

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 2472, MAYFAIR HOUSE, HELD ON MONDAY, OCTOBER 5, 2009, AT 6:00 PM IN THE AMENITY ROOM, 3769 WEST 7TH AVENUE, VANCOUVER, BC

Council in attendance: Harald Riffel, President
Ward Adams, Vice-President
Barbara Bell, Treasurer
Susan Copland, Secretary
David Ellis
Anne Callegarini

Carey Grandy,
Strataco Management Ltd

Absent with leave: Bill Hicks

CALL TO ORDER:

The meeting was called to order by Mr. Harald Riffel, Strata Council President, at 6:05 pm.

MINUTES OF THE MEETING OF JULY 21, 2009:

The minutes of the meeting of July 21, 2009 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

The Strata Manager reported that further to discussions between Strataco Management Ltd. and the Strata Council, it had been determined that Strataco would terminate the management agreement as of October 31, 2009. Effective November 1, 2009, the Strata Corporation will be managed by Ascent Real Estate Management.

The Strata Council President advised that Council had held a supplementary Council meeting on September 25, 2009, and provided the Strata Manager with a copy of the minutes of the meeting, which are attached to these minutes for the information of the owners.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled for Council's consideration the financial statements for the months of June, July and August 2009. The Strata Council Treasurer advised that she had reviewed the financial statements and raised several queries. She questioned an invoice from Downtown Lock & Key, which was for the emergency installation of full length astragal strips and lock upgrades as a result of a security breach in the mechanical room, reimbursement of an insurance deductible for an insurable loss which occurred in 2008, but was not received until 2009, and an error in the allocation of the adjusted rent from the caretaker suite. The Strata Manager advised that these issues would be attended to. As the financial statements continue to be prepared on a cash basis, the Council was unable to accept them as an accurate representation of the Strata Corporation's financial position.

MOVED AND SECONDED:

That the Strata Council accept the proposal from ServiceMaster to repair the patio walkways of units 113, 111, 109, 106, 105, 103, 115, 116, 120, 124 and 125, for the price of \$3,957.61 taxes included.

MOTION CARRIED UNANIMOUSLY

Interior Repairs

The Strata Manager advised that subsequent to water ingress by the breezeway doors a proposal had been received from ServiceMaster to reattach the baseboards, re-lay and clean the carpet damaged during the water loss. It was

MOVED AND SECONDED:

That the Strata Council accept the proposal from ServiceMaster to complete interior repairs for the price of \$889.35.

MOTION CARRIED UNANIMOUSLY

Council requested that while the contractor is on site cleaning the carpets affected during the water ingress, they clean the carpets on the stairs leading to the underground parking area.

3) Correspondence

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: patio pavers; building envelope; window leak; request to install bike rack; roof machinery noises; uninsured vehicle; yellow sidewalk stripes; rental of unit and pond storage insurance; parking area break-in.

Council reviewed the correspondence as follows:

Window leak: The Strata Manager advised that the owner of unit 113 had brought to the Strata Corporation's attention concerns with the patio walkway paving stones, broken mullions on the patio gate, an absence of insulation under the patio door, and a leak from the kitchen window. The Strata Manager indicated that correspondence had been sent to the owner of the suite advising that these items were in progress.

Bike racks in underground: The Strata Council reviewed a request from an owner to install a bike rack in the underground parking area. The Strata Council noted that currently the bylaws do not allow the storage of bicycles in parking stalls, but discussed the potential of installing bike racks in certain areas of the underground parking lot or constructing an additional bike room. It was agreed that Council would revisit this matter at a later date.

Yellow "no parking" lines: The Strata Manager advised that the yellow "no parking" lines at the entrances to 6th Avenue, 7th Avenue and Highbury Street had been blacked out by vandals during the summer. A request had been made to obtain a permit to repaint these areas but approval had not yet been granted. The Strata Council requested that the Strata Manager have the areas painted as quickly as possible.

Highbury Street entrance lighting: The Strata Manager advised that all work had been authorized relating to the electrical repairs to the lighting at the Highbury Street entrance. It was anticipated this work would be completed no later than October 16, 2009.

4) **Mechanical/Pool**

Latham's

The Strata Manager tabled for Council's information service reports from Latham's as a result of recent work done in the building.

BC Safety Authority

The Strata Manager tabled for Council's information correspondence received from the BC Safety Authority advising of their 2010 fee schedule for inspection of the Strata Corporation's elevating and boiler devices.

Spa Repair

The Strata Manager tabled for Council's information a proposal from Imperial Paddock Pools to investigate the cause of the leak and repair as necessary, and noted that the contractor had been unable to determine the cause of the leak and exploratory holes must be cut in the tiling around the spa. The contractor anticipated that the work would take approximately 15 – 20 hours to complete at a rate of \$68.00 per hour. The Strata Council discussed the matter at length and decided to review it at a later date.

5) **Landscaping**

The Strata Manager tabled for Council's information correspondence received from Para Space Landscaping regarding the replacement of plant life damaged during the winter. It was noted that approval had been given for the supply and installation of various plant life for a quoted price of \$804.00 + taxes.

6) **Decorating Committee**

Ms. Cheryl Worobetz attended the Strata Council meeting to provide an update on the progress of the Decorating Committee. Ms. Worobetz advised that the progress had been a bit slow during the summer months due to the vacations of many of the Decorating Committee members, but that two proposals had been received to prepare an overall interior design. At this time, however, the Decorating Committee was at an impasse as funds would have to be paid prior to receiving any further details from the interior designers. Council indicated that as soon as the Committee had chosen a proposal to present, a Special General Meeting would be scheduled to obtain the owners' approval for funding of the design phase. Council thanked the Committee for their efforts thus far and Ms. Worobetz for attending the meeting on behalf of the Committee.

7) **Social Club**

The Strata Council Treasurer, Barbara Bell, advised that the Social Club income was down slightly but they were still covering costs. Council discussed a potential increase in rent for the guest suite, noting that they had recently replaced the television set, purchased a DVD player, and arranged for cable for the suite. It was

MOVED AND SECONDED:

That the Strata Council increase the rent for the guest suite to \$25.00 effective November 1, 2009.

MOTION CARRIED UNANIMOUSLY

**MINUTES OF THE STRATA COUNCIL MEETING
MAYFAIR HOUSE**

SEPTEMBER 25, 2009

Council in attendance: Harald Riffel, President
Ward Adams, Vice-President
Barbara Bell, Treasurer
David Ellis
Bill Hicks
Anne Callegarini

Regerts: Susan Copland, Secretary

CALL TO ORDER:

The meeting was called to order by Mr. Harald Riffel at 5:37 p.m.

Appointment of Secretary:

Due to the absence of Susan Copland, Anne Callegarini was appointed to record the minutes of this meeting.

BUILDING ENVELOPE MAINTENANCE:

Mr. Riffel presented proposals received from four companies who have expertise in these matters. From discussions with these companies, it became apparent that a detailed inspection of the building envelope would be required in order to determine the exact maintenance work required. The difficulty that we had experienced over the past few months, in getting quotes for the building envelope maintenance work, stemmed from many companies' refusal to quote without a prior inspection. Council members discussed at length, with cost, expertise, and urgency being the major considerations, best options regarding acceptance of an appropriate company.

MOVED and SECONDED:

That PBEM (Pacific Building Envelope Maintenance Ltd.) be hired to do the inspection for the price of \$8,350.00 excluding GST.

MOTION CARRIED UNANIMOUSLY.

OPERATING BUDGET:

The members discussed the matter of the estimated shortfall for the present Operating Budget and it was agreed that a Special General Meeting will be called as soon as possible, giving the appropriate notice of the meeting.

DECORATING COMMITTEE:

Due to the absence of the Council member sitting on this committee, there were no specific decisions regarding funding for this committee. This matter will be presented at the upcoming SGM.

Mayfair House

"THE OWNERS STRATA PLAN VR 2472"

101 - 4126 Norland Avenue
Burnaby, BC
V5G 3S8
Phone: 604-294-4141
Fax: 604-294-8956

October 14, 2009

Owners/Residents
Strata Plan VR 2472
Mayfair House

Re: Guest suite rent increase

Dear Owners/Residents:

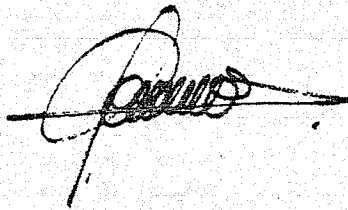
At a recent meeting the Strata Council voted to increase the rental fee for the guest suite, from \$20.00 per night to \$25.00 per night effective November 1, 2009.

Please be advised that any bookings made prior to the date of this notice will be honoured at the reserved rate of \$20.00 per night.

Should you have any questions or concerns, please do not hesitate to contact Carey Grandy of our office.

Sincerely yours,

STRATACO MANAGEMENT LTD.



J.P. Daem,
Strata Manager

/dc

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 2472, MAYFAIR HOUSE, HELD ON TUESDAY, JULY 21, 2009, AT 6:00 PM IN THE AMENITY ROOM, 3769 WEST 7TH AVENUE, VANCOUVER, BC

Council in attendance: Harald Riffel, President
Ward Adams, Vice-President
Susan Copland, Secretary
David Ellis
Bill Hicks
Anne Callegarini

Carey Grandy,
Strataco Management Ltd

Absent with leave: Barbara Bell, Treasurer

CALL TO ORDER:

The meeting was called to order by Mr. Harald Riffel, Strata Council President, at 6:10 pm.

MINUTES OF THE MEETING OF JUNE 1, 2009:

Council requested that the Strata Manager amend the Financial Statements section in the June 1, 2009 minutes, to read as follows:

“The Strata Manager tabled for Council’s consideration the financial statement for the month of April 2009. The Strata Council Treasurer, Barbara Bell, and the Council President expressed some concerns with the accounting provided by Strataco Management. They noted that management was using a cash-based bookkeeping system, where expenses are recorded when they are paid, as opposed to an accrual accounting method wherein expenses are recorded as they are incurred. As a result of the cash-based bookkeeping the financial statements do not include expenses which have been incurred but not yet paid. In the Council’s opinion, this typically results in about one month’s worth of operating costs which are unrecorded. Council became concerned about this as a result of a request by management in May of 2009 for authorization for a temporary loan of \$15,000.00 from the contingency reserve fund to cover operating expense shortfalls. This request was in spite of the April 2009 monthly financial statement suggesting that the operating expenses were on budget. The management company’s letter contained copies of all unpaid expenses, most of which were incurred prior to the end of April, and under an accrual-based accounting system these would have been reported as part of April’s operating expenses.

“The Treasurer and President advised that it was difficult for Council to make informed decisions about the operations of the Strata Corporation if they were unable to obtain accurate and timely financial reports. They requested that an accrual accounting method be adopted by the management company. The Strata Manager advised that it had never been the practice of Strataco Management Ltd. to provide accrual accounting services and that such a decision would have to be made by the owners of the company. He indicated that he would review this matter with senior management, who would respond to the Strata Council.

“The Treasurer advised that she had reviewed both financial statements and invoice copies and had the following comments: She noted that the Strata Corporation was currently running a deficit due to overspending on locks, keys and security, but this was a result of rekeying the building, installation of angle irons on 6th Avenue, Highbury Street and 7th Avenue entrances, and the installation of full length astragal and interlocking plates on parking area and breezeway doors. Landscaping would require upgrades to replace plant life damaged during the winter, and plumbing repair expenses were approaching the budgeted amount due to two water leaks

early in the year. As a result of overspending, it had been necessary to authorize a temporary loan to the operating fund from the contingency reserve fund to be repaid within the fiscal year.

"It was then

MOVED AND SECONDED:

That the financial statement for the month of April 2009 be accepted as distributed.

MOTION CARRIED UNANIMOUSLY"

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

The Strata Council President advised that the summer barbecue had been attended by over 70 people and was enjoyed by all.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled for Council's consideration the financial statement for the month of May 2009. In reviewing the statement the Council discussed their previous request to management to have an accrual accounting system provided. It was noted that should the management company be unwilling to provide full accrual accounting Council would be satisfied with copies of the invoices being provided at the end of each month so that they may do their own reconciliation. The Council advised that they had not yet received a response from senior management of Strataco Management Ltd., and the Strata Manager advised that they should communicate with J.P. Daem directly.

In reviewing the May 2009 statement the Strata Council President expressed concerns with the adjustments made to the opening balance for 2009. The Strata Manager advised that adjustments had been made to the opening balance after submission of a late invoice for work completed in the previous year, and reimbursement of an insurance deductible for the previous year which had been charged to the 2008 year end. The Strata Council President asked why the auditor had not picked up these two items, and the Strata Manager responded that it was his understanding that the invoice and reimbursement cheque had come in after the auditor had completed his review. The Council President expressed further concerns with this matter and the Strata Manager referred him to Mr. Daem.

It was then

MOVED AND SECONDED:

That the financial statement for the month of May 2009 be tabled.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager tabled for Council's review the most recent receivables report, noting that currently there were no strata lots in arrears and that no collections action was recommended.

2) Staff Report

Site Inspection Reports

The Strata Manager advised that the most recent site inspection reports were on file, and that any matters requiring attention were being dealt with by management or referred to the Council for further direction.

Rental Review Report

The Strata Manager tabled the rental review report updated to June 9, 2009, noting that there were three suites rented with Council's permission, six strata lots rented to family members, and one strata lot on the waiting list.

PCO Service Reports

The Strata Manager tabled for Council's information service reports received from PCO, the Strata Corporation's pest control contractor.

Shaw Cable

The Strata Manager tabled for Council's information invoices from Shaw for cable that had been set up in the guest suite. The Strata Manager advised that he had paid the invoices to avoid late fees, but that it was his understanding that these invoices would be paid from the social fund. The Strata Council concurred and requested that the Strata Manager send the invoices to the Treasurer for reimbursement from the social fund.

Fire Panel Repairs

The Strata Manager tabled for Council's information a proposal from Mircom to replace the main annunciator chassis at the fire alarm panel at the Highbury Street entrance, and advised that this work had been necessary to deal with ongoing ground faults which resulted in emergency service calls from fire protection equipment maintenance contractors. The work had been completed and there had not been any subsequent ground fault issues.

Window Cleaning

The Strata Manager tabled for Council's consideration correspondence sent to International Building Maintenance accepting their proposal to provide inaccessible window cleaning, and noted that the work had subsequently been completed.

Garage Door Key Release

The Strata Manager tabled for Council's consideration a proposal from Valley All Door to supply and install a manual door release mounted on the wall in the parkade. Council reviewed the proposal and discussed the necessity of having an alternative means of exiting the underground should an owner's garage door transmitter battery fail. They noted that the release would be activated by a key. After discussion it was

MOVED AND SECONDED:

That the Strata Council approve the proposal from Valley All Door Distributing to supply and install an exit key switch for a price of \$558.00 + GST.

MOTION CARRIED

Filing Cabinet

The Strata Manager advised that he had reviewed the costs associated with purchasing an additional filing cabinet for the Strata Corporation's records kept on site. After some discussion it was

MOVED AND SECONDED:

That the Strata Council approve the purchase and delivery of a four drawer vertical filing cabinet for an approximate cost of \$240.00 plus taxes and delivery fees.

MOTION CARRIED UNANIMOUSLY

International Paper Industries

The Strata Manager tabled for Council's information correspondence sent to IPI requesting the return of garbage room keys to the Strata Corporation, noting that the City of Vancouver had changed their recycling collector from IPI to Waste Management, and therefore staff were seeking the return of keys from the outgoing contractor.

Caretaker's Report

The Strata Manager tabled for Council's information the contractor log sheet, and guest suite and social room booking sheets provided by the Strata Corporation's resident caretaker, Mr. Alan Drane.

3) Correspondence

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: irrigation system repair; employment agreement; request to rent; paver stones; rotten wood; window glazing seal failure; noise complaint; window leak; renovation omission; noise complaint; uninsured vehicles (x 2); request for permission to rent; Highbury Street entrance lighting; power washing; referral on maintenance; drain cleaning.

Council reviewed the correspondence as follows:

Window leak: The Strata Council advised that not all of the windows had been replaced during the building envelope restoration project. Council requested that the Strata Manager follow up with the owner's concerns.

Highbury Street entrance lighting: The Strata Council discussed the operation of the Highbury Street lighting and determined that there was no alternative to running a wire from the building underneath the marble cladding and up into the free standing archway structure. They requested that the Strata Manager investigate whether it would be less expensive to have the repair done using above ground conduits as opposed to drilling underneath the time.

Uninsured vehicle: It was noted that in the insurance confirmation provided third party liability coverage had been declined. The Strata Council wishes to remind owners that any stored vehicles are required to have coverage in the amount of \$1,000,000 as per the Strata Corporation's bylaws.



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Thank you for your assistance.

4) **Mechanical**

Preventative Maintenance Contract

The Strata Manager tabled for Council's consideration a proposal from Latham's Plumbing to renew their preventative maintenance contract for a price of \$2,332.00 per year, which represents an increase of \$40.00. Council discussed the value received from preventative maintenance contracts, noting that at times it appears as though the contractors are just finding work. The Strata Manager noted that at the request of Council a copy of the contract with Latham's had been provided, outlining exactly which services were provided and which would be at additional cost. Council noted that they had in the past year experienced some mechanical system troubles relating to the domestic hot water tanks and the makeup air units. After much discussion it was

MOVED AND SECONDED:

That the Strata Council approve the preventative maintenance contract with Latham's for the price of \$2,332.00 + GST.

MOTION CARRIED UNANIMOUSLY

Makeup Air Unit Maintenance

The Strata Manager tabled for Council's consideration a proposal received from Latham's subsequent to a preventative maintenance service call to replace a worn motor pulley on makeup air unit #3 at 2760 West 6th Avenue. After some discussion it was

MOVED AND SECONDED:

That the Strata Council approve the replacement of a worn motor pulley on makeup air unit #3 for a cost of \$395.00 + GST.

MOTION CARRIED UNANIMOUSLY

Exposed pond membrane: The Strata Council reviewed the exposed pond membrane, noting that the resident caretaker had raked the gravel from the pond to cover the membrane; however, due to the slope of the hill and presence of landscapers the gravel had slid or been blown back down into the pond, exposing the membrane again. The Strata Manager advised that a permanent solution to this was to install built up stone walls with longer stones on the bottom, decreasing in size as they reach the top of the membrane, so that the stones and gravel installed cannot slide back down into the pond. He advised that he had requested proposals to attend to this work.

5) Landscaping

Para Space Landscaping

The Strata Manager tabled for Council's information correspondence sent to Para Space Landscaping approving their proposal for landscape maintenance for 2009/2010.

Winter Damage Replacement

The Strata Manager tabled for Council's information the revised proposal received from Para Space Landscaping to replace plant life damaged during the winter, and noted that this work had been completed but that some plant life had not been sourced. As a result some of the installations will have to be made in the fall.

European Chaffer Control

The Strata Manager tabled for Council's consideration a proposal from Para Space Landscaping to provide European chaffer control. Council requested that the Strata Manager confer with the Landscape Committee on a recommendation.

Landscape Committee

The Strata Manager tabled for Council's consideration correspondence from the Landscape Committee requesting additional watering of the newly installed plant life. The Strata Manager advised that this had been attended to.

6) Building Envelope Maintenance

Proposals

The Strata Manager presented for Council's consideration proposals for building envelope maintenance from Dubas Management & Construction and Total Projects. It was noted that Dubas Management & Construction had submitted a time and materials proposal, while Total Projects had submitted a detailed cost estimate. Additional quotations had been requested from other contractors; however, only one (Coast Pro Contracting) indicated they would submit. In reviewing the quotations Council was surprised to note that the costs proposed by Total Projects were between \$35,000.00 and \$40,000.00. The Strata Manager advised that he was in the process of obtaining additional proposals in order to determine whether this was a reasonable quote or not.

Morrison Hershfield

The Strata Manager tabled for Council's consideration correspondence received from Morrison Hershfield in response to a request by the Strata Corporation that they attend to insuite deficiencies. Morrison Hershfield advised that according to their records the deficiencies were corrected prior to completion of the project.

Silex Restorations

The Strata Manager tabled for Council's consideration invoices from Silex Restorations. It was noted that the outstanding invoices total \$6,424.50 (GST included) and that there was no supporting documentation indicating who had ordered the work and for what reason. After reviewing this matter Council requested that the Strata Manager obtain a proposal to attend to the deficiencies, and if less than the cost of the outstanding invoices the deficiencies should be rectified and the invoices not paid.

7) **Completed Items**

The Strata Manager reported that the following had been completed since the last meeting of the Strata Council: gas regulator replacement; emergency service on makeup air unit; additional watering of new plant life; window cleaning; pest control services (wasp nest, skunks, raccoons, rats); landscape maintenance contract renewal; replacement of winter damaged plant life; spa thermometer repair; balcony drain cleaning; Highbury Street fire panel repairs.

8) **In Progress**

The Strata Manager reported that the following remained in progress: building envelope maintenance; Highbury Street lighting repair; sprinkler line repair at unit 106; spa leak repairs.

OTHER BUSINESS:

Decorating Committee

The Decorating Committee advised that they had one more interior designer to meet with and do a walk through of the building, and upon receipt of all proposals they will arrange for a presentation to the ownership.

Guest Suite

It was noted that the guest suite was in need of some minor maintenance. It was suggested that a committee be formed to look after the suite. It was noted that a new TV which had been purchased by Council members Ward Adams and Bill Hicks had been placed in the guest suite and was hooked up to the DVD player. Mr. Adams also advised that he had arranged for the installation of cable and that the TV in the guest suite was now able to receive channels. It was noted that the old TV was still in the guest suite and would have to be removed.

The Strata Council discussed the pros and cons of increasing the rent for the guest suite to \$30.00 per night. They noted that the purpose of the guest suite was not to generate excessive revenue, but rather to provide a place for guests of owners to stay while visiting. Recent upgrades, however, including the purchase of a new TV and DVD player and cable, have resulted in increased costs for the suite, and therefore discussion on increasing the daily fee was warranted. After much discussion it was

MOVED AND SECONDED:

That the Strata Council increase the fee for rental of the guest suite to \$30.00 per night.

MOTION DEFEATED (3 in favour, 3 opposed)

The Strata Council President advised that he had the authority to cast a second tie-breaking vote but that he would not exercise this right, and that the matter would be revisited at the next scheduled meeting when all Council members were present.

Building Entry

A Strata Council member advised that an owner had approached him regarding concerns with the way owners and residents were entering the building. It was noted that often, people approaching the building will use their key to unlock the door and then pull back on the key and lock cylinder instead of using the handle on the door. This is bad for the maintenance and longevity of the locks and lock cylinders and should be avoided. Council noted that one way to avoid this would be to remove the locks and install a fob system on the doors; however, this is not something they were willing to consider at this time.

Bicycles in Building

It was noted by a member of Council that they had observed bicycles being brought into suites through common hallways, corridors and elevators. The Council member suggested that this had resulted in damage to paint in the elevator. It was noted that Strata Corporation bylaw 2.1 (e) prohibits the transportation of bicycles through hallways, corridors and elevators. Council discussed this matter, noting that at present there were no reasonable areas in which to store bicycles outside of suites. Discussion ensued about building another bike room or installing a bike rack outside of the building.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:20 pm, until Monday, September 28, 2009, at 6:00 pm in the amenity room, 3769 West 7th Avenue, Vancouver, BC.

STRATACO MANAGEMENT LTD.

#101 – 4126 Norland Avenue

Burnaby, BC

V5G 3S8

Tel: 604-294-4141

Fax: 604-294-8956



Real estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes as there will be a charge to the owner for replacement copies.

/dc

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 2472, MAYFAIR HOUSE, HELD ON MONDAY, JUNE 1, 2009, AT 6:00 PM IN THE AMENITY ROOM, 3769 WEST 7TH AVENUE, VANCOUVER, BC

Council in attendance:

Harald Riffel, President
Ward Adams, Vice-President
Barbara Bell, Treasurer
Susan Copland, Secretary
David Ellis
Bill Hicks
Anne Callegarini

Carey Grandy,
Strataco Management Ltd

CALL TO ORDER:

The meeting was called to order by Mr. Harald Riffel, Strata Council President, at 6:00 pm.

