

**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN VR 61 – "THE SEA BREEZE"  
2025 WEST 2<sup>ND</sup> AVENUE, VANCOUVER, BC**

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Held Thursday, September 7, 2006  
in Suite #301

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**PRESENT:** Arnold Shoichet Suite #205  
Pirkko Halonen Suite #301  
Aaron Genereaux Suite #406  
Elizabeth Klingensmith Suite #309  
Tracy Chard Suite #102

**REGRETS:** Shari Abrams Suite #219

**MANAGING AGENT:** Emil Filip, *Strata Agent, Ascent Real Estate Management Corporation*

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**CALL TO ORDER**

The meeting was called to order at 7:22 pm.

**APPROVAL OF PREVIOUS MINUTES**

It was moved and seconded to approve the minutes of June 22, 2006 as circulated. Carried.

**FINANCIALS**

1. **Approval of up to date financial statements September 2005 – July 2006:** Due to the fact that some of the questions forwarded by the treasurer to the strata agent have not been replied to yet, also due to the fact that the financial statements for the month of July is not ready, the approval of the above mentioned financial statements has been tabled.
2. **Review of accounts receivable:** As at the time of the meeting, the accounts receivable were not available, the discussion of the arrears was tabled. The property manager will forward both the financial statements and the accounts receivable to the strata treasurer as soon as they become available.
3. **RESIGNATION OF COUNCIL MEMBER:** The council wishes to acknowledge the resignation of Karen Keyes and extends the utmost appreciation to Karen for her past efforts and dedication.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. **Update on roof patio extension work:** One of the council members provided an update on the status of the job. As the owners are aware, the job has started a while ago and it should be completed in approximately two weeks time. The sketches prepared by an architect will be used for the final inspection of the work in order to obtain all permits required. Also the drain covers were removed for a period of ten days but have been replaced since.

It should be noted that the 4<sup>th</sup> floor owners will have to paint the exterior of their patios the same colour in order to preserve the unity of the complex. The owners should be aware that the decks and the roof will be inspected at the end of work. A letter from Harvard Industries Ltd. was received in which the roofing contractor was informing council that he disagrees with the practice used by the deck constructor to cut the decks and the sleepers into sections on the roof after it has been built because of the possibility of damaging the roof. The council acknowledged the letter and wishes to inform the owners that after the work is done, Harvard Industries Ltd. will be contacted and asked to provide the final inspection of the roof so that the warranty for the roof is not jeopardized. The cost of the

inspection will be born by the fourth floor owners. The motion was moved, seconded and carried with four votes In favour and one abstention.

2. **Caretaker:** Verbal information was received from Katrin the caretaker confirming the fact that she intends to resign at the end of November. The property manager will contact the caretaker In order to obtain all the information needed about the building including the maintenance schedule. Also the council wishes to thank Katrin for her efforts and dedication. The property manager was instructed by council to take all measures in order to find a replacement in the shortest time possible. The motion was moved, seconded and carried.
3. **Upper roof deck:** As homeowners are aware, the council decided to hire an engineer to inspect the upper roof decks. Two quotes have been received up until now and the quotation provided by Levelton has already been accepted. The engineer assessment is needed to make sure that the upper roof deck meets the safety standards.
4. **Problems at the back of the building:** As the building continues to settle problems have occurred at the back of the building as the ground is sinking. The result is the appearance of major cracks between the patios and the wall on the ground floor with possible damage to the membrane.

### **CORRESPONDENCE**

1. A letter was received from the landscaper advising council that the price of the landscaping contract has been increased with \$100.00 per month. As the council is quite pleased with the performance of the landscaper, the council approved the increase and wishes to extend their appreciation to the landscaper.
2. An owner complained about noise emanating from the unit above and the complaint resulted in a fine of \$100 assessed to the respective unit for a second contravention. However, the owner of the unit in question wrote a letter to council asking that the fine be waved and informing council that he had taken measures to remedy the situation by installing new carpeting in the suite with added underlayment. The council decided to waive the fine this time only, but wishes to inform the respective owner that should further noise complaints be received, the fine will be reinstated for \$100 and an extra fine of \$200 will be assessed as this would constitute repeat contravention.
3. Correspondence was received yet from another owner who informed council that he cannot accept a fine that had been issued in April for unreasonable noise caused by his tenant as at that time the tenant was out of town. The property manager was instructed to check and see if the information provided by the complaining party included details of the violation and if it doesn't, the fine should be waived. All owners are hereby informed that when bringing forward complaints, especially noise complaints, they have to be documented properly by mentioning the time when the violation occurred, the date, the type of violation with a short description of the noise and if possible, the name of witnesses that can confirm violation.
4. Correspondence was received from an owner requesting permission to replace the cupboard bracing that was removed when the roof was resurfaced with a similar structure. The council approved the request.
5. An owner sent council correspondence complaining about noise emanating from the unit below his. Also the representative of the absentee owner whose tenant committed the offence sent a letter to council stating that the complaint is not founded. The council wishes to acknowledge both letters and wants to ask the complaining party to provide not only very specific information but also, whenever possible, witnesses.
6. Correspondence was received by an owner regarding the damaged caused to the floor by condensation from her patio door. The owner asked the council to replace the single glazed patio doors with double glazed patio doors, which would also solve the noise problem in her unit caused by the human traffic. It is the council's opinion that the damage was not caused by condensation but is rather a result of membrane failure due to the settling of the building and the cracks that appeared between balconies

and the building in the back area. Halsall Engineering will be instructed to inspect the area at their earliest convenience.

7. Lastly, correspondence was received from an owner that was complaining of inappropriate behavior of one of the council members. The council wishes to acknowledge the owners concern and encourages the owner to report any further similar incidents to council. The respective council member will be advised to refrain from such behavior in the future.
8. **Removal of money from washers and dryers:** The property manager informed the council that due to the new requirements imposed by the licensing process, the property managers are no longer permitted to collect and handle large sums of cash. Consequently, a council member volunteered to empty the machines with the help of another council member/owner, record the cash and deposit it into the strata corporation account.
9. **Annual General Meeting:** The fiscal year end for the strata corporation is October 31<sup>st</sup>. A number of quotations still have to be obtained regarding the costs for repairing a number of balconies this year. As soon as those quotations are received, they will be budgeted for. The property manager will prepare a draft budget and forward it to council. The council will discuss the budget and provide the final draft to the property manager to be included in the notice. Tentatively, the Annual General Meeting was scheduled to take place on Thursday November 16, 2006.

#### **ADJOURNMENT**

There being no further business, the meeting adjourned at 10:37 p.m.

The date for the next council meeting is October 19, 2006 as preparation for the Annual General Meeting.

Ascent Real Estate Management Corporation  
Managing Agents  
On Behalf of Owners' Strata Plan VR61

Emil Filip  
Strata Agent

EF/kg

Owners are asked to forward their questions or concerns to Emil Filip at Ascent Real Estate Management at 604-431-1800 or [efilip@ascentpm.com](mailto:efilip@ascentpm.com). Matters requiring Council approval are asked to be submitted one week prior to the Council meeting in order to prepare the agenda.

*Ascent Real Estate Management Corporation – 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9  
Phone: 604-431-1800 Fax: 604-431-1818 Email: [ascent@ascentpm.com](mailto:ascent@ascentpm.com) Website: [www.ascentpm.com](http://www.ascentpm.com)*

**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN VR 61 – "THE SEA BREEZE"  
2025 WEST 2<sup>ND</sup> AVENUE, VANCOUVER, BC**

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Held Thursday, October 19, 2006  
In Suite #301

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**PRESENT:**

Arnold Shoichet	Suite #205
Pirkko Halonen	Suite #301
Aaron Genereaux	Suite #406
Elizabeth Klingensmith	Suite #309
Tracy Chard	Suite #102
Shari Abrams	Suite #219

**MANAGING AGENT:** Hanne Andersen, *Strata Agent, Ascent Real Estate Management Corporation*

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**CALL TO ORDER**

The meeting was called to order at 7:12 pm.

**APPROVAL OF PREVIOUS MINUTES**

It was Moved and Seconded to approve the Council Meeting Minutes of September 7, 2006. Under Business Arising "upper roof deck" deck should be amended to read "upper common roof deck". Carried.

**FINANCIALS**

1. **Approval of Financial Statements:** Pirkko will forward an email to the Strata Agent which addresses questions regarding the financial statements. The financial statements to be approved when these questions are satisfactorily answered.
2. **Review of accounts receivable:** the Strata Council requested that fines for two units be waived. The Property Manager will coordinate this.
3. **Budget:** It was Moved, Seconded and Carried to approve the budget with amendments; the Carpet Levy to be transferred to the Operating Account. There is a surplus in the Roof Levy Account this money may need to be utilized for the boiler replacement.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. **Roof Patio Extension:** the 4<sup>th</sup> floor residents have requested invoices that they are responsible for, for the roof patio extensions. The Strata Agent has forward all invoices for the current fiscal year to the Strata Council. The Strata Council requested that Latham's inspect the roof area to see if there is any interference with the fans. The Strata Council also requested that Harvard Industries inspect the roof to ensure that the decks have not voided the warranty. This will be done after the roof is completed on the 4<sup>th</sup> floor. The 4<sup>th</sup> floor owners are in the process of coordinating quotes to paint the outside railing of the deck walls, the colour to conform to with the rest of the building.
2. **Caretaker:** the Caretaker has tendered her resignation; her last day of work will be October 31, 2006. It was Moved, Seconded and Carried to forward some correspondence received from the outgoing Caretaker to a Labour Lawyer to review and provide an opinion to the Strata Council. The Strata Council advises that the rent for the Caretaker has been \$300 per month which the Council believes is not current market rent. The Strata Council requested a letter be sent to the outgoing Caretaker advising that her correspondence has been forwarded onto the Strata Corporation's Lawyer. The Strata Council presented a letter from a non-resident applicant that was interested in the Caretaker's position. The Strata Council Moved, Seconded and Carried to hire a temporary janitorial firm to clean the building and possibly take on some Caretaking duties in the interim until a successful candidate is chosen for the building. The Strata Council requested that an ad be placed in the paper to source candidates for the position.

3. **Roof Deck Inspection:** The Strata Council requested the Levelton report be stopped. The Strata Council requested that the City of Vancouver Building Inspection Department be contacted to inspect and provide a permit for the common deck. The Property Manager will coordinate.
4. **Patio and Wall Repairs -** Brennan from Halsall attended the meeting and advised the owners that they have done a preliminary inspection of the property. Further exploratory work is required to do this work. Please see quotes attached. It was Moved, Seconded and Carried to have Halsall coordinate the exploratory pit at a cost of \$650.00. The work to be performed by New City Contracting dependant on availability of the contractor. #102 will also be inspected at the same time for a water ingress Issue.
5. **Preventative Maintenance Quote:** quote from Latham's pending.
6. **Carpet Cleaning:** Ultracare to coordinate with Katrin next week.
7. **Balcony Repairs:** the Strata Council requested quotes from Harvard Decks for membrane replacement and Handyman Services for railing #319, 320, 321, 301, 302, 303, 304.

### CORRESPONDENCE

1. **Noise Complaints:** have been resolved.
2. **Letter from #216:** patio painting
3. **Letter from #308 Tenant:** regarding satellite dish installation, the tenant of this unit has installed a satellite dish without the Strata Corporation's permission. The Strata Council Moved, Seconded and Carried to have Harvard inspect the installation to see if the common property has been damaged. All costs will be charged back to the unit.
4. **Request to Use Strata Corporation's Unit-**a request was submitted to the Strata Council from an owner to utilize the Strata Corp's suite from November 4-8. The Strata Council Moved, Seconded and Carried to approve for this owner to use the suite at a cost of \$10/day.
5. **Letters:** need to be send to #401 cupboard bracing, #215 fine is waived at this time.

### NEW BUSINESS

1. **Irrigation System Winterization:** the Strata Agent has contacted the Irrigation company to schedule the winterization of the system. Issues with access to coordinate this have arisen with the Caretaker. This will be coordinated with the Council or new the Caretaker shortly.
2. **Bylaws:** the Strata Corporation's Lawyer made a recommendation to amend the bylaws to have the 4<sup>th</sup> floor balconies Liability Undertakings run with the land. The Strata Council will follow up on this matter.
3. **Smoke Detector Inspections:** to be scheduled ASAP. Notices will be sent shortly to owners; owners are kindly requested to provide access at the specified date and time.
4. **Boiler Replacement:** there have been some recent issues with the boiler not firing. The Strata Council reviewed correspondence from Latham's which advises the owners to replace the boiler due to unavailability of parts. The Strata Council has requested to obtain a quote for boiler replacement from Latham's.

### ADJOURNMENT

There being no further business, the meeting adjourned at 9:53p.m.

The date for the Meeting TBA and will be the Annual General Meeting.

Ascent Real Estate Management Corporation  
 Managing Agents  
 On Behalf of Owners' Strata Plan VR61

Hanne Andersen  
 Strata Agent  
 Direct Line: 604.293.2431

HA/cc

**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN VR 61 – "THE SEA BREEZE"  
2025 WEST 2<sup>ND</sup> AVENUE, VANCOUVER, BC**

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Held Thursday, December 14, 2006  
in Suite #301

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**PRESENT:** Arnold Shoichet, President Suite #205  
Pirkko Halonen, Treasurer Suite #301  
Aaron Genereaux, Vice-President Suite #406  
Elizabeth Klingensmith Suite #309  
Tracy Chard Suite #102

**REGRETS:** Shari Abrams Suite #219

**MANAGING AGENT:** Hanne Andersen, *Ascent Real Estate Management Corporation*

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**CALL TO ORDER**

The meeting was called to order at 7:20 pm.

The President pointed out that this was not a regularly scheduled meeting, but a special extra meeting called because a number of decisions, required in preparation for the AGM, had been delayed until the present time. The AGM, originally intended for October 2006, is currently scheduled for January 23, 2007.

**APPROVAL OF PREVIOUS MINUTES**

The minutes of the Council Meeting of October 19, 2006 were read and approved unanimously.

**BUSINESS ARISING FROM THE MINUTES**

1. **Correspondence:** With respect to the third item of correspondence in the October 19 minutes, council was not aware if the inspection of the installation of an unapproved satellite dish had been undertaken. Ascent will be redirected to request the inspection if it has not been done.
  
2. **Business Arising From Previous Minutes** (Item 3 – upper Roof Deck Inspection): council was unaware whether the City of Vancouver Building Inspection Department had been contacted to inspect and provide a permit for the common deck. Ascent will be redirected to request the inspection if it has not been done.

## **FINANCIALS**

1. **Questions Answered:** The treasurer reported that Ascent Management has finally answered a number of questions on outstanding matters, enabling her to approve all financial statements up to October 31, 2006. She pointed out that there remained one outstanding insurance claim of \$178 from May, 2005.
2. **Financial Statement Approval:** The financial statements to October 31, 2006, were approved.
3. **Questions Unanswered:** There is in the strata account a surplus of \$19,172.43, related to the Special Roof Levy, the exact source of which has not been clearly identified by Ascent. Ascent is expected to undertake a general ledger search in order to track the funds collected for the recent roof work.

Members of council acknowledged and commended the commitment of Pirkko, not only in her detailed attention to the responsibilities of treasurer, but also for the extra time she has volunteered in generally serving the strata community.

