

**Minutes of Strata Plan VR122 2424 Cypress Street, Vancouver, BC V6J 1T6**

Date: Wed, November 9, 2005

Suite: #205

Time: 6:30pm

**Council in Attendance:**

Sharon Newman

Jana Logie

Paul VanWerkhoven

Kurt Penner

Keiko Koizumi

Jeanne Gillespie

Manager: Chris Giles

**1. Call to Order:**

The meeting was called to order by: President Jana Logie at 6:40pm.

**2. Minutes of the meeting of: September 28, 2005.**

It was

Moved and seconded:

That the minutes of the meeting of September 28, 2005 be adopted as Distributed.

*Motion carried unanimously.*

**3. Business arising from minutes.**

There was no business arising from the minutes.

**4. Presidents Report:**

Council gave thanks to Chris and Tracey Giles of Giles Management for all of their hard work at Cypress Place in 2005 and is presently reviewing information packages from Management companies in order to set up interviews with prospective managers. Council would like to invite input from any owners that have information that may assist them in finding a successful candidate for the managers position and that would benefit both the property and the Strata Corporation. Please note council members contact numbers within these minutes. Chris thanked Council for their encouraging words and expressed his well wishes for everyone at Cypress Place.

It was moved and seconded that: Due to the proximity (time) between the departure of Giles Management and the AGM. The AGM should be re-scheduled until February 2006 and thereby allow the new managers to participate.

Motion carried unanimously.

**5. Property Manager's Report:**

**5.1 Finance Report:**

The manager tabled the financial statement for the month of September 2005.

The treasurer, Paul VanWerkhoven reviewed the financial statements and deemed all statements as accurate and correct.

It was moved and seconded that;

The financial statement for the month of September 2005 be adopted as distributed.

Motion carried unanimously.

**Notice to Owners – Maintenance Fee Payments for 2006**

**Please submit maintenance fee checks to: Sharon Newman – suite #206**

**Or**

**Mail to: Giles Management  
2666 Sparrow Court  
Coquitlam, BC  
V3E 1G9**

**Note: If currently using Auto withdrawal please submit Checks for Jan and Feb 06 to allow the new management company to set up this service.**

## 5.2 Completed Items

- Crown roofing has placed a temporary repair at the seams over suite #308 and also tended to a deficiency in the mortar between the brick wall and the brick chimney in the same area. The manager reported the concerns of the owner and tenant and council member Paul Van Werkhoven read a letter written by the owner.  
It was moved and seconded that: At the onset of fair weather a comprehensive review of the brick exterior and the roof be done by tradespeople and a report be presented to the members.  
Motion carried unanimously.
- The gate latch was replaced with a stronger product by Accurate Cedar.
- Council member Kurt Penner reported a paper delivery person having access to the building at 4-5am. The Vancouver sun was contacted and informed of the inappropriateness of this procedure. Further discussion with distribution will follow.

Council reminds owners and tenants that building security is a top priority and under no conditions are building keys to be given to delivery or tradespeople. Thank you.

- Accurate Glass repaired the front door window and an owner immediately contacted management with information leading to direct payment of the repair.
- The bylaws for Cypress Place were forwarded to the executive Director of the Condominium Homeowners Association for review and recommendations..
- Exterior light were adjusted and the manager recommended a photosensor that would eliminate the need to manually change the time for lights. Council will review this idea with the new managers.

## 5.3 Correspondence

No written correspondence at this time.

## 5.4 In progress

- Otis transfer to Kone Elevator Dec 01/05.
- Storage room shelving design.
- Bylaw review
- 

## 6. New Business.

- 6.1 Soap suds entering ground floor suite sinks,  
It was moved and seconded to:  
Hire Lathams to clean out the pipe/elbow connectors in the parkade that get clogged and lead to back-up drainage.  
Motion carried unanimously.
- 6.2 Use of parkade stalls.  
Council would like to remind all owner that the bylaws clearly state under section 34(3) that:

**An owner, tenant or occupant must use parking stalls only for the parking of licensed and insured motor vehicles, trailers, motorcycles or bicycles, and not for the parking of any other type of vehicle or the storage of any other item, unless otherwise approved in writing by the council.**  
**Council has approved (unanimously) the placement of 2 spare tires in a parking stall as the only storage items and due to fire codes and safety regulations would like to remind all owners that violation of this bylaw may result in fines.**

**6.3 Laundry machine prices.**

It was moved and seconded that: The cost for a wash be increased to \$1 and a dry to \$0.50 in order to increase revenue.  
Motion carried unanimously.



**Important Reminder to all owners:**

Strata Corporation Policy requires all communication to Council be sent via the management office. This will ensure that correspondence be dealt with officially by the Strata Council at a duly convened meeting. All documentation can be mailed to the management office or left in the council mailbox located in the lobby of Cypress Place. Thank you.

**7. Adjournment.**

There being no further business, the meeting was adjourned at 8:40pm.

**8. Next meeting:**

Date: TBA

Suite: #205

Time: 6:30pm



Real Estate regulations require a vendor to provide purchasers with copies of minutes. Please retain these minutes, as there will be a charge to the owner for replacement copies.

**STRATA VR122 COUNCIL 2005**

Name	Suite #	Phone #'s
Jeanne Gillespie	#103	737-2912
Jana Logie	#205	738-5450
Paul VanWerkhoven	#307	737-4795
Kurt Penner	#201	737-7753
Sharon Newman	#206	738-5658
Keiko Koizumi	#104	222-8371
Donna Sheehan	#105	739-0931

**Please Ensure that a copy of your suite key is forwarded to a council member.**

**Strata Council Meeting Minutes  
Strata Plan VR 122 "Cypress Place"  
2424 Cypress St., Vancouver, BC**

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Held Tuesday January 4<sup>th</sup> 2006

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**PRESENT:**

Jana Logie	President
Jeanne Gillespie	Vice President
Paul Van Werkhoven	Treasurer
Kurt Penner	
Sharon Newman	
Keiko Koizumi	

**ABSENT:**

Donna Sheehan

**MANAGING AGENT:** *Shelley Baigent, Strata Agent, Ascent Real Estate Management*

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**CALL TO ORDER:**

The meeting was called to order at 6:35 pm.

**NEW BUSINESS:**

**Transition to Ascent** – The agent confirmed with council the channels of communication for discussion of agenda items, meeting minutes, and owner correspondence.

