

STRATA COUNCIL MEETING MINUTES**TUESDAY, JUNE 26, 2007****CEDARBROOKE VILLAGE - STRATA PLAN LMS 531****LOCATION:**

7:00 p.m. – Social Room
555 West 28th Street
North Vancouver, BC

PRESIDENT**/COMMUNICATIONS/GARDENING**

Ginny Martin

TREASURER

Michael Fortney

SECRETARY/FACILITIES

Barbara Moi

**AT LARGE
MAINTENANCE /CAPITAL
PROJECTS**

Vicki Parton

**MAINTENANCE /CAPITAL
PROJECTS / GARDENING**

Wes Pretty

FACILITIES

Paul Robson

STRATA MANAGER

Monica Dare
Direct Line: 604-714-538
Direct Fax: 604-592-3689
Email: mdare@baywest.ca

Strata Accountant

Tiffany Pham
Direct Line: 604-714-1533
Email: tpham@baywest.ca

BAYWEST MANAGEMENT
300 – 1770 BURRARD STREET
VANCOUVER, BC V6J 3G7
24 Hr: 604-257-0325

PRESENT:

Harry Carruthers
Ginny Martin
Michael Fortney
Vicki Parton
Barbara Moi
Wes Pretty

REGRETS:

Paul Robson

Monica Dare, Baywest Management Corporation
Wilson Munoz, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 6:38 p.m. by the Strata Manager, Monica Dare.

(2) NON-RESIDENT CARETAKER REPORT

Rory Forbes had provided a written report which was reviewed by Council.

(3) ADOPTION OF PREVIOUS COUNCIL MINUTES

The Minutes of the Council meeting of May 22, 2007 were reviewed, and it was noted that these Minutes required amending to reflect that the annuals were bought and planted in the pool area, rather than being part of a future gardening project.

It was then **Moved/Seconded** to adopt the Minutes of the Council meeting of May 22, 2007, as distributed, and with the noted amendment.

MOTION CARRIED**(4) OPERATING PROCEDURES**

Ginny Martin advised that review of the Baywest Operating Procedures Document was about halfway complete. This item was tabled for future discussion.

It was agreed that a general protocol letter to Owners would be addressed in a future newsletter.

(5) PREVIOUS BUSINESS**5.1 SOCIAL CLUB REQUIREMENTS**

Council noted that Paul Robson had advised that there has been no formal communication from the Social Club regarding progress of the Social Club's

application for a liquor license or details for renovation approval of the social room. . Council made note that the liquor license expires Nov 30, 2007 and the strata council will not be renewing this license and anticipate a license in place, by then, by the Social Club.

5.2 EXTERIOR STAIR REPAIRS

Harry Carruthers reported that Penguin had completed the exterior stair repairs in the 500 and 900 blocks, and that the 200 block breezeway had been braced. Council also noted that treads had been purchased to replace the 200 block stairs.

5.3 INSURANCE CLAIM ON DAMAGED FENCE

The Strata Manager reported that a cheque for \$1,000.00 had been received and deposited to the Insurance Deductible general ledger account. Council noted that this now resolved the fence damage issue.

5.4 JPM TREE SERVICE

A quote from JPM Tree Service was deferred to the Landscaping Council member.

5.5 ROOFING PROJECT

Harry Carruthers reported that Broadway Roofing was now re-roofing the last three buildings. Council reviewed the payments to Broadway Roofing and to Roof Tech. It was noted that a major clean-up would be required on completion of the project.

The Strata Manager reported that a number of Owners had not paid the roofing Special Levy payments as due. (To also be discussed further under the Financial Report.)

OWNERS ARE REMINDED THAT THE ROOFING SPECIAL LEVY WAS PAYABLE IN THREE EQUAL INSTALLMENTS DUE MARCH 1, JUNE 1 AND SEPTEMBER 1, 2007. THE PROJECT IS PROGRESSING ON SCHEDULE AND ALL INSTALLMENTS ARE REQUIRED TO BE PAID ON A TIMELY BASIS SO THAT THE ROOFERS CAN BE PAID AS REQUIRED.

5.6 GROUND LEVEL DECKS

Council members reported that two (2) decks had been approved for repair by the Strata's Caretaker and that the unit Owners were to pay for a portion of the repair cost. Inspection and prioritizing of all decks will be completed prior further work commencing. Following discussion of the amount to be charged to the Owners, it was decided to defer for a further review of the policy by Council at a separate meeting.

5.7 SINKING BEDROOM FLOOR

Harry Carruthers advised that inspection of the reported sinking bedroom floor of a unit was pending. A report will be prepared for Council after the inspection.

5.8 UNIT WATER DAMAGE

Council noted that ORKA Property Services had been called to make the repair in a water-damaged unit after the report from Liaison Occupational Safety & Health Consulting Inc. confirmed ORKA's findings that there was no evidence of mould growth in the bathroom.

Council reopened discussion of paying a portion of the plumbing invoice paid by the Owner whose leaking bathtub drain had caused the initial water damage. Since the Owner had some personal work done at the time of the repair, Council is awaiting a break-down of the invoice from Casey's Plumbing and will consider paying the portion of the costs allocable to repair of the bathtub drain only.

5.9 UNIT DOOR REPLACEMENT

Wes Pretty reported that an Owner had indicated that she would remove her non-compliant unit door, and that replacement with the correct door was pending.

X 5.10 PET BYLAW/PARKING RULES

Council noted that to address issues brought forward by an Owner in attendance at the last meeting, the Pet Bylaw would again be addressed in the newsletter, and the Parking Rule would be undergoing review.

5.11 POOL RULES AND REGULATIONS

To follow up on issues raised at the interim Council meeting, the Strata Manager was directed to write the following letters:

- X
- To a resident warning of the possibility of revoking pool privileges for after hour activities in the pool in violation of the Pool Rules.
 - To an Owner warning of the possibility of revocation of pool privileges for a pool party without proper notice, and levying a fine for use of a charcoal barbeque after being advised that this is not permitted.

(6) FINANCIAL REPORT

6.1 FINANCIAL STATEMENTS

Michael Fortney reported that the Strata's auditor, Bob Orr, would be contacting Snoopy Sum, Accounting Manager of Baywest Vancouver, in July to arrange review of the December, 2006 Financial Statements.

Michael Fortney advised that he found the January to May, 2007 Financial Statements to be in order and that he recommended approval. Accordingly it was **Moved/Seconded** to approve the noted Statements.

MOTION CARRIED

6.2 ACCOUNTS RECEIVABLE

Council reviewed individual owners' accounts concerning the roof special levy and strata fees. The Strata Manager was directed to send out letters warning that liens may be placed, to all Owners currently in arrears after a final review in the office to ensure that all payments have been posted to Owner accounts.

6.3 INVOICE REVIEW

Council reviewed some invoices and directed the Strata Manager regarding payment of these invoices.

(7) COMMITTEE REPORTS

7.1 MAINTENANCE COMMITTEE

2, X Wes Pretty and Vicki Parton reported on recent projects completed or in progress by the Caretaker, including repair of the pool drainage, pool pump installation, redirection of the pool drain, laundry room door locks changed, hoarding, changing pool filters, and other items. It was noted that Michael Hutchison had been engaged as the summer student to assist with cleaning the pool and some other tasks.

Council reviewed the draft of a Maintenance Summary Chart (to be used to track areas of repair) and Maintenance Request Form (could be used by Owners to request repairs in lieu of writing letters.) Following discussion, it was agreed both would require additional review.

7.2 GARDENING COMMITTEE

Ginny Martin reported that two quotes had been received for the tree work. She further advised that the arborist from B.C. Plant Health Care had done a complete walk-around and provided a more comprehensive quote, which she had requested be broken down and prioritized. Based on budgetary considerations, Council approved only the deep root fertilization of the Deodora at the pool area at this time, and directed that the cost of the remaining items be added to the 2008 Operating Budget for consideration.

Ginny Martin also reported that bark mulch had been delivered and installed primarily at the back of the 400 Block and a small bit at the front.

7.3 COMMUNICATIONS COMMITTEE

Ginny Martin, Editor of the Cedarbrooke Newsletter, reported that the next Newsletter would be sent out within two weeks.

7.4 FACILITIES COMMITTEE

Barb Moi reported that the pool was running well, and that the playground equipment would be painted, new swings installed and sand spread under them.

Council reviewed the Social Room bookings process and form. Barb Moi advised that she and Paul Robson would set up a booking calendar.

(8) NEW BUSINESS

8.1 OIL TANK

Council reported that the City of North Vancouver was in the process of doing an inventory of buried oil tanks and that there was a decommissioned tank on Cedarbrooke property. The oil would need to be removed and if there was water present, it would indicate a leaking tank which would need to be registered as a possible contaminant. This matter will be followed up by Paul Robson.

8.2 WEB SITE

Council reviewed and tabled an offer from an Owner to design a Cedarbrooke web site.

8.3 BYLAW INFRACTION – PAINTED DOOR/BIRD FEEDER

Council directed the Strata Manager to write a letter to the Owner of a unit who had painted their door, advising that the door must be returned to the original colour. The same Owner will also be advised that the bird feeder must be removed.

(9) CORRESPONDENCE

9.1 LAWN REPAIR

A letter was received from an Owner requesting repair of some ruts in the lawn outside the 200 Block caused by the plumbing problem a few months ago. Council noted that the repair work had been completed so no additional response was required to this letter.

9.2 RENTAL OF UNIT/GARDENING REQUEST

A letter was received from an Owner suggesting that Council permit another Owner to rent a vacant unit and requesting attention to ground cover near the 800 block carport/dumpster. Council directed the Strata Manager to write and respond to the Owner thanking her for the rental comment and advising that the gardening concern would be referred to the Landscaping Committee.

9.3 REPAIR/MAINTENANCE REQUESTS

A letter was received from an Owner regarding cracks in the 1100 Block breezeway, the laundry room door locks and the front entry signage. Council directed the Strata Manager to write and advise the Owner that the breezeway was already cracked before the roofers started work, that the laundry room door locks had been resolved and that a new entry sign would be erected shortly.

9.4 PATIO INSPECTION REQUEST

A letter was received from an Owner requesting an inspection of the patio which has some rot in one area. Council directed the Strata Manager to write and advise the Owner that Council had inspected the patio deck and that it would be repaired next year. The Owner was also to be requested to remove all items that had been temporarily placed in the front entrance breezeway.

9.5 DAMAGED FENCE

A letter was received from an Owner requesting repair of a damaged fence. The Strata Manager was directed to write and advise the Owner that the fence had been placed on the list for repair.

9.6 WATER LEAK DAMAGED FLOOR – LACK OF HEAT – PARTY NOISE

A letter, plus several follow-up letters, had been received from an Owner requesting repairs to a hardwood floor damaged by a leak from the hot water heating system and reporting excessive noise from a party at a neighbouring unit. The Strata Manager was directed to write and advise the Owner that the heating leak had been repaired, that the damaged area of flooring would be sanded and re-stained by the Strata in the Fall and that the Caretaker would address the lack of heat when the weather turned.

Regarding the party noise complaint, the Strata Manager was directed to write a letter to the offending unit pointing out the related Bylaws.

9.7 VEHICLE PARKING

A letter had been received from an Owner reporting that his LCP parking stall was blocked by the roofers. Council noted that in the interim the issue had been resolved as the parking stall had been cleared so this matter is considered resolved.

9.8 FOUNDATION CRACK

A letter had been received from an Owner reporting a crack in the foundation wall under the unit. A further letter had been received from the Owner containing information that he had obtained about the crack from an engineering firm. The Strata Manager was directed to write and advise the Owner that the foundation wall would be evaluated by a professional structural engineer in due course.

