

**SPECIAL GENERAL MEETING MINUTES  
STRATA PLAN BCS 40 – "MAYFAIR PLACE"  
7368/7388 SANDBORNE AVENUE, BURNABY, BC**

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**HELD:** June 26, 2010, 5:00pm

**LOCATION:** Billiards Room, 7368/7388 Sandborne Avenue, Burnaby BC

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**REGISTRATION**

Owners signed in on the registration sheet and proxies were collected and signed in. Since quorum had not been reached at 5PM, council elected to wait to see if quorum could be reached. Quorum was reached at 5:15pm.

**QUORUM REPORT**

Eighty (80) owners were present in person or by proxy, which is a quorum for Mayfair (236 owners total) so the meeting was competent to proceed.

**CALL TO ORDER**

The meeting was called to order at 5:18pm.

**PROOF OF NOTICE**

The Notice of Call dated Friday June 4, 2010 was delivered in accordance with the *Provisions of The Strata Property Act of British Columbia*; the Notice of Call was read into the minutes by Darren Miller, council president.

**NEW BUSINESS**

**Special resolution – approval to commence and fund legal proceedings.**

It was moved and seconded that the floor be opened for questions about the special resolution. Owners presented questions to clarify their understanding of various aspects of the resolution; Darren Miller (council president), Murray McKinnon and Albert Chan (former council members) answered these questions. The method for estimation of any projected amount collected was reviewed in detail; the meaning and application of the "Owner's Consent" form included in the Notice of Call was clarified; legal actions to date were reviewed. Q & A continued until owners had no further questions.

It was then moved and seconded that the floor be opened for discussion. Pro and Con views were expressed alternately by any interested owners.

At one point a guest reported to be from the Council of our neighbouring tower Villa Jardin arrived and offered to speak. Accordingly, a motion was moved and seconded to consider his offer and brief sessions to entertain questions and discussion occurred. A vote was then taken by a show of hands and as 20 voted for his speaking and 22 voted against, the guest was sincerely thanked for his kind offer and was excused from the meeting.

After all interested owners had spoken in discussion, it was moved and seconded to begin the voting process. The results were 43 (forty three) IN FAVOUR, and 37 (thirty seven) AGAINST; thus a ¾ IN FAVOUR vote was not achieved, and the special resolution was defeated.

### **ADJOURNMENT**

The meeting was adjourned at 6:30pm.

#### **PLEASE NOTE**

If you list your property for sale, you may be requested to produce for the prospective buyer at least two years of strata council meeting minutes and Annual and Special General Meeting minutes. Therefore, it is recommended that you retain your minutes. Photocopy charges will apply to obtain additional copies.

PLEASE BE ADVISED THAT THE ASCENT STRATA AFTER HOURS  
EMERGENCY NUMBER IS 604-293-2459

*Ascent Real Estate Management Corporation – 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9  
Phone: 604-431-1800 Fax: 604-431-1800 email: [ascent@ascentpm.com](mailto:ascent@ascentpm.com) website: [www.ascentpm.com](http://www.ascentpm.com)*

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

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Held: Saturday, July 17<sup>th</sup>, 2010 at 7:30 p.m.

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<b>PRESENT:</b>	Darren Miller	President
	Kelly Kong	Vice-President
	Mabel Pernia	Secretary/Treasurer
	Will Yang	

**REGRETS:** Karen Steed-Wiercinski

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

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**CALL TO ORDER**

This meeting was called to make up for the July 8<sup>th</sup>, 2010 meeting which did not have a quorum. The meeting was called to order at 7:30 p.m.

**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 and June 2010 financial statements as presented. The Treasurer has noted that the June statement shows an operating deficit of \$2,475. Legal fees of \$5,851.06 were paid that was not budgeted for.
2. **Accounts Receivable:** The Accounts Receivable was reviewed and is generally in good condition.
3. **Draft Audit:** Council approved the Draft audit report which had previously been referred to Albert Chan (Past Treasurer) for his assistance in reviewing and which Albert kindly reviewed and noted his comments.

