites’ 305, 405 and 901 - Uninsured Vehicles

Above Shareholders currently storing vehicles on the common property will each receive a letter requesting they provide proof of storage and liability insurance.

NEW BUSINESS

1) Tentative date for clearing out unauthorized storage in Boiler Blow Down Room

There are items currently stored in the Boiler Blowdown Room. Arrangement will be made on **August 15, 2013** to have all articles removed from the blowdown room and including various other items stored in carports and around the building.

Board takes this opportunity to remind Shareholder of the City of Vancouver Notice of Violation Report dated February 28, 2012, requesting at that time, the removal of various items stored in the carport and around the building.

CITY OF VANCOUVER BY-LAW #8191 – HOUSEKEEPING
1. Fire Department access must be kept clear at all times. 2. Combustible materials shall not be permitted to accumulate in any part of a public corridor, exit, ventilation shaft, crawl or ceiling space. 3. No accumulation of combustibles in or around a building. 4. In storage rooms, a minimum 18 inches of clearance must be maintained between the sprinkler deflector and the items stored. 5. Service rooms must be kept clear of storage. (Mechanical, Electrical, & Laundry rooms). Doors must be labeled and equipped with self closing devices. 6. Underground parking garages shall be kept clear of combustible storage. 7. Propane storage and propane vehicles are prohibited from underground parking garages

2) **Garden Wall Repairs**

Not a priority at this time, Board deferred repairs to the cracks in the garden wall to a future date.

3) **Suites 806, 602 and 304: Inspections**

At least two Board Members will conduct inspections at each of the above noted suites prior to the new Shareholders moving in (Suites' 602 on July 30th; 806 on July 29th and 304 on August 30th).

4) **Shareholder Carport Exchanges**

Former Board Member, M. LaCasse provided the Board with some feedback pertaining to carport exchanges:

Permanent exchange would require the following:

- a) A modification to each Assignment of Lease
- b) A Directors Resolution by the Board approving the Assignment modification and the assignment of parking stalls
- c) The modification would be for the lessee/tenant's cost. (est. cost \$1000.00) ***re: letter dated July 2010 - Barry Kerfoot, MHE corporate lawyer.***

Temporary exchange agreement: (suggestions)

- a) request letter should be signed by both Shareholders
- b) 1 week notice must be given for Shareholders to return to original carports
- c) original assignment of carport must resume a Shareholder's unit is sold
- d) A Directors' resolution by the Board should be on file
- e) exchange should be noted in the Board of Directors meeting - **minutes**
- e) all documentation should be filed in Shareholders file and parking file.
...a sample of the carport rental agreement is attached to assist in composing the agreement.

Board acknowledges a recent temporary carport exchange by the Shareholder of Suite 306 to the Shareholder of 506.

5) ***Governance of MHE:**

M. LaCasse was kind enough to provide the Board with information pertaining to the ongoing governance of the Corporation that the Board wishes to share with Shareholders particularly at this time given that there are a number of new Shareholders:

It is important, to differentiate governance of MHE as a corporation, and governance of the Shareholders in their capacity of Leaseholders.

With respect to Mansion House:

It is governed by its Articles of Association, and to the extent that anything is not covered by MHE's Articles, then by the Business Corporations Act. The Act takes precedence (or trumps) the Articles.

With respect to the Shareholders of MHE:

- a) In their capacity as Shareholders, they are governed by MHE's Articles, and the Business Corporations Act, and again the Act trumps the Articles.
- b) In their capacity as Tenant, (i.e. their rights with respect to occupancy), they are governed by the Lease and MHE House Rules. The Lease takes precedence to the House Rules.

**comments from MHE corporate lawyer - Barry Kerfoot, May 2010*

The Board of Directors governs and the property manager (ColyVan) administers.

6) **Annual Agenda Review and Updates**

Former Board Member, Marcelle LaCasse provided the new Board with a copy of a "sample" annual agenda with a notation that; having an annual agenda provides guidance as to the operation of Mansion House.

7) **Pool Maintenance**

Nuwest Contracting Ltd. facilitated re-pointing of pool tiles and pressure washing the pool area – cost \$871.50.

8) **Elevator Contract**

Board received Schindler's invoice #8300569100 in the amount of \$1,284.79 for maintenance from July 1st to Sept.30th. Board advised in an email to Schindler that; they understood that the new maintenance contract would start July 1, 2013, but have not received any information on the new contract terms and the invoice appears to be a continuance of the old contract.

Furthermore, Board has not yet received a credit for the maintenance payments made in error last year.

9) **Lock on Back Door**

On June 27th, at around 10:15, a Shareholder went through the back door of MHE and saw that it wasn't locked. Over the last couple of months, they noticed that the indoor handle was not in the proper position but the door still locked. Later on, the door would no longer automatically lock. Action Lock dealt with its repair.