MINUTES OF THE MEETING OF APRIL 27, 2009:

The minutes of the meeting of April 27, 2009 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

There was no President's report.

STRATA MANAGER'S REPORT:

1) **Finance Report**

Financial Statements

The Strata Manager tabled for Council's consideration the financial statement for the month of April 2009. The Strata Council Treasurer, Barbara Bell, and the Council President expressed some concerns with the accounting provided by Strataco Management. They noted that management was using a cash-based bookkeeping system, where expenses are recorded when they are paid, as opposed to an accrual accounting method wherein expenses are recorded as they are incurred. As a result of the cash-based bookkeeping the financial statements do not include expenses which have been incurred but not yet paid. In the Council's opinion, this typically results in about one month's worth of operating costs which are unrecorded. Council became concerned about this as a result of a request by management in May of 2009 for authorization for a temporary loan of \$15,000.00 from the contingency reserve fund to cover operating expense shortfalls. This request was in spite of the April 2009 monthly financial statement suggesting that the operating expenses were on budget. The management company's letter contained copies of all unpaid expenses, most of which were incurred prior to the end of April, and under an accrual-based accounting system these would have been reported as part of April's operating expenses.

The Treasurer and President advised that it was difficult for Council to make informed decisions about the operations of the Strata Corporation if they were unable to obtain accurate and timely financial reports. They requested that an accrual accounting method be adopted by the management company. The Strata Manager advised that it had never been the practice of Strataco Management Ltd. to provide accrual accounting

services and that such a decision would have to be made by the owners of the company. He indicated that he would review this matter with senior management, who would respond to the Strata Council.

The Treasurer advised that she had reviewed both financial statements and invoice copies and had the following comments: She noted that the Strata Corporation was currently running a deficit due to overspending on locks, keys and security, but this was a result of rekeying the building, installation of angle irons on 6th Avenue, Highbury Street and 7th Avenue entrances, and the installation of full length astragal and interlocking plates on parking area and breezeway doors. Landscaping would require upgrades to replace plant life damaged during the winter, and plumbing repair expenses were approaching the budgeted amount due to two water leaks early in the year. As a result of overspending, it had been necessary to authorize a temporary loan to the operating fund from the contingency reserve fund to be repaid within the fiscal year.

It was then

MOVED AND SECONDED:

That the financial statement for the month of April 2009 be accepted as distributed.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager presented for Council's information a copy of the most recent receivables report, noting that currently there were three strata lots in arrears, but cheques had been received for two of those. At this time no collections action was being recommended.

Audited Financial Statement 2008

The Strata Manager presented for Council's consideration a copy of the audited financial statement for the 2008 fiscal year as presented by Mr. Donald G. Guthrie, C.A. The Strata Council Treasurer, Ms. Barbara Bell, noted that adjustments had been made to the mortgage, a deficit, and reallocation of late invoices. She requested that the Strata Manager provide copies of the adjusting entries as soon as possible. Ms. Bell noted that she had discussed the statements with the Accountant and he had indicated that he was comfortable with the accounting practices of Strataco Management.

The Strata Council tabled the acceptance of the audited financial statement for 2008 pending the receipt of the adjusting entries.

Downtown Lock N Key

The Strata Manager tabled for Council's information an invoice from Downtown Lock N Key in the amount of \$1,682.10. The Strata Manager advised that he had requested a quotation from the contractor but instead the contractor had completed the work and billed the Strata Corporation. After reviewing the invoice, the Strata Council noted that they would have approved the quotation to complete this work, and it was therefore

MOVED AND SECONDED:

That the Strata Council authorize the Strata Manager to pay the invoice from Downtown Lock N Key in the amount of \$1,682.10.

MOTION CARRIED UNANIMOUSLY

2) **Staff Report**

Site Inspection Reports

The Strata Manager advised that the most recent site inspection reports were on file, and that any matters requiring attention were being dealt with by management or referred to the Council for further direction.

Rental Review Report

The Strata Manager tabled for Council's information a copy of the rental review report dated May 5, 2009. The Strata Manager advised that currently there were three suites rented by owners with permission, no one on the waiting list, and six suites being rented by owners to family members.

The Strata Manager noted that two of the rental suites would expire on August 31, 2009 and one on November 30, 2009.

Carpet Cleaning

The Strata Manager tabled for Council's information correspondence sent to Servi Plus approving their carpet cleaning quotation.

The Strata Manager advised that this work had been completed, and that the contractor had returned to the building to attend to some deficiencies. Council noted that the stairs leading to the underground parking area had not been cleaned and requested that the Strata Manager request the contractor to return to complete that work.

Oakridge Plumbing & Heating

The Strata Manager tabled for Council's information correspondence sent to Oakridge Plumbing & Heating to clean the pond in the inner courtyard. The Strata Manager advised that this work had been completed, but that the membrane was still exposed. As a result of discussions with both the contractor and other pond maintenance companies, it had been determined that the best permanent solution to keep the pond membrane covered, was to install stones and build up a stone wall with larger stones at the bottom of the pond and smaller stones at the top of the walls to prevent the current river rock from sliding down the embankment. The Strata Manager advised that he was seeking proposals to complete this work.

Building Envelope Maintenance

The Strata Manager tabled for Council's information a quotation received from Dubas Management & Construction to provide scheduled maintenance on the building envelope. The Strata Manager advised that this quotation was for time and materials with no specific price being affixed to it. He noted that he had received a quotation for another building from another contractor, which had outlined the cost associated with each maintenance item and had requested that contractor provide a similar proposal to Mayfair House.

The Council suggested that the Strata Manager might be able to coordinate subtrades to attend to building envelope maintenance. The Strata Manager advised that as a Strata Manager, he was unwilling to sign off on building envelope maintenance work, which must be completed by an engineer; however, he noted that he would investigate further quotations and options for envelope maintenance.

Highbury Street Lighting

The Strata Manager tabled for Council's consideration quotations from Vancouver Static Industries and High Volt Electrical Service Corporation to repair the damaged wiring and render the lights operational. The Strata Manager noted that because the building envelope could not be penetrated, the work was labour intensive. Tiles and cement would have to be removed and reinstalled, and the marble cladding at the base of the Highbury Street entrance columns would have to be removed and replaced to facilitate access to the wiring.

In reviewing this issue, the Strata Council requested that the Strata Manager investigate other alternatives for rendering the Highbury Street Lights operational. The issue was tabled until the next Strata Council meeting.

Window Cleaning

The Strata Manager tabled for Council's consideration quotations from Sea to Sky Window Cleaning and International Building Maintenance to provide cleaning of the inaccessible windows with a combination of tucker pole and hand washing. It was noted that both contractors offered the cleaning of exterior skylights as an option. After reviewing the quotations, it was

MOVED AND SECONDED:

That the Strata Council accept the quotation from International Building Maintenance to clean inaccessible windows using hand washing and tucker pole for the price of \$1,650.00 plus GST.

MOTION CARRIED UNANIMOUSLY

The Council noted that this year they would not clean the skylights, as it was their understanding that they were cleaned last year. It is their intention to have the skylights cleaned every other year.

3) Correspondence

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: request for permission to rent; noise complaint from neighbouring building; concerns with irrigation system; various items; watering notice; storage locker rental; deck drain concerns.

Council reviewed the correspondence as follows:

Request for permission to rent: Council reviewed a request for permission to rent from the owner of a strata lot who was currently renting. Council noted that owners who are currently renting are only eligible to apply for permission to continue to rent two months prior to the expiration of their permission to rent. The Council requested that the Strata Manager communicate this to the owner and advise him accordingly.

Irrigation system concerns: The Strata Manager noted that an owner had raised concerns about a sprinkler head malfunctioning on the irrigation system, and to his understanding this matter had been attended to.



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Thank you for your assistance.

4) **Mechanical**

Preventative Maintenance Contract

The Strata Manager tabled for Council's information a copy of the preventative maintenance contract between Latham's Plumbing & Heating and Mayfair House. Council requested to see this document to determine exactly what the maintenance contractor was required to do.

Maintenance Work Proposals

The Strata Manager tabled for Council's information quotations from Latham's Plumbing & Heating, Tri-M Plumbing & Drainage and Honeywell Building Solutions for repairs to the gas regulators, amenity suite furnace cleaning and make up air unit maintenance. In reviewing this matter, the Strata Council requested that the Strata Manager ask Tri-M Plumbing & Drainage to attend to the amenity suite furnace servicing, request Honeywell Building Solutions to break down their quotation to modify the gas regulator orifice and request that Honeywell provide a proposal to attend to repairs on the make up air units.

5) **Landscaping**

Para Space Landscaping

The Strata Manager tabled for Council's consideration the annual landscaping contract proposal submitted by Para Space Landscaping. The Strata Manager advised that the contractor was requesting a 17% increase in the contract price due largely to restrictions of the City of Vancouver on pesticide usage, which had resulted in increased hand weeding labour demands on landscaping staff. In reviewing the contract the Strata Council noted that the contractor had included numerous extras, such as automatic installation of spring/summer and fall/winter flowers and tree maintenance for additional costs. Based on their opinions and the recommendations of the Landscaping Committee, it was decided not to accept these additional services as inclusions in the contract, but instead address them as extras when they are required. It was then

MOVED AND SECONDED:

That the Strata Council accept the contract proposals from Para Space Landscaping to provide landscaping maintenance services from June 1, 2009 to May 31, 2010 for the quoted price of \$16,027.20 plus GST.

MOTION CARRIED UNANIMOUSLY

Landscaping Upgrades

The Strata Manager tabled for Council's consideration a quotation from Para Space Landscaping to replace plant life damaged or destroyed during the exceptionally harsh

winter. The Strata Manager advised that he had discussed the quotation with the Landscaping Committee, and they had advised that they had completed a landscape tour with the contractor and a revised quotation would be submitted for Council's consideration. Council noted that the Landscaping Committee may wish to move forward on some of these items prior to the next Council meeting, and therefore, it was

MOVED AND SECONDED:

That Council authorized the expenditure of \$1,000.00 for landscaping upgrades by the Landscaping Committee and Para Space Landscaping.

MOTION CARRIED UNANIMOUSLY

6) Insurance

The Strata Manager presented for Council's information correspondence received from Coastal Insurance Services regarding the settlement of a water loss claim.

7) Decorating Committee Report

The representative of the Decorating Committee advised that they were currently receiving proposals from decorating companies and once they had selected a decorator, they would put together a proposal to present to the ownership.

Social Fund Report

The Strata Council Treasurer advised that the social fund currently had \$3,500.00 in the bank. Council members Mr. Ward Adams and Mr. Bill Hicks advised that as requested by the Strata Council, they had purchased a new TV for the guest suite. They advised that a 19" flat screen television had been obtained for a reasonable cost due to their shopping and comparing prices. The Strata Council thanked them for attending to this matter.

The Strata Council then discussed installing basic cable in the guest suite, noting that currently an antenna was being used and it was only possible to receive one channel on the television. After discussing the matter, it was

MOVED AND SECONDED:

That the Strata Council approve the installation of basic cable in the guest room suite with the cost to be paid by the social fund.

MOTION CARRIED UNANIMOUSLY

Social Committee Report

The Strata Council President, Mr. Harold Riffel, advised that he had met with the Social Committee who were suggesting a summer barbecue as a community event for Mayfair House. After discussing the matter it was

MOVED AND SECONDED:

That Council approved the expenditure of \$200.00 by the Social Committee to purchase food and supplies for the barbecue.

MOTION CARRIED UNANIMOUSLY

The President advised that the Social Committee was looking for more volunteers, and asked that anyone wishing to join the Social Committee and assist in planning social events for Mayfair House Community are to speak with the Strata Manager or himself.

8) Completed Items

The Strata Manager reported that the following had been completed since the last meeting of the Strata Council: annual fire inspection deficiencies; carpet cleaning; pond cleaning; amenity room patio pressure washing.

9) In Progress

The Strata Manager reported that the following remained in progress: window cleaning; Highbury Street light repairs; landscaping maintenance contract renewal.

OTHER BUSINESS:

Overhead Door Push Button

The Strata Council requested an update on the status of a quotation requested from Valley All Door Services to supply and install a push button release for the garage door. The Strata Manager advised that a quotation had been requested, but that he had not received it from the contractor, noting that he would follow up with this matter.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:10 pm, until Tuesday, July 21, 2009, at 6:00 pm in the amenity room, 3769 West 7th Avenue, Vancouver, BC.

STRATACO MANAGEMENT LTD.

**#101 – 4126 Norland Avenue
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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 2472, MAYFAIR HOUSE, HELD ON MONDAY, APRIL 27, 2009, AT 6:00 PM IN THE AMENITY ROOM, 3769 WEST 7TH AVENUE, VANCOUVER, BC

Council in attendance:

Harald Riffel, President
Ward Adams, Vice-President
Barbara Bell, Treasurer
Susan Copland, Secretary
David Ellis
Bill Hicks
Anne Callegarini

Carey Grandy,
Strataco Management Ltd

CALL TO ORDER:

The meeting was called to order by Mr. Harald Riffel, Strata Council President, at 6:00 pm.

MINUTES OF THE MEETING OF MARCH 30, 2009:

The Strata Manager advised that the minutes had not yet been distributed. The President reported that he had reviewed the minutes with the Strata Manager and that the delay in distribution was due to revisions between himself and the Strata Manager.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

There was no President's report.

STRATA MANAGER'S REPORT:

1) **Finance Report**

Financial Statements

The Strata Manager tabled for Council's consideration the financial statement for the month of March 2009. The Strata Council Treasurer, Barbara Bell, advised that she had reviewed both the financial statement and invoice copies, and that the Strata Corporation was currently over budget on lock and key costs due to re-keying of the building and the installation of full length astragal strips, interlocking plates and angle irons on the main lobby doors and mechanical and service room doors in the underground parking area. The Treasurer also noted that as previously mentioned, the Strata Corporation had to keep a close eye on expenses to adhere to the budget passed by the owners. It was then

MOVED AND SECONDED:

That the financial statement for the month of March 2009 be accepted as distributed.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager presented for Council's information a copy of the most recent receivables report, noting that currently there were no monies owed to the Strata Corporation due to the overpayment of accounts by several owners.

Audit

The Strata Manager reported that the auditor retained by the Strata Corporation, Mr. Donald G. Guthrie, C.A. had attended to the management office to review the materials necessary to complete an audit of the 2008 fiscal year. It was anticipated that the auditor's report should be received shortly.

Strata Lot 70

The Strata Manager tabled for Council's consideration correspondence from an owner requesting reimbursement for costs incurred to replace the lock on the owner's mailbox. The Strata Manager advised that the Strata Corporation is responsible for maintenance of the mailboxes except for the Crown lock, which is the responsibility of Canada Post, and the lock providing access to each owner's individual mailbox, which is the responsibility of the owner. After discussion it was

MOVED AND SECONDED:

That the Strata Council not reimburse the owner of strata lot 70 for the \$11.19 incurred to replace the owner's individual mailbox lock.

MOTION CARRIED UNANIMOUSLY

2) Staff Report

Site Inspection Reports

The Strata Manager advised that the most recent site inspection reports were on file, and that any matters requiring attention were being dealt with by management or referred to the Council for further direction.

PCO Service Reports

The Strata Manager presented for Council's information the most recent service reports received from PCO Services, the Strata Corporation's pest control contractor.

Window Cleaning

The Strata Manager presented for Council's consideration a quotation received from International Building Maintenance Ltd., to clean the windows at Mayfair House. The Strata Manager reported that this was not a solicited quotation but that the contractor had forwarded it to the Strata Council as they had cleaned the windows the preceding year. Upon reviewing the proposal the Strata Council requested the Strata Manager obtain additional proposals from alternative contractors to clean the inaccessible windows, with cost breakdowns to clean the balcony windows and to clean the skylights from the roof area.

Carpet Cleaning

The Strata Manager tabled for Council's consideration proposals for carpet cleaning services submitted by Servi Plus and Pro King Maintenance. The Strata Manager reported that he had requested a quotation from Pro Carpet Care but that the contractor had been unable or unwilling to provide a proposal. After reviewing the quotations from the two contractors it was

MOVED AND SECONDED:

To accept the proposal from Servi Plus to provide carpet cleaning services in all common corridors, the amenity room and gym, and all stairwells, for the quoted price of \$760.00 + GST.

MOTION CARRIED UNANIMOUSLY

Patio Pavers

The Strata Manager tabled for Council's information an assessment of the patio pavers requiring repair, observed during a site tour between Vivian Cornescu of Strataco Management Ltd. and Allan Drane, resident caretaker, in October 2008. The Strata Council requested that the Strata Manager obtain a proposal for repairs to those patios deemed to be most in need of repair, and reassess all other patios to determine whether any changes occurred during the winter.

Pond Cleaning

The Strata Manager tabled for Council's consideration two additional quotations to provide spring cleaning of the pond. After discussing the matter it was

MOVED & SECONDED:

That the Strata Council approve the pond cleaning quotation submitted by Oakridge Plumbing & Heating Ltd., for the price of \$3,150.00 including GST.

MOTION CARRIED UNANIMOUSLY

Highbury Street Entrance Lights

The Strata Manager presented for Council's consideration a proposal to repair the light currently out of order at the Highbury Street entrance. The Strata Manager advised that the repair was quite involved and would be both difficult and expensive. There had been some difficulty in obtaining proposals from companies to provide the electrical work and from contractors willing to remove, clean and reattach the marble cladding at the base of the pillars. The Strata Council requested that the Strata Manager confirm that the stucco should not be penetrated at this area and provide an additional proposal so that the work may be approved at the next scheduled meeting.

3) Correspondence

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: notice of floor work; paint erosion on exterior flashing; uninsured vehicle; request for final payment of insurance deductible; access required for annual fire inspection; request to provide copy of vehicle storage insurance; deck drain concerns.

Council reviewed the correspondence as follows:

Paint erosion on exterior flashing: The Strata Manager advised that this concern had been forwarded to the contractors preparing proposals for building envelope maintenance.

Deck drain concerns: The Strata Council requested the Strata Manager investigate the clogging of a balcony drain.



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Thank you for your assistance.

4) **Mechanical**

The Strata Manager informed Council that based on discussions at the previous meeting he had retained the services of an additional plumbing and heating contractor to provide a second opinion on the recommendations made by Latham's during their regularly scheduled maintenance inspection. The Strata Manager advised that he wished to obtain one additional proposal before Council determines the course of action to be followed. Council requested the Strata Manager provide them with an outline of the maintenance services being provided by Latham's, and their monthly costs, so that they may assess the caliber of service being received.

5) **Insurance**

The Strata Manager presented for Council's information a summary of costs for the January 30, 2009 water loss at 6th Avenue. He noted that the insurance claim had been finalized.

6) **Building Envelope Maintenance**

The Strata Manager tabled for Council's information correspondence sent to Total Projects and Dubas Management & Construction, requesting a proposal for the completion of the annual building envelope maintenance items. The Strata Manager noted that he had not yet received any proposals.

7) **Landscaping**

Para Space Landscaping

The Strata Manager presented for Council's consideration a proposal from Para Space Landscaping to plant spring and summer flowering annuals in the courtyard of the building, and noted that the Landscape Committee had reviewed the proposal and made a slight modification before providing their endorsement. After some discussion it was

MOVED AND SECONDED:

That the Strata Council approve the quotation from Para Space Landscaping to supply and install spring and summer flowers in the inner courtyard for the quoted price of \$302.00 + GST.

MOTION CARRIED UNANIMOUSLY

Landscape Committee Report

The Strata Manager presented for Council's information a copy of the report prepared by the Landscape Committee, and noted that the report outlined the goals of the Landscape Committee for the upcoming season. The Committee had requested that the report be attached to the minutes for distribution to all owners. After reviewing the report the Strata Council asked the Strata Manager to distribute it with the minutes.

Landscape Costs Reimbursement

The Strata Manager tabled for Council's consideration a request from the Landscape Committee for permission to purchase some supplies including a soaker hose and tap connectors for hand watering the newly planted Katsura trees. It was noted that these costs would be less than \$100.00. It was

MOVED AND SECONDED:

That the Strata Council approve the reimbursement of the Landscape Committee for the purchase of a soaker hose and tap connectors, for a cost not to exceed \$100.00.

MOTION CARRIED UNANIMOUSLY

8) Completed Items

The Strata Manager reported that the following had been completed since the last meeting of the Strata Council: replacement of pruned Katsura trees; replacement of tree at east end of 7th Avenue; notice to owners regarding plant watering; reimbursement of strata lots 23, 47 and 61; approval of fire equipment maintenance.

9) In Progress

The Strata Manager reported that the following remained in progress: carpet cleaning; building envelope annual maintenance; pond cleaning proposals; receipt of audited financial statements; resolution of outstanding Silex invoices.

OTHER BUSINESS:

Decorating Committee

The Strata Council received a report from Council member Ms. Copland advising that the Decorating Committee had met and were in the beginning stages of creating a decorating proposal. Ms. Copland advised that she would report to the Strata Council at each meeting to update them on the progress of the Committee.

Guest Room TV

Council member Mr. Adams reported that he had investigated the costs of flat screen TV's, to replace the TV in the guest suite. Council noted that this had been approved at the last scheduled meeting and that they wished to replace the TV as the one currently in the guest suite was not compatible with the DVD player purchased by the Strata Corporation. Mr. Adams advised that the Strata Corporation could obtain a good quality TV for approximately \$400.00, to be paid for out of the Social Club funds, and Council requested that he proceed with acquiring such. Mr. Adams was thanked for his assistance in this regard.

Social Fund Report

The Strata Council Treasurer, Barbara Bell, reported that the Social Fund was currently in good condition. The President advised that the Social Committee had begun initial planning for some social events for the building.

Strata Council Filing Cabinet

It was reported that the locks on the Strata Council filing cabinet had been broken. The Strata Council discussed the possibility of either replacing the filing cabinets or repairing the locks. The Council requested that the Strata Manager determine whether it would be less expensive to repair the locks or replace the filing cabinet.

Building Stairwells

Council reported that they had noticed a deterioration in the condition of the various stairwells throughout the building, and that any decrease in the cleanliness of the building was unacceptable. The Strata Manager was instructed to ensure that this issue is attended to.

ADJOURNMENT:

There being no further business, the meeting adjourned at 7:25 pm, until Monday, June 1, 2009, at 6:00 pm in the amenity room, 3769 West 7th Avenue, Vancouver, BC.

STRATACO MANAGEMENT LTD.

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 2472, MAYFAIR HOUSE, HELD ON MONDAY, MARCH 30, 2009, AT 6:00 PM IN THE AMENITY ROOM, 3769 WEST 7TH AVENUE, VANCOUVER, BC

Council in attendance:

Harald Riffel
David Ellis
Barbara Bell
Bill Hicks
Anne Callegarini
Ward Adams
Susan Copland

Carey Grandy,
Strataco Management Ltd

CALL TO ORDER:

The meeting was called to order by Mr. Carey Grandy, Strata Manager, at 6:07 pm.

ELECTION OF OFFICERS:

The Strata Council elected the following officers for the upcoming year:

- | | |
|------------------|---------------|
| ➤ President | Harald Riffel |
| ➤ Vice-President | Ward Adams |
| ➤ Treasurer | Barbara Bell |
| ➤ Secretary | Susan Copland |

MINUTES OF THE MEETING OF FEBRUARY 2, 2009:

The minutes of the meeting of February 2, 2009 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

Mr. Harald Riffel, Strata Council President, reported that he had provided the incoming Treasurer, Ms. Barbara Bell, with a historical finance report, so that she may familiarize herself with the past and present financial situation of the Strata Corporation. He indicated that with this new year there was a tight budget drafted in order to minimize the increase in monthly strata fees; however, he felt that with responsible spending there was no reason why the budget could not be adhered to.