**BUSINESS ARISING**

1. **Formal Garden:** The Formal Garden Committee held their semi-annual meeting on June 15, 2010. The committee members agreed that there has been a noticeable improvement in the appearance of the formal garden. The committee wishes to remind all that the formal garden is a place for quiet relaxation and enjoyment and is not really a playground for small children. There is concern that unsupervised small children running around may damage the irrigation system. Rochelle, the gardener, welcomes anyone who wishes to volunteer to do some work around the garden (such as pulling weeds) so residents may approach Rochelle when they see her working around the Garden if they wish to help.
2. **Lock Boxes:** Realtors are still leaving Lock Boxes around Mayfair premises which pose a security risk as they are very easy to break into. Owners who have their suites for sale are asked to



instruct their Realtors not to leave Lock Boxes around Mayfair premises and to remove them immediately.

3. **New Appointment(s) to Strata Council:** Council reviewed the names of owners who volunteered to join the Strata council and the appointment(s) will be announced shortly.
4. **1<sup>st</sup> instalment Levy payable August 1<sup>st</sup>, 2010:** (A friendly reminder to all owners).

#### **NEW CORRESPONDENCE**

1. **SL 21 (401 T1) Request for Exemption from Rental Restriction Bylaw** - Council reviewed the request and deferred decision pending hearing with Owner to be scheduled at next Council meeting.
2. **SL 172 (802 T2) Request to Install Hardwood Surface Flooring** - Council approved request as documentation required was submitted.
3. **SL 176 (906 T2) Request to Install Hardwood Surface Flooring** - Council approved request as documentation required was submitted.
4. **2101 T2 Request to Install Hardwood Surface Flooring** - Owner will be provided with specification requirements and agreement and approval will be given when owner submits documentation required.

#### **ADJOURNMENT**

The meeting was adjourned at 8:40 p.m.

#### **NEXT MEETING**

7:30pm, Thursday, July 29, 2010 Tower II Lounge.

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

Karen Steed-Wiercinski  
Strata Agent

Email Address: karen@ascentpm.com  
Direct Number: 604-293-2445  
After Hours Emergency: 604-293-2459

Minutes prepared by the 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)**



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

---

Held: Saturday, July 29<sup>th</sup>, 2010 at 7:30 p.m.

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<b>PRESENT:</b>	Darren Miller	President
	Kelly Kong	Vice-President
	Mabel Pernia	Secretary/Treasurer
	Will Yang	

**REGRETS:** Karen Steed-Wiercinski

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

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**CALL TO ORDER**

This meeting was called to order at 7:30 p.m.

**GUEST BUSINESS**

Owner attended to present his case with regards to his request for exemption from rental restriction bylaw. Owner had previously provided council with details of his request. After he was excused, Council had a further discussion and decision was made to decline the request. The Strata Agent was instructed to advise the Owner accordingly.

**APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES**

It was **MOVED**, **SECONDED**, and **CARRIED** to approve the minutes of the May 19, June 2, June 18 and June 26, 2010 strata council meetings as previously distributed.

**BUSINESS ARISING**

1. **Billiard Room Lighting Upgrade:** Based on various feedback including comments from prospective buyers that the Billiard Room lighting was poor, Council approved the Lighting upgrade at a cost of approximately \$800.00 as per quotes previously obtained.
2. **New Ping Pong Table:** Council decided against the purchase of a new ping pong table.
3. **New Appointments to Strata Council:** Council appointed Isabel Yang & Ben Grass to the Council. Council welcomes them and wish to express their thanks and appreciation for their willingness to serve on Council.
4. **Request for Approval of Floor Installation:** As this seems to be a regular request, in order to streamline/simplify the process, the documentation requirements (specifications and indemnity agreement) will be made available with the Building Managers. Owners should then give the specification requirements to their intended contractor who will provide the Owner with a written quote mentioning the specifications. Owner then submits the quote together with a signed indemnity agreement to Council who upon ensuring the specification meets the requirements will

gives its approval. Information about floor installation including the specification requirements is also available in our website. ([www.Mayfairplace.org](http://www.Mayfairplace.org))

### **NEW CORRESPONDENCE**

1. **SL 101 Request for Reimbursement for Gardening Expenses:** Owner incurred expenses of \$58.95 in connection with some garden purchases and Council agreed to reimburse. Although Council appreciates the initiative taken to undertake the garden improvement, Owners are reminded that in future, Council approval should be obtained prior to incurring any expenses or work on the gardens and/or buildings.
2. **SL 209 Installation of a Second Gate:** Owner questioned the necessity of a second gate as break-ins in the past 12 months have drastically reduced. The cost was estimated at about \$50,000. This project has been put on hold for over a year due to difficulty in putting together the various contractors required. Council recommends that the second gate project be referred to the Building Committee for further investigation and their recommendation whether to pursue it or not.
3. **SL 59 Rental Wait List Request:** Strata Agent will add Owner's name to the Rental Wait list.
4. **SL 153 Noise Complaint:** Owner reported that it seems hardwood floors above them are the cause of the noise that they hear for extended periods.

