MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR 778, HELD ON MONDAY, JUNE 1st, 2009 AT THE ARBUTUS VILLAGE RECREATION CENTRE, VANCOUVER, BC.

Council members present:	Katherine Chan, Chair Linda Fanning Karl Kobbervig Felicia Lau Olivia Lau
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 10th, 2009 as circulated. **CARRIED**

2. **Financial Statements:**
   Following review it was **MOVED AND SECONDED** to adopt financial statements to April 30th, 2009 as circulated. **CARRIED**

BUSINESS ARISING:

1. **Committee Reports:**

a) *Landscape Services & Improvements:* Council discussed weekly garden maintenance services being provided by Rakes & Ladders, noting input received from several owners. Council advised of quotation for improvements to be done at the front of the building, at the northwest section. Council noted Committee input with last year's landscape member providing continuity. It has been agreed to proceed and work will be done shortly.

b) The *Recreation Centre Report* was presented by Karl Kobbervig noting the Committee met in February and will meet shortly. Council noted numerous bus trips are planned and residents enjoy using of the Recreation Centre. The indoor pool is proposed to be converted to a "salt system" to balance the water, with work to be done this summer. Council noted the terms of the lease for the Recreation Centre.

c) *Outdoor Pool:* Council noted the hot tub was not open in the outdoor pool area due to boiler replacement being required. Quotations had been received last year for boiler replacement, however, work was not done prior to opening of the pool. Maintenance of the pool area is handled by the townhouses. Council noted email received from the townhouse Council member suggesting discussion of shared expenses for the pool and overall common areas. Council noted an invoice had been received of $12,500.00 for four days of snow removal, requesting this be a shared expense. Your strata participated in this shared cost on a limited basis.

Council was of the opinion that discussion of shared expenses should be with the Property Manager rather than individual Council members. Council requested that input and quotes for proposed work be received prior to any shared expenses being billed if your strata is to participate. Council requested input in order that budgets be prepared. Council suggested several members in your building that use the outdoor pool and agreed to request their input on maintenance suggested for the area.

Council noted the "Arbutus Village" signs at the three entrances to your development require maintenance. This will be brought to the attention of the townhouses to address maintenance of these signs.

2. **Snow Removal Payment:**
Council noted correspondence had been sent to the townhouses advising of partial payment made for snow removal. Following discussion Council directed there be no further meetings with the townhouses to review payment made. Council further advised that a copy of your bylaws not be sent to the townhouses.

3. **Front Entry Tiles:**
Council received input for tile replacement at the front entrance and followup on suggestions for interlocking bricks. Council directed that quotation be obtained for removal of all tiles and replacement with aggregate noting safety concerns with tiles being slippery and concern with the step-up from the road. Council intends to proceed with tile removal and replacement with aggregate.

4. **Building – Capital Expenses:**
a) Council discussed numerous capital expenses upcoming for the building. It was suggested that exterior painting of the building be considered, possibly for 2010. It was agreed that fences and planter boxes be checked and addressed prior to painting.

Council noted input received that interior painting of hallways be considered.

b) Discussion was held regarding roof replacement noting there are four balcony areas that also have a roof membrane underneath the interlocking bricks. Council noted concern with one section of a balcony at the northeast corner of the building, which is causing a leak to the suite below. Council noted these are original roof areas and the roof consists of a "liquid membrane" with insulation and interlocking bricks on top. A hairline crack in the membrane is not always traceable to the source where water appears. Council agreed exploratory work be done to open a section of the roof on the above balcony area, a consultant retained to review the open area and make recommendations. Quotations are to be obtained for initial repairs of the area and replacement of the roof on this balcony.

5. **Power Smart Lighting:**
Council considered quotations received for power smart lighting upgrades as approved by owners at a previous general meeting. Council directed this work proceed as quickly as possible.

6. **Correspondence:**

a) Council read two letters received from a new owner. Council appreciated input suggesting improvements at the front entrance, outside the lobby of The Briar. Council noted their intent to address tile replacement.

b) Council noted garden planting and suggestion for access to the mailbox, west of the building lobby entrance.

7. **Shopping Centre Redevelopment:**

Council noted a recent community meeting to discuss redevelopment proposed for the shopping centre. Residents are encouraged to get involved in discussions regarding shopping centre redevelopment noting you can contact the website of an active group in the neighborhood at www.arcca.info .