STRATA MANAGER'S REPORT:

1) **Finance Report**

Financial Statements

The Strata Manager tabled the financial statements for the months of December 2008, and January and February 2009. In reviewing the financial statements, Council discussed the current financial situation of the Strata Corporation, noting again that they had a tight cash flow and it would be imperative that expenses be controlled. Council also noted that last year they had budgeted to break even, but due to unforeseen expenses they had exceeded the operating budget.

The Treasurer noted that the mortgage of the Strata Corporation was currently overstated on the February 2009 balance sheet, and in general she expressed a desire

to see audited financial statements for the 2008 fiscal year, so that an accurate appraisal could be done of the Strata Corporation's financial standing. It was then

MOVED AND SECONDED:

That the financial statements for the months of December 2008, and January and February 2009 be adopted subject to receipt of the audited financial statements.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager presented for Council's information a receivables report for the Strata Corporation. He advised that currently there were an excessive number of strata lots in arrears; however, all the money owing was due to the increase in strata fees which had not yet been paid by those owners on preauthorized payment plan. The Strata Manager noted that this would be rectified on April 1, 2009.

Invoice Chargeback

Strata lot 23: The Strata Manager tabled for Council's consideration correspondence sent to strata lot 23 charging back an invoice from Speedy Glass for damage done to a lobby table. It was noted that the damage occurred while the owner was monitoring the lobby front door to ensure security after an attempted break-in. Council noted that the damage was caused accidentally and that they appreciated the owner's payment for the invoice.

Strata Lot 73: The Strata Manager tabled for Council's consideration correspondence sent to strata lot 73 charging back an invoice from Voltech Electric relating to the replacement of a smoke alarm in strata lot 73. Upon review of the chargeback, Council requested that the Strata Manager reverse the charges, noting that the Strata Corporation will assume responsibility for the repair and maintenance of insuite smoke detectors.

Request for Reimbursement

The Strata Manager tabled for Council's consideration correspondence from strata lot 61, requesting reimbursement for repairs done to her suite door handle. It was noted that Council wished to maintain and repair exterior suite door handles.

It was

MOVED AND SECONDED:

That the owner of strata lot 61 be reimbursed for their invoice on Mr. Pro Lock in the amount of \$148.40.

MOTION CARRIED UNANIMOUSLY

Appointment of Auditor for 2008 Fiscal Year

The Strata Council noted that, as previously mentioned, they wish to have an audit done for the 2008 fiscal year. The Strata Council expressed their disappointment that audited financial statements had not been completed in time for the Annual General Meeting. The President commented that receiving audited financial statements later in the year, while not preferable, would be acceptable if the regular monthly statements were accurate. It was recommended that Mr. Donald G. Guthrie, Chartered Accountant, be

appointed as the auditor for the 2008 fiscal year. Council noted that he had completed the audit for the 2007 fiscal year, and that they had been satisfied with his work. It was then

MOVED AND SECONDED:

That the Strata Council appoint Mr. Donald G. Guthrie as the auditor for the 2008 fiscal year.

MOTION CARRIED UNANIMOUSLY

Council requested that, while completing the audit, the Strata Manager discuss with Mr. Guthrie the possibility of having audited financial statements ready in time for the February 2010 Annual General Meeting.

Social Club Financials

The President tabled for Council's consideration a financial record for the last three years of the social club. He noted that revenue was generated by rentals of the guest suite and amenity room, and that revenue had been rising annually for the last three years. Council discussed their desire to have revenue raised by the social club funds spent on social matters. They noted that there had been a decline in social events held within the building, and that they hoped to improve on that in the upcoming year. Council requested that a copy of the financial statement be attached to the minutes for distribution.

2) Staff Report

Site Inspection Reports

The Strata Manager advised that the most recent site inspection reports were on file, and that any matters requiring attention were being dealt with by management.

2009 Meeting Schedule

The Strata Manager presented the revised meeting schedule for 2009, calling for regular Strata Council meetings to be held on April 27, June 1, July 21, September 28 and November 23, 2009. It was

MOVED & SECONDED:

That the revised 2009 meeting schedule be adopted as presented.

MOTION CARRIED UNANIMOUSLY

Terasen Gas

The Strata Manager tabled for Council's information correspondence from Terasen Gas indicating that there was a gas leak on the third unit from the meter on the house piping outside of the garbage room. The Strata Manager noted that this letter had been sent as a follow up to an inspection requested by the Strata Corporation of Terasen Gas, and that this repair work had already been completed.

PCO Service Reports

The Strata Manager presented for Council's information service reports received from PCO Services, the Strata Corporation's exterminator.

In response to a question from a Council member, the Strata Manager noted that these service calls were for preventative work, and that the Strata Corporation did not have a pest problem.

Harmony Restorations

The Strata Manager tabled for Council's information a scope of work and price from Harmony Restorations to reset a loose cap stone outside of strata lot 12, and to reset loose patio paving stones at strata lot 15. It was noted that there were other suites in the building that required this type of work, and that the Strata Corporation did have an obligation to avoid any potential trip hazards and liabilities as the patios are limited common property.

Council requested the Strata Manager review the files and determine which patios were in the highest need of repair.

Voltech Fire Protection

The Strata Manager tabled for Council's consideration a quotation to perform maintenance on the fire protection system uncovered during the annual fire and safety inspection. Upon review of the proposal, it was

MOVED AND SECONDED:

To approve the quotation from Voltech Fire Protection to perform maintenance work for the total cost of \$1,272.83, inclusive of GST.

MOTION CARRIED UNANIMOUSLY

Pond Cleaning

The Strata Manager tabled for Council's consideration a quotation obtained from Oakridge Plumbing & Heating for the spring cleaning of the courtyard ponds. Upon review of the proposal, the Strata Council noted that the cost was high. They requested that the Strata Manager obtain other proposals.

McRae's Environmental Services

The Strata Manager tabled for Council's information correspondence sent to McRae's Environmental Services approving their quotation to provide cleaning of catch basins, trough drains, pumping stations and sumps in the underground parking area. It was noted that this work had been approved at the February 2, 2009 Council meeting and had been completed.

Downtown Lock N Key

The Strata Manager presented for Council's information correspondence sent to Downtown Lock N Key approving a quotation to supply and install the length astragal plates and full length interlocking plates on parking level surface rooms. It was noted that this work had been approved at the February 2, 2009 Council meeting and had been completed.

Council noted that there were still three doors in the underground parking area that did not have astragals and two near courtyard doors in similar circumstances. They requested that the Strata Manager obtain proposals from locksmiths to supply and install astragals on those remaining five doors.

Caretaker

Contractor log: The Strata Manager tabled for Council's information a contractor log submitted by the caretaker, documenting all trades who had visited the building.

Caretaker employment contract: The Strata Manager tabled for Council's information a caretaker employment contract. The Strata Manager noted that the caretaker was currently reviewing the contract, and that they expected to have the documents signed in the near future.

Request for time off: The Strata Manager tabled for Council's information a request from the caretaker for four days of vacation time to be taken between April 14 and 17, 2009. The Strata Manager reported that this had been approved and a notice had been posted at the building advising residents of the caretaker's holiday, and that all questions or concerns should be forwarded to the Strata Manager, Mr. Carey Grandy.

Garage Door Manual Switch

The Strata Council discussed the feasibility of installing a release for the underground parking overhead door on the inside of the building. It was noted that this would be intended to allow egress from the underground parking area in the event of owners or residents garage door transmitters failing or batteries dying.

The Strata Council discussed the ongoing concern with keeping the building as secure as possible; therefore, they requested the Strata Manager obtain quotations to supply and install a keyed overhead door release similar to the system currently in the elevators at the building.

3) Correspondence

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: roof repairs; various items; uninsured vehicle; pick up of new keys; request for deletion of interest fines; deletion of interest fines approved; carpet cleaning; building envelope maintenance; building security; noise complaint; outstanding deficiencies; concerns forwarded to Morrison Hershfield.

Council reviewed the correspondence as follows:

Carpet cleaning: The Strata Council reviewed correspondence received from an owner enquiring about a carpet cleaning in the 2009 year. After discussing the matter, Council requested that the Strata Manager obtain quotations from reputable and professional carpet cleaning companies to provide the service.

Building envelope maintenance: The Strata Council reviewed correspondence received from an owner requesting confirmation that the building envelope maintenance was being attended to so as to keep in good standing the 10-year HPO warranty purchased by the Strata Corporation following the building envelope repair project.

Council requested that the Strata Manager confirm that the Strata Corporation was adhering to the scheduled maintenance as outlined in the maintenance manual provided by Morrison Hershfield, and that any outstanding areas be immediately attended to.

It was also noted that in the future owners be advised of progress with respect to the building envelope maintenance, so that they be assured that the matter is attended to.

Building security: The Strata Council reviewed correspondence received from an owner requesting that the Strata Corporation investigate the installation of security cameras throughout the building and underground parking area. The Strata Manager reported that he had already reviewed the installation of security cameras with a security contractor, but that the quotation had not yet been received; therefore, the Strata Council noted they would review this matter at the next scheduled meeting after the quotation is received.



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Thank you for your assistance.

4) Landscaping

Para Space Landscaping

Removal and replacement of cherry tree: The Strata Manager tabled for Council's information correspondence with Para Space Landscaping approving the removal of a cherry tree outside of the Highbury Street entrance and replacement with a katsura tree similar to other trees along the perimeter of Mayfair House for the cost of \$1,822.00 + GST. It was noted that this work had been approved at a fall 2008 Council meeting, but that it had not been completed. The Strata Manager reported that the work was now done.

Concerns with tree pruning: The Strata Manager tabled for Council's information correspondence between Para Space Landscaping, the Mayfair House Landscaping Committee and Strataco Management relating to the improper pruning of the perimeter katsura trees. The Strata Manager reported that members of the Landscaping Committee had noticed this error right away, and that a meeting with Para Space Landscaping had been arranged. At this meeting Council expressed concerns with the overall appearance of the landscaping, and Para Space Landscaping agreed to replace the 9 trees that had been improperly pruned, at no charge to the Strata Corporation. The landscaper noted, however, that because of the cost of replacement they would be unable to offer any warranty on the trees after installation. While this error in pruning had occurred in the past, the Landscaping Committee and Strata Council were satisfied with the attendance to their concerns by the landscaping contractor.

Tree for tree exchange: In addition to the improper pruning, the Landscape Committee requested a quotation from Para Space Landscaping to replace a single stem tree at the east side of the building on 7th Avenue in front of strata lot 8. It was noted that this tree had been accepted despite the appearance of it, but that it would soon become apparent that it did not fit with the landscaping plan. Upon reviewing the quotation to remove and replace this tree, it was

MOVED AND SECONDED:

That the Strata Council approve the removal of the single stem katsura tree and to replace it with a multi-stem katsura tree outside of strata lot 14 for the quoted price of \$692.00 + GST.

MOTION CARRIED (5 in favour, 2 opposed)

5) **Roof Report**

The Strata Manager tabled for Council's information correspondence with Morrison Hershfield relating to the warranty repair work to the siding areas of the roof. It was noted that there had been lengthy delays prior to this work being completed, but that it was now finished.

6) **Mechanical/Plumbing**

The Strata Manager tabled for Council's information a quotation from Latham's Plumbing & Heating to repair the domestic hot water pipe on 6th Avenue that had leaked. Upon review of the proposal, Council noted that the pipe had been clamped, and that after discussions with the contractor and pipe fitters, they were confident in the ability of the clamp to prevent water leaks for the future. Council requested that the Strata Manager not authorize any repair work to the pipes, that the ceiling be closed, and that the situation be monitored for any future leaks.

The Strata Manager then tabled for Council's consideration quotations received from Latham's Plumbing & Heating to upgrade the domestic hot water tank gas regulator, clean blowers in makeup air units, and clean furnace burners in the amenity suite. Upon review of this proposal, Council noted that they had some concerns regarding the mechanical maintenance provided by the contractor. They noted that they do have a maintenance contract, but that often maintenance work appears to carry an additional charge. Council requested that the Strata Manager review the mechanical maintenance contract documents to determine exactly what the contractor should be performing during their maintenance visits. Council also requested that the Strata Manager verify with other contractors if this work was required, and if so obtain alternative pricing.

7) **Insurance**

Insurance Premium Payment

The Strata Manager indicated that as had been done in the past, management were recommending that the Strata Corporation borrow from the Strata Corporation's accumulated reserves to pay the insurance premium and repay the reserves over the balance of the current fiscal year. It was

MOVED AND SECONDED:

That:

WHEREAS the Strata Corporation has renewed its insurance policy at an annual premium of \$17,068.00; and

WHEREAS there are insufficient funds in the operating account to satisfy the financial obligations; and

WHEREAS Section 95 of the Strata Property Act permits the Strata Corporation to lend money in the CRF to the operating fund if the loan is to be repaid by the end of the fiscal year of the Strata Corporation, and the loan is for the purpose of covering temporary shortages in the operating fund resulting from expenses becoming payable before the budgeted monthly contributions to the operating fund to cover these expenses have been collected.

BE IT THEREFORE RESOLVED THAT the Strata Council authorize the transfer of \$17,068.00 from the CRF as a loan to the operating fund to be repaid in equal monthly payments in full by fiscal year end.

MOTION CARRIED UNANIMOUSLY

Insuite Repairs to Strata Lots 51, 25 and 1

The Strata Manager tabled for Council's information documents from the contractors working in the aforementioned strata lots, and reported that the work had now been completed. He also noted that he had been in contact with the insurance provider for strata lot 51, and they had indicated that the insurance would cover the cost of the Strata Corporation's water loss deductible.

Insuite Repairs at Strata Lots 1 and 24 and Common Hallway

The Strata Manager tabled for Council's information documentation relating to the work completed at strata lots 1 and 24 and the 6th Avenue common hallway as a result of a pipe leak. It was noted that the common pipeline had leaked; therefore, the Strata Corporation was responsible for the repairs and these had now been completed.

8) Completed Items

The Strata Manager reported that the following had been completed since the last meeting of the Strata Council: insuite repairs to strata lots 51, 25 and 1; insuite repairs to strata lots 1 and 24 and common hallway; renewal of insurance coverage; repairs to cap stone at strata lot 12; repairs to sinking paver stones at strata lot 15; re-keying of building common doors and elevator; installation of astragal panels on parking area doors; repairs to damaged section of roof; guest suite toilet repair; sump trough drains cleaned.

9) In Progress

The Strata Manager reported that the following remained in progress: attendance to deficiencies in strata lot 75; annual fire inspection deficiencies; replacement of improperly pruned trees by Para Space Landscaping; year end audit.

OTHER BUSINESS:

6th Avenue, 7th Avenue and Highbury Street Lobby Doors

The Strata Council noted that angled irons had been installed on the main doors at all three entrances in order to improve the building security.

Capital Plan

The Strata Council requested that the Strata Manager review the Strata Corporation's Capital Plan, so that it may be updated with current information.

Guest Room TV

The Strata Council discussed replacing the television in the guest suite. It was noted that this had been approved in the previous year, but the Strata Council had been unable to find a television for a reasonable price and, as such, the replacement had not been completed. Additionally, it was reported that last year the Strata Council had purchased a new DVD player for the TV, but that the current TV was outdated and unable to connect with the DVD player. It was

MOVED AND SECONDED:

That the Strata Council approve purchasing a new TV for the guest suite for a price not to exceed \$400.00, to be paid by the social club.

MOTION CARRIED UNANIMOUSLY

Decorating Committee

The Strata Council discussed striking a Decorating Committee, noting that there were some Council members who wished to participate, as well as some owners who had expressed interest. The Strata Council President advised that he would meet with the Decorating Committee to provide them with some background information on what had already been done.

The Strata Council discussed some of the difficulties with the Decorating Committee's proposal; last year, noting that there were some concerns about the amount of consultation with the ownership, and about priorities for areas that were to be redecorated. It was requested that the Decorating Committee address these issues at their meetings and report back to the Strata Council.

Strataco Seminars

The Strata Council President noted that the outgoing Council of last year had received notices for seminars put on by J.P. Daem, the President of Strataco Management Ltd., intended to educate Strata Council members about various items relating to management and maintenance of Strata Corporations. It was noted that the incoming Council members had not received copies of these notices; therefore, Council requested that they be forwarded to the new Council members.

Additionally, the Strata Council requested that the Strata Manager look into a cost associated with membership in the Condominium Home Owners Association.

Owners Attendance at Council Meetings

The Strata Council discussed requests made by owners to attend the Strata Council meetings, noting that while it was encouraging that owners were taking a vested interest in the management of the building and while the bylaws afforded the owners the rights, there were certain considerations relating to privacy of personal information. The Strata Council requested that the Strata Manager look at the feasibility of rearranging the agenda, so that owners could attend the portion of discussion not restricted by privacy concerns. Additionally, if owners wish to attend a Council meeting, please advise the Strata Manager at least one week in advance of the meeting.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:40 pm, until Monday, April 27, 2009 at 6:00 pm in the amenity room, 3769 West 7th Avenue, Vancouver, BC.

STRATACO MANAGEMENT LTD.

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MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN VR 2472, MAYFAIR HOUSE, HELD ON THURSDAY, FEBRUARY 26, 2009 AT 7:00 PM IN THE AMENITY ROOM, 3769 WEST 7TH AVENUE, VANCOUVER, BC

CALL TO ORDER:

The meeting was called to order by Mr. Harald Riffel, Strata Council President, at 7:00 pm.

CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:

The President advised that subsequent to the calling of the roll and certification of proxies it had been determined that there were 40 owners present in person, 12 represented by proxy, for a total of 52 voting members. A quorum for the meeting consisted of 25 owners, and the meeting was therefore competent to proceed with the business at hand.

FILING OF PROOF OF NOTICE OF MEETING:

The President read into the record the notice of meeting sent to all registered strata lot owners in accordance with the requirements of the Strata Property Act, stating the date, time, place and purpose of the Annual General Meeting.

MINUTES OF THE MEETING OF NOVEMBER 24, 2008:

The minutes of the meeting of November 24, 2008 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

STRATA COUNCIL REPORT:

Mr. Harald Riffel, Strata Council President, on behalf of the Strata Council thanked the owners in attendance at the meeting, and introduced the new owners who had taken up residency during the past year.

Ms. Riffel summarized for owners the role of the Strata Council and the role of the management company. He advised that the management company had been hired by the Strata Council to oversee the building. They are responsible for day-to-day operations and for coordinating the repair and maintenance of the common property. The role of the Strata Council is to set policy and give direction to the management company. He thanked Council for all their efforts in the previous year, and reminded owners that the Strata Council members are volunteers and are doing the best job they are able to.

Mr. Riffel noted that within the past fiscal year there had been personnel changes within the management company. Originally Mrs. Vivian Cornescu was the Strata Manager for Mayfair House; however, at the end of the summer Mrs. Cornescu took a leave of absence from Strataco Management and was replaced by Mr. Val Sabau. Mr. Sabau worked with Mayfair House for a short time, but he soon left to pursue other options. The Strata Manager for Mayfair House is now Mr. Carey Grandy, who has been with Mayfair House since November 2008 and will continue to serve as Strata Manager for the foreseeable future.

Mr. Riffel noted that during the previous year the Strata Council had accomplished many things. They changed the mechanical contract to Lathams, made improvements to the guest suite, and renewed the caretaker's suite mortgage (taking advantage of decreasing mortgage rates to improve the Strata Corporation's financial position), completed warranty repairs to the roof, and dealt with plumbing repairs. He noted that the Decorating Committee put together a proposal for a Special General Meeting held in November 2008, and while this issue was defeated at the meeting, the 2009 Strata Council would certainly be revisiting the redecorating of Mayfair House.

On behalf of the Landscaping Committee, Mr. Riffel provided a landscaping upgrade, noting that this is the third summer since major renovations at Mayfair House. In 2008 a number of plants that had died during the winter were replaced, improvements had been made to the entrances of the buildings, there had been the removal and replacement of a cherry tree, the replacement of rhododendron bushes and new pots had been installed by the Highbury Street entrance. Mr. Riffel expressed his thanks to the Gardening Committee for all of their hard work.

Mr. Riffel then provided an update on the security of Mayfair House. He noted that in the month of January 2009 Mayfair had experienced several break-ins, and that these events tended to occur in waves. The re-keying of the building had been scheduled and this should be done every few years to account for keys that are lost or stolen. At this point, Mr. Riffel reminded all owners that when they come to collect their new keys to please bring their garage door transmitters, so that Council members handling the distribution of keys can identify as many garage door transmitters as possible in the hopes of eliminating the entrance system transmitters not held by owners. Mr. Riffel noted during the break-ins there had been no sign of forced entry, indicating that someone had been able to gain access either with a key or transmitter, or by following someone into the building. He reminded all owners that they are the first line of security and requested that everyone be vigilant in closing doors behind them and waiting for the overhead gate to close when they enter or leave the parking area. He encouraged owners to be extra observant and to take note of anyone or anything that appears to be out of place. Mr. Riffel further noted that towards the end of 2008, the Strata Council had begun looking into security system upgrades such as video cameras and improved lighting, and that this investigation would continue on with the 2009 Strata Council.

Finally, Mr. Riffel noted that the Annual General Meeting notice did not include nomination forms and that no lists of those running for Council had been posted in the common areas of the building. He noted that this is a requirement of the Mayfair House bylaws, but that an oversight had occurred and that this had not been done prior to the meeting. He reported that a clause in the Strata Corporation bylaws allowed for nominations to occur at the Annual General Meeting, and that this would be exercised.

At the end, Mr. Riffel thanked all the past Council and Committee members for their tireless efforts to improve Mayfair House.

FINANCE REPORT:

Mr. Harald Riffel, Strata Council President, at the request of the Treasurer, presented the finance report for the fiscal year of 2008.

It was noted that last year the budget was overspent by approximately \$12,000.00, and this was mostly due to plumbing repairs, an increase in heating fuel costs and unexpected snow removal expenses. Mr. Riffel reported that this shortfall must be made up in the coming year, and there would have to be an increase in strata fees.

It was reported that in the beginning of the year the contingency reserve fund had \$69,583.00, and at fiscal year end contained \$95,825.00. He noted that it is important for a Strata Corporation to have a healthy contingency reserve fund so that they may adequately budget for future expenses and protect the financial situation of the Strata Corporation.

Mr. Riffel reported that in the previous financial year the social fund had spent some money on the guest suite improvements.

In response to a question from the floor about the absence of audited financial statements, Mr. Riffel reported that the audited financial statements should have been delivered before the Annual General Meeting; however, the miscommunication between the Strata Council and management had delayed the delivery of audited statements. He noted that when the audited financial statements are received by Council, they will be passed on to the ownership, and that should there be any unexpected discrepancies, a Special General Meeting will be called to account for them. Mr. Riffel noted that in the future, every effort will be made to have the audited financial statements for the Annual General Meeting.

In response to a question from the floor on the overspending of the budgeted amount for the mortgage, Mr. Riffel reported that there was some confusion in the transfer of documents, and that the mortgage was unable to be renewed on time. He also noted that the mortgage had been renewed at an interest rate of 4.75% for the remaining period, which is 22 months. Mr. Riffel noted that at that time the mortgage will have been fully repaid, and the Strata Corporation will outright own the caretaker suite.

There was a question from the floor about the caretaker's cell phone bill, requesting information about it and to monitor the expenses. In response to this question, Mr. Carey Grandy, Strata Manager, advised that Strataco Management monitors the cell phone bill, and noted that as the contract for this mobile phone service was nearing completion, the Strata Corporation will be looking for ways to reduce the expense of the caretaker's cell phone.

There was a query from the floor requesting an explanation as to why the snow removal cost was so high since the Strata Corporation employed a caretaker. Mr. Riffel noted that the snow clearing duty had been removed from the caretaker's job description, and that it was unreasonable to expect a single person to remove the amount of snow received this year.

There was a question from the floor querying the amount of money spent on the pond, noting that at present the pond was not in excellent condition. Mr. Grandy reported that the amount budgeted for pond maintenance is approximately the cost of the spring cleaning and servicing. He noted that Mayfair House has a particularly large pond, and that pond maintenance is inherently expensive with costs relating to algae removal, pump maintenance, and pipe and sprinkler maintenance.

