MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR 778, HELD ON WEDNESDAY, DECEMBER 20th, 2006, IN THE ARBUTUS VILLAGE RECREATION CENTRE, VANCOUVER, BC.

Council members present:	Linda Fanning, Chair Barbara Roberge Kate Carr Karl Kobbervig Angela Koulyras Felicia Lau Anne McWilliams
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 October 19th, 2006 as circulated. **CARRIED**

2. **Financial Statement:**
   Following review, it was **MOVED AND SECONDED** to adopt financial statements to November 30th, 2006 as circulated. **CARRIED**

3. **Council Members:**
   Stan Cornwell has chosen not to serve on the Strata Council. Council advised the next person who received the most votes at the Annual General Meeting was Karl Kobbervig.

BUSINESS ARISING:

1. **Security:**
   Council was advised that a walkabout had been done with Constable Ray Gardner and numerous members of the Strata Council. Much security input was received.

   Council individually discussed all input received. It was agreed to raise and relocate the light on the south side of the building by the walkway leading from the garage to the Safeway parking lot. The electrician is also to meet with two members of Council to discuss lighting improvements around the building. Input will be received for lights at the second or third floor level all around the building with a quote to be obtained. It was agreed to speed up the closure on the garage door and adjust light timers.

   Council supports security film on the windows, on the inside part of the window. Council will provide input to owners if they are interested in doing so as a group. The film must be transparent, professionally installed and Council approval must be received prior to any owner proceeding.

   Council advises they are also open to bars being installed on first floor suites. Council would look to establish a color and style to maintain building exterior uniformity. This work would be owner responsibility and Council approval would be required.

Security suggestions for when you are not home:

- Leave your lights on
- Windows should be locked
- Drapes should be pulled at night
- Radio /television should be on
- If you are out, use timers for lights
- Ensure your mailbox is emptied daily if you are away

Council requested quotation be obtained to have a television station designated to view guests who buzz you on the enterphone.

It was agreed Council would meet with the locksmith to do a walkabout and review door locks, with particular consideration to install a lock from the garage into the elevator area.

2. **Carpet Cleaning:**
   Carpets are to be cleaned in the spring.

3. **Landscape Maintenance:**
   Council requested a quotation be received from Rakes & Ladders.

4. **Elevator Improvements:**
   Council brought up concern regarding inspection of improvements underway. Council will follow up on this matter.

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

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MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR 778, HELD ON THURSDAY, OCTOBER 19th, 2006, IN THE ARBUTUS VILLAGE RECREATION CENTRE, VANCOUVER, BC.

Council members present:	Louis Winkler, Chair Kate Carr Lydia Chan Linda Fanning Karl Kobbervig 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 meeting held August 29th, 2006 as circulated. **CARRIED**

2. **Financial Statement:**
   Following review, it was **MOVED AND SECONDED** to adopt financial statements to August 31st, 2006 as circulated. **CARRIED**

BUSINESS ARISING:

1. **Ground Maintenance:**
   Barbara Roberge advised the Committee has reviewed various landscape contract formats and requests that quotation be received based on the service outline provided by Greenline Landscaping. Council requested quotation be received from Rakes & Ladders, who maintain the adjacent townhouse property. To be included is south side maintenance of trees and underbrush.

2. **East Side Ground Improvements:**
   Louis Winkler advised all work is complete, with one-half to one truckload of gravel to be provided in the spring. Council noted planting of the area is to be done this week. Council reviewed costs noting payment made to Greenline Landscaping for addressing the east hedge as directed by Louis Winkler.

3. **Elevator Ceiling:**
   Louis Winkler advised of improvements underway to the elevator ceiling suggesting that approval was received from owners at the previous general meeting to proceed with elevator works to $3,500.00.

   Following much discussion it was the opinion of Council that the Elevator Committee should report on proposed work to Council prior to initiating elevator improvements. Council requested clarification as to whether owners approved an expenditure or requested further input prior to proceeding. Louis advised particulars of Committee discussion would be forwarded to Council for consideration.

