

MINUTES OF STRATA COUNCIL MEETING OF STRATA PLAN LMS 2745

TUESDAY, JANUARY 15th, 2008 AT 7:00 P.M.
MOXIE'S RESTAURANT ON BUTE & ROBSON

Present: Nathan Woberts Hank Bargaen Mona Low
 Theresa Padilla Brad Joseph Kendyra Corttni

Property Management Represented by: Vivien Kee – Property Manager
 Radu Ghita – Maintenance Supervisor
 Charlotte Kennedy – Assistant Property Manager

Resident Caretaker: Rene Dohan

Regrets: George Hornmoen

Appointment of Strata Council Positions for 2008:

Nathan Worbets	- President	Theresa Padilla - Council Member
Hank Bargaen	- Vice-President	Mona Low - Council Member
Brad Joseph	- Council Member	Kendyra Corttni- Council Member
George Hornmoen	- Council Member	

The Meeting was called to order by President, Nathan Worbets at 7:20 p.m.

Resident Manager's Report

- A copy of Rene's Status Report was previously distributed to Council.
- A Strata Lot's owner asked Rene to attend the building on his day off to turn the power back on for the unit and it was **RESOLVED** to invoice this owner for Rene's overtime. **CARRIED** In addition, the Strata Council advised that it is the responsibility of an electrician to check before turning on the power and not Rene's.

Adoption of Minutes of the last Strata Council Meeting

It was **MOVED/SECONDED** (Hank Bargaen/Mona Low) to adopt the minutes of the Strata Council Meeting held on November 27th, 2007 as circulated. **CARRIED**

Brief Report to Council Members regarding Items discussed at the last Council Meeting

- A Strata Lot's owner continues to have new tenants staying for less than 30 days despite a registered warning letter (owner returned letter to Dodwell Realty Ltd.'s office) was sent informing that it is violation of the "One-Dwelling Unit" Bylaws Section 10.12.6 of City of Vancouver. Meanwhile, this particular Strata Lot's account arrears is getting higher on Change of Tenancy fees and it was **RESOLVED** to implement monthly fines to the Strata Lot's account. **CARRIED**
- RDH Building Engineering Ltd. is working on the draft report for Council's review.
- It was suggested to place sufficient fund in Year 2009's Proposed Operating Budget to include a replacement program (two units per year) of \$2,000.00 for Townhouse's hot water tanks and to have the Proposed Budget approved by the owners in the Annual General Meeting. Should this budget be approved in the Annual General Meeting by the owners, Strata Lot #3's hot water tank replacement expenses will be reimbursed.

Adoption of November 2007's Financial Statements – Tabled.

Other Business

- Property Manager reported that the Strata Corporation's insurance policy was renewed through The Co-Operators.
- Due to changes of the Real Estate Services Act, a new Strata Management Agreement is being drafted for Council's review and renewal.
- A Provincial Sales Tax (PST) Rebate application to the Ministry of Small Business and Revenue for BC Hydro and Terasen Gas' invoices totalling \$2,201.69 was signed by the President and the refund will be deposited to the Contingency Reserved Fund.
- Strata Council will work through the operation details of the additional parking gate before the installation.
- There are two \$50,000.00 Term Deposits up for renewal in March and Council would like to renew both Term Deposits for another year.
- There was a water leak incident on the 23rd Floor and Belfor Restoration was called. An insurance claim was filed and the responsible owner to pay the Strata Corporation's insurance deductible.

Correspondence & Memos

Correspondence and memos were sent to owners regarding noise complain, welcome letter, plumbing inspections, etc.

Date of Next Meeting & Adjournment

The next meeting will be held on Tuesday, February 19th, 2008 at 7:00 p.m. in the Entertainment/Meeting Room at Orca Place.

There being no further business, the meeting was adjourned at 8:45 p.m.

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Strata Council Meeting
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MINUTES OF STRATA COUNCIL MEETING OF STRATA PLAN LMS 2745
TUESDAY, FEBRUARY 19th, 2008 AT 7:00 P.M.
3RD FLOOR MEETING ROOM – ORCA PLACE

Present: Nathan Worbets Hank Bargaen Kendyra Corttni Theresa Padilla

Property Management Represented by: Vivien Kee – Property Manager
Radu Ghita – Maintenance Supervisor
Charlotte Kennedy – Assistant Property Manager

Resident Caretaker: Rene Dohan

Also Present: Owner of Strata Lot #59

Regrets: Brad Joseph George Hornmoen Mona Low

Owner of Strata Lot #59 presented her reasons for disputing the shower faucet repair charge back. Base on the reasons, Dodwell Realty Ltd. will investigate further and ask the contractor for more details for the charges. Strata Council thanked the owner of Strata Lot #59 and advised that Dodwell Realty will get back to her in writing regarding the invoice.

The Meeting was called to order by President, Nathan Worbets at 7:20 p.m.

Resident Manager's Report

- A copy of Rene's Status Report was previously distributed to Council.

Adoption of Minutes of the last Strata Council Meeting

It was **MOVED/SECONDED** (Hank Bargaen/Theresa Padilla) to adopt the minutes of the Strata Council Meeting held on January 15th, 2008 as circulated. **CARRIED**

Brief Report to Council Members regarding Items discussed at the last Council Meeting

- A further revised building envelope study report (in draft form) was prepared by RDH Building Engineering Ltd. for Council's review.
- The Property Manager advised that Dodwell Realty Ltd. hired a new manager for their strata properties division and working on finalizing the strata property agreement for Orca Place.
- Radu Ghita reported that the new gate has been ordered and installation will commence in a couple of weeks.
- It was **MOVED/SECONDED** (Nathan Worbets/Hank Bargaen) the additional wording for Building's Rules Section 8 "Security" states "Residents should wait till entrance doors and parkade gates are closed before proceeding to avoid undesirables follow and enter the building." **CARRIED**

For owners who would like to receive a copy of the revised Rules, please contact Dodwell Realty Ltd.

