

THE **NEWPORT**  
ON **MAIN**

PO Box 420, 3480 Main Street. Vancouver, BC. V5V 3N2

newportonmain@telus.net

TEL: 877-1383 FAX: 877-1384

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Minutes of the LMS 1000 Strata Council Meeting of February 23<sup>rd</sup>, 2006

*In Attendance:*

*Regrets*

*Tara Berkefeld*

*Heidi Allen*

*Jason Azuelos*

*Rand Webber - Chair*

*Jennifer Flaten – Vice-Chair*

*Raquel Kolof - Treasurer*

*Amy Wilkinson*

*Bill Miller – Strata Manager*

1. **CALL TO ORDER:**

The meeting was called to order at 7:07 pm

2. **ACCEPTANCE OF AGENDA**

**Motion by:** Tara            **Seconded by:** Raquel

**Motion Proposed:** Council accepts the agenda. **Carried**

3. **APPROVAL OF MINUTES**

**Motion by:** Jennifer        **Seconded by:** Tara

**Motion Proposed:** Council approves the minutes of the meeting of January 5<sup>th</sup>, 2006. **Carried**

4. **FINANCES**

- **Financial statements:** The December 31<sup>st</sup> and January 31<sup>st</sup> Financial Statements were presented and reviewed. Council developed a policy on the hiring of individual contract workers, in line with suggestions from our accountant Anthony Lam.
- **Maintenance Fee and Special Assessment arrears summary:** The Statement shows a Maintenance Fee arrears total of \$3,814.92 which includes \$3,156.60 from the sold Retail Unit that will be collected on completion. A further \$747.32 is being paid by post-dated cheques, leaving a net arrears of **\$152.92** for Operating. The Special Project assessment is only \$209.27 in arrears and this will be collected on completion of the sale of the Retail Unit.
- **Accounting & Bookkeeping Contract:** Council discussed the renewal of Anthony Lam's service contract, and the success of the service from August 2005 to February 2006.

**Motion by:** Raquel            **Seconded by:** Jennifer

**Motion Proposed:** That LMS1000 renew it's Service Contract with Anthony Lam CGA at \$1,050 per month for the period of March 1, 2006 to February 28<sup>th</sup>, 2007 (conforming to the fiscal year.) **Carried**

- **Audit:** The Audit for 2004 and 2005 will be done after the 2005 year-end financials are available.

5. **MAINTENANCE**

**Building Envelope Maintenance:** A post-construction meeting is being set up with RDH Engineering to review the site and the Maintenance Manual. This will also conform to the Willis Warranty requirements.

6. **SPECIAL PROJECT: Progress Report**

- **Budget Review:** The Special Project Budget vs. Actual is reconciled as at January 31<sup>st</sup>, and has a balance remaining in the account of \$4,623.45 (including the arrears of \$209.27 mentioned above.) We are awaiting the outcome for the Flood Insurer's Statement of Claim in order to determine the final balance.

**Flood Update:** The Insurer has paid the \$1,200 for carpet removal to the Special Project. The Insurer has paid the \$7,000 painting advance back to the Operating Account. The amount for Hydro is still outstanding to the Special Project. The Insurer still owes \$2,500 deductible to the CRF. The Proof of Loss Form has been received by Council and will be reviewed and returned to the Insurer.

#### 7. Council Business:

- **HR Committee Update:** Early in December, the whole Council met to discuss changes in the Legislation, and how this would affect Anne's return; it was decided that Council would look into it more with a labour lawyer and CHOA.

The whole Council met again mid-December to discuss the fact that Anne would no longer meet the legal requirements for the position of Strata Manager; Council also discussed the termination of Anne's contract; Council agreed to discuss terms of termination with a labour lawyer to ensure proper compensation. Council discussed options for moving forward based on the new Legislation, and decided on the option of extending Bill's contract.

The HR Committee met in early January with Bill Miller to discuss the potential of offering him a one-year contract. The Committee met again in early January to finalize Anne's termination letter and unanimously agreed on the termination package. The Committee then met with Anne.

Council met in February to discuss Bill's contract and continued to consult with a labour lawyer to get the contract finalized.

- **Move-Out Fee Residential Bylaw:** A change in LMS1000 Bylaws was discussed that would increase the fee to \$50. as well as be applied to move out as well as move in, and identify this as a Residential Bylaw.

**Motion by:** Raquel

**Seconded by:** Amy

**Motion Proposed:** To include a Resolution on the 2006 AGM agenda to change the Division 10 Bylaw.

**Carried**

- **2006/07 Preliminary Budget:** Council reviewed and discussed various options for the next budget.

#### 8. New Business:

- **Fire Panel Verification:** Ace Fire is working on the Verification as required by the City. Discrepancies are being remedied, and a full report will be prepared on completion.
- **Security Committee:** The Committee is reviewing options on improving the Card-Access and Enterphone systems.
- **Amenities Room Committee:** The Committee has made its recommendation to Council. This is being reviewed in preparation for the 2006 AGM.
- **Invoice approval and Cheque signing.**

#### 9. Correspondence:

- **A403, A416 flooring request:** approved
- **A311 flooring request:** approved
- **C404 flooring request:** approved
- **3418 Retail Unit:** The "subject's to" have been removed and completion is set for March 31<sup>st</sup>.
- **A416 smoke/noise complaint Follow-up:** A letter of apology has been received from both the Owner and the Tenants of the unit below regarding noise, and these have been passed on to the Landlord Agent of A416. The barbeque/cigarette smoke rising from balconies into open windows is a Landlord/Tenant issue, and is not addressed in our Bylaws. There have been no further complaints.

#### 10. NEXT MEETING DATE AND ADJOURNMENT:

The next Council Meeting will be on March 29<sup>th</sup> 2006 at 7pm.

**Motion by:** Raquel

**Seconded by:** Tara

**Motion Proposed:** To adjourn the meeting at 8:55pm. **Carried**

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Minutes of the LMS 1000 Strata Council Meeting of March 30<sup>th</sup>, 2006

*In Attendance:*

*Regrets*

*Heidi Allen*  
*Jason Azuelos*  
*Raquel Kolof - Treasurer*  
*Amy Wilkinson*  
*Bill Miller – Strata Manager*

*Rand Webber - Chair*  
*Jennifer Flaten – Vice Chair*  
*Tara Berkefeld*

1. **CALL TO ORDER:**

The meeting was called to order at 7:07 pm

2. **ACCEPTANCE OF AGENDA**

**Motion by:** Amy                      **Seconded by:** Jason  
**Motion Proposed:** Council accepts the agenda. **Carried**

3. **ELECTION OF CHAIR**

Rand Webber has sold his Unit at Newport and cannot continue on Council. Council wishes to thank Rand for his contributions over the years, and wish him and Alex all the best in their new home.

Raquel Kolof was acclaimed as Chair. Jennifer Flaten remains as Vice-Chair. Jason Azuelos was acclaimed as Treasurer

4. **APPROVAL OF MINUTES**

**Motion by:** Raquel              **Seconded by:** Amy  
**Motion Proposed:** Council approves the minutes of the meeting of February 23<sup>rd</sup>, 2006. **Carried**

5. **FINANCES**

- **Financial statements:** The February 28th Financial Statements were presented and reviewed. This also included the fiscal Year-End Statements. There is a \$14,401.27 surplus.
- **Maintenance Fee and Special Assessment arrears summary:** The Office has received the lawyer's undertaking to pay the maintenance fee and special levy arrears from the Retail Unit. The net arrears as of the Council meeting date is \$566.31

6. **MAINTENANCE**

- **Card Access Damage:** There have been a number of attempted break-ins. There have also been 2 break-ins to the Underground Parkade. On these occasions, a card-access reader was smashed, causing a short circuit that knocked out Building C access for a few hours, and this same reader was tampered with 10 days later.
- **Locksmith:** The North A door exit lever was broken and had to be repaired. During one of the Parkade break-ins, 2 sets of doors were crowbarred, and the locks had to be replaced.

*Residents are again reminded to be vigilant when entering or exiting the buildings or parkade. Residents have witnessed unauthorized persons and called 911 and/or management. Exit doors are being blocked with wads of paper to allow entry in the middle of the night as well as the door-closers are being tampered with. Please check that doors have indeed locked. Thank you for your help.*

- **Interior water damage repairs:** Due to leaking of common pipes and skylight failures last year, there are a number of suites that require repairs, including sealing of stains and repainting of ceilings.

**Motion by:** Amy **Seconded by:** Heidi

**Motion Proposed:** To have Vanguard Painting Ltd. perform the painting repairs to the affected suites, not to exceed \$1,500.00 **Carried**

- **Garage Gate Repairs:** The main Parkade Gate from 19<sup>th</sup> avenue has had the operating system wear out, and cause the bearings to fail. Residents have heard this grinding in the last few days.

**Motion by:** Jason **Seconded by:** Raquel

**Motion Proposed:** That Overhead Door Ltd. replace the main garage gate Operator with warranty, not to exceed \$2,100.00 **Carried.**

- **Elevator Rails:** Brochures of stainless steel replacement elevator rails were reviewed and options and costs discussed. Other quotations will be solicited for future review.

7. **SPECIAL PROJECT: Progress Report**

- **Budget Review:** The Special Project Budget vs. Actual is reconciled as at February 28th, and has a balance remaining in the account of \$4,623.
- **Flood Update:** The Proof of Loss form has been Notarized and returned to the Insurer.

8. **COUNCIL BUSINESS:**

- **2006 AGM planning and Security Committee:** The Security Committee's options were reviewed. Guest Craig Wilkinson (B207) summed up the technical comparisons of the different companies' quotations for Council. Thank you Craig. Council discussed the recommendations, companies and costs.

**Moved by:** Raquel **Seconded by:** Amy

**Motion Proposed:** To bring a Resolution to the Owners at the May AGM to have the Card Access System and the Enterphone System upgraded at a cost not to exceed \$49,000, paid out of the CRF. **Carried**

- **2006/07 Preliminary Budget:** Council reviewed and discussed various options for the next budget, and will incorporate the \$14,401.27 Operating surplus in the 2006/07 Operating Revenue.

8. **New Business:**

- **Amenities Room Committee:** Options were discussed, and the matter was tabled to the April 5<sup>th</sup> AGM planning meeting.
- **Invoice approval and Cheque signing.**

9. **Correspondence:**

- **A407 flooring and cat request:** approved
- **B106 Security Committee question:** Council directed Bill to explain the background of Committee, Council and General Meeting process to this Owner, and welcome volunteer Committee participation.
- **B106 cat complaint:** The outdoor-cat planter and flowerbed digging problem is not restricted to Resident's cats. Unfortunately, the Common areas including the ground level patios are easily accessible. Owners can put no-go liquids in their planters at the advice of a pet store. Bill will be talking to the landscaper as well.

**A206 noise complaint:** This is a repeating complaint. The offending Owner has not responded to requests for a hearing, and Bill is directed to levy a fine(s) for violation after 11pm.

10. **NEXT MEETING DATE AND ADJOURNMENT:**

The next Council Meeting will be on April 5<sup>th</sup>, 2006 at 7:30pm.

**Motion by:** Raquel

**Seconded by:** Jason

**Motion Proposed:** To adjourn the meeting at 10:15pm. **Carried**

## Warning

*Your original dishwasher was installed in 1993. A number of them have failed recently causing flooding.*

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**SPECIAL PROJECT 2005****Budget vs. Actual**(as of February 23<sup>rd</sup>, 2006)

<u>ACTIVITY</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>DIFFERENCE</u>
Plumbing	\$278,414.00	\$289,919.37	(\$11,505.37)
Carpeting	\$ 67,130.00	\$ 62,369.50	\$ 4,760.50
Tiling	\$ 11,000.00	\$ 13,710.64	(\$ 2,710.64)
Painting	\$ 35,000.00	\$ 28,366.35	\$ 6,633.65
Lighting	\$ 20,000.00	\$ 15,193.30	\$ 4,806.70
Security	\$ 3,000.00	\$ 1,226.86	\$ 1,773.14
Admin.	\$ 5,300.00	\$ 4,289.45	\$ 1,010.55
Misc.	<u>\$ 0.00</u>	<u>\$ 1,596.55</u>	<u>(\$1,596.55)</u>
Total	\$419,844.00	\$416,672.02	\$ 3,171.98

Levy Collected		\$419,845.67
Interest	+	<u>\$ 1,449.80</u>
Total		\$421,295.47
Less Actual Expenses	-	<u>\$416,672.02</u>

REMAINDER **\$4,623.45**

Anne Francis  
138 West 16<sup>th</sup> Avenue  
Vancouver, B.C. V5Y 1Y7  
604-876-7262  
[annefrancis@shaw.ca](mailto:annefrancis@shaw.ca)

February 25, 2006

To All Newport Owners,

Almost seven months have passed since I began my leave of absence from the Newport Strata Office. I am deeply grateful for the extra time I've been able to spend with my children during this time.

Although I intended to return to work on February 01, I was advised by the Strata Council that this would not be possible due to the licensing requirements for strata managers that came into effect on January 01, 2006. I had been aware of the change in licensing standards but had believed I would be exempted according to a grandfathering clause. Apparently, this is not the case.

Over the five years I spent as an employee of LMS 1000, I had many valuable learning experiences and challenges. Most importantly, I had the good fortune to meet and work for a very diverse and interesting group of owners. As I move forward into new opportunities, I will value the memories, both professional and personal, that evolved during my tenure with the Newport.

I would like to thank all members of the Newport community – owners, Council and staff members – and extend very best of wishes to each of you.