4. **Front Door Electric Strike:**
   Input had been received from Downtown Lock to address the door occasionally not catching to close. Louis Winkler advises the door closer has been adjusted and no further action is necessary.

5. **Window Cleaning:**
   The Chair suggested that window cleaning be postponed until the spring, at which time the building be cleaned in entirety together with windows. Following discussion it was the decision of the majority of Council that window cleaning be arranged for this fall.

NEW BUSINESS:

1. **Cleaning of Building Exterior:**
   Louis Winkler had received quotations for a hand scrub and hose rinse of all the beige stucco areas in the amount of $1,550.00. Further quotation had also been received for a hand scrub and hose of the entire outside surface of the building inclusive of all stucco and brick areas and washing and painting of the white wall facing Safeway. Council supports the building being cleaned in entirety and recommended this be brought to owners for approval with payment to be made from the Contingency Reserve Fund.

2. **Break-In – East Side:**
   Council was advised of concern by several residents regarding two recent break-ins and suggestion that the fence on the east side be reviewed. Input noted that pedestrians walking along the sidewalk are now able to view the strata property more readily. Much discussion and various opinions were expressed. A suggestion was made that the fence on the east side is adequate.

3. **Fence Maintenance:**
   Discussion led to review of fence maintenance throughout the property with suggestion that various areas of fencing are in need, or will shortly be needing maintenance. It was suggested that a review be done of all wooden fence areas and priority areas established in order that a capital plan allocate funds to fence maintenance.

   Following discussion Council suggested there be one-month of special assessment recommended to be allocated to fence maintenance with payment due September 1st, 2007. A resolution is also to be put before owners whereby Council would be authorized to identify priority fence areas and permitted to spend up to $10,000.00 for fence maintenance works as required from the Contingency Reserve Fund.

4. **Budget:**
   Council had received the proposed operating budget for fiscal January 1st, 2007 reflecting an increase in owners' maintenance of 3.5%. Council reviewed individual income and expense categories and discussed operating costs. It was agreed the budget be recommended to owners for adoption.

5. **Annual General Meeting:**
   It was agreed the Annual General Meeting be scheduled for Monday, November 20th, 2007 at 7:30 pm in the Recreation Centre.

   There being no further new business the meeting adjourned at 10:15 pm.

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MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR 778, HELD ON TUESDAY, AUGUST 29th, 2006, IN THE ARBUTUS VILLAGE RECREATION CENTRE, VANCOUVER, BC.

Council members present:	Louis Winkler, Chair Kate Carr Lydia Chan Linda Fanning Felicia Lau Barbara Roberge
Condex Property Management Ltd.	Barbara G. Whitlock, Property Manager

CALL TO ORDER:

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

1. **Previous Minutes:**
   MOVED AND SECONDED to adopt the minutes of the previous Council meeting held May 29th, April 11th, 2006 and October 5th, 2005 as circulated. **CARRIED**

2. **Financial Statement:**
   Following review, it was **MOVED AND SECONDED** to adopt financial statements to July 31st, 2006 as circulated. **CARRIED**

BUSINESS ARISING:

1. **East/South Drainage & Ground Improvements:**
   Louis Winkler provided an update on extensive works underway on the east side of the building noting labor was hired to remove the ground cover and soil. Gravel has been spread throughout, in sections, and irrigation relocated. Two drains have been exposed with gravel surround. Gravel has also been placed adjacent to the building perimeter. Flowerbox improvements, divider walls, and 2x10 dividers at the end of 1st floor patios have been attended. Some fence repairs have been done by trades under the direction of Louis Winkler.

   Council was advised of extensive cleanout done to the cedar hedge on the east side. Pressure washing and painting some of the fence areas will be organized and attended to in the next few weeks. Council was appreciative of initiative and endeavors under the direction of Louis Winkler.

2. **Landscape Contractor:**
   Council has reviewed the contract terms for your current gardener, and received several sample contracts for comparison. It was agreed the Landscape Committee would review items to be in the contract. Upon completion of a sample contract, bids are to be obtained.

3. **Washing of Building:**
   It was suggested that the building be washed by window cleaners and that quotation be obtained.

