MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR 778, HELD TUESDAY, OCTOBER 23rd, 2007, IN THE ARBUTUS VILLAGE RECREATION CENTRE, VANCOUVER, BC.

Council members present:	Linda Fanning, Chair Kate Carr Angela Koulyras Felicia Lau Barbara Roberge
Condex Property Management Ltd.	Barbara G. Whitlock, Property Manager

CALL TO ORDER:

The meeting was called to order at 7:30 pm.

1. **Previous Minutes:**
   MOVED AND SECONDED to adopt the minutes of the previous Council meetings held August 14th and September 8th, 2007 as circulated. **CARRIED**

2. **Financial Statements:**
   Following discussion it was **MOVED AND SECONDED** to adopt financial statements to September 30th, 2007 as circulated. **CARRIED**

BUSINESS ARISING:

1. **Painting of Fence:**
   Council directed that the inside part of the fence at the northeast corner be painted in the spring.

2. **Water Pooling on Patios:**
   Water pools on numerous patio areas for first floor units on the south side. Council noted it is owner responsibility to lift the interlocking bricks and clean the sand so water can drain properly. It was suggested that arrangement so trades be made available to first floor residents to have this work done in the spring as an owner cost.

3 **Landscaping:**
   Barbara Roberge presented a landscape update. It was agreed to proceed with:
   - Replacement with a mulberry bush at the northeast corner where the underbrush had been cleaned out, at an expected cost of $45.00
   - The London Plane trees at the northwest of the entrance had been removed and replaced with two Persian Ironwood trees. It was agreed to proceed to plant one more Persian Ironwood, at an expected cost of $200.00
   - Discussion was held regarding the walkway along the south side of the property, in the garden area, that leads to Arbutus Street from the first floor. Council noted that the fence behind suite 110 is in need of replacement, with the cedars pushing against the fence

Following discussion it was **MOVED AND SECONDED** that the eight cedars be removed together with removal of the wires that hold up the existing fence. The cost is expected to be $375.00.
CARRIED

- Council discussed other quotations to address the dirt along the east side retaining wall. It was agreed this not be attended at this time.

4. **Fence – East Side – Suite 110:**
   Council noted this fence is urgently in need of replacement. Council intends to have this replaced in the spring.

5. **Correspondence:**
   Council had received written input from suite 106 expressing concern regarding the ground cover behind her unit, first floor on the south side. Council noted sprinklers had been shut off the previous summer, however, the ground cover has much improved. Council noted various work is planned for the south side.

6. **Repair & Maintenance:**
   Council noted replacement of a missing tile at the front lobby entrance has not been done, per Council direction. This is an item to be reviewed next year.

7. **BC Hydro Power Smart:**
   Input had been received from BC Hydro for energy savings through lighting changes in common areas. Council requested this be placed on the agenda of the general meeting.

8. **Shopping Centre Redevelopment:**
   Council Chair had met with other Chairpersons from stratas in Arbutus Village. It had been agreed that a security patrol not be pursued for the Village as a whole, there be no increase in maintenance allocation for the AVRC noting Contingency allocation will be reduced, and review of strategy for upcoming redevelopment for the shopping centre. If you are interested in getting involved with a Committee that will be reviewing shopping centre redevelopment, please advise Linda Fanning at 604-738-9537.

9. **Annual General Meeting:**
   Council requested the Annual General Meeting be held on Tuesday, November 20th, 2007. Please mark your calendars and plan to attend. Council is seeking nominations for the Strata Council and will be contacting owners directly.

10. **Proposed Operating Budget:**
    Council reviewed the proposed operating budget. Following discussion and amendment, there will be no increase in maintenance payments proposed to owners.

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

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MINUTES OF THE EMERGENCY COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR 778, HELD ON SATURDAY, SEPTEMBER 8, 2007, IN "THE BRIAR".

Council members present: Linda Fanning, Chair
Kate Carr
Felicia Lau
Barbara Roberge
Stan Cornwell

Also present: Louis Winkler

The meeting was called to discuss how to proceed when the security gate in the east stairwell had not been removed within 48 hours, as ordered by the Fire Prevention Division of the Vancouver Fire & Rescue Services on Thursday, September 6, 2007.

The meeting was called to order at 8:05 p.m.

Fire Prevention Inspection:
A random inspection by the Fire Department was conducted at The Briar on July 9th. At that time the fireman found fault with a security gate in the east stairwell between the 4th and 5th floors. After a conversation with Barbara Whitlock, the Fire Department seemed satisfied with having keys to the gate, and to a door in the west stairwell, placed in the fire department lock box outside the building. Stan Cornwell provided keys to the door in the west stairwell and arrangements were being made to obtain keys from Louis Winkler for the gate in the east stairwell.