9.10 WATER IN CRAWL SPACE

A letter had been received on behalf of an Owner regarding water in the crawl space of a unit. Council noted that in the interim the unit had been sold, so no response was possible to the Owner. The Caretaker and Maintenance Committee will be addressing the crawl space issue.

9.11 BROKEN WINDSHIELD – WET SMELL IN BASEMENT

A letter had been received from an Owner requesting reimbursement of a deductible for replacement of his windshield had been broken while parked on the street during the re-roofing, and also reporting dampness in the basement of the unit. The Strata Manager was directed to

write and advise that regrettably the deductible could not be reimbursed, and that the Maintenance Committee would address the basement issue.

9.12 HEAT/HOT WATER ISSUES

A letter had been received from an Owner reporting that there was no heat or hot water in the unit. Council noted that the heat and hot water had since been restored so no additional response was required to this letter.

9.13 RENTAL REQUEST

A letter had been received from an Owner requesting permission to rent the unit and advising of renovations that would be done in the unit if permission was granted. Following review of the current rentals, the Strata Manager was directed to write and advise that the unit could be rented under the usual conditions, and also advising that the renovations should be done in compliance with Strata Bylaws.

The Strata Manager was also asked to review the status of one unit to determine if it was an actual rental or a lease to own.

9.14 CEILING STAIN – DECK RAILING REPAIR REQUEST

A letter had been received from an Owner requesting repair of a hole and stain in the ceiling after the re-roofing and asking that the deck railing be placed on the repair list. The Strata Manager was directed to write and advise that the ceiling repair would be done on completion of the roofing and that the deck railing would be placed on the repair list.

9.15 RESPONSE TO PET BYLAW LETTER

A letter had been received from an Owner in response to Council's letter about the Pet Bylaw related to the Owner's dogs. The Strata Manager was directed to write and advise that the Council's letter has been sent in direct response to an Owner complaint, and also thanking the Owner for complying with the Strata's Pet Bylaws related to leashing of pets.

9.16 COUNCIL MEETING MINUTES

A letter had been received from an Owner enclosing an article related to information in Minutes of Council meetings. The Strata Manager was directed to write and thank the Owner for this information.

9.17 RESPONSE TO PARKING RULE LETTER – REPAIR REQUEST

A letter had been received from an Owner in response to Council's letter about the Parking Rule related to the Owner's vehicles, and also requesting follow-up on a repair to the south side of the unit. The Strata Manager was directed to write and respond that the Parking Bylaw was currently under review, and that the siding repair had been referred to the Maintenance Committee.

9.18 BREEZEWAY COVER

A letter had been received from an Owner requesting that the breezeway cover that had been removed during the re-roofing, be re-installed. The Strata Manager was directed to write and advise that this work would be done as the schedule allowed.

9.19 DECK DAMAGE – DECK SIZE

A letter had been received from an Owner reporting a dispute with a neighbour about the watering of plants causing damage to the neighbour's deck, and requesting that the lower deck be returned to its original size.. The Strata Manager was directed to write and advise that

Council was aware that the plant watering had not caused the damage to the deck of the unit below.

(10) RESIGNATION OF COUNCIL MEMBER/NEW PRESIDENT

At this time Harry Carruthers resigned from the Council and returned Strata documents in his possession to the Council.

Ginny Martin was duly appointed as the new President.

(11) DEFERRED BUSINESS

11.1 Bylaw 16 numbering

11.2 Replacement for Pool Boiler

(12) NEXT COUNCIL MEETING & ADJOURNMENT

12.1 The next Council meeting will be held on Tuesday, July 31, 2007 at 6:30 p.m.

Future Council meetings will be scheduled for the fourth Tuesday of each month.

12.2 There being no further business, the meeting was adjourned at 9:34 p.m.

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

STRATA COUNCIL MEETING MINUTES**TUESDAY, JULY 31, 2007****CEDARBROOKE VILLAGE - STRATA PLAN LMS 531****LOCATION:**

6:30 p.m. – Social Room
555 West 28th Street
North Vancouver, BC

PRESIDENT**/COMMUNICATIONS/GARDENING**

Ginny Martin

TREASURER

Michael Fortney

SECRETARY/FACILITIES

Barbara Moi

AT LARGE**MAINTENANCE /CAPITAL****PROJECTS**

Vicki Parton

**MAINTENANCE /CAPITAL
PROJECTS / GARDENING**

Wes Pretty

FACILITIES

Paul Robson

STRATA MANAGER

Monica Dare
Direct Line: 604-714-538
Direct Fax: 604-592-3689
Email: mdare@baywest.ca

Strata Accountant

Tiffany Pham
Direct Line: 604-714-1533
Email: tpham@baywest.ca

BAYWEST MANAGEMENT
300 – 1770 BURRARD STREET
VANCOUVER, BC V6J 3G7
24 Hr: 604-257-0325

PRESENT:

Ginny Martin
Michael Fortney
Wes Pretty
Paul Robson

REGRETS:

Vicki Parton
Barbara Moi

Monica Dare, Baywest Management Corporation
Wilson Munoz, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 6:38 p.m. by the Strata Manager, Monica Dare.

(2) GUEST BUSINESS – DOOR COLOUR

An Owner attended the meeting to speak to Council about their letter advising that the door of the unit must be returned to the original white colour. The Owner suggested that Council consider holding a Special General Meeting to pass a Bylaw amendment that would allow different colour doors within a colour palette to be selected by the Council. The Owner gave Council a proposed Bylaw change for their review and consideration.

Council thanked the guest for attending, and she then left the meeting. Following discussion, Council directed the Strata Manager to write and advise the Owner that the proposed Bylaw would be placed on the Agenda of the Annual General Meeting for a decision by the Owners, and that in the interim she would be allowed to keep her door as it was.

(3) NON-RESIDENT CARETAKER REPORT

Rory Forbes had provided a written report which was reviewed by Council. No questions were raised about the report.

(4) ADOPTION OF PREVIOUS COUNCIL MINUTES

It was **Moved/Seconded** to adopt the Minutes of the Council meeting of June 26, 2007, as distributed.

MOTION CARRIED

(5) PREVIOUS BUSINESS**5.1 EXTERIOR STAIR REPAIRS**

Wes Pretty reported that Penguin had completed the exterior stair repairs with the exception of the 200 block stairs. Wes Pretty undertook to contact Penguin to obtain a quote for the 200

block stairs to ensure that the cost to repair them was still within the allotted amount for stair replacements.

5.2 ROOFING PROJECT

Council noted that the roofing project was basically complete and that Broadway Roofing had invoiced for all but the last two (2) buildings. Ginny Martin reported that due to the early completion of the project and the due date of the Special Levy final installment, a payment schedule had been arranged with Broadway Roofing.

Michael Fortney summarized the payments to Broadway Roofing and Roof Tech to date as compared to Special Levies collected.

OWNERS ARE REMINDED THAT THE ROOFING SPECIAL LEVY WAS PAYABLE IN THREE EQUAL INSTALLMENTS DUE MARCH 1, JUNE 1 AND SEPTEMBER 1, 2007. THE PROJECT IS BASICALLY COMPLETE AND SO ALL FUNDS ARE NEEDED TO PAY BROADWAY ROOFING. PLEASE ENSURE THAT YOU HAVE PAID YOUR SPECIAL LEVIES AS REQUIRED.

5.3 GROUND LEVEL DECKS

Council members reported that the Caretaker would be re-measuring and assessing all decks, and that Council would then prioritize the decks for repair.

5.4 SINKING BEDROOM FLOOR

Council agreed that the structural engineer who was reviewing a foundation crack in another unit, would also be asked to inspect and assess the reported sinking bedroom floor of a unit.

5.5 UNIT DOOR REPLACEMENT

Wes Pretty reported that removal of a non-compliant door was pending by a unit Owner, and that the old door would be re-installed. Council may assist this Owner by asking Penguin to do the removal and re-installation, at the unit Owner's expense.

5.6 OIL TANK

Paul Robson provided Council with a drawing of the suspected location of the decommissioned oil tank on Cedarbrooke property (near the pool/social room.) Council reviewed the steps of the process for dealing with the tank (i.e. removal of the oil, assessment of the soil to see if the tank has leaked; possible filling of the tank and abandoning it or possible removal of the tank.) Paul Robson will start the process by contacting Newalta to have the oil pumped out.

5.7 FOUNDATION CRACK

Council noted that inspection of a reported crack in the foundation wall under a unit, was pending by a structural engineer.

5.8 WATER IN CRAWL SPACE

Wes Pretty reported that a sump pump would be installed under a unit with a water problem in the crawl space.

5.9 RENTAL UNITS

Council reviewed the list of units that are currently rented or have rental permission outstanding. At this time the Strata Manager was also asked to provide Council with an updated Owners List.

5.10 BREEZEWAY COVERS

Council noted that temporary covers would be placed on the breezeways at the 400, 900 and 1100 blocks. These blocks are critical as they have a different design and there could be damage if there was rainy weather. Paul Robson and Wes Pretty volunteered to assist the Caretaker with this project. Council discussed the design of the trusses for the breezeway covers that would have to be replaced after the roofing project.

5.11 EASTSIDE DRIVEWAY DRAINAGE

Ginny Martin reported that John Slater had provided a revised quote for repairs to the drainage, and that another quote was pending. The cost of these repairs will be taken from the General Repairs & Maintenance budget.

5.12 549 REPAIRS AND CITY UPDATE

Council noted that they would not be doing anything on this issue until the Developer/Owner submits his plan and completes the drainage work required by the City - and all is approved (or completed) by the City of North Vancouver. A fence will be re-installed in that location (between the school and lane).

(6) FINANCIAL REPORT

6.1 FINANCIAL STATEMENTS

Michael Fortney provided Council with a summary of the Strata's financial position as of June 30, 2007, plus a projected position to the end of the fiscal year. He also reported that the review of the 2006 Financial Statements was nearly completed by Bob Orr.

Michael Fortney advised that he found the June, 2007 Financial Statement to be in order and that he recommended approval. Accordingly it was **Moved/Seconded** to approve the noted Statement.

MOTION CARRIED

X 6.2 ACCOUNTS RECEIVABLE

Council reviewed individual owners' accounts concerning the roof special levy and strata fees and noted that Strata Property Act liens had been placed on the strata lots of eight (8) Owners for failure to pay after warning letters had been sent. Council discussed further actions that can be taken to collect the outstanding amounts.

6.3 INVOICE REVIEW

Council reviewed some invoices and directed the Strata Manager regarding payment of these invoices.

(7) COMMITTEE REPORTS

7.1 MAINTENANCE COMMITTEE

Wes Pretty reported that the Caretaker had been quite busy with various projects around the complex as requested by Council.

Ginny Martin reported that she and Vicki Parton had done a review of the Caretaker's performance and advised that it had been a very positive review. Council noted specific details of the Caretaker's hours, banked overtime and remuneration. It was agreed that the Caretaker would be given a copy of the Strata Bylaws for general information.

Council approved the use of the Maintenance Request Form for Owners to request repairs in lieu of writing letters.

7.2 GARDENING COMMITTEE

Ginny Martin reported that Lawnhoppers was doing the weeding and had cleaned up some garden on request. She also advised that some Owners have thanked the Gardening Committee for the recently installed bark mulch, and that Lawnhoppers is looking into the pesticide information. Lawnhoppers will seed the meadow area shortly.

7.3 COMMUNICATIONS COMMITTEE

Ginny Martin, Editor of the Cedarbrooke Newsletter, reported that the next Newsletter would be sent out in September.

7.4 FACILITIES COMMITTEE

Paul Robson reported that the pool was still running well. He also reported on Social Room bookings and advised that a new sign was being made for the front entry.

(8) NEW BUSINESS

There were no items of New Business to report.

