



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

COUNCIL MEETING
JUNE 24, 2008

Location #408

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

Meeting Called to order at 1845 hrs

Approval of Minutes of Last Meeting

Motion: to approve the minutes of the previous meeting May 13, 2008 CARRIED

Financial Report

We are over budget for our gas bill by \$6000 as of May 31st and we can anticipate that it will continue to rise with cost of natural gas and the carbon tax to be added. However, our balance sheet for the year is still healthy.

Building Maintenance Report

- Ascent property Management has been asked to follow up with Fire Pro as they have not yet scheduled time to correct the identified deficiencies.
- The pigeon problem on the 4th floor common balconies has been resolved thanks to the immense efforts of Pirkko Halonen in Suite 301.
- A leak discovered in a level 1 locker and Apartment 218 required some plumbing and drywall repairs to Suites 318 and 401 as well as 218. These repairs have been completed.
- We have had a complaint about solvents being stored in the parking garage. Owners and residents are reminded that storage of anything other than vehicles is not permitted in the parking garage. Flammables are of particular concern.
- Concern about the condition of the carpet in the elevator was raised; as Thyssen Krup is taking over the maintenance and upgrade of the elevator



as of August 1st it was decided to postpone changing the carpet until after Phase 1 of the upgrade is complete.

- We have also received a complaint about cardboard being stacked against the wall in the recycling area. We are requesting residents to tear or cut up their cardboard material and place inside the recycling bin so that it will be removed by the city. Cardboard left beside the containers is not removed and incurs additional cost for removal. Council will approach Kelly Boy Services to clear out any remaining cardboard once per month.
- It was determined that signs professionally printed should be placed near containers so that owners/tenants are reminded of contents allowed in recycle bins, and further that notice should be sent to tenants outlining restrictions and requirements for recycling.
- Owners are reminded that the contract with Kelly Boy Services is for maintenance of the common areas of our building. If owners wish to contract them for work inside their suite, they will be charged a minimum service charge based on common contracting fees. We recommend owners discuss the anticipated charge prior to the work being carried out.
- Kelly Boy Services has hired an additional maintenance person, Casey and he will assist in assessing the status of the building and operating equipment. He anticipates providing the Strata Council with a Periodic Report.

Change of Management Company

Motion: Whereas the Owners of Strata Plan VR61 are desirous of a replacement management company,

and whereas previous councils experienced problems dealing with, and heard complaints about Ascent from owners,

and, whereas clear expressions of dissatisfaction with the present management company were given by owners at the last Annual and Special General Meetings,

and whereas Council invited any interested and available replacement companies to submit proposals, Council studied five proposals, concentrating on cost and services provided, recommendations by other buildings, and has taken time to check provided references, and then reduced the selection list to three companies, that our facts and reasons for selection are on file and available for discussion with owners,

and whereas those who submitted proposals were screened using criteria provided by Condo Home Owners Association (CHOA) who also provided guidance on Management Services Companies that have been listed with registered complaints on past unacceptable or poor performance,

Therefore be it resolved that VR61 Council selection be RE/MAX Property Management Services as our replacement for Management Company,



be it further resolved that Council approach Ascent to negotiate a termination of the current agreement,

and be it further resolved that we ask Ascent to waive Ascent's contract requirement to seek approval of change of Management Agent by holding a Special General Meeting.

Unanimously **CARRIED**

ADDITIONAL NOTE: Ascent Real Estate Management has agreed to waive the clause in our contract with them which states a 3/4 vote of the owners must take place prior to termination. As Ascent has waived this clause our contract with them will end on August 31st and RE/MAX Property Management Services will take over as the property manager for VR61 on September 1st. Owners can expect to shortly receive a letter of introduction from RE/MAX which will include information on strata fee collection.

