



**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 2781,
WESTPOINTE, HELD THURSDAY, DECEMBER 13th, 2007, AT 6:00 P.M., IN UNIT #102 –
3280 WEST BROADWAY, VANCOUVER, B.C.**

Present:	Stanley Chong Teresa O'Reilly Lucie Moujabber	President Treasurer Vice-President
Property Manager:	John Sharkey	The Wynford Group
Regrets:	Lynn Miller William Curry Colin Gorrie	

1. **CALL TO ORDER**

The Council President called the meeting to order at 6:20 p.m.

2. **MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED / CARRIED** (O'Reilly/Moujabber) to approve the Minutes of the November 1st, 2007 Council meeting as circulated.

3. **BUSINESS ARISING FROM THE MINUTES**

A. Garbage and Recycle Room Gate Replacement

The Property Manager reported that Precision Door and Gate Services Ltd. have installed the Garbage and Recycle Room doors, however; Precision Door have yet to install the louvered circulation vents and paint the doors. This work will be delayed until the weather is warm and dry enough to allow the paint to dry properly.

B. Keyless Entry System

The Property Manager reported that the contractor, Viscount Communications, has completed the majority of the project. They are currently waiting for the elevator contractor to install the security system cabling in the elevator shaft; at which point, they will interface the security system with the proximity readers in the elevators. The project is expected to be completely finished by December 21st, 2007.

C. Security Key / FOB Exchange Procedure

Council discussed the logistics of swapping the legacy system security keys for the new keyless access system fobs. Following a lengthy discussion, an exchange protocol was decided upon and the Property Manager was directed to document the process for final review and approval by Council.

D. Bird Protection

The Property Manager reported that all the bird spikes had been applied to the roof at the front of the building as contracted. The pest control contractor has still to apply bird netting over the balconies of Units #303 and #305. The pest control contractor has scheduled this work for mid January 2008.

E. Glass Wall Repair

The Property Manager reported that Ocean West Contracting has completed the exterior caulking of the subject repair; however, the water leakage problem persists. Ocean West has been contracted to revisit the job and thoroughly examine the problem area and carry out all repairs they deem necessary.

F. Painting and Re-Carpeting

The Property Manager provided Council with two common area carpet replacement quotes and one common area painting quote. Council directed the Property Manager to solicit one more painting quote.

4. NEW BUSINESS

A. Owner Chargebacks

Council reviewed the details of a drywall repair and carpet restoration to a unit resulting from an in-suite plumbing leak. Council discussed the efforts that had been made thus far to recover the cost of the repairs from the Owner of the unit with the plumbing repairs. Council directed the Property Manager to pursue legal action.

B. Graffiti Removal

Council directed the Property Manager to ask the maintenance contractor if they could include removing or painting over graffiti in their services to Westpointe.

C. Ceiling Tile Replacement

There are several ceiling tiles broken in the hallway behind the retail lots. The Property Manager was directed to have them replaced.

D. Other Directives

The Property Manager was directed to:

- Explore a snow removal services contract with J. Thomas Maintenance.
- Order aluminium exterior parking signage.
- Investigate the possibility of using a remote parkade door opener with the new keyless entry system.

5. FINANCIAL REPORT

A. Financial Statement

Further to a brief discussion regarding the current budget status, it was **MOVED / SECONDED / CARRIED** (O'Reilly / Moujabber) to approve the November 2007 Operating Statements, as prepared by The Wynford Group.

6. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

Council reviewed the most recent site inspection report and directed the Property Manager to address these issues as required.

B. Correspondence

There were no items of correspondence requiring Council decisions.

7. **MEETING TERMINATION**

There being no further business, the meeting was adjourned at 8:30 p.m.

The Next Meeting will be held January 17th, 2008, at 6:00 p.m., in a unit yet to be determined.

NOTICE

RESIDENTS ARE REMINDED THAT CARE AND MAINTENANCE OF ALL PLUMBING FIXTURES IS THE RESPONSIBILITY OF THE INDIVIDUAL UNIT OWNERS, NOT THAT OF THE STRATA CORPORATION.

NOTE: PLEASE MAKE YOUR CHEQUES PAYABLE TO "STRATA PLAN VR 2781" AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF EACH OF YOUR CHEQUES.

Do you have a question regarding payment of your account?
If so, please call 604-604-261-0285 and ask for Local 335.

ATTENTION

PLEASE KEEP THESE MINUTES ON FILE AS A PERMANENT LEGAL RECORD OF YOUR STRATA CORPORATION'S BUSINESS. REPLACEMENT OF EITHER MINUTES OR BYLAWS WILL BE AT THE OWNER'S EXPENSE AND NOT AT THE EXPENSE OF THE STRATA CORPORATION.

THE WYNFORD GROUP OFFICE HOURS ARE MONDAY TO FRIDAY, 9:00 A.M. TO 5:00 P.M. FOR AFTER HOUR EMERGENCIES ONLY, PLEASE CALL 604-261-0285, THEN PRESS "1" TO BE CONNECTED TO THE ANSWERING SERVICE.

PLEASE NOTE
HOLIDAY SEASON OFFICE HOURS

The Offices of The Wynford Group will be closed over the holidays as follows:

Friday, December 21st	At 12:00 Noon (Staff Function)
Monday, December 24th	At 2:00 p.m.
Tuesday, December 25th	All Day (Statutory Holiday)
Wednesday, December 26th	All Day (Statutory Holiday)
Monday, December 31st	At 2:00 p.m.
Tuesday, January 1st, 2007	All Day (Statutory Holiday)

Our "On Call" Property Manager will be available for emergencies.

APPROVED _____
BY _____
COUNCIL: _____

Date: _____
(12/18/07) (min-12.13.2781)



**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 2781,
WESTPOINTE, HELD MONDAY, NOVEMBER 1st, 2007, AT 6:00 P.M., IN UNIT #101 – 3280
WEST BROADWAY, VANCOUVER, B.C.**

Present:	Stanley Chong	President
	Teresa O'Reilly	Treasurer
	Lynn Miller	Director
	William Curry	Director
	Colin Gorrie	Director
Property Manager:	John Sharkey	The Wynford Group
Regrets:	Lucie Moujabber	Vice-President

1. CALL TO ORDER

Council was not able to achieve quorum upon the scheduled start of the meeting. However; the Council Treasurer joined the meeting at 7:30 and called the meeting to order.

2. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED / CARRIED** (Gorrie / Miller) to approve the September 24th, 2007 Council meeting Minutes as circulated.

3. BUSINESS ARISING FROM THE MINUTES

A. Garbage and Recycle Room Gate Replacement

The Property Manager reported Precision Door and Gate Services Ltd. will start the installation of the new Garbage and Recycle Room Doors on November 6th, 2007.

B. Keyless Entry System

The Property Manager reported that the contractor, Viscount Communications, advised that the system installation would be delayed until the end of November 2007. Council discussed increasing the scope of the current installation plan to include FOB readers on the storage lockers. The Council President agreed to discuss the additional work with Viscount Communications, have them provide a quote for the additional work, then present the quote to Council for final approval.

C. Bird Protection

The Property Manager reported that all the bird spikes had been applied to the roof at the front of the building as contracted. The pest control contractor has still to apply bird netting over the balconies of Units #303 and #305. The Property Manager was directed to contact the individuals involved again and assist with coordinating access to the required areas.

D. Parking

Council discussed the current parking situation and decided that new signage was required for the back lane parking area as the current signage has faded to the extent that it is no longer legible. The Property Manager was directed to ask the maintenance contractor to remove an unauthorized parking sign in the back lane.

E. Storage Lockers

The Property Manager informed Council that all items stored on top of the storage lockers or in the storage locker common hallways have been removed and disposed of.

F. High-voltage Vault Servicing

Council discussed the rescheduling of the buildings' high-voltage vault servicing and agreed that the work should be scheduled to occur after the end of the Christmas retail-shopping season

G. Parkade Leaks

The Property Manager informed Council that he had observed several water leaks in the parkade. The Property Manager advised Council that he had asked Latham's Plumbing to address these problem areas.

4. NEW BUSINESS

A. Owner Chargebacks

Council reviewed the details of a plumbing repair that was made to an Owner's suite. After a brief discussion, it was **MOVED / SECONDED / CARRIED** (O'Reilly / Moujabber) to request the Owner to reimburse the Strata Corporation for the related costs incurred by the Strata Corporation.

B. Owner Request to Change Door Hardware

Council reviewed a request from an Owner to allow non-compatible door hardware to remain in place until Christmas. Council agreed to the request but directed the Property Manager to apply the appropriate fines should the hardware remain on the door after December 31st, 2007.

C. Glass Wall Repairs

The Property Manager reported that he had visited the suite of an Owner that had been experiencing water problems in their en-suite and confirmed that the source of the water was from the exterior of the building. Subsequently, the Property Manager contacted Ocean West Contracting to repair the window.

D. Dry Sprinkler System Repairs

The Property Manager was asked to contact The Strata Corporation's contracted fire security contractor, Levitt Fire Safety, and ask them to explain the common reoccurrence of sprinkler system leaks.

E. Common Area Ventilation - 3280

The Property Manager was directed to have Latham's Mechanical investigate why the ventilation system in the 3280 West Broadway building continues to break down while the others do not.

F. Painting and Re-Carpeting

The Property Manager was directed to solicit quotes to paint and re-carpet the common area hallways and stairwells in preparation for the next Annual General Meeting.

5. FINANCIAL REPORT

A. Financial Statement

Further to a brief discussion regarding the current budget status, it was **MOVED / SECONDED / CARRIED** (Miller / O'Reilly) to approve the October 2007 Operating Statements, as prepared by The Wynford Group.

6. **PROPERTY MANAGER'S REPORT**

A. Site Inspection Report

Council reviewed the most recent site inspection report and directed the Property Manager to address these issues as required.

B. Correspondence

Council considered correspondence from an Owner requesting that Council approve a sub-let extension during the period of time the Owners are working overseas. The extension was denied.

7. **MEETING TERMINATION**

There being no further business, the meeting was adjourned at 8:30 p.m.

The Next Meeting will be held December 13th, 2007, at 6:00 p.m., in a unit yet to be determined.