4. **Three Trees – Northwest Side of Lobby:**
   Council had received extensive input from an arborist regarding tree maintenance for the property. Particular reference was made to the three trees at the north side of the building, west of the front lobby door. Council recommended that three trees be removed, the stumps ground, soil enrichment done, and

the trees replaced. Council noted numerous concerns have been expressed by residents on the north side regarding the large size of the trees and the effect on their suites.

Discussion was held as to whether the trees should be further pruned and sprayed, or whether they should be replaced. Following discussion it was

MOVED AND SECONDED to proceed with removal of the three large trees at the north side of the building west of the lobby together with relocation of one cedar tree at a cost of $3,500.00 with payment from the operating budget. Council will review and decide on tree replacement to be done this fall and included in the cost. **CARRIED, Unanimously**

5. **Caretaker/Cleaning Duties:**
   Discussion was held regarding the job description and work done by Clay. Council requested that the south walkway on the 1st floor be power washed annually and the drain cleaned out together with maintenance of the walkway to the shopping centre from the garage, and changing of filters for the air handling unit in between servicing by Lathams. Discussion also followed regarding cleaning duties for housekeeping. Council requested the high mirrors in the lobby be cleaned and input be received for the times Judy is on site.

6. **Power Washing & Painting of Fences:**
   Council noted this had been discussed and that power washing of various areas about the common property will be organized by Louis Winkler together with painting of the fences.

7. **Interior Elevator Improvements:**
   Discussion was held regarding a review of options for aesthetic improvements to the interior of the elevator. Council will form a committee to review decorating options in order that this be presented to owners at the general meeting.

NEW BUSINESS:

1. **Parameters for the AVRC & Executive Committees:**
   Council reviewed input to provide guidelines for the parameters of the Arbutus Village Recreation Centre and for the Executive Committee. This matter will be presented to owners at the Annual General Meeting.

2. **Landscape Input – Southeast Side of Building:**
   Barbara Roberge advised of quotation received of $516.00 for plants on the east side. Input suggested rhodos and azaleas. Discussion was held regarding planting of the shrubs. It was agreed this work should proceed upon more detail being received.

There being no further new business the meeting adjourned at 9:10 pm.

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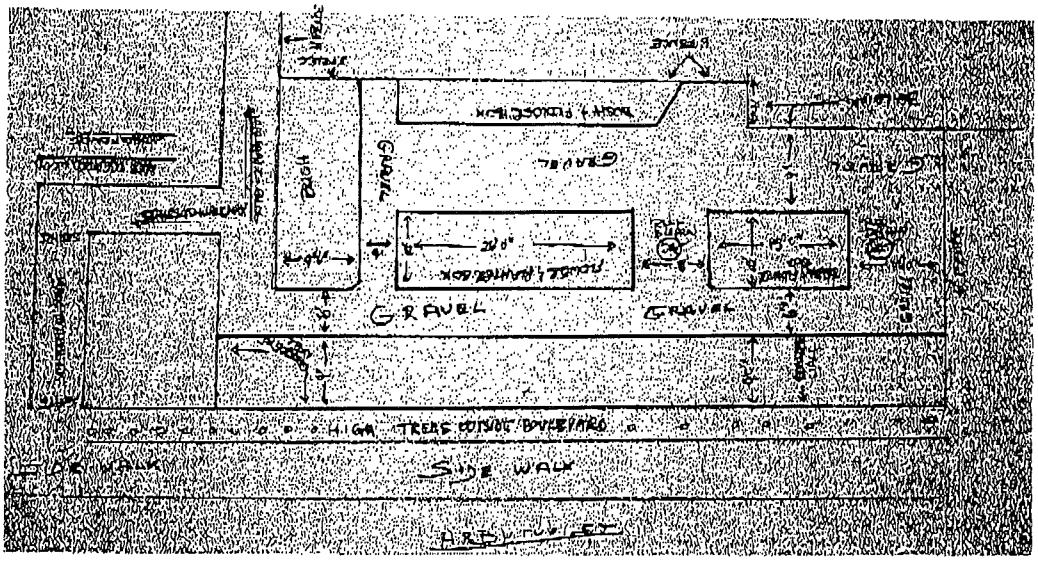
MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR778, HELD ON MONDAY, MAY 29, 2006, IN THE ARBUTUS VILLAGE RECREATION CENTRE, VANCOUVER, BC.

