

**THE AQUARIUS
STRATA PLAN LMS 3903
1199 Marinaside Crescent
1111 Marinaside Crescent
198 Aquarius Mews
189 Davie Street**

MINUTES OF THE STRATA COUNCIL MEETING OF STRATA PLAN LMS3903, THE AQUARIUS, HELD IN THE MEETING ROOM OF THE CLUB AQUARIUS AT 188 AQUARIUS MEWS, VANCOUVER, BC ON THURSDAY, FEBRUARY 16TH, 2006 AT 6:30 P.M.

IN ATTENDANCE:

Dieter Kirste	Evert Gerretsen
Orval Wright (President)	Don Grenfal (Treasurer)
Glenn Taylor (Vice President)	Julie Mattes (Secretary)

REPRESENTING RANCHO MANAGEMENT SERVICES (BC) LTD.:

Chris Sargent, Senior Property Manager
Terry Li, Property Manager

REGRETS:

Craig Ehman

1. CALL TO ORDER

There being a quorum, the meeting was officially called to order at 6:45 p.m. Rancho informed the Strata Council that the first order of business after an Annual General Meeting is the election of Strata Council Officers and the election of Committee Members. The following Council Members were elected to the following positions:

Orval Wright – President	Evert Gerretsen – Landscaping Committee (Chair)
Glenn Taylor – Vice President	Dieter Kirste – Mechanical Committee (Chair)
Don Grenfal – Treasurer	Craig Ehman – Mechanical Committee
Julie Mattes – Secretary	Orval Wright – Parkade Committee (Chair)

It was **MOVED, SECONDED** and **CARRIED** to declare the above noted Members duly elected.

2. ADOPTION OF MINUTES OF THE MEETING HELD ON DECEMBER 13TH, 2005

There being no suggested changes, it was then **MOVED, SECONDED** and **CARRIED** to approve the minutes of the December 13th, 2005 Strata Council meeting as presented.

3. **COMMITTEES**

a) **Treasurer Report:**

The Strata Council Treasurer, Mr. Don Grenfal, presented the Financial Statements to the Strata Council Members for the period ending December 31st, 2005. Mr. Grenfal noted as of December 31st, 2005 the Strata Corporation is operating at a deficit of approximately \$17,000.00. Mr. Grenfal explained the cause of the deficit was due to an increase in expenditures in the general maintenance categories and the utilities categories. The Treasurer also explained the accounts receivables list in greater detail with the Members present.

After discussion, it was **MOVED, SECONDED** and **CARRIED** to approve the Financial Statements for the period ending December 31st, 2005 as presented.

b) **Parkade Committee Report:**

The Chair of the Parkade Committee, Mr. Orval Wright, reported that advertisement flyers are no longer being delivered by Canada Post in plastic bags due to a special request by the Strata. Residents are reminded to sort through their recyclables carefully before placing items in the recycling bins.

Numerous letters were mailed out to Owners in January and February pertaining to oil stain violations in the parkade. Owners are reminded that if they do not clean up their oil stains within the prescribed time that the stall will be cleaned and a fine as well as the cost of cleaning the stall will be levied against their Strata Lot. Mr. Orval Wright noted that the visitor parkade is in need of attention as the trades and other vehicles parked in the visitor parkade are leaving oil stains as well.

After a brief discussion, it was then **MOVED, SECONDED** and **CARRIED** to approve the Parkade Committee Report as presented.

c) **Landscaping Committee Report:**

Mr. Evert Gerretsen, the Chair of the Landscape Committee, informed Strata Council that the contract for the quote from Para Space for the upcoming year is acceptable and has been renewed. It was also noted that Para Space is performing admirably in maintaining various aspects of the landscaping throughout the building. Mr. Gerretsen also noted that Carefree Greenery Ltd. is currently taking care of the indoor plants and is pleased with their service thus far. The trees at Aquarius Mews were pruned by Davey Trees, the cost to have this done will be shared by the neighboring complex, Marinaside Resort.

After discussion, it was then **MOVED, SECONDED** and **CARRIED** to approve the Landscaping Committee Report as presented.

