

THE COURTYARDS - STRATA PLAN VR 2215
MINUTES OF THE STRATA COUNCIL MEETING
Tuesday, May 11th, 2010 at 6:30 p.m., Unit #2257

COUNCIL PRESENT:

Gerald Dyer President
Martin Voslar Vice President
Jill Corraini Treasurer
Sarah Wall.
Ian Chong Fobs
Arthur Pawlak

MANAGEMENT PRESENT:

Christine Turner, Property Manager
PACIFIC QUORUM PROPERTIES INC.

1. **CALL TO ORDER**

The meeting was called to order at 6:35 p.m.

2. **APPROVAL OF PREVIOUS MINUTES**

It was:

MOVED / SECONDED

To adopt the minutes of the March 16th, 2010 Council Meeting as circulated.

CARRIED

3. **BUSINESS ARISING**

a) **Landscaping New Contract**

StrataKleen (cleaning company) has referred a landscaping company they think could do better than the current one. Gerald will collect the quote and compare to the scope of work provided by Lilla Landscaping the current company.

b) **Dryer Vent Cleaning**

The dryer vent cleaning will be June 5th this year and Jill is in charge, please make sure you contact her as per the Notices. If you have tenants in the suite please let them know of the mandatory event as you know, a charge will be levied if you do not provide access to Michael Smith Duct Cleaning that day.

d) **Status Unit # 103**

Trow Consulting Engineers Ltd, the company that signed the certificate of completion for the building envelope remedial work finished November 04 has been in contact with the owner of that unit and is very cooperative to correct the mistake made during the siding installation. At that time all the ventilation exits for the dryer and fans were covered with the siding.

e) **Parkade Pipes / Drains Flushing**

Two quotes were given; Roto Rooter for the amount of \$2750.00 + taxes and Modern Drainage for \$ 3490.00. The higher amount for Modern Drainage is due to the installation of cleanout that will facilitate the work in future.

Strata liked the one from Roto Rooter that included the power washing as well of the section where the work is performed. The property manager was asked to verify with them if they would clean the sum pump once the power washing is done for an extra cost so another company would not have to be call.

4. **FINANCE**

a) **Financial Statements**

The Treasurer advised that she has reviewed the financial statements, and found them to be in order and recommended acceptance.

b) It was:

MOVED/SECONDED

To accept the February and March 2010 Financial Statements.

CARRIED

5. **NEW BUSINESS**

a) **Emergency Line**

There was a lengthy discussion about what is consider an emergency following an invoice received from an owner that had a slow drain and called a plumber on his own and then the slow drain blocked few days later again and the emergency line of Pacific Quorum was called. Easy Care the company that take those calls, sent Latham's to do the work and an invoice of over \$16,000.00 was charged. Strata consider that although it is an unpleasant situation, this could have wait until Monday and another sink could have been used in the meantime. Those companies charged a very high amount when they do the work after hours and specifically on Sundays.

b) **Energy Efficient Program**

Since May 1st the energy efficient program has been improved by the government and the property manager will contact Albrite so the building can benefit of the rebate in buying new Exit signs and ceiling sconces as well as replacing the fluorescents in the parkade. It works out that almost only the cost of the electrician will need to be paid by Strata but the benefit will be great in the long run.

c) **Repairs of the cracked corner**

Rockport will be call to replace the planks that were damaged by a driver backing up in the north east corner of the building

d) **Smoke Detectors**

Few units seem to have an overly sensitive smoke detector and the fire inspection company will be ask to test them and replace it if needed when they do the Annual Inspection.

ADJOURNMENT

There being no further business this meeting was adjourned at 8:15 p.m.

THE NEXT MEETING IS SCHEDULED FOR July 13th, 2010 at 6:30 pm Unit 647

ATTENTION

**PLEASE KEEP THESE MINUTES ON FILE AS A LEGAL RECORD
OF YOUR STRATA CORPORATION'S BUSINESS**

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

#430 – 1200 West 73rd Avenue

Vancouver, BC V6P 6G5

Tel: (604) 685-3828 / Fax: (604) 685-3845 / Direct: (604) 638-1965-

christine@pacificquorum.com

THE COURTYARDS - STRATA PLAN VR 2215
MINUTES OF THE STRATA COUNCIL MEETING
Tuesday, March 16th, 2010 at 6:30 p.m., Unit #111

COUNCIL PRESENT: Gerald Dyer President
Martin Voslar Vice President
Jill Corraini Treasurer
Sarah Wall.
Ian Chong Fobs

Regrets: Arthur Pawlak

Guest: Unit # 110

MANAGEMENT PRESENT: Christine Turner, Propcrtty Manager
PACIFIC QUORUM PROPERTIES INC.

1. CALL TO ORDER

The meeting was called to order at 6:35 p.m.

2. APPROVAL OF PREVIOUS MINUTES

It was:

MOVED / SECONDED

To adopt the minutes of the January 12th, 2010 Council Meeting as circulated.

CARRIED

3. BUSINESS ARISING

a) Main pipe flushing in parkade

An owner has been experiencing problems with sink drainage on the first floor. Strata discussed and decided to have the main drains flushed in the parkade. Latham's provided a quote for approximately \$5,000.00. Two more quotes will be requested before a company is selected. This maintenance is to be performed every 5 to 7 years.

b) Door on Ash St.

The door into the courtyard is does not consistently latch and residents need to be aware of this issue and push the door closed to ensure the mechanisms is locked in. It has been repaired in many occasions however, due to weather and wind; the door will not consistently close.

d) Junk in garage / Improper waste in dumpster.

Material from renovations (ex: drywall), small appliances and other building materials have recently been found in the garbage bind.

Building items such as drywall and tile, paint cans, and any appliances (including televisions) cannot be dispose of in the regular garbage bin. These items must be disposed of by the owners themselves.

Our waste service will not pick up ANY garbage from the bins if they see improper materials in bins. Owners who dump improper materials into the garbage or recycling

bins may be subject to a fine. Strata Council will install new postings in the parkade with locations and phone numbers for places where these materials can be disposed of.

e) **Dryer Vent Cleaning 2010**

This year the cleaning will be scheduled for May. Again, there will be “Group Rate” for those who sign up ahead of time for the specific date. As you know now it is mandatory to have your dryer vent cleaned annually. Jill will be in organizing the schedule for cleaning, the date will be **May 29, 2010** details and price will be posted around the complex soon.

f) **Water Pressure in garage hose**

A lack of pressure was noted in the car wash hose in the parkade since the re piping and the property manager was asked to call Cambridge to investigate.

4. **FINANCE**

a) **Financial Statements**

The Treasurer advised that she has reviewed the financial statements, and found them to be in order and recommended acceptance.

b) It was:

MOVED/SECONDED

To accept the December 2009 and January 2010 Financial Statements.

CARRIED

5. **NEW BUSINESS**

a) **Envelope Issue**

During the recent re piping, it was noted in unit # 103 the opening of the vents in that unit were covered with siding, this most likely occurred during the envelope repair.

