

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-1490

HELD: On Tuesday, January 9, 2007, at 6:30 p.m. in Unit #304 – 1066 Hamilton Street, Vancouver, B.C.

PRESENT:

Stephen Hale	(President)	Unit #405
Angus Gunn	(Vice-President/Secretary)	Unit #401
Gary Kainz	(Treasurer)	Unit #302
Hafiz Thobani	Commercial Owner	

REGRETS: June Rubenok Unit #304

STRATA AGENT: Irina Kuleshova, Vancouver Condominium Services Ltd. (“VCS”)

The meeting was called to order at 6:35 p.m.

1. MINUTES

It was agreed to defer formal adoption of the minutes of the strata council meeting held on November 15, 2006, until the next strata council meeting.

2. FINANCIAL REPORT

- (a) Monthly Statements: The strata council received and reviewed the November, 2006, financial statement. Following discussion, it was moved, seconded, and carried to adopt the November, 2006, financial statement, as presented. The December, 2006, financial statement was distributed at the meeting and the strata council agreed to defer adoption of that statement until the next strata council meeting.

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

- (b) Commercial Settlements: The strata council and VCS are continuing to resolve the matter of the outstanding commercial settlements.

- (c) Draft Audit: Reid Hurst Nagy CGAs responded to two questions raised by the strata council regarding two minor aspects of the strata corporation's draft audit. The strata council accepted the auditor's response to one of the questions raised but believed that the auditors remained in error regarding the second of the strata council's questions. VCS will discuss the remaining concerns with the auditors so that the audit may be finalized as soon as possible.
- (d) Gas Surcharges: VCS presented the strata council with a list of owners in whose strata lots additional gas appliances have been installed beyond those in the strata lot at the time of its first purchase. Pursuant to bylaw 6.8, these owners will be levied the \$75.00 gas surcharge effective January 1, 2007. The strata council reviewed and approved the charges.

3. BUSINESS ARISING

- (a) Security Upgrade: The strata council and VCS are continuing to prepare documentation for obtaining funds to finance the security upgrade project at "The New Yorker". Posscan Security ("Posscan") has sent to the strata corporation the draft purchase agreement for the security upgrade project. The strata council reviewed that purchase agreement and it was moved, seconded, and carried for the strata corporation to enter into the purchase agreement subject to satisfactory financing being in place. Following discussion, it was moved, seconded, and carried for the strata corporation to enter into a lease agreement with Coast Capital for financing the security upgrade project. Once the lease agreement is executed, Gage-Babcock and Associates ("GBA") will supervise the project and Posscan will endeavour to have the work completed as soon as possible.
- (b) Interior Upgrades:
 - (i) Painting Touch-up: VCS advised that The Restoration Shop has not followed-up to schedule the interior painting touch-up work in the building. VCS has therefore identified an alternative contractor to perform the work: Alpha Building Service ("Alpha"). Mr. Hale will inform Alpha of the proper type and hues of paint to be used at "The New Yorker". The work is scheduled to commence shortly.
 - (ii) Light Fixtures: Mr. Hale will continue to research the availability of suitable light fixtures.
- (c) Archive of Records and Documentation: Mr. Gunn's review continues of the strata corporation records obtained from Rancho Property Services Ltd. ("Rancho").

Relevant materials are being digitized for convenient and inexpensive retrieval. Mr. Gunn will continue the process until all records received from Rancho have been reviewed.

- (d) Heritage Designation: This matter was deferred pending consideration of completing the records review project (Item 3(c) above).
- (e) Welcome Package: Mr. Gunn and Mr. Kainz continue to work on developing a "welcome package" information booklet.
- (f) Repairs Consequent Upon Bylaw Contravention: VCS advised the strata council that System-Ex Mechanical ("System Ex") had been instructed to build and install a proper cover for an air conditioning unit that had been installed in a commercial strata lot without strata council approval. The cost for this work will be charged back to the owner of the strata lot in question. The strata council asked VCS to ensure that System-Ex submits a drawing of the proposed installation for the strata council's approval before the cover is manufactured or installed.
- (g) Window and Balcony Washing: VCS advised the strata council that British Columbia Hydro has been asked to provide a quotation for the cost to cover the power lines outside "The New Yorker" to schedule the window and balcony washing for the end of February, 2007. To date, no response to that request has been received.
- (h) Installation of Common Satellite Dish: At the special general meeting held on December 11, 2006, the owners approved the expenditure of not more than \$2,500.00 for the cost of installing a common satellite dish for the use of residential owners. The installation is scheduled to start by the end of January, 2007. Further information will be sent to residential owners once the satellite dish is ready for operation.
- (i) Neon Signage in Neighbouring Commercial Premises: At the strata corporation's annual general meeting on October 30, 2006, a residential owner asked the strata council to investigate whether anything could be done about bright neon signage at the Atomic Model clothing store on Mainland Street. The owner considered that that signage created a nuisance at night. Further to that request, the strata corporation contacted the store owner, who agreed to install a dimmer on the signage at the expense of the residential owner(s) who expressed concern about the signage. The strata council asked VCS to follow-up with the owner who made that initial request to determine whether this proposal is agreeable to that owner. The strata council considered that it has now done what it can about this situation and that any further discussion should occur directly between the owner of the store in question and the residential owner(s) who feel aggrieved in respect of the Atomic Model sign.

- (j) Water Leak in Parking Garage: The strata council noted that the water leak in the building's parking garage had recently become active again. VCS indicated that Artisan Plumbing & Heating ("Artisan") had already been asked to investigate the source of the leak. Artisan concluded that the leak likely originated from the dishwasher of a commercial strata lot located above the leak area. The tenant of that commercial strata lot has indicated that its dishwasher is not leaking. The strata council decided to wait until the leak becomes active again and then immediately inspect the commercial strata lot above to determine whether the dishwasher is in fact the cause of this problem.

4. CORRESPONDENCE

Owners are invited to write the strata council via the management company regarding any strata matters. Correspondence addressed to the strata corporation will be handled in accordance with the Strata Property Act and the strata corporation's privacy policy.

- (a) November 18, 2006: Correspondence was received from the tenant of a commercial strata lot requesting permission to install electric heat lamps on the patio outside the strata lot in question. The strata council noted the requirement in bylaw 24.4 that a tenant seeking permission to make alterations to a strata lot must submit detailed plans and a written description of the intended alteration. The strata council asked the tenant to provide those materials so that the tenant's request could be properly considered. The strata council also asked the tenant to indicate how many electric heat lamps the tenant intends to install, what they will be mounted so, how they will be mounted, and how much power they will require. The commercial tenant had not supplied these details by the time of the strata council meeting on January 9, 2007. The strata council will not take further steps in respect of this request until the tenant provides the required details.
- (b) December 1, 2006: Correspondence from the owner of a residential strata lot asking why a catch-up charge showed on her account in respect of unpaid "catch-up" strata fees following the strata corporation's 2006 annual general meeting. The owner also expressed her view that with the strata corporation's fiscal year-end being August 31, the building's annual general meetings should be held in September to minimize the need for "catch-up" strata fee payments when strata fees increase. VCS responded to the owner, indicating that the charge in question was not a catch-up charge and that it had been reversed in any event. In respect of the timing of the strata corporation's annual general meetings, the strata council endeavours to schedule those meetings as soon as possible after the strata corporation's fiscal year end. It normally takes several weeks for year-end financial statements to come available, and those details are needed to generate final budget numbers for the following fiscal year. In years when the strata corporation is being

audited, the strata council also considers it prudent to wait for the draft audit to come available so that owners have an opportunity to review it before the annual general meeting. Since section 45 of the *Strata Property Act*, R.S.B.C. 1996, c. 43, obliges the strata corporation to issue the formal notice of meeting effectively three weeks in advance, it is usually impossible for the strata corporation to hold its annual general meetings any sooner than mid-October. Since subsection 40(2) of the *Strata Property Act* obliges the strata corporation to hold its annual general meeting no later than two months after the strata corporation's fiscal year end, the strata corporation expects that its annual general meetings will continue to fall in the second half of October each year.

- (c) January 06, 2007: Correspondence from the owner of a residential strata lot indicating that his strata lot had sustained a large water leak during heavy rains the previous day. The leak originated on the building's roof. The strata council asked VCS to have Metro Roofing & Sheet Metal Ltd. ("Metro Roofing") inspect the building's roof and advise the strata corporation on the recommended repairs. The strata council also asked VCS to inform Metro Roofing of the roof drainage problems that "The New Yorker" has experienced in the past and to have Metro Roofing consider what changes to the building's roof design will help prevent the roof drains from clogging in the future.

5. JANITORIAL REPORT

The strata council received and reviewed the December, 2006 report from Mighty Tidy Cleaning Company Ltd. ("Mighty Tidy"). It was noted that the roof gates and fence around the building's HVAC make-up air unit are unstable and require repair. The strata council asked VCS to obtain a quotation for the cost to repair the fence and gates.

6. MAINTENANCE SCHEDULE

VCS advised that the building's furnace and hot water tank are due for inspection in January. The strata council asked VCS to advise System-Ex to flush the hot water tanks to void the debris that may have built up as a result of the recent water turbidity problems in the City of Vancouver water supply. VCS also reported that the quarterly awning cleaning had been completed on January 9, 2007.

7. NEW BUSINESS

- (a) Insurance Appraisal: The strata council has received the 2006 appraisal prepared by Normac Appraisals Ltd. for "The New Yorker". The new replacement value for Strata Plan LMS-1490 is estimated at \$9,500,000. This is an increase of \$5,235,000 over the 2005 appraised value of \$4,265,000, and the increase will

have implications for the building's annual insurance premium. VCS advised that it has communicated the increased appraisal value to BFL Canada, the strata corporation's insurance provider.

