

**MINUTES OF COUNCIL MEETING
STRATA PLAN BCS 40, MAYFAIR PLACE
7368/7388 SANDBORNE AVENUE, BURNABY, BC**

Held: Wednesday, January 7th, 2009 at 7:00 p.m.
In the Lobby Lounge, Tower II

PRESENT:	Walter Christensen	President
	David Cretney	Vice-President
	Albert Chan	Treasurer
	Murray MacKinnon	Secretary
	Gloria Zhu	
	Paul Donkersloot	

REGRETS: none

STRATA AGENT: Ken Dahl, Senior Strata Agent, Ascent Real Estate Management Corporation

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

MINUTES

It was **MOVED, SECONDED** and **CARRIED** to approve the Minutes of the November 19th, 2008.

BUILDING MANAGER'S REPORT

Council reviewed and approved the monthly Building Manager's Report.

FINANCIAL REPORT

1. **Monthly Statements:** The Treasurer having reviewed the October Statement and the November Statement, recommended their acceptance. They were **MOVED, SECONDED** and **APPROVED**.
2. **Arrears:** Council reviewed the Accounts Receivable Report presented by Ascent. "Conduct of Sale". Action initiated against one unit long in arrears is ongoing. Ascent will advise as the action proceeds.

MONTHLY STRATA FEE PAYMENTS

Owners are advised that they are required to register on the pre-authorized payment plan (P.A.P.) for payment of their monthly strata fees or submit twelve (12) post-dated cheques. Strata fees are due on the first of each and every month. A \$200.00 late payment fine is applied monthly against all outstanding and late payers. If you are not on pre-authorized payment and wish to enrol, please contact Ascent. A \$200.00 late fine will be added to all delinquent accounts plus 10% interest as per the bylaws of BCS 40.

OLD BUSINESS

08.08.1 Legal Opinion:

11.19th.08: An interim report was reviewed by Council. Clarifications and next steps were discussed. It was agreed that a meeting with counsel would be most expeditious. action: Ascent

01.07th.09: The Secretary, having met with Counsel on two occasions, provided a summary report of the current status of the preparations for action against the developer, the builder and the trades:

(08.08.1 – continued)

- The 3rd Draft of the Levelton Exterior Cladding Report has been reviewed to the general satisfaction of the Secretary and counsel. The final Report will be published for distribution to the Warranty Provider and the Developer. They will then have the opportunity to make repairs; if they refuse, the Strata may proceed with repairs to mitigate further deterioration, having provided opportunity as required by law.
- The '09 Council will have to work with Levelton on a priority action list and then tender that work – always providing the Warranty Provider/Developer with an opportunity if they choose.
- (The '09 Council will also have to resolve reporting any potential damage claims to Mayfair's own Insurers – the degree and strategy for that to be determined in consultation with Mayfair's broker. Our counsel would assist with the phasing of that notice.)
- Upon resolving with Levelton the extent of repairs needing to be undertaken, Council may chose to compel the Warranty Provider to mediation under the Home Protection Act Regulations, and/or
- Council may chose to proceed with litigation in which case counsel will issue Writ of Summons to all parties. (Our counsel advised that a number of the companies and trades for the construction of Mayfair were numbered or dated 'companies' and that to protect Mayfair's position, all companies had to be checked and then re-established such that Mayfair has legal entities against which to take action – a painfully laborious process by counsel which is now complete!) The '09 Council will need to choose its action by July,'09 in order to provide counsel with time to issue writs by an August '09 deadline.
- Mayfair's Legal Counsel does **not** recommend a Resolution for a Special Levy at this time – there being scope of repair work to resolve and other measures to complete first. They will assist the '09 Council to draft those funding resolutions when the time comes.

Legal Counsel reported that the bulk of their front end work is now behind. Further costs will be minimal until a '09 Council decision on a course of action is resolved.

08.09.1 **Fire Department Lockbox Keys:**

- 08.09.1.1 Emergency Response Plan will be prepared by Ascent for distribution to Owners.

11.19th.08: pending.

action: Ascent

01.07th.09: pending.

action: **Ascent**

- 08.09.1.2 Security Vault for Mayfair Records:

11.19th.08: Ascent reviewing cost of range of options; pending.

action: Ascent

01.07th.09: pending. General discussion. **Agreed** a simple floor bolted 'safe' 12-inch 'cube' appropriate. Ken to obtain two/three quotes for supply & installation and get Council e-vote approval.

action: **Ascent**

08.09.3 **Annual Fire System Testing:**

Fire Pro have completed the majority of In-suite tests. Thirty-five (35) suites remain to be tested and a 2nd Test Day will be scheduled to complete the inspection.

01.07th.09: Thirty-five suites failed to arrange entry and will be notified of the next & final opportunity to have their fire detectors and speakers checked. Residents are reminded that this is a service and for their own safety but the responsibility for the fire detectors and speakers is theirs, not the Strata's!

08.10.3 **Parkade & General Security:**

Since the October Meeting, **eleven** (11) additional break-ins have been reported! The suspect is known to the RCMP and his photo is posted in all Lobbies and Elevators. Owners are reminded that the suspect assaulted our staff with pepper spray so **DO NOT** attempt to apprehend! Owners are requested to call the RCMP immediately if the suspect is seen.

08.10.3.1 **Target Harden Entry Gates and Bicycle Doors in Parking Garage:**

11.19th.08: Quotations for reinforcing the doors have been received. Video records of the apparent means the thief is using have been reviewed by lock experts. Stage One action will focus on the two (2) doors beside the Overhead Car Doors on P1 to stiffen the doors, to cover suspected points the thief is using to probe through the door and to close the mesh openings through the door panels.

action: **complete.**

08.10.3.2 **Second Parking Gate:**

11.19th08: Quotations have been received for an additional Overhead Door and for additional access controls. Council found the estimates to be in the appropriate range and resolved to proceed to develop more detailed plans and specification in order to implement these measures on an emergency basis.

action: Ascent, D Cretney & M Mackinnon.

01.07th.09: A Resolution is being prepared for presentation at the AGM.

08.10.3.3 **Parking Stickers for Owner's Vehicles:**

11.19th08: Stickers have been ordered and are anticipated shortly. Upon receipt all residents will be invited to attend the Strata Office during designated hours to receive their stickers and to record their suite number, stall number, vehicle make, and licence plate.

action: Ascent & Building Managers

01.07th.09: Mock-ups of a sticker was tabled for discussion and all agreed they were too large, that 1¼ by 2 inches seemed appropriate for car windshields. action: **Council & Ascent**

08.10.4 **2008/2009 Budget Preparation:**

11.19th08: Ascent reported they had reviewed the preliminary '09 Operating Budget prepared by the Treasurer and were generally supportive of the amounts anticipated. Council will continue to develop the Budget toward issuing it prior to the AGM.

action: Council & Ascent

01.07th.09: Budget for '09 distributed for the AGM. Council noted that with the exception of special projects noted elsewhere, there will be no increase in Strata Fees!

- **A Legal Budget will need Owner's ratification:**

11.19th08: A strategic outline and an action budget were received from Counsel. Further clarifications and finer definition is ongoing prior to putting the plan and budget to the AGM as a special levy. An in-person meeting will be required. Ascent will contact Counsel and make those arrangements.

M. MacKinnon & Ascent

01.07th.09: No Special Levy required at this time – see 08.08.1 Legal Opinion above.

- **Retiring Mayfair's Mortgages:**

11.19th08: Agreed that Ascent will prepare two ¾ vote resolutions for the Owners' consideration at the AGM: the first resolution will propose to retire the Second Mortgage that is with Station Hill Developments; the second resolution will propose to retire the First Mortgage with the bank.

action: Ascent

01.07th.09: two (2) motions are included in the AGM package

- Maintenance Sub-Budgets will be developed and need support for:

- Re-painting the building exterior, **pending. pending** action: **Ascent**
- Re-sealing the building brickwork, **pending. pending** action: **Ascent**
- Replacing the Basement Lobby carpet with vinyl tile. **pending. pending** action: **Ascent**
- Budgeting for one (1) more replacement hot water tank for Tower II, **pending. pending** action: **Ascent**

- **Additional Security Gate (see 08.10.3.2 as noted above)**

01.07th.09: a motion is included in the AGM package.

11.19.3 **Pool and Amenity Area Use by Non-Residents & Strangers!:**

Council has decided to report these incidents.

On November 21st, '08 a man and a women were witnessed exiting the Pool House at 9:45 PM and leaving the property in a silver Toyota Highlander, licence plate 626-BHG. Residents encouraged to report detailed information regarding abuse of our amenities, are reminded that the facilities are for our private use, and that guests must be accompanied by a Resident

On December 14th, '08, young males were found - not for the first time - using the Pool Tables without a resident attending. They claimed to be guests of T2 – 206. A letter will be sent to T2 – 206. Guests **are not** allowed unaccompanied! action: **Ascent**

On December 29th, '08, a Resident with a Guest was encountered in the Gym. The resident and hereby all residents are reminded that it is a Rule **and a By-law** that guests are not permitted in the Gym. All Residents are also reminded that it is a Rule **and a By-law** that youths must be 14 and older to use the Gym.

11.19.3.1 **Additional Door Alarms to Amenity Areas:**

Moved, Seconded & Passed: The two (2) doors to the exterior Parking Area will be alarmed and signs reading "Fire Exit Only – Alarm will sound" will be installed. action: Ascent

01.07th.09: One quotation for additional Alarms was reviewed and determined to be for an incorrect scope of work. MacKinnon and Ascent to a) resolve the scope of work and b) provide additional competitive prices. action: **MacKinnon, Ascent**

11.19.4 **Building Manager's and Assistant Manager's Scope of Services:**

In advance of the annual renewal anniversary of the service contracts with our two building managers, Ascent will review and update those two agreements and report back to Council. action: Ascent

01.07th.09: Review pending in February. action: **Ascent**

CORRESPONDENCE

Old Correspondence:

11.19.1 A complaint was received regarding on-going and untimely noises from one suite to the suite below. All recorded efforts by the complainant have gone unacknowledged and the noise continues. Next steps under the By-laws: the Property Manager will contact the offender, acquaint them with the By-laws, confirm the meeting by letter, and hopefully achieve cooperation.

01.07th.09: The resident noted that there has been no change on the part of the Resident above their suite. Ascent will now personally visit the resident and review the By-laws. action: **Ascent**

New Correspondence:

01.07.1 An email regarding water at the Exercise Corridor was received – see New Business.

Owners are encouraged to correspond with Council through Ascent. Please mail your correspondence to Ascent or alternatively by email to: kdahl@ascentpm.com

NEW BUSINESS ARISING

01.07.2 Snow Clearing: It was agreed by all on Council that Yonan and Lucien had performed wonderfully over the Holidays clearing the snow from our sidewalks and City sidewalks – sometimes twice a day. All Members of Council want to express our sincere appreciation for a job more than well do!.

It was **Moved, Seconded & Passed** that the Building Managers be empowered to purchase on Mayfair's behalf a snow-blower to reduce that workload. action: **Ascent**

01.07.3 Auditor's Report: The Treasurer has discussed their preliminary findings with the Independent Auditor. While there are some minor audit items are outstanding, it is nearly complete, there are no anticipated issues, and the Final Report is expected shortly.

01.07.04 Pool House Leaks:

01.07.04.1 Exercise Corridor Leak: Pursuant to the correspondence previously mentioned and similar reports, following the Meeting Council inspected the hallway which was extensively flooded. There appeared to be potentially three (3) sources which were aggravated by heavy rain and the strong south wind: the door sill, the heads of the slot window & door, and maybe the actual wall base beneath the landscaping. Drier weather will be needed to explore the causes. In the interim, the Building Managers will continue to suction up the water by shopvac.

01.07.04.2 Pool Skylight Gutter: The open NE pool corner ceiling is open to inspect a recurring leak in the skylight gutter. Ascent tabled one quotation to replace the whole gutter membrane which is reportedly a rubber-like product which is **not** UV resistant. This deficiency will be added to our list for counsel but in the interim an acceptable replacement quotation will be sought.

01.07.05 Contract Wording: The Chairman tabled some potential wording which is recommended to be included in all contracts issued by or for Mayfair. A Standard Agreement may evolve.

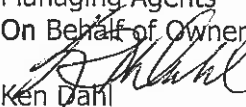
ADJOURNMENT

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

NEXT MEETING

The next Council Meeting: *The date of the next Council Meeting will be decided by the incoming Council.*
Annual General Meeting *Wednesday, January 21st, 2009,*
Registration @ 6:30 PM; Meeting @ 7:00 p.m.
Billiard Room, 7388 Sandborne Avenue, Burnaby.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners' Strata Plan BCS 40


Ken Dahl
Senior Strata Agent

KD/mmac

Direct Line: 604-293-2416
Email: kdahl@ascentpm.com
After Hours Emergency: 604-293-2459

A large resource of information is available on the Mayfair Place website including contact info, frequently asked questions, and rules & bylaws.

The website may be accessed at: <http://www.mayfairplace.org>

ID: Your tower street address (i.e. 4 digits) **PW: Your tower postal code** (i.e. 6 digits/letters no space or dash)

Ascent Real Estate Management Corporation 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9
Phone: 604-431-1800 Fax 604-431-1818 E-Mail: ascent@ascentpm.com Web-Site: www.ascentpm.com



ASCENT

REAL ESTATE MANAGEMENT CORPORATION

Email: ascent@ascentpm.com

Website: www.ascentpm.com

January 22, 2009

**ALL OWNERS
STRATA PLAN BCS 40
"Mayfair Place"
7368/7388 Sandborne Ave
Burnaby BC V3N 5C5/4**

Dear Owners:

STRATA FEES EFFECTIVE – December 1, 2008

Further to the Annual General Meeting, held January 21, 2009 please be advised that a new budget has been approved and, as a result, strata fees for each strata lot owner have remained the same. Please see the reverse of this letter for particulars relating to your strata lot.

Kindly forward your 10 post-dated cheques, for your monthly strata fees, to Ascent Real Estate Management Corporation for the fiscal year beginning December 1, 2008 to November 31, 2009 inclusive. Please generate cheques made payable to "OWNERS' STRATA PLAN BCS 40", with your strata lot number quoted on the bottom left side.

If you are currently on the pre-authorized payment plan (PAP), there will be no need to contact our offices, as the amount of your strata fees will be adjusted accordingly. However, if you are not presently on the PAP Plan but wish to enrol please request an application form and return it to Susan Chong, Strata Accountant as soon as possible.

Should you require any assistance, or have any questions in this regard, please do not hesitate to contact myself or Susan.

Yours truly,

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners' Strata Plan BCS 40

as per,
Ken Dahl
Strata Agent

KD/ra

cc: Susan Chong, Strata Accountant

Annual General Meeting (January 21, 2009) Strata Plan BCS 40 – Mayfair Place

Head Office: 2176 Willingdon Avenue, Burnaby, BC Canada V5C 5Z9 Tel: (604) 431-1800 Fax: (604) 431-1818
Surrey Branch: 214 - 10070 King George Highway, Surrey, BC Canada V3T 2W4 Tel: (604) 582-8336 Fax: (604) 582-8312

**ANNUAL GENERAL MEETING MINUTES
STRATA PLAN BCS 40 – "MAYFAIR PLACE"
7368/7388 SANBORNE AVE., BURNABY, BC**

HELD: January 21, 2009 in the Billiards Room

PLACE: 7368/7388 Sanborne Ave., Burnaby, BC

MANAGING AGENT: Ken Dahl, Senior *Strata Agent*, Ascent Real Estate Management Corporation

CALLED TO ORDER

The meeting was called to order at 7:00 p.m. At the time the meeting was called to order a quorum was not present. Therefore the meeting was adjourned for thirty minutes pursuant to the provisions of Bylaw 40.2.

40.2 Pursuant to Section 48(3) of the Act, If within 1/2 hour from the time appointed for an annual or special general meeting a quorum is not present, the meeting shall be terminated if the meeting was convened upon the requisition of twenty-five (25%) of the Owners. In any other case, and at the discretion of Strata Council, the meeting shall stand, with the eligible voters present in person or by proxy constituting a quorum.

QUORUM REPORT

When the meeting was reconvened at 7:30 p.m., Ascent advised that there were fifty-two (52) owners represented in person or by proxy. Pursuant to bylaw 40.2, the meeting was therefore quorated and competent to proceed with the business at hand.

PROOF OF NOTICE

The Proof of Notice dated December 30, 2008 was delivered in accordance with the provisions of the *Strata Property Act of British Columbia*. There being no comments to the contrary, the notice was duly filed.

MINUTES

It was **MOVED** and **SECONDED** (SL 91, SL 217) that the minutes of the January 30, 2008 Annual General Meeting be adopted as distributed. **MOTION CARRIED**

INSURANCE COVERAGE REPORT

The strata agent advised that the insurance coverage report must be submitted with each call of notice pursuant to the *Strata Property Act of British Columbia*. The agent encouraged all owners to retain this document for their personal files. Ascent reviewed the Strata Corporation's insurance policy with the owner's and advised them on what is covered under the policy and the deductible on each category.

Owners are advised that they must carry their own home owner's insurance coverage to protect their personal contents including any improvements made within their strata unit such as hardwood floors, upgraded wallpaper, appliances and other fixtures. The Strata Corporation's insurance policy does not cover these items. **Owners were also advised to add a rider on their policy to cover them for displacement in the event that cover the cost of a hotel room.** The Strata Corporation's insurance does not cover this item. **Owners were strongly advised to make sure that their personal insurance covers them for the cost of the Strata Corporation's insurance deductible for water loss, which is \$10,000.00.** If you do not have personal insurance coverage for this item, you will be personally responsible to pay the loss as outlined in bylaw 17.1.

17. Liability Recovery of Insurance Deductible

17.1 A Resident shall indemnify and save harmless the Strata Corporation from the expense of any maintenance, repair or replacement rendered necessary to the Common Property or to any Strata Lot by the Owner's act, omission, negligence or carelessness or by that of any member of the Residents family or the Residents Guests, employees, agents or Tenants, but only to the extent that such an expense is not covered by the Strata Corporation's insurance coverage. In such circumstances, an expense not covered by the Strata Corporation's insurance, Including any policy deductible, shall be charged to the Owner and shall be added to and become a part of the assessment of that Owner for the month next following the date on which the expense was incurred, and shall become due and payable on the first day of the month following the date on which the expense was incurred.

PRESIDENT'S REPORT

Fellow Residents of Mayfair Place:

This is my third year of council and the most frustrating.

Meetings: At least two meetings did not have enough council members to form a quorum. We had the meeting but of course the results had to be ratified later. Now we have business to take care of at every meeting, some important, others can wait, but all must be dealt with by council and directed to the property manager as required. I urge councillors to please attend meetings.

Ken had some health problems and at times had not been able to respond to our needs as quickly as we would have desired.

Security: The subject that concerns all of us. Our record to September has been somewhat improved over previous years. Between March and September, half a dozen car break-ins occurred. Three were caused by following in behind a resident's car. One resident was robbed and assaulted. In the time frame September to November, we had seven break-ins. Our building managers were pepper sprayed, thirteen cars were looted and two high end bicycles were stolen. The break-ins were the work of one man, his picture is in the elevators, as well as some other condos in the area and he is known to police. We reviewed the video of his entry and concluded that he may have a method of reaching some instrument through the expanded metal mesh and turning the inside door knob. I volunteered to work with a sheet metal fabricator to close up the expanded metal panels and at the same time to make up some metal angle stiffeners to prevent prying the door. We have not had a break-in since so it seems to have worked.

You will have several items to vote on. Retiring the mortgages seems to me to be a no brainer. We have the money in the bank at a low rate of interest and are paying a high rate on the mortgages. Why would you not pay them off?

The second gate: A sketch has been posted on both bulletin boards to give you an idea on how it might look. Those that have gates to their visitor's parking have reported considerable crime reduction.