Cambridge took out 2 garbage bags of lint accumulated in the ceiling and did a temporary diversion of the pipe but it to situation still needs to be addressed. The property manager called Trow Consulting Engineers; the company that signed the certificate of completion after the envelope remedial work was completed. They have not returned her calls. If no response is received soon, Strata will consider following up and a legal letter.

b) **Enterphone**

Gerald is updating the list of buzzers numbers and names.

REMINDER: You need to have a phone plugged-in to your wall switch to access the buzzer. The old wall phone is not operational anymore. If you have a land line that is shared with an ADSL internet connection the enterphone may not work when the internet is connected and someone is trying to buzz you.

- c) **HRTC Service Agreement**
The receipts were mailed to all owners reflecting the expenses made until January 31st approved by Revenue Canada.
- d) **Landscaping Maintenance**
Due to the dissatisfaction of owners with the current company, Strata will obtain 2 quotes from other providers and a new company will be chosen.
- e) **Break-In in Parkade**
A break in was reported in the parkade last week during the day, the target appears to be Volkswagon vehicles. Strata is unsure how the person got into the parkade but it seems that the gate was left open for extended periods of time during the re piping on numerous occasions and might be the cause.
A metal bar was also removed from the gate during this time but the opening is so small that it is unlikely it would be the way they got in. Owners are reminded **NOT TO LEAVE YOUR REMOTE IN YOUR CAR.**
- f) **Thanks**
A special thanks to Natasha a former Council Member who let Cambridge use her 2 parking spots for the duration of the re piping project.

REMINDER: Strata members are volunteers. Any concerns, complaints, comments or questions should be directed to the Property Manager Christine Turner at Pacific Quorum. Owners should not be calling or knocking on the door of any strata council member for assistance.

*Re-Piping RETURN OF KEYS: The remaining units keys have been given to the Property Management Company and you will need to make arrangements to pick them up. Geruld does not have any owner keys in his possession.
THANKS FOR YOUR COOPERATION*

ADJOURNMENT

There being no further business this meeting was adjourned at 8:15 p.m.

THE NEXT MEETING IS SCHEDULED FOR May 11th, 2010 at 6:30 pm Unit 2257

ATTENTION

**PLEASE KEEP THESE MINUTES ON FILE AS A LEGAL RECORD
OF YOUR STRATA CORPORATION'S BUSINESS**

Submitted by:

PACIFIC QUORUM PROPERTIES INC.

#430 – 1200 West 73rd Avenue

Vancouver, BC V6P 6G5

Tel: (604) 685-3828 / Fax: (604) 685-3845 / Direct: (604) 638-1965-

christine@pacificquorum.com

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THE COURTYARDS - STRATA PLAN VR 2215
MINUTES OF THE STRATA COUNCIL MEETING
Tuesday, January 12th, 2010 at 6:30 p.m., Unit #647

COUNCIL PRESENT: Martin Voslar Vice President
Gerald Dyer President
Jill Corraini Treasurer
Arthur Pawlak Kayak Info.
Ian Chong Fobs

Regrets: Sarah Wall

MANAGEMENT PRESENT: Christine Turner, Property Manager
PACIFIC QUORUM PROPERTIES INC.

1. CALL TO ORDER

The meeting was called to order at 6:55 p.m.

2. APPROVAL OF PREVIOUS MINUTES

It was:

MOVED / SECONDED

To adopt the minutes of the July 21st, 2009 Council Meeting as circulated.

CARRIED

3. BUSINESS ARISING

a) Re Piping Status

About 20 suites have been completed by now. Strata Council is pleased with the work and cleanliness of the workers. Council noted that they would like the workers to be more easily recognizable and wear a badge. As well the property manager was asked to contact Cambridge to see if they could relocated the mirror by the gate so it is safe to drive out of the parkade.

The re piping work should be completed by the end of January.

b) Gutter Repair

The gutters were repaired where needed around the building at a cost of \$ 446.25 by Precision Gutters.

c) Kayak Storage

After much discussion, Strata Council passed a rule approving a trial run for Kayak storage in the bike room until the next AGM, any kayaks in the bike room will have to be installed at the cost of the requesting party, in a way that doesn't compromise the space needed for the bikes and will need to be approved by council. Arthur will be the contact person to ensure kayak storage meets Strata criteria and approval.

4. **FINANCE**

a) **Financial Statements**

The Treasurer advised that she has reviewed the financial statements, and found them to be in order and recommended acceptance.

b) It was:

MOVED/SECONDED

To accept the July, August, September, October and November 2009, Financial Statements.

CARRIED

5. **NEW BUSINESS**

a) **Noise Complains**

There are still numerous noise complaints. Residents need to recognize that they are living in a wood framed building and that sound travels easily between units.

Residents are reminded that ALL residents must comply with Bylaw 4.9

A resident or visitor must not make noise in and about any strata lot or the common property, including limited common property, between ten o'clock in the evening (10:00 PM) and seven o'clock in the morning (7:00 AM).

Use of washers, dryers and dishwashers is prohibited during the hours of 10:00 PM until 7:00 AM

This means that washers, dryers and dishwashers CANNOT be used from 10 PM until 7 AM. It is the owner's responsibility to remind their tenants of all bylaws as any fines issued are the owner's responsibility.

b) **Duct Cleaning Event**

Strata Council discussed scheduling duct cleaning for March of this year after all the re piping work has been completed in the building.

c) **HRTC Service Agreement**

Strata Council approved payment to Pacific Quorum for an amount of \$ 175.00 to prepare a statement for each owner showing the amount of fees paid to the Strata that qualify for the HRTC tax credit. Accounting will review all the expenses that qualify for the tax credit and will issue a receipt for each owner individually by the end of March, in time for the tax filings.

- d) **Hardwood Flooring**
Strata discussed guidelines for hardwood floor installation to ensure a better sound insulation and to minimize the noise complaints in future. Wording for a proposed bylaw will be discussed at a future meeting.
- e) **Fee Structure / Fines**
Strata discussed the current fee structure and fines. Please see attached Bylaws related to this. **These fines are applicable to late payment of Special Levies installments as well.**
- f) **Strata Property Act**
An amended Strata Act was approved in October 2009, it has not yet taken full effect, the details of the changes will be provided to Strata Council in a near future.
- g) **Quote for Sprinklers**
The outdoor sprinkler system has not been functional for several years. A previous quote for approximately \$ 6,000.00 was discussed; the property manager will contact different companies to acquire updated quotes.
- h) **Council Member Resignation**
Council accepted the written resignation of John Vanderwall from council.

ADJOURNMENT

There being no further business this meeting was adjourned at 8:30 p.m.

