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CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

सुगुणी ज्ञातवर्ती विवरण अवगते विमो वेतें हिम दा पुसंवा वरवाच



MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2745, ORCA PLACE, HELD ON TUESDAY, JANUARY 20TH, 2009, IN THE MEETING ROOM AT 808 BUTE ST., VANCOUVER, B.C.

Council in Attendance:

Nathan Worbets

President

Hank Bargen

Vice President

Brad Joseph

Treasurer

Kendyra Corttni

Secretary

Mona Low

Theresa Padilla

Mike Edwards (Non-Voting Member)

Building Manager:

Rene Dohan

Agent:

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

Regrets:

Dawn Shepard

1. CALL TO ORDER

The Meeting was called to order by the Council President, Nathan Worbets at 6:30 p.m.

2. APPROVAL OF THE PREVIOUS MINUTES

It was **MOVED / SECONDED / CARRIED** to approve the minutes of the December 16th, 2008 Council Meeting.

Unfortunately, the minutes of the November 18th, 2008 Council Meeting were not recorded and therefore will not be circulated.

3. BUILDING MANAGER'S REPORT

Rene Dohan has just returned from vacation and therefore this report is shorter than usual. During the Building Managers' vacation, notices were posted but were not highly visible or were removed. Council asked that a more obvious notice be posted in the future.

Rene Dohan reported that in late December there was an incident involving a townhouse break-in. It was suggested that improving visibility by installing additional lighting and light sensors in the area would likely improve security. Quotations will be obtained and presented to Council for approval.

In addition, at least two cases where a mess was left in the lobby and elevator were noted. No functions were booked at that time and there was no other evidence as to who caused the mess. There was some discussion as to an on-call cleaning service for Sundays which may be further considered depending on need. Council also mentioned that in Rene's absence, the cleaning service was not to standard. Other cleaning options are currently being considered.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

A. Hot Water Tank Bylaw

Council Members signed the Form I to register the amended Hot Water Tank Bylaw which now includes replacement of Commercial Strata Lot hot water tanks as well.

Council reviewed and approved a request from Townhouse Owner #208 to be reimbursed for a previous hot water tank replacement.

B. Building Envelope Maintenance Review

The comparative building envelope review has now been received from Trow Associates Inc. The report indicates a number of recommendations that differ from the original report conducted by RDH Engineers. A comparative analysis indicates differences in three areas, involving sealant application, the condition of the building EFIS system, and window issues. The Strata Agent confirmed with one of the original project Architects that both firms are very reputable and their recommendations are to at least some extent valid. Concerns were expressed as to the timing of the work which should proceed by next summer, and therefore preparation of the tendering documents must be completed as soon as possible.

Council then began a discussion as to the selection of the consultant for preparation of the building envelope maintenance scope of work. After a thorough review of all aspects of both consulting firms, it was **MOVED/SECONDED/CARRIED** to move forward with Trow Associates Inc. recommendations in principle and to begin preparation of a specification and tendering documents as soon as possible.

Areas of concern that are to be specifically addressed this summer are the decks, roofs and planters. The Strata Agent was requested to ensure that Trow Associates Inc. has all relevant documentation, and to arrange a meeting with Trow Associates Inc. and Council prior to finalizing the contract.

C. HVAC Maintenance - Contract Renewal

Council reviewed the Siemens Building Technologies service contract renewal proposal for all heating, ventilation, and mechanical building components for a one year term; four quarterly visits, for a total annual cost of \$2,248.00 plus GST. It was **MOVED/SECONDED/CARRIED** to approve option A of the Siemens proposal.

D. Waste Hauling Contract Renewal

It was **MOVED/SECONDED/CARRIED** to approve the WCS contract renewal for waste hauling for a one year term. Terms and conditions of the renewal are the same as last year.

E. Hot Water Boiler Options

The Strata Agent reported that he has begun to explore options to upgrade the building's hot water system. It was agreed that formal recommendations should be in hand by midyear.

F. Elevator Panel Repairs

Complete.

G. Noise Complaints

Various noise complaints have been lodged recently and the Strata Agent, as a routine course of action, sends confirmation of receipt to the complainant and a warning letter to the alleged offender. Should a second complaint be registered the issue will be brought to Council for bylaw infraction procedures and possible fines. A Council Member explained that a noise issue reported two months ago persists and the Strata Agent was requested to send a second warning letter.

REMINDER TO RESIDENTS AND OWNERS

The Strata Corporation bylaws state: "An Owner, Tenant or Occupant must not...use of the strata lot for any purposes which involves undue traffic or noise in or about the strata lot or common property between the hours of 10:30 p.m. and 7:00 a.m. or that encourage loitering by person in or about the strata lot or common property.

Residents and Owners are advised that the Strata Corporation bylaws prohibit unreasonable noise at any time of the day.

Other noise issues were discussed relating to the noise generated by the neighboring construction blasting. A precondition study of Orca Place was conducted and a follow-up will be completed so any damage caused by the blasting will be documented.

Council also briefly discussed access into the building by emergency crews. Owners are reminded to contact Paladin Security for afterhours access. Residents must pay a fee to Paladin for this service.

H. Water Leak Incidents

Council was informed of four recent water leak incidents that occurred over the past two months. One incident involved a new laundry installation that was incorrectly connected resulting in a leak and damage to at least one suite below. The Owners' appliance company appears to be accepting responsibility for the costs of the damage.

Another incident involved a laundry drain back-up involving at least three suites. No serious damage occurred however the actual cause was not determined and further drainage investigation and maintenance will be conducted.

A further incident occurred which involved a leaking bathtub component in the suite above. Access to the suite above was gained and the repair was conducted. Repairs to the suite below are underway.