3. **COMMITTEES – CONT'D**

d) **Mechanical Committee Report:**

The Mechanical Committee, headed by Mr. Dieter Kirste reported to Council on various issues that have arisen since the last Council Meeting.

- The Mechanical Committee noted that Edwards Management met with Rancho Management Services Ltd. to discuss the details of the latest fire inspection report. It was noted that Rancho was successful in having Edwards return to fix programming issues at Edwards cost. It was also noted that the fire extinguishers will be recharged by an outside firm as Edwards are not specialized in recharging fire extinguishers.
- The Mechanical Committee also noted that the lighting in the lobbies should also be reviewed to see if high efficiency bulbs can be purchased to decrease electric consumption.
- The Mechanical Committee also attended various seminars held by Buildex. The information presented at the Buildex Conference was useful to the Council Members.

There being no further discussion, it was **MOVED, SECONDED** and **CARRIED** to approve the Mechanical Committee Report as presented.

4. **BUSINESS ARISING FROM PREVIOUS MINUTES/PROPERTY MANAGEMENT REPORT**

a) **Window Cleaning:**

Rancho presented to the Strata Council two quotations for the cleaning of the windows at The Aquarius. A special scope of work was given to Champion Window Cleaning and A Space Window Cleaning.

After discussion, it was **MOVED, SECONDED** and **CARRIED** to proceed with Champion Window Cleaning. The window cleaning will take place in May and October of 2006.

b) **Fireplace Vents:**

Rancho presented a quotation from PBM pertaining to the cost of replacing the fireplace vents. It was noted that each unit will cost approximately \$305.00 (plus GST) for as per the Annual General Meeting held on January 17th, 2006. This amount will be paid by Owners with fireplaces only. Please note that Owners currently on the new pre-authorized payment system will have this amount withdrawn from their account effective March 1st, 2006. Owners on the old forms will have a separate letter sent to them indicating that this amount is due March 1st, 2006. All Owners who do not pay on time will have a \$50.00 fine levied against their Strata Lot. Rancho will post a memo in the building pertaining to this Special Levy.

4. **BUSINESS ARISING FROM PREVIOUS MINUTES/PROPERTY
MANAGEMENT REPORT – CONT'D**

c) **Elevator Emergency Phone Upgrade:**

Rancho presented to Strata Council a quotation from Webb Electronics pertaining to the upgrading of all elevator emergency phones to a hands free style phone. The cost to have this done for all the elevator phones is approximately \$14,000.00 (plus GST). Council would like more information and another quote before a decision can be made. Rancho will contact Fujitech and Otis for more information.

d) **Concierge Contract:**

The Council Members discussed the status of the staffing of the Concierge by CMI Concierge Services and the new proposed contract. The new proposed contract does call for an increase in pay, which Council has approved. There are two new clauses that the contract should include:

- Ensure that all personnel currently working cannot be substituted without prior permission from Council.
- There should also be an out clause, where a one month notice can be given to CMI Concierge Services should the Council decide to switch the Concierge Company.

It was **MOVED, SECONDED** and **CARRIED** to approve the proposed amendments to the Concierge contract.

e) **Leaving Parkade with FOB:**

Council Members discussed the option of possibly removing the hoses which trigger the parkade gates to open and install a FOB reader instead. This will prevent people from exiting the parkade without a FOB. However, the cost to install a FOB reader is not feasible. Therefore, after discussion it was decided a FOB reader is not necessary at this time.

f) **Locker Room Security:**

Council discussed various methods to upgrade the security in the locker rooms to prevent possible theft as there were a couple of instances over the last year where lockers have been broken into. It was noted that it will cost approximately \$3,600.00 per door to install a FOB reader, for a total of approximately 8 locker rooms, the cost would be in excess of \$20,000.00. This would not be a very cost effective way to secure the locker rooms. After discussion it was decided that another method, such as a stand alone camera should be investigated.