THE NEXT MEETING IS SCHEDULED FOR March 16th, 2010 at 6:30 pm Unit 111

ATTENTION

**PLEASE KEEP THESE MINUTES ON FILE AS A LEGAL RECORD
OF YOUR STRATA CORPORATION'S BUSINESS**

Submitted by:
PACIFIC QUORUM PROPERTIES INC.
#430 – 1200 West 73rd Avenue
Vancouver, BC V6P 6G5
Tel: (604) 685-3828 / Fax: (604) 685-3845
christine@pacificquorum.com

Courtyards – VR 2215

PET REGISTRATION FORM

OWNER'S NAME: _____

UNIT # _____ **TELEPHONE #** _____

EMERGENCY CONTACT NAME: _____ **PH #** _____

CAT **DOG** **NAME:** _____ **BREED:** _____

COLOUR: _____ **AGE:** _____ **LICENSE # (if applicable)** _____

WEIGHT: _____ **MARKINGS:** _____

VET'S NAME (Optional): _____ **PH#** _____

PLEASE ATTACH PHOTOGRAPH

I (we) _____ of Unit # _____
hereby certify that we have received, read, understand, and will comply with the
Courtyards Pet Bylaws.

Signed _____ Date: _____

Comments: _____

Approval Granted by: _____

Print Signature

Print Signature

THE COURTYARDS - STRATA PLAN VR 2215
MINUTES OF THE STRATA COUNCIL MEETING
Tuesday, July 21st, 2009 at 6:30 p.m., Unit #625

COUNCIL PRESENT: Caroline Blewett
Gerald Dyer
Jill Corraini
Arthur Pawlak

Regrets: Natasha Harris
Martin Voslar
Ian Chong

Guests: Owners and Tenants – unit 2263

MANAGEMENT PRESENT: Christine Turner, Property Manager
PACIFIC QUORUM PROPERTIES INC.

Guests: The owner and the 2 tenants of unit # 2263 came to contest a fine for a second noise complaint from their unit. Council listened and asked questions and they will make a decision in the disputation of the fine and forward their decision to the involved parties.

1. CALL TO ORDER

The meeting was called to order at 6:35 p.m.

2. APPROVAL OF PREVIOUS MINUTES

It was:

MOVED / SECONDED

To adopt the minutes of the May 26th, 2009 Council Meeting as circulated.

CARRIED

3. BUSINESS ARISING

a) Satellite Dish on the Roof

One owner asked permission to put his satellite on the roof for the benefit of few other owners. Council is asking him to organize a proposal and submit it for review.

b) Gutter Repair

A quotation was passed around for the repair of some gutter sections that separated from the building during winter. The amount is \$875.00 plus G.S.T by Right Choice Gutter Cleaning. Council found this quote too expensive and proposed to look at it first and see if council could do the work "in house".

- c) **Landscaping Issue**
Caroline looked into the contract that Strata has with Lila Landscaping to answer complaints about the frequency and inconsistency of the work performed. . A letter will be sent to the company to improve the situation.

4. **FINANCE**

- a) **Financial Statements**
The Treasurer advised that she has reviewed the financial statements, and found them to be in order and recommended acceptance. She noticed that the natural gas price has doubled in comparison to last year and has recommended that all owners to be aware of this when using their fireplace.
It was:
MOVED/SECONDED
To accept the May and June 2009, Financial Statements.
CARRIED
- b) A transfer from the CRF account has been approved by Council Members in order to cover \$10,000.00 outstanding bills (Easy Care and Latham's) following the leaks that occurred during the winter. This is to avoid any late payment charges and to maintain a good working rapport with them
MOVED/SECONDED (Nadeau/Dyer)
All in favor
CARRIED

5. **NEW BUSINESS**

Please send an email to Christine (christine@pacificquorum.com) so we can have your email on file and forward you any communication by email (minutes, notices etc...) in order to save on the paper and postage cost.

- a) **Coming AGM**
The Property Manager has presented a Draft Budget for review by all council members. It was suggested that we get some quotes re the piping, so we can have information to present to all owners at the AGM.

6. **ADJOURNMENT**

There being no further business this meeting was adjourned at 8:30 p.m.

**THE NEXT MEETING IS THE AGM SCHEDULED FOR OCTOBER 28th, 2009
AT 7:00 PM AT**

Note to all residents: during this hot weather, all are more than welcome to assist in the watering of the gardens. Your help would be much appreciated.

ATTENTION
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Submitted by:
PACIFIC QUORUM PROPERTIES INC.
#430 – 1200 West 73rd Avenue
Vancouver, BC V6P 6G5
Tel: (604) 685-3828 / Fax: (604) 685-3845
christine@pacificquorum.com

The Courtyards – VR 2215

PET REGISTRATION FORM

OWNER'S NAME: _____

UNIT # _____ **TELEPHONE #** _____

EMERGENCY CONTACT NAME: _____ **PH #:** _____

CAT **DOG** **NAME:** _____ **BREED:** _____

COLOUR: _____ **AGE:** _____ **LICENSE # (if applicable)** _____

WEIGHT: _____ **MARKINGS:** _____

VET'S NAME (Optional): _____ **PH#** _____

PLEASE ATTACH PHOTOGRAPH

I (we) _____ of Unit # _____
hereby certify that we have received, read, understand, and will comply with the
Courtyards Pet Bylaws.

Signed _____ Date: _____

Comments: _____

Approval Granted by: _____

Print

Signature

Print

Signature

THE COURTYARDS - STRATA PLAN VR 2215
MINUTES OF THE STRATA COUNCIL MEETING
Tuesday, May 26th, 2009 at 6:30 p.m., Unit #111

COUNCIL PRESENT: Caroline Blewett
Gerald Dyer
Jill Corraini
Arthur Pawlak
Martin Voslar
Ian Chong

Regrets: Natasha Harris

MANAGEMENT PRESENT: Christine Turner, Property Manager
PACIFIC QUORUM PROPERTIES INC.

1. CALL TO ORDER

The meeting was called to order at 6:35 p.m.

2. APPROVAL OF PREVIOUS MINUTES

It was:

MOVED / SECONDED

To adopt the minutes of the March 17th, 2009 Council Meeting as circulated.

CARRIED

3. BUSINESS ARISING

a) Move in / out fees, Tenant info

Pacific Quorum must be in receipt of your Form K within 14 days of your tenant moving in to your suite. Failure to submit this form will result in fines being levied against the Owner's strata account..

For security and emergency purposes it is very important to have this information on file.

The \$50.00 move in fee is subject to a \$50.00 fine if not paid at the time of the move in.

This will be monitored very closely from now on.

b) Unit # 105

That unit had a recurring leak happening and Latham's will try to solve this problem again.

c) Concrete Pole by the Garage

Council Members have not yet reached a decision if they want to remove the broken pole that was damaged when a car backed into it and damaged the base. Since it will never be functional again, an estimate will be obtained to determine the repair cost and ICBC will be contacted by the Property Manager to investigate if they will pay the Strata the repair cost instead of carrying out the repairs.

- d) **Piping Options**
Once again the discussion centered on the need to get few quotes so we can present Owners with different options and cost ideas at the next AGM
- e) **Insurance / Repair & Maintenance Expenses**
Various water leaks in the past few months have left a deficit in the budget. The option of processing an insurance claim is not a prudent move as every claim is subject to a \$5,000.00 deductible and this will ultimately increase the annual premium to the building.

LOCKER INFORMATION

If you are not sure of your locker number please contact Pacific Quorum to verify. An updated list is on file and will alleviate any misunderstandings.