TNC v. VR61 & Halsall

Following completion of the work on the North Side, Ascent did not release the entire hold back payment amount to TNC Construction as requested. Ascent used a portion of the hold back funds to cover the overpayment they made regarding Certificate for Payment #2 to TNC. In turn this has caused TNC to file a claim in Provincial Small Claims Court. Council has been notified by Ascent that TNC is not entitled to full payment as determined by Halsall, however, without authorization from VR61 or Halsall, Ascent paid the full amount of the TNC invoices, (an issue discussed in previous minutes and at the AGM)

Prior to this Small Claims action, Council had sent a letter to Ascent, holding them responsible should VR61 be sued by TNC or any other party. The amount of the certificate for payment differs and Halsall rejected a portion of the invoices claimed and did not advise Ascent to pay the amount claimed, however, they paid it.

Several issues have arisen as a result of the overpayment, Ascent did not establish a separate account to handle this project, as required by law and paid certificates 1 and 2 without approval from Council, and only after we were overcharged for the over payment did Ascent start seeking Council approval for further payments.

Council is currently awaiting notice of a Small Claims Court Mediation date.

ADDITIONAL NOTE: Council received a Notice of Mediation for August 6th, however as no Council Members are available on that date an Application to the Registrar has been filed requesting the date be changed to August 15th.

**Correspondence to Ascent**

Two letters sent to Ascent remain unanswered, seeking response to the matter of costs incurred by VR61 from a Small Claims Court settlement for improper wage and benefit payment under contract with our former employee, a responsibility of the Management Agent.

North Side Project

We are still awaiting completion of deficiencies including the painting of the lines and number in the parking area and drainage repairs. Council is in constant contact with Halsall Engineering about these issues. To date VR61 has spent \$446.00 in an attempt to get the east end drain running. It was thought that the blockage was caused by removable debris; however, it is now believed that the drain is collapsed. The catch basin is also broken and cracked in many places.

West end Gate

The gate will be fitted in mid-July

Soil Remediation

As the attached letter attests, the property suspected of soil contamination has been cleared, and our consultant recommends no further pursuit of this matter.

Elevator Maintenance

Thysen Krupp came and inspected the elevator and have agreed to take over maintenance at a cost of \$275.00 per month.

Motion: be it resolved that, as the owners have already approved phase one of the elevator refit, that we sign a master agreement with Thysen Krupp, and be it further resolved that we sign to have Thysen Krupp take over ongoing maintenance of the elevator and that we terminate our contract with Eltec.

CARRIED**Motion** to adjourn**CARRIED**

**RE/MAX[®] Property Management Services****110 – 6086 Russ Baker Way****Richmond, BC V7B 1B4****Telephone: (604) 821-2999****Fax: (604) 821-1822**

Each office independently owned and operated

RE/MAX Property Management Services is a division of RE/MAX Commercial Realty Associates

May 9th, 2008

Owners of Strata Plan VR 61
C/O Claire Westlake
2125 W 2ND AVE
Vancouver, BC V6K 1H7

Dear Strata Council:

Re: Strata Management Services for the Sea Breeze Building

We would like to introduce you to the professional real estate management services provided by RE/MAX Property Management Services and express our interest in providing strata management services for the Sea Breeze Building. It is our hope that while reviewing this proposal, it will become evident that RE/MAX Property Management is a company that will take the time required to address each of the management requirements of your strata corporation in detail.

RE/MAX Property Management Services manages an extensive portfolio of strata titled residential and industrial complexes, apartment buildings and commercial real estate throughout the Greater Vancouver area. We manage each property as if it was our own, paying a great deal of attention to every management detail, including but not limited to; the physical asset, accounting, budgeting and comprehensive reporting to our clients.

We insist on a consistent, high standard of performance from our management team and from our contractors in the field. We have earned an excellent reputation with our clients through professional, prudent management and we take a great deal of pride in the high level of trust and strong relationships that we have built over the years.



We trust that the enclosed proposal addresses your concerns, and in addition, brings to your attention some of the unique services offered by our company. Should you have any questions, please do not hesitate to contact Andrew Seaton personally.