Mr. Riffel then presented the budget, noting that there was an 8.2% increase in strata fees. He noted that as a result of recommendations by the Strata Corporation's auditor, the monthly rent for the caretaker's suite had been raised to a low end market amount accepted by Revenue Canada, and that the caretaker's salary had been increased accordingly, so that this rent increase was revenue neutral. Mr. Riffel explained that this was undertaken to protect both the Strata Corporation and the resident caretaker from potential income tax liabilities.

Finally, Mr. Riffel noted that while the budget called for an increase in strata fees, it was a tight budget. The 2009 Strata Council would have to be cost conscious in an effort to prevent overspending.

There was a question from the floor noting that the Strata Corporation had incurred significant plumbing repair expenses in the previous fiscal year, and querying whether the increase in the budget allocated to plumbing expenses was high enough. As a result of this question, another member of the ownership requested that the Strata Manager provide some information about plumbing systems and the current condition of Mayfair House plumbing. In response to this request, Mr. Grandy reported that the average life expectancy for the low rise copper piping plumbing system was between 20 and 25 years. He noted that Mayfair House was approaching

the end of the life expectancy of their plumbing system; however, he reported that the number of leaks experienced by Mayfair House had not been excessive, and that both management and the Strata Council were currently monitoring how frequently leaks occurred, and also the cause of them. Mr. Grandy noted that as a result of recent plumbing repairs, the management company had had an opportunity to inspect sections of pipe that were removed, and noted that they were currently in reasonable condition. There was no evidence of excessive corrosion or pitting, and it was the recommendation of management that Council continue to monitor the situation and that when plumbing leaks become excessive, the ownership will be informed and appropriate action will be taken.

An owner in attendance asked whether Mayfair House had "wolverine piping", noting that she had heard that this piping was responsible for a number of water leaks. The Strata Manager reported that the thin copper piping she was referring to had been installed in a number of buildings in the early nineteen-eighties, but that those piping systems on average failed within 5 to 7 years; therefore, it was extremely unlikely that Mayfair House had such a problem, as it would have been evident quite some time ago.

It was then

MOVED AND SECONDED:

That:

WHEREAS The Strata Property Act sets out the required information to be submitted with the proposed budget; and

WHEREAS The Strata Property Act requires the Strata Corporation to report on the contingency reserve funds, operating expenses and unapproved expenses; and

WHEREAS The Strata Property Act establishes the approval process for the various components of the budget for the coming fiscal year;

BE IT THEREFORE RESOLVED THAT:

⇒ The Owners, Strata Plan VR 2472, hereby authorize a 2009 reserve contribution in the amount of \$24,000.00. (refer to Section 93 of the Strata Property Act)

⇒ The Owners, Strata Plan VR 2472, hereby authorize operating expenses in the amount of \$277,506.05 (exclusive of the reserves and debt recovery). (refer to Section 103 (1) of the Strata Property Act)

MOTION CARRIED UNANIMOUSLY

INSURANCE POLICY REVIEW AND APPROVAL:

At the request of the Strata Council President, the Strata Manager presented the insurance certificate for 2009, noting that the insurance had been renewed with Coastal Insurance Services. He reported that quotations had been requested from four insurance providers, and that only two had opted to provide bids, and that Coastal Insurance Services was chosen because of slightly lower premium price, greater service and an increase in the Strata Corporation's self-adjusting rights from \$15,000.00 to \$25,000.00. The Strata Manager explained that this allowed the Strata Corporation to oversee and administer insurance claims of up to \$25,000.00, thereby expediting the process by avoiding bringing in an insurance adjuster.

In response to a query from the floor, the Strata Manager reported that the deductibles for the Strata Corporation were as follows:

- All property \$2,500.00
- Water damage \$5,000.00
- Backup of sewers \$5,000.00
- Earthquake damage 10%
- Flood damage \$10,000.00

He noted that should owners have any further questions, they should contact Coastal Insurance Services as they are best equipped to handle any and all insurance queries.

It was then

MOVED AND SECONDED:

That:

WHEREAS the Strata Corporation currently insures considerable assets over which it has an insurable interest but no beneficial ownership; and

WHEREAS the Strata Corporation is required in its mandate to deal with matters affecting not only the common property, common facilities and common assets, but also those fixtures built or installed by the owner/developer as part of the original construction; and

WHEREAS the Strata Council is recommending that the Strata Corporation approve the property insurance policy and related risks in accordance with the Certificate of Insurance attached to the notice of meeting, which sets out the current level of insurance coverage;

BE IT THEREFORE RESOLVED THAT The Owners, Strata Plan VR 2472, hereby approve the insurance policy and the terms as set out in the Insurance Certificate dated December 29, 2008, setting out the coverages for the benefit of The Owners, Strata Plan VR 2472, in accordance with Section 149 of the Strata Property Act and related regulations.

Owners are reminded that the Strata Corporation's insurance policy does not cover personal belongings or improvements which may have been made to the strata lots since originally built. Owners who have made improvements to their strata lots, such as flooring upgrades, appliance upgrades, cabinet upgrades, or the installation of other fixtures or chattels, must ensure that all of these are reported to their homeowner insurers, and that they have coverage to allow for these improvements to be restored in case of a major loss. Owners are also responsible to ensure that they obtain insurance for their personal belongings as well as for personal liability in case of a civil lawsuit against them.

The Strata Manager also reminded the owners to ensure that they query their broker about obtaining loss assessment coverage to "buy down" the Strata Corporation's insurance deductibles (which can be a significant amount) to the level of their homeowner's insurance deductible. A number of homeowner insurance policies do not provide this coverage as a matter of course, and this should be specifically requested.

The Strata Manager strongly recommended that if owners have any questions regarding their insurance requirements or their current homeowner policy, they take the Strata Corporation's insurance certificate to their personal brokers so that they can discuss coverages to avoid any financial hardship in case of an insurable claim.

Question was then called on the motion, and it was

CARRIED UNANIMOUSLY

ELECTION OF 2009 STRATA COUNCIL:

Ms. Riffel advised that the current Strata Council retired at the Annual General Meeting, and while existing members were eligible for re-election if they were nominated and chose to stand, any interested owners were urged to place their name forward in nomination.

The floor was then opened for nominations, and the following were duly nominated:

- Harald Riffel unit 314
- Alex Finlayson unit 117
- Susan Copland unit 123
- Sheena Way unit 124
- Donna Runnalls unit 209
- Lindsay Stephens unit 215
- Cheryl Worobetz unit 226
- David Ellis unit 302
- Barbara Bell unit 304
- Bill Hicks unit 309
- Eileen Anderson unit 319
- Pat Powell unit 320
- Anne Callegarini unit 325
- Ward Adams unit 110

It was

MOVED AND SECONDED:

That nominations be closed.

MOTION CARRIED UNANIMOUSLY

The following were declared elected by vote:

- Harald Riffel unit 314
- Ward Adams unit 110
- Susan Copland unit 123
- David Ellis unit 302
- Barbara Bell unit 304
- Bill Hicks unit 309
- Anne Callegarini unit 325

It was

MOVED AND SECONDED:

That permission be given to the Strata Manager to destroy the ballots.

MOTION CARRIED UNANIMOUSLY

OTHER BUSINESS:

There was no other business.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:30 pm.

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/mk

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 2472, MAYFAIR HOUSE, HELD ON MONDAY, FEBRUARY 2, 2009, AT 6:00 PM IN THE AMENITY ROOM, 3769 WEST 7TH AVENUE, VANCOUVER, BC

Council in attendance: Donna Runnalls, Vice President/Redecorating Committee
Ward Adams, Treasurer
Eileen Anderson, Secretary/Gardening
Bill Hicks
Gerd Solbrig

Carey Grandy,
Strataco Management Ltd

Absent with leave: Harald Riffel, President
Carsten Frandsen

CALL TO ORDER:

The meeting was called to order by Donna Runnalls, Strata Council Vice President, at 6:10 pm.

MINUTES OF THE MEETING OF NOVEMBER 3, 2008:

The minutes of the meeting of November 3, 2008 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

It was noted that Council member Adams would post a notice in the exercise room requesting information from owners on improvements they would like to see in the exercise equipment.

PRESIDENT'S REPORT:

The Vice President requested that the Strata Manager meet with the resident caretaker to review any concerns relating to the proposed contract.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Manager tabled the financial statements for the months of October, November and December 2008 for Council's consideration. Council queried the allocation of an invoice to a certain account, a December increase in heating fuel costs, and requested further information on moving charges. It was then

MOVED AND SECONDED:

That the financial statements for the months of October and November 2008 be adopted as distributed, and the statement for December 2008 be tabled pending further information.

MOTION CARRIED (4 in favour, 1 abstention)

Receivables Report

The Strata Manager advised that three strata lots were in arrears and that no collections action was recommended.

Invoice Chargeback

The Strata Manager tabled for Council's information correspondence charging back an invoice for insuite repairs at strata lot 30.

Mortgage Renewal

The Strata Manager tabled for Council's information the renewal documentation for the mortgage. It was reported that the mortgage had been renewed with BMO and that a preferential rate had been negotiated for the benefit of the Strata Corporation.

2009 Operating Budget

The Strata Manager tabled the second draft of the operating budget for the ensuing year for Council's consideration, and reported that at present the Strata Corporation was running a slight deficit and that an increase in strata fees would be necessary to repay the shortfall. Council expressed a desire to keep the strata fee increase to a minimum out of consideration for all owners. The Strata Council reviewed the budget line by line and recommended that the proposed allocation for plumbing repairs be halved; that the carpet cleaning allocation be deleted as the carpets are currently in good condition; and that the allocation for recreational equipment replacement be deleted as this will be funded by income generated through the amenity room. It was then

MOVED AND SECONDED:

That the Strata Council recommend the budget for approval by the owners at the Annual General Meeting subject to the aforementioned changes.

MOTION CARRIED UNANIMOUSLY

2) Staff Report

Site Inspection Reports

The Strata Manager advised that the most recent site inspection reports were on file, and that any matters requiring attention were being dealt with by management.

Annual General Meeting Agenda

The Strata Manager tabled for Council's consideration the proposed agenda for the upcoming Annual General Meeting. Council reviewed the draft and requested that the Strata Manager put out a call for people to run for the 2009 Strata Council. It was then

MOVED AND SECONDED:

That the proposed agenda for the Annual General Meeting be accepted as proposed.

MOTION CARRIED UNANIMOUSLY

Re-keying

The Strata Manager tabled for Council's consideration the updated quotation from Downtown Lock & Key for the re-keying of the common doors and the replacement of keys. Council reviewed the procedure for the distribution of the new keys and the Strata Manager advised that this would be attended to.

Pest Control

The Strata Manager tabled for Council's information service reports received from PCO Services.

ServiceMaster

The Strata Manager tabled for Council's information quotations for restoration work in strata lots 73, 51, 25 and 1, and confirmation of acceptance of the quotations.

Relief Janitorial Service

The Strata Manager tabled for Council's information correspondence with Ajax/Squeegee Klean Property Services for relief janitorial coverage during the resident caretaker's holidays over the Christmas break.

Gutter Cleaning

The Strata Manager tabled for Council's information correspondence with Right Choice Property Services in regards to gutter cleaning. It was noted that this work had been attended to by the contractor.

Garbage Room Damage

The Strata Manager tabled for Council's information correspondence with BFI regarding damage caused to the garbage room doors and wall by the refuse removal contractor. It was noted by the Strata Manager that BFI had attended to these concerns.

Spa Motor Replacement

The Strata Manager tabled for Council's information correspondence with West Coast Pool Services regarding the replacement of the defective motor for the amenity room spa.

Annual Sump Cleaning

The Strata Manager tabled for Council's consideration a quotation from McRae's Environmental Services Ltd. for the cleaning of catch basins, trough drains, pumping stations and sumps in the underground parkade, for the price of \$1,480.00 + taxes. It was

MOVED AND SECONDED:

That Council approve the quotation from McRae's Environmental Services Ltd. for the cleaning of catch basins, trough drains, pumping stations and sumps in the underground parkade, for \$1,480.00 + GST.

MOTION CARRIED (4 in favour, 1 abstention)

Highbury Entrance Light Repairs

The Strata Manager tabled for Council's consideration a quotation from High Volt Electrical for the electrical work to repair the broken exterior lights at the Highbury Street entrance. The Strata Manager noted that the work to remedy this problem would be complex and involved multiple contractors. The Strata Council requested that the Strata Manager provide additional quotations before the work is approved.

Backflow Prevention Assembly Report

The Strata Manager tabled for Council's information copies of the annual backflow prevention assembly test reports forwarded to the City of Vancouver by the contractor who completed the annual fire safety inspection.

3) **Correspondence**

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: welcome packages; uninsured vehicle (x 6); replacement of garage door transmitter; notice of insuite renovations; concerns about fireplace maintenance; unauthorized items stored in parkade.

Council reviewed the correspondence as follows:

Uninsured vehicles: The Strata Manager reported that after the letters had been delivered the majority of residents had provided proof of storage insurance for their vehicles parked in the parking area. Any vehicles without proper storage insurance will be followed up.



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Thank you for your assistance.

4) **Insurance**

Appraisal Report

The Strata Manager tabled for Council's information correspondence with Ocean Province Appraisal regarding renewal of the custodial appraisal program.

2009 Insurance Policy

The Strata Manager referred to the insurance quotations received from CMW Insurance Services and Coastal Insurance Services Ltd. for the Strata Corporation, and advised that on the basis of these quotations the insurance policy had been renewed with Coastal Insurance Services Ltd. The Strata Manager briefly reviewed the differences between the CMW Insurance and Coastal Insurance Services proposals, and noted that the Coastal Insurance Services premium was slightly lower than CMW's, and that they also provided some additional benefits, in particular with respect to self-adjusting rights for the Strata Corporation and guaranteed replacement costs. It was then

MOVED AND SECONDED:

That Council concur with staff's recommendations and renew its insurance policy with Coastal Insurance Services Ltd. at a cost of \$17,068.00.

MOTION CARRIED UNANIMOUSLY

Council queried the deductible for earthquake coverage, and the Strata Manager noted that it was 10%.

Please refer to the insurance certificate attached hereto as well as a highlight of the insurance coverages for your Strata Corporation and retain these documents for future reference. Please note in particular the water loss deductible.

Owners are reminded that the Strata Corporation's insurance policy does not cover personal belongings or improvements which may have been made to the strata lots since

originally built. Owners who have made improvements to their strata lots, such as flooring upgrades, appliance upgrades, cabinet upgrades, or the installation of other fixtures or chattels, must ensure that all of these are reported to their homeowner insurers, and that they have coverage to allow for these improvements to be restored in case of a major loss. Owners are also responsible to ensure that they obtain insurance for their personal belongings as well as for personal liability in case of a civil lawsuit against them.

Owners are further reminded to ensure that they query their broker about obtaining coverage to "buy down" the Strata Corporation's insurance deductibles (which can be a significant amount) to the level of their homeowner's insurance deductible. A number of homeowner insurance policies do not provide this coverage as a matter of course, and this should be specifically requested.

If owners have any questions regarding their insurance requirements or their current homeowner policy, they are urged to take the Strata Corporation's insurance certificate to their personal brokers so that they can discuss coverages to avoid any financial hardship in case of an insurable claim.

The Strata Manager also indicated that the policy allowed management to adjudicate claims up to a certain level, which would help to expedite the work when a claim needed to be processed. Adjusters often take considerable time in making decisions as to proceeding with repair work, frequently leaving the owners with an uncomfortable situation of unresolved repairs. With the cooperation of the insurance company, Strataco is able to expedite the initiation of repairs and thus shorten considerably the time needed for repairs to be undertaken. Claims of a larger nature still require the insurance company's adjusters to attend.

5) **Mechanical**

Latham's

The Strata Manager tabled for Council's information correspondence to Latham's wherein additional information relating to their proposal was requested, and the response from the contractor.

The Strata Manager also tabled for Council's information a quotation from Latham's for repairs to a carbon monoxide monitor in the underground parking area. It was reported that this work had been completed.

Valley All Door

The Strata Manager tabled for Council's information correspondence with Valley All Door Distributing Ltd., wherein the contractor advised that effective January 1, 2009 their fees had increased by approximately \$5.00 per door.

BC Safety Authority

The Strata Manager tabled for Council's information copies of operating permits received from BC Safety Authority for the Strata Corporation's elevators.

5) **Landscaping**

The Strata Manager tabled for Council's information correspondence with Para Space Landscaping, wherein concerns were expressed with the accumulation of leaves in the inner courtyard. It was reported that this had been attended to by the contractor.

6) **Building Exterior Repairs**

The Strata Manager tabled for Council's information correspondence with Silex Restorations regarding outstanding invoices and a request for payment. It was reported that the Strata Manager was currently in the process of trying to obtain additional information relating to these invoices, and would endeavour to contact the contractor to reach a settlement.

7) **In Progress**

The Strata Manager reported that the following remained in progress: repairs to strata lots 51, 15 and 1; spa pump repair; Highbury entrance light repair; gutter cleaning deficiencies; re-keying.

8) **Completed Items**

The Strata Manager reported that the following had been completed since the last meeting of the Strata Council: annual fire inspection by Voltech; gas line repair by Latham's; underground parking area door lock repairs; 6th Avenue main entrance door repairs; snow removal; roof leak repairs; alarm panel battery replacement.

OTHER BUSINESS:

Resident Caretaker

The Strata Council expressed its appreciation for the hard work of the resident caretaker in the recent weeks during a break-in that occurred in the underground parking area and a burst pipe that caused water damage on the first floor.

Security

Council member Adams related a number of issues that had been raised by Vancouver Police when they attended to the site after a recent break-in. The Strata Council discussed at length various ways to improve building security, including the following:

- placing wire mesh behind the plastic panels of the overhead door to the underground parking area;
- relocating the laser sensors that control the overhead door;
- installing security cameras;
- installing a mirror at the bottom of the driveway;
- installing a stop sign near the overhead door;
- removing garage door transmitters unaccounted for;
- installing full length astragal strips on underground parking area doors.

Council requested the Strata Manager investigate these options and meet with a security contractor on site to obtain a recommendation for the installation of security cameras. It was then

MOVED AND SECONDED:

That the Strata Council approve a quotation from Downtown Lock & Key Service to supply and install two full length astragal plates and two full length interlocking plates on parking level service rooms, for the price of \$780.00 + applicable taxes.

MOTION CARRIED UNANIMOUSLY

The Strata Council also requested that the Strata Manager attach a security notice to the minutes, to provide owners with additional information and tips relating to building security.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:00 pm, until a date to be determined.

STRATACO MANAGEMENT LTD.

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/dc

Memo

NOTE TO MINUTES FILE:

Date: January 6, 2009

Re: Strata Plan VR 2472

The Strata Council meeting scheduled for January 5, 2009 was not held due to a lack of quorum.

/cc

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 2472, MAYFAIR HOUSE, HELD ON MONDAY, NOVEMBER 3, 2008, AT 6:00 PM IN THE AMENITY ROOM, 3769 WEST 7TH AVENUE, VANCOUVER, BC

Council in attendance:

Harald Riffel, President
Ward Adams, Treasurer
Eileen Anderson, Secretary/Gardening
Bill Hicks
Gerd Solbrig
Carsten Frandsen

J.P. Daem,
Strataco Management Ltd

Absent with leave: Donna Runnalls, Vice-President/Decorating Committee

CALL TO ORDER:

The meeting was called to order by Mr. Harald Riffel, Strata Council President, at 6:00 pm.

MINUTES OF THE MEETING OF OCTOBER 6, 2008:

It was noted that on page 2, the motion at the top of the page should be amended to replace the words "interior hallways" with "internal common areas including hallways".

It was then

MOVED AND SECONDED:

That the minutes of the meeting of October 6, 2008 be adopted as amended.

MOTION CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

Breezeway Door

The President noted that the breezeway door was now installed and operating, but that there were still some minor deficiencies to be attended to by the contractor.

Management Contract Addendum

The President confirmed that the management contract addendum related to authorized expenditures had been signed by both parties.

Resident Caretaker Contract

The President tabled the revised resident caretaker contract incorporating the two amendments that had been requested by Council. Mr. Riffel advised that Council was still left to deal with the review recommendations. After due consideration and discussion it was

MOVED AND SECONDED:

That the Strata Council adopt the revised job description incorporating the changes requested by Council.

MOTION CARRIED UNANIMOUSLY

It was

MOVED AND SECONDED:

That the corporate suite rent be increased to \$850.00 per month effective January 1, 2009, to comply with the requirements of CRA and to avoid potential tax liabilities for both the employee and the Strata Corporation, with a concomitant increase to be made in salary to result in a negative financial impact as a result of the rent increase.

MOTION CARRIED UNANIMOUSLY

It was

MOVED AND SECONDED:

That Council approve a 3.5% increase effective November 1, 2008, for the next contract year.

MOTION CARRIED UNANIMOUSLY

It was

MOVED AND SECONDED:

That Council approve a \$500.00 bonus in consideration for time spent by the staff above the contractual obligations through November 2008, in addition to the day off in lieu which had already been approved by management.

MOTION CARRIED (5 in favour, 1 abstention)

It was

MOVED AND SECONDED:

That effective January 1, 2009, any time spent in excess of the contract be dealt with on an annual basis, either through compensatory time or agreed upon bonuses to be paid at year end.

MOTION CARRIED UNANIMOUSLY

Building Alterations

The Strata Manager indicated that it had been brought to staff's attention that Council had in the past periodically distributed the policies respecting strata lot modifications. It was agreed that these be attached to the current minutes and distributed again in the spring of 2009.

STRATA MANAGER'S REPORT:

1) **Finance Report**

Financial Statements

The Strata Manager tabled the financial statements for the months of August and September 2008 for Council's consideration. The Treasurer advised that the financial statements appeared to be in order, and it was

MOVED AND SECONDED:

That the financial statements for the months of August and September 2008 be adopted as distributed.

MOTION CARRIED UNANIMOUSLY

Social Fund

The Treasurer tabled the Social Fund reconciliation, noting that the fund currently held \$2,451.29. It was

MOVED AND SECONDED:

That the financial reconciliation for the Social Fund be received.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager advised that one strata lot was 30 days in arrears and that no collections action was recommended.

Invoice Chargeback

The Strata Manager tabled correspondence charging back an invoice for insuite repairs at strata lot 2, for Council's information.

2009 Operating Budget

The Strata Manager tabled the first draft of the operating budget for the ensuing year for Council's consideration. The President suggested that the budget be discussed either at the end of the meeting or at some later informal meeting. It was

MOVED AND SECONDED:

That consideration of the 2009 proposed operating budget be tabled.

MOTION CARRIED UNANIMOUSLY

2) Staff Report

Site Inspection Reports

The Strata Manager advised that the most recent site inspection reports were on file, and that any matters requiring attention were being dealt with by management.

Sidewalk Paver Condition Report

The Strata Manager tabled a comprehensive sidewalk paver condition report. It was suggested that work on the sidewalk pavers be done on an ongoing basis during the course of the next year.

Silex Restorations

The Strata Manager tabled communication to and from Silex Restorations with regards to the concerns with the deck membrane at strata lot 55, as well as the exterior lighting. The Strata Manager indicated that he had been in contact with Morrison Hershfield with respect to these matters, as well as with respect to an apparent problem with a roof membrane which was currently under review. The Strata Manager indicated that there was a dispute

as to the reason for the failure of the membrane, and a determination was currently being made on whether the contractor had failed to apply the membrane properly or whether the materials specified were inappropriate for the application. The Strata Manager also indicated that the contractor had made claim for three unpaid invoices, and that after review of the Strata Corporation's documents and reconfirmation from the former President of the circumstances leading up to the issuance of these issuances, it was suggested that these were not the responsibility of the Strata Corporation, and a report had been sent to the engineers with respect to these claims. Mr. Daem advised that in the meantime, the contractor had indicated an unwillingness to attend to any warranty matters pending resolution of these financial issues.

Voltech

The Strata Manager tabled communication to and from Voltech with regards to the trouble signal on the fire panel. The Strata Manager confirmed that while a trouble signal had been evident, the fire panel was functioning and the buildings were protected against any fire emergency. It appeared that the fault was a panel defect, which had been referred to the original supplier, and the communications to and from Mircom were provided for Council's information.