We replaced two hot water tanks last year and we will replace one in tower two shortly. These failures are not unexpected and in line with the study that I did in 2006. I said at the time that the original tanks would have an average life expectancy of about five years. I believe we will come out a little better than five years. The original tanks of course are being replaced with stainless steel high efficiency tanks.

As a result of a very expensive and mostly unnecessary revamp of the lounge furniture I have presented an outline of the requirements for letting of future contracts. I hope and expect that they will be observed.

In closing, I must give credit to Albert Chan who developed this year's budget and has pointed out many ways to improve accounting methods.

Thank you for your attention. Remember we spend three quarters of a million dollars of your money every year and you should be aware of how it is spent.

SPECIAL RESOLUTION #1 – by ¾ Vote – RETIRE 2nd MORTGAGE

WHEREAS the Strata Council is proposing to retire the second mortgage with Station Hill Development on the caretakers suit in tower one of Mayfair Place;

BE IT THEREFORE RESOLVED that the Owners' **Strata Plan BCS 40**, hereby approve retiring the second mortgage with Station Hill Park Development Corporation on the caretaker's suite in tower one at Mayfair Place at a cost not to exceed \$52,336.66. Payment will be made from the Contingency Reserve Fund.

Special Resolution #1 was moved, seconded (SL 127/217) and the floor opened to discussion. Following discussion, the question was called. YES-48, NO-4, ABSTENTIONS-0 **MOTION CARRIED**

SPECIAL RESOLUTION #2 – by ¾ Vote – RETIRE 1st MORTGAGE

WHEREAS the Strata Council is proposing to retire the first mortgage with First City Savings on the caretakers suit in tower one of Mayfair Place;

BE IT THEREFORE RESOLVED that the Owners' **Strata Plan BCS 40**, hereby approve retiring the first mortgage with Citizen Bank on the caretaker's suite in tower one at Mayfair Place at a cost not to exceed \$111,631.31. Payment will be made from the Contingency Reserve Fund.

Special Resolution #2 was moved, seconded (SL127/217) and the floor opened to discussion. Following discussion, the question was called. YES-46, NO-4, ABSTENTIONS-2 **MOTION CARRIED**

SPECIAL RESOLUTION #3 – by ¾ Vote – SECOND PARKING GARAGE GATE

WHEREAS, the Strata Corporation is experiencing ongoing break-ins to the underground parking garage; and

WHEREAS, in order to increase security and cut down on break and enters, Council is proposing to install a second parking garage gate at the entrance to the underground parking garage at street level.

BE IT HEREBY RESOLVED, that the Owners' **Strata Plan BCS 40** approved the installation of a second parking garage gate at the entrance to the underground parking at a cost not to exceed \$30,000 + GST. Funding will be by way of the Contingency Reserve Fund.

Special Resolution #3 was moved, seconded (SL 217/ SL 112) and the floor opened for discussion. Following discussion, the question was called. YES-43, NO-8, ABSTENTIONS-1 **MOTION CARRIED**

SPECIAL RESOLUTION #4-by ¾ Vote-Ratification of CRF Expenditure

Whereas, the Strata Council has been attempting to have the developer and National Home Warranty attend to the outstanding building deficiencies reported in the 2004 and 2007 Levelton Engineering Reports without success, and

Whereas, the Strata Council has retained the law firm McCarthy Tetrault to prepare for potential litigation against the developer and National Home Warranty, the Strata Council has been using Contingency Reserve Fund money to fund the legal expenses to date in the amount of approximately \$73,000.

BE IT HEREBY RESOLVED, that the Owners' **Strata Plan BCS 40**, hereby ratify the use of the CRF money paid for legal expenses to date and for additional funds to prepare for litigation.

Special Resolution #4 was moved, seconded (SL 127/ SL 217) and the floor opened for discussion. Following discussion, the question was called. YES-45, NO-5, ABSTENTIONS-2 **MOTION CARRIED**

BUDGET

It was **MOVED** and **SECONDED** SL 127/ SL 217 that the proposed budget be presented for discussion. After a question and answer period, the question was called on the motion with fifty-two (52) in favour, 0 Opposed, 0 Abstentions. **MOTION CARRIED UNANIMOUSLY**

NEW BUSINESS

1. **Crack in Ceiling:** An Owner asked who is responsible for repairing a crack in the ceiling within his strata unit. The strata agent said they would have a contractor inspect the area to determine the cause. A determination would be made following the inspection on whether the owner or the Strata Corporation is responsible for the cost of the repair.
2. **Gym Equipment:** An Owner asked if paper towels and cleaning chemicals can be supplied for the gym equipment so that those using the equipment can clean the equipment of perspiration after each use. The strata agent stated that he would purchase the requested supplies.
3. **Enterphone Issue in Tower Two:** An Owner expressed concerns that they cannot hear a visitor at the front door when their unit is buzzed from the exterior. Repairs were recently conducted to repair a time delay problem that did not provide a visitor sufficient time when entering the building to get into the floor controlled elevator and get to the designated floor. The strata agent will have a contractor investigate and correct the issue expressed by the Owner.

ELECTION OF 2008 STRATA COUNCIL

The strata agent advised that pursuant to the provisions of the *Strata Property Act of British Columbia*, all members of the current strata council must resign. The floor was then opened for nominations to the position of 2008 strata council. The following owners were then nominated:

Murray McKinnon
David Cretney
Albert Chan
Deirdre Riley
Melanie Moore
Matt Dumala
Mabel Pern

It was **MOVED** and **SECONDED** (SL 91/ 217) to close the nominations. The nominated owners were declared elected to the 2009 strata council.

ADJOURNMENT

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

The first meeting of the new strata council is scheduled for Wednesday, February 18, 2009 at 7:00 p.m. in the library located within 7368 Sandborne Avenue, Burnaby, BC.

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners' Strata Plan BCS 40

Ken Dahl
Senior Strata Agent
KD/ra

**STRATA PLAN BCS40
MAYFAIR PLACE
APPROVED BUDGET
DECEMBER 1, 2008 TO NOVEMBER 30, 2009**

		ACTUAL TO 12 MONTHS NOV 30' 2008	2007-2008 APPROVED BUDGET	2008-2009 PROPOSED BUDGET
	Income			
3000-0000	Operating Income	704,820.96	704,822.00	692,007.27
3010-0000	Contingency Reserve Income	56,385.96	56,386.00	69,200.73
3020-0000	Bylaw Fine Income	(19.93)	-	-
3030-0000	Interest Income	3,622.64	1,200.00	1,200.00
3040-0000	Move In/Out Fees	3,900.00	-	-
3055-0000	Transmitters/Cards/Fobs	2,379.41	1,500.00	1,500.00
3070-0000	Lounge Rental	825.00	-	-
3075-0000	Rental Income	19,200.00	16,800.00	19,200.00
3080-0000	Other Income	90.70	-	-
		<u>791,204.74</u>	<u>780,708.00</u>	<u>783,108.00</u>
	Expense			
4000-0000	Agent Fees	46,152.60	56,222.00	56,222.00
4010-0000	Legal Fees	256.91	2,000.00	1,250.00
4017-0000	Audit	3,500.00	3,500.00	3,500.00
4018-0000	Administration	3,148.52	10,000.00	5,000.00
4040-0000	Insurance/Appraisal	45,286.99	50,000.00	48,000.00
4050-0000	Electricity	48,189.48	55,000.00	60,000.00
4052-0000	Water & Sewer	682.54	1,000.00	1,000.00
4056-0000	Garbage Removal	1,061.34	3,300.00	2,000.00
4058-0000	Gas	185,224.86	185,000.00	190,000.00
4108-0000	Security Guard Services	3,157.03	1,900.00	2,700.00
4110-0000	Cablevision	686.55	650.00	700.00
4116-0000	Enterphone	12,973.45	12,400.00	-
4130-0000	Elevator	26,798.52	26,200.00	27,000.00
4142-0010	Fire Equipment	8,935.54	5,500.00	7,500.00
4144-0000	Emergency Generator	3,635.52	2,550.00	4,000.00
4150-0000	Boiler/Mechanical	50,881.24	34,000.00	34,000.00
4160-0000	Repairs & Maintenance - General	28,471.53	30,000.00	22,685.27
4175-0000	Building Envelope Maintenance	-	15,000.00	15,000.00
4190-0020	Building Improvements	-	10,000.00	10,000.00
4217-0000	Supplies & Equipment	4,875.04	12,000.00	10,000.00
4220-0000	Window Cleaning	10,054.80	10,000.00	10,000.00
4300-0000	Landscaping	23,136.81	23,000.00	23,000.00
4300-0040	Formal Garden Maintenance	9,358.31	9,400.00	9,400.00
4310-0000	Snow Removal	-	1,000.00	1,000.00
4315-0000	Irrigation	454.76	2,000.00	1,000.00
4410-0100	Chemicals & Supplies	6,009.67	5,000.00	5,250.00
4410-0150	Swimming Pool - Permits	325.00	500.00	500.00
4410-0200	Swimming Pool - Repairs & Maintenance	49,877.01	7,500.00	7,500.00
4500-0000	Caretaker - Wages	98,260.71	114,000.00	117,000.00
4500-0400	Rent - Manager's Suite	16,800.00	16,800.00	19,200.00
4518-0000	Property Taxes	1,550.84	1,500.00	1,600.00
4522-0000	Telephone & Pager	3,639.01	2,400.00	2,900.00
4580-0100	Mortgage Payments	14,845.68	15,000.00	15,000.00
	Total Expense	<u>708,230.26</u>	<u>724,322.00</u>	<u>713,907.27</u>
	Surplus (Deficit) from operations	82,974.48	56,386.00	69,200.73
4800-0000	Contingency Reserve Transfer	56,385.96	56,386.00	69,200.73
	Total operating surplus (deficit)	<u><u>26,588.52</u></u>	<u><u>-</u></u>	<u><u>-</u></u>

STRATA PLAN - BCS40
MAYFAIR PLACE
APPROVED MONTHLY STRATA FEE SCHEDULE
EFFECTIVE DECEMBER 1, 2008 - NOVEMBER 30, 2009

OPERATING FEE	692,007.27
CONTINGENCY RESERVE FEE	69,200.73
TOTAL STRATA FEES	\$761,208.00

2008-2009 STRATA FEES					
S.L.#	UNIT #	U/E	OPERATING FEE	CRF FEE	STRATA FEES
1	205	81	\$227.60	\$22.76	\$250.36
2	206	78	\$219.17	\$21.92	\$241.09
3	207	77	\$216.36	\$21.64	\$238.00
4	208	70	\$196.69	\$19.67	\$216.36
5	201	80	\$224.79	\$22.48	\$247.27
6	202	78	\$219.17	\$21.92	\$241.09
7			\$0.00	\$0.00	\$0.00
8	304	65	\$182.64	\$18.26	\$200.90
9	305	80	\$224.79	\$22.48	\$247.27
10	306	78	\$219.17	\$21.92	\$241.09
11	307	77	\$216.36	\$21.64	\$238.00
12	308	70	\$196.69	\$19.67	\$216.36
13	301	80	\$224.79	\$22.48	\$247.27
14	302	78	\$219.17	\$21.92	\$241.09
15	303	80	\$224.79	\$22.48	\$247.27
16	404	65	\$182.64	\$18.26	\$200.90
17	405	78	\$219.17	\$21.92	\$241.09
18	406	78	\$219.17	\$21.92	\$241.09
19	407	75	\$210.74	\$21.07	\$231.81
20	408	70	\$196.69	\$19.67	\$216.36
21	401	79	\$221.98	\$22.20	\$244.18
22	402	78	\$219.17	\$21.92	\$241.09
23	403	78	\$219.17	\$21.92	\$241.09
24	504	65	\$182.64	\$18.26	\$200.90
25	505	78	\$219.17	\$21.92	\$241.09
26	506	78	\$219.17	\$21.92	\$241.09
27	507	75	\$210.74	\$21.07	\$231.81
28	508	70	\$196.69	\$19.67	\$216.36
29	501	79	\$221.98	\$22.20	\$244.18
30	502	78	\$219.17	\$21.92	\$241.09
31	503	78	\$219.17	\$21.92	\$241.09
32	604	65	\$182.64	\$18.26	\$200.90
33	605	78	\$219.17	\$21.92	\$241.09
34	606	78	\$219.17	\$21.92	\$241.09
35	607	75	\$210.74	\$21.07	\$231.81
36	608	70	\$196.69	\$19.67	\$216.36
37	601	79	\$221.98	\$22.20	\$244.18
38	602	78	\$219.17	\$21.92	\$241.09
39	603	78	\$219.17	\$21.92	\$241.09
40	704	65	\$182.64	\$18.26	\$200.90
41	705	78	\$219.17	\$21.92	\$241.09
42	706	78	\$219.17	\$21.92	\$241.09
43	707	75	\$210.74	\$21.07	\$231.81

STRATA PLAN - BCS40
MAYFAIR PLACE
APPROVED MONTHLY STRATA FEE SCHEDULE
EFFECTIVE DECEMBER 1, 2008 - NOVEMBER 30, 2009

OPERATING FEE
CONTINGENCY RESERVE FEE
TOTAL STRATA FEES

692,007.27
69,200.73
\$761,208.00

S.L.#	UNIT #	U/E	2008-2009 STRATA FEES		
			OPERATING FEE	CRF FEE	STRATA FEES
44	708	70	\$196.69	\$19.67	\$216.36
45	701	79	\$221.98	\$22.20	\$244.18
46	702	78	\$219.17	\$21.92	\$241.09
47	703	78	\$219.17	\$21.92	\$241.09
48	804	65	\$182.64	\$18.26	\$200.90
49	805	78	\$219.17	\$21.92	\$241.09
50	806	78	\$219.17	\$21.92	\$241.09
51	807	75	\$210.74	\$21.07	\$231.81
52	808	70	\$196.69	\$19.67	\$216.36
53	801	79	\$221.98	\$22.20	\$244.18
54	802	78	\$219.17	\$21.92	\$241.09
55	803	78	\$219.17	\$21.92	\$241.09
56	904	65	\$182.64	\$18.26	\$200.90
57	905	78	\$219.17	\$21.92	\$241.09
58	906	78	\$219.17	\$21.92	\$241.09
59	907	75	\$210.74	\$21.07	\$231.81
60	908	70	\$196.69	\$19.67	\$216.36
61	901	79	\$221.98	\$22.20	\$244.18
62	902	78	\$219.17	\$21.92	\$241.09
63	903	78	\$219.17	\$21.92	\$241.09
64	1004	65	\$182.64	\$18.26	\$200.90
65	1005	78	\$219.17	\$21.92	\$241.09
66	1006	78	\$219.17	\$21.92	\$241.09
67	1007	75	\$210.74	\$21.07	\$231.81
68	1008	70	\$196.69	\$19.67	\$216.36
69	1001	79	\$221.98	\$22.20	\$244.18
70	1002	78	\$219.17	\$21.92	\$241.09
71	1003	78	\$219.17	\$21.92	\$241.09
72	1104	65	\$182.64	\$18.26	\$200.90
73	1105	78	\$219.17	\$21.92	\$241.09
74	1106	78	\$219.17	\$21.92	\$241.09
75	1107	75	\$210.74	\$21.07	\$231.81
76	1108	70	\$196.69	\$19.67	\$216.36
77	1101	79	\$221.98	\$22.20	\$244.18
78	1102	78	\$219.17	\$21.92	\$241.09
79	1103	78	\$219.17	\$21.92	\$241.09
80	1204	102	\$286.61	\$28.66	\$315.27
81	1206	77	\$216.36	\$21.64	\$238.00
82	1207	103	\$289.42	\$28.94	\$318.36
83	1201	103	\$289.42	\$28.94	\$318.36
84	1202	77	\$216.36	\$21.64	\$238.00
85	1203	102	\$286.61	\$28.66	\$315.27
86	1404	102	\$286.61	\$28.66	\$315.27

STRATA PLAN - BCS40
MAYFAIR PLACE
APPROVED MONTHLY STRATA FEE SCHEDULE
EFFECTIVE DECEMBER 1, 2008 - NOVEMBER 30, 2009

OPERATING FEE	692,007.27
CONTINGENCY RESERVE FEE	69,200.73
TOTAL STRATA FEES	\$761,208.00

2008-2009 STRATA FEES					
S.L.#	UNIT #	U/E	OPERATING FEE	CRF FEE	STRATA FEES
87	1406	77	\$216.36	\$21.64	\$238.00
88	1407	103	\$289.42	\$28.94	\$318.36
89	1401	103	\$289.42	\$28.94	\$318.36
90	1402	77	\$216.36	\$21.64	\$238.00
91	1403	102	\$286.61	\$28.66	\$315.27
92	1503	110	\$309.09	\$30.91	\$340.00
93	1504	112	\$314.71	\$31.47	\$346.18
94	1501	112	\$314.71	\$31.47	\$346.18
95	1502	110	\$309.09	\$30.91	\$340.00
96	1603	110	\$309.09	\$30.91	\$340.00
97	1604	112	\$314.71	\$31.47	\$346.18
98	1601	112	\$314.71	\$31.47	\$346.18
99	1602	110	\$309.09	\$30.91	\$340.00
100	1703	110	\$309.09	\$30.91	\$340.00
101	1704	112	\$314.71	\$31.47	\$346.18
102	1701	112	\$314.71	\$31.47	\$346.18
103	1702	110	\$309.09	\$30.91	\$340.00
104	1803	110	\$309.09	\$30.91	\$340.00
105	1804	112	\$314.71	\$31.47	\$346.18
106	1801	112	\$314.71	\$31.47	\$346.18
107	1802	110	\$309.09	\$30.91	\$340.00
108	1903	110	\$309.09	\$30.91	\$340.00
109	1904	112	\$314.71	\$31.47	\$346.18
110	1901	112	\$314.71	\$31.47	\$346.18
111	1902	110	\$309.09	\$30.91	\$340.00
112	2002	126	\$354.05	\$35.40	\$389.45
113	2003	139	\$390.57	\$39.06	\$429.63
114	2001	139	\$390.57	\$39.06	\$429.63
115	2103	152	\$427.10	\$42.71	\$469.81
116	2104	147	\$413.05	\$41.31	\$454.36
117	2101	148	\$415.86	\$41.59	\$457.45
118	2102	153	\$429.91	\$42.99	\$472.90
119	205	81	\$227.60	\$22.76	\$250.36
120	206	78	\$219.17	\$21.92	\$241.09
121	207	77	\$216.36	\$21.64	\$238.00
122	208	70	\$196.69	\$19.67	\$216.36
123	201	80	\$224.79	\$22.48	\$247.27
124	202	78	\$219.17	\$21.92	\$241.09
125	203	81	\$227.60	\$22.76	\$250.36
126	304	64	\$179.83	\$17.98	\$197.81
127	305	80	\$224.79	\$22.48	\$247.27
128	306	78	\$219.17	\$21.92	\$241.09
129	307	77	\$216.36	\$21.64	\$238.00