Sincerely,

Anne

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Minutes of the LMS 1000 Strata Council Meeting of April 5<sup>th</sup>, 2006

*In Attendance:*

*Regrets*

*Heidi Allen*

*Jason Azuelos - Treasurer*

*Tara Berkefeld*

*Jennifer Flaten - Vice Chair*

*Raquel Kolof - Chair*

*Amy Wilkinson*

*Bill Miller - Strata Manager*

1. **CALL TO ORDER:**  
The meeting was called to order at 7:40 pm
2. **ACCEPTANCE OF AGENDA**  
**Motion by:** Tara      **Seconded by:** Jennifer  
**Motion Proposed:** Council accepts the agenda. **Carried**
3. **APPROVAL OF MINUTES**  
**Motion by:** Amy      **Seconded by:** Jason  
**Motion Proposed:** Council approves the minutes of the meeting of March 30<sup>th</sup>, 2006. **Carried**
4. **COUNCIL BUSINESS:**
  - **2006 AGM planning:** Council reviewed changes to the budget, including the revised surplus of \$10,741.41 that will be included as revenue in the 2006/2007 operating budget.  
**Moved by:** Jason   **Seconded by:** Jennifer  
**Motion Proposed:** To approve the proposed 2006/2007 Budget that will be presented to the Owners at the May AGM. **Carried**  
  
**Moved by:** Raquel   **Seconded by:** Amy  
**Motion Proposed:** To have the proposed Bylaw amendment reviewed by our lawyer. **Carried**  
  
Council discussed the Amenities Room proposal, and reviewed the budget.  
**Moved by:** Amy   **Seconded by:** Heidi  
**Motion Proposed:** That the proposed Resolution on purchasing equipment for the Amenities Room be funded by Special Levy. **Carried**  
  
• **Invoice approval and cheque signing**
5. **CORRESPONDENCE:**
  - C109 flooring request. **Approved**
6. **NEXT MEETING DATE AND ADJOURNMENT:**  
The next Council Meeting will be at the call of the Chair  
**Moved by:** Raquel   **Seconded by:** Tara  
**Motion Proposed:** To adjourn the meeting at 9:30pm.. **Carried**





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Minutes of the LMS 1000 Strata Council Meeting of April 18<sup>th</sup>, 2006

*In Attendance:*

*Regrets*

*Heidi Allen*

*Tara Berkefeld*

*Jason Azuelos - Treasurer*

*Jennifer Flaten - Vice Chair*

*Raquel Kolof - Chair*

*Amy Wilkinson*

*Bill Miller - Strata Manager*

1. **CALL TO ORDER:**

The meeting was called to order at 1:30pm

2. **APPROVAL OF MINUTES**

**Motion by:** Amy      **Seconded by:** Jason

**Motion Proposed:** Council approves the minutes of the meeting of April 5<sup>th</sup>, 2006. **Carried**

3. **COUNCIL BUSINESS:**

- **Maintenance:** On Friday night April 14/15 the parkade was targeted again with 2 cars reported broken into. The car-access door lock was broken going INTO the elevator area of A building from secure parking, as well as the underground maintenance room and the Amenities janitor room. The locks were repaired on Saturday the 14<sup>th</sup>. The main parkade gate was reported balky, and repaired under warranty Saturday the 14<sup>th</sup>.
- **Fire Panel:** The beeping from the panels has been caused by trouble/ground faults, and have mostly been corrected. The alarm testing company will be back on the 18<sup>th</sup> to find out which suite(s) in B building has purposely disconnected their high-pitched alarm buzzer, causing the whole system to still be in trouble and ground fault.
- **2006 AGM planning:** Council discussed the timing of the AGM and determined that the likely date will be May 25<sup>th</sup>. This allows time for the proper direction from our lawyer, as well as compiling the AGM packages for mail-out with the proper notice time.
- **Building Services Worker:** George is on temporary leave, and Council reviewed and discussed options and maintenance requirements.

**Moved by:** Jason    **Seconded by:** Jennifer

**Motion Proposed:** To hire a temporary part-time replacement on a weekly basis, paid \$15.00 per hour to perform cleaning duties. **Carried**

4. **NEXT MEETING DATE AND ADJOURNMENT:**

The next Council Meeting will be at the call of the Chair

**Moved by:** Raquel    **Seconded by:** Heidi

**Motion Proposed:** To adjourn the meeting at 2:45pm.. **Carried**



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Minutes of the LMS 1000 Strata Council Meeting of April 27<sup>th</sup>, 2006

*In Attendance:*

*Heidi Allen*  
*Jason Azuelos - Treasurer*  
*Raquel Kolof - Chair*  
*Bill Miller - Strata Manager*

*Regrets*

*Tara Berkefeld*  
*Amy Wilkinson*  
*Jennifer Flaten*

1. **CALL TO ORDER:**

The meeting was called to order at 5:45pm

2. **APPROVAL OF MINUTES**

**Moved by:** Raquel      **Seconded by:** Jason

**Motion Proposed:** Council approves the minutes of the meeting of April 18<sup>th</sup>, 2006. **Carried**

3. **COUNCIL BUSINESS:**

- **Bylaws:** On the advice of the Strata's lawyer, a hand search of the paper records at Land Titles was performed, verifying the actual registered Bylaws and amendments for LMS 1000.

**Moved by:** Raquel      **Seconded by:** Heidi

**Motion proposed:** To distribute an updated, complete set of LMS 1000 Bylaws with the AGM package. **Carried.**

Owners will be directed to dispose of any previously held copies

- **Special Project 2005:** The project is completed.

**Moved by:** Jason      **Seconded by:** Raquel

**Motion proposed:** To close the Special Project Account and transfer the balance of \$4,611.60 to the CRF account. **Carried.**

- **2006 AGM planning:** the Strata's lawyer has written the suggested Bylaw amendment. The proposed motion to include this amendment at the AGM will be voted on electronically by all Council members and recorded in these minutes.

: That the LMS 1000 Schedule of Bylaws be amended under Division 1 to read as follows:

4. **Residential Move-In / Move-Out User Fee**

(1) Pursuant to Section 110 of the Strata Property Act and Regulation 6.9 to the Strata Property Act a User Fee in the amount of \$50.00 must be paid to the Strata Corporation for the use of the Common Property elevator and/or stairways for the movement of furnishings and/or more than 10 boxes or other containers within a 24 hour period. It is the responsibility of the Owner of the Strata Lot to which or from which the furnishings, boxes and/or containers are being moved to pay the User Fee, in advance.

**Rationale:** The LMS 1000 Schedule of Bylaws, under Division 1, already contains a move-in charge. Amending Division 1(4) of the Bylaws to identify the moving in or moving out via Common Property stairwell or elevator and increasing the amount from \$35.00 to \$50.00 will bring the bylaws into conformance with standard property management practices, and exempt Retail.

**Moved by:** Raquel      **Seconded by:** Heidi

**Motion proposed:** To bring as a Resolution to the AGM a Residential Move-in / Move-Out User Fee Bylaw Amendment. **Carried**

4. **NEXT MEETING DATE AND ADJOURNMENT:**

The next Council Meeting will be at the call of the Chair

**Moved by:** Raquel      **Seconded by:** Heidi

**Motion Proposed:** To adjourn the meeting at 6:15pm      **Carried.**

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Minutes of the LMS 1000 Strata Council Meeting of June 1<sup>st</sup>, 2006

*In Attendance:*

*Heidi Allen*  
*Jason Azuelos – Treasurer*  
*Elizabeth Brett*  
*Jennifer Flaten – Vice Chair*

*Raquel Kolof - Chair*  
*Leanne Wall*  
*Craig Wilkinson*  
*Bill Miller – Strata Manager*

1. **CALL TO ORDER:**

The meeting was called to order at 6:20pm

2. **APPROVAL OF AGENDA:**

**Moved by:** Leanne      **Seconded by:** Jennifer

**Motion Proposed:** Council approves the agenda as amended. **Carried**

3. **ELECTION OF OFFICERS:**

- Nominations for the positions of:

**Chair – Raquel Kolof**

**Vice Chair – Jennifer Flaten**

**Treasurer – Leanne Wall**

There being no other nominations, these positions are filled by acclamation.

4. **APPROVAL OF MINUTES:**

**Moved by:** Jason      **Seconded by:** Heidi

**Motion proposed:** Council approves the minutes of the meeting of April 27<sup>th</sup>, 2006 as amended. **Carried**

**Moved by:** Jason      **Seconded by:** Heidi

**Motion proposed:** Council approves the draft minutes of the May 25<sup>th</sup>, 2006 AGM as amended. **Carried**

5. **FINANCES:**

- Year to date financial statement / profit and loss statement (unaudited)

**Moved by:** Craig      **Seconded by:** Jason

**Motion proposed:** Council approves the financial statements for March 31<sup>st</sup> and April 30<sup>th</sup> as presented. **Carried**

Treasurer Leanne Wall will be in contact with our accountant Anthony Lam.

- **Maintenance Fee Arrears:** Arrears as at May 31<sup>st</sup> are \$566.52 from one Unit.

6. **COUNCIL BUSINESS:**

- **Letter to Elaine McCormack (strata lawyer):** Bill was instructed to write a letter of inquiry about fees to the lawyer regarding billing.

- **Common Area Pesticide Use:** A motion was proposed and voted on by electronic means after the last Council meeting, and the results are reported in these minutes.

**Moved by:** Raquel      **Seconded by:** Heidi

**Motion proposed:** All pesticides and toxic chemicals are banned from common property, including the courtyard and surrounding garden space unless:

1) approved by Council AND

2) all residents are informed at least 2 days in advance so they can take any precautionary measures as they see fit.

Informing residents will be done by posting notices in the elevators and parkade door entrances. **Carried**

- **Maintenance Report:** -Pressure washing of the ground floor patios, 2<sup>nd</sup>-floor "A" building terraces and the Common Area sidewalks is proceeding. Thank you to Owners that have offered to do their spaces. **Any Owner who would like to help out can contact the office at 604-877-1383.**  
-Quotes are being collected for Dryer-Vent Cleaning, Common Hallway Carpet Cleaning and Fireplace cleaning/inspection.  
-The continuing (re-)testing of the Fire panels is almost completed, with the many ground faults being traced and repaired. The total charges for this extended work will be itemized by the contractor for us, as well as documented from the City Electrical Inspector, so that Council may determine the possible steps to recover the money that has been spent.  
-Trespassing through the Courtyard was discussed and Bill will check the cost of posting signs at the 4 courtyard entrances.
- **Security System Upgrades:** Final written confirmation of the security quotations will be examined and the 2 companies with the best bids will be interviewed by Council.
- **Lobby Furniture:** Council discussed the possibility of placing furniture (and pictures) in the lobbies of A, B and C. While it was agreed that this would be a welcome, comfortable asset, there is no provision in this budget for improvements like this.
- **Council Dinner:** Bill will notify former Council members and Staff of the June 25<sup>th</sup> dinner with current Council.
- **Summer Barbeque:** Saturday July 8<sup>th</sup> has been chosen for the gathering. Notices to follow.
- **Invoice approval and cheque signing:**

7. **CORRESPONDENCE:**

- **Letters from Owners/Residents:**  
-A220 cat nuisance complaint. This matter has been rectified.  
-C109 cat request: Approved  
-A416 noise complaint / A317 rebuttal: Letters from all parties were read and discussed. As no official complaint has come to Council from A416's Rental Agent, no action is to be taken at this time other than note the details in the minutes.

8. **NEXT MEETING DATE AND ADJOURNMENT:**  
The next Council Meeting will be at 7pm on June 22<sup>nd</sup>, 2006.

**Moved by:** Craig **Seconded by:** Raquel

**Motion Proposed:** To adjourn the meeting at 8:20pm. **Carried.**

***OWNERS WISHING TO CHANGE FROM POST-DATED  
CHEQUES TO AUTOMATIC WITHDRAWAL SHOULD  
CONTACT BILL IN THE OFFICE.***

***ANYONE INTERESTED IN HELPING PREPARE / WRITE A  
MONTHLY/QUARTERLY NEWSLETTER  
Please Contact the Strata Office***

***Thank you to residents that wait for the parkade gates to close  
before proceeding! Please keep vigilant to stop break-ins!***

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Minutes of the LMS 1000 Strata Council Meeting of June 22<sup>nd</sup>, 2006

In Attendance:

Heidi Allen  
Jason Azuelos  
Elizabeth Brett  
Bill Miller – Strata Manager

Raquel Kolof – Chair  
Leanne Wall - Treasurer  
Craig Wilkinson

Regrets:

Jennifer Flaten – Vice Chair

1. **CALL TO ORDER:**

The meeting was called to order at 7pm.

2. **INTERVIEWS WITH SECURITY COMPANIES:**

At half-hour intervals, Council interviewed 4 companies:

Best Security (Rick Williams), Ace Fire (Frank Kurz), D & L Security (David Senner), Paladin Security (Michael Sengara). Discussion followed, with Bill directed to ask some questions of one company for clarification, and check references.

3. **OPERATIONS REPORTS:**

-The Move-In/Move-Out User Fee Bylaw Amendment has been filed at Land Titles. Move-In and Move-Out fees of \$50.00 each are now in effect.

-Dryer Vent cleaning quotes and Common Hallway carpet cleaning quotes are being received, and will be reviewed.

-Clarification from our strata lawyer has been received and the invoice paid.

3. **CORRESPONDENCE:**

• **Letters from Owners/Residents:**

-C402 flooring request: Approved

-B107 flooring request: Approved

-A310 flooring request: Approved

-C402 cat request: Approved

4. **NEXT MEETING DATE AND ADJOURNMENT:**

The next Council Meeting will be at 7pm on July 4th, 2006.

**Moved by:** Craig **Seconded by:** Raquel

**Motion Proposed:** To adjourn the meeting at 10:15pm. **Carried.**





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Minutes of the LMS 1000 Strata Council Meeting of July 4<sup>th</sup>, 2006

*In Attendance:*

Heidi Allen  
Elizabeth Brett  
Raquel Kolof - Chair  
Bill Miller - Strata Manager

Leanne Wall - Treasurer  
Craig Wilkinson

*Regrets:*

Jennifer Flaten - Vice Chair  
Jason Auelos

1. **CALL TO ORDER:**

The meeting was called to order at 7:08pm

**Guest: Anthony Lam CGA (Strata's Accountant):** Anthony explained the circumstance of having the Strata register for a GST account in order to comply with the GST Act. This would mean that the Retail Owners would be charged GST on their maintenance fees. Bill will confirm with Revenue Canada about the registration requirements and process. The Retail Owners will be contacted with the information and date.

**Moved by:** Leanne      **Seconded by:** Craig

**Motion Proposed:** To comply with the GST Act, Strata LMS1000 will register with GST to be effective September 1<sup>st</sup>, 2006. **Carried.**

2. **APPROVAL OF AGENDA:**

**Moved by:** Raquel      **Seconded by:** Elizabeth

**Motion Proposed:** Council approves the agenda as amended. **Carried**

3. **APPROVAL OF MINUTES:**

**Moved by:** Raquel      **Seconded by:** Heidi

**Motion proposed:** Council approves the minutes of the meeting of June 1<sup>st</sup>, 2006. **Carried**

**Moved by:** Craig      **Seconded by:** Elizabeth

**Motion proposed:** Council approves the minutes of the meeting of June 22<sup>nd</sup>, 2006. **Carried**

4. **FINANCES:**

- Year to date financial statement / profit and loss statement (unaudited)

**Moved by:** Craig      **Seconded by:** Elizabeth

**Motion proposed:** Council approves the financial statements for May 31<sup>st</sup> as presented. **Carried**

- **Maintenance Fee Arrears:** Arrears as at June 28<sup>th</sup> 2006 are \$820 from one Unit. This Owner will be contacted again and arrangements are to be made to stay current as well as pay the arrears.