**Garage Door** – Recent problems with the garage door malfunctioning appears to have been caused by vandals. Overhead Door was called to service the problem and reported tampering with the electrical conduit between the lock mechanism and the door. Council discussed the security concerns with the current locking system and the benefits of installing a more sophisticated system with individualized IRT's. Council asked the agent to obtain three quotations for the installation of a remote access system.

It was moved and seconded to install a more sophisticated remote access system for the parking garage.

**MOTION CARRIED UNANIMOUSLY**

**Condo Fees** – Council did a cursory review of the potential mechanical and/or structural repairs in the future and determined that more money is required in the Repair & Maintenance budget for next year. Recognizing the Strata Corporation has not had a fee increase in three years, while the cost of living has gone up and major repairs are imminent, council agreed to propose a fee increase to the owners at the AGM in February.

**Interior Decorating** – Council reviewed the quotations received for replacing the carpet and repainting the building interior. The expenditures for this project amount to approximately \$22,000.00. Council discussed various payment options and agreed upon two options which will be presented to the owners at the AGM in February.

**BUSINESS ARISING:**

**Storage Room** – In efforts to address owners' storage needs, Council will be cleaning out the common storage room. Owners are asked to tag their possessions with their name and the current date, by February 28, 2006. Items without a label will be moved out to the parking garage for one week to give owners another opportunity to claim their goods. After one week, by March 7<sup>th</sup>, 2006, unclaimed items will be treated as abandoned and will be donated to a charity of council's choice.

***Owners are asked to cease storing items in the Common Storage Room, effective immediately.***

***Owners are reminded that the current storage bylaw allows for the storage of two tires only at parking stalls. Storage of additional items is an infraction of the bylaw and subject to being fined.***

**Bylaw Review** – The bylaws are currently being reviewed by CHOA. Council discussed the use of BBQ's in un-enclosed balconies and asked the agent to research the city's fire codes to confirm this would be permitted. Council agreed that the storage of a fire extinguisher in the owner's suite must be included as a condition of the bylaw. Council will present the revised bylaw to owners at the AGM in February.

It was moved and seconded to amend the BBQ bylaw to allow the use of BBQ's in the enclosed balconies, providing the city codes permit.

**MOTION CARRIED UNANIMOUSLY**

**Underground Grate** – Council asked the agent to obtain three quotations for replacement of the broken grate in the underground.

**Elevator Shaft Housing** – The outside cladding on the elevator shaft housing unit has cracked, although the inside membrane is fine. Council asked the agent to obtain three quotations for an inexpensive repair to the exterior.

### **FINANCIAL:**

**Financial Statements** - The December Financial Statements have not yet been received by Giles Management. Approval has been held over until the next meeting.

### **CORRESPONDENCE:**

There is no correspondence to report at this time.

### **REMINDER TO OWNERS**

*Owners are asked to submit their questions and requests to Shelley Baigent at Ascent Real Estate Management at 604-431-1800 or [sbaigent@ascentpm.com](mailto:sbaigent@ascentpm.com). Matters requiring Council approval are asked to be submitted one week prior to the next scheduled Council meeting.*

### **ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:20 pm.

**The AGM is scheduled for February 22, 2006 in the lobby of 2424 Cypress St.**

Ascent Real Estate Management Corporation  
Managing Agents  
On Behalf of Owners' Strata Plan VR 122



Shelley Baigent  
Strata Agent

Ascent Real Estate Management Corporation — 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9 Phone: 604-431-1800 Fax:  
604-431-1818 Email: [ascent@ascentpm.com](mailto:ascent@ascentpm.com) Website: [www.ascentpm.com](http://www.ascentpm.com)

**ANNUAL GENERAL MEETING MINUTES  
STRATA PLAN VR 122  
2424 CYPRESS STREET, VANCOUVER, BC**

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**HELD:** Wednesday, February 22, 2006

**PLACE:** Front Lobby - 2424 Cypress Street, Vancouver, BC

**MANAGING AGENT:** Shelley Baigent, *Strata Agent, Ascent Real Estate Management Corporation*

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**CALL TO ORDER**

The meeting was called to order at 7:13 p.m.

**QUORUM REPORT**

The Strata Agent advised that there were twenty-two (22) owners in attendance or represented by proxy which constituted a quorum. The meeting was therefore competent to proceed with the business at hand.

**PROOF OF NOTICE**

The proof of notice was delivered in accordance with the provisions of the *Strata Property Act of British Columbia*. There being no comments to the contrary, notice was duly filed.

**APPROVAL OF MINUTES OF PREVIOUS ANNUAL GENERAL MEETING**

It was moved and seconded that the minutes of the meeting of December 8, 2004 be adopted as distributed.

**MOTION CARRIED**

**INSURANCE COVERAGE REPORT**

The Strata Agent advised that the insurance coverage report must be submitted with each call of notice, pursuant to the *Strata Property Act of British Columbia*. The agent then encouraged all owners to retain this document for their personal files.

**PRESIDENT'S REPORT**

Council President, Jana Logie, thanked all members of council for a job well done and extended appreciation for their commitment and hard work over the past year. A highlight of council's various achievements and improvements over the past year was recounted to the owners.

## **SPECIAL RESOLUTIONS**

### **RESOLUTION #1:**

#### **OPTION A – TO ASSESS A \$22,000 DECORATING LEVY**

*"Whereas the Strata Council, VR 122, hereby recommends the ownership raise \$22,000.00 in order to complete upgrades and decorating projects for the building interior;*

*AND WHEREAS the special assessment in the amount of \$22,000.00 will be raised by way of the ownership paying funds totalling \$22,000.00;*

*BE IT THEREFORE RESOLVED, by a ¾ vote of the Owners, Strata Plan VR 122, to approve a special assessment in the amount of \$22,000.00 in order to pay for interior upgrades and decorating. The special assessment shall be due and payable by the owners of record as at February 22, 2006 in accordance with the attached schedule. For convenience purposes only, the levy can be paid in 3 payments, the final payment being due June 1, 2006."*

It was moved and seconded to open the resolutions for discussion. Council confirmed the upgrade would include removing the wallpaper from the lobby, painting the lobby, fire doors, and basement area, installing chair-rail in the lobby, and installing new carpet in the stairwell. After a detailed discussion, a vote was held on the motion with twenty (20) in favour.

