

MINUTES OF COUNCIL MEETING

THE STAR OF KITSILANO STRATA PLAN LMS2329

HELD: Monday, January 30th 2006 at 7:00 p.m. in Suite 223 – 2680 West 4th Avenue, Vancouver, BC.

PRESENT:	Robert Mathews	President	Suite 226
	Victoria James	Vice President	Suite 223
	John Woo	Treasurer	Strata Lot 98
	Pauline Jans	Secretary	Suite 326
	Dale McGregor		Suite 422

REGRETS:	Fred Lam	Strata Lot 97
	Wendy Smith	Suite 212

AGENT: Andrew Seaton, RE/MAX Property Management Services

CALL TO ORDER: 7:15 p.m.

APPROVAL OF PREVIOUS MINUTES

It was moved, seconded, and carried to adopt the Minutes of the Council Meeting held December 5th 2005.

BUSINESS ARISING

1. Pest Control: The property manager reported that a pest control company had installed bait stations at the back of the building as had been agreed at the previous council meeting.
2. Security Improvement: The property manager reported that no response has been received from a local restaurant to an offer to allow the restaurant to valet park vehicles in the parking area behind the building. The intent of this would be to have an increased presence behind the building at night (when the commercial section parking area is normally empty).
3. Parking Lot Storage: The property manager reported that notices have been delivered to 15 units regarding items stored in the parking lot. Most of the items have now been removed.
4. Elevator Pads: The property manager reported that new elevator pads will cost \$850.00 + tax. After discussion, it was agreed to proceed with the purchase of a new set of pads. The property manager will follow up on this matter.

5. Stairwell Carpet: The property manager reviewed two quotations for replacement of the carpet in the stairwell between the lobby and the second floor, as had been requested at the previous council meeting. The pricing was as follows:

Finishing Touch Flooring:	\$1,236.90
Prima Carpets Ltd:	\$850.65

Both quotations include removal and disposal of existing carpet, installation labour, materials and taxes. It was noted that the pricing also includes the replacement of the vinyl stair nosing. After discussion, it was agreed to proceed with the work based on the quotation provided by Prima Carpets Ltd. It was also agreed, that for budget reasons, this work will proceed in June and that the cost for this work will be incorporated into the next fiscal year of the strata corporation (which commences June 1). In the meantime, the property manager will obtain carpet samples for council to approve.

FINANCIAL REPORTS

1. Financial Statements: After reviewing the financial statements, it was moved, seconded, and carried to approve the statements for the months of November & December 2005. It was noted that an invoice for a repair to the parkade gate had been incorrectly posted, the property manager will have this corrected. As of the end of December, the strata corporation had \$16,899.04 in its operating account and \$144,266.36 in the contingency reserve fund.
2. Accounts Receivable: Total accounts receivable, as of the end of December, was \$273.34. The property manager will continue to follow up on any outstanding accounts.

NEW BUSINESS

1. Exterior Maintenance: Council reviewed a proposed repair to an exterior wall at the south east corner of the building. The intent of the repair is to fix a leak that is occurring at a trim board in this location. Although the extent of this leak is quite small (1-2 square feet), an examination of this area of the building revealed that additional trim boards, located above the one that is causing the problem, were installed in the same manner and it was concluded by council that it is in the best interest of the strata corporation to remove and properly reinstall each of these boards at the same time. As this repair was not budgeted for, it was agreed to hold a meeting for all owners in order to obtain approval for contingency fund money to be utilized to perform this maintenance. It was noted that the property manager is waiting for quotations to be submitted from two contractors. Once the quotations are received, a notice of meeting will be sent to owners. The meeting will be held in the building lobby.
2. Satellite Dish: It was noted that a resident has installed a satellite dish on the building without council permission. The property manager will contact this owner regarding this matter.

CORRESPONDENCE

Council reviewed the following correspondence:

1. Email Regarding Noise: An email was received from an owner regarding noise emanating from a neighbouring suite. After discussion, it was agreed that this matter would be best dealt with directly by the residents involved.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:30 p.m. The next council meeting will be held at 7 p.m. on March 6th 2006 in suite 326, 2680 West 4th Avenue, Vancouver.

All comments, concerns and suggestions for the strata council or management can be mailed, emailed or faxed to:

**RE/MAX Property Management Services
Suite 110 – 6086 Russ Baker Way
Richmond, BC V7B 1B4**

Attention: Andrew Seaton

Phone: (604) 821-2999 Fax: (604) 821-1822

Email: aseaton@mypropertymanager.ca

Minutes prepared by: Andrew Seaton
RE/MAX Property Management Services

MINUTES OF ANNUAL GENERAL MEETING

STRATA PLAN LMS2329 THE STAR OF KITSILANO

HELD: Tuesday, May 23rd 2006, at 7:00 p.m. at Cornerstone Coffee Bar, 2698 West 4th Avenue, Vancouver, BC

PRESENT: As there are 99 Strata Lots, owners representing 33 strata lots (1/3) were required to constitute a quorum. At 7:00 p.m. there were 20 owners present in person or by proxy. As per bylaw 9.15 of the strata corporation, the call to order was delayed. At 7:15 there were 33 owners present in person or by proxy and the meeting was called to order.