Council was apprised of a roof leak from one of the townhouses which was originally reported last spring but did not persist and the source never located. The roof membrane had considerable water trapped under it and therefore to mitigate further damage the membrane was removed and replaced. The total cost of the repair is estimated at less than \$2,000.

I. Insurance Loan

The Strata Agent advised that current cash flow is not adequate to fund the entire 2009 insurance premium and requested Council's permission to set up a loan from the contingency reserve fund to be repaid by the fiscal year end, or as soon as possible, as permitted by the *Strata Property Act*. The loan is required

because the insurance premium is a large expense due early in the fiscal year and will consume available cash for other needed expenses. The loan will be set up for \$30,000 and will be repaid at \$5000 per month and repaid by July 2009. It was **MOVED/SECONDED/CARRIED** to approve the CRF loan.

5. FINANCIAL REPORT

A. Financial Statements

Approval of the financial statements for December 2008 was deferred as they were not available at the time of the meeting. Council requested a monthly listing of all charges to Owners including moving fees and entertainment room rental charges.

B. Receivables Report

The receivables were reviewed and two units were noted to be in serious arrears for strata fees. The Strata Agent will check to see if liens have been registered and do so if not. Another receivable was noted for a chargeback from several months ago and the Strata Agent was requested to follow-up with this Owner.

Council also requested that the Strata Agent follow-up with the Developers of a neighbouring building for power washing and window cleaning expenses.

6. NEW BUSINESS

A. Neighbouring Building's Litter

Council was apprised of an ongoing issue of litter being strewn about the front entrance area from the neighboring building due to the lack of a garbage receptacle. The Building Manager will point this concern out to the neighbours.

B. General Building Issues and Concerns

Council Members pointed out that there is a hole in the wall next to the garbage room entrance. The Building Manager will address this item. A concern was expressed as to the items stored in one of the enclosed garages. Storage restrictions in enclosed garages are the same as for the rest of parkade which includes the restriction of the storage of flammable items such as cardboard. A concern was also expressed about pet droppings on the roof top deck.

Council also pointed out that the finish on the lobby chairs is coming off and requires maintenance. Other common areas such as the entertainment room and main lobby are beginning to show signs of wear. This item will be reviewed and further considered at the next Council Meeting.

4. TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:55 P.M. The next Council Meeting is scheduled for **Tuesday, February 17th, 2009** at 6:30 p.m. in the entertainment room at 1166 Melville St., Vancouver, B.C.

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

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APPROVED _____
BY
COUNCIL: _____

DATE: _____

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2745, ORCA PLACE, HELD ON TUESDAY, FEBRUARY 17TH, 2009, IN THE ENTERTAINMENT ROOM AT 1166 MELVILLE STREET, VANCOUVER, BC

Council in Attendance:

Nathan Worbets

Hank Bergen

Brad Joseph

Kendyra Corttni

Mona Low

Mike Edwards (Non-Voting Member)

President

Vice President

Treasurer

Secretary

Building Manager:

Rene Dohan

Agent:

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

Regrets:

Dawn Shepard

Theresa Padilla

1. CALL TO ORDER

The Meeting was called to order by the Council President, Nathan Worbets at 6:39 p.m.

2. APPROVAL OF THE PREVIOUS MINUTES

It was **MOVED / SECONDED / CARRIED** to approve the minutes of the January 20th, 2009 Council Meeting as circulated.

3. BUILDING MANAGER'S REPORT

Council reviewed the report prepared by Rene Dohan regarding building operations over the past month. Discussion ensued as to the hot water distribution problem of the 15th floor.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

A. Noise Complaints

Council reviewed a letter from an Owner complaining about the Loden Hotel and the noise caused by the establishment and patrons, in particular just after closing. Council requested that the Strata Agent send a letter to the City of Vancouver registering the complaint on behalf of the Strata Council.

Council also reviewed an email from an Owner complaining about a disturbance caused by a function held in the entertainment room. In addition to noise there was also an issue where a guest was locked out and attempted to gain access by way of a townhouse patio. Rene Dohan was aware of the incident and

described in detail the circumstances of the complaint. The responsible Owner has been reprimanded and will not be able to hold any other functions in the entertainment room. The room was also not adequately cleaned.

Council continued discussion with respect to use of the entertainment room after the 3rd floor has been locked off. Council Members proposed that a time limit for functions held in the entertainment room be imposed to coincide with the noise bylaw which states as follows and includes noise related to use of the entertainment room:

REMINDER TO RESIDENTS AND OWNERS

The Strata Corporation bylaws state: "An Owner, Tenant or Occupant must not...use of the strata lot for any purposes which involves undue traffic or noise in or about the strata lot or common property between the hours of 10:30 p.m. and 7:00 a.m. or that encourage loitering by person in or about the strata lot or common property.

Residents and Owners are advised that the Strata Corporation bylaws prohibit unreasonable noise at any time of the day.

It was **MOVED / SECONDED / CARRIED** (3 in favour, 2 opposed) to implement a new rule to govern the use of the entertainment room to read as follows:

Rule # 12(e): Functions held in the entertainment room must be finished no later than 12:00 a.m., midnight, unless otherwise approved in advance by the Strata Council.

It was also agreed that the Strata Agent and Building Manager will update the rental agreement for use of the entertainment room as well as rules for the use of the room.

B. Town House Hot Water Tanks

Council reviewed and approved three additional requests for hot water tank replacement and repairs.

C. Building Envelope Maintenance Review

The draft proposal from Trow Associates Inc. was received just prior to the Council meeting. A meeting with Trow Representatives and the Strata Council will be held in the next two weeks to discuss and finalize the scope of the proposal.