**MOTION CARRIED**

### **RESOLUTION #1:**

#### **OPTION B – TO ASSESS A \$17,000 DECORATING LEVY + \$5,000 FROM CRF**

*"Whereas the Strata Council, VR 122, hereby recommends the ownership raise \$22,000.00 in order to complete upgrades and decorating projects for the building interior;*

*AND WHEREAS the amount of \$22,000.00 will be raised by way of the ownership paying funds totalling \$17,000.00 and borrowing \$5,000.00 from the Contingency Reserve Fund;*

*BE IT THEREFORE RESOLVED, by a ¾ vote of the Owners, Strata Plan VR 122, to approve a special assessment in the amount of \$17,000.00 in order to pay for interior upgrades and decorating. The special assessment shall be due and payable by the owners of record as at February 22, 2006 in accordance with the attached schedule. For convenience purposes only, the levy can be paid in 3 payments, the final payment being due June 1, 2006."*

A motion was not made to vote on Resolution 1 – Option B

**MOTION SET ASIDE**



## **RESOLUTION #2 – TO ALLOW THE USE OF BBQ's ON OPEN BALCONIES**

*"WHEREAS the Strata Council, Strata Plan VR 122, hereby recommends the ownership allow for the use of BBQ's on any open balcony;*

*AND WHEREAS the use of such BBQ is powered by propane or natural gas;*

*AND WHEREAS charcoal BBQs and hibachis are not permitted for use at anytime on the premises;*

*AND WHEREAS propane tanks are to be stored in open areas only, on the balcony, deck or patio;*

*AND WHEREAS there must be a fire extinguisher in the owner's suite;*

*AND WHEREAS BBQs must not be left unattended when in use;*

*BE IT THEREFORE RESOLVED, by a ¾ vote of the Owners, Strata Plan VR 122, to approve the use of a BBQ on open balconies in compliance with each rule as outlined by the strata corporation."*

It was moved and seconded to open the resolution for discussion. A few owners raised concern regarding the potential fire hazard of having propane tanks on the ground patios. An owner disputed the concern stating there are very few fires resulting from propane tanks and that statistically they are not a risk. After a brief discussion, a vote was held on the motion, with nine (9) in favour.

**MOTION DEFEATED**

## **BUDGET**

It was moved and seconded to present the budget for discussion. A budget option was presented to the owners which proposed a 11.74% increase in strata fees. After a brief question and answer period, question was then called on the motion, with twenty (20) in favour.

**MOTION CARRIED**

## **NEW BUSINESS**

The following items were discussed by the owners and will be part of 2006 Councils' mandate:

- Security – install locks on the inside and outside of doors leading into the parkade.
- Cleaning – review quotes for new janitorial staff.
- Lighting – replacement of bulbs around the building
- Safety - ensure fire doors are kept closed

## **SAFETY NOTICE**

***Owners are reminded that fire doors are to be kept closed at all times. Propping a fire door open is in violation of the City Fire Code and is subject to prosecution.***

## **SECURITY NOTICES**

***Residents are asked to make sure the front door closes behind them. Unleveled ground is causing the door to remain open at times, which creates a great security risk for the building.***

***Until the problem is fixed, please do your part to ensure the door is closed at all times.***

***Residents are reminded to lock the double door leading into the locker room.***

## **CLEANING NOTICE**

***Residents are asked to clean up after themselves in the common areas, with special attention to wiping out the washer and drying after use.***

## **ELECTION OF 2006 STRATA COUNCIL**

The strata agent advised that pursuant to the provisions of the *Strata Property Act of British Columbia*, all members of the current strata council must resign. The floor was then opened for nominations to the position of 2006 strata council. The following owners were then nominated:

Jana Logie	Unit 205
Sharon Newman	Unit 206
Ryan Cheney	Unit 109
Paul VanWerkhoven	Unit 307

Jeanne Gillespie	Unit 103
Aiden Cope	Unit 209
Donna Sheehan	Unit 105

## **ADJOURNMENT**

There being no further business, the meeting adjourned at 8:43 p.m.

Ascent Real Estate Management Corporation  
Managing Agents  
On Behalf of Owners' Strata Plan VR 122

Shelley Baigent  
Strata Agent

Ascent Real Estate Management Corporation – 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9  
Phone: 604-431-1800 Fax: 604-431-1818 Email: [ascent@ascentpm.com](mailto:ascent@ascentpm.com) Website: [www.ascentpm.com](http://www.ascentpm.com)

**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN VR 122 – "CYPRESS PLACE"  
2424 CYPRESS STREET, VANCOUVER, BC**

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Held Wednesday, March 22, 2006

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<b>PRESENT:</b>	Donna Sheehan	President
	Jeanne Gillespie	Vice President
	Paul Van Werkhoven	Treasurer
	Sharon Newman	Secretary
	Ryan Cheney	Member
	Aidan Cope	Member
	Jana Logie	Member

**MANAGING AGENT:** Ann Benoit, *Strata Agent, Ascent Real Estate Management*

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**CALL TO ORDER:**

The meeting was called to order at 6:40 pm.

**APPROVAL OF PREVIOUS MINUTES**

It was moved, seconded and carried to approve the minutes of the January 4, 2006 council meeting.  
**CARRIED UNANIMOUSLY**

**FINANCIAL:**

1. **Financial Statements:** The Financial Statements have not been finalized by Giles Management. Approval has been held over until the next meeting.
2. **Decorating Levy:** All owners are reminded that the decorating approved at the recent AGM is due and payable beginning April 1, 2006.
3. **Arrears:** Council directed the agent to provide correspondence to those owners who are currently in arrears.

**BUSINESS ARISING:**

1. **Janitorial Service:** The agent provided the council with two quotes for review. After discussion it moved, seconded and carried to proceed with StrataKleen commencing May 1, 2006. The current janitorial provider will be given one month's written notice.  
**CARRIED**
2. **Garage Door:** The agent provided council with quotes concerning the upgrade of the current garage door entry system. After discussion, council decided that it would be more prudent to use the funds to secure the pedestrian doors that lead from the parkade into the building. The securing of these doors will have to adhere to fire code rules. Council directed the agent to obtain quotes.

3. **Unit #108 Water Ingress:** Appropriate steps have been taken to address water ingress problems within the suite.

