Tribe
Community Mgmt
With ♥

Minutes of the Strata Council Meeting
Strata Plan VR178 – The Lamplighter
Held on **December 4, 2018 at 7:00 p.m.**
In the Council Office at 1146 Harwood Street, Vancouver BC V6E 3V1

IN ATTENDANCE	Sam Prochilo	President, Privacy & Safety Committee
	Ken Hampton	Vice President
	Roy Frankland	Member at Large
	Andy Humphreys	Member at Large
	Gerry Fanaken	Treasurer
	Jasmine Pahl	Landscaping Committee
REGRETS	Sonia Hyttenrauch	Member at Large
COMMUNITY MANAGER	Michelle Hewer, Tribe Management Inc.	

CALL TO ORDER

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

CARETAKER REPORT

It was noted that the Caretaker is currently on vacation and as such no Caretaker report was presented at this meeting.

APPROVAL OF MINUTES FROM THE PREVIOUS MEETING

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on November 7, 2018 as circulated. ***CARRIED***.

FINANCIAL REPORT

1. **Financial Statement**

   Council reviewed the October 2018 financial statement. Brought into question is the ($848.22) year-to-date amount for Bylaws Fines under the Revenues category. In addition, the ($1,415.00) amount for Audit Fees under Expenses was also questioned.

   The Community Manager was directed to obtain details of the GL account for both Bylaw Fines and Audit Fees in order to investigate the noted discrepancies. It was moved and seconded to approve the October 2018 financial statement as circulated. ***CARRIED***.

2. **Accounts Receivables**

   Council reviewed the current accounts receivable. Owners are reminded that strata fees are due on the 1st of each month.

3. **Refund of Unspent & Excess Special Levy**

   The Community Manager noted that the refunds of both the unspent and excess special levies have been completed.

   It was also noted that a former owner from the 4th floor has now come forward contesting the refunds being paid to the current owner. The Community Manager confirmed that the former owner was informed to contact the current owner to pursue the matter.

4. **2018 Financial Audit**

   RHN Chartered Accountants provided a confirmation of receipt of the 2018 audit approval documents. Once the year-end financial statements have been completed, RHN will begin the audit.

Tribe Management Inc. 419–1155 W Pender St. Vancouver, BC, V6E 2P4. Phone/Fax 604-343-2601. tribemgmt.com

5. **2019 Draft Budget**

   The Community Manager provided Council with a copy of the draft 2019 proposed budget. Council was asked to review the budget and provide any changes to the Community Manager within the next few weeks. It was noted that any year-end surplus is to be rolled over to the Operating Fund account.

BUSINESS ARISING FROM THE PREVIOUS MINUTES

1. **Visitor Bike Rack**

   The Community Manager advised that the bike rack will be installed by Fehr Strata Repairs on December 11, 2018.

2. **Fob Entry System**

   Quotes have been requested from Vandelta Communication Systems Ltd., Mircom and Viscount Systems Inc. for the installation of a fob entry system. The building Caretaker has been notified to arrange site visits upon his return from vacation in order for the trades to complete their quotes.

3. **Heat Distribution**

   It was noted that some residents may be experiencing an issue with the heating within their unit. Council has arranged for a memo to be distributed requesting residents identify any concerns regarding inadequate heat. The memo is expected to be distributed prior to the new year, and when the temperatures get somewhat colder.

4. **Annual General Meeting**

   The Community Manager advised that the two earlier requested booking locations for the Annual General Meeting (AGM) are not available for booking. As such, the Community Manager was directed to contact additional venues that may be available. It was mentioned the Sheraton Vancouver Wall Centre on Burrard may be a likely alternative. Council pre-approved up to a maximum of $1,000.00 for booking a meeting room.

   Council also discussed resolutions for the upcoming AGM as well as identify items up for discussion such as; short-term rentals, fob upgrades and the hot tub area.

5. **Annual Fire Inspection**

   The annual fire inspection has been completed with only a few units having not provided access. Arrangements are being made for a return visit to occur in the new year.

6. **Signage on the Front Door**

   Council discussed concerns with residents allowing strangers into the building as well as with short term rentals such as Airbnb. It was decided that Council would takeaway the points discussed and revisit possible revisions to the current signage on the front door at a later date.

   The Community Manager mentioned that a new bylaw has been drafted by legal counsel to address short term rentals. The bylaw is available to Strata Corporations wanting to better address the matter of short term rentals in their own bylaws.

   Council directed the Community Manager to add the adoption of a short term bylaw into the Strata's bylaws to the agenda of the AGM as a resolution to be voted on by the owners.

7. **Caretaker Vacation**

   It was noted that there have been no complaints with Maxim Services and their coverage during the Caretaker vacation.

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COMMITTEE REPORTS

1. **Privacy Committee**
   Nothing to report.
2. **Safety Committee**
   Nothing to report.
3. **Landscaping Committee**
   Nothing to report.

CORRESPONDENCE

1. **Window Inquiry**

   Council discussed a request from an owner on the 10th floor to replace the mohair window channel seals in their suite as the windows rattle and are subject to drafts during windstorms.

   Council directed the Community Manager to ask the Caretaker to follow up with the owner upon his return from vacation to determine how to resolve the owner's window issue.

NEW BUSINESS

1. **Roof Anchor Inspection**

   Council reviewed a quote from the Probel Group in the amount of $615.00 plus taxes to complete the roof anchor inspection, which is required annually. Council approved the quote and directed the Community Manager to also follow up with Probel concerning a possible five-year major inspection that is due.

2. **Pacific Mechanical Boiler Proposal**

   Council reviewed a proposal in the amount of $2,880.00 plus taxes from Pacific Mechanical Systems Ltd. to clean the boilers. After a short discussion, Council agreed to defer this item until the January meeting. In the interim, Council will consult with McCuaig and Associates Engineering Ltd.

3. **Pest Control**

   Concerning the traps set in various locations around the building. The Community Manager is to follow up with the Caretaker to determine who maintains the traps and when.

4. **Elevator Service Calls**

   Council discussed the emergency protocol for when the elevator breaks down. It was decided that in instances when one elevator breaks down, a service call would be placed for the next business day. However, in instances where both elevators break down, a service call would be placed immediately.

MEETING ADJOURNMENT

The meeting was terminated at 8:00 p.m.

NEXT MEETING

The next Council meeting will be held on **Thursday, January 3, 2019 at 7:00 p.m**.

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

Community Manager: Michelle Hewer | 604-343-2601 Ext.736 | E. michelle.hewer@tribemgmt.com

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Minutes of the Strata Council Meeting
Strata Plan VR178 – The Lamplighter
Held on **November 7, 2018 at 7:00 p.m.**
In the Council Office at 1146 Harwood Street, Vancouver BC V6E 3V1

IN ATTENDANCE	Sam Prochilo	President, Privacy & Safety Committee
	Ken Hampton	Vice President
	Sonia Hyttenrauch	Member at Large
	Roy Frankland	Member at Large
	Andy Humphreys	Member at Large
REGRETS	Gerry Fanaken	Treasurer
	Jasmine Pahl	Landscaping Committee
COMMUNITY MANAGER	Michelle Hewer, Tribe Management Inc.	

CALL TO ORDER
The meeting was called to order at 7:00 p.m.

CARETAKER REPORT

- Council met with the new Community Manager, Michelle Hewer, to conduct a site review and building orientation.
- BUR-HAN Services Inc. replaced plants damaged during the recent exterior repairs. Spring bulbs and winter pansies have been planted.
- Ramos Holdings Ltd. cleaned the parkade sump pumps and trench ditch.
- Nikls One Call replaced the exterior wall flood lights with four new LED lights.
- There was one move out on the 3rd floor in October. No damage to the Common Property was observed.

APPROVAL OF MINUTES FROM THE PREVIOUS MEETING
It was moved and seconded to approve the Minutes of the Strata Council Meeting held on October 3, 2018 as circulated. ***CARRIED***.

FINANCIAL REPORT

1. **Financial Statement**
   Council reviewed the September 2018 financial statement. It was mentioned that several misclassified revenue amounts are to be rectified on the October financial statement. In addition, some minor amounts under the Liabilities section of the Balance Sheet are also to be rectified by next month.

   Council reviewed a discrepancy in parking revenue that was recently discovered after completing an audit/reconciliation of the assigned parking stalls against the parking fees being charged to owners. The audit was initiated because the Treasurer raised a concern in a past meeting over the budget deficit involving the amount of parking revenue recorded. The audit revealed that six owners have not been properly charged for past and ongoing parking. The total amount involved in past parking is $5,355.00 with three charges going back more than 18 months. After a short discussion, Council decided that the impacted owners should be duly charged for the full amount owing.

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Council is to provide the Community Manager with the specific owners and amounts involved, and directed the Community Manager to proceed with contacting the impacted owners to collect the parking fees owed.

In addition, Council directed the Community Manager to clear the amounts owing to the operating account from the Contingency Reserve Fund and the Special Levy Fund as detailed under the Asset Section of the Balance Sheet.

It was moved and seconded to approve the September 2018 financial statement as circulated. ***CARRIED***.

2. **Accounts Receivables**
Council reviewed the current accounts receivable. An owner on the 16th floor has failed to make any payments associated with the special levy. In accordance with Bylaw Paragraph 2.7, Council enforced the charging of 10% interest on the amount owing. Effective immediately, the owner will be charged $523.22 for the 12 month period June 1, 2017 to May 31, 2018. Interest is now accruing on the compound amount, $5,755.40, for the period June 1, 2018 to May 31, 2019, or until the date payment is received in full.

   Owners are reminded that strata fees are due on the 1st of each month.

3. **Refund of Unspent Special Levy**
Verification of the final unspent special levy amount has been finalized. The refund will be first credited to each owners' account and applied against any amount owing. If applicable, a refund cheque will then be issued for the net amount remaining.

4. **Refund of Excess Special Levy**
Following the October 5, 2018 deadline for two former owners to contact Tribe Management Inc., the remainder of the excess special levy was approved for distribution to the current owners.

5. **2018 Financial Audit**
Council approved the proposal from RHN chartered accountants to complete the audit of the 2018 year-end financial statements. Thus, Council directed the Community Manager to proceed with contacting RHN and arranging the audit for early 2019.

BUSINESS ARISING FROM THE PREVIOUS MINUTES

1. **Visitor Bike Rack**
Council discussed safety concerns and design aspects of the visitor bike rack. Council reviewed a quote from Fehr Strata Repairs Ltd. (Fehr) for the installation of a concrete pad and spiral bike rack for visitor bicycle storage. After some discussion, it was moved and seconded to approve the quote provided from Fehr. ***CARRIED***.

2. **Drain Stack Update**
Council reviewed the report received from K.C's Plumbing and Heating Ltd. (K.C.'s) regarding the 2nd floor drain back-ups from back in June and a subsequent report received from McCuaig & Associates Engineering Ltd. (McCuaig).

   After some discussion of the recommendations from McCuaig report, Council directed the Community Manager to proceed with scheduling a June annual cleaning of the drain stacks with K.C.'s to prevent future back-ups. In addition, the Community Manager was directed to follow up with K.C's to have the 2nd floor units investigated to ensure they all have drain clean outs installed.

3. **Hot Tub Investigation**
Council reviewed the inspection report of the hot tub area provided by McCuaig & Associates Engineering Ltd. (McCuaig). The report identified a number of leaks that were

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observed on the underside of the hot tub that would require significant repairs to ensure no further damage to the building is caused by the fixture. The filter equipment and piping were also brought into question because of their age and condition. Included in the report was a recommendation that the entire hot tub be re-tiled.

After a lengthy discussion of the report by Council, the Community Manager was directed to contact a few designers to scope out and obtain quotes for replacing the in ground hot tub with an above ground design. In addition, the designers will be requested to provide separate suggestions and quotes for remodeling/modernizing the hot tub, change room and sauna areas. A copy of McCuaig's report is to be provided to the designers contacted.

4. **Fob Entry System**
The Community Manager is in the process of obtaining quotes to upgrade/convert the building from the current key system to a fob integrated system. Once these quotes have been received, this project will be presented to the owners at the next Annual General Meeting for discussion and put to a vote of the owners.

5. **Heat Distribution**
A questionnaire has been prepared and is expected to be distributed later in November, when the temperature is expected to be colder. The questionnaire seeks to get a response from the residents on the amount of heat generated by the baseboard heater in their unit.

6. **Re-Keying the Building**
Although the need to re-key the building was no longer required, Devak Lock & Key Inc. (Devak) had already cut 100 keys when the order was cancelled. The $330.00 cost plus taxes to cut the keys is to be charged to Molly Maid, the service company who had a copy of the common key stolen from their possession, and who later recovered the key.

The Community Manager reported that Tribe Management Inc. has yet to receive the invoice form Devak. Council directed the Community Manager to follow-up with Devak to verify whether or not Devak intend to issue an invoice for the keys cut.

COMMITTEE REPORTS

1. **Privacy Committee**
Nothing to report.
2. **Safety Committee**
Nothing to report.
3. **Landscaping Committee**
Nothing to report.

CORRESPONDENCE

1. **Request for Reimbursement – Two Owners from the 3rd Floor**
Council reviewed correspondence from two 3rd floor units concerning the reimbursement of expenses. In the first case, an owner was following up on an earlier claim involving the replacement of their zone valve. Council directed the Community Manager to proceed with reimbursing the owner $75.00 as this matter was decided earlier.

In the second case, an owner was requesting reimbursement of expenses totalling $254.62 for a service call that occurred back in April to clear a plugged kitchen sink. As the issue was traced back to the main drain stack, Council directed the Community Manager to proceed with issuing a payment to reimburse the owner.

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2. **Request for Extension – An Owner from the 7th Floor**
The owner requested an extension to an earlier approved request to replace flooring in his unit back in April. Council approved the extension and directed the Commnuty Manager to inform the owner accordingly.

NEW BUSINESS

1. **Annual General Meeting**
The Annual General Meeting (AGM) has been tentatively scheduled for February 28, 2019. The Community Manager advised Council that the meeting location normally used for the AGM is no longer available for rental by non-visitors of the hotel. As such, the Community Manager will investigate other locations for the meeting space. The proposed 2019 budget will be prepared and included for discussion at the December 2018 Council meeting.

2. **Caretaker Vacation**
Council discussed coverage for the caretaker's three weeks' vacation from November 19th to December 7th. The Community Manager was directed to contact Five Star Building Maintenance Ltd. to arrange coverage from 8:00 a.m. to 12:00 p.m., Monday to Friday, for all three weeks. Residents requiring to contact the caretaker for any reason may do so from 6:00 p.m. to 7:00 p.m. on Tuesday and Thursday for all three weeks.

3. **Annual Fire Inspection**
The Fire inspection has been scheduled for **Friday, November 9th**. Residents not able to provide access must provide written authorization to the building caretaker and ensure a key is left accordingly.

MEETING ADJOURNMENT

The meeting was terminated at 8:15 p.m.

NEXT MEETING

The next Council meeting will be held on **Thursday, December 6th at 7:00 p.m**.

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

Community Manager: Michelle Hewer | 604-343-2601 Ext.736 | E. michelle.hewer@tribemgmt.com

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November 15th, 2018

To All Owners
Strata Plan BCS 3888 (Residential) – Calera at Clayton Village

Dear Owner(s):

At the **Annual General Meeting held on** November 5th, 2018, the Owners voted to approve the 2018-2019 **Operating Budget**. There is NO increase in the total Annual Strata Fee Contribution. A schedule of fees has been attached to this letter for your reference.

Owners who pay your strata fees by Pre-Authorized Payment (PAP) you need take no further action.

If you pay your Strata Fees by cheque, please ensure to provide a series of post-dated cheques for 12 months (2018-2019 fiscal year), **made payable to "Strata Plan BCS 3888 (Residential) – Calera at Clayton Village",** and ensure that your unit number is clearly marked on the face of each of your cheques. Please refer to the attached schedule for the correct amounts.

You are strongly urged to take advantage of the Pre-Authorized Payment Plan, an application form for which has been included.

For further details of business conducted at the Annual General Meeting, please refer to the attached Minutes.

Yours truly,

Tribe Mgmt Inc
As Agents for

A Benoit

Strata Plan BCS 3888 (Residential)
Ann Benoit,
Community Manager
Tribe Management Inc.
419–1155 W Pender St.
Vancouver, BC, V6E 2P4
604-343-2601 Ext 703

Encl.

Cc: Accounting

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MINUTES OF THE ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN BCS 3888 (RESIDENTIAL)
CALERA AT CLAYTON VILLAGE

Held on November 5th, 2018, at 7:00 p.m.
Within Amenity Room - Second Floor

IN ATTENDANCE:	**16** Strata Lots represented in person
	0 Strata Lots represented by proxy
	Total of **16** Strata Lots represented

COMMUNITY MANAGER: Ann Benoit

The meeting was called to order at 7:00 p.m. by Ann Benoit, Community Manager from Tribe Community Mgmt Inc.

QUORUM STATUS

Subject to the Bylaws, a quorum for a general meeting is eligible voters holding 1/3 of the Strata Corporation's votes, present in person or by proxy. As the Strata Corporation currently consists of thirteen (153) eligible voters, fifty-one (51) represents quorum in this instance. At the commencement of the meeting, a total of sixteen (16) Owners were represented at the meeting in person.

As the quorum was not achieved for at 7:00 pm with only sixteen (16) Owners represented in person and by proxy at that time, the meeting was adjourned for ten (10) minutes and proceeded in accordance with building bylaws at 7:40pm.

PROOF OF NOTICE

It was noted that the Notice of Meeting, dated October 16th, 2018, complied with the notice requirements of the *Strata Property Act*.

APPROVAL OF AGENDA

It was noted that there were no changes to the order in which the Agenda was distributed with the Notice of Meeting.

PROPOSED BUDGET AND FEE SCHEDULE

It was **MOVED** (315) and **SECONDED** (125) to bring the proposed operating budget(s) to the floor for discussion. After discussion, the vote was called with the results as follows:

16 In favour, 0 Opposed, 0 Abstained. CARRIED

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Payment options for monthly Strata Fees:

1. Owners Currently on Pre-Authorized Payment: **There is no action required from these Owners as there is no increase in strata fees.**
2. Owners Who Pay by Post-Dated Cheques**: Please send in 12 post-dated cheques payable to Strata Plan BCS 3888 (Residential), as per the attached fee schedule.**

If you have any questions regarding your account, please contact the Accounts Receivable department at 604-343-2601.

3/4 VOTE RESOLUTION #1: Operating Budget Surplus

It was **MOVED** (268) and **SECONDED** (309) to bring the following resolution to the floor for discussion.

WHEREAS *the Owners, Strata Plan BCS 3888 – Residential - Calera wish to transfer the surplus to the Contingency Reserve Fund (CRF).*

BE IT RESOLVED *by a ¾ vote resolution of The Owners, Strata Plan BCS 3888 – Residential - Calera, in person or by proxy at this General Meeting approve transferring the Operating Surplus to the Residential Contingency Reserve Fund (CRF).*

After discussion, the vote was called with the results as follows:

16 In Favour, 0 Opposed, 0 Abstained. CARRIED

3/4 VOTE RESOLUTION #2:
Painting of Exterior Wood Trellises – Contingency Reserve Fund (CRF)

It was **MOVED** (125) and **SECONDED** (119) to bring the following resolution to the floor for discussion.

WHEREAS *the exterior wood trellises have never been painted and the Executive feels it should be done to prevent them from rotting and requiring replacement.*

AND WHEREAS *the cost to paint all 15 trellises is $4,188.00 plus tax for a total of $4,397.40.*

BE IT THEREFORE RESOLVED *by a ¾ Vote Resolution of the Owners, Strata Plan BCS 3888 - Residential Section, to approve a Residential Contingency Reserve Fund (CRF) expense of $4,397.40 for the purpose painting the 15 exterior wooden trellises.*

After discussion, the vote was called with the results as follows:

16 In Favour, 0 Opposed, 0 Abstained. CARRIED

GENERAL DISCUSSION

The Community Manager advised this was the point in the meeting for the Owners to bring forward any concerns which the Owners wish the Executive to address during next fiscal year:

- An Owner requested installation of convex mirror at a select spot in parkade area. It was noted to review this further at upcoming Council meeting;
- An Owner requested additional emergency lighting be installed in common area hallways. It was noted to review this further at upcoming Council meeting;
- An Owner requested Council input on painting the common area hallways. Council noted to review this further during next fiscal year;

- An Owner brought forward concerns pertaining to improper disposal of waste in the garbage room and requested that signage be installed in garbage room for waste disposal instructions in multiple languages. It was noted to review this further at upcoming Council meeting;
- An Owner requested installation of camera/fob access at Storage Locker areas. It was noted to discuss this at upcoming Council meeting.

ELECTION OF RESIDENTIAL EXECUTIVE

The Community Manager advised the Owners present, under the bylaws and regulations of the *Strata Property Act,* the 2017/2018 the Executive is officially dissolved at tonight's meeting, though they are eligible for re-election and minimum of three (3) and up to seven (7) representatives could be elected to the Residential Executive to serve for 2018-2019 fiscal year term.

The floor was opened for nominations and/or volunteers to form the Residential Executive. The following persons agreed to stand for Residential Executive:

Ghazal S.
Kal B.
Lee R.
Marion B.
Ryan P.
Tyler C.
Taylor H.

There being no further nominations, it was **MOVED** (368) and **SECONDED** (254) to close the nominations and to elect the nominees to the Executive. After discussion, the vote was called with the results as follows:

16 In Favour, 0 Opposed, 0 Abstained. CARRIED

TERMINATION OF MEETING

There being no further business, it was motioned to terminate the meeting at 8:06 p.m. **CARRIED**.

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

Community Manager: Ann Benoit | 604-343-2601 Ext.703 | E. ann.benoit@tribemgmt.com

BCS3888 (Residential) - Calera at Clayton Village
2018/2019 APPROVED OPERATING BUDGET
October 1, 2018 to September 30, 2019

GL CODE	ACCOUNT TITLE	2017/2018 BUDGET	2017/2018 ACTUAL	2018/2019 APPROVED
	REVENUE			
571000	**Maintenance Fee Revenue**	**$ 295,100**	**$ 295,094.81**	**$ 295,100**
571200	Common Area Rental	0	900.00	0
572000	Bylaws Fines	0	4,450.00	0
572200	Move In Move Out Fees	6,000	8,050.00	6,000
572700.1	Access Card (Residential)	0	65.00	0
572750	Clubhouse Revenue	1,200	200.00	1,200
573500	Interest Income	500	1,069.18	500
573600	Miscellaneous Revenue	0	0.02	0
574000	Prior Year Operating Surplus	10,000	9,999.96	0
	TOTAL REVENUE	$ 312,800	$ 319,828.97	$ 302,800
	EXPENSES			
	Administration			
810500	Bank Charges	$ 60	$ 38.24	$ 300
810100	Collection Costs	800	0.00	0
811000	Insurance	1,250	1,175.00	0
811400	Legal Fees	800	198.20	500
812000	Management Fees	26,400	26,226.60	22,977
813300	Office Supplies	3,200	2,813.82	3,000
815300	Wages - Property Coordinator	24,000	12,623.36	28,000
815960	WCB Expense	800	980.09	1,000
	Total Administration	57,310	44,055.31	55,777
	Building			
821700	Elevator	14,000	10,723.13	14,000
823200	Fire Equipment Maintenance	1,200	2,677.13	2,500
823700	Garage Door	2,000	3,303.38	2,000
825000	Janitorial	26,000	26,225.00	25,500
826000	Mechanical Maintenance	7,000	1,577.94	7,000
826500	Pest Control	500	691.95	800
827200	R&M - General	17,440	17,209.43	17,000
827500	Security	12,000	3,728.99	4,000
827600	Supplies	2100	626.64	2,000
829500	Window Cleaning	4,300	3,606.75	4,000
	Total Building	86,540	70,370.34	78,800
	Utilities			
830500	Cablevision	1,450	1,242.08	1,450
831000	Electricity	47,000	49,806.65	50,000
831500	Garbage Disposal	16,000	8,072.21	9,000
832000	Gas	34,500	28,574.50	31,000
	Total Utilities	98,950	87,695.44	91,450
	Grounds Maintenance			
840700	Landscaping	16,000	17,577.33	23,333
	Total Grounds Maintenance	16,000	17,577.33	23,333
	Amenity			
850080	Fitness / Recreation Facilities	1,500	519.13	3,000
850100	Fitness Equipment	2,500	213.80	0
		4,000	732.93	3,000
	TOTAL EXPENSES	$ 262,800	$ 220,431.35	$ 252,360
89110-000	Transfer to CRF	$ 50,000	$ 50,000.04	$ 50,440
	TOTAL EXPENSES & TRANSFERS	$ 312,800	$ 270,431.40	$ 302,800
	CURRENT YR OP SURPLUS (DEFICIT)	**$ 0**	**$ 49,397.57**	**$ 0**

BCS3888 (Residential) - Calera at Clayton Village
2018/2019 APPROVED FEE SCHEDULE
October 1, 2018 to September 30, 2019

S.L.	UNIT	U/E	OPERATING FUND CONTRIBUTION	CRF FUND CONTRIBUTION	TOTAL MONTHLY FEES DUE	PRIOR YEAR MONTHLY FEE	MONTHLY DIFFERENCE
6	112	71	145.01	29.89	**174.90**	174.90	0.00
7	113	70	142.96	29.47	**172.43**	172.43	0.00
8	114	70	142.96	29.47	**172.43**	172.43	0.00
9	115	49	100.07	20.63	**120.70**	120.70	0.00
10	116	49	100.07	20.63	**120.70**	120.70	0.00
11	117	75	153.17	31.58	**184.75**	184.75	0.00
12	118	74	151.13	31.16	**182.29**	182.29	0.00
13	119	49	100.07	20.63	**120.70**	120.70	0.00
96	121	51	104.16	21.47	**125.63**	125.63	0.00
97	122	71	145.01	29.89	**174.90**	174.90	0.00
98	123	71	145.01	29.89	**174.90**	174.90	0.00
99	124	71	145.01	29.89	**174.90**	174.90	0.00
100	125	71	145.01	29.89	**174.90**	174.90	0.00
101	126	71	145.01	29.89	**174.90**	174.90	0.00
102	127	70	142.96	29.47	**172.43**	172.43	0.00
103	128	49	100.07	20.63	**120.70**	120.70	0.00
36	201	53	108.24	22.32	**130.56**	130.56	0.00
35	202	71	145.01	29.89	**174.90**	174.90	0.00
34	203	71	145.01	29.89	**174.90**	174.90	0.00
33	204	49	100.07	20.63	**120.70**	120.70	0.00
32	206	71	145.01	29.89	**174.90**	174.90	0.00
31	207	49	100.07	20.63	**120.70**	120.70	0.00
30	208	49	100.07	20.63	**120.70**	120.70	0.00
29	210	49	100.07	20.63	**120.70**	120.70	0.00
28	211	49	100.07	20.63	**120.70**	120.70	0.00
27	212	49	100.07	20.63	**120.70**	120.70	0.00
26	213	70	142.96	29.47	**172.43**	172.43	0.00
25	214	70	142.96	29.47	**172.43**	172.43	0.00
24	215	87	177.68	36.63	**214.31**	214.31	0.00
23	216	62	126.62	26.11	**152.73**	152.73	0.00
22	217	71	145.01	29.89	**174.90**	174.90	0.00
21	218	71	145.01	29.89	**174.90**	174.90	0.00
20	219	71	145.01	29.89	**174.90**	174.90	0.00
19	220	73	149.08	30.74	**179.82**	179.82	0.00
18	221	71	145.01	29.89	**174.90**	174.90	0.00
17	222	71	145.01	29.89	**174.90**	174.90	0.00
16	223	71	145.01	29.89	**174.90**	174.90	0.00
15	224	71	145.01	29.89	**174.90**	174.90	0.00
14	225	71	145.01	29.89	**174.90**	174.90	0.00
44	226	68	138.88	28.63	**167.51**	167.51	0.00
43	227	68	138.88	28.63	**167.51**	167.51	0.00
42	228	72	147.04	30.32	**177.36**	177.36	0.00
41	229	60	122.54	25.26	**147.80**	147.80	0.00
40	230	60	122.54	25.26	**147.80**	147.80	0.00
39	231	71	145.01	29.89	**174.90**	174.90	0.00
38	232	49	100.07	20.63	**120.70**	120.70	0.00
37	233	54	110.28	22.74	**133.02**	133.02	0.00
122	251	54	110.28	22.74	**133.02**	133.02	0.00
123	252	67	136.83	28.21	**165.04**	165.04	0.00
124	253	67	136.83	28.21	**165.04**	165.04	0.00
104	254	71	145.01	29.89	**174.90**	174.90	0.00
105	255	71	145.01	29.89	**174.90**	174.90	0.00
106	256	71	145.01	29.89	**174.90**	174.90	0.00
107	257	71	145.01	29.89	**174.90**	174.90	0.00
108	258	63	128.66	26.53	**155.19**	155.19	0.00
109	259	50	102.12	21.05	**123.17**	123.17	0.00
110	260	71	145.01	29.89	**174.90**	174.90	0.00
111	261	71	145.01	29.89	**174.90**	174.90	0.00
112	262	71	145.01	29.89	**174.90**	174.90	0.00
113	263	71	145.01	29.89	**174.90**	174.90	0.00
114	264	71	145.01	29.89	**174.90**	174.90	0.00
115	265	70	142.96	29.47	**172.43**	172.43	0.00
116	266	49	100.07	20.63	**120.70**	120.70	0.00
117	267	60	122.54	25.26	**147.80**	147.80	0.00
118	268	60	122.54	25.26	**147.80**	147.80	0.00
119	269	71	145.01	29.89	**174.90**	174.90	0.00
120	270	71	145.01	29.89	**174.90**	174.90	0.00
121	271	55	112.32	23.16	**135.48**	135.48	0.00
67	301	53	108.24	22.32	**130.56**	130.56	0.00
66	302	71	145.01	29.89	**174.90**	174.90	0.00
65	303	71	145.01	29.89	**174.90**	174.90	0.00
64	304	49	100.07	20.63	**120.70**	120.70	0.00
63	305	71	145.01	29.89	**174.90**	174.90	0.00
62	306	49	100.07	20.63	**120.70**	120.70	0.00
61	307	50	102.12	21.05	**123.17**	123.17	0.00
60	308	49	100.07	20.63	**120.70**	120.70	0.00
59	309	49	100.07	20.63	**120.70**	120.70	0.00
58	310	49	100.07	20.63	**120.70**	120.70	0.00
57	311	70	142.96	29.47	**172.43**	172.43	0.00
56	312	70	142.96	29.47	**172.43**	172.43	0.00
55	313	87	177.68	36.63	**214.31**	214.31	0.00
54	314	62	126.62	26.11	**152.73**	152.73	0.00
53	315	71	145.01	29.89	**174.90**	174.90	0.00

BCS3888 (Residential) - Calera at Clayton Village
2018/2019 APPROVED FEE SCHEDULE
October 1, 2018 to September 30, 2019

S.L.	UNIT	U/E	OPERATING FUND CONTRIBUTION	CRF FUND CONTRIBUTION	TOTAL MONTHLY FEES DUE	PRIOR YEAR MONTHLY FEE	MONTHLY DIFFERENCE
52	316	71	145.01	29.89	**174.90**	174.90	0.00
51	317	71	145.01	29.89	**174.90**	174.90	0.00
50	318	73	149.08	30.74	**179.82**	179.82	0.00
49	319	71	145.01	29.89	**174.90**	174.90	0.00
48	320	71	145.01	29.89	**174.90**	174.90	0.00
47	321	71	145.01	29.89	**174.90**	174.90	0.00
46	322	71	145.01	29.89	**174.90**	174.90	0.00
45	323	75	153.17	31.58	**184.75**	184.75	0.00
75	324	72	147.04	30.32	**177.36**	177.36	0.00
74	325	68	138.88	28.63	**167.51**	167.51	0.00
73	326	72	147.04	30.32	**177.36**	177.36	0.00
72	327	60	122.54	25.26	**147.80**	147.80	0.00
71	328	60	122.54	25.26	**147.80**	147.80	0.00
70	329	71	145.01	29.89	**174.90**	174.90	0.00
69	330	49	100.07	20.63	**120.70**	120.70	0.00
68	331	54	110.28	22.74	**133.02**	133.02	0.00
143	351	54	110.28	22.74	**133.02**	133.02	0.00
144	352	67	136.83	28.21	**165.04**	165.04	0.00
145	353	71	145.01	29.89	**174.90**	174.90	0.00
125	354	75	153.17	31.58	**184.75**	184.75	0.00
126	355	71	145.01	29.89	**174.90**	174.90	0.00
127	356	71	145.01	29.89	**174.90**	174.90	0.00
128	357	71	145.01	29.89	**174.90**	174.90	0.00
129	358	63	128.66	26.53	**155.19**	155.19	0.00
130	359	50	102.12	21.05	**123.17**	123.17	0.00
131	360	71	145.01	29.89	**174.90**	174.90	0.00
132	361	71	145.01	29.89	**174.90**	174.90	0.00
133	362	71	145.01	29.89	**174.90**	174.90	0.00
134	363	71	145.01	29.89	**174.90**	174.90	0.00
135	364	71	145.01	29.89	**174.90**	174.90	0.00
136	365	70	142.96	29.47	**172.43**	172.43	0.00
137	366	49	100.07	20.63	**120.70**	120.70	0.00
138	367	60	122.54	25.26	**147.80**	147.80	0.00
139	368	60	122.54	25.26	**147.80**	147.80	0.00
140	369	71	145.01	29.89	**174.90**	174.90	0.00
141	370	71	145.01	29.89	**174.90**	174.90	0.00
142	371	55	112.32	23.16	**135.48**	135.48	0.00
85	401	68	138.88	28.63	**167.51**	167.51	0.00
84	402	62	126.62	26.11	**152.73**	152.73	0.00
83	403	71	145.01	29.89	**174.90**	174.90	0.00
82	404	71	145.01	29.89	**174.90**	174.90	0.00
81	405	71	145.01	29.89	**174.90**	174.90	0.00
80	406	73	149.08	30.74	**179.82**	179.82	0.00
79	407	71	145.01	29.89	**174.90**	174.90	0.00
78	408	71	145.01	29.89	**174.90**	174.90	0.00
77	409	71	145.01	29.89	**174.90**	174.90	0.00
76	410	71	145.01	29.89	**174.90**	174.90	0.00
92	411	68	138.88	28.63	**167.51**	167.51	0.00
91	412	72	147.04	30.32	**177.36**	177.36	0.00
90	413	60	122.54	25.26	**147.80**	147.80	0.00
89	414	60	122.54	25.26	**147.80**	147.80	0.00
88	415	71	145.01	29.89	**174.90**	174.90	0.00
87	416	49	100.07	20.63	**120.70**	120.70	0.00
86	417	54	110.28	22.74	**133.02**	133.02	0.00
160	451	54	110.28	22.74	**133.02**	133.02	0.00
161	452	67	136.83	28.21	**165.04**	165.04	0.00
146	453	71	145.01	29.89	**174.90**	174.90	0.00
147	454	71	145.01	29.89	**174.90**	174.90	0.00
148	455	71	145.01	29.89	**174.90**	174.90	0.00
149	456	63	128.66	26.53	**155.19**	155.19	0.00
150	457	50	102.12	21.05	**123.17**	123.17	0.00
151	458	71	145.01	29.89	**174.90**	174.90	0.00
152	459	71	145.01	29.89	**174.90**	174.90	0.00
153	460	71	145.01	29.89	**174.90**	174.90	0.00
154	461	71	145.01	29.89	**174.90**	174.90	0.00
155	462	76	155.21	32.00	**187.21**	187.21	0.00
156	463	60	122.54	25.26	**147.80**	147.80	0.00
157	464	71	145.01	29.89	**174.90**	174.90	0.00
158	465	71	145.01	29.89	**174.90**	174.90	0.00
159	466	55	112.32	23.16	**135.48**	135.48	0.00
TOTAL U/E		9,983	20,388.59	4,203.01	24,591.60	24,591.60	
			x 12	x 12	x 12	x 12	
			244,663.08	**50,436.12**	**295,099.20**	**295,099.20**	

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With ♥

PRE-AUTHORIZED DEBIT (PAD) PLAN AGREEMENT

Strata Plan: ________________

Please complete the Pre-Authorized Debit (PAD) Plan agreement below and return to
TRIBE MANAGEMENT INC. Please note: Fields marked with an asterisk (*) must be completed

❑ New Enrollment ❑ Change in Banking Information

PLEASE PRINT

Name(s) of Registered Owner***:** ____

Name(s) of Bank Account Holder*****: ____

(if different from registered owner)

Unit No.*****:________________ Address*: ____

City/Town: ______________________ Province: ____________ Postal Code: __________

Commencement Date*: The first day of ______________________________, 20_____.

NOTE: This form, together with either an acceptable VOID pre-printed cheque or Appendix 1 hereto, both from a Canadian fund account, must be received by TRIBE MANAGEMENT INC. no later than the **15th day** of the month **prior to** the Commencement Date in order to be effective on the Commencement Date.

IMPORTANT: The account from which TRIBE MANAGEMENT INC. is authorized to draw upon is indicated below.

A specimen pre-printed cheque from a Canadian fund account has been marked "VOID" and attached in this space.

The undersigned hereby authorizes TRIBE MANAGEMENT INC., on behalf of the Strata Corporation, to debit their account on the first day of each month for all applicable charges due by the undersigned to the Strata Corporation, unless otherwise specified as follows:

The undersigned acknowledges that the amounts for each fee will be those prescribed/approved by the Owners and due to the Strata Corporation. The amounts may be increased/decreased as approved by the Owners of the Strata Corporation.
The undersigned undertakes to inform TRIBE MANAGEMENT INC. of any change in the account or address information provided in this authorization within 15 days after the change occurs. If the account is transferred to another financial institution, this authorization becomes null and void on the date of the transfer and it will be necessary to provide a new authorization to TRIBE MANAGEMENT INC.
This authorization may be cancelled at any time upon 15 days written notice to TRIBE MANAGEMENT INC. Further information on cancellation rights, including sample cancellation forms, may be obtained from any financial institution or by visiting www.cdnpay.ca.
The undersigned acknowledges that delivery of this authorization to TRIBE MANAGEMENT INC. constitutes delivery by the undersigned to their financial institution.
The undersigned has certain recourse rights if any debit does not comply with this agreement. For example, the undersigned has the right to receive reimbursement for any debit that is not authorized or is not consistent with this agreement. To obtain more information on recourse rights, the undersigned may contact their financial institution or visit www.cdnpay.ca.

ACCEPTANCE

The undersigned hereby confirms their authorization in accordance with the provisions contained herein; warrants that all persons whose signatures are required to sign on this account have signed below; guarantees all information contained herein is correct to the best of their knowledge; and is/are solely responsible for any consequences due to providing fraudulent information contained herein.

Dated this ______________ day of________________________, 20_____.*****

______________________________ ______________________________
Signature Second Signature (if required)

PRE-AUTHORIZED DEBIT (PAD) PLAN AGREEMENT
APPENDIX 1

For use only if a VOID cheque is not available.
To be completed by representative of account holder's financial institution.

Please complete and return to TRIBE MANAGEMENT INC.

Account must be in Canadian Funds

PLEASE PRINT

Account Holder Name(s): ____

Financial Institution Name: ____

Financial Institution Number: | | | |

Transit Number: | | | | | |

Account Number: | | | | | | | | | | | | | | | |

Bank Stamp:

Dated this ___________ day of___________________________, 20___.

____
CSR/Bank Representative Name

____
CSR/Bank Representative Signature

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Minutes of the Strata Council Meeting
Strata Plan VR178 – The Lamplighter
Held on **October 3, 2018 at 7:00 p.m.**
In the Council Office at 1146 Harwood Street, Vancouver BC V6E 3V1

IN ATTENDANCE	Sam Prochilo	President, Privacy & Safety Committee
	Ken Hampton	Vice President
	Gerry Fanaken	Treasurer
	Jasmine Pahl	Landscaping Committee
	Roy Frankland	Member at Large
	Sonia Hyttenrauch	Member at Large
	Andy Humphreys	Member at Large
COMMUNITY MANAGER	Phil Seo, Tribe Management Inc.	

CALL TO ORDER

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

CARETAKER REPORT

- The emergency generator was tested. No issues were detected.
- BUR-HAN Services Inc. was on site to discuss the replacing of damaged plant inventory caused by the Exterior Repair Project.
- Unique Restoration Ltd. touched up some painting on suite 503's balcony.
- McCuaig and Associates Engineering Ltd. and Viessmann Manufacturing Company Inc. were on site to inspect the operation of the boilers after an owner complained about a lack of heat.
- There was one move in September. Suite 1104 moved in with no damage to common property.

APPROVAL OF MINUTES FROM THE PREVIOUS MEETING

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on September 5, 2018 as circulated. ***CARRIED***.

FINANCIAL REPORT

1. **Financial Statement**

   Council reviewed the August, 2018 financial statement. It was mentioned that parking revenue is $2,862.50, which is approximately $300.00 below budget. This revenue amount appears unusually low considering parking is at near capacity. Council will investigate this matter further.

   Council directed the Community Manager to reallocate the $100.00 in 2018 revenue appearing under Access Card to the appropriate category since the building does not utilize an access card system.

   Council further directed the Community Manager to clear the $1,633.98 due to the operating account from the contingency reserve fund as there are sufficient funds in the contingency reserve fund to cover the amount owed.

   It was moved and seconded to approve the August 2018 financial statement as circulated. ***CARRIED***.

Tribe Management Inc. 419–1155 W Pender St. Vancouver, BC, V6E 2P4. Phone/Fax 604-343-2601. tribemgmt.com

2. **Accounts Receivables**
Council reviewed the current accounts receivable. An owner on the 16th floor has failed to make any payments associated with the special levy. In accordance with Bylaw Paragraph 2.7, Council enforced the charging of 10% interest on the $5,232.18 amount owing. Effective immediately, the owner will be charged $523.22 for the 12 month period June 1, 2017 to May 31, 2018. Interest is now accruing on the compound amount, $5,755.40, for the period June 1, 2018 to May 31, 2019, or until the date payment is received in full.

Owners are reminded that strata fees are due on the 1st of each month.

3. **Refund of Unspent Special Levy**
Verification of the final unspent special levy amount to be refunded is pending. When processed, the refund will be first credited to each owners' account and applied against any amount owing. If applicable, a refund cheque will then be issued for the net amount remaining.

4. **Refund of Excess Special Levy**
Only two refunds of the excess special levy remain outstanding. Several attempts have been made to contact the two former owners in question. A deadline for these owners to respond with proof they are entitled to the refund was set at October 5th. Should no response be received by this deadline, Council directed the Community Manager to proceed with refunding the amounts to the current owners.

BUSINESS ARISING FROM THE PREVIOUS MINUTES

1. **Visitor Bike Rack**
Engineering Services for the City of Vancouver has indicated their bike rack program is currently directed to commercial areas only. Thus, Council's request to the City concerning the installation of a curbside bike rack in front of the building has been turned down.

Instead, Council will now consider the installation of a bike rack to the right of the front entrance on the strata's property beside the hedge. Council directed the Community Manager to re-engage FEHR Strata Repairs Ltd., who had provided a quote earlier for the installation of a bike rack but in a different location.

2. **Phase I and II Repair Project Deficiencies**
All deficiencies have now been addressed, and the Exterior Repair Project is considered complete.

3. **Drain Stack Cleaning Report**
A report from K.C.'s Plumbing & Heating Limited. (KC Plumbing) detailing what caused several 2nd floor kitchen sinks to back up the day the drain stacks were cleaned on June 20th is still pending. The Community Manager indicated he would follow up with KC Plumbing.

4. **Replacement of the Flood Lights**
Unique Restoration Ltd. provided the required model number information of the LED flood light they replaced earlier. The Caretaker is to forward that information onto Nikls One Call Property Services (Nikls) for them to source the same LED flood light in order to replace the five remaining old flood lights that surround the building. Nikls earlier provided a quote for the materials and labour to install the LED flood lights at $460.00 plus taxes. This does not include the cost of the LED flood lights.

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5. **Inspection of Hot Tub**
McCuaig and Associates Engineering Ltd. (MAE) earlier completed their inspection of the hot tub area. However, they have yet to issue a report detailing their recommendation on needed repairs. Council directed the Community Manager to follow up with MAE.

To minimize any additional damage to the hot tub, the closure of the hot tub was earlier extended to December 31, 2018.

6. **Survey of the Building Drainage System**
On July 11th, the Property Manager contacted McCuaig and Associates Engineering Ltd. (MAE) to request a survey of the drainage system for the purpose of creating a cleaning maintenance schedule. MAE has yet to respond. Council directed the Property Manager to follow up with MAE.

COMMITTEE REPORTS

1. **Privacy Committee**
Nothing to report.

2. **Safety Committee**
Nothing to report.

3. **Landscaping Committee**
Council earlier approved $2,500.00 be set aside from the Phase II Exterior Repair Project funds to cover repairs to the landscaping damaged as a result of the exterior repair work.

In reviewing a quote recently received from BUR-HAN Services Inc., Council approved $1,500.00 for fall planting. The committee person will contact BUR-HAN Services Inc. and instruct them to proceed accordingly. A separate invoice for the damaged landscaping is to be issued to separate that work from the fall planting for billing purposes.

CORRESPONDENCE

1. **Query Concerning Account Charges – Suite on the 16th Floor**
Council reviewed two letters received from an owner on the 16th floor. The owner is questioning charges applied to his account for damage to common property dating back to September 2017.