## **OLD AND NEW BUSINESS**

### **1. Rooftop Patio Extensions:**

#### **a) Designation:**

Completion of the process of designating the rooftop patio extensions as Limited Common Property requires approval of a General Meeting of the Strata. In spite of delays in the scheduling of the AGM in part to facilitate this matter, all the requirements for final approval of the strata have not yet been fulfilled. The issue therefore will be deferred to a future general meeting. Among the requirements not met, final Vancouver Building Inspection and Permits have not been completed, and errors in the indemnity agreements have not yet been corrected.

#### **b) Reimbursement of strata by 4<sup>th</sup> Floor Owners:**

Accumulated costs related to the development of the fourth floor patio extensions, which have been paid from the strata treasury, are \$5757.16. The fourth floor owners are aware of this amount, and also of the fact that further invoices are yet to accrue. They will now forward payment of the accumulated debt to Ascent. Aaron Genereaux will write to the strata agent the amount owed by each fourth floor owner. It was the feeling of council that these payments should be considered in arrears if not paid by Feb. 1, 2007. Any decision on action to be taken in the event of delayed payments was deferred to the next council. The fourth floor owners indicated that they expected to have the opportunity to review any future invoices deemed to be their responsibility, prior to the charges being applied to their accounts.

#### **c) The Appearance of the Railings**

Members of council have received several communications critical of the appearance of the rooftop railings, which are not painted, and which have strut supports visible on the outside. The explanation given by the representative of the fourth floor owners was that painting has been necessarily deferred until dry weather, and that, in the absence of fixed walls to which railings could be secured, struts are required for structural stability. Council was reassured that the appearance would be suitably conforming to building standards when painting is complete.

### **2. Penalties for Overdue Accounts:**

Moved, seconded, and carried that, as per the strata bylaws, Section 2.1, unless specific exemption is granted by council, Ascent is instructed automatically to apply a monthly surcharge of 10% per annum to overdue accounts.

3. **Previous Caretaker's Claim:**

Katrin Jardine, the previous Caretaker, has filed a claim against the strata. The matter has been referred to the Strata Corporation's Lawyer.

4. **New Caretaker's contract:**

Following the resignation of the previous caretaker, the strata posted an advertisement for the position of live-in caretaker. Pending such an appointment, the caretaking services have been provided by Kelly-Boy Maintenance. Although numerous applications for the position of live-in caretaker were received, members of council were pleased with the services of Kelly-Boy. It was moved, seconded and carried that the strata enter into a contract for caretaker services with Kelly-Boy Maintenance, terminable by either party on one month's notice. This would leave vacant the former caretaker's suite, which is owned by the strata.

5. **Disposition of the former caretaker's suite:**

The former caretaker's suite (#217) having been vacant for over a month, council shared a consensus that the suite should be rented as soon as possible. Council decided that the suite should be rented on a monthly basis with no long term lease, and, after making local comparisons, that an appropriate rent would be not less than \$750 per month. Through awareness of the strata's situation, two rental candidates with good references had already informally expressed to members of council their interest in renting the suite. Council discussed the protocol of advertising the rental of the suite to the general public. Council was not prepared to undertake the task of interviewing multiple candidates, and did not support incurring the costs of having Ascent assume this role. It was moved, seconded and carried that before further consideration of advertising the suite, the two existing candidates would be interviewed by a representative of council, following an appropriate credit check at each candidate's expense.

6. **Replacement of the Boiler:**

With reference to minutes of October 19, 2006, and advice from Latham's to replace the furnace boiler, a quote for \$23,000.00 has been received for the replacement cost. The Council requests that a resolution be presented at the upcoming Annual General Meeting that the cost to replace the boiler be paid for from the surplus in the Roof Levy Account and the remainder to be paid from the Contingency Reserve Fund.

7. **Repairs to the back of the building:**

As has been known for some time, there has been significant deterioration of the back of the strata building. On October 19, council authorized Halsall engineering consultants to coordinate further exploration of the extent of the work required. On December 13, the strata received the long-awaited quotes from Halsall, and their advice and recommendations. Based on that advice, the council recommends that the strata budget \$190,000.00 for the necessary work. Furthermore, in consideration of the importance of maintaining a healthy Contingency Reserve Fund in an older building, it was moved, seconded and carried that the following resolution be presented at the upcoming Annual General Meeting.



**VR61-3/4 VOTE RESOLUTION #2 –NORTH ELEVATION LANDSCAPING REPAIRS**

**Whereas** the Strata Council has received an opinion from Halsall Associates Ltd. (Engineers) that repairs are required to the North Elevation Landscaping. The cost of which to be 180, 500. (email from Halsall and Report and quote from Halsall attached). The Strata Council recommends that this be paid partially by a Special Levy (3/4) and partially by the Contingency Reserve Fund (1/4).

**Be it resolved** the Owners of Strata Plan VR61 hereby resolve the following by a 3/4 vote:

To enter into a contract with Halsall Associates Ltd (Engineering Services). and TNC Restoration Ltd (Contractor) to undertake emergency repairs to the North Elevation Landscaping in the amount of \$180, 500.00 as per the attached Recommended Repair Budget plus \$10, 000.00 for oil tank removal and remediation and Ascent administration fees of 3%, cost to undertake this project to be paid by way of a Special Levy in the amount of \$135, 375.00 due and payable on January 23, 2007, in accordance with the attached Payment Schedule and the balance of the project in the amount of \$5, 125.00 to be paid for out of the Contingency Reserve Fund.

**There being no further business, the meeting adjourned.**

Arnold Shoichet  
Council President  
Strata VR61

**VR61-¾ VOTE RESOLUTION #3 –BUDGETS SURPLUS AND DEFICITS**

**Whereas** the years 2005 and 2006 budget years resulted in a deficit of \$344.89 and the Operating Fund-Prior Year (RE) resulted in a deficit of \$3,348.67,

**Be it resolved** in accordance with section 104 of the *Strata Property Act* that the Owners of Strata Plan VR61 hereby authorize the following by a ¾ vote:

The deficit to be eliminated by using Contingency Reserve Fund. **This resolution is completed.**

**VR61-¾ VOTE RESOLUTION #4 – CLOSE CARPET LEVY ACCOUNT/TRANSFER TO OPERATING**

**Whereas** as at October 31, 2006 the Carpet Levy Account balance is \$204.80,

**Be it resolved** that the Owners of Strata Plan VR61 hereby authorize the following by a ¾ vote:

To close the Carpet Levy Account and transfer the balance as at October 31, 2006 of \$204.80 into the Operating Account. **This resolution is completed.**

*Ascent Real Estate Management Corporation – 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9*  
Phone: 604-431-1800 Fax: 604-431-1818 Email: [ascent@ascentpm.com](mailto:ascent@ascentpm.com) Website:  
[www.ascentpm.com](http://www.ascentpm.com)

**ANNUAL GENERAL MEETING MINUTES  
STRATA PLAN VR 61  
"THE SEA BREEZE"  
2025 WEST 2<sup>ND</sup> AVENUE, VANCOUVER, BC**

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**HELD:** Tuesday January 23, 2007

**PLACE:** Lobby – 2025 West 2<sup>nd</sup> Avenue, Vancouver, BC

**MANAGING AGENT:** Hanne Andersen, *Senior Strata Agent, Ascent Real Estate Management Corporation*

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**REGISTRATION**

Upon arrival, owners signed next to their strata lot on the registration list provided.

**CALL TO ORDER**

The meeting was called to order at 7:05 p.m. by Council President Arnold Jules Shoichet.

**INTRODUCTION**

The Strata Agent Hanne Andersen was introduced to the owners.

**QUORUM REPORT**

Registration confirmed that there were thirty-one (31) owners represented in person or by proxy which constituted a quorum and therefore the meeting was competent to proceed with the business at hand.

**PROOF OF NOTICE**

It was **MOVED, SECONDED** to approve the Notice of Call as distributed in accordance with the provisions of the *Strata Property Act of British Columbia*. **MOTION CARRIED.**

The Strata Agent Hanne Andersen, was requested to facilitate the meeting.

**MINUTES**

It was **MOVED, SECONDED** that the minutes of the Annual General Meeting October 24, 2005. **MOTION CARRIED**

**INSURANCE COVERAGE REPORT**

A copy of the Strata Corporation's current insurance policy was contained in the Notice of Call. Owners' are advised to retain this document for their personal files. Please also refer to the attached information advising residents to obtain adequate homeowners' insurance coverage.

## **APPROVE BUDGET**

The Owners discussed the proposed budget. The Council Treasurer, spoke to the budget informing owners that there was an increase in maintenance fees. A few decks require replacement this year and will be completed within the Annual Operating Budget.

After discussion, a vote was taken to approve the budget as presented in the Notice of Call.

It was **MOVED, SECONDED** to approve the budget as presented. **MOTION CARRIED.**

**Increase in Strata Fees**-owners on Preauthorized Payment will adjust automatically and catch up applied will be withdrawn automatically from your bank account. Owners who pay monthly or by post-dated cheques will need to provide a catch up payment for the difference in Strata Fees for November, December, January and February. Please be aware that new Strata Fees are effective November 1, 2006.

Owners are reminded that the Strata Fees are due and payable on the 1<sup>st</sup> of every month. The Strata Council wishes to advise owners that late charges will apply for any late payments of Strata Fees. Please also note that Special Assessment payments must be submitted by cheque and cannot be automatically withdrawn from your bank account.

## **SPECIAL RESOLUTION #1: BOILER REPLACEMENT-LEVY**

The owners discussed the following Special Resolution:

**WHEREAS** at a special general meeting held on October 18, 2004, **THE OWNERS, STRATA PLAN VR 61** (the "Strata Corporation") raised money to repair the roof of the building by a special levy (the "Roof Levy") authorized by a resolution passed by a 3/4 vote;

**AND WHEREAS** section 108(5) of the *Strata Property Act*, S.B.C. 1998, c. 43 requires the Strata Corporation to return to the owners, in proportion to their contributions, monies collected by means of a special levy that exceed the funds required for the purpose set out in the resolution;

**AND WHEREAS** rather than return to the owners, the funds excess to the Roof Levy, the Strata Corporation deems it advisable to use the funds excess to the Roof Levy to pay the costs to replace the boiler for the building;

**BE IT RESOLVED** by a 3/4 vote of **THE OWNERS, STRATA PLAN VR 61** (the "Strata Corporation") that the Strata Corporation be and is hereby authorized to levy (the "Boiler Replacement Levy") on the strata lots comprising the Strata Corporation, in proportion to the unit entitlement of each strata lot and in the amounts shown opposite each strata lot in Schedule "A" (attached hereto and forming part of this resolution), the aggregate sum of \$19,170.00 to pay the costs to replace the boiler for the building. Each strata lot's share of the Boiler Replacement Levy is due and payable immediately on the date of passage of this resolution.

Each strata lot's share of the Boiler Replacement Levy will be paid by the reallocation of \$19,170.00 from the funds excess (the "Roof Surplus") to the special levy for the roof repairs.

If, for any reason, a strata lot's share of the Roof Surplus is not available to pay the Boiler Replacement Levy, that strata lot's share of the Boiler Replacement Levy must be paid by the owner of such strata lot as of the date of this resolution in accordance with Schedule "A".

It was **MOVED, SECONDED** to approve Special Resolution #1 as presented. **MOTION CARRIED.**

Owners Please Note: You do not need to send in a cheque for this levy.

## **SPECIAL RESOLUTION #2: BOILER REPLACEMENT-CRF**

The Owners discussed the following Special Resolution #2:

**WHEREAS** the special levy authorized in Resolution #1 (above) is insufficient to pay the full costs to replace the boiler;

**BE IT RESOLVED** by a 3/4 vote of **THE OWNERS, STRATA PLAN VR 61** (the "Strata Corporation") that the Strata Corporation be and is hereby authorized to spend up to \$3,850.00 from the contingency reserve fund to pay the costs to replace the boiler that are over and above the funds raised by special levy in Resolution #1.

It was **MOVED, SECONDED** to approve Special Resolution #2 as presented. **MOTION CARRIED.**

## **SPECIAL RESOLUTION #3: NORTH ELEVATION LANDSCAPING-LEVY**

Brennan Vollerling from Halsall Engineering presented the North Elevation Landscaping Proposal contained within the Notice of Call. An owner asked if there were current issues with the foundation if this would be addressed. Brennan advised that the \$10,000 Contingency in the Recommended Repair Budget is expected to cover any Construction Contingencies. There is \$12,000 budgeted for landscaping items. Some owners were concerned about losing their parking spots. Brennan advised that the contractor could be asked to stagger the project to facilitate this. Only the damaged areas of the parking lot would be replaced, as well as sidewalks. Brennan advised that the trees were not contributing to the problem. The trees are damaged as a result of soil erosion. Brennan discussed the removal of the oil tank. The budget for this item is \$10,000. The Owners asked if the backfill issue would cause any further damage to the building. Brennan advised that if the owners decided to not proceed with the repairs as recommended in the North Elevation Landscaping Proposal that there would be further deterioration to the back area and a continuing settlement issue. Arnold and Pirkko spoke and advised the owners that the Council's recommendations are to move forward on this item.

The Owners discussed the following Special Resolution #3:

**WHEREAS THE OWNERS, STRATA PLAN VR 61** (the "Strata Corporation") deems it advisable to make certain repairs to the north elevation landscaping (the "Landscaping Repairs") based on recommendations made in a report prepared by Halsall Associates Ltd. (Engineers) (see report attached);

**BE IT RESOLVED** by a 3/4 vote of **THE OWNERS, STRATA PLAN VR 61** (the "Strata Corporation") that the Strata Corporation be and is hereby authorized to levy (the "Landscaping Levy") on the strata lots comprising the Strata Corporation, in proportion to the unit entitlement of each strata lot and in the amounts shown opposite each strata lot in Schedule "A" (attached hereto and forming part of this resolution), up to \$135,187.50 to pay a portion of the costs of landscaping repairs. The Landscaping Levy is comprised of the following:

**\$165,000 (per attached repair budget)**

**\$10,000.00 for oil tank removal and remediation; and**

**administration fee to Ascent Real Estate Management Corporation calculated as 3% of the total cost of the Landscaping Repairs.**

Each strata lot's share of the Landscaping Levy is due and payable immediately on the date of passage of this resolution.

It was **MOVED, SECONDED** to approve Special Resolution #3 as presented. **MOTION CARRIED.**

#### **SPECIAL RESOLUTION #4: NORTH ELEVATION LANDSCAPING-CRF**

The Owners discussed the following Special Resolution #4:

**WHEREAS** the special levy authorized in Resolution #3 (above) is insufficient to pay the full costs to repair the landscaping;

**BE IT RESOLVED** by a 3/4 vote of **THE OWNERS, STRATA PLAN VR 61** (the "Strata Corporation") that the Strata Corporation be and is hereby authorized to spend up to \$45, 062.50 from the contingency reserve fund to pay the costs to repair the landscaping over and above the funds raised by special levy in Resolution #3.