**NEW BUSINESS:**

1. **Unit 203/303 Water Leak:** A recent water leak originating from a toilet resulted in slight damage to the below unit. The situation has been rectified and the upper unit has reimbursed the affected owner.
2. **Fire Alarm:** After the recent power outage, a trouble signal emanated from the Fire Alarm Panel. It was determined that the emergency back-up batteries needed to be replaced.
3. **Storage Lockers:** It was moved, seconded and carried to construct five storage lockers in the common storage space. This will allow every suite to have a designated storage locker. The installation of these lockers will benefit all strata corporation owners as they will now be able to include a locker in the sale of their unit. Previously, the current lockers were not attached to an individual suite.

**CARRIED UNANIMOUSLY**

**Please be advised that personal items are not be stored on common property. All items currently located in the common storage space must be removed by April 15, 2006. The strata corporation will dispose of all items that remain past this date.**

4. **Elevator Shaft Housing:** Council directed the agent to obtain quotes concerning the housing of the elevator shaft.
5. **Laundry Room Dryer Vents:** It was moved, seconded and carried to proceed with the cleaning and maintenance of the laundry room dryer vents.

**CARRIED UNANIMOUSLY**

6. **Chimneys:** It was moved, seconded and carried to proceed with the cleaning of all chimneys.

**CARRIED UNANIMOUSLY**

7. **Annual Fire Inspection:** Council directed the agent to determine when the inspection is required in order to plan accordingly.

**CARRIED UNANIMOUSLY**

8. **Council Positions:** Council determined each member's position. The allocated positions are listed above.

9. **Garage Door:**

**Council would like to remind all owners that it is everyone's responsibility to ensure the safety of all residents. Please remember to watch the garage gate close completely behind you when you enter and exit the building to ensure that no one enters the building.**

10. **Laundry:** All owners/residents are asked to refrain from doing laundry if they are unable to finish or remove it in a timely manner. When articles are left in the machines it prevents other owners and residents from doing their laundry.

11. **Recycling Bins:** Council would like to thank Andeen Pitt for her recycling efforts. All owners are advised that all items are once again to be deposited into the blue bins.
12. **Gardening/Landscaping:** Council would like to remind owners to refrain from watering/fertilizing/pruning or performing any gardening to common property. The strata corporation has a professional who tends to these areas.
13. **Decorating:** Council would like to thank Jeanne, Jana, Wendy and Sharon for their time and effort in coordinating the decorating. The chosen colours and swatches are available for viewing in the lobby.
14. **Common Storage Area:** Council would also like to thank all the individuals who cleared away the unclaimed articles in the common storage area.

#### **CORRESPONDENCE:**

1. Correspondence was received from an owner regarding a pet bylaw infraction. The pet owner will be provided with correspondence citing the strata corporations' bylaws.
2. Correspondence was received from an owner regarding the front boulevard. Council is currently installing rocks to ensure that individuals do not sink into the mud when it rains.

#### **ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:40 pm.

**The next council meeting is scheduled for April 26, 2006.**

Ascent Real Estate Management Corporation  
Managing Agents  
On Behalf of Owners' Strata Plan VR 122



Ann Benoit  
Strata Agent  
AB/cvb

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**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN VR 122 – "CYPRESS PLACE"  
2424 CYPRESS STREET, VANCOUVER, BC**

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Held Wednesday, April 26, 2006

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<b>PRESENT:</b>	Donna Sheehan	President
	Paul Van Werkhoven	Treasurer
	Sharon Newman	Secretary
	Ryan Cheney	Member
	Aidan Cope	Member
<b>REGRETS:</b>	Wendy St. Marie	Member at Large
	Kurt Penner	Member at Large
	Ann Benoit	<i>Strata Agent, Ascent Real Estate Management</i>

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**CALL TO ORDER:**

The meeting was called to order at 6:30 p.m.

**COUNCIL MEMBERS UPDATE:**

Jana Logie and Jeanne Gillespie have resigned their positions on council due to other personal time commitments. They will both remain on the Decorating Committee until the decorating is completed. Council would like to express thanks and appreciation for their time and continued contribution.

Council determined each member's position. The allocated positions are listed above. Two new owners have been welcomed to the strata council.

**APPROVAL OF PREVIOUS MINUTES:**

It was moved, seconded and carried to approve the minutes of the March 22, 2006 council meeting.

**FINANCIAL:**

1. **Financial Statements:** The financial statements are currently under review.

**BUSINESS ARISING:**

1. **Janitorial Service:** StrataKleen Janitorial will begin service on May 1, 2006.
2. **Common Storage Area:** The strata agent has requested a disclosure statement from the Land Titles Office. Construction of lockers in the common storage area will be delayed until the statement has been reviewed.
3. **Insurance:** The insurance premium has been adjusted.
4. **Annual Fire Inspection:** The annual fire inspection took place on April 12, 2006. The report has not been submitted.

5. **Chimneys:** Chimneys will be inspected and cleaned if necessary on Saturday, June 10th, 9:00 a.m. - Noon.

Dickens Chimney will need access to all suites that have a fireplace. Notices have been delivered to affected residents. Anyone who will not be available on that date must make arrangements for someone else to allow access to the technician.

### **NEW BUSINESS:**

1. **Damage to Sump Pump Traffic Drain:** Council reviewed a quote from Steelhead Contracting to repair the damage. It was moved, seconded and carried to approve the quote and proceed with repair.
2. **Parkade Leak:** Water in the parkade was found to be coming from a leak in the heating pipe of unit 105. The shut-off valve for the outside hose also needs to be replaced. A quote from Latham's Plumbing was reviewed and approved. It was moved, seconded and carried to replace the pipe and valve.
3. **Elevator Housing:** Council reviewed a quote from Steelhead Contracting regarding repair of the elevator housing. A decision will be made pending more quotes.
4. **Membrane Failure:** The torchon membrane between suites 105 and 106 is failing and water is collecting between the membrane and the cement. Council approved a quote from Steelhead Contracting to replace the membrane and add torch cap flashing.
5. **Washing Machine:** Coinamatic was contacted to repair the washing machine.
6. **Preventative Maintenance:** Council reviewed a quote, and has requested another quote for a preventative maintenance program.
7. **Gardening Committee:** A new Gardening Committee has been established. The volunteers are Ferrol Bancks (President), Sharon Newman, Keiko Koizumi, Andeen Pitt, Jeanne Gillespie and Donna Sheehan. The Gardening Committee will be meeting in the lobby Sunday, April 30th for a short briefing.