NOTICE

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Do you have a question regarding payment of your account?
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ATTENTION

Please keep these Minutes on file as a permanent legal record of your Strata Corporation's business. Replacement of either Minutes or Bylaws will be at the Owner's expense and not at the expense of the Strata Corporation.

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Our "On Call" Property Manager will be available for emergencies.

APPROVED _____
BY _____
COUNCIL: _____

Date: _____

(11/08/07)

(min-11.01.2781)

V 9690

COUNCIL MEETING MINUTES

THURSDAY, APRIL 2, 2009

WESTPOINTE – STRATA PLAN VR 2781

TIME & LOCATION:

6:00 pm
In unit 102-3280 W Broadway,
Vancouver, BC

STRATA COUNCIL 2009/2010

PRESIDENT

Lucie Moujabber

VICE PRESIDENT

Andrew Ferris

TREASURER

Deborah Millard

SECRETARY

Pamela Liu

AT LARGE

Gordon Heppner
Robert Brown
MaryAnne Vrbaneck

STRATA MANAGER

Sam Kong

**BAYWEST MANAGEMENT
300 – 1770 BURRARD STREET
VANCOUVER, B.C. V6J 3G7**

24/7 - Phone: 604.257.0325

Direct Line: 604.714.1543

Direct Fax: 604.592.3692

email: skong@baywest.ca

ACCOUNTANT

Liza Wong
Direct line: 604.714.6380
Email: lwong@baywest.ca

ATTENDANCE:

Lucie Moujabber
Deborah Millard
Robert Brown
Pamela Liu
Andrew Ferris
MaryAnne Vrbaneck
Gordon Heppner

Sam Kong - Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 7:00 p.m. A quorum was established.

(2) ESTABLISH COUNCIL POSITIONS

Council positions were established as outlined in the column to the left.

(3) ADOPTION OF PREVIOUS MINUTES

It was moved and seconded to adopt the Council meeting minutes of January 28, 2009, with the following correction:
Amend Section 6.1 Rental as follows:

"Council directed the Strata Manager to charge \$1500 in fines and \$125 move fees against a strata lot Owner found in contravention of the Strata Corporation Bylaws as follows:

- \$25 move out for a tenant who moved unannounced July 2006
- \$25 x 2 – move in and out fee for a tenant who moved unannounced – August 2006
- \$25 x 2 – move in and out fee for a tenant who moved unannounced – September 2007
- \$500 x 3 – for not providing the Form K – monthly fine of \$500 since February 2009.

CARRIED

(4) BUSINESS UPDATES

4.1 PLANT HANGER INFRINGEMENTS

Further to Section 6.4 of last meeting minutes, the Council will have a walkthrough and provide a list of units in violation to the Strata Agent. The Strata Agent will then issue warning letters to these units.

4.2 THRESHOLD REPLACEMENT FOR #113

Further to Section 6.5 of last meeting minutes, the Strata Agent reported a warning letter was recently issued to the unit. After some discussion, the Council directed the Strata Agent to issue a 2nd letter to the owner, requiring illegal alteration must be removed by the end of April. Otherwise, a fine of \$50 will be levied against the unit and the Council may continue fining the owner every week until the violation is corrected.

4.3 WELCOME MATS / IN THE HALLWAYS

Further to Section 6.6 of last meeting minutes, it was reported to the Council that all the illegal items stored in hallways have been removed.

4.4 FIRE ALARM MONITORING

A proposal from Casi Installation for providing fire alarm monitoring was received and reviewed. The Council noted that the price provided by Casi is substantially higher than the original quotation and current service provider, Reliance Protectron (formerly Voxcom). The Council then directed the Strata Agent to obtain two more quotes for the work.

4.5 GARBAGE AND REMOVAL – CARDBOARD SERVICE

In response to the question from the Treasurer, the Strata Agent confirmed that there has been no change to the garbage and cardboard service provider. However a letter has been presented that confirms the Treasurer's comment ; Northwest has suspended the cardboard rebate program.

The Treasurer then requested the Strata Agent to email her a report of general ledger report for all vendors and expenses from November 1, 2008 to date.

4.6 BUILDING SECURITY – KEYS FOR COUNCIL MEMBERS

Council members will decide on the extra keys required for all access areas. .

4.7 UNDERGROUND GARAGE – WATER INGRESS AND DUCT LEAKS

The Council will assess the issue of water ingress and duct leaks as previously reported and direct Baywest to proceed with repairs.

4.8. GRAFFITI REMOVAL

The President reported that a new service provider will be retained to provide graffiti removal service.

4.9 MAINTENANCE – NEW JANITOR

The President reported that orientation was given to the new janitor and his work is being monitored.

4.10 BUILDING EXTERIOR

1) CRF LIGHTING PROJECT

The President reported that she was in touch with some electrical contractors for quoting the lighting project, which was approved at the AGM.

2) REVISIT ROOF ASSESSMENT

Further to Section 5.3 of last meeting minutes, the Council revisited the matter. Council Members, Gordon Heppner & Robert Brown, were appointed to assess building exterior condition and arrange for the appropriate service provider to inspect the roof and make any recommendations.

4.11 CONTRACTORS, SUPPLIERS AND SERVICE PROVIDERS

1) SUPPLIER LIST UPDATE

After reviewing the current maintenance trade list, the Council directed the Strata Agent to add the following info into the list:

1. The service frequency of each trade;
2. The name of the contact person;
3. Whether there is a contract in place;
4. Duration of contacts, if applicable.

2) REVIEW LATHAM'S PREVENTATIVE MAINTENANCE QUOTE (TWO VISITS PER YEAR)

Further Section 5.5 of last meeting minutes, a proposal from Latham's for inspecting the equipment twice a year was received and reviewed.

The Council expressed some concern over Latham's recent performance. The Council then directed the Strata Agent to obtain a proposal for mechanical maintenance from a second contractor.

4.12 RETAIL OPERATIONS

1) JOHNNY TAILOR DEDUCTIBLE REIMBURSEMENT

The Council discussed a break and enter incident of commercial unit. The Strata Corporation reimbursed the commercial owner for the insurance deductible to recover the insuite loss. The Council requested further investigation on the matter.

2) BLOCKBUSTER WATER DAMAGE REPAIR

The Council will further look into the water damage repair of a commercial unit, Blockbuster.

3) OMEGA WATER LEAK

The Council reviewed the recent incident of plumbing leak, which caused some water damage to the commercial unit below, Omega. The Council will have a qualified plumber repair the defective insuite plumbing fixture immediately and provide a report as to the cause and chargeback.

5) CIGARETTE BUTTS IN PLANTERS AT 3250 AND 3280

It was reported to the Council that some commercial owners or their staff/customers deposit cigarette butts in the front and back planters as well as store some objects at the back commercial corridor. The Council then directed the Strata Agent to draft a standard letter addressing these matters. The letter will be emailed to the Council President for distribution to all commercial owners.

4.13 LEGAL

1) BYLAW AMENDMENT

Some proposed bylaw amendments from Access Law Group were received. The Council will review it in detail and will discuss at the next meeting.

2) RESTRICTIVE COVENANT

Further to Section 7.4 of last meeting minutes, the Council decided to defer the matter to next meeting.

4.14 NOTICES

1) MEETING MINUTES

The Council will email the PDF file of "WESTPOINTE CONDOS QUICK REFERENCE GUIDE" to the Strata Agent to be added into the minutes as the last page.

4.15 CURRENT WORK PROJECTS

1) LOBBY COMPLETION

2) STAIRWELL DOOR KNOB HOLE REPAIR

3) PIGEON SPIKE INSTALLATION BY ORKIN: UNITS #103, #201, #205, #303

The President reported that the above projects are in progress.

The Council was made aware that some occupants in a neighboring building feed pigeons occasionally. This will attract more pigeons in the area and may be in violation of the City bylaws. The Council will phone the City of Vancouver in this regard.

4) AWNING REPAIRS – LA VILLAGE

Further to Section 7.1 of last meeting minutes, it was reported to the Council that the replacement work has been ordered and will be completed shortly. The cost of replacement will be charged against the commercial strata lot Owner.

(5) NEW BUSINESS

5.1 NEW RULE FOR PARKING RENTAL

It was MOVED and SECONDED to enact the following rule:

Effective April 1, 2009, the user fee for parking stalls rental will be \$35 per month. Council reserves the right to terminate the parking rental agreement upon 30 days advance notice.

CARRIED

5.2 PLANT POTS

Following some discussion, the Council decided to remove a number of pots that are in bad shape.

5.3 EMAIL DISTRIBUTION PROCESS, NOTIFICATION – MINUTES / LETTER

The Council decided that all minutes and letters will be emailed to the President for distribution instead of mailing them out, in order to save the expenses on photocopying and postage. Please refer to the end of the Minutes on how to subscribe it through e-mail.

5.4 2009 MAINTENANCE SCHEDULE

The Council reviewed the building maintenance schedule for year 2009, prepared by the Treasurer. The council meetings for the whole year were tentatively scheduled.

5.5 OPERATING PROCEDURES

In advance of the meeting, the Strata Agent distributed copies of "Operating Procedures" to all Council Members. The "Operating Procedures" will be established to support the smooth operation of the Strata Corporation.

The Strata Agent went through the "Operating Procedures" item by item with the Council. The "Operating Procedures" will be adopted upon review.

5.6 INSPECTION FOR RESTRICTED SERVICE ROOMS / AREAS REQUESTED BY BUYERS' AGENTS

Council will schedule a tour April 6th.

5.7. ANNUAL FIRE INSPECTION

The matter was deferred to next meeting.

5.8 POWER WASH

The matter was deferred to next meeting.

5.9 FIREPLACE MAINTENANCE

The matter was deferred to next meeting.

5.10 SNOW REMOVAL

The matter was deferred to next meeting.

5.11 WINDOW CLEANING

Quotations have been received but are incomplete. Additional information is required and Baywest will follow through and provide council the missing details so that a service provider can be hired to wash the windows in May.

(6) FINANCIAL REPORT

6.1 FINANCIAL STATEMENTS

In advance of the meeting, the Treasurer emailed some questions and concerns regarding the financial statements for previous months to the Strata Agent. The Strata Agent went through these items one by one with the Council at the meeting.