Adoption of November & December 2007's Financial Statements

It was **MOVED/SECONDED** (Hank Bargaen/Theresa Padilla) to adopt November and December 2007's Financial Statements as prepared by Dodwell Realty Ltd. **CARRIED**

Other Business

- In addition to the 23rd Floor water leak incident, there were a couple more incidents on 10th and 22nd Floors caused by washing machine and kitchen faucet. Restoration contractors were called to make sure all clean up are taken care of. Insurance claims were filed and the responsible owners to pay the Strata Corporation's insurance deductibles.

Correspondence & Memos

Correspondence and memos were sent to owners regarding renovation permission, debris, new bylaws, arrears and fines, etc.

Date of Next Meeting & Adjournment

The next meeting will be held on Tuesday, March 18th, 2008 at 7:00 p.m. in the Entertainment/Meeting Room at Orca Place.

There being no further business, the meeting was adjourned at 9:05 p.m.

MINUTES OF STRATA COUNCIL MEETING OF STRATA PLAN LMS 2745

TUESDAY, MARCH 18th, 2008 AT 7:00 P.M.
3RD FLOOR MEETING ROOM – ORCA PLACE

Present: Nathan Worbets Theresa Padilla Mona Low Brad Joseph

Property Management Represented by: Vivien Kee – Property Manager
Radu Ghita – Maintenance Supervisor
Charlotte Kennedy – Assistant Property Manager

Resident Caretaker: Rene Dohan

Also Present: Owner of Strata Lot 41

Regrets: Hank Bargaen Kendyra Corttni George Hornmoen

Owner of Strata Lot 41 presented her reasons for disputing the plumbing repair charge back and Council explained that it is the responsibility of the Owner to repair and maintenance the faucet within the strata lot.

The Meeting was called to order by President, Nathan Worbets at 7:34 p.m.

Resident Manager's Report

- A copy of Rene's Status Report was previously distributed to Council.
- It was reported that the recent break in was through the front entrance door of the building and this culprit broke into the building before using the same route. It was suggested to alter the security patrol hours and to obtain other opinions on tighter security by a consultant.
- There has been increasing work load for Rene Dohan due to water leakage repairs.

Adoption of Minutes of the last Strata Council Meeting

It was **MOVED/SECONDED** (Theresa Padilla/Nathan Worbets) to adopt the minutes of the Strata Council Meeting held on February 19th, 2008 as circulated. **CARRIED**

Brief Report to Council Members regarding Items discussed at the last Council Meeting

- Ministry of Small Business and Revenue refunded \$2,148.60 of Provincial Sales Tax on BC Hydro invoices and the amount was deposited into the Contingency Reserved Fund. The PST rebate application on Terasen Gas invoices was declined due to the amounts claimed were for Clean Energy Levy.
- Council is reviewing the draft report prepared by RDH Building Engineering Ltd.
- Strata management agreement, in new form according to Real Estate Services Act, was signed by Council.
- New garage gate expected to be installed in a couple of weeks.
- Insurance deductible resulted from the 22nd Floor water leakage incident was discussed and Council asked Property Manager to obtain further comments regarding responsibility of such.
- It was **RESOLVED** to change Building's Rules Section 15 to Section 16 and the new Section 15 "Balcony" states "Residents shall not use water to hose down balcony." **CARRIED**
For Owners who would like to receive a copy of the revised Rules, please contact Dodwell Realty Ltd.

Adoption of January 2008's Financial Statements

It was **MOVED/SECONDED** (Nathan Worbets/Brad Joseph) to adopt January 2008's Financial Statements as prepared by Dodwell Realty Ltd. **CARRIED**

Other Business

- Two term deposits of \$50,000.00 each plus interests were renewed in March at an interest rate of 3.20%.
- A draft copy of renovation acknowledgement was presented to Council for review.
- Renovation request of Strata Lots 152 & 153 was discussed.
- There was concern on the size and maintenance of trees in the property and the Property Manager along with Rene Dohan will find professional consulting on such.
- Owners/Residents are reminded not to throw cigarette butts and garbage from their windows onto common property and to purchase storage insurance for vehicles parking in the underground garage.

Correspondence & Memos

Correspondence and memos were sent to owners regarding debris, invoice, arrears, elevator booking, balcony washing, noise, exterior pressure washing, fines and suite entry, etc.

Date of Next Meeting & Adjournment

The next meeting will be held on Tuesday, April 15th, 2008 at 7:00 p.m. in the Entertainment/Meeting Room at Orca Place.

There being no further business, the meeting was adjourned at 9:02 p.m.

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MINUTES OF STRATA COUNCIL MEETING OF STRATA PLAN LMS 2745

TUESDAY, APRIL 15th, 2008 AT 7:00 P.M.

3RD FLOOR MEETING ROOM – ORCA PLACE

Present: Nathan Worbets Hank Bargaen Mona Low
 Brad Joseph Kendyra Corttni

Property Management Represented by: Vivien Kee – Property Manager
 Radu Ghita – Maintenance Supervisor
 Charlotte Kennedy – Assistant Property Manager

Resident Caretaker: Rene Dohan

Regrets: Theresa Padilla George Hornmoen

The Meeting was called to order by President, Nathan Worbets at 7:07 p.m.

Resident Manager's Report

- A copy of Rene's Status Report was previously distributed to Council.
- Since the last Council meeting, there was break-in to the parkade and Strata Council would like to investigate further into tightening the front entrance door.

Adoption of Minutes of the last Strata Council Meeting

It was **MOVED/SECONDED** (Brad Joseph/Mona Low) to adopt the minutes of the Strata Council Meeting held on March 18th, 2008 as circulated. **CARRIED**

Brief Report to Council Members regarding Items discussed at the last Council Meeting

- Council reviewed the final draft of the building envelope study report prepared by RDH Building Engineering Ltd. and Property Manager was instructed to obtain quotations on works recommended by RDH.
- There has been some delays on installation of the new gate and Council would like to see if the gate can installed closer to the side walk.
- After considerations, it was agreed that owner of 22nd Floor will be responsible for the insurance deductible for water leakage incident caused by the kitchen sink hot water supply tube.
- Property Manager presented a tighter rules and acknowledgement for future in-suite renovations of the building.