D. Plumbing Leaks and Remedial Repairs

Remedial repairs as a result of recent plumbing leaks are all underway. Council suggested that a policy be established requiring that Owners be responsible for the costs to repair water damage caused from within a strata lot as well as to propose a bylaw to require that all owners and tenants have personal insurance to cover such damage.

E. Exterior Light Sensor

Installation of the light sensor to help increase security along the north alley is pending a quote from Ino-Tek Electrical.

F. Paladin Security Reports

The security reports submitted between mid December and January were reviewed. There were no indications of problems however Rene Dohan had concerns as Paladin was not supposed to respond to fire alarm calls and as such the last two site inspections should not be paid for.

G. Neighbouring Building Litter

Rene Dohan reported that he has spoken to the neighbouring Building Manager who declined to install a waste receptacle in front of their building noting that it will be used as an ashtray. The situation will continue to be monitored.

5. NEW BUSINESS

A. Landscape and Pond Maintenance

Council reviewed and approved the renewal of the landscape agreement at a cost of \$490.00 per month plus GST and the pond maintenance agreement in the amount of \$130.00 per month plus GST. Council also authorized up to \$400 to clean-up the planter pots.

B. Fire and Security Service Agreement

Council approved the annual service agreement renewal with Siemens Technologies for the fire safety and security systems.

C. Building Manager's Cell Phone Plan

The Strata Agent was requested to find a more reasonably priced cell phone plan for the Building Manager as costs appear to have escalated recently.

D. Electricity and Lighting Audit

Council continued a previous discussion as to energy costs at LMS 2745. The Strata Agent offered to contact a BC Hydro Power Smart representative to perform an energy audit as well as to discuss the issue with Radu Ghita of Dodwell Realty.

E. General Building Issues and Carry Forward Items

The following items will be followed up with over the next month:

- Contact the Holburn Group for reimbursement of power washing and window cleaning expenses.
- Quotes for townhouse roof top tree removal which will likely be included with the building maintenance review work.
- Penthouse roof-top clean-up
- Repair hole in wall next to garbage room.
- Refurbish or upgrade lobby and entertainment room furniture.

6. FINANCIAL REPORT

A. Financial Statements

Approval of the financial statements for December 2008 was deferred as the statements were not complete. Nathan Worbets requested that the monthly report include all the items previously attached such as the variance report, budget comparison, chargeback report as well as the full general ledger listings.

B. Receivables Report

The receivables were reviewed and four units were noted to be in serious arrears for strata fees. The Strata Agent has sent letters to these Owners and will follow-up with all other Owners in arrears including outstanding charge backs.

C. Pre-Authorized Payment Plan

A new PAP form was recently sent out to Owners as the previous form did not allow for the annual adjustment of strata fees. If not yet done so, please forward the completed form to Dodwell Strata Management at your earliest convenience. If you are not currently on PAP please take this opportunity to enroll. New participants must also provide a void cheque.

D. 2007 Financial Audit

Copies of the 2007 financial audit were given to the Council Treasurer for review prior to approval.

7. TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:45 P.M. The next Council Meeting is scheduled for **Wednesday, March 18th, 2009** at 6:30 p.m. in the entertainment room at 1166 Melville St., Vancouver, B.C.

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

APPROVED _____

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2745, ORCA PLACE, HELD ON WEDNESDAY, MARCH 18TH, 2009, IN THE ENTERTAINMENT ROOM AT 1166 MELVILLE STREET, VANCOUVER, BC

Council in Attendance:

Nathan Worbets

President

Hank Bargin

Vice President

Brad Joseph

Treasurer

Mike Edwards (Non-Voting Member)

Theresa Padilla

Dawn Shepard

Building Manager:

Rene Dohan

Agent:

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

Regrets:

Kendyra Corttni

Secretary

Mona Low

1. CALL TO ORDER

The Meeting was called to order by the Council President, Nathan Worbets at 6:40 p.m.

2. APPROVAL OF THE PREVIOUS MINUTES

It was **MOVED / SECONDED / CARRIED** to approve the minutes of the February 17th, 2009 Council Meeting as circulated.

3. BUILDING MANAGER'S REPORT

Council reviewed the report prepared by Rene Dohan regarding building operations over the past month. The following items were discussed:

- Pest control issue on the 17th floor.
- The sprinkler head replacement program for the parkade and storage lockers is ongoing. Some issues have been encountered with access to lockers, moving of contents, and removal of the screen.
- Uninsured vehicles and oil stains – letters to be prepared by the Strata Agent.
- Water Damage repairs to #1908 – Not complete. Strata Agent to follow-up.
- Parking Passes – Strata Agent to provide new list of pass numbers to the Building Manager.
- Fire Department Lock Box – A new style of lock box has been approved and must be installed at all multi-unit buildings in the City of Vancouver. Arrangements will be made for this installation as soon as possible.
- Vancouver Coastal Health: Annual Inspection: VCH has been to the building to inspect the whirlpool and noted some fairly minor deficiencies in addition to a requirement for the whirlpool chemicals to be

checked daily. It was **MOVED / SECONDED / CARRIED** to increase the Imperial Paddock Pools maintenance contract to 5 days per week at a cost of \$390.00 per month plus GST.

- Carpet Cleaning – Carpet cleaning was required on the 9th floor due to a mess caused by a resident. The cost of the carpet cleaning is to be back charged to the offending resident.
- Elevator Problems – Elevator problems had occurred earlier in the week with some difficulties with the Elevator Contractor. These issues have now been resolved.
- Building Manager's Overtime – Due to the extra time worked to reconcile the new Owners list and moves, an additional four days of time off was agreed to. The Building Manager will be on vacation from March 22nd to March 29th. Notices will be posted in prominent locations throughout the building.
- Petty Cash – Receipts for petty cash were provided to the Strata Agent for reimbursement to the Building Manager.

