MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR 778, HELD ON THURSDAY, AUGUST 21st, 2008, IN SUITE 101-2140 BRIAR AVENUE, VANCOUVER, BC.

Council members present:	Louis Winkler Karl Kobbervig Gert Zivot
Condex Property Management Ltd.	Barbara G. Whitlock, Property Manager

CALL TO ORDER:

The meeting was called to order at 7:00 pm.

1. **Special General Meeting:**
   Council discussed owner input received at the Special General Meeting held on July 21st, 2008. The sign-in reflected 26 owners present. Five owners left. Thereafter, a quorum of 21 owners remained. A vote was taken on the directive circulated for Condex Property Management be the management company of choice for your strata, 17 in favor, 4 opposed.

2. **Management Contract:**
   Council noted the management contract has been amended to reflect input from Council and from Stan Cornwell. Following discussion it was agreed the management contract be signed. Two members of Council did so.

3. **Annual General Meeting:**
   The Annual General Meeting be held early this year, in order that a full slate of Council can be elected. Louie Winkler noted Kate Carr, Ann McWilliams and Stan Cornwell have resigned from Council.

   The Annual General Meeting is scheduled for Tuesday, October 14th, 2008 at 7:30 pm in the Recreation Centre. Please mark your calendars.

4. **Landscape Report:**
   Gert Zivot advised of landscape work discussed and attended. It was agreed that bark mulch be spread on the south side of the building. Gert suggested additional funds are required for the landscape maintenance and upkeep and that the budget for next year reflect this.

   Council wishes to remind residents that if there is a problem with ants or any other strata matter that requires trades, owners are to call Condex. Owners are not authorized to retain trades directly and request reimbursement from the strata.

5. **Dryer Vent Inspection:**
   Council agreed to proceed with inspection of dryer vents from inside each suite and from the outside of the building for September 16th, 2008. Notice will be sent to each owner advising that access is required on the day of service.

   There being no further new business the meeting adjourned at 8:20 pm.

Condex Property Management Ltd.
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MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR778, HELD THURSDAY, JUNE 19, 2008, IN THE ARBUTUS VILLAGE RECREATION CENTRE.

Council Members Present: Louis Winkler, Chair
Kate Carr, Vice – Chair
Ann McWilliams, Secretary
Stan Cornwell, Treasurer
Karl Kobbervig, AVRC-Outdoor Pool
Gertrude Zivot, Landscaping

CALL TO ORDER:

Council Chair Louis Winkler called the meeting to order at 07:35pm

MOVED AND SECONDED to approve Agenda

MOVED AND SECONDED to adopt minutes from the May 19, 2008 Council Meeting

MOVED AND SECONDED to approve the Financial Statements for the month of April, 2008

REPORT FROM THE CHAIR:

Council Chair acknowledged council members time and effort these past months reviewing the Janurary 2008 BC Real Estate Act as applicable to property managers. He also thanked them for their work while collaborating with the Joint Strata Committee. The Committee consists of council representatives from the following strata's in Arbutus Village: VR778 "The Briar", VR222 "The Yew St.-Town House Section" and VR563 "Parkway". The Committee was organized by various strata councils to review concerns relating to the Standard Agreement Condex Property Management asked each strata to sign. The committee invited Condex to participate on more then one occasion, at time suitable for them; however, to date Condex has refused. In addition, the Committee reviewed Property Management Proposals from six other companies, to gain insight as to industry standards. Kate Carr provided a thorough update on the committees' progress. The committee is looking at what Condex is currently providing and comparing it to what others are offering. The committee has short listed the candidates down to two property management companies and is close to making a recommendation to their respective councils.

The Chair informed council of a discussion with Barb Whitlock earlier this evening. Louie stated Barb Whitlock informed him Condex would be resigning and she would provide written notice to our strata VR778 by June 23, 2008.

Given the above information

IT WAS **MOVED AND SECONDED** to arrange termination measures with Condex Property Management Ltd.

5 in favor
1 opposed
Carried

Council discussed the two candidates short listed. After discussion it was

MOVED AND SECONDED To continue with the Joint Strata Committee Process and VR778 council representatives to propose the committee to arrive at a decision given the information each council has gathered. The recommendation reached by The Joint Strata Committee will be then be forwarded and reviewed by each individual council before approval.

Carried

Council held discussion regarding holding a Special General Meeting. However, as a final recommendation is still pending by the Joint Strata Committee the discussion was deferred at this time. All members of council were provided an information package on the property management companies short listed.

COMMITTEE REPORTS:

I. Treasurer

I. Financial Statements for April 2008 have been reviewed. Stan Cornwell sought clarification from Karl Kobbervig in regards to an invoice that was paid by the strata during the plumbing repairs to his unit in February 2008. Karl to report back to council regarding reimbursement.