Adoption of February 2008's Financial Statements

It was **MOVED/SECONDED** (Hank Bargaen/Brad Joseph) to adopt February 2008's Financial Statements as prepared by Dodwell Realty Ltd. **CARRIED**

Other Business

- Rene Dohan's vacation days was discussed and approved by Strata Council.
- George Hommoen gave written notice to resign from the Strata Council due to busy schedule.

Correspondence & Memos

Correspondence and memos were sent to owners regarding vehicle storage insurance, charge backs, whirlpool and sauna repairs, balcony and window, annual fire alarm testing, etc.

Date of Next Meeting & Adjournment

The next meeting will be held on Tuesday, May 20th, 2008 at 7:00 p.m. in the Entertainment/Meeting Room at Orca Place.

There being no further business, the meeting was adjourned at 9:00 p.m.



Dodwell

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2745, ORCA PLACE, HELD ON TUESDAY, MAY 20th, 2008, AT 7:00 P.M., IN THE 3rd FLOOR MEETING ROOM, 1166 MELLVILLE STREET, VANCOUVER, B.C.

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

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CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਵਿਰਧਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ

Present:

Nathan Worbets
Hank Bargin
Mona Low
Theresa Padilla
Brad Joseph
Kendyra Corttni

President

Agent:

Tom Agnew
Vivien Kee
Radu Ghita

Divisional Manager, Strata Department
Property Manager
Maintenance Supervisor

Guest(s):

James (Jim) Olson
Daniel Wang
Owner and Spouse

Property Manager, Carriage Management Inc.
Commercial Specialist, Acumen Insurance Agencies Ltd.
Agent for The Co-operators Insurance Services Ltd.
Strata Lot 67

1. CALL TO ORDER

The Meeting was called to order by the Council President, Nathan Worbets at 7:05 p.m.

2. GUEST PRESENTATIONS

- Mr. Daniel Wang, on behalf of Acumen Insurance Agencies Ltd. and agent for The Co-operators Insurance Services provided the Strata Council an overview of the current coverage, deductibles and exclusions detailed in the strata corporation's insurance policy. In addition, questions were answered and information provided on homeowner's insurance coverage. Council expressed their appreciation for this information and considered inviting Mr. Wang to present this information to the Owners at the Annual General Meeting. Mr. Wang thanked the Strata Council for the opportunity to attend the meeting and left the meeting at 7:25p.m.

- The unit Owner and spouse representing Strata Lot 67 presented their concerns to the Strata Council regarding a recent power outage incident at their premises. Further to the unit Owner confirming this was a singular situation, Council ensured the Owner that should a further incident of this nature occur, the meter and breaker would be replaced. The Owner further addressed an issue regarding a lack of water pressure from the suite bathroom showerhead and concerns relating to the Resident Manager's actions. The Council considered the owner's concerns and agreed to provide any required direction to the Property Manager for follow-up if required. The Unit Owner expressed their appreciation to the Strata Council for the opportunity to address their concerns and left the meeting at 8:00p.m.

3 RESIDENT MANAGER'S REPORT

- Rene Dohan is presently on vacation and a copy of Rene's Status Report was previously distributed to Council.
- Property Manager presented a quotation received from Citiloc Systems Ltd. for installing a magnetic lock on the front entry door. Further to questioning certain design specifics, it was **RESOLVED** to install the magnetic lock at maximum of \$3,000.00 plus taxes subject to Council review of the final design specifications. **CARRIED**
- It was confirmed that two of the three hot water tanks that service the building tower are leaking and new ones were ordered. Due to the numerous replacements of the hot water tanks, Council requested optional methods for hot water systems and a cost estimate for installation. Agent to obtain details and forward to the Strata Council.
- Council reviewed the necessity for additional bike storage within the parkade. It was agreed that Radu would review the parkade and obtain costs to install a proper area for storage.

4. APPROVAL OF PREVIOUS MINUTES

It was **MOVED/SECONDED** (Joseph/Bargen) to adopt the minutes of the Strata Council Meeting held on April 15th, 2008 as circulated. **CARRIED**

5. BUSINESS ARISING FROM PREVIOUS COUNCIL MEETING

- Property Manager will follow up on obtaining quotes for individual items noted on the priority list of works according to the building envelope study report prepared by RDH Building Engineering Ltd. Council were advised that due to contractor availability and the specific nature of the items listed, estimates may require additional time to be obtained and funding approval may be required through a General Meeting of the Owners.
- The new parkade security gate will be installed within the week and notice to be sent to residents regarding the operating hours of the new gate. This additional is to upgrade the security of the building and residents are asked to drive enter the parkade with awareness that no strangers are following behind.

6. FINANCIAL REPORT

Further to a review of the Operating Statement, payables and receivables, it was **MOVED/SECONDED** (Joseph/Bargen) to adopt March 2008's Financial Statements as prepared by Dodwell Realty Ltd. **CARRIED**

7. NEW BUSINESS

- Council were advised that effective February 1st, 2008 Dodwell Realty Ltd. acquired Carriage Management Inc. increasing the residential portfolio size and resources. It was also noted that the current

Property Manager, Vivian Kee had accepted a promotional position within Dodwell Realty. To ensure agent representation and in compliance with the Real Estate Services Act licensing requirements, it was agreed to transfer by assignment the agent agreement from Dodwell Realty to Carriage Management effective immediately. The Council were advised that the agents responsibilities and relationship with the Owners would remain the same, including preparation of the financial reports. Strata Council expressed their appreciation and a vote of thanks to Vivien Kee for being the Property Manager since Year 2000 and welcomed James Olsen to be the new manager.

NOTE: To contact the Property Manager, Jim Olson, please phone (604) 922-3237. Correspondence forwarded to the Strata Corporation should be mailed c/o 1166 Alberni Street, Vancouver, B.C. FOR AFTER HOUR EMERGENCIES, PLEASE PHONE (604) 689-0603.

- Council were advised by the Property Manager that one of the \$50,000.00 term deposit plus interest was renewed for one additional year.
- The Resident Manager annual performance review was completed by Dodwell Realty along with two Council members. Further to the Council expressing an overall appreciation for the Resident Manager, it direction was provided for the Property Manager to prepare wage and rent adjustments for Council's consideration.

