

STRATA PLAN VR-264

MINUTES OF STRATA COUNCIL MEETING

DATE: Tuesday, August 12th, 2008 at 6:00pm

LOCATION: #403-1234 Pendrell Street, Vancouver, BC

PRESENT:

Kevin Morgan	Unit #204	<i>President</i>
Tim Hansen	Unit #404	<i>Treasurer</i>
Dianne Dary	Unit #102	
Philippe Varrier	Unit #203	
Karl Krauss	Unit #308	
Biagio Galle	Unit #403	
Nancy Black	Unit #405	

AGENT: Angela Uruski Girard *Monarch Strata Ventures Inc.*

GUESTS:

Kevin O'Donnell	<i>IPM & Associates Ltd.</i>	
Sean Michaels	<i>IPM & Associates Ltd.</i>	
J.D. Waters	Unit #201	(arrived at 7:00pm)
Guy Johnson (by proxy)	Unit #301	(")
Jill Eyman	Unit #406	(")
Yana Sabanskis	Unit #407	(")

CALL TO ORDER & REGISTRATION

The Agent, Angela Uruski Girard, called the meeting to order at 6:00pm, at which time all Council members were present, meeting the quorum requirement of the Strata Property Act.

INTERVIEW WITH IPM & ASSOCIATES

In early July, the Agent advised the Strata Council in writing, that Monarch will no longer be providing management services to the Strata Corporation, effective September 10th, 2008. She informed Council that she was offered and has accepted a position with the Real Estate Council of BC and has therefore decided to wind-up the brokerage. She recommended to Council another strata brokerage, that being IPM & Associates. She explained that the existing agency agreement currently held between Monarch and the Strata Corporation can be assigned to another licensed brokerage with Council's permission. The Agent introduced Kevin O'Donnell, managing broker, and Sean Michael, licensed agent from IPM & Associates Ltd. Kevin and Sean provided Council with information regarding their company and management policies. After a few questions were fielded, the Council unanimously agreed to endorse a letter to assign the existing agency agreement held with Monarch to IPM & Associates, which would take affect September 10th, 2008. The Council thanked Monarch for their services provided to date.

At this time, Sean Michaels left the meeting, and the owners of Units #201, #301, #406 and #407 joined the meeting.

APPOINTMENT OF COUNCIL VICE PRESIDENT

It was **moved (#405)** and **seconded (#404)** to nominate Biagio Galle (#403) as Council Vice President for the remainder of the term. **MOTION CARRIED**

APPROVAL OF MINUTES OF LAST MEETING

As there were no errors or omissions, it was **moved (#403)** and **seconded (#405)** to approve the June 4th, 2008 Council Meeting Minutes as circulated. One Council member abstained from the vote. **MOTION CARRIED**

Yana Sabanskis (#406), who requested to have her name published in these minutes, noted that the minutes of June 4th, 2008 were not received within the two (2) week limit as set out in the Strata Property Act, but rather within 4 weeks of the meeting. The Agent responded that she was not aware of there being such a lengthy delay in the mailing of those minutes.

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FINANCIAL STATEMENTS

- (b) **Approval of Financial Statements:** The Treasurer, who had been absent for a few previous meetings, reported that he had reviewed the financials for the months of November & December 2007, and for the months of January through to June 2008. He found the financials to be in order. It was **moved (#404)** and **seconded (#204)** to approve the financials for these months as circulated. **MOTION CARRIED**
- (c) **Accounts Receivable:** The Agent reported that two owners' strata lot accounts were in arrears, one for non-payment of a bylaw violation fine, and the other for one month of strata fees due to post-dated cheques having run out. Late payment statements were issued.