- (b) Application by Commercial Tenant For Permission to Alter Commercial Strata Lot: The strata corporation received correspondence from a commercial tenant seeking to make alterations to the commercial strata lot in which it is a tenant. The correspondence, and the strata council's response to it, is summarized in Item 4(a) above.
- (c) Compromise In Fire Lock Box Security: By letter dated December 13, 2006, the City of Vancouver informed the strata corporation that the security of Vancouver's exterior fire lock box system had been compromised. The City indicated that to ensure continued security, buildings with fire lock boxes should remove their building keys from them. The strata council agreed that in light of this notification, the building's fire lock box should no longer be considered secure. It was moved, seconded, and carried to have the lock box lid and key removed from the external fire lock box at "The New Yorker". The strata council asked VCS to arrange for this work to be done and asked VCS to retain the lid and key for safekeeping until the City resolves this situation.
- (d) Christmas Lights: The strata council expressed regret that the building's Christmas lights were not installed during the month of December. VCS informed the strata council that Mighty Tidy had been asked to connect and repair the Christmas lights but declined to do so. Mighty Tidy was also asked to meet with a different contractor to get the job done, but that meeting never occurred. The strata council considered whether it might be possible to have the building's Christmas lights permanently wired, allowing the lights to be plugged in when convenient instead of hiring a contractor to do the job. VCS was instructed to obtain a quotation for the installation of permanent wiring for the building's Christmas lights.
- (e) Fourth Floor Roof Leak: On the morning of January 2, 2007, during the recent heavy rainfalls, an interior leak developed at the east end of the fourth floor hallway. VCS has asked Metro Roofing to investigate and address the source of the leak.
- (f) Possible Fourth Floor Roof Leak: The strata council advised VCS that a small water leak had been discovered in one of the fourth floor residential strata lots. The leak was visible above the strata lot's gas fireplace and it possibly emanated from the building's roof. The strata council asked VCS to have Metro Roofing inspect the area in question when on-site for the other roof-related issues.
- (g) Installation of Flashing Between HVAC Make-Up Air Unit Ducts: At its meeting on November 15, 2006, the strata council asked VCS to have System-Ex install the

flashing between the vertical air ducts on the building's HVAC make-up air unit. A commercial strata lot had been experiencing recurrent leaks during heavy rain, and System-Ex identified a gap between those two ducts as the likely source. The gap is too narrow to be sealed and System-Ex recommended that a piece of flashing be installed at a cost of less than \$500.00. System-Ex has not yet performed that work, and the strata council asked VCS to follow-up with System-Ex to see when it intends to perform the installation.

There being no further business, the meeting was adjourned at 8:15 p.m. The next strata council meeting will be held on Tuesday, February 6, 2007, at 6:30 p.m. in Unit #304 – 1066 Hamilton Street, Vancouver, B.C.

Irina Kuleshova
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IK/sd

24-Hour Emergency Services

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

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

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

Please feel free to report floods, broken water lines, fires, fire alarms, stuck elevators, garage gates not working and other similar building/property issues requiring immediate attention.

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

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-1490

HELD: On Tuesday, February 6, 2007, at 6:30 p.m. in Unit #304, 1066 Hamilton Street, Vancouver, B.C.

PRESENT:

Stephen Hale	(President)	Unit #405
Angus Gunn	(Vice-President/Secretary)	Unit #401
Gary Kainz	(Treasurer)	Unit #302
Hafiz Thobani	Commercial Owner	
June Rubenok		Unit #304

STRATA AGENT: Irina Kuleshova, Vancouver Condominium Services Ltd. ("VCS")

The meeting was called to order at 6:35 p.m.

1. MINUTES

It was moved, seconded, and carried to adopt the minutes of the January 9, 2007, council meeting, as circulated.

2. FINANCIAL REPORT

(a) Monthly Statements: The January, 2007, financial statement was distributed at the meeting and the strata council agreed to defer adoption of it until the next strata council meeting. The strata council reviewed the December, 2006, financial statement. Following discussion, it was moved, seconded, and carried to adopt the December, 2006, financial statement, as presented.

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

(b) Commercial Settlements: The strata council and VCS are continuing to resolve the matter of the outstanding commercial settlements.

(c) Draft Audit: As noted at item 1(c) of the minutes of the strata council meeting held on January 9, 2007, Reid Hurst Nagy CGAs responded to two questions raised by the strata council regarding the strata corporation's draft audit. The strata council had accepted the auditor's response to one of the questions raised but

believed that the auditors were in error regarding the second of the strata council's questions. VCS relayed the auditor's further response to the second question. The strata council instructed VCS to double-check the strata corporation's financial records as the strata council believes that the auditors remain in error regarding this second question. VCS will discuss these concerns with the auditors and check the strata corporation's financial statements so that the audit may be finalized as soon as possible.

3. BUSINESS ARISING

- (a) Security Upgrade: The strata council and VCS have completed the preparation of documents to obtain financing for the security upgrade project at "The New Yorker". Coast Capital Savings Credit Union has approved and signed the lease agreement with the strata corporation and has loaned \$55,000 to "The New Yorker" to finance the project. Monthly lease payments for that loan are provided for in the current fiscal year's operating budget. Strata council members and VCS will meet with Posscan Security and representatives from Gage-Babcock and Associates on February 9, 2007, for an installation site meeting. The strata council aims to give all residents as much notice as possible of project details that will affect residents..

Mr. Gunn advised that, at a recent Yaletown Business Improvement Association ("YBIA") meeting to discuss security in the Yaletown area, it was noted that there has been increased criminal activity in the area of the Canada Line Yaletown station site. YBIA would like to increase the frequency of bicycle security patrols of the Yaletown area during the evenings to enhance street security. The YBIA will be inviting residential buildings to participate in the funding of those patrols and the strata council will consider the position of "The New Yorker" in that regard once specific funding proposals are in hand.

- (b) Interior Upgrades:
- (i) Light Fixtures: Mr. Hale will continue to research the availability of suitable light fixtures.
- (ii) Painting Touch-up: Alpha Building Service ("Alpha") has completed the interior painting touch-up work in the building. The strata council considered that Alpha had done a satisfactory job on this project and should be added to the list of preferred contractors on the Maintenance Schedule for "The New Yorker". Paint touch-ups are now being budgeted on an annual basis.
- (c) Archive of Records and Documentation: Mr. Gunn's review continues of the strata corporation's records obtained from Rancho Property Services Ltd. ("Rancho"). Relevant materials have been digitized for convenient and inexpensive retrieval. Mr. Gunn will continue the process until all of the records obtained from Rancho have been reviewed.

- (d) Heritage Designation: This matter was deferred pending consideration of completing the records review project (Item 3(c) above).
- (e) Welcome Package: Mr. Gunn and Mr. Kainz continue to work on developing a "welcome package" information booklet.
- (f) Window Washing: VCS advised the strata council that a quotation had been received from BC Hydro to cover the power lines outside "The New Yorker" at a cost of \$3,807 for a period of six months. VCS further advised that revised quotations are pending for the window washing and balcony power washing at "The New Yorker". The strata council instructed VCS to pay the invoice to BC Hydro in the middle of February, 2007, for installation of the power line covers by the end of the month. The plan is to conduct the two annual window washings within the six-month period that the power line covers are in place.
- (g) Installation of Common Satellite Dish: Mr. Hale advised that he is in the process of scheduling installation of the common satellite dish at "The New Yorker" with the contractor chosen for the project. Once the installation has been completed, individual residents will be at liberty to arrange their own connections to the satellite dish.
- (h) Website: VCS provided the strata council with revised instructions for accessing a prototype website created in concert with VCS for several of the strata corporations it manages. The strata council will review the website and provide feedback at the next strata council meeting.
- (i) Roof Leaks: VCS advised the strata council that Metro Roofing is continuing to investigate the source of leaks on the roof of "The New Yorker". Metro Roofing is waiting for several consecutive days of rain to complete its investigation. The strata council instructed VCS to continue to follow up with Metro Roofing on this matter.
- (j) Fence Repairs: VCS advised the strata council that Hoot & Owl Ltd. had been engaged to repair the fence and gate that permits access to the make-up air ("MUA") unit on the building's roof. It was moved, seconded, and carried to authorize the contractor to spend up to \$1,000.00 on repairs, on condition that the strata council be given an opportunity to approve in advance the contemplated repairs. The work is scheduled to start during the week of February 12, 2007.
- (k) Christmas Lights: VCS advised the strata council that Artisan Plumbing & Heating Ltd. ("Artisan") has been asked for a quotation to install permanent wiring for the building's Christmas lights so that they may be operated when needed. VCS will meet with Artisan to go over the job details and advise the strata council at the next council meeting.

4. CORRESPONDENCE

Owners are invited to write the strata council via VCS regarding any strata matters. Correspondence addressed to the strata corporation will be handled in accordance with the Strata Property Act and the strata corporation's privacy policy.