Council requested the Community Manager send it all the correspondence issued by Tribe Management Inc. to the owner since the start of the incident. Council will review all the correspondence and prepare a response to the owner.

2. **Letter of Complaint – Suite on the 3rd Floor**
An owner on the 3rd floor wrote to the Community Manager to complain about cigarette smoke and loud music emanating from a neighbouring suite on the same floor. It was also reported by the owner that on several occasions it wasn't possible to open their windows or their balcony door because of the large amount of cigarette smoke generated by a group of people smoking on the balcony of the same neighbouring suite.

A warning letter was subsequently emailed and mailed to the owner of the 3rd floor suite notifying of a bylaw violation. It was noted in the warning letter that the actions of the owner's tenants had caused a disturbance.

In response to the warning letter, the owner notified the Community Manager that the offending tenants will be leaving at the end of November.

Tribe Management Inc. 419–1155 W Pender St. Vancouver, BC, V6E 2P4. Phone/Fax 604-343-2601. tribemgmt.com

NEW BUSINESS

1. **Boilers – Heat Distribution**
McCuaig & Associates Engineering Ltd. (MAE) visited the building and, along with the boiler manufacturer, Viessmann Manufacturing Company Inc., inspected the boilers to ensure they're working properly and efficiently. The visit was done at the request of Council after receiving complaints from some residents about inadequate heat last winter. MAE reported the boilers are operating properly and, apart from some minor adjustments, no changes or repairs are required. MAE opined that residents' complaints about inadequate heat suggests a potential problem with the distribution system and that aspect of the heating system should be investigated.

   Accordingly, a short questionnaire is to be distributed to all residents on or about when the first cold snap is experienced in November. The questionnaire will seek input from residents about how they feel about the level of heat provided to their suite.

2. **Caretaker Vacation**
The Caretaker requested 3 weeks vacation for the period November 19th to December 7th. It was moved and seconded to approve the Caretaker's vacation. ***CARRIED***.

3. **Re-Keying the Building**
A recent incident involving the theft of an owner's common key ended with the key being recovered. As result, it was determined the re-keying of the building was no longer warranted. However, Devak Lock & Key Inc. had cut 100 of the 345 keys requested before the order was cancelled. The cost to cut the 100 keys is $330.00 plus tax, which will be charged back to Molly Maid, the service company who held the common key at the time of the theft.

   Council briefly discussed whether or not switching to a keyless FOB system should be considered, and directed the Community Manager to obtain three quotes for the installation of a FOB system. The quotes are to be presented to the owners at the 2019 Annual General Meeting for further discussion. The installation of a FOB system to replace the current common key will be put to a vote of the owners at that time.

4. **Signage on the Front Door**
Council discussed the possibility of rewording the current signage on the front door. The signage currently cautions residents and visitors to not allow anyone to follow them into the building. Council will provide sample wording in due course.

5. **Service Parkade Sump Pumps, Catch Basins and Trench Ditch**
A quote was received from Ramos Holdings Ltd. (Ramos) to service the sump pumps in the parkade as well as clean out the catch basins and the trench ditch.

   It was moved and seconded to accept the quote from Ramos in the amount of $1,040.00 plus taxes. ***CARRIED***. The Community Manager was directed to inform Ramos to commence the work.

6. **Annual Fire Inspection**
The annual fire inspection of the in-suite smoke detectors, as well as the pull stations and fire equipment on each floor and throughout the building is due in November and should be completed before the Caretaker's vacation.

   The Community Manager was directed to contact Royal City Fire Supplies Ltd. and arrange the annual fire inspection for sometime in the first two weeks of November.

7. **Cash No Longer Acceptable**
Effective January 1, 2019, Tribe Management Inc. indicated they will no longer accept cash as a payment option. Thus, it's preferred that owners or their tenants who provide

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payment to the Caretaker for a building key, parking or for anything else, do so by way of cheque, starting now.

MEETING ADJOURNMENT

The meeting was terminated at 8:30 p.m.

NEXT MEETING

The next Council meeting will be held on **Wednesday, November 7th at 7:00 p.m**.

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

Community Manager: Michelle Hewer | 604-343-2601 Ext.736 | E. michelle.hewer@tribemgmt.com

Tribe Management Inc. 419–1155 W Pender St. Vancouver, BC, V6E 2P4. Phone/Fax 604-343-2601. tribemgmt.com

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Minutes of the Residential Executive Meeting
Strata Plan BCS 3888 – Calera - Residential Section
Held on September 12, 2018 at 6:29 P.M.

IN ATTENDANCE	Kal B. Ruby H.
COMMUNITY MANAGER	Ann Benoit, Tribe Management Inc.

CALL TO ORDER

The meeting was called to order at 6:29 PM.

GUEST BUSINESS

No guest(s) attended.

APPROVAL OF MINUTES FROM THE PREVIOUS MEETING

It was **MOVED**, **SECONDED** and **CARRIED** to approve the August 20, 2018 Executive Meeting Minutes as previously distributed.

FINANCIAL REPORT

1. **Report on Unapproved Expenditures** – There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
2. **Financials**: It was **MOVED**, **SECONDED** and **CARRIED** to approve the financials ending July 2018.

LITIGATION

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

BUSINESS ARISING

1. **Exterior Trellis Painting:** As reported in the August Executive Meeting Minutes, the Executive agreed to place this item on the agenda for the Annual General Meeting for a ¾ approval of the owners to use Contingency Reserve Funds (CRF) to paint the trellises. Council is requesting owner's approval for this item as they have never been painted and painting is required to reduce the chance of rot developing which may result in the replacement of the trellises.
2. **Patio Drainage Concern:** The paver stones on a patio that has a consistent water ponding concerns were lifted, cleaned and re-levelled. The owner reported that the concern has been rectified and would like to contact the neighbouring owner to have their patios cleaned at the same time, as when cleaned, it results in the debris clogging the drains on their patio. The Executive provided the Community Manager the direction to reach out to both neighbours and obtain consent prior to releasing personal contact information details.
3. **Automotive Repairs in Parkade:** As previously reported, a resident sanded a car in the parkade and in contravention of the bylaw. The resident was contacted and advised not to perform these types of repairs in the future in the parkade.

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41 (7) No repairs to motor vehicles may be made in the parking garage or elsewhere on the common property, except in an emergency.

4. **Drain Cleaning:** Council reviewed quotes for the horizontal and vertical drain cleaning. It was **MOVED**, **SECONDED** and **CARRIED** to proceed with McRae's. Notices will be posted in advance to advise all residents. It is essential to clean the drains to avoid backups.

   As a reminder to all owners and residents, cooking oil and grease is <u>NEVER</u> permitted to be placed down the sink as it will clog the pipes.

5. **Landscape Mulch:** It was **MOVED**, **SECONDED** and **CARRIED** to proceed with the installation of aged mulch/soil to the garden level yard areas and second floor courtyard area.

NEW BUSINESS

1. **Gutter Cleaning:** It was **MOVED**, **SECONDED** and **CARRIED** to proceed with gutter cleaning. The work will be performed later this fall and notices will be posted in advance to advise all residents of the cleaning dates.

2. **Annual General Meeting (AGM):** The Executive reviewed the draft budget for the AGM and it was **MOVED**, **SECONDED** and **CARRIED** to present this budget to the owners. The Notice of Call for the AGM (agenda) will be mailed out in advance to all owners in accordance with the provisions of the *Strata Property Act of BC*.

MEETING ADJOURNMENT

The meeting was terminated at 6:49 PM.

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

Community Manager: Ann Benoit | 604-343-2601 Ext.703 | E. Ann.Benoit@TribeMgmt.com
Community Coordinator: Cherry Davidson | 604-343-2601 Ext.730 | E. Cherry.Davidson@TribeMgmt.com

Owner Reminders:

Insurance: The Community Manager reminded Owners that they need to obtain their own insurance for personal property as well as third party liability coverage. In addition, individual home owner or tenant insurance is recommended. It was also explained that additional insurance is required if an owner makes alterations to their unit (flooring, cabinets, fixtures etc.).

Owners who are renting their suite should ensure that they inform tenants to obtain insurance as their personal contents are not covered in the event of a loss. In addition, tenants do not have access to additional living expenses in the event the suite in uninhabitable. Owners should also ensure they have loss of income insurance for rental suites.

What Does Strata Insurance Cover?

Typically, Strata Corporation insurance policies “insure against all risks of direct physical loss or damage to the property insured”. This is subject to exclusions and deductibles.

The insured property is the building as handed over by the developer once construction has completed. The insured property includes the building, permanently installed original fittings and fixtures, mechanical equipment, fire system and common assets.

What Doesn’t the Strata Insurance Cover?

- Owner/Tenant personal property
- Upgrades/alterations to a strata lot
- Loss of rental income
- Tenant additional living expenses

Security: You, owners and residents, are the best form of security. Please ensure that you:

- Please never leave the parking entrance gate area until the gate is completely closed when entering and exiting the parkade;
- Please never let anyone into the building at the front door, please ensure that they have a fob to enter or have been granted entry through the interphone system;
- Never leave your fob in your car;
- Report all lost or stolen fobs to caretaker or strata agent so that they may be immediately removed from the system;
- Report all suspicious activity to 911 and immediately let the caretaker or strata agent know.

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Minutes of the Strata Council Meeting
Strata Plan VR178 – The Lamplighter
Held on **September 5, 2018 at 7:00 p.m.**
In the Council Office at 1146 Harwood Street, Vancouver BC V6E 3V1

IN ATTENDANCE	Sam Prochilo	President/Privacy & Safety Committee
	Ken Hampton	Vice President
	Gerry Fanaken	Treasurer
	Roy Frankland	Member at Large
	Sonia Hyttenrauch	Member at Large
REGRETS	Andy Humphreys	Member at Large
	Jasmine Pahl	Landscaping Committee
GUESTS	Joan Hellyer	Owner
COMMUNITY MANAGER	Phil Seo, Tribe Management Inc.	

CALL TO ORDER

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

CARETAKER REPORT

- Pacific Mechanical Systems Ltd. performed the quarterly boiler maintenance.
- Fujitec Canada Inc. completed the annual elevator break testing.
- Fujitec Canada Inc. was also called to service the east elevator as the door was not closing.
- The section of carpet on the 10th floor reported in the last Minutes that required cleaning by an owner has been cleaned.
- Nikls One Call Property Services completed the quarterly maintenance on the garage gate.
- There were five moves in August. Suites 505, 804 and 1006 moved out. Suites 507 and 804 moved in. There was no damage to common property.

APPROVAL OF MINUTES FROM THE PREVIOUS MEETING

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on August 1, 2018 as circulated. ***CARRIED***.

FINANCIAL REPORT

1. **Financial Statements**
   Council reviewed the July, 2018 financial statements.
2. **Accounts Receivables**
   Council reviewed the current accounts receivable and directed the Community Manager to follow up with the Executor of a suite on the 2nd floor concerning seven months of outstanding strata fees since March 2018.

   Owners are reminded that strata fees are due on the 1st of each month.

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BUSINESS ARISING FROM THE PREVIOUS MINUTES

1. **Phase II Special Levy Refund Status**

   Council directed the Community Manager to make a final attempt at contacting the previous owners of five suites sold at the time the special levy was passed. The owners are being contacted in order to verify whether or not there is an agreement with the current owner of the suite concerning the refunding of any amount from the special levy. The Community Manager was also directed to document the date, time and method of contact.

   Council also directed the Community Manager to proceed with refunding the current owner of a suite on the 3rd floor as attempts to obtain the contact details of the previous owner and their agent have failed. The refund is for the excess special levy collected.

   Concerning the $108,497.13 in unspent funds from the special levy as at July 4th, plus accumulated interest. Council directed the Property Manager to verify with Unique Restoration Ltd. and Sense Engineering Ltd. that their final invoices have been issued and that both companies have received the Strata's payment. Council reminded the Community Manager to include an expenditure allowance of $2,500.00 in the special levy fund for outstanding landscaping repair work in progress as part of the Exterior Repair Project.

   Council directed the Property Manager to proceed with processing the refund of unspent special levy funds to all owners.

2. **Visitor Bike Rack**

   Council earlier contacted the City of Vancouver to request the installation of a bike rack(s) at the front of the building. Council received acknowledgment of its request from Engineering Services together with an update that the City is currently assessing the installation of bicycle parking in various neighbourhoods.

3. **Phase I and II Repair Project Deficiencies**

   The only deficiencies that remain involve a suite on the 5th floor. The Community Manager will follow up with Unique Restoration Ltd. to ensure the deficiencies are addressed without further delay.

4. **Drain Stack Cleaning Report**

   A report from K.C.'s Plumbing & Heating Limited. (KC Plumbing) detailing what caused several 2nd floor kitchen sinks to back up the day the drain stacks were cleaned on June 20th is still pending. Council directed the Community Manager to follow up with KC Plumbing.

5. **Replacement of the Flood Lights**

   Council directed the Community Manager to follow up with Nikls One Call Property Services concerning a quote to replace the old flood lights surrounding the building with LED flood lights.

6. **Inspection of Hot Tub**

   McCuaig and Associates Engineering Ltd. (MAE) have completed their inspection of the hot tub area. However, they have yet to issue a report detailing their recommendation on needed repairs. On August 30th, the Property Manager sent a follow up query to MAE.

   To minimize any additional damage to the hot tub, the closure of the hot tub has been extended to December 31, 2018.

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7. **Survey of the Building Drainage System**
On July 11th, the Property Manager contacted McCuaig and Associates Engineering Ltd. (MAE) to request a survey of the drainage system for the purpose of creating a maintenance cleaning schedule. MAE has yet to respond. Council directed the Community Manager to follow up with MAE.

COMMITTEE REPORTS

1. **Privacy Committee**
Nothing to report.

2. **Safety Committee**
Nothing to report.

3. **Landscaping Committee**
Council earlier approved $2,500.00 be set aside from the Phase II Exterior Repair Project funds to cover repairs to the landscaping damaged as a result of the exterior repair work.

CORRESPONDENCE

1. **Zone Valve Refund – Suite on the 3rd Floor**
The owner of a suite on the 3rd floor informed Council that they had been reimbursed earlier for only the parts involved with replacing the zone valve. The owner claimed they had not been reimbursed for the labour portion of the work.

   Upon reviewing details of the owner's original request, Council directed the Community Manager to reimburse the owner an additional $75.00 to cover labour.

2. **Report of Short Term Rental – Suite on the 6th Floor**
The owner of a suite on the 6th floor reported the possibility of short term renters occupying a suite on the 6th floor. The Property Manager contacted the owner of the suite in question and was informed by the owner that they are moving into the suite effective Sept 1st. No further action was taken.

NEW BUSINESS

1. **Insurance Renewal**
Council verified that payment of the optional Earthquake Deductible Buy-Down (EDB) provision was completed. The EDB provision reduces the amount of the Strata's deductible from 10% of the extended replacement cost of the building to 5%.

MEETING ADJOURNMENT

The meeting was terminated at 7:45 p.m.

NEXT MEETING

The next Council meeting will be held on **Wednesday, October 3rd at 7:00 p.m**.

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

Community Manager: Phil Seo | 604-343-2601 Ext.725 | E. phil.seo@tribemgmt.com

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Minutes of the Residential Executive Meeting
Strata Plan BCS 3888 – Calera - Residential Section
Held on August 20, 2018 at 5:45 PM
In the Amenity Room at Calera

IN ATTENDANCE	Kal B. Ruby H.
COMMUNITY MANAGER	Ann Benoit, Tribe Management Inc.

CALL TO ORDER

The meeting was called to order at 5:45 PM.

GUEST BUSINESS

No guest(s) attended.

APPROVAL OF MINUTES FROM THE PREVIOUS MEETING

It was **MOVED**, **SECONDED** and **CARRIED** to approve the July 16th, 2018 council meeting minutes as previously distributed.

FINANCIAL REPORT

1. **Report on Unapproved Expenditures**: There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.
2. **Financials**: It was **MOVED**, **SECONDED** and **CARRIED** to approve the financials ending June 2018. July was provided to the executive for review.

LITIGATION

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

BUSINESS ARISING

1. **Exterior Trellis Painting:** The executive was provided with two quotes for the exterior trellis painting. It was **MOVED**, **SECONDED** and **CARRIED** to place this item on the agenda for the Annual General Meeting for a ¾ approval of the owners to use Contingency Reserve Funds (CRF) to paint the trellises. Council is requesting owner approval for this item as they have never been painted and painting is required to reduce the chance of rot developing which may result in the replacement of the trellises.
2. **Hallways/Grey Areas:** The executive reviewed two quotes for the interior painting of the grey areas. It was **MOVED**, **SECONDED** and **CARRIED** to defer this item as the executive feels that painting of the exterior trellises is a higher priority item.
3. **Gym Repairs:** The gym repairs have been completed.

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NEW BUSINESS

1. **Patio Drainage Concern:** It was **MOVED**, **SECONDED** and **CARRIED** to have the paver stones on a patio that has a consistent water ponding concerns lifted to ensure that drains are present and that if present, the drains are clear and functioning as intended.

2. **Water Leak:** Recently a leak between two units occurred as the above unit's toilet came loose. The owner of the unit has been informed to have a plumber attend to the concern.

3. **Automotive Repairs in Parkade:** Recently, a resident sanded a car in the parkade. It was **MOVED**, **SECONDED** and **CARRIED** to forward correspondence to the owner of the unit reminding them that a breach of the following bylaw occurred.

   41 (7) No repairs to motor vehicles may be made in the parking garage or elsewhere on the common property, except in an emergency.

CORRESPONDENCE

Correspondence was received from an owner concerning a door frame concern. The doorframe has been repaired.

Correspondence was received from an owner concerning their patio and a water ponding concern. The item is noted in these minutes.

Correspondence was received from an owner concerning spitting in the lobby area.

Correspondence was received from an owner concerning landscape concerns on their patio. It was **MOVED**, **SECONDED** and **CARRIED** to have the landscape provider contact the owner to cut back overgrown items. A quote for aged mulch/soil is also being received for all ground floor units.

Correspondence was received concerning an alleged noise bylaw infraction.

Correspondence was received from an owner advising that the fire pit on their balcony is propane. It was **MOVED**, **SECONDED** and **CARRIED** to allow the owner to have a propane fire pit if it is not near the building, the flames do not exceed the height of the fire pit, and that it is always attended to while in use.

Correspondence was received concerning smoking. Correspondence was forwarded to the alleged offending unit. All owners are reminded that smoking is not permitted at Calera. Please note the following bylaw:

43 Smoking

(1) An owner, tenant, occupant or visitor must not smoke tobacco, marijuana or any similar organic substance nor use an e-cigarette or other vaporiser:

- ***(a) on the interior common property, such as, but not limited to hallways, lobbies, stairwells, elevators, storage rooms, the fitness facility, the recreation room, the common room and the parking garage;***
- ***(b) on the exterior common and limited common property, including; balconies, decks, patios and walkways;***
- ***(c) within 3 meters of a door, window or air intake; and***
- ***(d) in a strata lot.***

Correspondence was received from an owner requesting to be placed on the rental list. They have been added.

Correspondence was received from an owner concerning an alleged noise bylaw infraction. It was **MOVED**, **SECONDED** and **CARRIED** to enforce the bylaws in relation to noise.

Correspondence was received from an owner concerning a visitor parking bylaw notice received on the car. As a reminder to all owners, visitors are not permitted to park in visitors parking stalls for more than three consecutive days. Owners are also never permitted to park in visitors parking stalls. This owner advises that they did not violate the parking rules. Council will continue to monitor the situation.

MEETING ADJOURNMENT

The meeting was terminated at 6:34 PM.

NEXT MEETING

The next Residential Executive Meeting will be held on September 12, 2018.

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

Community Manager: Ann Benoit | 604-343-2601 Ext.703 | E. Ann.Benoit@TribeMgmt.com
Community Coordinator: Cherry Davidson | 604-343-2601 Ext.730 | E. Cherry.Davidson@TribeMgmt.com

Owner Reminders:

Insurance: The Community Manager reminded Owners that they need to obtain their own insurance for personal property as well as third party liability coverage. In addition, individual home owner or tenant insurance is recommended. It was also explained that additional insurance is required if an owner makes alterations to their unit (flooring, cabinets, fixtures etc.).

Owners who are renting their suite should ensure that they inform tenants to obtain insurance as their personal contents are not covered in the event of a loss. In addition, tenants do not have access to additional living expenses in the event the suite in uninhabitable. Owners should also ensure they have loss of income insurance for rental suites.

What Does Strata Insurance Cover?

Typically, Strata Corporation insurance policies "insure against all risks of direct physical loss or damage to the property insured". This is subject to exclusions and deductibles.

The insured property is the building as handed over by the developer once construction has completed. The insured property includes the building, permanently installed original fittings and fixtures, mechanical equipment, fire system and common assets.

What Doesn't the Strata Insurance Cover?

Owner/Tenant personal property
Upgrades/alterations to a strata lot
Loss of rental income
Tenant additional living expenses

Security: You, the owners and residents, are the best form of security. Please ensure that you:

- Please never leave the parking entrance gate area until the gate is completely closed when entering and exiting the parkade;
- Please never let anyone into the building at the front door, please ensure that they have a fob to enter or have been granted entry through the interphone system;
- Never leave your fob in your car;
- Report all lost or stolen fobs to caretaker or strata agent so that they may be immediately removed from the system;
- Report all suspicious activity to 911 and immediately let the caretaker or strata agent know.

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Minutes of the Strata Council Meeting
Strata Plan VR178 – The Lamplighter
Held on **August 1, 2018 at 7:00 p.m.**
In the Council Office at 1146 Harwood Street, Vancouver BC V6E 3V1

IN ATTENDANCE	Sam Prochilo	President/Privacy & Safety Committee
	Ken Hampton	Vice President
	Gerry Fanaken	Treasurer
	Roy Frankland	Member at Large
	Jasmine Pahl	Landscaping Committee
	Sonia Hyttenrauch	Member at Large
	Andy Humphreys	Member at Large
GUEST	Hasan Ahmadi	Director, Progressive Telecom Inc.
	Joan Hellyer	Owner
REGRETS	Phil Seo	Community Manager, Tribe Management Inc.

CALL TO ORDER

The meeting was called to order at 7:04 p.m.

GUEST BUSINESS

Representatives from Progressive Telecom Inc. attended the meeting to discuss the design details of the TELUS fibre optic installation. It was explained by Mr. Admadi and his associate that it's not possible to utilize the existing bulkheads in the hallways as a way to channel the fibre optic lines from the communication closet on each floor to the suites as was originally intended. The reason being, there's insufficient room available in the bulkheads because of the hot and cold water pipes. Additionally, it will be necessary to core drill each closet in order to run the fibre optic lines from the basement up to each floor.

Since the existing bulkheads cannot be utilized for the installation, the alternative solution suggested is to install a colour matching plastic conduit that would run underneath the bulkheads. From this conduit, the fibre optic line would run into each suite and terminate at a box located just above the door, inside the suite.

Should an owner wish to order the TELUS fibre optic service, a technician would be dispatched to remove the box above the door and run a fibre optic line along the ceiling and down to a modem. The fibre optic line running along the ceiling within the suite is virtually invisible. The specific location of the modem and the balance of the installation is dependant on whether an owner wishes to have a wireless or hardwire installation. The entire fibre optic installation is being completed at no cost to the Strata or to the owners.

Council thanked the representatives from Progressive Telecom Inc. at which time the representatives departed the meeting.

Upon further discussion, Council felt the installation of the plastic conduit underneath the bulkheads would constitute a significant change to the appearance of common property. As such a change requires the passing of a resolution by a ¾ vote of the owners at an Annual or Special General Meeting (AGM or SGM), Council decided to stop all work on the TELUS fibre optic installation at this time. This matter will be discussed and presented to the owners in a resolution to be voted on at the 2019 AGM.

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Council will direct the Property Manager to inform Hasan Ahmadi of Council's decision to stop all work on the fibre optic installation pending the results of the vote at the 2019 AGM.

CARETAKER REPORT

- Unique Restoration Ltd. completed painting the remaining window sills.
- Pacific Mechanical Systems Ltd. investigated and repaired the zone valve issue for a suite on the 10th floor.
- The access point to the parkade previously used by the emergency generator exhaust has been sealed, and the new exhaust pipe exiting the exterior of the building has been painted to match the colour of the building.
- A representative from BUR-HAN Services Inc. took an inventory of the missing and damaged plants surrounding the building as a result of the exterior restoration work.
- TELUS was on site in connection with the fibre optic installation.
- 1-800-GOT-JUNK was contacted to remove discarded items left by the garbage area in the parkade.
- Cleantech Service Group power washed the parkade.
- A section of the hallway carpet on the 10th floor requires cleaning as a result of the renovations completed by an owner on the floor. The owner was informed to clean the affected area.
- Ramos Holdings Ltd. (Ramos) was contacted about cleaning out the various catch basins located in the parkade after the power washing but they're booked until the fall. Ramos will contact the caretaker or the Community Manager later in the year to book a time to complete the work. The cost to clean all the catch basins last year was about $1,000.00.
- It has been noticed that skunks have been digging up the lawn more than usual this summer because of the Chafer beetles present in the grass. Information on how to treat the infestation was requested from BUR-HAN Services Inc.

IMPORTANT NOTICE: Effective July 4, 2018, a Cleaning Fee of $50.00/hour with a minimum fee of $50.00 will be charged to an owner who does not clean up on a daily basis the common area(s) dirtied during the course of renovations, or who does not clean up such area(s) immediately after a tenant moves in or out.

APPROVAL OF MINUTES FROM THE PREVIOUS MEETING

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on July 4, 2018 as circulated. ***CARRIED***.

FINANCIAL REPORT

1. **Financial Statements**
   Council reviewed the June, 2018 financial statements. It was mentioned that, after six months, parking revenue is materially lower than budgeted and will be investigated. It was moved and seconded to approve the June, 2018 financial statements. ***CARRIED***.

2. **Accounts Receivables**
   Council reviewed the current accounts receivable. The Treasurer will follow-up with the Community Manager to ensure the Executor of a suite on the 2nd floor has been notified and is aware that Strata fees are past due.

   A request for additional information was received from an owner on the 16th floor. The request is in response to a recent follow-up letter sent to the owner and relates to an outstanding charge back to the suite for damage caused to common property back in September 2017.

Owners are reminded that Strata fees are due on the 1st of each month.

BUSINESS ARISING FROM THE PREVIOUS MINUTES

1. **Phase II Special Levy Refund**

Council reviewed its decision from the December 6, 2017 meeting when it determined the expected cost of the Phase II repairs would be well below the amount budgeted. At that time, Council directed the Community Manager to temporarily suspend all special levy pre-authorized payments effective December 31, 2017. The suspension established what Council declared to be an "excess payment" amount for those owners who paid the special levy in full prior to December 31, 2017. In effect, the monthly instalments paid during the seven month period, June 1, 2017 to December 1, 2017, constitutes the actual special levy collected, and any pre-paid amounts received for the five month instalment period, January 1, 2018 to May 1, 2018, constitutes what Council declared to be, an "excess payment".

Council also reviewed its December 6, 2017 decision to differentiate the excess payment amount from the special levy. In Council's opinion, the excess payment should have not been paid/collected and thus, it should, in all fairness, be refunded to the owner who made the payment. Of the thirty-nine owners who made an excess payment, twelve were former owners who sold their suite after the special levy was declared.

At the time of this meeting, six responses to a letter sent to the agents of the twelve former owners by the Community Manager have been received. The letter sent by the Community Manager sought clarification on whether or not the *Contract of Purchase and Sale* contained a statement concerning the special levy. A similar letter was also sent to the twelve current owners (i.e. the purchasers). Prior to this meeting, Council directed the Community Manager to call the agents of the six former owners who had not yet responded to the letter. From the six responses that have been received, five excess payment refunds have been processed, and one is being contested by a current owner, who claims he is entitled to the excess payment refund on the basis that his contract with the seller does not contain a statement concerning the special levy.

After a review of Council's decisions from the December 6, 2017 meeting and after an extensive discussion of the current situation involving the current owner who is contesting the refund of an excess payment to the former owner, Council has decided to seek a legal opinion from lawyer Geoffrey Dabbs on how to proceed with the contested refund. Mr. Dabbs is a lawyer with Gehlen Dabbs Lawyers, who Council has consulted in the past on Strata matters.

Council will direct the Community Manager to inform the current owner of the contested refund of Council's decision to seek a legal opinion on the matter. Council will update the owner of the outcome of the meeting with Mr. Dabbs and of Council's decision on how it plans to proceed afterwards.

As of June 30th, the amount showing as unspent funds from the special levy is $108,733.66. However, validation of the final amount is still pending. It was earlier declared at the July 4th Council meeting that any unspent funds would be refunded to the owners on title as of July 4, 2018.

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2. **Bike Storage Area**
The investigation into other options to determine the best solution for increasing the available storage capacity of the bike area is still ongoing.

3. **Power Washing Parkade**
The power washing was completed but was effective at washing away the dirt and dust only. It did not fully remove the oil and grime stains. This aspect will be addressed the next time the parkade is cleaned.

4. **Phase I and II Repair Project Deficiencies**
Council is to follow-up on the status of the project deficiencies with the Community Manager. The Community Manager was to have earlier verified the completion of all deficiencies and the issuance of all invoices with Unique Restoration Ltd. and Sense Engineering Ltd.

5. **Drain Stack Investigation**
A report from K.C.'s Plumbing & Heating Limited detailing the blockage that occurred right after all the drain stacks were cleaned is still pending.

6. **Zone Valve Repair – Suite on the 10th Floor**
Pacific Mechanical Systems Ltd. inspected and repaired the issue with the zone valve. The issue was traced back to a faulty thermostat and to a break in the neutral wire. The break in the neutral wire was located where the wire passes underneath the baseboard. It's believed the earlier work completed in the suite involving the baseboards may have broken the wire. Both the thermostat and wiring were replaced and the zone valve is now operational. The cost of the repairs will be charged back to the owner.

7. **Zone Valve Repair – Suite on the 11th floor**
The invoices from Pacific Mechanical Systems Ltd. and K.C.'s Plumbing & Heating Limited have been received. Pacific Mechanical issued an $85.00 credit for the work completed by K.C.'s Plumbing to correct the faulty installation of the Pacific Mechancial technician.

8. **Replacement of the Flood Lights**
Nikls One Call Property Services was contacted to provide a quote for replacing the flood lights with an LED model similar to that of the flood light recently installed by Unique Restoration Ltd. to replace a flood light damaged during exterior repair work. Council will request the Community Manager follow-up on the status of the quote.

9. **Inspection of Hot Tub**
McCuaig and Associates Engineering Ltd. (McCuaig) completed an inspection of the hot tub area in May. The issuance of a report on the engineer's findings is still pending. Prior to this meeting, the Community Manager had sent McCuaig a follow-up query on the status of the report.

10. **Survey of the Building Drainage System**
McCuaig & Associates Engineering Ltd. has yet to respond to a request to conduct a survey of the drainage system for the purpose of creating a maintenance schedule.

COMMITTEE REPORTS

1. **Privacy Committee**
Nothing to report.

2. **Safety Committee**
Nothing to report.

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3. **Landscaping Committee**
Council received a quote from BUR-HAN Services Inc. to replace all the plants and grass damaged during the exterior repair project. The amount quoted is $1,990.00 plus tax. It was moved and seconded to proceed with the work and to allocate $2,500.00 from the unspent Phase II project funds to cover the expense. ***CARRIED***.

ITEMS FOR RATIFICATION

Insurance Renewal

Council reviewed the summary of coverage and deductibles contained in the insurance renewal policy received from BFL Canada Insurance Services Inc. It was noted that, in the event of an earthquake, the (10%) deductible to replace the building is $2,180,000.00. However, that amount could increase to $2,834,000.00 as part of the extended coverage provided under the policy. An optional *Earthquake Deductible Buy-Down* (EDB) provision allows for the reduction of the deductible to 5%.

After some discussion, it was moved and seconded to accept the renewal policy from BFL Canada Insurance Services Inc. Subsequent to the meeting and upon verification of the $5,995.00 annual premium, Council also agreed to purchase the optional EDB provision. The total annual insurance premium is $40,005.00 and coverage is for the period August 1, 2018 to August 1, 2019. ***CARRIED***.

CORRESPONDENCE

1. **Letter of Complaint from the 5th Floor**
An owner on the 5th floor reported that on three separate occasions their balcony was soaked by water cascading from a suite on the 7th floor. The 5th floor owner believes on two of those occasions the water emanated from the overwatering of balcony plants.

   The Community Manager informed the 5th floor owner that a similar complaint had been received from an owner on the 6th floor. As a result of that complaint, a warning letter had already been sent to the owner of the 7th floor suite.

2. **Letter of Complaint from the 6th Floor**
An owner on the 6th floor reported an incident where dirty water fell onto their balcony from the suite above. The 6th floor owner spoke with the owner of the 7th floor suite to discuss the matter. The incident and the conversation with the other owner were later reported to the Community Manager, who proceeded with issuing a letter of warning to the owner of the 7th floor suite.

3. **Response from the 7th Floor**
A response was received to a warning letter sent to the owner of a suite on the 7th floor. The owner explained that they did not dump water from their balcony. Instead, the owner claimed to be washing their balcony with a wet brush and was not aware that cleaning one's balcony is considered a nuisance to the Strata. The 7th floor owner stated they apologized to the 6th floor owner.

IMPORTANT NOTICE: *All residents are encouraged to be considerate of the people below when watering balcony plants or when cleaning their balcony. Please do not overwater plants nor use excessive amounts of water when cleaning your balcony. Understand that water dripping onto a balcony from above is not only upsetting to those attempting to enjoy a relaxing moment on their balcony but it could potentially damage a person's property too.*

A copy of the above notice is to be posted on the bulletin board in the mailbox area for all residents to take notice of.

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4. **Reporting of Drainage Issue from the 11th Floor**
   An owner on the 11th floor reported experiencing an issue with their toilet having poor drainage. Council will direct the Community Manager to request K.C.'s Plumbing & Heating Limited be dispatched to investigate and resolve the issue.

   Should the blockage be located within the boundaries of the strata lot, the owner will be charged for the service call. However, if the blockage is located in the common stack, then the Strata Corporation will assume the cost of the service call.

5. **Query from the 9th Floor**
   An owner on the 9th floor sent a letter requesting additional information to an outstanding charge on their account. The $273.00 charge relates to the finishing work required to complete the installation of the balcony door. The owner states they did not approve the charge and that it should be removed from their account.

   The Council President responded directly to the owner with a full explanation of what the charge is for and why it was processed the way it was. The $273.00 is a valid charge and will remain on the owner's account.

MEETING ADJOURNMENT

The meeting was terminated at 8:38 p.m.

NEXT MEETING

The next Council meeting will be held on **Wednesday, September 5th at 7:00 p.m**.

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

Community Manager: Phil Seo | 604-343-2601 Ext.725 | E. phil.seo@tribemgmt.com
Community Coordinator: Christopher Nazaire | 604-343-2601 Ext.731 | E. christopher.nazaire@tribemgmt.com
Accountant: Etsuko Akiyama| 604-343-2601 Ext.705 | E. etsuko.akiyama@tribemgmt.com

Minutes of the Residential Executive Meeting
Strata Plan BCS 3888 – Calera -Residential Section
Held on July 16, 2018 at 6:34 PM
In the Amenity Room at Calera

IN ATTENDANCE	AJ K. Kal B. Ruby H.
COMMUNITY MANAGER	Ann Benoit, Tribe Management Inc.

CALL TO ORDER
The meeting was called to order at 6:34 PM

EXECUTIVE

AJ K. resigned from the executive as he will be moving away. The executive thanked AJ for all his assistance and dedication to Calera and wish him the best in his new home. He will be missed.

Gemma P. has also resigned from the executive and the executive thanked Gemma for all her assistance.

GUEST BUSINESS
No guests attended.

APPROVAL OF MINUTES FROM THE PREVIOUS MEETING
It was **MOVED**, **SECONDED** and **CARRIED** to approve the June 11, 2018 council meeting minutes as previously distributed with one amendment; Gemma Potts was not appointed to residential executive, she was already a member.

FINANCIAL REPORT
1. **Report on Unapproved Expenditures** – There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

2. **Financials**: It was **MOVED**, **SECONDED** and **CARRIED** to approve the financials ending May 2018.

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

BUSINESS ARISING

1. **Janitorial Contract:** The janitorial contract has been executed by the janitorial provider and the executive.

2. **Exterior Trellis Painting:** The executive has requested an additional quote on the exterior trellis painting.

3. **Hallways/Grey Areas:** The executive has requested an additional quote on the painting of the hallway gray areas.

4. **Landscaping:** As reported in the strata corporation minutes, the new landscape provider has commenced and the feedback from owners and council has been positive to date.

   Given the termination of the contract council elected not to proceed with landscaping upgrades now. These upgrades will be reviewed once again in the fall when the weather is more conducive to planting. A proposal has been received from the new provider.

NEW BUSINESS

1. **Gym Repairs:** It was **MOVED**, **SECONDED** and **CARRIED** to proceed with required gym repairs.

2. **Welcome Package:** The executive will be developing a comprehensive welcome package that the caretaker can provide both new owners and new tenants to familiarize themselves with the strata corporation.

3. **Parkade Storage:** Storage of items is not permitted in parking stalls in accordance with the bylaws. Correspondence has been forward to those owners who have items in their stalls.

CORRESPONDENCE

Correspondence was received from an owner concerning a water leak. Repairs will be facilitated.

Correspondence was received from an owner concerning another owner vacuuming late in the evening. Correspondence in compliance with the bylaw violation process will be forwarded to the alleged offending owner.

Correspondence was received from an owner concerning noise complaint. Correspondence in compliance with the bylaw violation process will be forwarded to the alleged offending owner.

Correspondence was received concerning an individual alleging spitting on the lobby wall. Correspondence in compliance with the bylaw violation process will be forwarded to the alleged offending owner.

Correspondence was received from an owner requesting permission to law artificial turf in a garden area off their ground floor patio. After the executive reviewed the area it was **MOVED**, **SECONDED** and **CARRIED** to provide permission subject to the owner executing the Assumption of Liability Agreement and confirming that they will use the strata corporation's provider to cap off two irrigation lines and that no blocking of the parked vent contained in the area will be blocked off.

Correspondence was received from an owner concerning concerns with renting the amenity room. It was **MOVED**, **SECONDED** and **CARRIED** to return the owners funds for the booking.

Correspondence was received concerning an owner still having a fire pit on their balcony despite receiving a letter requesting that they remove it. It was **MOVED**, **SECONDED** and **CARRIED** to fine this owner every seven days for this continuing contravention.

MEETING ADJOURNMENT

The meeting was terminated at 7:02 PM

NEXT MEETING

The Next Residential Executive Meeting will be held on August 20, 2018.

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

Community Manager: Ann Benoit | 604-343-2601 Ext.703 | E. Ann.Benoit@TribeMgmt.com
Community Coordinator: Cherry Davidson | 604-343-2601 Ext.730 | E. Cherry.Davidson@TribeMgmt.com

Owner Reminders:

Insurance: The Community Manager reminded Owners that they need to obtain their own insurance for personal property as well as third party liability coverage. In addition, individual home owner or tenant insurance is recommended. It was also explained that additional insurance is required if an owner makes alterations to their unit (flooring, cabinets, fixtures etc.).

Owners who are renting their suite should ensure that they inform tenants to obtain insurance as their personal contents are not covered in the event of a loss. In addition, tenants do not have access to additional living expenses in the event the suite in uninhabitable. Owners should also ensure they have loss of income insurance for rental suites.

What Does Strata Insurance Cover?

Typically, Strata Corporation insurance policies “insure against all risks of direct physical loss or damage to the property insured”. This is subject to exclusions and deductibles.

The insured property is the building as handed over by the developer once construction has completed. The insured property includes the building, permanently installed original fittings and fixtures, mechanical equipment, fire system and common assets.

What Doesn’t the Strata Insurance Cover?

Owner/Tenant personal property

Upgrades/alterations to a strata lot

Loss of rental income

Tenant additional living expenses

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Minutes of the Strata Council Meeting
Strata Plan VR178 – The Lamplighter
Held on **July 4, 2018 at 7:00 p.m.**
In the Council Office at 1146 Harwood Street, Vancouver BC V6E 3V1

IN ATTENDANCE	Sam Prochilo	President/Privacy & Safety Committee
	Ken Hampton	Vice President
	Gerry Fanaken	Treasurer
	Roy Frankland	Member at Large
	Jasmine Pahl	Landscaping
	Sonia Hyttenrauch	Member at Large
REGRETS	Andy Humphreys	Member at Large
GUESTS	Joan Hellyer	Owner
	David Ogilvie	Owner
COMMUNITY MANAGER	Phil Seo, Tribe Management Inc.	

CALL TO ORDER

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

GUEST BUSINESS

Mr. Ogilvie expressed his concern with the drain stack cleaning that was recently completed by K.C.'s Plumbing & Heating Limited (KC) as it relates to the 2nd floor. Considering the frequency at which water in the kitchen sinks has backed up for several units on the 2nd floor, twice in the last two and a half months, Mr. Ogilvie indicated he's not confident the problem has been fixed. The last incident occurring later the same day KC had completed the cleaning of all the drain stacks.

The Caretaker informed Council that a report on what occurred the day the drain stacks were cleaned and the subsequent water back up in the kitchen sinks of several 2nd floor units will be forthcoming from KC.

After some discussion, Council directed the Community Manager to contact McCuaig and Associates Engineering Ltd. and request a survey of the entire drainage system in order to formulate a comprehensive service schedule going forward.

Mr. Ogilvie thanked Council for listening and for taking an interest. He then departed the meeting.

CARETAKER REPORT

- Power-West Industries Ltd. repositioned the exhaust muffler for the back up generator. The exhaust now vents out of the East wall of the building instead of the parkade. It was noted that the existing muffler was utilized resulting in a cost savings to the Strata.
- K.C.'s Plumbing & Heating Limited (KC) cleaned eight drainage stacks from the roof top of the building. Shortly after the cleaning was completed, water backed up from kitchen sinks of units 201, 202, 207 and 208. KC returned the same day to correct the problem.
- The front entrance flagstones, garage entrance and gutters have been power washed.
- A broken sliding door handle was replaced in a unit on the 14th floor.

- Decorative cedar mulch was applied under the front area hedge.
- There were five moves in June with no damage to common area. Units 904 and 207 moved out. Units 904, 204 and 1506 moved in.

IMPORTANT NOTICE: *Effective immediately, a Cleaning Fee of $50.00/hour with a minimum fee of $50.00 will be charged to an owner who does not clean up the common area surrounding their unit each day and any other common area that has been dirtied during the course of renovations, or who does not clean up immediately after a tenant moves in or out.*

APPROVAL OF MINUTES FROM THE PREVIOUS MEETING

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on June 6, 2018 as circulated. ***CARRIED***.

FINANCIAL REPORT

1. **Financial Statements**
   Council reviewed the April and May, 2018 financial statements. It was moved and seconded to approve the April and May, 2018 financial statements. ***CARRIED***.

2. **Accounts Receivables**
   Council and the Community Manager reviewed the current accounts receivable. Owners are reminded that Strata Fees are due on the 1st of each month.

   Council directed the Community Manager to send out another charge back reminder letter to the owner on the 16th floor who was charged for replacing carpet damaged by the owner last September and the associated clean up efforts.

BUSINESS ARISING FROM THE PREVIOUS MINUTES

1. **Phase II Special Levy Refund**
   Council directed the Community Manager to send out a letter of inquiry to the agents on record for eight former owners who paid the special levy in full at the time their unit was sold. Council will decide how to proceed with those eight refunds after responses have been received.

   On the matter of unspent funds currently showing as $108,497.13 and subject to any outstanding invoices, it was moved and seconded to declare any unspent funds will be refunded to the owners on title as at today, July 4, 2018. ***CARRIED***.

   Also, Council directed the Community Manager to follow-up with Sense Engineering Ltd. and Unique Restoration Ltd. to verify that all invoices have been issued and paid. Council will review the situation at the next Council meeting to determine the exact amount to be refunded.

2. **Emergency Generator**
   Power-West Industries Ltd. repositioned the emergency generator exhaust pipe to exit out the exterior of the building by way of the East wall. This resolves the earlier issue of exhaust gases accumulating in the building that caused the evacuation of the building a few months ago because the exhaust pipe was venting to the parkade.

3. **Vertical Bike Rack Options**
   The Community Manager presented Council with a vertical bike rack option that could be arranged in various configurations. Council discussed the matter and decided to investigate other options to determine the best solution for increasing the available bike storage capability of the bike area.

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4. **Wheelchair Access**
A Council member presented a proposal from Western Elevator Ltd. Being proposed is the *Savaria Delta Inclined Platform Lift* at a cost of $24,975.00, which includes the lift and installation. Council discussed the available features and the suitability of the lift. It was also mentioned that options are limited because there a very few contactors licensed to install wheelchair lifts in a commercial setting. It was earlier clarified that The Lamplighter is classified a commercial property.

   As the installation of any wheelchair lift will require a ¾ vote of the owners because of the size of the expected expense, this item will be added to the agenda of the 2019 Annual General Meeting for the owners to approve. In the interim, Council will continue to investigate the possibility of finding other possible options.

5. **Power Washing Parkade**
Council directed the Community Manager to prepare a follow-up notice to be distributed to all residents in order to verify what vehicles will be removed from the parkade the day of the power washing. The power washing of the parkade is scheduled for Juy 24th and 25th and all vehicles and items in the parkade should be removed from the parkade to allow for the proper cleaning of the parkade.

   All owners and residents are encouraged to respond to the notice.