STRATA PLAN - BCS40
MAYFAIR PLACE
APPROVED MONTHLY STRATA FEE SCHEDULE
EFFECTIVE DECEMBER 1, 2008 - NOVEMBER 30, 2009

OPERATING FEE	692,007.27
CONTINGENCY RESERVE FEE	69,200.73
TOTAL STRATA FEES	\$761,208.00

2008-2009 STRATA FEES					
S.L.#	UNIT #	U/E	OPERATING FEE	CRF FEE	STRATA FEES
130	308	70	\$196.69	\$19.67	\$216.36
131	301	80	\$224.79	\$22.48	\$247.27
132	302	78	\$219.17	\$21.92	\$241.09
133	303	80	\$224.79	\$22.48	\$247.27
134	404	64	\$179.83	\$17.98	\$197.81
135	405	78	\$219.17	\$21.92	\$241.09
136	406	78	\$219.17	\$21.92	\$241.09
137	407	75	\$210.74	\$21.07	\$231.81
138	408	70	\$196.69	\$19.67	\$216.36
139	401	78	\$219.17	\$21.92	\$241.09
140	402	78	\$219.17	\$21.92	\$241.09
141	403	78	\$219.17	\$21.92	\$241.09
142	504	64	\$179.83	\$17.98	\$197.81
143	505	78	\$219.17	\$21.92	\$241.09
144	506	78	\$219.17	\$21.92	\$241.09
145	507	75	\$210.74	\$21.07	\$231.81
146	508	70	\$196.69	\$19.67	\$216.36
147	501	78	\$219.17	\$21.92	\$241.09
148	502	78	\$219.17	\$21.92	\$241.09
149	503	78	\$219.17	\$21.92	\$241.09
150	604	64	\$179.83	\$17.98	\$197.81
151	605	78	\$219.17	\$21.92	\$241.09
152	606	78	\$219.17	\$21.92	\$241.09
153	607	75	\$210.74	\$21.07	\$231.81
154	608	70	\$196.69	\$19.67	\$216.36
155	601	78	\$219.17	\$21.92	\$241.09
156	602	78	\$219.17	\$21.92	\$241.09
157	603	78	\$219.17	\$21.92	\$241.09
158	704	64	\$179.83	\$17.98	\$197.81
159	705	78	\$219.17	\$21.92	\$241.09
160	706	78	\$219.17	\$21.92	\$241.09
161	707	75	\$210.74	\$21.07	\$231.81
162	708	70	\$196.69	\$19.67	\$216.36
163	701	78	\$219.17	\$21.92	\$241.09
164	702	78	\$219.17	\$21.92	\$241.09
165	703	78	\$219.17	\$21.92	\$241.09
166	804	64	\$179.83	\$17.98	\$197.81
167	805	78	\$219.17	\$21.92	\$241.09
168	806	78	\$219.17	\$21.92	\$241.09
169	807	75	\$210.74	\$21.07	\$231.81
170	808	70	\$196.69	\$19.67	\$216.36
171	801	78	\$219.17	\$21.92	\$241.09
172	802	78	\$219.17	\$21.92	\$241.09

STRATA PLAN - BCS40
MAYFAIR PLACE
APPROVED MONTHLY STRATA FEE SCHEDULE
EFFECTIVE DECEMBER 1, 2008 - NOVEMBER 30, 2009

OPERATING FEE
 CONTINGENCY RESERVE FEE
 TOTAL STRATA FEES

692,007.27
 69,200.73
\$761,208.00

2008-2009 STRATA FEES					
S.L.#	UNIT #	U/E	OPERATING FEE	CRF FEE	STRATA FEES
173	803	78	\$219.17	\$21.92	\$241.09
174	904	64	\$179.83	\$17.98	\$197.81
175	905	78	\$219.17	\$21.92	\$241.09
176	906	78	\$219.17	\$21.92	\$241.09
177	907	75	\$210.74	\$21.07	\$231.81
178	908	70	\$196.69	\$19.67	\$216.36
179	901	78	\$219.17	\$21.92	\$241.09
180	902	78	\$219.17	\$21.92	\$241.09
181	903	78	\$219.17	\$21.92	\$241.09
182	1004	64	\$179.83	\$17.98	\$197.81
183	1005	78	\$219.17	\$21.92	\$241.09
184	1006	78	\$219.17	\$21.92	\$241.09
185	1007	75	\$210.74	\$21.07	\$231.81
186	1008	70	\$196.69	\$19.67	\$216.36
187	1001	78	\$219.17	\$21.92	\$241.09
188	1002	78	\$219.17	\$21.92	\$241.09
189	1003	78	\$219.17	\$21.92	\$241.09
190	1104	64	\$179.83	\$17.98	\$197.81
191	1105	78	\$219.17	\$21.92	\$241.09
192	1106	78	\$219.17	\$21.92	\$241.09
193	1107	75	\$210.74	\$21.07	\$231.81
194	1108	70	\$196.69	\$19.67	\$216.36
195	1101	78	\$219.17	\$21.92	\$241.09
196	1102	78	\$219.17	\$21.92	\$241.09
197	1103	78	\$219.17	\$21.92	\$241.09
198	1204	102	\$286.61	\$28.66	\$315.27
199	1206	77	\$216.36	\$21.64	\$238.00
200	1207	103	\$289.42	\$28.94	\$318.36
201	1201	103	\$289.42	\$28.94	\$318.36
202	1202	77	\$216.36	\$21.64	\$238.00
203	1203	102	\$286.61	\$28.66	\$315.27
204	1404	102	\$286.61	\$28.66	\$315.27
205	1406	77	\$216.36	\$21.64	\$238.00
206	1407	103	\$289.42	\$28.94	\$318.36
207	1401	103	\$289.42	\$28.94	\$318.36
208	1402	77	\$216.36	\$21.64	\$238.00
209	1403	102	\$286.61	\$28.66	\$315.27
210	1503	110	\$309.09	\$30.91	\$340.00
211	1504	112	\$314.71	\$31.47	\$346.18
212	1501	112	\$314.71	\$31.47	\$346.18
213	1502	110	\$309.09	\$30.91	\$340.00
214	1603	110	\$309.09	\$30.91	\$340.00
215	1604	112	\$314.71	\$31.47	\$346.18

STRATA PLAN - BCS40
MAYFAIR PLACE
APPROVED MONTHLY STRATA FEE SCHEDULE
EFFECTIVE DECEMBER 1, 2008 - NOVEMBER 30, 2009

OPERATING FEE	692,007.27
CONTINGENCY RESERVE FEE	69,200.73
TOTAL STRATA FEES	\$761,208.00

S.L.#	UNIT #	U/E	2008-2009 STRATA FEES		
			OPERATING FEE	CRF FEE	STRATA FEES
216	1601	112	\$314.71	\$31.47	\$346.18
217	1602	110	\$309.09	\$30.91	\$340.00
218	1703	110	\$309.09	\$30.91	\$340.00
219	1704	112	\$314.71	\$31.47	\$346.18
220	1701	112	\$314.71	\$31.47	\$346.18
221	1702	110	\$309.09	\$30.91	\$340.00
222	1803	110	\$309.09	\$30.91	\$340.00
223	1804	112	\$314.71	\$31.47	\$346.18
224	1801	112	\$314.71	\$31.47	\$346.18
225	1802	110	\$309.09	\$30.91	\$340.00
226	1903	110	\$309.09	\$30.91	\$340.00
227	1904	112	\$314.71	\$31.47	\$346.18
228	1901	112	\$314.71	\$31.47	\$346.18
229	1902	110	\$309.09	\$30.91	\$340.00
230	2002	125	\$351.24	\$35.12	\$386.36
231	2003	139	\$390.57	\$39.06	\$429.63
232	2001	139	\$390.57	\$39.06	\$429.63
233	2103	151	\$424.29	\$42.43	\$466.72
234	2104	147	\$413.05	\$41.31	\$454.36
235	2101	147	\$413.05	\$41.31	\$454.36
236	2102	151	\$424.29	\$42.43	\$466.72
TOTALS			20523		
			\$57,667.16	\$5,766.92	\$63,434.08
			X12	X12	X12
			\$692,005.92	\$69,203.04	\$761,208.96

**MINUTES OF COUNCIL MEETING
STRATA PLAN BCS 40, MAYFAIR PLACE
7368/7388 SANDBORNE AVENUE, BURNABY, BC**

Held: Wednesday, February 18th, 2009 at 7:00 p.m.
In the Lobby Lounge, Tower II

PRESENT: David Cretney Co-Chair
Albert Chan Treasurer
Murray MacKinnon Secretary
Melanie Moore
Mabel Pernia
Matt Dumala

REGRETS: Deirdre Riley Co-Chair

STRATA AGENT: Ken Dahl, Senior Strata Agent, Ascent Real Estate Management Corporation

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

MINUTES

It was **MOVED, SECONDED** and **CARRIED** to approve the Minutes of the January 7th, 2009.

BUILDING MANAGER'S REPORT

The Monthly Report noted a break-in to one of the Ground Floor Units in Tower II. Residents are **reminded** that the Ground Floor of Tower II and the 2nd Floors of both Towers I & Tower II are accessible. Greater security consideration should be taken by those suite Owners.

Council **reviewed** and **approved** the monthly Building Manager's Report.

FINANCIAL REPORT

1. **Monthly Statements:** The Treasurer, having reviewed the December and the January Statements, recommended their acceptance. They were **MOVED, SECONDED** and **APPROVED**, subject to the re-categorizing of three (3) accounting entries at no net change to the accounts.
2. **Arrears:** Council reviewed the Accounts Receivable Report. "Conduct of Sale" action against one unit long in arrears had resulted in payment. For the first time, the Accounts Receivable is fundamentally current.

OLD BUSINESS

08.08.1 Legal Opinion:

01.07.09: The Secretary, having met with Counsel on two occasions, provided a summary report of the current status of the preparations for action against the developer, the builder and the trades:

- The 3rd Draft of the Levelton Exterior Cladding Report has been reviewed to the general satisfaction of the Secretary and counsel. The final Report will not be published for distribution to the Warranty Provider and the Developer. They will then have the opportunity to make repairs; if they refuse, the Strata may proceed with repairs to mitigate further deterioration, having provided opportunity as required by law.
- The '09 Council will have to work with Levelton on a priority action list and then tender that work – always providing the Warranty Provider/Developer with an opportunity if they choose.
- (The '09 Council will also have to resolve reporting any potential damage claims to Mayfair's own Insurers – the degree and strategy for that to be determined in consultation with Mayfair's broker. Our counsel would assist with the phasing of that notice.)
- Upon resolving with Levelton the extent of repairs which need to be undertaken, Council may chose to compel the Warranty Provider to mediation under the Home Protection Act Regulations, and/or

- Council may choose to proceed with litigation in which case counsel will issue a Writ of Summons to all parties. (Our counsel advised that a number of the companies and trades for the construction of Mayfair were numbered or dated 'companies' and that to protect Mayfair's position, all companies had to be checked and then re-established such that Mayfair has legal entities against which to take action – a painfully laborious process by counsel which is now complete). The 2009 Council will need to choose its action by July, 2009 in order to provide counsel with time to issue writs by an August 2009 deadline.
- Mayfair's Legal Counsel does **not** recommend a Resolution for a Special Levy at this time – there being scope of repair work to resolve and other measures to complete first. They will assist the 2009 Council to draft those funding resolutions when the time comes.

Legal Counsel reported that the bulk of their front end work is now behind. Further costs will be minimal until a '09 Council decision on a course of action is resolved.

02.18th.09: The Levelton Report has been finalized. Counsel will be presenting to the Developer and the Warrantee Provider.

08.09.1 Fire Department Lockbox Keys:

08.09.1.1 **Emergency Response Plan.**

11.19.08: pending.

action: Ascent

01.07.09: pending.

action: Ascent

02.18.09: Discussed and **agreed** to use the Parking Sticker registration process to identify Residents requiring assistance to evacuate from the building in an emergency. The info would be available to the Fire Department.

action: **Ascent**

Secondly, a question will be added to the Registration Form asking each Resident if they know where their Water Shut-off Valve is located. The Building Managers will assist anyone unaware of their Shut-off location.

action: **Ascent**

08.09.1.2 Security Vault for Mayfair Records:

11.19.08: Ascent reviewing cost of range of options; pending.

action: Ascent

01.07.09: Pending. General discussion. Agreed a simple floor bolted 'safe' 12-inch 'cube' appropriate. Ken to obtain two/three quotes for supply & installation and get Council e-vote approval.

action: Ascent

02.18th.09: Discussed and **resolved** Ascent to proceed with the purchase and installation.

action: **Ascent**

08.09.3 **Annual Fire System Testing:**

01.07.09: Thirty-five suites failed to arrange entry and will be notified of the next & final opportunity to have their fire detectors and speakers checked. Residents are reminded that this is a service and for their own safety but the responsibility for the fire detectors and speakers is theirs and not the Strata's.

02.18.09: Follow-up date for the balance of suite testing to be announced.

action: **Ascent**

08.10.3 **Parkade & General Security:**

08.10.3.2 **Second Parking Gate:**

01.07.09: A Resolution is being prepared for presentation at the AGM.

02.18.09: The AGM **approved** the concept & funds for the 2nd Vehicle Gate. A Design will be developed, tendered and installed.

action: **Ascent & MMac.**

08.10.3.3 **Parking Stickers for Owner's Vehicles:**

01.07.09: Mock-ups of a sticker was tabled for discussion and all agreed they were too large, that 1¼ by 2 inches seemed appropriate for car windshields.

action: **Council & Ascent**

02.18.09: Revised Stickers delivered. Discussed and **resolved** that Ascent will prepare and post a notice advising Residents that the Parking Stickers are available from the Building Managers at the Office. Picture ID will be required.

Noted that additional information could be collected at the same time:

- Residents requiring Fire Fighter assistance in an emergency,
- Residents' knowledge of Water Shut-off, and
- Residents' knowledge of Fire Place Gas Shut-off.

action: **Ascent**

08.10.4 **2008/2009 AGM Motions & Budgets:**

02.18.09: The official Minutes of the AGM will be published by Ascent. The following is only a synopsis:

- The **2009 Operating Budget** was **approved**,
- The **Legal Expenditures** were **ratified**,
- Retiring the **1st & 2nd Mortgages** was **approved**, and
- The **2nd Parking Gate** was **approved**.

information

11.19.3 **Pool and Amenity Area Use by Non-Residents & Strangers:**

Council has decided to report these incidents.

On December 14th, 2008, young males were found - not for the first time - using the Pool Tables without a resident attending. They claimed to be guests of T2 – 206. A letter will be sent to T2 – 206.

On December 29th, 2008, a Resident with a Guest was encountered in the Gym. The resident and hereby all residents are reminded that it is a Rule and a By-law that guests are not permitted in the Gym. All Residents are also reminded that it is a Rule and a By-law that youths must be 14 and older to use the Gym.

A confusion resulting from two Residents having the same first name has been resolved:

- T2-206 appeared at Council, acknowledged a minor infraction, and was excused, but
- T2-504 repeatedly violated by-laws despite repeated warnings. It was **resolved** that Ascent would write an explanatory letter advising that Amenity Privileges are suspended and that T2-504 may appeal to Council if desired. action: **Ascent**

11.19.3.1 **Additional Door Alarms to Amenity Areas:**

01.07.09: One quotation for additional Alarms was reviewed and determined to be for an incorrect scope of work. MacKinnon and Ascent to a) resolve the scope of work and b) provide additional competitive prices.

Pending:

action: **MMac, Ascent**

11.19.4 **Building Manager's and Assistant Manager's Scope of Services:**

01.07.09: Review pending in February.

action: **Ascent**

02.18.09: Ascent reported reviewing the Building Managers' Scope of Work. In order to access the time required to perform certain aspects potentially needing out-sourced support services, the Building Managers will 'time' identified components – mopping stairwells, vacuuming corridors, etc. action: **Ascent**

01.07.3 **Auditor's Report:** The Treasurer has discussed their preliminary findings with the Independent Auditor. While there are some minor audit items are outstanding, it is nearly complete, there are no anticipated issues, and the Final Report is expected shortly.

The Treasurer has generally accepted the Auditor's Report.

information

01.07.04 **Pool House Leaks:**

01.07.04.1 Exercise Corridor Leak: Pursuant to the correspondence previously mentioned and similar reports; following the Meeting Council Inspected the hallway which was extensively flooded. There appeared to be potentially three (3) sources which were aggravated by heavy rain and the strong south wind: the doorsill, the heads of the slot window & door, and maybe the actual wall base beneath the landscaping. Drier weather will be needed to explore the causes. In the interim, the Building Managers will continue to suction the water with a shop vac.

02.18.09: More dry weather will be needed to explore the causes. Re-caulking may address one of the potential sources, but will not necessarily resolve the problem. pending

01.07.04.2 Pool Skylight Gutter: The open NE pool corner ceiling is open to inspect a recurring leak in the skylight gutter. Ascent tabled one quotation to replace the whole gutter membrane which is reportedly a rubber-like product which is **not** UV resistant. This deficiency will be added to our list for counsel but in the interim an acceptable replacement quotation will be sought.

02.18.09: Scope definition, comparative bids, and drier weather will be needed to undertake this corrective building deficiency. pending

CORRESPONDENCE

Old Correspondence:

11.19.1 A complaint was received regarding on-going and untimely noises from one suite to the suite below.

01.07.09: The resident noted that there has been no change on the part of the Resident above their suite. Ascent will now personally visit the resident and review the By-laws. action: **Ascent**

Ascent reported visiting the upper Resident and suggests monitoring in the future.

New Correspondence:

02.18.1 Reports were received that a Tower II Resident's dog has been defecating in the elevator. The Building Managers will review the Elevator video tapes to identify the Resident. **Ascent**

Owners are encouraged to correspond with Council through Ascent. Please mail your correspondence to Ascent or alternatively by email to: kdahl@ascentpm.com

NEW BUSINESS ARISING

- 2.18.2 Council Officer:** The Officers were elected by the Council from those Councilors elected by acclamation by Owners at the AGM. Information

Action Items brought forward to 2009:

- 2.18.3. Re-painting the Building Exterior:** Ascent tabled a range of quotations from companies they have previously employed. Agreed that the basis of the quotations needed to be standardized and then required. MMac agreed to provide a reference standard and contacts. action: **MMac**
- 2.18.4 Re-sealing the Building Brickwork:** pending action: **Ascent**
- 2.18.5 Replacing Basement Lobby Carpet:** Ascent tabled quotations and vinyl samples – both tile and sheet types for consideration. It was agreed that volunteers would be sought to select the colour of material.
- 2.18.6 Hot Water Tank for Tower II:** As reported at the AGM, the failed tank in Tower II has been replaced. Information

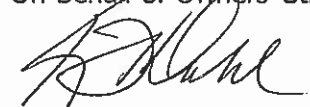
ADJOURNMENT

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

NEXT MEETING

The next Council Meeting will be held on **Wednesday, March 18th, 2009, Tower II Lounge.**

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners' Strata Plan BCS 40



Ken Dahl
Senior Strata Agent

KD/MMac

Direct Line: 604-293-2416
Email: kdahl@ascentpm.com
After Hours Emergency: 604-293-2459

A large resource of information is available on the Mayfair Place website including contact info, frequently asked questions, and rules & bylaws.

The website may be accessed at: <http://www.mayfairplace.org>

ID: Your tower street address (i.e. 4 digits) **PW: Your tower postal code** (i.e. 6 digits/letters no space or dash)

*Ascent Real Estate Management Corporation 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9
Phone: 604-431-1800 Fax 604-431-1818 E-Mail: ascent@ascentpm.com Web-Site: www.ascentpm.com*

**MINUTES OF COUNCIL MEETING
STRATA PLAN BCS 40, MAYFAIR PLACE
7368/7388 SANDBORNE AVENUE, BURNABY, BC**

Held: Wednesday, March 18th, 2009 at 7:00 p.m.
In the Lobby Lounge, Tower II

PRESENT:	David Cretney	President
	Deirdre Riley	Vice President
	Albert Chan	Treasurer
	Murray MacKinnon	Secretary
	Melanie Moore	
	Mabel Pernia	
	Matt Dumala	

STRATA AGENT: Ken Dahl, Senior Strata Agent, Ascent Real Estate Management Corporation

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

MINUTES

It was **MOVED, SECONDED** and **CARRIED** to approve the Minutes of the February 18th, 2009 council meeting.

BUILDING MANAGER'S REPORT

The Monthly Report noted a second Garden Unit had a break-in. Again, residents are **reminded** that the ground floor of Tower II and the 2nd floors of both Tower I & Tower II are accessible. Greater security consideration should be taken by those suite Owners.

The Report also noted an attempted break-in to the Garden Storage. Additional astragals have been added to the door and frame.

Council **reviewed** and **approved** the monthly Building Manager's Report.