4. FINANCE

- a) **Financial Statements**
The Treasurer advised that she has reviewed the financial statements, and found them to be in order and recommended acceptance.
It was:
MOVED/SECONDED
To accept the February, March and April 2009, Financial Statements.
CARRIED

5. NEW BUSINESS

REMINDER

45.14 A resident must not display or erect fixtures, poles, clotheslines, racks, storage sheds and similar structures permanently or temporarily on limited common property, common property or land that is a common asset. Despite the foregoing, the placing of items on the limited common property balconies or patio areas shall be limited to free standing, self contained planter boxes or containers, summer furniture and accessories.

41.3 A resident must not store anything other than what is permitted by the Bylaws or Rules on common property, including limited common property. If items are stored in violation of the Bylaws or Rules, the items will be removed by council with notification.

Please ensure that no other items are stored on your deck or patio as per the above noted bylaw. At this time, satellite dishes or not permitted.

Your co-operation in this matter is greatly appreciated.

a) **Pet Registry**

Council Members consider it important that all pets within the building are to be registered. This is to ensure that any lost or stray animal found loose in the building can be returned to the rightful owner. Please complete the enclosed pet registry form and return it to Pacific Quorum so that the information is on file.

b) **Meetings**

If you need to discuss a matter with Strata Council please send an email to Christine at Christine@pacificquorum.com with the subject you wish to discuss. Your attendance at the next meeting is welcomed. However, it will only be for the duration of the discussion pertaining to your concern..

6. **ADJOURNMENT**

There being no further business this meeting was adjourned at 8:30 p.m.

**THE NEXT STRATA COUNCIL MEETING IS SCHEDULED FOR JULY 21st,
2009 AT 6:30 PM**

**ATTENTION:
PLEASE KEEP THESE MINUTES ON FILE AS A LEGAL RECORD
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Submitted by:
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Tel: (604) 685-3828 / Fax: (604) 685-3845
christine@pacificquorum.com

**The Courtyards – VR 2215
PET REGISTRATION FORM**

OWNER'S NAME: _____

UNIT # _____ **TELEPHONE #** _____

EMERGENCY CONTACT NAME: _____ **PH #:** _____

CAT **DOG** **NAME:** _____ **BREED:** _____

COLOUR: _____ **AGE:** _____ **LICENSE # (if applicable)** _____

WEIGHT: _____ **MARKINGS:** _____

VET'S NAME (Optional): _____ **PH#** _____

PLEASE ATTACH PHOTOGRAPH

I (we) _____ of Unit # _____
hereby certify that we have received, read, understand, and will comply with the
Courtyards Pet Bylaws.

Signed _____

Date: _____

Comments: _____

Approval Granted by: _____

Print

Signature

Print

Signature

THE COURTYARDS - STRATA PLAN VR 2215
MINUTES OF THE STRATA COUNCIL MEETING
Tuesday, March 17, 2009 at 6:30 p.m., Unit #647

COUNCIL PRESENT: Caroline Blewett
Gerald Dyer
Jill Corraini
Natasha Harris

Regrets: Arthur Pawlak
Martin Voslar
Ian Chong

MANAGEMENT PRESENT: Christine Turner, Property Manager
PACIFIC QUORUM PROPERTIES INC.

1. CALL TO ORDER

The meeting was called to order at 7:05 p.m.

2. APPROVAL OF PREVIOUS MINUTES

It was:

MOVED / SECONDED

To adopt the minutes of the January 13th, 2009 Council Meeting as circulated.

CARRIED

3. BUSINESS ARISING

a) **Building Leak Status**

The work has been completed in units # 101, 102, 103, 104 and 105.

b) **Landscaping Contract**

After review of 3 quotes, Strata awarded the yearly contract to Lilla Landscaping for \$395.00 per month.

c) **Bike Room Cleaning**

As posted in the minutes and in the building long in advance, the removal of untagged bikes took place last week and were given to a Charity chosen by the Strata Council. This will now be considered an annual spring event.

d) **Mail Box Status**

According to Lock Rite Security, the new panel should be installed by mid-April.

Fire Place Maintenance

According to Bylaws it is the responsibility of each Owner to maintain their fire place every few years. Please, if yours has not been serviced for few years make sure you do so before next winter. If it stops working suddenly, the Strata will not call a company for you so be prepared to have one. Each Owner is responsible for keeping this appliance in safe working order.

4. FINANCE

a) Financial Statements

The Treasurer advised that she has reviewed the financial statements, and found them to be in order and recommended acceptance.

It was:

MOVED/SECONDED

To accept the December 2008 and January 2009, Financial Statements.

CARRIED

5. NEW BUSINESS

At the last AGM, a resolution for a bi-annual shut off of the water was passed. The first shut off date will take place on April 24th, 2009. If you are planning any future renovations, please note to do them now, as the next shut off date will not be until October 2009.

Your co-operation in this matter is greatly appreciated.

a) Unit # 631 has a bent gutter that requires repairing.

6. ADJOURNMENT

There being no further business this meeting was adjourned at 8:30 p.m.

**THE NEXT STRATA COUNCIL MEETING IS SCHEDULED FOR MAY 26th,
2009 AT 6:30 PM**

**ATTENTION:
PLEASE KEEP THESE MINUTES ON FILE AS A LEGAL RECORD
OF YOUR STRATA CORPORATION'S BUSINESS**

Submitted by:
PACIFIC QUORUM PROPERTIES INC.
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THE COURTYARDS - STRATA PLAN VR 2215
MINUTES OF THE STRATA COUNCIL MEETING
Tuesday, January 13, 2009 at 6:30 p.m., Unit #647

COUNCIL PRESENT: Caroline Blewett
Gerald Dyer
Jill Corraini
Ian Chong
Martin Voslar
Arthur Pawlak
Natasha Harris

MANAGEMENT PRESENT: Christine Turner, Property Manager
PACIFIC QUORUM PROPERTIES INC.

1. CALL TO ORDER

The meeting was called to order at 6:40 p.m.

2. APPROVAL OF PREVIOUS MINUTES

It was:

MOVED / SECONDED

To adopt the minutes of the September 29th, 2008 Council Meeting as circulated.

CARRIED

3. BUSINESS ARISING

a) Building Leak and Re- Piping

In the past few months there were numerous leaks in the building mainly on the first floor (# 102 - # 104 - # 105 - # 109 - # 110 - # 111). The Property Manager was asked to get professional advice so Council Members can study their options and prevent more damages.

A committee has been formed of Jill, Natasha, Arthur and Caroline to gather information on re-piping.

b) Christmas Tree Bylaw

This item will be presented as a resolution to be voted on by owners at the next AGM.

c) New Fobs

Caroline Blewett has volunteered to program the new fobs, bought at a significantly lower price now that an outside company does not have to do the programming.

GARAGE – DOOR REMOTE

Remotes/fobs that open the parking garage door at 629 – 643 West 7th Avenue should not be left in anywhere in your vehicle. For everyone's security, the garage door must be closed before you leave the parking area. If your remote is lost or stolen, report it to Pacific Quorum Properties immediately. This may involve changing the code. (On all remotes).

4. **FINANCE**

a) **Financial Statements**

The Treasurer advised that she has reviewed the financial statements, found them to be in order and recommended acceptance.