(9) CORRESPONDENCE

9.1 REIMBURSEMENT FOR REPAIRS

A letter was received from a Law Student at the Law Students' Legal Advice Program, on behalf of an Owner, regarding Council's decision to decline reimbursing the Owner for repairs in the unit. Following discussion, the Strata Manager was directed to respond to the Law Student Program and request clarification of what reimbursement the Owner was specifically requesting.

9.2 DECK CLEAN-UP – FLOOR REPAIRS – RENTAL REQUEST

A letter was received from an Owner asking when the deck would be cleaned up from the roofing project, when the floors of the unit would be repaired and asking if the rental permission was still valid. The Strata Manager was directed to write and respond that the deck was already cleaned, the floors would be repaired in the Fall and that the rental permission had expired.

9.3 WASHER AND DRYER INSTALLATION

A letter was received from an Owner requesting permission to install a stacking washer and dryer in the unit. Council directed the Strata Manager to write and advise the Owner of the additional information that was required before Council could consider this request.

9.4 RESPONSE TO LETTERS RE: NOISE COMPLAINT – OVERSIZED VEHICLE

A letter was received from an Owner responding to Council's letters regarding an oversized vehicle and a noise complaint against the unit. Council directed the Strata Manager to write and thank the Owner for the information.

9.5 BREEZEWAY COVER

A letter was received from an Owner requesting priority repair of the damaged breezeway cover in the 900 block. The Strata Manager was directed to write and advise the Owner that the repair had already been prioritized as noted earlier in the meeting.

9.6 UNIT WATER DAMAGE REPAIRS

A letter had been received from an Owner indicating that the Owner was not satisfied with the repairs in the unit as approved by Council. The Strata Manager was directed to write enclosing the professional consultant's report on the unit and advise that the Council's decision about the

extent of repairs had been guided by that report as well as agreed to by the owner, family members and council members.

9.7 200 BLOCK REPAIRS

A letter had been received from an Owner reporting a wobbly stair railing and roof repair required at the 200 block. The Strata Manager was directed to write and advise that these repairs would be dealt with during the replacement of the stairs in the 200 block.

(10) DEFERRED BUSINESS

10.1 Bylaw 16 numbering

10.2 Replacement for Pool Boiler

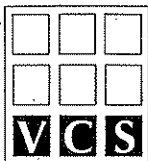
(11) NEXT COUNCIL MEETING & ADJOURNMENT

11.1 The next Council meeting will be held on Tuesday, August 28, 2007 at 6:30 p.m.

Future Council meetings will be scheduled for the fourth Tuesday of each month.

12.2 There being no further business, the meeting was adjourned at 8:55 p.m.

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



VANCOUVER CONDOMINIUM SERVICES LTD.

400 - 1281 W. GEORGIA STREET, VANCOUVER, B.C. V6E 3J7

August 16, 2007

The Owners, Strata Plan LMS 531
Cedarbrooke Village
555 West 28th Avenue
North Vancouver, B.C. V7N 2J7

Dear Owners:

Effective September 1st our company will be providing management services to your strata corporation. Attached hereto is an information sheet on our 24-hour emergency service. Our regular office hours are Monday - Friday, 9:00 a.m. to 4:30 p.m.

We welcome post-dated cheques for your strata fees. Please make your cheques payable to Strata Plan LMS 531. If you have already given post-dated cheques to your previous management company (Baywest) we expect them to be turned over to us. Please see the attached bulletin for payment of your strata fees on an automatic Pre-Authorized Cheque basis (PAC). In order to enroll you on the PAC plan for **October** please ensure that your application is returned to us not later than September 17th along with an additional cheque for your September strata fees. Please note that a similar plan from your previous management firm is not transferable. For more information concerning your strata fee, PAC's, etc. please contact our Accounting office directly at (604)684-5329.

Note: September strata fee cheques and final Roof Levy payments (also due September 1st) may be left in the strata mailbox on site office for pick-up.

If you have any questions, please do not hesitate to call.

Yours truly,

VANCOUVER CONDOMINIUM SERVICES LTD.

Stacie Derby
Operations Manager

8sd2sd

Attach.



24-HOUR ANSWERING SERVICE

The regular office hours at our firm are 9:00 a.m. to 4:30 p.m., Monday to Friday. After these regular hours, the same telephone number is answered by a Telephone Answering Machine that enables you to leave a message or, in case of emergency, provides you with the emergency # of the Answering Service.

The phone number is: 604-684-6291.

The operator at the Answering Service will take brief details of your emergency and page our on-call manager. The manager will call you back as soon as possible, usually within 10 or 15 minutes.

If you have placed such an emergency call, please wait by your phone and leave the line clear for us to return your call. If you have *Anonymous Call Blocking*, be sure to disable it (press *87) while you await our call as this feature will also block calls originating from the cellular phone. Please note that we will take no action on any emergency unless we have talked first to the person placing the call.

Please also note that emergencies include fires, broken water pipes, broken elevators, stuck garage door and other such general community situations.

The 24-hour answering service is not available for general inquiries concerning accounts, council policies and other matters which would normally constitute regular administration.

Break and enter and/or vandalism to your automobiles or suites should be reported to the police department.

PRIVACY POLICY

Please note that any organization that collects, uses or discloses "personal information" as that term is defined in the federal *Personal Information Protection and Electronic Documents Act* (the "PIPEDA") and/or the B.C. *Personal Information Protection Act* (the "PIPA"), is required to implement practices and policies to ensure compliance with the requirements of that legislation as of January 1, 2004. Therefore, your strata corporation, through your strata council must do so, as must Vancouver Condominium Services Ltd. ("VCS") in its capacity as agent for your strata corporation.

VCS has identified the types of personal information already in its possession or control as of January 1, 2004 to which the new privacy legislation applies, and will not use or disclose any such information without obtaining consent as and where required. Similarly, as of January 1, 2004, VCS will not collect, use or disclose any such new personal information without obtaining consent as and when required. Procedures have been put into place internally at VCS to ensure segregation of such personal information from information not covered by the new privacy legislation.

VCS will carefully monitor all changes to the privacy legislation and its interpretation by the Courts or the Privacy Commissioner, to ensure continued strict compliance. In meeting our responsibilities under the new privacy legislation, VCS will consider what a reasonable person would consider appropriate in the circumstances, as required by the PIPA.

Requests by an individual for access, or that a correction be made, to his/her personal information, must be made in writing and provide sufficient detail. VCS will respond within 30 days of receiving any such request, subject to sections 29 and 31 of the PIPA. VCS will charge fees, as contemplated by the PIPA, when a request for access to personal information (other than employee personal information) is made, and may require payment in advance.

Where an apparent conflict between the collection, use and disclosure requirements of the *Strata Property Act* and the restrictions re the same contained in the new privacy legislation occur which we are unable to ourselves resolve, VCS will refer the matter to the Privacy Commissioner for determination.

Please note that in general and in principle it is VCS' intention to continue to collect all information required to be collected by section 35 of the *Strata Property Act* and to continue to disclose it as contemplated and required by section 36 of the *Strata Property Act*, unless and until expressly instructed otherwise in writing by an individual, a strata council or the Privacy Commissioner.

Sean Cornish has been designated by VCS as our Privacy Officer. Requests for access to "personal information" in our possession or control and inquiries or complaints about privacy issues involving VCS should be directed to him in writing. He can be contacted by fax at 604-684-1539, and by mail at Vancouver Condominium Services Ltd., 400 – 1281 West Georgia Street, Vancouver, B.C., V6E 3J7.

Your strata council will separately advise who has/have been designated to act as your strata corporation's internal Privacy Officer(s).

VERY IMPORTANT NOTICE

Regarding Your Payments

Effective January 1, 2006, *The Real Estate Service Act* is law and, among many other requirements, money belonging to your strata corporation must be segregated into different and distinct "bank" accounts. The independent accounts are for:

- Operating Fund
- Contingency Reserve Fund
- Special Levy Fund (there could be more than one at any given time)

The new law requires VCS as your management company to maintain these funds separately.

For you, as an owner, it means that you have to identify your payments, failing which VCS will not be able to process them. Note:

1. Your "regular" strata fee payments, whether paid by cheque, cash, automatic (PAC) deposit or internet banking will be deposited to the Operating Fund and Contingency Reserve Fund. The amount of your strata fee which includes the CRF portion is known and VCS will deposit your payment and transfer the appropriate amount to the CRF account.

This part is easy and we have been doing this since July 2000 when the *Strata Property Act* became law.

2. If your strata corporation passes a Special Levy (say for a new roof project), VCS will now have to open a new account (at a bank or credit union) to hold these monies. You will have to make separate cheques which we will deposit to the separate levy account, i.e., in this example, the Roof Fund. Please remember that cheques should always be made payable to your strata plan, not to VCS.

3. Now the hard part. Let's say that your account with your strata plan is in arrears. You owe any combination of strata fees, fines, interest, parking, special levy, etc. You have a balance owing of \$1,500 and you make a payment on your account of \$1,000. Hmm. Where does that money go? If you identify your payment specifically, VCS will ensure that it goes into the appropriate "bank" account. If you do not identify it specifically, if you simply send in a "payment on account" of \$1,000 VCS will deposit the money as follows:

1. strata fees (including CRF)
2. special levies which take precedent over other charges
3. parking and other charges.

All this is quite complicated and we don't blame you if you become a bit confused but, unfortunately, we cannot do it any other way. The law requires that strata corporation money be segregated into different funds and accounts; therefore, VCS must do it.

The solution for you:

1. Always be current with your strata fees by:
 - Using the PAC method of payment
 - Using internet banking
 - Submitting post-dated cheques
2. If there is a special levy, issue separate post-dated cheques (payable to your strata plan and noting "special levy" on the memo line) which we can deposit directly into the separate fund. (If the levy is payable over 12 or more months, VCS can add it to your PAC plan if you use the PAC plan.)
3. Abide by your strata corporation's bylaws so that you do not get fined.

Thank you.

THE PRE-AUTHORIZED CHEQUE PROGRAM

The PAC program is a convenient way to save postage, avoid postal charges and late-payment fines. With pre-authorized payments there are no cheques to get lost or stolen - you avoid the embarrassment of missed payments, and you may stop payment at any time if you feel the necessity to do so. If you are away on vacation, out of town on business or ill, your payments will continue to be made on time. Should you move your account from one bank or branch to another, advise us by the 15th of the month prior to the debit date and we will arrange a new agreement with you so payments can continue uninterrupted. You continue to have control just as with cheques you have written. You may instruct your branch to stop payment before it goes through your account and you may discontinue payments altogether at anytime, by advising us in writing.

Enroll today by completing the attached application form specifying the amount, the effective date (1st of the month) and your chequing account number. Be sure to attach a void cheque to your application. It's that simple!

IMPORTANT

Applications and changes must be received in our office by the 15th of any month in order to be effective on the 1st of the following month. For changes to be made to your account numbers we must receive a new "void" cheque with your written request. If you believe that your application and/or changes will not be received by Vancouver Condominium Services Ltd. by the 15th of the month, please send us one cheque for the strata fee to keep your account up-to-date.

* Please keep this for your future reference*

For further information on the PAC or any accounting query, please call 684-5329 and have your strata plan number and suite number available.

IMPORTANT

Please read

YOUR STRATA FEES ARE DUE ON THE FIRST OF EACH MONTH.

IF YOU JOIN THE P.A.C. PLAN, THE FIRST WITHDRAWAL DOES NOT COME OUT OF YOUR BANK ACCOUNT UNTIL THE FIRST OF THE FOLLOWING MONTH IF WE GET YOUR APPLICATION BY THE 15TH. IF IT COMES AFTER THE 15TH THERE IS NO WITHDRAWAL UNTIL THE SECOND FOLLOWING MONTH.

Examples

P.A.C. application arrives
at our office between
March 1st and 15th.