5. **COUNCIL BUSINESS:**

- **Review of Security Quotations:** There has been an extensive review of 6 companies over the last few months, before and after the AGM. Four companies were interviewed at the last Council meeting, and references were checked on the preferred company. These references were very good, all referring to the outstanding customer service. Individual strata complexes were contacted as well as large developers and the City of Vancouver Police Department. Discussion ensued about the options presented within the budget. The option for Owner's to purchase 4-button Remote's that would allow them to open the garage gates without opening their car windows was included.

**Moved by:** Craig    **Seconded by:** Elizabeth

**Motion Proposed:** That the Security Upgrades include the replacement of the 4 Enterphone panels, including pin-hole cameras, Proximity Access Fobs to replace the flat cards and RF Readers for the 3 garage gates.

**Moved by:** Leanne    **Seconded by:** Heidi

**Motion Proposed:** To approve the hiring of D&L Security Systems Ltd to install the upgrades to the Access Control Systems at LMS 1000. **Carried**

- **Maintenance Report:** Some drywall damage around the complex is being sanded and painted. Quotes are being collected to determine the feasibility and cost of air conditioning the Amenities Room. Blue paint drizzled onto the carpet in the south part of 2<sup>nd</sup> floor A building was reported. The Owner was determined, and has been invoiced for the 25 carpet tiles that were damaged.
- **Dryer Vent and Carpet Cleaning:** Quotations were compared and reviewed.

**Moved by:** Craig    **Seconded by:** Elizabeth

**Motion Proposed:** To have National Air Technologies perform the Dryer Vent Cleaning this summer. **Carried**

**Moved by:** Craig    **Seconded by:** Elizabeth

**Motion Proposed:** To have Point Three Carpet Maintenance perform the carpet cleaning of the Common Hallways. **Carried**

**Energy Efficient Bulbs:** Council discussed the use of energy efficient light bulbs in the lobbies and the Courtyard. Bill was directed to replace the lobby bulbs as required, and investigate the costs of changing the sockets of the courtyard "chandelier-type" bulbs to a more economical bulb.

6. **CORRESPONDENCE:**

- **Letters from Owners/Residents:**

-A310 dog request: Approved

-B109 dog request: Approved

-B110 and B205 noise complaints: Letters were read from these two owners regarding another unit's excessive noise. Bill has written to both the tenant and the Owner advising of the Bylaw breach, and warning of a fine if repeated.

8. **NEXT MEETING DATE AND ADJOURNMENT:**

The next Council Meeting will be at 7pm on July 27<sup>th</sup>, 2006.

**Moved by:** Raquel    **Seconded by:** Heidi

**Motion Proposed:** To adjourn the meeting at 8:40pm. **Carried.**

**In order to save on paper, printing, distribution and stamps,  
Owner's are asked to contact the office at**

**[newportonmain@telus.net](mailto:newportonmain@telus.net)**

**to request that Council Meeting minutes be sent via e-mail.  
Only 31% are doing this now.**

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Minutes of the LMS 1000 Strata Council Meeting of July 27<sup>th</sup>, 2006

*In Attendance:*

<i>Heidi Allen</i>	<i>Jason Azuelos</i>
<i>Elizabeth Brett</i>	<i>Jennifer Flaten – Vice Chair</i>
<i>Raquel Kolof - Chair</i>	<i>Leanne Wall - Treasurer</i>
<i>Bill Miller – Strata Manager</i>	<i>Craig Wilkinson</i>

1. **CALL TO ORDER:**

The meeting was called to order at 7:00pm

2. **APPROVAL OF AGENDA:**

Moved by: Raquel      Seconded by: Leanne

**Motion Proposed:** Council approves the agenda as amended. **Carried**

3. **APPROVAL OF MINUTES:**

Moved by: Raquel      Seconded by: Elizabeth

**Motion proposed:** Council approves the minutes of the meeting of July 4<sup>th</sup>, 2006. **Carried**

4. **FINANCES:**

- Year to date financial statement / profit and loss statement (unaudited)

The line item for Fire System Repairs and Maintenance shows \$9,454.00 over budget year to date. This is the amount spent up to now on the troubleshooting of the ground faults that should have been rectified in 2001 by the previous company. The total amount will likely be known in August, and Council will be able to decide on the best method in attempting to recover this money. Our Expenses and Revenue are otherwise within reasonable limits.

Moved by: Heidi      Seconded by: Elizabeth

**Motion proposed:** Council approves the financial statements for June 30<sup>th</sup> 2006 as presented. **Carried**

- **Maintenance Fee Arrears:** Arrears as at July 26<sup>th</sup> 2006 are \$2,058.09 of which \$1,079.23 is from one unit and \$231.75 is an NSF. An additional \$464.95 is a charge against another unit to repay the Strata for paint damage.

5. **COUNCIL BUSINESS:**

- **Access Control installation:** Preliminary electrical room and parkade work is mostly complete, with a number of electrical code violations also being remedied. Building "A" is mostly completed, with Building "C" being complete on July 28<sup>th</sup>. Building "B" and the Enterphone Panels will be installed next week.
- **Maintenance Report:** The pressure washer is available to residents that wish to borrow it to clean their concrete patios.  
-The Newport end-of-hall door closer-remover phantom is back! Please continue to report doors that are not shutting completely, as well as please report the individual if you see whom it is. This is costing us a lot of repair and re-setting time, as well as breaching the security of the buildings.
- **Copy Machine quotations:** The lease for the old machine is up and quotes have been received to purchase or lease a new one. After reviewing options and costs, one particular copier was selected that will save space and perform printer duties as well as copy, and will connect direct to our computer. The annual costs will be within our current budget and Xerox will pick up the old one in August.

Moved by: Craig                      Seconded by: Elizabeth

Motion proposed: That the Strata lease a Panasonic desktop multi-function copier.                      Carried

- **Window coverings:** There was discussion about the uniformity (or lack of) in widow coverings (horizontal blinds). There are a large number of units that experience extreme heat in the summer months. A change in the Bylaws would be necessary to allow options. These options need to be discussed and brought to the Owners. Bill was directed to check on one option.
- **Amenities Room:** The upgrade in equipment in the Amenities Room has not been forgotten, merely put aside until the Access Control installation is completed and working fully. The consensus of the residents that participated in the testing was that a series of recumbent bicycles and elliptical trainers would be VERY quiet, and not cause a noise problem. More info later.
- **Invoice approval and Cheque signing:** Leanne pointed out that any invoice needs to be initialed by 2 Council Members different from the 2 Council members that would sign that cheque. Invoices were approved and cheques signed.
- **Dryer Vent Cleaning:** This work will be performed in the 3<sup>rd</sup> or 4<sup>th</sup> week of August. Access to all units will be required, and notices will be given out early in August.

6. **CORRESPONDENCE:**

- **Letters from Owners/Residents:**
  - A216 flooring request: Approved
  - A402 noise complaint: A letter was received (and 3 verbal complaints) about a late night (until 4am) Thursday night party on a patio. There was also a wood burner used that spread smoke into many suites. This burner is not allowed in the Strata and the Owner has been advised in writing to remove this item, as well as warned about the noise violation.

8. **NEXT MEETING DATE AND ADJOURNMENT:**

The next Council Meeting will be at 7pm on August 17<sup>th</sup>, 2006.

Moved by: Raquel    Seconded by: Heidi

Motion Proposed: To adjourn the meeting at 8:45pm.    Carried.

**Thank you to Owners requesting minutes by e-mail.  
Anyone Else?**

*The Access Control System installation is almost finished. Please check your name and buzz number at your front door panel to confirm that it calls your suite. For changes call Bill in the office at 604-877-1383 or e-mail to [newportonmain@telus.net](mailto:newportonmain@telus.net)*

**You can view the Enterphone panel cameras on cable channel 116 (digital 399) labeled BLDG A, B, C and GATE. To buzz in a visitor, press 9 briefly.**

*The Remote Button Fob is OPTIONAL for your convenience and security. It will allow you to open the garage gate WITHOUT opening your car window. To purchase one contact Bill in the Office (\$55 + taxes = \$62.15)*

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Minutes of the LMS 1000 Strata Council Meeting of August 17<sup>th</sup>, 2006

*In Attendance:*

Heidi Allen  
Jennifer Flaten – Vice Chair  
Bill Miller – Strata Manager

Raquel Kolof – Chair  
Craig Wilkinson

*Regrets:*

Jason Azuelos  
Elizabeth Brett  
Leanne Wall - Treasurer

1. **CALL TO ORDER:**

The meeting was called to order at 7:30pm

2. **APPROVAL OF AGENDA:**

**Moved by:** Jennifer      **Seconded by:** Craig  
**Motion Proposed:** Council approves the agenda. **Carried**

3. **APPROVAL OF MINUTES:**

**Moved by:** Jennifer      **Seconded by:** Heidi  
**Motion proposed:** Council approves the minutes of the meeting of July 27<sup>th</sup>, 2006. **Carried**

4. **FINANCES:**

- Year to date financial statement / profit and loss statement (unaudited)

**Moved by:** Craig      **Seconded by:** Jennifer

**Motion proposed:** Council approves the financial statements for July 31<sup>st</sup> 2006 as presented. **Carried**

- **Maintenance Fee Arrears:** Arrears as at August 17<sup>th</sup> 2006 are \$1,636.43 of which \$939.73 is from one unit (being paid off) and \$231.75 is an NSF. An additional \$464.95 is a charge against another unit to repay the Strata for paint damage, that will be paid in August.

5. **COUNCIL BUSINESS:**

- **Access Control Installation:** The installation of the Access Control Systems is complete and working properly. Anyone requiring changes to his or her Enterphone information, please contact the Office. Due to existing violations of the Fire Code, there were some changes required in the parkade entry/exit lobby of building A that will be paid from the Operating Account. Due to existing violations of the Electrical Code, there were some changes required in the parkade and electrical rooms of A, B and C that will be paid from the Operating Account.

**Moved by:** Raquel      **Seconded by:** Craig

**Motion Proposed:** That \$49,000 be paid from CRF to D&L Security as per the May 26<sup>th</sup> AGM. **Carried.**

**Moved by:** Raquel      **Seconded by:** Craig

**Motion Proposed:** That \$3,018.87 be paid from Operating (General Repairs – Electrical) for extra installation work in the Parkade Elevator lobby “A” due to violations of the Fire Code. **Carried.**

**Moved by:** Heidi      **Seconded by:** Jennifer

**Motion Proposed:** That \$856.33 be paid from Operating (General Repairs – Enterphone) for extra installation work in the “A” Postal Room, and in the Enterphone Panels to prevent unauthorized access to the Panels. **Carried.**

**Moved by:** Jennifer      **Seconded by:** Craig

**Motion Proposed:** That \$1,243 be paid from Operating (Office Equipment) to purchase a new computer to replace the existing computer. **Carried.**

Moved by: Raquel      Seconded by: Craig

**Motion Proposed:** That \$3,670.93 be paid from Operating (General Repairs – Electrical) to repair the electrical Code violations in the Parkade and the Electrical Rooms of A, B and C.    **Carried.**

**Maintenance Report:** Dryer Vent Cleaning will occur on August 28<sup>th</sup> to September 1<sup>st</sup>. - Lobby A,B,C patches will be painted. – The main Electrical Transformers need cleaning and servicing. – A survey is being done of skylights that are failing. – The bike room lights are being repaired.

- **Satellite Dish Installation:** A satellite dish was installed on the east side of building A, and noticed before the hole was drilled through the wall for the wires. This was IMMEDIATEY removed, and an inspection was done to ensure that the building envelope was not penetrated.

**OWNERS ARE REMINDED THAT OUR BYLAWS DO NOT ALLOW ALTERATIONS OR PUNCTURES IN THE EXTERIOR WALLS OR WINDOWS. THIS IS ALSO A REQUIREMENT OF OUR 10 YEAR BUILDING ENVELOPE WARRANTY.**

***CHRISTMAS LIGHTS MAY BE PLASTIC-TIE-WRAPPED TO THE BALCONY RAILINGS***

- **Amenities Room:** Craig Wilkinson will head the re-activated Amenities Room Committee. Please contact Bill in the Office with your desire to participate.
- **Bill's Vacation:** **The Office will be closed from September 8<sup>th</sup> to September 25<sup>th</sup>. The Emergency Pager will be monitored, and any critical e-mails and phone messages will be returned during this time.**
- Invoice approval and Cheque signing

6. **CORRESPONDENCE:**

- **Letters from Owners/Residents:**

- C407 dog bite complaint: There was an incident where a tenant's dog in C building bit the resident C407 dog, requiring veterinarian care and stitches. The Landlord was immediately contacted, and he spoke to both the C407 owners as well as his tenants, verbally and in writing, requesting that they pay the medical bills, as well as remove their dog from the complex within one week. The tenants have volunteered to pay for the medical expenses, and a copy of the invoice with photographs will be provided to them. While the Strata Council has been asked to extend the residency of the offending dog, Council decided to insist on the removal from the Newport of this animal, for the safety of all residents. Bill is directed to write the Owner of that suite.

- C408 glass partition: This unit Owner has requested for security and privacy that the glass partitions on the patio be extended at full height to the railing. As it is very easy to hop onto the roof of the unit below, this extension would not increase security at all. Bill will check with the designer as to the reason(s) for this shape of partition and report back to Council.

- East boundary fence: The condition of the fence separating townhouses F and G from the lane will be assessed. Also, Bill is directed to write the City Sanitation department in complaint of the driving and speed of the trucks in the lane. There is concern about the vulnerability of these townhouses in the event of an accident, and an estimate(s) will be sought on the cost of reinforcing the fence.

8. **NEXT MEETING DATE AND ADJOURNMENT:**

The next Council Meeting will be at 7pm on October 4<sup>th</sup>, 2006.

Moved by: Raquel    Seconded by: Heidi

**Motion Proposed:** To adjourn the meeting at 8:40pm.    **Carried.**

**As our washing machines are aging, please ensure that the hoses are in good condition, to prevent leaks.**

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Minutes of the LMS 1000 Strata Council Meeting of October 4<sup>th</sup>, 2006

*In Attendance:*

Heidi Allen  
Jason Azuelos  
Elizabeth Brett  
Bill Miller – Strata Manager

Jennifer Flaten – Vice Chair  
Raquel Kolof – Chair  
Craig Wilkinson

*Regrets:*

Leanne Wall - Treasurer

1. **CALL TO ORDER:**

The meeting was called to order at 7:05pm

2. **APPROVAL OF AGENDA:**

Moved by: Jennifer      Seconded by: Elizabeth  
Motion Proposed: Council approves the agenda as amended. **Carried**

3. **APPROVAL OF MINUTES:**

Moved by: Jennifer      Seconded by: Craig  
Motion proposed: Council approves the minutes of the meeting of August 17<sup>th</sup>, 2006. **Carried**

4. **FINANCES:**

- Year to date financial statement / profit and loss statement (unaudited)

Moved by: Elizabeth      Seconded by: Craig

Motion proposed: Council approves the financial statements for August 31<sup>st</sup>, 2006 as presented. **Carried**  
Bill was asked to report back to Council on the breakdown of the Garbage line 4100 deficit.

