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STRATA COUNCIL MEETING MINUTES STRATA PLAN BCS 907 – VILLA JARDIN

DATE HELD: TUESDAY, OCTOBER 19, 2010
LOCATION: LIBRARY, VILLA JARDIN,
6833 STATION HILL DRIVE,
BURNABY, BRITISH COLUMBIA
CALL TO ORDER: 7:00 P.M.

Council in Attendance: Erna Krische #2201 PRESIDENT
Dean Denis #701 VICE PRESIDENT
Gene Chiang #802
Dmitry Itskovich #1003

Regrets: Yuefei (Eric) Xu #801 TREASURER
Selina Collins #408
Logan Yau #1005

Also in Attendance: Linda MacSeafraidh, Stratawest Management Ltd.

(1) CALL TO ORDER

The Meeting was called to order at 7:05 p.m. by Strata Council President, Erna Krische.

(2) COUNCIL POSITIONS

Council appointed the following positions:

| | |
|------------------|----------------|
| Erna Krische | PRESIDENT |
| Dean Denis | VICE PRESIDENT |
| Yuefei (Eric) Xu | TREASURER |

(3) COMMITTEES

The following committee positions were appointed:

| | | |
|------------------|-------|---------------------------------------|
| Gene Chiang | #802 | SECURITY COMMITTEE |
| Dmitry Itskovich | #1003 | MAINTENANCE COMMITTEE |
| Dean Denis | #701 | MAINTENANCE COMMITTEE |
| Erna Krische | #2201 | PARKING COMMITTEE |
| Erna Krische | #2201 | GARDENING COMMITTEE |
| Stephanie Troll | #901 | GARDENING COMMITTEE – OWNER VOLUNTEER |

(4) REPAIR PROJECT

a) Project Update

Strata Council President Erna Krische provided a short update on the repair project. The repairs are continuing and the weather has been cooperative.

There was an incident where a deck drain leaked into several units. This occurred the evening of the Annual General Meeting. The leak surfaced directly below a fire sprinkler line, which was thought to be the cause of the leak. It was subsequently determined that this was not the cause. A restoration company was called and repairs are required. JLK has been approached to discuss the matter.

b) Arrears

Strata Council reviewed the details of particular strata lots in arrears of payments and issued direction.

(5) PREVIOUS MINUTES

It was,

MOVED AND SECONDED (Itskovich/Chiang)

To approve the Minutes of the Strata Council meeting held August 26, 2010.

CARRIED UNANIMOUSLY

It was noted that a motion forwarded at the Annual General Meeting was inadvertently omitted from the Minutes. The motion is to be placed on the next General Meeting Agenda as a Resolution to reduce rentals to zero excepting the developer owned suite and the Strata Corporation suite. This omission in the Annual General Meeting Minutes will be corrected at the next General Meeting.

(6) CARETAKER REPORT

Strata Council reviewed the reports submitted by the Caretaker and accepted same.

(7) UNFINISHED BUSINESS

a) Elevator Repair Scheduling

The replacement of the motor in the freight elevator is hoped to be scheduled in November or early December. The contractor will be requested to ensure that the repairs are complete by the holiday/Christmas season.

b) Outstanding Form K

An Owner who has not provided an executed Form K will be requested to do so within one week, otherwise fines will be applied.

c) Irrigation System

The irrigation system needs significant upgrades and this work will be carried out in the spring.

d) No Trespassing Signs

As a result of concerns raised at the Annual General Meeting, Strata Council discussed the installation of "No Trespassing/Private Property" signs on the fence at the rear of the common property. Strata Council raised the concern of liability should someone walking on the common area slip and fall. It was decided to purchase simple signs from a local hardware store and install them on the back fence area.

(8) FINANCIAL REPORT

a) Financial Statements

The Financial Statements to September 30, 2010 were deferred to the next meeting due to the absence of the Treasurer.

(9) **CORRESPONDENCE**

Correspondence received and issued on behalf of the Strata Corporation was reviewed and accepted.

(10) **COMMITTEE REPORTS**

The new Strata Council did not have much to report in the committee areas.

a) **Gardening Committee**

Erna Krische reported that there will be a Formal Garden meeting held at Villa Jardin within the next month.

b) **Parking**

Erna Krische reported that parking has been reasonably well controlled.

c) **Maintenance**

It was noted that the recycling is still being misplaced in inappropriate bins. Recently a bag of tin material was found in the newspaper recycling bin. Please take care to recycle properly so the building avoids loss of service or fines by the service provider.

(11) **NEW BUSINESS**

a) **Shaw Cable Fobs**

An Owner raised a concern about Shaw Cable holding a fob to access the building. The caretaker reviewed the usage and all access is during daytime hours. The Strata Council was not concerned about Shaw Cable holding a fob as the fob is not being used outside of business hours.

b) **Landscaping**

Concerns have been raised about the quality of landscaping. Management will obtain quotes from alternate service providers.

(12) **ADJOURNMENT**

There being no further business, the meeting adjourned at 8:35 p.m.