- (a) January 17, 2007: Correspondence dated December 18, 2006, from a residential owner asking the strata council to re-consider the amount of fines applied to the owner's account for bylaw violations associated with a move-out of the owner's tenants in August, 2006. The strata council reviewed the owner's request. Following discussion, it did not consider that the owner had established a basis for varying the amount of the fines levied. The fines levied accorded with the strata corporation bylaws and were commensurate with fines levied against other owners in similar circumstances in the past. The strata council declined to reduce the amount of the fines and instructed VCS to advise the owner accordingly.
- (b) January 22, 2007: Correspondence from a residential owner reporting that the door spring on the Hamilton Street door at "The New Yorker" was broken. The owner asked that it be repaired as soon as possible to avoid damage to the door itself and any ensuing security lapse.
- (c) January 23, 2007: Further correspondence from a residential owner asking that the door spring on the Hamilton Street door at "The New Yorker" be repaired on an emergency basis.
- (d) January 26, 2007: Correspondence from a real estate agent writing on behalf of an owner of a commercial strata lot requesting permission for plumbing renovations in the unit for the benefit of a prospective tenant that wishes to operate a hair salon. The strata council reviewed plumbing drawings submitted by Sea to Sky Plumbing & Heating Ltd. and instructed VCS to advise the owners that the drawings are unclear and do not provide sufficient detail for the strata council to approve the request at this time. The strata council instructed VCS to advise the owner that better drawings, as well as information on the trades involved in this project, must be submitted before approval may be considered. The strata council instructed VCS to remind the owners that the strata corporation's bylaws require that only licensed, WorkSafe insured and bonded trades be hired for any work on common assets at "The New Yorker". The strata council asked VCS to inform the owner that representatives of the strata council would be willing to meet with the owner and/or representatives of the prospective tenant on-site to discuss the project. The strata council also asked VCS to recommend that, if the proposed alterations are approved, the owners use System-Ex Mechanical ("System-Ex"), the plumbing contractor. used regularly by the strata corporation.

- (e) January 29, 2007: Correspondence from a residential owner requesting issuance of additional parking garage remotes. The strata council asked VCS to investigate the situation and to report back to the strata council before responding to this request.
- (f) February 4, 2007: Correspondence from the tenant of a commercial strata lot requesting permission for the following proposed renovations to the strata lot:
- Signage: The tenant requested permission to install signage outside the building using gooseneck light fittings for illumination. The strata council reviewed and approved the signage location but instructed VCS to advise the tenant that gooseneck lights did not fit the character of the exterior of "The New Yorker". The strata council suggested the use of a backlit sign as an alternative, so long as it did not adversely affect the residential owners above.
 - Banner: The tenant requested permission to install two horizontal plastic banners below the awning. The strata council reviewed the request and advised VCS to instruct the tenant that the strata corporation aims to preserve a uniform look and feel to the building's streetscape and that approval would be given only to banners similar in size, position, and materials to those of the PHAT Café commercial strata lot on the Mainland Street side of the building.
 - Window Security Treatments: The tenant requested permission to replace the existing window security bars with foldable security gates with secured locks. The strata council reviewed and approved this request.
 - Change in Window and Door Frame Colour: The tenant requested permission to change the colour of the strata lot's exterior window and door frames from light blue to dark brown. The strata council denied this request as it would undermine the uniformity of the building's exterior colour.

The strata council instructed VCS to advise the tenant of the strata council's decisions accordingly.

- (d) February 5, 2007: A complaint was received from a resident regarding an unlicensed and uninsured vehicle in the parking garage, and a vehicle improperly parked in a parking space not designated to that strata lot.

5. JANITORIAL REPORT

The strata council received and reviewed the January, 2007, report from Mighty Tidy Cleaning Company Ltd. The strata council noted that a light has burnt out in the building elevator and the fixture must be replaced by an electrician. The strata council instructed VCS to have an electrician change the fixture as soon as possible.

6. MAINTENANCE SCHEDULE

VCS advised that System-Ex will flush out all hot water tanks during the inspection in February, 2007, as per the strata council's instructions and the terms of the strata corporation's contract with System-Ex. VCS further advised that System-Ex has submitted its contract for renewal with "The New Yorker" at the existing rate of \$880.00 plus GST per year. Following discussion, it was moved, seconded, and carried to renew the contract with System-Ex at the quoted rate.

7. NEW BUSINESS

- (a) Expenditure Authorization Protocol: VCS discussed with the strata council a memo sent by VCS regarding recent declarations made by the Real Estate Council of B.C. ("REC") on the matter of authorization for expenditures. The REC has declared that a management company ("a brokerage") cannot incur any expenditures for a client (the strata corporation) without first having obtained authorization from the strata council, without exception.

To avoid having to consult with a majority of strata council members each time a necessary or common-sense expenditure needs to be authorized, the strata council unanimously agreed to pre-authorize VCS and its representatives to expend funds for routine and general maintenance.

The strata council instructed VCS to obtain approval from the strata council before paying invoices for non-routine work. Although such non-routine work will typically have been initiated at the strata council's request, the strata council wished to ensure that the work has been satisfactorily completed before having payment made.

- (b) Gas Meter Enclosure Keys: The strata council discussed how to make the gas meter enclosure key easily available to residents of "The New Yorker" so that the main gas valve can be closed in case of emergency. VCS was instructed to contact Firetronic System Services Ltd. for suggestions on secure key storage in the building.

There being no further business, the meeting was adjourned at 8:15 p.m. The next strata council meeting will be held on Tuesday, March 6, 2007 at 6:30 p.m. in Unit #304, 1066 Hamilton Street, Vancouver, B.C.

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MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-1490

HELD: On Tuesday, March 6, 2007, at 6:30 p.m. in Unit #304, 1066 Hamilton Street, Vancouver, B.C.

PRESENT:

Stephen Hale	(President)	Unit #405
Angus Gunn	(VicePresident/Secretary)	Unit #401 (Arr. 6:45 p.m.)
Gary Kainz	(Treasurer)	Unit #302
Hafiz Thobani	Commercial Owner	
June Rubenok		Unit #304

STRATA AGENT: Irina Kuleshova, Vancouver Condominium Services Ltd. ("VCS")

The meeting was called to order at 6:35 p.m.

1. **MINUTES**

It was moved, seconded, and carried to adopt the minutes of the February 6, 2007, council meeting, as circulated

2. **FINANCIAL REPORT**

(a) **Monthly Statements:** The February, 2007, financial statement was distributed at the meeting and the strata council agreed to defer adoption of the statement until the next strata council meeting. The strata council reviewed the January, 2007, financial statement. Several owners' payments are in considerable arrears. The strata council instructed VCS to investigate and issue lien warning letters to these owners as appropriate. Following discussion, it was moved, seconded, and carried to adopt the January, 2007, financial statement, as presented.

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

(b) **Commercial Settlements:** The strata council and VCS are continuing to resolve the matter of the outstanding commercial settlements.

- (c) Draft audit: As noted at item 2(c) of the minutes of the strata council meeting held on February 6, 2007, the strata council believes that Reid Hurst Nagy (the auditors) were in error regarding one of the strata council's questions. VCS is still awaiting a response from the auditors on this issue.

3. BUSINESS ARISING

- (a) Security Upgrade: Mr Hale met with representatives of Posscan Security (Posscan), Gage-Babcock and Associates (GBA), and VCS for an initial site meeting on 9 February 2007 to review the planned installation of the security upgrade and discuss responsibilities and procedures. Posscan will communicate with the owners and the strata council through VCS, and GBA will monitor progress, inspect the work, and advise the strata council. The work is expected to begin immediately. The strata council is still in the process of finalizing the lease agreement with Coast Capital Savings Credit to finance the project. VCS has been instructed to obtain lease execution documents for the strata council's review and approval.
- (b) Interior Upgrades:
- (i) Light Fixtures: Mr. Hale will continue to research the availability of suitable light fixtures.
- (ii) Painting touch-ups: VCS reported that the invoice has been received for the painting touch-ups performed by Alpha Building Service and that it is in line with expectations (half of the budgeted amount for this fiscal year). It is expected that further touch-ups will be needed before the end of the fiscal year. It was moved, seconded, and carried to approve the invoice for payment.
- (c) Archive of Records and Documentation: Mr. Gunn's review continues of the strata corporation's records obtained from Rancho Property Services Ltd. ("Rancho"). Relevant materials have been digitized for convenient and inexpensive retrieval. Mr. Gunn will continue the process until all of the records obtained from Rancho have been reviewed.
- (d) Heritage Designation: This matter was deferred pending consideration of completing the records review project (Item 3(c) above).
- (e) Welcome Package: Mr. Gunn and Mr. Kainz continue to work on developing a "welcome package" information booklet.
- (f) Window Washing: The strata council noted that BC Hydro have covered the power lines outside "The New Yorker" on Mainland Street in preparation for the window cleaning of the building. VCS presented the strata council with quotation from Allstar Window & Pressure Cleaning Systems in the amount \$3,040 plus GST and

another from Best Facilities Services Ltd. ("Best Facilities Services") in the amount of \$2,180 plus GST for washing all windows and rooftop skylights and power washing the metal window balconies on the building.

Following discussion, it was moved, seconded, and carried to award the window washing contract to Best Facilities Services at the quoted cost. The strata council instructed VCS to schedule the work as soon as possible.