Sincerely,

Andrew Seaton

Andrew Seaton, Director & Managing Broker



RE/MAX[®] Property Management Services

It is our goal to provide excellent service to our clients through a responsive attitude, active pursuit of our clients' objectives, and timely reporting. In the process we focus on developing a high level of trust and strong relationships with our clients. To date RE/MAX Property Management Services has earned and maintained an excellent reputation through professional, prudent management.

RE/MAX Property Management Services will manage and administer the common property and common facilities for the benefit of all owners. Specifically, property and strata corporation management services will focus on the following areas:

Proper Maintenance and Care of the Physical Asset

- Identification of the owners' goals and development of a comprehensive, property-specific management plan and preventive maintenance program
- Facilitate formation of the strata council (if required)
- Establishment and enforcement of the property's operating policies and procedures
- Hiring and responsibility for caretakers and on-site management
- Establishment of comprehensive job descriptions and performance reviews for any on-site staff
- Identification of insurable risks and maintenance and review of adequate insurance
- 24 hour a day availability for emergency requests
- Establishment of a program of regular consultation with owners concerning level of service and other management matters
- Ensuring proper upkeep and adequate monetary provision for future replacement of electrical, mechanical, and structural systems
- Hiring of maintenance personnel and supervision of maintenance and repairs to the building, grounds and mechanical systems to ensure that all work is done in a timely and professional manner
- Act as liaison between the project developer and owners where necessary

Detailed Financial Administration

- Maintenance of proper records and books of accounts in accordance with generally accepted accounting principles
- Collection of all strata fees
- Diligent collection of all strata fee arrears
- Payment of all obligations properly required to be paid by the strata corporation
- Attendance at annual and extraordinary general meetings
- Preparation of minutes for council meetings, extraordinary meetings, and the annual general meeting
- Preparation of annual budgets for the owners' approval
- Preparation of financial statements to be submitted to council monthly
- Preparation of monthly bank reconciliations
- Maintenance of a separate trust account for each property – *RE/MAX does not use a central clearing account where other people's money is intermingled with your strata corporation's funds*



Bulk Purchasing

Because RE/MAX manages a large portfolio of properties, we are able to negotiate significant savings on everything from light bulbs and insurance to bank fees and interest on deposits. At the same time, we keep the interests of the strata corporation owners in mind. We maintain no ownership or other financial interest in any of our suppliers and we secure multiple quotes (usually three) for all contracts and major repair work. The strata council always makes the final decision.

Property Management and Office Systems

Following is an overview of the management systems in place at RE/MAX Property Management Services. We have taken great care to ensure that this “backbone” to our management service is as comprehensive and reliable as possible, and you will notice that many of the services made possible by these systems are simply not available from other property management companies.

A. Office Systems

At RE/MAX Property Management, we recognize the importance of having an office system which provides our strata managers and administrative personnel with the tools they require to effectively prioritize and manage their workload. Our goal is to decrease the time dedicated to mundane office and administrative tasks and enable our strata managers to dedicate more time to property inspections and communicating with our clients.

Our office computer system is comprised of a secure Windows Server 2003 network with Windows® driven workstations. Property managers can access our system from outside the office via Virtual Private Network (VPN), which permits our managers to securely access critical data from virtually anywhere with an Internet connection.

B. Property Management Systems

RE/MAX utilizes a fully integrated property management software solution, which provides comprehensive accounting and client management services. As a result, your strata manager has access to all the information necessary to service their clients. For example, your strata manager can provide a strata lot owner with the status of their strata fee payments, follow up on a maintenance request, or give a supplier information on the status of their payment. The result is that strata owners can deal with a single point of contact for all their needs.