It was **MOVED, SECONDED** to approve Special Resolution #4 as presented. **MOTION CARRIED.**

#### **SPECIAL RESOLUTION #5: BUDGET AND RETAINED EARNINGS DEFICIT**

The Owners discussed the following Special Resolution #5:

**Whereas** the years 2005 and 2006 budget years resulted in a deficit of \$344.89 and the Operating Fund-Prior Year (RE) resulted in a deficit of \$3, 348.67,

**Be it resolved** in accordance with section 104 of the *Strata Property Act* that the Owners of Strata Plan VR61 hereby authorize the following by a ¾ vote:

The deficit to be eliminated by using Contingency Reserve Fund.

It was **MOVED, SECONDED** to approve Special Resolution #5 as presented. **MOTION CARRIED.**

#### **SPECIAL RESOLUTIONS #6: CARPET LEVY ACCOUNT CLOSURE**

The Owners discussed the following Special Resolution #6:

**Whereas** as at October 31, 2006 the Carpet Levy Account balance is \$204.80,

**Be it resolved** that the Owners of Strata Plan VR61 hereby authorize the following by a ¾ vote:

To close the Carpet Levy Account and transfer the balance as at October 31, 2006 of \$204.80 into the Operating Account.

It was **MOVED, SECONDED** to approve Special Resolution #6 as presented. **MOTION CARRIED.**

#### **NEW BUSINESS**

**Caretaker's Suite:** the Strata Corporation previously had a contract with a Live In Caretaker for many years. This Caretaker has recently resigned. The Strata Council made efforts to hire a new Live in Caretaker but was unfortunately unable to find a suitable candidate in the short period of time that was required to have one start so there was no delay in servicing the property. At the same time that the Strata Council was in the process of finding a suitable candidate they were also dealing with numerous issues and made a decision to hire a Live Out Caretaker due to time constraints. The Strata Council felt that hiring a Live Out Caretaker was a viable option as the Strata Corporation was losing money in rent as the former Caretaker's suite was sitting vacant with no income being generated. The Strata Council entered into a contract with a Kellyboy Maintenance who also performs janitorial and caretaking duties on a live out basis.

The Strata Council also entered into a month to month tenancy agreement with a tenant. Some owners expressed concern with regards to the Strata Council's decision to enter into these contracts without a decision from the owners. The Council President suggested the possibility of bringing resolutions forward for different options for this at a future SGM. An owner also suggested selling the Caretaker's suite. The owners also discussed observing the current arrangement for a year and reviewing it at the end of the year to see if the services are satisfactory. This item will be discussed by the new Strata Council.

**Fence at Rear:** some owners suggested that a fence be installed at the rear. This item is to be discussed by the new Strata Council.

**Capital Planning:** it was suggested that the new Strata Council review capital planning and expenses this year. Arnold advised that he is aware that the plumbing will eventually need to be addressed. Some owners expressed that they would like to have the exterior of the building painted, as well as lobby upgrades completed in the near future. #101 has volunteered to assist with planning the lobby upgrades.

**Committee for Landscaping Repairs:** the 1<sup>st</sup> floor owners will provide the name of an owner to be a liaison between the 1<sup>st</sup> Floor Owners and the Strata Council for this project.

### **ELECTION OF COUNCIL**

The Strata Agent advised that pursuant to the provisions of the *Strata Property Act of British Columbia*, all members of the current Council Members must resign. The floor was then opened for nominations to the position of 2006/2007 Strata Council. The following owners were then nominated:

Claire Westlake	Unit #304
Tasha Bukovnik	Unit #101
Stephanie Wilson	Unit #408
Sandra Korpan	Unit #317
Tom Slade	Unit #409

Arnold has offered to be a liaison to the new Strata Council.

There being no further nominations the seven aforementioned owners were elected by acclamation. The ownership then expressed their appreciation to the outgoing Strata Council.

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 9:40 p.m.

Ascent Real Estate Management Corporation  
Managing Agents  
On Behalf of Owners' Strata Plan VR 61

Hanne Andersen  
Strata Agent

HA/jb

**When you sell your property, you may be requested to produce at least two years of strata council meeting minutes. Therefore, it is recommended to retain all of your strata records. Service charges may be applied to obtain additional copies of the strata council meeting minutes from the managing agency.**

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**STRATA COUNCIL MEETING MINUTES**  
**STRATA PLAN VR61 – “THE SEA BREEZE”**  
**2025 WEST 2<sup>ND</sup> AVENUE, VANCOUVER, BC**

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Held Wednesday March 7<sup>th</sup>, 2007  
In Suite 101, thanks to Tasha

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<b>PRESENT:</b>	Tasha Bukovnik	Suite #101
	Stephanie Wilson	Suite #408
	Sandra Korpan	Suite #317
	Tom Slade	Suite #409
<b>Regrets:</b>	Claire Westlake	Suite #301
<b>Not present</b>	Hanne Andersen, Senior Property Manager, Ascent	

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**CALL TO ORDER**

The meeting was called to order at 7:00 pm.

**MINUTES:**

The previous Strata Council meetings were not attended by any of the new slate of officers, and no business arising from the previous meetings was discussed without Hanne Andersen.

**OFFICER POSITIONS:**

The new Strata Council determined that the Chairperson/President would be Tasha Bukovnik, Vice President Sandra Korpan, Treasurer Stephanie Wilson and Secretary Tom Slade.

**KELLY BOY:**

Kelly Boy representative Kelly was introduced to the new Strata Council members, and discussions were held regarding building conditions and contacts in case of emergencies during non-business hours. Kelly Boy can be reached in an emergency at 778-893-0271.

**NORTHSIDE UPDATE TO COUNCIL:**

**A) UPDATE**

Brennan Vollering, from Halsal, gave the Strata Council an update on the back (North side) of the property. The Strata Council requested clarification for some first floor north side owner's requests for changes to the existing plans to replace the patios and install the retaining walls as had been removed. We were advised that investigation would take place in short time to determine the need for city permits for changes, as permits would involve lengthy delays in continuance of current work, and what costs would be increased to change the retaining wall height and location.

**B) PRESENTATION TO COUNCIL**

Two first floor north representatives requested admission to the meeting of Strata Council to discuss concerns of increasing the size of their replacement patios, moving the retaining wall to increase space beyond existing patios, resetting the drainage plan due to below grade position of some units. Strata Council noted the concerns of the representatives. Strata Council responded that costs of changing plans, extending use of common property space to north side first floor residents and delaying currently AGM approved proceeding would not be possible. Additional costs and changes to use of common property were beyond the scope of the Strata Council authority, and such changes would be contrary to the Owners decision made at the most recent AGM.

**C) WATER POOLING ON NORTHSIDE PATIOS:**

The issue of pooling water on the exposed patios was brought forward and Strata Council will discuss this with the Project Manager.

**D) NORTHSIDE FINISHED LOOK:**

The Strata Council discussed the finished product for the North side; hedge or fence, etc and what options should be sought from the current landscaper.

**E) SILL PLATE DAMAGE:**

Strata Council was advised that one sill plate under sliding doors on the north side first floor was found to be rotted and required replacement. Other owners/tenants of the north side first floor units were notified that all the sills would all be inspected and replaced if required.

**F) DRIVEWAY EXCAVATION:**

Driveway excavations are part of the major changes, scheduled to take place during the final week of the project.

Strata Council and the Management Company will provide early warnings, when possible. Although Ascent had sent notice to all owners and tenants of the parking displacement by the North side project, Individual Council members received phone calls, or were left messages that could not be returned or responded to in a timely enough fashion. In the future such concerns should be directed to the Management Company.

**PARKING STALL REQUEST:**

A request for a parking stall was made to Strata Council as the owner was not able to park on the street without a parking permit. Temporary parking was to be offered in the area near the fence on the east side of the rear parking. Two pieces of mail at this address are sufficient to obtain a permit, and such information would be forwarded.

**BONDING:**

Following a discussion with the property management advisors, the Strata Council agreed to forgo bonding for the North side project.

**MASTERKEY HANDLING:**

The handling of master keys, parking space allotments and general key replacements will need to be clarified now that no on site manager is available to handle these issues. The Strata Council will investigate the contractual requirements of the management company to handle more of most day to day issues.

**BOILER:**

Boiler replacement dates need to be scheduled, preference to a non-heating time. Strata Council will ask Ascent to provide timely advise to all once the replacement is been scheduled, as this will also affect hot water supply. We need Ascent to determine and advise the length of time the boiler will be off line.

**FOURTH FLOOR DECK REBUILD:**

Strata Council will arrange for the rebuilding of the deck for fourth floor owner who is not replacing an extended decking. The cost arrangements of the deck will be as per other non-fourth floor extended deck replacements, and the Strata will bill the owner. As part of the overall building maintenance, Strata will cover only the cost of replacement of the railing.

**LONGTERM UPGRADES AND REPAIRS:**

Strata Council discussed long term projects needing some investigation during this mandate:

- The condition of the Lobby, investigate the cost of decoration.
- Building washing and painting.
- Building plumbing condition evaluation

The next Strata Council meetings are tentatively set for April 11<sup>th</sup> and May 9<sup>th</sup>

Minutes recorded by T, Slade

**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN VR 61 – "THE SEA BREEZE"  
2025 WEST 2<sup>ND</sup> AVENUE, VANCOUVER, BC**

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Held Thursday, April 11, 2007  
in Suite #101

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**PRESENT:** Tasha Bukovnik Unit #101  
Stephanie Wilson Unit #408  
Sandra Korpan Unit #317  
Tom Slade Unit #409

**MANAGING AGENT:** Hanne Andersen, *Strata Agent, Ascent Real Estate Management Corporation*

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**CALL TO ORDER**

The meeting was called to order at 7:18 pm.

**APPROVAL OF PREVIOUS MINUTES**

It was Moved and Seconded to approve the Council Meeting Minutes of October 19, 2006. Motion Carried.  
It was Moved and Seconded to approve the Council Meeting Minutes of December 14, 2006. Motion Carried.  
It was Moved and Seconded to approve the Council Meeting Minutes of March 7, 2007. Motion Carried.

**FINANCIALS**

1. **Approval of Financial Statements:** It was **Moved and Seconded** to approve the financial statements up to February 28, 2007. **Motion Carried.**
2. **Review of accounts receivable:** Owners are kindly reminded that they will be unable to vote at the upcoming Special General Meeting if there is an outstanding balance on their Strata Fee Account. The Strata Agent was requested to have #217's share of the Special Levy be paid from Operating Account as this unit is owned by the Strata Corporation.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. **4<sup>th</sup> floor Roof Patio Extensions-**Latham's has advised that there is no interference with the roof fans. 4<sup>th</sup> Floor owners are yet to produce a quote for painting the deck railings. Harvard to inspect the roof to comment on if the decks have voided the roof warranty or not. A Council Member to follow up with George to obtain corrected Indemnity Agreements and confirmation of the City's approval for the 4<sup>th</sup> floor decks.
2. **Caretaker Lawsuit-**the Council discussed this issue. A hearing is scheduled for April 13, 2007. It was **Move and Seconded** to appoint Tom Slade to have the authority to settle at this hearing an amount as recommended by the strata corporation's lawyer. **Motion Carried.**
3. **Common Area Roof Deck Inspection-**the Strata Council requested that the Strata Agent contact Halsall to obtain a quote to have this inspected and approved under City Permit.
4. **Northwest Landscaping Project-**the Strata Council discussed this matter in detail. Some of the items discussed were oil tank remediation, #102 water ingress the Strata Agent to follow up with Halsall to see if this has been addressed. Broken sewer pipe was spotted on the property and has reportedly been repaired. The Strata Council requested that a resolution to change the retaining walls for the North 1<sup>st</sup> Floor Units be brought forwarded at the upcoming SGM.
5. **Bylaw Amendments-**to be approved at upcoming SGM April 26, 2007.
6. **Boiler Replacement-**to be completed when the heating season is over.
7. **Balcony Repairs-**Harvard is on site now, Handyman to start in one month.

8. **Preventative Maintenance Contract**-has been entered into with Latham's.
9. **#308 Satellite Dish**-Harvard has commented on their invoice for this matter.
10. **Strata Corp's Rental Unit**-Ascent's controller advises that there are no Revenue Canada Tax implications borne by the Strata for renting this out to an outsider i.e. not a resident caretaker.
11. **New Caretaker Kellyboy**-the Strata Council is very satisfied with Kellyboy's service.

## **CORRESPONDENCE**

Nil

## **NEW BUSINESS**

1. **Broken Sump Pump**-the sump pump failed over the weekend. A sump pump replacement may be required. A quote and report from Latham's is pending.
2. **Smoke Detector Inspection**- Strata Agent to follow up with Fire Pro to see if the repairs have been completed as specified in the quote dated December 28, 2007.
3. **BC Assessment Invoice**-the previous Council advised Strata Agent to not pay invoice as City would be reducing amount of tax payable.

## **ADJOURNMENT**

There being no further business, the meeting adjourned at 9:18p.m.

## **NEXT MEETING DATE**

May 9, 2007 in #101

June 20, 2007 in #408-Strata Agent in attendance.

Ascent Real Estate Management Corporation  
Managing Agents  
On Behalf of Owners' Strata Plan VR61

Hanne Andersen  
Strata Agent  
Direct Line: 604.293.2431

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**SPECIAL GENERAL MEETING MINUTES  
STRATA PLAN VR61  
"THE SEA BREEZE"  
2025 WEST 2<sup>ND</sup> AVENUE, VANCOUVER, BC**

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**HELD:** Thursday April 26, 2007

**PLACE:** Lobby – 2025 West 2<sup>nd</sup> Avenue, Vancouver, BC

**MANAGING AGENT:** Hanne Andersen, *Senior Strata Agent, Ascent Real Estate Management Corporation*

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**REGISTRATION**

Upon arrival, owners signed next to their strata lot on the registration list provided.

**CALL TO ORDER**

The meeting was called to order at 7:11 p.m.

**QUORUM REPORT**

Registration confirmed that there were thirty-one (31) owners represented in person or by proxy, which constituted a quorum and therefore the meeting was competent to proceed with the business at hand.

**PROOF OF NOTICE**

It was **MOVED, SECONDED** to approve the Notice of Call as distributed in accordance with the provisions of the *Strata Property Act of British Columbia*. **MOTION CARRIED**

**MINUTES**

It was **MOVED, SECONDED** that the minutes of the Annual General Meeting January 23, 2007. **MOTION CARRIED**

**SPECIAL RESOLUTION #1 - 3/4 VOTE - OIL TANK REMOVAL AND REMEDIATION  
RESOLUTION-ENTECH PRESENTATION**

Mr. Fred Sevrre from Entech presented the issues regarding the current oil tank removal and soil remediation on site. His presentation is attached for the owner's reference. Mr. Sevrre fielded numerous questions from the owners.

1. Q. What is the time line on the on site remediation? A. 2-3 weeks.
2. Q. Can the owners of the site which has the leaking tank be forced to remove the tank and contaminants from their site? A. The City of Vancouver will issue an order to the offending property owners shortly.
3. Q. What is the process for VR61 to recover costs from the oil contamination on site that is suspected to be from a source of the oil which is off site? A. City of Vancouver Order will be issued to the property owners where the suspected source is located. The strata corporation has put the strata

corporation's insurer on notice of this contamination. The strata corporation's insurer may be able to subrogate against the property owner's insurance where the suspected source of the oil is located. If there is no recovery of costs from the insurance claim the owners would need to make a decision if they wish to commence litigation against the property owners where the source of suspected oil is located.