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STRATA COUNCIL MEETING MINUTES STRATA PLAN BCS 907 – VILLA JARDIN

DATE HELD: THURSDAY, AUGUST 26, 2010
LOCATION: LOBBY LOUNGE, VILLA JARDIN,
6833 STATION HILL DRIVE,
BURNABY, BRITISH COLUMBIA
CALL TO ORDER: 7:00 P.M.

Council in Attendance: Erna Krische #2201 PRESIDENT
Gene Chiang #802 VICE PRESIDENT
Yuefei (Eric) Xu #801 TREASURER
Dmitry Itskovich #1003
Weigang Mao #1604
Mark Seong #1205

Regrets: Selina Collins #408

Also in Attendance: Linda MacSeafraidh, Stratawest Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 7:08 p.m. by Strata Council President, Erna Krische.

(2) REPAIR PROJECT

a) Project Update

A notice has been issued advising the owners that the project is estimated to be 30% complete. Balcony work is proceeding, the flashings are on some balconies. Strata Council is pleased with the color match. Caulking around the saddles has been carried out. The mockup of the railings needs to be done for approval by RDH Building Engineering. The stainless steel drain covers have not yet arrived. The work authorized by the change order is not expected to be finished this year.

b) Arrears

Eight units are in arrears for the special levy payment. Efforts have been made to contact the owners, however no response has been received. Strata Council directed that Management make one final attempt to discuss the issue with the owners directly. If this attempt is not successful, demand letters will be sent and in those cases where liens have already been applied due to non-payment of the previous special levy in addition to this special levy, legal action will be taken.

The special levy funds are earning 1.1% interest in cashable GICs.

c) **Additional Cleaning Time**

Due to the demands on the Caretaker's time in arranging access to units, Strata Council authorized an additional 4 hours per week for cleaning.

(3) **PREVIOUS MINUTES**

It was,

MOVED AND SECONDED (Seong/Chiang)

To approve the minutes of the meeting held June 24, 2010 as previously circulated.

CARRIED UNANIMOUSLY

(4) **CARETAKER REPORT**

Strata Council reviewed the reports submitted by the Caretaker and accepted same.

(5) **UNFINISHED BUSINESS**

a) **Elevator Motor**

The elevator motor has been received and the insurance company has forwarded funds to the Strata Corporation for the cost of installation. The funds have been deposited into the insurance claim account. It will show a credit balance until the work is complete and funds are paid to the elevator contractor.

b) **Dryer Duct Cleaning**

Strata Council previously approved a thorough cleaning of the dryer ducts from the inside to ensure a proper job. BC Dryer Ducts will meet with the Caretaker around the 1st or 2nd of September and a date will be arranged. Owners will be required to provide access to their units. A thorough cleaning will improve individual owner's dryer performance, and improve the overall safety of the building.

(6) **FINANCIAL REPORT**

a) **Financial Statements**

Treasurer Eric Xu, reviewed the financial statements for May, June and July 2010. There being no concerns it was,

MOVED AND SECONDED (Xu/Chiang)

To approve the financial statements for May, June and July 2010.

CARRIED UNANIMOUSLY

(7) **2010/2011 OPERATING BUDGET**

Management prepared a draft operating budget for the upcoming fiscal year. Strata Council reviewed the budget in detail. A final budget was approved for presentation to the owners at the upcoming Annual General Meeting. The budget does not anticipate an increase in strata fees, despite the introduction of the HST, which increases expenses by 7%.

(8) **CORRESPONDENCE**

Correspondence received and issued on behalf of the Strata Corporation was reviewed and approved. Owners, residents, and occupants are encouraged to inform Management when new residents move in.

(9) **COMMITTEE REPORTS**

a) **Security**

There was an attempted break-in to the gym area. The alarm sounded, but was smashed by the perpetrators. Nothing was taken. An astragal has been ordered for that door to deter future similar attempts to break-in. It was also noted that the door to library leading to exterior of the building was left propped open with a chair for an entire night. Owners, residents, and occupants are requested to consider the safety and wellbeing of all the residents at Villa Jardin and behave in a more responsible manner.

(10) **NEW BUSINESS**

a) **Camera on P1 Level Overlooking the Garbage Area**

After discussion it was,

MOVED AND SECONDED (Chiang/ Krische)

To install a camera in the parkade, overlooking the garbage area at a cost of approximately \$1,700.00 plus HST.

CARRIED UNANIMOUSLY

b) **Bylaw Changes**

Strata Council considered possible Bylaw changes to propose to the owners at the upcoming Annual General Meeting. Council President Erna Krische reported that numerous owners had approached her concerned about the number of rentals in the building and the disruptive behavior of some of the tenants. After considerable discussion, Strata Council decided not to forward the proposed Bylaw changes this year but to enforce the current Bylaws diligently.

(11) **ADJOURNMENT**

There being no further business, the meeting adjourned at 9:15 p.m. the next meeting will be the Annual General Meeting, to be held September 23, 2010.