- (g) Installation of Common Satellite Dish: Mr. Hale advised that the installation of the common satellite dish and associated equipment has been completed. The satellite dish receives Bell ExpressVu satellite television signals from all three Bell satellites, including high-definition. The strata council will draft a memo advising that this service is now available to the residential owners. Based on the response, VCS will organize a date for connecting individual units to the common satellite for those owners who wish to sign up for the service. Owners will be required to contact Bell ExpressVu to obtain an account and the necessary receiver. Owners wishing to obtain signals from another satellite provider should make their request to VCS. Note, however, that this will require the approval of the strata council and the installation of an additional dish and will involve additional expense. The work to connect individual units to the satellite equipment will be performed at the individual owners' expense.
- (h) Website: The strata council has reviewed the prototype website created in concert with VCS for several of the strata corporations it manages. General conclusions were that the website did not appear to exhibit the required levels of security, nor did it provide the function that the strata council hoped for. While the strata council still supports the implementation of a website that will improve communications with owners, it was agreed to defer discussion on this matter until a better proposal is available for the strata council's review.
- (i) Roof Leaks: VCS advised that to date no response has been received from Metro Roofing on the status of the roof leaks repairs at "The New Yorker" first reported to Metro Roofing on January 8, 2007. The strata council instructed VCS to contact an alternate roofing company for this work and have the roof inspected as soon as possible.
- (j) Fence Repairs: Mr. Hale advised that Hoot & Owl Ltd. has satisfactorily completed repairs to the fence and gate fronting the make-up air ("MUA") unit on the rooftop.
- (k) Christmas Lights: VCS advised the strata council that Artisan Plumbing & Heating Ltd. ("Artisan") has inspected the electrical connection of the Christmas lights on the building's roof and is in the process of providing a quotation to the strata corporation for permanently wiring the Christmas lights to the building.

- (l) Elevator Lights: VCS advised that a recent inspection by an electrician of the burned out elevator light fixture has revealed that all light fixtures are wired directly into the elevator. In order for bulb replacement to take place, the elevator must be locked off by Richmond Elevator and the light accessed by climbing on top of the elevator roof in the elevator shaft. VCS further advised that Artisan has been engaged to provide a proposal to the strata corporation for wiring elevator lights into a common panel for inexpensive and easier replacement in the future. The defective light will remain as it is until the proposal has been received and a decision is made regarding the solution.

4. CORRESPONDENCE

Owners are invited to write the strata council via VCS regarding any strata matters. Correspondence addressed to the strata corporation will be handled in accordance with the Strata Property Act and the strata corporation's privacy policy.

- (a) February 27, 2007: Correspondence was received from a residential owner requesting an update on the roof leaks and advising that to date Metro Roofing has not been on site to perform any repairs on the building's roof. The strata council instructed VCS to inform the owner that the strata council has asked VCS to hire another contractor to address these problems.

5. JANITORIAL REPORT

The strata council reviewed the February, 2007, report from Mighty Tidy Cleaning Company Ltd. It was noted that the building's recycling has not been picked up for 10 days. VCS advised that the sub-contractor hired by the City of Vancouver for this job has been experiencing serious labour shortages and has not been attending the building for recycling pick up. The strata council instructed VCS to contact another company to have the recycling picked up as soon as possible.

6. MAINTENANCE SCHEDULE

VCS advised that the regular awning cleaning will be scheduled for the middle of March by Allstar Holdings. This work will be scheduled to take place after the general window cleaning mentioned in item 3(f) above.

7. NEW BUSINESS

- (a) Broken Canopy Glass: It was brought to the strata council's attention that two glass units in the awning located on the Mainland Street side of the building have been

broken. The strata council inspected the area and noted that a waste chute on the adjacent building is located right next to the broken units. The adjacent building is currently undergoing a re-roofing project and all waste is thrown off the roof through the chute into a waste removal box. As gravel was visible on the awning, the strata council considers it likely that the canopy glass was broken by roofing gravel that missed the chute. VCS advised that they have contacted the manager of the building in question and requested the name of the re-roofing company performing the work. The building manager advised VCS that he will notify the building owner of the incident and have him contact VCS to discuss this issue further. The strata council instructed VCS to schedule replacement of the glass as soon as possible and to see if the glazing contractor can take a digital picture of the gravel debris still visible on the canopy.

- (b) Water Consumption: The strata council noted that other buildings in the neighbourhood use "The New Yorker" hose bib located on the Hamilton Street side of the building to power wash their ramps and sidewalks. VCS provided the strata council with records from the City of Vancouver Utilities Department outlining water consumption at "The New Yorker". Water and sewage charges (the City does not separate the two costs) are in the region of \$800 per month. While it was agreed that the cost impact of other buildings using "The New Yorker" water supply is probably low, the strata council instructed VCS to lock off the hose bib to prevent others from using the building's water. The strata council also asked VCS to issue a letter to a neighbouring building indicating that, if the building wishes to use the hose bib at "The New Yorker", the neighbouring building will have to reimburse the strata corporation for the cost of the water consumed.

A strata council member also noted that at some times hot water taps have to be run for several minutes before obtaining hot water as "The New Yorker" does not have a hot water recirculation system, and that this also might impact water consumption. The strata council members recommended that the cost of installing a recirculation system be considered when the building's plumbing systems are next replaced (scheduled for 2015 in the contingency reserve fund (CRF) report for "The New Yorker").

- (c) Vehicle Leaking Oil: The strata council noted that one of the vehicles currently parked in the parking garage is leaking considerable quantities of oil onto the concrete floor. This activity constitutes a breach of bylaw 14.7(b), among others. The strata council instructed VCS to issue a bylaw warning letter to the owner and tenant of the strata lot associated with the parking space in question, asking that they clean up the oil as soon as possible and prevent the situation from recurring.
- (d) Building Gutter: The strata council noted that the gutter that drains the awning on the Hamilton Street side of the building appears to be badly rusted, and is also causing moss stains on the brick façade at the east end of the building. The strata council instructed VCS to have a contractor quote for repair of the gutter as soon

as possible to prevent further damage and before the painting of the canopies scheduled to take place this spring.

- (d) Possible Security Incident: Residents should be aware that suspicious activity was observed in the building's parking garage on February 21, 2007. At around 9:45 a.m., an individual who did not appear to be associated with "The New Yorker" ran out of the parking garage at high speed when a resident entered the parking garage from the building. Residents are asked to be vigilant about all security matters and to report all suspicious activity to the strata council.

There being no further business, the meeting was adjourned at 7:45 p.m. The next strata council meeting will be held on Tuesday, April 3, 2007, at 6:30 p.m. in Unit #304, 1066 Hamilton Street, Vancouver, B.C.

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A WORD OF APPRECIATION

Many thanks to all owners who provide their monthly strata fees promptly and without problems - either by PAC or post-dated cheques. Your co-operation is most appreciated. Please remember if you write cheques, to make them payable to your strata plan and to identify your suite number or strata lot. Payments are due on the first of each month.

MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-1490

HELD: On Thursday, April 3, 2007, at 6:30 p.m. in Unit #304, 1066 Hamilton Street, Vancouver, B.C.

PRESENT:

Stephen Hale	(President)	Unit #405
Gary Kainz	(Treasurer)	Unit #302
Hafiz Thobani	Commercial Owner	
June Rubenok		Unit #304

REGRETS: Angus Gunn (Vice President/Secretary) Unit #401

STRATA AGENT: Irina Kuleshova, Vancouver Condominium Services Ltd.

The meeting was called to order at 6:35 p.m.

1. **MINUTES**

It was moved, seconded, and carried to adopt the minutes of the March 6, 2007, council meeting, as circulated.

2. **FINANCIAL REPORT**

- (a) **Monthly Statement:** The March, 2007 financial statement was distributed at the meeting and the strata council agreed to defer adoption of the statement until the next strata council meeting. Strata council reviewed the February, 2007, financial statement. Following discussion, it was moved, seconded, and carried to adopt the February, 2007, financial statement, as presented.
- (b) **Commercial Settlement:** The strata council and VCS are continuing to resolve the matter of outstanding commercial settlements.

3. **BUSINESS ARISING**

- (a) **Security Upgrades:** Technicians from Posscan Security continue to work on installation of the security upgrades in the building. The strata council has also approved installation of the delayed egress hardware for the rooftop at a cost of \$3,062.17 including tax. This hardware is necessary in order to comply with fire exit regulations while providing some level of security to the roof door entry. The strata council is also in the process of finalizing the lease agreement with Coast

Capital Savings to finance the project. The strata council noted that on March 20-21, 2007, unknown individuals attempted to force their way into the building's parking garage via the parking garage gate. The strata council asked VCS to arrange for the parking garage gate to be repaired immediately.

- (b) Archive of Records and Documentation: Mr. Gunn's review continues of the strata corporation's records obtained from Rancho Property Services Ltd. ("Rancho"). Relevant materials have been digitized for convenient and inexpensive retrieval. Mr. Gunn will continue the process until all of the records obtained from Rancho have been reviewed.
- (c) Heritage Designation: This matter was deferred pending consideration of completing the records review project. Please see item 2(b) above.
- (d) Welcome Package: Mr. Gunn and Mr. Kainz continue to work on developing a Welcome Package Information booklet.
- (e) Window Washing: VCS advised that Best Facilities Services Ltd. ("Best Facilities Services") has completed the window washing project at "The New Yorker". The strata council noted a number of deficiencies, including inadequate and incomplete washing of the balconies and some windows. VCS was instructed to contact Best Facilities Services as soon as possible to have the deficiencies addressed in a timely manner. VCS was instructed to withhold payment of the invoice until all the deficiencies are addressed and the job is considered to be performed satisfactory by the strata council.
- (f) Common Satellite Dish: Mr. Hale advised that he continues to work on a memo to the ownership with details for connecting individual strata lots to the common satellite dish in the building. He will circulate the draft memorandum shortly for strata council review before the memorandum is finalized for circulation to all residents.
- (g) Roof Leaks: VCS advised that Metro Roofing has addressed roof leaks in two fourth-floor units by cleaning and re-caulking the perimeter flashing around the roof drain above an adjacent fourth-floor unit and recaulking the flashing around the chimney above one of the fourth-floor units affected. The cost of this repair was \$445.20. Following discussion, it was moved, seconded, and carried to approve payment of the invoice to Metro Roofing in full. The strata council noted that a new leak has developed in one of the same fourth-floor units, possibly as a result of flashing being disturbed by the re-roofing project at the adjacent building. The strata council instructed VCS to dispatch Metro Roofing to check the flashing around the building perimeter. VCS further added that Metro Roofing has been investigating the cause of the leak that has reoccurred several times in another of the fourth-floor

units. The strata council will await Metro Roofing's recommendations for repairs in respect of that unit. Metro Roofing also noted that the flashing around the rooftop man-e-up air unit should be recaulked in dryer weather.