6.2. RECEIVABLES REPORT

The Treasurer raised some questions regarding the breakdown figures of delinquent accounts. The

Strata Agent responded that there is no one report that details each amount owing. Baywest will be contacted to discuss the required reports.

(7) PROPERTY MANAGER'S REPORT

7.1 RENTAL REQUEST AND HOT WATER ISSUE

One owner wrote to the Council, raising concern over hot water issue in his suite. The same owner also submitted an application for renting out his suite.

The concern was addressed and the rental application will be added into the waiting list.

7.2 WINDOW COVER COLOR

One owner wrote to the Council, complaining the color of a window cover from unit #201 doesn't match the others. Noting this is in violation of Strata Bylaws, the Council directed the Strata Agent to issue a warning letter to the unit. Please refer to Strata's bylaws for exact rule for the colour of all window coverings.

7.3 SUGGESTION ON SECURITY IMPROVEMENT

The Council received and reviewed a letter from an owner, making some recommendations on security improvement.

7.4 ROOF DAMAGE

One owner wrote to the Council, reporting that his balcony's roof was damaged during last year's snow storm. Baywest will assess the matter and take action as needed.

7.5 #3264 (MAGIC CUT): STAIN ON CEILING TILES

The tenant of commercial unit #3264 reported that there are stains on some ceiling tiles, which were caused by a plumbing leak a while ago. The Council will look into the matter.

7.6 #318 – CHARGEBACK PAYMENT

The Strata Agent reported that the owner of unit #318 advised him that the cheque of chargeback payment is on the way and will immediately advise council when the payment has been received.

7.7 MOVE IN AND MOVE OUT ACTIVITY AND CHARGES

The Council expressed concern over some discrepancies of the move record kept by Baywest. The Strata Agent explained that the record is updated based on the information reported to Baywest who must provide any changes to council within 10 days of the change.

7.8 OWNER LIST UPDATE

The Strata Agent provided an updated owner list to the Council, however, the records are not complete. Council will discuss a building audit. .

7.9 PARKING RENTAL LIST UPDATE AND RECONCILIATION

The Strata Agent provided an updated parking rental list to the Council. The Strata Agent also

explained that the record is updated based on the information reported to Baywest, who must provide any changes to council within 10 days of the change.

7.10 TENANT LIST UPDATE

The Strata Agent provided an updated tenant list to the Council. The Council will update the list based on the known information by processing a building audit.

7.11 ENVELOPE CRACKS AS MENTIONED AT AGM

Council Members, Gordon Heppner & Robert Brown, were appointed to assess those areas and provide a report on the building exterior condition.

(8) TERMINATION & NEXT COUNCIL MEETING

There being no further business, the meeting was terminated at 9:50 pm.
The next Council meeting TBA.

Important:

To receive the Council Meeting Minutes by e-mail, please send a blank e-mail to skong@baywest.ca with Subscribing Westpointe Minutes and your unit # on the Subject line.

Please **keep** these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.

WESTPOINTE CONDOMINIUMS
3250 & 3280 WEST BROADWAY, VANCOUVER, BC
BAYWEST MANAGEMENT CORPORATION
Sam Kong - Strata Manager
300- 1770 Burrard Street
Vancouver, BC, V6J 3G7
P: 604.714.1543 F: 604.592.3692
skong@baywest.ca

**WESTPOINTE
CONDOMINIUMS**

**3250 & 3280
WEST
BROADWAY
VANCOUVER, BC**

**Have a
problem?
Call Baywest!**

**See a Problem?
Call Baywest**

**BAYWEST
MANAGEMENT
CORPORATION**

**Sam Kong
Strata Manager**

**300 - 1770 Burrard Street
Vancouver, BC
V6J 3G7**

**P: 604.714.1543
F: 604.592.3692**

**skong@baywest.ca
baywest.ca**

baywest

WESTPOINTE CONDOS QUICK REFERENCE GUIDE

VR 2781

Spring 2009

Residential Visitor Parking

Beginning in January 2009, a sign must be placed on the dashboard of visiting cars to indicate the suite number they are visiting. Failure to comply will result in vehicles being towed. Please do not abuse the privilege as Visitors should not be parking in these designated spaces longer than one week. Contact Baywest Management to request other considerations.

Snow Removal

Although the season is hopefully passed, we remind everyone that our current cleaning service company is responsible for clearing the walkthroughs at the building entrances, through to the street curbs. Strata will be soon be requesting tenders for our 2009 snow removal contract. Please forward any leads to Baywest's attention.

Suite Rentals

The following are excerpts of VR2781 suite rental bylaws: **BYLAW 9.6 I a)**

The number of Strata Lots permitted to be leased pursuant to the Strata Property Act shall be no more than 6 units. Have you reported your tenant to Property Management? Have you reported any change of information to Baywest?

BYLAW 9.6 VII b)

A **Form K**, Tenant Responsibilities, signed by the Tenant is to be provided to the Strata Corporation. Failure to provide Form K within 10 days of commencement of tenancy will be cause for a \$500. per week fine against the Owner for as long as the form remains outstanding.

WAITING LIST

A Waiting List for renting suites has been established. Please contact Baywest with your request to rent or to obtain a Form K.

Move In, Move Out

All Residents are required to notify Baywest Management 72 hours in advance for any move in or move out. This will allow the Janitorial Service company to hang protective pads in the elevators to prevent damage from occurring. As per our Bylaws, there is a \$25 Moving charge per use that will be invoiced to your suite number.

Should you wish an Elevator key for your moving day, they are available from Baywest. It requires a \$50 cash key deposit, which is refundable.

Fobs, Enterphone

Requests for all Fobs or to update your Enterphone information are to be made to directly to Baywest via email or letter.

- Lost Fobs will be replaced for a fee of \$100.
- Extra fobs (if applicable) cost \$50. each.
- Broken fobs are replaced at no charge.

Verification is required.

Pet Bylaws

As a reminder, please keep pets on a leash at all times, including those that are brought to the premises by their visitors. And please ensure that your pets do not urinate on common property in accordance with our bylaws! Requests to adopt a new pet by current owners or current tenants are to be made in writing to Baywest Management Corporation.

Housekeeping Notes

Please show consideration by throwing your junk mail and all garbage in the proper receptacles.

Doormats, shoes, boots, carriages and sports equipment are not to be left in the hallways as they are health and safety concerns, especially for our cleaning service crew.

As a general reminder, fines will be imposed on those that contravene the rules and bylaws.

WESTPOINTE – STRATA PLAN VR 2781**TIME & LOCATION:**

6:00 pm
In unit 102-3280 W Broadway,
Vancouver, BC

STRATA COUNCIL 2007/2008**PRESIDENT / PRIVACY
OFFICER**

Lucie Moujabber

TREASURER

Deborah Millard

AT LARGE

Gordon Heppner
Linda Lind
Teresa O'Reilly - NR

STRATA MANAGER

George Alexandru

BAYWEST MANAGEMENT
300 – 1770 BURRARD STREET
VANCOUVER, B.C. V6J 3G7
24/7 - Phone: 604.257.0325
Direct Line: 604.714.1531
Direct Fax: 604.592.5289
email: galexandru@baywest.ca

ACCOUNTANT

Lisa Wong
Direct line: 604.714.6380
Email: lwong@baywest.ca

ATTENDANCE:

Lucie Moujabber
Deborah Millard
Linda Lind

REGRETS:

Teresa O'Reilly
Gordon Heppner

George Alexandru - Baywest Management Corporation

GUESTS:

Two representatives of Blockbuster – commercial strata lot

(1) CALL TO ORDER

The meeting was called to order at 6:00 pm. A quorum was established.

(2) GUESTS BUSINESS**2.1 VARIOUS MAINTENANCE**

The representatives of Blockbuster requested permission to appear before Council to request assistance with the following maintenance items:

- A minor water leak inside the unit that was brought to the council's attention two months later; Council responded that the issue will be investigate shortly by Council.
- Graffiti on the exterior walls; Council responded that a contractor will be dispatched to address the issue.
- Pigeons nesting on the building exterior; Council responded that extensive efforts have been engaged and Council is currently monitoring the issue.
- Snow removal responsibility on the common property access ways; Council responded that a better coverage will be investigated and accountabilities will be re-implemented as per the protocols established in previous years.

Following their presentation, the representatives of the commercial strata lot departure the meeting.

(3) ADOPTION OF PREVIOUS MINUTES

It was MOVED and SECONDED to adopt the minutes of November 19, 2008 as distributed.

CARRIED

(4) FINANCIAL REPORT

The Council Treasurer confirmed receipt of the September, October, November and December 2008

financial statements. The Treasurer advised that she is not yet satisfied with the overall presentation and additional information is still needed. The Strata Manager was directed to ensure that a monthly charge of \$200 (Oct 2008 – Jan 2009) is reflected in the Strata financial statements representing income from Blockbuster for satellite dish rental space. The Strata Manager was asked to provide details for the move in/out charges for units 101, 119 and 201.

Council has reviewed two invoices received from Easy Care Restoration, for work authorized under Wynford, as follows:

- \$1575.00

- \$2467.50

Following review, Council will investigate further to determine the charges and scope of work.

4.1 ARREARS

Council reviewed the arrears list and directed the Strata Manager to send lien warning to all Owners found in significant arrears. The Strata Manager was authorized to arrange for a Small Claims Court action against an Owner who owes the Strata Corporation \$3,389.98 due to a recent charge back.

(5) BUSINESS ARISING

5.1 JANITORIAL

Council reported that Cleantech has completed the cleaning of the commercial units awning and the Lobbies re-sealing. Council advised that the awning work was paid in December and no further invoices are to be paid for awning cleaning.

5.2 BC HYDRO ACCOUNTS AND METERS - Tabled

5.3 ROOF ASSESSMENT

Council was in receipt of a proposal from JRS Engineering to visually inspect and report on roof assemblies as to their current condition as a result of the record cold and snow weather Vancouver has experienced this winter. The base service will include a short written report with pictures and recommendations on any immediate repairs required due to weather or snow removal damage to the roof assembly. The service will be run at a cost starting at \$650 until March 2009 for a basic inspection report.

5.4 PARKING GATE

Council reported that a protective mesh has been installed on the Parkade gate. This measure is aimed to deter birds from coming inside the Parkade and nest.

