

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2103
YALETOWN PARK 1&2**

Held on Wednesday, March 7, 2007 at 5:30 p.m.
Within the Tower Two Meeting Room

COUNCIL IN ATTENDANCE:	Kerry Bryton Joanne Harks Darren Jang Brett Gossman Sean Rafati Michael Hutchinson Dan Wilson	Developer's Representative
GUESTS:	Linda Taphorn	General Manager Crosby Property Management Ltd.
PROPERTY MANAGER:	Jason Black	Crosby Property Management Ltd.

The meeting was called to order at 5:35 p.m. by Property Manager, Jason Black.

As this was the first scheduled meeting of the newly-elected Strata Council, the following appointments were agreed upon:

Michael Hutchinson	President
Brett Gossman	Vice President
Darren Jang	Treasurer

The General Manager, Linda Taphorn provided a brief summary of what a new building will go through in the first year. The Property Manager then provided a brief summary on protocol and procedures for the newly-elected Council, noting that an introductory package providing similar information had been mailed to all Council members before the meeting.

APPROVAL OF FINANCIAL STATEMENTS

The Property Manager provided an explanation of how the financial statements are prepared and extended an invitation to the newly-appointed Treasurer, Darren Jang, to visit the offices of Crosby Property Management and meet with the financial support staff and the office Controller.

REPORT ON UNAPPROVED EXPENDITURES

The Property Manager explained that the reference to "unapproved expenditures" relates to potential expenditures that would be considered to be outside the scope of the Budget, as approved by the owners at the Annual General Meeting. Such expenditures would normally be drawn from the Contingency Reserve Fund and would be only accessed for emergency purposes.

The Property Manager confirmed that, at present, there are no unapproved expenditures to report. The *Strata Property Act* requires that all owners be notified as soon as possible of unanticipated expenditures.

REPORT ON LITIGATION

The Property Manager explained that it is a requirement of the *Strata Property Act* that owners be advised of any litigation matters involving the Strata Corporation. The Property Manager confirmed that, to the best of our knowledge, there is no litigation to report.

CORRESPONDENCE

To better expedite acknowledgements and replies to residents' queries, residents/owners are requested to submit their queries directly to the Property Manager. Residents may fax and/or mail their concerns directly to the Property Manager. This will ensure that the Property Manager can respond quickly to concerns that may require immediate attention. All correspondence is forwarded to the Strata Council for review/consideration and action as deemed necessary by the Council.

Residents are welcome to phone, fax or mail all correspondence directly to:

**Jason Black, c/o Crosby Property Management Ltd.,
Suite 600 – 777 Hornby Street
Vancouver, BC V6Z 1S4
Fax (604) 689-4829/Phone (604) 683-8900**

Note: Many residents who call are not leaving their phone numbers.

Reminder: Residents who are calling into the Property Manager; please be sure that you leave your name and return telephone number clearly. **State the name of your building, “Yaletown Park 1 OR 2” and “Strata Plan #BCS 2103” for reference.**

The Property Manager then introduced pieces of correspondence received and/or sent by the Strata Corporation with the highlights being:

- Several requests for renovation of suite (indemnity form).
- Several requests to install hardwood floor (indemnity form).
- Letters in respect to common area deficiencies.
- A letter from an owner in respect to dogs barking on the balconies in the neighbourhood and security concerns.
- Noise complaints and residents conduct.

NEW BUSINESS

1. Building Signage

The Property Manager noted that a number of notices and existing signage that had been put into place prior to a Council being elected, should be reviewed by the newly-elected Council and, where appropriate, modified or installed in a more permanent manner.

2. Common Area Rules

A draft set of possible Rules for the use of the common areas was provided for Council's consideration. After reviewing the rules it was then moved, seconded. **CARRIED.**

ADOPTED RULES FOR STRATA PLAN BCS 2103 – YALETOWN PARK 1 & 2

The enclosed Rules and policies have been adopted by your Strata Council to better enable residents to live in harmony using common sense and consideration for others. As a resident, it is extremely important that you read, understand and comply with the Rules and Bylaws of the Strata Corporation. In addition, residents are also responsible for their guests and visitors, and must ensure that they also adhere to the Rules and Bylaws of the Strata Corporation.

DISCLAIMER

- Use of all common areas and amenities implies agreement with the rules governing its usage.
- The Strata Council or building management reserves the right to deny use of the facilities to any individual at any time for non-compliance with these rules.
- The Strata Corporation shall not be held responsible for any actions, claims, demands, liabilities, loss, damage, injury or expense of any kind, including legal fees, which may result of use of the meeting room and amenities by any reason.

Rules of the Meeting Rooms

- Hours of operation: 5:00 a.m. to midnight
- Use of the meeting room is for residents of Yaletown Park, and a maximum of twelve (12) guests, by reservation only with the Resident Manager. Guests of residents using the meeting room must at all times be accompanied by the resident.
- Refundable deposit of \$50.00, payable by cheque only, which will be returned upon confirmation the meeting room has no damage and the area is clean. Any additional costs related to the clean up and/or repair of the meeting room in excess of the \$50.00 deposit will be billed directly to the individual's strata unit.
- The meeting room can be booked in a six (6) hour block only, up to a maximum of four (4) times a month per resident. Exceptions apply to last minute bookings on availability for same day.
- No animals are allowed in the meeting room.
- Report any damages to the Resident Manager immediately.

Rules of the Lounge

- Hours of operation: 5:00 a.m. to midnight
- Use of the lounge is for residents of Yaletown Park, and a maximum of fifty (50) guests, by reservation only with the Resident Manager. Guests of residents using the lounge must at all times be accompanied by the resident. Use of the kitchen must be booked separately.
- City of Vancouver bylaw requires minimum noise disruption between the hours of 10:00 p.m. and 7:00 a.m. Monday to Saturday and 10:00 p.m. to 10:00 a.m. Sundays and holidays.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, March 7, 2007

- Refundable deposit of \$50.00, payable by cheque only, which will be returned upon confirmation the lounge has no damage and the area is clean. Any additional costs related to the clean up and/or repair of the lounge in excess of the \$50.00 deposit will be billed directly to the individual's strata unit.
- The lounge can be booked in a six (6) hour block only, up to a maximum of two (2) times a month per resident. Exceptions apply to last minute bookings on availability for same day.
- No animals are allowed in the meeting room.
- Occupants are not to exit via the alarmed emergency exit.
- Report any damages to the Resident Manager immediately.

Rules of the Fitness Area

- Hours of operation: 5:00 a.m. to midnight
- Use of the fitness area is for residents of Yaletown Park, and a maximum of one (1) guest, only. Guests of residents using the fitness area must at all times be accompanied by the resident.
- No persons under the age of fourteen (14) are permitted in the fitness area, unless accompanied by an adult nineteen (19) years or older. For safety reasons, no children under the age of ten (10) are allowed on the gym equipment.
- No animals are allowed in the fitness area.
- Proper footwear must be worn at all times.
- Wipe down and return equipment to its proper location after use.
- No equipment may be removed from the fitness area.
- Personal audio devices only. No stereos permitted.
- Report any fitness equipment malfunctions and/or damage to the Resident Manager immediately.

Rules of the Media Room

- Hours of operation: 5:00 a.m. to midnight
- Use of the media room is for residents of Yaletown Park, and a maximum of eighteen (18) guests, by reservation only with the Resident Manager. Guests of residents using the meeting room must at all times be accompanied by the resident.
- Refundable deposit of \$50.00, payable by cheque only, which will be returned upon confirmation the media room has no damage and the area is clean. Any additional costs related to the clean up and/or repair of the media room in excess of the \$50.00 deposit will be billed directly to the individual's strata unit.
- The media room can be booked in a four (4) hour block only, up to a maximum of two (2) times a month per resident. Exceptions apply to last minute bookings on availability for same day.
- No animals are allowed in the media room.
- Report any damages to the Resident Manager immediately.

Rules of the Garbage & Recycling Rooms

- Hours of operation: 24 hours
- Use of the disposal area is for residents of Yaletown Park and their personal waste only.
- Only materials designated as "recyclable" are to be deposited in the recycling bins. Please ensure that all materials are sorted properly.
- Garbage for disposal in the compactor must be securely bagged.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, March 7, 2007

- No construction materials are allowed to be placed within the compactor.
- Cardboard boxes are to be flattened and put in the container marked for their disposal.
- Larger items, such as personal furnishing, are not to be left in the disposal area. Please contact the Resident Manager for alternate means of disposal of these items.
- Report any compactor malfunctions and/or damage to the Resident Manager immediately.

Rules of the Locker Rooms

- Hours of operation: 5:00 a.m. to 12:00 a.m.
- Fire regulations prohibit the storage of items on top of your lockers.
- Do not store perishable, volatile, or valuable items in your locker.
- All items must be stored within your storage locker. Any items found stored outside of the enclosed storage locker will be removed and disposed of immediately.
- Report any theft and/or suspicious activity to the Police, or damage to the Resident Manager immediately.

Security

- Do not let strangers into the building, including parkade.
- Residents must use their own fob when entering or exiting the parkade.
- Pause after entering or exiting the parkade until the gate closes fully.
- Lost keys and/or fobs should be reported to the Resident Manager immediately.
- Suspicious activities should be reported to the Police and/or Resident Manager immediately.

Access Fobs

- Replacement fobs cost \$75.00 per fob.
- The number of fobs assigned to individual units is limited to three (3) only for studios and one-bedroom units, and four (4) only for two-bedroom units.
- Owners wishing to apply for additional fobs must do so in writing.
- Any fobs authorized in excess of the amounts above will be charged at \$150.00 each.

Smoking

- Smoking is not permitted in the lounge, media room, meeting room(s), parkades, common hallways and stairwells.

General

- Appliances, such as dishwashers, washers and dryers, vacuum cleaners and/or garburators, shall be used at reasonable hours, so as not to disturb other Strata unit owners.
- Appliances must not be left running when residents are not at home.
- No mats or other items are to be placed or left in common area hallways.

City of Vancouver Noise Bylaw

- City of Vancouver bylaw requires minimum noise disruption between the hours of 10:00 p.m. and 7:00 a.m. Monday to Saturday and 10:00 p.m. and 10:00 a.m. Sundays and holidays.
- Call 911 for Police for violations. Strata Bylaw fines apply for violations to the City of Vancouver Noise Bylaw.

Insurance Rule

An owner shall indemnify and save harmless the Strata Corporation from the expense of any maintenance, repair or replacement rendered necessary to the common property, limited common property, common assets or to any strata lot by the owner's act, omission, negligence or carelessness or by that of an owner's visitors, occupants, guest, employees, agents, tenants or a member of the owner's family, but only to the extent that such expense is not reimbursed from the proceeds received by operation of any insurance policy. In such circumstances, any insurance deductible paid or payable by the Strata Corporation shall be considered an expense not covered by the proceeds received by the Strata Corporation as insurance coverage and will be charged to the owner.

Garden Patios

- Hours of access: 7:00 a.m. to 10:00 p.m.
- No animals are allowed on the garden patios

Holiday Decorations

- Cut Christmas trees are not permitted in the building whatsoever.
- Holiday lights in windows and/or on balconies, decorations and/or wreaths on common area doors of suites, are permitted only between December 1 and January 15, and must not detract from the overall aesthetics of the building. All lights, decorations and/or wreaths must be removed no later than January 15.

Garage Gates-Stop and Wait

Residents, visitors, occupants and guests are required to stop and wait for the gate to completely shut when entering or exiting the parkade.

Pets

- A resident, owner, tenant, occupant or visitor must ensure that all animals are leashed or otherwise secured when on the common property or on land that is a common asset.
- A pet owner must ensure that a Pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet owner.
- A strata lot owner must assume all liability for all actions by a Pet, regardless of whether the owner had knowledge, notice or forewarning of the likelihood of such action.
- A resident or visitor must not feed birds, rodents or other wild animals from any strata lot, limited common property, common property or land that is a common asset. No bird feeders of

any kind are permitted to be kept on balconies, strata lots, common property or land that is a common asset.

3. Owner Responsibilities

The responsibilities of an owner are detailed within the Strata Corporation's Bylaws. As you are living in a communal atmosphere each owner should act with due consideration for their neighbours. Should you wish to make any changes to your strata lot of a structural nature or that alter the external appearance in any way, you must receive prior written approval of the Council.

All owners must pay their strata fees on a timely basis in order to ensure the Strata Corporation has sufficient funds to meet their obligations.

If any owner wishes to lease their residential unit, they must provide a completed Form K (Notice of Tenant's Responsibilities) to the offices of Crosby Property Management Ltd. within two weeks of renting the unit. This will ensure that the tenant has been made aware of the Bylaws, the rules of the Strata Corporation and agrees to abide by them as well as complying with any other conditions contained within the *Strata Property Act*.

The Property Manager noted that, currently, there are no rental restrictions provided for in the Bylaws of the Strata Corporation.

4. Strata Council

The Council are responsible for the day to day operation of the Strata Corporation and must manage and maintain the common property and common assets of the Strata Corporation for the benefit of all owners. They were elected by the eligible voters, and must conduct themselves in accordance with the *Strata Property Act*, the Bylaws and rules of the Strata Corporation, and any direction given by the owners at a General Meeting.

The Council will investigate the feasibility of specific Bylaws they feel are necessary for your Strata Corporation. Each project has different requirements and concerns depending on the physical characteristics, location, common property, common assets, and the type of people residing within the Strata Corporation. Once the Council has formulated a set of Bylaws, they will be presented to the eligible voters for formal adoption at a General Meeting.

5. In Suite Deficiencies

The Property Manager would like to remind owners that all claims for in-suite deficiencies must be provided **in writing** to the attention of the Developer, Wall Financial (**yaletownpark@wallcentre.com**) Fax # (604) 893-7179. In the same way, owners will have the opportunity (once the work is completed) to "sign off" and acknowledge that the deficiencies have been completed to their satisfaction. While owners are responsible for dealing with the Developer directly for all in-suite issues, the Strata Council Deficiency Committee will coordinate with the Developer identified issues of concern affecting common areas.