BUSINESS AT HAND

- 1) **Building Security / Status on Legal:** The Agent reported that since the last meeting, additional written complaints were made regarding building security. Yana Sabanskis (#407), who requested to have her name published in these minutes, and one other owner who attended the meeting as an observer, demanded to be provide the amounts spent by the Strata Council on legal matters to date. The Agent advised that approximately \$1,500 has been spent to date on legal relating to security issues. Both owners expressed concern that proper protocol was not used in the Council's decision to proceed with engaging a lawyer regarding concerns with a tenant, prior to written complaints being issued to the owner regarding concerns with her tenant. A lengthy discussion ensued. Council members confirmed that the decision to proceed with legal services resulted from severe concerns and apprehension expressed to Council regarding activities by a tenant and their visitors in and around the building. The owner also expressed concerns that her recent letters to the Strata were not responded to. The Agent advised the owner her letters were received in good faith, and were placed on the agenda for this meeting for Council's review, discussion and response. The Agent requested that any further discussion on the requests within these letters be discussed at that point in the agenda, to which the owner agreed. The meeting continued.
- 2) **BC Hydro Rebate for Lighting Installations:** The application for the BC Hydro rebate for the lighting upgrades within the parkade has been made. The anticipated rebate is approximately \$442.00 total. Council is pleased with the improved brightness within the parkade.
- 3) **Landscaping Drain Installation:** A new pipe was installed by Lathams Mechanical within the parkade to address the landscaping run-off and debris that was being drained onto the parkade floor.
- 4) **Interior Parkade Painting:** The interior center portion walls of the parkade were painted white. Council was happy with the outcome and with the increased brightness to the parkade.
- 5) **Parkade, Ramp & Front Entrance Pressure Washing:** The pressure washing of the parkade, parkade ramp and entrance to the complex was completed. Yana Sabanskis (#406) issued a written complaint to Council, to which she spoke to at the meeting, regarding the quality of the pressure washing job given that many stains remained on the concrete floor and walls. The Agent advised that the contractor had returned to site after regular business hours to address her concerns, but Ms. Sabanskis refused to move her vehicle at that time. The contractor confirmed that many of the stains are permanent and that no amount of pressure washing would remove them completely. Council confirmed that they were ok with the job given that it had not been done in years.
- 6) **Insurance Renewal:** The insurance for the Strata Corporation renewed with CMW Insurance at a premium of \$6,853, which exceeded the amount budgeted by \$153. The Agent presented an endorsement from the insurance company required the Council's signature, that confirmed that the insurance would exclude any claims related to water ingress from envelope related issues. The Council requested clarification on whether a reduction in the premium was issued, given this exclusion. The Agent agreed to speak with the insurance broker and would get back to Council.

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BUSINESS AT HAND – Cont'd ...

- 7) **Re-Instatement of Bike Rule:** The Agent noted that a rule relating to bicycle transportation within the building had been created, but never ratified at an AGM. It was therefore **moved (#308)** and **seconded (#204)** to re-instate the following bike rule, which shall be enforceable upon receipt of these minutes:

Rule #1

Bicycles are prohibited in the lobby. Bicycles must be brought into the building via the garage level ramp.

MOTION CARRIED

8) **Repairs & Maintenance Completed:**

(a) **Sump Pump Replaced:** The sump pump found under the parkade ramp failed causing water back-up. It was found that the pump required replacement. Gordon Latham Mechanical (Lathams) was called out and a new pump was installed. Council inquired as to the warranty available for this pump. The Agent will follow up on this item and report back to Council.

(b) **Emergency Repair to Enterphone:** The enterphone had failed, causing the strike plate to be constantly activated, hence providing full access to the building. Vandelta Communications was called out on a Saturday to repair the enterphone.

(c) **Door Closure:** The closure on the door of the 4th floor west stairwell is in the process of being replaced.

9) **Quotes for Review:**

(a) **Annual Fire Inspection Deficiencies:** A quote was received from Fire Pro fire protection to replace all extinguishers in the building (as they require a 6 year maintenance; it is cheaper to replace them than it is to maintain old extinguishers), replace all emergency light unit batteries, replace an emergency light unit on the second floor, and to inspect all units missed during the annual inspection. These totaled \$1,011 including GST. Given that these deficiencies are required to be address for safety reasons, it was **moved (#402)** and **seconded (#308)** to approve Fire Pro's quote as presented. **MOTION CARRIED**