5.5 LATHAM'S PREVENTATIVE MAINTENANCE RENEWAL CONTRACT

Council was in receipt of a proposal from Latham's in the amount of \$1,356 plus tax per year. Following discussion, Council directed the Strata Manager to obtain a proposal from the contractor for a twice per year similar inspection of the Strata mechanical equipment by the next meeting.

5.6 OWNER'S INFO - SURVEY

Council noted that several Owners have reported misleading information to Baywest regarding their status. A draft survey was presented to Council for review. Council decided to provide a final format, entailing all information needed from Owners. Owners are requested to read very carefully the survey and respond accurately. For example, several non-resident Owners have stated that they live on the

premises. Strata also notes that it is missing 30% of information from owners which is anticipated to be captured with the second mailing for Owner Information.

5.7 INSURANCE INCIDENT

Council reviewed the details of an outstanding insurance incident reported by Johnny's European Tailors, a commercial strata lot, where due to a break in occurred sometime in March 2008, the front door was damaged and never repaired properly. The Strata Manager dispatched Platinum Pacific Restoration to address the issue.

5.8 ENTERPHONE

The Strata Manager informed that the monthly contract with Viscount System has been terminated. The services of CASI Installation have been retain on an on-call basis.

5.9 GRAFFITI REMOVAL

The Strata Manager informed that, due to inconsistent and dissatisfactory services, the services of Goodbye Graffiti have been terminated. The services of Rite Handyman have been retained to provide the graffiti removal services for the complex.

5.10 GENERAL MAINTENANCE

The Strata Manager submitted quotations from Sylvania Building Maintenance Council retain the proposals for future consideration.

5.11 AGM UPDATE

Council members engaged in a discussion with respect to the business item that should be included in the AGM Notice. Council decided the following items:

- ¾ vote resolution for landscape improvements and significant change in the appearance of the front entrance common property area funds have been set up as a budgetary item in the proposed Operating budget for 2009;
- ¾ vote resolution to have the Residential parking gate replaced funds to be transferred from CRF.
- ¾ vote resolution to replace the ramp lights and all outside light fixtures at the 3280 building - from CRF.

Council was in agreement that the next AGM be held on March 4, 2009. Further details will follow.

5.12 PARKING - RENTAL

Council was in agreement to grant permission one of the commercial strata lot Owners (the photo shop unit) to rent two parking stalls at \$35 per month effective February 1, 2009.

(6) CORRESPONDENCE

6.1 RENTAL

Council directed the Strata Manager to charge \$600 in fines against a strata lot Owner found in contravention of the Strata Corporation Bylaws as follows:

- \$25 x 2 – move in and out fee for a tenant who moved unannounced – August 2006 –
- \$25 x 2 – move in and out fee for a tenant who moved unannounced – September 2007-
- \$500 – for not providing the Form K – Tenant's responsibility since Spring 2007.

6.2 ORKIN – ACCESS TO UNIT 103

Council directed the Strata Manager to inform the Owner of unit 103 that Orkin will need access to their patio to implement a pigeon nesting deterrent upgrade. The notice, as required by the Strata Corporation Bylaws, would necessitate 48 hours advance notice to have access the limited common property.

6.3 HARDWOOD FLOOR

Council was in receipt of a letter from the Owner of unit 314, requesting Council's permission to install hardwood floor in their unit. Council was in agreement subject to compliance with the Strata Corporation Bylaws and signing of an Assumption of Liability.

6.4 PLANTER HANGERS

The Strata Manager was directed to send a warning letter to the Owners of units and request to remove the planter hangers on the red column (foundation post) and any other items that are above the railing height by the end of February 2009.

6.5 RENOVATION

The Strata Manager was directed to send a request letter to the Owner of unit 113 to re-install his unit front door threshold by the end of February 2009. The threshold in question was removed during the last renovation and Council is of the opinion that the initiative detracts from the general appearance of the strata lots.

6.6 WELCOME MATS / ITEMS LEFT ON THE HALLWAYS

The Owners / Residents are requested to remove all Welcome front door mats by February 27, 2009 due to safety concerns.

In addition, Owners / Residents are advised that all items stored on the hallways, such as, shoes, strollers, sport equipment, front door mats, etc., found after this deadline, will be removed and discarded without any further notice.

6.7 PERSONAL ITEMS

Council directed the Strata Manager to send a letter to the Owner of unit 318, requesting to remove all personal items placed previously on common property area (roof area) between two strata lots by the end of February 2009. If the Owner will not comply with this request, Council will arrange for the removal of these items and the cost incurred will be assessed against the unit in question.

(7) NEW BUSINESS

7.1 AWNING REPAIRS – LA VILLAGE

Council directed the Strata Manager to obtain a quote from Rite Handyman to replace the awning at La Village. The strata lot Owner has been requested to change the awning in question as it became tattered and an eye sore. No response was received from the Owner of the unit. The cost of replacement will be charged against the commercial strata lot Owner.

7.2 PROTOCOL OF COMMUNICATION

Council would like to inform Owners / Residents of the following protocol of communication that

should be used at all times for matters related to the Strata administration:

Owners/Residents/Tenants:

- **All emergencies** must be reported, 24/7, to Baywest Management at their main phone # 604.257.0325.

In case of emergency, DO NOT leave a voice message on the Strata Manager's direct telephone line or send an email.

- **For non-emergency matters**, the residents must follow the following protocol:

- **Owners** – must address their maintenance requests, Bylaws contraventions, complaints, etc., in writing only, addressed to Council and sent to Baywest Management; Baywest will gather all the requests and present them on behalf of the Owners at the next Council Meeting;

- **Residents / Tenants** – must address their maintenance requests, Bylaws contraventions, complaints, etc., to the Owner / Landlord of their unit. Only the Owner of the unit is entitled to convey the request to Council, if he/she considers it is appropriate. Council will ignore any requests submitted in contravention of this rule.

Owners / Residents / Tenants are reminded that Strata Council members should not be contacted directly at any time for any reason. Council members are volunteers and are entitled to their privacy and quiet enjoyment of their units.

7.3 ELEVATOR OPERATING PERMITS

The Strata Manager submitted for Council's attention the 2009 elevator operating permits.

7.4 RESTRICTIVE COVENANT REMOVAL

The Strata Manager submitted for Council's attention a proposal received from Catherine Maguire, Notary Public, advising that a restrictive covenant exists on title for each strata lot and common property. Since 1996, the said restrictive covenant it has been of no effect nor benefit to the Strata Corporation, but has an adverse effect on every sale in the building as every owner has to support a cost of about \$100 to have this restrictive covenant removed. The proposal advised that this removal would cost the Strata \$525 plus tax. Following discussion, Council decided to table this business item until the next meeting.

7.5 OPERATING STANDARD PROCEDURES

Council was in receipt of the Operating Standard Procedures from Baywest Management. Council retained the document for further analysis.

(8) TERMINATION & NEXT COUNCIL MEETING

There being no further business, the meeting was terminated at 9:50 pm.
The next Council meeting TBA.

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.



BAYWEST MANAGEMENT CORPORATION

George Alexandru - Strata Manager

300-1770 Burrard Street

Vancouver, BC, V6J 3G7

P: 604.714.1531 F: 604.592.5289

galexandru@baywest.ca

WESTPOINTE CONDOS

QUICK REFERENCE GUIDE

VR 2781

February 2009

Residential Visitor Parking - Snow Removal

Beginning in 2009, a sign must be placed on the dashboard of visiting cars to indicate the suite number they are visiting. Failure to comply will result in vehicles being towed. Please do not abuse the privilege as Visitors should not be parking in these designated spaces longer than one week. Contact Baywest Management to request other considerations.

Although the season is hopefully passed, we remind commercial units, per previous arrangements in years past, that all commercial tenants are required to shovel their own section of the sidewalks. Our current cleaning service company is responsible for clearing the walkthroughs at the building entrances, through to the street curbs.

Suite Rentals

Move In, Move Out

The following are excerpts of VR2781 suite rental bylaws: BYLAW 9.6 la)

The number of Strata Lots permitted to be leased pursuant to the Strata Property Act shall be no more than 6 units. Have you reported your tenant to Property Management? BYLAW 9.6 VII b)

A Form K, Tenant Responsibilities, signed by the Tenant is to be provided to the Strata Corporation. Failure to provide Form K within 10 days of commencement of tenancy will be cause for a \$500. per week fine against the Owner for as long as the form remains outstanding. WAITING LIST

A Waiting List for renting suites has been established. Please contact Baywest with your request to rent or to obtain a Form K.

All Residents are required to notify Baywest Management 72 hours in advance for any move in or move out. This will allow the Janitorial Service company to hang protective pads in the elevators to prevent damage from occurring. As per our Bylaws, there is a \$25 Moving charge per use that will be invoiced to your suite number. Should you wish an Elevator key for your moving day, they are available from Baywest. It requires a \$50 cash key deposit, which is refundable.

Fobs, Enterphone, Pet Bylaws

Requests for all Fobs or to update your Enterphone information are to be made directly to Baywest via email or letter.

- Lost Fobs will be replaced for a fee of \$ 100.
- Extra fobs (if applicable) cost \$50. each
- Broken fobs are replaced at no charge.

As a reminder, please keep pets on a leash at all times, including those that are brought to the premises by their visitors. And please ensure that your pets do not urinate on common property in accordance with our bylaws! Requests to adopt a new pet by current owners or current tenants are to be made in writing to Baywest Management.

Corporation.

Housekeeping Notes

Please show consideration by throwing your junk mail and all garbage in the proper receptacles.

Doormats, shoes, boots, carriages and sports equipment are not to be left in the hallways as they are health and safety concerns, especially for our cleaning service crew.

Fines will be imposed on those that contravene the rules and bylaws.