- (h) Elevator and Christmas Lights: VCS advised that Artisan Plumbing & Heating continues to work on a proposal for wiring the Christmas lights and installing new elevator lights at "The New Yorker".
- (i) Broken Canopy: VCS advised that Action Glass was dispatched to replace the broken canopy glass located on the Mainland Street side of the building. VCS further noted that the owner of the building with the re-roofing project has been notified of this incident and repairs. The owner responded to VCS advising that he is prepared to cover the cost of the canopy replacement once the invoice from Action Glass is received.
- (j) Hose Bibs: VCS advised that Artisan Plumbing & Heating had been asked to lock off the hose bib belonging to "The New Yorker" to prevent other buildings in the neighbourhood using the strata corporation's water.
- (k) Vehicles Leaking Oil: VCS advised they it is currently looking into locating a contractor willing to clean up oil spills in the building parkade at a reasonable cost.
- (l) Building Gutters: VCS advised that Remdal Painting & Restoration had been asked to provide a quotation to repair a badly rusted gutter that drains the awnings on the Hamilton Street side of the building.
- (m) Elevator Lights: VCS advised that it continues work to obtain a proposal for easier replacement of the elevator lights.
- (n) Complaint Regarding Commercial Strata Lot: A strata council member asked VCS for a status report in respect of the unauthorized commercial signage and air conditioner summarized at Item 3(h) of the minutes of the strata council meeting held on June 6, 2006. VCS advised that the air conditioner cover had been replaced.
- (o) Gas Key Lock Box: A strata council member asked whether a solution had been found to keep the key for the main gas meter cover. In the event of emergency it may be necessary to unlock the cover and turn off the main gas valve with the wrench provided in the gas meter enclosure. The keys for the cover must be available for any resident if the need arises. VCS advised that it is continuing to research a solution.
- (p) Roof Deck Garden Clean-Up: A strata council member asked when the roof garden spring clean-up would take place. VCS noted that the spring clean-up had been done.

4. CORRESPONDENCE

Owners are invited to write the strata council via the management company regarding any strata matters. Correspondence addressed to the strata corporation will be handled in accordance with the Strata Property Act and the strata corporation's privacy policy.

- (a) March 16, 2007: Correspondence was received from a commercial owner seeking access to copies of the mechanical and site plans for certain floors of "The New Yorker". The owner confirmed that the plans were for his own use as an owner, would be kept confidential, and would not (without the strata council's prior approval) be released to any other individual other than those retained by the owner.
- (c) March 27, 2007: Correspondence was received from a commercial owner requesting permission to demise a portion of the wall between 1050 and 1060. Following discussion, it was moved, seconded, and carried to approve the request to demise the separating wall between the units as per the attached drawing. The strata council noted the owner's confirmation that the existing structural columns and bearing walls will remain untouched and that there will be no change to the unit entitlement or the strata plan. A strata council member with a conflict of interest in respect of this correspondence disclosed fully and promptly to the strata council the nature and extent of his interest and abstained from voting in respect of this correspondence.
- (b) March 28, 2007: Correspondence was received from a residential owner complaining about second hand smoke penetrating the owner's strata lot from the neighbouring unit and causing a nuisance to this owner. The strata council has reviewed the complaint and instructed VCS to dispatch a contractor specializing in sealing cracks around vents and windows with foam insulation, to prevent smoke from entering the suite. Furthermore, VCS was instructed to issue an advisory letter to the strata lot affecting the complaining party, requesting that they consider taking action to improve the situation. A strata council member with a conflict of interest in respect of this correspondence disclosed fully and promptly to the strata council the nature and extent of his interest and did not participate in the discussion concerning this correspondence other than to answer questions.
- (d) March 30, 2007: Correspondence was received from a residential owner asking the strata corporation to reverse the gas surcharges on the owner's account. The owner advised that the extra gas connection in the owner's unit had been disconnected one year earlier. The strata council reviewed the request and instructed VCS to reverse the charge and to update the owners' list accordingly. The owner also enquired about repairs to the broken canopy on the Mainland Street side of the building. VCS advised that the canopy glass has been replaced.

5. JANITORIAL REPORT

The strata council reviewed the March, 2007, report from Mighty Tidy Cleaning Company.

6. MAINTENANCE SCHEDULE

VCS advised that the annual rooftop barbecue inspection and cleaning will be scheduled in April, 2007. The quarterly HVAC inspection of the hot water tanks and furnace will also take place in April, 2007.

7. NEW BUSINESS

- (a) Stucco Inspection: The strata council instructed VCS to schedule the building envelope stucco inspection with McCuaig & Associates as per the previously submitted quotation.
- (b) Building Garbage: The strata council noted that the lock had been broken off the garbage bin belonging to "The New Yorker" on the Hamilton Street side of the building. VCS has asked Waste Management to replace the broken lock with a new one that matches the existing key. Waste Management advised VCS that these locks are no longer available and the strata corporation will be issued a new lock and a set of new keys. VCS will distribute the keys to all owners shortly.

There being no further business, the meeting was adjourned at 7:40 p.m. The next meeting will be held on Tuesday, May 1, 2007, at 6:30 p.m. in Unit #304, 1066 Hamilton Street, Vancouver, B.C.

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IK/mc

Insurance Coverage

All owners and residents are reminded that the strata corporation's insurance policy does not provide coverage for any individual contents, betterments, or improvements (i.e. storage locker contents, clothing, furniture, decorating, upgrading of carpets, flooring, etc.). Owners and residents must carry their own "Owner Package" insurance for this coverage, including any and all improvements. You should contact your home insurance company to determine if you have this coverage or not.

**MINUTES OF COUNCIL MEETING
STRATA PLAN LMS-1490
THE NEW YORKER**

HELD: On Tuesday, June 5, 2007, at 6:30 p.m. in Unit #304 – 1066 Hamilton Street, Vancouver, B.C.

PRESENT: Stephen Hale (President) Unit #405
Gary Kainz (Treasurer) Unit #302
Angus Gunn (Vice President/Secretary) Unit #401
Hafiz Thobani (Commercial Owner)

REGRETS: June Rubenok Unit #304

STRATA AGENT: Irina Kuleshova, Vancouver Condominium Services Ltd. ("VCS")

The meeting was called to order at 6:35 p.m.

1. MINUTES

It was moved, seconded, and carried to adopt the minutes of the April 3, 2007, council meeting, as circulated.

2. FINANCIAL REPORT

- (a) Monthly Statements: The April, 2007, financial statement was distributed at the meeting and the strata council agreed to defer adoption of it until the next strata council meeting. Strata council reviewed the March, 2007, financial statement. Following discussion, it was moved, seconded, and carried to adopt that statement, as presented. Any owner wishing a copy of the strata corporation's financial statements should contact VCS during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.
- (b) Commercial Settlements: The strata council and VCS are continuing to resolve the matter of outstanding commercial settlements.

3. BUSINESS ARISING

- (a) Security Upgrades: Technicians from Posscan Security (Posscan) are continuing to work on installing security upgrades in the building.

The strata council approved a fee proposal for hardware consulting services in the amount of \$1,000 plus GST to Gage Babcock & Associates Ltd (GBA). The engagement will result in a recommendation for door hardware modifications throughout the common areas of the building to accommodate the security upgrades, and to meet the requirements of City of Vancouver building bylaws.

The strata council also approved a quotation from Artisan Installations ("Artisan") to install four dedicated power receptacles with two extra receptacles to accommodate transformer plugs for security equipment and the front entrance enterphone at a cost of \$670 plus GST. The strata council also instructed VCS to ask whether Artisan can schedule this work to occur at the same time as previously quoted improvements of lighting in one of the storage locker rooms and whether combining this work together will generate savings to the strata corporation.

Posscan has noted that the security system requires both internet access (for remote connection) and a phone line for alarm monitoring. VCS is currently in the process of obtaining quotations for the installation of these items.

The strata council discussed the issue of signing authority for the loan documents necessary for Coast Capital Savings to issue funds to the strata corporation to finance the security upgrade project. Following discussion, it was moved, seconded, and carried to confer signing authority for the strata corporation on the strata council President and the strata council Vice President. These officers may execute documents on the strata corporation's behalf so long as the strata council has approved the execution in question and both officers execute the documents. Documents (a copy of the current bylaws and strata plan) required by Coast Capital will also be prepared in order to expedite this loan.

There will be some administrative tasks associated with the management of the security system. Following discussion, it was moved, seconded, and carried to establish the position of Security Officer for the strata corporation. The strata council agreed that the position should be filled by election from the members of the strata council. Mr. Gunn indicated that he would be willing to fill this position for the remainder of the current fiscal year. It was moved, seconded, and carried to appoint Mr. Gunn as the strata corporation's Security Officer for the balance of the current fiscal year.