- **Maintenance Fee Arrears:** Net Arrears as at September 25<sup>th</sup> 2006 are \$1,598.89 of which \$837.05 is from one unit (arrangements being made to pay off.) An additional \$464.95 is a charge against another unit to repay the Strata for paint damage to the hallway carpet.

5. **COUNCIL BUSINESS:**

- **Maintenance Report:**

-There was a leak from inside equipment in the 3428 Retail space that ~~was~~ contained to that unit and the visitor parking area.

-A owner reported a leak from the ceiling of a 2<sup>nd</sup> floor unit in B building that was clamped and repaired. The ceiling will be repaired at a later date from General Repairs.

-There was a leak reported from the 4<sup>th</sup> floor of C building that proved to be a pipe in the common hallway hot water pipe. This was clamped and will be repaired October 10<sup>th</sup> with very little inconvenience to residents. The minor painting within a unit, and the hallway drywall patching and repainting will be done at a later date and paid from General Repairs. Thank you to the tenant of C208 that reported this.

-Thank you to the tenant of C301 that reported "raining" from the A lobby ceiling early on the morning of September 30<sup>th</sup>. This proved to be flooding from a 4<sup>th</sup> floor unit that spilled into the 3<sup>rd</sup> and 2<sup>nd</sup> floor units below. **This was caused by an original clothes washing machine that failed electronically and caused the washer to continuously fill with hot water and overflow.** The flood restoration company was on-site immediately, and a report will be made to Council in the next week with repair costs, in order to determine if a claim has to be made against our insurance.

-Council has asked Bill to draft a checklist letter to all residents on the age of their appliances (dishwasher, clothes washer, dryer) to aid in determining the Strata's risk of future problems. Continued washer failure will lead to increased deductibles and premiums, which will definitely lead to increased maintenance fees.

-The gas fireplaces need servicing, and Bill will contact companies for quotes. If when servicing/re-lighting a fireplace a licenced technician finds a fault, the fireplace will be disconnected, the faulty part(s) removed and an estimate of the cost to repair will be left with the resident. This is an Owner responsibility to pay for parts replacement if there is wear and tear.

- **NOTE: ALL ORIGINAL WARRANTIES ON DEVELOPER-INSTALLED APPLIANCES ARE LONG EXPIRED. OWNERS ARE RESPONSIBLE FOR THE MAINTENANCE/REPAIR OF DISHWASHERS, GARBEURATORS, CLOTHES WASHERS AND DRYERS, REFRIGERATORS, STOVES, CEILING FANS AND FIREPLACES. This is due to each unit having exclusive use of these items, with varying levels of operation and deterioration.**

- **Amenities Room:** Craig Wilkinson will be posting a notice for a round table meeting; the results will be discussed at the next Council meeting.
- **CHOA Seminar(s):** The up-coming Law Symposium will be attended by Bill and at least one Council member. The full seminar schedule will be distributed to Council.
- **Bill's Vacation:** Thank you to Tina O'Neill and Art Kitching, as well as Lonney McConnell for the pager and message relief for Bill's vacation.
- **Invoice approval and Cheque signing**

6. **CORRESPONDENCE:**

- **Letters from Owners/Residents:**
  - A215 flooring request           Approved
  - G202 pet request                Approved
  - A207 pet request                Approved
  - C207 noise complaint: Bill has written a letter to the tenants and Owner of the problem suite.

8. **NEXT MEETING DATE AND ADJOURNMENT:**

The next Council Meeting will be at 7pm on November 8th, 2006.

**Moved by:** Raquel **Seconded by:** Heidi

**Motion Proposed:** To adjourn the meeting at 8:20pm. **Carried.**



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Minutes of the LMS 1000 Strata Council Meeting of November 8<sup>th</sup>, 2006

*In Attendance:*

*Raquel Kolof – Chair Elizabeth Brett*  
*Leanne Wall – Treasurer Craig Wilkinson*  
*Bill Miller – Strata Manager*

*Regrets:*

*Jennifer Flaten – Vice Chair*  
*Jason Azuelos*  
*Heidi Allen*

1. **CALL TO ORDER:**

The meeting was called to order at 7:00pm

2. **APPROVAL OF AGENDA:**

**Moved by:** Craig      **Seconded by:** Elizabeth  
**Motion Proposed:** Council approves the agenda as amended. **Carried**

3. **APPROVAL OF MINUTES:**

**Moved by:** Elizabeth      **Seconded by:** Craig  
**Motion proposed:** Council approves the minutes of the meeting of October 4<sup>th</sup>, 2006. **Carried**

4. **FINANCES:**

- Year to date financial statement / profit and loss statement (unaudited)  
The seven months year-to-date statement to September 30<sup>th</sup> report an operating deficit of \$14,227.86 of which \$10,351 is unforeseen expenses in the fire control panel repairs. Garbage is \$3,423 over budget due mainly to the fuel surcharges added after the budget was prepared.

**Moved by:** Elizabeth      **Seconded by:** Craig  
**Motion proposed:** Council approves the financial statements for September 30<sup>th</sup>, 2006 as presented. **Carried**

- **Maintenance Fee Arrears:** Net Arrears as at November 9<sup>th</sup>, 2006 are \$3,096.36 of which \$850.69 is long outstanding from one unit. An additional \$464.95 is a charge against another unit to repay the Strata for paint damage to the hallway carpet and \$200 is a fine against a unit for a Bylaw infringement, leaving other outstanding arrears totaling \$1,580.72 3 months are owing by one unit (\$777.93), 2 months by another unit (\$497.22) and one month by the estate of another (259.31)

Council discussed the topic of arrears interest as raised by our Accountant. Currently, arrears interest is not charged until 60 days late. Out of respect for the majority of Owners who pay Maintenance Fees on time, Council debated a change to this policy.

**If the nonpayment is corrected within 15 days no interest will be charged. If the nonpayment is not corrected within 15days the interest charged is calculated back to the original due date.**

**Moved by:** Elizabeth      **Seconded by:** Craig  
**Motion Proposed:** To advise the Strata's accountant that when an account becomes 15 days unpaid, the interest on the late account shall accrue from the original due date. **Carried**

5. **COUNCIL BUSINESS:**

- **Maintenance Report:**  
-Gutters were cleaned on the Townhouses; due to the amount of leaves, George is monitoring the drains for blockages.

-More Owners have reported failed dishwashers (fortunately while residents were at home.)

-The Fire Alarm Testing in Building B will be on November 10<sup>th</sup>, and will hopefully complete a lengthy (and annoying for B residents) repair of the panel.

-Flood repairs to A211 and A311 will commence November 15<sup>th</sup>, and should be completed in 5 days.

-Skylights on the 4<sup>th</sup> floor ceilings in Buildings A, B and C have been inspected for failure, and a list is being made up to have companies quote. When at least 3 quotes have been received, Bill will provide this information to Council.

**Periodically, Bill and/or George and/or the mechanical contractor(s) will be on the roof of Building A, B and C to inspect for water drainage, skylights, debris and mechanical servicing for the hallway HVAC systems (and hot water boilers on the roof of A Building.) When performing such work, privacy and discretion around the skylights is ensured, but for complete privacy Council recommends that Residents install skylight blinds in their suite.**

-The Fireplaces are in need of servicing. Quotes have been solicited to clean, paint, replace/add embers, check performance, CO test and document any required repairs.

**Moved by:** Craig **Seconded by:** Leanne

**Motion Proposed:** To hire Finn's Gas Fireplace Service to perform the inspection of all the gas fireplaces, at a cost not to exceed \$6,000, funds to be paid from General Repairs. **Carried**

-Quotes for the flood repairs to the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floor hallways in Building C have been received and discussed by Council.

**Moved by:** Raquel **Seconded by:** Leanne

**Motion Proposed:** To hire Glamour Painting & Decorating to perform the repair work in the Building "C" hallway walls and ceilings, in the C308 bathroom ceiling, in the C107 closet ceiling, in the Building "B" hallway lobby walls and the kitchen ceiling of B205, not to exceed \$3,000, funds to be paid from General Repairs. **Carried**

- **Amenities Room:** Bill will post a notice for a Town Hall style meeting about the Amenities Room Equipment, time and date to be determined.
- **Invoice approval and Cheque signing**

#### 6. **CORRESPONDENCE:**

- **Letters from Owners/Residents:**

-A217 fundraising request - Approved on a trial basis. (This Owner has requested that a lockable recycling box be allowed in the garbage area to receive bottles for the 2007 Ascent for Alzheimer's.

-A205, A405, A404, C103, C402, C403 noise complaint – There was excessive noise from an October 12<sup>th</sup>/13<sup>th</sup> "A" 2<sup>nd</sup> floor patio party, continuing after the 4am police response until approximately 7am. Council has decided to fine this unit \$200, as this is a repeat of a July incident.

-A304 noise complaint – This is an unwarranted noise complaint about a unit that has been handled between the 2 units, with an apology from the tenants in A304. The noise being complained about was coming from the October 12/13 noisy patio party.

-C202 pet request - Approved

- A304 awning request - Approved subject to the Owner paying the costs associated with the canopy that matches existing canopies, with the supervision of our Engineer.

#### 8. **NEXT MEETING DATE AND ADJOURNMENT:**

The next Council Meeting will be at 7pm on Wednesday December 6<sup>th</sup>, 2006.

**Moved by:** Raquel **Seconded by:** Elizabeth

**Motion Proposed:** To adjourn the meeting at 8:40pm. **Carried.**

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Minutes of the LMS 1000 Strata Council Meeting of December 6<sup>th</sup>, 2006  
Held at F102 Heidi Allen

*In Attendance:*

*Raquel Kolof – Chair      Jennifer Flaten – Vice Chair*  
*Leanne Wall – Treasurer      Jason Azuelos*  
*Elizabeth Brett      Heidi Allen      Art Kitching*  
*Bill Miller – Strata Manager*

*Regrets:*

*Craig Wilkinson*

1. **CALL TO ORDER:**

The meeting was called to order at 7:00pm

2. **APPROVAL OF AGENDA:**

**Moved by:** Jennifer      **Seconded by:** Elizabeth

**Motion Proposed:** Council approves the agenda as amended. **Carried**

3. **APPROVAL OF MINUTES:**

**Moved by:** Elizabeth      **Seconded by:** Raquel

**Motion proposed:** Council approves the minutes of the meeting of November 8<sup>th</sup>, 2006. **Carried**

4. **APPOINTMENT OF REPLACEMENT COUNCIL MEMBER:**

As Craig and Amy have been transferred to Toronto and have sold their apartment at the Newport, Craig Wilkinson has resigned his seat on Strata Council.

**Moved by:** Leanne      **Seconded by:** Elizabeth

**Motion Proposed:** That Art Kitching A410 be appointed to serve out the remainder of the vacated term (until the 2008 AGM.) **Carried**

**Council thanks Craig for his service on Council this year, and also thanks Amy for her service on Council in 2004-06. We wish them well!**

5. **FINANCES:**

- Year to date financial statement / profit and loss statement (unaudited)

The eight months year-to-date statement to October 31<sup>st</sup> reports an operating deficit of \$26,137.53

There have been unforeseen expenses in three areas: \$7,546.13 for electrical deficiencies; \$7,300 to repair the components of the Building "B" Fire Panel; \$14,800 to repair ground faults in the Fire System, and to re-verify the system.

**Moved by:** Jason      **Seconded by:** Elizabeth

**Motion proposed:** Council approves the financial statements for October 31<sup>st</sup>, 2006. **Carried**

- **Maintenance Fee Arrears:** Net Arrears as at December 6<sup>th</sup>, 2006 are \$1,384 of which \$857.51 is long outstanding from one unit. \$464.95 is a charge against another unit to repay the Strata for paint damage to the hallway carpet. All Owners have paid their December Maintenance Fee: Thank you!
- **2007/08 Preliminary Budget:** Council discussed possible upcoming budget requirements; Leanne and Bill will have a draft budget prepared for Council to discuss at the January meeting

6. **COUNCIL BUSINESS:**

- **Maintenance Report:**

-The "B" boiler main circulation pump coupling was repaired; the re-circ pump parts are on order.

-A, B and C elevator doors have had wheels and cables replaced.

-C 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floor Common Hallway drywall repairs and painting have been completed, as well as repairs or touchups to B304, A418, B205 and C308 and the B and C elevator foyers.



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Minutes of the LMS 1000 Strata Council Meeting of January 25<sup>th</sup>, 2007

*In Attendance:*

*Raquel Kolof – Chair*

*Jason Azuelos*

*Elizabeth Brett*

*Bill Miller – Strata Manager*

*Jennifer Flaten – Vice Chair*

*Art Kitching*

*Regrets:*

*Leanne Wall - Treasurer*

*Heidi Allen*

1. **CALL TO ORDER:**

The meeting was called to order at 7:00pm

2. **APPROVAL OF AGENDA:**

**Moved by:** Elizabeth      **Seconded by:** Art

**Motion Proposed:** Council approves the agenda as amended. **Carried**

3. **APPROVAL OF MINUTES:**

**Moved by:** Elizabeth      **Seconded by:** Raquel

**Motion proposed:** Council approves the minutes of the meeting of December 6<sup>th</sup>, 2006. **Carried**

4. **FINANCES:**

• **Year to date financial statement / profit and loss statement (unaudited)**

The ten months year-to-date statement to December 31<sup>st</sup> reports an operating deficit of \$22,089, but this includes a \$5000 Contingency allocation. Council agrees with our accountant Anthony Lam that this item should be reported on the Balance Sheet and not on the Operating statement, making the actual year to date deficit \$17,089. This will be adjusted on the January statement.

**Moved by:** Elizabeth      **Seconded by:** Jennifer

**Motion proposed:** Council approves the financial statements for December 31<sup>st</sup>, 2006. **Carried**

• **Maintenance Fee Arrears:** Net Arrears as at December 6<sup>th</sup>, 2006 are \$1,393.49 of which \$834.11 is a long-outstanding maintenance fee arrears from one unit. \$464.95 is a charge against another unit to repay the Strata for paint damage to the hallway carpet. All Owners have paid their December (and January) Maintenance Fee: Thank you!

• **Audit Review:** Quotations were compared for the 2005 fiscal review of the books.

**Moved by:** Elizabeth      **Seconded by:** Jennifer

**Motion Proposed:** That the firm of Berris Mangan be retained to review the 2005 fiscal books, not to exceed \$2000. **Carried**

• **Annual Accounting Contract:** Council is very pleased to continue the services of Anthony Lam.