**Council wishes to remind Owners/Tenants with Hardwood/Laminate floors to be more aware and considerate of people below them as these types of flooring tend to transmit more noise below than carpets.**

5. **Levy Payments:** Council will deal with Levy Payments questions/issues on a case by case basis directly with the Owners.
6. **SL198 Children Playing on Billiards Tables/Street Shoes in Pool Areas:** These infractions were observed and unfortunately, these situations happen despite various signs posted.

**Council wishes to remind everyone not to wear street shoes in the swimming pool area and for parents not to let their children play on top of the billiards tables.**

7. **SL 97 Power Washing Inquiry:** There is no plan to do any power washing until after the Building Repairs are completed.
8. **SL 209 Strata Fees Changes in the Beginning of the Year:** Owner suggested that anytime there is an increase, the amount of the increase be averaged over the rest of the year leaving the January payment unchanged. Council feels this would entail more work for the Strata Management Company and that Owners should take it upon themselves to find out the new strata fee and make arrangements to pay any difference accordingly.
9. **SL 155 Minor Painting Deficiency (T2 -6<sup>th</sup> Floor Elevator Wall) & Carpet Cleaning:** Council will instruct Strata Agent to obtain quotes in this regard.

### **ADJOURNMENT**

The meeting was adjourned at 8:50 p.m.



## **NEXT MEETING**

7:00pm on Monday August 30, 2010 in the Tower II Lounge.

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

Karen Steed-Wiercinski  
Strata Agent

Email Address: karen@ascentpm.com  
Direct Number: 604-293-2445  
After Hours Emergency: 604-293-2459

Minutes prepared by the Strata Council.

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

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Held Monday, August 30, 2010

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<b>PRESENT:</b>	Darren Miller Kelly Kong Mabel Pernia Will Yang Ben Grass	President Vice-President Secretary/Treasurer
<b>REGRETS:</b>	Isabel Yang	
<b>GUESTS:</b>	Strata Lot 235	
<b>STRATA AGENT:</b>	Karen Steed-Wiercinski, <i>Strata Agent, Ascent Real Estate Management Corp.</i>	

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**CALL TO ORDER**

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

**GUEST BUSINESS**

1. **Strata Lot 235:** The owner advised council he was previously approved to install hardwood flooring; however, for various reasons, the project was postponed. The owner provided a sample of the underlay he intends to install and advised he wishes to proceed. The owner agreed to sign an indemnification agreement and the strata agent was requested to issue the agreement to the owner.

**APPROVAL OF PREVIOUS MINUTES**

It was **MOVED**, **SECONDED**, and **CARRIED** to approve the minutes of the July 17<sup>th</sup> and 29<sup>th</sup>, 2010 strata council meetings as previously distributed.

**BUILDING MANAGER'S REPORT**

Council received the building manager's written report of issues addressed since the last meeting.

**BUSINESS ARISING FROM MINUTES**

1. **Additional Building Cleaning:** The strata agent reported the additional building cleaning is complete. Items addressed include cleaning and washing of all elevator tracks, cleaning and sealing of elevator tiles, cleaning of lobby and parkade elevator foyer floors, vacuuming of all stairwell walls, and washing of stairs and handrails. The contractor has provided an opinion that due the size of the buildings, high traffic, and the maintenance demands on the resident managers, an additional 4 hours of daily work is necessary in order to maintain the janitorial. The matter will be monitored and the budget reviewed.

2. **Exterior Building Repairs:** The strata corporation was required to raise funds prior to initiating any pre-construction work. Now that a portion of the levy has been paid, the building committee will meet on Saturday, September 4, 2010 at 7:00 p.m. to determine how to proceed from this point. **Anyone interested in attending the building committee meeting is welcome.**
3. **Formal Garden Committee Report:** Mabel reported a deteriorated bench has been removed. It is not clear whether the bench is the property of the strata corporation or the formal gardens. Mabel will make inquiries.
4. **Billiard Room Lighting Upgrade:** The strata agent reported the additional lighting installation has been dispatched.
5. **Shrubbery Replacement:** Darren volunteered to replace the dead shrubbery at cost. Council extended thanks to Darren for his generous offer.
6. **Second Parking Gate:** As the matter has been referred to the building committee, it will be discussed at the next building committee meeting.