6. **Visitor Bike Rack**
Council reminded the Community Manager to inform Fehr Strata Repairs Ltd. to hold off on the installation of concrete pavers for the east side walkway and vistor bike racks as a new solution is being looked into by Council. Being consider are a few curbside bike racks to be installed by the City at not cost to the Strata Corporation.

7. **Phase I and II Repair Project Deficiency Work**
Unique Restoration Ltd. has been working on completing all deficiencies. Deficiency work should be completed by July 10th.

8. **Telus Pure Fibre**
Telus was earlier given the go ahead by Council to proceed with the installation of fibre optic lines to the general building. Permission to extend the installation of fibre optic lines to individual units will be up to individual owners to decide when they are contacted by Telus at some point in the near future. In accordance with the *Telus Next Generation Fibre Network Agreement* signed by the Strata Corporation, there is no cost to owners wishing to upgrade to a fibre optics line.

9. **Drain Stack Cleaning**
As a result of the disucssion with Mr. Ogilvie, Council directed the Community Manager to contact McCuaig and Associates Engineering Ltd. and request a survey of the entire drainage system.

10. **Zone Valve Repair – Suite on the 10th Floor**
In connection to a disagreement going back to the beginning of May between the opinion of the onwer's contractor and the Strata's contractor as to the cause of the zone valve's failure to operate, an email was sent to the owner stating the Strata would dispatch a contractor to fix the problem. However, as a condition of procedding with the repairs, the owner was to agree that if the cause of the issue was determined to be related to work earlier completed by the owner's contactor or with wiring within the suite, the cost of repairs would be charged back to the owner. Otherwise, the Strata would absorb the cost of repairs.

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The owner agreeed to the stated condition and the Community Manager dispatched a contractor to meet with the owner and procced with repairs.

11. **Zone Valve Repair – Suite on the 11th floor**
The Community Manager has yet to receive an invoice from either Pacific Mechanical Systems Ltd. or K.C.'s Plumbing & Heating Limited. for the installation and later repair of the zone valve back in April.

12. **Replacement of Flood Lights**
Council directed the Community Manager to procure 5 LED flood lights that are the same make and model as the flood light Unique Restoration Ltd. recently installed.

COMMITTEE REPORTS

1. **Privacy Committee**
Nothing to report.

2. **Safety Committee**
Nothing to report.

3. **Landscaping Committee**
BUR-HAN Services Inc. (BUR-HAN) will be planting white impatiens in the front garden area when it becomes available.

   Council directed the Community Manager to obtain a quotation from BUR-HAN to replace all the plants damaged by Unique Restoration Ltd. during the Exterior Repair Project.

CORRESPONDENCE

Security Incident Reported on June 23rd

An owner reported that a street person was found sitting in the parkade stairwell on the B2 level. When questioned, the street person claimed to be looking for a quite place to rest and gained access by the open gate. The street person was then asked to leave, and he did so without incident.

As a reminder to all residents:

- If a suspicious person is found in the building, call the police. Do not confront strangers.
- Close the door behind you when enter or leave the building, and do not let strangers into the building. All residents should use their own key to enter the building. This includes the parkade and the garden area.

In discussing the June 23rd incident as well as past incidents, Council will investigate modifying or replacing the signage on the front entrance door that cautions residence and visitors to not allow anyone to follow them into the building.

NEW BUSINESS

Insurance Renewal

Council directed the Community Manager to obtain 2 other quotations for Strata insurance to ensure a competitive quote was provided by the Strata's present insurance provider, BFL Canada Insurance Services Inc.

The Community Manager will request quotations from HUB International Limited and CMV.

MEETING ADJOURNMENT

The meeting was terminated at 9:00 p.m.

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NEXT MEETING

The next Council meeting will be held on **Wednesday, August 1st at 7:00 p.m**.

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

Community Manager: Phil Seo | 604-343-2601 Ext.725 | E. phil.seo@tribemgmt.com
Community Coordinator: Christopher Nazaire | 604-343-2601 Ext.731 | E. christopher.nazaire@tribemgmt.com
Accountant: Etsuko Akiyama| 604-343-2601 Ext.705 | E. etsuko.akiyama@tribemgmt.com

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Minutes of the Residential Executive Meeting
Strata Plan BCS 3888 – Calera - Residential Section
Held on June 11, 2018 at 8:04 PM
In the Amenity Room at Calera

IN ATTENDANCE	Rick M. AJ K. Kal B. Ruby H. Gemma P.
COMMUNITY MANAGER	Ann Benoit, Tribe Management Inc.

CALL TO ORDER

The meeting was called to order at 8:04 PM.

COUNCIL

Rick M. resigned from council as he will be retiring and moving away. Council thanked Rick for all his assistance and dedication to Calera and wish him the best in his retirement. He will be missed.

As Rick M. was Residential Executive President, AJ K., the current Vice-President, will assume the role of President

GUEST BUSINESS

No guests attended.

APPROVAL OF MINUTES FROM THE PREVIOUS MEETING

It was **MOVED**, **SECONDED** and **CARRIED** to approve the May 7, 2018 Council Meeting Minutes as previously distributed with one amendment; Gemma Potts was not appointed to Residential Executive, she was already a member.

FINANCIAL REPORT

1. **Report on Unapproved Expenditures** – There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

2. **Contingency Reserve Fund (CRF) Term Deposit:** The Residential Section has a $50,000 term deposit that represents some of the CRF funds. As previously reported, Hugh and McKinnon have advised that they cannot transfer the term and that it must be cashed in. Cashing the term in means that interest will be lost. Hugh and McKinnon were requested to reimburse the lost interest which is approximately $1,500 and have declined. The Residential Executive will consider their options in the matter.

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LITIGATION

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

BUSINESS ARISING

1. **Window Cleaning:** Council was provided with window cleaning quotes and it was **MOVED**, **SECONDED** and **CARRIED** to proceed with Prostar. Once a date is established, notices will be posted to advise all owners of the cleaning date.

2. **Disability Parking Sign:** The disability parking sign has been ordered and will installed by the Caretaker once received in stall #202. The resident currently parking in that stall will then be advised to park in their assigned stall, **3050**.

3. **Parkade Pressure Washing:** The Caretaker will be pressure washing the residential visitor parking and commercial parking area along with P1. Notices will be posted in advance and caution tape will be used to block off areas to facilitate this cleaning.

4. **Janitorial Contract:** The Executive is currently reviewing a draft janitorial contract for the current janitorial provider. Once finalized, the current janitor will meet with the executive to review and execute.

5. **Landscaping:** As reported in the Strata Corporation Minutes, it was **MOVED**, **SECONDED** and **CARRIED** to terminate the current contract with Ethos Landscaping due to lack of service; primarily weeding, and since they have not attended to the ground floor unit common areas.

   A walk around occurred with them advising of the concerns and during the services following the walk around they did not correct the concerns. Council currently has one quote for landscaping with a second one pending. A decision on the new provider will occur over email given the one-month timeline.

   Given the termination of the contract council elected not to proceed with landscaping upgrades now. These upgrades will be reviewed once again in the fall when the weather is more conducive to planting.

NEW BUSINESS

1. **Trellises:** A quote for budget purposes is being sought to paint the exterior garden trellises.

2. **Hallway Painting:** A quote is being sought for budget purposes to paint the grey areas of the hallways. Please note that the grey areas have not been previously painted.

3. **Water Leak:** Recently, a water leak occurred between two units. As the damage does not meet the strata corporation's insurance deductible amount, both owners were advised that they must pursue their own insurance for the matter.

4. **Visitor Parking:** It was **MOVED**, **SECONDED** and **CARRIED** to fine one owner who has permitted a visitor to park in the visitor parking for four consecutive days which is not permitted in the parking rules. It was also **MOVED**, **SECONDED** and **CARRIED** to fine another owner who parks in visitors in contravention of the visitor parking rules.

5. **Owner/Resident Behavior:** All owners and residents are reminded that they are never permitted to yell and intimidate other owners. If you feel that a bylaw infraction has occurred, please send written correspondence to the Community Manager which will then be discussed by the residential executive.

   Recently a resident yelled at more than one individual in relation to gym times and noise. Given the actions of the resident in which they admit occurred in an email, it was **MOVED**, **SECONDED** and **CARRIED** to levy a fine on the owner's account. This owner was also advised that their tenant is not permitted to speak directly with the Caretaker, Community Manager or Council and that all communication must go through the owner of the unit.

CORRESPONDENCE

Correspondence was received from an owner concerning landscaping concerns. As reported in the minutes, a new landscape provider is being chosen due to service levels with the current provider.

Correspondence was received from an owner concerning pest control. Additional bait boxes have been added to the ground floor.

MEETING ADJOURNMENT

The meeting was terminated at 9:07 PM.

NEXT MEETING

The Next Residential Executive Meeting will be held on July 16, 2018.

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

Community Manager: Ann Benoit | 604-343-2601 Ext.703 | E. Ann.Benoit@TribeMgmt.com
Community Coordinator: Cherry Davidson | 604-343-2601 Ext.730 | E. Cherry.Davidson@TribeMgmt.com

Owner Reminders:

Insurance: The Community Manager reminded Owners that they need to obtain their own insurance for personal property as well as third party liability coverage. In addition, individual home owner or tenant insurance is recommended. It was also explained that additional insurance is required if an owner makes alterations to their unit (flooring, cabinets, fixtures etc.).

Owners who are renting their suite should ensure that they inform tenants to obtain insurance as their personal contents are not covered in the event of a loss. In addition, tenants do not have access to additional living expenses in the event the suite in uninhabitable. Owners should also ensure they have loss of income insurance for rental suites.

What Does Strata Insurance Cover?

Typically, Strata Corporation insurance policies "insure against all risks of direct physical loss or damage to the property insured". This is subject to exclusions and deductibles.

The insured property is the building as handed over by the developer once construction has completed. The insured property includes the building, permanently installed original fittings and fixtures, mechanical equipment, fire system and common assets.

What Doesn't the Strata Insurance Cover?

Owner/Tenant personal property
Upgrades/Alterations to a strata lot
Loss of rental income
Tenant additional living expenses

Minutes of the Strata Council Meeting
Strata Plan VR178 – The Lamplighter
Held on **June 6, 2018 at 7:00 p.m.**
In the Council Office at 1146 Harwood Street, Vancouver BC V6E 3V1

IN ATTENDANCE	Sam Prochilo	President/Privacy & Safety Committee
	Gerry Fanaken	Treasurer
	Andy Humphreys	Member at Large
	Roy Frankland	Member at Large
	Ken Hampton	Vice President
REGRETS	Jasmine Pahl	Landscaping
	Sonia Hyttenrauch	Member at Large
GUESTS	Kieran Murphy	Owner
	Joan Hellyer	Owner
COMMUNITY MANAGER	Phil Seo, Tribe Management Inc.	

CALL TO ORDER

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

GUEST BUSINESS

Mr. Murphy attended the meeting to obtain an update on the status of the special levy refund, specifically, as it pertains to the unit he sold and the unit he purchased at the time the special levy was approved.

After Council reviewed a copy of the sales agreement provided by the owner for each of the units and after some discussion, it was clarified that the refund for the unit sold would be processed without further delay. However, for the unit purchased, as there was no mention of the special levy in the sales agreement and as a response has yet to be received by the Community Manager from the previous owner, the owner was informed that the refund for that unit could not be processed at this time.

The Community Manager is to send a follow-up letter to those owners who have not responded to the letter sent earlier requesting confirmation from both the sellers and the buyers of units sold at the time the special levy was approved as to who is entitled to the special levy refund. Confirmation of who is entitled to the refund is being sought from both the previous and current owners to ensure the refund is returned to the correct person.

The owner thanked Council and departed the meeting.

CARETAKER REPORT

- Nikls One Call Property Services repaired the garage entrance light that stopped working. A new photocell was installed on the north east corner of the building.
- Unique Restoration Ltd. continues to address the outstanding deficiencies relating to Exterior Repair Project.
- Black Brothers Painting and Restorations Inc. completed the painting of the gas meter shelter.
- Island Carpet Sales Ltd. installed the new carpet and underlay on the 16th floor.

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- Pacific Mechanical Systems Ltd. performed preventative maintenance on the boilers for this quarter.
- Pacific Coastal Irrigation Ltd. serviced the garden sprinklers for the season having replaced a few broken sprinkler heads.
- McCuaig and Associates Engineering Ltd. inspected the hot tub area. A report on the condition of the area is to follow.
- One of the lobby benches had a cracked slat, which has been repaired.
- Three exterior exit doors were painted to match the new building colour.
- A tenant moved out of a 2nd floor unit with no damage to common property.

APPROVAL OF MINUTES FROM THE PREVIOUS MEETING

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on May 2nd, 2018 as circulated. ***CARRIED***.

FINANCIAL REPORT

1. **Financial Statements**
   Council is still reviewing the April 2018 financial statement. Thus, approval of April 2018 financial statement has been deferred to next meeting.

2. **Accounts Receivables**
   Council and the Community Manager reviewed the current accounts receivable. Council requested a copy of the account ledger for a unit on the 16th floor relating to back charges. Owners are reminded that Strata Fees are due on the 1st of each month.

BUSINESS ARISING FROM THE PREVIOUS MINUTES

1. **Phase II Special Levy Refund**
   Confirmation and/or supporting documentation has been received from the previous and/or current owners of four units prompting the Community Manager to proceed with processing the refund for those units.

   Through a misunderstanding, the Community Manager failed to send a copy of the letter to the selling agents of the previous owners. The letter sought to confirm from both the previous and the current owner of a unit who is entitled to the refund. The Community Manager is to proceed with sending the letter to the selling agents of the eight units still due a refund.

2. **Emergency Generator**
   Council reviewed two quotes received from Power-West Industries Ltd. to reposition the generator exhaust. The exhaust system is to be repositioned so that it exhausts to the exterior of the building versus the current configuration, which exhausts into the parkade. As the work will require the replacement of the muffler, one quote utilizes a new muffler ($3,386.00) and a second quote utilizes a used muffler ($2,886.00).

   After some discussion, Council directed the Community Manager to proceed with the quotation and work utilizing a used muffler ($2,886.00).

3. **Bike Room Audit**
   The bike room audit has been completed and the identified abandoned/unwanted bikes have been removed.

   Council is now investigating ways to better utilize the limited space of the bike room. Council directed the Community Manager to query suppliers of bike racks for options involving vertical bike racks.

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4. **Wheelchair Access**
Council is still investigating and making queries with various service companies for information on qualified installers and possible solutions.

5. **Power Washing Parkade**
Council reviewed two options from Cleantech Service Group (Cleantech) for power washing the parkade. The first option involves completing the work in one day ($2,250.00) and the second option involves completing the work in four days ($2,650.00). Being considered is the option that is the least inconvenience to most residents.

After much discussion, Council concluded that power washing the parkade over 2 days would be the best compromize between the managibility of the work and the inconvenience to residents.

Council directed the Community Manager to proceed with arranging the power washing to be conducted over two days. The uppler level on day one, and the lower level on day two. The target dates are July 24th and 25th, which the Community Manager is to confirm with Cleantech.

6. **Vistor Bike Rack**
Council reviewed quotes received from Fehr Strata Reparis Ltd. (Fehr) concerning the installation/extension of the east side walkway ($1,550.00 - $1,650.00) and the instalation of a visitor bike rack by the east side garden entrance. Two options presented for the bike pad are; option one, using pavers ($700.00 - $900.00), and option two, pouring concrete ($1,850.00 - $1,950.00).

After some discussion, in addition to extending the east side walkway, Council elected to opt for the use of pavers for the bike pad. However, before proceeding with the work, it was decided that Council would investigate how big the pad would need to be in order to accommodate 2 - 3 bikes. Thus, the Community Manager was informed to hold off on any further action until Council completed its investigation.

7. **Unclogging Drain Lines**
Several owners from the lower floors have recently complained about the clogging and back up of kitchen drains. As a preventative measure, a quote ($1,835.00) was obtained from K.C.'s Plumbing and Heating Ltd. (KC's Plumbing) for the cleaning of all drain stacks through the eight roof vents.

Council approved the quote from KC's Plumbing and directed the Community Manager to proceed with the cleaning of the drain stacks, and to inform KC's Plumbing of past issues with broken drain pipes that occured during similar cleaning.

8. **Phase I and II Repair Project Deficiencies**
Council requested the Community Manager obtain an update on the status of the deficiency repairs from Unique Restoration Ltd.

COMMITTEE REPORTS

1. **Privacy Committee**
Nothing to report

2. **Safety Committee**
Nothing to report

3. **Landscaping Committee**
Council approved an expenditure of $450.00 for the summer planting of impatiens in the front garden area.

ITEMS FOR RATIFICATION

1. **Change Order no.2**
   Change order no.2 from Unique Restoration Ltd. in the amount of $515.00 for the installation of three rain water leaders at the suppers located on the lower roof on the south side of the building was ratified.

CORRESPONDENCE

1. **Smoking Complaint from the 14th floor**
   A resident from the 14th floor complained about an excessive amount of smoking smell permeating into his suite. Council was unable to take any action at this time as the resident did not identify the source of the smell.

   Residents are reminded that although smoking is permitted within their suite and on the balcony, they are asked to be mindful of others. Especially during the summer months when other residents are most likely to have windows open or to be enjoying time on their balcony.

2. **Wheel Chair Access Correspondence from the 5th floor**
   Council reviewed correspondence received from an owner on the 5th floor concerning information on wheel chair access. Council thanks the owner for taking the time to send the information.

NEW BUSINESS

1. **Japanese Beetle**
   Japanese Beetle eradication information was received from Bartlett Tree Experts, who are offering their treatment services. As there have been no problems with the Japanese Beetle at The Lamplighter in the past, Council decided no action is required and turned down the offer from Bartlett Tree Experts.

2. **Telus Purefibre Network Installation**
   Council agreed to give permission to Telus to proceed with contacting owners in connection with the installation of the Telus Purefibre Network. The Community Manager will notify Telus accordingly.

3. **Perimeter Flood Lighting**
   Council directed the Community Manager to procure five extra flood lights identical to model that Unique Restoration Ltd. installed on the south wall.

MEETING ADJOURNMENT

The meeting was terminated at 8:21 p.m.

NEXT MEETING

The next Council meeting will be held on **Wednesday, July 4th at 7:00 p.m**.

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

Community Manager: Phil Seo | 604-343-2601 Ext.725 | E. phil.seo@tribemgmt.com
Community Coordinator: Christopher Nazaire | 604-343-2601 Ext.731 | E. christopher.nazaire@tribemgmt.com
Accountant: Etsuko Akiyama| 604-343-2601 Ext.705 | E. etsuko.akiyama@tribemgmt.com

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Minutes of the Residential Executive Meeting
Strata Plan BCS 3888 – Calera -Residential Section
Held on May 7, 2018 at 7:50 PM
In the Amenity Room at Calera

IN ATTENDANCE	Rick M. AJ K. Kal B. Ruby H. Gemma P.
COMMUNITY MANAGER	Ann Benoit, Tribe Management Inc.

CALL TO ORDER
The meeting was called to order at 7:50 PM

RESIDENTIAL EXECUTIVE APPOINTMENT
It was **MOVED**, **SECONDED** and **CARRIED** to appoint Gemma Potts to the residential executive.

GUEST BUSINESS
No guests attended.

NEW MANAGEMENT
Tribe Management has been retained by the Strata Corporation as the Managing Agents of BCS 3888. A welcome package with a PAD form has been forwarded to each owner to complete and return. It is essential to return the forms contained in the package.

Please note that the PAD (Pre-Authorized Debit) form that you previously completed from Hugh and McKinnon is non-transferable and you must complete and return the Tribe Management form that was forwarded to you. Your attention to this matter is greatly appreciated.

APPROVAL OF MINUTES FROM THE PREVIOUS MEETING
It was **MOVED**, **SECONDED** and **CARRIED** to approve the April 18, 2018 council meeting minutes as previously distributed.

FINANCIAL REPORT
1. **Monthly Statements:** It was **MOVED**, **SECONDED** and **CARRIED** to defer approval of the financial statements to permit review.

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2. **Report on Unapproved Expenditures** – There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

3. **Contingency Reserve Fund (CRF) Term Deposit:** The residential section has a $50,000 term deposit that represents some of the CRF funds. Hugh and McKinnon have advised that they cannot transfer the term and that it must be cashed in. Cashing the term in means that interest will be lost. It was **MOVED**, **SECONDED** and **CARRIED** to request that Hugh and McKinnon reimburse the lost interest which is approximately $1,500.

LITIGATION

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

BUSINESS ARISING

1. **Plumbing Repairs:** Recently a leak occurred in a unit from a component that is not common property and therefore the responsibility of the owner. The invoice for the repair will be forwarded to the owner for payment and placed on their strata lot account.

   As a reminder to all owners, you are responsible for all items contained in your unit and it strongly recommended that you routinely check the following to avoid a water leak:

   - Dishwasher water connection;
   - All toilet supply lines;
   - All water pipes located under your sinks. Please ensure that storage is kept to a minimum under sinks so that pipes are not inadvertently bumped and dislodged;
   - Water line to fridge (if you have a fridge with an ice maker) and;
   - Washing machine water supply lines.

2. **Window Cleaning:** It was **MOVED**, **SECONDED** and **CARRIED** to obtain quotes for window cleaning.

NEW BUSINESS

1. **Contracts:** Once the file transfer is complete, Residential Execs will receive a copy of all current contracts for their reference. A review of all contracts will also be performed.

2. **Second Floor Cold Air Return:** The cold air return on the second floor has been repaired.

3. **Bylaw Review:** Prior to the Annual General Meeting (AGM) a review of the bylaws will occur to ensure that they meet all new applicable government legislation such as Privacy. At this time, a review of the budget will also be done to see if Types instead of Sections would be a better way to govern the strata corporation. Changing from Sections to Types will require a bylaw approval from the owners.

4. **Water Leak:** A water leak has been reported between two units. A plumber has been dispatched to determine the source. Once the source has been determined, it will also be determined as to who is responsible for the cost of the repairs.
5. **Disability Parking Sign:** It was **MOVED**, **SECONDED** and **CARRIED** to order an additional sign and have the caretaker install.
6. **Parkade Pressure Washing:** The caretaker will be requested to determine an appropriate parkade pressure washing schedule.
7. **Security Upgrades:** Previously a quote was sought for security upgrades. The executive provided the name of the company who provided the quote so that follow up may occur.
8. **Pets:** As a reminder to all owners and residents, pets are not permitted in the courtyard.
9. **Smoking:** As a reminder to all owners and residents, smoking is not permitted as it is a nuisance to other owners.

MEETING ADJOURNMENT

The meeting was terminated at 8:28 PM

NEXT MEETING

The Next Residential Executive Meeting will be held on June 11, 2018.

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

Community Manager: Ann Benoit | 604-343-2601 Ext.703 | E. Ann.Benoit@TribeMgmt.com
Community Coordinator: Preston Tong | 604-343-2601 Ext.719 | E. Preston.Tong@TribeMgmt.com

Owner Reminders:

Insurance: The Community Manager reminded Owners that they need to obtain their own insurance for personal property as well as third party liability coverage. In addition, individual home owner or tenant insurance is recommended. It was also explained that additional insurance is required if an owner makes alterations to their unit (flooring, cabinets, fixtures etc.).

Owners who are renting their suite should ensure that they inform tenants to obtain insurance as their personal contents are not covered in the event of a loss. In addition, tenants do not have access to additional living expenses in the event the suite in uninhabitable. Owners should also ensure they have loss of income insurance for rental suites.

What Does Strata Insurance Cover?

Typically, Strata Corporation insurance policies “insure against all risks of direct physical loss or damage to the property insured”. This is subject to exclusions and deductibles.

The insured property is the building as handed over by the developer once construction has completed. The insured property includes the building, permanently installed original fittings and fixtures, mechanical equipment, fire system and common assets.

What Doesn’t the Strata Insurance Cover?

Owner/Tenant personal property

Upgrades/alterations to a strata lot

Loss of rental income

Tenant additional living expenses

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Minutes of the Strata Council Meeting
Strata Plan VR178 – The Lamplighter
Held on **May 2nd, 2018 at 7:00 p.m.**
In the Council Office at 1146 Harwood Street, Vancouver BC V6E 3V1

IN ATTENDANCE	Sam Prochilo	President/Privacy & Safety Committee
	Gerry Fanaken	Treasurer
	Jasmine Pahl	Landscaping Committee
	Sonia Hyttenrauch	Member at Large
	Andy Humphreys	Member at Large
	Roy Frankland	Member at Large
REGRETS	Ken Hampton	Vice President
GUESTS	Representatives from Telus	
COMMUNITY MANAGER	Phil Seo, Tribe Management Inc.	

CALL TO ORDER

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

GUEST BUSINESS

The Telus representatives briefly explained to Council how Telus has been working to replace all the copper wiring in Vancouver with fibre optic cable. By extension, the representatives also explained the process for replacing the copper wiring throughout The Lamplighter, including replacing the copper wiring in each suite. Switching to fibre optic cable has several benefits; improved reliability and faster internet service. There is no cost to the Strata Corporation nor to the suite owner to install fibre optic cabling. Instead, Telus will bear the total cost of the installation. It was also explained that owners are not obligated to switch to Telus nor are current Telus customers obligated to switch their existing Telus services to fibre optics. Council thanked the representatives from Telus for their presentation. Council is to respond to Telus in due course concerning whether or not Telus can proceed with the installation of fibre optic cabling.

CARETAKER REPORT (APRIL)

- A new zone valve was installed in a unit on the 4th and 11th floors
- Accurate Glass Ltd. repaired a loose bedroom window in a unit on the 15th floor and replaced a faulty sliding balcony door lock in a unit on the 5th floor
- Pacific Mechanical Systems Ltd. tested three back flow valves in the mechanical room and one similar valve in the pool room
- Nikls One Call Property Services was called twice to repair the garage gate; once to replace a broken belt and another time to repair a broken lift bar that raises the gate
- K.C.'s Plumbing & Heating Ltd. was called to clear a main drain line after water backed up in the kitchen sinks of several units; two units on the 2nd floor and one unit on the 3rd floor
- The B2 elevator lobby wall was damaged, the scrapes having since been repaired and painted

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- For the month of April, tenants in a unit on the 10th floor and a unit on the 12th floor moved out, and a tenant in a unit on the 14th floor moved in; there was no damage to common property during the moves
- An intermittent water leak draining from the bathroom fan in a unit on the 2nd floor persists and the agent for the owner of the 3rd floor unit directly above was contacted to make repairs, the situation is to be monitored to ensure the repairs have resolved the leak
- The owner of a unit on the 10th floor is still reporting his zone valve is not operating, a difference in the opinion of the owner's contractor and the Strata's contractor over the cause has stalled repairs, prior to dispatching a contractor to make repairs, Council requested a letter be issued to the owner seeking the owner's acceptance for the cost of repairs should it be discovered it was the earlier actions of the owner's renovator who damaged the heating system

APPROVAL OF MINUTES FROM THE PREVIOUS MEETING

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on April 4th, 2018 as circulated. ***CARRIED***.

FINANCIAL REPORT

1. **Financial Statements**

   After a brief review of the March 2018 financial statement, it was moved and seconded to approve the March 2018 financial statement. ***CARRIED***.

2. **Accounts Receivables**

   Council and the Community Manager reviewed the current accounts receivable. Owners are reminded that Strata Fees are due on the 1st of each month.

   Council noted that a late payment fine has not been applied to the account of one owner who is, and continues to be, in default of the Phase II Special Levy payment. Council directed the Community Manager to review the owner's account and to apply a late fine for each and every month since June 2017 to the current month. The charging of a monthly late payment fine to the owner's account is to continue until such time as the owner pays the amount owing in full.

3. **Term Deposits for CRF**

   Council directed the Community Manager to proceed with investing the cash in the Contingency Reserve Fund into several 1 year term deposits as follows:

   - $100,000.00 with TD Canada Trust at 1.70% with a 30 day lock-in period
   - $100,000.00 with TD Canada Trust at 1.87% with a 90 day lock-in period
   - $100,000.00 with Vancity at 1.20% with a 30 day lock-in period

4. **Phase I Exterior Repair Project - Account Closing**

   The Community Manager informed Council that unspent funds of $42,864.13 from the Phase I Exterior Repair Project have been transferred to the Contingency Reserve Fund and the Phase I project account has been closed.

BUSINESS ARISING FROM THE PREVIOUS MINUTES

1. **Phase II Special Levy Overpayment Refund**

   A letter to 12 former owners and the purchasers of their suites was issued for the purpose of determining who is entitled to a Phase II Special Levy overpayment refund. The owners were requested to response by May 15, 2018. Those owners who have yet to respond are encouraged to do so in writing or via email to Community Manager without delay.

2. **Emergency Generator**

Power-West Industries Ltd. completed a survey of the emergency generator exhaust pipe to determine how the exhaust pipe could be repositioned to exhaust to the exterior of the building. The resulting proposal will be forwarded to Council for review when received.

3. **Bike Room Audit**

A review of the results from the bike room audit shows there are 10 bikes that are tagged for removal/donation, which still leaves the bike room in an overcrowded state. Council will now consider how to best utilize the available space, which could involve reconfiguring the bike racks or possibly introducing a monthly bike room user fee in order to control the re-accumulation of abandoned or unused bikes. Council will update owners in due course.

4. **Pet Bylaw**

Response to the Pet Bylaw Questionnaire closed on April 30th. A total 65 owners responded; 18 owners in favour and 47 owners against the introduction of a Pet Bylaw. With 72% of responding owners against allowing pets in the building, Council declared the matter closed.

5. **Hot Tub**

As reported in the April 4th Council Minutes, the hot tub will be temporarily closed until the end of August to allow the area to be surveyed by an appointed engineering company for the purpose of assessing the exact state of the leak discovered during the Phase II project repairs. As a result, the hot tub will be drained and cordoned off from use. Council directed the Community Manager to contact McCuaig and Associates Engineering Ltd.

6. **Wheelchair Access**

Council had earlier directed the Community Manager to contact Fujitec Canada Inc. in order to obtain a quote for installing a wheelchair lift. Fujitec Canada Inc. stated they do not install wheelchair lifts and recommended the Community Manager contact Motion Specialties as they may be able to install a wheelchair lift. Motion Specialties stated they are not licensed to install wheelchair lifts in a commercial location. That includes strata buildings. Council will attempt to contact a disability organization(s) as they may be able to provide guidance on locating a contractor(s) authorized to complete the work.

7. **Power Washing Parkade**

Council reviewed three quotes for power washing the parkade; Allstar Window & Pressure Cleaning Systems $3,820.00, Ace Window Cleaners Ltd. $2,400.00, and Cleantech Service Group $2,250.00. Council agreed to proceed with the quote from Cleantech Service Group. As the removal of all vehicles will be necessary to complete the work, Council believes this may be an issue with owners. Thus, Council directed the Community Manager to contact Cleantech Service Group and discuss options to eliminate owners needing to find outside parking. This may involve breaking up the power washing into sections over four days, which would result in a higher cost but could allow cars to be moved around within the parkdade.

8. **16th Floor Hallway Carpet**

Island Carpet Sales Ltd. quoted approximlately $1,480.00 to install the new hallway carpet on the 16th floor, which will be completed on May 14th. The cost of the carpet and installation will be charged to 16th floor owner who caused the damage to the original carpet.

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9. **Painting of Gas Meter Shelter**

   Black Brothers Painting & Restoration Inc. is scheduled to start work on May 3rd and is expected to finish painting by May 10th, depending on the weather.

10. **Painting of Back Laneway Wall**

    Council received a $1,960.00 quote to paint the back laneway wall from Black Brothers Painting & Restoration Inc. Council agreed that painting the back laneway wall is not a priority at this time. Thus, the quote received will be kept on file for future reference.

11. **Visitor Bike Rack**

    The Community Manager is in the process of obtaining a quotation for laying a concrete block path to east side of the building with a small concrete pad for a small bike rack.

COMMITTEE REPORTS

1. **Privacy Committee**
   Nothing to report
2. **Safety Committee**
   Nothing to report
3. **Landscaping Committee**
   Council terminated the landscaping services of Fuji Gardening Services Ltd. and accepted a proposal from BUR-HAN Services Inc. The term of the new landscaping contract will be from May 21, 2018 to February 28, 2019.

CORRESPONDENCE

1. **Renovation Request – 10th Floor Unit**

   A request from an owner on the 10th floor was received for bathroom, kitchen and floor renovations, including the installation of a dishwasher. After reviewing and discussing the request, Council conditionally approved the renovation request. Specifically, in the matter of installing a dishwasher, the owner will be required to obtain a City permit and is to forward a copy of the permit to Tribe Management Inc. for the Strata Corporation's records. This requirement will be outlined in the letter sent to the owner.

2. **Renovation Request – 2nd Floor Unit**

   A request from an owner on the 2nd floor was received for installing pocket doors, replacement of French doors, and installing new tiles in the kitchen, hallway and bathroom areas. After reviewing and discussing the request, Council approved the renovation request.

3. **Request to Waive NSF Charge – 14th Floor Unit**

   A request to waive a non-sufficient fund (NSF) charge was received from an owner on the 14th floor. Council pointed out that NSF charges are imposed in accordance with the Agency Agreement. Thus, the waiving of such fees is a matter for Tribe Management Inc., not Council. The Community Manager will respond to the owner directly.

4. **Complaint – 3rd Floor Unit**

   A complaint was received from an owner on the 3rd floor concerning the overwatering of plants from the 4th floor unit directly above resulting in water cascading onto the 3rd floor owner's balcony. Council directed the Community Manager to issue the owner of the 4th floor unit a bylaw infraction warning letter.

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NEW BUSINESS

1. **Unclogging Drain Stacks**

   Recently, the building has experienced a large number of kitchen sink clogging issues. In order to avoid further clogging issues, Council directed the Community Manager to obtain a quotation from K.C.'s Plumbing & Heating Limited to unclog the 4 major drain stacks. All residents are reminded to use kitchen sink strainers and to not drain any large material items in the sink. Doing so will help reduce clogging issues throughout the building.

2. **Phase I and II Repair Project Deficiencies**

   The Community Manager informed Council that all owner reported deficiencies received have been assembled and reported to Unique Restoration Ltd. It's expected all deficiencies will be addressed over the next few weeks.

MEETING ADJOURNMENT

The meeting was terminated at 8:30 p.m.

NEXT MEETING

The next Council meeting will be held on **Wednesday, June 6th at 7:00 p.m**.

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

Community Manager: Phil Seo | 604-343-2601 Ext.725 | E. phil.seo@tribemgmt.com
Community Coordinator: Rosanna Tan| 604-343-2601 Ext.723 | E. rosanna.tan@tribemgmt.com
Accountant: Etsuko Akiyama| 604-343-2601 Ext.705 | E. etsuko.akiyama@tribemgmt.com

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Minutes of the Strata Council Meeting
Strata Plan VR178 – The Lamplighter
Held on **April 4, 2018 at 7:00 p.m.**
In the Council Office at 1146 Harwood Street, Vancouver BC V6E 3V1

IN ATTENDANCE	Sam Prochilo	President/Privacy & Safety Committee
	Ken Hampton	Vice President
	Gerry Fanaken	Treasurer
	Jasmine Pahl	Landscaping Committee (from 7:30 p.m.)
	Sonia Hyttenrauch	Member at Large
	Andy Humphreys	Member at Large
	Roy Frankland	Member at Large
GUESTS	Eleri Parry	Unit Owner
COMMUNITY MANAGER	Phil Seo, Tribe Management Inc.	

CALL TO ORDER

The meeting was called to order at 7:01 p.m.

CARETAKER REPORT (MARCH)

- The bike audit notice has been posted on the bulletin board in the mail room
- Coinamatic replaced the broken drum in washer #3
- The building contact information sheet on the Council office door has been updated
- Extra elevator anchor plugs have been installed to accommodate the new elevator pads
- The exterior dryer exhaust vent has been cleaned of lint and debris
- Several loose pool tiles on the outer top edge have been reattached
- There was a move out on the 3rd floor with no damage reported

GUESS BUSINESS

An owner from the 7th floor apologized to Council for bringing a dog into the building. The owner explained that her friend was scheduled for emergency surgery that day and there was no one to care for the dog. Council thanked the owner for her honesty at which time the owner left the meeting.

APPROVAL OF MINUTES FROM THE PREVIOUS MEETING

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on March 8, 2018 as circulated. ***CARRIED***.

FINANCIAL REPORT

1. **Financial Statements**
   After a brief review of the February 2018 financial statement, it was moved and seconded to approve the February 2018 financial statement. ***CARRIED***.
2. **Accounts Receivables**
   Council reviewed the current accounts receivable. When asked about the small residual balances, the Community Manager stated all negative residual amounts remaining after the January to May 2018 portion of the Phase II Special Levy was cancelled will be written off. Owners are reminded that Strata Fees are due on the 1st of each month.

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3. **2017 Audit Report**
Council reviewed the finalized version of the 2017 Audit Report (the "Report"). The signed Report will be returned to Reid Hurst Nagy Inc. for their records. It was mentioned that the Strata Corporation is considered a taxable entity by the Canada Revenue Agency (CRA) and as a result, the Strata Corporation must file an annual Tax Return. However, no taxes are owed. The signed 2017 Tax Return will be mailed to the CRA by the Community Manager. Any owners wanting to review the Report are to send their request to the Community Manager. Both a hard and electronic copy of the Report is available.

4. **Term Deposit Renewal**
The Community Manager provided Council with the term deposit rates available at several financial institutions. As TD Canada Trust (TD) is currently offering the highest rates for a one year term deposit, Council instructed the Community Manager to transfer the Contingency Reserve Fund funds from Vancouver City Savings Credit Union and HSBC Bank Canada to the TD. The funds are to be invested between a one year term deposit with a 30 day lock-in period (1.63%) and a one year term deposit with a 90 day lock-in period (1.81%).

5. **Phase II Special Levy Refund**
The Community Manager informed Council that 27 of the 39 special levy refund overpayments for those owners who paid in full have been processed and that those owners should have received their refund cheques by now. Still to be processed are the refunds for 12 former owners who sold their strata lots in 2017, after the special levy was assessed.

   For the 12 former owners, Council provided a letter of indemnity to Tribe Management Inc. (Tribe) indemnifying Tribe in full against all consequences, liabilities of any kind whatsoever directly arising from or related to Council's request that Tribe contact the former owners for the purpose of identifying which owner, former or current, is entitled to the special levy refund. Both the 12 former and current owners contacted have until April 30th to respond to Tribe with instructions on who to refund the overpayment too.

6. **Phase II Special Levy Unspent Funds**
Owners are advised that any unspent funds from the Phase II Project will be refunded to all owners on the condition that any one owner is entitled to a refund of $100.00 or more. That determination will be made over the next few months, after all the invoices form the Phase II Project have been paid, and Unique Restoration Ltd. has addressed any and all deficiencies. At this time, it is expected the Phase II Project will be completed and all invoices paid by the end of May or early June.

7. **Phase I Special Levey Unspent Funds**
As there are no further invoices for the Phase I Project, Council directed Tribe to transfer the balance of unspent funds in the amount of $42,864.13 to the Contingency Reserve Fund.

BUSINESS ARISING FROM THE PREVIOUS MINUTES

1. **Emergency Generator**
After an investigation by a Council member, Council discussed the matter of repositioning the emergency generator exhaust from its current position of exhausting into the parkade to exhausting to the exterior of the building by way of the exterior wall adjacent to the emergency generator. Council directed the Community Manager to contact Power-West Industries Ltd. to survey the generator room to determine whether or not they are capable of completing the work required.

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2. **Bike Room Audit**
The auditing of the bike room is in progress and will conclude on April 30th. Owners are reminded that all bicycles in the bike room must be tagged to identify wanted bicycles from unwanted or abandoned bicycles. Tags are provided on the bulletin board by the mail boxes. Any bicycle not tagged by April 30th will be considered abandoned and will be donated to an appropriate organization, yet to be determined.

3. **Pet Bylaw**
The Community Manager reported that, to date, 29 owners have responded to the Pet Bylaw Questionnaire distributed earlier to all owners. Owners are reminded to send in their response to the questionnaire to the Community Manager before the closing date, April 27th. Results of the questionnaire will be shared with all owners in due course.

4. **Hot Tub Area**
Council discussed various options for the hot tub area including but not limited to: repurposing the area, replacing the in ground tub design with an above ground tub design, redesigning the area in whole or in part. Council also discussed concerns over the state of the tub leak discovered during the Phase II Project repairs of the south wall.

   Council concluded that the hot tub area should remain as such but consideration will be given towards improving the area. At this time, Council decided to temporarily close the hot tub until August 31st over concerns the tub leak may be causing additional damage to the surrounding area. During the closure, Council will seek an engineering assessment of the hot tub area in order to determine the exact state of the leak, the extent of the current damage, as well as consider recommendations for repairing the damage. Council instructed the Community Manager to contact McCuaig and Associates Engineering Ltd. (McCuaig) in order to arrange for McCuaig to survey the hot tub area. The results of the survey and recommendations for improving the hot tub area are expected to be presented to owners at a Special General Meeting to be held later this year.

5. **Wheelchair Access Front Entrance**
Council discussed two options for wheelchair access at the front entrance; a ramp and a lift. As the installation of a ramp would most likely require the redesigning of the front lobby area in order to accommodate the ramp, Council decided to pursue the lift option. Council directed the Community Manager to contact Fujitec Canada Inc. to determine whether or not they're capable of installing a lift, and to request lift options and pricing accordingly.

6. **Balcony Door Refund**
In February, Council had agreed to issue a refund for the materials cost charged to four owners associated with the installation of their balcony door. The refund including tax amounted to $280.44 to each of the four owners. The refunds have yet to be issued to the three onwers who have paid the original invoice in full, nor has the credit to the account of the one onwer who has yet to pay the invoice been processed. Council directed the Community Manager to proceed with the three refunds and to credit the account of the one owner.

7. **Power Washing Parkade**
Quotes requested at the March meeting to power wash the entire parkade have yet to be received. The Community Manager indicated that quotes were requested from Every Day All Star Cleaning Services Ltd. and one other cleaning company.

8. **16th Floor Hallway Carpet**
Council had earlier requested the Community Manager verify a quote received to carpet the 16th floor as the quote is rather excessive. That quote has yet to be verified by the Community Manager. Council suggested the Community Manager contact Island Carpet

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Sales Ltd. for replacing the carpet on the 16th floor as Island Carpet Sales installed the carpeting the last time and may still have the colour and style specifications on file from the original installation.

9. **Painting of Gas Meter Shelter**
   The Community Manager earlier informed Black Brothers Painting & Restoration Inc. to proceed with the painting of the gas meter shelter. The painting will be completed when the weather improves.

10. **Quote for Painting Back Laneway Wall**
    Council's earlier request that the Community Manager obtain a quote from Black Brothers Painting & Restoriation Inc. for painting the back laneway wall is still outstanding. The Community Manager is to follow-up on the quote for Council's next meeting.

11. **Replacement of Garden Area Lighting**
    Unique Restoraton Ltd. agreed to replace the garden lighting their workers damaged during the Phase II Project. To address missing or garden lighting that is not working beyond the damaged lighting, the rest of the garden lighting is being replaced with the same design for $2,250.00 plus tax but at the Strata Corporation's expense. The installation of the lighting is expected to be completed by April 13th.

12. **Vistor Bike Rack**
    Council directed the Community Manager to obtain a few quotes for extending the east pathway to the area adjacent to the gas meter shelter and for the installation of a concrete pad to accommodate a bike rack in order to establish a visitor bike area for 3 to 4 bikes.

COMMITTEE REPORTS

1. **Privacy Committee**
   Nothing to report
2. **Safety Committee**
   Nothing to report
3. **Landscaping Committee**
   Great Canadian Landscaping Company Ltd. and BUR-HAN Services Inc. have been shortlisted as landscaping service companies being considered to replace the building's current landscaper, Fuji Gardening Service Ltd. The service contract and quote for both companies being considered are currently being negotiated. Confirmation of the new landscaper is expected to be finalized by the end of April.

CORRESPONDENCE

1. **Zone Valve Refund – 3rd Floor Unit**
   An owner is contesting the $157.50 refund she received for recently replacing the zone valve in her suite. The owner claims she is due an additional $10.50. After a short review of the situation, Council directed the Community Manger to issue a refund to the owner for the additional $10.50.
2. **Renovation Request – 2nd Floor Unit**
   A request from an owner on the 2nd floor was received for bathroom and kitchen renovations as well as installing drywall over the popcorn ceiling. After reviewing the request and discussing the matter, Council approved the renovation request.

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NEW BUSINESS

1. **Painting of Lower Ceiling in Front Lobby**

   Unique Restoration Ltd. (Unique) had earlier painted the lower ceiling section in the front lobby using gloss paint that does not match the matte paint finish of the upper ceiling section in the front lobby. Council directed the Community Manager to inform Unique of the matter and to request Unique add to their list of deficiencies the repainting of the lower ceiling section to match the white matte finish of the upper ceiling section.

   The Community Manager was asked about the scheduling of the work to address the Phase I and Phase II project deficiencies. The Community Manager indicated to Council that he would now move forward with contacting Unique to schedule the work. Council expects the work to commence later in April or in early May.

2. **Relief Caretaker Coverage**

   To better provide for coverage when a relief caretaker is away, Council agreed to increase the number of relief caretakers from two to three. Since Ricky Blaine from the 3rd floor had earlier expressed an interest in the role of relief caretaker, the Community Manager will contact this owner to confirm his acceptance.

   It is expected that Ricky will cover in the absence of relief caretaker Kona Zhu, who will be away for the May 5-6 and May 19-20 weekends.