8. CORRESPONDENCE AND OWNER MEMORANDUMS

Council were provided and overview of correspondence and memos were sent to owners regarding account arrears, charge backs, clean up, balcony, loud music, fines, suite modification, suite access, pest control, vacation, etc.

9. DATE OF NEXT MEETING & ADJOURNMENT

The next meeting was scheduled for Tuesday, June 17th, 2008 at 7:00 p.m. in the Entertainment/Meeting Room at Orca Place.

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

NOTE: PLEASE MAKE YOUR CHEQUES PAYABLE TO "STRATA PLAN LMS 2745" AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF EACH OF YOUR CHEQUES.

ATTENTION

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.

APPROVED _____
BY _____
COUNCIL: _____

DATE: _____

STRATA COUNCIL MEETING MINUTES
STRATA PLAN LMS2745 – ORCA PLACE

DATE HELD: TUESDAY JUNE 17, 2008
LOCATION: THE 3rd FLOOR ENTERTAINMENT / MEETING ROOM
1166 MELVILLE STREET, VANCOUVER BC
CALL TO ORDER: 7:00 PM

IMPORTANT INFORMATION Please have this translated

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CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

सुगुणी जटवणी विरथा वरवे विमे वेले हिम दा छिलेवा वरवाचि

Council in Attendance: Nathan Worbets President
Hank Bargin
Theresa Padilla
Brad Joseph
Kendyra Corttni

Absent with Regrets: Mona Low

Agent: Jim Olson Strata Property Agent, Carriage Management Inc.
Radu Ghita Maintenance Supervisor
Rene Dohan Resident Manager

Guests: None

1. CALL TO ORDER

The Meeting was called to order by the Council President, Nathan Worbets at 7:00 p.m.

2. RESIDENT MANAGER'S REPORT

- Rene Dohan recently returned from vacation and Radu Ghita provided a Status Report, which was previously distributed, to Council.
- Rene & Radu confirmed that two of the three domestic hot water tanks that service the building tower were recently replaced (as reported in the May 20, 2008 minutes). One was replaced under warranty; the other was not under warranty. Radu & Rene advised that the 3rd hot water tank is also leaking & will be replaced under warranty in the next week. Note: The warrantied hw tanks were replaced at no cost but the strata paid for the installation/labour. Council agreed that it was important to explore other options (boiler / storage tank options) as the hw tanks are only lasting 2 – 5 years. Radu reported that he is investigating these options & is in contact with a consultant.

The strata property agent (SPA) was asked to follow-up with the strata's insurer to see if the strata's policy has any coverage for the failed hw tanks.

- Radu reported that the electrical breaker in strata lot #67 has been replaced as approved at the May meeting. Council affirmed that this is a strata cost but the cost of replacing the showerhead was the owners cost.
- Radu reported that the new outer visitors garage door is installed & almost operational. Some challenges have arisen with respect to merging the access system with the building's existing intercom & access system. Council agreed that a Notice is to be sent to all owners outlining the entry & exit procedures for visitors for the new garage door.
- Rene agreed to install a new sign in the garage "Exit to Lobby" for visitors.
- Radu reported that a plumbing contractor investigated an apparent leak in strata lot 36 but nothing was found & there have been no reports of re-occurrences.
- Maglock on front entrance: Rene advised that the new Maglock system is still being tested & sorted out by the contractor.
- Bike Room enclosure: Radu provided a quote to create 2 new Bike Rooms in the parkade. A 2nd quote is to be obtained with plywood/drywall options. Council agreed that access should be controlled & a user fee be considered.
- The SPA was asked to follow-up regarding recovering funds from the developer of the building behind Orca Place (dust & cleaning from the demolition contractor).

4. APPROVAL OF PREVIOUS MINUTES

It was MOVED/SECONDED (Joseph/Bargen) to adopt the minutes of the Strata Council Meeting held on May 20th, 2008 as circulated. CARRIED

5. BUSINESS ARISING FROM PREVIOUS COUNCIL MEETING

- The SPA reported that as requested he had contacted two building envelope contractors and the engineer from RDH Building Engineering regarding the next steps & the priority list for the building envelope report. The engineer confirmed that the next step was for RDH to provide a scope of work including details/specifics on types on materials, procedures, exact locations, etc. in order to prepare for bid tendering to qualified contractors. The engineer agreed to provide a proposal for this work and the SPA was asked to fwd it to Council electronically for review & approval.
- Visitors Parking: A discussion was heard regarding Visitors Parking. All residents are reminded that the Visitors Parking area is for the use of legitimate visitors to the building. All Visitors vehicles must have a Visitors Parking Pass and be parked no more than 6 hours. Rene advised that he monitors the Visitors Parking for violators.
- Radu reported that a clogged deck drain in strata lot 161 had caused some moisture ingress into strata lot 157. Council agreed that the cost to investigate and clear the drain is to be charged against the account of SL 161. All residents are reminded to keep their deck drains clear of debris. This is especially important for the townhouses, the penthouses and residents on the 5th and 26th floors.
- Strata's insurance provider: The SPA was asked to invite the strata's insurance representative (Daniel Wang) to the Annual General Meeting to provide information to the owners on insurance coverage.

6. FINANCIAL REPORT

Council received the audited financial statements for the year ended December 31, 2007 as prepared by the strata's external auditors (Wolrige Mahon, Chartered Accountants). As the audited financial statements were only received today, Council agreed to postpone approval to the next meeting. The auditor's invoice was approved for payment. The financial report for April 2008 was deferred to the next meeting.

NOTE: PLEASE ENSURE THAT ANY CHEQUES FOR PAYMENT OF STRATA FEES OR FOR PAYMENT OF INVOICES ARE MADE PAYABLE TO "STRATA PLAN LMS2745 – ORCA PLACE" AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF EACH OF YOUR CHEQUES.