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STRATA COUNCIL MEETING MINUTES STRATA PLAN BCS 907 – VILLA JARDIN

DATE HELD: THURSDAY, JUNE 24, 2010
LOCATION: LIBRARY, VILLA JARDIN,
6833 STATION HILL DRIVE,
BURNABY, BRITISH COLUMBIA
CALL TO ORDER: 7:00 P.M.

Council in Attendance: Erna Krische #2201 PRESIDENT
Yuefei (Eric) Xu #801 TREASURER
Weigang Mao #1604
Mark Seong #1205
Selina Collins #408

Regrets: Gene Chiang #802 VICE PRESIDENT
Dmitry Itskovich #1003

Also in Attendance: Linda MacSeafraidh, Stratawest Management Ltd.

(1) CALL TO ORDER

The meeting was called to order by Strata Council President, Erna Krische 7:00 p.m.

(2) REPAIR PROJECT

a) Project Update

Strata Council President Erna Krische reported that the Strata Council had decided to purchase wrap up liability insurance, as it was a prudent measure to protect the Strata Corporation. The cost of this will be \$5,000.00.

b) Colour Selection

Dark brown metal flashing, very close to the existing flashing, was chosen and the tan coloured flashing will be matched as close as possible. James Bourget of RDH Building Engineering has been helpful in this process. A sealant colour has been chosen to match the bricks. Regarding the front deck membrane, the coating will be placed on a board so Council can choose the colour closest to the current colour. This sealant will be painted over on a few balconies and the closest colour available will be chosen.

c) Storage

A few balconies are being used for storage. Owners who have items on their balconies can arrange with Craig to store these items temporarily in a secured common area in the parking garage.

d) **Additional Repairs**

The RDH Building Engineering report originally indicated that decks on certain floors would have a life span of 3-5 years. However, upon further investigation, it was discovered that they have failed more quickly and need to be done now. An order of magnitude cost has been received from RDH Building Engineering to repair these areas but pricing has yet to be received from JLK project. The Strata Council decided to negotiate this price before proceeding and it was,

MOVED AND SECONDED (Yuefei/ Weigang Mao)

To elect Dmitry Itskovich as the Council's representative for negotiating a price for the proposed change order.

CARRIED UNANIMOUSLY

e) **Arrears**

Strata Council reviewed the outstanding payments for the Special Levy and directed that letters be issued to owners that have not paid.

f) **Interest Rate on Special Levy Funds**

An interest rate of 1.1% is available in a cashable GIC. Strata Council directed that as much funds as practical be invested in a cashable GIC.

(3) **PREVIOUS MINUTES**

Strata Council reviewed the minutes of the meeting held May 13, 2010 and accepted them as circulated.

(4) **CARETAKER REPORT**

Strata Council reviewed the reports submitted by the onsite Caretaker. It was noted that a faulty smoke detector has been replaced and that also that Premier Landscaping did not attend the property on Thursday as per their regular schedule. Management will follow up with Premier Landscaping.

(5) **UNFINISHED BUSINESS**

a) **Elevator Motor**

The new motor is expected at the end of June. The actual arrival date remains outstanding.

b) **Generator Service Contract**

Strata Council received 3 quotes on servicing the generator. After questions were asked and answered, it was,

MOVED AND SECONDED (Collins/ Yuefei)

To award the generator service contract to Finning.

CARRIED

c) **Dryer Duct Cleaning**

Further to previous minutes, it was noted that an in suite dryer was not properly cleaned by the current service provider. BC Dryer Ducts only provided a quote to clean the dryer ducts from the inside at \$75.00/per unit. BC Dryer Ducts only would access the grate on the balcony from within the unit and provide a thorough cleaning of each unit. This is approximately \$8,775.00 if all units are accessed. Strata Council directed that this work be approved and scheduled for September.

d) **Placement of Wall Hangers in the Gym and Children's Table in the Library**

Strata Council agreed with an owner's request to place a wall hanger in the gym. The caretaker will be requested to purchase wall hangers and install them. Strata Council considered the request to install a children's table in the library and after careful thought and discussion, concluded that the library is not a play area but is often used by students doing homework. Children playing in the library might be a distraction for those using the library for studying. Therefore, Strata Council did not agree to this addition in the library.

(6) **FINANCIAL REPORT**

a) **Financial Statements**

There being no concerns, it was

MOVED AND SECONDED (Yuefei /Collins)

To approve the financial statements to April 30, 2010.

CARRIED UNANIMOUSLY

(7) **CORRESPONDENCE**

Correspondence was received from a unit owner requesting reversal of the interest charged on a Special Levy as a result of late payment. Strata Council decided not to reverse this charge.

Correspondence was received from a unit owner requesting similar reversal of charges as the mail had not been received. Management confirmed that although correctly addressed, the Notice of the Special Levy had been returned to sender. In this case, Strata Council had agreed to reverse the fine.

Other correspondence received and issued on behalf of the Strata Corporation was reviewed and approved by the Strata Council.

(8) **COMMITTEE REPORTS**

a) **Maintenance Committee**

The maintenance is being dealt with by way of the remediation project.