The strata council noted that a table or desk is required for the electrical room in order to support the security computer. Mr. Hale agreed to purchase this item on the strata corporation's behalf. In addition it was noted that the electrical room will require a thorough cleaning once the work to install the security system is complete.

Discussion ensued regarding the slow progress of the installation to date. Posscan currently estimates completion as the end of June. GBA has noted that the installation is taking longer than expected, and that as a result GBA may not have charged sufficient fees for the consulting services it is providing. GBA has nevertheless agreed to deliver the contracted service for the price stated.

The strata council noted that the building's parking garage suffered a break-in on May 13, 2007. Access was gained from the exit stairwell leading to Mainland Street. Door glass was damaged in two doors and two vehicles were broken into. Repairs were effected immediately and a temporary metal mesh covering was added to the garage-level door at the Mainland Street exit.

The strata council is currently waiting for a quotation to replace two exterior glazed aluminium-frame doors on the Mainland Street side of the building with steel doors to improve the building security and prevent future break-ins. The door replacements, if approved, will be coordinated with the hardware consultation and subsequent recommendations noted above.

Strata council member Mr. Hafiz Thobani (Commercial Owner) has abstained from voting on all issues related to the security upgrade, which affects only the residential units of the building.

- (b) Archive of Records and Documentation: Mr. Gunn's review continues of the strata corporation's records obtained from Rancho Property Services Ltd. ("Rancho"). Relevant materials have been digitized for convenient and inexpensive retrieval. Mr. Gunn will continue the process until all of the records obtained from Rancho have been reviewed.
- (c) Heritage Designation: This matter was deferred pending consideration of completing the records review project. Please see item 2(b) above.
- (d) Welcome Package: Mr. Gunn and Mr. Kainz continue to work on developing a Welcome Package Information booklet. Mr Hale provided a draft of a "Quick Start Guide to 'The New Yorker'" to Mr Kainz.
- (e) Window Washing: VCS advised that Best Facilities Services Ltd. ("Best Facilities") has not contacted VCS or the strata council to discuss the issues of deficiencies that are still outstanding. VCS is withholding payment of the invoice until all such deficiencies are addressed and the job is performed to the strata council's satisfaction. The strata council instructed VCS to continue to withhold payment until Best Facilities contacts the strata council and/or VCS to address the deficiencies.

- (f) Common Residential Satellite Dish: Mr. Hale has completed his memo to the owners with details for connecting individual strata lots to the common satellite dish in the building. The memo will be circulated shortly.
- (g) Roof Leaks: VCS advised that Metro Roofing continues to work on addressing a minor roof leak in respect of a strata lot on the building's fourth floor. The strata council noted that Metro Roofing had provided no recommendations regarding improving the roof drain near another fourth floor unit. The strata council instructed VCS to find an alternate contractor to advise on this roof drain. It was noted that Metro Roofing had recommended re-caulking around the rooftop make-up unit during dry weather and VCS was instructed to have Metro Roofing attend to this as soon as possible.
- (h) Elevator and Christmas Lights: VCS advised that Artisan Plumbing & Heating is in the process of replacing two burnt out elevator lights at "The New Yorker". Discussion ensued regarding simplifying the replacement of lights in the elevator such that they could be changed from inside the cab, and thus reduce the cost, trouble, and delay in replacing them. VCS reported that discussions with the electrical contractor had confirmed that it was not possible to change the current arrangement without considerable expensive changes to the elevator cab itself.

In addition, the strata council was in receipt of a quotation from Artisan Plumbing & Heating to wire in the building's Christmas lights at a cost of \$1,655 plus GST. Following further discussion, the strata council agreed not to proceed with this work at this time.

- (i) Broken Canopy: VCS advised that payment has been received from the management company of the building adjacent to "The New Yorker", whose roofers had been responsible for breaking the canopy glass on the Mainland Street side. VCS has also paid Action Glass for this work.
- (j) Hose Bib: VCS advised that Artisan Plumbing & Heating completed installation of a lock on the hose bib belonging to "The New Yorker".
- (k) Building Gutters: VCS advised that RDH Engineering has been hired to design a gutter to replace the rusted gutter that drains the awnings at the Hamilton Street side of the building. Upon receipt of the drawings, the strata council will forward the design to Precision Gutters for quotation, fabrication, and installation. The drawings are necessary because the gutter is a custom "heritage" design.
- (l) Gas Key Lock Box: VCS advised that Firetronic Systems Services Ltd. has supplied a gas key lock box for the building, located on the wall immediately inside of the parking garage gate inside the parking garage. VCS will place the gas key in the box and lock it with glass to be broken only in the case of an emergency.

Residents should note the location of this lock box. The key unlocks the grille protecting the main gas meter directly outside of the parking garage gate. In the event of an emergency, such as an earthquake, where the building may be at risk of fire, the grille should be unlocked and the main gas valve closed with the wrench provided. Note that gas valves can be turned on only by qualified gas personnel.

- (m) Roof Deck Garden Maintenance: The strata council will continue to rely on volunteers to water the roof garden until the next budget preparation time, during which the strata council will budget for appropriate monthly garden maintenance and landscaping upgrades. Mr. Kainz volunteered for this duty.
- (n) Stucco Evaluation: VCS advised that McCuaig & Associates have completed the stucco evaluation at "The New Yorker". Their report will be delivered shortly. Upon receipt, the strata council will review the report and determine the next course of action based on the engineer's recommendation.
- (o) Parking Garage Leak: Following another incident of a leak in the parkade, a strata council representative discussed this issue with the tenant of the commercial strata lot. It was confirmed that the tenant has replaced all the necessary piping that could have caused this leak. The strata council instructed VCS to schedule drywall ceiling repairs in the parkade and to issue a letter to the owner and the tenant advising that, if this leak re-occurs, the strata corporation will hold the owner responsible for replacing the drywall and all other costs associated with repairing the resulting damage.
- (p) Awning Painting: The strata council has instructed VCS to proceed with scheduling the awning painting at "The New Yorker". The strata corporation has previously received a quotation from Remdal Painting & Restoration ("Remdal") in the amount of \$9,746.20 plus GST to repair and finish metal awning frames and supports on the Mainland Street side of the building. The strata council has also agreed to paint the awnings black. It is the intention to paint all building fixtures black, including window frames, as these items require painting.

The strata council also noted that various other metal components and the trim on the building are in need of painting, in addition to the awning. The strata council will provide a detailed list of these items to VCS in order to obtain a further quotation from Remdal. Subject to timing and acceptance of the quotation, these items may be completed at the same time as the awning painting.

- (q) Missing Light Covers: VCS is continuing to arrange for an electrician to obtain and install the two missing light covers in the stairwells.

- (r) Complaint Regarding Commercial Strata Lot: Further to item 3(n) of the minutes of the strata council meeting held on April 3, 2007, a strata council member reported that his review of the air conditioner cover and signage at one of the commercial units did not appear to conform with the recommendations of the strata council following a complaint of this item last year. VCS undertook to communicate with the commercial tenant to find out the status of this matter.
- (s) Complaint Regarding Residential Strata Lot: Further to item 4(b) of the minutes of the strata council meeting held on April 3, 2007, the strata council had given written notice to a residential owner of a complaint made against that owner. The complaint alleged that second-hand smoke was penetrating another strata lot and causing a nuisance. The owner subject to the complaint requested clarification as to how the source of the alleged nuisance had been identified. The owner indicated that, upon receipt of that information, the owner would be able to respond to the complaint.

The strata council asked VCS to inform the owner that the complaint itself identified that owner's strata lot as the source of the nuisance, and that the owner is now being afforded an opportunity to respond to that complaint. While the owner's further response remained pending, the complainant issued a further complaint that supplemented the first. According to the complainant's further complaint, because second-hand smoke comes through the complainant's windows the owner is forced to keep them shut. Given the difficulty of keeping windows closed during the summer months, the complainant asked the strata council to discuss this issue further and determine if anything can be done to resolve it. Once the owner that is the subject of the complaints responds to their substance, the strata council will discuss this issue further. A strata council member with a conflict of interest in respect of this correspondence disclosed fully and promptly to the strata council the nature and extent of his interest and did not participate in the discussion concerning this correspondence.

4. CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters. Correspondence addressed to the strata corporation will be handled in accordance with the Strata Property Act and the strata corporation's privacy policy.

- (a) April 30, 2007: Correspondence was received from a residential owner giving the strata corporation notice, pursuant to bylaw 20.1, of the owner's intention to sell that owner's strata lot.

- (b) May 1, 2007: Correspondence was received from a residential owner in respect of a complaint made against that owner. The response and the strata council's actions in respect of it are summarized in item 3(s) above.
- (c) May 6, 2007: Correspondence was received from a residential owner regarding access to a private roof deck and regarding VCS' service standards.
- (d) May 9, 2007: Correspondence was received from a residential owner requesting issuance of a new parking garage remote control.
- (e) May 14, 2007: Correspondence was received from a commercial owner informing the strata corporation of the timing of scheduled demolition work previously authorized by the strata council.
- (b) May 31, 2007: Correspondence was received from a residential owner supplementing an earlier complaint regarding second-hand smoke penetrating into the owner's strata lot and causing a nuisance to this owner. The complaint and the strata council's actions in respect of it are summarized in item 3(s) above.

5. JANITORIAL REPORT

The strata council reviewed the report from Mighty Tidy Cleaning Company. VCS advised that the annual fire inspection is due to be scheduled in June, 2007. Notices will be issued to each owner with the specific date and request for in-suite access to test the building's fire safety devices.