First P.A.C. withdrawal
will be April 1st.

P.A.C. application arrives
at our office between
March 16th and 31st.

First P.A.C. withdrawal
will be May 1st.

Valid Signing Authority

I (we) warrant that all persons whose signatures are required to sign on this account have signed this agreement.

Cancellation of Agreement

I (we) acknowledge that, in order to completely revoke this authorization, I (we) must provide and deliver written notice of revocation to Vancouver Condominium Services Ltd. This authorization may be cancelled at any time by me (us).

Acceptance of Delivery of Authorization

I (we) acknowledge that provision and delivery of this authorization to Vancouver Condominium Services Ltd. constitutes delivery by me (us) to the aforementioned financial institution. Any delivery of this authorization to you constitutes delivery by me (us).

Validation of Financial Institution

I (we) acknowledge that the aforementioned financial institution is not required to verify that the debit has been issued in accordance with the particulars of the authorization including the amount and frequency of payments.

I (we) acknowledge that the aforementioned financial institution is not required to verify that any purpose of payment for which the debit was issued has been fulfilled by Vancouver Condominium Services Ltd. as a condition to honouring a pre-authorized debit issued by Vancouver Condominium Services Ltd. on my (our) account.

Contract for Goods/Services

Revocation of this authorization does not terminate any contract for goods or services that exists between me (us) and Vancouver Condominium Services Ltd. My (our) authorization applies only to the method of payment and does not have any bearing on the contract for goods and services exchanged.

Change of Account Information

I (we) undertake to inform Vancouver Condominium Services Ltd., in writing, of any change in the account information provided in this authorization prior to the next due date of the debit.

Rights of Dispute

Items charged will be reimbursed subject to notification by me (us) to the branch of account within 90 days under any of the following conditions:

- a) I (we) never provided the authorization to Vancouver Condominium Services Ltd.
- b) The pre-authorized debit was not drawn in accordance with this authorization
- c) My (our) authorization was revoked
- d) The debit was posted to the wrong account due to invalid/incorrect account information supplied by Vancouver Condominium Services Ltd.

I (we) understand that a written declaration to this effect must be given to my (our) financial institution.

Returned Item Charges

I acknowledge that Vancouver Condominium Services Ltd. has the right to charge me(us) a fee in the event that the debit is returned as not cleared from our financial institution.

STRATA
PLAN

UNIT

STREET

PLEASE PRINT CLEARLY

APPLICANT:

Surname

First Name

Daytime Phone No.

PLEASE INDICATE:

New Owner / New Management Company

Change of Bank Account

Change of Debit Amount

(if yes, then write in the new debit amount _____)

I am currently paying by cheques, set me up on PAC instead

Cancellation

Please return my remaining post-dated cheques from _____

(month)

to _____

(month)

PLEASE FILL THIS SECTION IN IF SOMEONE OTHER THAN THE LEGAL OWNER OF THE SUITE IS MAKING
THE PAYMENTS

NAME

TELEPHONE

ADDRESS

RELATION TO APPLICANT:

PLEASE ATTACH A CORRECTLY ENCODED CHEQUE MARKED "VOID"

AMOUNT TO DEBIT

MAINTENANCE FEE

\$

PARKING /LOCKER FEE(S)

\$

OTHER

\$

TOTAL AMOUNT

\$

START DATE

FOR USE OF ACCOUNTING DEPT. PLEASE DO NOT WRITE IN THIS AREA

ADD/CHANGE

START DATE:

Year

Month

Day

TOTAL DEBIT

Sequence #

When the budgeted maintenance fee renews, the amount of this Pre-Authorized Payment will automatically be changed to new payment amount. Your treatment of each payment shall be the same as if I/we had personally issued you to pay as indicated and to debit the amount specified to my/our account. This authorization may be cancelled at any time upon written notice by me/us. Any delivery of this authorization to you constitutes delivery by me/us.

DATE

SIGNATURE

For a joint account all depositors must sign if more than one signature is required on cheques issued against the account.

STRATA COUNCIL MEETING MINUTES **TUESDAY, AUGUST 28, 2007**
CEDARBROOKE VILLAGE - STRATA PLAN LMS 531

LOCATION:

6:30 p.m. – Social Room
555 West 28th Street
North Vancouver, BC

**PRESIDENT
/COMMUNICATIONS/GARDENING**

Ginny Martin

TREASURER
Michael Fortney

SECRETARY/FACILITIES
Barbara Moi

**AT LARGE
MAINTENANCE /CAPITAL
PROJECTS**
Vicki Parton

**MAINTENANCE /CAPITAL
PROJECTS**
Wes Pretty

FACILITIES
Paul Robson

STRATA MANAGER

Monica Dare
Direct Line: 604-714-538
Direct Fax: 604-592-3689
Email: mdare@baywest.ca

Strata Accountant

Tiffany Pham
Direct Line: 604-714-1533
Email: tpham@baywest.ca

BAYWEST MANAGEMENT
300 – 1770 BURRARD STREET
VANCOUVER, BC V6J 3G7
24 Hr: 604-257-0325

PRESENT:

Ginny Martin
Michael Fortney
Wes Pretty
Paul Robson
Barbara Moi

REGREYS:

Vicki Parton

Wilson Munoz, Baywest Management Corporation

(1) CALL TO ORDER

The meeting was called to order at 6:34 p.m. by Council President, Ginny Martin. A quorum was established.

(2) NON-RESIDENT CARETAKER REPORT

Rory Forbes had provided a written report which was reviewed by Council. No questions were raised about the report.

(3) ADOPTION OF PREVIOUS COUNCIL MINUTES

It was moved / seconded to adopt the Minutes of the Council meeting of July 31, 2007, as distributed.

CARRIED

(4) PREVIOUS BUSINESS

4.1 EXTERIOR STAIR REPAIRS

Wes Pretty reported that Penguin had not called him back regarding a quote for the 200 block stairs, but will follow up on this matter and report back in the next meeting.

4.2 ROOFING PROJECT

Council President, Ginny Martin, reported a list of deficiencies for the roofing project, which had been corrected by Broadway Roofing. Also, a letter by Rooftech indicated that Broadway had corrected the same and would contact Strata Council in two years time for reinspection.

Michael Fortney reported that payments to Broadway Roofing and Roof Tech had been done based upon Special Levies collected and presently there is an outstanding amount owing.

OWNERS ARE REMINDED THAT THE ROOFING SPECIAL LEVY WAS PAYABLE IN THREE EQUAL INSTALLMENTS DUE MARCH 1, JUNE 1 AND SEPTEMBER 1, 2007. THE PROJECT IS BASICALLY COMPLETE AND SO ALL FUNDS ARE NEEDED TO PAY BROADWAY ROOFING. PLEASE ENSURE THAT YOU HAVE PAID YOUR SPECIAL LEVIES AS REQUIRED.

4.3 GROUND LEVEL DECKS

Ginny Martin reported that the Caretaker is to re-measure and assess all lower decks, and decks for repair will be prioritized by Strata Council based on this assessment.

4.4 SINKING BEDROOM FLOOR

Council reported that a structural engineer had inspected and assessed the sinking bedroom of a unit, and found nothing structurally wrong or dangerous. Further, the Owner of this unit had been informed accordingly.

4.5 UNIT DOOR REPLACEMENT

Wes Pretty reported that no action had been taken concerning the removal of a non-compliant door, but would address this issue with Penguin in the next two weeks and discuss his findings with the Owner.

4.6 OIL TANK REMOVAL

Paul Robson reported that Newalta had pumped the oil out of the tank and an invoice in the amount of \$3,650 would be forthcoming. Council was also provided with two options to address this issue: one to remove the tank and the other to check with North Vancouver City Fire Department to obtain approval of to fill the tank rather than remove it. Both options would involve testing for contamination. Following discussion of the options, Council decided to explore the latter. Paul Robson was then directed to follow up on this matter with City Hall and report back to Council.

4.7 FOUNDATION CRACK

Council President reported that a structural engineer had completed the inspection of the foundation wall and assessed a vertical crack in the wall of the unit. Recommendations included attaching strain gauges across the crack and implementing a monitoring program under the supervision of a land surveyor to determine if cracks are still going on or have ceased. As a result, Council would inform the Owner of the suggested monitoring scheme.

4.8 WATER IN CRAWL SPACE

Wes Pretty reported that a hot water pipe had been fixed underneath a unit with a water problem in the crawl space. No further action is necessary as the problem has been resolved.

4.9 BREEZEWAY COVERS

Council reported that breezeway cover framework is almost complete and the frame covering will be ordered shortly.

4.10 EASTSIDE DRIVEWAY DRAINAGE

Council reviewed two reports concerning repairs to the eastside driveway drainage. The quotes received were: 1) to patch and clear clogged drain if applicable and 2) to replace the drain down to the next drainage hole. Based on the operation budget, it was decided to patch the drainage pipe this year and budget for remainder of pipe replacement next year.

4.11 UNIT WATER DAMAGE REPAIRS

Council reviewed a reply letter by this Owner concerning inadequate repairs to the unit. A Council member will inspect this place again and report back in the next meeting.

(5) FINANCIAL REPORT

5.1 FINANCIAL STATEMENTS

Michael Fortney provided Council with a summary of the Strata's financial position as of July 30, 2007. He also reported that the report for the review of the 2006 Financial Statements by Bob Orr is forthcoming.

Michael Fortney reviewed the Financial Statements for July 2007. A few discrepancies were noted and the Treasurer directed the Strata Manager to contact the accountant to have these corrected. It was then moved / seconded to accept the Financial Statements up to and including July 31, 07 as amended.

CARRIED

5.2 ACCOUNTS RECEIVABLE

Council reviewed a summary of the outstanding amounts for the roof special levy and noted that liens had been placed on the strata lots of eight (8) Owners for failure to pay their levies. Council then discussed further steps to address the collection of these outstanding amounts.

5.3 INVOICE REVIEW

Council reviewed some invoices and directed the Strata Manager regarding payment of the same.

(6) COMMITTEE REPORTS

6.1 MAINTENANCE COMMITTEE

Wes Pretty reported that the Caretaker had been busy with the design, manufacture and installation of the breezeway covers.

Council reviewed an estimate for the replacement of the pool boiler and will include this item in the budge for the next year.

6.2 GARDENING COMMITTEE

Ginny Martin reported that Lawnhoppers had planted grass seed in the meadow and is trimming the bushes and hedges around the property.

6.3 COMMUNICATIONS COMMITTEE

Ginny Martin, Editor of the Cedarbrooke Newsletter, reported that the next Newsletter would be sent out in September.

6.4 FACILITIES COMMITTEE

Paul Robson reported that the Social Club had requested a meeting which will be arranged sometime in September. There were 2 requests for Social Room bookings. Numerous complaints were received regarding a resident having an over abundance of guests with a high noise volume. Council then directed the Strata Manager to write and advise this resident of the Committee's decision to fine for the infractions and next occurrence would result in loss of pool priviledges.

(7) NEW BUSINESS

7.1 VANCOUVER CONDOMINIUM SERVICES

The Strata Manager reported that Baywest had provided Vancouver Condominium Services with the requested information for Cedarbrooke Village and would facilitate the transition to this Strata Management Company. In the meantime, Baywest would continue to provide LMS 531 with professional services until the transition is completed.

Council wishes to advise Owners that any enquiries about Vancouver Condominium Services should be directed to Vancouver Condominium Services, at 604. 684-6291.

7.2 RETURN OF LMS 531 PROPERTY KEYS

The Strata Manager reported that all LMS 531 property keys had been delivered to the Caretaker on August 17, 2007.

(8) CORRESPONDENCE

8.1 RENOVATION REQUEST

A letter was received from an Owner requesting permission to do renovations to the strata lot. The Strata Manager was directed to write and advise that two items of the submitted list required permission and more information was needed on a third item.