(9) **GARDENING COMMITTEE**

a) **Mole Removal**

A quote was received in the approximate amount of \$680.00 to remove the moles at the front of the Property. Strata Council directed that the work be carried out.

b) **Formal Garden**

There is an improvement in the formal garden appearance. Organic Angels have been provided the contract to take care of the grounds at the formal garden. Organic Angels are requesting volunteers to hand weed the lawns. If you see their truck please see Rochelle. She will direct you as to what areas need attention. Villa Jardin's contribution to the formal garden is now \$6,546.64/annually, a monthly cost of \$545.55.

c) **Parking and Security Committee**

There is nothing to report.

(12) **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:40 p.m. the next meeting will be August 26, 2010.

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STRATA COUNCIL MEETING MINUTES STRATA PLAN BCS 907 – VILLA JARDIN

DATE HELD: THURSDAY, MAY 13, 2010
LOCATION: LIBRARY, VILLA JARDIN,
6833 STATION HILL DRIVE,
BURNABY, BRITISH COLUMBIA
CALL TO ORDER: 7:00 P.M.

Council in Attendance: Erna Krische #2201 PRESIDENT
Gene Chiang #802 VICE PRESIDENT
Yuefei (Eric) Xu #801 TREASURER
Dmitry Itskovich #1003

Regrets: Weigang Mao #1604
Mark Seong #1205
Selina Collins #408

Also in Attendance: Garth Cambrey, Stratawest Management Ltd.
Linda MacSeafraidh, Stratawest Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 7:10 p.m. by Strata Council President, Erna Krische.

(2) REPAIR PROJECT

Garth Cambrey of Stratawest Management Ltd. attended the meeting and reported that the start up meeting was held at the building on May 13, 2010. JLK Projects has been awarded the contract. The start up meeting included Jim McKay, Jason Holtrood and Dalton Hagola of JLK, the latter is the site superintendent and will be onsite everyday. James Bourget and Anne Dowling of RDH Building Engineering attended as well as did Craig Anderson. Initial work will commence on the southwest corner and notices were distributed to all residents advising that the project is commencing.

JLK will give forty-eight hours notice when they need access to the units. The construction company needs to start loading materials on the roof and have been advised of the current situation with the elevators. The roof anchors are being certified and will be checked for swing stage compatibility. JLK will prepare mockups of the repair specifications detailed in RDH tender documents. RDH will review the contractor's interpretation of the documents by reviewing these mockups and will advise of the standard expected throughout the project. Additional insurance and bonding applications are underway. Site meetings will be held on a monthly basis.

Discussions that took place during the startup meeting included keeping the site clean, hours of work, which will be 7:30 a.m. to 4:00 p.m. JLK advised that there may be the odd occasion when they may wish to work on the weekend as the season progresses in order to take advantage of good weather. A container will be placed in the underground parking area. JLK has taken over the first two stalls in the visitor parking and it was agreed that additional parking stalls plus the visitor parking space located just outside the gate be provided to JLK for additional storage.

An outdoor portable toilet has been installed next to the gas meter. The trees around the perimeter have been removed. A wooden platform will be built above the shrubs for protection from the swing stage. The irrigation system will be inspected to see if certain areas can be isolated. The construction schedule is 29 weeks starting on Monday, May 17, 2010 and is expected to conclude before the end of 2010. Strata Council requested that two colour boards be prepared so that Strata Council can retain one for future reference. The elevator will be protected and is the responsibility of JLK. JLK also advised they need 220 volt power for the swing stage. A temporary panel will be put outside the elevator room and will be disconnected each day. After questions were asked and answered, Mr. Cambrey was excused from the meeting.

(3) **PREVIOUS MINUTES**

It was,

MOVED AND SECONDED (Chiang/ Itskovich)

To approve the minutes of the meetings held March 11, 2010 and March 25, 2010.

CARRIED UNANIMOUSLY

(4) **CARETAKER REPORT**

Strata Council reviewed the reports submitted by the Caretaker and accepted same. Owners are advised that due to the work being carried out on the building, the windows will not be cleaned this year.

(5) **UNFINISHED BUSINESS**

a) **Elevator Motor**

The new motor for the freight elevator is expected to arrive some time in June. The installation is expected to take place sometime in July. The elevator will be down for approximately four weeks to install the new motor.

b) **Fire Safety Inspections**

One hundred and six owners provided access to their units to have their fire safety devices tested. The 11 owners who did not provide access are advised that testing is now their responsibility at their cost, and should a fire originate in their units, the Strata Corporation will be seeking damages.

(6) **FINANCIAL REPORT**

a) **Financial Statements**

Strata Council Treasurer Eric Xu reviewed the financial statements of February 28, 2010 and March 31, 2010. There being no concerns, it was,

MOVED AND SECONDED (Xu/Itskovich)

To approve the financial statements up to and including March 31, 2010.

CARRIED

b) **Arrears**

Liens have been placed on the units who have not forwarded payments for previous special levies. Strata Council directed that a lien be placed on a unit that has not paid their current strata fees for the past five months.