## **FINANCE**

1. **Financial Statements:** The balances of the statement were reviewed and it was noted the strata corporation is operating with a surplus eight months into the fiscal year. The strata agent reported the surplus is mainly due to the mild winter, causing gas costs to be well below budget.
2. **Accounts Receivable:** The balances of those in arrears were reviewed. Forty-nine owners are in arrears for their special levy. The strata agent was requested to issue letters to those owners in arrears advising of the repercussions of failing to pay the special levy. Repercussions include the levying of penalties, the registering of liens against the strata lot titles, and the forced sale of owners' homes.

## **NEW CORRESPONDENCE**

1. **Levy Payment Schedule:** Two owners wrote council and council acknowledged the owners' comments regarding the levy payment schedule.
2. **SL 181 Request to Install Hard Surface Flooring:** The owner's request to install hard surface flooring was declined due to insufficient underlay. The strata agent will advise the owner accordingly.
3. **SL 101 Watering:** The owner wrote to advise due to an injury, he can no longer volunteer his services to water the planters. The resident manager will assume the responsibility of watering. Council requested a note be sent to the owner thanking him for all his services to the buildings.
4. **SL 206 Cigarette Butts:** An owner wrote to advise of a cigarette butt that was found on his balcony. As the balcony is covered, it is likely the wind carried the butt from a suite somewhere above. It is not possible to source the origin of the butt; however, council acknowledges the owner's concerns.

**Owners and residents are reminded that disposing of cigarettes from a balcony, window, or door is not only in contravention of the strata corporation bylaws and subject to penalties, it is also a serious fire hazard. Kindly ensure you and your guests are properly disposing of your cigarettes.**

5. **SL 155 Recycling:** The owner wrote to voice concern with respect to the lack of attention paid when recycling and disposing of unwanted items that are not permitted in the land fill in the garbage rooms. The strata agent was requested to inquire with the City regarding appropriate recycling and disposing of unwanted items that are not permitted in the land fill.
6. **SL 189 Window Film:** The owner submitted her research into appropriate UV and heat blocking window film. Council will continue to work toward a suitable policy surrounding the application of such material.
7. **Noise Complaint:** An owner submitted a letter of complaint regarding noises generated in the suite above when the owner's intermittent guests visit the otherwise unoccupied suite. The strata agent will write the owner of the suite where the noises originate and remind them of their obligations under the bylaws.
8. **Noise Complaint:** The owner wrote to voice concern regarding the transference of noise from the suite above since the installation of hard surface flooring. The strata agent will write the owner in which the noise originates and remind them of their need to be cognizant of their neighbours.

#### **NEW BUSINESS**

1. **Fire Pump Drain Valve Assembly Replacement:** The fire safety devices contractor found the fire pump drain valve assembly in need of replacement. Council approved the contractor's quote of \$620 to replace the assembly.
2. **Hytec Water Introduction/Water Analysis:** A water treatment contractor previously provided council with an analysis of the building's water and requested an opportunity to meet with council to discuss introducing chemical treatment to prolong the life of the piping. As time is limited, council deferred discussion regarding the matter to conclusion of the building repairs.
3. **Strata Owned Suite Mortgage:** Council received correspondence from Citizens Bank advising the financial institution is exiting the personal and business banking marketplace. As such, when the current mortgage on the strata owned suite matures, it will be necessary to seek out an alternate financial institution.
4. **Hot Tub Flow Meter/Pool Tile Repairs:** During a regular inspection conducted by Fraser Health, it was noted the hot tub flow meter requires replacement and tile repairs are required and time lines were imposed. As such, the strata agent dispatched the flow meter repair and the tile meters will be dispatched.
5. **Pool/Shaving in the Washrooms:** Residents have been using the amenities washroom for personal shaving. The strata agent was requested to issue a notice for posting in the washrooms. In addition, an unsanitary item was found in the swimming pool recently.

**It was necessary to recently close the pool as an unsanitary item was clearly left in the pool area. Owners are request to please do not leave any items in the pool area.**

6. **Annual Fire Safety Devices Inspection:** The strata agent reported the annual fire safety devices inspection is due and will be scheduled.
7. **Building Access:** Strangers are regularly witnessed frequenting the amenities. **Owners and residents are reminded of the requirement to accompany guests while using the amenities.** To ensure only owners and residents are in possession of key fobs, a fob audit will be conducted. Following the audit, any unreported fobs will be eliminated from the system.