FINANCIAL REPORT

1. **Monthly Statements:** The Treasurer reported receiving / reviewing the February Statement. A minor adjustment had been made as requested. The February Statement was **MOVED, SECONDED** and **CARRIED**.
2. **Arrears:** Council reviewed the Accounts Receivable Report. Ascent was asked to review a peculiar series of small repetitive entries (the over-90 day column) which appear to be a data entry error. Otherwise, the Accounts Receivable are generally current.

OLD BUSINESS

08.08.1 Legal Opinion:

02.18th.09: The Levelton Report has been finalized. Counsel will be presenting to the Developer and the Warrantee Provider.

03.18th.09: General discussion of the earlier in-house review of the final January 30th Levelton Report. Council will have a 2nd Review session during the month toward identifying for our Legal Counsel which building Trade Contractors, in addition to the Developer, the General Contractor and the Warrantee Provider, should be pursued for general deficiencies.

Council

08.09.1 Fire Department Lockbox Keys:

08.09.1.1 Emergency Response Plan.

02.18th.09: Discussed and agreed to use the Parking Sticker registration process to identify Residents requiring assistance to evacuate from the building in an emergency. The info would be available to the Fire Department. **See: 08.10.3.3**

Secondly, a question will be added to the Registration Form asking each Resident if they know where their Water Shut-off Valve is located. The Building Managers will assist anyone unaware of their Shut-off's location. **See: 08.10.3.3**

08.09.1.2 Security Vault for Mayfair Records: Installed.

Complete

08.09.3 Annual Fire System Testing:

02.18th.09: Follow-up date for the balance of suite testing to be announced.

action: **Ascent**

03.18th.09: Follow-up date for balance of in-suite test pending

action: **Ascent**

08.10.3 Parkade & General Security:

08.10.3.2 Second Parking Gate:

02.18th.09: The AGM approved the concept & funds for the 2nd Vehicle Gate. A Design will be developed, tendered and installed. **action: Ascent & MMac.**

03.18th.09: Initial detail layout drawing underway, three qualified (3) gate providers identified. MMac proceeding; David C to assist with electronic & computer in-put.

action: MMac, David C

08.10.3.3 Parking Stickers for Owner's Vehicles:

02.18th.09: Revised Stickers delivered. Discussed and **resolved** that Ascent will prepare and post a notice advising Residents that the Parking Stickers are available from the Building Managers at the Office. Picture ID will be required.

03.18th.09: Issuance of Parking Stickers proceeding. The following additional information is being collected at the same time:

- Residents requiring Fire Fighter assistance in an emergency,
- Residents' knowledge of Water Shut-off, and
- Residents' knowledge of Fire Place Gas Shut-off.

action: Bldg Managers, Ascent

11.19.3.1 Additional Door Alarms to Amenity Areas:

02.18th.09: Pending:

action: **MMac, Ascent**

03.18th.09: Pending:

action: MMac, Ascent

11.19.4 Building Manager's and Assistant Manager's Scope of Services:

02.18th.09: Ascent reported reviewing the Building Managers' Scopes of Work. In order to access the time required to perform certain aspects potentially needing out-sourced support services, the Building Managers will 'time' identified components – mopping stairwells, vacuuming corridors, etc. **action: Ascent**

03.18th.09: Summary of cleaning durations pending.

action: Ascent

01.07.3 Auditor's Report:

The Treasurer **MOVED**, and it was **SECONDED & CARRIED** to accept the Auditor's Report.

complete

01.07.04 Pool House Leaks:

01.07.04.1 Exercise Corridor Leak:

02.18th.09: Drier weather will be needed to explore the causes. Re-caulking may address one of the potential sources, but will not necessarily resolve the problem. **Pending**

03.18th.09: Pending on more dry weather.

Pending

01.07.04.2 Pool Skylight Gutter: The open NE pool corner ceiling is open to inspect a recurring leak in the skylight gutter.

02.18th.09: Scope definition, comparative bids, and more dry weather will be needed to undertake this corrective building deficiency. **Pending**

03.18th.09: Pending Scope definition, comparative bids and more dry weather.

Pending

2.18.3. Re-painting the Building Exterior:

Ascent tabled a range of quotations from companies they have previously employed. Agreed that the basis of the quotations needed to be standardized and then required. MMac agreed to provide a reference standard and contacts. **action: MMac**

03.18th.09: The Master Painters & Decorators Institute (MPDI) has been hired to create a Painting Specification which will form the performance basis for the Tendering for repainting the building exterior.

action: Ascent & MPDI

- 2.18.4 **Re-sealing the Building Brickwork:**
02.18th.09: pending action: **Ascent**
02.18th.09: Pending action: **Ascent**
- 2.18.5 **Replacing Basement Lobby Carpet:**
02.18th.09: Ascent tabled quotations and vinyl samples – both tile and sheet types for consideration. It was agreed that volunteers would be sought to select the colour of material.
03.18th.09: Vinyl samples compatible with the general building flooring colours were recommended. Agreed to meet with the Contractor to finalize installation instructions, award the Work and proceed. **Info**
- 2.18.6 **Hot Water Tank for Tower II:**
02.18th.09: As reported at the AGM, the failed tank in Tower II has been replaced. Information
(Post-meeting) It has been noted that the failed Tower II Hot Water Tank has **not** been installed. There are actually two (2) issues being investigated:
- 2.18.6.1. The hot water Circulating Pump has failed and is currently being quoted for replacement, and
 - 2.18.6.2. The Old Hot Water Tank #7 has failed. Tank #8 is a new replacement and old tanks #5 and #6 continue to function. Tower II can function on only three tanks and will once the Circulating Pump is replaced.
- Ascent will follow up and expedite the pump replacement; Council will review the replacement of Tank #7 at its April 15th Meeting. action: **Ascent**

CORRESPONDENCE

Old Correspondence:

- 02.18.1 **Dog Defecating in the Elevator:** Reports were received that a Tower II Resident's dog has been defecating in the elevator. The Building Managers will review the Elevator video tapes to identify the Resident. Ascent
03.18th.09: Ascent to follow up on the investigation with the Building Managers. action: **Ascent**

New Correspondence:

- 03.18.1 **Loose Vinyl:** Resident noted loose the vinyl strip on their window. Item & location will be added to the Envelope Deficiency List. action: **Ascent**
- 03.18.2 **Garbage, Storage & Oil in Parking Stalls:** Resident noted that Parking Stalls are increasingly being used for storage and that cardboard is being used to absorb oil drips / deposits. Residents are reminded that the Mayfair By-laws (and the Burnaby Fire Department) prohibit storage in underground Parking Stalls. The Mayfair By-laws also prohibit vehicles from leaking oil in the Parking. Ascent will post notices and Residents will be reminded to remove stored items and to repair vehicles which are leaking oil. action: **Ascent**
- 03.18.3 **Ceiling Cracks:** A Resident noted cracks in the ceiling of their unit. Ascent will correspond to get a better understanding of the extent of the issue. action: **Ascent**

Owners are encouraged to correspond with Council through Ascent. Please mail your correspondence to Ascent or alternatively by email to: kdahl@ascentpm.com

NEW BUSINESS ARISING

- 03.18.4 **Break-in to Underground Parking:** Despite the successful application of metal sheathing to the doors (proven now to stop one thief), a second thief used a pry bar on the Parking door. There have been no cars reported damaged. The doors have now been reinforced with an additional steel plate. **Info**
- 03.18.5 **Stand-by Line of Credit – VanCity:** The Treasurer reported that the application has been submitted. Sue Lam of Ascent will follow-up with VanCity and report. action: **Ascent**
- 03.18.6 **Enterphone – Tower II:** The acoustical pick-up is very poor and residents report not being able to hear visitors. Ascent will contact Full Spectrum to have the microphone inspected and repaired as necessary. action: **Ascent**

03.18.7 **Spring Cleaning:** The following activities were discussed:

- 03.18.7.1 **Parkade Power Washing:** Schedule to be completed by **mid-May**. Building Managers to post a **full** schedule one week in advance so that Residents can plan to remove their cars.
- 03.18.7.2 **Exterior Dryer Vents:** To be scheduled **before** the Spring Window Washing.
- 03.18.7.3 **Spring Window Washing:** To be completed by late **June**. Suggested that **inside cleaning** be offered to Residents **at their own cost**. A Sign-up Sheet to be created. All items: **Ascent**

ADJOURNMENT

There being no further business to transact, the meeting was adjourned at 8:00 p.m.

NEXT MEETING

The next Council Meeting: **Wednesday, April 15th, 2009, Tower II Lounge.**

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners' Strata Plan BCS 40

RA.

5 per, Ken Dahl
Senior Strata Agent

KD/mmac

Direct Line: 604-293-2416
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**MINUTES OF COUNCIL MEETING
STRATA PLAN BCS 40, MAYFAIR PLACE
7368/7388 SANDBORNE AVENUE, BURNABY, BC**

Held: Wednesday, April 15th, 2009 at 7:00 p.m.
In the Lobby Lounge, Tower II

PRESENT: David Cretney President
Albert Chan Treasurer
Murray MacKinnon Secretary
Melanie Moore
Mabel Pernia
Matt Dumala

REGRETS: Deirdre Riley Vice President

STRATA AGENT: Ken Dahl, Senior Strata Agent, Ascent Real Estate Management Corporation

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

MINUTES

It was **MOVED, SECONDED** and **CARRIED** to approve the Minutes of the March 18th, 2009 council meeting, subject to clarification of 2.18.6 and of 3.18.7.3 – see text.

BUILDING MANAGER'S REPORT

The Council **reviewed** and **approved** the monthly Building Manager's Report.

FINANCIAL REPORT

1. **Monthly Statements:** The Treasurer **tabled** the current Statements, deferring recommendation to accept / approve pending receiving clarifications from Ascent / Sue Lam to Line 4018 – Administration Costs (Copying) which show a repeated over-run.
2. **Arrears:** Council reviewed the Accounts Receivable Report. Ascent was again asked to review a peculiar series of small repetitive entries (the over-90 day column) which appear to be a data entry error. One Suite is 3 months in arrears and will be sent a Lien Warning Letter.

OLD BUSINESS

08.08.1 Legal Opinion:

03.18th.09: General discussion of the earlier in-house review of the final January 30th Levelton Report. Council will have a 2nd Review session during the month toward identifying for our Legal Counsel which building Trade Contractors, in addition to the Developer, the General Contractor and the Warrantee Provider, should be pursued for general deficiencies.

04.15th.09: Council agreed to meet Wednesday April 22nd to follow-up its discussions toward focussing legal action and instruction to our Legal Counsel.

Legal Counsel informed Council of correspondence from the defendants' counsel requesting an exchange of information which was sent.

08.09.3 Annual Fire System Testing:

02.18th.09: Follow-up date for the balance of suite testing to be announced.

action: Ascent

03.18th.09: Follow-up date for balance of in-suite test pending

action: Ascent

04.15th.09: Follow-up date for balance of in-suite test targeting **May 1st**.

action: **Ascent**

08.10.3 **Parkade & General Security:**

08.10.3.2 **Second Parking Gate:**

03.18th.09: Initial detail layout drawing underway, three qualified (3) gate providers identified. MMac proceeding; David C to assist with electronic & computer in-put.

04.15th.09: Initial feed-back and product info received from two of three potential gate suppliers has been received which will form the basis of further detail drawings and clarifications to formal pricing requests. action: **MMac, D. Cretny**

08.10.3.3 **Parking Stickers for Owner's Vehicles:**

03.18th.09: Issuance of Parking Stickers proceeding. The following additional information to be collected at the same time:

- Residents requiring Fire Fighter assistance in an emergency,
- Residents' knowledge of Water Shut-off, and
- Residents' knowledge of Fire Place Gas Shut-off.

action: **Bldg Managers, Ascent**

04.15th.09: Thirty-five (35) Suites are outstanding; Letters will be sent advising that stickers must be picked up by May 20th or cars may be towed. Security will start to put reminders on windows of cars without stickers. **Security**

M. Dumalla undertook to create a data spreadsheet of all of the information received.

action: **M. Dumalla**

11.19.3.1 **Additional Door Alarms to Amenity Areas:**

02.18th.09: Pending:

action: **MMac, Ascent**

03.18th.09: Pending:

action: **MMac, Ascent**

04.15th.09: Pending:

action: **MMac, Ascent**

11.19.4 **Building Manager's and Assistant Manager's Scope of Services:**

02.18th.09: Ascent reported reviewing the Building Managers' Scopes of Work. In order to access the time required to perform certain aspects potentially needing out-sourced support services, the Building Managers will 'time' identified components – mopping stairwells, vacuuming corridors, etc.

action: **Ascent**

03.18th.09: Summary of cleaning durations pending.

action: **Ascent**

04.15th.09: Pending:

action: **Ascent**

01.07.04 **Pool House Leaks:**

01.07.04.1 **Exercise Corridor Leak:**

03.18th.09: Pending on more dry weather.

Pending

04.15th.09: Pending on dry weather.

Pending

01.07.04.2 **Pool Skylight Gutter:** The open NE pool corner ceiling is open to inspect a recurring leak in the skylight gutter.

02.18th.09: Scope definition, comparative bids, and more dry weather will be needed to undertake this corrective building deficiency.

Pending

03.18th.09: Pending Scope definition, comparative bids and more dry weather.

Pending

04.15th.09: One bid (Columbia) received; two more pending.

Pending

2.18.3. **Re-painting the Building Exterior:**

03.18th.09: The Master Painters & Decorators Institute (MPDI) has been hired to create a Painting Specification which will form the performance basis for the Tendering for repainting the building exterior.

action: **Ascent & MPDI**

04.15th.09: MPDI has been on site; more than six (6) Painters expressed interest.

Pending

2.18.4 **Re-sealing the Building Brickwork:**

02.18th.09: pending

action: **Ascent**

03.18th.09: Pending

action: **Ascent**

04.15th.09: pending

action: **Ascent**

2.18.5 **Replacing Basement Lobby Carpet:**

03.18th.09: Vinyl samples compatible with the general building flooring colours were recommended. Agreed to meet with the Contractor to finalize installation instructions, award the Work and proceed.

Info

04.15th.09: Quotation received, over-budget with inset colour strip; rebidding.

(post-meeting) Revised quotation received and accepted by Council e-vote.

action: **Ascent**

2.18.6

Hot Water Tank for Tower II:

02.18th.09: As reported at the AGM, the failed tank in Tower II has been replaced.

Information

(Post-meeting) It has been noted that the failed Tower II Hot Water Tank has **not** been installed. The council does not intend to replace the tank until another original equipment tank fails. See note 2.18.6.2 below. However, some owners have and still may be experiencing a shortage or delay in obtaining hot water.

There are actually two (2) issues being investigated/actioned:

- 2.18.6.1. The hot water Circulating Pump has failed and is currently being quoted for replacement.

0415th.09: Circulating Pump &/or small Hot Water holding tank replaced by Lazar **complete**

- 2.18.6.2. The Old Hot Water Tank #7 has failed. Tank #8 is a new replacement and old tanks #5 and #6 continue to function. Tower II can function on only three tanks and will once the Circulating Pump is replaced.

0415th.09: Council will review the replacement of Tank #7 when previous experience shows this is necessary. **Pending**

03.18.2 Garbage, Storage & Oil in Parking Stalls:

Residents are reminded that the Mayfair By-laws (and the Burnaby Fire Department) prohibit storage in underground Parking Stalls. The Mayfair By-laws also prohibit vehicles from leaking oil in the Parking. Ascent will post notices and Residents will be reminded to remove stored items and to repair vehicles which are leaking oil.

0415th.09: Notices posted by Building Managers and clean-up progressing. Security will place notices on cars in stalls where items or oil remains evident. **Bldg. Managers & Security**

03.18.5 Stand-by Line of Credit – VanCity:

The Treasurer reported that the application has been submitted. Sue Lam of Ascent will follow-up with VanCity and report.

0415th.09: Discussed. M. Pernia agreed to meet directly with VanCity. **action: M. Pernia**

03.18.6 Enterphone – Tower II:

The acoustical pick-up is very poor and residents report not being able to hear visitors. Ascent will contact Full Spectrum to have the microphone inspected and repaired as necessary.

0415th.09: Full Spectrum contacted and expecting service call / investigation shortly. **action: Ascent**

03.18.7 Spring Cleaning: The following activities were discussed:

- 03.18.7.1 **Parkade Power Washing:** Schedule to be completed by **mid-May**. Building Managers to post a **full** schedule one week in advance so that Residents can plan to remove their cars.

0415th.09: Pending.

action: Bldg Managers.

- 03.18.7.2 **Exterior Dryer Vents:** To be scheduled with AirVac **before** the Spring Window Washing. *(note correction!)* Suggested that **inside cleaning** of dryer vents be offered to Residents **at their own cost**. A Sign-up Sheet to be created.

action: Ascent

- 03.18.7.3 **Spring Window Washing:** To be completed by late **June**.

action: Ascent

CORRESPONDENCE

Old Correspondence:

None to report

New Correspondence:

None to report

Owners are encouraged to correspond with Council through Ascent: kdahl@ascentpm.com, and copy Mayfair Council at the Council address: council@mayfairplace.org

NEW BUSINESS ARISING

4.15.1

Garden Committee Report: The Belgravia Building Manager can no longer manage the Formal Garden and the Belgravia maintenance on his own. He had previously been paid extra by the collective Towers on a part-time basis. A new arrangement is being considered. It was proposed by the Formal Garden Committee that the maintenance be rotated among the other Towers' Building Managers. This is a seasonal role. Council agreed in principle, pending a review of any impacts on the Mayfair maintenance and our Building Managers' willingness to take a percentage of this on.

action: Council

4.15.2 Formal Garden Boundaries: General discussion. The '**visual**' edges of the Formal Garden do **not** align with the property lines nor with the shared Property covenants, consequently the Maintenance Agreements have never provided clear instruction to the Formal Garden Contractor. A collective agreement with the other Towers is necessary to match the **visual** Garden with the **legal** Garden contributions. M. Moore will discuss reconciling this misalignment with the Garden Committee at their next meeting. action: M.Moore

4.15.3 Secured Bike Storage: General discussion. (**post meeting**) Council toured the various enclosed Bike Storage **Rooms** (as opposed to the 'cages' in the Parkade). Most of the rooms were well used **but** many of those bikes had flat tires and had obviously not been ridden in a very long while. Suggestions:

- that Tenants be asked to identify their bicycles by 'tagging' them with their Strata Unit number.
- that bikes so identified be consolidated into the secured Bike Rooms.
- that unidentified bikes be relocated to the 'cages' until ownership can be determined, and
- that after a reasonable period of time, abandoned bikes be donated to charity.

The objective will be to concentrate Bike Storage into solid rooms and to increase the security on those doors. action: **Info & further Council discussion.**

ADJOURNMENT

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

NEXT MEETING

The next Council Meeting: **Tuesday, May 19th, 2009, Tower II Lounge.**

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners' Strata Plan BCS 40



Ken Dahl
Senior Strata Agent

KD/mmac

Direct Line: 604-293-2416
Email: kdahl@ascentpm.com
After Hours Emergency: 604-293-2459

A large resource of information is available on the Mayfair Place website including contact info, frequently asked questions, and rules & bylaws.

The website may be accessed at: <http://www.mayfairplace.org>

ID: Your tower street address (i.e. 4 digits) **PW: Your tower postal code** (i.e. 6 digits/letters no space or dash)

*Ascent Real Estate Management Corporation 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9
Phone: 604-431-1800 Fax 604-431-1818 E-Mail: ascent@ascentpm.com Web-Site: www.ascentpm.com*

**MINUTES OF COUNCIL MEETING
STRATA PLAN BCS 40, MAYFAIR PLACE
7368/7388 SANDBORNE AVENUE, BURNABY, BC**

Held: Wednesday, June 24th, 2009 at 7:00 p.m.
In the Lobby Lounge, Tower II

PRESENT:	David Cretney	President
	Albert Chan	Treasurer
	Murray MacKinnon	Secretary
	Mabel Pernia	
REGRETS:	Deirdre Riley	Vice President
	Matt Dumala	
	Melanie Moore	

STRATA AGENT: Ken Dahl, Senior Strata Agent, Ascent Real Estate Management Corporation

CALL TO ORDER

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

MINUTES

It was **MOVED, SECONDED** and **CARRIED** to approve the Minutes of the May 20th, 2009 council meeting.