AGENT: Andrew Seaton, RE/MAX Property Management Services

CALL TO ORDER: The meeting was called to order at 7:15 p.m.

FILING OF PROOF OF NOTICE OF MEETING & RECEIPT OF FINANCIAL STATEMENTS

A copy of the financial statements for Strata Plan LMS2329 had been attached to the notice of meeting. The motion "to accept the Notice of Meeting dated May 2, 2006 as proper notice and to receive the financial statements" was moved, seconded and carried (unanimous). The notice will be filed with the strata corporation's records.

APPROVAL OF PREVIOUS MINUTES

The motion "to approve the minutes of the Special General Meeting held March 20th 2006 as circulated" was moved, seconded and carried (32 in favour, 0 opposed, 1 abstention).

STRATA COUNCIL PRESIDENT'S REPORT

Robert Mathews, the Strata Council President, briefly reviewed the activities and accomplishments of the last year. Among the notable activities of the past year were the re-tiling of the parkade elevator lobby and the completion of exterior maintenance work to the south east corner of the building. It was also noted that work had commenced to improve some of the planters along the south side of the building and that new carpeting would soon be installed in the stairwell which leads from the lobby to the second floor. Mr. Mathews concluded his report by thanking council for their work and noting that the operations of the building had run smoothly throughout the past year. He also noted that this past year would be his last year on council as he had sold his unit - the owners thanked Robert for all his work on council over the years.

REPORT ON INSURANCE

The certificate of insurance was attached to the Notice of Meeting and was reviewed according to the requirements of the Strata Property Act. It was noted that the total insured value of the building is based on an insurance appraisal that is updated each year. Owners were reminded that the strata corporation's insurance policy does not cover any improvements or betterments that are installed or constructed by residents (e.g. hardwood floors) or personal contents of any kind. Owners should ensure that they have adequate homeowner insurance to cover contents and improvements or upgrades to their unit. It was also noted that Owners should be aware that the strata corporation has a bylaw which enables it to charge insurance deductibles back to owners in many cases when a claim results from within a strata lot or from an owner's actions (or lack of action). In many cases (but not all) an owner's personal insurance will cover the cost of the amounts charged back to an owner by the strata corporation.

APPROVAL OF 2006/2007 OPERATING BUDGET

The property manager reviewed the proposed operating budget for the period June 1, 2006 to May 31, 2007. It was noted that the budget proposes that strata fees be increased by an average of approximately \$19.50 per month for a residential strata lot and approximately \$13.60 for a commercial strata lot.

After a brief discussion of some of the expense line items contained in the proposed operating budget, it was moved, seconded, and carried "to approved the operating budget as presented" (unanimous).

As a result, please note that strata fee amounts have changed for the budget year commencing June 1st 2006 (see attached schedule of strata fees for important payment information).

Strata Fees

Please note that monthly strata fee amounts have changed for the budget year commencing June 1st 2006. See attached schedule of strata fees for important payment information.

If you have been paying your strata fees via post-dated cheques, please remember that a new set of post-dated cheques should be mailed to RE/MAX Property Management Services (cheques should be made payable to "Strata Plan LMS2329"). If you are paying by pre-authorized payment plan (automatic debit from your chequing account) please note that your monthly strata fee payments will be adjusted to the new amount automatically. If you are not already paying your monthly strata fees by pre-authorized payment, and you wish to commence a pre-authorized plan, please contact the property manager. A schedule of strata fees is attached to these minutes.

ELECTION OF STRATA COUNCIL

The members of council resigned from their positions as per the bylaws of the strata corporation. The following owners were nominated for council:

Residential Section

Wendy Smith
Victoria James

Suite 212
Suite 223

Stacy Scott
Karen O'Brien

Suite 203
Suite 407

Commercial Section

Hari Singh Khalsa
John Woo

2662 W. 4th
2666 W. 4th

As there was no need for an election, the nominated owners were declared elected by acclamation.

NEW BUSINESS

1. Landscaping: An owner volunteered to act as landscaping liaison. The property manager will forward landscaper's contact information to the owner.
2. Emergency Response Committee: It was noted that the strata corporation's Emergency Response Committee is in need of volunteers. Approximately two years ago, the strata purchased some emergency supplies and updated its emergency response plan. Volunteers are needed to assist with keeping the plan up to date and to help with related matters (e.g. floor wardens etc). If you would like to volunteer, please contact the property manager or a member of council.
3. Security Patrol: An owner suggested that the strata consider employing a security patrol. It was noted that quotations had been obtained for this in 2005 and that it had been agreed that it was too costly at that time. Another owner suggest that the strata consider approaching neighbouring buildings in order to ascertain whether these buildings may be interested in sharing the cost of a security patrol. The strata council will follow up on this matter. During the discussion, it was noted that it is important that residents are vigilant about the security of the building.
4. Noise Complaint: An owner asked about appealing a previous council decision to levy a fine following a noise complaint. It was noted that the appropriate forum for this appeal would be a council meeting. It was agreed that this matter would be discussed at the next council meeting.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:05 p.m. Council remained behind for a brief meeting, during which it was agreed that the next council meeting would be held at 7:00 p.m. on June 5th 2005 in suite 212.