It was:

MOVED/SECONDED

To accept the November 2008 financial statement as circulated.

CARRIED

Council members suggested having a Re-Plumbing Fund integrated to the next year's budget so that money will be available when a permanent solution is found.

5. **NEW BUSINESS**

a) **Contact Information**

In case of emergency or Strata related information please contact **Pacific Quorum Properties at 604-685-3828** not council members, they are volunteers and cannot be called to answer questions at any time. Please respect their privacy.

b) **Security**

During the past weekend the mailbox panel was been forced open. Because of the configuration of the panel, it seems no real solution is available to avoid the same scenario in the future. Owners are reminded to pick up their mail everyday.

c) **Recycling and Disposal**

All owners/residents are reminded to arrange for the private disposal of all unwanted personal items – old electronic equipment, mattresses, furniture, construction debris etc. cannot be dumped in the garage or recycling bins as neither the garbage disposal contractor nor the City of Vancouver will not remove them. The last time this happened Council Members had to remove the items from the garbage. An owner/resident seen dumping any personal items in the garbage will be fined. When recycling bigger boxes owners/residents are asked to take the time to break them down as the contractors will not pick them up if they are in the blue box.

Most items can be taken to the Vancouver South Transfer Station, 377 W. Kent Avenue,
North Vancouver.

Contact numbers for recycling old personal items:

1-800-GOT-JUNK

604-TRASH-IT

CMI Trash & Junk Removal 604-725-6499

Roman Kurowski 604-817-3277

Paint should be disposed of at the Go-Green Bottle Depot at the corner of
Ontario and 7th Avenue Vancouver

- d) **Snow Removal**
The Property Manager will research for a company to do the snow removal for next year or have someone from the building to take charge of it and make sure the sidewalk is clear before 10 a.m. each morning as per City of Vancouver Bylaws.
- e) **Landscaping**
The Property Manager was asked to get few quotes to have a contract in place for spring with a new landscaping company.
- f) **Spring Cleaning**
In March there will be cleaning of the garage and the bike room, in preparation of the bike racks installation. All bikes left untagged will be removed and discarded.

Owners/Tenants

All tenants are subject to the same rules as owners.
As an owner you have the responsibility to let your tenants know the Rules and Bylaws of the building (E.g.: No laundry after 10:00pm).
Fines may be issued to an owner if his/her tenant violates the Bylaws or Rules.

6. **ADJOURNMENT**

There being no further business this meeting was adjourned at 8:30 p.m.

**THE NEXT STRATA COUNCIL MEETING IS SCHEDULED FOR TUESDAY,
MARCH 17TH, 2009 AT 7PM UNIT # 111.**

**ATTENTION:
PLEASE KEEP THESE MINUTES ON FILE AS A LEGAL RECORD
OF YOUR STRATA CORPORATION'S BUSINESS**

Submitted by:
PACIFIC QUORUM PROPERTIES INC.
#430 – 1200 West 73rd Avenue
Vancouver, BC V6P 6G5
Tel: (604) 685-3828 / Fax: (604) 685-3845
christine@pacificquorum.com

The Courtyards – Strata Plan VR 2215
Minutes of the Strata Council Meeting
Monday, September 29, 2008 at 6:30 p.m, unit 625

Council present: Caroline Blewett
Gerald Dyer
Jill Corraini
Ian Chong
Martin Voslar
Regrets: Natasha Harris
Management present: Christine Turner, Property Manager
Pacific Quorum Properties inc.

1. **Call to order:**

The meeting was called to order at 6:40 p.m.

2. **Approval of the previous minutes**

It was:

Moved/seconded

To adopt the Minutes of the August 19th, 2008 Council Meeting as circulated.

Carried

3. **Business arising**

- Fire inspection deficiencies
P & P Safety will be in the building to investigate and find a permanent solution to the flashing lights in the panel of the electrical room.
- Exhaust fan
Power House has replaced the exhaust fan that disappeared from the electrical room.
- Envelope inspection
The envelope inspection was performed by Colin from Rockport on September 29 and 30 and a report will follow.
- Leak in unit 109 and 110
The plumbing company has replaced the faulty pipes and Rockport closed the ceiling of the 2 units.
- Roof repairs
The Crown Roofing work was completed as per the scope of work given to us. Mr. Dyer has noted after inspection of the work that a few of the caps to cover the pipes sticking out from the roof are missing, the Property Manager was asked to call the company to ensure they correct that detail before the final invoice is paid.

- **Bollards**
The Property Manager was instructed to review the quotation for buying and installing bollards to protect the work that was just done to replace the siding in the back alley, without a proper protection the area is subject to more damages.
- **Vent Cleaning**
The vent cleaning was completed on Saturday September 27th; many owners had not responded to the August deadline to put their name on the list, this will be left to their responsibility to contact a company to perform the cleaning which is mandatory once a year. All units found contravene the law will be assessed a \$ 75.00 bylaw fine on a monthly basis. The receipt should be given to Mr. Dyer (council president) or Pacific Quorum Property Management Company.
- **Bike racks**
Research is in progress regarding bike racks. Quotations will be submitted at a further meeting.
- **Lockers**
Each of the unit has assigned a locker, please contact Mr. Dyer (unit 111) if in doubt, there is few empty ones left.

4. Finance

Financial Statement

The Strata Treasurer advised that she has reviewed the financial statements, found them to be in order and recommended acceptance.

It was:

Moved/Seconded

To accept the August 2008 financial statements as circulated.

Carried

Arrears

A reminder that fines will applied to those who are late with payment of their monthly strata fee as per bylaw.

2009 Draft Budget

The 2008/2009 budget was presented to council members for review before the presentation at the AGM. A proposal to move \$ 5000.00 from the CRF fund to the operation fund will be presented in order to cover this year deficit.

5. New Business

- **Terasen**
The Property Manager was asked to inquire with Terasen Gas Company the reason for a lock on the gas shut off valve.

- **Security**

During the past weekend the mailbox panel has been forced open, because of the configuration of the panel, it seems that no real solution could be applied at this moment to avoid the same scenario in a near future, so all owners are suggested to pick up their mail everyday if possible.

- **Water Shut Off**

A bylaw will be proposed to have a limit of 2 times a year for the shut off of water to the entire building for renovation purposes.

Please contact council with a date for any renovation to start before proceeding.

6. **Adjournment**

There being no further business, this meeting was adjourned at 7:40 pm

The next meeting of the Strata Corporation is the Annual General Meeting
On Tuesday November 18th, 2008 at 7:00pm at Holiday Inn, 711 W. Broadway.

THE COURTYARDS - STRATA PLAN VR 2215
MINUTES OF THE STRATA COUNCIL MEETING
Tuesday, June 19, 2008 at 7 p.m., Unit #647

COUNCIL PRESENT: Favian Yee
Gerald Dyer
Jill Corraini
Natasha Harris
Ian Chong
Martin Voslar

Regrets: Caroline Blewett

MANAGEMENT PRESENT: Mikhail Ratchkovski, Property Manager
PACIFIC QUORUM PROPERTIES INC.