**Moved by:** Jennifer      **Seconded by:** Jason

**Motion Proposed:** That LMS1000 renew the contract with Anthony Lam CGA for the 2007-08 fiscal year at \$1075 + GST per month. **Carried**

• **2007/08 Preliminary Budget:** Council will have a Budget Meeting on February 7th.

5. **COUNCIL BUSINESS:**

• **Maintenance Report:**

-The C Building #1 hot water storage tank has failed, and isolation valves were installed to allow the other tanks to continue service. Quotations are being gathered to assess the condition of all the tanks and connecting pipes and valves in the B and C boiler rooms, as well as for the quarterly service contract. (Building A has been re-tanked, and was re-piped with isolation valves in 2005.)

-The wind damage to siding, soffits and shingles has been repaired.

-There have been a number of complaints about the lack of hot water in A building. Changes have been made today to the boiler and storage tank settings that will be monitored by a number of building A residents.

- **Strata Insurance:** Quotations were reviewed by Council.

Moved by: Elizabeth      Seconded by: Leanne

**Motion proposed:** That LMS1000 purchase the Strata's 2007 annual Property, Liability, Director's & Officers Liability and Office Insurance from Coastal Insurance Services at \$43,536 annual premium, to be paid out of Contingency and paid back monthly from Operating.      **Carried**

- **Amenities Room:** Elizabeth reported that the Committee is soliciting quotations on equipment, and preparing a budget with recommendations, to be presented to Council in February.
- **Fireplace Summer Gas Shutoff:** Council discussed natural gas costs to operate the pilot lights through the summer months. As our fireplaces age, annual inspections will be safer.

Moved by: Raquel      Seconded by: Jennifer

**Motion proposed:** To recommend to Owners that all fireplaces be turned off for the summer month's, and this topic be included on the AGM agenda for discussion.      **Carried**

- **Invoice approval and Cheque signing**

7. **CORRESPONDENCE:**

- **Letters from Owners/Residents:**

-C211 unleashed dog complaint – Notices have been posted to ask dog owners to leash pets in common areas.

-C310 / B104 dog barking complaint – An Owner in B building was advised of this complaint. There was a family member visiting with a dog, and the family had gone out for the evening.

-A316 cat request - Approved

-B207 noise complaint - Loud voices from a neighboring tenanted apartment patio continue to be bothersome after hours. The landlord owner has been warned.

8. **NEXT MEETING DATE AND ADJOURNMENT:**

The next Council Meeting will be February 28<sup>th</sup>, 2007.

Moved by: Raquel      Seconded by: Art

**Motion Proposed:** To adjourn the meeting at 8:20pm.      **Carried.**

## PLEASE WATCH YOUR SPEED IN THE PARKADE —

*When using the parkade gates,  
please take the time to use your  
own access job.*

*Do not pressure the vehicle in front of you.*

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Minutes of the LMS 1000 Strata Council Meeting of February 28<sup>th</sup>, 2007

*In Attendance:*

*Raquel Kolof – Chair*  
*Heidi Allen*  
*Elizabeth Brett*

*Jennifer Flaten – Vice Chair*  
*Art Kitching*

*Regrets:*

*Leanne Wall – Treasurer*  
*Jason Azuelos*  
*Bill Miller – Strata Manager*

1. **CALL TO ORDER:**

The meeting was called to order at 7:03pm

2. **APPROVAL OF AGENDA:**

**Moved by:** Elizabeth    **Seconded by:** Jennifer  
**Motion Proposed:** Council approves the agenda.    **Carried**

3. **APPROVAL OF MINUTES:**

**Moved by:** Raquel    **Seconded by:** Elizabeth  
**Motion proposed:** Council approves the minutes of the meeting of January 25<sup>th</sup>, 2007.    **Carried**

4. **FINANCES:**

• **Year to date financial statement / profit and loss statement (unaudited)**

The eleven months year-to-date statement to January 31<sup>st</sup> reports an operating deficit of \$15,344 which includes the unforeseen fire system and electrical expenses of \$25,000.

**Moved by:** Elizabeth    **Seconded by:** Jennifer

**Motion proposed:** Council approves the financial statements for January 31<sup>st</sup>, 2006.    **Carried**

• **Maintenance Fee Arrears:** Net Arrears as at February 28<sup>th</sup> 2007 are \$1,838.74 of which \$877.91 is a long-outstanding maintenance fee arrears from one unit. \$464.95 is a charge against another unit to repay the Strata for paint damage to the hallway carpet. Only one Owner has not paid February's fee totaling \$261.47 and one other Owner has not replaced a January NSF totaling \$235.65.

• **2007/08 Preliminary Budget:** At the budget meeting of February 7<sup>th</sup>, Council and our accountant Anthony Lam reviewed projected actual figures versus next year's budget. After deliberating various line item options, Council decided to adopt 2007/08 Budget Plan #2.

**Moved by:** Leanne    **Seconded by:** Art

**Motion proposed:** That Council approves the LMS 1000 Budget Plan #2 for fiscal 2007/08, to be brought to the Owners at the 2007 AGM.    **Carried**

5. **COUNCIL BUSINESS:**

• **Maintenance Report:**

-The tenants in C209 had reported a continuing dampness in their living room carpet by the slider and fireplace. There is no leak from the walls, but an oil stain was discovered under the carpet that caused recurring staining. The Owner is dealing with this.

-Two leaking skylights are being replaced in B building.

-In following up the poor hot (warm) water situation in A building, the boiler was shut off and cleaned Feb.10<sup>th</sup>. Hot water is now reported as being consistent throughout the building.

-The parkade garage gate by the garbage room was hit by a vehicle on Sunday Feb. 18<sup>th</sup>, knocking the wheels out of the track (and breaking the track.)

**Please be careful and take your time when entering and exiting the gates.**

-A water leak was reported in the east parkade ceiling. This was a leak in the townhouse hot water supply pipe, and it has been isolated and clamped.

-As residents have seen, notices were posted to remind everyone to close and lock their windows and sliders. 2 ground floor Units were entered via open windows on the weekend of February 18<sup>th</sup>.

- **Amenities Room:** Elizabeth reported that the Committee is has received quotations on equipment, security, window frosting and air conditioning and is preparing a budget with recommendations for the AGM, to be presented to Council at the March meeting.
- **Boiler Room(s):** Council discussed the option for future replacement of the boilers with solar heating. There are many other “green” products and systems that may provide benefit for us at the Newport. Bill was instructed to contact some of these companies/associations for more information.
- **Invoice approval and Cheque signing**

7. **CORRESPONDENCE:**

- **Letters from Owners/Residents:**
  - B101 cat and flooring request                      approved.
  - F101 dog request    approved.

8. **NEXT MEETING DATE AND ADJOURNMENT:**

The next Council Meeting will be March 27<sup>th</sup>, 2007.

**Moved by:** Raquel                                      **Seconded by:** Art  
**Motion Proposed:** To adjourn the meeting at 8:00pm.                      **Carried.**

**PLEASE CHECK YOUR PATIO AND  
BALCONY DRAINS  
TO ENSURE PROPER DRAINAGE.**

**IF YOU REQUIRE ASSISTANCE,  
CALL BILL AT 604-877-1383**



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Minutes of the LMS 1000 Strata Council Meeting of March 27<sup>th</sup>, 2007

*In Attendance:*

*Raquel Kolof – Chair*  
*Leanne Wall – Treasurer*  
*Jason Azuelos*  
*Bill Miller – Strata Manager*

*Jennifer Flaten – Vice Chair*  
*Heidi Allen*  
*Elizabeth Brett*

*Regrets:*

*Art Kitching*

1. **CALL TO ORDER:**

The meeting was called to order at 7:02pm

2. **APPROVAL OF AGENDA:**

**Moved by:** Elizabeth    **Seconded by:** Jennifer  
**Motion Proposed:** Council approves the agenda.    **Carried**

3. **APPROVAL OF MINUTES:**

**Moved by:** Jennifer    **Seconded by:** Jason  
**Motion proposed:** Council approves the minutes of the meeting of February 28<sup>th</sup>, 2007.    **Carried**

4. **FINANCES:**

• **Year to date financial statement / profit and loss statement (unaudited)**

The twelve months year-to-date statement to February 28<sup>th</sup> reports an operating deficit of \$20,617.64 which includes the unforeseen fire system and electrical expenses of \$25,000.

**Moved by:** Elizabeth    **Seconded by:** Raquel

**Motion proposed:** Council approves the financial statements for February 28<sup>th</sup>, 2007.    **Carried**

- **Maintenance Fee Arrears:** Uncollected Strata Fees as at February 28<sup>th</sup> 2007 are \$1,605.65 of which \$874.96 is a long-outstanding maintenance fee arrears from one unit, \$261.47 is unpaid from one unit, \$233.72 is an NSF from one unit and \$235.50 is unpaid due to our banks mistake (since corrected and paid.) One unit still owes \$464.95 to repay the Strata for paint damage to the hallway carpet.

**Owners are reminded that interest is charged on unpaid accounts.**

- **2007/08 Budget:** Council again discussed the proposed budget, reconfirming the recommendation to shut off the gas fireplaces for the summer months (approximately May 15<sup>th</sup> to September 15<sup>th</sup>.) This will reduce the Gas line item, and is shown in the proposed budget. If this is not done, the Gas expense will be much higher, and the maintenance fee increase will be 8.45% instead of 5.08%.

5. **COUNCIL BUSINESS:**

• **Maintenance Report:**

-The ceiling leak reported by B206 was found to be a leak from the exterior wall via the B306 fireplace vent. The Engineer and the Willis Warranty representative have been on-site, and confirmed they will be repairing the wall and ceiling damage. The vent is temporarily covered by plastic.

-The concrete ground level floor at the north A door is sloping inward and constantly fills with water when raining. Bill was directed to ascertain the cost of building this floor up.

-A window broken during a break-in has been replaced.

-The exterior of the buildings will be cleaned this spring as part of the Building Envelope Warranty, and will include window and balcony railing washing. The parkade will also be power washed. It has been reported that there are a few interior hallway wall dings and dents to be filled and painted, and

there a number of areas of the carpets that are badly stained.

The carpets were last cleaned in July 2006, and Council felt that the carpets should be cleaned after the winter.

**Moved by:** Leanne      **Seconded by:** Jennifer

**Motion proposed:** That the hallway carpets be cleaned this spring at a cost not to exceed \$1,000. **Carried**

**PLEASE E-MAIL THE OFFICE IF YOU NOTICE ANY MAINTENANCE ISSUES**

- **Amenities Room:** Options were discussed relating to the AGM Resolution(s). Council decided that allowing 6 months to pay the assessment was the preferred method, and is recommending that the upgrades be purchased from Contingency to allow the Room to be upgraded immediately this Spring, and the Owners repay the Contingency with a Special Levy over 6 months.

**Moved by:** Leanne      **Seconded by:** Elizabeth

**Motion proposed:** That the AGM agenda include a Resolution #1 to purchase the Amenities Room upgrades from the Contingency Reserve Fund and a Resolution #2 to assess a Special Levy to the Owners to repay this Contingency Reserve Fund expense, to be paid over a 6 month period.      **Carried**

- **AGM:** To accommodate Council Member schedules, the date for the AGM was discussed again.

**Moved by:** Elizabeth      **Seconded by:** Raquel

**Motion proposed:** That the Annual General Meeting be held on Monday April 23<sup>rd</sup>, 2007. **Carried**

- **Council** moved into an in-camera discussion at 8:20 and moved back to the meeting at 8:25.
- **Small Grants Funding:** Council discussed the local Small Grant Funding program, and Raquel volunteered to review the application. The Newport should qualify for funding for a Newport community event
- **Gate request:** Council discussed the necessity of installing gates at the top of the stairs that access the east Courtyard parkade entrance. Also, the sets of stairs located on 18<sup>th</sup> avenue (G Building) and 19<sup>th</sup> avenue (D Building) are very steep, and gates at the top of these stairs would be prudent. These are the only stairs that do not have gates in the complex. Bill was directed to obtain quotes for the gates and installation (we already have 2 spare gates.)
- **Trellis request:** There are a few areas where the cedar trees do not get enough/any water and are constantly dying and in need of replacement. In one location, both Owners have agreed to have a fence/trellis installed in lieu of more trees. Bill was directed to get estimates. (This was done in a number of locations during the re-construction.) Bill and the landscaper will also be looking at watering- and tree-issues throughout the complex.
- **Invoice approval and Cheque signing**

7. **CORRESPONDENCE:**

- **Letters from Owners/Residents:**  
-C102 noise complaint. Bill has written the neighboring unit about the in-unit dog play time, with a copy to the Landlord Owner.

8. **NEXT MEETING DATE AND ADJOURNMENT:**

The next Council Meeting will be March 27<sup>th</sup>, 2007.

**Moved by:** Raquel      **Seconded by:** Jennifer

**Motion Proposed:** To adjourn the meeting at 8:40pm.      **Carried.**

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Minutes of the LMS 1000 Strata Council Meeting of May 17<sup>th</sup>, 2007

*In Attendance:*

*Heidi Allen*                      *Elizabeth Brett*  
*Noah Grant*                     *Art Kitching*  
*Alec Macdonald*               *Leanne Wall*

*Regrets:*

*Ana Zeba*

*Bill Miller – Strata Manager*

**1. CALL TO ORDER:**

The meeting was called to order at 7:05pm

**2. APPROVAL OF AGENDA:**

**Moved by:** Elizabeth      **Seconded by:** Art

**Motion Proposed:** Council approves the agenda as amended.

**Carried**

**3. ELECTION OF OFFICERS:**

The executive positions were acclaimed as follows:

Chair                      - Elizabeth Brett  
Vice-Chair               - Art Kitching  
Treasurer                - Leanne Wall

Unfortunately due to unforeseen circumstances, Ana Zeba cannot fulfill the obligations as a Council Member at this time and has resigned to allow another Owner to serve.

**Moved by:** Alec              **Seconded by:** Elizabeth

**Motion proposed:** Council appoints David Goodison B101 as replacement Council Member. **Carried**

**4. APPROVAL OF MINUTES:**

**Moved by:** Leanne            **Seconded by:** Art

**Motion proposed:** Council approves the minutes of the meeting of March 27<sup>th</sup>, 2007. **Carried**

**Moved by:** Noah              **Seconded by:** Art

**Motion proposed:** Council approves the draft of the minutes of the April 23<sup>rd</sup>, 2007 AGM. **Carried**

**5. FINANCES:**

- **Year to date financial statement / profit and loss statement (unaudited)**

**Moved by:** Alec              **Seconded by:** Elizabeth

**Motion proposed:** Council approves the financial statements for March 31<sup>st</sup>, 2007. **Carried**

- **Maintenance Fee Arrears:** Uncollected Strata Fees as at May 17<sup>th</sup> are \$1,656.22 (which includes \$891.61 from one unit, \$525.10 from one unit and \$239.51 from one unit.) Also there is a charge of \$464.95 from one unit for paint damage to the hallway carpet.