All comments, concerns and suggestions for the strata council or management can be mailed or faxed to:

**RE/MAX Property Management Services
Suite 110 – 6086 Russ Baker Way
Richmond, BC V7B 1B4**

Attention: Andrew Seaton

Phone: (604) 821-2999 Fax: (604) 821-1822

Email: aseaton@mypropertymanager.ca

Minutes prepared by Andrew N. Seaton
RE/MAX Property Management Services

MONTHLY STRATA FEES (JUNE 1, 2006 - MAY 31, 2007)
STRATA PLAN LMS2329 - THE STAR OF KITSILANO

Unit No.	Strata Lot No.	Unit Entitlement	Total Monthly Strata Fees
RESIDENTIAL SECTION			
201	1	68	174.49
202	2	68	174.49
203	3	67	171.93
204	4	51	130.87
205	5	89	228.38
206	6	75	192.46
207	7	84	215.55
208	8	45	115.47
209	9	47	120.61
210	10	49	125.74
211	11	60	153.96
212	12	42	107.78
213	13	76	195.02
214	14	42	107.78
215	15	61	156.53
216	16	49	125.74
217	17	49	125.74
218	18	61	156.53
219	19	42	107.78
220	20	54	138.57
221	21	49	125.74
222	22	85	218.12
223	23	68	174.49
224	24	68	174.49
225	25	68	174.49
226	26	68	174.49
227	27	68	174.49
228	28	93	238.64
301	29	64	164.23
302	30	64	164.23
303	31	63	161.66
304	32	51	130.87
305	33	89	228.38
306	34	75	192.46
307	35	84	215.55
308	36	45	115.47
309	37	47	120.61
310	38	50	128.30
311	39	61	156.53
312	40	42	107.78
313	41	76	195.02
314	42	42	107.78

Unit No.	Strata Lot No.	Unit Entitlement	Total Monthly Strata Fees
RESIDENTIAL SECTION (cont.)			
315	43	60	153.96
316	44	50	128.30
317	45	50	128.30
318	46	61	156.53
319	47	42	107.78
320	48	54	138.57
321	49	49	125.74
322	50	85	218.12
323	51	64	164.23
324	52	64	164.23
325	53	64	164.23
326	54	64	164.23
327	55	64	164.23
328	56	94	241.21
401	57	64	164.23
402	58	64	164.23
403	59	63	161.66
404	60	51	130.87
405	61	89	228.38
406	62	75	192.46
407	63	84	215.55
408	64	44	112.91
409	65	47	120.61
410	66	49	125.74
411	67	61	156.53
412	68	42	107.78
413	69	76	195.02
414	70	42	107.78
415	71	60	153.96
416	72	50	128.30
417	73	49	125.74
418	74	61	156.53
419	75	42	107.78
420	76	54	138.57
421	77	49	125.74
422	78	85	218.12
423	79	64	164.23
424	80	64	164.23
425	81	64	164.23
426	82	64	164.23
427	83	64	164.23
428	84	94	241.21

**MONTHLY STRATA FEES (JUNE 1, 2006 - MAY 31, 2007)
STRATA PLAN LMS2329 - THE STAR OF KITSILANO**

Unit No.	Strata Lot	Unit Entitlement	Total Monthly Strata Fees
COMMERCIAL SECTION			
2028	85	72	133.35
2026	86	55	101.86
2698	87	117	216.69
2696	88	50	92.60
2692	89	57	105.57
2688	90	70	129.64
2686	91	82	151.87
2682	92	32	59.27
2678	93	80	148.16
2676	94	67	124.09
2670	95	59	109.27
2670	96	56	103.71
2668	97	78	144.46
2666	98	72	133.35
2662	99	244	451.90

IMPORTANT STRATA FEE INFORMATION

Strata fee amounts have changed for the budget year commencing June 1st 2006. If you have been paying your strata fees via post-dated cheques, please remember that a new set of post-dated cheques should be mailed to RE/MAX Property Management Services (cheques should be made payable to "Strata Plan LMS2329"). If you are paying by pre-authorized payment plan (automatic debit from your chequing account) please note that your monthly strata fee payments will be adjusted to the new amount automatically. If you are not already paying your monthly strata fees by pre-authorized payment, and you wish to commence a pre-authorized plan, please contact the property manager.

MINUTES OF COUNCIL MEETING

THE STAR OF KITSILANO STRATA PLAN LMS2329

HELD: Monday, June 5th 2006 at 7:00 p.m. in Suite 212 – 2680 West 4th Avenue, Vancouver, BC.