Council members present:

Louis Winkler, Chair
Kate Carr
Lydia Chan
Linda Fanning
Karl Kobbervig
Barbara Roberge

Council members met at 7:00 p.m. to view south side of property.

1. **East Side Drainage and Landscaping:**
   To allow for better drainage, the plan is to clear the area of ground cover and soil and replace with gravel. The three small plant boxes will be removed and replaced with two larger boxes in the centre, and the existing plants along the fence adjacent to the patio of the southeast corner suite will be boxed off.



   Louis Winkler will obtain a quote from the landscaper for removal of groundcover and soil. Work cannot begin until the soil has dried out.

   Possibilities for the types of plants to go in the boxes were discussed briefly. Once a decision has been made, the landscaper will be asked to obtain them, as he should be able to purchase them at wholesale prices.

   A gravel path along the south side will probably not be addressed this year.

2. **South Side Planters & Borders:**
   $1000 has been spent in materials and labour to rebuild the planters.

The fence along the south side of the southeast corner suite has been braced.

3. **Landscaper:**
   Landscaping duties have been reviewed with the landscaper and will be reassessed.

4. **Windows – Suite 206:**
   The window frames have sagged, such that the windows do not close properly, leaving a gap. The owner will contact Condex regarding this. She also expressed concern that other suites above and below hers may also be similarly affected.

MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR778, HELD ON TUESDAY, APRIL 11, 2006, IN THE ARBUTUS VILLAGE RECREATION CENTRE, VANCOUVER, BC.

Council members present: Louis Winkler, Chair
Kate Carr
Lydia Chan
Linda Fanning
Karl Kobbervig
Felicia Lau
Barbara Roberge

The meeting was called to order at 7:10 p.m.

1. **Drainage:**
   Drainage on the southeast side is being addressed as the weather permits. Two drains have been cleared. A trench 1ft. around the wall of the southeast suite has been dug to allow water to escape. Gravel trenches running south will also improve drainage.

   Possibilities for drainage and landscaping of the east side were discussed. Plans will be drawn up and presented to the owners.

   It was discussed that a gravel path be put in along the south side. This would aid in drainage.

2. **South Side Planters & Borders:**
   Usable wood from the existing planters is being salvaged to recreate three of the planters. Once the borders have been removed, how to replace them will be assessed.

3. **Removal & Pruning – Suite 104:**
   The owner forwarded to Council quotes for removal and pruning of plants in planters and garden beds adjacent to the patio. Council requests that any such work be postponed until the drainage issues on the south side have been taken care of, as some of the work may be addressed when dealing with the drainage. Subsequently, any work done will be at the owner's expense.

4. **Exterior Cleaning of Building:**
   Louis Winkler will obtain quotes for having the exterior of the building power washed.

5. **Fences - Painting:**
   Painting of the fences, in the same colour, on the north and south sides will proceed in the summer.

6. **Swimming Pool:**
   Barbara Roberge gave a report on the pool committee. The decision has been made to keep the attendant. The barbed wire on the west fence will be removed, as it serves no purpose because no one can gain access from that side. There has been discussion around putting in a path and gate on the south side, as it would be at street level and not require stair access. However, a new gate requires a new key lock which will cost $2000. A decision has not yet been made.

7. **Recreation Centre:**
   Karl Kobbervig reported on the recreation centre committee. The alarm system was serviced after two false alarms. Repairs were made to the showers in the men's and women's change rooms. There has been discussion about replacing the carpet. The committee has looked at numerous samples and have chosen a few which will be made available for residents to view and vote on.

8. **Elevator Improvements:**
   Elevator improvements have been put on hold until the more pressing matters of the drainage outside have been addressed.

9. **Caretaker:**
   Discussion was held regarding the cleaning services provided by the caretaker. No decision was made.