WESTPOINTE – STRATA PLAN VR 2781

TIME & LOCATION:

6:00 pm
In unit 102-3280 W Broadway,
Vancouver, BC

STRATA COUNCIL 2007/2008

**PRESIDENT / PRIVACY
OFFICER**

Lucie Moujabber - #102

TREASURER

Deborah Millard - #302

AT LARGE

Gordon Heppner – #317
Linda Lind - #315
Teresa O'Reilly - #101

STRATA MANAGER

George Alexandru
BAYWEST MANAGEMENT
300 – 1770 BURRARD STREET
VANCOUVER, B.C. V6J 3G7
24/7 - Phone: 604.257.0325
Direct Line: 604.714.1531
Direct Fax: 604.592.5289
email: galexandru@baywest.ca

ACCOUNTANT

Renee Sia
Direct line: 604.714.1549
Email: rsia@baywest.ca

ATTENDANCE:

Lucie Moujabber
Deborah Millard
Gordon Heppner
Teresa O'Reilly

REGRETS:

Linda Lind

George Alexandru - Baywest Management Corporation

GUESTS:

The Owner of unit 201 - 3280
The Owner of unit 318 - 3250

(1) CALL TO ORDER

The meeting was called to order at 6:00 pm. A quorum was established.

(2) GUESTS BUSINESS

2.1 RENTAL REQUEST UNDER HARDSHIP

The Owner of unit 201 requested to appear before Council to present in person his rental request under hardship. Following his presentation, the Owner of unit 201 departed the meeting. Following some discussion, Council decided to decline his request.

2.2 CHARGE BACK

The Owner of unit 318 appeared before Council to dispute a recent Council decision to charge back the cost of remediation incurred by the Strata Corporation in dealing with a water leak originating from his unit. Following his presentation, the Owner departed the meeting. Council discussed in detail the circumstances of the incident concluding that the response would be negative. Council expressed willingness to further negotiate with the Owner and attempt to settle the matter in a

mutual agreeable manner. The Strata Manager was asked to initiate negotiations with the Owner and present his proposal at the next meeting.

Council would like to remind Owners that the Strata Corporation Insurance does not cover for personal items, such as, furniture, personal belongings, improvements, etc. Owners are encouraged to investigate and ensure that adequate personal insurance coverage is in place to cover instances where the personal insurance is able to cover the Strata Corporation insurance deductible, in cases where the damage would originate from your unit. Owners should investigate with their personal

insurance carrier if this feature is included in the coverage.

(3) ADOPTION OF PREVIOUS MINUTES

For Owners information, this is the first set of minutes with Baywest Management. Baywest Management has been selected as the new Strata Agent for the Corporation effective November 1, 2008.

It was MOVED and SECONDED to adopt the minutes of October 8, 2008 produced by the former Strata Agent, Wynford Group, with the correction that S.Chong was not in attendance and did not carry any motions.

CARRIED

(4) FINANCIAL REPORT

Council did not receive the September 2009, nor the October 2008 financial statements from Wynford Group. Therefore, it was decided to postpone the approval until the next meeting.

The Strata Manager requested Council's support to intervene with the former Strata Agent and request release of all funds and current financial Strata records.

(5) BUSINESS ARISING

5.1 NEW JANITORIAL COMPANY

Owners are informed that Cleantech Janitorial has been selected to carry out the janitorial duties around the property effective, November 17, 2008. The contract with the former janitorial company, Jerry Thomas Maintenance, has been terminated effective November 14, 2008.

5.2 BC HYDRO ACCOUNTS AND METERS

Council has reviewed the information regarding the 2 accounts and 3 meters on site, in an attempt to establish which Section, Residential or Commercial, should be responsible for the charges. The Strata Manager was asked to investigate with the Commercial residents and find out whether they pay on their own or not. Deborah Millard offered to further investigate this business item and provide a response by next meeting.

5.3 LANDSCAPE MAINTENANCE

Council requested a ¾ vote resolution be included in the upcoming AGM Notice to cover a landscape improvements project and a significant change in the appearance of the common property as follows:

- 2 jumbo exterior door planters
- 6 large breezeway planters
- 2 trees for front planters
- Filler for plantings
- Stone for stability
- Soil

The estimated funds needed for this project would be \$2500 and it was agreed to use funds from the CRF, subject to the Owners' approval.

5.4 MAKE-UP AIR UNIT

It was reported that the hallways are sometimes very cold some days and very warm the next. The Strata Manager was asked to investigate with Latham's.

5.5 VISITOR'S PARKING GATE CLOSURE

Owners are informed that due to unprecedented criminal activities in the parking area, Council has decided to keep the visitor's parking area closed at all times, access being available via FOB only. In addition, Council has retained the services of Lock Masters to review and re-enforce all common property access doors. Due to the emergency nature of this project, it was **MOVED** and **SECONDED** to use CRF for the funding of this project.

CARRIED

5.6 PIGEONS – PEST CONTROL

Council has reviewed a quotation from PCO – ORKIN to address an ongoing problem with the pigeons on the North side of the building. It was **MOVED** and **SECONDED** to accept the quotation as presented.

CARRIED

5.7 GENERAL MAINTENANCE

Council reviewed the current outstanding maintenance items that need immediate attention. It was decided that the following maintenance projects be addressed with the janitorial company as follows:

- Move the extra hall broadloom in the maintenance room
- Move the paint in the maintenance room – check and if expired discard
- Exterior water faucets levers – new ones needed
- Locate hose – get hanging hook
- Label all stairwell doors numbers for both buildings
- Label missing mailbox numbers for 3250 building
- Keep all derelict shopping carts off the property
- Cap exterior water tap on 3rd floor East centre terrace

The Strata Manager was asked to obtain a quote to address the following:

- Repair Parkade ramp exterior ceiling lights
- The cost of replacing the exterior breezeway/landing lights
- Upgrade all residential light fixtures, door handles, door numbers and doorplates.

The Strata Manager advised that several contractors have been approached to provide a building envelope preventative maintenance. The contractors will also bid on other general maintenance items that may need attention, such as, security improvements at the back of the building, etc.

5.8 ENTERPHONE

Council decided to terminate the current contract with Viscount Systems and replace them with another contractor as suggested by the Strata Manager able to provide the necessary services related to the enterphone system.

5.9 GRAFFITI REMOVAL

The Strata Manager was directed to retain the services of a more reliable contractor and remove the graffiti around the building.

5.10 LOBBY REFURBISHMENT

The Strata Manager was asked to obtain several quotes for Lobby refurbishment at both buildings.

5.11 AGM UPDATE

Council members engaged in a discussion with respect to the business item that should be included in the AGM Notice. Council decided the following items:

- ¾ vote resolution- bylaws amendment – rental parking user fee increase to \$35 per month;
- Budget 2009 – a budget meeting has been set up with Baywest on December 10;
- ¾ vote resolution for landscape improvements and significant change in the appearance of the front entrance common property area - \$2500, funds to be transferred from CRF;
- ¾ vote resolution to have the Residential parking gate replaced - \$4000, funds to be transferred from CRF.

Council was in agreement that the next AGM be held on February 18, 2009. Further details will follow.

5.12 RULE ENACTMENT

It was MOVED and SECONDED to enact the following rule:

Effective January 1, 2009, the user fee for parking stalls rental will be \$35 per month. Council reserves the right to terminate the parking rental agreement upon 30 days advance notice.

CARRIED

The Strata Manager was directed to ensure the parking charges for the 6 rental parking stalls, 48-53, are implemented.

(6) CORRESPONDENCE

6.1 RENTAL

Council was in receipt of a letter from an Owner advising of a peculiar situation involving a rental unit. Following review, Council duly noted the Owner's concerns.

6.2 VISITOR PARKING GATE CLOSURE

Council was in receipt of a letter from a relative of the Owner of unit 213 expressing his opinion regarding Council's recent decision to permanently close the visitor's parking gate in light of the recent wave of cars break-ins. Council duly noted the Owner's concerns.

6.3 PET REGISTRATION

Council was in receipt of a letter from the Owner of unit 303, requesting Council's permission, on behalf of his tenant, to have a second dog in his unit. Council was in agreement to grant permission to the tenant as requested.

6.4 TARPS OVER THE BALCONY LEDGE

The Strata Manager was asked to send a warning letter to the Owner of unit 119 requesting to stop hanging tarps over the ledge at any time and to keep the awning area below their unit clear.

6.5 BALCONY DEBRIS

The Strata Manager was asked to send a warning letter to the Owner of unit 107 requesting to

remove all the boards and boxes piled up on the windows in not more than two weeks.

6.6 HOSE REMOVAL

The Strata Manager was asked to send a letter to the Owner of unit 318 requesting to remove his hose from the North side of his unit hose bib on the common terrace area in not more than two weeks.

6.7 NOISE COMPLAINT

Council was in receipt of several letters from Owners requesting Council's assistance with an on-going noise inconvenience originating from a unit on the second floor. The Strata Manager was directed to send a warning letter to the transgressor, advising that similar complaints will generate fines as per the Strata Corporation Bylaws per each incident.

Council is advising Owners / Residents that in cases of noise inconvenience, Police should be called on site to deal with the problem.

6.8 ENTERPHONE NAME CHANGE

Council was in receipt of a letter from the Owner of unit 109 requesting to have his name added to the enterphone. The Strata Manager was asked to follow up with the janitor.

6.9 AWNING REPAIRS

The Strata Manager was asked to follow up with the commercial resident of La Village and request the awning be fixed as soon as possible. In addition, the commercial resident should remove the shelves and the pet food at the rear of their store during the nights due to rodents and pest concerns and restore the rear exterior light fixture to it's original condition.

(7) NEW BUSINESS

7.1 PARKING GATE

Council reviewed a recent insurable incident where an Owner, while maneuvering his motor vehicle, inadvertently hit the Residential parking access gate. The Strata Corporation has incurred a service call in the amount of \$685. The Strata Manager was directed to charge back this amount against the strata lot Owner responsible for the incident.

Council reviewed a quotation received from Overhead Door for the replacement of the Residential parking gate in the amount of \$3,459 plus tax. Council requested a ¾ vote resolution to transfer funds from CRF be presented at the next AGM for Owners' approval.

7.2 PROTOCOL OF COMMUNICATION

Council would like to inform Owners / Residents of the following protocol of communication that should be used at all times for matters related to the Strata administration:

Owners/Residents/Tenants:

- **All emergencies** must be reported, 24/7, to Baywest Management at their main phone # 604.257.0325.

In case of emergency, DO NOT leave a voice message on the Strata Manager's personal telephone or send an email.