4. Q. How has the price escalated? We understood that it was going to be \$50,000 for 3 tanks, now only 1 tank not leaking and leaking tank on another site. A. Large area of contamination on the property. Suspect contamination from another site or from a tank left on the site. The oil plume indicates a tank outside of VR61 property. The costs have escalated from the initial estimate due to further studies that have been completed which indicates a substantial area that needs to be remediated.
5. Q. Is there another tank on the site or a possibility of a tank on the site? A. The entire site has not been inspected. The oil plume will be followed back to the originating source.
6. Q. What site is the leaking tank located? A. 2091 West 2nd.
7. Q. Why do lawyers have to be involved? A. Insurance company may be able to get involved for the site that is contaminated prior to lawyers being involved.
8. Q. Are you suggesting remediating the construction debris? A. The construction debris which includes rebar and oil drums are located in the oil contaminated soil and will be included in the soil remediation.
9. Q. Why is this oil a problem now? A. There is a limit to the amount of oil permitted in soil which is regulated by the Minister of Environment. It is also considered a fire hazard and the Fire Dept would issue an order to clean up if it is not done.
10. Q. How soon can they start? A. Digger Dicks can start in 1 week if the owners provide the authority.
11. Q. How long to get another quote for comparison purposes? A. approximately 1 week.
12. Q. Any way to do any further preliminary work to get firmer pricing? A. This would not be cost effective.
13. Q. After the site is remediated does this open the strata up to further inspections? A. No
14. Q. Is there a method to retain the contamination? A. A Bentonite wall could be built to stop the contamination. The cost to do this would be about \$5,000. The problem with this system is that the oil would travel into a different location and may contaminate a further site of which VR61 would be responsible for the clean up.

The owners requested further quotes from Entech and Halsall for soil remediation for the Council's review. Brennan Vollering from Halsall fielded questions from the owners.

**"WHEREAS**, the Strata Council of VR61 has been recently notified that one large oil tank was found on the property which was not leaking and there is significant area of soil on the property that is contaminated with oil. It is believed that the source of this oil is located on an adjacent property but this has not been confirmed. As a result the soil requires emergency remediation to meet Ministry of Environment standards. The Strata Council has been advised that the costs could be up to

\$300, 000 to remediate the soil which is contaminated at VR61. Entech Consultants will oversee the Oil Tank Removal and Remediation Project with Halsall as the consultant for both the North Landscaping and the Oil Tank Removal and Remediation Projects as there is some overlap.

**BE IT RESOLVED** by a 3/4 vote of **THE OWNERS, STRATA PLAN VR 61** (the "Strata Corporation") that the Strata Corporation be and is hereby authorized to levy (the "Oil Tank Removal & Remediation Levy") on the strata lots comprising the Strata Corporation, in proportion to the unit entitlement of each strata lot and in the amounts shown opposite each strata lot in Schedule "A" (attached hereto and forming part of this resolution), up to \$300, 000. The Oil Tank Removal & Remediation Levy is comprised of the following:

1. \$300, 000 for Oil Tank Removal and Remediation-including Halsall Consulting Fees, Entech Environmental Consulting Fees, etc.
2. administration fee to Ascent Real Estate Management Corporation calculated as 3% of the total cost of the Oil Tank Removal and Remediation.

Each strata lot's share of the Oil Tank Removal and Remediation is due and payable immediately on the date of passage of this resolution."

It was **MOVED, SECONDED** to approve Special Resolution #1 as presented.

**MOTION CARRIED**

*Please Note: Owners are kindly reminded to send in separate cheque(s) for their portion of the levy payment. Please write on the cheque what the payment is for. Note that Special Levy Payments cannot be withdrawn automatically from your account if you are on Preauthorized Payment for Strata Fees.*

#### **SPECIAL RESOLUTION #2 - 3/4 VOTE - NORTH PATIO REDESIGN COSTS - HALSALL PRESENTATION**

Brennan from Halsall fielded owner's questions. Sandra from the strata council commented that a back fence or landscaping has not been considered yet. A permit would be required to conduct these alterations. An owner asked why should the whole building pay for this. An owner commented that they felt the retaining walls should still be installed and the project remain as previously approved. The strata council has advised that the project should remain as is and that this resolution should not move forward.

**"WHEREAS**, the Strata Council of VR61 has been recently requested by the 1st floor owners located on the North Side of the property as outlined in Halsall specifications for North Elevation Landscaping Repairs dated November 30, 2006 to have existing patio guards removed and replaced with one retaining wall that encloses the entire landscaped area and the stone pavers to replace the individual patio slabs. These patio areas to be the same size as in the original Strata Plan filed at Land Titles Office and Building Plans registered with the City of Vancouver. Halsall advises that the redesign costs for this would be \$5, 000. Halsall also advises that there will be no delay in the overall North Landscaping Project should the owners decide to approve this redesign. During preliminary conversations between Halsall and TNC, TNC has advised that the construction costs for this project would be contained within the landscaping project and

**BE IT RESOLVED** by a 3/4 vote of THE OWNERS, STRATA PLAN VR 61 (the "Strata Corporation") that the Strata Corporation be and is hereby authorized to levy (the "North Landscaping Patio Redesign Costs") on the strata lots comprising the Strata Corporation, in proportion to the unit entitlement of each strata lot and in the amounts shown opposite each strata lot in Schedule "B" (attached hereto and forming part of this resolution), up to \$5, 000.

Each strata lot's share of the North Landscaping Patio Redesign Costs is due and payable immediately on the date of passage of this resolution."

It was **MOVED, SECONDED** to approve Special Resolution #2 as presented with 2 in favour and 29 opposed  
**MOTION DEFEATED**

**SPECIAL RESOLUTION #3 - 3/4 VOTE - BYLAW AMMENDMENT - ALTERATIONS AND IMPROVEMENTS**

RESOLUTIONS OF THE OWNERS, STRATA PLAN VR61  
(the "Strata Corporation")

**WHEREAS** The Strata Corporation proposes to update its bylaws.

**BE IT RESOLVED** that:

1. The existing bylaws of the Strata Corporation be amended by deleting Bylaws 8.1 and 8.2 of the existing bylaws, and replacing them with the bylaw attached as Schedule "A" hereto (the "New Bylaw No. 8");
2. The Strata Council of the Strata Corporation (the "Strata Council") take all such further actions as are required to register the New Bylaw No. 8 at the Land Title Office, including but not limited to filing a Form I, Amendment to Bylaws.
3. Any two members of the Strata Council execute such documents as are required to register the New Bylaw No. 8 in the Land Title Office on behalf of the Strata Corporation.

It was **MOVED, SECONDED** to approve Special Resolution #3 with an amendment to the proposed bylaw whereby deleting 8.9 in its entirety and renumbering accordingly.

**MOTION CARRIED UNANIMOUSLY**

An owner asked how does this new bylaw amendment ensure that the 4<sup>th</sup> floor patio alterations run with the land. This question will be forwarded to the Strata Corporations lawyer and the response will be provided to the Strata Council.

**NEW BUSINESS**

1. **Sewage Flood Units 108, 109 & Common Hallway:** The temporary pipe that Digger Dicks had installed had collapsed and became blocked against the construction site thus causing a sewage flood. The units are currently being remediated.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 9:53 p.m.

Ascent Real Estate Management Corporation  
Managing Agents  
On Behalf of Owners' Strata Plan VR61

Hanne Andersen  
Senior Strata Agent  
HA/Is



**PLEASE NOTE**

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

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PLEASE NOTE THE ASCENT MANAGEMENT AFTER HOURS EMERGENCY NUMBER IS  
**604-293-2459**

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**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN VR61 – “THE SEA BREEZE”  
2025 WEST 2<sup>ND</sup> AVENUE, VANCOUVER, BC**

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Held Wednesday June 20, 2007  
in Suite 408

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<b>PRESENT:</b>	Tasha Bukovnik	President	Unit 101
	Sandra Korpan	Vice-President	Unit 317
	Stephanie Wilson	Treasurer	Unit 408
	Tom Slade	Secretary	Unit 409

**MANAGING AGENT:** Hanne Andersen, *Strata Agent, Ascent Real Estate Management Corporation*

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**CALL TO ORDER**

The meeting was called to order at 7:14 pm.

**APPROVAL OF PREVIOUS MINUTES**

It was **Moved and Seconded** to approve the council meeting minutes of May 9, 2007.

**MOTION CARRIED**

**FINANCE**

1. **Financial Statements:** It was **Moved and Seconded** to approve the financial statements up to April 30, 2007.

**MOTION CARRIED**

2. **Review of Accounts Receivable:** The strata council was provided with the accounts receivable listing. The strata council discussed levy arrears collection. The soil remediation is commencing this week and the contractor will be looking for complete payment in two to three weeks' time. The strata council will be distributing a notice with an update on the projects.

It was **Moved and Seconded** to send Notice of Default letters to all owners in arrears for the soil remediation and north landscaping projects.

**MOTION CARRIED**

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. **4<sup>th</sup> floor Roof Patio Extensions:** These have been painted May 16 and 17. The strata council is satisfied with Harvard's report regarding the roof warranty. The strata agent will verify with the strata council which 4<sup>th</sup> floor owners have submitted their Indemnity Agreements. The City's approval for the 4<sup>th</sup> floor decks has been received.

2. **Caretaker Lawsuit:** The legal costs for this to date \$4,630.24.

3. **Common Area Roof Deck Inspection**-the strata agent has requested that Halsall have this inspected and approved under City permit. Halsall has advised the method that how the railing is attached may not meet Code. A member of the strata council has volunteered to contact the City of Vancouver to research this further.
4. **Northwest Landscaping Project:** The strata council discussed fence options for the ground floor patios. A council member provided a drawing for a privacy fence to the council from Andersons Garden Services, who will be completing this project. Brennan from Halsall will be providing a letter explaining the Builder's Liens which is attached to these minutes. The strata council signed the TNC CDCC contracts which will be forwarded on to Halsall.
5. **Soil Remediation:** The strata agent to email Halsall the insurance adjuster's letter dated June 4, 2007 from SCM and request that they address the questions outlined in this letter.
6. **Bylaw Amendments:** Filed at the Land Title Office and attached to the minutes of this meeting.
7. **Boiler Replacement:** To be completed when the heating season is over.
8. **Balcony Repairs:** Units 301, 302, 303 and 304 are completed; 319, 320, 321 in progress.
9. **Broken Sump Pump:** The sump pump was replaced on May 29, 2007.
10. **Units 108 & 109 Sewage Flood:** The strata agent to follow up with Angel to get an update.
11. **Unit 405 Deck Replacement:** Deck flooring is completed. A council member will contact the contractor and request that a permit be pulled if this has not been done.

### **CORRESPONDENCE**

Nil

### **NEW BUSINESS**

Nil

### **ADJOURNMENT**

There being no further business, the meeting adjourned at 8:42 p.m.

### **NEXT MEETING DATE**

The next meeting of council is scheduled for July 31, 2007 at 7 p.m. in #408.

Ascent Real Estate Management Corporation  
Managing Agents  
On Behalf of Owners' Strata Plan VR61

Hanne Andersen  
Senior Strata Agent  
HA/lis  
Direct Line: 604-293-2431

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PLEASE NOTE THE ASCENT MANAGEMENT AFTER HOURS  
EMERGENCY NUMBER: 604-293-2459

*Ascent Real Estate Management Corporation – 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9  
Phone: 604-431-1800 Fax: 604-431-1818 Email: [ascent@ascentpm.com](mailto:ascent@ascentpm.com) Website: [www.ascentpm.com](http://www.ascentpm.com)*

**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN VR61 – "THE SEA BREEZE"  
2025 WEST 2<sup>ND</sup> AVENUE, VANCOUVER, BC**

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Held Tuesday July 31, 2007  
in Suite 408

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<b>PRESENT:</b>	Tasha Bukovnik	President	Unit 101
	Sandra Korpan	Vice-President	Unit 317
	Stephanie Wilson	Treasurer	Unit 408
	Tom Slade	Secretary	Unit 409
	Claire Westlake	Council Member	Unit 304

**MANAGING AGENT:** Hanne Andersen, *Strata Agent, Ascent Real Estate Management Corporation*

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**CALL TO ORDER**

The meeting was called to order at 7:11 pm.

**APPROVAL OF PREVIOUS MINUTES**

It was **MOVED and SECONDED** to approve the council meeting minutes of June 20, 2007.

**MOTION CARRIED**

**FINANCE**

1. **Financial Statements:** The financial statements will be approved at the next council meeting.
2. **Review of Accounts Receivable:** The strata council was provided with the accounts receivable listing. The strata council discussed levy arrears collection. The soil remediation is commencing this week and the contractor will be looking for complete payment in two to three weeks' time. The strata council will be distributing a notice with an update on the projects.
3. It was **MOVED and SECONDED** to approve EBA Engineering Invoice #V-156824.

**MOTION CARRIED**

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. **4<sup>th</sup> floor Roof Patio Extensions:** Indemnity Agreements attached. The strata agent will review the strata files for additional IAs.
2. **Common Area Roof Deck Inspection:** The council will update at the next council meeting.
3. **Northwest Landscaping Project and Soil Remediation Project:** Patios have had the walls installed and are currently curing. The soil remediation is completed on the entire site

and the drainage is being completed this week. The contaminated soil has been removed from the site and is currently being tested. Further landscaping will occur in the coming weeks. The strata agent has emailed Halsall the insurance adjuster's letter dated June 4, 2007 from SCM and request that they address the questions outlined in this letter. Waiting for a reply from Halsall. The strata council discussed presenting options for landscaping at the AGM.

4. **Boiler Replacement:** This item is complete.
5. **Balcony Repairs:** Units 301, 302, 303, 304, 319, 320, 321 completed.
6. **Units 109 Sewage Flood:** The strata agent has followed up with Angel and the strata corporation's insurance adjusters. The strata council requested that further information be obtained from the strata corporation's adjuster with regards to what action is being taken to collect from Digger Dicks. Correspondence was reviewed by the strata council from the owner, which has been forwarded onto the strata corporations' insurer for a response.
7. **Unit 405 Deck Replacement:** Deck flooring is completed. A council member will contact the contractor and request that a permit is pulled if this has not been done. The railing will be completed shortly.
8. **Caretaker's Lawsuit:** Total legal costs were \$8,063.20.

#### **CORRESPONDENCE**

Nil

#### **NEW BUSINESS**

1. **Elevator:** The strata council requested quotes for replacing the door operator, controller, travelling cables from Kone, Eltec and Thyssen.
2. **Quote for New Expansion Tanks:** It was **MOVED and SECONDED** to approve this quote from Latham's for \$3, 995.00. **MOTION CARRIED**
3. **Dryer Exhaust Fan:** Was not functioning and Latham's will provide a quote to replace this.

#### **ADJOURNMENT**

There being no further business, the meeting adjourned at 8:44 p.m.

#### **NEXT MEETING DATE**

The next meeting of council to discuss the budget is scheduled for September 19, 2007 at 7 p.m. in Unit 408.

Annual General Meeting October 29, 2007 in the Lobby 6:45 pm Sign In, 7pm Call to Order.