PRESENT: Wendy Smith Suite 212
Karen O'Brien Suite 407
Stacy Scott Suite 203
Hari Singh Khalsa 2662 West 4th
John Woo 2666 West 4th

REGRETS: Victoria James Suite 223

AGENT: Andrew Seaton, RE/MAX Property Management Services

GUESTS: Frankie Mann & Susan Baldwin Suite 222

CALL TO ORDER: 7:05 p.m.

GUEST BUSINESS

There was a discussion regarding noise emanating from 2662 West 4th that has disturbed residents living above that strata lot. Hari Singh Khalsa, representative of the strata lot owner, explained some of the sources of the noise. During the discussion, it was noted that the noise levels had dropped to a more reasonable level after a previous complaint was received in 2005. It was agreed that the owner of the strata lot would reduce the volume of the yoga-related events in that unit and that the two parties would communicate directly with each other with copies to the property manager. This matter will then be revisited at the next council meeting. The guests then left the meeting with the council's thanks.

APPROVAL OF PREVIOUS MINUTES

It was moved, seconded, and carried to adopt the Minutes of the Council Meeting held April 12th 2006.

BUSINESS ARISING

1. Council Executive Positions: The following council executive positions were chosen:

President	Stacy Scott
Vice President	Karen O'Brien

Treasurer
Secretary

John Woo
Wendy Smith

2. Elevator Pads: The property manager reported that new elevator pads have now been received.
3. Exterior Maintenance: The property manager reported that New City Contracting Ltd. has now completed the exterior work with the exception of some trim which will be installed later this week. CSA Building Sciences will then perform the final inspection of this work. It was noted that there is a small amount of interior drywall work to be completed also.
4. Plants for South Planters: Council discussed two varieties of plants for the second floor south-facing planters, which had been suggested by the landscaping contractor. It was agreed to meet the contractor on site to discuss the planting. The property manager will schedule the meeting.
5. Security Patrol: Based on a suggestion at the recent Annual General Meeting, it was agreed to approach neighbouring buildings in order to ascertain whether these buildings may be interested in sharing the cost of a security patrol. It was also agreed that the property manager will obtain some pricing for a patrol and a member of council will approach the owners of some of the neighbouring buildings to see if they would be interested in participating. It was also agreed to contact the 4th Avenue Business Improvement Association regarding this matter.

FINANCIAL REPORTS

1. Financial Statements: After reviewing the financial statements, it was moved, seconded, and carried to approve the statements for the months of March & April 2006. As of the end of April, the strata corporation had \$17,050.41 in its operating account and \$142,585.62 in the contingency reserve fund.
2. Accounts Receivable: Total accounts receivable, as of the end of April, was -\$52.53 (i.e. there were net prepaid strata fees).

NEW BUSINESS

1. Window Cleaning: The property manager reviewed three quotations to clean the windows and awnings:

New City Contracting Ltd.	\$2,889.00
Men In Kilts Home Services Inc.	\$2,461.00
International Building Maintenance	\$1,789.90

All prices include GST. The work will include cleaning all exterior inaccessible windows, the ground floor commercial windows, lobby glass, the commercial awnings and the glass awnings over the lobby entrance and coffee shop. After discussion, it was agreed to proceed with the work based on the quotation provided by International Building Maintenance. The property manager will schedule this work.

2. Stairwell Carpet: The property manager reported that he would be scheduling the replacement of the carpet on the stairs which lead from the lobby to the second floor. This work had been approved previously but had been postponed until this fiscal year for budgetary reasons. A sample of carpet will be provided to council for approval before the work commences.
3. Building Maintenance Report: After discussion, it was agreed to have CSA Building Sciences provide an updated building maintenance report. This report was last updated approximately two years ago and contained recommendations for exterior building maintenance. All previous maintenance recommendations were completed shortly after the previous report was received. The property manager will schedule this work.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:40 p.m. The next council meeting will be held at 7 p.m. on July 26th 2006 in Suite 203.

All comments, concerns and suggestions for the strata council or management can be mailed, emailed or faxed to:

**RE/MAX Property Management Services
Suite 110 – 6086 Russ Baker Way
Richmond, BC V7B 1B4**

Attention: Andrew Seaton

Phone: (604) 821-2999 Fax: (604) 821-1822

Email: aseaton@mypropertymanager.ca

Minutes prepared by: Andrew Seaton
RE/MAX Property Management Services

MINUTES OF COUNCIL MEETING

THE STAR OF KITSILANO STRATA PLAN LMS2329

HELD: Wednesday, August 30th 2006 at 7:00 p.m. in Suite 407 – 2680 West 4th Avenue, Vancouver, BC.

PRESENT:	Stacy Scott	President	Suite 203
	Karen O'Brien	Vice President	Suite 407
	John Woo	Treasurer	2666 West 4 th
	Wendy Smith	Secretary	Suite 212
	Victoria James		Suite 223
	Hari Singh Khalsa		2662 West 4 th

AGENT: Andrew Seaton, RE/MAX Property Management Services

CALL TO ORDER: 7:55 p.m.