II. Council informed a Property Lien has been registered against unit #211. Arrears remain unpaid as of June 18, 2008. The arrears date back as far as October, 2006.

III. Louis Winkler stated invoices are being paid by property manager without the required approval from council. He referred to a letter sent to Barb Whitlock in January 2008 requesting invoices over $500.00 requires approval from one of the following: Council Chair, Vice-Chair, or Treasurer.

IV. Stan Cornwell advised the contingency reserve fund is currently in access of the amount required by the Strata Property Act.

MOVED AND SECONDED to bring forward to the owners at the next AGM a motion to reduce the contingency reserve fund in access of requirements.

Carried

2. Landscaping:

- Gert Zivot acknowledged and thanked Louis Winkler for spending many hours assisting with cleaning up, painting etc. on the Southside.
- Gert Zivot provided the following list of landscaping items:
  - cleaning of old debris and ivy on south side
  - painting of fences and repairing rotting portions fence on the south side
  - cleaning and clearing drainage pipes

- planting flowers on north side of the building
- Council made note of the ant's colonizing around the outside of the building. Enquiry was made as to the last time the building had been sprayed and will confer with property manager.

MOVED AND SECONDED to obtain quotes for pest control inside and outside of the building.

Carried

3. AVRC-Out door pool

- Karl announced the resignation of Rob Fulton as Manager of the Recreation Centre. Ann McWilliams added that Rob was a tremendous asset to the AVRC and earned a great deal of our respect. He has done an outstanding job and will be missed. His last day will be July 31, 2008. He has chosen a new career path and is entering full time studies. We wish him luck in his future endeavors. Rob has provided the recreation centre committee with a list of possible candidates to interview.

BUSINESS ARISING:

- Gert Zivot, enquired as to whether the dryer vent cleaning had been scheduled as requested. It has been over three years since the vents were last cleaned, therefore, creating a possible fire hazard. Council will ensure it is scheduled as soon as possible.

OTHER BUSINESS:

- Council discussed the proposed development project in the Arbutus Village Shopping Centre. The Joint Strata Committee has also heard from members of the Executive Committee for Arbutus Village expressing an interest in relation to continuing as a united group to engage this issue.

ADJOURNMENT:
There being no further business the meeting was adjourned at 10:00 pm.

MINUTES OF THE COUNCIL MEETING FO THE OWNERS, STRATA PLAN VR778, HELD WEDNESDAY, MAY 14, 2008, IN THE ARBUTUS VILLAGE RECREATION CENTRE, VANCOUVER, BC.

Council Member Present: Louis Winkler, Chair
Kate Carr
Stan Cornwell
Karl Kobbervig
Gertrude Zivot

In attendance: Barb Whitlock, Property Manager, joined meeting at 8:40 p.m.

CALL TO ORDER:

Council Chair called the meeting to order at 7:35 p.m.

MOVED AND SECONDED to adopt minutes from April 12, 2008 Council meeting.

REPORT FROM CHAIR:

Council Chair met with Property Manager for site inspection and to review maintenance items. The following items were suggested by the Property Manager:

- Lobby tiles to be stripped and resealed
- Yellow lines in parking garage to be cleaned or repainted
- Oil from cars in parking garage damaging the blacktop
- Painting of fences
- Removal of ivy

Council then discussed those items:

- Lobby tiles – Council Chair felt this was not needed.
- Yellow lines – Louis Winkler advised that he will take care of this in the summer when labourers are on site to paint fences.
- Painting fences – MOVED and SECONDED to proceed with painting fences. Louis Winkler will arrange for labourers.
- Removal of ivy – discussed with landscaper

COMMITTEE REPORTS:

1. **Landscaping**
   - Gertrude Zivot, Stan Cornwell, Louis Winkler met with Jeff, Landscaper, and did a walk-about of the property
   - Noted that paving tiles by the drains needed fixing and fence painting was required – Louis Winkler has someone to do these.
   - Discussed removal of ivy
   - Jeff has been asked to draw up plans for the front of the property. He will have these with costs for the fall.

- Jeff will do a general landscape clean-up.
- Owners should contact Gertrude Zivot with landscaping requests or problems, not Jeff or Condex.

2. **AVRC – Outdoor Pool**
   - Karl Kobbervig has been placed on the Amenities Committee.
   - Names of the representatives from each of the Stratas on the AVRC Committee are listed in the AVRC newsletter. A list of the positions and roles can be obtained from the AVRC.
   - Wireless internet capability has been installed at the AVRC.
   - Two new timers for the saunas have arrived.
   - Energy-saving lighting throughout is under consideration.
   - Some individuals requested lanes in the indoor pool for those who wish to swim laps. A floating lane marker has been installed, and it is the individuals' responsibility to lay it out and roll it back in before leaving.
   - Outdoor pool hours stay the same as last year.