10) Shareholder Request to Install an Air Conditioner

Board advised a Shareholder that; only portable type air conditioners may be installed as anything drilled into the exterior building may compromise its integrity. . Such installation would also modify the exterior appearance which is in contravention to the following House Rule:

House Rule #8: (a) Windows: No person shall throw or cause to be thrown and/or hang anything from the windows.

Board informed the Shareholder that they must show the Board what type of air conditioner they intend to install prior to the Board granting approval

11) 8th Floor Re-Pipe Project

NuWest Contracting completed re-piping of the 8th floor hot and cold water systems for their fee of the \$8,400 inclusive of tax.

12) Water Purifier Filter

Webir repaired a drip coming from the water purifier filter – approx. cost \$300.

13) Boiler Turned Off

Board determined that Webir be instructed to turn the boiler off during the summer months.

14) Laundry Time Updates

- Ste 504 changed laundry times from Wed. 4:00 – 6:00 p.m. to Tues. 10.00 p.m. -12.00 a.m.;
- Ste. 806 changed laundry times from Mon. 10:00 a.m. to 12:00 to Thurs. 10:00 p.m.–12:00 a.m.
- Ste #506 wishes having Fri. 8.00 p.m.-10.00 p.m. which time slot is currently available.

15) Board of Directors Meeting Schedule

Barring any unforeseen circumstances, the following are the dates on which the Board of Director anticipates the Property Manager will attend Board Meetings:

2013: Monday, July 15
Monday, September 30
Monday, November 18

2014: Monday, January 20
Monday, February 17 (EGM for budget approval)
Monday, April 28
Monday, June 16 (AGM to approve Audit and elect new Board)

This does not preclude the fact that the Board may hold additional meetings on their own in between these dates.

TERMINATION OF MEETING

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

Respectfully submitted by Minute Taker: B. Kapush, Property Manager
On behalf of the Board of Directors, The Mansion House Estates Ltd.

Original reviewed, approved and signed by
PRESIDENT: JUDY ASHTON

Original reviewed, approved and signed by
TREASURER: PEGGY HILLMAM

**MINUTES
OF THE BOARD OF DIRECTORS
THE MANSION HOUSE ESTATES LTD.**

Held Monday, September 30, 2013 at 7:00 p.m.
Within Suite 204 – Mansion House Estates
6076 Tisdall Street, Vancouver, BC

ATTENDEES:

BOARD OF DIRECTORS:	Judy Ashton	President
	Mabel Chau	Vice-President
	Peggy Hillman	Treasurer
	Dan Feliciano	Secretary (arrived later)

SHAREHOLDERS: N/A

PROPERTY MANAGER: Beverly Kapush ColyVan Pacific Properties

CALL TO ORDER

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

ADOPT MINUTES OF THE LAST BOARD OF DIRECTORS MEETING

MOVED/SECONDED and CARRIED; there being no errors and/or omissions, the minutes of the Board of Directors meeting held **July 15, 2013** be approved.

COMMITTEE REPORTS

1) Boiler: J. Ashton/M. Chau

Report from the boiler committee is as follows:

Our shareholder Francis Collier referred us to David Babich, Project Engineer with Eco-Mizer Consulting Group Inc. who kindly guided us through the complex and difficult process of the possible boiler inspection and boiler upgrade. David is highly experienced and has been immensely valuable to the Board.

The boiler is 6 years overdue for inspection. It must undergo a thorough inspection by a BC government Boiler Inspector. D Babich guided us through getting 3 Requests For Proposals (RFP) for this work. During the process of obtaining these RFP's it was discovered that the asbestos covering the pipes in the boiler room was seriously degraded and needed to be removed



immediately. Again with D Babich's guidance quotes for assessment and removal were obtained and in compliance with WorksafeBC, all asbestos has been removed from the pipes in the boiler room - there is still asbestos material inside of the boiler.

Because of the delay caused by the asbestos removal the boiler inspection has been postponed until May. A hydrostatic pressure test can reveal major problems that could not be repaired in time for winter.

So far in addition to the normal start-up of the year for the boiler a pressure relief tag in the boiler required replacement and also a burner wiring connection strip which burnt out has had to be replaced.

There is no doubt however that the Corporation will require a new boiler soon. It is counter intuitive to postpone buying a new boiler. Corporation may think they are saving money, but to postpone purchase of a new boiler will cost far more i.e. every year the old boiler burns of \$10,000 - \$12,000 more for fuel than a new one would and there are more and more costs for the repairs to maintain an old machine as it deteriorates. Also should the existing boiler fail suddenly the replacement cost would be prohibitive. The longer the Corporation delays the purchase of a new boiler, the more it will cost.

Discussion: As a new boiler is most certainly in the near future for Mansion House. The committee posed the following question: Should the Corporation begin planning how to raise the money now or should the boiler expense be a one-time special assessment? No conclusion in this regard was reached.