**Owners are reminded that interest is charged on unpaid accounts.**

- **2005-06 Auditors Review:** tabled

- **General Repairs:** Council directed Bill to prepare a quarterly breakdown of the General Repairs line item and provide this information to all Owners with the appropriate minutes.

6. **COUNCIL BUSINESS:**

• **Maintenance Report:**

- The hallway carpets will be cleaned on May 28<sup>th</sup> and 29<sup>th</sup>.
- The exterior of the buildings will be cleaned as part of our Building Envelope Maintenance commencing on Monday June 25<sup>th</sup> and lasting approximately 3 weeks. Every attempt will be made to assist ground floor units in keeping the mess mad to a minimum.
- The parkade will be cleaned on Tuesday June 5<sup>th</sup> and Wednesday June 6<sup>th</sup>. The exhaust buildup will be sprayed off the gas and sewer pipes at the ceiling of the garage commencing at 6am on the Tuesday. This will cause dirty overspray, and the Strata Corporation cannot assume any liability for vehicles or stored materials not removed for those two days. **Again we remind all residents that the parkade stalls are not to be used for storage; only for vehicles.** On the Wednesday, the Parkade Cleaning Company will spray degreaser, scrub, rinse and vacuum the floor, followed with another rinse.
- The exterior lighting will be converted to low consumption bulbs over the next month.
- Fireplace shutoff will commence the week of May 22<sup>nd</sup>.

- **Amenities Room:** The amenities room upgrades are underway, with the equipment expected May 18<sup>th</sup>. **Thank you to Dave MoodyC101, Elizabeth Brett/Jon Murray A220, Noah GrantC207 for volunteering to paint the Amenities Room!** The air conditioning will be in by May 25<sup>th</sup>.
- **Garage Sale:** A request has been received for a community garage sale. This has been done before, and a volunteer is requested to organize the day.
- **Summer Barbeque:** Council discussed having a social courtyard event for Saturday June 23<sup>rd</sup>. This would also be a "Grand Opening" for the Amenities Room. Notices will be put up as a reminder. Council also discussed the possibility of having a Special General Meeting just before the barbeque to discuss the hours of the gym. Currently the hours are from 8am to 8pm.
- **Noise Complaints Procedures:** Tabled. Discussion of this topic will proceed via e-mail and will be on the agenda at the next meeting.
- **AGM Procedures and Rules of Behavior:** Tabled.
- **Invoice approval and Cheque signing.**

7. **CORRESPONDENCE:**

• **Letters from Owners/Residents:**

- A209 noise complaint: Council discussed how to proceed with this complaint. The Owner of the offending unit has written a letter in response; Council will discuss this further via email in order to reach a fair and consistent decision.
- C208 flooring request. Approved

8. **NEXT MEETING DATE AND ADJOURNMENT:**

The next Council Meeting will be Thursday June 28<sup>th</sup> 2007 at 7pm in the Strata Office.

Moved by: Elizabeth      Seconded by: Leanne

Motion Proposed: To adjourn the meeting at 8:40pm.

**Carried.**

**THE AMENITIES ROOM IS OPERATIONAL! ENJOY!**

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Minutes of the LMS 1000 Strata Council Meeting of July 5<sup>th</sup>, 2007

*In Attendance:*

Heidi Allen  
Noah Grant  
Alec Macdonald  
Bill Miller – Strata Manager

David Goodison  
Art Kitching – Vice Chair  
Leanne Wall - Treasurer

*Regrets:*

Elizabeth Brett - Chair

1. **CALL TO ORDER:**

The meeting was called to order at 7:31pm

2. **APPROVAL OF AGENDA:**

Moved by: Alec                      Seconded by: Leanne  
Motion Proposed: Council approves the agenda as amended.                      **Carried**

3. **APPROVAL OF MINUTES:**

Moved by: Leanne                      Seconded by: Noah  
Motion proposed: Council approves the minutes of the meeting of May 17<sup>th</sup>, 2007.                      **Carried**

Moved by: Heidi                      Seconded by: Alec  
Motion proposed: Council approves the draft of the minutes of the June 23<sup>rd</sup>, 2007 SGM.                      **Carried**

4. **FINANCES:**

• **Year to date financial statement / profit and loss statement (unaudited)**  
Moved by: Noah                      Seconded by: Alec  
Motion proposed: Council approves the financial statements for May 31<sup>st</sup>, 2007.                      **Carried**  
The Treasurer reported that we are slightly better than budget by \$5,000 to the end of the first quarter, mostly due to some of the repair costs coming in less than anticipated. There appears to be no surprises YTD, as noted in the variance reporting provided by our Accountant.

Also, as suggested by the Strata Council, and therefore welcomed at the AGM “to be transparent with the ongoing financial results of the Newport, we will provide quarterly financial statements to the owners, along with the details of the general repairs account. Therefore the YTD May financial statements and the detailed general repair ledger will accompany the distribution of the Minutes of this meeting.

• **Maintenance Fee Arrears:** Uncollected Strata Fees as at July 5<sup>th</sup> are \$2,560.42 (which includes \$970.23 from one unit. Also there is a charge of \$539.16 from one unit for paint damage to the hallway carpet. There are 44 units that have not paid the March – May retroactive maintenance fees totaling \$1,597.45 Statements will be delivered to all Owners that are in arrears.  
**Owners are reminded that interest is charged on unpaid accounts.**

5. **COUNCIL BUSINESS:**

• **Maintenance Report:**  
-The townhouses were soft scrubbed the week of July 3-5. Building C will be done the week of July 11-18. Buildings B and A to follow. The ground floor patios will be cleaned/pressure washed after that. Owners who can volunteer to do their patio are asked to contact Bill in the office.

• **Amenities Room:**

• **Leave of Absence for George:**  
George is off work for approximately one month, and is replaced temporarily with Karen Smith.

- **Noise Complaints Procedures:**

Council reviewed the procedures to be followed following a written complaint of a bylaw infraction, including a noise complaint. When a complaint(s) is received, Bill will write the Unit Owner to advise of the infraction with a warning, including the penalty of a repeated infraction. **Residents are urged to remember that we live in close proximity to our neighbors, and to try to curtail loud talking/partying on patios and balconies after 11pm.**

- **3488 Retail tenant:**

The tenant in this Unit is using the emergency pager system as a regular message service to get special treatment. This will not be tolerated, and Bill is directed by Council to remind the Owner that the Strata Office is not a rental agency, and in the future ALL regular tenant questions from THIS renter must go through the landlord. This tenant had been asked several times to respect the emergency pager system, and has now been directed to respect the need for the pager system to be available for real emergencies, and to use the number only in the case of a true emergency.

**Bill would like to point out that 98.78% of Resident Owners and Tenants are very respectful of the Emergency line, and leave messages on the regular phone line with questions regarding maintenance, access etc. The Office is operated Monday to Friday, and phone messages and emails are checked repeatedly every weekday.**

- **Invoice approval and Cheque signing.**

6. **CORRESPONDENCE:**

- **Letters from Owners/Residents:**

-A210 flooring request: This owner removed carpet and started installing flooring, and only after receiving noise complaints from neighbors asked for permission to install laminate flooring. After deliberation, Council has approved the request, but has assessed a \$200 fine for the disrespect to fellow Owners and Council.

-A216 tile flooring request      Approved

-C310/C103/A408 noise complaint: Bill is directed to write the Owner of C110 about the loud late-night patio party.

-B305/B404 noise complaint: Bill is directed to write the rental agent for the Owner of B404 about the 3am to 6am loud apartment party.

7. **NEXT MEETING DATE AND ADJOURNMENT:**

The next Council Meeting will be Wednesday September 12<sup>th</sup> 2007 at 7:30pm in the Strata Office.

Moved by: Art

Seconded by: Leanne

Motion Proposed: To adjourn the meeting at 8:45pm.

Carried.

## **Reminder:**

### **Obtain approval before altering a strata lot:**

Each owner must submit a written proposal to the Strata Council prior to the alteration of flooring in a strata lot, including the replacement of carpet with any other flooring surfaces including laminate, hard wood, tile or cork. The proposal must include a description of what soundproofing measures will be taken during the installation process. Each owner must obtain written approval of Council for his or her flooring alteration process. Approved flooring must be installed in accordance with industry standard soundproofing practices. Old carpet must be removed from the property and not discarded in the garbage room.

The Owner is also requested to provide a sample of the soundproofing underlay to the Office.

**Strata Plan LMS 1000 op. Newport on Main**  
**Profit & Loss Budget vs. Actual**  
**YTD May 2007**

	YTD Actual	YTD Budget	YTD Variance \$	YTD Variance %	Remaining Budget	Total Annual Budget	Remaining Budget as a % of Total Budget	Remaining Budget in terms of Months
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
3100 · Maintenance Fees	120,430	120,430	0	100%	361,289	481,719	75%	9
3200 · Late Fee Revenue	78	88	-9	89%	272	350	78%	9
3300 · Move In Fees	300	125	175	240%	200	500	40%	5
3400 · Interest and other income Total	791	2,000	-1,209	40%	7,209	8,000	90%	11
<b>Total Income</b>	<b>121,599</b>	<b>122,642</b>	<b>-1,044</b>	<b>99%</b>	<b>368,970</b>	<b>490,569</b>	<b>75%</b>	<b>9</b>
<b>Expense</b>								
1 6800 · Management Total	15,077	14,175	902	106%	41,623	56,700	73%	9
1 6900 · Janitorial Total	8,355	8,355	0	100%	25,065	33,420	75%	9
1 7000 · Wages - Emergency Calls Total	300	600	-300	50%	2,100	2,400	88%	11
1 7100 · WCB	163	200	-37	82%	637	800	80%	10
<b>Salaries &amp; Benefits</b>	<b>23,895</b>	<b>23,330</b>	<b>565</b>	<b>102%</b>	<b>69,425</b>	<b>93,320</b>	<b>74%</b>	<b>9</b>
2E 4200 · Window Washing	300	300	0	100%	900	1,200	75%	9
2E 4700 · Landscaping	3,366	2,750	616	122%	7,634	11,000	69%	8
2E 5000 · Snow Removal	0	188	-188	0%	750	750	100%	12
<b>Exterior Maintenance</b>	<b>3,666</b>	<b>3,238</b>	<b>429</b>	<b>113%</b>	<b>9,284</b>	<b>12,950</b>	<b>72%</b>	<b>9</b>
2I 4300 · Amenities Room - Equipment	0	0	0	0%	0	0	0%	0
2I 4400 · Elevator Maintenance Total	1,258	1,375	-117	92%	4,242	5,500	77%	9
2I 4500 · Fire System Repairs & Maint. Total	0	750	-750	0%	3,000	3,000	100%	12
2I 4600 · Garage Gates	460	1,000	-540	46%	3,540	4,000	88%	11
2I 5100 · Fire System Monitoring	205	212	-7	97%	645	850	76%	9
<b>Interior Maintenance</b>	<b>1,924</b>	<b>3,337</b>	<b>-1,414</b>	<b>58%</b>	<b>11,427</b>	<b>13,350</b>	<b>86%</b>	<b>10</b>
2O 4100 · Garbage Total	6,238	5,250	988	119%	14,762	21,000	70%	8
2O 4800 · General Repairs Total	7,653	13,750	-6,097	56%	47,347	55,000	86%	10
2O 4900 · Pest Control	524	625	-101	84%	1,976	2,500	79%	9
2O 5300 · Janitorial Supplies/Equipment	1,237	750	487	165%	1,763	3,000	59%	7
<b>Other Maintenance</b>	<b>15,652</b>	<b>20,375</b>	<b>-4,723</b>	<b>77%</b>	<b>65,848</b>	<b>81,500</b>	<b>81%</b>	<b>10</b>
3 6500 · Accounting Fees & Programs	3,225	3,225	0	100%	9,675	12,900	75%	9
3 6600 · Audit	0	500	-500	0%	2,000	2,000	100%	12
3 6700 · Legal/Appraisals/Contracts Total	0	250	-250	0%	1,000	1,000	100%	12
<b>Professional Fees</b>	<b>3,225</b>	<b>3,975</b>	<b>-750</b>	<b>81%</b>	<b>12,675</b>	<b>15,900</b>	<b>80%</b>	<b>10</b>
4 5700 · Bank Charges	1	25	-24	5%	99	100	99%	12
4 6100 · Office Equipment and Supplies Total	571	750	-179	76%	2,429	3,000	81%	10
4 6200 · Postage / Copies	590	300	290	197%	610	1,200	51%	6
4 6300 · Licences & Permits Total	550	375	175	147%	950	1,500	63%	8
4 7500 · Miscellaneous	1	0	1	100%	-1	0	0%	0
4 7800 · Bad Debt	10	0	10	100%	-10	0	0%	0
<b>Office &amp; Miscellaneous</b>	<b>1,723</b>	<b>1,450</b>	<b>273</b>	<b>119%</b>	<b>4,077</b>	<b>5,800</b>	<b>70%</b>	<b>8</b>
5 5400 · Electricity	5,842	6,875	-1,033	85%	21,658	27,500	79%	9
5 5500 · Gas	24,801	18,480	6,321	134%	49,119	73,920	66%	8
5 5600 · Water & Sewer	10,195	9,500	695	107%	27,805	38,000	73%	9
5 6400 · Office Communications Total	1,031	1,000	31	103%	2,969	4,000	74%	9
<b>Telephone &amp; Utilities</b>	<b>41,870</b>	<b>35,855</b>	<b>6,015</b>	<b>117%</b>	<b>101,550</b>	<b>143,420</b>	<b>71%</b>	<b>8</b>
6 5900 · Insurance	10,884	10,884	0	100%	32,652	43,536	75%	9
<b>Insurance &amp; Property Taxes</b>	<b>10,884</b>	<b>10,884</b>	<b>0</b>	<b>100%</b>	<b>32,652</b>	<b>43,536</b>	<b>75%</b>	<b>9</b>
7 7300 · Contingency Fund Expense	10,418	10,948	-530	95%	33,374	43,793	76%	9
8 8500 · Building Envelope Maintenance	0	5,500	-5,500	0%	22,000	22,000	100%	12
9 9000 · GST ITC	3,661	3,750	-89	98%	11,339	15,000	76%	9
<b>Total Expense</b>	<b>116,919</b>	<b>122,642</b>	<b>-5,723</b>	<b>95%</b>	<b>373,650</b>	<b>490,569</b>	<b>76%</b>	<b>9</b>
<b>Net Ordinary Income</b>	<b>4,679</b>	<b>0</b>	<b>4,679</b>	<b>7,798,900%</b>	<b>-4,679</b>	<b>0</b>		
<b>Net Surplus / (Deficit)</b>	<b>4,679</b>	<b>0</b>	<b>4,679</b>	<b>7,798,900%</b>	<b>-4,679</b>	<b>0</b>		