3. **Agency Agreement**

   It was mentioned that Tribe Management Inc. (Tribe) is requesting the Strata Corporation enter into a new Agency Agreement (the "Agreement") with Tribe since the existing Agreement is with Peterson Residential. Council is to review the details of the new Agreement as there are some changes over the existing Agreement.

MEETING ADJOURNMENT

The meeting was terminated at 8:40 p.m.

NEXT MEETING

The next Council meeting will be held on **Wednesday, May 2nd at 7:00 p.m**.

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

Community Manager: Phil Seo | 604-343-2601 Ext.725 | E. phil.seo@tribemgmt.com
Community Coordinator: Rosanna Tan| 604-343-2601 Ext.723 | E. rosanna.tan@tribemgmt.com
Accountant: Etsuko Akiyama| 604-343-2601 Ext.705 | E. etsuko.akiyama@tribemgmt.com

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March 8, 2018

To All Owners
VR 178 – "Lamplighter"

Dear Owner(s):

At the **Annual General Meeting held on February 28, 2018**, the Owners voted to approve the **2018 Operating Budget**. There is no increase in the total Annual Strata Fee Contribution.

Owners who pay your strata fees by Pre-Authorized Payment (PAP) you need take no further action.

If you pay your strata fees by cheque, please provide a series of post-dated cheques for 12 months 2018 fiscal year, **made payable to "VR 178 - Lamplighter",** and ensure that your unit number is clearly marked on the face of each of your cheques. Please refer to the attached schedule for the correct amounts.

You are strongly urged to take advantage of the Pre-Authorized Payment Plan, an application form for which has been included.

For further details of business conducted at the Annual General Meeting, please refer to the attached Minutes.

Yours truly,

Tribe Management Inc.
As Agents for VR 178 – "Lamplighter"

Phil Seo
Community Manager
Direct: 604-343-2601, Ext. 725
Email: phil.seo@tribemgmt.com

Encl.

Cc: Accounting

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MINUTES OF THE ANNUAL GENERAL MEETING
THE OWNERS STRATA PLAN VR 178
LAMPLIGHTER

Held on February 28, 2018, at 7:00 p.m.
Within Residence Inn by Marriott Vancouver Downtown – Gatehouse West Room at 1234 Hornby Street, Vancouver, BC

IN ATTENDANCE: **45** Strata Lots represented in person
11 Strata Lots represented by proxy
Total of **56** Strata Lots represented

COMMUNITY MANAGER: Phil Seo, Tribe Management Inc.

The meeting was called to order at 7:00 p.m. by the Council Treasurer, Gerry Fanaken. The Council Treasurer welcomed all the Owners in attendance.

QUORUM STATUS

Subject to the Bylaws, a quorum for a general meeting is eligible voters holding 20% of the Strata Corporation's votes, present in person or by proxy. As the Strata Corporation currently consists of 114 eligible voters, 23 represents quorum in this instance. At the commencement of the meeting there were 45 eligible voters in attendance and 11 represented by proxy for a total of 56 votes represented. The quorum requirements having been achieved, the meeting proceeded.

PROOF OF NOTICE

It was noted that the Notice of Meeting, dated February 8, 2018, complied with the notice requirements of the *Strata Property Act*.

APPROVAL OF AGENDA

It was noted that there were no changes to the order in which the Agenda was distributed with the Notice of Meeting.

APPROVAL OF GENERAL MEETING MINUTES

It was moved and seconded to approve the minutes of the Special General Meeting held July 5, 2017 as previously circulated. **CARRIED.**

PRESIDENTS REPORT

COUNCIL

The Council Members worked really well together as a group in getting a lot of things done and in solving challenging issues encountered throughout the year.

EXTERIOR REPAIR PROJECTS - PHASE I & PHASE II

The work for Phase I (North side & balcony enclosure removals) was essentially completed in early 2017. Pre-audit figures indicate Phase I was completed under budget by approximately $87,000.00. The actual surplus amount, when finalized by the audit, will be returned to the Contingency Reserve Fund.

The work for Phase II (East, West & South sides) was completed ahead of schedule as the contractor, Unique Restoration Ltd. (Unique), did not encounter the challenges experienced with

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Phase I, namely, the removal of the balcony enclosures and installing several balcony doors. Also, using the North side as an indicator of the amount of work required, there were less concrete repairs actually required for Phase II than estimated.

The Special Levy collected for Phase II repairs was $950,000.00. However, due to several reasons, it appears the cost of repairs will be considerably under budget. The pre-audit figures indicate Phase II will be completed approximately $429,000.00 under budget. It is for this reason that Council elected to stop collecting the Special Levy after the December instalment. Thus, only 7 of the 12 instalments were collected. For those Owners who paid the Special Levy in full, a refund will be issued in the coming weeks for the amount paid in excess of 7 instalment payments. Any additional refunds to the Owners will be processed after the Phase II audit is completed.

Deficiencies for both Phase I and Phase II will be conducted in the Spring. A Deficiency Form was distributed earlier to Owners on the South Side. All Owners are reminded to ensure they complete the Deficiency Form and to return it to Phil Seo, our Community Manager. The Forms will then forwarded to Unique for the deficiencies to be addressed in the Spring.

POWER FAILURE

What started out as a neighbourhood power failure on January 7th later developed into a natural gas leak in the building. It was later determined that the leak emanated from the emergency generator, which is powered by natural gas

The root cause of the leak was a misfiring cylinder and because the exhaust exits into the parkade, unburned natural gas began accumulating in the parkade. After about an hour, the unburned natural gas eventually found its way into the stairwell. Repairs to the generator were completed the day after, on January 8th.

FRONT ENTRANCE FLOODING

The issue of the front entrance flooding during heavy rainfalls has been resolved. After consulting with a few contractors and reviewing the various solutions proposed, Council elected a solution that will result in better drainage flow with the installation of a larger diameter extension to the existing drainage pipe. In addition, the pre-existing drainage pipe was cleaned of sediment that had accumulated within the pipe. The cost of repairs was less than originally anticipated and it’s not expected that flooding of the front entrance will re-occur. If anything, minor maintenance may be required from time to time to ensure the drainage pipe is kept clear of any sediment that may accumulate within the pipe.

CARPET DAMAGE

As reported earlier in other Minutes, the hallway carpet on the 16th floor as well as the carpets in the elevators and the carpet runners on the B2 level were all damaged late last year. The carpets in the elevators and the carpet runners on the B2 level have since been replaced.

For the hallway carpet on the 16th floor, while the damaged carpet has been removed and temporary runners put in place, replacement of the carpet has been on hold pending Unique completing repairs to the 16th floor. These repairs are the result of damage caused to the 16th floor during the exterior repairs as workers were required to access the roof from the 16th floor. Repairs to the 16th floor have commenced and once completed, the hallway carpet will be installed.

BIKE ROOM

Overcrowding of the bike room is a constant problem. A recent survey of the bike room determined there are approximately 56 bicycles being stored in the bike room. Of all the bicycles being stored, there are 10 to 12 that are in a state of disrepair or appear they have not been ridden in years, possibility abandoned.

Council expects to conduct a formal audit of the bike room in the next month or two by requesting Owners and residents identify their bicycle(s). Any unclaimed bicycles will be removed from the bike room and donated to some, yet undetermined, organization.

After the unclaimed bicycles have been removed, Council will consider the possibility of installing an alternative bike rack system for the purpose of better utilizing the available space.

LANDSCAPING

It was made known to Council at the start of the Phase I & II repairs by Unique that some damage to the landscaping would occur that was unavoidable. Council accepted that fact as an additional cost to conducting the repairs. However, there was damage to the landscaping that was not expected and for that, Unique will be accepting the cost to repair the damage.

All damage to the landscaping caused from the Phase I & II repairs will be addressed in the Spring.

REPORT ON INSURANCE

Mr. Fanaken explained the requirements of Strata Corporation insurance. Section 149 of the *Strata Property Act* requires the Strata Corporation to have adequate full replacement value insurance for the common property, common assets, buildings shown on the Strata Plan and fixtures built or installed on a strata lot.

The Certificate of Insurance, attached to the meeting notice outlines the insured perils, the limits of coverage and the applicable deductibles. The water damage deductible for the Strata Corporation is $10,000.00. The earthquake deductible is 10% of the building's replacement value, regardless of the amount of damage caused. The Strata Corporation's insurance policy is currently held with BFL Canada and the building is insured for 130% of its replacement value $20,105,000.00 based on information received from the Normac Insurance Appraisal.

Owners are reminded that they need to obtain their own insurance for personal property as well as third party liability coverage. In addition, individual home owner or tenant insurance is recommended. It was also explained that additional insurance is required if an owner makes alterations to their unit (flooring, cabinets, fixtures etc.).

Owners who are renting their suite should ensure that they inform tenants to obtain insurance as their personal contents are not covered in the event of a loss. In addition, tenants do not have access to additional living expenses in the event the suite in uninhabitable. Owners should also ensure they have loss of income insurance for rental suites.

After a discussion, it was Moved / Seconded to approve the 2018 insurance coverage as presented. A vote was called on the motion with the following result in favour of the motion:

56 **In favour,** 0 **Opposed,** 0 **Abstained – MOTION CARRIED**

PROPOSED 2018 BUDGET AND STRATA FEE SCHEDULE

Mr. Fanaken presented the 2018 Budget to the Owners for their review and consideration. There is no change in the strata fees from 2017.

Following a brief discussion, it was Moved / Seconded and carried to adopt the 2018 Budget in the amount of $419,300.00.

56 **In favour,** 0 **Opposed,** 0 **Abstained - MOTION CARRIED**

3/4 VOTE RESOLUTION #1: WAIVER OF THE DEPRECIATION REPORT

WHEREAS The Owners, Strata Plan VR 178 - Lamplighter, wish eventually to obtain a Depreciation Report as required under Section 94 of the Strata Property Act and feel it would be most beneficial to defer commencement of the Depreciation report for the time being.

BE IT RESOVLED by a 3/4 vote resolution of The Owners, Strata Plan VR 178 - Lamplighter, in person or by proxy at this General Meeting that in accordance with Section 94(3) (a) of the Strata Property Act the requirement to obtain a Depreciation Report is hereby waived until the next Annual General Meeting.

******If the above 3/4 vote resolution #1: Waiver of the Depreciation Report is passed, the majority vote resolution #2: Depreciation Report Funding will not be considered. ******

After a discussion, it was Moved / Seconded to approve 3/4 Vote Resolution #1: Waiver of the Depreciation Report. A vote was called on the motion with the following result in favour of the motion:

45 **In Favour,** 7 **Opposed,** 4 **Abstained – MOTION CARRIED**

MAJORITY VOTE RESOLUTION #2: DEPRECIATION REPORT FUNDING

WHEREAS The Owners, Strata Plan VR 178 - Lamplighter, wish to obtain a Depreciation Report as required under Section 94 of the Strata Property Act;

BE IT RESOLVED by a majority vote resolution of The Owners, Strata Plan VR 178 - Lamplighter, that a sum of money not exceeding $10,000.00 be spent for the purpose of obtaining a Depreciation Report, such expenditure to be charged against the Contingency Reserve Fund.

As 3/4 Vote Resolution #1 was carried, the Majority Vote Resolution #2 was not considered.

NEW BUSINESS

1. An Owner opened a discussion on whether or not the strata fees should be raised in order to start saving for the upgrading of the elevators at some point in the future as the elevators are getting old.
2. Mr. Prochilo provided an update on the Phase II Exterior Repairs. For Owners who paid the Special Levy in full, the excess amount paid for the January to May 2018 period will be refunded in the coming weeks. For those Owners who provided post dated cheques for their monthly instalments, the cheques for the January to May 2018 instalments have already been returned to those Owners.
3. For an update on the water main replacement project approved at the last AGM, Mr. Prochilo explained that replacement of the pipe was confined to the segment inside the building and that the final cost came in under budget.
4. Mr. Prochilo informed Owners that an exterior leak from the hot tub area was discovered on the south side wall during the Phase II Exterior Repairs. And while the exterior wall was repaired, the issue with the leak emanating from the hot tub area still remains. In discussing the matter, an Owner suggested that the hot tub be shut down, and that Council look into alternative uses for the facility. As a motion to shut down of the hot tub could not be made at this time, a motion was made to direct Council to research options. The motion was seconded and carried that Council research options for the hot tub area. The results of Council's research will be presented to Owners in the coming year.

6. An Owner presented a sign-up sheet for the purpose of creating a confidential share group of Owners who are opposed to the bulk sale of units to a developer/investor. The creation of the share group will simplify the process of keeping such Owners informed. The sign-up sheet was circulated among the Owners.
7. An Owner raised the issue of wheelchair accessibility. The matter was discussed and Council will investigate solutions in 2018.
8. Review of the Pet Bylaw to reintroduce pets into the building was requested by an Owner. Council will review and consider this item in 2018 by including a questionnaire in a future issue of Council's monthly Minutes.

ELECTION OF STRATA COUNCIL

The floor was opened for nominations and/or volunteers to form the Strata Council. The following Owners were nominated and agreed to stand for Council:

- Sam Prochilo
- Gerry Fanaken
- Sonia Hyttenrauch
- Andy Humphreys
- Jasmine Pahl
- Ken Hampton
- Joan Macrae
- Yulia Gordon
- Roy Frankland
- Laina Barber

After the ballots were counted, the following Owners were chosen to represent the Strata Council:

- Sam Prochilo
- Gerry Fanaken
- Sonia Hyttenrauch
- Andy Humphreys
- Jasmine Pahl
- Ken Hampton
- Roy Frankland

TERMINATION OF MEETING

There being no further business, it was motioned to terminate the meeting at 8:58 p.m. **CARRIED**.

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

Community Manager: Phil Seo | 604-343-2601 Ext. 725 | E. phil.seo@tribemgmt.com
Community Coordinator: Rosanna Tan | 604-343-2601 Ext.723 | E. rosanna.tan@tribemgmt.com

STRATA PLAN VR 178
2018 PROPOSED STRATA FEE SCHEDULE

From January 1, 2018 to December 31, 2018

Total Operating Fund Contribution	283,136.00
Total Contingency Reserve Fund Contribution	78,464.00

Unit Number	Unit Entitlement	Annual Operating Fund Contribution	Annual Contingency Reserve Fund Contribution	Total for 2018	Monthly Operating Fund Contribution	Monthly Contingency Reserve Fund Contribution	Monthly due (January 1, 2018 - December 31, 2018)
102	70	3,171.63	878.94	4,050.57	264.30	73.24	337.55
103	75	3,398.18	941.72	4,339.89	283.18	78.48	361.66

Units ending in:

01, 04, 05, 08	50	2,265.45	627.81	2,893.26	188.79	52.32	241.11

Units ending in:

02, 03, 06, 07	59	2,673.23	740.82	3,414.05	222.77	61.73	284.50

Total	**6249**	**283,136.00**	**78,464.00**				**30,133.33**
							x 12
							361,600.00

* For discussion at the AGM only

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PRE-AUTHORIZED DEBIT (PAD) PLAN AGREEMENT

Strata Plan: ________________

Please complete the Pre-Authorized Debit (PAD) Plan agreement below and return to
TRIBE MANAGEMENT INC. Please note: Fields marked with an asterisk (*) must be completed

❑ New Enrollment ❑ Change in Banking Information

PLEASE PRINT

Name(s) of Registered Owner*****: ______________________________

Name(s) of Bank Account Holder*****: ______________________________

(if different from registered owner)

Unit No.*****:____________ Address*: ______________________________

City/Town: ______________________ Province: __________ Postal Code: ________

Commencement Date*: The first day of ______________________, 20____.

NOTE: This form, together with either an acceptable VOID pre-printed cheque or Appendix 1 hereto, both from a Canadian fund account, must be received by TRIBE MANAGEMENT INC. no later than the **15th day** of the month **prior to** the Commencement Date in order to be effective on the Commencement Date.

IMPORTANT: The account from which TRIBE MANAGEMENT INC. is authorized to draw upon is indicated below.

A specimen pre-printed cheque from a Canadian fund account has been marked "VOID" and attached in this space.

The undersigned hereby authorizes TRIBE MANAGEMENT INC., on behalf of the Strata Corporation, to debit their account on the first day of each month for all applicable charges due by the undersigned to the Strata Corporation, unless otherwise specified as follows:

The undersigned acknowledges that the amounts for each fee will be those prescribed/approved by the Owners and due to the Strata Corporation. The amounts may be increased/decreased as approved by the Owners of the Strata Corporation.
The undersigned undertakes to inform TRIBE MANAGEMENT INC. of any change in the account or address information provided in this authorization within 15 days after the change occurs. If the account is transferred to another financial institution, this authorization becomes null and void on the date of the transfer and it will be necessary to provide a new authorization to TRIBE MANAGEMENT INC.
This authorization may be cancelled at any time upon 15 days written notice to TRIBE MANAGEMENT INC. Further information on cancellation rights, including sample cancellation forms, may be obtained from any financial institution or by visiting www.cdnpay.ca.
The undersigned acknowledges that delivery of this authorization to TRIBE MANAGEMENT INC. constitutes delivery by the undersigned to their financial institution.
The undersigned has certain recourse rights if any debit does not comply with this agreement. For example, the undersigned has the right to receive reimbursement for any debit that is not authorized or is not consistent with this agreement. To obtain more information on recourse rights, the undersigned may contact their financial institution or visit www.cdnpay.ca.

ACCEPTANCE

The undersigned hereby confirms their authorization in accordance with the provisions contained herein; warrants that all persons whose signatures are required to sign on this account have signed below; guarantees all information contained herein is correct to the best of their knowledge; and is/are solely responsible for any consequences due to providing fraudulent information contained herein.

Dated this ____________ day of______________________, 20____.*****

______________________________ ______________________________
Signature Second Signature (if required)

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PRE-AUTHORIZED DEBIT (PAD) PLAN AGREEMENT
APPENDIX 1

For use only if a VOID cheque is not available.
To be completed by representative of account holder's financial institution.

Please complete and return to TRIBE MANAGEMENT INC.

Account must be in Canadian Funds

PLEASE PRINT

Account Holder Name(s): ____

Financial Institution Name: ____

Financial Institution Number: | | | |

Transit Number: | | | | | |

Account Number: | | | | | | | | | | | | | | | |

Bank Stamp:

Dated this ___________ day of___________________________, 20___.

____
CSR/Bank Representative Name

____
CSR/Bank Representative Signature

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Minutes of the Strata Council Meeting
Strata Plan VR178 – The Lamplighter
Held on March 8th, 2018 at 7:00 p.m.
In the Council Office at 1146 Harwood Street, Vancouver BC V6E 3V1

IN ATTENDANCE	Gerry Fanaken	Member at Large
	Jasmine Pahl	Member at Large
	Sonia Hyttenrauch	Member at Large
	Andy Humphreys	Member at Large
	Ken Hampton	Member at Large
	Roy Frankland	Member at Large
REGRETS	Sam Prochilo	Member at Large
COMMUNITY MANAGER	Phil Seo, Tribe Management Inc.	

CALL TO ORDER

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

ELECTION OF COUNCIL OFFICERS

Council has agreed on following positions:

President:	Sam Prochilo
Vice President:	Ken Hampton
Treasurer:	Gerry Fanaken
Landscaping Committee:	Jasmine Pahl
Privacy and Safety Committee:	Sam Prochilo

CARETAKER REPORT (FEBRUARY)

- Pacific Mechanical Systems Ltd. conducted preventative maintenance on the boilers for the quarter.
- Nikls One Call Property Services was on site to inspect and maintain the parkade gate.
- Coinamatic replaced faulty dryers #5 and #6.
- Unique Restoration Ltd. continue to address concerns raised by Sense Engineering Ltd. and Council.
- A notice was posted on the B2 level to remind people to use the designated wash area when washing vehicles.
- The lobby elevator doors and frames have been painted.
- The front entrance was power washed.
- There was one move-in last month on the 5th floor with no property damage.

APPROVAL OF MINUTES FROM THE PREVIOUS MEETING

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on February 7th, 2018 as circulated. ***CARRIED***.

Tribe Management Inc. 419–1155 W Pender St. Vancouver, BC, V6E 2P4. Phone/Fax 604-343-2601. tribemgmt.com

FINANCIAL REPORT

1. **Monthly Statements**
   The Council Treasurer reported that the 2017 Audit is being prepared by Reid Hurst Nagy Inc. and is in progress. It was moved and seconded to approve the January 2018 financial statement. **CARRIED**.

2. **Review of Accounts Receivables**
   Council and the Community Manager reviewed the current accounts receivable. Owners are reminded that Strata Fees are due on the 1st of each month.

   One owner remains in substantial default and legal action will be initiated. Mr. Fanaken advised Council that a recent decision in the BC Court of Appeal concluded that reasonable legal costs incurred by a strata corporation in collecting arrears are collectible from the delinquent owner if a legal action is commenced. Council decided that legal counsel should be retained for this task and Mr. Fanaken will obtain some names of lawyers for this initiative.

BUSINESS ARISING FROM THE PREVIOUS MINUTES

1. **New Elevator Pads**
   New elevator pads have been received from Dura-Fab Industries Ltd. at a cost of $500.00 plus taxes.

2. **Laundry Rate Increase**
   The Community Manager contacted Coinamatic to confirm the expiry of the service contract in place. Coinamatic confirmed the current laundry rates will not change until after the current service contract expiries on August 31, 2019.

3. **Painting of Gas Meter Shelter**
   Council agreed to award the painting contract of the gas meter shelter located on the north-east corner of the property to Black Brothers Painting & Restoration Inc. at a cost of $860.00 plus taxes. The two other bids received were from Prostar Painting and Restoration Ltd, $2,688.00 plus taxes, and Unique Restoration Ltd., $3,350.00 plus taxes.

   In addition, Council instructed the Community Manager to obtain a quote from Black Brothers Painting & Restoration Inc. for painting the back laneway wall.

COMMITTEE REPORTS

1. **Privacy Committee**
   Nothing to report

2. **Safety Committee**
   Nothing to report

3. **Landscaping Committee**
   A new landscaping service company has been shortlisted to replace the current landscaper, Fuji Gardening Service Ltd. Confirmation of the new landscaper's acceptance is pending.

ITEMS FOR RATIFICATION

1. Council has agreed to return the Special Levy portion covering the period January 1st, 2018 to May 31st, 2018 to the 39 Owners who pre-paid in full. Tribe will process the refund cheques as soon as possible.

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NEW BUSINESS

1. **Emergency Generator**

   Council will investigate options to alter the exhaust pipe of the emergency generator so that it does not exit into the parkade. There is a vent in the generator room that leads to the outside of the building and it is possible that the exhaust could be redirected through that vent. Ken Hampton and Roy Frankland volunteered to investigate this option and they will report back to Council at the next meeting. It was also decided by Council that, when Scott conducts the running test of the emergency generator every month, the test should be for no more than 15 minutes.

2. **Bike Room Audit**
   Council will be conducting an audit of the bike room in the coming weeks in order to identify and remove abandoned bicycles. A notice to Owners detailing the identification process will circulated accordingly. Results of the audit will be shared with the Owners in due course.

3. **Pet Bylaw Review**
   Council will be sending out a questionnaire to Owners in the near future to survey whether or not there is any substantial interest in reviewing the current pet Bylaw. Results of the questionnaire will be shared with the Owners in due course.

4. **Hot Tub**
   Roy Frankland and Ken Hampton volunteered to investigate options for the hot tub area. A questionnaire is to be created and distributed to the Owners outlining several options being considered. The results of the questionnaire will be shared with the Owners in due course

5. **Wheelchair Access**
   Roy Frankland and Ken Hampton volunteered to investigate wheelchair access options throughout the building.

6. **Power Washing Parkade**
   Council directed the Community Manager to obtain a quotation for power washing the entire parkade in upcoming months.

MEETING ADJOURNMENT

The meeting was terminated at 8:20 p.m.

NEXT MEETING

The next Council Meeting will be held on **Wednesday, April 4th at 7:00 PM**.

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

Community Manager: Phil Seo | 604-343-2601 Ext.725 | E. phil.seo@tribemgmt.com
Community Coordinator: Rosanna Tan| 604-343-2601 Ext.723 | E. rosanna.tan@tribemgmt.com
Accountant: Etsuko Akiyama| 604-343-2601 Ext.705 | E. etsuko.akiyama@tribemgmt.com

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Minutes of the Strata Council Meeting
Strata Plan VR178 – The Lamplighter
Held on February 7th, 2018 at 7:00 p.m.
In the Council Office at 1146 Harwood Street, Vancouver BC V6E 3V1

IN ATTENDANCE	Sam Prochilo	President, Privacy and Safety Committee
	Gerry Fanaken	Treasurer
	Jasmine Pahl	Landscaping Committee
	Sonia Hyttenrauch	Member at Large
	Andy Humphreys	Member at Large
REGRETS	Nir Shaham	Member at Large
GUESTS	Brian Warnke	Unit Owner
	Julia Gordon	Unit Owner
	Roy Frankland	Unit Owner
	Ken Hampton	Unit Owner

COMMUNITY MANAGER Phil Seo, Tribe Management Inc.

CALL TO ORDER

The meeting was called to order at 7:01 p.m.

CARETAKER REPORT (December 1st to December 31st)

The Resident Caretaker presented his report for the month of December.

- Power-West Industries Ltd. (Power-West) completed the emergency generator maintenance. They also installed the new power transfer switch.
- On Sunday, January 7th, the neighbourhood experienced a power outage at which time the emergency generator was automatically activated. After about an hour in operation, the smell of natural gas was detected in the stairwell, which was reported to FortisBC and to the Vancouver Fire Department (VFD). Upon arrival, FortisBC turned off the natural gas and the VFD evacuated the building. Power-West was called on Monday and it was determined that the source of the natural gas leak was the generator, the result of a misfiring cylinder, which caused unburned natural gas to exhaust into the parkade and eventually spread into the stairwell. The issue with the cylinder has been resolved.
- Pacific Mechanical Systems Ltd. installed a new timer control for the garage exhaust fans.
- The annual roof anchor deficiency inspection was completed by Pro-Bel and no issues were detected. It was noted that next year's inspection will also include a compliance inspection, which is completed every 5 years.
- The hot tub has re-opened. The problem was a faulty timer and not a relay as previously believed.
- Capilano Glass & Screens Ltd. (Capilano) replaced the locking mechanism on the sliding balcony door for a unit on the 4th floor.

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- An Owner on the 15th floor reported that the bedroom window is rattling during windy weather conditions. Upon inspection, it appears the spacers are worn and need replacing. It was agreed with the Owner that the spacers would be replaced the next time Capilano is on site.
- The VFD conducted a safety inspection a few days after the natural gas leak incident and declared that the previously identified issues have all been addressed and concluded there are no further issues.
- The wear and tear on the B2 Level elevator door frames have been repainted. Other floors with similar damage to the elevator door frame have also be repainted. However, the lobby elevator door frames still need to be done.
- There were five moves this month involving the 3rd and 5th floors with no damages to report.
- A quick survey of the 56 bicycles stored in the bike room revealed that 6 are in disrepair and not ridable, several bicycles still display the identification tag from the bike room audit conducted over 5 years ago on September 1, 2012. These and a few additional bicycles appear to have not been ridden for some time. It could be some bicycles have been abandoned by tenants who no longer live in the building. It appears it's time to conduct another audit of the bike room in order to identify and remove abandoned or unwanted bicycles.

Council thanked the Resident Caretaker for his report and he departed the meeting.

APPROVAL OF MINUTES FROM THE PREVIOUS MEETING

It was moved and seconded to approve the Minutes of the Strata Council Meeting held on January 3rd, 2018 as circulated. ***CARRIED***.

FINANCIAL REPORT

1. **Monthly Statements**
   The Council Treasurer reported that the Financial Audit is in progress. It was moved and seconded to approve the December 2017 financial statement. ***CARRIED***.

2. **Review of Accounts Receivables**
   Council and the Community Manager reviewed the current accounts receivable. There is one Owner who is still in arrears in connection with the Special Levy and a lien has been registered against the applicable Strata Lot. Owners are reminded that Strata Fees are due on the 1st of each month.

3. **Report on Unapproved Expenditures**
   There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of any unapproved expenditures.

LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of Council's knowledge, there are no legal actions in progress.

GUEST BUSINESS

1. **Dispute of Balcony Door Chargeback**
   The Owner in attendance stated how the notification received earlier concerning the installation of the balcony door quoted an amount that included installation. Thus, the Owner

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questioned the additional $553.44 in materials and labour being charged for installation. The Owner then stated he contacted the door supplier, Starline Windows, and obtained the cost of the balcony doors charged to Unique Restoration Ltd. (Unique) and questioned why Owner's were charged approximately $2,000.00 more than Unique paid for the balcony doors. Finally, the Owner questioned the status of the balcony door letter that was promised to the impacted Owners. The letter details the Strata Corporation's understanding that should the balcony doors throughout the building be replaced in the future, the five Owners who paid for the installation of a balcony door as part of the Exterior Restoration Project would not be charged subject to certain conditions.

To address the Owner's questions, Council explained that the cost the Owner received from the supplier did not include $2,000.00 to complete the shop drawings nor the $7,000.00 for the base installation all the balcony doors. With all costs taken into consideration, Unique's cost for each balcony door was $4,930.84 compared to the $5,450.00 charged to the Owners.

Concerning the Owner's questioning of the additional $553.44 cost for installation, it was explained that that cost was for finishing work, which is over and above the base installation and was completed on a time and cost basis.

Finally, on the matter of the balcony door letter, the Owner was informed that Council would be finalizing the letter at tonight's meeting and that the Owner should expect to receive the letter the following day. Council thanked the Owner and the Owner departed the meeting.

After some discussion, Council agreed that the Strata Corporation would cover the $1,068.35 in material costs associated with all the finishing work. For the other Owners who were charged earlier for similar finishing work, a refund cheque will be issued and sent to the Owners together with a letter clarifying the reason for the refund.

2. Establishment of a Legal Fund

The Owner in attendance suggested Council consider two possible courses of action as a defensive measure against any potential bulk sale (i.e. unit assembly) to a single investor or developer.

The first suggestion purposed is the creation of a $25,000.00 legal fund. The purpose of the legal fund would be to have funds available to hire a lawyer to represent the interest of the remaining Owners who do not participate in the bulk sale should such a sale ever occur. A concern raised by the Owner was the possibility of a single Owner with a 20% controlling vote opposing necessary repairs to the building that requires a 75% (i.e. 3/4) vote resolution by the Owners to be approved. With a 20% controlling vote, the Owner theorized that nearly all remaining Owners would need to vote in favour of the repairs for any 3/4 resolution to pass. That is an unlikely scenario, reasoned the Owner. The expectation is that the legal fund would be funded from the current operating budget, and not from a special levy. The Owner further added that including this matter as a topic for discussion at the AGM would be a good idea since the Owners would be present.

In discussing the Owner's suggestion, Council explained that the creation of a fund for the purpose of something that does not relate to the maintenance and repair of common property or associated expenses, like the payment of insurance premiums, would be considered illegal since the Strata Corporation is not permitted to create a fund nor collect funds from Owners under the Strata Property Act for something that is not related to the maintenance and repair of common property. After extensive discussion, Council clarified that the Strata Council has no legal authority to create the suggested legal fund. However, Council indicated to the

Owner that there is nothing preventing a group of Owners from creating their own legal fund for the purpose suggested. In addition, the Owner was informed that the matter could be freely brought up at the AGM as a topic for discussion under New Business.

The second suggestion purposed is the creation of a signup list where Owners could voluntarily provide their contact information. The intention of the signup list is to better organize the Owners who want to stay in the building and/or oppose the bulk sale of units to an investor/developer. It was further suggested that the signup list be maintained by the Strata Council under the care of the Privacy Committee.

In discussing the Owner's second suggestion, Council explained to the Owner that it does not believe there is a legal obligation nor a duty for the Strata Council to maintain such a list. Council thanked the Owner and the Owner departed the meeting.

It should be duly noted that the role and responsibilities of the Privacy Committee are strictly governed by the Personal Information Protection Act (the "Act"). Under the Act, it is outside the Privacy Committee's role and responsibilities to act as a point of contact between two or more parties for the sole purpose of keeping the identify of each party guarded.

BUSINESS ARISING FROM THE PREVIOUS MINUTES

1. **16th Floor and B2 Flooring**
   The installation of the new hallway carpet on the 16th floor is still on hold pending Unique's completion of repairs to damage caused to the 16th floor during the exterior repair project. The Community Manager has failed to locate the invoice for the carpet runners installed on the B2 Level and for the carpet runners temporarily installed on the 16th floor. The Council President agreed to review his records to provide some insight into when the carpet runners where purchased.

2. **Quotes for New Elevator Pads**
   A total of three quotes were received for replacing the elevator pads. Quotes were received from Clothworks of Vancouver ($1,621.63), ProTex Elevator Pads ($795.00) and from Western Tarpaulin & Co. ($766.00). Because of complications associated with ordering the elevator pads from Western Tarpaulin & Co. out of Toronto, Council agreed to proceed with the quote from ProTex Elevator Pads in the amount of $795.00.

   The Community Manager was informed to contact the Owner who originally suggested the elevator pads be replaced to determine what colour preference the Owner has from the colours currently offered by ProTex Elevator Pads. The Community Manager is to report back to Council with the Owner's selection for consideration.

3. **Hiring a Consultant to Investigate the Spike in July Gas Consumption**
   Council continues to monitor the building's gas consumption level for any unusual increase. At this time, the gas consumption level remains within historical levels.

COMMITTEE REPORT

1. **Privacy Committee**
   Nothing to report.

2. **Safety Committee**
   The Order has been placed with Imperial Paddock Pools Ltd. for development of a Pool Safety Plan.

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A brief overview of what occurred the night of the power outage on January 7th was provided by the Safety Officer, who expressed his appreciation for the assistance received from Owner Roy Frankland the evening of the incident. The Safety Officer detailed how there was a degree of confusion that evening as emergency responders attempted to locate the source of the gas leak. Some of the confusion was caused by the problem the Safety Officer had with locating all the keys necessary to access various areas throughout the building. As reported by the Caretaker earlier, the source of the gas leak was found to be the generator, the result of a misfiring cylinder. It was noted that Power-West Industries Ltd. had serviced the generator the Friday before the power outage.

3. **Landscaping Committee**
Consideration for alternate landscaping services are on-going.

CORRESPONDENCE

1. **Bylaw to Restrict Rentals**
An Owner requested Council consider adopting a rental bylaw to restrict rentals. In discussing the request, it was noted that rental units occupy approximately 50% of the units in the building and in the past, the introduction of such a bylaw has been overwhelmingly voted down by the Owners. As there is nothing to suggest to Council that overall Owner sentiment has changed since the last attempt to introduce a rental bylaw, it's not likely such a bylaw would obtain the necessary ¾ vote to be accepted. It was noted that the Owner can raise the matter as a topic for discussion at the AGM under New Business.

2. **Request to Install Automated External Defibrillator (AED)**
An Owner requested Council consider installing an AED in the common area. Council discussed the request and concerns were raised over training and liability issues. In concluding the discussion, Council agreed that calling 911 is the appropriate action to take in an emergency situation.

3. **Renovation Request from a Strata Lot on the 15th Floor**
A renovation request to remove carpet and install laminate flooring was received from an Owner on the 15th floor. Council reviewed and approved the request as it met all the necessary installation requirements.

4. **Water Damage Reported by a Strata Lot on the 9th Floor**
Council reviewed a report from an Owner who claims a water leak damaged a wall inside his suite. The Owner is alleging the leak may have originated from common property and as such, the Strata Corporation should pay for the repairs. The water leak could have originated from the suite above. As the water leak has since stopped and there is no evidence the leak originated from common property, Council declined the Owners claim for damages.

NEW BUSINESS

1. **Laundry Rate Increase**
Coinamatic requested the washer and dryer rates be increased by $0.25 to closer align our rates with the neighbourhood area rates. Council instructed the Community Manager to contact Coinamatic and request they defer the increase until the renewal date of our contract, August 31, 2019.

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2. **Painting of Gas Shed on N/E corner of Property**
   A quote of $3,350.00 was received from Unique Restoration Ltd. to paint the N/E shed to match the building. Due to the amount of the quote, Council requested the Community Manager obtain an additional two quotations to ensure price competitiveness.

3. **Tribe Management Fee Increase**
   Tribe Management Inc. proposed a 2% increase in their management fee effective January 1, 2018. Council approved the increase.

4. **Additional Engineering Consultant Fee – Phase II Project**
   Due to the Phase II Project extending beyond the stipulated contact end date of November 30, 2017, Sense Engineering Ltd. proposed a $5,000.00 consultancy fee to cover the remainder of the work required to the Project's end. This is in addition to the consultancy fee originally contracted. The additional consultancy fee was approved by Council.

5. **Invoice from Gehlen Dabbs Lawyers**
   An invoice was received from lawyer Geoffrey Dabbs in the amount of $1,204.00 for services rendered responding to a letter received by Council on December 14, 2017. Payment of the invoice was approved by Council.

6. **Letter to Owners – Balcony Door Installation**
   Council reviewed the final draft of a letter to be issued to the Owners who were required to install a balcony door during Phase I of the exterior building repairs. The letter outlines the conditions under which these Owners will not be subject to sharing in the cost to replace the balcony doors should the Owners in general vote to replace the balcony doors sometime in the future.

7. **AGM Agenda**
   Council discussed the draft of the AGM Agenda and suggested several changes be made for the final version. The Community Manager will make the changes discussed and will mail the AGM Agenda to all Owners on February 8th.

MEETING ADJOURNMENT

The meeting was terminated at 9:17 p.m.

NEXT MEETING

The next Council Meeting will be held on March 7th, 2018.

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

Community Manager: Phil Seo | 604-343-2601 Ext.725 | E. phil.seo@tribemgmt.com
Community Coordinator: Rosanna Tan| 604-343-2601 Ext.723 | E. rosanna.tan@tribemgmt.com

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Minutes of the Strata Council Meeting
Strata Plan VR178 – The Lamplighter
Held on January 3rd, 2018 at 7:00 p.m.
In the Council Office at 1146 Harwood Street, Vancouver BC V6E 3V1

IN ATTENDANCE	Sam Prochilo	President, Privacy and Safety Committee
	Sonia Hyttenrauch	Member at Large
	Andy Humphreys	Member at Large
	Nir Shaham	Member at Large
	Jasmine Pahl	Landscaping Committee
REGRETS	Gerry Fanaken	Treasurer
GUESTS	Ken Hampton	Unit Owner
	Joan Hellyer	Unit Owner

COMMUNITY MANAGER Phil Seo, Tribe Management Inc.

CALL TO ORDER

The meeting was called to order at 7:01 p.m.

CARETAKER REPORT (December 1st to December 31st)

The Resident Caretaker presented his report of goings on for the month of December.

- Royal City Fire Supplies Ltd. (Royal City) installed the CO monitor in the mechanical room together with the strobe light warning beacon located by the mechanical room door adjacent the laundry room. It was discussed that a second strobe light be installed by the other mechanical room door to ensure full coverage. The cost, parts and labour, to install the second strobe light is approximately $300.00. Installation of the second strobe light warning beacon was approved by Council and the Caretaker will proceed with scheduling the work with Royal City.
- K.C.'s Plumbing & Heating Ltd. was dispatched to a suite on the 7th floor to inspect the baseboard heating zone valve that the Owner reported as not working. It was determined the issue is there's no power getting to the zone valve. Further, it was determined the problem was caused by recent renovations undertaken by the Owner and therefore, the matter was left with the Owner to seek repairs.
- Nikls One Call Property Services inspected the water jets, which are not operating. It was determined the cause to be a faulty relay, which has been ordered. In addition, some missing tiles around the hot tub have been replaced. The hot tub will re-open once the faulty relay has been replaced.
- Pacific Mechanical Systems Ltd. completed their scheduled quarterly maintenance of the boilers and reported no issues.
- There were three moves (2 move-outs, 14th and 16th floor, and 1 move-in, 16th floor) completed during December with no damage to common property reported. However, it was discussed that several of the elevator door frames have pre-existing scrapes and chips that should be touched up/repainted. It was decided to hold off such repairs until after Unique Restoration Ltd. (Unique) has removed all their equipment from the roof. It was also noted that there is damage to the elevators that was caused by Unique

during the exterior repairs. Some of that damage has already been recorded by Unique and will be addressed in the Spring along with all the other deficiencies.

Council thanked the Resident Caretaker for his report and he departed the meeting.

APPROVAL OF MINUTES FROM THE PREVIOUS MEETING

It was moved and seconded to approve the Minutes of the Strata Council Meeting held December 6th, 2017 as circulated. ***CARRIED***.

FINANCIAL REPORT

1. **Monthly Statements**
   It was moved and seconded to approve the November 2017 financial statement. ***CARRIED***.

2. **Review of Accounts Receivables**
   Council and the Community Manager reviewed the current accounts receivable. Owners are reminded that Strata Fees are due on the 1st of each month.

   A lien has been filed against an Owner of a Strata Lot on the 16th floor who has failed to make any payments towards the Phase II Special Levy. The Owner was issued a Notice and given 21 days to respond. The 21 day notice period expired on December 6th, 2017 without a response from the Owner.

3. **Report on Unapproved Expenditures**
   There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of any unapproved expenditures.

LITIGATION

The *Strata Property Act* requires that all Owners be notified as soon as possible of any legal action involving the Strata Corporation. To the best of Council's knowledge, there are no legal actions in progress.

BUSINESS ARISING FROM THE PREVIOUS MINUTES

1. **Exterior Repair Project: Phase I**
   The Community Manager reported that $75,000.00 has been transferred back to the Contingency Reserve Fund (CRF) from the Phase 1 Fund. That will leave $12,814.56 in the Phase 1 Fund to be transferred back to the CRF after the 2017 financial audit has been completed.

2. **Exterior Repair Project: Phase II**
   As per Council's instructions during the December Council meeting, all Special Levy Pre-Authorized Payments have been temporarily suspended, and all un-deposited cheques have been returned to the appropriate Owners. As indicated in the December Minutes, an internal audit of the Phase II Special Levy Fund will be conducted and any unused funds will be returned to the appropriate Owners. An update will be provided in the February 2018 Minutes.

3. **Boiler Venting / CO Monitor Installation**
   The CO monitor in the mechanical room and a strobe light warning beacon has been installed by Royal City Fire Supplies Ltd. A second strobe light is to be installed so that there is a strobe light warning beacon at both entrances of the mechanical room.

4. **16th Floor & B2 Level Carpet Damage**
   Removal of the hallway carpet on the 16th floor together with the replacement of the carpet in both elevators and the replacement of the carpet runners on the B2 level were completed earlier. All the expenses associated with the incident that occurred, on or about September 15th, 2017, involving the damaging of the 16th floor and elevator carpets, and the B2 level

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carpet runners, are still being gathered and will be charged back to the Strata Lot Owner on the 16th floor responsible for the damage caused to common property. The installation of the 16th floor hallway carpet will be completed after Unique Restoration Ltd. has removed all their equipment from the roof area.

5. **New Elevator Pads**
Council originally selected royal blue as the colour for the elevator pads. However, an Owner requested Council reconsider and select black instead. Council has no objection to selecting black elevator pads. However, the supplier proving the initial quote in the amount of $795.00 does not offer black pads. Thus, Council requested the Community Manager obtain quotations from two other suppliers as well as inquire into the availability of black coloured pads.

6. **Emergency Generator**
Based on an earlier recommendation from Power-West Industries Ltd. (Power-West) to replace the automatic transfer switch as a preventative measure, the Community Manager has received a repair estimate of $4,295.00 from Power-West to replace the switch. In addition, Power-West indicated an electrical permit would not be required to complete the work. Council directed the Community Manager to proceed with scheduling the replacement of the automatic transfer switch.

7. **Strata Lot on the 15th Floor: Request to Repair Window**
In connection to an earlier request received from the Owner claiming the bedroom window seal required replacement. Council directed the Community Manager to follow-up on the status of the Resident Caretaker's investigation and assessment of the issue to determine how to proceed with repairs.

8. **Hot Tub Area**
During the exterior repairs on the south overhang, an exterior leak was discovered and later confirmed as emanating directly from the hot tub. After some discussion of the situation and potential solutions, Council elected to postpone any investigation or further action at this time in connection to the leak in favour of adding the hot tub as an item for discussion at the upcoming AGM.

9. **Preparation of 2018 Budget**
Council reviewed and approved the 2018 Draft Budget that was prepared by the Treasurer. There is no increase in Strata Fees proposed for 2018. The Budget will be finalized after the 2017 Financial Audit has been completed.

   A Council member suggested increasing the amount budgeted for Legal expenses from $2,500.00 to $5,000.00. After some discussion, it was agreed to leave the amount at $2,500.00 as history has shown the amount to be adequate.

10. **Hiring a Consultant to Investigate the Spike in July Gas Consumption**
McCuaig & Associates Engineering Ltd. (McCuaig) was hired to investigate the spike in natural gas consumption experienced in July 2017. McCuaig's investigation failed to identify the source of the spike as the building's natural gas consumption reverted back to normal levels in August and has continued to hold at those levels ever since. For the time being, Council will continue to monitor the building's gas consumption level for any unusual increase.

11. **2018 AGM**
Council requests that all Owners mark the place, date and time of 2018 AGM, which will be held at the **Residence Inn by Marriott Vancouver Downtown, 1234 Hornby Street**, **the Gatehouse West Room, on February 28th at 7:00PM.**

12. **2017 Financial Audit**
The 2017 Financial Audit has been prearranged with Reid Hurst Nagy Inc. in preparation for the 2018 AGM.

COMMITTEE REPORT

1. **Privacy Committee**
A request for a copy of the Owners' List from a Strata Lot Owner on the 4th floor. The List was provided to the Owner. The information provided included; strata lot and suite numbers, Owner name, mailing address, and parking stall and locker numbers. All of which is information that is to be made available to any Owner upon request as stipulated in the Strata Property Act.