Ascent Real Estate Management Corporation  
Managing Agents  
On Behalf of Owners' Strata Plan VR61

Hanne Andersen  
Senior Strata Agent  
HA/lb  
Direct Line: 604-293-2431

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PLEASE NOTE THE ASCENT MANAGEMENT AFTER HOURS  
EMERGENCY NUMBER: **604-293-2459**

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**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN VR61 – “THE SEA BREEZE”  
2025 WEST 2<sup>ND</sup> AVENUE, VANCOUVER, BC**

---

Held Wednesday, September 19, 2007  
in Suite 408

---

**PRESENT:**

Tasha Bukovnik	President	Unit 101
Sandra Korpan	Vice-President	Unit 317
Stephanie Wilson	Treasurer	Unit 408
Tom Slade	Secretary	Unit 409
Claire Westlake	Council Member	Unit 304

**GUEST:** Brennan Vollerling, Halsall Engineering

**MANAGING AGENT:** Hanne Andersen, *Strata Agent, Ascent Real Estate Management Corporation*

---

**CALL TO ORDER**

The meeting was called to order at 7: 41pm.

**APPROVAL OF PREVIOUS MINUTES**

It was **MOVED and SECONDED** to approve the council meeting minutes of July 31, 2007.

**MOTION CARRIED**

**FINANCE**

1. **Financial Statements**-It was **MOVED and SECONDED** to approve the financial statements up to July 31, 2007. **MOTION CARRIED**
2. **Review of Accounts Receivable**-The strata council requested lien to be filed on 107.
3. **Proposed Budget**-the strata council discussed the proposed budget in detail. Some revisions will be made and distributed to the council via email for their approval for the AGM Package.

**BUSINESS ARISING FROM PREVIOUS MINUTES**

1. **4<sup>th</sup> floor Roof Patio Extensions:** The strata agent has provided the strata council with copies of the Indemnity Agreements.
2. **Common Area Roof Deck Inspection:** This will be resolved when the City strike is over.
3. **Northwest Landscaping Project and Soil Remediation Project:** Brennan from Halsall was in attendance at the council meeting and brought the council up to date on the landscaping and soil remediation projects. TNC is currently on another job and will return when finished to complete the project. TNC had to go to another job while the soil remediation and testing were underway.
4. **Balcony Repairs:** All balconies have been completed.



5. **Sewage Flood:** The owner of #109 attended the council meeting and discussed the sewage flood in the unit. It was **MOVED** and **SECONDED** to approve that the strata's insurer provide funds to the owners of this unit as long as the owners are willing to sign a release to the owners that they will not pursue any claims against the strata for this event.

### **MOTION CARRIED**

The strata corporation's insurer is attempting to have Digger Dick's take responsibility for this claim as the strata corporation takes the position that they were negligent with the temporary drainage that was set up for this unit while doing the landscaping.

6. **Unit 405 Deck Replacement:** A quote has been received to complete the railing and the strata council is currently reviewing it.
7. **Caretaker's Lawsuit:** Total legal costs were \$8,063.20 and settlement amount was \$10, 000.
8. **Elevator Modernization:** Quotes have been requested from Kone, Thyssen, and Eltec. The council discussed having a special levy for this at the upcoming Annual General Meeting; costs are yet to be determined.

### **CORRESPONDENCE**

Was provided to the strata council.

### **NEW BUSINESS**

1. **Hedge:** A letter from 205 was reviewed. Owner requested that the strata council install a hedge for privacy due to the neighbouring building's walkway being at this location. The strata council will correspond with this owner regarding this matter.
2. **New Expansion Tanks:** An update has been requested of Latham's on this matter.
3. **Dryer Exhaust Thermostat and Fan Motor:** A new thermostat was required and when it was replaced the fan motor was found to be not functioning. It is on order and will be replaced shortly.
4. **Emergency Authorization:** The strata council requested that the emergency list be updated to have the after hours service call Kellyboy first, and that the answering service is authorized to spend up to \$5000 for remediation and/or plumbing repairs.
5. **Hydroflushing:** This has been approved and Latham's has been advised to go ahead with this.
6. **#302 Ceiling Repairs:** To be completed by Angel Restoration shortly.
7. **Resolutions for AGM:** CP to LCP Bylaw to be approved at the upcoming AGM.
8. **Landscaping Quote:** The strata council discussed options for additional landscaping that is required to the back area of the complex. It is believed that there will be a surplus in the Soil Remediation Account which the strata council recommends to use for this project.
9. **Storage Locker:** the strata council is currently reviewing the storage locker allocation and will discuss this at upcoming council meetings.

10. **Resolution to sell Unit 217:** The strata council discussed selling the strata owned unit. The strata council requested that a legal opinion be obtained on how much capital gains would the strata pay if selling the unit. A similar unit in the building has sold for \$325, 000. The strata council requested a resolution to sell the strata owned unit 217 to be presented to the owners at the upcoming Annual General Meeting.

## **ADJOURNMENT**

There being no further business, the meeting adjourned at 10:14 p.m.

## **NEXT MEETING DATE**

Annual General Meeting October 30, 2007 in the lobby; 6:45 p.m. sign in – 7:00 p.m. call to order.

Ascent Real Estate Management Corporation  
Managing Agents  
On Behalf of Owners' Strata Plan VR61

Hanne Andersen  
Senior Strata Agent

HA/mc

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**ANNUAL GENERAL MEETING MINUTES  
STRATA PLAN VR 61  
"THE SEA BREEZE"  
2025 WEST 2<sup>ND</sup> AVENUE, VANCOUVER, BC**

---

**HELD:** Thursday November 29, 2007

**PLACE:** Lobby – 2025 West 2<sup>nd</sup> Avenue, Vancouver, BC

**MANAGING AGENT:** Hanne Andersen, *Senior Strata Agent, Ascent Real Estate Management Corporation*

---

**REGISTRATION**

Upon arrival, owners signed next to their strata lot on the registration list provided.

**CALL TO ORDER**

The meeting was called to order at 7:05 p.m. by Council President Tasha Bukovnik.

**QUORUM REPORT**

Registration confirmed that there were (26) owners represented in person or by proxy which constituted a quorum and therefore the meeting was competent to proceed with the business at hand.

**PROOF OF NOTICE**

It was **MOVED, SECONDED** to approve the Notice of Call as distributed in accordance with the provisions of the *Strata Property Act of British Columbia*. **MOTION CARRIED**

The Strata Agent Hanne Andersen, was requested to facilitate the meeting.

**APPROVAL OF AGENDA**

It was **MOVED, SECONDED** to approve the Agenda contained within the Notice of Call as distributed in accordance with the provisions of the *Strata Property Act of British Columbia*. **MOTION CARRIED**

**MINUTES**

It was **MOVED, SECONDED** that the minutes of the Special General Meeting April 26, 2007 be approved. **MOTION CARRIED**

**INSURANCE COVERAGE REPORT**

A copy of the Strata Corporation's current insurance policy was contained in the Notice of Call. Owners' are advised to retain this document for their personal files. Please also refer to the attached information advising residents to obtain adequate homeowners' insurance coverage.

Owners were notified that an updated appraisal of VR61 property was obtained in November 2006. The insured value went from \$3,400,000 to \$8,000,000. VR61 now has guaranteed replacement cost insurance under Ascent's Master Policy.

## **APPROVE BUDGET**

An amended proposed budget was provided to the owners at the meeting (attached). The strata manager advised that three invoices were removed from the operating expenses: two for the cost of rental and replacement of the sump pump were charged to the Contingency Reserve Fund (CRF) and one other invoice from Halsall which was reallocated to the North Landscaping Project.

Council Treasurer informed the owners that as the building is 40 years old its equipment is aging and must be replaced. For example, when the boiler was replaced, Council was informed that the current expansion tanks do not meet code and must be replaced. They are currently on order.

In response to an owner's question, the Treasurer provided the list of expenses paid from the CRF: \$3,850 for the boiler (AGM Jan.23, 2007 Resolution #2; \$45,062 towards the Landscaping Project (AGM Jan.23, 2007 Resolution #4); \$10,000 caretaker legal settlement; and the \$8,874 for the sump pump costs.

After discussion, a vote was taken to approve the revised budget as presented.

It was **MOVED, SECONDED** to approve the budget as presented.

**MOTION CARRIED**

## **SPECIAL RESOLUTION #1: BUDGET SURPLUS**

The owners discussed the following Special Resolution #1:

**Whereas** the years 2006-07 budget year resulted in a surplus

**Be it resolved** in accordance with section 104 of the *Strata Property Act* the Owners of Strata Plan VR61 hereby authorize the following by a  $\frac{3}{4}$  vote:

Transfer the Surplus into the Boiler Deficit

It was **MOVED, SECONDED** to approve Special Resolution #1 as presented.

**MOTION CARRIED**

## **SPECIAL RESOLUTION #2: SELL STRATA LOT 20 UNIT 217**

The Owners discussed the following Special Resolution #2:

**WHEREAS** in or about August 2000, the strata corporation known as The Owners, Strata Plan VR 61 (the "Strata Corporation") acquired title to certain lands and premises legally described as:

PID 003-264-165  
Strata Lot 20  
District Lot 526  
Strata Plan VR 61  
(the "Strata Lot")

**AND WHEREAS** the owners in the Strata Corporation would like to sell the Strata Lot;

**BE IT RESOLVED AS A 3/4 VOTE RESOLUTION** of the Strata Corporation that:

- (a) the sale of the Strata Lot be and is hereby approved at a minimum price of 300, 000.00;
- (b) the execution and delivery of a contract of purchase and sale and a Form A transfer on behalf of the Strata Corporation for the sale of the Strata Lot be and is hereby approved;
- (c) any two members of the strata council be and are hereby authorized to execute and deliver, on behalf of the Strata Corporation, each of a contract of purchase and sale and a Form A transfer

upon such terms as may be approved by the Strata Council and the same be and are hereby authorized, approved and ratified;

- (d) any two members of the strata council be and are hereby authorized to do all acts and things and to execute, whether under the corporation seal of the Strata Corporation or otherwise, and to deliver all such certificates, deeds, transfers, assignments, instruments, agreements and documents as they consider necessary or desirable to complete the sale of the Strata Lot; and
- (e) the funds received from the sale of the Strata Lot shall be deposited into the Contingency Reserve Fund.

## **END OF RESOLUTION**

An owner advised that there were 3 options that were discussed at last year's AGM one to rent, one to sell, and one to have a resident caretaker. Stephanie advised that costs for a resident caretaker at this time is very high and that there would be a substantial increase in strata fees in order to pay today's current caretaking fees. The previous caretaker was underpaid and a settlement was reached with the strata corporation. The strata council advised that the employment contract between the strata corporation and the previous caretaker was not in compliance with current Labour Code. The owners advised that they are very satisfied with the current janitorial service. Some owners discussed some options that could be used with the proceeds from the sale of the strata lot such as updating the lobby, painting the building, updating windows, and repiping etc. The strata agent has requested a market evaluation to be done on this unit. An owner suggested that the owners in the building be provided a first right of refusal. An owner suggested that the strata council research a capital plan for the building.

It was **MOVED, SECONDED** to approve Special Resolution #2 as presented.

**MOTION DEFEATED**

## **SPECIAL RESOLUTION #3: CP TO LCP**

The Owners discussed the following Special Resolution #3:

### **WHEREAS:**

- A. By deposit of a Strata Plan on October 13, 1972 (the "Strata Plan"), the Strata Corporation denoted certain areas on the Strata Plan as patios (the "Original Patios") for the use of Strata Lots 53 through 61 (the "Top Floor Strata Lots"), such Original Patios being shown on the Strata Plan as part of the respective Top Floor Strata Lots;
- B. After the deposit of the Strata Plan, the owners of the Top Floor Strata Lots (the "Top Floor Owners") renovated and extended the Original Patios (the "Extensions"), causing the Original Patios to encroach on the common property roof of the Strata Corporation (the "Roof");
- C. The Strata Plan was not amended to show the Extensions;
- D. In 2005, the Strata Corporation discovered defects in the Roof and the Original Patios and the Extensions were removed in order to repair the Roof;
- E. At a Special General Meeting on April 4, 2006 the Strata Corporation authorized the Top Floor Owners to re-build the Original Patios and the Extensions; and
- F. Pursuant to section 74 of the Strata Property Act (the "Act") the Strata Corporation proposes to designate the Extensions as limited common property for the benefit of each of the Top Floor Owners as is more particularly shown on the Sketch Plan attached as Schedule "A" to this Resolution.

### **BE IT RESOLVED that:**

The Extensions be designated as limited common property for the exclusive use of the Top Floor Owners in accordance with the attached Schedule "A",

The Strata Council of the Strata Corporation (the "Strata Council") take all such further actions and execute and deliver such agreements, assignments, instruments, notes and documents (the "Documents") relating to, contemplated by or necessary or desirable in connection with this Resolution in the name of and on behalf of the Strata Corporation and without limiting the generality of the foregoing, to register the designation of limited common property at the Land Title Office;

Any two members of the Strata Council (the "Authorized Persons") be, and are hereby, authorized and directed to execute and deliver the Documents in the name of and on behalf of the Strata Corporation, with such changes, modifications, and amendments thereto as such Authorized Persons may, in such Authorized Persons' discretion, (but in keeping with this Resolution) approve, which approval shall be conclusively evidenced by the execution and delivery of such Documents. To the extent that any such Documents were executed and delivered prior to the date hereof, the execution and delivery thereof by any such Authorized Persons be, and are hereby, approved ratified and confirmed.

It was **MOVED, SECONDED** to approve Special Resolution #3 as presented.

**MOTION CARRIED**

#### **SPECIAL RESOLUTION #4: LANDSCAPING COMPLETION**

The Owners discussed the following Special Resolution #4:

#### **VR61 ¾ VOTE RESOLUTION #4 –LANDSCAPE COMPLETION**

**WHEREAS** at a special general meeting held on April 26, 2007, **THE OWNERS, STRATA PLAN VR 61** (the "Strata Corporation") raised money to remove an oil tank and remediate contaminated soil by a special levy (the "Oil Tank Removal & Remediation Levy") authorized by a resolution passed by a ¾ vote;

**AND WHEREAS** section 108(5) of the *Strata Property Act*, S.B.C. 1998, c. 43 requires the Strata Corporation to return to the owners, in proportion to their contributions, monies collected by means of a special levy that exceed the funds required for the purpose set out in the resolution;

**BE IT RESOLVED** by a ¾ vote that rather than return to the owners, the entire excess to the Oil Tank Removal & Remediation Levy, the Strata Corporation deems it advisable to use a portion of the excess funds in the amount of \$68,000 to the Oil Tank Removal & Remediation Levy to pay the costs to complete the North Landscaping project.