BUILDING MANAGER'S REPORT

The Council **reviewed** and **approved** the monthly Building Manager's Report.

FINANCIAL REPORT

1. **Monthly Statements:** It was **MOVED, SECONDED** and **CARRIED** to approve the May Statements subject to the cost of flooring replacement for the Basement corridors and lobbies being reassigned to its proper account category.
2. **Arrears:** Council determined to table discussion of Arrears, there being no pressing matters.

OLD BUSINESS

08.08.1 **Legal Opinion:**

Refer to Item 05.20.4 – New Business

08.10.3 **Parkade & General Security:**

08.10.3.2 **Second Parking Gate:**

0520th09: A copy of detailed drawings for the second gate at Mayfair Place was presented to all council members present. Council will proceed with clarifications to formal pricing.

0624th09: The sketches, having been reviewed, will be further developed with power and sensor and security electronics for issuance for Tender.

Action: **MMac, D. Cretney**

08.10.3.3 **Parking Stickers for Owner's Vehicles:**

0624th09: Council will continue to monitor non-compliance through the observations of the Security Committee. Violators will be notified by a ticket if Parking Stickers are not evident.

- 11.19.4 Building Manager's and Assistant Manager's Scope of Services:**
 0520th09: The building manager reported that it takes three hours to vacuum the common area hallways in each building and an additional three hours to mop the stairwells in each building. Council will consider outsourcing a more detailed cleaning, such as dusting etc. on a once per month in order to free-up the building managers for more technical duties that might normally require calling out a contractor.
0624th09: General but unresolved discussion. Ascent suggested resident representatives compile a list of cleaning activities needing improvement and of cleaning products which would improve the general appearance. **Action: MMac**
- 01.07.04 Pool House Leaks:**
- 01.07.04.1 Exercise Corridor Leak:**
 0520th09: The Strata Corporation will undertake to investigate and obtain quotes to remediate the leaks in the exercise corridor. Levelton Engineering will be requested to investigate to identify the source of the water leaks; Derrdre Riley volunteers to meet with the contractor and pinpoint problem areas. Bids will then be obtained for the required work.
0624th09: It was discovered during review of the Pool Gutter that there was **no** Roof Drain installed in the roof of the Pool Corridor and overflow has been contributing to the flooding of the corridor during rain events. See 01.07.04.2 following. Counsel (McC&T) will be advised to add this significant deficiency to the Strata Corporation's Statement of Claim. **action: Ascent**
- 01.07.04.2 Pool Skylight Gutter:**
 0520th09: Two more bids were requested before a decision to proceed is made.
0624th09: Additional Quotations were review. It was **MOVED, SECONDED** and **CARRIED** to accept the best quotation and to award the Contract to New City. Ascent were directed to request New City to add a new roof scupper to the Pool Corridor Roof per 01.07.04.1 above. **action: Ascent**
- 2.18.3. Re-painting/Sealing of the Building Exterior:**
 0520th09: Karl Schon of the Master Painters & Decorators Institute (MPDI) has scheduled a site meeting for Thursday, May 21, 2009 for all contractors invited to submit tenders for the painting of the building and sealing of the exterior brick work. The contractors will have until May 28, 2009 to submit their sealed bids.
0624th09: Five (5) quotations were received, four within 5% of each other indicating a very good competitive effort. Nevertheless awarding the work in the range of \$200,000 was deemed difficult given other costs arising from the Strata Claims and Legal Actions. General discussion. It was resolved to direct Ascent to discuss with Karl Schon / MPDA the possibility of dividing the work into three (3) packages – Lower Building painting (to underside 3rd Floor ceiling), Upper Tower painting (balconies and cornices, etc), and Brick sealing – toward proceeding with some of the most necessary work. **action: Ascent**
- 2.18.5 Replacing Basement Lobby Carpet:** **complete**
03.18.2 Garbage, Storage & Oil in Parking Stalls: **complete**
03.18.5 Stand-by Line of Credit – VanCity: **tabled**
- 03.18.6 Enterphone – Tower II:**
 0520th09: Full Spectrum Security investigated a reported problem with the microphone inside the enterphone panel in Tower II. Full Spectrum reported that they could not find any issues with the microphone and suggested that the problem could be with owners who have changed their service to Telus or Shaw. However the council does not believe this is the underlying issue. It appears the microphone is directional and that visitors are simply not aware that they need to direct their voice toward the panel. Council will post notice. Council requests your correspondence should this issue persist.
0624th09: Tower II Enterphone issue appears to be linked to the Residents' phone service providers who sometimes bypass the Enterphone connection while rewiring phone service. Residents encountering problems are advised to contact their Phone company (Telus or Rogers) and have them test and repair. This should be provided at no cost. **info**
- 03.18.7 Spring Cleaning:**
- 03.18.7.2 Exterior Dryer Vents:** **complete**
- 03.18.7.3 Spring Window Washing:** Champion Window Washing ongoing and nearly complete.
- 4.15.1 Garden Committee Report:** Mayfair Place has agreed to a one year assumption of responsibility for the pond maintenance in the Formal Garden effective June 1, 2009. Council will inform the Formal Garden Committees in the other Strata Corporations. Ascent will arrange for the Mayfair Place onsite building managers to meet with the Belgravia caretaker to review the procedure for the pond maintenance.
0624th09: The Mayfair Building Managers have begun this weekly service. **info**

- 4.15.2 **Formal Garden Boundaries:** General discussion. The 'visual' edges of the Formal Garden do **not** align with the property lines nor with the shared Property covenants, consequently the Maintenance Agreements have never provided clear instruction to the Formal Garden Contractor. A collective agreement with the other Towers is necessary to match the visual Garden with the legal Garden contributions. M. Moore will discuss reconciling this misalignment with the Garden Committee at their next meeting.
0624th09: This item is ongoing. info
- 4.15.3 **Secured Bike Storage:**
 0520th09: A notice advising of the residents of the dates for identifying by tagging bicycles will be posted in early July 2009.
0624th09: Having not resolved how to proceed, Council tabled discussion. info
- 05.20.4 **Outstanding Deficiency Repairs:**
- 05.20.4.1 **Legal Action:** Counsel for BCS-40, McCarthy Tetrault, offered the developer and National Home Warranty, in writing, an opportunity to return to site and complete the outstanding deficiencies identified in the 2004, and 2007 End of Warranty Review document completed by Levelton Engineering. A date was set for the developer and National Home Warranty to comply with the request. The developer and National Home Warranty were advised that if they failed to undertake the deficiency repairs in the stipulated time frame, that the Strata Corporation would undertake the repairs and seek legal recourse for the repairs. The date has passed without any work being undertaken by the parties.
0624th09: Legal Counsel has been directed to proceed with action against the Parties named.
- 05.20.4.2 **Deficiency Repairs - Engineering Scope of Services:** Council agreed to proceed and have Levelton Engineering provide a the scope of work required. Levelton Engineering will be requested to provide a priority sequence for all work. Deirdre Riley has volunteered to work with Levelton Engineering to identify the scope of work. Once the scope of work has been prepared, Levelton Engineering will be requested to prepare the tender documents.
0624th09: Deirdre Riley (in absentia via email) had worded a motion which was adopted by Council Members attending to accept Levelton's quotation for additional specific testing, specification and scope of work writing toward seeking tender quotations for the various deficiency and maintenance repairs in an amount not to exceed twenty thousand (\$20,000) dollars. It was **MOVED, SECONDED and CARRIED.** info
- 05.20.6 **Parking Rule:** It was **moved, seconded and carried** to add the following rule to the rules list for BCS 40:
 "All vehicles parked in the underground parking garage must display a valid BCS-40 parking sticker. The sticker must be attached to the inside of the vehicle windshield on the driver's side. Violators will be subject to fine for a rule violation."
0624th09: The Security Committee recommended a minor rewording which was reviewed, **MOVED, SECONDED and CARRIED**
 "All vehicles parked in the underground parking garage must display a valid BCS-40 parking sticker. The sticker must be attached to the inside of the vehicle windshield on the driver's side. *Guests of residents parking in the secured parking must display the name of the resident they are visiting, plus the suite and tower numbers* . Violators will be notified by ticket if Parking Stickers are not evident. Violators will be subject to fine for a rule violation."

CORRESPONDENCE

- 06.24.01 **Hardship Rental Request:** Council received a hardship rental request based upon medical travel necessity. Council sought advice from the CHOA Executive Director who advised that the case did not meet the definition of hardship rental under the Act. Council therefore determined to refuse the request. The applicant will be given the option to personally present proof of hardship. info

Owners are encouraged to correspond with Council through Ascent: kdahl@ascentpm.com, and copy Mayfair Council at the Council address: council@mayfairplace.org

NEW BUSINESS ARISING:

06.24. 02 **Proposed Globalive Antennae:** Representatives of Medallion appeared for Alcatel who are initiating a new cellular and wireless build-out for Globalive who have been recently awarded a wireless transmission licence. They proposed to erect transmission antennae and receivers on the Elevator Penthouse of Tower II in exchange for an annual rental fee of eighteen thousand (\$18,000) dollars. The term would be for ten (10) years with renewal options and adjustments.

The dishes and transmitters would be quite small, would **not** be attached to poles above the roof but mounted onto the Elevator Penthouse, possibly within the recesses, would be painted to match the background brick colour, and any other equipment would be inside the upper penthouse walls out of sight.

Several conditions were reviewed in detail:

1. 24/7 Access: a lockbox for bonded service personnel would be acceptable,
2. 100 amps power (ultimately) from the Mayfair system: a metered feed which Mayfair would read and bill to Globalive would be acceptable,
3. Connection to Mayfair's emergency generator was extensively discussed. Council was uncertain that the system could accommodate additional load and Council did not want any exposure to power loss claims from Globalive. It was agreed that Globalive Engineers would review and confirm backup capacity and if necessary how to access and connect a temporary generator and how to phase that power to match Mayfair's.

Medallion and Council reviewed the proposed agreement's detail terms and conditions in detail.

Subject to minor clarifications of wording, clarification of mounting locations, brackets & colours, clarification of the emergency generator concerns, receipt of a revised draft reflecting the clarifications discussed, and an opportunity for Council to seek legal counsel opinion on those terms, Council was generally in favour. Given the provisos discussed, it was then **MOVED, SECONDED and AGREED** to proceed. **info**

ADJOURNMENT

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

NEXT MEETING

The next Council Meeting is scheduled for **7:00pm Wednesday, July 22, 2009, Tower II Lounge.**

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners' Strata Plan BCS 40



Ken Dahl
Senior Strata Agent

KD/ls

Direct Line: 604-293-2416
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**MINUTES OF COUNCIL MEETING
STRATA PLAN BCS 40, MAYFAIR PLACE
7368/7388 SANDBORNE AVENUE, BURNABY, BC**

Held: Wednesday, July 22nd, 2009 at 7:00 p.m.
In the Lobby Lounge, Tower II

PRESENT:	Deirdre Riley Albert Chan Murray MacKinnon Mabel Pernia	Vice President Treasurer Secretary
REGRETS:	David Cretney Matt Dumala Melanie Moore	President resigned
STRATA AGENT:	Ken Dahl, Senior Strata Agent, Ascent Real Estate Management Corporation	

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

GUESTS ATTENDING:

1. Alex Pamkratov, Suite 1903 / T1 attended to discuss his concerns and discomfort regarding the installation of Globalive antennae on Tower II (see Item 06.24. 02 following) and the doubts he had regarding what he felt were both unsubstantiated but also not disproven risks. He felt that it is unwise to proceed based on the 'precautionary principle'. There was a general discussion; the crux of the matter relating to various studies Council has researched versus the volume of internet 'reports' which are difficult to accredit. Alex Pamkratov was thanked for his comments and he left the meeting.
2. Ben Grass, Suite 2003 / T2 attended to inquire regarding the Globalive antennae, specifically:
 - a) Was Mayfair's Insurance provider informed? Ans: **Yes**, CMW Insurance Services had been informed of the possibility of the antennae,
 - b) Were permits required from the City of Burnaby? Ans: **Yes**, Globalive would have to arrange those, and
 - c) Would the lease income to the Strata Corporation be taxed? Ans: **No**, Mayfair is a non-profit corporation and in any case the 'income' was less than the max. \$30,000 permitted.

MINUTES

It was **MOVED, SECONDED** and **CARRIED** to approve the Minutes of the June 24th, 2009 Council Meeting.

BUILDING MANAGER'S REPORT

The Council **reviewed** and **approved** the monthly Building Manager's Report. There were two items of general interest:

- The Back-up Emergency Generator required retro-fitting for its radiator core. Council had directed the work to proceed by e-vote. The invoice was reviewed; and was **MOVED, SECONDED** and **APPROVED**.
- Angel Restoration had completed repairs for water damage in Tower I / 2nd and 3rd Floors.

FINANCIAL REPORT

1. **Monthly Statements:** It was **MOVED, SECONDED** and **CARRIED** to approve the June Statement.
2. **Accounts Receivable:** Council tabled discussion of Arrears, there being no pressing matters.

OLD BUSINESS

08.10.3 Parkade & General Security:

08.10.3.2 Second Parking Gate:

0624th09: The sketches, having been reviewed, will be further developed with power and sensor and security electronics for issuance for Tender.

0722nd09: Pending

action: **MMac, D. Cretney**

11.19.4 Building Manger's and Assistant Manager's Scope of Services:

0624th09: General but unresolved discussion. Ascent suggested resident representatives compile a list of cleaning activities needing improvement and of cleaning products which would improve the general appearance.

0722nd09: A list of cleaning products & procedures is being developed.

action: **MMac**

01.07.04 Pool House Leaks:

01.07.04.1 Exercise Corridor Leak:

0624th09: It was discovered during review of the Pool Gutter that there was no Roof Drain installed in the roof of the Pool Corridor and overflow has been contributing to the flooding of the corridor during rain events. See 01.07.04.2 following. Counsel (McC&T) will be advised to add this significant deficiency to the Strata Corporation's Statement of Claim.

0722nd09: New City (see next item) will include this omitted drain as part of their replacement of the Pool gutter.

action: **Ascent**

01.07.04.2 Pool Skylight Gutter:

0624th09: Additional Quotations were review. It was MOVED, SECONDED and CARRIED to accept the best quotation and to award the Contract to New City. Ascent were directed to request New City to add a new roof scupper to the Pool Corridor Roof per 01.07.04.1 above.

0722nd09: New City will be on site to replace the Pool Gutter.

action: **Ascent**

2.18.3. Re-painting/Sealing of the Building Exterior:

0624th09: Five (5) quotations were received, four within 5% of each other indicating a very good competitive effort. Nevertheless awarding the work in the range of \$200,000 was deemed difficult given other costs arising from the Strata Claims and Legal Actions. General discussion. It was resolved to direct Ascent to discuss with Karl Schon / MPDA the possibility of dividing the work into three (3) packages – Lower Building painting (to underside 3rd Floor ceiling), Upper Tower painting (balconies and cornices, etc), and Brick sealing – toward proceeding with some of the most necessary work.

0722nd09: Ascent to follow-up on the pricing break-out from Karl Schon / MPDA, namely dividing the work into **three (3) quotations** – a) Lower Building painting (to top of concrete 3rd Floor cornice), b) Upper Tower painting (balconies and cornices, etc), and c) Brick sealing – toward proceeding with some of the **most urgent** work.

action: **Ascent**

4.15.2 Formal Garden Boundaries:

0624th09: This item is ongoing.

0722nd09: D. Riley reported that at the recent meeting of the Garden Committee it was agreed that Noble Landscaping, who have this year's contract for the Formal Garden, will undertake to include those parts of the Garden which are technically outside of the Gardens legal boundaries but are inside the visual perimeter – the "fringe areas" and the pathway to South Point at no additional cost.

4.15.3 Secured Bike Storage:

0722nd09: Having not resolved how to proceed, Council again tabled discussion.

Info

05.20.4 Outstanding Deficiency Repairs:

05.20.4.1 Legal Action:

0624th09: Legal Counsel has been directed to proceed with action against the Parties named.

0722nd09: Nothing specific to report; action is on-going. Mayfair's Insurer has been informed of the action as required and a receipt of that notice will be forthcoming.

action: **Ascent**

05.20.4.2 Deficiency Repairs - Engineering Scope of Services:

0624th09: Deirdre Riley (in absentia via email) had worded a motion which was adopted by Council Members attending to accept Levelton's quotation for additional specific testing, specification and scope of work writing toward seeking tender quotations for the various deficiency and maintenance repairs in an amount not to exceed twenty thousand (\$20,000) dollars. It was MOVED, SECONDED and CARRIED.

0722nd09: D. Riley reported that the first Contract with Levelton's has been signed in the amount of \$16,000 + GST to undertake a few additional building and window tests and to develop a Scope of Work. The tests will be conducted in August and then a scope of work can be developed based on priorities for maintenance and repair. That Scope will then be

presented to and discussed with Council. Targets and budgets for the Work will then be defined. A SGM will be called to fund the repairs and legal costs. **Info**

06.24. 02 **Proposed Globalive Antennae:**

0624th09: Representatives of Medallion appeared for Alcatel who are initiating a new cellular and wireless build-out for Globalive who have been recently awarded a wireless transmission licence. They proposed to erect transmission antennae and receivers on the Elevator Penthouse of Tower II in exchange for an annual rental fee of eighteen thousand (\$18,000) dollars. The term would be for ten (10) years with renewal options and adjustments.

The dishes and transmitters would be quite small, would not be attached to poles above the roof but mounted onto the Elevator Penthouse, possibly within the recesses, would be painted to match the background brick colour, and any other equipment would be inside the upper penthouse walls out of sight.

Several conditions were reviewed in detail:

1. 24/7 Access: a lockbox for bonded service personnel would be acceptable,
2. 100 amps power (ultimately) from the Mayfair system: a metered feed which Mayfair would read and bill to Globalive would be acceptable,
3. Connection to Mayfair's emergency generator was extensively discussed. Council was uncertain that the system could accommodate additional load and Council did not want any exposure to power loss claims from Globalive. It was agreed that Globalive Engineers would review and confirm backup capacity and if necessary how to access and connect a temporary generator and how to phase that power to match Mayfair's.

Medallion and Council reviewed the proposed agreement's detail terms and conditions in detail.

Subject to minor clarifications of wording, clarification of mounting locations, brackets & colours, clarification of the emergency generator concerns, receipt of a revised draft reflecting the clarifications discussed, and an opportunity for Council to seek legal counsel opinion on those terms, Council was generally in favour. Given the provisos discussed, it was then **MOVED, SECONDED** and **AGREED** to proceed. **info**

0722nd09: General up-date: Noted that the CRTC and Globalive has **not** agreed to a licence, there being questions of foreign ownership to be resolved. Secondly, legal counsel advised that any agreement would have to be a 'Lease', not a 'Licence', and that a previously successful draft model had been sent to Globalive for their review.

Further to the earlier presentation on health concerns related to radio frequency fields, there was a general discussion. It was agreed that as there is so much internet rumour and disinformation out there, Council would insert the 'internet Links' to the various accredited scientific studies and health organizations such as the World Health Organization, American Cancer Society and health Canada where the issue has been reviewed, those being:

- http://www.cancer.org/docroot/PED/content/PED_1_3X_Cellular_Phone_Towers.asp?sitearea=PED
- <http://www.hc-sc.gc.ca/ewh-semt/radiation/cons/radiofreq/index-eng.php>
- <http://www.who.int/mediacentre/factsheets/fs304/en/print.html>
- <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08792.html#s5>

Council encourages any resident to write to Council of their concerns after reviewing the research. It is important to note that **radio frequency** fields associated with TVs, radios, and cellphones should **not** be confused with **electromagnetic** fields generated by power transmission towers.