Warranty coverage is in place for individual owner's units, with the difference being that twelve (12) month coverage for defect in materials and labour is provided for in-suite deficiencies, and that warranty dates commence with the closing dates of individual strata units. **(SEE YOUR OWNERS MANUAL PROVIDED BY THE DEVELOPER FOR YOUR INDIVIDUAL WARRANTY DATES)**

The Strata Corporation and the Strata Council will not undertake any negotiations on behalf of the owners/residents with respect to in-suite deficiencies.

6. Common Area Deficiencies – (work in progress)

The Property Manager has reviewed the list and the various areas mentioned in the common area deficiency report provided to the Strata Council. Crosby Property Management's in house deficiency representative will be inspecting the building with the committee and will provide any additional items to this list. The PM will update the list and include the most recent Latham's Mechanical reports, Fire Pro Ltd reports, and forward the revised list to Wall Financial for review and consideration on these remaining issues. Council thanks Wall Financial for their quick response to these issues to date.

The following warranty information was provided:

Under the term of the *Homeowners Protection Act* and Regulations, the common property, common facilities and other assets of the Strata Corporation are covered under warranty by National Home Warranty, commencing on December 1, 2006, as follows:

In the first fifteen (15) months, for any defects in materials and labour; and for violation of the building code if the non-compliance constitutes an unreasonable health or safety risk, or has resulted in, or is likely to result in, material damage to the new home

In the first twenty-four (24) months, for any defect in materials and labour supplied for the electrical, plumbing, heating, ventilation and air conditioning delivery and distribution systems; and for any defect in materials and labour supplied for the exterior cladding, caulking, windows and doors that may lead to the detachment or material damage to the new home; and for any defect in materials and labour which renders the new home unfit to live in; and for violation of the building code, if the non-compliance constitutes an unreasonable health or safety risk, or has resulted in, or is likely to result in, material damage to the new home

In the first five (5) years, for defects in the building envelope of a new home including a defect, which permits unintended water penetration such as it causes, or is likely to cause, material damage to the new home

In the first ten (10) years, for any defect in materials and labour that results in the failure of a load bearing part of the new home, and any defect which causes structural damage that materially and adversely affects the use of the new home for residential occupancy

This same warranty coverage is in place for individual owner's units, with the difference being that twelve (12) month coverage for defect in materials and labour is provided for in-suite deficiencies, and that warranty dates commence with the closing dates of individual strata units of the first purchaser of the unit. **(SEE YOUR OWNERS MANUAL PROVIDED BY THE DEVELOPER FOR YOUR INDIVIDUAL WARRANTY DATES)**

7. After Hour Emergencies

The Strata Corporation is responsible for all emergencies that deal with all common area property. Owners/residents are reminded to call Crosby Property Management Ltd. 604-683-8900 **for any after hour's emergencies** during the weekday and/or weekend. You will be asked a series of questions to determine the emergency. Please be patient, courteous and answer all the questions that the On Call Service asks of you.

Be advised that not all after hour calls will be attended to immediately. The On Call service will determine very quickly if the situation can wait until the morning and advise you as such. Should the emergency be related to in-suite and is determined that immediate attention is not warranted in the evening hours, you will be asked to report the problem in the morning to the customer service department of Wall Financial.

REMINDER:

Owners should be aware that not all in-suite repairs fall under the Strata Corporation's responsibility. The Property Manager and/or On Call service will ask specific questions of the residents to clarify and determine responsibility.

If the repair is the owner's responsibility, the Property Manager will advise accordingly, inform the owner that the charge for the repair will be applied to their account, and will request an approval by the owner(s) to proceed with the repair.

REMINDER: The Strata Corporation is responsible for all common area property only.

It should be noted that many times residents request the Property Manager to proceed with repairs within their suites assuming that it is the Strata Corporation's responsibility. Although the Property Manager questions the residents quite thoroughly, quite often the resident does not give the issue of concern in complete detail.

Therefore, owners/residents should be aware that after the trade has visited the property and examined the repair in question and completed the work, the trade will mark very clearly on their invoices what all the work entailed. The Property Manager and/or the Council remind owners/residents that any repairs which are deemed to be the responsibility of the owner/residents those costs will be assessed back to the strata lot in question.

8. Preventive Action Tips

Residents are reminded that if they are leaving their unit for long periods of time and/or away on extended work schedules. In-suite water taps should be turned off. This practice will isolate your water system contained within your unit.

Let a neighbour and/or the Caretaker know if you will be away for extended periods. Provide an emergency contact phone number of someone who has authority to act on your behalf.

Check your facets, bathroom tile caulking, clean out your dryer lint trap on a daily/weekly basis. These preventative tips will ensure that your unit is well maintained.

Note: Where an owner shows negligence and the Strata Corporation has been advised of a necessary repair, if the cause is presumed to be negligence by the Strata Corporation, those costs incurred can be charged back to the owner's account for collection as per The Strata Property Act.

9. Insurance Reminder

The Property Manager would like to remind all owners to obtain their own insurance coverage for personal property as well as third party liability coverage. Individual insurance coverage is strongly recommended. Owners are reminded that content/liability insurance is the responsibility of individual owners. It is important that owners carry "**betterment's and improvements**". Displacement coverage would also assist owners who would have to move out of their suites during a major loss. Loss of rental coverage is recommended for those individual who rent out their units for investment purposes.

Owners should be aware if in the course of a fire, flood or some other incident, and a resident's possessions are damaged, that person must make a claim for compensation to his/her own insurance. This is **NOT** covered by the building insurance policy. Non-residents should be sure that their tenants clearly understand this.

10. Elevator Maintenance Contract Terms – Richmond Elevators

The Strata Council reviewed the Richmond Elevator contract in respect to a five year contract that started on December 1, 2006 with Richmond Elevator. The amount of the contract is \$2786 per month + GST. It is noted that in response to emergency calls when the equipment covered under contract becomes inoperative, a serviceman will be dispatched to the premise 24-7.

11. Security Committee

The Strata Council has appointed a Security Committee that will consist of the Vice President and Property Manager. They will be reviewing and implementing security improvements to the building. As this committee will be dealing with sensitive areas of building security, the committee will not always be able to report where target hardening and/or weaknesses throughout the building are located.

STOP AND WAIT!! EVERYONE WILL YOU PLEASE!!

A MESSAGE FROM THE 80'S

**THIS INCLUDES BMX'ERS, NORDIC POLE WALKERS, RUNNERS, CRAB WALKERS, GUESTS,
BREAK DANCERS, AND SKATE BOARDERS.**

99% OF BREAK INS WILL OCCUR BECAUSE YOU JUST DROVE OFF



UNWANTED PEOPLE IN THE NEIGHBOURHOOD ARE WATCHING YOU AND ARE JUST WAITING FOR YOU NOT TO STOP AND WAIT, SO THEY CAN GET PAST THE GATES AND:

- ✓ STEAL THE GARAGE REMOTE THAT YOU ARE NEVER TO LEAVE IN YOUR VEHICLE.
- ✓ STEAL YOUR 1980 PONTIAC GRAND PRIX SJ THAT YOU JUST LOWERED
- ✓ STEAL YOUR TWO FAVOURITE "JOHNNY HATES JAZZ" CD'S
- ✓ STEAL ALL YOUR STARBUCKS SPARE CHANGE AND OR PARKING METER MONEY
- ✓ STEAL HOLIDAY GIFTS

****AND FOR THOSE PEOPLE WHO DON'T UNDERSTAND WHY THE PERSON IN FRONT OF YOU JUST STOPPED AND WAITED- PLEASE DO NOT HONK AT THEM.**

HONKING IS RUDE AND NOT NEIGHBOURLY.

GARBAGE ETIQUETTE

- RESIDENTS ARE REMINDED TO SECURELY (DOUBLE) BAG ALL HOUSEHOLD GARBAGE THAT IS BEING PLACED IN THE GARBAGE COMPACTOR.
- **ONLY HOUSEHOLD GARBAGE SHOULD BE PLACED IN THE GARBAGE CONTAINERS, NEVER PLACE CONSTRUCTION-RELATED DEBRIS IN THE GARBAGE CONTAINERS, AND NEVER STYROFOAM.**

RECYCLING

- **PLEASE USE THE RECYCLING BINS PROPERLY – FAILURE TO DO SO RESULTS IN ADDITIONAL COSTS FOR THE STRATA CORPORATION**
- **CARDBOARD PLACED IN THE CARDBOARD BINS SHOULD BE FLATTENED FIRST**
- **FOR LARGER ITEMS OF DISPOSAL, PLEASE CONTACT THE CARETAKER FOR ASSISTANCE. DO NOT DUMP FURNITURE IN THE GARBAGE ROOM.**

IT IS IN THE INTERESTS OF ALL RESIDENTS TO COMPLY WITH THESE COMMON SENSE RULES!

There being no further business, the meeting was adjourned at 7:50 p.m.

The next scheduled Council Meeting will be tentatively held on Wednesday, April 25, 2007 at 5:30 p.m.

Jason Black
Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office: (604) 683-8900 (24 Hours)
www.crosbypm.com

Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the *Strata Property Act*, will be assessed for replacement copies.

PLEASE NOTE THAT AFTER HOURS NOISE COMPLAINTS CAN BE DIRECTED TO THE CONCIERGE/SECURITY AFTER HOURS BY CALLING 604-683-5484.

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2103
YALETOWN PARK 1& 2**

Held on Wednesday, May 2, 2007 at 5:30 p.m.
Within the Tower One Games Room

COUNCIL IN ATTENDANCE:	Michael Hutchinson	President
	Brett Gossman	Vice President
	Darren Jang	Treasurer
	Kerry Bryton	
	Joanne Harks	
	Sean Rafati	
REGRETS:	Dan Wilson	Developer's Representative
PROPERTY MANAGER:	Jason Black	Crosby Property Management Ltd.

The meeting was called to order at 5:35 p.m. by Council President Michael Hutchinson. A quorum was achieved and the meeting proceeded.

CARETAKERS REPORT

- P2-26 Storage part has been ordered by A Pro and completed.
- Mezzanine storage and P2-26 has too much air pressure, the same as the elevator lobbies. Require air vent holes.
- Ramp locker rooms are full of black soot. Need bottom door guards/sweeps.
- Tower 1 Make up Air Unit serviced and repaired.
- Cascade has dropped notices to all suites T1 diverters defective in tub handles, need replacing. Letters were sent to residents and owners advising that they will need to contact Cascade for replacement.
- Restoration Tower 1 Diverter leak. Hospitality room completed.
- Restoration Tower 2 Sprinkler work has started and will be completed shortly.
- Trades have been extremely helpful, Dan Jen Mechanical, Bert's Electric, Smart Tek. All have been very responsive to emergencies and answering questions.

CONCIERGE REPORT

- The drawers on the concierge desk require locks.
- Parkade signs for residents to slow when driving up and down the ramp have been ordered
- The parkade will be power washed. Developer will complete.
- Parking. The spots marked as trades only are sometimes used by owners/tenants.
- All the hose bibs in the parkade will be repaired.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held on March 7, 2007 as circulated. **CARRIED.**

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve March 2007 financial statements as previously circulated. **CARRIED.**

REPORT ON UNAPPROVED EXPENDITURES

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Directives

The Property Manager introduced the directives that resulted from the March 7, 2007 Council meeting. The Property Manager reviewed the directives on a line by line basis.

Council recognized that some directives are ongoing issues that required problem solving and work is continuing to bring closure to these issues. The Property Manager will continue to bring forward on-going directives so that updates can be given on a regular basis.

Some of the highlights being:

- Residential gates need to be verified and main exterior gate from Mainland Street should close promptly after public parking closes – contact Smart Tec & Canadian Doormaster to verify.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, May 2, 2007

- Contact Canadian Doormaster in regards to installing Lexan on various parkade gates. Quotes received and presented.
- Create stop and wait notice for building and include in minutes
- Contact Latham's Mechanical regarding contract start date of February 1, 2007
- Security committee met to review security perimeter.

2. Common Area Deficiencies – (work in progress)

The Property Manager reviewed the ongoing list briefly with Council and the various areas that are outstanding and presented Council with a detailed list for Tower 1 and Tower 2. Council directed the Property Manager to send the list to The Developer and to copy the warranty provider for the building. The common area deficiency representative from Council has reviewed the list and the various areas mentioned in the common area deficiency report provided to the Strata Council. Crosby Property Management's in house deficiency representative has inspected the second tower building with the committee and council will provide any additional items to this list. The PM will update the list and include any recent Latham's Mechanical reports, Fire Pro Ltd reports, and forward the revised list to Wall Financial for review and consideration.

3. In Suite Deficiencies - Reminder

The Property Manager would like to remind owners that all claims for in-suite deficiencies must be provided **in writing** to the attention of the Developer, Wall Financial (**yaletownpark@wallcentre.com**) Fax # (604) 893-7179. In the same way, owners will have the opportunity (once the work is completed) to "sign off" and acknowledge that the deficiencies have been completed to their satisfaction. While owners are responsible for dealing with the Developer directly for all in-suite issues, the Strata Council Deficiency Committee will coordinate with the Developer identifying issues of concern affecting common areas.

4. Management Contract

The Management contract held between the Strata Corporation BCS 2103 and Crosby Property Management has been reviewed and executed by the Strata Council.

5. Security

It was noted that a quote from Canadian Door Master to add two sheets of Lexan or Expanded mesh will be installed on the two lower sections of both residential gates to enhance gate security was presented to Council and approved. Residents must ensure that they do their best to stop and wait when entering the parkade especially after hours. In addition several additional common doors were hardened.

In addition the security committee has been working on securing a room and procedures for residents with bikes of substantial value. Owners are asked to contact the Property Manager for more details.