On September 6th, two Fire Prevention Inspectors met with Barbara Whitlock, Linda Fanning, Louis Winkler, and Stan Cornwell. The inspectors brought an order to have the gate in the east stairwell removed within 48 hours, as it was a violation of the Vancouver Fire By-Law, posing a danger to life and a risk of injury or loss by fire. The Strata Council was named in the order. One inspector told those present that non-compliance with the order would result in the Strata being taken to court, and he said that no judge would rule in our favour. He also verbally ordered that the door in the west stairwell also be removed, as it prevented access to the roof.

Stan Cornwell has removed the door in the west stairwell and is arranging to have the doorframe removed.

Louis Winkler attended this meeting to present his reasons for not removing the gate in the east stairwell. He explained that he did not have a problem with the gate being removed but that he was not willing to do so without further information and assurances. He raised the following concerns and questions: They were aggressive and using scare tactics. What authority do they have to represent the Courts and City Hall? What does the By-law say? What are the next steps, if we do not follow the order? If we do follow

the order, will it stop there? Or will they come back a few months later and order us to change something else? The by-laws have changed since the time the building was built, so there are a number of things in the building that would not meet code now. Will we be forced to do major upgrades?

In discussion, Council agreed with some of the issues raised by Louis Winkler. The concerns that were raised about the consequences of not complying with the order were: we will be taken to court, and we will incur expensive lawyers' fees; the building will be put on their watch list for further violations. After much discussion, Louis Winkler left to allow Council to discuss further and make a decision.

After further discussion, **all voted in favour** to have the gate in the east stairwell removed, as soon as possible, to comply with Vancouver fire by-laws.

Council also discussed other measures and changes that should be implemented to make the building more safe for the owners and firemen, such as, removing and changing some of the locks on the fifth floor and roof stairwell doors so that the firemen only need one key. It was suggested that Council look into having an engineer inspect the building to make recommendations for further fire safety upgrades.

The meeting adjourned at 9:30 p.m.

MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR 778, HELD ON THURSDAY, AUGUST 16th, 2007, IN THE ARBUTUS VILLAGE RECREATION CENTRE, VANCOUVER, BC.

Council members present:	Linda Fanning, Chair Kate Carr Felicia Lau Barbara Roberge Ann McWilliams Stan Cornwell
Also Present:	Louis Winkler
Condex Property Management Ltd.	Barbara G. Whitlock, Property Manager

CALL TO ORDER:

The meeting was called to order at 7:30 pm.

1. **Previous Minutes:**
   MOVED AND SECONDED to adopt the minutes of the previous Council meeting held June 14th, 2007 as circulated. Council reviewed the minutes of a Special General Meeting of July 23rd, 2007 and they will now be circulated. **CARRIED**

2. **Financial Statement:**
   Following review, it was **MOVED AND SECONDED** to adopt financial statements to June 30th, 2007 as circulated. **CARRIED**

BUSINESS ARISING:

1. **Correspondence:**
   BC Hydro PowerSmart: Council noted input from BC Hydro where they are prepared to inspect the building and make suggestions for energy savings. It was agreed this be followed up.

   Building Security: Concern was expressed that residents are not waiting for the garage door to close behind them prior to proceeding. Please STOP and WAIT for the garage door to close completely prior to proceeding in or out of the garage. It was agreed two signs be ordered for posting on the garage doors.

   Fence Proposal: Council has received a letter from Louis Winkler with suggestions to address recent changes to the exterior fence. A Special General Meeting was held on July 23rd, 2007 to discuss this matter. Recommendations were detailed and verbally presented to:

a) Permit: Louis Winkler noted input from the City Inspector John Tong noting this has now been referred to another department who will await application from the Strata. Louis Winkler recommended that the Strata not pursue applying for a permit.

b) Painting of the Fence: It was suggested that the new portion of the fence be painted.

c) Relocating of Gate and Portion of Fence: Council was advised that about 10 feet of the fence, which replaced the existing chain link fence in-between the cedar hedge on the s/e side, is on City property.

Louis suggested this section of fence be relocated on top of the concrete wall and the gate moved to line up with the concrete wall so that it will be on strata property. The gate was suggested to be moved back about 40 inches. It was suggested the remainder of the chain link fence, in-between the cedar hedge, is to be left where it is. It was noted the City had not mentioned the location of the fence, only the height. It was suggested to reduce the fence height at the southeast corner by about three boards or so to meet City requirements.

d.) Fence at Northeast Corner: Louis Winkler suggested that the fence installed at the front of the building at the north-east corner is behind trees and that it be left as no one sees it.