1. CALL TO ORDER

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

2. APPROVAL OF PREVIOUS MINUTES

It was:

MOVED/SECONDED (Corraini/Dyer)

To adopt the minutes of the April 8, 2008 Council Meeting as circulated.

CARRIED

3. BUSINESS ARISING

a) Building Envelope Maintenance

Council reviewed quotations for building's envelope inspection. Noting that this report will outline necessary maintenance and will ensure compliance with the building envelope warranty. After discussion Council decided to award the contract of the inspection to Rockport at a cost of \$3,800.00

b) Roofing Report

Council reviewed a report from Crown Roofing in follow up of the request for a quotation for roof maintenance based on the report from ATC. It was noted that these repairs are necessary to prevent possible roof leaks that may occur in the Fall-Winter season if not remedied and cause further expenditures. After discussion, noting that the current repairs and maintenance budget is insufficient for such expenditure it was:

MOVED/SECONDED (Harris/Dyer)

to expense \$15,000 from the Contingency Reserve Fund and commence roof repairs by Crown Roofing

CARRIED

c) Electrical Room Vent Repairs

This issue was deferred until future meetings.

- d) **Fire Inspection Deficiencies**
Discussion centered regarding necessary repairs to the fire control system at the property. It was noted that a \$2,000.00 budget was established in this regard and P&P Safety has been requested to attend to the deficiencies outlined in the report. The Property Manager will further work P&P Safety in this regard and report to Council on progress.
- e) **Bike Racks**
Property Manager was directed to contact Dobra Design and request contacting Jill or Natasha to arrange for meeting on site in order to determine appropriate bike rack for the property.
- f) **Bollards Installation**
This matter was deferred until future meetings.
- g) **2251 Exterior Wall Repairs**
Discussion centered regarding repairs required the damaged siding on at the exterior wall near unit 2251. It was noted that Rockport will be attending to the property and is be expected to quote on proposed repairs.
- h) **647 – Interior Repairs**
Noting that all roofing repairs have been completed and the leak issue resolved it was also noted that a general maintenance contractor is expected to complete the drywall repairs in the next few weeks.
- i) **Piping Inspection**
Council decided that funding comprehensive plumbing inspection is not necessary at this time noting that with the rule limiting water shut downs and discovery of extra vents allowing localized water shut off for parts of the building there were no significant plumbing leaks at the property. If necessary this matter will be further discussed at future meetings and included on the AGM agenda.
- j) **Recycling**
Council would like to thank Caroline and Natasha for dealing with the recycling problems at the property. Noting that this problem has been completely resolved.
- k) **Lockers and Parking Stalls**
Discussion centered regarding correction of Locker Numbers and Parking Stalls number. It was noted that numerous letters and forms have been mailed, left under the doors and phone messages left to the owners who have not identified their respective stalls and lockers. Council decided that Gerald will count all lockers at the property and lockers found without reference will be cleared out and assigned as per future discussion.
- l) **Electrical Repairs - 109**
Council was informed that all repairs in the unit have been completed.

m) **Landscaping**

Council was informed that Caroline and Natasha are meeting with the landscaping contractor (Rakes and Ladders) on Monday 23, June to discuss available option and find a solution to prevent damage to the landscaping by dogs. It was noted that landscaping looks better and additional flowers have been planted by Caroline and Natasha at the property. Council thanked both members for continued attention to this matter.

n) **103 – Leak**

Council was informed that all drywall repairs in the unit have been completed.

o) **Window Cleaning**

Window cleaning issue was deferred.

4. **FINANCE**

a) **Financial Statements**

The Property Manager was directed to mail all financial statements to Jill Corraini.

b) **Arrears**

Arrears were discussed and amounts were noted.

5. **NEW BUSINESS**

a) **Vent Cleaning**

Discussion centered regarding collective dryer vent cleaning noting that a cleaning date has been tentatively set up for August. It was noted that once the exact date has been determined notices will posted in advance at the property in this regard.

Notice to Owners.

The owners are reminded that as per Strata Bylaws cleaning of dryer vents is mandatory and all units must commence such cleaning once per year. Units found in contravention of this Bylaw will be assessed \$75 Bylaw fines on monthly basis.

b) **2257 – Pet Request**

Discussion centered regarding a request to allow for an additional dog residing with the owners of the unit on the property. After discussion, It was:

MOVED/SECONDED (Yee/Corraini)

to deny this request, noting Strata Bylaws have been approved by all owners and additional dog would be in clear violation of this Bylaw.

CARRIED

c) **Car Wash Area Pipe Leak**

It was noted that a copper pipe near the car wash area has developed a minor leak. The Property Manager was directed for this matter to be attended by the Latham's Plumbing at the next regular visit to the property.

d) **Lack of Hot Water**

The Property Manager was directed to contact Latham's and request inspection of the hot water tanks noting that some owners reported intermittent shortages of hot water in the last few weeks. The Property Manager will request the plumbing contractor to attend to this matter as a part of the scheduled quarterly maintenance inspection if possible.

e) **Confidentiality**

Council discussed matters pertaining to distribution of privacy information and decided to further discuss this matter at the next Council meeting. The Property Manager was requested to provide related information pertaining to Council's Ethics in this regard.

ENTERPHONE NUMBERS
IF YOU REQUIRE CHANGES TO THE NAMES ON THE ENTERPHONE
PLEASE CONTACT THE OFFICE OF PACIFIC QUORUM AT 604-685-3828

6. **ADJOURNMENT**

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

**The next meeting of the Strata Corporation is scheduled for
Tuesday, August 19, 2008 at 6:30p in Unit 647.**

ATTENTION:
PLEASE KEEP THESE MINUTES ON FILE AS A LEGAL RECORD
OF YOUR STRATA CORPORATION'S BUSINESS

Submitted by:
PACIFIC QUORUM PROPERTIES INC.
#430 – 1200 West 7th Avenue
Vancouver, BC V6P 6G5
Tel: (604) 685-3828 / Fax: (604) 685-3845
mikhail.pacificquorum@telus.net

THE COURTYARDS - STRATA PLAN VR 2215
MINUTES OF THE STRATA COUNCIL MEETING
Tuesday, April 8, 2008 at 6:30 p.m., Unit #2251

COUNCIL PRESENT: Favian Yee
Gerald Dyer
Caroline Blewett
Jill Corraini
Natasha Harris
Ian Chong
Martin Voslar

MANAGEMENT PRESENT: Mikhail Ratchkovski, Property Manager
PACIFIC QUORUM PROPERTIES INC.

1. **CALL TO ORDER**

The meeting was called to order at 6:35 p.m.

2. **APPROVAL OF PREVIOUS MINUTES**

It was:

MOVED/SECONDED (Blewett/Dyer)

To adopt the minutes of the January 22, 2008 Council Meeting as circulated.

CARRIED

3. **BUSINESS ARISING**

a) **Building Envelope Maintenance**

Discussion centered regarding building envelope maintenance and after discussion

it was:

MOVED/SECONDED (Corraini/Blewett)

to establish a budget of \$3000.00 for the purpose of conducting and ongoing envelope maintenance inspection and if quotation from Rockport exceeds this amount further discuss this issue at the next Council meeting.