4. **BUSINESS ARISING FROM PREVIOUS MINUTES**

A. Building Envelope Maintenance - Consultants Proposal

On Monday March 9th Council Members and the Strata Agent met with the representative from Trow Associates Inc. to discuss and finalize the proposal for a limited assessment of roof areas not previously reviewed and to prepare a scope of work for the maintenance project which would be used for tendering.

At the meeting the initial proposal and the schedule "A" outlining specific tasks was reviewed and several adjustments were made. The Consultant was instructed to send the revised agreement to the Strata Agent prior to this meeting for the Strata Council's approval.

After final discussion amongst Council Members it was agreed to approve the Trow Associates Inc. proposal in the amount of \$26,800 plus GST. Expenses for field reviews and contract administration will be negotiated at a later date.

B. Noise Complaints

Council reviewed various noise complaints received from Residents over the past several months as discussed at the previous Council Meeting. One issue remains unresolved and although at least two letters have been sent it was suggested that the tenant may not have received the correspondence and therefore it was agreed to deliver a copy of the notice directly to the tenant.

REMINDER TO RESIDENTS AND OWNERS

The Strata Corporation bylaws state: "An Owner, Tenant or Occupant must not...use of the strata lot for any purposes which involves undue traffic or noise in or about the strata lot or common property between the hours of 10:30 p.m. and 7:00 a.m. or that encourage loitering by person in or about the strata lot or common property.

Residents and Owners are advised that the Strata Corporation bylaws prohibit unreasonable noise at any time of the day.

C. Hot Water System - Retrofit

An initial proposal to retrofit the hot water system has been received from DMS Mechanical. The cost for this proposal which includes a boiler and storage tank system is estimated at \$47,000 plus applicable taxes. Collection of additional quotes and proposal is ongoing with a decision likely to be made late next summer.

D. Exterior Light Sensor

A quote has been received from Ino-Tek Electrical to install motion detection lighting at the rear of the eight townhouses along the south lane at a total cost of \$1680.00 plus GST. It was **MOVED / SECONDED / CARRIED** to proceed with the installation. The Strata Agent was requested to ensure that the lights are adequately sealed from moisture.

E. Neighbouring Building Litter

Rene Dohan reported that he has again spoken to the neighboring Building Manager and exchanged email addresses and will be continuing to pursue this issue.

F. Town House Tree Removal

Two qualified arborists have been invited to bid on the townhouse tree removal project. Quotations will be reviewed at the next Council Meeting.

G. Reimbursement for Window Cleaning and Power Washing

The Strata Agent reported that an email has been sent again to the Holborn Group in order to recover costs for window cleaning and power washing resulting for the construction project to the south or Orca Place from last year. An attempt was also made to follow-up with a phone call however all phone numbers seem to be out of service.

H. Siemens Technologies – Fire Safety Testing and Inspection

Prior to issuance of the purchase order for the Siemens Fire Safety proposal, the Strata Agent checked on the cost of last year's service and discovered that the increase was much larger than initially thought and therefore it was recommended to obtain a comparative quotation before proceeding. The test and inspection is to be conducted in April.

I. Contract Cleaning Proposal

Council reviewed a proposal from R-7 Rafael Building and Maintenance to provide janitorial services to Orca Place for three days per week service in the amount of \$1,280 plus GST per month. As the current service has been less than adequate Council agreed to proceed with the R-7 proposal subject to the termination notice required by the current contract. It was **MOVED / SECONDED / CARRIED** to approve the R-7 Rafael Building and Maintenance proposal subject to termination of the existing contract.

5. NEW BUSINESS

A. Building Manager's Cell Phone Plan

The Strata Agent has contacted Rogers Wireless to discuss changing the cell phone plan to better reflect the actual need. Recent invoices have been far beyond the 175 minutes allocated and hence additional air time charges have been considerable. The proposed rate plans will be finalized at the next meeting.

B. Roof-top Clean-up

Complete.

C. Electricity and Lighting Audit

Pending.

D. Lobby and Entertainment Room Furniture

Council discussed having the lobby and entertainment room furniture re-finished. Nikon Restoration will be requested to quote on this work.

6. FINANCIAL REPORT

A. Financial Statements

The Strata Council Treasurer acknowledged receipt of the January 2009 financial statements. The Council President requested full copies of the financial statements for each month. As well, copies of the complete 2008 general ledger were requested by the Council President and Treasurer. A full listing of all charge backs from January 2008 to present was provided to Council.

B. Receivables Report

The receivables listings were reviewed. The Strata Agent explained that there are a number of outstanding accounts mostly for the catch-up payments. Letters are being prepared for all Owners in arrears.

One unit in particular has now accumulated significant arrears and has not submitted strata fees since September 2008. An initial letter has been sent to this Owner although no response has been received. It was **MOVED / SECONDED / CARRIED** to register a lien against this strata lot for all unpaid strata fees.

C. 2007 Financial Audit

Council Members approved and signed off on the 2007 financial audit.

D. Term Deposits

Two term deposits held on behalf of LMS 2745 will mature on March 29th, 2009. In light of the pending maintenance project Council agreed to cash in the term deposits and hold in the contingency reserve fund for the meantime. Council also requested to know what the minimum CRF balance is in order to avoid having to contribute the 10% of the operating budget obligatory contribution.

E. GST Rebate

Council requested information as to the GST rebate for BC Hydro and Terasen. The Strata Agent will find out for the next meeting.

7. CORRESPONDENCE

Council reviewed all correspondence sent to and received on behalf of the Strata Corporation. The following items were reviewed by Council:

- A letter was received from an Owner concerned about dogs off leash in the building.