Council has approved a budget of \$275 for the Gardening Committee this year.

8. **Donation of light sconces:** The old light sconces which have been replaced, will be donated to Restore Habitat.
9. **Gardener:** The gardener has returned and will be tending the grounds regularly - usually every Thursday.
10. **Important Notes & Notices:**
  - Residents are asked to refrain from interrupting the gardener while he is performing his duties. Any concerns regarding the landscape or any part of the common property must be addressed to the Strata Agent.
  - Re-carpeting in the building is scheduled to begin on May 8th and will take approximately 1 week to complete.
  - Please note that the VR122 mailbox in the lobby is no longer available for correspondence.

All correspondence must be addressed to the strata agent via mail or email.

- **Visitor Parking:** Residents are reminded that Visitor Parking is for short term use only. Anyone requiring a visitor's parking stall for an extended period must have council's approval, and the suite # must always be visible on the dashboard.
- Residents are reminded to ensure that the locker room and storage room doors are double-locked. It is imperative that the deadbolts be used for extra security.
- **Please note the new Strata Emergency phone number: 604 293 2459.**

#### **ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:20 pm.

**The next council meeting is scheduled for May 31, 2006 in unit #105 at 6:30 p.m.**

Strata Council

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Phone: 604-431-1800 Fax: 604-431-1818 Email: [ascent@ascentpm.com](mailto:ascent@ascentpm.com) Website: [www.ascentpm.com](http://www.ascentpm.com)*



**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN VR 122 – "CYPRESS PLACE"  
2424 CYPRESS STREET, VANCOUVER, BC**

---

Held Wednesday, May 31, 2006  
Unit #105

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<b>PRESENT:</b>	Donna Sheehan	President
	Sharon Newman	Vice-President
	Paul Van Werkhoven	Treasurer
	Aidan Cope	Secretary
	Ryan Cheney	Member at Large
	Wendy St. Marie	Member at Large
	Kurt Penner	Member at Large

<b>REGRETS:</b>	Ann Benoit	<i>Strata Agent, Ascent Real Estate Management</i>
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**CALL TO ORDER:**

The meeting was called to order at 7:05 p.m.

**APPROVAL OF PREVIOUS MINUTES:**

It was moved, seconded and carried to approve the minutes of the April 26, 2006 council meeting with the following amendments:

Positions should read:	Sharon Newman	Vice-President
	Aidan Cope	Secretary
	Andeen Pitt	Garden Committee President

**FINANCIAL:**

1. **Financial Statements:** It was moved, seconded and carried to approve the February and March 2006 financial statements as presented.

**BUSINESS ARISING:**

1. **Common Storage Area:** A special general meeting will be held on June 28th at 6:30 pm in the lobby. Registration will begin at 6:15 pm. The agenda is to acquire a 3/4 vote on having lockers installed in the common storage area. A notice of call, which will include the meeting agenda, will be sent to all owners.
2. **Chimneys:** Chimney inspection and cleaning will take place on June 10 between 9:00 a.m. and noon. All chimneys will be inspected; however two chimneys (suites 108 and 208) will not be cleaned, as per owners' requests, due to lack of use and personal health issues. All affected owners have been notified of the date and time.
3. **Membrane replacement:** Part of the failing membrane surrounding the garden outside suite 105 has been retorched and capped. The contractor will be returning to retorch more failing membrane surrounding the same garden outside suite 106, as well as the east side of the patio at suite 105.

4. **Plumbing concerns:**

A leaking heating pipe and a leaking shutoff valve to an outside hose were replaced in suite 105.

The boiler pump was replaced, as it had become clogged with sediment. It was also necessary to release air from heating pipes in some of the 3rd floor units, in order to restore heat to the building.

A rusted and leaking heating pipe in suite 304 was replaced.

A faulty heating valve causing lack of heat in suite 306 was repaired.

5. **Preventative Maintenance Program:** Council received two quotes for a preventative maintenance program, and is awaiting a third quote. Council also reviewed a recommendation to flush all the heating pipes in the building. As this cost was not in the budget, the matter was tabled until such time the boiler needs replacing.
6. **Pest Control Program:** Care Pest Control has been contracted to service the building effective June 1, 2006.
7. **Parkade Grate:** The damaged cement supporting the drainage grate in the parkade has been repaired and the grate replaced. The agent will present the invoice to council when received.
8. **Dryer Vents:** The dryer vents in the laundry room were cleaned and new hoses were installed.

**NEW BUSINESS:**

**Important Notes & Notices:**

- For the security of the building, residents and/or visitors driving into the parkade should enter singularly, rather than follow another car in. It is too difficult for the first driver to see who is following behind and to determine if the second driver should be allowed entry to the building.
- When using one of the building's hoses for any reason, please remember to turn the hose off and return it to its housing.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:50 pm.

**The special general meeting will be held on June 28, 2006 in the lobby at 6:30 p.m.**

**The next council meeting is scheduled for June 28, 2006 in unit #105 at 7:00 p.m.**

Strata Council

**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN VR 122 – "CYPRESS PLACE"  
2424 CYPRESS STREET, VANCOUVER, BC**

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Held Wednesday, June 28, 2006  
Unit #105

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<b>PRESENT:</b>	Donna Sheehan Sharon Newman Paul Van Werkhoven Aidan Cope Ryan Cheney Wendy St. Marie	President Vice-President Treasurer Secretary Member at Large Member at Large
<b>REGRETS:</b>	Kurt Penner	Member at Large
<b>MANAGING AGENT:</b>	Ann Benoit	<i>Strata Agent, Ascent Real Estate Management</i>

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**CALL TO ORDER:**

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

**APPROVAL OF PREVIOUS MINUTES:**

It was moved, seconded and carried unanimously to approve the minutes of the May 31, 2006 council meeting with the following amendment: Sharon Newman should have been listed as a regret.

**FINANCIAL:**

1. **Financial Statements:** It was moved, seconded and carried to approve the April 2006 financial statement as presented.
2. **Receivables Report:** It was moved, seconded and carried unanimously to provide written communication to all owners who are currently in arrears.