### **ADJOURNMENT/NEXT MEETING**

The meeting adjourned at 8:00 p.m.

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

Karen Steed-Wiercinski  
Strata Agent

Email Address: karen@ascentpm.com  
Direct Number: 604-293-2445  
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**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN BCS40 – "MAYFAIR PLACE"  
7368/7388 SANDBORNE AVENUE, BURNABY, BC**

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Held Wednesday, October 20, 2010

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<b>PRESENT:</b>	Darren Miller Mabel Pernia Ben Grass	President Secretary/Treasurer Member
<b>GUESTS:</b>	Security Committee Christian Rumpf	<i>excused at 7:17 p.m.</i> <i>excused at 7:30 p.m.</i>
<b>REGRETS:</b>	Isabel Yang Will Yang	Member Member
<b>STRATA AGENT:</b>	Karen Steed-Wiercinski, Strata Agent, Ascent Real Estate Management Corp.	

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**CALL TO ORDER**

The meeting was called to order at 6:59 p.m.

**GUEST BUSINESS**

1. **Security Committee:** Three members of the Security Committee attended to discuss security concerns such as the regular attendance of guests who utilize the amenities without their hosts in attendance. The committee suggested proposing bylaw amendments surrounding the matter of guests in order to implement more stringent conditions on guests' attendance and use of the facilities. Council acknowledged the ongoing fob audit will limit those with unauthorized access.

Additional concerns were voiced regarding realtor lock boxes being attached to areas in and around the building. The committee suggested removing lock boxes due to the security risk they pose.

The Security Committee members were excused from the meeting at this point.

2. **SL 101:** The owner thanked council for acknowledging his volunteer assistance over the course of the year. The owner addressed concerns he has also put in writing to council, particularly unkempt landscaping and abandoned items in the garbage room.

The owner expressed concern with respect to items being abandoned in the garbage room such as furniture and electronics. The owner recommended the video surveillance system be reviewed to determine who is abandoning items and charge the owner for removal of the abandoned items. The owner excused himself from the meeting at this point.

**APPROVAL OF PREVIOUS COUNCIL MEETING MINUTES**

It was **MOVED, SECONDED, and CARRIED** to approve the minutes of the September 15, 2010 strata council meeting as previously distributed.

## **BUILDING MANAGER'S REPORT**

The building manager provided a written report covering issues and matters addressed since the previous meeting.

### **FINANCE**

1. **Financial Statements:** It was **MOVED, SECONDED**, and **CARRIED** to approve the September financial statement as presented.
2. **Accounts Receivable:** Council reviewed the balances of those in arrears and it was **MOVED, SECONDED**, and unanimously **CARRIED** to request the strata agent to write those who have not paid their levy and advise those owners they are subject to maximum penalties if payment is not received within 7 days.

### **BUSINESS ARISING**

1. **Building Committee Report:** The Building Committee met and determined that only qualified preferred contractors will be invited to bid on the project. It is intended the bidding process will be underway in January and the project will be complete by the end of 2011.

Council President, Darren Miller, apologized for the timing of the committee meeting, acknowledging that the meeting was held before the minutes were distributed and notices were not posted advertising the meeting due to an oversight.

2. **Formal Gardens Committee Report:** No report.
3. **Strata Owned Suite Mortgage Details:** The strata agent reported the strata owned suite is owned outright by the strata corporation and is not mortgaged.
4. **Annual Fire Safety Devices Inspection Schedule:** The inspection is scheduled for November and notices have been posted.
5. **Fob Audit:** The fob audit is underway and a good response has been received.

<p><b>REMEMBER TO SUBMIT YOUR FOB NUMBERS. FAILURE TO DO SO WILL RESULT IN THE ELIMINATION OF YOUR FOB FROM THE SYSTEM, THEREBY, ELIMINATING YOUR ACCESS TO THE BUILDING.</b></p>
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### **NEW CORRESPONDENCE**

1. **Piano Noise Complaint/Response:** Council received several pieces of correspondence from two strata lots regarding piano playing. Council has provided the owners with negotiating tools and suggestions.
2. **Special Levy Payment Schedule:** An owner wrote to address the matter of a late levy payment. Council denied the owner's request to delay payment of the first instalment.
3. **Building Committee Meeting/Levy Schedule:** Council acknowledged the owner's concerns regarding the lack of notice of the Building Committee meeting and noted the scheduling was done too quickly. The owner inquired regarding the application of the entire levy to the strata accounts of owners and the approval that the levy be paid in two instalments. The strata agent will write the owner and explain that the approved resolution provided for the entire levy being due and



payable on the date it was approved; however, as a financial convenience only, owners were permitted to pay it in two instalments.