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The Owners Strata Plan BCS 2103
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The Council discussed the current duties of the Security and requested that hourly reports be provided by Eureka Security. It was mentioned that security provides evening reports to the Caretaker and that the specific detail on his patrols can be reviewed through the fob security system. The Property Manager will speak with the Security Company responsible for the Strata Corporation and have them provide a written response to Council. The Property Manager has also requested that Eureka Security purchase a bike and conduct random evening bike patrols throughout the parkades and perimeter of Yaletown Park. Residents on the ground floor may notice flash lights in the evening as security will be checking the alcoves and patios on the lower floors with a flash light.

CORRESPONDENCE

To better expedite acknowledgements and replies to residents' queries, residents/owners are requested to submit their queries directly to the Property Manager. Residents may fax and/or mail their concerns directly to the Property Manager. This will ensure that the Property Manager can respond quickly to concerns that may require immediate attention. All correspondence is forwarded to the Strata Council for review/consideration and action as deemed necessary by the Council.

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Suite 600 – 777 Hornby Street
Vancouver, BC V6Z 1S4
Fax (604) 689-4829/Phone (604) 683-8900**

Note: Many residents who call are **not leaving their phone numbers.**

Reminder: Residents who are calling into the Property Manager; please be sure that you leave your name and return telephone number clearly. **State the name of your building, “Yaletown Park 1 OR 2” and “Strata Plan #BCS 2103” for reference.**

The Property Manager then introduced pieces of correspondence received and/or sent by the Strata Corporation with the highlights being:

Yaletown Park 1 & 2

- Letters from owners in respect to various noise complaints and letters sent to the owners from the Property Manager.
- Letters from owners in respect to dogs barking continuously after hours and respective letters sent from the Property Manager.
- A request from an owner for a temporary handicap stall.
- A concern from an owner in respect to the black soot in the underground parking and soot in storage lockers located near the drive.
- A concern from a resident about smoking in front of the main lobby entrances.
- A letter in respect to a vehicle leaking oil and letter sent to owner requesting immediate repair.

NEW BUSINESS

1. Carpet Cleaning - Quotes

The Property Manager provided quotes for cleaning of the common area hallways from Coit Services and Servicemaster. Council will monitor the hallways and look to have them professionally cleaned in the early fall once the balance of the residents has moved in to both towers.

2. Window Washing - Quotes

The Property Manager provided quotes for window washing for both towers from Champion Window Cleaning and All Star Window Cleaning. The Council stated that if the developer would pay for the cleaning of tower one that they would authorise the expense associated with the window washing of tower 2. The Property Manager will contact the developer and ask if they would entertain this idea considering the amount of construction debris that has been accumulating over the past 8 months.

3. Dryer Duct Cleaning - Quotes

The Property Manager provided quotes for the cleaning of the dryer ducts from Power Vac and Air Vac Services for future reference. The Council will look to have the dryer ducts cleaned later this year.

4. Generator Maintenance - Quotes

The Property Manager has obtained a quote for semi annual maintenance/load testing of the generator system for the building. Simpson Maxwell had provided a quote for Council and the Property Manager stated that he is still waiting to receive a quote from the original installer Cummins. It is noted that the generator services all three towers and expenses will be appropriate split between the two strata.

5. Sprinkler Head - Insurance Claim

Yaletown Park 2 experienced water flooding originating from a sprinkler head that was knocked off by a trade in the building that affected several suites in Tower 2.

Please note to-date the following:

- 1 Phoenix Restoration was called out on behalf of the Strata Corporation to attend to emergency flood repairs.
2. An insurance claim has been filed by the Property Manager, on behalf of the strata corporation.
3. The strata corporation's insurance adjuster inspected all suites affected by the flood.
4. The Restoration company provided an estimate to repair the affected suites, but unfortunately, the insurance adjuster was required by the underwriters to obtain a secondary quotation for the flood repairs. (This can be time consuming and frustrating for new owners.)

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, May 2, 2007

5. When a decision was made by the insurance adjuster on which quote to proceed with, the restoration company will now complete all necessary repairs that the strata corporation insurance covers.
6. The restoration company Project Manager will then contact all owners of affected suites directly.

It is important that everyone read the following information about insurance:

Insurance Reminder

The Property Manager would like to remind all owners to obtain their own insurance coverage for personal property as well as third party liability coverage. Individual insurance coverage is strongly recommended. Owners are reminded that content/liability insurance is the responsibility of individual owners. It is important that owners carry “**betterment’s and improvements**” especially for those owners who have installed hardwood floors. If owners have installed hardwood floors on their own, and they are damaged by a flood, these floors would be considered an **improvement** and would not be covered. Displacement coverage would also assist owners who would have to move out of their suites during a major loss. Loss of rental coverage is recommended for those individual who rent out their units for investment purposes.

Owners should be aware if in the course of a fire, flood or some other incident, and a owner or resident’s possessions or hardwood floors are damaged, that person must make a claim for compensation to his/her own insurance. This is **NOT** covered by the building insurance policy. **Non-residents should be sure that their tenants clearly understand this.**

6. **Bath Tub Diverter - Cascade**

Cascade was at the building in an attempt to repair the bathtub cartridge repair to some suites.

Suites that were missed were identified and individual letters were sent to owners of those units.

It is **EXTREMELY IMPORTANT** that access be granted to replace the defective cartridges as they have created costly damage to those suites and the suites below.

If this cartridge is not replaced and there are any associated damages as a result of it not being replaced, the owner of the unit will be solely responsible for all damages as a result.

For those residents who received notification and have not had this cartridge replaced, you are asked to contact Cascade Plumbing immediately to set up a time to allow access at 604-946-8868.

7. **Common Area Warranty Certificate - National Home Warranty**

The Strata Council was provided a copy of the Common Property Warranty Certificate from National Home Warranty that was recently received from the developer for Tower 1.

The following warranty information was provided for Tower 1:

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, May 2, 2007

Under the term of the *Homeowners Protection Act* and Regulations, the common property, common facilities and other assets of the Strata Corporation are covered under warranty by National Home Warranty, commencing on December 4, 2006, as follows:

In the first fifteen (15) months, for any defects in materials and labour; and for violation of the building code if the non-compliance constitutes an unreasonable health or safety risk, or has resulted in, or is likely to result in, material damage to the new home. Expires March 4, 2008.

In the first twenty-four (24) months, for any defect in materials and labour supplied for the electrical, plumbing, heating, ventilation and air conditioning delivery and distribution systems; and for any defect in materials and labour supplied for the exterior cladding, caulking, windows and doors that may lead to the detachment or material damage to the new home; and for any defect in materials and labour which renders the new home unfit to live in; and for violation of the building code, if the non-compliance constitutes an unreasonable health or safety risk, or has resulted in, or is likely to result in, material damage to the new home. Expires December 4, 2008.

In the first five (5) years, for defects in the building envelope of a new home including a defect, which permits unintended water penetration such as it causes, or is likely to cause, material damage to the new home. Expires December 4, 2011.

In the first ten (10) years, for any defect in materials and labour that results in the failure of a load bearing part of the new home, and any defect which causes structural damage that materially and adversely affects the use of the new home for residential occupancy. Expires December 4, 2016.

This same warranty coverage is in place for individual owner's units, with the difference being that twelve (12) month coverage for defect in materials and labour is provided for in-suite deficiencies, and that warranty dates commence with the closing dates of individual strata units of the **first purchaser** of the unit. **(SEE YOUR OWNERS MANUAL PROVIDED BY THE DEVELOPER FOR YOUR INDIVIDUAL WARRANTY DATES)**

8. Guest Suite Rentals

The Strata discussed the cost for the rental of the Strata Guest Suite. It was decided that the guest suite would cost \$75.00 per night minimum of three days (payable in advance) and require a \$250.00 refundable damage deposit. Residents can rent the suite for no longer than seven days in any one month by any owner. Reservations are on a first come first serve basis. Residents will have to book this room with the building Caretaker. Residents will be required to provide their own linens for their guests. Council will consider the purchasing of a small bar fridge and television for the suite in the upcoming months. It was then moved, seconded and **CARRIED**.

Important Reminders for all residents:

- **NO SMOKING IN FRONT OF THE ENTRANCES TO THE BUILDING**
- Bikes are not allowed on resident's balconies what so ever.
- No Roller Blading, in elevators, lobbies or hallways.
- Dogs must always be leashed on any Common Property. (no dogs on roof top garden)
- When washing decks and patios, please ensure that a mop is used and water or detergent does not go down the patio drain.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, May 2, 2007

- Nothing should be attached to the building patio walls what so ever.
- Owners and residents must not change the window coverings that were originally installed by the developer.
- No dogs and or cocktails in any amenity rooms.

9. City of Vancouver Parking/ Nelson Park

Residents are reminded that the City of Vancouver has parking on the lower P1 level managed by Easy Park and also the area referred to as Nelson Park. These areas belong to The City of Vancouver. They are commonly referenced as an air space parcel.

10. Communications - Council Directive

The Strata Council is exploring the possibility of creating a web site for owners to obtain a copy of the monthly minutes and important notices, floor plans as well as facts and questions about the building via the internet. The Council volunteers will provide an update at the next Council meeting. More detail to follow.

PLEASE NOTE THAT AFTER HOURS NOISE COMPLAINTS CAN BE DIRECTED TO THE CONCIERGE AFTER HOURS BY CALLING 604-683-5484

There being no further business, the meeting was adjourned at 7:45 p.m.

The next scheduled Council Meeting will be tentatively held on Wednesday, July 4, 2007 at 5:30 p.m.

Jason Black
Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office: (604) 683-8900 (24 Hours)
www.crosbypm.com

<p>Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the <i>Strata Property Act</i>, will be assessed for replacement copies.</p>

RESIDENTS ARE ASKED TO FOLLOW THE HOUSE RULES

PLEASE NOTE THAT A FINE FOR BREAKING THE RULES CAN BE ASSESSED UP TO \$50.00 PER INSTANCE.

ADOPTED RULES FOR STRATA PLAN BCS 2103 – YALETOWN PARK 1 & 2

Rules of the Meeting Rooms

- Hours of operation: 5:00 a.m. to midnight
- Use of the meeting room is for residents of Yaletown Park, and a maximum of twelve (12) guests, by reservation only with the Resident Manager. Guests of residents using the meeting room must at all times be accompanied by the resident.
- Refundable deposit of \$50.00, payable by cheque only, which will be returned upon confirmation the meeting room has no damage and the area is clean. Any additional costs related to the clean up and/or repair of the meeting room in excess of the \$50.00 deposit will be billed directly to the individual's strata unit.
- The meeting room can be booked in a six (6) hour block only, up to a maximum of four (4) times a month per resident. Exceptions apply to last minute bookings on availability for same day.
- No animals are allowed in the meeting room.
- Report any damages to the Resident Manager immediately.

Rules of the Lounge

- Hours of operation: 5:00 a.m. to midnight
- Use of the lounge is for residents of Yaletown Park, and a maximum of fifty (50) guests, by reservation only with the Resident Manager. Guests of residents using the lounge must at all times be accompanied by the resident. Use of the kitchen must be booked separately.
- City of Vancouver bylaw requires minimum noise disruption between the hours of 10:00 p.m. and 7:00 a.m. Monday to Saturday and 10:00 p.m. to 10:00 a.m. Sundays and holidays.
- Refundable deposit of \$50.00, payable by cheque only, which will be returned upon confirmation the lounge has no damage and the area is clean. Any additional costs related to the clean up and/or repair of the lounge in excess of the \$50.00 deposit will be billed directly to the individual's strata unit.
- The lounge can be booked in a six (6) hour block only, up to a maximum of two (2) times a month per resident. Exceptions apply to last minute bookings on availability for same day.
- No animals are allowed in the meeting room.
- Occupants are not to exit via the alarmed emergency exit.
- Report any damages to the Resident Manager immediately.

Rules of the Fitness Area

- Hours of operation: 5:00 a.m. to midnight
- Use of the fitness area is for residents of Yaletown Park, and a maximum of one (1) guest, only. Guests of residents using the fitness area must at all times be accompanied by the resident.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, May 2, 2007

- No persons under the age of fourteen (14) are permitted in the fitness area, unless accompanied by an adult nineteen (19) years or older. For safety reasons, no children under the age of ten (10) are allowed on the gym equipment.
- No animals are allowed in the fitness area.
- Proper footwear must be worn at all times.
- Wipe down and return equipment to its proper location after use.
- No equipment may be removed from the fitness area.
- Personal audio devices only. No stereos permitted.
- Report any fitness equipment malfunctions and/or damage to the Resident Manager immediately.

Rules of the Media Room

- Hours of operation: 5:00 a.m. to midnight
- Use of the media room is for residents of Yaletown Park, and a maximum of eighteen (18) guests, by reservation only with the Resident Manager. Guests of residents using the meeting room must at all times be accompanied by the resident.
- Refundable deposit of \$50.00, payable by cheque only, which will be returned upon confirmation the media room has no damage and the area is clean. Any additional costs related to the clean up and/or repair of the media room in excess of the \$50.00 deposit will be billed directly to the individual's strata unit.
- The media room can be booked in a four (4) hour block only, up to a maximum of two (2) times a month per resident. Exceptions apply to last minute bookings on availability for same day.
- No animals are allowed in the media room.
- Report any damages to the Resident Manager immediately.

Rules of the Garbage & Recycling Rooms

- Hours of operation: 24 hours
- Use of the disposal area is for residents of Yaletown Park and their personal waste only.
- Only materials designated as "recyclable" are to be deposited in the recycling bins. Please ensure that all materials are sorted properly.
- Garbage for disposal in the compactor must be securely bagged.
- No construction materials are allowed to be placed within the compactor.
- Cardboard boxes are to be flattened and put in the container marked for their disposal.
- Larger items, such as personal furnishing, are not to be left in the disposal area. Please contact the Resident Manager for alternate means of disposal of these items.
- Report any compactor malfunctions and/or damage to the Resident Manager immediately.