Onsite Staff

The Strata Manager tabled a memorandum advising that the onsite staff would be off duty on November 10 and 11, 2008.

Vancouver Coastal Authority

The Strata Manager tabled communication to Vancouver Coastal Authority requesting they update their records on the address of service for the Strata Corporation.

Rental Review Report

The Strata Manager tabled the rental review report and status of rental suites, for Council's information.

3) Correspondence

The Strata Manager tabled various items of correspondence as follows: requesting the removal of a water cooler from a balcony; permission to rent; review of correspondence; front door adjustments; request for replacement of bicycle in exercise room; acknowledgement of receipt of correspondence from past President; reimbursement of plumbing charge; request to trim trees; replacement of television in guest room.

Council reviewed the correspondence as follows:

Replacement of exercise bike in exercise room: The request for the replacement of the exercise bike in the exercise room was discussed at length, and while there was agreement that funds were available for some exercise equipment replacement, it was felt that prior to spending these funds input should be obtained from the owners on whether another bike or some other form of equipment should be purchased. Council member Adams agreed to place a notice on the bulletin board seeking input from owners on what action the Strata Council should take in this matter.

Replacement of TV for guest room: It was agreed that the TV should be replaced, and

MOVED AND SECONDED:

That Council authorize an expense not to exceed \$350.00 from the Social Fund account, for the replacement of the TV in the guest room.

MOTION CARRIED UNANIMOUSLY

Council member Solbrig agreed to purchase the TV.



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Thank you for your assistance.

4) Mechanical

Latham's

The Strata Manager tabled communication to Latham's seeking clarification on some of the items contained on the quotation received by Council at the last meeting. No reply had been received to date and staff agreed to follow up with the contractor to obtain this information.

The Strata Manager also tabled the most recent service reports received from Latham's for Council's information.

Harris Irrigation

The Strata Manager advised that the quotation from Harris Irrigation for the winterization of the sprinkler system had been approved and the contractor authorized to proceed.

5) Landscaping

The Strata Manager tabled communication to Para Space Landscaping confirming approval of their quotation for additional work, and provided the further quotation received from the landscape contractor for the removal and replacement of the cherry tree as requested by Council.

The Strata Council discussed the removal of the cherry tree and its replacement at the stated cost of \$1,822.00, noting that there were at least three other trees that should also be removed. There was some disagreement on whether the Strata Corporation should systematically remove the cherry trees, although there was general agreement that these were the wrong trees and would eventually cause significant damage. It was suggested that if all trees were removed simultaneously the per unit cost would be reduced, and that Council may wish to hold the removal of the one cherry tree in abeyance. The Strata Manager suggested that any additional tree maintenance should be part of a systematic plan and that this would have to wait until the next fiscal year. It was then

MOVED AND SECONDED:

That Council approve the removal and replacement of the cherry tree that is to be removed with a Katsura tree in accordance with the quotation from Para Space Landscaping, at a cost of \$1,822.00.

MOTION CARRIED UNANIMOUSLY

It was further

MOVED AND SECONDED:

That management obtain quotations for the removal of the remaining three cherry trees, and their replacement, for consideration at the next meeting.

MOTION CARRIED UNANIMOUSLY

6) Completed Items

The Strata Manager reported that the following had been completed since the last meeting of the Strata Council: replacement of pond pump; repair of hole in 1st floor ceiling; repair to plumbing leak in 1st floor ceiling; snow removal contractor confirmed for winter season; notices sent to owners by Council with respect to the intruder in the amenity room.

7) In Progress

The Strata Manager reported that the following remained in progress: quotation for re-keying of building.

The Strata Manager advised that as requested by Council, a quotation had been received for the re-keying of the buildings. Mr. Daem suggested, however, that unless the Strata Corporation proceeded with the re-keying using a security key, or considered the installation of fobs with card readers that would provide additional security, greater control, and eliminate the constant need of re-keying, it was not felt that re-keying at this time would necessarily improve security. The Strata Council concurred and requested management to bring forward various proposals and recommendations for different levels of securing the perimeters of the building with either fobs, security keys and/or cameras. It was then

MOVED AND SECONDED:

That this matter be tabled.

MOTION CARRIED UNANIMOUSLY

In the meantime, management were asked to post a notice on the bulletin boards and in the elevator, advising that a number of vehicles had been broken into and reminding owners/residents not to leave any valuables and/or entry fobs or keys in their cars.

OTHER BUSINESS:

President's Absence

The President indicated that he would be absent from the building for an extended period of time, and the Vice-President would be assuming the President's responsibilities during this absence.

Owners List

Staff were requested to provide Council with an updated owners list for information.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:15 pm, until Monday, January 5, 2009.

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MINUTES OF THE SPECIAL GENERAL MEETING OF THE OWNERS, STRATA PLAN VR 2472, MAYFAIR HOUSE, HELD ON MONDAY, NOVEMBER 24, 2008 AT 7:00 PM IN THE AMENITY ROOM, 3769 WEST 7TH AVENUE, VANCOUVER, BC

CALL TO ORDER:

The meeting was called to order by Mr. Harald Riffel, Strata Council President, at 7:00 pm.

CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:

Mr. Riffel advised that subsequent to the calling of the roll and certification of proxies it had been determined that there were 34 owners present, 19 represented by proxy, for a total of 53 voting members. A quorum for the meeting consisted of 25 owners, and the meeting was therefore competent to proceed with the business at hand.

FILING OF PROOF OF NOTICE OF MEETING:

The President read into the record the notice of meeting sent to all registered strata lot owners in accordance with the requirements of the Strata Property Act, stating the date, time, place and purpose of the Special General Meeting.

MINUTES OF THE MEETING OF APRIL 7, 2008:

The minutes of the meeting of April 7, 2008, were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

STRATA COUNCIL REPORT:

On behalf of the Strata Council, Mr. Riffel thanked the owners who had taken the time to attend the Special General Meeting, and briefly reviewed the major activities over the past 8 months.

Mr. Riffel advised that the new breezeway door had been installed on the 6th Avenue building, new furnishings had been purchased for the guest room, including bedding, beds and a DVD, with a new TV to be acquired in the near future, a new mechanical maintenance contractor (Latham's) had been retained, a major plumbing repair had been completed on the first floor of the 6th Avenue building, and the Strata Council and management were working with ongoing deficiency issues related to the exterior repair project.

The President also indicated that the owners would be canvassed with respect to the replacement of exercise equipment in the exercise room, and that work was being done on the removal and replacement of some trees on the common areas.

INTERIOR HALLWAYS DECORATING:

Mr. Riffel advised that the purpose of this Special General Meeting was to vote on a proposal to retain a consultant as recommended by the Decorating Committee to prepare all of the information and options to enable the owners to make a decision on the redecorating of the common areas. Mr. Riffel noted that this included not only the hallways, but also the entrance lobbies of the buildings.

The President acknowledged some concerns that had been raised by some owners by way of a petition, and indicated that this was the proper avenue to voice these concerns and to debate them amongst the owners. Mr. Riffel noted that the vote being considered this evening was a culmination of the postponement of the interior redecorations of the building that was nearly defeated, as owners indicated they wish to postpone the interior redecorating until the completion of the exterior repairs. He noted that the individuals being recommended to prepare the specifications and obtain the information required to enable the owners to make the final decisions on the interior redecorating were the same individuals that had already done work for the building during the exterior repairs, and that some of the earlier work had been paid for

through the exterior repair budget. He noted that the current budget proposal provides for design proposals and actual preparation of specifications and cost through a tendering process.

Ms. Donna Runnalls, Chairperson of the Interior Decorating Committee, then referred the owners to the report and proposal, and invited questions related to the process and the recommendations contained in the report.

She noted that the single most salient query being raised by a number of owners related to the selection of Blue Fish, and she indicated that the Committee had spent considerable time researching various companies and attempted to find individuals that were experienced in residential design, a small company that was willing to respond to the needs of a project such as the one proposed for Mayfair House, had experience with Strata Corporations and, consequently, because of their size, were less expensive than some of the other larger companies who had been approached. She indicated that Blue Fish had provided good references, even through they were a new startup company.

During the course of the discussion, a number of owners queried as to why three bids had not been obtained, and whether the Strata Corporation was not better off to go to a larger firm that would afford greater discounts through their purchasing power. It was suggested that there were many interior design companies that could have been requested to submit a proposal. Ms. Runnalls reiterated that while there were many companies listed in the telephone book, very few had expressed any interest or desire to work for the Strata Corporation.

The President then indicated that the owners could either support the recommendations of the Committee or defeat them, in which case the Strata Corporation basically would be starting from scratch in its endeavors to redecorate the interior of the building.

An owner suggested that the timing for this project was ill conceived as many owners were still suffering from the previous assessment, and that this proposal would deem to suggest an expensive redecorating plan which would not be acceptable in difficult economic times; therefore, recommended defeating the motion.

Another owner suggested that while there was no disagreement that the hallways were in a need of painting, there was no need to replace the hardware nor the lighting, as everything was still in good working order.

A member of Council suggested that the interior of the buildings had been neglected over the past 20 years, and that it was important for the Strata Corporation to proceed with the redecorating of the interior so as to maintain the property values, especially in difficult economic times.

It was

MOVED AND SECONDED:

That:

WHEREAS The Owners, Strata Plan VR 2472, have formed a Decorating Committee at the Annual General Meeting held on April 7, 2008, to prepare an interior hallways decorating proposal; and

WHEREAS The Decorating Committee is recommending that the owners retain Blue Fish Design Studio to provide design specifications; and

WHEREAS The Strata Council is recommending the funds for the design specification be borrowed from the reserves, pending approval of a special levy to refund the reserves at a later date;

BE IT THEREFORE RESOLVED THAT The Owners, Strata Plan VR 2472, hereby approve to borrow \$8,788.00 from the contingency reserve funds for design specification fees, and that the funds be returned to the reserves by way of a special levy to be approved by the owners at the Annual General Meeting.

Question was then called on the motion, and it was

DEFEATED (25 in favour, 28 opposed)

OTHER BUSINESS:

Interior Redecorating

An owner then

MOVED AND SECONDED:

That the matter of redecorating of the interior common areas of Strata Plan VR 2472, Mayfair House, including the refurbishment or replacement of items therein (called "Redecorating Plan"), be referred back to the Strata Council of Strata Plan VR 2472 (called "the Council") and that the Council prepare a detailed proposal for the Redecorating Plan which will also show a total cost, including any and all charges relating to the Redecorating Plan, not to exceed one hundred thousand dollars (\$100,000.00), such proposal to be brought to a General Meeting of the owners, Strata Plan VR 2472, by no later than June 15, 2009.

The Strata Manager noted that while the resolution was in order as it requested the Strata Council to reconsider the proposed redecorating program, some of the restrictions and stipulations within the motion may cause some difficulty as it offered very little direction as to what the owners wish the Strata Council to do. The Strata Manager, therefore, suggested that Council may wish, if the motion was approved, to strike a new Committee to provide specific direction and come forward with specific recommendations within the scope of the proposed motion.

Question was then called on the motion, and it was

DEFEATED

ADJOURNMENT:

There being no further business, the meeting adjourned at 7:50 pm.

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 2472, MAYFAIR HOUSE, HELD ON MONDAY, OCTOBER 6, 2008, AT 6:00 PM IN THE AMENITY ROOM, 3769 WEST 7TH AVENUE, VANCOUVER, BC

Council in attendance:

Harald Riffel, President
Ward Adams, Treasurer
Eileen Anderson, Secretary/Gardening
Bill Hicks
Gerd Solbrig
Carsten Frandsen

Vivian Cornescu & Val Sabau,
Strataco Management Ltd

Absent with leave: Donna Runnalls, Vice-President/Decorating Committee

CALL TO ORDER:

The meeting was called to order by Mr. Harald Riffel, Strata Council President, at 6:00 pm.

NOTICE OF THE MEETING:

The President advised that pursuant to Strata Corporation bylaw 15, written notice of the meeting had been provided by the President at least one week prior to the meeting date, specifying the reason for calling said meeting.

MINUTES OF THE MEETING OF SEPTEMBER 8, 2008:

The minutes of the meeting of September 8, 2008 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

There was no President's report.

STRATA MANAGER'S REPORT:

1) Design Committee

Blue Fish Design

Mrs. Eileen Anderson, on behalf of Ms. Donna Runnalls who was absent, presented the Decorating Committee Report. The Council also reviewed a scope of work for design services provided by Blue Fish Design Studio. Council also noted that at the Annual General Meeting held in 2008, the owner's formed the Design Committee with a mandate to prepare an interior decorating plan. The Committee is recommending to Council that Blue Fish Design Studio be retained to provide specifications for the design options of the hallways at Mayfair House. Council reviewed the fees for the design service proposal presented by Blue Fish Design.

The Decorating Committee had interviewed clients and checked references provided by the design studio, and have looked at other locations that have been designed by Blue Fish Design Studio. The Decorating Committee was impressed with the quality of work provided by the company. Council considers, as per the request at the Annual General

Meeting held in 2008, that owners requested that a professional design group provide the colour schemes and recommendations and to collect prices and oversee the coordination of the project. It was

MOVED AND SECONDED:

That the Strata Council call for a Special General Meeting of the owners to be held on November 24, 2008, to retain Blue Fish Design Studio to provide design specifications for the refurbishment of the internal common areas including hallways, for a cost of \$8,788.50, which is to be borrowed from the contingency reserve funds at this time. The funds will be returned to the reserves by a special levy approved by the owners at a later date.

MOTION CARRIED (5 approved, 1 opposed)

OTHER BUSINESS:

Ceiling Repairs

The Strata Manager presented three quotations for repairs to the ceiling on the first floor hallway on Highbury Street, due to the fact that a plumbing leak had previously occurred in that area. Council reviewed all three quotations and after consideration it was

MOVED AND SECONDED:

That Al Dyck Enterprises be requested to attend to the drywall repairs at the above noted area at a cost of \$2,360.00 + GST.

MOTION CARRIED UNANIMOUSLY

Security

Owners are reminded to ensure that no strangers enter the building behind them. It has been noted that over the past several weeks, strangers are let into the 6th Avenue building and have been seen wandering throughout the building.

Fire Alarm Trouble Signal

The Council President noted that over the weekend the trouble signal has been heard on the fire panel at all three buildings. The President asked the Strata Manager to ensure that the caretaker is calling the emergency line as soon as he notices the problem in order to ensure that everything gets taken care of in a timely manner. The President also stressed that the contractor of Voltech had not responded to emergency calls due to the fact that their telephone line was down, and after the weekend, as of this time of this meeting, they have not been inside to attend to the necessary repairs. The President asked the Strata Manager to ensure that this situation will not happen again.

Council also asked the Strata Manager to request the Fire Department to present any requirements for a fire alarm monthly inspection.

ADJOURNMENT:

There being no further business, the meeting adjourned at 7:05 pm, until Monday, November 3, 2008 at 6:00 pm.

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 2472, MAYFAIR HOUSE, HELD ON MONDAY, SEPTEMBER 8, 2008, AT 6:00 PM IN THE AMENITY ROOM, 3769 WEST 7TH AVENUE, VANCOUVER, BC

Council in attendance:

Harald Riffel, President
Donna Runnalls, Vice-President/Decorating Committee
Ward Adams, Treasurer
Eileen Anderson, Secretary/Gardening
Bill Hicks
Gerd Solbrig
Carsten Frandsen

Vivian Cornescu & Val Sabau,
Strataco Management Ltd

CALL TO ORDER:

The meeting was called to order by Mr. Harald Riffel, Strata Council President, at 6:05 pm.

MINUTES OF THE MEETING OF JULY 14, 2008:

The minutes of the meeting of July 14, 2008 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

Decorating Committee

Donna Runnalls advised that the Decorating Committee was in the process of interviewing and hiring a designer in order to proceed with the decorating of the hallways. She indicated that the previous designer involved in the last decorating project would not be available for the next 18 months due to a heavy workload. The Committee hopes to present to the new designer the previous design plan for the decorating of the hallways, to be used as a foundation upon which a new plan can be developed which is in keeping with the current trends, and new prices obtained.

PRESIDENT'S REPORT:

There was no President's report.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

Mr. Riffel advised that he had reviewed the financial statements for the months of June and July 2008, and had several questions relating to invoice coding. It was

MOVED AND SECONDED:

That the financial statements for the months of June and July 2008 be approved subject to satisfactory answers being provided to the President's queries.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager advised Council that two strata lots were 30 days in arrears and that no collections action was required.

2) **Staff Report**

Site Inspection Reports

The Strata Manager advised that the site inspection reports were on file, and that any matters requiring attention were being dealt with by staff or referred to Council for further direction.

Caretaker's Report

Council reviewed the log sheets for the months of April – August 2008, along with the amenity guest suite and amenity room rental report provided by the caretaker. The Strata Manager presented a memo pertaining to the caretaker's annual review, noting that the contract expires October 31, 2008. Council raised various questions concerning the job description for the resident caretaker, and noted the recommendation from management for an increase in remuneration for the caretaker. After consideration Council decided to table the annual review and deal with it at a special Council meeting to be held on September 15, 2008.

Rental Information Sheet

Council reviewed the rental information sheet as of September 4, 2008, noting that two strata lots were rented. It was further noted that one strata lot was on the rental waiting list, and Council asked the Strata Manager to direct correspondence to the owner requesting that the strata lot be rented at this time, failing which the strata lot would be removed from the waiting list. It was noted that one more strata lot could be rented and there was no need for this strata lot to remain on the waiting list.

2008 Revised Meeting Schedule

The Strata Council reviewed the 2008 revised meeting schedule, calling for an extra Council meeting in December 2008 to consider the proposed operating budget. After discussion it was

MOVED AND SECONDED:

That the Strata Council meeting scheduled for December 1, 2008 be cancelled, and that a meeting schedule for 2009 be provided which ensures that Council meetings are scheduled in the months of January and February, with the Annual General Meeting to be held at the end of February 2009.

MOTION CARRIED UNANIMOUSLY

3) **Correspondence**

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: welcome to three new owners; 6th Avenue – request for pruning of trees; request for clarification pertaining to bylaws; 7th Avenue – request to remove water dispenser from patio; Highbury Street – request to remove hanging basket; request for reimbursement.

Council reviewed the correspondence as follows:

Request for clarification pertaining to bylaws: Council reviewed correspondence from an owner requesting clarification pertaining to real estate signs and patio storage. The Strata Manager advised Council that pursuant to the Strata Corporation's bylaws and the Strata Property Act, real estate signs cannot be prohibited from Strata Corporation property; however, they can be restricted to one location. Council asked the Strata Manager to direct correspondence to the real estate agents placing real estate signs on the Strata Corporation's property, requesting that they conform with past practice and only place a

sign at the entrance to the building where the strata lot for sale is located. Signs may not be placed at the entrances to all three buildings.

Council reviewed reports of a water dispenser stored on a patio at one strata lot. In the opinion of several owners the dispenser detracts from the general appearance of the Strata Corporation. Council reviewed the Strata Corporation's bylaws, noting that the bylaw specifying what can or cannot be stored on patios is incomplete, and that it will be reviewed during the bylaw review process. After discussion it was

MOVED AND SECONDED:

That the owner be requested to remove the water dispenser from the patio or camouflage it.

MOTION CARRIED (4 in favour, 3 opposed)

Request for reimbursement: Council reviewed correspondence from a strata lot owner requesting reimbursement for costs incurred to have a technician look at a dishwasher within the strata lot to ensure it was working properly, which was done at the request of the Strata Corporation. It was subsequently discovered that the leak which had lead to this request was in fact a common property plumbing leak. After consideration it was

MOVED AND SECONDED:

That the owner of the strata lot be reimbursed for the costs to have the dishwasher inspected.

MOTION CARRIED UNANIMOUSLY



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Thank you for your assistance.

4) Mechanical

Harris Irrigation

Council reviewed a quotation received from Harris Irrigation for wire upgrades on Highbury Street in the amount of \$1,480.00 + GST, and noted that during the landscape irrigation repairs at the southwest corner the contractor had determined that the wire box at the front of Highbury for the landscape irrigation system was full of water and corroded. After discussion it was

MOVED AND SECONDED:

That the quotation from Harris Irrigation for a wire upgrade at the Highbury Street entrance, in the total amount of \$1,480.00 + GST, be approved.

MOTION CARRIED UNANIMOUSLY

Council also noted that pursuant to the management contract, management is entitled to spend up to \$1,000.00 without seeking the Strata Council's permission. Council reviewed the pertinent clause in the management contract, and noted that given the recent price increases in service contract costs the amount of \$1,000.00 is insufficient. It was then

MOVED AND SECONDED:

To approve an addendum to the management contract which increases the limit of spending without seeking Council's approval to \$2,000.00.

MOTION CARRIED UNANIMOUSLY

Latham's

Council reviewed correspondence sent to Latham's regarding approval of the preventative maintenance contract, and various quotations. Council reviewed the quotations and requested the Strata Manager to ask the contractor whether the cleaning of the domestic hot water tank burners as well as the replacement of the pulleys and belts on the makeup air units is included in the maintenance contract. Council noted that the contractor is recommending the installation of gas regulators on each domestic hot water tank. After discussion it was

MOVED AND SECONDED:

That the installation of gas regulators be tabled until next year, and that the costs for this work be included in the proposed 2009 budget.

MOTION CARRIED UNANIMOUSLY

It was further

MOVED AND SECONDED:

That the quotations for cleaning the domestic hot water tank burners, and replacement of the blower bearings, pulley and belt on makeup air units 1, 2 and 4 be approved subject to the Strata Manager inquiring of the contractor whether any of this work is included in the preventative mechanical maintenance contract.

MOTION CARRIED UNANIMOUSLY

Council reviewed two quotations received to attend to plumbing leaks in the 1st floor common hallway in front of several strata lots in the Highbury Street building, and noted that both contractors recommended the replacement of approximately 40' of 2" copper pipe servicing the domestic hot water system. After discussion it was

MOVED AND SECONDED:

That the quotation received from Artisan Plumbing for replacement of the main domestic hot water line, in the total amount of \$2,725.00 + GST, be approved.

MOTION CARRIED UNANIMOUSLY

Council noted that the Artisan Plumbing quotation was considerably lower than that presented by Latham's.

The Strata Manager advised that the replacement of the pipe is necessary as there are already seven clamps on the line as a result of pinhole leaks.

DMS Mechanical

Council reviewed the final payment made to DMS Mechanical.

5) **Landscaping**

Council reviewed various quotations from Para Space Landscaping for tree replacement, after which it was

MOVED AND SECONDED:

That replacement of the katsura tree at the 7th Avenue entrance for the total amount of \$478.00 + GST be approved.

MOTION CARRIED UNANIMOUSLY

Council member Anderson reported that the tree had not been doing well over the past year and that the Landscape Committee had hoped that the tree would come back. She advised that Para Space Landscaping is providing a \$210.00 discount for replacement of the tree.

Mrs. Anderson also presented to Council a list of the sidewalks and patios at several units where a trip hazard exists.

Council reviewed the budget and noted that \$3,500.00 had been allocated for improvements to the landscaped areas. The Strata Manager was asked to contact Para Space Landscaping to request they review their prices. It was then

MOVED AND SECONDED:

That the Strata Manager be requested to have Para Space Landscaping proceed with paver repairs as per their recommendation, with the costs not to exceed \$2,000.00.

MOTION CARRIED UNANIMOUSLY

Council asked the Strata Manager to ensure that the remainder of the paver repairs are budgeted for in 2009.

6) **Completed Items**

The Strata Manager reported that the following had been completed since the last meeting of the Strata Council: landscape irrigation system repairs; temporary plumbing leak repair; pond upgrade; window cleaning; electrical repairs; repairs to hot tub; plumbing leak; ceiling repairs.

7) **In Progress**

The Strata Manager reported that the following remained in progress: breezeway door.