7. NEW BUSINESS

- The SPA was asked to follow-up on an owners account regarding a number of outstanding fines & penalties from past bylaw infractions.
- To contact the Strata Property Agent (Jim Olson) please telephone (604) 922-3237. Correspondence forwarded to the Strata Corporation should be mailed c/o Carriage Management Inc. 310 – 545 Clyde Avenue, West Vancouver, B.C. V7T1C5.
FOR AFTER HOUR EMERGENCIES, PLEASE TELEPHONE (604) 922-3237.
- Film Crew: Council noted that a film crew ("Samurai Girl") recently completed some filming in front of the building. Council agreed that for the most part the film crew was polite & courteous.
- Dryer Vent Cleaning: Council noted that approx 30 owners have completed & returned the Notice that they wish to have their dryer vents cleaned from the inside (owners cost of \$26.96) on June 23 & 24, 2008.

8. CORRESPONDENCE AND OWNER MEMORANDUMS

Council were provided an overview of correspondence and/or owner contact regarding use of common property, bylaws contraventions, visitors parking, suite renovations and access cards.

REMINDERS

City of Vancouver Garbage & Recycling Rules: All owners are reminded of the City's garbage & recycling rules that came into effect on January 1, 2008 – copy attached.

Strata Council Protocol: Please respect the efforts of the Council members and recognize that they are unpaid volunteers. The Council does its best to manage the funds and work that needs to be done. If you have an emergency, please contact the Strata Property Agent at Carriage Management Inc. (telephone 604-922-3237). If you have non-emergency repairs or suggestions for the Strata Council, please forward a note or letter to the Strata Property Agent or place it into the Suggestion Box.

Deck Drains: All Owners are reminded that it is important that owners keep their deck drains clean and free of debris, moss and leaves. Please note that Owners will be held responsible for any resulting damage from clogged deck drains.

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:26 P.M.

NEXT COUNCIL MEETING

The next Council meeting is scheduled for Tuesday August 19, 2008 in the 3rd Floor Entertainment/Meeting Room at 7:00 PM.

Owners are strongly encouraged to file these minutes for future reference since it is now mandatory to provide prospective Owners with 24 months' worth of Strata Council Meeting Minutes and obtaining extra copies of same is considered to be at the Owners' expense rather than a Strata expense.

Jim Olson, Strata Property Agent
CARRIAGE MANAGEMENT INC.
#310 – 545 Clyde Avenue, West Vancouver, B.C. V7T 1C5
Tel : 604-922-3237, Fax : 604-922-4653
Email: jolson@carriagemanagement.com



Carriage Management Inc.

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CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ ਵਿਰਧਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੱਥਾ ਕਰਵਾਓ

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2745, ORCA PLACE, HELD ON TUESDAY, AUGUST 19TH, 2008, AT 7:00 P.M., IN THE 3RD FLOOR ENTERTAINMENT / MEETING ROOM, 1166 MELVILLE STREET, VANCOUVER, B.C.

Council in Attendance: Nathan Worbets President
Hank Bargin
Theresa Padilla
Brad Joseph
Mona Low

Absent with Regrets: Kendyra Corttni

Agent: Jim Olson Strata Property Agent, Carriage Management Inc.
Rene Dohan Resident Manager

Guests: None

1. CALL TO ORDER

The Meeting was called to order by the Council President, Nathan Worbets at 7:00 p.m.

2. NEXT COUNCIL MEETING

The next Council meeting is scheduled for **Tuesday October 21, 2008 in the 3rd Floor Meeting / Entertainment Room at 7:00 PM.**

3. SPECIAL GENERAL MEETING

A Special General Meeting is scheduled for **Tuesday September 30, 2008 in the 3rd Floor Meeting / Entertainment Room at 7:00 PM** regarding the next steps in the Building Maintenance Program.

4. RESIDENT MANAGER'S REPORT

Rene Dohan provided the Resident Manager's Report which included an update on:

- pest control
- the new Maglock for the front entrance door
- the new garage gate system

- the new security mirror now installed in the hallway off of the parkade
- window cleaning
- hot water tanks
- dryer vent cleaning
- leak in irrigation system (since fixed)
- landscaping
- fire inspection & replacement of non-working smoke alarms
- investigation of a leak on the 8th floor (which was thought to be a sprinklerhead leak but turned out to be an in-suite plumbing leak in the suite above)
- new floor direction paint in parkade entrance.

The Resident Manager & the Council discussed the overgrown planters on the penthouse deck which is a fire hazard (The Resident Manager & the Agent to arrange to have the planters materials cut back at the owners cost).

The Resident Manager also advised that he is monitoring any cracks at the back of the building for any changes that could relate to the hotel development behind the building (the contractor recently did some blasting of rocks).

5. **MAINTENANCE REPORT**

On behalf of the Maintenance Supervisor, the Agent provided an update on building maintenance. He advised that Radu had spoken with boiler consultants & several contractors regarding boiler options for the domestic hot water system including variations of 1 and 2 boilers and separate storage tanks. Further research & costs to be done. The Agent advised that research will also be done on high end boilers.

Radu's report provided an update on the front door Maglock, the new garage gate system, elimination of security patrols and information on discussions with contractors with regard to the building envelope maintenance.

6. **APPROVAL OF PREVIOUS MINUTES**

It was **MOVED / SECONDED / CARRIED.** (Joseph/Bargen) to adopt the minutes of the Strata Council Meeting held on June 17th, 2008 as circulated.

7. **BUSINESS ARISING FROM PREVIOUS COUNCIL MEETING**

A. The Agent reported that as requested, he had contacted the engineer from RDH Building Engineering regarding the next steps relating to the building envelope report. Council reviewed a quote from RDH to provide consulting services for the pre-construction, construction and post-construction phases. Council noted the cost for RDH's services for the pre-construction phase at approx \$35,000. Council agreed that this will be brought to the owners for consideration (\$35,000 expense to be funded via the Contingency Reserve Fund) at a Special General Meeting, set for Tuesday September 30, 2008 in the 3rd Floor Meeting / Entertainment Room at 7:00 PM. The Agent was asked to draft the SGM Notice / Agenda & Resolution and to invite the engineer to the SGM. Council also asked the Agent to obtain further information on some of the aspects of the proposal including the design stage, sealing of exterior glass, installation of balcony membranes and timing / engineering work that could be completed up to the Special General Meeting.