2. **Safety Committee**
The Committee directed the Community Manager to inform Kathy Sullivan at Imperial Paddock Pools Ltd. that Council wishes to proceed with the development of a Pool Safety Plan. The estimated cost of the Plan is between $400.00 and $500.00. The Plan is required to meet Vancouver Coastal Health's requirement that the building have a Pool Safety Plan in place.

3. **Landscaping Committee**
The Committee is considering alternative landscaping services from 4 possible companies.

NEW BUSINESS

1. **Strata Lot on the 3rd Floor: Suggested New Bylaw**
The Owner suggested the creation of a new Bylaw intended to limit the voting of Council Members who are an Owner of multiple Strata Lots to a single vote. As this is already the accepted practice, the suggested Bylaw would have no effect. In addition, the Owner suggested all corporate bodies owning more than one Strata Lot be excluded from voting. Such a Bylaw would be unlawful and unenforceable as the Strata Property Act states each and every Strata Lot has a right to representation, regardless of who the Owner(s) is.

   The Owner was thanked for his suggestions.

2. **Strata Lot on the 10th Floor: Charge Back of Service Call**
K.C.'s Plumbing & Heating Ltd. (K.C.) was dispatched to inspect the baseboard heating zone valve after the Owner reported it was not working. K.C.'s inspection determined the problem is the result of recent renovations by the Owner. Thus, the Owner is responsible for completing the necessary repairs and the cost of K.C.'s service call will be charged back to the Owner.

   Council requested the Community Manager follow-up with K.C. to verify whether or not an invoice has been issued.

3. **Strata Lot on the 7th Floor: Act of Vandalism**
An act of vandalism was discovered on December 24th in front of a Strata Lot on 7th floor. Council recommended the effected Owner report the incident to police for further investigation.

4. **Strata Lot on the 5th Floor: Renovation Request**
Council discussed and approved the Owner's request to complete kitchen renovations and flooring upgrades, provided the flooring underlay and the installation process are in accordance with the Strata Corporation's established standards.

5. **Strata Lot on the 6th Floor: Suggestions for AGM Agenda**
Correspondence was received from the Owner suggesting an Information Session on unit assemblies hosted by a person experienced in trial law be added to the upcoming AGM

Agenda. The Information Session would be to discuss what is entailed in the unit assembly process. Council discussed the suggestion and elected to add the matter to the AGM Agenda as a topic for discussion, in order that the Owner's intentions can be clarified. This will help determine the preparation necessary should an Information Session take place on a future date.

In addition, the Owner suggested adding a Resolution to vote on the Strata Corporation retaining a lawyer to defend the rights of Owners who elect not to sell as a deterrent to any potential developer or other buyer wanting to acquire the building.

The AGM Agenda is to be finalized at the next Council Meeting to be held on February 7th.

MEETING ADJOURNMENT

The meeting was terminated at 8:05 p.m.

NEXT MEETING

The next Council Meeting will be held on February 7th, 2018 at 7:00 p.m. in the Council Office.

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

Community Manager: Phil Seo | 604-343-2601 Ext.725 | E. phil.seo@tribemgmt.com
Community Coordinator: Rosanna Tan| 604-343-2601 Ext.723 | E. rosanna.tan@tribemgmt.com

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Minutes of the Strata Council Meeting
Strata Plan VR178 – The Lamplighter
Held on December 6th at 7:00 p.m.
In the Council Office at 1146 Harwood Street, Vancouver BC V6E 3V1

IN ATTENDANCE	Sam Prochilo	President, Privacy and Safety Committee
	Sonia Hyttenrauch	Member at Large
	Andy Humphreys	Member at Large
	Jasmine Pahl	Landscaping Committee
	Gerry Fanaken	Treasurer
REGRETS	Nir Shaham	Member at Large
GUESTS	Jason Devries	Sense Engineering Ltd.

COMMUNITY MANAGER Phil Seo, Tribe Management Inc.

CALL TO ORDER
The meeting was called to order at 7:03 p.m.

GUEST BUSINESS
Jason Devries from Sense Engineering Ltd. updated the Council on the progress of the Phase II restoration work, which is scheduled to stop on or about December 14th due to weather, and will recommence in the spring. To be completed in the spring will be, the painting of the balcony railings and the addressing of all deficiencies, both from Phase I and II.

In addition, Jason presented a proposal from Unique Restoration Ltd. (Unique) to increase several of the concrete repair unit rates. This is due to the significantly less volume of concrete repairs than originally estimated. The proposal also included the separating of the hazardous material abatement costs from the concrete repair unit rates. The budget impact of the new unit rates will still result in an overall reduction of the Phase II projected cost because of the lower volume of concrete repairs.

Council accepted Unique's proposal and thanked Jason for both the Phase II update and his presentation of Unique's proposal. Jason left the meeting at 7:30 p.m.

APPROVAL OF MINUTES FROM THE PREVIOUS MEETING
It was moved and seconded to approve the Minutes of the Strata Council Meeting held November 1st as circulated. **CARRIED**.

FINANCIAL REPORT

1. **Monthly Statements** – It was moved and seconded to approve the financial statement for October, 2017. **CARRIED**.
2. **Review of Accounts Receivables** – Council and the Community Manager reviewed the current accounts receivable. Owners are reminded that Strata Fees are due on the 1st of each month. It was discussed that one Owner has failed to make any payments towards the Phase II Special Levy and a notice was issued earlier. A lien will be filed against the property in question upon expiry of the 21 day notice period.

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3. **Report on Unapproved Expenditures** – There are no unapproved expenditures to report. The *Strata Property Act* requires that all Owners be notified as soon as possible of unapproved expenditures.

CARETAKER REPORT (November 1st to November 24th)

Council reviewed the monthly Caretaker Report.

LITIGATION

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

BUSINESS ARISING FROM THE PREVIOUS MINUTES

1. **Exterior Repair Project: Phase I**

   The Community Manager informed there are no outstanding invoices for Phase I and there is currently $87,814.56 remaining in the Phase I fund. Council directed the Community Manager to return $75,000.00 to Contingency Reserve Fund. The remaining amount ($12,814.56) will stay in the Phase I fund until after the year end audit is completed.

2. **Exterior Repair Project: Phase II**

   Council reviewed and approved for payment Certificate for Payment #4 dated November 23, 2017 in the amount of $67,496.04 and payable to Unique Restoration Ltd. for work completed in the month of October. In addition, the Community Manager reported that the pending invoice for November's work is expected to be between $60 and $70 thousand, indicating Phase II will come in well under budget.

   **** IMPORTANT NOTIFICATION ****

   As the projected cost of Phase II is now expected to be well under budget, effective December 31, 2017, Council has directed the Community Manager to temporarily suspend all Special Levy Pre-Authorized Payments and to not deposit any further Special Levy cheques received from Owners. An internal audit of the Phase II Special Levy funds collected and the costs incurred to the effective date will be conducted in January, 2018. An update will be provided in the February 2018 Minutes.

3. **Boiler Venting / CO Monitor Installation**

   The Council directed the Community Manager to contact Royal City Fire Supplies Ltd. to schedule the installation of the CO monitor in the mechanical room when the Caretaker returns from vacation.

4. **16th Floor & B2 Carpet Damage**

   Back in the middle of September, an unknown substance was dragged from a unit on the 16th floor that soiled the 16th floor hallway carpet with a foul smell that further extended into both elevators and the carpet runners on the B2 level. The cost to clean the effected areas and replace the damaged carpets is being assessed by the Council President, who is to report back to the Community Manager. All expenses associated with this incident will be charged back to the 16th floor Owner responsible for the damage caused to common property.

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5. **New Elevator Pads**

The Council is still waiting for an official estimate from Protex Elevator Pads. The Council selected royal blue as the colour for the pads. The Community Manager is to follow-up with the supplier.

6. **Emergency Generator**

The Council discussed an earlier recommendation from Power-West Industries Ltd. concerning the replacement of the emergency generator power transfer switch. The recommendation is based on the age of the switch and that it could fail at any time. The $10,000.00 estimated cost is to be included in the 2018 Budget. Council directed the Community Manager to obtain a quote from three qualified electricians for the purposes of attempting to acquire the power transfer switch at a lower cost and to determine whether or not an electrical permit is required to complete the work.

COMMITTEE REPORT

1. Privacy Committee – Nothing to report at this time concerning the continuing development of the Privacy Policy.
2. Safety Committee – The Community Manager was asked to follow-up with an earlier quote ($400.00 - $500.00) received from Kathy Sullivan at Imperial Paddock Pools Ltd. concerning Vancouver Coastal Health's requirement that the building have a Pool Safety Plan in place.
3. Landscaping Committee – The Council discussed dissatisfaction with the current gardener's lack of communication, making it difficult to determine whether or not the requested work is being completed. Prior to considering the proposed contract renewal from Fuji Gardening Services, the Council requested the Community Manager to recommend three new gardening contractors for the Landscape Committee Member to meet with.

CORRESPONDENCE

1. **Strata Lot in 5th Floor; Special Levy Refund Letter** – Council reviewed the special levy fine refund letter sent to the Owner. No further action is required and the matter is closed.

2. **Strata Lot in 1st Floor; In Arrears and 21 Day Notice** – The Owner has since provided authorization to withdraw the outstanding amount from his bank account. This matter is now closed.

3. **Strata Lot in 6th Floor; Laundry Suggestion** – Council reviewed the response letter sent to the Owner, who suggested the rates in the laundry room be increased. This suggestion will be considered after the current Laundry Contact expires in 2019.

4. **Strata Lot in 9th Floor; Short Term Rental Violation** – Council reviewed the response letter sent to the Owner, who had written to report a short term rental violation involving an Airbnb rental. As the rental consisted of shared accommodation with the current resident, it is not considered a violation of the Strata's bylaws. The matter is now closed.

5. **Strata Lot in 3rd Floor; Noise Violation** – Council reviewed the Notice of Violation sent to the Owner and was informed by the Community Manager that the tenant is moving out at the end of December. That being the case, no further action is required and the matter is now closed.

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6. **Strata Lot in 3rd Floor; Renovation Request** – Council reviewed and approved a renovation request form the Owner to replace the flooring in the suite.

NEW BUSINESS

1. **Strata Lot in 15th Floor; Request to Repair Window** – Council reviewed a request from the Owner claiming a repair of the bedroom window seal is required. Council instructed the Community Manager to send the Resident Caretaker to investigate and assess the issue, and to report back to Council to determine how to proceed.

2. **Hot Tub Repair Update**
The Community Manager is to follow-up with the Resident Caretaker concerning the status of the repairs to the hot tub.

3. **Damages Caused by Unique Restoration; Damage Log**
The Community Manager will maintain a Damage Log to record damage to the property caused by Unique Restoration Ltd. during the course of the exterior repairs.

4. **Deficiency Questionnaire**
The Community Manager affirmed that a Deficiency Questionnaire will be issued to all Units at the conclusion of the Phase II work, similar to what occurred with Phase I.

5. **Preparation of 2018 Budget**
The Treasurer requested a hard copy of the 2018 budget preparation spread sheet. The Treasurer will pickup the document from Tribe Management's office on Friday, December 8th.

6. **Hiring a Consultant to Investigate the Spike in July Gas Consumption**
The Treasurer will contact McCuaig & Associates Engineering Ltd. directly to investigate the source of an incident that occurred in July when the building's gas consumption spiked at more than triple the consumption for the same period last year.

7. **Disposal of Construction Materials in Garbage Bin**
Owners are reminded that construction material is not to be disposed of in the garbage bin. Instead, such material should be disposed at the appropriate City Transfer Station by your contractor.

8. **2018 AGM**
The Council directed the Community Manager to arrange for the 2018 AGM to be held on Wednesday, February 28th at the Residence Inn Marriott, the same venue as last year's AGM.

9. **Employee Christmas Bonus**
The Council approved the 2017 Christmas Bonus for the Resident and Relief Caretakers.

10. **Applying Refunds to Late Fines and Arrear Amounts**
The Council advised the Community Manager to ensure refunds from the Phase II Project are applied to any outstanding fines or arrear amounts prior to returning funds to an Owner.

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11. **Financial Audit**
The Council directed the Community Manager to secure a spot with Reid Hurst Nagy Inc. to conduct the Strata Corporation's Financial Audit in preparation for the 2018 AGM.

12. **Christmas Decorations in the Lobby**
The Council discussed a suggestion from an Owner on the 10th floor to add more Christmas decorations to the lobby area. The Council consider the current Christmas decorations are simple but effective.

The Community Manager departed at 9:00 p.m. and the Meeting contiued

13. **Bulk Purchase by Developer/Investor**
It has come to the Council's attention that a group of Owners have entered into discussions with a real estate broker for the purpose of selling their suites to a developer/investor in the form of a bulk purchase. One aim of this bulk purchase is for the buyer to obtain a controlling or majority vote of the Owners and assume control of the Council and The Lamplighter.

The Council wishes to inform all Owners that Council, unanimously, does not support nor endorse this initiative. In addition, the Council wishes to express its commitment to upholding the mandate handed to it by the majority vote of Owners at the Special General Meeting held on July 5, 2017 to not enter into a marketing contract with a real estate broker and hence, a mandate to not sell the building.

MEETING ADJOURNMENT
The meeting was terminated at 10:00 p.m.

NEXT MEETING
The next Council Meeting will be held on January 3, 2018 at 7:00 p.m. in the Council Office.

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

Community Manager: Phil Seo | 604-343-2601 Ext.725 | E. phil.seo@tribemgmt.com
Community Coordinator: Rosanna Tan| 604-343-2601 Ext.723 | E. rosanna.tan@tribemgmt.com

December 6, 2017

TO: The Owners, Strata Plan VR178

FROM: Strata Council

RE: Temporary Suspension and Partial Refund of Phase II Special Levy

Dear Owners:

**** IMPORTANT NOTIFICATION ****

As the projected cost of Phase II is now expected to be well under budget, effective December 31, 2017, Council has directed the Community Manager to temporarily suspend all Special Levy Pre-Authorized Payments and to not deposit any further Special Levy cheques received from Owners. An internal audit of the Phase II Special Levy funds collected and the costs incurred to the effective date will be conducted in January, 2018. An update will be provided in the February 2018 Minutes.

The Strata Council

December 18, 2017

TO: The Owners, Strata Plan VR178

FROM: Strata Council

RE: Notification of Potential Bulk Sale of Suites

Dear Owners:

The role and responsibilities of the Strata Council is to act as the managing body for the strata corporation, to make daily decisions that enable the strata corporation to operate smoothly and according to the Strata Property Act, regulations, bylaws and rules, as well as operate according to the majority vote of Owners. Included in those responsibilities is a duty to inform Owners of any and all information it becomes aware of that could impact the value or enjoyment of an Owners' property.

To the later point. It has come to Council's attention that a group of Owners have entered into discussions with a real estate broker for the purpose of selling their suites to a developer/investor in the form of a bulk purchase. A method of selling also known as a unit assembly. One aim of such bulk purchases is sometimes for the buyer to obtain a controlling or majority vote of the Owners and assume control of the building.

In receiving this information, your Strata Council wishes to inform all Owners that Council, unanimously, does not endorse this initiative. In addition, your Strata Council wishes to express its commitment to upholding the mandate handed to it by the majority vote of Owners at the Special General Meeting held on July 5, 2017 to not enter into a marketing contract with a real estate broker and hence, a mandate to not sell the building.

While the bulk sale of suites to a developer/investor may be disconcerting to some Owners, the Strata Council has no authority nor intention to stop the sale of a suite as every Owner has the right to sell their suite as they see fit.

It is the Strata Council's hope that all Owners will act in a respectful manner towards other Owners and if troubled by this initiative, you are encouraged to present your questions or concerns directly to the Strata Council to be properly and uniformly addressed. And while Owners are within their right to post information concerning this initiative as a way to inform other Owners, under no circumstances are Owners permitted to post or circulate any material that reveals the personal information of, or identifies, an individual(s) without that individual's expressed consent.

The Strata Council

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Minutes of the Strata Council Meeting
Strata Plan VR178 – The Lamplighter
Held on Wednesday, November 1, 2017
at 7:00 pm in the Council Office at 1146 Harwood Street, Vancouver, BC V6E 3V1

IN ATTENDANCE:	Sam Prochilo	President, Privacy and Safety Committee
	Sonia Hyttenrauch	Member at Large
	Andy Humphreys	Member at Large
	Jasmine Pahl	Landscaping Committee
	Gerry Fanaken	Treasurer
	Nir Shaham	Member at Large

PROPERTY MANAGER: Kelly Hannah — Tribe Management Inc.

1. CALL TO ORDER

The meeting was called to order at 7:04 pm.

2. RESIGNATION OF COUNCIL MEMBER – ISABELLE GROC

Council received and accepted the resignation of Council member Isabelle Groc.

3. CARETAKER'S REPORT

Pacific Mechanical Systems Ltd. was called due to no hot water on October 7th. The problem was attributed to a glitch in the system that monitors/controls the boilers. The boilers were back in service the next day but additional servicing was required a few days later.

The swirl pool was temporarily closed due to a broken hose clamp. Imperial Paddock Pools Ltd. (Imperial Paddock) delivered the required clamp, which was installed by the Caretaker.

Vancouver Coastal Health (VCH) completed a follow-up inspection of the pool area. During the inspection, it was noted that the water circulation flow needs to be increased and completion of a pool safety plan is still outstanding. All other items earlier identified at the previous inspection have been addressed to the satisfaction of the VCH inspector. The Caretaker will work on devising the pool safety plan with the assistance of the VCH inspector.

In addition, the pool filter valve has a minor leak requiring the water in the pool to be topped off every several days. Imperial Paddock will be instructed to replace the filter valve the same time they're on site adjusting the water circulation flow rate.

The three small recycle bins in the garbage area for refundable bottles and cans have been replaced with two large city recycling blue bins for containers.

Fuji Gardening Service Ltd. has planted spring tulip bulbs and winter pansies in the front garden area.

There was an intruder spotted in the parkade on the weekend of October 8th. The intruder was subsequently scared off the property. There were no signs of forced entry nor signs of property damage.

Residents are reminded to be mindful of building security. Do not allow strangers to follow you into the building through the front door. Stop and wait for the parkade gate to close before driving away. Council will consider fines for those found to be violating these basic security rules.

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The heat in the common areas has been turned on for the winter.

The inside of the elevator doors have been painted to remove scratches.

There was a move-in on the 12th floor with no damage to common property.

The timer for the garage fans required servicing as it failed to switch on the fans during the morning run cycle.

The Caretaker verified that, similar to the floor cleaning/waxing recently completed for the B2 level, the B1 level and laundry room floors should be cleaned and wax too.

The electronic start on the backup generator failed during a routine test. The old mechanical distributor that had been kept on site was reinstalled on a temporary basis while Council await a quote from Power-West Industries Ltd. to replace the electronic start.

A representative from Protex Elevator Pads took measurements of the west elevator car and a quote to provide new elevator pads is to follow. The new pads are to cover all four interior walls of the elevator car.

4. APPROVAL OF AGENDA

It was **MOVED / SECONDED** to approve the meeting Agenda as circulated.

CARRIED

5. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED** to approve the Minutes of the Council meeting held on September 6, 2017 as circulated; no errors or omissions were reported.

CARRIED

No minutes were issued in October as the Council meeting failed to meet quorum.

6. BUSINESS ARISING FROM THE PREVIOUS MINUTES

A. <u>Water Pooling at the Front Entrance Steps</u>

Council earlier reviewed a quote between meetings from Modern Drainage Ltd. following their investigation of the drainage issue at the front steps of the building. The quote for repairs in the amount of $6,290.00 + GST was approved by Council and the work was undertaken shortly thereafter. Subsequent rains show the repairs have alleviated the water pooling at the front entrance that plagued residents and visitors last winter.

B. <u>Exterior Repair Project</u>

- **<u>Phase I</u>**

i.Chargebacks – Balcony Door Installation and Enclosure Removal

Council earlier reviewed and verified the chargebacks to those Owners who required the installation of a balcony door together with the removal of a balcony enclosure.

Council reviewed an Owner's request that a letter be issued in connection with the installation and payment of the balcony door stating the Owner will not be subject to a repeat charge should a majority of Owners elect to replace the balcony doors in the future. It was agreed by Council that a letter be issued to all such Owners stating that if, at the time the Strata Corporation moves ahead with a project to replace the balcony doors and if at that time, the balcony doors installed during the Exterior Repair Project are still up to code and not in need of replacement as directed by the project's engineer, that the Owners who paid for the installation of a balcony door during the Exterior Repair Project would be exempt from having to pay the assessed cost per unit for replacing the

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balcony doors throughout the rest of the building. If, however, the balcony doors installed during the Exterior Repair Project are not up to code at that time and must be replaced as directed by the project's engineer, then those same Owners would not be exempt from having to pay the assessed cost per unit for replacing the balcony doors throughout the entire building.

Council reviewed another request from the same Owner. This request to have the chargeback for the balcony door installation reduced the equivalent of 8 hours of pay for lost wages caused by the Owner having to take time off work in order to provide access to the contractors. Upon review and discussion of the circumstances, Council agreed that no reduction is warranted since providing access to contractors is the responsibility of all Owners and any request that contractors accommodate an Owner's availability is done on a best efforts basis.

ii. Invoicing

Council reviewed Phase I Certificate of Payments 11 (Last for completed work) in the amount of $20,577.38 and 12 (Release of Holdback) in the amount of $31,522.39. Both invoices were approved for payment from the Phase I Special Project Fund. The Treasurer noted that any cash interest received on the balance held in the holdback bank account is the property of the Strata Corporation and should be transferred to the Phase I Special Project Fund upon closing of the holdback bank account. The Property Manager indicated that the Phase I holdback bank account is likely being used for the Phase II holdback funds as well and that she would discuss the matter with the Tribe Management Inc. accounting team.

Council reviewed and approved the second and last invoice from Tribe Management Inc. in the amount of $3,335.10 for services associated with Phase I. Payment of the invoice was issued from the Phase I Special Project Fund.

iii. Deficiency Reporting

The Property Manager noted that a Deficiency Questionnaire was recently distributed to the North Side residents and that some responses have already been received. Responses to the questionnaire are to be collated and forwarded to Sense Engineering Ltd. for review with Unique Restoration Ltd.

- **Phase II**

i. Invoicing

Council reviewed for payment two invoices from Sense Engineering Ltd. for their consulting services. For services completed in the month of September, the invoice in the amount of $9,327.27 had been reviewed earlier and payment approved prior to the meeting, and for services completed in the month of October, payment of the invoice in the amount of $9,316.75 was approved.

In addition, Council reviewed and approved for payment Certificate of Payment 3 in the amount of $92,047.63 payable to Unique Restoration Ltd. for work completed.

Lastly, Council reviewed and approved for payment invoice #3 from Tribe Management Inc. in the amount of $4,520.09.

Payment of all four invoices were issued from the Phase II Special Levy Fund.

ii. Project Progress

Council reviewed several Site Reports and project updates submitted by Sense Engineering Ltd. detailing the ongoing progress of the Phase 2 repairs. It was noted that

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the repairs appear to be progressing faster than anticipated and with fewer issues compared to Phase I.

Council reviewed and approved the Proposed Change Order #1 recommendations from Sense Engineering Ltd. Recommendations included replacing the soffit panels located under the pool room area, repainting the guardrails of the west and south elevation exit stairwells, and painting of the roof level mechanical room exterior walls. The cost of Proposed Changer Order #1, excluding taxes, is $19,975.00.

Council also reviewed a report from an Owner on the 15th floor concerning needed repairs to the unit's balcony railing. The report is to be forwarded to Unique Restoration Ltd. to effect repairs.

C. <u>Privacy Policy</u>

The Privacy Officer noted one of the recommendations proposed by the lawyer who drafted the privacy policy is to establish an email address dedicated to privacy inquiries only. In accordance with that recommendation, email address **privacy.officer@shaw.ca** has been setup. Owners wishing to communicate with the Strata Corporation's Privacy Officer regarding a privacy matter are directed to use this address going forward.

D. <u>CO Monitor Installation in Boiler Room</u>

Council reviewed and accepted a quote from Royal City Fire Supplies Ltd. in the amount of $730.89 to install a CO monitor in the boiler room following concerns the venting for the boilers could become dislodged and leak CO into the boiler room. The CO monitor will be equipped with a strobe light located outside the boiler room that will flash when CO is detected. Thus, alerting persons to call the fire department instead entering the boiler room. The Property Manager was instructed to proceed with scheduling the installation.

E. <u>Replacement of Emergency Generator Automatic Power Transfer Switch</u>

Council reviewed earlier Council correspondence between meetings concerning the replacement of the emergency generator power transfer switch as a maintenance item. In that correspondence, Council had decided to defer the matter until the upcoming AGM and include the cost as a 2018 budget item.

7. FINANCIAL REPORTS

A. <u>July, August & September 2017 Financial Statements</u>

Questions were raised earlier concerning the gas consumption rate experienced in July, which saw the rate triple. The President agreed to access the Strata Corporation's FortisBC account online to review the building's historical consumption rates and report back to Council.

It was **MOVED / SECONDED** to approve the July, August and September financials as circulated.

CARRIED

B. <u>Accounts Receivable Balances</u>

Council reviewed correspondence from an Owner that had incurred $75.00 worth of fines for non-payment of the monthly Strata fee for the months of July, August and September. The Owner had taken issue with the fine levied for September as permission to begin payments had been given to Tribe Management Inc. on the second to last day of August. However, the Property Manager noted that the lead time to submit the pre-authorized payment file to the bank for processing is one week before the end of the month. Thus, the Owner's September payment could not be processed. Council agreed to grant leniency to the Owner and waived the September fine of $25.00. The fines for July and August are to stand as applied.

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The Property Manager noted that, with the exception of one Owner, all Owners had paid or were making payments on the Phase II Special Levy. Council directed the Property Manager to continue applying the monthly fine of $25.00 to any Owner in arrears. Council also directed that the Property Manager to issue a 21-day payment demand letter to the one Owner who has failed to make any payments towards the Phase II Special Levy. The issuance of the demand letter unit will begin the process of eventually placing a lien on the Owner's unit.

In reviewing outstanding Strata fee payments, the Property Manager identified one Owner who is approximately four months behind in Strata fee payments. Council directed the Property Manager to issue a 21-day payment demand letter to the Owner for the unpaid Strata fees.

8. COMMITTEE REPORTS

A. Privacy Committee

As reported earlier in these minutes.

B. Safety Committee

There was nothing to report from the Safety Committee.

C. Landscaping Committee

The Landscaping Committee representative discussed ongoing directives given to Fuji Gardening Service Ltd. The Property Manager agreed to follow-up with the landscaper regarding a list of items previously agreed upon for completion.

The representative recommended the earlier approved purchase of soil be delayed until the Spring as the spring bulbs have already been planted. Council agreed to delay the soil purchase.

9. NEW BUSINESS

A. Water Damage – 5th Floor Unit

The Property Manager presented correspondence from the Caretaker regarding the investigation of a water leak potentially coming from a unit on the 6th floor that caused a water blister to form on the bathroom ceiling of the 5th floor unit directly below. The Caretaker was unable to determine the origin of the water leak and the water blister later disappeared. There has been no reoccurrence reported.

B. 16th Floor & B2 Flooring

Council discussed an incident that occurred on or about September 15th. involving a unit on the 16th floor. A person(s) from the 16th floor unit in question dragged foul smelling garbage along the 16th floor hallway into the east side elevator and down to the B2 level. The garbage was then dragged along the carpet runner on the B2 level and into the parkade. On September 17th, an attempt to clean the 16th floor hallway carpet, the carpet in both elevators and the carpet runners on the B2 level was unsuccessful.

All the soiled carpets were eventually removed by Nikls One Call Property Services and are to be replaced. At this time, only the carpet in both elevator cars ($150.00 + labour) has been replaced. The carpet in both elevator cars was replaced as they were both affected by the foul smell. The carpet runners for the B2 level and the temporary carpet runners for the 16th floor hallway have been ordered. The installation of the permanent carpet for the 16th floor hallway will be completed after the Phase II exterior repairs are completed.

Council agreed that the total cost of the cleanup, including the cost to strip and wax the B2 level floor, the replacement cost of all the damaged carpets, and the cost of the temporary

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carpet runners purchased for the 16th floor hallway are all to be charged back to the Owner of the 16th floor unit.

The Property Manager has been instructed by Council to issue a letter to the offending Owner detailing the costs incurred to date and to inform the Owner of the anticipated costs expected to complete the repairs. The final amount will be known after all the repairs have been completed.

C. July Gas Expense

Council discussed the building's gas consumption rate for the month of July, which saw the rate more than triple from the same period last year resulting in the building's FortisBC gas expense rising to about $6,200.00 for the July billing period compared to the $3,000.00 budgeted for the month.

The Property Manager spoke with FortisBC earlier about the increase and was informed that a technician had been dispatched 3 times during the month of July to check the meter as they had detected a sharp increase in the building's consumption. The Treasurer noted that he expects the gas expense for the year to be close to budget.

D. Washing Machine #5 / Laundry Rate Suggestion

The Property Manager informed that Coinamatic had increased the laundry rate on machine #5 from $1.50 to $2.00 without prior consultation following a repair to the machine. Coinamatic later adjusted the laundry rate back to the original $1.50 amount after the Property Manager explained there is a service contract in effect with VR178.

Council discussed an Owner's suggestion that the laundry and dryer rate be increased to $1.75 to closer align the rate with current market rates. Council noted that the current service contract with Coinamatic expires in 2019 and contains no provisions for a price increase. As such, the Owner's suggestion could not be considered at this time.

E. Recommendation for New Elevator Pads

Council reviewed a recommendation form an Owner that the elevator pads be replaced. In response, the Property Manager contacted Protex Elevator Pads, who will provide a quote for Council's review.

F. Caretaker – Vacation Request

Council reviewed a vacation request from the Caretaker for the period November 27 to December 11, 2017. Council approved the request and instructed the Property Manager to arrange vacation coverage with Five Star Building Maintenance Ltd. Coverage times are to be Monday to Friday from 8:00 am until 12:00 Noon. Responsibility for the end of day closing of the laundry room and pool area will be assumed by the current relief caretakers.

G. Renovation Request – 6th Floor Unit

Council reviewed and approved a renovation request from an Owner on the 6th floor. The request was for painting, replacing carpet in both the living room and bedroom, and replacing baseboards as required. Council noted that the Owner should make the contractor aware of the hot water pipes that extend along the base of the walls so that they are not punctured by the installation of the carpeting and to note that baseboards should be glued on, not nailed, for the same reason.

H. Renovation Request – 9th Floor Unit

Council reviewed and approved a request from an Owner on the 9th floor. The request was the installation of a liner over the existing bathtub and surrounding wall.

I. Garbage Contract and Credit

Tribe Management Inc. 419–1155 W Pender St. Vancouver, BC, V6E 2P4. Phone/Fax 604-343-2601. **tribemgmt.com**

Council reviewed a proposal from Waste Connections of Canada, the Strata's waste management contractor, informing Council that the current contract is about to end and as such, they provided renewal contract details.

In reviewing the proposal with Council, the Property Manager informed there's an unpaid balance of $1,741.00 under the current contact. The unpaid balance stems from being erroneously charged in the past for organic waste disposal, which is a service provided by the City. Council instructed the Property Manager to inform Waste Connections that Council will accept extending the current terms for another year. In addition, the Property Manager is to inform Waste Connections that the Strata Corporation is refusing to pay the $1,741.00 as it is an invalid charge and should be reversed.

J. Caretaker's Unit – Invalid Lien

Council discussed the release of an invalid lien on the Caretaker's unit. The lien dated back to 1993 and originated from a loan taken out against the unit to finance a re-piping project at the time. The loan had long since been paid but the bank had not released the title on the unit. The Council President contacted Coast Capital Savings and arranged for the release after paying a $75.00 fee.

K. Request to Repair Balcony Door – 4th Floor Unit

Council reviewed and approved a request from an Owner on the 4th floor. The request was to address an issue with the balcony door not locking nor sealing properly. Council instructed the Property Manager to arrange for the repairs at the Strata's expense.

L. Tribe Plaque for Front Door

The Strata Manager confirmed with Council that it is not opposed to Tribe Management Inc. placing a plaque at the front door with Tribe's contact information.

10. CORRESPONDENCE

A. Short-Term Rentals - Airbnb

Council reviewed correspondence from an Owner on the 9th floor. The Owner expressed concerns over short term rentals associated with Airbnb operating within the building, specifically, a unit on the 14th floor. The 14th floor unit in question had previously been investigated for possible violation of bylaws prohibiting short term rentals but was eventually found to be in compliance since the offering of shared accommodations is not considered a rental situation. In other words, shared accommodations for any length of time is not a violation of the Strata's bylaws.

Council also reviewed a suggestion from the same Owner that the Strata's bylaws be amended to increase the minimum length on rentals to 6 months. After some discussion, Council agreed that such an amendment would not address the Owner's concern of attempting to eliminate Airbnb from operating within the building. Thus, Council will not pursue the matter. The Owner was thanked for the suggestion.

Tribe Management Inc. 419–1155 W Pender St. Vancouver, BC, V6E 2P4. Phone/Fax 604-343-2601. tribemgmt.com

B. <u>Noise Complaint</u>

Council reviewed a noise complaint for a pre-existing situation that appears to have escalated between two units on the 3rd floor. Council requested the Property Manager issue a bylaw infraction warning letter to the Owner of the offending unit.

11. NEXT MEETING

The next Council Meeting is scheduled on December 6th, 2017.

12. MEETING TERMINATION

There being no further business, the meeting concluded at 8:33 PM.

ATTENTION:

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

Community Manager: Kelly Hannah | T: 604.343.2601 ext. 716 | E: kelly.hannah@tribemgmt.com
Community Coordinator: Rosanna Tan | T: 604.343.2601 ext. 723 | E: Rosanna.tan@tribemgmt.com
Accountant: Etsuko Akiyama | T: 604.343.2601 ext. 705 | E: etsuko.akiyama@tribemgmt.com

Note, Tribe Management Inc. will be launching a new web portal in the coming months for Owners to access Forms and other information for The Lamplighter. Owners will be contacted in due course with registration and log-in information.

Tribe Management Inc. 419–1155 W Pender St. Vancouver, BC, V6E 2P4. Phone/Fax 604-343-2601. **tribemgmt.com**

MINUTES OF THE ANNUAL GENERAL MEETING
STRATA PLAN BCS 3888, CALERA
SECTION 2, RESIDENTIAL
HELD ON SEPTEMBER 26, 2017

A. CALL TO ORDER / WELCOME

The meeting was scheduled to begin at 7:30 PM. In accordance with the Corporation's Bylaw 33(1) "If at the appointed time for an Annual or Special General Meeting, a quorum is not present, the meeting shall stand adjourned for a period of ten (10) minutes, whereupon the adjourned meeting shall be reconvened at the same place and the eligible voters then present in person or by proxy, shall constitute a quorum." As it was already 10 minutes past the scheduled time for the meeting to begin, the Residential meeting was called to order at 7:44 PM.

B. CALLING OF THE ROLL AND CERTIFICATION OF PROXIES

The Strata Agent confirmed that 20 owners were represented: 17 in person and 3 by proxy. A quorum was established in accordance with the requirements of the Strata Property Act and the meeting proceeded.

C. FILING PROOF OF NOTICE OF MEETING

IT WAS MOVED by Unit 367, **AND SECONDED** by Unit 407, that filing of the proof of notice of the meeting had been done as required by the Strata Property Act. **MOTION CARRIED.**

D. ADOPTION OF THE AGENDA

The Strata Agent proposed an amendment to the Resolution under Section H. 1. to correct the contribution year to current fiscal. It was amended to read "The Strata Council is hereby authorized to transfer the surplus existing at the end of the 2016-2017 fiscal year to the Residential Section Contingency Reserve Fund (after the transfer to the 2017/2018 Operating Budget has been done)."

IT WAS MOVED by Unit 416 **AND SECONDED** by Unit 216 to adopt the changes to agenda.

IT WAS MOVED by Unit 368 **AND SECONDED** by Unit 119 to adopt the amended agenda as presented. **MOTION CARRIED.**

E. ADOPTION OF THE MINUTES OF THE PREVIOUS GENERAL MEETING

One of the owners pointed out a typo on page 5, section I – item 1, the third word should read from and not form, and proposed that it be changed.

IT WAS MOVED by Unit 124, **AND SECONDED** by Unit 258, to amend the minutes of the Annual General Meeting held September 15, 2016. **MOTION CARRIED.**

IT WAS MOVED by Unit 124 **AND SECONDED by** Unit 258 to adopt the amended Minutes of the Annual General Meeting held September 15, 2016. **MOTION CARRIED.**

F. REPORT ON INSURANCE

1. Current Policy

   The Strata Agent reviewed the Strata Corporation's current insurance policy for October 1, 2016 to October 1, 2017 which is held by HUB International Coastal Insurance Brokers. The Strata Corporation is insured for $24,500,000 at a cost of $66,117.

Since the Annual General Meeting, the insurance has been renewed with HUB International Coastal Insurance Brokers for October 1, 2017 to October 1, 2018 for $26,117,000. A copy of the Summary of Insurance is attached to these minutes.

Council reviewed the policy for the additional directors and officers liability insurance for the Residential Section. This has been put in place in case of a dispute arising between the two individual sections.

2. Owners Personal Homeowner's Insurance

Owners are reminded that the Strata Corporation's insurance policy does not cover personal belongings nor improvements, which may have been made to the strata lot since originally built. Owners who have made improvements to their strata lots, such as flooring upgrades, appliance upgrades, cabinet upgrades, or the installation of other fixtures or chattels, must ensure that all of these are reported to their homeowner insurers, and that they have coverage to allow for these improvements to be restored in case of a major loss. Owners are also responsible to ensure that they obtain insurance for their personal belongings as well as for personal liability in case of a civil lawsuit against them. It is recommended to obtain coverage for accommodation in case of earthquake or fire, etc.

Owners are further reminded to ensure that they query their broker about obtaining coverage to "buy down" the Strata Corporation's insurance deductible which can be a significant amount to the level of their homeowner's insurance deductible. The deductible for water damage is $10,000. The deductible under the Strata Corporation's insurance in case of an earthquake would be 10% of the appraised value of the Strata Corporation. Owners should make sure that if there was a Special Levy to collect the 10% that the Owner's insurance will cover them for this portion. A number of homeowner insurance policies do not provide this coverage as a matter of course, and this should be specifically requested.

Deductible amounts, terms, etc. may change from year to year upon renewal. Owners should not rely on past summaries. **Council recommends that owners provide the Summary of Insurance, attached, to their personal insurance broker for their unit, so that the broker is aware of any changes to the Strata Corporation's insurance coverage.**

G. FINANCIAL REPORT

1. Financial Report

The Strata Agent reviewed with Owners the Income Statement and Balance Sheet for ten months ended July 31, 2016. At that time there was a surplus of $27,117.81.

2. Proposed Operating Budget

The proposed Operating Budget for the 2017-2018 fiscal year was then discussed where the projected 2016/2017 year-end surplus of approximately $20,000 was shown. As it was proposed to transfer $10,000 of this into the new operating budget, a resolution was presented later in the meeting to propose the remaining surplus be transferred to the Residential Contingency Reserve Fund. An owner asked a question and it was answered, the meaning of "CRF" was given to be Contingency Reserve Fund.

There being no further discussion on the budget, **IT WAS MOVED** by Unit 226, **AND SECONDED** by Unit 367, to adopt the proposed budget as presented. **MOTION CARRIED,** with none opposed.

3. Proposed Strata Fees

As the proposed operating budget was accepted, the strata fees will be as included with the Annual General Meeting notice. For Owners convenience, a combined fee schedule will be included with these minutes for ease of payment.

a. Owners who submit post-dated cheques should make out a series of cheques October 1, 2017 to September 30, 2018 payable to **'The Owners, Strata Plan BCS 3888, In Trust'** and mail them to the office of: Hugh & McKinnon Realty Ltd. 14007 – 16 Avenue White Rock, BC V4A 1P9. **Owners should note that there is an increase to strata fees for 2017-2018.**

b. Owners utilizing the preauthorized payment plan need not make any arrangements. **The payment for October will be taken out at the new rate.**

c. Owners wishing to utilize the pre-authorized payment plan may obtain an enrolment form by calling Bev Mellenger at 604-541-5209.

H. RESOLUTIONS

1. TRANSFER SURPLUS TO THE CONTINGENCY RESERVE FUND

As was explained during the review of the proposed budget there is a projected surplus for the end of the year, and as it anticipated there will be more surplus funds than what is proposed for the new budget, any remaining surplus is to go into the Contingency Reserve Fund for the Residential Section.

IT WAS MOVED by Unit 309, **AND SECONDED** by Unit 368, to adopt Resolution 1 as follows:

BE IT RESOLVED as a Resolution of the owners of Strata Plan BCS 3888, Section 2 - Residential, the Strata Council is hereby authorized to transfer the surplus existing at the end of the 2016-2017 fiscal year to the Residential Section Contingency Reserve Fund (after the transfer to the 2017/2018 Operating Budget has been done).

The question was called and a vote was taken by a show of hands. The **MOTION CARRIED,** with none opposed.

I. NOMINATIONS AND ELECTION OF STRATA COUNCIL

The Strata Agent thanked the outgoing Council for all their time and efforts over the past year. As per the Strata Act, you can elect from 3-7 members. The following outgoing Residential Council Members allowed their names to stand for election:

Marco P, AJ K, Kal B, Chrissy N, Ruby H. A nomination form was also submitted from another owner, Rick M wishing to stand for Council.

It was then called three times from the floor for further nominations. There being none, **IT WAS MOVED** by Unit 124, **AND SECONDED** by Unit 119, to elect these 6 Owners as the Residential Strata Council for the 2017-2018 fiscal year. A vote was taken by a show of hands. **MOTION CARRIED,** with none opposed.

J. NEW BUSINESS

1. Switch to electronic communications – One owner requested to keep getting hard copies and her name and unit number were recorded.

2 Landscaping – The Strata agent explained that we feel the need for more follow up and inspection of our landscaping and that a volunteer officer would be appreciated. Two Owners volunteered for this task, Lynda B and Rick M. The newly elected Strata Council will review the tasks at the next meeting and assign the tasks to these two volunteers.

One owner expressed frustration with the state of her garden and requested that we find out the landscaping schedule. The Strata Agent has since enquired and was advised that the landscapers work in the complex on Mondays.

3. One owner pointed out that during our meeting a child was in the exercise room which is a contravention of bylaws, one of the Strata Council Members went over to verify the claim and notified the residents, and the child was removed.

4. One of the owners asked about the caretaker – Rick H, and the Strata agent explained that his contract ended August 31, 2017, but he is retained as a contractor on call for the future.

5. Parking violations – A few of the owners expressed frustration with parking at times and observations about bylaw infractions in visitor parking as well as secured parking. The Strata Council voiced their interest in doing more monitoring and enforcement. This will be added to the next council meeting agenda.

K. ADJOURNMENT

There being no further business, the meeting was adjourned at 8:32 PM.

Compiled by: *Jim Clifford, Strata Agent*
Hugh & McKinnon Realty Ltd., Strata Agents
14007 – 16 Avenue, Surrey, BC V4A 1P9

Telephone: *604-531-1909*
Fax: *604-531-4624*
Email: *strata@hughmckinnon.com*

/jc

strataSURE™ **HUB**

Policy No. CBCS3888 — Summary of Coverage

Named Insured:	The Owners of Strata Plan BCS 3888 Calera
Additional Insured(s):	Hugh & McKinnon Realty Ltd.
Mailing Address:	c/o Hugh & McKinnon Realty Ltd., 14007 16th Avenue, White Rock, BC V4A 1P9
Location Address(es):	18818 - 68 Avenue and 6758 188 Street Surrey, BC V4N 6K2
Policy Period:	**October 1, 2017** to **October 1, 2018** 12:01 a.m. Standard Time
Loss Payable to:	The Insured or Order in Accordance with the Strata Property Act of British Columbia.
Insurers:	As Per List of Participating Insurers Attached.