- g) **Roof Maintenance:**
Rancho presented to Strata Council two quotations for the roof maintenance of The Aquarius building. The cost for minor upkeep of the roof is approximately \$3,500.00 from Hunter Roofing Ltd. After discussion, it was **MOVED, SECONDED** and **CARRIED** to proceed with this work, not to exceed the \$3,500.00. Strata Council also instructed Rancho to follow up with the Roofing Contractor, Peter Ross, pertaining to a response for the warranty of the roof.
- h) **Penthouse Renovations:**
Strata Council discussed at length the penthouse renovations that are currently taking place in The Aquarius One Tower. It was noted that the following items should be made clear to the Owner who is currently renovating:
- A usage fee for the elevator must be charged.
 - The damage to the gate must be repaired.
 - Another letter will be required from the Owner for time extension. Rancho will forward a letter to the Management Company who is currently looking after the renovations.
- i) **Penthouse Renovations – Cont'd:**
Strata Council also discussed ways to keep track of units that have been altered by Owners. It was noted that there should be a record system indicating the extent of renovation done to each unit. As well, as the final plans of the units should be submitted to Rancho upon completion of the renovations. Rancho will report back to Council at the next meeting.
- j) **Building Supervisor Report:**
Strata Council reviewed the Building Supervisor's Report for the month of January 2006. The Supervisor noted that various up-upgrades approved by Council in the year 2005 for the heating systems have resulted in smoothly operating more efficient heating system. It was also noted that the common area painting program is in process. It was then **MOVED, SECONDED** and **CARRIED** to approve the Building Supervisor's Report.
- k) **Property Manager's Report:**
Highlights of the January 2006 Property Manager Report included the following:
- i) The Concord storage room used by Concord Pacific during the five year warranty period has now been turned back to the Strata Corporation.
 - ii) Steam Room repairs have now been completed.
- It was **MOVED, SECONDED** and **CARRIED** to approve the Property Manager's Report as presented.

5. **NEW BUSINESS**

a) **Renewal of Revised Property Management Contract:**

Rancho presented to the Strata Council a revised contract pertaining to its Management Services, according to the standards put into effect by the new Real Estate Act effective January 2006. Strata Council Members reviewed the contract and proceeded to sign it.

b) **Aquarius Commercial:**

The Aquarius Commercial section requested from the Strata Council Residential section to have permission to install an extra air conditioning unit on the 5th floor roof facing Pacific Street. It was noted that there is one hole missing for the addition of an air conditioning unit. After discussion, it was **MOVED, SECONDED** and **CARRIED** to approve the installation. However, Strata Council also instructed Rancho to forward a letter to Concord to note that they should consider sharing the cost of future roof repairs. As well, any leaks associated with this installation will be charged back to the commercial section.

c) **Form Update:**

Council noted that the amenity room forms should be updated to reflect the new Bylaws. Rancho will have this completed for the next Strata Council meeting.

6. **CORRESPONDENCE**

Council reviewed all the correspondence that had been received since the last meeting and gave instructions to Rancho on how to respond. Owners are encouraged to write Strata Council c/o Rancho Management on Strata Council matters.

Correspondence should be mailed to #701-1190 Hornby St., Vancouver, BC, V6Z 2K5, faxed to 604-684-1956, e-mailed to tli@ranchogroup.com, or left for the Property Manager at the Concierge desk.

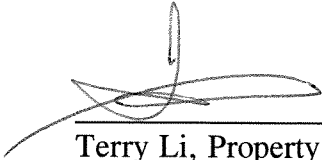
7. **NEXT MEETING**

The next meeting will be a Strata Council Meeting, and has been scheduled for **Tuesday, March 14th, 2006 at 6:30 p.m.** at the offices located at 188 Aquarius Mews Vancouver, BC.

8. **TERMINATION OF MEETING**

There being no further business, the meeting was terminated at 10:00 p.m.

Respectfully submitted,



Terry Li, Property Manager
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STRATA LICENSING

As you may be aware the Real Estate Act changed so that Strata property management companies and its employees require an additional Strata license, effective January 1, 2006. Please be advised that Rancho was already a licensed property management company and that all of Rancho's Property Managers have received this additional license.

Also, all Stratas will receive their financial statements every month and have attached a copy of the bank statement(s), which is a new requirement of the Real Estate Act.