Rules of the Locker Rooms

- Hours of operation: 5:00 a.m. to 12:00 a.m.
- Fire regulations prohibit the storage of items on top of your lockers.
- Do not store perishable, volatile, or valuable items in your locker.
- All items must be stored within your storage locker. Any items found stored outside of the enclosed storage locker will be removed and disposed of immediately.
- Report any theft and/or suspicious activity to the Police, or damage to the Resident Manager immediately.

Security

- Do not let strangers into the building, including parkade.
- Residents must use their own fob when entering or exiting the parkade.
- Pause after entering or exiting the parkade until the gate closes fully.
- Lost keys and/or fobs should be reported to the Resident Manager immediately.
- Suspicious activities should be reported to the Police and/or Resident Manager immediately.

Access Fobs

- Replacement fobs cost \$75.00 per fob.
- The number of fobs assigned to individual units is limited to three (3) only for studios and one-bedroom units, and four (4) only for two-bedroom units.
- Owners wishing to apply for additional fobs must do so in writing.
- Any fobs authorized in excess of the amounts above will be charged at \$150.00 each.

Smoking

- Smoking is not permitted in the lounge, media room, meeting room(s), parkades, common hallways and stairwells.

General

- Appliances, such as dishwashers, washers and dryers, vacuum cleaners and/or garburators, shall be used at reasonable hours, so as not to disturb other Strata unit owners.
- Appliances must not be left running when residents are not at home.
- No mats or other items are to be placed or left in common area hallways.

City of Vancouver Noise Bylaw

- City of Vancouver bylaw requires minimum noise disruption between the hours of 10:00 p.m. and 7:00 a.m. Monday to Saturday and 10:00 p.m. and 10:00 a.m. Sundays and holidays.
- Call 911 for Police for violations. Strata Bylaw fines apply for violations to the City of Vancouver Noise Bylaw.

PLEASE NOTE THAT AFTER HOURS NOISE COMPLAINTS CAN BE DIRECTED TO THE CONCIERGE AFTER HOURS BY CALLING 604-683-5484

Insurance Rule

An owner shall indemnify and save harmless the Strata Corporation from the expense of any maintenance, repair or replacement rendered necessary to the common property, limited common property, common assets or to any strata lot by the owner's act, omission, negligence or carelessness or by that of an owner's visitors, occupants, guest, employees, agents, tenants or a member of the owner's family, but only to the extent that such expense is not reimbursed from the proceeds received by operation of any insurance policy. In such circumstances, any insurance deductible paid

or payable by the Strata Corporation shall be considered an expense not covered by the proceeds received by the Strata Corporation as insurance coverage and will be charged to the owner.

Garden Patios

- Hours of access: 7:00 a.m. to 10:00 p.m.
- No animals are allowed on the garden patios

Holiday Decorations

- Cut Christmas trees are not permitted in the building whatsoever.
- Holiday lights in windows and/or on balconies, decorations and/or wreaths on common area doors of suites, are permitted only between December 1 and January 15, and must not detract from the overall aesthetics of the building. All lights, decorations and/or wreaths must be removed no later than January 15.

Garage Gates-Stop and Wait

Residents, visitors, occupants and guests are required to stop and wait for the gate to completely shut when entering or exiting the parkade.

Pets

- A resident, owner, tenant, occupant or visitor must ensure that all animals are leashed or otherwise secured when on the common property or on land that is a common asset.
- A pet owner must ensure that a Pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet owner.
- A strata lot owner must assume all liability for all actions by a Pet, regardless of whether the owner had knowledge, notice or forewarning of the likelihood of such action.
- A resident or visitor must not feed birds, rodents or other wild animals from any strata lot, limited common property, common property or land that is a common asset. No bird feeders of any kind are permitted to be kept on balconies, strata lots, common property or land that is a common asset.

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2103
YALETOWN PARK 1& 2**

Held on Wednesday, July 4, 2007 at 5:30 p.m.
Within the Tower One Games Room

COUNCIL IN ATTENDANCE:	Michael Hutchinson	President
	Brett Gossman	Vice President
	Darren Jang	Treasurer
	Kerry Bryton	
	Joanne Harks	
REGRETS:	Dan Wilson	Developer's Representative
	Sean Rafati	
GUESTS:	Doug Louie	Parking Management Engineer, COV
	Bob MacDonald	Transportation Division, COV
	Gary Mah	Manager, Maintenance, Easy Park
PROPERTY MANAGER:	Jason Black	Crosby Property Management Ltd.

The meeting was called to order at 5:41 p.m. by Council President Michael Hutchinson. A quorum was achieved and the meeting proceeded.

GUEST BUSINESS

The Strata Council welcomed representatives from the City of Vancouver Transportation Division and Easy Park Management who was selected to oversee the day to day management of the public parking. The Strata Council stated that they are looking forward to working with the parties in respect to the airspace parcel, commonly referred to at P1 parking area and or Easy Park hourly and monthly parking.

For information only: (reference – The Condominium Manual 2004)

At common law, a landowner has the right to control the air space above his or her land, subject to statutory restrictions for zoning, aviation and the like. A landowner may create one or more air space parcels above his or her land. The title to each air space parcel may then be dealt with separately from the other titles. Since an air space parcel is treated as land, it may be subdivided into strata lots with common property.

The *Land Title Act* permits landowners to treat their air space as if it were land by depositing a survey of the air space above their land (called an “air space plan”) at the Land Title Office. If the landowner keeps the underlying land but permits someone else to occupy the air space parcel, he or she is sometimes called the “remainderman.”

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, July 4, 2007

Developers have used the air space parcel concept to construct mixed-use strata projects. This method is typically used where the same structure contains different uses. In effect, the developer creates separate air space parcels to contain single-use strata developments. By this means, the same complex may contain one or more separate strata plans, each having a different use. For example, one strata development may be residential while another is commercial. Though they share the same complex, each strata corporation controls a separate portion of the structure.

Virtually every air space development involves construction of a strata building over top of land or buildings owned by the developer as remainderman. It is very important to ensure there are appropriate arrangements to compel the remainderman to maintain the necessary physical support and related services to the air space parcel, even if the remainderman's property suffers damage.

In each air space strata development, there should be one or more written agreements between the strata corporation, as the occupier of the air space, and the remainderman, who is likely the developer. These agreements deal with obligations of support, access, provision of utilities, insurance and other important matters.

The owner of an air space strata lot must be familiar with the relevant agreements between the strata corporation and the remainderman. Since these agreements are usually complex, an owner should obtain legal advice when reviewing such agreements.

In respect to Yaletown Park 1 & 2 there are two Air Space Parcels and a remainderman. Yaletown Park 1 & 2 and City of Vancouver Public Parking and Public Park are the Air Space Parcels. Yaletown Park 3 is referred to as remainderman. These entities are described in lengthy legal documents in what is called an Air Space Agreement.

Mr. Bob MacDonald explained that there is a special relationship formed early on before the commencement of the developer constructing Yaletown Park as a condition to the project. Bob MacDonald stated that with the parking problems in Yaletown and lack of open Park Space it was a requirement. Mr. MacDonald stated that they have a few similar agreements throughout the city. Mr. Macdonald stated that Easy Park is the preferred provider for the city and is responsible for the day to day operations of these areas.

The Strata President asked who paid for the construction of the parkade and Public Park. Mr. Macdonald stated that they bought the parkade entirely and that Wall Financial supplemented some of the cost associated with the public park.

The Strata President asked what the associated costs are. He stated that the mechanical and electrical are separately metered. Cleaning and security are the responsibility of Easy Park. Gary Mah from Easy Park stated that they have contracted with Securi Guard in respect to on going mobile patrols though these areas.

The Public Park will be managed by the public parks board and Bob MacDonald suggested to council to contact them for discussion in respect to this portion of the Air Space Parcel.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, July 4, 2007

The Strata Vice Presidents inquired what plans were in place for the Nelson access. Bob Macdonald stated that access from Nelson Street toward the property will be one way and possibly two ways off of Homer Street west of Tower 1. In addition he noted that there will be pay parking meters located against the loading docks of the neighbouring buildings (Hamilton Street).

Council elected a strata representative to oversee and liaise with Easy Park in respect to Janitorial and Security issues and directives; in addition the assistant caretaker will help facilitate and review this area and provide Council with ongoing updates. In addition Easy Park stated that any concerns should be brought to their attention as soon as they occur and they would assist in a proactive manner.

The Strata Vice Presidents inquired if there was a possibility of a 5 minute loading zone being allocated in front of Tower 1 on Homer Street as Tower 2 and Tower 3 have a convenient drop off point and Tower One does not. Council will discuss this matter and forward a request to the City.

CARETAKERS REPORT

- Security Gates 1& 2 – Lexan installed as additional security measures.
- Security Gates were repaired twice (Canadian Door Access).
- Latham's Mechanical regular preventative maintenance continues, suggests that CO2 fans should run 24hr daily.
- Excessive heat in P1 residential is affecting the gate operation (will be corrected by developer)
- Full elevator preventative maintenance is completed monthly by Richmond Elevator.
- Elevator pads need to be cut into three pieces for removing and installing Tower 1& 2
- Concierge desk needs a swivel a door and lockers on drawers to restrict residents and real estate agents use.
- Fire Pro Monthly inspections are complete.
- Para Space gardeners in weekly grounds look great, summer is here.
- Security extremely busy as seen on nightly reports, locker break in, loud parties, fights in court yard due to the tow zone, mostly on Friday, Saturdays, Sundays. Suggest additional help on weekends.
- Tower 2 washroom completed.
- Tower 1 washroom requires painting and needs the toilet installed (developer will complete)
- Tower 2 large meeting room not complete (developer will complete)
- Tower 1 Hospitably Room not completed. (developer will complete)
- Notice boards have been installed Media/Games/Lounge/Meeting room T2 and logos put up on entered doors Tower 1 & 2

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held on May 2, 2007 as circulated.
CARRIED.

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve April and May 2007 financial statements as previously circulated.
CARRIED.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, July 4, 2007

The Treasurer reported that the Strata Corporation has open up a 30 day GIC in the amount of \$100,000 at 3.9% in respect to the Contingency Reserve Fund. The Treasurer is in monthly contact with the Controller of Crosby Property Management.

REPORT ON UNAPPROVED EXPENDITURES

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Directives

The Property Manager introduced the directives that resulted from the May 2, 2007 Council meeting.

Council recognized that some directives are ongoing issues that required problem solving and work is continuing to bring closure to these issues. The Property Manager will continue to bring forward on-going directives so that updates can be given on a regular basis.

2. Common Area Deficiencies – (work in progress)

Crosby Property Management's in house deficiency representative has inspected the both towers with the committee. The Council will be forwarding a final list to the developer for comment and or completion. The Council thanks those individuals who have forwarded concerns in respect to the common areas deficiencies.

3. Bait Car Program

It was noted that the Bait Car Program is in full effect at Yaletown Park 1, 2 and 3. No further details will be provided.

4. Security

Smart-tek will extend the length of time for people to buzz for the elevators from 2 minutes to 4 minutes for both towers. In addition the times for the mag lock to engage after entering or exiting. For the front and back entrances of tower 1 and 2 the mag locks lock after 5 seconds on entering and 15 seconds for exiting (is the code) on exiting the buildings. The project manager said they will not reduce the time for exiting to less than 15 seconds. Apparently this is according to code/regulation.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, July 4, 2007**

The P1 gate starts to come down after 9 seconds from the up position. The P2 gate (where all our security breaches pertaining to cars have occurred) starts to come down after 4 seconds. The gate people recommend no less than 8 seconds so no changes were done to the gates.

In addition the Strata Council directed the Property Manager to have Smart Tek install a fob reader on the door leading to Tower 1 from the exterior side of the gate of the Mezzanine parking level and have authorized the Property Manager to expense no more than \$2,000 +GST for the cost associated with running the conduit required and the implementation of this new hardware. It was then moved, seconded. **CARRIED.**

CORRESPONDENCE

To better expedite acknowledgements and replies to residents' queries, residents/owners are requested to submit their queries directly to the Property Manager. Residents may fax and/or mail their concerns directly to the Property Manager. This will ensure that the Property Manager can respond quickly to concerns that may require immediate attention. All correspondence is forwarded to the Strata Council for review/consideration and action as deemed necessary by the Council.

Residents are welcome to phone, fax or mail all correspondence directly to:

**Jason Black, c/o Crosby Property Management Ltd.,
Suite 600 – 777 Hornby Street
Vancouver, BC V6Z 1S4
Fax (604) 689-4829/Phone (604) 683-8900**

Note: Many residents who call are **not leaving their phone numbers.**

Reminder: Residents who are calling into the Property Manager; please be sure that you leave your name and return telephone number clearly. **State the name of your building, “Yaletown Park 1 OR 2” and “Strata Plan #BCS 2103” for reference.**

The Property Manager then introduced pieces of correspondence received and/or sent by the Strata Corporation with the highlights being:

Yaletown Park 1 & 2

- Letters from owners in respect to residents cleaning and pouring water off their deck.
- Letters from owners with information in respect to common area deficiencies. With Thanks!
- Letters sent to and from owners in respect to leaking oil from vehicles in parking stalls.
- A letter from an owner in respect to the cost associated with the guest suite.
- A letter from an owner in respect to a stolen vehicle.
- Letters from owners in respect to various noise complaints and letters sent to the owners from the Property Manager and fines as directed by the Strata Council.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, July 4, 2007**

- Letters from owners in respect to dogs barking continuously after hours and respective letters sent from the Property Manager and fines as directed by the Strata Council.
- A concern from a resident about smoking in front of the main lobby entrances. PLEASE NOTE THESE AREA ARE NON SMOKING AND SUBJECT TO FINES.

NEW BUSINESS

1. Window Washing - Quotes

The Property Manager provided quotes for window washing for both towers from Champion Window Cleaning and All Star Window Cleaning. The Council stated that if the developer would pay for the cleaning of tower one that they would authorise the expense associated with the window washing of tower 2. The Developer has since stated that they will not be paying for window washing of Tower 1 as a clean was completed just prior to occupancy.