NOTICE TO RESIDENTS

All residents are advised that all pets on common property, including in halls, elevators, lobby, and parkade must be on leash at all times and under complete control. Failure to comply is a breach of the Strata Corporation bylaws and subject to fines or other remedies which could include an order that the pet must be removed from the building. Your cooperation is appreciated.

- An issue with a Change of Tenancy where the Owner had paid twice was addressed. The Owner will be reimbursed for one of the charges.

8. **TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 8:40 P.M. The next Council Meeting is scheduled for **Tuesday, April 21st, 2009** at 6:30 p.m. in the entertainment room at 1166 Melville St., Vancouver, B.C.

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: 604-699-5255 Fx: 604-688-3245

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2745, ORCA PLACE, HELD ON THURSDAY, APRIL 23RD, 2009, IN THE ENTERTAINMENT ROOM AT 1166 MELVILLE STREET, VANCOUVER, BC

Council in Attendance:

Nathan Worbets	President
Hank Bargaen	Vice President
Brad Joseph	Treasurer
Kendyra Corttni	Secretary
Mona Low	
Mike Edwards	(Non-Voting Member)

Building Manager:

Rene Dohan

Agent:

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

Regrets:

Theresa Padilla

Dawn Shepard

1. CALL TO ORDER

The Meeting was called to order by the Council President, Nathan Worbets at 6:35 p.m.

2. APPROVAL OF THE PREVIOUS MINUTES

It was **MOVED / SECONDED / CARRIED** to approve the minutes of the March 18th, 2009 Council Meeting as circulated.

The Strata Council expressed their condolences for the untimely passing of Council Member Brad Joseph. Brad's contribution to Orca Place will be sorely missed.

3. BUILDING MANAGER'S REPORT

Council reviewed the report prepared by Rene Dohan regarding building operations over the past month. The following items were discussed:

- A leak has been reported into a twentieth floor suite. The source has not been determined and investigation to locate the source is currently underway.
- Another leak on the 6th and 7th floors has also been reported. It is believed that this leak could be related to excessive use of laundry soap. It is recommended that washers be run empty for one cycle to clear discharge hoses and drain lines of excess water and soap.
- Cosmetic repairs to common areas are underway.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

A. Building Envelope Maintenance – Roof Assessment and Scope of Work

Council reviewed a status report from Trow and Associates with respect to the building envelope maintenance review and scope of work. All field work has been completed and the assessment and tendering documents are expected to be received by the end of April.

B. Noise Complaints

Council reviewed another noise complaint received over the past month from a 23rd floor Resident. A letter was sent to the offending resident.

REMINDER TO RESIDENTS AND OWNERS

The Strata Corporation bylaws state: *"An Owner, Tenant or Occupant must not...use of the strata lot for any purposes which involves undue traffic or noise in or about the strata lot or common property between the hours of 10:30 p.m. and 7:00 a.m. or that encourage loitering by person in or about the strata lot or common property."*

Residents and Owners are advised that the Strata Corporation bylaws prohibit unreasonable noise at any time of the day.

C. Hot Water System – Retrofit

No new information.

D. Neighbouring Building Litter

Rene Dohan reported that he has been in communication with the neighbouring Building Manager and a solution to the litter problem is underway.

E. Town House Tree Removal

Council reviewed quotations for the townhouse tree removal from two qualified arborists. These trees have grown to an extent that they will cause damage to the building if not removed and replaced with a smaller and slower growing species.

It was **MOVED/SECONDED/CARRIED** to approve the quote from B.C. Plant Health Care in the amount of \$2,350 plus GST which includes the cost of the City of Vancouver Tree Removal Permit.

F. Reimbursement for Window Cleaning and Power Washing

The Strata Agent reported that no response was received subsequent to an email being sent to the Holborn Group, in order to recover costs for window cleaning and power washing resulting from the construction project to the south of Orca Place from last year. It appears unlikely that these funds will be collected but the Strata Agent will continue to pursue.

G. Siemens Technologies – Fire Safety Testing and Inspection

Council was advised of the comparative quote for the annual fire safety test although not comparable to the annual full service contract submitted by Siemens Building Technologies which includes the cost to repair or replace fire safety components over the course of the contract term. As it is most likely that repairs and replacement of components will be required, Council approved the Siemens proposal in the amount of \$7,500 per year plus GST. The contract will be signed and sent back to Siemens as soon as possible so that the annual fire safety test can commence as scheduled.

H. Contract Cleaning Proposal

A draft letter has been prepared to be sent to the current janitorial firm terminating their services. The Building Manager will confirm availability of the new firm prior to the Strata Agent sending the letter.

I. Building Manager's Cell Phone Plan

The Strata Agent has contacted Rogers Wireless and altered the cell phone plan to allow for 450 minutes of regular air time plus weekends and incoming calls at a cost of \$62.00 per month plus GST and system access fees. This plan does not have a contract term, however, Council had no objections to the three year contract which would reduce the cost to \$45.00 per month and may include a new phone. A Council Member offered to inquire with Telus Mobility as to a suitable plan as well which will be further considered at the next meeting.

J. Lobby and Entertainment Room Furniture

Upgrades to the lobby and entertainment room furniture are pending. The Strata Agent was requested to see if Dodwell can source replacement wallpaper.

K. Electricity and Lighting Audit

The Strata Agent has arranged for a BC Hydro Power Smart Energy Audit to see if reductions in electricity consumption are possible.

5. NEW BUSINESS

A. Electrical Vault Maintenance

Council was advised of a letter received from BC Hydro requiring that the three year maintenance is coming due in June 2009. The Strata Agent will arrange for quotes for this work for the next meeting. During the maintenance, the main electrical power will be shut-down with only emergency services in operation. Residents will be provided with ample advanced notice. The work is usually performed between 11:00 pm and 5:00 am.