Insuring Agreements		Deductibles	Limit
PROPERTY COVERAGES			
All Property, All Risks, Unlimited Guaranteed Replacement Cost, Bylaws		$1,000	$26,117,000
Unlimited Additional Living Expenses		Included	Included
Water Damage		$10,000	Included
Backup of Sewers, Sumps, Septic Tanks or Drains		$10,000	Included
Earthquake Damage		10 %	Included
Flood Damage		$10,000	Included
Key and Lock Replacement		$250	$25,000
BLANKET EXTERIOR GLASS INSURANCE	Residential	$ 100	Blanket
	Commercial	$ 250	Blanket
COMMERCIAL GENERAL LIABILITY			
Each Occurrence Limit		$ 500	$10,000,000
Coverage A - Bodily Injury & Property Damage Liability - *Per Occurrence*		$ 500	$10,000,000
Products & Completed Operations - *Aggregate*			$10,000,000
Coverage B - Personal Injury Liability - *Per Occurrence*		$ 500	$10,000,000
Non-Owned Automobile - SPF #6 – *Per Occurrence*			$10,000,000
STRATA DIRECTORS & OFFICERS LIABILITY		Nil	$3,000,000
ENVIRONMENTAL LIABILITY POLICY / POLLUTION LEGAL LIABILITY			
Limit of Liability – Each Incident, Coverages A-G		$10,000 Retention	$1,000,000
Limit of Liability – Each Incident, Coverage H		5 Day Waiting Period	$250,000
Aggregate Limit			$1,000,000
COMPREHENSIVE DISHONESTY, DISAPPEARANCE AND DESTRUCTION			
Employee Dishonesty		Nil	$30,000
Broad Form Money & Securities		Nil	$30,000
EQUIPMENT BREAKDOWN			
I Standard Comprehensive Plus, Replacement Cost		$1,000	$26,117,000
II Consequential Damage, 90% Co-Insurance		$1,000	$25,000
III Extra Expense		24 Hour Waiting Period	$100,000
IV Ordinary Payroll – 90 Days		24 Hour Waiting Period	$100,000
PRIVACY BREACH SERVICES		Nil	$25,000
TERRORISM		$1,000	$500,000

This is a generalized summary of coverage for quick reference. In all cases the terms and conditions of the policy in effect are the determining documents

September 15, 2017 - E&OE

STRATA PLAN BCS 3888, CALERA
STRATA FEES
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

RESIDENTIAL

112	6	71	$95.69	$10.56			$145.26	$29.63	$281.14
113	7	70	94.34	10.41			143.22	29.22	277.19
114	8	70	94.34	10.41			143.22	29.22	277.19
115	9	49	66.04	7.29			100.25	20.45	194.03
116	10	49	66.04	7.29			100.25	20.45	194.03
117	11	75	101.08	11.15			153.45	31.30	296.98
118	12	74	99.73	11.01			151.40	30.89	293.03
119	13	49	66.04	7.29			100.25	20.45	194.03
121	96	51	68.73	7.59			104.34	21.29	201.95
122	97	71	95.69	10.56			145.26	29.63	281.14
123	98	71	95.69	10.56			145.26	29.63	281.14
124	99	71	95.69	10.56			145.26	29.63	281.14
125	100	71	95.69	10.56			145.26	29.63	281.14
126	101	71	95.69	10.56			145.26	29.63	281.14
127	102	70	94.34	10.41			143.22	29.22	277.19
128	103	49	66.04	7.29			100.25	20.45	194.03
201	36	53	71.43	7.88			108.44	22.12	209.87
202	35	71	95.69	10.56			145.26	29.63	281.14
203	34	71	95.69	10.56			145.26	29.63	281.14
204	33	49	66.04	7.29			100.25	20.45	194.03
206	32	71	95.69	10.56			145.26	29.63	281.14
207	31	49	66.04	7.29			100.25	20.45	194.03
208	30	49	66.04	7.29			100.25	20.45	194.03
210	29	49	66.04	7.29			100.25	20.45	194.03
211	28	49	66.04	7.29			100.25	20.45	194.03
212	27	49	66.04	7.29			100.25	20.45	194.03
213	26	70	94.34	10.41			143.22	29.22	277.19
214	25	70	94.34	10.41			143.22	29.22	277.19
215	24	87	117.25	12.94			178.00	36.31	344.50
216	23	62	83.56	9.22			126.85	25.88	245.51
217	22	71	95.69	10.56			145.26	29.63	281.14
218	21	71	95.69	10.56			145.26	29.63	281.14
219	20	71	95.69	10.56			145.26	29.63	281.14
220	19	73	98.38	10.86			149.36	30.47	289.07
221	18	71	95.69	10.56			145.26	29.63	281.14
222	17	71	95.69	10.56			145.26	29.63	281.14
223	16	71	95.69	10.56			145.26	29.63	281.14
224	15	71	95.69	10.56			145.26	29.63	281.14
225	14	71	95.69	10.56			145.26	29.63	281.14
226	44	68	91.65	10.11			139.13	28.38	269.27
227	43	68	91.65	10.11			139.13	28.38	269.27
228	42	72	97.04	10.71			147.31	30.05	285.11
229	41	60	80.86	8.92			122.76	25.04	237.58
230	40	60	80.86	8.92			122.76	25.04	237.58
231	39	71	95.69	10.56			145.26	29.63	281.14
232	38	49	66.04	7.29			100.25	20.45	194.03
233	37	54	72.78	8.03			110.48	22.54	213.83
251	122	54	72.78	8.03			110.48	22.54	213.83

STRATA PLAN BCS 3888, CALERA
STRATA FEES
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

RESIDENTIAL

252	123	67	$90.30	$9.96			$137.08	$27.96	$265.30
253	124	67	90.30	9.96			137.08	27.96	265.30
254	104	71	95.69	10.56			145.26	29.63	281.14
255	105	71	95.69	10.56			145.26	29.63	281.14
256	106	71	95.69	10.56			145.26	29.63	281.14
257	107	71	95.69	10.56			145.26	29.63	281.14
258	108	63	84.91	9.37			128.90	26.29	249.47
259	109	50	67.39	7.44			102.30	20.87	198.00
260	110	71	95.69	10.56			145.26	29.63	281.14
261	111	71	95.69	10.56			145.26	29.63	281.14
262	112	71	95.69	10.56			145.26	29.63	281.14
263	113	71	95.69	10.56			145.26	29.63	281.14
264	114	71	95.69	10.56			145.26	29.63	281.14
265	115	70	94.34	10.41			143.22	29.22	277.19
266	116	49	66.04	7.29			100.25	20.45	194.03
267	117	60	80.86	8.92			122.76	25.04	237.58
268	118	60	80.86	8.92			122.76	25.04	237.58
269	119	71	95.69	10.56			145.26	29.63	281.14
270	120	71	95.69	10.56			145.26	29.63	281.14
271	121	55	74.13	8.18			112.53	22.96	217.80
301	67	53	71.43	7.88			108.44	22.12	209.87
302	66	71	95.69	10.56			145.26	29.63	281.14
303	65	71	95.69	10.56			145.26	29.63	281.14
304	64	49	66.04	7.29			100.25	20.45	194.03
305	63	71	95.69	10.56			145.26	29.63	281.14
306	62	49	66.04	7.29			100.25	20.45	194.03
307	61	50	67.39	7.44			102.30	20.87	198.00
308	60	49	66.04	7.29			100.25	20.45	194.03
309	59	49	66.04	7.29			100.25	20.45	194.03
310	58	49	66.04	7.29			100.25	20.45	194.03
311	57	70	94.34	10.41			143.22	29.22	277.19
312	56	70	94.34	10.41			143.22	29.22	277.19
313	55	87	117.25	12.94			178.00	36.31	344.50
314	54	62	83.56	9.22			126.85	25.88	245.51
315	53	71	95.69	10.56			145.26	29.63	281.14
316	52	71	95.69	10.56			145.26	29.63	281.14
317	51	71	95.69	10.56			145.26	29.63	281.14
318	50	73	98.38	10.86			149.36	30.47	289.07
319	49	71	95.69	10.56			145.26	29.63	281.14
320	48	71	95.69	10.56			145.26	29.63	281.14
321	47	71	95.69	10.56			145.26	29.63	281.14
322	46	71	95.69	10.56			145.26	29.63	281.14
323	45	75	101.08	11.15			153.45	31.30	296.98
324	75	72	97.04	10.71			147.31	30.05	285.11
325	74	68	91.65	10.11			139.13	28.38	269.27
326	73	72	97.04	10.71			147.31	30.05	285.11
327	72	60	80.86	8.92			122.76	25.04	237.58
328	71	60	80.86	8.92			122.76	25.04	237.58

STRATA PLAN BCS 3888, CALERA
STRATA FEES
OCTOBER 1, 2017 - SEPTEMBER 30, 2018

RESIDENTIAL									
329	70	71	$95.69	$10.56			$145.26	$29.63	**$281.14**
330	69	49	66.04	7.29			100.25	20.45	**194.03**
331	68	54	72.78	8.03			110.48	22.54	**213.83**
351	143	54	72.78	8.03			110.48	22.54	**213.83**
352	144	67	90.30	9.96			137.08	27.96	**265.30**
353	145	71	95.69	10.56			145.26	29.63	**281.14**
354	125	75	101.08	11.15			153.45	31.30	**296.98**
355	126	71	95.69	10.56			145.26	29.63	**281.14**
356	127	71	95.69	10.56			145.26	29.63	**281.14**
357	128	71	95.69	10.56			145.26	29.63	**281.14**
358	129	63	84.91	9.37			128.90	26.29	**249.47**
359	130	50	67.39	7.44			102.30	20.87	**198.00**
360	131	71	95.69	10.56			145.26	29.63	**281.14**
361	132	71	95.69	10.56			145.26	29.63	**281.14**
362	133	71	95.69	10.56			145.26	29.63	**281.14**
363	134	71	95.69	10.56			145.26	29.63	**281.14**
364	135	71	95.69	10.56			145.26	29.63	**281.14**
365	136	70	94.34	10.41			143.22	29.22	**277.19**
366	137	49	66.04	7.29			100.25	20.45	**194.03**
367	138	60	80.86	8.92			122.76	25.04	**237.58**
368	139	60	80.86	8.92			122.76	25.04	**237.58**
369	140	71	95.69	10.56			145.26	29.63	**281.14**
370	141	71	95.69	10.56			145.26	29.63	**281.14**
371	142	55	74.13	8.18			112.53	22.96	**217.80**
401	85	68	91.65	10.11			139.13	28.38	**269.27**
402	84	62	83.56	9.22			126.85	25.88	**245.51**
403	83	71	95.69	10.56			145.26	29.63	**281.14**
404	82	71	95.69	10.56			145.26	29.63	**281.14**
405	81	71	95.69	10.56			145.26	29.63	**281.14**
406	80	73	98.38	10.86			149.36	30.47	**289.07**
407	79	71	95.69	10.56			145.26	29.63	**281.14**
408	78	71	95.69	10.56			145.26	29.63	**281.14**
409	77	71	95.69	10.56			145.26	29.63	**281.14**
410	76	71	95.69	10.56			145.26	29.63	**281.14**
411	92	68	91.65	10.11			139.13	28.38	**269.27**
412	91	72	97.04	10.71			147.31	30.05	**285.11**
413	90	60	80.86	8.92			122.76	25.04	**237.58**
414	89	60	80.86	8.92			122.76	25.04	**237.58**
415	88	71	95.69	10.56			145.26	29.63	**281.14**
416	87	49	66.04	7.29			100.25	20.45	**194.03**
417	86	54	72.78	8.03			110.48	22.54	**213.83**
451	160	54	72.78	8.03			110.48	22.54	**213.83**
452	161	67	90.30	9.96			137.08	27.96	**265.30**
453	146	71	95.69	10.56			145.26	29.63	**281.14**
454	147	71	95.69	10.56			145.26	29.63	**281.14**
455	148	71	95.69	10.56			145.26	29.63	**281.14**
456	149	63	84.91	9.37			128.90	26.29	**249.47**
457	150	50	67.39	7.44			102.30	20.87	**198.00**

STRATA PLAN BCS 3888, CALERA STRATA FEES OCTOBER 1, 2017 - SEPTEMBER 30, 2018									
RESIDENTIAL									
458	151	71	$95.69	$10.56			$145.26	$29.63	$281.14
459	152	71	95.69	10.56			145.26	29.63	281.14
460	153	71	95.69	10.56			145.26	29.63	281.14
461	154	71	95.69	10.56			145.26	29.63	281.14
462	155	76	102.43	11.30			155.49	31.72	300.94
463	156	60	80.86	8.92			122.76	25.04	237.58
464	157	71	95.69	10.56			145.26	29.63	281.14
465	158	71	95.69	10.56			145.26	29.63	281.14
466	159	55	74.13	8.18			112.53	22.96	217.80
Monthly Total		11,206	$15,103	$1,667	$970.85	$87.52	$20,425	$4,166.38	$42,418.86

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Minutes of the Strata Council Meeting
Strata Plan VR178 – The Lamplighter

Held on Wednesday, September 6, 2017
at 7:00 pm in the Council Office at 1146 Harwood Street, Vancouver, BC V6E 3V1

IN ATTENDANCE:	Sam Prochilo	President, Privacy and Safety Committee
	Gerry Fanaken	Treasurer
	Sonia Hyttenrauch	Member at Large
	Nir Shaham	Member at Large
REGRETS:	Isabelle Groc Doumenc	Member at Large
	Andy Humphreys	Member at Large
	Jasmine Pahl	Landscaping Committee
OBSERVING	Don Hodgins	SL 27
PROPERTY MANAGER:	Kelly Hannah	Tribe Management Inc.

1. CALL TO ORDER

The meeting was called to order at 7:04 PM.

2. APPROVAL OF AGENDA

It was **MOVED / SECONDED** to approve the meeting Agenda as circulated.

CARRIED

3. CARETAKER'S & MANAGER'S REPORT

The Caretaker filed the following report:

- Pacific Mechanical Systems Ltd. repaired a faulty garage exhaust fan on the B2 level.
- Devak Lock & Key Inc. replaced the front door entry key cylinder. However, a follow-up call is required to address an issue with the lock becoming loose and rotating. A second locking ring is required to properly secure the lock. There was no change to the key.
- The new pool safety equipment has been delivered and installed, including the posting of the pool permit. Imperial Paddock Pools Ltd. is formulating a pool safety plan. All these items are to address the requirements of a recent pool inspection by Vancouver Costal Health.
- Ramos Holdings Ltd. has completed the cleaning of the parkade sump pits.
- There were two moves, a move out and a move in for a 4th floor suite. There was no damage to common property.
- Fujitec Canada Inc. made an after hours service call on August 31st to service the east elevator, which was malfunctioning.

Tribe Management Inc. 419–1155 W Pender St. Vancouver, BC, V6E 2P4. Phone/Fax 604-343-2601. tribemgmt.com

4. UNIT OWNER HEARING

The meeting was attended by an Owner who was seeking to clarify the status of her account. Council reviewed the payment history and current arrears with the Owner. The matter was resolved and the Owner settled her account in full.

5. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED** to approve the Minutes of the Council meeting held on August, 2, 2017 as circulated; no errors or omissions were reported.

CARRIED

6. BUSINESS ARISING FROM THE PREVIOUS MINUTES

A. Water Pooling at the Front Entrance Steps

The Property Manager informed Council that the exploratory work by Modern Drainage Ltd. would be conducted in September and that she would follow-up with the contractor to obtain a more definitive date.

B. Exterior Repair Project

- **Phase I**

Council reviewed an invoice from Sense Engineering Ltd. in the amount of $4,620.00 for oversight services related to the Phase I Exterior Repairs.

It was **MOVED / SECONDED** to approve the payment of the invoice from the Phase I Special Project Fund.

CARRIED

The Property Manager stated that special work involving four suites and relating to the installation of missing balcony doors had yet to be allocated to the appropriate Owners. Council requested to review the charges prior to processing the chargeback to the Owners' account.

- **Phase II**

Council reviewed an invoice from Sense Engineering Ltd. in the amount of $11,686.42 for oversight services related to the Phase II Exterior Repairs.

It was **MOVED / SECONDED** to approve the payment of the invoice from the Phase II Special Levy Fund.

CARRIED

Prior to the meeting, Council ratified a decision to pay an invoice from Unique Restoration Ltd. in the amount of $27,492.99 for work completed on Phase II Exterior Repairs. The payment was issued from the Phase II Special Levy Fund.

C. Privacy Policy

Wilson McCormack Law Corporation was contacted earlier and commissioned to draft a Privacy Policy. The Policy was reviewed by Council and some changes have been suggested. The Privacy Officer stated he would prepare a summary of the changes Council would like Wilson McCormack to make.

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D. Issue with Boiler Venting

Council discussed the recent inspection of the boiler venting by McCuaig and Associates Engineering Ltd. (McCuaig), the engineering firm that oversaw the installation of the boiler system, and a representative from the manufacturer. During the discussion, the Treasurer informed Council that he had contacted McCuaig to seek their opinion on an earlier recommendation from Pacific Mechanical Systems Ltd. (Pacific Mechanical) that the boiler venting be completely replaced at a cost of $16,950.00 for reasons claiming the venting was not installed in a safe manner and should be upgraded with new supports, fittings and gaskets. Pacific Mechanical is also claiming the venting was not installed to code.

The Treasurer stated that McCuaig dismissed Pacific Mechanical's claims as totally unfounded because the boiler venting has been fully inspected by the manufacturer and found to be installed to their satisfaction as well having passed inspection by the Provincial Boiler Inspector.

Instead, and on the advice of McCuaig, Council requested the igniters of all three boilers be tested to ensure they are operating correctly and are not causing reverberations throughout the venting. Thus, Pacific Mechanical was contacted to test the igniters and found the igniters to be operating without fault.

Also on the advice of McCuaig, Council requested a carbon monoxide detector be installed in the mechanical room. The Property Manager was instructed to contact Royal City Fire Supplies Ltd. and proceed with the installation.

E. Replacement of Emergency Generator Automatic Transfer Switch

Council reviewed a secondary quote from Simson-Maxwell Ltd. in the amount of $7,500.00 for the power transfer switch located on the emergency generator. Installation would need to be performed by a qualified electrical contractor and was not included in the quote.

The replacement of the power transfer switch is being suggested as a preventative measure by Power-West Industries Ltd. (Power-West), the maintenance company that routinely services the generator.

Power-West had earlier quoted $5,000.00 to replace the power transfer switch, parts and labour. The Treasurer indicated he would consult with McCuaig on the matter and would report back to Council.

F. Parkade Exhaust Fan Repairs

As reported by the Caretaker, Pacific Mechanical Systems Ltd. conducted the repairs of an exhaust fan on the B2 level as required.

G. Pool Repairs

The Property Manager informed that most of the deficiency items earlier identified by the Vancouver Coastal Health Inspector had been addressed. Outstanding is the Pool Safety Plan, which is currently being reviewed by Imperial Paddock Pools Ltd., and the Caretaker will follow-up in due course.

H. Parkade Sump Cleanout

The parkade sump pits have been cleaned by Ramos Holdings without incident. The Property Manager will update the maintenance plan to reflect the cleaning.

7. FINANCIAL REPORTS

A. July 2017 Financial Statements

It was **MOVED / SECONDED** to approve the July financials as circulated.

CARRIED

B. Accounts Receivable Balances

Council discussed the outstanding Accounts Receivables for the Phase II special levy.

It was **MOVED / SECONDED** to approve $25.00 fines for those units that have not paid their levy as of September 1st, 2017.

CARRIED

8. COMMITTEE REPORTS

A. Privacy Committee

The Privacy Committee matters were discussed earlier in the meeting.

B. Safety Committee

There was nothing to note from the Safety Committee at this meeting.

C. Landscaping Committee

The Landscaping Committee representative was absent from the meeting.

9. NEW BUSINESS

There was no new business to discuss.

10. CORRESPONDENCE

A. Regarding Unit Numbers in Minutes

Council discussed correspondence from an Owner regarding strata lot numbers appearing on the published Minutes. The Property Manager discussed with Council the requirements of the Privacy Commissioner of the BC with regards to the content of the Minutes and it was determined including the strata lot number does not violate those requirements.

11. NEXT MEETING

The next Council Meeting is scheduled on October 11, 2017 at 7:00pm.

12. MEETING TERMINATION

There being no further business, the meeting concluded at 8:10 PM.

ATTENTION:

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

Property Manager: Kelly Hannah | T: 604.343.2601 x716 | E: kelly.hannah@tribemgmt.com
Property Manager Assistant: Sherry Su | T: 604.343.2601 x712 | E: sherry.su@tribemgmt.com
Accountant: Etsuko Akiyama | T: 604.343.2601 x705 | E: etsuko.akiyama@tribemgmt.com

Note, Tribe Management Inc. will be launching a new web portal in the coming months for Owners to access Forms and other information for The Lamplighter. Owners will be contacted in due course with registration and log-in information.

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Minutes of the Strata Council Meeting
Strata Plan VR178 – The Lamplighter
Held on Wednesday, August 2, 2017
at 7:00 pm in the Council Office at 1146 Harwood Street, Vancouver, BC V6E 3V1

IN ATTENDANCE:	Sam Prochilo	President, Privacy and Safety Committee
	Gerry Fanaken	Treasurer
	Jasmine Pahl	Landscaping Committee (arrived at 7:30 PM)
	Sonia Hyttenrauch	Member at Large
	Andy Humphreys	Member at Large
	Nir Shaham	Member at Large
ABSENT:	Isabelle Groc Doumenc	Member at Large
OBSERVING	Kathy Hodgins	SL 27
PROPERTY MANAGER:	Kelly Hannah	Tribe Management Inc.

1. CALL TO ORDER

The meeting was called to order at 7:03 pm.

2. APPROVAL OF AGENDA

It was **MOVED / SECONDED** to approve the meeting Agenda as circulated.

CARRIED

3. CARETAKER'S & MANAGER'S REPORT

The Caretaker filed the following report:

Astra Painting repaired and painted the damaged ceiling of a suite on the ground floor that was caused by a water leak from a suite on the 3rd floor.

Nikls One Call Property Services preformed routine preventative maintenance and inspection of the garage entrance gate. No issues were reported.

Lumenix conducted an audit of all existing lighting. A report will be forthcoming and it will be sent to the Property Manager.

Blue Mountain Technologies Inc. repaired the interphone for a suite on the 16th floor. The issue was located in the phone room. In addition, Blue Mountain fixed the postal lock timer, which had not been working for a couple of weeks.

Pacific Coast Mechanical Systems Ltd. inspected/tested and tagged the water back flow valve for the pool water supply, which should be checked annually. This is an item that was identified by Vancouver Coastal Health in a recent inspection.

There were four moves in July; a move out on the 3rd and the 6th floor, and a move in on the 3rd and the 8th floor. No damage to the walls or other common property was incurred during the moves.

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4. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED** to approve the Minutes of the Council meeting held on July 12, 2017 as circulated; no errors or omissions were reported.

CARRIED

5. BUSINESS ARISING FROM THE PREVIOUS MINUTES

A. Water Pooling at Front Entrance Steps

Council reviewed a quote for $1,500.00 + GST from Modern Drainage Ltd. to investigate the situation with the drainage at the front steps by excavating the area in order to determine a solution for improving the current drainage.

The Caretaker indicated that Milani Plumbing, Drainage & Heating (Milani) had come by to have a quick inspection of the area and said they were to return in a few days to take measurements. However, in a subsequent conversation with Milani, the Caretaker explained how confusion developed over Milani wanting to secure payment before they would proceed any further. Milani later failed to follow-up and they did not return to take measurements.

The Property Manager stated it has been difficult obtaining quotes to rectify the drainage issue because the problem is underground and cannot be easily seen. Thus, making it difficult for contractors to determine a repair strategy and to provide a quote.

Council agreed that the repairs to the drainage at the front steps needs to be attended to in timely manner to avoid the water pooling that occurred last year during the rainy season.

It was **MOVED / SECONDED** to approve the quote from Modern Drainage Ltd. to excavate the area and investigate the drainage issue.

CARRIED

B. Exterior Repair Project

- **Phase I – North Side**

The Property Manager discussed with Council the remaining repairs and deficiencies currently outstanding. It was explained that delays had occurred with the completion of the 04 & 05 balconies due to the failure of some caulking comprising the balcony membrane. This was the result of inadequate preparation last year at the time the original caulking was applied.

Selected areas were chosen where the caulking had failed was removed and new caulking applied together with Sense Engineering Ltd. (Sense) conducting adhesion testing afterwards to ensure the caulking was properly applied and will last the expected lifespan of the product. This process involves two weeks of curing time in order to properly conduct the adhesion test. At the time of the Council meeting, the newly applied caulking had tested to the satisfaction of Sense and Unique Restoration Ltd. (Unique) had scheduled the re-caulking of the remaining areas deemed necessary by Sense.

Council raised concerns that Phase I is taking longer to complete than the one month originally forecasted by Unique when work recommenced in May despite Unique requiring additional time to replace the failed caulking. Thus, Council requested the Property Manager press upon Unique to complete Phase I. The Property Manager stated Unique is expecting to allow the 04 and 05 residents access to their balconies in a week or two. Addressing the deficiencies will continue in the interim.

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Council reviewed two invoices from Sense Engineering Ltd. for their services involving project management and the monitoring of the Phase I repairs; one invoice (#9) is for $2,363.88 and second invoice (#11) is for $4,651.96, invoice #10 having been paid earlier. Council also reviewed an invoice from Unique Restoration Ltd. for $24,421.27 for the latest work completed on Phase I.

It was **MOVED / SECONDED** to approve payment of all three invoices noted above from the Phase I Exterior Repair Project Fund.

CARRIED

- **Phase II – East, West & South Sides**

  The Property Manager informed Council that repairs associated with Phase II are progressing. Council requested the Property Manager bring attention to their concerns over asbestos abatement procedures with Sense and Unique.

  The Property Manager noted that Unique had requested access to a unit on the 16th floor in order to conduct repairs that need to extend to the interior of the suite. This is similar to the repairs required to a few of the 16th floor suites on the North side.

  Council reviewed an invoice from Sense Engineering in the amount of $12,754.44 for project management and monitoring of Phase II repairs.

  It was **MOVED / SECONDED** to approve payment of the Sense Engineering Ltd. invoice in the amount of $12,754.44 from the Phase II Exterior Repair Project Fund.

CARRIED

C. Privacy Policy

Council agreed to defer discussion of the Privacy Policy (the “Policy”) received from Wilson McCormack Law Group until the next Council meeting in order to give the Council members time to fully review the Policy ahead of commencing discussions.

D. Issue with Boiler Venting

Mr. Fanaken updated the Strata Council on his discussions with McCuaig & Associates Engineering Ltd. (McCuaig) regarding the boiler venting. He noted that McCuaig would be on site the following day to review the venting situation. Mr. Fanaken also noted that the BC Safety Authority Inspector had signed off on the venting installation at the time the boiler replacement was completed.

E. Replacement of Emergency Generator Automatic Transfer Switch

The Property Manager informed Council that Simson Maxwell had agreed to provide a quote for replacing of the power transfer switch on the generator. This is considered a preventative measure as indicated earlier by the quote received from Power-West Industries Ltd. The Property Manager will follow up with Simson Maxwell to ensure a quote is received prior to the next Council meeting.

F. Parkade Exhaust Fan Repairs

The Property Manager noted that authorization to undertake repairs had been obtained earlier and that she would again follow up with Pacific Mechanical Systems Ltd. on the scheduling of the work to be completed.

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G. Insurance

The Property Manager confirmed that the insurance policy had been placed with BFL Canada Insurance Services Inc. in accordance with Council's decision at the previous meeting.

H. Broken Light Fixture in Parkade

The Property Manager confirmed that the broken light fixture in the parkade had been fixed by Nikls One Call Property Services.

6. FINANCIAL REPORTS

A. Financial Statements

Mr. Fanaken had earlier requested clarification on a few items contained in the June Financial Statement, which the Property Manager provided a response too. A copy of the response is to be emailed to the Council President for his knowledge.

Council reviewed the Financial Statement provided by Tribe Management Inc. for the period ending June 2017.

It was **MOVED / SECONDED** to approve the June Financial Statement.

CARRIED

B. Accounts Receivable Balances

The account receivables were discussed after the departure of the Guest who attended the meeting as an observer.

Council reviewed the accounts receivable balances and directed the Property Manager to proceed with imposing a $25.00 fine to the account of Owners with an outstanding amount.

OWNERS ARE REMINDED THAT SPECIAL LEVY PAYMENTS ARE OVERDUE. PLEASE CONTACT TRIBE MANAGEMENT TO ARRANGE PAYMENT OF YOUR LEVY VIA CHEQUE OR MONEY ORDER

C. Cash Position

Management reported the following cash balances in the Strata Corporation's accounts:

Contingency Reserve Fund........................ $113,823.54
Operating Fund... $57,619.94
Exterior Repair Project Fund – Phase I....... $156,796.42
Exterior Repair Project Fund – Phase II...... $239,725.50

7. COMMITTEE REPORTS

A. Privacy Committee

Nothing to report at this time.

B. Safety Committee

Nothing to report at this time.

C. Landscaping Committee

The Landscaping Committee Chair detailed to Council her walkthrough of the grounds with Fuji Gardening Service Ltd., the Caretaker and the Property Manager. Just prior to the

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meeting, the Chair forwarded a checklist of items to be followed up by the various parties present at the meeting. The Chair informed Council that the soil in the garden area is very poor and requested expenditure approval of $500.00 in order to purchase top soil to be applied to the entire garden area.

It was **MOVED / SECONDED** to approve the $500.00 expenditure from Repairs and Maintenance for purchasing the required top soil. The Property Manager will notify Fuji Gardening Service Ltd. to proceed with purchasing the top soil.

CARRIED

8. NEW BUSINESS

A. Hot Tub Repairs

Council reviewed the deficiencies contained in the Hot Tub Inspection Report (the "Report") issued by the Vancouver Coastal Health Inspector. The Property Manager noted the Inspector requested a copy of the original pool operating permit, which the Property Manager has ordered a copy thereof. Most of the deficiency items will be addressed by Imperial Paddock Pools Ltd. when they become available.

Requested in the Report is a Pool Safety Plan. The Property Manager agreed to forward a sample Pool Safety Plan for Council's review.

Council reviewed a quote in the amount of $225.24 from Aquiform Distributors Ltd. to supply the additional signage and pool safety equipment detailed in the Report.

It was **MOVED / SECONDED** to approve the quote from Aquiform Distributors Ltd. in the amount of $225.24.

CARRIED

B. Parkade Sump Cleanout

The Property Manager noted that the parkade sump pit was due for cleaning as this should be done every 5 years and the last cleanout was completed in 2012. The Property Manager will arrange the cleanout with the Caretaker.

C. Bike Room

Council discussed the current state of the bike room, which is full to capacity making it difficult to access the bike racks. Council agreed to investigate the matter further with input from the Caretaker.

D. Property Manager – Maternity Leave

The Property Manager informed Council that she will be taking maternity leave in the fall and that a new Property Manager would be phased in gradually commencing in October.

9. CORRESPONDENCE

Council reviewed two items of correspondence regarding the North side, Phase I exterior repairs, after the parties observing had left.

10. NEXT MEETING

The next Council Meeting is scheduled on Wednesday, September 6, 2017.

11. MEETING TERMINATION

There being no further business, the meeting concluded at 8:16 pm.

Tribe Management Inc. 419–1155 W Pender St. Vancouver, BC, V6E 2P4. Phone/Fax 604-343-2601. tribemgmt.com

ATTENTION:

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

Property Manager: Kelly Hannah | D: 604.343.2601 x716 | E: kelly.hannah@tribemgmt.com
Property Manager Assistant: Sherry Su | D: 604.343.2601 x712 | E: sherry.su@tribemgmt.com
Accountant: Etsuko Akiyama | D: 604.343.2601 x705 | E: etsuko.akiyama@tribemgmt.com

Note: Tribe Management Inc. will be launching a new web portal in the coming weeks for Owners to access Forms and other information for The Lamplighter. Owners will be contacted in due course with registration and log-in information.

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Minutes of the Strata Council Meeting
Strata Plan VR 178 – The Lamplighter
Held on Wednesday, July 12, 2017
at 7:00 pm in the Council Office at 1146 Harwood Street, Vancouver, BC V6E 3V1

IN ATTENDANCE:	Sam Prochilo	President, Privacy and Safety Committee
	Gerry Fanaken	Treasurer
	Jasmine Pahl	Landscaping Committee
	Sonia Hyttenrauch	Member at Large
	Andy Humphreys	Member at Large
REGRETS:	Isabelle Groc Doumenc	Member at Large
	Nir Shaham	Member at Large
PROPERTY MANAGER:	Kelly Hannah	Tribe Management Inc.

1. CALL TO ORDER

The meeting was called to order at 7:03 pm.

2. APPROVAL OF AGENDA

It was **MOVED / SECONDED** to approve the meeting Agenda as circulated.

CARRIED

3. CARETAKER'S & MANAGER'S REPORT

The Caretaker filed the following report:

- Vancouver Coastal Health inspected the whirl pool area and issued several recommendations. Imperial Paddock Pools Ltd. have been contacted to address the recommendations.
- Curaflo of BC Ltd. completed installing the balance of the insulation for the new water main.
- Majano Plumbing Inc. replaced a faulty zone valve in suite on the 8th floor.
- Astra Painting repaired and painted the damaged areas near the work room and pool entrance.
- Fuji Gardening Service Ltd. trimmed bushes and hedges.
- Devak Lock & Key Inc. replaced four faulty stairwell door closures: 3rd floor east and west; 2nd floor west and lobby west.
- There were three moves; two on the 11th floor and one on the 6th floor with no damage.

4. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED** to approve the Minutes of the Council meeting held on June 7, 2017 as circulated; no errors or omissions were reported.

CARRIED

5. BUSINESS ARISING FROM THE PREVIOUS MINUTES

A. Water Main Pipe Replacement Project

The Strata Manager confirmed that all work for the water main pipe replacement project has been completed by Curaflo of BC Ltd. and the final invoice from McCuaig & Associates Engineering Ltd. (McCuaig) has been received.

It was **MOVED / SECONDED** to approve payment of the $1,094.10 invoice to McCuaig for their project management services from the Contingency Reserve Fund as was earlier approved by the Owners at the Annual General Meeting held on February 22, 2017.

CARRIED

B. Water Pooling at Front Entrance Steps

Majano Plumbing Inc. has declined the work seeking to resolve the water pooling at the front entrance steps and will not submit a quote as a result. Thus, the Strata Manager has begun contacting other contractors for quotes.

C. Exterior Repair Project

- **Phase I Update – North Side**

  The Strata Council discussed the remaining repairs and the deficiencies to be addressed in order to complete Phase I of the exterior repair project. Unique Restoration Ltd. (Unique) is to commence resolving the deficiencies shortly with most of the deficiencies being addressed via a bosun's chair. When no longer required for work on the north side, the swing stages will be moved to the other sides of the building to continue with Phase II.

  The Strata Council reviewed the $9,334.49 invoice from Sense Engineering Ltd. (Sense) for project management and monitoring of Phase I repairs, and the $11,514.83 invoice from Unique for remobilization and the latest work completed.

  The Strata Council further discussed concerns over deficiencies, specifically with overspray on the windowsills and the paint finish quality on the railings. The Strata Council requested the Strata Manager discuss their concerns with Unique and Sense, and to confirm that each balcony would be inspected. In addition, Owners on the north side will be notified a final time within the next several weeks to report any deficiencies to the Property Manager.

  It was **MOVED / SECONDED** to approve payment of the $9,334.49 invoice to Sense from the Pre-approved Project Fund.

  CARRIED

  It was **MOVED / SECONDED** to approve only 50% payment of the $11,514.83 invoice to Unique from the Pre-approved Project Fund.

  CARRIED

- **Phase II – East, West & South Sides**

  The Strata Manager presented the Strata Council with the Phase II Contract for signing. The $444,492.00 Contract was awarded to Unique, with an additional

$133,008.00 expected in consulting fees, permits, contingencies and taxes for a total estimated project cost of $577,500.00.

D. <u>Privacy Policy</u>

The Strata Manager noted that there was no update on the Privacy Policy being prepared by the Wilson McCormack Law Group.

E. <u>Door Replacement on the 14th Floor</u>

The Strata Manager noted that the replacement of the door to a suite on the 14th floor, earlier damaged by the forced entry by emergency services, was completed at a cost of $2,094.75. Half of the cost was charged back to the Owner in accordance with an earlier decision by the Strata Council to share equally in the cost to replace the door with the Owner.

F. <u>Issue with Boiler Venting</u>

The Strata Council reviewed a quote from Pacific Mechanical Systems Ltd. to replace the boiler venting at a cost of $16,950.00 or as an alternative, to repair the damaged joints at a cost $8,150.00.

The Strata Manager updated the Strata Council on her conversation with McCuaig & Associates Engineering Ltd. (McCuaig) and the uncertainty concerning the situation involving the issue with the boiler venting. Mr. Fanaken volunteered to contact McCuaig in order to determine the exact status of the venting issue.

G. <u>Replacement of Emergency Generator Automatic Transfer Switch</u>

The Strata Manager reported that she contacted Cummins Inc. to request a quote to replace the automatic transfer switch and that Cummins had declined. The Strata Manager was directed to contact other generator companies to get quotes. The Treasurer requested a copy of the $4,295.00 quote received earlier from Power-West Industries Ltd. to replace the automatic transfer switch.

6. FINANCIAL REPORTS

A. <u>Financial Statements</u>

The Strata Council reviewed the Financial Statement provided by Tribe Management Inc. for the period ending May 2017.

It was **MOVED / SECONDED** to approve the May Financial Statement.

CARRIED

B. <u>Accounts Receivable Balances</u>

The Strata Council reviewed the accounts receivable balances and directed the Strata Manager to proceed with imposing a $25.00 fine to the account of Owners with an outstanding amount.

OWNERS ARE REMINDED THAT SPECIAL LEVY PAYMENTS ARE OVERDUE. PLEASE CONTACT TRIBE MANAGEMENT TO ARRANGE PAYMENT OF YOUR LEVY VIA CHEQUE OR MONEY ORDER

Tribe Management Inc. 419–1155 W Pender St. Vancouver, BC, V6E 2P4. Phone/Fax 604-343-2601. tribemgmt.com

C. <u>Cash Position</u>

Management reported the following cash balances in the Strata Corporation's accounts:

Contingency Reserve Fund........................ $131,905.61
Operating Fund... $37,930.56
Exterior Repair Project Fund – Phase I....... $156,692.46
Exterior Repair Project Fund – Phase II........ $67,989.33

7. COMMITTEE REPORTS

A. <u>Privacy Committee</u>

Nothing to report at this time.

B. <u>Safety Committee</u>

Nothing to report at this time.

C. <u>Landscaping Committee</u>

The Strata Manager discussed tulip choices and other aspects of the landscaping with the Committee Chair. The Chair requested a walkthrough with the landscaper and Building Caretaker. The Strata Manager agreed to arrange a date for the walkthrough.

8. NEW BUSINESS

A. <u>Insurance Appraisal and Renewal</u>

The Strata Council reviewed the $20,105,000.00 building appraisal received from Normac as well as the proposed insurance policy for the building from BFL Canada Insurance Services Inc. The insurance policy covers the period August 1, 2017 to August 1,2018 and the total premium is $31,906.00. A summary of the insurance policy terms and coverage is to be enclosed with the distribution of the meeting Minutes. Owners are advised to take note of the deductibles, specifically the deductible for water damage. If Owners have any question concerning the insurance policy, they are to contact the Property Manager.

It was **MOVED / SECONDED** to approve the BFL quote for the insurance.

CARRIED

B. <u>Peterson Client Access Portal (PCAP) Change to Bazinga</u>

The Strata Manager informed the Strata Council that with the transition from Peterson Residential to Tribe Management Inc., the PCAP online document storage service currently provided to Owners would be replaced with Bazinga. Owners who currently use PCAP will be invited to sign up for a Bazinga online account in order to access the monthly meeting Minutes as well as the various forms used by the Strata Corporation.

C. <u>Special General Meeting (SGM) and Vandalism</u>

The Strata Manager informed that the draft Minutes of the July 5th SGM was sent to the Strata Council on July 10th for review. Owners are informed that the first resolution to be voted on was defeated resulting in no vote being required for the second resolution. Owners are to refer to the SGM Minutes for full details. In addition, upon returning to her suite after the conclusion of the SGM, an Owner discovered the deadbolt lock to her suite had been vandalized. The services of a locksmith were required by the Owner in order to gain access to her suite. The Strata Corporation covered the $498.75 cost of the locksmith.

Tribe Management Inc. 419–1155 W Pender St. Vancouver, BC, V6E 2P4. Phone/Fax 604-343-2601. tribemgmt.com

D. Broken Light Fixture

The Strata Council discussed the outage of the parkade light covering the ramp between the two parking levels and requested Nikls One Call Property Services be called to investigate and if necessary, to replace the ballast with the latest LED standard.

9. CORRESPONDENCE

A. Comments from Various Owners

The Strata Council reviewed several letters of correspondence concerning the matter to be voted on at July 5th Special General Meeting (SGM). As the correspondence had been received prior to the Council Meeting and considering the results of the vote at the SGM, the Strata Council felt no response was necessary.

B. Disturbance Complaint

The Strata Council reviewed a complaint from an Owner on the 3rd floor who complained about the occupant of a neighbouring unit showering and slamming drawers well after midnight. Council felt this type of noise complaint does not violate the bylaws and requested the Strata Manager contact the complainant and suggest the Owner have a neighbourly discussion with his neighbour to resolve the matter.

C. Laundry Bylaw Violation

The Strata Council reviewed a request received from an Owner on the 9th floor concerning the occupant of a unit on the 3rd floor hanging towels from their balcony railing and directed the Strata Manager to issue a bylaw warning letter to the Owner of the 3rd floor unit.

10. NEXT MEETING

The next Council Meeting is scheduled on Wednesday, August 2, 2017.

11. MEETING TERMINATION

There being no further business, the meeting concluded at 8:22 pm.

ENCLOSED: Minutes of the July 5th Special General Meeting
Insurance Policy Summary
Memo to the Owners

ATTENTION:

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

Property Manager: Kelly Hannah | D: 604.343.2601 x716 | E: kelly.hannah@tribemgmt.com
Property Manager Assistant: Sherry Su | D: 604.343.2601 x712 | E: sherry.su@tribemgmt.com
Accountant: Etsuko Akiyama | D: 604.343.2601 x705 | E: etsuko.akiyama@tribemgmt.com

Note, Tribe Management Inc. will be launching a new web portal in the coming weeks for Owners to access Forms and other information for The Lamplighter. Owners will be contacted in due course with registration and log-in information.

Tribe
Community Mgmt
With ♥

Minutes of the Special General Meeting of the Owners
Strata Plan VR178, "The Lamplighter"
Held on Wednesday, July 5, 2017 at 7:00 pm, in the Gatehouse West Room,
at Residence Inn by Marriott Vancouver Downtown, 1234 Hornby Street, Vancouver, B.C.

IN ATTENDANCE: Seventy-Two (72) Strata Lots represented in person
Nineteen (19) Strata Lots represented by proxy
Total of Ninety-One (91) Strata Lots

STRATA MANAGER: Kelly Hannah, **Tribe Management Inc.**

LEGAL COUNSEL: Geoffrey Dabbs, representing the Strata Council (Mr. Fanaken advised that Mr. Dabbs is attending the meeting on a "pro bono" basis) and Mike Walker, a lawyer representing the Owner of Suite 1206

1. CALL TO ORDER

The Strata Manager, Kelly Hannah, called the Special General Meeting to order at 7:12 pm and the Council President, Sam Prochilo, agreed to act as Chairperson.

An Owner requested the Council members introduce themselves.

2. CERTIFICATION OF PROXIES

The Strata Manager confirmed that the Proxies received for the meeting were certified to be correct.

3. QUORUM CONFIRMATION

Owners were advised that as 91 Strata Lots were represented in person or by proxy, a quorum was achieved and the meeting was duly constituted to proceed.

4. PROOF OF NOTICE OF MEETING

There were no objections to the confirmation that the Notice of the Meeting dated June 14, 2017 was distributed in accordance with the provisions of the Strata Property Act of British Columbia.

5. APPROVAL OF AGENDA

Prior to a motion for the approval of the agenda being made, there was an extended discussion regarding whether the agenda should be approved, if the meeting could proceed without approval of the agenda, whether the agenda could and should be amended. Both legal counsel present at the meeting offered their opinion and advice on the matter.

It was **MOVED / SECONDED** to terminate the meeting. The vote was called.

MOTION FAILED

(Forty (40) in favour, Forty-One (41) against, Ten (10) abstentions)

It was **MOVED / SECONDED** to approve the Agenda of the Meeting as circulated. The vote was called.

MOTION CARRIED

(Fifty-Four (54) in favour, Twenty-Six (26) against, Eleven (11) abstentions)

Tribe Management Inc. 419–1155 W Pender St. Vancouver, BC, V6E 2P4. Phone/Fax 604-343-2601. **tribemgmt.com**

6. APPROVAL OF PREVIOUS SPECIAL GENERAL MEETING MINUTES

It was **MOVED / SECONDED** to approve the Minutes of the Special General Meeting held on April 12, 2017 as circulated.

MOTION CARRIED (unanimously)

7. MAJORITY VOTE RESOLUTION #1 - AUTHORIZATION TO ENTER INTO CONTRACT

It was **MOVED / SECONDED** to approve majority resolution #1 as circulated:

WHEREAS the Owners, Strata Plan VR178 are desirous of considering and exploring the feasibility and possibility of winding up the Strata Plan (VR178); and,

WHEREAS the Owners wish to utilize the professional services and advice of a real estate brokerage with knowledge and experience in the process of marketing a strata corporation to the housing development industry; and,

WHEREAS it is understood that there is no direct cost to retain such professional services but a majority vote of the Owners is required to enter into a contract to advance such an initiative;

BE IT RESOLVED as a Majority Vote of the Owners of Strata Plan VR178 to authorize the strata corporation through the strata council to enter into a contract with a real estate brokerage not exceeding one year for such professional real estate services that achieve the purpose of this resolution.

A motion was made by an Owner to change the voting threshold for the resolution from a majority vote to a ¾ vote. However, legal counsel representing the Strata Council explained to the Owner who put forward the motion that the legal advice he received on the matter was incorrect and that the majority vote is totally in accordance with the Strata Property Act. The motion was rescinded.