APPROVAL OF PREVIOUS MINUTES

It was moved, seconded, and carried to adopt the Minutes of the Council Meeting held July 6th 2006.

BUSINESS ARISING

1. Plants for South Planters: As had been agreed at the previous council meeting, the property manager and members of the council had met the strata corporation's landscaping contractor, Bird's-Eye Landscapes on August 3rd in order to discuss the proposed varieties of plants for the second floor south-facing planters. The landscaper will be providing pricing on 4 different types of plants. The strata corporation will be improving the drainage in each of these planters, and it will be necessary to replace many of the current plants at the time each planter is repaired. Drainage improvements to one planter were completed in 2005; however, the plants have yet to be replaced. A second planter will have its drainage improvements completed in late September.
2. Security Patrol: A member of council reported that she had contacted representatives from a number of surrounding buildings, some of whom had expressed interest in potentially sharing the cost of a security patrol. The council member is still waiting to hear back from some of the neighbouring buildings and will report any additional developments at the next council meeting.
3. Window Cleaning: Since the last meeting, the property manager had contacted the window cleaning contractor regarding re-cleaning a number of windows that had been left with some

white streak marks after the recent window cleaning project. This work should be completed shortly.

4. Stairwell Carpet: Since the last council meeting, Prima Carpets Ltd. has completed installation of new carpet in the stairwell which leads from the lobby to the second floor. It was generally agreed that the project has significantly improved the appearance of this stairwell, which is heavily used by residents.

FINANCIAL REPORTS

1. Financial Statements: It was agreed to table the review of the July financial statements until the next council meeting.
2. Accounts Receivable: Total accounts receivable, as of the end of July, was \$915.07. The property manager will continue to follow up on accounts receivable.

NEW BUSINESS

1. Annual Fire Inspection: The property manager reported that the annual fire inspection has been completed. A number of minor repairs were required to the system (replacement of batteries in some of the emergency lights). Nine suites were not accessed during the inspection. The property manager will be scheduling a date for the inspection of the missed suites.
2. Building Maintenance Inspection: The property manager reported that CSA Building Sciences has completed its building maintenance inspection. The CSA representative is still preparing the written report, which will be forwarded to council by the property manager when it is received. The property manager reported that he had reviewed the findings with the CSA representative during the inspection process. The maintenance recommendations were generally routine in nature and primarily concerned some fascia and trim which are in need of maintenance. There was one planter on the north side of the building which was found to have a defective membrane, which will be replaced. The deck membranes were found to be in generally good condition and not in need of immediate maintenance or replacement. The costs associated with completing the recommended exterior maintenance work outlined by CSA will be covered by the strata corporation's existing general repairs and maintenance budget.
3. Back Parking Lot: It was agreed to have the back parking area washed out. The property manager will schedule this work.
4. Plant Pots: It was noted that some residents have placed plant pots and other objects on the ledges outside of the balcony railings. Residents are asked not to place anything on the outside of the railings as this is a potential safety hazard (since these items could fall).
5. Rooftop Deck Hours: It was noted that there had recently been a number of people on the rooftop deck after 10 p.m. Residents are reminded the rooftop deck closes at 10 p.m.

CORRESPONDENCE

Council reviewed the following correspondence:

1. Letter Regarding Commercial Awning: A letter was received from an occupant of one of the commercial units who requested permission to install a black awning, which would replace the existing awning. After discussion, it was agreed that this change would not be permitted as it is not consistent with the look of the existing awnings. During the discussion, it was generally agreed that it would be beneficial to update the awnings at some point; however, this project would probably not be undertaken in the near future. The property manager will do some preliminary investigation on this matter so that council can establish a budget for this work.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:55 p.m. The next council meeting will be held at 7 p.m. on September 27th 2006 in Suite 223.

All comments, concerns and suggestions for the strata council or management can be mailed, emailed or faxed to:

**RE/MAX Property Management Services
Suite 110 – 6086 Russ Baker Way
Richmond, BC V7B 1B4**

Attention: Andrew Seaton

Phone: (604) 821-2999 Fax: (604) 821-1822

Email: aseaton@mypropertymanager.ca

Minutes prepared by: Andrew Seaton
RE/MAX Property Management Services



MINUTES OF COUNCIL MEETING

THE STAR OF KITSILANO STRATA PLAN LMS2329

HELD: Wednesday, September 27th 2006 at 7:00 p.m. in Suite 212 – 2680 West 4th Avenue, Vancouver, BC.

PRESENT: John Woo Treasurer 2666 West 4th
Wendy Smith Secretary Suite 212
Hari Singh Khalsa 2662 West 4th

REGRETS: Stacy Scott President Suite 203
Karen O'Brien Vice President Suite 407
Victoria James Suite 223

AGENT: Andrew Seaton, RE/MAX Property Management Services
Charles Bristow, RE/MAX Property Management Services

CALL TO ORDER: 7:05 p.m.