B. Water Damage Cost Recovery

An Owner's insurance company has requested that a final release be signed on behalf of the Strata Corporation for costs associated with a water damage claim deemed the strata Lot Owners responsibility. Council agreed to the Strata Agent signing the document.

C. Common Area Power washing

The Building Manager and Strata Agent will review power washing requirements due to algae build-up and arrange for quotations accordingly.

D. Council Member Appointment

It was **MOVED/SECONDED/CARRIED** to appoint Mike Edwards as replacement Council Member effective immediately.

6. FINANCIAL REPORT

A. Financial Statements

The Strata Council acknowledged receipt of the February 2009 financial statements and approved both the January and February 2009 Financial Statements as prepared by Dodwell Strata. It was pointed out that the budget posted to the variance report includes a surplus. The Strata agent was requested to look into this anomaly

Due to a continued cash flow shortage, the Strata Council approved an additional \$20,000 cash flow loan from the contingency reserve fund to be repaid by the fiscal year end due to two unexpected large expenses.

B. Receivables Report

The receivables listings were reviewed. Although improvement has been noted with respect to arrears, the Strata Agent will continue to pursue all outstanding accounts.

C. Term Deposits

Two additional term deposits held on behalf of LMS 2745 will mature on April 27th and 28th. Council agreed to renew the term deposits subject to the current interest rates. Subsequent to the meeting it was determined that the current rate is .5% per annum and therefore it was agreed to find an alternative investment.

D. GST Rebate

Pending the 2008 Audit.

7. CORRESPONDENCE

Council reviewed all correspondence sent to and received on behalf of the Strata Corporation. The following items were reviewed by Council:

- An email correspondence was received from an Owner concerning energy efficiency and internet access in the parkade. Council has taken the recommendations under advisement.

8. TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:25 P.M. The next Council Meeting is scheduled for **Tuesday, May 19th, 2009** at 6:30 p.m. in the entertainment room at 1166 Melville Street, Vancouver, B.C.

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.

Dodwell Strata Management Ltd
On behalf of the Council for LMS 2745

Michael Chess

Strata Agent

#1701 – 1166 Alberni Street

Vancouver, BC V6E 3Z3

Ph: 604-699-5255 Fx: 604-688-3245

APPROVED _____

DATE: _____

BY

COUNCIL: _____

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

ਗੁਰੀ ਜਾਣਕਾਰੀ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ



MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2745, ORCA PLACE, HELD ON TUESDAY, MAY 19TH, 2009, IN THE ENTERTAINMENT ROOM AT 1166 MELVILLE STREET, VANCOUVER, BC

Council in Attendance:

Nathan Worbets	President
Hank Bargaen	Vice President
Mike Edwards	
Dawn Shepard	

Building Manager:

Rene Dohan

Agent:

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

Regrets:

Theresa Padilla	
Kendyra Corttni	Secretary
Mona Low	

1. CALL TO ORDER

The Meeting was called to order by the Council President, Nathan Worbets at 6:35 p.m.

2. APPROVAL OF THE PREVIOUS MINUTES

It was **MOVED / SECONDED / CARRIED** to approve the minutes of the April 23rd, 2009 Council Meeting as circulated.

3. BUILDING MANAGER'S REPORT

Council reviewed the Building Manager's report regarding building operations over the past month. The following items were discussed:

- A leak has been reported into a twentieth floor suite. The source has not been determined and repairs will commence as soon as possible.
- Another leak was reported emanating from a 21st floor suite caused by a faulty shower cartridge. Water damage repairs are required to two suites below and the repairs are underway. The costs will be charged back to the responsible Owner.

Owners and/or Residents are reminded to regularly check water supply and laundry connections for leaks. The cost of leak repairs will be charged back to Owners if responsible for damage.

The Strata Agent also advised that recent court decisions have indicated that Strata Corporations are not responsible for damage caused within strata lots, regardless of cause, notwithstanding strata corporation insurance coverage subject to insurance deductibles. Council agreed that the current policy of repairing in-suite water damage will continue.

- Council was apprised of a recent incident involving damage caused by a vehicle to one of the parkade gates. Temporary repairs have been completed but more extensive repairs are still required. The individual has now been identified and an ICBC claim will be filed to recover the costs of the repairs.
- A new power washing firm has been located who will likely be considerably less expensive than the former company.
- Currently the fire sprinkler company will not work directly for the Strata but is contracted through Siemens Building Technologies. The Strata Agent was requested to discuss this with Siemens who, subsequent to the meeting, agreed to permit LMS 2745 to be billed directly by the sprinkler company.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

A. Building Envelope Maintenance – Roof Assessment and Scope of Work

The roof assessment and scope of work are in progress although behind the original schedule. The Strata Agent was requested to pressure the consultants to ensure that tenders are received no later than July 1st, 2009.

B. Hot Water System – Retrofit

Another firm has been contacted to provide a proposal for the hot water system retrofit.

C. Neighbouring Building Litter

Rene Dohan reported that he has been in communication with the neighbouring Building Manager and a solution to the litter problem is underway.

D. Town House Tree Removal

The quotation to remove the town house trees has been approved and a purchase order issued on April 29th. Unfortunately, there have been delays due to the tree removal permit required by the City of Vancouver.

E. Reimbursement for Window Cleaning and Power Washing

No new information.

F. Contract Cleaning Proposal

The current cleaning contract will be terminated effective June 30th, 2009. The new contractor is available and ready to start July 1, 2009.