**BUSINESS ARISING:**

1. **Common Storage Area:** At the special general meeting held on June 28th at 6:30 pm, the ownership approved the creation of five new storage lockers in the common storage room. The five newly created lockers will be available to all owners based on date of occupancy at VR 122. In addition when an owner sells their unit, their assigned locker is once again available to another owner based on date of occupancy. All locker requests must be forwarded to the strata agent and be presented to council for approval.

<p><b>Please note that any requests for one of the new lockers must be forwarded in writing to the strata agent, Ann Benoit, by July 21, 2006. All owners must also complete and return the locker questionnaire that was delivered to each door.</b></p>
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2. **Chimneys:** Chimney inspection and cleaning occurred on June 10, 2006. The inspection revealed that the three chimneys have cracks in the mortar courses of the firebox back wall. This does not pose an immediate concern, but should be fixed before next winter. Council directed the agent to obtain additional information concerning the repairs.
3. **Membrane replacement:** The failing membrane surrounding the garden outside suites 105 and 106 has been retorched and capped.
4. **Preventative Maintenance Program:** It was moved, seconded and carried unanimously to proceed with the mechanical maintenance quote provided by Blue Mountain Services.
5. **Decorating Update:** Baseboard still need to be installed on the first floor. The agent will provide a final cost analysis at the next council meeting.

#### **NEW BUSINESS:**

1. **Tree Maintenance:** Dead branches were removed from a birch tree. The contractor has also been asked to trim the south side hedge and remove the tops of the south side trees to the same level as the first three to encourage growth.
2. **Window and Skylight Cleaning:** It was moved, seconded and carried unanimously to proceed with the cleaning of the inaccessible windows and skylights. Please be advised that inaccessible windows are those that can not be safely reached.

**The windows and skylights will be cleaned on July 25, 2006. Please ensure that all screens are removed from all inaccessible windows. If your screens are not removed, your windows will not be cleaned.**

**Please also ensure that your windows are closed and that your blinds are drawn for privacy.**

3. **Fence Painting:** It was moved, seconded and carried unanimously to have the perimeter fence painted.
4. **Landscaping:** The council requested that the agent have the landscape provider trim the hedge and umbrella trees.
5. **Lights:** All owners are advised to ensure that they report all burnt out lights to the strata agent. The janitorial provider will be changing the lights when they are on site each week. Council requested that the agent have the janitorial provider check all exterior globe lights.
6. **Parking Stalls:** Council would like to remind all owners to refer the following bylaw:

**34(3)     *An owner, tenant or occupant must use parking stalls only for the parking of licensed and insured motor vehicles, trailer, motorcycles or bicycles, and not for the parking of any other type of vehicle or the storage of any other item, unless otherwise approved in writing by the council.***

**Please ensure that all non-permitted items are removed from your parking stall by July 31, 2006. All cardboard must also be removed. Failure to do so will result in fines pursuant to the strata corporation's bylaws. All non-permitted items will also be removed with all incurred costs charged to the offending owner's strata lot account.**

7. **Ground Floor Exterior Gates:** Council would like to remind all owners to ensure that the ground floor exterior gates are securely closed when entering and exiting through them. Recent security breaches have occurred to a ground floor suite.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:50 pm.

**The next council meeting is scheduled for September 27, 2006 in unit #105 at 7:00 p.m.**

Ascent Real Estate Management Corporation  
Managing Agents  
On Behalf of Owners' Strata Plan VR 122



Ann Benoit  
Strata Agent

AB/cp

**Ascent Real Estate Management Corporation – 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9 Phone: 604-431-1800 Fax: 604-431-1818 Email: [ascent@ascentpm.com](mailto:ascent@ascentpm.com) Website: [www.ascentpm.com](http://www.ascentpm.com)**

**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN VR 122 - "CYPRESS PLACE"  
2424 CYPRESS STREET, VANCOUVER, BC**

Held Wednesday, July 27th, 2006  
Unit #206

<b>PRESENT:</b>	Donna Sheehan	President
	Sharon Newman	Vice-President
	Ryan Cheney	Member at Large
	Wendy St. Marie	Member at Large (acting Secretary)

<b>REGRETS:</b>	Ann Benoit	Strata Agent
	Paul Van Werkhoven	Treasurer
	Aidan Cope	Secretary
	Kurt Penner	Member at Large

**CALL TO ORDER:**

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

**APPROVAL OF PREVIOUS MINUTES:**

It was moved, seconded and carried to approve the minutes of the June 28th, 2006

**FINANCIAL:**

1. Financial Statements were tabled due to the absence of the Treasurer

**BUSINESS ARISING:**

1. Designation of new lockers was determined based on written requests received by the strata agent, and have been assigned as follows:
  - #1 Donna Sheehan , suite 105
  - #2 Marc Gagnon , suite 305
  - #3 Sylvia and Gary Hajek, suite 108
  - #4 Keiko Koizumi, suite 104
  - #5 Julia Hall (Ian Hall) suite 107

**All owners are reminded that they must submit their locker numbers to the Strata Agent.**

2. Exterior light maintenance: The Strata Agent will investigate the cost of installing photocell lighting.

3. Invoices for decorating have been submitted for payment. It was noted that the baseboards on the first floor have not yet been installed and are still residing in a parking stall in the parkade. The Strata Agent will contact the decorating committee for an update as to when the job will be completed.
4. The Strata Agent has made arrangements for the trimming of the hedges.

**NEW BUSINESS:**

1. All chimneys in the building were inspected and a report was received by the strata agent. Cleaning was also performed, with the exception of those who requested not to have their chimneys cleaned. The owners of suite 108 informed the strata agent that their chimney was not inspected from within their suite. The strata agent will be contacting the chimney cleaning company to obtain an explanation.
2. The kitchen floor in suite 105 was removed and replaced, due to mold, apparently caused by a leaky heating pipe which was previously replaced. The heating system was removed in order to access the mold, and will be replaced. The patio window sill in the living room, and immediate flooring beneath it was also removed and replaced due to mold. It was undetermined whether that portion of deterioration was caused by the leaking pipe in the kitchen, or a lack of insulation around the pipe, or both. The heating pipe under the patio sill has now been insulated.
3. The owner of suite 204 has reported a mouse in the unit. An exterminator has been contacted.

**All residents are reminded to contact the Strata Agent to report any pests.**

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 7:25 pm.