The Strata Manager advised that the contractor had informed staff that the workers for the manufacturer who was supposed to construct the door were on strike and there was no indication of when they would return to work. The contractor had successfully located another manufacturer and it was hoped the door would be provided within 8 – 10 weeks at no extra cost. Council requested the Strata Manager to have Harmony Restorations order the door.

OTHER BUSINESS:

Building Envelope Maintenance Schedule

The Strata Manager presented for Council's information the building envelope maintenance schedule, detailing maintenance work to be completed every year, every two years, and every five years.

Guest Suite Furniture

The replacement of the beds and bedding in the guest suite was discussed. It was

MOVED AND SECONDED:

That the beds and bedding in the guest suite be replaced with new items of good quality. These new items will be paid for out of the Social Club funds.

MOTION CARRIED UNANIMOUSLY

Council member Adams volunteered to obtain prices for new beds and bedding.

Recreation Equipment

Council member Anderson reminded Council that as discussed at the 2008 Annual General Meeting, and included in the 2008 budget, funds had been allocated to purchase exercise equipment for the exercise room. Ms. Anderson volunteered to compile a list of exercise equipment which may be purchased by the Strata Corporation and distribute it to all owners with a request that they express their equipment preferences. Once the responses are received from the owners they will be reviewed by Council.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:10 pm, until Monday, November 3, 2008 at 6:00 pm.

STRATACO MANAGEMENT LTD.

#101 – 4126 Norland Avenue

Burnaby, BC

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 2472, MAYFAIR HOUSE, HELD ON MONDAY, JULY 14, 2008, AT 5:30 PM IN THE AMENITY ROOM, 3769 WEST 7TH AVENUE, VANCOUVER, BC

Council in attendance:

Harald Riffel, President
Donna Runnalls, Vice-President/Decorating Committee
Ward Adams, Treasurer
Eileen Anderson, Secretary/Gardening
Bill Hicks
Gerd Solbrig
Carsten Frandsen

Vivian Cornescu,
Strataco Management Ltd

CALL TO ORDER:

The meeting was called to order by Mr. Harald Riffel, Strata Council President, at 5:40 pm.

MINUTES OF THE MEETINGS OF MAY 5 & JUNE 5, 2008:

The minutes of the meetings of May 5 and June 5, 2008 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

There was no President's report.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The President advised that he had reviewed the financial statements for the months of April and May 2008, and had questions concerning invoices for garage gate repairs and a Real Estate Council review. Mr. Riffel also requested clarification on fines and penalties. It was then

MOVED AND SECONDED:

That the financial statements for the months of April and May 2008 be approved subject to answers being provided to the questions raised by the President.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The President reported on the receivables, noting that no strata lots had outstanding strata fees.

2) Staff Report

Site Inspection Reports

The Strata Manager advised that the site inspection reports were on file, and that any matters requiring attention were being dealt with by staff or referred to Council for further direction.

Caretaker Report

Council reviewed the guest suite rental list and the contractor log sheet as of March 25, 2008.

Rental Information Sheet

Council reviewed the rental information sheet as of June 23, 2008, noting that there was availability for the rental of one strata lot. One owner has placed their name on the waiting list as they do not wish to rent the strata lot at this time.

City of Vancouver

The Strata Council reviewed correspondence sent to the City of Vancouver Property Tax Department asking that the mailing address for the Strata Corporation be updated.

Viscount

Council reviewed a quotation received from Viscount Communications pertaining to replacement of the enterphone on 6th Avenue in the amount of \$12,417.00 + GST. It has been reported on several occasions that this enterphone is malfunctioning, as well as the one on Highbury Street. Council noted that repairs had been made to the enterphone and asked the owners to monitor and report if their enterphone is not working properly. The quotation was tabled to a later date.

3) Correspondence

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: 6th Avenue – request for reimbursement for electricity consumption; concerns pertaining to pruning; various items; skylight condensation; 7th Avenue – welcome to new tenant (family member); concerns pertaining to pruning; various items; report of damaged downspout; Highbury Street – concerns pertaining to pruning.

Council reviewed the correspondence as follows:

Skylight condensation: Council asked the Strata Manager to inspect the strata lot where skylight condensation is being reported, as well as bubbling on the balcony membrane, and ensure these items are taken care of by Silex Restorations.

Request for reimbursement for electricity consumption: Council reviewed correspondence from an owner requesting reimbursement for electricity consumption, as a result of heaters and blowers operating in the unit to dry out the area subsequent to water damage. Council agreed in principle to reimburse the owner but asked the Strata Manager to request the owner to provide a copy of the electricity invoice for the same time period last year in order to compare the consumption.



Council reminds all owners that Strata Corporation policy requires all communication to Council to be sent via the management office. This will ensure that the correspondence can be dealt with officially by the Strata Council at a duly convened meeting. Thank you for your assistance.

4) Landscaping

Council reviewed correspondence received from Para Space Landscaping, advising that several areas throughout the Strata Corporation are dry and require either hand watering or an increase in the coverage of the irrigation system. Council asked the Landscape

Committee to inspect landscaped areas and report to the Strata Manager, with a view to having Harris Irrigation attend to the necessary repairs to the irrigation system.

Council reviewed a quotation received from Para Space Landscaping for replacing or upgrading the plants on the 6th Avenue and Highbury entrance, and asked the Landscape Committee to review the areas and the quotation and report back to Council.

5) **Mechanical**

Council reviewed correspondence sent to DMS Mechanical pertaining to termination of the preventative maintenance contract.

6) **Completed Items**

The Strata Manager reported that the following had been completed since the last meeting of the Strata Council: pond repairs; power washed parkade; repaired damaged garage gate; enterphone repairs; roof leak at one strata lot; plumbing leak at one strata lot; insuite repairs at one strata lot; repaired landscape irrigation system; cleaned inaccessible windows; repaired lock at guest suite; electrical repairs to lights in parkade.

7) **In Progress**

The Strata Manager reported that the following remained in progress: breezeway door.

The Strata Manager noted that the door had been ordered and should arrive any day. The contractor will make the necessary arrangements to install the door once received.

OTHER BUSINESS:

Building Envelope

Council reviewed the Morrison Hershfield two year warranty report as well as the RDH post construction review for warranty purposes. The Strata Manager advised Council that Silex Restoration has been requested to attend to rectify the deficiencies outlined in the Morrison Hershfield report and that this is in progress.

Council reviewed outstanding invoices from Silex Restorations dated March 6, 2007, September 9, 2007 and August 28, 2006. The President volunteered to review the invoices and to obtain further clarification.

Council asked the Strata Manager to prepare a schedule of maintenance for the building envelope and to develop a plan for necessary repairs as requested by the warranty provider.

Guest Room

Council generally agreed that the guest room furniture requires replacement as it is old and worn. It was also generally agreed that the mattress and box spring be replaced and new sheets and pillows be purchased. Council agreed to look into prices to obtain the best value for dollar.

Decorating Committee

Council is pleased to report that Donna Runnals (suite 209), Pat Powell (suite 320), Betty Hicks (suite 309) and Nick Meyer (suite 216) are the members of the Decorating Committee.

Landscape Committee

Council is pleased to announce that Eileen Anderson, June Currie and Pat Powell are the members of the Landscape Committee.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:15 pm, until Monday, September 8, 2008 at 6:00 pm.

STRATACO MANAGEMENT LTD.

#101 – 4126 Norland Avenue

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 2472, MAYFAIR HOUSE, HELD ON THURSDAY, JUNE 5, 2008, AT 5:00 PM IN THE AMENITY ROOM, 3769 WEST 7TH AVENUE, VANCOUVER, BC

Council in attendance:

Harald Riffel, President
Donna Runnalls, Vice-President/Decorating Committee
Ward Adams, Treasurer
Eileen Anderson, Secretary/Gardening
Bill Hicks
Gerd Solbrig
Carsten Frandsen

CALL TO ORDER:

The meeting was called to order by Mr. Harald Riffel, Strata Council President, at 5:00 pm.

NOTICE OF MEETING:

The President advised that pursuant to Strata Corporation bylaw 15, written notice of the meeting had been provided by the President at least one week prior to the meeting date, specifying the reason for calling said meeting.

PREVENTATIVE MAINTENANCE CONTRACT:

The President advised that the contract with DMS Mechanical for preventative mechanical maintenance would expire on June 11, 2008 as per the Strata Corporation's notice of termination, and that the contractor had agreed to termination of the contract.

Mr. Riffel presented three quotations received for preventative mechanical maintenance, from Latham's, DW Optimum and Weber Maintenance. Council reviewed all quotations carefully, after which it was

MOVED AND SECONDED:

That the preventative mechanical maintenance contract be awarded to Latham's effective June 11, 2008, based on their experienced personnel, reputation, and quick response to emergency calls. The Strata Manager is to request DMS Mechanical to return the keys for the Strata Corporation, which will be provided to Latham's.

MOTION CARRIED UNANIMOUSLY

DECORATING COMMITTEE:

Council reviewed the number of persons who had volunteered to serve on the Decorating Committee, and agreed to expand the Committee from three to four members. The Committee will have to present their recommendations to Council for review, and Council will then present them to the ownership at large.

BICYCLE STORAGE:

Owners are advised that there are currently no extra spaces available for the storage of bicycles. In the near future a notice will be forwarded to all owners regarding a proposal to identify the bicycles to suites, and stickers will be placed on the bicycles.

WINDOW WASHING:

The President noted that a few calls had been received from owners pertaining to cleaning of the accessible windows. Concern has been expressed that not all the windows are cleaned. After deliberation Council agreed that the contractor will be asked to clean only the inaccessible windows, as the 2008 budget only allowed funding for this work.

Any owners wishing to have all accessible windows washed are asked to submit a letter to Strataco Management. Depending on the responses Council will look into increasing the budget allocation for the 2009 fiscal year to allow for cleaning of both inaccessible and accessible windows.

ADJOURNMENT:

There being no further business, the meeting adjourned at 5:50 pm, until Monday, July 14, 2008, at 5:30 pm in the amenity room, 3769 West 7th Avenue, Vancouver, B.C.

YOUR STRATA COUNCIL



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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 2472, MAYFAIR HOUSE, HELD ON MONDAY, MAY 5, 2008, AT 6:00 PM IN THE AMENITY ROOM, 3769 WEST 7TH AVENUE, VANCOUVER, BC

Council in attendance:

Harald Riffel, President
Donna Runnalls, Vice-President/Decorating Committee
Ward Adams, Treasurer
Eileen Anderson, Secretary/Gardening
Bill Hicks
Gerd Solbrig
Carsten Frandsen

Vivian Cornescu,
Strataco Management Ltd.

CALL TO ORDER:

The meeting was called to order by Mr. Harald Riffel, Strata Council President, at 6:00 pm.

MINUTES OF THE MEETING OF MARCH 20, 2008:

The minutes of the meeting of March 20, 2008 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

Mr. Riffel, Strata Council President, welcomed all Council members, and noted that he is looking forward to a prosperous year for the Strata Corporation.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

Mr. Harald Riffel advised Council that he had reviewed the financial statements for the months of February and March 2008, and noted that not all of the invoices had been recorded for the month when the respective expenses were incurred. Ms. Cornescu advised that she had not yet received the invoice from Terasen Gas because Terasen has not changed the mailing address for Mayfair House to that of Strataco Management Ltd. Mr. Riffel noted that he had reviewed all the supporting documentation for the financial statements, and it was

MOVED AND SECONDED:

That the financial statements for the months of January, February, and March 2008 be received.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager advised Council that no strata lots were in arrears of the strata fees, and that no collections action was required at this time.

2008/2009 Operating Budget and Strata Fees Notice

The Strata Manager advised Council that the 2008/2009 operating budget and strata fees notice had been sent to all owners.

2007 Financial Statements for Social Club

Mr. Riffel presented for Council's information the 2007 financial statements for the Social Club, which is attached to and forms part of these minutes.

Audited Financial Statements

Council noted that the financial audit for the 2007 fiscal year had been completed, and the audited financial statements have been duly signed by two Council members.

Mortgage for Corporate Suite

Mr. Riffel advised that the mortgage for the corporate suite was in arrears for several months, until March 2008, when Strataco Management had paid all outstanding fees. The Strata Manager advised Council that during the transfer of the files, Strataco advised that the information regarding the mortgage for the corporate suite was contained in a number of binders received from the previous management company and had been missed. Subsequent requests for payment from the bank were sent to Stratawest and were not forwarded to Strataco, causing the delay in payment. As soon as management was notified by the bank that the mortgage had not been paid, the payment was made immediately. After consideration and deliberation, it was

MOVED AND SECONDED:

To request that management pay the legal fees associated with the late payment of the mortgage.

MOTION CARRIED UNANIMOUSLY

2) Staff Report

Site Inspection Reports

The Strata Manager advised that the site inspection reports were on file and that any matters requiring attention were being dealt with by staff or referred to Council for further direction.

Strataco Disclosure

The Strata Manager provided a memo from Mr. J.P. Daem, the owner of Strataco Management, disclosing pursuant to the requirements of the Real Estate Services Act that his son is an employee of Harmony Restoration Services, a company that may be retained from time to time to carry out work on behalf of the Strata Corporation.

Caretaker Report

The Strata Manager presented for Council's information a request from the caretaker for vacation time for June 4-6, 2008. Council requested the Strata Manager obtain no interim janitorial services for these three days.

Council reviewed the package of benefits – medical and dental, which the caretaker is entitled to. The Strata Manager advised that, at this time, the caretaker has declined to accept the benefits. The Strata Manager noted that 50% of the fees will be paid by the caretaker, and 50% by the Strata Corporation.

Council reviewed a memo to the Treasurer pertaining to payroll deductions from the caretaker's salary, as well as a memo to the caretaker pertaining to overpayment of taxes. The Strata Manager advised Council that the credit for the overpayment of taxes had been forwarded to the caretaker, and all questions and concerns pertaining to the caretaker's pay had been answered.

Council requested a copy of the caretaker contract for review.

Guest Suite & Social Room Bookings

Council then reviewed a list of bookings for the guest suite and Social Room for January to March 2008.

Rental Information Sheet

Council reviewed the rental information sheet as of April 1, 2008, along with correspondence sent to an owner advising him that he has been placed on the waiting list.

City of Vancouver

The Strata Manager advised Council that an owner had been authorized to review the blueprints, and that correspondence had been sent to the City of Vancouver.

BFI Canada

Council reviewed a proposed contract from BFI Canada for refuse removal of two pickups per week at a cost of \$204.32 per month. It was

MOVED AND SECONDED:

That the refuse removal contract be awarded to BFI Canada.

MOTION CARRIED UNANIMOUSLY

3) Correspondence

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: 6th Avenue – welcome letter sent to new owner; deficiencies at one strata lot. Highbury Street – guest suite inventory; suggestions for improvements to exercise room; condition of balcony membrane. 7th Avenue – repairs to strata lot; cracking noise emanating from ceiling (tabled); access to unit; window coverings.

4) Mechanical

City of Vancouver

Council reviewed the backflow prevention test report done by the City of Vancouver.

Richmond Elevator

Council reviewed the proposed elevator maintenance contract, calling for a 5-year contract. After deliberation and discussion, it was

MOVED AND SECONDED:

That the elevator contract be awarded to Richmond Elevator.

MOTION CARRIED UNANIMOUSLY

DMS Mechanical

Council reviewed a quotation received for repairs to the make-up air unit system on Highbury and 7th Avenue, for a cost of \$1,700.00. Council expressed concern that \$2,200.00 has already been spent on this equipment in order to eliminate the vibration sounds, and that the job was unsuccessful. Council expressed concern in regards to the fact that the contractor is requesting further fees for repairs that were not satisfactory. Council expressed concern with the overall service provided by DMS Mechanical, and the lack of communication and expertise by the technicians who were attending to the site. It was then

MOVED AND SECONDED:

That the preventative maintenance contract with DMS Mechanical be terminated, effective June 11, 2008.

MOTION CARRIED UNANIMOUSLY

Council reviewed two quotations for preventative mechanical maintenance from two contractors, and requested that the Strata Manager obtain a third quotation. Council will then make a decision at a later date in regards to this matter.

5) Landscaping

Paraspace Landscaping

Council noted approval of the contract signed by Council members from Para Space Landscaping for the 2008 landscaping season.

Landscape Committee

Council reviewed the proposed recommendation from the Landscape Committee for the upgrading of the southern entrance garden beds, and on the northern entrance at 6th Avenue, for a cost of \$1,436.00 + GST. It was then

MOVED AND SECONDED:

That the proposed landscape upgrade of the entrance of 7th Avenue and 6th Avenue be approved.

MOTION CARRIED UNANIMOUSLY

6) Insurance

Coastal Insurance

Council reviewed correspondence sent to Coastal Insurance regarding the closed insurance claim for water damage in strata lots 1, 25, & 51.

Canadian Direct Insurance

Council reviewed correspondence received from the insurance provider for one strata lot pertaining to denial of payment of the water damage insurance deductible. The deductible had been assessed against the account of that strata lot, as water had escaped from a component belonging exclusively to the strata lot and not to any part of the common property. Council asked the Strata Manager to direct correspondence to the owner requesting payment.

7) In Progress

The Strata Manager reported that the following remained in progress: pond and breezeway door repairs.

Council reviewed a quotation from Oakridge Plumbing for repair of the pond. It was

MOVED AND SECONDED:

That the proposed pond piping replacement be approved and awarded to Oakridge Plumbing for a cost of \$3,500.00.

MOTION CARRIED UNANIMOUSLY

Council asked the Strata Manager to ensure that the contractor will install the rocks and move them back to cover the black membrane around the pond, and that the pipes will not be visible from the top floor strata lots.

Breezeway Door

The Strata Manager then advised Council that, to date, several contractors had been requested to provide a quotation for the replacement of the breezeway door at the 6th Avenue entrance. So far, only one quotation has been received. Council understands that this door is a high traffic area, and that most of the owners use this door as an access to the garbage enclosure, and that owners have expressed concerns that this door has been closed for many months.

Council reviewed the quotation received from Harmony Restoration Services for the replacement of the breezeway door with an aluminum door. It was then

MOVED AND SECONDED:

That the quotation received from Harmony Restoration Services for the replacement of the breezeway door, in the total amount of \$3,750.00 + GST, be approved.

MOTION CARRIED UNANIMOUSLY

OTHER BUSINESS:

Building Envelope

The Strata Manager advised that RDH Engineering, on behalf of the third-party warranty provider, has provided a post-construction review report for warranty purposes. This report will be forwarded to Morrison Hershfield, who will be requested to complete an inspection prior to the two-year expiration, which is May 18, 2008.

Sympathy Cards

A Council member noted that owners have expressed their request that sympathy cards be sent when necessary.

Decorating Committee

An owner volunteered to help the Decorating Committee.

Campers

Owners are advised that it had been reported that people are camping within the vicinity of the building, and owners are requested to call the police in order to ensure that no one camps on Highbury Street.

Window Cleaning

Council asked the Strata Manager to make arrangements to have all inaccessible windows cleaned.

Powerwashing of Patios

Owners on the main floor are reminded that it is their responsibility to undertake the maintenance and cleaning of their respective patios.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:30 pm, until Monday, July 7, 2008 at 6:00 pm in the amenity room, 3769 West 7th Avenue, Vancouver, B.C.

STRATACO MANAGEMENT LTD.

#101 – 4126 Norland Avenue

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/mr

MINUTES OF THE ANNUAL GENERAL MEETING OF THE OWNERS, STRATA PLAN VR 2472, MAYFAIR HOUSE, HELD ON MONDAY, APRIL 7, 2008 AT 7:00 PM IN THE AMENITY ROOM, 3769 WEST 7TH AVENUE, VANCOUVER, BC

CALL TO ORDER:

The meeting was called to order by Ms. June Currie, Strata Council President, at 7:00 pm.

CALLING OF THE ROLL AND CERTIFICATION OF PROXIES:

Mr. J.P. Daem, Strata Manager, advised that subsequent to the calling of the roll and certification of proxies it had been determined that there were 38 owners present, 11 represented by proxy, for a total of 49 voting members. A quorum for the meeting consisted of 26 owners, and the meeting was therefore competent to proceed with the business at hand.

FILING OF PROOF OF NOTICE OF MEETING:

The President read into the record the notice of meeting sent to all registered strata lot owners in accordance with the requirements of the Strata Property Act, stating the date, time, place and purpose of the Annual General Meeting.

MINUTES OF THE MEETING OF FEBRUARY 26, 2007:

It was noted that Ms. Anderson resided in suite 319, and not 317, and the spelling of Ms. Runnalls with an "a" and Harald Riffel with an "a" was corrected.

It was then

MOVED AND SECONDED:

That the minutes of the meeting of February 26, 2007 be adopted as amended.

MOTION CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

STRATA COUNCIL REPORT:

Ms. June Currie, Strata Council President, on behalf of the Strata Council then thanked the owners in attendance at the meeting, and introduced the new owners who had taken up residency during the past year.

Ms. Currie noted that it had been a challenging year for the Strata Council, exasperated by the problems which Council had experienced with the past two Strata Managers, the frustrations with the delays encountered in completing the exterior repair project, and the ultimate work done to affect the change in management. Ms. Currie advised that Council was extremely satisfied with the work done by Strataco Management to date, and was equally fortunate to have Mr. Allan Drane, the onsite Manager, who was continually vigilant and on the alert for potential problems which avoided larger expenditures if left unattended.

Ms. Currie noted that while the buildings had not suffered any break and enters during the past year, in large part because the safety measures of Mayfair House were adequate, there had been some reports of unauthorized entry and some problems in the underground parking, resulting in vandalism and ransacking of vehicles. She reminded owners that any such incidents should be reported to the Vancouver Police Department, so that they are on record. She confirmed that Mayfair House had implemented most of the recommendations which had been published by ICBC within the budgetary constraints, and without spending money on such things as cameras which are prone to vandalism and abuse.

The President indicated that the goals of the Strata Council, reflected in the proposed budget for next year, had been outlined in detail in the agenda for the meeting. She emphasized, in particular, the favourable comments which were received from realtors and prospective purchasers with the overall appearance of the building and landscaping in particular. She reminded owners that managed landscape can increase value of properties by some 15%. Similar care and maintenance of the interiors of the building also ensure that owners receive maximum value for their property when they choose to sell, in addition to the daily pleasure and pride living with inviting and appealing common areas.

Ms. Currie noted that some of the interior upgrades that owners had favoured had been deferred, largely due to the delays in completing the building exterior repairs, but that Council's intent was to strike an owner's Committee to assist the Strata Council in the next year in bringing forward recommendations for the redecorating of the interior portions of the building. She noted that while the owners would still have to ratify any proposals at a Special General Meeting, it was hoped that broader input would facilitate the work of the Council in bringing forward appropriate recommendations.

The President thanked the volunteers who had headed up the seasonal social for the owners which had been a great success, and thanked the owners for their support over the past four years, and the outgoing Strata Council for their efforts on behalf of the owners during the past year. The President offered her experience and continued support to the new Strata Council and management in their efforts to maintain the value and continued good living at Mayfair House.

It was

MOVED AND SECONDED:

That the President's report be received with appreciation.

MOTION CARRIED UNANIMOUSLY

FINANCE REPORT:

Mr. Harald Riffel, Strata Council Treasurer, then tabled the auditor's report, which had been distributed with the most recent Strata Council minutes, as well as the finance report included in the Annual General Meeting notice, including the summary of income and expenses to December 31, 2007, as well as the proposed budget for 2008.

Mr. Riffel apologized for the lateness in the auditor's report, but noted that this had been delayed in part due to the change in management, and that Council had expressed particular desire to have the auditor's report distributed before the Annual General Meeting.

Mr. Riffel advised that the Strata Corporation was generally in good financial condition, and noted that while the operating expenses for the Strata Corporation had not changed between the fiscal year 2007 and the fiscal year 2008, the strata fees would increase slightly more than 8%. This increase is due to the fact that there were no surplus funds being carried forward, and, consequently, in order for the incomes to match expenses, the strata fees would have to be increased.

It was then

MOVED AND SECONDED:

That the auditor's report as prepared by Mr. Donald Guthrie, CA, be accepted.

MOTION CARRIED UNANIMOUSLY

An owner expressed appreciation for the clarity of the report.