CORRESPONDENCE

- 07.22.01 A noise complaint was received regarding piano playing late at night. A Letter and a By-law Violation Notice was sent by Ascent noting the out-of-hours sound violation. **info**
- 07.22.02 A noise complaint was received regarding Washer & dryer running late at night. A Letter and a By-law Violation Notice was sent by Ascent noting the out-of-hours sound violation. **info**
- 07.22.03 A complaint was received regarding the regular and repeated storage of shoes and footwear in the common area corridor. Ascent will advise the Owner that the common areas are not to be used in this manner. **info**
- 07.22.04 Correspondence was received regarding the Gate at South Point. The particular hinges have been ordered and will be installed upon receipt. **info**
- 07.22.05 Correspondence was received noting a broken irrigation head. The head has been repaired. **info**
- 07.22.06 Correspondence was received from a resident noting that people are increasingly having "spills" in the elevators – groceries, garbage, dogs - and not cleaning up themselves!. Council agreed with the comments and requested that residents clean up their own spills immediately before the mess is tracked through the hallways and Lobby. **info**

07.22.07 Correspondence was received from a resident noting that a "relative" had moved into a suite who was obviously not a relative, despite the Rent Restriction By-Law. Ascent was instructed to perform a Land Title search and a Form 'K' review. action: **Ascent**

Owners are encouraged to correspond with Council through Ascent: kdahl@ascentpm.com, and copy Mayfair Council at the Council address: council@mayfairplace.org

NEW BUSINESS ARISING:

- 07.22.03 **Garden Committee, Caretakers & Pool Cleaning:** A "Duty Agreement" from the City-in-the-Park Garden Committee for the Mayfair Building Managers to provide extended services effective August 1st, 2009 to July 31st, 2010 was **MOVED, SECONDED** and **CARRIED** info
- 07.22.04 **Resignation:** It was with regret that Council accepted the formal resignation of Melanie Moore from the Mayfair Council due to work commitments. Mabel Pernia agreed to assume Melanie's duties on the City-in-the-Park Garden Committee

ADJOURNMENT

There being no further business to transact, the meeting was adjourned at 8:52 p.m.

NEXT MEETING

The next Council Meeting is scheduled for **7:00pm TUESDAY, August 25th, 2009, Tower II Lounge.**

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners' Strata Plan BCS 40



Ken Dahl
Senior Strata Agent

KD/ls

Direct Line: 604-293-2416
Email: kdahl@ascentpm.com
After Hours Emergency: 604-293-2459

A large resource of information is available on the Mayfair Place website including contact info, frequently asked questions, and rules & bylaws.

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**STRATA COUNCIL MEETING MINUTES
STRATA PLAN BCS40 - MAYFAIR PLACE
7368/7388 SANDBORNE AVENUE, BURNABY, BC**

Held: Tuesday, August 25th, 2009 at 7:00 p.m.
In the Lobby Lounge, Tower II

PRESENT:	Deirdre Riley	Vice President
	Albert Chan	Treasurer
	Murray MacKinnon	Secretary
	Mabel Pernia	

REGRETS:	David Cretney	President
	Matt Dumala	

STRATA AGENT: Ken Dahl, Senior Strata Agent, Ascent Real Estate Management Corporation

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

GUESTS ATTENDING:

Council wishes to assure strata members that those wishing to attend the open portions of the Council Meeting are welcome to do so as observers until and unless confidential matters are discussed, at which time observers would be asked to leave.

Secondly, members wishing to present an issue or speak to Council are also welcome, provided a written (email) request is received (attention Ascent – see contact information below) at least one week **before** the meeting such that Council can accommodate the Guest on the Meeting Agenda. If a particular session has a full agenda, Council would then reserve time at the subsequent session.

MINUTES

It was **MOVED, SECONDED** and **CARRIED** to approve the Minutes of the July 22nd, 2009 Council Meeting.

BUILDING MANAGER'S REPORT

The Council **reviewed** and **approved** the monthly Building Manager's Report. Items of general interest:

- The Pool Corridor is wet again **but** from a source apparently related to the Change Room side, not from the windows. The Building Managers are investigating the Air Conditioning Unit above the Men's Change Room and/or the Sprinkler line in that vicinity.
action: **Bldg Managers**

FINANCIAL REPORT

1. **Monthly Statements:** It was **MOVED, SECONDED** and **CARRIED** to approve the July Statement.
2. **Accounts Receivable:** Ascent advised that the following were issued this month: one (1) **Lien** Warning Letter, two (2) **Warning** Letters, and one (1) **Reminder** Letter. Council notes nevertheless that Accounts Receivable are generally in excellent condition.

OLD BUSINESS

08.10.3.2 Second Parking Gate:
0722nd09: Pending
0825th09: Still pending

action: MMac, D. Cretney
action: **MMac, D. Cretney**

- 11.19.4 Building Manger's and Assistant Manager's Scope of Services:**
 0722nd09: A list of cleaning products & procedures is being developed. action: MMac
0825th09: A list of cleaning products & procedures is being developed. action: **MMac**
- 01.07.04 Pool House Leaks:**
- 01.07.04.1 Exercise Corridor Leak:**
 0722nd09: New City (see next item) will include this omitted drain as part of their replacement of the Pool gutter.action: Ascent
0825th09: Deirdre Riley reported that Levelton have been asked to particularly investigate the Corridor leak mentioned previously. They informally noted a number of cracks in the concrete wall which could be contributing to the leak. action: **Levelton**
- 01.07.04.2 Pool Skylight Gutter:**
 0722nd09: New City will be on site to replace the Pool Gutter. action: Ascent
0825th09: New City will be on site in two weeks to replace the Pool Gutter; Ascent to confirm. Suggested that Levelton also inspect and comment action: **Ascent**
- 2.18.3. Re-painting/Sealing of the Building Exterior:**
 0722nd09: Ascent to follow-up on the pricing break-out from Karl Schon / MPDA, namely dividing the work into three (3) quotations – a) Lower Building painting (to top of concrete 3rd Floor cornice), b) Upper Tower painting (balconies and cornices, etc), and c) Brick sealing – toward proceeding with some of the most urgent work. action: Ascent
0825th09: Ascent reported that MPDA's Schon was not willing to negotiate the separation of the parts of the Painting Quotations. MMackinnon agreed to have this processed by his company and report. action: **MMac**
- 4.15.3 Secured Bike Storage:**
0825th09: Having not resolved how to proceed, Council again tabled discussion. **Info**
- 05.20.4 Outstanding Deficiency Repairs:**
- 05.20.4.1 Legal Action:**
 0722nd09: Nothing specific to report; action is on-going. Mayfair's Insurer has been informed of the action as required and a receipt of that notice will be forthcoming. action: Ascent
0825th09: Legal Counsel reported that they are beginning to hear back from some of the Trade Contractors following the formal Servings. **Info**
 Regarding proceeding to authorize Legal Counsel expend \$1,400 (payable to Burnaby) to obtain information from the City under the Freedom of Information Act, Council ratified its informal e-vote by **MOVING, SECONDING** and **PASSING** a motion to authorized Legal Counsel to proceed and expend the \$1,400 fee. **Info**
- 05.20.4.2 Deficiency Repairs - Engineering Scope of Services:**
 0722nd09: D. Riley reported that the first Contract with Levelton's has been signed in the amount of \$16,000 + GST to undertake a few additional building and window tests and to develop a Scope of Work. The tests will be conducted in August and then a scope of work can be developed based on priorities for maintenance and repair. That Scope will then be presented to and discussed with Council. Targets and budgets for the Work will then be defined A SGM will be called to fund the repairs and legal costs.
0825th09: DRiley reported meeting with Levelton and a Testing Subcontractor to review general strategies of approach, Suite 1702, Suite 303, and sample Balcony and Window testing. In the coming week, they will perform investigations, then establish methods of approach, followed by a written Draft of Scope of Work, component budget estimates and recommended priorities for Council's review. **Info**
- 06.24. 02 Proposed Globalive Antennae:**
0722nd09: General up-date: Noted that the CRTC and Globalive has **not** agreed to a licence, there being questions of foreign ownership to be resolved. Secondly, legal counsel advised that any agreement would have to be a 'Lease', not a 'Licence', and that a previously successful draft model had been sent to Globalive for their review.
 Further to the earlier presentation on health concerns related to radio frequency fields, there was a general discussion. It was agreed that as there is so much internet rumour and disinformation out there, Council would insert the 'internet Links' to the various accredited scientific studies and health organizations such as the World Health Organization, American Cancer Society and health Canada where the issue has been reviewed, those being:
 • http://www.cancer.org/docroot/PED/content/PED_1_3X_Cellular_Phone_Towers.asp?sitearea=PED
 • <http://www.hc-sc.gc.ca/ewh-smrt/radiation/cons/radiofreq/index-eng.php>
 • <http://www.who.int/mediacentre/factsheets/fs304/en/print.html>
 • <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08792.html#s5>

06.24. 02 - continued....

0825th09: The status of the Globalive application to the CRTC remains unknown at this time. Council has received back an amended **Lease** Agreement from Globalive in conformance with Council's Legal advice, but pending the ruling of the CRTC, Council will not execute the Lease.

To date, Council has received three (3) written expressions of concern regarding the proposed Antennae. Council continues to encourage any resident to write to Council of their concerns after reviewing the research. It is important to note that **radio frequency** fields associated with TVs, radios, and cellphone antennae should **not** be confused with **electromagnetic** fields generated by power transmission towers.

07.22.07 **Correspondence** was received from a resident noting that a "relative" had moved into a suite who was obviously not a relative, despite the Rent Restriction By-Law. Ascent was instructed to perform a Land Title search and a Form 'K' review.

0825th09: Ascent will follow-up and report

action: **Ascent**

CORRESPONDENCE

08.25.01 Correspondence was again received from two residents noting **ongoing noise** from a previously reported Suite. The Building Managers investigated and reported that the suspect suite's Owners were in fact away during the times of the reported noise events. A coincidence led to the discovery that the sounds were possibly moving horizontally (sympathetic vibration possible), not vertically. The three neighbours will be encouraged to test various combinations of noises to see if the suspect source is true and then how to mutually mitigate the problem. **Info**

08.25.02 Correspondence was received from a Resident who is bothered by his neighbour smoking on the neighbour's balcony. The Resident was proposing a new By-law to prohibit **smoking on balconies**. Council had a general discussion, primarily focused on the impossibility and impracticality of enforcement. Ascent was directed to send a letter to the neighbour informing them of the concern and requesting increased awareness and sensitivity to their neighbour's discomfort.

action: **Ascent**

Owners are encouraged to correspond with Council through Ascent: kdahl@ascentpm.com, and copy Mayfair Council at the Council address: council@mayfairplace.org

NEW BUSINESS ARISING:

There was no New Business.

ADJOURNMENT

There being no further business to transact, the meeting was adjourned at 8:25 p.m.

NEXT MEETING

The next Council Meeting: **7:00pm WEDNESDAY, September 23rd, 2009, Tower II Lounge.**

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners' Strata Plan BCS 40

Ken Dahl
Senior Strata Agent

Direct Line: 604-293-2416
Email: kdahl@ascentpm.com
After Hours Emergency: 604-293-2459

A large resource of information is available on the Mayfair Place website including contact info, frequently asked questions, and rules & bylaws.

The website may be accessed at: <http://www.mayfairplace.org>

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Ascent Real Estate Management Corporation 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9

Phone: 604-431-1800 Fax 604-431-1818 E-Mail: ascent@ascentpm.com Web-Site: www.ascentpm.com

**MINUTES OF COUNCIL MEETING
STRATA PLAN BCS 40, MAYFAIR PLACE
7368/7388 SANDBORNE AVENUE, BURNABY, BC**

Held: Wednesday, September 23rd, 2009 at 7:00 p.m.
In the Lobby Lounge, Tower II

PRESENT:

David Cretney

President

Murray MacKinnon

Secretary

Mabel Pernia

REGRETS:

Deirdre Riley

Vice President

Albert Chan

Treasurer

Matt Dumala

STRATA AGENT:

Karen Steed-Wiercinski, Strata Agent, Ascent Real Estate Management Corporation

CALL TO ORDER

The meeting was called to order at 7:00 p.m.

GUESTS ATTENDING:

There were no Guests in attendance.

MINUTES

It was **MOVED, SECONDED** and **CARRIED** to approve the Minutes of the August 23rd, 2009 Council Meeting.

BUILDING MANAGER'S REPORT

The Council **reviewed** and **approved** the monthly Building Manager's Report.

FINANCIAL REPORT

1. **Monthly Statements:** The Treasurer not being able to be present, the Monthly Statements were tabled until the next meeting.
2. **Accounts Receivable:** Ascent commented upon the few accounts of interest ongoing from last month. The Accounts Receivable are generally in excellent condition.

OLD BUSINESS

08.10.3.2 **Second Parking Gate:**

0825th09: Still pending

0923rd09: MMac apologies to Council for the delay in addressing the remaining documents to complete the pricing. An electrical schematic and a sketch of the vehicle entry kiosk remain to be drawn. It was suggested that those be left to the discretion of the Bidders. MMac would consider how to do that without leaving the resulting pricing too undefined.

action: MMac, D. Cretney

action: **MMac**

11.19.4

Building Manager's and Assistant Manager's Scope of Services:

0825th09: A list of cleaning products & procedures is being developed.

0923rd09: Karen in her new position would review service agreements for the Building Managers, familiarize herself with the general state of the facilities, and obtain quotations for a Fall Cleaning Blitz.

action: MMac

action: **Karen**

01.07.04 **Pool House Leaks:**

01.07.04.1 **Exercise Corridor Leak:**

0825th09: Deirdre Riley reported that Levelton have been asked to particularly investigate the Corridor leak mentioned previously. They informally noted a number of cracks in the concrete wall which could be contributing to the leak.

0923rd09: The Bldg. Managers continue to investigate the new leak's possible source. **info**

01.07.04.2 **Pool Skylight Gutter:**

0825th09: New City will be on site in two weeks to replace the Pool Gutter; Ascent to confirm. Suggested that Levelton also inspect and comment **action: Ascent**

0923rd09: The new gutter liner has been installed. The ceiling repairs below will be delayed to avoid installing gypsum board until the repairs have been tested. **info**

2.18.3. **Re-painting/Sealing of the Building Exterior:**

0825th09: Ascent reported that MPDA's Schon was not willing to negotiate the separation of the parts of the Painting Quotations. MMac agreed to have this processed by his company and report.

0923rd09: Karen will research & forward the list of Bidders and the Bids to MMac to investigate ways to a) select a low bidder and b) spread the work over two years to reduce the budget impact. **action: MMac**

4.15.3 **Secured Bike Storage:**

0825th09: Having not resolved how to proceed, Council again tabled discussion.

0923rd09: Council determined to terminate any further discussion **info**

05.20.4 **Outstanding Deficiency Repairs:**

05.20.4.1 **Legal Action:**

0825th09: Legal Counsel reported that they are beginning to hear back from some of the Trade Contractors following the formal Servings.

Regarding proceeding to authorize Legal Counsel expend \$1,400 (payable to Burnaby) to obtain information from the City under the Freedom of Information Act, Council ratified its informal e-vote by MOVING, SECONDING and PASSING a motion to authorized Legal Counsel to proceed and expend the \$1,400 fee.

0923rd09: Counsel has requested clarification regarding whether there were deficiencies attributable to the Pool Designer. Council suggested contacting Dale Santana for his historic recollections from initial occupancy. **action: Karen**

05.20.4.2 **Deficiency Repairs - Engineering Scope of Services:**

0825th09: DRiley reported meeting with Levelton and a Testing Subcontractor to review general strategies of approach, Suite 1702, Suite 303, and sample Balcony and Window testing. In the coming week, they will perform investigations, then establish methods of approach, followed by a written Draft of Scope of Work, component budget estimates and recommended priorities for Council's review.

0923rd09: Levelton's on-site testing is ongoing and their results pending before Final Report. **info**

06.24. 02 **Proposed Globalive Antennae:**

0825th09: The status of the Globalive application to the CRTC remains unknown at this time. Council has received back an amended Lease Agreement from Globalive in conformance with Council's Legal advice, but pending the ruling of the CRTC, Council will not execute the Lease.

To date, Council has received three (3) written expressions of concern regarding the proposed Antennae. Council continues to encourage any resident to write to Council of their concerns after reviewing the research. It is important to note that radio frequency fields associated with TVs, radios, and cellphone antennae should not be confused with electromagnetic fields generated by power transmission towers.

0923rd09: Updated drawings and further correspondence received. Status of Globalive before CTRC not resolved. Council agreed that nothing can or will be committed pending CRTC ruling. No undertakings would be given. No further correspondence raising objections has been received but some verbal comments have been made.

Council is considering presenting the question to the AGM in January which may be too late for Globalive's schedule. **info**

07.22.07 **Old Correspondence:** Regarding the question of "relatives" renting units:

0825th09: Ascent will follow-up and report

0923rd09: Karen will follow-up with Land Titles **action: Karen**

NEW CORRESPONDENCE

09.23.01 **Correspondence** was received from a resident reporting water periodically flowing from the Parkade wall front of their parking stall toward the floor drain on P1. MMac confirmed and had

inspected. The flow was periodic and seemingly related to the lawn sprinkler timing but not to rain curiously. The Bldg Managers would check the sprinkler system. action: **Bldg Managers**

09.23.02 Correspondence was received requesting permission to install 'wood flooring'. Karen will be sent Mayfair's Wood Flooring Standards for review & confirmation by the applicant. If the specified products are used, Council would grant permission; the Bldg Managers would confirm compliance. action: **Karen and Bldg Managers**

09.23.03 Correspondence was received from the Owner of the suite occupied by the Bldg Manager in Tower II enquiring whether Mayfair intended to extend the Lease of his property. Council **moved, seconded and resolved** to extend the lease. Karen would confirm the terms and conditions and, all being acceptable, was authorized to proceed. action: **Karen**

Please correspond with Council through Ascent: ksteed-wiercinski@ascentpm.com, and copy Mayfair Council at the Council address: council@mayfairplace.org

NEW BUSINESS ARISING:

09.23.04 New Ascent Property Manager: Council was very pleased to welcome Karen Steed-Wiercinski to Mayfair as the new Ascent Property Manager. Her contact information appears below. info

09.23.05 Annual General Meeting: Council discussed and agreed to hold the AGM on the 3rd Wednesday, the 20th of January. Karen will commence the necessary formalities. action: **Karen**

09.23.06 Financial Audit or Review: General discussion. While the Treasurer was not able to be present, it was understood that it was his opinion that having just completed a formal Audit coinciding with the transfer of management duties to Ascent, it would appropriate to only have a Review. info

09.23.07 Hand Sanitizers: It was suggested that this flu season and particularly given the H1N1 Virus concerns, Mayfair might obtain a number of hand sanitizers for placement at strategic points – parkade doors, garbage rooms, lobbies. David C offered to obtain information and quotations for information and an e-vote. action: **David C**

09.23.08 Another Recent Flood: Angel Restorations will be on site to repair damage caused by an overflowing sink. info

ADJOURNMENT

There being no further business to transact, the meeting was adjourned at 8:41 p.m.