- B. Council reviewed a Notice detailing procedures for the new garage gate. The Notice will be sent to each owner. All residents are reminded that the Visitors Parking area is for the use of legitimate visitors to the building. All Visitors vehicles must have a Visitors Parking Pass and be parked no more than 6 hours.
- C. The AGENT reported that the Strata's insurance provider has advised that the Strata's insurance does not cover the failed hot water tanks.
- D. The AGENT was reported that he has located a file regarding recovering funds from the developer of the building behind Orca Place and was asked to follow-up on the matter. The Resident Manager to assist with determining the costs for cleaning & powerwashing.

8. **FINANCIAL REPORT**

Council reviewed the financial statements for April – June 2008. Council agreed that the statements fairly represented the financial activity of the strata for those months.

It was **Moved / Seconded / Carried** that the financial statements for the periods of April 30th, May 31st and June 30th, 2008 be approved as presented.

The Agent was asked to forward copies of the Income Statement Variance Report and the Charge Back report for May & June 2008 to Council. The Agent reported that letters were fwd recently to owners relating to Strata fees arrears or overdue payment of invoices (garage remotes, parking passes, etc).

NOTE: PLEASE ENSURE THAT ANY CHEQUES FOR PAYMENT OF STRATA FEES OR FOR PAYMENT OF INVOICES ARE MADE PAYABLE TO "STRATA PLAN LMS2745 – ORCA PLACE" AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF EACH OF YOUR CHEQUES.

9. **NEW BUSINESS**

- A. Elevator ceiling panels: Council reviewed a quote to remove & re-fasten the ceiling panels in both elevators as one recently became dislodged. Council asked the Agent & The Resident Manager to contact the contractor to clarify the quote.
- B. In-Suite Fire & Smoke Detectors: Owners should be aware that replacement of in-suite fire & smoke alarms are the owners' costs.
- C. Notice Panel by elevators: Needs to be replaced. The Resident Manager to arrange.
- D. Owners Renovations: Owners are reminded that all renovations must have the prior approval of the Strata Council. If you are planning to renovate your suite, please forward a letter or email to the AGENT with full details prior to starting any work. In addition there is a Responsibility Letter that must be completed & signed by the owners regarding any renovations.
- E. Renovation approval unit 1006: Installation of laminate flooring was approved.
- F. Renovation approval unit 2901/2902: Renovations were approved.
- G. Pet Approval unit 2307: Pet dog was approved.
- H. Pet Approval: The Agent was asked to contact the owner of a suite on the 19th floor to register their pet.
- I. Carpet Cleaning: The hallway carpets will be cleaned in mid-September.
- J. Damaged lobby planters: The Resident Manager to follow-up regarding replacement of the damaged lobby planter. If the existing planter cannot be matched, 2 new planters will be purchased.
- K. Elevator panel lights: The Resident Manager was asked to contact the elevator contractor to fix the LED lights on the elevator panel.

- L. To contact the Strata Property Agent (Jim Olson) please telephone (604) 922-3237. Correspondence forwarded to the Strata Corporation should be mailed c/o Carriage Management Inc. 310 – 545 Clyde Avenue, West Vancouver, B.C. V7T1C5.

10. **CORRESPONDENCE AND OWNER MEMORANDUMS**

None received from owners except as noted under New Business.

11. **TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 9: 39 P.M.

REMINDERS

- City of Vancouver Garbage & Recycling Rules: All owners are reminded of the City's garbage & recycling rules that came into effect on January 1, 2008.
- Strata Council Protocol: Please respect the efforts of the Council members and recognize that they are unpaid volunteers. The Council does its best to manage the funds and work that needs to be done. If you have an emergency, please contact the Strata Property Agent at Carriage Management Inc. If you have non-emergency repairs or suggestions for the Strata Council, please forward a note or letter to the Strata Property Agent or place it into the Suggestion Box.
- Deck Drains: All Owners are reminded that it is important that owners keep their deck drains clean and free of debris, moss and leaves. Please note that Owners will be held responsible for any resulting damage from clogged deck drains.

Owners are strongly encouraged to file these minutes for future reference since it is now mandatory to provide prospective Owners with 24 months' worth of Strata Council Meeting Minutes and obtaining extra copies of same is considered to be at the Owners' expense rather than a Strata expense.

THE OFFICE HOURS FOR CARRIAGE MANAGEMENT INC. ARE 8:30 A.M. TO 4:30 P.M., MONDAY TO FRIDAY. FOR AFTER-HOUR EMERGENCIES ONLY, PLEASE CALL (604) 922-3237 AND THE ANSWERING SERVICE WILL PROVIDE REQUIRED ASSISTANCE. PLEASE FORWARD GENERAL INQUIRIES TO ADMINISTRATION@CARRIAGEMANAGEMENT.COM or JOLSON@CARRIAGEMANAGEMENT.COM

PAGE 2 of 4
MINUTES OF THE SPECIAL GENERAL MEETING
STRATA PLAN LMS 2745 - SEPTEMBER 30, 2008

Manager reported that at this time there were 48 strata lots represented; 24 in person and 24 by proxy. A quorum was called to order.

MINUTES OF THE SPECIAL GENERAL MEETING OF THE OWNERS, STRATA PLAN LMS 2745, ORCA PLACE, HELD ON TUESDAY, SEPTEMBER 30, 2008, AT 7:00 P.M. IN THE 3RD FLOOR MEETING ROOM – 1166 MELVILLE STREET, VANCOUVER, BC

IMPORTANT INFORMATION Please have this translated

重要資料 請找人為你翻譯

RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

これはたいせつなお知らせです。どなたかに日本語に訳してもらってください。

INFORMACIÓN IMPORTANTE Busque alguien que le traduzca

알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਬਹੁਤੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਵੇਲੇ ਇਸ ਦਾ ਉਲੇਖਾ ਕਰਵਾਓ

CALLING THE ROLL / CERTIFICATION OF PROXIES

Sheryl MacDonald, Strata Manager from Dodwell Strata Management, advised that after she had reviewed the roll, including those in attendance and the proxies, and she certified the proxies to be correct. It was noted that there are 162 strata lots in LMS 2745, of which 158 are in good standing. A quorum is one third of the strata lots in good standing; a third of 158 strata lots is 53. The Strata Manager reported that at 7:00 p.m. there were 42 strata lots represented; 22 in person and 20 by proxy. The Strata Manager then advised the Chairperson, Strata Council President, Nathan Worbets, that there were not enough eligible voters present to constitute a quorum.