1. General

- Windows based with an ability to generate a virtually unlimited number of reports that are designed to be comprehensive, yet easy to understand.
- All computer systems run on a true server-based network (as opposed to a peer-to-peer network used by many companies). We have the ability to set up a wide array of user privileges and security levels, ensuring the confidentiality and integrity of your strata corporation's data.
- Daily computer system back-up stored both on and off-site ensures that your important data will not be lost.



2. Accounting

- proven accounting system with a base of over 15,000 users across Canada and the United States
- easy to understand financial statements and reports
- accounting is done on an “accrual basis”. With invoices and other liabilities entered into the system upon receipt, the owners have an accurate financial statement, which shows all accounts payable and receivable, giving a more accurate picture of their financial status.
- comprehensive financial statements which can be customized for each strata corporation
- ability to consolidate budgets and financial statements over multiple strata corporations and the ability to generate budgets more than one year into the future
- pre-authorized payment programs are administered directly from our offices through an on-line connection to our financial institution’s clearing centre thus minimizing bank error
- maintenance of a separate trust account for each property

3. Property Maintenance and Inventory/Project Control

- The integration of our maintenance system with our accounting system allows for the generation of Purchase Orders & Work Orders and the ability to track and analyze committed spending - an invaluable tool for budgeting and cash flow analysis.
- complete warranty tracking of all the strata corporation’s equipment and building components (e.g. roof warranties)
- ability to track each strata corporation’s inventory of equipment
- ability to track and schedule general and preventative maintenance (e.g. annual fire system inspections, mechanical maintenance, insurance renewals).

Client Data Confidentiality

At RE/MAX Property Management Services, we recognize that we are being entrusted with large amounts of information on our clients, much of which is confidential and privileged. Our policy is that we do not sell or otherwise share confidential information with third parties.

Company Principals

Ray McLellan *Principal*, has been involved in senior management in the commercial and residential sectors of the real estate industry for 25 years. He spent several years with a major international real estate firm managing one of the largest commercial property portfolios in Canada.

Andrew Seaton *Principal*, has a Bachelor of Commerce Degree with majors in Urban Land Economics and Finance. Andrew has over twelve years experience in both commercial and residential real estate management. In addition to property management expertise, Andrew is licensed as the Managing Broker for the company.



Licensed & Bonded

RE/MAX Property Management Services and its personnel are licensed and bonded according to the requirements of the Real Estate Services Act of British Columbia. The company also carries \$1 million liability insurance coverage.

RE/MAX Property Management Services ensures that all on-site staff and contractors are properly insured and WorkSafe (WCB) registered.

Affiliations

RE/Property Management is a member in good standing of the Real Estate Board of Greater Vancouver, the Condominium Homeowners Association ("CHOA") and the Strata Property Agents of BC ("SPABC"). SPABC develops and upholds common standards of performance and ethics for strata property managers and provides educational information and research to industry members and the general public.

RE/MAX Property Management Services is also a member in good standing of the Better Business Bureau ("BBB").

Cost & Contract

All management services outlined in this proposal will be provided at a cost of \$1,500.00 per month plus GST. This price includes attendance at four (4) council meetings and one (1) Annual General Meeting per annum.

The contract for managing your strata complex will be our standard contract, a sample of which is attached to this proposal.

Conclusion

We trust that the enclosed proposal will meet with your approval. Should you have any questions, please do not hesitate to contact Andrew Seaton personally. We look forward to being of service and to building a long-term business association with the Sea Breeze Building.

Sincerely,

Andrew Seaton

Andrew Seaton, Director & Managing Broker



ENTECH ENVIRONMENTAL CONSULTANTS LTD.

3187 Thompson Place, West Vancouver, BC, Canada V7V 3E3
Ph 604 921 1932 E-mail: info@entech.ws FAX 604 921 1934
Web Service: <http://www.entech.ws>

May 30th, 2008

Strata Corporation of VR61
c/o Ascent Real Estate Management Corporation
2176 Willingdon Avenue
Burnaby, BC
V5C 5Z9

Attn: Ms. Hanne Andersen
Strata Manager

ASCENT REAL ESTATE MANAGEMENT CORPORATION
JUN 06 2008
RECEIVED

Dear Ms. Andersen:

RE: Unknown origin of soil contamination for 2025 West 2nd Avenue, Vancouver, BC.