(7) **CORRESPONDENCE**

Correspondence received and issued on behalf of the Strata Corporation was discussed. Direction was given for the responses to correspondence.

(8) **COMMITTEE REPORTS**

Erna Krische reported on the activities of the parking committee. Owners, residents, and occupants are advised that Mundy's Towing is contracted to tow vehicles parked overnight in the visitor parking stalls. Residents are not permitted to park in the visitors parking. This is of particular importance as the number of visitor parking stalls is diminished as a result of the construction project.

(9) **GARDENING COMMITTEE**

Erna Krische reported that the gardening committee has decided not to add extra plants to the urns this year.

(10) **HOUSE KEEPING COMMITTEE**

Recycling continues to be a problem. Residents are placing garbage in the recycling bins. This may result in a refusal of the pick up of the recycling bins. Please sort the recycling appropriately and ensure to clean your containers prior to placing them in the bins.

(11) **NEW BUSINESS**

a) **Generator Service Contract**

Cummins Canada Limited installed the generator at Villa Jardin and has been maintaining it ever since. Management reported difficulty in arranging regular service of the generator. Cummins was unresponsive to the requests by both the management company and the caretaker to attend and address the maintenance. Furthermore, as noted by the Treasurer last year, Cummins Canada's costs have increased significantly. Management provided quotes from Cummins Canada and Simpson Maxwell to service the generator. Strata Council directed that a third quote be obtained, and more details of the ancillary costs be provided. Strata Council will make a decision to award the contract via email once further details of all quotes are received.

b) **Elevator Telephones**

A proposal was received to investigate the readiness of the elevator telephones. The phones appear to be working well. Councilor Itskovich will investigate the matter further.

c) **Pressure Reducing Valves and Pump**

Gordon Latham's Ltd. holds the contract to maintain the mechanical systems at Villa Jardin. Recommendations were received from Latham's subsequent to the last preventative maintenance to repair pressure reducing valves and to inspect a pump for the spa area. Councilor Itskovich will investigate the matter and report to Council.

d) **Roof Anchors**

The roof anchors are due to be inspected July 2010. Due to the repair project, the roof anchors will be inspected Monday, May 17, 2010. The inspection is ordered in advance of the expiration date, as it will be difficult to inspect the anchors if there is equipment from the construction project involved. As noted in the repair project, the anchors will be inspected for compatibility for a swing stage.

(12) **ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:40 p.m. the next meeting will be June 24, 2010.

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**STRATA COUNCIL MEETING MINUTES
STRATA PLAN BCS 907 – VILLA JARDIN**

DATE HELD: THURSDAY MARCH 25, 2010
LOCATION: LOBBY LOUNGE, VILLA JARDIN,
6833 STATION HILL DRIVE,
BURNABY, BRITISH COLUMBIA
CALL TO ORDER: 7:00 P.M.

Council in Attendance:

| | | |
|------------------|-------|----------------|
| Erna Krische | #2201 | PRESIDENT |
| Gene Chiang | #802 | VICE PRESIDENT |
| Weigang Mao | #1604 | |
| Dmitry Itskovich | #1003 | |
| Mark Seong | #1205 | |
| Selina Collins | #408 | |

Regrets: Yuefei (Eric) Xu #801 TREASURER

Also in Attendance: Garth Cambrey, Stratawest Management Ltd.
Linda MacSeafraidh, Stratawest Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 7:07 p.m. by Strata Council President, Erna Krische.

(2) UNFINISHED BUSINESS

As previously minuted, Strata Council agreed to engage Garth Cambrey in an administrative capacity during the remediation. Mr. Cambrey advised that he had reviewed the majority of the documents and reported as follows:

a) Building Repair

• RDH Contract

i) RDH Proposal

The Proposal submitted by RDH Building Engineering has been accepted and work has proceeded. The ACEC document 31 is being finalized for revises by Hammerberg, Altman, Beaton and Malio.

• Tender Documents

i) Specifications and Drawings Reviewed by the Strata Council

In two previous meetings with RDH Building Engineering, represented by Marcus Dell and James Bourget, details of how the repairs will be carried out were finalized and have been received by the Strata Council.

- ii) Tender Documents Review
The tender documents were reviewed by Hammerberg, Altman, Beaton and Maglio. The latter made modifications to the front end tender documents, as these become part of the contract. The changes were minor and have been implemented.
 - iii) Insurance Review
Mr. Cambrey advised that the contract documents will require the contractor to take out insurance and have the Strata Corporation as a named insured. Mr. Cambrey advised the Strata Council that it would be in their best interest to arrange for a Course of Construction Insurance and Wrap Up Liability Insurance themselves, to ensure that they are properly covered, that the insurance premiums are paid and appropriate coverage remains in effect.
 - iv) Budget Costs
A detailed building repair budget was presented to the Strata Council. Clarifications will be made and a budget will be finalized to be included in a Special General Meeting Notice.
 - v) Time Line
The time line for the upcoming events was reviewed. There will be a mandatory site visit with bidders held March 31, 2010, April 1, 2010. The Special General Meeting Notice will be mailed to owners. The tenders will close April 19 or 20, 2010 at the latest and the Strata Council will meet informally on April 21, 2010. Special General Meeting will be held April 22, 2010.
- b) Litigation
A discussion took place on the possible litigation. Stephen Hamilton of Hammerberg, Altman, Beaton and Maglio had previously advised that a Writ should be filed in order to protect the Strata Corporation's claim, as the limitation periods are nearing. If the Strata Corporation is going to proceed with litigation, RDH Building Engineering will be required to provide a Scott's Schedule. This will involve additional work throughout the repairs by photographing and documenting the causes of the defects. A separate levy will be proposed to the owners to take the litigation to the next step. Stephen Hamilton of Hammerberg, Altman, Beaton and Maglio will be invited to the meeting to speak to the owners about potential litigation.