Perhaps we might even consider forgoing the expense (\$3000 - \$6000 plus possible other expenses because of failures the test indicates) of the hydrostatic test and conditioning of the boiler in the spring and simply plan on getting a new boiler installed by fall.

2) **Social:**

The **Summer Potluck/Pool Party** held on August 22nd proved to be a success thanks to all of the volunteers who participated.

Plea now goes out for additional volunteers to coordinate and assist with the **Annual Christmas Carol Party** to be held on a yet to be determined date for which advance notice will be posted.

FINANCIAL REPORT

1) **Approve Financial Statements**

Treasurer, P. Hillman respectfully submits the following financial reporting as at August 31, 2013:

Balance Sheet Items

• Bank balance as at August 31, 2013	\$19,378.58
• Contingency Reserve Fund	\$131,743.94
• Loan from CRF to Operating	\$10,000.00
• 10% Holdback – Elevator Modernization	\$14,237.44

Investments Included in the CRF

- Vancity Term Deposit Redeemable: Matures July 6, 2014 \$59,095.70
- Vancity Term Deposit – Non-redeemable: Matures Jan 28, 2014 \$30,276.94

Budget

Income

- received to date of \$5,248.31 overpayment to Schindler maintenance \$3,977.87
- for Board Member return of use copper piping \$239.70

Expenses (recent unbudgeted)

- clearing clogged drain pipe in the '02 drop \$1,458.19
- new laundry washing machine \$895.63
- emergency call for elevator repair \$1,179.68
- boiler: asbestos survey \$1,979.50
- boiler: remove damaged insulation (asbestos) \$2,137.86

MOVED/SECONDED and CARRIED; the Board of Directors approves the financial statements for the eight months ending August 31, 2013

2) Insurance Deductibles

Insurance deductibles relate to emergencies and therefore, may be paid from the Contingency Reserve Fund (CRF).

There are currently two claims in process each with a \$10,000.00 deductible that will be paid from the CRF. As each claim relates directly to a Shareholder's renovations, the Corporation may seek reimbursement up to the deductible portion by way of charging these amounts back the Shareholder's maintenance fee account. It is up to the Shareholder to then pursue compensation through their insurer.

3) Review Accounts Receivable

Accounts receivable report was reviewed noting only one owner in arrears.

4) Review Previously Approved Amounts Paid from the CRF

An amount of \$20,000 was paid to Hay's Roof Management Ltd. for carport repairs as approved by Shareholders at the September 26, 2012, Annual General Meeting.

This sum as previously ratified by the Shareholders and therefore, will be rolled into the CRF (this will be reflected in the September 2013 financial statements) thereby, reducing the fund by \$20,000.

5) Separation of Property Taxes from the Maintenance Fees

Both ColyVan and Reid Hurst Nagy Accountants have advised against separating the property tax from the maintenance fees. It would involve extra work for the Treasurer at property tax payment time and would create cash flow problems in January when a large prepayment must be made.

LEGAL REPORT

One Shareholder whose account has been in continuing arrears has been sent to the lawyers for collection proceedings.

UNFINISHED BUSINESS

1) Suites 202/302: North East Elevation Leak Investigation and Repairs

Allstar repaired a leak into 302 and 202. This involved repairing cracks in the concrete on the exterior by applying a urethane sealant followed by water testing. They also applied new sealant along the floor slab at the east side of the north elevation and installed new sealant at window wall and brick wall detail terminates.

Unit 202 is unoccupied at this time. NuWest Contracting has completed some work; however, there is still outstanding work required i.e. apply one more coat, sand, prime and paint. They will endeavor to match the ceiling and if not, then the whole ceiling must be painted.

2) Status of Illegal Occupant

Board directed the Property Manager draft a letter advising the Shareholder that; as of August 1st, 2013, the Board of Directors of Mansion House Estates provides thirty (30) days' notice for the tenant(s) to vacate the suite. If the suite is not vacated by August 31st, 2013, the Board will impose a fine of \$500.00 per month on the Shareholder's maintenance fee account.

Status: As there has been no response from the Shareholder to cooperate, the Corporation is imposing a fine of \$500 per month so long as the non-shareholder or family member resides in the unit.

3) Suites 305, 405 and 901 - Uninsured Vehicles

Above Shareholders each provided proof of storage and liability insurance at request of the Board.

4) Tentative date for clearing out unauthorized storage in Boiler Blow Down Room

This item is currently on hold until further notice.

5) Garden Wall Repairs

This item is currently on hold until further notice.

6) Annual Agenda Review and Updates

The annual agenda was reviewed and updated.

7) Elevator Contract

Schindler submitted their credit for the maintenance payments made in error last year.

In reviewing the account, Schindler noted in their email of July 17, 2013, that the maintenance invoice for January 1, 2013 to March 31, 2013 had also been paid. They will have this amount refunded as well for which a separate cheque will be issued in the amount of \$1,370.44 (invoice #

8300550639).