The next meeting is scheduled for Wednesday August 30th, 6:30 pm in Suite 105

**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN VR 122 - "CYPRESS PLACE"  
2424 CYPRESS STREET, VANCOUVER, BC**

Held Wednesday, August 30th, 2006  
Unit #209

<b>PRESENT:</b>	Donna Sheehan	President
	Sharon Newman	Vice President
	Paul Van Werkhoven	Treasurer
	Aidan Cope	Secretary
<b>REGRETS:</b>	Ryan Cheney	Member at large
	Wendy St Marie	Member at large
	Kurt Penner	Member at large
	Ann Benoit	Strata Agent

**CALL TO ORDER:**

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

**APPROVAL OF PREVIOUS MINUTES:**

1. It was moved, seconded and carried to approve the minutes of the July 26, 2006.

**FINANCIAL:**

1. It was moved, seconded and carried to approve the May, June and July 2006 Financial Statements.

**BUSINESS ARISING:**

1. **Chimney Inspection:** As suite #108 was missed during the in-suite inspection, Dickens Chimney will be contacted to perform the necessary inspection.
2. **Parkade Grate:** The grate in the parkade was repaired again. Council will advise the Strata Agent that only the second bill should be paid, as it was not repaired properly the first time.
3. **Fence painting:** A contractor has been hired to paint the fence surrounding the building. It will be painted as soon as possible.
4. **Decorating:** A summary of the decorating expenses has been submitted, the total cost reflecting a remaining balance of \$497.33 which will be used for pictures and frames in the lobby area.



5. **Mechanical maintenance:** Blue Mountain Services submitted the following after a maintenance check:

*The hot water tank has a problem with the cold water piping feeding the tanks which is resulting in condensation, that is then dripping onto the floor. The pipes have been insulated but the problem still exists from cold water constantly being introduced to the system, most likely from one or more running toilets in the building. All occupants should be notified and check their toilets to make sure they are not running constantly. An exhaust fan in this room would also help, but would be a costly job, and the room is not that hot.*

**All residents are reminded to ensure that their toilet is not constantly running. Please contact the strata agent if you have any questions.**

6. **New locker numbers:** As the previously existing lockers had been numbered in error, and to avoid confusion with the numbering of the new ones, council agreed that the new lockers be numbered 30, 31, 32, 33, and 34.

#### **NEW BUSINESS:**

1. **Patio Drain:** The owner of suite 103 has advised the strata agent that the drain on her patio is clogged. The Strata Agent will make arrangements to unclog the drain.
2. **Moving:** Considerable damage to the molding surrounding the elevator on the third floor, as well as the wall inside the elevator occurred during the time that two tenants on the third floor were moving out. A quote for the repairs is pending. Council will request the Strata Agent to investigate the cost of elevator pads. Council will be recommending a new moving in / moving out bylaw at the next AGM.
3. **Lighting:** Certain areas of the parkade and the locker room are very poorly lit. Council is awaiting a quote to improve the lighting in those areas.
4. **Garbage:**

**Residents are reminded to tie up their garbage tightly, and to rinse recyclables well, to reduce any unpleasant odors in the parkade.**

5. **Tile damage:** The owner of suite 202 reported that one of his floor tiles had been damaged during the laying of the new hall carpet. Council agreed that it will be repaired as soon as possible.
6. **First floor exit door:** An Exit sign and weather stripping is missing from the first floor east exit door. Both items will be replaced as soon as possible.

7. **Parking Stalls:** Council would like to remind all owners to refer the following bylaw:

**34(3)** *An owner, tenant or occupant must use parking stalls only for the parking of licensed and insured motor vehicles, trailer, motorcycles or bicycles, and not for the parking of any other type of vehicle or the storage of any other item, unless otherwise approved in writing by the council.*

**Please ensure that all non-permitted items are removed from your parking stall immediately. All cardboard must also be removed. Failure to do so will result in fines pursuant to the strata corporation's bylaws. All non-permitted items will also be removed with all incurred costs charged to the offending owner's strata lot account.**

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 7:45 pm.

The next meeting is scheduled for Wednesday September 27, 6:30 pm, in suite 105

**STRATA COUNCIL MEETING MINUTES  
STRATA PLAN VR 122 – "CYPRESS PLACE"  
2424 CYPRESS STREET, VANCOUVER, BC**

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Held Wednesday, September 27, 2006  
Unit #105

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<b>PRESENT:</b>	Donna Sheehan Aidan Cope Wendy St. Marie Kurt Penner Paul Van Werkhoven	President Secretary/Treasurer Member at Large Member at Large Member at Large
<b>REGRETS:</b>	Ryan Cheney Sharon Newman	Member at Large Vice-President
<b>MANAGING AGENT:</b>	Ann Benoit	<i>Strata Agent, Ascent Real Estate Management</i>

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**CALL TO ORDER:**

The meeting was called to order at 6:30 p.m.

**APPROVAL OF PREVIOUS MINUTES:**

It was moved, seconded and carried unanimously to approve the minutes of the August 30, 2006 council meeting.

**FINANCIAL:**

1. **Financial Statements:** The treasurer recommended deferral of the July and August 2006 financial statements. Aidan Cope agreed to assume the treasurer position.
2. **Receivables Report:** It was moved, seconded and carried unanimously to provide written communication to all owners who are currently in arrears.

**BUSINESS ARISING:**

1. **Membrane Concerns:** Steelhead Contracting has been requested to review a membrane concern on the north side of the building that is resulting in water leaks into the storage locker area. Steelhead will also be repairing a unit's tile that was damaged during the recent common area decorating.
2. **Chimneys:** Dickens Chimney repaired the three chimneys that contained cracks in the mortar courses of the firebox back wall on September 27, 2006. The one unit which required inspection was also completed on this date.
3. **Outside lights:** The strata agent was directed to request that the janitorial provider adjust the exterior lights to come on at 4:30pm and turn off at 8:30am.
4. **Parkade Grate:** It was moved, seconded and carried unanimously to process the invoice from Steelhead Contracting as the noted deficiencies were rectified.