NEXT MEETING

The next Council Meeting: **7:00pm THURSDAY, October 22nd, 2009, Tower II Lounge.**

A large resource of information is available on the Mayfair Place website including contact info, frequently asked questions, and rules & bylaws. The website may be accessed at:
<http://www.mayfairplace.org>

ID: Your tower street address (i.e. 4 digits) PW: Your tower postal code (i.e. 6 digits/letters no space or dash)

*Ascent Real Estate Management Corporation
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E-Mail: ascent@ascentpm.com Web-Site: www.ascentpm.com*

**MINUTES OF COUNCIL MEETING
STRATA PLAN BCS 40, MAYFAIR PLACE
7368/7388 SANDBORNE AVENUE, BURNABY, BC**

Held: Saturday, October 24th, 2009 at 10:00 a.m.
On the Patio - Choices

PRESENT:	David Cretney Murray MacKinnon Albert Chan	President Secretary Treasurer
REGRETS:	Deirdre Riley Mabel Pernia Matt Dumala Karen Steed-Wiercinski	Vice President

STRATA AGENT: Karen Steed-Wiercinski, Strata Agent, Ascent Real Estate Management Corporation

CALL TO ORDER

An impromptu Council meeting was called Saturday morning to make up for the Thursday evening session which did not have a quorum. The meeting was called to order at 10:30 AM.

GUESTS ATTENDING:

There were no Guests in attendance.

MINUTES

The Minutes of the September 23rd, 2009 Council Meeting were not read but were subsequently **approved** by e-vote received online from Council Members.

BUILDING MANAGER'S REPORT

The Council **reviewed** and **approved** the monthly Building Manager's Report.

Re: maintaining the Formal Garden, it was noted that the Building Manager had tendered his resignation directly to the Formal Garden Committee, noting that the work was more time consuming than was summarized in the scope of work. Council requested Ascent communicate to the Garden Committee that the Mayfair Council would have preferred the Building Manager to have brought his concerns to Council for review and resolution. An adjustment in remuneration or an alternate strategy will be discussed with the Garden Committee.

FINANCIAL REPORT

1. **Monthly Statements:** The August & September Monthly Statements were reviewed and **approved**.
2. **Accounts Receivable:** The Accounts Receivable reviewed and are generally in excellent condition.

OLD BUSINESS

08.10.3.2 Second Parking Gate:

0923rd09: MMac apologies to Council for the delay in addressing the remaining documents to complete the pricing. An electrical schematic and a sketch of the vehicle entry kiosk remain to be drawn. It was suggested that those be left to the discretion of the Bidders. MMac would consider how to do that without leaving the resulting pricing too undefined.

1024th09: A resident who is in the business has been identified. MMac will contact and hopefully enrol that person into the project.
action: MMac

- 11.19.4 **Building Manager's and Assistant Manager's Scope of Services:**
 0923rd09: Karen in her new position would review service agreements for the Building Managers, familiarize herself with the general state of the facilities, and obtain quotations for a Fall Cleaning Blitz. action: Karen
 1024th09: Karen has received names of people interested in the cleaning standards. She will be asked to put together a Scope of Services for two Annual Deep Cleanings – a Fall Cleaning and an Spring Cleaning blitz. action: **Karen**
- 01.07.04 **Pool House Leaks:**
 01.07.04.1 **Exercise Corridor Leak:**
 0923rd09: The Bldg. Managers continue to investigate the new leak's possible source.
 1024th09: Two or three heavy rains have occurred and no moisture have been detected. **Info**
 01.07.04.2 **Pool Skylight Gutter:**
 0923rd09: The new gutter liner has been installed. The ceiling repairs below will be delayed to avoid installing gypsum board until the repairs have been tested. **Info**
Complete
- 2.18.3. **Re-painting/Sealing of the Building Exterior:**
 0923rd09: Karen will research & forward the list of Bidders and the Bids to MMac to investigate ways to a) select a low bidder and b) spread the work over two years to reduce the budget impact.
 1024th09: Bidders and Quotation have been received and will be re-issued action: **MMac**
- 05.20.4 **Outstanding Deficiency Repairs:**
 05.20.4.1 **Legal Action:**
 0923rd09: Counsel has requested clarification regarding whether there were deficiencies attributable to the Pool Designer. Council suggested contacting Dale Santana for his historic recollections from initial occupancy. action: Karen
 1024th09: The final Trades have been identified and have been **Served**.
 General discussion: in preparation for the AGM in January a status and probability outline will be prepared for residents to review and approve. action: **Deirdre & MMac**
- 05.20.4.2 **Deficiency Repairs - Engineering Scope of Services:**
 0923rd09: Levelton's on-site testing is ongoing and their results pending before Final Report.
 1024th09: Levelton have generally completed their on-site investigations and their final recommendations and projections are under review. **info**
- 06.24. 02 **Proposed Globalive Antennae:**
 0923rd09: Updated drawings and further correspondence received. Status of Globalive before CRTC not resolved. Council agreed that nothing can or will be committed pending CRTC ruling. No undertakings would be given. No further correspondence raising objections has been received but some verbal comments have been made.
 Council is considering presenting the question to the AGM in January which may be too late for Globalive's schedule.
 1024th09 (POST MEETING): It has been heard/rumoured that the CRTC has **not** approved the Globalive Submission. Pending formal confirmation, there will be no action on this item. **info**
- 07.22.07 **Old Correspondence: Regarding the question of "relatives" renting units:**
 0923rd09: Karen will follow-up with Land Titles
 1024th09: Karen to continue to investigate. Karen has also begun to have the up-date BCS40's Ledger of Rented Units, the K-forms for those Suites, the Rental Request Waiting List, and the history of move-ins / move-outs to identify rental restriction violators. action: **Karen**
- 09.23.01 **Correspondence: Regarding the periodic foundation leak on P1:**
 The Bldg Managers would check the sprinkler system.
 1024th09: With the irrigation system now shut off and having had several heavy rains and no leaks witnessed, it is apparent that the water source is the irrigation system. The solution however is challenging – it is an underground system and the affected stall is directly below the Entry Driveway. The Building Managers and the Landscape Contractor will be asked to consider possible methods of focussing on a repair – short of digging up the whole system (and the Driveway!) action: **Building Managers**
- 09.23.05 **Annual General Meeting:** Council discussed and agreed to hold the AGM on the 3rd Wednesday, the 20th of January. Karen will commence the necessary formalities. action: **Karen**

09.23-06 Financial Audit or Review:

General discussion. While the Treasurer was not able to be present, it was understood that it was his opinion that having just completed a formal Audit coinciding with the transfer of management duties to Ascent, it would appropriate to only have a Review.

1024th09: Clarification: Informal comments had been received regarding why not a formal audit. It was also thought by some that the last official audit took place two years ago.

Answers:

1. The Audit actually took well over a year to complete because of the need to extract records from the previous management company and then to verify their accuracy – a slow and frustrating process for the Treasurer!
2. Formal Audits are quite expensive and most Strata Corporations stage these in cycles – every three or five years – with “Review Engagement” by an independent Accountant in between, prior to producing the yearly BCS40 Tax Return.

info

09.23.07 Hand Sanitizers:

It was suggested that this flu season and particularly given the H1N1 Virus concerns, Mayfair might obtain a number of hand sanitizers for placement at strategic points – parkade doors, garbage rooms, lobbies. David C offered to obtain information and quotations for information and an e-vote.

1024th09: The e-vote was “in favour” of installing hand sanitizers. The Building Managers will procure and install under the guidance of David C

09.23.08 Another Recent Flood:

Angel Restorations will be on site to repair damage caused by an overflowing sink.

1024th09: Karen will be asked to update Council.

action: **Karen**

NEW CORRESPONDENCE

10.24.01 Correspondence was received requesting permission to install ‘wood flooring’ and to install a pair of French doors in a wall opening that had been created for the original owners. Karen will be sent Mayfair’s Wood Flooring Standards for review & confirmation by the applicant. Council had no objection to installing the French Doors. If the specified products are used, Council would grant permission; the Bldg Managers would confirm compliance. action: **Karen and Bldg Managers**

10.24.02 Correspondence was received from a Rental Suite Owner (now into his one-year second-term last stage) requesting a two (2) month ‘term certain’ extension as it had taken two months to find a fixed one-year renter. Council agreed to this lenient permission. Karen will be directed to implement the necessary confirmations, copy of the rental agreement and K-form. action: **Karen**

10.24.03 Correspondence from BCS40’s Insurers Cunningham & Lindsey was read aloud but it’s meaning was unclear. Whether this ‘form letter’ was referring to one of the recent floods or to the deficiency litigation with the developer was unknown. Karen will be asked to seek clarification.

action: **Karen**

Please correspond with Council through Ascent: ksteed-wiercinski@ascentpm.com, and copy Mayfair Council at the Council address: council@mayfairplace.org

NEW BUSINESS ARISING:

10.24.04 Maintenance Equipment:

1. It was noted by a resident that the Bldg Managers were raking a lot of leaves (more in the future as our trees mature) and that purchasing a Leak Blower would be a good investment.
2. It was also noted that after last year’s major snow fall, the Bldg Managers had been directed to buy a **Snow Blower** during the off-season. It was believed that Ken had never given that instruction. Karen will be asked to expedite both.

action: **Karen**

10.24.05 Proposed Annual Budget:

The Treasurer has received Ascent’s first draft of the 2010 Operating Budget and upon initial review is in favour of the Budget Item Projections. General discussion:

1. An increase in the Strata Fees of 2.66% is required to offset increases in expenses caused by the new HST.

2. It was generally agreed that BCS40 members will need to recognize that the Mayfair is now seven (7) years old and that we must all get out of the "New Building" mind-set, that maintenance costs have increased and we must budget accordingly. MMac suggested that an annual increase parallel to the independent Canadian Index would be appropriate.
3. The Treasurer noted that Ascent have requested an increase in their fees of four (4%) percent – from \$43,920 to \$45,660 - which Council agreed was a reasonable adjustment, particularly given the improvement in management services it has been receiving from Karen Steed-Wiercinski.
4. The Treasurer noted that the general ups & downs for the proposed individual categories were appropriate and trended well with the previous expenditure history.
5. Council noted that this 2010 Budget did **not** include any one-time Special Levies which will be put forward for Members' review prior to the AGM in January.

10.24.06 Water Shut off and Isolation Valves:

The water shut-down which occurred recently was the result of a small 'pin hole' leak in one of the main domestic water pipes in Tower I. These occur with copper pipes from time to time and do not usually cause such a disruption. In this case, however, it was discovered that the Main Shut-Off Valve did **not** isolate Tower I from Tower II! This resulted in Tower II's water back-flowing into Tower I and was the reason for the longer delay getting the whole water service back on. This event leads to several questions:

1. were there remote Isolation Valves or Back-Flow Prevention Valves which were just not shut off? Answer: No, the Plumbers and the Bldg Manager have been through the whole system and a) they are not installed anywhere and b) are not on the building drawings.
2. does the Plumbing Code require them but they were not installed and are therefore a Deficiency? Action: MMac will contact the City of Burnaby or others for a technical opinion.
action: **MMac**
3. should BCS40 install Isolation Valves and/or Back-Flow Prevention Valves? Action: Karen will request a price from our Plumbers to get a general understanding of the possible cost.
action: **Karen**

ADJOURNMENT

There being no further business to transact, the meeting was adjourned at 11:30 AM

NEXT MEETING

The next Council Meeting: **7:00pm WEDNESDAY, November 18th, 2009, Tower II Lounge.**

Ascent Real Estate Management Corporation
Managing Agents
On Behalf of Owners' Strata Plan BCS 40

Karen Steed-Wiercinski
Strata Agent

KS-W/

Direct Line: 604-293-2416
Email: ksteed-wiercinski@ascentpm.com
After Hours Emergency: 604-293-2459

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Phone: 604-431-1800 Fax 604-431-1818 E-Mail: ascent@ascentpm.com Web-Site: www.ascentpm.com*

**MINUTES OF COUNCIL MEETING
STRATA PLAN BCS 40, MAYFAIR PLACE
7368/7388 SANDBORNE AVENUE, BURNABY, BC**

Held: Saturday, November 18th, 2009 at 07:00 p.m.

PRESENT:	David Cretney	President
	Deirdre Riley	Vice President
	Murray MacKinnon	Secretary
	Albert Chan	Treasurer
	Mabel Pernia	
	Matt Dumala	
	Karen Steed-Wiercinski	

REGRETS: none

STRATA AGENT: Karen Steed-Wiercinski, Strata Agent, Ascent Real Estate Management Corporation

CALL TO ORDER

The meeting was called to order in the Lounge of Tower II at 7:00 PM.

GUESTS ATTENDING:

The residents of a Tower I ground floor suite were present to make a presentation. See New Business.

MINUTES

It was **MOVED**, **SECONDED** and **CARRIED** to approve the Minutes of the October 24th, 2009 Council Meeting.

BUILDING MANAGER'S REPORT

Re: maintaining the Formal Garden, it was noted that the Building Manager had tendered his resignation directly to the Formal Garden Committee, noting that the work was more time consuming than was summarized in the scope of work. Council requested Ascent communicate to the Garden Committee that the Mayfair Council would have preferred the Building Manager to have brought his concerns to Council for review and resolution. An adjustment in remuneration or an alternate strategy will be discussed with the Garden Committee.

The Council **reviewed** and **approved** the monthly Building Manager's Report.

FINANCIAL REPORT

1. **Monthly Statements:** The October Monthly Statements were reviewed and **approved**.
2. **Accounts Receivable:** Ascent have issued one Letter Notice, have filed one Lien and will be filing a second Lien shortly. Otherwise the Accounts Receivable reviewed and are generally in excellent condition.

OLD BUSINESS

08.10.3.2 Second Parking Gate:

1024th09: A resident who is in the business has been identified. MMac will contact and hopefully enrol that person into the project.

1118th09: MMac reported the technical electronic controller questions remain to be solved. David C suggested handing this portion to the Control Company who resolved Mayfair's access & entry issues over the years. David will provide the contact info. action: **MMac**

- 11.19.4 Building Manager's and Assistant Manager's Scope of Services:**
 1024th09: Karen has received names of people interested in the cleaning standards. She will be asked to put together a Scope of Services for two Annual Deep Cleanings – a Fall Cleaning and an Spring Cleaning blitz.
 1118th09: Karen will contact people interested in a review of the cleaning program, and has already contacted two (2) companies who would provide a Spring and a Fall Cleaning Blitz.
 action: **Karen**
- 01.07.04 Pool House Leaks:**
 01.07.04.2 Men's Change Room Wall Leak:
 1024th09: Two or three heavy rains have occurred and no moisture have been detected. **complete**
 1118th09: Karen will check with the Bldg. Managers regarding the old leak from the Men's side (and the hole in the wall) and report back.
 action: **Karen**
- 02.18.3. Re-painting/Sealing of the Building Exterior:**
 1024th09: Bidders and Quotation have been received and will be re-issued
 1118th09: A post-tender Addendum has been issued to the Painting Contractors for a quotation breakdown between painting the lower towers and sealing the brickwork.
 action: **MMac**
- 05.20.4 Outstanding Deficiency Repairs:**
 05.20.4.1 **Legal Action:**
 1024th09: The final Trades have been identified and have been Served.
 General discussion: in preparation for the AGM in January a status and probability outline will be prepared for residents to review and approve.
 1118th09: Several strategies for discussed regarding the litigation and the need for Special Levies to fund the Legal Actions. Deirdre & MMac arranging to meet with Counsel to review all aspect of the litigation in order to report to the Owners. These will be presented in the AGM Package in late December. Information sessions may be hosted in December for Residents to get background information – to be confirmed.
 action: **Deirdre & MMac**
- 05.20.4.2 **Deficiency Repairs - Engineering Scope of Services:**
 1024th09: Levelton have generally completed their on-site investigations and their final recommendations and projections are under review. Info
 1118th09: The report from the Fall engineering investigation was briefly discussed. The need to follow up on the findings by addressing the deficiencies and identified maintenance items was also discussed and set aside until Deirdre and MMac could meet and discuss the report with the engineers. The possibility of special levies was introduced and requires further discussion at the next meeting among council pending the meeting with the engineers and lawyers. These issues will also be presented in the AGM Package. Information sessions may be hosted in January before the AGM for Residents to get background information. Dates to be confirmed.
 action: **Deirdre & MMac**
- 06.24. 02 Proposed Globalive Antennae:**
 1024th09 (POST MEETING): It has been heard/rumoured that the CRTC has not approved the Globalive Submission. Pending formal confirmation, there will be no action on this item.
 1118th09: No longer under consideration; news reports are that the CRTC have turned down the Globalive application.
- 07.22.07 Old Correspondence: Regarding the question of "relatives" renting units:**
 1024th09: Karen to continue to investigate. Karen has also begun to have the up-date BCS40's Ledger of Rented Units, the K-forms for those Suites, the Rental Request Waiting List, and the history of move-ins / move-outs to identify rental restriction violators.
 1118th09: Karen continues to investigate. It has been implied that the resident is a "cousin" of the Owner and that if so, that is to distant a relative to qualify as "family" under the legislation.
 action: **Karen**
- 09.23.01 Correspondence: Regarding the periodic foundation leak on P1:**
 1024th09: With the irrigation system now shut off and having had several heavy rains and no leaks witnessed, it is apparent that the water source is the irrigation system. The solution however is challenging – It is an underground system and the affected stall is directly below the Entry Driveway. The Building Managers and the Landscape Contractor will be asked to consider possible methods of focussing on a repair – short of digging up the whole system (and the Driveway!)
 1118th09: With the sprinkler system now off for the winter but given the heavy & continuous rains, the leaks are again evident. A solution is unknown and challenging.
 ongoing

- 09.23.03 Correspondence: Regarding the Tower II Bldg Manager's Suite:** received from the Owner of the Bldg Manager suite in Tower II enquiring whether Mayfair intended to extend the Lease of his property. Council **moved, seconded and resolved** to extend the lease. Karen would confirm the terms and conditions and, all being acceptable, was authorized to proceed.
1118th09: Council agreed and **approved** extending the lease for one (1) year at a three point six (3.6%) percent increase, equivalent to fifty (\$50) dollars / month. **action: Karen**
- 09.23.05 Annual General Meeting:** Council discussed and agreed to hold the AGM on the 3rd Wednesday, the 20th of January. Karen will commence the necessary formalities.
1118th09: Formal invitation and package will be issued last week of December. **action: Karen**
- 09.23.07 Hand Sanitizers:**
1024th09: The e-vote was "in favour" of installing hand sanitizers. The Building Managers will procure and install under the guidance of David C
1118th09: On order and will be installed upon receipt! **info**
- 09.23.08 Another Recent Flood:**
1024th09: Karen will be asked to update Council.
1118th09: On review, the Owner responsible acknowledged and accepted responsibility for payment of the deductible costs incurred by the neighbour below. **info**
- 10.24.01 Correspondence** was received requesting permission to install 'wood flooring' and to install a pair of French doors in a wall opening that had been created for the original owners. Karen will be sent Mayfair's Wood Flooring Standards for review & confirmation by the applicant. Council had no objection to installing the French Doors. If the specified products are used, Council would grant permission; the Bldg Managers would confirm compliance.
1118th09: On review of the documents submitted, Council **approved** the request and authorized the Owner to proceed. **info**
- 10.24.03 Correspondence** from BCS40's Insurers Cunningham & Lindsey was read aloud but it's meaning was unclear. Whether this 'form letter' was referring to one of the recent floods or to the deficiency litigation with the developer was unknown. Karen will be asked to seek clarification.
1118th09: Information and response from Cunningham & Lindsey is pending their site inspection and report. **info**
- 10.24.04 Maintenance Equipment:**
 1. It was noted by a resident that the Bldg Managers were raking a lot of leaves (more in the future as our trees mature) and that purchasing a Leaf Blower would be a good investment.
 2. It was also noted that after last year's major snow fall, the Bldg Managers had been directed to buy a **Snow Blower** during the off-season. It was believed that Ken had never given that instruction. Karen will be asked to expedite both. **action: Karen**
1118th09: Quotations for a 30-inch wide Snow Blower and for a Leaf Blower were presented, accepted and **approved**. **info**
- 10.24.05 Proposed Annual Budget:**
 The Treasurer has received Ascent's first draft of the 2010 Operating Budget and upon initial review is in favour of the Budget Item Projections. General discussion:
 1. An increase in the Strata Fees of 2.66% is required to offset increases in expenses caused by the new HST.
 2. It was generally agreed that BCS40 members will need to recognize that the Mayfair is now seven (7) years old and that we must all get out of the "New Building" mind-set, that maintenance costs have increased and we must budget accordingly. MMac suggested that an annual increase parallel to the independent Canadian Index would be appropriate.
 3. The Treasurer noted that Ascent have requested an increase in their fees of four (4%) percent – from \$43,920 to \$45,660 - which Council agreed was a reasonable adjustment, particularly given the improvement in management services it has been receiving from Karen Steed-Wiercinski.
 4. The Treasurer noted that the general ups & downs for the proposed individual categories were appropriate and trended well with the previous expenditure history.
 5. Council noted that this 2010 Budget did **not** include any one-time Special Levies which will be put forward for Members' review prior to the AGM in January.
1118th09: The proposed Budget for the Year 2010 will be published and distributed with the AGM package for members' review and approval at the AGM. **info**
- 10.24.06 Water Shut off and Isolation Valves:**
 The water shutdown event lead to several questions:
 1. were there remote Isolation Valves or Back-Flow Prevention Valves which were just not shut off? Answer: No, the Plumbers and the Bldg Manager have been through the whole system and a) they are not installed anywhere and b) are not on the building drawings.
 2. does the Plumbing Code require them but they were not installed and are therefore a Deficiency? Action: MMac will contact the City of Burnaby or others for a technical opinion.
 3. should BCS40 install Isolation Valves and/or Back-Flow Prevention Valves? Action: Karen will request a price from our Plumbers to get a general understanding of the possible cost.