Schindler also provided their contract for a 7 year term at a rate of \$300 per month. A five year maintenance contract is also an option, but the rate would be \$325 per month.

The contract commences August 1st. Board approved proceeding with the 7 year contract terms.

NEW BUSINESS

1) Unit 702 Leak from 802

Leak sourced from 802 into 702. The problem related to 802's bathtub drain. Repairs were conducted by NuWest Contracting.

2) Units 705 and 805 – Roof Leak

In December 2012, Allstar quoted \$1,500 to repair a leak from the roof to the closet of unit 805.

A representative of the Board of Directors of Mansion House Estates attended suite 705 in August to inspect the water leak that sourced from unit 805. They noted the following as requiring repairs: The cupboard/door, ceiling and wall are in need of repairs. The Board is in agreement with the Shareholder that it is best to wait until they have had a few good rains to be sure the leak is completely repaired. Repairs are now underway by NuWest Contracting.

3) Units 801 and 202 – Repairs

Nuwest is in process of conducting the following repairs at unit 801: repair cracks, flashing, paint beams and walls (to ceiling height), repair fence and install an automatic pump to flush water.

202 repairs to the ceiling are in process and will soon be completed.

4) Fifth Floor Leak – Insurance Claim

On August 10, 2013, a leak was reported that emanated from a 5th floor unit which resulted in damages to several units located below. Hillcrest Plumbing and Phoenix Restoration were called to address the immediate work. Extraction machines and dehumidifiers were installed in suites located below down to the first floor.

At first it was thought that; the leak was caused by a 53 year old nail in the original baseboard. It turned out not to be the case however, as the old baseboard was well below the copper pipe.

When the Claims Adjuster and representative from Phoenix Restorations viewed the copper pipe and baseboard that had been removed by Hillcrest Plumbing they confirmed that it was caused by the recent renovation. The copper pipe was given to the Adjuster; Board Member still has the baseboard showing the nail holes.

An insurance claim was commenced in this matter

On September 17, 2013, there was a call from the same 5th floor unit owner regarding a second leak, once again emanating from a similar cause; however, in another area.

Each incident will be treated as separate claims in accordance to the Adjuster from Cunningham Lindsey.

Phoenix has estimated the total non-emergency follow up repairs resulting from the second claim to be approximately \$40,000.00 (as per their Contractor's Report). The damages are to another part of the '01 units. The kitchens are now affected, which would explain the cost of repairs. The floor is unaffected as the water ran down in between the walls. Kitchens were affected all the way down. The damages are different than the first claim, wherein the majority of damage is related to the flooring.

Hillcrest repaired the pipe for the 1st loss and were called back to do deal with the handle/repair for the 2nd copper pipe. Pipe will be retained for inspection, if necessary.

Total for each claim is estimated to be approx. \$70,000 for emergency and follow up remediation work. This includes repairs to the two parkade floors that were impacted.

5) Window Replacement Request

A shareholder requested information about replacing their windows. The board's decision was windows could be replaced but only if they conform in color and shape to the present windows and only if the board approved the quality of the work done by the company involved. Because of logistical concerns the shareholder decided not to replace the windows.

6) New Rule: Non-Smoking Rule #26

MHE board had a brief meeting following interviewing prospective buyers for a unit.

Recently a potential buyer (whose partner was a heavy smoker) at Mansion House turned down a suite when they were told there was a no smoking rule in the building (their realtor had told them smoking was allowed on balconies). This has been the policy for a long time; however, there is currently no mention in the House Rules to support it. Accordingly, the Board discussed adopting **NON SMOKING RULE #26**, as follows:

- (a) For the purposes of this rule, "smoke" or "smoking" means to inhale, exhale, burn or carry a lighted cigarette, cigar, pipe, hookah pipe or other lighted smoking equipment that burns tobacco or other weed substances.
- (b) A shareholder, occupant or visitor must not smoke in the following areas:
 - (a) a strata lot;
 - (b) the interior common property and limited common property, including but not limited to hallways, elevators, parking garages, electrical and mechanical rooms, stairs, and storage locker areas;
 - (c) patios, decks and balconies;
 - (d) within 3 metres of a door, window or air intake; and
 - (e) on any land that is a common asset.

[Rule #24 states that; the House Rules may be altered and/or added to by the Board of Directors provided that changes are not in conflict with the Lease and/or the Articles of Association of MHE. (Ref. Lease p. 9, item 14) and (MHE Articles p. 23/24, items 14.1-14.6). A dated copy of each revision of the House Rules must be sent to each Shareholder.]

MOVED/SECONDED and CARRIED; the Board adopts Non-Smoking Rule #26 as outlined in the above.