It was then

MOVED AND SECONDED:

That:

WHEREAS The Strata Property Act sets out the required information to be submitted with the proposed budget; and

WHEREAS The Strata Property Act requires the Strata Corporation to report on the contingency reserve funds, operating expenses and unapproved expenses; and

WHEREAS The Strata Property Act establishes the approval process for the various components of the budget for the coming fiscal year;

BE IT THEREFORE RESOLVED THAT:

- ⇒ The Owners, Strata Plan VR 2472, hereby authorize the carry over of operating surplus funds in the amount of \$1,664.00, as a surplus. (refer to Section 105 (1) of the Strata Property Act)
- ⇒ The Owners, Strata Plan VR 2472, hereby authorize a 2008 reserve contribution in the amount of \$24,000.00. (refer to Section 93 of the Strata Property Act)
- ⇒ The Owners, Strata Plan VR 2472, hereby authorize operating expenses in the amount of \$259,765.00 (exclusive of the reserves). (refer to Section 103 (1) of the Strata Property Act)

In discussion of the motion, an owner noted that since 2004 the total increase in strata fees was approximately 16%, of which 2% was the amounts set aside for the mandatory building warranty review and maintenance to protect the Strata Corporation's warranties. The net increase therefore was in keeping with inflation, and the owner thanked and complimented the Strata Council for their efforts on behalf of the owners.

It was also suggested that for the next year a summary of the budget on a one page format be incorporated to simplify the review of the figures.

An owner queried the proposed expenditure for exercise equipment. The President noted that one of the exercise bikes had been replaced, but another was still due to be replaced. She indicated that Council had not been able to come to a consensus as to whether a second similar bike should be purchased, or whether some other piece of equipment should be acquired. She noted that it had been Council's intent that the amount would be included in the budget, and the incoming Strata Council could, by means of surveys or request for input from owners, determine what should be purchased.

Question was then called on the motion, and it was

CARRIED UNANIMOUSLY

Building Exterior Repair Report

The President referred the owners to the information contained within the Annual General Meeting agenda, as well as the report which had been distributed to the owners with the minutes of the last Strata Council meeting with respect to the building exterior repairs. An owner commented on the clarity of the report, and thanked Council for this update. It was then

MOVED AND SECONDED:

That the report be received.

MOTION CARRIED

INSURANCE POLICY REVIEW AND APPROVAL:

It was then

MOVED AND SECONDED:

That:

WHEREAS the Strata Corporation currently insures considerable assets over which it has an insurable interest but no beneficial ownership; and

WHEREAS the Strata Corporation is required in its mandate to deal with matters affecting not only the common property, common facilities and common assets, but also those fixtures built or installed by the owner/developer as part of the original construction; and

WHEREAS the Strata Council is recommending that the Strata Corporation approve the property insurance policy and related risks in accordance with the Certificate of Insurance attached to the notice of meeting, which sets out the current level of insurance coverage;

BE IT THEREFORE RESOLVED THAT The Owners, Strata Plan VR 2472, hereby approve the insurance policy and the terms as set out in the Insurance Certificate dated December 31, 2007, setting out the coverages for the benefit of The Owners, Strata Plan VR 2472, in accordance with Section 149 of the Strata Property Act and related regulations.

The Strata Manager then briefly outlined the provisions of the Strata Corporation's insurance, noting in particular the deductibles that owners may be responsible pursuant to the Strata Corporation's insurance.

The Strata Manager reminded owners of the importance of insuring they have adequate homeowner's insurance, including insurance to reduce their potential liability for any insurance deductible chargebacks.

The Strata Manager reminded the owners that the Strata Corporation's insurance policy does not cover personal belongings or improvements which may have been made to the strata lots since originally built. Owners who have made improvements to their strata lots, such as flooring upgrades, appliance upgrades, cabinet upgrades, or the installation of other fixtures or chattels, must ensure that all of these are reported to their homeowner insurers, and that they have coverage to allow for these improvements to be restored in case of a major loss. Owners are also responsible to ensure that they obtain insurance for their personal belongings as well as for personal liability in case of a civil lawsuit against them.

The Strata Manager also reminded the owners to ensure that they query their broker about obtaining loss assessment coverage to "buy down" the Strata Corporation's insurance deductibles (which can be a significant amount) to the level of their homeowner's insurance deductible. A number of homeowner insurance policies do not provide this coverage as a matter of course, and this should be specifically requested.

The Strata Manager strongly recommended that if owners have any questions regarding their insurance requirements or their current homeowner policy, they take the Strata Corporation's insurance certificate to their personal brokers so that they can discuss coverages to avoid any financial hardship in case of an insurable claim.

Question was then called on the motion, and it was

CARRIED UNANIMOUSLY

NEW BUSINESS:

Sympathy and Get Well Cards

The President indicated that it had been past practice of the Strata Corporation to send sympathy or get well cards to owners who had suffered a loss or who may be ill. Ms. Lois Carrier had in the past volunteered her efforts in this regard, and the President queried as to whether the owners wish to continue with this program. While there was general agreement that it was a worthwhile program and that it created a sense of community, Ms. Currie advised that such a program could only succeed if an owner agrees to volunteer to ensure that they remain abreast of any residents that would benefit from the receipt of such a gesture of support. Any owner wishing to volunteer their services to coordinate the sympathy and get well card program are asked to submit their name to management so that it can be submitted to the incoming Strata Council. In the absence of anyone volunteering, the program would be disbanded.

Redecorating Committee

The President advised that a member of the Strata Council would chair a Committee that would review various options for the redecorating of the common area, and bring forward recommendations for the owners' consideration at a Special General Meeting. Ms. Currie noted that the owners had overwhelmingly supported the idea of continuing the redecorating of the common areas that was started with the carpet replacement. The Committee would report to the Strata Council. The Council would bring forward recommendations for the owners' consideration at a future Special General Meeting.

The following agreed to volunteer their services for this Committee:

- Ms. Bette Hicks unit 309
- Mr. Nicholas Meyer unit 216

ELECTION OF 2008 STRATA COUNCIL:

Ms. Currie advised that the current Strata Council retired at the Annual General Meeting, and while existing members were eligible for re-election if they were nominated and chose to stand, any interested owners were urged to place their name forward in nomination.

The floor was then opened for nominations, and the following were duly nominated:

- Bill Hicks unit 309
- Harald Riffel unit 314
- Donna Runnalls unit 209
- Eileen Anderson unit 319
- Ward Adams unit 110
- Gerd Solbrig unit 313
- Carsten Frandsen unit 310

It was

MOVED AND SECONDED:
That nominations be closed.

MOTION CARRIED UNANIMOUSLY

The above were declared elected by acclamation.

OTHER BUSINESS:

Front Door Operations

It was noted that the front door of the 2200 Highbury building appeared to be slamming, and the door closer required adjustment. The President reminded that everyday Strata issues are to be brought up with Strataco and were not an Annual General Meeting agenda item.

Age Restriction

In an answer to a question, the President noted that the current age restrictions as set out in the bylaws appear to meet with the ownership approval, and that it was the Strata Council's intent to review the Strata Corporation bylaws, at which time the age restrictions would be reviewed to ensure that they are in accordance with the Human Rights Act and the Strata Property Act.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:00 pm.

STRATACO MANAGEMENT LTD.
#101 – 4126 Norland Avenue
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MINUTES OF THE SPECIAL MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 2472, MAYFAIR HOUSE, HELD ON MONDAY, APRIL 7, 2008, AT 8:00 PM IN THE AMENITY ROOM, 3769 WEST 7TH AVENUE, VANCOUVER, BC

Council in attendance:

Bill Hicks
Harald Riffel
Donna Runnalls
Eileen Anderson
Ward Adams
Gerd Solbrig
Carsten Frandsen

J.P. Daem,
Strataco Management Ltd.

CALL TO ORDER:

The meeting was called to order at 8:00 pm.

WAIVER OF NOTICE OF MEETING:

It was

MOVED AND SECONDED:

That notice of meeting be waived.

MOTION CARRIED UNANIMOUSLY

PURPOSE OF THE MEETING:

The purpose of the meeting was to elect the Strata Council officers.

ELECTION OF STRATA COUNCIL OFFICERS:

Mr. Daem advised that in accordance with the Strata Corporation bylaws and the Strata Property Act, the Strata Council was required to elect a President, Vice-President, Secretary and Treasurer, and Council had also in the past appointed a Gardening Committee Chairperson and would need a Decorating Committee Chairperson for the coming year.

The following were duly nominated:

- | | |
|------------------------------------|-----------------|
| ➤ President | Harald Riffel |
| ➤ Vice-President | Donna Runnalls |
| ➤ Treasurer | Ward Adams |
| ➤ Secretary | Eileen Anderson |
| ➤ Decorating Committee Chairperson | Donna Runnalls |
| ➤ Gardening Committee Chairperson | Eileen Anderson |

It was

MOVED AND SECONDED:

That the above appointments be ratified.

MOTION CARRIED UNANIMOUSLY

Mr. Riffel then assumed the chair.

Mr. Riffel thanked the Council members for their confidence, anticipating that this would be a good year for the Strata Council. Mr. Riffel briefly reviewed the privacy policies, and the care to be taken by Council members with the information provided.

Mr. Riffel also confirmed the Strata Council meetings being held at 6:00 pm on Mondays on May 5, July 7, September 8 and November 3, 2008.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:15 pm, until Monday, May 5, 2008 at 6:00 pm in the amenity room, 3769 West 7th Avenue, Vancouver, BC.

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 2472, MAYFAIR HOUSE, HELD ON THURSDAY, MARCH 20, 2008, AT 10:00 AM IN THE SOCIAL ROOM, 3769 WEST 7TH AVENUE, VANCOUVER, BC

Council in attendance: June Currie, President
Harald Riffel, Treasurer
Donna Runnalls

Vivian Cornescu,
Strataco Management Ltd.

Absent with leave: Eileen Anderson, Vice-President
Bill Hicks
Pat Powell

CALL TO ORDER:

The meeting was called to order by Ms. June Currie, Strata Council President, at 10:10 am.

MINUTES OF THE MEETING OF FEBRUARY 4, 2008:

The minutes of the meeting of February 4, 2008 were adopted as distributed.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

The Strata Council Treasurer advised that he had reviewed the financial statement for the month of January 2008, but found that a substantial number of expenses were missing. It was therefore

MOVED AND SECONDED:

That the financial statement for January 2008 be tabled until the next Council meeting, upon clarification from the Strata Manager.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager advised Council that all strata lots were in good standing and that no collections action was required at this time.

Payables – PacWest

Council reviewed an invoice and related correspondence pertaining to a water loss. It appears that the water loss was due to an allegedly faulty washing machine installation done by an employee of the contractor. Council requested that the Strata Manager not pay the invoice.

2) Staff Report

Site Inspection Reports

The Strata Manager advised that the site inspection reports were on file and that any matters requiring attention were being dealt with by staff or referred to Council for further direction.

Caretaker Report

Council reviewed correspondence sent to the caretaker pertaining to taxes, holidays, and guest suite and social room bookings for January and February 2008. Council noted that

one issue of the Caretaker's payroll has been successfully answered, but another issue has arisen. Council asked the Strata Manager to follow up to ensure that all issues are dealt with or explained to the caretaker's satisfaction.

Rental Report

Council requested Management obtain documentation confirming the identity of Executor and Beneficiary of a strata lot currently under probate. Council reviewed correspondence from an owner of a strata lot requesting permission to extend the approval period beyond 60 days, which expires May 15, 2008. Council carefully reviewed the owner's request and the Strata Corporation bylaws. It was

MOVED AND SECONDED:

That the request from an owner to extend the rental waiting period until August 1, 2008, and that the strata lot would be rented effective August 1, 2008, be approved.

MOTION DECLINED

The owner has been placed on the rental approval wait list. Correspondence of approval being sent to next owner on wait list. As of this meeting date all three rentals are taken, and there remains a wait list. Council noted that there have been occasions when the move-out fee has not been collected. In reviewing the move-in and move-out fees it was

MOVED AND SECONDED:

That one assessment of \$100.00 for move-in and move-out fees will be charged at the time of move-in and no fee will be charged at time of move-out.

MOTION CARRIED UNANIMOUSLY

Waste Management

Council reviewed correspondence received from a representative of Solid Waste Management (west branch) requesting details pertaining to access to the Strata Corporation's refuse removal containers.

Quotation – Breezeway Door Replacement

Council reviewed one quotation received for the breezeway door replacement on 6th Avenue. Management advised that it was the only quotation they have been able to secure, having contacted many door companies since November when the door was broken and subsequently found to be unable to be repaired and required replacement. Council reminded management that this issue is a source of great disappointment to all owners. Despite the difficulty management is having in getting door companies to offer quotes, Council requested management try again, as Council is not prepared to proceed with the replacement based on a single quote.

Annual Fire Inspection Deficiencies

Council reviewed a proposal from Voltech Electric Ltd. regarding completion of the Annual Fire Inspection deficiencies. It was

MOVED AND SECONDED:

That Voltech Electric Ltd. be requested to complete the deficiencies.

MOTION CARRIED UNANIMOUSLY

Noise Complaint

Council reviewed a report from Morrison Hershfield pertaining to the condition of the subfloor between two strata lots as one owner reports noise emanating from an adjacent strata lot. Council noted that as per the engineer's report, there is no evidence of any staining or cracks in the ceiling. Council advised that the subject is now closed.

3) Correspondence

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: 6th Avenue – request for permission to install hardwood flooring; access to unit. Highbury Street – phone box graffiti; suggestion for exercise room; report of bubble on balcony membrane and breezeway door.

4) Landscaping

Para Space

Council reviewed correspondence from Para Space Landscaping pertaining to the irrigation system startup. Council also reviewed the 2008 landscape contract proposal. After careful review it was

MOVED AND SECONDED:

That the 2008 landscape maintenance contract be awarded to Para Space Landscaping, effective June 1, 2008, to May 31, 2009.

MOTION CARRIED UNANIMOUSLY

5) Insurance

Crawford Adjusters

Council noted that a signed Proof of Loss has been sent to Crawford Adjusters.

Coastal Insurance

Council noted that an insurance claim for water damage has been opened for damage to three strata lots on Sixth Avenue.

6) Completed Items

The Strata Manager advised that the following had been completed since the last Council meeting: installation of pads under make-up air unit system on 7th Avenue and Highbury Street; repair of elevators; insuite repairs to common property at three strata lots.

7) In Progress

The Strata Manager reported that the following remained in progress: repairs to door in breezeway between Highbury and 6th Avenue.

8) Building Envelope Repair Report

Please see attached building report.

OTHER BUSINESS:

Richmond Elevator

Council reviewed a contract from Richmond Elevator for elevator maintenance, which has been re-issued due to a change in the property management company. Council asked the Strata Manager to request Richmond Elevator provide another contract for the remainder of the period of their existing contract, and not for a new contract for a five-year period.

Powerwashing of Parkade

Council reviewed a quotation received from a contractor regarding powerwashing of the parkade, and noted that the cleaning will be a combination of a power spray and powerwash, using a deeper cleaning spinner to remove the built-up grime and some oil spots. It was

MOVED AND SECONDED:

That the quotation received from Ajax Home & Property Services for the powerwashing of the parkade be approved.

MOTION CARRIED UNANIMOUSLY

Council requested that the Strata Manager ensure that proper notice be given to the residents to request that they remove their vehicles from the parkade.

Audit

The Strata Manager advised Council that the audit of the 2007 fiscal year is still in progress. Council asked the Strata Manager to ensure that the report is completed and forwarded to the owners prior to the Annual General Meeting.

ADJOURNMENT:

There being no further business, the meeting adjourned at 12:10 pm, until the Annual General Meeting, to be held on Monday, April 7, 2008, at 10:00 am in the amenity room 3769 west 7th Avenue, Vancouver, BC.

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 2472, MAYFAIR HOUSE, HELD ON MONDAY, FEBRUARY 4, 2008, AT 6:00 PM IN THE AMENITY ROOM, 3769 WEST 7TH AVENUE, VANCOUVER, BC

Council in attendance: June Currie, President
Eileen Anderson, Vice-President
William Hicks
Donna Runnalls

Vivian Cornescu,
Strataco Management Ltd.

Absent with leave: Harald Riffel, Treasurer
Pat Powell

CALL TO ORDER:

The meeting was called to order by Ms. June Currie, Strata Council President, at 6:00 pm.

MINUTES OF THE MEETING OF JANUARY 7, 2008:

Apologies to Council member Donna Rennalls for the misspelling of her name.

It was

MOVED AND SECONDED:

That the minutes of the meeting of January 7, 2008 be adopted as amended.

MOTION CARRIED UNANIMOUSLY

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

STRATA MANAGER'S REPORT:

1) **Finance Report**

Financial Statements

The Strata Council President advised that she had reviewed the financial statements for the months of November and December 2007, and that all inquiries raised had been answered. It was then

MOVED AND SECONDED:

That the financial statement for the month of November 2007 be approved.

MOTION CARRIED UNANIMOUSLY

Ms. Currie noted that the last statement of receipts and disbursement of the special levy – building envelope levy was dated October 31, 2007. She requested the Strata Manager to provide the statement for the building levy fund. It was then

MOVED AND SECONDED:

That the revised financial statement for the month of December 2007 be approved, subject to the Strata Manager providing a separate financial statement for the special levy – building envelope account.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager advised Council that one strata lot was 30 days in arrears and that no collections action was required at this time.

2008 Operating Budget

Council reviewed the third draft of the proposed 2008 operating budget line-by-line and made several changes. It was then

MOVED AND SECONDED:

That a proposed 2008 operating budget calling for an increase in strata fees of 8.4% be presented to the owners for ratification at the Annual General Meeting.

MOTION CARRIED UNANIMOUSLY

Treasurer's Report

Council reviewed two reports from the Treasurer and President containing inquiries and information regarding the financial statements. Management provided written answers with a revised December 2007 financials.

Auditor Appointment

Council reviewed correspondence sent to Donald G. Guthrie, Chartered Accountant, confirming his appointment to audit the financial statements for the Strata Corporation for the fiscal year ending December 31, 2007.

Social Club Financial Statements

Council reviewed the 2007 financial statement for the Social Club and asked the Strata Manager to ensure that the statement is included in the notice of meeting for the Annual General Meeting for review by the owners.

Collections

Council reviewed correspondence sent to an owner pertaining to reversal of a plumbing charge, as the plumbing repairs were done to the guest suite and not the owner's strata lot.

Council reviewed an insurance deductible invoice and requested management to charge back the owner.

Correspondence was received by an owner concerning a levy refund cheque. Management was requested to inform the owner that per the Strata Property Act, all refunds are required to be made to the owner of record at the time of the refund. An owner who has a purchase agreement where those funds are in turn to be refunded to the original owner must proceed with that requirement. The Strata Corporation cannot reissue a cheque into the former owner's name.

2) Staff Report

Site Inspection Reports

The Strata Manager advised that the site inspection reports were on file and that any matters requiring attention were being dealt with by staff or referred to Council for further direction.

Caretaker Wages

The Strata Manager advised Council that she had made inquiries pertaining to taxes deducted from his wages. Council asked the Strata Manager to provide a written report and explanation for the deductions.

Rental Information

Council reviewed the rental information sheet, as well as correspondence from an owner requesting permission to continue to rent the strata lot. Council asked the Strata Manager to direct correspondence to the owner advising that the request for permission to reapply to rent the strata lot has been denied, and that the tenant must vacate the strata lot at the end of the one-year rental period. The strata lot will be placed on the waiting list of owners seeking permission to rent.

Council asked the Strata Manager to direct correspondence to the first strata lot on the rental waiting list, advising that they have 60 days to rent the strata lot. If they do not wish to rent the strata lot the Strata Corporation is to be advised so that contact can be made with the next owner on the waiting list.

Council reviewed a letter received from a beneficiary of an owner of a strata lot where the current tenancy agreement expires on February 28, 2008. After careful review of the request for permission to continue to rent the strata lot, during which it was noted that the owner has recently passed away and the estate in the process of being settled, it was

MOVED AND SECONDED:

That the request for permission to continue to rent be approved, subject to permission being granted for a six month period only, effective March 1, 2008, and the current tenant continuing to reside within the strata lot. At the conclusion of the six month period the tenant must vacate the strata lot.

MOTION CARRIED UNANIMOUSLY

Draft Annual General Meeting Agenda

The Strata Manager presented the proposed agenda for the Annual General Meeting, noting that pursuant to the Strata Property Act Council sets the agenda for the meeting. After review it was

MOVED AND SECONDED:

That the proposed agenda be approved as presented.

MOTION CARRIED

Council discussed the date for the Annual General Meeting and agreed that notwithstanding the requirements of the Strata Corporation, due to the change in management company, the audit of the financial statements for the 2007 fiscal year not yet being completed, and the unavailability of several Council members, the meeting should be postponed. It was then

MOVED AND SECONDED:

That the Annual General Meeting be held on Monday, April 7, 2008, at 7:00 pm in the amenity room.

MOTION CARRIED UNANIMOUSLY

Any owner wishing to allow their name to stand for election to the Strata Council at the Annual General Meeting is asked to submit a completed nomination form to the management company. Forms will soon be available on the notice boards. Nominations must be signed by two owners, and the candidate must indicate their acceptance in writing.

A list of candidates will be posted two weeks prior to the Annual General Meeting. In addition to those candidates, any owner of good standing may declare their nomination at the Annual General Meeting.

3) **Correspondence**

The Strata Manager advised that since the last Council meeting correspondence had been sent or received concerning the following: 6th Avenue – disposal of electrical appliances; notice of termination of rental agreement. 7th Avenue – request for permission to reapply to rent strata lot; building envelope reimbursement. Highbury Street – owner requested to complete Form K; noise emanating from makeup air unit on roof.

Arising from review of the correspondence, Council asked the Strata Manager to request a contractor to attend to repairs to the makeup air unit on the roof at Highbury Street, and to ensure that an overdue Form K (Notice of Tenant's Responsibilities) is received.

4) **Mechanical**

D.M.S. Mechanical

The Strata Manager advised Council that repairs to the CO2 sensors and replacement of the hot water tank valve had been completed.

5) **Insurance**

Council reviewed and the President signed the proof of loss for the water damage claim which occurred on September 17, 2007, and asked the Strata Manager to forward the proof of loss to Crawford Canada to close the insurance claim.

6) **Completed Items**

The Strata Manager advised that the following had been completed since the last Council meeting: repairs to boiler; snow removal; repairs to CO2 sensors in parkade; replacement of hot water tank valve; fire inspection.

7) **In Progress**

The Strata Manager reported that the following remained in progress: repairs to door in breezeway between Highbury and 6th Avenue, review of noise floor complaints at one strata lot; annual fire inspection deficiency corrections.

The pond fountain repair will be during the spring pond cleanup.

8) **Building Envelope**

Council reviewed a site review report from Morrison Hershfield, which concluded completion of the contracted work and deficiencies.

The Strata Manager is working through the final completion process with Morrison Hershfield.

Council reminded the Strata Manager to ensure that the appropriate party is requested to provide a schedule with the warranty inspection for the two-year warranty due in May 2008.

OTHER BUSINESS:

Request for Permission to Install Hardwood Floor

Council reviewed a request from an owner on the main floor seeking permission to install a hardwood floor. It was

MOVED AND SECONDED:

That the request for permission to install a hardwood floor be approved subject to compliance with the bylaws.

MOTION CARRIED UNANIMOUSLY

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:15 pm, until Thursday, March 20, 2008, at 10:00 am in the amenity room 3769 west 7th Avenue, Vancouver, BC.

STRATACO MANAGEMENT LTD.

#101 – 4126 Norland Avenue

Burnaby, BC

V5G 3S8

Tel: 604-294-4141

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/dc

MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 2472, MAYFAIR HOUSE, HELD ON MONDAY, JANUARY 7, 2008 AT 6:00 PM IN AMENITY ROOM, 3769 WEST 7TH AVENUE, VANCOUVER, BC

Council in attendance: June Currie, President
Harald Riffel
William Hicks

Vivian Cornescu,
Strataco Management Ltd.