APPROVAL OF PREVIOUS MINUTES

It was moved, seconded, and carried to adopt the Minutes of the Council Meeting held August 30th 2006.

BUSINESS ARISING

1. Security Patrol: A member of council is still waiting to hear back from some of the neighbouring residencies with regard to their level of interest in splitting the cost of a security patrol. The property manager agreed to contact the local Business Improvement Association ("BIA") to see if their security company could extend their patrol area and to find out what this would cost.
2. Window Cleaning: The property manager reported that International Building Maintenance would be re-cleaning a number of windows (primarily on the south side of the building) on October 4th in order to remove some streaking which had appeared on them following the initial cleaning. Residents on the south side will be receiving notification of this work in advance.



3. Building Maintenance Inspection: Since the previous council meeting, a written report had been received from CSA Building Sciences Ltd. which reviewed the observations which had been made by CSA during the recent building maintenance review. The property manager had forwarded the report to council as had been agreed at the previous council meeting. As noted at the previous council meeting, the report's maintenance recommendations were generally routine in nature and primarily concerned some fascia and trim which are in need of maintenance. The property manager will be meeting with a contractor to review the report's recommendations. Once the maintenance work has been completed, CSA Building Sciences will be asked to review the work to confirm that it has been satisfactorily completed. The cost for this work will be funded through the strata corporation's general repairs and maintenance budget.
4. Parking Lot Washing : At the previous council meeting, it had been agreed to have the back parking area washed out. The property manager reported that this work will be done by Thomas Maintenance Ltd. on October 2nd. The contractor will be delivering notices to the commercial units, who use this lot, in advance.

FINANCIAL REPORTS

1. Financial Statements: After reviewing the financial statements, it was moved, seconded, and carried to approve the statements for the months of July & August 2006. As of the end of August, the strata corporation had \$34,754.69 in its operating account and \$138,731.33 in the contingency reserve fund.
2. Accounts Receivable: Total accounts receivable, as of the end of August 2006, was \$1,298.87. The property manager will continue to follow up on accounts receivable.

NEW BUSINESS

1. Hot Water Recirculation System: The property manager reported that there has been a leak in the hot water recirculation system. This is the third leak in this system in the past year. Upon investigation, it has been determined that the recirculation pipe is in need of replacement. The most recent leak has been temporarily repaired. The hot water recirculation system runs through the length of the second floor hallway ceiling (approximately 325 feet). Its role is to take water from the ends of the hot water mains and send it back to the boiler where it is re-heated. This helps ensure that there is always hot water in the mains so that residents that live furthest from the boiler or those using hot water during off-peak periods do not have to wait for hot water to reach their plumbing fixtures. It is believed that the pipe was worn prematurely as a result of being fitted with an oversized water pump, which was installed at the time that the building was constructed (this pump was replaced with a smaller pump approximately two years ago). It is not believed that this has significantly affected any of the other pipes in the building.

The property manager reported that he is in the process of obtaining a number of quotations (at least three) for this work.

2. Noise Complaints: A number of complaints have been received from two suite owners with regard to noise emanating from one of the commercial premises. The owner of the commercial property confirmed that noise is created by the early morning Yoga sessions that form part of his business. Various ideas were explored with a view to solving this issue and it was noted that the commercial strata lot owner indicated that he is willing to take steps to eliminate the noise disturbances.

After discussion, it was decided that it would be most helpful if the business owner received notification immediately when a resident above is disturbed so that he can be aware of what activity caused it and thus ensure that it did not happen again. To this end his cellular phone number would be given to the owners of the two suites. It is hoped that this increased level of communication between the affected parties will solve the problem.

CORRESPONDENCE

Council reviewed the following correspondence:

1. Email Regarding Three Issues: An email was received from an owner concerning the building's security camera feed on channel 59, which apparently interferes with some of the new Shaw Cable digital programming. The property manager reported that he had spoken with Shaw and they will be switching the security camera channel in the next few weeks. The owner also noted that someone has been dropping cigarette butts onto their balcony. The property manager will deliver notices to the units above regarding this matter. The owner also noted that their balcony drain does not appear to be adequately sealed. The property manager has provided this information to the contractor who is completing the exterior maintenance as outlined in the recent CSA Building Sciences Report (see "Building Maintenance Inspection" above). This contractor will investigate this matter and repair the drain if necessary.

ADJOURNMENT

There being no further business, the meeting was adjourned at 9:05 p.m. The next council meeting will be held at 7 p.m. on October 25th 2006 in Suite 223.

All comments, concerns and suggestions for the strata council or management can be mailed, emailed or faxed to:

**RE/MAX Property Management Services
Suite 110 – 6086 Russ Baker Way
Richmond, BC V7B 1B4**

Attention: Andrew Seaton

Phone: (604) 821-2999 Fax: (604) 821-1822

Email: aseaton@mypropertymanager.ca

Minutes prepared by: Andrew Seaton
RE/MAX Property Management Services

MINUTES OF COUNCIL MEETING

THE STAR OF KITSILANO STRATA PLAN LMS2329

HELD: Wednesday, October 25th 2006 at 7:00 p.m. in Suite 407 – 2680 West 4th Avenue, Vancouver, BC.