7) **Unit 602 - Renovations**

The Board agrees with the Shareholder may conduct floor and carpet repairs; however, due to liability, they require the Shareholder to have a licensed/insured contractor for any water/plumbing for which the Shareholder was requested to complete and submit the appropriate forms.

8) **Renovations Conducted by Shareholders**

IMPORTANT! RENOVATIONS PROTOCOL

Shareholders wishing to make modifications to their suite or to common property **MUST FIRST SEEK THE APPROVAL OF THE BOARD OF DIRECTORS**. This includes if you are contemplating changing out any windows, balconies modifications and/or upgrades within the suite. Please reference below Rule #3:

Alterations/Renovations to Suite:** (Ref. Lease p. 3, item 5 (f)). Structural alterations to individual suites require the prior written consent, in each case, from the Board of Directors of MHE.. An **Assumption of Liability Agreement** must be completed by the Shareholder prior to written consent by the Board for any alterations/renovations. ...**Directors' Resolution dated October 22, 2008

9) **Insurance**

CHECK WITH YOUR PERSONAL INSURER!

Recent water leaks have made it abundantly clear of the risk of potential insurance claims for which some Shareholders may not be adequately covered in the event they are held responsible for a deductible amount payable. Please find attached the current insurance cover note that will expire on December 1, 2013. As the coverage and deductibles are subject to change upon renewal, a new cover note will follow at that time.

TERMINATION OF MEETING

There being no further business, the meeting terminated at 7:55 p.m.

BOARD OF DIRECTORS AND SHAREHOLDERS - 2013 / 2014 MEETING SCHEDULE

2013: Monday, July 15
Monday, September 30
***Monday, November 18 at 5:00 p.m.**

2014: Monday, January 20
Monday, February 17 (EGM for budget approval)
Monday, April 28
Monday, June 16 (AGM to approve Audit and elect new Board)

AFTER HOURS EMERGENCY CONTACT INFORMATION

Should a shareholder encounter an emergency situation that requires the assistance of the Property Manager during non-working hours, please contact ColyVan's regular office number at **604.683.8399**. This number is call forwarded to the Emergency After Hours service. They will then contact the Property Manager and/or the Board of Directors for instructions on how best to proceed in the matter.

For **FIRE OR POLICE** emergencies, please call **911** immediately.

Respectfully submitted by Minute Taker: *B. Kapush*, Property Manager
On behalf of the Board of Directors, The Mansion House Estates Ltd.

Original reviewed, approved and signed by
PRESIDENT: JUDY ASHTON

Original reviewed, approved and signed by
TREASURER: PEGGY HILLMAN



RESIDENTIAL PROGRAM

Summary of Coverages

The Mansion House Estates Ltd.

Insured **The Mansion House Estates Ltd., Mansion House Estates**
ColyVan Pacific Real Estate Management Services Ltd., Attn: Bev Kapush

Term **From: December 1, 2012** **To: December 1, 2013**

Location(s) **6076 Tisdall Street, Vancouver, BC V5Z 3N2**

Section	Limits of Liability	Description of Coverages	Deductibles
A	\$ 10,440,000. \$ 19,800. \$ 10,459,800. \$ 10,459,800. Included	Property of Every Description – Per Occurrence, Appraisal: Jan 14, 2012, Year of Cycle: 3 Business Interruption – 18 Months Indemnity Period Earthquake – Annual Aggregate – Extended Replacement Cost Applies Flood – Annual Aggregate – Extended Replacement Cost Applies Blanket Glass	See Below See Below
B	\$ 10,440,000. \$ 19,800. Included	Equipment Breakdown Business Interruption (Time Element) – 18 Months Indemnity (24 hours waiting period) \$100,000. Extra Expense	\$500.
C	\$ 10,000,000. \$ 10,000,000. \$ 1,000,000. \$ 250,000. \$ 50,000.	General Liability – Bodily Injury, Personal Injury and Property Damage Liability – Each Accident or Occurrence Non-Owned Automobile Limited Pollution Liability – Aggregate Limit Tenants' Legal Liability – Any One Accident Voluntary Compensation Extension (2/3 of Employee Weekly Wage, but not exceeding \$500/week)	\$1,000. \$10,000. \$1,000.
D1	\$ 2,000,000. \$ 10,000. \$ 25,000.	Directors & Officers Liability (Errors & Omissions) – Annual Aggregate Discrimination Defense Costs – Per Unsuccessful Action or Complaint Discrimination Defense Costs – Annual Aggregate	Nil
D2	\$ 2,000,000.	Property Managers Errors & Omissions Liability – Annual Aggregate	\$1,000.
E	\$ 5,000. \$ 25,000.	Broad Form Money & Securities, Loss Inside & Outside Premises Employee Dishonesty, Coverage – Form A	\$500. \$500.
F	\$ 250,000.	Legal Expense Protection – \$1,000,000 Annual Aggregate	Nil

Deductibles – Section A

- All Losses \$2,500 except:
- Water Damage \$10,000
 - Sewer Back-up \$10,000
 - Flood \$10,000
 - Earthquake 10%, minimum \$100,000
 - Residential Glass Breakage \$100
 - Master Key Coverage \$250

Conditions – Section A

- All Risks of direct physical loss or damage to property described at Location(s) of Risk shown above.
- Basis of Loss Settlement – Replacement Cost including by-laws.
- Co-insurance Basis – Stated Amount.
- Extended Replacement Cost – 10%
- Any Property additions, renovations or installation work will be subject to a limit of 15% of the insured value, with a maximum of \$1,000,000.