Discussion:
An Owner asked if the contract was to be with RE/MAX only. It was explained to the Owner that the contract is not limited to RE/MAX. Instead, if the resolution was to pass, Owners would then be asked whether they want to go with RE/MAX or whether they want to see presentations from other real estate brokers before deciding on a real estate agent. An Owner asked if entering into the contract would prevent Owners from listing/selling their suite. The Chairperson explained that the contract does not prevent Owners from listing/selling their suite. An Owner who attended the information session held several weeks earlier claimed he failed to recall a vote being held to consider moving forward with the Strata Council entering into a contact with a real estate agent. Several Owners countered that Owner's claim by affirming there was such a vote. The same Owner asked why the Owner who brought forward the proposal was not presenting her perspective on the matter. Another Owner explained that the Owner is refusing to speak because she has been given a really hard time by a few Owners in the building and has had posted notes left on her door. An Owner questioned the exclusivity of the contract, which the Strata Council's legal counsel affirmed and provided additional details to clarify the Owner's understanding of the contract. There was extended discussion from many Owners on whether this topic should have been brought forward for consideration by the Owners at all. Many Owners spoke against the resolution in general and many Owners spoke in favour of seeking more information before entering into the contract with one Owner suggesting the Strata Council obtain a draft of the contract with the real estate agent for review by the Owners prior to Council seeking approval from the Owners to enter into the contact. The Strata Council's legal counsel explain that the scrutinizing and/or fine tuning of contract terms by the Owners is not something that is normally done legally nor on a practical level. The Chairperson explained that

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the prospect of selling the building was proposed by an Owner, not the Strata Council. Thus, if the Owners voted down resolution #1, there would be no further action on the matter taken by the Strata Council unless an Owner(s) came forward at a later date wanting to revisit matter.

It was **MOVED / SECONDED** to amend majority resolution #1 to provide for the review of the contract by the Owners at a general meeting before actually entering into the contract with the realtor and resolution #1 will be subject to the Owners passing SGM resolution #2 at the meeting being held this evening providing a ¾ vote approval of the legal fee fund.

The vote on the amendment was called:

MOTION CARRIED
(Fifty-Three (53) in favour, Twenty-Three (23) against, Fifteen (15) abstentions)

It was **MOVED / SECONDED** to approve majority resolution #1 as amended. An Owner requested that the vote be conducted by secret ballot. The vote was called. Two Owners volunteered to scrutinize the counting of the ballots. There were no objections to these Owners acting as scrutineers.

MOTION FAILED
(Thirty-Eight (38) in favour, Forty-Six (46) against, Seven (7) abstentions)

It was **MOVED / SECONDED** to destroy the secret ballots.

MOTION CARRIED
(Eighty-Eight (88) in favour, Three (3) against)

As the second resolution was contingent on the first resolution, there would be no further discussion on the resolutions.

8. NEW BUSINESS

A member of the Council spoke to the Owners regarding several incidents of bullying that had occurred in the building in the time leading up to the meeting. The Strata Council reinforced their position that this type of behaviour will not be tolerated. That it would be considered a violation of the bylaws regarding use of property and that the proper authorities would be called to intervene, if necessary.

9. MEETING TERMINATION

There being no further business, it was **MOVED / SECONDED / CARRIED** to terminate the meeting at 9:15 pm.

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

Property Manager: Kelly Hannah | Direct: 604.343.2601, Ext. 716 | Email: Kelly.Hannah@tribemgmt.com
Property Manager Assistant: Sherry Su | Direct: 604.343.2601, Ext. 712 | Email: Sherry.Su@tribemgmt.com
Strata Property Accountant: Etsuko Akiyama | Direct: 604.343.2601, Ext. 705 | Email: Etsuko.Akiyama@tribemgmt.com

Minutes of the Strata Council Meeting
Strata Plan VR 178 – The Lamplighter
Held on Wednesday, June 7, 2017
at 7:00 PM in the Council Office at 1146 Harwood Street, Vancouver, BC V6E 3V1

IN ATTENDANCE:	Sam Prochilo	President, Privacy and Safety Committee
	Gerry Fanaken	Treasurer
	Jasmine Pahl	Landscaping Committee
	Sonia Hyttenrauch	Member at Large
	Nir Shaham	Member at Large
REGRETS:	Andy Humphreys	Member at Large
	Isabelle Groc Doumenc	Member at Large
STRATA MANAGER:	Kelly Hannah	Peterson Residential Management Inc.

1. CALL TO ORDER

The meeting was called to order at 7:01 pm.

2. APPROVAL OF AGENDA

It was **MOVED / SECONDED** to approve the meeting Agenda as circulated.

CARRIED

3. CARETAKER'S & MANAGER'S REPORT

- Coastal Irrigation did the sprinkler start up and also tested the back-flow valve.
- Majano Plumbing cleaned the kitchen sinks on the 1st and 2nd floor, plus the horizontal drains in the parkade.
- Majano Plumbing was called in response to a ceiling water leak opposite the work room.
- The cause was a leaking section of a drain pipe which was replaced.
- The new damper for the garbage chute has been installed. The chute is now open.
- The water main has been replaced by Curaflo Plumbing.
- Accurate Glass repaired balcony doors in suite 201 and 206.
- The faulty boiler has been fixed and all three boilers are running.
- Two lobby benches have been installed as well as a new electric address sign above the front door.
- Fuji Landscaping planted summer flowers in the front garden.
- The common area heat has been turned off.
- There were five moves. Suite 103, 1208 and 1406 moved out. Suites 1406 and 703 moved in. No damage occurred.

4. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED** to approve the Minutes of the Council meeting held on May 3, 2017 as circulated; no errors or omissions were reported.

CARRIED

5. BUSINESS ARISING FROM THE PREVIOUS MINUTES

A. Main Water Pipe Replacement

The Council discussed the completion of the replacement of the main water line. The only remaining deficiency is a small section of pipe that needs to be insulated. Access to the pipe is blocked by a vehicle of a tenant who is currently away. The section of pipe will be insulated as soon as possible. The Strata Manager noted that payment had been issued as the contract conditions had been met.

B. Water Pooling at Front Entrance Steps

The Strata Manager updated the Council that a quote was expected from Majano Plumbing, but had not yet been received.

C. Exterior Repair Project

- **Project Update – North Side**
  The Council discussed ongoing repairs to complete Phase 1 of the exterior project. Owners are asked to contact the Strata Manager with any concerns they may have about deficiencies so that the engineers can review the issues prior to project completion.

- **Phase II – East, West & South Sides**
  The Council discussed the bid summary that had been submitted by Sense Engineering. The Council agreed that if the strata was to move forward, it would be with Unique Restorations, as their bid had come in significantly lower than anticipated. The Council also agreed that they should wait until the following evening to gauge the ownership's interest in dissolving the Strata Corporation, prior to committing further to a repairs project.

  The Council reviewed an invoice for the preparation of the bid documents. It was **MOVED / SECONDED** to approve payment of the invoice from the special levy funds.

CARRIED

D. Lobby Furniture

The Council noted that they were pleased with the look and installation of the new benches in the lobby.

E. Address Plaque Above the Main Entrance

The Council noted that they were pleased with the installation of the lit address plaque.

F. Drainage Cleaning

The Strata Manager updated the Council on the drainage cleaning and the subsequent pipe replacement in the vestibule leading to the hot tub area. The Council reviewed quotes to repair the walls. It was **MOVED / SECONDED** to approve the quote from Astra Painting in the amount of $1,250.00.

CARRIED

G. Privacy Policy

The Strata Manager updated the Council that the creation of the privacy policy is underway.

H. Door Repairs

The Strata Manager noted that the door repair to 1401 was still in progress and that she would confirm the status with the Owners.

I. Meeting with Commercial Realtors

The Council and Strata Manager discussed the meeting scheduled with the commercial realtors the following day and the steps that would be involved following the meeting, should the Owners show an interest in the dissolution of the Strata Corporation.

6. FINANCIAL REPORT

A. Financial Statements

Council reviewed the Financial Statements submitted by Peterson Residential for the period ending April 2017.

It was **MOVED / SECONDED** to approve the April Financial Statements.

CARRIED

B. Accounts Receivable Balances

Council reviewed the accounts receivable balances and instructed the Strata Manager to proceed accordingly regarding any overdue amounts.

Per the Strata Council's decision, a $25.00 fine will be levied against strata lots with outstanding strata fees.

OWNERS ARE REMINDED TO SEND IN THE AUTHORIZATION FORMS IN ORDER TO HAVE YOUR SPECIAL LEVY PAYMENTS WITHDRAWN WITH YOUR MONTHLY STRATA FEES OR AS A LUMP SUM.

PETERSON WILL NOT BE ACCEPTING MONTHLY PRE-AUTHORIZED PAYMENTS FORMS BEYOND JUNE 30, 2017. OWNERS WHO DO SET UP THEIR AUTOMATIC MONTHLY WITHDRAWALS BY THIS DATE WILL HAVE TO ARRANGE TO MAKE PAYMENT BY CHEQUE

C. Cash Position

Management reported the following cash balances in the Strata Corporation's accounts:

Contingency Reserve Fund..................... $124,794.12
Operating Fund $30,203.92
Exterior Repair Project Fund $156,566.86

7. COMMITTEE REPORTS

A. Privacy Committee

Nothing to report at this time.

B. Safety Committee

Nothing to report at this time.

C. Landscaping Committee

Nothing to report at this time.

8. NEW BUSINESS

A. Issue with Boiler Venting

The Strata Manager discussed notification that had come from the mechanical company that undertakes the regular maintenance regarding the venting for the boiler system. The venting was coming apart in areas and would require additional support to be installed in addition to regular maintenance to ensure that the venting would operate safely. The Council requested that the Strata Manager have a discussion with the engineers who oversaw the installation regarding the chosen route for the venting.

B. Maintenance Plan Review

The Strata Manager reviewed the annual maintenance plan with the Council.

C. Relief Caretaking

The Council reviewed correspondence from a relief caretaker regarding future availability.

D. Request for Renovations – Unit 508

The Council reviewed a request for renovations from unit 508. It was **MOVED / SECONDED** to approve the request.

CARRIED

E. Replacement of Emergency Generator Automatic Transfer Switch

The Council reviewed a quote from the company that maintains the generator for the replacement of the P Transfer Switch. The Council requested that the Strata Manager seek a second quote for budget planning purposes.

F. Parkade Exhaust Fan Repairs

The Council reviewed a quote to repair the parkade exhaust fan. It was **MOVED / SECONDED** to approve the quote in the amount of $564.00.

CARRIED

9. CORRESPONDENCE

- The Council reviewed correspondence regarding the method in which a realtor had calculated the area of a unit.
- The Council reviewed two complaints regarding a unit. One complaint regarding a renovation violation and another complaint regarding smoking on the deck of the unit.
  It was **MOVED / SECONDED** to approve a fine in the amount of $150.00 to the renovation violations and a second fine in the amount of $100.00 for smoking on common property.

CARRIED

- The Council reviewed multiple items of correspondence regarding a furnished rental unit. The unit had moved in without scheduling a move, has been causing excessive noise within the unit moving contents around and has been leaving items in the hallway, blocking passage to neighboring units.

  It was **MOVED / SECONDED** to approve a fine in the amount of $200.00 for the moving violation.

CARRIED

10. NEXT MEETING

The next Council Meeting is scheduled on Wednesday, July 5, 2017.

11. MEETING TERMINATION

There being no further business, the meeting concluded at 8:06 pm.

ATTENTION:

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

Property Manager:	Kelly Hannah	D: 604.343.2601 x716	E. KellyH@petersonbc.com
Property Manager Assistant:	Sherry Su	D: 604.343.2601 x712	E: sherrys@PetersonBC.com
Strata Property Accountant:	Etsuko Akiyama	D: 604.343.2601 x705	E. EtsukoA@petersonbc.com

Please visit Peterson's website: www.petersonbc.com to access Forms, Minutes, Bylaws and other information for your building. Please contact Peterson Residential for the log-in information.

PETERSON

Minutes of the Strata Council Meeting
Strata Plan VR 178 – The Lamplighter
Held on Wednesday, May 3, 2017
at 7:00 PM, in the Council Office at 1146 Harwood Street, Vancouver, BC V6E 3V1

IN ATTENDANCE:	Sam Prochilo	President, Privacy and Safety Committee
	Gerry Fanaken	Treasurer
	Sonia Hyttenrauch	Member at Large
	Andy Humphreys	Member at Large
	Nir Shaham	Member at Large
REGRETS:	Jasmine Pahl	Landscaping Committee
	Isabelle Groc Doumenc	Member at Large
STRATA MANAGER:	Kelly Hannah	Peterson Residential Management Inc.

1. CALL TO ORDER

The meeting was called to order at 7:03 p.m.

2. CARETAKER'S & MANAGER'S REPORT

The Caretaker reported the following items:

- Nikls One Call on site to do garage gate maintenance. They also did some repairs to the office door.
- Accurate Glass replaced the rollers on two sliding doors and one window in three units.
- The garbage bin damaged in the garbage fire has been replaced.
- A third green bin has been delivered for food and yard waste.
- The office computer and monitor has been upgraded.
- The lobby wall between the elevators required minor repairs and was repainted
- There were no moves in April.
- A water leak by the workroom was reported the same day the scheduled cleaning of the first and second floor drains was completed. The plumber installed a temporary patch.

GUEST BUSINESS

An Owner from the 7th floor attended the meeting to bring attention to and discuss with Council the potential opportunity for The Lamplighter to be sold to developers in light of recent rezoning by the City of Vancouver. Council agreed the opportunity was one that should be presented to the Owners for consideration to determine whether or not there is any interest in selling The Lamplighter. The Strata Manager suggested an information session with an agent of the commercial realtor be held for the Owners and agreed to organize the information session in the next few weeks. In concluding the information session, Owners will be asked if they want to pursue this opportunity and learn more about the process of winding up the Strata Corporation in a separate future meeting.

3. APPROVAL OF AGENDA

It was **MOVED / SECONDED** to approve the meeting Agenda as circulated.

CARRIED

4. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED** to approve the Minutes of the Council meeting held on April 5, 2017 as circulated; no errors or omissions were reported.

CARRIED

5. BUSINESS ARISING FROM THE PREVIOUS MINUTES

A. Main Water Pipe Replacement

Council discussed the upcoming replacement of the main water pipe. The Caretaker reported that McCuaig and Associates Engineering Ltd. and Curaflo of BC Ltd. had been on site the day of the meeting to conduct a site survey in preparation. The Strata Manager agreed to enquire about start date of the project.

B. Water Pooling at Front Entrance Steps

Council reviewed a quote from McCuaig & Associates Engineering Ltd. to determine the source of the water pooling issue at the front steps and to engineer a solution. Council discussed the matter and agreed an engineered solution is not necessary. Instead, it was determined a qualified contractor would be sufficiently capable of recommending a solution. The Strata Manager proposed that quotes be collected from a few drainage and plumbing companies capable of resolving the issue. Council agreed.

C. Mechanical & Plumbing

The Strata Manager reported that the condensation leak from the boilers into the garbage chute area has been repaired. Council discussed the pending boiler shutdown required to troubleshoot boiler #2 and to conduct the cleaning of the boilers. Council agreed to defer the decision to shut down the boilers for the time being.

D. Exterior Repair Project

- **Phase I – North Side - Project Update**

  The Strata Manager reported that Unique Restoration Ltd. (Unique) would commence remobilizing on May 15th in order to complete the remainder of work to the North Side. A Notice is to be posted on the bulletin board. In the interim, Unique recently resolved some of the earlier reported deficiencies in a number of suites located on the 3rd, 9th, 10th and 12th floors and would arrange an additional visit(s) to complete the balance of the deficiencies.

- **Phase II – East, West & South Sides**

  The Strata Manager reported that Sense Engineering Ltd. is currently preparing the tender documents with distribution to the targeted contractors expected by mid-May.

E. Lobby Furniture

The Strata Manager reported that the lobby benches were ordered and would arrive in 1 -2 weeks. Council requested that Nikls One Call Property Services be contacted to secure the benches to the lobby floor to prevent their theft.

F. Address Plaque Above the Main Entrance

The Strata Manager received the lighted address plaque. Council requested that Nikls One Call Property Services install the address plaque at the same time they install the lobby benches.

G. Fire in the Garbage Chute

The Strata Manager reported that the damper for the garbage chute had been installed and that the garbage chute is ready to be reopened.

H. Drainage Cleaning

The Strata Manager reported that the drainage cleaning on the first two floors was completed. However, a section of cast iron pipe that was pitted from corrosion and worn out due to age had sprung a leak in the vestibule leading into the pool area. The pipe was fitted with a temporary repair. Majano Plumbing Inc. quoted $1,522.50 to replace the 8' section of pipe in question.
It was **MOVED / SECONDED** to approve the quotation.

CARRIED

I. Privacy Policy

Council reviewed correspondence from Wilson McCormack Law Group regarding pricing for the creation of a privacy policy for VR178, which is required by law.

It was **MOVED / SECONDED** to approve the quote in the amount of $600.00 plus taxes, fees and disbursements.

CARRIED

J. Door Repairs

Council discussed the completed repairs to the Caretaker's office door. The Strata Manager also discussed and confirmed with Council a prior decision to cover half the cost of replacing the door of a unit on the 14th floor after an attempt to repair the door proved unacceptable. The door having been earlier damaged by emergency services when they were required to make a forcible entry.

6. FINANCIAL REPORT

A. Financial Statements

Council reviewed the Financial Statements submitted by Peterson Residential for the period ending on March 31, 2017.

It was **MOVED / SECONDED** to approve the March Financial Statements.

CARRIED

B. Accounts Receivable Balances

Council reviewed the accounts receivable balances and instructed the Strata Manager to proceed accordingly regarding any overdue amounts.

Per the Strata Council's decision, a $25.00 fine will be levied against strata lots with outstanding strata fees.

OWNERS ON THE PRE-AUTHORIZED PAYMENT (PAP) PLAN ARE REMINDED TO SEND IN THE AUTHORIZATION FORMS IN ORDER TO HAVE YOUR SPECIAL LEVY PAYMENTS WITHDRAWN WITH YOUR MONTHLY STRATA FEES OR AS A LUMP SUM.

PAYMENTS BEGIN JUNE 1, 2017

C. Cash Position

Management reported the following cash balances in the Strata Corporation's accounts:

Contingency Reserve Fund..................... $117,704.76
Operating Fund $44,317.58
Exterior Repair Project Fund $164,550.17

7. COMMITTEE REPORTS

A. Privacy Committee

Nothing to report at this time.

B. Safety Committee

Nothing to report at this time.

C. Landscaping Committee

The Landscaping representative had sent regrets for not attending the meeting.

8. NEW BUSINESS

A. Request for Balcony Door Maintenance

Council discussed requests received from Owners of units on the 1st and 2nd floor to effect repairs related to difficulties opening/closing the balcony door following similar repairs to units on the 6th, 14th and 15th floors earlier. Council requested the Strata Manager arrange for the repairs.

B. Office Computer

The Council President reported to Council that updating the operating system on the Caretaker's computer in an attempt to resolve performance issues revealed hardware problems resulting in the purchase of a refurbished computer and a new monitor. The cost of the computer and monitor including taxes was $434.54.

C. Maintenance Plan Review

The Strata Manager indicated the review/updating of the building's Maintenance Plan is an important transition step between Strata Managers. Council requested the Strata Manager forward a copy of the Maintenance Plan for their review ahead of the next Council Meeting.

D. Renovation Approval Request

Council reviewed/approved a renovation request from a unit on the 16th floor involving the kitchen and bathroom, and new hardwood flooring. Council approved the request subject to liability documents and observance of the bylaws.

9. CORRESPONDENCE

- Council reviewed a complaint from the Owner of a unit on the 5th floor concerning the actions of one of the relief caretakers. Council asked the Strata Manager to speak to the relief caretaker in question and to issue a letter of apology to the Owner.
- Council reviewed a noise complaint from the Owner of a unit on the 12th floor that stemmed from a renovation currently in progress for a unit on the same floor. The Strata Manager having already issued a Notice of Violation, Council noted no further action would be necessary.
- Council reviewed correspondence from the Owner of a unit on the 3rd floor in response to a Notice of Violation issued in April concerning smoking on common property. Council noted no further action would be needed at this time.
- Council discussed a weekend incident involving an unscheduled move-in to a unit on the 7th floor and requested the Strata Manager send a Notice of Violation to the Owner's Agent.

10. NEXT MEETING

The next Council Meeting is scheduled on Wednesday, June 7, 2017.

11. MEETING TERMINATION

There being no further business, the meeting concluded at 8:36 PM.

ATTENTION:

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

Property Manager:	Kelly Hannah	D: 604.699.5262	E. KellyH@petersonbc.com
Property Manager Assistant:	Sherry Su	D: 604.699.5272	E: sherrys@PetersonBC.com
Strata Property Accountant:	Etsuko Akiyama	D: 604.699.5259	E. EtsukoA@petersonbc.com

Please visit Peterson's website: www.petersonbc.com to access Forms, Minutes, Bylaws and other information for your building. Please contact Peterson Residential for the log-in information.

Minutes of the Special General Meeting of the Owners
Strata Plan VR 178, "The Lamplighter"

Held on Wednesday, April 12, 2017 at 7:00 PM, in the Gatehouse West Room,
at Residence Inn by Marriott Vancouver Downtown, 1234 Hornby Street, Vancouver, B.C.

IN ATTENDANCE: Forty-One (41) Strata Lots represented in person
Seventeen (17) Strata Lots represented by proxy
Total of Fifty-Eight (58) Strata Lots.

STRATA MANAGER: Kelly Hannah, **PETERSON** RESIDENTIAL

1. CALL TO ORDER

The Council President, Sam Prochilo, called the Special General Meeting to order at 7:11 PM.

Mr. Gerry Fanaken introduced the members of Council and the new Strata Manager, Kelly Hannah. Mr. Fanaken wished the outgoing manager, Vira Prykhodko a fond farewell.

2. CERTIFICATION OF PROXIES

The Strata Manager confirmed that the Proxies received for the meeting were certified to be correct.

3. QUORUM CONFIRMATION

Owners were advised that as 46 Strata Lots were represented in person or by proxy, a quorum was achieved and the meeting was duly constituted to proceed.

4. PROOF OF NOTICE OF MEETING

It was **MOVED / SECONDED** (S. L. 107 /S. L. 24) to confirm that the Notice of the Meeting dated April 13, 2016 was distributed in accordance with the provisions of the Strata Property Act of British Columbia.

MOTION CARRIED (unanimously)

5. APPROVAL OF AGENDA

It was **MOVED / SECONDED** (S. L. 107 /S. L. 24) to approve the Agenda of the Meeting as circulated.

MOTION CARRIED (unanimously)

6. APPROVAL OF PREVIOUS GENERAL MEETING MINUTES

It was **MOVED / SECONDED** (S.L. 78 / S.L. 51) to approve the Minutes of the Annual General Meeting held on February 22, 2017 as circulated.

MOTION CARRIED (unanimously)

7. EXTERIOR REPAIR PROJECT

It was **MOVED / SECONDED** (S. L. 51 /S. L. 45) to approve ¾ resolution #1 as circulated:

WHEREAS:
Phase I of the Exterior Restoration Project covered repairs to the North side of the building only and that repairs to the South, East and West sides remain to be done.

Sense Engineering Ltd. (Sense) provided the following estimates for the remaining work, Phase II of the Exterior Restoration Project:

- To complete repairs of the South side; $493,000.00 including taxes;
- To complete repairs of both the East and West sides together; $306,000.00 including taxes;
- Contingency in the amount of $151,000.00 is proposed to be added for any unforeseen circumstances and consultants/management fees.

The remaining work will need to be funded by the Owners via a Special Levy because the Strata Corporation does not have sufficient funds available.

This project was discussed at the last Annual General Meeting of the Owners held on February 22, 2017 and the majority of Owners in attendance expressed their interest to complete the work as one large project with a 12-month Special Levy to commence in the Spring. Therefore, the following ¾ Vote Resolution to approve funding of Phase II of the Exterior Restoration Project is proposed for all Owners' consideration.

BE IT RESOLVED by a 3/4 Vote Resolution of The Owners, Strata Plan VR 178, to approve Phase II of the Exterior Restoration Project at the cost of up to $950,000.00; such expense to be funded by a special levy calculated on the basis of unit entitlement and put upon the Owners of Strata Plan VR 178.

This special levy of $950,000.00 shall be assessed on April 12, 2017 and shall become due and payable in full immediately on the passing of this resolution by the Owners on title as at the end of that day and any Owner who sells, conveys or transfers his/her title, or re-mortgages, before payment of this special levy is made in full, shall then pay the full amount outstanding.

As a matter of financial convenience only, the Owners may pay this special levy over a period of twelve (12) months, such payments to be made in twelve (12) equal amounts on the first of each month, commencing on June 1, 2017 and ending on May 1, 2018. Notwithstanding the foregoing, this special levy is not considered an "instalment" levy as contemplated by Section 108(3) (e) of the Strata Property Act, and Section 109 of the Strata Property Act therefore does not apply.

Any Owner who fails to make any payment(s) in accordance with this resolution shall be assessed a fine in accordance with strata bylaws on each such late payment. The strata corporation may further add interest charges on overdue payments at the rate of 10% per annum compounded annually.

Sections 116, 117 and 118 of the Strata Property Act shall be applicable where an Owner fails to make the required payment as authorized by the passing of this ¾ vote.

Discussion:
The Owners brought forward concerns related to timing of the start of the project and collection of the levy in light of timing of the project. The Council explained that every attempt to receive the best tender price for the project would be weighed carefully upon the start date. The Council also explained that the amount being

collected was a pre-estimate of costs from the engineers and that hard costs would be known once the tendering for the project was complete. It is advantageous to have approval from the Owners in a situation such as this as more qualified contractors will place bids for the work.

The vote was called:

MOTION CARRIED
(Fifty-Two (52) in favour, Four (4) against, Two (2) abstention)

Attached you will find the special levy payment schedule along with an authorization form to have the special levy payments automatically deducted from your bank account in equal monthly payments at same time as your strata fees

Alternatively, you may authorize Peterson to take the entire amount of the levy from your account with your strata fees, if you so wish to do so. You can also make payment of your levy by cheque to our offices.

At this time, one additional vote signed in, bringing the vote count to Fifty-Nine (59).

8. DISCONTINUE USE OF HOT TUB

It was **MOVED / SECONDED** (S. L. 43 /S. L. 72) to approve ¾ resolution #2 as circulated:

WHEREAS:
The Owners were informed that the Recreation Area is currently in rough shape and requires substantial upgrades. For some time, only necessary repairs and basic maintenance have been done on the hot tub because a number of Owners have written to the Strata Council over the years stating the hot tub is hardly used and a better use for this area could be found.

Suggestions for a better use of the area included a library, social lounge, gym, a bike storage, a guest suite and a few others. Additionally, a few Owners suggested the existing hot tub be closed/removed and a surface mounted Jacuzzi requiring less maintenance be installed in its place.

This issue was discussed at the last Annual General Meeting of the Owners held on February 22, 2017 and the majority of Owners in attendance expressed their desire to discontinue the use of the existing hot tub.

Therefore, the following ¾ Vote Resolution to approve the change of use and appearance of common property is proposed for all Owners' consideration.

BE IT RESOLVED by a 3/4 Vote Resolution of The Owners, Strata Plan VR 178, to discontinue operation of the existing hot tub and to instruct the Strata Council to prepare options for the alternative use of this area.

Discussion:
The Owners discussed the advantages of closing the hot tub and the operating costs of maintaining the hot tub area. Several owners expressed that they still enjoyed using the hot tub and felt that this amenity contributed to the overall appeal of life at The Lamplighter. Other owners commented that the hot tub saw little use by residents.

The vote was called:

MOTION DEFEATED
(Thirty-Four (34) in favour, Twenty-Four (24) against, One (1) abstention)

9. OTHER NEW BUSINESS

There was no other new business.

10. MEETING TERMINATION

There being no further business, it was **MOVED/SECONDED/CARRIED** to terminate the meeting at 7:49 pm.

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

Property Manager: Kelly Hannah | Direct: 604. 699.5262 | Email: KellyH@petersonbc.com
Property Manager Assistant: Sherry Su | Direct: 604.699.5272 |Email: SherryS@petersonbc.com
Strata Property Accountant: Etsuko Akiyama | Direct: 604.699.5259 | Email: EtsukoA@petersonbc.com

Minutes of the Strata Council Meeting
Strata Plan VR 178 – The Lamplighter
Held on Wednesday, April 5, 2017
at 7:00 PM, in the Council Office at 1146 Harwood Street, Vancouver, BC V6E 3V1

IN ATTENDANCE:	Sam Prochilo	President, Privacy and Safety Committee
	Gerry Fanaken	Treasurer (exited at 7:23 PM)
	Sonia Hyttenrauch	Member at Large
	Andy Humphreys	Member at Large
	Jasmine Pahl	Landscaping Committee
REGRETS:	Nir Shaham	Member at Large
	Isabelle Groc Doumenc	Member at Large
STRATA MANAGER:	Kelly Hannah	Peterson Residential Management Inc.
	Vira Pryhodko	Peterson Residential Management Inc.

1. CALL TO ORDER

The meeting was called to order at 7:07 p.m.

2. APPROVAL OF AGENDA

It was **MOVED / SECONDED** to approve the meeting Agenda as circulated.

CARRIED

3. CARETAKER'S & MANAGER'S REPORT

The Caretaker, Scott Bodnar, attended the meeting and presented his monthly report as followed:

- Pacific Mechanical Systems Ltd. installed a new modulator for boiler # 3.
- There was a fire in the garbage bin below the garbage chute. The fire department was called. The fire was extinguished with minimal damage. The chute remains closed until the fire damper is repaired.
- The twenty bags of ice melt have been delivered for the next winter.
- A new water meter for the building was installed by the city.
- Nikls "One Call" Property Services replaced the hinges for the automatic door on the B2 level.
- Minor wall damage on the 2nd floor was repaired and painted.
- There were two moves in March. The tenants in a suite on the 16th floor moved out and new tenants moved in. No damage occurred.
- An Owner noted that the elevator pads (used to protect the interior walls of the elevator) are old and suggested they be replaced. Council considered the suggestion from the Owner and elected to continue use of the existing elevator pads as they are still functional.

4. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED** to approve the Minutes of the Council meeting held on March 1, 2017 as circulated; no errors or omissions were reported.

CARRIED

5. BUSINESS ARISING FROM THE PREVIOUS MINUTES

A. Main Water Pipe Replacement

Council discussed the upcoming replacement of the main water pipe, which is scheduled to commence April 24th and is expected to take a full day to complete. The repairs cover the replacement of the water pipe located within the parkade and extending to the mechanical room. However, there is a possibility that a section of the water pipe between the building exterior and the city water main may need to be replaced as well. If that section of pipe needs replacement, excavation at the front of the building will be required. This will, most likely, extend repairs beyond the planned one day, possibly taking two days instead. The Strata Manager reminded Council that all water will be shut off during the repairs. All residences will be duly notified of the water shut off in advance. The contract was awarded to Curaflo of BC Ltd. and funding from the Contingency Reserve Fund to a maximum amount of $35,000.00 was approved by the Owners.

B. Water Pooling at Front Entrance Steps

A meeting with McCuaig & Associates Engineering Ltd. and Curaflo of BC Ltd. is to be scheduled close to the start of the Main Water Pipe Replacement Project to inspect the water pooling at the front entrance steps. Flooding occurs during heavy or extended rainfall. Inspection may require the partial excavation of the garden area adjacent the front steps. However, it may be possible to tap into the building storm drain in the parkade, which informal discussions with an engineer indicate could possibly be accessed by lifting a few of the concrete pavers at the base of the front steps and thus, avoid the need to excavate the front garden area. Council's intention is to have Curaflo of BC Ltd. conduct the drainage repair at the front steps while on site replacing the main water pipe. A quote for the drainage repair is pending and funding will come from the Operating Fund.

C. Mechanical & Plumbing

On March 29th, an Owner reported a lack of heat in their unit to the Caretaker. Upon inspection of the boilers, the Caretaker discovered boiler three had shut down. Pacific Mechanical Systems Ltd. was dispatched and repairs were completed with the replacement of the system modulator. The full repairs were conducted under warranty with no cost to the Strata Corporation.

The Strata Manager informed that the troubleshooting of boiler two will recommence when the weather is warmer, because two of the three boilers will need to be shut down in order to troubleshoot the issue with boiler two, which is currently shut down. Council's approval of an earlier quotation from Pacific Mechanical Systems Ltd. for the scheduled routine maintenance of all three boilers is on hold until such time as all three boilers are operational.

The condensation hose associated with the venting of the boilers is leaking water, which is dripping into the garbage room below the mechanical room. This leak will need to be repaired before replacement of the garbage chute fire damper can be completed. Pacific Mechanical Systems Ltd. has been contacted to effect repairs to the condensation hose as soon as possible.

D. Exterior Repair Project

- **Project Update – North Side**
  The Strata Manager noted that the installation of balcony doors is almost complete and that some chargebacks to unit Owners are pending and will be processed once the invoice is received from Unique Restoration Ltd.

  Attendance to other project deficiencies is ongoing and Unique Restoration Ltd. is tentatively scheduled to recommence work on the north side on April 17th. The Property Manager is to verify the actual start date and mobilization details with Unique Restoration Ltd. in order to notify Owners. It is expected to take approximately one month to complete the remaining work on the north side as well as address all deficiencies.

- **Change Orders & Invoices**
  Council approved payment of a consulting invoice from Sense Engineering Ltd. in the amount $2,335.84 together with approving payment of Certificate of Payment No. 8 to Unique Restoration Ltd. in the amount $7,725.38.

- **Phase II – East, West & South Sides**
  Council received a proposal from Sense Engineering Ltd. for consulting services associated with Phase II of the Exterior Repair Project. Acceptance of the proposal is pending approval of the Funding Resolution by the Owners at the upcoming Special General Meeting.

E. Special General Meeting

Council briefly discussed the upcoming SGM scheduled for Wednesday April 12th at 7 pm at 1234 Hornby Street in Vancouver.

F. Door Repairs

New door hinges were installed on the B2 door by Nikls "One Call" Property Services to correct a problem with the door closing properly. Also, the Caretaker reported encountering a problem with programing the B2 door closure and will notify the Property Manager if the problem persists.

Additionally, there is a problem with the opening and closing of the Council Office door. However, replacement of the door hinges is not possible and Nikls "One Call" Property Services proposed two options: replace the door entirely ($1,390.00 plus taxes) or install a surface mounted hinge ($549.00 plus taxes) over the full height of the door.

It was **MOVED / SECONDED** to approve the installation of a full-length door hinge on the Council Office door in the amount of $549.00 plus taxes.

CARRIED

G. Lobby Furniture

Council discussed style options for selecting a bench to be installed in the front lobby and deferred a decision until the next meeting in order to source additional options.

H. Address Plaque Above the Main Entrance

Council reviewed options for a lighted address plaque to be installed above the doors of the main entrance. The installation of the address plaque is in response to an Owner who suggested the electrical box above the front entrance be removed if it was not to being utilized.

It was **MOVED / SECONDED** to approve the purchase of a bronze coloured, steel framed, LED lighted address plaque from www.wayfair.ca in the amount $148.00.

CARRIED

The Strata Manager agreed to arrange for the purchase of the address plaque.

6. FINANCIAL REPORT

A. Financial Statements

Council reviewed the Financial Statements submitted by Peterson Residential for the period ending on February 28, 2017.

It was **MOVED / SECONDED** to approve the February Financial Statements.

CARRIED

B. Accounts Receivable Balances

Council reviewed the accounts receivable balances and instructed the Strata Manager to proceed accordingly regarding any overdue amounts.

Per the Strata Council's decision, a $25.00 fine will be levied against strata lots with outstanding strata fees.

C. Cash Position

Management reported the following cash balances in the Strata Corporation's accounts:

Contingency Reserve Fund..................... $110,602.92
Operating Fund…………………………………..$20,614.94
Exterior Repair Project Fund $222,716.02

D. 2016 Audit

The Council reviewed and signed the audit documents provided to them by the Strata Corporation Auditor.

7. COMMITTEE REPORTS

A. Privacy Committee

The Privacy Committee presented a copy of a proposal from Wilson McCormick Law Corporation concerning the drafting of a Privacy Policy for Strata Corporations and requested the Strata Manager make an inquiry into the offered service along with obtaining a quote for drafting a Privacy Policy for The Lamplighter.

B. Safety Committee

An Owner informed the Strata Manager that they were unaware The Lamplighter's alarm system is not monitored by the Fire Department. To ensure all Residents are aware the Fire Department must be notified by calling 9-1-1 whenever a fire is detected, regardless of whether or not a pull station has been activated, Council instructed the Strata Manager to include a copy of the Emergency Response Guide with the Minutes for Owners to review in addition to posting a copy of the Guide on the bulletin board by the mailboxes.

C. Landscaping Committee

Instead of begonias, the Landscaping Committee requested that Fuji Gardening Service Ltd. plant white impatiens in the front garden area in May to replace the tulips.

8. NEW BUSINESS

A. Water Shutoff

On March 7th, a 5th floor Tenant reported to the Caretaker that they could not completely turn off the water in their shower. The issue appeared to be the faucet. The Caretaker shut off the water to the unit until the Owner was contacted by the Tenant and a plumber was dispatched to make repairs. The Owner is responsible for the cost of repairs. There was no damage to common property.

B. Fire in the Garbage Chute

As noted in the Caretaker report, there was a fire in the garbage chute. During the incident, the Caretaker discovered that the east side fire bell in the lobby was not ringing very loudly while the alarm bells were active. The Strata Manager is to inform Royal City Fire Supplies Ltd. to inspect the east side bell during their next service call.

C. Drainage Cleaning

As a preventative measure related to the 2015 water damage that occurred to a unit on the first floor, Council decided at the time to schedule regular cleaning of the drains on the first and second floors every two years together with the cleaning of the horizontal drain pipes in the parkade.

Council reviewed quotations from Majano Plumbing Inc., Artisan Plumbing & Heating Ltd. and from Pacific Mechanical Systems Inc. for the cleaning of the drains on the first and second floors, and of the horizontal drain pipes in the parkade.

It was **MOVED / SECONDED** to approve the combined quotations from Majano Plumbing Inc. in the amount of $3,715.00 plus tax.

CARRIED

The Strata Manager noted that she would collect WCB and insurance documentation from Majano Plumbing Inc. in advance as this is a newly sourced contractor.

D. Strata Manager Change

Vira Prykhodko informed Council that her tenure as the Strata Manager for VR 178 is ending as her focus at Peterson Residential is shifting to the management of rental buildings. Thus, Council was introduced to Kelly Hannah as the incoming Strata Manager for VR 178. The new Strata Manager's contact information is included at the end of the minutes.

9. CORRESPONDENCE

- Council reviewed the response from an Owner on the 7th floor who had been sent a Notice of Complaint letter concerning excessive noise. Council was satisfied with the Owner's response and felt no further action was necessary at this time.

- Council reviewed correspondence from an Owner on the 14th floor who is wanting to rent out their unit as shared accommodation, meaning the Owner would still be living in the unit. Council determined there is no violation of the bylaws with such an arrangement.

- Council reviewed correspondence from an Owner on the 6th floor stating that the B2 door was not closing properly. The door hinges have been replaced and the Caretaker will monitor the door to ensure the issue has been resolved.

- Council reviewed correspondence from one of the regular relief caretakers stating they will be away during the May 6th - 7th weekend. The relief caretaker approached another Owner to cover that weekend, and that Owner agreed. Council confirmed this arrangement is acceptable.

- Council received a report from the Strata Manager that several Owners had reported difficulty with either the opening/closing of a window or their balcony sliding door. The Strata Manager contacted Accurate Glass Ltd. to effect repairs at the Strata Corporation's expense.

- Council received several suggestions from an Owner on the 10th floor, the first concerning the installation of message boards in the elevators. Several Council members noted how a similar request received in the past was met with objection from several Owners because of concerns over upkeep, vandalism and how message boards in the elevator would make The Lamplighter appear like a hotel.

  The Owner also suggested the closing of the garbage chute stating the City of Vancouver requires it be permanently closed. The Strata Corporation has not received such a request from the City and in the past, numerous Owners have expressed their desire that Council continue to maintain the garbage chute. Additionally, the garbage chute is inspected annually to ensure the fire damper is operational.

  Finally, the Owner suggested adding a third food waste recycling bin for when the other two bins are out in the laneway awaiting pick-up.

  After discussing all of the Owner's suggestions, Council decided no further action was required concerning the installation of the message boards nor the closure of the garbage chute. However, in the matter of adding a third food waste recycling bin, Council instructed the Property Manager to proceed with ordering another bin.

  Council instructed the Property Manager to thank the Owner for their suggestions.

- Council received a request from an Owner of the 9th floor concerning the replacement of the baseboard heater zone valve at the Strata Corporation's expense. It was **MOVED / SECONDED** to approve the cost of replacing the zone valve.

- Council received a request from a new Owner on the 6th floor who will be taking possession on June 1st. The new Owner is requesting approval to change flooring and to change both the kitchen and bathroom cabinets. It was **MOVED / SECONDED** to approve the Owner's renovation request.

- Council received a request from a Tenant on the 5th floor concerning the installation of vinyl plank flooring. Council noted that the request should come from the Owner and that the Tenant should submit the specifications for the flooring they wish to install with the Owner's request.

- Council received a complaint from an Owner concerning loud music and smoking on the balcony of a 3rd floor unit. The Strata Manager has sent a Notice of Complaint letter to the Owner of the 3rd floor unit.
- Council received a response from the Owner of a 2nd floor unit who was issued a Notice of Bylaw Violation in February and charged $100.00 relating to an unscheduled move. The Owner explain the circumstances that led to the unscheduled move. Upon full review of the situation and what occurred, Council upheld its earlier decision to charge the Owner $100.00.
- Council reviewed correspondence received from an Owner on the 2nd floor concerning deficiencies associated with the painting of the north side wall, their balcony and the balcony railings. Council noted these deficiencies would be addressed when the completion of the work to the north side wall resumes in April.
- Council reviewed a Tenant's response to an earlier Notice of Complaint letter issued to an Owner on the 15th floor, the Tenant's landlord. The Tenant explained what occurred and apologized for the incident. Council accepted the correspondence with thanks.
- Council reviewed the response received from an Owner on the 3rd floor relating to a noise complaint lodged on March 15 against the Owner's Tenant. Council accepted the Owner's response to the complaint with thanks.
- Council received a report of an Owner on the 3rd floor smoking on common property. Council requested the Strata Manager issue a Notice of Bylaw Violation to the Owner as smoking on common property is not permitted.

10. NEXT MEETING

The next Council Meeting is scheduled on Wednesday, May 3, 2017.

11. MEETING TERMINATION

There being no further business, the meeting concluded at 8:46 p.m.

ATTENTION:

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

Property Manager:	Kelly Hannah	D: 604.699.5262	E. KellyH@petersonbc.com
Property Manager Assistant:	Sherry Su	D: 604.699.5272	E: sherrys@PetersonBC.com
Strata Property Accountant:	Etsuko Akiyama	D: 604.699.5259	E. EtsukoA@petersonbc.com

Please visit Peterson's website: www.petersonbc.com to access Forms, Minutes, Bylaws and other information for your building. Please contact Peterson Residential for the log-in information.

PETERSON

Minutes of the Strata Council Meeting
Strata Plan VR 178 – The Lamplighter
Held on Wednesday, March 1, 2017
At 7:00 PM in the Council Office at 1146 Harwood Street, Vancouver, BC V6E 3V1

IN ATTENDANCE:	Sam Prochilo	President, Privacy and Safety Committee
	Gerry Fanaken	Treasurer
	Sonia Hyttenrauch	Member at Large
	Andy Humphreys	Member at Large
	Nir Shaham	Member at Large
	Isabelle Groc Doumenc	Member at Large
REGRETS:	Jasmine Pahl	Landscaping Committee
STRATA MANAGER:	Vira Prykhodko	Peterson Residential Management Inc.

1. CALL TO ORDER

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

2. GUEST BUSINESS

Alana Frost and Brennan Vollering from Sense Engineering Ltd. (“Sense”) attended the meeting to discuss the next steps and Phase II of the Building Exterior Repair Project (the “Project”), which is to cover the East, West and South sides of the building. Also discussed was Unique Restoration Ltd. (“Unique”) and the work remaining on Phase I or the North side of the building.

Council informed Sense that the majority of Owners who attended the recent Annual General Meeting (AGM) expressed a desire to complete the remaining repairs as soon as possible and as one large project. A Special General Meeting (SGM) of the Owners to approve funding of Phase II has been scheduled for April 12, 2017.

To fund the cost associated with Phase II, it was determined that $950,000.00 will need to be raised for the Special Levy, which is to be collected over a 12-month period, as the Strata Corporation does not have sufficient funds in the Contingency Reserve Fund to finance the work. That amount is slightly higher than the estimated cost presented to the Owners at the AGM, which was $800,000 to $900,000. The higher amount raised is to accommodate the possibility of additional or higher than expected costs and to avoid the possibility of needing to re-convene at a second SGM to raise more funds, because of a shortfall in the amount originally raised.

To match the scheduled completion of Phase II to the 12-month funding plan, Sense was asked to prepare Phase II specifications as two parts; one part starting in May/June 2017 and be completed by the end of October/November, and the second part staring in March/April 2018 and be completed by May/June. Such a work schedule would not only match the Project’s funding plan, but it would avoid the awarded contractor with having to deal with unfavourable winter weather conditions as experienced by Unique during Phase I.

If funding is approved by Owners at the upcoming SGM, Sense will proceed soon afterwards with initiating the tendering process by inviting up to five contractors to bid on Phase II. To be firmly included as one of the invited contractors will be Unique.

Concerning Phase I, Council was informed that Unique is prepared to come back and finish the remaining work on the North side of the building in April, which will take Unique approximately one month to complete with weather permitting.

The Strata Manager was instructed to update the list of deficiencies and items that were damaged by Unique or its sub-contractors during Phase I. This includes, but is not limited to, scratched common doors, damaged lights, grass and hedges, and the stained lobby carpet and door mats.