Champion Window Cleaning quotation was \$15,600.00+GST PLUS additional for cleaning black caulking and various construction material \$55/hour as needed. Council must be aware that if the windows are stained and appear not clean after the initial clean, they may have to be chemically cleaned in the spring and that can cost twice as much as the above initial quotes.

Remembering the budget for window cleaning is \$45,000.00

It was then, moved seconded. CARRIED.

Please note that all inaccessible windows will be washed on the following days:

**Tower 1 – 928 Homer Street
Monday, July 23 thru to Friday, August 10, 2007**

**Tower 2 – 909 Mainland Street
Wednesday, August 1 thru to Thursday, August 22, 2007**

**Townhouses
Monday, July 30 thru to Wednesday, August 1, 2007**

These dates are tentative weather permitting which may include high winds. Please do not speak to any of the cleaners while they are working.

Please ensure that blinds and windows are closed for privacy during these times. Please cover any patio items to avoid spillage.

Any concerns or complaints must be reported within 5 days of completion of each tower to:

Champion Window Washing 604-266-3349

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, July 4, 2007**

2. Generator Maintenance – Quotes - On Going

The Property Manager has obtained a quote for semi annual maintenance/load testing of the generator system for the building. Simpson Maxwell had provided a quote for Council and the Property Manager stated that he is still waiting to receive a quote from the original installer Cummins. It is noted that the generator services all three towers and expenses will be appropriate split between the two strata. The Strata Council has asked the Property Manager to determine how many times per year the generator will have to be tested as outlined in the warranty manual of the generator.

3. Stolen Vehicles-Car Break In's

It has been reported that there has been a vehicle stolen from the underground parkade and several vehicles broken into. Residents are asked to report any suspicious activity to the after hours security at 604-683-5484 and contact the Vancouver Police Department. **Please stops and wait for the gate to close completed when exiting and entering the building. This is how unwanted individuals are gaining access to the underground.**

4. Annual Fire Inspection

PLEASE BE ADVISED THAT FIRE-PRO
WILL BE AT

**928 HOMER/909 MAINLAND
ON AUGUST 13 TO 17, 20 TO 24 & 27 TO 31 2007
BETWEEN 8:00AM & 4:00PM**

**PLEASE SEE NOTICES POSTED IN MAIL AREA FOR DATES AND TIMES FOR IN SUITE
TESTING AND RESPECTIVE TOWERS AND TOWNHOMES**

TO PROVIDE THE ANNUAL SERVICE AND TESTING OF THE BUILDING'S FIRE ALARM SYSTEMS.
DURING THIS TIME,
BELLS WILL BE RINGING INTERMITTENTLY.

PLEASE MAKE SURE THAT SOMEONE IS PRESENT IN YOUR SUITE FOR OUR TECHNICIANS TO ACCESS YOUR PREMISES AND TEST YOUR LIFE SAFETY EQUIPMENT. WE WILL NOT ENTER ANY SUITES UNESCORTED.

THIS IS A REQUIRED PART OF FIRE SYSTEM MAINTENANCE.

THANK YOU FOR YOUR COOPERATION.

5. Communications – Council Directive-Ongoing

The Strata Council is continuing to explore the possibility of creating a web site for owners to obtain a copy of the monthly minutes and important notices, floor plans as well as facts and questions about the building via the internet. The Council volunteers will provide an update at the next Council meeting. More detail to follow.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, July 4, 2007**

PLEASE NOTE THAT AFTER HOURS NOISE COMPLAINTS CAN BE DIRECTED TO THE CONCIERGE AFTER HOURS PHONE **BY CALLING 604-683-5484 OR BY CONTACTING THE VANCOUVER POLICE DEPARTMENT.**

There being no further business, the meeting was adjourned at 7:35 p.m.

The next scheduled Council Meeting will be tentatively held on August 15, 2007 at 5:30 p.m.



Jason Black
Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office: (604) 683-8900 (24 Hours)
www.crosbypm.com

Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the *Strata Property Act*, will be assessed for replacement copies.

CONCIERGE/SECURITY 604-683-5484

Concierge Hours are 10:00 am -6:00pm 7 days a week.

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2103
YALETOWN PARK 1& 2**

Held on Wednesday, August 15, 2007 at 5:30 p.m.
Within the Tower One Games Room

COUNCIL IN ATTENDANCE:

Michael Hutchinson	President
Brett Gossman	Vice President
Darren Jang	Treasurer
Kerry Bryton	
Dan Wilson	Developer's Representative
Sean Rafati	

REGRETS: Joanne Harks

SENIOR PROPERTY MANAGER: Jason Black Crosby Property Management Ltd.

The meeting was called to order at 5:42 p.m. by Council President Michael Hutchinson. A quorum was achieved and the meeting proceeded.

CARETAKERS REPORT

- June 28/07 P1 resident gate stopped working. Smart-Tek issue. Corrected.
- July 05/07 Emergency generator came on because fire pump not by-passed during sprinkler work in tower 3. Corrected.

No hot water for 3 hrs. in tower 2. Greg from Dan-Jen fixed it. Warranty.
- July 07/07 Mainland gate hit by car. Canadian Access completed repairs 0030.
- July 08/07 Large mirror in tower 1 lobby was removed and left. Replaced.

P1 resident gate wouldn't work. Extra guard called in to secure P1.
- July 11/07 Trash Busters in to haul out junk thrown out by residents.
- July 12/07 Smart-Tek doubled time for intercom from 2 minutes to 4 minutes.

Time to enter tower 1 reduced from 15 seconds to 5 seconds.

P2 resident gate (where security breaches into parkade have occurred) comes down after 4 seconds.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, August 15, 2007

- July 13/07 Elevator 1 tower 1 and elevator 4 tower 2 down. Richmond Elevator called for emergency service. Start at 2345 finished 0200.
- July 17/07 Ramp washing and P1 compactor cleaned.
- July 18/07 Bert's Electric has the CO fans running constantly in P1. Now it is much cooler there.

Four mirrors and 4 pictures mounted in tower 2 lobby. Plus 4 chairs, bench, coffee table and side table delivered to tower 2.
- July 19/07 New furniture in tower 2 lobby secured to floor. The 2 couches and natuzzi moved to tower 3. Large mirror in tower 1 lobby secured.
- July 20/07 Derek checked bathroom fan in tower 2. Fan blade was bent.
- July 21/07 Elevator 6 in tower 2 went down.
- July 24/07 Free e-mail and internet set up by Novus for the office.
- July 25/07 Thermostat set up by Bert's Electric in p1 to control heat.

List of common area deficiencies for tower 1 & 2 given to developer representative.
- July 26/07 Bench in tower 1 and entrance table in tower 2 secured.

Resident of Tower B told to remove bike from balcony.
- July 27/07 Smart-Tek asked to solve reader issue elevator 3 tower 1
- July 28/07 Champion Window Cleaning started tower windows.

Sink and toilet installed in tower 1 washroom.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held on July 4, 2007 as circulated. **CARRIED.**

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve June 2007 financial statements as previously circulated. **CARRIED.**

The Treasurer reported that the Strata Corporation is operating at approximately 70% of the total operating budget and that expenses are in line. The Treasurer stated that if a surplus occurs at year end, the strata council may carry forward the surplus to the following year's budget or ask the owners to approve the transfer of the surplus or portion thereof to the contingency reserve fund by $\frac{3}{4}$ vote from the owners.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, August 15, 2007

In addition, it was noted that owners who have not paid their strata fees in a timely manner will have a lien placed on their property. The cost for the lien is \$350 and the cost will be charged back to the offending owner.

REPORT ON UNAPPROVED EXPENDITURES

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Directives

The Property Manager introduced the directives that resulted from the July 4, 2007 Council meeting.

Council recognized that some directives are ongoing issues that required problem solving and work is continuing to bring closure to these issues. The Property Manager will continue to bring forward on-going directives so that updates can be given on a regular basis.

2. Common Area Deficiencies

RESIDENTS ARE REMINDED OF THE FOLLOWING ITEMS:

- ✕ **Owners are responsible for reporting in-suite deficiencies directly to Wall Financial before the one year anniversary date of taking possession of a suite. Please refer to the warranty sticker provided by National Home Warranty for the one year expiry date applicable to your suite.**
- ✕ **Residents are asked to please use caution when drilling into the walls within your suite. There are distribution lines for fire sprinklers, electrical and communication wiring, etc. located within the walls. Any damage caused by a resident to the distribution systems may result in having the repair invoice charged back to the applicable suite which caused the damage.**
- ✕ **Thank you to those residents who removed the household items outside their suite door in the hallway, such as floor mats, plants, shoes, etc.**
- ✕ **Residents are asked to not block the gap located under your suite entrance door. The hallways in the building are pressurized. This allows air to flow into your suite, greatly reducing the chances of high humidity accumulating in your suite. High levels of humidity could lead to deterioration or damage to building components, or possible mould growth.**

3. Security

A Council Member has assisted greatly in reviewing the current security patrols and security systems throughout the building. The Security has now formulated a regular patrol and reporting

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, August 15, 2007

process to assist the Caretakers and Property Manager in tracking those individuals who have repeat noise offences and various other bylaw infringements. The Strata Council has made it clear that those residents who have more than one noise violations will receive a fine of \$200.00 as per the Strata bylaws.

It cannot be emphasized enough how important it is to ensure that you stop and wait for the garage gates to close completely behind you, especially in the late evening and early morning.

The Council directed the Property Manager to meet with Easy Park to discuss their security protocol and to address the cleaning of the City of Vancouver Parking area.

*Since the Council Meeting the Property Manager has met with Easy Park and they will address Council's concerns in respect to cleaning and security and in addition Easy Park have mentioned that they will be power washing the main ramp leading down to the hourly parking. This cost will be shared between Impark, Yaletown Park 1 & 2 and Yaletown Park 3. Note: this does not include the power washing of the hourly parking, just the ramp leading down.

4. Generator Maintenance – Quotes

The Property Manager has obtained quotes for semi annual maintenance/load testing of the generator system for the building. The quotes received were virtually identical, and council has agreed to proceed with Cummins as they were the original installers of the generator which is currently under warranty. The cost associated with this service is \$1,395+ GST per service. It was moved/seconded. **CARRIED.**

CORRESPONDENCE

To better expedite acknowledgements and replies to residents' queries, residents/owners are requested to submit their queries directly to the Property Manager. Residents may fax and/or mail their concerns directly to the Property Manager. This will ensure that the Property Manager can respond quickly to concerns that may require immediate attention. All correspondence is forwarded to the Strata Council for review/consideration and action as deemed necessary by the Council.

Residents are welcome to phone, fax or mail all correspondence directly to:

**Jason Black, c/o Crosby Property Management Ltd.,
Suite 600 – 777 Hornby Street
Vancouver, BC V6Z 1S4
Fax (604) 689-4829/Phone (604) 683-8900**

Note: Many residents who call are **not leaving their phone numbers.**

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, August 15, 2007

Reminder: Residents who are calling into the Property Manager; please be sure that you leave your name and return telephone number clearly. **State the name of your building, “Yaletown Park 1 OR 2” and “Strata Plan #BCS 2103” for reference.**

The Property Manager then introduced pieces of correspondence received and/or sent by the Strata Corporation with the highlights being:

Yaletown Park 1 & 2

- Letters from owners and follow up letter to offending suite in respect to residents leaving garbage and kitty litter box on the patio.
- A Letter from an owner in respect to poor ventilation in the exercise rooms. Forwarded to developer.
- A Letter from owners in respect to the instillation of bumpers for the garbage rooms. Council will obtain quotes and review.
- A Letter from an owner and follow up letter to offending suite in respect a resident witnessing a resident's garbage breaking in the common hallway and not cleaning it up and letter sent to the owners from the Property Manager and fines as directed by the Strata Council.
- A letter from an owner requesting that the building be converted to non smoking building. Council will bring forward a resolution at the next AGM to restrict smoking on all limited common property balconies and patios for owner's approval by $\frac{3}{4}$ vote.
- Letters from owners with information in respect to common area deficiencies. With Thanks!
- Letters from owners in respect to various noise complaints and letters sent to the owners from the Property Manager and fines as directed by the Strata Council.
- Letters and invoices sent to the developer in respect to mechanical deficiencies.

NEW BUSINESS

1. Fitness Equipment Preventative Maintenance

The Strata has entered into a quarterly preventative maintenance program with Life Fitness to lubricate and adjust the equipment as per factory specifications. The cost for the service for both towers is \$323.00 per visit. It was then, moved seconded. **CARRIED.**

2. Insurance Claim

An insurance claim has been opened on behalf of the Strata Corporation in respect to the associated damages that originated from GE washing machine. The insurance company's adjuster has reviewed the file and will attempt to obtain the Strata Corporations deductible from GE directly.

3. Semi Annual Window Washing -Completed

The Property Manager reported that he has met with Champion Window Washing and has reviewed the scope of work with the contractor and is satisfied with their job. It was noted by Champion Window Washing that there are windows that have scratches and staining on them from the outside and that they have removed as much construction debris as possible. In addition they noted that a lot of the window/building flashing has not had the original plastic removed. (Champion did not remove this plastic). The Property Manager asked Champion to break down the invoice to reflect just the window cleaning and to separate the work associated with construction. The Strata Council President asked the developer's representative to clarify when the construction clean and window

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, August 15, 2007

washing was completed and if they would pay for the portion associated with the construction cleaning of the building. The developer confirmed that the construction and window washing cleaning was completed in August of 2006 and that he would review the invoice and advise Council of their decision.

Owners who have scratched or stained window in their suite are asked to report the location of these window in writing to the Property Manager as these areas may be considered a common area deficiency.