On January 30th, 2008, ENTECH was informed by Mr. Len Nelson, Property Manager of 2057 West 2nd Avenue, Vancouver, BC, that excavation of the UST at 2091 West 2nd Avenue had been initiated.

Under the *Freedom of Information and Protection of Privacy Act*, ENTECH requested the right to review non-personal reports and documents submitted to the City of Vancouver to determine if the site at 2091 West 2nd Avenue was cleaned up to Ministry of Environment residential land use compliance standards and what the Consultant's conclusions were regarding migration of contaminants beyond the tank nest.

This information was imperative in order to either confirm or rule out the possibility that the UST at 2091 West 2nd Avenue contributed to the contamination discovered at 2025 West 2nd Avenue, Vancouver, BC, and possibly at the adjacent site of 2057 West 2nd Avenue, if contaminated also.



Chris Shin, Acting Manager, Corporate Information and Privacy, City of Vancouver provided ENTECH with the following document in March of 2008:

Underground Storage Tank Removal Report of 2091 West 2nd Avenue, Vancouver, BC, Fire Permit # FI 405904 prepared for SNR Salvage & Recovery, 6179 Dawson Street, Burnaby, BC, V5B 2W5 prepared by ALARA Environmental, Health & Safety, 2241 Oak Street, Vancouver, BC, V6H 3W6 dated February 2008.

The conclusion of the report indicated that, "Soil samples were collected and analysed on site and confirmed that no further hydrocarbon contamination exists on the sides and base of the pit," which did not extend beyond the property boundaries of the site.

This was confirmed by Ms. Mary Gurney, Environmental Protection Officer, City of Vancouver, who personally inspected the excavation at 2091 West 2nd Avenue, and concluded that the site was remediated and that it was unlikely that the leaky UST was the source of the contamination at 2025 West 2nd Avenue since there appeared to be no offsite migration of the contaminants.

ENTECH has also sent a letter to the property manager of your neighbouring property at 2057 West 2nd Avenue, Vancouver, BC, suggesting they do some test pitting to determine if they encounter any soil contamination on their property or an abandoned UST that might have had its aboveground features including vent and filler pipes removed in the past.

If the property owners of 2057 West 2nd Avenue, Vancouver, BC, decide to proceed with intrusive investigations, we will be able to rule them out or confirm that they are the generators of the contamination at your site. With no visible evidence of a UST at 2057 West 2nd Avenue, Vancouver, BC, and confirmation that there was no offsite migration from the UST at 2091 West 2nd Avenue, it is unlikely that they caused the contamination encountered at your site.

Therefore, the actual origin or source of the contamination encountered at your site remains unknown. If the site at 2057 West 2nd Avenue is determined to be clean, then the most likely explanation for the contamination encountered would be from an unknown tank and/or spill situated somewhere beneath the foundation of the building complex at 2025 West 2nd Avenue, Vancouver, BC, that may represent remnants of past onsite contamination of the single-family residences before being converted into the present day apartment complex.

At this time, we have not been able to confirm any third party to be responsible for the soil contamination encountered at 2025 West 2nd Avenue, Vancouver, BC. We therefore recommend not pursuing any compensation costs from any third party at this time since none have been determined to be liable.



Thank you for the opportunity to be of service, and should you have any questions or other concerns please contact us through any of the avenues noted on the top of this letter.

Respectfully Submitted,
ENTECH ENVIRONMENTAL CONSULTANTS LTD.

S.F. Sverre, M.Sc., R.P.Bio.
President

Encl.

Cc/ Ms. Mary Gurney, Environmental Protection Officer, City of Vancouver
Ms. Sandra Korpan, VR61 Strata Corporation ✓