- **For non-emergency matters**, the residents must follow the following protocol:

- **Owners** – must address their maintenance requests, Bylaws contraventions, complaints,

etc., in writing only, addressed to Council and sent to Baywest Management; Baywest will gather all the requests and present them on behalf of the Owners at the next Council Meeting;
- **Residents / Tenants** – must address their maintenance requests, Bylaws contraventions, complaints, etc., to the Owner / Landlord of their unit. Only the Owner of the unit is entitled to convey the request to Council, if he/she considers it is appropriate. Council will ignore any requests submitted in contravention of this rule.

Owners / Residents / Tenants are reminded that Strata Council members should not be contacted directly at any time for any reason. Council members are volunteers and are entitled to their privacy and quiet enjoyment of their units.

(8) TERMINATION & NEXT COUNCIL MEETING

There being no further business, the meeting was terminated at 10:40 pm.

The next Council meeting TBA.

Please keep these minutes with your strata lot records. You will need to provide them to your realtor when you sell your strata lot. There will be a charge for copies.



**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 2781,
WESTPOINTE, HELD THURSDAY, AUGUST 14th, 2008, AT 6:00 P.M., IN UNIT #102 - 3280
WEST BROADWAY, VANCOUVER, B.C.**

Present:	Stanley Chong	President
	Lucie Moujabber	Vice-President / Privacy Officer
	Deborah Millard	Treasurer
	Robert Birmingham	
Property Manager:	John Sharkey	The Wynford Group

1. **CALL TO ORDER**

The Council President called the meeting to order at 6:00 p.m.

2. **MINUTES OF THE PREVIOUS MEETING**

It was **MOVED / SECONDED / CARRIED** (Birmingham / Chong) to approve the Minutes of the June 24th, 2008 Council meeting, as circulated.

3. **BUSINESS ARISING FROM THE MINUTES**

A. Re-painting Interior Common Areas

The Council President reported that the painting of the common areas continues. The work is expected to be completed by the end of August; however, the resurfacing and painting of the two main entrance lobbies will probably continue into September. The areas to be painted are:

- All interior common area hallways, ceilings and trim.
- The exterior of all Resident doors and door frames, and the fire doors.
- The floors of two of the ground floor exit hallways.
- The replacement of the hanging ceilings and wallpaper in the two lobbies.

NOTICE

Residents are requested to use the elevators when transporting bicycles to and from their suites. Please avoid using the stairwells for this purpose as the paint on the doors and walls here are far more susceptible to damage.

B. Parking Lot / Parkade Signage

The Property Manager reported that all the parkade and exterior parking area signage has been received and delivered to the installation contractor, to be positioned and hung. One of the Council members has volunteered to provide the contractor with a document indicating the location of each sign.

C. Window Cleaning

The Property Manager informed Council that he had received two quotations from contractors to hand wash all Residents' exterior inaccessible windows, as well as all the lobby windows. Following a review of the quotations, it was **MOVED / SECONDED / CARRIED** (Moujabber / Chong) to approve the proposal from All Start Holdings Ltd., in the amount of \$3,040, plus GST.

D. Pressure Washing

Council reviewed two quotations submitted by power wash contractors to clean the parkade and the exterior perimeter of the building including the two breezeways.

Following a brief discussion, it was **MOVED / SECONDED / CARRIED** (Millard / Chong) to approve the proposal from All Start Holdings Ltd., to power wash the Parkade area only, in the amount of \$1,820, plus GST.

Subsequent to this decision, Council directed the Property Manager to solicit additional quotations to power wash the breezeways and the perimeter of the building.

E. Pigeon Control

The Property Manager informed Council that he had delivered a plan, indicating the areas of the building in need of pigeon protection spikes, to the pest control contractor. The majority of the locations targeted for bird spikes are:

- The complete roof line at the front of the building.
- The fireplace vents at the front of the building and some of the front railings.

The pest control contractor is to meet with the Council President to determine the final plan and preparations for the work to commence.

4. NEW BUSINESS

A. Insurance Claims / Owner Charge Backs

Council discussed the details associated with a recent domestic water damage emergency where three units were affected by a water overflow from one of the units. The Property Manager informed Council that The Wynford Group emergency service had dispatched an emergency restoration contractor to mitigate any possible damage to the units. In this instance, the source of the damage was under the direct care and maintenance of an Owner. Historically, the Strata Council has taken responsibility for costs associated with this type of repair and restoration and subsequently charged these costs back to the Owner responsible for the damages. It has been very difficult for the Strata Corporation to recover these costs from Owners without having to escalate the matter to court. Council discussed the financial burden these unpaid charges were placing on the Strata Corporation's ability to pay their short-term commitments and agreed that:

- A more aggressive approach to collecting outstanding Owner debt will be adopted. Owners defaulting with their payments will be lienied sooner, and those that do not then pay will have their case escalated to the Small Claims Court of B.C.
- Damage to units resulting from sources that are the Owner's responsibility will be left to the individual Owners and their insurers to resolve or the Owner responsible will provide a promissory note or written letter of accountability for the damages to the Property Manager. Following receipt of this note or letter, the Property Manager will undertake the organizing of the repairs utilizing Strata Corporation funds to be recovered from the Owner responsible for the damage.

It was **MOVED / SECONDED / CARRIED** (Millard / Moujabber) to approve a change in Strata Corporation practice that will now require Owners experiencing damages resulting from other units, to deal with the Owner responsible for the damage directly or provide a promissory note or written letter of accountability for the damages. Following receipt of this note or letter, the Property Manager will undertake the organizing of the repairs utilizing Strata Corporation funds to be recovered from the Owner responsible for the damage.

Notice

The Property Manager wishes to remind Owners of the importance of carrying their own Homeowner's Insurance, as the Strata Corporation's policy does not cover damage to personal property. Owners are advised that recent Supreme Court decisions have held Owners liable for the Strata Corporation's insurance deductible, when it has been determined that the source of the claim was the responsibility of an Owner. Owners may have their Homeowner's Insurance policy cover them for this type of loss and are advised to discuss this with their insurer. The name of the relevant coverage is referred to as "Contingent Deductible Loss Assessment" in the Homeowner's policy.

B. Small Claims Court Proceedings

The Property Manager reported that he and one Council member had attended a Small Claims Court mediation session on August 18th, 2008, to attempt to recover funds that the Strata Council had paid to repair damages to suites caused by an Owner that Council felt was responsible for the damage. The Property Manager reported that the defendant Owner had offered a settlement to the claim; however, agreement to the settlement had to be ratified by Council vote before the Court could proceed.

To that end, it was **MOVED / SECONDED / CARRIED** (Chong / Millard) to approve the offer of \$4,716, as full and final settlement of the claim.

5. COMPLETED DIRECTIVES

- Re-carpeting of common areas.
- Garbage and recycle room door installation.
- Keyless entry system.
- Building water shutdown and all the associated plumbing modifications and repairs.
- Dryer duct cleaning.
- Parking lot / parkade directional signage on site and ready for installation.
- Quotes for window cleaning, power washing and parkade line painting.
- Attendance at Small Claims Court proceedings re: delinquent account.

6. FINANCIAL REPORT

A. Financial Statement

A question arose with respect to the billings received from Terasan Gas and the number of meters assigned to the building. The Treasurer offered to clarify this by speaking with Terasan Gas.

Further to a brief discussion regarding the current budget status, it was **MOVED / SECONDED / CARRIED** (Millard / Moujabber) to approve the June 2008 financial statements, as prepared by The Wynford Group.

B. Accounts Receivable

Council reviewed several Owners' accounts in default and directed the Property Manager as to how to proceed with dealing with these Owners.

7. **PROPERTY MANAGER'S REPORT**

A. Correspondence

There were two items of correspondence requiring a Council decision. Council directed the Property as to how to proceed.

8. **MEETING TERMINATION**

There being no further business, the meeting was adjourned at 8:15 p.m.

The next meeting is to be held **Tuesday, September 16th, 2008**, at 6:00 p.m., in Unit #102 – 3280 West Broadway.

NOTICE

RESIDENTS ARE REMINDED THAT, IN ACCORDANCE WITH THE NEW MUNICIPAL BYLAWS, SMOKING IS NOT PERMITTED WITHIN 10 METERS OF PUBLIC BUILDINGS.

NOTE: PLEASE MAKE YOUR CHEQUES PAYABLE TO "STRATA PLAN VR 2781" AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF EACH OF YOUR CHEQUES.

Do you have a question regarding payment of your account?
If so, please call 604-604-261-0285 and ask for Accounts Receivable.

ATTENTION

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APPROVED _____
BY
COUNCIL: _____

Date: _____



**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 2781,
WESTPOINTE, HELD TUESDAY, JUNE 24th, 2008, AT 6:00 P.M., IN UNIT #302 – 3280 WEST
BROADWAY, VANCOUVER, B.C.**

Present:	Stanley Chong	President
	Lucie Moujabber	Vice-President / Privacy Officer
	Deborah Millard	Treasurer
	Robert Birmingham	
Property Manager:	John Sharkey	The Wynford Group

1. CALL TO ORDER

The Council President called the meeting to order at 6:00 p.m.

2. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED / CARRIED** (Birmingham / Chong) to approve the Minutes of the May 21st, 2008 Council meeting, as circulated.

3. BUSINESS ARISING FROM THE MINUTES

A. Re-carpeting of Common Areas

The Council President reported that the re-carpeting of all the common area hallways and stairwells is now complete; however, the installation contractor has been asked to return and pressure roll the carpeting one more time.

B. Security Key / FOB System

The Council President reported that the security system installer, Viscount, had been on site and had adjusted the parkade gate Fob readers so a Fob will activate the gate from a greater distance (approximately two feet). Viscount has also been asked to move the Fob reader, used to access the secured part of the parkade, to a location that would not result in vehicles, using this reader, blocking the man door to the building.

C. Garbage / Recycle Room Doors

The Property Manager reported that he has asked the installer to return and complete the installation of the doors. The remaining work includes the painting of the doors and the installation of louvers in the top of the doors. The contractor had indicated that the work would be completed by June 20th, 2008; however, the work remains incomplete as of June 24th. Council directed the Property Manager to contact the installer and obtain an expected completion date for the project.