# THE NEWPORT ON MAIN

PO Box 420, 3480 Main Street, Vancouver, BC. V5V 3N2  
[newportonmain@telus.net](mailto:newportonmain@telus.net) TEL: 877-1383 FAX: 877-1384

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As requested at the April 23<sup>rd</sup> AGM, here is a breakdown of the General Repairs expenses for the first quarter of 2007-08 budget, March 1<sup>st</sup> – May 31<sup>st</sup>:

Carpentry	16.28
Electrical	242.83
HVAC	284.84
Leak Repairs	2,161.00
Locksmith	982.68
Misc. Repairs	13.14
Painting	1,129.64
Plumbing	1,198.30
Emerg/Plumbing	345.00
Carpet Cleaning	770.00
Repair Supplies	77.96
General Repairs	<u>431.53</u>
Total	7,653.20



THE **NEWPORT**  
ON **MAIN**

PO Box 420, 3480 Main Street, Vancouver, BC. V5V 3N2  
newportonmain@telus.net TEL: 877-1383 FAX: 877-1384

Minutes of the LMS 1000 Strata Council Meeting of September 12<sup>th</sup>, 2007

*In Attendance:*

Heidi Allen  
David Goodison  
Art Kitching – Vice Chair  
Bill Miller – Strata Manager

Elizabeth Brett – Chair

Noah Grant

Alec Macdonald

*Regrets:*

Leanne Wall - Treasurer

1. **CALL TO ORDER:**

The meeting was called to order at 7:33pm

2. **APPROVAL OF AGENDA:**

Moved by: Art                      Seconded by: Noah

**Motion Proposed:** Council approves the agenda as amended.

**Carried**

3. **APPROVAL OF MINUTES:**

Moved by: Alec                      Seconded by: Noah

**Motion proposed:** Council approves the minutes of the meeting of July 5<sup>th</sup>, 2007. **Carried**

4. **FINANCES:**

- **Year to date financial statement / profit and loss statement (unaudited)**

Moved by: Noah                      Seconded by: David

**Motion proposed:** Council approves the financial statements for July 31<sup>st</sup>, 2007.

**Carried**

The Year-to-Date July Operating Statement indicates that we are under budget by \$29,876. However, some budgeted costs have not yet been posted due to work not completed and/or invoiced such as Dryer Vent Cleaning approx. \$12,000, Building Envelope Maintenance approx. \$13,000 and Fireplace Servicing approx. \$5,500. Once these tasks have been completed, the budget will come back in line

- **Maintenance Fee Arrears:** Uncollected Strata Fees as at September 12<sup>th</sup> are \$3,035.11 (which includes \$1,010.87 of old arrears from one unit in "A", \$283.50 for a NSF cheque from one unit in "A", \$828.63 for 3 months fees for one unit in "B", \$547.40 from one unit in "A" for paint damage to the hallway carpet. There are now only 9 units that have not paid the March – May retroactive maintenance fees totaling \$364.71. Statements will be delivered to all Owners that are in arrears.

***Owners are reminded that interest is charged on unpaid accounts.***

5. **COUNCIL BUSINESS:**

- **Maintenance Report:**

-The exterior soft scrub of the complex has been completed. There were some difficulties with this process, and care will be taken not to repeat this in the future. It is recommended that the cleaning be done earlier in the spring, and be done each year (not every two years.)

- B306/206 leak: The water was entering the B206 fireplace (and leaking down into the ceiling of B206) via the through-wall ducting, that had been incorrectly re-installed as part of the building envelope repairs. The warranty provider has paid to have the wall repaired.

-The leak through the 2<sup>nd</sup> floor terrace membrane of A208 into the ceiling and front wall of 3438 Main (doctor's office) has been checked out by the RDH engineers, and confirmed as a warranty claim. This will be repaired as soon as possible.



-The gates for the 4 upper townhouse units in D and G, as well as the 2 courtyard-to-parkade gates have been installed.

- **Mechanical Rooms in “B” and “C”:**

A situation in the boiler rooms (that was slow developing in the spring) has become critical late this summer, leading to e-mail conversations with Council on August 18<sup>th</sup> and 20<sup>th</sup>, and becoming urgent September 7<sup>th</sup>. The boiler rooms in “B” and “C” each have 2 boilers servicing 3 hot water storage tanks, with re-circulation pumps to move the water around each 40-suite building and 6 of the townhouse suites. With the exception of two tanks being replaced about 7 years ago, the 4 boilers and 4 remaining tanks as well as all of the pipes in each room are original, and have failed. As there are no isolation valves for the tanks, replacing even the one original tank in building “B” would require removing and shaking the other two tanks. The pipes are of the same age and low quality as the pipes replaced throughout the complex in the hot-and-cold-mains pipe replacement 2 years ago. (The boiler room of building “A” was completely rebuilt (including pipes) in the summer of 2005.)

After explanations and discussions, Council voted via email on replacing this equipment.

**Moved by:** Noah      **Seconded by:** Elizabeth

**Motion proposed:** That the mechanical rooms of buildings “B” and “C” be upgraded with new boilers, storage tanks, isolation valves and piping, to be expended from the Contingency Reserve Fund. **Carried**

- **Parkade Break-Ins:**

Three targeted cars were broken into on three different nights, the thief(s) breaking a window and opening the trunk to remove valuables (bikes, golf clubs, fishing tackle and rods, stereo components.) Separately, on one night there was evidence of a physical break-in to Secure Parking, with smash-and-grab of a number of cars in both Secure as well as Visitor Parking.

**WHEN ENTERING THE MAIN GATE, PLEASE PAUSE  
TO ENSURE THE GATE HAS CLOSED, AND NO-ONE  
HAS FOLLOWED YOU DOWN THE RAMP.**

***Following cars PLEASE be patient and use your  
fob to open the gate yourself.***

**A TIMER IS ON ORDER TO PREVENT ANY FOLLOWING  
FOB TO WORK UNTIL THE MAIN GATE HAS FULLY  
CLOSED. THIS WILL BE INSTALLED SOON.**

- **CGI proof of Loss:**

The Insurance Adjuster has requested the September 30<sup>th</sup> 2006 Building “A” flood Proof of Loss forms be signed. The repair work has been completed.

**Moved by:** Alec      **Seconded by:** David

**Motion Proposed:** That the September 30<sup>th</sup> 2006 building “A” flood insurance Proof of Loss forms be signed, notarized and returned as requested. **Carried**

- **Fireplace Servicing:**

The fireplaces will be re-lit, adjusted for gas consumption and tested for carbon monoxide leaking on September 12 to 14<sup>th</sup>.

- **Dryer Vent Cleaning:**

The dryer vents are in need of cleaning from the inside (and outside) requiring the dryers to be removed, and the plastic connectors replaced with aluminum (new code.) Quotations are being solicited for this.

- **CHOA Fall Seminars:**

The fall schedule for Strata Seminars was distributed to Council.



- **Council Resignation:**  
Due to the impending sale of his suite, Noah Grant has regretfully submitted his resignation from Council, effective immediately. His term expires at the next AGM.
- **Invoice approval and Cheque signing.**

6. **CORRESPONDENCE:**

- **Letters from Owners/Residents:**
  - A210 cat request: Approved
  - B105 dog request: Approved
  - B403 flooring request: Approved
  - A409 flooring request: Approved
  - C301 flooring and dog request: Approved

7. **NEXT MEETING DATE AND ADJOURNMENT:**

The next Council Meeting will be Tuesday October 30<sup>th</sup> 2007 at 7:30pm in the Strata Office.

Moved by: Art

Seconded by: Alec

Motion Proposed: To adjourn the meeting at 8:45pm.

Carried.

**DO YOU WANT TO BE ON COUNCIL?**

**Call Bill at 604-877-1383 or  
[newportonmain@telus.net](mailto:newportonmain@telus.net)**

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(September 26<sup>th</sup>)

**LEAK REPAIR UPDATE:**

The Warranty provider has authorized the Engineer to hire a company to repair the 2<sup>nd</sup>-floor terrace leak(s) above the 3438/48 Main street offices of Dr. Bueno. This will require scaffolding and tarps in front of the following units on the Main Street side of A building:

208, 209, 210, 308, 309, 310, 407, 408, 409, as well as above the Retail Units 3428, 3438, 3448, 3456.

Expect this scaffolding to be in place for approximately one month. The costs are being paid by the Warranty.









-There has been a leak into the 3<sup>rd</sup>-floor ceiling of C310 from a cut in the Duradek vinyl deck surface of the balcony above. This has been repaired.

- There has been a leak into the 3<sup>rd</sup>-floor ceiling of C310 from a 4<sup>th</sup>-floor roof leak. The one-layer shingle "cricket" showed two cracks, and has been patched and this appears to have fixed the problem. This will be monitored to confirm.

-The Warranty provider is proceeding with the repair to the decks of A208, 209 and 210. The scaffolding and white tarp will be up for approximately one month to provide cover to the deck while concrete is scraped and dried, and the water-proofing membrane applied. Bill has specifics, samples and photographs in the Office if any Owner requires more detailed information.

- **Parkade Break-Ins:**

The break-ins that occur sporadically in the parkade are being investigated. Notices to all residents will be delivered separately from the minutes to emphasize the importance of not allowing strangers into the underground.

- **Fireplace Servicing:**

The fireplaces have been re-lit, adjusted and tested.

- **Council Position:**

Reminder: There is one Strata Council position vacant, with the term expiring at the spring AGM.

- **Invoice approval and Cheque signing.**

6. **CORRESPONDENCE:**

- **Letters from Owners/Residents:**

-A317 small dog request:	Approved
-C202 small dog request:	Approved
-A303 flooring request:	Approved

7. **NEXT MEETING DATE AND ADJOURNMENT:**

The next Council Meeting will be Tuesday November 27<sup>th</sup> 2007 at 7:30pm in the Strata Office.

**Moved by:** Art                      **Seconded by:** Alec

**Motion Proposed:** To adjourn the meeting at 8:40pm.                      **Carried.**



THE **NEWPORT**  
ON **MAIN**

PO Box 420, 3480 Main Street, Vancouver, BC. V5V 3N2  
[newportonmain@telus.net](mailto:newportonmain@telus.net) TEL: 877-1383 FAX: 877-1384

Minutes of the LMS 1000 Strata Council Meeting of November 27<sup>th</sup>, 2007

*In Attendance:*

*Elizabeth Brett - Chair*

*Art Kitching – Vice Chair*

*Alec Macdonald*

*Bill Miller – Strata Manager*

*Leanne Wall - Treasurer*

*Heidi Allen*

*Regrets:*

*David Goodison*

1. **CALL TO ORDER:**

The meeting was called to order at 7:35pm

2. **APPROVAL OF AGENDA:**

Moved by: Alec

Seconded by: Leanne

**Motion Proposed:** Council approves the agenda. **Carried**

3. **APPROVAL OF MINUTES:**

Moved by: Leanne

Seconded by: Elizabeth

**Motion proposed:** Council approves the minutes of the meeting of October 30<sup>th</sup>, 2007. **Carried**

4. **FINANCES:**

- **Year to date financial statement / profit and loss statement (unaudited)**

Moved by: Alec

Seconded by: Heidi

**Motion proposed:** Council approves the financial statements for October 31<sup>st</sup>, 2007. **Carried**

The year to date September Operating Statement indicates a \$26,370 surplus vs. budget, as attached. This is true and accurate based on year to date activities and events, and has put us in a good position to respond to any unforeseen circumstances in the next few months (such as heavy snowfall etc.) The main reasons for the surplus are reduced utility costs (gas usage and changing bulbs to high efficiency) and overall continued efforts by Bill and George to keep costs down. Again, as committed to in the last AGM, attached please find the year to date breakdown of the General Repairs account.

- **Maintenance Fee Arrears:** Uncollected Strata Fees as at November 27<sup>th</sup> are \$1,231.67 of which \$555.64 is from one unit in "A" for paint damage to the hallway carpet (*arrangements have been made to pay this.*) There are now only 4 units that have not paid the March – May retroactive maintenance fees. Statements will be delivered to all Owners that are in arrears.

Uncollected Fitness Room Special Levy amounts total \$2,031.60 and Owners are reminded that the interest on unpaid levies is higher than that of unpaid maintenance fees. Statements will be delivered to the 11 Owners that are in arrears.

5. **COUNCIL BUSINESS:**

- **Maintenance Report:**

-The leaks into the A 201, C311 and C310 ceilings are repaired, and interior stain blocking and painting will occur, as well as interior leak repairs to 3496 and 3438 Main.

-A Unit in A building was forcibly entered by Vancouver Police and Paramedics after reports to 911 about an unattended dog barking for 12 hours. This was extremely unusual for this Unit. Had a door key been in the Office safe, this damage would not have occurred.

***Those Owners that have not provided a key to the Strata Office are reminded that the use of these keys is VERY restricted, and are asked to consider allowing one to be kept in the office.***

-The Warranty provider is proceeding with the repair to the decks of A208, 209 and 210. The contractor has completed the (annoying) scraping of the old membrane, and is ready to install the new 2-layer product. Samples are in the office, as well as digital photos of the process.

- **Parkade Break-Ins:**

-A letter was read from one Owner regarding an experience with the main garage gate. A man followed her car by crawling under the closing gate, and when he noticed that he had been seen by 3 separate ladies, turned around and went back up the ramp. To quote from this Owner:

***"I GUESS THIS IS A REMINDER FOR ME AND TO ALL THE OWNERS/RENTERS THAT WE NEED TO BE VIGILANT AND MAKE SURE THE GATE COMPLETELY CLOSES BEHIND US BEFORE MOVING OUR VEHICLES FROM IT."***

-Investigations continue into the unauthorized access from the buildings into the secure parking. An Owner noticed the "C" elevator lobby door not working properly. This door had been crow-barred, causing the door to appear locked, when that was not the case. Simultaneously, an exterior "C" hall door was also damaged in such a way as to seem closed and locked. The "B" front door was also jimmied in an attempt to enter.

**PLEASE CHECK THAT DOORS ARE CLOSED AND LOCKED, AND REPORT ANY DAMAGE AS SOON AS POSSIBLE TO THE OFFICE.**

- **Snow Clearing:**

Bill and Council discussed the difficulties in clearing the snow from the sidewalks on 18<sup>th</sup> avenue, 19<sup>th</sup> avenue and Main Street. This must be done in a timely manner as both a requirement of the City, as well as to limit our insurance liability. Bill was directed to check into the availability of a snow shoveling service.

- **Council Position:**

Reminder: There is one Strata Council position vacant, with the term expiring at the spring AGM.