(9) ADJOURNMENT

There being no further business, the meeting was adjourned at 8:50 p.m. Strata Council

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STRATA COUNCIL MEETING MINUTES STRATA PLAN BCS 907 – VILLA JARDIN

DATE HELD: THURSDAY, MARCH 11, 2010
LOCATION: LOBBY LOUNGE, VILLA JARDIN,
6833 STATION HILL DRIVE,
BURNABY, BRITISH COLUMBIA
CALL TO ORDER: 7:00 P.M.

Council in Attendance: Erna Krische #2201 PRESIDENT
Yuefei (Eric) Xu #801 TREASURER
Weigang Mao #1604
Dmitry Itskovich #1003
Selina Collins #408
Mark Seong #1205

Regrets: Gene Chiang #802 VICE PRESIDENT

Also in Attendance: Marcus Dell, RDH Building Engineering Ltd.
James Bourget, RDH Building Engineering Ltd.
Linda MacSeafraidh, Stratawest Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Strata Council President, Erna Krische.

(2) REPAIR PROJECT

a) Tender Documents; Marcus Dell and James Bourget

Marcus Dell and James Bourget of RDH Building Engineering went over the final draft of the tender documents that RDH expects to issue by the end of March 2010. Some small changes in the design and specifications were made in order to address practicality. Strata Council accepted these changes. RDH Building Engineering advised there was a section of un-quantified work, where the actual details of the work would not be discovered until the project started. These areas are areas where bricks have to be removed or heating ventilation and air condition equipment must be removed in order to access the areas that need repair. RDH Building Engineering suggested tendering this work to the contractors as part of the contract so as to obtain competitive pricing on hourly rates for various trades people required. Councilor Dmitry Itskovich suggested an alternative approach, in that the un-quantified work be dealt with on a time and materials basis. After a thorough discussion it was,

MOVED AND SECONDED (Krishe/Collins)

To accept RDH Building Engineering's recommendation on including the un-quantified work in the base bid.

**3 IN FAVOR
3 OPPOSED**

As the Strata Council President has the deciding vote in the event of a tie, the President voted in favor of the motion and the motion was,

CARRIED

RDH Building Engineering was thanked for their attendance and were excused from the meeting.

b) **Legal Opinion: Writ of Summons**

At the last Strata Council meeting, Strata Council directed that Hammerberg, Altman, Beaton and Maglio be directed to file a writ of summons against the parties involved at Villa Jardin. The write of summons is in process.

(3) **CARETAKER REPORT**

Strata Council reviewed the reports submitted by the Caretaker and accepted the report.

(4) **UNFINISHED BUSINESS**

a) **Elevator Motor**

The elevator motor has not yet arrived but is expected shortly.

b) **Fire Safety Inspections**

Owners, residents and occupants are advised that deficiencies will be address on March 24, 2010. Owners who did not previously provide access to their units to have their safety devices tested are required to provide access on March 24, 2010 individual notices have been issued.

(5) **FINANCIAL REPORT**

After questions were asked and answered, it was

MOVED AND SECONDED (Xu / Mao)

To approve the financial statements to January 31, 2010

CARRIED UNANIMOUSLY

(6) **CORRESPONDENCE**

a) **Rental Request**

Correspondence was received from a unit owner requesting permission to rent. As the rental pool is full, permission was denied.

b) **Hardship Rental Request**

Correspondence was previously issued to a unit owner granting permission to rent under a hardship basis. The rental period was limited to one year. The owner subsequently contacted the Strata Corporation and declined the rental permission and asked to be placed on the waiting list once again.

(7) **ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:15 p.m. The next meeting will be held March 25, 2010, where the Strata Council will meet with Garth Cambrey of Stratawest Management Ltd. to plan a budget for the upcoming repair special levy.

STRATAWEST MANAGEMENT LTD.

#202-224 West Esplanade, North Vancouver, B.C., V7M 1A4 Tel: (604) 904-9595 / Fax: (604) 904-2323

Administration: Princess Ashcroft, pashcroft@stratawest.com

Accounting: Soheila Nasri, snasri@stratawest.com

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**STRATA COUNCIL MEETING MINUTES
STRATA PLAN BCS 907 – VILLA JARDIN**

DATE HELD: THURSDAY FEBRUARY 25, 2010
LOCATION: LOBBY LOUNGE, VILLA JARDIN,
6833 STATION HILL DRIVE,
BURNABY, BRITISH COLUMBIA
CALL TO ORDER: 7:00 P.M.