4. Annual Fire Inspection-Completed

The annual fire inspection conducted by Fire Pro Fire Protection was completed. Please note that deficiencies throughout the building will be repaired and a second attempt to access suite will be scheduled for those residents who missed the first attempt. If you receive a second attempt letter, please do your best to be present for the in suite testing.

5. Caretaker and Assistance Caretaker Salary Raise.

It was unanimously decided by the Strata Council to increase the salary for both the Caretaker and Assistant Caretaker of the building. The Treasurer noted that there salary increase is within the budgeted line item in the operating budget. It was then, moved seconded. **CARRIED. Great thanks to Sharon and Conrad for their quick response and dedication to the building.**

The next scheduled Council Meeting will be tentatively held on September 19, 2007 at 5:30 p.m.

Jason Black
Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office: (604) 683-8900 (24 Hours)
www.crosbypm.com

<p>Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the <i>Strata Property Act</i>, will be assessed for replacement copies.</p>

CONCIERGE 604-683-5484
SECURITY 604-632-0244

Concierge Hours are 10:00 a.m. - 6:00 p.m. 7 days a week

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2103
YALETOWN PARK 1& 2**

Held on Wednesday, October 17, 2007 at 4:30 p.m.
Within the Tower One Games Room

COUNCIL IN ATTENDANCE:	Michael Hutchinson	President
	Brett Gossman	Vice President
	Darren Jang	Treasurer
	Joanne Harks	
REGRETS:	Kerry Bryton	
	Sean Rafati	
	Dan Wilson	Developer's Representative
SENIOR PROPERTY MANAGER:	Jason Black	Crosby Property Management Ltd.

The meeting was called to order at 4:30 p.m. by Council President Michael Hutchinson. A quorum was achieved and the meeting proceeded. It was noted that the Council meeting scheduled for September 19, 2007 did not achieve quorum.

CARETAKERS REPORT

- Aug. 15/07 Elevator 4 Tower 2 acting funny. Richmond Elevators repair completed.
- Aug. 16/07 Fire-Pro started in suite testing for Tower 2.
- Aug. 17/07 Easy Park had P1 landing and ramp power washed.
- Aug. 22/07 Canadian Access Doors here doing scheduled maintenance.
- Aug. 23/07 Easy Park had public parking power washed.
- Aug. 28/07 Smart-Tek here to change the readers in the other 2 elevators of Tower 1. Small fridge and TV set-up in guest suite.
- Aug. 29/07 Started washing parkade ramps.
- New elevator pads arrived for Tower 1 and 2.
- Aug. 31/07 Fire-Pro completed all testing for Tower 1 and 2.
- Sept. 3/07 Circuit breaker tripped for guest suite, gym, and 3rd floor lights in tower 1. Reset.
- Sept. 6/07 Twenty oil leak notices were served to violators. PM to follow up with fines if necessary.
- Sept. 8/07 Tower 2 patching and touch-up completed.
- Sept. 9/07 Elevator 1, Tower 1 down. Richmond Elevator serviced.
- Sept. 11/07 Computer and monitor from Smart-Tek will be secured on concierge desk next week Sept. 17/07.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, October 17, 2007

- Order 24-hour "Reserved" sign or "will be towed" for various parking areas. **Completed.**
- Install dog bags in respective towers. **Completed.**
- Contact Quantum Building Services to step up enhanced litter patrols throughout underground parkade. **Completed.**
- Contact Quantum to install garbage receptacles in P level of all elevator lobbies. **Completed.**
- Contact Caretaker and have a list of oil stains reported to Property Manager for follow up. **Completed.**

2. Security – Fob Access to YTP

Council discussed the possibility of installing a fob reader on the door beside the mezzanine level parking gate (the door left of the top gate), so that residents from YTP 2 can easily access the elevator lobby of YTP 1 and access the amenities rooms without having to walk around the entire perimeter of the building. The cost associated with the installation of the access reader, running the electrical, power supply and approximately 100' of conduit is \$3,936.00 + GST as quoted by Smart Tek. It was then moved, seconded and **CARRIED** to proceed with the work.

3. Security

The Council has requested that full length astragals be placed on some on the exterior exit doors to prevent individuals from prying these door open and gaining access. The Property Manager will contact Action Lock and ask them to proceed as soon as possible.

4. Concierge Desk

Improvements to the Concierge desk have been completed. Additional security measures have been implemented.

<p>Concierge Hours are 10:00 a.m. - 6:00 p.m. 7 days a week. Contact number is 604-683-5484 YTP Security 604-632-0244</p>
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CORRESPONDENCE

To better expedite acknowledgements and replies to residents' queries, residents/owners are requested to submit their queries directly to the Property Manager. Residents may fax and/or mail their concerns directly to the Property Manager. This will ensure that the Property Manager can respond quickly to concerns that may require immediate attention. All correspondence is forwarded to the Strata Council for review/consideration and action as deemed necessary by the Council.

3. Annual Winterization of Dry Sprinkler System

The winterization of the dry sprinkler systems throughout YTP involves draining all the low points along the fire sprinkler pipelines. Freezing liquids in dry systems not winterized can lead to cracked or damaged pipes which are expensive and time-consuming to repair. Winterization or draining of low points of the dry system significantly reduces the risk of freezing pipes. However, winterization does not completely eliminate the risk.

This service will be carried out by Fire Pro Ltd. Completed.

4. Winter Irrigation Shutdown

Mascone has conducted the annual winterization of the irrigation systems throughout YTP.

Garden hoses should not be left connected to any type of hose bib during freezing weather as neither can drain. Ice forming in the hose due to undrained waste can break the hose or the hose bib and cause the supply pipe to freeze. Any pipe leaks or associated damages as a result of the above will be charged back to the owners account.

WE ASK ALL RESIDENTS TO ENSURE THAT THEY COMPLETE THIS PROCEDURE ASAP. Completed.

5. Snow Removal

The Property Manager discussed the importance of having a snow removal contract in place before the snow and ice season starts for YTP.

Typically, snow removal companies are landscapers in the off season and in some buildings, caretakers or janitorial companies include the removal of snow and de-icing services within their contract or for an additional charge. In this case snow removal is provided by the janitorial company and included in their contract.

In each case, it should be clearly outlined in a separate signed contract or indemnity letter between the contractor and the Strata Corporation outlining the areas of responsibility.

By having a snow removal contract in place, the Strata may eradicate the possible liability if someone was to slip or fall and sue the Strata. The Strata Corporation could produce a snow removal contract to show they have attempted to mitigate any safety concerns.

Some buildings have Council members and residents who volunteer their time to remove snow. It should be noted that Council and residents may be putting the Strata Corporation at risk by taking on this noble and thankless cause.

6. Semi Annual Generator Servicing

It was brought to Council's attention by the Property Manager that the building's generator has been serviced and tested. Completed.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, October 17, 2007**

- Use of the lounge is for residents of Yaletown Park, and a maximum of fifty (50) guests, by reservation only with the Resident Manager. Guests of residents using the lounge must at all times be accompanied by the resident. Use of the kitchen must be booked separately.
- City of Vancouver bylaw requires minimum noise disruption between the hours of 10:00 p.m. and 7:00 a.m. Monday to Saturday and 10:00 p.m. to 10:00 a.m. Sundays and holidays.
- Refundable deposit of \$250.00, (\$500.00 for New Year's Eve and must be vacated by 1:00am sharp) paid by cheque only, which will be returned upon confirmation the lounge has no damage and the area is clean. Any additional costs related to the clean up and/or repair of the lounge in excess of the \$250.00 deposit will be billed directly to the individual's strata unit.
- The lounge can be booked in a six (6) hour block only, up to a maximum of two (2) times a month per resident. Exceptions apply to last minute bookings on availability for same day.
- No animals are allowed in the meeting room.
- Occupants are not to exit via the alarmed emergency exit.
- Report any damages to the Resident Manager immediately
- \$100.00 Fee to use this room and \$250.00 charge for New Year's Eve.

Move in / Move Out Procedures Rules

- An Owner must conform and ensure that all tenants conform to the Move In and Move Out rules established by Council from time to time.
- **A resident must provide notice to Building Manager site office staff (604-683-3461) of all moving arrangement at least 48 hours before the moving date. All moves must take place between 9:00 am and 5:00 pm, Monday through Sunday.**
- A resident using the elevator during a move must ensure that the ELEVATOR SERVICE KEY is used to control the elevator and the doors not jammed open in any manner.
- A resident must ensure that the lobby doors are not left open, ajar or unattended and that furniture is not left piled in the lobby area.
- Any move in's or move out's outside of the above noted times or outside of the pre scheduled move will be assessed a charge of \$30/ hour + GST for a minimum of 4 hours or \$127.20. This amount will be charged back to the owners strata account.

It was moved and seconded to amend the rules. **CARRIED.**

There being no further business, the meeting was terminated at 5:30 p.m.

The next scheduled Council Meeting will be tentatively held on November 21, 2007 at 5:30 p.m.



Jason Black
Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office: (604) 683-8900 (24 Hours)
www.crosbypm.com

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****BREAKING NEWS...RESIDENTS WITH PETS TO BE FINED \$50 PER WEEK
(PLEASE READ ON)...**

**CONCIERGE 604-683-5484
SECURITY 604-632-0244**

Concierge Hours are 10:00 a.m. - 6:00 p.m. 7 days a week

**MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2103
YALETOWN PARK 1& 2**

Held on Wednesday, November 21, 2007 at 5:30 p.m.
Within the Tower One Games Room

COUNCIL IN ATTENDANCE:	Brett Gossman Darren Jang Joanne Harks Sean Rafati	Vice President Treasurer
REGRETS:	Michael Hutchinson Kerry Bryton Dan Wilson	President Developer's Representative
GUESTS:	Sharon Brundige Conrad Ambida	Building Caretaker Assistant Building Caretaker
SENIOR PROPERTY MANAGER:	Jason Black	Crosby Property Management Ltd.

The meeting was called to order at 5:45 p.m. by Council Vice President Brett Gossman. A quorum was achieved and the meeting proceeded.

****The Strata Council reported that they will be implementing immediate fines of \$50 per week for any owner who does not submit a fully completed Pet Registration Form (attached to end of minutes) as required under the Strata Corporation bylaws and rules. There will be a grace period to get these completed forms into our office no later than January 2, 2008. If you or your tenants currently have a pet(s) you are requested to complete the form, include a picture of pet(s) and Fax it to 604-683-3447.**

It is the owner's responsibility to ensure that this form is completed by their tenants and submitted before the deadline. Please note that fines are applied to owner's account.

The Property Manager stated that this completed form is an important document for the Strata Corporation and must be updated anytime a tenant's information changes or a new tenant moves into your strata lot with a pet.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, November 21, 2007**

CARETAKERS REPORT

- Oct. 22/07 Accurate Glass and Easy Entrance here to repair mag-lock Tower 2 to resolve the situation.
- Oct. 23/07 Developer delivered 50 inch plasma TV for media room.
- Oct. 29/07 Air Vac start in-suite dryer vent cleaning in Tower 2.
Deficiency crew repairing and painting Tower 1 hallways.
- Nov. 2/07 Kodiak Signs install remaining recycle/garbage room sign.
- Nov. 5/07 Air Vac finish in-suite dryer vent cleaning in Tower 2.
Start in suite dryer vent cleaning in Tower 1.
- Nov. 7/07 Ramps power swept.
- Nov. 9/07 Accurate Glass return to install and secure door handle for Tower 1.
- Nov. 12/07 Timer for exterior lights not working. Lights turned on/off manually. Repairs complete.
- Nov. 13/07 Accurate Glass here to replace glass for P4 elevator lobby door.
Lathams here to get recirc. Pump/gym/hallway lights going again.
- Nov. 14/07 Air Vac finish in-suite dryer vents cleaning in Tower 1.

Life Fitness completed maintenance of fitness equipment for Tower 1 and 2.

Smart-Tek here to reduce lag on concierge video feed.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held on October 17, 2007 as circulated. **CARRIED.**

APPROVAL OF FINANCIAL STATEMENTS

It was moved/seconded to approve October 2007 financial statements as previously circulated. **CARRIED.**

REPORT ON UNAPPROVED EXPENDITURES

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

BUSINESS ARISING FROM PREVIOUS MINUTES

1. Directives

The Property Manager introduced the directives that resulted from the October 17, 2007 Council meeting.

- Ensure that exterior overhead gates close at 11:00 p.m. 7 days a week – 4 seconds minimum turn around. **Completed.**
- Contact Ray from Rays Welding re post replacement and alignment of metal bollards in courtyard.
- Contact Dan Wilson re media room TV implementation dates and times. **Completed.**
- Contact Action Lock re full length astragals for perimeter fire exit doors. **Completed.**
- Speak with Jim Ingram from Gage Babcock re outstanding security recommendations. **Completed.**
- Follow up re parkade oil leaks/ implementation of fines and responses. **Completed.**
- Implementation of \$250 deposit for lounge and amenity room damage deposit – fee of \$100 per night as per Council/ \$500 deposit for new years with \$250 charge with a 1:00 a.m. deadline. Moved/seconded/ CARRIED. **Completed.**
- Proceed with semi-annual roof inspection for Yaletown Park 1 & 2 – Marine Roofing. **Completed.**

Council recognized that some directives are ongoing issues that required problem solving and work is continuing to bring closure to these issues. The Property Manager will continue to bring forward on-going directives so that updates can be given on a regular basis. Some of the highlights being:

2. Security – Video Monitoring / Perimeter Target Hardening and Security Review.

Smart Tek has corrected the video drag that was occurring as a result of a slow router. Action Lock has installed three full length astragals on perimeter doors. The cost was \$1,295 + GST including fabrication and install. The Property Manager has requested a copy of a security review that was conducted for the developer by Gage Babcock. The Council would like to review the report and act on items that still may be outstanding.