Conditions – Section B

By-laws subject to a sub-limit of \$1,000,000.

Conditions – Section C

Additional Named Insured: Property Manager for their management of the Strata Plan.

This document does not form part of the policy. For more specific details, please refer to the actual policy wordings.

E&OE/ December 8, 2012/ CHR/SPHI

cmwinsurance.com
700-1901 Rosser Avenue
Burnaby, BC V5C 6R6
P 604-294-3301 F 604-294-3003
TF 1-800-263-3313

RESOLUTION
OF THE BOARD OF DIRECTORS
THE MANSION HOUSE ESTATES LTD.
(the "Company")

ADDITION TO HOUSE RULES: ADD NON-SMOKING RULE #26

PREAMBLE:

WHEREAS, House Rule 24. states: Changes to House Rules:

The House Rules may be altered and/or added to by the Board of Directors provided that changes are not in conflict with the Lease and/or The Articles of Association of MHE (Ref. Lease P. 9, item 14) and MHE Articles p. 23/24, items 14.1-14.6.

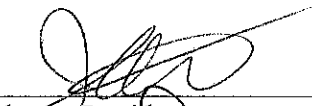
A dated copy of each revision of the House Rules must be sent to each Shareholder.

BE IT RESOLVED the Board of Directors of the Mansion House Estates Ltd. adding to the House Rules, the following rules:

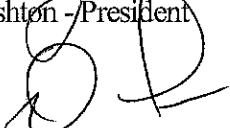
26. Non Smoking Rule

- (a) For the purposes of this rule, "smoke" or "smoking" means to inhale, exhale, burn or carry a lighted cigarette, cigar, pipe, hookah pipe or other lighted smoking equipment that burns tobacco or other weed substances.
- (b) A shareholder, occupant or visitor must not smoke in the following areas:
 - (a) a strata lot;
 - (b) the interior common property and limited common property, including but not limited to hallways, elevators, parking garages, electrical and mechanical rooms, stairs, and storage locker areas;
 - (c) patios, decks and balconies;
 - (d) within 3 metres of a door, window or air intake; and
 - (e) on any land that is a common asset.

DULY ACCEPTED and SIGNED by the Board of Directors in the City of Vancouver, British Columbia on this 30th day of September, 2013.



Judy Ashton - President



Dan Felicano - Secretary



Peggy Hillman - Treasurer



Mabel Chau

**MINUTES
OF THE BOARD OF DIRECTORS
THE MANSION HOUSE ESTATES LTD.**

Held Monday, November 18, 2013 at 5:00 p.m.
Within Suite 204 – Mansion House Estates
6076 Tisdall Street, Vancouver, BC

BOARD OF DIRECTORS:	Judy Ashton Mabel Chau Peggy Hillman	President Vice-President Treasurer
REGRETS:	Dan Feliciano	Secretary
PROPERTY MANAGER / MINUTE TAKER:	Beverly Kapush	ColyVan Pacific Properties

CALL TO ORDER

The meeting was called to order at 5:00 p.m.

ADOPT MINUTES OF THE LAST BOARD OF DIRECTORS MEETING

MOVED/SECONDED and CARRIED; the minutes of the Board of Directors meeting held **September 30, 2013** be approved with the following revisions to Non Smoking Rule #26:

- the alphabetical/numerical sequence be corrected to reflect (a) and (b) (i), (ii), (iii), (iv) and (v);
- the reference to 'strata lot' be changed to reflect 'dwelling unit'.

Below is the Rule as corrected:

26. Non Smoking Rule

- (a) For the purposes of this rule, "smoke" or "smoking" means to inhale, exhale, burn or carry a lighted cigarette, cigar, pipe, hookah pipe or other lighted smoking equipment that burns tobacco or other weed substances.
- (b) A shareholder, occupant or visitor must not smoke in the following areas:
 - (i) dwelling unit;
 - (ii) the interior common property and limited common property, including but not limited to hallways, elevators, parking garages, electrical and mechanical rooms, stairs, and storage locker areas;
 - (iii) patios, decks and balconies;
 - (iv) within 3 metres of a door, window or air intake; and
 - (v) on any land that is a common asset.