8.2 REPAIR REQUEST

A letter was received from an Owner reporting leaky gutters and stairwell repairs in the 500 block, and playground equipment repair. The Strata Manager was directed to write and advise that the repairs will be looked at and the playground equipment painted.

8.3 RE-ROOFING AND OIL TANK REMOVAL

A letter was received from an Owner requesting information on the re-roofing project and the oil tank removal. Council directed the Strata Manager to write and thank the Owner for the letter.

(9) DEFERRED BUSINESS

9.1 Bylaw 16 numbering

9.2 Replacement for Pool Boiler

(10) NEXT COUNCIL MEETING & ADJOURNMENT

10.1 No further Council meetings will be scheduled with Baywest Management as the management contract will be terminated on August 31, 2007.

10.2 There being no further business, the meeting was adjourned at 8:25 p.m.

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

MINUTES OF COUNCIL MEETING
STRATA PLAN LMS-531
CEDARBROOKE VILLAGE

HELD: On Thursday, September 13, 2007 at 5:30 p.m. in the Recreation Centre,
555 West 28th Street, North Vancouver, B.C.

<u>PRESENT:</u>	Ginny Martin	President/Communications/Gardening
	Vicki Parton	Vice President/Maintenance/Capital Projects
	Michel Fortney	Treasurer
	Barbara Moi	Secretary/Facilities
	Wes Pretty	Maintenance/Capital Projects
	Paul Robson	Facilities

STRATA AGENTS: Muryn Jordan, Vancouver Condominium Services Ltd.
Cory Pettersen, Vancouver Condominium Services Ltd.

The meeting was called to order at 5:40 p.m.

INTRODUCTIONS

The agent Muryn Jordan introduced herself to the council members as the new strata agent from Vancouver Condominium Services.

MINUTES

It was moved, seconded and carried to adopt the minutes of the August 28, 2007 council meeting held with Baywest Management.

The agent requested clarification from the council on the procedure for the distribution of the minutes within the complex. It was agreed that the final draft of the minutes will be forwarded to Barbara Moi who will ensure that they are printed and delivered to the residents.

COMMITTEE REPORTS

1. **Maintenance:** Wes Pretty advised council that one breezeway is complete and the additional breezeways are nearing completion. Council is pleased with the work completed on the breezeways. Invoices for materials will be forwarded to Vancouver Condominium Services for reimbursement.

The roadway in front of unit 105 has been investigated and attempts have been made to auger the drain pipe. The drainage under the area is plugged on both ends due to the drain pipe collapsing. Council approved filling and patching the hole. The repair cost for the drain pipe and permanent road repair will be added to the budget for the 2008 fiscal year.

Council approved a quote from Penguin Contracting in the approximate amount of \$2,850 to complete a stair re-construction in the 200 block. The remainder of the stairs will be reviewed and a priority list will be created for additional stair replacements based on the safety and stability of the stairs. Wes Pretty advised council that pest control is needed for the 500 block stairs as there seem to be ants and/or a wasp nest around the stairs. The agent will ensure that pest control is contacted.

2. Facilities: Paul Robson advised council that the pool is up and running again after a brief closure due to cloudy water. The cause of the cloudy water is unknown. The pool will continue to remain open on a day-to-day basis; however, the seasonal pool closure will be undertaken once the weather turns cooler.

It was agreed that the quote for the pool boiler replacement will be added into the budget for the 2008 fiscal year.

Barbara Moi advised council that the playground re-painting is almost complete, the only remaining item being an additional coat of paint on some of the equipment.

3. Gardening: Ginny Martin advised council that the bush and hedge trimming is under way along with the regular monthly maintenance. Council agreed that funds will be added into the 2008 budget in order to allow for the addition of bark mulch into the garden beds on a rotating schedule of three years. It was further agreed that a budgetary amount would be considered for the pruning of trees over 20-feet throughout the complex over a three-year period.
4. Communications: Ginny Martin advised council that the Cedarbrooke Village newsletter will be distributed towards the end of September.

FINANCIAL REPORT

1. Monthly Statement: The agent advised council that the August, 2007 financial statement from Baywest has not yet been received. Once the statement is received it will be forwarded to council.

Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

2. Cash Transfer: The agent advised council that at this time the cash transfer of Strata Plan LMS-531 funds has not yet been received from Baywest. Vancouver Condominium Services are continuing to follow up on a regular basis with Baywest and will advise council once all funds are received.

3. Audit: Council reviewed the finalized audit from the 2006 fiscal year as completed by Bob Orr. Michael Fortney reviewed the audit in detail with council. Council approved the audit and the agent will ensure that the audit adjustments are forwarded to the accounting department for posting in the September financial statement.
4. Invoice Approval: The agent obtained approval from council for payment of all invoices received from both Baywest and general contractors. Council approved automatic payment by the agent for all future regular invoices.

BUSINESS ARISING

1. VCS Management Contract: The agent noted that the contract with VCS management has been fully executed.
2. Re-Roofing Project: Council advised the agent that the roofing project is complete and authorized payment of any currently outstanding invoices to Broadway Roofing.
3. #105 – Structural Report: Council reviewed the structural report received from All-Span for the inspection of the foundation walls under #105. Council is taking under consideration a recommendation from All-Span and requested that the agent hire a land surveyor in order to monitor the crack and associated settlement over the next year. The agent will advise council of the cost of the land surveyor. Council received a letter from the owner of #105 noting his concerns with the report. Council thanks the owner for the input and the letter will be kept on file.
4. Liquor License Update: Paul Robson advised that council will be meeting with the Social Committee on Tuesday, September 18th at 6:00 p.m. at which time the liquor license will be discussed.
5. Oil Tank: Council agreed to defer discussion of the oil tank until the next council meeting.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters. Owners are advised that, pursuant to the Strata Property Act, correspondence which is addressed to the strata corporation must be made available to any other owner interested in such correspondence, and to certain other persons in specified circumstances. What this means is that any correspondence which is sent to the strata council in confidence might not be protected and privileged, subject to any other overriding and applicable law.

1. Council received a letter from an owner advising that they are unable to control the heat in their unit. The heat comes on in the summer months and turns off in the winter. The owners have replaced the thermostat; however, the situation has not been rectified. Council requested that the agent contact the Building Caretaker. If he is unable to repair the situation council has authorized the agent to contact Steven's Plumbing.

2. Council received a letter from an owner requesting clarification on the reversal of the \$28.36 charge on their statement. Council agreed that this charge was to have been reversed through Baywest Management and instructed the agent to ensure that the charge is reversed. The owner expressed additional concerns regarding her unit. The concerns have been noted and the letter will be kept on file.
3. Council received a letter from an owner who had been concerned with the condition of the textured ceiling in his unit. The owner had taken a sample of the ceiling to a testing facility in order to determine whether or not the ceiling materials contain asbestos. The owner received a report advising that the ceiling finish contains up to 10% content by volume of chrysotile asbestos. Council thanked the owner for the information and advised that they are willing to reimburse the owner the cost of the report, provided that a copy of the report is made available to council. All owners are advised that due to the age of the building, the textured ceilings will contain a measure of asbestos.

NEW BUSINESS

1. Insurance & Appraisal: The agent advised council that they have received a copy of the insurance certificate for Cedarbrooke Village from BFL Canada advising that the complex is insured for \$18,240,800. Council is unsure when the last appraisal was completed on the complex and the agent will contact BFL to determine the date of the last appraisal. Council authorized the agent to obtain an appraisal if one has not been completed within the last 12 months.
2. Authorization for Expenditures: The agent discussed with council the declaration made by the Real Estate Council of B.C. (the REC) on the matter of authorization for expenditures. The REC has declared that a management company (a "brokerage") cannot incur any expenditures for a client (the strata corporation) without first having obtained authorization from the strata council, without exception.


In order that a majority of council members do not need to be consulted each time that a necessary or common sense expenditure be authorized, council unanimously agreed to pre-authorize Vancouver Condominium Services and its representatives to expend up to \$500 for routine/general maintenance.

It was further agreed that expenditures of \$500 - \$5000 can be authorized by a majority of council. A signature of two council members must be obtained for any expenditure over \$5,000.

3. Leak in #305: A leak from the dishwasher in unit 306 was reported.
4. Gutter Cleaning: Council requested a quote for cleaning and repairs of gutters throughout the complex. The agent will ensure that quotes are solicited and presented at the next meeting.

5. Asphalt Repairs: Council requested a quote for patch repairs to asphalt throughout the complex. The agent will obtain quotes and present them at the next council meeting.

There being no further business, the meeting was adjourned at 7:20 p.m. The next meeting will be held on Tuesday, October 2, 2007 at 6:00 p.m. in the Recreation Centre at 555 West 28th Street, North Vancouver.



Muryn Jordan
Vancouver Condominium Services Ltd.
#400 - 1281 West Georgia Street
Vancouver, B.C. V6E 3J7

Telephone: 604-684-6291 (24-Hour Emergency Services)
Toll free: 1-877-684-6291/ Fax: 604-684-1539

MJ/md

24-Hour Emergency Services

Clients using Telus Anonymous Call Blocking feature must deactivate this service (*87) to receive return calls from VCS after hours.

Please note that we will take no action on any emergency unless we have talked first to the person placing the call. If you have placed an emergency call, please keep the phone line clear so that VCS can return your call promptly.

PLEASE NOTE THAT THIS SERVICE IS FOR BUILDING EMERGENCIES ONLY: IT IS NOT FOR PERSONAL EMERGENCIES. Personal emergencies include lost building access devices, access to relatives' apartments, inquiries about account balances, "someone parked in my stall", neighbours are having a loud party, neighbours' security alarm is going off and similar situations. We are also unable to provide assistance on calls such as "I saw a strange person ..." Suspicious activity and loud parties should be reported to the police. Break and enter and/or vandalism to your automobiles or suites should be reported to the police department.

Please feel free to report floods, broken water lines, fires, fire alarms, and other similar building/property issues requiring immediate attention.

The 24-hour answering service is not available for general inquiries concerning accounts, council policies and other matters which are regular administration items.

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-531

CEDARBROOKE VILLAGE

HELD:

On Tuesday, October 2, 2007 at 6:00 p.m. in the Recreation Centre, 555 West 28th Street, North Vancouver, B.C.

PRESENT:

Ginny Martin	President/Communications/Gardening
Vicki Parton	Vice President/Maintenance/Capital Projects
Michel Fortney	Treasurer
Barbara Mol	Secretary/Facilities
Wes Pretty	Maintenance/Capital Projects

REGRETS:

Paul Robson	Facilities
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STRATA AGENTS: Murn Jordan, Vancouver Condominium Services Ltd.

The meeting was called to order at 6:00 p.m.

MINUTES

It was moved, seconded and carried to adopt the minutes of the September 13, 2007 council meeting, as circulated.

SITE MANAGER REPORT

Council reviewed the report from the Site Manager, Rory Forbes for the month of September. Mr. Forbes noted that most of the month centered around the completion of the breezeway covers.

FINANCIAL REPORT

1. Monthly Statement: The agent distributed the September, 2007 financial statement from Vancouver Condominium Services as well as the August, 2007 financial statement from Baywest Management. Council reviewed the financial reports in detail and approved the August, 2007 financial statement from Baywest. The council Treasurer requested that approval of the September 2007 statement be deferred until he has had adequate time for review.

Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

2. Invoice Approval: The agent obtained approval from council for a variety of invoices which have been forwarded from Baywest Management.
3. Draft Budget: Council discussed details of the draft budget which will be presented to the owners at the Annual General Meeting. A draft budget revised in accordance with the October financial statement will be reviewed by council at the next meeting.
4. Audit/Accounting Review: Council received a letter from the Accountant Bob Orr regarding the accounting review completed to date. The council Treasurer advised the agent that the audit adjusting entries will be forwarded to Vancouver Condominium Services for posting.