The strata council commented that they reworded Special Resolution #5 and a legal opinion is below:

Hanne,

I have reviewed the resolutions that you emailed to me, and I have several concerns as follows:

1. The Act requires that a surplus of funds from a special levy be returned to the owners in amounts proportional to their contributions (except where no owner would be entitled to receive more than \$100.00). This paragraph is not optional. For convenience purposes, some strata corporations will have a resolution in which a new special levy is passed, and whereby it is resolved that the surplus payable to the owner will be set off as against the amount of the special levy owing. In this case, it must be clear that the special levy is still due and payable and that the set off is being done for convenience purposes only. The Resolutions are in not In compliance with Section 108(5) of the Strata Property Act, and are subject to challenge. As a result of the requirements of Section 108 below, It is my opinion that rectifying this deficiency to include a special levy and set off provision would be a substantial change and should not be done at the meeting.
2. Section 108 of the Strata Property Act requires that, among other things the Resolution for a special levy set out:
  - (a) The purpose of the levy. This should include a description of the work to be done, usually with reference to a report or estimate from an engineer or contractor. It is critical that the owners have knowledge of what work they are approving, and in my opinion words such as "North Landscaping Project", "Phase 1" and "Phase 2" and are not sufficiently descriptive. Further, if the strata corporation is committing itself to "Phase 2" of the work, it must be authorized to do so. It would be extremely risky for the Strata Corporation to obligate itself under a contract if it does not have authority to spend the money. A special levy needs to be approved.
  - (b) The method used to determine each strata lot's share of the levy and the amount of each strata lot's share. This has not been done in the Resolutions.

Jennifer L. Neville  
Hammerberg Altman Beaton & Maglio LLP  
Suite 1220 Airport Square  
1200 W. 73rd Avenue  
Vancouver, BC  
V6P 6G5  
TEL: 604-269-8500  
FAX: 604-269-8511

Lori Anderson of Anderson's Gardening Service presented a proposal for landscaping for the property.

Due to the legal opinion received the owners decided by consensus to not vote on this resolution and reconvene at a later date to vote on a properly worded resolution.

#### **SPECIAL RESOLUTION #5: ELEVATOR MODERNIZATION**

The Owners discussed the following Special Resolution #5:

## **VR61 ¾ VOTE RESOLUTION #5 – ELEVATOR MODERNIZATION**

**WHEREAS** at a special general meeting held on April 26, 2007, **THE OWNERS, STRATA PLAN VR 61** (the "Strata Corporation") raised money to remove an oil tank and remediate contaminated soil by a special levy (the "Oil Tank Removal & Remediation Levy") authorized by a resolution passed by a ¾ vote;

**AND WHEREAS** section 108(5) of the *Strata Property Act*, S.B.C. 1998, c. 43 requires the Strata Corporation to return to the owners, in proportion to their contributions, monies collected by means of a special levy that exceed the funds required for the purpose set out in the resolution;

**BE IT RESOLVED** by a ¾ vote that rather than return to the owners, the entire excess to the Oil Tank Removal & Remediation Levy, the Strata Corporation deems it advisable to use a portion of the excess funds in the amount of \$27,000 to the Oil Tank Removal & Remediation Levy to pay the costs of Phase 1 of the ThyssenKrup Elevator Modernization proposal in year 2007/2008. This includes signing a maintenance contract with ThyssenKrup and committing to undertake Phase 2 of the Elevator Modernization Proposal in year 2008/2009.

The strata council commented that they reworded Special Resolution #5 and a legal opinion is below:

Hanne,

I have reviewed the resolutions that you emailed to me, and I have several concerns as follows:

1. The Act requires that a surplus of funds from a special levy be returned to the owners in amounts proportional to their contributions (except where no owner would be entitled to receive more than \$100.00). This paragraph is not optional. For convenience purposes, some strata corporations will have a resolution in which a new special levy is passed, and whereby it is resolved that the surplus payable to the owner will be set off as against the amount of the special levy owing. In this case, it must be clear that the special levy is still due and payable and that the set off is being done for convenience purposes only. The Resolutions are in not in compliance with Section 108(5) of the Strata Property Act, and are subject to challenge. As a result of the requirements of Section 108 below, it is my opinion that rectifying this deficiency to include a special levy and set off provision would be a substantial change and should not be done at the meeting.
2. Section 108 of the Strata Property Act requires that, among other things the Resolution for a special levy set out:
  - (a) The purpose of the levy. This should include a description of the work to be done, usually with reference to a report or estimate from an engineer or contractor. It is critical that the owners have knowledge of what work they are approving, and in my opinion words such as "North Landscaping Project", "Phase 1" and "Phase 2" and are not sufficiently descriptive. Further, if the strata corporation is committing itself to "Phase 2" of the work, it must be authorized to do so. It would be extremely risky for the Strata Corporation to obligate itself under a contract if it does not have authority to spend the money. A special levy needs to be approved.
  - (b) The method used to determine each strata lot's share of the levy and the amount of each strata lot's share. This has not been done in the Resolutions.

Jennifer L. Neville  
Hammerberg Altman Beaton & Maglio LLP



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FAX: 604-269-8511

Due to the legal opinion received the owners decided by consensus to not vote on this resolution and reconvene at a later date to vote on a properly worded resolution.

Stephanie commented on the strata council's recommendations for the elevator replacement which was attached to the AGM Notice Package. The strata council discussed the necessity for this elevator improvement and upgrades.

### **NEW BUSINESS**

1. **North Landscaping and Soil Remediation Project Update:** Brennan Vollerling from Hallsal provided an update on this project. He advised that the project took longer than expected due to the requirement for Soil Remediation. The contractor TNC could not wait for the Soil Remediation to be completed and started another project that they were committed to. At this point the concrete work will be completed the week of December 10, 2007 and the paving will follow when equipment and weather are available. Notice for the paving will be provided as access in and out of the parkade will be unavailable for 24 hours. An owner asked if the numbering and lines would be redone and if it would be the same. Brennan advised that this would be discussed with the strata council. An owner asked for an update on the issue with Digger Dicks who allegedly caused damage to Units 109, 108 and the common hallway resulting from a sewer back up. This was covered under the strata corporation's insurance as Digger Dick's did not take responsibility. Owners were wondering if a small claims court action would be considered. A council member commented that the amount to be claimed for would be \$2,500 which is not worth going to court over as the cost to go to court would be in excess of \$5,000. The hallway carpet that was damaged will be replaced shortly.

There were also damages done to a balcony by TNC and TNC is taking responsibility for this damage and will repair.

An owner asked if the underground parkade will be pressure washed after all of this work. The strata council advised that this will be done when the projects are completed. An owner asked if the strata is considering if the oil leak at the adjacent property will be addressed or not. The strata council advised that Entech is following up on this matter with the City of Vancouver and the new council will be reviewing this. An owner asked about the overpayment to TNC. The strata council commented that they were advised to not discuss this in front of employees from Ascent Real Estate Management.

2. **Capital Plan:** The owners directed the new council to start up a capital plan looking at options for status of electrical, plumbing, painting, energy efficiency.
3. **Strata Council Appreciation:** An owner showed his appreciation for the strata council and suggested that they be remunerated for their hard work. The council declined this as they are volunteers but expressed their appreciation for the acknowledgment. Pirkko and Stephanie were thanked for their hard work.

## **ELECTION OF COUNCIL**

The Strata Agent advised that pursuant to the provisions of the *Strata Property Act of British Columbia*, all members of the current Council Members must resign. The floor was then opened for nominations to the position of 2007/2008 Strata Council. The following owners were then nominated:

Tasha Bukovnik	Unit #101
Stephanie Wilson	Unit #408
Sandra Korpan	Unit #317
Kristopher Kostiuik	Unit #406
Claire Westlake	Unit #304
Tom Slade	Unit #409

There being no further nominations the six aforementioned owners were elected by acclamation.

## **ADJOURNMENT**

There being no further business, the meeting adjourned at 9:42 p.m.

Ascent Real Estate Management Corporation  
Managing Agents  
On Behalf of Owners' Strata Plan VR 61

Hanne Andersen  
Strata Agent

**When you sell your property, you may be requested to produce at least two years of strata council meeting minutes. Therefore, it is recommended to retain all of your strata records. Service charges may be applied to obtain additional copies of the strata council meeting minutes from the managing agency.**

HA

### **RECEIVE YOUR MINUTES BY EMAIL!**

#### **BENEFITS**

1. Receive minutes fast and convenient.
2. Store your minutes electronically, easy retrieval.
3. Print your hard copy only when needed.
4. Saves Strata Corporation some costs of distribution.
5. Emailed as a secure PDF file.

To arrange for your minutes to be emailed to you, provide your name, strata corporation #, or building name, unit #, or strata lot #, to Pirkko Halonen at [phalonen@vcn.bc.ca](mailto:phalonen@vcn.bc.ca)

**PLEASE NOTE THE ASCENT MANAGEMENT AFTER HOURS  
EMERGENCY NUMBER: 604-293-2459**

Ascent Real Estate Management Corporation – 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9  
Phone: 604-431-1800 Fax: 604-431-1818 Email: [ascent@ascentpm.com](mailto:ascent@ascentpm.com) Website: [www.ascentpm.com](http://www.ascentpm.com)

SEE CHECKS, STATE YEAR 1981

Number Point  
BUDGET REQUIREMENTS (6.6.4.7) FOR YEAR ENDING OCTOBER 31, 2008

Date	Description	Operating Fund	CAF Reserve	Re-competing Levy	Roading Levy	Boiler Levy	Landscaping Levy	Oil Tank Levy	Fencing	Elevator Levy	Total
1-Nov-06	Opening Balance	-1,693.56	111,084.19	204.80	19,315.86	0.00	0.00	0.00	0.00	0.00	136,911.29
	AGF RES#2		-3,850.00			3,850.00					
	AGF RES#3		-45,062.50		-19,521.98	19,521.98	45,062.50				
	AGF RES#4		-3,493.56								
	AGF RES#5		3,693.56								
	AGF RES#6		207.01								0.00
	Contributions - current	162,096.24	19,359.48	-207.01			135,187.46	299,999.98			616,643.16
	Interests & other income	18,976.68	3,212.69	2.21	206.12	451.48	2,885.34	3,594.66			29,329.38
	Withdrawals - current	-174,090.02	-21,669.24			-25,688.76	-105,900.16	-161,953.44			-489,701.62
31-Oct-07	Ending Balance	7,189.91	59,381.26	0.00	0.00	-1,865.30	77,835.14	141,641.20	0.00	0.00	283,182.21
1-Nov-07	Opening Balance	7,189.91	59,381.26	0.00	0.00	-1,865.30	77,835.14	141,641.20	0.00	0.00	283,182.21
	Contributions - Projected	162,096.59	19,359.48								181,786.55
	Transfers									64,890.00	64,890.00
	Other Income	19,700.00					70,000.00	-120,000.00	23,000.00	27,000.00	19,700.00
	Withdrawals - Projected	-181,786.55									-181,786.55
30-Oct-08	Ending Balance - Projected	7,189.91	77,740.74	0.00	0.00	-1,865.30	147,835.14	23,641.20	23,000.00	91,890.00	367,431.69

**Strata Plan VR61  
THE SEABREEZE  
APPROVED BUDGET  
EFFECTIVE NOVEMBER 1, 2007- OCTOBER 31, 2008**

		<u>Budget</u> <u>2007-2008</u>
<b>Revenue</b>		
3000-0000	Operating Income	162,096.59
3010-0000	CRF Income	19,359.48
3030-0000	Interest Income	1,100.00
3040-0000	Move in/out Fee	600.00
3060-0000	Laundry Income	9,000.00
3070-0000	Rental Income	9,000.00
3080-0000	Other Income	-
	<b>Total Revenue</b>	<hr style="width: 100%; border: 0.5px solid black;"/> 201,156.07
<b>Expenses</b>		
4000-0000	Agent Fee	14,628.00
4010-0000	Legal/Consulting Fees	1,500.00
4015-0000	Bank Charges	100.00
4016-0000	Miscellaneous	500.00
4018-0000	Adminlstration	1,700.00
4040-0000	Insurance	12,000.00
4040-0020	Insurance Deductible	5,000.00
4050-0000	Electricity	4,800.00
4052-0000	Water & Sewer	7,300.00
4054-0000	Recycling	1,000.00
4056-0000	Garbage Collection	2,500.00
4058-0000	Gas	30,000.00
4112-0000	Doors & Locks	600.00
4116-0000	Enterphone	200.00
4130-0000	Elevator	2,500.00
4142-0000	Fire Protection	1,700.00
4160-0000	Repairs & Maintenance - General	33,914.07
4162-0000	R & M - Carpet Cleaning	1,500.00
4170-0000	R & M - Roof	1,500.00
4172-0000	R & M - Electrical	1,200.00
4174-0000	R & M - Plumbing & Heating	12,000.00
4175-0000	HVAC	4,000.00
4222-0000	Pest Control	800.00
4228-0000	Parking Lot	1,000.00
4230-0000	Laundry Room Expenses	4,500.00
4232-0000	Janitorial	19,061.40

4232-0100	Janitorial Supplies	500.00
4300-0000	Landscaping	12,000.00
4518-0000	Property Taxes	800.00
4522-0000	Telephone Expenses	-
4580-0000	Strata Suite - Strata fee	2,493.12
4580-0400	Strata Suite Repairs	500.00
	<b>Total Operating Expenses</b>	<u>181,796.59</u>
	<b>Surplus / (Deficit) from operations</b>	19,359.48
4800-0000	Contingency Transfers	19,359.48
4805-0000	Prior Year Deficit Recovery	-
	<b>Total operating surplus (deficit)</b>	<u><u>0.00</u></u>

**STRATA PLAN VR61  
THE SEABREEZE  
APPROVED MONTHLY ASSESSMENT FEE SCHEDULE  
NOVEMBER 1, 2007 TO OCTOBER 31, 2008**

Operating Fee	<b>\$162,096.59</b>
CRF Fee	<b>\$19,359.48</b>
<b>Total Strata Fee</b>	<b><u>\$181,456.07</u></b>

SL	UNIT	U/E	Total Proposed 2007 - 2008			2006-2007
			Operating Fee	Contingency Reserve	Combined Strata Fee	Current monthly strata fee
1	109	566	178.34	21.30	199.64	199.64
2	108	660	207.96	24.84	232.79	232.79
3	107	669	210.80	25.18	235.97	235.97
4	106	680	214.26	25.59	239.85	239.85
5	105	582	183.38	21.90	205.29	205.29
6	104	661	208.28	24.87	233.15	233.15
7	103	662	208.59	24.91	233.50	233.50
8	102	488	153.77	18.36	172.13	172.13
9	101	671	211.43	25.25	236.69	236.69
10	207	681	214.58	25.63	240.21	240.21
11	208	590	185.91	22.20	208.11	208.11
12	209	713	224.66	26.83	251.49	251.49
13	210	712	224.35	26.79	251.14	251.14
14	211	708	223.09	26.64	249.73	249.73
15	212	642	202.29	24.16	226.44	226.44
16	213	713	224.66	26.83	251.49	251.49
17	214	712	224.35	26.79	251.14	251.14
18	215	599	188.74	22.54	211.28	211.28
19	216	682	214.89	25.67	240.56	240.56
20	217	589	185.59	22.17	207.76	207.76
21	218	695	218.99	26.15	245.15	245.15
22	219	694	218.67	26.12	244.79	244.79
23	220	667	210.17	25.10	235.26	235.26
24	221	646	203.55	24.31	227.86	227.86
25	201	610	192.21	22.96	215.16	215.16
26	202	966	304.38	36.35	340.74	340.74
27	203	677	213.32	25.48	238.80	238.80
28	204	682	214.89	25.67	240.56	240.56
29	205	705	222.14	26.53	248.67	248.67
30	206	589	185.59	22.17	207.76	207.76
31	307	677	213.32	25.48	238.80	238.80
32	308	590	185.91	22.20	208.11	208.11
33	309	713	224.66	26.83	251.49	251.49
34	310	712	224.35	26.79	251.14	251.14

SL	UNIT	U/E	Operating Fee	Contingency Reserve	Combined Strata Fee	Current monthly strata fee
35	311	708	223.09	26.64	249.73	249.73
36	312	642	202.29	24.16	226.44	226.44
37	313	713	224.66	26.83	251.49	251.49
38	314	712	224.35	26.79	251.14	251.14
39	315	599	188.74	22.54	211.28	211.28
40	316	682	214.89	25.67	240.56	240.56
41	317	595	187.48	22.39	209.87	209.87
42	318	705	222.14	26.53	248.67	248.67
43	319	734	231.28	27.62	258.90	258.90
44	320	704	221.83	26.49	248.32	248.32
45	321	689	217.10	25.93	243.03	243.03
46	301	968	305.01	36.43	341.44	341.44
47	302	1002	315.72	37.71	353.43	353.43
48	303	731	230.33	27.51	257.84	257.84
49	304	723	227.81	27.21	255.02	255.02
50	305	727	229.07	27.36	256.43	256.43
51	306	599	188.74	22.54	211.28	211.28
52	409	692	218.04	26.04	244.07	244.07
53	410	805	253.65	30.29	283.93	283.93
54	408	598	188.43	22.50	210.93	210.93
55	407	707	222.77	26.61	249.38	249.38
56	406	989	311.63	37.22	348.85	348.85
57	405	766	241.36	28.83	270.19	270.19
58	404	645	203.24	24.27	227.51	227.51
59	403	720	226.87	27.10	253.97	253.97
60	402	595	187.48	22.39	209.87	209.87
61	401	1517	478.00	57.09	535.09	535.09
		<b>42870</b>	<b>13,508.07</b>	<b>1,613.28</b>	<b>15,121.31</b>	<b>15,121.31</b>
			X 12 X	12 X	12	X 12
			<b>162,096.84</b>	<b>19,359.36</b>	<b>181,455.72</b>	<b>181,455.72</b>

Remarks: The total strata fee consists of both CRF fee and operating fee. To prevent late fine from being charged. Every owner has to pay the total strata fee, not just the operating fee.