PRESENT: John Woo Treasurer 2666 West 4th
Wendy Smith Secretary Suite 212
Victoria James Suite 223
Karen O'Brien Vice President Suite 407

REGRETS: Stacy Scott President Suite 203
Hari Singh Khalsa 2662 West 4th

AGENT: Andrew Seaton, RE/MAX Property Management Services
Charles Bristow, RE/MAX Property Management Services

CALL TO ORDER: 7:05 p.m.

APPROVAL OF PREVIOUS MINUTES

It was moved, seconded, and carried to adopt the Minutes of the Council Meeting held September 27th, 2006.

BUSINESS ARISING

1. Security Patrol: The Property Manager reported that the 4th Avenue Business Improvement Association does not have a night time patrol and therefore a cost sharing plan with them was not possible. After discussion, it was agreed not to pursue the idea of cost sharing a security patrol with neighbouring buildings. It was also agreed that Provident Security would be asked to patrol the exterior of the property once per evening at a random time over the next few weeks. The purpose of the patrol would be to discourage people from seeking overnight shelter in the rear parking lot. The property manager will contact the security company and arrange for the patrols.
2. Back Parking Lot Cleaning: The property manager reported that this power washing of the back parking lot would be completed on Monday October 30th and, at that time, the stairwell leading to the 2nd story balconies would also be cleaned.
3. Hot Water Recirculation System: The property manager reported that four companies had been invited to quote on the replacement of the hot water re-circulation system. To date, the

property manager has met with three of the contractors on site and one quotation has been received. It is expected that the other quotations will be received in time for the next council meeting.

FINANCIAL REPORTS

1. Financial Statements: After reviewing the financial statements, it was moved, seconded, and carried to approve the statements for the month of September 2006. As of the end of September, the strata corporation had \$28,935.01 in its operating account and \$140,658.66 in the contingency reserve fund.
2. Accounts Receivable: Total accounts receivable, as of the end of September 2006, was \$2,027.21. The property manager will continue to follow up on accounts receivable.

NEW BUSINESS

1. New Property Manager: It was noted that Charles Bristow will be assuming the role of property manager for The Star of Kitsilano. Council unanimously agreed to thank Andrew Seaton for his services as property manager. Andrew reported that he will be working closely with Charles during the transition period.
2. Insurance Coverage: The property manager reported that the building insurance is being renewed at virtually the same cost as in 2005 (the premium is \$150 higher in 2006). In light of the increase in the value of the property itself, which is up over 7% because of increased construction costs, the overall cost represents a proportional decrease. The property manager also noted that RE/MAX is currently negotiating with the current insurance provider for additional savings based on the combined purchasing power of a large number of other buildings currently managed by RE/MAX.
3. Residential Contingency Fund: It was noted that the Residential Section of the Strata Corporation will incur a number of future capital expenses that cannot be paid for by using the strata corporation's Contingency Reserve Fund ("CRF"). The strata's CRF can be used for capital expenses that are incurred by the entire strata corporation (e.g. the roof or exterior painting), but cannot be used for capital expenses that are specific to just the Residential Section (e.g. re-carpeting the hallways or replacing the rooftop make-up air units). It was agreed that the property manager would prepare a list of capital expenses that could be expected to occur within the next 10 years so that the strata council could decide whether they wished to propose the creation of a Residential Section CRF that could then be used to fund major Residential Section expenses in the future. The property manager will follow up on this matter.
4. Shaw Cable: A notice has been placed in the foyer advising residents of the fact that Shaw Cable will shortly be changing the security channel from 59 to 116.
5. Garage Door Openers: Residents are reminded that these units are battery operated and that, from time to time, a new battery is required (to access the battery split open the unit with a sharp edged object). If a new unit is required they are available at a cost of \$45.00.

6. Storage: Residents are reminded that all items in the locker rooms (other than bikes in the west locker room) must be stored in a storage locker. Items that are left outside the lockers will be removed and disposed of.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8.40 p.m. The next council meeting will be held at 7 p.m. on November 29th 2006 in Suite 212

All comments, concerns and suggestions for the strata council or management can be mailed, emailed or faxed to:

**RE/MAX Property Management Services
Suite 110 – 6086 Russ Baker Way
Richmond, BC V7B 1B4**

Attention: Charles Bristow

Phone: (604) 821-2999 Fax: (604) 821-1822

Email: cbristow@mypropertymanager.ca

Minutes prepared by: Charles Bristow
RE/MAX Property Management Services

MINUTES OF COUNCIL MEETING

THE STAR OF KITSILANO STRATA PLAN LMS2329

HELD: Monday, December 4th 2006 at 7:00 p.m. in Suite 223 – 2680 West 4th Avenue, Vancouver, BC.