(b) **Lighting Upgrades:** A quote was received from Centre Electric for the replacement of the lights at the south man-door exit at the alley, above the parkade ramp and under the ramp. The total for all three lights equaled \$1,333.50 including GST. The Agent advised that for cash flow reasons, these repairs should be staggered over the next few months given the installation of the new sump and other recent repairs. It was **moved (#404)** and **seconded (#102)** to approve that the south man-door light should be replaced, but that Council would inspect the parkade ramp lighting first before authorizing its replacement. **MOTION CARRIED**

(c) **Clean out of Sump Pit:** While replacing the sump pump, Lathams noted that the sump pit requires a clean-out, as excessive debris can seize the pump. The quote provided by Lathams totaled \$519.75. The Council agreed that an additional quote be obtained for this item. Monarch will arrange to obtain this second quote.

(d) **Replacement of 6" Sanitary Drain:** It was noted by Lathams Mechanical that the 6" cast iron sanitary drain line found at the edge of the building requires replacement as it is cracked. The quote provided by Lathams totaled \$1,732.50. The Council agreed that an additional quote should be obtained for this. Monarch will arrange to obtain this second quote.

10) **Correspondence Received & Issued:**

(a) **Kelly-Boy Maintenance – email Jun 23/08:** The Agent read an email from the janitorial company requesting that access for contractors should be scheduled on two specified days of the week. The Agent confirmed that the process of having the contractor contact Kelly Boy, as requested by them, was being used. The Agent reported that a complaint from the City was received regarding use of a leaf blower. Monarch emailed Kelly-Boy the link to the City's bylaws pertaining to leaf blowers.

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BUSINESS AT HAND – Cont'd ...

10) Correspondence Received & Issued:

(b) Owner Email – Jun 26/08 re. Repairs: An owner inquired as to when the patio repairs would commence and advised that the patio door required cleaning due to the pressure washing. The Agent responded by advising that quotes were being obtained for the patio work and that the window would be washed after this work was completed.

(c) Owner Email Request – Jul 17/08 re. Bathroom Renos: An owner requested written permission to upgrade bathroom fixtures which required the shut off of water to the suite. Prior to the meeting, Council approved the upgrades subject to the owner advising residents that may be affected by a water shutdown should there not be a shut off valve within the unit.

(d) Owner Letter & Fax – Aug 5/08: An owner reported that her unit was broken into the weekend of July 25th, and that a TV was stolen. The Council inquired as to whether there was forced entry, to which the owner replied that there was none but that the balcony door was off track. Council noted that two quotes had been obtained for the installation of a keyless entry system for all doors to the complex to improve security, which would be discussed at the upcoming SGM. In the faxed letter, the owner made several requests for information from the Strata Council regarding complaints made against her tenant, legal expenditures made regarding these issues and other information. The Strata Council confirmed that this information would be provided to the owner, as requested, with any information relevant to the complainant's privacy removed from the complaints.

(e) Email from Unit #407 – Jun 23/08: Yana Sabanskis (#407), who requested to have her name published in these minutes, issued an email to the Council President regarding the pressure washing job and other issues related to the Strata Council and strata management. The Agent advised that a letter was received from the contractor, who performed the pressure washing, documenting aggressive and belligerent behavior from Ms. Sabanskis when attempting to address her concerns. The contractor advised that he refuses to accommodate Ms. Sabanskis, given her aggressive behavior. The owner provided the Council President at the meeting with a letter dated August 12/08, the review of which was tabled to a future meeting given the length of the agenda for this meeting.

(f) Owner Email – Jun 24, Jul 11 & Jul 24/08: An owner expressed concerns regarding the location of the tree slated for removal of trees, given that the tree near the owner's unit provides privacy and shade to the unit. The owner also report mail being stolen from her mail box in July. Karl (#308) noted that this mailbox had not been locking while owned by the previous owner. A third email was received from this owner requesting permission from Council to install a security alarm system that was connected through the owner's telephone line (no wiring required). Prior to the meeting, the Council approved the owner's request.

(g) Letter to All Owners dated Jul 10/08 re. Security: A letter was issued by Monarch on behalf of the Strata Council, to all owners regarding overall building security concerns.

11) Odour on 4th Floor: An owner reported having smelled a very strong and unpleasant odour on the fourth floor. It was confirmed that the odor has since disappeared.