G. Building Manager's Cell Phone Plan

The new cell phone plan is in place and is expected to cost approximately \$62.00 per month plus access fee and taxes. A council member has also obtained pricing from Telus for a cell phone plan but it was agreed to hold off on any further changes until the first bill is received for the current plan. It was decided that a new cell phone is not required.

H. Lobby and Entertainment Room Furniture

Upgrades to the lobby and entertainment room furniture are underway.

I. Electricity and Lighting Audit

BC Hydro Power Smart Energy Audit representatives have not yet contacted the Strata Agent to perform the lighting and energy audit.

J. Electrical Vault Maintenance

One quote has been received for the electrical vault maintenance and a second quote is pending. Council agreed to proceed subject to receipt and review of the second quote.

5. NEW BUSINESS

A. Town House Roof Deck

The leak from a roof deck at one townhouse has reoccurred. In addition, the roof deck and pavers have been left in an unacceptable condition. The Strata Agent has requested that the roof be cleaned up however the permanent repair will be conducted at the time of the main project expected to proceed this summer.

B. Request to Reverse Change of Tenancy Fee

Council reviewed but declined a request to reverse a change of tenancy fee as the Owner rents the suite furnished. The standard policy is to charge the fee for all changes in tenancy regardless of whether or not moving furniture is required.

C. Canada Post Mailbox

Canada Post has placed a new mail box in very close proximity to the front entrance. Fortunately, the mailbox is likely to be relocated.

D. Townhouse Suite Entrance Door

An Owner, who recently painted their front door, used the wrong colour paint. The Strata Agent was requested to obtain a bucket of the correct paint colour.

6. CORRESPONDENCE

The following correspondence was received and reviewed by Council:

- 1) A piece of correspondence was received from a Town House Owner regarding various maintenance issues such as weeding along the roof decks, maintenance of deck drains, irrigation, and the use of the front hose connection. Arrangements will be made for items deemed to be the Strata Corporation's responsibility however routine maintenance of limited common property, including patios and roof decks are the Strata Lot Owner's responsibility. The Strata Agent was requested to send out a notice to the Town House, 26th floor, and Penthouse Owners advising of this responsibility.

7. FINANCIAL REPORT

A. Financial Statements

The Strata Council acknowledged receipt of the March 2009 financial statements. It was **MOVED/SECONDED/CARRIED** to approve the March 2009 financial statements.

Council was also apprised that the posting error regarding the budget surplus will be corrected once the budget is entered into the new computer system.

The issue of reconciling change of tenancy fees was also discussed. Currently the Building Manager has attempted to reconcile these charges back to May 2008 however the suite numbers are required to complete this task. The Strata Agent will follow-up. It was also agreed that this is a serious problem as

occasionally suites are vacated without notice. Methods to more precisely control this issue were discussed and will be further pursued.

The Strata Agent was also requested to charge back an Owner for a shower head replacement as well as to ensure that answering service charges be cancelled.

B. Receivables Report

There were no current receivables listings available for the meeting. The Strata Agent will continue to pursue all outstanding accounts. Please contact the Strata Agent if you have any questions about your account or if you have recently received a notice for a matter not yet resolved.

C. Term Deposits

The matured term deposits held on behalf of LMS 2745 have been deposited to the Contingency Reserve fund as the interest rate for renewal was only .5%. However, a Council Member was able to locate a much better rate. The matter will be further discussed before a final decision is made.

D. PST Rebate – B.C. Hydro

The Strata Agent has completed the required documentation for the PST rebate which was signed by the Council President.

E. 2008 Financial Audit

The audit is currently underway.

8. TERMINATION OF MEETING

There being no further business, the meeting was terminated at 8:35 P.M. The next Council Meeting is scheduled for **Monday, June 15th, 2009** at 6:30 p.m. in the entertainment room at 1166 Melville Street, Vancouver, B.C.

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.

Dodwell Strata Management Ltd
On behalf of the Council for LMS 2745
Michael Chess
Strata Agent
#1701 – 1166 Alberni Street
Vancouver, BC V6E 3Z3
Ph: 604-699-5255 Fx: 604-688-3245

APPROVED _____

DATE: _____

BY
COUNCIL: _____

IMPORTANT INFORMATION Please have this translated

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RENSEIGNEMENTS IMPORTANTS Prière de les faire traduire

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알려드립니다 이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG Xin nhờ người dịch hộ

ਬਹੁਤੀ ਜਾਣਕਾਰੀ ਵਿਰਧਾ ਕਰਕੇ ਕਿਸੇ ਕੋਲੋਂ ਇਸ ਦਾ ਉਲੰਘਾ ਕਰਵਾਓ



MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN LMS 2745, ORCA PLACE, HELD ON TUESDAY, JULY 21ST, 2009, IN THE ENTERTAINMENT ROOM AT 1166 MELVILLE STREET, VANCOUVER, BC

Council in Attendance:

Nathan Worbets	President
Hank Bargen	Vice President
Mike Edwards	
Dawn Shephard	
Theresa Padilla	
Mona Low	

Building Manager:

Rene Dohan

Agent:

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

Regrets:

Kendyra Corttn	Secretary
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1. CALL TO ORDER

The Meeting was called to order by the Council President, Nathan Worbets at 6:35 p.m.

2. GUEST BUSINESS

Prior to the call to order, Mr. Colin Tanner addressed Council as a Strata Lot Owner expressing concern with respect to obtaining copies of engineering reports for the building. The Strata Council confirmed copies of the report are available to be viewed at the Dodwell Strata Management offices.

2. APPROVAL OF THE PREVIOUS MINUTES

It was **MOVED / SECONDED / CARRIED** to approve the minutes of the May 19th, 2009 Council Meeting as circulated.