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

Condex Property Management Ltd.
210-2695 Granville Street
Vancouver, BC V6H 3H4
Tel: 604-682-5611

MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR 778, HELD TUESDAY, FEBRUARY 10th, 2009 AT THE ARBUTUS VILLAGE RECREATION CENTRE, VANCOUVER, BC.

Council members present:	Katherine Chan, Chair Linda Fanning Karl Kobbervig Felicia Lau Olivia Lau
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 October 2nd, 2008 as circulated. **CARRIED**

2. **Financial Statements:**
   Following review it was **MOVED AND SECONDED** to adopt financial statements to December 31st, 2008 as circulated. **CARRIED**

3. **Audit:**
   Council had received and approved the independent audit as done by Reid Hurst Nagy Inc. If you would like to receive a copy, please call Condex at 604-682-5611.

4. **Council Positions:**
   Council members were nominated to the following positions:

Chair	Katherine Chan
Vice Chair/Landscape	Linda Fanning
Finance	Felicia Lau
AVRC	Karl Kobbervig
Member at Large	Olivia Lau

BUSINESS ARISING:

1. **Correspondence:**
   a) Council noted a leak has been reported by strata lot 33, believed to be from the balcony above. The Manager will meet with the owner of the east-facing balcony to discuss repairs.

2. **Repairs & Maintenance:**

Council discussed numerous items to be considered.

a) Several tiles are damaged on the landing outside the building entrance at the lobby. Council wondered if interlocking bricks would be suitable as a replacement for this landing. This will be discussed with trades.

b) Council discussed hallway painting and suggested this be brought before owners at the AGM with painting to be considered for 2010. Council suggested the north-facing stairwell stairs be washed and, if necessary, thereafter considered for painting.

c) Council had received input from numerous units noting that paint touch-up is needed on their ceiling following replacement of in-suite smoke detectors. The smoke detectors are slightly smaller than the original. Council noted the difficulty to match paint and Council was aware that some owners may not have a problem and others have addressed personally. It was agreed that paint touch-up would be left as an owner responsibility.

d) Council noted insuite work done, at the request of an owner, to install a dishwasher by strata trades. Following discussion, Council directed policy be that owners are to contract directly with trades for direct payment of personal work.

2. **Snow Removal Invoice - $12,539.63:**
Council noted an invoice received from the townhouses requesting the Briar building participate in payment for snow removal done on four days at a cost of $12,500.00. Council noted this was initiated by the townhouses, who have a different management company.

Council noted the invoice reflected snow removal for only four days. Council noted this work was done without discussion with Condex or Council and without strata awareness regarding the extent of costs. Council considered the invoice to be exceedingly excessive, however, acknowledged a responsibility to contribute toward snow removal.

Following extensive discussion and review of strata responsibility and industry costs for snow removal, noting prior year snow removal costs and costs for snow removal at other similar properties done this year, Council directed they are prepared to participate in half of the amount of the invoice. Essentially, this would reflect that Strata VR 778 would participate with 20% contribution for a $6,269.82 invoice and make payment in the amount of $1,253.96. Council directed the townhouses be so advised.

3. **Power Smart Energy Savings:**
Council noted previous quotations had been received to address energy efficiency lighting. It was agreed that updated quotations be obtained.

4. **Landscape Contract:**
Council reviewed the landscape contract with Rakes & Ladders, and signed the contract. Council notes the strata intends to do improvements on the front northwest section of the grounds this year. It was agreed that a Committee be formed. Residents that are interested in

participating on the Landscape Improvement Committee are to advise Council member, Linda Fanning at 604-738-9537. Gert Zivot will be asked to participate as the prior Landscape Council Representative.

5. **Recreation Centre:**
   Karl Kobbervig advised on activities at the Arbutus Village Recreation Centre. It was noted the AVRC Committee meets quarterly. Bus trip programs are planned and a fitness instructor provides numerous classes. Residents are encouraged to enjoy the facilities at the Recreation Centre.

6. **Lobby Plants:**
   Council discussed the existing plants in the front lobby and suggested that more suitable plants are needed. Council agreed they would look into silk plants to replace existing plants in the front lobby.

7. **Shopping Centre Redevelopment:**
   It was noted the shopping centre is proceeding with a rezoning application. Residents are encouraged to get informed and involved regarding this rezoning proposal.

There being no further new business the meeting adjourned at 9:40 pm.

Condex Property Management Ltd.
210-2695 Granville Street
Vancouver, BC V6H 3H4
Tel: 604-682-5611