10. **Property Manager:**
    After discussion, it was agreed that the Property Manager be invited to attend all Council meetings.

The meeting adjourned at 9:00 p.m.

MINUTES OF THE COUNCIL MEETING OF THE OWNERS, STRATA PLAN VR 778, HELD ON WEDNESDAY, OCTOBER 5th, 2005, IN THE ARBUTUS VILLAGE RECREATION CENTRE, VANCOUVER, BC.

Council members present:	Margaret Haile, Chair Ann McWilliams Barbara Roberge Donna Wannop
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 May 24th, 2005 as circulated, and to receive the minutes of the Special General Meeting held June 21st, 2005
   CARRIED

2. **Financial Statement:**
   Following review, it was **MOVED AND SECONDED** to adopt financial statements to August 31st, 2005 as circulated. **CARRIED**

BUSINESS ARISING:

1. **South Side Planters & Borders:**
   Extensive discussion was held regarding options and cost for addressing the wooden borders abutting the first floor patios which are rotting and require replacement. Louis Winkler provided input and suggested that prior to addressing borders or planters, that drainage on the east side be attended. His suggestion was for a trench with rocks and for drainage to tie into the south side. Council reviewed quotations received to address removal of the ivy on the east side garden area.

   It was agreed that inspection be made of the trees on the south side of the property, being over garage roof area, noting concerns for the roof membrane due to trees.

   It was agreed that the interlocking pavers on individual patios need to be lifted to improve drainage. This would be an owner responsibility.

   Discussion was then held regarding the existing planters on the first floor abutting the patio areas. It was noted the planters have rotted and need to be addressed. Louis Winkler recommended removal of the planters entirely from common area gardens.

   Following discussion it was agreed that a budget of $8,000.00-$10,000.00 be recommended to owners whereby Council be authorized to retain trades to undertake drainage improvements on the east side, address trees on the south side based on arborist input, further explore removal of planters on the first floor area, and do border replacement as required. This would be a Contingency Reserve Fund expenditure.

2. **Fences – Fix & Paint:**
   It was agreed to recommend to owners proceeding with having the fences on the south and north sides inspected and repaired as required together with painting in 2006. An expenditure of $5,000.00 is to be budgeted via the Contingency Reserve.

3. **Elevator Improvements:**
   Discussion was held regarding improvement options for the elevator. It was agreed the overhead lighting be pursued together with review of a textile fabric or berber wall covering. The floor's tiling would also be reviewed for possible replacement. Council agreed to recommend approval to pursue these works for an approximate expenditure of $3,500.00 with payment to be made from the Contingency Reserve. It was agreed Ann McWilliams would head a committee to put forward recommendations for the elevator at the general meeting.

4. **Caretaker:**
   Discussion was held regarding the cleaning services provided by the caretaker. It was agreed to review whether the vacuum has attachments, and if not, should a new vacuum be purchased. Residents are also advised they are not to give personal direction to the caretaker. Council requests that any concern regarding the services of any trades be directed through the Property Manager.

5. **Bylaw Amendment - Rentals:**
   Owners had approved a bylaw amendment at the previous general meeting whereby no units could be further rented. Hardship provisions would still be applicable. This bylaw required registration in Land Registry shortly following the general meeting and inadvertently was not attended. It was agreed the bylaw be again ratified by owners at the upcoming general meeting.

NEW BUSINESS:

1. **Outdoor Pool:**
   The outdoor pool is shared by the townhouses and two apartment buildings in Phase III of Arbutus Village. There is a joint committee between the three stratas which meets once or twice a year to discuss items related to the pool. It was agreed Margaret Haile would be your representative for the joint Outdoor Pool Committee.

2. **Nominating Committee for Council:**
   The Nominating Committee will be under the direction of Council Chair, Margaret Haile at 604-731-7727. If you are interested in serving on the Strata Council or wish to make a nomination, please call Margaret.

3. **Annual General Meeting:**
   It was agreed the Annual General Meeting be held on Wednesday, November 30th, 2005 at 7:30 pm. A draft operating budget had been prepared and it was agreed this be reviewed by Council and circulated.

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

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