D. Re-painting Interior Common Areas

The Property Manager reported that the painting of the following has begun and the work is expected to be completed by July 15th, 2008:

- All interior common area hallways, ceilings and trim.
- The exterior of all resident doors and door frames, and the fire doors.

- The floors of two of the ground floor exit hallways.
- The replacement of the hanging ceilings and wallpaper in the two lobbies.

E. Parking Lot / Parkade Signage

The Property Manager reported that all the parkade and exterior parking area signage has been defined and ordered from Kodiak Signs. It is expected the signage will be available for installation mid-July 2008.

F. Window Cleaning

The Property Manager informed Council that he had received two quotations from contractors to hand wash all Resident's exterior inaccessible windows, as well as all the lobby windows. The Property Manager was asked to obtain one more quote for Council to review.

G. Plumbing Repairs

The Property Manager informed Council a second water shutdown to the buildings is scheduled for June 25th. All Residents have been notified by way of direct mail, as well as a posted notice. Arrangements have been made for the contractor to have access to the areas in need of repair. The repairs are necessary to carry out a permanent repair to a domestic water riser, the replacement and repair of a domestic water isolation valve, as well as several other repairs to specific units.

H. Dryer Duct Cleaning

Council reviewed a quotation from National Air Technologies to clean out all the dryer ducts from the outside only.

Following a brief discussion, it was **MOVED / SECONDED / CARRIED** (Chong / Moujabber) to approve the quotation from National Air Technologies, in the amount of \$1,950, plus GST.

I. Pressure Washing

Council reviewed two quotations submitted by power wash contractors to clean the parkade and the exterior perimeter of the building. Council directed the Property Manager to modify the scope of work to include the bricked breezeways and have the contractors re-quote.

4. NEW BUSINESS

A. Pest Control Pigeons

The Property Manager provided Council with quotations to place protective netting in the parkade to ensure the pigeons could not roost there. The cost was in excess of \$20,000. Council decided that this was too expensive a solution. The Property Manager was directed to have bird protection spikes placed in areas where the birds favour gathering. Council provided the Property Manager with a photograph of the buildings with the preferred locations mapped on it. Council directed the Property Manager to have the Strata Corporation's pest control contractor apply bird spikes to the areas mapped on the photographs. The Property Manager informed Council that one Resident had told him that hanging CD disks from his balcony have taken care of his pigeon problem, apparently the flashing light effect of the sun hitting the disks scares them away.

B. Parkade / Vehicle Break-in

The Property Manager informed Council that he was alerted to three break-ins that occurred during the night of June 18th, 2008. None of the vehicles involved appear to have had any of their contents removed; however, all three vehicles were damaged to varying degrees and the interior contents were disturbed. Discussion ensued with respect to the options that may be available to enhance the security to

the building. Security cameras and security patrols were considered but, in the end, it was agreed that neither of these approaches would make a significant difference, and the cost of these initiatives may be prohibitive at this point. The Council President reminded Council members that there has not been a break-in in the parkade for over two years.

IMPORTANT NOTICE

ALL RESIDENTS ARE ASKED TO BE VIGILANT WITH RESPECT TO LETTING PEOPLE INTO THE BUILDING, INCLUDING THE PARKADE. IF YOU DO NOT KNOW THE INDIVIDUAL, ASK THEM TO USE THEIR OWN FOB OR ACCESS DEVICE TO OPEN DOORS. IF YOU NOTICE SUSPICIOUS ACTIVITY ANYWHERE AROUND THE BUILDING, PLEASE TELEPHONE THE POLICE.

C. Other Directives

The Property Manager was directed to:

- Solicit quotes for line painting of the parking stall lines, numbers, and other similar signage in the parkade and exterior painting areas.
- Have the security screen removed from the parkade man doors, so the doors may be painted.
- Provide a list of parking stall rentals and their associated renters to the Council Vice-President.
- Send a letter to the maintenance company owner, praising the efforts and quality of work of his maintenance staff.

5. FINANCIAL REPORT

A. Financial Statement

Further to a brief discussion regarding the current budget status, it was **MOVED / SECONDED / CARRIED** (Millard / Moujabber) to approve the May 2008 financial statements, as prepared by The Wynford Group.

B. Accounts Receivable

A Council member reported that, on behalf of the Strata Corporation, he had filed a Statement of Claim with the Court of Small Claims against one Owner. Council is awaiting a response to their claim.

6. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

Council reviewed the most recent site inspection report and directed the Property Manager to address these issues, as required.

B. Correspondence

There were no items of correspondence requiring Council decisions.

7. MEETING TERMINATION

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

The next meeting date is yet to be determined.

NOTICE

RESIDENTS ARE REMINDED THAT, IN ACCORDANCE WITH THE NEW MUNICIPAL BYLAWS, SMOKING IS NOT PERMITTED WITHIN 10 METERS OF PUBLIC BUILDINGS.

NOTE: PLEASE MAKE YOUR CHEQUES PAYABLE TO “STRATA PLAN VR 2781” AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF EACH OF YOUR CHEQUES.

Do you have a question regarding payment of your account?
If so, please call 604-604-261-0285 and ask for Accounts Receivable.

ATTENTION

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APPROVED _____
BY
COUNCIL: _____

Date: _____

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**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 2781,
WESTPOINTE, HELD TUESDAY, MAY 20th, 2008, AT 6:00 P.M., IN UNIT #102 – 3280
WEST BROADWAY, VANCOUVER, B.C.**

Present:	Stanley Chong Lucie Moujabber Deborah Millard Robert Birmingham	President Vice-President / Privacy Officer Treasurer
Property Manager:	John Sharkey	The Wynford Group
Guest:	T. Panos of Omega Travel	

GUEST BUSINESS

An Owner attended to discuss the possibility of placing an antenna on the roof of Westpointe. The Owner explained that the antenna was necessary to increase the speed of his business communications to the business' current requirements and that the company was willing to pay a reasonable price for the rental of the area.

Council explained its concerns:

- The placement of any permanent fixture on common property would require the approval of the Owners by a 3/4 Vote Resolution.
- Documentation indicating how the wiring of the antenna is to be attached to the building would be required. There are concerns about:
 - Penetration of the building envelope; and
 - The building's exterior aesthetics.

Mr. Panos offered to provide Council with more information with respect to how the antenna would be wired as well as other antenna specifications.

Council thanked Mr. Panos for his presentation and informed him that Council would further discuss the request following his departure from the meeting.

Mr. Panos thanked Council for its time and left the meeting at 6:25 p.m.

1. CALL TO ORDER

The Council President called the meeting to order at 6:25 p.m.

2. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED / CARRIED** (Chong/Moujabber) to approve the Minutes of the April 2nd, 2008 Council meeting as circulated.

3. **BUSINESS ARISING FROM THE MINUTES**

A. Antenna Placement Request

Following the departure of Mr. Panos, Council discussed the proposed antenna installation further. It was then decided by Council that further discussion on this subject would be deferred until the information Mr. Panos offered to provide could be reviewed by Council.

B. Security Key / FOB System

The Property Manager reported that he had received several complaints from Owners regarding the difficulty they were having using the FOB readers in the Parkade. These Owners preferred the previous remote entry system. The Council President explained that the security system contractor, Viscount Systems, had been asked to review the placement of the Parkade FOB readers and determine if they could be situated in a manner that would allow Owners easier access to the reader. It was also pointed out that access devices, such as the remotes, are a greater security risk. Because the remotes do not double as the building entrance key, people have a tendency to leave them in their cars where they may be easily stolen.

It was pointed out by the Council President that improved access to the Parkade, by way of the FOB system, would continue to be a priority of Council and that improvements are presently under consideration.

IMPORTANT NOTICE

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C. Garbage / Recycle Room Doors

The Property Manager reported that he has asked the installer to return and complete the installation of the doors. The remaining work includes the painting of the doors and the installation of louvers in the top of the doors.

D. Re-Painting Interior Common Areas

Council reviewed the details of two quotes received from painting contractors. The scope of the painting being quoted included:

- All interior common area hallways, ceilings, and trim.
- The exterior of all resident doors and doorframes, and the fire doors.
- The floors of two of the ground floor exit hallways.
- The replacement of the hanging ceilings and wallpaper in the two lobbies.

After a brief discussion, it was **MOVED / SECONDED / CARRIED** (Millard / Moujabber) to approve the quotation received from Van Dutch Painting in the amount of \$24,185 plus tax.

E. Re-Carpeting

Council reviewed the details of two quotes received from carpet sales and installation companies. The scope of the work being quoted included all labour and materials associated with the replacement of all carpeting in the common area hallways and stairwells of Westpointe.

After a brief discussion, it was **MOVED / SECONDED / CARRIED** (Millard / Moujabber) to approve the quotation received from Burritt Bros. Carpets in the amount of \$28,350 plus tax.

F. Parking Lot/Parkade Signage

The Property Manager informed Council that he had received a quotation for all materials and labour to fabricate the signage in the list of signs provided by a Council Member. It was noted that the quote did not include the cost to install the signs. Council discussed the quotation, and then **MOVED / SECONDED / CARRIED** (Millard / Moujabber) to approve the quotation received from Kodiak Signs in the amount of \$1,200 plus GST.

G. Plumbing Repairs

The Property Manager informed Council that during the scheduled building water shutdown and start-up in April 2008, several other unexpected plumbing problems arose. The plumbing contractor temporarily repaired these; however, the permanent repairs of these problems will once again require a shutdown of water to the building.

4. NEW BUSINESS

A. Pest Control Pigeons

The Property Manager provided Council with quotations to place protective netting in the Parkade to ensure the pigeons could not roost there. The cost was in excess of \$20,000. Council decided that this solution is too expensive. The Property Manager was directed to have bird protection spikes placed in areas where the birds favour gathering.

B. Other Directives

The Property Manager was directed to:

- Solicit quotes for:
 - Window Cleaning – Hand cleaning only using a cherry picker
 - Dryer Duct Cleaning
 - Power washing
- Extend the closing time of the Parkade door to the secured parking area by five (5) seconds.
- Have the timer on the main Parkade door changed so the door will open at 8:00 a.m. and close at 11:00 p.m.
- Provide back-up information to one Council member with respect to a Small Claims Court proceeding.
- Have two (2) door closers repaired

5. FINANCIAL REPORT

A. Financial Statement

Further to a brief discussion regarding the current budget status, it was **MOVED / SECONDED / CARRIED** (Chong / Moujabber) to approve the March and April 2008 Operating Statements, as prepared by The Wynford Group.

6. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

Council reviewed the most recent site inspection report and directed the Property Manager to address these issues as required.

B. Correspondence

There were no items of correspondence requiring Council decisions.

7. MEETING TERMINATION

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

The next meeting will be held on June 24th, 2008, in Unit #302.

NOTICE

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Do you have a question regarding payment of your account?
If so, please call 604-604-261-0285 and ask for the Accounts Receivable Department.

ATTENTION

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APPROVED _____
BY _____
COUNCIL: _____

Date: _____

(06/02/08)

min-05-20.2781



**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 2781,
WESTPOINTE, HELD THURSDAY, APRIL 2ND, 2008, AT 6:00 P.M., IN UNIT #301 - 3280
WEST BROADWAY, VANCOUVER, B.C.**

Present:	Stanley Chong Lucie Moujabber Deborah Millard	President Vice-President / Privacy Officer Treasurer
Property Manager:	John Sharkey	The Wynford Group
Guest:	Teresa O'Reilly	
Regrets:	Robert Birmingham	

1. CALL TO ORDER

The Council President called the meeting to order at 6:10 p.m.

2. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED / CARRIED** (Chong/Moujabber) to approve the Minutes of the January 17th, 2008 Council meeting as circulated.

3. BUSINESS ARISING FROM THE MINUTES

A. Security Key / FOB Exchange Procedure

The Property Manager reported that he and the Council President had inspected the Keyless Entry System installation with the sales representative from Viscount Industries, the installer. Several deficiencies were identified and arrangements were made to have the repairs scheduled.

Council discussed the recommendation from both the Strata Corporation's locksmith and the security provider to leave some of the locks in place and have them re-keyed. The Property Manager was asked to investigate the benefits of this approach.

Council also discussed how the FOB reader at the secured Parkade exit might be better positioned so vehicles leaving the Parkade have better access to the reader. The Property Manager was directed to discuss what options may be available with the security system contractor.

B. Garbage / Recycle Room Doors

The Property Manager reported that the completion of the work cannot take place until the weather turns consistently warmer than 10 degrees celsius as the gating factor at this point is the painting of the doors.

C. Painting and Re-Carpeting

Council reviewed the details of two quotes received from painting contractors. The Property Manager was requested to ask the contractors to modify their quotes so the two quotes could be more easily compared.

D. Glass Wall Repair

The Property Manager advised Council that a persistent water ingress problem around one Owner's glass block wall finally seems to have been resolved. The building envelope contractor, Ocean West, has tried, on multiple occasions, to repair the leak and finally seems to have been successful.

E. Graffiti Removal Contract

The Property Manager presented Council with a proposal from Goodbye Graffiti, to provide an annual contract that includes bi-weekly inspections of the exterior of the building followed by graffiti removal when required. Council reserved decision on approving the contract until the next meeting.

F. Parking Lot/Parkade Signage

The Property Manager advised Council that he would require more information on the content, number, and placement of the parking area signage before he could order the manufacture of the signage. The Council Vice President agreed to provide this detail to the Property Manager.

4. NEW BUSINESS

A. Antenna Placement Request

The Property Manager provided Council with a request from one of the Retail units to place an antenna on the roof of the building. The antenna will be used by the Owner to improve their business system communications. Council directed the Property Manager to obtain more information from the proposed installer prior to considering it for approval. Council directed the Property Manager to advise the Owner of the antenna that the Strata Corporation will charge \$250 per month for the rental of the Common Area space.

B. Council Officers

Council discussed the Officers of the 2008 Strata Council and the following decisions were agreed upon:

President	Stanley Chong
Vice-President / Privacy Officer	Lucie Moujabber
Treasurer	Deborah Millard

C. Annual Fire Inspection Service Contract.

The Property Manager presented a proposal from the Strata Corporation's Fire Inspection contractor, Fire Code Plus, to provide services for the 2008 fiscal year. After a brief discussion, it was **MOVED / SECONDED / CARRIED** (Millard /Moujabber) to approve the signing of the annual contract with Fire Code Plus for \$1,260 plus GST.

D. Other Directives

The Property Manager was directed to:

- Solicit quotes for:
 - Window Cleaning
 - Dryer Duct Cleaning
 - Power washing
- Provide Council with Carpeting Samples.
- Have the pest control contractor deal with a pigeon problem at the front of the building

5. **FINANCIAL REPORT**

A. Financial Statement

Further to a brief discussion regarding the current budget status, it was **MOVED / SECONDED / CARRIED** (Chong / Moujabber) to approve the February 2008 Operating Statements, as prepared by The Wynford Group.

6. **PROPERTY MANAGER'S REPORT**

A. Site Inspection Report

Council reviewed the most recent site inspection report and directed the Property Manager to address these issues as required.

B. Correspondence

There were no items of correspondence requiring Council decisions.

7. **MEETING TERMINATION**

There being no further business, the meeting was adjourned at 9:30 p.m.

The next meeting will be held on a date yet to be determined.

NOTICE

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APPROVED _____
BY _____
COUNCIL: _____

Date: _____

(04/11/08)

(min-04-02.2781)



**MINUTES OF THE MEETING OF THE STRATA COUNCIL, STRATA PLAN VR 2781,
WESTPOINTE, HELD THURSDAY, JANUARY 17th, 2008, AT 6:00 P.M., IN UNIT #102 -
3280 WEST BROADWAY, VANCOUVER, B.C.**

Present:	Stanley Chong Lucie Moujabber Teresa O'Reilly Lynn Miller	President Vice-President Treasurer
Property Manager:	John Sharkey	The Wynford Group
Regrets:	William Curry Colin Gorrie	

1. CALL TO ORDER

The Council President called the meeting to order at 6:10 p.m.

2. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED / CARRIED** (O'Reilly/Moujabber) to approve the Minutes of the December 13th, 2007 Council meeting as circulated.

3. BUSINESS ARISING FROM THE MINUTES

A. Security Key / FOB Exchange Procedure

Council discussed the logistics of exchanging the current common area keys for the new keyless entry system FOBs. It was agreed that the Property Manager would:

- Advise non-resident Owners by mail that they will have to complete a letter of authorization in order to have their tenants or proxies exchange keys on their behalf.
- Prepare a Key Exchange Procedure document advising all Owners/Residents of the key exchange procedures.
- Prepare a list of Contractors requiring FOBs for access to the building.
- Ask the security system contractor if the postal key access was provisioned for in the system design.
- Order an additional two hundred FOB units from Viscount Communications.

Two Council members volunteered to administer the key exchange desk in accordance with the Key Exchange Procedure document to be distributed to Residents in early February 2008.

B. Glass Wall Repair

The Property Manager reported that one suite continues to have water ingress problems associated with the glass wall located in their bathroom. Ocean West Contracting has attempted several repairs to the wall, however, the problem persists. Oceans West Contracting has been asked to thoroughly investigate the problem again and recommend what action must be taken in order to resolve the problem.

C. Painting and Re-Carpeting

The Property Manager provided Council with an additional quote to paint all the common area hallways, stairwells, ceilings, and doorframes. Council reviewed the painting and carpeting quotations received to date and directed the Property Manager to prepare two Resolutions to re- paint and re-carpet all common areas in the building. These Resolutions are to be presented to the Owners for approval at the Annual General Meeting.

C. 2008 Budget Review

The Property Manager distributed a draft 2008 Budget to the Council members for review. After a brief discussion about year-end accruals, the Council Treasurer agreed to complete some minor adjustments to the draft and forward the final version to the Property Manager for inclusion in the Notice of the 2008 Annual General Meeting to be sent to the Owners.

4. NEW BUSINESS

A. Snow Removal

Council directed the Property Manager to ask the maintenance contractor to remove snow required from all exterior areas around the building when required.

B. Janitorial Maintenance

The Property Manager was directed to request the maintenance contractor clean the interior common area hallway located behind the centre block of retail units twice per month.

C. Other Directives

The Property Manager was directed to:

- Have the graffiti removed from all affected areas on the exterior of the building.
- Post a notice in the interior common area hallway (located behind the centre block retail units) reminding Residents that the hallway is a fire escape route and, as such, must be kept clear of stored materials at all times.
- Solicit a quotation to re-tile the ground level elevator landings.
- To prepare a notice reminding Residents that all dogs must be leashed and bear dog licensing tags when on common property.
- Have two sets of mechanical room keys cut for Council members.
- Request that a demand letter be sent to an Owner from the Strata Corporation's legal council.

5. FINANCIAL REPORT

A. Financial Statement

Further to a brief discussion regarding the current budget status, it was **MOVED / SECONDED / CARRIED** (O'Reilly / Moujabber) to approve the December 2007 Operating Statements, as prepared by The Wynford Group.

6. PROPERTY MANAGER'S REPORT

A. Site Inspection Report

Council reviewed the most recent site inspection report and directed the Property Manager to address these issues as required.

B. Correspondence

There were no items of correspondence requiring Council decisions.

7. **MEETING TERMINATION**

There being no further business, the meeting was adjourned at 8:38 p.m.

The Next Meeting will be the **Annual General Meeting** to be held on February 28th, 2008, at:

**St James Community Square,
3214 – 10th Avenue West,
Vancouver B.C.**

NOTICE

RESIDENTS ARE REMINDED THAT CARE AND MAINTENANCE OF ALL PLUMBING FIXTURES IS THE RESPONSIBILITY OF THE INDIVIDUAL UNIT OWNERS, NOT THAT OF THE STRATA CORPORATION.

NOTE: PLEASE MAKE YOUR CHEQUES PAYABLE TO "STRATA PLAN VR 2781" AND ENSURE THAT YOUR UNIT NUMBER IS CLEARLY MARKED ON THE FACE OF EACH OF YOUR CHEQUES.

Do you have a question regarding payment of your account?
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ATTENTION

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APPROVED _____
BY _____
COUNCIL: _____

Date: _____

(01-28.2008)

(min-01-17.2781)