CARRIED

b) **Roofing Report**

Council was informed that Crown Roofing was requested to provide a quotation for roof maintenance based on the report from ATC.

c) **Electrical Room Vent Repairs**

The Property Manager was directed to follow up with the electrician in this regard and arrange for the commencement of repairs.

d) **Yearly Fire Inspection**

Council discussed completion of the yearly fire inspection noting that some deficiencies in the report will require additional work. The Property

Manager was directed to follow up with P&P Safety in this regard.

e) **Bike Racks**

Council discussed installation of Bike Racks in the bike room, as a direction from the Owners at the Annual General Meeting. Dobra Design has been requested to quote on the racks in the bike room. The contractor has been requested to contact Jill who will meet with the Contractor and discuss on-site available options for these racks.

f) **Bollards Installation**

Council decided to install two bollards near unit 2251 (exit from the alley) in order to protect the siding of the property to potential damage by exiting vehicles.

g) **2251 Exterior Wall Repairs**

Discussion centered regarding repairs required the damaged siding on at the exterior wall near unit 2251. Council reviewed a quotation in the amount of \$1328.00 plus GST for the proposed work and decided that a quote is too expensive for the amount of work required. Jill will contact a different contractor and research if this work can be completed under a smaller budget.

h) **Piping Inspection**

Council was informed that this inspection is pending availability of Quadra Pacific.

i) **Recycling**

Council would like to thank Caroline for dealing with the recycling problems at the property. Noting that this problem has been now mostly resolved.

j) **Lockers and Parking Stalls**

Discussion centered regarding correction of Locker Numbers and Parking Stalls number. The Property Manager was advised that Gerald will post additional notices at the building requesting owners to update the records and forward any new information to the office of Pacific Quorum. The list will be finalized at the next Council meeting.

k) **631 – Hockey Net and Use of Underground Parkade**

Discussion centered regarding use of the underground parkade by the owner of unit 631 noting that any recreational activities must not be done on the common property and the hockey net stored in the parking stall must be removed. The Property Manager was directed to issue a warning letter to the owner of 631 in this regard.

4. **FINANCE**

a) **Financial Statements**

The Strata's Treasurer advised that she had reviewed the financial statements, found them to be in order and recommended acceptance.

It was:

MOVED/SECONDED (Corraini/Dyer)

To accept the January 2008 financial statements as presented.

CARRIED

b) **Arrears**

Arrears were discussed and amounts were noted.

5. **NEW BUSINESS**

a) **Vent Cleaning**

Discussion centered regarding dryer vent cleaning. The Property Manager was directed to arrange a new date with a contractor in this regard. Additionally the Council decided to issue \$75.00 to the units that have not completed last year's cleaning as per Strata Bylaws.

b) **Leak in unit 103**

Discussion centered regarding a pipe leak in the ceiling of the unit noting that Latham's plumbing attended to the emergency and repaired the pipe by installing a clamp over the problem area. The Property Manager was directed to obtain comparative quotations and arrange for the repairs of the drywall in the unit.

c) **109 Electrical Repairs**

Council discussed inadequate wiring problem in the unit 109 discovered by the electrical contractor. The Property Manager was directed to arrange for the repairs proposed by the Power House Electrical at an approximate cost of \$800.00 and repairs the wiring and affected breakers of the unit.

d) **Landscaping Improvements**

Discussion centered regarding landscaping improvements and Council decided to establish a budget of \$200.00 for the purchase of flowers and top soil. Carolyn will obtain the flowers and top soil and proceed with planting as per her schedule availability. Natasha will arrange a meeting with the current landscaper to commence a walk around of the property and will review the responsibilities of the landscaping contractor.

e) **Window Cleaning**

The Property Manager was directed to obtain a quotation for window cleaning for discussion at the next meeting.

NOTICE TO OWNERS
PLEASE DO NOT DISCARD HOUSEHOLD GARBAGE
IN THE LITTER ONLY BINS

6. **ADJOURNMENT**

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

**The next meeting of the Strata Corporation is scheduled for
Tuesday, June 10, 2008 at 6:30p in Unit 647.**

**ATTENTION:
PLEASE KEEP THESE MINUTES ON FILE AS A LEGAL RECORD
OF YOUR STRATA CORPORATION'S BUSINESS**

Submitted by:
PACIFIC QUORUM PROPERTIES INC.
#430 – 1200 West 73rd Avenue
Vancouver, BC V6P 6G5
Tel: (604) 685-3828 / Fax: (604) 685-3845
mikhail.pacificquorum@telus.net

THE COURTYARDS - STRATA PLAN VR 2215
MINUTES OF THE STRATA COUNCIL MEETING
Tuesday, January 22, 2008 at 6:30 p.m., Unit #2251

COUNCIL PRESENT: Favian Yee
Gerald Dyer
Caroline Blewett
Jill Corraini
Natasha Harris

Regrets: Ian Chong
Martin Vooslar

MANAGEMENT PRESENT: Mikhail Ratchkovski, Property Manager
PACIFIC QUORUM PROPERTIES INC.

1. CALL TO ORDER

The meeting was called to order at 6:40 p.m.

2. APPROVAL OF PREVIOUS MINUTES

It was:

MOVED/SECONDED (Corraini/Yee)

To adopt the minutes of the November 6, 2007 and August 21, 2007 Council Meeting as circulated.

CARRIED

3. APPROVAL OF COUNCIL

Gerald Dyer	President
Caroline Blewett	Vice President, Gardening/Improvements
Jill Corraini	Treasurer
Natasha Harris	Gardening/Improvements

Note: Pacific Quorum is to provide Jill with one full copy of the financial statements. Jill will then distribute additional copies to the other Council members.

4. BUSINESS ARISING

a) Building Envelope Maintenance

Discussion centered regarding building envelope maintenance, noting that quotations have been requested from Bemco and Rockport Services in this regard. Upon receipt of the quotations they will be forwarded to the Strata Council and discussed further at the next meeting.

b) Garage Door Improvements

It was noted that plexy glass has been installed in the area of the garage door as a safety measure in order to prevent strangers from accessing the underground through the garage door. Council would like to thank Gerald Dyer for his services and installation of the plexy glass.

- c) **Roofing Report**
Council reviewed a report from ATC related to the roofing inspection, noting that the report did not indicate any major outstanding issues relating to the roof. A quotation from a roofing contractor has been requested to address minor issues outlined in the report and will be discussed further at future Council meetings.
- d) **Electrical Room Ventilation**
Discussion centered regarding installation of a ventilator in the electrical room, noting that Power House Electrical has obtained all necessary parts and is currently pending availability for commencement of this installation. It was noted that the cost associated with this repair will be \$818.26 plus GST.
- e) **Management Addendum**
After discussion, it was agreed to execute the addendum to the Property Management Agreement incorporating the required clauses as per the Real Estate Services Act.
- f) **Dryer Vent Cleaning Completion**
Discussion centered regarding completion of the dryer vent cleaning in year 2007, noting that units 102, 305, 635, 645 and 2263 have not completed the required cleaning and is in violation of the Strata Bylaws. The Property Manager was directed to assess fines in the amount of \$75.00 against the above mentioned Strata Lots for non compliance. The Owners of the respective units requested to commence dryer vent cleaning as soon as possible to avoid further fines.