Absent with leave: Donna Runnalls
Pat Powell
Eileen Anderson

CALL TO ORDER:

The meeting was called to order by Ms. June Currie, Strata Council President, at 6:15 pm.

MINUTES OF THE MEETING OF DECEMBER 3, 2007:

The minutes of the meeting of December 3, 2007 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

STRATA MANAGER'S REPORT:

1) Finance Report

Financial Statements

Mr. Harald Riffel, Strata Council Treasurer, advised that he had reviewed the financial statement for the month of November 2007. The Treasurer advised Council that he had several inquiries pertaining to the financial statement, and that they will be answered by the Strata Manager in the following days. It was

MOVED AND SECONDED:

That the financial statement for the month of November 2007 be tabled until the next Council meeting.

MOTION CARRIED UNANIMOUSLY

Receivables Report

The Strata Manager advised Council that three strata lots were thirty days in arrears and one strata lot was sixty days in arrears. No collections action was required at this time.

Collections

The Strata Manager advised Council that correspondence had been sent to an owner pertaining to a letter sent based on erroneous information regarding an invoice chargeback for insuite plumbing repairs. The Strata Manager advised Council that the charges against that strata lot had been reversed due to the fact that the plumbing repairs were completed at the guest suite and not to that particular strata lot.

Auditor Appointment

The Strata Manager advised Council that correspondence had been sent to two auditor firms requesting that they provide quotations to audit the accounts, as well, correspondence from Hirji, Lum and Orr pertaining to termination of the contract with the Strata Corporation. The Strata Manager noted that only one quotation has been received to date for an amount of \$2,200.00 plus GST from Donald G. Guthrie Chartered Accountant. Council asked the Strata Manager to obtain a second quotation from Reid Hurst Nagy. After consideration and deliberation, it was

MOVED AND SECONDED:

That the audit contract of the financial statements of the Strata Corporation be awarded to the audit firm whose quotation is the lowest.

MOTION CARRIED UNANIMOUSLY

2008 Operating Budget

Council reviewed the 2008 operating budget draft #2. Council asked the Strata Manager to ensure that a revised draft #3 of the budget be forwarded to the Treasurer for review before the next Council meeting which is scheduled for February 4, 2008. It was

MOVED AND SECONDED:

That the proposed 2008 operating budget be tabled until the next Council meeting.

MOTION CARRIED UNANIMOUSLY

Stratawest Management

The Strata Manager advised Council that the fund transfer had now been completed, and all outstanding invoices have been received from the previous management company and have been paid.

Treasurer's Report

Mr. Riffel presented for Council's information the social room financial statement for the 2007 year, and requested that the financial statement be attached to the Annual General Meeting notice.

Special Levy Refund

The Strata Manager advised Council that a portion of the levy fund has been refunded to the owners as approved by the Strata Council at the previous Council meeting.

Caretaker Contract

The Strata Manager advised Council that the finalization of the new resident caretaker contract is still in progress, as well as the rental agreement for the caretaker's suite, and that they will be completed within the next several weeks and forwarded to Council for final review.

2) Staff Report

Site Inspection Reports

The Strata Manager advised that the most recent site inspection reports were on file for Council's information, but that any items contained therein requiring follow up were being dealt with by management.

Parking List

The Strata Manager advised Council that the parking list has been updated as of December 28, 2007.

Storage Locker List and Enterphone List

The Strata Manager advised Council that the storage locker list and enterphone list have been updated as of December 28, 2007.

Rental Information Sheet

Council reviewed the rental information sheet and waiting list as of December 18, 2007. The Strata Manager noted that there is no Form "K" Notice of Tenant's Responsibilities on file for one strata lot. Council asked the Strata Manager to direct correspondence to the owner requesting that they provide the completed Form "K" within two weeks.

Council reviewed the rental list and requested that a letter be sent to a strata lot as a reminder that the rental agreement will expire within sixty days.

Council reviewed correspondence sent from an owner of a strata lot requesting permission to continue renting the strata lot after the expiration date on April 30, 2008. Council requested the Strata Manager to direct correspondence to the owner advising that his request would be held to the appropriate date when, as an owner currently leasing, may apply for permission to lease. His request will be reviewed at that time.

Quotation

Council reviewed a quotation received from High Volt Electrical pertaining to replacement of the light fixture over the driveway entrance gate. After discussion, Council agreed that the quotation be tabled at this time.

Building Envelope

Ms. June Currie, Strata Council President advised Council that building envelope levy surplus cheques were issued on December 21, 2007 as per resolutions of reconvened Annual General Meeting on April 27, 2004. Any remaining surplus funds will be issued upon full completion.

A letter of default was sent to Silex Restorations on December 8, 2007. A sub-contractor attended the site and performed the repairs. On December 18, 2007 a site visit was made by Morrison Hershfield Ltd. to review the corrected deficiencies. The report noted one unacceptable deficiency requiring completion by the contractor. The remaining three items, under warranties, involve balcony membranes that require a follow up review in warmer temperatures. Strataco Management Ltd. will ensure the follow up required is actioned along with the major reviews required on some of the expiring warranties in May of 2008.

Strataco has been reviewing the Warranty/Maintenance Manual and will prepare a written action plan for maintenance.

3) Correspondence

The Strata Manager advised Council the following correspondence had been sent or received concerning the following: 6th Avenue – disposal of electrical appliances; request to level patio between gate and unit door; access to unit. 7th Avenue – request for

permission to rent strata lot; concerns pertaining to rental bylaws; report of noise in structure of walls; access to unit. Highbury Street – alleged sewer smell; exit door breezeway; reports of silver fish in unit; access to unit; noise from roof.

Arising from the correspondence, the following was duly resolved:

Disposal of electrical appliances: Council reviewed correspondence sent by an owner pertaining to disposal of electrical appliances. After discussion, Council agreed that in past years the Strata Corporation had not undertaken this type of service, and that it will not be scheduled in the future.

Any owners who would like to dispose of electrical appliances should check any disposal websites or take the appliances (if they are still working) to the Salvation Army.

4) **Mechanical**

D.M.S. Mechanical

Council reviewed three quotations received from D.M.S. Mechanical pertaining to the replacement of the check valve, maintenance inspection of the roof top fans and CO₂ sensors. After deliberation, it was

MOVED AND SECONDED:

That the quotation for the replacement of the valve on the cold and hot water tanks in the total amount of \$600.00 plus taxes be approved.

MOTION CARRIED UNANIMOUSLY

It was

MOVED AND SECONDED:

That the calibration of the CO₂ sensors in the parkade in the total amount of \$406.00 plus GST be approved.

MOTION CARRIED UNANIMOUSLY

Council reviewed the quotation pertaining to the cleaning and inspection of the roof top make-up air units. Council asked the Strata Manager to obtain further details and information pertaining to this recommendation. The Strata Manager stated that if maintenance is required to the make-up air units that it should be done in the spring or summer after the heat in the building is turned off.

5) **Landscaping**

Para Space Contract

Council reviewed correspondence sent to the landscape contractor requesting that they attend to the over due raking of the leaves on the courtyard. Council reviewed landscape improvements and walkway maintenance quotations for inclusion in the 2008 operating budget.

6) **Insurance**

BFL Canada

The Strata Manager advised Council that the insurance policy with BFL Canada expired on December 31, 2007, and that the new proposal for 2008 was in the amount of \$19,806.00. The Strata Manager advised Council that the 2008 insurance policy had been awarded to Coastal Insurance Services for an insurance premium in the total amount of \$15,181.00. Council thanked Strataco Management Ltd. for their hard work in obtaining an insurance policy with a considerably less insurance premium. A copy of the certificate is attached to the minutes for the information of the owners. Please note in particular the water loss deductible.

Owners are reminded that the Strata Corporation's insurance policy does not cover personal belongings or improvements which may have been made to the strata lots since originally built. Owners who have made improvements to their strata lots, such as flooring upgrades, appliance upgrades, cabinet upgrades, or the installation of other fixtures or chattels, must ensure that all of these are reported to their homeowner insurers, and that they have coverage to allow for these improvements to be restored in case of a major loss. Owners are also responsible to ensure that they obtain insurance for their personal belongings as well as for personal liability in case of a civil lawsuit against them.

Owners are further reminded to ensure that they query their broker about obtaining coverage to "buy down" the Strata Corporation's insurance deductibles (which can be a significant amount) to the level of their homeowner's insurance deductible. A number of homeowner insurance policies do not provide this coverage as a matter of course, and this should be specifically requested.

If owners have any questions regarding their insurance requirements or their current homeowner policy, they are urged to take the Strata Corporation's insurance certificate to their personal brokers so that they can discuss coverages to avoid any financial hardship in case of an insurable claim.

The Strata Manager also indicated that the policy allowed management to adjudicate claims up to a certain level, which would help to expedite the work when a claim needed to be processed. Adjusters often take considerable time in making decisions as to proceeding with repair work, frequently leaving the owners with an uncomfortable situation of unresolved repairs. With the cooperation of the insurance company, Strataco is able to expedite the initiation of repairs and thus shorten considerably the time needed for repairs to be undertaken. Claims of a larger nature still require the insurance company's adjusters to attend.

7) **Completed Items**

The Strata Manager advised that the following items have been completed since the last Council meeting: distributed notices regarding caretaker's holiday and annual fire inspections; repairs to the 7th Avenue lobby from water leaks (covered by an owner's insurance); repair to the roof top fan.

8) **In Progress**

The Strata Manager advised that the door repair to the breezeway between the Highbury and 6th Avenue buildings is still in progress.

The Strata Manager advised Council that the door is blocked for access until quotations, and recommendations are obtained for the replacement of the door. Council asked the Strata Manager to repair the door and open it for access to the owners until quotations and approval from Council for its replacement takes place.

OTHER BUSINESS:

Annual General Meeting Date

Council noted that several Council members may not be available for the Annual General Meeting scheduled for late February 2008, and requested the Strata Manager to make arrangements for scheduling the Annual General Meeting for mid March 2008 and report back to Council.

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:00 pm, until Monday, February, 4, 2008 at 6:00 pm, in the amenity room 3769 west 7th Avenue, Vancouver, BC.

STRATACO MANAGEMENT LTD.

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MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 2472, MAYFAIR HOUSE, HELD ON MONDAY, DECEMBER 3, 2007 AT 6:00 PM IN AMENITY ROOM, 3769 WEST 7TH AVENUE, VANCOUVER, BC

Council in attendance: June Currie, President
Harald Riffel
Eileen Anderson
William Hicks

J.P. Daem,
Strataco Management Ltd.

Absent with leave: Donna Reynolds
Pat Powers

CALL TO ORDER:

The meeting was called to order by Ms. June Currie, Strata Council President, at 6:10 pm.

MINUTES OF THE MEETINGS OF SEPTEMBER 17, SEPTEMBER 24 AND OCTOBER 15, 2007:

The minutes of the meetings of September 17, September 24 and October 15, 2007 were adopted as distributed.

BUSINESS ARISING FROM THE MINUTES:

There was no business arising from the minutes.

PRESIDENT'S REPORT:

On behalf of the Strata Council and owners, the President welcomed Strataco Management Ltd., as Mayfair House's new strata management company. She noted that the transition had required extra work for those involved, but nothing in comparison to the amount of effort required during the past months of unprofessional and inadequate representation from the last Strata Manager. She anticipated that Council, owners, resident manager and trades can now rely on receiving prompt courteous and professional responses to strata matters.

She noted that Strataco provided a clear and concise document dated October 10, 2007, reviewing the roles and responsibilities of management with respect to Mayfair House and advised any owners requiring extra copies may request these by contacting Strataco. She indicated that the team of professionals at Strataco would now administer all matters and Strata Council's role would revert to the role to oversee that administration.

The President expressed a huge thanks to Leslie Lutz and Jo Skinner for all of their work as "Party Planners Extraordinaire", as all who attended enjoyed a great seasonal social at Mayfair House. The President suggested that owners may wish to volunteer to organize a summer barbecue for the residents of Mayfair House.

Building Exterior Repairs

The President advised that she had discussed with Strataco their willingness to oversee the completion of the building exterior repair project and confirmed that they had indicated their willingness to do so. Mr. Garth Cambrey had therefore been requested to turn over all documentation related to the building exterior repairs to Strataco.

The President advised that the project had been substantially complete for approximately 1½ years. She noted that there currently was \$8,913.00 plus GST outstanding on the project contract due to Silex in addition to payables of approximately \$5,000.00 shown on the financial statement and

invoices received from the consultants in the amount of approximately \$4,000.00 to be paid. She noted that the last remaining reconstruction deficiency was related to the column granite, which was completed in early November. Over the last two months, Morrison Hershfield, as a consultant, had been unsuccessful in confirming a scheduled for warranty repairs to the vinyl deck membrane by the general contractor, Silex Restoration, of the building envelope rehabilitation project.

Since September the Strata Council had been receiving legal opinions and directions by Alison Baker of Clark Wilson on the steps required to proceed to obtain completion. She noted that under the terms of the contract, the Strata Corporation can use the funds currently used as a deficiency holdback to complete the work once the default provisions of the stipulated price contract are followed.

She advised that the first of the default provision requirements had been completed, and that the Strata Corporation had obtained a written notice from the consultant advising the Strata Corporation and the contractor that sufficient cause exists to note the contractor in default. She advised that the required Notice of Default, under the provisions of the stipulated price contract, was sent to Silex on November 28, 2007. The Strata Council at this date signed a letter prepared by Alison Baker and issued by Strataco Management Ltd., notifying the contractor of the Strata Corporation's Notice of Default. Upon delivery of this notice to the contractor, the contractor has five working days to complete the deficiencies. Meanwhile, the bonding company is given notice under the Performance Bond, at which time if no correction has been taken, the Strata Corporation can proceed to use the holdback funds to complete the work. The President advised that Strataco, once in receipt of all documentation, would review the warranty manual and prepare a schedule for the building envelope maintenance to be implemented immediately to safeguard the Strata Corporation's warranty provisions under the Homeowner Protection Regulations.

She also noted that Strataco also confirmed that they are prepared to issue the refund cheque subject to clarification from the Homeowner Protection Office and notification of any real estate contract obligations which may have been issued to Strata West.

It was

MOVED AND SECONDED:

That \$165,000.00 of the surplus of the levy fund of approximately \$190,000.00 be refunded to the owners subject to any restrictions as noted above, and the balance be retained to complete the deficiency work, if required, and to cover funds for administrative costs and legal fees.

MOTION CARRIED UNANIMOUSLY

It was then

MOVED AND SECONDED:

That Strataco Management Ltd. be authorized to send a letter of default as recommended by Clark Wilson.

MOTION CARRIED UNANIMOUSLY

PROPERTY MANAGER'S REPORT:

1) **Management Transition**

The Strata Manager advised that the transition was progressing satisfactorily and thanked the owners for their patience and consideration while staff were familiarizing themselves with the project. The Strata Manager confirmed:

1. **Management contract:** The management contract had been signed and an executed copy returned to Council for their records.
2. **Introductory letter:** The introductory letter had been sent to all owners.
3. **File transfer:** The file transfer from Strata West had been completed. The Strata Manager tabled a report on the review of the files and noted that some minor amendments would be recommended to the Strata Corporation's bylaws, that the most recent insurance appraisal had been received and forwarded to the insurers, that a registered strata plan had been obtained from the Land Title Office, and that the balance of the minutes which appear to be missing from the files had been obtained from Council.
4. **Contractor notification:** All contractors have been notified of the change of management.
5. **Minute distribution:** Council confirmed that the Strata Corporation policy provided for the distribution of minutes to owners only to be delivered by the resident caretaker and mailed to non-resident owners. Council also agreed that staff distribute a notice seeking clarification from those owners who may wish to receive their minutes via email.
6. **Registered address:** It was

MOVED AND SECONDED:

That the Strata Corporation's registered address be filed at the Land Title Office as the office address of Strataco Management Ltd.

MOTION CARRIED UNANIMOUSLY

7. **2008 meeting schedule:** It was

MOVED AND SECONDED:

That the regular Strata Council meetings be held on January 7, February 4, April 7, May 5, July 7, September 8, November 3, 2008, and the Annual General Meeting be scheduled for a date in late February 2008.

MOTION CARRIED UNANIMOUSLY

The Strata Manager advised that the following items remained in progress: preparation of administration calendar, contract review, and caretaker contract review.

8. **Caretaker:** The Strata Manager advised that the caretaker would be offered a new contract outlining specifically the various terms of reference and provided the Strata

Council with a draft of the job description which paralleled the current contract for Council's information.

The Strata Manager also recommended a salary review calling for an increase of 5% effective November 1, 2007, and an additional week's vacation in the ensuing year. The Strata Manager advised that subsequent to Council's concurrence with staff's recommendations, a complete contract including a schedule of work and the specific references related to Mayfair House would be prepared and discussed with the onsite staff so that these can be finalized prior to year end. It was

MOVED AND SECONDED:

That Council concur with staff's recommendations and authorize management to proceed with the finalization of the new resident caretaker contract to become effective January 1, 2008.

MOTION CARRIED UNANIMOUSLY

In answer to a question from Council, the Strata Manager advised that the contractual changes would not affect the caretaker's employment which would be deemed to be continuous employment pursuant to the provisions of the Employment Standards Act.

2) Finance Report

Fund Transfer

The Strata Manager advised that this had now been completed and all funds were being held in the Strata Corporation's trust account at the Royal Bank of Canada under account number 1045673.

Auditor's Appointment

The Strata Manager tabled confirmation to Hirji, Lum and Orr of their appointment as auditors for the completion of the Strata Corporations' financial statements to fiscal year end December 31, 2007.

2008 Operating Budget

The Strata Manager tabled the first draft of the proposed operating budget for 2008.

The Strata Council briefly reviewed the first draft of the proposed budget noting that two expenditures which were incurred in 2007 were of a singular nature and would not be repeated in the current fiscal year and should therefore be deleted. The Strata Manager also advised that he had this date received the financial statements for the month of October 2007. The President suggested that the budget draft revision be held in abeyance so as to incorporate the November figures once these are available. It was

MOVED AND SECONDED:

That the proposed 2008 operating budget be referred to the Treasurer for review, comment and recommendation at the January 2008 Strata Council meeting.

MOTION CARRIED UNANIMOUSLY

3) **Staff Report**

Site Inspection Reports

The Strata Manager advised that the most recent site inspection reports were on file for Council's information, but that any items contained therein requiring follow up were being dealt with by management.

Security

It was noted that on or about November 19/20, 2007, access was gained by an intruder into the social room on two occasions using both showers and leaving a mess for the resident staff to clean up. It was noted that the east social room door lock had been picked and that it had since been repaired and an astrigal had been added to prevent further unauthorized entry. The Vancouver City Police had verified that there was no evidence of access gained by the outer doors and that entry was gained by the intruder into the building as a result of a resident buzzing someone in or allowing someone to follow them into the building.

The Strata Council reminds owners that they must be vigilant at all times and not allow unauthorized individuals into the building and prevent anyone from gaining access to the building while they are entering or exiting the premises if they do not recognize the individuals or the individuals do not have keys to the building.

4) **Insurance**

Revised Valuation

The Strata Manager tabled communication to the insurers confirming the revised valuation as received from Ocean Province Appraisal establishing the replacement cost of Mayfair House at \$12,630,000.00.

2008 Insurance Quotations

The Strata Manager advised that staff were in the process of obtaining quotations for the insurance policy for 2008 and anticipated that a reduction in costs would ensue as the Strata Corporation's policy is transferred to the Strataco Insurance program. Mr. Daem noted that the policy provided through Aviva and Axa Pacific is broader than the current coverages and indicated that a report on the anticipated premiums and recommendations would be submitted to Council once negotiations had been completed.

5) **Landscaping**

Para Space Contract

The Strata Manager confirmed that the current contract with Para Space expired on May 31, 2008, and staff would be looking for an extension of the contract to the end of the landscape year at that time.

Pruning Guidelines

Council reviewed the pruning guidelines as submitted by Para Space. Copy of notice to the owners is attached to the minutes.

6) **Correspondence**

The Strata Manager tabled various items of correspondence seeking information on the building envelope repairs and concerns related to security.

In dealing with the correspondence, Council requested that the owner be advised that the concerns noted in their letter to the northeast wall did not form part of the restoration and would be reviewed by management and any repairs to the pathways would be considered in the next year after the approval of the new budget.

7) **Mechanical**

Repair to Fan on 7th Avenue Building

The Strata Manager tabled a quotation from D.M.S. Mechanical in the amount of \$530.00 plus GST for repairs to the roof top fan. It was

MOVED AND SECONDED:

That Council authorize the expense of \$530.00 for repair to the roof top fan as recommended by D.M.S. Mechanical.

MOTION CARRIED UNANIMOUSLY

Repairs were completed on the 7th Avenue entrance damaged by an overflowing dishwasher. The repairs have been paid.

8) **Completed Items**

The Strata Manager advised that the following items have been completed since the change over in management: distribution of notices regarding tree pruning, door closer on 6th Avenue and interior eavestrough cleaning; repair to elevator on 7th Avenue; repaired enterphone on 7th Avenue; repaired guest suite door; repair to fire fighting equipment due to false fire alarm; replacement of lock at amenity room; cleaning of interior eavestroughs; elevator permits received; drain flushing completed; water leak repair at 7th Avenue entrance lobby through strata lot owner's insurance; delivery of ice melt; installation of astrigal to amenity room door.

9) **In Progress**

The Strata Manager advised that the door repair to the breezeway between the Highbury and 6th Avenue buildings remained in progress.

10) **Rental Bylaw**

Council reviewed the list of the units rented, noting that one rental expired at the end of February.

11) **Caretaker Holiday**

Council reviewed the request from the caretaker for time off on December 24, 27, 28 and 31, 2007. The Strata Manager will ensure that a relief janitorial company, Fairview Maintenance, will provide janitorial services on the above noted dates.

OTHER BUSINESS:

Fire Panel Monitoring

The Strata Manager tabled a report related to the possible modifications to be made to the fire panels to identify the source of any alarms to the appropriate buildings.

After a lengthy discussion and consideration, it was

MOVED AND SECONDED:

That this matter be tabled at this time in light of some of the technical difficulties related to the fire panel modifications to allow for identification of the buildings affected by an alarm.

MOTION CARRIED UNANIMOUSLY

ADJOURNMENT:

There being no further business, the meeting adjourned at 8:05 pm, until Monday, January 7, 2008 at 6:00 pm, in the amenity room 3769 West 7th Avenue, Vancouver, BC.

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**STRATA COUNCIL MEETING MINUTES
STRATA PLAN VR 2472 – MAYFAIR HOUSE**

minutes JCC

DATE HELD: MONDAY, OCTOBER 15, 2007
LOCATION: SOCIAL ROOM
3769 WEST 7TH AVENUE
VANCOUVER, BRITISH COLUMBIA
CALL TO ORDER: 5:40 p.m.

Council in Attendance:	June Currie	PRESIDENT
	Eileen Anderson	VICE-PRESIDENT
	William (Bill) Hicks	
	Pat Powell	
	Harold Riffel	TREASURER
	Donna Runnalls	

Minutes recorded by Donna Runnalls

(1) CALL TO ORDER

The meeting was called to order by Council President, June Currie, at 5:40 p.m.

(2) APPROVAL OF THE AGENDA

The agenda was approved by general agreement.

(3) PREVIOUS MINUTES –

It was agreed that approval of the minutes of the meeting of September 15, 2007 and September 24th, 2007 be deferred until the next scheduled meeting of the Council.

(4) MANAGEMENT CONTRACT

The Council discussed the proposed management contract forwarded by Strataco Management Ltd. After consultation with Clark Wilson Law Firm several revisions were agreed upon.

MOVED AND SECONDED (ANDERSON/POWELL)

That the amended version of the contract be initialed by the President and Treasurer and forwarded to Strataco Management for their agreement. **CARRIED**

(5) ADJOURNMENT

The business of this meeting being completed, the meeting was adjourned at 6:15 pm.

The next Strata Council Meeting will be Monday December 3rd, 2007 at 6 pm in the Social Room.