CAPITAL UPGRADES

The Agent presented Council with a budget outline for the repairs and upgrades related to the cracks in parkade, the exposed rebar along parkade ramp, the re-sealing of the parkade ramp, the upgrades to the balconies and repairs to two ground floor patio areas. These figures were based on an actual quote received. Budget estimates for other capital upgrades such as exterior building painting and replacement of the roof membrane were also presented and discussed.

At this time, Yana Sabanskis (#407) left the meeting.

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CAPITAL UPGRADES – Cont'd ...

A conference call was held with McArthur Vantell Ltd. to discuss their proposed options relating to upgrades to the balconies. In summary, it is their recommendation that the balcony membranes be redone, that the planter boxes be totally removed and that the balcony walls be replaced with another system that is less prone to rot issues such as glass panels or picket railings. If the Strata were to continue with cap flashing the planters without tying in the flashing into the wall assembly, there will be issues with maintenance at that transition point. It is not a long term solution as it would only prevent any further water from entering the planter, but does not address any membrane issues and/or sloping issues. He confirmed that if this work is done at once under the supervision of an engineer, the contractor would provide a warranty for this work and it would be a significant upgrade/asset to the building, given its age. After a lengthy discussion, it was **moved (#308)** and **seconded (#102)** to propose the following resolutions to the owners at the Special General Meeting in September:

Resolution 'A' – to propose that the patio repairs to Units #103 and #104 be covered by using the remaining, existing special levy funds, plus expend funds from the Contingency Reserve Fund for all remaining costs to repair these patio areas;

Resolution 'B' – to propose a special levy for a total of \$35,000, to be paid in one full payment or three equal payments to be due on Oct 1, Nov 1 and Dec 1/08 for repairing the cracks in the parkade, repairing and re-sealing the parkade ramp; and

Resolution 'C' – to propose another special levy for a total of \$300,000, to be paid in one full payment or twelve equal payments due on the first of each month, starting Mar 2009 and ending Feb 2010, for upgrades to all balconies as per option 2 found in McArthur Vantell's report.

It was also agreed that a third quote for installing a keyless system be obtained and discussed at this SGM.

MOTION CARRIED

The Agent agreed to prepare the SGM notice and forward it to Council for their review and approval prior to it being mailed to the owners. It was agreed that a copy of the engineering report will be attached to this notice.

NEW BUSINESS

- 1) Chimney Cleaning:** It was agreed that a quote be obtained to have the chimneys cleaned. The Council recalled that the last cleaning took place almost two years ago.
- 2) Mats within Parkade:** It was agreed that the mats which were placed in the parkade should be removed. A Council member offered to dispose of them.

At this time, Jill Eyman (#406) left the meeting.

- 3) Vent Duct from Boiler:** The end section of the vent duct which runs through the parkade and garage gate to the exterior is exposed to the elements and is rusting, and causing rust stains on the parkade ramp. Council requested that a quote be obtained to have this duct shortened enough not to be exposed to the elements.
- 4) Meeting with Owner re. Security:** It was **moved (#404)** and **seconded (#204)** that a specific meeting be set up with the Strata Council and an owner directly regarding concerns related to the owner's tenant in an attempt to resolve the issues prior to proceeding legally with the issue. Monarch will contact the owner in writing to establish a meeting date.

MOTION CARRIED

ADJOURNMENT

As there were no further issues to discuss, it was **moved (#102)** and **seconded (#204)** to adjourn the meeting at 10:45pm.

MOTION CARRIED

NEXT COUNCIL MEETING

August 12th, 2008

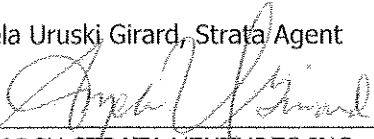
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The next Council Meeting will be scheduled once the new brokerage has assumed management. A notice will be posted in the building once this date has been determined. The Special General Meeting has been called for **Wednesday, September 3rd, 2008**. Notice for this meeting will be mailed at least 16 days in advance of this meeting.

Angela Uruski Girard, Strata Agent



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