COMMITTEE REPORTS

1) Boiler: J. Ashton/M. Chau

Up until now, the plan has been to determine the condition of the old boiler using a hydrostatic pressure test. This test will cost between \$3,000 - \$5,000. In addition, the test stresses the boiler to find weaknesses and can produce the need for additional expensive repairs. As stated in the previous report, the old boiler is so inefficient it costs between \$10,000 - \$12,000 per year more for fuel than a new one would cost (plus expensive maintenance of an old machine).

The October 2013 boiler report stated "it is counter intuitive to postpone buying a new boiler. You think you are saving money but to postpone purchase of a new boiler costs you far more every year". In view of these facts the decision was made to consider not commissioning a hydrostatic pressure test, but rather hold a **Town Hall meeting of shareholders in the first week of February 2014 to discuss the possibility of having a new boiler in place by September 2014.**

2) Social:

The **Annual Christmas Carol Party** will be held on a yet to be determined date.

FINANCIAL REPORT

1) Approve Financial Statements

Treasurer, P. Hillman respectfully submits the following financial reporting as at October 31, 2013:

Balance Sheet Items

Bank balance as at October 31, 2013	\$ 12,296.00
Contingency Reserve Fund	\$146,410.00
Loan from CRF to Operating	\$ 0.00
10% Holdback – Elevator Modernization	\$ 14,237.44

Investments Included in the CRF

Vancity Term Deposit Redeemable: Matures July 6, 2014	\$59,095.70
Vancity Term Deposit – Non-redeemable: Matures Jan 28, 2014	\$30,276.94

MOVED/SECONDED and CARRIED; the Board of Directors approves the financial statements for the 10 months ending October 31, 2013

2) Review Accounts Receivable as at November 18, 2013

Accounts receivable report was reviewed noting only one owner in arrears.

3) Rental Revenues and CRA

P. Hillman referred Paragraph 149 (1) (1) of the Income Tax Act and condo revenues to Daniel Dong of Reid Hurst Nagy to clarify if the Corporation is liable for taxes on rental of the caretaker suite. Mr. Dong responded as follows:

“Unfortunately, I can’t provide you with a direct answer. It is up to the Canada Revenue Agency to determine, challenge or grant the tax-exempt status to a Not-for-profit Organization. In fact, we have been preparing MHE’s returns on a tax-exempt basis and reporting rental income on the returns in the past and CRA had accepted the returns and issued Notice of Assessments as per filed. To my knowledge, only few of our clients were challenged by CRA with regards to their tax-exempt status and their situations are a lot more complex than Corporations that earn suite rental income.

As per the letter from CRA, if the rental income is incidental and arises from the activities directly connected to the Corporation’s not-for-profit objectives, the Corporation may still be exempt from taxation under section 149(1)(l).

This letter is a general response to some of the common questions directed to CRA, however the letter clearly states that the exemption status is to be reviewed on a case-by-case basis.

The Board could choose to continue filing MHE’s return on a tax-exempt basis. But if the Board wants to be clear of its tax-exemption status, we recommend that the Board obtain a ruling of tax-exemption under section 149(1)(l) from CRA or seek legal advice before approaching CRA”

Board will conduct further research into this matter.

REPORT ON LITIGATION

To the best of Council’s knowledge, there is one litigation matter to report relating to a Shareholder’s account in continuing arrears.

UNFINISHED BUSINESS

1) Suites 202/302 Repairs: North East Elevation Leak Investigation and Repairs

NuWest Contracting completed the outstanding work required i.e. apply one more coat, sand, prime and paint including the ceiling. There are still some outstanding repairs required at 302.

2) Status of Illegal Occupant

No response has been received from the Shareholder to cooperate with the Board’s request to have the occupant vacate the suite (House Rule #1 states: *Each suite shall be occupied exclusively as a private residence by Shareholders and their immediate family.*). Accordingly, the Corporation continues imposing a fine of \$500 per month so long as the non-shareholder/non-family member resides in the suite.

3) Tentative date for clearing out unauthorized storage in Boiler Blow Down Room

Joeys Junk was be onsite on Saturday, November 16th at 11.00 a.m. to remove the items stored in the boiler blow down room (including ladder) and most of the articles from the north locker, including paint – cost \$189.

4) Garden Wall Repairs

This item is currently on hold and will be removed from future meeting minutes until such time as it will be addressed.

5) Suites' 705 and 805 – Roof Leak

NuWest Contracting completed repairs to the cupboard/door, ceiling and wall at suite 705 for damages emanating from a roof leak over 705/805.

6) Units 801 and 202 – Repairs

Nuwest Contracting conducted the following repairs at unit 801: repair cracks, flashing, paint beams and walls (to ceiling height), repair fence; and repairs to the ceiling at unit 202.