Council discussed engaging an auditor for a fiscal year end audit. The agent was instructed to obtain quotes for an audit. Quotes will be presented to council at the next meeting.

COMMITTEE REPORTS

1. Maintenance: Wes Pretty advised council that the construction and installation of the breezeways is nearing completion. It was also noted that the site manager has been fixing heaters and replacing zone valves in a variety of units throughout the complex.
2. Facilities: Barbara Moi advised council that the pool is now closed for the season and that the playground painting is complete. Time will be spent on lighting and cleaning up common storage / locker rooms.
3. Gardening: There was nothing to report.
4. Communications: It is estimated that the community newsletter will be distributed by the middle of October.

BUSINESS ARISING

1. #105 – Structural Report: Horizon Engineering has been contacted regarding the foundation crack monitoring recommended in the All-Span report. Horizon Engineering indicated that they have the technicians to complete the work; however, they are unable to commence work on the issue for approximately two to three weeks. The agent has forwarded a copy of the All-Span report to the engineering firm and will advise council once a response is received.
2. Liquor License Update: This item was deferred to the next council meeting.
3. Oil Tank: This item was deferred to the next council meeting.
4. Insurance Appraisal: The agent advised council that Suncorp Valuations is currently engaged in a three-year appraisal plan with LMS-531. The second of the three appraisals is expected within the coming month.

5. Gutter Cleaning: The agent presented council with the following two quotes for gutter cleaning:

- International Building Maintenance - \$4,500 to clean the exterior of all gutters.
- \$5,400 to clean the interior of the gutters and make any minor repairs.
- Restoratech - \$11,520 to clean the inside of all gutters.
- \$2,880 to caulk inside and outside the corner joints.
- \$6,720 to clean the exterior and base of all gutters.

A council member advised that a third quote is pending. Council discussed the replacement of the fascia boards and it was agreed that additional review must occur prior to selecting a contractor.

6. Asphalt Quotes: Council reviewed a quote from Nikls Property Services in the total amount of \$4,983 plus GST to patch the asphalt throughout the complex. Council will review the location of the quoted repair sections over the coming weeks and will advise the agent accordingly.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters. Owners are advised that, pursuant to the Strata Property Act, correspondence which is addressed to the strata corporation must be made available to any other owner interested in such correspondence, and to certain other persons in specified circumstances. What this means is that any correspondence which is sent to the strata council in confidence might not be protected or privileged, and is subject to any other overriding and applicable law.

1. Council reviewed a letter from an owner requesting that their balcony be placed on the list of those requiring replacement. The owner is advised that their balcony is on the list.
2. Council received a letter from an owner requesting a missing page of the May, 2007 council meeting minutes. A council member has a copy of the May and June minutes and will ensure that the owner receives copies. The owner was also concerned as to the reasons why the 800 block was not re-roofed. As discussed at the Annual General Meeting, the roof of the 800 block is in good condition and did not need to be re-roofed.
3. Council received a letter from an owner requesting reimbursement for the cost to repair a flat tire due to a nail which resulted from the re-roofing project. Council denied the request and the agent will ensure that the owner is advised.

4. Council received a letter from an owner requesting information on why the asbestos in the ceiling texture was not disclosed prior to the September 2007 minutes. The owner is advised that the issue was not disclosed to the owners because it was not known prior to the September meeting. An owner had taken it upon himself to have the ceiling tested and provided council with the results of the report.

The owner's additional concern surrounded the statement in the September minutes which advised that any expenditures over \$5,000 required two council member's signatures. The owner provided an excerpt from the *Strata Property Act* advising that council cannot spend in excess of \$2,000 unless approved by the owners at an AGM or SGM. The owner is correct that more than \$2,000 cannot be spent on a non-budgeted expense; however, the council is authorized to spend the money approved in the Operating Budget. Often quotes will be submitted for work which is higher than \$2,000 on an expected and budgeted for expense, and council is permitted to spend the funds. Such items include asphalt patching, gutter repair, plumbing issues, tree pruning, gas bills, electrical bills, cable bills etc., which are routinely over \$2,000. The council is authorized to spend in excess of \$2,000 provided the cost is included in the budget which was approved by the owners at the Annual General Meeting.

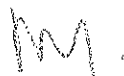
Any owners who would like clarification regarding this matter are welcome to contact the agent during regular business hours.

NEW BUSINESS

1. Rental Issue: As per council's request between meetings, the agent forwarded a letter to an owner who council feels may be renting the unit contrary to the bylaws. The owner was given a deadline to respond to the agent and at this time no response has been received. Council instructed the agent to send a second letter to the owner advising that fines will follow should no response be received.
2. Fire Hydrant Flushing: The agent advised council that the strata corporation is due for fire hydrant flushing in February. The agent was instructed to obtain quotes as council is not pleased with the work that was completed by the previous contractor.
3. Cable Increase: The agent informed council that Shaw Cable has advised there will be a small increase of .92¢ per unit per month on the cable bill. The agent will ensure that the increase is taken into account during creation of the draft budget.
4. Chimney Inspection: A council member provided a list to council of all gas and wood burning fireplaces in the complex. It was agreed that quotes will be solicited for the cleaning and inspection of the fireplaces. The work will be scheduled and all owners with fireplaces will be required to make their units available during the appropriate time. The cost will be charged back to the owners on a cost per unit basis. The cleaning of the fireplaces and chimneys is essential as uncleaned chimneys pose a potential fire hazard. Additional information and notices will be sent to all owners involved in the cleaning.

5. Dryer Vent Cleaning: Council requested the agent obtain quotes to have the dryer vents cleaned in units that did not comply in having them done in October 2006. As with the chimney cleaning, and the cost will be charged back to each owner. All owners must ensure that their units are made available. Failure to have the dryer vents cleaned does pose a fire hazard. Additional information and notices will be sent to all owners involved in the cleaning.

There being no further business, the meeting was adjourned at 7:45 p.m. The next meeting will be held on Tuesday, November 6, 2007 at 6:00 p.m.



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WHAT YOU NEED TO KNOW ABOUT AN EARTHQUAKE

1. You are on your own. Do not count on your strata council or management company for assistance.
2. There is not a supply of food, water, blankets or other survival provisions stored anywhere on the property. You are on your own.
3. If there is natural gas service to your strata corporation there is no plan for shutting off the gas supply.
4. There are no arrangements for alternate living quarters if you are unable to return to your strata lot. You are on your own.
5. Depending on the severity of the earthquake, you may not be able to telephone/email the management company for assistance.
6. The contents of your strata lot, your automobile(s) and other personal property are not insured by the strata corporation. If you have made improvements to your strata lot, such improvements or betterments are not insured by the strata corporation either.
7. The strata corporation is insured for earthquake damage; HOWEVER, there is a deductible which means that there is no coverage for damages within that deductible. Generally the deductible is 10% of the value of the strata corporation although in some instances (ie. Richmond) the deductible could be 15% or 20% of the value of the property. In most cases this will amount to millions of dollars. Your strata corporation does not have reserve funds available to meet such a huge deductible. Repairs will have to be funded by one or more special levies. These could be substantial.
8. There is NO government plan or fund to assist either you or your strata corporation. You are on your own.

While it would be nice to hear that there are plans and that there is a safety net, your strata council and VCS bring you the above information in an effort to alert you to the reality of an earthquake scenario. Accordingly, you need to develop your own personal plans for survival. Like many people, you will not be adequately prepared and that is "human nature". Please remember, however, that "You are on your own" is the only rule that counts.

For further information, visit the following websites:

Ministry of Energy & Mines (Gov. of BC)

<http://www.em.gov.bc.ca/Mining/Geolsurv/Surficial/quake/>

Ministry of Public Safety & Solicitor General

http://www.pep.bc.ca/hazard_preparedness/earthquake_preparedness.html

City of Vancouver Emergency Preparedness

<http://www.city.vancouver.bc.ca/corpsvcs/emerg/prepyourself/earthquaketips.htm>

Neighbourhood Emergency Preparedness Program

<http://www.city.vancouver.bc.ca/corpsvcs/emerg/nepp/NEPPworkshops.htm>

STRATA PLAN LMS 531 – CEDARBROOKE VILLAGE

SPECIAL COUNCIL & SOCIAL COMMITTEE MEETING RE LIQUOR PRIMARY CLUB LICENSE

DATE HELD: Tuesday October 23, 2007

LOCATION: Cedarbrooke Social Room

Council in Attendance: Ginny Martin
Vicki Parton
Michael Fortney
Barb Moi
Wes Pretty
Paul Robson
Guest: Harry Carruthers – Past President

Social Committee in Attendance: Leslie Erickson
Estelle Booth
Doug Maxwell

CALL TO ORDER

The meeting was called to order at 7:35pm by Ginny Martin.

The Agenda was handed out and quickly reviewed for additional discussion items.

1. INSURANCE

Strata Plan LMS 531 does not have Liquor Liability insurance coverage for the pub, council or Strata. There was a discussion re having coverage until a couple of years ago, around the time of winding up the Holding Companies, as well as changing management and insurance brokerage companies.

The bottom line is we do not have coverage and the legal liability is huge. We have been advised by the Insurance broker that we should cease operations of the “pub” until such time as we have adequate coverage. We have done this.

Council has been checking with several insurance companies, and the cost of insurance coverage is looking like it would be quite expensive.

2. TERMS AND CONDITIONS FOR LIQUOR PRIMARY CLUB LICENSE

The Social Club does not meet the necessary criteria to apply for its own Liquor Primary Club license, as the ‘club’ would be required to own or have an exclusive lease on the pub premises and Strata LMS531 owns the property. The Social Club would also have to be incorporated and be in continuous operation for 1 year.

Records are required, re liquor purchases, sales, liquor disposal, invoices and purchase receipts. At this time, Doug Maxwell reported that he has the pub books and is working on bringing them up to date, starting from July 1st. He would like to have them up to date to report at the next council meeting, but wasn't sure if he could get it completed quite that soon.

3. STRATA LMS 531 IS PRIVATE PROPERTY

A Liquor Primary Club License, or Special Occasion License, is not required to serve or consume liquor on private property. It is only required when liquor is being sold. A discussion ensued on the pros and cons of having the 'pub' night as a BYOB event. This would eliminate the liability for LMS 351.

4. COUNCIL RESPONSIBILITY

For the Liquor Primary Club License, Strata Plan LMS 531 is the licensee, and Council executives are required to be registered with LCLB and become responsible for the license. This means that each year the new Council Executive must file a change in the 'directors' on the Liquor License and provide a Personal History Summary and Consent for Criminal Record Search and a RCMP's Consent for Disclosure of Criminal Record Information. There are heavy fines for not complying with this.

5. OPTIONS

Council's responsibility is to act in the best interest of the Strata Corp. and therefore put forward the following options for discussion - keeping in mind that the license is up for renewal at the end of November 2007

1. Suspend the license and hold a Special General Meeting mid November to vote on renewing the License.
2. Renew the license and suspend it till the AGM is held in January 2008. Resolution to continue with the liquor license and obtain Liquor Liability Insurance.
3. Not renew the liquor license.

MOTION

To renew and suspend the Liquor Primary Club License until the AGM, and take the continuation of the license to a ¾ vote at the AGM.

All Council and Social Club were in favour.

The pub will be open as BYOB on Friday nights and any special events.

Meeting adjourned at 8:45pm

MINUTES OF COUNCIL MEETING
STRATA PLAN LMS-531
CEDARBROOKE VILLAGE

HELD: On Tuesday, November 6, 2007 at 6:00 in the Recreation Centre, 555 West 28th Street, North Vancouver, B.C.