The Chairperson then notified those present that the meeting could not begin due to a lack of quorum and that the meeting had to be adjourned for 30 minutes, after which those eligible voters present in person or by proxy will constitute a quorum.

INFORMATION SESSION & DISCUSSION WITH R.D.H. BUILDING ENGINEERING

The Chairperson advised those present that in order to ensure that everyone had ample time to hear from the representatives from RDH and to have their questions answered, those who wished could remain in the meeting room and a preliminary question and answer period could take place prior to the official meeting.

Mark Will and Matt Mulleray from RDH Building Engineering were introduced to those present and spoke to those present, and answered voters' questions.

CONFIRM QUORUM

At 7:30 p.m., 30 minutes after the meeting was originally scheduled to begin, the Strata Manager reviewed the roll again, and indicated that all proxies were certified. The Strata

Manager reported that at this time there were 46 strata lots represented; 24 in person and 22 by proxy. A quorum was confirmed, as the requirements under the bylaws of LMS 2745 had been met.

CALL TO ORDER

The meeting was called to order at 7:30 p.m. by Nathan Worbets, Strata Council President.

PRESENT PROOF OF NOTICE OF MEETING

The Strata Manager confirmed that notice of this Special General Meeting was mailed to all owners on September 5, 2008 in accordance with the Strata Property Act. It was **MOVED/SECONDED/CARRIED BY ALL (#707/#1202)** to approve the proof of notice was filed as required.

APPROVAL OF AGENDA

It was **MOVED/SECONDED/CARRIED BY ALL (#217/#1202)** to approve the agenda as presented.

APPROVAL OF THE PREVIOUS MINUTES

The minutes from the December 2007 Annual General Meeting were included in the notice of meeting package for this Special General Meeting. There being no errors or omissions, it was **MOVED/SECONDED/CARRIED (#217/#1202)** that the minutes from the December 2007 Annual General Meeting be adopted as circulated.

BUSINESS ARISING FROM THE PREVIOUS AGM MINUTES

None.

¾ VOTE RESOLUTION – BUILDING ENVELOPE PROJECT

The Strata Council President gave a review of the process the Strata Council has undertaken during the past two years with respect to the proposed maintenance program.

An owner asked if there were any glaring problems found. RDH noted that there were 2 issues, the first was the deck membranes, some were blistering and showing signs of cracking; the second was the EFIS (the exterior cladding which appears like stucco on the outside and Styrofoam on the inside). The EFIS system is a sensitive type of cladding; from the review it was noted it is performing as expected but there are some signs of water ingress due to sealant failure. The sealant is starting to alligator (breakdown) and re-emulsify. The next step will help prolong the EFIS system, by correcting the sealant deficiency. Three of the deck membranes are done and there are 5 remaining to be done.

An owner indicated that they thought the meeting should adjourn for a week so that those present had time to digest what RDH had to say, and to have time to request a look at the report. The Council President and the Strata Manager noted that the report has been available for

review by contacting the Strata Manager and that the report was noted in previous minutes. It was also noted that the Strata's bylaws allowed that those present 30 minutes after the original time for the meeting would be considered a quorum and there was no legal reason to adjourn for a week.

An owner asked whether another company had been asked to do a review; Council indicated they would taken that under advisement but did note that another company was providing a quote.

A request was made for a precise count of the votes; as allowed under the Bylaws the President deemed that voting by voting cards would be the precise count.

WHEREAS the Strata Corporation is in need of regular envelope maintenance in order to maintain the exterior envelope of the building, the Strata Council wishes to engage the services of an engineering firm to create the specifications for the Building Envelope Maintenance Project and to then put those specifications out to tender. This first phase is considered the pre-construction phase.

WHEREAS the Strata Council has determined from proposals they have received, that the approximate cost of this phase of the Building Envelope Maintenance Project will be \$30,000. The costs for this phase of the project will cover the following Construction Documents (construction drawings, technical specifications, engineering costs); Pre-Construction Project Administration; GST.

WHEREAS the Strata Corporation has sufficient funds in their Contingency Reserve Fund (CRF) to cover this phase of the Building Envelope Maintenance Project, the Strata Council is proposing that funding be taken from the CRF.

It was moved by Unit 217 and seconded by Unit 707 that:

BE IT THEREFORE RESOLVED as a 3/4 Vote Resolution of the and Owners, Strata Plan LMS 2745, Orca Place, that the Owners:

- Authorize and empower the Strata Council, and/or any representative they appoint, to enter into an agreement with an engineering firm of their choice for Phase One of the Building Envelope Maintenance Project.
- Authorize an expenditure of up to \$30,000 from the Contingency Reserve Fund to cover the costs of Phase One of the Building Envelope Project.

With 43 votes in favour, 1 opposed and 0 abstentions the resolution was CARRIED with 97.7% approval.

NEW BUSINESS

There was no new business brought forward.

ADJOURNMENT

There being no further business, it was **MOVED/SECONDED/CARRIED** that the Meeting be adjourned at 8:25 p.m.

ATTENTION

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.

DODWELL STRATA MANAGEMENT LTD.

#310 – 545 CLYDE AVENUE
WEST VANCOUVER, B.C. V7T 1C5
TEL. 604-922-3237 / FAX 604-922-4653
EMAIL: sherylm@dodwell.ca

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2745, ORCA PLACE, HELD ON TUESDAY, OCTOBER 21, 2008, AT 7:00 P.M., IN THE 3RD FLOOR ENTERTAINMENT / MEETING ROOM, 1166 MELVILLE STREET, VANCOUVER, B.C.