3. No Heat in Library/Games Rooms

It was identified that there is no heat for the Library and Games room. The Council has contacted the Developer and has requested clarification as to why. Wall Financial has stated that they are having the electrical contractor review the lack of heat in the library and games room. Electric baseboard heat was specified by the mechanical consultant, but the electrical contractor may have mistakenly omitted it. If so, they will add heating as required. Council thanks Wall Financial for their assistance.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, November 21, 2007**

4. Annual Dryer Vent Cleaning

The annual dryer vent cleaning is now complete. *Please note to have Air Vac return to complete the dryer vent cleaning owners/residents will have to contact Air Vac directly at 604-882-9290 and the costs associated with the cleaning of these vents are the responsibility of the owner/ resident and not the Strata Corporation. Dryer Vent cleaning costs are \$155 + GST. This is part of important building envelope maintenance.

CORRESPONDENCE

To better expedite acknowledgements and replies to residents' queries, residents/owners are requested to submit their queries directly to the Property Manager. Residents may fax and/or mail their concerns directly to the Property Manager. This will ensure that the Property Manager can respond quickly to concerns that may require immediate attention. All correspondence is forwarded to the Strata Council for review/consideration and action as deemed necessary by the Council.

Residents are welcome to phone, fax or mail all correspondence directly to:

**Jason Black, c/o Crosby Property Management Ltd.,
Suite 600 – 777 Hornby Street
Vancouver, BC V6Z 1S4
Fax (604) 689-4829/Phone (604) 683-8900**

Note: Many residents who call are **not leaving their phone numbers.**

Reminder: Residents who are calling into the Property Manager; please be sure that you leave your name and return telephone number clearly. **State the name of your building, “Yaletown Park 1 OR 2” and “Strata Plan #BCS 2103” for reference.**

The Property Manager then introduced pieces of correspondence received and/or sent by the Strata Corporation with the highlights being:

Yaletown Park 1 & 2

- Letters sent to an owner in respect to a noise violation and applicable fine of \$200 as directed by Council.
- A letter from an owner in respect to the failure of an exterior door handle.
- A letter from an owner in respect to noise from an above unit and a letter sent to the unit. It was determined that the noise was coming from the residents young children and they have stated that they will mitigate the noise to the best of their ability. This suite is carpeted.
- A letter sent to an owner in respect to a noise violations and applicable fine of \$600 as directed by Council.
- A letter sent from an owner in respect to a neighbour slamming their door and follow up letter sent from Council and response from owner.
- A letter and invoice sent to Wall Financial in respect to an after hours call out for an iron pipe joint that was not properly made.

NEW BUSINESS

1. Courtyard Bollards

The Courtyard bollards have now been straightened and the missing bollard will be replaced once fabricated, in addition the bollards will be painted yellow once the weather dries up. The cost to repair and paint these bollards by Ray's Welding is \$3,800 + GST. The costs associated with these bollards are shared by way of unit entitlement between the two Strata Corporations. It was then moved, seconded. **CARRIED.**

2. Semi Annual Carpet Cleaning

The Strata Council reviewed three quotations in respect to common area carpet cleaning from Coit Services (\$4,415.00 plus GST) and Servicemaster for (\$4,575 plus GST) and Dry Chem at (\$6,756.00 +GST.) Council directed the Property Manager to proceed with Coit Services, the lower of the three quotes. **COMPLETED.**

3. Semi Annual Roof Inspections

An allowance is made for semi annual roof maintenance and inspection to clean and maintain the roof drains and any gutters systems, to remove moss and vegetation and to ensure that water will flow freely down the drains and that ice dams will not form. Marine Roofing will be inspecting the roofs on a semi annual basis and the Strata Council will forward any concerns to the developer and the roof building during the warranty period. It was then moved, seconded. **CARRIED.**

4. Amenity Room Rules and Fees Move in and Out Rules.

It was moved and seconded to amend the rules as follows (**see bold**)

Rules of the Media Room

- Hours of operation: **9:00 a.m.** to midnight
- Use of the media room is for residents of Yaletown Park, and a maximum of eighteen (12) guests, by reservation only with the Resident Manager 48 hours in advance. Guests of residents using the media room must at all times be accompanied by the resident. This room is for media related functions only.
- Refundable deposit of \$250.00, payable by cheque only, which will be returned upon confirmation the media room has no damage and the area is clean. Any additional costs related to the clean up and/or repair of the media room in excess of the \$250.00 deposit will be billed directly to the individual's strata unit.
- The media room can be booked in a **six (6)** hour block only, up to a maximum of two (2) times a month per resident. Exceptions apply to last minute bookings on availability for same day.
- No animals are allowed in the media room.
- Report any damages to the Resident Manager immediately. **CARRIED.**

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, November 21, 2007

5. Additional Security Coverage

The Council moved and seconded to approved and additional 4 hours shift per day for additional security coverage over the holiday season. The cost associated with this shift is approximately \$2,000 + GST per month **CARRIED**.

6. Televisions for Fitness and Media Rooms

The Strata Council has approved the installing for 2 TV's for each of the Fitness Rooms and 1 TV for the Guest Suite. In addition, a professionally installed surround sound system and DVD player will be installed in the media room. The cost allowance for purchasing, professional instillation and securing of these systems is estimated at approximately \$12,000 including GST. The Vice President will be over seeing this project with the Property Manager and Caretaker and will update resident via a posted notice once completed. It is noted that the total income generated from the guest suite to date is now \$5,700 this will assist in off setting the associated costs. It was then moved, seconded. **CARRIED**.

7. Cleaning and Janitorial Re Tendering of Quotes

The Strata Council will be re tendering quotes in respect to the cleaning and janitorial company services in the building. Once tenders have been received, Council will review the performance of the exiting company and compare. The Strata is satisfied with the current janitorial provider but would like to see some improvements.

8. Solar Blinds for the Fitness Rooms

The Strata Council has reviewed a quotation from Solar Blind Window Covering's for the two fitness rooms and manager's office. The total cost for these blinds are \$4,742.11 including taxes and installation. It was then moved, seconded. **CARRIED**.

9. Pet Rules:

It was then moved and seconded to approve the following pet rules:

An owner of a pet shall not permit the pet to urinate or defecate on the common property, and if any pet does urinate or defecate on the common property or limited common property, the owner shall immediately and completely remove all of the pet's waste and dispose of it in a waste container or by some other sanitary means.

An owner of a pet shall not permit the pet to create a nuisance.

A pet registration form must be filed with the strata corporation within 2 weeks of the acquisition of a pet.

All pets shall be licensed, where applicable, and maintained in accordance with the city of Vancouver's bylaws.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, November 21, 2007

The strata corporation may require removal by an owner, tenant or occupant of any pet or other animal by such owner, tenant or occupant if such pet or animal, in the opinion of the corporation, is a nuisance or annoyance to any other owner, tenant or occupant of a strata lot, or the strata corporation.

An owner must comply strictly with these bylaws, and all other bylaws of the strata corporation, and with the rules and regulations adopted from time to time.

- A resident, owner, tenant, occupant or visitor must ensure that all animals are leashed or otherwise secured when on the common property or on land that is a common asset.
- A pet owner must ensure that a Pet is kept quiet, controlled and clean. Any excrement on common property or on land that is a common asset must be immediately disposed of by the pet owner.
- A strata lot owner must assume all liability for all actions by a Pet, regardless of whether the owner had knowledge, notice or forewarning of the likelihood of such action.
- A resident or visitor must not feed birds, rodents or other wild animals from any strata lot, limited common property, common property or land that is a common asset. No bird feeders of any kind are permitted to be kept on balconies, strata lots, common property or land that is a common asset.

*** Owners and or residents who are found with a pet after January 2, 2008 without a submitted Pet Registration Form will be subject to an immediate \$50 fine every seven days and possible removal of identified pet. **CARRIED.**

There being no further business, the meeting was terminated at 7:00 p.m.

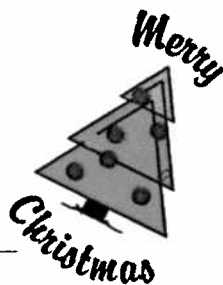
The next scheduled Council Meeting will be tentatively held on January 23, 2008 at 5:30 p.m.

Happy Holidays on behalf of the Strata Council and the Property Manager.

HAPPY NEW YEAR!
GUNG HEI FAT CHOI!



Jason Black
Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office: (604) 683-8900 (24 Hours)
www.crosbypm.com



<p>Please keep a copy of these minutes for future reference. They will be required at the time of sale and a charge, as per the <i>Strata Property Act</i>, will be assessed for replacement copies.</p>

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, November 21, 2007**

****DEADLINE FOR SUBMISSION IS NO LATER THAN JANUARY 2, 2008**

**Please forward to MAIL OR FAX before January 2, 2008 to 604-683-3447
Attention Building Manager**

<p>PET REGISTER YALETOWN PARK 1& 2 STRATA PLAN BCS 2103</p>
--

Owners/Tenants Name: _____

Address: _____

Telephone: (H) _____ (W) _____

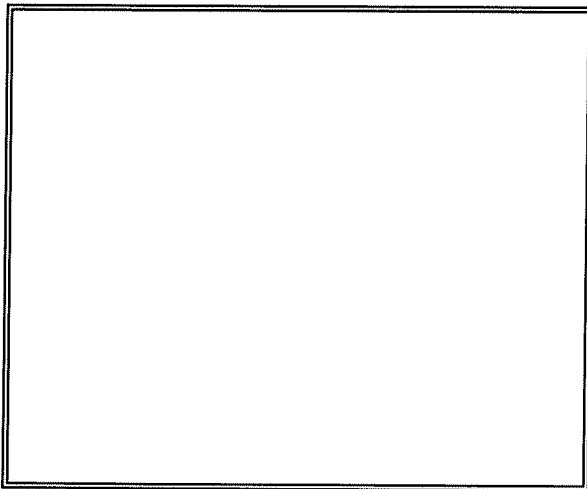
Type of animal: _____

Description: _____

City of Vancouver Dog licence Number: _____ (must be provided for all dogs)

To apply for a dog licence go online to:
<http://vancouver.ca/commssvcs/LICANDINSP/animalcontrol/application.htm>

Picture of animal: (please provide a photograph of each pet and submit with this form)



I/We agree to abide by the pet bylaw of Strata Plan BCS 2103. I/We understand that non-compliance with the bylaw may result in a requirement for me/us to permanently remove the pet from my/our strata lot.

Signature: _____

Date: _____

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on Wednesday, November 21, 2007

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- A strata lot owner must assume all liability for all actions by a Pet, regardless of whether the owner had knowledge, notice or forewarning of the likelihood of such action.
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CONCIERGE 604-683-5484
SECURITY 604-632-0244

Concierge Hours are 10:00 a.m. - 6:00 p.m. 7 days a week

MINUTES
OF THE COUNCIL MEETING
THE OWNERS STRATA PLAN BCS 2103
YALETOWN PARK 1& 2

Held on Wednesday, January 23, 2008 at 5:30 p.m.
Within the Tower One Games Room

COUNCIL IN ATTENDANCE:	Michael Hutchinson	President
	Brett Gossman	Vice President
	Kerry Bryton	
	Joanne Harks	
	Sean Rafati	
REGRETS:	Darren Jang	Treasurer
	Dan Wilson	Developer's Representative
GUESTS:	Conrad Ambida	Assistant Building Caretaker
SENIOR PROPERTY MANAGER:	Jason Black	Crosby Property Management Ltd.

The meeting was called to order at 5:30 p.m. by Council President Michael Hutchinson. A quorum was achieved and the meeting proceeded.

The Property Manager introduced the Building Caretaker's Report from November 2007 – January 2008 with some of the highlights being:

CARETAKERS REPORT

Nov. 15/07	Handy Man here to mount sign and secure digital box in Media room.
Nov. 22/07	Elevator 3 tower 1 down, Richmond Elevator repaired. Warranty.
	Coit started carpet extraction of Tower 1 hallways.
	Edwards here to check voltage warning on monitoring panel.
	Ed from Bartec Electric here to rectify problem of no heat in games and library room.
	Breaker for gym/guest suite/fireplaces/hot water recirculation pump for tower 1 tripped, reset.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on January 23, 2008

Nov. 24/07 Breaker for gym/guest suite/fireplaces/hot water recirculation pump for tower 1 tripped, reset.

Nov. 26/07 Action Lock here to put astragals on; rear entrance tower 1, lounge back door and parkade stairwell exit in tower 2.

 Trash Busters here to pick-up stuff left by residents.

Nov. 27/07 At 0150 hr this morning a vehicle hit the Hamilton gate and caused it to become inoperable. Canadian Access and Doors was called and they repaired it. Costs associated with this damage have been charged back to the owners account.

Nov. 28/07 Bartec Electric here to make changes to breakers.

Nov. 29/07 Smart-Tek install reader on door beside p1 resident gate.

Dec. 1/07 Snow shoveling and salting of YTP 1 and 2 sidewalks.

Dec. 6/07 Terry from A-Pro here to change broken door lock in p5 parkade door. He also repaired P3-1 storage locker door lock.

Dec. 11/07 Black Escalade hit Hamilton Gate. Gate had to be repaired.
Incident reported to police.

Dec. 13/07 Smart-Tek here to replace missing elevator reader cover plus repair another one in tower 1.

Dec. 14/07 Damaged stonework to tower 1 lobby floor repaired.

Dec. 16/07 Elevator 3 in tower 1 down. After hours call needed for repair. Warranty.

Dec. 17/07 Wall near bathroom in tower 1 repaired.

Dec. 20/07 Terry from A-Pro changed broken door locks in P4, P3, and lobby in stairwell 1 tower 1.

Jan. 2/08 Rays Welding completed installation of 6 parking posts in center courtyard. Remaining will be completed at a later date.

 Accurate Glass here to attach springs on gates near kids play ground so they close after opening.

Jan. 5/08 Hole in wall of games room repaired.

Jan. 6/08 Richmond Elevator put public parking elevator on schedule to close down from 11 p.m. to 6 a.m. This elevator is owned by the City of Vancouver.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on January 23, 2008

Jan. 7/08 Elevator 4 in tower 2 down at around 8 p.m. Repaired. Warranty.
Smart-Tek returns repaired office computer.