> Following much discussion it was **MOVED AND SECONDED** to accept Louis Winkler's recommendations for a cost of between $1,200.00 to $1,500.00. **CARRIED**

2. **Special Assessment – Contingency Reserve Fund**: Council wishes to remind owners that the special assessment is due September 1st, 2007. These funds will be allocated to the Contingency Reserve Fund to increase monies available for future capital expenditures. Input from Stan Cornwell suggested that the Reserve Fund not be built up and that future capital expenditures be paid for separately by special assessment to be approved by owners. Council noted the resolution was approved by the owners at the Annual General Meeting and that Council is not authorized the change this.

   It was agreed there would be further discussion regarding policy of fund allocations to the Contingency Reserve.

3. **Fence Repairs**: Council noted there are other areas of the fence that are in need of repairs. In particular, the fence at the southeast corner by Unit 110 is being held up by wires and there is a safety concern. It was also suggested that the fence at the south end of Unit 110 be removed and the trees left. Council will review and advise.

   Discussion followed regarding maintenance of the grounds on the south side of the property noting this is a Strata responsibility . Some Council Members felt owners on the first floor, south side, should be allocated responsibility for ground maintenance behind their patio areas. It was agreed this be further discussed.

4. **Skylight Improvements**: It was noted Unit 501 has five skylights on the roof that are the responsibility of the Strata to maintain. It was noted one skylight is in need of repairs together with the remaining skylights to be inspected for maintenance.

> **MOVED AND SECONDED** that Louis Winkler be authorized to look into and proceed with repairs for the one skylight and build up the base to slope to avoid water ingress, together with inspection of the remainder and maintenance as required. Louis said he would advise the Strata of the cost prior to proceeding. **CARRIED**

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

MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR 778, HELD THURSDAY, JUNE 14th, 2007, IN THE ARBUTUS VILLAGE RECREATION CENTRE, VANCOUVER, BC.

Council members present:	Linda Fanning, Chair Kate Carr Stan Cornwell Angela Koulyras Felicia Lau
Also present:	Louis Winkler
Condex Property Management Ltd.	Barbara G. Whitlock, Property Manager

CALL TO ORDER:

The meeting was called to order at 8:00 pm.

1. **Previous Minutes:**
   MOVED AND SECONDED to adopt the minutes of the previous Council meeting held May 14th, 2007 as circulated. **CARRIED**

2. **Financial Statement:**
   Following extensive discussion it was **MOVED AND SECONDED** to adopt financial statements to May 31st, 2007 noting clarification of several bills received for plumbing expenses and noting fence work to cost $5,195.26 and that the June statement would reflect this. **CARRIED**

BUSINESS ARISING:

1. **Correspondence:**
   Council reviewed several letters received from Louis Winkler and Ann McWilliams. Council noted responses sent. Following discussion it was agreed that the forum for differences of opinion be discussed at Council rather than sending allegations in writing that have inaccuracies. Council Chair noted owners have elected the Strata Council and the Strata Council members have consulted on decisions made.

2. **Fence Extension – East Side:**
   Council had met onsite prior to the meeting and had done a walkabout to review fence extension done on the east side. Various opinions were expressed regarding the fence work done.

   Council reviewed the petition received from 13 owners in October 2006 requesting fence improvements. There had been three recent break-ins. Owners discussed this matter at the Annual General Meeting and approved an expenditure of $5,000.00 to improve privacy and security for this area.

   Council at their meeting of February 19th, 2007 discussed the options noting the area is heavily root-bound. The consensus was to proceed with fence extension dependant on the cost. It was agreed a site meeting would be held with trades.

   Council Chair advised members were invited to a site meeting with trades. Three members attended. Input from trades advised the cost was estimated in the $4,000.00 range. Material would be at cost and labour at $40.00 per hour. Council directed trades to proceed.

It was noted "someone" has since called the City and requested they come on site for inspection. Council reviewed written input received from the City advising a permit is required with plans to be drawn to scale, and fence extension is to be reviewed. Council noted the fence work was done in good faith at a cost of $5,195.00.

Discussion followed regarding addressing City requirements. It was suggested the fence extension be removed noting there are costs to obtain plans and receive approval from the City.

Council agreed that the first step be a site meeting with the City to receive input. Thereafter, a consultant would need to be retained to have plans drawn to scale for the City and submit a permit application. This is to be considered if the cost of the consultant is less than $1,000.00.