<u>PRESENT:</u>	Ginny Martin	President/Communications/Gardening
	Vicki Parton	Vice President/Maintenance/Capital Projects
	Michael Fortney	
	Barbara Moi	Secretary/Facilities
	Paul Robson	Facilities

REGRETS: Wes Pretty Maintenance/Capital Projects

GUEST: Harry Carruthers

STRATA AGENT: Muryn Jordan, Vancouver Condominium Services Ltd.

The meeting was called to order at 6:31 p.m.

COUNCIL BUSINESS

Council recognized Michael Fortney's resignation from his position as Treasurer. Mr. Fortney will remain on council. Council agreed not to elect a new Treasurer.

MINUTES

It was moved, seconded and carried to adopt the minutes of the October 2, 2007 council meeting, as circulated.

It was moved, seconded and carried to adopt the minutes of the October 23, 2007 special council meeting minutes, as circulated.

SITE MANAGER REPORT

Council reviewed the report from the site manager, Rory Forbes, for the month of October. Mr. Forbes highlighted a variety of issues and tasks which have been completed, including various heat problems and continuation of the breezeways.

FINANCIAL REPORT

1. **Monthly Statements:** The agent advised council that the October, 2007 financial statement is not yet complete. Council discussed the September, 2007 financial statement and following review, it was moved, seconded and carried to approve the September, 2007 financial statement, as circulated.

Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

2. **Arrears:** Council reviewed the arrears situation in the complex and owners are reminded that the pre-authorized chequing that was set up with Baywest cannot be transferred to Vancouver Condominium Services. A new pre-authorized chequing form must be filled out and a void cheque must be submitted to Vancouver Condominium Services. Many owners have not paid their strata fees since VCS took over management. Letters have been sent to all owners in arrears. Any owner wishing information regarding their statement are asked to contact Vancouver Condominium Services during regular business hours.

3. **Audit Quote:** Council reviewed and discussed the following quotes:

- | | | |
|-----|-----------------|------------------|
| (a) | Reid Hurst Nagy | \$2,795 plus GST |
| (b) | Berris Mangan | \$2,950 plus GST |

Council discussed the necessity of an audit. Following discussion, it was moved, seconded and carried to approve the quote from Reid Hurst Nagy, taking into account that there may be an additional charge of \$300 plus GST if a site visit is required to the previous management company. The agent will ensure that Reid Hurst Nagy is advised and that an engagement letter is signed on behalf of the council. The audit will be conducted at the end of the fiscal year and the information will be vital for budgeting purposes.

4. **Draft Budget:** Council reviewed the draft budget revised in accordance with the September, 2007 financial statement numbers. It was agreed that council will review the budget and the October financial statement at a special council meeting to be held later in November.

COMMITTEE REPORTS

1. **Maintenance:** Vicki Parton advised council that the conventional breezeways have been completed and the remaining breezeway in the 500 block will be completed shortly. Vicki is working with Rory Forbes to complete the cost analysis for the breezeways and the information will be provided to council at the special meeting in November.

Vicki Parton further advised that there continues to be concerns with heating in some units in the complex. Owners are reminded to clear all furniture, draperies and rugs away from the heating vents in order to increase the air flow. It was noted that Rory Forbes does change the filters in the boilers on a monthly basis in order to improve the heat distribution. Council and Mr. Forbes will continue to deal with heating calls on a case-by-case basis.

Council was advised that Penguin Contracting will begin the construction on the 200 block stairs within the coming week. A notice will be sent to the owners affected by the construction.

2. **Facilities:** Barbara Moi advised council that a dumpster will be on-site within the coming week in order to allow owners to clean out their storage areas and their units. A notice will be delivered to all owners.

Council requested that the agent forward a letter to an owner who continues to have an abundance of car parts stored in the common storage room. The agent will ensure that the letter is sent.

3. **Gardening:** Ginny Martin advised council that Brenda Waters has volunteered to be the head of the Gardening Committee and to be the Garden Liaison with council. Additional meetings will occur between Brenda Waters and Ginny Martin.
4. **Communications:** ⁹⁸⁶⁻⁵⁷³⁰ The community newsletter has been distributed to all owners.

BUSINESS ARISING

1. **105 Structural Report:** The agent advised council that Horizon Engineering and Bennett & Associates have both been engaged in order to implement the recommendations in the All-Span Engineering Report. The crack monitoring will be completed by Horizon Engineering and the elevations and chimney issues will be reviewed by Bennett Landscaping. The owner has been advised that both firms will be reviewing the foundation crack over the coming year. DMS Mechanical will be brought in to review the perimeter drainage.

2. Liquor License Update: As per the decision at the special council meeting (minutes distributed to owners) the liquor license has been renewed and council is having it suspended until the Annual General Meeting in February.
3. Oil Tank: Paul Robson advised council that a letter has been drafted to the City of North Vancouver Fire Department in order to request permission to leave the oil tank in the ground. The fuel has been removed from the tank and there are concerns that removal of the tank may affect the pool basin, pool deck surface and clubhouse foundation. The agent will forward the letter to the Fire Department on behalf of the council.
4. Insurance Appraisal: The agent forwarded a copy of the 2007 insurance appraisal to council, noting that the updated replacement value for Cedarbrooke Village is now \$20,847,300. The agent advised that the insurance appraisal has been forwarded to the insurer and an adjusted premium is pending.
5. Gutter Cleaning: Council reviewed the quotes from the previous council meeting from International Building Maintenance and Restoratech.
 - International Building Maintenance
 - \$4,500 to clean the exterior of all gutters.
 - \$5,400 to clean the interior of the gutters and make any minor repairs.
 - Restoratech
 - \$11,520 to clean the inside of all gutters.
 - \$2,880 to caulk inside and outside the corner joints.
 - \$6,720 to clean the exterior and base of all gutters.

Following discussion, it was agreed to approve a quote in the amount of \$5,400 to clean the interior of the gutters and make any minor repairs. It was further agreed to approve the cost of \$25 per occurrence to repair any leaking corners that are over common areas or breezeways. The agent will forward a contract to IBM. An additional quote for the cleaning of the downspouts will be requested.

6. Asphalt Patching: Council reviewed the quote from Nikls Property Services in the total amount of \$4,983 plus GST to patch nine different sections throughout the complex. Following review after the previous council meeting, it was agreed that only two sections need to be patched at this time. Council requested that the agent forward a contract to Nikls Property Services for patching of the asphalt in parking stalls #43, #44 and #53.

7. Rental Issue: As per council's request at a previous meeting, two letters have been forwarded to an owner in the complex who seems to be renting their unit contrary to the bylaws. The owner has been given two opportunities to provide written proof to council that the unit is not being rented in contravention of the bylaws. To date, nothing has been received from the owner. Council requested that the agent apply a fine onto the unit as per the strata corporation bylaws. The agent will ensure that a letter is sent to the owner advising them of the fine.

8. Fire Hydrant Flushing: Council reviewed the following two quotes:

- (a) Mircom \$950 plus GST to flush the lines twice a year.
- (b) Vancouver Fire & Security \$260 plus GST to flush the lines once a year.

Following discussion, it was agreed to approve the quote from Vancouver Fire & Security in the amount of \$260 plus GST. The agent will forward a contract and the work will be scheduled in the new year.

9. Chimney Inspection: Council reviewed and approved a quote from Dickens Chimney Service outlining various costs for cleaning and inspection of both wood and gas burning fireplaces. It is mandatory that all owners in the complex have their chimneys and fireplaces cleaned and inspected. The agent will schedule the work to be done on a weekend in January. Owners will need to make their suites available to Dickens and the cost for the cleaning will be billed back to the applicable owners.
10. Dryer Duct Cleaning: Council reviewed a quote from Power Vac in the amount of \$725 plus GST to clean the dryer vents in the common area laundry rooms. Council then reviewed additional quotes from Michael A. Smith Duct Cleaning and National Air Technologies to clean the individual in-suite dryer vents. Following discussion, it was agreed to request a quote from Power Vac for the in-suites and have the work on the common area and in-suites done at the same time. Council further requested that Power Vac provide a report on any unconventional or dangerous venting for the in-suite laundry. The dryer vent cleaning is mandatory and the cost for the cleaning will be billed back to the applicable owners.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters. Owners are advised that, pursuant to the Strata Property Act, correspondence which is addressed to the strata corporation must be made available to any other owner interested in such correspondence, and to certain other persons in specified circumstances. What this means is that any correspondence which is sent to the strata council in confidence might not be protected or privileged, and is subject to any other overriding and applicable law.

1. Council received a letter from the legal counsel for a unit in the building regarding the foundation and the deck of their unit. The agent has forwarded a response to the owner and a detailed response will be forwarded to the legal representative.

2. Council received a letter from an owner asking permission to rent their unit. Council approved the request as there are less rentals in the complex than permitted as per the bylaws. The unit must be rented within 90 days. The agent will ensure that the owner is advised.
3. Council received a letter from an owner advising that their floor has not yet been repaired after a leak from the heating system. Council discussed the issue and agreed that it is a small job and can be completed by the site manager. The agent will ensure that the site manager is informed of the work.
4. A letter was received from an owner advising that, following a visit to the Land Titles Office, information has been received that amendments to the bylaws have been made. The owner would like council to inform the owners of all the amendments since 2004. The owner was advised that the bylaws cannot be changed without approval by the owners, which is done at an annual or special general meeting. The owners are given minutes of those meetings outlining which bylaw amendments have passed. Any owner who would like a full copy of the bylaws are welcome to contact Vancouver Condominium Services during regular business hours.
5. An owner wrote to council advising that there is a sink hole in the driveway directly in front of their rental parking space. Council agreed to add the area to the asphalt patching list which is being compiled for the next fiscal year. The owner has an additional concern regarding the broken outdoor pipe at the back of their townhouse. Council agreed that this item can be repaired by the site manager and the agent will ensure that Rory Forbes is advised.

Thirdly, the owner advised that woodpeckers have been drilling large holes in the south wall of their townhouse. Council is obtaining quotes for painting of the complex during the next fiscal year and repairs to the wood walls will be completed at that time. Finally, the owner passed on their thanks to the council and Rory for all of their hard work regarding the roof and the breezeway coverings.

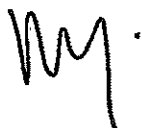
6. Council received a letter from an owner concerned that there is moisture in their basement, which they fear may be causing structural damage. Council requested that the agent contact DMS Mechanical to have the drains around the block of units scoped in order to determine where the water is coming from and if the drainage is adequate.
7. Council reviewed a letter from an owner advising that the heat in their unit is not working. Rory Forbes has been on-site and has been attempting to diagnose and fix the problem; however, the heat problem persists. Council approved the purchase of a heat probe in order to allow Mr. Forbes to check the pipe temperature at the boiler and in the unit to determine if there is an air lock and/or other water flow problems.

8. Council received a letter from an owner regarding an insurance deductible which was charged back and placed on the account a number of years ago. The owner is concerned that because the deductible has not yet been paid a fine will be applied on her account for failure to pay the deductible. Council requested that the agent instruct the owner that there will not be any fines pertaining to the insurance deductible added to the unit.

NEW BUSINESS

1. Defamation Issue: At the request of council, North Shore Law prepared a letter regarding allegations of liable regarding an owner's blog site. The owner has been advised that some comments on the site are defamatory and must be removed. In response, the owner has written to North Shore Law for clarification.
2. AGM Planning: Council reviewed and discussed items to be brought to the owners' attention at the Annual General Meeting which will be held in February. The agent made note of some recommended bylaw changes. It was agreed that the Annual General Meeting resolutions will be discussed in detail at the special council meeting to be held in November.

There being no further business, the meeting was adjourned at 9:00 p.m. The next meeting will be held on Tuesday, December 4, 2007 at 6:00 p.m. in the Recreation Centre at 555 West 28th Street, North Vancouver, B.C.