Council in Attendance:

| | | |
|------------------|-------|----------------|
| Erna Krische | #2201 | PRESIDENT |
| Gene Chiang | #802 | VICE PRESIDENT |
| Yuefei (Eric) Xu | #801 | TREASURER |
| Mark Seong | #1205 | |
| Selina Collins | #408 | |

Regrets:

| | |
|------------------|-------|
| Weigang Mao | #1604 |
| Dmitry Itskovich | #1003 |

Also in Attendance: Linda MacSeafraidh, Stratawest Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 7:05 p.m. by Strata Council President, Erna Krische.

(2) PREVIOUS MINUTES

It was,

MOVED AND SECONDED (Collins/Seong)

To approve the Minutes of the Meeting held January 26, 2010.

CARRIED UNANIMOUSLY

(3) REMEDIATION PROJECT

RDH Building Engineering advised that the specifications are nearing completion. They are expected to be ready for review by March 5, 2010 and tendered on March 15, 2010. Strata Council previously discussed details of the repair work. A combination of urethane membrane, flashing and saddle flashing will be installed to address the areas needing repair.

A discussion took place regarding the possibility of addressing the repair using a different approach, construction management. The pros and cons of both methods were debated. Both are a good solution for Villa Jardin. RDH Building Engineering's original recommendation was to have the work completed by a general contractor, therefore this was included in the resolution where the Owners agreed to raise funds to engage RDH Building Engineering to create specifications and oversee the work. Given RDH's recommendation, Strata Council decided to proceed with the general contractor approach as this would save time and allow the work to be tendered early in the season so work can commence as quickly as possible.

The Remediation Project will involve a significant increase in administration. Strata Council agreed to engage Garth Cambrey, Stratawest Management to assist with the administrative process.

b) **Legal Opinion**

A legal opinion was received from Stephen Hamilton of Hammerberg, Altman, Beaton & Maglio advising the Strata Corporation to file a Writ of Summons. The Strata Council agreed.

(5) **CARETAKER REPORT**

Strata Council reviewed the report submitted by the Caretaker:

- There were several fire alarms: 1) a strong smell was noted on the 20th floor and an Owner called 911 and pulled the fire alarm. The firemen arrived but the smell was not identified. 2) A few days later the same smell was detected. It was suspected that the smell could be from a faulty ballast on the 21st floor which was subsequently repaired and the smell has dissipated. 3) a smell was noted on the 10th floor. The firemen attended and attributed the problem to smoking an illegal substance in the stairwell. The Council President located the smell prior to the Fire Department attending. The Council President noted that the fire panel did not show the "trouble" on the 10th floor and directed that the matter be investigated.
- Owners, residents and occupants are advised they must not smoke in the stairwells.
- The Caretaker further reported that someone in the building is stealing the paper towels from the common area bathrooms. Please consider your neighbours and buy your own paper towels.

Strata Council accepted the Caretaker's report.

(6) **UNFINISHED BUSINESS**

a) **Elevator Insurance Claim**

The insurers have forwarded funds for payment for the work done to temporarily repair the freight elevator. The insurers will also be covering the cost of the new motor. Strata Council was given some options for a replacement motor. Vertech Elevator Consultants Ltd. advised the Owners to choose another gearless machine as it would be easier to install and is newer and considered "better technology". George from West Coast Elevator located an Imperial gearless machine, Model 525-LS ACPM. This is made by a North American manufacturer that has been in business for many years. Strata Council agreed and the motor was ordered. The motor is expected to be delivered within four weeks. The Owners will be notified when the work will commence.

b) **Strata Corporation Suite Rental**

The Strata Corporation suite has been rented effective February 15, 2010 at the rate of \$1,150.00 per month. It is hoped the tenant will enjoy a tenancy stay at Villa Jardin.

c) **No Parking Signs**

New parking signs have been installed in the visitor parking areas at the exterior of the building. Owners, residents and occupants appear to be abiding by the restrictions.

(7) **FINANCIAL REPORT**

a) **Financial Statement**

Strata Council Treasurer, Eric Xu reviewed the Financial Statements for December 2009. It was

MOVED AND SECONDED (Xu/Collins)

That the Financial Statements to December 31, 2009 be approved as prepared by Stratawest Management Ltd.

CARRIED UNANIMOUSLY

b) **Strata Corporation Audit**

Strata Council approved the audit carried out by Sidhu Straker.

(8) **CORRESPONDENCE**

Email correspondence was received reporting a noise occurring for approximately 20 minutes at approximately 9:00 pm. As this does not breach the Bylaws, the Strata Corporation cannot take action on this matter.

Correspondence was received from an Owner questioning the status of the ownership of the parking stalls. A response will be issued.