3. BUILDING MANAGER'S REPORT

Council reviewed the Building Manager's report regarding building operations over the past month. The following items were discussed:

- South Coast Plumbing has arranged for a major drain line auguring to clear all affected drains. In addition, a notice will be circulated to recommend to all residents to run washing machines without laundry soap to help further flush debris from the drains.
- Power washing has been completed; however, there were some concerns about damage to painted surfaces.

- The security lighting installation along the south side of the townhouses is in progress with only three units to be completed.

4. BUSINESS ARISING FROM PREVIOUS MINUTES

A. Building Envelope Maintenance – Roof Assessment and Scope of Work

Over the past month Trow Associates has completed the limited assessment of roof assemblies and other building components, has completed the specifications for the roof replacement and maintenance work, and issued tenders to qualified companies. All bids for both the roof replacement and the exterior maintenance renewal work have now been submitted and, just prior to the meeting, Trow submitted the bid summary with recommendations for Council's review.

The bids were considerably higher than the initial estimates; in addition, the duration of the roof project is such that the work would have to be conducted through the winter. A lengthy discussion ensued as to results of the bidding process and the scope of work included in this first phase of the maintenance work. Council pointed out that items appear to be included that were agreed would be part of the next phase of the project. Additional consultation and review is therefore required with Trow.

The Strata Agent will arrange for the Engineer from Trow to attend the next Council meeting to discuss planning options for this project in order to minimize costs to the Owners. The Strata Agent was also requested to make copies of the limited assessment for all Council Members.

B. Town House Tree Removal

The town house tree removal work will be undertaken in conjunction with the roof replacement project and is included in that scope of work. The Strata Agent related the issues encountered with the City when the initial permit application was submitted. The trees are part of the original development permit.

It was also pointed out that some of the trees along the south perimeter are not getting adequate water and are beginning to suffer. The Building Manager will check and ensure adequate irrigation.

C. Hot Water System – Retrofit

No new information.

D. Neighbouring Building Litter

Issues concerning the neighbours' litter have been resolved.

E. Electricity and Lighting Audit

BC Hydro Power Smart Energy Audit representatives have conducted the energy audit. The results of the audit were attached to the agenda for the meeting. The audit indicates that energy savings could be achieved by replacing the magnetic ballasts in the parkade with energy efficient electronic ballasts. The report will be given to a Power Smart Partner lighting supplier to provide an actual cost estimates.

F. Electrical Vault Maintenance

The work has been ordered and is awaiting BC Hydro's schedule for building power shut downs.

G. Town House Roof Deck

The leak from a roof deck at one townhouse has reoccurred and since the roof replacement project will not commence before next winter, arrangements will be made to have this portion of roof deck repaired as soon as possible.

H. Water Damage Repairs

All previous water damage repairs have been completed with the exception of one. Council reviewed the causes of the damages and requested that responsible parties be charged back the cost of the repairs.

Council was also apprised of one ongoing minor leak, the source of which has not yet been determined although the Engineer confirmed that it is not an exterior building leak.

I. Change of Tenancy Fees

The Strata Manager has compiled a list of all change of tenancies based on the forms submitted to the Building Manager which have occurred over the past year in order to reconcile this revenue account. All Owners responsible for change of tenancy fees not previously invoiced will be sent invoices in the next few weeks.

5. FINANCIAL REPORT

A. Financial Statements

Council reviewed the budget comparison (income/expense statement) for the month end May 2009 noting a slight budget deficit for the year to date.

B. Receivables Report

The Strata Agent reviewed the receivables listings with Council. Currently there are over \$30,000 in receivables; however, this is in large part due to the cancellation of pre-authorized payment applications which were not updated as requested on two occasions over the past six months. Owners who are on PAP should check their bank statements to ensure strata fees are being paid. Letters have been sent to all Owners in arrears.

C. Term Deposits

Due to the low interest rates currently paid on term deposits, all Contingency Reserve funds will be held in the CRF bank account.

D. PST Rebate – B.C. Hydro

Pending receipt of the cheque from the Province of British Columbia.

E. 2008 Financial Audit

Council Members signed off on the 2008 financial audit.

6. NEW BUSINESS

A. Sprinkler Dry Valve

Council was advised that one of the parkade dry sprinkler valves required immediate replacement as it was leaking and was replaced at a cost of \$2,649.00 plus GST.

B. Roof Anchor Inspection

The required annual roof anchor inspection has been ordered at a cost of \$570.00 plus GST.

C. Parkade Gate Damage

An insurance claim has been filed with ICBC relating to damage caused to the middle parkade gate when it came in contact with a vehicle passing through. ICBC requested copies of photos indicating how the damage occurred. The incident was captured on video and a copy of this will be provided to ICBC.

7. CORRESPONDENCE

The following correspondence was received and reviewed by Council:

- 1) A piece of correspondence was received from a Town House Owner regarding various maintenance issues and concerns. A copy of the letter will be given to the Building Manager for follow-up on these various items.
- 2) Council reviewed a request for reimbursement of change of tenancy fees as the elevator was not available for the move. The Building Manager was requested to look further into this situation and report back to Council.
- 3) Council reviewed an Owner's request to undertake selected upgrades to the unit including the installation of laminate flooring. Most of the items do not require Council approval; however Council did provide approval for the installation of laminate flooring.

Council also provided authorization to the Strata Agent to provide approval for Owners to install laminate flooring on Council's behalf for future installations.

8. TERMINATION OF MEETING

There being no further business, the meeting was terminated at 9:35 P.M. The next Council Meeting is scheduled for **Tuesday, August 25th, 2009** at 6:30 p.m. in the entertainment room at 1166 Melville Street, Vancouver, B.C.

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.

Dodwell Strata Management Ltd
On behalf of the Council for LMS 2745
Michael Chess
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