- **Invoice approval and Cheque signing.**

6. **CORRESPONDENCE:**

- **Letters from Owners/Residents:**

-A303 pet request:                      Approved  
-A416 flooring request:                Approved

7. **NEXT MEETING DATE AND ADJOURNMENT:**

The next Council Meeting will be Wednesday January 30<sup>th</sup>, 2008 at 7:30pm in the Strata Office.

Moved by: Art

Seconded by: Alec

Motion Proposed: To adjourn the meeting at 8:21pm.

Carried.

# THE NEWPORT ON MAIN

PO Box 420, 3480 Main Street, Vancouver, BC. V5V 3N2  
newportonmain@telus.net TEL: 877-1383 FAX: 877-1384

## Minutes of the LMS 1000 Strata Council Meeting of January 30<sup>th</sup>, 2008

*In Attendance:*

*Elizabeth Brett - Chair*

*Art Kitching - Vice Chair*

*Bill Miller - Strata Manager*

*David Goodison*

*Alec Macdonald*

*Regrets:*

*Leanne Wall - Treasurer*

*Heidi Allen*

**1. CALL TO ORDER:**

The meeting was called to order at 8pm

**2. APPROVAL OF AGENDA:**

Moved by: Art                      Seconded by: David

**Motion Proposed:** Council approves the agenda.      **Carried**

**3. APPROVAL OF MINUTES:**

Moved by: Art      Seconded by: David

**Motion proposed:** Council approves the minutes of the meeting of November 27<sup>th</sup>, 2007.      **Carried**

**4. FINANCES:**

- **Year to date financial statement / profit and loss statement (unaudited)**

Moved by: Alec                      Seconded by: David

**Motion proposed:** Council approves the financial statements for December 31<sup>st</sup>, 2007.      **Carried**

The year to date December Operating Statement indicates a \$25,697 surplus vs. budget, as attached. This is true and accurate based on year to date activities and events, and has put us in a good position to respond to any unforeseen circumstances in the next few months. Again, as committed to in the last AGM, attached please find the year to date breakdown of the General Repairs account.

- **Maintenance Fee Arrears:** Uncollected Strata Fees as at January 31<sup>st</sup> are \$1,801.25 of which \$973.46 is from one unit in "A" for paint damage to the hallway carpet and maintenance fee arrears (*this unit is for sale, and the Strata will collect this arrears on completion of sale.*) There are now only 2 units that have not paid the March – May retroactive maintenance fees. Statements will be delivered to all Owners that are in arrears.

Uncollected Fitness Room Special Levy amounts total \$809.64 and Owners are reminded that the interest on unpaid levies is higher than that of unpaid maintenance fees. Statements will be delivered to the 4 Owners that are in arrears (*the unit for sale is included in these arrears and the Strata will collect this as well on completion.*)

**5. COUNCIL BUSINESS:**

- **Maintenance Report:**

-A skylight leak into B303 was repaired under warranty.

-Electrical repairs were made to the exterior lobby lights of buildings C and A.

- **Willis Warranty Update:**

The repair to the decks of A208, 109,210 are taking much longer than estimated due to a shortage in both labor and material. This will be completed as soon as possible. 5 other decks were opened up for

visual inspection by the Engineer (paid by the Warranty.) While some membrane blistering was observed, there is no leaking at this time, and the Warranty provider will not pay for any repairs now. The Strata has a copy of the Engineer's findings, as well as digital photographs, and will be spot checking in the future.

- **Dryer Vent Cleaning:**

Estimates have been received to remove each dryer, disconnect the exhaust hose, clean the vent from the outside in (with HEPA filter), install a new-code hose and reinstall the dryer. This work would be complete the week of March 10<sup>th</sup> to 14<sup>th</sup>.

Moved by: Art                      Seconded by: Elizabeth

Motion proposed: That LMS 1000 hire Michael A Smith Dryer Vent Cleaning to perform the dryer vent cleaning service, not to exceed \$13,000.                      **Carried**

- **Exterior Building Cleaning:** Estimates are being collected for the Building Envelope soft-scrubbing required in our warranty. This year, the work will be completed by mid-May.

- **Retail Hallway Security:**

It has come to the attention of the Strata that there are unauthorized persons in the retail hallway, with access to the rear doors of these units as well as the retail loading bay and vehicles. Bill is directed to communicate with the Owners of the offending units reminding them of this breach in security can not be allowed. Customers are required to use the front, business access doors to enter or exit.

- **Parkade Break-Ins:**

-There have been a few more cars broken into in Visitor Parking, with one resident cornering a man (and scaring him up the fire exit stairwell.) Well done Mary! Again, it appears that this individual was allowed entry by another resident via the Main Gate. The Strata has attempted a remedy on the gate by installing a timer. This has mostly worked, but is causing occasional excessive delays, and this will be rectified very quickly.

- **Parkade Security Cameras:**

In light of recent parkade break-in's, suggestions and quotations will be solicited to enhance the security in the parkade. This will be a topic for discussion under New Business at the AGM. Please forward any ideas to the Office.

- **Invoice approval and Cheque signing.**

## 6. CORRESPONDENCE:

- **Letters from Owners/Residents:**

-A101 flooring request:                      Approved

-C101 dog noise complaint:                      Bill will meet with the dog owner.

-C110 elevator improvement request:                      Bill will solicit suggestions and quotations to improve the cosmetic appearance of the elevator interiors.

-B303 noise complaint:                      Bill is directed to contact this Owner. The neighboring unit has conformed to the Bylaws and installed proper soundproofing underlay, uses an area rug in the living room as well as soft slippers.

## 7. NEXT MEETING DATE AND ADJOURNMENT:

The next Council Meeting will be Thursday February 28<sup>th</sup>, 2008 at 7:30pm in the Strata Office.

Moved by: David                      Seconded by: Alec

Motion Proposed: To adjourn the meeting at 9:21 pm.                      **Carried.**

**NOTE:** Bill is on vacation from February 5<sup>th</sup> to 21<sup>st</sup> and the office will be closed. If you have a payment on your account, please deliver it to the office of Anthony Lam CGA (our accountant) at 3456 Main Street (by the front door of Building "A") Any time-sensitive phone messages or emails will be handled by Tina and the emergency pager will be monitored.

**Strata Plan LMS 1000 op. Newport on Main**  
**Profit & Loss Budget vs. Actual**  
**YTD December 2007**

	YTD Actual	YTD Budget	YTD Variance \$	YTD Variance %	Remaining Budget	Total Annual Budget	Remaining Budget as a % of Total Budget	Remaining Budget in terms of Months
<b>Ordinary Income/Expense</b>								
<b>Income</b>								
3100 · Maintenance Fees	401,431	401,432	-1	100%	80,287	481,719	17%	2
3200 · Late Fee Revenue	425	292	133	146%	-75	350	-21%	-3
3300 · Move In Fees	950	417	533	228%	-450	500	-90%	-11
3400 · Interest and other income Total	10,022	6,667	3,355	150%	-2,022	8,000	-25%	-3
<b>Total Income</b>	<b>412,828</b>	<b>408,807</b>	<b>4,020</b>	<b>101%</b>	<b>77,741</b>	<b>490,569</b>	<b>16%</b>	<b>2</b>
<b>Expense</b>								
1 6800 · Management Total	50,075	47,250	2,825	106%	6,625	56,700	12%	1
1 6900 · Janitorial Total	25,310	27,850	-2,540	91%	8,110	33,420	24%	3
1 7000 · Wages - Emergency Calls Total	850	2,000	-1,150	43%	1,550	2,400	65%	8
1 7100 · WCB	549	667	-118	82%	251	800	31%	4
<b>Salaries &amp; Benefits</b>	<b>76,784</b>	<b>77,767</b>	<b>-983</b>	<b>99%</b>	<b>16,536</b>	<b>93,320</b>	<b>18%</b>	<b>2</b>
2E 4200 · Window Washing	1,000	1,000	0	100%	200	1,200	17%	2
2E 4700 · Landscaping	10,218	9,167	1,051	111%	782	11,000	7%	1
2E 5000 · Snow Removal	350	625	-275	56%	400	750	53%	6
<b>Exterior Maintenance</b>	<b>11,568</b>	<b>10,792</b>	<b>776</b>	<b>107%</b>	<b>1,382</b>	<b>12,950</b>	<b>11%</b>	<b>1</b>
2I 4300 · Amenities Room - Equipment	27	0	27	100%	-27	0	0%	0
2I 4400 · Elevator Maintenance Total	4,314	4,583	-270	94%	1,186	5,500	22%	3
2I 4500 · Fire System Repairs & Maint. Total	4,809	2,500	2,309	192%	-1,809	3,000	-60%	-7
2I 4600 · Garage Gates	4,593	3,333	1,259	138%	-593	4,000	-15%	-2
2I 5100 · Fire System Monitoring	616	708	-92	87%	234	850	28%	3
<b>Interior Maintenance</b>	<b>14,358</b>	<b>11,125</b>	<b>3,233</b>	<b>129%</b>	<b>-1,007</b>	<b>13,350</b>	<b>-8%</b>	<b>-1</b>
2O 4100 · Garbage Total	19,744	17,500	2,244	113%	1,256	21,000	6%	1
2O 4800 · General Repairs Total	29,651	45,834	-16,183	65%	25,349	55,000	46%	6
2O 4900 · Pest Control	1,797	2,083	-286	86%	703	2,500	28%	3
2O 5300 · Janitorial Supplies/Equipment	1,956	2,500	-544	78%	1,044	3,000	35%	4
<b>Other Maintenance</b>	<b>53,149</b>	<b>67,917</b>	<b>-14,768</b>	<b>78%</b>	<b>28,351</b>	<b>81,500</b>	<b>35%</b>	<b>4</b>
3 6500 · Accounting Fees & Programs	10,750	10,750	0	100%	2,150	12,900	17%	2
3 6600 · Audit	0	1,667	-1,667	0%	2,000	2,000	100%	12
3 6700 · Legal/Appraisals/Contracts Total	0	833	-833	0%	1,000	1,000	100%	12
<b>Professional Fees</b>	<b>10,750</b>	<b>13,250</b>	<b>-2,500</b>	<b>81%</b>	<b>5,150</b>	<b>15,900</b>	<b>32%</b>	<b>4</b>
4 5700 · Bank Charges	4	83	-80	5%	96	100	96%	12
4 6100 · Office Equipment and Supplies Total	2,002	2,500	-498	80%	998	3,000	33%	4
4 6200 · Postage / Copies	695	1,000	-305	70%	505	1,200	42%	5
4 6300 · Licences & Permits Total	1,125	1,250	-125	90%	375	1,500	25%	3
4 7500 · Miscellaneous	119	0	119	100%	-119	0	0%	0
4 7600 · Penalty & Interest	485	0	485	100%	-485	0	0%	0
4 7800 · Bad Debt	36	0	36	100%	-36	0	0%	0
<b>Office &amp; Miscellaneous</b>	<b>4,467</b>	<b>4,833</b>	<b>-366</b>	<b>92%</b>	<b>1,333</b>	<b>5,800</b>	<b>23%</b>	<b>3</b>
5 5400 · Electricity	20,482	22,917	-2,435	89%	7,018	27,500	26%	3
5 5500 · Gas	58,140	61,600	-3,460	94%	15,780	73,920	21%	3
5 5600 · Water & Sewer	34,969	31,667	3,302	110%	3,031	38,000	8%	1
5 6400 · Office Communications Total	3,268	3,333	-65	98%	732	4,000	18%	2
<b>Telephone &amp; Utilities</b>	<b>116,859</b>	<b>119,517</b>	<b>-2,657</b>	<b>98%</b>	<b>26,561</b>	<b>143,420</b>	<b>19%</b>	<b>2</b>
6 5900 · Insurance	36,280	36,280	0	100%	7,256	43,536	17%	2
<b>Insurance &amp; Property Taxes</b>	<b>36,280</b>	<b>36,280</b>	<b>0</b>	<b>100%</b>	<b>7,256</b>	<b>43,536</b>	<b>17%</b>	<b>2</b>
7 7300 · Contingency Fund Expense	36,494	36,494	0	100%	7,299	43,793	17%	2
8 8500 · Building Envelope Maintenance	15,412	18,333	-2,921	84%	6,588	22,000	30%	4
9 9000 · GST ITC	11,011	12,500	-1,489	88%	3,989	15,000	27%	3
<b>Total Expense</b>	<b>387,131</b>	<b>408,807</b>	<b>-21,676</b>	<b>95%</b>	<b>103,439</b>	<b>490,569</b>	<b>21%</b>	<b>3</b>
<b>Net Ordinary Income</b>	<b>25,697</b>	<b>0</b>	<b>25,697</b>	<b>100%</b>	<b>-25,697</b>	<b>0</b>		
<b>Net Surplus / (Deficit)</b>	<b>25,697</b>	<b>0</b>	<b>25,697</b>	<b>100%</b>	<b>-25,697</b>	<b>0</b>		

### Breakdown of General Repairs Year-to-Date

	Mar 1/07 to <u>May 31/07</u>	Jun 1/07 to <u>Aug 31/07</u>	Sept 1/07 to <u>Nov 30/07</u>	Dec 1/07 to <u>Dec 31/07</u>	Totals
Carpentry	\$ 16	\$ 9	\$ 100	\$ 794	\$ 919
Carpet Cleaning	\$ 770	\$ 81	\$ -	\$ -	\$ 851
Electrical	\$ 243	\$ 96	\$ 34	\$ -	\$ 373
Emergency Plumbing	\$ 345	\$ -	\$ -	\$ -	\$ 345
Fireplace Servicing	\$ -	\$ -	\$ 5,377	\$ -	\$ 5,377
Gates	\$ -	\$ 1,906	\$ -	\$ -	\$ 1,906
HVAC	\$ 285	\$ -	\$ -	\$ -	\$ 285
Leak Repairs	\$ 2,161	\$ -	\$ 1,107	\$ -	\$ 3,268
Locksmith	\$ 983	\$ 61	\$ 583	\$ 27	\$ 1,842
Misc Repairs	\$ 445	\$ -	\$ 488	\$ -	\$ 933
Painting	\$ 1,130	\$ -	\$ 622	\$ -	\$ 1,752
Parkade Cleaning	\$ -	\$ 2,073	\$ -	\$ -	\$ 2,073
Plumbing	\$ 1,198	\$ 1,759	\$ 4,629	\$ 190	\$ 7,776
Repair Supplies	\$ 78	\$ 144	\$ 107	\$ 13	\$ 342
Security Breaches	\$ -	\$ 986	\$ 622	\$ -	\$ 1,608
	<u>\$ 7,653</u>	<u>\$ 7,115</u>	<u>\$ 13,669</u>	<u>\$ 1,024</u>	<u>\$ 29,650</u>
				<b>Year to date Budget</b>	<u>\$ 36,667</u>
				<b>Variance to Budget</b>	<u>\$ (7,017)</u>