(9) **COMMITTEE REPORTS**

a) **Security Committee**

A sign has been posted on the front door not to let strangers in. Strata Council noted that people are taking care to make sure the gate closes prior to proceeding and are more diligent watching who comes and goes at the building.

b) **Fire Safety Inspection - Deficiencies**

Strata Council directed that the deficiencies be taken care of and that specific instructions be given to test certain areas, particularly the 10th floor stairwell.

(10) **NEW BUSINESS**

a) **Garbage Pick Up – Change of Days**

Owners, residents and occupants are advised that the garbage pick up will be Monday, recycling will be on Tuesday and cardboard will be on Wednesday.

(11) **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:23 p.m. The next meeting will be held March 25, 2010 at 7:00 p.m. The meeting may be held sooner depending on the status of the tender documents and Strata Council's required input in the matter.

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**STRATA COUNCIL MEETING MINUTES
STRATA PLAN BCS 907 – VILLA JARDIN**

DATE HELD: TUESDAY, JANUARY 26, 2010
LOCATION: LOBBY LOUNGE, VILLA JARDIN,
6833 STATION HILL DRIVE,
BURNABY, BRITISH COLUMBIA
CALL TO ORDER: 7:00 P.M.

Council in Attendance: Erna Krische #2201
Gene Chiang #802
Yuefei (Eric) Xu #801
Weigang Mao #1604
Dmitry Itskovich #1003
Selina Collins #408
Mark Seong #1205

Also in Attendance: Marcus Dell, RDH Building Engineering Ltd.
James Bourget, RDH Building Engineering Ltd.
Linda MacSeafraidh, Stratawest Management Ltd.

(1) CALL TO ORDER

The meeting was called to order at 7:00 p.m. by Strata Council President, Erna Krische.

(2) PREVIOUS MINUTES

It was,

MOVED AND SECONDED (Chiang/Yuefei)

To approve the Minutes of the Meeting held December 15, 2009.

CARRIED UNANIMOUSLY

(3) REMEDATION PROJECT

a) Guest Business

Marcus Dell and James Bourget attended from RDH Building Engineering and provided Strata Council with an update on the status of the repair project. A very detailed presentation made clear to the Strata Council the issues that need to be resolved at Villa Jardin. RDH Building Engineering requested direction from Council on the types of materials to be used in certain areas. Strata Council requested that the power point presentation be forwarded to them, together with RDH Building Engineering's recommendations on what type of materials need to be used in specified areas, and requested that areas where two choices of material would be appropriate be identified. Strata Council will meet on Sunday, January 31, 2010 to decide on the materials being used on certain areas.

b) **Legal Opinion**

A legal opinion on the merits of a lawsuit was received and is being considered by Strata Council. Clarification was requested.

(5) **CARETAKER REPORT**

The Caretaker reported that once again an Owner left a soup pot on the stove and left the building. This almost resulted in another fire at Villa Jardin.

Owners, Residents and Occupants are reminded they must take care to ensure their stoves are turned off and their unit is safe before they leave their unit.

Strata Council accepted the Caretaker's report.

(6) **UNFINISHED BUSINESS**

a) **Elevator Insurance Claim**

Management was successful in following through with a boiler and machinery insurance claim for the elevator failure that occurred in September 2008. The insurers agreed to cover the costs of replacing the elevator motor. Strata Council will choose the type of elevator they will install. Strata Council requested further information on the matter prior to making a final decision.

b) **Strata Corporation Suite Rental**

The unit is being shown, there appears to be some interest. The rental agency advises that there is more product on the market to rent at this time then there has been previously, and competition for tenants is quite stiff.

c) **No Parking Signs**

The no parking signs will be installed shortly.

(7) **FINANCIAL REPORT**

a) It was

MOVED AND SECONDED (Yuefei/Itskovich)

To approve the financial statements to November 30, 2009

CARRIED UNANIMOUSLY

b) **Strata Corporation Audit**

Councilor Selina Collins agreed to review the Strata Corporation audit.

(8) **CORRESPONDENCE**

Correspondence was received from a previous Owner requesting waving of the move out fee. This was denied.

Other correspondence received and issued on behalf of the Strata Corporation was reviewed and accepted by the Strata Council.

(9) **NEW BUSINESS**

a) **Invoice – Yaletown Restorations**

Strata Council approved the payment of an invoice Yaletown Restorations billed in error to another Strata Corporation. The work was carried out in April and the invoice has been received recently. The invoice will be paid, as the work was carried out at Villa Jardin.

b) **BC Assessment Strata Corporation Suite**

Several years ago Management issued correspondence on behalf of the Strata Corporation requesting that the City of Burnaby reduce the taxable value of the Strata Corporation suite, as the Owners already pay taxes on their Strata Lots. The City of North Vancouver had already begun to reduce the assessments to a nominal amount on Strata Corporation owned suites. BC Assessment agreed with this view and the Strata Corporation suite has been valued at \$2.00. There will be no taxes payable.

(8) **ADJOURNMENT**

There being no further business, the meeting was adjourned at 10:27 p.m. The next meeting will be held January 31, 2010 at 7:00 p.m.