6. NEW BUSINESS

- (a) Hot Water Tank Failure: One of the two hot water tanks at "The New Yorker" was found to have suffered catastrophic failure on 5 May 2007. It was replaced by System X Mechanical, at a cost of \$6,578.99. Following discussion, it was moved, seconded, and carried to approve payment of this invoice from the strata corporation's contingency reserve fund ("CRF").
- (b) Parkade Pressure Washing: The strata council was in receipt of a quotation from PSI Factor to hot water pressure wash the building's parking garage, including treatment of oil spills in several parking stalls, as well as pressure washing public sidewalks, entrance, and dock areas on both sides of the building at a cost of \$2,697.70. Following discussion, it was moved, seconded, and carried to approve the proposed work at the quoted cost. VCS was instructed to schedule the job.

- (c) Pest Control: The strata council has agreed to enter into a pest control contract with Abel Pest Control at a cost of \$50 per month with an initial equipment installation and inspection cost of \$95. Following discussion, it was moved, seconded, and carried to approve the pest control monthly program for "The New Yorker". VCS advised that the program was started effective June, 2007.

There being no further business, the meeting was adjourned at 8:20 p.m. The next meeting will be held on Wednesday, July 4, 2007, at 6:30 p.m. in Unit #304 – 1066 Hamilton Street, Vancouver, B.C.

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MINUTES OF COUNCIL MEETING

STRATA PLAN LMS-1490

THE NEW YORKER

HELD: On Tuesday, July 4, 2007, at 6:30 p.m. in Unit #304 – 1066 Hamilton Street, Vancouver, B.C.

PRESENT:

Stephen Hale	(President)	Unit #405
Gary Kainz	(Treasurer)	Unit #302
Angus Gunn	(Vice President/Secretary)	Unit #401
June Rubenok		Unit #304

REGRETS: Hafiz Thobani (Commercial Owner)

STRATA AGENT: None

The meeting was called to order at 6:35 p.m.

1. **MINUTES**

The minutes of the June 5, 2007, council meeting will be circulated shortly and approved at the next meeting of the strata council.

2. **FINANCIAL REPORT**

- (a) **Monthly Statements:** The strata council reviewed the April, 2007, financial statement. Following discussion, it was moved, seconded, and carried to adopt that statement, as presented. Any owner wishing a copy of the strata corporation's financial statements should contact Vancouver Condominium Services Ltd. ("VCS") during regular business hours, 9:00 a.m. to 4:30 p.m., Monday to Friday.
- (b) **Commercial Settlements:** The strata council and VCS are continuing to resolve the matter of outstanding commercial settlements.

3. **BUSINESS ARISING**

- (a) **Security Upgrades:** Richmond Elevator provided Posscan Security ("Posscan") with a quotation of \$3,720.00 plus GST for the cost of installing the elevator travel cable in connection with the security upgrade project. Following discussion, it was moved, seconded, and carried to approve that expense out of the strata

corporation's security upgrade budget line item. This cable will permit a card reader to be installed in the elevator cab, which will in turn allow residents to access the parking garage with their fobs instead of the common area key. As well, if the elevator malfunctions while occupied an alarm will be able to be sent to Acme Protective, the strata corporation's alarm monitoring company.

Further to item 3(a) of the minutes of the strata council meeting held on June 5, 2007, the strata corporation has not yet executed the loan documents needed to finance the security upgrade project. The strata council will endeavour to have those documents executed in the near future.

As noted at item 3(a) of the minutes of the strata council meeting held on June 5, 2007, a telephone line needs to be installed in the building's electrical room, where the security system will be housed. The purpose of this line is to connect the security system with the alarm monitoring company. The strata corporation intends to enter into an alarm monitoring contract with Acme Protective, the same company that currently monitors the building's fire alarm system. Although at the strata council meeting held on June 5, 2007, it was understood that VCS was in the process of obtaining quotations for the installation of such a telephone line no progress appears to have been made. The strata council will endeavour to arrange for a Telus line to be installed as soon as possible.

Various door hardware and other devices will need to be modified as a result of the building's security upgrade. Further to the approval noted at item 3(a) of the minutes of the strata council meeting held on June 5, 2007, Gage Babcock and Associates ("GBA") prepared a report dated June 15, 2007, with recommended modifications that have been assigned Priority A, B, and C. The strata council will consider GBA's recommended modifications and consider which ones should be implemented as part of the current security upgrade.

Noting the delay in the installation of the building's security upgrades, the strata corporation asked Posscan to indicate a target completion date for the upgrade. Posscan responded that it expects the installation to be substantially completed by July 18, 2007.

As noted at item 3(a) of the minutes of the strata council meeting held on June 5, 2007, the strata council approved a quotation from Artisan Installations Ltd. ("Artisan") dated May 30, 2007, of \$670.00 plus GST to install (a) four dedicated receptacles; (b) two extra receptacles to accommodate transformer plugs for security equipment; and (c) one dedicated receptacle at the Hamilton Street door for the entrance key pad. The strata council will follow-up with Artisan to determine the status of this work.

As noted at item 3(a) of the minutes of the strata council meeting held on June 5, 2007, in May 2007 the strata council asked VCS to obtain a quotation for the cost to replace the two exterior glazed aluminium-frame doors on the Mainland Street side of the building with steel doors. This replacement, recommended by GBA, is to improve the building security and prevent future break-ins. The door replacements, if approved, would be coordinated with the hardware consultation and subsequent recommendations noted above. A quotation has apparently not yet been obtained. The strata council will endeavour to obtain such a quote as quickly as possible.

The strata council also noted that the building's electrical room will require a thorough cleaning once the security upgrade project is finished. Upon substantial completion of the installation, the strata council will arrange for that cleaning to be done.

Mr. Thobani (commercial owner) continues to abstain from voting on all issues related to the security upgrade, which affects only the residential units of the building.

- (b) Archive of Records and Documentation: Mr. Gunn's review continues of the strata corporation's records obtained from Rancho Property Services Ltd. ("Rancho"). Relevant materials have been digitized for convenient and inexpensive retrieval. Mr. Gunn will continue the process until all of the records obtained from Rancho have been reviewed.
- (c) Heritage Designation: This matter was deferred pending consideration of completing the records review project. Please see item 2(b) above.
- (d) Welcome Package: Mr. Gunn and Mr. Kainz continue to work on developing a Welcome Package Information booklet.
- (e) Window Washing: The strata council noted that the building's windows will need to be washed in September, before British Columbia Hydro removes the power line covers in October. The strata council will obtain quotations later this summer, and will also endeavour to include within the scope of work the powerwashing of the building's Hamilton and Mainland Street balconies.
- (f) Common Residential Satellite Dish: The strata council has circulated a memorandum inviting residents to indicate by July 6, 2007, if they wish to have their individual strata lots connected to the building's new common satellite dish in the building. After that date, the strata council will arrange for the requested connections to be made.
- (g) Roof Leaks: The strata council continues its search for a contractor to advise on roof drainage issues.

- (h) Elevator Lights: The strata council noted that the current lights in the building's elevator are inconvenient to access and expensive to replace. The strata council will approach Accurate Electric Ltd. for a quotation on the cost to replace the elevator lights with other lights that are easier to access and less expensive to replace. Depending on the size of the quotation, the expense may require owner approval at the next general meeting.
- (i) Building Gutters: As noted at item 2(k) in the minutes of the strata council meeting held on June 5, 2007, RDH Engineering has been hired to design a gutter to replace the rusted gutter that drains the awnings at the Hamilton Street side of the building. Mr. Hale will follow-up with RDH Engineering to determine the status of this project.
- (l) Gas Key Lock Box: As noted at item 2(l) in the minutes of the strata council meeting held on June 5, 2007, Firetronic Systems Services Ltd. has now supplied a gas key lock box for the building, located on the wall immediately inside of the parking garage gate. The gas key has now been placed in the box, whose glass is to be broken only in emergencies.
- (m) Roof Deck Garden Maintenance: The strata council continues to rely on volunteers to water the main Roof Deck Garden for the moment, and acknowledges with thanks the contributions of Mr. Kainz, Robert Spytz, and Marnie Seliwoniuk. The strata council confirmed its willingness to reimburse owners for the expenses they incur in maintaining the Main Roof Deck garden, but emphasized that in order for an expense to be eligible for reimbursement it must be authorized in advance by the strata council. Rather than continue to burden residents with the responsibility for maintaining the main Roof Deck Garden, the strata council will likely propose allocating an amount in the 2007/2008 operating budget for appropriate monthly garden maintenance and landscaping upgrades.
- (n) Stucco Evaluation: As noted at item 7(a) of the minutes of the strata council meeting on April 3, 2007, and at item 3(n) of the minutes of the strata council meeting on June 5, 2007, in its 2005 contingency reserve fund (CRF) report Halsall Engineering Ltd. made certain recommendations for maintenance and repair of the property. One of those recommendations was that a building envelope (stucco) evaluation be performed in 2007 as a proactive management initiative to ensure the quality of the envelope. The strata corporation accepted that recommendation, approved the necessary expenditure at the annual general meeting held on October 30, 2006, and commissioned the engineering firm of McCuaig and Associates Engineering Ltd. ("McCuaig and Associates") to conduct the study. On June 28, 2007, McCuaig and Associates delivered its written report in respect of its partial building envelope condition assessment. The primary author of the report was Paul Good, P.Eng. At the invitation of the strata council, Mr. Good attended the strata council meeting to speak to the McCuaig and Associates report.