BUSINESS ARISING:

1. **Council Member Resignation:**

   Felicia Lau has resigned from Council, due to personal commitments and heavy workloads.

   Council sought the Property Manager's advice regarding whether or not it could continue with six council members. Property Manager confirmed that it was possible. With a six-person council, when voting, if there is a tie, the Chair casts the deciding vote.

2. **Appointment of Treasurer:**

   Stan Cornwell has taken on the position of treasurer.

3. **Correspondence:**

   Property Manager sent a demand letter, dated April 21, to the owner in arrears for full payment by April 30. As payment had not yet been received, Council advised Property Manager to proceed with action.

4. **Water Damage Repair:**

   Emergency repair work by Easy Care has been paid. Easy Care provided quote for in-suite repair to various suites damaged by water. After discussion, Council decided to present receipts and quote to owner's insurance to find out if they will cover the charges. If they decline, Property Manager will come back to Council for further direction.

5. **Property Management Agreement:**

   At Council's request, Barb Whitlock will provide feedback on the proposed property management contract provided to her by Council.

6. **MOVED AND SECONDED** to arrange for in-suite dryer vent cleaning. Owners will have to provide access to their suites for this service.

The meeting was adjourned at 9:35 p.m.

MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR778, HELD TUESDAY, JANUARY 8, 2008, IN THE ARBUTUS VILLAGE RECREATION CENTRE.

Council Members Present:

Louis Winkler, Chair
Kate Carr
Stan Cornwell
Karl Kobbervig
Felicia Lau
Ann McWilliams

Absent With Regrets: Gertude Zivot

Resignation: Leanne Cambpell has resigned from council. Council appointed Ann McWilliams to the board.

CALL TO ORDER:

Council Chair Louis Winkler called the meeting to order at 7:40pm.

The chair opened the meeting by welcoming council members and thanking them for their attendance. Louis acknowledged that council's main priority must be in regards to the financial interest held by the owners in the Strata Corporation.

ELECTION OF OFFICERS:

Louis Winkler – Chair
Kate Carr – Vice Chair
Ann McWilliams – Secretary
Felicia Lau – Treasurer
Stan Cornwell – Landscaping
Karl Kobbervig – AVRC/Outdoor Pool Representative
Gertude Zivot – Council at Large

BUSINESS ARISING:

1. **Audit**

- An independent audit is to be performed this year as directed by the owners at the annual general meeting this past November. Council agreed to obtain quotes from Chartered Accountants which will be reviewed prior to selection of a firm.

- Council Chair provided selected copies of invoices from the years 2006 and 2007 for clarification and review. After much discussion council established the implementation of controls in order to necessitate improved accountability. Council agreed a letter is to be sent to property manager detailing changes.

- Stan Cornwell agreed to assist reviewing invoices before payment, as Stan has a solid background in finance.

2. **Condominium Homeowners' Association (CHOA)**

Council Chair brought forth information in regards to joining the Condominium Homeowners' Association. It provides advisory assistance to Strata Owners, Strata Councils, Managers, and Agents. Additionally, it provides education services, seminars, on site-advisory services, and relevant changes to the BC Strata Act. Chair also suggested purchase of the British Columbia Strata Act.

Following discussion in was **MOVED AND SECONDED** that Strata VR778 obtain membership in the Condominium Homeowners' Association at an approximate cost of $170.00 per annum. In addition purchase a copy McCarthy Tetrault's Annotated Strata Property Act at an expected cost of $159.00.

CARRIED

3. **Landscaping**

- Council noted approval of $7,500.00 for improvements at the Annual General Meeting. Council agreed to defer discussion until spring.

4. **BC Hyrdo Proposal**- Deferred

Other Business

- Council received an email from Linda Logie who is the outdoor pool representative for the town houses requesting a redistribution of pool hour times to allow for some early morning "adult only time"; some late afternoon/early evening "family time"; and "adult only" time during the dinner hour. After discussion council agreed to the change. However, before the change is implemented it will have to be approved by the other two strata councils that share the outdoor swimming pool. If approved the amended times will be posted in the spring.

- Council noted an unlicensed van parked in parking garage on blocks without wheels. Council chair stated property manager has been instructed to contact owner. Owners are reminded vehicles in underground parking must be insured and licensed.

- Council was informed of household garbage being left in lobby on two separate occasions this month. Owners are reminded to place household garbage either down the garbage chute or place directly in the bin located in the parking garage.

ADJOURNMENT:

There being no further business the meeting was adjourned at 9:30 pm.