1118th09: MMac reported that review with a professional Engineer indicated that while two (2) shut-off valves would be 'good practice', the Code does **not** require them. Ascent will obtain quotations to have these installed and will table with Council upon receipt. action: **Karen**

NEW CORRESPONDENCE

11.18.01 Correspondence was received from a Resident who had been led to believe that the Strata would reimburse the deduction of an insurance claim resulting from damage caused by others above. It **not** being Council's policy to ever come between Residents **nor** to reimburse deductibles in such matters, Karen will back-check with Ken Dahl to discover whether an extraordinary commitment had been given which would explain the Resident's expectation. action: **Karen**

11.18.02 Correspondence was received from two (2) Residents asking to have their late payment charges waived. The Residents had not realized that the first automatic debit did not pay for the first month and one had understood the Invoice to be a Statement. As this had been ongoing since August for one and September for the other, Council did not want to establish a precedent in this matter – there being several first languages among our many resident members – and directed Ascent to proceed with the late payment penalty. action: **Karen**

11.18.03 Correspondence was received from a Resident noting that there as a "long thin crack" in the ceiling and asked whether the Strata would repair it. Council noted that over the seven years that Mayfair has been occupied, there have been similar comments and that these are 'shrinkage cracks' which are normal with concrete structures. Karen was asked to advise the Resident to have her Painter repair the crack if desired. action: **Karen**

11.18.04 Correspondence was received from a Resident noting a significant increase in noise from a neighbour above and requested Council take action, noting that it may be because the neighbour had installed wood flooring without Council approval or without the proper sound insulation. Council would note that it is very difficult to accurately trace noise in a concrete structure (sympathetic vibration being the reason) but would have letters sent to the neighbours above and below the Resident. action: **Karen**

All Residents are reminded that we live in a communal situation. Please be considerate of your neighbours – both in the noise we generate and in the degree of silence we expect.

11.18.05 Correspondence was from a Resident noting ongoing problems with windows leaking air and noise. Council notes that this is a component of our litigation action with the Developer, the Contractor and the Window Trade and that it is a common deficiency for all residents. In the interim, many Residents have added 'weather-stripping' to reduce the problem. Given we are successful at the AGM and our legal action is supported, there will be a general solution to all our window problems. info

Please correspond with Council through Ascent: ksteed-wiercinski@ascentpm.com, and copy Mayfair Council at the Council address: council@mayfairplace.org

NEW BUSINESS ARISING:

11.18.06 Guest Discussion: A Resident on the 2nd Floor Tower I presented two (2) concerns to Council:
a) that ongoing ceiling repairs following a flood above has still not been repaired to the original standard and that the last attempt (the 4th) remains unsatisfactory. Photos were presented of the several stages of repair. Karen was asked to review the work with the Resident and to advise Council. action: **Karen**

b) that possible moisture at the sill of their north windows be added to Levelton's Report (it has already been included – page 40) and that swelling of drywall joints at a high level in their Master Bedroom be investigated / repaired – cause unknown. Karen was asked to also review this situation with the Resident and to advise Council. action: **Karen**

11.18.07 Soil Replenishment: A Quotation was received from our Landscape Contractor to supply & install topping up soil to our various borders and planting beds. Council determined to proceed with the five (5) cubic yard option. Karen will instruct the Landscaper. action: **Karen**

11.18.08 Garden Committee Report: Mabel made two reports:

- a) The Formal Garden Committee has determined to change Landscape Maintenance Contractors to "Organic Angel". info
- b) Regarding Mayfair's Building Manager's withdrawal of maintenance services from the Formal Garden, there was a general discussion and it was agreed:
 - Yonan be asked to review the outline of expected services (which he did not receive until well after he had undertaken the work) and adjust the scope to reflect his better understanding,
 - Yonan be asked to comment on the number of hours that he felt more accurately reflected the amount of work involved, and
 - If the Formal Garden Committee agrees with the revised scope and hours, Yonan may again offer to undertake this work, provided that it is performed on his days off from his duties at the Mayfair.
 - **(post meeting:** FG Committee to sent a letter counter-offering Yonan \$2,400/year for Formal Garden maintenance. Yonan to review the time frames, giving his reasonable time estimate for service and respond through Karen) action: **Yonan**

11.18.08 Cooking Grease! Council once again requests that Residents please **do not pour cooking oils and grease down sinks or garberators!** As the oils and grease run down the pipes, they cool and stick to the inside of the pipes, most often at the bottom. This then plugs the drain and causes back-ups and flooding on the lowest floors. Karen was asked to prepare and post a Notice in all Elevators and Notice Boards. action: **Karen**

ADJOURNMENT

There being no further business to transact, the meeting was adjourned at 8:30 PM

NEXT MEETING

The next Council Meeting: **7:00pm WEDNESDAY, December 9th, 2009, Tower II Lounge.**

Strata Council.

A large resource of information is available on the Mayfair Place website including contact info, frequently asked questions, and rules & bylaws. The website may be accessed at: <http://www.mayfairplace.org>
ID: Your tower street address (i.e. 4 digits) **PW: Your tower postal code** (i.e. 6 digits/letters no space or dash)

Ascent Management - After Hours Emergency: 604-293-2459

*Ascent Real Estate Management Corporation 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9
Phone: 604-431-1800 Fax 604-431-1818 E-Mail: ascent@ascentpm.com Web-Site: www.ascentpm.com*

**MINUTES OF COUNCIL MEETING
STRATA PLAN BCS 40, MAYFAIR PLACE
7368/7388 SANDBORNE AVENUE, BURNABY, BC**

Held: Wednesday, December 9th, 2009 at 07:00 p.m.

PRESENT: Deirdre Riley Vice President
Murray MacKinnon Secretary
Albert Chan Treasurer
Mabel Pernia
Matt Dumala
Karen Steed-Wiercinski

REGRETS: David Cretney President

STRATA AGENT: Karen Steed-Wiercinski, Strata Agent, Ascent Real Estate Management Corporation

CALL TO ORDER

The meeting was called to order in the Lounge of Tower II at 7:00 PM.

GUESTS ATTENDING:

David Cretney attended the Meeting as a Guest. David and family have successfully sold their Mayfair Tower II residence and have moved into New Westminster. David returned his keys to the complex and exchanged contact information should Council require any historic memory that he might provide in the near future. Council extended to David its heartfelt thanks for his seven years of continuous service on Council and wished all the best to him and his family for the future and the Season.

MINUTES

It was **MOVED, SECONDED** and **CARRIED** to approve the Minutes of the November 18th, 2009 Council Meeting.

BUILDING MANAGER'S REPORT

The Council **reviewed** and **approved** the monthly Building Manager's Report.

FINANCIAL REPORT

1. **Monthly Statements:** The November Monthly Statements were just received (due to the early December meeting date) and will be reviewed and approved at a later date upon the recommendation of the Treasurer.
2. **Accounts Receivable:** The strata agent reported a penalty will be applied to the strata fee account of one owner and 5 owners will receive Notices of Default warning of possible lien registration.
3. **Home Renovation Tax Credit:** For those Owners who might be in a position to qualify for this tax credit **if** they **added** their proportion of the Mayfair replacements/renovations to their own receipts, they should apply to Ascent for their pro-rata share of Mayfair's repair expenses. Owners are reminded that they must exceed \$1,000 to qualify.

OLD BUSINESS

08.10.3.2 Second Parking Gate:

1118th09: MMac reported the technical electronic controller questions remain to be solved. David C suggested handing this portion to the Control Company who resolved Mayfair's access & entry issues over the years. David will provide the contact info.

1209th09: David C provided the contact info for the company who had expedited the corrections and repairs to the various Access & elevator systems. They would be the preferred installer to resolve the Vehicular Entry Post intercom design. action: **MMac**

11.19.4 Building Manager's and Assistant Manager's Scope of Services:

1118th09: Karen will contact people interested in a review of the cleaning program, and has already contacted two (2) companies who would provide a Spring and a Fall Cleaning Blitz.

1209th09: Karen has walked the complex with residents and then with a professional cleaning company. A proposal for cleaning services and for training services will be prepared for the New Council to authorize in 2010. action: **Karen**

02.18.3. Re-painting/Sealing of the Building Exterior:

1118th09: A post-tender Addendum has been issued to the Painting Contractors for a quotation breakdown between painting the lower towers and sealing the brickwork.

1209th09: As the repainting and resealing of the building is **also** an aspect of the Special Levy presentation to the AGM, it was **resolved** to postpone independent efforts and to communicate the results of the earlier Tender to Levelton for their use and information. info

05.20.4 Outstanding Deficiency Repairs:

05.20.4.1 Legal Action:

1209th09: Several strategies for discussed regarding the litigation and the need for Special Levies to fund the Legal Actions. Deirdre & MMac met with Counsel and reviewed all aspect of the litigation in order to report to the Owners. These will be presented in the AGM Package in late December. Information sessions will be hosted in January prior to the AGM for Residents to get background information, likely the weekend of January 9th & 10th but the dates are to be confirmed. action: **Deirdre & MMac**

05.20.4.2 Deficiency Repairs - Engineering Scope of Services:

1209th09: The synoptic report from Levelton was briefly discussed. The outline of the Scope of Work will be distributed to the Owners with their AGM package and with the details of the necessary Special Levies. Information sessions may be hosted in January before the AGM for Residents to get background information likely the weekend of January 9th & 10th but the dates are to be confirmed. action: **Deirdre & MMac**

06.24. 02 Proposed Globalive Antennae:

1118th09: No longer under consideration; news reports are that the CRTC have turned down the Globalive application.

(post meeting: Council has been advised that the CRTC's ruling has been over-turned by a higher authority and Globalive may expect to carry forward. After a general discussion, it was agreed to put the subject before the AGM for discussion and resolution of the membership. info)

09.23.01 Correspondence: Regarding the periodic foundation leak on P1:

1118th09: With the sprinkler system now off for the winter but given the heavy & continuous rains, the leaks are again evident. A solution is unknown and challenging.

1209th09: Council has been unable to resolve the source of the intermittent water ingress but it also recognizes the slipping concern. Karen would investigate whether there might be an equally convenient stall available to which the Owner's car might be relocated. **Karen**

09.23.05 Annual General Meeting:

1118th09: Formal invitation and package will be issued last week of December.

1209th09: Karen was directed to prepare the necessary Resolutions for the Annual General Meeting to be held on January 20th, 2010 in the Billiard Room. Formal notifications will be mailed to all Owners.

Formal Resolutions will be drafted by Karen for:

A motion to approve a Special Levy to fund the Litigation,

A motion to approve a Special Levy to fund Maintenance and Repairs,

A motion to adopt the Budget for 2010, including a 2.6% general increase to accommodate inflation and the HST.

A motion on the question of entering into a lease agreement with Globalive.

action: **Karen**

09.23.07 Hand Sanitizers:

1209th09: On order and will be installed upon receipt!

info

10.24.03 Correspondence from BCS40's Insurers Cunningham & Lindsey

1118th09: Information and response from Cunningham & Lindsey is pending their site inspection and report.

1209th09: C & L's inspection was performed and Council is awaiting their report.

Info

10.24.05 Proposed Annual Budget:

1209th09: The proposed Budget for the Year 2010 will be published and distributed with the AGM package for members' review and approval at the AGM.

info

10.24.06 Water Shut off and Isolation Valves:

1118th09: MMac reported that review with a professional Engineer indicated that while two (2) shut-off valves would be 'good practice', the Code does not require them. Ascent will obtain quotations to have these installed and will table with Council upon receipt.

1209th09: Karen is awaiting Quotations to install the two valves.

action: **Karen**

11.18.01 Correspondence regarding reimbursement of insurance deductible.

a Resident had been led to believe that the Strata would reimburse the deduction of an insurance claim resulting from damage caused by others above. It **not** being Council's policy to ever come between Residents **nor** to reimburse deductibles in such matters, Karen will back-check with Ken Dahl to discover whether an extraordinary commitment had been given which would explain the Resident's expectation.

1209th09: Karen contacted K. Dahl who had not given such an assurance. Karen will send a letter on Council's behalf to clarify that BCS 40 does not reimburse insurance deductibles.

action: **Karen**

11.18.06 Guest Discussion: The Resident on the 2nd Floor Tower I ceiling:

a) that ongoing ceiling repairs following a flood above has still not been repaired to the original standard and that the last attempt (the 4th) remains unsatisfactory. Photos were presented of the several stages of repair. Karen was asked to review the work with the Resident and to advise Council.

b) that possible moisture at the sill of their north windows be added to Levelton's Report (it has already been included – page 40) and that swelling of drywall joints at a high level in their Master Bedroom be investigated / repaired – cause unknown. Karen was asked to also review this situation with the Resident and to advise Council.

1209th09: Karen has inspected the work and has made arrangements with Angel to address the problems.

action: **Karen**

11.18.08 Garden Committee Report: Mabel made two reports:

b) Regarding Mayfair's Building Manager's withdrawal of maintenance services from the Formal Garden, there was a general discussion and it was agreed:

- Yonan be asked to review the outline of expected services (which he did not receive until well after he had undertaken the work) and adjust the scope to reflect his better understanding,
- Yonan be asked to comment on the number of hours that he felt more accurately reflected the amount of work involved, and
- If the Formal Garden Committee agrees with the revised scope and hours, Yonan may again offer to undertake this work, provided that it is performed on his days off from his duties at the Mayfair.

1209th09: General discussion. Agreed that FG Committee should negotiate directly with Yonan regarding his outstanding payment and his projection of the costs for Formal Garden maintenance. Council reiterated that any time spent on the Formal Gardens would have to be performed during Yonan's off-hours or days off. Yonan has shut the fountain down and has cleaned the pool which completes the year's cycle.

action: **Yonan**

11.18.08 Cooking Grease! Council once again requests that Residents please **do not pour cooking oils and grease down sinks or garberators!** As the oils and grease run down the pipes, they cool and stick to the inside of the pipes, most often at the bottom. This then plugs the drain and causes back-ups and flooding on the lowest floors. Karen was asked to prepare and post a Notice in all Elevators and Notice Boards.

action: **Karen**

NEW CORRESPONDENCE

- 12.09.01: Correspondence** (#1107 T1) regarding permission to install vertical Venetian blinds was **approved** provided that they are 'white'. The same Owner requested approval of an alternate underlay for laminate flooring because they were unable to find the stipulated material. The substitution was **not approved**, and Karen will provide the Owner with known approved product sources. action: **Karen**
- 12.09.02: Correspondence** (#1104 T2) regarding permission to install laminate flooring was **approved**.
- 12.09.03: Correspondence** (#1002 T2) regarding permission to install laminate flooring was **not approved**. The products for the underlay was not adequate. Karen will provide the Owner with known approved product sources. action: **Karen**
- 12.09.04: Correspondence** (#808 T1) requesting a refund from BCS 40 for having their car towed after hours was **not approved**. Residents are reminded that there is **no parking** allowed on the surface after the hours posted and that BCS 40 has a regular towing service patrol during the off hours.
- 12.09.05: Correspondence** (#607 T2)(#2101 T1) was received requesting that BCS 40 attend to their window air leaks. All residents are reminded that this is one of the serious building deficiencies which is part of our Special Levy legal action. As a temporary measure, many residents are installing temporary weather stripping pending the results of our legal action. info
- 12.09.06: Correspondence** (T2) requesting permission to rent was received. Karen will inform the applicant that their name will be added to the waiting list but that there will not be an opportunity in the immediate future. action: **Karen**
- 12.09.07: Correspondence** (#1104 T1) was received regarding piano playing by a neighbour. A schedule of the days & times was attached. Karen was asked to investigate and discuss the complaint with the owner of the piano, to suggest isolating the piano from the floor, to look at the location of the piano in the suite, etc all toward mitigating the problem. action: **Karen**

Please correspond with Council through Ascent: ksteed-wiercinski@ascentpm.com, and copy Mayfair Council at the Council address: council@mayfairplace.org

NEW BUSINESS ARISING:

- 12.09.08 Terasen Variable versus Fixed Rate Options:** The 2009 Council resolved to **table** this discussion for consideration by the 2010 Council. info
- 12.09.09 Weather Protection of Pool House doors:** Karen presented a quotation from New City to remove and reinstall these exterior doors, including the sill plates, to correct for the leakage at these two locations. Moved, Seconded and **Approved**. action: **Karen**
- 12.09.10 Second Storey Kitchen Check Valves:** Karen presented a quotation to have Check Valves install on the 2nd Storey Suites' kitchen sink drains to combat the flooding by plugged drain stacks – see Item 11.18.08. There was a general discussion and curiosity why just the Kitchens were having a problem and not bathrooms, especially showers. Are the Kitchens on separate drainage pipes? It was agreed that further investigation of the piping arrangements should be made and a recommendation brought forward for the 2010 Council. Info
- 12.09.11 Flushing Kitchen Drain Lines:** Karen also presented a parallel Quotation to have the lower plumbing stacks & laterals pressure cleaned - see Item 11.18.08. Karen was directed to proceed with this work as soon as possible. Moved, Seconded and **Approved**. action: **Karen**
- 12.09.12 Misc. Plumbing Maintenance Items:** Karen also presented a Quotation to have various motors, fans and filters services, cleaned or replaced. Karen was directed to proceed with this work as soon as possible. Moved, Seconded and **Approved**. action: **Karen**

ADJOURNMENT

There being no further business to transact, the meeting was adjourned at 9:00 PM

NEXT MEETING

The next Council Meeting: The 2010 Council will establish the Schedule of Council Meetings.

The AGM will be announced by Formal Notification. It will be held as usual in the Billiard Room.

Ascent Real Estate Management Corporation

Managing Agents

On Behalf of Owners' Strata Plan BCS 40

Karen Steed-Wiercinski

Strata Agent

KS-W/l's

Direct Line: 604-293-2416

Email: ksteed-wiercinski@ascentpm.com

After Hours Emergency: 604-293-2459

A large resource of information is available on the Mayfair Place website including contact info, frequently asked questions, and rules & bylaws. The website may be accessed at: <http://www.mayfairplace.org>
ID: Your tower street address (i.e. 4 digits) **PW: Your tower postal code** (i.e. 6 digits/letters no space or dash)

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