Jan. 9/08 Terry from A-Pro replaced broken stairwell door locks on 14th and 27th floor of
tower 1. Also replaced boiler room lock in tower 1.

Jan. 10/08 Developer's deficiency crew completed patching and painting of all common areas
in tower 1.

Jan. 11/08 Lathams here to solve why air venting into tower 2 lobby is so cold.

Jan. 14/08 Elevator 1 tower1 malfunctioning. Richmond Elevator repaired it. Warranty.
Smart-Tek here to resolve tower 2 intercom issue.

Jan. 15/08 Elevator 1 tower 1 down, plus elevator in tower 2 down. Richmond Elevator dealt
with tower 2 and Smart-Tek dealt with tower 1. Warranty.

 Canadian Access and doors here to service P2 resident gate.

Jan. 16/08 Purchased 25 chairs at Cost-Co.

APPROVAL OF COUNCIL MEETING MINUTES

It was moved/seconded to approve the Minutes of the Council Meeting held on November 21, 2007 as circulated. **CARRIED.**

APPROVAL OF FINANCIAL STATEMENTS

The Treasurer submitted a short report in advance of the meeting and has recommend approval.

Expenses for December ran at 93% of budget, and well within normal range. They were slightly higher from last month and our average due to:

- Carpet cleaning expenses
- Concierge desk upgrades
- Higher gas expenses due to winter heating requirements

But again, overall our books are looking quite healthy.

It was moved/seconded to approve November and December 2007 financial statements as previously circulated. **CARRIED.**

REPORT ON UNAPPROVED EXPENDITURES

There are no unapproved expenditures to report. The Strata Property Act requires that all owners be notified as soon as possible of unanticipated expenditures.

REPORT ON LITIGATION

To the best of our knowledge there is no litigation to report. The Strata Property Act requires that all owners be notified as soon as possible of any legal action that the Strata Corporation is part of.

GUEST BUSINESS (6:00 P.M.)

At the above noted time of the meeting, the scheduled guest did not show. The Strata Council reviewed the file and directed the Property Manager to follow up with the owner in respect to the owner's door being damaged by the Vancouver Police Department. The Strata Corporation will not proceed with an insurance claim on this matter. The owner is to be advised that any associated charges incurred by the Strata Corporation as a result of The Vancouver Police Department, will be charged back to the owners account and the owner is advised to contact his own insurance policy holder and The City of Vancouver as the Strata Corporation will not be responsible for any associated damages. It was then moved, seconded. **CARRIED.**

BUSINESS ARISING FROM PREVIOUS MINUTES

1. **Directives**

The Property Manager introduced the directives that resulted from the November 21, 2007 Council meeting.

- Contact Action Lock re full length astragal to be completed before Christmas. **COMPLETED.**
- Contact Jim Ingram from Gage Babcock re outstanding security recommendations and for semi-annual roof inspection from Marine Roofing to Wall Financial for review. **RECEIVED AND SENT.**
- Outstanding from Rays Welding replacement of aluminum courtyard bollard and painting. **TO BE COMPLETED BY FEB 28.**
- Forward warning letters to any owner's accounts in arrears of over 60 days. **COMPLETED.**
- Implement liens on any owner's accounts in arrears over 90 days plus \$600. **COMPLETED.**
- Forward letters to Wall Financial re outstanding accounts receivable. **COMPLETED.**
- Contact Quantum to re-tender quotation for janitorial services – contact Five Star Maintenance and CLD to tender quote for cleaning services. **COMPLETED.**
- Contact Window Works re solar blinds for Fitness Rooms. **COMPLETED.**
- Contact Harry from Eureka Security to patrol trades parking only – without approved notice vehicles to be towed at Security Company's discretion. **COMPLETED.**
- Contact Para Space re creating deficiencies list for Yaletown Park 1 & 2 to be forwarded to Developer. **COMPLETED.**

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on January 23, 2008

- Contact Smart-Tek re immediate exit from Yaletown Park 1 & 2 front doors unless not allowed by code. **COMPLETED.**

Caretaker Directive

- Accurate Glass to install mirror for Fitness Room. **COMPLETED.**
- Order rubber mats for all Fitness Room equipment. **COMPLETED.**
- Contact Accurate Glass re self-closing hinges on gates – must close slowly. **COMPLETED, BUT NEEDS ADJUSTMENT.**

Council Directives

- Follow up with VP re additional media related items/ 2 TVs for each Fitness Room/ FM installation and security – TV for guest suite – DVD and surround system professionally installed for media room. **ORDERED BUT NOT YET INSTALLED.**

Council recognized that some directives are ongoing issues that required problem solving and work is continuing to bring closure to these issues. The Property Manager will continue to bring forward on-going directives so that updates can be given on a regular basis.

2. Courtyard Bollards

The steel courtyard bollards have now been powder coated yellow and straightened and the remaining 12 aluminium bollards including the missing post and 2 “caps” will have to be removed, powder coated and re soldered from the exterior. The cost to repair and powdercoat these bollards by Ray’s Welding is \$3,240.00 + GST. The costs associated with these bollards are shared by way of unit entitlement between the two Strata Corporations. It was then moved, seconded. **CARRIED.**

3. No Heat in Library/Games Rooms

It was reported that there is no heat for the Library and Games room. The Council is happy to report that there is heat for the Games room and Library which is controlled by a manual thermostat. The Council thanks Wall Financial for addressing this issue.

4. Roof Review

Marine Roofing has now completed inspection of the roofs for Tower 1 and Tower 2. The Strata Council has forwarded the reported concerns to the developer and has asked that the developer to bring the items to the attention of the original installer for correction under warranty. In six month time, Marine Roofing will review the roof systems again to verify if these matters have been completed to roofing standards.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on January 23, 2008**

5. Media Update – Update

The VP Brett Gossman has now coordinated the purchasing of the televisions and media related items and The Property Manager will coordinate the instillation and securing of these items in the Media Room, Fitness Rooms and Guest Suite. Council thanks Brett for spearheading this project.

6. Janitorial Quotes

The Strata Council has now re-tendered quotes in respect to the cleaning and janitorial services for Yaletown Park 1 & 2. The Council and some owners have not been completely satisfied with the current cleaning company. Council notes that the Caretaker and Assistant Caretaker have concerns with the supervisor's follow up and consistency in implementing directives to the cleaning staff. When brought to the existing contractor's attention, the service tends to get better for a short while, and then it slowly reverts back to poor follow up and missed areas of cleaning. This is not acceptable. The existing contact for both Tower 1 and Tower 2 is with Quantum is \$9,000.00 + GST per month. A quote from Five Star Maintenance has been received in the amount of \$9,988.00 + GST. In addition a third quotation has been received from CLD for the cleaning and janitorial duties for the towers in the amount of \$9,600.00 + GST. After review and after Council checking with the cleaning companies references, it was moved, seconded to proceed with Five Star Maintenance starting March 1, 2008 for a 1 year term upon which the contract will be reviewed by Council. It is noted that the increase in costs still remains within the budgeted line item.
CARRIED.

CORRESPONDENCE

To better expedite acknowledgements and replies to residents' queries, residents/owners are requested to submit their queries directly to the Property Manager. Residents may fax and/or mail their concerns directly to the Property Manager. This will ensure that the Property Manager can respond quickly to concerns that may require immediate attention. All correspondence is forwarded to the Strata Council for review/consideration and action as deemed necessary by the Council.

Residents are welcome to phone, fax or mail all correspondence directly to:

**Jason Black, c/o Crosby Property Management Ltd.,
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Fax (604) 689-4829/Phone (604) 683-8900**

Note: Many residents who call are **not leaving their phone numbers.**

Reminder: Residents who are calling into the Property Manager; please be sure that you leave your name and return telephone number clearly. **State the name of your building, “Yaletown Park 1 OR 2” and “Strata Plan #BCS 2103” for reference.**

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on January 23, 2008

The Property Manager then introduced pieces of correspondence received and/or sent by the Strata Corporation with the highlights being:

Yaletown Park 1 & 2

- A letter from an owner with a concern about in suite heating.
- Letters from owners in respect to common area deficiencies. It is noted that common area deficiencies are collected and reported to the developer by the Strata Council. Those individuals who took the time to complete the form, The Strata Council thanks you. ****Any in suite deficiencies items listed on the common area form that was sent out to all owner will not be addressed and owners should resubmit them to the developer at yaletownpark@wallcentre.com**
- A letter from an owner in respect to the various undetermined building noises.
- A letter from an owner in respect to noise resulting from small children living above their unit.
- A letter from an owner in respect to noise from an above unit and a letter sent to the unit. It was determined that the noise was coming from the resident's young children and they have stated that they will mitigate the noise to the best of their ability. This suite is carpeted.
- Letters sent to owners in respect to a noise violations.
- A letter sent from an owner in respect to dog urine and excrement found in the elevators.
- A letter sent to Dan Jen Mechanical and Werner Smith Mechanical in respect to associated charge backs.

NEW BUSINESS

1. Common Area Deficiencies - Thank You!

It is noted that common area deficiencies are collected and reported to the developer by the Strata Council. Those individuals who took the time to complete the form, The Strata Council would like to thank you. ****Any in suite deficiencies listed on the common area deficiency form that were sent out to all owners will not be addressed and owner should resubmit them to the developer at yaletownpark@wallcentre.com. The Strata Council, the Caretaker and Property Manager will not address any in suite issues in regards to in suite deficiencies.**

2. Strata Room

The Strata Council has decided to use the small room located beside the caretaker's office, for the use of Strata Corporation files, extra storage for files and Strata Related items and schedules. In addition this room will be secured. It was then moved, seconded and **CARRIED**.

3. Gardening Committee

The Gardening Committee has met with Para Space Landscaping and has received a list of deficiencies. Para Space Landscaping has created a deficiency list of plants that have failed since installation. They have suggested forwarding this list to the developer as they may still be under warranty. The Strata Council has directed the Property Manager to forward this list to the Developer for correction and or comment.

Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on January 23, 2008

4. Building Envelope Report

The Property Manager stated to Council that he will be obtaining quotations to conduct a building envelope review from Halsall, Bemco and Maintenance Operations (National Home Warranty). Quotes will be presented for Council's review.

5. Annual Power Washing of Underground.

The annual power washing of the underground has been completed and inspected by the Caretaker and Property Manager.

6. Insurance Claims

The Property Manager and Strata Council report that insurance claims have been opened in the following circumstances:

1. Washing Machine overflowed due to a defective washing machine part. The remediation and repairs to the affected units have been completed and the adjuster for the Strata Corporation will be going after the manufacture for the \$2,500 water deductible.
2. Insurance claim in respect to a broken window. Deductible cost \$100.00.
3. Overflowing toilet tank as a result of a failed shut off valve within an owner's unit. The plumbing invoice and \$2,500 deductible will be charged back to the owner's Strata Account. Work is still in progress.
4. Toilet back up as a result to an improper rough in at time of construction of a toilet, an off set toilet floor flange has been used to allow installation of the toilet. The plumbing invoice and \$2,500 deductible will be charged back to the mechanical company and or the Developer. This work is in progress.

7. Security Fob Audit/Garage Remotes

All residents and owners have received the security audit form in the mail. In the upcoming weeks, the Caretaker will be deleting all fobs and garage remotes numbers that have not been received.

THIS MEANS THAT IF YOU DID NOT PROVIDE YOUR FOB OR REMOTE NUMBER ON THE REQUIRED FORM, THAT YOU WILL NO LONGER BE ABLE TO ACCESS YALETOWN PARK WITH YOUR FOB OR GARAGE REMOTE.

8. Warranty Reminder

Owners of Tower 1, please note that the 15 month common property warranty for Yaletown Park 1 will expire on **March 4, 2008.**

Owners of Tower 2, please note that the 15 month common property warranty for Yaletown Park 2 will expire on **April 15, 2008.**

The first fifteen (15) months common property warranty is, for any defects in materials and labour; and for violation of the building code if the non-compliance constitutes an unreasonable health or safety risk, or has resulted in, or is likely to result in, material damage to the new home.

**Minutes of the Council Meeting
The Owners Strata Plan BCS 2103
Held on January 23, 2008**

9. Concierge Duties Clarification

The Concierge duties and protocols are established by the Strata Council. There are sometimes expectations on what concierge duties include and some resident's expectations may not be met.

The Concierge at Yaletown Park acts as an additional set of eyes during the shift and monitors the cameras throughout Yaletown Park and conducts security patrols throughout the day in different areas of the building. In addition, when the Caretaker or Assistant Caretaker have days off or vacation, the Concierge acts as a back up to that individual. Yaletown Park 1 & 2 consists of 608 units. In addition the Concierge will assist in move in and move out's by locking off the elevator and placing elevator pads up for the residents. There are many trades that come to the building on a daily basis and require access to many different areas throughout the underground and building, The Concierge assist in those matters as well.

As per Strata Council's instructions The Concierge will not hold or receive packages for any resident or owner. In addition, the facilitation of providing access to your individual suite or holding ones keys is not permitted.

If there is something that you require from the Concierge, please note the hours below and understand that if they are not at the Concierge Desk that they are somewhere near by. Any concerns with the Concierge should be put in writing to the Property Manager and for Council's review.

CONCIERGE 604-683-5484

Concierge Hours are 10:00 a.m. - 6:00 p.m. 7 days a week

There being no further business, the meeting was terminated at 7:30 p.m.

The next scheduled Council Meeting will be tentatively held on February 27, 2008 at 5:30 p.m.

Happy Holidays on behalf of the Strata Council and the Property Manager.

**HAPPY NEW YEAR!
GUNG HEI FAT CHOI!**

Jason Black
Senior Property Manager
CROSBY PROPERTY MANAGEMENT LTD.
General Office: (604) 683-8900 (24 Hours)
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