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MJ/af

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-531

CEDARBROOKE VILLAGE

HELD: On Monday, December 10, 2007 at 6:00 p.m. in the Recreation Centre at 555 West 28th Street North Vancouver, B.C.

PRESENT:

Ginny Martin	President/Communications/Gardening
Vicki Parton	Vice President/Maintenance
Barbara Moi	Secretary/Facilities
Wes Pretty	Maintenance/Capital Projects
Harry Carruthers	

STRATA AGENT: Murn Jordan, Vancouver Condominium Services Ltd.

The meeting was called to order at 6:05 p.m.

COUNCIL BUSINESS

Council recognized the resignation of Paul Robson and Michael Fortney from council.

As per the strata corporation bylaws, the strata council is entitled to appoint an eligible owner to stand on council until the next Annual General Meeting. To that end, council appointed Harry Carruthers to stand on council until the Annual General Meeting.

MINUTES

Council received a letter from an owner concerned with the information printed in the minutes of the November 6, 2007 council meeting. The owner is concerned about item #1 of New Business, which states that a letter was sent to an owner of North Shore Law at the direction of council. The owner would like information on when the council approved the legal consulting and approved the letter to be forwarded to the owner. The owner would also like the minutes revised to reflect if the decision was unanimous.

All owners are advised that, as per an in camera council meeting held on December 10, 2006, the council agreed to contact a law firm in order to examine the accusations and comments made on a blog website and to determine if the statements are libel.

Upon receipt of the legal letter, an email vote was taken on November 10th and a majority of council agreed to forward the letter to the owner of the blog website to request that the statements be removed. Council agreed not to amend the council minutes from November 6, 2007 and following discussion, it was moved, seconded and carried to adopt the minutes of the November 6, 2007 council meeting minutes, as circulated.

Council agreed not to amend the council meeting minutes from November 6, 2007 and following discussion, it was moved, seconded and carried to adopt the minutes of the November 6, 2007 council meeting minutes, as circulated.

FINANCIAL REPORT

1. **Monthly Statement:** Council reviewed the October, 2007 financial statement. Following discussion, it was moved, seconded and carried to approve the statement, as circulated. Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.

The agent advised that the November, 2007 financial statement is not yet complete and it will be delivered to council once it is available.

2. **Arrears:** Council reviewed the arrears situation in the complex, with specific detail given to those owners who have yet to pay their full roof replacement levy.

All owners are reminded that the roof replacement levy was due in full on September 1, 2007. Owners are also advised that the pre-authorized chequing that was set up with Baywest cannot be transferred to Vancouver Condominium Services. A new pre-authorized form must be filled out and a void cheque must be submitted to Vancouver Condominium Services. Many owners have not paid their strata fees since VCS took over management. As per the strata corporation bylaws, late strata fee fines will be applied to accounts with unpaid strata fees. Any owner wishing information regarding their statement are asked to contact Vancouver Condominium Services during regular business hours.

3. **Draft Audit:** The agent advised that the audit engagement letter has been signed on behalf of council and has been forwarded to Reid Hurst Nagy. Reid Hurst Nagy has also been advised of the schedule for the Annual General Meeting and has been given a deadline for the receipt of the draft audit.
4. **Draft Budget:** Council reviewed the draft budget revised in accordance with the October, 2007 financial statement numbers. Council held two meetings (which were not attended by Vancouver Condominium Services' agent) in order to discuss and plan the budget for the next fiscal year. The agent incorporated the numbers presented by council into the updated draft budget. Council will continue to amend the proposed budget which will be presented to the owners at the Annual General Meeting.

COMMITTEE REPORTS

1. **Maintenance:** Wes Pretty advised council that numerous heating problems have been reported and repaired as required throughout the complex. Those heating problems that were not able to be repaired by the caretaker, Rory Forbes have been repaired by Stevens Plumbing.

Wes Pretty further advised that DMS Mechanical has been on-site to clear the drainage in the 900 block and to review the drainage in the 100 block. A report of the drainage review at the 100 block has yet to be received. The agent will continue to follow up with DMS and will advise council once the report has been received.

Additionally, the top section of a manhole insert needs to be replaced at the 900 block. Wes Pretty agreed to research the replacement of the section.

Council expressed some concern regarding the asphalt patching job which was completed, as a portion of the repairs appear to not be thick enough. The agent will contact Nikls Property Services to have the area reviewed.

2. Facilities: Barbara Moi advised council that a number of the large lights throughout the complex are burnt out. Council discussed the issue and noted that replacement of the bulbs is not sufficient, as many of the ballasts need to be replaced. To that end, it was agreed that council will research the installation of new light fixtures which are more fitting with the look of the complex and which are more energy efficient.

Council requested that the agent forward a letter to a non-resident owner who is storing belongings in the common storage rooms contrary to the bylaws.

3. Gardening: Ginny Martin advised council that she will engage in a meeting with the landscapers, Lawn Hoppers, in order to discuss landscaping throughout the complex.
4. Communications: It is anticipated that a news letter will be distributed to the owners in January.

BUSINESS ARISING

1. 105 Structural Report: The agent presented council with a report from Horizon Engineering dated November 30, 2007, noting that strain gauges have been installed on the foundation wall as per the recommendations noted in the All Span report. The monitoring program involves two types of measurement in order to determine if there is any movement in the foundation crack. The first set of measurements indicate there are no noticeable changes. The grid crack monitoring also does not show any observable changes. The next monitoring session will occur in two month's time. Council requested that the agent forward a copy of the report to the owner of unit #105.

Council has delayed repairs of the deck at unit #105 until such time as information is received regarding the foundation crack. The deck is mounted on the wall that is being monitored and as there is no recorded movement in the foundation crack, council has agreed to move forward with the replacement of the deck. A council member will review the current deck size, as well as the original deck size and per bylaw 14.5, the division of cost sharing will be calculated. The deck will be replaced once the owner has signed off on the cost sharing agreement.

2. Oil Tank: The agent provided council with a copy of a letter forwarded to the Assistant Chief of Fire Prevention at the City of North Vancouver Fire Department regarding the removal of the oil tank. Council has requested authorization to leave the oil tank in place as there are concerns that removing the tank will disrupt the pool deck foundation and the pool structure. No response has been received and the agent will follow up with the Fire Department.
3. Rental Issue: As per council's decision at the previous meeting, the agent forwarded a letter to the owners of a unit who are renting their unit in violation of the bylaws. The owners have been advised that a fine has been levied on their account. To date, no response has been received from the owner, despite three letters being forwarded to their attention. Council agreed to review the issue further at the January council meeting.
4. Chimney Inspection: Council discussed the scheduling of the chimney inspection and agreed that it would be most beneficial to the owners to have a Saturday scheduled for inspection and cleaning, followed by a Saturday two to three weeks later. The agent will advise Dickens of the requested schedule and will keep council and the owners informed of the inspection and cleaning dates. Owners are reminded that it is mandatory to have the chimneys and fireplaces cleaned and inspected. The work will be scheduled in January and owners will need to make their suites available to Dickens Chimney Cleaning Service. The cost for the cleaning will be billed back to the applicable owners.
5. Dryer Duct Cleaning: As per council's request at the previous meeting, a quote has been received from Power Vac for the cleaning of the in-suite laundry units. Council approved the quote of \$28 per unit. A contract has been forwarded to Power Vac and the work will be scheduled for a weekend in January. Notices will be provided to all owners of the dates for the mandatory dryer ducts cleaning. Owners will be requested to sign up for the cleaning and the cost for the cleaning will be billed back to the applicable owners.
6. Defamation Issue: Council received an invoice from North Shore Law for the letters and action taken to date regarding the defamatory comments on an owner's blog site. There has been concern expressed by some owners that there is no budgetary line item to allow for legal consulting. Owners are reminded of a memo forwarded to all Cedarbooke Village owners on October 31, 2006 providing information regarding the 2007 proposed budget. In the memo, it is noted that Consulting Fees is a budget line item created to accommodate a minimal number of legal opinions. To that end, council approved payment of the invoice out of the line item entitled Consulting Fee.
7. Annual General Meeting Planning: Council discussed the scheduling of the Annual General Meeting. It was agreed that the AGM will be held in the last week of February. Council discussed which resolutions they would like presented to the owners and the agent will ensure that a draft AGM Notice package is provided to council at the next meeting for review and discussion.

CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters. Owners are advised that, pursuant to the Strata Property Act, correspondence which is addressed to the strata corporation must be made available to any other owner interested in such correspondence, and to certain other persons in specified circumstances. What this means is that any correspondence which is sent to the strata council in confidence might not be protected or privileged, and is subject to any other overriding and applicable law.

1. **Pet Complaint:** Council received a letter from an owner concerned with two cats from a neighbouring unit which are allowed to freely roam outside. The owner is concerned as the cats continue to use the surrounding garden area as a litter box. The agent will forward a letter to the owners of the cats.
2. **Various Items:** Council received four letters from an owner covering the following concerns:

The owner expressed concern that their deck has not yet been repaired. Council advised that the deck repairs were delayed as the deck is currently attached to the foundation wall. The foundation wall has a crack which is being monitored by both Horizon Engineering and Bennett Land Surveyors. The first monitoring report indicates that there has not been any movement and council has agreed to commence repairs. The owner will be provided with a summary of the cost sharing as per bylaw 14.5. Once the owner has signed the cost sharing contract, the deck will be repaired.

The owner expressed concern that the legal matter is behind funded without approval from the owners. The issue was discussed under Business Arising, Item #6: Defamation Issue.

The owner further requested compensation from the strata corporation for his own legal costs to date. Council did not approve reimbursement of the owner's expenses.

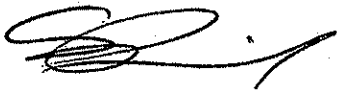
A report was received from the owner that he experienced foul language directed at him from the Caretaker and from the gardeners. Council is investigating the allegation through discussions with other parties present at the same time. All owners are reminded to utilize the proper channels for landscaping requests and not to approach the gardeners directly. The agent can be contacted with any concerns about the landscaping.

The owner requested information on when council approved obtaining legal advice. This issue was discussed under Minutes. The owner requested a copy of the invoice from North Shore Law and council approved the request. The agent will forward a copy of the invoice to the owner.

NEW BUSINESS

1. **Repairs to #305:** Council received a quote from Orka Property Services in the amount of \$2,100 plus GST to repair and replace various kitchen cabinets, counter tops and lights which were damaged as a result of a leak from the unit above. Council approved the quote and the agent will ensure that a contract is forwarded to Orka Property Services.
2. **Pest Control:** Council received a letter from North Shore Pest Detectors advising that four of the bait stations are missing the concrete slab. A quote of \$80 was provided to replace the slabs. Council did not approve the quote.

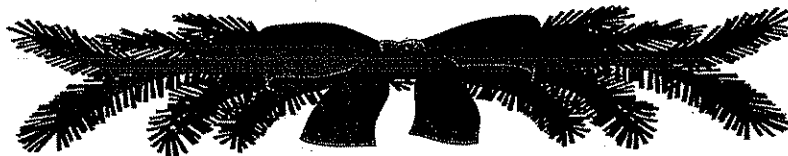
There being no further business, the meeting was adjourned at 8:20 p.m. The next meeting will be held on Tuesday, January 8, 2008 at 6:00 p.m. in the Recreation Centre, 555 West 28th Street, North Vancouver, B.C.



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MJ/mc



HAPPY HOLIDAYS

Please note that our office will be closed on Tuesday, December 25th, Wednesday, December 26th and Tuesday, January 1st. Emergency service is available if necessary: please call the usual telephone number, 604-684-6291, for assistance. We take this opportunity to wish everyone a very Happy Holiday Season.