**SPECIAL GENERAL MEETING MINUTES  
STRATA PLAN VR 61  
"THE SEA BREEZE"  
2025 WEST 2<sup>ND</sup> AVENUE, VANCOUVER, BC**

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**HELD:** Tuesday January 22,, 2008

**PLACE:** Lobby – 2025 West 2<sup>nd</sup> Avenue, Vancouver, BC

**MANAGING AGENT:** Council determined the meeting agenda did not warrant attendance, for additional cost. Minutes recorded by Council Member T. Slade

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**REGISTRATION**

Upon arrival, owners signed next to their strata lot on the registration list provided.

**CALL TO ORDER**

The meeting was called to order at 7:02 p.m. and chaired by Council President Tasha Bukovnik.

**QUORUM REPORT**

Registration confirmed that there were (28) owners represented in person or by proxy which constituted a quorum and therefore the meeting was competent to proceed with the business at hand.

**PROOF OF NOTICE**

It was **MOVED, SECONDED** to approve the Notice of Call as distributed in accordance with the provisions of the *Strata Property Act of British Columbia*. **MOTION CARRIED**

**APPROVAL OF AGENDA**

It was **MOVED, SECONDED** to approve the Agenda contained within the Notice of Call as distributed in accordance with the provisions of the *Strata Property Act of British Columbia*. **MOTION CARRIED**

**MINUTES**

It was **MOVED, SECONDED** that the minutes of the Annual General Meeting November 27, 2007 be approved. **MOTION CARRIED**

**PROJECT UPDATE**

The Strata still has not yet authorized payment for the full amount budgeted, with approximately \$4,000, currently showing beyond estimates to complete the project. Surplus amounts will be paid back to owners. We are currently anticipating withholding 10% in case of any follow up.

River rock is yet to be placed. The concrete barrier has been damaged; we are attempting to have this repaired. The stairs at the east end will be resurfaced, and parking curbs, too close to the fence will be moved further out from the fence edge to avoid accidental damage. Residents using this parking area should only park "**nose in**," rather than "**back in**," to ensure that the fence is



not damaged, and to avoid spewing exhaust fumes towards the north facing apartments. The drain pooling of water near the East entry back door is being cleared with the supervision of Hallsal. Parking lines will be painted once the drainage issue is resolved (please note the outside temperature must be 10 degrees Celsius or above in order for the lines to be painted). The slope/drainage issue by the West side back door is being addressed

**SPECIAL RESOLUTION No.1** ((Also known as Landscape Project Completion)

It was MOVED, SECONDED (see attached)

**MOTION CARRIED UNANIMOUSLY**

**SPECIAL RESOLUTION No. 2** MOVED, SECONDED (see attached **MOTION CARRIED UNANIMOUSLY**

**NEW BUSINESS**

**ATTEMPTED BREAK-IN:**

A resident reported that while home, someone tried to enter his unit, but was thwarted. Another reported that a resident held open the door for complete strangers to access the building without buzzing any unit. Security is the responsibility of all of us, and it is very important to remind all residents that no one should ever be permitted to enter the building without being buzzed in after satisfactory recognition of the caller.

Please do not hold the door open for anyone to enter without their own key or calling the unit they wish to visit. Also, the door closers on the north side have been upgraded so that doors should now properly self close. Please ensure that the mats are not used to prop open the doors, for any reason, and please ensure that the doors fully close.

The parkade gate/door should not be left to completely close. Please advise your tenants, if applicable. Do not feel embarrassed to say to anyone trying to enter on your key, **"I am sorry, but I am sure you understand that as I do not know you, for security of the building, I can not allow you to enter. Please contact the resident for approval."**

**ADJOURNMENT**

There being no further business, the meeting adjourned at 8:01 p.m.

**When you sell your property, you may be requested to produce at least two years of strata council meeting minutes. Therefore, it is recommended to retain all of your strata records. Service charges may be applied to obtain additional copies of the strata council meeting minutes from the managing agency.**

**RECEIVE YOUR MINUTES BY EMAIL!**

**BENEFITS**

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5. Emailed as a secure PDF file.

To arrange for your minutes to be emailed to you, provide your name, strata corporation #, or building name, unit #, or strata lot #, to Pirkko Halonen at [pirkko.halonen@shaw.ca](mailto:pirkko.halonen@shaw.ca)

PLEASE NOTE THE ASCENT MANAGEMENT AFTER HOURS  
EMERGENCY NUMBER: **604-293-2459**

**Special Resolution No. 1 Landscape Project Completion****WHEREAS:**

A. The Owners, Strata Plan VR 61 (the "Strata Corporation") proposes to complete the landscaping and to erect a privacy fence on the north elevation of the common property of the Strata Corporation, such work being more particularly described in the Project Financial Update and the estimate from Anderson Garden Services Inc. dated November 4, 2007 (the "Landscaping Work").

B. The Strata Corporation estimates that the total cost of the Landscaping Work will be \$93,000.00 (the "Landscaping Cost").

C. The Strata Corporation has a surplus in the amount of \$130,525.05 (the "Oil Tank Surplus") with respect to a special levy for an oil tank removal and contaminated soil remediation, which special levy was approved at a Special General Meeting of the Strata Corporation on April 26, 2007.

**BE IT RESOLVED** by a  $\frac{3}{4}$  vote of the Strata Corporation that:

1. The Strata Corporation complete the Landscaping Work in accordance with this Resolution.
2. The Strata Corporation pay to Ascent Real Estate Management Corporation an administration fee in the amount of 3% of the Landscaping Cost.
3. The Oil Tank Surplus be delivered to the owners of strata lots 1 through 61 in amounts proportional to their contributions in accordance with Section 108(5) of the Act.
4. A special levy (the "Special Levy") be assessed against strata lots 1 to 61 inclusive (the "Strata Lots") in the amount of the Landscaping Cost, being \$93,000.00 and be allocated in accordance with unit entitlement of the Strata Lots as set out in Schedule "A" to this Resolution.
5. The Special Levy shall be immediately due and payable, but for the purpose of convenience only, shall be delivered to the Strata Corporation by the owners of the Strata Lots not later than January 22, 2008;
6. For convenience purposes only, and notwithstanding the obligations of each of the Strata Corporation and the owners to make payment in accordance with paragraphs 3 and 4, the amount due to each owner by the Strata Corporation in accordance with paragraph 3 be set off as against the amount owing by such owner to the Strata Corporation in accordance with paragraph 4, and:
  - (a) if applicable, any balance owing to the owner by the Strata Corporation after such set off be:

- (i) delivered to the owner by the Strata Corporation in accordance with paragraph 3; or
    - (ii) otherwise dealt with pursuant to a  $\frac{3}{4}$  vote Resolution at an Annual or Special General Meeting of the Strata Corporation; or
  - (b) if applicable, any balance owing to the Strata Corporation after such set off be delivered by the owner to the Strata Corporation in accordance with paragraph 5;
7. The Strata Council of the Strata Corporation (the "Strata Council") take all such further actions and execute and deliver such agreements, assignments, instruments, notes and documents (the "Documents") relating to, contemplated by or necessary or desirable in connection with the Landscaping Work in the name of and on behalf of the Strata Corporation;
8. Any two members of the Strata Council (the "Authorized Persons") be, and are hereby, authorized and directed to execute and deliver the Documents in the name of and on behalf of the Strata Corporation, with such changes, modifications, and amendments thereto as such Authorized Persons may, in such Authorized Persons' discretion, (but in keeping with this Resolution) approve, which approval shall be conclusively evidenced by the execution and delivery of such Documents. To the extent that any such Documents were executed and delivered prior to the date hereof, the execution and delivery thereof by any such Authorized Persons be, and are hereby, approved ratified and confirmed.

**STRATA PLAN VR61**  
**THE SEABREEZE**  
**SPECIAL LEVY - Landscape Completion**  
**DUE**

ASSESSMENT AMOUNT

\$93,000.00

SL	UNIT	U/E	TOTAL ASSESSMENT DUE
9	101	671	\$ 1,455.63
8	102	488	\$ 1,058.64
7	103	662	\$ 1,436.11
6	104	661	\$ 1,433.94
5	105	582	\$ 1,262.56
4	106	680	\$ 1,475.16
3	107	669	\$ 1,451.29
2	108	660	\$ 1,431.77
1	109	566	\$ 1,227.85
25	201	610	\$ 1,323.30
26	202	966	\$ 2,095.59
27	203	677	\$ 1,468.65
28	204	682	\$ 1,479.50
29	205	705	\$ 1,529.39
30	206	589	\$ 1,277.75
10	207	681	\$ 1,477.33
11	208	590	\$ 1,279.92
12	209	713	\$ 1,546.75
13	210	712	\$ 1,544.58
14	211	708	\$ 1,535.90
15	212	642	\$ 1,392.72
16	213	713	\$ 1,546.75
17	214	712	\$ 1,544.58
18	215	599	\$ 1,299.44
19	216	682	\$ 1,479.50
20	217	589	\$ 1,277.75
21	218	695	\$ 1,507.70
22	219	694	\$ 1,505.53
23	220	667	\$ 1,446.96
24	221	646	\$ 1,401.40
46	301	968	\$ 2,099.93

**STRATA PLAN VR61  
THE SEABREEZE  
SPECIAL LEVY - Landscape Completion  
DUE**

ASSESSMENT AMOUNT

\$93,000.00

SL	UNIT	U/E	TOTAL ASSESSMENT DUE	
47	302	1002	\$	2,173.69
48	303	731	\$	1,585.79
49	304	723	\$	1,568.44
50	305	727	\$	1,577.12
51	306	599	\$	1,299.44
31	307	677	\$	1,468.65
32	308	590	\$	1,279.92
33	309	713	\$	1,546.75
34	310	712	\$	1,544.58
35	311	708	\$	1,535.90
36	312	642	\$	1,392.72
37	313	713	\$	1,546.75
38	314	712	\$	1,544.58
39	315	599	\$	1,299.44
40	316	682	\$	1,479.50
41	317	595	\$	1,290.76
42	318	705	\$	1,529.39
43	319	734	\$	1,592.30
44	320	704	\$	1,527.22
45	321	689	\$	1,494.68
61	401	1517	\$	3,290.90
60	402	595	\$	1,290.76
59	403	720	\$	1,561.93
58	404	645	\$	1,399.23
57	405	766	\$	1,661.72
56	406	989	\$	2,145.49
55	407	707	\$	1,533.73
54	408	598	\$	1,297.27
52	409	692	\$	1,501.19
53	410	805	\$	1,746.33
		42870	\$	<u>93,000.04</u>

**Special Resolution No. 2 Elevator Modernization****WHEREAS:**

A. The Owners, Strata Plan VR 61 (the "Strata Corporation") proposes to undergo the first phase of modernizing the elevator located on common property including updating the fixtures, door, equipment and electronic safety edge, such work being more particularly described in a Report from ThyssenKrupp Elevator (Canada) Limited ("ThyssenKrupp") dated September 17, 2007 (the "Elevator Work").

B. The Strata Corporation estimates that the cost of the Elevator Phase 1 Work will be \$27,000.00 (the "Elevator Cost").

C. The Strata Corporation has a surplus in the amount of \$130,525.05 (the "Oil Tank Surplus") with respect to a special levy for an oil tank removal and contaminated soil remediation, which special levy was approved at a Special General Meeting of the Strata Corporation on April 26, 2007.

**BE IT RESOLVED** by a  $\frac{3}{4}$  vote of the Strata Corporation that:

1. The Strata Corporation complete the Elevator Work in accordance with this Resolution.
2. The Strata Corporation pay to Ascent Real Estate Management Corporation an administration fee in the amount of 3% of the Elevator Cost.
3. The Oil Tank Surplus be delivered to the owners of strata lots 1, through 61 in amounts proportional to their contributions in accordance with Section 108(5) of the Act.
4. A special levy (the "Special Levy") be assessed against strata lots 1 to 61 inclusive (the "Strata Lots") in the amount of the Elevator Cost, being \$27,000.00, and be allocated in accordance with unit entitlement of the Strata Lots as set out in Schedule "B" to this Resolution.
5. The Special Levy shall be immediately due and payable, but for the purpose of convenience only, shall be delivered to the Strata Corporation by the owners of the Strata Lots not later than January 22, 2008.
6. For convenience purposes only, and notwithstanding the obligations of each of the Strata Corporation and the owners to make payment in accordance with paragraphs 2 and 4 above, the amount due to each owner by the Strata Corporation in accordance with paragraph 2 be set off as against the amount owing by such owner to the Strata Corporation in accordance with paragraph 4, and:
  - (a) if applicable, any balance owing to the owner by the Strata Corporation after such set off be:

- (i) delivered to the owner by the Strata Corporation in accordance with paragraph 2; or
  - (ii) otherwise dealt with pursuant to a  $\frac{3}{4}$  vote Resolution at an Annual or Special General Meeting of the Strata Corporation; or
- (b) if applicable, any balance owing to the Strata Corporation after such set off be delivered by the owner to the Strata Corporation in accordance with paragraph 5.
7. The Strata Council of the Strata Corporation (the "Strata Council") in the name of and on behalf of the Strata Corporation take all such further actions and execute and deliver such agreements, assignments, instruments, notes and documents relating to, contemplated by or necessary or desirable in connection with the Elevator Work, including without limiting the generality of the foregoing, contracts with ThyssenKrupp for the Elevator Work, and for ongoing maintenance of the elevator (the "Documents").
8. Any two members of the Strata Council (the "Authorized Persons") be, and are hereby, authorized and directed to execute and deliver the Documents in the name of and on behalf of the Strata Corporation, with such changes, modifications, and amendments thereto as such Authorized Persons may, in such Authorized Persons' discretion, (but in keeping with this Resolution) approve, which approval shall be conclusively evidenced by the execution and delivery of such Documents. To the extent that any such Documents were executed and delivered prior to the date hereof, the execution and delivery thereof by any such Authorized Persons be, and are hereby, approved ratified and confirmed.