3 **Tile Replacement Outside Lobby:**
Council noted some tiles on the first strip of tiles, outside of the front lobby entrance, have chipped. Council has obtained sample tiles and several quotations to replace this one row of tiles. It was Council decision no work proceed at this time.

4. **Contingency Fund– Fence Improvements:**
Council noted owners had approved funds of $10,000.00 for fence repair. It was suggested that the building be kept in good repair and that fence work be reviewed for the south side. Various opinions were expressed with some members suggesting that the fences are fine and no further action be taken and that this money not be spent.

It was agreed that the resolution approved by owners at the Annual General Meeting not be acted upon pending the fence extension on the east side being resolved.

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

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MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR 778, HELD MONDAY, MAY 14th, 2007, IN THE ARBUTUS VILLAGE RECREATION CENTRE, VANCOUVER, BC.

Council members present:	Linda Fanning, Chair Kate Carr Stan Cornwell Angela Koulyras Felicia Lau Anne McWilliams Barbara Roberge
Also present:	Louis Winkler
Condex Property Management Ltd.	Barbara G. Whitlock, Property Manager

CALL TO ORDER:

The meeting was called to order at 7:30 pm.

1. **Previous Minutes:**
   MOVED AND SECONDED to adopt the minutes of the previous Council meeting held February 19th, 2007 subject to noting Item #5 to reflect "trees" rather than a tree being removed by suite #110.
   CARRIED

2. **Financial Statement:**
   Following review it was **MOVED AND SECONDED** to adopt financial statements to April 30th, 2007 as circulated. **CARRIED**

3. **Landscape:**
   Barbara Roberge advised the new landscapers, Rakes & Ladders, are providing a good service with ground maintenance and pruning underway. They come once a week, on Wednesdays, and have a contract from March to November. The pruning will take some time, possibly two seasons.

4. **Outdoor Pool:**
   Barbara Roberge represented your strata at a joint outdoor pool meeting with the townhouses and The King Edward Council representatives. Suggestion was made to purchase a hot tub pool cover at a shared cost of $450.00. Council supported this proceeding.

   Suggestion was made by the Outdoor Pool Committee that means of retaining heat for the outdoor pool be explored. They recommended a chemical which forms a film over the pool to retain heat. With movement of water, the film disperses. The cost is approximately $1,000.00 with a suggested heat saving of 40%. Council was hesitant and requested more information and input regarding other pools in the lower mainland that have done so for some time and their feedback.

   Council was advised of annual plantings for the pool area in the amount of $300.00. The outdoor pool party is scheduled for Thursday, May 17th, 2007 from 6:00 pm to 8:00 pm and all residents are invited. The outdoor pool will be opened on Saturday, May 19th. All residents should have card access available. If you do not, a new card can be issued through the Manager.

5. **Resident Information Form:**
Council noted the Resident Information Form has been circulated to residents for return to the Recreation Centre or to Condex. The information on this form is helpful in the event of an emergency.

6. **Repairs/Maintenance/Security:**

a) *Tiles at Entrance:* Council noted input received and several tile samples obtained to replace the first strip of tiles at the front entrance because tiles are chipped. Council noted the quotation was based on time and materials. Following discussion it was agreed this project be put on hold at this time.

b) *Lighting:* Council has met further with trades regarding a revised lighting proposal. Council noted no decision would be made with respect to exterior lighting without feedback from Council and input from owners at a Special General Meeting.

c) *Fence Along East Side:* Council Chair advised petition had been received from 13 owners in October of 2006 and this matter brought before owners at the Annual General Meeting to improve the privacy and security along the east side of your property. Owners had approved an expenditure of $5,000.00 along this area with Council review.

Council had discussed this at their February 19th meeting. All Council members were invited to a site meeting. A site meeting was held with three Council members and trades, decision was made to proceed with fence extension.

Various opinions were expressed regarding work done. Some members felt raising of the fence and gate was not appropriate. Concern was expressed by one member regarding the height of the fence at the northeast corner. It was agreed Council would meet onsite to review the fence at this location.

Following discussion and noting the majority of Council should have been onsite to give direction regarding this work, it was agreed the fence remain as is. It was noted that owners are also responsible to provide suite security with suggestion that insuite alarms be considered by individual owners.

d) *Recreation Centre Report:* It was noted the Centre has decided not to proceed with card access, several windows in the pool area will be replaced and a new treadmill is being purchased.

There being no further new business the meeting adjourned at 9:05 pm.

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MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR 778, HELD ON MONDAY, FEBRUARY 19th, 2007, IN THE ARBUTUS VILLAGE RECREATION CENTRE, VANCOUVER, BC.