PRESENT:	John Woo	Treasurer	2666 West 4 th
	Wendy Smith	Secretary	Suite 212
	Victoria James		Suite 223
	Karen O'Brien	Vice President	Suite 407
	Stacy Scott	President	Suite 203
	Hari Singh Khalsa		2662 West 4 th

AGENT: Charles Bristow, RE/MAX Property Management Services

CALL TO ORDER: 7:05 p.m.

APPROVAL OF PREVIOUS MINUTES

It was moved, seconded, and carried to adopt the Minutes of the Council Meeting held October 25th 2006.

BUSINESS ARISING

1. Security Patrol: The Property Manager reported that Provident Security had provided a nightly patrol from November 1st-21st and had reported no incidents.
2. Ongoing Noise Complaints: The Property Manager reported that, upon instruction from Council, a repeat fine had been levied against a Unit owner for "unreasonable noise".
3. Hot Water Recirculation System: The Property Manager presented various quotations to the Council. Upon choosing the desired contractors for this work they instructed the Property Manager to call a Special General Meeting in order to seek ownership approval for the work to be done. This meeting is scheduled for January 16th at 6.30 p.m. and a separate notice will be sent out to all owners.
4. Storage Lockers: The Property Manager reported that this review would be completed by the next Council Meeting.
5. Contingency Fund Update: The Property Manager reported that he is continuing his investigation into what future capital expenditures can be expected so that ownership can decide at the next AGM on whether to create a separate CRF fund for the residential section.

6. Door Replacement: The Property Manager reported that an owner has not responded to requests to communicate regarding their door needing to be replaced and, as a result, Council instructed the Property Manager to move forward with having this work done.

FINANCIAL REPORTS

1. Financial Statements: After reviewing the financial statements, it was moved, seconded, and carried to approve the statements for the month of October, 2006. As of the end of October, the strata corporation had \$29,257.67 in its operating account and \$142,560.92 in the contingency reserve fund.
2. Accounts Receivable: Total accounts receivable, as of the end of October 2006, was \$1,583.24. The property manager will continue to follow up on accounts receivable.

NEW BUSINESS

1. By Law Review: The Property Manager alerted Council to the fact that certain By Laws were out of date with regard to the "norms" of other Strata Corporations. Council instructed the Property Manager to prepare a list of suggested changes so that these could be voted on at the next AGM.
2. Plants: The property Manager reported the planting of various shrubs on the North balconies (suites 201,202,225) will be occurring over the next few weeks. Weeding will also be done at this time.
3. Emergency Water Supplies: Council instructed the Property Manager to have the "stale dated" emergency water supplies replaced with fresh water.
4. Emergency Procedures: Council requested that a reminder of the Emergency procedures be attached to the next set of minutes (see attached). Owners are reminded that all Council members have access to the complete key set for the building.
5. Commercial Parking Lights: Council requested that the "above ground" lights be checked and that old ones be replaced in order to improve the overall lighting.

CORRESPONDENCE

1. Pest Control: After the sighting of a mouse in one of the garbage areas the Property Manager engaged a contractor to seal off the gaps around the doors to prevent future ingress.
2. Garbage Update: Residents have been complaining about cardboard boxes not being flattened prior to placing in the recycling bins and that old furniture is being dumped at the back of the building. Everyone is reminded that these actions only result in increased costs to the Strata (and therefore to everyone). Please dispose of your garbage responsibly.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8.26 p.m. The next council meeting will be held at 7 p.m. on January 16th. 2007 in Suite 212

All comments, concerns and suggestions for the strata council or management can be mailed, emailed or faxed to:

**RE/MAX Property Management Services
Suite 110 – 6086 Russ Baker Way
Richmond, BC V7B 1B4**

Attention: Charles Bristow

Phone: (604) 821-2999 Fax: (604) 821-1822

Email: cbristow@mypropertymanager.ca

Minutes prepared by: Charles Bristow
RE/MAX Property Management Services

EMERGENCY PROCEDURES

FIRE

If you discover a fire

- get people out of the area
- close the door to the room or area
- activate the red alarm pull station (5 pull stations and 4 fire extinguishers per floor)
- phone the fire department at 911
- vacate the floor via the exit stairwells **DO NOT USE THE ELEVATOR**
- assemble in the area west of the building, on the west side of Stephens Street
(this keeps the front entry area clear for the fire department)

EARTHQUAKE

In the event of an earthquake

- take cover under tables or crouch near an interior wall that will offer protection against flying glass or debris; keep away from windows, shelves, and light fixtures
- do not leave cover until the shaking stops completely
- evacuate the building as in a fire
- proceed to area west of the building on the west side of Stephens Street if it is safe to do so
- contact a member of your strata council for access to emergency supplies of food, fresh water, lights, etc.

ALL COUNCIL MEMBERS HAVE ACCESS TO THE FULL KEY SET FOR THE BUILDING