7) Fifth Floor Leak – Insurance Claim

On August 10, 2013, a leak was reported that emanated from a 5th floor unit which resulted in damages to several units located below. Then on September 17, 2013, there was a call from the same 5th floor unit owner regarding a second leak, once again emanating from a similar cause; however, in another area. Adjuster from Cunningham Lindsey advised that each incident is being treated as a separate insurance claim. Corporation will pay the two, \$10,000 deductible amounts that will in turn charge back to the Shareholder whose contractor caused the damages.

Phoenix Restorations is in process of completing the follow up remediation works.

Total for each claim is estimated to be approx. \$70,000 for emergency and follow up remediation work (this includes repairs to the two carport floors that were impacted).

8) Fifth Floor Leak – Carport Light Damaged

During the first 5th floor leak an outdoor light in the carport was damaged - water flowed through it. Phoenix Restoration was not aware of this and it was therefore, not included in their scope of work. Adjuster approved the Corporation getting it fixed and submitting the invoice directly to them to be included in the first insurance claim.

9) Suite 801 – Automatic Pump

An automatic pump was not installed in suite 801. Pumping the water under the decking is apparently optional as ponding on the surface of the roof is not harmful and may be beneficial (insulating). Shareholder in #801 may manually turn on the pump if desired.

NEW BUSINESS

1) Suite 804 - Renovation Request

Board approved a Shareholder's request to have a qualified electrician conduct electrical work in their suite (starting November 25, 2013).

2) Suite 103 – Caretaker's Suite Repairs and Rental

Board of Directors is pleased to announce the rental of suite #103 as at December 1st for which a Security Deposit was collected in the amount of \$600 (former tenants vacated on November 1st).

Repairs were conducted to the suite prior to rental that included the bathroom.

3) 901 – Renovations

It has come to the attention of the Board of Directors that the Shareholder's contractor has begun work on suite 901. The Board had not received renovation documents for the alterations that are taking place in the unit and therefore, requested the Shareholder to complete the requisite renovation forms.

They were asked to also include with the forms, the Liability Insurance held by them or their tradesperson, as well as the WCB Clearance Letter held by them for their tradesperson.

Full details area required including any applicable permits and licenses for Electrical, Plumbing, or Structural work. If there is flooring work, they must also include the type and rating of underlay that will be used. Structural changes may require an Engineer's Report (if a wall is being removed).

The Board required the forms by no later than October 15th, 2013.

4) Asbestos Survey Report

Levelton Consultants Ltd. conducted an Asbestos Containing Materials Survey of the boiler and associated pipes in the boiler room for their fee of \$1,850 excluding applicable taxes. Their conclusions and recommendations are included in this September 3, 2013 report a copy of which is retained in the Corporation's documents held at the management office.

5) Disposal of Waste Asbestos

Corporation received a letter from the City of Vancouver dated October 11, 2013 that included the Consignor portion of the Special Waste Manifest for waste transported from Mansion House to the Vancouver Landfill. The Ministry of Environment requires the Consignor (generator) to retain these on file for future reference. These forms were filed in the 'Boiler 2013' file in the filing cabinet located in the Corporation's office, as well as, another copy held at the management office.

6) Bathtubs

IMPORTANT NOTICE TO SHAREHOLDERS

Any shareholder who still has a 53 year old bathtub should check condition of the calking along the edge of the tub, the grout in the tiles of the tub and the drain on the tub. In the past 2 months, the Board has had to authorize repairs on 3 old bathtubs. The problem is that various calking/sealants have begun to disintegrate. Two of the tubs had already caused damage by leaking into the suites below and the repairs for both suites were charged back to the shareholder above. The sealant in the drain on one had completely disintegrated and leaked into the bathroom below. The calking around the tub in another had leaked into the bathroom below. The third tub was in such poor condition (tap, tile grout, drain) it had to be replaced.

7) Insurance Renewal – December 1, 2013

CMW Insurance submitted their insurance renewal terms for the Board's review and approval for property of every description valued at \$10,900,000 for an annual premium sum of \$16,606.00.

IMPORTANT: INSURANCE WATER DAMAGE DEDUCTIBLE INCREASE

Shareholders, please note that the **water damage deductible has increased from \$10,000 to \$20,000.** This is important information as in the event of water damages, you may be held accountable for costs up to the insurance deductible. You may wish to share this information with your insurer and as soon as the insurance cover note is available for December 1, 2013, a copy will be forwarded to each Shareholder for their records and to provide to their personal insurer to ensure adequate coverage on your personal policy.

TERMINATION OF MEETING

There being no further business, the meeting terminated at 6:05 p.m.

BOARD OF DIRECTORS AND SHAREHOLDERS - 2014 MEETING SCHEDULE

Monday, January 20
Monday, February 17 (EGM for budget approval)
Monday, April 28
Monday, June 16 (AGM to approve Audit and elect new Board)

Original reviewed, approved and signed by
PRESIDENT: JUDY ASHTON

Original reviewed, approved and signed by
TREASURER: PEGGY HILLMAN