Council members present:	Linda Fanning, Chair Kate Carr Felicia Lau Anne McWilliams Barbara Roberge
Condex Property Management Ltd.	Barbara G. Whitlock, Property Manager

CALL TO ORDER:

The meeting was called to order at 7:30 pm.

1. **Previous Minutes:**
   MOVED AND SECONDED to adopt the minutes of the previous Council meeting held December 20th, 2006 as circulated. **CARRIED**

2. **Financial Statement:**
   Following review and discussion it was **MOVED AND SECONDED** to adopt financial statements to January 31st, 2007 as circulated. **CARRIED**

BUSINESS ARISING:

1. **Correspondence:**
   Request had been received from an owner to have an alternate parking space. It was Council's decision that parking spaces are assigned and would not be altered. If an owner wishes to use an alternate parking space they are to make personal arrangement with the owner to whom the parking space is assigned.

   Fire equipment is tested annually, as well as insuite testing of fire equipment is required to be done each year. Council noted several units have not had insuite fire alarm testing done and directed that notice be given for this to be addressed as an owner cost.

   Request had been received from the owner of 501 to meet with trades directly regarding skylight repairs. The Manager is to arrange.

   It was agreed that the "Resident Information Form" be recirculated to owners in the spring. This will ensure that current information is on file and available in the need of emergency contact or access to your unit.

2. **Repairs and Maintenance:**
   Council discussed numerous work that trades have been directed to do and reviewed costs. Council was pleased with the new floodlight installed at the back walkway leading to the shopping centre. It was noted that several tiles at the front entrance to the building are cracked and need replacement. Council requested quotation to have the first row of edged tiles replaced.

3. **Landscaping:**
Council discussed quotations received for landscape services. Following discussion and review it was

MOVED AND SECONDED to retain Rakes & Ladders to provide landscape services for your strata effective March 1st, 2007. Council noted costs to be slightly higher than the previous contractor.
CARRIED

4. **Elevator Improvements:**
Discussion was held regarding input obtained by Council from the Elevator Safety Branch for interior elevator upgrade work.

MOVED AND SECONDED that the Elevator Safety Branch be contacted to inspect the elevator to ensure compliance. **CARRIED, Unanimously**

5. **Security:**
Lighting: Council had met with trades to discuss cost for lighting improvements around the building. Council noted various options for lighting improvements and clarified the areas under consideration. It was agreed a further site meeting be held with trades to have quotations specific to lighting improvements recommended by Council. Council suggested that upon receipt of quotations, that a Special General Meeting be held to discuss approval for lighting improvements around the building.

Fences: Extensive discussion was held regarding funds approved by owners for security improvements on the east side and for fence repairs. It was agreed that cost be obtained to raise the height of the south gate entrance off Arbutus and the fence adjacent to suite 111 together with having a tree removed by suite 110. Council will review fence repairs noting that perimeter fencing is the priority.

Keys: It was agreed that a set of building keys be held by Council Chair.

Signage for Garage Gate: Council will review signage posted at another property in the Village encouraging residents to "stop and wait" for the garage overhead gate to close.

Enterphone Monitoring: Council noted quotation received where guests at the enterphone could be viewed on a television channel for a cost of approximately $2,000.00. It was suggested this be an item for consideration at the forthcoming Special General Meeting.

6. **Contracts:**
Council had received contracts for the caretaker, housekeeping, and management. Discussion was held regarding services provided. Council clarified several areas requiring attention and suggested that a stepladder be purchased for the strata to assist cleaning in hard to reach areas. It was noted the management contract will be reviewed later this year in order to comply with the Real Estate Board requirements.

7. **Window Cleaning/Washing of Building:**
Council was advised that window cleaning has been scheduled to be done between March 22nd – 28th, 2007. Discussion was held regarding cleaning of the building exterior noting quotations received.

Council decided that trades be directed to do an algae scrub on the concrete facade of the building exterior and not wash the bricks on other areas quoted.

Council encourages residents to have their balcony decks washed prior to this, to avoid concerns for units below.

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

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SECURITY SUGGESTIONS

- Do not allow anyone to accompany you into the building. At the front door, request they use their key or call the resident they are visiting.
- Do not allow deliveries and/or fast food order drivers access to the building, meet them personally at the front door.
- Do not provide access to the building via the enterphone to anyone who is not personally known to you.
- Do not keep valuables visible in your vehicle, or in the trunk. Do not ever leave your clicker in the car.
- In the late evening, any suspicious individuals in the underground or building are to be reported directly to the Police.
- If you are away, please be sure arrangement is made for your mailboxes to be emptied on an almost daily basis