Although Unique confirmed their commitment to address all the reported deficiencies, Sense was asked by Council to oversee the completion of this task, especially as it relates to correcting the balcony door installations. To minimize the impact to the applicable Owners, Unique will be given clear instructions to schedule all balcony door installation repairs, and the replacement of scratched glass or of faulty parts in one visit for each particular Owner(s).

After the guests' departure, the meeting continued with the business at hand.

3. APPROVAL OF AGENDA

It was **MOVED / SECONDED** to approve the meeting Agenda as circulated.

CARRIED

4. CARETAKER'S & MANAGER'S REPORT

The Caretaker, Scott Bodnar, attended the meeting and presented his monthly report as follows:

- Pacific Mechanical Systems Ltd. (Pacific Mechanical) completed preventative maintenance of the mechanical equipment, repaired a leaking hot water tank and replaced a water pump in the boiler room. All this work required the water to be shut-off for the entire building;
- Unique replaced a broken window for a suite on the 6th floor;
- The glass in stationary section of the front door was reported broken on February 15, 2017 and Accurate Glass Ltd. was dispatched to replace the glass on an emergency basis;
- Monkey Tree Services pruned the trees;
- Recycling instructions were posted near the blue bins;
- There was one (1) move in February. No damage was reported.

The Caretaker repaired and painted the wall around the 5th floor garbage chute as well as painted the inside of the elevator doors. Additionally, the plant near the parking entrance was trimmed.

RJM Electrical Contracting Ltd. ("RJM") had previously replaced a ballast in the elevator room. However, the light was not as bright as it used to be so RJM was asked to return and check into the matter. One of the exterior lights requiring repair will be fixed at the same time.

A Contractor will be dispatched to repair the office door, which is hard to open. One of the B2 doors is not closing properly from time to time and is to be inspected at the same time.

An Owner suggested to the Caretaker that a portable pump sold by his employer could be used as a temporary fix to address water drainage issue at the front entrance.

Council thanked Scott for his presentation. After the Caretaker's departure, the meeting continued with the business at hand.

5. ELECTION OF COUNCIL POSITIONS

It was **MOVED / SECONDED** to elect members for the following Council positions:

Sam Prochilo	President, Privacy and Safety Committee
Gerry Fanaken	Treasurer
Jasmine Pahl	Landscaping Committee
Andy Humphreys	Member at Large
Sonia Hyttenrauch	Member at Large
Nir Shaham	Member at Large
Isabelle Groc Doumenc	Member at Large

CARRIED

6. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED** to approve the Minutes of the Council meeting held on February 1, 2017 as circulated; no errors or omissions were reported.

CARRIED

7. BUSINESS ARISING FROM THE PREVIOUS MINUTES

A. <u>Mechanical Equipment</u>

Pacific Mechanical completed preventative maintenance of the mechanical equipment and informed that the make-up-air unit has no temperature controller and is currently adjusted manually. Pacific Mechanical suggested the installation of a temperature controller with a water control valve. A quotation for cleaning and servicing the boilers was presented.

After some discussion, Council decided that the temperature controller is not needed at this time and the cleaning of boilers will be postponed until boiler #2 is repaired and operational. The repairs to boiler #2 will be scheduled when temperatures are warmer, as the repairs will require shutting down 2 of the 3 boilers.

The Strata Manager reported that a flood occurred in the mechanical room on February 20, 2017 due to a failed pipe joint. This was after Pacific Mechanical was on site earlier in the day replacing a pump. Pacific Mechanical repaired the failed joint on an emergency basis and accepted full responsibility for the failure. Thus, the repairs were done at no charge to the Strata Corporation.

B. <u>Main Water Pipe Replacement</u>

Curaflo of BC and McCuaig and Associates Engineering Ltd. (McCuaig) were asked to prepare the agreement for the replacement of the main water pipe and to provide a start date for this project.

McCuaig will be also asked to review and to prepare specifications to address the issue of water pooling at the front entrance at the same time as the water main is being replaced.

In the meantime, a suggestion to purchase a portable water pump to remove excess water from the front steps during heavy rainfalls will be explored.

C. <u>Exterior Restoration Project</u>

Unique removed the swing stages, scaffolding and all of their own outside equipment from the site for a temporary winter shut down. However, supplies and equipment being stored in the loading zone area on B2 will remain.

Unique promised to remobilize in the spring when the forecast projects a long stretch of favourable weather. This course of action resulted in a one-time demobilization/remobilization cost of $12,000.00.

Council met with representatives from Unique and Sense on February 9th to discuss the issues and to consider other possible options to the demobilization. After some discussion, Change Order #7 to approve the one-time demobilization/remobilization cost in the amount of $12,000.00 plus tax was approved.

Electrical Outlet Above the Front Entrance:

Several owners inquired about the electrical outlet above the front entranceway and suggested its removal unless there are plans to install a new sign or awning.

After some discussion, Council decided to explore a suggestion to install an "1146" lighted address sign above the front door. Some samples and pricing will be obtained.

Balcony Doors:

Unique informed that they are still waiting for the replacement glass and parts from Starline Architectural Windows. As soon as all materials are received and the weather improves, a final appointment to complete all balcony door deficiencies will be scheduled.

Invoices:

Council reviewed reports and invoices submitted by Sense.

After some discussion, it was **MOVED / SECONDED** to approve the following payment from the Exterior Restoration Project Fund:

a) To Unique Restoration Ltd., Certificate for Payment No. 7, in the amount of $5,289.20 including taxes, for the completed exterior wall repairs.

CARRIED

D. Fire Safety Equipment Maintenance

The testing of the in-suite fire safety equipment, all necessary repairs and the replacement of faulty smoke alarms was completed on February 8, 2017.

The Strata Manager informed that the fire safety system in the building is fully operational with no outstanding deficiencies.

E. Snow Removal

During the Resident Caretaker's vacation, the snow removal was done by Relief Caretakers and volunteers. Due to the unusually heavy snowfall this winter, the building's stock of ice melt was exhausted and on one occasion, an Owner purchased a bag of ice melt from a local store and took it upon herself, together with another Owner, to clear the front walkway and sidewalk. To replenish the building's stock, five bags of ice melt were later purchased by the Strata Manager.

After some discussion, it was decided that an additional twenty (20) bags of ice melt would be purchased to ensure the building has an adequate supply for next year. It was suggested that the Caretaker consider the possibility of purchasing a spreader to simplify the task of spreading ice melt.

Appreciations were extended to the Resident Caretaker, Relief Caretakers and Volunteers, Gerry Fanaken and Laurinda Keenan, for their help in clearing snow from the front walkway and the sidewalk.

F. Hard Surface Flooring Standards

As Hard Surface Flooring Standards were created in 2010 by McCuaig, the same company was asked to review the Standards and to update them if necessary.

McCuaig informed that the cost of this review will be $2,000.00 plus tax. After some discussion, the proposal was not approved.

8. FINANCIAL REPORT

A. Financial Statements

Council reviewed the Financial Statements submitted by Peterson Residential for the period ending on January 31, 2017.

B. Accounts Receivable Balances

Council reviewed the accounts receivable balances and instructed the Strata Manager to proceed accordingly regarding any overdue amounts.

Per the Strata Council's decision, a $25.00 fine will be levied against strata lots with outstanding strata fees.

C. Cash Position

Management reported the following cash balances in the Strata Corporation's accounts:

Contingency Reserve Fund..................... $103,505.52
Operating Fund $20,918.52
Exterior Repair Project Fund $236,457.23

D. 2016 Audit

Reid Hurst Nagy Inc. submitted their draft auditor report for 2016 confirming that the financial statements represent fairly, in all material respects, the financial position of Strata Plan VR 178 as at December 31, 2016. In addition, the financial performance and cash flows for Strata Plan VR 178 are in accordance with Canadian accounting standards for non-profit organizations.

A copy of the final version of the Auditor's Report is expected to be available within the next several weeks for distribution to Owners at no cost upon request to Peterson Residential.

9. COMMITTEE REPORTS

A. Landscaping Committee

Monkey Tree Services completed the pruning of ornamental trees and Fuji Gardening Service completed the trimming of hedges and spring clean-up of the landscaping areas.

Planting of annuals will be scheduled as soon as weather improves.

B. <u>Privacy & Safety Committee</u>

No update.

10. NEW BUSINESS

A. <u>Preparations for Special General Meeting (SGM)</u>

After some discussion, Council decided that two (2) ¾ Vote Resolutions will be proposed at the upcoming SGM for Owners' consideration:

1. Approval of a 12-month Special Levy commencing June 1, 2017 to raise $950.000.00 for Phase II of the Building Exterior Repair Project;
2. To discontinue the operation of the existing Hot Tub and to instruct the Strata Council to prepare options for an alternative use of the Recreation Area.

The Strata Manager was asked to email a draft SGM Notice to all Council members for their review and approval.

The Special General Meeting of the Owners, Strata Plan VR 178, is scheduled on Wednesday, April 12, 2017, in the Gatehouse West Room at Residence Inn by Marriott Vancouver Downtown, 1234 Hornby Street, Vancouver, BC, at 7:00 p.m. with the registration to start at 6:30 P.M.

B. <u>Lobby Furniture</u>

At the last AGM, an Owner requested Council install a chair or a bench in the main lobby for Residents to sit while waiting for a taxi. The Owner pointed out that a handicapped occupant in building needs to wait for a taxi in the lobby on a regular basis.

As the Strata Corporation has a duty to accommodate the needs of a handicapped person, several options to install a bench or two folding chairs have been discussed by Council. The Strata Manager was asked to obtain a few quotations for these options.

11. CORRESPONDENCE

A. <u>Renovation Request from a Strata Lot on the 7th Floor</u>

The Owner requested permission to cover the textured ceiling with drywall, to paint the suite and to install new hard surface flooring. The Owner provided a copy of the soundproofing underlay specifications that meet Strata bylaws.

Permission was granted subject to the Owner's consent with the Terms and Conditions outlined in the approval letter.

B. <u>Renovation Request from a Strata Lot on the 11th Floor</u>

The Owner requested permission to install new kitchen cabinets, sink and all necessary plumbing fixtures in the kitchen.

Permission was granted subject to the Owner's consent with the Terms and Conditions outlined in the approval letter.

C. Email from a Strata Lot on the 15th Floor

The joint Owners inquired about some items in the proposed 2017 budget and Exterior Restoration Project. The Owners also advised that the upkeep of the pool/jacuzzi is not cost-efficient and another use for the Recreation Area should be found.

Council thanked the Owners for their opinion. All requested information was provided.

D. Common Laundry

An Owner reported a jammed coil slot in one of the dryers.

The Caretaker managed to repair the slot. The issue will be monitored and if necessary, the service company will be dispatched to conduct repairs to the dryer.

E. Complaint about Renovation Noise

An Owner complained about loud renovation noise coming from a suite located on a higher floor, but was unable to provide a suite number.

Owners are reminded to be considerate of their neighbours while performing repairs or renovating their suites. In accordance with Strata Plan VR 178 bylaw 9.5:

9.5 An owner must ensure that the hours of work are restricted to 9:00 a.m. to 5:00 p.m., Monday through Friday, and 10:00 a.m. to 5:00 p.m., Saturdays, Sundays and statutory holidays. To perform renovations/alterations on statutory holidays, an owner must apply for permission in writing to the council at least five business days before the holiday date.

F. Complaints about a Loud Party

Several complaints were received about a very loud party in a suite on the 7th floor on February 24, 2017 until approximately 3:00 am. Residents complained that guests were smoking on the balcony and throwing cigarette butts off the balcony.

A letter was sent to the Strata Lot Owner responsible for the reported violation.

G. Emails Concerning Exterior Restoration Project

Some Owners reported debris and other deficiencies on the patio/balcony membrane, unsatisfactory painting of the balcony railings, damage to grass, shrubs and security lighting.

An Owner also complained about vents that were left unprotected for a prolonged period of time and deficiencies during the balcony doors installation. The Owner also asked why a full payment was issued to Unique.

The Owner will be informed that this is an obligation of the Strata Corporation to pay a contractor in accordance with the signed agreement for the work completed. A list of reported deficiencies was forwarded to Unique Restoration Ltd. and to Sense Engineering Ltd. to review and to address in due course.

H. Email from an Owner of a Strata Lot on the 9th Floor

The Owner expressed concerns that the chargeback letter received for work completed on his suite had attached a copy of the contractor's invoice that included the cost details for work done in a few other suites and requested a separate invoice from the contractor. In the Owner's opinion, the common invoice constituted a violation of his privacy.

A separate invoice from the Strata Corporation was issued and the Owner was informed the invoice did not include any personal information, such as the Owner's name or contact details.

I. Request for the Strata Corporation's Documents

Vancouver Police requested a copy of the Strata Corporation's invoice for the repair to the parking gate, which was vandalized by an individual who broke into a few vehicles earlier. The individual was positively identified by police and will be prosecuted.

Permission to provide a copy of the invoice was granted.

J. Emails Concerning Missing Balcony Door Installations

Several Owners reported deficiencies after their new balcony door was installed.

All reported deficiencies were forwarded to Sense Engineering Ltd. and Unique Restoration Ltd. and appropriate actions will be taken to address all deficiencies.

K. Letter from an Owner of a Strata Lot on the 16th Floor

The Owner requested permission to install a washer and dryer in the suite.

Taking into consideration all circumstances, the request was denied.

12. NEXT MEETING DATE

The next Council Meeting is scheduled on Wednesday, April 5, 2017.

13. MEETING TERMINATION

There being no further business, the meeting concluded at 9:00 p.m.

ATTENTION:

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

Property Manager:	Vira Prykhodko	D: 604.699.5261	E. ViraP@petersonbc.com
Property Manager Assistant:	Sherry Su	D: 604.699.5272	E: sherrys@PetersonBC.com
Strata Property Accountant:	Etsuko Akiyama	D: 604.699.5259	E. EtsukoA@petersonbc.com

Please visit Peterson's website: www.petersonbc.com to access Forms, Minutes, Bylaws and other information for your building. Please contact Peterson Residential for the log-in information.

PETERSON

Minutes of the Annual General Meeting of the Owners
Strata Plan VR 178, "The Lamplighter"

Held on Wednesday, February 22, 2017, At 7:00 PM, in the Gatehouse West Room, at Residence Inn By Marriott Vancouver Downtown, 1234 Hornby Street, Vancouver, B.C.

IN ATTENDANCE: Forty Six (46) Strata Lots represented in person
Seventeen (17) Strata Lots represented by proxy
Total of Sixty Three (63) Strata Lots.

STRATA MANAGER: Vira Prykhodko, **PETERSON** RESIDENTIAL

1. CALL TO ORDER

The Council President, Gerry Fanaken, called the Annual General Meeting to order at 7:00 P.M.

2. CERTIFICATION OF PROXIES

The Strata Manager, Vira Prykhodko, confirmed that the Proxies received for the meeting were certified and found to be correct.

3. ELECTION OF CHAIRPERSON

The election of a Chairperson was not necessary as Gerry Fanaken, the Council President, was present and chaired the meeting.

4. QUORUM CONFIRMATION

Owners were advised that as sixty three (63) Strata Lots were represented in person or by proxy, a quorum was achieved and the meeting was duly constituted to proceed.

5. PROOF OF NOTICE OF MEETING

It was **MOVED / SECONDED** (S.L. 35 / S.L. 93) to confirm the Notice of the Meeting dated January 31, 2017 was distributed in accordance with the provisions of the Strata Property Act of British Columbia.

MOTION CARRIED (unanimously)

6. APPROVAL OF AGENDA

It was **MOVED / SECONDED** (S.L. 24 / S.L. 62) to approve the Agenda of the Meeting as circulated.

MOTION CARRIED (unanimously)

7. APPROVAL OF PREVIOUS GENERAL MEETING MINUTES

It was **MOVED / SECONDED** (S.L. 62 / S.L. 24) to approve the Minutes of the Annual General Meeting held on February 10, 2016 and of the Special General Meeting held on May 4, 2016 as circulated.

MOTION CARRIED (unanimously)

8. COUNCIL'S REPORT

The Council President opened by thanking all the Council Members for their hard work and diligence dealing with the issues and challenges encountered throughout the year. The Council President also thanked the Strata Manager, on behalf of all the Owners, for her outstanding commitment to

The Lamplighter and to the Owners, and for making his job as Council President very easy this past year.

The Council President then proceeded to report on the main issues the Strata Council dealt with during the 2016 fiscal year:

- **Boiler Replacement Project**: Although the installation of the new boilers was completed about two years ago, the Council President found his unit to be very cold last winter. As result, in 2016, the Strata Manager contacted the original mechanical engineer on the project, McCuaig & Associates Engineering Ltd. (McCuaig), and requested they undertake a review of the boiler system to determine why the boilers were not producing sufficient heat. For the most part, McCuaig found the problem to be sloppy workmanship on the part of the original contractor, Piperun Plumbing & Mechanical Ltd. In addition to making various adjustments to the boiler system, McCuaig recommended the replacement of four pumps. All the work was completed by Pacific Mechanical Systems Ltd. and despite an unusually cold winter this year, the Council President has experienced no difficulty getting his unit to stay warm. Although no complaints about a lack of heat nor a lack of hot water have been received by the Strata Manager over the last several months from any of the Residents, a quick survey of the Owners in attendance revealed that four Owners find there units to be somewhat cool. The Council President advised all Owners to inform the Strata Manager if they experience problems with the heat in their unit.

- **Front Entranceway Flooding:** During heavy rainfall, the front entranceway has been flooding quite severely for the last few months. This has made it difficult to enter and exit the building. Council is aware of the situation and is planning to address the flooding when the main water supply line is expected to be replaced in the coming weeks. To explain, there is a Resolution on the Agenda tonight to vote on funding the replacement of the main water supply line as this line is leaking. Assuming the funding is approved and the line is replaced, when the contractor digs up the area in front of the building, Council will use that opportunity to rectify the front entranceway drainage and thus, resolve the flooding problem.

- **Break-ins:** Although not as many as in some past years, a few break-ins were reported during the year. Some security upgrades in the building were undertaken as a result, like the rekeying of all common locks.

- **Short Term Rentals:** A matter Council was required to address somewhat during the past year, but will not be addressing at the AGM is short term rentals, like Airbnb. While some Owners have expressed concerns about people with luggage showing up at all hours of the night, if these people have a key to the suite, there's not much that can be done. However, short term rentals are becoming an issue throughout Vancouver and the City is working on amending its Bylaws to address the matter.

- **Resident Caretaker:** It was noted that Scott Bodnar has been the Caretaker for more than 10 years (actual start date is August 1, 2001). In addition, it was mentioned that Scott is well liked, gets along with the contractors who service the building and is respectful towards all the Owners. When Scott is not on duty, there are several individuals who assist as Relief Caretakers. Mentioned were Council Member, Sonia Hyttenrauch, as well as Owners, Kona Zhu and Monty Howes. Thanks to all four individuals for the good work they do looking after the building.

- **Financials:** The Strata Corporation is in better than good condition, financially. The draft audit has been completed for the fiscal year ending December 31, 2016. There were no problems found within the financials and the final version of the audit will be completed in the coming weeks. Notification of the availability of the final audit will be included in the Minutes of the next Council Meeting. For Owners wanting a copy of the final audit, please contact the Strata Manager, Vira Prykhodko, and she will send you a copy. To summarize the 2016 financials, the Strata Corporation finished the year with a surplus of $16,013.00 against total budgeted revenue of $419,700.00 and total budgeted expenses of $334,700.00 plus $85,000.00 allocated to the Contingency Reserve Fund.

  At the end of 2015, the Strata Corporation had accumulated a balance of $158,678.00 in the Operating Fund over several years. At the 2016 AGM, Resolutions were passed to allocate $159,000.00 from the Operating Fund to the Exterior Repair Project. This had, in effect, reduced the Operating Fund to a zero balance at the beginning of 2016.

  For the Contingency Reserve Fund (CRF), at the end of 2015, the Strata Corporation had accumulated a balance of $333,793.00, of which, $326,000.00 was allocated to the Exterior Repair Project in 2016. However, through the collection of Strata fees, $85,000.00 was put back into the CRF and with the inclusion of interest earned, the balance of the CRF at the end of 2016 was $96,394.00.

- **Exterior Repair Project:** To date, most of the work has been done satisfactorily and the overall project is about 90% complete. Some of the work was not done very well and there were some issues with the contractor, Unique Restoration Ltd. ("Unique"). A couple of weeks ago, Unique removed the scaffolding and other equipment from the front of the building as they were unable to continue working under the current weather conditions, which are too wet and too cold to apply the various products used in the project. While the poor weather conditions have contributed to project delays, it was noted that Unique was awarded the contract at the end of May. However, it wasn't until mid-July, six weeks later, when Unique made its first appearance on site to commence preparations for starting the repairs. In addition, Unique has struggled with retaining staff throughout the project. Both the late start date and the staffing issue have directly contributed to the project delays too. Delays that have frustrated a number of Owners, but particularly those Owners requiring the installation of a balcony door and/or the removal of a balcony enclosure.

  Recent events, most notably the decision by Unique to temporarily stop all work, prompted the Strata Council to request a meeting with Unique and Sense Engineering Ltd. ("Sense"). The meeting sought to understand what Unique's issues were and when they plan on coming back to complete the work. Unique made a commitment to address all the deficiencies, some now and the rest when they return in April to complete the remaining work to the North elevation, weather permitting. As for the pending repairs to the East, West and South elevations, Unique is not to be automatically awarded the contract. Instead, that work will go to tender with the contract being awarded to the contractor with the best proposal.

  In general, the Strata Council is satisfied with the work done by Unique, but a number of deficiencies, especially with the balcony door installations, paint splashes on window frames and sills, and some damage to the building doors, front entrance carpet and mats, lights and landscaping, all reported earlier, are still outstanding. The Strata Council has been assured by both Unique and Sense that all deficiencies and damage will be addressed to the Owners and Strata Council's satisfaction.

The Council President answered the Owners' questions concerning incomplete chalking, why Unique left the site, who pays for the demobilization cost, when is Unique planning on returning and whether or not a particular amount is being held back to ensure Unique's return in April.

9. REPORT ON INSURANCE

As per the requirements of the *Strata Property Act*, the Owners were provided with a confirmation of the Strata Corporation's current Property, Liability and Machinery insurance coverage. The Council President explained the various provisions and deductibles and answered Owners' questions regarding the Strata Corporation's insurance coverages.

The Owners were reminded that the Strata Corporation's insurance policy does not provide coverage for individual suite contents, rental loss, betterment or improvements, etc. **Owners and Residents must carry their own insurance package for this coverage, including, but not limited to, Strata Insurance deductibles, alternative accommodation, and any suite improvements.**

10. REVIEW AND APPROVAL OF THE 2016 YEAR-END ACCOUNTS

The Council President and the Treasurer, Sam Prochilo, answered Owners' questions regarding the financial results for the period ending December 31, 2016.

Owners were informed that financially the Strata Corporation is in healthy condition. Based on the draft audit of the financial statements for the period ending on December 31, 2016, the balance in the Operating Fund was $15,691.00 and in the Contingency Reserve Fund, the balance was $96,394.00.

Reid Hurst Nagy Inc. submitted their draft auditor report for 2016 confirming that the financial statements represent fairly, in all material respects, the financial position of Strata Plan VR 178 as at December 31, 2016, and its financial performance and its cash flows are in accordance with Canadian accounting standards for non-profit organizations. A copy of the final version of the Auditor's Report is expected to be available for distribution within the next several weeks to Owners upon their request to Peterson Residential.

11. APPROVAL OF THE 2017 OPERATING BUDGET

The Treasurer referred the Owners to the draft 2017 Operating Budget as circulated with the meeting notice. Attention was brought to the $22,000.00 amount budgeted for elevator maintenance, which although higher than the $16,460.15 spent in 2016, was kept at the same amount budgeted in 2016 because of recent issues with the elevator doors. The amount budgeted for natural gas consumption has been reduced from $40,000.00 to $36,000.00 as natural gas prices continue to remain low. The amount allocated to the Contingency Reserve Fund (CRF) is $85,000.00. Although there were increases in some of the budgeted expenses for 2017, the increases were immaterial and as a result, there were no changes proposed to the 2017 Strata fees.

An Owner asked whether or not the management fee paid to Peterson Residential is increasing for 2017. The Treasurer indicated there is a 3% increase. Another Owner asked if increasing the Strata fees was considered as a way to rebuild the CRF. Such an increase was not considered, as explained by the Council President and Treasurer. There were no additional questions.

It was **MOVED / SECONDED** (S.L. 49 / S.L. 62) to approve the proposed 2017 Strata Plan VR 178 Operating Budget in the amount of $419,300.00.

MOTION CARRIED (unanimously)

12. APPROVAL OF 3/4 VOTE AND MAJORITY VOTE RESOLUTIONS

A. 3/4 VOTE RESOLUTION 1

It was **MOVED / SECONDED** (S.L. 54 / S.L. 27) to approve 3/4 Vote Resolution 1, as circulated:

BE IT RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan VR 178, to waive the requirement of Section 94.2 of the Strata Property Act to obtain a Depreciation Report for Strata Plan VR 178.

MOTION CARRIED
(Forty Nine (49) in favour, Thirteen (13) against, Zero (0) abstentions)
(1 Owner left before the end of the meeting)

B. MAJORITY VOTE RESOLUTION 2

The Motion to approve the Resolution 2 was not moved because the Resolution 1 was approved.

C. 3/4 VOTE RESOLUTION #3

It was **MOVED / SECONDED** (S.L. 62 / S.L. 50) to approve 3/4 Vote Resolution 3, as circulated:

BE IT RESOLVED by a 3/4 Vote Resolution of the Owners, Strata Plan VR 178, to approve an expenditure of up to $35,000.00 from Contingency Reserve Fund for the replacement of the main water pipe.

MOTION CARRIED (unanimously)

D. 3/4 VOTE RESOLUTION 4

It was **MOVED / SECONDED** (S.L. 14 / S.L. 62) to approve 3/4 Vote Resolution 4, as circulated:

BE IT RESOLVED as a 3/4 Vote Resolution of the Owners, Strata Plan VR 178, to amend bylaw 9.5 in the division *9. Renovations/Alterations,* as follows:

9.5 An owner must ensure that the hours of work are restricted to 9:00 A.M. to 5:00 P.M., Monday through Friday, and 10:00 A.M. to 5:00 P.M., Saturdays, Sundays and statutory holidays. To perform renovations/alterations on statutory holidays, an owner must apply for permission in writing to the council at least five business days before the holiday date.

Jackhammering or other such usage during suite renovations or repairs is allowed for a maximum of three (3) hours per day, Monday to Friday, between 10:00 A.M. and 1:00 P.M. only.

Owners who are going to use a jackhammer or other such noisy tools during suite renovations or repairs must inform the Strata Corporation of the exact day and duration of this type of work a minimum 3 days in advance, so that residents in the building can be notified.

MOTION DEFEATED
(Thirty Seven (37) in favour, Twenty Four (24) against, Zero (0) abstentions)
(2 Owners left before the end of the meeting)

13. EXTERIOR RESTORATION PROJECT

The Council President reminded Owners that Phase I of the Exterior Restoration Project covered repairs to the North side of the building only and that repairs to the South, East and West sides remain to be done. The extent of the work required on the South side will be similar to the North side with the exception of removing the balcony enclosures and of the installing of missing balcony doors, all of which were completed during Phase I. The East and West sides should not require as much work as they do not have balconies.

The remaining work will be costly to complete and will need to be funded by the Owners via a Special Levy because the Strata Corporation does not have sufficient funds available.

Sense Engineering Ltd. (Sense) provided the following estimates for the remaining work:

- To complete repairs of the South side; $493,000.00 including taxes;
- To complete repairs of both the East and West sides together; $306,000.00 including taxes.

The Council President discussed options to complete the remaining work in stages over a period of two or more years or as one large project over a shorter period of time, possibly 12 to 18 months. In addition, the Owners were explained the pros and cons of accepting either approach and that each Owner would need to evaluate each approach based on their own unique circumstances and preferences. Generally speaking, electing a staged approach of two or more years will ease the financial burden of the Special Levy by reducing the monthly amount through the spreading of the amount required over a longer collection period. However, the staged approach would require the Residents to put up with the building being in a state of repairs over an extended period of time.

If Owners decide to proceed with repairs as one large project, the Special Levy payments would be higher but collected over a shorter time period. Similarly, the work would also be completed in a shorter time period and there would be some savings on mobilization costs (approximately 10%).

Owners were informed the Strata Council was satisfied with the project work done by Sense, but Unique's performance was at times questionable. Regardless, a new tender will be prepared and four or five Contractors will be invited to bid, including Unique.

The Council members answered Owners' questions on scheduling and the Special Levy, and after some further discussion, the matter of how to proceed with the remaining work was put to a show of hands. The majority of Owners in attendance expressed their interest to complete the work as one large project with a 12-month Special Levy to commence in the Spring.

Based on the results of this informal vote, the new Strata Council will prepare a corresponding ¾ Vote Resolution for Owners to vote at a Special General Meeting to be scheduled. Note, at the March 1st Council Meeting, the new Council decided the Special General Meeting will be held on April 12th. A formal notice will be issued in due course, and all Owners should note this very important date and plan to attend the meeting.

14. FUTURE USE OF THE RECREATION AREA

The Owners were informed that the Recreation Area is currently in rough shape and requires substantial upgrades.

For some time, only necessary repairs and basic maintenance have been done on the hot tub because a number of Owners have written to the Strata Council over the years stating the hot tub is hardly used and a better use for this area could be found. Suggestions for a better use of the area included a library, social lounge, gym, a bike storage, a guest suite and a few others. Additionally, a few Owners suggested the existing hot tub be closed/removed and a surface mounted Jacuzzi requiring less maintenance be installed in its place.

After some discussion, a proposal to discontinue the hot tub was put to an informal vote and the majority of Owners in attendance voted in favour of the proposal.

Based on the results of the informal vote, the new Strata Council will prepare a corresponding ¾ Vote Resolution for the change of use and appearance of common property for Owners to vote at the Special General Meeting, which has been scheduled for April 12th.

15. NEW BUSINESS

An Owner suggested Council install a chair or a bench in the main lobby for Residents to sit while waiting for a taxi. The Owner pointed out a handicap occupant in building who needs to wait for a taxi in the lobby on a regular basis. The Council President informed all in attendance that the Strata Corporation has a duty to accommodate the needs of a handicap person and that being the case, the mater of installing a chair or a bench of some sort will be included in the next Council Meeting Agenda for consideration by the new Stata Council.

Another Owner enquired about the possibility of revising the "No Pets" bylaw to allow cats or small dogs into the building. The Council President informed the Owner that a Resolution to amend the pets bylaw to allow pets in a limited capacity was presented for Owners' consideration in the past and it was not approved.

16. ELECTION OF 2017 STRATA COUNCIL

Owners were advised that pursuant to Section 12 of the Strata Corporation's Bylaws, the Strata Council consists of three (3) to seven (7) Owners. The floor was then declared open for nominations and volunteers, and the following seven Owners accepted nominations to the 2017 Strata Council:

Jasmine Pahl	Strata lot # 24	Andy Humphreys	Strata lot # 49
Nir Shaham	Strata lot # 50	Sam Prochilo	Strata lot # 62
Gerrard (Gerry) Fanaken	Strata lot # 77	Isabelle Groc Doumenc	Strata lot # 84
Sonia Hyttenrauch	Strata lot # 93		

It was **MOVED / SECONDED (**S.L. 36 /S.L. 66) to elect the following Owners to serve on Council by acclamation:

Jasmine Pahl	Strata lot # 24	Andy Humphreys	Strata lot # 49
Nir Shaham	Strata lot # 50	Sam Prochilo	Strata lot # 62
Gerrard (Gerry) Fanaken	Strata lot # 77	Isabelle Groc Doumenc	Strata lot # 84
Sonia Hyttenrauch	Strata lot # 93		

MOTION CARRIED (unanimously)

Appreciations were extended to all Council members for their dedicated work for the Strata Corporation last year.

17. MEETING TERMINATION

There being no further business, it was **MOVED/SECONDED/CARRIED** to terminate the meeting at 9:17 p.m.

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

Property Manager:
Vira Prykhodko | Direct: 604. 699.5261 | Email: ViraP@petersonbc.com
Property Manager Assistant:
Sherry Su | Direct: 604.699.5272 | Email: sherrys@petersonbc.com
Strata Property Accountant:
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PETERSON

Minutes of the Strata Council Meeting
Strata Plan VR 178 – The Lamplighter
Held on Wednesday, February 1, 2017
at 7:00 PM, in the Council Office at 1146 Harwood Street, Vancouver, BC V6E 3V1

IN ATTENDANCE:	Gerry Fanaken	President
	Sam Prochilo	Treasurer, Privacy and Safety Committee
	Sonia Hyttenrauch	Member at Large
	Andy Humphreys	Member at Large
REGRETS:	Jasmine Pahl	Landscaping Committee
STRATA MANAGER:	Vira Prykhodko	Peterson Residential Management Inc.

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

It was **MOVED / SECONDED** to approve the meeting Agenda as circulated.

CARRIED

3. CARETAKER'S & MANAGER'S REPORT

The Caretaker, Scott Bodnar, was not present at the meeting. Council reviewed the Strata Manager's report as follows:

- A new recycling bin for glass containers has been installed;
- RJM Electrical Contracting replaced a failed ballast for a light fixture in elevator #1;
- Devak Lock & Key Inc. installed knob protectors on both garden gates;
- Air-Vac Services Canada Ltd. completed the cleaning of common dryer vents from the inside and from the outside. Coinamatic will be asked to inspect two dryers that were reported as not heating properly;
- Power West Industries Ltd. performed the semi-annual testing of the emergency generator and completed all previously approved repairs;
- There was one (1) move in January. No damage was reported.

During the Resident Caretaker's vacation, Five Star Building Maintenance Ltd. ("Five Star") provided the relief caretaking services, four (4) hours a day, Monday to Friday. In general, the Strata Council was satisfied with the performance of the relief caretaker. A few deficiencies were pointed out to the janitor and he corrected them.

The Relief Caretakers, Sonia and Kona, were locking the laundry room and the recreation area at night. Kona was maintaining the hot tub.

The Strata Council extended appreciations to the Relief Caretakers, Sonia and Kona, for their help during the Resident Caretaker's vacation.

4. MINUTES OF THE PREVIOUS MEETING

It was **MOVED / SECONDED** to approve the Minutes of the Council meeting held on January 4, 2017 as circulated; no errors or omissions were reported.

CARRIED

5. BUSINESS ARISING FROM THE PREVIOUS MINUTES

A. Mechanical Equipment

Pacific Mechanical Systems Ltd. has ordered the approved recirculation pump and the installation will be scheduled as soon as all materials are received.

The Contractor apologized and waived invoice #15490 in the amount of $149.63 for the investigation that was not requested.

B. Exterior Restoration Project

The Contractor, Unique Restoration Ltd. (Unique) informed that almost all exterior work has stopped due to weather conditions. Unique has notified that they were experiencing significant delays with the exterior repairs due to the unusually high amount of cold and/or wet weather from October 2016 until now, which has prevented them from completing the remainder of the painting, waterproofing, and caulking work required to complete the project.

The Contractor proposed to demobilize from the site, removing the swing stages and scaffolding, and remobilize in the spring when the forecast projects a long stretch of favourable weather. This option would include a one-time demobilization/remobilization cost of $12,000.00.

After some discussion, Council decided to schedule a meeting with the representatives of Unique and Sense Engineering Ltd. ("Sense") to discuss all issues and options available.

Broken Glass

The Owner of a suite on the 6th floor reported her window glass broken by the Contractors. Unique promised to replace the broken glass as soon as possible.

Balcony Doors:

The Strata Manager informed that balcony door deficiencies were inspected by representatives of Starline Architectural Windows ("Starline"), Unique and Sense. The Contractors assured that all issues will be rectified.

These repairs have been scheduled several times, but at the time of the meeting, some deficiencies still remain. Unique informed that the main reasons for the delays were as follows:

- Replacement parts and glass have not been received from Starline;
- The caulking on the exterior cannot be done if the temperature is below 10°C.

The balcony door deficiencies will be discussed at the meeting with the engineers and the Contractor.

Painting of Railings:

Several complaints concerning deficiencies with the painting of the balcony railings have been received and forwarded to Sense and Unique to address. The Contractor responded that all deficiencies will be rectified as soon as the weather improves.

Invoices:

Council reviewed invoices that were received.

After some discussion, it was **MOVED / SECONDED** to approve the following payments from the Exterior Restoration Project Fund:

a) To Unique Restoration Ltd., Certificate for Payment No. 6, in the amount of $35,266.78 including taxes, for the completed exterior wall repairs.

b) To Sense Engineering Ltd. in the amount of $2,349.61 including tax for their services during the construction stage for the period from January 9 to January 31, 2017.

CARRIED

C. Fire Safety Equipment Maintenance

The 2nd appointment to test the in-suite fire safety equipment, all necessary repairs and the replacement of faulty smoke alarms was scheduled on February 8, 2017. Corresponding notices were distributed to Residents.

D. Preparations for 2017 Annual General Meeting (AGM)

The AGM Notice was mailed and emailed to all Owners. A copy of the Notice is available at the Peterson's Office upon request.

The Annual General Meeting of the Owners, Strata Plan VR 178, is scheduled on Wednesday, February 22, 2017. It will be held in the Gatehouse West Room at Residence Inn by Marriott Vancouver Downtown at 1234 Hornby Street, Vancouver, BC at 7:00 p.m.
Registration to start at 6:30 P.M.

E. Garbage Removal and Recycling

The City of Vancouver notified the Strata Corporation regarding separate glass collection and changes to recycling collection policies. Corresponding notices were posted in the building.

Please be advised that a separate blue bin designated for clear and coloured non-deposit glass bottles and jars has been installed in the recycling area. Please empty and rinse all glass bottles and jars, remove lids and put them in the blue recycling bin for containers.

Note that drinking glasses, dishes, cookware, window glass/mirrors, ceramic products or plastic bags are not allowed in the bin for glass containers. These items should be placed in the garbage bin. All cashable containers including glass bottles must be placed in the grey bins.

6. FINANCIAL REPORT

A. Financial Statements

Council reviewed the Financial Statements submitted by Peterson Residential. After some discussion, it was **MOVED / SECONDED** to approve the Financial Statements for the period ending December 31, 2016.

CARRIED

B. Accounts Receivable Balances

Council reviewed the accounts receivable balances and instructed the Strata Manager to proceed accordingly regarding any overdue amounts.

Per the Strata Council's decision, a $25.00 fine will be levied against strata lots with outstanding strata fees.

C. Cash Position

Management reported the following cash balances in the Strata Corporation's accounts:

Contingency Reserve Fund........................ $96,410.63
Operating Fund $15,608.32
Exterior Repair Project Fund…………………..$298,410.97

D. 2016 Audit

The Strata Manager informed that the 2016 financial audit is in progress. Draft financial statements will be available in the 2nd week of February.

7. COMMITTEE REPORTS

A. Landscaping Committee

The arborist was asked to inspect the cherry tree branch that was broken by Contractors. This work is being scheduled.

B. Privacy & Safety Committee

No update.

8. NEW BUSINESS

There was no new business.

9. CORRESPONDENCE

A. Unscheduled move-in

A complaint was received that the Owner of a Strata Lot on the 2nd floor moved some furniture and other items to his suite without any elevator protection. This move was scheduled on Sunday, January 29, 2017 at 11:00 am. The Relief Caretaker was waiting for the Owner for a few hours and left. The Owner later arrived and moved his furniture without protective pads in the elevator and use of elevator keys.

After some discussion, it was **MOVED / SECONDED** to levy a fine of $100.00 against Strata Lot #11 for the violation of moving bylaws 40.5 and 40.7 on January 29, 2017, subject to the response from the Owner and an opportunity to schedule a hearing at the Council meeting.

CARRIED

B. Renovation Request from a Strata Lot on the 12th Floor

The Owner's Agent requested permission to postpone the previously approved renovation in the suite.

Permission was granted.

C. Renovation Request from a Strata Lot on the 9th Floor

The Owner requested permission to replace the existing baseboard heater with a more efficient one, a Rescom baseboard heater.

Permission was granted subject to the Owner's consent with the Terms and Conditions outlined in the approval letter. The Owner will be responsible for the repair and maintenance of a new heater.

D. Renovation Request from a Strata Lot on the 4th Floor

The Owner requested permission to replace flooring, kitchen cabinets and countertops, to remove a non-load bearing wall and to relocate the stove to create a kitchen island.

Permission was granted subject to the Owner's consent with the Terms and Conditions outlined in the approval letter.

E. Renovation Request from a Strata Lot on the 14th Floor

The Owner requested permission to paint the suite and to install new hard surface flooring, tiles, cabinets, countertops and fixtures. The Owner submitted a copy of the soundproofing underlay specifications that meet the Strata Corporation's Hard Surface Flooring Standards.

Permission was granted subject to the Owner's consent with the Terms and Conditions outlined in the approval letter.

Hard Surface Flooring Standards were created by McCuaig and Associates Engineering Ltd. ("McCuaig") in 2010. As new materials are now available, McCuaig will be asked to review the Standards and to update them if necessary.

F. Email from an Owner of a Strata Lot on the 10th Floor

The Owner reported that his balcony door rattles when it is windy.

A Contractor will be dispatched to investigate.

The Owner also suggested some topics for discussion at the next AGM include a replacement of the fire panel and the closing of the loading bay and garbage chutes.

Council thanked the Owner for his suggestions.

G. Complaint about Mess in the Parking Stall

The Owner wrote to Council to inform that a resident was using a power saw in the parkade and left a pile of sawdust in the parking stall.

A letter will be sent to the Strata Lot Owner responsible for the alleged bylaw violation.

H. Email from an Owner of a Strata Lot on the 14th Floor

The Owner wrote to Council concerning a possibility to replace windows in the suite.

The Owner was advised that Council cannot approve window replacement. This issue can be discussed at the next AGM to see if Owners are interested in this project.

I. Email from an Owner of a Strata Lot on the 14th Floor

The Owner pointed out some cleaning deficiencies during the Caretaker's vacation, such as not emptying the waste receptacles and a storage room door left unlocked.

Five Star was contacted and the deficiencies were rectified moving forward.

J. **Email from an Owner of a Strata Lot on the 14th Floor**

The Owner complained that a plant near the parking entrance is sticking out and her vehicle got damaged by the hard branches.

The Landscaper will be asked to trim this plant.

K. **Email from an Owner of a Strata Lot on the 8th Floor**

The Owner responded to a verbal complaint that his vehicle was sticking too far out and creating difficulties for a Resident who was parking in the adjacent stall. The Owner submitted several pictures.

After some communication, another stall was assigned to the Owner.

L. **Email from an Owner of a Strata Lot on the 14th Floor**

The Owner wrote to Council regarding black spots on the walls of his suite, asbestos and other issues.

The Owner was informed that black spots may be the result of candles being burnt in the suite. Asbestos presence was found in some finishes in the building (Refer to the Asbestos Inventory Database report for a full list of locations that may contain asbestos).

Owners, be aware of the possibility of asbestos containing materials in the suite(s). A Suite Owner is responsible for ensuring that proper asbestos testing is done prior to disturbing any materials, which may potentially contain asbestos, including but not limited to drywall, ceiling, linoleum, tiles, etc.

If the result of the test is positive, the Suite Owner is responsible for obtaining and following asbestos abatement procedures approved by WorkSafe BC and/or any other regulatory authorities.

All asbestos containing materials must be disposed of in accordance with the Hazardous Waste Regulation at the Suite Owner's expense. A Suite Owner may be held responsible in the case of his/her contractor's failure to handle asbestos containing materials properly. The Strata Corporation will request a copy of the approved documentation from WorkSafe BC for any work, which may disturb asbestos containing materials in the building.

Tenants should be advised not to cut, drill, sand, damage or remove asbestos containing materials.

If asbestos containing materials are disturbed or removed, the work must be performed by an asbestos abatement contractor or asbestos trained workers using the appropriate asbestos abatement control measures and procedures.

Copies of Asbestos Management Survey and Asbestos Inventory Database are available at Peterson's office upon request.

M. **Email from an Owner of a Strata Lot on the 12th Floor**

The Owner provided some suggestions regarding the relief caretaking services during the Resident Caretaker's vacations.

Council thanked the Owner for his suggestions and the offer to help.

N. Emails Concerning Missing Balcony Door Installations

Several Owners reported deficiencies after their new balcony door was installed.

All reported deficiencies were forwarded to Sense Engineering Ltd. and Unique Restoration Ltd and appropriate actions will be taken to address all deficiencies.

O. Complaints about Sound from Heating Pipes

Two complaints were received about some noise from the heating pipes.

The investigation will be scheduled.

P. Emails Concerning Exterior Restoration Project

Owners reported stains on the newly painted railings, a bathroom vent cover deficiency that it was not rectified and other issues.

The reported deficiencies were forwarded to Unique Restoration Ltd. to review and to address.

Q. Complaint about Water at305 the Front Step

The Owner complained about water accumulating at the front entrance.

The Owner was informed that this issue will be addressed in the Spring. In the meantime, the Caretaker will be asked to remove water as much as he can.

10. NEXT MEETING DATE

The next Council Meeting is scheduled on Wednesday, March 1, 2017.

11. MEETING TERMINATION

There being no further business, the meeting concluded at 8:10 p.m.

ATTENTION:

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

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Strata Property Accountant:	Etsuko Akiyama	D: 604.699.5259	E. EtsukoA@petersonbc.com

Please visit Peterson's website: www.petersonbc.com to access Forms, Minutes, Bylaws and other information for your building. Please contact Peterson Residential for the log-in information.