The stucco for evaluation is located on the building envelope assemblies that enclose the four loft structures situated on the top of the building. The walls that enclose the lofts are face sealed, stucco clad assemblies. The walls' exterior sheathing consists of paper faced gypsum wall board (GWB). McCuaig and Associates spent two days on site, and it rained on the first of the two days. Accordingly, McCuaig and Associates felt that it obtained reliable moisture probe results.

McCuaig and Associates concluded that the moisture content of the GWB sheathing was in the acceptable range at the majority of tested samples. Most of the wall interiors were dry and McCuaig and Associates considered the building to be reasonably water-tight. McCuaig and Associates did, however, identify several items for follow-up. First, several portions of the building roof are in need of repair and maintenance was recommended. Second, a number of low moisture content samples exhibited brittleness and weakness that suggested damage due to previous contact with water. McCuaig speculated that water damage may have occurred during the building's 1994 re-development.

In its report, McCuaig and Associates concluded that "[d]eterioration of the GWB may compromise the structural capacity of the steel studs and the fasteners that connect the stucco lath to the studs." McCuaig and Associates felt that the building's drawings did not give enough information about the design of the walls in the loft roof assemblies. McCuaig and Associates felt unable to express an opinion on whether the GWB served a structural function in those structures. If so, the McCuaig and Associates report noted that "[a] reduction in the structural capacity of the studs and/or fasteners will have a negative impact on public safety. If worse case scenarios are considered, strong earthquake or wind forces may cause pieces of stucco to fall away from the walls or may cause the loft walls to collapse. Heavy accumulations of snow on the loft roofs may cause the load bearing steel studs to collapse if the GWB is no longer capable of providing the required lateral support. In consideration of the important role that the GWB plays in the stability of the exterior walls and its susceptibility to moisture related deterioration, we are of the opinion the GWB was poor choice of material for this assembly. A better choice of exterior sheathing would have been glass backed gypsum wallboard (GBGWB)."

McCuaig and Associates recommended that the strata corporation obtain advice (from the building's original structural engineer or a new structural engineer) as to whether the GWB is performing any structural function in the loft wall assemblies and whether deterioration of the GWB would have any effect on the structural integrity of those assemblies. If not, then McCuaig and Associates felt that there did not seem to be any other GWB concerns since no ongoing envelope issues had been identified. If so, then McCuaig and Associates considered that steps may need to be taken to ensure the structural viability of the loft wall assemblies.

The strata council accepted the recommendation by McCuaig and Associates to obtain additional advice regarding the design of the building's loft roof assemblies. An attempt will be made to contact the building's original structural engineers (Wolfrom Muzyk & Partners) and obtain the building's fabrication drawings and full structural drawings. The strata council will also approach structural engineering firms for quotations to provide an opinion on the issues that McCuaig and Associates felt unable to resolve.

Copies of the McCuaig and Associates report are available to owners free of charge by e-mail and at owner cost in hardcopy. Please contact VCS if you would like to obtain a copy of the McCuaig and Associates report.

- (o) Parking Garage Leak: In the wake of several leaks into the parking garage, the roof drywall in the parking garage requires repair. At its meeting on June 5, 2007, the strata council asked VCS to schedule drywall ceiling repairs. It did not appear that any action had been taken in response to this request. Mr. Thobhani noted that he will be having drywall repairs done in the parking garage roof once plumbing work in one of his commercial strata lots is complete. Mr. Thobhani offered to have the other repairs completed at the same time and at his expense. He noted, however, that the repairs would have to wait a few weeks until the other installation work was completed. The strata council gratefully accepted Mr. Thobhani's offer. The strata council reiterates that if any leaks in the parking garage recur, the strata corporation will hold the owner and tenant of the commercial strata lot in question responsible for replacing the drywall and all other costs associated with repairing the resulting damage.
- (p) Awning Painting: As noted at item 2(p) of the minutes of the strata council meeting held on June 5, 2007, the strata council authorized VCS to hire Remdal Painting & Restoration ("Remdal") to repair and finish the building metal awning frames and supports on the Mainland Street side of the building and to paint the awning black. The work has been partially completed but the upper side of the awning was apparently overlooked. The strata council has asked Remdal to return to finish the job and expects this project to be completed shortly.
- (q) Missing Light Covers: As noted at item 2(q) in the minutes of the strata council meeting held on June 5, 2007, the strata council had asked VCS to arrange for an electrician to obtain and install the two missing light covers in the stairwells. This work has not been done. The strata council will endeavour to have this work performed as soon as possible.
- (r) Complaint Regarding Commercial Strata Lot: Further to item 2(r) of the minutes of the strata council meeting held on June 5, 2007, the strata council noted that the air conditioner cover and signage at one of the commercial units did not appear to

conform with the recommendations of the strata council following a complaint regarding this item last year. Mr. Thobhani undertook to communicate with the commercial tenant to find out the status of this matter.

- (s) Complaint Regarding Residential Strata Lot: Further to item 2(s) of the minutes of the strata council meeting held on June 5, 2007, the strata council gave written notice to a residential owner of two complaints made against that owner. The complaints alleged that second-hand smoke was penetrating another strata lot and causing a nuisance. The strata council continues to await a response from the owner who is the subject of the complaints to respond to their substance. A strata council member with a conflict of interest in respect of this correspondence disclosed fully and promptly to the strata council the nature and extent of his interest and did not participate in the discussion concerning this correspondence.
- (t) Parkade Pressure Washing: Further to item 6(b) of the minutes of the strata council meeting held on June 5, 2007, the strata council has contracted with PSI Factor to hot water pressure wash the building's parking garage, including treatment of oil spills in several parking stalls, as well as pressure washing public sidewalks, entrance, and dock areas on both sides of the building. The parking garage will be power washed on July 11, the Hamilton Street surfaces will be power washed on July 16, and the Mainland Street surfaces will be power washed on July 20.

4. CORRESPONDENCE

Owners are invited to write council via the management company regarding any strata matters. Correspondence addressed to the strata corporation will be handled in accordance with the Strata Property Act and the strata corporation's privacy policy.

- (a) June 28, 2007: Correspondence was received from a residential owner expressing concern over the condition of the Main Roof Deck garden. The owner asked who was in charge of maintaining the garden. The strata council responded to the owner, concurring with the observations made. The problem confronted each year is (a) finding volunteers who are prepared to commit to maintaining the garden; and (b) encouraging those volunteers to follow-through on their commitments.
- (b) July 3, 2007: Correspondence was received from a residential owner asking about the status of the strata corporation's property management, the amended property management agreement that had been entered into with VCS, and the status of any compensation being paid by VCS to the strata corporation on account of this amendment. The strata council responded to the owner describing the nature of the amended property management agreement (see item 6(c) below). The strata council also confirmed that the strata corporation's monthly management fee would be adjusted downwards as a result of the reduced level of service, although it would not be possible to adjust strata fees as a consequence until the next general meeting of the owners.

5. JANITORIAL REPORT

The strata council reviewed the June, 2007, report from Mighty Tidy Cleaning Company. No action arose out of that report.

6. NEW BUSINESS

- (a) Complaint Regarding Residential Strata Lot: The strata council received a complaint dated April 21, 2007, regarding a residential owner's use of multiple parking spaces in the building parking garage. At least two parking spaces not assigned to the residential owner's strata lot are being used to park vehicles associated with that owner. The strata council will follow-up with the owner and tenant of the strata lots to which the other parking spaces are assigned to see whether (in accordance with bylaw 14.1) a written agreement has been signed to permit this arrangement.
- (b) Screen Saver for MESH Entry Panel: Mr. Hale confirmed that he and Pauline Hale will be developing an alternative screen saver graphic for the MESH enterphone panel at the Hamilton Street entrance to the building. The strata council thanked the Hales for taking on this work.
- (c) Status of Property Management: On June 7, 2007, VCS informed the strata corporation that Irina Kuleshova (the strata corporation's property manager) had left VCS and that currently VCS had insufficient staff to replace her at "The New Yorker". VCS therefore informed the strata corporation that until a replacement property manager could be hired, the strata corporation would need either to: (a) scale down its service level to financial management only; or (b) terminate its property management contract with VCS. Following discussion, the strata council considered that it be best for the strata corporation to reduce VCS' service level to financial management only. The strata council did so on the understanding that VCS would be replacing Ms. Kuleshova in due course, at which point the strata corporation could return to full-service. VCS thanked the strata corporation for its understanding and will be preparing an agreement to amend temporarily the existing property management contract.
- (d) Steam Cleaning of Fourth Floor Carpet: The strata council has arranged for the common area carpet on the building's fourth floor to be steam cleaned on July 5, 2007, to remove recent staining.
- (e) Additional Exterior Painting: As noted at item 2(p) of the minutes of the strata council meeting held on June 5, 2007, various metal components and the trim on the building need to be painted black to match the rest of the building's new colour scheme. The strata council has provided a detailed list of these items and is awaiting a further quotation from Remdal for that work. The strata council will follow-up with Remdal to determine the status of that quotation.

- (f) Division of Duties Among Strata Council Members: The strata council noted that, with VCS temporarily reducing its service level to financial management only, the current members of the strata council will need to assume an even greater role in the day-to-day management of the building. The strata council allocated among themselves the various action items for follow-up. The strata council will endeavour to distribute the workload evenly to avoid any one member of the strata council having to shoulder a disproportionate share of the work.

There being no further business, the meeting was adjourned at 9:15 p.m. The next meeting will be held on Tuesday, July 31, 2007, at 6:30 p.m. at Blenz Coffee Yaletown, 338 Helmcken Street, Vancouver, B.C.

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