**STRATA PLAN VR61**  
**THE SEABREEZE**  
**SPECIAL LEVY - Elevator Modernization Phase 1**  
**DUE**

ASSESSMENT AMOUNT

\$29,151.00

SL	UNIT	U/E	TOTAL ASSESSMENT DUE	
9	101	671	\$	456.27
8	102	488	\$	331.83
7	103	662	\$	450.15
6	104	661	\$	449.47
5	105	582	\$	395.75
4	106	680	\$	462.39
3	107	669	\$	454.91
2	108	660	\$	448.79
1	109	566	\$	384.87
25	201	610	\$	414.79
26	202	966	\$	656.87
27	203	677	\$	460.35
28	204	682	\$	463.75
29	205	705	\$	479.39
30	206	589	\$	400.51
10	207	681	\$	463.07
11	208	590	\$	401.19
12	209	713	\$	484.83
13	210	712	\$	484.15
14	211	708	\$	481.43
15	212	642	\$	436.55
16	213	713	\$	484.83
17	214	712	\$	484.15
18	215	599	\$	407.31
19	216	682	\$	463.75
20	217	589	\$	400.51
21	218	695	\$	472.59
22	219	694	\$	471.91
23	220	667	\$	453.55
24	221	646	\$	439.27
46	301	968	\$	658.23

**STRATA PLAN VR61**  
**THE SEABREEZE**  
**SPECIAL LEVY - Elevator Modernization Phase 1**  
**DUE**

ASSESSMENT AMOUNT

\$29,151.00

SL	UNIT	U/E	TOTAL ASSESSMENT DUE	
47	302	1002	\$	681.35
48	303	731	\$	497.07
49	304	723	\$	491.63
50	305	727	\$	494.35
51	306	599	\$	407.31
31	307	677	\$	460.35
32	308	590	\$	401.19
33	309	713	\$	484.83
34	310	712	\$	484.15
35	311	708	\$	481.43
36	312	642	\$	436.55
37	313	713	\$	484.83
38	314	712	\$	484.15
39	315	599	\$	407.31
40	316	682	\$	463.75
41	317	595	\$	404.59
42	318	705	\$	479.39
43	319	734	\$	499.11
44	320	704	\$	478.71
45	321	689	\$	468.51
61	401	1517	\$	1,031.54
60	402	595	\$	404.59
59	403	720	\$	489.59
58	404	645	\$	438.59
57	405	766	\$	520.87
56	406	989	\$	672.51
55	407	707	\$	480.75
54	408	598	\$	406.63
52	409	692	\$	470.55
53	410	805	\$	547.39
		42870	\$	<u>29,150.98</u>

**OWNER'S STRATA PLAN VR 61  
THE SEA BREEZE  
2025 WEST 2<sup>ND</sup> AVENUE, VANCOUVER, BC**

**COUNCIL MEETING**

JANUARY 23, 2008

Location #408

Attendees	Tasha Bukovnik	Suite #101
	Stephanie Wilson	Suite #408
	Sandra Korpan	Suite #317
	Tom Slade	Suite #409
	Kris Kostiuik	Suite #406
Regrets	Claire Westlake	Suite #304

**VOTES TO CONFIRM ELECTRONIC VOTES BETWEEN COUNCIL MEETINGS**

Motion: that the council sign a card of thanks and add a bonus of \$100.00, for Lindy, our current cleaner  
**CARRIED**

**SCHEDULING OF COUNCIL MONTHLY MEETINGS**

Council Meetings have been scheduled as follows:

Feb 19  
March 18  
April 15

**BUILDING LOG BOOK**

The building requires some form of log book to record all maintenance and services performed, and anticipated schedule for future servicing, such as parkade wash-down, filter cleaning or replacements, etc., to include (but not limited to):

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Upper roof replacement / contractor,</li><li>• Lower roof replacement / contractor</li><li>• Parkade Membrane replacement</li><li>• Laundry room update of machines, floor, fan and filters</li><li>• Carpeting replacements, floor by floor</li><li>• Door locks and keys replacements</li></ul> | <ul style="list-style-type: none"><li>• Filters and Belts for circulating pumps and fans</li><li>• Fire Inspection dates, results</li><li>• Parkade Cleaning</li><li>• Drain Pipe Flushing</li><li>• Balcony replacement dates per unit/contractor</li><li>• Roof top deck replacement</li><li>• Parking stall assignment, changes</li><li>• Move in/move out records</li><li>• Boiler replacements / flushing</li></ul> |
|---|--|

## **MONTHLY KELLY BOY MAINTENANCE REPORTS**

Council will request Kelly Boy Services to report monthly of ongoing maintenance and all special problems handled, logged calls received, and results of periodic walkthroughs.

## **OUTSTANDING ASSESSMENTS**

Following lack of response to a lien placed against a unit for non-payment of the last two assessments, Council will proceed legally to the next step to clear the delinquent accounts.

## **UPDATE ON THE NORTH SIDE PROJECT:**

The Strata still has not yet authorized payment for the full amount budgeted, with approximately \$4,000, currently showing beyond estimates to complete the project. In any case, any surplus amount will be paid back to owners.

The stairs at the east end will be refinished, and parking curbs will be moved further out from the fence edge to ensure the fence will not be damaged. Parking lines will be painted once the drain issue is resolved.

The drain pooling of water at the East entry door is being cleared by Hallsal. The slope issue of the West side is being fixed.

It was determined that all residents using this parking area should park "*nose in*," rather than "*back in*," to ensure that the fence is not damaged, and to avoid spewing any amount of exhaust fumes towards the north facing apartments. Once the North side project is complete and the fence construction is completed (subject to approval at the January 22 SGM), Council will arrange for a major spring cleanup, and all items stored on the front balconies and underground will have to be removed.

**OWNER'S STRATA PLAN VR 61  
THE SEA BREEZE  
2025 WEST 2<sup>ND</sup> AVENUE, VANCOUVER, BC**

COUNCIL MEETING  
FEBRUARY 21, 2008                      Location #406

Attendees	Tasha Bukovnik	Suite #101
	Stephanie Wilson	Suite #408
	Sandra Korpan	Suite #317
	Tom Slade	Suite #409
	Kris Kostiuk	Suite #406
	Claire Westlake	Suite #304

**MANAGING AGENT:** Hanne Andersen, *Strata Agent, Ascent Real Estate Management Corporation not in attendance*

**MINUTES OF PREVIOUS MEETING**

Motion: that the council approve the minutes of the meeting of January 21, 2008 as read. **CARRIED**

**COUNCIL APPROVAL OF BUDGET MONTHLY MEETINGS**

Although requested, no Budget statements are available as of today's meeting.

**SMALL CLAIMS COURT UP DATE CONCERNING UNIT 109**

A confidential agreement is in place, thus Council members attending the session at Small Claims Court are prevented from sharing or discussing any information at this time. A full update will be provided in due course.

**REDRESS RE SOIL CONTAMINATION FROM OTHER SOURCES**

Council will approach Entech regarding follow-up cost with neighbors regarding redress for the oil spill. The name of a qualified Lawyer has been made available to council, should it be deemed to follow this avenue. It was decided that some one from council should approach the Lawyer about representing us on a contingency basis, to determine costs, and clarify/explain our legal position. The upper level tank has been removed, and it is yet to be determined if that tank is the cause of our soil problem.

**LANDSCAPING PROJECT UPDATE**

Flower bed installation began on Tuesday last  
Fence man was there on Wednesday,  
Current discussions are underway regarding the placement of the curbs.  
Bobcat u/s contacts – no response  
River rock will be spread on Tuesday Feb 26<sup>th</sup> and all cars must be out of the way to provide access. Owners and tenants will be asked to park on the street.

**UPDATE ON THE ELEVATOR UPGRADE PROJECT:**

The Council has decided to obtain another opinion regarding the condition of the elevator, as the ThyssenKrup replacement Controller TC3200 would be based on the proprietary use of ThyssenKrup equipment, requiring use of ThyssenKrup for all further maintenance. As it would restrict our ability to shop for other maintenance suppliers, Strata will seek a 10 year contract with no price increase. It is the opinion of Council that ThyssenKrup will not take over the interim maintenance if we only sign for phase one.

**KELLY REPORT ON BUILDING MAINTAINANCE:**

A Council member obtained a verbal report from Kelly Boy Services and shared the information with council by email.

**COUNCIL REVIEWED NEED TO GET BUILDING ADMINISTRATION UPDATES:**

Thanks to the continued volunteer efforts of Pirkko Halonen, Council is kept aware of issues such as:

- Tracking building maintenance and schedules
- Parking stall assignment and update of owner and tenant lists
- Contributing to information about moves in and out of the building, including completions of Form Ks.

Thank you to Pirkko for all of her work and for her efforts to save VR61 money by distributing meeting minutes.

Not all Owners have notified Council or our Property Manager when tenants vacated or moved into a suite, contrary to Strata by-laws. This process will be streamlined and communicated to ensure full and equal compliance.

**RESPONSE TO LIEN FOR NON-PAYMENT OF ASSESSMENTS:**

To date no response has been received from the only delinquent owner and an "Order of Sale" for non-payment will be raised.

**NOISE ISSUES:**

Council discussed owner complaints of barking dog and loud voice annoyances. Both issues will be further investigated and resolutions sought between involved owners and all neighbouring units concerned.

**MOTION** that effective June 1, 2008, the rent on unit #217 will be increased by 3.7%, the maximum allowable. **CARRIED**

**MOTION** to hold the next council meetings as follows: March 18, 2008; April 15, 2008; May 20, 2008. **CARRIED**

**MOTION TO ADJOURN: CARRIED**

**OWNER'S STRATA PLAN VR 61 - THE SEA BREEZE  
2025 WEST 2<sup>ND</sup> AVENUE, VANCOUVER, BC**

COUNCIL MEETING MAY 13, 2008                      Location #101

Attendees	Tasha Bukovnik	Suite #101
	Stephanie Wilson	Suite #408
	Sandra Korpan	Suite #317
	Tom Slade	Suite #409
Regrets	Kris Kostiuik	Suite #406
	Claire Westlake	Suite #304

**VOTES TO CONFIRM ELECTRONIC VOTES BETWEEN COUNCIL MEETINGS**

Motion: that the council approve the minutes of the previous meeting April 15, 2008.  
**CARRIED**

**FINANCIAL REPORT**

On November 1, 2008 Ascent's monthly fee went from \$1050 plus GST to \$1150 plus GST. This increase was accounted for in the approved annual budget. We were later required to sign a new contract with Ascent and as of January 1, 2008 we have been paying \$1395 plus GST as per this contract. Accordingly, we will be going over budget for this expense.

Similarly, we will be over budget for the legal and consulting cost because of the settlement of the claim from the owner of Unit 109. However at this point we do not anticipate any adjustment in the operating fees before the new fiscal year.

**BUILDING MAINTENANCE**

The Parkade has been power washed but because of the excessive amount of sand and grit some small-scale follow-up is required. The hall and lobby carpets are being scheduled for cleaning.

We have notified Ascent about three electrical repairs that are required but their electrician has still not arrived. We will ask Kellyboy to bring his electrician to carry out the repairs.

Fire-Pro's report of March 27 has been approved by council and Fire-Pro has been notified to correct the identified deficiencies.

The Safety Inspection of the heating boiler (installed summer 2007) was completed. While the inspector was here he inspected the domestic hot water boiler (installed 2003) and there were some deficiencies. Ascent and Latham's have been asked to correct the deficiencies.

An external drain pipe that had copper wire removed by thieves will be repaired with plastic. All external taps will receive maintenance on May 14<sup>th</sup>.

The roof inspection has been postponed for now to determine who should be asked to carry it out.

Council has contracted our regular pest control company to remove the pigeons on the 4<sup>th</sup> floor common balconies. Two cages with corn have been put in place and one pigeon removed. There are still two pigeons

remaining. Pirkko Halonen has put much effort into monitoring and coordinating resolution of the pigeon problem.

#### **MOVE IN/OUT REPORT**

- Suite 308 has reported new tenants

#### **UPDATE SUITE #109**

- Council has settled the outstanding law suit, but to date, special levies have not been paid.
- A building inspector showed up without an appointment to assess the building on behalf of a purchaser. A building representative with key access to non-public areas is required to be present for a building inspection, and therefore sales can be affected if no appointment aligns inspections with someone with access to all areas.

Please ensure that you make an appointment through the management agent, to avoid delay and possible costs for rescheduling.

#### **UPDATE ON THE NORTH SIDE/LANDSCAPING PROJECT:**

Drainage issues have been approved by council and an independent contractor is being arranged. Gate Installation at the west end has been approved by council and the fence installer will be commissioned via the landscape services.

#### **ASCENT OVERPAYMENT**

Council will notify Ascent that we do not accept their explanation of and denial of claims of overpayment without authorization.

#### **SOIL REMEDIATION**

Council still awaits a follow-up report.

#### **ELEVATOR UPDATE**

Service from Thyssen Krupp has been slow for scheduling overhaul/repair of the elevator; however, no new complaints have been raised to council.

#### **PRIVACY SCREEN APPLICATION**

A fourth floor owner has applied to Council to install privacy screening, providing drawings of planned lattice work. Council approves the request, as the style, color and finish are compatible with the appearance of existing railing and patio separations.

#### **ATTEMPTED BREAKIN**

See the attached notice.

#### **NEXT MEETING**

Council is scheduled to meet June 24, 2008



# REMINDER

**PLEASE DO NOT LET ANYONE INTO THE SEABREEZE  
THAT YOU DO NOT KNOW.**

**PLEASE MAKE SURE THAT WHEN YOU ENTER THE  
SEABREEZE THE DOOR SHUTS PROPERLY BEHIND YOU.**

**PLEASE REPORT ANY SUSPICIOUS ACTIVITY TO A  
STRATA COUNCIL MEMBER OR TO ASCENT PROPERTY  
MANAGEMENT.**

AT APPROXIMATELY 2 AM ON WEDNESDAY, APRIL 23<sup>RD</sup> A  
MAN GAINED ACCESS TO THE INSIDE OF THE SEABREEZE  
AND ATTEMPTED TO BREAK INTO A SECOND FLOOR  
APARTMENT ON THE NORTH SIDE OF THE BUILDING. IT  
IS NOT KNOWN HOW THE MAN GAINED ACCESS TO THE  
SEABREEZE.

THE MAN IS DESCRIBED AS CAUCASIAN, APPROX. 5' 10",  
MEDIUM BUILD WITH WAVY BROWN HAIR. HE WAS  
WEARING A BLACK LEATHER JACKET

*\*Please do not remove this notice\**