5. **Decorating Update:** The agent will request that the decorating committee forward information concerning the paint colours and hallway sconces for future reference.
6. **Fence Painting:** The painting of the fence will be completed the first week of October.
7. **Parkade and Storage Room lighting:** Council reviewed a quote for the installation of increased lighting in the parkade near stalls 12/13 and 22/23 and, the storage rooms. It was moved, seconded and carried unanimously to proceed with the quote.
8. **Insurance:** The strata corporation's insurance was renewed with CMW –Ascent's master provider, for a savings of \$1558. The coverage remained the same.
9. **Patio Drain:** The patio drain on a ground floor unit was unplugged by Blue Mountain Services. The Gardener has been requested to perform the necessary lawn repairs.
10. **Moving Bylaw:** It was moved, seconded and carried unanimously to present the following bylaw to the owners for approval at the upcoming Annual General Meeting (AGM):

### **Move In/Move Out**

#### **Current Bylaw**

- 35(1) The strata corporation may regulate the times and manner in which any person moves into or out of the strata lots and may require that such moves be co-coordinated with the manager of the building at least 7 days in advance of such moves, or such lesser period as the council may, in its sole discretion, permit, provided that if an owner or tenant carries out any move into or out of a strata lot otherwise than in accordance with such prior arrangements made with the manager of the building, the owner or tenant will be subject to a fine of \$100.00, such fine to be paid on or before the due date of the next monthly strata fees.*
- (2) The owner or tenant must notify the strata corporation in advance of the date and time that the owner or tenant will be moving into or out of the strata lot.*

#### **Proposed Amended Bylaw**

##### **Moving**

#### **35. Moving in/out procedure**

- 35.1 An owner must conform, and ensure that any tenants conform, to these move in and move out bylaws as well as any relevant rules established by council from time to time.*
- 35.2 A resident or resident-to-be must provide notice to the strata corporation, through the strata management company, of all moving arrangements at least seven (7) days before the moving date. Upon receipt of the fee specified in bylaw 35.6, a specific day must be requested for that move, and the move-in or move-out must be completed in that designated day. Only one move-in or move-out per day will be allowed. All moves must take place between 8:00 a.m. and 8:00 p.m., Monday through Friday, and 9:00 a.m. to 8:00 p.m. on Saturdays, Sundays and statutory holidays. Failure to follow this bylaw may result in denial of access to the building, and may be subject to a fine.*

- 35.3 *A resident or resident-to-be, requiring the use of the elevator must make arrangements with the strata agent to obtain the elevator key. The elevator door must not be jammed open in any way.*
- 35.4 *A resident or resident to be must ensure that the lobby doors, or any other access doors, are not left open or unattended by having another responsible adult monitor the entrance while the door is open, to ensure that persons seeking entrance to the building have (a) in their possession a key for Cypress Place, or (b) use the call-up system to be granted entry by a resident, and, failing these, to deny entry to that person, so that unauthorized persons do not gain entrance to the building.*
- 35.5 *A resident or resident-to-be must ensure that furniture and packing cases are not left piled in the lobby or corridors nor leaned against the walls, and that all common areas are left damage free and clean, and all hallways and lobby areas are vacuumed immediately upon completion of the move.*
- 35.6 *Every move-in shall result in a wear-and-tear charge of \$100.00 being assessed against the strata lot at such time as a new occupancy is commenced.*
- 35.7 *A resident who is having delivered large items of furniture and/or appliances delivered, or are moving out such items, must notify the strata agent in case the elevator needs to be locked off.*
- 35.8 *A note must be placed on every floor outside the elevator by the owner or resident moving in/ or out to alert all residents that the elevator is in use. The note must contain the date of the move, the suite number of the individual who is moving, the timeframe that the elevator will be in use and a cell phone number to ensure that contact can be made in the case of an emergency.*
- 35.9 *A resident contravening any of the bylaws 35.1 to 35.8 shall, subject to section 135 of the Act, be fined up to a maximum of \$200.00.*
11. **Pet Bylaw:** It was moved, seconded and carried unanimously to present the following bylaw to the owners for approval at the upcoming Annual General Meeting (AGM):

#### **Current Bylaw**

- (7) *No owner, tenant or occupant shall permit its pet to interfere with any other person, pet or object, or permit its pet to disturb any other owner, tenant or occupant with uncontrolled barking or howling.*

#### **Amended Bylaw**

- (7) *No owner, tenant or occupant shall permit its pet to interfere with any other person, pet or object, or permit its pet to disturb any other owner, tenant or occupant with uncontrolled barking or howling. Pets are not permitted in the laundry room. An owner, tenant or occupant shall permit its pet to interfere with any other person or pet in a physically aggressive manner friendly or otherwise. If a complaint is received, council may require that your dog be leashed or muzzled.*

#### **NEW BUSINESS:**

1. **Common Area Re-Keying:** It was moved, seconded and carried unanimously to re-key the common area locks. Keys will be distributed to all owners at the AGM, with the building being re-

keyed the following day. Each owner will be given three new keys. There will be a \$10 charge for any additional key. Notices will be posted in advance to remind all owners.

2. **Annual General Meeting (AGM) preparation:** The strata agent will be attending the next council meeting on October 25, 2006 in order to present the notice of call for the AGM to council. Council will also be preparing the budget for the next fiscal year at the October council meeting.

**The Annual General Meeting is scheduled for Wednesday, November 29, 2006**

**CORRESPONDENCE:**

1. Correspondence was received from an owner requesting the rental of her unit. The owner was requesting to rent her unit from August 2007 until January 2008. Council directed that agent to have the owner submit a new request in February, as the strata corporation's bylaw reads:

*11 (vi) upon acceptance of an application to rent, an owner must enter into a lease of a strata lot within six (6) from acceptance by the council of such owner's application or the acceptance will be automatically revoked and the council will be entitled to advise the owner next following on the list that its application to rent a strata lot has been approved.*

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:25 pm.

**The next council meeting is scheduled for October 25, 2006 in unit #105 at 6:30 p.m.**

Ascent Real Estate Management Corporation  
Managing Agents  
On Behalf of Owners' Strata Plan VR 122



Ann Benoit  
Strata Agent  
[abenoit@ascentpm.com](mailto:abenoit@ascentpm.com)  
Direct Line: 604-293-2418

AB/kg

**Ascent Real Estate Management Corporation – 2176 Willingdon Avenue, Burnaby, BC V5C 5Z9**  
**Phone: 604-431-1800 Fax: 604-431-1818 Email: [ascent@ascentpm.com](mailto:ascent@ascentpm.com)**

**Website: [www.ascentpm.com](http://www.ascentpm.com)**