4. **SL 39 Request to Install Hard Surface Flooring:** The owner's request for authorization to install hard surface flooring was approved.
5. **Levy Payment:** The owner advised of payment of the levy in full, apologized for missing the first instalment date and requested that a late payment penalty not be applied. Council noted penalties have not yet been applied to the accounts of those who have not yet paid their levy and, as the owner has paid the levy, a penalty will not be applied.
6. **SL 101 Various Issues:** The owner wrote to address a number of issues, including a lack of a response to his offer to join council, poor conduct of the landscape contractor, lifting carpet in the common area, and the abandonment of unwanted items in the garbage room. Council acknowledged the owner's concerns and requested the strata agent respond to the owner's letter.
7. **SL 100 Locker Break & Enter:** The owner wrote to report a break and enter into a locker room and a locker. The building manager witnessed the thief who was chased from the building.
8. **Soiled Water Dumping:** Council received a report of soiled water being permitted to flow from a balcony and landing on the balcony of a lower unit. A notice was circulated to the suites in the affected area; however, the incidents continued. Council directed the strata agent issue a bylaw infraction letter to the offending owner.
9. **Building Security/Noise Complaint:** Council received a letter from an owner who was followed into the building by someone suspected of not being an owner. The strata agent was requested to respond to the owner's letter advising that an alternate entrance can be used when others are loitering at the door. The owner also reported incidents of ongoing noise disturbances and the strata agent will bring the matter to the attention of the suspected offending owner.

**There have been several break-ins, causing serious concern for residents' safety. All residents are put at risk when strangers are permitted access to the building. Please do not allow strangers access to the building.**

10. **SL 189 Swimming Pool Usage/Building Security:** Two letters were received from an owner regarding usage of the facilities by non residents and building security. Council acknowledged the concerns, noting that the fob audit is the first step in identifying residents and eliminating access by those who are not authorized.  
  
The owner also reported an incident in which an owner has appointed a non-resident to collect mail in the owner's absence. While attending the building to retrieve the owner's mail, the non-residents make use of the amenities. The strata agent was directed to issue a bylaw infraction letter to the offending owner.
11. **SL 209 Building Maintenance:** An owner pointed out common area door sweeps which require repair and the matter will be brought to the attention of the building manager.
12. **SL 60 Noise Complaint Response:** The owner responded to receiving a noise complaint bylaw infraction letter, noting he is not responsible for the disturbances. Council acknowledged the difficulty in pin pointing the source of noise disturbances in concrete buildings.
13. **Pool Usage:** The owner reported a gathering held at the pool which continued beyond 1 a.m. and suggested limiting the hours the pool may be used. Council noted the matter will be brought to the ownership.

## **NEW BUSINESS ARISING**

### **1. Entering & Exiting the Parkade:**

Please remember to always stop and allow the garage gate to close before proceeding when exiting or entering the building. Driving away while the door is open puts the building's security at risk.

- 2. Pool Access:** During the meeting at hand, council was advised of an unaccompanied guest utilizing the pool. It was **MOVED, SECONDED, and CARRIED** to issue a bylaw infraction letter to the owner responsible for allowing the guest access and failing to accompany them while using the facilities.
- 3. Lock Boxes:** It was **MOVED, SECONDED, and CARRIED** to implement a rule preventing the use of lock boxes. A bylaw amendment will be proposed at the next general meeting preventing the use of lock boxes.
- 4. Web Site:** Council has received excellent volunteer services in the management of the website; however, due to conflicting schedules, more assistance is required.

**If you have the skills to assist with the management of the website, please put your name forward to council.**

## **ADJOURNMENT**

The meeting adjourned at 8:16 p.m.

## **NEXT MEETING**

The next meeting will be held Wednesday, November 17, 2010 at 7:00 p.m.

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

Karen Steed-Wiercinski  
Strata Agent

Email Address: karen@ascentpm.com  
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