

MINUTES OF COUNCIL MEETING

THE STAR OF KITSILANO STRATA PLAN LMS2329

HELD: Wednesday, April 12th 2006 at 7:00 p.m. in Suite 212 – 2680 West 4th Avenue, Vancouver, BC (note meeting was rescheduled from March 6, 2006).

PRESENT:

Robert Mathews	President	Suite 226
Victoria James	Vice President	Suite 223
John Woo	Treasurer	Strata Lot 98
Wendy Smith		Suite 212

REGRETS:

Fred Lam		Strata Lot 97
Pauline Jans	Secretary	Suite 326
Dale McGregor		Suite 422

AGENT: Andrew Seaton, RE/MAX Property Management Services

CALL TO ORDER: 7:10 p.m.

APPROVAL OF PREVIOUS MINUTES

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

BUSINESS ARISING

1. Elevator Pads: The property manager reported that new elevator pads have been ordered from Richmond Elevator Ltd. as was approved at the previous council meeting.
2. Exterior Maintenance: The property manager reported that New City Contracting Ltd. has commenced the work to the south east corner of the building. The budget for this work was approved at the Special General Meeting held March 20th 2006.
3. Satellite Dish: Council reviewed a request from an owner for permission to install a satellite dish. After reviewing the request, the request was approved. The property manager will notify the owner in writing.

FINANCIAL REPORTS

1. Financial Statements: After reviewing the financial statements, it was moved, seconded, and carried to approve the statements for the months of January & February 2006. As of the

end of February, the strata corporation had \$13,792.75 in its operating account and \$147,703.99 in the contingency reserve fund.

2. Accounts Receivable: Total accounts receivable, as of the end of February, was \$646.30. The property manager will continue to follow up on any outstanding accounts.

NEW BUSINESS

1. Plants for South Planters: The property manager reported that the landscaping contractor had made two recommendations for plants to be planted in the south planters (located on the second floor patios). As each of these planters is dug up to improve the drainage, new plants will need to be planted in them. The property manager will email the landscaper's recommendations to council for review.
2. Proposed Operating Budget: Council reviewed the proposed 2006/2007 operating budget. After discussion, it was agreed to make two amendments to the proposed budget. It was noted that the budget proposes a moderate strata fee increase (average of approx. \$19.50 per month for a residential strata lot and \$13.50 per month for a commercial strata lot). The property manager will make the two amendments to the proposed budget as agreed. The budget will then be included with the Annual General Meeting package, to be voted on by the owners.
3. Annual General Meeting Date: After discussion, it was agreed to hold the next Annual General Meeting at 7:00 p.m. on Tuesday, May 23rd 2006. The meeting will be held at 2698 West 4th Avenue (Cornerstone Coffee Bar) The property manager will prepare the notice of meeting.
4. Deck Maintenance: It was agreed to have a contractor review the current condition of the patios and balconies in order to determine whether any maintenance of the deck membranes is required at this time. It was agreed that the best time to schedule this inspection would be at the same time as the annual fire equipment inspection, when residents are already at home to let the fire system contractors into each suite. The property manager will schedule this work, which will occur in August 2006.

CORRESPONDENCE

Council reviewed the following correspondence:

1. Email Regarding Deck: An email was received from an owner requesting permission to install a floating wood deck over the existing concrete patio. It was noted that the deck would be installed in sections so that it is removable and that it would be similar in design to two other decks which have been approved previously. After discussion, council approved this request. During the discussion, it was noted that the deck should be constructed in such a way as it does not impede water flow to the drain (which is located on an adjacent patio). The property manager will notify the owner in writing.
2. Email Regarding Noise: An email was received regarding excessive noise emanating from a commercial strata lot. It was noted that letters regarding excessive noise have been sent to the owner of this strata lot on two prior occasions. After discussion, it was agreed to levy a

bylaw fine of \$200.00 for repeated violations of the strata corporation's bylaw number 2.4. The property manager will notify the owner of this strata lot in writing.

3. Email Regarding Parking: An email was received from an owner regarding another resident parking partially in that owner's parking stall. After discussion, it was agreed to send a letter to the resident about this matter.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:05 p.m. The next meeting will be the Annual General Meeting to be held at 7 p.m. on May 23rd 2006 at the Cornerstone Coffee Bar (located at 2698 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 COUNCIL MEETING

THE STAR OF KITSILANO STRATA PLAN LMS2329

HELD: Wednesday, July 26th 2006 at 7:00 p.m. in Suite 203 – 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

REGRETS: Hari Singh Khalsa 2662 West 4th

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 June 5th 2006.

BUSINESS ARISING

- 1. Plants for South Planters:** It was agreed that council would meet with 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 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.
- 2. Security Patrol:** The property manager presented some pricing for various frequencies of security patrols, as had been requested at the previous council meeting. A member of council will be contacting residents at some of the neighbouring buildings in order to ascertain whether there would be an interest in sharing the cost of a security patrol between the buildings. Based on the outcome of this, council will decide whether or not to pursue this matter any further.
- 3. Noise Complaint:** Council reviewed a continuing noise complaint, which had been discussed in detail at the previous council meeting. It was agreed that, while the situation has improved somewhat, noise disturbances have continued at an unacceptable level. Council

requested that the property manager send a letter to the owner of the commercial strata lot involved, providing the owner with a final opportunity to rectify the matter, after which the strata council will re-commence the levying of bylaw fines. The property manager will follow up on this matter.

4. Window Cleaning: It was reported that the window cleaning has been completed. While the cleaning of the commercial awnings is superior to the work completed by previous contractors, it was noted that there had been some white streaking on some of the residential windows (in particular the south facing windows). The property manager has spoken with the window cleaning contractor, and some of the windows will be re-cleaned.
5. Stairwell Carpet: The property manager presented samples for the replacement of the carpet on the stairs which lead from the lobby to the second floor. Council chose a sample ("Golden Pine") which is similar to the existing carpet. The property manager will contact the contractor, Prima Carpets Ltd., and schedule this work.

FINANCIAL REPORTS

1. Financial Statements: After reviewing the financial statements, it was moved, seconded, and carried to approve the statements for the months of May & June 2006. As of the end of June, the strata corporation had \$22,662.67 in its operating account and \$139,377.65 in the contingency reserve fund.
2. Accounts Receivable: Total accounts receivable, as of the end of June, was \$807.16. The property manager will continue to follow up on accounts receivable.

NEW BUSINESS

1. Storage in Parkade: It was noted that a number of residents have items stored in their parking stalls. The property manager will deliver notices to those residents. Please note that no storage is permitted in the parking lot.
2. Light in Garbage Room: It was noted that one of the light fixtures in the residential garbage room is not working. The property manager will have this light repaired.
3. Janitorial: It was noted that the carpet edging in the hallways (adjacent to the baseboards) needs cleaning. The property manager will notify the janitorial contractor.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:25 p.m. The next council meeting will be held at 7 p.m. on August 30th 2006 in Suite 407.

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:

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