5. **FINANCE**

- a) **Financial Statements**
The Strata's Treasurer advised that she had reviewed the financial statements, found them to be in order and recommended acceptance. It was:
MOVED/SECONDED (Harris/Corraini)
To accept the July, August, September, October and November 2007 financial statements as presented.
CARRIED
- b) **Arrears**
Arrears were discussed and amounts were noted.

6. **NEW BUSINESS**

- a) **Fire Inspection**
It was noted that *P and P Safety* has completed Strata's annual fire inspection of the property, noting that units 104, 627, 631, 635, 641, 645, 2255, 2259, 305, and 208 have not been inspected. The Property Manager was directed to arrange for an additional inspection of those units by *P and P Safety* and post notices on the property advising of the

above. It was also noted that after the second inspection, any units that did not provide access will have to arrange their own inspection and will be assessed fines for non compliance of the Strata Bylaws.

- b) **Preventative Maintenance Proposal**
Council reviewed a preventative maintenance proposal from Latham's Plumbing and Mechanical. After discussion it was agreed to expense \$560.00 from the repair and maintenance account and award the contract to Latham's. The Property Manager was directed to issue a purchase order and arrange for this service to commence as soon as possible.
- c) **Bike Room Racks**
Council discussed installation of Bike Racks in the bike room, as a direction from the Owners at the Annual General Meeting. The Property Manager will obtain a quotation from Dobra Design to quote on the racks in the bike room. Jill from the Strata Council will meet with the Contractor and discuss on-site available options for these racks.
- d) **Storage of Items in the Parkade**
Discussion centered regarding storage of unauthorized items in the underground parkade. Owners are reminded not to store any combustibles in the underground parkade. It was noted that as per the City of Vancouver Fire Bylaw no items should be stored in the underground parkade, additionally the Strata Corporation Bylaws require nothing to be stored in the parking stalls. It was also noted that in the future, units found in violation of these Bylaws may be issued Strata fines.
- e) **Irrigation System Repairs**
Council discussed proposed repairs to the irrigation system and Council reviewed a quotation from University Sprinklers in the amount of \$6,330.18. Noting that the old and currently non functioning system is beyond repair and a complete retrofit of the existing irrigation system is the only viable option. After discussion it was noted that it would be cost prohibitive to consider financing of such repair from the current budget. This issue was tabled and will be discussed at future meetings.
- f) **Back Alley Bollard Installation**
Discussion centered regarding installation of bollards in the back alley of the property noting that this measure would prevent possible damages to the exterior wall of the property by large vehicles exiting from the alley next to unit #2251. A quotation from Rigs Cutting and Coring was tabled in the amount of \$1,550.20 for the installation of three bollards in the back alley. The Property Manager was directed to research with the City of Vancouver if the installation of the bollards would be possible on the property. This matter will be further discussed at the next meeting.
- g) **Back Alley Wall Repair**
Council discussed the necessary repairs to the exterior wall siding near unit #2251 that was damaged two years ago by a vehicle exiting from the alley. It was noted that a quotation from Thomas Construction has been

received in the amount of \$800.00 necessary to repair the wall. After discussion

It was:

MOVED/SECONDED (Blewett/Yee)

To expense \$800.00 from the repair and maintenance account and proceed with the repairs to the exterior wall. The Property Manager was directed to arrange for the repairs to commence.

CARRIED

h) Water Leak – Unit 647

Discussion centered regarding a continuing leak in unit 647. It was noted that a roofing contractor (Crown Roofing) attended to the roof of the unit and commenced minor repairs. It was however noted that the leak continued and it appears that the problem may not be roof related. Rockport Property Services has been assigned to further investigate the problem with the water ingress. Rockport is expected to commence further inspection and advise the Property Manager of the required repairs.

i) Water Leak – Unit 103

Council discussed a leak in unit 103, noting that Latham's had to be dispatched to deal with the emergency repairs in the unit. It was noted that the issue was related to a failed hot water pipe.

j) Piping Inspection

In light of the multiple repairs related to the hot water system in the property. The Council instructed the Property Manager to obtain a proposal from a mechanical engineer to inspect the plumbing system at the property and provide a report for further discussion. It was noted that the cost of this inspection will be approximately \$2,500.00 and the funds will be expensed from the repair and maintenance account.

k) Recycling

Discussion centered regarding the recycling on the property, noting that the bins are consistently overflowing. The Property Manager was directed to contact the City of Vancouver and request an additional recycling bin pick up at the property.

l) Locker Room Locks

Council discussed installation of a different lock for the locker room. The Property Manager was directed to arrange for a Locksmith to change the locks on the locker room and the bike room so they can be opened with the same key as the bike room. Natasha will provide access for the Locksmith and the Property Manager will arrange for the locksmith to commence this work. Additionally it was noted that the Strata has a mail box, for the collection of Strata related correspondence and this lock also needs to be re-keyed.

NOTICE TO OWNERS
PLEASE CHECK YOUR MAIL BOX REGULARLY TO PREVENT
UNNECESSARY INTEREST FROM THIEVES TARGETING MAIL BOXES

7. ADJOURNMENT

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

The next meeting of the Strata Corporation is scheduled for
Tuesday, April 8, 2008 at 6:30p in Unit 2251.

ATTENTION:
PLEASE KEEP THESE MINUTES ON FILE AS A LEGAL RECORD
OF YOUR STRATA CORPORATION'S BUSINESS

Submitted by:
PACIFIC QUORUM PROPERTIES INC.
#430 – 1200 West 73rd Avenue
Vancouver, BC V6P 6G5
Tel: (604) 685-3828 / Fax: (604) 685-3845
mikhail.pacificquorum@telus.net



PACIFIC
QUORUM
Properties Incorporated

THE COURTYARDS – VR 2215
ATTENTION OWNERS / RESIDENTS

IN-SUITE INSPECTION of Missed Units
(104,627,631,635,641,645,2255,2259,305,207)
OF FIRE SAFETY EQUIPMENT

is scheduled for:

SATURDAY, February 23rd, 2008

IN-SUITE INSPECTIONS: CAN/ULC S536-97 (Standard for the Inspection and Testing of Fire Alarm Systems, Section 6 – Periodic Inspections and Tests, Yearly) requires mandatory testing of all in-suite devices. Your cooperation in providing access is mandatory and appreciated.

THE MANDATORY INSPECTION OF IN-SUITE EQUIPMENT
IS SCHEDULED STARTING AT
10:00 A.M.

You may hear some bells ringing from time to time

All Owners whose suites can not be accessed during this time, will have to pay for the mandatory re-inspection.

**All questions regarding this inspection
can be directed to Peter at P and P Safety**

(604) 650-3185

Suite 430 - 1200 West 73rd Avenue, Vancouver, BC V6P 6G5
Telephone (604) 685 3828 Facsimile (604) 685 3845