Council in Attendance:

Nathan Worbets President
Hank Bargaen
Theresa Padilla
Brad Joseph
Mona Low

Absent with Regrets: Kendyra Corttni

Agent: Sheryl MacDonald, Strata Property Agent, Dodwell Strata Management Ltd.

Resident Manager: Rene Dohan

Guests: None

CALL TO ORDER

The Meeting was called to order by the Council President, Nathan Worbets at 7:05 p.m.

APPROVAL OF PREVIOUS MINUTES

It was **MOVED / SECONDED / CARRIED** to adopt the minutes of the Strata Council Meeting held on August 19, 2008 as circulated.

RESIDENT MANAGER'S REPORT

Rene Dohan provided the Resident Manager's Report which included an update on:

- The security Digital Video Recorder was not working, it was found to be a burned out main board. A new DVR was purchased.
- Nikon Enterprises did various repairs, including repairing the ceiling next to the recycling room due to damage from the irrigation system; repainting the yellow safety signs for entry/exit to the garage.
- Pest control came to do regular maintenance.

- All West Windows began cleaning the exterior windows at Orca Place; the Tower windows were completed, the additional cleaning of the 2nd floor will be done in November.
- The elevator company attended to repair the elevator ceiling plates.
- Siemens attended to repair a problem with the exhaust-heat system.
- Update provided for the Orca Place website including forms for owners, more information about Orca Place, bylaws, regulations, and a number of reminders.
- Two break ins in the garage were reported, unfortunately they occurred during the time the DVR was broken.

MAINTENANCE REPORT

BUSINESS ARISING FROM PREVIOUS COUNCIL MEETING

- Elevator ceiling panels: Council reviewed a quote to remove & re-fasten the ceiling panels in both elevators as one recently became dislodged. Council asked the Agent & The Resident Manager to contact the contractor to clarify the quote.
- In-Suite Fire & Smoke Detectors: Owners should be aware that replacement of in-suite fire & smoke alarms are the owners' costs.
- Notice Panel by elevators: Needs to be replaced. The Resident Manager to arrange.
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- Pet Approval unit 2307: Pet dog was approved.
- Pet Approval: The Agent was asked to contact the owner of a suite on the 19th floor to register their pet.
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- Damaged lobby planters: The Resident Manager to follow-up regarding replacement of the damaged lobby planter. If the existing planter cannot be matched, 2 new planters will be purchased.
- Elevator panel lights: The Resident Manager was asked to contact the elevator contractor to fix the LED lights on the elevator panel.

FINANCIAL REPORT

Council reviewed the financial statements for April – June 2008. Council agreed that the statements fairly represented the financial activity of the strata for those months.

It was Moved / Seconded / Carried that the financial statements for the periods of April 30th, May 31st and June 30th, 2008 be approved as presented.

The Agent was asked to forward copies of the Income Statement Variance Report and the Charge Back report for May & June 2008 to Council. The Agent reported that letters were fwd recently to owners relating to Strata fees arrears or overdue payment of invoices (garage remotes, parking passes, etc).

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NEW BUSINESS

CORRESPONDENCE AND OWNER MEMORANDUMS

None received from owners except as noted under New Business.

NEXT COUNCIL MEETING

The next Council meeting is scheduled for **Tuesday, November 21, 2008 in the 3rd Floor Meeting / Entertainment Room at 7:00 PM.**

TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9: 05 P.M.

REMINDERS

- City of Vancouver Garbage & Recycling Rules: All owners are reminded of the City's garbage & recycling rules that came into effect on January 1, 2008.
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CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2745, ORCA PLACE, HELD ON TUESDAY, DECEMBER 16TH, 2008, AT 8:00 P.M., IN THE 3RD FLOOR ENTERTAINMENT / MEETING ROOM, 1166 MELVILLE STREET, VANCOUVER, B.C. (IMMEDIATELY FOLLOWING THE ANNUAL GENERAL MEETING)

Council in Attendance:

Nathan Worbets	#210
Hank Bargaen	#2602
Theresa Padilla	#803
Brad Joseph	#2002
Mona Low	#1903
Kendyra Corttni	#2101
Mike Edwards (Non-Voting Member)	#808

Agent:

Michael Chess, Strata Property Agent, Dodwell Strata Management Ltd.

Regrets:

Dawn Shepard #2801 /#2802

1. CALL TO ORDER

The Meeting was called to order by the Council President, Nathan Worbets at 8:05 p.m.

2. ELECTION OF COUNCIL EXECUTIVE

The following Council Members agreed to accept the Executive positions as listed below:

President – Nathan Worbets
Vice President – Hank Bargaen
Treasurer – Brad Joseph
Secretary – Kendrya Corttni
Privacy Officer – Hank Bargaen

DATE

APPROVED

BY

COUNCIL

3. **NEXT COUNCIL MEETING – Scheduled for January 20th, 2009 at 7:00 pm**

The following items will be placed on the agenda for the January 20th Council Meeting:

A. Building Maintenance Program

- Trow Maintenance Review - Obtain window and EIFS info for Engineer
- Maintenance Review Comparison (RDH & Trow)

B. Bylaw Amendment

- Form I for signature

C. Hot Water Boiler Retrofit Project

- Ideas and Proposals

D. Intercom System

- Screen is Cloudy

E. #803 – Noise Complaint (Re: #903)

F. Financial Report

- Financial Statements – November 2008
- Receivables Listings – (Esp. Chargebacks to Owners)

4. **TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 8:35 P.M.

Owners are strongly encouraged to file these minutes for future reference since it is now mandatory to provide prospective Owners with 24 months' worth of Strata Council Meeting Minutes and obtaining extra copies of same is considered to be at the Owners' expense rather than a Strata expense.

On behalf of the Council for LMS 2745

Michael Chess

Dodwell Strata Management Ltd.

#1701 – 1166 Alberni Street

Vancouver, BC V6E 3Z3

Ph: 604-689-0603 Fx: 604-688-3245

S:\LMS2745\MINUTES\2008\Minutes December 16 2008.doc

APPROVED _____

BY

COUNCIL: _____

DATE: _____